

Cohocton Public Library Board Meeting Agenda

Monday, April 16th at 4:00 PM

Location: Cohocton Public Library

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

Old Business

- A. Annual Report to the Community
- B. Annual Report to the State
- C. Cleaner
- D. Roof

New Business

- A. Construction plans
- B. Carpet quotes
- C. Free pantry concerns
- D. Volunteer Day

Trustee Concerns

Adjourn Meeting

04/18/26

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	3,580.87	183,081.00	2.0%
11.01 Local Public Funds - Other	0.00	3,500.00	0.0%
Total 11.01 Local Public Funds	3,580.87	186,581.00	1.9%
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	58.35	100.00	58.4%
Total 13.02 Capital Fund Receipts	58.35	900.00	6.5%
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	6,188.22	204,048.00	3.0%
Expense			
12.02 Wages Paid			
12.02a Director	6,842.00	34,000.00	20.1%
12.02b Assistant to Director	5,259.15	28,800.00	18.3%
12.02c Bookkeeper	1,883.25	18,000.00	10.5%
12.02d Programming Coordinator	4,263.60	23,000.00	18.5%
12.02e Library Assistant	2,347.13	10,200.00	23.0%
12.02f Library Page	432.00	5,000.00	8.6%
Total 12.02 Wages Paid	21,027.13	119,000.00	17.7%

	Jan - Dec 26	Budget	% of Budget
12.04 Employee Benefits Expend			
12.04a Social Security	1,303.67	7,300.00	17.9%
12.04b Medicare	304.89	1,750.00	17.4%
12.04c NYS Unemployment Ins	414.26	2,000.00	20.7%
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	315.04	200.00	157.5%
12.04g Supplemental PFL	0.00	2,000.00	0.0%
Total 12.04 Employee Benefits Expend	2,579.11	14,450.00	17.8%
12.06 Print Materials			
12.06 Books	2,611.87	10,000.00	26.1%
12.06 Large Print	210.00		
12.06 Magazines	0.00	200.00	0.0%
Total 12.06 Print Materials	2,821.87	10,200.00	27.7%
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	349.93	2,000.00	17.5%
12.08 Library of Things	297.79	500.00	59.6%
Total 12.08 Other Materials Expend	908.56	3,000.00	30.3%
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	1,569.33		
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	2,250.00	3,300.00	68.2%
12.16 Fire Inspection	65.00	200.00	32.5%
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	5,040.66	8,000.00	63.0%
12.16 Water	110.00	350.00	31.4%
Total 12.16 Operations & Bldg Maint	7,639.43	21,550.00	35.4%
12.18 Office & Library Supplies			
12.18 Misc Office Supplies	160.13	2,000.00	8.0%
12.18 Toner	1,118.36	2,000.00	55.9%
Total 12.18 Office & Library Supplies	1,278.49	4,000.00	32.0%
12.19 Telecommunications			
12.19 Phone	20.79	780.00	2.7%
12.19 STLS Internet	600.00	1,470.00	40.8%
12.19 Telecommunications - Other	0.00	0.00	0.0%
Total 12.19 Telecommunications	620.79	2,250.00	27.6%
12.21 Professional & Consultant			
12.21 Accountant	550.00	500.00	110.0%
12.21 Other	0.00	500.00	0.0%
12.21 Payroll Service	717.50	3,240.00	22.1%
12.21 Program Presenters	0.00	2,000.00	0.0%
Total 12.21 Professional & Consultant	1,267.50	6,240.00	20.3%

	Jan - Dec 26	Budget	% of Budget
12.22 Equipment			
12.22 Computers & Installation	0.00	1,000.00	0.0%
12.22 Maintenance contracts	16.20		
12.22 Other - Domain Renewal	23.19	30.00	77.3%
Total 12.22 Equipment	39.39	1,030.00	3.8%
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	1,100.00		
12.23 Mileage	0.00	200.00	0.0%
12.23 Other	239.42	300.00	79.8%
12.23 Postage	0.00	200.00	0.0%
12.23 Professional fees	0.00	300.00	0.0%
12.23 Programs-Misc	145.26	100.00	145.3%
12.23 Programs - Monthly	72.93	200.00	36.5%
12.23 Programs - Specialty	912.09	300.00	304.0%
12.23 Programs -Summer	0.00	500.00	0.0%
Total 12.23 Other Misc	2,469.70	2,600.00	95.0%
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	54,513.65	202,584.00	26.9%
Net Income	-48,325.43	1,464.00	-3,300.9%

Cohocton Public Library Board Minutes
March 16, 2026

Meeting called to order by Vice-President Sandy Shaffer at 4:04 pm

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

Changes to the agenda: None

Financial report given by Kathy Krivitza. The C of D that matured in January was rolled over into a 7 month C of D at 3.25%. A new C of D was opened from the operating account of \$100,000.00 for 7 months at 3.25%.

January balance: \$132,191.76; balance with outstanding checks: \$133,736.52
February balance: \$107,106.64; balance with outstanding checks: \$109,168.15
Paid Family Leave: \$15,800.35
January Capital Fund Money Market: \$118,313.91; interest: \$19.44
February Capital Fund Money Market: \$118,332.07; interest: \$18.16
C of D's: \$183,022.51

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

Motion to approve January meeting minutes made by Pam, seconded by Sandy; all in favor.

Director's report given by Molly Wilkinson - refer to attached January/February report. Both months had new programs with good turnout. The non-profit Roc Dog brings therapy and service dogs and we would like them back on a regular basis. Molly is working with the American Heart Association to have a Cardiac Emergency Response plan at the library. A sewing group has started to sew quilts for donation to Noyes cancer patients. Molly plans to set up volunteer day to get help moving shelves and other items upstairs. Motion to approve director's report made by Kathy, seconded by Pam; all in favor.

Old Business:

- a. Maintenance update- Roof, Automatic Door, HVAC: Roof has not been repaired and Molly reached out to Proctor Enterprises last week to have it done. The automatic door opened again by itself when the library was closed during severe cold temperatures, which resulted in frozen water lines in the community room bathrooms and the kitchen. These have been fixed. They reached out to Stanley Technologies and they found nothing wrong and suggested checking the electrical parts. In the meantime, the automatic feature is turned off. Molly reports the mini-splits in the HVAC unit were making a rattling noise. Fallbrook Heating and Cooling has made the repairs which are covered under the warranty for 1 year. Molly reports the community floor continues to break up in places and poses a safety hazard. She would like to have carpeting installed and will check prices.

Jim Feely arrived at the meeting at 4:25 pm and took over as president.

- b. Retirement Options: Molly reports the Paychex representative will see if he could get a lower rate. She will also discuss other options with Brian and ask her employees how many are interested in this program.

New Business:

- a. Annual report to the Community: Molly provided copies of this year's report. It will be mailed to Cohocton village residents, put on the library website and taken to the school budget vote.
- b. Annual Report to the State: The form is not available yet since it needs to be sent to a new site and the deadline has been extended.
- c. 2027 Budget letter: The library is requesting a 3.6% increase due to increased maintenance costs, including 25% higher NYSEG rates. Motion to approve the letter made by Kathy, seconded by Carol; all in favor.
- d. 5-Year strategic plan: This is part of the minimum standards and needs to be completed this year. Molly created a survey that will be mailed out with the annual report to the community and it will be available at the school budget vote.
- e. Cleaner: The new cleaner is paid \$250/ week which is a lot more than what is budgeted. Molly reports our insurance would cover the cleaner and we could pay them \$18-20 / hour for 2 hours a week. This would cost us just over \$5000.00/ year instead of \$13,000 we would pay the current cleaner. Molly will contact those that were interested when it was posted last and they did not have insurance. If they are not interested, the job will be posted. The board agrees.

Trustee Concerns. Jim asked about the annual spring training program that is usually held in Corning. This would meet our required trustee training.

Motion to adjourn the meeting made by Sandy, seconded by Jim as so done at 5:29 pm.

Respectfully submitted,
Barbara Storms, Secretary

Statistics March(Feb)

Circulation- 530(443)
 Patrons-367(287)
 Computer Sessions-37(31)
 Patron Registrations-8(1)
 Digital collection:
 Magazines- 26(23)
 Audiobooks/E-Books-
 73(60)
 Holds Provided- 307(192)
 Holds Received- 103(71)
 Items Added- 86(39)

Programs March(Feb)

Bone Builders- 53(38)
 Book Club- 12(8)
 Library Little Ones- 109(51)
 Creative Community- 18(6)
 Take & Makes- 20(20)
 Teen Time- 4(6)
 STEAM Team- 2(0)
 Patchwork Neighbors 14

 Dr. Seuss Party- 10
 Puzzle Competition- 24
 Growing Mushrooms- 11
 Teen Egg Hunt-7

Meetings/Trainings

3/25 DAC- Molly

March Notes:

Programming in March was great; we had high attendance for our specialty monthly programs and have had a good turnout for our new adult/senior game days so far. We will be adding mahjong to the calendar as a regular program.

As part of the partnership with Neighborhood Forrest, we had 20 registrations for free trees that will be distributed during Earth week. We also attended the Birth-5 Resource fair at the Cohocton school building, attendance was low but materials were distributed to those who did come. We hope to see more people at the upcoming summer safety event in Wayland.

April Plans:

The Annual report was finally made available and has since been filled out and submitted. STLS will review before submission to the state for any corrections needed.

The Tax Cap form for 2027 has also been filed and the budget letter has been sent to the school.

I will continue to work on the CERP documents for the AED through the American Heart Association.

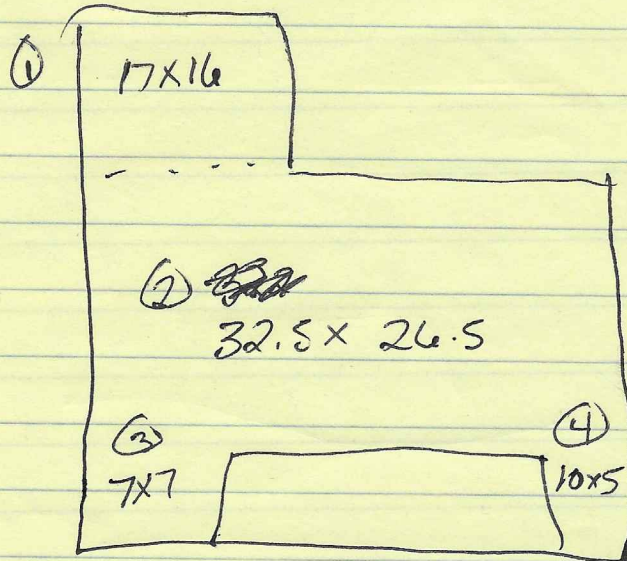
Planning for programming continues. The second quarterly newsletter was released in April along with all programs scheduled on our website calendar. We will continue with quarterly planning and review how the process was at the end of the year.

The programs funded by the ARTs council have all been scheduled and announced to patrons. The most upcoming programs have gotten a lot of attention and have been filled along with long waitlists. I will evaluate the budget to see if we have any local funds left over to have the presenters come back this year due to patron interest.

Summer planning is in full swing.

≈ 21.55 per SqY - Carpet tiles

≈ \$3,200



① 272

② ~~272~~ 861.25

③ 49

④ 50

1,232.25 Sqft

1,300 Sqft

w. Additional

Cuts

≈ 144.44 SqY