

**Cornwall Public Library
Board of Trustees**

January 14, 2021

7 PM Regular Meeting Agenda

I. Roll

II. Approval of the Minutes-December 10, 2020

III. Financial Review

1. Approval of Warrant # 6

IV. Public Remarks

V. Communications/Donations

1. Vote to accept Donations

VI. Director's Report – *See Google Docs*

VII. Committee Reports

1. Finance Committee
2. Policy Committee: Procurement Policy; Budget Transfer Policy
3. Building and Grounds Committee
4. Garden Committee
5. Friends
6. Personnel Committee

VIII. Unfinished Business: Strategic Plan

IX. New Business: Consolidation of Garden Committee with that of Building and Grounds

X. Adjournment

Next Regular Board Meeting February 11, 2021 7 PM

^Cornwall Public Library Board of Trustees Meeting

December 10, 2020, 7:00 to 9:00 p.m.

Minutes

Meeting was called to order by Stephanie Wolf at 7 pm.

I. Roll:

Trustees Present: Stephanie Wolf, Carol Stein, Meghann Chyla, Melissa Greaves-Kulisek, Roberta Sherman, Matt Rettig, and Matt Soltis.

Emily Milton, Treasurer

Charlotte Dunaief, Director

Trustees Excused: None.

Also Present: Library staff members Meaghan Doyle and Catherine Incledon (minutes), and RCLS Director Grace Riario.

II. Approval of the Minutes: A motion to approve the minutes from the regular Board meeting of November 12, 2020, was made by Roberta Sherman, seconded by Melissa Greaves-Kulisek, and was unanimously approved.

III. Financial Review: A motion to approve Warrant #5 in the amount of \$173,549.25 was made by Carol Stein, seconded by Roberta Sherman, and was unanimously approved.

IV. Public Remarks: Grace Riario, the current Director of the Ramapo Catskill Library System (RCLS), spoke about the state of the library system, its budget, and upcoming informational sessions for trustees that it would be hosting virtually. Grace Riario also answered questions posed by the Board members.

V. Communications and Donations: The library received a generous donation of \$200 from Arlene Litowitz. A motion to accept the donation was made by Carol Stein, seconded by Meghann Chyla, and was unanimously approved. Amy Reville thanked Meaghan Doyle for the many times Meaghan Doyele has given her help. Jane Harkinson of the Friends of the Cornwall Public Library wrote a letter to Charlotte Dunaief in thanks for the use of the library patio for the Friends' book sale, and asked for its use on a future date. The Friends' book sale from November 25th earned \$365. The month's virtual programs were enjoyed and well-attended, with 22 in attendance at the Medicare program, and 35 in attendance at the Combating the Flu program. Mike Falco wrote an article about the library's November programs organized by Brenda Goldfarb.

VI. Director's Report: See written report.

VII. Committee Reports:

A. Finance Committee: No new report.

- B. Policy Committee:** A motion to approve the Budget Transfer Policy was made by Matt Rettig, seconded by Roberta Sherman, and was unanimously approved. A motion to approve the Procurement Policy was made by Roberta Sherman, seconded by Matt Rettig, and was unanimously approved. The committee shared drafts of two new policy proposals, the Credit Card Policy and Use Procedures and the Pandemic Response Plan, with the Board for their review.
- C. Buildings and Grounds:** The committee is still awaiting the installation of the sight sign and the interior lighting. The committee proposed using unspent roofing grant (Grant#9095) money to paint and powerwash the exterior of the building, with the remaining cost to be taken from the Board's capital account. The committee has secured an extension for the amount of time it has to spend the remaining grant money. The committee also proposed using the remaining bricks from the walkway to widen the path from the street to the Frank Rovello Memorial.
- D. Garden Committee:** No new report.
- E. Friends:** The Friends made \$365 at their last book sale, and have an upcoming sale Saturday, December 12th, from 10 am to 2 pm.
- F. Personnel Committee:** The committee will continue to work on reviewing the library staff job descriptions.
- VIII. Unfinished Business:** The Board resolved to begin working on the new Strategic Plan by focusing on the building floor plan and outdoor space.
- IX. New Business:** None.
- X. Adjournment:** A motion to adjourn the meeting was made by Carol Stein, seconded by Roberta Sherman, and was unanimously approved. Stephanie Wolf adjourned the meeting at 8:07 pm.

The next Regular Board Meeting will be held on January 14, 2021 at 7 p.m.

Cornwall Public Library
Warrant # 6
As of December 31, 2020

Type	Date	Num	Memo	Split	Paid	Amount
A-1 Sewer Service						
Bill	12/15/2020	18805	216300696	452 · Repairs to Building	Unpaid	180.00
Total A-1 Sewer Service						180.00
Benninger Landscaping LTD						
Bill	12/15/2020	Dec-20	December's Invoice	469 · Service Contracts	Paid	800.00
Total Benninger Landscaping LTD						800.00
Blackstone Publishing						
Bill	12/15/2020	1193789	1193789	-SPLIT-	Unpaid	185.66
Bill	12/15/2020	1195288	1195288	-SPLIT-	Unpaid	94.59
Bill	12/15/2020	1193360	1193360	-SPLIT-	Unpaid	26.94
Bill	12/31/2020	1196647	1196647	-SPLIT-	Unpaid	61.90
Bill	12/31/2020	1198290	1198290	-SPLIT-	Unpaid	34.95
Total Blackstone Publishing						404.04
Brenda Goldfarb						
Bill	12/15/2020	Empl Reimburse	Program Supplies - Hanukkah Happening	430.34 · Special/Outreach	Unpaid	107.12
Total Brenda Goldfarb						107.12
Brodart Co. - Juv						
Bill	12/15/2020	B6042471	B6042471	-SPLIT-	Unpaid	15.47
Bill	12/15/2020	B6042494	B6042494	410.4 · Juvenile Fiction	Unpaid	13.99
Bill	12/15/2020	B6042493	B6042493	-SPLIT-	Unpaid	15.47
Bill	12/15/2020	B6042472	B6042472	410.4 · Juvenile Fiction	Unpaid	11.37
Bill	12/15/2020	B6040963	B6040963	-SPLIT-	Unpaid	234.72
Bill	12/15/2020	B6040826	B6040826	410.4 · Juvenile Fiction	Unpaid	10.49
Bill	12/15/2020	B6040827	B6040827	410.4 · Juvenile Fiction	Unpaid	8.74
Bill	12/15/2020	B6041034	B6041034	-SPLIT-	Unpaid	151.43
Bill	12/15/2020	B6040850	B6040850	-SPLIT-	Unpaid	69.70
Bill	12/15/2020	6040964	6040964	410.5 · Juvenile Non Fiction	Unpaid	34.95
Bill	12/15/2020	B6041042	B6041042	-SPLIT-	Unpaid	113.09
Bill	12/15/2020	B6041116	B6041116	410.4 · Juvenile Fiction	Unpaid	20.11
Total Brodart Co. - Juv						699.53
Brodart Co. -Supplies						
Bill	12/31/2020	571027	571027	430.1 · Library supplies	Unpaid	193.47
Total Brodart Co. -Supplies						193.47
Brodart Co. (McN)						
Bill	12/15/2020	Inv M182786	Inv M182786 - Jan - 21	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cash						
Bill	12/31/2020	Replenish Petty Cash	Replenish petty cash 4th Q20	1010 · Petty Cash	Unpaid	24.88
Total Cash						24.88
Cengage Learning/Gale						
Bill	12/15/2020	72717014	72717014	410.11 · Adult Fiction Standing ...	Unpaid	70.50
Total Cengage Learning/Gale						70.50
Central Hudson Gas & Electric Corp						
Bill	12/31/2020	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Unpaid	3,095.42
Total Central Hudson Gas & Electric Corp						3,095.42
Cornwall Public Library - Payroll						
Bill	12/01/2020	Payroll End 11.27.20	Payroll Ending 11.27.20 Pay Date 12.4.20	1012 · OBT Payroll Checking	Paid	17,454.43
Bill	12/08/2020	Payroll End 12-11-20	Payroll Ending 12.11.20 Pay Date 12.18.20	1012 · OBT Payroll Checking	Paid	16,558.28
Bill	12/28/2020	Payroll End 12-25-20	Payroll Ending 12.25.20 Pay Date 12.31.20	1012 · OBT Payroll Checking	Paid	15,413.10
Total Cornwall Public Library - Payroll						49,425.81
Cornwall Public Library - Trust & Agency						
Bill	12/02/2020	Payroll End 11.27.20	Payroll Ending 11.27.20 Pay Date 12.4.20	1003 · Due from Trust & Agency	Paid	7,103.47
Bill	12/08/2020	Payroll End 12.11.20	Payroll Ending 12.11.20 Pay Date 12.18.20	1003 · Due from Trust & Agency	Paid	6,711.33
Bill	12/15/2020	Health Insurance	Jan 2020 Health Insurance	1003 · Due from Trust & Agency	Paid	8,300.00
Bill	12/29/2020	Payroll End 12.25.20	Payroll Ending 12.25.20 Pay Date 12.30.20	1003 · Due from Trust & Agency	Paid	5,549.71
Total Cornwall Public Library - Trust & Agency						27,664.51
Daktronics Inc.						
Bill	12/01/2020	6909414	6909414 - 50% Of Total Cost to Cover Displ...	800 · Capital Expenditure	Paid	28,332.00

Cornwall Public Library
Warrant # 6
As of December 31, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Total Daktronics Inc.						28,332.00
Demco, Inc.						
Bill	12/21/2020	6883952	6883952	437.4 · Prof fees-Juvenile	Unpaid	101.00
Bill	12/31/2020	6883180	6883180	437.4 · Prof fees-Juvenile	Unpaid	78.33
Total Demco, Inc.						179.33
Foreign Affairs						
Bill	12/21/2020	1 year renewal	1 year renewal 2021 Acct 00585438	413.6 · Serials	Unpaid	34.95
Total Foreign Affairs						34.95
Foreign Policy Association						
Bill	12/21/2020	Great Decisions-21	Great Deisions 2021	430.30 · Adult	Unpaid	192.90
Total Foreign Policy Association						192.90
hoopla						
Bill	12/24/2020	99841629	99841629 Month Ending Dec-20	412.8 · Digital Streaming	Unpaid	463.84
Total hoopla						463.84
Hudson Archival						
Bill	12/15/2020	Inv 14974	Ref- Cornwall Local 1967-2019 Electronic - I...	413.5 · Reference-Cornwall Loc...	Unpaid	200.00
Total Hudson Archival						200.00
Ingram Library Services						
Bill	12/15/2020	49504545	49504545	-SPLIT-	Unpaid	16.79
Bill	12/15/2020	49504546	49504546	-SPLIT-	Unpaid	155.90
Bill	12/15/2020	49742515	49742515	-SPLIT-	Unpaid	50.35
Bill	12/21/2020	50417914	50417914	-SPLIT-	Unpaid	68.22
Bill	12/21/2020	50362941	50362941	-SPLIT-	Unpaid	62.57
Bill	12/21/2020	50260099	50417914	-SPLIT-	Unpaid	32.40
Bill	12/31/2020	50444580	50444580	-SPLIT-	Unpaid	15.67
Total Ingram Library Services						401.90
Jacobowitz & Gubits, LLP						
Bill	12/15/2020	289901	File # 6363-001 -Inv# 289901	437.1 · Prof fees-Office	Unpaid	280.00
Total Jacobowitz & Gubits, LLP						280.00
Lock Around the Clock						
Bill	12/15/2020	Jan -21	Jan -21 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	12/21/2020	5329961	5329961	431 · Telephone	Unpaid	57.71
Total Magna5						57.71
Marangi Disposal						
Bill	12/15/2020	OC100394	OC100394 Trash Removal Service 12-01 to ...	469 · Service Contracts	Paid	124.03
Bill	12/15/2020	0810188	0810188 Trash Removal Service 8-01 to 8/3...	469 · Service Contracts	Paid	124.43
Total Marangi Disposal						248.46
Maryanne O'Dell, Receiver of Taxes						
Bill	12/15/2020	Bill 332489	2021 Property Tax./Sewer Charge	450 · Fuel/Utilities	Unpaid	619.83
Total Maryanne O'Dell, Receiver of Taxes						619.83
NET2PHONE						
Bill	12/15/2020	2198851	2198851	431 · Telephone	Paid	334.99
Total NET2PHONE						334.99
Orange Bank & Trust Cardmember Services						
Bill	12/24/2020	Stmnt dated 12-24-20	Stmnt dated 12-24-20	-SPLIT-	Unpaid	894.51
Total Orange Bank & Trust Cardmember Services						894.51
Paychex, Inc.						
Bill	12/15/2020	91420	39 Employee Usage \$4.20/EA & Mobile \$1/E...	437.1 · Prof fees-Office	Paid	194.61
Bill	12/31/2020	2020122400	Small Business Package Payroll Processing ...	437.1 · Prof fees-Office	Paid	600.43
Total Paychex, Inc.						795.04
Poets & Writers						
Bill	12/31/2020	1 Yr.	Cornwall Public Library	413.6 · Serials	Unpaid	9.95

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Type	Date	Num	Memo	Split	Paid	Amount
Total Poets & Writers						9.95
RCLS						
Bill	12/15/2020	Inv 29239	Movie Licensing USA 2021	411 · Film	Unpaid	387.00
Total RCLS						387.00
Toshiba Financial Services						
Bill	12/15/2020	431879717	431879717 Dece November Service for 12-1...	469 · Service Contracts	Paid	633.80
Total Toshiba Financial Services						633.80
United A/C Refrigeration, Inc						
Bill	12/15/2020	426310	426310 - Nov 20	469 · Service Contracts	Paid	975.17
Bill	12/15/2020	426662	426662 Dec-20	469 · Service Contracts	Paid	975.17
Total United A/C Refrigeration, Inc						1,950.34
Vanguard Cleaning Systems of the HV						
Bill	12/15/2020	36901	December Monthly Service-36901	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
Verizon						
Bill	12/15/2020	652-121-949-0001-81	12-10-1-9. 2021 Services	431 · Telephone	Paid	176.99
Total Verizon						176.99
Verizon Wireless						
Bill	12/15/2020	9868247991	9868247991	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
W.B. Mason						
Bill	12/15/2020	216300696	216300696	-SPLIT-	Unpaid	122.90
Total W.B. Mason						122.90
TOTAL						<u>120,852.55</u>

Cornwall Public Library
Profit & Loss by Capital Grant
July 2017 through December 2020

	DASNY #7919 GEN/ELEC/LGT	DANSY/SAM #6448 SITE SIGN	DASNY/SAM #9095 ROOF	Total Grants (Capital Fund)	Capital Fund - Other (Capital Fund)	Total Capital Fund
EXPECTED INCOME (NOT YET RECEIVED)	9,050.00	50,000.00	5,083.52	64,133.52	513,009.16 *	577,142.68
Income						
2401 · Income from Investments	0.00	0.00	0.00	0.00	889.81	889.81
2760 · Grants	81,450.00	0.00	194,916.48	276,366.48	0.00	276,366.48
Total Income	<u>81,450.00</u>	<u>0.00</u>	<u>194,916.48</u>	<u>276,366.48</u>	<u>513,898.97</u>	<u>790,265.45</u>
Gross Profit	81,450.00	0.00	194,916.48	276,366.48	513,898.97	790,265.45
Expense						
203b · Capital Equipment	0.00	0.00	0.00	0.00	9,700.27	9,700.27
430 · Supplies						
430.2 · Office supplies						
430.22 · Covid Expense	0.00	0.00	0.00	0.00	0.00	0.00
430.2 · Office supplies - Other	0.00	0.00	70.00	70.00	0.00	70.00
Total 430.2 · Office supplies	<u>0.00</u>	<u>0.00</u>	<u>70.00</u>	<u>70.00</u>	<u>0.00</u>	<u>70.00</u>
430.3 · Program supplies	0.00	0.00	0.00	0.00	0.00	0.00
430 · Supplies - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 430 · Supplies	<u>0.00</u>	<u>0.00</u>	<u>70.00</u>	<u>70.00</u>	<u>0.00</u>	<u>70.00</u>
434 · Publicity & Printing	0.00	0.00	74.12	74.12	0.00	74.12
437 · Professional Fees						
437.1 · Prof fees-Office	3,776.03	0.00	1,400.00	5,176.03	0.00	5,176.03
Total 437 · Professional Fees	<u>3,776.03</u>	<u>0.00</u>	<u>1,400.00</u>	<u>5,176.03</u>	<u>0.00</u>	<u>5,176.03</u>
452 · Repairs to Building	0.00	0.00	714.50	714.50	3,211.00	3,925.50
800 · Capital Expenditure	38,417.44	28,332.00	193,154.75	259,904.19	247,136.81	507,041.00
Total Expense	<u>42,193.47</u>	<u>28,332.00</u>	<u>195,413.37</u>	<u>265,938.84</u>	<u>260,048.08</u>	<u>525,986.92</u>
Net Income	<u><u>39,256.53</u></u>	<u><u>-28,332.00</u></u>	<u><u>-496.89</u></u>	<u><u>10,427.64</u></u>	<u><u>253,850.89</u></u>	<u><u>264,278.53</u></u>

*Capital balance on 6/30/17

Future Cash Balance (Capital Account)		Balance	Open Capital Grants Timeline	
Current Capital Balance		\$ 263,920.43		Roof Grant (\$200,000) - must be completed by 8/2022
Spend remainder of roof grant		\$ 259,333.80		Gen/Elec/Light (\$181,000) - must be completed by 6/2021
Reimburse remainder of roof grant	\$ 5,083.52	\$ 264,417.32		Site Sign (\$50,000)- must be completed by 9/2021
Spend site sign		\$ 242,749.32		
Reimburse site sign	\$ 50,000.00	\$ 292,749.32		
Spend electrical grant		\$ 153,942.79		
Reimburse remaining electrical grant	\$ 9,050.00	\$ 162,992.79		
Future Capital balance		\$ 162,992.79		

Cornwall Public Library
Profit & Loss by Class and Operating Grants
July through December 2020

	12/31/20 balance= \$2,342.06	12/31/20 balance= \$2,609.37	12/31/20 balance= \$5,427.59	12/31/20 balance= \$250.00			
	<u>Good Idea</u>	<u>Schmitt Children</u>	<u>Skoufis Adult</u>	<u>Arts Mid-Hudson</u>	<u>Friends</u>	<u>Operating - Other</u>	<u>Total Operating</u>
	<u>Fund</u>	<u>Tech Grant (\$13,000)</u>	<u>Tech Grant (\$15,571)</u>	<u>Regrant (Oper)</u>	<u>(Operating)</u>	<u>(Operating)</u>	
Income							
2002 - Local Public Funds	0.00	0.00	0.00	0.00	0.00	1,263,805.00	1,263,805.00
2082 - Library Fines	0.00	0.00	0.00	0.00	0.00	1,473.72	1,473.72
2401 - Income from Investments	0.00	0.00	0.00	0.00	0.00	173.57	173.57
2706 - Gifts & Endowments	0.00	0.00	0.00	0.00	4,326.83	966.87	5,293.70
2760 - Grants	0.00	0.00	571.56	0.00	0.00	0.00	571.56
3840 - RCLS	0.00	0.00	0.00	0.00	0.00	3,464.00	3,464.00
Total Income	<u>0.00</u>	<u>0.00</u>	<u>571.56</u>	<u>0.00</u>	<u>4,326.83</u>	<u>1,269,883.16</u>	<u>1,274,781.55</u>
Gross Profit	0.00	0.00	571.56	0.00	4,326.83	1,269,883.16	1,274,781.55
Expense							
141 - Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	97,611.92	97,611.92
142 - Salary-Clerical	0.00	0.00	0.00	0.00	0.00	229,951.01	229,951.01
143 - Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	2,692.34	2,692.34
203b - Capital Equipment	0.00	0.00	171.56	0.00	0.00	1,276.71	1,448.27
410 - Books	0.00	0.00	0.00	0.00	0.00	26,903.33	26,903.33
411 - Film	0.00	0.00	0.00	0.00	0.00	557.67	557.67
412 - Video/Music/Books on Tape	0.00	0.00	0.00	0.00	0.00	10,703.55	10,703.55
413 - Serials/Reference	0.00	0.00	0.00	0.00	200.00	5,902.16	6,102.16
430 - Supplies							
430.1 - Library supplies	0.00	0.00	0.00	0.00	0.00	1,643.45	1,643.45
430.2 - Office supplies							
430.22 - Covid Expense	0.00	0.00	0.00	0.00	0.00	6,527.81	6,527.81
430.2 - Office supplies - Other	57.99	0.00	153.42	0.00	871.38	1,430.80	2,455.60
Total 430.2 - Office supplies	<u>57.99</u>	<u>0.00</u>	<u>153.42</u>	<u>0.00</u>	<u>871.38</u>	<u>7,958.61</u>	<u>8,983.41</u>
430.3 - Program supplies	0.00	0.00	0.00	0.00	0.00	1,736.36	1,736.36
Total 430 - Supplies	<u>57.99</u>	<u>0.00</u>	<u>153.42</u>	<u>0.00</u>	<u>871.38</u>	<u>11,338.42</u>	<u>12,363.22</u>
431 - Telephone	0.00	0.00	0.00	0.00	0.00	4,448.76	4,448.76
433 - Postage	0.00	0.00	0.00	0.00	0.00	550.00	550.00
434 - Publicity & Printing	0.00	0.00	0.00	0.00	0.00	1,578.10	1,578.10
435 - Travel/Conference	0.00	0.00	0.00	0.00	0.00	271.90	271.90
437 - Professional Fees							
437.1 - Prof fees-Office	0.00	0.00	0.00	0.00	0.00	11,653.75	11,653.75
437.2 - Prof fees-Adult programs	0.00	0.00	0.00	250.00	1,700.00	1,150.00	3,100.00
437.3 - Prof fees-YA programs	0.00	0.00	0.00	0.00	560.00	0.00	560.00
437.4 - Prof fees-Juvenile	0.00	0.00	0.00	0.00	0.00	179.33	179.33
437.5 - Prof fees-SRP	0.00	0.00	0.00	0.00	0.00	240.00	240.00
437.6 - Prof fees-Outreach	0.00	0.00	0.00	0.00	0.00	100.00	100.00
Total 437 - Professional Fees	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>	<u>2,260.00</u>	<u>13,323.08</u>	<u>15,833.08</u>
438 - Dues	0.00	0.00	0.00	0.00	0.00	800.00	800.00
440 - Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	654.10	654.10
450 - Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	13,010.04	13,010.04
451 - Custodial Supplies	0.00	0.00	0.00	0.00	0.00	580.86	580.86
452 - Repairs to Building	0.00	0.00	0.00	0.00	0.00	7,419.20	7,419.20
454 - Building Insurance	0.00	0.00	0.00	0.00	0.00	12,491.99	12,491.99
455 - RCLS ANSER & Telecommunication	0.00	0.00	6,464.85	0.00	0.00	20,887.15	27,352.00
469 - Service Contracts	0.00	0.00	0.00	0.00	0.00	25,065.14	25,065.14
490 - Refund of PY Tax Assessment	0.00	0.00	0.00	0.00	0.00	7,079.81	7,079.81
800 - Capital Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9010.8 - Retirement	0.00	0.00	0.00	0.00	0.00	64,924.00	64,924.00
9030.8 - FICA/Medicare Expense	0.00	0.00	0.00	0.00	0.00	28,141.35	28,141.35
9060.8 - Workers' Comp	0.00	0.00	0.00	0.00	0.00	5,814.00	5,814.00
9090.8 - Health Insurance	0.00	0.00	0.00	0.00	0.00	41,957.49	41,957.49
Total Expense	<u>57.99</u>	<u>0.00</u>	<u>6,789.83</u>	<u>250.00</u>	<u>3,331.38</u>	<u>635,934.08</u>	<u>646,305.29</u>
	<u>-57.99</u>	<u>0.00</u>	<u>-6,218.27</u>	<u>-250.00</u>	<u>995.45</u>	<u>633,949.08</u>	<u>628,476.26</u>

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

	Budget 50%	YTD Budget			Full 2020-2021 Budget			EOY Projections to consider	EOY Potential Variance
		Jul - Dec 20	Budget	\$ Under Budget	Full Budget	Under Budget	% of Budget		
Income									
2002 · Local Public Funds	1,263,805.00	1,263,805.00	0.00	1,263,805.00	0.00	100.0%	1,263,805.00	0.00	
2005 · Appropriated Fund Balance	0.00	37,777.00	37,777.00	37,777.00	37,777.00	0.0%	0.00	(37,777.00)	
2082 · Library Fines	1,473.72	9,000.00	7,526.28	18,000.00	16,526.28	8.19%	2,947.44	(15,052.56)	
2401 · Income from Investments	173.57	0.00	-173.57	0.00	-173.57	100.0%	347.14	347.14	
2706 · Gifts & Endowments	5,293.70	7,500.00	2,206.30	15,000.00	9,706.30	35.29%	15,000.00	0.00	
2760 · Grants	0.00	0.00	0.00	2,000.00	2,000.00	0.0%	0.00	(2,000.00)	
3840 · RCLS	3,464.00	5,000.00	1,536.00	5,000.00	1,536.00	69.28%	5,000.00	0.00	
Total Income	1,274,209.99	1,323,082.00	48,872.01	1,341,582.00	67,372.01	94.98%	1,287,099.58	(54,482.42)	
Gross Profit	1,274,209.99	1,323,082.00	48,872.01	1,341,582.00	67,372.01	94.98%	1,287,099.58	(16,705.42)	
Expense									
141 · Salary-Certified Librarian	97,611.92	99,092.02	1,480.10	198,184.00	100,572.08	49.25%	195,223.84	(2,960.16)	
142 · Salary-Clerical	229,951.01	244,135.00	14,183.99	488,270.00	258,318.99	47.1%	459,902.02	(28,367.98)	
143 · Salary-Treasurer	2,692.34	2,499.98	-192.36	5,000.00	2,307.66	53.85%	5,384.68	384.68	
203b · Capital Equipment	1,276.71	2,100.00	823.29	4,200.00	2,923.29	30.4%	2,553.42	(1,646.58)	
410 · Books	26,903.33	35,014.50	8,111.17	70,029.00	43,125.67	38.42%	53,806.66	(16,222.34)	
411 · Film	557.67	658.00	100.33	658.00	100.33	84.75%	557.67	(100.33)	
412 · Video/Music/Books on Tape	10,703.55	17,435.02	6,731.47	34,870.00	24,166.45	30.7%	21,407.10	(13,462.90)	
413 · Serials/Reference	6,102.16	5,749.96	-352.20	11,500.00	5,397.84	53.06%	12,204.32	704.32	
430 · Supplies								-	
430.1 · Library supplies	1,643.45	3,000.00	1,356.55	6,000.00	4,356.55	27.39%	3,286.90	(2,713.10)	
430.2 · Office supplies								w/ fund balance	
430.22 · Covid Expense	6,527.81		-6,527.81		-6,527.81		6,527.81	6,527.81	
430.2 · Office supplies - Other	2,302.18	5,700.00	3,397.82	11,400.00	9,097.82	20.2%	4,604.36	(6,795.64)	
Total 430.2 · Office supplies	8,829.99	5,700.00	-3,129.99	11,400.00	2,570.01	77.46%	11,132.17	(267.83)	
430.3 · Program supplies	1,736.36	5,250.06	3,513.70	10,500.00	8,763.64	16.54%	3,472.72	(7,027.28)	
Total 430 · Supplies	12,209.80	13,950.06	1,740.26	27,900.00	15,690.20	43.76%	17,891.79	(10,008.21)	
431 · Telephone	4,448.76	4,500.00	51.24	9,000.00	4,551.24	49.43%	8,897.52	(102.48)	
433 · Postage	550.00	2,000.02	1,450.02	4,000.00	3,450.00	13.75%	4,000.00	0.00	
434 · Publicity & Printing	1,578.10	3,750.00	2,171.90	7,500.00	5,921.90	21.04%	7,500.00	0.00	
435 · Travel/Conference	271.90	2,750.02	2,478.12	5,500.00	5,228.10	4.94%	543.80	(4,956.20)	
437 · Professional Fees									
437.1 · Prof fees-Office	11,653.75	12,597.52	943.77	25,195.00	13,541.25	46.25%	23,307.50	(1,887.50)	
437.2 · Prof fees-Adult programs	2,850.00	3,500.02	650.02	7,000.00	4,150.00	40.71%	5,700.00	(1,300.00)	
437.3 · Prof fees-YA programs	560.00	999.98	439.98	2,000.00	1,440.00	28.0%	1,120.00	(880.00)	
437.4 · Prof fees-Juvenile	179.33	2,000.02	1,820.69	4,000.00	3,820.67	4.48%	4,000.00	0.00	
437.5 · Prof fees-SRP	240.00	1,500.00	1,260.00	3,000.00	2,760.00	8.0%	3,000.00	0.00	
437.6 · Prof fees-Outreach	100.00	500.02	400.02	1,000.00	900.00	10.0%	1,000.00	0.00	
Total 437 · Professional Fees	15,583.08	21,097.56	5,514.48	42,195.00	26,611.92	36.93%	38,127.50	(4,067.50)	
438 · Dues	800.00	750.00	-50.00	1,500.00	700.00	53.33%	1,500.00	0.00	
439 · Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	
440 · Contracts w/ Books Co.	654.10	1,100.02	445.92	2,200.00	1,545.90	29.73%	1,308.20	(891.80)	
450 · Fuel/Utilities	13,010.04	17,681.02	4,670.98	35,362.00	22,351.96	36.79%	26,020.08	(9,341.92)	
451 · Custodial Supplies	580.86	1,500.00	919.14	3,000.00	2,419.14	19.36%	1,161.72	(1,838.28)	
452 · Repairs to Building	7,419.20	6,744.98	-674.22	13,490.00	6,070.80	55.0%	14,838.40	1,348.40	
454 · Building Insurance	12,491.99	12,750.00	258.01	12,750.00	258.01	97.98%	12,491.99	(258.01)	
455 · RCLS ANSER & Telecommunication	20,887.15	30,921.50	10,034.35	61,843.00	40,955.85	33.77%	56,000.00	(5,843.00)	
469 · Service Contracts	25,065.14	29,099.48	4,034.34	58,199.00	33,133.86	43.07%	50,130.28	(8,068.72)	
490 · Refund of PY Tax Assessment	7,079.81	3,000.00	-4,079.81	3,000.00	-4,079.81	235.99%	7,079.81	4,079.81	
9010.8 · Retirement	64,924.00	62,051.00	-2,873.00	62,051.00	-2,873.00	104.63%	64,924.00	2,873.00	
9030.8 · FICA/Medicare Expense	28,141.35	26,448.02	-1,693.33	52,896.00	24,754.65	53.2%	56,282.70	3,386.70	
9060.8 · Workers' Comp	5,814.00	7,955.00	2,141.00	7,955.00	2,141.00	73.09%	11,628.00	3,673.00	
9090.8 · Health Insurance	41,957.49	59,265.00	17,307.51	118,530.00	76,572.51	35.4%	108,000.00	(10,530.00)	
Total Expense	639,265.46	713,998.16	74,732.70	1,341,582.00	702,316.54	47.65%	1,239,365.50	(102,216.50)	
	634,944.53	609,083.84	-25,860.69	0.00	-634,944.53	-	(47,734.08)		

December 2020 Director's Report

COVID has been a major concern, again this month. I took vacation days 12/23,28,29 & 30.

Personnel:

- Continued to get WFH logs for those employees that continue some WFH hours
- Began working on the yearly employee review process

Budget/Financial

- Spoke with Emily in regards to the budget spreadsheet for the next year.

Programming

- Exploring the continuation of Great Decisions may need to assign it to a different staff member: follow up, only two participants got back to me stating they are interested. I am going to order a couple of copies of the book & the teacher packet.
- Continuing curbside pickups until at least January 15, 2021. Waiting to see if there are post-holiday spikes in the area to decide about opening for appointments.

Building

- Continuing to look into bottle filler options as the first one was too expensive. Have been unable to find a less expensive option at this time. I Will put it on the back burner for a while. We are currently purchasing one bottle of water at a time for the cooler lent to us.
- It currently looks as if RPC will begin working on the lighting on January 11th.
- Was able to get a third estimate for painting the exterior of the building
- A portion of the lining of the Leak Guard was found on the ground on the parking lot side of the building. Leaf Guard has been called to make repairs. Appointment made for 1/12/21.

Monthly Statistics for December 2020(previous month in parentheses):

Registered borrowers: 8,733 (8,723); Direct Access/Circulation: 5,421 (6,728);

ILL Borrows: 2,600 (2,454); ILL Loans: 2,115 (1,966); Item Count: 75,492 (75,296);

Wi-Fi: 1,064 (1,464); Overdrive checkouts: 2,934(2,482); Overdrive unique users: 531 (516).

Adult Services Report: December 1-31, 2020

(Library closed at 1 pm 12/31, and all-day 12/24 and 12/25 for holidays; closed at 4 pm 12/16 and all day 12/17 for weather) (submitted by Meaghan Doyle,1/6/2021)

REFERENCE: Reference (previous month in parentheses):

Tech Assists: 12 (54); Ref. Q's: 187 (259); Circ/Curbside Assists: 149 (130); Phone: 318 (286); Pull List: 1524 (1882); ILL/SEAL: 2 (7); Reader's Advisory: 3 (1); Printing: 22 (40)

Database Stats (previous month in parentheses):

Novel List Plus: 60 (10); Novel List PlusK-8: 0 (0); EBSCO Other: 0 (39); Gale: 0 (0);
Gale Virtual Ref. Library: 1 (0); Ancestry: 34 (117); New York Times Digital: 83 (85)

PC Usage: Adults: 0 (125) Childrens: 0 (0) Laptop: 0 (0)

WIFI Usage: 1064 (1464) PC Reservations: 0 (0) Guest Passes: 0 (8)

Notary Service: 6 (12)

HOOPLA (previous month in parentheses):

New signups: 9 (19); Borrowers: 95 (103); Avg. No. Circs: 2.7 (2.8); Maxed Users: 24 (N/A)
Items borrowed: 253 (293)

Curbside Statistics: From June 15 through Dec. 31, Cornwall Public Library has served **5,171** recorded curbside appointments. June: 234; July 775; August 768; September 838; October 830, November 785, **December 941.**

PROGRAMMING REPORT:

Virtual Member’s Choice Book Club (12/2) 7; Let’s Paint a Winter Wonderland (12/2) 23;
Virtual Book Chat & Chocolate (12/3) 7; Virtual Creative Writers Group (12/7) 8; Virtual
Creative Writers Group (12/14) 10; Virtual Parents Book Club (12/15) 3; Virtual Out & About
Book Group (12/16) 6; Mystery Book Discussion (12/17) 6; Virtual Creative Writers Group
(12/21) 9; Virtual Creative Writers Group (12/28) 7

End of Month Report December 2020: Youth Services, Cornwall Public Library

Program/Events

12/1	Toddler Tuesday Surprise	Curbside	18
12/4	Teen Trivia	ZOOM	10
12/7	Story Time Take Out	Curbside	13
12/9	“Gingerbread Bears” Craft	Curbside	63
12/9	Wishing Tree	Passive	81
12/9	I Spy	Passive	NA
12/14	PJ Story Time	Fbk/youtube	711

Meetings

12/3, 2020 Leadership Skills: Running Effective Meetings (RCLS)- Lisa

12/7/2020 CLOUSC Meeting- Lisa, Liz

12/7/2020 "VisionLabs" (WLS)-Rebecca

12/15/2020 Staff Meeting- Rebecca, Liz

12/22/2020 Youth list Meet Up- Rebecca

Statistics from the Desk

Reference Questions: 158, Circulation: 38, Telephone: 159, Tech: 27, Misc: 13

Reflections

Writing this on the last day of 2020 there is the feeling that this should be a "Phew" moment: been there, got through it, ready for a fresh start. And there is a part of me that is looking forward to adding a 1 to the 20 as a badge of honor. We were able to pivot, reinvent, supply, and hopefully inspire our patrons despite the circumstances of the physical building due to a worldwide pandemic. We exist to serve our patrons and do so to the best of our ability.

Serving our patrons is not always easy. Answering questions is a challenge when the questions are not clearly expressed and we are trained to ask additional questions to provide clarity. Personal privacy needs to be protected. Lately, some of the phone inquiries have taken a turn toward verbal abuse. Understanding that patrons' expectations have been thwarted and this only fuels frustration, no one should have to abide this from the public.

I've noticed somethings about people during the past year. Personality traits have become more pronounced; the good and the bad. Also, we are all connected. When one falls we all feel it. Strength of spirit is contagious. Humor lightens burdens.

Wishing you Courage, Patience, and Fortitude in 2021! respectively submitted 12/31/20
ekf

**Cornwall Public Library
Personnel Committee Report
January 2021**

The Personnel Committee met on 6 Jan 2021 to review job descriptions. We worked on standard formatting, standard language to include on all job descriptions, and ensuring that all met civil service requirements.

These are the job descriptions we finalized specific duties:

- Circulation Clerk
- Librarian I
- Library Page
- PR Specialist
- Senior Library Clerk
- Librarian II (Head of Adult Services)

We have 2 remaining job descriptions to review:

- Account Clerk
- Library Assistant

Multiple people fill many of these rolls.