

Cohocton Public Library Board Meeting Agenda

Monday, June 15th at 4:00 PM

Location: Cohocton Public Library

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

Old Business

- A. Free Pantry
- B. Flooring update

New Business

- A. Trustee Interest Form and New Trustee Orientation
- B. Sandy's term

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	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	2,350.00	0.00	100.0%
Total 11.07 Other Cash Grants	2,350.00	0.00	100.0%
11.09 Other Sate Aid (Bullet)	0.00	0.00	0.0%
11.14 Gifts & Endowments			
11.14 Donations	1,030.00	100.00	1,030.0%
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%
11.14 Summer Program Donations	545.00		
11.14 Gifts & Endowments - Other	100.00		
Total 11.14 Gifts & Endowments	1,800.00	3,200.00	56.3%
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	96.61	100.00	96.6%
Total 13.02 Capital Fund Receipts	96.61	900.00	10.7%
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	9,356.48	204,048.00	4.6%

Expense	Jan - Dec 26	Budget	% of Budget
12.02 Wages Paid			
12.02a Director	12,188.00	34,000.00	35.8%
12.02b Assistant to Director	9,723.15	28,800.00	33.8%
12.02c Bookkeeper	4,682.55	18,000.00	26.0%
12.02d Programming Coordinator	8,373.20	23,000.00	36.4%
12.02e Library Assistant	4,507.13	10,200.00	44.2%
12.02f Library Page	932.00	5,000.00	18.6%
Total 12.02 Wages Paid	40,406.03	119,000.00	34.0%
12.04 Employee Benefits Expend			
12.04a Social Security	2,505.14	7,300.00	34.3%
12.04b Medicare	585.86	1,750.00	33.5%
12.04c NYS Unemployment Ins	686.95	2,000.00	34.3%
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	231.32	200.00	115.7%
12.04g Supplemental PFL	0.00	2,000.00	0.0%
Total 12.04 Employee Benefits Expend	4,250.52	14,450.00	29.4%
12.06 Print Materials			
12.06 Books	3,996.85	10,000.00	40.0%
12.06 Large Print	210.00		
12.06 Magazines	0.00	200.00	0.0%
Total 12.06 Print Materials	4,206.85	10,200.00	41.2%
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	444.31	2,000.00	22.2%
12.08 Library of Things	297.79	500.00	59.6%
Total 12.08 Other Materials Expend	1,002.94	3,000.00	33.4%
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	174.96	500.00	35.0%
12.16 Property Insurance	-1,101.90	7,500.00	-14.7%
12.16 Utilities-NYSEG	6,964.93	8,000.00	87.1%
12.16 Water	110.00	350.00	31.4%
Total 12.16 Operations & Bldg Maint	8,549.28	21,550.00	39.7%
12.18 Office & Library Supplies			
12.18 Misc Office Supplies	246.62	2,000.00	12.3%
12.18 Toner	1,914.36	2,000.00	95.7%
Total 12.18 Office & Library Supplies	2,160.98	4,000.00	54.0%
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%

	Jan - Dec 26	Budget	% of Budget
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	1,212.02	3,240.00	37.4%
12.21 Program Presenters	0.00	2,000.00	0.0%
Total 12.21 Professional & Consultant	1,762.02	6,240.00	28.2%
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	255.61	100.00	255.6%
12.23 Programs - Monthly	258.27	200.00	129.1%
12.23 Programs - Specialty	988.40	300.00	329.5%
12.23 Programs -Summer	0.00	500.00	0.0%
Total 12.23 Other Misc	2,841.70	2,600.00	109.3%
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	79,702.18	202,584.00	39.3%
Net Income	-70,345.70	1,464.00	-4,805.0%

Cohocton Public Library Board Minutes
May 18, 2026

Meeting called to order by President Jim Feely at 4:09 pm.

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

Absent: Pam Vogt

Changes to the agenda: None

Financial report given by Kathy Krivitza. She reports the corrected March statement is \$94,345.38.

April balance: \$84,052.48; balance with deposits not credited and outstanding checks: \$87,313.41

Paid Family Leave: \$15,800.35

Capital Fund Money Market: \$118,372.27; interest \$19.45

C of D's: \$183,022.51

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

Motion to approve April meeting minutes with corrected financial statement made by Kathy, seconded by Carol; all in favor.

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

The annual report has been mailed to village residents. The spoon rings program was well attended. Erika Jenns from STLS will attend our August meeting to review information from the trustee handbook and strategic planning.

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

Old Business

- a. Annual report to the State: It has been approved by STLS and sent to the state. It was reviewed by the Board and approved.

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

- a. Free Pantry: Text sent to the Eck's on what they want to do with the pantry; no response has been received.

New Business

- a. Flooring quotes: Discussion to remove the stage when replacing the floor since it has been a fall risk; Board approves. Mark Lindsay could remove the stage for \$1650. Molly will also contact Phil Berry for a second quote and opinion. Molly had carpet samples available. Jim suggests we defer carpet choice to Molly. The carpeting cost will be \$4200-\$4300. Schumacher Flooring Services provided an updated quote for removal and disposal of current flooring and replacing the carpeting on floor and stage area of \$3393.00. Total cost would be \$9,000 to \$10,000. The start date will be after July.

- b. July 18th: Molly states there will be no staff available to work on July 18th (Saturday) and would like to close it. It will be posted.

Trustee Concerns: No date has been set for volunteers to help clean the upstairs. Molly is checking into use of a dumpster and Jim will check with Bill at the village to see if he can take some items on village credit. Sandy reports she saw a video of racoons climbing walls of a building so it is possible that racoons made holes in our roof.

Motion to adjourn the meeting made by Kathy, seconded by Sandy and so done at 5:09 pm.

Respectfully submitted,
Barbara Storms, Secretary

Statistics May (April)

Circulation- 531(566)
 Patrons-391(06)
 Computer Sessions-38(26)
 Patron Registrations-2(4)
 Digital collection:
 Magazines- 16(23)
 Audiobooks/E-Books-
 53(60)
 Holds Provided- 222(203)
 Holds Received- 96(101)
 Items Added- 72(111)

Programs May (April)

Bone Builders- 44(65)
 Book Club- 9(11)
 Library Little Ones- 137(123)
 Creative Community- 9(4)
 Take & Makes- 30(20)
 Teen Time- 5(2)
 Patchwork Neighbors 8(8)
 Sit Stay Read! 3(6)
 Storytime 0(9)
 Mahjong 20(24)
 Studio Art 2(0)

Genealogy-12
 Stained Glass-11
 Family Bingo- 23
 Slate Painting- 6
 Bike Decorating-8

Meetings/Trainings

5/1 Updates to Minimum
 Standards- Molly
 5/20- ILS Meeting- Molly
 5/27- DAC Meeting- Molly

May Notes:

May programming was well received! We had a good turnout for the Genealogy program that was in partnership with the local chapter of the Daughters of the American Revolution. The family bingo night was also a big success with 23 attendees.

The proposed increase of \$6,500 for the 2027 budget vote of \$186,000 passed on 5/19 with 200 yes to 84 no. The poster with the 2025 Annual Report to the Community information was displayed for voters to review day of the vote.

Responses to the Library Services Survey are slowly trickling in, so far, we have 11 submissions. Please share the survey!

June Plans:

For June we will be having "Red, White and Blue Recipe Round-Up" food program to pair with the 4th of July and America 250. We also had Intro to drawing through the NYSCA grant. The library will be closed 6/19 for Juneteenth.

June 5th the Spring CE was attended. Anyone who went is encouraged to share what they learned.

Dates and events have been planned for the summer learning program this year. The theme is unearth a story and will include a variety of programs about dinosaurs and archaeology. Our big events will be Fur, Feathers & Scales presented by Hawk Creek Wildlife Center and a foam party to wrap up the summer.

*A reminder that Erika Jenns will be coming to our August meeting to review information from the trustee handbook and strategic planning. This will count as trustee credit hours to anyone who needs them. If anyone has any topics they would like to discuss during her visit, let me know.

*Next Trustee Handbook Club Meeting: 6/17 5:00-6:30
Laws and Regulations

Cohocton Public Library Trustee Interest Form

The Cohocton Public Library seeks potential trustees who possess a **strong and genuine belief** in public libraries and their mission in the community as centers of information, recreation, culture and lifelong education.

Board meetings are held every third Monday of the month at 4:00pm.

Expectations:

- Serious commitment to the work of a Library Trustee

- Dedication to the provision of high quality, contemporary Library services
- The ability to prepare for, attend, and actively participate in regularly scheduled board and committee meetings, and major Library events
- A commitment to freedom of expression and inquiry for all people
- An open mind, curiosity, and ability to work cooperatively

Responsibilities:

- Participate in board and committee meetings

- Adopt, periodically review, and update written policies to govern the operation and services of the Library
- Approve the Library's annual budget and monitor its ongoing fiscal health
- Secure adequate funding levels for Library operations and maintain a clear picture of the library's financial situation
- Act as an advocate for the Library
- Become informed about the services offered by the Library and promote these services in the community
- Plan for the future of the Library, setting long-term strategic direction and goals; encourage and support attention to both visionary planning and efficient day-to-day operations
- Develop a job description for, hire, and conduct annual performance evaluations of the Executive Director, and support their innovation and creativity

1. Full name

decisions

- Follow the established chain of command for effecting change, working through the Library director

2. Phone number

3. Email

4. Home address

5. Why would you like to serve on the Cohocton Public Library Board of Trustees? *

6. Please tell us something about yourself including experiences you have had that will help the Library. *

7. Please list your education and any relevant jobs, or volunteering from recent years. *

8. Do you have any interests, skills or personal hobbies? Please elaborate on your level of experience (training/education, interest only, hobbyist). *

9. What is your current use of the library and its services/programming? *

10. Are you familiar with the Library Bill of Rights? Will you uphold the Bill of Rights as a trustee? *

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