

**Cornwall Public Library
Board of Trustees**

July 11, 2019

Annual 6:30 PM Organizational Meeting Agenda

- I. Roll
- II. Disposition of the minutes
- III. Oaths of Office
- IV. Nomination* and appointment of Officers
**Persons were either nominated or volunteered for this position*
Slate:
 - a. President: Amy Cordisco
 - b. Vice President: Stephanie Wolf
 - c. Secretary: Susanne Vondrak
 - d. Treasurer: Emily Milton
- V. Committee appointments and appointments of Chairs of Committees
 - a. Budget & Finance Committee: Carol Stein (Chair); John Wells; Stephanie Wolf
 - b. Building/Garden Committee: Susanne Vondrak, Stephanie Wolf (co-Chairs); Meghann Chyla; Melissa Greaves-Kulisek
 - c. Personnel Committee: John Wells (Chair); Amy Cordisco; Carol Stein
 - d. Policy Committee: Meaghan Chyla (Chair); Amy Cordisco; Melissa Greaves-Kulisek
 - e. Friends Liaison: Melissa Greaves-Kulisek
- VI. Bank of Deposit – Orange Bank & Trust Company
- VII. Accounts:
 - a. Trust & Agency (7822)-Checking
 - b. Payroll (7835)-Checking
 - c. General Fund (7848)-Checking
 - d. Investor’s Choice (7806)- Checking
 - e. Capital Fund (7819)-Checking
 - f. Memorial Fund (0416)- Savings
- VIII. Appointments
 - a. Media: Cornwall Local, Times Herald Record, Orange County Post
 - b. Attorney- Jacobowitz & Gubits, LLP
 - c. Auditor- Nugent & Haeussler
- IX. Confirmation of Petty Cash Account:
 - a. General Petty Cash \$165.00
- X. Authorizations of Payments:
 - a. Prior to warrant: Utility Bills, Health Insurance, Telephone and FIOS Bills, Landscaper, contractual payments
 - b. Finance Committee to approve warrant
- XI. Adjournment

**Cornwall Public Library
Board of Trustees**

July 11, 2019
7:00 PM Regular Meeting Agenda

- I. **Roll**
- II. **Approval of the minutes** – June 13, 2019 meeting
- III. **Financial Review**
 - a. Approval of warrant #12

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

F. New Business:

- 1. AED purchase/ staff training

G. Executive Session

Adjournment

Next Regular Board Meeting: August 8, 2019 7 p.m.

**Cornwall Public Library
Board of Trustees
Annual Organizational Minutes
July 11, 2019
6:30 PM**

Meeting called to order by Amy Cordisco at 6:36PM.

I. Roll:

Trustees Present: Amy Cordisco, Carol Stein, Susanne Vondrak, Stephanie Wolf, Meghann Chyla

Excused: Melissa Greaves-Kulisek, John Wells

Charlotte Dunaief, Library Director

Emily Milton, Treasurer

Also Present: Library staff member Pat Rovello (minutes)

- II. Minutes:** A motion was made for the disposition of the 2018 Annual Organizational Meeting minutes by Susanne Vondrak, seconded by Stephanie Wolf and unanimously approved.
- III. Oath of Office** was taken by Meghann Chyla in which she read the required oath and signed a copy of the oath. Meghann's term will be 3 years. Discussion of terms for new trustees: Meghann Chyla-3 years, Melissa Greaves-Kulisek-1 year, John Wells-1 year (appointed to Bruce Cohen's position due to Bruce Cohen's resignation).
- IV. Nomination and Appointment of Officers:** A motion to approve the following slate as written was made by Carol Stein and seconded by Susanne Vondrak and was unanimously approved.
- a. President: Amy Cordisco
 - b. Vice President: Stephanie Wolf
 - c. Secretary: Susanne Vondrak
 - d. Treasurer: Emily Milton
- V. Appointment of Chairs of Committees:** A motion to approve the following slate of committee chairs was made by Carol Stein, seconded by Stephanie Wolf, and unanimously approved:

August 5, 2019

- a. Finance & Budget: Carol Stein
 - b. Building & Grounds/Garden: Susanne Vondrak;
Garden/Memorial: Stephanie Wolf
 - c. Personnel: John Wells
 - d. Policy: Meghann Chyla
 - e. Friends Liaison: Melissa Greaves-Kulisek
- VI. **Bank of Deposit:** A motion to approve the Orange Bank & Trust Company as the bank of deposit was made by Susanne Vondrak, seconded by Stephanie Wolf, and unanimously approved.
- VII. **Accounts:** A motion to approve was made by Susanne Vondrak, seconded by Stephanie Wolf and unanimously approved.
- a. Trust & Agency (7822)-Checking
 - b. Payroll (7835)-Checking
 - c. General Fund (7848)-Checking
 - d. Investor's Choice (7806)-Checking
 - e. Capital Fund (7819)-Checking
 - f. Memorial Fund (0416)-Savings
- VIII. **Appointments** A motion to approve was made by Stephanie Wolf, seconded by Susanne Vondrak and unanimously approved.
- a. Media: Cornwall Local, Times Herald Record, Orange County Post
 - b. Attorney-Jacobowitz & Gubits, LLP
 - c. Auditor-Nugent & Haeussler
- IX. **Confirmation of Petty Cash Account** in the amount of \$165.00: A motion was made by Susanne Vondrak, seconded by Stephanie Wolf and unanimously approved.
- X. **Authorization of payments before the warrant is approved:** Including the following: utility bills, payroll, health insurance, telephone and FIOS bills, landscaper, contractual payments. A motion was made to approve the payments by Susanne Vondrak and Stephanie Wolf and was unanimously approved.

A motion was made by Carol Stein, seconded by Stephanie Wolf and unanimously approved for the Finance Chair to have the authority to sign the warrant in the absence of the Board President.

- XI. **Adjournment:** A motion was made by Carol Stein, seconded by Susanne Vondrak and unanimously approved at 6:56pm.

Respectfully submitted

Pat Rovello

Cornwall Public Library Board of Trustees Meeting

July 11, 2019

7:00 to 9:00 PM

Minutes

Meeting was called to order by Amy Cordisco at 6:56 PM

Roll:

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

Charlotte Dunaief, Library Director

Emily Milton, Treasurer

Also present: Library staff member Pat Rovello (minutes)

- 1. Approval of the Minutes:** A motion to approve the Board of Trustee Minutes of June 13, 2019, with amendments, was made by Stephanie Wolf, seconded by Carol Stein and unanimously approved. Discussion of #7 to clarify that the cost for technical support for the new laptops including installation will be \$120 per hour for the first hour and \$90 per hour thereafter.
- 2. Financial Review:** The end of the fiscal year brought high expenses and we should plan on austerity spending for the next 3 months until the tax monies are received. The Capital fund is low due to the outstanding reimbursement for the roof project. The first portion of the state construction grant monies should arrive in the beginning of September. A discussion was had about the number of payrolls expected in the next few months, the need to finish up spending on the roofing grant for reimbursement to occur, (including payments for work on gutter guards, HVAC Balancing and Air Sealing, which will total approximately \$17,000-\$20,000).
Following discussion a motion to approve Warrant #12 in the amount of \$94,503.05 was made by Carol Stein, seconded by Susanne Vondrak and unanimously approved.

August 5, 2019

3. Public Remarks: None

4. Communications: Thank you notes were received from previous Board of Trustees Bruce Cohen and Christine McDonald.

5. Donations: \$300 was received from Dr. Barry John Capella through the Fidelity Charitable Gift Fund and the Janet Goodrich Memorial Fund. \$50 was received from Sandra Gayton. Court Rita, Catholic Daughters of America donated \$100.00. Assemblyman Colin Schmitt secured the Library \$13,000 towards the purchase of computers and I-pads. Additionally, Senator James Skoufis was able to secure \$15,000 towards the purchase of new technology for the library.

6. Director's Report: See written report.

7. Committee Reports:

- a. **Finance Committee:** Discussion was had about the spending of the grants received from Colin Schmitt and James Skoufis. They must be for technology-possibly kiosks for I-Pads in the children's area or computer workstations in the adult area. The purchase of a 3D printer was considered. More research needs to be done, including possibly surveying the public, perhaps in our newsletter or online.
- b. **Policy Committee:** The Donation Acceptance Policy will be reviewed next and updated. Discussion was had about donation checks being received first by the Board for approval and also what role the Friends of the Library should have with regard to donations.
- c. **Building and Grounds Committee:** All bids were accepted and the projects are currently being done (includes installation of gutter guards, HVAC balancing and Air Sealing Projects). Discussion of how to spend the balance of the roof grant was had, approx. \$50,000 after listed expenses. The next new project to begin will be the conversion of the inside lights to LED, which will be funded in part from the state construction grant.

d. Friends: Ice cream Social to be held July 27 at 1pm.

e. Personnel Committee: The committee is finishing up revising the Employee Handbook.

8. Unfinished Business: None

9. New Business: Discussion was had about purchasing an AED device for the Library. Costs are between \$1,000-\$2,000. Research is needed regarding staff training. Some staff has been previously trained through OLA. Mr. Pinckney at CCSD will be contacted for potential CPR training. Also, potential reimbursement from the technology grant will be researched.

10. Adjournment: Motion to go into Executive Session to discuss employee matters was made at 7:42 PM by Amy Cordisco, seconded by Carol Stein and was unanimously approved. A motion to adjourn Executive Session and to adjourn the Board Meeting at 8:27 PM, was made by Carol Stein, seconded by Stephanie Wolf and was unanimously approved.

Next Regular Board Meeting Thursday, August 8, 2019 at 7PM

Cornwall Public Library
Warrant # 12
As of June 30, 2019

Type	Date	Num	Memo	Split	Paid	Amount
ALA - Member Services						
Bill	06/30/2019	C. Dunaief	Organizational And Division Membership - C....	438 · Dues	Unpaid	406.00
Total ALA - Member Services						406.00
AWP						
Bill	06/30/2019	2 year renewal	The Writer's Chronicle - 2 year renewal	413.6 · Serials	Unpaid	34.00
Total AWP						34.00
Benninger Landscaping LTD						
Bill	06/19/2019	22965	June's Maintenance - #22965	469 · Service Contracts	Paid	875.00
Total Benninger Landscaping LTD						875.00
Blackstone Publishing						
Bill	06/24/2019	1121403	1121403	-SPLIT-	Unpaid	34.94
Bill	06/24/2019	1121779	1121779	-SPLIT-	Unpaid	104.82
Bill	06/24/2019	1120961	1120961	-SPLIT-	Unpaid	247.39
Bill	06/24/2019	1120962	1120962	-SPLIT-	Unpaid	631.42
Bill	06/24/2019	1118665	1118665	-SPLIT-	Unpaid	38.95
Bill	06/30/2019	1122682	1122682	-SPLIT-	Unpaid	61.89
Bill	06/30/2019	1123869	1123869	-SPLIT-	Unpaid	66.94
Total Blackstone Publishing						1,186.35
Brodart Co. - Juv						
Bill	06/24/2019	B5655311	B5655311	410.4 · Juvenile Fiction	Unpaid	5.49
Bill	06/24/2019	B5652925	B5652925	410.4 · Juvenile Fiction	Unpaid	19.56
Bill	06/24/2019	B5652776	B5652776	410.4 · Juvenile Fiction	Unpaid	34.29
Bill	06/24/2019	B5652926	B5652926	410.4 · Juvenile Fiction	Unpaid	47.01
Bill	06/24/2019	B5652381	B5652381	-SPLIT-	Unpaid	99.28
Bill	06/24/2019	B5652777	B5652777	410.4 · Juvenile Fiction	Unpaid	183.13
Bill	06/24/2019	B5652928	B5652928	-SPLIT-	Unpaid	193.91
Bill	06/24/2019	B5648749	B5648749	410.4 · Juvenile Fiction	Unpaid	15.82
Bill	06/24/2019	B5663776	B5663776	-SPLIT-	Unpaid	49.11
Bill	06/24/2019	B5649057	B5649057	-SPLIT-	Unpaid	52.27
Bill	06/24/2019	B5648913	B5648913	-SPLIT-	Unpaid	35.41
Bill	06/24/2019	B5648753	B5648753	410.5 · Juvenile Non Fiction	Unpaid	24.13
Bill	06/24/2019	B5649060	B5649060	410.5 · Juvenile Non Fiction	Unpaid	36.06
Bill	06/28/2019	B5662124	B5662124	410.5 · Juvenile Non Fiction	Unpaid	7.19
Bill	06/28/2019	B5662231	B5662231	-SPLIT-	Unpaid	130.30
Bill	06/28/2019	B5661854	B5661854	-SPLIT-	Unpaid	416.15
Bill	06/28/2019	B5662106	B5662106	-SPLIT-	Unpaid	49.23
Bill	06/28/2019	B5661911	B5661911	-SPLIT-	Unpaid	21.92
Bill	06/28/2019	B5661924	B5661924	-SPLIT-	Unpaid	33.68
Bill	06/28/2019	B5663393	B5663393	410.4 · Juvenile Fiction	Unpaid	11.31
Bill	06/28/2019	B5663372	B5663372	-SPLIT-	Unpaid	28.67
Bill	06/28/2019	B5663394	B5663394	-SPLIT-	Unpaid	23.89
Bill	06/28/2019	B5663371	B5663371	-SPLIT-	Unpaid	14.90
Bill	06/28/2019	B5663777	B5663777	-SPLIT-	Unpaid	9.94
Bill	06/30/2019	B5666591	B5666591	410.4 · Juvenile Fiction	Unpaid	10.33
Bill	06/30/2019	B5669293	B5669293	410.4 · Juvenile Fiction	Unpaid	7.69
Bill	06/30/2019	B5669294	B5669294	-SPLIT-	Unpaid	20.47
Bill	06/30/2019	B5669204	B5669204	-SPLIT-	Unpaid	16.40
Bill	06/30/2019	B5668838	B5668838	410.4 · Juvenile Fiction	Unpaid	17.56
Bill	06/30/2019	B5648748	B5648748	-SPLIT-	Unpaid	54.47
Bill	06/30/2019	B5674182	B5674182	410.4 · Juvenile Fiction	Unpaid	255.56
Bill	06/30/2019	B5674191	B5674191	410.4 · Juvenile Fiction	Unpaid	4.39
Bill	06/30/2019	B5674299	B5674299	-SPLIT-	Unpaid	81.14
Bill	06/30/2019	B5674295	B5674295	-SPLIT-	Unpaid	185.91
Bill	06/30/2019	B5674022	B5674022	-SPLIT-	Unpaid	224.79
Bill	06/30/2019	B5674234	B5674234	-SPLIT-	Unpaid	151.92
Bill	06/30/2019	B5674308	B5674308	410.4 · Juvenile Fiction	Unpaid	14.28
Bill	06/30/2019	B5674338	B5674338	410.4 · Juvenile Fiction	Unpaid	16.70
Total Brodart Co. - Juv						2,604.26
Brodart Co. -Supplies						
Bill	06/24/2019	Inv 531226	Inv 531226	430.1 · Library supplies	Unpaid	69.45
Bill	06/24/2019	Inv 530408	Inv 530408	430.1 · Library supplies	Unpaid	407.12
Total Brodart Co. -Supplies						476.57
Brodart Co. (McN)						
Bill	06/24/2019	Inv M169844	Inv M169844 - August	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cash						

Cornwall Public Library
Warrant # 12
As of June 30, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Bill	06/30/2019	Replenish Petty Cash	Replenish petty cash 2Q19	1010 · Petty Cash	Unpaid	17.10
Total Cash						17.10
Cengage Learning/Gale						
Bill	06/24/2019	67223565	67223565	410.11 · Adult Fiction Standing ...	Unpaid	30.39
Bill	06/24/2019	67262849	67262849	410.21 · Adult Non-Fiction Stan...	Unpaid	85.47
Bill	06/26/2019	67262097	67262097	410.11 · Adult Fiction Standing ...	Unpaid	26.38
Bill	06/30/2019	67348157	67348157	410.11 · Adult Fiction Standing ...	Unpaid	68.25
Bill	06/30/2019	67347557	67347557	410.11 · Adult Fiction Standing ...	Unpaid	92.77
Total Cengage Learning/Gale						303.26
Central Hudson Gas & Electric Corp						
Bill	06/30/2019	8661-0120-00-7	8661-0120-00-7 Period Covering 5-24-19 To...	450 · Fuel/Utilities	Unpaid	1,547.24
Total Central Hudson Gas & Electric Corp						1,547.24
Charlotte Dunaief						
Bill	06/30/2019	Employee Reimburse	Mileage	435 · Travel/Conference	Unpaid	44.28
Total Charlotte Dunaief						44.28
Consumer Reports						
Bill	06/26/2019	CNS0215805110/5#	1 year renewal - Exp 9/2020 Acct021580511...	413.6 · Serials	Unpaid	30.00
Bill	06/26/2019	0362369209/3	1 year renewal - Exp 9/2020 Acct 0362369209	413.6 · Serials	Unpaid	30.00
Total Consumer Reports						60.00
Cornwall Central School District						
Bill	06/28/2019	Inv 1235	2017-2018 and 2018-2019	490 · Refund of PY Tax Assess...	Unpaid	190.09
Total Cornwall Central School District						190.09
Cornwall Public Library - Payroll						
Bill	06/03/2019	Pay per end 5.31.19	Payroll Ending 5.31.19 with Pay Date of 6.7.19	1012 · OBT Payroll Checking	Paid	16,873.73
Bill	06/17/2019	Pay per end 6-14-19	Payroll Ending 6.14.19 Pay Date 6.21.19	1012 · OBT Payroll Checking	Paid	17,749.72
Bill	06/21/2019	Pay per end 6-14-19B	Payroll Ending 6.14.19 Processing Error 1 E...	1012 · OBT Payroll Checking	Paid	388.39
Total Cornwall Public Library - Payroll						35,011.84
Cornwall Public Library - Trust & Agency						
Bill	06/03/2019	Payroll End 5-31.19	Payroll Ending 5.31.19 with Pay Date of 6.7.19	1003 · Due from Trust & Agency	Paid	7,932.16
Bill	06/19/2019	Health Insurance	Health Insurance June's Health Insurance	1003 · Due from Trust & Agency	Paid	10,850.00
Bill	06/17/2019	Payroll End 6.14.19	Payroll Ending 6.14.19 Pay Date 6.21.19	1003 · Due from Trust & Agency	Paid	8,623.67
Bill	06/24/2019	Payroll End 6.14.19B	Payroll Ending 6.14.19 Processing Error 1 E...	1003 · Due from Trust & Agency	Paid	137.02
Total Cornwall Public Library - Trust & Agency						27,542.85
Demco, Inc.						
Bill	06/24/2019	6624156	6624156	430.1 · Library supplies	Unpaid	1,755.78
Bill	06/24/2019	6623725	6623725	430.1 · Library supplies	Unpaid	89.96
Total Demco, Inc.						1,845.74
Dowser Spring Water						
Bill	06/24/2019	Inv # 1806872	June 2019 Water Cooler Delivery - #1806872	430.2 · Office supplies	Unpaid	11.98
Total Dowser Spring Water						11.98
Elizabeth Fisher						
Bill	06/30/2019	Empl Reimburse	Mileage Reimbursement	-SPLIT-	Unpaid	54.67
Total Elizabeth Fisher						54.67
Energy Management Solutions						
Bill	06/26/2019	Air Sealing	Cost of Project 6708 - Payment 1	800 · Capital Expenditure	Paid	2,012.00
Total Energy Management Solutions						2,012.00
Findaway World, LLC						
Bill	06/24/2019	288586	288586	412.4 · Books On Tape - Juvenile	Unpaid	828.57
Bill	06/24/2019	288576	288576	412.4 · Books On Tape - Juvenile	Unpaid	1,132.30
Total Findaway World, LLC						1,960.87
Fine Homebuilding						
Bill	06/26/2019	2 year renewal	2 year renewal - Exp 11/2021	413.6 · Serials	Unpaid	65.95
Total Fine Homebuilding						65.95
Greater Cornwall Chamber of Commerce						

Cornwall Public Library
Warrant # 12
As of June 30, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Bill	06/27/2019	Fall Festival	Fall Festival - FRIENDS	437.6 · Prof fees-Outreach	Paid	85.00
Total Greater Cornwall Chamber of Commerce						85.00
Hannaford Bros. Co.						
Bill	06/24/2019	6-12-19 Purchases	6-12-19 Purchases	430.30 · Adult	Unpaid	6.85
Total Hannaford Bros. Co.						6.85
Ingram Library Services						
Bill	06/24/2019	40533204	40533204	-SPLIT-	Unpaid	16.24
Bill	06/24/2019	40533205	40533205	-SPLIT-	Unpaid	30.30
Bill	06/24/2019	40512641	40512641	-SPLIT-	Unpaid	63.89
Bill	06/24/2019	40480856	40480856	-SPLIT-	Unpaid	42.13
Bill	06/24/2019	40456461	40456461	-SPLIT-	Unpaid	88.27
Bill	06/24/2019	40388101	40388101	-SPLIT-	Unpaid	52.29
Bill	06/26/2019	40606413	40606413	-SPLIT-	Unpaid	67.90
Bill	06/26/2019	40602515	40602515	-SPLIT-	Unpaid	330.66
Bill	06/26/2019	40437364	40437364	-SPLIT-	Unpaid	786.12
Bill	06/26/2019	40382968	40382968	410.20 · Adult Non-Fiction	Unpaid	9.59
Bill	06/26/2019	40572915	40572915	-SPLIT-	Unpaid	126.40
Bill	06/26/2019	40564959	40564959	-SPLIT-	Unpaid	16.25
Bill	06/30/2019	40536571	40536571	-SPLIT-	Unpaid	627.69
Bill	06/30/2019	40550709	40550709	-SPLIT-	Unpaid	288.48
Bill	06/30/2019	40623057	40623057	-SPLIT-	Unpaid	132.40
Bill	06/30/2019	40659501	40659501	-SPLIT-	Unpaid	772.52
Bill	06/30/2019	40708290	40708290	-SPLIT-	Unpaid	137.14
Bill	06/30/2019	40688779	40688779	-SPLIT-	Unpaid	85.09
Bill	06/30/2019	40644262	40644262	-SPLIT-	Unpaid	110.29
Bill	06/30/2019	40639301	40639301	-SPLIT-	Unpaid	162.98
Bill	06/30/2019	40708291	40708291	-SPLIT-	Unpaid	64.98
Bill	06/30/2019	40688778	40688778	-SPLIT-	Unpaid	120.51
Bill	06/30/2019	40328766	40688778	-SPLIT-	Unpaid	173.94
Bill	06/30/2019	39791474	39791474	-SPLIT-	Unpaid	69.16
Bill	06/30/2019	40268854	40268854	-SPLIT-	Unpaid	70.63
Bill	06/30/2019	40725870	40725870	-SPLIT-	Unpaid	103.00
Bill	06/30/2019	40354605	40354605	-SPLIT-	Unpaid	125.29
Bill	06/30/2019	40382967	40382967	-SPLIT-	Unpaid	66.33
Total Ingram Library Services						4,740.47
Jacobowitz & Gubits, LLP						
Bill	06/24/2019	280484	File # 6363-001	437.1 · Prof fees-Office	Unpaid	1,370.00
Total Jacobowitz & Gubits, LLP						1,370.00
John Kramer						
Bill	06/13/2019	00012	Assemble & Install Book Shelves	-SPLIT-	Unpaid	532.50
Bill	06/28/2019	6-1 & 6-6	Maintenance for Interior and Exterior	452 · Repairs to Building	Unpaid	210.00
Total John Kramer						742.50
Lock Around the Clock						
Bill	06/28/2019	Julu 2019	July 2019 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
LTA Library Trustees Association						
Bill	06/30/2019	2019 LTA Members...	2019 LTA Membership	438 · Dues	Unpaid	225.00
Total LTA Library Trustees Association						225.00
Magna5						
Bill	06/30/2019	5157799	Service For 6-25 to 7-24 2019	431 · Telephone	Unpaid	517.39
Total Magna5						517.39
Marangi Disposal						
Bill	06/24/2019	Inv 96101008	June Service - Inv 96101008	469 · Service Contracts	Unpaid	122.40
Total Marangi Disposal						122.40
Midwest Tape						
Bill	06/24/2019	97478183	97478183	412.4 · Books On Tape - Juvenile	Unpaid	14.99
Total Midwest Tape						14.99
Mother Jones						
Bill	06/26/2019	2 year renewal	2 year renewal - Exp 9/2021	413.6 · Serials	Unpaid	31.95
Total Mother Jones						31.95

Cornwall Public Library
Warrant # 12
As of June 30, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Nasco						
Bill	06/30/2019	407064	407064	430.33 · Summer Reading	Unpaid	39.32
Total Nasco						39.32
National Geographic Society						
Bill	06/26/2019	2 year renewal	2 Year Renewal Exp 9/2021	413.6 · Serials	Unpaid	67.00
Total National Geographic Society						67.00
Orange Bank & Trust Cardmember Services						
Bill	06/30/2019	Stmnt dated 6-25-19	Stmnt dated 6-25-19	-SPLIT-	Unpaid	3,122.03
Total Orange Bank & Trust Cardmember Services						3,122.03
Orange County Post						
Bill	06/30/2019	1 year renewal 2020	1 year renewal - Exp 8-2020	413.6 · Serials	Unpaid	39.00
Total Orange County Post						39.00
OverDrive, Inc.						
Bill	06/24/2019	01052DA19106755	01052DA19106755	410.12 · Adult E Book	Unpaid	55.00
Total OverDrive, Inc.						55.00
P & P Quick Copy Center						
Bill	06/28/2019	Inv 199891	10,540 Newsletters	434 · Publicity & Printing	Unpaid	2,108.00
Total P & P Quick Copy Center						2,108.00
Paychex, Inc.						
Bill	06/19/2019	19972592	35 Employee Usage \$4/EA & Mobile \$1/EA ...	437.1 · Prof fees-Office	Paid	175.00
Bill	06/30/2019	2019062700	Small Business Package Payroll Processing ...	437.1 · Prof fees-Office	Paid	572.08
Total Paychex, Inc.						747.08
Rose Memorial Library						
Bill	06/30/2019	Lost Book	32836000970052	2082 · Library Fines	Unpaid	31.00
Total Rose Memorial Library						31.00
Susan Moccio						
Bill	06/28/2019	Employee Reimburse	Postage	433 · Postage	Unpaid	117.83
Total Susan Moccio						117.83
Toshiba Financial Services						
Bill	06/30/2019	Inv 388495608	Service for 6-16-18 to 7-16-19	469 · Service Contracts	Unpaid	649.88
Total Toshiba Financial Services						649.88
United A/C Refrigeration, Inc						
Bill	06/30/2019	421905	Preventive Maintenance Service Date 6-12-19	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc						975.17
US Weekly						
Bill	06/26/2019	1 year renewal	1 year renewal - Exp 10/2020 - Acct 3114242...	413.6 · Serials	Unpaid	69.96
Total US Weekly						69.96
Valerie LoSardo						
Bill	06/26/2019	Employee Reimb.	Mileage	435 · Travel/Conference	Unpaid	50.82
Bill	06/30/2019	Employee Reimb.	Mileage	435 · Travel/Conference	Unpaid	25.41
Total Valerie LoSardo						76.23
Vanguard Cleaning Systems of the HV						
Bill	06/24/2019	30208	June Monthly Services	469 · Service Contracts	Unpaid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
Verizon						
Bill	06/19/2019	652-121-949-0001-81	June's Monthly Services	431 · Telephone	Paid	178.98
Total Verizon						178.98
Verizon Wireless						
Bill	06/19/2019	9831280029	June 2019	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
W.B. Mason						
Bill	06/26/2019	200195976	200195976	-SPLIT-	Unpaid	154.96

Cornwall Public Library

Warrant # 12

As of June 30, 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Bill	06/30/2019	200243415	200243415	-SPLIT-	Unpaid	94.18
Total W.B. Mason						249.14
TOTAL						<u>94,503.05</u>

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

	Site Sign SAM Grnat (Grants)	RCLS Construction Grant (Grants)	DASNYSAM #9095 - roof (Grants)	Total Grants (Capital Fund)	Capital Fund - Other (Capital Fund)	Total Capital Fund
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	566.25	566.25
2760 · Grants	0.00	0.00	0.00	142,238.00	0.00	142,238.00
Total Income	50,000.00	90,500.00	200,000.00	482,738.00	513,575.41	996,313.41
Gross Profit	50,000.00	90,500.00	200,000.00	482,738.00	513,575.41	996,313.41
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
800 · Capital Expenditure	0.00	0.00	129,175.90	255,035.21	245,052.56	500,087.77
Total Expense	0.00	0.00	131,966.90	274,204.90	254,752.83	528,957.73
Net Income	50,000.00	90,500.00	68,033.10	208,533.10	258,822.58	467,355.68

*Balance on 6/30/17

Current Capital Cash Flow & Open Grants				
Current Capital Account Balance=	\$126,069.21			
Open Grants	\$ spent	Left to spend	Will be reimbursed	Notes
Roof Grant (SAM - \$200,000)	\$131,175.90	\$68,033.10	\$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			
	Future Capital Balance:			
	\$168,323			

Cornwall Public Library
Profit & Loss by Class
July 2018 through June 2019

	Total Capital Fund	Good Idea Fund	Arts Mid-Hudson Regrant Funds (Operating)	Friends (Operating)	Operating - Other (Operating)	Total Operating	TOTAL
Income							
2002 · Local Public Funds	0.00	0.00	0.00	0.00	1,197,757.00	1,197,757.00	1,197,757.00
2082 · Library Fines	0.00	0.00	0.00	0.00	20,356.19	20,356.19	21,202.43
2401 · Income from Investments	146.38	0.00	0.00	0.00	434.57	434.57	580.95
2701 · Refunds	0.00	0.00	0.00	0.00	4.39	4.39	4.39
2706 · Gifts & Endowments	0.00	946.00	0.00	15,686.40	2,831.48	18,517.88	23,272.71
2760 · Grants	122,913.00	0.00	1,750.00	0.00	6,060.63	7,810.63	130,723.63
3840 · RCLS	0.00	0.00	0.00	0.00	5,351.00	5,351.00	5,351.00
Total Income	123,059.38	946.00	1,750.00	15,686.40	1,232,795.26	1,250,231.66	1,378,892.11
Gross Profit	123,059.38	946.00	1,750.00	15,686.40	1,232,795.26	1,250,231.66	1,378,892.11
Expense							
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	199,021.23	199,021.23	199,021.23
142 · Salary-Clerical	0.00	0.00	0.00	0.00	389,623.77	389,623.77	389,623.77
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	5,000.06	5,000.06	5,000.06
203b · Capital Equipment	0.00	352.41	0.00	1,806.95	4,979.71	6,786.66	7,139.07
410 · Books	0.00	0.00	0.00	1,045.30	66,388.50	67,433.80	67,433.80
411 · Film	0.00	0.00	0.00	0.00	535.98	535.98	535.98
412 · Video/Music/Books on Tape	0.00	0.00	0.00	0.00	22,359.02	22,359.02	22,359.02
413 · Serials/Reference	0.00	0.00	0.00	653.70	9,801.75	10,455.45	10,455.45
430 · Supplies							
430.1 · Library supplies	0.00	5,221.24	0.00	803.91	4,803.44	5,607.35	10,828.59
430.2 · Office supplies	0.00	653.10	0.00	810.23	6,337.83	7,148.06	7,801.16
430.3 · Program supplies	0.00	0.00	0.00	2,708.03	3,645.00	6,353.03	6,353.03
Total 430 · Supplies	0.00	5,874.34	0.00	4,322.17	14,786.27	19,108.44	24,982.78
431 · Telephone	0.00	0.00	0.00	0.00	10,289.05	10,289.05	10,289.05
433 · Postage	0.00	0.00	0.00	30.59	2,226.33	2,256.92	2,256.92
434 · Publicity & Printing	0.00	0.00	0.00	1,273.71	6,983.74	8,257.45	8,257.45
435 · Travel/Conference	0.00	0.00	0.00	0.00	4,422.62	4,422.62	4,422.62
437 · Professional Fees							
437.1 · Prof fees-Office	0.00	0.00	0.00	0.00	14,497.98	14,497.98	14,497.98
437.2 · Prof fees-Adult programs	0.00	0.00	650.00	5,010.00	1,406.00	7,066.00	7,003.00
437.3 · Prof fees-YA programs	0.00	0.00	0.00	150.00	300.00	450.00	450.00
437.4 · Prof fees-Juvenile	0.00	0.00	0.00	200.00	1,080.00	1,280.00	1,280.00
437.5 · Prof fees-SRP	0.00	0.00	0.00	2,225.00	2,430.00	4,655.00	4,655.00
437.6 · Prof fees-Outreach	0.00	0.00	0.00	85.00	147.14	232.14	232.14
Total 437 · Professional Fees	0.00	0.00	650.00	7,670.00	19,861.12	28,181.12	28,118.12
438 · Dues	0.00	0.00	0.00	0.00	1,604.00	1,604.00	1,604.00
439 · Equipment Repair	0.00	0.00	0.00	0.00	120.00	120.00	120.00
440 · Contracts w/ Books Co.	0.00	0.00	0.00	0.00	1,382.36	1,382.36	1,382.36
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	29,724.36	29,724.36	29,724.36
451 · Custodial Supplies	0.00	0.00	0.00	0.00	2,302.69	2,302.69	2,302.69
452 · Repairs to Building	2,791.00	2,910.00	0.00	3,705.28	10,852.52	14,557.80	20,258.80
454 · Building Insurance	0.00	0.00	0.00	0.00	11,008.39	11,008.39	11,008.39
455 · RCLS ANSER & Telecommunicatic	0.00	0.00	0.00	0.00	53,431.49	53,431.49	53,431.49
469 · Service Contracts	0.00	0.00	0.00	0.00	49,984.55	49,984.55	49,984.55
490 · Refund of PY Tax Assessment	0.00	0.00	0.00	0.00	2,560.07	2,560.07	2,560.07
800 · Capital Expenditure	127,295.90	0.00	0.00	0.00	4,850.00	4,850.00	132,145.90
9010.8 · Retirement	0.00	0.00	0.00	0.00	51,472.96	51,472.96	51,472.96
9030.8 · FICA/Medicare Expense	0.00	0.00	0.00	0.00	52,800.55	52,800.55	52,800.55
9060.8 · Workers' Comp	0.00	0.00	0.00	0.00	7,989.00	7,989.00	7,989.00
9090.8 · Health Insurance	0.00	0.00	0.00	0.00	105,162.58	105,162.58	103,347.82
Total Expense	130,086.90	9,136.75	650.00	20,507.70	1,141,524.67	1,162,682.37	1,300,028.26
Net Income	-7,027.52	-8,190.75	1,100.00	-4,821.30	91,270.59	87,549.29	78,863.85

Cornwall Public Library
Profit & Loss Budget vs. Actual
July 2018 through June 2019

Budget 100%	Full Budget 2018-2019			
	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Income				
2002 - Local Public Funds	1,197,757.00	1,197,757.00	0.00	100.0%
2003 - Refund of Tax assessment	0.00	0.00	0.00	0.0%
2005 - Appropriated Fund Balance	0.00	0.00	0.00	0.0%
2082 - Library Fines	21,202.43	31,000.00	-9,797.57	68.4%
2401 - Income from Investments	580.95	500.00	80.95	116.19%
2701 - Refunds	4.39	0.00	4.39	100.0%
2706 - Gifts & Endowments	23,272.71	10,000.00	13,272.71	232.73%
2760 - Grants	130,723.63	0.00	130,723.63	100.0%
3840 - RCLS	5,351.00	8,000.00	-2,649.00	66.89%
Total Income	1,378,892.11	1,247,257.00	131,635.11	110.55%
Gross Profit	1,378,892.11	1,247,257.00	131,635.11	110.55%
Expense				
141 - Salary-Certified Librarian	199,021.23	229,337.00	-30,315.77	86.78%
142 - Salary-Clerical	389,623.77	405,792.45	-16,168.68	96.02%
143 - Salary-Treasurer	5,000.06	5,000.00	0.06	100.0%
203b - Capital Equipment	7,139.07	6,580.00	559.07	108.5%
410 - Books	67,433.80	63,072.00	4,361.80	106.92%
411 - Film	535.98	650.00	-114.02	82.46%
412 - Video/Music/Books on Tape	22,359.02	28,280.00	-5,920.98	79.06%
413 - Serials/Reference	10,455.45	10,114.00	341.45	103.38%
430 - Supplies				
430.1 - Library supplies	10,828.59	5,400.00	5,428.59	200.53%
430.2 - Office supplies	7,801.16	9,920.00	-2,118.84	78.64%
430.3 - Program supplies	6,353.03	11,311.00	-4,957.97	56.17%
Total 430 - Supplies	24,982.78	26,631.00	-1,648.22	93.81%
431 - Telephone	10,289.05	8,881.00	1,408.05	115.86%
433 - Postage	2,256.92	4,000.00	-1,743.08	56.42%
434 - Publicity & Printing	8,257.45	7,500.00	757.45	110.1%
435 - Travel/Conference	4,422.62	4,500.00	-77.38	98.28%
436 - Friends Expense	0.00	0.00	0.00	0.0%
437 - Professional Fees				
437.1 - Prof fees-Office	14,497.98	15,780.00	-1,282.02	91.88%
437.2 - Prof fees-Adult programs	7,003.00	7,000.00	3.00	100.04%
437.3 - Prof fees-YA programs	450.00	1,750.00	-1,300.00	25.71%
437.4 - Prof fees-Juvenile	1,280.00	4,000.00	-2,720.00	32.0%
437.5 - Prof fees-SRP	4,655.00	3,000.00	1,655.00	155.17%
437.6 - Prof fees-Outreach	232.14	500.00	-267.86	46.43%
Total 437 - Professional Fees	28,118.12	32,030.00	-3,911.88	87.79%
438 - Dues	1,604.00	1,300.00	304.00	123.39%
439 - Equipment Repair	120.00	200.00	-80.00	60.0%
440 - Contracts w/ Books Co.	1,382.36	2,600.00	-1,217.64	53.17%
450 - Fuel/Utilities	29,724.36	30,000.00	-275.64	99.08%
451 - Custodial Supplies	2,302.69	2,700.00	-397.31	85.29%
452 - Repairs to Building	20,258.80	11,580.00	8,678.80	174.95%
454 - Building Insurance	11,008.39	12,141.00	-1,132.61	90.67%
455 - RCLS ANSER & Telecommunicati	53,431.49	52,030.00	1,401.49	102.69%
469 - Service Contracts	49,984.55	53,137.00	-3,152.45	94.07%
490 - Refund of PY Tax Assessment	2,560.07	3,000.00	-439.93	85.34%
800 - Capital Expenditure	132,145.90			
9010.8 - Retirement	51,472.96	51,716.00	-243.04	99.53%
9030.8 - FICA/Medicare Expense	52,800.55	58,474.00	-5,673.45	90.3%
9060.8 - Workers' Comp	7,989.00	8,000.00	-11.00	99.86%
9090.8 - Health Insurance	103,347.82	128,480.00	-25,132.18	80.44%
Total Expense	1,300,028.26	1,247,725.45	52,302.81	104.19%
Net Income	78,863.85	-468.45	79,332.30	6.32%

June 2019 Director's Report

6/3 Dealt with irate patron. Contacted police, spoke with Chief Hazzard, who sent Officer Manion to speak with me in person. Related situation to Officer Manion, with Pam Hawks present. Officer Manion took notes & asked for patron's complete name & the spelling of it, which we provided. He called me later to say that he had paid her a visit, and agreed that she seemed "unhinged." He did advise her not to come to the library again. Sent e-mail to alert board & staff of issue.

6/4 Spoke, in person, with 2 estimators from different contractors about air seal bids. Spoke with Susan about fixing last year and the year before's Director Reports binders. She started to work on them today. Worked on letter from Library to unruly patron from yesterday. Met with Paul-Hudson Erwin, about him being a substitute Circulation clerk for the summer. It will be nice to have a substitute that won't need a lot of training.

6/5 Interviewed candidate for substitute Library Clerk with Ellen and Rosaleen. Sorted and filed more in the Director's office.

6/6 Revised the letter to unruly patron per Amy's suggestions. Ran dusty book list for YA. Took a webinar on a new device called a "pop up library." I think we could use this idea at nominal expense, without purchasing device, because we have the "get a digital library card" option in Libby app. Just need to find "partners" who would allow us to put up a flyer about Libby in their waiting rooms. John Kramer came to fix some minor things in the library & move the new book case parts into back office. Called Police to ask for a presence tonight at around 6:30 PM when D-Day lecture is to start, due to irate patron & several "odd" calls about program, which have made staff nervous.

6/7 Interviewed another applicant for substitute Library Clerk with Ellen and Rosaleen. Discussed candidates, made preliminary choice. Purchased cookies and lemonade for Saturday's reception. Made bows for tops of bookcases.

6/8 Set up for reception for Sally Ryan's family. Stayed for reception & cleaned up afterwards.

6/10 Looked over profit & loss by class. It would be nice to have a clearer way to see what the Friends are paying for, because that money isn't coming out of the budget funds. Looked over bills to be paid.

6/11 Responded to emails. Spoke with Paul Korykora about Library's Float. He will arrange a flatbed for us in the float. Spoke with contractor requesting clarification of air seal bid request. Spoke with Sue from Contractor's Blue Book. This is where I ended up posting the Air Seal request for bids. I got the most response from this, and would *highly* suggest we use them for all construction bid requests in the future. Spoke with Josh Wojehowski about a community forum on Zoning and Cornwall Town zoning plans. Told him Library would be happy to host. Looked for available times/days on Calendar...looks like we are quite booked, but may be able to do something on a Saturday or Sunday afternoon.

6/12 Attended Director's Association meeting at RCLS, in at noon.

6/13 Came in at noon, emails, prepared for Board Meeting.

6/14 Called references for Energy Management Systems. Spoke with two, left message for one. Emailed Amy & Susanne a synopsis of those conversations, which were good.

6/16 Spoke with Assemblyman Colin Schmitt about Library Aid, in the car on the way home from Father's Day lunch with my daughter & husband. He asked if I would be able to purchase enough computers and I-pads with only \$13,000, even though I asked for \$15,000. I said that I thought we could make it work, of course first I said Thank you Thank you Thank you!

6/17 Contacted last reference for Energy Management Systems (EMS), which was also a good one. Contacted United about HVAC balance to be done. Contacted Amy & Susanne for go ahead with EMS. Contacted EMS with go ahead, sent in signed contract & left message with Tom to schedule work. Emailed board after I received verification email from Colin Schmitt about Computer/I-pad Library Aid.

6/18 At the grocery store this morning Sandi (who works at the deli in Price Chopper) said, "I have something for you!" She reached into her pocket and gave me a check for a donation to the library of \$50.00! Yesterday she came in to the library, and needed some help with scanning and emailing papers. Pam and Meaghan both helped her, because she had many papers to scan it was a bit complicated. She was so thrilled to have such wonderful help, that she asked them how much it costs to scan documents. Since we don't charge for scanning, she decided to make a donation, and to tell me how wonderful the two staff members who helped her are!! I was so happy to hear about this!! It made my day to know that my staff made a happy difference in someone's life. No matter how small it seems to us everything we do makes an impact on others. Spoke with Chris from United to schedule HVAC balancing. They will begin on June 27th. Spoke with EMS, and set start date of July 11th. Covered Reference desk with Dawn (sub in training).

6/19 spoke with Verizon (and then emailed) about a quote for internal phone system, keeping our current phones. Spoke with Josh Wojehowski about a Community Forum on Zoning as well as times it could happen in July. Met with Mike Bartolone about copiers and document management. Called American Red Cross about AEDs and AED/CPR training. Emailed info to Amy. To be discussed at July's board meeting.

6/20 Ran Staff meeting. Introduced new Librarian Subs, announced new Circulation sub, and stated that we are now accepting credit cards for payments over \$5. Meaghan gave a training on use of credit card swiper. Spoke with AC about a personnel issue that arose at said meeting.

6/22 Attended pole setting for new Historical Marker "Riverlight House."

6/24-25 Off

6/26 Ran Department Heads meeting. Reminded managers of Civil Service Payroll audit, which will be on the July 13-26 payroll. Told managers about problem patron from the Nyack Library who may call here. Asked for 2 weeks' notice for time off from now on, unless it is an emergency. Said I will no longer approve time off without said notice. Reminded managers that United is coming for HVAC balancing on 6/27. Got a letter from Civil Service that 2018 fiscal year's payroll was never certified. Asked Pat if she had any record of that having been done. Had a meeting Board Member SW, to discuss a personnel issue. Received message from Senator James Skoufis, who secured Legislative Funding for the Library's in the amount of \$15,000.00. Spoke with Mike from Jive phones, returning his call. Showed Lisa how to run an item report for a specific collection.

6/27 Met HVAC workers. Pat found that she had sent the new wages report, but we could not find any letter of certification for 2018's FY's first payroll. Worked with Valerie to certify that payroll. Wrote certification letter and completed the form. Mailed it to Heather Morse at Civil Service. Spoke with Jamal of Verizon who told me that the Library's address is not currently available for VOIP, and before he could give me a quote, he would have to get us approved for that service. He is currently taking steps to get VOIP here. Once he knows that's done he will be able to send me the quote.

6/28 Met with Robens of Sharp, and his associate Brian Bohlin, about document storage in the cloud, and associated costs. Caught up on email. Reminded Paul Korykora that we need a ride for the 4th of July. Met with Luann of Creative Gifts and more to get up to speed with Car Show information, for the Cornwall Chamber of Commerce. Found out from Liz that she would like me to be at Monday July 1st Kickoff event, to help sign people up for summer reading.

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

Registered borrowers: 9191 (9095); Direct Access/Circulation: 11,951 (12,334);
ILL Borrows: 2,215 (2,285); ILL Loans: 1876 (1845); Item Count: 73,682 (73,167);
Wi-Fi: 4,799 (4,744).

Please see attached reports for Department Heads.

Respectfully Submitted 7/1/19

Adult Services Report June 1-30, 2019

PROGRAMMING

July Adult Events Scheduled: Culinary Confusion: What Should I Be Eating? on July 8; The Mona Lisa: The 2 Painting Theory lecture on July 16; Physics, Space & the 50th Anniversary of Apollo 11 on July 17; Paint & Sip “Starry, Starry Night” on July 20; Buttoned-Up Craft Program, July 25. (*See also, Rosaleen’s report*)

Adult Summer Reading: The Adult Summer Reading Challenge kicked off on June 15. The online registration site is open and so far we have over 10 registrants. Pam and Rosaleen will be manning a table at the Summer Reading kick-off to sign up more adults. We have already held two Summer Reading programs: a Sneak Peek movie event in conjunction with PBS for their “Chasing the Moon” special series and a lecture with speaker, Kevin Woyce, on the Space Race. Both programs were well received and we raffled off tickets to the Hudson Valley Renegades for the attendees. Next up will be the library’s first Paint & Sip program and our interactive all ages event on Apollo 11 with Dr. David Kashinski and a crew from the US Army Space and Missile Defense Command Center.

REFERENCE

Ref Stats (previous month in parentheses):

Circulation: 208 (194); Directional: 14 (9); ILL Pulls: 1,433 (1,378); Reader Advisory: 27 (17); Tech Assists: 157 (129); Reservations: 8 (4); Printing: 97 (122); Phone: 97 (98); Chargers: 6 (5); Computer Guest Passes: 68 (32); Notary: 28 (29); Ref. Q’s: 334 (321); Outside the system ILL requests: 18 (23).

Database Stats (previous month in parentheses):

Novel List Plus: 6 (9); Novel List PlusK-8: 6 (10); EBSCO Other: 5 (7); Gale: 0 (0); Gale Virtual Ref. Library: 0 (1); Ancestry: 297 (416).

PC Usage: Adult Area: 817 (849) Local History (Microfilm): 17 (6)
Children’s Area: 47 (32) Laptops: 7 (8) **TOTAL PC USAGE:** 888
(895)

WIFI Usage: 4,799 (4,744)

OTHER

- Scheduled and trained 3 librarian substitutes for the reference desk
- Compiled a report of summer reading recommendations for a special issue of the Cornwall Local
- Added Niche Academy (an online tutorial and reference tool) to our website
- Working on providing patrons with information on the launch of the new mobile app, RCLS Gateway

Respectfully Submitted: Pamela Hawks 7/1/19

<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>TEENS:</u>	<u>VOLUNTEERS:</u>	<u>ATTENDANCE TOTAL</u>
VOLUNTEER ORIENTATION	6/1 & 6/3			23		23
PJ ST	6/10	18	13			31
BICYCLE RODEO	6/14	15	10		2	27
TEEN BOOK CLUB	6/18			1		1
					TOTAL:	82

MEETINGS &

OUTREACH:

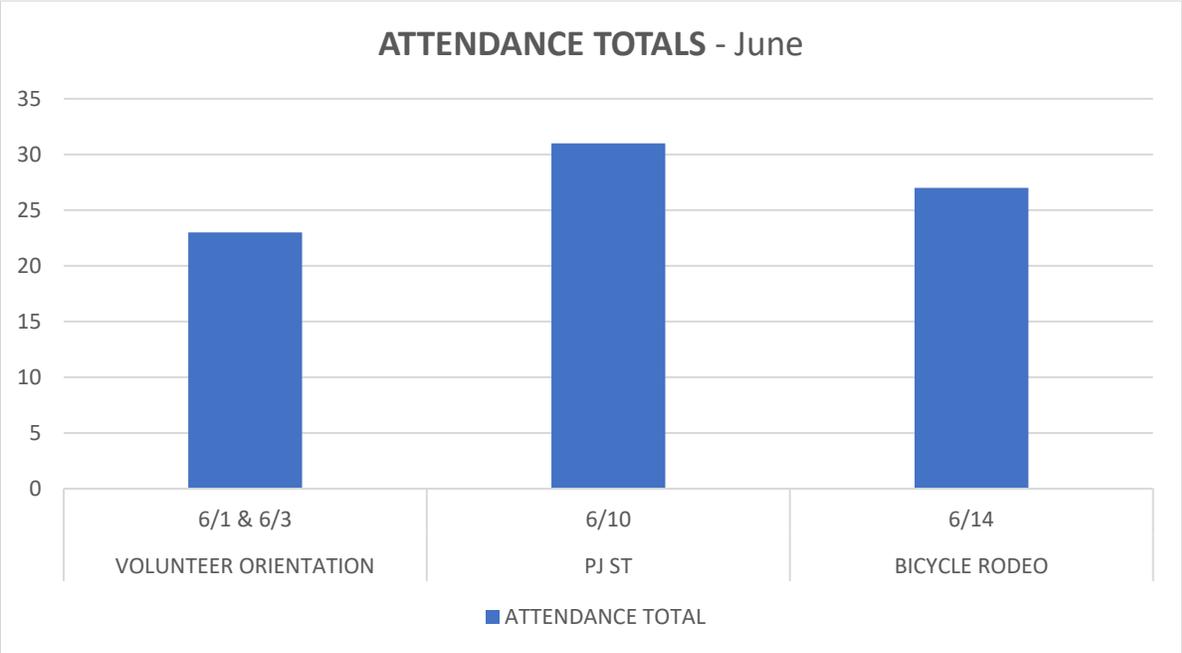
<u>DATE:</u>	<u>ATTENDEE:</u>
Riverfest 6/2	Meaghan
SRP Calendar Delivery to Schools 6/3	Liz
CCMS SRP Visit 6/5 & 6/7	Rebecca Liz & Rebecca
Lee Rd SRP Visit 6/7	Rebecca
"Paws for a Cause" Visit 6/5	Liz
Meeting w/ Mia Pagano 6/10	Liz
BoTB Planning Meeting 6/10	Meaghan
SRP Prep 6/11, 6/13, 6/17	Liz
Willow Ave SRP Visit 6/12	Liz
COHES SRP Visit 6/13	Liz
Staff Meeting 6/20	Liz, Rebecca & Meaghan
Meeting w/ Trish Hamlin 6/26	Liz
Dept. Head Meeting 6/26	Liz

QUESTIONS @ THE DESK:

Reference	232
Circulation	83
Tech	30
iPads	9
Telephone	60
Programs	94

Reflections:

Counting down to Kickoff and it's here! You would think after months of planning and advertising for Summer Reading (I think Lisa started in November this year), the Kickoff would be a relief, and in many ways it is. The actual summer comes with its own set of variables akin to a multi-ring circus. Thankfully we have assistance in our department from Sarah and Kim *and* our newly-trained, summer teen volunteers, thanks to Lisa. Meaghan has added a new game sheet for the 6-12 graders, as well as new programming for teens. Rebecca created an interactive NASA display and put together SRP booklets for the 3-5 graders. Summer promises to be crazy, but we're as ready as we can be!



Respectfully Submitted RB & LF 7/2/19

June 2019 Monthly Report: Rosaleen Leahy

Programs

Creative Writers – 8, 10, 12, 7
Mommy Stroller Workout – 9
Safe Banking – 36, 37
Farm CSA Seminar – 11
Great Decisions – 13
Measles Lecture – 16
Mystery Book Group – 17
Space Race Lecture – 8
BookChat – 13

Member's Choice – 7
D-Day Lecture – 45
Sally Ryan Memorial – 12
Tea & a Classic – 12
Skin Cancer Lecture – 41
Out & About Book Group – 6
Chasing the Moon film sneak peek – 8
Dress as Expression – 16

Total Programs: 21, Total Attendance: 344

Other Room Use: Summer Volunteer Orientation (2x), Art break-down, Art set-up, Board Meeting, Staff Meeting; total other use – 6

The D-Day lecture was very popular and well-attended. At the end of the lecture, the two WWII veterans who were in attendance were invited to speak. One man declined, but the other spoke of his experiences in the Army Air Corp, having crashed over France and been taken as a POW to Italy. It was very interesting and many audience members stayed to speak with him.

The Great Decisions discussion was led by two Cornwall residents, Dr. Edward Sobiesk and Dr. David Gioe. They are both members of the Army Cyber Institute at West Point. The topic was Cyber Conflict and Geopolitics, which they were very skilled at explaining. They have offered to return to do other programs, which I greatly appreciate.

I attended the Mystery Book Group, to support Marie Clark. The book being discussed was, "Invisible City", by local author Julia Dahl. Julia attended and spoke about her background and the process of writing. The members voted to continue with the series and have Julia back for the next discussion. Marie has a very vibrant group!

We were happy to welcome Kate Fisher to present an academic paper on, "Victorian Counter Culture and the Dress of Rosalind Howard". Kate had originally asked just to use the room to practice, but I offered to post some flyers. Gittel went a bit further and sent a press release to the local papers. There was a good turn-out of 16 people, one of whom had worked in the fashion industry for 30 years and was quite interested in the subject. Kate has gone on to present the paper in Birmingham, England.

Circulation

We are happy to have Catherine as a very capable new substitute at the Circulation Desk. Paul-Hudson has returned, for the Summer, which is also very helpful.

7/3/19