

**Cornwall Public Library
Board of Trustees**

January 9, 2020
7:00 PM Regular Meeting Agenda

- I. Roll**
- II. Approval of the minutes** –December 12, 2019 meeting
- III. Financial Review**
Approval of warrant #6
- IV. Public Remarks**
- V. Communications/Donations**
 - a. Vote to accept Donations
- VI. Director's Report**

See Google docs
- VII. Committee Reports**
 - a. Finance Committee
 - b. Policy Committee
 - c. Building & Grounds Committee
 - d. Garden Committee
 - e. Friends
 - f. Personnel Committee
- VIII. Unfinished Business**
 - a. Tax cap discussion
- IX. New Business**
 - a. Good Idea Fund
- X. Adjournment**

Next Regular Board Meeting: February 13, 2020 7:00 p.m.

Cornwall Public Library Board of Trustees Meeting

January 9, 2020

7:00 to 9:00 PM

Minutes

Meeting was called to order by Amy Cordisco at 7:02 PM

I. Roll:

Trustees Present: Carol Stein, Susanne Vondrak, John Wells, Stephanie Wolf, Meghann Chyla, and Amy Cordisco.

Trustees Excused: Melissa Greaves-Kulisek
Charlotte Dunaief, Library Director
Emily Milton, Treasurer, Excused

Also present: Library staff member Ellen Winchell (minutes)

II. **Approval of the Minutes:** A motion to approve the Board of Trustee Minutes of December 12, 2019, was made by Carol Stein, seconded by John Wells, and unanimously approved.

III. **Financial Review:** A motion to approve Warrant #6 in the amount of \$81,584.51 was made by Susanne Vondrak, seconded by Stephanie Wolf, and was unanimously approved.

IV. **Public Remarks:** None

V. **Communications:** Several accolades were received for Matt Soltis, on his Pearl Harbor presentation at the Cornwall Public Library. Communications were received regarding Brenda Goldfarb's work to coordinate the donation of an AED from the St. Luke's/Montefiore Hospital. The Alzheimer's Association Hudson Valley Chapter Support Group sent a letter praising the artwork and uplifting reception they received for their meeting on coping with holiday stress. There was an email from Robert Milby (Orange County Poet Laureate) thanking the Library for hosting a poetry program. The Library also received an email announcing the NY State Library's reduction in Saturday's hours.

VI. **Donations:** None.

VII. Director's Report: See written report.

VIII. Committee Reports:

- a. **Finance Committee:** The Finance Committee met on January 6, 2020 to review the warrant. They have scheduled three meetings in January to work on the budget. The committee will be reviewing routine costings, i.e. phone services, cleaning services for possible discounts as well as developing a future budget strategy. The Committee hopes to have a budget draft completed for Board review at the February Meeting.
- b. **Policy Committee:** See report on drive. The Policy Committee recommended approval of the proposed changes to the Petty Cash Policy and the Hours of Operation. However, as there were several questions, approval of the two policies was postponed to February's meeting. No changes have been proposed on the Whistle Blower Policy. After discussion, a motion to approve the Whistle Blower policy was made by Carol Stein, seconded by Susanne Vondrak and was unanimously approved. A review for a board vote of the Petty cash and hours of operation will take place at the February meeting.
- c. **Building and Grounds Committee:** The new LED outdoor lights were installed, with the exception of the new light for the fenced in garbage area. The new doors will hopefully be installed in February. The Committee is still waiting for the proposed bid documents from the architect, as well as some answers to their questions. The Board should consider going to bid soon for the lighting project, as the architect feels it will take longer than usual to complete based on industry trends.
- d. **Garden Committee:** Ben Harrell just got approval for his Eagle Scout Project from the Scouts, to be done at the Library. No update on the Memorial Gifts Project.
- e. **Friends:** The Friends are all very grateful for the Christmas gifts from the Board.
- f. **Personnel Committee:** The Personnel Committee met with Charlotte to discuss her six month review.

- IX. **Unfinished Business:** The topic of possibly exceeding the Tax Cap in the budget was discussed again. Topics included the difficulties with the new minimum wage, potentially creating a new base line if the Library successfully exceeds the tax levy this year and possibly reducing hours. Different marketing strategizes were discussed and talking points will need to be decided. Extra time will be needed at next month's meeting to formulate the final plan.
- X. **New Business:** A request was made to The Good Idea Fund for two new recycling and trash bins to encourage recycling by our patrons on site. The cost for these items is \$4,200. These bins have a 26 gallon capacity. A suggestion by Carol Stein was made that we could possibly find less expensive similar bins to purchase through her resources and she will forward the information to Charlotte. A motion to approve the purchase of the trash and recycling bins, at a maximum cost of \$4,200, made by Carol Stein, seconded by Susanne Vondrak and unanimously approved.
- XI. **Adjournment:** Motion to adjourn the Board Meeting at 7:55 PM, was made by Susanne Vondrak, seconded by Meghann Chyla, and was unanimously approved.

Next Regular Board Meeting Thursday, February 13, 2020 at 7PM

Cornwall Public Library
Warrant # 6
As of December 31, 2019

Type	Date	Num	Memo	Split	Paid	Amount
All Recipes						
Bill	12/31/2019	3620368237	Cust #3620368237	413.6 · Serials	Paid	8.00
Total All Recipes						8.00
Belsito						
Bill	12/21/2019	120219909	2020 Managed Website Hosting Service	434 · Publicity & Printing	Paid	505.00
Total Belsito						505.00
Benninger Landscaping LTD						
Bill	12/19/2019	23552	December's Maintenance #23552	469 · Service Contracts	Paid	800.00
Total Benninger Landscaping LTD						800.00
Blackstone Publishing						
Bill	12/21/2019	1152011	1152011	-SPLIT-	Paid	26.95
Bill	12/21/2019	1153282	1153282	-SPLIT-	Paid	34.94
Bill	12/21/2019	1152846	1152846	-SPLIT-	Paid	26.94
Bill	12/21/2019	1152511	1152511	-SPLIT-	Paid	42.95
Bill	12/21/2019	1152010	1152010	-SPLIT-	Paid	138.99
Bill	12/28/2019	1155000	1155000	-SPLIT-	Paid	100.80
Bill	12/31/2019	1155001	1155001	-SPLIT-	Paid	33.34
Bill	12/31/2019	1156089	1156089	-SPLIT-	Paid	30.94
Total Blackstone Publishing						435.85
Brodart Co. - Juv						
Bill	12/21/2019	B5823270	B5823270	410.4 · Juvenile Fiction	Paid	17.56
Bill	12/31/2019	B5827113	B5827113	-SPLIT-	Paid	15.52
Bill	12/31/2019	B5827204	B5827204	410.4 · Juvenile Fiction	Paid	11.77
Bill	12/31/2019	B5827292	B5827292	410.5 · Juvenile Non Fiction	Paid	10.79
Bill	12/31/2019	B5827468	B5827468	-SPLIT-	Paid	82.31
Bill	12/31/2019	B5825705	B5825705	-SPLIT-	Paid	101.54
Bill	12/31/2019	B5825569	B5825569	410.4 · Juvenile Fiction	Paid	21.52
Bill	12/31/2019	B5825706	B5825706	410.4 · Juvenile Fiction	Paid	17.56
Bill	12/31/2019	B5829255	B5829255	-SPLIT-	Paid	52.26
Bill	12/31/2019	B5829435	B5829435	-SPLIT-	Paid	136.66
Bill	12/31/2019	B5829254	B5829254	410.4 · Juvenile Fiction	Paid	18.67
Bill	12/31/2019	B5829468	B5829468	410.4 · Juvenile Fiction	Paid	4.39
Bill	12/31/2019	B5829469	B5829469	410.4 · Juvenile Fiction	Paid	5.49
Bill	12/31/2019	B5829292	B5829292	410.4 · Juvenile Fiction	Paid	6.15
Bill	12/31/2019	B5830994	B5830994	410.4 · Juvenile Fiction	Paid	119.84
Bill	12/31/2019	B5831224	B5831224	-SPLIT-	Paid	58.31
Bill	12/31/2019	B5831007	B5831007	410.4 · Juvenile Fiction	Paid	7.14
Bill	12/31/2019	B5830995	B5830995	-SPLIT-	Paid	38.51
Bill	12/31/2019	B5831221	B5831221	410.4 · Juvenile Fiction	Paid	6.12
Bill	12/31/2019	B5831220	B5831220	410.5 · Juvenile Non Fiction	Paid	18.19
Bill	12/31/2019	B5835791	B5835791	410.4 · Juvenile Fiction	Paid	18.58
Bill	12/31/2019	B5835803	B5835803	410.4 · Juvenile Fiction	Paid	5.27
Bill	12/31/2019	B5835837	B5835803	410.4 · Juvenile Fiction	Paid	21.96
Bill	12/31/2019	B5835802	B5835802	410.4 · Juvenile Fiction	Paid	36.47
Total Brodart Co. - Juv						832.58
Brodart Co. -Supplies						
Bill	12/21/2019	545610	545610	430.1 · Library supplies	Paid	14.70
Total Brodart Co. -Supplies						14.70
Brodart Co. (McN)						
Bill	12/21/2019	Inv M173963	Inv M173963 - January 2020	410.9 · McNaughton	Paid	610.75
Total Brodart Co. (McN)						610.75
Cash						
Bill	12/30/2019	Replenish Petty Cash	Replenish petty cash 4 Q19	1010 · Petty Cash	Paid	39.50
Total Cash						39.50
Cengage Learning/Gale						
Bill	12/21/2019	69047381	69047381	410.11 · Adult Fiction Standing ...	Paid	104.23
Bill	12/31/2019	69077147	69077147	410.11 · Adult Fiction Standing ...	Paid	51.73
Total Cengage Learning/Gale						155.96
Central Hudson Gas & Electric Corp						
Bill	12/31/2019	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Paid	3,394.85
Total Central Hudson Gas & Electric Corp						3,394.85
Charlotte Dunaief						

Cornwall Public Library
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As of December 31, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Bill	12/21/2019	Employee Reimburse	Mileage 61.8	435 · Travel/Conference	Paid	35.84
Bill	12/31/2019	Employee Reimburse	Mileage	435 · Travel/Conference	Paid	9.16
Total Charlotte Dunaief						45.00
Christine Adams						
Bill	12/21/2019	2-4-19 Felting	2-4-19 Felting	437.2 · Prof fees-Adult programs	Paid	200.00
Total Christine Adams						200.00
Cornwall Public Library - Payroll						
Bill	12/02/2019	Pay Per End 11-29-19	Payroll Ending 11.29.19 and Payroll Date 12....	1012 · OBT Payroll Checking	Paid	17,023.08
Bill	12/16/2019	Pay Per End 12.13.19	Payroll Ending 12.13.19 Pay Date 12.20.19	1012 · OBT Payroll Checking	Paid	18,863.05
Total Cornwall Public Library - Payroll						35,886.13
Cornwall Public Library - Trust & Agency						
Bill	12/02/2019	Payroll End 11-29-19	Payroll Ending 11.29.19 and Payroll Date 12....	1003 · Due from Trust & Agency	Paid	8,029.86
Bill	12/16/2019	Payroll End 12.13.19	Payroll Ending 12.13.19 Pay Date 12.20.19	1003 · Due from Trust & Agency	Paid	8,743.68
Bill	12/19/2019	Health Insurance	December's Health Insurance	1003 · Due from Trust & Agency	Paid	9,500.00
Total Cornwall Public Library - Trust & Agency						26,273.54
Deluxe Business Checks and Solutions						
Bill	12/12/2019	1000 checks	1000 checks - general fund	430.2 · Office supplies	Paid	397.02
Total Deluxe Business Checks and Solutions						397.02
Domain Listings						
Bill	12/31/2019	Inv 282-1848	Annual Domain Listing 2-1-20 Thru 01-31-20...	434 · Publicity & Printing	Paid	228.00
Total Domain Listings						228.00
Dowser Spring Water						
Bill	12/31/2019	11.30.19	Nov 2019 Water Cooler Delivery	430.2 · Office supplies	Paid	24.41
Total Dowser Spring Water						24.41
Elizabeth Fisher						
Bill	12/31/2019	mileage	mileage	435 · Travel/Conference	Paid	41.06
Total Elizabeth Fisher						41.06
Findaway World, LLC						
Bill	12/21/2019	307993	307993	412.32 · E-Audiobooks -- Adult	Paid	67.49
Total Findaway World, LLC						67.49
Gaylord Bros., Inc.						
Bill	12/21/2019	Inv 2637240	Archival 2 D Gallery II Oversize Album - Loc...	430.1 · Library supplies	Paid	177.35
Total Gaylord Bros., Inc.						177.35
Grainger						
Bill	12/26/2019	9386999362	9386999362	451 · Custodial Supplies	Paid	50.04
Total Grainger						50.04
Hannaford Bros. Co.						
Bill	12/21/2019	12-3-19 Purchases	12-3-19 Purchases	430.30 · Adult	Paid	20.25
Bill	12/26/2019	10/9/2019	10/9/2019	430.30 · Adult	Paid	1.48
Bill	12/26/2019	11-30-19 Purchases	11-30-19 Purchases	430.30 · Adult	Paid	4.99
Bill	12/26/2019	12-9-19 Purchases	12-9-19 Purchases	430.30 · Adult	Paid	1.29
Bill	12/26/2019	12-27-19 Purchases	12-27-19 Purchases	430.30 · Adult	Paid	11.07
Total Hannaford Bros. Co.						39.08
Ingram Library Services						
Bill	12/28/2019	43172081	43172081	-SPLIT-	Paid	134.67
Bill	12/28/2019	43016185	43016185	-SPLIT-	Paid	61.65
Bill	12/31/2019	43216145	43216145	-SPLIT-	Paid	41.67
Bill	12/31/2019	43259249	43259249	-SPLIT-	Paid	46.88
Bill	12/31/2019	43259250	43259250	-SPLIT-	Paid	196.34
Total Ingram Library Services						481.21
Jordan Gigante						
Bill	12/19/2019	002	Kitchen Cabinets and Counter Kitchen	452 · Repairs to Building	Paid	570.00
Total Jordan Gigante						570.00
Lock Around the Clock						

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As of December 31, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Bill	12/21/2019	Jan. 2020	January 2020 Storage Unit Fee	469 · Service Contracts	Paid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	12/31/2019	5227506	5227506	431 · Telephone	Paid	540.29
Total Magna5						540.29
Marangi Disposal						
Bill	12/19/2019	Inv 9C101006	December's Service - Inv -9C101006	469 · Service Contracts	Paid	122.40
Total Marangi Disposal						122.40
Marvel Subscriptions						
Bill	11/22/2019	42674-920982	24 Issues - 12 Months - Amazing Spider Man	413.6 · Serials	Paid	0.00
Total Marvel Subscriptions						0.00
Maryanne O'Dell, Receiver of Taxes						
Bill	12/31/2019	Bill 4749	2020 Property Tax	450 · Fuel/Utilities	Paid	614.50
Total Maryanne O'Dell, Receiver of Taxes						614.50
Maureen Oliveto						
Bill	12/31/2019	Office Prof Svc	Office Prof Svc - Dec. 12.6	437.1 · Prof fees-Office	Paid	125.00
Total Maureen Oliveto						125.00
Meaghan Doyle						
Bill	12/26/2019	Empl Reimburse	Mileage	435 · Travel/Conference	Paid	17.85
Total Meaghan Doyle						17.85
Military Heritage						
Bill	12/21/2019	2 year renewal	1 Yr Renewal Feb 2021	413.6 · Serials	Paid	24.95
Total Military Heritage						24.95
National Geographic Kids						
Bill	12/21/2019	6067002995	6067002995 Expiration Feb 2021	413.6 · Serials	Paid	30.00
Total National Geographic Kids						30.00
Orange Bank & Trust Cardmember Services						
Bill	12/30/2019	Stmt dated 12-22-19	Stmt dated 12-22-19	-SPLIT-	Paid	2,521.44
Total Orange Bank & Trust Cardmember Services						2,521.44
Paul Gould						
Bill	12/31/2019	Pgrm 2.8.20	Demostration & Workshop - 2-8-20	437.2 · Prof fees-Adult programs	Paid	500.00
Total Paul Gould						500.00
Paychex, Inc.						
Bill	12/03/2019	20868732	40 Employee Usage \$4/EA & Mobile \$1/EA f...	437.1 · Prof fees-Office	Paid	205.00
Bill	12/10/2019	2019122600	Small Business Package Payroll Processing ...	437.1 · Prof fees-Office	Paid	567.34
Total Paychex, Inc.						772.34
Prevention						
Bill	12/21/2019	1 year renewal	1 year renewal - Exp 2/2021 Acct 1951540689	413.6 · Serials	Paid	36.00
Total Prevention						36.00
ProQuest LLC						
Bill	12/21/2019	70606017	Ancestry.com 2020 annual fee	413.3 · Reference-Adult electroni	Paid	1,416.90
Total ProQuest LLC						1,416.90
RCLS						
Bill	12/21/2019	Inv 28223	Laptop & Related Software - COR171	203b · Capital Equipment	Paid	927.62
Total RCLS						927.62
Ron Kaiser						
Bill	12/21/2019	12/11/19	Replaced Light Bulbs- Ballet Problem	452 · Repairs to Building	Paid	60.00
Bill	12/21/2019	12/18/19	Replaced 5Light Bulbs	452 · Repairs to Building	Paid	60.00
Total Ron Kaiser						120.00
Smart Apple Media						
Bill	12/21/2019	G151607	G151607	410.6 · Young Adult Fiction	Paid	106.78

Cornwall Public Library
Warrant # 6
As of December 31, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Total Smart Apple Media						106.78
Smithsonian						
Bill	12/21/2019	1 year renewal	1 year renewal - Exp 2/2021 Cust # 2918060...	413.6 · Serials	Paid	34.00
Total Smithsonian						34.00
The Horn Book Magazine						
Bill	12/31/2019	1 year renewal	1 Year Renewal - 6 issues	413.6 · Serials	Paid	72.00
Total The Horn Book Magazine						72.00
Toshiba Financial Services						
Bill	12/31/2019	Inv 402815658	Service for 12-16-19 to 1-16-20	469 · Service Contracts	Paid	649.88
Total Toshiba Financial Services						649.88
Valerie LoSardo						
Bill	12/31/2019	Employee Reimb.	Mileage	435 · Travel/Conference	Paid	33.88
Total Valerie LoSardo						33.88
Vanguard Cleaning Systems of the HV						
Bill	12/19/2019	32271	December's Monthly Service	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
Verizon						
Bill	12/19/2019	652-121-949-0001-81	December's Monthly Services	431 · Telephone	Paid	178.98
Total Verizon						178.98
Verizon Wireless						
Bill	12/19/2019	9841295801	December 2019	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
W.B. Mason						
Bill	12/21/2019	Inv 205834971	Office Supplies and Janitorial	-SPLIT-	Paid	202.10
Total W.B. Mason						202.10
TOTAL						<u>81,584.51</u>

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

	12/31/19 balance= \$187,726.65	12/31/19 balance= \$3,960.59	12/31/19 balance= \$13,000	12/31/19 balance= \$15,000	12/31/19 balance= \$0.00				
	<u>Total Capital Fund</u>	<u>Good Idea Fund</u>	<u>Schmitt Children Tech Grant</u>	<u>Skoofis Technology Grant-</u>	<u>Arts Mid-Hudson Regrant Funds</u>	<u>Friends (Operating)</u>	<u>Operating - Other (Operating)</u>	<u>Total Operating</u>	<u>TOTAL</u>
Income									
2002 · Local Public Funds	0.00	0.00	0.00	0.00	0.00	0.00	1,230,876.00	1,230,876.00	1,230,876.00
2082 · Library Fines	0.00	0.00	0.00	0.00	0.00	0.00	12,372.93	12,372.93	12,372.93
2401 · Income from Investments	83.69	0.00	0.00	0.00	0.00	0.00	231.22	231.22	314.91
2706 · Gifts & Endowments	0.00	25.00	0.00	0.00	0.00	5,103.58	5,185.03	10,288.61	10,313.61
2760 · Grants	81,450.00	0.00	13,000.00	15,000.00	625.00	0.00	0.00	28,625.00	110,075.00
3840 · RCLS	0.00	0.00	0.00	0.00	0.00	0.00	4,938.00	4,938.00	4,938.00
Total Income	<u>81,533.69</u>	<u>25.00</u>	<u>13,000.00</u>	<u>15,000.00</u>	<u>625.00</u>	<u>5,103.58</u>	<u>1,253,603.18</u>	<u>1,287,331.76</u>	<u>1,368,890.45</u>
Gross Profit	81,533.69	25.00	13,000.00	15,000.00	625.00	5,103.58	1,253,603.18	1,287,331.76	1,368,890.45
Expense									
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	0.00	113,015.88	113,015.88	113,015.88
142 · Salary-Clerical	0.00	0.00	0.00	0.00	0.00	0.00	209,166.81	209,166.81	209,166.81
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	2,500.03	2,500.03	2,500.03
203b · Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.00	1,542.62	1,542.62	1,542.62
410 · Books	0.00	0.00	0.00	0.00	0.00	0.00	32,078.55	32,078.55	32,078.55
411 · Film	0.00	0.00	0.00	0.00	0.00	0.00	557.67	557.67	557.67
412 · Video/Music/Books on Tape	0.00	0.00	0.00	0.00	0.00	0.00	9,083.40	9,083.40	9,083.40
413 · Serials/Reference	0.00	0.00	0.00	0.00	0.00	0.00	5,905.48	5,905.48	5,905.48
430 · Supplies									
430.1 · Library supplies	0.00	0.00	0.00	0.00	0.00	177.35	1,508.60	1,685.95	1,685.95
430.2 · Office supplies	0.00	0.00	0.00	0.00	0.00	778.24	3,081.83	3,860.07	3,860.07
430.3 · Program supplies	0.00	450.00	0.00	0.00	0.00	1,861.42	1,537.82	3,399.24	3,849.24
Total 430 · Supplies	0.00	450.00	0.00	0.00	0.00	2,817.01	6,128.25	8,945.26	9,395.26
431 · Telephone	0.00	0.00	0.00	0.00	0.00	0.00	4,376.76	4,376.76	4,376.76
433 · Postage	0.00	0.00	0.00	0.00	0.00	0.00	526.02	526.02	526.02
434 · Publicity & Printing	0.00	0.00	0.00	0.00	0.00	0.00	2,901.55	2,901.55	2,901.55
435 · Travel/Conference	0.00	0.00	0.00	0.00	0.00	0.00	2,700.82	2,700.82	2,700.82
437 · Professional Fees									
437.1 · Prof fees-Office	2,360.00	0.00	0.00	0.00	0.00	0.00	6,230.72	6,230.72	8,590.72
437.2 · Prof fees-Adult programs	0.00	0.00	0.00	0.00	2,225.00	725.00	1,167.00	4,117.00	4,117.00
437.3 · Prof fees-YA programs	0.00	0.00	0.00	0.00	0.00	150.00	0.00	150.00	150.00
437.4 · Prof fees-Juvenile	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	500.00
437.5 · Prof fees-SRP	0.00	0.00	0.00	0.00	0.00	0.00	480.00	480.00	480.00
437 · Professional Fees - Other	0.00	0.00	0.00	0.00	0.00	250.00	0.00	250.00	250.00
Total 437 · Professional Fees	2,360.00	0.00	0.00	0.00	2,225.00	1,125.00	8,377.72	11,727.72	14,087.72
440 · Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	0.00	664.20	664.20	664.20
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	0.00	14,527.55	14,527.55	14,527.55
451 · Custodial Supplies	0.00	0.00	0.00	0.00	0.00	0.00	1,311.92	1,311.92	1,311.92
452 · Repairs to Building	7,024.25	2,246.20	0.00	0.00	0.00	0.00	4,564.15	4,564.15	13,834.60
454 · Building Insurance	0.00	0.00	0.00	0.00	0.00	0.00	12,440.79	12,440.79	12,440.79
455 · RCLS ANSER & Telecommunicat	0.00	0.00	0.00	0.00	0.00	0.00	26,017.32	26,017.32	26,017.32
469 · Service Contracts	0.00	0.00	0.00	0.00	0.00	0.00	22,991.92	22,991.92	22,991.92
800 · Capital Expenditure	10,840.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,840.00
9010.8 · Retirement	0.00	0.00	0.00	0.00	0.00	0.00	53,535.74	53,535.74	53,535.74
9030.8 · FICA/Medicare Expense	0.00	0.00	0.00	0.00	0.00	0.00	32,212.84	32,212.84	32,212.84
9060.8 · Workers' Comp	0.00	0.00	0.00	0.00	0.00	0.00	7,551.00	7,551.00	7,551.00
9090.8 · Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	51,298.37	51,298.37	51,298.37
Total Expense	<u>20,224.25</u>	<u>2,696.20</u>	<u>0.00</u>	<u>0.00</u>	<u>2,225.00</u>	<u>3,942.01</u>	<u>625,977.36</u>	<u>632,144.37</u>	<u>655,064.82</u>
	<u>61,309.44</u>	<u>-2,671.20</u>	<u>13,000.00</u>	<u>15,000.00</u>	<u>-1,600.00</u>	<u>1,161.57</u>	<u>627,625.82</u>	<u>655,187.39</u>	<u>713,825.63</u>

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

	Budget	YTD Budget		Full 2019-2020 Budget			
	50%	Jul - Dec 19	Budget	\$ Over Budget	Full Budget	Over Budget	% of Budget
Income							
2002 · Local Public Funds		1,230,876.00	1,230,875.00	1.00	1,230,875.00	1.00	100.0%
2082 · Library Fines		12,372.93	11,000.02	1,372.91	22,000.00	-9,627.07	56.24%
2401 · Income from Investments		231.22	250.00	-18.78	500.00	-268.78	46.24%
2706 · Gifts & Endowments		10,288.61	7,737.46	2,551.15	15,475.00	-5,186.39	66.49%
2760 · Grants		0.00	1,400.02	-1,400.02	8,100.00	-8,100.00	0.0%
3840 · RCLS		4,938.00	5,300.00	-362.00			
Total Income		<u>1,258,706.76</u>	<u>1,256,562.50</u>	<u>2,144.26</u>	<u>1,276,950.00</u>	<u>-18,243.24</u>	<u>98.57%</u>
Gross Profit		<u>1,258,706.76</u>	<u>1,256,562.50</u>	<u>2,144.26</u>	<u>1,276,950.00</u>	<u>-18,243.24</u>	<u>98.57%</u>
Expense							
141 · Salary-Certified Librarian		113,015.88	102,273.80	10,742.08	204,548.00	-91,532.12	55.25%
142 · Salary-Clerical		209,166.81	220,385.80	-11,218.99	440,772.00	-231,605.19	47.46%
143 · Salary-Treasurer		2,500.03	2,499.98	0.05	5,000.00	-2,499.97	50.0%
203b · Capital Equipment		615.00	2,040.00	-1,425.00	4,080.00	-3,465.00	15.07%
410 · Books		32,078.55	32,400.54	-321.99	65,358.00	-33,279.45	49.08%
411 · Film		557.67	658.00	-100.33	658.00	-100.33	84.75%
412 · Video/Music/Books on Tape		9,083.40	14,058.00	-4,974.60	28,164.00	-19,080.60	32.25%
413 · Serials/Reference		5,905.48	4,705.00	1,200.48	10,514.00	-4,608.52	56.17%
430 · Supplies							
430.1 · Library supplies		1,685.95	2,700.00	-1,014.05	5,400.00	-3,714.05	31.22%
430.2 · Office supplies		3,860.07	4,200.00	-339.93	8,400.00	-4,539.93	45.95%
430.3 · Program supplies		3,399.24	3,149.52	249.72	8,811.00	-5,411.76	38.58%
Total 430 · Supplies		<u>8,945.26</u>	<u>10,049.52</u>	<u>-1,104.26</u>	<u>22,611.00</u>	<u>-13,665.74</u>	<u>39.56%</u>
431 · Telephone		4,376.76	4,252.00	124.76	8,506.00	-4,129.24	51.46%
433 · Postage		526.02	1,996.00	-1,469.98	4,000.00	-3,473.98	13.15%
434 · Publicity & Printing		2,901.55	3,750.00	-848.45	7,500.00	-4,598.45	38.69%
435 · Travel/Conference		2,700.82	2,752.00	-51.18	5,500.00	-2,799.18	49.11%
437 · Professional Fees							
437.1 · Prof fees-Office		6,230.72	12,387.52	-6,156.80	24,775.00	-18,544.28	25.15%
437.2 · Prof fees-Adult programs		1,892.00	3,520.00	-1,628.00	7,000.00	-5,108.00	27.03%
437.3 · Prof fees-YA programs		150.00	875.00	-725.00	1,750.00	-1,600.00	8.57%
437.4 · Prof fees-Juvenile		500.00	1,996.00	-1,496.00	4,000.00	-3,500.00	12.5%
437.5 · Prof fees-SRP		480.00	0.00	480.00	3,000.00	-2,520.00	16.0%
437.6 · Prof fees-Outreach		0.00	248.00	-248.00	500.00	-500.00	0.0%
437 · Professional Fees - Other		250.00					
Total 437 · Professional Fees		<u>9,502.72</u>	<u>19,026.52</u>	<u>-9,523.80</u>	<u>41,025.00</u>	<u>-31,522.28</u>	<u>23.16%</u>
438 · Dues		0.00	685.00	-685.00	1,375.00	-1,375.00	0.0%
439 · Equipment Repair		0.00	99.98	-99.98	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.		664.20	1,102.00	-437.80	2,200.00	-1,535.80	30.19%
450 · Fuel/Utilities		14,527.55	17,250.00	-2,722.45	34,500.00	-19,972.45	42.11%
451 · Custodial Supplies		1,311.92	1,200.00	111.92	2,400.00	-1,088.08	54.66%
452 · Repairs to Building		4,564.15	6,690.00	-2,125.85	13,380.00	-8,815.85	34.11%
454 · Building Insurance		12,440.79	12,383.00	57.79	12,383.00	57.79	100.47%
455 · RCLS ANSER & Telecommunica		26,017.32	27,218.50	-1,201.18	54,437.00	-28,419.68	47.79%
469 · Service Contracts		22,991.92	26,922.98	-3,931.06	53,846.00	-30,854.08	42.7%
490 · Refund of PY Tax Assessment		0.00	1,500.00	-1,500.00	3,000.00	-3,000.00	0.0%
9010.8 · Retirement		53,535.74	61,526.00	-7,990.26	61,522.00	-7,986.26	87.02%
9030.8 · FICA/Medicare Expense		32,212.84	29,280.00	2,932.84	58,560.00	-26,347.16	55.01%
9060.8 · Workers' Comp		7,551.00	8,150.00	-599.00	8,150.00	-599.00	92.65%
9090.8 · Health Insurance		51,298.37	61,380.52	-10,082.15	122,761.00	-71,462.63	41.79%
Total Expense		<u>628,991.75</u>	<u>676,235.14</u>	<u>-47,243.39</u>	<u>1,276,950.00</u>	<u>-647,958.25</u>	<u>49.26%</u>
Net Income		<u>629,715.01</u>	<u>580,327.36</u>	<u>49,387.65</u>	<u>0.00</u>	<u>629,715.01</u>	<u>49.31%</u>

**Cornwall Public Library
Profit & Loss by Grant
July 2017 through December 2019**

	Site Sign SAM Grant (Grants)	DASN#7919 GEN/ELEC/LGT (Grants)	DASNYSAM #9095 - roof (Grants)	Total Grants (Capital Fund)	Capital Fund - Other (Capital Fund)	Total Capital Fund
EXPENDED FUNDS (NOT YET RECEIVED)	\$50,000.00	\$9,050.00	\$200,000.00	\$259,050.00	\$513,009.16	\$772,059.16
Income						
2401 - Income from Investments	0.00	0.00	0.00	0.00	649.94	649.94
2760 - Grants	0.00	81,450.00	0.00	81,450.00	0.00	81,450.00
Total Income	0.00	81,450.00	0.00	81,450.00	513,659.10	595,109.10
Gross Profit						
Expense						
203b - Capital Equipment	0.00	0.00	0.00	0.00	9,700.27	9,700.27
437 - Professional Fees	0.00	0.00	0.00	0.00	0.00	0.00
437.1 - Prof Fees-Office	0.00	960.00	1,400.00	2,360.00	0.00	2,360.00
Total 437 - Professional Fees	0.00	960.00	1,400.00	2,360.00	0.00	2,360.00
452 - Repairs to Building	0.00	0.00	9,815.25	9,815.25	0.00	9,815.25
800 - Capital Expenditure	0.00	0.00	140,015.90	140,015.90	245,052.56	385,068.46
Total Expense	0.00	960.00	151,231.15	152,191.15	254,752.83	406,943.98
Net Income	0.00	80,490.00	-151,231.15	-20,741.15	258,906.27	238,165.12

* Capital balance on 6/30/17

	Open Grants	Left to spend	Still to be reimbursed	Must be completed by 3/2021	Must be completed by 9/2021	Must BEGIN by 12/1/2019, completed by 6/2021
Open Grants						
DASN/SAM #9095 - roof (\$200,000)	\$151,231.15	\$48,768.85	\$200,000.00			
Sign Grant (SAM - \$50,000)	\$0.00	\$50,000.00	\$50,000.00			
DASN#7919 GEN/ELEC/LGT (\$181,000)	\$960.00	\$181,000.00	\$9,050.00			
Current Capital Account Balance=	\$187,726.65					

Open Grants & Notes

Director's Report December 2019

12/1 Worked $\frac{3}{4}$ hour to close Library due to storm, stopped at library to place CLOSED sign on door.

12/2 Worked $\frac{3}{4}$ hour to close Library, and 1 hour on payroll. Texted and spoke with bookkeeper to complete payroll. Called a two hour delay for Tuesday 12/3

12/3 Worked on Director's report, added Adult Services & YA reports to it. Scanned a Civil Service application so that it could be sent to B. Alestalo. Spoke with an employee about doing wreath program at Munger Cottage next year, to accommodate all who are interested. 20 got spots, and 10 are on wait list for this year's program. Covered Ref desk 5-8.

12/4 Helped an employee set up tables & cover them for wreath program today. Called Dave of Benninger landscaping to come salt sidewalks, which he did. Called Jones Farm for delivery of people's gift bags. Went to True Value to purchase salt for sidewalk out front. Salted sidewalk out front, dripping from gutters keeps washing salt away & ice forms. Approval for an employee's promotion came through, worked on Civil Service paperwork with my assistant. Helped set up & breakdown microphone for Poetry reading with Mr. Milby.

12/5 Spoke with an employee in early AM. She was unable to come in, her mother was in hospital, and the hospital staff said very grave condition. I did the retirement report with NYBEAS. I took the credit card bill and matched receipts to it, and coded it. Gathered other bills, and started to match receipts. Texted with our old bookkeeper to see if she could come in to input all the bills, and run the warrant. Texted with Board President.

12/6 Came in at 7:30AM to code bills. Worked on that until old bookkeeper came in at 9:30AM. Gave her what I had finished & continued with rest. Worked with old bookkeeper to make sure all bills got input, ran warrant #5 with her. Participated briefly in a couple of the staff development classes.

12/7 In the early afternoon of today, an employee let me know her Mother passed away Thursday night.

12/9 Spoke with treasurer, while she was here, about warrant #5. Will post it the way it is, and when bookkeeper returns, hopefully on Thursday, she will make any corrections necessary. Picked up gift bags for delivery drivers from Jones Farm.

12/10 Spoke with an employee about several programs, including a couple of Chinese films with the Orange County Chinese Association, and a Jazz concert for Seniors, with local musicians in conjunction with Senior Center to be held at Munger Cottage. Both are Outreach programs. Retyped the Whistleblower Policy and emailed it to the policy committee. Attended Chamber Meeting with an employee.

12/11 Called 2 hour delay for snow. Arrived at 9AM, put delayed opening sign in window. Input hours for snow delay in paychex system. Ran Dept. Heads meeting. Announced, with sadness,

that an employee has decided to leave the Library's employ. Also announced that another employee has been approved to be Head of Adult Services. Called Leaf Filter about gutters leaking, have service appointment for 12/16.

12/12 Spoke with an employee about how delay for snow hours cannot count for overtime, and since she clocked in early and out late that day, I did not give her the full two hours for the delay. In other words, I made her time equal to the 7.5 hours she was scheduled to work. I referred her to the Employee handbook. An employee went to the OLA meeting for me this morning, she briefed me afterwards. They spoke mostly about the 2020 Census and Libraries' roll in it. She and I are going to training at SENYLRC in mid-January. I am hoping that this will give us the information we need to set up the 2020 Census Kiosk that we plan on. Got ready for Board meeting. Went over a few things with Bookkeeper, who re-ran Warrant #5. Attended personnel committee meeting, Friends Appreciation portion of Board meeting & Board meeting.

12/13 Updated approved dates on policies voted on at last night's board meeting. Printed copies for our Policy Binder. Will email them to GE for web site. Informed staff of an employee's appointment to Librarian II, Head of Adult Services, and another employee's leaving the library's employ, via emails. Looked at Collection Development Policy, compared ours to a couple of other Libraries' policies.

12/16 ANSER committee meeting @RCLS. Blue cloud analytics now has more reports & web-reporter will be shut down within 2 months. RCLS continues to work on Windows 10 upgrades, and are on schedule with this. There is a new holds shelf wizard (in Work flows). RCLS is researching the cost to all libraries for a laptop for libraries to borrow for WorkFlows training. Met technician from Leaf filter, who cleaned the gutter in the area that was leaking, in the hope that this would stop the leak.

12/17 Closed due to Icy conditions. Worked ¾ hour to close Library.

12/18 Worked with Bookkeeper and my assistant to generate new rate letters for 2 employees. These are needed for personnel files & Civil Service. Did Civil Service MSD forms for those increases. Stephen Hoefler notified us "RCLS has finally received the Senate Budget Aid of \$154,994 for 40 libraries today and will have checks in the mail tomorrow." Will be on the lookout for that check! This means that we can order the new Laptops & desk tops for the Adult Services Department.

12/19 Did Librarian opening procedures, no Librarian on Duty until 2Pm. Began to get invoices in order for Roofing grant payment request. Will need Bookkeeper to get me copies of all cancelled checks for payment. Will start completing Exhibit E-2 for reimbursement.

12/20 Continued to put invoices for roofing grant in order. Began to complete Exhibit E-2, after saving it as a word document, so that I can complete it on my computer. Sat with Gittel to learn how to put an Emergency closing notice on our website. Spoke with an employee about a personal issue she is having. Asked her if it would be acceptable to assign a staff member to help her with back log of CD's in repair

or replace bins & excess donations that are sitting near her desk. She agreed, and recommended another employee.

12/23 Did emails. Worked on January's Board meeting agenda. Met with Jean Reis about 2019 CPL scrap book, which she makes for us. Spoke to an employee about putting the Mystery Club in the Study Room on January 15th, due to Blood Drive using Program Room from 1PM until 7-7:30PM. Showed 2 employees how to put CDs into new cases & relabel them.

12/24 & 12/25 Library Closed

12/26 Did Emails. Emailed M. Brennen of Architects "EXHIBIT E-2: Payment Requisition Back-up Summary" for Roofing grant, to ask her to check it over. It is not yet complete, because the Doors and Outdoor Lighting projects are not yet complete, but all of the projects are listed on it.

12/27 Did email, worked on monthly report. Checked over payroll, and approved time. Took Assembly Library Aid (Colin Schmitt) check to bank. (Left early to spend more time with my daughter.)

12/30 Did email. Worked on making the corrections (as suggested by M. Brennen) to EXHIBIT E-2: Payment Requisition Back-up Summary" for Roofing grant. Looked for additional invoices, as M. Brennen suggested, but have also asked Bookkeeper to check for more. I found one additional invoice from Butler, Rowland and Mays. Inserted it into proper spot on EXHIBIT E-2.

12/31 Did email. Looked for Employee evaluation forms. Sent an email to Department Heads about evaluations for the staff they supervise. Spoke with an employee, will work with her on the evaluations she is responsible for. She would like to revamp the form. Made list of staff that I evaluate. Began to evaluate Department Heads. Performed page closing duties.

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

Registered borrowers: 9,531 (9,519); Direct Access/Circulation: 10,178 (12,111);

ILL Borrows: 1,965 (2,134); ILL Loans: 1,793 (1,909); Item Count: 74,598 (74,361);

Wi-Fi: 2,697 (3,788).

December 2019 Monthly Report: Rosaleen Leahy: 1/2/2020

Programs

Pearl Harbor Lecture – 44

Poetry Reading and Open Mic – 14

Wreath-making Program – 22

Member's Choice Book Group - 7

Book Chat – 11

Creative Writers – 7, 8, 5, 5

Tea & a Classic – 7

Chronic Illness Support Group – 16

Hanukkah Happening – 54

Out & About Book Group – 7

Mystery Book Group – 13

Game Afternoon – 5

Total # Programs: 15 Total Attendance: 225

Other Room Use: Staff Training Day, Board of Trustees Meeting, Staff Meeting, Art Breakdown

The library had 3 full closures and 2 delays, due to ice and snow storms. This led to postponement or cancellation of some of our programs. The Poetry Reading and Open Mic was held the day after it was originally scheduled. Our Orange County Poet Laureate read many of his own poems and those of other poets, having a Winter theme. We had 5 enthusiastic audience members who participated in the Open Mic segment. Story Time with Senator Skoufis was postponed to Thursday, March 5.

Upcoming programs include Cornwall Central School District Community Forum on January 14, Blood Drive on January 15, and Senator Skoufis' Youth Advisory Council on January 16. The Great Decisions series will begin, again, on Wednesday, January 29.

Music Collection

I have received assistance from staff members, to repair and replace music cds. I greatly appreciate that Charlotte has made this possible.

Youth Services December 2019 Report

<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>MIXED:</u>	<u>TEENS:</u>	<u>VOL:</u>	<u>ATTENDANCE TOTAL</u>
PJ ST	12/9	2	1				3
DOG TALES	12/9	7	1			1	9
COH K-TOUR	12/13	43	4				47
LEGO	12/14, 12/27	33	20				53
SPANISH STORY TIME	12/14						0
TOTAL:							112

MEETINGS & OUTREACH:

	<u>DATE:</u>	<u>ATTENDEE:</u>
Mock Printz Mtg	12/2	Liz
Staff Training	12/6	Liz, Lisa, Rebecca
Society of Illustrators	12/9	Liz
Mtg. w/ Sarah Giardina	12/11	Lisa
Dept. Head Mtg	12/11	Liz & Lisa
Staff Mtg	12/19	Liz, Lisa, Rebecca

QUESTIONS @ THE DESK:

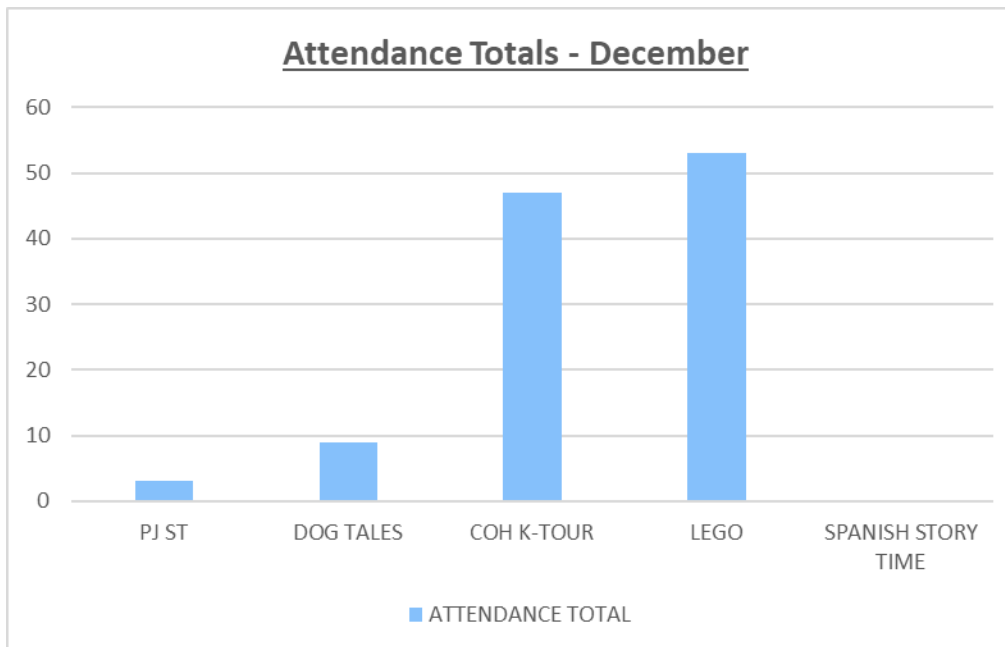
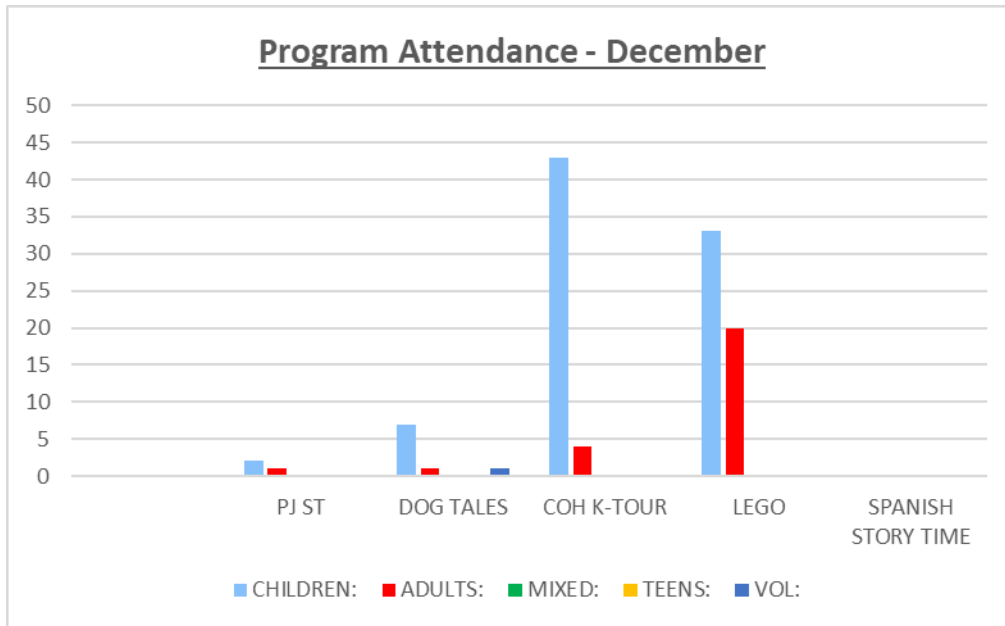
Reference	162
Circulation	76
Tech	25
iPads	12
Telephone	69
Programs	34

Reflections:

December brought the finalization of the Mock Printz & Caldecott Award books & Battle books for 2020; a much needed, full day of in-service staff training (a first in my years of working at CPL); work on the re-designing of the 2020 Summer Reading Program graphic; and an inspirational workshop at the Society of Illustrators. Lisa served as an advisor to Sarah Giardina (once-volunteer, now Masters graduate) on a project designed specifically to enhance reading fluency in our library. Rebecca has been diligently parsing out the intricacies of i-Pad acquisition and implementation while assisting Lisa and myself in collection development and

serving as a consultant for Sarah's project. In our copious free time we have also been developing children's programs and visual enhancements to the children's area.

L. Fisher



Adult Services Report: December 1-31, 2019 (submitted by Meaghan Doyle, 1/7/20)

PROGRAMMING: December Adult/Teen Events Scheduled: Poetry Reading and Open Mic with Robert Milby (12/3); Pearl Harbor: Turning Point (12/3); Wreath-making Workshop (12/4); Member's Choice Book Group (12/4); Book Chat & Chocolate (12/5); Game Night (12/10) & (12/30); Tea & a Classic (12/11); C.A.R.E.S. Cancer Support Group (12/11); Teen Tech (12/17); Mystery Book Discussion (12/8); Out & About Book Group (12/18).

Staff Development Training Day: An all-day staff training took place on 12/6. We had trainers from RCLS and our own library and had seven different training sessions scheduled, including: Emergency building procedures; Niche Academy; Workflows; Blue Cloud Analytics; Smartermail; Local History and Microfilm machine and Electronic Resources.

Ref Stats (previous month in parentheses):

Circulation: 141 (166); Directional: 10 (19); ILL Pulls: 1,342 (1,484); Reader Advisory: 11 (24); Tech Assists: 78 (125); Reservations: 2 (7); Printing: 49 (113); Phone: 60 (100); Chargers: 10 (18); Computer Guest Passes: 55 (79); Notary: 30 (37); Ref. Q's: 241 (306); Outside the system ILL requests: 19 (15).

Database Stats (previous month in parentheses):

Novel List Plus: 8 (8); Novel List PlusK-8: 1 (2); Master FILE Premier 2: 0 (0); Gale: 0 (0); Gale Virtual Ref. Library: 1 (0); Ancestry: 30 (104); New York Times Digital: 71 (87)

PC Usage: Adult Area: 610 (698) Local History (Microfilm): 8 (11)
Children's Area: 18 (34) Laptops: 5 (0) **TOTAL PC USAGE:** 641 (743)

WIFI Usage: 2,697 (3,788)

MEETINGS ATTENDED: Library Cons and Festivals Demystified, RCLS (12/10):

Interesting panel program illustrating all the planning and preparations necessary for hosting a large convention or festival style program. Representatives from Albert Wisner's Childrens' Book Festival, Valley Cottage's ValCon, and Monticello's Childrens' Book Festival, talked about the many many many factors to consider when planning an event on this scale, including, time, budget, presenters, performers, authors, sponsors, vendors, food, space, staff, volunteers, prizes, activities, publicity, marketing, branding, insurance, policies and procedures, communication, and scheduling. This type of event requires a large commitment of time and budget.

OLA Directors' Council Meeting, Goshen (12/12): A guest speaker from the County Planning department spoke about the upcoming Census and the future of Orange County (lots more development on the horizon).

Other Comments: **Volunteer Bulletin Board:** 110 community-minded helping-hands were glued to the display between early October thru Early December (coinciding with the Great Give Back and the Thanksgiving season) **Out and About Book Club:** Met on a Wednesday, at Painter's Tavern, and inspired by our book of the month (Rules of Civility by Amor Towles) which begins on New Year's Eve 1937, had a New Year's party, complete with 1938 sunglasses and noisemakers. Our group of 7 was pleased with location and day of the week. I'll add Painter's to the rotation of restaurants for the future.

The Good Idea Fund

Grant Request Form

Proposals need to be submitted to the Director by the end of each quarter in order to be considered.

Deadline dates are: March 23, June 22, September 21 and December 21, 2018. Requests will be considered at the following board meeting. Grants will be issued for a minimum of \$500 and should be for one-time expenses that fall outside the parameters of the annual operating budget. Projects will be funded that enhance the programming or services of the library.

1. Your Name:

ELIZABETH FISHER

2. Your Financial Request:

\$ 4,000.⁰⁰

3. Project this grant will fund:

TRASH & RECYCLING CONTAINERS FOR LIBRARY EXTERIOR

4. Is this grant for technology, products, furniture, equipment, or services?

EQUIPMENT

5. Is any portion of this request funded by another source? If so, please identify.

6. Who is the intended audience for this request?

THE PUBLIC, STAFF & PATRONS.

7. Please describe your project. What is the anticipated outcome of this project?
How will you measure this?

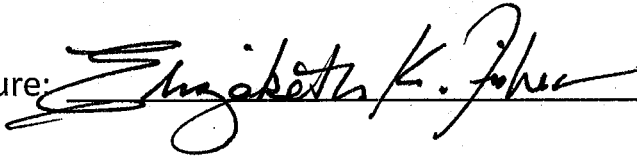
8. What goal or objective does this pertain to in the 2017-2022 Strategic Plan?

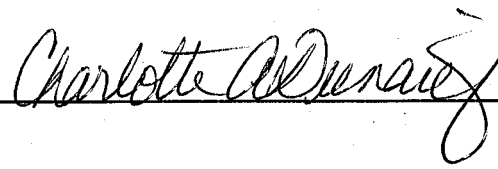
SUSTAINABILITY OF OUR ENVIRONMENT

9. Please complete attached Budget Form. (over)

Budget Form

Description of Item or Service	Provider of Item or Services	Quantity or Unit of Cost	Proposed Expenditure
2 sets of double Recycling Station see attached	Recycle Away	2 @ 1,769 ⁰⁰ plus shipping	\$ \$4,000 -

Your Signature:  Date: 12.19.19

Director's Signature:  Date: 12-19-19

Approved by Board of Trustees: YES NO Date: _____

NOTES:



35 Frost Street, Brattleboro, VT 05301
 800.664.5340
 sales@recycleaway.com

Customer Information

Buyer: Cornwall Public Library
 395 Hudson Street
 Cornwall, NY 12518
 (845) 534-8282
 cdunaiel@rcds.org

Bill To: Cornwall Public Library
 395 Hudson Street
 Cornwall, NY 12518

Ship To: Cornwall Public Library
 395 Hudson Street
 Cornwall, NY 12518

Charlotte A. Dunaiel
 Charlotte A. Dunaiel

Quote #0042168

ACCOUNT REP Elizabeth Burns

QUOTE DATE	QUOTE AMOUNT	QUOTE EXPIRES
December 18, 2019	\$3,999.00	January 20, 2020

PLACE ORDER PAY NOW
 ON NET-30 TERMS ▶ WITH A CREDIT CARD ▶

OR **SAVE as PDF** to print, share, sign & fax


Shipping and Delivery Notes:
 Shipping cost includes lift-gate service if necessary for locations without a dock-level door or forklift.
 Shipping cost does not include inside delivery or other special services and assumes the use of a 53' delivery truck. Please let us know if you have special delivery requirements.

Lead time for these containers is: 4 - 6 Weeks

ITEM CODE	QTY	DESCRIPTION	UNIT PRICE	TOTAL
NAB-19201926DP1	2.00	Dorset Sideload Double Recycling Station Panel Style: Beaded Capacity: 26 Gallons Trim Color: Green Left Color: Brown Left Opening: Unrestricted Left Symbol and Label: Waste Only Right Color: Green Right Opening: Single Stream Right Symbol and Label: Recycle Only *Website Price: \$1800.00 / Your Price: \$1769.00	\$1,769.00	\$3,538.00

Subtotal \$3,538.00
Tax \$0.00
Shipping \$461.00
Total \$3,999.00

Largest selection of premium quality recycling bins. Custom solutions. Expert advice.

[VIEW CART](#) 
SHOPPING CART
YOUR CART IS EMPTY

SUBTOTAL:
KEEP SHOPPING
[CHECKOUT](#)
[SUBMIT A P.O.](#)

Round Coll

recycle away

Systems & Solutions

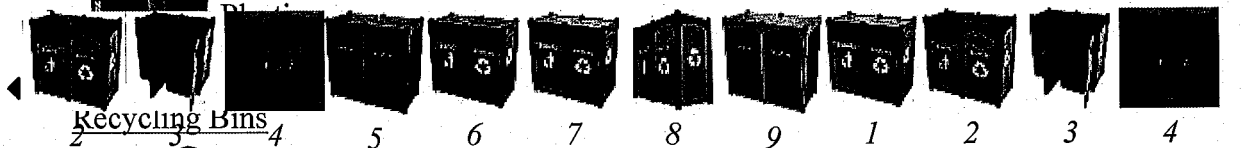
- 800 for 1500
- [GET A QUOTE](#)



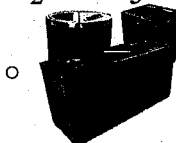
Collection

Optional hinged flap-doors available. Please contact us for more info.

Pictured: Dorset Sideload Double w/Beaded Panel



Recycling Bins



The Evolve

Collection

Setting: Indoor/Outdoor

Material: The Metro

Collection

QUICK SPECS

Item #: N4-19201926DP1

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35 Frost Street, Brattleboro, VT 05301
800.664.5340
sales@recycleaway.com

Customer Information

Quote #0042168

ACCOUNT REP Elizabeth Burns

Buyer: Cornwall Public Library 395 Hudson Street Cornwall, NY 12518	Bill To: Cornwall Public Library 395 Hudson Street Cornwall, NY 12518	Ship To: Cornwall Public Library 395 Hudson Street Cornwall, NY 12518
(845) 534-8282 cdunaief@rccls.org	Charlotte A. Dunaief	Charlotte A. Dunaief

QUOTE DATE	QUOTE AMOUNT	QUOTE EXPIRES
December 18, 2019	\$4,170.00	January 20, 2020

Shipping and Delivery Notes:
Shipping cost includes lift-gate service if necessary for locations without a dock-level door or forklift.

Shipping cost does not include inside delivery or other special services and assumes the use of a 53' delivery truck. Please let us know if you have special delivery requirements.

Lead time for these containers is: 4 - 6 Weeks

PLACE ORDER **PAY NOW**
ON NET-30 TERMS ▶ WITH A CREDIT CARD ▶

Or SAVE as PDF to print, share, sign & fax

ITEM CODE	QTY	DESCRIPTION	UNIT PRICE	TOTAL
N4-19201926DP1 C-ARCTD	1.00	Amherst Sideload Double Recycling Station Panel Style: Beaded Capacity: 26 Gallons Trim Color: Green Left Color: Brown Left Opening: Unrestricted Left Symbol and Label: Waste Only Right Color: Green Right Opening: Single Stream Right Symbol and Label: Recycle Only *Website Price: \$1974.00 / Your Price: \$1940.00	\$1,940.00	\$1,940.00
N4B-19201926DP1	1.00	Dorset Sideload Double Recycling Station Panel Style: Beaded Capacity: 26 Gallons Trim Color: Green Left Color: Brown Left Opening: Unrestricted Left Symbol and Label: Waste Only Right Color: Green Right Opening: Single Stream Right Symbol and Label: Recycle Only *Website Price: \$1800.00 / Your Price: \$1769.00	\$1,769.00	\$1,769.00
			Subtotal	\$3,709.00
			Tax	\$0.00
			Shipping	\$461.00
			Total	\$4,170.00

Any questions contact us at 800.664.5340 or sales@recycleaway.com