

Cohocton Public Library Board Meeting Agenda

Monday, March 16th 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. Maintenance update- Roof, Automatic Door, HVAC
- B. Retirement Options

New Business

- A. Annual Report to the Community
- B. Annual Report to the State
- C. 2027 budget letter
- D. 5 year strategic plan
- E. Cleaner

Trustee Concerns

Adjourn Meeting

Cohocton Public Library
Profit & Loss Budget vs. Actual
 January through December 2026

	Jan - Dec 26	Budget	% of Budget
Income			
11.01 Local Public Funds			
11.01 Local PubFunds-County Aid	0.00	183,081.00	0.0%
11.01 Local Public Funds - Other	0.00	3,500.00	0.0%
Total 11.01 Local Public Funds	0.00	186,581.00	0.0%
11.03 Local Library ServAid	1,529.00	1,490.00	102.6%
11.07 Other Cash Grants			
11.07 Other Cash Grants	0.00	0.00	0.0%
Total 11.07 Other Cash Grants	0.00	0.00	0.0%
11.09 Other Sate Aid (Bullet)	0.00	0.00	0.0%
11.14 Gifts & Endowments			
11.14 Donations	895.00	100.00	895.0%
11.14 Genevieve Neu Endowment	0.00	3,000.00	0.0%
11.14 Memorials			
11.14 Virginia's Fund	125.00		
11.14 Memorials - Other	0.00	0.00	0.0%
Total 11.14 Memorials	125.00	0.00	100.0%
11.14 Other Gifts	0.00	100.00	0.0%
Total 11.14 Gifts & Endowments	1,020.00	3,200.00	31.9%
11.15 Fund Raising	0.00	0.00	0.0%
11.17 Library Charges			
11.17 Copies, Fax, Printer	0.00	250.00	0.0%
11.17 Other	0.00	0.00	0.0%
Total 11.17 Library Charges	0.00	250.00	0.0%
11.18 Other Income			
11.18 Class/Program Fees	0.00	100.00	0.0%
11.18 Other Income	0.00	0.00	0.0%
Total 11.18 Other Income	0.00	100.00	0.0%
13.02 Capital Fund Receipts			
13.02 Donations to Capital Fund	0.00	0.00	0.0%
13.02 Interest on 7 Mo CD	0.00	800.00	0.0%
13.02 Interest on Money Market	37.60	100.00	37.6%
Total 13.02 Capital Fund Receipts	37.60	900.00	4.2%
13.04 Public Library Const Aid			
13.04 Ceilings 386-24--0528	0.00	1,000.00	0.0%
13.04 HVAC Juv Room	0.00	10,527.00	0.0%
Total 13.04 Public Library Const Aid	0.00	11,527.00	0.0%
13.10 Non-Revenue Receipts			
13.10 Transfer Fr Money Market	0.00	0.00	0.0%
Total 13.10 Non-Revenue Receipts	0.00	0.00	0.0%
Total Income	2,586.60	204,048.00	1.3%
Expense			
12.02 Wages Paid			
12.02a Director	5,742.00	34,000.00	16.9%
12.02b Assistant to Director	4,329.15	28,800.00	15.0%
12.02c Bookkeeper	1,418.25	18,000.00	7.9%
12.02d Programming Coordinator	3,506.80	23,000.00	15.2%
12.02e Library Assistant	1,922.25	10,200.00	18.8%
12.02f Library Page	320.00	5,000.00	6.4%
Total 12.02 Wages Paid	17,238.45	119,000.00	14.5%

	Jan - Dec 26	Budget	% of Budget
12.04 Employee Benefits Expend			
12.04a Social Security	1,068.78	7,300.00	14.6%
12.04b Medicare	249.96	1,750.00	14.3%
12.04c NYS Unemployment Ins	349.84	2,000.00	17.5%
12.04d Worker's Compensation	0.00	800.00	0.0%
12.04e Disability Insurance	241.25	400.00	60.3%
12.04f DBL Paid Family Leave	331.41	200.00	165.7%
12.04g Supplemental PFL	0.00	2,000.00	0.0%
Total 12.04 Employee Benefits Expend	2,241.24	14,450.00	15.5%
12.06 Print Materials			
12.06 Books	2,062.65	10,000.00	20.6%
12.06 Magazines	0.00	200.00	0.0%
Total 12.06 Print Materials	2,062.65	10,200.00	20.2%
12.07 Electronic Material-Libby	0.00	264.00	0.0%
12.08 Other Materials Expend			
12.08 Audio Books/Yoto	260.84	500.00	52.2%
12.08 DVDs	0.40	2,000.00	0.0%
12.08 Library of Things	297.79	500.00	59.6%
Total 12.08 Other Materials Expend	559.03	3,000.00	18.6%
12.10 Capital Exp-Public Funds	0.00	0.00	0.0%
12.11 Capital Exp-Op Funds			
12.11 Capital Exp-Op Fund	6,003.00	10,000.00	60.0%
Total 12.11 Capital Exp-Op Funds	6,003.00	10,000.00	60.0%
12.13 Facility Repair-Public \$	0.00	2,200.00	0.0%
12.14 Facility Repair-Op Funds	1,002.33		
12.16 Operations & Bldg Maint			
12.16 Bldg Maint Supplies	86.29	1,000.00	8.6%
12.16 Carpet Cleaning	0.00	700.00	0.0%
12.16 Cleaning Service	750.00	3,300.00	22.7%
12.16 Fire Inspection	0.00	200.00	0.0%
12.16 Garbage Pickup	87.48	500.00	17.5%
12.16 Property Insurance	0.00	7,500.00	0.0%
12.16 Utilities-NYSEG	3,271.53	8,000.00	40.9%
12.16 Water	55.00	350.00	15.7%
Total 12.16 Operations & Bldg Maint	4,250.30	21,550.00	19.7%
12.18 Office & Library Supplies			
12.18 Misc Office Supplies	115.04	2,000.00	5.8%
12.18 Toner	334.78	2,000.00	16.7%
Total 12.18 Office & Library Supplies	449.82	4,000.00	11.2%
12.19 Telecommunications			
12.19 Phone	-162.21	780.00	-20.8%
12.19 STLS Internet	300.00	1,470.00	20.4%
12.19 Telecommunications - Other	0.00	0.00	0.0%
Total 12.19 Telecommunications	137.79	2,250.00	6.1%
12.21 Professional & Consultant			
12.21 Accountant	0.00	500.00	0.0%
12.21 Other	0.00	500.00	0.0%
12.21 Payroll Service	618.90	3,240.00	19.1%
12.21 Program Presenters	0.00	2,000.00	0.0%
Total 12.21 Professional & Consultant	618.90	6,240.00	9.9%

	Jan - Dec 26	Budget	% of Budget
12.22 Equipment			
12.22 Computers & Installation	0.00	1,000.00	0.0%
12.22 Other - Domain Renewal	23.19	30.00	77.3%
Total 12.22 Equipment	23.19	1,030.00	2.3%
12.23 Other Misc			
12.23 Advertising	0.00	300.00	0.0%
12.23 Conferences	0.00	200.00	0.0%
12.23 Grant Funded Programs	300.00		
12.23 Mileage	0.00	200.00	0.0%
12.23 Other	166.81	300.00	55.6%
12.23 Postage	0.00	200.00	0.0%
12.23 Professional fees	0.00	300.00	0.0%
12.23 Programs-Misc	81.17	100.00	81.2%
12.23 Programs - Monthly	0.00	200.00	0.0%
12.23 Programs - Specialty	832.33	300.00	277.4%
12.23 Programs -Summer	0.00	500.00	0.0%
Total 12.23 Other Misc	1,380.31	2,600.00	53.1%
12.25 Contracts with Public Lib			
12.25 Cost Share	6,289.35	5,800.00	108.4%
Total 12.25 Contracts with Public Lib	6,289.35	5,800.00	108.4%
12.34 Transfer to Capital Funds	0.00	0.00	0.0%
14.01 Construction			
14.01 Upstairs 0000-00-0000	0.00	0.00	0.0%
Total 14.01 Construction	0.00	0.00	0.0%
14.02 Incidental Construction			
14.02 Furniture & Equipment	0.00	0.00	0.0%
14.02 Professional/Clerk Fees	0.00	0.00	0.0%
Total 14.02 Incidental Construction	0.00	0.00	0.0%
Total Expense	42,256.36	202,584.00	20.9%
Net Income	-39,669.76	1,464.00	-2,709.7%

Cohocton Public Library Board Minutes
January 20, 2026

Meeting called to order by President Jim Feely at 4:02 pm

Present: Molly Wilkinson, Jim Feely, Sandy Shaffer, Carol VanNorman, Kathy Krivitza, Pam Vogt, Barb Storms

Changes to the agenda: None

Financial report given by Kathy Krivitza.

November balance: \$243,535.52; balance with outstanding checks: \$243,585.92

Paid Family Leave: \$15,800.35

Capital Fund Money Market: \$118,291.47; interest: \$21.39

C of D's: \$81,183.09

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

Motion to approve December meeting minutes made by Kathy, seconded by Sandy; all in favor.

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

There were five new programs. The door mat was the most popular. The tax cap will be filed in February and may need to be increased since building maintenance has not been maintained and these costs need to be included in the budget. Molly would like a sub-committee to develop a required 5-year plan. Jim agreed to lead it and Kathy will be a member. They will look for additional outside resources to help them.

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

Old Business:

- a. C.D. Renewal: Kathy contacted the bank for renewal rates. The Board agreed to roll it over into a 7-month CD at 3.25%.
- b. Roof Issues: Proctor Enterprises have been contacted and they will fix the roof since it is covered under warranty. Asa Towner did a temporary fix until that can be done.

New Business:

- a. Retirement Option presented by Paychex: Matt Blahnik discussed benefits where employees can invest their money in a 401k and the library can match those funds to a certain percentage. He discussed costs involved. Molly will contact Brian for other investment options for employees.
- b. Officer Elections:
President: Carol nominates Jim, seconded by Barb; Jim agrees
Vote: Kathy - Yes; Carol - Yes; Sandy - Yes; Jim - Yes; Pam - Yes; Barb - Yes
Vice-President: Kathy nominates Sandy, seconded by Barb; Sandy agrees
Vote: Kathy - Yes; Carol - Yes; Sandy - Yes; Jim - Yes; Pam - Yes; Barb - Yes

Secretary: Kathy nominates Barb, seconded by Carol; Barb agrees

Vote: Kathy - Yes; Carol - Yes; Sandy - Yes; Jim - Yes; Pam - Yes; Barb - Yes

Treasurer: Barb nominates Kathy, seconded by Sandy; Kathy agrees

Vote: Kathy - Yes; Carol - Yes; Sandy - Yes; Jim - Yes; Pam - Yes; Barb - Yes

- c. Cleaner Quote: Molly posted a cleaning position and received one quote that was from an insured company. Fresh Family Cleaning is owned by Gariella Howdysshell. They will provide all needed supplies. Kathy made a motion to approve cleaner, seconded by Pam; all in favor.
- d. Automatic Door Concerns: The door opened automatically and did not close a couple times. Stanley Technologies was called and they did not find anything wrong with the door. They installed a switch on the outside with a key so the door can be locked from both sides.

Trustee concerns: None

Motion to adjourn the meeting made by Sandy, seconded by Kathy and so done at 5:32 pm.

Respectfully submitted,
Barbara Storms, Secretary

Statistics Feb(Jan)

Circulation- 443(445)
 Patrons-287(226)
 Computer Sessions-31(31)
 Patron Registrations-1(4)
 Digital collection:
 Magazines- 23(29)
 Audiobooks/E-Books-
 60(80)
 Holds Provided- 192(276)
 Holds Received- 71(78)
 Items Added- 39(47)

Programs Feb(Jan)

Bone Builders- 38(24)
 Book Club- 8(10)
 Library Little Ones- 51(50)
 Creative Community- 6(2)
 Take & Makes- 20(30)
 Teen Time- 6(3)
 STEAM Team- 0(1)

Jan:

Coffee & Cards-2
 Felted Snowmen-7
 Slate Painting-13

Feb:

Quilt squares- 12
 Battle of the crocks-15
 Mahjong-8

Meetings/Trainings

1/27 *Website Compliance-*
 Molly
 2/18 *ILS Meeting-*Molly
 2/26 *Library Outreach*
Opportunities- Molly

January & February Notes:

Programming in both months had great turnouts. The slate painting class filled with a waitlist. Battle of the crocks was a great opportunity for building community and socializing. The feedback for the program was great, and they would love to see more "potluck" type programs in the future. Quilt squares with Kathy also brought together a community. We also began weeding our collection, starting in adult fiction and nonfiction.

We began a partnership with the non-profit organization Roc Dog in February. The organization brings therapy and service dogs in for programming. We had their first visit at Teen Time in February and hope to have them come on a regular basis starting in April. Beginning in February, I have been working with the American Heart Association on a Cardiac Emergency Response Plane (CERP). After completion of the written plan, they will work with us in getting an AED on site and provide CPR training for staff. There will be no cost to the library for these services through them.

March Plans:

The annual report to the state has been moved to a new site for 2025 filing due to the closure of Baker & Taylor. The form has not yet been made available for us to fill out and the deadline for submission has been extended.

In March we announced that we will be partnering with the organization Neighborhood Forrest to give free trees to children. Parents can sign up a child to receive a tree that will be sent here from the organization. Our responsibility is to distribute the trees, once arrived, to those who signed up. Trees should arrive in time for Earth week.

Outreach in March will include attending the Birth-5 resource fair held at the Cohocton Pre-k building. Brochures, fliers for programs, and examples of what we offer will be displayed for community members.

We had a community member reach out in February about starting a group that will sew quilts for donation to Noyes cancer patients. Programming for that will begin in March.



ABOUT US

The Cohocton Public Library serves our community. We provide information, resources, and services to support the advancement of knowledge, personal growth, and lifelong learning.

Follow us on Facebook and Instagram for the latest news on events and programming.

  @Cohocton Public Library



 585-384-5170

 8 Maple Ave, Cohocton NY

 www.cohoctonlibrary.org

 cohocton@stls.org

Hours of Operation:

Monday-Friday: 10am-6pm

Saturday: 10am-2pm


Cohocton
PUBLIC LIBRARY
where the community connects



— 2025 —
Annual Report
to the Community

www.cohoctonlibrary.org

2025 YEAR IN REVIEW

2025 has been an incredible year for the library and our community! We've hosted a diverse range of programs, from our always popular summer learning program "Color Our World" to teen hangouts and adult arts and crafts. New in 2025, we introduced the early literacy program "1,000 Books Before Kindergarten" encouraging reading from birth. Beyond programming, we've also grown our collection to include both traditional and innovative materials, expanding access to knowledge, entertainment, and creative inspiration.

Thanks to generous grants from the Foundation for Southern Tier Libraries, the ARTS Council of the Southern Finger Lakes, the American Library Association, and the FINRA Investor Education Foundation, we've been able to introduce exciting new opportunities, enriching experiences, and valuable resources for our patrons.

Stay tuned for more engaging programs, fresh additions to our collection, and even more ways to connect, learn, and explore at your local library!



BEYOND BOOKS

Our library has more to offer than just books! We not only offer books, audiobooks, and movies for checkout, but a growing number of other resources.

In 2025 we added a Yoto Mini Player for checkout. The player is a screen-free, internet-free device that plays audio books, songs, and interactive activities for kids.



2025 IN NUMBERS

ANNUAL VISITORS

 4,356

TECHNOLOGY

 556
Computer Uses

COLLECTION

 949

New Physical Items

CIRCULATION

 4,912

Items Circulated

PROGRAMS

 326

Programs Held

ATTENDANCE

 2,683

Program Attendees

Some items for checkout include:

- Nintendo Switch & Games
- Launchpad tablets-preloaded with financial education games for children
- 2 passes for the Rochester Museum & Science Center-free entry for 2 adults and any children in the household
- NYS Empire Pass-for free entry into any New York State Park
- Alfred Ceramics Museum Passes
- Fishing poles- courtesy of the DEC
- Puzzles
- Yoto Mini Player





Cohocton
PUBLIC LIBRARY
where the community connects

To: **Dr. Eileen Feinman**
2350 Route 63 N
Wayland, NY 14572

Dear Dr. Feinman,

March 12, 2025

The Cohocton Public Library is requesting a levy of \$186,000 to be included on the May 2026 Wayland-Cohocton Central School budget vote. This funding level will allow the Library to continue its role as a center for educational, cultural, and recreational opportunities in our community.

Over the past year, we have experienced significant increases in utility and maintenance costs, reflecting the rising expenses faced by many public institutions. These essential operational costs directly impact our ability to maintain a safe, welcoming, and fully functional space for all patrons.

Despite these challenges, 2025 was an exceptional year for our library. We expanded programming, strengthened partnerships, and reached more community members. Our collection continues to grow and evolve, meeting the diverse interests of our community.

We are proud of what we accomplished in 2025, and we are energized by the possibilities ahead. With the support of the school district and our voters, we look forward to another year of growth, innovation, and community building. Our goal is to continue strengthening the library as a hub of learning, creativity, and connection and improve our building to support our mission.

We value our partnership with the Wayland-Cohocton School District and look forward to continued collaboration. We remain committed to transparency, responsible stewardship of public funds, and delivering exceptional value to the community we serve.

Sincerely,

Molly Wilkinson, Director
Cohocton Public Library

James Feely, President of Trustees
Cohocton Public Library