

## Cornwall Public Library Board of Trustees

July 12, 2016

7:00 to 9:00 PM

### Minutes

Meeting called to order by Janine Bixler at 7:27 PM

#### I: Roll

**Trustees Present:** Janine Bixler, Bruce Cohen, Elisabeth Hellwege, Christine McDonald, Carol Stein, Susanne Vondrak, Tom Dames \* (delayed arrival). **Excused:** none

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Mary Lou Carolan, Library Director

Michelle Mellino, Treasurer

**Also Present:** Library staff member Pat Rovello (minutes)

**II. Approval of the minutes:** A motion to approve the minutes of June 14, 2016 made by Christine McDonald and seconded by Elisabeth Hellwege and unanimously approved.

#### III. Financial Review:

Following discussion, a motion to approve Warrant #12 in the amount of \$92,610.14 was made by Chris McDonald, seconded by Susanne Vondrak and unanimously approved. After much discussion about a Budget Transfer Policy for fiscal year 2016-2017, a motion to approve Profit and Loss Budget vs Actual amended to show through May 2016 (not April 2016 as shown), made by Chris McDonald, seconded by Elisabeth Hellwege and unanimously approved.

*\* Tom Dames arrived at 7:38.*

**IV. Public Remarks:** none

**V. Communications:** Letters of thanks from Nita Klein, and Roberta Sherman were received. **Donations:** The Board of Trustees has approved the following donations: William Dudman donated \$100.00. Courtney L. Hickman donated \$100.00. Court Rita, Catholic Daughters of American donated \$100.00. Dr. Barry Capella donated \$50.00 (made possible through the generosity and recommendation of the Janet Goodrich Memorial Fund, a donor-advised fund). Warren and Mary Mumford donated \$500.00 for the Timothy Mumford Memorial Poetry Competition.

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

## VIII. Unfinished business:

Policy Review-Credit Card Policy: After much discussion and review a motion to approve the Credit Card Policy (see attached) as amended, re: Page 2, Item 2, (*changed from Finance Committee to, Budget and Finance Committee*) made by Carol Stein and seconded by Elisabeth Hellwege and unanimously approved. Policy Review-Procurement: After discussion a motion to approve the Procurement Policy (see attached) was made by Elisabeth Hellwege, seconded by Susanne Vondrak and unanimously approved. Strategic Plan: The Library Director will obtain additional information for the August Board of Trustee meeting, regarding the benefits of a three-year strategic plan vs. a five-year plan. The current plan expires at the end of 2016. Petition: Waiting for update. Library construction update: See attached Director's Report. The improvement proposals of Paul Mays, of Butler Rowland Mays Architects, were discussed. There is a September 1 deadline for the grant application. Discussion continued as to what would be included in the grant. A motion to approve the contract with Paul Mays was made by Carol Stein and seconded by Bruce Cohen, and unanimously approved.

## IX. Committee Reports:

Building Committee: Next meeting is scheduled at 5pm, Thursday, July 14, 2016.

Foundation and Friends: The Ice Cream Social and Chalk Art Contest are scheduled for July 23<sup>rd</sup>. This event again will be cosponsored by both the Foundation and Friends. The Foundation is still experiencing a declining participation. Ideas were suggested to increase membership. The next Friends meeting is scheduled in the Fall.

X. **Adjournment:** A motion to adjourn regular meeting at 9:26 PM by Bruce Cohen and was seconded by Chris McDonald and unanimously approved.

**Next Regular Board Meeting Date:** August 9, 2016, 7 PM

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

**General Overview**

This was a great month for feedback – hearing lots suggestions for programs, compliments about staff service, enjoyment of program offerings and lots of happy kids running around!

**Administration**

**-Policies** – You are presented this evening with the Procurement Policy, and the Credit Card Policy which has been reviewed and revised by the Finance Committee. We are asking for a motion to approve. The Exhibits and Display Policy has been sent to our lawyers for review, will be submitted for final review by the board in August.

**-New Hours** – as of June 1, six additional hours of operation were added. Our new hours are Monday - Thursday 9:00-8:00; Friday 9:00 – 6:00; Saturday 9:00 -4:00 and Sunday 1:00-4:00.

**Personnel**

**-Staff** - Staff received written notice of their 2016-2017 salary adjustments on June 27. A thorough review of staffing plans and a performance review schedule will be developed for 2016-17.

**Building**

**-HVAC** – air conditioning fluctuates a bit but is generally functioning well. United has been on top of it and we are cool.

**-NYS Public Library Construction Grant** – Preliminary work has been done with the building committee and a project outline was submitted to Paul Mays. Estimated costs were given to RCLS on May 15 in the amount of \$350,000. August 18 mandatory workshop at RCLS to prepare application; Grant is due: September 2.

**-Community Room** – this space was painted on July 1. Refreshed and reinvigorated for the Nita Klein Art Show beginning July 9. Additional renovations – frame cabling and new flooring – will be done by summer's end.

**-Table Auction** – Holiday Table fundraising idea in conjunction with Friends to unload the 4 heavy oak tables in community room and replace with folding tables and chairs to maximize room space, usage of tables and to save staff backs.

**-Glass Cabinet** – the glass cabinet in the circ area is dangerous to have around children. I would like to donate it to the Historical Society, who has expressed interest.

**Finance**

**-Policy and procedure review** – Michelle, Reenie, Carol, Chris and I met July 7 to review and revise the Credit Card Policy and the Procurement Policy. They are presented tonight for your approval.

**-Bookkeeper** – Reenie will be pursuing her jewelry business full time. We will need to hire a new person in this critical position. I have some people in mind and I am working through civil service for the process. Reenie has graciously agreed to train and support the new person.

### **Outreach & Partnerships**

**-Community Collaborations: Placemaking leaders** – made good connections with the Orange County Citizens Foundation and attendees at recent workshop which featured Paul Mays and libraries as the Keynote; **Hudson Valley Pattern for Progress event** – represented the library system and ensured libraries were focus of presentations and discussions on downtown revitalization efforts; **Chamber of Commerce** continues to afford us good community relationships and partners for storywalk this summer; **2 Alice’s Coffee Shop** is our summer partner enabling us to feature a sticker with our GO! Summer logo and website link on all coffee lids; held the second **“Community Conversations”** workshop on June 22 for 16 people, and engaged in a good discussion on placemaking and the environment. Great suggestions for, and interest in, continued conversations in Sept and Oct.

**-News Coverage** – we continue to average between one and four mentions in the Cornwall Local each week for the past month. Coverage of programming in the TH Record has been solid.

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

*Programs and Circulation* -**22 programs** were held this month with an attendance of **164**. The most well attended programs included Chamber of Commerce breakfast (25); Tea & a Classic (27), Community Conversations (16), Mystery Book Group and Author program (10), Book Chat (13); and the Cookbook Club (9). Due to the extreme customer service practices of our amazing staff, Cornwall leads the race with **51 teams** to date! The multi-library summer program, with the theme of the Amazing Race TV Show, “Amazing Orange Libraries” features a county-wide scavenger hunt to promote library visitation and awareness. Our summer clerks are on board and working well. Other circ staff have been given additional responsibilities in their areas of interest. Rosaleen has suggested the benefit of RCLS-negotiated music platforms to share the costs among the 47 libraries and will be forwarding her ideas and requests to Robert Hubsher.

*Youth Services* – **12 programs** attracted **1269** children and adults reached through volunteer recruitment and orientation, 4 significant school visits and assemblies, the SRP Kickoff Event and specialty programs such as the Party 2 Dye 4 and Bryan’s Bikes. As of today, **330** children are registered for our summer reading program – well surpassing last year! The linkage with the schools has created more awareness of summer programming, and the quality and variety of programming have attracted daily audiences. Incredible job by the children’s staff!

*Adult Services* – **Reference service** this month dealt with technology assistance (64), reader’s advisory (19), reference questions (261), ILL Pulls (1421), laptop lending (7) and general circulation help (126) and (18) SEAL/outside the system, requests. Total PC usage – 888; top database use: NoveList Plus (2322) and EBSCO (955.) Events included a genealogy program; Master Gardener Lecture; Orange County Office for the Aging; Apple Tech training; Adult Coloring and a “Naturally Sweet Food in Jars” program.

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

Registered borrowers: **9767 (9700)**; Direct Access/Circulation: **13,819 (13,917)**; ILL Borrows: **2366 (2388)**; ILL Loans: **1721 (1654)**; Item Count: **74,477 (73,689)**.

**Meetings, Trainings, Programs & Happenings in June**

Launched new hours for library, adding 6 per week; attended Broadway show/fundraising trip to NYC, scoping out possible library trip in fall (6/1);

Manager's meeting, building committee meeting, Staff Safety training in evening (6/2);

Placemaking conference, Newburgh Armory, Paul Mays spoke on Libraries as Placemaking Centers (6/3);

River Fest (6/4);

Fellows meeting (6/7);

Cornwall Public Library Foundation meeting (6/8);

Board of Trustees meeting (6/14);

Chamber of Commerce breakfast meeting at library (6/15);

Staff meeting (6/16);

Pattern for Progress Fellows Graduation and Program (6/21);

Second Community Conversation workshop on Placemaking and the Environment (6/22);

ANSER meeting (6/23);

My daughter's graduation from High School! (6/24 – taking off);

Summer Reading Program Kickoff Event (6/27);

CPL Foundation meeting (6/29).

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

Community room painted (7/1);

Cornwall 4<sup>th</sup> of July celebration, float prep and ride (7/4);

Director's Association meeting, meeting with Paul Mays to receive construction grant proposal; (7/6);

Finance committee meeting, policy review (7/7);

Meeting with Anthony Burgess regarding community conversations (7/8);

Nita Klein Art Show and Reception (7/9);

Meeting with Circulation Supervisor, R. Leahy, regarding fall staffing (7/11);

Board of Trustees meeting (7/12);

Indie Author Day webinar training (7/13);

Staff meeting; Manager's meeting (7/14);

Chalk Art Contest (7/23);

Chamber of Commerce dinner meeting (7/26).

**Respectfully submitted,**

**Mary Lou Carolan**

**Director**

**July 12, 2016**

## Cornwall Public Library Profit & Loss Comparison July 2015 through May 2016

	Budget % for May		Current YTD Budget Comparison				Prior YTD Actual Comparison		
	91.67%		Current YTD				Last Year		
	1,115,622.34		Jul '15 - May 16	Budget	\$ Over Budget	% of Budget	% of Budget	Jul '14 - May 15	\$ Change
<b>Income</b>									
2002 · Local Public Funds	1,127,162.17	1,127,557.00	-394.83	99.97%	99.84%	1,097,716.86	29,445.31	2.68%	
2003 · Refund of Tax assessment	-3,369.95	-3,000.00	-369.95	112.33%	0.0%	0.00	-3,369.95	-100.0%	
2082 · Library Fines	28,585.48	34,000.00	-5,414.52	84.08%	80.48%	28,169.26	416.22	1.48%	
2401 · Income from Investments	221.12	700.00	-478.88	31.59%	52.94%	370.59	-149.47	-40.33%	
2670 · Sale of Library Materials						100.00	-100.00	-100.0%	
2701 · Refunds	0.00	1,000.00	-1,000.00	0.0%	100.0%	105.00	-105.00	-100.0%	
<b>2706 · Gifts &amp; Endowments</b>									
2706.1 · Gifts-Friends	7,573.90	10,000.00	-2,426.10	75.74%	49.96%	4,996.44	2,577.46	51.59%	
2706.2 · Gifts-Other	8,360.57	4,000.00	4,360.57	209.01%	26.64%	799.33	7,561.24	945.95%	
2706 · Gifts & Endowments - Other	113.55					0.00	113.55	100.0%	
<b>Total 2706 · Gifts &amp; Endowments</b>	<b>16,048.02</b>	<b>14,000.00</b>	<b>2,048.02</b>	<b>114.63%</b>	<b>44.58%</b>	<b>5,795.77</b>	<b>10,252.25</b>	<b>176.89%</b>	
2760 · Grants	6,237.06	12,000.00	-5,762.94	51.98%	111.78%	13,413.53	-7,176.47	-53.5%	
3840 · RCLS	24,683.00	4,100.00	20,583.00	602.02%	97.15%	3,983.00	20,700.00	519.71%	
Fund Balance		26,685.55							
<b>Total Income</b>	<b>1,199,566.90</b>	<b>1,217,042.55</b>	<b>-17,475.65</b>	<b>98.56%</b>	<b>98.75%</b>	<b>1,149,654.01</b>	<b>49,912.89</b>	<b>4.34%</b>	
<b>Gross Profit</b>	<b>1,199,566.90</b>	<b>1,217,042.55</b>	<b>-17,475.65</b>	<b>98.56%</b>	<b>98.75%</b>	<b>1,149,654.01</b>	<b>49,912.89</b>	<b>4.34%</b>	
<b>Expense</b>									
141 · Salary-Certified Librarian	171,786.72	202,318.32	-30,531.60	84.91%	84.73%	158,438.43	13,348.29	8.43%	
142 · Salary-Clerical	343,485.85	429,926.44	-86,440.59	79.89%	88.95%	346,750.10	-3,264.25	-0.94%	
203b · Capital Equipment	57,200.90	46,500.00	10,700.90	123.01%	68.67%	42,834.05	14,366.85	33.54%	
<b>Total 410 · Books</b>	<b>64,013.23</b>	<b>75,225.00</b>	<b>-11,211.77</b>	<b>85.1%</b>	<b>84.88%</b>	<b>58,756.39</b>	<b>5,256.84</b>	<b>8.95%</b>	
411 · Film	576.44	550.00	26.44	104.81%	84.89%	509.34	67.10	13.17%	
<b>Total 412 · Video/Music/Books on Tape</b>	<b>23,107.12</b>	<b>29,144.00</b>	<b>-6,036.88</b>	<b>79.29%</b>	<b>83.52%</b>	<b>22,049.63</b>	<b>1,057.49</b>	<b>4.8%</b>	
<b>Total 413 · Serials/Reference</b>	<b>14,236.73</b>	<b>21,100.00</b>	<b>-6,863.27</b>	<b>67.47%</b>	<b>64.87%</b>	<b>14,877.56</b>	<b>-640.83</b>	<b>-4.31%</b>	
<b>430 · Supplies</b>									
430.1 · Library supplies	4,305.77	5,000.00	-694.23	86.12%	94.15%	4,707.51	-401.74	-8.53%	
430.2 · Office supplies	7,709.18	8,000.00	-290.82	96.37%	84.86%	6,788.99	920.19	13.55%	
<b>430.3 · Program supplies</b>									
430.30 · Adult	2,108.25	2,500.00	-391.75	84.33%	101.14%	1,517.07	591.18	38.97%	
430.31 · YA	226.53	700.00	-473.47	32.36%	64.23%	321.15	-94.62	-29.46%	
430.32 · Juvenile	914.18	1,100.00	-185.82	83.11%	108.72%	978.45	-64.27	-6.57%	
430.33 · Summer Reading	2,351.73	2,500.00	-148.27	94.07%	84.1%	2,102.39	249.34	11.86%	
430.34 · Special/Outreach	1,017.07	1,000.00	17.07	101.71%	111.04%	1,054.83	-37.76	-3.58%	
<b>Total 430.3 · Program supplies</b>	<b>6,617.76</b>	<b>7,800.00</b>	<b>-1,182.24</b>	<b>84.84%</b>	<b>94.08%</b>	<b>5,973.89</b>	<b>643.87</b>	<b>10.78%</b>	
<b>Total 430 · Supplies</b>	<b>18,632.71</b>	<b>20,800.00</b>	<b>-2,167.29</b>	<b>89.58%</b>	<b>90.29%</b>	<b>17,470.39</b>	<b>1,162.32</b>	<b>6.65%</b>	
431 · Telephone	13,077.24	12,207.00	870.24	107.13%	85.43%	10,678.45	2,398.79	22.46%	

**Cornwall Public Library  
Profit & Loss Comparison  
July 2015 through May 2016**

	<b>Budget % for May</b>		<b>Current YTD Budget Comparison</b>				<b>Prior YTD Actual Comparison</b>		
	<b>91.67%</b>	<b>1,115,622.34</b>	<b>Current YTD</b>				<b>Last Year</b>		
	<b>Jul '15 - May 16</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>% of Budget</b>	<b>Jul '14 - May 15</b>	<b>\$ Change</b>	<b>% Change</b>	
433 · Postage	3,928.36	4,000.00	-71.64	98.21%	120.86%	3,625.85	302.51	8.34%	
434 · Printing	9,950.98	10,000.00	-49.02	99.51%	91.3%	7,303.74	2,647.24	36.25%	
435 · Travel/Conference	3,065.15	4,500.00	-1,434.85	68.11%	91.08%	3,643.30	-578.15	-15.87%	
437 · Professional Fees									
437.1 · Prof fees-Office	53,200.68	22,900.00	30,300.68	232.32%	169.12%	50,600.99	2,599.69	5.14%	
437.2 · Prof fees-Adult programs	3,815.50	7,000.00	-3,184.50	54.51%	79.64%	5,336.16	-1,520.66	-28.5%	
437.3 · Prof fees-YA programs	1,000.00	1,800.00	-800.00	55.56%	31.94%	575.00	425.00	73.91%	
437.4 · Prof fees-Juvenile	2,784.15	4,000.00	-1,215.85	69.6%	109.33%	3,280.00	-495.85	-15.12%	
437.5 · Prof fees-SRP	0.00	3,000.00	-3,000.00	0.0%	69.33%	2,080.00	-2,080.00	-100.0%	
437.6 · Prof fees-Outreach	25.00	1,000.00	-975.00	2.5%	36.0%	360.00	-335.00	-93.06%	
437 · Professional Fees - Other	1,416.91					0.00	1,416.91	100.0%	
<b>Total 437 · Professional Fees</b>	<b>62,242.24</b>	<b>39,700.00</b>	<b>22,542.24</b>	<b>156.78%</b>	<b>137.02%</b>	<b>62,232.15</b>	<b>10.09</b>	<b>0.02%</b>	
438 · Dues	624.00	1,300.00	-676.00	48.0%	57.08%	742.00	-118.00	-15.9%	
439 · Equipment Repair	0.00	300.00	-300.00	0.0%	0.0%				
440 · Contracts w/ Books Co.	2,293.86	2,600.00	-306.14	88.23%	102.31%	2,557.76	-263.90	-10.32%	
450 · Fuel/Utilities	29,147.61	39,000.00	-9,852.39	74.74%	92.02%	32,205.66	-3,058.05	-9.5%	
451 · Custodial Supplies	820.60	2,000.00	-1,179.40	41.03%	89.3%	1,785.92	-965.32	-54.05%	
452 · Repairs to Building	37,327.09	23,800.00	13,527.09	156.84%	50.75%	17,915.37	19,411.72	108.35%	
454 · Building Insurance	11,562.01	13,700.00	-2,137.99	84.39%	86.26%	11,885.39	-323.38	-2.72%	
469 · Service Contracts	30,011.08	40,300.00	-10,288.92	74.47%	88.57%	29,060.11	950.97	3.27%	
9010.8 · Retirement	68,631.00	58,638.59	9,992.41	117.04%	108.67%	63,185.92	5,445.08	8.62%	
9030.8 · FICA/Medicare Expense	48,552.27	57,178.32	-8,626.05	84.91%	89.55%	47,402.51	1,149.76	2.43%	
9060.8 · Workers' Comp	7,407.36	5,800.00	1,607.36	127.71%	126.89%	6,334.31	1,073.05	16.94%	
9090.8 · Health Insurance	68,144.00	76,454.88	-8,310.88	89.13%	79.65%	59,421.11	8,722.89	14.68%	
<b>Total Expense</b>	<b>1,089,824.55</b>	<b>1,217,042.55</b>	<b>-127,218.00</b>	<b>89.55%</b>	<b>87.75%</b>	<b>1,021,665.44</b>	<b>68,159.11</b>	<b>6.67%</b>	
<b>Net Income</b>	<b>109,742.35</b>	<b>0.00</b>	<b>109,742.35</b>	<b>9.02%*</b>	<b>100.0%</b>	<b>127,988.57</b>	<b>-18,246.22</b>	<b>-14.26%</b>	

\* Percentage = Net Income / Total Budget

**Cornwall Public Library**  
**Profit & Loss Budget vs. Actual**  
 July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
2002 · Local Public Funds	1,127,162.17	1,127,557.00	-394.83	100.0%
2003 · Refund of Tax assessment	-3,369.95	-3,000.00	-369.95	112.3%
2082 · Library Fines	31,081.79	34,000.00	-2,918.21	91.4%
2401 · Income from Investments	235.25	700.00	-464.75	33.6%
2701 · Refunds	0.00	1,000.00	-1,000.00	0.0%
2706 · Gifts & Endowments				
2706.1 · Gifts-Friends	9,073.90	10,000.00	-926.10	90.7%
2706.2 · Gifts-Other	12,084.12	4,000.00	8,084.12	302.1%
2706 · Gifts & Endowments - Other	113.55			
<b>Total 2706 · Gifts &amp; Endowments</b>	<b>21,271.57</b>	<b>14,000.00</b>	<b>7,271.57</b>	<b>151.9%</b>
2760 · Grants	8,937.06	12,000.00	-3,062.94	74.5%
3840 · RCLS	24,683.00	4,100.00	20,583.00	602.0%
<b>Total Income</b>	<b>1,210,000.89</b>	<b>1,190,357.00</b>	<b>19,643.89</b>	<b>101.7%</b>
<b>Gross Profit</b>	<b>1,210,000.89</b>	<b>1,190,357.00</b>	<b>19,643.89</b>	<b>101.7%</b>
<b>Expense</b>				
141 · Salary-Certified Librarian	188,934.04	202,318.32	-13,384.28	93.4%
142 · Salary-Clerical	372,889.41	429,926.44	-57,037.03	86.7%
203b · Capital Equipment	66,099.65	46,500.00	19,599.65	142.1%
410 · Books				
410.1 · Adult Fiction				
410.10 · Adult Fiction	14,263.97	14,200.00	63.97	100.5%
410.11 · Adult Fiction Standing Order	2,436.70	1,500.00	936.70	162.4%
410.12 · Adult E Book	11,688.74	10,440.00	1,248.74	112.0%
410.1 · Adult Fiction - Other	30.24			
<b>Total 410.1 · Adult Fiction</b>	<b>28,419.65</b>	<b>26,140.00</b>	<b>2,279.65</b>	<b>108.7%</b>
410.2 · Adult Non Fiction				
410.20 · Adult Non-Fiction	14,013.53	15,680.00	-1,666.47	89.4%
410.21 · Adult Non-Fiction Standing Orde	647.43	1,000.00	-352.57	64.7%
<b>Total 410.2 · Adult Non Fiction</b>	<b>14,660.96</b>	<b>16,680.00</b>	<b>-2,019.04</b>	<b>87.9%</b>
410.4 · Juvenile Fiction	9,484.54	8,755.00	729.54	108.3%
410.42 · Ebooks -- Juvenile	601.44	600.00	1.44	100.2%
410.5 · Juvenile Non Fiction	7,488.62	9,550.00	-2,061.38	78.4%
410.6 · Young Adult Fiction	2,783.65	2,400.00	383.65	116.0%
410.62 · Ebooks -- Young Adult	1,095.44	600.00	495.44	182.6%
410.7 · Young Adult Non Fiction	437.87	500.00	-62.13	87.6%
410.9 · McNaughton	7,939.75	10,000.00	-2,060.25	79.4%
410 · Books - Other	0.00	0.00	0.00	0.0%
<b>Total 410 · Books</b>	<b>72,911.92</b>	<b>75,225.00</b>	<b>-2,313.08</b>	<b>96.9%</b>



**Cornwall Public Library**  
**Profit & Loss Budget vs. Actual**  
 July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>411 · Film</b>	576.44	550.00	26.44	104.8%
<b>412 · Video/Music/Books on Tape</b>				
<b>412.1 · Music Adult</b>	1,139.77	1,600.00	-460.23	71.2%
<b>412.12 · Digital music</b>	0.00	1,000.00	-1,000.00	0.0%
<b>412.2 · Music Juvenile</b>	320.97	700.00	-379.03	45.9%
<b>412.3 · Books-on-Tape</b>	6,033.06	6,700.00	-666.94	90.0%
<b>412.32 · E-Audiobooks -- Adult</b>	2,523.51	1,200.00	1,323.51	210.3%
<b>412.4 · Books On Tape - Juvenile</b>	767.33	800.00	-32.67	95.9%
<b>412.42 · E-Audiobooks -- Juvenile</b>	378.37	530.00	-151.63	71.4%
<b>412.5 · Books on Tape YA</b>	831.69	1,000.00	-168.31	83.2%
<b>412.52 · E-Audiobooks -- Young Adult</b>	507.95	1,000.00	-492.05	50.8%
<b>412.6 · Videos/DVD</b>	8,991.97	8,961.00	30.97	100.3%
<b>412.62 · Digital video</b>	2,084.85	3,000.00	-915.15	69.5%
<b>412.7 · Video/DVD Juvenile</b>	2,589.23	2,653.00	-63.77	97.6%
<b>412 · Video/Music/Books on Tape - Other</b>	0.00	0.00	0.00	0.0%
<b>Total 412 · Video/Music/Books on Tape</b>	26,168.70	29,144.00	-2,975.30	89.8%
<b>413 · Serials/Reference</b>				
<b>413.1 · Reference - Adult book</b>				
<b>413.10 · Reference-Adult Book</b>	612.55	1,000.00	-387.45	61.3%
<b>413.11 · Reference-Adult Standing Order</b>	47.94	200.00	-152.06	24.0%
<b>Total 413.1 · Reference - Adult book</b>	660.49	1,200.00	-539.51	55.0%
<b>413.2 · Reference Juvenile</b>				
<b>413.20 · Juvenile Reference</b>	647.46	500.00	147.46	129.5%
<b>Total 413.2 · Reference Juvenile</b>	647.46	500.00	147.46	129.5%
<b>413.3 · Reference-Adult electroni</b>	4,640.12	5,000.00	-359.88	92.8%
<b>413.4 · Reference-Juv electronic</b>	1,196.79	1,500.00	-303.21	79.8%
<b>413.5 · Reference-Cornwall Local elect</b>	0.00	4,000.00	-4,000.00	0.0%
<b>413.6 · Serials</b>	9,015.12	7,900.00	1,115.12	114.1%
<b>413.7 · Professional Collection</b>	0.00	1,000.00	-1,000.00	0.0%
<b>413 · Serials/Reference - Other</b>	0.00	0.00	0.00	0.0%
<b>Total 413 · Serials/Reference</b>	16,159.98	21,100.00	-4,940.02	76.6%
<b>430 · Supplies</b>				
<b>430.1 · Library supplies</b>	5,351.65	5,000.00	351.65	107.0%
<b>430.2 · Office supplies</b>	9,102.77	8,000.00	1,102.77	113.8%
<b>430.3 · Program supplies</b>				
<b>430.30 · Adult</b>	2,339.34	2,500.00	-160.66	93.6%
<b>430.31 · YA</b>	245.25	700.00	-454.75	35.0%
<b>430.32 · Juvenile</b>	952.49	1,100.00	-147.51	86.6%
<b>430.33 · Summer Reading</b>	3,282.85	2,500.00	782.85	131.3%
<b>430.34 · Special/Outreach</b>	1,209.50	1,000.00	209.50	121.0%

**Cornwall Public Library**  
**Profit & Loss Budget vs. Actual**  
 July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Total 430.3 · Program supplies</b>	8,029.43	7,800.00	229.43	102.9%
<b>Total 430 · Supplies</b>	22,483.85	20,800.00	1,683.85	108.1%
431 · Telephone	13,589.87	12,207.00	1,382.87	111.3%
433 · Postage	4,157.39	4,000.00	157.39	103.9%
434 · Printing	10,190.35	10,000.00	190.35	101.9%
435 · Travel/Conference	3,293.99	4,500.00	-1,206.01	73.2%
437 · Professional Fees				
437.1 · Prof fees-Office	53,873.57	22,900.00	30,973.57	235.3%
437.2 · Prof fees-Adult programs	4,350.50	7,000.00	-2,649.50	62.2%
437.3 · Prof fees-YA programs	1,280.00	1,800.00	-520.00	71.1%
437.4 · Prof fees-Juvenile	3,634.15	4,000.00	-365.85	90.9%
437.5 · Prof fees-SRP	830.00	3,000.00	-2,170.00	27.7%
437.6 · Prof fees-Outreach	25.00	1,000.00	-975.00	2.5%
437 · Professional Fees - Other	1,711.54			
<b>Total 437 · Professional Fees</b>	65,704.76	39,700.00	26,004.76	165.5%
438 · Dues	1,194.00	1,300.00	-106.00	91.8%
439 · Equipment Repair	0.00	300.00	-300.00	0.0%
440 · Contracts w/ Books Co.	2,454.16	2,600.00	-145.84	94.4%
450 · Fuel/Utilities	30,955.45	39,000.00	-8,044.55	79.4%
451 · Custodial Supplies	820.60	2,000.00	-1,179.40	41.0%
452 · Repairs to Building	38,943.17	23,800.00	15,143.17	163.6%
454 · Building Insurance	10,739.39	13,700.00	-2,960.61	78.4%
469 · Service Contracts	30,855.36	40,300.00	-9,444.64	76.6%
9010.8 · Retirement	68,631.00	58,638.59	9,992.41	117.0%
9030.8 · FICA/Medicare Expense	52,930.18	57,178.32	-4,248.14	92.6%
9060.8 · Workers' Comp	7,407.36	5,800.00	1,607.36	127.7%
9090.8 · Health Insurance	74,705.91	76,454.88	-1,748.97	97.7%
<b>Total Expense</b>	1,182,796.93	1,217,042.55	-34,245.62	97.2%
<b>Net Income</b>	<b>27,203.96</b>	<b>-26,685.55</b>	<b>53,889.51</b>	<b>-101.9%</b>

**Cornwall Public Library**  
**Warrant #12**  
**As of June 30, 2016**

Type	Date	Num	Split	Paid	Amount
<b>Audio Editions</b>					
Bill	06/20/2016	1595...	412.3 · Books-on-Tape	Unpaid	30.39
Bill	06/30/2016	1595...	412.3 · Books-on-Tape	Unpaid	253.54
Total Audio Editions					283.93
<b>AWE</b>					
Bill	06/30/2016	COR...	203b · Capital Equipment	Unpaid	5,456.00
Total AWE					5,456.00
<b>Barnes &amp; Noble Booksellers</b>					
Bill	06/30/2016	3284...	413.20 · Juvenile Reference	Unpaid	539.66
Total Barnes & Noble Booksellers					539.66
<b>Brodart Co. - Juv</b>					
Bill	06/20/2016	B456...	410.4 · Juvenile Fiction	Unpaid	14.30
Bill	06/20/2016	B456...	-SPLIT-	Unpaid	42.45
Bill	06/20/2016	B456...	410.4 · Juvenile Fiction	Unpaid	7.03
Bill	06/20/2016	B456...	-SPLIT-	Unpaid	20.27
Bill	06/20/2016	B456...	-SPLIT-	Unpaid	74.27
Bill	06/20/2016	B456...	-SPLIT-	Unpaid	78.17
Bill	06/20/2016	B456...	410.4 · Juvenile Fiction	Unpaid	2.74
Bill	06/20/2016	B456...	-SPLIT-	Unpaid	14.11
Bill	06/20/2016	B456...	410.4 · Juvenile Fiction	Unpaid	4.19
Bill	06/20/2016	B453...	410.4 · Juvenile Fiction	Unpaid	7.94
Bill	06/20/2016	B457...	-SPLIT-	Unpaid	13.76
Bill	06/20/2016	B457...	410.4 · Juvenile Fiction	Unpaid	6.12
Bill	06/20/2016	B456...	410.5 · Juvenile Non Fiction	Unpaid	14.95
Bill	06/30/2016	B457...	410.4 · Juvenile Fiction	Unpaid	15.83
Bill	06/30/2016	B457...	-SPLIT-	Unpaid	114.44
Bill	06/30/2016	B457...	-SPLIT-	Unpaid	88.75
Bill	06/30/2016	B457...	410.4 · Juvenile Fiction	Unpaid	116.57
Bill	06/30/2016	B457...	-SPLIT-	Unpaid	99.74
Bill	06/30/2016	B458...	410.4 · Juvenile Fiction	Unpaid	14.04
Bill	06/30/2016	B458...	410.4 · Juvenile Fiction	Unpaid	14.02
Bill	06/30/2016	B458...	410.4 · Juvenile Fiction	Unpaid	6.15
Bill	06/30/2016	B458...	410.5 · Juvenile Non Fiction	Unpaid	3.51
Total Brodart Co. - Juv					773.35
<b>Brodart Co. -Supplies</b>					
Bill	06/30/2016	435728	-SPLIT-	Unpaid	504.51
Bill	06/30/2016	439713	430.1 · Library supplies	Unpaid	548.15
Total Brodart Co. -Supplies					1,052.66
<b>Brodart Co. (McN)</b>					
Bill	06/20/2016	M137...	410.9 · McNaughton	Unpaid	610.75
Bill	06/30/2016	M138...	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)					1,221.50
<b>Cengage Learning/Gale</b>					
Bill	06/30/2016	5826...	410.21 · Adult Non-Fiction Stan...	Unpaid	110.25
Bill	06/30/2016	5824...	410.10 · Adult Fiction	Unpaid	24.80
Bill	06/30/2016	5822...	410.10 · Adult Fiction	Unpaid	22.50
Total Cengage Learning/Gale					157.55
<b>Central Hudson Gas &amp; Electric Corp</b>					
Bill	06/30/2016	8661-...	450 · Fuel/Utilities	Unpaid	1,807.84
Total Central Hudson Gas & Electric Corp					1,807.84
<b>Charles B. Merrill Office Equip &amp; Supplie</b>					
Bill	06/30/2016	4463...	-SPLIT-	Unpaid	135.71
Bill	06/30/2016	4464...	430.2 · Office supplies	Unpaid	31.98
Bill	06/30/2016	4470...	430.2 · Office supplies	Unpaid	134.47
Bill	06/30/2016	4473...	203b · Capital Equipment	Unpaid	392.00

**Cornwall Public Library**  
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Type	Date	Num	Split	Paid	Amount
Bill	06/30/2016	4471...	430.2 · Office supplies	Unpaid	109.00
Total Charles B. Merrill Office Equip & Supplie					803.16
<b>Chase Card Services</b>					
Bill	06/30/2016	1931	-SPLIT-	Paid	2,579.39
Bill	06/30/2016	1931	-SPLIT-	Unpaid	419.01
Bill	06/30/2016	1931	-SPLIT-	Unpaid	514.75
Total Chase Card Services					3,513.15
<b>Cornell Cooperative Extension</b>					
Bill	06/30/2016	progr...	437.2 · Prof fees-Adult programs	Unpaid	60.00
Total Cornell Cooperative Extension					60.00
<b>Corner Stone Telephone</b>					
Bill	06/30/2016	4018...	431 · Telephone	Unpaid	308.15
Total Corner Stone Telephone					308.15
<b>Cornwall Public Library - Payroll</b>					
Bill	06/20/2016	pay e...	1012 · OCT Payroll Checking	Paid	18,000.00
Bill	06/23/2016	pay e...	1012 · OCT Payroll Checking	Paid	15,570.61
Total Cornwall Public Library - Payroll					33,570.61
<b>Cornwall Public Library - Trust &amp; Agency</b>					
Bill	06/20/2016	pay e...	1003 · Due from Trust & Agency	Paid	9,500.00
Bill	06/23/2016	health...	1003 · Due from Trust & Agency	Paid	6,494.07
Bill	06/23/2016	pay e...	1003 · Due from Trust & Agency	Paid	7,018.97
Total Cornwall Public Library - Trust & Agency					23,013.04
<b>Deluxe Business Checks and Solutions</b>					
Bill	06/30/2016	phon...	-SPLIT-	Paid	234.16
Total Deluxe Business Checks and Solutions					234.16
<b>Diane Edgecomb</b>					
Bill	06/30/2016	progr...	437.5 · Prof fees-SRP	Unpaid	500.00
Total Diane Edgecomb					500.00
<b>Dowser Spring Water</b>					
Bill	06/30/2016	1632...	430.2 · Office supplies	Unpaid	48.00
Bill	06/30/2016	1633...	430.2 · Office supplies	Unpaid	25.50
Total Dowser Spring Water					73.50
<b>Elizabeth Fisher</b>					
Bill	06/30/2016	reimb...	430.33 · Summer Reading	Unpaid	191.72
Bill	06/30/2016	mileage	435 · Travel/Conference	Unpaid	63.99
Total Elizabeth Fisher					255.71
<b>Encore Data Products, Inc.</b>					
Bill	06/30/2016	48051	430.2 · Office supplies	Unpaid	99.00
Total Encore Data Products, Inc.					99.00
<b>Gabriel Valle</b>					
Bill	06/30/2016	progr...	437.2 · Prof fees-Adult programs	Unpaid	350.00
Total Gabriel Valle					350.00
<b>Hannaford Bros. Co.</b>					
Bill	06/20/2016	4459...	430.2 · Office supplies	Unpaid	8.99
Bill	06/20/2016	365490	430.33 · Summer Reading	Unpaid	14.09
Bill	06/20/2016	081385	430.30 · Adult	Unpaid	33.50
Bill	06/20/2016	065388	430.33 · Summer Reading	Unpaid	20.56
Bill	06/30/2016	037019	430.33 · Summer Reading	Unpaid	19.17
Bill	06/30/2016	365649	430.33 · Summer Reading	Unpaid	7.61

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Type	Date	Num	Split	Paid	Amount
Bill	06/30/2016	057755	430.30 · Adult	Unpaid	13.98
Bill	06/30/2016	023054	-SPLIT-	Unpaid	13.16
Bill	06/30/2016	012111	-SPLIT-	Unpaid	40.89
Bill	06/30/2016	038149	430.34 · Special/Outreach	Unpaid	40.01
Bill	06/30/2016	038410	-SPLIT-	Unpaid	29.60
Total Hannaford Bros. Co.					241.56
<b>Independent Telecommunications Corp.</b>					
Bill	06/20/2016	80385	431 · Telephone	Unpaid	67.50
Total Independent Telecommunications Corp.					67.50
<b>Ingram Library Services</b>					
Bill	06/20/2016	9332...	-SPLIT-	Unpaid	1,278.83
Bill	06/20/2016	9336...	-SPLIT-	Unpaid	17.35
Bill	06/20/2016	9336...	-SPLIT-	Unpaid	15.70
Bill	06/20/2016	9333...	-SPLIT-	Unpaid	16.05
Bill	06/20/2016	9333...	-SPLIT-	Unpaid	126.15
Bill	06/20/2016	9344...	-SPLIT-	Unpaid	15.12
Bill	06/20/2016	9341...	-SPLIT-	Unpaid	47.56
Bill	06/20/2016	9340...	-SPLIT-	Unpaid	30.30
Bill	06/20/2016	9340...	-SPLIT-	Unpaid	15.50
Bill	06/20/2016	9340...	-SPLIT-	Unpaid	16.04
Bill	06/20/2016	9338...	-SPLIT-	Unpaid	176.53
Bill	06/20/2016	9337...	-SPLIT-	Unpaid	21.33
Bill	06/20/2016	9337...	-SPLIT-	Unpaid	80.87
Bill	06/30/2016	9355...	-SPLIT-	Unpaid	702.22
Bill	06/30/2016	9337...	-SPLIT-	Unpaid	16.79
Bill	06/30/2016	9353...	-SPLIT-	Unpaid	10.74
Bill	06/30/2016	9351...	-SPLIT-	Unpaid	4.99
Bill	06/30/2016	9351...	-SPLIT-	Unpaid	16.25
Bill	06/30/2016	9350...	-SPLIT-	Unpaid	15.53
Bill	06/30/2016	9349...	-SPLIT-	Unpaid	45.22
Bill	06/30/2016	9346...	-SPLIT-	Unpaid	31.38
Bill	06/30/2016	9346...	-SPLIT-	Unpaid	34.72
Bill	06/30/2016	9346...	-SPLIT-	Unpaid	26.41
Bill	06/30/2016	9360...	-SPLIT-	Unpaid	86.81
Bill	06/30/2016	9355...	-SPLIT-	Unpaid	46.54
Bill	06/30/2016	9366...	-SPLIT-	Unpaid	532.47
Total Ingram Library Services					3,427.40
<b>Jack Of All Trades</b>					
Bill	06/30/2016	16-62...	452 · Repairs to Building	Unpaid	252.41
Bill	06/30/2016	16-64...	452 · Repairs to Building	Unpaid	430.67
Total Jack Of All Trades					683.08
<b>LEGO Education</b>					
Bill	06/30/2016	1190...	413.4 · Reference-Juv electronic	Unpaid	1,196.79
Total LEGO Education					1,196.79
<b>Lisa Sinclair</b>					
Bill	06/30/2016	mileage	435 · Travel/Conference	Unpaid	70.47
Total Lisa Sinclair					70.47
<b>Marangi Disposal</b>					
Bill	06/30/2016	6710...	469 · Service Contracts	Unpaid	90.78
Total Marangi Disposal					90.78
<b>Martha M. LaVallee</b>					
Bill	06/30/2016	progr...	437.4 · Prof fees-Juvenile	Unpaid	100.00
Bill	06/30/2016	progr...	437.3 · Prof fees-YA programs	Unpaid	100.00
Total Martha M. LaVallee					200.00
<b>Mary Lou Carolan</b>					

**Cornwall Public Library**  
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Type	Date	Num	Split	Paid	Amount
Bill	06/30/2016	mileage	435 · Travel/Conference	Unpaid	54.42
Total Mary Lou Carolan					54.42
<b>Midwest Tape</b>					
Bill	06/20/2016	9406...	-SPLIT-	Unpaid	102.68
Bill	06/20/2016	9405...	412.6 · Videos/DVD	Unpaid	17.34
Bill	06/20/2016	9404...	412.6 · Videos/DVD	Unpaid	49.99
Bill	06/30/2016	9407...	412.7 · Video/DVD Juvenile	Unpaid	32.34
Bill	06/30/2016	9410...	412.7 · Video/DVD Juvenile	Unpaid	47.68
Total Midwest Tape					250.03
<b>NY State Education Department</b>					
Bill	06/17/2016	Amen...	438 · Dues	Paid	60.00
Total NY State Education Department					60.00
<b>OverDrive, Inc.</b>					
Bill	06/20/2016	1052...	410.12 · Adult E Book	Unpaid	1,924.00
Bill	06/20/2016	1052...	410.62 · Ebooks -- Young Adult	Unpaid	493.64
Bill	06/20/2016	1052...	412.32 · E-Audiobooks -- Adult	Unpaid	959.80
Bill	06/20/2016	1052...	410.42 · Ebooks -- Juvenile	Unpaid	161.79
Total OverDrive, Inc.					3,539.23
<b>P &amp; P Quick Copy Center</b>					
Bill	06/30/2016	190597	430.2 · Office supplies	Unpaid	89.00
Total P & P Quick Copy Center					89.00
<b>Patricia Parker</b>					
Bill	06/30/2016	july/a...	437.4 · Prof fees-Juvenile	Unpaid	300.00
Total Patricia Parker					300.00
<b>Patterson Painting</b>					
Bill	06/30/2016	com...	452 · Repairs to Building	Unpaid	933.00
Total Patterson Painting					933.00
<b>Paychex, Inc.</b>					
Bill	06/20/2016	0023-...	437.1 · Prof fees-Office	Paid	190.00
Bill	06/20/2016	2016...	437.1 · Prof fees-Office	Paid	482.89
Total Paychex, Inc.					672.89
<b>Rae of Light Yoga</b>					
Bill	06/30/2016	progr...	437.4 · Prof fees-Juvenile	Unpaid	450.00
Total Rae of Light Yoga					450.00
<b>Ramapo Catskill Library System</b>					
Bill	06/30/2016	24807	438 · Dues	Unpaid	510.00
Bill	06/30/2016	24844	203b · Capital Equipment	Unpaid	2,249.97
Bill	06/30/2016	24836	430.2 · Office supplies	Unpaid	44.01
Bill	06/30/2016	24819	434 · Printing	Unpaid	155.63
Bill	06/30/2016	24875	203b · Capital Equipment	Unpaid	263.25
Bill	06/30/2016	24879	410.12 · Adult E Book	Unpaid	731.65
Total Ramapo Catskill Library System					3,954.51
<b>Randazzo's Landscaping Inc.</b>					
Bill	06/30/2016	376	469 · Service Contracts	Unpaid	753.50
Total Randazzo's Landscaping Inc.					753.50
<b>Rolling Video Games</b>					
Bill	06/30/2016	progr...	437.5 · Prof fees-SRP	Unpaid	330.00
Total Rolling Video Games					330.00
<b>Rosaleen Leahy</b>					

**Cornwall Public Library**  
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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Bill	06/30/2016	mileage	435 · Travel/Conference	Unpaid	19.44
Total Rosaleen Leahy					19.44
<b>S &amp; S Worldwide Inc</b>					
Bill	06/30/2016	9115...	430.33 · Summer Reading	Unpaid	184.45
Total S & S Worldwide Inc					184.45
<b>Shop Rite Supermarkets Inc.</b>					
Bill	06/30/2016	0260...	430.33 · Summer Reading	Unpaid	15.09
Total Shop Rite Supermarkets Inc.					15.09
<b>Steven Fowler</b>					
Bill	06/30/2016	july pr...	437.3 · Prof fees-YA programs	Unpaid	180.00
Total Steven Fowler					180.00
<b>Susan Moccio</b>					
Bill	06/30/2016	mileage	435 · Travel/Conference	Unpaid	20.52
Total Susan Moccio					20.52
<b>The Sentinel</b>					
Bill	06/30/2016	renew...	413.6 · Serials	Unpaid	39.00
Total The Sentinel					39.00
<b>Toshiba Financial Services</b>					
Bill	06/30/2016	3080...	203b · Capital Equipment	Unpaid	537.53
Total Toshiba Financial Services					537.53
<b>Verizon</b>					
Bill	06/30/2016	652-1...	431 · Telephone	Unpaid	136.98
Total Verizon					136.98
<b>Wallkill Valley Publications, Inc.</b>					
Bill	06/30/2016	M000...	413.6 · Serials	Unpaid	40.00
Total Wallkill Valley Publications, Inc.					40.00
<b>TOTAL</b>					<b>92,610.14</b>