

**Cornwall Public Library
Board of Trustees**

March 14, 2019
7:00 p.m. Regular Meeting Agenda

- I. **Roll**
- II. **Approval of the minutes** –February 14, 2019 meeting
- III. **Financial Review**
 - a. Approval of warrant #8
- A. Public Remarks**
- B. Communications/Donations**
- C. Director's Report**
See Google docs
- D. Committee Reports**
 - a. Finance Committee: UPS replacement cost—battery backup for server
 - b. Policy Committee
 - c. Building & Grounds Committee
 - d. Garden Committee
 - e. Friends
 - f. Personnel Committee
- E. Unfinished Business**
- F. New Business**
- Adjournment**

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

Staff Meeting Minutes

March 21, 2019

Call to Order: 8:05am

Roll Staff: Charlotte, Pat, Susan, Lisa, Dean, Marie, Meaghan, Ella, Rosaleen, Stella, Holly, Ellen, Chris, Liz, Rebecca

Roll Board Members: Chris McDonald, Carol Stein, Susanne Vondrak, Bruce Cohen

Chris McDonald: Amy Cordisco couldn't be here this morning, so I want to welcome you in her place to this staff appreciation breakfast. We recognize that this has been a transitional year – some transitions smooth and some requiring effort. The Board would like to thank the staff for all their hard work with these many transitions, and we look forward to a calmer future.

Carol Stein: Creating and approving a budget is one of the main responsibilities of the Board. On the budget committee this year were Chris McDonald, Stephanie Wolf and myself. We also had assistance from Charlotte, Valerie and our treasurer, Emily Milton.

The biggest challenge to the library budget is that there is not a whole lot of revenue or opportunity for revenue. We collect local property taxes, receive a small amount of aid from NYS (through RCLS), collect fines and receive donations from the Friends. The tax cap, limited by NYS to 2%, really puts a significant constraint on what we can collect from taxpayers. The CCSD doesn't have the same constraints in that they have additional sources of revenue we don't. With the tax cap, the amount of increase to this year's library budget is only \$33,000.

Materials and Programs are at the core of the library and it takes about 9% of the budget; **Building Operations and Maintenance** comes in at about 9% too – much of the expensive work we've done in the recent past has been funded through NYS grants and our capital fund; **Library Operations & Fees** takes about 10% of the budget; which leaves **Salaries & Benefits** coming in at about 70%. That is on target. Most organizations need to set aside 70-72% for salaries and their accompanying obligations – taxes, benefits, insurance, etc. It's a tight year, but last year was tighter. So we are happy to announce a 2% pay increase to staff.

The "Projected Rate" section of the budget info sheet might seem to give the appearance that New Windsor and Woodbury residents are paying more than Cornwall residents. They are not; the different numbers reflect a different tax rate for those residents, which is actually lower than Cornwall's. Bottom line, the average cost of library taxes for taxpayers is \$225 per household per year. That is a great value, and that is what we can highlight.

Pat: What happens if the budget fails to pass?

Carol: We can put it back to the voters, as is, one more time. If it fails again, we would lose the \$33,000. I don't think that would happen. Most people are pretty apathetic when it comes to these issues on this scale. Therefore, it is important that we provide clear information and that we get supporters of the library to come out and vote. We can't tell them how to vote, but we can encourage people to come out and vote.

Susanne: Most people want to know the personal effect, and from last year's numbers, there is very little change to the average homeowner – less than a \$5 increase.

Liz: Could you explain the “Professional Fees” line item?

Carol: That is for auditing, legal advice, and an architect. We are required to have an audit each year. It is a very expensive process, and so we squeak by with an audit every other year. Legal fees are set aside as a cushion for a “rainy day” scenario. Charlotte is looking into some of the contract service fees to see if there are ways to cut.

Susanne: We have been lucky to be able to do all of our recent big projects through the NYS grant funding we have acquired. We have one grant for \$181,000 left to spend, 50% of which is covered by NYS (so roughly \$90K), and we’ll be using that toward a generator, electrical infrastructure and new LED lighting. We have another \$50K NYS grant to use for a new brick and LED site sign. Finally, we have money still left from the Larkin gift – about \$75K – that we will be using for the “envelope” of the building – window and door caulking, insulation, gutters, etc. State construction grants usually require a 50% matching fund from us. We have to spend the cost of the project upfront (through our capital fund) before NYS reimburses their 50%. We’ve learned how work that system to get more state aid by breaking the projects down into smaller pieces, but the overall process takes longer since we need to have the funds upfront. We do not have plans to apply for another state grant anytime in the near future.

Stella: Where did the capital fund gifts come from?

Carol: Over certain years in the past, the budget has had a surplus. Because those are taxpayer dollars, we are required to spend our budget or risk losing/lowering our levy. So we took the surplus years and put them into a separate “Capital Fund” account. We use that fund not only to offset the many building grant projects we’ve done, we also use it for cash flow (salaries, etc.) during months when we are waiting for tax dollars to be paid. Little by little this capital fund account is being depleted, so at some point we will need to go over the tax cap to “right the ship.” It is always a tough move politically, but necessary, especially for things like technology upgrades that we have not addressed in a very long time.

Liz: I know fines have been played with this last year, with fine forgiveness to youth patrons last summer and automatic renewals. How is that reflected in the revenues?

Charlotte: I reduced that in the budget by \$9K. We used to budget \$31K for fines but now it is \$22K.

Lisa: When is the site sign going to be installed?

Susanne: I don’t have a date because of the cash flow issues the grant funded projects produce. Reimbursement from NYS can take up to 18-24 months, so it really depends on how quickly we get our reimbursements before we start a new project.

Charlotte: I have just a few additional items to share, however, I want to encourage you to enjoy the breakfast, and I will send out an email with those things later today.

Meeting adjourned 8:45am.

The next staff meeting will be Tuesday, April 16th at 8:00am.

Cornwall Public Library
Warrant # 8
As of February 28, 2019

Ty...	Date	Num	Memo	Split	Paid	Amount
Blackstone Publishing						
Bill	02/08/2019	1090713	Adult Audio - 1090713	-SPLIT-	Paid	30.95
Total Blackstone Publishing						30.95
Bloomberg Businessweek						
Bill	02/27/2019	Acct 0029888781	2 year renewal - Exp 7/2021	413.6 · Serials	Paid	110.00
Total Bloomberg Businessweek						110.00
Bravery Magazine						
Bill	02/27/2019	188	Issues 6-9 educators 20% Discount	413.6 · Serials	Paid	57.60
Total Bravery Magazine						57.60
Brian Conway						
Bill	02/27/2019	3/24 Irish Music	3/24/19 Irish Music Concert	437.2 · Prof fees-Adult pr...	Paid	350.00
Total Brian Conway						350.00
Brodart Co. - Juv						
Bill	02/06/2019	B5539175	B5539175	-SPLIT-	Paid	35.18
Bill	02/06/2019	B5539187	B5539187	410.5 · Juvenile Non Fiction	Paid	72.51
Bill	02/06/2019	B5538853	B5538853	410.4 · Juvenile Fiction	Paid	37.42
Bill	02/06/2019	B553887	B553887	-SPLIT-	Paid	58.05
Bill	02/06/2019	B5539000	B5539000	410.4 · Juvenile Fiction	Paid	11.43
Bill	02/06/2019	B5538999	B5538999	410.4 · Juvenile Fiction	Paid	4.39
Bill	02/06/2019	B5539188	B5539188	410.4 · Juvenile Fiction	Paid	9.60
Bill	02/06/2019	B5538889	B5538889	-SPLIT-	Paid	10.47
Bill	02/06/2019	B5539001	B5539001	410.4 · Juvenile Fiction	Paid	8.79
Bill	02/06/2019	B5539002	B5539002	-SPLIT-	Paid	15.70
Bill	02/06/2019	B5537962	B5537962	-SPLIT-	Paid	31.47
Bill	02/06/2019	B5543893	B5543893	410.4 · Juvenile Fiction	Paid	11.40
Bill	02/18/2019	B5547505	B5547505	-SPLIT-	Paid	48.02
Bill	02/18/2019	B5547443	B5547443	-SPLIT-	Paid	353.52
Bill	02/18/2019	B5547442	B5547442	410.4 · Juvenile Fiction	Paid	43.34
Bill	02/18/2019	B5547584	B5547584	-SPLIT-	Paid	54.49
Bill	02/18/2019	B5547868	B5547868	-SPLIT-	Paid	25.62
Bill	02/18/2019	B5547774	B5547774	410.4 · Juvenile Fiction	Paid	7.03
Bill	02/18/2019	B5547504	B5547504	-SPLIT-	Paid	15.70
Bill	01/31/2019	B5534116	B5534116	410.4 · Juvenile Fiction	Paid	7.79
Bill	01/31/2019	B5534037	B5534037	-SPLIT-	Paid	16.40
Bill	02/14/2019	B5546474	B5546474	410.4 · Juvenile Fiction	Paid	26.40
Total Brodart Co. - Juv						904.72
Brodart Co. (McN)						
Bill	01/01/2019	Inv M166280	Service for April2019	410.9 · McNaughton	Paid	610.75
Total Brodart Co. (McN)						610.75
Carol O'Keefe						
Bill	02/25/2019	2019 Vote worker	4/23/19 Vote worker	437.1 · Prof fees-Office	Paid	144.30
Total Carol O'Keefe						144.30
Catina Strauss						
Bill	02/25/2019	Program 4-2-19	Program 4-2-19 - Silk Scarf Painting	437.2 · Prof fees-Adult pr...	Paid	250.00
Total Catina Strauss						250.00
Cengage Learning/Gale						
Bill	02/25/2019	66458314	66458314	410.11 · Adult Fiction Sta...	Paid	50.03
Bill	02/27/2019	66640235	66640235	410.11 · Adult Fiction Sta...	Paid	24.69
Bill	02/27/2019	66561338	66561338	410.11 · Adult Fiction Sta...	Paid	143.96
Bill	02/26/2019	665773482	665773482	410.11 · Adult Fiction Sta...	Paid	11.05
Total Cengage Learning/Gale						229.73
Central Hudson Gas & Electric Corp						
Bill	02/26/2019	8661-0120-00-7	Period Covering 1-23-19 to 2-25-19	450 · Fuel/Utilities	Paid	3,416.13
Total Central Hudson Gas & Electric Corp						3,416.13
Charlotte Dunaief						

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Ty...	Date	Num	Memo	Split	Paid	Amount
Bill	02/19/2019	Employee Reimbu...	79 Miles @ \$.58	435 · Travel/Conference	Paid	42.34
Total Charlotte Dunaief						42.34
Cornwall Public Library - Payroll						
Bill	02/11/2019	Pay per end 2.8.19	Payroll Ending 2.8.19 Pay Date 2...	1012 · OBT Payroll Check...	Paid	17,466.56
Bill	02/25/2019	Pay per end 2.22.19	Payroll Ending 2.22.19 Pay Date ...	1012 · OBT Payroll Check...	Paid	17,151.76
Total Cornwall Public Library - Payroll						34,618.32
Cornwall Public Library - Trust & Agency						
Bill	02/01/2019	Pay Ending 1.25.19	Payroll Ending 1.25.19 Pay Date ...	1003 · Due from Trust & A...	Paid	8,013.13
Bill	02/11/2019	Payroll End 2.8.19	Payroll Ending 2.8.19 Pay Date 2...	1003 · Due from Trust & A...	Paid	8,277.88
Bill	02/19/2019	Health Insurance	Health Insurance Febanuary 2019	1003 · Due from Trust & A...	Paid	9,500.00
Total Cornwall Public Library - Trust & Agency						25,791.01
Delaware Valley Raptor Center						
Bill	02/25/2019	4/23 program	4/23 Close Encounters with Birds ...	-SPLIT-	Paid	400.00
Total Delaware Valley Raptor Center						400.00
Deluxe Business Checks and Solutions						
Bill	02/18/2019	500 checks	500 checks - general fund	430.2 · Office supplies	Paid	275.25
Total Deluxe Business Checks and Solutions						275.25
Dowser Spring Water						
Bill	02/20/2019	Inv # 1787545	Feb/ 2019 Water Cooler Delivery	430.2 · Office supplies	Paid	9.97
Bill	02/25/2019	Inv # 1789593	Feb/ 2019 Water Cooler Delivery ...	430.2 · Office supplies	Paid	17.97
Total Dowser Spring Water						27.94
Eating Well						
Bill	02/27/2019	2 Yr renewal	Cooking Light Customer expires 4/...	413.6 · Serials	Paid	30.00
Total Eating Well						30.00
Elsa Cameron						
Bill	02/25/2019	2019 Vote	4.23.19 Voter Machine Inspector	437.1 · Prof fees-Office	Paid	144.30
Total Elsa Cameron						144.30
Growing Minds Media, LLC						
Bill	02/27/2019	Inv 33266	Muzzy Online 2/2019-1/2020	413.4 · Reference-Juv ele...	Paid	1,000.00
Total Growing Minds Media, LLC						1,000.00
Hannaford Bros. Co.						
Bill	02/25/2019	2-4-19 Purchases	4-4-19 Purchases Book Chat & Ch...	430.30 · Adult	Paid	16.49
Bill	02/25/2019	2.20.19 Purchases	2.20.19 Purchases	430.32 · Juvenile	Paid	6.28
Bill	02/25/2019	1-23-19 Purchases	1-23-19 Purchases	430.31 · YA	Paid	2.99
Bill	02/27/2019	2-25-19 Purchases	2-25-19 Purchases	430.32 · Juvenile	Paid	2.99
Total Hannaford Bros. Co.						28.75
Ingram Library Services						
Bill	02/20/2019	38574189	38574189	-SPLIT-	Paid	15.70
Bill	02/20/2019	38554733	38554733	-SPLIT-	Paid	304.26
Bill	02/20/2019	38540805	38540805	-SPLIT-	Paid	70.62
Bill	02/20/2019	38672317	38672317	-SPLIT-	Paid	30.86
Bill	02/20/2019	38644799	38644799	-SPLIT-	Paid	15.15
Bill	02/20/2019	38523655	38523655	-SPLIT-	Paid	15.15
Bill	02/20/2019	38518599	38518599	-SPLIT-	Paid	50.91
Bill	02/27/2019	38858384	38858384	-SPLIT-	Paid	150.84
Bill	02/27/2019	38879821	38879821	-SPLIT-	Paid	25.28
Bill	02/27/2019	38898014	38898014	-SPLIT-	Paid	33.04
Bill	02/27/2019	38898013	38898013	-SPLIT-	Paid	1,667.18
Bill	02/27/2019	38618524		-SPLIT-	Paid	15.15
Bill	02/27/2019	38690407	38690407	-SPLIT-	Paid	31.39
Bill	02/27/2019	38832090	38832090	-SPLIT-	Paid	67.80
Bill	02/27/2019	38752182	38752182	-SPLIT-	Paid	16.22
Total Ingram Library Services						2,509.55
Joanne Barclay						

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Ty...	Date	Num	Memo	Split	Paid	Amount
Bill	02/25/2019	04-1--19 Card Mak...	Stampin Up Card Making Worksho...	437.2 · Prof fees-Adult pr...	Paid	175.00
Total Joanne Barclay						175.00
John Kramer						
Bill	02/26/2019	Feb. 19	12 hrs @ \$35. cut and trim round t...	452 · Repairs to Building	Paid	420.00
Total John Kramer						420.00
KSCPP						
Bill	02/25/2019	4-6-19 Program	4-6-19 Program - Lotus Lantern Cr...	437.2 · Prof fees-Adult pr...	Paid	150.00
Total KSCPP						150.00
Lauren Anderson						
Bill	02/25/2019	2019 Vote	4-23-19 Vote	437.1 · Prof fees-Office	Paid	144.30
Bill	02/25/2019	2019 Vote	VOID: 4/23/19 Vote machine	437.1 · Prof fees-Office	Paid	0.00
Total Lauren Anderson						144.30
Lisa Sinclair						
Bill	02/28/2019	Employee Reimbu...	278 Miles @.58 plus \$7.55 Parking	435 · Travel/Conference	Paid	168.79
Bill	02/26/2019	Employee Reimbu...	64 Miles @ \$.58 for RCLS meeting	435 · Travel/Conference	Paid	37.12
Total Lisa Sinclair						205.91
Lock Around the Clock						
Bill	02/25/2019	March 2019	March 2019 Storage Unit Fee	469 · Service Contracts	Paid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	02/26/2019	5123025	Service For 2-25 to 3-24 2019	431 · Telephone	Paid	518.76
Total Magna5						518.76
Marangi Disposal						
Bill	02/25/2019	Inv 92101026	January Services	469 · Service Contracts	Paid	124.26
Total Marangi Disposal						124.26
Marie Neville						
Bill	02/25/2019	2019 Vote worker	4/23/19 Vote machine inspector	437.1 · Prof fees-Office	Paid	144.30
Total Marie Neville						144.30
Martha Diederich						
Bill	02/25/2019	2019 Vote worker	4/23/19 Vote worker	437.1 · Prof fees-Office	Paid	144.30
Total Martha Diederich						144.30
Middletown Thrall Public Library						
Bill	02/25/2019	Lost item	Lost item - barcode 32820004798...	2082 · Library Fines	Paid	40.00
Total Middletown Thrall Public Library						40.00
Midwest Tape						
Bill	02/08/2019	96931469	96931469	412.3 · Books-on-Tape	Paid	49.99
Total Midwest Tape						49.99
OLA						
Bill	02/25/2019	3 OLA Memberships	3 OLA Memberships - CD, RL,PH,...	438 · Dues	Paid	80.00
Total OLA						80.00
Orange Bank & Trust Cardmember Services						
Bill	02/27/2019	Stmnt dated 2-25-19	Stmnt dated 2-25-19	-SPLIT-	Paid	1,843.27
Total Orange Bank & Trust Cardmember Services						1,843.27
Paychex, Inc.						
Bill	02/11/2019	2019013100	Small Business Package payroll pr...	437.1 · Prof fees-Office	Paid	1,197.80
Bill	02/11/2019	19376473	36 Employee usage \$4/EA & mobi...	437.1 · Prof fees-Office	Paid	180.00
Bill	02/27/2019	2019022800	Small Business Package payroll pr...	437.1 · Prof fees-Office	Paid	555.74
Total Paychex, Inc.						1,933.54

Cornwall Public Library
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Ty...	Date	Num	Memo	Split	Paid	Amount
People Magazine						
Bill	02/27/2019	1 year renewal	1 year renewal Exp 2/2020 Acct 1...	413.6 · Serials	Paid	94.50
Total People Magazine						94.50
Randazzo's Landscaping Inc.						
Bill	02/25/2019	Inv 19492	Monthly Maintenace - Salt Parking...	469 · Service Contracts	Paid	1,322.00
Total Randazzo's Landscaping Inc.						1,322.00
Ray Torraca						
Bill	02/25/2019	2019 Vote worker	4/23/19 Vote machine custodian	437.1 · Prof fees-Office	Paid	225.00
Total Ray Torraca						225.00
RCLS						
Bill	02/20/2019	Inv 27294	3- Sonicpoint Ace @ \$549.50 & R...	-SPLIT-	Paid	1,858.50
Total RCLS						1,858.50
Richard Feingold						
Bill	02/08/2019	Andrew Carnegie	Andrew Carnegie- From Steel to th...	437.2 · Prof fees-Adult pr...	Paid	250.00
Total Richard Feingold						250.00
School Library Journal						
Bill	02/20/2019	1 year renewal	1 year renewal - Exp 3/2020 Acct ...	413.7 · Professional Colle...	Paid	81.99
Total School Library Journal						81.99
Toshiba Financial Services						
Bill	02/19/2019	Inv 378629091	Service for 2-16-18 to 3.16.19	469 · Service Contracts	Paid	584.00
Total Toshiba Financial Services						584.00
United A/C Refrigeration, Inc						
Bill	02/25/2019	420205	Service date 2.15.19 - No Heat Pr...	469 · Service Contracts	Paid	975.17
Total United A/C Refrigeration, Inc						975.17
Valerie LoSardo						
Bill	02/26/2019	Emp Reimb.	55.8@ .58 Mileage	435 · Travel/Conference	Paid	32.36
Total Valerie LoSardo						32.36
Vanguard Cleaning Systems of the HV						
Bill	02/25/2019	28876	February Monthly Service	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
Verizon						
Bill	02/08/2019	2-9-19 Internet/IP	February Internet service and IP A...	431 · Telephone	Paid	168.98
Total Verizon						168.98
Verizon Wireless						
Bill	02/25/2019	9821426142	February 2019	431 · Telephone	Paid	20.27
Total Verizon Wireless						20.27
Village of Cornwall-on-Hudson						
Bill	02/25/2019	Acct 007472-000	Water service 12.1.18 to 2.11.19	450 · Fuel/Utilities	Paid	134.32
Total Village of Cornwall-on-Hudson						134.32
W.B. Mason						
Bill	02/14/2019	I63637582		430.2 · Office supplies	Paid	139.70
Total W.B. Mason						139.70
TOTAL						84,077.06

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

	Capital Fund (Inc Grants)	Memorial/ Good Idea Fund	Friends (Operating)	Operating (Operating)	Total Operating	TOTAL
Income						
2002 - Local Public Funds	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	14,019.73	14,019.73	14,417.73
2401 - Income from Investments	99.52	0.00	0.00	265.38	265.38	364.90
2701 - Refunds	0.00	0.00	0.00	4.39	4.39	4.39
2706 - Gifts & Endowments	0.00	685.00	8,813.12	2,232.68	11,045.80	11,780.80
2760 - Grants	122,913.00	0.00	0.00	2,678.63	2,678.63	125,591.63
3840 - RCLS	0.00	0.00	0.00	5,236.00	5,236.00	5,236.00
Total Income	123,012.52	685.00	8,813.12	1,222,193.81	1,231,006.93	1,355,152.45
Gross Profit	123,012.52	685.00	8,813.12	1,222,193.81	1,231,006.93	1,355,152.45
Expense						
141 - Salary-Certified Librarian	0.00	0.00	0.00	130,005.97	130,005.97	130,005.97
142 - Salary-Clerical	0.00	0.00	0.00	253,593.16	253,593.16	253,593.16
143 - Salary-Treasurer	0.00	0.00	0.00	3,269.27	3,269.27	3,269.27
203b - Capital Equipment	0.00	352.41	1,806.95	3,237.48	5,044.43	5,396.84
410 - Books	0.00	0.00	740.01	37,797.31	38,537.32	38,537.32
411 - Film	0.00	0.00	0.00	535.98	535.98	535.98
412 - Video/Music/Books on Tape	0.00	0.00	0.00	11,619.40	11,619.40	11,619.40
413 - Serials/Reference	0.00	0.00	196.80	5,180.18	5,376.98	5,376.98
430 - Supplies						
430.1 - Library supplies	0.00	0.00	398.43	1,963.88	2,362.31	2,362.31
430.2 - Office supplies	0.00	2,362.78	273.13	3,792.15	4,065.28	6,428.06
430.3 - Program supplies	0.00	0.00	1,346.72	1,949.90	3,296.62	3,296.62
Total 430 - Supplies	0.00	2,362.78	2,018.28	7,705.93	9,724.21	12,086.99
431 - Telephone	0.00	0.00	0.00	7,435.66	7,435.66	7,435.66
433 - Postage	0.00	0.00	216.80	594.31	811.11	811.11
434 - Publicity & Printing	0.00	0.00	640.87	3,022.38	3,663.25	3,663.25
435 - Travel/Conference	0.00	0.00	0.00	2,658.06	2,658.06	2,658.06
437 - Professional Fees						
437.1 - Prof fees-Office	0.00	0.00	0.00	9,289.23	9,289.23	9,289.23
437.2 - Prof fees-Adult programs	0.00	0.00	3,785.00	1,575.00	5,360.00	5,360.00
437.3 - Prof fees-YA programs	0.00	0.00	150.00	300.00	450.00	450.00
437.4 - Prof fees-Juvenile	0.00	0.00	200.00	240.00	440.00	440.00
437.5 - Prof fees-SRP	0.00	0.00	1,000.00	450.00	1,450.00	1,450.00
Total 437 - Professional Fees	0.00	0.00	5,135.00	11,854.23	16,989.23	16,989.23
438 - Dues	0.00	0.00	0.00	463.00	463.00	463.00
440 - Contracts w/ Books Co.	0.00	0.00	0.00	831.51	831.51	831.51
450 - Fuel/Utilities	0.00	0.00	0.00	20,739.27	20,739.27	20,739.27
451 - Custodial Supplies	0.00	0.00	0.00	1,402.23	1,402.23	1,402.23
452 - Repairs to Building	0.00	0.00	100.28	7,996.04	8,096.32	8,096.32
454 - Building Insurance	0.00	0.00	0.00	12,115.42	12,115.42	12,115.42
455 - RCLS ANSER & Telecommunicatic	0.00	0.00	0.00	37,792.22	37,792.22	37,792.22
469 - Service Contracts	0.00	0.00	0.00	36,025.11	36,025.11	36,025.11
800 - Capital Expenditure	125,283.90	0.00	0.00	4,850.00	4,850.00	130,133.90
9010.8 - Retirement	0.00	0.00	0.00	51,491.00	51,491.00	51,491.00
9030.8 - FICA/Medicare Expense	0.00	0.00	0.00	34,522.97	34,522.97	34,522.97
9060.8 - Workers' Comp	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	73,021.37	73,021.37	72,416.45
Total Expense	125,283.90	2,715.19	10,854.99	767,748.46	778,603.45	905,997.62
Net Income	-2,271.38	-2,030.19	-2,041.87	454,445.35	452,403.48	449,154.83

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

	DASNY/SAM #9095 - roof (Grants)	Total Grants (Capital Fund)	Capital Fund - Other (Capital Fund)	Total Capital Fund
Income				
EXPECTED FUNDS - not yet received	200,000.00	200,000.00	513,009.16 *	713,009.16
2401 • Income from Investments	0.00	0.00	519.39	519.39
2760 • Grants	0.00	142,238.00	0.00	142,238.00
3840 • RCLS	0.00	0.00	0.00	0.00
Total Income	200,000.00	342,238.00	513,528.55	855,766.55
Gross Profit	200,000.00	342,238.00	513,528.55	855,766.55
Expense				
203b • Capital Equipment	0.00	352.98	9,700.27	10,053.25
430.2 • Office supplies	0.00	285.12	0.00	285.12
430.3 • Program supplies	0.00	145.65	0.00	145.65
430 • Supplies - Other	0.00	12,000.00	0.00	12,000.00
Total 430 • Supplies	0.00	12,430.77	0.00	12,430.77
431 • Telephone	0.00	3,594.94	0.00	3,594.94
800 • Capital Expenditure	127,163.90	253,023.21	245,052.56	498,075.77
Total Expense	127,163.90	269,401.90	254,752.83	524,154.73
Net Income	72,836.10	72,836.10	258,775.72	331,611.82

*7/1/17 Capital Bank Balance

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

	Budget 67%		YTD Budget		Full 2018-2019 Budget		
		Jul '18 - Feb 19	Budget	\$ Over Budget	Forecast	Over Budget	% of Budget
Income							
2002 · Local Public Funds	1,197,757.00	1,197,757.00	1,197,757.00	0.00	1,197,757.00	0.00	100.0%
2082 · Library Fines	14,019.73	20,666.68	20,666.68	-6,646.95	31,000.00	-16,980.27	45.23%
2401 · Income from Investments	265.38	333.32	333.32	-67.94	500.00	-234.62	53.08%
2701 · Refunds	4.39	0.00	0.00	4.39			
2706 · Gifts & Endowments	11,045.80	0.00	0.00	11,045.80	0.00	11,045.80	100.0%
2760 · Grants	2,678.63	0.00	0.00	2,678.63			
3840 · RCLS	5,236.00	7,000.00	7,000.00	-1,764.00	8,000.00	-2,764.00	65.45%
Total Income	1,231,006.93	1,225,757.00	1,225,757.00	5,249.93	1,237,257.00	-6,250.07	99.5%
Gross Profit	1,231,006.93	1,225,757.00	1,225,757.00	5,249.93	1,237,257.00	-6,250.07	99.5%
Expense							
141 · Salary-Certified Librarian	130,005.97	155,058.00	155,058.00	-25,052.03	232,587.00	-102,581.03	55.9%
142 · Salary-Clerical	253,593.16	274,396.00	274,396.00	-20,802.84	411,594.00	-158,000.84	61.61%
143 · Salary-Treasurer	3,269.27	3,333.32	3,333.32	-64.05	5,000.00	-1,730.73	65.39%
203b · Capital Equipment	5,044.43	2,720.00	2,720.00	2,324.43	4,080.00	964.43	123.64%
410 · Books	38,537.32	42,463.00	42,463.00	-3,925.68	64,203.00	-25,665.68	60.02%
411 · Film	535.98	650.00	650.00	-114.02	650.00	-114.02	82.46%
412 · Video/Music/Books on Tape	11,619.40	18,853.28	18,853.28	-7,233.88	28,280.00	-16,660.60	41.09%
413 · Serials/Reference	5,376.98	6,742.64	6,742.64	-1,365.66	10,114.00	-4,737.02	53.16%
430 · Supplies							
430.1 · Library supplies	2,362.31	3,600.00	3,600.00	-1,237.69	5,400.00	-3,037.69	43.75%
430.2 · Office supplies	4,065.28	5,600.00	5,600.00	-1,534.72	8,400.00	-4,334.72	48.4%
430.3 · Program supplies	3,296.62	4,540.68	4,540.68	-1,244.06	4,311.00	-1,014.38	76.47%
Total 430 · Supplies	9,724.21	13,740.68	13,740.68	-4,016.47	18,111.00	-8,386.79	53.69%
431 · Telephone	7,435.66	4,792.00	4,792.00	2,643.66	6,891.00	544.66	107.9%
433 · Postage	811.11	2,666.68	2,666.68	-1,855.57	4,000.00	-3,188.89	20.28%
434 · Publicity & Printing	3,663.25	5,000.00	5,000.00	-1,336.75	7,500.00	-3,836.75	48.84%
435 · Travel/Conference	2,658.06	3,000.00	3,000.00	-341.94	4,500.00	-1,841.94	59.07%
437 · Professional Fees							
437.1 · Prof fees-Office	9,289.23	10,520.00	10,520.00	-1,230.77	15,780.00	-6,490.77	58.87%
437.2 · Prof fees-Adult programs	5,360.00	1,866.68	1,866.68	3,493.32	2,800.00	2,560.00	191.43%
437.3 · Prof fees-YA programs	450.00	1,166.68	1,166.68	-716.68	1,750.00	-1,300.00	25.71%
437.4 · Prof fees-Juvenile	440.00	2,666.68	2,666.68	-2,226.68	4,000.00	-3,560.00	11.0%
437.5 · Prof fees-SRP	1,450.00	1,133.32	1,133.32	316.68	1,700.00	-250.00	85.29%
437.6 · Prof fees-Outreach	0.00	333.32	333.32	-333.32	500.00	-500.00	0.0%
Total 437 · Professional Fees	16,989.23	17,686.68	17,686.68	-697.45	26,530.00	-9,540.77	64.04%
438 · Dues	463.00	866.68	866.68	-403.68	1,300.00	-837.00	35.62%
439 · Equipment Repair	0.00	133.32	133.32	-133.32	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.	831.51	1,733.32	1,733.32	-901.81	2,600.00	-1,768.49	31.98%
450 · Fuel/Utilities	20,739.27	20,000.00	20,000.00	739.27	30,000.00	-9,260.73	69.13%
451 · Custodial Supplies	1,402.23	800.00	800.00	602.23	1,200.00	202.23	116.85%
452 · Repairs to Building	8,096.32	7,720.00	7,720.00	376.32	11,580.00	-3,483.68	69.92%
454 · Building Insurance	12,115.42	12,141.00	12,141.00	-25.58	12,000.00	115.42	100.96%
455 · RCLS ANSER & Telecommunication	37,792.22	39,022.50	39,022.50	-1,230.28	52,030.00	-14,237.78	72.64%
469 · Service Contracts	36,025.11	32,091.32	32,091.32	3,933.79	48,137.00	-12,111.89	74.84%
490 · Refund of PY Tax Assessment	0.00	2,000.00	2,000.00	-2,000.00	3,000.00	-3,000.00	0.0%
800 · Capital Expenditure	4,850.00						
9010.8 · Retirement	51,491.00	37,477.32	37,477.32	14,013.68	56,216.00	-4,725.00	91.6%
9030.8 · FICA/Medicare Expense	34,522.97	38,982.68	38,982.68	-4,459.71	58,474.00	-23,951.03	59.04%
9060.8 · Workers' Comp	7,989.00	8,000.00	8,000.00	-11.00	8,000.00	-11.00	99.86%
9090.8 · Health Insurance	73,021.37	85,653.32	85,653.32	-12,631.95	128,480.00	-55,458.63	56.84%
Total Expense	778,603.45	837,723.74	837,723.74	-59,120.29	1,237,257.00	-458,653.55	62.93%
Net Income	452,403.48	388,033.26	388,033.26	64,370.22	0.00	452,403.48	36.57%

February 2019 Director's Report

2/2 8:30 Budget meeting; stayed to see a bit of Take your child to the library day

2/4 9:30 personnel review: PH; worked with Valerie on budget

2/5 1:15-Dept heads meeting; 3:30-4:45 personnel review: LS, LF; worked at ref desk 5-8

2/6 10-1PM Personnel reviews: RL, MD, PR, BG; worked with Valerie on budget

2/7 9:30-10:30 AM Personnel reviews: MC; SM

2/11 9:30-12:30PM ANSER Committee meeting @ RCLS; 1PM met with Foley Landscaping to discuss bid; 6PM Budget meeting

2/13 1PM-met with BG, Sean Culhane & Nicole of Crystal Run Village to discuss Volunteer opportunity with Nicole & her advisor.

2/14 1:30PM met with Mario D'Angelo with Coverall Cleaning Service to speak about cleaning services & bid; worked at the reference desk from 2-3; board meeting at 7PM

2/19 10AM met with Colin Schmitt NYS Assemblyman, gave tour of library & discussed funding, tax cap & library's needs; worked at ref desk 5-8

2/20 8AM staff meeting; 12:30PM Dept. heads meeting; 1PM Steve Rowland here to take heat readings around the library

2/21 Worked on Personnel manual; emailed judges for poetry contest; worked on vote items with Pat & Pam

2/22 Worked on getting own log in for SAM grant; worked on timeline for budget/Trustee vote

2/24 Kerin Santos noted on her walk around that a screen in the middle section of the portico windows near the Youth Services side of the building has a rectangular shape cut out of it.

2/25 Spoke with Howard Protter (lawyer) about Legal notice for budget vote; emailed with H. Protter about legal notice; did more work on budget vote timeline. Spoke with Gittel about collage for Library Advocacy Day.

2/26 Got ready for Advocacy Day (Will be giving out a collage with current pictures of programs to legislators 2/27/19). Went to Cornwall Chamber meeting, took calendars and program flyers to hand out. Spoke with Luann Richards of Creative Gifts and More, she is putting our calendar up in her store window, and took the flyers I had with me to distribute. We can add her to our outreach list for flyer delivery.

2/27 Went to Advocacy Day with L. SinClair: Attended Library rally; Met with NYS Senator James Skoufis in his meeting room with a very large group of Librarians, Board members and Library Advocates, met with NYS Assemblyman Colin Schmitt on the Chamber floor. Was able to give them

each the collage. Spoke with Jena Knight, Assemblyman Schmitt's assistant and gave her a collage as well. She forwarded a picture of our group on the Chamber floor with Assemblyman Schmitt:



2/27 Personnel Review: Kerin Santos

2/28 Began to teach Pam how to write Monthly Adult Services report, how to run reports for statistics: databases, computer usage, and reference statistics.

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

Registered borrowers: 8,661(9355); Direct Access/Circulation: 12,056 (12,478);

ILL Borrows: 2,206(2,164); ILL Loans: 1,900 (2,207); Item Count: 72,682 (72,546);

Wi-Fi: 3,422 (3,443).

The Good Idea Fund: The weather proof outside Bulletin Board was purchased and is awaiting installation.

Programs, Collections, and Services: Please see attached reports from the Department Heads

Respectfully submitted,

Charlotte A Dunaief 3/04/2019

Adult Services Report February 2019

March Adult Events Scheduled: Art Reception by David Nichols (Mar 1); Andrew Carnegie lecture (Mar 12); Deborah Sampson local history lecture (Mar 21); John D. Rockefeller lecture (Mar 26), Teen Tech Tutors (Mar 27).

February Event Attendance: Teen Tech Tutors (2/18): 10; Tuskegee Airmen lecture (2/19): 81.
Rockefeller lecture cancelled due to snow.

Home Bound Delivery: Our volunteer, Susan, made 6 deliveries.

Ref Stats:

Circulation: 98; Directional: 7; ILL Pulls: 1,308; Reader Advisory: 6; Tech Assists: 78;
Reservations: 2; Printing: 77; Phone: 62; Magnifier: 1; Computer Guest Passes: 11; Notary: 25;
Ref. Q's: 237; Outside the system ILL requests: 22.

Database Stats:

Novel List Plus: 5; Novel List PlusK-8: 3; EBSCO Other: 6; Gale: 0;
Gale Virtual Ref. Library: 0; Ancestry: 140.

Collection development: I am working on learning the processes for collection development, including purchasing, processing, and weeding. Have worked on weeding and processing for the New Fiction and Fast Fiction sections. Have also trained Debby Pogue in ILL procedures.

PC Usage: Adult Area: 757

 Local History: 14*

 Children's Area: 35

 Laptops: 2

TOTAL PC USAGE: 808

*this is MICROFILM use

WIFI Usage: 3,422

Respectfully Submitted,

Pamela Hawks

February 2019 Monthly Report

Rosaleen Leahy

Programs

Hudson Valley Ebony Strings – 67

Member's Choice – 6

Creative Writers – 8, 7, 5

Tea & a Classic – 4

Great Decisions – 7

Tuskegee Airmen – 81

Total Programs – 8 Total Attendance – 185

Other Room Use – Board of Trustees Meeting

Our program attendance was greatly reduced, in February, due to cold, icy, snowy weather. The Rockefeller Lecture has been rescheduled. The Out and About Book Club and Mystery Book Group were both cancelled due to weather. Tea & a Classic and Great Decisions did meet, but had low attendance due to snow that morning.

The two events we planned for African-American History Month were very well attended and received. The young students from the Hudson Valley Ebony Strings were very talented and poised. Their instructor, E'lissa Jones, asked them each to introduce themselves, tell their grade level and length of time playing their instrument. Ms. Jones explained the background of each piece, whether it was classical, traditional, or newly composed. They played with spirit and passion and were a pleasure to host!

Our patron, Stephan Wilkinson, presented the lecture about the Tuskegee Airmen, accompanied by a few members of the current Tuskegee Airmen. It is an important part of our history and always a very popular program with our patrons.

Current news is that we have received a Project Grant in the amount of \$1575.00 from the NYSCA Decentralization Grant Program, administered by Arts Mid-Hudson. This grant will be used for the series, "Hudson Valley Artists, Musicians and Performers". The reduced amount of the award will eliminate some programs that I had in mind. It is an opportunity to add to the Programming Budget.

The largest upcoming program is the Irish Music Concert on Sunday, March 24 at 2:00PM at Munger Cottage. Musicians Brian Conway, fiddle and John Walsh, vocals and guitar, will perform. Brian usually brings some of his students along. Tea, Coffee and Soda Bread will be served.

Circulation: Ellen and I sat down and evaluated all members of the Circulation Staff. We then met with many members of the staff and went through their individual evaluations. Ellen had to finish the task, on her own, as I left for vacation.

Music Collection: The weeding process continues. New releases are being ordered, as room is available.

3/4/19

Youth Services February 2019 Programs

		CHILDREN	TEENS	ADULTS	VOLUNTEERS:	TOTAL
0	DATE:	:	:	:		:
LAPSIT-9:30	2/1-2/15	25		24		49
LAPSIT-10:30	2/1-2/15	22		25		47
TODDLERS-9:30	2/7-2/14	23		17		40
TODDLERS-10:30	2/7-2/14	16		17		33
CIRCLE TIME	2/6	12				12
PRE-K	2/6	6				6
PJ ST	1/14	8		8		16
ART	2/28	12			2	14
CHATTERBOOKS	2/21	11			0	11
BOOK/SNACK	2/25	5				5
READZZ						
A	2/25		5			5
	2/5&2/1					
CHESS	9	3		2		5
WRITER	2/5&2/2					
S	1		12			12
TUT	2/15		13			13
C-O-H						
ST	2/27	23				23
KNITTING	2/5	1				1
MINECRAFT	2/10	7	1		3	11
LEGO	2/23	47		0		47
SPANISH ST	2/23	11		9		20
TEEN						
BK	2/27		2			2
Sub						
totals		232	33	102	5	

TOTAL: 372

Cornwall Public Library's Youth Services February 2019 Report

Meetings/Outreach Attended:

2/4	YA, Battle of the Books & Mock Printz (Meaghan)
2/5	Liz's Evaluation w/ Charlotte (Liz)
2/5	Lisa's Evaluation w/ Charlotte (Liz, Lisa)
2/6, 2/20	Dept. Head Meeting (Liz, Lisa)
2/14	Scholastic SRP Webinar (Lisa)
2/15	Rebecca's Evaluation (Liz, Rebecca)

2/20	Staff Meeting (Liz, Lisa & Rebecca)
2/20	SRP Planning (Liz, Lisa, Rebecca & Meaghan)
2/22	Performers' Showcase (Lisa)
2/25	CLOUSC Meeting (Lisa)
2/27	Advocacy Day in Albany (Lisa)
2/27	Partners in Reading Program at COHES (Liz)

Reflections:

After tons of Story Book Extravaganza prep in January, February began the same way with three additional hours of prep work. This major, drop-in family event, involving 17 teenagers as hosts, was held on the first Saturday of February, a.k.a. "Take Your Child to the Library Day" in ALA circles. All four of the staff associated with Youth Services were involved in many capacities, for many hours. The result was a well-received event for about 60 people. Three weeks of fully enrolled, winter session Preschool Story Times concluded, and at this writing, registrations for the early spring session are in progress. Rebecca Barth highlighted the "M" in S.T.E.A.M. in the K-2nd grade ChatterBooks with **Enemy Pie**. Rebecca also graciously subbed for adult reference three times this month. Lisa SinClair was able to attend the C.L.O.U.S.C. meeting at Monroe Library, as well as the Performer's Showcase at RCLS, securing additional talent for the summer. Meaghan Doyle kick-started The Battle of the Books by hosting an informational meeting for teens and parents and by adding a teen book group that features BOTB selections. COHES hosted their Partners in Reading Program entitled, "Catch a Dragon by the Tale," where I was invited to read books about dragons. We featured Black History Month in several ways: a large book display on the floor; dancing to Ella Fitzgerald in Toddler Time; use of Rita Williams-Garcia's Newbery Honor book **One Crazy Summer** in Readzza Readzza; and an Art Afternoon focused on the work of illustrator Bryan Collier.

Questions @ the Desk:

Reference – 268; Circulation – 87; Tech – 37; iPads – 19; Telephone – 62; Programs – 54

Respectfully Submitted 3/1/19 – ekf

Policy Committee
March Report

Please see the revised Volunteer Policy in the March 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.

Respectfully submitted,
Amy Cordisco

Volunteer Policy Revision..Draft for Approval

1/9/19 4:20 PM

From: "Brenda Goldfarb - COR" <bgoldfarb@rcls.org>

To: "Charlotte Dunaief - COR" <cdunaief@rcls.org>, "Brenda Goldfarb - COR" <bgoldfarb@rcls.org>

Bcc: "Brenda Goldfarb - COR" <bgoldfarb@rcls.org>

Volunteer Policy

It is the policy of the Cornwall Public Library to encourage community-minded people to serve as volunteers. Volunteers bring their energies and talents to help the library provide quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the library in making the best use of its fiscal resources and build a bridge between the library and the community we serve.

Volunteers are recognized by the public as representatives of the library and shall be guided by the same work, dress and behavior codes as employees. Volunteers are also bound by all of the rules contained in all library policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers are considered "at will" volunteer employees of Cornwall Public Library and the library reserves the right to terminate a volunteer's working association with the library at any time, for any reason.

Volunteers who apply to work in the library are required to complete both the Volunteer Interest Form and Volunteer Emergency Contact Information sheet. Volunteers must have a library card and be in good standing with the Ramapo Catskill Library System.

Volunteer applicants will be interviewed to determine their appropriateness and level of experience. Volunteer talents, experience, availability, and interests will be considered in job assignments. Volunteers must demonstrate communication skills and an ability to work with people of all ages. Numeracy and literacy skills as well as computer competency are an advantage. Volunteers are coordinated by the Library Director or designee. The Library Director is responsible to ensure that all required training is provided and is authorized to amend procedures to support this policy.

Volunteers are asked to record their hours of service in the "Volunteer Log Book" located at the Circulation Desk. Volunteers must sign in/out of the building at each session. Volunteers must sign in at the library prior to off-site assignments.

Volunteers as part of a court-ordered community service (at the discretion of the Library Director) requirement must include the number of community service hours needed, the deadline for completion and the offense committed. The library will only allow non-violent offenders to do court-ordered volunteering.

SUMMER TEEN VOLUNTEER PROGRAM POLICY

Applications for the Summer Teen Volunteer Program are only available in the Spring and have a deadline submission. The same requirements and expectations for adult volunteers (as described above) also applies to teen volunteers.

Approved by the Board of Trustees 9/9/2009
Revised January 2019

Attachments:

Fwd: Volunteer Opportunities..revised 1/10/19 per your request

1/10/19 11:36 AM

From: "Brenda Goldfarb - COR" <bgoldfarb@rcls.org>

To: "Charlotte Dunaief - COR" <cdunaief@rcls.org>, "Brenda Goldfarb - COR" <bgoldfarb@rcls.org>

Bcc: "Brenda Goldfarb - COR" <bgoldfarb@rcls.org>

From: "Brenda Goldfarb - COR" <bgoldfarb@rcls.org>**Sent:** 1/9/19 4:41 PM**To:** "Charlotte Dunaief - COR" <cdunaief@rcls.org>, "Brenda Goldfarb - COR" <bgoldfarb@rcls.org>**Subject:** Volunteer Opportunities

Volunteer Opportunities

Dedicated multi-generational volunteers are essential to a successful library program. Volunteer assignments vary and can be departmental, project-based or seasonal. Duties include but are not limited to the following:

Shelve - Shelve collection including books, DVD's, CD's; organize magazines/newspapers; assist with upkeep/order of shelves; retrieve items as required

Homebound Delivery - Deliver and pick up library items to homebound borrowers/work with staff on scheduling

Clipping newspaper articles referencing library happenings

Homework helpers

Language practice...indicate language

Knitting/crocheting/crafting/etc.

Chess instruction

Event/program participation both within the library and community outreach

Assist with distribution of promotional flyers/postings

Tech assistance based on skills/need

Read sharing inside/outreach

Other appropriate duties as assigned

All volunteers participate as a member of the Cornwall Public Library team to achieve the mission of the library.

January 2019

Attachments:

Volunteer Interest Form

Cornwall Public Library • 395 Hudson Street • Cornwall, NY 12518 ~ 845-534-8282

Thank you for your interest in volunteering at Cornwall Public Library. *
A library representative will contact you in 7-10 business days.

Name _____ Cell # _____ Phone # _____

Address _____

City/Town _____ NY Zip _____

Library Card # _____

E-mail address _____

What kind of work do you enjoy doing? _____

When are you available? (days & hours) _____

Is this volunteer work court-ordered? _____ Yes _____ No

Are you 18 years old or older? _____ Yes _____ No

Permission is granted to contact two (2) non-family references:

Name _____

Address _____

City/Town _____

State _____ Zip _____

Name _____

Address _____

City/Town _____

City/Town _____ Zip _____

I have read and agree to Cornwall Public Library's Volunteer Policy. I further agree that if I become a Volunteer of Cornwall Public Library, I will be bound by the rules contained in all library policies and guidelines, especially those that relate to patron privacy and confidentiality.

I understand that Cornwall Public Library has the right to terminate my volunteer working association with the library at any time, for any reason.

Signature Of Volunteer Applicant

Date

Signature of Parent if Volunteer is under 18 years of age

Date

*This form is NOT to be used by teens applying as Volunteers for the Summer Reading Program.

Revised January 2019

www.cornwallpubliclibrary.org





VOLUNTEER CONTACT INFORMATION

*In the event of an emergency,
I, the undersigned VOLUNTEER, authorize
Cornwall Public Library to contact the following person(s).*

Name:	Phone (H):
Relationship to Volunteer:	Phone (W):
Address:	Cell:
	Email:
Name:	Phone (H):
Relationship to Volunteer:	Phone (W):
Address:	Cell:
	Email:

Volunteer Name (print)

Volunteer Signature

Date

Revised 1/2019

Volunteer Projects

DATE _____

REQUEST

REQUESTED BY

NEEDED BY

[illegible]