

Cornwall Public Library Board of Trustees

March 5, 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, Amy Cordisco, Carol Stein, and Tom Dames. **Excused:** Elisabeth Hellwege and Christine McDonald.

Mary Lou Carolan, Library Director
Excused: Michelle Mellino, Treasurer

Also Present: Library staff member Ellen Winchell (minutes).

- II. Approval of the minutes:** A motion to approve the Board of Trustee minutes of February 8, 2018, as amended made by Tom Dames, seconded by Amy Cordisco and unanimously approved.
- III. Financial Review:** Following discussion, a motion to approve Warrant #8 in the amount of \$85,010.51 was made by Susanne Vondrak, seconded by Amy Cordisco and unanimously approved. After discussion, a motion to approve Profit and Loss vs Actual report for July 2017 to January 2018 made by Susanne Vondrak, seconded by Amy Cordisco and unanimously approved. A motion to approve payment to the Clerk of the Works, out of the capital fund in the amount of \$1,627.50 made by Tom Dames, seconded by Carol Stein and unanimously approved.
- IV. Public Remarks:** none.
- V. Communications:** A certificate of appreciation was received from our Veterans for valuable contributions with programming in 2017. A thank you note was received from Maureen Terwilliger.
- VI. Director's Report:** See written report.
- VII. Committee Reports:**
- a. Finance Committee: A motion to adopt the 2018-2019 proposed budget in the amount of \$1,247,257 made by Susanne Vondrak, seconded by Tom Dames and unanimously approved. Cost for the new mobile reference desk, in the amount of \$5,294, will be paid out of the Capital Fund. A process will be developed to review

April 3, 2018

and allocate funds from the Friends and Foundation for expenses for ongoing and future projects (see below "Friends" agenda item) . The Finance Committee has done a lot of work in transfers and budgeting. The 2018-2019 Proposed Budget is basically a roll over budget. The majority of our budget increase is due to rising healthcare and pension costs.

- b. Policy Committee: A motion to adopt the Selling and Solicitation Policy was made by Carol Stein and seconded by Amy Cordisco and was unanimously approved.
- c. Building and Grounds: Building project is progressing well with only a few issues. A discrepancy over trim molding is currently an issue, as well as the cost of lowering the pendant lighting. The amount of \$5,800 for data lines, as billed in Change Order #1 is also still an issue. The building committee thought the cost was included within the bid document. Megan, the architect with Butler, Rowland and Mays feels that the data lines were in the bid document, but that the electrician with Powergen Electrical misinterpreted the document. The architect will need to review and sign the current invoice from Powergen Electric. The Building Committee will resolve the questions about trim, lights and data lines. A motion to authorize the Committee to approve the second Powergen bill on the Board's behalf was made by Carol Stein, seconded by Amy Coridsco, in the amount of \$49,450. Susanne Vondrak and the Committee to review the invoice with Mary Lou and approve, if warranted, the capital payment of \$49,450. The current balance to the finish of the project is \$19,144 which only includes Change order #1. Additional change orders are expected.
- d. Garden Committee: none.
- e. Friends: Liz Fisher did receive funds for the mulch for the Butterfly Garden from the Friends. The Friends ask that we use the \$40,000 given to the Cornwall Public Library last month, judiciously. It was suggested that a process be created for the Department Managers to submit proposals for funding for their departments as long as the projects or programs are in compliance with the Strategic Plan, perhaps quarterly or semi- annually. The proposals will then be considered by the Director, Friends and Board of Trustees.

VIII. Unfinished Business: none.

IX. New Business: Adoption of Proposed Budget for 2018-2019: see Finance Committee.

X. Adjournment: Motion to adjourn regular meeting at 8:42 pm was made by Tom Dames, seconded by Bruce Cohen and was unanimously approved.

Next Regular Board Meeting Thursday April 12, 2018 at 7PM

April 3, 2018

Cornwall Public Library

Director's Report

February 2018

General Overview

The bulk of February was spent managing the construction project and preparing for the April vote and election.

Administration

SAM Grant – Both site sign and roofing projects are in the works for an anticipated late Spring early Summer start based on funds and timing with programming.

Small Libraries Smart Spaces – worked to coordinate this project timeline with the SED grant project. A site visit from OCLC will be on April 23 and 24 with a reception scheduled for the 23rd inviting all volunteers who worked on, and donated to, project. Worked on design, and layout with community volunteer/interior designer, Jaymee Scaduto and met with TUT teens on Feb 23 to gather more input. Project advancing nicely.

Annual Report to NYS – completed report and submitted by deadline on February 5.

Personnel

Performance Reviews – of management team were completed in February and goals set for new year.

Health Benefits meeting – met with FT staff to alert them to upcoming (July 1) changes to participatory percentages and supplied each staffer with changes in writing.

Department meetings – schedule meetings with circulation, reference and full staff for March to discuss changes to floor plan and how that will effect daily processes and procedures.

Building and Grounds

NYS Construction grant – the project began a week early on January 30. By the end of the month of February, most of the electrical work was completed awaiting fixtures in some areas. Furniture and DRRT wall install moved to March 1 and 2 with a final install of March 15 for furniture on order for Study Space.

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 beginning Friday, February 9, and due back March 16. Four people have asked for petitions. One has been returned as of this date. Voter lists have been ordered along with arrangements for the voting machine, the vote inspector and vote workers.

Friends Funds – I am presenting an initial request from these funds for the purchase of the mobile reference desk (\$5294), the mobile bookshelves for YA Graphic Novels (\$983.21), Café Table and two chairs for window seating (\$682.11), 2 cushioned chairs and table for “old teen space,” (\$196.98), and Freight (\$725.00) – for a total of **\$7,931.30**. All of these items received professional discount from interior designer who has offered to

purchase these for us at her costs. In order to get these items in the next 60 days, they would need to be ordered soon and I thank you for your consideration in helping to upgrade our main floor.

Outreach & Partnerships

Community Conversations – met with several groups regarding upcoming sessions for 2018.

Programs, Collections, and Services

Programs and Circulation –no report at this time.

Youth Services – 8 programs attracted 144 children and adults for a condensed offering of programs and activities due to the closure of the community room. Indoor Story Walk, African American History Month display and TUT groups “Winter Blast” took up much of the month and kept kids and parents active.

Adult Services –no report at this time.

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

Registered borrowers: **9,145** (9,949); Direct Access/Circulation: **10,607** (11,466); ILL Borrows: **1,826** (2,061); ILL Loans: **1,674** (1,992); Item Count: **72,242** (72,763); **Wi-Fi: 4,000** (4,950).

Meetings, Trainings, Programs & Happenings in February:

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);

Annual Report Due to RCLS (2/5);

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

Construction meetings; Board meeting (2/8);

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

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

Performance Reviews, Budget meeting (2/14);

Performance Reviews; Friends meeting (2/15);

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

Performance evaluation with Board members (2/19);

Newsletter out to print (2/20);

Meeting with Newburgh Library Director (2/21);

Chamber Board meeting, Pack office, Home Depot for Paint (2/22);

Legal Notices out, TUT meeting regarding Smart Space (2/23);

Carpet Installation (2/26);

Manager's Meeting, Chamber Dinner meeting (2/27);

Library Advocacy Day (2/28).

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

Furniture install, DRRT wall install, meeting with Architect on site (3/1);

Furniture install, electrical work continues (3/2);

Meeting with Building Chair, carpet installer (3/3);

Move back into workspace, meeting with Ken Cashman, Board meeting (3/5);

Meeting with K. Angel re: furniture (3/6);

Director's Association meeting (3/7);

OCLC phone meeting, meeting with consultant to assess teen services, Programming committee (3/8);

Staff meeting, Reference department meeting, Service desk manager meeting (3/13);

Manager's meeting, Finance committee meeting (3/14);

Study Space complete and open, Newsletter out, Webinar on Outreach; Fire Drill (3/15);

Petitions due (3/16);

Final budget numbers due (3/19);

PLA in Philadelphia (3/20-21).

Respectfully submitted,

Mary Lou Carolan

**Mary Lou Carolan
Director**

March 2, 2018

Cornwall Public Library
Profit & Loss Forecast vs. Actual - Operating
July 2017 through February 2018

FYI

Budget 67%	Jul '17 - Feb 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	18,137.32	31,000.00	-12,862.68	58.51%
2401 · Income from Investments	261.02	500.00	-238.98	52.2%
2670 · Sale of Library Materials	716.52			
2701 · Refunds	286.76	1,000.00	-713.24	28.68%
Total 2706 · Gifts & Endowments	2,426.99	8,300.00	-5,873.01	29.24%
2760 · Grants	5,668.22	12,000.00	-6,331.78	47.24%
Total 3840 · RCLS	4,886.70	4,000.00	886.70	122.17%
Total Income	1,192,497.85	1,242,606.00	-50,108.15	95.97%
Gross Profit	1,192,497.85	1,242,606.00	-50,108.15	95.97%
Expense				
141 · Salary-Certified Librarian	149,850.76	220,937.29	-71,086.53	67.83%
142 · Salary-Clerical	262,035.97	434,190.71	-172,154.74	60.35%
143 · Salary-Treasurer	2,692.34	5,000.00	-2,307.66	53.85%
203b · Capital Equipment	1,537.48	300.00	1,237.48	512.49%
Total 410 · Books	43,668.83	69,885.00	-26,216.17	62.49%
411 · Film	616.03	550.00	66.03	112.01%
Total 412 · Video/Music/Books on Tape	15,106.81	30,158.00	-15,051.19	50.09%
Total 413 · Serials/Reference	8,488.52	13,300.00	-4,811.48	63.82%
430 · Supplies				
430.1 · Library supplies	3,591.50	5,000.00	-1,408.50	71.83%
430.2 · Office supplies	4,657.04	8,000.00	-3,342.96	58.21%
Total 430.3 · Program supplies	2,644.97	7,800.00	-5,155.03	33.91%
Total 430 · Supplies	10,893.51	20,800.00	-9,906.49	52.37%
431 · Telephone	4,530.26	14,000.00	-9,469.74	32.36%
433 · Postage	1,973.71	4,000.00	-2,026.29	49.34%
434 · Publicity & Printing	5,314.51	10,000.00	-4,685.49	53.15%
435 · Travel/Conference	3,642.22	4,500.00	-857.78	80.94%
436 · Friends Expense	0.00	-17,796.00	17,796.00	0.0%
437 · Professional Fees				
437.1 · Prof fees-Office	16,111.69	25,280.00	-9,168.31	63.73%
437.2 · Prof fees-Adult programs	3,710.00	7,000.00	-3,290.00	53.0%
437.3 · Prof fees-YA programs	360.00	1,500.00	-1,140.00	24.0%
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	21,021.69	40,780.00	-19,758.31	51.55%
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.	1,085.33	2,600.00	-1,514.67	41.74%
450 · Fuel/Utilities	17,327.32	32,000.00	-14,672.68	54.15%
451 · Custodial Supplies	1,567.94	2,000.00	-432.06	78.4%
452 · Repairs to Building	6,130.85	10,000.00	-3,869.15	61.31%
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	36,529.49	46,596.00	-10,066.51	78.4%
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	38,310.31	50,117.00	-11,806.69	76.44%
9060.8 · Workers' Comp	7,712.00	8,000.00	-288.00	96.4%
9090.8 · Health Insurance	78,268.15	121,930.00	-43,661.85	64.19%
Total Expense	820,383.54	1,242,606.00	-422,222.46	66.02%
Net Income	372,114.31	0.00	372,114.31	100.0%

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

	Paid using Capital Fund	Paid Using Memorial Fund	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		116,238.00	8,900.00		125,138.00		136,943.96
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	16,058.61	16,058.61
2401 · Income from Investments	286.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	214.16	500.60
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
2706 · Gifts & Endowments										
Total 2706 · Gifts & Endowments	0.00	0.00	5,990.04	0.00	0.00	0.00	0.00	0.00	2,351.26	8,341.30
2760 · Grants	0.00	0.00	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	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	0.00	0.00	4,886.70	4,886.70
Total Income	286.44	0.00	17,796.00	12,000.00	116,238.00	8,900.00	2,550.00	139,688.00	1,187,429.57	1,345,200.01
Gross Profit	286.44	0.00	17,796.00	12,000.00	116,238.00	8,900.00	2,550.00	139,688.00	1,187,429.57	1,345,200.01
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	5,338.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	7,330.31
Grant Expenses	0.00	0.00	0.00	0.00	96,250.00	0.00	0.00	96,250.00	0.00	96,250.00
Total 410 · Books	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,006.04	40,006.04
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	14,229.21	14,229.21
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	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	3,309.90	6,809.90
430.2 · Office supplies	0.00	0.00	1,746.54	0.00	6.99	0.00	0.00	6.99	4,275.19	6,028.72
Total 430.3 · Program supplies	0.00	0.00	846.87	0.00	0.00	0.00	0.00	0.00	2,617.97	3,464.84
430 · Supplies - Other	7,145.15	0.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00	19,145.15
Total 430 · Supplies	7,145.15	0.00	6,093.41	12,000.00	6.99	0.00	0.00	12,006.99	10,203.06	35,448.61
431 · Telephone	0.00	0.00	0.00	0.00	0.00	3,594.94	0.00	3,594.94	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	0.00	29.91	0.00	0.00	0.00	0.00	0.00	2,811.84	2,841.75
435 · Travel/Conference	0.00	0.00	220.00	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	0.00	16,038.66	0.00	0.00	16,038.66	14,634.43	30,673.09
437.2 · Prof fees-Adult programs	0.00	0.00	2,420.00	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	0.00	2,420.00	0.00	16,038.66	0.00	0.00	16,038.66	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	0.00	56.99	0.00	0.00	56.99	1,468.72	1,525.71
452 · Repairs to Building	8,900.00	0.00	0.00	0.00	1,998.50	0.00	0.00	1,998.50	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	0.00	350.00	0.00	0.00	350.00	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	17,737.46	5,338.00	8,763.32	12,000.00	114,701.14	3,594.94	0.00	130,296.08	735,430.20	897,565.06
Net Income	-17,451.02	-5,338.00	9,032.68	0.00	1,536.86	5,305.06	2,550.00	9,391.92	451,999.37	447,634.95
Balance Remaining 1/31/2018	401,000.45	6,126.35								

Cornwall Public Library
Profit & Loss Budget vs. Actual - Operating
July 2017 through January 2018

	Budget 58%	YTD Budget		Full 2017-2018 Budget		
		Jul '17 - Jan 18	Budget	\$ Over Budget	Full Budget	\$ Over 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	16,058.61	18,083.35	-2,024.74	31,000.00	-14,941.39	51.8%
2401 · Income from Investments	214.16	291.65	-77.49	500.00	-285.84	42.83%
2670 · Sale of Library Materials	716.52					
2701 · Refunds	0.00	583.35	-583.35	1,000.00	-1,000.00	0.0%
Total 2706 · Gifts & Endowments	2,351.26	4,841.65	-2,490.39	8,300.00	-5,948.74	28.33%
2760 · Grants	3,088.00	7,000.00	-3,912.00	12,000.00	-8,912.00	25.73%
Total 3840 · RCLS	4,886.70	2,333.35	2,553.35	4,000.00	886.70	122.17%
Total Income	1,187,429.57	1,193,939.35	-6,509.78	1,242,606.00	-55,176.43	95.56%
Gross Profit	1,187,429.57	1,193,939.35	-6,509.78	1,242,606.00	-55,176.43	95.56%
Expense						
141 · Salary-Certified Librarian	133,198.09	127,464.04	5,734.05	220,937.29	-87,739.20	60.29%
142 · Salary-Clerical	228,610.97	250,494.67	-21,883.70	434,190.71	-205,579.74	52.65%
143 · Salary-Treasurer	2,307.72	2,884.62	-576.90	5,000.00	-2,692.28	46.15%
203b · Capital Equipment	300.00	300.00	0.00	300.00	0.00	100.0%
Total 410 · Books	40,006.04	40,766.30	-760.26	69,885.00	-29,878.96	57.25%
411 · Film	616.03	550.00	66.03	550.00	66.03	112.01%
Total 412 · Video/Music/Books on Tape	14,229.21	17,592.15	-3,362.94	30,158.00	-15,928.79	47.18%
Total 413 · Serials/Reference	7,727.83	7,758.30	-30.47	13,300.00	-5,572.17	58.1%
430 · Supplies						
430.1 · Library supplies	3,309.90	2,916.65	393.25	5,000.00	-1,690.10	66.2%
430.2 · Office supplies	4,275.19	4,666.65	-391.46	8,000.00	-3,724.81	53.44%
Total 430.3 · Program supplies	2,617.97	4,966.70	-2,348.73	7,800.00	-5,182.03	33.56%
430 · Supplies - Other	0.00					
Total 430 · Supplies	10,203.06	12,550.00	-2,346.94	20,800.00	-10,596.94	49.05%
431 · Telephone	4,318.95	8,166.65	-3,847.70	14,000.00	-9,681.05	30.85%
433 · Postage	946.88	2,333.35	-1,386.47	4,000.00	-3,053.12	23.67%
434 · Publicity & Printing	2,811.84	5,833.35	-3,021.51	10,000.00	-7,188.16	28.12%
435 · Travel/Conference	3,190.43	2,625.00	565.43	4,500.00	-1,309.57	70.9%
436 · Friends Expense	0.00	-10,381.00	10,381.00	-17,796.00	17,796.00	0.0%
437 · Professional Fees						
437.1 · Prof fees-Office	14,634.43	14,746.65	-112.22	25,280.00	-10,645.57	57.89%
437.2 · Prof fees-Adult programs	2,710.00	4,083.35	-1,373.35	7,000.00	-4,290.00	38.71%
437.3 · Prof fees-YA programs	300.00	875.00	-575.00	1,500.00	-1,200.00	20.0%
437.4 · Prof fees-Juvenile	840.00	2,333.35	-1,493.35	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	18,484.43	23,538.35	-5,053.92	40,780.00	-22,295.57	45.33%
438 · Dues	637.00	800.00	-163.00	1,300.00	-663.00	49.0%
439 · Equipment Repair	0.00	200.00	-200.00	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.	982.88	1,516.65	-533.77	2,600.00	-1,617.12	37.8%
450 · Fuel/Utilities	17,327.32	18,666.65	-1,339.33	32,000.00	-14,672.68	54.15%
451 · Custodial Supplies	1,468.72	1,166.65	302.07	2,000.00	-531.28	73.44%
452 · Repairs to Building	6,100.85	5,833.35	267.50	10,000.00	-3,899.15	61.01%
454 · Building Insurance	11,907.61	12,000.00	-92.39	12,000.00	-92.39	99.23%
455 · RCLS ANSER & Telecommunication	36,933.90	39,750.00	-2,816.10	53,000.00	-16,066.10	69.69%
469 · Service Contracts	31,495.22	27,181.00	4,314.22	46,596.00	-15,100.78	67.59%
490 · Refund of PY Tax Assessment	0.00	1,750.00	-1,750.00	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	33,624.81	28,913.67	4,711.14	50,117.00	-16,492.19	67.09%
9060.8 · Workers' Comp	7,491.00	8,000.00	-509.00	8,000.00	-509.00	93.64%
9090.8 · Health Insurance	67,908.41	71,125.85	-3,217.44	121,930.00	-54,021.59	55.7%
Total Expense	735,430.20	758,637.60	-23,207.40	1,242,606.00	-507,175.80	59.19%
Net Income	451,999.37	435,301.75	16,697.62	0.00	451,999.37	36.38%

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Type	Date	Num	Memo	Split	Paid	Amount
Barron's						
Bill	02/15/2018	1 year renewal	1 year renewal - Exp 3/2019 Acct 12050...	413.6 · Serials	Unpaid	173.88
Total Barron's						173.88
Better Homes & Gardens						
Bill	02/26/2018	5 year renewal	5 year renewal - Exp 2/2023 Acct 06893...	413.6 · Serials	Unpaid	29.95
Total Better Homes & Gardens						29.95
Brenda Goldfarb						
Bill	02/15/2018	Employee Reimbu...	Postage, framed print, keys	-SPLIT-	Unpaid	18.09
Total Brenda Goldfarb						18.09
Brian Conway						
Bill	02/15/2018	3/24 Irish Music	3/24/18 Irish Music Concert	437.2 · Prof fees-Adult progr...	Unpaid	300.00
Total Brian Conway						300.00
Brodart Co. - Juv						
Bill	02/15/2018	Inv B5223836	Inv B5223836	-SPLIT-	Unpaid	8.84
Bill	02/15/2018	Inv B5223839	Inv B5223839	-SPLIT-	Unpaid	58.88
Bill	02/15/2018	Inv B5230351	Inv B5230351	-SPLIT-	Unpaid	9.94
Bill	02/15/2018	Inv B5230287	Inv B5230287	-SPLIT-	Unpaid	16.00
Bill	02/15/2018	Inv B5227967	Inv B5227967	410.4 · Juvenile Fiction	Unpaid	40.21
Bill	02/15/2018	Inv B5227966	Inv B5227966	-SPLIT-	Unpaid	25.57
Bill	02/15/2018	Inv B5228039	Inv B5228039	-SPLIT-	Unpaid	16.83
Bill	02/15/2018	Inv B5227757	Inv B5227757	-SPLIT-	Unpaid	122.85
Bill	02/15/2018	Inv B5227933	Inv B5227933	410.4 · Juvenile Fiction	Unpaid	29.39
Bill	02/26/2018	Inv B5232196	Inv B5232196	410.4 · Juvenile Fiction	Unpaid	43.20
Bill	02/26/2018	Inv B5236391	Inv B5236391	410.5 · Juvenile Non Fiction	Unpaid	4.39
Bill	02/26/2018	Inv B5239332	Inv B5239332	-SPLIT-	Unpaid	10.49
Bill	02/26/2018	Inv B5241074	Inv B5241074	410.4 · Juvenile Fiction	Unpaid	8.79
Bill	02/26/2018	Inv B5240849	Inv B5240849	-SPLIT-	Unpaid	27.79
Bill	02/26/2018	Inv B5240976	Inv B5240976	-SPLIT-	Unpaid	173.26
Bill	02/26/2018	Inv B5241082	Inv B5241082	410.4 · Juvenile Fiction	Unpaid	172.30
Bill	02/26/2018	Inv B5240975	Inv B5240975	410.5 · Juvenile Non Fiction	Unpaid	10.33
Bill	02/26/2018	Inv B5243778	Inv B5243778	410.4 · Juvenile Fiction	Unpaid	33.76
Total Brodart Co. - Juv						812.82
Brodart Co. (McN)						
Bill	02/15/2018	Inv M156500	Service for May 2018	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	02/26/2018	Inv 63201973	Inv 63201973	410.11 · Adult Fiction Standi...	Unpaid	110.24
Bill	02/21/2018	Inv 63277642	Inv 63277642	410.11 · Adult Fiction Standi...	Unpaid	58.49
Total Cengage Learning/Gale						168.73
Charlotte Dunaief						
Bill	02/26/2018	Employee Reimbu...	82.2 miles @ \$.545/mi	435 · Travel/Conference	Unpaid	44.80
Total Charlotte Dunaief						44.80
Cornwall Public Library - Payroll						
Bill	02/01/2018	Pay per end 1/26/18	Pay per end 1/26 Pay date 2/2	1012 · OCT Payroll Checking	Paid	17,796.36
Bill	02/13/2018	Pay per end 2/9/18	Pay per end 2/9 Pay date 2/16	1012 · OCT Payroll Checking	Paid	18,328.02
Total Cornwall Public Library - Payroll						36,124.38
Cornwall Public Library - Trust & Agency						
Bill	02/01/2018	Pay date 2/2	Payroll Dated 2/2/18	1003 · Due from Trust & Age...	Paid	8,934.13
Bill	02/13/2018	2/16 PR & Jan He...	Feb Health Ins + Payroll Dated 2/16/18	-SPLIT-	Paid	19,304.15
Total Cornwall Public Library - Trust & Agency						28,238.28
D & D Mailing Service, LLC						
Bill	02/15/2018	Inv 27555	10,267 newsletters & postage	-SPLIT-	Paid	1,343.88
Total D & D Mailing Service, LLC						1,343.88
Dowser Spring Water						

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Type	Date	Num	Memo	Split	Paid	Amount
Bill	02/15/2018	Stmt dated 1/31/18	Jan water delivery	430.2 · Office supplies	Unpaid	24.50
Total Dowser Spring Water						24.50
Edible Hudson Valley						
Bill	02/15/2018	1 year renewal	1 year renewal - Exp 3/2018	413.6 · Serials	Unpaid	28.00
Total Edible Hudson Valley						28.00
Elizabeth K. Fisher						
Bill	02/21/2018	Employee Reimbu...	116.9 mi @ \$.545/mi + Reimbursement	-SPLIT-	Unpaid	64.71
Total Elizabeth K. Fisher						64.71
Family Circle						
Bill	02/26/2018	5 year renewal	5 year renewal - Exp 3/2023 Acct 06893...	413.6 · Serials	Unpaid	49.95
Total Family Circle						49.95
Family Tree Magazine						
Bill	02/26/2018	2 year renewal	2 year renewal - Exp 2/2020	413.6 · Serials	Unpaid	47.96
Total Family Tree Magazine						47.96
Findaway World, LLC						
Bill	02/26/2018	Inv 245153	Inv 245153	412.3 · Books-on-Tape	Unpaid	119.98
Total Findaway World, LLC						119.98
Fine Cooking						
Bill	02/26/2018	3 year renewal	3 year renewal - Exp 1/2021	413.6 · Serials	Unpaid	46.59
Total Fine Cooking						46.59
Fine Gardening						
Bill	02/26/2018	3 year renewal	3 year renewal - Exp 10/2021 Acct 1142...	413.6 · Serials	Unpaid	69.95
Total Fine Gardening						69.95
Friends of the Cornwall Library						
Bill	02/26/2018	Reimbursement	Reimbursement for P Norton check	2706.1 · Gifts-Friends	Unpaid	25.00
Total Friends of the Cornwall Library						25.00
Haight Fire Equipment Supply						
Bill	02/15/2018	Inv 38723	Fire Extinguisher inspection	469 · Service Contracts	Unpaid	209.00
Total Haight Fire Equipment Supply						209.00
Ingram Library Services						
Bill	02/15/2018	Inv 32999636	Inv 32999636	-SPLIT-	Unpaid	63.14
Bill	02/15/2018	Inv 33062965	Inv 33062965	-SPLIT-	Unpaid	668.14
Bill	02/15/2018	Inv 32873314	Inv 32873314	-SPLIT-	Unpaid	176.17
Bill	02/15/2018	Inv 328844156	Inv 32844156	-SPLIT-	Unpaid	10.39
Bill	02/15/2018	Inv 32836652	Inv 32836652	-SPLIT-	Unpaid	227.24
Bill	02/15/2018	Inv 32951511	Inv 32951511	-SPLIT-	Unpaid	9.79
Bill	02/26/2018	Inv 33223743	Inv 33223743	-SPLIT-	Unpaid	65.93
Bill	02/26/2018	Inv 33091134	Inv 33091134	-SPLIT-	Unpaid	162.17
Bill	02/26/2018	Inv 33134876	Inv 33134876	-SPLIT-	Unpaid	76.42
Bill	02/26/2018	Inv 33150458	Inv 33150458	-SPLIT-	Unpaid	170.27
Bill	02/21/2018	Inv 33244514	Inv 33244514	-SPLIT-	Unpaid	62.54
Bill	02/21/2018	Inv 33258219	Inv 33258219	-SPLIT-	Unpaid	15.14
Bill	02/21/2018	Inv 33197517	Inv 33197517	-SPLIT-	Unpaid	138.82
Total Ingram Library Services						1,846.16
Jacobowitz & Gubits, LLP						
Bill	02/15/2018	Inv 270450	Jan lawyer fees	437.1 · Prof fees-Office	Unpaid	152.00
Total Jacobowitz & Gubits, LLP						152.00
Joanne Barclay						
Bill	02/15/2018	3/20 Stampin Up	3/20/18 Stampin Up workshop	437.2 · Prof fees-Adult progr...	Unpaid	150.00
Total Joanne Barclay						150.00
Joe Stankiewicz						

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Type	Date	Num	Memo	Split	Paid	Amount
Bill	02/03/2018	True Value purcha...	Cord protectors for temporary office spac...	430.2 · Office supplies	Paid	34.58
Bill	02/09/2018	18.5 hours labor	18.5 hrs labor to take down and move ite...	452 · Repairs to Building	Paid	555.00
Total Joe Stankiewicz						589.58
John Walsh						
Bill	02/26/2018	3/24 Irish Music Con	3/24 Irish Music Concert	437.2 · Prof fees-Adult progr...	Unpaid	300.00
Total John Walsh						300.00
Lisa Sinclair						
Bill	02/21/2018	Employee Reimbu...	96 miles @ \$.545/mi	435 · Travel/Conference	Unpaid	52.32
Total Lisa Sinclair						52.32
Lock Around the Clock						
Bill	02/15/2018	March 2018	March 2018 storage unit fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
Luis Garcia						
Bill	02/09/2018	4 hours labor	4 hours labor to move furniture & boxes f...	452 · Repairs to Building	Paid	120.00
Total Luis Garcia						120.00
Marangi Disposal						
Bill	02/15/2018	Inv 82100986	February Garbage service	469 · Service Contracts	Paid	94.29
Total Marangi Disposal						94.29
Mary Lou Carolan						
Bill	02/21/2018	Employee Reimbu...	20 miles @ \$.545/mi + reimbursement	435 · Travel/Conference	Unpaid	19.85
Total Mary Lou Carolan						19.85
Military Heritage						
Bill	02/15/2018	1 year renewal	1 year renewal - Exp 3/2019	413.6 · Serials	Unpaid	14.97
Total Military Heritage						14.97
New York Magazine						
Bill	02/15/2018	1 year renewal	1 year renewal	413.6 · Serials	Unpaid	12.00
Total New York Magazine						12.00
Orange Bank & Trust Cardmember Services						
Bill	02/21/2018	Stmt dated 2/24/18	Stmt dated 2/24/18	-SPLIT-	Unpaid	1,793.99
Total Orange Bank & Trust Cardmember Services						1,793.99
Oscar Quinonez						
Bill	02/09/2018	4 hours labor	4 hours labor to move furniture & boxes f...	452 · Repairs to Building	Paid	120.00
Total Oscar Quinonez						120.00
OverDrive, Inc.						
Bill	02/15/2018	Inv 01052CO1801...	Inv 01052CO18016669	412.32 · E-Audiobooks -- Adult	Unpaid	129.98
Bill	02/15/2018	Inv 01052DA1801...	Inv 01052DA18018416	-SPLIT-	Unpaid	160.00
Total OverDrive, Inc.						289.98
P & P Quick Copy Center						
Bill	02/21/2018	Inv 195897	10,700 Newsletters	434 · Publicity & Printing	Unpaid	2,033.00
Total P & P Quick Copy Center						2,033.00
Paychex, Inc.						
Bill	02/15/2018	Inv 2018020100	Jan Small business package	437.1 · Prof fees-Office	Paid	1,150.26
Bill	02/15/2018	Stmt 17603542	Jan Employee & Mobile usage	437.1 · Prof fees-Office	Paid	175.00
Total Paychex, Inc.						1,325.26
Prevention						
Bill	02/26/2018	1 year renewal	1 year renewal - Exp 2/2019 Acct 19515...	413.6 · Serials	Unpaid	47.99
Total Prevention						47.99
Rachael Ray Every Day						

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Type	Date	Num	Memo	Split	Paid	Amount
Bill	02/26/2018	5 year renewal	5 year renewal - Exp 3/2023 Acct 06893...	413.6 · Serials	Unpaid	25.00
Total Rachael Ray Every Day						25.00
Randazzo's Landscaping Inc.						
Bill	02/26/2018	Inv 18865	Feb Monthly Main + Feb salt parking lot	469 · Service Contracts	Unpaid	2,123.00
Total Randazzo's Landscaping Inc.						2,123.00
RCLS						
Bill	02/15/2018	Inv 26370	New Zebra scanner	203b · Capital Equipment	Unpaid	215.00
Bill	02/26/2018	Inv 26377	Sonicpoint Ace & RCLS Labor charge	-SPLIT-	Unpaid	669.50
Bill	02/26/2018	Inv 26378	Item barcodes	430.1 · Library supplies	Unpaid	206.60
Total RCLS						1,091.10
Richard Feingold						
Bill	02/15/2018	4/3 Alexander Ham	4/3/18 Alexander Hamilton program	437.2 · Prof fees-Adult progr...	Unpaid	250.00
Total Richard Feingold						250.00
School Library Journal						
Bill	02/26/2018	1 year renewal	1 year renewal - Exp 3/2019 Acct 1107099	413.6 · Serials	Unpaid	36.00
Total School Library Journal						36.00
Shape						
Bill	02/26/2018	5 year renewal	5 year renewal - Exp 3/2023 Acct 06893...	413.6 · Serials	Unpaid	49.50
Total Shape						49.50
Sky & Telescope						
Bill	02/15/2018	2 year renewal	2 year renewal - Exp 3/2020	413.6 · Serials	Unpaid	29.95
Total Sky & Telescope						29.95
Smithsonian						
Bill	02/15/2018	1 year renewal	1 year renewal - Exp 5/2019 Cust # 2918...	413.6 · Serials	Unpaid	34.00
Total Smithsonian						34.00
Stankiewicz Construction						
Bill	02/21/2018	5.5 hours labor	5.5 hours labor	-SPLIT-	Unpaid	165.00
Total Stankiewicz Construction						165.00
Steven Fowler						
Bill	02/15/2018	2 writing sessions	3/15 & 3/27 - Teen Writers Strike Back	437.3 · Prof fees-YA programs	Unpaid	60.00
Total Steven Fowler						60.00
Susan Moccio						
Bill	02/21/2018	Employee Reimbu...	151.3 mi @ .535/mi + 87 mi @ \$.545/mi	435 · Travel/Conference	Unpaid	128.37
Total Susan Moccio						128.37
The Valley Table						
Bill	02/15/2018	1 year renewal	1 year renewal Exp 3/2019	413.6 · Serials	Unpaid	20.00
Total The Valley Table						20.00
Time Out New York						
Bill	02/15/2018	1 year renewal	1 year renewal - Exp 4/2019	413.6 · Serials	Unpaid	25.00
Total Time Out New York						25.00
Toshiba Financial Services						
Bill	02/15/2018	Inv 349889584	Copier contract 1/25/18-2/25/18	469 · Service Contracts	Paid	602.64
Total Toshiba Financial Services						602.64
United A/C Refrigeration, Inc						
Bill	02/15/2018	Inv 416437	Jan preventive maint	469 · Service Contracts	Paid	975.17
Bill	02/26/2018	Inv 416528	Preventive Maint - Feb 2018	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc						1,950.34
Utica National Insurance Group						

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Type	Date	Num	Memo	Split	Paid	Amount
Bill	02/15/2018	Acct 101086941	Worker's Comp - final audit	9060.8 · Workers' Comp	Paid	221.00
Total Utica National Insurance Group						221.00
Vanguard Cleaning Systems of the HV						
Bill	02/15/2018	Inv 25011	Trash can liners	451 · Custodial Supplies	Paid	33.00
Total Vanguard Cleaning Systems of the HV						33.00
Verizon						
Bill	02/26/2018	Acct 6521219490...	Fios Internet 2/10-3/9/18	431 · Telephone	Unpaid	156.98
Total Verizon						156.98
Verizon Wireless						
Bill	02/15/2018	Inv 9800920162	Service 2/1-3/1/18	431 · Telephone	Paid	54.33
Total Verizon Wireless						54.33
W.B. Mason						
Bill	02/15/2018	Inv I52149091	Paper towels & toner	-SPLIT-	Unpaid	126.23
Bill	02/26/2018	Inv I52391266	Tape	430.2 · Office supplies	Unpaid	15.70
Bill	02/26/2018	Inv I52437180	Storage boxes & paper	430.2 · Office supplies	Unpaid	39.98
Bill	02/26/2018	Inv I52341078	Paper & Paper towels	-SPLIT-	Unpaid	64.97
Bill	02/26/2018	Inv I52313439	Clasp envelopes	430.2 · Office supplies	Unpaid	11.99
Total W.B. Mason						258.87
Williamson Law Book Co.						
Bill	02/21/2018	Inv 170015	For vote - return envelopes & Official oat...	430.2 · Office supplies	Unpaid	108.84
Total Williamson Law Book Co.						108.84
Woman's Day						
Bill	02/15/2018	2 year renewal	2 year renewal - Exp 6/2021	413.6 · Serials	Unpaid	10.00
Total Woman's Day						10.00
Yankee Magazine						
Bill	02/15/2018	1 Year subscription	1 year renewal - Exp 2/2019	413.6 · Serials	Unpaid	10.00
Total Yankee Magazine						10.00
TOTAL						<u>85,010.51</u>