

Cornwall Public Library Board of Trustees

February 8, 2018

7:00 to 9:00 PM

Minutes

Meeting called to order by Carol Stein at 7:03 PM

I: Roll

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

Mary Lou Carolan, Library Director
Michelle Mellino, Treasurer

Also Present: Library staff member Ellen Winchell (minutes), Rosaleen Leahy, Library staff member, Liz Fisher, Library staff member, and Jane Harkinson, Friends of the Library.

- II. Approval of the minutes:** A motion to approve the Board of Trustee minutes of January 11, 2018, made by Tom Dames, seconded by Elisabeth Hellwege and unanimously approved.
- III. Financial Review:** Following discussion, a motion to approve Warrant #7 in the amount of \$105,679.49 was made by Susanne Vondrak, seconded by Tom Dames and unanimously approved. After discussion, a motion to approve Profit and Loss vs Actual report for July 2017 to December 2017 made by Elisabeth Hellwege, seconded by Chris McDonald and unanimously approved.
- IV. Public Remarks:** A question came up regarding the Profit and Loss vs Actual report under the Capital Equipment section, line 203b of the report showing 2,443.44% of budget. The Children's computers were replaced and the server was replaced. Although the total was more than was budgeted in the annual budget, the capital fund will be used to pay for the new computers.
- V. Communications:** A thank you note to the Board of Trustees, for a picture frame and a scene of Rings Pond, was received from Mary Ellen Malone. Mary Ellen also appreciated the reception celebration, in honor of her 37 years of service. Thank you notes were received from Christopher and Susan Roberts. Thank you notes were received for the wonderful Art Reception from: Cathy Cahill, Cathy Prager, Judy Byrne, and Patricianne Norton. Anna Tilley sent a thank you note for the wonderful goodie bag she received.

February 26, 2018

VI. Director's Report: See written report. A motion to approve the Annual Report to NY State made by Elisabeth Hellwege, seconded by Christine McDonald and unanimously approved. The Annual Cornwall Public Library Budget vote will be April 17, 2018. The petitions for trustee positions will be available tomorrow February 9th and are due back on February 23. The Ballot prep must be done by March 26, 2018.

VII. Committee Reports:

- a. Finance Committee: The Finance committee had done a lot of work in transfers and budgeting. The 2018-2019 Proposed Budget is basically a roll over budget. The amount of the tax cap is 3.18% or \$36,951. A majority of our budget increase is due to rising healthcare and pension costs. There may be a small cost of living increase, but the library will not be replacing staff positions. A final presentation of budget information will be made in March. A unanimous vote was held not to exceed the tax cap.
- b. Policy Committee: The Policy committee has been working on the Exhibits and Display Policy, as well as the Selling and Solicitation Policy. The non-profits have the large bulletin board in the foyer. The Cornwall Chamber of Commerce has a for-profit, separate display rack in the foyer. Because we are also Chamber members we will support the Chamber business members.
- c. Building and Grounds: The following is the list of Sub-Contractors that Powergen Electrical is using. Electrical: Powergen Electrical, PO Box 761, Washingtonville, NY 10992, amount \$72,000., HVAC: MJH Mechanical 60-10 Maurice Ave, Maspeth, NY 11378, amount \$9,100. Carpentry: Powergen Electrical PO Box 761, Washingtonville, NY 10992, amount \$8,900. The contractors will be working 6:00 am to 3:00pm. There was some impact with the heating and alarm systems. We may lose heat for a day. The Clerk of the Works, Carl, issues a report each day. A few concerns: lighting order was delayed; actual fixtures may come at the tail-end. The electrical outlets were originally planned as going above the carpet, it was suggested going below the carpet and that requires trenching which is an increase in fees. Carol Stein made a recommendation to use the original budget for reference. The building committee may spend up the amount we originally proposed \$312,360. A motion to approve \$51,795 which reflects the current completion schedule of values, pending architect signature, and Clerk of the Works signature, with certified payroll attached, motion made by Elisabeth Hellwege, seconded by Christine McDonald and unanimously approved.
- d. Garden Committee: none.
- e. Friends: Jane Harkinson, shared that the Friends have given the Cornwall Public Library a \$25,000 lump sum to be spent at our discretion. Ann Tilley, former President of the Cornwall Public Library Foundation, returned \$15,000 from their start up fund to the Friends to be redistributed. The total donation will be \$40,000.

The Foundation will be dissolving. The Friends ask that we use the money judiciously.

- VIII. Unfinished Business:** Friends Endowment: see Friends.
- IX. New Business:** Approval of Annual Report: see Director's report.
- X. Adjournment:** Motion to adjourn regular meeting at 8:55 pm was made by Carol Stein, seconded by Christine McDonald and was unanimously approved.
- XI. Executive Session:** Motion to move to Executive Session at 8:56 pm to discuss a Personnel matter was made by Carol, seconded by Chris and was unanimously approved.
- XII. Adjournment:** Motion to adjourn was made by Bruce at 9:50pm, seconded by Carol and was unanimously approved.

Next Regular Board Meeting Monday March 5, 2018 at 7PM

Cornwall Public Library

Director's Report

January 2018

General Overview

The temporary relocation of staff from the workroom to the Community Room was moved up to the first week of February and staff responded to the task. Staff purged materials no longer needed, packed up items for the storage unit and scaled down items to bring only what's needed for the 4-week relocation. My performance reviews with managers began and will be completed in February due to the snow delays and disruption of space. The Annual Report was prepared and submitted. Budget development and vote prep underway.

Administration

SAM Grant – approval for site sign received and documents were returned to DASNY. Project slated to begin in Spring/2018. Still awaiting final approval after submission of documents. No word yet on Roof project funding. Checking on that but don't anticipate it beginning until summer.

Bullet Aid – received SED letter confirming funds from Assemblyman Skoufis (phone system and microfiche) and will complete and submit documents in mid-February in order to receive funding.

Small Libraries Smart Spaces – working to coordinate this project timeline with the SED grant projects. A site visit from OCLC will be in April. This pushed my May deadline up in order to make headway with this project upon completion of the NYS Construction Grant "Phase 1 Renovations" project. Worked on design, and layout with community volunteer/interior designer and meeting with TUT teens on Feb 23 to gather more input.

Annual Report to NYS – completed report and submitted by deadline on February 5. Board approval needed to accept the document. Numbers of program participants increased while circulation of materials decreased slightly, with the exception of children's books and DVD's, which increased. All in all, the numbers remain solid and the statistics will be expressed to the public on the upcoming Budget Vote postcard mailed to all residents.

Personnel

Performance Reviews –in process of completing the manager reviews by second week in February.

Lisa SinClair - fell on ramp to shed due to slick surface. Thankfully, she is okay and returned to work the next week. Treads have been installed on the ramp.

Joe Stankiewicz – has replaced Ron Kaiser as our handyman while Ron undergoes medical treatments. (I attended a fundraiser for Ron at Orange County Choppers on Jan. 28 and represented the library staff.) Joe was instrumental in working with Brenda to facilitate the move. He had his firefighter buddies help us move heavy furniture and cabinets and go U-Haul to provide dollies and moving carts to us at no charge.

Brenda Goldfarb – single-handedly facilitated the move of staff into the community room, the rental of the POD, the coordination of handyman and electrician projects, and the auction and in-house sale of the old office furniture. We netted over \$700 as of last Friday for the Friends, with sale of furniture.

Pam Hawks – worked with RCLS and phone company to make sure that the temporary staff workstations were up and running as quickly as possible. By end of day on Feb 2, all was functioning well.

Building and Grounds

NYS Construction grant – the project began a week early on January 30. All furniture, carpet, DRRT wall, cabinets and lights have been ordered and will hopefully arrive on time. Permit process for the 2018 funding cycle needs to begin in March/April but there is some question as to whether we will have plan and permits in place by the September deadline. SED is quite backlogged on this. More to follow.

Finance and Fundraising

Fiscal Year 2018-19 – Worked with Finance Committee to develop a budget for the next fiscal year. The tax levy increase of approximately \$36,000 will essentially cover health insurance and NYS retirement increases. A great deal of work has gone into trimming every line item we could. Income predictions don't fill the gap. It seems that adding hours to our Sundays will have to go on the back burner. Curtailing the addition of any staff hours, and the consolidation of reference services to front service desk, will help with coverage but other strategies will need to be implemented to make up the deficit.

Budget Vote – April 17th, 2018 – one trustee position opening. Petitions available at this meeting and at the front desk beginning Friday, February 9. Voter lists have been ordered along with arrangements for the voting machine, the vote inspector and vote workers.

Friends Endowment – spent a good amount of time working on the legal aspects of Friends' consideration of opening an endowment for us. Also, discussed bequests with our lawyer and how to handle them since the Foundation has been inactive. Long story short, bequests can be made directly to the Library for any amount of money, or to Friends up to the amount designated by Friends for what they will/can accept. Met with a patron regarding his desire to leave the library in his will and provided him with the necessary paperwork to update his will.

Outreach & Partnerships

Chamber of Commerce – I am co-chairing the Art committee to work on an event this summer or fall to showcase art and artists in Cornwall.

Programs, Collections, and Services

Programs and Circulation -25 programs were held this month with an attendance of **285**. The most well attended programs included Bollywood Dance Workshops (80), "Right at Home" session (27), Jazz Music Program (25) Poet Laureate (18), Great Decisions (18) and Ancestry.com Training (16). Other room use (8) with attendance of (44).

Youth Services – **32** programs attracted **353** children and adults for a variety of programs and activities including LEGO family build it, Hour of Code, Pajama Story Time, Teen Writers, ChatterBooks, T.U.T meeting, and Minecraft Mania. Challenges with on-line registration for story time continues with classes filling in 15-30 minutes, crashing the website. Solution needed by next registration on February 26th.

Adult Services –January stats include technology assistance (103), reader's advisory (1), reference questions (266), ILL Pulls (1681), printing (128), Notary (21), computer guest passes (22); Homebound delivery (6). New magazine displays purchased through Friends to allow for more flexibility to move other collections around.

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

Registered borrowers: **9,949** (9,889); Direct Access/Circulation: **11,466** (10,800); ILL Borrows: **2,061** (1,963); ILL Loans: **1,992** (1,810); Item Count: **72,763** (72,732); **Wi-Fi: 4,950** (2,174).

Meetings, Trainings, Programs & Happenings in January:

Meeting with D-Ben Security (1/2);

Funeral for Pat's mom, Finance Committee meeting (1/3);

RCLS phone conference for Blue Socket replacement; phone meeting with OCLC (1/4);

Meeting with Marla (1/5);

Consult with interior designer Linda Gayton for active learning space, phone meeting with Michelle (1/8);

Worker's Comp Audit, Bid Closing, Budget meeting (1/9);

Director's Association Meeting, Board Meeting (1/11);

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

Budget meeting (1/17);

ANSER meeting (1/22);

Manager's meeting (1/23);

Annual Report meeting, Washingtonville (1/26);

Budget meeting (1/31).

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

Meeting with RCLS staff and electrician for room set-up (2/1);

Meeting with Town Councilman for upcoming CC programs, meeting about a bequest (2/2);

Budget committee meeting; Teen "Winter Blast" (2/3);

Meeting about Indie Author Day; OCLC Smart Spaces webinar meeting (2/6);

Scheduled fire drill; Board meeting (2/8);

Meeting with Toshiba re: contract (2/12);

Staff meeting; Performance Review; Monthly meeting with Ellen (2/13);

Performance Reviews (2/14);

Performance Reviews; Friends meeting (2/15);

Mandatory Meeting with Full-time staff (2/16);

Manager meeting (2/20);

TUT meeting; Construction project ends (2/23);

Carpet Installation (2/26);

Wall and Furniture install (2/27);

Library Advocacy Day (2/28).

Respectfully submitted,

Mary Lou Carolan

**Mary Lou Carolan
Director**

February 7, 2018

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

	Budget 50%	YTD Budget			Full 2017-2018 Budget		
		Jul - Dec 17	Budget	\$ Over Budget	Full Budget	\$ Over Budget	% of Budget
Income							
2002 · Local Public Funds	1,160,806.00	1,160,806.00	0.00	1,160,806.00	0.00	100.0%	
2003 · Refund of Tax assessment	-691.68	0.00	-691.68	0.00	-691.68	100.0%	
2005 · Appropriated Fund Balance	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%	
2082 · Library Fines	13,786.27	15,500.02	-1,713.75	31,000.00	-17,213.73	44.47%	
2401 · Income from Investments	153.52	249.98	-96.46	500.00	-346.48	30.7%	
2670 · Sale of Library Materials	716.52						
2701 · Refunds	0.00	500.02	-500.02	1,000.00	-1,000.00	0.0%	
2706 · Gifts & Endowments	2,338.76	4,149.98	-1,811.22	8,300.00	-5,961.24	28.18%	
2760 · Grants	3,088.00	6,000.00	-2,912.00	12,000.00	-8,912.00	25.73%	
3840 · RCLS	4,886.70	2,000.02	2,886.68	4,000.00	886.70	122.17%	
Total Income	1,185,084.09	1,189,206.02	-4,121.93	1,242,606.00	-57,521.91	95.37%	
Gross Profit	1,185,084.09	1,189,206.02	-4,121.93	1,242,606.00	-57,521.91	95.37%	
Expense							
141 · Salary-Certified Librarian	115,079.10	110,468.92	4,610.18	220,937.29	-105,858.19	52.09%	
142 · Salary-Clerical	200,233.86	217,095.39	-16,861.53	434,190.71	-233,956.85	46.12%	
143 · Salary-Treasurer	1,923.10	2,500.00	-576.90	5,000.00	-3,076.90	38.46%	
203b · Capital Equipment	7,330.31	300.00	7,030.31	300.00	7,030.31	2,443.44%	
410 · Books	33,855.76	34,942.56	-1,086.80	69,885.00	-36,029.24	48.45%	
411 · Film	616.03	550.00	66.03	550.00	66.03	112.01%	
412 · Video/Music/Books on Tape	11,306.57	15,078.98	-3,772.41	30,158.00	-18,851.43	37.49%	
413 · Serials/Reference	7,589.73	6,649.96	939.77	13,300.00	-5,710.27	57.07%	
430 · Supplies							
430.1 · Library supplies	6,405.46	2,499.98	3,905.48	5,000.00	1,405.46	128.11%	
430.2 · Office supplies	3,713.18	3,999.98	-286.80	8,000.00	-4,286.82	46.42%	
430.3 · Program supplies	2,089.85	3,900.04	-1,810.19	7,800.00	-5,710.15	26.79%	
430 · Supplies - Other	7,145.15						
Total 430 · Supplies	19,353.64	10,400.00	8,953.64	20,800.00	-1,446.36	93.05%	
431 · Telephone	3,742.38	6,999.98	-3,257.60	14,000.00	-10,257.62	26.73%	
433 · Postage	753.82	2,000.02	-1,246.20	4,000.00	-3,246.18	18.85%	
434 · Publicity & Printing	2,376.11	5,000.02	-2,623.91	10,000.00	-7,623.89	23.76%	
435 · Travel/Conference	3,002.20	2,250.00	752.20	4,500.00	-1,497.80	66.72%	
436 · Friends Expense	0.00	-8,898.00	8,898.00	-17,796.00	17,796.00	0.0%	
437 · Professional Fees							
437.1 · Prof fees-Office	13,585.53	12,639.98	945.55	25,280.00	-11,694.47	53.74%	
437.2 · Prof fees-Adult programs	2,210.00	3,500.02	-1,290.02	7,000.00	-4,790.00	31.57%	
437.3 · Prof fees-YA programs	300.00	750.00	-450.00	1,500.00	-1,200.00	20.0%	
437.4 · Prof fees-Juvenile	840.00	2,000.02	-1,160.02	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	16,935.53	20,390.02	-3,454.49	40,780.00	-23,844.47	41.53%	
438 · Dues	502.00	700.00	-198.00	1,300.00	-798.00	38.62%	
439 · Equipment Repair	0.00	200.00	-200.00	200.00	-200.00	0.0%	
440 · Contracts w/ Books Co.	900.18	1,299.98	-399.80	2,600.00	-1,699.82	34.62%	
450 · Fuel/Utilities	13,256.59	15,999.98	-2,743.39	32,000.00	-18,743.41	41.43%	
451 · Custodial Supplies	1,217.93	999.98	217.95	2,000.00	-782.07	60.9%	
452 · Repairs to Building	14,940.85	5,000.02	9,940.83	10,000.00	4,940.85	149.41%	
454 · Building Insurance	11,907.61	12,000.00	-92.39	12,000.00	-92.39	99.23%	
455 · RCLS ANSER & Telecommunicati	24,537.12	26,500.00	-1,962.88	53,000.00	-28,462.88	46.3%	
469 · Service Contracts	25,522.99	23,298.00	2,224.99	46,596.00	-21,073.01	54.78%	
490 · Refund of PY Tax Assessment	0.00	1,500.00	-1,500.00	3,000.00	-3,000.00	0.0%	
9010.8 · Retirement	52,601.00	49,258.00	3,343.00	49,258.00	3,343.00	106.79%	
9030.8 · FICA/Medicare Expense	29,213.31	25,058.52	4,154.79	50,117.00	-20,903.69	58.29%	
9060.8 · Workers' Comp	7,491.00	8,000.00	-509.00	8,000.00	-509.00	93.64%	
9090.8 · Health Insurance	55,682.55	60,965.02	-5,282.47	121,930.00	-65,404.65	46.36%	
Total Expense	661,871.27	656,507.35	5,363.92	1,242,606.00	-579,891.93	53.33%	
Net Income	523,212.82	532,698.67	-9,485.85	0.00	522,370.02	42.11%	

Cornwall Public Library
Warrant # 7
As of January 31, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Arnoff Moving & Storage						
Bill	01/26/2018	16' Portable Storage	16' Portable Storage Unit to be used duri...	469 · Service Contracts	Paid	250.00
Bill	01/29/2018	16' Portable Storage	16' Portable Storage Unit to be used duri...	469 · Service Contracts	Unpaid	100.00
Total Arnoff Moving & Storage						350.00
Audio Editions						
Bill	01/19/2018	Inv 1657070	Inv 1657070	412.3 · Books-on-Tape	Unpaid	31.99
Bill	01/29/2018	Inv 1657691	Inv 1657691	412.3 · Books-on-Tape	Unpaid	31.99
Bill	01/29/2018	Inv 1657729	Inv 1657729	412.3 · Books-on-Tape	Unpaid	8.00
Bill	01/29/2018	Inv 1658218	Inv 1658218	412.3 · Books-on-Tape	Unpaid	107.98
Bill	01/29/2018	Inv 1657911	Inv 1657911	412.3 · Books-on-Tape	Unpaid	233.64
Bill	01/29/2018	Inv 1657918	Inv 1657918	412.5 · Books on Tape YA	Unpaid	294.59
Total Audio Editions						708.19
Brodart Co. - Juv						
Bill	01/19/2018	Inv B5193646	Inv B5193646	-SPLIT-	Unpaid	9.94
Bill	01/19/2018	Inv B5193487	Inv B5193487	-SPLIT-	Unpaid	10.49
Bill	01/19/2018	Inv B5203358	Inv B5203358	410.5 · Juvenile Non Fiction	Unpaid	8.76
Bill	01/19/2018	Inv B5203378	Inv B5203378	410.4 · Juvenile Fiction	Unpaid	13.51
Bill	01/19/2018	Inv B5203295	Inv B5203295	410.4 · Juvenile Fiction	Unpaid	3.84
Bill	01/29/2018	Inv B5198501	Inv B5198501	410.4 · Juvenile Fiction	Unpaid	17.59
Bill	01/29/2018	Inv B5198453	Inv B5198453	-SPLIT-	Unpaid	24.60
Bill	01/29/2018	Inv B5198452	Inv B5198452	410.5 · Juvenile Non Fiction	Unpaid	40.01
Bill	01/29/2018	Inv B5198391	Inv B5198391	410.4 · Juvenile Fiction	Unpaid	4.39
Bill	01/29/2018	Inv B5198533	Inv B5198533	410.4 · Juvenile Fiction	Unpaid	6.23
Bill	01/29/2018	Inv B5198486	Inv B5198486	-SPLIT-	Unpaid	97.31
Bill	01/29/2018	Inv B5198534	Inv B5198534	410.4 · Juvenile Fiction	Unpaid	39.66
Bill	01/29/2018	Inv B5198290	Inv B5198290	-SPLIT-	Unpaid	478.20
Bill	01/29/2018	Inv B5198254	Inv B5198254	-SPLIT-	Unpaid	15.45
Bill	01/29/2018	Inv B5198191	Inv B5198191	-SPLIT-	Unpaid	48.10
Bill	01/29/2018	Inv B5201434	Inv B5201434	-SPLIT-	Unpaid	12.69
Bill	01/29/2018	Inv B5212999	Inv B5212999	-SPLIT-	Unpaid	39.32
Bill	01/29/2018	Inv B5218896	Inv B5218896	-SPLIT-	Unpaid	23.27
Bill	01/31/2018	Inv B5210418	Inv B5210418	-SPLIT-	Unpaid	20.98
Bill	01/31/2018	Inv B5210752	Inv B5210752	410.4 · Juvenile Fiction	Unpaid	23.70
Bill	01/31/2018	Inv B5210461	Inv B5210461	-SPLIT-	Unpaid	44.53
Bill	01/31/2018	Inv B5210485	Inv B5210485	410.4 · Juvenile Fiction	Unpaid	4.39
Bill	01/31/2018	Inv B5210486	Inv B5210486	-SPLIT-	Unpaid	195.91
Bill	01/31/2018	Inv B5210554	Inv B5210554	410.4 · Juvenile Fiction	Unpaid	7.18
Total Brodart Co. - Juv						1,190.05
Brodart Co. -Supplies						
Bill	01/29/2018	Inv 490068	Binders, binder sleeves, redden-covers, bo...	430.1 · Library supplies	Unpaid	445.52
Total Brodart Co. -Supplies						445.52
Brodart Co. (McN)						
Bill	01/19/2018	Inv M155752	Service for April 2018	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Butler Rowland Mays						
Bill	01/29/2018	BRMA Proj 17 40 32	Interior Improvements	437.1 · Prof fees-Office	Unpaid	2,168.98
Total Butler Rowland Mays						2,168.98
Carl Waldenmaier						
Bill	01/31/2018	Invoice #1	4 hours @ \$70/hour	437.1 · Prof fees-Office	Unpaid	280.00
Total Carl Waldenmaier						280.00
Cengage Learning/Gale						
Bill	01/19/2018	Inv 62565609	Inv 62565609	410.11 · Adult Fiction Standi...	Unpaid	80.98
Bill	01/31/2018	Inv 62894862	Inv 62894862	410.11 · Adult Fiction Standi...	Unpaid	88.49
Bill	01/31/2018	Inv 62916557	Inv 62916557	410.11 · Adult Fiction Standi...	Unpaid	111.20
Total Cengage Learning/Gale						280.67
Central Hudson Gas & Electric Corp						
Bill	01/29/2018	12/20/17-1/23/18	12/20/17-1/23/18	450 · Fuel/Utilities	Paid	3,917.85

Cornwall Public Library
Warrant # 7
As of January 31, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Total Central Hudson Gas & Electric Corp						3,917.85
Charlotte Dunaief						
Bill	01/31/2018	Employee Reimbu...	6.6 mi @ \$.545/mi + reimbursement	-SPLIT-	Unpaid	7.35
Total Charlotte Dunaief						7.35
Clearwaters						
Bill	01/29/2018	Custom plaques	Custom plaques	430.2 · Office supplies	Unpaid	100.75
Total Clearwaters						100.75
Cornwall Public Library - Payroll						
Bill	01/05/2018	Pay per end 12/29...	Pay per end 12/29 Pay date 1/5	1012 · OCT Payroll Checking	Paid	15,768.78
Bill	01/16/2018	Pay per end 1/12/18	Pay per end 1/12 Pay date 1/19	1012 · OCT Payroll Checking	Paid	17,721.09
Total Cornwall Public Library - Payroll						33,489.87
Cornwall Public Library - Trust & Agency						
Bill	01/05/2018	Pay date 1/5	Payroll Dated 1/5/18	1003 · Due from Trust & Age...	Paid	8,016.36
Bill	01/16/2018	1/19 PR & Jan He...	Jan Health Ins + Payroll Dated 1/19/18	-SPLIT-	Paid	19,000.86
Total Cornwall Public Library - Trust & Agency						27,017.22
D-Ben Security Systems, Inc.						
Bill	01/19/2018	Inv 1433	Service call	469 · Service Contracts	Unpaid	285.00
Total D-Ben Security Systems, Inc.						285.00
Demco, Inc.						
Bill	01/29/2018	Inv 6293268	Book & CD bags and labels	430.1 · Library supplies	Unpaid	228.94
Bill	01/31/2018	Inv 6293944	Neon markers	430.2 · Office supplies	Unpaid	102.73
Total Demco, Inc.						331.67
Dowser Spring Water						
Bill	01/29/2018	Stmt dated 12/31/17	December water delivery	430.2 · Office supplies	Unpaid	22.50
Total Dowser Spring Water						22.50
Elizabeth K. Fisher						
Bill	01/31/2018	Employee Reimbu...	141 mi @ \$.545/mi	435 · Travel/Conference	Unpaid	76.85
Total Elizabeth K. Fisher						76.85
Findaway World, LLC						
Bill	01/29/2018	Inv 238016	Inv 238016	412.3 · Books-on-Tape	Unpaid	63.74
Bill	01/29/2018	Inv 242386	Inv 242386	412.3 · Books-on-Tape	Unpaid	108.73
Bill	01/29/2018	Inv 242117	Inv 242117	412.3 · Books-on-Tape	Unpaid	524.90
Total Findaway World, LLC						697.37
Friends of the Cornwall Library						
Bill	01/11/2018	Reimbursement	Reimbursement for J Brodeski check	2706.1 · Gifts-Friends	Unpaid	25.00
Total Friends of the Cornwall Library						25.00
Grainger						
Bill	01/31/2018	Inv 9678353195	Bubble wrap for move	451 · Custodial Supplies	Unpaid	56.99
Total Grainger						56.99
Hannaford Bros. Co.						
Bill	01/19/2018	Purchases 1/18/18	YA Program supplies	430.31 · YA	Unpaid	2.98
Bill	01/31/2018	Program supplie	Program supplies for Art Afternoon	-SPLIT-	Unpaid	11.75
Total Hannaford Bros. Co.						14.73
Ingram Library Services						
Bill	01/19/2018	Inv 32520890	Inv 32520890	-SPLIT-	Unpaid	87.67
Bill	01/19/2018	Inv 32504144	Inv 32504144	-SPLIT-	Unpaid	102.22
Bill	01/19/2018	Inv 32529818	Inv 32529818	-SPLIT-	Unpaid	58.98
Bill	01/29/2018	Inv 32421800	Inv 32421800	-SPLIT-	Unpaid	587.55
Bill	01/29/2018	Inv 32654824	Inv 32654824	-SPLIT-	Unpaid	45.50
Bill	01/29/2018	Inv 32572145	Inv 32572145	-SPLIT-	Unpaid	101.54
Bill	01/29/2018	Inv 32598354	Inv 32598354	-SPLIT-	Unpaid	30.30
Bill	01/29/2018	Inv 32654823	Inv 32654823	-SPLIT-	Unpaid	30.84

Cornwall Public Library
Warrant # 7
As of January 31, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Bill	01/31/2018	Inv 32674877	Inv 32674877	-SPLIT-	Unpaid	47.31
Bill	01/31/2018	Inv 32752608	Inv 32752608	-SPLIT-	Unpaid	68.00
Bill	01/31/2018	Inv 32810827	Inv 32810827	-SPLIT-	Unpaid	75.84
Bill	01/31/2018	Inv 32773159	Inv 32773159	-SPLIT-	Unpaid	77.19
Total Ingram Library Services						1,312.94
Jacobowitz & Gubits, LLP						
Bill	01/29/2018	Inv 270069	Performer agreement work, call with CS	437.1 · Prof fees-Office	Unpaid	370.00
Total Jacobowitz & Gubits, LLP						370.00
K-Log Inc						
Bill	01/29/2018	Inv 17-284395-1	2 Wood Magazine Racks	430.2 · Office supplies	Unpaid	1,400.00
Total K-Log Inc						1,400.00
Larry Newcomb						
Bill	01/19/2018	1/21 Jazz program	1/21/18 Jazz program	437.2 · Prof fees-Adult progr...	Paid	300.00
Total Larry Newcomb						300.00
Lock Around the Clock						
Bill	01/19/2018	Feb 2018	Feb 2018	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	01/31/2018	Inv 4680181	Service 1/25-2/24	431 · Telephone	Unpaid	365.26
Total Magna5						365.26
Marangi Disposal						
Bill	01/19/2018	Inv 81101951	Jan service	469 · Service Contracts	Paid	92.90
Total Marangi Disposal						92.90
Mary Lou Carolan						
Bill	01/19/2018	Employee Reimbu...	Refreshments	430.30 · Adult	Unpaid	30.54
Bill	01/31/2018	Employee Reimbu...	183 mi @ \$.545/mi + reimbursements	-SPLIT-	Unpaid	114.96
Total Mary Lou Carolan						145.50
Midwest Tape						
Bill	01/19/2018	Inv 95675624	Inv 95675624	412.3 · Books-on-Tape	Unpaid	44.99
Total Midwest Tape						44.99
News of the Highlands, Inc						
Bill	01/19/2018	Inv N85132CL	Legal ad 12/22/17	434 · Publicity & Printing	Unpaid	57.74
Total News of the Highlands, Inc						57.74
Nickel Electric Inc						
Bill	01/31/2018	Inv 561	LED lighting - labor & materials	452 · Repairs to Building	Unpaid	1,228.00
Bill	01/31/2018	Inv 562	Communication wiring for Temp office sp...	452 · Repairs to Building	Unpaid	770.50
Total Nickel Electric Inc						1,998.50
O&W RHS						
Bill	01/29/2018	Program 3/13/18	The NY O&W Railway program 3/13/18	437.2 · Prof fees-Adult progr...	Unpaid	50.00
Total O&W RHS						50.00
OLA						
Bill	01/31/2018	3 OLA Memberships	3 OLA Memberships - RL, LS, PH	438 · Dues	Unpaid	60.00
Total OLA						60.00
Orange Bank & Trust Cardmember Services						
Bill	01/31/2018	Stmt dated 1/24/18	Stmt dated 1/24/18	-SPLIT-	Unpaid	1,823.32
Total Orange Bank & Trust Cardmember Services						1,823.32
OverDrive, Inc.						
Bill	01/19/2018	Inv 01052CO1800...	Inv 01052CO18004583	412.42 · E-Audiobooks -- Juv...	Unpaid	39.00
Bill	01/19/2018	Inv 10152CO1800...	Inv 01052CO18004587	412.32 · E-Audiobooks -- Adult	Unpaid	59.99

Cornwall Public Library
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Type	Date	Num	Memo	Split	Paid	Amount
Bill	01/19/2018	Inv 01052DA1800...	Inv 01052DA18005581	410.12 · Adult E Book	Unpaid	48.00
Bill	01/19/2018	Inv 01052CO1800...	Inv 01052CO18004581	410.12 · Adult E Book	Unpaid	406.93
Bill	01/29/2018	Inv 01052CO1706...	Inv 01052CO17063267	412.32 · E-Audiobooks -- Adult	Unpaid	54.99
Bill	01/29/2018	Inv 01052CO1708...	Inv 01052CO17087225	412.32 · E-Audiobooks -- Adult	Unpaid	519.47
Bill	01/29/2018	Inv 01052DA1801...	Inv 01052DA18014321	410.12 · Adult E Book	Unpaid	65.00
Bill	01/29/2018	Inv 01052CO1763...	Inv 01052CO1763266	410.12 · Adult E Book	Unpaid	93.98
Bill	01/29/2018	Inv 1052DA17080...	Inv 01052DA17080174	410.12 · Adult E Book	Unpaid	65.00
Bill	01/29/2018	Inv 01052CO1708...	Inv 01052CO17087226	410.12 · Adult E Book	Unpaid	684.98
Total OverDrive, Inc.						2,037.34
P & P Quick Copy Center						
Bill	01/29/2018	Inv 195518	500 Letterhead & Envelopes w/ new Logo	434 · Publicity & Printing	Unpaid	319.00
Total P & P Quick Copy Center						319.00
Pat Rovello						
Bill	01/29/2018	Employee Reimbu...	12 miles @ \$.545/mi	435 · Travel/Conference	Unpaid	6.54
Total Pat Rovello						6.54
Paychex, Inc.						
Bill	01/19/2018	Inv 2017122800	Dec Small business package	437.1 · Prof fees-Office	Paid	503.90
Bill	01/19/2018	Stmt 17446258	Dec Employee & Mobile usage	437.1 · Prof fees-Office	Paid	175.00
Total Paychex, Inc.						678.90
People Magazine						
Bill	01/29/2018	1 year renewal	1 year renewal Exp 1/2019 Acct 1783327...	413.6 · Serials	Unpaid	89.10
Total People Magazine						89.10
PermaCard						
Bill	01/31/2018	Inv 141048	2500 Library cards with New Logo	430.1 · Library supplies	Unpaid	823.89
Total PermaCard						823.89
Randazzo's Landscaping Inc.						
Bill	01/29/2018	Inv 18838	Monthly Maint + Dec & Jan salt parking lot	469 · Service Contracts	Paid	2,210.50
Total Randazzo's Landscaping Inc.						2,210.50
RCLS						
Bill	01/19/2018	Inv 26249	1Q18 pooling for e-content	410.12 · Adult E Book	Unpaid	1,358.53
Bill	01/19/2018	Inv 26296	1Q18 ANSER & Telecommunication fees	455 · RCLS ANSER & Telec...	Unpaid	12,396.78
Total RCLS						13,755.31
Richard Feingold						
Bill	01/29/2018	Program 3/1/18	The Schuyler Sisters program 3/1/18	437.2 · Prof fees-Adult progr...	Unpaid	250.00
Total Richard Feingold						250.00
Roger Weiss						
Bill	01/19/2018	2/4 Cajun Dance	2/4/ Cajun Dance Program	437.2 · Prof fees-Adult progr...	Unpaid	600.00
Total Roger Weiss						600.00
Ron Kaiser						
Bill	01/29/2018	Work on 1/12	2 hours labor	452 · Repairs to Building	Unpaid	60.00
Total Ron Kaiser						60.00
Rupa Parikh						
Bill	01/29/2018	Bollywood Dance ...	Bollywood Dance program 1/29/18	437.2 · Prof fees-Adult progr...	Paid	200.00
Total Rupa Parikh						200.00
Shop Rite Supermarkets Inc.						
Bill	01/19/2018	Purchases 1/9/18	Tea and a Classic & Poetry reading refre...	430.30 · Adult	Unpaid	17.89
Bill	01/19/2018	Purchases 11/30/17	Items for Art Show reception	430.34 · Special/Outreach	Unpaid	36.51
Total Shop Rite Supermarkets Inc.						54.40
Sports Illustrated						
Bill	01/29/2018	2 year renewal	2 year renewal - Exp 1/2020 Acct 17833...	413.6 · Serials	Unpaid	49.00

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Type	Date	Num	Memo	Split	Paid	Amount
Total Sports Illustrated						49.00
The Greater Cornwall Chamber of Commerce						
Bill	01/19/2018	Inv 3188	2018 Membership dues	438 · Dues	Unpaid	75.00
Total The Greater Cornwall Chamber of Commerce						75.00
Toshiba Financial Services						
Bill	01/19/2018	Inv 347709461	Copier contract 12/25/17-1/25/18	469 · Service Contracts	Paid	548.83
Total Toshiba Financial Services						548.83
Vanguard Cleaning Systems of the HV						
Bill	01/19/2018	Inv 24656	Trash can liners	451 · Custodial Supplies	Paid	75.00
Bill	01/19/2018	Inv 24657	Monthly svc fee increase for Jan 2018	469 · Service Contracts	Paid	60.00
Bill	01/19/2018	Inv 24452	Jan cleaning service	469 · Service Contracts	Paid	1,330.00
Bill	01/31/2018	Inv 24800	Feb monthly cleaning service	469 · Service Contracts	Unpaid	1,390.00
Total Vanguard Cleaning Systems of the HV						2,855.00
Verizon						
Bill	01/19/2018	Acct 6521219490...	Fios Internet 1/10-2/9/18	431 · Telephone	Paid	156.98
Total Verizon						156.98
Verizon Wireless						
Bill	01/19/2018	Inv 9799117649	Service 1/2-2/1/18	431 · Telephone	Paid	54.33
Total Verizon Wireless						54.33
Village of Cornwall-on-Hudson						
Bill	01/31/2018	Acct 006019055	Water service 11/17/17-1/23/18	450 · Fuel/Utilities	Unpaid	152.88
Total Village of Cornwall-on-Hudson						152.88
W.B. Mason						
Bill	01/29/2018	Inv I51561565	TP, garbage can liners, wipes, pens, stor...	-SPLIT-	Unpaid	139.24
Bill	01/29/2018	Inv I51016574	Storage boxes, paper, markers, binders, ...	-SPLIT-	Unpaid	164.19
Bill	01/29/2018	Inv I51040956	Towels	451 · Custodial Supplies	Unpaid	39.98
Bill	01/31/2018	Inv I51841223	Tape & storage boxes	430.2 · Office supplies	Unpaid	45.68
Bill	01/31/2018	Inv I51884571	Storage boxes	430.2 · Office supplies	Unpaid	59.96
Bill	01/31/2018	Inv I51747365	2 back supports	430.2 · Office supplies	Unpaid	69.98
Total W.B. Mason						519.03
William Palmer						
Bill	01/29/2018	Invoice 101	"We Called Ourselves Rocketboatmen"	410.20 · Adult Non-Fiction	Unpaid	30.00
Total William Palmer						30.00
TOTAL						<u>105,679.49</u>

Cornwall Public Library
Profit & Loss Forecast vs. Actual - Operating

	Budget 58%	Jul '17 - Jan 18	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		-691.68	0.00	-691.68	100.0%
2005 · Appropriated Fund Balance		0.00	25,000.00	-25,000.00	0.0%
2082 · Library Fines		16,061.21	31,000.00	-14,938.79	51.81%
2401 · Income from Investments		214.16	500.00	-285.84	42.83%
2670 · Sale of Library Materials		716.52			
2701 · Refunds		0.00	1,000.00	-1,000.00	0.0%
2706 · Gifts & Endowments		2,348.66	8,300.00	-5,951.34	28.3%
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>1,187,429.57</u>	<u>1,242,606.00</u>	<u>-55,176.43</u>	<u>95.56%</u>
Gross Profit		<u>1,187,429.57</u>	<u>1,242,606.00</u>	<u>-55,176.43</u>	<u>95.56%</u>
Expense					
141 · Salary-Certified Librarian		133,198.09	220,937.29	-87,739.20	60.29%
142 · Salary-Clerical		228,610.97	434,190.71	-205,579.74	52.65%
143 · Salary-Treasurer		2,307.72	5,000.00	-2,692.28	46.15%
203b · Capital Equipment		300.00	300.00	0.00	100.0%
410 · Books		40,556.93	69,885.00	-29,328.07	58.03%
411 · Film		616.03	550.00	66.03	112.01%
412 · Video/Music/Books on Tape		13,808.84	30,158.00	-16,349.16	45.79%
413 · Serials/Reference		7,727.83	13,300.00	-5,572.17	58.1%
430 · Supplies					
430.1 · Library supplies		3,309.90	5,000.00	-1,690.10	66.2%
430.2 · Office supplies		4,197.17	8,000.00	-3,802.83	52.47%
430.3 · Program supplies		2,710.46	7,800.00	-5,089.54	34.75%
430 · Supplies - Other		0.00			
Total 430 · Supplies		<u>10,217.53</u>	<u>20,800.00</u>	<u>-10,582.47</u>	<u>49.12%</u>
431 · Telephone		4,318.95	14,000.00	-9,681.05	30.85%
433 · Postage		946.88	4,000.00	-3,053.12	23.67%
434 · Publicity & Printing		2,811.84	10,000.00	-7,188.16	28.12%
435 · Travel/Conference		3,190.43	4,500.00	-1,309.57	70.9%
436 · Friends Expense		0.00	-17,796.00	17,796.00	0.0%
437 · Professional Fees					
437.1 · Prof fees-Office		14,634.43	25,280.00	-10,645.57	57.89%
437.2 · Prof fees-Adult programs		2,710.00	7,000.00	-4,290.00	38.71%
437.3 · Prof fees-YA programs		300.00	1,500.00	-1,200.00	20.0%
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>18,484.43</u>	<u>40,780.00</u>	<u>-22,295.57</u>	<u>45.33%</u>
438 · Dues		637.00	1,300.00	-663.00	49.0%
439 · Equipment Repair		0.00	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.		982.88	2,600.00	-1,617.12	37.8%
450 · Fuel/Utilities		17,327.32	32,000.00	-14,672.68	54.15%
451 · Custodial Supplies		1,468.72	2,000.00	-531.28	73.44%
452 · Repairs to Building		6,100.85	10,000.00	-3,899.15	61.01%
454 · Building Insurance		11,907.61	12,000.00	-92.39	99.23%
455 · RCLS ANSER & Telecommunication		36,933.90	53,000.00	-16,066.10	69.69%
469 · Service Contracts		31,495.22	46,596.00	-15,100.78	67.59%
490 · Refund of PY Tax Assessment		0.00	3,000.00	-3,000.00	0.0%
9010.8 · Retirement		52,601.00	49,258.00	3,343.00	106.79%
9030.8 · FICA/Medicare Expense		33,624.81	50,117.00	-16,492.19	67.09%
9060.8 · Workers' Comp		7,491.00	8,000.00	-509.00	93.64%
9090.8 · Health Insurance		67,908.41	121,930.00	-54,021.59	55.7%
Total Expense		<u>735,575.19</u>	<u>1,242,606.00</u>	<u>-507,030.81</u>	<u>59.2%</u>
Net Income		<u>451,854.38</u>	<u>0.00</u>	<u>451,854.38</u>	<u>36.36%</u>

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

	Friends	Furniture grant (Grants)	NYS SED - pkg lot, elec, space (Grants)	Skoufis grant - phone & microfi (Grants)	Grants - Other (Grants)	Total Grants	Operating	TOTAL
Income								
EXPECTED FUNDS - not yet received	11,805.96		3,666.36	8,900.00		12,566.36		24,372.32
2002 - Local Public Funds	0.00	0.00	0.00	0.00	0.00	0.00	1,160,806.00	1,160,806.00
2003 - Refund of Tax assessment	0.00	0.00	0.00	0.00	0.00	0.00	-691.68	-691.68
2082 - Library Fines	0.00	0.00	0.00	0.00	0.00	0.00	13,786.27	13,786.27
2401 - Income from Investments	0.00	0.00	0.00	0.00	0.00	0.00	153.52	153.52
2670 - Sale of Library Materials	0.00	0.00	0.00	0.00	0.00	0.00	716.52	716.52
2706 - Gifts & Endowments								
2706.1 - Gifts-Friends	5,990.04	0.00	0.00	0.00	0.00	0.00	0.00	5,990.04
2706.2 - Gifts-Other	0.00	0.00	0.00	0.00	0.00	0.00	2,325.90	2,325.90
2706 - Gifts & Endowments - Other	0.00	0.00	0.00	0.00	0.00	0.00	12.86	12.86
Total 2706 - Gifts & Endowments	5,990.04	0.00	0.00	0.00	0.00	0.00	2,338.76	8,328.80
2760 - Grants	0.00	12,000.00	0.00	0.00	2,550.00	14,550.00	3,088.00	17,638.00
3840 - RCLS								
3840.1 - LLSA	0.00	0.00	0.00	0.00	0.00	0.00	4,886.70	4,886.70
Total 3840 - RCLS	0.00	0.00	0.00	0.00	0.00	0.00	4,886.70	4,886.70
Total Income	17,796.00	12,000.00	3,666.36	8,900.00	2,550.00	27,116.36	1,185,084.09	1,229,996.45
Gross Profit	17,796.00	12,000.00	3,666.36	8,900.00	2,550.00	27,116.36	1,185,084.09	1,229,996.45
Expense								
141 - Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	0.00	115,079.10	115,079.10
142 - Salary-Clerical	0.00	0.00	0.00	0.00	0.00	0.00	200,233.86	200,233.86
143 - Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	1,923.10	1,923.10
203b - Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.00	7,330.31	7,330.31
410 - Books								
410.1 - Adult Fiction								
410.10 - Adult Fiction	0.00	0.00	0.00	0.00	0.00	0.00	6,039.16	6,039.16
410.11 - Adult Fiction Standing Order	0.00	0.00	0.00	0.00	0.00	0.00	836.90	836.90
410.12 - Adult E Book	0.00	0.00	0.00	0.00	0.00	0.00	5,815.89	5,815.89
Total 410.1 - Adult Fiction	0.00	0.00	0.00	0.00	0.00	0.00	12,691.95	12,691.95
410.2 - Adult Non Fiction								
410.20 - Adult Non-Fiction	0.00	0.00	0.00	0.00	0.00	0.00	5,232.72	5,232.72
Total 410.2 - Adult Non Fiction	0.00	0.00	0.00	0.00	0.00	0.00	5,232.72	5,232.72
410.4 - Juvenile Fiction	0.00	0.00	0.00	0.00	0.00	0.00	5,835.09	5,835.09
410.42 - Ebooks - Juvenile	0.00	0.00	0.00	0.00	0.00	0.00	597.90	597.90
410.5 - Juvenile Non Fiction	0.00	0.00	0.00	0.00	0.00	0.00	3,305.27	3,305.27
410.6 - Young Adult Fiction	0.00	0.00	0.00	0.00	0.00	0.00	1,768.97	1,768.97
410.62 - Ebooks - Young Adult	0.00	0.00	0.00	0.00	0.00	0.00	555.30	555.30
410.7 - Young Adult Non Fiction	0.00	0.00	0.00	0.00	0.00	0.00	204.06	204.06
410.9 - McNaughton	0.00	0.00	0.00	0.00	0.00	0.00	3,664.50	3,664.50
Total 410 - Books	0.00	0.00	0.00	0.00	0.00	0.00	33,855.76	33,855.76
411 - Film	0.00	0.00	0.00	0.00	0.00	0.00	616.03	616.03
412 - Video/Music/Books on Tape								
412.1 - Music Adult	0.00	0.00	0.00	0.00	0.00	0.00	371.14	371.14
412.3 - Books-on-Tape	0.00	0.00	0.00	0.00	0.00	0.00	3,450.19	3,450.19
412.32 - E-Audiobooks - Adult	0.00	0.00	0.00	0.00	0.00	0.00	1,490.16	1,490.16
412.4 - Books On Tape - Juvenile	0.00	0.00	0.00	0.00	0.00	0.00	362.41	362.41
412.42 - E-Audiobooks - Juvenile	0.00	0.00	0.00	0.00	0.00	0.00	360.44	360.44
412.5 - Books on Tape YA	0.00	0.00	0.00	0.00	0.00	0.00	125.93	125.93
412.52 - E-Audiobooks - Young Adult	0.00	0.00	0.00	0.00	0.00	0.00	674.67	674.67
412.6 - Videos/DVD	0.00	0.00	0.00	0.00	0.00	0.00	3,719.62	3,719.62
412.7 - Video/DVD Juvenile	0.00	0.00	0.00	0.00	0.00	0.00	752.01	752.01
Total 412 - Video/Music/Books on Tape	0.00	0.00	0.00	0.00	0.00	0.00	11,306.57	11,306.57
413 - Serials/Reference								
413.3 - Reference-Adult electroni	0.00	0.00	0.00	0.00	0.00	0.00	2,814.00	2,814.00
413.4 - Reference-Juv electronic	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
413.6 - Serials	0.00	0.00	0.00	0.00	0.00	0.00	3,735.23	3,735.23
413.7 - Professional Collection	0.00	0.00	0.00	0.00	0.00	0.00	40.50	40.50
Total 413 - Serials/Reference	0.00	0.00	0.00	0.00	0.00	0.00	7,589.73	7,589.73
430 - Supplies								
430.1 - Library supplies	3,500.00	0.00	0.00	0.00	0.00	0.00	6,405.46	9,905.46
430.2 - Office supplies	220.80	0.00	0.00	0.00	0.00	0.00	3,713.18	3,933.98
430.3 - Program supplies								
430.30 - Adult	670.00	0.00	0.00	0.00	0.00	0.00	433.37	1,103.37
430.31 - YA	22.79	0.00	0.00	0.00	0.00	0.00	122.59	145.38
430.32 - Juvenile	0.00	0.00	0.00	0.00	0.00	0.00	762.78	762.78
430.33 - Summer Reading	0.00	0.00	0.00	0.00	0.00	0.00	308.95	308.95
430.34 - Special/Outreach	34.08	0.00	0.00	0.00	0.00	0.00	462.16	496.24
Total 430.3 - Program supplies	726.87	0.00	0.00	0.00	0.00	0.00	2,089.85	2,816.72
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	4,447.67	12,000.00	0.00	0.00	0.00	12,000.00	19,353.64	35,801.31
431 - Telephone	0.00	0.00	0.00	3,594.94	0.00	3,594.94	3,742.38	7,337.32
433 - Postage	0.00	0.00	0.00	0.00	0.00	0.00	753.82	753.82
434 - Publicity & Printing	29.91	0.00	0.00	0.00	0.00	0.00	2,376.11	2,406.02
435 - Travel/Conference	220.00	0.00	0.00	0.00	0.00	0.00	3,002.20	3,222.20
437 - Professional Fees								
437.1 - Prof fees-Office	0.00	0.00	13,589.68	0.00	0.00	13,589.68	13,585.53	27,175.21
437.2 - Prof fees-Adult programs	1,520.00	0.00	0.00	0.00	0.00	0.00	2,210.00	3,730.00
437.3 - Prof fees-YA programs	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00
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	1,520.00	0.00	13,589.68	0.00	0.00	13,589.68	16,935.53	32,045.21
438 - Dues	0.00	0.00	0.00	0.00	0.00	0.00	502.00	502.00
440 - Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	0.00	900.18	900.18
450 - Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	0.00	13,256.59	13,256.59
451 - Custodial Supplies	0.00	0.00	0.00	0.00	0.00	0.00	1,217.93	1,217.93
452 - Repairs to Building	0.00	0.00	0.00	0.00	0.00	0.00	14,940.85	14,940.85
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	25,522.99	25,522.99
9010.8 - Retirement	0.00	0.00	0.00	0.00	0.00	0.00	52,601.00	52,601.00
9030.8 - FICA/Medicare Expense	0.00	0.00	0.00	0.00	0.00	0.00	29,213.31	29,213.31
9060.8 - Workers' Comp	0.00	0.00	0.00	0.00	0.00	0.00	7,491.00	7,491.00
9090.8 - Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	55,682.55	55,682.55
Total Expense	6,217.58	12,000.00	13,589.68	3,594.94	0.00	29,184.62	661,871.27	697,273.47
Net Income	11,578.42	0.00	-9,923.32	5,305.06	2,550.00	-2,068.26	523,212.82	532,722.98

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

	NYS SED - pkg lot,		Skoufis grant -		Grants - Other		Total Grants	Memorial Fund	Operating	TOTAL
	Capital Fund	Friends	Furniture grant (Grants)	elec, space (Grants)	phone & microfi (Grants)	(Grants)	(Grants)			
Income										
		11,805.96		3,666.36	8,900.00		12,566.36			24,372.32
2002 · Local Public Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,160,806.00	1,160,806.00
2003 · Refund of Tax assessment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-691.68	-691.68
2082 · Library Fines	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,061.21	16,061.21
2401 · Income from Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	214.16	214.16
2670 · Sale of Library Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	716.52	716.52
Total 2706 · Gifts & Endowments	0.00	5,990.04	0.00	0.00	0.00	0.00	0.00	0.00	2,348.66	8,338.70
2760 · Grants	0.00	0.00	12,000.00	0.00	0.00	2,550.00	14,550.00	0.00	3,088.00	17,638.00
Total 3840 · RCLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,886.70	4,886.70
Total Income	0.00	17,796.00	12,000.00	3,666.36	8,900.00	2,550.00	27,116.36	0.00	1,187,429.57	1,232,341.93
Gross Profit	0.00	17,796.00	12,000.00	3,666.36	8,900.00	2,550.00	27,116.36	0.00	1,187,429.57	1,232,341.93
Expense										
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133,198.09	133,198.09
142 · Salary-Clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	228,610.97	228,610.97
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,307.72	2,307.72
203b · Capital Equipment	1,692.31	0.00	0.00	0.00	0.00	0.00	0.00	5,338.00	300.00	7,330.31
Total 410 · Books	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,556.93	40,556.93
411 · Film	0.00	0.00	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	0.00	0.00	13,808.84	13,808.84
Total 413 · Serials/Reference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,727.83	7,727.83
430 · Supplies										
430.1 · Library supplies	3,800.00	4,323.89	0.00	0.00	0.00	0.00	0.00	0.00	3,309.90	11,433.79
430.2 · Office supplies	0.00	1,721.55	0.00	6.99	0.00	0.00	6.99	0.00	4,197.17	5,925.71
Total 430.3 · Program supplies	0.00	726.87	0.00	0.00	0.00	0.00	0.00	0.00	2,710.46	3,437.33
430 · Supplies - Other	7,145.15	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00	0.00	19,145.15
Total 430 · Supplies	10,945.15	6,772.31	12,000.00	6.99	0.00	0.00	12,006.99	0.00	10,217.53	39,941.98
431 · Telephone	0.00	0.00	0.00	0.00	3,594.94	0.00	3,594.94	0.00	4,318.95	7,913.89
433 · Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	946.88	946.88
434 · Publicity & Printing	0.00	29.91	0.00	0.00	0.00	0.00	0.00	0.00	2,811.84	2,841.75
435 · Travel/Conference	0.00	220.00	0.00	0.00	0.00	0.00	0.00	0.00	3,190.43	3,410.43
437 · Professional Fees										
437.1 · Prof fees-Office	0.00	0.00	0.00	16,038.66	0.00	0.00	16,038.66	0.00	14,634.43	30,673.09
437.2 · Prof fees-Adult programs	0.00	2,420.00	0.00	0.00	0.00	0.00	0.00	0.00	2,710.00	5,130.00
437.3 · Prof fees-YA programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00
437.4 · Prof fees-Juvenile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	840.00	840.00
Total 437 · Professional Fees	0.00	2,420.00	0.00	16,038.66	0.00	0.00	16,038.66	0.00	18,484.43	36,943.09
438 · Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	637.00	637.00
440 · Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	982.88	982.88
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,327.32	17,327.32
451 · Custodial Supplies	0.00	0.00	0.00	56.99	0.00	0.00	56.99	0.00	1,468.72	1,525.71
452 · Repairs to Building	8,900.00	0.00	0.00	1,998.50	0.00	0.00	1,998.50	0.00	6,100.85	16,999.35
454 · Building Insurance	0.00	0.00	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	0.00	0.00	36,933.90	36,933.90
469 · Service Contracts	0.00	0.00	0.00	350.00	0.00	0.00	350.00	0.00	31,495.22	31,845.22
9010.8 · Retirement	0.00	0.00	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	0.00	0.00	33,624.81	33,624.81
9060.8 · Workers' Comp	0.00	0.00	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	0.00	0.00	67,908.41	67,908.41
Total Expense	21,537.46	9,442.22	12,000.00	18,451.14	3,594.94	0.00	34,046.08	5,338.00	735,575.19	805,938.95
Net Income	-21,537.46	8,353.78	0.00	-14,784.78	5,305.06	2,550.00	-6,929.72	-5,338.00	451,854.38	426,402.98