

Cornwall Public Library Board of Trustees Meeting

August 9, 2018

7:00 to 9:00 PM

Minutes

Meeting called to order by Amy Cordisco at 7:02 PM

I: Roll

Trustees Present: Bruce Cohen, Amy Cordisco, Carol Stein, Tom Dames, Stephanie Wolf and Christine McDonald. **Excused:** Susanne Vondrak.

Mary Lou Carolan, Library Director
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 July 12, 2018, made by Carol Stein, seconded by Bruce Cohen and unanimously approved.
- III. Financial Review:** Following discussion, a motion to approve Warrant #2 in the amount of \$98,892.38 was made by Stephanie Wolf, seconded by Chris McDonald and unanimously approved. We will pay the first installment of fee due to RCLS. Another item discussed was getting other quotes for the cleaning service. We are switching web hosting services to Belsito Communications. Future questions about our web hosting should go to Pam Hawks. After discussion, a motion to approve Profit and Loss vs Actual report for July 2017 to June 2018 made by Chris McDonald, seconded by Carol Stein and unanimously approved.
- IV. Public Remarks:** none.
- V. Communications:** \$100 was received from Mr. and Mrs. Barry Gruber. The late George Kane has selected the Friends of the Cornwall Public Library to receive his memorial contributions.
- VI. Director's Report:** See written report.
- VII. Committee Reports:**
- a. Finance Committee: The Finance committee met the week before and recommended approval of the warrant. Regarding the Profit and Loss, expenses cannot exceed income. We had a loss of \$3,500 for the budget year. This will be paid from the capital fund. Our expenses going cannot exceed \$1,247,257.00. It

August 24, 2018

- was a positive year financially but tight. The money that we are spending on building improvement projects is not from our operating money but from our capital fund. It is not part of the annual levy. The capital fund is the result of prudent fiscal management over the last 10 years. Michelle Mellino has notified us that she will not be the Library's treasurer in the near future. The Board notes the many wonderful things that she has done. The Board will look for a new source of candidates. Notify Carol Stein if you have any candidate suggestions. Michelle will stay on until we source her replacement. Michelle's position is approximately 5-10 hours per month. This position has a fiduciary responsibility.
- b. Personnel Committee: The Committee is working on both the permanent Director search and Interim Director search.
 - c. Policy Committee: There will be a modification to the bylaws regarding the length of the Trustee commitment.
 - d. Building and Grounds: Preliminary Outdoor Master plans were submitted by Maureen Drury to the committee when they met earlier this month. See attached. Some staff input was also received for the plan, including possibly adding a sail type shade protection or possibly additional trees to provide shade from the late afternoon sun by the outdoor portico. ADA compliance for the paths to the sundial and other gathering areas was discussed. Several portions of the outdoor Master Plan would qualify for construction grants such as the teaching garden space and the amphitheater. The Committee would like to have input from the Board by Labor Day to finalize the Strategic Master Plan. Send comments to Susanne Vondrak. The Committee suggested beginning to prioritize the projects this coming winter.
 - a. Mary Lou would like to hire Meghan Brennen of Butler, Rowland and Mays for a billing time in the amount of \$120 per hour, not to exceed \$2,000, to provide assistance with the construction grant application and the roof project bid. A motion to approve, Meghan Brennan at \$120 per hour not to exceed \$2,000 and to be monitored to complete the application SED 2018 Construction grant and roofing project was made by Tom Dames and seconded by, Chris McDonald.
 - b. We are looking to do the roof project at the beginning of October. It should take approximately two weeks. A motion to put the project out to bid in August, with the opening of the bids early Sept. for construction period at the end of September to the beginning of October was made by Tom Dames and seconded by Bruce Cohen.
 - e. Garden Committee: See Building and Grounds.
 - f. Friends: The Board is soliciting a Friends member for the Search Committee for the Permanent Director. The Foundation is still in the process of dissolving.

VIII. Unfinished Business: Good Idea Fund: The 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 YA section which is very well used and very overcrowded. The second request is for \$668 for technology and equipment to

interview Cornwall residents for our Local History collection. This includes a voice recorder and tripod. We will be keeping a list of projects, the next approval period is in the October meeting, we will amend the form to see that the director approves. A motion to approve both projects, - for the recording equipment in the amount of \$668 and the endcaps in the amount of \$1,180 plus shipping and added locking casters, was made by Tom Dames and seconded by Bruce Cohen.

IX. New Business:

- A. Quarterly Review of Strategic Plan: Tabled until next month.
- B. SED Construction Grant Resolution and Assurances: The grant application and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law 273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations 90.12 was read and duly adopted and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Cornwall Public Library. A motion to approve the resolution and to submit the 2017 construction grant to RCLS was made by Carol Stein and seconded by Tom Dames and unanimously approved.
- C. Director Search: See Personnel Committee
- D. Resignation: A motion to reluctantly accept the resignation of Mary Lou Carolan made by Tom Dames and seconded by Christine McDonald. With much thanks to Mary Lou for her vision, leadership and wonderful innovative methods.
- E. A motion to approve and appointment of Shirley Vasquez as Library Clerk at 10.5 hours per week made by Tom Dames and seconded by Christine McDonald and unanimously approved.

X. Adjournment: Motion to adjourn regular meeting at 8:25 was made by Tom Dames, seconded by Christine McDonald and was unanimously approved.

XI. Executive Session: Motion to move to Executive Session at 8:26 to discuss Personnel matter was made by Carol Stein, seconded by Chris McDonald and was unanimously approved.

XII. Adjournment: Motion to adjourn was made by Carol Stein at 9:36, seconded by Chris McDonald and was unanimously approved.

Next Regular Board Meeting Thursday September 13, at 7PM

Cornwall Public Library

Director's Report

July 2018

General Overview

Summer programming continues and our membership and circulation numbers continue to rise. My primary focus now is grant reporting for SED construction grants, following up on SAM grant funding and supporting 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** finally received Grant Disbursal Agreement (on August 6) and will complete return paperwork to enable process to begin; Final reporting to get reimbursement for current **SED Construction Grant** is pending receipt of the award letter, and once that is done, payment can be expected in September; **SAM funded roof project** bidding process to begin for project start in September/October; **SED 2018 – grant application** for generator, electrical box clean up and Phase II of electrical upgrade in process of being compiled. Board decision on seeking loan is being considered.

Personnel –Valerie Losardo has been training with Marla and processed a full warrant and payroll on her own. She is extremely skilled and has picked up on her tasks very well. Library clerk position (Library Assistant position previously held by R. Kashinski), is being broken up into two positions – front desk clerk (10.5) and outreach program clerk (15), to assist Pam and Meaghan. Both to be hired in August.

Customer Service Award – this month, the award goes to Ellen Winchell for outstanding customer service, outreach and promotion. Ellen possesses all the qualities you could ever want in a customer service staffer – professionalism, quick to smile, friendliness and genuine care and concern for our library members and visitors. It is an honor and a delight to work with Ellen.

Policies – working with Personnel Committee and legal counsel, Howard Protter, to provide essential updates to our personnel manual – last updated in 2010.

Resignation – I announced my resignation on August 1, 2018. I have taken another position with the Newburgh Free Library. I will work until Wed., September 5, but will be available when needed to assist with finding or providing information on any of the ongoing projects. I can also attend the Sept 13 board meeting, if desired.

Building and Grounds

July 4 Incident – Two 15-year old boys reported being harassed under the portico outside the children's room on July 4 when they were trying to get shelter out of the thunderstorm. A man in his 40's yelled at the boys for having a rainbow flag on them. The boys recorded the aggressive, homophobic and angry rant and played it to me and Brenda, which prompted our calling the police to report the incident. After 1.5 hours of dealing with this guy, the police opted to let him go, saying "no crime had been committed." Brenda and I met with Chief Hazard the following Friday to express our concern with him being "set free" on the parade route. An incident report has been filed and the staff notified to not allow this guy on the premises. Caveat: Once I learned his name I remembered why I recognized him. I had an altercation with this Michael Lee a few years ago at the Wallkill Public Library that resulted in his arrest, the Walden Library has also had him arrested for verbally attacking the director. He has a history of mental illness, aggressive attacks and carries knives in his backpack.

Landscape Architecture for Grounds – Susanne has enlisted the support and expertise of Maureen Drury in helping us plan and design our grounds for maximum use for programming, gardening, memorials, and aesthetics. It is wonderful to finally see that coming together as we get many requests for memorials and the building needs more outdoor space for people to gather.

NYS SED Construction Grant 2018-20121- this is being compiled with the request for the generator, electrical box cleanup and to finish LED lighting installation. Due September 3 to RCLS. Working with architect on grant submission (as well as with Roofing project) in addition to exploring funding strategies with our lawyer and options with our Bank, for short term loans to bridge the period of time between expense and reimbursement for the various projects we are working on.

Finance and Fundraising

Friends – Ice Cream Social held July 28; underwriting of programs and events continues and we purchased two full color signs signifying the Friends contribution that are put up at every event.

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. The second request is for **\$668** for technology and equipment to interview Cornwall residents for our Local History collection. This includes a voice recorder and tripod. (see Grant Requests Form in Drive).

Outreach & Partnerships

July 4 Parade – along with Brenda Goldfarb, my husband, Stephanie Wolf and Susanne Vondrak – we rocked the town with our summer “Libraries Rock!” theme. We even made the back page of the Cornwall Local!

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.

Garden Club – Garden Totes have been provided and are actively being checked out to families who want to engage in a family gardening projects.

Programs, Collections, and Services

Programs and Circulation –**20** programs brought **287** visitors and included the Garden Club Annual meeting (38); Pop-Up Cafe (31); Art Reception (26), Town Hall with James Skoufis (20), Human Collage program (18) Tea & a Classic (18), and Natural Solutions program (18), had the highest attendance.

Youth Services – **17** programs attracted **589** children and adults – Our SRP kick off program has attracted **437** kids to register! This is a busy time with many juggling acts with programs, volunteers, and registration issues but the staff handles it all with a mix of tenacity, energy, expertise and humor. Now, gearing up for the Sept 8 Battle of the Books where we will have 2 teams of 6-12 graders this year!

Adult Services –Statistics for the month: Laptop lending (3), Reader’s Advisory (15), Technology assistance (90), Notary (21), Reference questions (312), SEAL requests (21). Database usage: NoveList: (13), Ancestry.com (469). Public computer usage: (969) and Microfiche usage for local history (9) Home delivery (10). For the Adult SRP, two contests are running through August that include a reading club and a Bingo card – encouraging exploration and usage of our collections.

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

Registered borrowers: **9,372** (9,298) **UP #74!!**; Direct Access/Circulation: **15,016** (13,051) **UP 1,965!**; ILL Borrows: 2,397 (2,221); ILL Loans: 2,082 (1,792); Item Count: **72,671** (72,454); **Wi-Fi**: 3,553 (3,630).

Meetings, Trainings, Programs & Happenings in July:

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).

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

Meeting with representatives from Rep. Maloney's office, Manager's meeting (8/1);

Mandatory construction grant meeting, Pop up café (8/2),

Interview for clerk (8/3),

Summer of Love..of the Arts, toured downtown (8/4),

SED grant reports (8/6),

Meeting with Kerin, Orange County Chamber mixer at Storm King (8/7),

Meeting with school board rep, SRP program (4/8),

Personnel Committee, Finance Committee, Board meeting (8/9);

Vacation (8/13-17),

Staff meeting, AFLAC presentation (8/20),

Funding webinar, pop up café (8/22),

Pop up café (8/23),

Personal day (8/24),

Chamber meeting (8/28).

Respectfully submitted,

Mary Lou Carolan

Director

August 6, 2018

Cornwall Public Library
Warrant # 1
As of July 31, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Belsito						
Bill	07/16/2018	071318900	Prorated for 5.5 months/annual hosting \$...	434 · Publicity & Printing	Unpaid	376.88
Total Belsito						376.88
Blackstone Publishing						
Bill	07/16/2018	1007273	Adult Audio	-SPLIT-	Unpaid	34.95
Bill	07/16/2018	1011012	1011012	-SPLIT-	Unpaid	57.89
Bill	07/23/2018	1015008	Adult Audio & Supplies/Boxes	-SPLIT-	Unpaid	294.49
Total Blackstone Publishing						387.33
Brenda Goldfarb						
Bill	07/31/2018	Empl Reim. July 18	Empl. Reim. July 18 - mileage and tolls	435 · Travel/Conference	Unpaid	35.63
Total Brenda Goldfarb						35.63
Brodart Co.						
Bill	07/13/2018	B5364834	B5364834	410.4 · Juvenile Fiction	Unpaid	39.47
Bill	07/13/2018	B5364944	B5364944	-SPLIT-	Unpaid	35.80
Bill	07/13/2018	B5364945	B5364945	410.5 · Juvenile Non Fiction	Unpaid	12.58
Bill	07/13/2018	B5364943	B5364943	410.4 · Juvenile Fiction	Unpaid	10.77
Bill	07/16/2018	B5371259	B5371259	410.4 · Juvenile Fiction	Unpaid	6.15
Bill	07/16/2018	B5369876	Books - JF	410.4 · Juvenile Fiction	Unpaid	14.28
Bill	07/16/2018	B5369875	Books JF	410.4 · Juvenile Fiction	Unpaid	75.31
Bill	07/16/2018	B5369856	JF - BOOKS	410.4 · Juvenile Fiction	Unpaid	220.62
Bill	07/16/2018	B5369495	B5369495	-SPLIT-	Unpaid	506.40
Bill	07/16/2018	B5369846	B5369846	410.4 · Juvenile Fiction	Unpaid	8.76
Bill	07/16/2018	B5369678	B5369678	410.4 · Juvenile Fiction	Unpaid	5.39
Bill	07/16/2018	B5374136	B5374136	410.4 · Juvenile Fiction	Unpaid	9.88
Bill	07/31/2018	505943	Book Covers , Book Tape	430.1 · Library supplies	Unpaid	374.19
Bill	07/31/2018	B5376809	B5376809	-SPLIT-	Unpaid	24.03
Bill	07/31/2018	B5377032	B5377032	-SPLIT-	Unpaid	60.56
Bill	07/31/2018	B5376826	B5376826	410.4 · Juvenile Fiction	Unpaid	32.34
Bill	07/31/2018	B5376808	B5376808	-SPLIT-	Unpaid	229.37
Bill	07/31/2018	B5376831	B5376831	-SPLIT-	Unpaid	330.49
Bill	07/31/2018	B5379033	B5379033	410.4 · Juvenile Fiction	Unpaid	6.15
Total Brodart Co.						2,002.54
Brodart Co. (McN)						
Bill	07/18/2018	Inv M160229	Service for Sept. 2018	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	07/31/2018	64098114	64098114	410.11 · Adult Fiction Standin...	Unpaid	144.72
Bill	07/31/2018	64141278	64141278	410.21 · Adult Non-Fiction St...	Unpaid	41.99
Total Cengage Learning/Gale						186.71
Central Hudson Gas & Electric Corp						
Bill	07/31/2018	Acct 86610120007	Service June 27 - July 26 2018	450 · Fuel/Utilities	Unpaid	1,824.25
Total Central Hudson Gas & Electric Corp						1,824.25
Charlotte Dunaief						
Bill	07/31/2018	July Empl. Reim	July Empl. Reim. for mileage	435 · Travel/Conference	Unpaid	41.77
Total Charlotte Dunaief						41.77
Consumer Reports						
Bill	07/23/2018	1 year renewal 2019	1 year renewal - Exp 9/2019 Acct 036236...	413.6 · Serials	Unpaid	30.00
Total Consumer Reports						30.00
Cornwall Public Library - Payroll						
Bill	07/03/2018	pay date 7/6/18	Pay date 7/6/18	1012 · OBT Payroll Checking	Paid	18,520.90
Bill	07/18/2018	Pay per end 7/13/18	Pay per end 7/13 Pay date 7/20	1012 · OBT Payroll Checking	Paid	17,627.16
Total Cornwall Public Library - Payroll						36,148.06
Cornwall Public Library - Trust & Agency						
Bill	07/03/2018	Paydate 7/6/18	Paydate 7/6/18	1003 · Due from Trust & Age...	Paid	9,552.64
Bill	07/18/2018	Payroll dated 7.20	Payroll Dated 7/20/18 plus July Health Ins...	-SPLIT-	Paid	19,190.84

Cornwall Public Library
Warrant # 1
As of July 31, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Total Cornwall Public Library - Trust & Agency						28,743.48
D-Ben Security Systems, Inc.						
Bill	07/31/2018	Inv 2671	Installation of 2 Wire Photoelectric Smok...	452 · Repairs to Building	Unpaid	326.10
Total D-Ben Security Systems, Inc.						326.10
Dowser Spring Water						
Bill	07/31/2018	1754996	July Water Delivery	430.2 · Office supplies	Unpaid	29.95
Total Dowser Spring Water						29.95
Elizabeth Fisher						
Bill	07/31/2018	Empl. Reim. July 18	Empl. Reim. July 18 - Mileage	435 · Travel/Conference	Unpaid	25.62
Total Elizabeth Fisher						25.62
Findaway World, LLC						
Bill	07/31/2018	262986	262986	412.3 · Books-on-Tape	Unpaid	74.99
Bill	07/31/2018	262990	262990	412.3 · Books-on-Tape	Unpaid	337.44
Total Findaway World, LLC						412.43
Gaylord Bros., Inc.						
Bill	07/31/2018	2550557	Abbey pH pen, Viewing Folder Archival - ...	430.1 · Library supplies	Unpaid	78.70
Total Gaylord Bros., Inc.						78.70
Hannaford Bros. Co.						
Bill	07/31/2018	7-10 Purchases	'Tea & A Classic' supplies	430.30 · Adult	Unpaid	5.41
Bill	07/31/2018	7-16 Purchases	Chatterbooks	430.33 · Summer Reading	Unpaid	10.99
Bill	07/31/2018	7-19 Purchases	Kitchen Supplies & Cookies for Book Group	-SPLIT-	Unpaid	10.98
Total Hannaford Bros. Co.						27.38
Ingram Library Services						
Bill	07/16/2018	35366398	35366398	-SPLIT-	Unpaid	142.43
Bill	07/18/2018	35272148	35272148	-SPLIT-	Unpaid	227.99
Bill	07/31/2018	35512746	35512746	-SPLIT-	Unpaid	28.05
Bill	07/31/2018	35450498	35450498	413.10 · Reference-Adult Book	Unpaid	45.20
Bill	07/31/2018	35584793	35584793	-SPLIT-	Unpaid	1,512.98
Bill	07/31/2018	35584794	35584794	410.10 · Adult Fiction	Unpaid	32.48
Total Ingram Library Services						1,989.13
Intrepid Sea, Air & Space Museum						
Bill	07/16/2018	197720	Annual membership for 6 passes expirati...	437.2 · Prof fees-Adult progra...	Unpaid	500.00
Total Intrepid Sea, Air & Space Museum						500.00
JNJ Pest Control						
Bill	07/31/2018	Inv 4614	Pest Control Service	469 · Service Contracts	Unpaid	280.00
Total JNJ Pest Control						280.00
Joanne Barclay						
Bill	07/16/2018	9-25-18 Card Maki...	Stampin Up Card Making Workshop Sept...	437.2 · Prof fees-Adult progra...	Unpaid	150.00
Total Joanne Barclay						150.00
John C Lujan						
Bill	07/16/2018	Swamp Fox concert	8-15 Swamp Fox Concert	437.2 · Prof fees-Adult progra...	Unpaid	250.00
Total John C Lujan						250.00
Lock Around the Clock						
Bill	07/23/2018	August 2018	August 2018 Storage unit fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	07/31/2018	49063828	49063828 paid contract amt only	431 · Telephone	Unpaid	365.26
Total Magna5						365.26
Marangi Disposal						

Cornwall Public Library
Warrant # 1
As of July 31, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Bill	07/16/2018	87101396	Monthly trash removal - July	469 · Service Contracts	Unpaid	92.90
Total Marangi Disposal						92.90
Mary Lou Carolan						
Bill	07/31/2018	July Reim	July Reim. milage and supplies	-SPLIT-	Unpaid	113.55
Total Mary Lou Carolan						113.55
Media Solstice Marketing/Public Relations						
Bill	07/16/2018	2631	Website consulting (web recovery/restora...	434 · Publicity & Printing	Unpaid	400.00
Total Media Solstice Marketing/Public Relations						400.00
Newburgh Free Library						
Bill	07/18/2018	Lost Book Fee	Item bar code 32826011406634	2082 · Library Fines	Unpaid	16.99
Total Newburgh Free Library						16.99
Orange Bank & Trust Cardmember Services						
Bill	07/31/2018	Stmt dated 7-23-18	Statement dated 7-23-18	-SPLIT-	Unpaid	1,918.38
Total Orange Bank & Trust Cardmember Services						1,918.38
Paychex, Inc.						
Bill	07/16/2018	2018062800	Small Business Package 6/4 and 6/18	437.1 · Prof fees-Office	Paid	437.10
Bill	07/18/2018	18340522	Employee usage 34 employees@\$4.00	437.1 · Prof fees-Office	Paid	170.00
Total Paychex, Inc.						607.10
Randazzo's Landscaping Inc.						
Bill	07/31/2018	Inv 19233	Monthly Maintenace	469 · Service Contracts	Unpaid	516.00
Total Randazzo's Landscaping Inc.						516.00
RCLS						
Bill	07/11/2018	2018 Battle of Books	Two teams in Battle of Books - 2018	437.3 · Prof fees-YA programs	Paid	150.00
Bill	07/16/2018	3rd Qtr. e-content	3rd quarter e-content	410.12 · Adult E Book	Unpaid	1,358.53
Bill	07/16/2018	26758	3rd Qtr/ Anser Fees and Teelcom Charges	-SPLIT-	Unpaid	12,396.78
Bill	07/23/2018	26818	Annual Envisionware fee 9/1/18 to 8/31/19	469 · Service Contracts	Unpaid	377.30
Total RCLS						14,282.61
Ron Kaiser						
Bill	07/27/2018	7-27-18 Repairs	Repaired ramp to outside shed, replaced l...	452 · Repairs to Building	Unpaid	120.00
Bill	07/13/2018	7-7-18 HandiCap ...	7-7-18 HandiCap Post in Parking lot near ...	452 · Repairs to Building	Unpaid	45.00
Bill	07/31/2018	6-28-18 Repairs	Assembled file cabinets & drawer runners...	452 · Repairs to Building	Unpaid	150.00
Total Ron Kaiser						315.00
Shop Rite Supermarkets Inc.						
Bill	07/23/2018	Purchases7-5-18	Items for Art Show reception	430.34 · Special/Outreach	Unpaid	22.73
Bill	07/31/2018	Purchases7-25-18	Hershey Kisses for SRP	430.33 · Summer Reading	Unpaid	9.99
Bill	07/31/2018	7-30-18 Purchases	Coffee for Kitchen / Programs	430.30 · Adult	Unpaid	13.98
Bill	07/31/2018	7-23-18 Purchases	Summer Reading Program Supplies	430.33 · Summer Reading	Unpaid	6.69
Total Shop Rite Supermarkets Inc.						53.39
Steven Fowler						
Bill	07/18/2018	Teen Writers Strike	Teen Writers Strike 6/27, 7/11,7/18,7/25, ...	437.5 · Prof fees-SRP	Unpaid	210.00
Total Steven Fowler						210.00
Susan Minier						
Bill	07/18/2018	Fall Flwr Paper col	Oct. 9th Fall Flowers Paper Collage work...	437.3 · Prof fees-YA programs	Unpaid	100.00
Total Susan Minier						100.00
The New York Times						
Bill	07/31/2018	Acct# 906417548	Service 7/28/18-7/26/19	413.6 · Serials	Unpaid	728.00
Total The New York Times						728.00
Toshiba Financial Services						
Bill	07/31/2018	Inv 362509549	Service for 7-16-18 to 8-16-18	469 · Service Contracts	Unpaid	633.55

Cornwall Public Library

Warrant # 1

As of July 31, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Total Toshiba Financial Services						633.55
United A/C Refrigeration, Inc						
Bill	07/23/2018	417579	Service date 6/27/18 - Preventive Mainten...	469 · Service Contracts	Unpaid	975.17
Bill	07/23/2018	417578	Date of service 6-27 - Repair called - no ...	469 · Service Contracts	Unpaid	140.00
Total United A/C Refrigeration, Inc						1,115.17
Value Line						
Bill	07/23/2018	Inv 11459226	52 issues 10/20/18-10/12/2019	413.6 · Serials	Unpaid	1,050.00
Total Value Line						1,050.00
Vanguard Cleaning Systems of the HV						
Bill	07/13/2018	26442	July Services	469 · Service Contracts	Unpaid	1,390.00
Bill	07/23/2018	26684	trash can liners	451 · Custodial Supplies	Unpaid	33.00
Total Vanguard Cleaning Systems of the HV						1,423.00
Verizon						
Bill	07/16/2018	07-09-18 Internet/IP	July Internet service and IP Address	431 · Telephone	Unpaid	168.98
Total Verizon						168.98
Verizon Wireless						
Bill	07/13/2018	9810137375	July	431 · Telephone	Unpaid	55.44
Total Verizon Wireless						55.44
W.B. Mason						
Bill	07/18/2018	I56643767	Disinfectant, cleaning alcohol pads, paper...	-SPLIT-	Unpaid	69.11
Bill	07/18/2018	I56780626	I56780626- Paper 5000/ct, Pens, incart	430.2 · Office supplies	Unpaid	48.27
Bill	07/23/2018	Inv I56859140	Multi fold Towels & Toilet Paper	451 · Custodial Supplies	Unpaid	97.97
Total W.B. Mason						215.35
TOTAL						98,892.38

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

FYI

	Jul '18	Budget	\$ Over Budget	% of Budget
Income				
2002 · Local Public Funds	0.00	1,197,757.00	-1,197,757.00	0.00%
2003 · Refund of Tax assessment	0.00	0.00	0.00	0.00%
2005 · Appropriated Fund Balance	0.00	0.00	0.00	0.00%
2082 · Library Fines	2,422.13	49,500.00	-47,077.87	4.89%
2401 · Income from Investments	8.22	0.00	8.22	100.00%
2670 · Sale of Library Materials				0.00%
2701 · Refunds	0.00	0.00	0.00	0.00%
2706 · Gifts & Endowments	118.79	0.00	118.79	100.00%
2760 · Grants	0.00	0.00	0.00	0.00%
3840 · RCLS	0.00	0.00	0.00	0.00%
Total Income	<u>2,549.14</u>	<u>1,247,257.00</u>	<u>-1,244,707.86</u>	<u>0.20%</u>
Gross Profit	2,549.14	1,247,257.00	-1,244,707.86	0.20%
Expense				
141 · Salary-Certified Librarian	18,529.94	649,415.92	-630,885.98	2.85%
142 · Salary-Clerical	32,066.54	0.00	32,066.54	100.00%
143 · Salary-Treasurer	384.62	0.00	384.62	100.00%
203b · Capital Equipment	0.00	4,080.00	-4,080.00	0.00%
410 · Books	5,938.18	64,203.00	-58,264.82	9.25%
411 · Film	0.00	650.00	-650.00	0.00%
412 · Video/Music/Books on Tape	1,276.18	28,280.16	-27,003.98	4.51%
413 · Serials/Reference	1,853.20	10,114.08	-8,260.88	18.32%
430 · Supplies				
430.1 · Library supplies	409.59	5,400.00	-4,990.41	7.59%
430.2 · Office supplies	324.34	8,400.00	-8,075.66	3.86%
430.3 · Program supplies	306.09	8,810.88	-8,504.79	3.47%
430 · Supplies - Other	0.00			0.00%
Total 430 · Supplies	<u>1,040.02</u>	<u>22,610.88</u>	<u>-21,570.86</u>	<u>4.60%</u>
431 · Telephone	589.68	6,891.00	-6,301.32	8.56%
433 · Postage	176.13	3,999.96	-3,823.83	4.40%
434 · Publicity & Printing	815.98	7,500.00	-6,684.02	10.88%
435 · Travel/Conference	235.57	4,500.00	-4,264.43	5.24%
436 · Friends Expense	0.00	0.00	0.00	0.00%
437 · Professional Fees				
437.1 · Prof fees-Office	821.10	15,780.00	-14,958.90	5.20%
437.2 · Prof fees-Adult programs	400.00	6,999.96	-6,599.96	5.71%
437.3 · Prof fees-YA programs	100.00	1,749.96	-1,649.96	5.71%
437.4 · Prof fees-Juvenile	0.00	3,999.96	-3,999.96	0.00%
437.5 · Prof fees-SRP	210.00	3,000.00	-2,790.00	7.00%
437.6 · Prof fees-Outreach	0.00	500.04	-500.04	0.00%
Total 437 · Professional Fees	<u>1,531.10</u>	<u>32,029.92</u>	<u>-30,498.82</u>	<u>4.78%</u>
438 · Dues	0.00	1,299.96	-1,299.96	0.00%
439 · Equipment Repair	0.00	200.04	-200.04	0.00%
440 · Contracts w/ Books Co.	24.60	2,600.04	-2,575.44	0.95%
450 · Fuel/Utilities	1,824.25	30,000.00	-28,175.75	6.08%
451 · Custodial Supplies	155.93	1,200.00	-1,044.07	12.99%
452 · Repairs to Building	641.10	11,580.00	-10,938.90	5.54%
454 · Building Insurance	0.00	12,000.00	-12,000.00	0.00%
455 · RCLS ANSER & Telecommunication	12,396.78	52,030.00	-39,633.22	23.83%
469 · Service Contracts	4,459.92	48,137.04	-43,677.12	9.27%
490 · Refund of PY Tax Assessment	0.00	3,000.00	-3,000.00	0.00%
9010.8 · Retirement	0.00	56,216.04	-56,216.04	0.00%
9030.8 · FICA/Medicare Expense	4,516.24	58,240.00	-53,723.76	7.76%
9060.8 · Workers' Comp	0.00	8,000.00	-8,000.00	0.00%
9090.8 · Health Insurance	10,247.29	128,478.96	-118,231.67	7.98%
Total Expense	<u>98,703.25</u>	<u>1,247,257.00</u>	<u>-1,148,553.75</u>	<u>7.91%</u>
Net Income	<u><u>-96,154.11</u></u>	<u><u>0.00</u></u>	<u><u>-96,154.11</u></u>	<u><u>100.00%</u></u>

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

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
2002 · Local Public Funds	1,160,806.00	1,160,806.00	0.00
2003 · Refund of Tax assessment	0.00	0.00	0.00
2005 · Appropriated Fund Balance	3,494.16	25,000.00	-21,505.84
2082 · Library Fines	26,793.93	31,000.00	-4,206.07
2401 · Income from Investments	393.81	500.00	-106.19
2670 · Sale of Library Materials	716.52		
2701 · Refunds	286.76	1,000.00	-713.24
2706 · Gifts & Endowments	4,244.68	8,300.00	-4,055.32
2760 · Grants	9,050.22	12,000.00	-2,949.78
3840 · RCLS	4,886.70	4,000.00	886.70
Total Income	<u>1,210,672.78</u>	<u>1,242,606.00</u>	<u>-31,933.22</u>
Gross Profit	1,210,672.78	1,242,606.00	-31,933.22
Expense			
141 · Salary-Certified Librarian	233,769.81	234,937.29	-1,167.48
142 · Salary-Clerical	398,767.67	404,190.71	-5,423.04
143 · Salary-Treasurer	5,000.06	5,000.00	0.06
203b · Capital Equipment	851.50	1,200.00	-348.50
410 · Books	65,696.11	72,385.00	-6,688.89
411 · Film	616.03	550.00	66.03
412 · Video/Music/Books on Tape	23,836.88	26,858.00	-3,021.12
413 · Serials/Reference	10,449.94	13,400.00	-2,950.06
430 · Supplies			
430.1 · Library supplies	4,343.28	4,650.00	-306.72
430.2 · Office supplies	7,587.72	8,000.00	-412.28
430.3 · Program supplies	5,228.99	6,800.00	-1,571.01
430 · Supplies - Other	0.00		
Total 430 · Supplies	<u>17,159.99</u>	<u>19,450.00</u>	<u>-2,290.01</u>
431 · Telephone	7,189.56	7,500.00	-310.44
433 · Postage	3,461.97	3,500.00	-38.03
434 · Publicity & Printing	9,876.73	10,950.00	-1,073.27
435 · Travel/Conference	4,973.95	5,350.00	-376.05
436 · Friends Expense	0.00	4.00	-4.00
437 · Professional Fees			
437.1 · Prof fees-Office	20,148.00	21,280.00	-1,132.00
437.2 · Prof fees-Adult programs	4,805.00	5,500.00	-695.00
437.3 · Prof fees-YA programs	480.00	500.00	-20.00
437.4 · Prof fees-Juvenile	2,170.00	2,200.00	-30.00
437.5 · Prof fees-SRP	3,260.00	3,000.00	260.00
437.6 · Prof fees-Outreach	0.00	0.00	0.00
Total 437 · Professional Fees	<u>30,863.00</u>	<u>32,480.00</u>	<u>-1,617.00</u>
438 · Dues	1,147.00	1,300.00	-153.00
439 · Equipment Repair	0.00	200.00	-200.00
440 · Contracts w/ Books Co.	1,573.82	1,600.00	-26.18
450 · Fuel/Utilities	33,573.25	34,500.00	-926.75
451 · Custodial Supplies	2,540.85	2,450.00	90.85
452 · Repairs to Building	7,008.65	7,950.00	-941.35
454 · Building Insurance	10,329.01	10,500.00	-170.99
455 · RCLS ANSER & Telecommunication	51,395.72	53,000.00	-1,604.28
469 · Service Contracts	52,538.97	54,396.00	-1,857.03
490 · Refund of PY Tax Assessment	2,602.12	3,000.00	-397.88
9010.8 · Retirement	52,601.00	52,608.00	-7.00
9030.8 · FICA/Medicare Expense	58,453.73	58,717.00	-263.27
9060.8 · Workers' Comp	7,863.00	8,000.00	-137.00
9090.8 · Health Insurance	116,532.46	116,630.00	-97.54
Total Expense	<u>1,210,672.78</u>	<u>1,242,606.00</u>	<u>-31,933.22</u>
Net Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>