Cohocton Public Library Board Meeting Agenda

Monday, October 19th at 4:00 PM

Location: Cohocton Public Library

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

Old Business

A. Lighting Update

New Business

A. ARC Grant
B. Retirement Plan Options
C. Budget review/First Draft

Trustee Concerns

Adjourn Meeting

Cohocton Public Library Bank Reconciliations for month ending 09-30–2026

	Annual Percentage Yield Earned:		0%	0%	0.20%		
			Operating Account	PFL Account	Capital MM	C. of D.'s	TOTALS
Book Balance:			121,513.14	15,800.35	118,452.07		
	Plus Interest earned			0.00	19.47		
	Less: Bank Charges not on books						
	Adjusted Book Balance:		121,513.14	15,800.35	118,471.54	84,578.97	340,364.00
Bank Balance:	Account bank balance		123,263.63	15,800.35	118,471.54		
	Plus Deposits not Credited +						
	Less Outstanding Checks:		1,750.49				
	Adjusted Bank Balance:		121,513.14	15,800.35	118,471.54	84,578.97	340,364.00
	Outstanding Checks						
	check #7638 $14.75						
	check #7653 $1,735.74						
	Total O/S $1,750.49						
			0.00	0.00	0.00	0.00	0.00

Kathleen L. Krivitza

Kathleen L. Krivitza, Treasurer

Investment Register:	**Issue Date**	**Rate**	**Principal**	**Fund**	**Days**	**Bank**	**Anticipated Interest**
7 mo C of D	8-19-26 to 3-19-27 (#2083)	3.60%	$ 84,578.97	Capital Fund	212	Five Star	$ 1,793.07

Cohocton Public Library Board Minutes
September 21, 2026

Meeting called to order by President Jim Feely at 4:00 pm.

Present: Molly Wilkinson, Jim Feely, Pam Vogt, Carol VanNorman, Sandy Shaffer, Kathy Krivitza, Barb Storms, Claire Davis
Changes to the agenda: None

Financial report given by Kathy Krivitza.

August balance: $134,905.45; balance with outstanding checks: $135,071.88
Paid Family Leave: $15,800.35
Capital Fund Money Market: $118,452.07; interest: $20.12
C of D: $84,578.97

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

Motion to approve August meeting minutes made by Carol, seconded by Kathy; all in favor.

Director's report given by Molly Wilkinson. Programs were decreased due to carpet installation. The DVD section has been weeded and will start on the children and YA sections. Molly will begin prep work to apply for the 2027 NYSCA Community Arts grant. The Director's Advisory Council meeting will be held here on 9/30. The STLS annual meeting will be held here on 10/2. A Patron asked about a Friends of the Library group and Molly will check into this. Molly will start on the 2027 fiscal budget. Jim suggested they work in any fees needed to set up a retirement saving account for staff. Director's report approved by Barb, seconded by Pam; all in favor.

Old Business:

a. Flooring update: The floor is finished. Mark will need to come in to replace some molding and touch up some paint.
b. Art Gallery: Tracks have been set up to display pieces for the Marilyn Show. Tom will set up the display. Advertising has been done.

New Business:

a. CERP Update: AED request has been finalized and submitted. 2-hour training is the next step and Molly will coordinate this with staff. The American Heart Association will train and install all equipment. Tentative date is November.
b. Community Room Lighting: Children's section is dark. Suspension lighting has been suggested. Molly will reach out to find an electrician to do the work.
c. New Cleaner: Past cleaner resigned. Danielle Bondgren would like the job. She will be paid $18.00 an hour for 2-4 hours a week.

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

Trustee Concerns: None
Motion to adjourn the meeting made by Pam, seconded by Sandy and so done at 4:49 pm.
Respectfully submitted,
Barbara Storms, Secretary

Statistics Sept (Aug)

Circulation- 699(614)
Patrons-442(500)
Tech Sessions-47(70)
Patron Registrations-5(6)
Digital collection:
- Magazines- 16(22)
- Audiobooks/E-Books- 71(65)

Holds Provided- 223(232)
Holds Received- 88(111)
Items Added- 80(35)

Programs Sept (Aug)

Bone Builders- 54(32)
Book Club- 10(14)
Library Little Ones- 147(n/a)
Creative Community-1(3)
Take & Makes- 20(20)
Teen Time- 7(3)
Patchwork Neighbors 4(5)
Sit Stay Read! 0(0)
Storytime 0(4)
Mahjong 44(26)
Studio Art 0(10)

Jeopardy-7
Canning 101-11
Punch needle-12

September Notes:

September we got back on track with regularly scheduled programming. We have continued to see low numbers for Storytime and Sit, Stay, Read! so we will be putting them on pause for October and will be reevaluating the programs moving forward. Weeding and movie generifying is still in progress.

October Plans:

The library apparel order has been submitted. Totals for that will be emailed out once they come in. I ordered 6 t-shirts for the library to be used as prizes for programming.

The CPR class will be pushed to December so that Dana will be fully recovered from surgery and can participate. We would like to make whatever day we schedule it for half a day for the library. That way all staff can attend, and we can also use the rest of the time for our annual staff meeting.

The annual Great Give Back program is back with this year's theme: "Generations of Giving." In 2026 we are "giving back" to seniors at local nursing homes in our communities. We are encouraging patrons to make postcards to send to individuals as well as bring in donations. Donations they are looking for include word searches, crossword books, small stuffed animals and more. Items and postcards are due by the end of the month.

We have picked two dates to work on upstairs organization: 10/28 after 1pm and 115 starting at 1:30pm. Anyone is welcome to lend a hand. I am hoping to get all floor space and garbage cleaned up and moved.

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

			Jan - Dec 26	2026 Budget	% of Budget	2027 Budget	
Income							Budget decreased Budget Increased
11.01 Local Public Funds							
	11.01 Local PubFunds-County Aid		3,580.87	3,580.00	100.02%	3,580.00	
	11.01 Local Public Funds - School		0.00	179,500.00	0.0%	186,000.00	
Total 11.01 Local Public Funds			3,580.87	183,080.00	1.96%	189,580.00	
11.03 Local Library ServAid			1,529.00	1,490.00	102.62%	1,490.00	
11.07 Other Cash Grants							
	11.07 Other Cash Grants		2,350.00	0.00	100.0%	0.00	Budget should be adjusted as grants are awarded.
Total 11.07 Other Cash Grants			2,350.00	0.00	100.0%	0.00	
11.09 Other Sate Aid (Bullet)			0.00	0.00	0.0%	0.00	
11.14 Gifts & Endowments							
	11.14 Donations		1,305.00	100.00	1,305.0%	100.00	
	11.14 Genevieve Neu Endowment		3,860.00	3,000.00	128.67%	3,000.00	
	11.14 Memorials						
		11.14 Virg	125.00				
		11.14 Men	0.00	0.00	0.0%	0.00	
	Total 11.14 Memorials		125.00	0.00	100.0%	0.00	
	11.14 Other Gifts		0.00	100.00	0.0%	100.00	
	11.14 Summer Program Donations		545.00				
	11.14 Gifts & Endowments - Other		100.00				
Total 11.14 Gifts & Endowments			5,935.00	3,200.00	185.47%	3,200.00	
11.15 Fund Raising			0.00	0.00	0.0%	0.00	
11.17 Library Charges							
	11.17 Copies, Fax, Printer		0.00	250.00	0.0%	250.00	
	11.17 Other		20.00	0.00	100.0%	0.00	
Total 11.17 Library Charges			20.00	250.00	8.0%	250.00	
11.18 Other Income							
	11.18 Class/Program Fees		0.00	100.00	0.0%	100.00	
	11.18 Other Income		100.00	0.00	100.0%	0.00	
Total 11.18 Other Income			100.00	100.00	100.0%	100.00	
13.02 Capital Fund Receipts							
	13.02 Donations to Capital Fund		0.00	0.00	0.0%	0.00	
	13.02 Interest on 7 Mo CD		0.00	800.00	0.0%	800.00	
	13.02 Interest on Money Market		177.07	100.00	177.07%	100.00	
	Interest on New CD		1,874.74				
Total 13.02 Capital Fund Receipts			2,051.81	900.00	227.98%	900.00	

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

	Jan - Dec 26	2026 Budget	% of Budget	2027 Budget	
13.04 Public Library Const Aid					
13.04 Ceilings 386-24--0528	0.00	1,000.00	0.0%	0.00	*budget is getting adjusted, do not know what we will s
13.04 HVAC Juv Room	0.00	10,527.00	0.0%	10,527.00	look into what the state still owes us
Total 13.04 Public Library Const Aid	0.00	11,527.00	0.0%	10,527.00	
13.10 Non-Revenue Receipts					
13.10 Transfer Fr Money Market	0.00	0.00	0.0%	0.00	
Total 13.10 Non-Revenue Receipts	0.00	0.00	0.0%	0.00	
Total Income	15,566.68	200,547.00	7.76%	206,047.00	
Expense					
12.02 Wages Paid					*There is cushion built into the overall budget due to v
12.02a Director	22,066.00	34,000.00	64.9%	34,000.00	
12.02b Assistant to Director	17,181.75	28,800.00	59.66%	28,800.00	
12.02c Bookkeeper	8,267.70	18,000.00	45.93%	18,000.00	
12.02d Programming Coordinator	14,388.00	23,000.00	62.56%	23,000.00	
12.02e Library Assistant	8,670.39	10,200.00	85.0%	13,700.00	*Cleaner position budget is being added temporarily to
12.02f Library Page	1,476.00	5,000.00	29.52%	5,000.00	
Total 12.02 Wages Paid	72,049.84	119,000.00	60.55%	122,500.00	*add wages for cleaning roughly 3300 was cleaning
12.04 Employee Benefits Expend					
12.04a Social Security	4,467.00	7,300.00	61.19%	7,300.00	Benefit option of retirement of a contribution of 3% pos
12.04b Medicare	1,044.70	1,750.00	59.7%	1,750.00	
12.04c NYS Unemployment Ins	1,113.80	2,000.00	55.69%	2,000.00	
12.04d Worker's Compensation	359.68	800.00	44.96%	800.00	
12.04e Disability Insurance	241.25	400.00	60.31%	400.00	
12.04f DBL Paid Family Leave	94.60	200.00	47.3%	200.00	
12.04g Supplemental PFL	0.00	2,000.00	0.0%	2,000.00	
Total 12.04 Employee Benefits Expend	7,321.03	14,450.00	50.67%	14,450.00	
12.06 Print Materials					
12.06 Books	8,228.65	10,000.00	82.29%	10,000.00	
12.06 Large Print	210.00			200.00	
12.06 Magazines	74.00	200.00	37.0%	0.00	
Total 12.06 Print Materials	8,512.65	10,200.00	83.46%	10,200.00	
12.07 Electronic Material- Digital Library Contributions	0.00	264.00	0.0%	270.00	
12.08 Other Materials Expend					
12.08 Audio Books/Yoto	260.84	500.00	52.17%	300.00	
12.08 DVDs	1,077.34	2,000.00	53.87%	2,000.00	*Change Title to DVDs/Video Games
12.08 Library of Things	632.79	500.00	126.56%	500.00	*2026 spending included switch games- 2027 they will

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	Jan - Dec 26	2026 Budget	% of Budget	2027 Budget	
12.08 Misc	94.58				Mahjong set
Total 12.08 Other Materials Expend	2,065.55	3,000.00	68.85%	2,800.00	
12.10 Capital Exp-Public Funds	0.00	0.00	0.0%	0.00	
12.11 Capital Exp-Op Funds					
12.11 Capital Exp-Op Fund	18,770.44	10,000.00	187.7%	0.00	2026- LaBella & Flooring expenditures 2027 will be ac
Total 12.11 Capital Exp-Op Funds	18,770.44	10,000.00	187.7%	0.00	
12.13 Facility Repair-Public $	0.00	2,200.00	0.0%	0.00	2026 budget put in the wrong category
12.14 Facility Repair-Op Funds	1,569.33			1,000.00	2026- roof inspection, Handicap door, pipes freezing
12.16 Operations & Bldg Maint					
12.16 Bldg Maint Supplies	98.71	1,000.00	9.87%	1,000.00	
12.16 Carpet Cleaning	0.00	700.00	0.0%	700.00	Change category to Snow Removal
12.16 Cleaning Service	2,250.00	3,300.00	68.18%	0.00	Remove category for Cleaning Service
12.16 Fire Inspection	65.00	200.00	32.5%	200.00	
12.16 Garbage Pickup	262.44	500.00	52.49%	500.00	
12.16 Property Insurance	-1,101.90	7,500.00	-14.69%	8,400.00	2026 actual rate: $8,315
12.16 Utilities-NYSEG	9,506.32	8,000.00	118.83%	12,000.00	Projected 25% increase- addotional 4,000
12.16 Water	287.00	350.00	82.0%	350.00	
Total 12.16 Operations & Bldg Maint	11,367.57	21,550.00	52.75%	23,150.00	
12.18 Office & Library Supplies					
12.18 Misc Office Supplies	845.05	2,000.00	42.25%	2,000.00	
12.18 Toner	3,009.73	2,000.00	150.49%	3,000.00	
Total 12.18 Office & Library Supplies	3,854.78	4,000.00	96.37%	5,000.00	
12.19 Telecommunications					
12.19 Phone	203.79	780.00	26.13%	780.00	183 quarterly
12.19 STLS Internet	900.00	1,470.00	61.22%	1,470.00	300 quaterly
12.19 Telecommunications - Other	0.00	0.00	0.0%	0.00	
Total 12.19 Telecommunications	1,103.79	2,250.00	49.06%	2,250.00	
12.21 Professional & Consultant					
12.21 Accountant	550.00	500.00	110.0%	600.00	
12.21 Other	0.00	500.00	0.0%	500.00	
12.21 Payroll Service	1,791.62	3,240.00	55.3%	3,240.00	
12.21 Program Presenters	789.00	2,000.00	39.45%	2,000.00	
Total 12.21 Professional & Consultant	3,130.62	6,240.00	50.17%	6,340.00	
12.22 Equipment					
12.22 Computers & Installation	0.00	1,000.00	0.0%	1,000.00	
12.22 Maintenance contracts	16.20				

Cohocton Public Library
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	Jan - Dec 26	2026 Budget	% of Budget	2027 Budget	
12.22 Other - Domain Renewal	23.19	30.00	77.3%	30.00	
Total 12.22 Equipment	39.39	1,030.00	3.82%	1,030.00	
12.23 Other Misc					
12.23 Advertising	164.14	300.00	54.71%	300.00	
12.23 Conferences	0.00	200.00	0.0%	250.00	Will cover 1 day of the NYLA Conference and small st
12.23 Grant Funded Programs	2,725.00				we will leave budget as 0 and will adjust as grants are
12.23 Mileage	0.00	200.00	0.0%	200.00	
12.23 Other	289.63	300.00	96.54%	300.00	
12.23 Postage	312.00	200.00	156.0%	300.00	postage went up
12.23 Professional fees	0.00	300.00	0.0%	300.00	
12.23 Programs-Misc	303.62	100.00	303.62%	100.00	
12.23 Programs - Monthly	355.59	200.00	177.8%	260.00	
12.23 Programs - Specialty	1,162.23	300.00	387.41%	300.00	*$650 was paid in 2026 but was covered by a 2025 ar
12.23 Programs -Summer	359.93	500.00	71.99%	500.00	*several purchases were carried over from 2025 spen
Total 12.23 Other Misc	5,672.14	2,600.00	218.16%	2,810.00	* without grant funded programs we were only approx.
12.25 Contracts with Public Lib					
12.25 Cost Share	6,289.35	5,800.00	108.44%	6,296.00	
Total 12.25 Contracts with Public Lib	6,289.35	5,800.00	108.44%	6,296.00	
12.34 Transfer to Capital Funds	0.00	0.00	0.0%	0.00	
14.01 Construction					
14.01 Upstairs 0000-00-0000	0.00	0.00	0.0%	0.00	
Total 14.01 Construction	0.00	0.00	0.0%	0.00	
14.02 Incidental Construction					
14.02 Furniture & Equipment	0.00	0.00	0.0%	0.00	
14.02 Professional/Clerk Fees	0.00	0.00	0.0%	0.00	
Total 14.02 Incidental Construction	0.00	0.00	0.0%	0.00	
Total Expense	141,746.48	202,584.00	69.97%	198,096.00	
Net Income	**-126,179.80**	**-2,037.00**	**6,194.39%**	**7,951.00**	