

# Cornwall Public Library Board of Trustees Meeting

June 14, 2018

7:00-9:00PM

## Minutes

Meeting called to order by Christine McDonald at 7:02pm.

- I. **Roll:**
  - a. **Trustees Present:** Bruce Cohen, Susanne Vondrak, Amy Cordisco, Christine McDonald, Tom Dames. Excused: Carol Stein
  - b. **Also Present:** Mary Lou Carolan, Library Director; Michelle Mellino, Treasurer; Stephanie Wolfe, Trustee Elect; Catherine Vaughn, guest.
- II. **Approval of Minutes:** A motion to approve the Board of Trustees Board Meeting Minutes of May 10, 2018 with one correction to Section IX was made by Tom Dames, seconded by Amy Cordisco and unanimously approved.
- III. **Presentation:** Catherine Vaughn from JaneHR has agreed to help the Cornwall Library better serve the Millennial and Gen Z population. Demographic data and suggestions for improvements were presented.
- IV. **Financial Review:** Following discussion, a motion to approve Warrant # 11 in the amount of \$225,982.00 was made by Amy Cordisco, seconded by Tom Dames and unanimously approved. After discussion, a motion to approve the Profit & Loss vs. Actual report for July 2017 through April 2018 was made by Amy Cordisco, seconded by Tom Dames and unanimously approved. A motion to approve budget transfers as presented by the Board Treasurer was made by Bruce Cohen, seconded by Tom Dames and unanimously approved (see attached list)
- V. **Public Remarks:** none.
- VI. **Communications:** A thank you was received from Betha Gutsche from OCLC thanking the library for the lovely Smart Space Reception and for a job well done. **Donations:** \$695 has been received so far for the Lauren Moccio Memorial Fund.
- VII. **Director's Report:** See written report.
- VIII. **Committee Reports:**
  - a. Finance Committee- budget transfers approved under Financial Review.
  - b. Policy Committee- has offered to assist with the updating of the employee handbook, but project not yet started.
  - c. Buildings and Grounds Committee- Documentation is being gathered to be submitted by the Sept. 1 deadline for the state construction grant. Still waiting for the specifications from the electrician to rework the main electric panel, which is needed for the grant application. Designs were reviewed of solutions for the gutter/water problem over the book drop in the wall by the front entrance (for the roof repair). The board agreed to go with the less expensive solution, which would enlarge the gutter in that corner and add a shield. Est. \$5,000. The Board still plans to go out to bid for the roof repair project in August and with the work to be done in Sept. The Board also reviewed the proposal

submitted by Maureen Drury, of Drury Studio and Design, a Landscape Architect. The proposal was based on our initial meeting with her on June 9<sup>th</sup> to develop a master plan for the outdoor spaces and grounds of the Library. The proposed initial master plan will cost \$4850 and additional costs for services were outlined. The Board agreed to proceed with hiring Maureen Drury to create a master plan. Comments and suggestions for the Master Plan from the Board are requested with a deadline of July 1.

- d. Garden Committee- will continue to work with the Building Committee to develop a master plan.
- e. Friends & Foundation- Chris McDonald attended the recent meeting. \$3,000 in total was earned from the Friends' sponsored trip to France, and the trips to see "Swan Lake and Beautiful" in NYC. The Friends approve of our proposed "Good Idea Fund" using the Friend's donated Funds. Another craft boutique is planned due to the huge success of the first one. No updates are available from the Foundation.

**IX. Unfinished Business:**

- a. Interim Trustee: Following discussion, a motion was made by Bruce Cohen to appoint Tom Dames to fill the vacant trustee position created by Elisabeth Hellwege's resignation. The motion was seconded by Amy Cordisco and unanimously approved. The appointment fills the position until the next Trustee Election, April 2019.
- b. Memorials: No decisions have been made yet regarding the use of the memorial funds for Lauren Moccio and Maureen Terwilliger. A donation from the Board of the Trustees will be sent to both funds. A list will be developed of memorial opportunities within the library to help guide the Board going forward.

**X. New Business:** The Nominating Committee will consist of Chris McDonald and Amy Cordisco. They will gather nominations for President, Vice President and Secretary as well as Committee Chairs from all Board members by July 1.

**XI. Adjournment:** Motion to adjourn was made by Amy Cordisco at 9:18pm, seconded by Chris McDonald and unanimously approved.

**Annual Board Meeting Thursday July, 12 2018, 6:30pm.**

**Next Regular Board Meeting Thursday July 12, 2018, 7:00pm.**

**Cornwall Public Library  
Board of Trustees**

June 14, 2018  
7:00 p.m. Regular Meeting Agenda

- I. **Roll**
- II. **Approval of the minutes** – May 10, 2018 meeting
- III. **Financial Review**
  - a. Approval of warrant #11
- IV. **Public Remarks**
- V. **Communications/Donations**
- VI. **Presentation:** Catherine Vaughn, JANE
- VII. **Director's Report**  
*See Google docs*
- VIII. **Committee Reports**
  - a. Finance Committee – Budget Transfer
  - b. Policy Committee
  - c. Building & Grounds Committee
  - d. Garden Committee
  - e. Friends & Foundation
- IX. **Unfinished Business**
  - Interim Trustee to fill vacancy
  - Memorials for Lauren Moccio and Maureen Terwilliger
- X. **New Business**
  - Nominating Committee
- XI. **Adjournment**

Next Regular Board Meeting: July 12, 2018, 7 p.m.

**Cornwall Public Library**  
**Warrant # 11**  
**As of May 31, 2018**

Type	Date	Num	Memo	Split	Paid	Amount
<b>Blackstone Publishing</b>						
Bill	05/10/2018	Inv 989288	Inv 989288	412.3 · Books-on-Tape	Unpaid	34.95
Bill	05/10/2018	Inv 987476	Inv 987476	412.3 · Books-on-Tape	Unpaid	104.84
Bill	05/29/2018	Inv 995126	Inv 995126	-SPLIT-	Unpaid	414.11
Bill	05/29/2018	Inv 994762	Inv 994762	-SPLIT-	Unpaid	42.94
Total Blackstone Publishing						596.84
<b>Brodart Co. - Juv</b>						
Bill	05/10/2018	Inv B5318906	Inv B5318906	410.4 · Juvenile Fiction	Unpaid	49.29
Bill	05/10/2018	Inv B5318907	Inv B5318907	-SPLIT-	Unpaid	58.85
Bill	05/10/2018	Inv B5318912	Inv B5318912	-SPLIT-	Unpaid	59.79
Bill	05/10/2018	Inv B5318608	Inv B5318608	410.4 · Juvenile Fiction	Unpaid	3.84
Bill	05/10/2018	Inv B5318683	Inv B5318683	410.4 · Juvenile Fiction	Unpaid	12.30
Bill	05/10/2018	Inv B5318843	Inv B5318843	-SPLIT-	Unpaid	140.05
Bill	05/10/2018	Inv B5306272	Inv B5306272	410.5 · Juvenile Non Fiction	Unpaid	11.43
Bill	05/10/2018	Inv B5313972	Inv B5313972	410.4 · Juvenile Fiction	Unpaid	13.19
Bill	05/10/2018	Inv B5313705	Inv B5313705	-SPLIT-	Unpaid	41.86
Bill	05/10/2018	Inv B5313973	Inv B5313973	410.4 · Juvenile Fiction	Unpaid	14.92
Bill	05/10/2018	Inv B5313704	Inv B5313704	-SPLIT-	Unpaid	101.02
Bill	05/29/2018	Inv B5335790	Inv B5335790	410.4 · Juvenile Fiction	Unpaid	38.66
Bill	05/29/2018	Inv B5335702	Inv B5335702	-SPLIT-	Unpaid	105.71
Bill	05/29/2018	Inv B5335733	Inv B5335733	410.4 · Juvenile Fiction	Unpaid	14.39
Bill	05/29/2018	Inv B5335734	Inv B5335734	410.4 · Juvenile Fiction	Unpaid	28.44
Bill	05/29/2018	Inv B5335477	Inv B5335477	-SPLIT-	Unpaid	233.41
Bill	05/29/2018	Inv B5324218	Inv B5324218	-SPLIT-	Unpaid	18.88
Bill	05/31/2018	Inv B5343908	Inv B5343908	410.4 · Juvenile Fiction	Unpaid	7.79
Bill	05/31/2018	Inv B5353907	Inv B5353907	-SPLIT-	Unpaid	21.82
Bill	05/31/2018	Inv B5339977	Inv B5339977	410.5 · Juvenile Non Fiction	Unpaid	3.59
Bill	05/31/2018	Inv B5339768	Inv B5339768	-SPLIT-	Unpaid	14.90
Total Brodart Co. - Juv						994.13
<b>Brodart Co. -Supplies</b>						
Bill	05/31/2018	Inv 502224	Book tape & redden-covers	430.1 · Library supplies	Unpaid	142.81
Total Brodart Co. -Supplies						142.81
<b>Brodart Co. (McN)</b>						
Bill	05/10/2018	Inv M159477	Service for Aug 2018	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
<b>Butler Rowland Mays</b>						
Bill	05/31/2018	BRMA proj 17 40 32	Inv #5 - Phase 1 Interior projects	800 · Capital Expenditure	Unpaid	2,290.10
Total Butler Rowland Mays						2,290.10
<b>Cengage Learning/Gale</b>						
Bill	05/10/2018	Inv 63623987	Inv 63623987	410.11 · Adult Fiction Standi...	Unpaid	30.39
Bill	05/29/2018	Inv 63655102	Inv 63655102	410.11 · Adult Fiction Standi...	Unpaid	45.75
Bill	05/31/2018	Inv 63735251	Inv 63735251	410.11 · Adult Fiction Standi...	Unpaid	79.48
Total Cengage Learning/Gale						155.62
<b>Central Hudson Gas &amp; Electric Corp</b>						
Bill	05/10/2018	Acct 86610120007	Service 3/23-4/20/2018	450 · Fuel/Utilities	Paid	3,121.25
Bill	05/31/2018	Acct 86610120007	Service 4/20-5/29/2018	450 · Fuel/Utilities	Paid	2,472.92
Total Central Hudson Gas & Electric Corp						5,594.17
<b>Christine Fowler</b>						
Bill	05/31/2018	Employee Reimbu...	30 mi @ \$.545/mi	435 · Travel/Conference	Unpaid	16.35
Total Christine Fowler						16.35
<b>CJM Plumbing, Heating &amp; AC</b>						
Bill	05/10/2018	Inv 1191	Recirc Pump	452 · Repairs to Building	Unpaid	475.00
Total CJM Plumbing, Heating & AC						475.00
<b>Continental Screen Print &amp; Design, Inc</b>						
Bill	05/29/2018	Inv 10332	200 tote bags	430.33 · Summer Reading	Unpaid	602.00
Bill	05/31/2018	Inv 10398	27 t-shirts for SRP volunteers	430.33 · Summer Reading	Paid	237.00

**Cornwall Public Library**  
**Warrant # 11**  
**As of May 31, 2018**

Type	Date	Num	Memo	Split	Paid	Amount
Total Continental Screen Print & Design, Inc						839.00
<b>Cornwall Public Library - Payroll</b>						
Bill	05/08/2018	Pay per end 5/4/18	Pay per end 5/4 Pay date 5/11	1012 · OBT Payroll Checking	Paid	17,504.05
Bill	05/24/2018	Pay per end 5/18/18	Pay per end 5/18 Pay date 5/25	1012 · OBT Payroll Checking	Paid	19,201.03
Total Cornwall Public Library - Payroll						36,705.08
<b>Cornwall Public Library - Trust &amp; Agency</b>						
Bill	05/08/2018	May Health Ins	May Health Insurance	1003 · Due from Trust & Age...	Paid	10,054.07
Bill	05/08/2018	Payroll dated 5/11	Payroll Dated 5/11/18	1003 · Due from Trust & Age...	Paid	8,951.86
Bill	05/24/2018	Payroll dated 5/25	Payroll Dated 5/25/18	1003 · Due from Trust & Age...	Paid	10,282.78
Total Cornwall Public Library - Trust & Agency						29,288.71
<b>D-Ben Security Systems, Inc.</b>						
Bill	05/31/2018	Inv 2312	Annual Test Signals & Monitoring fees	469 · Service Contracts	Unpaid	444.00
Bill	05/31/2018	Inv 2312	Annual Central Station Monitoring fee	469 · Service Contracts	Unpaid	264.00
Total D-Ben Security Systems, Inc.						708.00
<b>David R Stingle</b>						
Bill	05/31/2018	7/19 Apricity	7/19 Apricity Performance	437.5 · Prof fees-SRP	Unpaid	200.00
Total David R Stingle						200.00
<b>Demco, Inc.</b>						
Bill	05/31/2018	Ref 81560374	Adult posters & note cards	430.33 · Summer Reading	Unpaid	23.40
Total Demco, Inc.						23.40
<b>Domain Listings</b>						
Bill	05/10/2018	Inv 282-1848	Annual Domain Listing 6/15/18-6/14/19	434 · Publicity & Printing	Unpaid	228.00
Total Domain Listings						228.00
<b>Dowser Spring Water</b>						
Bill	05/10/2018	Stmt dated 4/30/2...	April water delivery	430.2 · Office supplies	Unpaid	24.46
Bill	05/31/2018	Stmt dated 5/31/18	May water deliveries	430.2 · Office supplies	Unpaid	48.42
Total Dowser Spring Water						72.88
<b>Elizabeth K. Fisher</b>						
Bill	05/31/2018	Employee Reimbu...	149.4 mi @ \$.545/mi + reimbursement	435 · Travel/Conference	Unpaid	93.43
Total Elizabeth K. Fisher						93.43
<b>Findaway World, LLC</b>						
Bill	05/29/2018	Inv 256173	Inv 256173	412.3 · Books-on-Tape	Unpaid	299.95
Total Findaway World, LLC						299.95
<b>Hannaford Bros. Co.</b>						
Bill	05/10/2018	5/11 purchases	Kitchen supplies	430.2 · Office supplies	Unpaid	10.37
Bill	05/10/2018	5/8 purchases	'Tea & A Classic' supplies	430.30 · Adult	Unpaid	6.92
Bill	05/10/2018	5/3 purchases	YA & Kitchen supplies	-SPLIT-	Unpaid	11.96
Total Hannaford Bros. Co.						29.25
<b>Herman Miller</b>						
Bill	05/31/2018	Inv 72143518	Back office project cabinetry/furniture	800 · Capital Expenditure	Paid	46,251.14
Total Herman Miller						46,251.14
<b>Hudson Valley Awards Inc</b>						
Bill	05/31/2018	1 name plate	1 name plate	430.2 · Office supplies	Unpaid	12.00
Total Hudson Valley Awards Inc						12.00
<b>Ingram Library Services</b>						
Bill	05/10/2018	Inv 34434463	Inv 34434463	-SPLIT-	Unpaid	142.00
Bill	05/29/2018	Inv 34670750	Inv 34670750	-SPLIT-	Unpaid	19.71
Bill	05/29/2018	Inv 34641769	Inv 34641769	-SPLIT-	Unpaid	156.26
Bill	05/29/2018	Inv 34665943	Inv 34665943	-SPLIT-	Unpaid	148.55
Bill	05/29/2018	Inv 34625010	Inv 34625010	-SPLIT-	Unpaid	45.98
Bill	05/29/2018	Inv 34604913	Inv 34604913	-SPLIT-	Unpaid	139.17
Bill	05/29/2018	Inv 34594524	Inv 34594524	-SPLIT-	Unpaid	110.49

**Cornwall Public Library**  
**Warrant # 11**  
**As of May 31, 2018**

Type	Date	Num	Memo	Split	Paid	Amount
Bill	05/29/2018	Inv 34574726	Inv 34574726	-SPLIT-	Unpaid	30.84
Bill	05/29/2018	Inv 34574725	Inv 34574725	-SPLIT-	Unpaid	1,255.09
Bill	05/31/2018	Inv 34718933	Inv 34718933	-SPLIT-	Unpaid	176.93
Bill	05/31/2018	Inv 34738816	Inv 34738816	-SPLIT-	Unpaid	131.19
Bill	05/31/2018	Inv 34864025	Inv 34864025	-SPLIT-	Unpaid	10.39
Bill	05/31/2018	Inv 34804221	Inv 34804221	-SPLIT-	Unpaid	58.37
Bill	05/31/2018	Inv 34888195	Inv 34888195	-SPLIT-	Unpaid	188.22
Total Ingram Library Services						2,613.19
<b>Jacobowitz &amp; Gubits, LLP</b>						
Bill	05/29/2018	Inv 272549	4/13 Advertising Legal Expense	437.1 · Prof fees-Office	Unpaid	175.72
Total Jacobowitz & Gubits, LLP						175.72
<b>Lisa Sinclair</b>						
Bill	05/31/2018	Employee Reimbu...	17.8 mi @ \$.545/mi + reimbursement	-SPLIT-	Unpaid	24.70
Total Lisa Sinclair						24.70
<b>Lock Around the Clock</b>						
Bill	05/10/2018	June 2018	June 2018 Storage unit fee	469 · Service Contracts	Paid	55.00
Total Lock Around the Clock						55.00
<b>Magna5</b>						
Bill	05/31/2018	Inv 4829754	Contract payment 5/25-6/24/18	431 · Telephone	Paid	365.26
Total Magna5						365.26
<b>Marangi Disposal</b>						
Bill	05/10/2018	Inv 85102129	May service	469 · Service Contracts	Paid	92.90
Total Marangi Disposal						92.90
<b>Mary Lou Carolan</b>						
Bill	05/10/2018	Employee Reimbu...	Reimbursements	-SPLIT-	Unpaid	227.12
Bill	05/31/2018	Employee Reimbu...	218.4 mi @ \$.545/mi + reimbursement	-SPLIT-	Unpaid	138.03
Total Mary Lou Carolan						365.15
<b>Maxwell Kofi Donkor</b>						
Bill	05/29/2018	Drumming circle	7/10 Drumming Circle	437.5 · Prof fees-SRP	Unpaid	700.00
Total Maxwell Kofi Donkor						700.00
<b>Meaghan Doyle</b>						
Bill	05/10/2018	Employee Reimbu...	Prizes for Teen Star Wars program	430.31 · YA	Unpaid	35.96
Total Meaghan Doyle						35.96
<b>Media Solstice Marketing/Public Relations</b>						
Bill	05/10/2018	Inv 2581	Website move	434 · Publicity & Printing	Unpaid	480.00
Total Media Solstice Marketing/Public Relations						480.00
<b>Midwest Tape</b>						
Bill	05/31/2018	Inv 96120478	Inv 96120478	412.3 · Books-on-Tape	Unpaid	59.99
Bill	05/31/2018	Inv 96135455	Inv 96135455	412.3 · Books-on-Tape	Unpaid	14.99
Bill	05/31/2018	Inv 96135456	Inv 96135456	412.5 · Books on Tape YA	Unpaid	126.97
Total Midwest Tape						201.95
<b>National Geographic Society</b>						
Bill	05/10/2018	1 year renewal	Annual renewal Exp 9/2019	413.6 · Serials	Unpaid	39.00
Total National Geographic Society						39.00
<b>Nickel Electric Inc</b>						
Bill	05/31/2018	Inv 645	Install date line at new catalog	800 · Capital Expenditure	Unpaid	125.00
Bill	05/31/2018	Inv 651	Storm related repair	452 · Repairs to Building	Unpaid	125.00
Total Nickel Electric Inc						250.00
<b>Orange Bank &amp; Trust Cardmember Services</b>						
Bill	05/31/2018	Stmt dated 5/26/18	Stmt dated 5/26/18	-SPLIT-	Unpaid	1,929.62

**Cornwall Public Library**  
**Warrant # 11**  
**As of May 31, 2018**

Type	Date	Num	Memo	Split	Paid	Amount
Total Orange Bank & Trust Cardmember Services						1,929.62
<b>OverDrive, Inc.</b>						
Bill	05/29/2018	Inv 01052DA1809...	Inv 01052DA18092297	-SPLIT-	Unpaid	120.98
Bill	05/29/2018	Inv 01052CO1808...	Inv 01052CO18086173	410.12 · Adult E Book	Unpaid	550.91
Bill	05/29/2018	Inv 01052CO1808...	Inv 01052CO18086172	412.32 · E-Audiobooks -- Adult	Unpaid	567.90
Bill	05/29/2018	Inv 01052CO1808...	Inv 01052CO18086171	412.52 · E-Audiobooks -- Yo...	Unpaid	311.52
Bill	05/29/2018	Inv 01052CO1808...	Inv 01052CO18086170	410.62 · Ebooks -- Young Adult	Unpaid	135.96
Total OverDrive, Inc.						1,687.27
<b>P &amp; P Quick Copy Center</b>						
Bill	05/29/2018	Inv 196804	2100 event calendars - 2018 SRP	434 · Publicity & Printing	Unpaid	525.00
Bill	05/31/2018	Inv 196136	10,400 postcards	434 · Publicity & Printing	Unpaid	936.00
Total P & P Quick Copy Center						1,461.00
<b>Pat Rovello</b>						
Bill	05/29/2018	Employee Reimbu...	58 miles @ \$.545/mi	435 · Travel/Conference	Unpaid	31.61
Total Pat Rovello						31.61
<b>Paychex, Inc.</b>						
Bill	05/10/2018	Inv 2018042600	April Sm Bus package	437.1 · Prof fees-Office	Paid	512.25
Bill	05/10/2018	Stmt 18045018	Employee usage	437.1 · Prof fees-Office	Paid	175.00
Total Paychex, Inc.						687.25
<b>PowerGen Electric</b>						
Bill	05/08/2018	Payment #2	Back office project Payment #2	800 · Capital Expenditure	Paid	49,450.50
Bill	05/31/2018	Final Payment	Final Payment for back office project	800 · Capital Expenditure	Paid	28,018.00
Total PowerGen Electric						77,468.50
<b>Randazzo's Landscaping Inc.</b>						
Bill	05/31/2018	Inv 19125	Monthly Maintenance	469 · Service Contracts	Unpaid	516.00
Total Randazzo's Landscaping Inc.						516.00
<b>RCLS</b>						
Bill	05/10/2018	Inv 26630	5 cases receipt paper	430.2 · Office supplies	Unpaid	247.50
Bill	05/10/2018	Inv 26582	RCLS Service Fee - 2018	455 · RCLS ANSER & Telec...	Unpaid	2,065.04
Bill	05/29/2018	Inv 26678	2 zebra scanners with stands	203b · Capital Equipment	Unpaid	336.50
Total RCLS						2,649.04
<b>Scholastic Library Publishing</b>						
Bill	05/29/2018	Inv 17078487	Inv 17078487	410.5 · Juvenile Non Fiction	Unpaid	37.70
Total Scholastic Library Publishing						37.70
<b>Shop Rite Supermarkets Inc.</b>						
Bill	05/10/2018	5/1 purchases	Refreshments for May Art Reception	430.34 · Special/Outreach	Unpaid	16.96
Bill	05/31/2018	5/31 purchases	Refreshments for April art reception	430.34 · Special/Outreach	Unpaid	17.28
Total Shop Rite Supermarkets Inc.						34.24
<b>Stankiewicz Construction</b>						
Bill	05/02/2018	April work & reimbur	April work + Reimbursements	800 · Capital Expenditure	Paid	843.42
Total Stankiewicz Construction						843.42
<b>The Magazine Antiques</b>						
Bill	05/29/2018	2 year renewal	2 year renewal - Exp 11/2019	413.6 · Serials	Unpaid	59.00
Total The Magazine Antiques						59.00
<b>The Marvelous Mutts</b>						
Bill	05/10/2018	6/25/18 program	6/25/18 program	437.5 · Prof fees-SRP	Unpaid	700.00
Total The Marvelous Mutts						700.00
<b>Times Herald Record</b>						
Bill	05/10/2018	Acct 1000582	Up to 52 weeks service starting 6/12/2018	413.6 · Serials	Unpaid	1,188.60
Total Times Herald Record						1,188.60

**Cornwall Public Library**  
**Warrant # 11**  
**As of May 31, 2018**

Type	Date	Num	Memo	Split	Paid	Amount
<b>Toshiba Financial Services</b>						
Bill	05/31/2018	Inv 358158236	5/16-6/16/18 service	469 · Service Contracts	Paid	633.55
Total Toshiba Financial Services						633.55
<b>United A/C Refrigeration, Inc</b>						
Bill	05/10/2018	Inv 416272	May Prev Maint	469 · Service Contracts	Paid	975.17
Bill	05/31/2018	Inv 417144	Replace exhaust fan	469 · Service Contracts	Unpaid	202.50
Total United A/C Refrigeration, Inc						1,177.67
<b>Vanguard Cleaning Systems of the HV</b>						
Bill	05/10/2018	Inv 25758	May cleaning service	469 · Service Contracts	Paid	1,390.00
Bill	05/29/2018	Inv 25981	4/11/18 Emergency clean-up	469 · Service Contracts	Unpaid	80.00
Bill	05/31/2018	Inv 26093	June monthly service	469 · Service Contracts	Paid	1,390.00
Total Vanguard Cleaning Systems of the HV						2,860.00
<b>Verizon</b>						
Bill	05/29/2018	Acct 6521219490...	Fios internet 5/10-6/9	431 · Telephone	Paid	156.98
Total Verizon						156.98
<b>Verizon Wireless</b>						
Bill	05/10/2018	Inv 9806434606	Service 5/2-6/1/18	431 · Telephone	Paid	55.44
Total Verizon Wireless						55.44
<b>Village of Cornwall-on-Hudson</b>						
Bill	05/31/2018	Acct 006019055	Water service 3/14-5/25/18	450 · Fuel/Utilities	Unpaid	187.50
Total Village of Cornwall-on-Hudson						187.50
<b>W.B. Mason</b>						
Bill	05/10/2018	Inv I54902535	Paper & Toilet tissue	-SPLIT-	Unpaid	104.96
Bill	05/10/2018	Inv I54629636	Sticky notes, envelopes, paper towels, etc	-SPLIT-	Unpaid	120.76
Bill	05/29/2018	Inv I55098269	Toner, glue, paper, etc	-SPLIT-	Unpaid	254.93
Bill	05/31/2018	Inv I55474871	Folders, key rack, marker caddy	430.2 · Office supplies	Unpaid	103.52
Total W.B. Mason						584.17
<b>West Nyack Free Library</b>						
Bill	05/31/2018	Lost Book fee	"The Night Circus" barcode 3284600117...	2082 · Library Fines	Unpaid	8.00
Total West Nyack Free Library						8.00
<b>TOTAL</b>						<b>225,982.00</b>



# Cornwall Public Library

## Director's Report

### May 2018

#### General Overview

After a hectic start to the year, filled with construction projects, the vote, and the emotional passing of a colleague, I looked forward to a calm May with vacation on the horizon. All was going well until the tornado hit on May 15 and we were out of power and closed for 2.5 days! Vacation on Maui was a welcome break especially since the volcano was nowhere near us. I suppose I had hit the natural disaster quota!

#### Administration

**Grant Updates– Special Legislative (Skoufis) Grant** – partial payment of \$2225.00 of the \$8900 was received. Skoufis' office trying to determine why full payment was not sent; **SAM Site Sign** approval expected in July or August; Funds reimbursement for current **SED Construction Grant** can be expected sometime between June and September; **SAM funded roof project** to begin in September; **OCLC Smart Space** remaining funds reimbursement of \$2550 received.

**Employee Assistance Program**- spoke with Laura Brovich from Catholic Charities Community Service of Orange and Sullivan Counties (no religious affiliation) regarding an Employee Assistance program (EAP) which would cover our staff and their family members. They provide short term, brief, mental health assessment and referrals - 3 sessions free, clinicians accept NYSHIP and take most other health insurances; they provide access to a 24/7 800#, they conduct at least 3 staff trainings a year on topics such as an overview of EAP, communication in the workplace, sexual harassment in the workplace etc. Annual cost is \$2000, can be billed quarterly at \$500. I explored this service at the recommendation of the mental health counselors who helped our staff through the recent crisis and thought it worthy of discussion and consideration by the board.

#### Building and Grounds

**Randazzo Landscaping:** offered to provide pro bono services to clean up islands and garden by front door and replant all areas, in addition to providing a blue stone pathway and benches. Building committee working on comprehensive plan for grounds.

**NYS Public Library Construction Aid Program** – received a windfall of \$10 million additional dollars for the coming year bringing total funding to \$34 million! That's the advantage to advocacy. RCLS will receive an additional \$422,500 to allocate. This is added to its budget of \$1,436,900. Applications due to RCLS on September 3, 2018. We have a permit for the generator so we will pursue that this year. There is a mandatory workshop on August 2, 2018 which I will attend.

**Shed** – inspection from NYS fire code officer determined our shed needed a new knob that did not lock from the inside. They will not issue a CO without this adjustment. Handyman will retrofit shed door to fit storage facility knob. Once complete, we will call for another inspection to obtain the CO.

#### Finance and Fundraising

**Friends** – “Beautiful” and “Swan Lake” – **sold out performances** to benefit the Friends. **Quilt fundraiser** underway through mid-August.

**Grants** – looking into technology grant opportunities.

## **Outreach & Partnerships**

**Jane** – partnering with Jane representative Cathy Vaughn to learn strategies to serve millennials and Generation Z in order to be proactive and informed. Millennials are the fastest growing group to use public libraries. (Pew Research Study)

**Bullying Program** – Three CCSD students and one Dad filmed a movie on bullying and social media. We showed the film June 3 and a thoughtful discussion followed with the 40+ members of the audience.

## **Programs, Collections, and Services**

**Programs and Circulation** – The tornado and holiday weekend brought program cancellations and lower attendance than usual. **14** programs brought **202+** visitors and included the Invasion of Normandy (44); the Carole King Musical (40); Art Reception (25), Tea & a Classic (15), Great Decision (14) and Teen Tech Tutors (12) had the highest attendance. Several new groups approached us about use of community room and programming: Maternal and Infant Services Network of St. Luke’s Hospital had their support group meet here and they would love to continue doing so; SS Disability programming will take place over the summer and the Food Bank of the Hudson Valley is offering grant writing workshop for their member agencies in July.

**Youth Services** – **31** programs attracted **494** children and adults – Tornado week did not deter our children’s staff as this month included regular programming along with school tours, CCMS school visits, family story time, Dig in the Dirt, Star Wars programming and summer volunteer interviews. Story Walk is ready to go, the SRP Calendar of Events is complete and printed and Sarah and Ella are extra hands on deck to assist with summer programming.

**Adult Services** – Statistics for the month: Laptop lending (5), Reader’s Advisory (8), Technology assistance (101), Notary (17), Reference questions (331), SEAL requests (23). Database usage: NoveList: (10), Ancestry.com (599). Public computer usage: (827) and Microfiche usage for local history (13) Home delivery (10). Charlotte checked the library building throughout the days following the tornado and went above and beyond to make sure all matters were attended to. She received the customer service award for the month of May for her efforts with this and many positive patron experiences.

## **Monthly Statistics for May, 2018** (*figures in parenthesis are last month’s figures*)

Registered borrowers: **9,218** (9,254); Direct Access/Circulation: **11,045** (12,532); ILL Borrows: **2,095** (2,182); ILL Loans: **1,801** (1,871); Item Count: **72,464** (72,409); **Wi-Fi: 3,308** (2,878).

## **Meetings, Trainings, Programs & Happenings in May:**

OCLC webinar, Building Committee meeting (5/1);

Directors Association at RCLS (5/2);

New art show reception, meeting with Cathy Vaughn of JANE (5/3),

WLA workshop on Creativity in the Workplace (5/4),

Hang quilts with Rosemary D. (5/7),

Ref Desk delivery, meeting with Highland Falls director, Programming meeting (5/8),

Moderator for BOE candidates’ forum (5/9),

Board meeting (5/10),  
NYS Retirement System workshop (5/11);  
Friends Craft Boutique (5/11,12),  
Work front desk, Mother's Day (5/13),  
Meeting with AFLAC, meeting with Ellen (5/14),  
Tornado (5/15);  
Managers meeting cancelled (5/16),  
Staff meeting/Narcan Training cancelled, attended RCLS CPR training (5/17),  
Vacation (5/21-5/31).

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

Time Heals all Wounds film on bullying/program (6/3),  
Meeting with Charlotte to discuss page employment for summer (6/5);  
Work on art show program for Chamber (6/7);  
Meet with Stephanie Wolf/board orientation, meet with Cathy Vaughn/JANE (6/8);  
Ohio Workshops (6/11-6/14), board meeting (6/14);  
Fine Free meeting in Warwick (6/15);  
Mural Show, (6/16);  
Meeting with Ron Kaiser (6/18);  
Staff meeting, meeting with Ellen, OCLC wrap up webinar (6/19);  
Ballet in NYC (6/20);  
Fire Drill (6/22);  
SRP Kick-off (6/25);  
Chamber dinner meeting (6/26);

**Respectfully submitted,**

*Mary Lou Carolan*

**Mary Lou Carolan  
Director**

**June 8, 2018**

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

	Budget 83%	YTD Budget		Full 2017-2018 Budget		
		Jul '17 - Apr 18	Budget	\$ Over Budget	Full Budget	\$ Over Budget
<b>Income</b>						
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	0.00	0.00	0.00	0.00	0.00	0.0%
2005 · Appropriated Fund Balance	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
2082 · Library Fines	22,572.38	25,833.34	-3,260.96	31,000.00	-8,427.62	72.81%
2401 · Income from Investments	342.54	416.66	-74.12	500.00	-157.46	68.51%
2670 · Sale of Library Materials	716.52	0.00	716.52	0.00	716.52	100.0%
2701 · Refunds	286.76	833.34	-546.58	1,000.00	-713.24	28.68%
Total 2706 · Gifts & Endowments	3,788.36	6,916.66	-3,128.30	8,300.00	-4,511.64	45.64%
2760 · Grants	5,668.22	10,000.00	-4,331.78	12,000.00	-6,331.78	47.24%
<b>Total 3840 · RCLS</b>	<b>4,886.70</b>	<b>3,333.34</b>	<b>1,553.36</b>	<b>4,000.00</b>	<b>886.70</b>	<b>122.17%</b>
<b>Total Income</b>	<b>1,199,067.48</b>	<b>1,208,139.34</b>	<b>-9,071.86</b>	<b>1,242,606.00</b>	<b>-43,538.52</b>	<b>96.5%</b>
<b>Gross Profit</b>	<b>1,199,067.48</b>	<b>1,208,139.34</b>	<b>-9,071.86</b>	<b>1,242,606.00</b>	<b>-43,538.52</b>	<b>96.5%</b>
<b>Expense</b>						
141 · Salary-Certified Librarian	195,105.12	186,947.05	8,158.07	220,937.29	-25,832.17	88.31%
142 · Salary-Clerical	338,635.55	367,392.15	-28,756.60	434,190.71	-95,555.16	77.99%
143 · Salary-Treasurer	3,653.89	4,230.76	-576.87	5,000.00	-1,346.11	73.08%
203b · Capital Equipment	515.00	300.00	215.00	300.00	215.00	171.67%
<b>Total 410 · Books</b>	<b>55,526.42</b>	<b>58,237.52</b>	<b>-2,711.10</b>	<b>69,885.00</b>	<b>-14,358.58</b>	<b>79.45%</b>
411 · Film	616.03	550.00	66.03	550.00	66.03	112.01%
<b>Total 412 · Video/Music/Books on Tape</b>	<b>18,894.38</b>	<b>25,131.66</b>	<b>-6,237.28</b>	<b>30,158.00</b>	<b>-11,263.62</b>	<b>62.65%</b>
<b>Total 413 · Serials/Reference</b>	<b>9,121.34</b>	<b>11,083.32</b>	<b>-1,961.98</b>	<b>13,300.00</b>	<b>-4,178.66</b>	<b>68.58%</b>
<b>430 · Supplies</b>						
430.1 · Library supplies	4,132.14	4,166.66	-34.52	5,000.00	-867.86	82.64%
430.2 · Office supplies	6,192.06	6,666.66	-474.60	8,000.00	-1,807.94	77.4%
<b>Total 430.3 · Program supplies</b>	<b>3,496.12</b>	<b>6,291.68</b>	<b>-2,795.56</b>	<b>7,800.00</b>	<b>-4,303.88</b>	<b>44.82%</b>
<b>Total 430 · Supplies</b>	<b>13,820.32</b>	<b>17,125.00</b>	<b>-3,304.68</b>	<b>20,800.00</b>	<b>-6,979.68</b>	<b>66.44%</b>
431 · Telephone	6,039.39	11,666.66	-5,627.27	14,000.00	-7,960.61	43.14%
433 · Postage	3,096.12	3,333.34	-237.22	4,000.00	-903.88	77.4%
434 · Publicity & Printing	7,383.77	8,333.34	-949.57	10,000.00	-2,616.23	73.84%
435 · Travel/Conference	3,946.74	3,750.00	196.74	4,500.00	-553.26	87.71%
436 · Friends Expense	0.00	-14,830.00	14,830.00	-17,796.00	17,796.00	0.0%
<b>437 · Professional Fees</b>						
437.1 · Prof fees-Office	18,512.22	21,066.66	-2,554.44	25,280.00	-6,767.78	73.23%
437.2 · Prof fees-Adult programs	4,805.00	5,833.34	-1,028.34	7,000.00	-2,195.00	68.64%
437.3 · Prof fees-YA programs	480.00	1,250.00	-770.00	1,500.00	-1,020.00	32.0%
437.4 · Prof fees-Juvenile	2,170.00	3,333.34	-1,163.34	4,000.00	-1,830.00	54.25%
437.5 · Prof fees-SRP	0.00	1,500.00	-1,500.00	3,000.00	-3,000.00	0.0%
<b>Total 437 · Professional Fees</b>	<b>25,967.22</b>	<b>32,983.34</b>	<b>-7,016.12</b>	<b>40,780.00</b>	<b>-14,812.78</b>	<b>63.68%</b>
438 · Dues	1,147.00	1,100.00	47.00	1,300.00	-153.00	88.23%
439 · Equipment Repair	0.00	200.00	-200.00	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.	1,302.78	2,166.66	-863.88	2,600.00	-1,297.22	50.11%
450 · Fuel/Utilities	25,923.33	26,666.66	-743.33	32,000.00	-6,076.67	81.01%
451 · Custodial Supplies	2,025.75	1,666.66	359.09	2,000.00	25.75	101.29%
452 · Repairs to Building	6,408.65	8,333.34	-1,924.69	10,000.00	-3,591.35	64.09%
454 · Building Insurance	11,907.61	12,000.00	-92.39	12,000.00	-92.39	99.23%
455 · RCLS ANSER & Telecommunication	49,330.68	53,000.00	-3,669.32	53,000.00	-3,669.32	93.08%
469 · Service Contracts	44,384.29	38,830.00	5,554.29	46,596.00	-2,211.71	95.25%
490 · Refund of PY Tax Assessment	2,602.12	2,500.00	102.12	3,000.00	-397.88	86.74%
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	49,349.81	42,406.70	6,943.11	50,117.00	-767.19	98.47%
9060.8 · Workers' Comp	7,863.00	8,000.00	-137.00	8,000.00	-137.00	98.29%
9090.8 · Health Insurance	96,262.34	101,608.34	-5,346.00	121,930.00	-25,667.66	78.95%
<b>Total Expense</b>	<b>1,033,429.65</b>	<b>1,063,970.50</b>	<b>-30,540.85</b>	<b>1,242,606.00</b>	<b>-209,176.35</b>	<b>83.17%</b>
<b>Net Income</b>	<b>165,637.83</b>	<b>144,168.84</b>	<b>21,468.99</b>	<b>0.00</b>	<b>165,637.83</b>	<b>13.33%</b>

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

	<u>Capital Fund</u>	<u>Good Idea Fund</u>	<u>Friends</u>	<u>Furniture grant (Grants)</u>	<u>NYS SED - pkg lot, elec, space (Grants)</u>	<u>OCLS "Small Libraries, Smart S" (Grants)</u>	<u>Skoufis grant - phone &amp; microfi (Grants)</u>	<u>Total Grants</u>	<u>Operating</u>	<u>TOTAL</u>
<b>Income</b>										
<b>EXPECTED FUNDS - not yet received</b>			8,426.96		116,238.00	2,550.00	8,900.00	127,688.00		136,114.96
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	0.00	0.00
2082 - Library Fines	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,572.38	22,572.38
2401 - Income from Investments	379.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	342.54	721.84
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
2701 - Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	286.76	286.76
<b>Total 2706 - Gifts &amp; Endowments</b>	<b>0.00</b>	<b>25,000.00</b>	<b>9,369.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,788.36</b>	<b>38,157.40</b>
2760 - Grants	0.00	0.00	0.00	12,000.00	0.00	2,550.00	0.00	14,550.00	5,668.22	20,218.22
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
<b>Total 3840 - RCLS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,886.70</b>	<b>4,886.70</b>
<b>Total Income</b>	<b>379.30</b>	<b>25,000.00</b>	<b>17,796.00</b>	<b>12,000.00</b>	<b>116,238.00</b>	<b>5,100.00</b>	<b>8,900.00</b>	<b>142,238.00</b>	<b>1,199,067.48</b>	<b>1,384,480.78</b>
<b>Gross Profit</b>	<b>379.30</b>	<b>25,000.00</b>	<b>17,796.00</b>	<b>12,000.00</b>	<b>116,238.00</b>	<b>5,100.00</b>	<b>8,900.00</b>	<b>142,238.00</b>	<b>1,199,067.48</b>	<b>1,384,480.78</b>
<b>Expense</b>										
141 - Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	195,105.12	195,105.12
142 - Salary-Clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	338,635.55	338,635.55
143 - Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,653.89	3,653.89
203b - Capital Equipment	9,700.27	5,338.00	354.99	0.00	0.00	352.98	0.00	352.98	515.00	16,261.24
<b>Total 410 - Books</b>	<b>0.00</b>	<b>0.00</b>	<b>212.46</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>55,526.42</b>	<b>55,738.88</b>
411 - Film	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	616.03	616.03
<b>Total 412 - Video/Music/Books on Tape</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,894.38</b>	<b>18,894.38</b>
<b>Total 413 - Serials/Reference</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,121.34</b>	<b>9,121.34</b>
<b>430 - Supplies</b>										
430.1 - Library supplies	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	4,132.14	7,632.14
430.2 - Office supplies	0.00	1,087.82	1,746.54	0.00	0.00	21.35	0.00	21.35	6,192.06	9,047.77
<b>Total 430.3 - Program supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>1,326.19</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,496.12</b>	<b>4,822.31</b>
430 - Supplies - Other	0.00	0.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00	12,000.00
<b>Total 430 - Supplies</b>	<b>0.00</b>	<b>1,087.82</b>	<b>6,572.73</b>	<b>12,000.00</b>	<b>0.00</b>	<b>21.35</b>	<b>0.00</b>	<b>12,021.35</b>	<b>13,820.32</b>	<b>33,502.22</b>
431 - Telephone	0.00	0.00	0.00	0.00	0.00	0.00	3,594.94	3,594.94	6,039.39	9,634.33
433 - Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,096.12	3,096.12
434 - Publicity & Printing	0.00	0.00	64.91	0.00	0.00	0.00	0.00	0.00	7,383.77	7,448.68
435 - Travel/Conference	0.00	0.00	220.00	0.00	0.00	0.00	0.00	0.00	3,946.74	4,166.74
<b>437 - Professional Fees</b>										
437.1 - Prof fees-Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,512.22	18,512.22
437.2 - Prof fees-Adult programs	0.00	0.00	2,420.00	0.00	0.00	0.00	0.00	0.00	4,805.00	7,225.00
437.3 - Prof fees-YA programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	480.00	480.00
437.4 - Prof fees-Juvenile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,170.00	2,170.00
<b>Total 437 - Professional Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>2,420.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,967.22</b>	<b>28,387.22</b>
438 - Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,147.00	1,147.00
440 - Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,302.78	1,302.78
450 - Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,923.33	25,923.33
451 - Custodial Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,025.75	2,025.75
452 - Repairs to Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,408.65	6,408.65
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	49,330.68	49,330.68
469 - Service Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,384.29	44,384.29
490 - Refund of PY Tax Assessment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,602.12	2,602.12
800 - Capital Expenditure	15,534.50	0.00	0.00	7,145.15	208,585.25	4,450.05	4,900.00	225,080.45	0.00	240,614.95
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	49,349.81	49,349.81
9060.8 - Workers' Comp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,863.00	7,863.00
9090.8 - Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96,262.34	96,262.34
<b>Total Expense</b>	<b>25,234.77</b>	<b>6,425.82</b>	<b>9,845.09</b>	<b>19,145.15</b>	<b>208,585.25</b>	<b>4,824.38</b>	<b>8,494.94</b>	<b>241,049.72</b>	<b>1,033,429.65</b>	<b>1,315,985.05</b>
<b>Net Income</b>	<b>-24,855.47</b>	<b>18,574.18</b>	<b>7,950.91</b>	<b>-7,145.15</b>	<b>-92,347.25</b>	<b>275.62</b>	<b>405.06</b>	<b>-98,811.72</b>	<b>165,637.83</b>	<b>68,495.73</b>
Balance remaining 4/30/18	292,189.23	30,043.12								

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

**FYI**

	Jul '17 - May 18	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
2002 - Local Public Funds	1,160,806.00	1,160,806.00	0.00	100.0%
2003 - Refund of Tax assessment	0.00	0.00	0.00	0.0%
2005 - Appropriated Fund Balance	0.00	25,000.00	-25,000.00	0.0%
2082 - Library Fines	25,267.83	31,000.00	-5,732.17	81.51%
2401 - Income from Investments	367.57	500.00	-132.43	73.51%
2670 - Sale of Library Materials	716.52			
2701 - Refunds	286.76	1,000.00	-713.24	28.68%
Total 2706 - Gifts & Endowments	3,934.88	8,300.00	-4,365.12	47.41%
2760 - Grants	9,050.22	12,000.00	-2,949.78	75.42%
Total 3840 - RCLS	4,886.70	4,000.00	886.70	122.17%
<b>Total Income</b>	<u>1,205,316.48</u>	<u>1,242,606.00</u>	<u>-37,289.52</u>	<u>97.0%</u>
<b>Gross Profit</b>	1,205,316.48	1,242,606.00	-37,289.52	97.0%
<b>Expense</b>				
141 - Salary-Certified Librarian	215,682.40	220,937.29	-5,254.89	97.62%
142 - Salary-Clerical	369,650.38	434,190.71	-64,540.33	85.14%
143 - Salary-Treasurer	4,038.51	5,000.00	-961.49	80.77%
203b - Capital Equipment	851.50	300.00	551.50	283.83%
Total 410 - Books	60,724.88	69,885.00	-9,160.12	86.89%
411 - Film	616.03	550.00	66.03	112.01%
Total 412 - Video/Music/Books on Tape	21,385.49	30,158.00	-8,772.51	70.91%
Total 413 - Serials/Reference	10,407.94	13,300.00	-2,892.06	78.26%
430 - Supplies				
430.1 - Library supplies	4,313.30	5,000.00	-686.70	86.27%
430.2 - Office supplies	6,976.92	8,000.00	-1,023.08	87.21%
Total 430.3 - Program supplies	4,263.24	7,800.00	-3,536.76	54.66%
Total 430 - Supplies	15,553.46	20,800.00	-5,246.54	74.78%
431 - Telephone	6,617.07	14,000.00	-7,382.93	47.27%
433 - Postage	3,227.48	4,000.00	-772.52	80.69%
434 - Publicity & Printing	9,557.74	10,000.00	-442.26	95.58%
435 - Travel/Conference	4,630.91	4,500.00	130.91	102.91%
436 - Friends Expense	0.00	-17,796.00	17,796.00	0.0%
437 - Professional Fees				
437.1 - Prof fees-Office	19,375.19	25,280.00	-5,904.81	76.64%
437.2 - Prof fees-Adult programs	4,805.00	7,000.00	-2,195.00	68.64%
437.3 - Prof fees-YA programs	480.00	1,500.00	-1,020.00	32.0%
437.4 - Prof fees-Juvenile	2,170.00	4,000.00	-1,830.00	54.25%
437.5 - Prof fees-SRP	1,600.00	3,000.00	-1,400.00	53.33%
Total 437 - Professional Fees	28,430.19	40,780.00	-12,349.81	69.72%
438 - Dues	1,147.00	1,300.00	-153.00	88.23%
439 - Equipment Repair	0.00	200.00	-200.00	0.0%
440 - Contracts w/ Books Co.	1,377.57	2,600.00	-1,222.43	52.98%
450 - Fuel/Utilities	31,705.00	32,000.00	-295.00	99.08%
451 - Custodial Supplies	2,224.63	2,000.00	224.63	111.23%
452 - Repairs to Building	7,008.65	10,000.00	-2,991.35	70.09%
454 - Building Insurance	10,329.01	12,000.00	-1,670.99	86.08%
455 - RCLS ANSER & Telecommunication	51,395.72	53,000.00	-1,604.28	96.97%
469 - Service Contracts	49,743.10	46,596.00	3,147.10	106.75%
490 - Refund of PY Tax Assessment	2,602.12	3,000.00	-397.88	86.74%
9010.8 - Retirement	52,601.00	49,258.00	3,343.00	106.79%
9030.8 - FICA/Medicare Expense	54,152.00	50,117.00	4,035.00	108.05%
9060.8 - Workers' Comp	7,863.00	8,000.00	-137.00	98.29%
9090.8 - Health Insurance	106,397.40	121,930.00	-15,532.60	87.26%
<b>Total Expense</b>	<u>1,129,920.18</u>	<u>1,242,606.00</u>	<u>-112,685.82</u>	<u>90.93%</u>
<b>Net Income</b>	<u><u>75,396.30</u></u>	<u><u>0.00</u></u>	<u><u>75,396.30</u></u>	<u><u>100.0%</u></u>

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

	<u>Capital Fund</u>	<u>Good Idea Fund</u>	<u>Friends</u>	<u>Furniture grant (Grants)</u>	<u>NYS SED - pkg lot, elec, space (Grants)</u>	<u>OCLS "Small Libraries, Smart S" (Grants)</u>	<u>Skoufis grant - phone &amp; microfi (Grants)</u>	<u>Total Grants</u>	<u>Operating</u>	<u>TOTAL</u>
<b>Income</b>										
<b>EXPECTED FUNDS - not yet received</b>			<b>7,557.65</b>		<b>116,238.00</b>	<b>2,550.00</b>	<b>8,900.00</b>	<b>127,688.00</b>		<b>135,245.65</b>
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	0.00	0.00
2082 - Library Fines	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,267.83	25,267.83
2401 - Income from Investments	403.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	367.57	770.70
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
2701 - Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	286.76	286.76
<b>Total 2706 - Gifts &amp; Endowments</b>	<b>0.00</b>	<b>25,445.00</b>	<b>10,238.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,934.88</b>	<b>39,618.23</b>
2760 - Grants	0.00	0.00	0.00	12,000.00	0.00	2,550.00	0.00	14,550.00	9,050.22	23,600.22
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
<b>Total 3840 - RCLS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,886.70</b>	<b>4,886.70</b>
<b>Total Income</b>	<b>403.13</b>	<b>25,445.00</b>	<b>17,796.00</b>	<b>12,000.00</b>	<b>116,238.00</b>	<b>5,100.00</b>	<b>8,900.00</b>	<b>142,238.00</b>	<b>1,205,316.48</b>	<b>1,391,198.61</b>
<b>Gross Profit</b>	<b>403.13</b>	<b>25,445.00</b>	<b>17,796.00</b>	<b>12,000.00</b>	<b>116,238.00</b>	<b>5,100.00</b>	<b>8,900.00</b>	<b>142,238.00</b>	<b>1,205,316.48</b>	<b>1,391,198.61</b>
<b>Expense</b>										
141 - Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	215,682.40	215,682.40
142 - Salary-Clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	369,650.38	369,650.38
143 - Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,038.51	4,038.51
203b - Capital Equipment	9,700.27	5,338.00	354.99	0.00	0.00	352.98	0.00	352.98	851.50	16,597.74
<b>Total 410 - Books</b>	<b>0.00</b>	<b>0.00</b>	<b>212.46</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,724.88</b>	<b>60,937.34</b>
411 - Film	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	616.03	616.03
<b>Total 412 - Video/Music/Books on Tape</b>	<b>0.00</b>	<b>0.00</b>	<b>153.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,385.49</b>	<b>21,538.56</b>
<b>Total 413 - Serials/Reference</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,407.94</b>	<b>10,407.94</b>
<b>430 - Supplies</b>										
430.1 - Library supplies	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	4,313.30	7,813.30
430.2 - Office supplies	0.00	1,087.82	1,746.54	0.00	0.00	190.06	0.00	190.06	6,976.92	10,001.34
<b>Total 430.3 - Program supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>2,159.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,263.24</b>	<b>6,422.26</b>
430 - Supplies - Other	0.00	0.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00	12,000.00
<b>Total 430 - Supplies</b>	<b>0.00</b>	<b>1,087.82</b>	<b>7,405.56</b>	<b>12,000.00</b>	<b>0.00</b>	<b>190.06</b>	<b>0.00</b>	<b>12,190.06</b>	<b>15,553.46</b>	<b>36,236.90</b>
431 - Telephone	0.00	0.00	0.00	0.00	0.00	0.00	3,594.94	3,594.94	6,617.07	10,212.01
433 - Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,227.48	3,227.48
434 - Publicity & Printing	0.00	0.00	64.91	0.00	0.00	0.00	0.00	0.00	9,557.74	9,622.65
435 - Travel/Conference	0.00	0.00	220.00	0.00	0.00	0.00	0.00	0.00	4,630.91	4,850.91
<b>437 - Professional Fees</b>										
437.1 - Prof fees-Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,375.19	19,375.19
437.2 - Prof fees-Adult programs	0.00	0.00	2,420.00	0.00	0.00	0.00	0.00	0.00	4,805.00	7,225.00
437.3 - Prof fees-YA programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	480.00	480.00
437.4 - Prof fees-Juvenile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,170.00	2,170.00
437.5 - Prof fees-SRP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	1,600.00
<b>Total 437 - Professional Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>2,420.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,430.19</b>	<b>30,850.19</b>
438 - Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,147.00	1,147.00
440 - Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,377.57	1,377.57
450 - Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,705.00	31,705.00
451 - Custodial Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,224.63	2,224.63
452 - Repairs to Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,008.65	7,008.65
454 - Building Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,329.01	10,329.01
455 - RCLS ANSER & Telecommunication	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51,395.72	51,395.72
469 - Service Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,743.10	49,743.10
490 - Refund of PY Tax Assessment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,602.12	2,602.12
800 - Capital Expenditure	15,534.50	0.00	0.00	7,145.15	335,563.41	4,450.05	4,900.00	352,058.61	0.00	367,593.11
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	54,152.00	54,152.00
9060.8 - Workers' Comp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,863.00	7,863.00
9090.8 - Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106,397.40	106,397.40
<b>Total Expense</b>	<b>25,234.77</b>	<b>6,425.82</b>	<b>10,830.99</b>	<b>19,145.15</b>	<b>335,563.41</b>	<b>4,993.09</b>	<b>8,494.94</b>	<b>368,196.59</b>	<b>1,129,920.18</b>	<b>1,540,608.35</b>
<b>Net Income</b>	<b>-24,831.64</b>	<b>19,019.18</b>	<b>6,965.01</b>	<b>-7,145.15</b>	<b>-219,325.41</b>	<b>106.91</b>	<b>405.06</b>	<b>-225,958.59</b>	<b>75,396.30</b>	<b>-149,409.74</b>
Balance Remaining 5/31/18	241,919.14	30,488.10								