

Cornwall Public Library Board of Trustees Meeting

March 12, 2020

7:00 to 9:00 PM

Minutes

Meeting was called to order by Stephanie Wolf at 7:03 PM

I. Roll:

Trustees Present: Carol Stein, Susanne Vondrak, Stephanie Wolf, and Meghann Chyla.

Trustees Excused: Melissa Greaves-Kulisek and Amy Cordisco.

Charlotte Dunaief, Library Director

Emily Milton, Treasurer

Also present: Library staff members Ellen Winchell and Catherine Incledon (minutes)

Matt Soltis, member of the public

II. Approval of the Minutes: A motion to approve the Board of Trustee Minutes of February 13, 2020, was made by Stephanie Wolf, seconded by Meghann Chyla, and was unanimously approved.

III. Financial Review: A motion to approve Warrant #8 in the amount of \$132,209.82 was made by Susanne Vondrak, seconded by Carol Stein, and was unanimously approved.

IV. Public Remarks: Matt Soltis introduced himself and discussed his ambitions in regard to running for the Board in the upcoming election.

V. Communications: A letter from Ellen Winchell was received and was read aloud by Charlotte Dunaief. Ellen Winchell wrote that she is resigning from her position taking the minutes for the Board, and thanked the Board for her time with them. Ellen Winchell introduced Catherine Incledon, another member of the Cornwall Public Library staff, who will take the Board minutes in the future. The Board thanked Ellen Winchell for her service. Charlotte Dunaief sent a letter to Jean Ries, a library volunteer, thanking Jean for her efforts in making the library scrapbook. Brenda Goldfarb thanked participants from the Cornwall Presbyterian

Church for their work with Operation Cookie Deployment, and received a letter thanking her for her help with Operation Cookie Deployment as well. The “Know Your Health by Heart,” “Eat Healthy, Stay Healthy,” and “Ireland: A Brief History of a Very Complex Situation” programs all received outstanding reviews and feedback from attendees and were well-attended. Charlotte received thanks for her work with the 2020 Annual Timothy Mumford Memorial Poetry Competition. Participants in the “An Irish Adventure” trip gathered at the Canterbury Brook Inn to meet with a travel representative and discuss the upcoming trip, all of whom praised the event. The library also received compliments from patrons via the “All You Need is Love” display.

VI. Donations: A generous gift of \$50.00 was received from Dr. Barry John Capella through the Fidelity Charitable Gift Fund. A motion to accept the check totaling \$50.00 was made by Meghann Chyla, seconded by Carol Stein and was unanimously approved.

VII. Director’s Report: See written report.

VIII. Committee Reports:

a. Finance Committee: The Committee met 3/12/2020 to review the warrant. There is approx. \$902.00 left to spend from the Larkin Building Envelope grant. Charlotte will apply for reimbursement for what has already been spent for the grant, and is waiting for proof of payment for the remainder. The Committee has determined the tax rate will for the most part remain the same, and that the flat tax is now ready with corrected numbers. The Proposed 2020/2021 Library Operating Budget has been introduced, and will be shared with patrons. Several talking points for the budget were presented. The talking points included that though the proposed budget exceeds the tax cap, it accommodates for the inconsistencies with the state mandatory raise in the minimum wage for hourly staff. Additionally, the staffing and library hours will remain the same, programming will remain the same, facility cleaning will be increased and the increased budget remains consistent with the budget raises in other libraries. Though the budget is increasing, there will be little to no impact on taxes or the STAR refund. There was also discussion as to the best time to seek bids for the

interior LED conversion work to be done in the library. Bids will be sought in early to mid-June, with a project start date of Sept. 1

b. Policy Committee: The Committee introduced the Pandemic Policy and Procedures, which the Board reviewed. After several small changes, a motion to approve the Pandemic Policy and Procedures was made by Carol Stein, seconded by Susanne Vondrak, and was unanimously approved. The Committee had previously submitted proposed changes to the Collection Development Policy, after review by the library staff. A motion to approve the Collection Development Policy was made by Susanne Vondrak, seconded by Carol Stein, and was unanimously approved. The Committee asks that Board review the proposed ICE Policy & Procedure and the ICE Policy Rollout Guide, to be voted on next month.

c. Building and Grounds Committee: The Committee met a representative from the lighting manufacturing company and Meghan Brennen on March 2, 2020 to review samples of the proposed LED pendant lighting conversion, as part of the State construction grant. The representative will provide the Committee with light gauge readings to consider before ordering the lights. The Committee will also be inquiring as to whether the work could be done through a state contract. The Committee obtained the contact information for the company that created the carved sign at the entrance to the Village of Cornwall, and will also be looking into more local options and companies to choose from to create a sign for the library, as per the outdoor master plan for the entrance to the parking lot. This is different from the LED sign for the front lawn which will be funded by the SAM grant.

d. Garden Committee: Ben Harrell still needs to raise \$300 to complete his Eagle Scout Project for the library, and will be fundraising at local businesses in addition to placing his fundraising box in the Friend's book store. Charlotte Dunaief contacted Berringer about creating a curb cutout for the proposed path and is still waiting for a response.

e. Friends: No report.

f. Personnel Committee: No report.

IX. Unfinished Business: The Board discussed the possibility of appointing a Trustee-elect to the Board before the beginning of the new fiscal year, July 1, 2020, due to the resignation of John Wells.

The Board will be providing breakfast at the next staff meeting, scheduled March 17th at 8am, to present the budget to the staff. Food donations are being assigned via Google poll.

X. New Business: The Board discussed the necessity of canceling upcoming library programs as a preventative measure because of the progressing pandemic. The Board resolved to suspend all programs starting on March 14, 2020, and continuing for two weeks until March 28, 2020, at which point the Library will reevaluate the progress of the pandemic and determine whether to resume programs. The library staff was also encouraged to adopt preventative measures such as wearing gloves when handling all materials and wiping books with Clorox wipes.

The Board also discussed the possible impact of the pandemic on the budget vote, and resolved to do research to determine whether plans for the budget hearing and vote will need to be altered.

XI. Adjournment: Motion to adjourn the Board Meeting at 8:21 was made by Carol Stein, seconded by Susanne Vondrak, and was unanimously approved.

Public Budget Hearing April 13, 2020 at 6:30PM

Next Regular Board Meeting, Thursday April 16, 2020 at 7PM

Cornwall Public Library Budget Vote April 21, 2020

**Cornwall Public Library
Board of Trustees**

March 12, 2020
7: PM Regular Meeting Agenda

- I. Roll**
- II. Approval of the minutes**-February 13, 2020 meeting
- III. Financial Review**
 - a. Approval of Warrant # 8
- 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 and Grounds Committee
 - d. Garden Committee
 - e. Friends
 - f. Personnel Committee
- VIII. Unfinished Business**
- IX. New Business**
- X. Adjournment**

Public Budget hearing April 13, 2020 6:30PM

Next Regular Board Meeting April 16, 2020 7PM

Cornwall Public Library
Warrant # 8
As of February 29, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Apple, Inc.						
Bill	02/27/2020	AB35630676	AB35630676	203b · Capital Equipment	Unpaid	669.00
Bill	02/27/2020	AB35806239	AB35806239	203b · Capital Equipment	Unpaid	3,740.00
Bill	02/29/2020	AB36260431	AB36260431	203b · Capital Equipment	Unpaid	959.00
Total Apple, Inc.						5,368.00
Benninger Landscaping LTD						
Bill	01/31/2020	23674	February's Maintenance Inv # 23674	469 · Service Contracts	Paid	864.96
Total Benninger Landscaping LTD						864.96
Blackstone Publishing						
Bill	02/19/2020	1162084	1162084	-SPLIT-	Unpaid	213.81
Bill	02/24/2020	1163429	1163429	-SPLIT-	Unpaid	52.54
Total Blackstone Publishing						266.35
Bon Appetit						
Bill	02/25/2020	2 year renewal	2 year renewal - Exp 4/2022 Acct 0823339239	413.6 · Serials	Unpaid	34.00
Total Bon Appetit						34.00
Brodart Co. - Juv						
Bill	02/25/2020	B5858594	B5858594	410.4 · Juvenile Fiction	Unpaid	5.99
Bill	02/25/2020	B5856862	B5856862	-SPLIT-	Unpaid	17.08
Bill	02/25/2020	B5867860	B5867860	-SPLIT-	Unpaid	20.06
Bill	02/25/2020	B5868186	B5868186	410.4 · Juvenile Fiction	Unpaid	2.99
Bill	02/25/2020	B5863934	B5863934	-SPLIT-	Unpaid	106.76
Bill	02/25/2020	B5864404	B5864404	-SPLIT-	Unpaid	170.06
Bill	02/25/2020	B5864372	B5864372	410.4 · Juvenile Fiction	Unpaid	35.15
Bill	02/25/2020	B5863919	B5863919	-SPLIT-	Unpaid	131.17
Bill	02/25/2020	B5864418	B5864418	410.4 · Juvenile Fiction	Unpaid	91.56
Bill	02/25/2020	B5864417	B5864417	410.4 · Juvenile Fiction	Unpaid	21.96
Bill	02/25/2020	B5864391	B5864391	410.5 · Juvenile Non Fiction	Unpaid	3.59
Bill	02/27/2020	B5873419	B5873419	410.4 · Juvenile Fiction	Unpaid	14.03
Bill	02/27/2020	B5873043	B5873043	-SPLIT-	Unpaid	58.48
Bill	02/27/2020	B5873417	B5873417	410.4 · Juvenile Fiction	Unpaid	22.84
Bill	02/27/2020	B5873351	B5873351	410.5 · Juvenile Non Fiction	Unpaid	5.49
Bill	02/27/2020	B5873432	B5873432	410.4 · Juvenile Fiction	Unpaid	45.72
Bill	02/27/2020	B5873350	B5873350	410.4 · Juvenile Fiction	Unpaid	7.14
Bill	02/27/2020	B5873388	B5873388	410.4 · Juvenile Fiction	Unpaid	18.43
Bill	02/27/2020	B5873006	B5873006	410.4 · Juvenile Fiction	Unpaid	91.74
Bill	02/27/2020	B5873436	B5873436	410.4 · Juvenile Fiction	Unpaid	74.66
Bill	02/27/2020	B5873357	B5873357	410.5 · Juvenile Non Fiction	Unpaid	21.15
Bill	02/27/2020	B5873387	B5873387	410.4 · Juvenile Fiction	Unpaid	3.59
Bill	02/27/2020	B5873389	B5873389	410.4 · Juvenile Fiction	Unpaid	22.84
Bill	02/27/2020	B5873025	B5873025	-SPLIT-	Unpaid	16.40
Total Brodart Co. - Juv						1,008.88
Brodart Co. -Supplies						
Bill	02/19/2020	547834	547834	430.1 · Library supplies	Unpaid	36.75
Total Brodart Co. -Supplies						36.75
Brodart Co. (McN)						
Bill	02/25/2020	Inv M176100	Inv M176100 - Mar- 2020	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	02/24/2020	69900338	69900338	410.11 · Adult Fiction Standing ...	Unpaid	89.98
Total Cengage Learning/Gale						89.98
Central Hudson Gas & Electric Corp						
Bill	02/29/2020	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Unpaid	2,609.07
Total Central Hudson Gas & Electric Corp						2,609.07
Charlotte Dunaief						
Bill	02/29/2020	Employee Reimburse	Mileage	435 · Travel/Conference	Unpaid	60.05
Total Charlotte Dunaief						60.05
Cornwall Public Library - Payroll						
Bill	02/10/2020	Pay Per End 02-7-20	Payroll Ending 2-7-20 Pay Date 2-14-20	1012 · OBT Payroll Checking	Paid	17,979.91
Bill	02/24/2020	Pay Per End 2-21-20	Payroll Ending 2-21-20 Pay Date 2-28-20	1012 · OBT Payroll Checking	Paid	16,894.13
Total Cornwall Public Library - Payroll						34,874.04

Cornwall Public Library
Warrant # 8
As of February 29, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Cornwall Public Library - Trust & Agency						
Bill	02/10/2020	Payroll End 2-7-20	Payroll Ending 2-7-20 Pay Date 2-14-20	1003 · Due from Trust & Agency	Paid	7,943.42
Bill	02/24/2020	Health Insurance	February 2020 Health Insurance	1003 · Due from Trust & Agency	Paid	9,120.00
Bill	02/24/2020	Payroll End 2-21-20	Payroll Ending 2-21-20 Pay Date 2-28-20	1003 · Due from Trust & Agency	Paid	7,464.34
Total Cornwall Public Library - Trust & Agency						24,527.76
Delaware Valley Raptor Center						
Bill	02/25/2020	4/21 program	4/21 Close Encounters with Birds of Prey	-SPLIT-	Unpaid	425.00
Total Delaware Valley Raptor Center						425.00
Demco, Inc.						
Bill	02/19/2020	6767857	6767857	430.1 · Library supplies	Unpaid	546.40
Total Demco, Inc.						546.40
dormakaba USA Inc.						
Bill	02/27/2020	552710	Entrance Doors 552710	800 · Capital Expenditure	Paid	39,990.44
Total dormakaba USA Inc.						39,990.44
Dowser Spring Water						
Bill	02/27/2020	1843907	Water Cooler Delivery	430.2 · Office supplies	Unpaid	11.98
Bill	02/27/2020	1848864	Water Cooler Delivery	430.2 · Office supplies	Unpaid	37.95
Bill	02/27/2020	1851655	Water Cooler Delivery	430.2 · Office supplies	Unpaid	11.98
Total Dowser Spring Water						61.91
Ellenville EPL Public Library						
Bill	02/29/2020	lost item	bar code 32810008465517	2082 · Library Fines	Unpaid	15.00
Total Ellenville EPL Public Library						15.00
Findaway World, LLC						
Bill	02/25/2020	314155	314155	412.4 · Books On Tape - Juvenile	Unpaid	209.96
Bill	02/29/2020	315659	315659	412.4 · Books On Tape - Juvenile	Unpaid	629.93
Total Findaway World, LLC						839.89
Hannaford						
Bill	02/25/2020	Feb Inv	Account Ending 0265	430.30 · Adult	Unpaid	5.12
Total Hannaford						5.12
Heartsmart						
Bill	02/29/2020	HS355771	HS355771	430.2 · Office supplies	Unpaid	1,252.00
Total Heartsmart						1,252.00
Hudson Archival						
Bill	02/29/2020	Inv 14444	2019 Cornwall Local Preservation	413.5 · Reference-Cornwall Loc...	Unpaid	274.85
Total Hudson Archival						274.85
Ingram Library Services						
Bill	02/19/2020	43733776	43733776	-SPLIT-	Unpaid	79.36
Bill	02/19/2020	43915158	43915158	-SPLIT-	Unpaid	980.66
Bill	02/19/2020	43883840	43883840	-SPLIT-	Unpaid	58.91
Bill	02/24/2020	43951630	43951630	-SPLIT-	Unpaid	148.33
Bill	02/24/2020	43998408	43998408	-SPLIT-	Unpaid	228.71
Bill	02/24/2020	43998409	43998409	-SPLIT-	Unpaid	18.45
Bill	02/24/2020	43951631	43951631	-SPLIT-	Unpaid	48.35
Bill	02/27/2020	43850848	43850848	-SPLIT-	Unpaid	27.11
Bill	02/29/2020	44034280	44034280	-SPLIT-	Unpaid	63.15
Bill	02/29/2020	44086610	44086610	-SPLIT-	Unpaid	68.21
Bill	02/29/2020	44055288	44055288	410.10 · Adult Fiction	Paid	0.00
Total Ingram Library Services						1,721.24
Leifsigns, LLC						
Bill	02/27/2020	20856-A	20856-A New Door Printed Logo and Hours	800 · Capital Expenditure	Paid	160.00
Bill	02/27/2020	20856	20856 Changed Dates on 8 Signs for Vote	434 · Publicity & Printing	Unpaid	72.00
Total Leifsigns, LLC						232.00
Lisa Sinclair						
Bill	02/24/2020	mileage	mileage	435 · Travel/Conference	Unpaid	73.60
Total Lisa Sinclair						73.60
Lock Around the Clock						

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Type	Date	Num	Memo	Split	Paid	Amount
Bill	02/25/2020	Mar. 2020	Mar-20 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	02/29/2020	5250995	5250995	431 · Telephone	Paid	521.24
Total Magna5						521.24
Marangi Disposal						
Bill	02/24/2020	02100378	Trash Removal Service Feb-20	469 · Service Contracts	Paid	122.40
Total Marangi Disposal						122.40
Maria A. Audin						
Bill	02/29/2020	Digital Literacy	Digital Literacy for Seniors March 2,9,16,23,30	437.2 · Prof fees-Adult programs	Unpaid	1,000.00
Total Maria A. Audin						1,000.00
OLA						
Bill	02/29/2020	4 OLA Memberships	4 OLA Memberships - CD, MD, RL	438 · Dues	Unpaid	80.00
Total OLA						80.00
OverDrive, Inc.						
Bill	02/24/2020	01052CO20021797	01052CO20021797	412.32 · E-Audiobooks -- Adult	Unpaid	388.93
Bill	02/24/2020	01052CO20021798	01052CO20021798	412.32 · E-Audiobooks -- Adult	Unpaid	544.95
Total OverDrive, Inc.						933.88
Palley Center For Media						
Bill	02/27/2020	Dual Family	Dual/Family	437.2 · Prof fees-Adult programs	Unpaid	125.00
Total Palley Center For Media						125.00
Pat Parker						
Bill	02/25/2020	4 Storytimes	Pajama Story Time 4 Session 1/13 to 4/6 2...	437.4 · Prof fees-Juvenile	Unpaid	280.00
Total Pat Parker						280.00
Paychex, Inc.						
Bill	02/11/2020	21179418	40 Employee Usage \$4/EA & Mobile \$1/EA f...	437.1 · Prof fees-Office	Paid	200.00
Total Paychex, Inc.						200.00
RCLS						
Bill	02/24/2020	28366 1QTR-econtent	28366 1QTR-econtent	410.13 · e-Content Consortia	Unpaid	1,694.65
Total RCLS						1,694.65
Ron Kaiser						
Bill	02/24/2020	2-10-20	Replaced Ligh Bulbs and Library Entrance Si...	452 · Repairs to Building	Unpaid	120.00
Bill	02/24/2020	2-21-20	Closet In Community Room	452 · Repairs to Building	Unpaid	90.00
Total Ron Kaiser						210.00
Time and Valley's Museum						
Bill	02/27/2020	Museum Passes	2 Yearly Passes	437.2 · Prof fees-Adult programs	Unpaid	40.00
Total Time and Valley's Museum						40.00
Toshiba Financial Services						
Bill	02/29/2020	Inv 407830447	Service for 02-16-20 to 3-16-20	469 · Service Contracts	Paid	423.75
Total Toshiba Financial Services						423.75
United A/C Refrigeration, Inc						
Bill	02/24/2020	424364	424364	469 · Service Contracts	Paid	975.17
Bill	02/19/2020	424378	Date of Service 2-10-20	452 · Repairs to Building	Unpaid	1,150.00
Bill	02/19/2020	424269	Date of Service 2-5-20	452 · Repairs to Building	Unpaid	3,166.00
Bill	02/19/2020	424268	Date of Service 2-5-20	452 · Repairs to Building	Unpaid	2,791.25
Bill	02/19/2020	424381	Date of Service 2-11-20	452 · Repairs to Building	Unpaid	577.50
Total United A/C Refrigeration, Inc						8,659.92
Valerie LoSardo						
Bill	02/27/2020	Employee Reimb.	Mileage	435 · Travel/Conference	Unpaid	25.60
Total Valerie LoSardo						25.60
Vanguard Cleaning Systems of the HV						
Bill	02/29/2020	33235	trash can liners	451 · Custodial Supplies	Unpaid	78.74
Bill	02/29/2020	33293	March 's Monthly Service-33293	469 · Service Contracts	Unpaid	1,190.00

Cornwall Public Library

Warrant # 8

As of February 29, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Total Vanguard Cleaning Systems of the HV						1,268.74
Verizon						
Bill	02/24/2020	652-121-949-0001-81	February Monthly Services	431 · Telephone	Paid	178.98
Total Verizon						178.98
Verizon Wireless						
Bill	02/24/2020	9847506810	January - 2020	431 · Telephone	Paid	20.27
Total Verizon Wireless						20.27
W.B. Mason						
Bill	02/25/2020	Inv 207562954	Inv 207562954	-SPLIT-	Unpaid	171.51
Bill	02/29/2020	Inv 208035620	Inv 208035620	-SPLIT-	Unpaid	100.98
Bill	02/29/2020	Inv 208263292	Inv 208263292	-SPLIT-	Paid	140.42
Total W.B. Mason						412.91
Williamson Law Book Co.						
Bill	02/19/2020	Inv 180569	For vote - return envelopes & Official oath en...	430.2 · Office supplies	Unpaid	109.44
Total Williamson Law Book Co.						109.44
Windsor Associates						
Bill	02/29/2020	022820-1	Consulting Public Relations	437.1 · Prof fees-Office	Unpaid	60.00
Total Windsor Associates						60.00
TOTAL						<u>132,209.82</u>

**Cornwall Public Library
Profit & Loss by Grant
July 2019 through February 2020**

	2/29/20 balance= 143,105.95	2/29/20 balance= \$2,250.85	2/29/20 balance= \$6,380.00	2/29/20 balance= \$15,000.00	2/29/20 balance= \$12,000.00				
	Total Capital Fund	Good Idea Fund	Schmitt Children Tech Grant	Skoofis Technology Grant - Adult	Arts Mid-Hudson Regrant Funds	Friends (Operating)	Operating - Other (Operating)	Total Operating	TOTAL
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	16,012.59	16,012.59	16,012.59
2401 · Income from Investments	117.18	0.00	0.00	0.00	0.00	0.00	375.77	375.77	492.95
2706 · Gifts & Endowments	0.00	25.00	0.00	0.00	0.00	6,727.54	5,332.41	12,059.95	12,084.95
2760 · Grants	81,450.00	0.00	13,000.00	15,000.00	1,825.00	0.00	0.00	29,825.00	111,275.00
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	81,567.18	25.00	13,000.00	15,000.00	1,825.00	6,727.54	1,257,534.77	1,294,087.31	1,375,679.49
Gross Profit	81,567.18	25.00	13,000.00	15,000.00	1,825.00	6,727.54	1,257,534.77	1,294,087.31	1,375,679.49
Expense									
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	0.00	152,189.67	152,189.67	152,189.67
142 · Salary-Clerical	0.00	0.00	0.00	0.00	0.00	0.00	286,786.10	286,786.10	286,786.10
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	3,461.58	3,461.58	3,461.58
203A · AV Equipment	0.00	0.00	5,368.00	0.00	0.00	0.00	0.00	5,368.00	5,368.00
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	41,003.64	41,003.64	41,003.64
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	12,176.04	12,176.04	12,176.04
413 · Serials/Reference	0.00	0.00	0.00	0.00	0.00	274.85	6,548.15	6,823.00	6,823.00
430 · Supplies									
430.1 · Library supplies	0.00	0.00	0.00	0.00	0.00	177.35	2,501.78	2,679.13	2,679.13
430.2 · Office supplies	0.00	0.00	1,252.00	0.00	0.00	778.24	4,487.96	6,518.20	6,518.20
430.3 · Program supplies	0.00	450.00	0.00	0.00	139.77	1,556.67	2,059.95	3,756.39	4,206.39
Total 430 · Supplies	0.00	450.00	1,252.00	0.00	139.77	2,512.26	9,049.69	12,953.72	13,403.72
431 · Telephone	0.00	0.00	0.00	0.00	0.00	0.00	5,827.65	5,827.65	5,827.65
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	3,096.52	3,096.52	3,096.52
437 · Professional Fees									
437.1 · Prof fees-Office	2,360.00	0.00	0.00	0.00	0.00	0.00	9,029.58	9,029.58	11,389.58
437.2 · Prof fees-Adult programs	0.00	0.00	0.00	0.00	2,225.00	1,290.00	2,764.55	6,279.55	6,279.55
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	992.50	1,592.50	1,592.50
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	2,290.00	13,266.63	17,781.63	20,141.63
438 · Dues	0.00	0.00	0.00	0.00	0.00	0.00	180.00	180.00	180.00
440 · Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	0.00	858.90	858.90	858.90
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	0.00	19,978.44	19,978.44	19,978.44
451 · Custodial Supplies	0.00	0.00	0.00	0.00	0.00	0.00	1,757.66	1,757.66	1,757.66
452 · Repairs to Building	3,886.00	2,246.20	0.00	0.00	0.00	0.00	13,691.98	13,691.98	19,824.18
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 & Telecommuni	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	30,744.42	30,744.42	30,744.42
800 · Capital Expenditure	61,844.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,844.69
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	42,436.92	42,436.92	42,436.92
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	63,568.19	63,568.19	63,568.19
Total Expense	68,090.69	2,696.20	6,620.00	0.00	2,364.77	6,004.73	823,396.18	838,385.68	909,172.57
Net Income	13,476.49	-2,671.20	6,380.00	15,000.00	-539.77	722.81	434,138.59	455,701.63	466,506.92

Cornwall Public Library
Profit & Loss by Capital Grants
July 2017 through February 2020

	<u>SAM Grant SITE SIGN</u>	<u>DASNY #7919 GEN/ELEC/LGT</u>	<u>DASNY/SAM #9095 ROOF</u>	<u>Total Grants (Capital Fund)</u>	<u>Capital Fund - Other (Capital Fund)</u>	<u>Total Capital Fund</u>
EXPECTED 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	683.43	683.43
2760 - Grants	0.00	81,450.00	0.00	81,450.00	0.00	81,450.00
Total Income	<u>0.00</u>	<u>81,450.00</u>	<u>0.00</u>	<u>81,450.00</u>	<u>513,692.59</u>	<u>595,142.59</u>
Gross Profit	0.00	81,450.00	0.00	81,450.00	513,692.59	595,142.59
Expense						
203b - Capital Equipment	0.00	0.00	0.00	0.00	9,700.27	9,700.27
434 - Publicity & Printing	0.00	0.00	0.00	0.00	0.00	0.00
437 - Professional Fees						
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	6,677.00	6,677.00	0.00	6,677.00
800 - Capital Expenditure	0.00	0.00	191,020.59	191,020.59	245,052.56	436,073.15
Total Expense	<u>0.00</u>	<u>960.00</u>	<u>199,097.59</u>	<u>200,057.59</u>	<u>254,752.83</u>	<u>454,810.42</u>
Net Income	<u><u>50,000.00</u></u>	<u><u>80,490.00</u></u>	<u><u>-199,097.59</u></u>	<u><u>-68,607.59</u></u>	<u><u>258,939.76</u></u>	<u><u>190,332.17</u></u>

*Capital Balance on 6/30/2017

Open Grants & Notes				
Current Capital Account Balance=	\$143,105.95			
Open Grants	\$ spent	Left to spend	To be reimbursed	
DASNY/SAM #9095 - ROOF (\$200,000)	\$199,169.59	\$830.41	\$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 be completed by 6/2021

Cornwall Public Library
Profit & Loss Budget vs. Actual - Operating
July 2019 through February 2020

	Budget 67%	YTD Budget		Full 2019-2020 Budget		
	Jul '19 - Feb 20	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	16,012.59	14,666.68	1,345.91	22,000.00	-5,987.41	72.79%
2401 · Income from Investments	375.77	375.00	0.77	500.00	-124.23	75.15%
2706 · Gifts & Endowments	12,059.95	10,316.64	1,743.31	15,475.00	-3,415.05	77.93%
2760 · Grants	0.00	1,866.68	-1,866.68	8,100.00	-8,100.00	0.0%
3840 · RCLS	4,938.00	5,300.00	-362.00			
Total Income	<u>1,264,262.31</u>	<u>1,263,400.00</u>	<u>862.31</u>	<u>1,276,950.00</u>	<u>-12,687.69</u>	<u>99.01%</u>
Gross Profit	1,264,262.31	1,263,400.00	862.31	1,276,950.00	-12,687.69	99.01%
Expense						
141 · Salary-Certified Librarian	152,189.67	141,610.00	10,579.67	204,548.00	-52,358.33	74.4%
142 · Salary-Clerical	286,786.10	305,150.00	-18,363.90	440,772.00	-153,985.90	65.07%
143 · Salary-Treasurer	3,461.58	3,461.52	0.06	5,000.00	-1,538.42	69.23%
203b · Capital Equipment	1,542.62	2,720.00	-1,177.38	4,080.00	-2,537.38	37.81%
410 · Books	41,003.64	44,023.36	-3,019.72	65,358.00	-24,354.36	62.74%
411 · Film	557.67	658.00	-100.33	658.00	-100.33	84.75%
412 · Video/Music/Books on Tape	12,176.04	18,760.00	-6,583.96	28,164.00	-15,987.96	43.23%
413 · Serials/Reference	6,823.00	7,367.50	-544.50	10,514.00	-3,691.00	64.89%
430 · Supplies						
430.1 · Library supplies	2,679.13	3,600.00	-920.87	5,400.00	-2,720.87	49.61%
430.2 · Office supplies	5,266.20	5,600.00	-333.80	8,400.00	-3,133.80	62.69%
430.3 · Program supplies	3,616.62	5,388.68	-1,772.06	8,811.00	-5,194.38	41.05%
Total 430 · Supplies	<u>11,561.95</u>	<u>14,588.68</u>	<u>-3,026.73</u>	<u>22,611.00</u>	<u>-11,049.05</u>	<u>51.13%</u>
431 · Telephone	5,827.65	5,670.00	157.65	8,506.00	-2,678.35	68.51%
433 · Postage	593.15	2,664.00	-2,070.85	4,000.00	-3,406.85	14.83%
434 · Publicity & Printing	2,468.55	5,000.00	-2,531.45	7,500.00	-5,103.45	31.95%
435 · Travel/Conference	3,096.52	3,668.00	-571.48	5,500.00	-2,403.48	56.3%
437 · Professional Fees						
437.1 · Prof fees-Office	9,029.58	16,516.68	-7,487.10	24,775.00	-15,745.42	36.45%
437.2 · Prof fees-Adult programs	4,054.55	4,680.00	-625.45	7,000.00	-2,945.45	57.92%
437.3 · Prof fees-YA programs	150.00	1,167.00	-1,017.00	1,750.00	-1,600.00	8.57%
437.4 · Prof fees-Juvenile	1,592.50	2,664.00	-1,071.50	4,000.00	-2,407.50	39.81%
437.5 · Prof fees-SRP	480.00	1,200.00	-720.00	3,000.00	-2,520.00	16.0%
437.6 · Prof fees-Outreach	0.00	332.00	-332.00	500.00	-500.00	0.0%
437 · Professional Fees - Other	250.00					
Total 437 · Professional Fees	<u>15,556.63</u>	<u>26,559.68</u>	<u>-11,003.05</u>	<u>41,025.00</u>	<u>-25,468.37</u>	<u>37.92%</u>
438 · Dues	180.00	915.00	-735.00	1,375.00	-1,195.00	13.09%
439 · Equipment Repair	0.00	133.32	-133.32	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.	858.90	1,468.00	-609.10	2,200.00	-1,341.10	39.04%
450 · Fuel/Utilities	19,978.44	23,000.00	-3,021.56	34,500.00	-14,521.56	57.91%
451 · Custodial Supplies	1,757.66	1,600.00	157.66	2,400.00	-642.34	73.24%
452 · Repairs to Building	13,691.98	8,920.00	4,771.98	13,380.00	311.98	102.33%
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	30,744.42	35,897.32	-5,152.90	53,846.00	-23,101.58	57.1%
490 · Refund of PY Tax Assessment	0.00	2,000.00	-2,000.00	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	42,436.92	39,040.00	3,396.92	58,560.00	-16,123.08	72.47%
9060.8 · Workers' Comp	7,339.00	8,150.00	-811.00	8,150.00	-811.00	90.05%
9090.8 · Health Insurance	63,568.19	81,840.68	-18,272.49	122,761.00	-59,192.81	51.78%
Total Expense	<u>829,472.91</u>	<u>899,601.81</u>	<u>-70,128.90</u>	<u>1,276,950.00</u>	<u>-447,549.09</u>	<u>64.95%</u>
Net Income	<u>434,789.40</u>	<u>363,798.19</u>	<u>70,991.21</u>	<u>0.00</u>	<u>434,861.40</u>	<u>293.69%</u>

Director's Report February 2020

Again it has been a busy month. Learning last minute of the day for the door installation was a bit of a challenge. The staff and I are grateful that we closed to the public for the first two days of installation. They were very noisy days, and it would have been difficult to conduct business as usual. The staff got lots of shelf reading and re-organization done. Library Lobby Day in Albany was another interesting experience. Although I drove, I was able to meet up with our Friends representative. We got to see our Assemblyman, Senator, and a couple of each from other districts. I left them all with a photo collage, and "kisses." Our new technology arrived, I-pads and laptops are here. I didn't order the desktops yet, because I need to be sure that we have enough hard-wiring to sustain them. I also ordered the Youth Services AED. I feel the need to bring to your attention the need for one more staff work station with work flows on it. If there is any way to do this, we should do it soon!

2/3 Dealt with a subpoena for information, contacted lawyer for advice. Worked more on budget with bookkeeper. Contacted lawyer about election questions.

2/4 received another email from United about repairs which include replacing combustion air damper motor. Worked on January's Director Report. Ran Department Heads' meeting.

2/5 was in contact with architect about lighting, types of fixtures, etc.

2/6 Dealt with several questions about Budget Hearing meeting day/time. Staff member out due to medical reasons needing to take an extra week, as medical leave without pay. Emailed Daniel Kehoe about when door installation would occur.

2/7 In contact with Chair of Policy Committee about which policies needed voting on, and which are up for review. Contacted several phone companies for quotes on phone service. Found that Verizon says they cannot do VOIP for us in Cornwall.

2/10 Heard back from Daniel Kehoe, who said that installation would have to be this week, beginning on Weds 2/12. After speaking with the installer and Amy Cordisco, Board President, it was decided that CPL will close for the first two days (2/12 & 2/13) of installation, due to safety and accessibility issues. Asked PR Specialist to make signs that state CPL will be closed 2 days, and post information on our website. We closed to the Public Only, staff that have hours during the day will need to report to work. We cannot be open in the evening due to the locks. Staff would not have keys.

2/11 Made arrangements to meet dormakaba staff here at 7:00am on 2/12 & 2/13. Clarified to staff that if they had daytime hours, they needed to report to work to be paid, that the "emergency closure" was only after 5pm.

2/12 Met dormakaba staff at 7am, stayed until 5:30pm to lock up after staff left building. Made arrangements with locksmith to have new door locks keyed to our existing keys. Will meet locksmith here at 7AM 2/14.

2/13 Met dormakaba foreman here at 7am, worked until 9:15am, then came back at 12:00. Made arrangements with Leif signs to do hours & logo on new exterior door.

2/14 Met locksmith and dormakaba foreman at 7am. Looked at Calendar to see if April 13th is good for Budget Hearing, it is now penciled in to hold date & time. Emailed Howard Protter to make sure date fits the legal requirement. Asked Jerry K (of RCLS) if we could get the \$ figure of fines that were paid on children's cards last year, and so far this year. Accepted letter of Resignation from PR Specialist. Posted job ad to RCLS website.

2/17 Prepared letter to Orange County Board of Elections for CPL's 2020/21 Budget Vote and Trustee Election. Contacted Accent NY again about the two broken chairs that we have, asking when they will come to fix the chairs. They have finally put the parts on order & will let me know when they are there.

2/18 Attended ANSER committee meeting via new app "Blue Jeans," brought in my own laptop to do so, because RCLS desktop doesn't have a camera. Ran Dept heads meeting. Emailed & spoke with Howard about Vote.

2/19 Met with Kevin Barry @ copiers, and phone service, looking for cheaper copy solution for library.

2/20 Ran staff meeting, had Owen here teaching staff about the 2020 Census. Met with Mike Bartolone about copiers.

2/21 Got collages & "kisses" together to hand out on Advocacy Day (2/25). Started research on energy saving measures the Library might be able to take advantage of. Read resumes of applicants for Public Relations Specialist position that is being vacated on 2/26.

2/22 Met with A. Gillmeier, about vacated PR position. A.G. is willing to step in, temporarily. He will do this on a consulting basis, until I am able to hire someone else.

2/24 Prepared for Advocacy Day. Made corrections to our Annual Report, per Stephen Hoefler's (of RCLS) request. Sent Timothy Mumford Memorial Poetry Competition flyer to CCSD for approval via email. Emailed previous poetry judges, to find out if they are available to judge contest this year.

2/25 Attended NYLA Legislative Day in Albany with J. H of Friends. She and I met with Assemblyman Colin Schmitt, Aileen Gunther, and Senators James Skoufis and Jen Metzger. We attended the Rally and had lunch together.

2/26 The new laptops arrived today. Nick from RCLS came today to finish setting them up. A Youth Services employee expressed her frustration over not having an available work station with workflows this morning. It is very apparent that we need another staff workstation with workflows for the Youth Services Department. Not sure if we can do it now, but we do need one as soon as we can manage it. It is not a good thing when we have people vying over workstations and getting frustrated that they cannot do the work they have because a proper computer is not available to them. Heard back from Dan at dormakaba: time for closing cannot be adjusted it has to be that way for compliance to AAADM code.

2/27 Worked on Infectious Disease Policy and Protocol. Made appointment with Dormakaba for front door to be adjusted on 2/28. . Asked M of RCLS to make a generic email for P R specialist position, that can be easily passed on to another person. Attended Friends meeting 4:15-5:15.

2/28 Met dormakaba tech at 8AM. Spoke with Anthony Gillmeier about doing PR work on a consulting basis until I am able to hire a new PR Specialist. Set up appointments for interviews with PR specialist applicants.

2/29 Met with Anthony G. and worked with him for two hours to update Passwords, and logins for pertinent PR specialist sites

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

Registered borrowers: 9,589 (9,575); Direct Access/Circulation: 11,253 (12,522);
ILL Borrows: 2,042 (2,580); ILL Loans: 2,378 (2,211); Item Count: 74,483 (74,640);
Wi-Fi: 4,052 (3,982).

Youth Services February 2020

<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>TEENS:</u>	<u>MIXED:</u>	<u>VOLUNTEERS:</u>	<u>ATTENDANCE TOTAL</u>
LAPSIT-9:30	2/6	6	7				13
LAPSIT-10:30	2/6	6	6				12
TODDLERS-9:30	2/7	9	12				21
TODDLERS-10:30	2/7	9	9				18
CIRCLE TIME	2/4	8					8
PRE-K	2/4	9					9
CIRQUE DE SEUSS	2/1				80	8	88
DOG TALES	2/10	12					12
CHESS	2/4 & 2/18	15	4			2	21
PJ ST	2/10	8	7				15
FLAT FELTING	2/4	4					4
TUT	2/7			14			14
TEEN WRITERS	2/6 & 2/18			2			2
HOMESCHOOL	2/19	15	6				21
KNITTING	2/19					1	1
CHATTERBOOKS	2/25	11					11
BOOK/SNACK	2/24	2					2
READZZA	2/24	5					5
LEGO	2/22	23	10				33

MINECRAFT	2/22	6				2	8
SPANISH ST	2/22	6	3				9
						TOTAL:	210

MEETINGS & OUTREACH:

	<u>DATE:</u>	<u>ATTENDEE:</u>
Dept. Head Mtg	2/4	Liz & Lisa
Dept. Head Mtg	2/18	Liz
Flat Felting Program	2/4	Liz
Paul Gould Program	2/8	Liz
Mtg w/ Meaghan	2/13	Liz
SRP Planning	2/14	Liz, Lisa & Meaghan
Staff Evaluations	2/17	Liz, Lisa & Rebecca
Staff Meeting	2/20	Lisa
Mtg w/ Charlotte	2/18	Liz
Mtg w/ Steve Fowler	2/18	Liz
Performer's Showcase	2/21	Lisa

Questions at the Desk

Reference	237
Circulation	78
Tech	40
iPads	19
Telephone	77
Programs	81

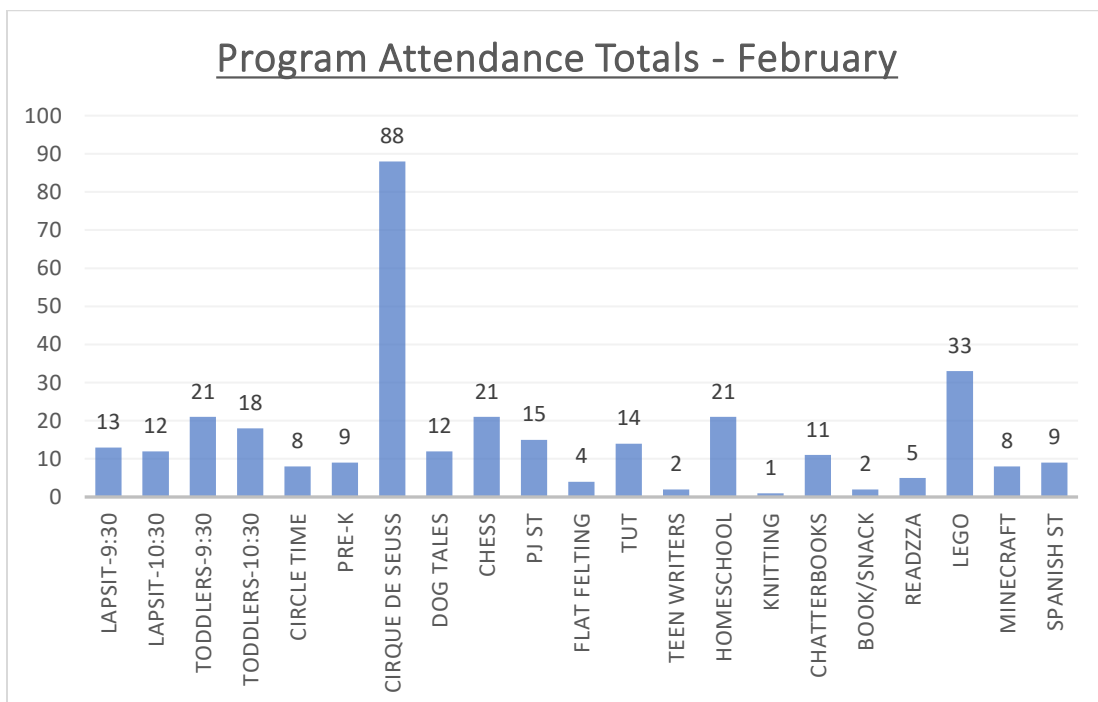
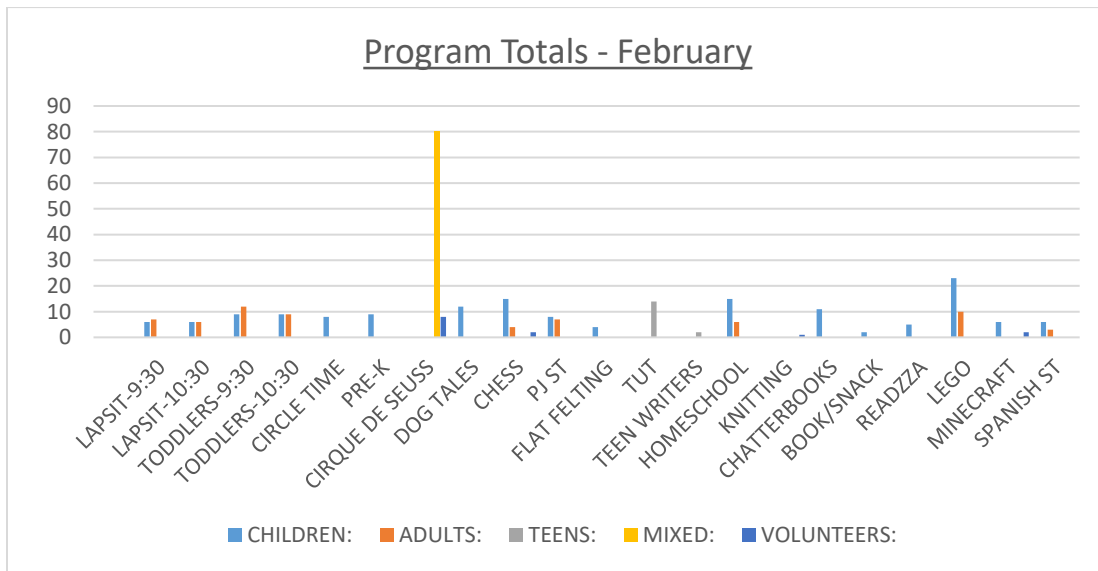
Reflections:

February began with our participation in the annual *Take Your Child to the Library* event. This year our teen advisory board, TUT, came up with the theme of "Cirque de Seuss" and provided activity ideas for the more than 80 attendees. This is a huge undertaking and could not have happened without all the hands of the Children's and YA staff. The TUT kids have great ideas and intentions but are often not in charge of their schedules. That being said, I am constantly surprised at the successful outcome of such events.

Two days of closing the library for the front door replacement proved helpful for shelf reading the majority of the Children's collection. Some fine tuning is still needed, but it is rare to have a chunk of

time to devote to that activity. When the construction proved too noisy, we were able to work on back office projects.

Most recently I was able to read to a group of 39 very active students at COHES's afterschool program *Parent's As Reading Partners* with media specialist Tracy Ebenhoe and Principal Darren Corsetti. I was identified as the "Elephant and Piggie reader from the public library" and I truly enjoy these outreach possibilities. That same evening in *the Readzza Readzza* book group I witnessed the difference 18 months can make. Where once was a group of out-of-control kids, there is now such a caring rapport between the participants of this group. Still full of energy, they now can't wait to share their take on the book in question and how it pertains to their and others' lives. It makes me glad they feel comfortable enough to express themselves in a library they can call their own. -L. Fisher



February 2020 Monthly Report

Rosaleen Leahy; submitted 3/9/2020

Programs

Creative Writers – 9, 9, 8, 9

Game Night – 4

Mid-day Matinee – 12

Member's Choice – 8

Operation Cookie Deployment – 45

Paul Gould Art Workshop – 23

Ebony Strings Ensemble – 70

Bird Survey Workshop – 20

Mystery Book Group – 12

Out & About – 8

Census Forum – 7

China Culture through Movies – 23

Heart Health – 49

Nutrition – 42

Book Chat – 8

Irish History – 77

of Programs – 19 Total Attendance - 443

Other Room Use: Staff Meeting, Board Meeting, Musicians Meeting (2)

I was happy to return to the library on February 17. I had two weeks to get up to speed, before I began doing programs and working the Circulation Desk again. During that time, I had the opportunity to process some music cds that had been stored.

A display of Irish music and books has been set up near the music collection.

The Great Decisions meeting will take place this Wednesday, March 11.

Our annual Irish Music Concert is scheduled for Sunday, March 29, at 2:00 PM, at Munger Cottage.

Adult Services Report: February 1-29, 2020
(submitted by Meaghan Doyle, 3/9/20)

PROGRAMMING: February Adult Events: Please see report by R. Leahy for Adult program events and attendance.

REFERENCE :Ref Stats (previous month in parentheses):

Circulation: 148 (176); Directional: 18 (12); ILL Pulls: 1,562 (1,677); Reader Advisory: 5(13); Tech Assists: 76 (88); Reservations: 4 (5); Printing: 59 (38); Phone: 83 (58); Chargers: 23 (19); Computer Guest Passes: 25 (50); Laptops: 6 (0); Notary: 23 (32); Ref. Q's: 257 (243); Outside the system ILL requests: 12 (16).

Database Stats (previous month in parentheses):

Novel List Plus: 12 (21); Novel List PlusK-8: 6 (9); EBSCO Other: 3 (1); Gale: 0 (0); Gale Virtual Ref. Library: 0 (1); Ancestry: 78 (129); New York Times Digital: 72 (49)

PC Usage: Adult Area: 718 (775) Local History (Microfilm): 0 (1)
Children's Area: 33 (27) Laptops: 1 (0) **TOTAL PC USAGE:** 752 (803)

WIFI Usage: 4,052 (3,982)

Comments:

- **Bulletin Board:** February 17 was National Kindness Day, so for Jan, Feb, and into March, we have featured 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** – following the completion of the latest puzzle, we are putting the puzzle program in quarantine
- **Displays:** In February, we had a display for Black History Month, Sweet Reads in honor of Valentine's Day, and a display of relatively recent bestsellers.
- **Out and About Book Club:** Met on a Wednesday at El Charro Jalapeno, read Fahrenheit 451 by Ray Bradbury, and had a group of 8. We will continue to alternate day of the week, next month is a Tuesday at Citrus.
- **Local History PC:** This computer is currently out of service. The Microfilm machine software requires attention, and between the installation and updates of the software and drivers for that service and the required Windows updates, the configuration and compatibility has degraded to the point that RCLS IT techs must figure out how to get it back in operation. I have spoken with them, and hope it will be on their list for attention ASAP.