

**Cornwall Public Library
Board of Trustees**

November 12, 2020

7 PM Regular Meeting Agenda

I. Roll

II. Approval of the Minutes-October 8, 2020

III. Financial Review

1. Approval of Warrant # 4

IV. Public Remarks

1. Grace Riario, Director of RCLS

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:
Motion to approve the hiring of one page: Ariel Yarmus
Motion to approve the hiring of one additional Librarian I substitute: Audrey Taravainen

VIII. Unfinished Business: Strategic Plan

IX. New Business:

X. Adjournment

Next Regular Board Meeting December 10, 2020 7 PM

Cornwall Public Library Board of Trustees Meeting

October 8, 2020, 7:00 to 9:00 p.m.

Minutes

Meeting was called to order by Stephanie Wolf at 7:04 p.m.

I. Roll:

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

Emily Milton, Treasurer

Charlotte Dunaief, Director

Trustees Excused: Melissa Greaves-Kulisek.

Also Present: Library staff members Meaghan Doyle, Liz Fisher, Dean Satterly, and Catherine Incledon (minutes).

II. Approval of the Minutes: A motion to approve the minutes from the regular Board meeting of September 10, 2020, was made by Roberta Sherman, seconded by Carol Stein, and was unanimously approved.

III. Financial Review: A motion to approve Warrant #3 in the amount of \$103,904.72 was made by Carol Stein, seconded by Roberta Sherman, and was unanimously approved.

IV. Public Remarks: None.

V. Communications and Donations: Carla wrote to thank the library for mailing her son Jotham his certificate for participating in this year's Timothy Mumford Memorial Poetry Competition. Another library patron and her son wrote to the library to thank Liz Fisher and the other staff members that helped her and her son find books in what she felt was a very helpful and safe experience. Library patron Richard wrote to Ellen Winchell thanking her and the library for their help. Two recent virtual library programs were well attended: the Cyber Operations and the Law of War program was attended by 54 patrons, and the Estate Planning Made Simple program was attended by 62 patrons and was well received. Lark wrote to the library about her experience with Andy Maroney's mock interview program. She thanked the library and Andy Maroney for what she felt was a very informative program experience. The library received two generous donations: one check for \$25 was received from Ellen Dempsey, and another check for \$50 was received from Dr. Barry John Capella through Fidelity Charitable. A motion to accept the two checks was made by Meghann Chyla, seconded by Carol Stein, and was unanimously approved. The library expects another check from Hannaford for the Community Bag program that will be coming soon.

VI. Director's Report: See written report.

VII. Committee Reports:

- A. Finance Committee:** The committee discussed adding a full-year forecast column to monthly reports to better show where the library's current budget and revenue compare to the yearly goals. The committee also developed a Budget Transfer Policy in order to reallocate money into different library accounts. The policy will be sent to the Policy Committee for review before being presented before the Board. The committee reviewed the audit report from Nugent and Haeussler, and will review it once again as a committee before presenting the report's recommendations to the Board.
- B. Policy Committee:** A motion to approve the Community Room/Facility Use Policy as amended was made by Matt Soltis, seconded by Roberta Sherman, and was unanimously approved. A motion to approve the Interlibrary Loans Policy was made by Carol Stein, seconded by Roberta Sherman, and was unanimously approved. A motion to approve the Library Mission Statement was made by Roberta Sherman, seconded by Carol Stein, and was unanimously approved.
- C. Buildings and Grounds:** The lighting project will be finished three weeks after the library receives the delivery of materials for the project. The committee approved the sight sign and sent plans for what the finalized project will look like to the Board, which agreed on the sign's design with amended changes to lettering size. The committee is still looking for an impartial HVAC engineer to review the library's HVAC system. This month, the library had two trees removed and also had a tree trimmed. The library will be looking for volunteers to powerwash the fence around the utility corral.
- D. Garden Committee:** Ben Harrell, the Boy Scout who is working on widening the pathway, has removed the current pavers from the path. He has ordered new pavers that will be delivered to the library. Mr. Speranza has not yet completed the curb cut, but Ben will work on other things in the meantime while waiting for the curb cut to be completed.
- E. Friends:** The Friends had successful donation and sale events this month.
- F. Personnel Committee:** A motion to approve the promotion of Joshua Caufaglione and Orlane Dubreus from library pages to circulation clerks was made by Meghann Chyla, seconded by Roberta Sherman, and was unanimously approved. A motion to approve the hiring of Stephanie Till as a page was made by Roberta Sherman, seconded by Meghann Chyla, and was unanimously approved. The committee discussed spreading out several small displays of appreciation for the staff over the course of the year, and will review the job descriptions as written by Charlotte Dunaief.

- VIII. Unfinished Business:** The Board will organize to convene in order to discuss the Strategic Plan. A motion to approve the adoption of the RCLS budget for the next fiscal year was made by Carol Stein, seconded by Meghann Chyla, and was unanimously approved.
- IX. New Business:** A motion to approve the adoption of the 2021 Holiday Schedule titled Draft 2 of 2 was made by Roberta Sherman, seconded by Meghann Chyla, and was unanimously approved.
- 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 8:02 pm.

The next Regular Board Meeting will be held on November 12, 2020 at 7 p.m.

Cornwall Public Library
Warrant # 4
As of October 31, 2020

| Type | Date | Num | Memo | Split | Paid | Amount |
|----------------------------------|------------|-------------|---------------------------------|-------------------------------------|--------|----------|
| Belsito | | | | | | |
| Bill | 10/21/2020 | 101920901 | 101920901 | 434 · Publicity & Printing | Unpaid | 100.00 |
| Total Belsito | | | | | | 100.00 |
| Benninger Landscaping LTD | | | | | | |
| Bill | 10/20/2020 | 24430 | October Maintenance Inv # 24430 | 469 · Service Contracts | Paid | 800.00 |
| Total Benninger Landscaping LTD | | | | | | 800.00 |
| Blackstone Publishing | | | | | | |
| Bill | 10/21/2020 | 1183903 | 1183903 | -SPLIT- | Unpaid | 100.83 |
| Total Blackstone Publishing | | | | | | 100.83 |
| Brodart Co. - Juv | | | | | | |
| Bill | 10/21/2020 | B5979776 | B5979776 | 410.5 · Juvenile Non Fiction | Unpaid | 20.87 |
| Bill | 10/21/2020 | B5979777 | B5979777 | 410.5 · Juvenile Non Fiction | Unpaid | 6.96 |
| Bill | 10/21/2020 | B5979523 | B5979523 | -SPLIT- | Unpaid | 54.57 |
| Bill | 10/21/2020 | B5979751 | B5979751 | 410.4 · Juvenile Fiction | Unpaid | 5.24 |
| Bill | 10/21/2020 | B5979699 | B5979699 | 410.4 · Juvenile Fiction | Unpaid | 14.02 |
| Bill | 10/21/2020 | B5979584 | B5979584 | -SPLIT- | Unpaid | 91.34 |
| Bill | 10/21/2020 | B5979581 | B5979581 | -SPLIT- | Unpaid | 142.09 |
| Bill | 10/21/2020 | B5979707 | B5979707 | -SPLIT- | Unpaid | 104.14 |
| Bill | 10/21/2020 | B5979773 | B5979773 | 410.5 · Juvenile Non Fiction | Unpaid | 2.99 |
| Bill | 10/21/2020 | B5979698 | B5979698 | -SPLIT- | Unpaid | 30.72 |
| Bill | 10/21/2020 | B5979589 | B5979589 | 410.4 · Juvenile Fiction | Unpaid | 7.14 |
| Bill | 10/21/2020 | B5979423 | B5979423 | -SPLIT- | Unpaid | 10.49 |
| Bill | 10/21/2020 | B5979424 | B5979424 | 410.4 · Juvenile Fiction | Unpaid | 2.99 |
| Bill | 10/21/2020 | B5979383 | B5979383 | 410.4 · Juvenile Fiction | Unpaid | 7.14 |
| Bill | 10/21/2020 | B5979569 | B5979569 | 410.5 · Juvenile Non Fiction | Unpaid | 14.96 |
| Bill | 10/21/2020 | B5979382 | B5979382 | -SPLIT- | Unpaid | 140.40 |
| Bill | 10/21/2020 | B5979486 | B5979486 | -SPLIT- | Unpaid | 111.65 |
| Bill | 10/21/2020 | B5979422 | B5979422 | -SPLIT- | Unpaid | 25.67 |
| Bill | 10/21/2020 | B5979487 | B5979487 | -SPLIT- | Unpaid | 14.81 |
| Bill | 10/21/2020 | B5979384 | B5979384 | 410.5 · Juvenile Non Fiction | Unpaid | 8.74 |
| Bill | 10/21/2020 | B5979706 | B5979706 | -SPLIT- | Unpaid | 44.52 |
| Bill | 10/21/2020 | B5979705 | B5979705 | -SPLIT- | Unpaid | 11.02 |
| Bill | 10/21/2020 | B5979775 | B5979775 | 410.4 · Juvenile Fiction | Unpaid | 12.63 |
| Bill | 10/21/2020 | B5979526 | B5979526 | -SPLIT- | Unpaid | 15.47 |
| Bill | 10/21/2020 | B5979583 | B5979583 | -SPLIT- | Unpaid | 83.96 |
| Bill | 10/21/2020 | B5979708 | B5979708 | -SPLIT- | Unpaid | 42.44 |
| Bill | 10/21/2020 | B5979765 | B5979765 | 410.4 · Juvenile Fiction | Unpaid | 56.80 |
| Bill | 10/21/2020 | B5979521 | B5979521 | -SPLIT- | Unpaid | 14.81 |
| Bill | 10/21/2020 | B5979520 | B5979520 | 410.4 · Juvenile Fiction | Unpaid | 8.71 |
| Bill | 10/21/2020 | B5978050 | B5978050 | -SPLIT- | Unpaid | 9.94 |
| Bill | 10/21/2020 | B5978058 | B5978058 | -SPLIT- | Unpaid | 9.92 |
| Bill | 10/21/2020 | B5978048 | B5978048 | -SPLIT- | Unpaid | 168.77 |
| Bill | 10/21/2020 | B5977878 | B5977878 | -SPLIT- | Unpaid | 49.06 |
| Bill | 10/21/2020 | B5978062 | B5978062 | -SPLIT- | Unpaid | 49.91 |
| Bill | 10/21/2020 | B5978159 | B5978159 | 410.4 · Juvenile Fiction | Unpaid | 15.74 |
| Bill | 10/21/2020 | B5977882 | B5977882 | -SPLIT- | Unpaid | 60.03 |
| Bill | 10/21/2020 | B5996006 | B5996006 | 410.5 · Juvenile Non Fiction | Unpaid | 11.37 |
| Bill | 10/21/2020 | B5996003 | B5996003 | 410.4 · Juvenile Fiction | Unpaid | 10.49 |
| Bill | 10/21/2020 | B5996018 | B5996018 | 410.4 · Juvenile Fiction | Unpaid | 7.79 |
| Bill | 10/21/2020 | B5995955 | B5995955 | -SPLIT- | Unpaid | 11.59 |
| Bill | 10/21/2020 | B5995650 | B5995650 | -SPLIT- | Unpaid | 40.93 |
| Bill | 10/21/2020 | B5995967 | B5995967 | -SPLIT- | Unpaid | 85.86 |
| Bill | 10/21/2020 | B5995671 | B5995671 | -SPLIT- | Unpaid | 16.34 |
| Bill | 10/21/2020 | B5996005 | B5996005 | -SPLIT- | Unpaid | 366.51 |
| Bill | 10/21/2020 | B5995667 | B5995667 | -SPLIT- | Unpaid | 152.67 |
| Bill | 10/21/2020 | B5995959 | B5995959 | -SPLIT- | Unpaid | 277.06 |
| Bill | 10/21/2020 | B5996007 | B5996007 | -SPLIT- | Unpaid | 43.29 |
| Bill | 10/21/2020 | B5995990 | B5995990 | 410.4 · Juvenile Fiction | Unpaid | 23.37 |
| Bill | 10/21/2020 | B5996004 | B5996004 | 410.4 · Juvenile Fiction | Unpaid | 10.51 |
| Bill | 10/21/2020 | B5996002 | B5996002 | -SPLIT- | Unpaid | 45.04 |
| Bill | 10/21/2020 | B5995954 | B5995954 | -SPLIT- | Unpaid | 10.49 |
| Total Brodart Co. - Juv | | | | | | 2,583.97 |
| Brodart Co. (McN) | | | | | | |
| Bill | 10/29/2020 | Inv M181234 | Inv M181234 Nov-20 | 410.9 · McNaughton | Unpaid | 610.75 |
| Total Brodart Co. (McN) | | | | | | 610.75 |
| Cengage Learning/Gale | | | | | | |
| Bill | 10/21/2020 | 71091964 | 71091964 | 410.11 · Adult Fiction Standing ... | Unpaid | 110.25 |
| Bill | 10/30/2020 | 725347338 | 725347338 | 410.11 · Adult Fiction Standing ... | Unpaid | 128.99 |

Cornwall Public Library
Warrant # 4
As of October 31, 2020

| Type | Date | Num | Memo | Split | Paid | Amount |
|---|------------|----------------------|---|----------------------------------|--------|-----------|
| Total Cengage Learning/Gale | | | | | | 239.24 |
| Central Hudson Gas & Electric Corp | | | | | | |
| Bill | 10/29/2020 | 8661-0120-00-7 | 8661-0120-00-7 | 450 · Fuel/Utilities | Unpaid | 1,888.56 |
| Total Central Hudson Gas & Electric Corp | | | | | | 1,888.56 |
| Charlotte Dunaief | | | | | | |
| Bill | 10/21/2020 | Employee Reimburse | Mileage & Supplies | -SPLIT- | Unpaid | 19.90 |
| Bill | 10/21/2020 | Employee Reimburse | Supples | 430.2 · Office supplies | Unpaid | 10.29 |
| Total Charlotte Dunaief | | | | | | 30.19 |
| Cornwall Central School District | | | | | | |
| Bill | 10/21/2020 | Inv 1511 | Multiple bills | 490 · Refund of PY Tax Assess... | Unpaid | 7,079.81 |
| Total Cornwall Central School District | | | | | | 7,079.81 |
| Cornwall Public Library - Payroll | | | | | | |
| Bill | 10/05/2020 | Payroll End 10-2-20 | Payroll Ending 10.2.20 Payroll Date 10.9.20 | 1012 · OBT Payroll Checking | Paid | 18,112.73 |
| Bill | 10/19/2020 | Payroll End 10-16-20 | Payroll Ending Payroll End 10-16-20 Payroll ... | 1012 · OBT Payroll Checking | Paid | 18,357.85 |
| Total Cornwall Public Library - Payroll | | | | | | 36,470.58 |
| Cornwall Public Library - Trust & Agency | | | | | | |
| Bill | 10/06/2020 | Payroll End 10.2.20 | Payroll Ending 10.2.20 Payroll Date 10.9.20 | 1003 · Due from Trust & Agency | Paid | 8,027.31 |
| Bill | 10/13/2020 | Health Insurance | Nov 2020 Health Insurance | 1003 · Due from Trust & Agency | Paid | 8,500.00 |
| Bill | 10/20/2020 | Payroll End 10.20 | Payroll Ending Payroll End 10-16-20 Payroll ... | 1003 · Due from Trust & Agency | Paid | 8,049.07 |
| Total Cornwall Public Library - Trust & Agency | | | | | | 24,576.38 |
| Graybar Electric Company Inc. | | | | | | |
| Bill | 10/13/2020 | 9318201659 | 9318201659 - DASNY 7919 | 800 · Capital Expenditure | Paid | 9,347.08 |
| Total Graybar Electric Company Inc. | | | | | | 9,347.08 |
| hoopla | | | | | | |
| Bill | 10/29/2020 | 99580661 | 99580661 Month Ending Oct-20 | 412.8 · Digital Streaming | Unpaid | 472.72 |
| Total hoopla | | | | | | 472.72 |
| Ingram Library Services | | | | | | |
| Bill | 10/29/2020 | 48834836 | 48834836 | -SPLIT- | Unpaid | 851.89 |
| Bill | 10/29/2020 | 48769213 | 48769213 | -SPLIT- | Unpaid | 1,668.45 |
| Bill | 10/07/2020 | 48751380 | 48751380 | -SPLIT- | Unpaid | 62.23 |
| Total Ingram Library Services | | | | | | 2,582.57 |
| Lock Around the Clock | | | | | | |
| Bill | 10/27/2020 | November 2020 | November 20 Storage Unit Fee | 469 · Service Contracts | Unpaid | 55.00 |
| Total Lock Around the Clock | | | | | | 55.00 |
| Magna5 | | | | | | |
| Bill | 10/29/2020 | 5320161 | 5320161 | 431 · Telephone | Unpaid | 17.11 |
| Total Magna5 | | | | | | 17.11 |
| Marangi Disposal | | | | | | |
| Bill | 10/20/2020 | OA101399 | Trash Removal Service 10-01 to 10/31/20 | 469 · Service Contracts | Paid | 125.60 |
| Total Marangi Disposal | | | | | | 125.60 |
| Maureen Hart | | | | | | |
| Bill | 10/21/2020 | 12-2-2020 | Lets Paint a Winter Wonderland | 437.2 · Prof fees-Adult programs | Unpaid | 375.00 |
| Total Maureen Hart | | | | | | 375.00 |
| Nasco | | | | | | |
| Bill | 10/21/2020 | 934202 | 934202 | 430.33 · Summer Reading | Unpaid | 162.72 |
| Bill | 10/21/2020 | 929091 | 929091 | 430.33 · Summer Reading | Unpaid | 205.16 |
| Total Nasco | | | | | | 367.88 |
| NET2PHONE | | | | | | |
| Bill | 10/29/2020 | 2115438 | 2115438 | 431 · Telephone | Unpaid | 295.27 |
| Total NET2PHONE | | | | | | 295.27 |
| New City Library | | | | | | |
| Bill | 10/21/2020 | Lost Book payment | Item barcode 32825006473054 | 2082 · Library Fines | Unpaid | 28.00 |
| Total New City Library | | | | | | 28.00 |

Cornwall Public Library
Warrant # 4
As of October 31, 2020

| Type | Date | Num | Memo | Split | Paid | Amount |
|--|------------|----------------------|---|-----------------------------------|--------|-----------|
| News of the Highlands, Inc | | | | | | |
| Bill | 10/21/2020 | C003413 | C003413 1 Year Renewal | 413.6 · Serials | Unpaid | 40.00 |
| Total News of the Highlands, Inc | | | | | | 40.00 |
| Orange Bank & Trust Cardmember Services | | | | | | |
| Bill | 10/27/2020 | Stmnt dated 10-23-20 | Stmnt dated 10-23-20 | -SPLIT- | Unpaid | 462.56 |
| Total Orange Bank & Trust Cardmember Services | | | | | | 462.56 |
| OverDrive, Inc. | | | | | | |
| Bill | 10/21/2020 | 01052C020319936 | 01052C020319936 | 412.12 · Digital music | Unpaid | 951.44 |
| Bill | 10/21/2020 | 01052C020319942 | 01052C020319942 | 410.12 · Adult E Book | Unpaid | 1,725.38 |
| Bill | 10/21/2020 | 01052C020319945 | 01052C020319945 | 412.52 · E-Audiobooks -- Young... | Unpaid | 65.00 |
| Bill | 10/21/2020 | 01052C020319946 | 01052C020319946 | 412.52 · E-Audiobooks -- Young... | Unpaid | 92.99 |
| Bill | 10/21/2020 | 01052C020319948 | 01052C020319948 | 412.4 · Books On Tape - Juvenile | Unpaid | 385.00 |
| Bill | 10/21/2020 | 01052C020365686 | 01052C020365686 | 410.62 · Ebooks -- Young Adult | Unpaid | 17.99 |
| Bill | 10/21/2020 | 01052C020365687 | 01052C020365687 | 412.52 · E-Audiobooks -- Young... | Unpaid | 74.99 |
| Bill | 10/21/2020 | 01052C020365673 | 01052C020365673 | 410.12 · Adult E Book | Unpaid | 996.91 |
| Bill | 10/21/2020 | 01052C020365675 | 01052C020365675 | 412.32 · E-Audiobooks -- Adult | Unpaid | 535.11 |
| Total OverDrive, Inc. | | | | | | 4,844.81 |
| Pat Parker | | | | | | |
| Bill | 10/29/2020 | pajama storytime | pajama storytime - video 10/12,11/16,12/14 | 437.3 · Prof fees-YA programs | Unpaid | 210.00 |
| Total Pat Parker | | | | | | 210.00 |
| Paychex, Inc. | | | | | | |
| Bill | 10/20/2020 | 22392766 | 36 Employee Usage \$4.20/EA & Mobile \$1/E... | 437.1 · Prof fees-Office | Paid | 179.64 |
| Bill | 10/20/2020 | 2020102900 | Small Business Package Payroll Processing ... | 437.1 · Prof fees-Office | Paid | 584.11 |
| Total Paychex, Inc. | | | | | | 763.75 |
| RCLS | | | | | | |
| Bill | 10/21/2020 | 29155 | 4th Qtr. 2020 e-content - 29155 | 410.13 · e-Content Consortia | Unpaid | 1,694.65 |
| Bill | 10/21/2020 | 29100 | 4th Qtr 2020 Anser Fees and Telecom Char... | -SPLIT- | Unpaid | 13,706.31 |
| Bill | 10/21/2020 | 29049 | 4th QTR 20 Consumer Rpt | 413.3 · Reference-Adult electroni | Unpaid | 224.84 |
| Total RCLS | | | | | | 15,625.80 |
| Speranza Landscaping | | | | | | |
| Bill | 10/07/2020 | 000916 | 000916 | 452 · Repairs to Building | Unpaid | 1,800.00 |
| Total Speranza Landscaping | | | | | | 1,800.00 |
| Tappan Library | | | | | | |
| Bill | 10/21/2020 | Lost Book | Item Bar code 32838008983244 | 2082 · Library Fines | Unpaid | 12.00 |
| Total Tappan Library | | | | | | 12.00 |
| The New Yorker | | | | | | |
| Bill | 10/21/2020 | 1 year renewal | 1 year renewal - Exp 12/2021 Acct 823339239 | 413.6 · Serials | Unpaid | 149.99 |
| Total The New Yorker | | | | | | 149.99 |
| Toshiba Financial Services | | | | | | |
| Bill | 10/30/2020 | 427078506 | 427078506 October Service for 10-16-20 to ... | 469 · Service Contracts | Unpaid | 633.80 |
| Total Toshiba Financial Services | | | | | | 633.80 |
| United A/C Refrigeration, Inc | | | | | | |
| Bill | 10/20/2020 | 426049 | 426049 | 452 · Repairs to Building | Paid | 465.00 |
| Total United A/C Refrigeration, Inc | | | | | | 465.00 |
| Utica National Insurance Group | | | | | | |
| Bill | 10/21/2020 | Acct 101086941 | Worker's Comp Policy 4807744 11/7/20-11/7... | 9060.8 · Workers' Comp | Unpaid | 5,814.00 |
| Total Utica National Insurance Group | | | | | | 5,814.00 |
| Valerie LoSardo | | | | | | |
| Bill | 10/21/2020 | Employee Reimb. | Mileage | 435 · Travel/Conference | Unpaid | 52.24 |
| Total Valerie LoSardo | | | | | | 52.24 |
| Vanguard Cleaning Systems of the HV | | | | | | |
| Bill | 10/13/2020 | 36148 | October Monthly Service-36148 | 469 · Service Contracts | Paid | 1,190.00 |
| Total Vanguard Cleaning Systems of the HV | | | | | | 1,190.00 |
| Verizon | | | | | | |

Cornwall Public Library
Warrant # 4
As of October 31, 2020

| Type | Date | Num | Memo | Split | Paid | Amount |
|--------------------------------|------------|---------------------|---|-------------------------|--------|-------------------|
| Bill | 10/20/2020 | 652-121-949-0001-81 | Oct. 2020 # 24202 | 431 · Telephone | Paid | 178.54 |
| Total Verizon | | | | | | 178.54 |
| Verizon Wireless | | | | | | |
| Bill | 10/13/2020 | 9864042911 | 9864042911 | 431 · Telephone | Paid | 13.94 |
| Total Verizon Wireless | | | | | | 13.94 |
| W.B. Mason | | | | | | |
| Bill | 10/21/2020 | Inv 213460790 | Inv 213460790 | 430.2 · Office supplies | Unpaid | 120.63 |
| Bill | 10/21/2020 | Inv 214526446 | Inv 214526446 | -SPLIT- | Unpaid | 93.96 |
| Bill | 10/21/2020 | Inv 214325888 | Inv 214325888 | 430.2 · Office supplies | Unpaid | 16.99 |
| Bill | 10/21/2020 | Inv 214372882 | Inv 214372882 | 430.2 · Office supplies | Unpaid | 77.63 |
| Bill | 10/21/2020 | Inv 214218901 | Inv 214218901 | 430.22 · Covid Expense | Unpaid | 109.90 |
| Bill | 10/21/2020 | Inv 214968152 | Inv 214968152 | 430.2 · Office supplies | Unpaid | 168.97 |
| Total W.B. Mason | | | | | | 588.08 |
| West Nyack Free Library | | | | | | |
| Bill | 10/21/2020 | 3280200939240 | Item Bar Code 3280200939240 Patron Bar... | 2082 · Library Fines | Unpaid | 26.99 |
| Total West Nyack Free Library | | | | | | 26.99 |
| TOTAL | | | | | | 121,018.04 |

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

| | SAM Grant SITE SIGN | DASNY #7919 GEN/ELEC/LGT | DASNY/SAM #9095 ROOF | Total Grants (Capital Fund) | Capital Fund - Other (Capital Fund) | Total Capital Fund |
|--|------------------------|-----------------------------|-------------------------|--------------------------------|--|---------------------|
| EXPECTED FUNDS (not yet received) | \$ 50,000.00 | \$ 9,050.00 | \$ 11,570.99 | \$ 70,620.99 | \$ 513,009.16 | * 583,630.15 |
| Income | | | | | | |
| 2401 · Income from Investments | 0.00 | 0.00 | 0.00 | 0.00 | 865.08 | 865.08 |
| 2760 · Grants | 0.00 | 81,450.00 | 188,429.01 | 269,879.01 | 0.00 | 269,879.01 |
| Total Income | 0.00 | 81,450.00 | 188,429.01 | 269,879.01 | 513,874.24 | 783,753.25 |
| Gross Profit | 0.00 | 81,450.00 | 188,429.01 | 269,879.01 | 513,874.24 | 783,753.25 |
| Expense | | | | | | |
| 203b · Capital Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 9,700.27 | 9,700.27 |
| 430 · Supplies | | | | | | |
| 430.1 · Library supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 430.2 · Office supplies | 0.00 | 0.00 | 70.00 | 70.00 | 0.00 | 70.00 |
| Total 430 · Supplies | 0.00 | 0.00 | 70.00 | 70.00 | 0.00 | 70.00 |
| 434 · Publicity & Printing | 0.00 | 0.00 | 74.12 | 74.12 | 0.00 | 74.12 |
| 437 · Professional Fees | | | | | | |
| 437.1 · Prof fees-Office | 0.00 | 3,776.03 | 1,400.00 | 5,176.03 | 0.00 | 5,176.03 |
| Total 437 · Professional Fees | 0.00 | 3,776.03 | 1,400.00 | 5,176.03 | 0.00 | 5,176.03 |
| 452 · Repairs to Building | 0.00 | 0.00 | 714.50 | 714.50 | 3,211.00 | 3,925.50 |
| 800 · Capital Expenditure | 0.00 | 25,068.28 | 193,154.75 | 218,223.03 | 247,136.81 | 465,359.84 |
| Total Expense | 0.00 | 28,844.31 | 195,413.37 | 224,257.68 | 260,048.08 | 484,305.76 |
| Net Income | 0.00 | 52,605.69 | -6,984.36 | 45,621.33 | 253,826.16 | 299,447.49 |

*Capital Balance on 6/30/17

| Future Cash Balance (Capital Account) | | | Balance |
|---------------------------------------|--------------|-----------------|-------------------|
| Current capital balance | | | 299,089.39 |
| Spend remainder roof grant | | \$ (4,586.63) | 294,502.76 |
| Reimburse remainder roof grant | \$ 11,570.99 | | 306,073.75 |
| Spend site sign | | \$ (50,000.00) | 256,073.75 |
| Reimburse Site Sign | \$ 50,000.00 | | 306,073.75 |
| Spend electrical grant | | \$ (152,155.69) | 153,918.06 |
| Reimburse electrical grant | \$ 9,050.00 | | 162,968.06 |
| Future capital balance | | | 162,968.06 |

| Open Capital Grants Timeline: |
|--|
| Roof grant (\$200,000) - must be completed by 3/2021 |
| Gen/Elec/Light (\$181,000) - must be completed by 6/2021 |
| Site Sign (\$50,000) - must be completed by 9/2021 |

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

| | 10/31/20 balance= \$2,250.85 | 10/31/20 balance= \$2,609.37 | 10/31/20 balance= \$185.56 | 10/31/20 balance= \$250.00 | | | |
|---------------------------------------|---------------------------------|---|--|---|--------------------------------|--|------------------------|
| | <u>Good Idea Fund</u> | <u>Schmitt Children Tech Grant (\$13,000)</u> | <u>Skoufis Adult Tech Grant (\$15,571)</u> | <u>Arts Mid-Hudson Regrant (Oper)</u> | <u>Friends (Operating)</u> | <u>Operating - Other (Operating)</u> | <u>Total Operating</u> |
| Income | | | | | | | |
| 2002 · Local Public Funds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 631,902.50 | 631,902.50 |
| 2082 · Library Fines | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 950.97 | 950.97 |
| 2401 · Income from Investments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 88.44 | 88.44 |
| 2706 · Gifts & Endowments | 0.00 | 0.00 | 0.00 | 0.00 | 3,741.83 | 876.61 | 4,618.44 |
| 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>3,741.83</u> | <u>637,282.52</u> | <u>641,595.91</u> |
| Gross Profit | 0.00 | 0.00 | 571.56 | 0.00 | 3,741.83 | 637,282.52 | 641,595.91 |
| Expense | | | | | | | |
| 141 · Salary-Certified Librarian | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 64,714.94 | 64,714.94 |
| 142 · Salary-Clerical | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 151,001.36 | 151,001.36 |
| 143 · Salary-Treasurer | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,730.79 | 1,730.79 |
| 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 | 21,452.67 | 21,452.67 |
| 412 · Video/Music/Books on Tape | | | 0.00 | 0.00 | 0.00 | 8,721.02 | 8,721.02 |
| 413 · Serials/Reference | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,914.12 | 3,914.12 |
| 430 · Supplies | | | | | | | |
| 430.1 · Library supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 783.50 | 783.50 |
| 430.2 · Office supplies | 0.00 | 0.00 | 0.00 | 0.00 | 871.38 | 8,071.93 | 8,943.31 |
| 430.3 · Program supplies | | | | | | | |
| 430.31 · YA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 182.22 | 182.22 |
| 430.32 · Juvenile | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 380.83 | 380.83 |
| 430.33 · Summer Reading | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 589.12 | 589.12 |
| 430.34 · Special/Outreach | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 | 25.00 |
| Total 430.3 · Program supplies | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>1,177.17</u> | <u>1,177.17</u> |
| Total 430 · Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 871.38 | 10,032.60 | 10,903.98 |
| 431 · Telephone | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,595.06 | 3,595.06 |
| 433 · Postage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 436.10 | 436.10 |
| 434 · Publicity & Printing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,466.37 | 1,466.37 |
| 435 · Travel/Conference | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 239.24 | 239.24 |
| 437 · Professional Fees | | | | | | | |
| 437.1 · Prof fees-Office | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,770.77 | 3,770.77 |
| 437.2 · Prof fees-Adult programs | 0.00 | 0.00 | 0.00 | 250.00 | 1,625.00 | 1,150.00 | 3,025.00 |
| 437.3 · Prof fees-YA programs | 0.00 | 0.00 | 0.00 | 0.00 | 560.00 | 0.00 | 560.00 |
| 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>2,185.00</u> | <u>5,260.77</u> | <u>7,695.77</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 | 471.55 | 471.55 |
| 450 · Fuel/Utilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,809.74 | 6,809.74 |
| 451 · Custodial Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 67.97 | 67.97 |
| 452 · Repairs to Building | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,865.00 | 6,865.00 |
| 454 · Building Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,123.00 | 3,123.00 |
| 455 · RCLS ANSER & Telecommunicatio | 0.00 | 0.00 | 11,706.88 | 0.00 | 0.00 | 15,645.12 | 27,352.00 |
| 469 · Service Contracts | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 14,801.04 | 14,801.04 |
| 490 · Refund of PY Tax Assessment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,079.81 | 7,079.81 |
| 9030.8 · FICA/Medicare Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 18,383.87 | 18,383.87 |
| 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 | 26,332.49 | 26,332.49 |
| Total Expense | <u>0.00</u> | <u>0.00</u> | <u>11,878.44</u> | <u>250.00</u> | <u>3,056.38</u> | <u>380,035.34</u> | <u>395,220.16</u> |
| Net Income | <u>0.00</u> | <u>0.00</u> | <u>-11,306.88</u> | <u>-250.00</u> | <u>685.45</u> | <u>257,247.18</u> | <u>246,375.75</u> |

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

| | Budget 33% | YTD Budget | | Full 2020-2021 Budget | | | EOY Projections to consider | EOY potential variance |
|---------------------------------------|-------------------|-------------------|-------------------|-----------------------|--------------------|-----------------|--------------------------------|---------------------------|
| | | Jul - Oct 20 | Budget | \$ Under Budget | Full Budget | Under Budget | | |
| Income | | | | | | | | |
| 2002 · Local Public Funds | 631,902.50 | 631,902.50 | 0.00 | 1,263,805.00 | 631,902.50 | 50.0% | 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% | 37,777.00 | 0.00 |
| 2082 · Library Fines | 950.97 | 6,000.00 | 5,049.03 | 18,000.00 | 17,049.03 | 5.28% | 2,852.91 | -15,147.09 |
| 2401 · Income from Investments | 88.44 | 0.00 | -88.44 | 0.00 | -88.44 | 100.0% | 265.32 | 265.32 |
| 2706 · Gifts & Endowments | 4,618.44 | 5,000.00 | 381.56 | 15,000.00 | 10,381.56 | 30.79% | 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 | 4,300.00 | 836.00 | 5,000.00 | 1,536.00 | 69.28% | 5,000.00 | 0.00 |
| Total Income | 641,024.35 | 684,979.50 | 43,955.15 | 1,341,582.00 | 700,557.65 | 47.78% | 1,324,700.23 | -16,881.77 |
| Gross Profit | 641,024.35 | 684,979.50 | 43,955.15 | 1,341,582.00 | -700,557.65 | 47.78% | | |
| Expense | | | | | | | | |
| 141 · Salary-Certified Librarian | 64,714.94 | 68,602.18 | 3,887.24 | 198,184.00 | -133,469.06 | 32.65% | 194,144.82 | 4,039.18 |
| 142 · Salary-Clerical | 151,001.36 | 169,016.54 | 18,015.18 | 488,270.00 | -337,268.64 | 30.93% | 453,004.08 | 35,265.92 |
| 143 · Salary-Treasurer | 1,730.79 | 1,666.64 | -64.15 | 5,000.00 | -3,269.21 | 34.62% | 5,192.37 | -192.37 |
| 203b · Capital Equipment | 1,276.71 | 1,400.00 | 123.29 | 4,200.00 | -2,923.29 | 30.4% | 3,830.13 | 369.87 |
| 410 · Books | 21,452.67 | 23,343.00 | 1,890.33 | 70,029.00 | -48,576.33 | 30.63% | 64,358.01 | 5,670.99 |
| 411 · Film | 0.00 | 0.00 | 0.00 | 658.00 | -658.00 | 0.0% | 658.00 | 0.00 |
| 412 · Video/Music/Books on Tape | 8,721.02 | 11,623.36 | 2,902.34 | 34,870.00 | -26,148.98 | 25.01% | 26,163.06 | 8,706.94 |
| 413 · Serials/Reference | 3,914.12 | 3,833.28 | -80.84 | 11,500.00 | -7,585.88 | 34.04% | 11,742.36 | -242.36 |
| 430 · Supplies | | | | | | | | |
| 430.1 · Library supplies | 783.50 | 2,000.00 | 1,216.50 | 6,000.00 | -5,216.50 | 13.06% | 2,350.50 | 3,649.50 |
| 430.2 · Office supplies | 8,943.31 | 3,800.00 | -5,143.31 | 11,400.00 | -2,456.69 | 78.45% | 26,829.93 | -15,429.93 |
| 430.3 · Program supplies | | | | | | | | |
| 430.30 · Adult | 0.00 | 1,000.00 | 1,000.00 | 3,000.00 | -3,000.00 | 0.0% | 3,000.00 | 0.00 |
| 430.31 · YA | 182.22 | 333.36 | 151.14 | 1,000.00 | -817.78 | 18.22% | 546.66 | 453.34 |
| 430.32 · Juvenile | 380.83 | 500.00 | 119.17 | 1,500.00 | -1,119.17 | 25.39% | 1,142.49 | 357.51 |
| 430.33 · Summer Reading | 589.12 | 833.36 | 244.24 | 2,500.00 | -1,910.88 | 23.57% | 1,767.36 | 732.64 |
| 430.34 · Special/Outreach | 25.00 | 833.36 | 808.36 | 2,500.00 | -2,475.00 | 1.0% | 75.00 | 2,425.00 |
| Total 430.3 · Program supplies | 1,177.17 | 3,500.08 | 2,322.91 | 10,500.00 | -9,322.83 | 11.21% | 6,531.51 | 3,968.49 |
| Total 430 · Supplies | 10,903.98 | 9,300.08 | -1,603.90 | 27,900.00 | -16,996.02 | 39.08% | 35,711.94 | -7,811.94 |
| 431 · Telephone | 3,595.06 | 3,000.00 | -595.06 | 9,000.00 | -5,404.94 | 39.95% | 10,785.18 | -1,785.18 |
| 433 · Postage | 436.10 | 1,333.36 | 897.26 | 4,000.00 | -3,563.90 | 10.9% | 1,308.30 | 2,691.70 |
| 434 · Publicity & Printing | 1,466.37 | 2,500.00 | 1,033.63 | 7,500.00 | -6,033.63 | 19.55% | 4,399.11 | 3,100.89 |
| 435 · Travel/Conference | 239.24 | 1,833.36 | 1,594.12 | 5,500.00 | -5,260.76 | 4.35% | 717.72 | 4,782.28 |
| 437 · Professional Fees | | | | | | | | |
| 437.1 · Prof fees-Office | 3,770.77 | 8,398.36 | 4,627.59 | 25,195.00 | -21,424.23 | 14.97% | 11,312.31 | 13,882.69 |
| 437.2 · Prof fees-Adult programs | 2,775.00 | 2,333.36 | -441.64 | 7,000.00 | -4,225.00 | 39.64% | 8,325.00 | -1,325.00 |
| 437.3 · Prof fees-YA programs | 560.00 | 666.64 | 106.64 | 2,000.00 | -1,440.00 | 28.0% | 1,680.00 | 320.00 |
| 437.4 · Prof fees-Juvenile | 0.00 | 1,333.36 | 1,333.36 | 4,000.00 | -4,000.00 | 0.0% | 4,000.00 | 0.00 |
| 437.5 · Prof fees-SRP | 240.00 | 1,000.00 | 760.00 | 3,000.00 | -2,760.00 | 8.0% | 3,000.00 | 0.00 |
| 437.6 · Prof fees-Outreach | 100.00 | 333.36 | 233.36 | 1,000.00 | -900.00 | 10.0% | 300.00 | 700.00 |
| Total 437 · Professional Fees | 7,445.77 | 14,065.08 | 6,619.31 | 42,195.00 | -34,749.23 | 17.65% | 28,617.31 | 13,577.69 |
| 438 · Dues | 800.00 | 500.00 | -300.00 | 1,500.00 | -700.00 | 53.33% | 2,400.00 | -900.00 |
| 439 · Equipment Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 |
| 440 · Contracts w/ Books Co. | 471.55 | 733.36 | 261.81 | 2,200.00 | -1,728.45 | 21.43% | 1,414.65 | 785.35 |
| 450 · Fuel/Utilities | 6,809.74 | 11,787.36 | 4,977.62 | 35,362.00 | -28,552.26 | 19.26% | 35,362.00 | 0.00 |
| 451 · Custodial Supplies | 67.97 | 1,000.00 | 932.03 | 3,000.00 | -2,932.03 | 2.27% | 203.91 | 2,796.09 |
| 452 · Repairs to Building | 6,865.00 | 4,496.64 | -2,368.36 | 13,490.00 | -6,625.00 | 50.89% | 20,595.00 | -7,105.00 |
| 454 · Building Insurance | 3,123.00 | 12,750.00 | 9,627.00 | 12,750.00 | -9,627.00 | 24.49% | 12,750.00 | 0.00 |
| 455 · RCLS ANSER & Telecommunicat | 15,645.12 | 30,921.50 | 15,276.38 | 61,843.00 | -46,197.88 | 25.3% | 46,935.36 | 14,907.64 |
| 469 · Service Contracts | 14,801.04 | 19,399.64 | 4,598.60 | 58,199.00 | -43,397.96 | 25.43% | 44,403.12 | 13,795.88 |
| 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 | 0.00 | 0.00 | 0.00 | 62,051.00 | -62,051.00 | 0.0% | 64,924.00 | -2,873.00 |
| 9030.8 · FICA/Medicare Expense | 18,383.87 | 18,310.18 | -73.69 | 52,896.00 | -34,512.13 | 34.76% | 52,896.00 | 0.00 |
| 9060.8 · Workers' Comp | 5,814.00 | 7,955.00 | 2,141.00 | 7,955.00 | -2,141.00 | 73.09% | 5,814.00 | 2,141.00 |
| 9090.8 · Health Insurance | 26,332.49 | 39,510.00 | 13,177.51 | 118,530.00 | -92,197.51 | 22.22% | 78,997.47 | 39,532.53 |
| Total Expense | 383,091.72 | 461,880.56 | 78,788.84 | 1,341,582.00 | -958,490.28 | 28.56% | 1,214,407.71 | 127,174.29 |
| Net Income | 257,932.63 | 223,098.94 | -34,833.69 | 0.00 | 257,932.63 | - | | |

October 2020 Director's Report

Personnel:

- Began hiring process for provisional Public Relations Specialist—Joe Duraes
- Hiring a Librarian, I, Audrey Taravainen, who will take budgeted hours that KS cannot take
- Head of Adult Services interviewed and hired one more page: Ariel Yarmus, who will fill in when other pages are not available (I will need motions to approve these appointments)
- Continued to get WFH logs for those employees that continue some WFH hours

Budget/Financial

- Picked up Check from CCSD and deposited it
- Worked on and submitted Request for Payment # 3 Grant 9095, roofing grant, a little over \$5000.00 is left to spend
- Received bill from CCSD for tax settlements, bill is \$7079.81, only \$3,000.00 was budgeted

Programming

- BG has been working on some programming in conjunction with Storm King Art Center, and “A Walk in the Woods” came about due to this collaboration. It is a series of three programs, so far, with each one highlighting a section of the Storm King Art Center. We are the only public Library with this Zoom program.
- Youth Services is doing “brown bag” programming, Staff fill a bag with 2 books, crafts and/or things to do. Parents check it out, do the activities with their children, read the books & return them. It is going over well, children seem to be “zoomed out” and tired of virtual programs

Building

- Met with an Engineer from Fellenzer Engineering of Middletown to talk about a proposal for an analysis of our current HVAC system and recommendations for updating; spoke with Pam Boyette of NY Engineers to have an engineer call to make an appointment for the same
- Mr. Speranza & Co. came to do the curb cut for Ben Harrell's Eagle Scout Project on 10/14/20. Ben will begin work on the walkway as soon as materials are delivered
- Looked into a bottle filler/water fountain, called Jim Roth of Roth Mechanical (installed the original water fountains) for guidance and a quote for installation
- More lighting was delivered on 10/19/20; received a list of all lighting sent so far; waiting for a number of pieces in order for project to start
- On 10/31 new alarm system installed by Safe & Sound

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

Registered borrowers: 8,723 (8,717); Direct Access/Circulation: 6,591 (5,658);

ILL Borrows: 2,654 (2,349); ILL Loans: 2,194 (1757); Item Count: 74,988 (74,615);

Wi-Fi: 1,441 (1,468); Overdrive checkouts: 2713 (2,518); Overdrive unique users: 536 (549).

Adult Programs: 10/6--Alzheimer's Assoc: Legal & Financial Services:21; 10/7-- Legal Aspects of Information Warfare: 49; 10/28--A Walk in the Woods-87; 10/18--42nd St to Broadway; _____

End of month Report: October 2020-Youth Services

Programs/Events

| | | | |
|---------------------|--------------------------------|------------------|----|
| 10/5 | Dog Tales | ZOOM | 2 |
| 10/6 | Toddler Tues. Surprise | Curbside | 18 |
| 10/7 | Lisa's October Book Talk | Facebook/youtube | 22 |
| 10/12 | Story Time Take-Out | Curbside | 15 |
| 10/12 | PJ Story Time | Facebook/youtube | 17 |
| 10/14 | Family Fun Brown Bag Challenge | Curbside | 53 |
| 10/15, 10/29 | Teen Writers | ZOOM | 5 |
| 10/20 | Me Time | ZOOM | 1 |
| 10/22 | Art Afternoon from the curb | Curbside | 12 |
| 10/23 | TUT Meeting | ZOOM | 9 |
| 10/26, 10/28, 10/30 | Trick or Treat Tales | Facebook/youtube | 38 |
| During October | Library Letters | E mail/USPS | 3 |

"Outside" Meetings

10/5 CLOUSC Lisa, Liz

10/27-RCLS Meet-up/Marketing Liz

Statistics from the Desk

Reference Questions 284, Circulation 29, Telephone 169, Tech 8, Misc 21,

64 hours and 25 minutes at the Greeters Desk from 10/1/20-10/31/20 for Youth Services Staff

Reflections

Our curbside/takeout Story-times and activities seem to have hit the spot with our young patrons and their caregivers. Thanks to the addition of Orlane and Josh the weekend schedules are manageable for our staff. The influx of new and returning volunteers has helped with the manning of the greeter desk.

Now if the infection percentages would just co-operate. And then there is the impending election pending.

Respectfully submitted 11/3/20 ekf

Adult Services Report: October 1-31, 2020

(submitted by Meaghan Doyle, 11/6/20)

REFERENCE: (previous month in parentheses): Tech Assists: 51 (43); Ref. Q's: 259 (267); Circ/Curbside Assists: 166 (138); Phone: 379 (355); Pull List: 1889 (1917); ILL/SEAL: 11
Reader's Advisory: 5 (6)

Database Stats (previous month in parentheses): Novel List Plus: 25 (12); Novel List PlusK-8: 1 (11); EBSCO Other: 0 (11); Gale: 0 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 585 (621); New York Times Digital: 63 (55)

PC Usage: Adults: 153 (136) Childrens: 0 (2) Laptop: 0 (1)
WIFI Usage: 1441 (1469) PC Reservations: 3 (1) Guest Passes: 12 (8)
Notary Service: 23 (35)

HOOPLA (previous month in parentheses):

New signups: 22 (13); Borrowers: 100 (89); Avg. No. Circs: 2.5 (2.74); Maxed Users: 18 (23)
Items borrowed: 246 (244)

Curbside Statistics: From June 15 through Oct. 31, Cornwall Public Library has served **3,445** recorded curbside appointments. June: 234; July 775; August 768; September 838; **October 830**.

In Building Appointments and Greeter Service:

We have served in building appointments for: Adults: 272 (216); Families on Youth Side: 64 (60)

Hours Meaghan Spent at the Greeter Desk in Sept: 25 (23); Ref Staff overall: 30.5

PROGRAMMING REPORT:

Virtual Creative Writers Group (10/5) 9; Legal and Financial Planning with Alzheimer's Disease (10/6) 21; Member's Choice Book Club (10/7) 7; Legal Aspects of Information Warfare (10/7) 49; Virtual Creative Writers Group (10/12) 10; Mystery Book Discussion (10/15) 8; 142nd Street and Broadway with Mara Davi (10/18) 65; Virtual Creative Writers Group (10/19) 10; A Walk in the Woods: Site Specific Artworks at Storm King Art Center (10/20) 87; Virtual Out & About Book Group (10/21) 5; Virtual Book Chat & Chocolate (10/22) 8; Virtual Creative Writers Group (10/26) 11

GREAT GIVE BACK 2020:

The annual Great Give Back was scheduled for Saturday, October 17, 2020. This year, in light of the pandemic and social distancing protocols, we opted for Community Service projects that could be performed by individuals on their own time in their own spaces. We provided two options: Card-making kits, and Trash bags. We received 28 completed handmade cards that were delivered to New Windsor Country Inn, an assisted living facility for seniors. The residents there have been essentially in lockdown since March, and we hope the cards (crafted by patrons of all ages) will help cheer them up. Twenty-four (24) trash bags were given to patrons who used them to pick up trash in our community.

**CPL Personnel Committee Report
November 2020 Meeting**

The Personnel Committee met on Oct 29, 2020.

We discussed the following job descriptions:

- Account Clerk
- Circulat
- Library Page.