

Cornwall Public Library Board of Trustees

December 13, 2016

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. **Excused:** Carol Stein

Mary Lou Carolan, Library Director
Michelle Mellino, Treasurer

Also Present: Library staff member Ellen Winchell (minutes), Rosaleen Leahy, Library staff member, Liz Fisher, Library staff member, Jane Harkinson, President Friends of the Library, Maureen Terwilliger, Foundation, Rosemary DiCesare, Friends, Dr. Lucy Swift, and Leslie Reilly, Friends.

- II. Approval of the minutes:** A motion to approve the Board of Trustee minutes of November 8, 2016 made by Christine McDonald, seconded by Elisabeth Hellwege and unanimously approved.
- III. Financial Review:** Following discussion, a motion to approve Warrant #5 in the amount of \$95, 440.89 was made by Elisabeth Hellwege, seconded by Susanne Vondrak and unanimously approved. A motion to pay the retirement on December 15, 2016 in the amount of \$47,374.00 made by Tom Dames, 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:** After much discussion about the building committee report a request was made from the Friends for a summary of the ideas proposed. Susanne Vondrak will provide this information.
- V. Communications:** A copy of a letter to Mr. Richard Randazzo, Town Supervisor was received from Susan Kamlet, President of the Cornwall Historical Society thanking the Town board for suggesting the Town of Cornwall build a museum for the Historical Society. A letter was received from Barbara Gosda, complimenting two programs she recently attended, The World War II Four Part Series and PJ Storytime with Pat Parker. A thank you note was received from Rosemary DiCesare. A thank you note for the generous gift of Veterans Day cards was received from Castle Point Campus, VA Hudson Valley Health Care System. The New York Military Academy Booth Library sent a note of

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thanks for the opportunity to look through our discarded reference books that will be additions to the Booth Library. **Donations:** Dr. Barry John Capella made a donation of \$100.00. Ms. Phyllis Stehm made a donation of \$10.00. Mr. Thomas Cooney donated his book *The Man Behind Badge 711*. George Kane donated a print, The Forge Hill Bridge by John Gould.

VI. Director's Report: see written report.

VII. Committee Reports

- a. **Friends and Foundation:** The Board of Trustees invited the Friends and Foundation to attend Trustee meeting to share the proposed building project ideas and thank them for all they have generously donated throughout the year.
- b. **Policy Review:** Tutoring Policy approved at the November 8, 2016 meeting.
- c. **Building Committee:** There are seven proposed projects that require SED permit approval and to apply for a DLD grant in 2017 and 2018 to complete these projects.
 1. Electrical upgrades within the facility which includes new lighting fixtures within the facility which could greatly change the atmosphere and vision. Charging devices would also be considered. Alterations to bring electrical outlets to table top would be included.
 2. Emergency Generator would benefit the community as the library can be a place for people can go for heat or air-conditioning or charge their devices.
 3. LED signage for Hudson Street, which would turn off at 10 pm but on again at 7am.
 4. Parking lot repaving and additional spots
 5. New conference room space in current staff area
 6. Reconfiguration of current staff area including furnishings etc.
 7. Roof replacement

The goal would be to present projects for increasing granting opportunity. Senator Bill Larkin, Assemblyman James Skoufis and Congressman Sean Patrick Maloney have all been approached with our proposed projects. The grants being applied for are not full grants, perhaps 30-40% would be matching. A motion to cancel the current Building Contract with Butler, Rowland & Mays in the amount of \$10,000 made by Elisabeth Hellwege, seconded by Tom Dames and unanimously approved.

- d. **Garden Committee:** Skyler Soss, will be waiting until the spring to install the new sign for the human sundial.
- e. **Strategic Planning:** The Strategic Planning process is going well. As of today, 292 people had taken the survey so far. We have made every effort to contact non-library members as well. The next focus groups are December 19, 2016 and January 19, 2017. Tom Weddell will lead the focus group. Any person who takes the questionnaire, or participates in a focus group, will be entered into a drawing to win a Kindle Paper white, valued at \$200.00. The paper whites are donated by the Friends and Foundation.

December 31, 2016

VIII. Unfinished Business: none

IX. New Business: The 2017-2018 budget will be discussed at the January board meeting.

X. Adjournment: Motion to adjourn regular meeting at 8:57 PM made by Elisabeth Hellwege, seconded by Tom Dames unanimously approved.

XI. Executive Session: The board went into Executive Session at 9:03 PM, for personnel reasons. The board adjourned the Executive Session at 9:20 PM.

Next Regular Board Meeting Date: January 12, 2017 at 7:00 PM.

Building Committee Report 12.2016

The Building Committee met with Paul Mays and Meghan Brennen from Butler, Rowland & Mays on Nov. 30, 2016. The purpose was to discuss the status of our SED permit application process and to review some of the proposed projects with the intent to give Meghan some direction on specific details of the projects.

The Committee discussed cancelling the remainder of the current contract we have with Butler & Co. which was to assist us with the 2016 DLD application. The new focus is towards getting SED permit approval for 7 different proposed projects and to apply for a DLD grant in 2017 and 2018 to complete these projects. The following 7 projects are included in this proposal:

1. Electrical upgrades
2. Emergency generator
3. LED signage for Hudson St.
4. Parking lot repaving and additional spots
5. New conference room space in current staff area
6. Reconfiguration of current staff area including furnishings etc.
7. Roof Replacement

The new contract with Butler, Rowland & Mays is for approx.. \$45,000 and will cover everything that is needed for the SED permit application process, as well as assistance for two DLD grant cycles. Extensive details regarding these two contracts (as well as copies of the contract itself) were reviewed by the board via email dating Dec. 1-Dec. 4 2016. The Board agreed to move forward with the new contract, with formal approval scheduled for the Board Meeting on Dec. 13th.

Mary Lou also announced that Cornwall had been selected as one of 15 libraries nationwide to participate in the "Small Libraries Create Smart Spaces Project". Over an 18-month period, participants will be introduced to the principles of placemaking, community engagement and human-centered space design. After conducting community input, action planning and prototype activities, the libraries will implement a learning space using a starter set of materials. The project includes training, and up to \$5,000 towards materials etc. Paul Mays has agreed to help us with this project as well. Kudos to Mary Lou for getting us this opportunity.

Meghan is moving forward with the details of the proposed projects. She showed us some samples of pendant lighting for the new study space/conference room which could potentially match some new lighting over the circulation desk, to create some more visual interest. She also showed us pictures of different ways to get additional electric outlets to new spaces in the

library. Since we are on a concrete slab, and don't want to replace all the carpeting, we will have to use some sort of over the carpet system. A combination of systems may be needed. Mary Lou will confirm where the additional outlets are needed and Meghan will price out possibly replacing the carpet in the new Study/conference space only.

The committee reviewed pictures of different possible LED signs for the front lawn. I have included a copy of the image of the sign we all liked best. This is not necessarily the final choice but the one Meghan will use to obtain pricing for the permit. Actual selection will be done when and if we decide to do the actual project.

The longest discussion was about the proposed changes to the parking lot and its spaces. We still do not have a final plan or pricing for this project. The survey is now complete and I have included a copy for your review. The easiest place to add spaces, without regrading, was right at the entrance on the left side (if you move the flagpole) and again on the far right side by extending the current row more towards the garden. How many spots would be gained depended on if we choose to keep the current 10 foot wide spaces. If we restripe with the same size spots we would gain 5 spots. But if you restripe the spots to be 9 feet wide then we would gain 7 spots. Nine feet is still legal but not recommended in situations like ours where there are many children, elderly and bigger cars like mini vans and SUVs. The committee asked Meghan to look into changing where the current shed and garden are located and then adding additional spaces where the current garden is. Mary Lou has discussed it with the various dept. heads and since we have to replace the shed anyway they would prefer having the shed be closer to the community room and covered portico. A new garden nearer to the children's area and away from the parking lot would also be preferred. This may enable us to gain a potential additional 6 spots. Meghan and Paul will review these options and get back to us.

The Building Committee expects to meet again in the next few weeks to review the final details and cost estimates for the 7 proposed projects. Once the SED permit application is submitted sometime late Dec. or early January we will have time to decide and prioritize what we would like to do first and what other additional funding we might be able to locate. The SED approval process usually takes approx. 6 months.

The committee is happy to answer any questions the board may have before or at the board meeting.

Respectfully submitted,

Susanne Vondrak

Chair, Building Committee

Cornwall Public Library
Director's Report
November, 2016

General Overview

The 2017-2022 Strategic Plan is underway. Surveys distributed, Focus Groups begun. Additionally, planning for the 2017 and 2018 NYS Construction Grant cycles has been initiated and permitting process with SED begins in December.

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.

-RCLS Board Meeting – was asked to give presentation on my participation in Hudson Valley Pattern for Progress Fellows Program.

Personnel

Performance Reviews – All staff received self evaluation forms to assess their job performance and set goals for the 2017-18 year. Completed forms due mid December. Process to be completed by end of January, 2017.

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. See building committee report for details. A new contract with the architect is being established.

-Community Room Improvements – Flooring and furniture is the final stage for community room improvements to be made by end of month.

-Ceiling Mounted Projector - Installation completed.

-Roof Repair – emergency repair and gutter cleaning/screening will be completed by mid December.

-Sidewalk repair – the lip on the concrete slab that runs past the in-wall book drop to the parking lot needs to be filled. Patron fell over this recently. People have tripped/fell over this in the past as well.

-Parking lot repair – there are several large holes in parking lot surface that need to be filled while we decide what to do with the lot expansion/resurfacing.

Finance

-**Small Libraries Create Smart Spaces** – We were one of 15 libraries nationwide (selected from 106 applicants) to receive this OCLC grant to assist with “reimagining library space” – \$5,000 and 18 months training on how to reconfigure space to develop active learning spaces within the library.

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

Outreach & Partnerships

-**Cornwall Chamber of Commerce** –2017 Breakfast Meeting Schedule will begin next February.

-**Cornwall Shop Hop** – Funded by Small Business Saturday/American Express, we were one of 30 downtown businesses on scavenger hunt held Nov. 26. Friends held a day-long book sale.

-The fifth “**Community Conversations**” workshop will be held in December with a strategic planning and grant writing consultant from the La Berge Group to discuss community funding proposals.

Programs, Collections, and Services

Programs and Circulation -15 programs were held this month with an attendance of **284**. The most well attended (10+ attendees) programs included the Veteran’s Day (50); Wolf Critton Music (44); WWII Lecture (40); Tea and a Classic (25); Holiday Wreath Making (20); Stampin’ Up (15); Mystery Book Club (13); and Cooking with Cookbooks (10). Museum Pass reservations (19). Rosaleen has been planning the music programs (3) for the new year at Munger Cottage; new offering featuring Lincoln Center Screenings has been confirmed. Food for Fines collected over 250 items for the Hudson Valley Food Bank, many giving more than necessary to erase fines. Staffer Nancy Wendt will not be working Sunday shifts but will sub when possible.

Youth Services – **31** programs attracted **531** children and adults with a diverse and creative offering of programs and activities including: Baby Lapsit (93); Toddlers (180); Circle Time (15), Pre-K (13); School Tours (54); Family Build -it (49), Pajama Story Time (20), Chess and Art Afternoon (29); TUT (08) and Book Groups (4). Special programming included: Brownie Troop 23 Project, Veteran’s Day Program, and Spanish Storytime. Veteran’s Day was a great success with the special addition of a WWI uniform and many personal discussions. Summer 2017 orders have begun.

Adult Services –**Reference service** featured an Ancestry program on finding your Irish ancestors, a Sundance film showing, Stampin’ Up card workshop, holiday wreath making workshop and the popular WWII lecture series. This month service consisted of technology assistance (102), reader’s advisory (09), reference questions (202), ILL Pulls (1451), printing (112), general circulation help (122) and (19) SEAL/outside the system, requests. Total PC usage -825; top database use: NoveList Plus (1995) and EBSCO (794), Ancestry (1031.) Upcoming December programs include Foreign film & Stampin’ Up.

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

Registered borrowers: **10,104** (10,062); Direct Access/Circulation: **12,240** (13,293); ILL Borrows: **1,911** (2,217); ILL Loans: **1,682** (1,787); Item Count: **74,027** (74,477); **Wi-Fi: 3,222** (3,033).

Meetings, Trainings, Programs & Happenings in November

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).

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

Youth Services and Finance meetings (12/1);
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);
ANSER meeting and Focus Group (12/19);
Staff Holiday Breakfast (12/20);
Newburgh Ministries volunteer (12/20);
Manager's meeting (12/22);
Vacation (12/27/16-1/3/17).

Respectfully submitted,

Mary Lou Carolan

**Mary Lou Carolan
Director**

December 9, 2016

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

	Jul - Nov 16	Budget	\$ Over Budget	% of Budget
Income				
2002 · Local Public Funds	1,138,619.00	1,138,619.00	0.00	100.0%
2003 · Refund of Tax assessment	-1,835.83	-3,000.00	1,164.17	61.2%
2005 · Appropriated Fund Balance	0.00	31,531.00	-31,531.00	0.0%
2082 · Library Fines	12,285.55	12,920.00	-634.45	95.1%
2401 · Income from Investments	83.69	208.00	-124.31	40.2%
2701 · Refunds	631.20	500.00	131.20	126.2%
2706 · Gifts & Endowments				
2706.1 · Gifts-Friends	807.30	4,500.00	-3,692.70	17.9%
2706.2 · Gifts-Other	396.79	3,500.00	-3,103.21	11.3%
2706 · Gifts & Endowments - Other	0.61			
Total 2706 · Gifts & Endowments	1,204.70	8,000.00	-6,795.30	15.1%
2760 · Grants	4,885.00	8,000.00	-3,115.00	61.1%
3840 · RCLS	0.00	2,000.00	-2,000.00	0.0%
Total Income	1,155,873.31	1,198,778.00	-42,904.69	96.4%
Gross Profit	1,155,873.31	1,198,778.00	-42,904.69	96.4%
Expense				
141 · Salary-Certified Librarian	95,630.15	90,951.48	4,678.67	105.1%
142 · Salary-Clerical	163,924.48	174,847.84	-10,923.36	93.8%
143 · Salary-Treasurer	0.00	2,115.48	-2,115.48	0.0%
203b · Capital Equipment	35,947.97	22,100.00	13,847.97	162.7%
410 · Books				
410.1 · Adult Fiction				
410.10 · Adult Fiction	7,277.96	7,000.00	277.96	104.0%
410.11 · Adult Fiction Standing Order	1,210.30	700.00	510.30	172.9%
410.12 · Adult E Book	3,447.73	5,000.00	-1,552.27	69.0%
Total 410.1 · Adult Fiction	11,935.99	12,700.00	-764.01	94.0%
410.2 · Adult Non Fiction				
410.20 · Adult Non-Fiction	7,469.96	6,580.00	889.96	113.5%
410.21 · Adult Non-Fiction Standing Order	25.59	425.00	-399.41	6.0%
410.2 · Adult Non Fiction - Other	-135.00			
Total 410.2 · Adult Non Fiction	7,360.55	7,005.00	355.55	105.1%
410.3 · Reference	76.50			
410.4 · Juvenile Fiction	2,938.57	3,750.00	-811.43	78.4%
410.42 · Ebooks -- Juvenile	260.75	250.00	10.75	104.3%
410.5 · Juvenile Non Fiction	1,501.55	4,000.00	-2,498.45	37.5%
410.6 · Young Adult Fiction	1,464.01	1,000.00	464.01	146.4%
410.62 · Ebooks -- Young Adult	0.00	350.00	-350.00	0.0%
410.7 · Young Adult Non Fiction	243.33	200.00	43.33	121.7%
410.9 · McNaughton	2,443.00	4,200.00	-1,757.00	58.2%
Total 410 · Books	28,224.25	33,455.00	-5,230.75	84.4%
411 · Film	160.20	250.00	-89.80	64.1%
412 · Video/Music/Books on Tape				
412.1 · Music Adult	229.88	335.00	-105.12	68.6%
412.3 · Books-on-Tape	2,484.71	3,800.00	-1,315.29	65.4%
412.32 · E-Audiobooks -- Adult	1,362.26	2,095.00	-732.74	65.0%
412.4 · Books On Tape - Juvenile	253.81	225.00	28.81	112.8%
412.42 · E-Audiobooks -- Juvenile	0.00	225.00	-225.00	0.0%
412.5 · Books on Tape YA	16.00	500.00	-484.00	3.2%
412.52 · E-Audiobooks -- Young Adult	0.00	425.00	-425.00	0.0%
412.6 · Videos/DVD	3,220.30	3,750.00	-529.70	85.9%
412.62 · Digital video	0.00	1,250.00	-1,250.00	0.0%
412.7 · Video/DVD Juvenile	1,002.84	1,110.00	-107.16	90.3%
Total 412 · Video/Music/Books on Tape	8,569.80	13,715.00	-5,145.20	62.5%
413 · Serials/Reference				
413.1 · Reference - Adult book				
413.10 · Reference-Adult Book	280.50	425.00	-144.50	66.0%
413.11 · Reference-Adult Standing Order	47.94	90.00	-42.06	53.3%
Total 413.1 · Reference - Adult book	328.44	515.00	-186.56	63.8%
413.2 · Reference Juvenile				
413.20 · Juvenile Reference	0.00	50.00	-50.00	0.0%
Total 413.2 · Reference Juvenile	0.00	50.00	-50.00	0.0%

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

	Jul - Nov 16	Budget	\$ Over Budget	% of Budget
413.3 · Reference-Adult electroni	0.00	2,100.00	-2,100.00	0.0%
413.4 · Reference-Juv electronic	1,314.90	210.00	1,104.90	626.1%
413.5 · Reference-Cornwall Local elect	2.00	1,670.00	-1,668.00	0.1%
413.6 · Serials	1,895.40	3,250.00	-1,354.60	58.3%
413.7 · Professional Collection	35.00	210.00	-175.00	16.7%
Total 413 · Serials/Reference	3,575.74	8,005.00	-4,429.26	44.7%
430 · Supplies				
430.1 · Library supplies	1,106.87	2,100.00	-993.13	52.7%
430.2 · Office supplies	3,361.41	3,350.00	11.41	100.3%
430.3 · Program supplies				
430.30 · Adult	841.67	1,100.00	-258.33	76.5%
430.31 · YA	19.86	210.00	-190.14	9.5%
430.32 · Juvenile	272.95	600.00	-327.05	45.5%
430.33 · Summer Reading	836.01	1,100.00	-263.99	76.0%
430.34 · Special/Outreach	856.26	420.00	436.26	203.9%
Total 430.3 · Program supplies	2,826.75	3,430.00	-603.25	82.4%
Total 430 · Supplies	7,295.03	8,880.00	-1,584.97	82.2%
431 · Telephone	6,279.74	5,950.00	329.74	105.5%
433 · Postage	1,514.81	1,675.00	-160.19	90.4%
434 · Printing	3,812.43	4,200.00	-387.57	90.8%
435 · Travel/Conference	2,830.08	1,875.00	955.08	150.9%
437 · Professional Fees				
437.1 · Prof fees-Office	14,740.27	12,780.00	1,960.27	115.3%
437.2 · Prof fees-Adult programs	3,303.45	2,940.00	363.45	112.4%
437.3 · Prof fees-YA programs	240.00	625.00	-385.00	38.4%
437.4 · Prof fees-Juvenile	1,100.00	1,700.00	-600.00	64.7%
437.5 · Prof fees-SRP	300.00	1,250.00	-950.00	24.0%
437.6 · Prof fees-Outreach	85.00			
437 · Professional Fees - Other	1,462.73			
Total 437 · Professional Fees	21,231.45	19,295.00	1,936.45	110.0%
438 · Dues	220.00	600.00	-380.00	36.7%
439 · Equipment Repair	0.00	100.00	-100.00	0.0%
440 · Contracts w/ Books Co.	829.20	1,095.00	-265.80	75.7%
450 · Fuel/Utilities	9,245.05	13,400.00	-4,154.95	69.0%
451 · Custodial Supplies	477.39	835.00	-357.61	57.2%
452 · Repairs to Building	6,817.00	5,845.00	972.00	116.6%
454 · Building Insurance	11,663.01	12,000.00	-336.99	97.2%
469 · Service Contracts	16,013.92	19,000.00	-2,986.08	84.3%
9010.8 · Retirement	0.00	21,250.00	-21,250.00	0.0%
9030.8 · FICA/Medicare Expense	23,946.23	20,496.00	3,450.23	116.8%
9060.8 · Workers' Comp	7,182.00	6,000.00	1,182.00	119.7%
9090.8 · Health Insurance	35,462.78	43,902.00	-8,439.22	80.8%
Total Expense	490,852.71	531,837.80	-40,985.09	92.3%
Net Income	665,020.60	666,940.20	-1,919.60	99.7%

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

Budget %	33%	Current YTD	Current YTD Budget Comparison			Last Year	Prior YTD Actual Comparison		
			Jul - Oct 16	Budget	\$ Over Budget		% of Budget	% of Budget	Jul - Oct 15
	\$411,317								
Income									
2002 · Local Public Funds		569,310	1,138,619	-569,310	50%	50%	563,779	5,531	1%
2003 · Refund of Tax assessment		0	-3,000	3,000	0%	75%	-2,253	2,253	100%
2082 · Library Fines		10,253	31,000	-20,747	33%	34%	11,593	-1,341	-12%
2401 · Income from Investments		30	500	-470	6%	7%	52	-23	-43%
2701 · Refunds		631	1,000	-369	63%	0%	0	631	100%
2706 · Gifts & Endowments									
2706.1 · Gifts-Friends		300	10,000	-9,700	3%	22%	2,201	-1,901	-86%
2706.2 · Gifts-Other		384	8,300	-7,916	5%	135%	5,419	-5,036	-93%
Total 2706 · Gifts & Endowments		684	18,300	-17,616	4%	54%	7,620	-6,936	-91%
2760 · Grants		4,885	12,000	-7,115	41%	34%	4,085	800	20%
3840 · RCLS		0	4,000	-4,000	0%	591%	24,215	-24,215	-100%
Fund Balance			31,531						
Total Income		585,792	1,233,950	-648,158	47%	51%	609,091	-23,299	-4%
Gross Profit		585,792	1,233,950	-648,158	47%	51%	609,091	-23,299	-4%
Expense									
141 · Salary-Certified Librarian		76,974	214,976	-138,002	36%	32%	65,735	11,239	17%
142 · Salary-Clerical		135,740	418,276	-282,536	32%	30%	128,960	6,780	5%
203b · Capital Equipment		31,161	53,000	-21,839	59%	57%	26,717	4,444	17%
Total 410 · Books		20,664	75,385	-54,721	27%	29%	22,091	-1,427	-6%
411 · Film		0	550	-550	0%	76%	419	-419	-100%
Total 412 · Video/Music/Books on Tape		7,043	32,758	-25,715	21%	26%	7,571	-528	-7%
Total 413 · Serials/Reference		3,493	19,100	-15,607	18%	17%	3,617	-124	-3%
430 · Supplies									
430.1 · Library supplies		933	5,000	-4,067	19%	33%	1,671	-738	-44%
430.2 · Office supplies		2,894	8,000	-5,106	36%	31%	2,486	407	16%
Total 430.3 · Program supplies		2,388	7,800	-5,412	31%	22%	1,721	667	39%
Total 430 · Supplies		6,214	20,800	-14,586	30%	28%	5,878	336	6%
431 · Telephone		5,462	14,000	-8,538	39%	50%	6,045	-583	-10%
433 · Postage		1,325	4,000	-2,675	33%	31%	1,241	84	7%
434 · Printing		3,766	10,000	-6,234	38%	22%	2,208	1,558	71%
435 · Travel/Conference		1,746	4,500	-2,754	39%	21%	947	799	84%
437 · Professional Fees									
437.1 · Prof fees-Office		13,447	30,630	-17,183	44%	100%	22,852	-9,405	-41%
437.2 · Prof fees-Adult programs		2,953	7,000	-4,047	42%	30%	2,080	873	42%

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

Budget %	33%	Current YTD			Current YTD Budget Comparison		Last Year	Prior YTD Actual Comparison	
		Current YTD	Budget	\$ Over Budget	% of Budget	% of Budget		Jul - Oct 15	\$ Change
	\$411,317	Jul - Oct 16							
437.3 · Prof fees-YA programs		240	1,500	-1,260	16%	11%	200	40	20%
437.4 · Prof fees-Juvenile		1,100	4,000	-2,900	28%	21%	858	242	28%
437.5 · Prof fees-SRP		300	3,000	-2,700	10%	0%	0	300	100%
437.6 · Prof fees-Outreach		85	0	85	100%	0%	0	85	100%
437 · Professional Fees - Other		1,041	0	1,041	100%	0%	0	1,041	100%
Total 437 · Professional Fees		19,166	46,130	-26,964	42%	65%	25,990	-6,823	-26%
438 · Dues		220	1,300	-1,080	17%	0%	0	220	100%
439 · Equipment Repair		0	200	-200	0%	0%			
440 · Contracts w/ Books Co.		610	2,600	-1,990	23%	34%	889	-279	-31%
450 · Fuel/Utilities		7,244	32,000	-24,756	23%	21%	8,268	-1,024	-12%
451 · Custodial Supplies		477	2,000	-1,523	24%	15%	307	170	55%
452 · Repairs to Building		6,223	14,000	-7,777	44%	74%	17,569	-11,346	-65%
454 · Building Insurance		11,663	12,000	-337	97%	84%	11,562	101	1%
469 · Service Contracts		10,316	45,592	-35,276	23%	20%	8,175	2,141	26%
9010.8 · Retirement		0	50,977	-50,977	0%	117%	68,631	-68,631	-100%
9030.8 · FICA/Medicare Expense		19,538	48,444	-28,906	40%	32%	18,311	1,227	7%
9060.8 · Workers' Comp		0	6,000	-6,000	0%	0%	0	0	0%
9090.8 · Health Insurance		26,535	105,362	-78,827	25%	28%	21,065	5,470	26%
Total Expense		395,581	1,233,950	-838,369	32%	37%	452,197	-56,615	-13%
Net Income		190,211	0	190,211	15%*	13%*	156,894	33,316	21%

* Percentage = Net Income / Total Budget

Cornwall Public Library
Warrant #5
As of November 30, 2016

Type	Date	Num	Memo	Split	Paid	Amount
Audio Editions						
Bill	11/09/2016	Inv 1611017	Inv 1611017	412.3 · Books-on-Tape	Unpaid	24.95
Bill	11/09/2016	Inv 1611018	Inv 1611018	412.3 · Books-on-Tape	Unpaid	67.95
Bill	11/11/2016	Inv 1611795	Cust # 12584	412.3 · Books-on-Tape	Unpaid	9.99
Bill	11/21/2016	Inv 1610510	Inv 1610510	412.3 · Books-on-Tape	Unpaid	25.00
Bill	11/28/2016	Inv 1612934	Inv 1612934	412.3 · Books-on-Tape	Unpaid	248.71
Bill	11/28/2016	Inv 1612937	Inv 1612937	412.3 · Books-on-Tape	Unpaid	29.95
Bill	11/28/2016	Inv 16130095	Inv 16130095	412.3 · Books-on-Tape	Unpaid	331.93
Total Audio Editions						738.48
Boys' Life						
Bill	11/30/2016	New Magazine	New 3 year subscription Exp 1/2...	413.6 · Serials	Unpaid	56.00
Total Boys' Life						56.00
Brenda Goldfarb						
Bill	11/30/2016	Empl Reimburse	Keurig cleaning supplies & filters	430.2 · Office supplies	Unpaid	30.88
Total Brenda Goldfarb						30.88
Brodart Co.						
Bill	11/18/2016	Inv B4808483	Inv B4808483	410.4 · Juvenile Fiction	Unpaid	8.76
Total Brodart Co.						8.76
Brodart Co. - Juv						
Bill	11/11/2016	Inv B4759956	Inv B4759956	-SPLIT-	Unpaid	39.24
Bill	11/11/2016	Inv B4778536	Inv B4778536	-SPLIT-	Unpaid	137.39
Bill	11/11/2016	Inv B4778762	Inv B4778762	-SPLIT-	Unpaid	82.31
Bill	11/11/2016	Inv B4778760	Inv B4778760	410.5 · Juvenile Non Fiction	Unpaid	12.71
Bill	11/11/2016	Inv B4778759	Inv B4778759	-SPLIT-	Unpaid	41.77
Bill	11/11/2016	Inv B4778866	Inv B4778866	-SPLIT-	Unpaid	69.98
Bill	11/11/2016	Inv B4778883	Inv B4778883	-SPLIT-	Unpaid	42.01
Bill	11/11/2016	Inv B4778761	Inv B4778761	-SPLIT-	Unpaid	14.13
Bill	11/11/2016	Inv B4778856	Inv B4778856	-SPLIT-	Unpaid	16.43
Bill	11/15/2016	Inv B4791180	Inv B4791180	410.4 · Juvenile Fiction	Unpaid	6.15
Bill	11/15/2016	Inv B4775716	Inv B4775716	-SPLIT-	Unpaid	14.90
Bill	11/15/2016	Inv B4775715	Inv B4775715	-SPLIT-	Unpaid	13.79
Bill	11/15/2016	Inv B4775717	Inv B4775717	-SPLIT-	Unpaid	10.49
Bill	11/15/2016	Inv B4781594	Inv B4781594	410.4 · Juvenile Fiction	Unpaid	37.53
Bill	11/21/2016	Inv B4798771	Inv B4798771	410.4 · Juvenile Fiction	Unpaid	6.15
Bill	11/28/2016	Inv B4809628	Inv B4809628	-SPLIT-	Unpaid	157.30
Bill	11/28/2016	Inv B4809646	Inv B4809646	-SPLIT-	Unpaid	223.06
Bill	11/28/2016	Inv B4809627	Inv B4809627	410.4 · Juvenile Fiction	Unpaid	41.35
Bill	11/28/2016	Inv B4809414	Inv B4809414	-SPLIT-	Unpaid	115.98
Bill	11/28/2016	Inv B4809320	Inv B4809320	-SPLIT-	Unpaid	247.76
Bill	11/28/2016	Inv B4809413	Inv B4809413	410.4 · Juvenile Fiction	Unpaid	23.57
Bill	11/28/2016	Inv B4809415	Inv B4809415	410.4 · Juvenile Fiction	Unpaid	14.92
Bill	11/28/2016	Inv B4809347	Inv B4809347	410.4 · Juvenile Fiction	Unpaid	37.61
Bill	11/30/2016	Inv B4819650	Inv B4819650	-SPLIT-	Unpaid	44.08
Bill	11/30/2016	Inv B4819651	Inv B4819651	-SPLIT-	Unpaid	31.92
Bill	11/30/2016	Inv B4819652	Inv B4819652	-SPLIT-	Unpaid	26.51
Bill	11/30/2016	Inv B4821354	Inv B4821354	-SPLIT-	Unpaid	10.49
Total Brodart Co. - Juv						1,519.53
Brodart Co. -Supplies						
Bill	11/28/2016	Inv 453174	Labels, Book binding, redden-covers	430.1 · Library supplies	Unpaid	101.62
Total Brodart Co. -Supplies						101.62
Brodart Co. (McN)						
Bill	11/11/2016	Inv M142647	Mc Naughton service for Feb 2017	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	11/28/2016	Inv 59387013	Inv 59387013	410.11 · Adult Fiction Standing ...	Unpaid	87.00
Bill	11/29/2016	Inv 59419887	Inv 59419887	410.11 · Adult Fiction Standing ...	Unpaid	67.49
Total Cengage Learning/Gale						154.49
Central Hudson Gas & Electric Corp						

Cornwall Public Library
Warrant #5
As of November 30, 2016

Type	Date	Num	Memo	Split	Paid	Amount
Bill	11/22/2016	Acct 86610120007	Acct 8661-0120-00-7 service 10/...	450 · Fuel/Utilities	Unpaid	1,789.53
Total Central Hudson Gas & Electric Corp						1,789.53
Charlotte Dunaief						
Bill	11/09/2016	Empl Reimburse	Meal at NYLA conference	435 · Travel/Conference	Unpaid	25.05
Bill	11/15/2016	Empl Reimburse	Mileage & Tolls Nov 2016	435 · Travel/Conference	Unpaid	184.46
Total Charlotte Dunaief						209.51
Chase Card Services						
Bill	11/15/2016	Chase Visa charges	Chase Visa charges through 11/...	412.6 · Videos/DVD	Paid	58.00
Total Chase Card Services						58.00
Corner Stone Telephone						
Bill	11/09/2016	Inv 4155570	Service 10/25-11/24/16	431 · Telephone	Paid	306.89
Bill	11/30/2016	Inv 4187183	Phone service 11/25-12/24	431 · Telephone	Unpaid	317.33
Total Corner Stone Telephone						624.22
Cornwall Central School District						
Bill	11/15/2016	B&H Holding redu...	2011-13 Assessment reduction -...	2003 · Refund of Tax assessm...	Unpaid	1,383.27
Bill	11/15/2016	2016-17 corrections	2016-17 refund due to report of ...	2003 · Refund of Tax assessm...	Unpaid	452.56
Total Cornwall Central School District						1,835.83
Cornwall Public Library - Payroll						
Bill	10/31/2016	Pay end 11/4/16	Payroll period ending 11/4/16	1012 · OCT Payroll Checking	Paid	17,231.15
Bill	11/21/2016	Pay per end 111816	Payroll Period ending 11/18/16	1012 · OCT Payroll Checking	Paid	16,510.20
Total Cornwall Public Library - Payroll						33,741.35
Cornwall Public Library - Trust & Agency						
Bill	11/09/2016	Pay per end 11/4/16	Pay period ending 11/4/16	1003 · Due from Trust & Agency	Paid	8,482.19
Bill	11/21/2016	Pay per end 11/18/...	Pay period ending 11/18/16	1003 · Due from Trust & Agency	Paid	8,186.18
Bill	11/30/2016	Nov Health Insura...	Nov Health Insurance	1003 · Due from Trust & Agency	Paid	6,561.06
Total Cornwall Public Library - Trust & Agency						23,229.43
D-Ben Security Systems, Inc.						
Bill	11/09/2016	Inv 26494	Annual central station monitorin...	469 · Service Contracts	Paid	264.00
Total D-Ben Security Systems, Inc.						264.00
Demco, Inc.						
Bill	11/28/2016	Inv 6004100	Classification & Circulation label...	430.1 · Library supplies	Unpaid	72.48
Bill	11/30/2016	Inv 6017875	Bookmarks & poster	430.2 · Office supplies	Unpaid	74.78
Total Demco, Inc.						147.26
Dowser Spring Water						
Bill	11/09/2016	Inv 1656148	11/9/16 water delivery	430.2 · Office supplies	Unpaid	38.00
Bill	11/15/2016	Inv 1655918	11/14/16 water delivery	430.2 · Office supplies	Unpaid	6.00
Bill	11/17/2016	Inv 1616188-A	March 2016 water delivery	430.2 · Office supplies	Unpaid	38.00
Total Dowser Spring Water						82.00
Eileen Acosta						
Bill	11/28/2016	Book Chat & Choc...	Supplies for Book Chat & Choco...	430.30 · Adult	Unpaid	39.52
Bill	11/30/2016	Empl Reimburse	Cookies & candy for book chat	430.30 · Adult	Unpaid	15.99
Total Eileen Acosta						55.51
Elizabeth Fisher						
Bill	11/30/2016	Empl Reimburse	Mileage - 126 mi @ \$.54/mi	435 · Travel/Conference	Unpaid	68.04
Total Elizabeth Fisher						68.04
Guardian						
Bill	11/30/2016	Policy 00964906-0...	Disability Insurance 12/1/16-11/...	9090.8 · Health Insurance	Unpaid	1,946.09
Total Guardian						1,946.09
Haight Fire Equipment Supply						
Bill	11/11/2016	Inv 31487	Inspected fire extinguishers & e...	469 · Service Contracts	Unpaid	150.00

Cornwall Public Library
Warrant #5
As of November 30, 2016

Type	Date	Num	Memo	Split	Paid	Amount
Total Haight Fire Equipment Supply						150.00
Hannaford Bros. Co.						
Bill	11/09/2016	11/8 purchases	Program supplies 11/8/16	430.32 · Juvenile	Unpaid	26.40
Bill	11/25/2016	Ref 023356	Milk, Grapes, Apples - purchase...	430.32 · Juvenile	Unpaid	11.94
Bill	11/29/2016	Ref 034073	Candy & popcorn - purchases 1...	430.31 · YA	Unpaid	9.27
Total Hannaford Bros. Co.						47.61
Hudson Archival						
Bill	11/17/2016	Inv 10426	Annual Security Roll Storage 1/1...	413.5 · Reference-Cornwall Loc...	Unpaid	2.00
Total Hudson Archival						2.00
Ingram Library Services						
Bill	11/15/2016	Inv 95504530	Inv 95504530	-SPLIT-	Unpaid	1,088.47
Bill	11/15/2016	Inv 95437234	Inv 95437234	-SPLIT-	Unpaid	40.32
Bill	11/15/2016	Inv 95600918	Inv 95600918	-SPLIT-	Unpaid	68.33
Bill	11/15/2016	Inv 95539428	Inv 95539428	-SPLIT-	Unpaid	78.32
Bill	11/18/2016	Inv 95618969	Inv 95618969	-SPLIT-	Unpaid	14.95
Bill	11/18/2016	Inv 95643436	Inv 95643436	-SPLIT-	Unpaid	27.85
Bill	11/29/2016	Inv 95717350	Inv 95717350	-SPLIT-	Unpaid	30.32
Bill	11/30/2016	Inv 95946050	Inv 95946050	-SPLIT-	Unpaid	11.29
Bill	11/30/2016	Inv 95858385	Inv 95858385	-SPLIT-	Unpaid	205.37
Bill	11/30/2016	Inv 95880131	Inv 95880131	-SPLIT-	Unpaid	3,044.32
Total Ingram Library Services						4,609.54
Joanne Barclay						
Bill	11/17/2016	12/20 Card Wkshp	12/20/16 Stampin' Up card work...	437.2 · Prof fees-Adult programs	Unpaid	125.00
Total Joanne Barclay						125.00
Lisa Sinclair						
Bill	11/30/2016	Empl Reimburse	Mileage 29.2 mi @ \$.54/mi	435 · Travel/Conference	Unpaid	15.77
Bill	11/30/2016	Empl reimburse	CLOUSC mtg bagels + postage ...	-SPLIT-	Unpaid	6.99
Total Lisa Sinclair						22.76
Marangi Disposal						
Bill	11/09/2016	Inv 6B104403	November service	469 · Service Contracts	Paid	91.78
Bill	11/30/2016	Inv 6C101235	December trash & recycling pick...	469 · Service Contracts	Unpaid	90.78
Total Marangi Disposal						182.56
Mary Lou Carolan						
Bill	11/21/2016	Empl Reimb	NYLA Conf meals + Mileage + t...	435 · Travel/Conference	Unpaid	281.45
Total Mary Lou Carolan						281.45
Media Solstice Marketing/Public Relations						
Bill	11/30/2016	Inv 2176	Digital Consulting - 1.5 hours	437.1 · Prof fees-Office	Unpaid	120.00
Bill	11/30/2016	Inv 2186	Digital consulting - 1 hour	437.1 · Prof fees-Office	Unpaid	80.00
Bill	11/30/2016	Inv 2191	Quarterly website update	437.1 · Prof fees-Office	Unpaid	250.00
Total Media Solstice Marketing/Public Relations						450.00
MPLC						
Bill	11/17/2016	Inv 504052740	Movie Licensing 1/1/17-1/1/18	411 · Film	Unpaid	160.20
Total MPLC						160.20
New York Library Association						
Bill	11/30/2016	Inv 6923	MLC - C.E. class "A Powerful Pl...	435 · Travel/Conference	Unpaid	110.00
Total New York Library Association						110.00
Orange Bank & Trust Cardmember Services						
Bill	11/30/2016	Stmnt dated 11/23/16	Visa statement dated 11/23/16	-SPLIT-	Unpaid	4,768.44
Total Orange Bank & Trust Cardmember Services						4,768.44
OverDrive, Inc.						
Bill	11/17/2016	Inv 000237770-10...	Inv 1052-000237770-100416	412.32 · E-Audiobooks -- Adult	Unpaid	76.00
Bill	11/21/2016	Inv 154630653111...	Inv 1052-154630653-111316	410.12 · Adult E Book	Unpaid	825.93
Bill	11/21/2016	Inv 154314590111...	Inv 1052-154314590-111316	412.32 · E-Audiobooks -- Adult	Unpaid	220.90

Cornwall Public Library
Warrant #5
As of November 30, 2016

Type	Date	Num	Memo	Split	Paid	Amount
Bill	11/30/2016	105209022662711...	Inv 1052-090226627-111516	412.32 · E-Audiobooks -- Adult	Unpaid	59.99
Total OverDrive, Inc.						1,182.82
Paychex, Inc.						
Bill	11/09/2016	Stmt 15453764	Employee usage fee & mobile m...	437.1 · Prof fees-Office	Paid	225.00
Bill	11/15/2016	Inv 2016102700	Oct 2016 payroll fees	437.1 · Prof fees-Office	Paid	511.60
Total Paychex, Inc.						736.60
Randazzo's Landscaping Inc.						
Bill	11/28/2016	Inv 602	Monthly Maintenance fee	469 · Service Contracts	Unpaid	491.00
Total Randazzo's Landscaping Inc.						491.00
RCLS						
Bill	11/30/2016	Inv 25275	Epson receipt paper	430.2 · Office supplies	Unpaid	224.20
Total RCLS						224.20
Recorded Books						
Bill	11/30/2016	Inv 75445504	Inv 75445504	412.3 · Books-on-Tape	Unpaid	70.87
Total Recorded Books						70.87
Rick Feingold						
Bill	11/17/2016	1/17/17 program	1/17/17 Hollywood and the Airfor...	437.2 · Prof fees-Adult programs	Unpaid	225.00
Total Rick Feingold						225.00
Ron Kaiser						
Bill	11/09/2016	Work on 11/8/16	2 hours @ \$30/hour	452 · Repairs to Building	Unpaid	60.00
Bill	11/28/2016	Work on 11/25/16	6 hrs labor @ \$30 + \$50 materials	452 · Repairs to Building	Unpaid	230.00
Total Ron Kaiser						290.00
Susan Moccio						
Bill	11/30/2016	Empl Reimburse	Mileage 45.6 mi @ \$.54/mi	435 · Travel/Conference	Unpaid	24.62
Total Susan Moccio						24.62
Time Out New York						
Bill	11/15/2016	Annual renewal	1 year renewal Exp 2/2018	413.6 · Serials	Unpaid	25.00
Total Time Out New York						25.00
Toshiba Financial Services						
Bill	11/15/2016	inv 316696384	10/25-11/25/16 contract payment	203b · Capital Equipment	Paid	590.21
Bill	11/30/2016	Inv 318860871	11/25-12/25 service + 8/25-11/2...	203b · Capital Equipment	Unpaid	884.17
Total Toshiba Financial Services						1,474.38
United A/C Refrigeration, Inc						
Bill	11/09/2016	Inv 412518	10/26 - Resolved heat issue, ch...	452 · Repairs to Building	Unpaid	303.75
Bill	11/28/2016	Inv 412506-KD	Monthly preventive maintenance...	469 · Service Contracts	Unpaid	975.17
Bill	11/30/2016	Inv 412880-KD	11/29/16 Preventive Maintenance	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc						2,254.09
Utica National Insurance Group						
Bill	11/17/2016	Acct 101086941	Worker's Comp Policy 4807744 ...	9060.8 · Workers' Comp	Unpaid	7,182.00
Total Utica National Insurance Group						7,182.00
Valley Cottage Free Library						
Bill	11/09/2016	High Rise	'High Rise' barcode 3 2841 0096...	2082 · Library Fines	Unpaid	14.95
Total Valley Cottage Free Library						14.95
Vanguard Cleaning Systems of the HV						
Bill	11/09/2016	Inv 20025	Nov cleaning service	469 · Service Contracts	Unpaid	1,330.00
Bill	11/30/2016	Inv 20343	Dec cleaning service	469 · Service Contracts	Unpaid	1,330.00
Total Vanguard Cleaning Systems of the HV						2,660.00
Verizon						
Bill	11/11/2016	Inv 9774630002	Mobile phone service 10/2 - 11/1	431 · Telephone	Paid	54.33

Cornwall Public Library

Warrant #5

As of November 30, 2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Bill	11/17/2016	Acct 65212194900...	Fios Internet 11/10-12/9/16	431 · Telephone	Unpaid	<u>139.07</u>
Total Verizon						193.40
Village of Cornwall-on-Hudson						
Bill	11/30/2016	Acct 006019055	Bill # 326 - water 9/28-11/21/16	450 · Fuel/Utilities	Unpaid	<u>211.12</u>
Total Village of Cornwall-on-Hudson						<u>211.12</u>
TOTAL						<u><u>95,440.89</u></u>