

**Cornwall Public Library
Board of Trustees
Annual Organizational Meeting Minutes
July 11, 2017
7:00 PM**

Meeting called to order by Carol Stein at 6:58PM.

I. Roll

Trustees Present: Bruce Cohen, Amy Cordisco, Tom Dames, Carol Stein, Susanne Vondrak

Excused: Elisabeth Hellwege, Christine McDonald.

Mary Lou Carolan, Library Director

Michelle Mellino, Treasurer

Also Present: Library staff member Pamela Hawks (minutes), Library staff member Dean Satterly, Members of the Public: Ricardo Ramirez, Mike Caola.

II. Minutes: A motion was made for the disposition of the 2016 Annual Organizational Meeting minutes by Susanne Vondrak, seconded by Tom Dames and unanimously approved.

III. An **Oath of Office** was taken by Amy Cordisco, in which she read a sworn oath and signed a copy of each oath.

IV. Nomination and Appointment of Officers: A motion to approve the following slate as written was made by Susanne Vondrak and seconded by Tom Dames, and was unanimously approved.

- a. President: Carol Stein
- b. Vice President: Christine McDonald
- c. Secretary: Susanne Vondrak
- d. Treasurer: Michelle Mellino

V. Committee Appointments and appointment of chairs of committees: A motion to approve the following slate of committee appointments was made by Tom Dames, seconded by Bruce Cohen, and unanimously approved.

- a. Budget & Finance Committee: Carol Stein (Chair), Christine McDonald, Tom Dames
- b. Building Committee: Susanne Vondrak (Chair), Bruce Cohen, Elisabeth Hellwege
- c. Personnel Committee: Elisabeth Hellwege (Chair), Tom Dames, Amy Cordisco
- d. Garden Committee: Bruce Cohen (Chair), Tom Dames, Liz Hellwege
- e. Policy: Christine McDonald (Chair), Carol Stein, Amy Cordisco

VI. Bank of Deposit: A motion to approve the Orange Bank & Trust Company as the bank of deposit was made by Susanne Vondrak, seconded by Bruce Cohen, and unanimously approved.

VII. Accounts: A motion was made by Tom Dames, seconded by Susanne and unanimously approved.

- a. Trust & Agency (7822) - Checking

- b. Payroll (7835) - Checking
- c. General Fund (7848) - Checking
- d. Investor's Choice (7806) - Checking
- e. Capital Fund (7819) - Checking
- f. Memorial Fund (0416) – Savings

VIII. Appointments: After a brief discussion on attorneys (Jacobowitz & Gubits used for larger legal matters and Obremski on smaller questions) and auditor (audits are every other year with a mini review in off years), a motion to make the following appointments was made by Susanne Vondrak, seconded by Tom Dames and unanimously approved.

- a. Media -- Cornwall Local and/or Sentinel
- b. Attorney – Jacobowitz & Gubits, LLP and/or Charles P. Obremski
- c. Auditor – Nugent & Haeussler

IX. Confirmation of petty cash account in the amount of \$165.00: A motion was made by Susanne Vondrak, seconded by Tom Dames and unanimously approved.

X. Authorization for payments before the warrant for: Utility bills, payroll, health insurance, telephone and FIOS bills, contractual payments. The Board agreed to revisit some of these service contracts at future meetings for costs comparisons. A motion was made to approve the payments by Susanne Vondrak, seconded by Tom Dames and unanimously approved.

XI. Adjournment: A motion to adjourn was made by Tom Dames, seconded by Amy Cordisco and unanimously approved at 7:18pm.

Respectfully submitted,

Pamela Hawks

Cornwall Public Library Board of Trustees

July 11, 2017

7:00 to 9:00 PM

Minutes

Meeting called to order by Carol Stein at 7:19 PM

I. Roll

Trustees Present: Bruce Cohen, Amy Cordisco, Tom Dames, Carol Stein, Susanne Vondrak

Excused: Elisabeth Hellwege, Christine McDonald.

Mary Lou Carolan, Library Director
Michelle Mellino, Treasurer

Also Present: Library staff member Pamela Hawks (minutes), Library staff member Dean Satterly, Members of the Public: Ricardo Ramirez, Mike Caola.

II. Approval of the minutes: A motion to approve the Board of Trustee minutes of June 13, 2017, made by Amy Cordisco, seconded by Bruce Cohen and unanimously approved.

III. Financial Review: Following a brief discussion of the deposit for Jay LeRoy (Logo redesign; total contract for LeRoy is \$500 and we have absolute rights), a motion to approve Warrant #12 in the amount of \$91,733.87 was made by Susanne Vondrak, seconded by Tom Dames and unanimously approved.

After a discussion, a motion to approve Profit and Loss Budget vs Actual report for July 2016 through May 2017, made by Susanne Vondrak, seconded by Tom Dames and unanimously approved.

Profit & Loss Budget vs. Actual for July 2016-June 2017: was reviewed with the following discussion points: need to look at over-budgeted Friends revenue; revenue funds need to be more specific in terms of general funds vs. grant funds; ended the year with a small surplus that the Board agreed should be kept as a fund balance.

IV. Public remarks: Mr. Caola, 34 year resident of Cornwall and former teacher would like to teach foreign language classes to seniors and had questions regarding access to the community room. He envisions weekly classes starting in the fall. Carol Stein made the suggestion that he request and fill out a facilities request form. Mr. Caola also wanted to know if more academic items can be purchased for the collection. Mary Lou Carolan informed him of our ILL service that places holds on academic titles. Carol Stein also suggested that he make his interests known to our reference librarians. Mr. Caola also thanked the library for replacing the trees in the adult section with plants from the garden club.

Presentation by Ricardo Ramirez, Mural Painter: Ricardo recently moved to Cornwall from Iowa, where he began painting murals for residential and commercial buildings. Mary Lou Carolan asked him to create a presentation for painting a mural on the library building – the intent of the project is to draw attention to the library as a central meeting place through art. Estimated cost of the project is \$4,125 (using high primers and paints for longevity). Projected life span: 10-15 years. After a discussion, Carol Stein thinks the Board must first make the decision on: 1) Do we want a mural? 2) Do we have the funds? Further action was postponed until the full board could review the information presented on the artist's power point.

- V. Communications:** Robert Scully sent a note thanking the staff for helping with his art reception. William J. Larkin, Jr. sent a letter of confirmation that he has secured the grant for the library in the amount of \$12,000 administered by the NYS Education Department (SED). Charlotte Duniaef received a thank you letter from Phyllis Stehm for assistance with viewing documents of the Daniel Wood Family manuscript collection.
- Donations:** The library received a \$50 gift through the Fidelity Charitable Gift Fund and the Janet Goodrich Memorial Fund from Dr. Barry John Capella.

- VI. Directors Report** (see written report). There was a discussion on whether the library should produce one or two issues of the print newsletter that is sent out to the whole community. Carol Stein will put this issue on the agenda of a future meeting so there can be further discussion.

VII. Committee Reports:

- a. **Friends:** no update
- b. **Garden:** no update
- c. **Building:** Susanne Vondrak reported that Paul Mays and Co. are working on the application for NYS construction grants (LED sign, parking lot expansion, new conference/study space and redesign of office space) and the SAM grant (for the roof repair) Submission date for the Construction grant application is Sept. 1st and final board approval will be needed in August. We have not yet received our official application number for the SAM grant and no work on the project can be started until that has been issued. Mary Lou Carolan will have to wait for estimates till Meghan from Paul Mays' office completes the RFP. Carol Stein asked if we are locked into doing all estimates for projects stated in the application for the SAM grant. Susanne Vondrak stated that we are not locked in with this grant – this is a reimbursed grant – we will only get reimbursed for what we actually spend, not what we applied for. Carol Stein raised the issue of HVAC insulation, and if that can be handled through the grant. Mary Lou Carolan has engineers looking at these issues to give us recommendations on ways to mitigate this issue and as many solutions as possible will be included in the application. We have received word that our permits through the SED have been approved so we are on track for the Sept. 1 deadline for the construction grants. Carol Stein raised the issue of Fast Track applications for

SED approval – it might be worth the extra fees for this, if it is allowed, in order to move the process along faster in the future.

d. **Finance:** no update.

VIII. Unfinished Business:

- a. **Strategic Plan approval:** after a brief discussion (Susanne Vondrak asked that the survey results be made public), a motion to adopt the Strategic Plan 2017-2022 was made by Carol Stein, seconded by Amy Cordisco and unanimously approved.
- b. **Boys Scouts Hudson Valley Council Venturing Crew:** Scout request: the Board has decided not to serve as a sponsor for this group. They are welcome to use the space, but should seek another sponsor.

IX. New Business:

- a. **Riverlight Park Development Issue:** The Board agrees that a Letter to the Editor of the Cornwall Local is needed to explain that the library is neutral concerning the decision-making on this issue, but are concerned about the lack of information regarding the Town Board's intentions with this project. The letter will come from Carol Stein, as President. The Board also stated that its members cannot sign the petition circulating around town in any official capacity (but as members of the public they are allowed to do so).
- b. **Date for August meeting:** Because of her schedule, Carol Stein stated that Thursdays are a better day for regular Board meetings this fiscal year. It was agreed that the second Thursday of the month was a good schedule, but would keep the August meeting on the 8th. If there isn't a quorum on this date, the Board authorized the finance committee to approve the warrant.
- c. A motion to engage **Nugent & Haeussler** for the audit was made by Susanne Vondrak, seconded by Amy Cordisco and unanimously approved.
- d. **Conflict of Interest forms.** Mary Lou Carolan handed these out to the Board.

X. Adjournment: A motion to adjourn the regular meeting was made by Tom Dames, seconded by Susanne Vondrak and unanimously approved.

Next Regular Board Meeting Date: August 8, 2017 at 7:00 PM

Respectfully submitted,

Pamela Hawks

**Cornwall Public Library
Board of Trustees**

July 12, 2018
7:00 p.m. Regular Meeting Agenda

- I. **Roll**
- II. **Approval of the minutes** – June 14, 2018 meeting
- III. **Financial Review**
 - a. Approval of warrant #12
- B. Public Remarks**
- C. Communications/Donations**
- D. Director's Report**
 - See Google docs*
- E. Committee Reports**
 - a. Finance Committee
 - b. Policy Committee
 - c. Building & Grounds Committee
 - d. Garden Committee
 - e. Friends & Foundation
- F. Unfinished Business**
- G. New Business**
 - a. Quarterly review of Strategic Plan
- H. Adjournment**

Next Regular Board Meeting: August 9, 2018, 7 p.m.

Cornwall Public Library
Director's Report
June 2018

General Overview

Summer programming is in full force and our membership and programming – as well as circulation – numbers are up! We are losing our wonderful account clerk Marla to RCLS and welcoming highly skilled Valerie to take her place. My primary focus now is to recoup funds owed and file reports for SED, follow up on SAM and support Friends and staff with our popular Summer Reading Program.

Administration

Grant Updates– Special Legislative Grant – partial payment of \$2225.00 received, still awaiting remaining \$6675.00; **SAM Site Sign** awaiting Grant Disbursal Agreement expected in July or August; Funds reimbursement for current **SED Construction Grant** can be expected sometime between June and September; **SAM funded roof project** bidding process to begin for project start in September; **SED 2018** – generator, electrical box clean up and Phase II of electrical upgrade on the docket, pending accessible funds for match by Library.

Personnel – We are losing our Account Clerk, **Marla Landsman**, as she assumes the Assistant Fiscal Officer position at RCLS, but we are gaining a very skilled replacement in **Valerie Losardo**. Marla and Valerie are training until mid-July. Library Assistant **Rebecca Kashinski** is leaving us in August to pursue her photography career. Her position will need to be filled.

Customer Service Award – this month, the award goes to Brenda Goldfarb for outstanding customer service, outreach and organization of efforts in collaboration with the Friends. Many emails and phone calls have been received touting Brenda's skills and the special flair she put into the Broadway show and ballet trips.

Building and Grounds

Randazzo Landscaping: Eugene Randazzo provided over \$7000 in pro bono labor and plantings to refresh our garden bed and islands on the parking lot side of the building. He also offered his truck for towing of the July 4 float.

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. Availability of matching funds in house will determine the course we take.

Finance and Fundraising

Friends – “Beautiful” and “Swan Lake” – **sold out performances** were held to benefit the Friends. Beautiful raised \$1180.50 and Swan Lake raised 2590.50 totaling **\$3771.08**. Fashion Show and Cruise to Scotland on the docket for the Fall. Thank you Brenda! Friends' **Quilt fundraiser** underway through mid-August. Help us raise \$1500 this time!

The Good Idea Fund – second quarter request is for approximately **\$1,180 plus shipping** for purchase of two end caps for the Audio Book Collection and subsequent re-organization of the adult and YA section which is very well used and very overcrowded. (see Grant Request Form in Drive).

Outreach & Partnerships

Cornwall Chamber of Commerce – ‘Summer of Love...of the Arts!’ Worked on pairing businesses with artists to conduct live art sessions and encourage more collaborations between art and commerce in the future.

Eagle Scout Project – received project idea from longtime library member, Ben Harrell, for an amphitheater project he would like to work on for the library. I will turn this over to the Building and Grounds committee for consideration regarding current landscape architect plans.

Garden Club – Garden Totes are being prepared and ready for check out to families who want to engage in a family gardening project. These should be ready for distribution next week, if they are successful, the club will make more up for distribution.

Programs, Collections, and Services

Programs and Circulation –**23** programs brought **387** visitors and included the Charles Lindbergh lecture (63); Swan Lake ballet trip (62); Art Reception (30), Anti-Bullying Film (40), Conservation Advisory Council meeting (45) and Tea & a Classic (23) had the highest attendance.

Youth Services – **12** programs attracted **1,563** children and adults – Our SRP kick off program, “Marvelous Mutts” attracted over 310 people and, despite the Living in Cornwall controversy, was well-received with compliments and support. As of July 5, we have over 300 kids registered for the SRP!

Adult Services –Statistics for the month: Laptop lending (5), Reader’s Advisory (13), Technology assistance (93), Notary (21), Reference questions (272), SEAL requests (22). Database usage: NoveList: (14), Ancestry.com (286). Public computer usage: (906) and Microfiche usage for local history (12) Home delivery (12).

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

Registered borrowers: **9,298** (9,218) **UP #80!!**; Direct Access/Circulation: **13,051** (11,045); ILL Borrows: **2,221** (2,095); ILL Loans: **1,792** (1,801); Item Count: **72,454** (72,464); **Wi-Fi: 3,630** (3,308).

Meetings, Trainings, Programs & Happenings in June:

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);

Account Clerk and Page interviews, Meeting with Ron Kaiser (6/18);

Staff meeting, meeting with Ellen, OCLC wrap up webinar (6/19);

Fire Drill (6/21);

SRP Kick-off (6/25);

Meetings with Pages, Landscape Designer (6/27);

Meeting with John Goia regarding sound system for Parade, new account clerk starts (6/28);

Friends webinar, work on construction grant paperwork (6/29).

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

Work on SED final report (7/2);

Meet with Marla and Valerie, Community Conversation with James Skoufis (7/3);

March in July 4 Parade (7/4);

Meet with Chief Hazard regarding 7/4 library incident, Kofi Donkor program (7/10);

Director's Association Meeting at RCLS (7/11);

Board meeting (7/12);

Out of office (7/16,17,18);

Staff meeting, meeting with Ellen (7/24);

Friends Ice Cream Social (7/28);

Paint a Rock program with Charlotte (7/31).

Respectfully submitted,

Mary Lou Carolan

**Mary Lou Carolan
Director**

July 9, 2018

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

FYI

	Jul '17 - Jun 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	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	26,793.93	31,000.00	-4,206.07	86.43%
2401 - Income from Investments	373.67	500.00	-126.33	74.73%
2670 - Sale of Library Materials	716.52			
2701 - Refunds	286.76	1,000.00	-713.24	28.68%
Total 2706 - Gifts & Endowments	4,244.68	8,300.00	-4,055.32	51.14%
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%
Total Income	1,207,158.48	1,242,606.00	-35,447.52	97.15%
Gross Profit	1,207,158.48	1,242,606.00	-35,447.52	97.15%
Expense				
141 - Salary-Certified Librarian	233,769.81	220,937.29	12,832.52	105.81%
142 - Salary-Clerical	398,767.67	434,190.71	-35,423.04	91.84%
143 - Salary-Treasurer	5,000.06	5,000.00	0.06	100.0%
203b - Capital Equipment	851.50	300.00	551.50	283.83%
Total 410 - Books	65,095.36	69,885.00	-4,789.64	93.15%
411 - Film	616.03	550.00	66.03	112.01%
Total 412 - Video/Music/Books on Tape	23,500.18	30,158.00	-6,657.82	77.92%
Total 413 - Serials/Reference	10,449.94	13,300.00	-2,850.06	78.57%
430 - Supplies				
430.1 - Library supplies	4,343.28	5,000.00	-656.72	86.87%
430.2 - Office supplies	7,557.29	8,000.00	-442.71	94.47%
Total 430.3 - Program supplies	4,874.79	7,800.00	-2,925.21	62.5%
430 - Supplies - Other	0.00			
Total 430 - Supplies	16,775.36	20,800.00	-4,024.64	80.65%
431 - Telephone	7,189.56	14,000.00	-6,810.44	51.35%
433 - Postage	3,234.94	4,000.00	-765.06	80.87%
434 - Publicity & Printing	9,807.74	10,000.00	-192.26	98.08%
435 - Travel/Conference	4,973.95	4,500.00	473.95	110.53%
436 - Friends Expense	0.00	-17,796.00	17,796.00	0.0%
437 - Professional Fees				
437.1 - Prof fees-Office	20,063.01	25,280.00	-5,216.99	79.36%
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	3,260.00	3,000.00	260.00	108.67%
Total 437 - Professional Fees	30,778.01	40,780.00	-10,001.99	75.47%
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.	1,573.82	2,600.00	-1,026.18	60.53%
450 - Fuel/Utilities	33,573.25	32,000.00	1,573.25	104.92%
451 - Custodial Supplies	2,540.85	2,000.00	540.85	127.04%
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	52,618.97	46,596.00	6,022.97	112.93%
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	58,463.73	50,117.00	8,346.73	116.65%
9060.8 - Workers' Comp	7,863.00	8,000.00	-137.00	98.29%
9090.8 - Health Insurance	116,532.46	121,930.00	-5,397.54	95.57%
Total Expense	1,209,059.69	1,242,606.00	-33,546.31	97.3%
Net Income	-1,901.21	0.00	-1,901.21	100.0%

Cornwall Public Library

Warrant # 12

As of June 30, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Blackstone Publishing						
Bill	06/28/2018	999084	999084	-SPLIT-	Unpaid	201.65
Bill	06/28/2018	1001296	1001296	-SPLIT-	Unpaid	80.79
Total Blackstone Publishing						282.44
Boscobel						
Bill	06/29/2018	Annual Fee Mbr Fee	Annual Membership Fee	437.2 · Prof fees-Adult progra...	Unpaid	150.00
Total Boscobel						150.00
Brenda Goldfarb						
Bill	06/29/2018	Employee reimburse	6/26/18 Cornwall Chamber Dinner	435 · Travel/Conference	Unpaid	15.00
Total Brenda Goldfarb						15.00
Brodart Co. - Juv						
Bill	06/28/2018	B5362271	B5362271	410.4 · Juvenile Fiction	Unpaid	3.59
Bill	06/28/2018	B5362173	B5362173	-SPLIT-	Unpaid	107.60
Bill	06/28/2018	B5361944	B5361944	-SPLIT-	Unpaid	14.11
Bill	06/28/2018	B5362037	B5362037	410.4 · Juvenile Fiction	Unpaid	10.77
Bill	06/28/2018	B5362184	B5362184	410.4 · Juvenile Fiction	Unpaid	35.44
Bill	06/28/2018	B5362260	B5362260	-SPLIT-	Unpaid	107.58
Bill	06/28/2018	B5350814	B5350814	-SPLIT-	Unpaid	40.40
Bill	06/28/2018	B5351372	B5351372	-SPLIT-	Unpaid	109.12
Bill	06/28/2018	B5350948	B5350948	-SPLIT-	Unpaid	152.82
Bill	06/28/2018	B5350947	B5350947	410.4 · Juvenile Fiction	Unpaid	15.63
Bill	06/28/2018	B5351350	B5351350	-SPLIT-	Unpaid	60.38
Bill	06/28/2018	B5351265	B5351265	-SPLIT-	Unpaid	416.12
Bill	06/28/2018	B5354136	B5354136	410.4 · Juvenile Fiction	Unpaid	2.99
Bill	06/28/2018	B5354137	B5354137	-SPLIT-	Unpaid	28.06
Bill	06/28/2018	B5354027	B5354027	410.4 · Juvenile Fiction	Unpaid	4.39
Bill	06/28/2018	B5356444	B5356444	-SPLIT-	Unpaid	9.94
Total Brodart Co. - Juv						1,118.94
Butler Rowland Mays						
Bill	06/30/2018	BRMA 17 40 30/32	Inv #6 - Phase 1 Interior projects and roof...	-SPLIT-	Paid	2,429.27
Total Butler Rowland Mays						2,429.27
Cash						
Bill	06/30/2018	Replenish Petty C...	Replenish petty cash 2Q18	1010 · Petty Cash	Unpaid	81.32
Total Cash						81.32
Cengage Learning/Gale						
Bill	06/28/2018	63884549	63884549	410.4 · Juvenile Fiction	Unpaid	69.00
Bill	06/29/2018	63968710	63968710	410.11 · Adult Fiction Standin...	Unpaid	42.74
Total Cengage Learning/Gale						111.74
Central Hudson Gas & Electric Corp						
Bill	06/30/2018	Acct 86610120007	Service 5/29-6/27/2018	450 · Fuel/Utilities	Unpaid	1,868.25

Cornwall Public Library

Warrant # 12

As of June 30, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Total Central Hudson Gas & Electric Corp						1,868.25
Charlotte Dunaief						
Bill	06/28/2018	Empl Reim	90.8 miles	435 · Travel/Conference	Unpaid	49.49
Total Charlotte Dunaief						49.49
Childrens Museum						
Bill	06/29/2018	Library Membership	Library Membership Nicole Snook Coordi...	437.2 · Prof fees-Adult progra...	Unpaid	250.00
Total Childrens Museum						250.00
Cornwall Public Library - Payroll						
Bill	06/04/2018	Pay per end 6/1/18	Pay per end 6/1 Pay date 6/8	1012 · OBT Payroll Checking	Paid	16,216.67
Bill	06/19/2018	Pay per end 6/15/18	Pay per end 6/15 Pay date 6/22	1012 · OBT Payroll Checking	Paid	17,755.75
Total Cornwall Public Library - Payroll						33,972.42
Cornwall Public Library - Trust & Agency						
Bill	06/04/2018	Payroll dated 6/8	Payroll Dated 6/8/18	1003 · Due from Trust & Age...	Paid	8,553.95
Bill	06/04/2018	Payroll dated 6/22	Payroll Dated 6/22/18	-SPLIT-	Paid	19,366.28
Total Cornwall Public Library - Trust & Agency						27,920.23
D-Ben Security Systems, Inc.						
Bill	06/28/2018	2392	2392	469 · Service Contracts	Unpaid	210.00
Total D-Ben Security Systems, Inc.						210.00
Demco, Inc.						
Bill	06/28/2018	6396571	6396571	430.2 · Office supplies	Unpaid	190.56
Bill	06/30/2018	6401016	Book Marks	430.2 · Office supplies	Unpaid	50.35
Total Demco, Inc.						240.91
Denise Schirmer						
Bill	06/29/2018	Intro to Babysitting	Intro to Babysitting July 14th	437.5 · Prof fees-SRP	Unpaid	200.00
Total Denise Schirmer						200.00
Design Contract Services						
Bill	06/21/2018	Inv 2028	Final Payment for Technolink Curved Desk	800 · Capital Expenditure	Paid	2,834.50
Bill	06/21/2018	Inv 2046	Alternate File cabinet for Technolink Desk	800 · Capital Expenditure	Paid	174.99
Bill	06/21/2018	Inv 2040	Storage Chest & Bean Bag chair	430.2 · Office supplies	Paid	185.98
Bill	06/21/2018	Inv 2025	Good idea fund - Final Payment furniture ...	430.2 · Office supplies	Paid	1,087.82
Total Design Contract Services						4,283.29
Didgeridoo Down Under						
Bill	06/29/2018	Aug 8th Prgm	Aug 8th Prgm - Australian music,educatio...	437.5 · Prof fees-SRP	Unpaid	450.00
Total Didgeridoo Down Under						450.00
Elizabeth Fisher						
Bill	06/29/2018	milage - June	mileage June	435 · Travel/Conference	Unpaid	33.80

Cornwall Public Library

Warrant # 12

As of June 30, 2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Total Elizabeth Fisher						33.80
Ellen M Winchell						
Bill	06/30/2018	June	Travel mileage for June	435 · Travel/Conference	Unpaid	44.69
Total Ellen M Winchell						44.69
Findaway World, LLC						
Bill	06/28/2018	256181	256181	412.3 · Books-on-Tape	Unpaid	575.89
Total Findaway World, LLC						575.89
Geraldine Satterly						
Bill	06/29/2018	empl reim	empl reim	430.2 · Office supplies	Unpaid	15.48
Total Geraldine Satterly						15.48
Grainger						
Bill	06/28/2018	9804959832	9804959832	451 · Custodial Supplies	Unpaid	50.04
Total Grainger						50.04
Hannaford Bros. Co.						
Bill	06/29/2018	6/13 purchases	'Tea & A Classic' supplies	430.30 · Adult	Unpaid	2.85
Bill	06/29/2018	party 2DYE for Teen	party 2DYE for Teen	430.33 · Summer Reading	Unpaid	39.55
Bill	06/29/2018	touch a truck prgm	touch a truck prgm	-SPLIT-	Unpaid	15.75
Bill	06/29/2018	Party 2Dye4	Party 2Dye4 - 2018 SRP	430.33 · Summer Reading	Unpaid	9.16
Total Hannaford Bros. Co.						67.31
Ingram Library Services						
Bill	06/28/2018	34970764	9804959832	-SPLIT-	Unpaid	404.53
Bill	06/28/2018	34953285	34953285	410.10 · Adult Fiction	Unpaid	7.39
Bill	06/28/2018	34992104	34992104	410.20 · Adult Non-Fiction	Unpaid	24.13
Bill	06/28/2018	35136899	35136899	410.10 · Adult Fiction	Unpaid	156.06
Bill	06/28/2018	35158181	35158181	410.10 · Adult Fiction	Unpaid	21.58
Bill	06/29/2018	35250089	35250089	-SPLIT-	Unpaid	2,378.42
Total Ingram Library Services						2,992.11
John Keal Music						
Bill	06/29/2018	August 7 Music Prog	August 7 Music Prog	437.5 · Prof fees-SRP	Unpaid	150.00
Total John Keal Music						150.00
Lock Around the Clock						
Bill	06/26/2018	July 2018	July 2018 Storage unit fee	469 · Service Contracts	Paid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	06/29/2018	4871648	4871648 paid contract amt only	431 · Telephone	Unpaid	365.26
Total Magna5						365.26
Marangi Disposal						

Cornwall Public Library

Warrant # 12

As of June 30, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Bill	06/26/2018	Inv 86102143	June service	469 · Service Contracts	Paid	92.90
Total Marangi Disposal						92.90
Media Solstice Marketing/Public Relations						
Bill	06/28/2018	2606		434 · Publicity & Printing	Unpaid	250.00
Total Media Solstice Marketing/Public Relations						250.00
Michael Frederick						
Bill	06/29/2018	638687	638687	410.10 · Adult Fiction	Unpaid	20.00
Total Michael Frederick						20.00
Midwest Tape						
Bill	06/28/2018	96157336	96157336	412.5 · Books on Tape YA	Unpaid	240.95
Bill	06/28/2018	96177298	96177298	412.5 · Books on Tape YA	Unpaid	94.98
Bill	06/29/2018	96197811	96197811	412.5 · Books on Tape YA	Unpaid	69.99
Total Midwest Tape						405.92
Nasco						
Bill	06/28/2018	7006	96177298	430.33 · Summer Reading	Unpaid	428.86
Total Nasco						428.86
Olivia Perrone						
Bill	06/29/2018	8/6 Peter Pan Pgm	8/6 Peter Pan Pgm	437.5 · Prof fees-SRP	Unpaid	500.00
Total Olivia Perrone						500.00
Orange County Post						
Bill	06/30/2018	1 year renewal 2019	1 year renewal - Exp 8/2019	413.6 · Serials	Unpaid	39.00
Total Orange County Post						39.00
OverDrive, Inc.						
Bill	06/28/2018	01052da18112448	01052da18112448	-SPLIT-	Unpaid	143.99
Bill	06/28/2018	01052CO18106532	01052CO18106532	412.32 · E-Audiobooks -- Adult	Unpaid	152.00
Bill	06/28/2018	01052DA18103403	01052DA18103403	-SPLIT-	Unpaid	190.98
Bill	06/28/2018	01052DA18102418	01052DA18102418	412.32 · E-Audiobooks -- Adult	Unpaid	59.99
Bill	06/29/2018	01052CO18114855	01052CO18114855	412.32 · E-Audiobooks -- Adult	Unpaid	371.95
Bill	06/29/2018	01052CO18114856	01052CO18114856	410.12 · Adult E Book	Unpaid	60.00
Bill	06/29/2018	01052CO18114858	01052CO18114858	410.12 · Adult E Book	Unpaid	28.00
Bill	06/29/2018	01052CO18114860	01052CO18114860	410.12 · Adult E Book	Unpaid	14.40
Total OverDrive, Inc.						1,021.31
Pat Parker						
Bill	06/29/2018	5 Storytimes	7/9,7/16,7/23,7/30,8/6 storytime	437.5 · Prof fees-SRP	Unpaid	300.00
Total Pat Parker						300.00
Paychex, Inc.						
Bill	06/29/2018	2018053100	May Sm Bus package	437.1 · Prof fees-Office	Paid	517.82

Cornwall Public Library

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As of June 30, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Bill	06/29/2018	Stmt 18195674	Employee usage	437.1 · Prof fees-Office	Paid	170.00
Total Paychex, Inc.						687.82
Randazzo's Landscaping Inc.						
Bill	06/29/2018	19177	June Maintenance	469 · Service Contracts	Unpaid	1,116.00
Total Randazzo's Landscaping Inc.						1,116.00
Senylrc						
Bill	06/28/2018	conf 10-24-18	conf 10-24-18 M. Doyle and L. Sinclair	435 · Travel/Conference	Unpaid	130.00
Bill	06/29/2018	conf - 07/26/18	conf - 07/26/18 - Charlotte Dunaief	435 · Travel/Conference	Unpaid	40.00
Total Senylrc						170.00
Stankiewicz Construction						
Bill	06/11/2018	May work	Back office project - 12 hours labor	800 · Capital Expenditure	Paid	360.00
Total Stankiewicz Construction						360.00
Terry Murray						
Bill	06/29/2018	7/18 program	7/18 Creative Pilgrim Program 2 session	437.5 · Prof fees-SRP	Unpaid	60.00
Total Terry Murray						60.00
Toshiba Financial Services						
Bill	06/30/2018	Inv 360408389	6-16-7/16/18 service	469 · Service Contracts	Paid	633.55
Total Toshiba Financial Services						633.55
United A/C Refrigeration, Inc						
Bill	06/26/2018	Inv 417364	June Prev Maint	469 · Service Contracts	Paid	975.17
Bill	06/29/2018	416988	date of service 5/24/18	469 · Service Contracts	Unpaid	236.25
Total United A/C Refrigeration, Inc						1,211.42
Vanguard Cleaning Systems of the HV						
Bill	06/29/2018	26312	trash can liners	451 · Custodial Supplies	Unpaid	75.00
Bill	06/29/2018	25981	emergency restroom cleaning	469 · Service Contracts	Unpaid	80.00
Total Vanguard Cleaning Systems of the HV						155.00
Verizon						
Bill	06/26/2018	Acct 65212194900...	Fios internet 6/10-7/9	431 · Telephone	Paid	156.98
Total Verizon						156.98
Verizon Wireless						
Bill	06/26/2018	Inv 9808289605	Service 6/2-7/1/18	431 · Telephone	Paid	50.25
Total Verizon Wireless						50.25
W.B. Mason						
Bill	06/29/2018	156026095	paper stapler kitchen towels, ruled note p...	-SPLIT-	Unpaid	124.67
Bill	06/29/2018	155649972	paper, white out, glue rubber cement liner...	-SPLIT-	Unpaid	80.51
Bill	06/29/2018	155909177	copy paper, receipt book, multifold paper ...	-SPLIT-	Unpaid	160.91

Cornwall Public Library
Warrant # 12
As of June 30, 2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Bill	06/29/2018	156236414	book, paper label eraser, multi label	-SPLIT-	Unpaid	105.82
Bill	06/30/2018	156404779	Ink jet labels, index tabs color, soap, soft ...	-SPLIT-	Unpaid	117.31
Total W.B. Mason						589.22
TOTAL						<u>86,231.11</u>

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

July 2017 through May 2018

	<u>Jul '17 - May 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
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%
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%
3840 - RCLS	4,886.70	4,000.00	886.70	122.17%
Total Income	<u>1,205,316.48</u>	<u>1,242,606.00</u>	<u>-37,289.52</u>	<u>97.0%</u>
Gross Profit	1,205,316.48	1,242,606.00	-37,289.52	97.0%
Expense				
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%
410 - Books	60,724.88	69,885.00	-9,160.12	86.89%
411 - Film	616.03	550.00	66.03	112.01%
412 - Video/Music/Books on Tape	21,538.56	30,158.00	-8,619.44	71.42%
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%
430.3 - Program supplies	4,293.74	7,800.00	-3,506.26	55.05%
430 - Supplies - Other	0.00			
Total 430 - Supplies	<u>15,583.96</u>	<u>20,800.00</u>	<u>-5,216.04</u>	<u>74.92%</u>
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	<u>28,430.19</u>	<u>40,780.00</u>	<u>-12,349.81</u>	<u>69.72%</u>
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	49,220.10	46,596.00	2,624.10	105.63%
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%
Total Expense	<u>1,129,580.75</u>	<u>1,242,606.00</u>	<u>-113,025.25</u>	<u>90.9%</u>
Net Income	<u><u>75,735.73</u></u>	<u><u>0.00</u></u>	<u><u>75,735.73</u></u>	<u><u>100.0%</u></u>