

**Cornwall Public Library  
Board of Trustees**

February 13, 2020  
7:00 PM Regular Meeting Agenda

- I. Roll**
- II. Approval of the minutes** –January 9, 2020 meeting
- III. Financial Review**
  - a. Approval of warrant #7
- 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 : vote on Whistle Blower & Petty Cash; begin review of Collection Development
  - c. Building & Grounds Committee
  - d. Garden Committee
  - e. Friends
  - f. Personnel Committee
- VIII. Unfinished Business**
  - a. Tax cap discussion
- IX. New Business**
  - a. Discussion: Open seat on Board due to John Wells moving out of district
- X. Adjournment**

Next Regular Board Meeting: March 12, 2020 7:00 p.m.

## Cornwall Public Library Board of Trustees Meeting

February 13, 2020

7:00 to 9:00 PM

### Minutes

Meeting was called to order by Amy Cordisco at 7:00 PM

#### I. Roll:

**Trustees Present:** Carol Stein, Susanne Vondrak, John Wells, Stephanie Wolf, Meghann Chyla, Melissa Greaves-Kulisek and Amy Cordisco.

**Trustees Excused:** none  
Charlotte Dunaief, Library Director  
Emily Milton, Treasurer

**Also present:** Library staff member Ellen Winchell (minutes)

---

- II. **Approval of the Minutes:** A motion to approve the Board of Trustee Minutes of January 9, 2019, was made by Carol Stein, seconded by Stephanie Wolf, and unanimously approved.
- III. **Financial Review:** A motion to approve Warrant #7 in the amount of \$127,386.97 was made by Susanne Vondrak, seconded by Meghann Chyla, and was unanimously approved.
- IV. **Public Remarks:** None
- V. **Communications:** A thank you note was received from Charlotte and Jonathan Dunaief and an additional thank you note was received from Charlotte Dunaief. Central Hudson sent a letter outlining gas line replacement work in the community and on the Library property, with no set dates yet. A thank you letter was received for Brenda Goldfarb's outreach work. Excellent remarks were received for the 'Just Say Yes to Fruits & Vegetables' program and to Monica Cieslak, the CIA trained chef presenter. A note of high attendance for our program 'Give the Gift of Life'(the blood donation drive) was received. A note of high praise was received for the library sponsored Beacon Jazz Lab program.

- VI. **Donations:** Two generous gifts of \$50.00 each was received from Dr. Barry John Capella through the Fidelity Charitable Gift Fund and the Janet Goodrich Memorial Fund. A motion to accept two checks totaling \$100.00 was made by Susanne Vondrak, seconded by Stephanie Wolf and was unanimously approved.
- VII. **Director's Report:** See written report. NYS Annual Report has been submitted.
- VIII. **Committee Reports:**
- a. **Finance Committee:** The Finance Committee met on February 10, 2020 to review the warrant. The Finance Committee had asked Charlotte Dunaief to come up with three budget scenarios for review. The preferred proposed budget would reflect a 5.74% increase, which is above the tax cap. The Committee proposed a 1.5% increase for employee raises, which would will help correct the imbalance caused by the increase in minimum wage. Although salary, benefits and insurance costs make up approximate 70% of the budget, the Board also considered that the cost of library materials and library supplies are also increasing. The Board also discussed funding the replacement of the aging HVAC system and the possibility of going Fine Free for children's materials at some time in the future. The proposed annual budget for 2020-2021 would be an increase of approximately \$1.00 per year per average household in Cornwall at the assessed valuation from the current year. If the assessed valuation increases, the tax rate will be largely the same or if the assessed valuation decreases, a larger increase could result. The Board will discuss the new budget with the staff at the next Staff Meeting on March 17<sup>th</sup>. On April 13<sup>th</sup> the Library will have a budget hearing for the public.
  - b. **Policy Committee:** The Committee asks that Board review the proposed changes to the Collection Development Policy, to be voted on next month. With no further discussion, a motion to approve the new Petty Cash Policy was made by Melissa Greaves-Kulisek, seconded by Stephanie Wolf and was unanimously approved. A

motion to approve the new Hours of Operation Policy was made by Carol Stein and seconded by John Wells and was unanimously approved.

- c. **Building and Grounds Committee:** The new library doors have been installed, which is the last completed project under the \$200,000 Senator Larkin grant. The Committee is waiting to review samples of the LED Lighting proposed the pendant lighting conversion before going to bid. The Committee will be reviewing plans for an entrance sign to the parking lot, as per the outdoor strategic plan
  - d. **Garden Committee:** Stephanie Wolf met with Ben Harrell and he just got approval for his Eagle Scout Project to be done at the Library from the Scouts. He has \$900.00 raised to do his special volunteer project, and has asked the Friends if he can put a donation box in their book store. The Library still needs to have the curb cut done before he can proceed. The Library has approached Benninger for this.  
No update on the Memorial Gifts Project.
  - e. **Friends:** The Friends of the Library usually support two ads in the Cornwall Local promoting programs and budget information. The Board will need to work with the Friends about potentially going over the tax cap.
  - f. **Personnel Committee:** The Personnel Committee with Charlotte to discuss her six-month review in January and set new goals.
- IX. **Unfinished Business:** The topic of exceeding the Tax Cap in the proposed 2020-2021 budget was discussed again. Discussions included the difficulties with the new minimum wage, possibly reducing hours and the advantages of creating a new base line if the Library successfully exceeds the tax levy this year. Talking points will need to be decided and circulated. The proposed tax levy is \$1,301,582, with additional revenue of \$40,000. A motion to approve the proposed annual budget for 2020-2021 for \$1,341,582 resulting in a budget to budget increase of 5.74% was made by John Wells, seconded by Meghann Chyla, and was unanimously approved.
- X. **New Business:** Three positions are open for The Board of Trustees and signed petitions are due by March 9, 2020. One of the positions is vacant

due to the current trustee, John Wells, moving out of the Cornwall Central School District. The Board thanked him for his service.

- XI. **Adjournment:** Motion to adjourn the Board Meeting at 8:31 was made by Meghann Chyla, seconded by Susanne Vondrak, and was unanimously approved.

**Next Regular Board Meeting Thursday, March 12, 2020 at 7PM**

**Cornwall Public Library**  
**Warrant # 7**  
As of January 31, 2020

Type	Date	Num	Memo	Split	Paid	Amount
<b>Beacon Jazz Lab</b>						
Bill	01/17/2020	Pgrm. 01-24-20	Jazz up January - Jazz - Pgrm 1-24.20	437.2 · Prof fees-Adult programs	Paid	150.00
Total Beacon Jazz Lab						150.00
<b>Benninger Landscaping LTD</b>						
Bill	01/17/2020	23593	January's Maintenance Inv # 23593	469 · Service Contracts	Paid	800.00
Total Benninger Landscaping LTD						800.00
<b>Blackstone Publishing</b>						
Bill	01/27/2020	1157235	1157235	-SPLIT-	Paid	42.91
Bill	01/27/2020	1157583	1157583	-SPLIT-	Paid	96.00
Bill	01/27/2020	1158363	1158363	-SPLIT-	Paid	96.83
Bill	01/27/2020	1157600	1157600	-SPLIT-	Paid	34.94
Bill	01/31/2020	1160193	1160193	-SPLIT-	Paid	65.89
Bill	01/31/2020	1159866	1159866	-SPLIT-	Paid	30.94
Bill	01/31/2020	1161012	1159866	-SPLIT-	Paid	92.82
Total Blackstone Publishing						460.33
<b>BP Barco Products</b>						
Bill	01/31/2020	BP200002533	BP200002533	451 · Custodial Supplies	Paid	0.00
Total BP Barco Products						0.00
<b>Brodart Co. - Juv</b>						
Bill	01/21/2020	B5843102	B5843102	-SPLIT-	Paid	15.52
Bill	01/21/2020	B5843089	B5843089	-SPLIT-	Paid	118.60
Bill	01/21/2020	B5842802	B5842802	-SPLIT-	Paid	73.28
Bill	01/21/2020	5843006	5843006	-SPLIT-	Paid	61.30
Bill	01/21/2020	B5843306	B5843306	410.4 · Juvenile Fiction	Paid	22.85
Bill	01/21/2020	B5842882	B5842882	-SPLIT-	Paid	81.13
Bill	01/21/2020	B5843020	B5843020	-SPLIT-	Paid	22.61
Bill	01/21/2020	B5842807	B5842807	-SPLIT-	Paid	118.70
Bill	01/21/2020	B5843982	B5843982	410.4 · Juvenile Fiction	Paid	5.99
Bill	01/21/2020	B5844039	B5844039	410.4 · Juvenile Fiction	Paid	7.03
Bill	01/21/2020	B543963	B543963	-SPLIT-	Paid	14.34
Bill	01/21/2020	B5843803	B5843803	410.4 · Juvenile Fiction	Paid	7.69
Bill	01/21/2020	B5843802	B5843802	410.4 · Juvenile Fiction	Paid	14.30
Bill	01/21/2020	B5843886	B5843886	-SPLIT-	Paid	41.64
Bill	01/21/2020	B5842219	B5842219	410.4 · Juvenile Fiction	Paid	3.59
Bill	01/21/2020	B5842221	B5842221	410.4 · Juvenile Fiction	Paid	5.99
Bill	01/21/2020	B5842003	B5842003	-SPLIT-	Paid	9.94
Bill	01/21/2020	B5841971	B5841971	-SPLIT-	Paid	4.99
Bill	01/21/2020	B5842220	B5841971	410.4 · Juvenile Fiction	Paid	18.54
Bill	01/27/2020	B5851093	B5851093	410.4 · Juvenile Fiction	Paid	17.03
Bill	01/27/2020	B5850835	B5850835	-SPLIT-	Paid	56.34
Bill	01/27/2020	B5850812	B5850812	410.4 · Juvenile Fiction	Paid	151.04
Bill	01/27/2020	B5851091	B5851091	410.4 · Juvenile Fiction	Paid	8.23
Bill	01/27/2020	B5851092	B5851092	410.5 · Juvenile Non Fiction	Paid	53.62
Bill	01/27/2020	B5850834	B5850834	410.4 · Juvenile Fiction	Paid	56.91
Bill	01/27/2020	B5834762	B5834762	410.5 · Juvenile Non Fiction	Paid	7.00
Bill	01/27/2020	B5834767	B5834767	-SPLIT-	Paid	11.02
Bill	01/27/2020	B5834717	B5834717	410.4 · Juvenile Fiction	Paid	16.33
Bill	01/27/2020	B5834768	B5834768	-SPLIT-	Paid	71.37
Bill	01/27/2020	B5834716	B5850835	410.4 · Juvenile Fiction	Paid	14.94
Bill	01/27/2020	B5834704	B5834704	410.4 · Juvenile Fiction	Paid	28.14
Bill	01/31/2020	B5853593	B5853593	410.4 · Juvenile Fiction	Paid	14.95
Bill	01/31/2020	B5853592	B5853592	410.4 · Juvenile Fiction	Paid	15.55
Bill	01/31/2020	B5852741	B5852741	410.4 · Juvenile Fiction	Paid	14.95
Bill	01/31/2020	B5852495	B5852495	410.4 · Juvenile Fiction	Paid	7.94
Bill	01/31/2020	B5852689	B5852689	410.4 · Juvenile Fiction	Paid	16.43
Bill	01/31/2020	B5858575	B5858575	410.4 · Juvenile Fiction	Paid	4.39
Bill	01/31/2020	B585576	B585576	410.4 · Juvenile Fiction	Paid	15.83
Total Brodart Co. - Juv						1,230.04
<b>Brodart Co. -Supplies</b>						
Bill	01/27/2020	547358	547358	430.1 · Library supplies	Paid	371.68
Total Brodart Co. -Supplies						371.68
<b>Brodart Co. (McN)</b>						
Bill	01/27/2020	Inv M174750	Inv M173963 - Febuary 2020	410.9 · McNaughton	Paid	610.75
Total Brodart Co. (McN)						610.75
<b>Central Hudson Gas &amp; Electric Corp</b>						
Bill	01/31/2020	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Paid	2,705.82

**Cornwall Public Library**  
**Warrant # 7**  
As of January 31, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Total Central Hudson Gas & Electric Corp						2,705.82
<b>Charlotte Dunaief</b>						
Bill	01/31/2020	Employee Reimburse	Mileage	435 · Travel/Conference	Paid	35.54
Total Charlotte Dunaief						35.54
<b>CobbleStone</b>						
Bill	01/27/2020	0000135301	0000135301	413.20 · Juvenile Reference	Paid	21.95
Total CobbleStone						21.95
<b>Cornwall Public Library - Payroll</b>						
Bill	01/03/2020	Pay Per End 12.27.19	Payroll Ending 12.27.19 Pay Date 1.3.20	1012 · OBT Payroll Checking	Paid	17,314.61
Bill	01/13/2020	Pay Per End 01-10-20	Payroll Ending 01-10-20 Payroll Date 1-17-19	1012 · OBT Payroll Checking	Paid	17,542.37
Bill	01/27/2020	Pay Per End 01-24.20	Payroll Ending 01.24.20 Pay Date 01.30.20	1012 · OBT Payroll Checking	Paid	18,068.80
Total Cornwall Public Library - Payroll						52,925.78
<b>Cornwall Public Library - Trust &amp; Agency</b>						
Bill	01/03/2020	Payroll End 12.27.19	Payroll Ending 12.27.19 Pay Date 1.3.20	1003 · Due from Trust & Agency	Paid	8,187.81
Bill	01/13/2020	Payroll End 01-10-20	Payroll Ending 01-10-20 Payroll Date 1-17-19	1003 · Due from Trust & Agency	Paid	7,669.75
Bill	01/21/2020	Health Insurance	January 2020 Health Insurance	1003 · Due from Trust & Agency	Paid	9,120.00
Bill	01/27/2020	Payroll End 01-24-2	Payroll Ending 01.24.20 Pay Date 01.30.20	1003 · Due from Trust & Agency	Paid	7,863.43
Total Cornwall Public Library - Trust & Agency						32,840.99
<b>Demco, Inc.</b>						
Bill	01/31/2020	6759437	6759437	430.2 · Office supplies	Paid	40.82
Bill	01/31/2020	6737565	6737565	430.2 · Office supplies	Paid	362.75
Total Demco, Inc.						403.57
<b>Discover Magazine</b>						
Bill	01/31/2020	2 Yr Sub	2 Yr Sub	413.6 · Serials	Paid	49.95
Total Discover Magazine						49.95
<b>Dowser Spring Water</b>						
Bill	01/27/2020	1.27.19	Water Cooler Delivery	430.2 · Office supplies	Paid	31.96
Total Dowser Spring Water						31.96
<b>Elizabeth Fisher</b>						
Bill	01/31/2020	mileage	mileage	435 · Travel/Conference	Paid	75.03
Total Elizabeth Fisher						75.03
<b>Fermentation</b>						
Bill	01/31/2020	2 Year Sub	2 Year Sub	413.6 · Serials	Paid	42.00
Total Fermentation						42.00
<b>Food &amp; Wine</b>						
Bill	01/31/2020	2 Yr Sub	2 Yr Sub	413.6 · Serials	Paid	18.00
Total Food & Wine						18.00
<b>Greater Cornwall Chamber of Commerce</b>						
Bill	01/27/2020	Inv 3669	2020 Membership Dues	438 · Dues	Paid	100.00
Total Greater Cornwall Chamber of Commerce						100.00
<b>Hannaford Bros. Co.</b>						
Bill	01/31/2020	01/23/20	01/23/20	430.30 · Adult	Paid	5.12
Total Hannaford Bros. Co.						5.12
<b>HGTV</b>						
Bill	01/31/2020	1511169334	1511169334 - 1 Year Renwal	413.6 · Serials	Paid	19.99
Total HGTV						19.99
<b>Hudson Valley Ebony Strings</b>						
Bill	01/31/2020	2-9-20		430.30 · Adult	Paid	250.00
Total Hudson Valley Ebony Strings						250.00
<b>Ingram Library Services</b>						
Bill	01/31/2020	43478658	43478658	-SPLIT-	Paid	116.36
Bill	01/31/2020	43478659	43478659	-SPLIT-	Paid	69.51
Bill	01/31/2020	43442105	43442105	-SPLIT-	Paid	693.15
Bill	01/31/2020	43646729	43646729	-SPLIT-	Paid	151.15

**Cornwall Public Library**  
**Warrant # 7**  
**As of January 31, 2020**

Type	Date	Num	Memo	Split	Paid	Amount
Bill	01/31/2020	43646730	43646730	-SPLIT-	Paid	27.12
Bill	01/31/2020	43545037	43545037	-SPLIT-	Paid	140.88
Total Ingram Library Services						1,198.17
<b>LadyBug Magazine</b>						
Bill	01/27/2020	0000135301	0000135301	413.4 · Reference-Juv electronic	Paid	21.95
Total LadyBug Magazine						21.95
<b>Library Journal</b>						
Bill	01/31/2020	1 year renewal	3913134-2	413.7 · Professional Collection	Paid	129.99
Total Library Journal						129.99
<b>Lock Around the Clock</b>						
Bill	01/27/2020	Feb. 2020	Feb 2020 Storage Unit Fee	469 · Service Contracts	Paid	55.00
Total Lock Around the Clock						55.00
<b>Lucke Pictures LTD</b>						
Bill	01/31/2020	03-31-20	Graphic Novels Creating Writing	437.4 · Prof fees-Juvenile	Paid	600.00
Total Lucke Pictures LTD						600.00
<b>Magna5</b>						
Bill	01/31/2020	5236117	5236117	431 · Telephone	Paid	531.15
Total Magna5						531.15
<b>Marangi Disposal</b>						
Bill	01/17/2020	0102059	Trash Removal Service Jan-20	469 · Service Contracts	Paid	122.40
Total Marangi Disposal						122.40
<b>Matthew W Soltis</b>						
Bill	01/31/2020	03-12-20	The Doolittle Raid	437.2 · Prof fees-Adult programs	Paid	75.00
Total Matthew W Soltis						75.00
<b>Middletown Thrall Public Library</b>						
Bill	01/31/2020	Lost item	Lost item - barcode 22826001373762	2082 · Library Fines	Paid	13.00
Total Middletown Thrall Public Library						13.00
<b>Nasco</b>						
Bill	01/27/2020	652005	652005	430.30 · Adult	Paid	144.48
Total Nasco						144.48
<b>News of the Highlands, Inc</b>						
Bill	01/27/2020	Acct C000163	C000163 - 1 year renewal Exp 2/2021	413.6 · Serials	Paid	40.00
Bill	01/31/2020	Acct C005010	C000163 - 1 year renewal Exp 2/2021	413.6 · Serials	Paid	40.00
Total News of the Highlands, Inc						80.00
<b>Orange Bank &amp; Trust Cardmember Services</b>						
Bill	01/29/2020	Stmnt dated 01-23-20	Stmnt dated 01-23-20	-SPLIT-	Paid	895.06
Total Orange Bank & Trust Cardmember Services						895.06
<b>OverDrive, Inc.</b>						
Bill	01/31/2020	01052DA20012656	01052DA20012656	410.12 · Adult E Book	Paid	85.00
Bill	01/31/2020	01052CO200015144	01052CO200015144	410.12 · Adult E Book	Paid	663.98
Bill	01/31/2020	01052CO20001543	01052CO20001543	412.32 · E-Audiobooks -- Adult	Paid	409.47
Bill	01/31/2020	01052CO20001395	01052CO20001395	410.12 · Adult E Book	Paid	79.99
Total OverDrive, Inc.						1,238.44
<b>Paychex, Inc.</b>						
Bill	01/06/2020	2019122600	Small Business Package Payroll Processing	437.1 · Prof fees-Office	Paid	567.34
Bill	01/07/2020	21019813	40 Employee Usage \$4/EA & Mobile \$1/EA f...	437.1 · Prof fees-Office	Paid	200.00
Bill	01/31/2020	2020013000	Small Business Pckg 12/30, 1/13,1/30 and W2	437.1 · Prof fees-Office	Paid	1,266.52
Total Paychex, Inc.						2,033.86
<b>RCLS</b>						
Bill	01/27/2020	28245	1st QTR Consumer Rpt	413.3 · Reference-Adult electroni	Paid	224.84
Bill	01/31/2020	28293-REV	1st Qtr 2020 Anser Fees and Telecom Charg...	-SPLIT-	Paid	13,278.78
Total RCLS						13,503.62
<b>Richard Feingold</b>						



**Cornwall Public Library**  
**Warrant # 7**  
**As of January 31, 2020**

Type	Date	Num	Memo	Split	Paid	Amount
Bill	01/31/2020	3-24-2020	The Lowell Mill Girls	437.2 · Prof fees-Adult programs	Paid	250.00
Total Richard Feingold						250.00
<b>Ron Kaiser</b>						
Bill	01/27/2020	1/2/20	Replaced Ligh Bulbs and Inserted Peg Board	452 · Repairs to Building	Paid	75.00
Total Ron Kaiser						75.00
<b>Roth Mechanical, Inc.</b>						
Bill	01/27/2020	1/11 repairs	Snake out Toilet and Test Flush	452 · Repairs to Building	Paid	180.00
Total Roth Mechanical, Inc.						180.00
<b>RPC Electric</b>						
Bill	01/30/2020	2605	Led Wall Fixtures Photo Control Sensor Moti...	800 · Capital Expenditure	Paid	4,250.00
Bill	01/27/2020	2602	Replace ballast and light bulbs	452 · Repairs to Building	Paid	313.58
Total RPC Electric						4,563.58
<b>Shop Rite Supermarkets Inc.</b>						
Bill	01/21/2020	01-01-20	Art Reception - Adult Programs	430.30 · Adult	Paid	0.00
Total Shop Rite Supermarkets Inc.						0.00
<b>Susan Minier</b>						
Bill	01/17/2020	01-22-2020	"Be My Valentine" Card Making Workshop	437.2 · Prof fees-Adult programs	Paid	100.00
Total Susan Minier						100.00
<b>Toshiba Financial Services</b>						
Bill	01/31/2020	Inv 405385691	Service for 01-16-20 to 2-16-20	469 · Service Contracts	Paid	828.32
Total Toshiba Financial Services						828.32
<b>United A/C Refrigeration, Inc</b>						
Bill	01/27/2020	424020	Date of Service 1-7-20	469 · Service Contracts	Paid	300.00
Bill	01/31/2020	424231	Replace volute gasket, mechanical seals an...	800 · Capital Expenditure	Paid	3,466.00
Bill	01/31/2020	424055	Date of Service 1-27-20	469 · Service Contracts	Paid	300.00
Total United A/C Refrigeration, Inc						4,066.00
<b>Valerie LoSardo</b>						
Bill	01/31/2020	Employee Reimb.	Mileage	435 · Travel/Conference	Paid	33.60
Total Valerie LoSardo						33.60
<b>Vanguard Cleaning Systems of the HV</b>						
Bill	01/17/2020	32604	January Monthly Service	469 · Service Contracts	Paid	1,190.00
Bill	01/31/2020	32591	February's Monthly Service-32591	469 · Service Contracts	Paid	1,190.00
Bill	01/31/2020	32868	trash can liners	451 · Custodial Supplies	Paid	48.65
Total Vanguard Cleaning Systems of the HV						2,428.65
<b>Verizon</b>						
Bill	01/17/2020	652-121-949-0001-81	January Monthly Services	431 · Telephone	Paid	163.90
Total Verizon						163.90
<b>Verizon Wireless</b>						
Bill	01/17/2020	985437768	January - 2020	431 · Telephone	Paid	35.35
Total Verizon Wireless						35.35
<b>Village of Cornwall-on-Hudson</b>						
Bill	01/31/2020	Acct 007472-000	Water Service 11-23-19 to 01-28-120 Water ...	450 · Fuel/Utilities	Paid	136.00
Total Village of Cornwall-on-Hudson						136.00
<b>W.B. Mason</b>						
Bill	01/27/2020	Inv 206332833	Office Supplies and Janitorial	-SPLIT-	Paid	279.85
Bill	01/27/2020	Inv 206646865	Office Supplies and Janitorial	430.2 · Office supplies	Paid	75.98
Bill	01/31/2020	Inv 206798162	Office Supplies and Janitorial	-SPLIT-	Paid	111.54
Bill	01/31/2020	Inv 206894226	Inv 206894226	430.2 · Office supplies	Paid	16.48
Bill	01/31/2020	Inv 207264032	Inv 207264032	-SPLIT-	Paid	252.10
Total W.B. Mason						735.95
<b>TOTAL</b>						<b>127,386.97</b>

**Cornwall Public Library  
Profit & Loss by Class  
July 2017 through January 2020**

	Site Sign SAM Grant (Grants)	DASNY #7919 GEN/ELEC/LGT (Grants)	DASNY/SAM #9095 - roof (Grants)	Total Grants (Capital Fund)	Capital Fund - Other (Capital Fund)	Total Capital Fund
	50,000.00	9,050.00	200,000.00	259,050.00	513,009.16 *	772,059.16
<b>Income</b>						
2401 · Income from Investments	0.00	0.00	0.00	0.00	667.42	667.42
2760 · Grants	0.00	81,450.00	0.00	81,450.00	0.00	81,450.00
3840 · RCLS	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>0.00</b>	<b>81,450.00</b>	<b>0.00</b>	<b>81,450.00</b>	<b>513,676.58</b>	<b>595,126.58</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>81,450.00</b>	<b>0.00</b>	<b>81,450.00</b>	<b>513,676.58</b>	<b>595,126.58</b>
<b>Expense</b>						
203b · Capital Equipment	0.00	0.00	0.00	0.00	9,700.27	9,700.27
437 · Professional Fees						
437.1 · Prof fees-Office	0.00	960.00	1,400.00	2,360.00	0.00	2,360.00
<b>Total 437 · Professional Fees</b>	<b>0.00</b>	<b>960.00</b>	<b>1,400.00</b>	<b>2,360.00</b>	<b>0.00</b>	<b>2,360.00</b>
452 · Repairs to Building	0.00	0.00	3,211.00	3,211.00	0.00	3,211.00
800 · Capital Expenditure	0.00	0.00	154,336.15	154,336.15	245,052.56	399,388.71
<b>Total Expense</b>	<b>0.00</b>	<b>960.00</b>	<b>158,947.15</b>	<b>159,907.15</b>	<b>254,752.83</b>	<b>414,659.98</b>
<b>Net Income</b>	<b>50,000.00</b>	<b>80,490.00</b>	<b>-158,947.15</b>	<b>-78,457.15</b>	<b>258,923.75</b>	<b>180,466.60</b>

\*Capital Balance on 6/30/17

Open Grants & Notes					
<b>Current Capital Account Balance=</b>		<b>\$187,726.65</b>			
Open Grants	\$ spent	Left to spend	Still to be reimbursed		
DASNY/SAM #9095 - roof (\$200,000)	\$158,947.15	\$41,052.85	\$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	
DASNY #7919 GEN/ELEC/LGT (\$181,000)	\$960.00	\$180,040.00	\$9,050.00	Must BEGIN by 12/1/2019, completed by 6/2021	

**Cornwall Public Library  
Profit & Loss by Class  
July 2019 through January 2020**

	1/31/19 balance= \$183,240.38	1/31/19 Balance= \$2,250.85	1/31/19 Balance= \$13,000	1/31/19 Balance= \$15,000	1/31/19 Balance= \$0.00				
	<u>Total Capital Fund</u>	<u>Good Idea Fund Fund</u>	<u>Schmitt Children Tech Grant</u>	<u>Skoofis Technology Grant-Adult</u>	<u>Arts Mid-Hudson Regrant Funds</u>	<u>Friends (Operating)</u>	<u>Operating - Other (Operating)</u>	<u>Total Operating</u>	<u>TOTAL</u>
<b>Income</b>									
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	14,382.07	14,382.07	14,623.48
2401 · Income from Investments	101.17	0.00	0.00	0.00	0.00	0.00	312.11	312.11	413.28
2706 · Gifts & Endowments	0.00	25.00	0.00	0.00	0.00	6,727.54	5,221.59	11,949.13	11,974.13
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
<b>Total Income</b>	<u>81,551.17</u>	<u>25.00</u>	<u>13,000.00</u>	<u>15,000.00</u>	<u>625.00</u>	<u>6,727.54</u>	<u>1,255,729.77</u>	<u>1,291,082.31</u>	<u>1,372,899.89</u>
<b>Gross Profit</b>	81,551.17	25.00	13,000.00	15,000.00	625.00	6,727.54	1,255,729.77	1,291,082.31	1,372,899.89
<b>Expense</b>									
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	0.00	136,867.86	136,867.86	136,867.86
142 · Salary-Clerical	0.00	0.00	0.00	0.00	0.00	0.00	255,767.75	255,767.75	255,767.75
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	3,076.96	3,076.96	3,076.96
203b · Capital Equipment	0.00	0.00	0.00	0.00	0.00	927.62	615.00	1,542.62	1,542.62
410 · Books	0.00	0.00	0.00	0.00	0.00	0.00	35,979.09	35,979.09	35,979.09
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	10,153.62	10,153.62	10,153.62
413 · Serials/Reference	0.00	0.00	0.00	0.00	0.00	0.00	6,514.15	6,514.15	6,514.15
430 · Supplies									
430.1 · Library supplies	0.00	0.00	0.00	0.00	0.00	177.35	1,918.63	2,095.98	2,095.98
430.2 · Office supplies	0.00	0.00	0.00	0.00	0.00	778.24	4,038.46	4,816.70	4,816.70
430.3 · Program supplies	0.00	450.00	0.00	0.00	139.77	1,556.67	2,304.83	4,001.27	4,451.27
<b>Total 430 · Supplies</b>	<u>0.00</u>	<u>450.00</u>	<u>0.00</u>	<u>0.00</u>	<u>139.77</u>	<u>2,512.26</u>	<u>8,261.92</u>	<u>10,913.95</u>	<u>11,363.95</u>
431 · Telephone	0.00	0.00	0.00	0.00	0.00	0.00	5,107.16	5,107.16	5,107.16
433 · Postage	0.00	0.00	0.00	0.00	0.00	0.00	593.15	593.15	593.15
434 · Publicity & Printing	0.00	0.00	0.00	0.00	0.00	0.00	2,396.55	2,396.55	2,396.55
435 · Travel/Conference	0.00	0.00	0.00	0.00	0.00	0.00	2,937.27	2,937.27	2,937.27
437 · Professional Fees									
437.1 · Prof fees-Office	2,360.00	0.00	0.00	0.00	0.00	0.00	8,769.58	8,769.58	11,129.58
437.2 · Prof fees-Adult programs	0.00	0.00	0.00	0.00	2,225.00	1,125.00	1,317.00	4,667.00	4,667.00
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	600.00	500.00	1,100.00	1,100.00
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
<b>Total 437 · Professional Fees</b>	<u>2,360.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,225.00</u>	<u>2,125.00</u>	<u>11,066.58</u>	<u>15,416.58</u>	<u>17,776.58</u>
438 · Dues	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	100.00
440 · Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	0.00	740.25	740.25	740.25
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	0.00	17,369.37	17,369.37	17,369.37
451 · Custodial Supplies	0.00	1,560.54	0.00	0.00	0.00	0.00	1,544.16	1,544.16	3,104.70
452 · Repairs to Building	420.00	2,246.20	0.00	0.00	0.00	0.00	5,797.23	5,797.23	8,463.43
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 & Telecommunicati	0.00	0.00	0.00	0.00	0.00	0.00	39,296.10	39,296.10	39,296.10
469 · Service Contracts	0.00	0.00	0.00	0.00	0.00	0.00	27,978.10	27,978.10	27,978.10
800 · Capital Expenditure	25,160.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,160.25
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	38,250.60	38,250.60	38,250.60
9060.8 · Workers' Comp	0.00	0.00	0.00	0.00	0.00	0.00	7,339.00	7,339.00	7,339.00
9090.8 · Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	56,939.09	56,939.09	56,939.09
<b>Total Expense</b>	<u>27,940.25</u>	<u>4,256.74</u>	<u>0.00</u>	<u>0.00</u>	<u>2,364.77</u>	<u>5,564.88</u>	<u>741,225.16</u>	<u>749,154.81</u>	<u>781,351.80</u>
<b>Net Income</b>	<u>53,610.92</u>	<u>-4,231.74</u>	<u>13,000.00</u>	<u>15,000.00</u>	<u>-1,739.77</u>	<u>1,162.66</u>	<u>514,504.61</u>	<u>541,927.50</u>	<u>591,548.09</u>

**Cornwall Public Library**  
**Profit & Loss Forecast vs. Actual - Operating**  
July 2019 through January 2020

	Budget	YTD Budget		Full 2019-2020 Budget			
	58%	Jul '19 - Jan 20	Budget	\$ Over Budget	Full Budget	Over Budget	% of Budget
<b>Income</b>							
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		14,382.07	12,833.35	1,548.72	22,000.00	-7,617.93	65.37%
2401 · Income from Investments		312.11	375.00	-62.89	500.00	-187.89	62.42%
2706 · Gifts & Endowments		11,949.13	9,027.05	2,922.08	15,475.00	-3,525.87	77.22%
2760 · Grants		0.00	5,300.00	-5,300.00	8,100.00	-8,100.00	0.0%
3840 · RCLS		4,938.00					
<b>Total Income</b>		<u>1,262,457.31</u>	<u>1,258,410.40</u>	<u>4,046.91</u>	<u>1,276,950.00</u>	<u>-14,492.69</u>	<u>98.87%</u>
<b>Gross Profit</b>		1,262,457.31	1,258,410.40	4,046.91	1,276,950.00	-14,492.69	98.87%
<b>Expense</b>							
141 · Salary-Certified Librarian		136,867.86	125,875.50	10,992.36	204,548.00	-67,680.14	66.91%
142 · Salary-Clerical		255,767.75	271,244.50	-15,476.75	440,772.00	-185,004.25	58.03%
143 · Salary-Treasurer		3,076.96	3,076.90	0.06	5,000.00	-1,923.04	61.54%
203b · Capital Equipment		1,542.62	2,380.00	-837.38	4,080.00	-2,537.38	37.81%
410 · Books		35,979.09	39,171.45	-3,192.36	65,358.00	-29,378.91	55.05%
411 · Film		557.67	658.00	-100.33	658.00	-100.33	84.75%
412 · Video/Music/Books on Tape		10,153.62	16,407.00	-6,253.38	28,164.00	-18,010.38	36.05%
413 · Serials/Reference		6,514.15	5,147.00	1,367.15	10,514.00	-3,999.85	61.96%
430 · Supplies							
430.1 · Library supplies		2,095.98	3,150.00	-1,054.02	5,400.00	-3,304.02	38.81%
430.2 · Office supplies		4,816.70	4,900.00	-83.30	8,400.00	-3,583.30	57.34%
430.3 · Program supplies		3,861.50	3,654.75	206.75	8,811.00	-4,949.50	43.83%
<b>Total 430 · Supplies</b>		<u>10,774.18</u>	<u>11,704.75</u>	<u>-930.57</u>	<u>22,611.00</u>	<u>-11,836.82</u>	<u>47.65%</u>
431 · Telephone		5,107.16	4,961.00	146.16	8,506.00	-3,398.84	60.04%
433 · Postage		593.15	2,330.00	-1,736.85	4,000.00	-3,406.85	14.83%
434 · Publicity & Printing		2,396.55	4,375.00	-1,978.45	7,500.00	-5,103.45	31.95%
435 · Travel/Conference		2,937.27	3,210.00	-272.73	5,500.00	-2,562.73	53.41%
437 · Professional Fees							
437.1 · Prof fees-Office		8,769.58	14,452.10	-5,682.52	24,775.00	-16,005.42	35.4%
437.2 · Prof fees-Adult programs		2,442.00	4,060.00	-1,618.00	7,000.00	-4,558.00	34.89%
437.3 · Prof fees-YA programs		150.00	1,020.00	-870.00	1,750.00	-1,600.00	8.57%
437.4 · Prof fees-Juvenile		1,100.00	2,330.00	-1,230.00	4,000.00	-2,900.00	27.5%
437.5 · Prof fees-SRP		480.00	300.00	180.00	3,000.00	-2,520.00	16.0%
437.6 · Prof fees-Outreach		0.00	290.00	-290.00	500.00	-500.00	0.0%
437 · Professional Fees - Other		250.00					
<b>Total 437 · Professional Fees</b>		<u>13,191.58</u>	<u>22,452.10</u>	<u>-9,260.52</u>	<u>41,025.00</u>	<u>-27,833.42</u>	<u>32.16%</u>
438 · Dues		100.00	800.00	-700.00	1,375.00	-1,275.00	7.27%
439 · Equipment Repair		0.00	116.65	-116.65	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.		740.25	1,285.00	-544.75	2,200.00	-1,459.75	33.65%
450 · Fuel/Utilities		17,369.37	20,125.00	-2,755.63	34,500.00	-17,130.63	50.35%
451 · Custodial Supplies		1,544.16	1,400.00	144.16	2,400.00	-855.84	64.34%
452 · Repairs to Building		5,797.23	7,805.00	-2,007.77	13,380.00	-7,582.77	43.33%
454 · Building Insurance		12,440.79	12,383.00	57.79	12,383.00	57.79	100.47%
455 · RCLS ANSER & Telecommunicat		39,296.10	40,827.75	-1,531.65	54,437.00	-15,140.90	72.19%
469 · Service Contracts		27,978.10	31,410.15	-3,432.05	53,846.00	-25,867.90	51.96%
490 · Refund of PY Tax Assessment		0.00	1,750.00	-1,750.00	3,000.00	-3,000.00	0.0%
9010.8 · Retirement		53,535.74	61,522.00	-7,986.26	61,522.00	-7,986.26	87.02%
9030.8 · FICA/Medicare Expense		38,250.60	34,160.00	4,090.60	58,560.00	-20,309.40	65.32%
9060.8 · Workers' Comp		7,339.00	8,150.00	-811.00	8,150.00	-811.00	90.05%
9090.8 · Health Insurance		56,939.09	71,610.60	-14,671.51	122,761.00	-65,821.91	46.38%
<b>Total Expense</b>		<u>746,790.04</u>	<u>806,338.35</u>	<u>-59,548.31</u>	<u>1,276,950.00</u>	<u>-530,159.96</u>	<u>58.48%</u>
<b>Net Income</b>		<u>515,667.27</u>	<u>452,072.05</u>	<u>63,595.22</u>	<u>0.00</u>	<u>515,667.27</u>	<u>40.38%</u>

## Director's Report January 2020

January has been a difficult month, not only due to the work load here, but some added family health issues. With Employee reviews due, the Annual Report and the Budget to work on I have been very busy. I started to get quotes for cleaning restrooms 6x/week, and cleaning the rest of the library on a rotating basis. This may save us a couple of hundred dollars a month. I was finally able to get our page positions reduced to Part-time through Civil Service, they have had all of our page positions listed as Full-time, which did not reflect how we actually hire and use pages. I am terribly frustrated trying to get quote from phone companies for our phone service. I feel as if I do not fully understand all the questions being asked about our current system. VOIP is confusing, and according to those I've spoken with cannot be used for an alarm line. The annual report has been hard to get done, although we are nearly finished. To make things easier for the next one I am going to ask an employee to keep a running tally of programs across the board for the entire year. I am thankful that I have staff that are willing to step in for one another. On another note, we were able to find 42 gallon trash & recycle bins for the Good Idea Fund that was approved in December for much less than approved, we spent \$1560.54. They are here and awaiting the Handyman.

1/2 Did emails. Distributed employee review forms to Department Heads. Began to write employee reviews. Revamped the form used for back office only employees. Worked with my assistant on Thank You notes for Holiday gifts patrons gave to the staff.

1/3 Did emails. Worked on January's Board Meeting Agenda & emailed it to Amy C. Posted agenda to g-docs. Worked on pages' minimum wage increases letters with my assistant, completed Civil Service forms with her.

1/6 Did emails; swapped out backup hard drive. Attended budget meeting. Tweaked employee evaluation form for those employees that do only back office work.

1/7 Continued to write employee reviews. Prepared for Directors' Assn meeting. Did emails. Contacted Civil Service to see if a particular employee could be elevated to Full-Time Reduced hours, in order to take over one shift of a part-time Librarian who has decided to retire. At this point in time, the Department Head will cover one shift, and hopefully Civil Service will be able to approve the other librarian for the additional hours. However it is going to take time, because the librarian isn't currently on the list & Full-time reduced hours means that the positions are competitive.

1/8 Attended Director's Association meeting. Left to get my family member who was released from hospital today.

1/9 Came in late, due to this evening's Board meeting. Ran Department Heads' meeting, and announced that one of our part-time librarians has decided to retire. Also asked for Dept heads

to pitch in because one of them will be out for two weeks. Prepared for Board meeting. Found a better picture of the Recycling Bins requested via Good Idea Fund.

1/10 Came in late due to Family member's Dr. Appointments. Did emails. Continued to write employee reviews. Spoke with Gittel about covering the online calendar until employee I assigned this to is able to, again.

1/11 Met with Carol to look at preliminary budget and get a better idea of what I need to do with bookkeeper.

1/13 Signed up for stamps.com so we no longer have to send someone to post office to send back inter-library loans. Emailed 2 directors about janitors & the pay scale. Emailed H. Sotland about tax grievances & if he knows amounts, asked him about what school janitor's pay scale is. Contacted Top Notch Cleaning service for an estimate. Looked to find phone companies for quotes. Attended Finance Committee meeting at 6:30PM

1/14 Out due to family member being released from hospital.

1/15 Did emails. Spoke with Nextivia phone representative.

1/16 Worked on budget with Valerie. Emailed LITA CROMARTIE COLLESIDES that we have started Construction Project 0386-19-7919. Began trying to get quotes from more phone companies. Found this to be difficult.

1/17 Out of office

1/20 Continued to work on phone quotes, and look for more cleaning companies to get quote from. Worked on Budget with Valerie

1/21 Met with Latreece Miller of Miller's Touch Cleaning. Asked for quote based on cleaning public restrooms 6 times a week, but rotating the cleaning of the rest of the building. Asked Top Notch Cleaning service for an estimate using the same basis.

1/22 Worked on getting figures together for annual report and began entering them on report. Will need to find a staff member to tally totals for all programs for me, due to staff member that usually does this being out for at least 2 weeks.

1/23 Continued to work on annual report & getting figures for it. Worked on budget (mid-line). Contacted current cleaning company to ask them for a new quote based on cleaning public restrooms 6 times a week, but rotating the cleaning of the rest of the building.

1/24 Continued work on annual report. Conducted several employee reviews.

1/27 Continued work on annual report. Went over the financial portion with Valerie. Did emails. Contacted Orange County Board of elections about April 21<sup>st</sup> vote date.

1/28 spoke with Louise Vandermark of the Orange County Board of Elections. Discovered that we need to have all of our Ballot information to them on March 13, 2020. This is earlier than usual, due to the

early voting and other elections that are taking place throughout Orange County. Pat and I worked on updating the Petitions for those who wish to run for a Trustee position.

1/29 Pat and I finished updating the Petitions, and the informational letter that goes with them. Had Gittel get them onto the website, and Pat made copies for the circulation staff to handout. Emailed staff to inform them of the availability of the petitions.

1/30 Stella's last day as Part-time librarian. We threw her a luncheon party. I am so very sad to see her go. Worked with Valerie on financial section of NYS Annual Report. We will need some help to make it balance.

1/31 I was notified the recycle bins will arrive Tuesday 2/4 in the morning. An employee notified me that she will be returning to work later than expected, she originally anticipated returning to work by 2/1, and it has been moved to 2/17. Received Librarian I list from Civil Service. Will be returning it with no action taken, due to employee being too low on list to promote to full-time reduced hours. Have asked her to re-take test in April & will ask for list after she gets her grade.

*Monthly Statistics for January 2020 (figures in parenthesis are last month's figures)*

Registered borrowers: 9,575 (9,531); Direct Access/Circulation: 12,522 (10,178);  
ILL Borrows: 2,580 (1,965); ILL Loans: 2,211 (1,793); Item Count: 74,640 (74,598);  
Wi-Fi: 3,982 (2,697).

I have added the Adult Program totals to my report. The employee who usually does this report is out from 1/13-2/17.

#### **Adult Services Program Attendance 2020**

Art Opening	43
Writers(4)	30
Jst say yes Frts & veg	57
Midday matinee(T&C)	10
Member's Choice	10
Mystery Book group	13
Valentine Card mkg	19
Book Chat	10
Jazz it up Jan@	
Munger Cottage	98
SH training video	9
Out & about	10
Total	309

Number of Adult Programs in January =10, and 1 Board meeting in program room; no other outside/ non-library usages.

<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>TEENS:</u>	<u>VOLUNTEERS:</u>	<u>ATTENDANCE TOTAL</u>
LAPSIT-9:30	1/16, 1/23, 1/30	25	24			49
LAPSIT-10:30	1/16, 1/23, 1/30	22	22			44
TODDLERS-9:30	1/17, 1/24, 1/31	31	35			66
TODDLERS-10:30	1/17, 1/24, 1/31	31	27			58
CIRCLE TIME	1/14, 1/21, 1/28	28				28
PRE-K	1/14, 1/21, 1/28	22				22
DOG TALES	1/6	8				8
CHESS	1/7 & 1/21	12	4		1	17
PJ ST ART	1/13	8	8			16
AFTERNOON	1/23	13				13
TUT	1/10			12		12
TEEN WRITERS	1/14 & 1/30			5		5
KNITTING	1/15	1	1		1	3
CHATTERBOOKS	1/16	6				6
BOOK/SNACK	1/27	3				3
READZZA	1/27	5				5
LEGO	1/18	16	12			28
SPANISH ST	1/18	4	2			6
<b>TOTAL:</b>						<u><u>389</u></u>

**MEETINGS & OUTREACH:**

	<u>DATE:</u>	<u>ATTENDEE:</u>
Dept. Head Mtg	1/9 & 1/21	Liz & Lisa
Sexual Harassment	1/3, 1/15 & 1/20	Rebecca, Lisa & Liz
Mock Caldecott & Newbery	1/6	Liz & Lisa

**Reflections:**

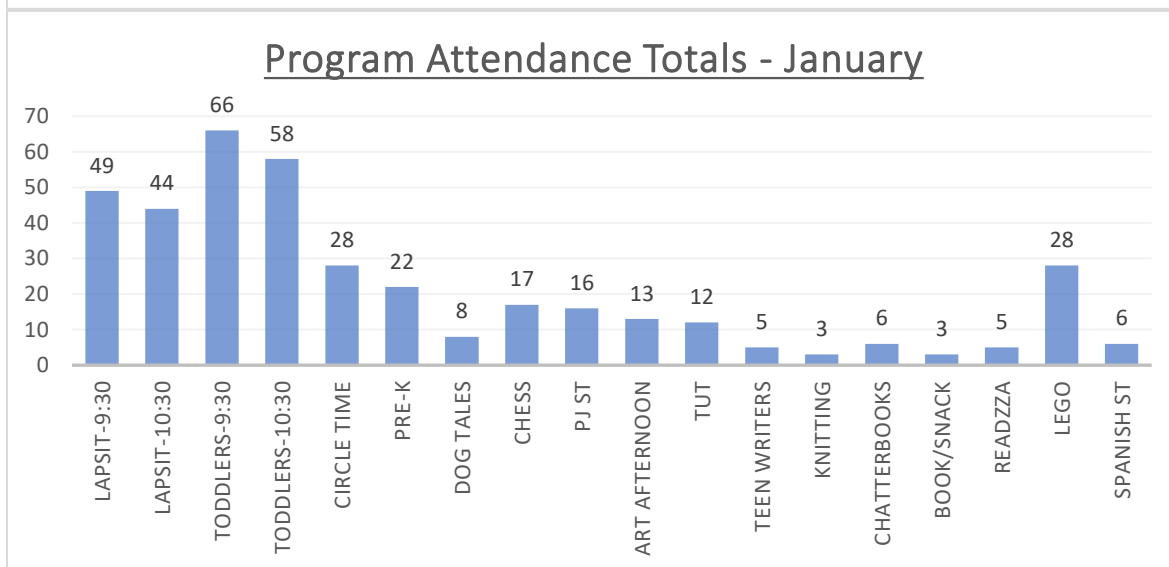
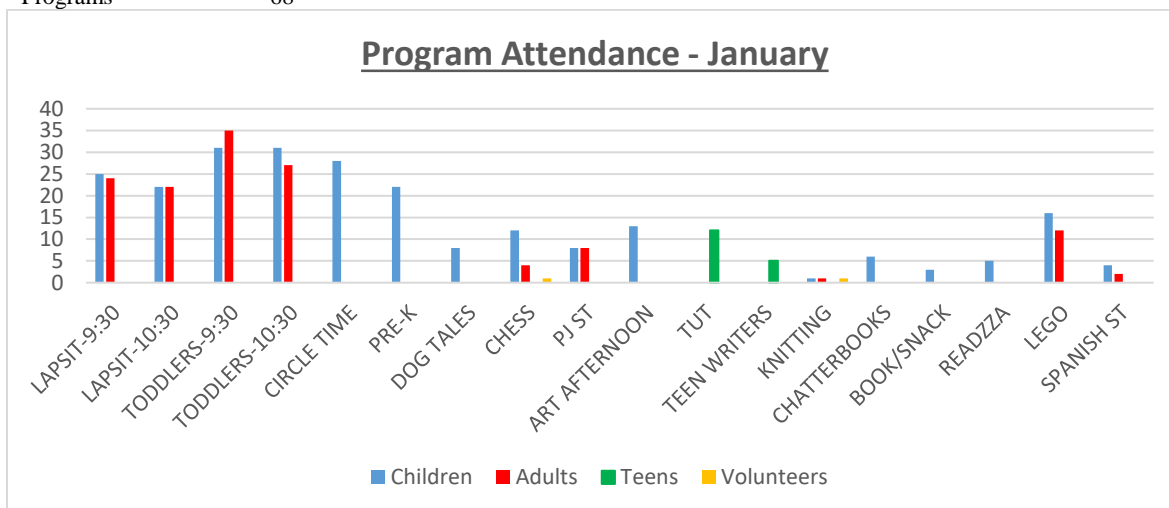
These are the responses to our prompt:  
*In 2020, What is your dream for our Nation?*  
 “My beam is others to be nice”  
 “My dream is so the world to be fiar with other’s”  
 “take care of each other”  
 “thank you I have a dream to”  
 “for people to plant more trees”  
 “to be a leader and be nice to all”  
 The spelling is not spot on, but the concerns come through all the same.



Staff Mtg	1/15	Liz, Lisa & Rebecca
Evaluation w/ Charlotte	1/24	Liz

**QUESTIONS @ THE DESK:**

Reference	225
Circulation	108
Tech	21
iPads	17
Telephone	79
Programs	68



**Adult Services Report :January 1-31, 2020: (submitted by Meaghan Doyle, 2/10/20)**

**PROGRAMMING: January Adult/Teen Events Scheduled:**

Date	Program	Attendance
1/4	Art Reception	43
1/7	Just Say Yes to Fruits and Vegetables	57
1/8	Tea & a Classic	10
1/8	Members' Choice Book Club	10
1/15	NY Blood Center Blood Drive	58
1/15	Mystery Book Club	15
1/20	Teen Tech Tutors	4A 4V
1/21	Game Night	3C 6A
1/22	"Be My Valentine" Card Making	19
1/23	Book Chat and Chocolate	10
1/24	Jazz Up January, Concert at Munger	98
1/28	Out & About Book Club	6

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

Circulation: 176 (141); Directional: 12 (10); ILL Pulls: 1,677 (1,342); Reader Advisory: 13 (11); Tech Assists: 88 (78); Reservations: 5 (2); Printing: 38 (49); Phone: 58 (60); Chargers: 19 (10); Computer Guest Passes: 50 (55); Notary: 32 (30); Ref. Q's: 243 (241); Outside the system ILL requests: 16 (19).

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

Novel List Plus: 21 (8); Novel List PlusK-8: 9 (1); Master FILE Premier 1 (2); Gale: 0 (0); Gale Virtual Ref. Library: 1 (0); Ancestry: 129 (30); New York Times Digital: 49 (71)

**PC Usage:** Adult Area: 775 (610) Local History (Microfilm): 1 (8)  
Children's Area: 27 (18) Laptops: 0 (5) **TOTAL PC USAGE:** 803 (641)

**WIFI Usage:** 3,982 (2,697)

**MEETINGS ATTENDED**

**SEAL User's Group Meeting at SENYLRC (1/10)**

Meeting of users of the SEAL Interlibrary Loan system. I learned more about the history of the system, how and why it developed into the system we use today, and met the people who help coordinate the lending among the libraries of Southeastern New York. Very informative, and I recommend that other reference librarians be given the opportunity to attend future trainings.

## **Digital Preparation Training for the 2020 Census, SENYLRC, Highland (1/17)**

The Digital Equity Lab from the New School in New York City, developed a program for helping libraries and other agencies/people that work with the public prepare to help our communities respond to the Census. Discussed potential concerns our patrons may have, and planned for how to assuage their fears regarding data use and collection. Discussed how to set up a Census submission station that will make patrons feel both empowered and comfortable to complete the online Census.

### Other Comments:

- **New Bulletin Board:** February 17 is National Kindness Day, so for Jan, Feb, and into March, we are featuring hearts and mittens on our interactive board in the Circulation area, where patrons may write and post what kind things they can do for others
- **Puzzle** – after a brief hiatus, patrons were asking for another puzzle, and latest VanGogh took several weeks to complete
- **Displays:** In January we had a display for Martin Luther King, Jr. Day, Lunar New Year, Bestsellers and continued the display of last year's Best Books.
- **Out and About Book Club:** Met on a Tuesday at The Trestle and discussed *The Nix* by Nathan Hill. Will continue to alternate day of the week, so next month is a Wednesday at El Jalapeno Charro.

**Garden Committee  
February Report**

I met with Ben Harrell—the Boy Scout who is working on his Eagle Scout project—who will be widening the path from the parking lot to the back deck.

His project budget is \$1200. He has secured \$900 and will be fundraising for the remaining \$300. The Friends are allowing him to put a donation box in their store. The box will have a description of the project and state that he is completing this project to obtain his Eagle Scout rank.

He plans to work on the project this summer—after the curb cut and after he has secured all funding. He will advertise for volunteers among his scout troop and others.

Submitted by  
Stephanie Wolf  
2/6/2020