

## **Cohocton Public Library Board Meeting Agenda**

**Tuesday, January 20th at 4:00 PM**

**Location: Cohocton Public Library**

1. Call to Order
2. Changes to the Agenda
3. Financial Report
4. Approval of December's Meeting Minutes
5. Approval of December's Director's Report

### **Old Business**

- A. C.D. Renewal
- B. Roof Issues

### **New Business**

- A. Retirement Option presented by Paychex
- B. Officer Elections
- C. Cleaner Quote
- D. Automatic Door Concerns

Trustee Concerns

Adjourn Meeting

01/08/26

**Cohocton Public Library**  
**Profit & Loss Budget vs. Actual**  
 January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget
<b>Income</b>			
11.01 Local Public Funds			
11.01 Local PubFunds-County Aid	3,580.87	3,581.00	-0.13
11.01 Local Public Funds-WCCS	179,500.00	176,000.00	3,500.00
<b>Total 11.01 Local Public Funds</b>	183,080.87	179,581.00	3,499.87
11.03 Local Library ServAid	1,493.00	1,434.00	59.00
11.07 Other Cash Grants			
11.07 Other Cash Grants	1,600.00	5,000.00	-3,400.00
11.07 Other Cash Grants - Other	1,800.00		
<b>Total 11.07 Other Cash Grants</b>	3,400.00	5,000.00	-1,600.00
11.14 Gifts & Endowments			
11.14 Donations	247.90	100.00	147.90
11.14 Genevieve Neu Endowment	3,742.24	3,000.00	742.24
11.14 Memorials			
11.14 Virginia's Fund	4,055.00		
11.14 Memorials - Other	0.00	200.00	-200.00
<b>Total 11.14 Memorials</b>	4,055.00	200.00	3,855.00
11.14 Other Gifts	150.00	100.00	50.00
<b>Total 11.14 Gifts &amp; Endowments</b>	8,195.14	3,400.00	4,795.14
11.17 Library Charges			
11.17 Copies, Fax, Printer	298.85	250.00	48.85
11.17 Other	0.00	50.00	-50.00
<b>Total 11.17 Library Charges</b>	298.85	300.00	-1.15
11.18 Other Income			
11.18 Class/Program Fees	240.00	100.00	140.00
11.18 Other Income	110.00	200.00	-90.00
11.18 Other Income - Other	1,404.53		
<b>Total 11.18 Other Income</b>	1,754.53	300.00	1,454.53
13.02 Capital Fund Receipts			
13.02 Interest on CD- 11 Month	2,358.73	1,000.00	1,358.73
13.02 Interest on CD- 13 Month	0.00	1,000.00	-1,000.00
13.02 Interest on Money Market	214.88	150.00	64.88
<b>Total 13.02 Capital Fund Receipts</b>	2,573.61	2,150.00	423.61
13.04 Public Library Const Aid			
13.04 Ceilings 386-24--0528	18,530.00		
<b>Total 13.04 Public Library Const Aid</b>	18,530.00		
13.10 Non-Revenue Receipts			
13.10 Transfer Fr Money Market	0.00	10,000.00	-10,000.00
<b>Total 13.10 Non-Revenue Receipts</b>	0.00	10,000.00	-10,000.00
<b>Total Income</b>	219,326.00	202,165.00	17,161.00
<b>Expense</b>			
12.02 Wages Paid			
12.02a Director	26,642.70	33,000.00	-6,357.30
12.02b Assistant to Director	21,739.50	28,100.00	-6,360.50
12.02c Bookkeeper	11,572.75	18,000.00	-6,427.25
12.02d Programming Coordinator	20,659.25	22,000.00	-1,340.75
12.02e Library Assistant	9,242.13	9,000.00	242.13
12.02f Library Page	1,804.13	4,700.00	-2,895.87
<b>Total 12.02 Wages Paid</b>	91,660.46	114,800.00	-23,139.54

	Jan - Dec 25	Budget	\$ Over Budget
<b>12.04 Employee Benefits Expend</b>			
12.04a Social Security	5,683.01	7,200.00	-1,516.99
12.04b Medicare	1,329.14	1,700.00	-370.86
12.04c NYS Unemployment Ins	1,281.44	2,400.00	-1,118.56
12.04d Worker's Compensation	498.60	900.00	-401.40
12.04e Disability Insurance	214.00	400.00	-186.00
12.04f DBL Paid Family Leave	5.96	200.00	-194.04
12.04g Supplemental PFL	0.00	2,000.00	-2,000.00
<b>Total 12.04 Employee Benefits Expend</b>	<b>9,012.15</b>	<b>14,800.00</b>	<b>-5,787.85</b>
<b>12.06 Print Materials</b>			
12.06 Books	10,249.03	10,000.00	249.03
12.06 Magazines	279.50	200.00	79.50
<b>Total 12.06 Print Materials</b>	<b>10,528.53</b>	<b>10,200.00</b>	<b>328.53</b>
<b>12.07 Electronic Material-Libby</b>	<b>254.00</b>		
<b>12.08 Other Materials Expend</b>			
12.08 Audio Books/Yoto	216.81	500.00	-283.19
12.08 DVDs	1,331.57	2,500.00	-1,168.43
12.08 Library of Things	553.75	200.00	353.75
<b>Total 12.08 Other Materials Expend</b>	<b>2,102.13</b>	<b>3,200.00</b>	<b>-1,097.87</b>
<b>12.10 Capital Exp-Public Funds</b>	<b>1,949.25</b>		
<b>12.11 Capital Exp-Op Funds</b>			
12.11 Capital Exp-Op Fund	8,892.84	5,000.00	3,892.84
12.11 Misc	339.25		
<b>Total 12.11 Capital Exp-Op Funds</b>	<b>9,232.09</b>	<b>5,000.00</b>	<b>4,232.09</b>
<b>12.14 Facility Repair-Op Funds</b>	<b>35.90</b>	<b>5,000.00</b>	<b>-4,964.10</b>
<b>12.16 Operations &amp; Bldg Maint</b>			
12.16 Bldg Maint Supplies	139.01	1,000.00	-860.99
12.16 Carpet Cleaning	0.00	700.00	-700.00
12.16 Cleaning Service	1,907.97	3,000.00	-1,092.03
12.16 Fire Inspection	122.50	200.00	-77.50
12.16 Garbage Pickup	282.44	760.77	-478.33
12.16 Other	232.69	300.00	-67.31
12.16 Property Insurance	6,595.43	7,300.00	-704.57
12.16 Utilities-NYSEG	9,561.49	7,000.00	2,561.49
12.16 Water	210.00	350.00	-140.00
<b>Total 12.16 Operations &amp; Bldg Maint</b>	<b>19,051.53</b>	<b>20,610.77</b>	<b>-1,559.24</b>
<b>12.18 Office &amp; Library Supplies</b>			
12.18 Misc Office Supplies	1,639.13	2,000.00	-360.87
12.18 Toner	2,348.83	2,000.00	348.83
<b>Total 12.18 Office &amp; Library Supplies</b>	<b>3,987.96</b>	<b>4,000.00</b>	<b>-12.04</b>
<b>12.19 Telecommunications</b>			
12.19 Phone	2,538.59	2,170.49	368.10
12.19 STLS Internet	1,200.00	1,470.00	-270.00
<b>Total 12.19 Telecommunications</b>	<b>3,738.59</b>	<b>3,640.49</b>	<b>98.10</b>
<b>12.21 Professional &amp; Consultant</b>			
12.21 Accountant	475.00	500.00	-25.00
12.21 Other	0.00	500.00	-500.00
12.21 Payroll Service	2,517.20	2,200.00	317.20
12.21 Program Presenters	2,721.46	2,500.00	221.46
<b>Total 12.21 Professional &amp; Consultant</b>	<b>5,713.66</b>	<b>5,700.00</b>	<b>13.66</b>

	Jan - Dec 25	Budget	\$ Over Budget
<b>12.22 Equipment</b>			
12.22 Computers & Installation	2,441.76		
12.22 Maintenance contracts	750.00		
12.22 Other - Domain Renewal	23.17	25.00	-1.83
12.22 Other Equipment	1,027.00		
<b>Total 12.22 Equipment</b>	4,241.93	25.00	4,216.93
<b>12.23 Other Misc</b>			
12.23 Advertising	321.51	500.00	-178.49
12.23 Conferences	0.00	200.00	-200.00
12.23 Dues	0.00	200.00	-200.00
12.23 Mileage	0.00	100.00	-100.00
12.23 Other	840.51	503.83	336.68
12.23 Postage	104.31	500.00	-395.69
12.23 Professional fees	244.95	400.00	-155.05
12.23 Programs-Misc	187.69	100.00	87.69
12.23 Programs-STEAM/Teen	0.00	300.00	-300.00
12.23 Programs - Monthly	111.37	300.00	-188.63
12.23 Programs - Specialty	374.76	300.00	74.76
12.23 Programs -Summer	686.59	500.00	186.59
<b>Total 12.23 Other Misc</b>	2,871.69	3,903.83	-1,032.14
<b>12.25 Contracts with Public Lib</b>			
12.25 Cost Share	5,648.00	5,800.00	-152.00
<b>Total 12.25 Contracts with Public Lib</b>	5,648.00	5,800.00	-152.00
<b>14.01 Construction</b>			
14.01 Upstairs 0000-00-0000	5,229.79		
14.01Capital Exp-HVAC	13,947.74		
<b>Total 14.01 Construction</b>	19,177.53		
<b>14.02 Incidental Construction</b>			
14.02 Furniture & Equipment	0.00	5,000.00	-5,000.00
<b>Total 14.02 Incidental Construction</b>	0.00	5,000.00	-5,000.00
<b>Total Expense</b>	189,205.40	201,680.09	-12,474.69
<b>Net Income</b>	<b>30,120.60</b>	<b>484.91</b>	<b>29,635.69</b>

Cohocton Public Library Board Minutes  
December 15, 2025

Meeting called to order by Vice-President Sandy Shaffer at 4:10 pm.

Present: Molly Wilkinson, Sandy Shaffer, Carol VanNorman, Kathy Krivitz, Pam Vogt, Barb Storms

Absent: Jim Feely

Changes to the agenda: None

Financial report given by Kathy Krivitz.

November balance: \$254,167.74; balance with outstanding checks: \$256,083.16

Paid Family Leave: \$15,800.35

Capital Fund Money Market: \$118,270.08; interest \$19.16

C of D's: \$81,183.09

Motion to approve financial report made by Pam, seconded by Barb; all in favor.

Motion to approve November meeting minutes made by Pam, seconded by Kathy; all in favor.

Director's report given by Molly Wilkinson - refer to attached November report.

Soap making class by Winterberry Homestead was very popular. Furnace construction is completed. The library policy manual is up-to-date and posted online. Molly has applied for the 2026 Community Arts grant for 5 artists and 8 classes.

Motion to approve the director's report made by Carol, seconded by Sandy; all in favor.

Old Business:

- a. Personnel Policy Revision Vote: Policy discussed and approved by the Board.  
Vote: Carol - Yes; Sandy - Yes; Kathy - Yes; Pam - Yes; Barb - Yes

New Business:

- a. C.D. Renewal: Board recommends short renewal when it matures. Kathy will check interest rates for the next meeting.
- b. Sexual Harassment Prevention Training: This was completed by all present.
- c. 2026 Scheduler/ Trustee Contact Sheet: This was given to all Board members.
- d. Building Conditions Study: Copies were given to all Board Members. The main concern is the basement due to mold and old wiring not in use. Issues with water are from the parking lot which is owned by the town/ village. Molly will discuss this issue with them. Molly recommends a sub-committee to break it down and build into the 5-year plan.
- e. Roof issues: The roof leaks in places. Molly will contact Proctor Enterprises, the company that installed the roof, for repairs.

Trustee Concerns: Carol reports a bone builder member had difficulty opening the front door for a class. This door has since been treated to correct the problem and this person was informed to use the back door if problems continue. No issues have been reported by other people that need to use a key to unlock the door.

Kathy reports someone asked her about recognizing a person that was involved in the library in the past. This was discussed by the Board and the many people that have contributed to the library.

Motion to adjourn the library made by Barb, seconded by Kathy and so done at 5:16 pm.

Respectfully submitted,  
Barbara Storms, Secretary

**Statistics** Dec(Nov)

Circulation- 493(622)

Patrons-266(373)

Computer Sessions-24(26)

Patron Registrations-1(4)

Digital collection:

Magazines- 24(17)

Audiobooks/E-Books-

52(44)

Holds Provided- 214(242)

Holds Received- 76(107)

Items Added- 85(42)

**Programs** Dec(Nov)

Bone Builders- 23(32)

Book Club- 5 (8)

Library Little Ones- 75(140)

Creative Community- 5(22)

Take &amp; Makes- 30(35)

Teen Time- 2(1)

STEAM Team- 4(2)

Holiday Door Mat Painting-19

Watercolor Holiday Cards- 4

Holiday special LLO-11

The Grinch- 9

Vision Boards-0

**Meetings/Trainings**

12/5 Gather &amp; Grow- Kim

**December Notes:**

December was a busy month for programming with 5 new programs. Holiday Door Mat painting was a hit with registration filling up and 19 people participating in the program. Some programs, circulation, and patron attendance saw a decline due to holidays and closings.

The last staff meeting of the year was conducted and all evaluations were completed.

**January Plans:**

Yearly statistics are in the process of being compiled. The annual report to the community will be created this month and released to the community in February after board review on 2/17/ A display poster of some type will be made again this year and will be on display for patrons to view. This will also be brought to the budget vote at the school in the spring for community members to see how the library is running.

The Tax Cap will be filed coming up in February ahead of the letter sent to the school for the 2027 proposed budget increase. Increases above our typical 2-3% may have to be made for this years vote as we plan all the building maintenance and construction projects that were highlighted in the conditions report. Although these projects will be spread out over time, the maintenance of the building has been somewhat neglected, and these costs have not been included in past budgets. To keep this building in an appropriate condition, research on costs will be made.

# **Cleaning Services Proposal**

Cohocton Library  
Cohocton, New York

## **Submitted by:**

Fresh Family Cleaning LLC  
Owner: Gabriella Howdyshell  
Phone: (585)-355-9389  
Email: freshfamilycleaning@gmail.com  
Date: January 11th, 2026

## **Purpose**

This proposal is submitted for consideration by the Cohocton Library Board to provide weekly professional cleaning services. Fresh Family Cleaning LLC is committed to maintaining a clean, sanitary, and welcoming environment for library patrons, staff, and visitors.

## **Scope of Services**

- Dusting of all accessible surfaces including shelving, tables, desks, windowsills, and fixtures
- Disinfecting high-touch surfaces such as door handles, light switches, countertops, tables, and railings
- Thorough cleaning and disinfecting of three (3) bathrooms, including toilets, sinks, mirrors, countertops, fixtures, and floors
- Vacuuming all carpeted areas
- Mopping all hard-surface floors
- Cleaning interior glass surfaces to remove fingerprints and smudges, including doors, windows, and display cases

## **Service Schedule**

Services will be performed one (1) time per week at a time coordinated with library administration to minimize disruption.

## **Compensation**

The weekly rate for services shall be \$250.00 per week. This rate includes all labor, standard cleaning supplies, and equipment required to perform the services outlined in this proposal, unless otherwise agreed upon in writing.

## **Terms and Conditions**

Services shall be provided on a weekly basis. Any additional services outside the scope of this proposal shall be discussed and approved separately. Payment terms shall be established prior to the commencement of services.

## **Acceptance and Authorization**

Approved by: \_\_\_\_\_

Name / Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_