

## Cornwall Public Library Board of Trustees

November 8, 2016

7:00 to 9:00 PM

### Minutes

Meeting called to order by Janine Bixler at 7:01 PM

#### I: Roll

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

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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 October 11, 2016 made by Bruce Cohen, seconded by Christine McDonald and unanimously approved.

**III. Financial Review:** Following discussion, a motion to approve Warrant #4 in the amount of \$108,507.14 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 October 2016, made by Susanne Vondrak, seconded by Bruce Cohen and unanimously approved.

**IV. Public Remarks:** none.

**V. Communications:** A thank you note from an employee was received. **Donations:** none.

**VI. Director's Report:** see written report.

#### VII. Committee Reports

- a. **Friends:** Hosted a successful Cider & Donuts Book Sale on October 15<sup>th</sup>. The Friends provided an Appreciation Lunch offered to Staff of the Cornwall Library and Library Volunteers on Thursday and Friday October 20<sup>th</sup> and October 21<sup>st</sup> at noon. The Friends will also participate in the Small Business Saturday Shop Hop, on November 26, 2016.  
**Foundation:** Next meeting has not been scheduled.
- b. **Policy Review:** Tutoring Policy: Tutors and those who are being tutored in the Cornwall Public Library are strongly encouraged to obtain a valid Library card, to further enhance the tutoring experience. All conversations must remain at a quiet and

December 2, 2016

respectful level. On the Tutor Permission Form add a line after Organization/Affiliation; also delete Applicant (if different from above) and the following three lines from the Tutor Permission Form. A motion to approve the Tutoring Policy as amended above made by Christine McDonald, seconded by Carol Stein and unanimously approved.

- c. **Building Committee:** Issues with the shed and roof will be addressed in the next Building committee meeting. After much discussion about the floors in the community room, it was confirmed that the Cornwall Public Library may only do business with bidders that comply with the prevailing wage pay-scale.
- d. **Garden Committee:** A sign that would explain how the human sundial works will be presented in the next Garden Committee meeting. Bruce Cohen will make or donate a plaque for the Eagle Scout Project. Pat Rovello would like an event in the spring to officially recognize the garden.
- e. **Strategic Planning:** The first focus group questionnaire will be shared with the Tea and Classic movie group. Tom Weddell will lead the focus group. Any person who takes the questionnaire will be entered into a drawing to win a Kindle Paper white, valued at \$200.00. Susanne Vondrak expressed her thanks, acknowledgment and appreciation for all who helped to compile the information needed for the questionnaires. A culmination date of February or March 2017 is the current target.

#### **VIII. Unfinished Business:**

- a. George Kane will be donating a Gould print at 11:15 AM on November 15, 2016. The Gould brothers and Ken Cashman, from the Cornwall Local, will be in attendance for the donation.

#### **IX. New Business:** none.

- X. **Adjournment:** Motion to adjourn regular meeting at 8:20 PM made by Susanne Vondrak, seconded by Elisabeth Hellwege and unanimously approved.

**Next Regular Board Meeting Date:** December 13, 2016, 7:00 PM

**Cornwall Public Library  
Director's Report  
October, 2016**

**General Overview**

We are on our way to develop the 2017-2022 Strategic Plan which will enable board, staff and our community to reflect on our accomplishments, review our needs and areas for growth, and engage the public in thoughtful consideration of community aspirations - and how they correlate to and can help impact and influence the future of library programming, collections and services.

**Administration**

**-Policies** – You are presented this evening with the **Tutoring policy, revised per last month's suggestion, for approval.**

**-Friends** – on October 20 and 21<sup>st</sup>, our staff were the grateful recipients of Staff Appreciation Day with trays of delicious food from our wonderful Friends! Much appreciated by all.

**-Strategic Plan** – The Board Retreat on Oct. 23 gave us time to reflect on the outcomes of the current strategic plan and help us to consider priorities for the next. Tom Weddell committed for facilitation of focus groups which will begin in November with the seniors. A separate **Strategic Plan folder** has been added to our board Google drive to keep all board up to speed on what is happening with the process.

**-Museum Pass Policy** – Brenda has been working with Rosaleen to upgrade both our offerings and our process to provide better access to the passes.

**-W.B. Mason** – working on reducing office supply costs by switching to this firm for the next 6 months – they offer better sales and will match competitor's prices. Researching green supplies and methods to reduce our paper product use and expenses.

**Personnel**

**Performance Reviews** – Manager's will be provided with training and self-evaluation forms to work with their staff on evaluating job performance and setting goals for the 2017-18 year. Process to be completed by end of January, 2017.

**Staff challenges** – Staff mourned the loss of Paul Moccio this month – Lauren's dad and Susan's husband, library family offering lots of support. Mary Ellen is on the mend and stopped in to visit – very good to see her up and moving.

## **Building**

-**NYS Public Library Construction Grant** – The architects are moving forward with our permitting process for projects to be included in the 2017 grant. We just received our Project number and on our way. Architects requesting building committee meet to reevaluate project priorities and budget.

-**Building Improvements** – Painting and flooring projects underway. Roofing issues being addressed. Portico and sidewalks were power washed. Floors waxed. Carpets and furniture cleaned.

-**Ceiling Mounted Projector** - Installation will be completed by November.

## **Finance**

-**Budget for 2017-2018** – evaluating last year’s actuals, manager requests, along with any other increases and funding opportunities for upcoming year.

-**Small Libraries, Smart Places** – submitted on Oct. 21 for OCLC grant to assist with “reimagining library space” – notification of awards will be sent out in November.

-Lis secured a **\$500 donation** from the Walden Savings Bank for library use. Thank you Lis!

## **Outreach & Partnerships**

-**Cornwall Chamber of Commerce** – working on 2017 Breakfast Meeting Schedule

-**Cornwall Shop Hop** – Funded by Small Business Saturday/American Express, we are one of 30 downtown businesses on scavenger hunt scheduled for Nov. 26. Friends will host book sale and we will auction wooden tables and have other activities that day.

-The fourth “**Community Conversations**” workshop on October 26 focused on Healthy Living and welcomed 26 participants. Lots of networking, connections and good feelings came out of this event.

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

**Programs and Circulation** -**29 programs** were held this month with an attendance of **311**. The most well attended (10+ attendees) programs included the 9-11 Lecture (52); Defensive Driving Class (42); Community Conversation (26); Tea and a Classic (25); WWII Lecture (22), Stampin’ Up (18); College Financial Aid Program (14), Mystery Book Club (11); and Gourd Craft (10). Rosaleen has been arranging for a unique new offering featuring Lincoln Center Screenings which will air when our new projection system is up and running. Plans are underway for **Veteran’s Day**; the **Rock and Blues Concert** scheduled for 11/20 and working on the **Hour of Code** for December.

**Youth Services** – **30** programs attracted **525** children and adults with a diverse and creative offering of programs and activities including the most popular: Baby Lapsit (58); Toddlers (130); Circle Time (19), Pre-K (21); School Tours (189); Family Build -it (37), Pajama Story Time (32), Chess and Art

Afternoon (20); TUT (10) and Book Groups (9). Cleaning up the miss-shelved items is a problem and a priority for resolution. Better training for Pages is in order. More Spanish books ordered as well as early reader non-fiction. Upcoming Veteran's Day program in the works along with Brownie Troop display and a First grad in-house research project with Willow Ave. School. Hosting CLOUSC this month.

**Adult Services –Reference service** this month dealt with technology assistance (82), reader's advisory (05), reference questions (245), ILL Pulls (1489), printing (112) and general circulation help (143) and (51) SEAL/outside the system, requests. Total PC usage -788; top database use: NoveList Plus (2469) and EBSCO (1040), Ancestry (1269.) Upcoming programs include "Finding your Irish Ancestors", Sundance Sunday indie film program, card and wreath making workshops and the WWII lecture series.

### **Monthly Statistics for October, 2016** *(figures in parenthesis are last month's figures)*

Registered borrowers: **10,062** (10,008); Direct Access/Circulation: **13,293** (13,157); ILL Borrows: **2,217** (2,369); ILL Loans: **1,787** (1,834); Item Count: **74,477** (74,800). **Wi-Fi: 3,033** (2,841)

### **Meetings, Trainings, Programs & Happenings in October**

Meeting with Paychex, meeting with Susan Kamlet of historical society (10/3);  
Agents of Change meeting of the NYLA Sustainability Initiative (10/5);  
Meeting with Piper Mountain Webs, Manager's meeting, Strategic Planning Committee (10/6);  
Meeting with Tony Burgess to brainstorm Strategic Plan Retreat, Sustainability Initiative call (10/7);  
Indie Author Day, Service for Ruth Morton – longtime patron (10/8);  
Meeting with Newburgh Ministries, Cornwall Historical Society and Board (10/11);  
Tea & a Classic (10/12);  
Staff meeting, presentation by 9/11 survivor John McLoughlin (10/19);  
Managers meeting, Staff Appreciation Day from Friends (10/20-21);  
OCLC "Small Library, Smart Spaces" submitted (10/21);  
Friends harvest weekend (10/22);  
Board retreat (10/23);  
Strategic Planning committee meeting (10/25);  
Westchester Sustainable Libraries meeting, Community Conversation (10/26);  
Website meeting with Pam, Meeting with new Orange County Recycling Coordinator (10/28);  
Serrano roofing to fix leak (10/31).

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

New York Library Association Conference (11/1-3), Agents of Change presentation (11/2);  
Finance committee meeting (11/7);  
Election Day, Board Meeting (11/8);  
Director's Association Meeting, Focus Group with Seniors, LEGOLAND meeting (11/9);  
Manager's Meeting (11/10);  
Veteran's Day ceremony (11/1);  
Utica Insurance meeting, Dedication of Gould painting (11/15);

Community Foundation event (11/16);  
Staff meeting (11/17);  
Installation of Projector/Screen (11/18);  
RCLS Board presentation (11/21);  
Strategic Planning committee meeting (11/22);  
Thanksgiving Holiday (11/24); Off (11/25);  
Shop Hop/Friends Book Sale/Table Auction (11/26);  
ANSER meeting (11/28).

**Respectfully submitted,**

*Mary Lou Carolan*

**Mary Lou Carolan**  
**Director**  
**November 5, 2016**

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

	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
2002 · Local Public Funds	569,309.50	1,138,619.00	-569,309.50	50.0%
2003 · Refund of Tax assessment	0.00	-3,000.00	3,000.00	0.0%
2082 · Library Fines	10,227.71	31,000.00	-20,772.29	33.0%
2401 · Income from Investments	29.92	500.00	-470.08	6.0%
2701 · Refunds	631.20	1,000.00	-368.80	63.1%
2706 · Gifts & Endowments				
2706.1 · Gifts-Friends	300.00	10,000.00	-9,700.00	3.0%
2706.2 · Gifts-Other	408.52	8,300.00	-7,891.48	4.9%
<b>Total 2706 · Gifts &amp; Endowments</b>	<b>708.52</b>	<b>18,300.00</b>	<b>-17,591.48</b>	<b>3.9%</b>
2760 · Grants	4,885.00	12,000.00	-7,115.00	40.7%
3840 · RCLS	0.00	4,000.00	-4,000.00	0.0%
<b>Total Income</b>	<b>585,791.85</b>	<b>1,202,419.00</b>	<b>-616,627.15</b>	<b>48.7%</b>
<b>Gross Profit</b>	<b>585,791.85</b>	<b>1,202,419.00</b>	<b>-616,627.15</b>	<b>48.7%</b>
<b>Expense</b>				
141 · Salary-Certified Librarian	76,974.05	214,976.00	-138,001.95	35.8%
142 · Salary-Clerical	135,740.17	413,276.00	-277,535.83	32.8%
143 · Salary-Treasurer	0.00	5,000.00	-5,000.00	0.0%
203b · Capital Equipment	31,160.80	53,000.00	-21,839.20	58.8%
410 · Books				
410.1 · Adult Fiction				
410.10 · Adult Fiction	5,581.66	14,200.00	-8,618.34	39.3%
410.11 · Adult Fiction Standing Order	1,055.81	1,500.00	-444.19	70.4%
410.12 · Adult E Book	2,621.80	10,500.00	-7,878.20	25.0%
<b>Total 410.1 · Adult Fiction</b>	<b>9,259.27</b>	<b>26,200.00</b>	<b>-16,940.73</b>	<b>35.3%</b>
410.2 · Adult Non Fiction				
410.20 · Adult Non-Fiction	5,200.41	15,680.00	-10,479.59	33.2%
410.21 · Adult Non-Fiction Standing Or...	25.59	1,000.00	-974.41	2.6%
410.2 · Adult Non Fiction - Other	-135.00			
<b>Total 410.2 · Adult Non Fiction</b>	<b>5,091.00</b>	<b>16,680.00</b>	<b>-11,589.00</b>	<b>30.5%</b>
410.4 · Juvenile Fiction	1,792.08	8,755.00	-6,962.92	20.5%
410.42 · Ebooks -- Juvenile	260.75	600.00	-339.25	43.5%
410.5 · Juvenile Non Fiction	1,099.14	9,550.00	-8,450.86	11.5%
410.6 · Young Adult Fiction	1,096.51	2,400.00	-1,303.49	45.7%
410.62 · Ebooks -- Young Adult	0.00	700.00	-700.00	0.0%
410.7 · Young Adult Non Fiction	232.89	500.00	-267.11	46.6%
410.9 · McNaughton	1,832.25	10,000.00	-8,167.75	18.3%
<b>Total 410 · Books</b>	<b>20,663.89</b>	<b>75,385.00</b>	<b>-54,721.11</b>	<b>27.4%</b>
411 · Film	0.00	550.00	-550.00	0.0%
412 · Video/Music/Books on Tape				
412.1 · Music Adult	229.88	800.00	-570.12	28.7%
412.3 · Books-on-Tape	1,675.36	9,045.00	-7,369.64	18.5%
412.32 · E-Audiobooks -- Adult	1,005.37	5,000.00	-3,994.63	20.1%
412.4 · Books On Tape - Juvenile	253.81	530.00	-276.19	47.9%
412.42 · E-Audiobooks -- Juvenile	0.00	530.00	-530.00	0.0%
412.5 · Books on Tape YA	16.00	1,200.00	-1,184.00	1.3%
412.52 · E-Audiobooks -- Young Adult	0.00	1,000.00	-1,000.00	0.0%
412.6 · Videos/DVD	2,859.34	9,000.00	-6,140.66	31.8%
412.62 · Digital video	0.00	3,000.00	-3,000.00	0.0%
412.7 · Video/DVD Juvenile	1,002.84	2,653.00	-1,650.16	37.8%
<b>Total 412 · Video/Music/Books on Tape</b>	<b>7,042.60</b>	<b>32,758.00</b>	<b>-25,715.40</b>	<b>21.5%</b>

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

	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
<b>413 · Serials/Reference</b>				
<b>413.1 · Reference - Adult book</b>				
413.10 · Reference-Adult Book	280.50	1,000.00	-719.50	28.1%
413.11 · Reference-Adult Standing Order	47.94	200.00	-152.06	24.0%
<b>Total 413.1 · Reference - Adult book</b>	328.44	1,200.00	-871.56	27.4%
<b>413.2 · Reference Juvenile</b>				
413.20 · Juvenile Reference	0.00	100.00	-100.00	0.0%
<b>Total 413.2 · Reference Juvenile</b>	0.00	100.00	-100.00	0.0%
413.3 · Reference-Adult electroni	0.00	5,000.00	-5,000.00	0.0%
413.4 · Reference-Juv electronic	1,314.90	500.00	814.90	263.0%
413.5 · Reference-Cornwall Local elect	0.00	4,000.00	-4,000.00	0.0%
413.6 · Serials	1,814.40	7,800.00	-5,985.60	23.3%
413.7 · Professional Collection	35.00	500.00	-465.00	7.0%
<b>Total 413 · Serials/Reference</b>	3,492.74	19,100.00	-15,607.26	18.3%
<b>430 · Supplies</b>				
430.1 · Library supplies	932.77	5,000.00	-4,067.23	18.7%
430.2 · Office supplies	2,893.67	8,000.00	-5,106.33	36.2%
<b>430.3 · Program supplies</b>				
430.30 · Adult	527.27	2,500.00	-1,972.73	21.1%
430.31 · YA	10.59	500.00	-489.41	2.1%
430.32 · Juvenile	157.82	1,300.00	-1,142.18	12.1%
430.33 · Summer Reading	836.01	2,500.00	-1,663.99	33.4%
430.34 · Special/Outreach	856.26	1,000.00	-143.74	85.6%
<b>Total 430.3 · Program supplies</b>	2,387.95	7,800.00	-5,412.05	30.6%
<b>Total 430 · Supplies</b>	6,214.39	20,800.00	-14,585.61	29.9%
431 · Telephone	5,462.12	14,000.00	-8,537.88	39.0%
433 · Postage	1,325.22	4,000.00	-2,674.78	33.1%
434 · Printing	3,766.21	10,000.00	-6,233.79	37.7%
435 · Travel/Conference	1,746.03	4,500.00	-2,753.97	38.8%
<b>437 · Professional Fees</b>				
437.1 · Prof fees-Office	13,446.63	30,630.00	-17,183.37	43.9%
437.2 · Prof fees-Adult programs	2,953.45	7,000.00	-4,046.55	42.2%
437.3 · Prof fees-YA programs	240.00	1,500.00	-1,260.00	16.0%
437.4 · Prof fees-Juvenile	1,100.00	4,000.00	-2,900.00	27.5%
437.5 · Prof fees-SRP	300.00	3,000.00	-2,700.00	10.0%
437.6 · Prof fees-Outreach	85.00			
437 · Professional Fees - Other	1,041.31			
<b>Total 437 · Professional Fees</b>	19,166.39	46,130.00	-26,963.61	41.5%
438 · Dues	220.00	1,300.00	-1,080.00	16.9%
439 · Equipment Repair	0.00	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.	609.95	2,600.00	-1,990.05	23.5%
450 · Fuel/Utilities	7,244.40	32,000.00	-24,755.60	22.6%
451 · Custodial Supplies	477.39	2,000.00	-1,522.61	23.9%
452 · Repairs to Building	6,223.25	14,000.00	-7,776.75	44.5%
454 · Building Insurance	11,663.01	12,000.00	-336.99	97.2%
469 · Service Contracts	10,316.02	45,592.00	-35,275.98	22.6%
9010.8 · Retirement	0.00	50,977.00	-50,977.00	0.0%
9030.8 · FICA/Medicare Expense	19,537.72	48,444.00	-28,906.28	40.3%
9060.8 · Workers' Comp	0.00	6,000.00	-6,000.00	0.0%
9090.8 · Health Insurance	26,534.99	105,362.00	-78,827.01	25.2%
<b>Total Expense</b>	395,581.34	1,233,950.00	-838,368.66	32.1%
<b>Net Income</b>	<b>190,210.51</b>	<b>-31,531.00</b>	<b>221,741.51</b>	<b>-603.2%</b>



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

	Budget %	25%	Current YTD Budget Comparison				Last Year	Prior YTD Actual Comparison		
	Budget YTD	308,487.50	Current YTD Jul - Sep 16	Budget	\$ Over Budget	% of Budget	% of Budget	Jul - Sep 15	\$ Change	% Change
<b>Income</b>										
2002 · Local Public Funds			0.00	1,138,619.00	-1,138,619.00	0.0%	0.0%	0.00	0.00	0.0%
2003 · Refund of Tax assessment			0.00	-3,000.00	3,000.00	0.0%	75.1%	-2,253.03	2,253.03	100.0%
2082 · Library Fines			7,067.69	31,000.00	-23,932.31	22.8%	25.73%	8,746.65	-1,678.96	-19.2%
2401 · Income from Investments			17.82	500.00	-482.18	3.56%	6.15%	43.06	-25.24	-58.62%
2701 · Refunds			631.20	1,000.00	-368.80	63.12%	0.0%	0.00	631.20	100.0%
<b>2706 · Gifts &amp; Endowments</b>										
2706.1 · Gifts-Friends			0.00	10,000.00	-10,000.00	0.0%	22.01%	2,200.68	-2,200.68	-100.0%
2706.2 · Gifts-Other			149.05	8,300.00	-8,150.95	1.8%	10.13%	404.99	-255.94	-63.2%
<b>Total 2706 · Gifts &amp; Endowments</b>			149.05	18,300.00	-18,150.95	0.81%	18.61%	2,605.67	-2,456.62	-94.28%
2760 · Grants			4,396.00	12,000.00	-7,604.00	36.63%	34.04%	4,085.00	311.00	7.61%
3840 · RCLS			0.00	4,000.00	-4,000.00	0.0%	0.0%	0.00	0.00	0.0%
<b>Total Income</b>			12,261.76	1,202,419.00	-1,190,157.24	1.02%	1.11%	13,227.35	-965.59	-7.3%
<b>Gross Profit</b>			12,261.76	1,202,419.00	-1,190,157.24	1.02%	1.11%	13,227.35	-965.59	-7.3%
<b>Expense</b>										
141 · Salary-Certified Librarian			59,110.39	214,976.00	-155,865.61	27.5%	25.11%	50,802.59	8,307.80	16.35%
142 · Salary-Clerical			107,673.14	418,276.00	-310,602.86	25.74%	19.9%	85,572.82	22,100.32	25.83%
203b · Capital Equipment			14,220.00	53,000.00	-38,780.00	26.83%	35.77%	16,634.01	-2,414.01	-14.51%
<b>Total 410 · Books</b>			12,603.55	75,385.00	-62,781.45	16.72%	22.62%	17,012.86	-4,409.31	-25.92%
411 · Film			0.00	550.00	-550.00	0.0%	76.25%	419.38	-419.38	-100.0%
<b>Total 412 · Video/Music/Books on Tape</b>			4,901.52	32,758.00	-27,856.48	14.96%	20.63%	6,013.31	-1,111.79	-18.49%
<b>Total 413 · Serials/Reference</b>			3,348.79	19,100.00	-15,751.21	17.53%	16.81%	3,546.71	-197.92	-5.58%
<b>430 · Supplies</b>										
430.1 · Library supplies			386.33	5,000.00	-4,613.67	7.73%	16.34%	816.90	-430.57	-52.71%
430.2 · Office supplies			2,269.96	8,000.00	-5,730.04	28.38%	22.52%	1,801.31	468.65	26.02%
<b>430.3 · Program supplies</b>										
430.30 · Adult			323.76	2,500.00	-2,176.24	12.95%	9.01%	225.29	98.47	43.71%
430.31 · YA			10.59	500.00	-489.41	2.12%	1.71%	11.97	-1.38	-11.53%
430.32 · Juvenile			86.92	1,300.00	-1,213.08	6.69%	11.76%	129.31	-42.39	-32.78%
430.33 · Summer Reading			836.01	2,500.00	-1,663.99	33.44%	14.87%	371.83	464.18	124.84%
430.34 · Special/Outreach			844.26	1,000.00	-155.74	84.43%	56.91%	569.05	275.21	48.36%
<b>Total 430.3 · Program supplies</b>			2,101.54	7,800.00	-5,698.46	26.94%	16.76%	1,307.45	794.09	60.74%
<b>Total 430 · Supplies</b>			4,757.83	20,800.00	-16,042.17	22.87%	18.87%	3,925.66	832.17	21.2%
431 · Telephone			3,369.08	14,000.00	-10,630.92	24.07%	28.78%	3,513.35	-144.27	-4.11%

## Cornwall Public Library Profit & Loss Budget vs. Actual

July through September 2016

	Budget %	Current YTD				Current YTD Budget Comparison		Last Year	Prior YTD Actual Comparison		
	25%	Current YTD	Budget	\$ Over Budget	% of Budget	% of Budget	% of Budget	Jul - Sep 15	\$ Change	% Change	
	Budget YTD	308,487.50									
433 · Postage		1,206.93	4,000.00	-2,793.07	30.17%	26.22%	1,048.74	158.19	15.08%		
434 · Printing		1,197.42	10,000.00	-8,802.58	11.97%	22.08%	2,208.19	-1,010.77	-45.77%		
435 · Travel/Conference		1,227.96	4,500.00	-3,272.04	27.29%	13.93%	626.74	601.22	95.93%		
437 · Professional Fees											
437.1 · Prof fees-Office		12,709.10	30,630.00	-17,920.90	41.49%	60.14%	13,772.74	-1,063.64	-7.72%		
437.2 · Prof fees-Adult programs		2,321.95	7,000.00	-4,678.05	33.17%	19.0%	1,330.00	991.95	74.58%		
437.3 · Prof fees-YA programs		0.00	1,500.00	-1,500.00	0.0%	0.0%	0.00	0.00	0.0%		
437.4 · Prof fees-Juvenile		450.00	4,000.00	-3,550.00	11.25%	17.69%	707.65	-257.65	-36.41%		
437.5 · Prof fees-SRP		300.00	3,000.00	-2,700.00	10.0%	0.0%	0.00	300.00	100.0%		
437.6 · Prof fees-Outreach		85.00	0.00	85.00	100.0%	0.0%	0.00	85.00	100.0%		
437 · Professional Fees - Other		781.80	0.00	781.80	100.0%		0.00	781.80	100.0%		
<b>Total 437 · Professional Fees</b>		<b>16,647.85</b>	<b>46,130.00</b>	<b>-29,482.15</b>	<b>36.09%</b>	<b>39.83%</b>	<b>15,810.39</b>	<b>837.46</b>	<b>5.3%</b>		
438 · Dues		0.00	1,300.00	-1,300.00	0.0%	0.0%	0.00	0.00	0.0%		
439 · Equipment Repair		0.00	200.00	-200.00	0.0%	0.0%	0.00	0.00	0.0%		
440 · Contracts w/ Books Co.		425.70	2,600.00	-2,174.30	16.37%	25.88%	672.76	-247.06	-36.72%		
450 · Fuel/Utilities		5,834.27	32,000.00	-26,165.73	18.23%	16.0%	6,239.91	-405.64	-6.5%		
451 · Custodial Supplies		442.75	2,000.00	-1,557.25	22.14%	13.64%	272.72	170.03	62.35%		
452 · Repairs to Building		4,233.25	14,000.00	-9,766.75	30.24%	57.66%	13,721.95	-9,488.70	-69.15%		
454 · Building Insurance		0.00	12,000.00	-12,000.00	0.0%	84.39%	11,562.01	-11,562.01	-100.0%		
469 · Service Contracts		9,734.24	45,592.00	-35,857.76	21.35%	15.84%	6,384.24	3,350.00	52.47%		
9010.8 · Retirement		0.00	50,977.00	-50,977.00	0.0%	0.0%	0.00	0.00	0.0%		
9030.8 · FICA/Medicare Expense		15,198.78	48,444.00	-33,245.22	31.37%	22.81%	13,039.68	2,159.10	16.56%		
9060.8 · Workers' Comp		0.00	6,000.00	-6,000.00	0.0%	0.0%	0.00	0.00	0.0%		
9090.8 · Health Insurance		19,553.29	105,362.00	-85,808.71	18.56%	21.81%	16,671.08	2,882.21	17.29%		
<b>Total Expense</b>		<b>285,686.74</b>	<b>1,233,950.00</b>	<b>-948,263.26</b>	<b>23.15%</b>	<b>22.65%</b>	<b>275,699.10</b>	<b>9,987.64</b>	<b>3.62%</b>		
<b>Net Income</b>		<b>-273,424.98</b>	<b>-31,531.00</b>	<b>-241,893.98</b>	<b>-22.16%*</b>	<b>-21.57%*</b>	<b>-262,471.75</b>	<b>-10,953.23</b>	<b>-4.17%</b>		

\* Percentage = Net Income / Total Budget

**Cornwall Public Library**  
**Warrant # 4**  
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Type	Date	Num	Split	Paid	Amount
<b>All Recipes</b>					
Bill	10/27/2016	1 yea...	413.6 · Serials	Unpaid	8.95
Total All Recipes					8.95
<b>Audio Editions</b>					
Bill	10/31/2016	Inv 16...	412.4 · Books On Tape - Juvenile	Unpaid	90.88
Bill	10/24/2016	Inv 16...	412.3 · Books-on-Tape	Unpaid	46.95
Bill	10/24/2016	Inv 16...	412.3 · Books-on-Tape	Unpaid	224.53
Bill	10/24/2016	Inv 16...	412.3 · Books-on-Tape	Unpaid	24.99
Bill	10/24/2016	Inv 16...	412.4 · Books On Tape - Juvenile	Unpaid	15.00
Bill	10/24/2016	Inv 16...	412.3 · Books-on-Tape	Unpaid	29.99
Total Audio Editions					432.34
<b>Blauvelt Free Library</b>					
Bill	10/31/2016	The N...	2082 · Library Fines	Unpaid	16.89
Total Blauvelt Free Library					16.89
<b>Brodart Co. - Juv</b>					
Bill	10/31/2016	INV B...	-SPLIT-	Unpaid	27.98
Bill	10/31/2016	Inv B...	410.5 · Juvenile Non Fiction	Unpaid	21.95
Bill	10/31/2016	Inv B...	-SPLIT-	Unpaid	190.18
Bill	10/31/2016	Inv B...	-SPLIT-	Unpaid	20.98
Bill	10/31/2016	Inv B...	-SPLIT-	Unpaid	26.30
Bill	10/31/2016	Inv B...	410.4 · Juvenile Fiction	Unpaid	6.12
Bill	10/31/2016	Inv B...	-SPLIT-	Unpaid	29.63
Bill	10/31/2016	Inv B...	-SPLIT-	Unpaid	16.70
Bill	10/31/2016	Inv B...	-SPLIT-	Unpaid	88.16
Bill	10/31/2016	Inv B...	-SPLIT-	Unpaid	56.56
Bill	10/31/2016	Inv B...	-SPLIT-	Unpaid	140.67
Bill	10/31/2016	Inv B...	-SPLIT-	Unpaid	41.18
Bill	10/20/2016	Inv B...	410.4 · Juvenile Fiction	Unpaid	4.39
Bill	10/27/2016	Inv B...	410.4 · Juvenile Fiction	Unpaid	8.24
Bill	10/27/2016	Inv B...	-SPLIT-	Unpaid	115.76
Bill	10/27/2016	Inv B...	-SPLIT-	Unpaid	132.62
Bill	10/27/2016	Inv B...	-SPLIT-	Unpaid	162.57
Bill	10/27/2016	inv B...	-SPLIT-	Unpaid	70.00
Bill	10/31/2016	Inv B...	410.5 · Juvenile Non Fiction	Unpaid	22.98
Bill	10/31/2016	Inv B...	410.4 · Juvenile Fiction	Unpaid	72.04
Total Brodart Co. - Juv					1,255.01
<b>Brodart Co. -Supplies</b>					
Bill	10/31/2016	Inv 45...	430.1 · Library supplies	Unpaid	476.17
Total Brodart Co. -Supplies					476.17
<b>Brodart Co. (McN)</b>					
Bill	10/20/2016	Inv M...	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)					610.75
<b>Bunzl Scotia</b>					
Bill	10/31/2016	Inv 92...	451 · Custodial Supplies	Unpaid	34.64
Total Bunzl Scotia					34.64
<b>CDW Government</b>					
Bill	10/27/2016	Invoic...	203b · Capital Equipment	Unpaid	300.00
Total CDW Government					300.00
<b>Cengage Learning/Gale</b>					
Bill	10/20/2016	Inv 59...	410.11 · Adult Fiction Standing ...	Unpaid	15.00
Bill	10/31/2016	Inv 59...	410.11 · Adult Fiction Standing ...	Unpaid	83.25
Total Cengage Learning/Gale					98.25
<b>Center Point Large Print</b>					
Bill	10/31/2016	Inv 14...	410.10 · Adult Fiction	Unpaid	135.55
Total Center Point Large Print					135.55
<b>Central Hudson Gas &amp; Electric Corp</b>					

**Cornwall Public Library**  
**Warrant # 4**  
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Type	Date	Num	Split	Paid	Amount
Bill	10/27/2016	Acct ...	450 · Fuel/Utilities	Unpaid	1,410.13
Total Central Hudson Gas & Electric Corp					1,410.13
<b>Charles B. Merrill Office Equip &amp; Supplie</b>					
Bill	10/31/2016	Inv 45...	430.2 · Office supplies	Unpaid	254.97
Bill	10/31/2016	Inv 45...	430.2 · Office supplies	Unpaid	59.99
Bill	10/31/2016	Inv 45...	430.2 · Office supplies	Unpaid	71.98
Total Charles B. Merrill Office Equip & Supplie					386.94
<b>Chase Card Services</b>					
Bill	10/31/2016	Stmnt ...	-SPLIT-	Unpaid	859.32
Total Chase Card Services					859.32
<b>Cornwall Public Library - Payroll</b>					
Bill	10/14/2016	Pay p...	1012 · OCT Payroll Checking	Paid	16,339.12
Bill	10/28/2016	Pay e...	1012 · OCT Payroll Checking	Paid	16,756.75
Total Cornwall Public Library - Payroll					33,095.87
<b>Cornwall Public Library - Trust &amp; Agency</b>					
Bill	10/10/2016	pay e...	1003 · Due from Trust & Agency	Paid	8,090.95
Bill	10/24/2016	Healt...	1003 · Due from Trust & Agency	Paid	6,561.06
Bill	10/25/2016	Pay p...	1003 · Due from Trust & Agency	Paid	8,243.61
Total Cornwall Public Library - Trust & Agency					22,895.62
<b>Demco, Inc.</b>					
Bill	10/31/2016	Inv 59...	-SPLIT-	Unpaid	233.83
Total Demco, Inc.					233.83
<b>Dowser Spring Water</b>					
Bill	10/31/2016	1652...	430.2 · Office supplies	Unpaid	6.00
Total Dowser Spring Water					6.00
<b>Elizabeth K. Fisher</b>					
Bill	10/27/2016	Empl...	435 · Travel/Conference	Unpaid	37.50
Total Elizabeth K. Fisher					37.50
<b>Ingram Library Services</b>					
Bill	10/20/2016	Inv 95...	-SPLIT-	Unpaid	26.78
Bill	10/20/2016	Inv 95...	-SPLIT-	Unpaid	61.84
Bill	10/20/2016	Inv 95...	-SPLIT-	Unpaid	337.11
Bill	10/20/2016	Inv 95...	-SPLIT-	Unpaid	16.25
Bill	10/20/2016	Inv 95...	-SPLIT-	Unpaid	30.84
Bill	10/27/2016	Inv 95...	-SPLIT-	Unpaid	203.16
Bill	10/27/2016	Inv 95...	-SPLIT-	Unpaid	2,198.12
Bill	10/31/2016	Inv 95...	-SPLIT-	Unpaid	63.75
Bill	10/31/2016	Inv 95...	-SPLIT-	Unpaid	118.68
Bill	10/31/2016	Inv 95...	-SPLIT-	Unpaid	90.40
Bill	10/31/2016	Inv 95...	-SPLIT-	Unpaid	31.95
Total Ingram Library Services					3,178.88
<b>Joanne Barclay</b>					
Bill	10/31/2016	11/22...	437.2 · Prof fees-Adult programs	Unpaid	125.00
Total Joanne Barclay					125.00
<b>Julie Baxter</b>					
Bill	10/31/2016	Book ...	437.4 · Prof fees-Juvenile	Unpaid	150.00
Total Julie Baxter					150.00
<b>Lisa Sinclair</b>					
Bill	10/31/2016	Empl ...	435 · Travel/Conference	Unpaid	33.31
Bill	10/31/2016	Empl ...	435 · Travel/Conference	Unpaid	137.16
Total Lisa Sinclair					170.47
<b>Marangi Disposal</b>					

**Cornwall Public Library**  
**Warrant # 4**  
**As of October 31, 2016**

Type	Date	Num	Split	Paid	Amount
Bill	10/31/2016	Inv 6...	469 · Service Contracts	Unpaid	90.78
Total Marangi Disposal					90.78
<b>Marist College/HRVI</b>					
Bill	10/27/2016	Inv R...	413.6 · Serials	Unpaid	60.00
Total Marist College/HRVI					60.00
<b>Martha M. LaVallee</b>					
Bill	10/20/2016	Book ...	437.4 · Prof fees-Juvenile	Unpaid	200.00
Total Martha M. LaVallee					200.00
<b>Mary Lou Carolan</b>					
Bill	10/24/2016	Empl ...	430.30 · Adult	Unpaid	34.15
Bill	10/31/2016	Empl ...	435 · Travel/Conference	Unpaid	38.76
Total Mary Lou Carolan					72.91
<b>Meaghan Doyle</b>					
Bill	10/31/2016	Empl ...	435 · Travel/Conference	Unpaid	73.98
Bill	10/31/2016	Empl ...	435 · Travel/Conference	Unpaid	32.00
Total Meaghan Doyle					105.98
<b>Mr. Housemaid</b>					
Bill	10/31/2016	Work ...	452 · Repairs to Building	Unpaid	575.00
Total Mr. Housemaid					575.00
<b>New York Library Association</b>					
Bill	09/30/2016	6712	435 · Travel/Conference	Paid	95.00
Total New York Library Association					95.00
<b>News of the Highlands, Inc</b>					
Bill	10/24/2016	C005...	413.6 · Serials	Unpaid	40.00
Bill	10/31/2016	Inv N...	434 · Printing	Unpaid	44.99
Total News of the Highlands, Inc					84.99
<b>Orange Bank &amp; Trust Cardmember Services</b>					
Bill	10/31/2016	Stmt ...	-SPLIT-	Unpaid	1,212.70
Total Orange Bank & Trust Cardmember Services					1,212.70
<b>OverDrive, Inc.</b>					
Bill	10/20/2016	1052-...	412.32 · E-Audiobooks -- Adult	Unpaid	107.98
Bill	10/24/2016	Inv 13...	412.32 · E-Audiobooks -- Adult	Unpaid	438.45
Bill	10/24/2016	Inv 14...	410.12 · Adult E Book	Unpaid	851.24
Bill	10/24/2016	Inv 00...	-SPLIT-	Unpaid	119.99
Bill	10/24/2016	Inv 00...	410.42 · Ebooks -- Juvenile	Unpaid	56.94
Bill	10/24/2016	Inv 13...	410.12 · Adult E Book	Unpaid	863.91
Bill	10/24/2016	Inv 13...	412.32 · E-Audiobooks -- Adult	Unpaid	398.95
Bill	10/24/2016	Inv 00...	410.12 · Adult E Book	Unpaid	65.00
Bill	10/24/2016	Inv 16...	410.42 · Ebooks -- Juvenile	Unpaid	199.82
Total OverDrive, Inc.					3,102.28
<b>P &amp; P Quick Copy Center</b>					
Bill	10/31/2016	Inv 19...	434 · Printing	Unpaid	1,957.00
Total P & P Quick Copy Center					1,957.00
<b>Pat Parker</b>					
Bill	10/31/2016	5 PJ ...	437.4 · Prof fees-Juvenile	Unpaid	300.00
Total Pat Parker					300.00
<b>Patricia Rovello</b>					
Bill	10/31/2016	Mileage	435 · Travel/Conference	Unpaid	37.80
Total Patricia Rovello					37.80
<b>Patterson Painting</b>					

**Cornwall Public Library**  
**Warrant # 4**  
**As of October 31, 2016**

Type	Date	Num	Split	Paid	Amount
Bill	10/31/2016	Painti...	452 · Repairs to Building	Unpaid	1,175.00
Total Patterson Painting					1,175.00
<b>Paychex, Inc.</b>					
Bill	10/10/2016	Inv 20...	437.1 · Prof fees-Office	Paid	512.53
Bill	10/14/2016	Client...	437.1 · Prof fees-Office	Paid	225.00
Total Paychex, Inc.					737.53
<b>Ramapo Catskill Library System</b>					
Bill	10/31/2016	Inv 25...	-SPLIT-	Unpaid	12,132.11
Total Ramapo Catskill Library System					12,132.11
<b>Randazzo's Landscaping Inc.</b>					
Bill	10/27/2016	Inv 557	469 · Service Contracts	Unpaid	491.00
Total Randazzo's Landscaping Inc.					491.00
<b>RCLS</b>					
Bill	10/31/2016	Inv 25...	410.12 · Adult E Book	Unpaid	731.65
Total RCLS					731.65
<b>Rick Feingold</b>					
Bill	10/31/2016	11/29...	437.2 · Prof fees-Adult programs	Unpaid	200.00
Total Rick Feingold					200.00
<b>Ron Kaiser</b>					
Bill	10/27/2016	Work ...	452 · Repairs to Building	Unpaid	150.00
Bill	10/31/2016	Prep f...	452 · Repairs to Building	Unpaid	90.00
Total Ron Kaiser					240.00
<b>Rosaleen Leahy</b>					
Bill	10/31/2016	Empl ...	435 · Travel/Conference	Unpaid	5.62
Total Rosaleen Leahy					5.62
<b>Safe &amp; Sound Home Services Corp</b>					
Bill	10/31/2016	Inv 90...	203b · Capital Equipment	Unpaid	5,905.00
Total Safe & Sound Home Services Corp					5,905.00
<b>Sloatsburg Public Library</b>					
Bill	10/31/2016	Quitin...	2082 · Library Fines	Unpaid	20.00
Total Sloatsburg Public Library					20.00
<b>South Eastern NY Library Resource Council</b>					
Bill	10/31/2016	Inv 71...	-SPLIT-	Unpaid	270.00
Total South Eastern NY Library Resource Council					270.00
<b>Steven Fowler</b>					
Bill	10/20/2016	Creati...	437.3 · Prof fees-YA programs	Unpaid	240.00
Total Steven Fowler					240.00
<b>Susan Moccio</b>					
Bill	10/24/2016	Mileage	435 · Travel/Conference	Unpaid	36.94
Total Susan Moccio					36.94
<b>Toshiba Financial Services</b>					
Bill	10/31/2016	Inv 31...	203b · Capital Equipment	Unpaid	537.53
Total Toshiba Financial Services					537.53
<b>Utica National Insurance Group</b>					
Bill	10/20/2016	Acct ...	454 · Building Insurance	Unpaid	11,663.01
Total Utica National Insurance Group					11,663.01
<b>Verizon</b>					
Bill	10/31/2016	Inv 97...	431 · Telephone	Unpaid	20.17

**Cornwall Public Library**

**Warrant # 4**

**As of October 31, 2016**

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Bill	10/31/2016	Acct ...	431 · Telephone	Unpaid	139.03
Total Verizon					159.20
<b>Wolf Critton</b>					
Bill	10/27/2016	11/20...	437.2 · Prof fees-Adult programs	Unpaid	150.00
Total Wolf Critton					150.00
<b>TOTAL</b>					<b>108,507.14</b>