

Cornwall Public Library Board of Trustees

January 12, 2017

7:00 to 9:00 PM

Minutes

Meeting called to order by Janine Bixler at 7:12 PM

I: Roll

Trustees Present: Janine Bixler, Bruce Cohen, Susanne Vondrak, Christine McDonald, Tom Dames, and Elisabeth Hellwege, and Carol Stein.

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 January 12, 2017 made by Tom Dames, seconded by Elisabeth Hellwege and unanimously approved.

III. Financial Review: Following discussion, a motion to approve Warrant #6 in the amount of \$159,484.76 was made by Susanne Vondrak, seconded by Elisabeth Hellwege and unanimously approved. After discussion, a motion to approve Profit and Loss Budget vs Actual report for July 2016 through November 2016, made by Carol Stein, seconded by Tom Dames and unanimously approved.

IV. Public Remarks: none.

V. Communications: A Thank you note from Marie Elise Pearson, Friends of the Library was received. **Donations:** Dr. Barry John Capella made a donation of \$50.00. Mrs. Barbara Cathcart donated a book, *Warships WWII To The Present Day*, in memory of her husband, Lieutenant William Cathcart, US. Navy. The Cornwall Historical Society donated duplicate copies of the Cornwall Local on micro-film. William Webber made a donation of outside furniture. Mr. Ronald M. Tulloch donated several books. Mr. Andrew M. Jacobs donated \$100.00.

VI. Director's Report: see written report.

VII. Committee Reports

- a. **Friends and Foundation:** The Foundation will have a meeting at the end of the month. Mary Lou Carolan has met with all of the Managers asking for wish list ideas for the Friends; this will be discussed with Jane Harkinson.
- b. **Building Committee:** A motion for resolution, Be it resolved that the Board of Trustees for the Cornwall Public Library, as the Lead Agency for the New York State

February 21, 2017

Environmental Quality Review Act (SEQRA) process, declares that the "Phase 1 Improvements" project identified as SED Project Number 44 03 01 06 6009 004, is classified as a Type II Action under SEQRA. Type II actions are defined in New York Code Rules and Regulations Chapter VI, 617-State Environmental Quality Review Act, as "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site". As a Type II action, there is no further review required under SEQRA, made by Elisabeth Hellwege, seconded by Janine Bixler and unanimously approved. The next meeting of the Building committee with Butler, Rowland & Mays is on January 25, 2017.

- c. **Strategic Planning:** Thank you to Chris McDonald, Anna Tilley, Brenda Goldfarb and Christine Fowler for all their help in the Strategic planning process. The survey will end at the end of January. We have been receiving interesting input so far. There have been 325 persons who have taken the questionnaire. The Strategic Planning committee plans to provide a comprehensive report of survey and focus group results to the board at the February meeting.

VIII. Unfinished Business: none

- IX. New Business:** The 2017-2018 budget marketing information postcard was well received last year and the same format will be followed for this year, focusing not just on the dollar amount but figures representing what you are getting for your money.

- X. Adjournment:** Motion to adjourn regular meeting at 8:29 PM made by Elisabeth Hellwege, seconded by Tom Dames unanimously approved.

- XI. Executive Session:** The board went into Executive Session at 8:41 PM, for personnel reasons. The board adjourned the Executive Session at 9:21 PM.

Next Regular Board Meeting Date: February 14, 2017 at 7:00 PM.

Cornwall Public Library

Director's Report

December, 2016

General Overview

The 2017-2022 Strategic Plan focus groups and online surveys continue to yield important information for us. Thoughts and planning have turned toward the 2017-18 Budget and Trustee Election; employee performance evaluations; the construction grant process; the New York State Annual Report; and initiating the OCLC Small Libraries Create Smart Spaces grant.

Administration

-Strategic Plan – The SP committee developed a print and digital survey, organized and implemented focus groups (which will run through mid January) and have begun to review results. Goal is to complete plan by April, 2017.

Personnel

Performance Reviews – All staff submitted completed self evaluation forms to assess their job performance and set goals for the 2017-18 year. Managers received training and materials to conduct reviews. Director will review and process.

Staff Reorganization – Reviewing staffing structure with an eye toward efficiency, best use of skills and delegation of duties among current staff to better meet the needs of the organization.

Building

-NYS Public Library Construction Grant – The architects are moving forward with our permitting process for projects to be included in the 2017 and 2018 grant cycles.

-Community Room Improvements – Flooring installation in early January. Furniture selection process still in process.

-Roof Repair – emergency repair and gutter cleaning/screening completed.

-Sidewalk repair – the lip on the concrete slab that runs past the in-wall book drop has been spray-painted bright orange to indicate the rise and will be filled once weather warms in spring.

Finance

-Small Libraries Create Smart Spaces – Process begins in January, 2017.

-Budget for 2017-2018 – evaluating last year's actuals, manager requests, along with any other increases and funding opportunities for upcoming year. Committee working to present draft in February for board review approval.

Outreach & Partnerships

-**CPL newsletter** –March distribution – Feb. 17 is deadline for submission to printer. Focus on community. 2017-18 theme is COMMUNITY IS THE HEART OF THE LIBRARY.

-**Rebranding** – looking at options for logo redesign and rebranding, starting with customized library cards once new logo design is approved.

-**Cornwall Chamber of Commerce** –2017 Breakfast Meeting Schedule begins in February.

-The fifth “**Community Conversations**” featured a strategic planning and grant writing consultant from the La Berge Group discussing community funding proposals. January’s focus is on Travel.

-**Library Advocacy Day** – Albany on March 1, 2017. All invited.

Programs, Collections, and Services

Programs and Circulation -**11 programs** were held this month with an attendance of **129**. The most well attended (10+ attendees) programs included the Hanukkah Happening (49); Tea and a Classic (15); Book Chat (15); Mystery Book Club (10); and Community Conversations Grant Workshop (10). Museum Pass reservations (11). Rosaleen has the first of three music programs with Breakneck Annie planned for January; as well as a full schedule of programming including the Tuskegee Airmen and African American performers for MLK day.

Youth Services – **10** programs attracted **166** children and adults for the following programs and activities: Chess (6), Teen Writers (9); Hour of Code (30); Gift making workshop (20); Family Build-it (20); Lego We-Do (10); Board Games (15); Hanukkah Story Time (49) and a Boy Scout tour (4.) Liz, Lisa and Rebecca are preparing the summer Story Walk, Take your child to the Library day, and Winter Carnival hosted by TUT for Feb. 4.

Adult Services –**Reference** focused on weeding and reorganization this month. December stats include technology assistance (82), reader’s advisory (06), reference questions (229), ILL Pulls (1381), printing (112), Notary (6) and (13) SEAL/outside the system, requests. Total PC usage 770; top database use: NoveList Plus (1934) and EBSCO (894), Ancestry (1525.)

Monthly Statistics for December, 2016 *(figures in parenthesis are last month’s figures)*

Registered borrowers: **10,136** (10,104); Direct Access/Circulation: **10,847** (12,240); ILL Borrows: **2,033** (1,911); ILL Loans: **1,879** (1,682); Item Count: **74,224** (74,027); **Wi-Fi: 2,639** (3,222).

Meetings, Trainings, Programs & Happenings in December:

Youth Services and Finance office meetings (12/1);
Focus Group (12/3);
Meeting with Margaret Quinn, Community Conversation Grant workshop (12/5);
Hour of Code (12/7);
Programming committee and Manager’s meeting (12/8);
Finance committee meeting (12/12);
Board meeting (12/13);

Meeting with library member re: focus group, Smart Cities webinar (12/15);
Phone system webinar, meeting with W.B. Mason furniture rep (12/16);
Phone meeting with M. Brennan, Focus Group (12/19);
Staff Meeting and Holiday Breakfast (12/20);
Newburgh Ministries volunteer (12/21);
Manager's meeting (12/22);
Vacation (12/27/16-1/3/17).

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

Director's Association meeting; RCLS Finance meeting (1/4);
Community Conversations Travel Program (1/5);
Meeting with Reference Librarian; strategic planning committee member (1/6);
Meeting with ITC phone company (1/10);
Manager's Meeting (1/11);
Finance committee; Board meeting (1/12);
Spar Flooring installation in community room (1/13,14);
Staff focus group with Tony Burgess (1/17);
Staff meeting; Public focus group (1/19);
Library marketing webinar; meeting with artist about upcoming exhibit (1/20);
Meeting with St. Luke's Cornwall Hospital Foundation (1/23);
Manager's meeting; Tuskegee Airmen presentation (1/25);
Finance committee meeting (1/26);
ANSER committee meeting at RCLS (1/30);
Sustainability Initiative meeting at NYLA (1/31, 2/1).

Respectfully submitted,

Mary Lou Carolan

**Mary Lou Carolan
Director**

January 6, 2016

Cornwall Public Library
Profit & Loss Budget vs. Actual
July through November 2016

	Budget % 42% 43%	YTD Budget			2016-2017 Budget		
		Jul - Nov 16	Budget	\$ Over Budget	Budget	\$ Over Budget	% of Budget
Income							
2002 · Local Public Funds		1,138,619	1,138,619	-	1,138,619	-	100%
2003 · Refund of Tax assessment		(1,836)	(3,000)	1,164	(3,000)	1,164	61%
2005 · Appropriated Fund Balance		-	31,531	(31,531)	31,531	(31,531)	0%
2082 · Library Fines		12,286	12,920	(634)	31,000	(18,714)	40%
2401 · Income from Investments		84	208	(124)	500	(416)	17%
2701 · Refunds		631	500	131	1,000	(369)	63%
2706 · Gifts & Endowments							
2706.1 · Gifts-Friends		807	4,500	(3,693)	10,000	(9,193)	8%
2706.2 · Gifts-Other		397	3,500	(3,103)	8,300	(7,903)	5%
2706 · Gifts & Endowments - Other		1					
Total 2706 · Gifts & Endowments		1,205	8,000	(6,795)	18,300	(17,095)	7%
2760 · Grants		4,885	8,000	(3,115)	12,000	(7,115)	41%
3840 · RCLS		-	2,000	(2,000)	4,000	(4,000)	0%
Total Income		1,155,873	1,198,778	(42,905)	1,233,950	(78,077)	94%
Gross Profit		1,155,873	1,198,778	(42,905)	1,233,950	(78,077)	94%
Expense							
141 · Salary-Certified Librarian		95,630	90,951	4,679	214,976	(119,346)	44%
142 · Salary-Clerical		163,924	176,963	(13,039)	418,276	(254,352)	39%
203b · Capital Equipment		35,948	22,100	13,848	53,000	(17,052)	68%
Total 410 · Books		28,224	33,455	(5,231)	75,385	(47,161)	37%
411 · Film		160	250	(90)	550	(390)	29%
Total 412 · Video/Music/Books on Tape		8,570	13,715	(5,145)	32,758	(24,188)	26%
Total 413 · Serials/Reference		3,576	8,005	(4,429)	19,100	(15,524)	19%
430 · Supplies							
430.1 · Library supplies		1,107	2,100	(993)	5,000	(3,893)	22%
430.2 · Office supplies		3,361	3,350	11	8,000	(4,639)	42%
430.3 · Program supplies							
430.30 · Adult		842	1,100	(258)	2,500	(1,658)	34%
430.31 · YA		20	210	(190)	500	(480)	4%
430.32 · Juvenile		273	600	(327)	1,300	(1,027)	21%
430.33 · Summer Reading		836	1,100	(264)	2,500	(1,664)	33%
430.34 · Special/Outreach		856	420	436	1,000	(144)	86%
Total 430.3 · Program supplies		2,827	3,430	(603)	7,800	(4,973)	36%
Total 430 · Supplies		7,295	8,880	(1,585)	20,800	(13,505)	35%
431 · Telephone		6,280	5,950	330	14,000	(7,720)	45%
433 · Postage		1,515	1,675	(160)	4,000	(2,485)	38%
434 · Printing		3,812	4,200	(388)	10,000	(6,188)	38%
435 · Travel/Conference		2,830	1,875	955	4,500	(1,670)	63%
437 · Professional Fees							
437.1 · Prof fees-Office		14,740	12,780	1,960	30,630	(15,890)	48%
437.2 · Prof fees-Adult programs		3,178	2,940	238	7,000	(3,697)	47%
437.3 · Prof fees-YA programs		240	625	(385)	1,500	(1,260)	16%
437.4 · Prof fees-Juvenile		1,100	1,700	(600)	4,000	(2,900)	28%
437.5 · Prof fees-SRP		300	1,250	(950)	3,000	(2,700)	10%
437.6 · Prof fees-Outreach		85					
437 · Professional Fees - Other		1,463					
Total 437 · Professional Fees		21,106	19,295	1,811	46,130	(24,899)	46%
438 · Dues		220	600	(380)	1,300	(1,080)	17%
439 · Equipment Repair		-	100	(100)	200	(200)	0%
440 · Contracts w/ Books Co.		829	1,095	(266)	2,600	(1,771)	32%
450 · Fuel/Utilities		9,245	13,400	(4,155)	32,000	(22,755)	29%
451 · Custodial Supplies		477	835	(358)	2,000	(1,523)	24%
452 · Repairs to Building		6,817	5,845	972	14,000	(7,183)	49%
454 · Building Insurance		11,663	12,000	(337)	12,000	(337)	97%
469 · Service Contracts		16,014	19,000	(2,986)	45,592	(29,578)	35%
9010.8 · Retirement		-	21,250	(21,250)	50,977	(50,977)	0%
9030.8 · FICA/Medicare Expense		23,946	20,496	3,450	48,444	(24,498)	49%
9060.8 · Workers' Comp		7,182	6,000	1,182	6,000	1,182	120%
9090.8 · Health Insurance		35,463	43,902	(8,439)	105,362	(69,899)	34%
Total Expense		490,728	531,838	(41,110)	1,233,950	(743,097)	40%
Net Income		665,146	666,940	(1,795)	-	665,021	* 54%

* Percentage = Net Income / Total Budget

Cornwall Public Library
Warrant #6
As of December 31, 2016

Type	Date	Num	Memo	Split	Paid	Amount
Audio Editions						
Bill	12/30/2016	Inv 1616728	Inv 1616728	412.3 · Books-on-Tape	Unpaid	155.92
Bill	12/30/2016	Inv 1616726	Inv 1616726	412.3 · Books-on-Tape	Unpaid	23.99
Total Audio Editions						179.91
Brodart Co. - Juv						
Bill	12/19/2016	Inv B4817648	Inv B4817648	410.5 · Juvenile Non Fiction	Unpaid	8.24
Bill	12/19/2016	Inv B4817652	Inv B4817652	410.5 · Juvenile Non Fiction	Unpaid	3.59
Bill	12/19/2016	Inv B4827870/773	Inv B4827870/B4827773	-SPLIT-	Unpaid	37.86
Bill	12/19/2016	Inv B4823552	Inv B4823552	410.4 · Juvenile Fiction	Unpaid	18.57
Bill	12/19/2016	Inv B4823299	Inv B4823299	-SPLIT-	Unpaid	22.08
Bill	12/19/2016	Inv B4823059	Inv B4823059	-SPLIT-	Unpaid	60.35
Bill	12/19/2016	Inv B4823196	Inv B4823196	-SPLIT-	Unpaid	76.54
Bill	12/19/2016	Inv B4823302	Inv B4823302	410.4 · Juvenile Fiction	Unpaid	12.30
Bill	12/19/2016	Inv B4823195	Inv B4823195	-SPLIT-	Unpaid	105.93
Bill	12/19/2016	Inv B4823300	Inv B4823300	410.5 · Juvenile Non Fiction	Unpaid	13.19
Bill	12/19/2016	Inv B4823553	Inv B4823553	410.4 · Juvenile Fiction	Unpaid	27.56
Bill	12/19/2016	Inv B4823264	Inv B4823264	410.4 · Juvenile Fiction	Unpaid	7.15
Bill	12/19/2016	Inv B4823301	Inv B4823301	-SPLIT-	Unpaid	11.45
Bill	12/27/2016	Inv B4839102	Inv B4839102	410.4 · Juvenile Fiction	Unpaid	6.59
Bill	12/27/2016	Inv B4839071	Inv B4839071	-SPLIT-	Unpaid	202.50
Bill	12/27/2016	Inv B4838824	Inv B4838824	-SPLIT-	Unpaid	172.93
Bill	12/27/2016	Inv B4839101	Inv B4839101	410.4 · Juvenile Fiction	Unpaid	7.03
Bill	12/27/2016	Inv B4838710	Inv B4838710	-SPLIT-	Unpaid	483.65
Bill	12/27/2016	Inv B4838944	Inv B4838944	410.5 · Juvenile Non Fiction	Unpaid	11.43
Bill	12/27/2016	Inv B4838713	Inv B4838713	-SPLIT-	Unpaid	79.24
Bill	12/27/2016	Inv B4838786	Inv B4838786	410.4 · Juvenile Fiction	Unpaid	22.01
Bill	12/27/2016	Inv B4839079	Inv B4839079	-SPLIT-	Unpaid	53.30
Bill	12/30/2016	Inv B4832022	Inv B4832022	410.4 · Juvenile Fiction	Unpaid	29.87
Bill	12/30/2016	Inv B4829835	Inv B4829835	410.4 · Juvenile Fiction	Unpaid	5.27
Total Brodart Co. - Juv						1,478.63
Brodart Co. -Supplies						
Bill	12/30/2016	Inv 457223	9" Reddi covers	430.1 · Library supplies	Unpaid	159.60
Total Brodart Co. -Supplies						159.60
Butler Rowland Mays						
Bill	12/20/2016	BRMA Project 163...	Construction Document Assista...	437.1 · Prof fees-Office	Unpaid	25,930.45
Total Butler Rowland Mays						25,930.45
Cengage Learning/Gale						
Bill	12/19/2016	Inv 59488095	Inv 59488095	410.11 · Adult Fiction Standing ...	Unpaid	43.50
Total Cengage Learning/Gale						43.50
Central Hudson Gas & Electric Corp						
Bill	12/30/2016	Acct 8661-0120-007	Service 11/17-12/20/16	450 · Fuel/Utilities	Unpaid	2,818.28
Total Central Hudson Gas & Electric Corp						2,818.28
Corner Stone Telephone						
Bill	12/30/2016	Inv 4218823	Service 12/25/16-1/24/17	431 · Telephone	Unpaid	309.61
Total Corner Stone Telephone						309.61
Cornwall Central School District						
Bill	12/14/2016	Tax reduction	Tax reduction letter dated 12/1/16	2003 · Refund of Tax assessm...	Unpaid	64.42
Total Cornwall Central School District						64.42
Cornwall Public Library - Payroll						
Bill	12/09/2016	Pay date 12/9/16	Pay per ending 12/2/16	1012 · OCT Payroll Checking	Paid	16,043.00
Bill	12/20/2016	Pay per end 12/16/...	Pay per end 12/16 for paydate 1...	1012 · OCT Payroll Checking	Paid	16,476.25
Total Cornwall Public Library - Payroll						32,519.25
Cornwall Public Library - Trust & Agency						
Bill	12/09/2016	Pay date 12/9/16	Pay per end 12/2/16	1003 · Due from Trust & Agency	Paid	7,976.45
Bill	12/20/2016	Pay per end 12/16/...	Pay per end 12/16 paydate 12/23	1003 · Due from Trust & Agency	Paid	8,125.53
Bill	12/22/2016	Health Insurance	Dec health Insurance	1003 · Due from Trust & Agency	Paid	13,360.14

Cornwall Public Library
Warrant #6
As of December 31, 2016

Type	Date	Num	Memo	Split	Paid	Amount
Total Cornwall Public Library - Trust & Agency						29,462.12
Demco, Inc.						
Bill	12/19/2016	Inv 6023384	Circ labels & Media pouches	-SPLIT-	Unpaid	142.88
Bill	12/30/2016	Inv 6030596	Neon Markers, book tape, polypr...	-SPLIT-	Unpaid	195.22
Bill	12/30/2016	Inv 6031541	Magazine holder, bookmarks, p...	430.2 · Office supplies	Unpaid	80.25
Total Demco, Inc.						418.35
Dowser Spring Water						
Bill	12/14/2016	Inv 1660494	6 five gal water less 5 five gal re...	430.2 · Office supplies	Unpaid	45.50
Bill	12/19/2016	Inv 1660937	Water cooler delivery	430.2 · Office supplies	Unpaid	13.50
Total Dowser Spring Water						59.00
Elizabeth K. Fisher						
Bill	12/27/2016	Empl Reimburse	63 miles @ \$.54/mi	435 · Travel/Conference	Unpaid	34.02
Total Elizabeth K. Fisher						34.02
Frank Stevens & Sons Roofing, Inc						
Bill	12/31/2016	Inv 3508	Emergency roof repairs & New g...	452 · Repairs to Building	Unpaid	3,942.00
Total Frank Stevens & Sons Roofing, Inc						3,942.00
Graham Vest						
Bill	12/31/2016	1/29/17 program	1/29/17 Folk/Bluegrass concert	437.1 · Prof fees-Office	Unpaid	300.00
Total Graham Vest						300.00
Ingram Library Services						
Bill	12/19/2016	Inv 96053548	Inv 96053548	-SPLIT-	Unpaid	47.91
Bill	12/20/2016	Inv 96179555	Inv 96179555	-SPLIT-	Unpaid	46.38
Bill	12/20/2016	Inv 96191395	Inv 96191395	-SPLIT-	Unpaid	15.97
Bill	12/30/2016	Inv 96402019	Inv 96402019	-SPLIT-	Unpaid	2,047.15
Bill	12/30/2016	Inv 96436908	Inv 96436908	-SPLIT-	Unpaid	37.53
Bill	12/30/2016	Inv 96402018	Inv 96402018	-SPLIT-	Unpaid	57.66
Bill	12/30/2016	Inv 96526274	Inv 96526274	-SPLIT-	Unpaid	69.06
Bill	12/30/2016	Inv 96492595	Inv 96492595	-SPLIT-	Unpaid	253.38
Bill	12/30/2016	Inv 96462793	Inv 96462793	-SPLIT-	Unpaid	40.64
Total Ingram Library Services						2,615.68
Joanne Barclay						
Bill	12/14/2016	1/31/17 Card wkshp	1/31/17 Stampin Up Card Makin...	437.2 · Prof fees-Adult programs	Unpaid	125.00
Total Joanne Barclay						125.00
Joanne Barclay *						
Bill	12/20/2016	2/7/17 program	2/7/17 Stampin Up Card workshop	437.2 · Prof fees-Adult programs	Unpaid	125.00
Total Joanne Barclay *						125.00
Julie Baxter						
Bill	12/30/2016	Books group 1/19/17	Talk It Up book group 1/19/17	437.4 · Prof fees-Juvenile	Unpaid	150.00
Total Julie Baxter						150.00
Learning Props LLC						
Bill	12/30/2016	Inv 6158	Bi-lingual 10 game set	410.5 · Juvenile Non Fiction	Unpaid	157.75
Total Learning Props LLC						157.75
LTA Library Trustees Association						
Bill	12/14/2016	2017 LTA Member...	2017 LTA Membership	438 · Dues	Unpaid	225.00
Total LTA Library Trustees Association						225.00
Mary Ellen Malone						
Bill	12/20/2016	Empl Reimburse	Chili ingredients - "Tea & A Clas...	430.30 · Adult	Unpaid	17.22
Total Mary Ellen Malone						17.22
Maryanne O'Dell, Receiver of Taxes						
Bill	12/30/2016	Bill 4736	2017 Property Tax	450 · Fuel/Utilities	Unpaid	585.25

Cornwall Public Library
Warrant #6
As of December 31, 2016

Type	Date	Num	Memo	Split	Paid	Amount
Total Maryanne O'Dell, Receiver of Taxes						585.25
Midwest Tape						
Bill	12/27/2016	Inv 94562284	DVD Security Case	430.1 · Library supplies	Unpaid	147.99
Total Midwest Tape						147.99
Mother Earth News						
Bill	12/19/2016	010010939002	1 year renewal Exp 2/1/18	413.6 · Serials	Unpaid	17.00
Total Mother Earth News						17.00
News of the Highlands, Inc						
Bill	12/27/2016	Acct C005010	1 year renewal - Cornwall Local	413.6 · Serials	Unpaid	40.00
Total News of the Highlands, Inc						40.00
NYS & Local Retirement						
Bill	12/14/2016	51247 ERS 2017 inv	2017 Annual invoice with pre-pa...	9010.8 · Retirement	Paid	47,374.00
Total NYS & Local Retirement						47,374.00
Orange Bank & Trust Cardmember Services						
Bill	12/30/2016	Stmt dated 12/23/16	Stmt dated 12/23/16	-SPLIT-	Unpaid	1,293.35
Total Orange Bank & Trust Cardmember Services						1,293.35
OverDrive, Inc.						
Bill	12/20/2016	105218524201712...	Inv 1052-185242017-121516	410.12 · Adult E Book	Unpaid	862.93
Bill	12/20/2016	105218463362712...	Inv 1052-184633627-121516	410.62 · Ebooks -- Young Adult	Unpaid	316.91
Bill	12/20/2016	105218494241712...	Inv 1052-184942417-121516	412.32 · E-Audiobooks -- Adult	Unpaid	372.97
Total OverDrive, Inc.						1,552.81
Paychex, Inc.						
Bill	12/14/2016	Stmt 15595566	Employee usage + Mobile modu...	437.1 · Prof fees-Office	Paid	185.00
Bill	12/14/2016	Inv 2016120100	Small Business package fee No...	437.1 · Prof fees-Office	Paid	492.71
Bill	12/22/2016	Inv 2016122900	Small Business package fee for ...	437.1 · Prof fees-Office	Paid	488.34
Total Paychex, Inc.						1,166.05
Randazzo's Landscaping Inc.						
Bill	12/30/2016	Inv 18130	Monthly Maint + 12/17/16 salt lot	469 · Service Contracts	Unpaid	641.00
Total Randazzo's Landscaping Inc.						641.00
RCLS						
Bill	12/14/2016	Inv 25202	2017 Movie Licensing Fee	411 · Film	Unpaid	433.67
Bill	12/14/2016	Inv 25260	Electronic Legal Forms subscrip...	413.3 · Reference-Adult electroni	Unpaid	1,432.08
Total RCLS						1,865.75
Shop Rite Supermarkets Inc.						
Bill	12/14/2016	Purchases on 11/8...	'Cooking with Cookbooks' progr...	430.30 · Adult	Unpaid	51.53
Total Shop Rite Supermarkets Inc.						51.53
Susan Moccio						
Bill	12/30/2016	Empl Reimb	22.8 mi @ \$.54/mi	435 · Travel/Conference	Unpaid	12.31
Total Susan Moccio						12.31
The Valley Table						
Bill	12/31/2016	1 year renewal	1 year renewal - Exp 2/2018	413.6 · Serials	Unpaid	20.00
Total The Valley Table						20.00
United A/C Refrigeration, Inc						
Bill	12/19/2016	Inv 412745-KD	12/9/16 Preventive Maint	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc						975.17
Vanguard Cleaning Systems of the HV						
Bill	12/22/2016	Inv 20561	Trash can bags	451 · Custodial Supplies	Unpaid	33.00
Bill	12/30/2016	Inv 20656	January 2017 cleaning service	469 · Service Contracts	Unpaid	1,330.00

Cornwall Public Library
Warrant #6
As of December 31, 2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Total Vanguard Cleaning Systems of the HV						1,363.00
Verizon						
Bill	12/14/2016	Inv 99776300226	Data plan 12/2/16-1/1/17	431 · Telephone	Paid	49.14
Bill	12/19/2016	Acct 65212194900...	Fios Internet 12/10/16-1/9/17	431 · Telephone	Paid	139.07
Total Verizon						188.21
W.B. Mason						
Bill	12/19/2016	Inv I38981825	Paper, labels, pen, glue sticks, etc	-SPLIT-	Unpaid	172.05
Bill	12/19/2016	Inv I40021501	Paper, hand sanitizer, lysol wipe...	430.2 · Office supplies	Unpaid	162.44
Bill	12/19/2016	Inv I39657936	Paper, Lysol wipes	430.2 · Office supplies	Unpaid	43.97
Bill	12/19/2016	Inv I38559787	Paper, tissues, paper towels, sp...	430.2 · Office supplies	Unpaid	121.16
Bill	12/19/2016	Inv I38632038	Inv I38632038	430.2 · Office supplies	Unpaid	34.99
Bill	12/19/2016	Inv I38680003	Swiffer mop & cleaner	451 · Custodial Supplies	Unpaid	35.97
Bill	12/19/2016	Inv I39255750	Paper, soap, paper towels, band...	-SPLIT-	Unpaid	186.27
Bill	12/19/2016	Inv I39594559	Paper	430.2 · Office supplies	Unpaid	57.98
Bill	12/19/2016	Inv I39628399	Paper Towels	430.2 · Office supplies	Unpaid	24.99
Bill	12/27/2016	Inv I40236457	8 - 2" Binders	430.2 · Office supplies	Unpaid	75.96
Bill	12/30/2016	Inv I40373222	Softsoap, name tags, file folders	430.2 · Office supplies	Unpaid	53.46
Bill	12/30/2016	Inv I40316433	Paper towels & laminating pouc...	-SPLIT-	Unpaid	87.31
Total W.B. Mason						1,056.55
TOTAL						<u>159,484.76</u>