

**Cornwall Public Library
Board of Trustees**

August 8, 2019
7:00 PM Regular Meeting Agenda

- I. **Roll**
- II. **Approval of the minutes** – July 11, 2019 meeting
- III. **Financial Review**
 - a. Approval of warrant #1

A. Public Remarks

B. Communications/Donations

C. Director's Report

See Google docs

D. Committee Reports

- a. Finance Committee
- b. Policy Committee
- c. Building & Grounds Committee
- d. Garden Committee
- e. Friends
- f. Personnel Committee

E. Unfinished Business

- 1. AED purchase/ staff training

F. New Business

Adjournment

Next Regular Board Meeting: September 12, 2019 7 p.m.

Cornwall Public Library Board of Trustees Meeting

August 8, 2019

7:00 to 9:00 PM

Minutes

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

Roll:

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

Charlotte Dunaief, Library Director

Emily Milton, Treasurer

Also present: Library staff member Ellen Winchell (minutes)

- 1. Approval of the Minutes:** A motion to approve the Board of Trustee Minutes of July 11, 2019, was made by Stephanie Wolf, seconded by Meghann Chyla, and unanimously approved.
- 2. Financial Review:** The Finance committee met via e-mail this month. The following invoices were discussed: Energy Management Systems finished their Air Sealing part of the roof grant; the Jacobowitz & Gubitza fees are in connection with the New Employee Handbook. Charlotte Dunaief, proposed a letter to James Skoufis, to inquire if we can enlarge the scope of the grant to include the front doors of the building and or lighting. A motion to approve Warrant #1 in the amount of \$113,159.40 was made by John Wells, seconded by Stephanie Wolf and was unanimously approved.
- 3. Public Remarks:** None
- 4. Communications:** The program on the Mona Lisa, by Leonardo Da Vinci as presented by Matt Soltis was very well received, a patron noted... " The presenter was very knowledgeable, absolutely fabulous, a detailed presentation." A thank you note was received from a senior citizen, expressing her appreciation of excellent customer service at the Cornwall Public Library, helping her with her scanning documents. A thank you note was received from Hans Van Ness.

September 6, 2019

5. Donations: \$50 was received from Dr. Barry John Capella, through the Fidelity Charitable Gift Fund, and the Janet Goodrich Memorial Fund. \$100 was received from Carol Flannery. A motion to approve the \$50.00 donation, and the \$100.00 donation was made by Melissa Greaves-Kulisek, and seconded by Meghann Chyla, and was unanimously approved.

6. Director's Report: See written report.

7. Committee Reports:

a. **Finance Committee:** see Financial Review.

b. **Policy Committee:** The Gift and Donation Policy has been revised and will be presented for final approval at the next Board of Trustee Meeting in September.

c. **Building and Grounds Committee:** One of the lobby doors is rotting very badly. Charlotte obtained a quote for installing sliding glass doors that would be retrofitted into the existing opening as a possible solution. Inquiries will be made to see if this would qualify under the current roof replacement grant. Additional quotes would be required and possible assistance from the architects: Butler Rowland and Mays, to help write up request for bids.

d. **Friends:** Melissa Greaves-Kulisek attended the Friends quarterly meeting. The Ice Cream Social was held July 27 at 1pm. While gaining some new members to the Friends, a long time Board member Dr. Lucy Swift retired. Jane Harkinson, wanted to thank the pages for all the help with the Ice Cream Social.

e. **Personnel Committee:** A six month review was held with Charlotte Dunaief, and goals were set.

- 8. Unfinished Business:** An update of the AED purchase/staff training was given. Charlotte has scheduled staff training and seven people are attending. The cost for the training will be \$300.00.

- 9. New Business:** Discussion was had about potentially exceeding the tax cap for the Annual Budget in April. Charlotte, Carol and Amy will be having a meeting on that topic. One of the reasons we may need to go over the cap is because of the increase in minimum wage and income parity. In addition we need to begin to budget for technology. We will need to budget one replacement laptop per year, on the Adult side and one I-pad per year, for the Children's side. A brief discussion was held on the benefits and costs of acquiring a 3D printer with the remaining technology grant monies. One concern was the potential additional costs of adding additional personnel to maintain the printer. The discussion concluded that more investigation was needed.

- 10. Adjournment:** Motion to adjourn the Board Meeting at 7:55 PM, was made by Stephanie Wolf, seconded by Meghann Chyla and was unanimously approved.

Next Regular Board Meeting Thursday, September 12, 2019 at 7PM

Cornwall Public Library
Warrant # 1
As of July 31, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Air & Space						
Bill	07/24/2019	2 year renewal	Acct 2086651540 - 2 year renewal Exp 8/2021	413.6 · Serials	Unpaid	49.00
Total Air & Space						49.00
Benninger Landscaping LTD						
Bill	07/22/2019	23083	July's Maintenance - #23083	469 · Service Contracts	Paid	875.00
Total Benninger Landscaping LTD						875.00
Blackstone Publishing						
Bill	07/31/2019	1128517	1128517	-SPLIT-	Unpaid	100.85
Bill	07/31/2019	1126441	1126441	-SPLIT-	Unpaid	370.06
Bill	07/25/2019	1129244	1129244	-SPLIT-	Unpaid	34.94
Total Blackstone Publishing						505.85
Brodart Co. - Juv						
Bill	07/26/2019	B5685206	B5685206	410.4 · Juvenile Fiction	Unpaid	14.04
Bill	07/26/2019	B5685213	B5685213	-SPLIT-	Unpaid	47.92
Bill	07/26/2019	B5684940	B5684940	-SPLIT-	Unpaid	72.30
Bill	07/26/2019	B5685116	B5685118	410.4 · Juvenile Fiction	Unpaid	8.79
Bill	07/26/2019	B5685175	B5685175	410.5 · Juvenile Non Fiction	Unpaid	33.55
Bill	07/26/2019	B5685024	B5685024	-SPLIT-	Unpaid	54.92
Bill	07/26/2019	B5684949	B5684949	-SPLIT-	Unpaid	80.32
Bill	07/26/2019	B5685059	B5685059	-SPLIT-	Unpaid	49.99
Bill	07/26/2019	B5685105	B5685105	410.4 · Juvenile Fiction	Unpaid	3.51
Bill	07/26/2019	B5685097	B5685097	-SPLIT-	Unpaid	16.43
Bill	07/31/2019	B5683754	B5683754	410.5 · Juvenile Non Fiction	Unpaid	17.59
Bill	07/31/2019	B5683682	B5683682	410.4 · Juvenile Fiction	Unpaid	6.15
Bill	07/24/2019	B5685117	B5685117	-SPLIT-	Unpaid	40.11
Total Brodart Co. - Juv						445.62
Brodart Co. -Supplies						
Bill	07/26/2019	Inv 535015	Inv 535015	430.1 · Library supplies	Unpaid	112.75
Total Brodart Co. -Supplies						112.75
Brodart Co. (McN)						
Bill	07/19/2019	Inv M170710	Inv M170710 -September	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	07/19/2019	67423408	67423408	410.11 · Adult Fiction Standing ...	Unpaid	60.78
Bill	07/19/2019	67450400	67450400	410.11 · Adult Fiction Standing ...	Unpaid	107.23
Bill	07/24/2019	67409258	67409258	410.11 · Adult Fiction Standing ...	Unpaid	13.60
Bill	07/31/2019	6750475	6750475	410.11 · Adult Fiction Standing ...	Unpaid	15.20
Bill	07/31/2019	67485084	67485084	410.11 · Adult Fiction Standing ...	Unpaid	21.75
Bill	07/24/2019	67496953	67496953	410.11 · Adult Fiction Standing ...	Unpaid	14.39
Total Cengage Learning/Gale						232.95
Central Hudson Gas & Electric Corp						
Bill	07/31/2019	8661-0120-00-7	8661-0120-00-7 Period Covering 6-27-19 To...	450 · Fuel/Utilities	Unpaid	1,370.00
Total Central Hudson Gas & Electric Corp						1,370.00
Charlotte Dunaief						
Bill	07/31/2019	Employee Reimburse	Mileage	435 · Travel/Conference	Unpaid	46.51
Total Charlotte Dunaief						46.51
Cornwall Public Library - Payroll						
Bill	06/30/2019	Pay per end 6-28-19	Payroll Ending 6.28.19 Pay Date 7.5.19	1012 · OBT Payroll Checking	Paid	19,484.01
Bill	07/15/2019	Pay per end 7-12-19	Payroll Ending 7.12.19 Pay Date 7.19.19	1012 · OBT Payroll Checking	Paid	18,164.89
Bill	07/29/2019	Pay per end 7-26-19	Payroll Ending 7.26.19 Pay Date 8.2.19	1012 · OBT Payroll Checking	Paid	18,845.38
Total Cornwall Public Library - Payroll						56,494.28
Cornwall Public Library - Trust & Agency						
Bill	07/01/2019	Payroll End 6.28.19	Payroll Ending 6.28.19 Pay Date 7.5.19	1003 · Due from Trust & Agency	Paid	8,782.14
Bill	07/15/2019	Payroll End 7.12.19	Payroll Ending 7.12.19 Pay Date 7.19.19	1003 · Due from Trust & Agency	Paid	8,284.83
Total Cornwall Public Library - Trust & Agency						17,066.97
D-Ben Security Systems, Inc.						
Bill	07/24/2019	Inv 4833	Tested System and Changed Batteries	469 · Service Contracts	Unpaid	280.28
Total D-Ben Security Systems, Inc.						280.28

Cornwall Public Library
Warrant # 1
As of July 31, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Demco, Inc.						
Bill	07/24/2019	Inv 6639582	Supplies for SRP	430.33 · Summer Reading	Unpaid	66.80
Total Demco, Inc.						66.80
Door Control, Inc.						
Bill	07/31/2019	C104492	C104492	452 · Repairs to Building	Unpaid	168.00
Total Door Control, Inc.						168.00
Dowser Spring Water						
Bill	07/26/2019	Inv # 1815464	July 2019 Water Cooler Delivery - # 1815464	430.2 · Office supplies	Unpaid	43.94
Total Dowser Spring Water						43.94
Energy Management Solutions						
Bill	07/24/2019	Air Sealing	Cost of Project 6708 - Payment 2- Completio...	800 · Capital Expenditure	Paid	4,695.00
Total Energy Management Solutions						4,695.00
Gittel Evangelist						
Bill	07/19/2019	Empl Reimb	Mileage	435 · Travel/Conference	Unpaid	6.79
Total Gittel Evangelist						6.79
Graham Vest						
Bill	07/26/2019	9/8/19 Program	9/8/19 Breakneck Annie Music Concert	-SPLIT-	Unpaid	500.00
Total Graham Vest						500.00
Hannaford Bros. Co.						
Bill	07/19/2019	7-9-19 Purchases	7-9-19 Purchases	430.33 · Summer Reading	Unpaid	10.27
Bill	07/08/2019	7-7-9 Purchases	7-7-9 Purchases	430.30 · Adult	Unpaid	24.46
Bill	07/08/2019	7-8-9 Purchases	7-8-9 Purchases	430.30 · Adult	Unpaid	31.58
Bill	07/01/2019	7-1-19 Purchases	7-1-19 Purchases	430.33 · Summer Reading	Unpaid	39.11
Bill	07/02/2019	7-2-19 Purchases	7-2-19 Purchases	430.33 · Summer Reading	Unpaid	12.87
Total Hannaford Bros. Co.						118.29
Ingram Library Services						
Bill	07/31/2019	41068743	41068743	-SPLIT-	Unpaid	66.09
Bill	07/31/2019	41024994	41024994	-SPLIT-	Unpaid	108.57
Bill	07/31/2019	40982689	40982689	-SPLIT-	Unpaid	71.42
Bill	07/31/2019	40982690	40982690	-SPLIT-	Unpaid	59.62
Bill	07/31/2019	40790836	40790836	-SPLIT-	Unpaid	32.47
Bill	07/31/2019	40790835	40790835	-SPLIT-	Unpaid	49.28
Bill	07/31/2019	40913283	40913283	-SPLIT-	Unpaid	47.65
Bill	07/31/2019	40874667	40874667	-SPLIT-	Unpaid	68.21
Bill	07/31/2019	40891173	40891173	-SPLIT-	Unpaid	481.07
Bill	07/31/2019	40790834	40790834	-SPLIT-	Unpaid	65.11
Bill	07/31/2019	40942017	40942017	-SPLIT-	Unpaid	45.40
Bill	07/31/2019	40942016	40942016	-SPLIT-	Unpaid	52.48
Bill	07/31/2019	40795960	40795960	-SPLIT-	Unpaid	138.70
Bill	07/31/2019	39820119	39820119	-SPLIT-	Unpaid	712.36
Bill	07/31/2019	40836411	40836411	-SPLIT-	Unpaid	110.16
Bill	07/31/2019	40871613	40871613	-SPLIT-	Unpaid	46.51
Total Ingram Library Services						2,155.10
Jacobowitz & Gubits, LLP						
Bill	07/24/2019	281094	File # 6363-001 June- 6.85 Billable Hours	437.1 · Prof fees-Office	Unpaid	1,370.00
Total Jacobowitz & Gubits, LLP						1,370.00
JNJ Pest Control						
Bill	07/19/2019	Inv 5452	Pest Control Service - July	469 · Service Contracts	Unpaid	280.00
Total JNJ Pest Control						280.00
Lock Around the Clock						
Bill	07/19/2019	August 2019	August 2019 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	07/25/2019	5183472	Service For 7-25 to 8-24 2019	431 · Telephone	Unpaid	531.43
Total Magna5						531.43
Marangi Disposal						
Bill	07/19/2019	Inv 97102224	July Service - Inv 97102224	469 · Service Contracts	Unpaid	122.40

Cornwall Public Library
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As of July 31, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Total Marangi Disposal						122.40
Mother Earth Living						
Bill	07/24/2019	2 year renewal	2 year renewal - Exp 9/2021	413.6 · Serials	Unpaid	43.95
Total Mother Earth Living						43.95
O, The Oprah Magazine						
Bill	07/24/2019	1 Year Renewal	1 year renewal - Exp 11/2020 Acct 08752525...	413.6 · Serials	Unpaid	19.97
Total O, The Oprah Magazine						19.97
Orange Bank & Trust Cardmember Services						
Bill	07/31/2019	Stmnt dated 7-25-19	Stmnt dated 7-25-19	-SPLIT-	Unpaid	1,523.59
Total Orange Bank & Trust Cardmember Services						1,523.59
Orange Ulster BOCES SLS						
Bill	07/24/2019	3810-19A	Enviromental Molecular Sciences Lab. E<SL...	437.1 · Prof fees-Office	Unpaid	214.53
Total Orange Ulster BOCES SLS						214.53
OverDrive, Inc.						
Bill	07/31/2019	01052DA19137397	01052DA19137397	-SPLIT-	Unpaid	175.98
Bill	07/31/2019	0105CO19099348	0105CO19099348	-SPLIT-	Unpaid	77.94
Bill	07/31/2019	0105CO19094436	0105CO19094436	412.32 · E-Audiobooks -- Adult	Unpaid	47.95
Bill	07/31/2019	0105CO19131349	0105CO19131349	410.12 · Adult E Book	Unpaid	290.97
Bill	07/31/2019	0105CO19131351	0105CO19131351	412.32 · E-Audiobooks -- Adult	Unpaid	194.98
Bill	07/31/2019	0105DA19133594	0105DA19133594	-SPLIT-	Unpaid	151.47
Total OverDrive, Inc.						939.29
Pamela A Hawks						
Bill	07/19/2019	Employee Reimburse	SRP - Gifts for ASR Program Presenter	430.3 · Program supplies	Unpaid	78.00
Total Pamela A Hawks						78.00
Paychex, Inc.						
Bill	07/02/2019	20118156	41 Employee Usage \$4/EA & Mobile \$1/EA f...	437.1 · Prof fees-Office	Paid	205.00
Bill	07/31/2019	201908100	Small Business Package Payroll Processing ...	437.1 · Prof fees-Office	Paid	935.59
Total Paychex, Inc.						1,140.59
RCLS						
Bill	07/22/2019	2019 Battle of Books	Two teams in Battle of Books - 2019	437.3 · Prof fees-YA programs	Paid	150.00
Bill	07/24/2019	27775	3rd Qtr/ Anser Fees and Teelcom Charges	-SPLIT-	Unpaid	13,008.66
Bill	07/24/2019	27826	3rd QTR Consumer Rpt	410.3 · Reference	Unpaid	224.84
Bill	07/24/2019	27715 4QTR-econt...	3rd quarter e-content - 27715	410.13 · e-Content Consortia	Unpaid	1,628.28
Bill	07/31/2019	27888	Annual Envisionware fee 9/1/19 to 8/31/20	469 · Service Contracts	Unpaid	377.30
Total RCLS						15,389.08
Real Simple						
Bill	07/19/2019	2043813	1 Year Renewal - Exp 10-2020 Acct - 20438...	413.6 · Serials	Unpaid	9.99
Total Real Simple						9.99
Rosaleen Leahy						
Bill	07/25/2019	Employee Reimburse	27 mles @ \$.58/mi	435 · Travel/Conference	Unpaid	15.66
Total Rosaleen Leahy						15.66
Shop Rite Supermarkets Inc.						
Bill	07/19/2019	Purch. Date 7-7-19	Adult Program/ SRP	-SPLIT-	Unpaid	35.74
Bill	07/19/2019	Purch. Date 7-20-19	Adult Program/ SRP	430.33 · Summer Reading	Unpaid	5.38
Bill	07/24/2019	Purch. Date 7-10-19	Adult Program	430.30 · Adult	Unpaid	14.32
Total Shop Rite Supermarkets Inc.						55.44
South Eastern NY Library Resource Council						
Bill	07/31/2019	Inv 8117	HRVH Membership Dues & Hosting/ Service...	438 · Dues	Unpaid	290.00
Total South Eastern NY Library Resource Council						290.00
Susan Minier						
Bill	07/24/2019	7-25-19	Craft Workshop - "Buttoned Up"	437.2 · Prof fees-Adult programs	Unpaid	100.00
Total Susan Minier						100.00
Susan Vrana						
Bill	07/31/2019	7-29-19	Out of This World Craft	437.2 · Prof fees-Adult programs	Unpaid	82.00

Cornwall Public Library
Warrant # 1
As of July 31, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Total Susan Vrana						82.00
The New York Times						
Bill	07/25/2019	Acct# 906417548	Service 7/28/19-7/26/20	413.6 · Serials	Unpaid	764.40
Total The New York Times						764.40
Toshiba Financial Services						
Bill	07/31/2019	Inv 39814655	Service for 7-16-18 to 8-16-19	469 · Service Contracts	Unpaid	691.84
Total Toshiba Financial Services						691.84
United A/C Refrigeration, Inc						
Bill	07/03/2019	421583	Check Computer Graphics for New Design F...	469 · Service Contracts	Paid	253.75
Total United A/C Refrigeration, Inc						253.75
Value Line						
Bill	07/24/2019	Inv 11557404	52 issues 10/20/19-10/12/2020	413.6 · Serials	Unpaid	1,103.00
Total Value Line						1,103.00
Vanguard Cleaning Systems of the HV						
Bill	07/24/2019	30776	trash can liners	451 · Custodial Supplies	Unpaid	34.66
Bill	07/24/2019	30543	July Monthly Services	469 · Service Contracts	Unpaid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,224.66
Verizon						
Bill	07/22/2019	652-121-949-0001-81	July's Monthly Services	431 · Telephone	Paid	178.98
Total Verizon						178.98
Verizon Wireless						
Bill	07/22/2019	9833251152	July 2019	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
Village of Cornwall-on-Hudson						
Bill	07/25/2019	Acct 007472-000	Water Service 5-18-19 to 7-23-19 Water ser...	430.1 · Library supplies	Unpaid	168.00
Total Village of Cornwall-on-Hudson						168.00
W.B. Mason						
Bill	07/19/2019	200822066	200822066	-SPLIT-	Unpaid	64.98
Bill	07/24/2019	200585006	200585006	451 · Custodial Supplies	Unpaid	12.69
Bill	07/24/2019	200488956	200488956	-SPLIT-	Unpaid	318.37
Bill	07/24/2019	201000668	201000668	-SPLIT-	Unpaid	226.09
Bill	07/31/2019	201085409	201085409	430.2 · Office supplies	Unpaid	32.76
Total W.B. Mason						654.89
TOTAL						<u>113,159.40</u>

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

	Total Capital Fund	Arts Mid-Hudson Regrant (Operating)	Friends (Operating)	Operating - Other (Operating)	Total Operating	TOTAL
Income						
2082 · Library Fines	0.00	0.00	0.00	3,334.73	3,334.73	3,399.73
2401 · Income from Investments	11.43	0.00	0.00	18.20	18.20	29.63
2706 · Gifts & Endowments	0.00	0.00	427.66	12.60	440.26	5,092.66
3840 · RCLS	0.00	0.00	0.00	4,444.20	4,444.20	4,444.20
Total Income	11.43	0.00	427.66	7,809.73	8,237.39	12,966.22
Gross Profit	11.43	0.00	427.66	7,809.73	8,237.39	12,966.22
Expense						
141 · Salary-Certified Librarian	0.00	0.00	0.00	17,832.04	17,832.04	17,832.04
142 · Salary-Clerical	0.00	0.00	0.00	32,627.14	32,627.14	32,627.14
143 · Salary-Treasurer	0.00	0.00	0.00	384.62	384.62	384.62
410 · Books	0.00	0.00	0.00	6,129.15	6,129.15	6,129.15
412 · Video/Music/Books on Tape	0.00	0.00	0.00	1,398.12	1,398.12	1,398.12
413 · Serials/Reference	0.00	0.00	0.00	2,280.31	2,280.31	2,280.31
430 · Supplies						
430.1 · Library supplies	0.00	0.00	0.00	319.10	319.10	319.10
430.2 · Office supplies	0.00	0.00	0.00	409.05	409.05	409.05
430.3 · Program supplies	0.00	0.00	409.78	239.04	648.82	648.82
Total 430 · Supplies	0.00	0.00	409.78	967.19	1,376.97	1,376.97
431 · Telephone	0.00	0.00	0.00	725.49	725.49	725.49
433 · Postage	0.00	0.00	0.00	124.17	124.17	124.17
434 · Publicity & Printing	0.00	0.00	0.00	44.07	44.07	44.07
435 · Travel/Conference	0.00	0.00	0.00	68.96	68.96	68.96
437 · Professional Fees						
437.1 · Prof fees-Office	0.00	0.00	0.00	2,725.12	2,725.12	2,725.12
437.2 · Prof fees-Adult programs	0.00	250.00	250.00	182.00	682.00	682.00
437.3 · Prof fees-YA programs	0.00	0.00	150.00	0.00	150.00	150.00
Total 437 · Professional Fees	0.00	250.00	400.00	2,907.12	3,557.12	3,557.12
440 · Contracts w/ Books Co.	0.00	0.00	0.00	99.80	99.80	99.80
450 · Fuel/Utilities	0.00	0.00	0.00	1,370.00	1,370.00	1,370.00
451 · Custodial Supplies	0.00	0.00	0.00	360.76	360.76	360.76
452 · Repairs to Building	0.00	0.00	0.00	168.00	168.00	168.00
455 · RCLS ANSER & Telecommunicati	0.00	0.00	0.00	13,008.66	13,008.66	13,008.66
469 · Service Contracts	253.75	0.00	0.00	3,871.82	3,871.82	4,125.57
800 · Capital Expenditure	10,840.00	0.00	0.00	0.00	0.00	10,840.00
9010.8 · Retirement	0.00	0.00	0.00	-71.26	-71.26	-71.26
9030.8 · FICA/Medicare Expense	0.00	0.00	0.00	4,501.47	4,501.47	4,501.47
9090.8 · Health Insurance	0.00	0.00	0.00	8,305.85	8,305.85	8,305.85
Total Expense	11,093.75	250.00	809.78	97,103.48	98,163.26	109,257.01
Net Income	-11,082.32	-250.00	-382.12	-89,293.75	-89,925.87	-96,290.79

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

	<u>Site Sign SAM Grant (Grants)</u>	<u>RCLS Construcion Grant (Grants)</u>	<u>DASNY/SAM #9095 - roof (Grants)</u>	<u>Total Grants (Capital Fund)</u>	<u>Capital Fund - Other (Capital Fund)</u>	<u>Total Capital Fund</u>
Income						
EXPECTED FUNDS (not yet received)	50,000.00	90,500.00	200,000.00	340,500.00	513,009.16 *	853,509.16
2401 · Income from Investments	0.00	0.00	0.00	0.00	577.68	577.68
2760 · Grants	0.00	0.00	0.00	142,238.00	0.00	142,238.00
Total Income	<u>50,000.00</u>	<u>90,500.00</u>	<u>200,000.00</u>	<u>482,738.00</u>	<u>513,586.84</u>	<u>996,324.84</u>
Gross Profit				342,238.00	513,586.84	855,824.84
Expense						
203b · Capital Equipment	0.00	0.00	0.00	352.98	9,700.27	10,053.25
430.2 · Office supplies	0.00	0.00	0.00	285.12	0.00	285.12
430.3 · Program supplies	0.00	0.00	0.00	145.65	0.00	145.65
430 · Supplies - Other	0.00	0.00	0.00	12,000.00	0.00	12,000.00
Total 430 · Supplies	0.00	0.00	0.00	12,430.77	0.00	12,430.77
431 · Telephone	0.00	0.00	0.00	3,594.94	0.00	3,594.94
452 · Repairs to Building	0.00	0.00	2,791.00	2,791.00	0.00	2,791.00
469 · Service Contracts	0.00	0.00	253.75	253.75	0.00	253.75
800 · Capital Expenditure	0.00	0.00	140,015.90	265,875.21	245,052.56	510,927.77
Total Expense	<u>0.00</u>	<u>0.00</u>	<u>143,060.65</u>	<u>285,298.65</u>	<u>254,752.83</u>	<u>540,051.48</u>
Net Income	<u><u>50,000.00</u></u>	<u><u>90,500.00</u></u>	<u><u>56,939.35</u></u>	<u><u>197,439.35</u></u>	<u><u>258,834.01</u></u>	<u><u>456,273.36</u></u>

*Balance on 6/30/17

Current Capital Cash Flow & Open Grants					
Current Capital Account Balance=	\$112,974.89				
Open Grants	\$ spent	Left to spend	Will be reimbursed	Notes	
Roof Grant (SAM - \$200,000)	\$143,060.65	\$56,939.35	\$200,000.00	Must be completed by 3/2021	
Sign Grant (SAM - \$50,000)	\$0.00	\$50,000.00	\$50,000.00	Must be completed by 9/2021	
State Construction (RCLS - \$181,000)*	\$0.00	\$181,000.00	\$90,500.00	Must BEGIN by 12/1/2019, completed by 6/2021	
	*90% of award (\$81,450.00) will be granted 8/31/19				

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

	Jul 19
Income	
2082 · Library Fines	3,334.73
2401 · Income from Investments	18.20
2706 · Gifts & Endowments	440.26
3840 · RCLS	4,444.20
Total Income	8,237.39
Gross Profit	8,237.39
Expense	
141 · Salary-Certified Librarian	17,832.04
142 · Salary-Clerical	32,627.14
143 · Salary-Treasurer	384.62
203b · Capital Equipment	0.00
410 · Books	6,129.15
412 · Video/Music/Books on Tape	1,398.12
413 · Serials/Reference	2,280.31
430 · Supplies	
430.1 · Library supplies	319.10
430.2 · Office supplies	409.05
430.3 · Program supplies	648.82
Total 430 · Supplies	1,376.97
431 · Telephone	725.49
433 · Postage	124.17
434 · Publicity & Printing	44.07
435 · Travel/Conference	68.96
437 · Professional Fees	
437.1 · Prof fees-Office	2,725.12
437.2 · Prof fees-Adult programs	682.00
437.3 · Prof fees-YA programs	150.00
437.4 · Prof fees-Juvenile	0.00
437.5 · Prof fees-SRP	0.00
437.6 · Prof fees-Outreach	0.00
Total 437 · Professional Fees	3,557.12
438 · Dues	0.00
439 · Equipment Repair	0.00
440 · Contracts w/ Books Co.	99.80
450 · Fuel/Utilities	1,370.00
451 · Custodial Supplies	360.76
452 · Repairs to Building	168.00
454 · Building Insurance	0.00
455 · RCLS ANSER & Telecommunication	13,008.66
469 · Service Contracts	3,871.82
490 · Refund of PY Tax Assessment	0.00
9010.8 · Retirement	-71.26
9030.8 · FICA/Medicare Expense	4,501.47
9090.8 · Health Insurance	8,305.85
Total Expense	98,163.26
Net Income	-89,925.87

July 2019 Director's Report

7/1-in 11AM-7:30PM Emailed Chiefs of Police about Greater Cornwall Chamber of Commerce's Sept. 1 Car Show. Asked what type of thing they could do to have a presence at the Car Show. Contacted both Fire Departments, as well as COVAC, to ask the same thing. Members of the Chamber are asked to volunteer to help with one of the events, and I chose the Car Show. Spoke with Paul Korykora, he said that Mr. John Speranza volunteered to "host" the CPL 4th of July Float. Left a text message for Mr. Speranza. Helped sign Youth up for Summer Reading program, before and after kick-off.

7/2-in at 12, covering ref desk from 5-8. Worked on logistics of float, gathered some items together. Spoke with John Speranza about where we will decorate float. Emailed Board and staff about change in location of decorating float.

7/3-Cut red & white stars to decorate float. Chris Fowler strung them on ribbon for me, to use as garland for float. Gathered rest of items needed for float and with Meaghan's help loaded my husband's van with items needed for float. Spoke with Brenda about upcoming Community Conversations she is planning, and an idea to get some community (Boy Scout/Girl Scout/Key Club/or students needing Community Service) participation in next year's float. Worked on both Agendas for the next week's Board meetings.

7/4 went at 2:30 to take everything for float to Cherry Ave, where we decorated it this year. As I was struggling with the shade tents, Amy Mack (a patron) came across the street to help me set them up! Another patron (Ed) came to help decorate the float, he was a great help in zip tying the Banners up to the tents & getting the chairs onto the float. Stephanie Wolf & Allison came to help decorate, as well as Susanne V. and Melissa G. (with her very young daughter), who all rode the float as well. It went well, and was hot, hot, hot. Thanks to Dean S. for lending us her daughter & great-grandson to ride the float, Sierra G & her Grandmother, and the YS volunteer Lea, a candy throwing pro! This year we actually made it to the circle with a bit of candy available to throw!

7/5 met with Amy & Chris for my 6 month review. Did email & paperwork.

7/8 met with Patti Kanner of Atlantic Tech to talk about digital solutions for keeping documents. Met with Jane H (Friends) and Diane Brown & Family to discuss their idea for their Father's memorial Fund. They would like it to sponsor a series of art lessons for students in grades 6-8, titled *Introduction to Art/Sculpture workshop*. There is currently \$575.00 in the fund, which looks like enough to sponsor two such multi session workshops. The Family would like to make this an annual program, much like the Timothy Mumford Memorial Poetry Competition.

7/9 in 12-8, covering reference desk 5-8. Met with Kathleen Christiansen, who would like the opportunity to re-record her Deborah Sampson lecture. I said that we would work with her on it. . Spoke with Nancy from Energy Management Systems. They finished another job early, so will start our Air Seal a day early.

7/10 ran Department Heads meeting. Placed ad for YS sub on RCLS website, per Liz's request. Spoke with Brenda about upcoming Community Conversations. Currently trying to get NYS Early Voting Information: What All Voters Need to Know for either 9/24 or 10/1. Air Sealing began today.

7/11 Air sealing continuing, met Tom here at 9AM to confirm work to be done today. In 12-? For Finance committee meeting & Board meeting tonight.

7/12 Air sealing co to return after my vacation to complete the job

7/13-21 Vacation

7/22 ANSER Committee meeting at RCLS in AM. Caught up on e-mail.

7/23 Staff meeting at 8AM, in from 12-8PM, covered Ref Desk from 5-8. Barbara Gosda was in asking about Matt Soltis' program, just as he stopped by the Ref Desk to thank me for allowing him the opportunity to give his lecture on the Mona Lisa here. They spoke for a few minutes, and he gave her some information on lectures he is giving in the near future at Mount St. Mary.

7/24 United came, but had the wrong part, they will need to order the correct part & come again. Attended Assemblyman Schmitt's Library Advisory Council Meeting at 2PM at his Washingtonville office. I emailed all of you about it. I believe it will be a good Council to be a part of, will require brief quarterly meetings. Spoke briefly with S. Wolf, who will be the Board's Civil Service signing authority.

7/25 Email came from Assemblyman Schmitt's office in regard to the AED, stating that we can purchase it with the bullet aid we receive from his office. I forwarded the email to the Board. Wrote email to Sheila Castro, the Office Manager at Automatic Door Systems, Inc. to ask several questions from Susanne about the doors & what the effect might be on the library. If the doors will work with our current people counter, what will they open with (mat or electric eye?), etc. Attended Friends meeting at 4:15PM. Administered oath of office to M. Greaves-Kulisek & J. Wells

7/26 Came in at 7AM to let Energy Management Systems into building to finish up Air Seal job. Worked on emails, job descriptions, went over a couple of invoices with Valerie. Determined that I need to go to the storage unit to answer a former employee's question about her social security contributions when she worked here in the 80's & 90's. We will be going ahead with CPR/AED training on August 15th for approximately 7 employees, Mr. Pinckney will conduct the training from 11am-1:30pm that day. I will not be closing the building, due to the small # of staff taking the training.

7/29 Emailed Assemblyman Schmitt's assistant to find out if an evening in October would work for him to read to children here. Started looking at salaries for next year's budget. Spoke with Jane about finding the pre-print copy of Jan Dempsey's Cornwall Images book, because Friends would like to reprint it. I have been unable to locate those pages here, and will try to find them in the storage unit. Explained our pet policy to a family who are using the library as a cooling center for themselves, and their pet. One family member left with the pet.

7/30 Spoke to Stella and Pam about our proctoring policy. We are getting people who are not Cornwall residents asking for proctoring. Our policy says Cornwall School District residents only, and they have been following that. We may need to add to the policy that under special circumstances where the person who needs proctoring cannot find another free and/or suitable place we will do the proctoring. Have put out an email to all directors to find out if they proctor and have a policy for it. Spoke with Holly about the magazine collection, will need to sit with her to explain how I went about collection development/weeding of magazines. Called Social Services about the family (left a message), who are using the library as a cooling center for themselves and their pet. Spoke with Rosaleen about a grant

application for computer/ tech classes for seniors. Helped her determine how many sessions & how many people per session was a good number for teaching.

7/31 Prepared for Department Heads meeting. Showed Ellen how to post minutes to the G-docs. Tried to help a patron with her 7 year old Nook, unfortunately it will no longer connect to wi-fi. Texted with John K about the screens, he is halfway through, and will take the remainder to his shop to fix. United came this morning with the correct part, but no word about Eins. Called today to find out what is going on, left message for Chris.

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

Registered borrowers: 9,270 (9191); Direct Access/Circulation: 15,195 (11,951);

ILL Borrows: 2,318 (2,215); ILL Loans: 2,205 (1876); Item Count: 73,948 (73,682);

Wi-Fi: 5,176 (4,799).

Please see below for Department Heads Reports

Respectfully submitted 8/1/2019 CAD

Adult Services Report: July 1-31, 2019
(submitted by Pamela Hawks)

PROGRAMMING

August Adult Events Scheduled: Escape the Library: Mission Solar System and Lost in Space on Saturday, August 10; Tea & a Classic: All That Jazz, August 14; Drop-in Game Night on August 27.

Adult Summer Reading: To date, we have 39 adults signed up for summer reading and 38 book reviews have been logged. BINGO cards have been circulating well, but we won't find out how many people complete the challenge until September. Our interactive lecture on Apollo 11 and our Paint & Sip were very well attended. The West Point professors who presented at the Apollo 11 program were extremely appreciative to be approached by the library and thanked us for letting them "geek out."

REFERENCE

Ref Stats (previous month in parentheses):

Circulation: 202 (208); Directional: 18 (14); ILL Pulls: 1,597 (1,433); Reader Advisory: 25 (27); Tech Assists: 137 (157); Reservations: 21 (8); Printing: 99 (97); Phone: 102 (97); Chargers: 7 (6); Computer Guest Passes: 58 (68); Notary: 37 (28); Ref. Q's: 448 (334); Outside the system ILL requests: 25 (18).

Database Stats (previous month in parentheses):

Novel List Plus: 3 (6); Novel List PlusK-8: 8 (6); Gale: 0 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 469 (297); New York Times Digital: 59 (77)

PC Usage: Adult Area: 893 (817) Local History (Microfilm): 12 (17)

Children's Area: 70 (47) Laptops: 6 (7) **TOTAL PC USAGE:** 981 (888)

WIFI Usage: 5,176 (4,799) – ** It is important to note that WIFI usage has almost doubled in the past 6 months. This is a good indicator of how busy the building has become.

OTHER

- Compiled a second report for the Cornwall Local on Summer Reading picks
- Working on training staff on using new magnifiers for visually-impaired

July 2019 Monthly Report: Rosaleen Leahy

Programs

Creative Writers – 5, 4, 7, 6, 6

Member's Choice Book Club – 5

Culinary Confusion – 63

Tea & a Classic – 18

Art Reception – 12

Mona Lisa Lecture – 54

Paint & Sip – 20

Out & About Book Group – 5

Buttoned Up – 16

Book Chat – 11

Sun, Moon & Stars Craft – 18

Game Night – 12

Total # Programs – 16 Total Attendance – 262

Other Room Use: Board of Trustees Meeting - 7, Staff Meeting - 14, Friends Ice Cream Social – 100

Arts Mid-Hudson contacted me to let me know that additional funds will be awarded to Cornwall Public Library, for the 2019 grant series. I am waiting to be notified of the amount.

I attended an Arts Mid-Hudson grant information session at Monroe Library on Wednesday, July 31, in the evening. This was a requirement to apply for the next year's grant cycle. I was disappointed to see that there were only 4 attendees. We have had these sessions, at CPL, in the past and I would like to offer to have one at the end of August.

Circulation

It has been very helpful to have substitutes available, especially to cover summer vacations. We had a few gaps in the regular schedule, which have now been filled by substitutes.

The Circulation Desk has been extremely busy, with numerous customer service issues. Everyone is handling it very well!

Music Collection

I weeded the Classical, Rock/Pop, Country, Show Tunes, Soundtracks and World/International and Holiday Music sections. The cds that were taken out of those collections were given to the Friends of Cornwall Library, in time for their Ice Cream Social.

The new end-cap is being used for a rotating display of new, and some under-used cds, as well as The Great Courses series that relate to music.

Youth Services July 2019

<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>TEENS:</u>	<u>VOLUNTEERS:</u>	<u>ATTENDANCE TOTAL</u>
JESTER JIM	7/1	100	60		8	168
ROCKETS & ICE CREAM	7/2			15	4	19
TEEN WRITERS	7/3-7/31			6		6
LEGO	7/15	47	35			82
ROCKET TIME	7/15	27			7	34
DOG TALES	7/8	23	6		1	30
PJ ST WRITING WIZARDS	7/8-7/29	36	31		4	71
SLIME GALAXY	7/9	16	2		4	22
BABY PLAY TIME	7/10-7/31	45	43		7	95
MARKET STORY TIME	7/10-7/31	45	28		3	76
BABYSITTING WKSHP	7/13			23	1	24
BATTLE MEETING	7/16 & 7/30			13		13
CHATTERBOOKS	7/18	9			2	11
BOOK/SNACK	7/22	3			2	5
READZZA	7/22	8				8
DIANE EDGECOMB	7/18	15	20		2	37
MINECRAFT MANIA	7/19 & 7/29	10	5		5	20
APRICITY	7/23	20	35	16	3	74

TOTAL: 835

***Reflections:** July has been a month of well-attended events and library usage. We have an ambitious summer program that would not happen without the meticulous planning and the outright dedication of a staff that does their utmost to serve the public. It truly shows. A large thank you to Youth Services as well as the rest of the CPL staff that pitch in when needed.*

Not quite at the home stretch of the Summer Reading Program (2 1/2 weeks of programming to go) and we are solidifying the particulars for events in the last quarter of 2019.

And we have 2 teams representing Cornwall Public Library at the Battle of the Books on September 8!

MEETINGS & OUTREACH:

Dept. Head Mtg

DATE: ATTENDEE:

7/10 &
7/31

Liz & Lisa

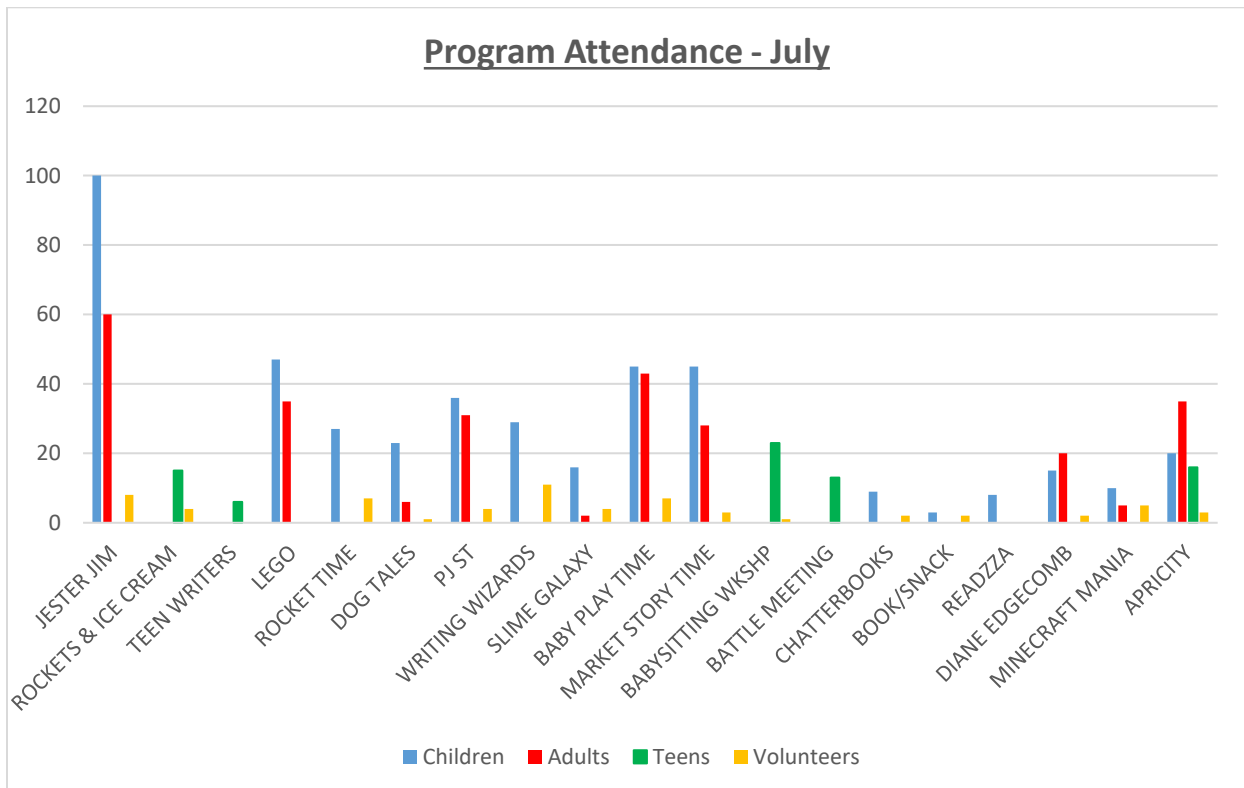
Staff Mtg

7/23

Liz, Lisa,
Meaghan &
Rebecca

QUESTIONS @ THE DESK:

Reference	352
Circulation	110
Tech	26
iPads	33
Telephone	79
Programs	84



On July 25th I attended the quarterly meeting of the Friends of the library. While gaining some new members to the Friends, long time Board member and former Trustee Dr. Lucy Swift has resigned.

Jane Harkinson wanted the Library Board to know, "Mrs. Dunaief and the library staff are a joy to work with and that their enthusiasm is contagious. Also, we could not have had such a successful Ice Cream Social and book sale without the help of the teenage volunteers and library staff."

The Friends will collaborate with Brenda Goldfarb to raise funds for a theater outing in the spring and possibly a trip with a destination yet to be determined.

I have included the most current Friends Board of Directors list.

Respectfully submitted,

Melissa Greaves-Kulisek
August 6, 2019