

Cornwall Public Library Board of Trustees

February 14, 2017

7:00 to 9:00 PM

Minutes

Meeting called to order by Janine Bixler at 7:02 PM

I: Roll

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

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 as amended, made by Elisabeth Hellwege, seconded by Tom Dames and unanimously approved.

III. Financial Review: Following discussion, a motion to approve Warrant #7 in the amount of \$106, 544.39 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 December 2016, made by Tom Dames, seconded by Carol Stein and unanimously approved.

IV. Public Remarks: none.

V. Communications: none. **Donations:** none.

VI. Director's Report: see written report. Motion to approve 2016 Annual Report for Public and Association libraries made by Carol Stein, seconded by Elisabeth Hellwege and unanimously approved.

VII. Committee Reports

- a. **Friends and Foundation:** The Friends questioned if Senator Bill Larkin, and Assemblyman James Skoufis had been contacted about our needs for assistance for roof repair. Mary Lou Carolan has contacted both James Skoufis and Senator Bill Larkin by phone, email and letter. Mary Lou went over the Library's wish list ideas with the Friends. The Friends agreed to support many of our requests including, but not limited to: Summer Reading Program, Music Concerts, Battle of the Books, our new library cards with a new logo, and a portion of refreshments for Tea a Classic.
- b. **Building Committee:** The SED permit application is complete, it just needs final signatures from the School Board and then it will be submitted to the state for approval.

February 28, 2017

Rowland Butler & Mays will petition on our behalf that the permit for the roof repair be expedited given the urgency of the project. Plans for the parking lot project have been finalized. We can get an extra three parking spots by moving the flagpole and paving that area, and also an additional ten parking spaces by paving the area facing the current garden. This would require relocating the current garden. We will seek donations for a smaller shed, which we would use for storage of materials and have a second shed for gardening supplies. The next step will be to prioritize what we would like to include in this year's construction grant versus next year's grant.

- c. **Strategic Planning:** The next meeting is February 22, 2016. There were 335 surveys completed and 85 focus group participants. Participants expressed some common themes include: quiet and café space, expansion of our technology services to seniors and availability of laptops and iPads, increased space for teens, offering more programs for children with special needs, increasing the number of computers, better selection of books, and provide a more balanced selection of non-fiction.
- d. **Finance Committee:** The Board of Trustees agreed not to exceed the tax cap. The Director will continue to assess staffing hours and make adjustments if deemed necessary. Budget line increases included increases in insurance costs.

VIII. Unfinished Business: none

IX. New Business: A motion to approve 2017-2018 budget made by Elisabeth Hellwege, seconded by Tom Dames and unanimously approved. New date for March board meeting is Thursday, March 9, 2017.

X. Adjournment: Motion to adjourn regular meeting at 8:55 PM made by Carol Stein, seconded by Tom Dames unanimously approved.

Next Regular Board Meeting Date: March 9, 2017 at 7:00 PM.

Cornwall Public Library
Director's Report
January, 2017

General Overview

The finance committee worked to put together a draft 2017-18 Budget; Trustee Election materials are being promoted and distributed; employee performance evaluations have been completed and managers will be evaluated in February; the construction grant process has reached its next stage in permit application; and the New York State Annual Report was submitted on time – all between snow days and sickness.

Administration

-**NYS Annual Report** was completed and due to RCLS February 6. This report must be approved by the Board at this meeting. Numbers from this report will be used as narratives to show value of library services to voters in annual budget postcard.

-**Strategic Plan** – The SP focus groups and digital survey ran through the end of the month. Initial report on results compiled for committee review in February. Goal remains to complete plan by April, 2017.

-**Budget Vote and Trustee Election** – planning is underway, timeline developed, Orange County board of elections has been contacted, machine secured, absentee ballot list requested and received, vote inspector and vote workers hired. Trustee petitions for two open seats are available at front desk and online.

-**Phone System** – an upgrade would cost approximately \$5000. Would like to use any surplus funds from this year to cover those costs as system is old and needs replacing.

Personnel

Performance Reviews – Managers conducted reviews of all staff. Director will review managers in February. Process will serve to determine training needs/desires, address staffing organization plan and provide better delegation of duties and assistance to implement marketing and outreach opportunities.

Staff Training – Technology Needs Assessment has been done with all staff in order to implement a staff training plan that focuses on key areas of need and will be built into Strategic Plan.

Building

-**NYS Public Library Construction Grant** – The architects have proceeded with our permitting process for projects to be included in the 2017 and 2018 grant cycles. We will prioritize projects based on need and cost.

-**Bullet Aid Requests** – have been put in writing and received by Assemblyman Skoufis and Senator Larkin. Follow up contacts have been made and more updates as progress continues.

-**Community Room Improvements** – Flooring installation completed. Furniture selection still in process.

Finance and Fundraising

-**Budget for 2017-2018** – Finance team and Director created draft budget for Finance Committee consideration and a draft budget will be presented at board meeting in February for board review and approval.

-**Grants and other funding opportunities**- developing a fundraising plan and calendar of grant timelines to seek funding for arts, education and cultural programming.

Outreach & Partnerships

-**Marketing and Outreach Plan** – currently researching programming and marketing opportunities for collaboration between the library and local organizations and businesses. (use your library card for local discounts; Repair Cafes; Art Exhibits etc.)

-**Greater Newburgh Symphony Orchestra** – working to develop a Cornwall partnership for performances, on-site lecture and small performance by conductor and quartet, as well as a program for students at the high school.

-**Logo redesign, possible tag line development** – seeking to customize Cornwall library cards with a new and distinct logo design, more colors, QR code, to re-brand ourselves in a more contemporary and outstanding manner to the community.

-**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.

-**Cornwall Chamber of Commerce** –2017 Breakfast Meeting Schedule begins February 15.

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

Programs, Collections, and Services

Programs and Circulation -**17 programs** were held this month with an attendance of **269**. The most well attended (10+ attendees) programs included the Folk Music Concert (74); Tuskegee Airmen (60); WWI (29); Community Conversations (21); Tea and a Classic (18); Book Chat (10); Mystery Book Club (14); and Museum Pass reservations (14).

Youth Services – “Special frog books were interlibrary loaned & held with our collection of frog books for a large third grade project at COH elementary. Rebecca B has made the bulletin board a giant I SPY board for families. I learned more about Little bits (hands on) by attending the CLOUSC tech mtg with Lisa earlier this month & the two of us will be instructing others at the summer reading programs in March. Hope to borrow the bits from RCLS for the STEAMy women of science program March 4th. Added steam (kids called it smoke) to Circle time and pre-k Story Time recently when we melted snow. Paul Hudson and Meaghan have been very helpful as Lisa and I are learning (more hands on) Lego WeDo . Lisa took on inventory of Lego pieces and will be replenishing the WeDo kits. During the month of February our red cart will feature African Americans of note. Teen-run loom knitting program happening in early March. Introduction of ChatterBooks book club for K,1st and 2nd grade also in

March. Take your child to the library day will have a Winter Carnival hosted by TUT on Feb 4 and a lot of our time right now is prepping and organizing the organizers.

Other jumpstarting a car, breaking up sibling fight, wrestling playdoh from kids smearing it in carpet.” (content contributed by Liz Fisher)

29 programs attracted **340** children and adults for the following programs and activities: Top programs included: Family Build-it (52); 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 non-fiction, periodicals and reorganization this month. January stats include technology assistance (127), reader’s advisory (9), reference questions (273), ILL Pulls (1675), printing (128), Notary (9) and (19) SEAL/outside the system, requests. Total PC usage 973; top database use: NoveList Plus (2597) and EBSCO (1072), Ancestry (1525.)

Monthly Statistics for January, 2017 *(figures in parenthesis are last month’s figures)*

Registered borrowers: **10,192** (10,136); Direct Access/Circulation: **12,378** (10,847); ILL Borrows: **2,268** (2,033); ILL Loans: **1,873** (1,879); Item Count: **74,442** (74,224); **Wi-Fi: 3,227** (2,639).

Meetings, Trainings, Programs & Happenings in January:

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, Tea & a Classic (1/11);
Meeting with Tony Burgess; Finance committee; Board meeting (1/12);
Spar Flooring installation in community room (1/13,14);
Staff focus group with Tony Burgess; meeting with Personnel committee (1/17);
Staff meeting; Public focus group (1/19);
Meeting with St. Luke’s Cornwall Hospital Foundation (1/23);
Manager’s meeting; Building meeting with Architects; Tuskegee Airmen presentation (1/25);
Meeting with Jane H.; Teen Focus Group; Finance committee meeting (1/26);
Sustainability committee meeting (1/27);
Focus Group facilitation (1/29);
ANSER committee meeting at RCLS (1/30);
Sustainability Initiative Committee Retreat at NYLA (1/31, 2/1).

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

Sustainability Initiative Retreat at NYLA (2/1);
Annual Report due; Art Exhibit set up (2/6);
Performance Review, Pat Rovello (2/8);
Art Exhibit: Ray Schuettich 1:00-4:00 p.m. (2/11);
Smart Spaces Webinar Class begins (2/13);

RUG meeting; Board meeting (2/14);
Chamber of Commerce breakfast; Tea & a Classic; Manager's meeting (2/15);
Performance Review, Liz Fisher; Makerspaces Webinar; Volunteer meeting (2/16);
Performance Review, Pam Hawks, Rosaleen Leahy, Lisa SinClair (2/17);
Staff meeting; West Point tour; Performance Review, Marla Landsman (2/21);
Project Management webinar; Strategic Planning committee meeting (2/22);
Programming committee meeting; Reference Staff meeting (2/23);
RCLS Highlights Due; Meeting with Jane H. (2/24);
ANSER meeting (2/27);
Fundraising for Libraries webinar (2/28).

Respectfully submitted,

Mary Lou Carolan

**Mary Lou Carolan
Director**

February 10, 2017

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

	Budget %	50%	YTD Budget			2016-2017 Budget		
			Jul - Dec 16	YTD Budget	\$ Over Budget	Full Budget	\$ Over Budget	% of Budget
Income								
2002 · Local Public Funds			1,138,619	1,138,619	0	1,138,619	0.00	100%
2003 · Refund of Tax assessment			-1,900	-3,000	1,100	-3,000	1,099.75	63%
2005 · Appropriated Fund Balance			0	31,531	-31,531	31,531	-31,531.00	0%
2082 · Library Fines			15,163	15,504	-342	31,000	-15,837.50	49%
2401 · Income from Investments			157	250	-93	500	-342.56	31%
2701 · Refunds			631	500	131	1,000	-368.80	63%
2706 · Gifts & Endowments								
2706.1 · Gifts-Friends			807	5,400	-4,593	10,000	-9,192.70	8%
2706.2 · Gifts-Other			415	4,200	-3,785	8,300	-7,884.65	5%
2706 · Gifts & Endowments - Other			1					
Total 2706 · Gifts & Endowments			1,223	9,600	-8,377	18,300	-17,076.74	7%
2760 · Grants			4,885	8,000	-3,115	12,000	-7,115.00	41%
3840 · RCLS			0	2,000	-2,000	4,000	-4,000.00	0%
Total Income			1,158,778	1,203,004	-44,226	1,233,950	-75,171.85	94%
Gross Profit			1,158,778	1,203,004	-44,226	1,233,950	-75,171.85	94%
Expense								
141 · Salary-Certified Librarian			113,836	107,488	6,348	214,976	-101,139.83	53%
142 · Salary-Clerical			190,897	209,138	-18,241	418,276	-227,378.56	46%
203b · Capital Equipment			35,633	26,500	9,133	53,000	-17,367.41	67%
Total 410 · Books			33,688	39,620	-5,932	75,385	-41,697.17	45%
411 · Film			594	300	294	550	43.87	108%
Total 412 · Video/Music/Books on Tape			9,557	16,430	-6,873	32,758	-23,201.26	29%
Total 413 · Serials/Reference			5,085	9,570	-4,485	19,100	-14,015.18	27%
430 · Supplies								
430.1 · Library supplies			1,618	2,520	-902	5,000	-3,381.84	32%
430.2 · Office supplies			4,714	4,000	714	8,000	-3,285.99	59%
430.3 · Program supplies								
430.30 · Adult			919	1,300	-381	2,500	-1,581.38	37%
430.31 · YA			20	250	-230	500	-480.14	4%
430.32 · Juvenile			328	700	-372	1,300	-972.11	25%
430.33 · Summer Reading			836	1,300	-464	2,500	-1,663.99	33%
430.34 · Special/Outreach			856	500	356	1,000	-143.74	86%
Total 430.3 · Program supplies			2,959	4,050	-1,091	7,800	-4,841.36	38%
Total 430 · Supplies			9,291	10,570	-1,279	20,800	-11,509.19	45%
431 · Telephone			6,778	7,100	-322	14,000	-7,222.44	48%
433 · Postage			1,688	2,000	-312	4,000	-2,312.44	42%
434 · Printing			3,889	5,000	-1,111	10,000	-6,111.41	39%
435 · Travel/Conference			2,984	2,250	734	4,500	-1,515.59	66%
437 · Professional Fees								
437.1 · Prof fees-Office			42,161	15,330	26,831	30,630	11,530.72	138%
437.2 · Prof fees-Adult programs			3,428	3,520	-92	7,000	-3,571.55	49%
437.3 · Prof fees-YA programs			240	750	-510	1,500	-1,260.00	16%
437.4 · Prof fees-Juvenile			1,250	2,000	-750	4,000	-2,750.00	31%
437.5 · Prof fees-SRP			300	1,500	-1,200	3,000	-2,700.00	10%
437.6 · Prof fees-Outreach			85	0	85	0	85.00	100%
437 · Professional Fees - Other			1,463	0	1,463	0	1,462.73	100%
Total 437 · Professional Fees			48,927	23,100	25,827	46,130	2,796.90	106%
438 · Dues			445	700	-255	1,300	-855.00	34%
439 · Equipment Repair			0	100	-100	200	-200.00	0%
440 · Contracts w/ Books Co.			982	1,310	-328	2,600	-1,618.45	38%
450 · Fuel/Utilities			12,649	16,000	-3,351	32,000	-19,351.42	40%
451 · Custodial Supplies			631	1,000	-369	2,000	-1,369.01	32%
452 · Repairs to Building			10,759	7,010	3,749	14,000	-3,241.00	77%
454 · Building Insurance			11,663	12,000	-337	12,000	-336.99	97%
469 · Service Contracts			18,960	22,800	-3,840	45,592	-26,631.91	42%
9010.8 · Retirement			47,374	25,500	21,874	50,977	-3,603.00	93%
9030.8 · FICA/Medicare Expense			28,228	24,222	4,006	48,444	-20,216.32	58%
9060.8 · Workers' Comp			7,182	6,000	1,182	6,000	1,182.00	120%
9090.8 · Health Insurance			45,813	52,682	-6,869	105,362	-59,549.10	43%
Total Expense			647,530	628,391	19,140	1,233,950	-586,419.91	52%
Net Income			511,248	574,614	-63,365	0	511,248.06 *	52%

* Percentage = Net Income / Total Budget

Cornwall Public Library
Profit & Loss Forecast vs. Actual

FY11

July 2016 through January 2017

	Budget % 58%	719,804.17	Current YTD Budget Comparison			Last Year % of Budget	Prior YTD Actual Comparison			
			Current YTD Jul '16 - Jan 17	Budget	\$ Over Budget		% of Budget	Prior YTD Actual Comparison Jul '15 - Jan 16	\$ Change	% Change
Income										
2002 · Local Public Funds			1,138,619	1,138,619	0	100%	100%	1,127,162	11,457	1%
2003 · Refund of Tax assessment			-1,900	-3,000	1,100	63%	97%	-2,915	1,014	35%
2005 · Appropriated Fund Balance			0	31,531	-31,531	0%	0%			
2082 · Library Fines			17,416	31,000	-13,584	56%	57%	19,385	-1,970	-10%
2401 · Income from Investments			220	500	-280	44%	19%	135	85	63%
2701 · Refunds			631	1,000	-369	63%	0%	0	631	100%
2706 · Gifts & Endowments										
2706.1 · Gifts-Friends			807	10,000	-9,193	8%	21%	2,116	-1,308	-62%
2706.2 · Gifts-Other			576	8,300	-7,724	7%	187%	7,485	-6,910	-92%
2706 · Gifts & Endowments - Other			1					114	-113	-99%
Total 2706 · Gifts & Endowments			1,383	18,300	-16,917	8%	69%	9,715	-8,331	-86%
2760 · Grants			4,885	12,000	-7,115	41%	34%	4,085	800	20%
3840 · RCLS			0	4,000	-4,000	0%	602%	24,683	-24,683	-100%
Total Income			1,161,254	1,233,950	-72,696	94%	99%	1,182,251	-20,997	-2%
Gross Profit			1,161,254	1,233,950	-72,696	94%	99%	1,182,251	-20,997	-2%
Expense										
141 · Salary-Certified Librarian			132,539	214,976	-82,437	62%	49%	98,969	33,569	34%
142 · Salary-Clerical			217,150	418,276	-201,126	52%	50%	213,286	3,864	2%
203b · Capital Equipment			49,628	53,000	-3,372	94%	87%	40,613	9,015	22%
Total 410 · Books			39,095	75,385	-36,290	52%	53%	39,518	-422	-1%
411 · Film			594	550	44	108%	105%	576	17	3%
Total 412 · Video/Music/Books on Tape			10,600	32,758	-22,158	32%	51%	14,747	-4,147	-28%
Total 413 · Serials/Reference			6,379	19,100	-12,721	33%	32%	6,805	-426	-6%
430 · Supplies										
430.1 · Library supplies			1,926	5,000	-3,074	39%	59%	2,952	-1,027	-35%
430.2 · Office supplies			4,908	8,000	-3,092	61%	61%	4,846	61	1%
430.3 · Program supplies										
430.30 · Adult			1,399	2,500	-1,101	56%	56%	1,411	-12	-1%
430.31 · YA			20	500	-480	4%	21%	147	-127	-86%
430.32 · Juvenile			426	1,300	-874	33%	43%	476	-50	-10%
430.33 · Summer Reading			1,208	2,500	-1,292	48%	22%	555	653	118%
430.34 · Special/Outreach			978	1,000	-22	98%	57%	574	404	70%
Total 430.3 · Program supplies			4,031	7,800	-3,769	52%	41%	3,162	869	27%
Total 430 · Supplies			10,864	20,800	-9,936	52%	53%	10,960	-96	-1%
431 · Telephone			7,292	14,000	-6,708	52%	76%	9,285	-1,994	-21%
433 · Postage			2,628	4,000	-1,372	66%	61%	2,428	200	8%
434 · Printing			4,440	10,000	-5,560	44%	35%	3,489	951	27%

**Cornwall Public Library
Profit & Loss Forecast vs. Actual**

July 2016 through January 2017

	Budget %	58%	Current YTD Budget Comparison			Last Year	Prior YTD Actual Comparison			
		719,804.17	Current YTD Jul '16 - Jan 17	Budget	\$ Over Budget	% of Budget	% of Budget	Jul '15 - Jan 16	\$ Change	% Change
435 · Travel/Conference			3,379	4,500	-1,121	75%	33%	1,485	1,894	127%
437 · Professional Fees										
437.1 · Prof fees-Office			51,143	30,630	20,513	167%	208%	47,702	3,440	7%
437.2 · Prof fees-Adult programs			4,028	7,000	-2,972	58%	43%	3,032	996	33%
437.3 · Prof fees-YA programs			480	1,500	-1,020	32%	11%	200	280	140%
437.4 · Prof fees-Juvenile			1,850	4,000	-2,150	46%	29%	1,158	692	60%
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	85	100%
437 · Professional Fees - Other			1,463	0	1,463	100%		431	1,032	240%
Total 437 · Professional Fees			59,349	46,130	13,219	129%	132%	52,522	6,826	13%
438 · Dues			595	1,300	-705	46%	30%	390	205	53%
439 · Equipment Repair			0	200	-200	0%	0%			
440 · Contracts w/ Books Co.			1,137	2,600	-1,463	44%	58%	1,500	-363	-24%
450 · Fuel/Utilities			15,996	32,000	-16,004	50%	44%	17,131	-1,135	-7%
451 · Custodial Supplies			756	2,000	-1,244	38%	26%	513	243	47%
452 · Repairs to Building			17,044	14,000	3,044	122%	127%	30,124	-13,080	-43%
454 · Building Insurance			11,663	12,000	-337	97%	84%	11,562	101	1%
469 · Service Contracts			22,839	45,592	-22,753	50%	37%	14,786	8,053	54%
9010.8 · Retirement			47,374	50,977	-3,603	93%	117%	68,631	-21,257	-31%
9030.8 · FICA/Medicare Expense			32,492	48,444	-15,952	67%	52%	29,761	2,731	9%
9060.8 · Workers' Comp			7,182	6,000	1,182	120%	109%	6,336	846	13%
9090.8 · Health Insurance			53,091	105,362	-52,271	50%	41%	31,447	21,643	69%
Total Expense			754,105	1,233,950	-479,845	61%	58%	706,867	47,238	7%
Net Income			407,149	0	407,149	33%*	39%*	475,384	-68,235	-14%

* Percentage = Net Income / Total Budget

Cornwall Public Library
Warrant # 7
As of January 31, 2017

Type	Date	Num	Memo	Split	Paid	Amount
Audio Editions						
Bill	01/18/2017	Inv 1618539	Inv 1618539	412.4 · Books On Tape - Juvenile	Unpaid	27.00
Bill	01/18/2017	Inv 1618538	Inv 1618538	412.5 · Books on Tape YA	Unpaid	36.00
Bill	01/19/2017	Inv 1617743	Inv 1617743	412.5 · Books on Tape YA	Unpaid	167.53
Bill	01/19/2017	Inv 1617744	Inv 1617744	412.4 · Books On Tape - Juvenile	Unpaid	112.61
Bill	01/19/2017	Inv 1618173	Inv 1618173	412.3 · Books-on-Tape	Unpaid	24.00
Bill	01/19/2017	Inv 1617742	Inv 1617742	412.3 · Books-on-Tape	Unpaid	28.94
Bill	01/31/2017	Inv 1620152	Inv 1620152	412.3 · Books-on-Tape	Unpaid	61.20
Total Audio Editions						457.28
AWP						
Bill	01/19/2017	2 year renewal	The Writer's Chronicle - 2 year r...	413.6 · Serials	Unpaid	34.00
Total AWP						34.00
Bailey Summerfield						
Bill	01/31/2017	Re-issue check	Re-issue stale check \$72.72 - \$...	66000 · Payroll Expenses	Unpaid	42.72
Total Bailey Summerfield						42.72
Brodart Co. - Juv						
Bill	01/19/2017	Inv B4847641	Inv B4847641	410.4 · Juvenile Fiction	Unpaid	7.14
Bill	01/19/2017	Inv B4847589	Inv B4847589	410.4 · Juvenile Fiction	Unpaid	35.17
Bill	01/19/2017	Inv B4847441	Inv B4847441	-SPLIT-	Unpaid	102.50
Bill	01/19/2017	Inv B4847323	Inv B4847323	-SPLIT-	Unpaid	139.95
Bill	01/19/2017	Inv B4847409	Inv B4847409	-SPLIT-	Unpaid	76.86
Bill	01/19/2017	Inv B4847642	Inv B4847642	410.4 · Juvenile Fiction	Unpaid	20.27
Bill	01/19/2017	Inv B4847639	Inv B4847639	-SPLIT-	Unpaid	27.76
Bill	01/19/2017	Inv B4847590	Inv B4847590	410.5 · Juvenile Non Fiction	Unpaid	15.80
Bill	01/19/2017	Inv B4844252	Inv B4844252	410.4 · Juvenile Fiction	Unpaid	14.07
Bill	01/19/2017	Inv B4853078	Inv B4853078	-SPLIT-	Unpaid	15.52
Bill	01/19/2017	Inv B4851806	Inv B4851806	-SPLIT-	Unpaid	14.90
Bill	01/31/2017	Inv B4865392	Inv B4865392	410.4 · Juvenile Fiction	Unpaid	33.37
Bill	01/31/2017	Inv B4865169	Inv B4865169	-SPLIT-	Unpaid	47.14
Bill	01/31/2017	Inv B4865275	Inv B4865275	-SPLIT-	Unpaid	333.54
Bill	01/31/2017	Inv B4865414	Inv B4865414	410.4 · Juvenile Fiction	Unpaid	7.12
Bill	01/31/2017	Inv B4865364	Inv B4865364	-SPLIT-	Unpaid	37.48
Bill	01/31/2017	Inv B4864982	Inv B4864982	-SPLIT-	Unpaid	145.98
Bill	01/31/2017	Inv B4865343	Inv B4865343	-SPLIT-	Unpaid	84.34
Bill	01/31/2017	Inv B4867536	Inv B4867536	410.5 · Juvenile Non Fiction	Unpaid	13.16
Bill	01/31/2017	Inv B4871196	Inv B4871196	-SPLIT-	Unpaid	31.30
Bill	01/31/2017	Inv B4871418	Inv B4871418	-SPLIT-	Unpaid	104.50
Total Brodart Co. - Juv						1,307.87
Brodart Co. -Supplies						
Bill	01/19/2017	Inv 457698	50 Binders & binder sleeves	430.1 · Library supplies	Unpaid	217.77
Total Brodart Co. -Supplies						217.77
Brodart Co. (McN)						
Bill	01/19/2017	Inv M145068	Adult Plan - Service for April 2017	410.9 · McNaughton	Unpaid	610.75
Bill	01/19/2017	Inv M143620	Adult Plan - services for March 2...	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						1,221.50
Butler Rowland Mays						
Bill	01/23/2017	Proj 163927 Inv 2	12/16/16-1/18/17 Construction D...	437.1 · Prof fees-Office	Unpaid	8,703.40
Total Butler Rowland Mays						8,703.40
Cengage Learning/Gale						
Bill	01/18/2017	Inv 59676026	Inv 59676026	410.11 · Adult Fiction Standing ...	Unpaid	84.74
Bill	01/31/2017	Inv 59874230	Inv 59874230	410.11 · Adult Fiction Standing ...	Unpaid	42.75
Total Cengage Learning/Gale						127.49
Central Hudson Gas & Electric Corp						
Bill	01/31/2017	12/20/16-1/23/17	Service period 12/20/16-1/23/17	450 · Fuel/Utilities	Unpaid	3,202.16
Total Central Hudson Gas & Electric Corp						3,202.16
Cerebellum Corporation						
Bill	01/20/2017	Inv 191892	Inv 191892	412.7 · Video/DVD Juvenile	Unpaid	29.98

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Type	Date	Num	Memo	Split	Paid	Amount
Total Cerebellum Corporation						29.98
Charlotte Dunaief						
Bill	01/31/2017	Empl Reimb	Mileage 53.8 mi @ \$.535/mi	435 · Travel/Conference	Unpaid	28.78
Total Charlotte Dunaief						28.78
Corner Stone Telephone						
Bill	01/31/2017	Inv 4250451	Service 1/25-2/24/17	431 · Telephone	Unpaid	322.69
Total Corner Stone Telephone						322.69
Cornwall Public Library - Payroll						
Bill	01/04/2017	Pay per end 12/30/...	Pay per end 12/30/16 for paydat...	1012 · OCT Payroll Checking	Paid	15,633.59
Bill	01/18/2017	Pay date 1/20/17	Pay period ending 1/13/17	1012 · OCT Payroll Checking	Paid	16,535.78
Total Cornwall Public Library - Payroll						32,169.37
Cornwall Public Library - Trust & Agency						
Bill	01/04/2017	Pay per end 12/30/...	Pay per end 12/30/16 for paydat...	1003 · Due from Trust & Agency	Paid	7,873.74
Bill	01/18/2017	Pay date 1/20/17	Pay period ending 1/13/17	1003 · Due from Trust & Agency	Paid	8,336.46
Bill	01/31/2017	Jan Health Insuran...	Jan Health Insurance	1003 · Due from Trust & Agency	Paid	7,975.43
Total Cornwall Public Library - Trust & Agency						24,185.63
D & D Mailing Service, LLC						
Bill	01/31/2017	Inv 26623	Spring Newsletter - bulk mailing ...	-SPLIT-	Unpaid	1,324.30
Total D & D Mailing Service, LLC						1,324.30
Dowser Spring Water						
Bill	01/19/2017	Inv 1665154	January water delivery - four 5 g...	430.2 · Office supplies	Unpaid	25.50
Bill	01/31/2017	Inv 1667386	1/30/17 water delivery	430.2 · Office supplies	Unpaid	11.50
Total Dowser Spring Water						37.00
Elizabeth K. Fisher						
Bill	01/31/2017	Empl Reimb	63 mi @ \$.535/mi	435 · Travel/Conference	Unpaid	33.71
Total Elizabeth K. Fisher						33.71
Greater Cornwall Chamber of Commerce						
Bill	01/19/2017	Inv 2956	2017 Membership Dues	438 · Dues	Unpaid	75.00
Total Greater Cornwall Chamber of Commerce						75.00
Hannaford Bros. Co.						
Bill	01/23/2017	Ref 113825 1/20/17	Children's program supplies	430.32 · Juvenile	Unpaid	4.38
Total Hannaford Bros. Co.						4.38
Ingram Library Services						
Bill	01/19/2017	Inv 96615115	Inv 96615115	-SPLIT-	Unpaid	69.71
Bill	01/20/2017	Inv 96745438	Inv 96745438	-SPLIT-	Unpaid	39.50
Bill	01/20/2017	Inv 96665847	Inv 96665847	-SPLIT-	Unpaid	346.63
Bill	01/31/2017	Inv 96961249	Inv 96961249	-SPLIT-	Unpaid	15.69
Bill	01/31/2017	Inv 96961247	Inv 96961247	-SPLIT-	Unpaid	25.84
Bill	01/31/2017	Inv 96961248	Inv 96961248	-SPLIT-	Unpaid	2,145.80
Total Ingram Library Services						2,643.17
Lisa Sinclair						
Bill	01/23/2017	Empl Reimburse	128 mi @ \$.535/mi	435 · Travel/Conference	Unpaid	68.48
Total Lisa Sinclair						68.48
Marangi Disposal						
Bill	01/19/2017	Inv 7110239	January waste disposal service	469 · Service Contracts	Unpaid	90.78
Bill	01/31/2017	Inv 72102216	Feb waste disposal	469 · Service Contracts	Unpaid	91.78
Total Marangi Disposal						182.56
Marla Landsman						
Bill	01/23/2017	Empl Reimburse	1099 Tax Forms	430.2 · Office supplies	Unpaid	45.40
Total Marla Landsman						45.40

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Type	Date	Num	Memo	Split	Paid	Amount
Martha M. LaVallee						
Bill	01/19/2017	6 Book groups	3 Readzza/Readzza + 3 Book/S...	437.4 · Prof fees-Juvenile	Unpaid	600.00
Total Martha M. LaVallee						600.00
Mary Lou Carolan						
Bill	01/31/2017	Empl Reimb	389 mi @ \$.535/mi + \$3 tolls	435 · Travel/Conference	Unpaid	211.12
Total Mary Lou Carolan						211.12
New City Library						
Bill	01/31/2017	Lost Book payment	Item barcode 32825003083195	2082 · Library Fines	Unpaid	33.95
Total New City Library						33.95
Nickel Electric Inc						
Bill	01/31/2017	Inv 294	Labor & Materials to install wirin...	452 · Repairs to Building	Unpaid	1,263.12
Total Nickel Electric Inc						1,263.12
OLA						
Bill	01/31/2017	2017 membership ...	5 employees @ \$15 each 2017 ...	438 · Dues	Unpaid	75.00
Total OLA						75.00
Orange Bank & Trust Cardmember Services						
Bill	01/31/2017	Stmnt dated 1/24/17	Billing period 12/24/16-1/24/17	-SPLIT-	Unpaid	1,832.07
Total Orange Bank & Trust Cardmember Services						1,832.07
Paychex, Inc.						
Bill	01/13/2017	Jan17 admin fee	Employee usage & mobile fees	437.1 · Prof fees-Office	Unpaid	185.00
Total Paychex, Inc.						185.00
ProQuest LLC						
Bill	01/31/2017	Inv 70440360	Ancestry.com 2017 annual fee	413.3 · Reference-Adult electroni	Unpaid	1,260.00
Total ProQuest LLC						1,260.00
Randazzo's Landscaping Inc.						
Bill	01/31/2017	Inv 18149	Monthly Maint + Salt parking lot ...	469 · Service Contracts	Unpaid	1,391.00
Total Randazzo's Landscaping Inc.						1,391.00
RCLS						
Bill	01/23/2017	Inv 25389	1Q17 pooling for e-content	203b · Capital Equipment	Unpaid	845.69
Bill	01/23/2017	Inv 25337	1Q17 RCLS ANSER fees & Tele...	203b · Capital Equipment	Unpaid	12,022.31
Bill	01/31/2017	3/1 Advocacy Day ...	3 people for 3/1 Advocacy Day b...	435 · Travel/Conference	Unpaid	21.00
Total RCLS						12,889.00
Roger Weiss						
Bill	01/19/2017	2/26/17 Kreuse de la	2/26/17 Kreuse de la Rue Cajun...	437.2 · Prof fees-Adult programs	Unpaid	600.00
Total Roger Weiss						600.00
Ron Kaiser						
Bill	01/19/2017	Work 1/5, 1/13, 1/18	5 hours @ \$30/hour	452 · Repairs to Building	Unpaid	150.00
Bill	01/31/2017	Work on 1/26/17	4 hours @ \$30: Installed shelve...	452 · Repairs to Building	Unpaid	120.00
Total Ron Kaiser						270.00
Rosaleen Leahy						
Bill	01/31/2017	Empl Reimb	59 mi @ \$.535/mi	435 · Travel/Conference	Unpaid	31.57
Total Rosaleen Leahy						31.57
Samantha Crosbie						
Bill	01/31/2017	Re-issue check	Re-issue stale check \$45.77 - \$...	1002 · Payroll checking	Unpaid	15.77
Total Samantha Crosbie						15.77
Shop Rite Supermarkets Inc.						
Bill	01/19/2017	SRite charge 1/3/17	1/3/17 materials for Cooking wit...	430.30 · Adult	Unpaid	11.44
Total Shop Rite Supermarkets Inc.						11.44

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Type	Date	Num	Memo	Split	Paid	Amount
Spar Flooring Covering Co., Inc.						
Bill	01/19/2017	Comm Room Carpet	Materials & Labor for carpet tile i...	452 · Repairs to Building	Unpaid	4,751.50
Total Spar Flooring Covering Co., Inc.						4,751.50
Steven Fowler						
Bill	01/19/2017	8 Cre Wri wkshps	8 Creative Writing wkshps btwn 1...	437.3 · Prof fees-YA programs	Unpaid	240.00
Total Steven Fowler						240.00
Toshiba Financial Services						
Bill	01/19/2017	Inv 321112823	Service 12/25/26-1/25/17	203b · Capital Equipment	Unpaid	537.53
Bill	01/31/2017	Inv 323306944	Service 1/25-2/25/17	203b · Capital Equipment	Unpaid	590.21
Total Toshiba Financial Services						1,127.74
Tuxedo Park Library						
Bill	01/23/2017	Lost item	'Classroom Chaos' barcode 328...	2082 · Library Fines	Unpaid	4.99
Total Tuxedo Park Library						4.99
United A/C Refrigeration, Inc						
Bill	01/31/2017	Inv 412313	Jan 2017 Preventive Maintenance	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc						975.17
Upstart, Inc.						
Bill	01/19/2017	Inv 6035042	SRP 2017 Materials & Supplies	430.33 · Summer Reading	Unpaid	371.52
Total Upstart, Inc.						371.52
Vanguard Cleaning Systems of the HV						
Bill	01/31/2017	Inv 20948	Feb monthly cleaning	469 · Service Contracts	Unpaid	1,330.00
Bill	01/31/2017	Inv 21131	Trash can liners	451 · Custodial Supplies	Unpaid	33.00
Total Vanguard Cleaning Systems of the HV						1,363.00
Verizon						
Bill	01/19/2017	Inv 9777975613	Wireless service 1/2/17 - 2/1/17	431 · Telephone	Unpaid	54.33
Bill	01/19/2017	Acct 65212194900...	Service 1/10-2/9/17	431 · Telephone	Unpaid	136.98
Total Verizon						191.31
Village of Cornwall-on-Hudson						
Bill	01/31/2017	Acct 006019055	Water 11/21/16-1/20/17	450 · Fuel/Utilities	Unpaid	145.60
Total Village of Cornwall-on-Hudson						145.60
W.B. Mason						
Bill	01/19/2017	Inv I40771918	Paper towels, binders, labels, etc	-SPLIT-	Unpaid	143.58
Bill	01/20/2017	Inv I40921518	Toilet paper & copy paper	-SPLIT-	Unpaid	78.98
Bill	01/31/2017	Inv I41139395	Paper Towels	451 · Custodial Supplies	Unpaid	17.32
Total W.B. Mason						239.88
TOTAL						106,544.39