

**Cornwall Public Library
Board of Trustees**

September 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, Tom Dames, Elisabeth Hellwege,
Bruce Cohen, Susanne Vondrak, Christine McDonald

Excused: Carol Stein

Mary Lou Carolan, Library Director
Michelle Mellino, Treasurer

II. Approval of the minutes: A motion to approve the minutes of August 9, 2016 made by Christine McDonald, seconded by Bruce Cohen and unanimously approved.

III. Financial Review:

Following discussion, a motion to approve Warrant #2 in the amount of \$115,981.00 was made by Susanne Vondrak, seconded by Elisabeth Hellwege and was unanimously approved. A motion to approve the Profit and Loss Budget vs Actual report for July 2016, was made by Elisabeth Hellwege, seconded by Susanne Vondrak and was unanimously approved.

IV. Public Remarks: none.

V. Communications: Mary Lou presented the invitation to the RCLS Legislative Breakfast/ Annual Meeting to be held Friday, September 16, 2016, at the Bear Mountain Inn. Mary Lou, Janine Bixler, and Bruce Cohen will be in attendance. Mary Lou received a letter from a patron complaining about the lack of parking for the Friend's July book sale and Foundation's Chalk Art contest, stating that we don't have enough parking to host two events simultaneously. We will look into accommodating this situation, should the predicament present itself in the future. Mary Lou also presented an article from the Times-Herald Record

dated September 1, 2016, detailing the current Eagle Scout project. Lastly, we received an invitation to the Harvest Celebration hosted by the Cornell Cooperative Extension, to be held on September 17, 2016.

Donations: none.

VI. Director's Report: see written report.

VII. Committee Reports:

a. **Foundation and Friends:** Chris McDonald reported that the Friends had a very successful book sale in July and that the Dempsey family is splitting the proceeds from Jan Dempsey's *Fireside Papers* with the Friends. The Friends will be hosting a staff appreciation meal on October 20th and 21st, as well as, their annual Cider and Donuts event on Saturday, October 22nd. Jane Harkinson will be contacting the Foundation to see if they will be hosting their pumpkin decorating event that same day. The Friends have offered to pay for museum passes up to \$1,200, new exterior signs for \$422, \$200 toward a new people counter, and are hosting an independent author event on Saturday, October 8th.

b. **Committee reports:** Policy Committee: several policies were displayed for review. Susanne suggested that Mary Lou present the Board with the existing policy, and her suggestions for updates, to the Board before we proceed with further review. Mary Lou will send that information out so that the Board may vote on these policy changes at our October meeting. Garden Committee: Janine gave an update on the Eagle Scout project which she believes will be completed in October. Lis suggested we give Skylar a firm deadline. Building Committee: the committee will be meeting with Megan from Butler Rowland Mays Architects on Wednesday, September 14th. An update will follow.

VIII. Unfinished Business:

a. **Strategic Plan:** Mary Lou suggested a Board retreat to be held off-site with the purpose of reviewing our current plan and hopes for the future. She will send out a Doodle poll and schedule the retreat accordingly. Mary Lou will also set up dates for the Strategic Planning Committee to meet, and will contact Tom Weddell to see if he will facilitate the focus groups, as he did last time.

b. **Library Construction Grant:** Building Committee will give an update after their meeting on September 14th.

IX. New Business:

Field Goods: Mary Lou presented a fundraising opportunity involving a produce delivery service, Field Goods. The company delivers pre-ordered bags of produce from area farms to patrons on a weekly basis, using the library as the transfer location. The library earns \$1 for each bag/week. Chris McDonald will call participating libraries and update the board regarding the viability of this program for our patrons.

X. Adjournment: Motion to adjourn regular meeting at 9:12 PM by Susanne Vondrak, seconded by Chris McDonald, and unanimously approved.

Next Regular Board meeting date: October 11, 2016 at 7:00 PM

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

General Overview

Our staff went above and beyond this summer offering great programs and customer service. We have been extremely busy and did not even experience the usual late August lull – traffic was steady all summer long.

Administration

-Policies – You are presented this evening with the **Hours of Operation, Public Relations and Communications and Tutoring policies** for review.

-Strategic Plan - Our new plan will encompass 2017-2022. Met with Anna Tilley to get up to speed on how last process was handled. I suggest a **board retreat** to review accomplishments of the 2011-2016 plan and establish a vision for the library over the next 5, 10, 20 years. Current members of planning committee include me, Anna Tilley, Chris, Bruce and Carol. Will add two staff - to be determined and two community members – tbd, received some interest from newsletter and website ask. At next Friends meeting will schedule dates for survey tables. Looking for focus group facilitator.

Personnel

-Account Clerk – Marla Landsman was hired on August 22 and has been training with Reenie through the first two weeks of September. She is a great addition to our staff and will be a great help to get our finances and procedures in order.

Building

-HVAC – Summer has been cool and comfortable. Will need to look at replacing exhaust fans in public bathrooms and utility closets as none work. Estimated cost is \$2,000.

-NYS Public Library Construction Grant – I reported my conversation with the architects and they are suggesting a building committee meeting asap to move forward with the permitting process so we are ahead of the game in 2017.

-Community Room – Getting flooring estimates/suggestions from several local flooring businesses has been a time consuming challenge. Two of the three bids range from \$3500 to \$6000. Hoping to get 3rd bid in and get the ball rolling by the end of September.

-Ceiling Mounted Projector - \$6,172.00. Have been trying to get other bids to no avail. I will ask the school who they use but if I don't find another option, I would like the approval to go with Audio-Video Corporation who installed the same for the Albert Wisner Library. This is using Larking grant funds and within that budget. Funds will be used completely with this order.

-Ballast burning –in Director's office on Monday, August 1. Building was evacuated, fire department, electrician and alarm company all called in to handle various issues and we go an impromptu fire drill

for staff and patrons out of the situation. Current lighting fixtures installed in 2000, are not the best quality and until we address the needs and issues, I suspect we will continue to have problems.

Finance

-**Budget for 2017-2018** – have asked manager’s to provide me with technology, staffing, materials and programming needs for consideration. Property tax levy growth will be capped at 0.68 percent for 2017. (down from 0.73 % in 2016). Would like to select **budget vote date**. Suggest Tuesday April 11 (full moon) or April 18, 2017.

Outreach & Partnerships

-The **Nita Klein Art Show** ended August 31 and well very well received by the community. The next exhibit will be the NYS Quilt and a series of small lap quilts from the local quilter’s group.

-**CCSD** – conducted our Kindergarten Here We Come program which created a nice connection with the schools to prepare both kids and parents. Liz and I are meeting with the school principals in September to make a library card an “essential school supply” on supply lists for next year; and the superintendent helped us promote Library Card sign up month by appearing in a photo with a goat: “If this kid can get a library card, so can you!”

-**New Victory Theater, NYC** – was invited to meet with their marketing coordinator to discuss field trip opportunities and educational programs for families. Great opportunity that we will be working on to offer in the spring.

-The third “**Community Conversations**” workshop on September 28 will focus on economic development. Members of the town’s economic development committee will attend.

-**Southern Tier Library System** – invited me to speak at their Sept 21st workshop in Corning on the “Library as a Community Hub.” I was recommended to them by OCLC and they will cover the costs of my travel to and from.

Programs, Collections, and Services

Programs and Circulation -**17 programs** were held this month with an attendance of **157**. The most well attended programs included the Tea and a Classic (30); Chamber of Commerce breakfast (25), Amazing Orange Party (23), Stampin’ Up (15), Book Chat (10). Other programs: Creative Writer’s, Cooking with Cookbooks, Yoga, Book Walk, St. Luke’s presentations, and Master Gardeners. Brenda continued researching new museum passes and with the Friends’ help we will be offering our library members new opportunities. The circ desk has been extremely busy lately and we are looking at different ways of staffing the shifts and filling the substitute positions so we have back up, especially on weekends. Coming up in September: Great Decisions, College Admissions program and a Bollywood Dance Workshop for the “Outside the Lines” week where libraries across the country are encouraged to offer something new and different to their communities.

Youth Services – **42 programs** attracted **373** children and adults with a diverse and creative offering of programs and activities including the most popular: Harry Potter Party (65), Dance Party (51); Market Story time (94); Kindergarten Her We Come (39), Family Build -it (25) and a Storyteller (23). **402** children and teens registered for our summer reading program – up from 324 last year. **23** teens

volunteered 226 hours this summer, **529** Reference questions were answered at the children's desk. The Storywalk collaboration with the downtown businesses was a great success and we are encouraged to do it again as it brought families downtown and into the stores.

Adult Services – **21** adults registered for the summer reading program and posted 32 book reviews.

Reference service this month dealt with technology assistance (160), reader's advisory (22), reference questions (330), ILL Pulls (1550), laptop lending (5) and general circulation help (197) and (41) SEAL/outside the system, requests. Total PC usage – 967; top database use: NoveList Plus (2676) and EBSCO (981), Ancestry (1,863.) Charlotte attended the SEAL 2.0 training on August 17.

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

Registered borrowers: **9,923** (9,840, +83!); Direct Access/Circulation: **14,911** (15,863); ILL Borrows: **2,291** (2,435); ILL Loans: **1,862** (1,818); Item Count: **74,650** (74,350). **Wi-Fi: 3,355** (3,324)

Meetings, Trainings, Programs & Happenings in August

Storyteller program (8/2);
Programming meeting (8/3);
Joe Price Insurance policy renewal meeting (8/4);
Meeting with Assemblyman James Skoufis (8/8);
Interviews, Board meeting (8/9);
Interviews, Manager's meeting (8/11);
Vacation (8/15-19);
Chamber of Commerce breakfast at library (8/17);
Mandatory Construction Grant meeting (8/18, Carol Stein and Charlotte Dunaief attending.)
Anser meeting at RCLS, meeting with Superintendent Neal Miller (8/22);
Chamber of Commerce meeting (8/23);
Meeting in NYC with New Victory Theater for family field trip offerings (8/24);
Staff meeting; Manager's meeting (8/25)
Amazing Orange party for CPL teams (8/26);
Strategic Planning meeting with A. Tilley, Construction Grant meeting (8/30);
Flooring estimates; Take down exhibit; photo with N. Miller and the "kid."

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

Purchase tablet and plan for Mobile Circulation Unit, Cleaning estimate, Economic Development committee meeting (9/1);
Sustainability Initiative conference call (9/6);
Director's Association meeting; E-rate meeting with S. Hoefler, phone meeting with Evan P. regarding technology courses and staff training (9/7);
Manager's meeting (9/8);
Battle of the Books (9/10);
Meeting with Field Goods Deliveries, meeting with Michelle and Marla, (9/12);
Friends meeting, Board meeting (9/13);

Meeting with CCSD Principals with Liz (9/14);
Meeting with Paychex, Sustainability Initiative planning session (9/15);
Legislative Breakfast, Bollywood dance event (9/16);
Fall Festival (9/18);
Facilitating for Southern Tier Library System training: Library as Community Hub, Corning, NY (9/20,21);
Staff meeting, manager's meeting (9/22);
National Voter Registration Day, Chamber of Commerce meeting (9/27);
Community Conversations on Economic Development (9/28);
Meeting with Kate Fisher to wrap up art exhibit (9/29).

Respectfully submitted,

Mary Lou Carolan

**Mary Lou Carolan
Director
September 9, 2016**

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

	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
Income				
2002 · Local Public Funds	0.00	1,138,619.00	-1,138,619.00	0.0%
2003 · Refund of Tax assessment	0.00	-3,000.00	3,000.00	0.0%
2082 · Library Fines	5,505.68	31,000.00	-25,494.32	17.8%
2401 · Income from Investments	10.42	500.00	-489.58	2.1%
2701 · Refunds	0.00	1,000.00	-1,000.00	0.0%
2706 · Gifts & Endowments				
2706.1 · Gifts-Friends	0.00	10,000.00	-10,000.00	0.0%
2706.2 · Gifts-Other	92.82	8,300.00	-8,207.18	1.1%
Total 2706 · Gifts & Endowments	92.82	18,300.00	-18,207.18	0.5%
2760 · Grants	4,396.00	12,000.00	-7,604.00	36.6%
3840 · RCLS	0.00	4,000.00	-4,000.00	0.0%
Total Income	10,004.92	1,202,419.00	-1,192,414.08	0.8%
Gross Profit	10,004.92	1,202,419.00	-1,192,414.08	0.8%
Expense				
141 · Salary-Certified Librarian	33,447.40	214,976.00	-181,528.60	15.6%
142 · Salary-Clerical	62,287.09	413,276.00	-350,988.91	15.1%
143 · Salary-Treasurer	0.00	5,000.00	-5,000.00	0.0%
203b · Capital Equipment	13,838.63	53,000.00	-39,161.37	26.1%
410 · Books				
410.1 · Adult Fiction				
410.10 · Adult Fiction	2,839.58	14,200.00	-11,360.42	20.0%
410.11 · Adult Fiction Standing Order	207.73	1,500.00	-1,292.27	13.8%
410.12 · Adult E Book	0.00	10,500.00	-10,500.00	0.0%
Total 410.1 · Adult Fiction	3,047.31	26,200.00	-23,152.69	11.6%
410.2 · Adult Non Fiction				
410.20 · Adult Non-Fiction	2,634.61	15,680.00	-13,045.39	16.8%
410.21 · Adult Non-Fiction Standing Orde	25.59	1,000.00	-974.41	2.6%
410.2 · Adult Non Fiction - Other	-135.00			
Total 410.2 · Adult Non Fiction	2,525.20	16,680.00	-14,154.80	15.1%
410.4 · Juvenile Fiction				
410.42 · Ebooks -- Juvenile	596.73	8,755.00	-8,158.27	6.8%
410.5 · Juvenile Non Fiction	0.00	600.00	-600.00	0.0%
410.6 · Young Adult Fiction	583.15	9,550.00	-8,966.85	6.1%
410.62 · Ebooks -- Young Adult	464.73	2,400.00	-1,935.27	19.4%
410.7 · Young Adult Non Fiction	0.00	700.00	-700.00	0.0%
410.9 · McNaughton	142.87	500.00	-357.13	28.6%
Total 410 · Books	8,581.49	75,385.00	-66,803.51	11.4%
411 · Film	0.00	550.00	-550.00	0.0%

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09/12/16

Accrual Basis

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

	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
412 · Video/Music/Books on Tape				
412.1 · Music Adult	30.00	800.00	-770.00	3.8%
412.3 · Books-on-Tape	1,158.55	9,045.00	-7,886.45	12.8%
412.32 · E-Audiobooks -- Adult	0.00	5,000.00	-5,000.00	0.0%
412.4 · Books On Tape - Juvenile	147.93	530.00	-382.07	27.9%
412.42 · E-Audiobooks -- Juvenile	0.00	530.00	-530.00	0.0%
412.5 · Books on Tape YA	16.00	1,200.00	-1,184.00	1.3%
412.52 · E-Audiobooks -- Young Adult	0.00	1,000.00	-1,000.00	0.0%
412.6 · Videos/DVD	1,331.03	9,000.00	-7,668.97	14.8%
412.62 · Digital video	0.00	3,000.00	-3,000.00	0.0%
412.7 · Video/DVD Juvenile	804.72	2,653.00	-1,848.28	30.3%
Total 412 · Video/Music/Books on Tape	3,488.23	32,758.00	-29,269.77	10.6%
413 · Serials/Reference				
413.1 · Reference - Adult book				
413.10 · Reference-Adult Book	280.50	1,000.00	-719.50	28.1%
413.11 · Reference-Adult Standing Order	0.00	200.00	-200.00	0.0%
Total 413.1 · Reference - Adult book	280.50	1,200.00	-919.50	23.4%
413.2 · Reference Juvenile				
413.20 · Juvenile Reference	0.00	100.00	-100.00	0.0%
Total 413.2 · Reference Juvenile	0.00	100.00	-100.00	0.0%
413.3 · Reference-Adult electroni	0.00	5,000.00	-5,000.00	0.0%
413.4 · Reference-Juv electronic	1,314.90	500.00	814.90	263.0%
413.5 · Reference-Cornwall Local elect	0.00	4,000.00	-4,000.00	0.0%
413.6 · Serials	722.85	7,800.00	-7,077.15	9.3%
413.7 · Professional Collection	0.00	500.00	-500.00	0.0%
Total 413 · Serials/Reference	2,318.25	19,100.00	-16,781.75	12.1%
430 · Supplies				
430.1 · Library supplies	386.33	5,000.00	-4,613.67	7.7%
430.2 · Office supplies	1,840.59	8,000.00	-6,159.41	23.0%
430.3 · Program supplies				
430.30 · Adult	194.48	2,500.00	-2,305.52	7.8%
430.31 · YA	0.00	500.00	-500.00	0.0%
430.32 · Juvenile	82.94	1,300.00	-1,217.06	6.4%
430.33 · Summer Reading	825.51	2,500.00	-1,674.49	33.0%
430.34 · Special/Outreach	773.07	1,000.00	-226.93	77.3%
Total 430.3 · Program supplies	1,876.00	7,800.00	-5,924.00	24.1%
Total 430 · Supplies	4,102.92	20,800.00	-16,697.08	19.7%

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09/12/16

Accrual Basis

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

	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
431 · Telephone	2,921.70	14,000.00	-11,078.30	20.9%
433 · Postage	1,034.43	4,000.00	-2,965.57	25.9%
434 · Printing	1,186.62	10,000.00	-8,813.38	11.9%
435 · Travel/Conference	623.30	4,500.00	-3,876.70	13.9%
437 · Professional Fees				
437.1 · Prof fees-Office	6,817.54	30,630.00	-23,812.46	22.3%
437.2 · Prof fees-Adult programs	2,196.95	7,000.00	-4,803.05	31.4%
437.3 · Prof fees-YA programs	0.00	1,500.00	-1,500.00	0.0%
437.4 · Prof fees-Juvenile	150.00	4,000.00	-3,850.00	3.8%
437.5 · Prof fees-SRP	300.00	3,000.00	-2,700.00	10.0%
437.6 · Prof fees-Outreach	85.00			
437 · Professional Fees - Other	260.97			
Total 437 · Professional Fees	9,810.46	46,130.00	-36,319.54	21.3%
438 · Dues	0.00	1,300.00	-1,300.00	0.0%
439 · Equipment Repair	0.00	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.	292.30	2,600.00	-2,307.70	11.2%
450 · Fuel/Utilities	3,787.96	32,000.00	-28,212.04	11.8%
451 · Custodial Supplies	285.48	2,000.00	-1,714.52	14.3%
452 · Repairs to Building	3,853.25	14,000.00	-10,146.75	27.5%
454 · Building Insurance	0.00	12,000.00	-12,000.00	0.0%
469 · Service Contracts	6,938.07	45,592.00	-38,653.93	15.2%
9010.8 · Retirement	0.00	50,977.00	-50,977.00	0.0%
9030.8 · FICA/Medicare Expense	8,957.21	48,444.00	-39,486.79	18.5%
9060.8 · Workers' Comp	0.00	6,000.00	-6,000.00	0.0%
9090.8 · Health Insurance	13,963.40	105,362.00	-91,398.60	13.3%
Total Expense	181,718.19	1,233,950.00	-1,052,231.81	14.7%
Net Income	-171,713.27	-31,531.00	-140,182.27	544.6%

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

	Current YTD	Current YTD Budget Comparison			Last Year	Prior YTD Actual Comparison		
	Jul 16	Budget	\$ Over Budget	% of Budget	% of Budget	Jul 15	\$ Change	% Change
Income								
2002 · Local Public Funds	0.00	1,138,619.00	-1,138,619.00	0.0%	0.0%			
2003 · Refund of Tax assessment	0.00	-3,000.00	3,000.00	0.0%	0.0%			
2082 · Library Fines	2,807.44	31,000.00	-28,192.56	9.06%	7.46%	2,535.23	272.21	10.74%
2401 · Income from Investments	5.61	500.00	-494.39	1.12%	2.23%	15.60	-9.99	-64.04%
2701 · Refunds	0.00	1,000.00	-1,000.00	0.0%	0.0%			
2706 · Gifts & Endowments								
2706.1 · Gifts-Friends	0.00	10,000.00	-10,000.00	0.0%	22.01%	2,200.68	-2,200.68	-100.0%
2706.2 · Gifts-Other	68.60	8,300.00	-8,231.40	0.83%	6.55%	261.88	-193.28	-73.81%
Total 2706 · Gifts & Endowments	68.60	18,300.00	-18,231.40	0.38%	17.59%	2,462.56	-2,393.96	-97.21%
2760 · Grants	0.00	12,000.00	-12,000.00	0.0%	17.92%	2,150.00	-2,150.00	-100.0%
3840 · RCLS	0.00	4,000.00	-4,000.00	0.0%	0.0%			
Total Income	2,881.65	1,202,419.00	-1,199,537.35	0.24%	0.6%	7,163.39	-4,281.74	-59.77%
Gross Profit	2,881.65	1,202,419.00	-1,199,537.35	0.24%	0.6%	7,163.39	-4,281.74	-59.77%
Expense								
141 · Salary-Certified Librarian	16,396.48	214,976.00	-198,579.52	7.63%	8.13%	16,440.11	-43.63	-0.27%
142 · Salary-Clerical	31,071.84	418,276.00	-387,204.16	7.43%	6.62%	28,439.55	2,632.29	9.26%
203b · Capital Equipment	11,730.15	53,000.00	-41,269.85	22.13%	23.8%	11,068.75	661.40	5.98%
Total 410 · Books	4,163.20	75,385.00	-71,221.80	5.52%	7.22%	5,432.09	-1,268.89	-23.36%
411 · Film	0.00	550.00	-550.00	0.0%	0.0%			
Total 412 · Video/Music/Books on Tape	1,186.11	32,758.00	-31,571.89	3.62%	3.85%	1,123.35	62.76	5.59%
Total 413 · Serials/Reference	314.90	19,100.00	-18,785.10	1.65%	7.49%	1,579.41	-1,264.51	-80.06%
430 · Supplies								
430.1 · Library supplies	45.83	5,000.00	-4,954.17	0.92%	14.44%	721.91	-676.08	-93.65%
430.2 · Office supplies	1,082.40	8,000.00	-6,917.60	13.53%	8.68%	694.34	388.06	55.89%
430.3 · Program supplies								
430.30 · Adult	120.31	2,500.00	-2,379.69	4.81%	2.24%	55.91	64.40	115.19%
430.31 · YA	0.00	500.00	-500.00	0.0%	0.0%			
430.32 · Juvenile	0.00	1,300.00	-1,300.00	0.0%	7.28%	80.12	-80.12	-100.0%
430.33 · Summer Reading	73.16	2,500.00	-2,426.84	2.93%	9.28%	232.03	-158.87	-68.47%
430.34 · Special/Outreach	624.42	1,000.00	-375.58	62.44%	0.0%	0.00	624.42	100.0%
Total 430.3 · Program supplies	817.89	7,800.00	-6,982.11	10.49%	4.72%	368.06	449.83	122.22%
Total 430 · Supplies	1,946.12	20,800.00	-18,853.88	9.36%	8.58%	1,784.31	161.81	9.07%
431 · Telephone	2,072.87	14,000.00	-11,927.13	14.81%	21.54%	2,629.92	-557.05	-21.18%
433 · Postage	950.77	4,000.00	-3,049.23	23.77%	0.52%	20.87	929.90	4,455.68%
434 · Printing	438.35	10,000.00	-9,561.65	4.38%	0.0%	0.00	438.35	100.0%
435 · Travel/Conference	143.28	4,500.00	-4,356.72	3.18%	7.22%	324.87	-181.59	-55.9%
437 · Professional Fees								
437.1 · Prof fees-Office	1,293.40	30,630.00	-29,336.60	4.22%	4.65%	1,065.09	228.31	21.44%
437.2 · Prof fees-Adult programs	310.00	7,000.00	-6,690.00	4.43%	1.79%	125.00	185.00	148.0%
437.3 · Prof fees-YA programs	0.00	1,500.00	-1,500.00	0.0%	0.0%			
437.4 · Prof fees-Juvenile	0.00	4,000.00	-4,000.00	0.0%	0.0%			
437.5 · Prof fees-SRP	300.00	3,000.00	-2,700.00	10.0%	0.0%	0.00	300.00	100.0%
437.6 · Prof fees-Outreach	85.00				0.0%	0.00	85.00	100.0%
437 · Professional Fees - Other	260.97					0.00	260.97	100.0%
Total 437 · Professional Fees	2,249.37	46,130.00	-43,880.63	4.88%	3.0%	1,190.09	1,059.28	89.01%
438 · Dues	0.00	1,300.00	-1,300.00	0.0%	0.0%			

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

	Current YTD	Current YTD Budget Comparison			Last Year	Prior YTD Actual Comparison		
	Jul 16	Budget	\$ Over Budget	% of Budget	% of Budget	Jul 15	\$ Change	% Change
439 · Equipment Repair	0.00	200.00	-200.00	0.0%	0.0%			
440 · Contracts w/ Books Co.	149.20	2,600.00	-2,450.80	5.74%	8.59%	223.20	-74.00	-33.15%
450 · Fuel/Utilities	2,022.86	32,000.00	-29,977.14	6.32%	5.16%	2,013.98	8.88	0.44%
451 · Custodial Supplies	243.48	2,000.00	-1,756.52	12.17%	4.31%	86.24	157.24	182.33%
452 · Repairs to Building	2,426.22	14,000.00	-11,573.78	17.33%	0.61%	144.35	2,281.87	1,580.79%
454 · Building Insurance	0.00	12,000.00	-12,000.00	0.0%	0.0%			
469 · Service Contracts	1,466.17	45,592.00	-44,125.83	3.22%	5.68%	2,289.12	-822.95	-35.95%
9010.8 · Retirement	0.00	50,977.00	-50,977.00	0.0%	0.0%			
9030.8 · FICA/Medicare Expense	4,448.11	48,444.00	-43,995.89	9.18%	7.44%	4,252.26	195.85	4.61%
9060.8 · Workers' Comp	0.00	6,000.00	-6,000.00	0.0%	0.0%			
9090.8 · Health Insurance	7,208.10	105,362.00	-98,153.90	6.84%	8.26%	6,315.80	892.30	14.13%
Total Expense	90,627.58	1,233,950.00	-1,143,322.42	7.35%	7.01%	85,358.27	5,269.31	6.17%
Net Income	-87,745.93	-31,531.00	-56,214.93	7.34%*	7.01%*	-78,194.88	-9,551.05	-12.21%

* Percentage = Net Income / Total Budget

Cornwall Public Library
Warrant #2
As of August 31, 2016

Type	Date	Num	Split	Paid	Amount
Audio Editions					
Bill	08/29/2016	1600...	412.3 · Books-on-Tape	Unpaid	163.98
Bill	08/31/2016	1602...	412.3 · Books-on-Tape	Unpaid	32.00
Bill	08/31/2016	1604...	412.3 · Books-on-Tape	Unpaid	607.17
Total Audio Editions					803.15
Brodart Co. - Juv					
Bill	08/29/2016	B462...	410.5 · Juvenile Non Fiction	Unpaid	8.79
Bill	08/29/2016	B462...	410.5 · Juvenile Non Fiction	Unpaid	3.59
Bill	08/29/2016	B462...	-SPLIT-	Unpaid	141.26
Bill	08/29/2016	B462...	410.4 · Juvenile Fiction	Unpaid	8.76
Bill	08/29/2016	B462...	-SPLIT-	Unpaid	48.05
Bill	08/29/2016	B462...	-SPLIT-	Unpaid	69.11
Bill	08/29/2016	B461...	410.5 · Juvenile Non Fiction	Unpaid	6.15
Bill	08/29/2016	B461...	-SPLIT-	Unpaid	11.04
Bill	08/29/2016	B463...	410.5 · Juvenile Non Fiction	Unpaid	13.12
Bill	08/31/2016	B464...	-SPLIT-	Unpaid	233.18
Bill	08/31/2016	B464...	-SPLIT-	Unpaid	67.12
Bill	08/31/2016	B464...	410.5 · Juvenile Non Fiction	Unpaid	8.76
Total Brodart Co. - Juv					618.93
Brodart Co. -Supplies					
Bill	08/29/2016	444755	430.1 · Library supplies	Unpaid	328.52
Total Brodart Co. -Supplies					328.52
Brodart Co. (McN)					
Bill	08/31/2016	M140...	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)					610.75
Cengage Learning/Gale					
Bill	08/29/2016	5850...	410.11 · Adult Fiction Standing ...	Unpaid	83.24
Bill	08/31/2016	5865...	410.11 · Adult Fiction Standing ...	Unpaid	42.00
Bill	08/31/2016	5856...	410.21 · Adult Non-Fiction Stan...	Unpaid	25.59
Total Cengage Learning/Gale					150.83
Central Hudson Gas & Electric Corp					
Bill	08/29/2016	Acct ...	450 · Fuel/Utilities	Paid	1,765.10
Total Central Hudson Gas & Electric Corp					1,765.10
Cerebellum Corporation					
Bill	08/29/2016	188634	412.7 · Video/DVD Juvenile	Unpaid	359.70
Bill	08/31/2016	187523	412.7 · Video/DVD Juvenile	Unpaid	194.75
Total Cerebellum Corporation					554.45
Charles B. Merrill Office Equip & Supplie					
Bill	08/29/2016	4489...	430.2 · Office supplies	Unpaid	45.00
Bill	08/30/2016	4494...	-SPLIT-	Unpaid	167.54
Bill	08/31/2016	4504...	430.2 · Office supplies	Unpaid	215.92
Total Charles B. Merrill Office Equip & Supplie					428.46
Charlotte Dunaief					
Bill	08/29/2016	Mileage	435 · Travel/Conference	Unpaid	62.48
Total Charlotte Dunaief					62.48
Chase Card Services					
Bill	08/31/2016	1931	-SPLIT-	Unpaid	2,484.62
Total Chase Card Services					2,484.62
Corner Stone Telephone					
Bill	08/29/2016	4049...	431 · Telephone	Paid	296.26
Bill	08/30/2016	4081...	431 · Telephone	Paid	322.70

Cornwall Public Library
Warrant #2
As of August 31, 2016

Type	Date	Num	Split	Paid	Amount
Total Corner Stone Telephone					618.96
Cornwall Public Library - Payroll					
Bill	08/01/2016	Pay e...	1012 · OCT Payroll Checking	Paid	17,501.13
Bill	08/17/2016	Pay e...	1012 · OCT Payroll Checking	Paid	17,464.06
Bill	08/30/2016	Pay e...	1012 · OCT Payroll Checking	Paid	17,308.69
Total Cornwall Public Library - Payroll					52,273.88
Cornwall Public Library - Trust & Agency					
Bill	08/23/2016	Healt...	1003 · Due from Trust & Agency	Paid	6,561.06
Bill	08/01/2016	Pay e...	1003 · Due from Trust & Agency	Paid	8,482.55
Bill	08/17/2016	Pay e...	1003 · Due from Trust & Agency	Paid	8,488.33
Bill	08/30/2016	Pay e...	1003 · Due from Trust & Agency	Paid	8,494.14
Total Cornwall Public Library - Trust & Agency					32,026.08
D-Ben Security Systems, Inc.					
Bill	08/29/2016	25991	469 · Service Contracts	Unpaid	113.00
Bill	08/29/2016	25967	469 · Service Contracts	Unpaid	75.00
Total D-Ben Security Systems, Inc.					188.00
Dowser Spring Water					
Bill	08/30/2016	1642...	430.2 · Office supplies	Unpaid	24.00
Total Dowser Spring Water					24.00
Durant's Party Rental New Windsor					
Bill	08/29/2016	8/9/1...	430.33 · Summer Reading	Unpaid	688.60
Total Durant's Party Rental New Windsor					688.60
Eileen Acosta					
Bill	08/31/2016	Reim...	437.1 · Prof fees-Office	Unpaid	60.00
Total Eileen Acosta					60.00
Elizabeth Fisher					
Bill	08/29/2016	Mileage	435 · Travel/Conference	Unpaid	12.96
Total Elizabeth Fisher					12.96
Engineering & Surveying Properties					
Bill	08/31/2016	9518	437.1 · Prof fees-Office	Unpaid	4,700.00
Total Engineering & Surveying Properties					4,700.00
Findaway World, LLC					
Bill	08/29/2016	193279	412.3 · Books-on-Tape	Unpaid	79.96
Total Findaway World, LLC					79.96
Galli Shirts & Sports Apparel					
Bill	08/29/2016	17284	434 · Printing	Unpaid	32.00
Total Galli Shirts & Sports Apparel					32.00
Grey House Publishing					
Bill	08/31/2016	925810	413.10 · Reference-Adult Book	Unpaid	280.50
Total Grey House Publishing					280.50
Growing Minds Media, LLC					
Bill	08/31/2016	32412	413.4 · Reference-Juv electronic	Unpaid	1,000.00
Total Growing Minds Media, LLC					1,000.00
Hannaford Bros. Co.					
Bill	08/29/2016	044968	-SPLIT-	Unpaid	24.21
Bill	08/29/2016	026928	430.30 · Adult	Unpaid	3.78
Bill	08/29/2016	044878	430.30 · Adult	Unpaid	13.05
Bill	08/29/2016	061222	430.33 · Summer Reading	Unpaid	8.73

Cornwall Public Library
Warrant #2
As of August 31, 2016

Type	Date	Num	Split	Paid	Amount
Bill	08/29/2016	098255	430.33 · Summer Reading	Unpaid	14.48
Bill	08/29/2016	044819	430.30 · Adult	Unpaid	7.81
Bill	08/31/2016	053386	430.30 · Adult	Unpaid	9.98
Total Hannaford Bros. Co.					82.04
Ingram Library Services					
Bill	08/29/2016	9424...	-SPLIT-	Unpaid	1,694.52
Bill	08/29/2016	9416...	410.20 · Adult Non-Fiction	Unpaid	23.97
Bill	08/31/2016	9432...	-SPLIT-	Unpaid	84.29
Bill	08/31/2016	9424...	-SPLIT-	Unpaid	222.45
Bill	08/31/2016	9427...	-SPLIT-	Unpaid	33.02
Bill	08/31/2016	9402...	-SPLIT-	Unpaid	15.15
Bill	08/31/2016	9400...	-SPLIT-	Unpaid	9.79
Bill	08/31/2016	9407...	-SPLIT-	Unpaid	15.70
Bill	08/31/2016	9407...	-SPLIT-	Unpaid	85.54
Bill	08/31/2016	9430...	-SPLIT-	Unpaid	189.74
Bill	08/31/2016	9427...	410.20 · Adult Non-Fiction	Unpaid	11.97
Bill	08/31/2016	9427...	-SPLIT-	Unpaid	30.16
Bill	08/31/2016	9425...	-SPLIT-	Unpaid	33.53
Bill	08/31/2016	9425...	-SPLIT-	Unpaid	65.51
Bill	08/31/2016	9424...	-SPLIT-	Unpaid	47.34
Bill	08/31/2016	9439...	-SPLIT-	Unpaid	30.30
Bill	08/31/2016	9439...	-SPLIT-	Unpaid	76.28
Bill	08/31/2016	9439...	-SPLIT-	Unpaid	16.22
Bill	08/31/2016	9439...	-SPLIT-	Unpaid	80.91
Bill	08/31/2016	9435...	-SPLIT-	Unpaid	53.43
Bill	08/31/2016	9453...	-SPLIT-	Unpaid	103.75
Bill	08/31/2016	9459...	-SPLIT-	Unpaid	176.05
Bill	08/31/2016	9455...	-SPLIT-	Unpaid	15.15
Total Ingram Library Services					3,114.77
Intrepid Sea, Air & Space Museum					
Bill	08/31/2016	Mem...	437.2 · Prof fees-Adult programs	Unpaid	500.00
Total Intrepid Sea, Air & Space Museum					500.00
Jack Of All Trades					
Bill	08/29/2016	16-63...	452 · Repairs to Building	Unpaid	105.00
Total Jack Of All Trades					105.00
JNJ Pest Control					
Bill	08/29/2016	2765	452 · Repairs to Building	Unpaid	280.00
Total JNJ Pest Control					280.00
Joanne Barclay					
Bill	08/30/2016	Stam...	437.2 · Prof fees-Adult programs	Unpaid	125.00
Total Joanne Barclay					125.00
Julie Baxter					
Bill	08/30/2016	Book ...	437.4 · Prof fees-Juvenile	Unpaid	150.00
Total Julie Baxter					150.00
Kaiser Construction					
Bill	08/30/2016	Bill da...	452 · Repairs to Building	Unpaid	120.00
Total Kaiser Construction					120.00
M J Writes Inc.					
Bill	08/30/2016	Work...	437.2 · Prof fees-Adult programs	Unpaid	200.00
Total M J Writes Inc.					200.00
Marangi Disposal					
Bill	08/29/2016	6810...	469 · Service Contracts	Unpaid	90.78
Bill	08/31/2016	6910...	469 · Service Contracts	Unpaid	91.78

Cornwall Public Library
Warrant #2
As of August 31, 2016

Type	Date	Num	Split	Paid	Amount
Total Marangi Disposal					182.56
Mary Lou Carolan					
Bill	08/31/2016	Reim...	435 · Travel/Conference	Unpaid	95.58
Total Mary Lou Carolan					95.58
Midwest Tape					
Bill	08/29/2016	9419...	412.4 · Books On Tape - Juvenile	Unpaid	39.99
Total Midwest Tape					39.99
New York Library Association					
Bill	08/31/2016	6774	435 · Travel/Conference	Unpaid	214.00
Total New York Library Association					214.00
News of the Highlands, Inc					
Bill	08/31/2016	C003...	413.6 · Serials	Unpaid	40.00
Total News of the Highlands, Inc					40.00
Nickel Electric Inc					
Bill	08/29/2016	244	452 · Repairs to Building	Unpaid	314.53
Total Nickel Electric Inc					314.53
Paychex, Inc.					
Bill	08/30/2016	2016...	437.1 · Prof fees-Office	Paid	549.14
Bill	08/30/2016	0023-...	437.1 · Prof fees-Office	Paid	215.00
Total Paychex, Inc.					764.14
Randazzo's Landscaping Inc.					
Bill	08/29/2016	475	469 · Service Contracts	Unpaid	491.00
Total Randazzo's Landscaping Inc.					491.00
RCLS					
Bill	08/30/2016	25033	203b · Capital Equipment	Unpaid	960.75
Total RCLS					960.75
Rick Feingold					
Bill	08/29/2016	WWII...	437.2 · Prof fees-Adult programs	Unpaid	250.00
Total Rick Feingold					250.00
Rupa Parikh					
Bill	08/31/2016	Bolly...	437.2 · Prof fees-Adult programs	Unpaid	500.00
Total Rupa Parikh					500.00
Shop Rite Supermarkets Inc.					
Bill	08/29/2016	0260...	430.30 · Adult	Unpaid	21.33
Bill	08/30/2016	Am O...	430.34 · Special/Outreach	Unpaid	44.28
Total Shop Rite Supermarkets Inc.					65.61
Suffern Free Library					
Bill	08/31/2016	Ashe...	2082 · Library Fines	Unpaid	12.00
Total Suffern Free Library					12.00
The New York Times					
Bill	08/29/2016	Acct ...	413.6 · Serials	Unpaid	682.85
Total The New York Times					682.85
Toshiba Financial Services					
Bill	08/29/2016	3101...	203b · Capital Equipment	Paid	537.53
Bill	08/31/2016	3123...	-SPLIT-	Unpaid	871.71

Cornwall Public Library
Warrant #2
As of August 31, 2016

Type	Date	Num	Split	Paid	Amount
Total Toshiba Financial Services					1,409.24
United A/C Refrigeration, Inc					
Bill	08/29/2016	4117...	469 · Service Contracts	Unpaid	975.17
Bill	08/29/2016	411295	452 · Repairs to Building	Unpaid	168.75
Bill	08/29/2016	411294	452 · Repairs to Building	Unpaid	438.75
Bill	08/31/2016	4118...	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc					2,557.84
Vanguard Cleaning Systems of the HV					
Bill	08/29/2016	19334	451 · Custodial Supplies	Unpaid	42.00
Bill	08/29/2016	19136	469 · Service Contracts	Unpaid	1,330.00
Bill	08/31/2016	19441	469 · Service Contracts	Unpaid	1,330.00
Total Vanguard Cleaning Systems of the HV					2,702.00
Verizon					
Bill	08/29/2016	Acct ...	431 · Telephone	Paid	139.07
Bill	08/31/2016	9771...	431 · Telephone	Unpaid	90.80
Total Verizon					229.87
TOTAL					115,981.00