

**Cornwall Public Library
Board of Trustees**

May 9, 2019
7:00 p.m. Regular Meeting Agenda

- I. **Roll**
- II. **Approval of the minutes** –April 11, 2019 meeting

III. **Financial Review**

- a. Approval of warrant #10

A. Public Remarks

B. Communications/Donations

C. Director's Report

See Google docs

D. Committee Reports

- a. Finance Committee
- b. Policy Committee
- c. Building & Grounds Committee
- d. Garden Committee
- e. Friends
- f. Personnel Committee

E. Unfinished Business

F. New Business:

- a. Approve Pam Hawks as Head of Adult Services
- b. Approve Kerin Santos to replace D. Pogue
- c. Approve Meghan Doyle as F/T librarian to split time between Adult & Youth
- d. Approve Rebecca Barth as F/T Library Assistant

Note: we will have elections in July for Excessive portions

Adjournment

Next Regular Board Meeting: June 13, 2019 7 p.m.

**Cornwall Public Library
Board of Trustees**

May 12, 2015

7:00 to 9:00 PM

Minutes

Meeting called to order by Susanne Vondrak at 7:01PM.

- I. Roll: Elisabeth Hellwege, Christine McDonald, Roberta Sherman, Karen LaRocca-Fels, Library Director, Susanne Vondrak, Carol Stein, Library staff member Ellen Winchell (minutes), Karen Staples, Treasurer, Janine Bixler.
- II. Approval of the minutes: A motion to approve the minutes of April 14, 2015 made by Roberta Sherman, seconded by Elisabeth Hellwege and unanimously approved.
- III. Financial Review: Following discussion, a motion to approve Warrant #10 in the amount of \$92,721.89 was made by Christine McDonald, seconded by Elisabeth Hellwege and unanimously approved. A motion to approve the Profit and Loss Budget vs Actual for July 2014 to March 2015 was made by Janine Bixler, seconded by Roberta Sherman and unanimously approved.
- IV. Public Remarks: none.
- V. Communications: We received a thank you note from the staff for the staff appreciation breakfast. Meeting Room Use Requests: none. Donations and Grants: none.
- VI. Director's Report: see written report. Thank you to the Board of Trustees, staff, Friends and Foundation for all the help with the Operating Budget vote. I attended a workshop on preparing for a Comptroller's audit and another on how to encourage library staff to embrace change, especially in the realm of technology. Pam Hawks is making arrangements for the library's presence at RiverFest. We are partnering again with the Hudson Highlands Nature Museum for their spring Story Walk, which will be focusing on the book *Toad by the Road*, by Joanne Ryder. Charlotte Dunaief and Dean Satterly continue to work on digitizing and transcribing the old oral histories that were recorded in the '80s. It's

slow-going, but we hope to be able to have these available on the Hudson River Valley Heritage website sometime in the near future. Thanks to the herculean efforts of Liz Fisher and with the dedicated help of her staff and colleagues, the Timothy Mumford Memorial Poetry Competition was a huge success. We had a greater number of poems submitted than in recent memory and the attendance to the ceremony was far and above what it has been in previous years. Warren and Mary Mumford were in attendance and were very appreciative. The Youth Services Department has been busily planning for the summer reading program over the last few months and is ramping up now that summer is fast approaching. This year's theme is "heroes" and will be, I know, another excellent summer program.

VII. Staff Report: see minutes.

VIII. Committee Reports

- a. Foundation and Friends: The Foundation will pair up with the Friends for the Ice Cream Social. The Foundation did an outreach in December and will be doing another one in June. There was some discussion about the Community Cares Foundation and perhaps having them consider the Foundation as a co-sponsor of the fundraising efforts. No meeting date was set for Friends.
- b. Building Committee: No meeting date has been scheduled.
- c. Nominating Committee: Christine McDonald will chair this committee. A slate of officers, committee members, and committee chairs will be presented for nomination at the June meeting. These include Board President, Vice-President, and Secretary. Committees include Personnel, Building, Finance/Budget and Garden committees.
- d. Personnel Committee: Roberta Sherman, Susanne Vondrak, and Elisabeth Hellwege will meet one hour before the next meeting date of June 16, 2015

IX. Unfinished Business:

- a. Budget Vote/Trustee Election: Resolution: To rescind the vote of March 12, 2015, to override the tax levy limit for fiscal year 2015/2016. A motion was made by Carol Stein and seconded by Roberta Sherman, approved unanimously. The Trustees feel that we still have the support of the Public as evidenced by the passing of the Annual Operating Budget.

- b. Invoice from school district: Cornwall Central School district has not responded to our letter regarding the unpaid invoice.
- c. Parking lot striping and handicapped signage—proposals: Three proposals were received James Young Paving \$3,750.00, Van Etten Paving \$3,000.00, Ron Degroat Paving Inc. \$1,950.00. This includes restriping the parking lot, filling in a giant pothole and some smaller potholes. A motion to approve the hiring of Ron Degroat Paving Inc. with the addition of installing in the asphalt four handicapped signs up to the amount of \$3,000.00 made by Elisabeth Hellwege, seconded by Carol Stein.
- d. Draft Donation Policy: The Draft Donation Policy was revised and will be sent to the Friends and Foundation for review. The Cornwall Public Library can accept stock, though it would be best if presented to the Foundation or, Friends as they both have the 501 (c) (3) designations.
- e. Bank Fees: Carol Stein is still obtaining information.
- f. Expanded Hours: Starting in September, Monday through Thursday we will be opening ½ hour earlier. Friday we will open ½ hour earlier and stay open one hour later. Saturday we will be opening ½ hour earlier and staying open ½ hour later. Sunday we will open 1 hour earlier and close 1 hour later.

XI. New Business:

a. Gas Odor: Central Hudson has been called out several times. Karen LaRocca-Fels will be following up with an engineer.

b. Newsletter: Karen LaRocca-Fels will be working with Pam Hawks and consult with other libraries to examine formats that we may use. It was suggested that we highlight two or three services, a staff person and a few events.

XII.Executive Session: none.

Motion to adjourn regular meeting by Janine Bixler, seconded by Elisabeth Hellwege and unanimously approved. Meeting adjourned at 9:21 PM.

Next Regular Board meeting date: June 16, 2015 7:00 PM

Cornwall Public Library
Warrant #10
April 2019

Type	Date	Num	Memo	Split	Amount
Backpacker					
Bill	04/24/2019	2 year renewal	2 year renewal - Exp 10/2021 ACCT 00304047640155	413.6 · Serials	19.99
Total Backpacker					19.99
 Blackstone Publishing					
Bill	04/22/2019	1104050	Adult Audio - 1104050	-SPLIT-	26.95
Bill	04/22/2019	1104611	Adult Audio - 1104611	-SPLIT-	30.94
Bill	04/22/2019	Inv 1103364	Inv 1103364	-SPLIT-	287.35
Bill	04/24/2019	1107056	Adult Audio - 1104050	-SPLIT-	169.12
Bill	04/26/2019	1108542	Adult Audio - 1108542	-SPLIT-	108.84
Bill	04/26/2019	1108619	Adult Audio - 1108619	-SPLIT-	248.54
Total Blackstone Publisher					871.74
 Brodart Co. - Juv					
Bill	04/22/2019	B5594700	B5594700	410.4 · Juvenile Fiction	23.07
Bill	04/22/2019	B5594508	B5594508	-SPLIT-	188.41
Bill	04/22/2019	B5594567	B5594567	410.5 · Juvenile Non Fiction	174.02
Bill	04/22/2019	B5594524	B5594524	-SPLIT-	43.76
Bill	04/22/2019	B5594543	B5594543	-SPLIT-	80.69
Bill	04/22/2019	B5594629	B5594629	-SPLIT-	9.94
Bill	04/22/2019	B5574244	B5574244	-SPLIT-	34.17
Bill	04/22/2019	B5574355	B5574355	-SPLIT-	14.90
Bill	04/22/2019	B5586126	B5586126	-SPLIT-	14.11
Bill	04/24/2019	B5589475	B5589475	-SPLIT-	19.86
Bill	04/24/2019	B5589540	B5589540	410.4 · Juvenile Fiction	11.43
Bill	04/24/2019	B5589287	B5589287	-SPLIT-	73.92
Bill	04/24/2019	B5589538	B5589538	-SPLIT-	60.59
Bill	04/24/2019	B5589279	B5589279	-SPLIT-	14.11
Bill	04/24/2019	B5589414	B5589414	410.5 · Juvenile Non Fiction	20.23
Bill	04/24/2019	B5599038	B5599038	-SPLIT-	14.11
Bill	04/24/2019	B5603641	B5603641	-SPLIT-	14.11
Bill	04/24/2019	B5603899	B5603899	410.4 · Juvenile Fiction	7.91
Bill	04/24/2019	B5605648	B5605648	-SPLIT-	11.04
Bill	04/24/2019	B5560520	B5560520	-SPLIT-	9.94
Bill	04/24/2019	B5584743	B5584743	410.4 · Juvenile Fiction	11.43
Bill	04/24/2019	B5562186	B55621863	410.4 · Juvenile Fiction	2.99
Bill	04/26/2019	B5608636	B5608636	-SPLIT-	474.72
Bill	04/26/2019	B5608360	B5608360	-SPLIT-	69.27
Bill	04/26/2019	B5608361	B5608361	-SPLIT-	42.79
Bill	04/26/2019	B5608615	B5608615	410.4 · Juvenile Fiction	15.83
Bill	04/26/2019	B5608157	B5608157	410.4 · Juvenile Fiction	5.59
Total Brodart - Juv					1,462.94
 Brodart Co. -Supplies					
Bill	04/22/2019	Inv 527624	Inv 527624	430.1 · Library supplies	218.12
Total Brodart Co. -Supplies					218.12
 Brodart Co. (McN)					
Bill	04/22/2019	M167463	Service for June 2019	410.9 · McNaughton	610.75
Total Brodart Co. (McN)					610.75

Cornwall Public Library
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Cengage Learning/Gale

Bill	04/22/2019	66870896	66870896	413.3 · Reference-Adult electror	300.00
Bill	04/24/2019	66930646	66930646	410.11 · Adult Fiction Standing C	76.49
Total Cengage Learning/Gale					<u>376.49</u>

Central Hudson Gas & Electric Corp

Bill	04/18/2019	8661-0120-00-7	Period Covering 3-26-19 To 4-26-19	450 · Fuel/Utilities	3,114.66
Total Central Hudson Gas & Electric Corp					<u>3,114.66</u>

Charlotte Dunaief

Bill	04/26/2019	Employee Reimburse	Mileage	435 · Travel/Conference	112.98
Bill	04/26/2019	Employee Reimburse	Timothy Mumford	430.30 · Adult	8.75
Total Charlotte Dunaief					<u>121.73</u>

Clearwaters

Bill	04/22/2019	Custom framing	Custom framing & engraving	430.2 · Office supplies	40.65
Total Clearwaters					<u>40.65</u>

CobbleStone

Bill	04/29/2019	0000135301	0000135301	413.20 · Juvenile Reference	19.95
Total CobbleStone					<u>19.95</u>

Continental Screen Print & Design, Inc

Bill	04/29/2019	Inv 11048	Shipping of Tote Bags	430.33 · Summer Reading	25.00
Total Continental Screen Print & Design, Inc					<u>25.00</u>

Cornwall Central School District

Bill	04/26/2019	Inv 520	Multiple bills	490 · Refund of PY Tax Assessr	2,059.86
Bill	04/26/2019	Inv 518	Multiple bills	490 · Refund of PY Tax Assessr	310.12
Total Cornwall Central School District					<u>2,369.98</u>

Cornwall Public Library - Payroll

Bill	04/08/2019	Pay per end 4-5-19	Pay per end 4-5-19 Pay Date 4-12-19	1012 · OBT Payroll Checking	16,519.07
Bill	04/22/2019	Pay per end 4-19-19	Pay per end 4-19-19 Pay Date 4-26-19	1012 · OBT Payroll Checking	16,706.39
Total Cornwall Public Library - Payroll					<u>33,225.46</u>

Cornwall Public Library - Trust & Agency

Bill	04/08/2019	Payroll End 4-5-19	Pay per end 4-5-19 Pay Date 4-12-19	1003 · Due from Trust & Agency	7,830.97
Bill	04/18/2019	Health Insurance	Health Insurance April's 2019	1003 · Due from Trust & Agency	10,250.00
Bill	04/22/2019	Payroll End 4-19-19	Pay per end 4-19-19 Pay Date 4-26-19	1003 · Due from Trust & Agency	7,848.41
Total Cornwall Public Library - Trust & Agency					<u>25,929.38</u>

Demco, Inc.

Bill	04/24/2019	6585241	6585241	430.1 · Library supplies	76.11
Bill	04/29/2019	6596035	6596035	430.1 · Library supplies	1,755.78
Total Demco, Inc.					<u>1,831.89</u>

Dowser Spring Water

Bill	04/22/2019	Inv # 1797803	April 2019 Water Cooler Delivery - 1797803	430.2 · Office supplies	23.96
Total Dowser Spring Water					<u>23.96</u>

Elizabeth Fisher

Cornwall Public Library
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Bill	04/26/2019	Empl Reimburse	Mileage Reimbursement	435 · Travel/Conference	102.09
Total Elizabeth Fisher					<u>102.09</u>
 Greg Melnick					
Bill	04/26/2019	Prog 5/5/19	Program 5/5/19	437.2 · Prof fees-Adult program:	400.00
Total Greg Melnick					<u>400.00</u>
 Hannaford Bros. Co.					
Bill	04/22/2019	4-4-19 Purchases	4-4-19 Purchases	430.32 · Juvenile	25.12
Total Hannaford Bros. Co.					<u>25.12</u>
 Hudson Valley Magazine					
Bill	04/24/2019	2 year renewal	2 year renewal - Exp 10/2021	413.6 · Serials	24.97
Total Hudson Valley Magazine					<u>24.97</u>
 Ingram Library Services					
Bill	04/24/2019	39460360	39460360	-SPLIT-	868.71
Bill	04/24/2019	39689105	39689105	-SPLIT-	298.19
Bill	04/24/2019	39663733	39663733	-SPLIT-	31.38
Bill	04/24/2019	39744592	39744592	-SPLIT-	16.80
Bill	04/24/2019	39723319	39723319	-SPLIT-	15.15
Bill	04/24/2019	39588616	39588616	-SPLIT-	50.00
Bill	04/24/2019	39486202	39486202	-SPLIT-	26.03
Bill	04/24/2019	39561094	39561094	-SPLIT-	93.79
Bill	04/26/2019	39519310	39519310	-SPLIT-	207.98
Bill	04/26/2019	39646308	39646308	-SPLIT-	108.68
Bill	04/30/2019	39840868	39840868	-SPLIT-	131.42
Bill	04/30/2019	39765210	39765210	-SPLIT-	83.87
Total Ingram Library Services					<u>1,932.00</u>
 Intrepid Sea, Air & Space Museum					
Bill	04/26/2019	197720	Annual membership for 6 passes expiration 9/30/2020	437.2 · Prof fees-Adult program:	500.00
Total Intrepid Sea, Air & Space Museum					<u>500.00</u>
 John Kramer					
Bill	04/22/2019	April 17-18	Exterior	452 · Repairs to Building	280.00
Bill	04/22/2019	April 3-19	Interior Repair	452 · Repairs to Building	35.00
Bill	04/26/2019	April 26	Interior Community Room	452 · Repairs to Building	950.00
Total John Kramer					<u>1,265.00</u>
 Kevin Woyce					
Bill	04/24/2019	Prg 6-24-19	The Space Race	437.5 · Prof fees-SRP	100.00
Total Kevin Woyce					<u>100.00</u>
 LadyBug Magazine					
Bill	04/29/2019	0000135301	0000135301	413.4 · Reference-Juv electronic	19.95
Total LadyBug Magazine					<u>19.95</u>
 Library Journal					
Bill	04/24/2019	1 year renewal	1 year renewal Exp 5/2020	413.7 · Professional Collection	104.99
Total Library Journal					<u>104.99</u>

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Lisa Sinclair

Bill	04/24/2019	Employee Reimburse	Reimbursement of Mileage	435 · Travel/Conference	<u>16.82</u>
Total Lisa Sinclair					16.82

Lock Around the Clock

Bill	04/18/2019	May 2019	May 2019 Storage Unit Fee	469 · Service Contracts	<u>55.00</u>
Total Lock Around the Clock					55.00

Magna5

Bill	04/26/2019	5142470	Service For 4-25 to 5-24 2019	431 · Telephone	<u>517.03</u>
Bill Pmt -Check	04/30/2019	9236	Service For 4-25 to 5-24 2019	2000 · Accounts Payable	517.03
Total Magna5					

Marangi Disposal

Bill	04/22/2019	Inv 94100858	April Services	469 · Service Contracts	<u>124.26</u>
Total Marangi Disposal					124.26

Meaghan Doyle

Bill	04/22/2019	Empl Reimburse	Workshop Travel and Conference	435 · Travel/Conference	44.00
Bill	04/30/2019	Empl Reimburse	Workshop Travel and Conference	435 · Travel/Conference	<u>36.02</u>
Total Meaghan Doyle					80.02

National Geographic Kids

Bill	04/24/2019	6067002995	6067002995 Expiration Mar 2020	413.6 · Serials	<u>15.00</u>
Total National Geographic Kids					15.00

Orange Bank & Trust Cardmember Services

Bill	04/26/2019	Stmt dated 4-25-19	Stmt dated 4-25-19	-SPLIT-	<u>3,441.62</u>
Total Orange Bank & Trust Cardmember Services					3,441.62

Orange County Board of Elections

Bill	04/26/2019	Ballot machine fees	Ballot Machine fees	434 · Publicity & Printing	<u>350.00</u>
Total Orange County Board of Elections					350.00

Paint with Hart

Bill	04/24/2019	7-20-19	Paint & Sip	437.2 · Prof fees-Adult programs	<u>375.00</u>
Total Paint with Hart					375.00

Pat Parker

Bill	04/24/2019	4 Storytimes	1/14,2/11,3/11,5/13 Story Time Sessions	437.4 · Prof fees-Juvenile	<u>280.00</u>
Total Pat Parker					280.00

Paychex, Inc.

Bill	04/24/2019	19673298	36 Employee usage \$4/EA & mobile \$1/EA For 3-2 to 3-29-19	437.1 · Prof fees-Office	180.00
Bill	04/24/2019	2019042500	Small Business Package payroll processing 4-8,4-22 and Qtr E	437.1 · Prof fees-Office	<u>544.80</u>
Total Paychex, Inc.					724.80

RCLS

Bill	04/18/2019	2Qtr. Answer/Telcom	2st Qtr/ Anser Fees and Teelcom Charges	-SPLIT-	12,998.66
Bill	04/18/2019	Inv 27396	Labor to install PC Monitor and QB's/Office Upgrade	-SPLIT-	196.71
Bill	04/18/2019	Inv 27395	Labor to install PC Monitor and QB's/Office Upgrade	203b · Capital Equipment	248.40
Bill	04/18/2019	Inv 27369	NYLA Organizational membership 4/1/19-3/31/20	438 · Dues	510.00

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Bill	04/18/2019	27324	27232 2QTR-econtent	410.12 · Adult E Book	1,628.58
Bill	04/22/2019	Inv 27469	Smart UPS X 1500 with NW Card	203b · Capital Equipment	1,319.00
Bill	04/26/2019	27475	1st QTR Consumer Rpt	410.3 · Reference	224.84
Bill	04/26/2019	27522	2nd QTR Consumer Rpt	410.3 · Reference	224.84
Total RCLS					<u>17,351.03</u>

Ron Kaiser					
Bill	04/22/2019	4/11/19	Storage Lock	452 · Repairs to Building	90.00
Bill	04/22/2019	4/4/19	Interior Work	452 · Repairs to Building	45.00
Bill	04/22/2019	4/10/19 3hrs labor	Storage Shed removal dead lock	452 · Repairs to Building	90.00
Total Ron Kaiser					<u>225.00</u>

Rosaleen Leahy					
Bill	04/26/2019	Employee Reimburse	62 mles @ \$.58/mi	435 · Travel/Conference	35.96
Total Rosaleen Leahy					<u>35.96</u>

Scholastic Library Publishing					
Bill	04/22/2019	Inv 19136172	Inv 19136172	410.5 · Juvenile Non Fiction	871.00
Bill	04/22/2019	Inv 19138319	Inv 19138319	410.5 · Juvenile Non Fiction	16.90
Total Scholastic Library Publishing					<u>887.90</u>

Shop Rite Supermarkets Inc.					
Bill	04/22/2019	Purch. Date 4.7.19	Adult Program Opera	430.30 · Adult	142.00
Bill	04/22/2019	Purch. Date 4.4.19	Adult Program Opera	430.30 · Adult	26.39
Total Shop Rite Supermarkets Inc.					<u>168.39</u>

The Atlantic					
Bill	04/18/2019	0002024750	20 Issues	413.6 · Serials	27.95
Total-The Atlantic					<u>27.95</u>

Times Herald Record					
Bill	04/24/2019	600046728	Bid Notice for Interior Air Sealing and Ceiling Insulation	434 · Publicity & Printing	56.44
Total Times Herald Record					<u>56.44</u>

Toshiba Financial Services					
Bill	04/26/2019	Inv 383126620	Service for 4-16-18 to 5-16-19	469 · Service Contracts	649.88
Total Toshiba Financial Services					<u>649.88</u>

United A/C Refrigeration, Inc					
Bill	04/24/2019	420249	Preventive Maintenance Service Date 3-20-19	469 · Service Contracts	975.17
Total United A/C Refrigeration, Inc					<u>975.17</u>

Vanguard Cleaning Systems of the HV					
Bill	04/22/2019	29752	trash can liners	451 · Custodial Supplies	34.66
Bill	04/22/2019	29542	April Monthly Services	469 · Service Contracts	1,190.00
Total Vanguard Cleaning Systems of the HV					<u>1,224.66</u>

Verizon					
Bill	04/18/2019	652-121-949-0001-81	March Monthly Services	431 · Telephone	171.56
Total Verizon					<u>171.56</u>

Verizon Wireless

Cornwall Public Library
Warrant #10
April 2019

Bill	04/18/2019	9825321710	April 2019	431 - Telephone	<u>20.27</u>
Total Verizon Wireless					20.27
W.B. Mason					
Bill	04/22/2019	I65173826	I65173826	-SPLIT-	309.23
Bill	04/22/2019	I65548688	I65548688	-SPLIT-	<u>350.62</u>
Total W.B. Mason					659.85
West Nyack Free Library					
Bill	04/24/2019	Damaged Book	Item Bar Code 32846000905461 Patron BarCode 22807000312082 - Library Fines		<u>6.99</u>
Total West Nyack Free Library					6.99
Total					<u>102,517.56</u>

Cornwall Public Library
Profit & Loss by Class
July 2017 through April 2019

	Site Sign SAM Grant (Grants)	RCLS Construction Grant (Grants)	DASNY/SAM #9095 - roof (Grants)	Total Grants (Capital Fund)	Capital Fund - Other (Capital Fund)	Total Capital Fund
Income						
EXPECTED FUNDS - not yet received	50,000.00	90,500.00	200,000.00	340,500.00	513,009.16 *	853,509.16
2401 · Income from Investments	0.00	0.00	0.00	0.00	543.07	543.07
2760 · Grants	0.00	0.00	0.00	133,338.00	0.00	133,338.00
Total Income	50,000.00	90,500.00	200,000.00	482,738.00	513,552.23	996,290.23
Gross Profit	50,000.00	90,500.00	200,000.00	482,738.00	513,552.23	996,290.23
Expense						
203b · Capital Equipment	0.00	0.00	0.00	352.98	9,700.27	10,053.25
430.2 · Office supplies	0.00	0.00	0.00	285.12	0.00	285.12
430.3 · Program supplies	0.00	0.00	0.00	145.65	0.00	145.65
430 · Supplies - Other	0.00	0.00	0.00	12,000.00	0.00	12,000.00
Total 430 · Supplies	0.00	0.00	0.00	12,430.77	0.00	12,430.77
431 · Telephone	0.00	0.00	0.00	3,594.94	0.00	3,594.94
452 · Repairs to Building	0.00	0.00	2,791.00	2,791.00	0.00	2,791.00
800 · Capital Expenditure	0.00	0.00	127,163.90	253,023.21	245,052.56	498,075.77
Total Expense	0.00	0.00	129,954.90	272,192.90	254,752.83	526,945.73
Net Income	50,000.00	90,500.00	70,045.10	210,545.10	258,799.40	469,344.50

*Balance on 6/30/2017

Current Capital Account Balance=		Current Capital Cash Flow & Open Grants			
		\$128,825.38			
Open Grants		\$ spent	Left to spend	Will be reimbursed	Notes
Roof Grant (SAM - \$200,000)		\$129,954.90	\$70,045.10	\$200,000.00	Must be completed by 3/2021
Sign Grant (SAM - \$50,000)		\$0.00	\$50,000.00	\$50,000.00	Must be completed by 9/2021
State Construction (RCLS - \$181,000)*		\$0.00	\$181,000.00	\$90,500.00	Must BEGIN by 12/1/2019, completed by 6/2021
		*90% of award (\$81,450.00) will be granted 8/31/19			
		Future Capital Balance:			
		\$168,325			

Cornwall Public Library
Profit & Loss Budget vs. Actual - Operating
July 2018 through April 2019

Budget 83%	YTD Budget			Full 2018-2019 Budget		
	Jul '18 - Apr '19	Budget	\$ Over Budget	Full Budget	Over Budget	% of Budget
Income						
2002 · Local Public Funds	1,197,757.00	1,197,757.00	0.00	1,197,757.00	0.00	100.0%
2082 · Library Fines	16,553.83	25,833.34	-9,279.51	31,000.00	-14,446.17	53.4%
2401 · Income from Investments	369.23	416.66	-47.43	500.00	-130.77	73.85%
2701 · Refunds	4.39	0.00	4.39			
2706 · Gifts & Endowments	11,897.09	0.00	11,897.09	10,000.00	1,897.09	118.97%
2760 · Grants	2,678.63	0.00	2,678.63			
3840 · RCLS	5,236.00	7,500.00	-2,264.00	8,000.00	-2,764.00	65.45%
Total Income	<u>1,234,496.17</u>	<u>1,231,507.00</u>	<u>2,989.17</u>	<u>1,247,257.00</u>	<u>-12,760.83</u>	<u>98.98%</u>
	1,234,496.17	1,231,507.00	2,989.17	1,247,257.00	-12,760.83	98.98%
Expense						
141 · Salary-Certified Librarian	168,526.81	190,572.20	-22,045.39	229,337.00	-60,810.19	73.48%
142 · Salary-Clerical	327,779.48	338,487.50	-10,708.02	405,792.00	-78,012.52	80.78%
143 · Salary-Treasurer	4,230.82	4,166.66	64.16	5,000.00	-769.18	84.62%
203b · Capital Equipment	6,786.66	4,900.00	1,886.66	6,580.00	206.66	103.14%
410 · Books	52,165.09	52,767.50	-602.41	63,072.00	-10,906.91	82.71%
411 · Film	535.98	650.00	-114.02	650.00	-114.02	82.46%
412 · Video/Music/Books on Tape	14,983.57	23,566.64	-8,583.07	28,280.00	-13,296.43	52.98%
413 · Serials/Reference	9,679.64	8,428.32	1,251.32	10,114.00	-434.36	95.71%
430 · Supplies						
430.1 · Library supplies	4,113.72	4,500.00	-386.28	5,400.00	-1,286.28	76.18%
430.2 · Office supplies	5,448.38	8,520.00	-3,071.62	9,920.00	-4,471.62	54.92%
430.3 · Program supplies	4,365.86	5,675.84	-1,309.98	10,843.00	-6,477.14	40.26%
Total 430 · Supplies	<u>13,927.96</u>	<u>18,695.84</u>	<u>-4,767.88</u>	<u>26,163.00</u>	<u>-12,235.04</u>	<u>53.24%</u>
431 · Telephone	8,856.17	6,836.50	2,019.67	8,881.00	-24.83	99.72%
433 · Postage	2,100.65	3,333.34	-1,232.69	4,000.00	-1,899.35	52.52%
434 · Publicity & Printing	5,057.61	6,250.00	-1,192.39	7,500.00	-2,442.39	67.44%
435 · Travel/Conference	3,815.59	3,750.00	65.59	4,500.00	-684.41	84.79%
437 · Professional Fees						
437.1 · Prof fees-Office	11,373.57	13,150.00	-1,776.43	15,780.00	-4,406.43	72.08%
437.2 · Prof fees-Adult programs	6,635.00	2,333.34	4,301.66	7,000.00	-365.00	94.79%
437.3 · Prof fees-YA programs	450.00	1,458.34	-1,008.34	1,750.00	-1,300.00	25.71%
437.4 · Prof fees-Juvenile	1,280.00	3,333.34	-2,053.34	4,000.00	-2,720.00	32.0%
437.5 · Prof fees-SRP	1,950.00	1,416.66	533.34	3,000.00	-1,050.00	65.0%
437.6 · Prof fees-Outreach	0.00	416.66	-416.66	500.00	-500.00	0.0%
Total 437 · Professional Fees	<u>21,688.57</u>	<u>22,108.34</u>	<u>-419.77</u>	<u>32,030.00</u>	<u>-10,341.43</u>	<u>67.71%</u>
438 · Dues	973.00	1,083.34	-110.34	1,300.00	-327.00	74.85%
439 · Equipment Repair	120.00	166.66	-46.66	200.00	-80.00	60.0%
440 · Contracts w/ Books Co.	1,051.96	2,166.66	-1,114.70	2,600.00	-1,548.04	40.46%
450 · Fuel/Utilities	26,923.59	25,000.00	1,923.59	30,000.00	-3,076.41	89.75%
451 · Custodial Supplies	1,681.80	1,750.00	-68.20	2,700.00	-1,018.20	62.29%
452 · Repairs to Building	13,080.30	9,650.00	3,430.30	11,580.00	1,500.30	112.96%
454 · Building Insurance	12,115.42	12,141.00	-25.58	12,141.00	-25.58	99.79%
455 · RCLS ANSER & Telecommunication	50,790.88	52,030.00	-1,239.12	52,030.00	-1,239.12	97.62%
469 · Service Contracts	42,247.79	42,614.16	-366.37	53,137.00	-10,889.21	79.51%
490 · Refund of PY Tax Assessment	2,369.98	2,500.00	-130.02	3,000.00	-630.02	79.0%
800 · Capital Expenditure	4,850.00					
9010.8 · Retirement	50,805.39	51,716.00	-910.61	51,716.00	-910.61	98.24%
9030.8 · FICA/Medicare Expense	44,432.45	48,728.34	-4,295.89	58,474.00	-14,041.55	75.99%
9060.8 · Workers' Comp	7,989.00	8,000.00	-11.00	8,000.00	-11.00	99.86%
9090.8 · Health Insurance	87,901.71	107,066.66	-19,164.95	128,480.00	-40,578.29	68.42%
Total Expense	<u>987,467.87</u>	<u>1,049,125.66</u>	<u>-61,657.79</u>	<u>1,247,257.00</u>	<u>-259,789.13</u>	<u>79.17%</u>
Net Income	<u>247,028.30</u>	<u>182,381.34</u>	<u>64,646.96</u>	<u>0.00</u>	<u>247,028.30</u>	<u>19.81%</u>

April 2019 Director's Report

April was a fairly busy month. D. Pogue handed in her resignation on Tuesday April 2, effective at the end of the month. Since I knew that Kerin Santos received her master's degree, I spoke with her about taking Debby's hours. She is happy to do so, and it is really nice to be able to promote someone who has been working here as a library clerk. There was still a lot to do for the vote, and thank goodness for Pat Rovello, who has been through numerous votes and knows the ropes. I have also been waiting for responses to the Library Assistant canvas letters sent out last month. A rather large issue I have been dealing with is that the lock on the new shed was not the correct lock, when the school district fire inspector came last month, he said that the lock was improper and that he could not issue a C of O for that shed. We spoke about what type of lock & I ordered it. John Kramer had to do some major-ish modifications of the doors, in order to accommodate the lock. The inspector came again on 4/18/19, and has approved the lock and its installation, he has re-issued our C of O.

4/1—spoke with Ellen about issues with covering circulation desk shifts/hours. Got ballots to Mr. David green at OC Board of elections; due date for Bios from people running for trustee.

4/2—Contacted Phoenix graphics re: ballots; conducted Dept. heads meeting; D. P. P/T M/Th night librarian handed in her resignation effective 4/29/19; Spoke with Pam about open position.

4/3—Attended Census Training at RCLS 2-4PM.

4/4—Attended Blue Cloud Mobile webinar (to replace Boopsie Library App); Interviewed K. S. for open P/T librarian position, and decided to hire her for it. She will take over D.P.'s hours; Attended Friends meeting at 4:15PM.

4/5—Uninterrupted Power Source (UPS) installed on Server by RCLS in AM; worked more on organization of grant files; purchased gift certificates at Barnes & Noble for poetry competition prizes.

4/8—Called Ray Torraca about vote machines; worked more on organization of grant files.

4/9—Broken table fixed, met technician & showed him table, he looked at all tables to be sure they function properly and performed some maintenance on them; Spoke with Mr. Green about ballots & finished ordering process.

4/10—Attended RCLS Director's Association meeting & "Get ready for an emergency at your library" seminar. Requested copy of Nyack's emergency binder. I hope to be able to tweak it for CPL's use.

4/11—P. H. out, opened building for her; Called United about bid, and contacted Fumarola Plumbing & Heating (HVAC company) about bid, but found out that they do not do commercial buildings. Spoke with JK about caulking of windows & repair of screens.

4/15—Worked on speech for poetry contest; did lots of emails. Accepted 2 absentee vote envelopes. Opened bids for Landscaping with P. Hawks, no one else in attendance.

4/16—Ran Staff meeting. Covered reference desk 5-8PM

4/17—smarter mail unavailable until 11Am at least, due to RCLS working on upgrade. Worked on interview question update for Library Assistant position & Librarian I position. Met with Emily, Carol and Susanne about Capital Fund balance & remaining Grants. Carol wrote out a sketch of how to make the bid docs for Interior Air Sealing and Ceiling Insulation Replacement

4/18—picked up Vote box from CCSD admin offices in AM. Met with CCSD fire inspector to show them corrected lock on shed. Wrote draft of bid docs for Interior Air Sealing and Ceiling Insulation Replacement. Reached out to Architects for information on insulation, via email & phone.

4/19—drove to Goshen (Board of Elections) to pick up security packs, and voter sign in sheets. Worked more on bid doc draft. Drove to CCSD admin. Offices to pick up grey box. Closed at 1PM.

4/22--Accepted delivery of voting machines. Called Ray Torraca to let him know. Got email for Poetry judges about contest winners. Finished speech, emailed all winners with an invitation to attend reception on Sunday 4/28.

4/23—Met Ray Torraca here at 8AM. Set up room for vote. Dealt with my computer crashing, got staff laptop set up so I could at least do email. Stayed here until 10pm, after vote, to put chairs away & break down tables. Yeah! Birds of Prey was a magnificent program. I thank the Youth Services Staff profusely for making it happen.

4/24—did last few things dealing with vote. Drove to Goshen (Board of Elections) to return security packs, vote ballot bag, etc. Drove to CCSD Admin offices to return Grey box. Met with Dennis LaVopa regarding balancing of HVAC system. Spoke with RCLS about my computer. Took afternoon off.

4/25—Took morning off. While I was off RCLS delivered & set up my fixed computer. Met with Stephanie to continue organizing Grant papers.

4/28—MC'd and hosted the Annual Timothy Mumford Memorial Poetry Competition. This is always a lovely event, and the Mumfords are so grateful.

4/29—Accepted delivery of end caps, purchased via the Friends with the donations in memory of Sally Ryan. Two Small gold tone plaques will be installed on the end caps. Wrote thank you letter to Warren and Mary Mumford for their donation of \$500.00 to the CPL. Spoke with Orange County Civil Service about appointment of Librarian I full-time person. Will be able to have this in place, hopefully, by early May. Met with building committee, discussed grants, bids that need to come in, and next steps.

4/30—ran Dept. Heads meeting; discussed smarter mail upgrade, need of landscape bids, ideas for programs, programs that are coming up on the schedule; ideas for partnering with business in area, starting up Community Conversations, and Rosaleen working on RCLS Grants (Seniors & Technology). Also spoke at length about the 2020 Census and the Library's role. Was here for Meeting for bidders on Air sealing & Insulation, no one came. Covered Ref Desk 5-8PM

Monthly Statistics for April 2019 (figures in parenthesis are last month's figures)

Registered borrowers: 9051 (9001); Direct Access/Circulation: 13,076 (13,613);

ILL Borrows: 2286 (2,432); ILL Loans: 1845 (2,049); Item Count: 73167 (72,896);

Wi-Fi: 4,433 (4,405).

Please see attached reports from Department Heads

Respectfully submitted 5/3/19 CAD

Adult Services Report: April 1-30, 2019

May Adult Events Scheduled: Healthy Eating for Families (5/7); Tea & a Classic (5/8); "The Natural World" Art Exhibit (5/11); Patriotic Wreath-making (5/13); Lecture: The Miracle Mets (5/20); Teen Tech Tutors (5/29); Local History Lecture: Deborah Sampson, Revolutionary War Soldier (5/30). *(See also, Rosaleen's report)*

- Currently working on planning for Summer Reading programs, registration and activities.
- Working on setting up programs with Black Rock/William Schuster

Home Bound Delivery: Our volunteer, Susan, made 3 deliveries. We were saddened by the loss of one of our Home-bound patrons.

Ref Stats (previous month in parentheses):

Circulation: 234 (229); Directional: 20 (10); ILL Pulls: 1,394 (1,522); Reader Advisory: 16 (21); Tech Assists: 123 (125); Reservations: 5 (3); Printing: 119 (140); Phone: 105 (104); Chargers: 8 (1); Computer Guest Passes: 42 (48); Notary: 15 (17); Ref. Q's: 302 (375); Outside the system ILL requests: 29 (20).

Database Stats (previous month in parentheses):

Novel List Plus: 5 (8); Novel List PlusK-8: 4 (3); EBSCO Other: 7 (4); Gale: 0 (1); Gale Virtual Ref. Library: 0 (0); Ancestry: 415 (449).

PC Usage: Adult Area: 872 (828) Local History (Microfilm): 13 (23)
Children's Area: 36 (49) Laptops: 15 (3) **TOTAL PC USAGE:** 936 (903)
WIFI Usage: 4,433 (4,405)

Talking Books: Registered a new patron with the NYS Talking Books Program

COLLECTION DEVELOPMENT

Weeded biographies and need a volunteer for shifting that collection; Working with volunteers and pages on shifting fiction; Plan to order two low shelves flanking the Smart space for targeted adult collection displays, such as Best sellers, Summer Reading, featured services, etc.

OTHER: Trained and hired a new page, Kathryn Gagnon; Attended RUG meeting (4/9)

Respectfully Submitted, Pamela Hawks 5/2/19

Youth Services Report of April 2019

<u>ADULTS:</u>	<u>TEENS:</u>	<u>VOLUNTEERS:</u>	<u>ATTENDANCE TOTAL</u>
11			19
5			10
75		2	152
12			27
		1	7
			5
	5		5
3			9
	7		7
	11		11
9		5	33
			3
6			34
10			28
TOTAL:			350

Reflections: April was celebrated with well-circulating displays of poetry books and earth month books and several recycling programs. Lisa SinClair booked Ermin Siljkovic of Orange County Gov't Environmental Services for an excellent and well-attended program on 4/4 about single stream recycling and composting. I attended a sustainability workshop at the LARC conference. *One Plastic Bag: Isatou Ceesay and the Recycling Women of Gambia* by Miranda Paul was the featured book in the ChatterBooks book group.

Fine tuning on the Summer Reading Program continues.

Rebecca Barth is fearlessly working on the various handouts and the main calendar of events and has developed a new feature of reporting book reviews online. Summer Volunteer applications are out (were ready and available on 4/15) thanks to Lisa. Not only is Meaghan Doyle the new chair of teen meetings for RCLS but she has added some new programs for summer.

There has been a great amount of positive feedback for the Birds of Prey program on the 4/23 and we are now back to the pre-school story times in May.

QUESTIONS @ THE DESK:

Reference 289

Circulation 143

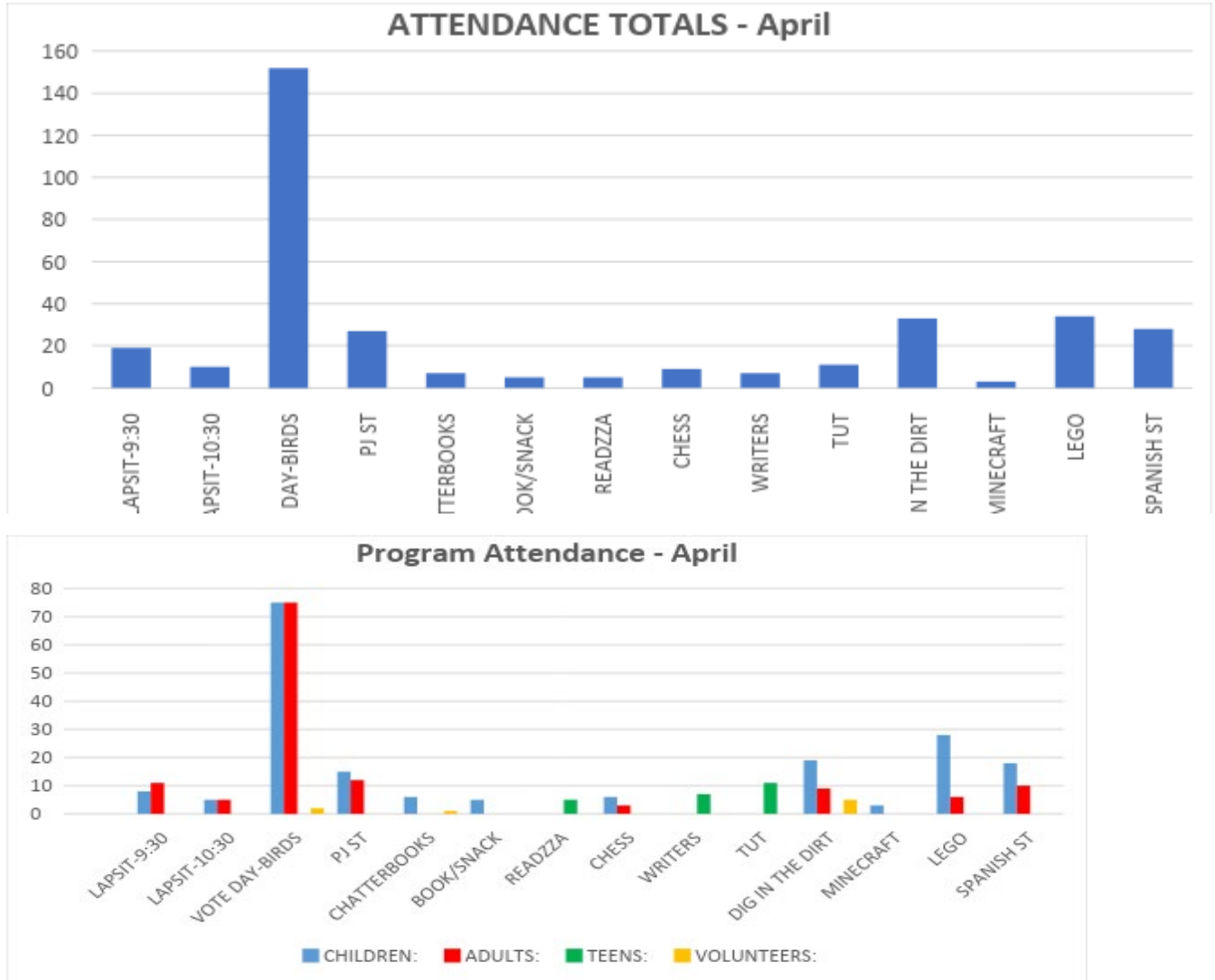
Tech 36

iPads 31

Telephone 105

Programs 98

Muzzy 19



Respectfully submitted R. Barth 5/3/19

April 2019 Monthly Report: Rosaleen Leahy 5/3/19

Programs:

Navigating Eldercare – 27

Creative Writers – 11, 7, 6, 9, 8

Stampin' Up – 10
Silk Scarf Painting – 13
Member's Choice Book Group – 7
Recycling Program – 28
Korean Lotus Lantern – 19
Memorial Opera – 7
College Counseling – 12
Tea & a Classic – 15
Great Decisions – 14
Cornwall Arts Collective – 8
Mystery Book Group – 8
Out & About Book Group – 8
Amelia Earhart Lecture – 104
Timothy Mumford Poetry Contest – 50
Job Coach – 3

Total # of Programs: 21, Total Attendance: 374

Other Room Use: Board of Trustees Meeting – 13, Patron Speech Practice – 2

The Silk Scarf Painting program was part of the grant-funded series, "Hudson Valley Artists, Musicians and Performers". As it was a hands-on art project, it was limited to 12 attendees. I survey all attendees at grant-funded programs and the reviews were excellent! The next program in this series is Flamenco Music & Dance on Sunday, May 5, 2:00pm at Munger Cottage.

The Korean Lotus Lantern program was amazing! The presenters charged a \$5.00/person fee and asked for a minimum of 30 people. Our Community Room cannot accommodate 30 people at tables and chairs, for a craft. I offered to pay the group \$150 and limit the attendance to 20. The 5 Korean women, who presented the program, wore traditional Korean dresses, gave instruction at each table and brought samples of Korean food. It was a very informative program and our patrons loved the lanterns they made!

Policy Committee
May Report

Please see the revised Volunteer Policy in the May folder. We would like to approve the policy this month. The edits were minor and included expanding opportunities in terms of jobs and tasks. It also clarified the procedure for applying to volunteer.

Brenda is heading up the supervising of the program. She's working on compiling a list of tasks and duties for the volunteers that is based upon feedback from the staff. She is looking to utilize volunteers to the best of their abilities.

Please note the changes are in red.

Respectfully submitted,
Amy Cordisco