

**Cornwall Public Library  
Board of Trustees**

June 13, 2019  
7:00 p.m. Regular Meeting Agenda

- I. **Roll**
- II. **Approval of the minutes** –May 9, 2019 meeting
- III. **Financial Review**
  - a. Approval of warrant #11

**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. Pets Policy
- b. Credit Card Acceptance Policy

**G. Executive Session**

**Adjournment**

Next Regular Board Meeting: July 11, 2019 7 p.m.

## Cornwall Public Library Board of Trustees Meeting

June 13, 2019

7:00 to 9:00 PM

### Minutes

Meeting was called to order by Amy Cordisco at 7:06 PM

#### I: Roll

**Trustees Present:** Carol Stein, Christine McDonald, and Susanne Vondrak. Amy Cordisco, Stephanie Wolf. **Excused:** Tom Dames, Bruce Cohen.

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Charlotte Dunaief, Library Director

Emily Milton, Treasurer,

**Also Present:** Library staff member Ellen Winchell (minutes), Melissa Greaves-Kulisek, Trustee Elect, Rosaleen Leahy, Public.

1. **Approval of the minutes:** A motion to approve the Board of Trustee Minutes of May 9, 2019, as amended, was made by Christine McDonald, seconded by Susanne Vondrak, and unanimously approved.
2. **Financial Review:** The Finance Committee met on June 12, 2019. We have one month to go until our financial year ends. We expect to have a surplus of approximately \$50,000. Previous Board discussion considered purchasing much needed technology for the Library, requested by Pam and Charlotte (see unfinished business below). We are on track to do the LED conversion project in October after the initial funding comes from the state grant and our funds from the taxes arrives. The generator and electrical box upgrade will be on track for the following year. Carol Stein thanked Christine McDonald, Emily Milton and Stephanie Wolf for all of their help with the Finance committee. Following discussion, a motion to approve Warrant #11 in the amount of \$91,909.85 was made by Christine McDonald, seconded by Susanne Vondrak, and was unanimously approved.
3. **Public Remarks:** The Public asked that since there was a surplus in the insurance line item in the budget this year, would the Board consider a reimbursement of the insurance savings for the full-time staff? The Board of Trustees had not considered that option and will discuss that in the Executive session.
4. **Communications:** A Certificate of Achievement was presented to the Cornwall Public Library in concert with the Arts Mid-Hudson and the New York State Council on the Arts for receiving the 2019 Grant Project for Rosaleen's programs. The Food Bank of the Hudson Valley thanked us for choosing to support the Food Bank of the Hudson Valley.

June 30, 2019

We received a thank you note from the Storm King School students for the 3D Personalized Journal program that they participated in. **Donations:** none.

5. **Director's Report:** See written report.

6. **Committee Reports:**

- a. **Finance Committee:** see Financial Review.
- b. **Policy Committee:** A motion to approve the new Pet Policy was made by Carol Stein, seconded by Susanne Vondrak, and was unanimously approved. A motion to approve the new Credit Card Acceptance Policy made by Susanne Vondrak, seconded by Stephanie Wolf, and unanimously approved.
- c. **Building and Grounds:** See written report.
  - a. We have four quotes for the Gutter project. Precision Roofing \$4,480.00, plus a quote needed for repairs, Stand Back General Contractors \$8,212.90, Frank Stevens & Sons Roofing \$9,325.00 and Leaf Filter Gutter Protection \$6,145.00. We will need 330 feet of gutter guards and repairs. It was noted that the Frank Stevens quote was for the whole building and a new quote for the smaller repair area will be requested before a final decision is made. A motion to approve the Leaf Gutter Protection quote for repairs not to exceed \$6,145.00, pending references, was made by Amy Cordisco, seconded by Chris McDonald and unanimously approved.
  - b. Only 2 bids were received for the HVAC repair. Flow Tech Inc. quoted \$5,400.00 and United came in \$4,520.00. Given the difficulty of getting bidders and the ongoing positive relationship with United, the Board decided to award them the contract. A motion to approve the contract by United Air Conditioning to have HVAC system air balanced, including labor and materials, was made by Stephanie Wolf, seconded by Christine McDonald and unanimously approved.
  - c. We received four estimates for the air sealing and reinsulation project: NRCG \$11,134.00, Energy Management Solutions (EMS) \$6,708.00, Sparrow Real Estate Corp \$20,070 plus insulation repairs and DES Interiors for \$24,600. A motion to approve the Air Sealing contract with Energy Management Solutions in the amount of \$6,708.00 made by Amy Cordisco, seconded by Chris McDonald and was unanimously approved.
- d. **Garden Committee:** No update at this time.
- e. **Friends & Foundation:** A big thank you was given to the Friends for very generously supporting the Summer Reading Program. The Friends are also sponsoring the Fourth of July float.
- f. **Personnel Committee:** The committee is working on revising the Employee Handbook.

- 7. Unfinished Business:** Given the expected budget surplus, a technology request was received to purchase six public laptops to be lent out during open hours, which have Envision ware and printing installed on them. The cost is \$851.00 per laptop, plus \$225.00 annually towards replacement and \$750.00 annually for support. Another option is for installation and support costing \$120.00 per hour for installation and \$90.00 per hour for support. After much discussion it was decided to go with the second option of hourly costs for installation and support, instead of paying the \$750.00 annually. Total costs for purchasing the laptops will be around \$10,000.00. A second technology request was made to purchase 10 Ipad Minis at a cost of \$400.00 each, plus a charging station for a total cost of \$5,000.00. The Board approved the requests and the remaining balance of the surplus is to go the fund balance.
- 8. New Business:**
- a. The Trustees would like to recognize Christine McDonald, and thank her for her many years of service and her dedication to the Board and to the Library. Gifts and flowers were presented.
  - b. Pets Policy, see Policy Committee.
  - c. Credit Card Acceptance Policy, see Policy Committee
- 9. Adjournment:** Motion to go into Executive Session to discuss employee matters was made at 8:30 PM was made by Susanne Vondrak, seconded by Christine McDonald and was unanimously approved. A motion to adjourn Executive Session and to adjourn the Board Meeting at 9:05PM, was made by Carol Stein, seconded by Susanne Vondrak and was unanimously approved.

**Next Regular Board Meeting Thursday July 11, 2019 at 7PM**

**Cornwall Public Library**  
**Warrant # 11**  
**As of May 31, 2019**

Type	Date	Num	Memo	Split	Paid	Amount
<b>ArtNews</b>						
Bill	05/15/2019	#890418000208	1 Year Renewal	413.6 · Serials	Unpaid	109.00
Total ArtNews						109.00
<b>Benninger Landscaping LTD</b>						
Bill	05/15/2019	22843	Lawn & Grounds Maintenance May - Inv #22...	469 · Service Contracts	Paid	875.00
Total Benninger Landscaping LTD						875.00
<b>Blackstone Publishing</b>						
Bill	05/15/2019	1113870	Adult Audio - 1113870	-SPLIT-	Unpaid	34.94
Bill	05/15/2019	1112285	Adult Audio - 1112285	-SPLIT-	Unpaid	34.94
Bill	05/15/2019	1111115	Adult Audio - 1111115	-SPLIT-	Unpaid	135.75
Bill	05/20/2019	1114312	Adult Audio - 1114312	-SPLIT-	Unpaid	311.33
Bill	05/20/2019	1115717	Adult Audio - 1115717	-SPLIT-	Unpaid	30.95
Bill	05/20/2019	1115335	Adult Audio - 1115335	-SPLIT-	Unpaid	341.12
Bill	05/29/2019	300003869	Order # - 300003869	-SPLIT-	Unpaid	461.27
Bill	05/29/2019	115953	115953	412.3 · Books-on-Tape	Unpaid	81.80
Bill	05/31/2019	1117433	1117433	-SPLIT-	Unpaid	197.66
Bill	05/31/2019	1117876	1117876	-SPLIT-	Unpaid	30.95
Bill	05/31/2019	1117407	1117407	-SPLIT-	Unpaid	18.95
Total Blackstone Publishing						1,679.66
<b>Boscobel</b>						
Bill	05/31/2019	Annual Fee Mbr Fee	Annual Membership Fee	437.2 · Prof fees-Adult programs	Unpaid	150.00
Total Boscobel						150.00
<b>Brodart Co. - Juv</b>						
Bill	05/22/2019	B5369534	B5369534	-SPLIT-	Unpaid	123.08
Bill	05/22/2019	B5628481	B5628481	-SPLIT-	Unpaid	12.69
Bill	05/22/2019	B5631194	B5631194	410.4 · Juvenile Fiction	Unpaid	2.99
Bill	05/22/2019	B5631332	B5631332	410.5 · Juvenile Non Fiction	Unpaid	15.80
Bill	05/22/2019	B5620520	B5620520	410.4 · Juvenile Fiction	Unpaid	7.14
Bill	05/22/2019	B5396934	B5396934	410.4 · Juvenile Fiction	Unpaid	27.44
Bill	05/22/2019	B5621793	B5621793	-SPLIT-	Unpaid	29.28
Bill	05/22/2019	B5621554	B5621554	-SPLIT-	Unpaid	162.02
Bill	05/22/2019	B5621767	B5621767	-SPLIT-	Unpaid	71.87
Bill	05/22/2019	B5621516	B5621516	-SPLIT-	Unpaid	69.36
Bill	05/22/2019	B5621447	B5621447	-SPLIT-	Unpaid	82.16
Bill	05/22/2019	B5621631	B5621631	410.5 · Juvenile Non Fiction	Unpaid	5.27
Bill	05/22/2019	B5614617	B5614617	-SPLIT-	Unpaid	11.04
Bill	05/24/2019	B5633238	B5633238	410.4 · Juvenile Fiction	Unpaid	70.13
Bill	05/24/2019	B5633461	B5633461	-SPLIT-	Unpaid	23.82
Bill	05/24/2019	B5633239	B5633239	410.4 · Juvenile Fiction	Unpaid	59.39
Bill	05/24/2019	B5633460	B5633460	-SPLIT-	Unpaid	78.18
Bill	05/24/2019	B5633457	B5633457	-SPLIT-	Unpaid	52.67
Bill	05/24/2019	B5633249	B5633249	410.4 · Juvenile Fiction	Unpaid	13.16
Bill	05/24/2019	B5621606	B5621606	-SPLIT-	Unpaid	20.13
Bill	05/24/2019	B5621696	B5621696	-SPLIT-	Unpaid	125.20
Bill	05/31/2019	B5643282	B5643282	410.4 · Juvenile Fiction	Unpaid	10.49
Bill	05/31/2019	B5643138	B5643138	410.4 · Juvenile Fiction	Unpaid	14.90
Total Brodart Co. - Juv						1,088.21
<b>Brodart Co. (McN)</b>						
Bill	05/20/2019	Inv M168263	Inv M168263 - July	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
<b>Cengage Learning/Gale</b>						
Bill	05/15/2019	66991617	66991617	410.11 · Adult Fiction Standing ...	Unpaid	41.99
Bill	05/24/2019	67100783	67100783	410.21 · Adult Non-Fiction Stan...	Unpaid	223.12
Bill	05/29/2019	67115004	67115004	410.11 · Adult Fiction Standing ...	Unpaid	48.78
Bill	05/31/2019	67123472	67123472	410.11 · Adult Fiction Standing ...	Unpaid	175.47
Bill	05/31/2019	67129726	67129726	410.11 · Adult Fiction Standing ...	Unpaid	23.20
Total Cengage Learning/Gale						512.56
<b>Central Hudson Gas &amp; Electric Corp</b>						
Bill	05/31/2019	8661-0120-00-7	8661-0120-00-7 Period Covering 4-25-19 To...	450 · Fuel/Utilities	Unpaid	1,045.76
Total Central Hudson Gas & Electric Corp						1,045.76
<b>Charlotte Dunaief</b>						
Bill	05/22/2019	Employee Reimburse	Mileage	435 · Travel/Conference	Unpaid	73.42
Total Charlotte Dunaief						73.42

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Type	Date	Num	Memo	Split	Paid	Amount
<b>Christine Fowler</b>						
Bill	05/20/2019	Employee Reimburse	Program Event Supplies	430.30 · Adult	Unpaid	49.70
Total Christine Fowler						49.70
<b>Clearwaters</b>						
Bill	05/29/2019	Custom Framing	Custom Framing & Engraving	430.2 · Office supplies	Unpaid	226.05
Bill	05/29/2019	Custom Framing	Custom Framing & Engraving	430.2 · Office supplies	Unpaid	152.35
Bill	05/29/2019	Custom Framing	Custom Framing & Engraving	430.2 · Office supplies	Unpaid	118.05
Total Clearwaters						496.45
<b>Cornwall Public Library - Payroll</b>						
Bill	05/06/2019	Pay per end 5.3.19	Pay Period Ending 5.3 Pay Date 5.10.19	1012 · OBT Payroll Checking	Paid	16,242.43
Bill	05/20/2019	Pay per end 5.17.18	Pay Period Ending 5.17 Pay Date 5.24.19	1012 · OBT Payroll Checking	Paid	16,929.39
Total Cornwall Public Library - Payroll						33,171.82
<b>Cornwall Public Library - Trust &amp; Agency</b>						
Bill	05/06/2019	Payroll End 5-3-19	Pay Period Ending 5.3 Pay Date 5.10.19	1003 · Due from Trust & Agency	Paid	7,716.69
Bill	05/15/2019	Health Insurance	Health Insurance May's 2019	1003 · Due from Trust & Agency	Paid	10,850.00
Bill	05/20/2019	Payroll End 5-17-19	Pay Period Ending 5.17 Pay Date 5.24.19	1003 · Due from Trust & Agency	Paid	7,930.01
Total Cornwall Public Library - Trust & Agency						26,496.70
<b>David Engel</b>						
Bill	05/15/2019	Jedi Academy	Jedi Academy 8-1-19	437.5 · Prof fees-SRP	Unpaid	450.00
Total David Engel						450.00
<b>David R Stingle</b>						
Bill	05/31/2019	7/23 Apricity	7/23 Apricity Performance	437.5 · Prof fees-SRP	Unpaid	200.00
Total David R Stingle						200.00
<b>Demco, Inc.</b>						
Bill	05/15/2019	6604544	6604544	430.33 · Summer Reading	Unpaid	50.89
Bill	05/31/2019	6612006	6612006	430.1 · Library supplies	Unpaid	352.77
Total Demco, Inc.						403.66
<b>Denise Schirmer</b>						
Bill	05/15/2019	Intro to Babysitting	Intro to Babysitting July 13th	437.5 · Prof fees-SRP	Unpaid	200.00
Total Denise Schirmer						200.00
<b>Diane Edgecomb</b>						
Bill	05/15/2019	Program 7/18	Program 7/18	437.5 · Prof fees-SRP	Unpaid	550.00
Total Diane Edgecomb						550.00
<b>Dowser Spring Water</b>						
Bill	05/15/2019	Inv # 1800812	May 6 2019 Water Cooler Delivery - #1800812	430.2 · Office supplies	Unpaid	17.97
Bill	05/20/2019	Inv # 1804111	May 20 2019 Water Cooler Delivery - #1804...	430.2 · Office supplies	Unpaid	23.96
Total Dowser Spring Water						41.93
<b>Elizabeth Fisher</b>						
Bill	05/31/2019	Empl Reimburse	Mileage Reimbursement	435 · Travel/Conference	Unpaid	113.46
Total Elizabeth Fisher						113.46
<b>Ellen M Winchell</b>						
Bill	05/29/2019	5-24-19	5-24-19	435 · Travel/Conference	Unpaid	148.48
Total Ellen M Winchell						148.48
<b>Fumarola Plumbing and Heating</b>						
Bill	05/22/2019	13022	13022	452 · Repairs to Building	Unpaid	2,280.00
Total Fumarola Plumbing and Heating						2,280.00
<b>Hannaford Bros. Co.</b>						
Bill	05/29/2019	5-20-19 Purchases	5-20-19 Purchases	430.32 · Juvenile	Unpaid	12.55
Bill	05/29/2019	5-9-19 Purchases	5-9-19 Purchases	430.30 · Adult	Unpaid	8.87
Bill	05/31/2019	5-6-19 Purchases	5-6-19 Purchases	430.30 · Adult	Unpaid	7.78
Total Hannaford Bros. Co.						29.20
<b>Ingram Library Services</b>						
Bill	05/22/2019	39860173	39860173	-SPLIT-	Unpaid	16.77
Bill	05/22/2019	39860174	39860174	-SPLIT-	Unpaid	66.94
Bill	05/22/2019	39885268	39885268	-SPLIT-	Unpaid	42.18

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Type	Date	Num	Memo	Split	Paid	Amount
Bill	05/22/2019	39916191	39916191	-SPLIT-	Unpaid	146.88
Bill	05/22/2019	39942038	39942038	-SPLIT-	Unpaid	56.82
Bill	05/22/2019	39961627	39961627	-SPLIT-	Unpaid	129.85
Bill	05/22/2019	40006051	40006051	-SPLIT-	Unpaid	59.43
Bill	05/22/2019	40020829	40020829	-SPLIT-	Unpaid	112.45
Bill	05/22/2019	40044374	40044374	-SPLIT-	Unpaid	78.05
Bill	05/29/2019	40104348	40104348	-SPLIT-	Unpaid	333.68
Bill	05/29/2019	40363461	40363461	-SPLIT-	Unpaid	144.12
Bill	05/29/2019	40207418	40207418	-SPLIT-	Unpaid	126.66
Bill	05/29/2019	40222006	40207418	-SPLIT-	Unpaid	95.94
Bill	05/29/2019	40243860	40243860	-SPLIT-	Unpaid	274.65
Bill	05/31/2019	40265186	40265186	-SPLIT-	Unpaid	80.12
Total Ingram Library Services						1,764.54
<b>Jacobowitz &amp; Gubits, LLP</b>						
Bill	05/15/2019	280110	Matter 002 - Library Building Renovation & E...	437.1 · Prof fees-Office	Unpaid	60.00
Bill	05/15/2019	280109	Email Client Regarding Foil	437.1 · Prof fees-Office	Unpaid	218.56
Total Jacobowitz & Gubits, LLP						278.56
<b>James Mauer</b>						
Bill	05/15/2019	Jester Jim show 7/1	SRP Jester Jim show 7/1/19	437.5 · Prof fees-SRP	Unpaid	675.00
Total James Mauer						675.00
<b>John Kramer</b>						
Bill	05/22/2019	052119	Assemble & Install Book Shelves	452 · Repairs to Building	Unpaid	70.00
Total John Kramer						70.00
<b>Kapco</b>						
Bill	05/31/2019	1379065	1379065	430.1 · Library supplies	Unpaid	71.06
Total Kapco						71.06
<b>Lisa Sinclair</b>						
Bill	05/20/2019	mileage	Darien Library 128 Miles	435 · Travel/Conference	Unpaid	74.24
Total Lisa Sinclair						74.24
<b>Lock Around the Clock</b>						
Bill	05/15/2019	June 2019	June 2019 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
<b>Magna5</b>						
Bill	05/31/2019	5150557	Service For 5-25 to 6-24 2019	431 · Telephone	Unpaid	517.13
Total Magna5						517.13
<b>Marangi Disposal</b>						
Bill	05/15/2019	Inv 9511007	May Services - Inv 9511007	469 · Service Contracts	Paid	124.26
Total Marangi Disposal						124.26
<b>Marvel Subscriptions</b>						
Bill	05/31/2019	42674-920982	12 Issues - 6 Month - Amazing Spider Man	413.6 · Serials	Unpaid	26.99
Total Marvel Subscriptions						26.99
<b>Midwest Tape</b>						
Bill	05/20/2019	97386833	97386833	412.3 · Books-on-Tape	Unpaid	69.99
Bill	05/29/2019	97401198	97401198	412.5 · Books on Tape YA	Unpaid	94.98
Bill	05/31/2019	97450924	97450924	412.4 · Books On Tape - Juvenile	Unpaid	18.99
Bill	05/31/2019	97450923	97450923	412.5 · Books on Tape YA	Unpaid	64.99
Total Midwest Tape						248.95
<b>Nasco</b>						
Bill	05/31/2019	399194	399194	430.33 · Summer Reading	Unpaid	1,038.10
Total Nasco						1,038.10
<b>NB Macnamara</b>						
Bill	05/20/2019	Prg Date 6.9.19	Community Supported Agriculturat	437.2 · Prof fees-Adult programs	Unpaid	100.00
Total NB Macnamara						100.00
<b>Orange Bank &amp; Trust Cardmember Services</b>						
Bill	05/31/2019	Stmt dated 5-24-19	Stmt dated 5-24-19	-SPLIT-	Unpaid	1,681.59

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Type	Date	Num	Memo	Split	Paid	Amount
Total Orange Bank & Trust Cardmember Services						1,681.59
<b>OverDrive, Inc.</b>						
Bill	05/20/2019	01052CO19089786	01052CO19089786	410.42 · Ebooks -- Juvenile	Unpaid	350.00
Bill	05/20/2019	01052CO19089787	01052CO19089787	410.62 · Ebooks -- Young Adult	Unpaid	147.97
Bill	05/20/2019	01052CO19007043	01052CO19007043	410.62 · Ebooks -- Young Adult	Unpaid	95.00
Bill	05/20/2019	01052CO19089800	01052CO19089800	410.12 · Adult E Book	Unpaid	949.96
Bill	05/20/2019	01052CO19007047	01052CO19007047	410.12 · Adult E Book	Unpaid	663.84
Bill	05/20/2019	01052DA19017429	01052DA19017429	410.12 · Adult E Book	Unpaid	60.00
Bill	05/20/2019	01052DA19012973	01052DA19012973	410.12 · Adult E Book	Unpaid	18.99
Bill	05/20/2019	01052CO19089792	01052CO19089792	410.62 · Ebooks -- Young Adult	Unpaid	271.98
Bill	05/20/2019	01052CO19089804	01052CO19089804	412.32 · E-Audiobooks -- Adult	Unpaid	394.98
Bill	05/20/2019	01052CO19007046	01052CO19007046	412.32 · E-Audiobooks -- Adult	Unpaid	290.96
Bill	05/20/2019	01052CO1902359	01052CO1902359	412.32 · E-Audiobooks -- Adult	Unpaid	83.95
Bill	05/20/2019	01052DA19092439	01052DA19092439	-SPLIT-	Unpaid	189.99
Bill	05/20/2019	01052CO19007041	01052CO19089804	412.32 · E-Audiobooks -- Adult	Unpaid	15.99
Total OverDrive, Inc.						3,533.61
<b>P &amp; P Quick Copy Center</b>						
Bill	05/29/2019	Inv 200473	2000 Event Calendars - 2019 SRP	434 · Publicity & Printing	Unpaid	499.00
Total P & P Quick Copy Center						499.00
<b>Pat Parker</b>						
Bill	05/15/2019	5 Storytimes	Pajama Story Time 5 Session 7-8 to 8-5 2019	437.5 · Prof fees-SRP	Unpaid	350.00
Total Pat Parker						350.00
<b>Paychex, Inc.</b>						
Bill	05/13/2019	19819597	36 Employee Usage \$4/EA & Mobile \$1/EA ...	437.1 · Prof fees-Office	Paid	180.00
Bill	05/24/2019	2019053000	Small Business Package Payroll Processing ...	437.1 · Prof fees-Office	Paid	548.77
Total Paychex, Inc.						728.77
<b>R. Ramos Upholstery Inc.</b>						
Bill	05/15/2019	6244	Re-Upholstery of Sofa, 4 Chairs	452 · Repairs to Building	Unpaid	1,295.00
Total R. Ramos Upholstery Inc.						1,295.00
<b>RCLS</b>						
Bill	05/15/2019	Inv 27573	US Data Recovery Wizard Professional Dow...	430.2 · Office supplies	Unpaid	69.95
Bill	05/15/2019	Inv 27576	6 Cases Receipt Paper	430.2 · Office supplies	Unpaid	327.00
Bill	05/20/2019	Inv 27606	RCLS Service Fee - 2019	455 · RCLS ANSER & Telecom...	Unpaid	2,640.61
Total RCLS						3,037.56
<b>Rosaleen Leahy</b>						
Bill	05/31/2019	Employee Reimburse	36 mles @ \$.58/mi	435 · Travel/Conference	Unpaid	20.88
Total Rosaleen Leahy						20.88
<b>Rose Memorial Library</b>						
Bill	05/20/2019	Lost Book	Batman Battles Joker	2082 · Library Fines	Unpaid	6.00
Total Rose Memorial Library						6.00
<b>ScienceNews</b>						
Bill	05/31/2019	2 Year Renewal	2 Year Renewal	413.6 · Serials	Unpaid	90.00
Total ScienceNews						90.00
<b>Scientific American</b>						
Bill	05/20/2019	0002966307	12 Issue Renewal	413.6 · Serials	Unpaid	84.00
Total Scientific American						84.00
<b>Shop Rite Supermarkets Inc.</b>						
Bill	05/31/2019	Purch. Date 5.10.19	Adult Program	430.30 · Adult	Unpaid	35.52
Total Shop Rite Supermarkets Inc.						35.52
<b>SmartSign</b>						
Bill	05/22/2019	MDS - 277611	5 Signs	430.2 · Office supplies	Unpaid	118.45
Total SmartSign						118.45
<b>Sports Illustrated Kids</b>						
Bill	05/20/2019	1 year renewal	1 Year Renewal - Exp 9/2019 - Acct 163578...	413.6 · Serials	Unpaid	25.96
Total Sports Illustrated Kids						25.96
<b>Steven Fowler</b>						



**Cornwall Public Library**  
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**As of May 31, 2019**

Type	Date	Num	Memo	Split	Paid	Amount
Bill	05/15/2019	Teen Writers Strike	Teen Writers Strike 7 Session 7-3 to 8-14-20...	437.5 · Prof fees-SRP	Unpaid	280.00
Total Steven Fowler						280.00
<b>Storm King Art Center</b>						
Bill	05/29/2019	2021-5107-559-1558	2021-5107-559-1558	437.2 · Prof fees-Adult programs	Paid	0.00
Total Storm King Art Center						0.00
<b>Susan Vrana</b>						
Bill	05/15/2019	4-8-19	3D Personalized Journal	437.2 · Prof fees-Adult programs	Unpaid	63.00
Bill	05/20/2019	5-13-19	Patriotic Wreath	437.2 · Prof fees-Adult programs	Unpaid	118.00
Total Susan Vrana						181.00
<b>The Horn Book Magazine</b>						
Bill	05/22/2019	1 year renewal	1 Year Renewal Exp 7/2020	413.6 · Serials	Unpaid	72.00
Total The Horn Book Magazine						72.00
<b>Toshiba Financial Services</b>						
Bill	05/29/2019	Inv 385705124	Service for 5-16-18 to 6-16-19	469 · Service Contracts	Unpaid	649.88
Total Toshiba Financial Services						649.88
<b>Tuxedo Park Library</b>						
Bill	05/31/2019	Lost item	Item Code 3284000098846	2082 · Library Fines	Unpaid	27.99
Total Tuxedo Park Library						27.99
<b>United A/C Refrigeration, Inc</b>						
Bill	05/20/2019	421541	Preventive Maintenance Service Date 5-16-19	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc						975.17
<b>Utica National Insurance Group</b>						
Bill	05/15/2019	Acct 101086941	Acct 101086941 Policy #4154477 Endorsement...	454 · Building Insurance	Paid	33.00
Total Utica National Insurance Group						33.00
<b>Vanguard Cleaning Systems of the HV</b>						
Bill	05/15/2019	29794	Replacement Toilet Paper Spindles	451 · Custodial Supplies	Unpaid	11.00
Bill	05/15/2019	29879	May Monthly Services	469 · Service Contracts	Unpaid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,201.00
<b>Verizon</b>						
Bill	05/20/2019	652-121-949-0001-81	May Monthly Services	431 · Telephone	Paid	189.22
Total Verizon						189.22
<b>Verizon Wireless</b>						
Bill	05/15/2019	9829302845	May 2019	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
<b>Village of Cornwall-on-Hudson</b>						
Bill	05/31/2019	Acct 007472-000	Water Service 3-29-19 to 5-24-19	450 · Fuel/Utilities	Unpaid	207.77
Total Village of Cornwall-on-Hudson						207.77
<b>W.B. Mason</b>						
Bill	05/20/2019	I66308526	I66308526	-SPLIT-	Unpaid	263.60
Bill	05/20/2019	I65877863	I65877863	-SPLIT-	Unpaid	109.27
Bill	05/31/2019	I66769225	I66769225	430.2 · Office supplies	Unpaid	232.88
Bill	05/31/2019	I66769225	I66596042	430.2 · Office supplies	Unpaid	146.06
Total W.B. Mason						751.81
<b>TOTAL</b>						<b>91,909.85</b>

**Cornwall Public Library  
Profit & Loss by Class  
July 2018 through May 2019**

	Total Capital Fund	Good Idea Fund	Arts Mid-Hudson Regrant Funds (Operating)	Friends (Operating)	Operating (Operating)	Total Operating	TOTAL
<b>Income</b>							
2002 - Local Public Funds	0.00	0.00	0.00	0.00	1,197,757.00	1,197,757.00	1,197,757.00
2082 - Library Fines	0.00	0.00	0.00	0.00	18,672.00	18,672.00	19,843.20
2401 - Income from Investments	134.98	0.00	0.00	0.00	402.67	402.67	537.65
2701 - Refunds	0.00	0.00	0.00	0.00	4.39	4.39	4.39
2706 - Gifts & Endowments	0.00	946.00	0.00	13,350.75	2,532.68	15,883.43	20,470.49
2760 - Grants	122,913.00	0.00	1,750.00	0.00	6,060.63	7,810.63	130,723.63
3840 - RCLS	0.00	0.00	0.00	0.00	5,236.00	5,236.00	5,236.00
<b>Total Income</b>	<b>123,047.98</b>	<b>946.00</b>	<b>1,750.00</b>	<b>13,350.75</b>	<b>1,230,665.37</b>	<b>1,245,766.12</b>	<b>1,374,572.36</b>
<b>Gross Profit</b>	<b>123,047.98</b>	<b>946.00</b>	<b>1,750.00</b>	<b>13,350.75</b>	<b>1,230,665.37</b>	<b>1,245,766.12</b>	<b>1,374,572.36</b>
<b>Expense</b>							
141 - Salary-Certified Librarian	0.00	0.00	0.00	0.00	182,871.71	182,871.71	182,871.71
142 - Salary-Clerical	0.00	0.00	0.00	0.00	358,412.77	358,412.77	358,412.77
143 - Salary-Treasurer	0.00	0.00	0.00	0.00	4,615.44	4,615.44	4,615.44
203b - Capital Equipment	0.00	352.41	0.00	1,806.95	4,979.71	6,786.66	7,139.07
410 - Books	0.00	0.00	0.00	1,045.30	57,531.60	58,576.90	58,576.90
411 - Film	0.00	0.00	0.00	0.00	535.98	535.98	535.98
412 - Video/Music/Books on Tape	0.00	0.00	0.00	0.00	18,372.66	18,372.66	18,372.66
413 - Serials/Reference	0.00	0.00	0.00	953.70	9,133.89	10,087.59	10,087.59
430 - Supplies							
430.1 - Library supplies	0.00	3,465.46	0.00	767.69	3,949.49	4,717.18	8,182.64
430.2 - Office supplies	0.00	653.10	0.00	810.23	6,280.41	7,090.64	7,743.74
430.3 - Program supplies							
430.30 - Adult	0.00	0.00	0.00	607.88	1,194.96	1,802.84	1,802.84
430.31 - YA	0.00	0.00	0.00	136.11	131.61	267.72	267.72
430.32 - Juvenile	0.00	0.00	0.00	462.33	679.70	1,142.03	1,142.03
430.33 - Summer Reading	0.00	50.89	0.00	1,436.54	437.34	1,873.88	1,924.77
430.34 - Special/Outreach	0.00	0.00	0.00	31.38	44.73	76.11	76.11
430.3 - Program supplies - Other	0.00	0.00	0.00	0.00	37.76	37.76	37.76
<b>Total 430.3 - Program supplies</b>	<b>0.00</b>	<b>50.89</b>	<b>0.00</b>	<b>2,674.24</b>	<b>2,526.10</b>	<b>5,200.34</b>	<b>5,251.23</b>
<b>Total 430 - Supplies</b>	<b>0.00</b>	<b>4,169.45</b>	<b>0.00</b>	<b>4,252.16</b>	<b>12,756.00</b>	<b>17,008.16</b>	<b>21,177.61</b>
431 - Telephone	0.00	0.00	0.00	0.00	9,577.60	9,577.60	9,577.60
433 - Postage	0.00	0.00	0.00	30.59	2,098.71	2,129.30	2,129.30
434 - Publicity & Printing	0.00	0.00	0.00	977.25	4,830.75	5,808.00	5,808.00
435 - Travel/Conference	0.00	0.00	0.00	0.00	4,246.07	4,246.07	4,246.07
437 - Professional Fees							
437.1 - Prof fees-Office	0.00	0.00	0.00	0.00	12,380.90	12,380.90	12,380.90
437.2 - Prof fees-Adult programs	0.00	0.00	650.00	5,160.00	1,256.00	7,066.00	7,010.00
437.3 - Prof fees-YA programs	0.00	0.00	0.00	150.00	300.00	450.00	450.00
437.4 - Prof fees-Juvenile	0.00	0.00	0.00	200.00	1,080.00	1,280.00	1,280.00
437.5 - Prof fees-SRP	0.00	0.00	0.00	2,225.00	2,430.00	4,655.00	4,655.00
437.6 - Prof fees-Outreach	0.00	0.00	0.00	0.00	147.14	147.14	147.14
437 - Professional Fees - Other	0.00	0.00	0.00	0.00	0.00	0.00	-7.00
<b>Total 437 - Professional Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>650.00</b>	<b>7,735.00</b>	<b>17,594.04</b>	<b>25,979.04</b>	<b>25,916.04</b>
438 - Dues	0.00	0.00	0.00	0.00	973.00	973.00	973.00
439 - Equipment Repair	0.00	0.00	0.00	0.00	120.00	120.00	120.00
440 - Contracts w/ Books Co.	0.00	0.00	0.00	0.00	1,139.51	1,139.51	1,139.51
450 - Fuel/Utilities	0.00	0.00	0.00	0.00	28,177.12	28,177.12	28,177.12
451 - Custodial Supplies	0.00	0.00	0.00	0.00	1,950.74	1,950.74	1,950.74
452 - Repairs to Building	2,791.00	2,420.00	0.00	4,970.28	9,335.02	14,305.30	19,516.30
454 - Building Insurance	0.00	0.00	0.00	0.00	11,008.39	11,008.39	11,008.39
455 - RCLS ANSER & Telecommunicatio	0.00	0.00	0.00	0.00	53,431.49	53,431.49	53,431.49
469 - Service Contracts	0.00	0.00	0.00	0.00	46,117.10	46,117.10	46,117.10
490 - Refund of PY Tax Assessment	0.00	0.00	0.00	0.00	2,369.98	2,369.98	2,369.98
800 - Capital Expenditure	125,283.90	0.00	0.00	0.00	4,850.00	4,850.00	130,133.90
9010.8 - Retirement	0.00	0.00	0.00	0.00	51,472.96	51,472.96	51,472.96
9030.8 - FICA/Medicare Expense	0.00	0.00	0.00	0.00	48,514.56	48,514.56	48,514.56
9060.8 - Workers' Comp	0.00	0.00	0.00	0.00	7,989.00	7,989.00	7,989.00
9090.8 - Health Insurance	0.00	0.00	0.00	0.00	96,812.48	96,812.48	94,997.72
<b>Total Expense</b>	<b>128,074.90</b>	<b>6,941.86</b>	<b>650.00</b>	<b>21,771.23</b>	<b>1,051,818.28</b>	<b>1,074,239.51</b>	<b>1,207,378.51</b>
<b>Net Income</b>	<b>-5,026.92</b>	<b>-5,995.86</b>	<b>1,100.00</b>	<b>-8,420.48</b>	<b>178,847.09</b>	<b>171,526.61</b>	<b>167,193.85</b>

**Cornwall Public Library**  
**Profit & Loss by Class**  
July 2017 through May 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						
<b>EXPECTED FUNDS - not yet received</b>	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	554.85	554.85
2760 · Grants	0.00	0.00	0.00	142,238.00	0.00	142,238.00
<b>Total Income</b>	<b>50,000.00</b>	<b>90,500.00</b>	200,000.00	<b>482,738.00</b>	<b>513,564.01</b>	<b>996,302.01</b>
Gross Profit	50,000.00	90,500.00	200,000.00	482,738.00	513,564.01	996,302.01
Expense						
203b · Capital Equipment	0.00	0.00	0.00	352.98	9,700.27	10,053.25
430 · Supplies	0.00	0.00				
430.2 · Office supplies	0.00	0.00	0.00	285.12	0.00	285.12
430.3 · Program supplies	0.00	0.00				
430.31 · YA	0.00	0.00	0.00	145.65	0.00	145.65
<b>Total 430.3 · Program supplies</b>	<b>0.00</b>	<b>0.00</b>	0.00	<b>145.65</b>	<b>0.00</b>	<b>145.65</b>
430 · Supplies - Other	0.00	0.00	0.00	12,000.00	0.00	12,000.00
<b>Total 430 · Supplies</b>	<b>0.00</b>	<b>0.00</b>	0.00	<b>12,430.77</b>	<b>0.00</b>	<b>12,430.77</b>
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
<b>Total Expense</b>	<b>0.00</b>	<b>0.00</b>	129,954.90	<b>272,192.90</b>	<b>254,752.83</b>	<b>526,945.73</b>
<b>Net Income</b>	<b>50,000.00</b>	<b>90,500.00</b>	<b>70,045.10</b>	<b>210,545.10</b>	<b>258,811.18</b>	<b>469,356.28</b>

\*Balance on 6/30/17

Current Capital Cash Flow & Open Grants					
Current Capital Account Balance=	\$126,057.81				
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:	\$165,512				

**Cornwall Public Library**  
**Profit & Loss Budget vs. Actual**  
July 2018 through May 2019

	Budget	YTD Budget		Full 2018-2019 Budget			
	92%	Jul '18 - May 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%	
2003 · Refund of Tax assessment	0.00	0.00	0.00				
2005 · Appropriated Fund Balance	0.00	0.00	0.00				
2082 · Library Fines	19,843.20	31,000.00	-11,156.80	31,000.00	-11,156.80	64.01%	
2401 · Income from Investments	537.65	500.00	37.65	500.00	37.65	107.53%	
2701 · Refunds	4.39	0.00	4.39				
2706 · Gifts & Endowments	20,470.49	10,000.00	10,470.49	10,000.00	10,470.49	204.71%	
2760 · Grants	130,723.63	0.00	130,723.63				
3840 · RCLS	5,236.00	8,000.00	-2,764.00	8,000.00	-2,764.00	65.45%	
Total Income	1,374,572.36	1,247,257.00	127,315.36	1,247,257.00	127,315.36	110.21%	
Gross Profit	1,374,572.36	1,247,257.00	127,315.36	1,247,257.00	127,315.36	110.21%	
Expense							
141 · Salary-Certified Librarian	182,871.71	229,337.00	-46,465.29	232,587.00	-49,715.29	78.63%	
142 · Salary-Clerical	358,412.77	407,824.00	-49,411.23	411,594.00	-53,181.23	87.08%	
143 · Salary-Treasurer	4,615.44	5,000.00	-384.56	5,000.00	-384.56	92.31%	
203b · Capital Equipment	7,139.07	6,580.00	559.07	4,080.00	3,059.07	174.98%	
410 · Books	58,806.73	63,072.00	-4,265.27	64,203.00	-5,626.10	91.24%	
411 · Film	535.98	650.00	-114.02	650.00	-114.02	82.46%	
412 · Video/Music/Books on Tape	18,372.66	28,280.00	-9,907.34	28,280.00	-9,907.34	64.97%	
413 · Serials/Reference	10,087.59	10,114.00	-26.41	10,114.00	-26.41	99.74%	
430 · Supplies							
430.1 · Library supplies	8,182.64	5,400.00	2,782.64	5,400.00	2,782.64	151.53%	
430.2 · Office supplies	7,719.76	9,920.00	-2,200.24	8,400.00	-656.26	92.19%	
430.3 · Program supplies	5,251.23	8,811.00	-3,559.77	8,811.00	-3,559.77	59.6%	
Total 430 · Supplies	21,153.63	24,131.00	-2,977.37	22,611.00	-1,433.39	93.66%	
431 · Telephone	9,577.60	8,881.00	696.60	6,891.00	2,686.60	138.99%	
433 · Postage	2,129.30	4,000.00	-1,870.70	4,000.00	-1,870.70	53.23%	
434 · Publicity & Printing	5,808.00	7,500.00	-1,692.00	7,500.00	-1,692.00	77.44%	
435 · Travel/Conference	4,246.07	4,500.00	-253.93	4,500.00	-253.93	94.36%	
436 · Friends Expense	0.00	0.00	0.00				
437 · Professional Fees							
437.1 · Prof fees-Office	12,380.90	15,780.00	-3,399.10	15,780.00	-3,399.10	78.46%	
437.2 · Prof fees-Adult programs	7,010.00	7,000.00	10.00	7,000.00	10.00	100.14%	
437.3 · Prof fees-YA programs	450.00	1,750.00	-1,300.00	1,750.00	-1,300.00	25.71%	
437.4 · Prof fees-Juvenile	1,280.00	4,000.00	-2,720.00	4,000.00	-2,720.00	32.0%	
437.5 · Prof fees-SRP	4,655.00	3,000.00	1,655.00	3,000.00	1,655.00	155.17%	
437.6 · Prof fees-Outreach	147.14	500.00	-352.86	500.00	-352.86	29.43%	
437 · Professional Fees - Other	-7.00						
Total 437 · Professional Fees	25,916.04	32,030.00	-6,113.96	32,030.00	-6,113.96	80.91%	
438 · Dues	973.00	1,300.00	-327.00	1,300.00	-327.00	74.85%	
439 · Equipment Repair	120.00	200.00	-80.00	200.00	-80.00	60.0%	
440 · Contracts w/ Books Co.	1,150.31	2,600.00	-1,449.69	2,600.00	-1,460.49	43.83%	
450 · Fuel/Utilities	28,177.12	30,000.00	-1,822.88	30,000.00	-1,822.88	93.92%	
451 · Custodial Supplies	1,950.74	2,700.00	-749.26	1,200.00	750.74	162.56%	
452 · Repairs to Building	19,516.30	11,580.00	7,936.30	11,580.00	7,936.30	168.54%	
454 · Building Insurance	11,008.39	12,141.00	-1,132.61	12,000.00	-991.61	91.74%	
455 · RCLS ANSER & Telecommunicati	53,431.49	52,030.00	1,401.49	52,030.00	1,401.49	102.69%	
469 · Service Contracts	45,629.52	53,137.00	-7,507.48	48,137.00	-2,019.90	95.8%	
490 · Refund of PY Tax Assessment	2,369.98	3,000.00	-630.02	3,000.00	-630.02	79.0%	
800 · Capital Expenditure	130,133.90						
9010.8 · Retirement	51,472.96	51,716.00	-243.04	56,216.00	-4,743.04	91.56%	
9030.8 · FICA/Medicare Expense	48,514.56	58,474.00	-9,959.44	58,474.00	-9,959.44	82.97%	
9060.8 · Workers' Comp	7,989.00	8,000.00	-11.00	8,000.00	-11.00	99.86%	
9090.8 · Health Insurance	94,997.72	128,480.00	-33,482.28	128,480.00	-33,482.28	73.94%	
Total Expense	1,207,107.58	1,247,257.00	-40,149.42	1,247,257.00	-39,878.49	96.8%	
Net Income	167,464.78	0.00	167,464.78	0.00	167,193.85	13.43%	

## May 2019 Director's Report

I cannot believe how fast the months are flying. Being busy really seems to make time fly. It was with pleasure that I was able to let Meaghan & Rebecca know that they are approved for full-time. It was also a great thing to see the lawn mowed by Benninger shortly after awarding them the contract. I was happy to accept delivery of the new book drop, although it came with some damage as well, and see it installed. It was put to great use by our patrons immediately, as it was a very rainy day!

5/1 Spoke with Valerie and Emily about projected spending; looked up information on site signs. Contacted Fumarola Plumbing and Heating about a bid for touchless faucets.

5/2 Called Benninger's about contract award, left message. Wrote postings & Posted on RCLS web-site for 3 substitute positions: Circulation Clerk, Library Assistant & Librarian I.

5/3 Met with Standback Roofing and showed them gutters, where leaks are & about the type of gutter guard required. Spoke with Mr. Benninger about the award of the contract to his company & asked about a ride for the 4<sup>th</sup> of July float.

5/6 Met with Bob of GNS group to see an actual site sign & 2 sizes & pixels offered. We should be working on a bid request for this project, so we can roll when we get the money.

5/7 Attended a Data analysis workshop at RCLS. Covered Ref Desk 5-8.

5/8 Attended Director's Association Meeting at RCLS.

5/9 Emailed Steve Rowland about new RFB to combine interior and exterior air sealing. Spoke with Meaghan about staff requirements for Riverfest. Spoke with Colin Schmitt about bullet aid. Attended Board meeting at 7PM.

5/10 Accepted delivery of new book drop. Got in touch with Kingsley co. about damage on hood. They will be sending us a new hood. Hopefully it will be in Perfect condition when it arrives.

5/12 Covered Reference Desk (Sunday).

5/13 Re-wrote the ad for the Air Sealing and Insulation bid. Contacted THR to place ad 2x, once ASAP and again on 5/19. Spoke with Amy about bid from Fumarola for Touchless faucets, we decided to go ahead with that project, and accept the bid.

5/14 Spoke with John Pinckney about the shed, yes—again. Apparently we need to have the tar paper & roofing tiles tested for asbestos. Spoke with Jack De Graw from BOCES who says they can do it, but cost to us will be approx. \$350-375. Covered Ref Desk 5-8.

5/15 Ran staff meeting. Called Marangi to verify when recycling is picked up, so bins go out on correct day. Spoke with Jack De Graw to OK BOCES testing of shed's roofing materials (OK'd by Amy). Met with John of Leaf Filter, spoke about gutter guard needs, showed him gutters, and

got a bid for gutters. Found site to purchase signs that say “No Smoking within 100ft” necessary as per new NYS law that prohibits smoking within 100 feet of library grounds. Went to a Car Show committee meeting (chamber of commerce)

5/16 Worked on a Policy Review Schedule. Worked on the Pets Policy via e-mail. Aided Pam with the catalog linking of the two new Bierley visual aids. These are now ready for loaning, we just need to get the software installed onto computer # 1 for patron use. Emailed with Sarah Wojehowski about a date to have a “ribbon cutting” ceremony and reception for the family of Sally Ryan, to dedicated new book shelves in her honor.

5/17 Revised Pet Policy, and posted to G-docs for board review. Met with Robens Marcelin from Sharp about our copier & other needs. We spoke briefly about the site sign. Robens will get back to me with prices for copiers (that may include back up for our server) would be within the price range of what we pay currently.

5/19 Stopped by library to see about electricity outage. Spoke with Eileen about handling of staff, on premise that outage would be fixed by 2pm. Luckily outage repaired by 12:45 and library was able to open on time. Texted with Board President Amy to keep her abreast of situation, requested that she email rest of board, as I was not able to.

5/20 Emailed staff about new full-time spots for Meaghan D & Rebecca B. Did inventory of our Tech for RCLS (requested by Ryan), with Pam’s help. Conducted 3 interviews (with Pam) for substitutes. Returned Mr. Caola’s call about why did the library host a forum for the school district, but he wasn’t in.

5/21 Met plumber (Fumarola Plumbing and Heating LLC) here at 8:30Am to show him where to install touchless faucets. Unfortunately he needed another part & will have to return on 5/22 to do install. Began a webinar on The Library’s New Place in a Digital World, but will have to watch it at a later date. Spoke with another gutter company’s representative. Sorted and filed papers in Director’s office. Covered ref desk 5-8. Conducted an interview for a substitute librarian.

5/22-Sorted and filed more papers in Director’s office. Plumber came and installed touchless faucets, they are quite lovely, and definitely useless water! Ran manager’s meeting, discussed accepting credit cards & policy, as well as how employees can see how much time off they have left through the paychex system. Conducted an interview for a substitute librarian, with Pam. Discussed candidates with Pam, and made the decision to hire 3 as substitute librarians. Wrote “no thank you” letter to candidate that isn’t available any Saturdays. Emailed Ellen to see when she is available next week to meet a candidate that might be good as a circulation substitute. Signed up for “Square” to accept credit cards, tweaked a policy for CPL to accept credit cards. Spoke with Meaghan about help writing a procedure for accepting credit card payments at the desks, because she is familiar with Square.

5/23-Posted credit card policy to g-docs for board review, emailed first phone system quote to Board President & Finance Chair. Made appointments to interview 2 for circulation sub spots, making sure Rosaleen & Ellen can attend.

5/28 In at noon, covering ref desk 5-8. Did email, received several more applications for substitute positions. Spoke with Meaghan & Rebecca about when they will begin their full-time hours. Made changes to credit card policy as requested by Carol S. Spoke with Pam about how to read the budget report given to Dept. Heads by bookkeeper. Need to work out a way to “show” expenses that will be reimbursed by Friends, so that we have a more accurate way of keeping track of what is left in budget lines to spend. Spoke with Pat about how subs “go on” with Civil Services. Found The Blue Book Building and Construction Network on line & posted our Air Sealing & Insulation project to it.

5/29 No one available for Reference desk in AM, did opening procedures. Spoke with Sue of The Blue Book Building and Construction Network, who will repost our Air seal & Insulation bid to several other types of contractors to see what type of response we get. Conducted 2 interviews for circulations subs with Rosaleen & Ellen. Need to set up appointments with 3 more candidates, waiting to hear from Rosaleen about her schedule.

5/30 In at noon to be here to video lecture this evening. Met with Thomas (and his helper) from Energy Management Systems. Went over some of Air Sealing Bid requirements with them. I found out that the insulation in the ceiling in R-38, not R-19. Set up appointments for circulations substitute interviews. Spoke with Rosaleen about allowing Holly to learn Marie’s job, so that we have someone on staff who knows how to process magazines besides Marie.

5/31 Emailed with architect about difference in R factor of insulation, concluded that it should be R-38, not R-19 as he told us). If we have to re-do request for bid, I will fix this. Interviewed a candidate for library clerk substitute. Helped Pat get information from new substitute librarians, so we can complete civil service paperwork. Hoping that by Monday we will be able to put them on the payroll & then come in for training with Pam. Spoke with John K about removing bench, which will require special tools (hoping he will come in June 1<sup>st</sup> to remove it). Got in touch with Vonage for quote on internal phone system.

Please see attached reports from Department Heads

Respectfully Submitted: CAD 6/3/19

## **Adult Services Report**

### **May 1-31, 2019**

#### **PROGRAMMING**

**June Adult Events Scheduled:** Mommy Stroller Workout (June 6); D-Day Lecture (June 6); Safe Banking Workshop (June 7); CSA Program with Honey Locust Farm (June 9); Tea & a Classic (June 12); Skin Cancer Information Program (June 18); Fitness on the Lawn (June 19); Chasing the Moon PBS Sneak Preview (June 20); Space Race lecture (June 24); Safe Banking Workshop (June 25); Victorian Counter Culture lecture (June 26). (*See also, Rosaleen’s report*)

**Adult Summer Reading:** The Adult Summer Reading Challenge will kick-off on June 15. The online registration site will be open and the Summer Reading “Big Dipper BINGO” card will be made available. There will be prize incentives throughout the summer to encourage adults to stay reading. There are also programs planned throughout the summer planned around the theme of “A Universe of Stories,” including a Space Race lecture, a Paint & Sip of van Gogh’s “Starry Night,” a Breakout Box Game Day and an Apollo 11 Science Program with Dr. David Kaskinski.

## **REFERENCE**

### **Ref Stats (previous month in parentheses):**

Circulation: 194 (234); Directional: 9 (20); ILL Pulls: 1,378 (1,394); Reader Advisory: 17 (16); Tech Assists: 129 (123); Reservations: 4 (5); Printing: 122 (119); Phone: 98 (105); Chargers: 5 (8); Computer Guest Passes: 32 (42); Notary: 29 (15); Ref. Q’s: 321 (302); Outside the system ILL requests: 23 (29).

### **Database Stats (previous month in parentheses):**

Novel List Plus: 9 (5); Novel List PlusK-8: 10 (4); EBSCO Other: (7); Gale: 0 (0); Gale Virtual Ref. Library: 1 (0); Ancestry: 416 (415).

**PC Usage:** Adult Area: 849 (872) Local History (Microfilm): 6 (13)  
Children’s Area: 32 (36) Laptops: 8 (15) **TOTAL PC USAGE:** 895 (936)

**WIFI Usage:** 4,744 (4,433)

## **COLLECTION DEVELOPMENT**

Have been working on updating the Study Guides and Careers collection; processed the new Visual Aid materials purchased with the Dudman donation with Charlotte’s help and plan to demonstrate use to the staff in June; Stella and I created a Summer Reading display with the new shelving.

## **OTHER**

- With Charlotte, conducted interviews with Librarian and Library Assistant substitutes
- Reviewing Draft Technology Plan for Director

Respectfully Submitted,

Pamela Hawks

6/3/19



<u>PROGRAM NAME:</u>	<u>DATE</u> :	<u>CHILDRE N:</u>	<u>ADULTS</u> :	<u>TEENS</u> :	<u>VOLUNTEER S:</u>	<u>ATTENDANC E TOTAL</u>
LAPSIT-9:30	5/7, 5/14, 5/21	19	22			41
LAPSIT-10:30	5/7, /14, 5/21	20	21			41
TODDLERS-9:30	5/2, 5/9, 5/16, 5/23	62	44			106
TODDLERS- 10:30	5/2, 5/9, 5/16, 5/23	37	33			70
CIRCLE TIME	5/1, 5/8, 5/15, 5/22	39				39
PRE-K	5/1, 5/8, 5/15, 5/22	37				37
PJ ST	5/13	13	10			23
SCHOOL TOUR	5/31	22	5			27
CHATTERBOOK S	5/9	9				9
BOOK/SNACK	5/20	2				2
READZZA	5/20	6				6
CHESS	5/7 & 5/21	7	4			11
WRITERS	5/9, 5/21, 5/30			9		9
T.U.T.	5/3	11				11
VOL. INTERVIEWS	5/21 & 5/22			24		24
MINECRAFT	5/5	13	1		2	16
LEGO	5/18	20	12			32
SPANISH ST	5/18	5	7			12
<b>TOTAL:</b>						<b>516</b>

**MEETINGS &  
OUTREACH:**

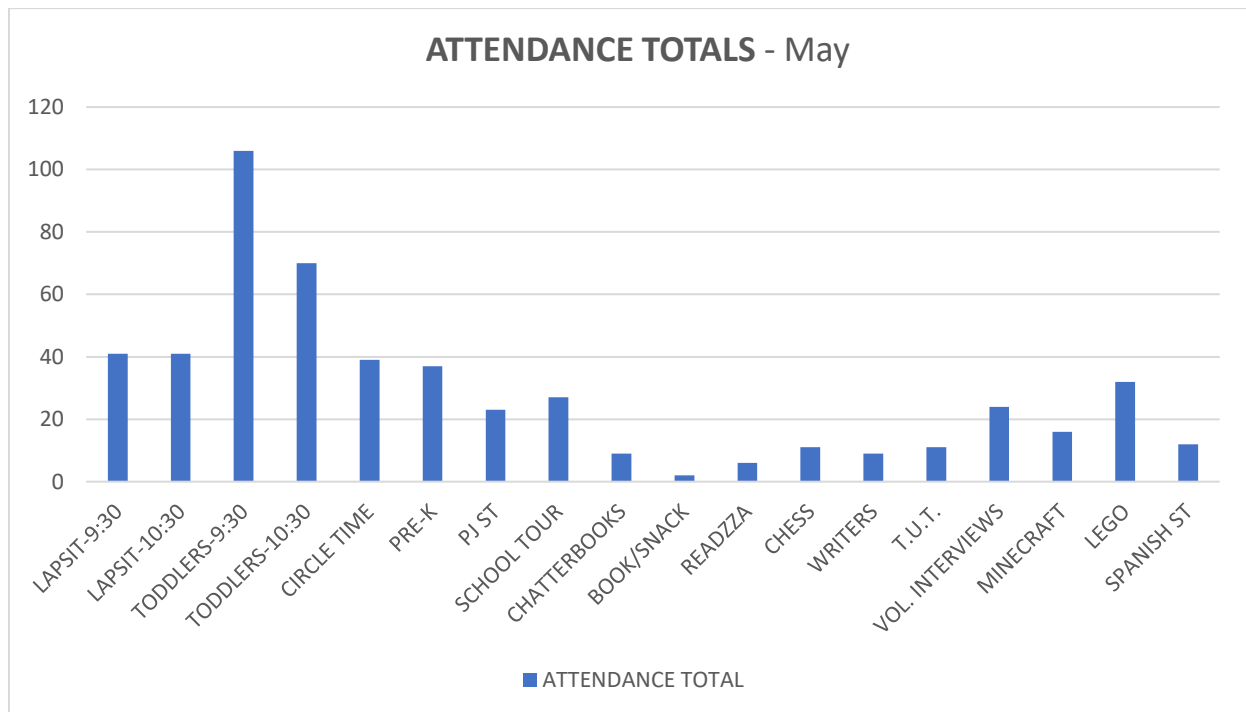
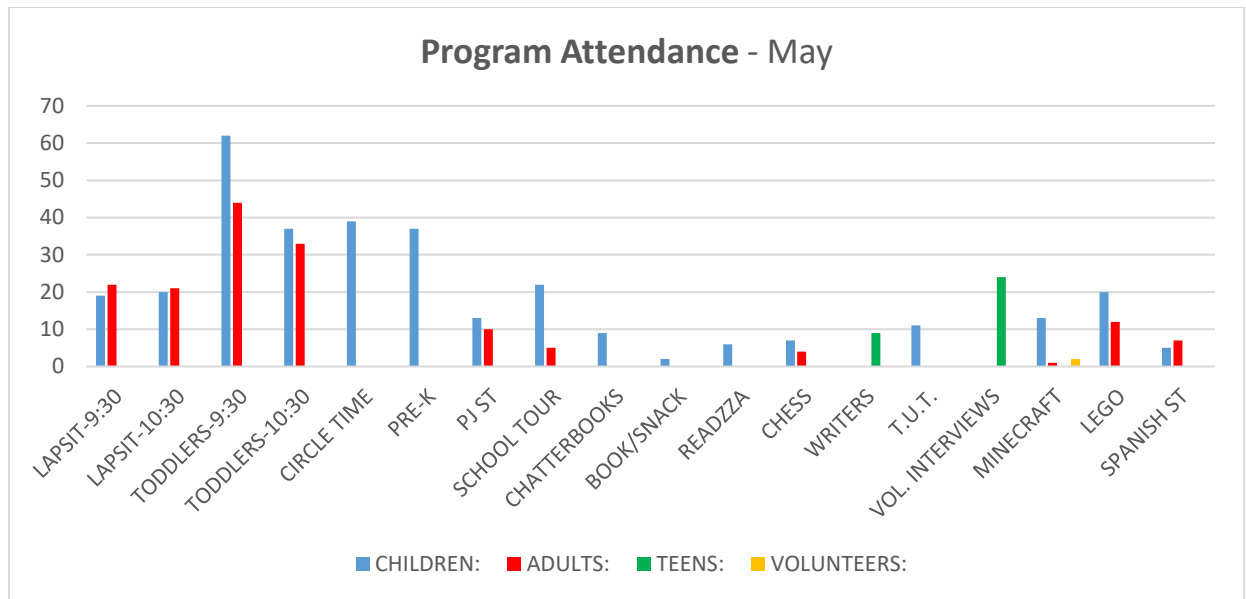
	<b><u>DATE:</u></b>	<b><u>ATTENDEE:</u></b>
CCMS Visit	5/28	Lisa
Mtg w/ Charlotte	5/3	Liz & Lisa
Census Workshop @ RCLS	5/7	Liz
Book Preview @ RCLS	5/7	Liz
Census Webinar	5/8	Liz
CLOUSC Trip to Darien	5/10	Liz
Mtg w/ Angie Fiortino	5/15	Liz
Staff Mtg	5/15	Liz, Lisa, Rebecca & Meaghan
StoryWalk Mtg w/ HHNM	5/20	Liz
Dept. Head Mtg	5/22	Liz & Lisa
JLG Haunts They Want Webinar	5/22	Liz
SLJ Day of Dialog	5/29	Liz & Meaghan

**QUESTIONS @ THE DESK:**

Reference	188
Circulation	85
Tech	26
iPads	13
Telephone	68
Programs	35

**Reflections:**

I find it very frustrating that in the small size of our library there is a lack of clear communication. More than once this month the Youth Services Dept. was hampered in its functions due to changes in the information given us, however, we were not made aware of those changes. Regardless of these snafus, at the time of this writing the summer calendar is printed and ready for school and festival distribution, summer volunteers have been interviewed and partially trained, Sarah and Kim have joined our ranks to help during the summer months and the bulk of handouts have been produced. There are numerous and sundry details yet to be worked out, as well as school visits and prep sessions yet to take place, but this all could not have happened without the sheer honest diligence of the members of my team at CPL. Thank you. On to June.



Respectfully submitted LF, RB, LS 6/3/19

## May 2019 Monthly Report: Rosaleen Leahy

### Programs

Members Choice – 7  
Job Coach – 4, 4  
Personalized Journal – 9  
Flamenco Concert – 135+  
Creative Writers – 8, 4, 9  
Healthy Eating for Families – 16  
Tea & a Classic – 10  
Great Decisions – 17  
Art Reception – 18  
Patriotic Wreath Program – 15  
Author Visit – 9  
Out & About Book Club – 7  
Mystery Book Club – 10  
CCSD Budget Forum – 20  
The Amazing Mets – 12  
Book Chat – 9  
Game Night – 16  
Teen Tech Tutors – 7  
Deborah Sampson, Revolutionary War Hero – 18

**Total # Programs: 22    Total Attendance: 364**

On May 5, the rainy weather, Gittel's excellent publicity and an unusual performance, all worked together to make Flamenco Music and Dance one of the largest programs of the year. With more than 135 people in attendance, I was happy to have assistance from my husband, Meaghan's husband and our page, Devyn. According to the surveys I distributed, it was also one of the most interesting performances, with 100% excellent ratings on the 70+ returned surveys. This was part of a grant-funded series, "Hudson Valley Artists, Musicians and Performers". As part of this series, we will be offering the Bollywood/Indian Dance lessons in October, and another art instruction program, date to be determined.

On May 14, I attended a grant reception at Buttermilk Falls, to receive the check and a certificate from Senator Skoufis.

Coming up, in June, are a number of health-related programs, hosted by Brenda.

Marie Clark's Mystery Book Club will discuss, "Invisible City", on June 19. The author, Julia Dahl, recently moved to Cornwall and will attend the discussion.

I am working on a plan for a panel of musicians, artists, and writers who have recently moved to Cornwall. This may be planned for September or October. I will keep you updated.

**Music Collection:** I have completed my ordering of music, for the fiscal year (unless something really good pops up in the next week or two!). I am still working on weeding – a never-ending process. I will be linking the sections of the Great Courses series that relate to music and shelving them on the end-caps near the music collection. I think they will get more interest in this new location.

Respectfully submitted R. Leahy 6/4/19

## **Buildings and Grounds Committee Report June 2019**

Charlotte has spent an enormous amount of time this month trying to get quotes for our 3 projects. Her persistence is to be commended and we truly appreciate her efforts! We can now move forward with some things and we still, unfortunately, have some questions/reservations about others.

Here is what we have so far:

A.) 4 bids for the Gutter Guard Installation and Gutter Repair project. I have copied these bids into the drive for review.

Precision Roofing: \$4,480, but still needs the quote for gutter repair included

Leaf Filter: \$6,145

Stand back General Contractors: \$8,212.90

Frank Stevens: \$9,325

B.) 2 bids for HVAC balancing. I have also included these bids in the drive for review.

Flow Tech: \$ 5,400

United: \$4,520

C.) 2 bids for the air sealing of our windows and doors and the replacement of some insulation. We still have some reservations with these quotes so they are not yet ready for review.

DES Interiors: \$24,600

EMS Energy Management Solutions: \$6,708

Charlotte is still hoping for some additional quotes before the Board Meeting, but this is what we have so far.

At the June Meeting the Board should select a company for the gutter guard project and discuss choosing a company for balancing the HVAC system.

Respectfully submitted,

Susanne Vondrak

Chair, Buildings and Grounds Committee



## Credit/Debit Card Policy

For the convenience of Library patrons, the Cornwall Public Library will accept Mastercard, Visa, Discover and American Express credit cards payments or Mastercard, Visa or Discover debit cards run as credit card transactions, by adults age 18 and older, in amounts of \$5.00 or more. The Library cannot accept debit card transactions. A credit card payment must be in the exact amount of the transaction, no extra funds can be charged for a cash withdrawal. The Cornwall Public Library reserves the right to discontinue acceptance of credit card payments, and to amend the policy at any time.

The Library will accept credit card payments for the following library charges:

- Fines
- Lost or destroyed materials replacement
- Fee for replacement of library card
- Computer print fees
- Fax fees
- Program registration fees
- Donations

Patrons may use a credit/debit card in person in the Library. No credit/debit card transactions will be accepted via phone, fax, email or any other forms of electronic communication. Library staff members have the right to refuse a credit/debit card. The name on the card must match the name on the patron record. The patron will be emailed a receipt for the transaction and the Library will keep a receipt copy.

The Library reserves the right to refuse service or cancel transactions at any time. Completion of a payment transaction is contingent upon both the authorization of payment by the applicable credit card company or financial institution and acceptance of payment by the Library. The credit card user remains solely responsible for payments due.

The Cornwall Public Library does not normally issue refunds, however, if a fine or fee has been paid using a credit card and a refund is necessary, the refund must be credited back to the account that was originally charged. Refunds in excess of the original amount paid or cash refunds are prohibited.

The Library respects the privacy of the patron. At no time does the Library store credit card information. This information is only made accessible to authorized credit card vendors and financial institutions to complete the patron's transaction.

## **Pets Policy**

Pets are not allowed in the library.

While the library occasionally presents educational programs that feature animals, members of the public may only enter the library with an animal if it is a service animal that requires accommodation under the Americans with Disabilities Act (ADA).

Under the ADA, a service animal is a dog that has been individually trained to do work or perform tasks for an individual with a disability. The dog must be trained to take a specific action to assist the person with a disability, and the task(s) performed must be directly related to the disability.

Emotional support, therapy, comfort, or companion animals which have not been trained to perform a specific job or task do not qualify as service animals under the ADA.

If it is not obvious that a dog brought into the library is a service animal, as per 28 CFR § 35.136 - Service animals, a staff member may ask the following questions:

Is the dog a service animal required because of a disability?

What specific work or task has the dog been trained to perform?

A staff member attempting to ascertain whether a dog is a service animal will never ask about the nature of a person's disability.

Service animals must be under the immediate control of their handlers at all times.

Service animals which are not housebroken, bark excessively, are uncontrolled, or are otherwise disruptive will be required to leave the premises.

Animals may never be left unattended on library grounds.

Service animals are not allowed on library furniture or fixtures, or in library baskets or carts, and must remain on the floor or be carried (as appropriate) by their handlers at all times.

Misrepresenting a dog as a service animal is a violation of the library's Patron Code of Conduct, and may result in suspension of library privileges.

Observing the above helps make the library a safe, clean and friendly place for the entire community. Your cooperation is greatly appreciated.

We've discussed accepting credit cards for some time as many patrons do not carry cash. Most area libraries are moving in this direction. Charlotte researched that various companies and found Square was by far the most fiscally responsible to implement. The charge per transaction is 2.75% and we get one free card reader. The policy is in the Drive. We would not accept credit cards for fees less than \$5.00. If in the event we need to return a processed fee the credit will go back on the original card. Charlotte and I have discussed purchasing an inexpensive phone or tablet to use with the Square reader exclusively for the ease of use. I think it is a great idea as we'd like to streamline the process as much as possible.

Lately, pets and service animals have needed clarification for our patrons. A few patrons were bringing in pets. That policy is also in the Drive. It gives a guideline for staff to engage with patrons and clearly outlines that pets are NOT allowed in the CPL.

Respectfully submitted,  
Amy Cordisco  
Policy Chair