

## Cornwall Public Library Board of Trustees Meeting

October 11, 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, and Susanne Vondrak.

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Charlotte Dunaief, Interim Library Director

Michelle Mellino, Treasurer

**Also Present:** Library staff member Ellen Winchell (minutes), Greg Robie, Public, Spencer Reel, Public, Rosaleen Leahy, Public, Liz Fisher, Public.

- II. Approval of the minutes:** A motion to approve the Board of Trustee minutes of September 13, 2018, made by Tom Dames, seconded by Chris McDonald and unanimously approved.
- III. Financial Review:** Following discussion, a motion to approve Warrant #3 in the amount of \$90,377.30 was made by Susanne Vondrak, seconded by Bruce Cohen and unanimously approved. After discussion, a motion to accept Profit and Loss vs Actual report for July 2018 to September 2018 made by Carol Stein, seconded by Stephanie Wolf and unanimously approved. Balance of the construction Grant for the interior renovations has been received.
- IV. Public Remarks:** Greg Robie had previously spoken with Mary Lou Carolan and Charlotte Dunaief about the possibility of the Cornwall Public Library hosting a link on the website to a database regarding carbon emissions. It is a timely topic and impacting communities everywhere. Mr. Robie stated that some programming may be required and the link may therefore need to be hosted by RCLS on the main server. Mr. Robie will look into the details and passed along the information to Charlotte who will then share it with the Board of Trustees.
- V. Communications:** One comment from a patron regarding the recent changes at the library.
- VI. Director's Report:** See written report.
- VII. Committee Reports:**

December 1, 2018

- a. Finance Committee: Payment for the architect was paid out of the capital fund, not the general fund. We still have the credit card in Mary Lou's name. Charlotte will be named as the signer for the main credit card.
- b. Policy Committee: A motion to approve the new Grievance Policy made by Susanne Vondrak and seconded by Stephanie Wolf and was unanimously approved. Policy will be posted on the Library website.
- c. Building and Grounds: The building roof is complete, with the exception of the leaf guard to be installed on the gutters facing the parking lot. The Building Committee will meet shortly to discuss the projects best suited to be used for the balance of the SAM grant. Outdoor Strategic Plan not finalized yet. See Committee Summary Notes.
- d. Garden Committee: See Building and Grounds.
- e. Friends & Foundation: They have their 27<sup>th</sup> Annual Cider and Book Sale coming up on October 27<sup>th</sup>. The 21<sup>st</sup> through the 27<sup>th</sup> is National Friends Week. Jane Harkinson and Leslie Riley did attend the Legislative breakfast. Pam Hawks received several compliments for the promotional component display presented at the Legislative breakfast. The Friends have received \$3,000.00 in money dedicated to library related material/equipment for sight impaired people. Susanne Vondrak suggested reaching out the Lions Club for suggestions.
- f. Personnel: Regarding the employee handbook, it was suggested that we form some type of schedule to go over one topic at a time. Chris McDonald was going to send out a poll to the members of the committee to set up a schedule.
  - 1. Appointment of Charlotte A. Dunaief: Interim Director. A motion to approve Charlotte Dunaief as Interim Director made by Susanne Vondrak, seconded by Tom Dames and unanimously approved.
  - 2. A motion to accept the resignation of Megan Mastowski and a motion to reappoint Michelle Mellino as New Treasurer made by Carol Stein and seconded by Bruce Cohen and was unanimously approved.

**VIII. Unfinished Business:**

- a. Good Idea Fund: No new requests were made for this quarter. Previous requests: Charlotte ordered the endcaps, they will arrive sometime in late October or early November. Charlotte and Meghan will order the technology requested for Local History and work on instituting a program with Local teens & Cornwall residents to restart recorded interviews of local residents.
- b. Director Search: The Civil Service list will be requested in the end of the month. We were waiting for several candidates' results of the exam to be posted to get an inclusive list.

**IX. New Business:**

- a. Appointment of New Treasurer: See above f.2.

- b. Request for Volunteers to attend staff meeting: Stephanie Wolf will attend the October staff meeting. Bruce Cohen will attend the November staff meeting.
- c. Holiday Schedule: A motion to approve the Holiday schedule for 2019 made by Tom Dames and seconded by Susanne Vondrak and was unanimously approved.
- d. Strategic Plan: The Strategic Plan is to be discussed and a Doodle Poll will be sent out to the Trustees to determine a date for a separate meeting.
- e. A motion to appoint Charlotte Dunaief as a fiduciary responsible party for the credit card made by Carol Stein and seconded by Susanne Vondrak and was unanimously approved.

**X. Adjournment:** Motion to adjourn regular meeting at 7:38pm and go into Executive Session for the purposes of discussing the employment history of a particular person(s) was made by Tom Dames, seconded by Bruce Cohen and was unanimously approved.

**XI. Adjournment:** Motion to adjourn both the Executive Session and regular meeting was made by Susanne Vondrak at 8:56 PM, seconded by Carol Stein and was unanimously approved.

**Next Regular Board Meeting Thursday November 8, 2018 at 7PM**

## **Building and Grounds Committee Summary**

**October 2018**

On Sept. 11 we discovered several leaks in the ceiling over a portion of the adult fiction section. We removed the damaged ceiling tiles and covered the affected areas with tarps and caution tape. Our previous roofer was called who determined that a short-term repair was not advisable. We contacted Padovani Roofing (who was awarded the roof repair project in September), and he concurred. However, he was able to move the start date up by a few days due to the urgency of the leaks. The Committee met on Sept. 14<sup>th</sup> to select the color for the Timberline shingles. I met with Mike, a representative of Padovani on Sept. 21<sup>st</sup> when he was at the library to temporarily remove the wiring for the ice shield. We discussed our concerns including dumpster placement and pedestrian traffic. They started the project Oct. 3<sup>rd</sup> and the project should take 2 weeks. He brought 2 additional things to our attention:

1. There are several trees overhanging the roof which should be cut back. He workers will cut back what is their way but preventative trimming was recommended. I checked with Meghan and she recommended that we wait till spring and hire an arborist to do the trimming ( at which time he can also limb up some of the trees out front as part of our master plan).
2. The “leaf guard” on the side of the building facing the parking lot is a poor quality made of plastic and deteriorating. The rest of the building has a metal version. I asked for an estimate to install similar metal guards on the parking lot side of the building.
  - a. Padovani came back to us with an estimate of \$2,475 for the new leaf guards and we approved the add on.

So far, the underlying damage has been less than we anticipated. All damaged plywood was photographed and then replaced. The initial bid called for 5/8 plywood, but it was discovered that our plywood is actually ¾ and they are replacing with that at an additional cost of \$1.50 per sheet. They have replaced 4 sheets so far immediately over the area where we experienced the recent leak.

The project foreman’s name from Padovani is Tim Weber and I met with him on Oct. 3. We toured the interior of the library to identify all the different areas with previous leakage. He was very receptive to our concerns and will act as flagger when pedestrian walkways are closed, or when there are other safety concerns. They will have 4 men working on the project.

Carl Waldenmaier has been doing an excellent job overseeing the project for us. Under his guidance all the documentation is properly filed and he has already submitted 2 daily reports as of 10/5/18. There had been some question about the roofers working through the weekend, but as Carl was not available to supervise we decided to decline the opportunity. The roofers will be working Columbus Day.

We received word that our NYS Construction Grant application for 2018 is now complete. RCLS has \$1,437,019 to allocate to the member libraries who applied. We hope to hear their recommendations of award amounts after the RCS Board meeting on 10/15/18.

I met with some members of the staff to review the Outdoor Strategic Master Plan and answer questions. Maureen Drury was working to finish the plan for approval by the Board at this meeting but as of writing this summary it has not yet been received. I did consult with her briefly to discuss the two

islands in the parking lot, which Randazzo would like to finish planting. She gave some recommendations of appropriate plants which are in alignment with our master plan and they will be suggested to Randazzo.

No further action has been taken with the Eagle Scout Project or the Memorial donations, pending the approval of the Outdoor Strategic Plan.

On a separate note I was asked to attend a meeting as a representative of the Library as a stakeholder in the Cornwall Community on Sept. 21<sup>st</sup>. This focus group was part of a larger project developing a Natural Heritage Plan/ Open Space Inventory for Cornwall-Blooming Grove. This plan will identify and prioritize open spaces in our community and will provide critical information for municipal planning and educating, protecting and conserving our resources. I have offered the library's resources as they move forward with the project. The next public charette will most likely be Nov. 7<sup>th</sup> and I am happy to share/discuss any of the information I learned.

Respectfully submitted,


Susanne Vondrak

Chair, Buildings and Grounds Committee

Cornwall Public Library  
Finance Committee Notes

October 3, 2018

Present: Carol, Chris, Stephanie, Michelle, Valerie

1. Reviewed the September warrant.
  - A. One large expense is for our liability insurance - Utica National. This is a one time expense annually.
  - B. The Verizon Wireless payment was confirmed for a specific purpose (hot spot?) the library uses. Charlotte to check the usage and amount to make sure we are cost effective.
  - C. Payment to Butler Rowland Mays is for the bid specs for the roof project and was paid from the capital fund. There were no other capital expenses paid in this warrant.
2. Discussed that Michelle is back as Treasurer until another replacement can be found. Thank you Michelle! Megan backed out for
3. Discussed who should sign checks.  Michelle will continue to sign checks. We had not removed her from the bank accounts yet. Need to add a second signer. Really should not be the director as the director approves the payments to be made and reviews the invoices. Suggested Pat Rovello. Charlotte needs to review all accompanying payments with payroll. Valerie will leave the folder for her review.
4. Michelle will work on annual report. Borrowing between funds has made this more complicated than last year. May need fund adjustments. Going forward, bookkeeper will know which fund to pay an expense from which will make life easier. Example - capital payments need to be paid from Capital checking account.

**Cornwall Public Library  
Director's Report  
September 2018**

**General Overview**

September has been a hectic month for me. I am still learning the ins & outs of being interim director. It has been a little difficult, jumping back and forth between the two positions. I have asked Meaghan to cover the Reference Desk for me on Monday & Weds. Mornings.

**Administration**

I have been working on the SAM site sign application, and was informed by S. Hofer on 9/28 that it is completed properly at this point & ready for submission. We received the final payment for the 2018 NYS Construction grant of 11,624, deposited on 9/27. **SED 2018 – grant application for generator, electrical box clean up and Phase II of electrical upgrade in process of being compiled.**

**Personnel** –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. Out-reach clerk has not been hired. I would like the personnel committee to approve the job description Pam wrote & allow us to begin that search.

**Customer Service Award** –I did not give a customer service award this month.

**Policies** – ML was working with Personnel Committee and legal counsel, Howard Protter, to provide essential updates to our personnel manual – last updated in 2010. I have not been involved in this, yet.

**Building and Grounds:** Work on the Roof is to begin on October 3<sup>rd</sup>.

**Landscape Architecture for Grounds** – Staff is just being made aware of the comprehensive plan for the grounds. There are copies of the plan available at EllenW's desk.

**Finance and Fundraising**

**Friends-** Pam and Meaghan sold used books and DVDs at the Fall festival netting a total of \$75.00.

**The Good Idea Fund** – Charlotte Ordered the end caps, they will arrive sometime in late October or early November. Charlotte & Meaghan will order the technology requested for Local History & work on instituting a program with Local teens & Cornwall residents to restart recorded interviews of local residents.

**Programs, Collections, and Services:** Please see attached reports from the Department Heads

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

Registered borrowers: **9,418** (9,372) ; Direct Access/Circulation: **12,735** (15,016); ILL Borrows: 2,343 (2,397); ILL Loans: 1,823 (1,474); Item Count: **72,771** (72,661); **Wi-Fi:** 3,484 (3,553).

**Respectfully submitted,**

Charlotte A Dunaief

## Cornwall Public Library's Youth Services September 2018 Report

### September 2018 Events:

9/6, 9/20	Teen Writers
9/10	PJ Story Time
9/11, 9/18, 9/25	Toddler Time
9/12, 9/19, 9/26	Preschool Story Time
9/12, 9/19, 9/26	Circle Time
9/13, 9/20, 9/27	Baby Lapsit
9/13	Monarch Butterflies with Sheryl Lynch
9/14	T.U.T
9/15	Family Story Time
9/15	LEGO Family Build-It
9/17	Book/Snack
9/17	Readzza, Readzza
9/20	ChatterBooks
9/23	Minecraft Mania & More
9/25	Chess
9/27	Art Afternoon

### Meetings/Outreach Attended:

9/4	Managers Meeting (Liz & Lisa)
9/8	Battle of the Books (Liz, Lisa & Meaghan)
9/11	Scheduling Meeting (Liz)
9/21	Pollinator Garden Class at Willow Avenue School (Liz & Rebecca)
9/24	Staff Meeting (Liz, Lisa & Rebecca)
9/24	CLOUSC Meeting (Liz & Lisa)

### Reflections:

- The Summer Reading Program truly ends in the recording of the RCLS Summer Reading report. Thanks to Lisa SinClair for collecting all the data necessary for the filing of said report.
- Online registration for Preschool Story Times happened without a glitch due to a new platform for our website. Much happiness ensued. Thanks to Pamela Hawks for securing said platform and thanks to Rebecca Barth for quick problem solving with the previous online registration debacles.
- On Saturday, Sept. 8<sup>th</sup>, two teams of teens represented our library at Battle of the Books 2018 – “Team Cornwall” and “Team CPL.” Twelve teens played a total of seven games, thanks to the generosity of the Friends of the Cornwall Library.
- We now offer four book groups from ages Kindergarten to 12<sup>th</sup> grade, thanks to Meaghan Doyle’s new teen book group.
- Monarch Butterfly program with Sheryl Lynch was a multi-generational event that included the tagging and release of four monarch and the discovery of MANY caterpillars in the up & running pollinator garden.
- Liz and Rebecca were able to take the Pollinator Garden Tour on the road to Willow Avenue, visiting an enthusiastic crowd of fourth graders.
- Artist Maureen Hart shared her love of painting in our September Art Afternoon.

### Questions @ the Desk:

Reference – 128; Circulation – 95; Tech – 38; Telephone – 79; Programs – 101

### Program Stats:

Children	263
Adults	85
Total	348

Respectfully Submitted 10/2/18 ekf



**To: Charlotte Dunaief**  
**Fr: Pamela Hawks**  
**Date: 9-27-18**  
**Re: Technology Needs Memo to be shared with the Board of Trustees**

**Immediate Needs\*\*:**

- **Schedule John Hurley (RCLS Network Admin)** to come to our building and look at our network infrastructure.
- A network **infrastructure map** needs to be drawn up for our building (with help from John Hurley).
- Additional **Wi-Fi access points** in the community room and possibly elsewhere – Minecraft Program cannot function anymore without this.
- Assess **Verizon data plan** – upgrade if needed.
- In 2019, **two laptops** need to be replaced.
- All of our **iPads** are obsolete. My recommendation is to purchase 3 adult iPads and 10 iPad minis for the children’s department. A **charging cart** for the mini’s also needs to be replaced.
- Build **technology repair costs, capital equipment (i.e. monitors, cables etc.)** and designated **technology staff time** into the budget

***\*\*Depending on John Hurley’s input, this list may change***

**Institutional Needs:**

A technology committee should be formed that includes both staff and Board of Trustees representation. The committee should be tasked with:

- establishing a long-range technology plan for the library (this is not a “wish-list” or “to do” list, but objectives, actions, deliverables & resources)
- developing a plan for library IT continuity (what library processes need to continue during a time of emergency or disaster – what happens when staff can’t get to the building needs to be assessed). Buying a generator isn’t enough – before purchases such as these, **we need to have a plan in place.**
  - 1) Why library continuity?
    - a) ensures incidents are managed effectively to minimize disruption and risk
    - b) when library business is disrupted, it can cost money
    - c) lost revenues plus extra expenses means reduced services to patrons
    - d) insurance does not cover all costs
- establishing a chain of IT command so that:
  - 1) Anytime work is done in the switch closet, documentation is taken: who came, what date and what work did they do?
  - 2) RCLS is involved in any major construction work, so that they can make sure the tech infrastructure is not compromised and/or aid in planning for the future and help financially.

	<b>DATE:</b>	<b>CHILDREN:</b>	<b>TEENS:</b>	<b>ADULTS :</b>	<b>VOLUNTEERS:</b>	<b>TOTAL :</b>
<b>LAPSIT-9:30</b>	9/13- 9/27	11		12		23
<b>LAPSIT-10:30</b>	9/13- 9/27	20		24		44
<b>TODDLERS-9:30</b>	9/11- 9/25	30		20		50
<b>TODDLERS-10:30</b>	9/11- 9/25	22		20		42
<b>CIRCLE TIME</b>	9/12- 9/26	24				24
<b>PRE-K</b>	9/12- 9/26	18				18
<b>PJ ST</b>	9/10	8		5		13
<b>ART</b>	9/27					0
<b>CHATTERBOOKS</b>	9/20	7				7
<b>BOOK/SNACK</b>	9/17	4				4
<b>READZZA</b>	9/17		3			3
<b>CHESS</b>	9/25	6		2		8
<b>WRITERS</b>	9/6&9/2 0		8			8
<b>TUT</b>	9/14		13			13
<b>TOURS</b>	9/21					0
<b>OTHER</b>	28					28
					<b>TOTAL:</b>	285

## Adult Services September 2018 Report

**October events Scheduled:** 10/30/18: Hudson River Lighthouses lecture & slide show

**September:** Four patrons won Barnes & Noble gift cards (2 @\$25 & 2@ \$50). There were not enough entries to award all the prizes. We will hold them for another contest.

**Home Bound Delivery:** Charlotte made 1 delivery in September; Stella made 3 deliveries. Stella has agreed to take this over while Charlotte is interim director.

### Ref Stats:

Circulation: 199; Lap Tops Lent: ; I-pads Lent: 0; Directional: 4; ILL Pulls: 1474;

Reader Advisory: 4 Tech Asst: 70; Reservations: 2; Printing: 74; Phone: 79; Magnifier: 0;

Computer Guest Passes: 19; Notary: 17; Ref. Q's: 281. (There were also 8 SEAL/outside the system requests.)

**Database Stats:** Novel List Plus: 13; Novel List PlusK-8: 1; EBSCO Other: 3;

Gale: 0; Gale Virtual Ref. Library: 0; Ancestry: 700.

**Collection development:** Weeding of Adult Fiction continues

<b>PC Usage:</b> Adult Area:	871	
* Local History:	9	
Children's Area:	45	
Laptops:	12	<b>TOTAL PC USAGE: 937</b>

\*this is MICROFILM use

Respectfully Submitted: Charlotte A. Dunaief 10/ 3/18

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

	<b>Capital Fund (Incl Grants)</b>	<b>Good Idea Fund</b>	<b>Friends (Operating)</b>	<b>Operating (Operating)</b>	<b>Total Operating</b>	<b>TOTAL</b>
<b>Income</b>						
2082 · Library Fines	0.00	0.00	0.00	6,143.99	6,143.99	6,143.99
2401 · Income from Investments	35.43	0.00	0.00	22.76	22.76	58.19
2706 · Gifts & Endowments	0.00	260.00	4,500.44	359.12	4,859.56	5,119.56
2760 · Grants	122,913.00	0.00	0.00	0.00	0.00	122,913.00
3840 · RCLS	0.00	0.00	0.00	4,742.40	4,742.40	4,742.40
<b>Total Income</b>	<b>122,948.43</b>	<b>260.00</b>	<b>4,500.44</b>	<b>11,268.27</b>	<b>15,768.71</b>	<b>138,977.14</b>
<b>Gross Profit</b>	<b>122,948.43</b>	<b>260.00</b>	<b>4,500.44</b>	<b>11,268.27</b>	<b>15,768.71</b>	<b>138,977.14</b>
<b>Expense</b>						
141 · Salary-Certified Librarian	0.00	0.00	0.00	62,116.57	62,116.57	62,116.57
142 · Salary-Clerical	0.00	0.00	0.00	106,785.96	106,785.96	106,785.96
143 · Salary-Treasurer	0.00	0.00	0.00	1,346.17	1,346.17	1,346.17
203b · Capital Equipment	0.00	0.00	0.00	910.00	910.00	910.00
410 · Books	0.00	0.00	15.00	13,233.22	13,248.22	13,248.22
412 · Video/Music/Books on Tape	0.00	0.00	0.00	4,237.49	4,237.49	4,237.49
413 · Serials/Reference	0.00	0.00	0.00	2,456.16	2,456.16	2,456.16
430 · Supplies						
430.1 · Library supplies	0.00	0.00	78.70	737.75	816.45	816.45
430.2 · Office supplies	0.00	0.00	29.28	1,160.91	1,190.19	1,190.19
430.3 · Program supplies	0.00	0.00	111.65	666.48	778.13	778.13
<b>Total 430 · Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>219.63</b>	<b>2,565.14</b>	<b>2,784.77</b>	<b>2,784.77</b>
431 · Telephone	0.00	0.00	0.00	2,777.26	2,777.26	2,777.26
433 · Postage	0.00	0.00	0.00	305.96	305.96	305.96
434 · Publicity & Printing	0.00	0.00	0.00	2,339.13	2,339.13	2,339.13
435 · Travel/Conference	0.00	0.00	0.00	512.92	512.92	512.92
437 · Professional Fees						
437.1 · Prof fees-Office	0.00	0.00	0.00	4,498.74	4,498.74	4,498.74
437.2 · Prof fees-Adult programs	0.00	0.00	950.00	150.00	1,100.00	1,100.00
437.3 · Prof fees-YA programs	0.00	0.00	150.00	100.00	250.00	250.00
437.5 · Prof fees-SRP	0.00	0.00	1,000.00	210.00	1,210.00	1,210.00
<b>Total 437 · Professional Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>2,100.00</b>	<b>4,958.74</b>	<b>7,058.74</b>	<b>7,058.74</b>
438 · Dues	0.00	0.00	0.00	283.00	283.00	283.00
440 · Contracts w/ Books Co.	0.00	0.00	0.00	82.30	82.30	82.30
450 · Fuel/Utilities	0.00	0.00	0.00	5,955.07	5,955.07	5,955.07
451 · Custodial Supplies	0.00	0.00	0.00	719.03	719.03	719.03
452 · Repairs to Building	0.00	0.00	0.00	1,001.10	1,001.10	1,001.10
454 · Building Insurance	0.00	0.00	0.00	11,890.42	11,890.42	11,890.42
455 · RCLS ANSER & Telecommunication	0.00	0.00	0.00	12,396.78	12,396.78	12,396.78
469 · Service Contracts	0.00	0.00	0.00	13,052.66	13,052.66	13,052.66
800 · Capital Expenditure	2,217.27	0.00	0.00	0.00	0.00	2,217.27
9030.8 · FICA/Medicare Expense	0.00	0.00	0.00	14,867.86	14,867.86	14,867.86
9090.8 · Health Insurance	0.00	0.00	0.00	29,060.25	29,060.25	29,060.25
<b>Total Expense</b>	<b>2,217.27</b>	<b>0.00</b>	<b>2,334.63</b>	<b>293,853.19</b>	<b>296,187.82</b>	<b>298,405.09</b>
<b>Net Income</b>	<b>120,731.16</b>	<b>260.00</b>	<b>2,165.81</b>	<b>-282,584.92</b>	<b>-280,419.11</b>	<b>-159,427.95</b>

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

	DASNY/SAM #9095 - roof (Grants)	NYS SED - pkg lot, elec, space (Grants)	Total Grants (Capital Fund)	Capital Fund - Other (Capital Fund)	Total Capital Fund
<b>Income</b>					
<b>EXPECTED FUNDS - not yet received</b>	200,000.00	11,624.00	211,624.00	513,009.16 *	724,633.16
2401 · Income from Investments	0.00	0.00	0.00	455.30	455.30
2760 · Grants	0.00	104,614.00	130,614.00	11,624.00	142,238.00
<b>Total Income</b>	<u>200,000.00</u>	<u>116,238.00</u>	<u>342,238.00</u>	<u>525,088.46</u>	<u>867,326.46</u>
<b>Gross Profit</b>	200,000.00	116,238.00	342,238.00	525,088.46	867,326.46
<b>Expense</b>					
203b · Capital Equipment	0.00	0.00	352.98	9,700.27	10,053.25
430 · Supplies					
430.2 · Office supplies	0.00	0.00	285.12	0.00	285.12
430.3 · Program supplies					
430.31 · YA	0.00	0.00	145.65	0.00	145.65
<b>Total 430.3 · Program supplies</b>	<u>0.00</u>	<u>0.00</u>	<u>145.65</u>	<u>0.00</u>	<u>145.65</u>
430 · Supplies - Other	0.00	0.00	12,000.00	0.00	12,000.00
<b>Total 430 · Supplies</b>	<u>0.00</u>	<u>0.00</u>	<u>12,430.77</u>	<u>0.00</u>	<u>12,430.77</u>
431 · Telephone	0.00	0.00	3,594.94	0.00	3,594.94
800 · Capital Expenditure	4,097.27	254,850.11	268,568.69	106,440.45	375,009.14
<b>Total Expense</b>	<u>4,097.27</u>	<u>254,850.11</u>	<u>284,947.38</u>	<u>116,140.72</u>	<u>401,088.10</u>
<b>Net Income</b>	<u><u>195,902.73</u></u>	<u><u>-138,612.11</u></u>	<u><u>57,290.62</u></u>	<u><u>408,947.74</u></u>	<u><u>466,238.36</u></u>

\* 7/1/17 Capital Bank Balance

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

	Budget 25%	YTD Budget		Full 208-2019 Budget		
		Jul - Sep 18	Budget	\$ Over Budget	Full Budget	\$ Over Budget
<b>Income</b>						
2002 · Local Public Funds	0.00	0.00	0.00	1,197,757.00	-1,197,757.00	0%
2082 · Library Fines	6,143.99	7,750.03	-1,606.04	31,000.00	-24,856.01	20%
2401 · Income from Investments	22.76	124.97	-102.21	500.00	-477.24	5%
2706 · Gifts & Endowments	4,859.56	0.00	4,859.56	0.00	4,859.56	100%
3840 · RCLS	4,742.40	5,250.00	-507.60	8,000.00	-3,257.60	59%
<b>Total Income</b>	<b>15,768.71</b>	<b>13,125.00</b>	<b>2,643.71</b>	<b>1,237,257.00</b>	<b>-1,221,488.29</b>	<b>1%</b>
<b>Gross Profit</b>	<b>15,768.71</b>	<b>13,125.00</b>	<b>2,643.71</b>	<b>1,237,257.00</b>	<b>-1,221,488.29</b>	<b>1%</b>
<b>Expense</b>						
141 · Salary-Certified Librarian	62,116.57	58,146.75	3,969.82	232,587.00	-170,470.43	27%
142 · Salary-Clerical	106,785.96	102,898.50	3,887.46	411,594.00	-304,808.04	26%
143 · Salary-Treasurer	1,346.17	1,249.97	96.20	5,000.00	-3,653.83	27%
203b · Capital Equipment	910.00	1,020.00	-110.00	4,080.00	-3,170.00	22%
410 · Books	13,248.22	16,050.75	-2,802.53	64,203.00	-50,954.78	21%
411 · Film	0.00	0.00	0.00	650.00	-650.00	0%
412 · Video/Music/Books on Tape	4,237.49	7,069.88	-2,832.39	28,280.00	-24,042.51	15%
413 · Serials/Reference	2,456.16	2,528.44	-72.28	10,114.00	-7,657.84	24%
430 · Supplies						
430.1 · Library supplies	816.45	1,350.00	-533.55	5,400.00	-4,583.55	15%
430.2 · Office supplies	1,190.19	2,100.00	-909.81	8,400.00	-7,209.81	14%
430.3 · Program supplies	778.13	1,702.74	-924.61	4,311.00	-3,532.87	18%
<b>Total 430 · Supplies</b>	<b>2,784.77</b>	<b>5,152.74</b>	<b>-2,367.97</b>	<b>18,111.00</b>	<b>-15,326.23</b>	<b>15%</b>
431 · Telephone	2,777.26	1,722.75	1,054.51	6,891.00	-4,113.74	40%
433 · Postage	305.96	1,000.03	-694.07	4,000.00	-3,694.04	8%
434 · Publicity & Printing	2,339.13	1,875.00	464.13	7,500.00	-5,160.87	31%
435 · Travel/Conference	512.92	1,125.00	-612.08	4,500.00	-3,987.08	11%
437 · Professional Fees						
437.1 · Prof fees-Office	4,498.74	3,945.00	553.74	15,780.00	-11,281.26	29%
437.2 · Prof fees-Adult programs	1,100.00	700.03	399.97	2,800.00	-1,700.00	39%
437.3 · Prof fees-YA programs	250.00	437.53	-187.53	1,750.00	-1,500.00	14%
437.4 · Prof fees-Juvenile	0.00	1,000.03	-1,000.03	4,000.00	-4,000.00	0%
437.5 · Prof fees-SRP	1,210.00	424.97	785.03	1,700.00	-490.00	71%
437.6 · Prof fees-Outreach	0.00	124.97	-124.97	500.00	-500.00	0%
<b>Total 437 · Professional Fees</b>	<b>7,058.74</b>	<b>6,632.53</b>	<b>426.21</b>	<b>26,530.00</b>	<b>-19,471.26</b>	<b>27%</b>
438 · Dues	283.00	325.03	-42.03	1,300.00	-1,017.00	22%
439 · Equipment Repair	0.00	49.97	-49.97	200.00	-200.00	0%
440 · Contracts w/ Books Co.	82.30	649.97	-567.67	2,600.00	-2,517.70	3%
450 · Fuel/Utilities	5,955.07	7,500.00	-1,544.93	30,000.00	-24,044.93	20%
451 · Custodial Supplies	719.03	300.00	419.03	1,200.00	-480.97	60%
452 · Repairs to Building	1,001.10	2,895.00	-1,893.90	11,580.00	-10,578.90	9%
454 · Building Insurance	11,890.42	12,000.00	-109.58	12,000.00	-109.58	99%
455 · RCLS ANSER & Telecommunication	12,396.78	13,007.50	-610.72	52,030.00	-39,633.22	24%
469 · Service Contracts	13,052.66	12,034.22	1,018.44	48,137.00	-35,084.34	27%
490 · Refund of PY Tax Assessment	0.00	750.00	-750.00	3,000.00	-3,000.00	0%
9010.8 · Retirement	0.00	14,053.97	-14,053.97	56,216.00	-56,216.00	0%
9030.8 · FICA/Medicare Expense	14,867.86	14,618.53	249.33	58,474.00	-43,606.14	25%
9060.8 · Workers' Comp	0.00	0.00	0.00	8,000.00	-8,000.00	0%
9090.8 · Health Insurance	29,060.25	32,119.97	-3,059.72	128,480.00	-99,419.75	23%
<b>Total Expense</b>	<b>296,187.82</b>	<b>316,776.50</b>	<b>-20,588.68</b>	<b>1,237,257.00</b>	<b>-941,069.18</b>	<b>24%</b>
<b>Net Income</b>	<b>-280,419.11</b>	<b>-303,651.50</b>	<b>23,232.39</b>	<b>0.00</b>	<b>-280,419.11</b>	<b>-23%</b>

**Cornwall Public Library**  
**Warrant # 3**  
As of September 30, 2018

Type	Date	Num	Memo	Split	Paid	Amount
<b>Blackstone Publishing</b>						
Bill	09/27/2018	1029040	Adult Audio	412.3 · Books-on-Tape	Unpaid	12.95
Total Blackstone Publishing						12.95
<b>Brenda Goldfarb</b>						
Bill	09/27/2018	Empl Reimburse	Muesuem Pass Pouches and Holders	430.2 · Office supplies	Unpaid	43.50
Total Brenda Goldfarb						43.50
<b>Brodart Co. - Juv</b>						
Bill	09/17/2018	B5417135	B5417135	-SPLIT-	Unpaid	20.98
Bill	09/17/2018	B5417062	B5417062	-SPLIT-	Unpaid	127.18
Bill	09/17/2018	B5417137	B5417137	-SPLIT-	Unpaid	55.29
Bill	09/17/2018	B5417236	B5417236	410.5 · Juvenile Non Fiction	Unpaid	4.78
Bill	09/17/2018	B5417136	B5417136	-SPLIT-	Unpaid	94.10
Bill	09/17/2018	B5411584	B5411584	-SPLIT-	Unpaid	28.66
Bill	09/17/2018	B5410378	B5410378	-SPLIT-	Unpaid	10.49
Bill	09/17/2018	B5410387	B5410387	-SPLIT-	Unpaid	16.43
Bill	09/17/2018	B5413990	B5413990	-SPLIT-	Unpaid	67.66
Bill	09/17/2018	B5414375	B5414375	410.4 · Juvenile Fiction	Unpaid	23.60
Bill	09/17/2018	B5414193	B5414193	-SPLIT-	Unpaid	26.61
Bill	09/24/2018	B5425223	B5425223	-SPLIT-	Unpaid	26.89
Bill	09/24/2018	B5425348	B5425348	410.4 · Juvenile Fiction	Unpaid	4.94
Bill	09/24/2018	B5425213	B5425213	-SPLIT-	Unpaid	41.36
Bill	09/24/2018	B5425349	B5425349	410.4 · Juvenile Fiction	Unpaid	7.79
Bill	09/24/2018	5427565	5427565	410.5 · Juvenile Non Fiction	Unpaid	91.44
Bill	09/24/2018	B5427835	B5427835	-SPLIT-	Unpaid	59.08
Bill	09/24/2018	B5427438	B5427438	410.4 · Juvenile Fiction	Unpaid	14.95
Bill	09/24/2018	B5427484	B5427484	410.4 · Juvenile Fiction	Unpaid	6.58
Bill	09/24/2018	B5423955	B5423955	-SPLIT-	Unpaid	19.88
Bill	09/24/2018	B5425373	B5425373	410.4 · Juvenile Fiction	Unpaid	6.12
Bill	09/24/2018	B5418206	B5418206	-SPLIT-	Unpaid	10.49
Bill	09/24/2018	B5419658	B5419658	-SPLIT-	Unpaid	10.49
Bill	09/24/2018	B5418105	B5418105	410.5 · Juvenile Non Fiction	Unpaid	14.95
Bill	09/30/2018	B5428872	B5428872	-SPLIT-	Unpaid	42.33
Total Brodart Co. - Juv						833.07
<b>Brodart Co. - Juv FT</b>						
Bill	09/17/2018	B5417136	B5417136	-SPLIT-	Unpaid	94.10
Total Brodart Co. - Juv FT						94.10
<b>Brodart Co. (McN)</b>						
Bill	09/17/2018	Inv M161947	Service for Nov. 2018	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
<b>Butler Rowland Mays</b>						
Bill	09/24/2018	BRMA 17 40 30/32	Inv #7 - Roof Replacement	800 · Capital Expenditure	Paid	2,217.27
Total Butler Rowland Mays						2,217.27
<b>Cash</b>						
Bill	09/30/2018	Replenish Petty C...	Replenish petty cash 3Q18	1010 · Petty Cash	Unpaid	20.97
Total Cash						20.97
<b>Cengage Learning/Gale</b>						
Bill	09/17/2018	64494662	64494662	410.21 · Adult Non-Fiction St...	Unpaid	86.23
Bill	09/17/2018	64985215	64985215	410.21 · Adult Non-Fiction St...	Unpaid	107.97
Bill	09/30/2018	65233725	65233725	410.21 · Adult Non-Fiction St...	Unpaid	23.25
Total Cengage Learning/Gale						217.45
<b>Central Hudson Gas &amp; Electric Corp</b>						
Bill	09/30/2018	Acct 86610120007	Service August 23 - September - August ...	450 · Fuel/Utilities	Unpaid	1,912.09
Total Central Hudson Gas & Electric Corp						1,912.09
<b>Charlotte Dunaief</b>						
Bill	09/27/2018	Employee Reimbu...	Mileage	435 · Travel/Conference	Unpaid	27.58
Total Charlotte Dunaief						27.58

**Cornwall Public Library**  
**Warrant # 3**  
**As of September 30, 2018**

Type	Date	Num	Memo	Split	Paid	Amount
<b>Cornwall Public Library - Payroll</b>						
Bill	09/10/2018	Pay per end 9.7.18	Pay Period Ending 09.07.18 - Pay-Date ...	1012 · OBT Payroll Checking	Paid	16,110.30
Bill	09/24/2018	Pay per end 9.21.18	Pay Period Ending 09.21.18 - Pay-Date ...	1012 · OBT Payroll Checking	Paid	15,450.62
Total Cornwall Public Library - Payroll						31,560.92
<b>Cornwall Public Library - Trust &amp; Agency</b>						
Bill	09/10/2018	Pay Ending 9.7.18	Pay Period Ending 9.7.18 Pay-Date 9.14....	1003 · Due from Trust & Age...	Paid	8,880.62
Bill	09/24/2018	Pay Ending 9.21.18	Pay Period Ending 9.21.18 Pay-Date 9.2...	1003 · Due from Trust & Age...	Paid	8,049.31
Bill	09/24/2018	Health Insurance	Health Insurance September 2018	1003 · Due from Trust & Age...	Paid	10,023.60
Total Cornwall Public Library - Trust & Agency						26,953.53
<b>Dowser Spring Water</b>						
Bill	09/17/2018	Inv # 1762817	Sept. Water Cooler Delivery	430.2 · Office supplies	Unpaid	31.96
Total Dowser Spring Water						31.96
<b>Elizabeth Fisher</b>						
Bill	09/27/2018	Empl Reimburse	99.2 miles @ \$.545/mi	435 · Travel/Conference	Unpaid	54.07
Total Elizabeth Fisher						54.07
<b>Gardiner Library</b>						
Bill	09/19/2018	Lost Item	Lost Item - Bar Code 32853000300388	2082 · Library Fines	Unpaid	24.00
Total Gardiner Library						24.00
<b>Hannaford Bros. Co.</b>						
Bill	09/17/2018	9-11 Purchases	'Tea & A Classic' supplies	430.30 · Adult	Unpaid	7.77
Bill	09/27/2018	9-21Purchase	Adult Programs Back Kitchen	430.30 · Adult	Unpaid	15.98
Bill	09/30/2018	9-17 Purchase	Juvenile Program	430.32 · Juvenile	Unpaid	4.02
Bill	09/30/2018	9-14 Purchase	YA Program	430.31 · YA	Unpaid	10.14
Total Hannaford Bros. Co.						37.91
<b>Haverstraw Kings Daughters Library</b>						
Bill	09/17/2018	Lost Item	Lost Item - 22807000311656	2082 · Library Fines	Unpaid	16.99
Total Haverstraw Kings Daughters Library						16.99
<b>Ingram Library Services</b>						
Bill	09/17/2018	36387307	36387307	-SPLIT-	Unpaid	34.70
Bill	09/17/2018	3633480	3633480	-SPLIT-	Unpaid	44.67
Bill	09/27/2018	36527702	36527702	-SPLIT-	Unpaid	573.32
Bill	09/27/2018	36532426	36532426	-SPLIT-	Unpaid	53.48
Bill	09/27/2018	36310861	36310861	410.4 · Juvenile Fiction	Unpaid	7.99
Bill	09/30/2018	36662534	36662534	-SPLIT-	Unpaid	42.11
Total Ingram Library Services						756.27
<b>Jacobowitz &amp; Gubits, LLP</b>						
Bill	09/14/2018	Inv 274319B	Inv 274319 ck# 8864 invoice was record...	437.1 · Prof fees-Office	Paid	10.00
Bill	09/19/2018	Inv 274865	Digital instruction on Compensatory Tim...	437.1 · Prof fees-Office	Unpaid	130.00
Total Jacobowitz & Gubits, LLP						140.00
<b>JNJ Pest Control</b>						
Bill	09/17/2018	Inv 4796	Pest Control Service - September	469 · Service Contracts	Unpaid	280.00
Total JNJ Pest Control						280.00
<b>Lock Around the Clock</b>						
Bill	09/17/2018	October 2018	October 2018 Storage unit fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
<b>Magna5</b>						
Bill	09/30/2018	4980354	Payment of monthly \$465.80 & monthly ...	-SPLIT-	Unpaid	866.81
Total Magna5						866.81
<b>Marangi Disposal</b>						
Bill	09/17/2018	Inv 89102274	September Services	469 · Service Contracts	Unpaid	92.90
Total Marangi Disposal						92.90



**Cornwall Public Library**  
**Warrant # 3**  
**As of September 30, 2018**

Type	Date	Num	Memo	Split	Paid	Amount
<b>Marvel Subscriptions</b>						
Bill	09/19/2018	1 year renewal	1 year renewal - Exp 12/2019 - Amazing...	413.6 · Serials	Unpaid	26.99
Total Marvel Subscriptions						26.99
<b>Orange Bank &amp; Trust Cardmember Services</b>						
Bill	09/30/2018	Stmt dated 9.23.18	Stmt dated 9.23.18	-SPLIT-	Unpaid	1,884.97
Total Orange Bank & Trust Cardmember Services						1,884.97
<b>OverDrive, Inc.</b>						
Bill	09/17/2018	01052CO18138951	01052CO18138951	410.12 · Adult E Book	Unpaid	357.99
Bill	09/17/2018	01052CO18138949	01052CO18138949	412.32 · E-Audiobooks -- Adult	Unpaid	717.43
Bill	09/17/2018	01052DA18140940	01052DA18140940	-SPLIT-	Unpaid	141.00
Bill	09/17/2018	01052DA1814588	01052DA1814588	-SPLIT-	Unpaid	114.99
Bill	09/17/2018	01052CO18138956	01052CO18138956	410.12 · Adult E Book	Unpaid	18.99
Bill	09/17/2018	01052CO18139617	01052CO18139617	412.32 · E-Audiobooks -- Adult	Unpaid	388.98
Bill	09/17/2018	01052CO18139618	01052CO18139618	410.12 · Adult E Book	Unpaid	1,203.91
Bill	09/17/2018	01052DA18116340	01052DA18116340	-SPLIT-	Unpaid	119.99
Total OverDrive, Inc.						3,063.28
<b>Pamela A Hawks</b>						
Bill	09/27/2018	Employee Reimbu...	Supplies for Fall Festival Adult	430.3 · Program supplies	Unpaid	43.97
Bill	09/27/2018	mileage	mileage - Network Infrastructure	435 · Travel/Conference	Unpaid	34.88
Total Pamela A Hawks						78.85
<b>Paychex, Inc.</b>						
Bill	09/27/2018	2018092700	Small Business Package 09.10.18 & 09....	437.1 · Prof fees-Office	Paid	522.86
Bill	09/19/2018	18633533	Employee usage 40 employees@\$4.00...	437.1 · Prof fees-Office	Paid	200.00
Bill	09/19/2018	2018083000	Small Business Package 07.03.18 and 7...	437.1 · Prof fees-Office	Paid	828.62
Total Paychex, Inc.						1,551.48
<b>Randazzo's Landscaping Inc.</b>						
Bill	09/27/2018	Inv 19315	Monthly Maintenace - September 2018	469 · Service Contracts	Unpaid	516.00
Total Randazzo's Landscaping Inc.						516.00
<b>RCLS</b>						
Bill	09/27/2018	Inv 26890	Inv 26890 Combination Lock for Dell Lap...	430.1 · Library supplies	Unpaid	25.79
Total RCLS						25.79
<b>Reading Group Choices</b>						
Bill	09/27/2018	2018/2019	Edition 2018 & 2019	413.1 · Reference - Adult book	Unpaid	18.40
Total Reading Group Choices						18.40
<b>Ron Kaiser</b>						
Bill	09/17/2018	9/12/18-5 hrs labor	Adaption to Door Frame for New Lock - ...	452 · Repairs to Building	Unpaid	150.00
Bill	09/17/2018	9-11-18 Labor	2 hours labor - Repaired Lock in Mens B...	452 · Repairs to Building	Unpaid	60.00
Bill	09/17/2018	9-13-18 Labor	2 hours labor - Damaged Ceiling Tile Fro...	452 · Repairs to Building	Unpaid	60.00
Total Ron Kaiser						270.00
<b>Rosaleen Leahy</b>						
Bill	09/30/2018	Employee Reimbu...	36 mi @ \$.545/mi	435 · Travel/Conference	Unpaid	19.62
Total Rosaleen Leahy						19.62
<b>Shop Rite Supermarkets Inc.</b>						
Bill	09/24/2018	9-21-18 Purchases	Community Room and Kitchen	430.30 · Adult	Unpaid	7.68
Bill	09/30/2018	8-28-18 Purchases	Art Reception	430.30 · Adult	Unpaid	18.00
Total Shop Rite Supermarkets Inc.						25.68
<b>The New York Times</b>						
Bill	09/27/2018	Acct# 904992369	Service 9/18/18-9/11/19	413.6 · Serials	Unpaid	427.58
Total The New York Times						427.58
<b>Toshiba Financial Services</b>						
Bill	09/30/2018	Inv 367199627	Service for 9-16-18 to 10.16.18	469 · Service Contracts	Unpaid	633.55

**Cornwall Public Library**  
**Warrant # 3**  
**As of September 30, 2018**

Type	Date	Num	Memo	Split	Paid	Amount
Total Toshiba Financial Services						633.55
<b>United A/C Refrigeration, Inc</b>						
Bill	09/24/2018	417848	Date of service 9.17.18 HVAC Controls	469 · Service Contracts	Unpaid	202.50
Bill	09/27/2018	418031	Service date 09.10.18 - Preventive Maint...	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc						1,177.67
<b>Utica National Insurance Group</b>						
Bill	09/19/2018	Acct 101086941	Acct 101086941	454 · Building Insurance	Unpaid	11,890.42
Total Utica National Insurance Group						11,890.42
<b>Vanguard Cleaning Systems of the HV</b>						
Bill	09/17/2018	27145	September Services	469 · Service Contracts	Unpaid	1,390.00
Bill	09/24/2018	Inv 27094	Trash can liners	451 · Custodial Supplies	Unpaid	33.00
Total Vanguard Cleaning Systems of the HV						1,423.00
<b>Verizon</b>						
Bill	09/17/2018	0-09-18 Internet/IP	September Internet service and IP Addre...	431 · Telephone	Unpaid	171.56
Total Verizon						171.56
<b>Verizon Wireless</b>						
Bill	09/17/2018	981384761	September	431 · Telephone	Unpaid	55.44
Total Verizon Wireless						55.44
<b>W.B. Mason</b>						
Bill	09/27/2018	I58814676	Paper, Towel Multi-Fold Bathroom Tissu...	-SPLIT-	Unpaid	211.94
Bill	09/27/2018	I58962128	Cleaner, Purel, Ins. HND	451 · Custodial Supplies	Unpaid	44.99
Total W.B. Mason						256.93
<b>TOTAL</b>						<b>90,377.30</b>