

**Cornwall Public Library  
Board of Trustees**

September 12, 2019  
7:00 PM Regular Meeting Agenda

- I. Roll**
- II. Approval of the minutes** –August 8, 2019 meeting

- III. Financial Review**  
Approval of warrant #2

- A. Public Remarks**

- B. Communications/Donations**
    - a. Vote to accept 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**

- F. New Business**

**Adjournment**

Next Regular Board Meeting: October 10, 2019 7 p.m.

## Cornwall Public Library Board of Trustees Meeting

September 12, 2019

7:00-9:00PM

### Minutes

Meeting was called to order by Stephanie Wolf at 7:05PM

#### I. Roll:

Trustees Present: Meghann Chyla, Melissa Greaves-Kulisek, Susanne Vondrak,  
John Wells, Stephanie Wolf

Excused: Amy Cordisco, Carol Stein

Charlotte Dunaief, Library Director

- II. **Approval of the Minutes:** A motion to approve the Board of Trustees Minutes of August 8, 2019 with one noted correction to the Friends notes(7D) was made by John Wells, seconded by Meghann Chyla, and unanimously approved.

#### III. Financial Review:

Finance Committee met 9.12.2019 to discuss the Warrant. Encon, Leaf Filter North, Sohns Appliance and 2 United invoices will be paid as Capital expenditures. The invoice from Clearwaters will be reimbursed from the Friends of the Library. Cash flow will be ok until the tax funds arrive in October from the school district.

A motion to approve Warrant #2 in the amount of \$107,435.00 was made by Susanne Vondrak, seconded by John Wells and unanimously approved.

#### IV. Public Remarks:

None

#### V. Communications/Donations:

Communications were shared from Senator Skoufis' office regarding his donation to the Library. An email was received from Kathryn Pegues. The Cornwall Local featured the Library in several articles.

Two \$50 donations were received from John Capella and a \$25 donation was received towards Sally Ryan's Memorial Fund. A motion to accept the donations was made by Melissa Greaves-Kulisek, seconded by Meghann Chyla and unanimously approved.

Discussion was had about the possibility of moving the dissolved Foundation Funds to the Orange County Community Fund. More research is needed before allocating any funds. Tabled till a future date.

#### **VI. Director's Report:**

See Written Report. Success of Summer Reading program, including the Adult programs, was especially highlighted. 391 children participated with 250 volunteer hours from 24 volunteer staff. The new Books to Go program was also highlighted. The Library's role in the upcoming Census will be determined by RCLS. The possibility for Auto Check-Out for CPL was discussed and was tabled for further review.

#### **VII. Committee Reports:**

- a. Finance Committee: See Financial Review.
- b. Policy Committee: A motion to approve the amended Gift & Donation Policy was made by Susanne Vondrak, seconded by John Wells and unanimously approved. A revised ipad and laptop lending services agreement, exhibit and policy display policy and types of library reference sheet were discussed for review and adoption at the next Board meeting.
- c. Buildings and Grounds:
  - i. Met with Andy from Powergen to review the outdoor lighting needs. He will submit an estimate for possible inclusion in the roof SAM grant project.
  - ii. Meeting with Ben for potential Eagle Scout project is scheduled 9/18.
  - iii. Have asked Rowland, Butler and Mays for help with the bid specifications for the new sliding entrance doors for inclusion in the roof SAM grant.
  - iv. Have asked Rowland, Butler and Mays to create the bid document for the conversion of the interior lighting to LED, as

part of the approved state construction grant. We need to start this project by 12/1/ 2019 as required by the grant.

- v. The new custom gutter on the new roof installed by Padovani is leaking and cause is unknown. Padovani has agreed to pay for a different contractor to repair the gutter for up to \$300 at his expense. Warranty is due to expire soon so we will need to hire someone asap.
- d. Garden Committee: Meeting with Boy Scout on 9/18
- e. Friends: No new meetings
- f. Personnel: Amy Cordisco and John Wells met to discuss policy for the coming year.

**VIII. Unfinished Business:** none

**IX. New Business:**

- a. RCLS Budget will need to be approved by our Board by December. Information on the budget is available on the shared drive for the Board to review.
  - b. Good Idea Fund will be reviewed and voted on at the next meeting.
- X. **Adjournment:** A motion to adjourn the Board of Trustees Meeting at 8:27PM was made by Meghann Chyla, seconded by Melissa Greaves-Kulisek, and unanimously approved.

**Next Regular Board Meeting Thursday, October 10, 2019 at 7PM.**

**Cornwall Public Library**  
**Warrant # 2**  
**As of August 31, 2019**

Type	Date	Num	Memo	Split	Paid	Amount
<b>Benninger Landscaping LTD</b>						
Bill	08/14/2019	23196	August's Maintenance - #23196	469 · Service Contracts	Paid	800.00
Total Benninger Landscaping LTD						800.00
<b>Blackstone Publishing</b>						
Bill	08/21/2019	1131788	1131788	-SPLIT-	Unpaid	383.41
Bill	08/21/2019	1130535	1130535	-SPLIT-	Unpaid	34.95
Bill	08/26/2019	1134328	1134328	-SPLIT-	Unpaid	142.18
Bill	08/26/2019	1132510	1132510	-SPLIT-	Unpaid	34.94
Bill	08/31/2019	1136223	1136223	-SPLIT-	Unpaid	81.89
Total Blackstone Publishing						677.37
<b>Brodart Co. - Juv</b>						
Bill	08/26/2019	B5714280	B5714280	-SPLIT-	Unpaid	36.82
Bill	08/26/2019	B5714261	B5714261	-SPLIT-	Unpaid	280.07
Bill	08/26/2019	B5714481	B5714481	-SPLIT-	Unpaid	98.30
Bill	08/26/2019	B5714491	B5714491	-SPLIT-	Unpaid	52.43
Bill	08/26/2019	B5714380	B5714380	410.4 · Juvenile Fiction	Unpaid	26.90
Bill	08/26/2019	B5714387	B5714387	410.4 · Juvenile Fiction	Unpaid	11.78
Bill	08/26/2019	B5714464	B5714464	-SPLIT-	Unpaid	10.49
Bill	08/26/2019	B5714454	B5714454	410.5 · Juvenile Non Fiction	Unpaid	10.19
Bill	08/26/2019	B5714256	B5714256	410.4 · Juvenile Fiction	Unpaid	7.79
Bill	08/26/2019	B5714321	B5714321	-SPLIT-	Unpaid	27.46
Bill	08/28/2019	B5732194	B5732194	410.4 · Juvenile Fiction	Unpaid	6.15
Bill	08/28/2019	B5732425	B5732425	410.4 · Juvenile Fiction	Unpaid	6.15
Bill	08/28/2019	B5698528	B5698528	410.4 · Juvenile Fiction	Unpaid	7.00
Bill	08/31/2019	B5736976	B5736976	-SPLIT-	Unpaid	14.90
Bill	08/31/2019	B5737185	B5737185	-SPLIT-	Unpaid	29.46
Bill	08/31/2019	B5737186	B5737186	-SPLIT-	Unpaid	158.96
Bill	08/31/2019	B5737174	B5737174	-SPLIT-	Unpaid	138.60
Bill	08/31/2019	B5737169	B5737174	410.4 · Juvenile Fiction	Unpaid	64.44
Bill	08/31/2019	B57367173	B57367173	-SPLIT-	Unpaid	14.34
Total Brodart Co. - Juv						1,002.23
<b>Brodart Co. -Supplies</b>						
Bill	08/26/2019	Inv 537473	Inv 537473	430.1 · Library supplies	Unpaid	222.78
Total Brodart Co. -Supplies						222.78
<b>Brodart Co. (McN)</b>						
Bill	08/21/2019	Inv M11739	Inv M170710 - Oct 2019	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
<b>Cengage Learning/Gale</b>						
Bill	08/21/2019	67576586	67576586	410.11 · Adult Fiction Standing ...	Unpaid	24.79
Bill	08/21/2019	675769657	675769657	410.11 · Adult Fiction Standing ...	Unpaid	27.19
Bill	08/21/2019	67594529	67594529	410.11 · Adult Fiction Standing ...	Unpaid	146.23
Bill	08/21/2019	67562296	67562296	-SPLIT-	Unpaid	179.14
Bill	08/26/2019	Inv 67541902	Inv 67541902	410.11 · Adult Fiction Standing ...	Unpaid	90.37
Bill	08/26/2019	Inv 67687395	Inv 67687395	410.11 · Adult Fiction Standing ...	Unpaid	21.59
Total Cengage Learning/Gale						489.31
<b>Central Hudson Gas &amp; Electric Corp</b>						
Bill	08/31/2019	8661-0120-00-7	8661-0120-00-7 Period Covering 7-26-19 To...	450 · Fuel/Utilities	Unpaid	1,885.54
Total Central Hudson Gas & Electric Corp						1,885.54
<b>Charlotte Dunaief</b>						
Bill	08/21/2019	Employee Reimburse	Mileage	435 · Travel/Conference	Unpaid	40.83
Total Charlotte Dunaief						40.83
<b>Clearwaters</b>						
Bill	08/21/2019	Custom Framing	#23351,23352,23353,23354,23355,23372	430.2 · Office supplies	Unpaid	319.25
Total Clearwaters						319.25
<b>Cornwall Public Library - Payroll</b>						
Bill	08/12/2019	Pay per end 8-9-19	Payroll Ending 8.9.19 Pay Date 8.16.19	1012 · OBT Payroll Checking	Paid	18,764.12
Bill	08/26/2019	Pay Per End 8.23.19	Payroll Ending 8.23.19 Pay Date 8.30.19	1012 · OBT Payroll Checking	Paid	18,781.63
Total Cornwall Public Library - Payroll						37,545.75
<b>Cornwall Public Library - Trust &amp; Agency</b>						
Bill	08/01/2019	Payroll End 7.26.19	Payroll Ending 7.26.19 Pay Date 8.2.19	1003 · Due from Trust & Agency	Paid	8,626.90
Bill	08/12/2019	Payroll End 8.9.19	Payroll Ending 8.9.19 Pay Date 8.16.19	1003 · Due from Trust & Agency	Paid	8,618.54
Bill	08/14/2019	Health Insurance	Health Insurance August Health Insurance	1003 · Due from Trust & Agency	Paid	10,850.00

**Cornwall Public Library**  
**Warrant # 2**  
**As of August 31, 2019**

Type	Date	Num	Memo	Split	Paid	Amount
Bill	08/26/2019	Payroll End 8.23.19	Payroll Ending 8.23.19 Pay Date 8.30.19	1003 · Due from Trust & Agency	Paid	8,852.37
Total Cornwall Public Library - Trust & Agency						36,947.81
<b>Demco, Inc.</b>						
Bill	08/21/2019	6661025	6661025	-SPLIT-	Unpaid	167.99
Total Demco, Inc.						167.99
<b>Dowser Spring Water</b>						
Bill	08/21/2019	Inv # 1819970	August 2019 Water Cooler Delivery - # 181...	430.2 · Office supplies	Unpaid	51.94
Total Dowser Spring Water						51.94
<b>Edible Hudson Valley</b>						
Bill	08/21/2019	1902	1 year renewal - Exp 3/2020	413.6 · Serials	Unpaid	28.00
Total Edible Hudson Valley						28.00
<b>Encon Services &amp; Supply</b>						
Bill	08/31/2019	26654	26654	452 · Repairs to Building	Paid	1,112.00
Total Encon Services & Supply						1,112.00
<b>Hannaford Bros. Co.</b>						
Bill	08/21/2019	8-13-19 Purchases	8-13-19 Purchases	430.30 · Adult	Unpaid	6.79
Bill	08/21/2019	8-15-19 Purchases	8-15-19 Purchases	430.32 · Juvenile	Unpaid	11.96
Bill	08/21/2019	8-11-19 Purchases	8-11-19 Purchases	430.30 · Adult	Unpaid	2.19
Total Hannaford Bros. Co.						20.94
<b>Ingram Library Services</b>						
Bill	08/26/2019	441456147	441456147	-SPLIT-	Unpaid	76.69
Bill	08/26/2019	41418818	41418818	-SPLIT-	Unpaid	48.20
Bill	08/26/2019	41390769	41390769	-SPLIT-	Unpaid	59.57
Bill	08/26/2019	41307863	41307863	-SPLIT-	Unpaid	145.39
Bill	08/26/2019	41343656	41343656	-SPLIT-	Unpaid	31.95
Bill	08/26/2019	41371127	41371127	-SPLIT-	Unpaid	16.25
Bill	08/26/2019	41327623	41327623	-SPLIT-	Unpaid	119.85
Bill	08/26/2019	41343657	41343657	-SPLIT-	Unpaid	124.12
Bill	08/26/2019	41098676	41098676	-SPLIT-	Unpaid	87.38
Bill	08/26/2019	41299302	41299302	410.20 · Adult Non-Fiction	Unpaid	75.28
Bill	08/26/2019	41090037	41090037	-SPLIT-	Unpaid	114.40
Bill	08/28/2019	41147534	41147534	-SPLIT-	Unpaid	310.16
Bill	08/28/2019	41269441	41269441	-SPLIT-	Unpaid	128.80
Bill	08/28/2019	41225717	41225717	-SPLIT-	Unpaid	127.75
Bill	08/28/2019	41098677	41098677	-SPLIT-	Unpaid	10.74
Bill	08/28/2019	41208568	41208568	-SPLIT-	Unpaid	107.56
Bill	08/28/2019	41147533	41147533	-SPLIT-	Unpaid	31.37
Bill	08/28/2019	41171661	41171661	-SPLIT-	Unpaid	29.75
Bill	08/28/2019	41107293	41107293	-SPLIT-	Unpaid	478.97
Bill	08/31/2019	41551326	41551326	-SPLIT-	Unpaid	73.59
Bill	08/31/2019	41622207	41622207	-SPLIT-	Unpaid	42.05
Bill	08/31/2019	41512826	41512826	-SPLIT-	Unpaid	11.78
Bill	08/31/2019	41551325	41551325	-SPLIT-	Unpaid	323.89
Bill	08/31/2019	41507776	41507776	-SPLIT-	Unpaid	74.11
Bill	08/31/2019	41589989	41589989	-SPLIT-	Unpaid	128.34
Bill	08/31/2019	41622208	41622208	-SPLIT-	Unpaid	47.62
Bill	08/31/2019	41182310	41182310	-SPLIT-	Unpaid	59.74
Total Ingram Library Services						2,885.30
<b>John Kramer</b>						
Bill	08/21/2019	004	Maintenance for Interior	452 · Repairs to Building	Unpaid	140.00
Bill	08/21/2019	003	Maintenance for Interior & Storage Shed	452 · Repairs to Building	Unpaid	175.00
Total John Kramer						315.00
<b>LeafFilter North of NY</b>						
Bill	07/22/2019	7-23-19	Gutters and Downspouts Clean, Re-Align, S...	800 · Capital Expenditure	Paid	6,145.00
Total LeafFilter North of NY						6,145.00
<b>Lock Around the Clock</b>						
Bill	08/21/2019	Sept. 2019	September 2019 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
<b>Magna5</b>						
Bill	08/31/2019	5196786	Service For 8-25 to 9-24 2019	431 · Telephone	Unpaid	528.45

**Cornwall Public Library**  
**Warrant # 2**  
**As of August 31, 2019**

Type	Date	Num	Memo	Split	Paid	Amount
Total Magna5						528.45
<b>Marangi Disposal</b>						
Bill	08/14/2019	Inv 98101014	August Service - Inv 98101014	469 · Service Contracts	Paid	122.40
Total Marangi Disposal						122.40
<b>Meaghan Doyle</b>						
Bill	04/22/2019	Empl Reimburse	Workshop Travel and Conference	435 · Travel/Conference	Unpaid	44.00
Bill	04/30/2019	Empl Reimburse	Workshop Travel and Conference	435 · Travel/Conference	Unpaid	36.02
Total Meaghan Doyle						80.02
<b>Moffat Library of Washingtonville</b>						
Bill	08/31/2019	Lost Item	Barcode 32845000885194	2082 · Library Fines	Unpaid	15.00
Total Moffat Library of Washingtonville						15.00
<b>Orange Bank &amp; Trust Cardmember Services</b>						
Bill	08/30/2019	Stmnt dated 8-25-19	Stmnt dated 8-25-19	-SPLIT-	Unpaid	2,054.22
Total Orange Bank & Trust Cardmember Services						2,054.22
<b>Paychex, Inc.</b>						
Bill	08/14/2019	20272355	41 Employee Usage \$4/EA & Mobile \$1/EA f...	437.1 · Prof fees-Office	Paid	205.00
Bill	08/31/2019	2019082900	Small Business Package Payroll Processing ...	437.1 · Prof fees-Office	Unpaid	599.88
Total Paychex, Inc.						804.88
<b>Phoenix Graphics, Inc.</b>						
Bill	08/26/2019	Inv 60035	Special Election April 23, 2019, Absentee/EL...	434 · Publicity & Printing	Unpaid	552.50
Total Phoenix Graphics, Inc.						552.50
<b>RCLS</b>						
Bill	08/31/2019	Inv 27949	VIPRE for 3 Licenses	430.2 · Office supplies	Unpaid	20.82
Total RCLS						20.82
<b>Rolling Stone</b>						
Bill	08/31/2019	2 year renewal	2 year renewal - Exp 9/2020 4006553046	413.6 · Serials	Unpaid	39.95
Total Rolling Stone						39.95
<b>Rosaleen Leahy</b>						
Bill	04/30/2018	Employee Reimburse	32 mi @ \$.545/mi	435 · Travel/Conference	Unpaid	17.44
Bill	08/31/2019	Employee Reimburse	36 mi @ \$.545/mi	435 · Travel/Conference	Unpaid	19.62
Total Rosaleen Leahy						37.06
<b>Shop Rite Supermarkets Inc.</b>						
Bill	08/21/2019	451713035214	Adult Program	430.30 · Adult	Unpaid	41.12
Total Shop Rite Supermarkets Inc.						41.12
<b>Sohns Appliance Service Center</b>						
Bill	08/21/2019	69402	69402	203b · Capital Equipment	Unpaid	615.00
Total Sohns Appliance Service Center						615.00
<b>Suffern Free Library</b>						
Bill	08/31/2019	Lost item	Bar Code 32837004215486	2082 · Library Fines	Unpaid	32.00
Total Suffern Free Library						32.00
<b>The Frick Collection</b>						
Bill	08/21/2019	Museum Pass fee	Museum Pass 10/1/19 - 9/30/20	437.2 · Prof fees-Adult programs	Unpaid	200.00
Total The Frick Collection						200.00
<b>This Old House</b>						
Bill	08/21/2019	2 year renewal	2 year renewal - Exp 11/2021 Acct 23850571...	413.6 · Serials	Unpaid	28.00
Total This Old House						28.00
<b>Toshiba Financial Services</b>						
Bill	08/31/2019	Inv 393185129	Service for 8-16-19 to 9-16-19	469 · Service Contracts	Unpaid	649.88
Total Toshiba Financial Services						649.88
<b>United A/C Refrigeration, Inc</b>						
Bill	08/26/2019	422401	Preventive Maintenance Service Date 7/31/19	469 · Service Contracts	Unpaid	975.17
Bill	08/31/2019	421617	HVAC Air Balancing for the System	452 · Repairs to Building	Paid	4,520.00

**Cornwall Public Library**  
**Warrant # 2**  
**As of August 31, 2019**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Bill	08/31/2019	421086	HVAC Air Balancing for the System	452 · Repairs to Building	Paid	718.50
Total United A/C Refrigeration, Inc						6,213.67
<b>Utica National Insurance Group</b>						
Bill	08/21/2019	Acct 101086941	Acct 101086941 Qtrly Pymt	454 · Building Insurance	Paid	3,111.00
Total Utica National Insurance Group						3,111.00
<b>Valerie LoSardo</b>						
Bill	08/28/2019	Employee Reimb.	Mileage	435 · Travel/Conference	Unpaid	59.29
Total Valerie LoSardo						59.29
<b>Valley Cottage Free Library</b>						
Bill	08/31/2019	Lost book	Item Barcode 32841009764035	2082 · Library Fines	Unpaid	26.95
Total Valley Cottage Free Library						26.95
<b>Verizon</b>						
Bill	08/21/2019	652-121-949-0001-81	August's Monthly Services	431 · Telephone	Paid	178.98
Total Verizon						178.98
<b>Verizon Wireless</b>						
Bill	08/14/2019	9835239432	August 2019	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
<b>W.B. Mason</b>						
Bill	08/21/2019	166642576	166642576	451 · Custodial Supplies	Unpaid	43.97
Bill	08/21/2019	201531030	201531030	430.2 · Office supplies	Unpaid	57.98
Bill	08/21/2019	201860004	201860004	-SPLIT-	Unpaid	257.31
Bill	08/22/2019	201995823	201995823	430.2 · Office supplies	Unpaid	58.82
Bill	08/31/2019	202360122	202360122	430.2 · Office supplies	Unpaid	77.96
Bill	08/31/2019	202362261	202362261	430.2 · Office supplies	Unpaid	189.90
Total W.B. Mason						685.94
<b>TOTAL</b>						<b><u>107,435.00</u></b>



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

	Site Sign SAM Grant (Grants)	RCLS Construction Grant (Grants)	DASNY/SAM #9095 - roof (Grants)	Total Grants (Capital Fund)	Capital Fund - Other (Capital Fund)	Total Capital Fund
<b>Income</b>						
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	588.24	588.24
2760 · Grants	0.00	0.00	0.00	142,238.00	0.00	142,238.00
3840 · RCLS	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>50,000.00</b>	<b>90,500.00</b>	<b>200,000.00</b>	<b>482,738.00</b>	<b>513,597.40</b>	<b>996,335.40</b>
<b>Gross Profit</b>	<b>50,000.00</b>	<b>90,500.00</b>	<b>200,000.00</b>	<b>482,738.00</b>	<b>513,597.40</b>	<b>996,335.40</b>
<b>Expense</b>						
203b · Capital Equipment	0.00	0.00	0.00	352.98	9,700.27	10,053.25
430 · Supplies	0.00	0.00	0.00	0.00	0.00	0.00
430.1 · Library supplies	0.00	0.00	0.00	0.00	0.00	0.00
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
<b>Total 430 · Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,430.77</b>	<b>0.00</b>	<b>12,430.77</b>
431 · Telephone	0.00	0.00	0.00	3,594.94	0.00	3,594.94
452 · Repairs to Building	0.00	0.00	9,141.50	9,141.50	0.00	9,141.50
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
<b>Total Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>149,411.15</b>	<b>291,649.15</b>	<b>254,752.83</b>	<b>546,401.98</b>
<b>Net Income</b>	<b>50,000.00</b>	<b>90,500.00</b>	<b>50,588.85</b>	<b>191,088.85</b>	<b>258,844.57</b>	<b>449,933.42</b>

\*Balance on 6/30/17

Current Capital Cash Flow & Open Grants					
<b>Current Capital Account Balance=</b>	<b>\$71,214.00</b>				
Open Grants	\$ spent	Left to spend	Will be reimbursed	Notes	
Roof Grant (SAM - \$200,000)	\$149,411.15	\$50,588.85	\$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	
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 by Class**  
July through August 2019

	Total Capital Fund (Inc. Grants)	Arts Mid-Hudson Regrant Funds (Operating)	Friends (Operating)	Operating - Other (Operating)	Total Operating	TOTAL
<b>Income</b>						
2082 · Library Fines	0.00	0.00	0.00	5,578.08	5,578.08	5,658.64
2401 · Income from Investments	21.99	0.00	0.00	28.91	28.91	50.90
2706 · Gifts & Endowments	0.00	0.00	1,247.02	199.67	1,446.69	6,099.09
2760 · Grants	0.00	625.00	0.00	0.00	625.00	625.00
3840 · RCLS	0.00	0.00	0.00	4,444.20	4,444.20	4,444.20
<b>Total Income</b>	<b>21.99</b>	<b>625.00</b>	<b>1,247.02</b>	<b>10,250.86</b>	<b>12,122.88</b>	<b>16,877.83</b>
<b>Gross Profit</b>	<b>21.99</b>	<b>625.00</b>	<b>1,247.02</b>	<b>10,250.86</b>	<b>12,122.88</b>	<b>16,877.83</b>
<b>Expense</b>						
141 · Salary-Certified Librarian	0.00	0.00	0.00	44,405.17	44,405.17	44,405.17
142 · Salary-Clerical	0.00	0.00	0.00	81,941.93	81,941.93	81,941.93
143 · Salary-Treasurer	0.00	0.00	0.00	961.55	961.55	961.55
203b · Capital Equipment	0.00	0.00	0.00	615.00	615.00	615.00
410 · Books	0.00	0.00	0.00	11,193.15	11,193.15	11,193.15
412 · Video/Music/Books on Tape	0.00	0.00	0.00	2,758.42	2,758.42	2,758.42
413 · Serials/Reference	0.00	0.00	0.00	2,334.93	2,334.93	2,362.93
430 · Supplies						
430.1 · Library supplies	0.00	0.00	0.00	667.69	667.69	667.69
430.2 · Office supplies	0.00	0.00	319.25	1,084.68	1,403.93	1,403.93
430.3 · Program supplies	0.00	0.00	478.50	567.25	1,045.75	1,045.75
<b>Total 430 · Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>797.75</b>	<b>2,319.62</b>	<b>3,117.37</b>	<b>3,117.37</b>
431 · Telephone	0.00	0.00	0.00	1,448.00	1,448.00	1,448.00
433 · Postage	0.00	0.00	0.00	145.95	145.95	145.95
434 · Publicity & Printing	0.00	0.00	0.00	1,086.30	1,086.30	1,086.30
435 · Travel/Conference	0.00	0.00	0.00	374.16	374.16	374.16
437 · Professional Fees						
437.1 · Prof fees-Office	0.00	0.00	0.00	3,528.00	3,528.00	3,528.00
437.2 · Prof fees-Adult programs	0.00	250.00	450.00	182.00	882.00	882.00
437.3 · Prof fees-YA programs	0.00	0.00	150.00	0.00	150.00	150.00
<b>Total 437 · Professional Fees</b>	<b>0.00</b>	<b>250.00</b>	<b>600.00</b>	<b>3,710.00</b>	<b>4,560.00</b>	<b>4,560.00</b>
440 · Contracts w/ Books Co.	0.00	0.00	0.00	240.70	240.70	240.70
450 · Fuel/Utilities	0.00	0.00	0.00	3,821.04	3,821.04	3,821.04
451 · Custodial Supplies	0.00	0.00	0.00	552.10	552.10	552.10
452 · Repairs to Building	6,350.50	0.00	0.00	583.19	583.19	6,933.69
454 · Building Insurance	0.00	0.00	0.00	3,111.00	3,111.00	3,111.00
455 · RCLS ANSER & Telecommuni	0.00	0.00	0.00	13,008.66	13,008.66	13,008.66
469 · Service Contracts	253.75	0.00	0.00	6,474.27	6,474.27	6,728.02
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	10,954.96	10,954.96	10,954.96
9090.8 · Health Insurance	0.00	0.00	0.00	15,645.34	15,645.34	15,645.34
<b>Total Expense</b>	<b>17,444.25</b>	<b>250.00</b>	<b>1,397.75</b>	<b>207,614.18</b>	<b>209,261.93</b>	<b>226,734.18</b>
<b>Net Income</b>	<b>-17,422.26</b>	<b>375.00</b>	<b>-150.73</b>	<b>-197,363.32</b>	<b>-197,139.05</b>	<b>-209,856.35</b>

**Cornwall Public Library**  
**Profit & Loss Budget vs. Actual**  
July through August 2019

Budget 17%	YTD Budget			Full 2019-2020 Budget		
	Jul - Aug 19	Budget	\$ Over Budget	Full Budget	\$ Over Budget	% of Budget
<b>Income</b>						
2002 · Local Public Funds	0.00	0.00	0.00	1,230,875.00	-1,230,875.00	0.0%
2082 · Library Fines	5,658.64	3,666.70	1,991.94	22,000.00	-16,341.36	25.72%
2401 · Income from Investments	50.90	125.00	-74.10	500.00	-449.10	10.18%
2706 · Gifts & Endowments	6,099.09	2,579.10	3,519.99	15,475.00	-9,375.91	39.41%
2760 · Grants	625.00	4,770.00	-4,145.00	8,100.00	-7,475.00	7.72%
3840 · RCLS	4,444.20					
<b>Total Income</b>	<b>16,877.83</b>	<b>11,140.80</b>	<b>5,737.03</b>	<b>1,276,950.00</b>	<b>-1,260,072.17</b>	<b>1.32%</b>
<b>Gross Profit</b>	<b>16,877.83</b>	<b>11,140.80</b>	<b>5,737.03</b>	<b>1,276,950.00</b>	<b>-1,260,072.17</b>	<b>1.32%</b>
<b>Expense</b>						
141 · Salary-Certified Librarian	44,405.17	39,335.80	5,069.37	204,548.00	-160,142.83	21.71%
142 · Salary-Clerical	81,941.93	84,763.80	-2,821.87	440,772.00	-358,830.07	18.59%
143 · Salary-Treasurer	961.55	961.50	0.05	5,000.00	-4,038.45	19.23%
203b · Capital Equipment	615.00	680.00	-65.00	4,080.00	-3,465.00	15.07%
410 · Books	11,193.15	11,341.90	-148.75	65,358.00	-54,164.85	17.13%
411 · Film	0.00	0.00	0.00	658.00	-658.00	0.0%
412 · Video/Music/Books on Tape	2,758.42	4,670.00	-1,911.58	28,164.00	-25,405.58	9.79%
413 · Serials/Reference	2,362.93	1,658.50	704.43	10,514.00	-8,151.07	22.47%
430 · Supplies						
430.1 · Library supplies	667.69	900.00	-232.31	5,400.00	-4,732.31	12.37%
430.2 · Office supplies	1,403.93	1,400.00	3.93	8,400.00	-6,996.07	16.71%
430.3 · Program supplies	1,045.75	1,468.60	-422.85	8,811.00	-7,765.25	11.87%
<b>Total 430 · Supplies</b>	<b>3,117.37</b>	<b>3,768.60</b>	<b>-651.23</b>	<b>22,611.00</b>	<b>-19,493.63</b>	<b>13.79%</b>
431 · Telephone	1,448.00	1,416.00	32.00	8,506.00	-7,058.00	17.02%
433 · Postage	145.95	664.00	-518.05	4,000.00	-3,854.05	3.65%
434 · Publicity & Printing	1,086.30	1,250.00	-163.70	7,500.00	-6,413.70	14.48%
435 · Travel/Conference	374.16	920.00	-545.84	5,500.00	-5,125.84	6.8%
437 · Professional Fees						
437.1 · Prof fees-Office	3,528.00	4,129.20	-601.20	24,775.00	-21,245.00	14.25%
437.2 · Prof fees-Adult programs	882.00	1,167.00	-285.00	7,000.00	-6,118.00	12.6%
437.3 · Prof fees-YA programs	150.00	290.00	-140.00	1,750.00	-1,600.00	8.57%
437.4 · Prof fees-Juvenile	0.00	664.00	-664.00	4,000.00	-4,000.00	0.0%
437.5 · Prof fees-SRP	0.00	500.00	-500.00	3,000.00	-3,000.00	0.0%
437.6 · Prof fees-Outreach	0.00	82.00	-82.00	500.00	-500.00	0.0%
<b>Total 437 · Professional Fees</b>	<b>4,560.00</b>	<b>6,832.20</b>	<b>-2,272.20</b>	<b>41,025.00</b>	<b>-36,463.00</b>	<b>11.12%</b>
438 · Dues	0.00	225.00	-225.00	1,375.00	-1,375.00	0.0%
439 · Equipment Repair	0.00	33.30	-33.30	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.	240.70	370.00	-129.30	2,200.00	-1,959.30	10.94%
450 · Fuel/Utilities	3,821.04	5,750.00	-1,928.96	34,500.00	-30,678.96	11.08%
451 · Custodial Supplies	552.10	400.00	152.10	2,400.00	-1,847.90	23.0%
452 · Repairs to Building	6,933.69	2,230.00	4,703.69	13,380.00	-6,026.31	54.96%
454 · Building Insurance	3,111.00	12,383.00	-9,272.00	12,383.00	-9,272.00	25.12%
455 · RCLS ANSER & Telecommunicatio	13,008.66	13,609.25	-600.59	54,437.00	-41,428.34	23.9%
469 · Service Contracts	6,728.02	8,974.30	-2,246.28	53,846.00	-47,117.98	12.5%
490 · Refund of PY Tax Assessment	0.00	500.00	-500.00	3,000.00	-3,000.00	0.0%
800 · Capital Expenditure	10,840.00					
9010.8 · Retirement	-71.26	0.00	-71.26	61,522.00	-61,593.26	-0.12%
9030.8 · FICA/Medicare Expense	10,954.96	9,760.00	1,194.96	58,560.00	-47,605.04	18.71%
9060.8 · Workers' Comp	0.00	0.00	0.00	8,150.00	-8,150.00	0.0%
9090.8 · Health Insurance	15,645.34	20,460.20	-4,814.86	122,761.00	-107,720.43	12.25%
<b>Total Expense</b>	<b>226,734.18</b>	<b>232,957.35</b>	<b>-6,223.17</b>	<b>1,276,950.00</b>	<b>-1,050,398.59</b>	<b>17.74%</b>
<b>Net Income</b>	<b>-209,856.35</b>	<b>-221,816.55</b>	<b>11,960.20</b>	<b>0.00</b>	<b>-209,673.58</b>	<b>-608.49%</b>

## Director's Report August 2019

8/1 Attended afternoon session of Grants Workshop at RCLS to learn more about the time line on our 2 open construction grants.

8/2 Emailed about gifts and donations policy, began to look at 2020 calendar for Board meetings. Finished up July report.

8/5 Met (about 2 hours) with 2 members of Policy Committee to look at donations policy together. Continued to work on Donations policy. Posted July report & August agenda to google docs.

8/6 Looked at Warrant #1, and cash flow. Picked Niche Academy widget for our website.

8/7 Did emails, got ready for Board meeting. Was in contact with social services earlier in month about a family, called Brendan Coyne to find out what he might be able to help with in reference to that family.

8/8 Attended Civil Service Training with Pat in AM. Finished getting ready for & attended Board of trustees meeting in PM.

8/9 Went to storage facility with a page and Jane H. (Friends). We looked for the original pages of the Janet Dempsey book "Cornwall NY: Images from the Past." We were unable to find them. Rearranged the boxes in the unit so that they can be seen, and are in a more understandable order. Brought back 2 boxes that were past retention for shredding. Put the next few boxes that will need to come out at the entrance to the unit.

8/12 Completed Board Meeting Schedule for 2019/20 and emailed it to board. Looked at April 2020, looks like we should have Budget Vote on Tues April 21<sup>st</sup>. Spoke with Ellen & Dean about having Dean work on Local History Collection on Mondays, while Rosaleen is covering desk. We are giving it a one month trial. Went through Paychex approvals with Valerie & updated groups, in accordance with organizational chart.

8/13 Met with Joe Price of Cook Maran, our insurance agency (name change). Received our new quote. Looked at paper work he left & started to complete it. Spoke with Lisa & Holly about the local family with issues. We decided to call the Orange County Mobile Mental Health Unit. A team came out from the unit, but the family refused services. In the end there is really nothing that can be done, because they refuse services. They were left with a phone number to call if they want to go to a place that they can shower.

8/14 Eins Chacko & United & HVAC balance co here to finished. Worked with them briefly on the floor plan & naming zones. Worked more on the insurance application. Looked into "Grow with Google," to see if it is a good initiative for us to be involved with. Will also ask Pam & the Librarians to look at it.

8/15 Participated in CPR/AED training. We now have 4 people on staff who are CPR/AED certified: Pam, Brenda, Holly and myself. As soon as I hear from Assemblyman Schmitt that I can spend the grant, I will order the AED unit.

8/16-Off

8/19 Caught up on email. Worked a bit on the laptop/ i-pad lending policy. Did a bit more work on filing old director's papers. Emailed Megan (architect) a copy of the estimate for sliding doors. She is away until August 23.

8/20 Worked on agenda for staff meeting. Spoke with social worker from adult protective services about the Suto family. She said that she will try to make a visit to the library to see if they are here tomorrow. Got answer from Senator Skoufis' office about scope of grant, they will accept sliding doors & outdoor lighting improvements as being within the scope. Covered Ref Desk from 5-8PM

8/21 Ran staff meeting. Went to Lock Around the Clock storage to return two boxes, and get two boxes that may be able to be shredded. Pat will look at all the invoices in them to make sure we don't need to keep them.

8/22- Emailed with DASNY about grant and approval for new doors.

8/23-31 Off

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

Registered borrowers: 9,327 (9,270); Direct Access/Circulation: 13,744 (15,195);

ILL Borrows: 2,276 (2,318); ILL Loans: 2,135 (2,205); Item Count: 74,134 (73,948);

Wi-Fi: 4,691 (5,176).

**Adult Services Report: August 1-31, 2019**  
(Submitted by Pamela Hawks, 9/3/19)

**PROGRAMMING**

**September Adult/Teen Events Scheduled:** Member's Choice Book Group (9/4); Art Exhibit Reception with Ted Fazio (9/5); Battle of the Books at Orange County Community College (9/8); Tea & a Classic (9/11); Don't Skip a Beat Heart Health Forum (9/13); Community Forum for NYS Early Voting Law (9/15); Mystery Book Group (9/18); Out & About Book Club meeting at Leo's in Cornwall (9/18); Con-Ed Storm King Project lecture (9/19); Faces of Rembrandt lecture (9/24); Teen Tech Tutors (9/25); Book Chat & Chocolate (9/26); Drop-in Game Night (9/30).

**Adult Summer Reading Wrap-Up:** With a few days left in the Adult Summer Reading Challenge, we have 41 people registered with 82 book reviews logged. We are still waiting for folks to turn in their BINGO cards, but anticipate receiving at least 10 completed cards. Prizes will be awarded after September 6. Summer reading programs were well attended and well received.

**REFERENCE**

**Ref Stats (previous month in parentheses):** Circulation: 163 (202); Directional: 13 (18); ILL Pulls: 1,442 (1,597); Reader Advisory: 24 (25); Tech Assists: 121 (137); Reservations: 7 (21); Printing: 106 (99); Phone: 83 (102); Chargers: 10 (7); Computer Guest Passes: 42 (58); Notary: 39 (37); Ref. Q's: 348 (448); Outside the system ILL requests: 14 (25).

**Database Stats (previous month in parentheses):** Novel List Plus: 9 (3); Novel List PlusK-8: 1 (8); Gale: 0 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 220 (469); New York Times Digital: 84 (59)

**PC Usage:** Adult Area: 878 (893) Local History (Microfilm): 13 (12)  
Children's Area: 59 (70) Laptops: 4 (6) **TOTAL PC USAGE:** 954 (981)

**WIFI Usage:** 4,691 (5,176)

**OTHER**

- Working on several new featured displays, including a Banned Books display for Banned Books Week and a combined Library Card Sign-Up display with a DIY display featuring items from the collection.
- Working on constructing "Memory Kits" for caregivers caring for loved ones with Alzheimer's, Dementia and Memory Loss. Hope to coordinate this with a program in the fall.
- Working with Meaghan on details of the library's Great Give Back Day on October 19.
- Attended a CE credit Adult CPR/AED First Aid workshop on August 15.

## YA LIBRARIAN REPORT (Meaghan Doyle)

**Meetings attended:** Teen Librarians' Officers meeting, Incoming Co-Chair, Orange County

- I am working on developing a Community Service Fair as CPL's participation in The Great Give Back. I've contacted 7 local community organizations about hosting tables at the fair, and we are coordinating a coat and diaper drive for the weeks prior to and after the event. We plan to have stations where patrons can make cards to send to sick children, and learn to loom-knit to make donate-able scarves and hats. This event will be promoted to local schools and churches to reach groups of individuals that want to perform community service, or may have a community service requirement as part of a program (such as the new CCSD requirement for graduation). The goal of our program is to put people who want to do community service in touch with the organizations that need volunteers.
- I have been working on the RCLS Battle of the Books planning committee, and have re-developed the bracket and scoring system to digitize it. We expect the digital scoring and bracket to be more easily visible during the tournament.
- With regard to the Cornwall Library's participation in Battle of the books, we have 10 teens participating, and will split them into 2 teams. We have had 4 practices, 2 of which we used the RCLS Buzzer to practice. We developed a study guide for the battle books, and are excited to go to the tournament in September.
- Youth Services put up a Stick Together Sticker mosaic poster in the Teen Space, and I have been taking pictures on a regular basis to track the poster as the image is developed. By cropping the photos and inserting them into a slideshow, I expect to make a short animation of the poster development.
- BREAKOUT BOXES: I hosted a Breakout Day on 8/10, and had lots of youth/family interest. The program I had initially planned was probably too difficult for the target ages, so I developed a breakout puzzle from scratch. I created puzzles and riddles and the kids (and their parents) had a great time. Registration for the kids' program was capped at 10, and with the number of kids that showed up that day hoping to play, I easily could have filled a second session. Next time, I will plan for 2 sessions capped at 8 kids each.
- The Adult/Teen Breakout session also went very well, with 4 Teens and 2 adults. For this program, I used a puzzle obtained from the Breakoutboxedu.com platform.

<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>MIXED:</u>	<u>TEENS:</u>	<u>VOL:</u>	<u>ATTENDANCE TOTAL</u>
JEDI ACADEMY	8/1			131			131
PJ ST	8/5	10	8			1	19
PLAYTIME	8/7	9	8			2	19
MARKET ST	8/7			17			17
TEEN WRITERS	8/7 & 8/14				4		4
CHATTERBOOKS	8/8	10				2	12
PLANETARIUM	8/9			16			16
LEGO	8/9	23	11			2	36
BREAKOUT BOX	8/10	10	6		4	2	22
MINECRAFT	8/12	14				3	17
MOVIE	8/16	12	6			5	23
BATTLE PRACTICE	8/20, 8/29				14		14
MONARCHS	8/28	11	9				20
GAMENIGHT	8/27		5		5		10
						<b>TOTAL:</b>	360

<u>MEETINGS &amp; OUTREACH:</u>	<u>DATE:</u>	<u>ATTENDEE:</u>
Staff Mtg.	8/21	Lisa, Rebecca & Meaghan
CSLP Stats	8/28	Lisa & Liz
Summer Post Partum	8/29	Lisa, Liz, Rebecca & Meaghan
YA Officer's Mtg.	8/20	Meaghan
<u>QUESTIONS @ THE DESK:</u>		
Reference	326	
Circulation	107	
Tech	34	
iPads	63	
Telephone	79	
Programs	114	

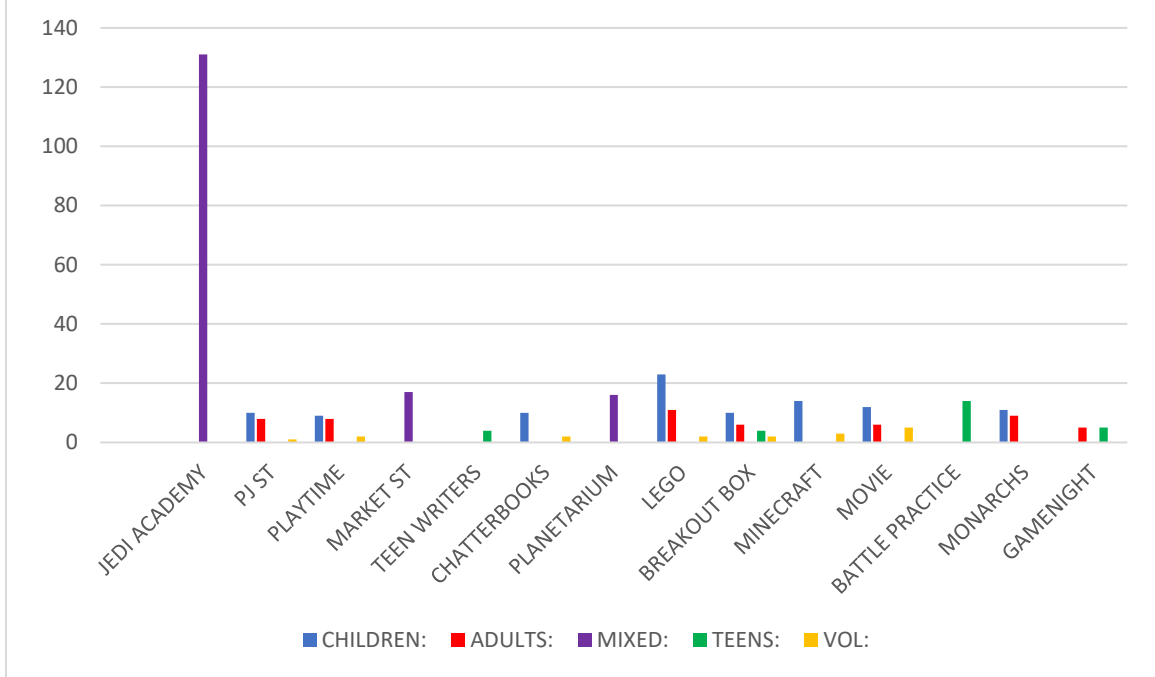
**Reflections:** CPL's summer reading program topped out at a robust 391. We had 24 well-trained teen volunteers assisting us who fulfilled a total of 250 hours. Most of the registration programs filled quickly with waiting lists, and drop-in programs were filled to capacity. Reader's advisory, collection maintenance, and reference assistance kicked into high gear due both to demand and high general activity within the children's area. Having a new person in charge of teens added a welcome new twist to their summer reading challenge. In addition to active programming, we also provided interesting passive programming - a Chromebook dedicated to NASA resources & videos, an in-house StoryWalk (*Ron's Big Mission*), the Stick Together Board, and a special Rocket Reading Space. With the last buzzer practice for the Battle of the Books now complete, our scheduled programming for *A Universe of Stories* is over, however, the sticker board & prizes for children will continue through September 1st. The teen's final prize drawing happens September 3rd, moving us seamlessly from summer to standard programming with our Pre-Kindergarten Story times beginning September 4.

Apart from programming, we busily added special items to our collection: "Books to Go" & "Sprout Learning" bags. We also began a new community outreach to area businesses - "Basket of Books." Our first delivery was to Vails Gate Laundry.

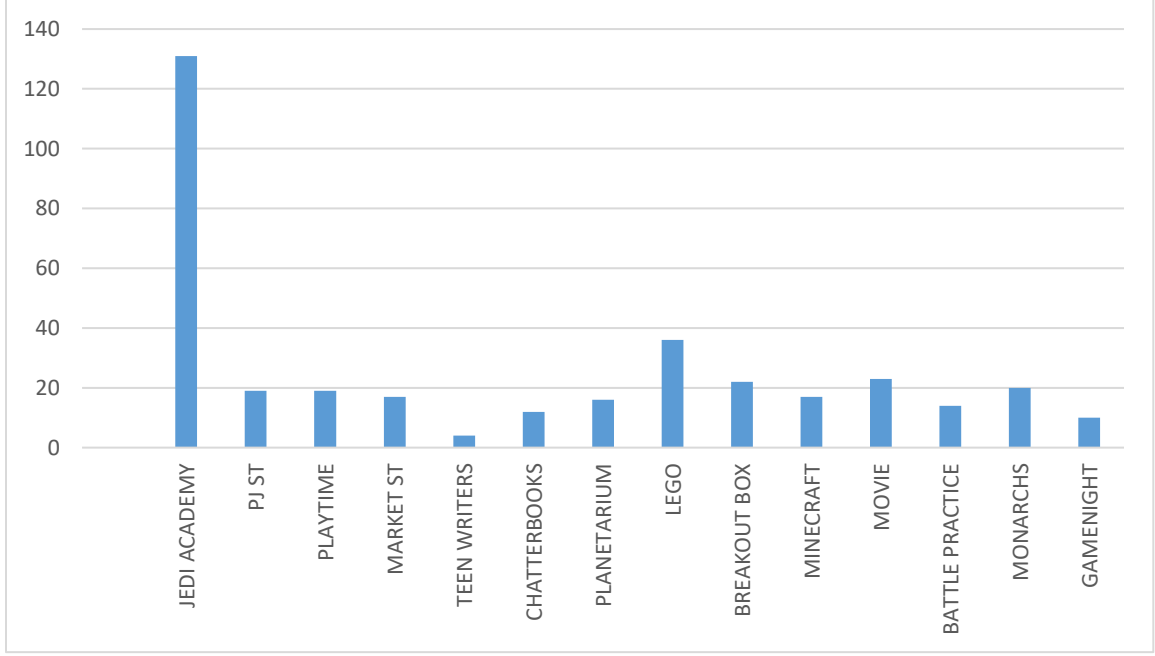
None of this can happen without the dedication, enthusiasm, and professionalism of the individuals that make up Cornwall Public Library's Youth Services Team.



### Program Attendance - August



### ATTENDANCE TOTALS - August



YOUTH SERVICES Department report: respectfully submitted by Liz Fisher, Lisa Sinclair & Rebecca Barth

9/3/2019

August 2019 Monthly Report: Rosaleen Leahy 9/4/2019

**Programs (Adult)**

Creative Writers – 8, 8, 8, 10  
Member’s Choice Book Club - 8  
Tea & a Classic - 11  
Out & About Book Club – 8  
Bookchat – 12  
Game Night – 10  
Escape the Library: Lost in Space – 6

**Total Programs: 10, Total Attendance: 89**

**Other Room Use: Board of Trustees Meeting, CPR Training for Staff, Staff Meeting**

The additional funds, which were awarded by Arts Mid-Hudson for the 2019 Grant Series, will support three additional programs, with a little help from our Friends:

Breakneck Annie Folk Music, Sunday, September 8 at 2:00pm, Munger Cottage

The Eiffel Tower as Musical Instrument, Sunday, October 27, 2:00pm, in the Community Room

Jazz Trio, Sunday, November 17, 2:00pm, Munger Cottage

I have contacted Senator Skoufis and Assemblyman Schmitt, to thank them for their part in attaining these funds for non-profits. I also invited each of them to the concerts, as well as Town Supervisor Randazzo and Mayor Coyne.

Cornwall Public Library has received an RCLS Literacy Mini-Grant in the amount of \$1,366.25 for a series of instruction, titled, “Digital Literacy for Seniors”. These courses will take place during March/April, 2020. The cost will be supplemented by the Friends of Cornwall Library.

I am currently working on the 2020 Arts Mid-Hudson Grant application.

**Music Collection**

There was a special display for the 50<sup>th</sup> anniversary of Woodstock. It was well-received by patrons, who offered very complimentary comments.

The current display, which was assembled for Labor Day, will be coming down later this week. It included songs by Woody Guthrie, Pete Seeger, Johnny Cash, Simon & Garfunkel, The Carter Family and Burl Ives.

## **GIFT AND DONATION POLICY**

The Cornwall Public Library encourages the interest and involvement of citizens and organizations through bequests, trusts, and donations of monetary or other tangible assets for Library purposes. It is understood that special gifts and bequests should not take the place of public support but should enable the Library to provide and enhance services in ways not financially possible within the current operating budget.

In general, the Cornwall Public Library welcomes gifts of money, books and other materials, equipment, works of art, documents, photographs, or property of any kind which promotes the mission of the Library. The Library reserves the right to refuse any gift that the Library Board of Trustees, in its sole discretion, deems to be not in the best interests of the Library to accept. If a gift is accepted by the Library, the gift shall be final; no restrictions on the Library's ownership, possession, use, or disposition of the gift shall be effective other than restrictions approved by the express vote of the Library Board of Trustees and memorialized in writing.

**Guidelines: Monetary gifts:** The Library welcomes gifts of cash or stock. If the gift is used to purchase library materials, Library staff will try to accommodate the donor's subject or title preferences. A label with the donor's name will be affixed to the item purchased when appropriate. Because the Friends of the Cornwall Public Library has been granted a 501(C)3 status by the Internal Revenue Service and gifts to this organization are income tax-deductible to the extent allowed by law, monetary gifts should be made payable to the **Friends of the Cornwall Library**.

**Materials:** Gifts of miscellaneous books or other materials in good condition may be accepted. Donated materials are evaluated using the same criteria that are applied to purchased materials. Donated materials which do not meet these criteria will be disposed of at the discretion of the Library. These items may be given to the Friends of the Cornwall Public Library for sale, given to other libraries, or discarded. The Library may need to limit the quantity of books /material donations that can be given at any one time. The Library has the right to refuse any donated materials. Materials for donation must be brought into the Library during open hours; any materials left outside the library will be discarded.

**Collections:** Gift collections will be accepted only by the Director in consultation with the Board of Trustees and with the understanding that the collection may not be kept intact.

**Memorial gifts:** The Library welcomes monetary gifts for purchase of materials for the collections given in recognition or memory of individuals or organizations. Memorial gifts should be made payable to the **Friends of the Cornwall Library**. Whenever possible, the Library staff will purchase items which accommodate the donor's subject or title preferences. The name(s) of

the donor(s) and those recognized by the gift will be listed on a bookplate affixed to the material, if so desired. The donor must bear the full cost of any donated item. For items other than materials for the collections it shall be the final decision of the Library Board of Trustees as to whether or not a plaque shall be affixed to or near an item. The Library will be in charge of selecting, designing and installing any memorial gift plaques, labels or bookplates. The wording will be composed in consultation with the donor.

**Real estate or other personal property:** The Library will accept gifts of real property that either support or could be sold to support the mission of the Library. Such offers will be handled by the Director, who in consultation with the Board of Library Trustees will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws.

**Art and decorative objects:** In general, gifts of art objects shall be of local interest to the community, of a professional quality, well-executed, and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution. Because of the Library's limited display and storage areas and focus on its primary mission as a library and not a museum, potential donors of art and decorative objects are requested to discuss any possible gifts with the Director. No gifts that require extensive, regular special care or conservation will be accepted without board approval.

**Valuation:** With the exception of routine book and materials donations, the Library, Friends, or Foundation will provide a timely, written acknowledgement of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. The Library will not appraise items for tax purposes. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts for income tax purposes should have that done prior to donation.

**Future disposition of gifts:** Libraries used extensively by their patrons sustain losses through theft, mutilation, and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The Library, therefore, cannot guarantee that any gift will be part of the collection or furnishings permanently. Excess articles may be offered to other libraries, given to the Friends or discarded.

The Board of Trustees reserves the right to refuse any gift or donation as it sees fit.

Gift and Donation Policy 7/2019, Approved 9/2019

# **CORNWALL PUBLIC LIBRARY GIFT AGREEMENT**

The Board of Trustees greatly appreciates this donation.

Donor Name:

Date:

Address:

Telephone:

Email Address:

The Cornwall Public Library gratefully accepts the following gift with the understanding that it is offered free of any restrictions. The Library may display, loan, retain, sell, or otherwise dispose of the gift in any manner deemed by the Library Board of Trustees to be in the best interests of the Library.

**Description of Gift:**

Signature of Donor:

Signature of Library Director:

Gift and Donations Policy 7/2019, Approved 9/2019