

**Cornwall Public Library
Board of Trustees**

December 10, 2020

7 PM Regular Meeting Agenda

I. Roll

II. Approval of the Minutes-November 12, 2020

III. Financial Review

1. Approval of Warrant # 5

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

VIII. Unfinished Business: Strategic Plan

IX. New Business

X. Adjournment

Next Regular Board Meeting January 14, 2021 7 PM

Cornwall Public Library Board of Trustees Meeting

November 12, 2020, 7:00 to 9:00 p.m.

Minutes

Meeting was called to order by Stephanie Wolf at 7:01 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).

II. Approval of the Minutes: A motion to approve the minutes from the regular Board meeting of October 8, 2020, was made by Carol Stein, seconded by Roberta Sherman, and was unanimously approved.

III. Financial Review: A motion to approve Warrant #4 in the amount of \$121,018.04 was made by Meghann Chyla, seconded by Matt Rettig, and was unanimously approved.

IV. Public Remarks: None.

V. Communications and Donations: The Pegues family emailed the library to thank and commend the Youth Services staff for their summer craft bag program. Michael DiRosa from the Storm King Art Center emailed the library in gratitude for running a well-done program. A dissertation student asked the library for permission to use a photograph from the New York Heritage Digital Collection, and will be giving the library credit in the dissertation paper. Lynn Pollard thanked the library and it's staff for all that they do for the community. An attendee who enjoyed the Legal Aspects of Information Warfare program requested Professor Barnsby's contact information in order to thank him personally for his presentation. The Alzheimer's Association program had 21 attendees. The library received a generous donation in the amount of \$50 from Dr. Barry John Capella through the Fidelity Charitable Donor Advised Fund. A motion to approve the acceptance of this donation was made by Melissa Greaves-Kulisek, seconded by Meghann Chyla, and was unanimously approved.

VI. Director's Report: See written report.

VII. Committee Reports:

A. Finance Committee: The committee finished reviewing the recommendations from the audit report. The committee will send the audit report to the rest of the

Board for review. The treasurer added two new columns to the “Profit and Loss Budget versus Actual - Operating” report in order for viewers to get a better understanding of where the current spending and revenue stands with regard to the total end of year budget.

- B. Policy Committee:** The committee presented the drafts of the Procurement Policy and the Budget Transfer Policy to the Board for review. Board members will review these proposed policies, and will vote on them at the next regular Board meeting.
 - C. Buildings and Grounds:** The lighting project is still progressing, with the delivery of materials closed to complete and a start date on the installation in the works. The site sign project is also in progress, with the installation likely to be soon. The committee is looking into spending the rest of the money from the DASNY Roofing Grant on power-washing and painting the outside of the building. The committee is currently taking reviews and proposals from engineers for the HVAC system replacement. The committee is also looking into making improvements to the Frank Rovello Memorial Bench and sundial, as well as the path that leads to the memorial from the sidewalk. The Cornwall Public Library was chosen for Design Institute 2020, run by *Library Journal*. An architect will survey the library and propose alterations to improve the space. The library is under no obligation to follow any of the recommendations from the architect.
 - D. Garden Committee:** The pathway installed by Ben Harrell is nearly completed, and has already facilitated accessibility to the back patio.
 - E. Friends:** The Friends held a successful book sale event on November 7th, and will hold another on Saturday, November 28th. Several members of the Friends have volunteered to sit at the greeter’s desk, which helps the library staff and will also help the Friends to be able to open their book store in the future.
 - F. Personnel Committee:** A motion to approve the hiring of Ariel Yarmus as a library page was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved. A motion to approve the hiring of Audrey Taravainen as a Librarian I substitute was made by Meghann Chyla, seconded by Melissa Greaves-Kulisek, and was unanimously approved. The committee met this month to discuss the job descriptions for the account clerk, circulation staff and library page positions.
- VIII. Unfinished Business:** The Board has scheduled a virtual retreat to discuss the library’s current Strategic Plan.
- IX. New Business:** None.

- X. **Adjournment:** A motion to adjourn the meeting was made by Roberta Sherman, seconded by Meghann Chyla, and was unanimously approved. Stephanie Wolf adjourned the meeting at 8:05 pm.

The next Regular Board Meeting will be held on December 10, 2020 at 7 p.m.

Cornwall Public Library
Warrant # 5
As of November 30, 2020

Type	Date	Num	Memo	Split	Paid	Amount
All Recipes						
Bill	11/23/2020	3620368237	Cust #3620368237	413.6 · Serials	Unpaid	8.00
Total All Recipes						8.00
Belsito						
Bill	11/30/2020	120120906	2021 Managed Website Hosting Service	437.1 · Prof fees-Office	Unpaid	525.00
Total Belsito						525.00
Benninger Landscaping LTD						
Bill	11/10/2020	24470	Novembers Maintenance Inv # 24470	469 · Service Contracts	Paid	800.00
Total Benninger Landscaping LTD						800.00
Blackstone Publishing						
Bill	11/10/2020	1189448	1189448	-SPLIT-	Unpaid	45.12
Bill	11/10/2020	1186977	1186977	-SPLIT-	Unpaid	72.85
Bill	11/10/2020	1188843	1188843	-SPLIT-	Unpaid	38.95
Bill	11/11/2020	1189616	1189616	-SPLIT-	Unpaid	330.73
Total Blackstone Publishing						487.65
Brodart Co. - Juv						
Bill	11/20/2020	B6009363	B6009363	-SPLIT-	Unpaid	10.49
Bill	11/20/2020	B6009411	B6009411	-SPLIT-	Unpaid	32.62
Bill	11/20/2020	B6009333	B6009333	-SPLIT-	Unpaid	141.69
Bill	11/20/2020	B6009524	B6009524	-SPLIT-	Unpaid	67.63
Bill	11/20/2020	B6009525	B6009525	-SPLIT-	Unpaid	10.49
Bill	11/20/2020	B6009423	B6009423	-SPLIT-	Unpaid	72.62
Bill	11/20/2020	B6005714	B6005714	-SPLIT-	Unpaid	15.60
Bill	11/20/2020	B6005942	B6005942	-SPLIT-	Unpaid	48.02
Bill	11/20/2020	B6005952	B6005952	410.4 · Juvenile Fiction	Unpaid	14.85
Bill	11/20/2020	B6005792	B6005792	410.4 · Juvenile Fiction	Unpaid	66.69
Bill	11/20/2020	B6006031	B6006031	410.5 · Juvenile Non Fiction	Unpaid	6.58
Bill	11/20/2020	B6005771	B6005771	410.4 · Juvenile Fiction	Unpaid	7.79
Bill	11/20/2020	B6005793	B6005793	410.4 · Juvenile Fiction	Unpaid	21.88
Bill	11/20/2020	B6005680	B6005680	-SPLIT-	Unpaid	92.53
Bill	11/20/2020	B6005607	B6005607	-SPLIT-	Unpaid	174.85
Bill	11/20/2020	B6005953	B6005953	-SPLIT-	Unpaid	32.68
Bill	11/20/2020	B6005951	B6005951	410.4 · Juvenile Fiction	Unpaid	17.48
Bill	11/20/2020	B6006030	B6006030	410.4 · Juvenile Fiction	Unpaid	11.37
Bill	11/20/2020	B6005633	B6005633	-SPLIT-	Unpaid	9.94
Total Brodart Co. - Juv						855.80
Brodart Co. -Supplies						
Bill	11/23/2020	567752	567752	430.1 · Library supplies	Unpaid	18.69
Bill	11/23/2020	567206	567206	430.1 · Library supplies	Unpaid	258.01
Total Brodart Co. -Supplies						276.70
Brodart Co. (McN)						
Bill	11/16/2020	Inv M182002	Inv M182002 Dec.-20	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	11/11/2020	72643022	72643022	410.11 · Adult Fiction Standing ...	Unpaid	114.74
Bill	11/30/2020	72660578	72660578	410.11 · Adult Fiction Standing ...	Unpaid	57.74
Total Cengage Learning/Gale						172.48
Central Hudson Gas & Electric Corp						
Bill	11/30/2020	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Unpaid	2,429.05
Total Central Hudson Gas & Electric Corp						2,429.05
CobbleStone						
Bill	11/30/2020	0000135301	0000135301 2Yr Renewal	413 · Serials/Reference	Unpaid	39.95
Total CobbleStone						39.95
Cornwall Public Library - Payroll						
Bill	11/02/2020	Payroll End 10.30.20	Payroll Ending Payroll End 10-30.20 Payroll ...	1012 · OBT Payroll Checking	Paid	18,357.85
Bill	11/16/2020	Payroll End 11.13.20	Payroll Ending 11.13.20 Pay Date 11.20.20	1012 · OBT Payroll Checking	Paid	17,863.53
Total Cornwall Public Library - Payroll						36,221.38
Cornwall Public Library - Trust & Agency						
Bill	11/02/2020	Payroll End 10.30.20	Payroll Ending Payroll End 10-30-20 Payroll ...	1003 · Due from Trust & Agency	Paid	7,621.41
Bill	11/16/2020	Health Insurance	Dec 2020 Health Insurance	1003 · Due from Trust & Agency	Paid	8,300.00

Cornwall Public Library
Warrant # 5
As of November 30, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Bill	11/16/2020	Payroll End 11.13.27	Payroll Ending 11.13.20 Pay Date 11.20.20	1003 · Due from Trust & Agency	Paid	7,868.92
Total Cornwall Public Library - Trust & Agency						23,790.33
Elizabeth Fisher						
Bill	11/30/2020	mileage	mileage	435 · Travel/Conference	Unpaid	32.66
Total Elizabeth Fisher						32.66
Graybar Electric Company Inc.						
Bill	11/10/2020	9318659329	9318659329 - DASNY 7919	800 · Capital Expenditure	Paid	13,349.16
Total Graybar Electric Company Inc.						13,349.16
Guardian						
Bill	11/30/2020	Policy 00964906-0000	Disability Insurance 12/1/20-11/30/21	9090.8 · Health Insurance	Unpaid	1,979.15
Total Guardian						1,979.15
Haight Fire Equipment Supply						
Bill	11/17/2020	56091	Annual Service Chg and Service	469 · Service Contracts	Unpaid	375.50
Total Haight Fire Equipment Supply						375.50
hoopla						
Bill	11/30/2020	99708105	99708105 Month Ending Nov-20	412.8 · Digital Streaming	Unpaid	443.53
Total hoopla						443.53
Hudson River Valley Institute						
Bill	11/30/2020	renewal R-979-21	renewal R-979-21	413.7 · Professional Collection	Unpaid	60.00
Total Hudson River Valley Institute						60.00
Ingram Library Services						
Bill	11/10/2020	49195134	49195134	-SPLIT-	Unpaid	816.95
Bill	11/10/2020	49131548	49131548	-SPLIT-	Unpaid	59.08
Bill	11/30/2020	49475746	49475746	-SPLIT-	Unpaid	33.95
Bill	11/30/2020	49480419	49480419	-SPLIT-	Unpaid	19.45
Bill	11/30/2020	49475747	49475747	-SPLIT-	Unpaid	25.60
Bill	11/30/2020	49456125	49456125	-SPLIT-	Unpaid	909.12
Bill	11/30/2020	49392684	49392684	-SPLIT-	Unpaid	16.24
Bill	11/30/2020	49377279	49377279	-SPLIT-	Unpaid	26.43
Total Ingram Library Services						1,906.82
Kiplinger's Personal Finance						
Bill	11/30/2020	1 year renewal	1 year renewal Exp 2/2022 Acct 3580149619	413.6 · Serials	Unpaid	34.95
Total Kiplinger's Personal Finance						34.95
LadyBug Magazine						
Bill	11/30/2020	0000135301	0000135301 - 2 Yr Renewal	413.4 · Reference-Juv electronic	Unpaid	39.95
Total LadyBug Magazine						39.95
Lock Around the Clock						
Bill	11/10/2020	December 2020	December 2020 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	11/30/2020	5326068	5326068	431 · Telephone	Unpaid	128.04
Total Magna5						128.04
Marangi Disposal						
Bill	11/16/2020	0B100393	0B100393 Trash Removal Service 11-01 to ...	469 · Service Contracts	Paid	124.03
Total Marangi Disposal						124.03
Maureen Hart						
Bill	11/02/2020	12-2-20	Lets Paint a Winter Wonderland	437.2 · Prof fees-Adult programs	Unpaid	450.00
Total Maureen Hart						450.00
MPLC						
Bill	11/10/2020	Inv 504310672	Movie Licensing 1/120/21-1/1/2022	411 · Film	Unpaid	170.67
Total MPLC						170.67
NET2PHONE						
Bill	11/23/2020	2174040	2174040	431 · Telephone	Unpaid	386.03

Cornwall Public Library
Warrant # 5
As of November 30, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Total NET2PHONE						386.03
Nugent & Haeussler, P.C.						
Bill	11/10/2020	Inv 226936	Inv 226936	437.1 · Prof fees-Office	Unpaid	5,500.00
Total Nugent & Haeussler, P.C.						5,500.00
NYS & Local Retirement						
Bill	11/10/2020	51247 ERS 2021 Inv	2021 Annual invoice with pre-pay discount	9010.8 · Retirement	Paid	64,924.00
Total NYS & Local Retirement						64,924.00
Orange Bank & Trust Cardmember Services						
Bill	11/30/2020	Stmnt dated 11-24-20	Stmnt dated 11-24-20	-SPLIT-	Unpaid	757.60
Total Orange Bank & Trust Cardmember Services						757.60
Paychex, Inc.						
Bill	11/05/2020	002233935	39 Employee Usage \$4.20/EA & Mobile \$1/E...	437.1 · Prof fees-Office	Paid	189.62
Bill	11/23/2020	2020112600	Small Business Package Payroll Processing ...	437.1 · Prof fees-Office	Paid	593.32
Total Paychex, Inc.						782.94
People Magazine						
Bill	11/30/2020	1 year renewal	1 year renewal Exp 2/2021 Acct 1783327214	413.6 · Serials	Unpaid	118.26
Total People Magazine						118.26
Prevention						
Bill	11/23/2020	1 year renewal	1 year renewal - Exp 3/2022 Acct 1951540689	413.6 · Serials	Unpaid	39.97
Total Prevention						39.97
ProQuest LLC						
Bill	11/30/2020	70657229	Ancestry.com 2021 Annual Fee	413.3 · Reference-Adult electroni	Unpaid	1,416.90
Total ProQuest LLC						1,416.90
RCLS						
Bill	11/10/2020	29211	29211	430.2 · Office supplies	Unpaid	153.42
Total RCLS						153.42
Roth Mechanical, Inc.						
Bill	11/30/2020	11/23 Repairs	Maintenance Womens Bathroom	452 · Repairs to Building	Unpaid	249.20
Total Roth Mechanical, Inc.						249.20
Safe & Sound Home Services Corp						
Bill	11/30/2020	19575	19575	469 · Service Contracts	Unpaid	273.00
Bill	11/30/2020	19576	19576 Annual Inspection 11-1-20 to 10-31-2...	469 · Service Contracts	Unpaid	960.00
Total Safe & Sound Home Services Corp						1,233.00
School Library Journal						
Bill	11/30/2020	1 year renewal	Balance due 1 year renewal - Acct 1107099	413.7 · Professional Collection	Unpaid	55.55
Total School Library Journal						55.55
Toshiba Financial Services						
Bill	11/30/2020	429416209	429416209 November Service for 11-16-20 t...	469 · Service Contracts	Unpaid	633.80
Total Toshiba Financial Services						633.80
United A/C Refrigeration, Inc						
Bill	11/10/2020	426279	426279	469 · Service Contracts	Paid	975.17
Total United A/C Refrigeration, Inc						975.17
Utica National Insurance Group						
Bill	11/23/2020	Acct 101086941	Acct 101086941 Commercial Package	454 · Building Insurance	Unpaid	9,368.99
Total Utica National Insurance Group						9,368.99
Vanguard Cleaning Systems of the HV						
Bill	11/10/2020	36526	November Monthly Service-36526	469 · Service Contracts	Unpaid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
Verizon						
Bill	11/17/2020	652-121-949-0001-81	Nov. 2020 Services Plus Credit for NY Muni ...	431 · Telephone	Paid	19.78
Total Verizon						19.78

Cornwall Public Library

Warrant # 5

As of November 30, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Verizon Wireless						
Bill	11/10/2020	9866140529	9866140529	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
Village of Cornwall-on-Hudson						
Bill	11/30/2020	Acct 007472-000	Water Service 9-22-20 - 11-15-20	450 · Fuel/Utilities	Unpaid	56.00
Total Village of Cornwall-on-Hudson						56.00
W.B. Mason						
Bill	11/23/2020	215429418	215429418	-SPLIT-	Unpaid	143.02
Bill	11/30/2020	215742956	215742956	430.2 · Office supplies	Unpaid	38.99
Total W.B. Mason						182.01
We Can Fit It						
Bill	11/30/2020	11-9-20	11-9-20 Repair	454 · Building Insurance	Unpaid	125.00
Total We Can Fit It						125.00
TOTAL						<u>173,549.25</u>

Cornwall Public Library
Profit & Loss by Capital Grants
July 2017 through November 2020

	<u>SAM Grant SITE SIGN</u>	<u>DASNY #7919 GEN/ELEC/LGT</u>	<u>DASNY/SAM #9095 ROOF</u>	<u>Total Grants (Capital Fund)</u>	<u>Capital Fund - Other (Capital Fund)</u>	<u>Total Capital Fund</u>
EXPECTED FUNDS (not yet received)	50,000.00	9,050.00	6,487.47	65,537.47	513,009.16 *	578,546.63
Income						
2401 · Income from Investments	0.00	0.00	0.00	0.00	877.39	877.39
2760 · Grants	0.00	81,450.00	193,512.53	274,962.53	0.00	274,962.53
Total Income	<u>0.00</u>	<u>81,450.00</u>	<u>193,512.53</u>	<u>274,962.53</u>	<u>513,886.55</u>	<u>788,849.08</u>
Gross Profit	0.00	81,450.00	193,512.53	274,962.53	513,886.55	788,849.08
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 · 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	0.00	3,776.03	1,400.00	5,176.03	0.00	5,176.03
Total 437 · Professional Fees	<u>0.00</u>	<u>3,776.03</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	0.00	38,417.44	193,154.75	231,572.19	247,136.81	478,709.00
Total Expense	<u>0.00</u>	<u>42,193.47</u>	<u>195,413.37</u>	<u>237,606.84</u>	<u>260,048.08</u>	<u>497,654.92</u>
	<u>0.00</u>	<u>39,256.53</u>	<u>-1,900.84</u>	<u>37,355.69</u>	<u>253,838.47</u>	<u>291,194.16</u>

*Capital balance on 6/30/17

Future Cash Balance (Capital Account)		Balance
Current Capital Balance		\$ 292,240.01
Spend remainder of roof grant		\$ 287,653.38
Reimburse remainder of roof grant	\$ 6,487.47	\$ 294,140.85
Spend site sign		\$ 244,140.85
Reimburse site sign	\$ 50,000.00	\$ 294,140.85
Spend electrical grant		\$ 155,334.32
Reimburse remaining electrical grant	\$ 9,050.00	\$ 164,384.32
Future Capital balance		\$ 164,384.32

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 November 2020

	11/30/20 balance= \$2,342.06	11/30/20 balance= \$2,609.37	11/30/20 balance= \$5,427.59	11/30/20 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	1,263,805.00	1,263,805.00
2082 - Library Fines	0.00	0.00	0.00	0.00	0.00	1,361.47	1,361.47
2401 - Income from Investments	0.00	0.00	0.00	0.00	0.00	127.91	127.91
2706 - Gifts & Endowments	0.00	0.00	0.00	0.00	3,741.83	964.12	4,705.95
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>1,269,722.50</u>	<u>1,274,035.89</u>
Gross Profit	0.00	0.00	571.56	0.00	3,741.83	1,269,722.50	1,274,035.89
Expense							
141 - Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	77,592.80	77,592.80
142 - Salary-Clerical	0.00	0.00	0.00	0.00	0.00	185,418.15	185,418.15
143 - Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	2,115.41	2,115.41
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	25,016.22	25,016.22
411 - Film	0.00	0.00	0.00	0.00	0.00	170.67	170.67
412 - Video/Music/Books on Tape	0.00	0.00	0.00	0.00	0.00	9,613.84	9,613.84
413 - Serials/Reference	0.00	0.00	0.00	0.00	0.00	5,715.65	5,715.65
430 - Supplies							
430.1 - Library supplies	0.00	0.00	0.00	0.00	0.00	1,318.62	1,318.62
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	1,655.80	2,680.60
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>8,183.61</u>	<u>9,208.41</u>
430.3 - Program supplies							
430.31 - YA	0.00	0.00	0.00	0.00	0.00	197.22	197.22
430.32 - Juvenile	0.00	0.00	0.00	0.00	0.00	518.96	518.96
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>1,330.30</u>	<u>1,330.30</u>
Total 430 - Supplies	<u>57.99</u>	<u>0.00</u>	<u>153.42</u>	<u>0.00</u>	<u>871.38</u>	<u>10,832.53</u>	<u>11,857.33</u>
431 - Telephone	0.00	0.00	0.00	0.00	0.00	3,863.99	3,863.99
433 - Postage	0.00	0.00	0.00	0.00	0.00	510.55	510.55
434 - Publicity & Printing	0.00	0.00	0.00	0.00	0.00	1,511.65	1,511.65
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	10,578.71	10,578.71
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
437.5 - 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>12,068.71</u>	<u>14,578.71</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	625.90	625.90
450 - Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	9,294.79	9,294.79
451 - Custodial Supplies	0.00	0.00	0.00	0.00	0.00	152.94	152.94
452 - Repairs to Building	0.00	0.00	0.00	0.00	0.00	7,239.20	7,239.20
454 - Building Insurance	0.00	0.00	0.00	0.00	0.00	12,491.99	12,491.99
455 - RCLS ANSER & Telecommunicatio	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	20,187.54	20,187.54
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	22,631.11	22,631.11
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	34,940.74	34,940.74
Total Expense	<u>57.99</u>	<u>0.00</u>	<u>6,789.83</u>	<u>250.00</u>	<u>3,131.38</u>	<u>543,047.95</u>	<u>553,219.16</u>
	<u>-57.99</u>	<u>0.00</u>	<u>-6,218.27</u>	<u>-250.00</u>	<u>610.45</u>	<u>726,674.55</u>	<u>720,816.73</u>

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

	Budget 42%	YTD Budget		Full 2020-2021 Budget		
		Jul - Nov 20	Budget	\$ Under Budget	Full Budget	Under Budget
Income						
2002 · Local Public Funds	1,263,805.00	1,263,805.00	0.00	1,263,805.00	0.00	100.0%
2005 · Appropriated Fund Balance	0.00	37,777.00	37,777.00	37,777.00	37,777.00	0.0%
2082 · Library Fines	1,361.47	7,500.00	6,138.53	18,000.00	16,638.53	7.56%
2401 · Income from Investments	127.91	0.00	-127.91	0.00	-127.91	100.0%
2706 · Gifts & Endowments	4,705.95	6,250.00	1,544.05	15,000.00	10,294.05	31.37%
2760 · Grants	0.00	0.00	0.00	2,000.00	2,000.00	0.0%
3840 · RCLS	3,464.00	5,000.00	1,536.00	5,000.00	1,536.00	69.28%
Total Income	1,273,464.33	1,320,332.00	46,867.67	1,341,582.00	68,117.67	94.92%
Gross Profit	1,273,464.33	1,320,332.00	46,867.67	1,341,582.00	68,117.67	94.92%
Expense						
141 · Salary-Certified Librarian	77,592.80	83,847.10	6,254.30	198,184.00	120,591.20	39.15%
142 · Salary-Clerical	185,418.15	206,575.77	21,157.62	488,270.00	302,851.85	37.98%
143 · Salary-Treasurer	2,115.41	2,083.31	-32.10	5,000.00	2,884.59	42.31%
203b · Capital Equipment	1,276.71	1,750.00	473.29	4,200.00	2,923.29	30.4%
410 · Books	25,016.22	29,178.75	4,162.53	70,029.00	45,012.78	35.72%
411 · Film	170.67	658.00	487.33	658.00	487.33	25.94%
412 · Video/Music/Books on Tape	9,613.84	14,529.19	4,915.35	34,870.00	25,256.16	27.57%
413 · Serials/Reference	5,715.65	4,791.62	-924.03	11,500.00	5,784.35	49.7%
430 · Supplies						
430.1 · Library supplies	1,318.62	2,500.00	1,181.38	6,000.00	4,681.38	21.98%
430.2 · Office supplies						
430.22 · Covid Expense	6,527.81		-6,527.81		-6,527.81	
430.2 · Office supplies - Other	2,527.18	4,750.00	2,222.82	11,400.00	8,872.82	22.17%
Total 430.2 · Office supplies	9,054.99	4,750.00	-4,304.99	11,400.00	2,345.01	79.43%
430.3 · Program supplies						
430.30 · Adult	0.00	1,250.00	1,250.00	3,000.00	3,000.00	0.0%
430.31 · YA	197.22	416.69	219.47	1,000.00	802.78	19.72%
430.32 · Juvenile	518.96	625.00	106.04	1,500.00	981.04	34.6%
430.33 · Summer Reading	589.12	1,041.69	452.57	2,500.00	1,910.88	23.57%
430.34 · Special/Outreach	25.00	1,041.69	1,016.69	2,500.00	2,475.00	1.0%
Total 430.3 · Program supplies	1,330.30	4,375.07	3,044.77	10,500.00	9,169.70	12.67%
Total 430 · Supplies	11,703.91	11,625.07	-78.84	27,900.00	16,196.09	41.95%
431 · Telephone	3,863.99	3,750.00	-113.99	9,000.00	5,136.01	42.93%
433 · Postage	510.55	1,666.69	1,156.14	4,000.00	3,489.45	12.76%
434 · Publicity & Printing	1,511.65	3,125.00	1,613.35	7,500.00	5,988.35	20.16%
435 · Travel/Conference	271.90	2,291.69	2,019.79	5,500.00	5,228.10	4.94%
437 · Professional Fees						
437.1 · Prof fees-Office	10,578.71	10,497.94	-80.77	25,195.00	14,616.29	41.99%
437.2 · Prof fees-Adult programs	2,850.00	2,916.69	66.69	7,000.00	4,150.00	40.71%
437.3 · Prof fees-YA programs	560.00	833.31	273.31	2,000.00	1,440.00	28.0%
437.4 · Prof fees-Juvenile	0.00	1,666.69	1,666.69	4,000.00	4,000.00	0.0%
437.5 · Prof fees-SRP	240.00	1,250.00	1,010.00	3,000.00	2,760.00	8.0%
437.6 · Prof fees-Outreach	100.00	416.69	316.69	1,000.00	900.00	10.0%
Total 437 · Professional Fees	14,328.71	17,581.32	3,252.61	42,195.00	27,866.29	33.96%
438 · Dues	800.00	625.00	-175.00	1,500.00	700.00	53.33%
439 · Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.0%
440 · Contracts w/ Books Co.	625.90	916.69	290.79	2,200.00	1,574.10	28.45%
450 · Fuel/Utilities	9,294.79	14,734.19	5,439.40	35,362.00	26,067.21	26.29%
451 · Custodial Supplies	152.94	1,250.00	1,097.06	3,000.00	2,847.06	5.1%
452 · Repairs to Building	7,239.20	5,620.81	-1,618.39	13,490.00	6,250.80	53.66%
454 · Building Insurance	12,491.99	12,750.00	258.01	12,750.00	258.01	97.98%
455 · RCLS ANSER & Telecommunicati	20,887.15	30,921.50	10,034.35	61,843.00	40,955.85	33.77%
469 · Service Contracts	20,187.54	24,249.56	4,062.02	58,199.00	38,011.46	34.69%
490 · Refund of PY Tax Assessment	7,079.81	3,000.00	-4,079.81	3,000.00	-4,079.81	235.99%
9010.8 · Retirement	64,924.00	0.00	-64,924.00	62,051.00	-2,873.00	104.63%
9030.8 · FICA/Medicare Expense	22,631.11	22,379.10	-252.01	52,896.00	30,264.89	42.78%
9060.8 · Workers' Comp	5,814.00	7,955.00	2,141.00	7,955.00	2,141.00	73.09%
9090.8 · Health Insurance	34,940.74	49,387.50	14,446.76	118,530.00	83,589.26	29.48%
Total Expense	546,179.33	557,242.86	11,063.53	1,341,582.00	795,402.67	40.71%
	727,285.00	763,089.14	35,804.14	0.00	-727,285.00	-

November 2020 Director's Report

COVID has been a major concern this month. I have been closely following the number of cases reported in Orange County, especially Cornwall and in the areas surrounding Cornwall. Due to spikes in cases in the areas surrounding Cornwall, I put us back on Curb-side Pick-ups only.

Personnel:

- I spent quite a bit of time looking into NYS Disability and the FMLA
- Learned about NYS Disability, and made phone call to Mr. Protter to ask questions
- Continued to get WFH logs for those employees that continue some WFH hours

Budget/Financial

- Began to explore budget for next year, by moving staff into the “groups” they are currently in and changing the hours allocated to them to reflect what they are currently assigned

Programming

- Exploring the continuation of Great Decisions, may need to assign it to a different staff member
- Went to curb side pickups for the two weeks following Thanksgiving, Newburgh (City & Town) & New Windsor are yellow zones. (Today 11/30/20 they are Red zones.)

Building

- Ben Harrell's Eagle Scout Project has been completed, and is very well done
- Looked into a bottle filler/water fountain, continuing to look into bottle filler options as first one was too expensive
- Found “We Can Fix It” gutter repairs, who came and fixed the piece of gutter, over the book drop in the wall of the building, so it no longer leaks
- More lighting was delivered in November; emailed lighting co., they say we should have everything now. It currently looks as if RPC will begin working on the lighting Dec. 4th.
- Called Safe & Sound to ask when they will be replacing the faulty sensor in the program room. Found that it is a “specialty” part that must be ordered.

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

Registered borrowers: 8,723 (8,723); Direct Access/Circulation: 6,728 (6,591);

ILL Borrows: 2,454 (2,654); ILL Loans: 1,966 (2,194); Item Count: 75,296 (74,988);

Wi-Fi: 1,464 (1,441); Overdrive checkouts: 2,482 (2,713); Overdrive unique users: 516 (536).

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

Programs/Events

11/3	Toddler Tuesday Surprise	Curbside	18
11/5, 11/19	Teen Writers	ZOOM	3
11/9	Story Time Takeout	Curbside	14
	Dog Tales	ZOOM	2
11/11	Veteran's Day	Curbside Display	NA
11/13	Me-Time Meet Up	ZOOM	1
11/16	PJ Story Time	Facebook/youtube	10
11/18	Family Brown Bag Challenge	Curbside	61
11/19	Art Afternoon from the curb	Curbside	15
11/20	TUT Meeting	ZOOM	8
	Libraries Around the World	link for CCSD	11
11/23, 11/24, 11/24	Thanksgiving Stories	Facebook/youtube	28
	Autumn StoryWalk	Passive	16

Statistics from the Desk

Reference Questions 367, Circ. 91, Telephone 372, Tech 38, Misc.32

YS Staff at Greeter Desk from 11/1-11/25 35.75 hours

Reflections

About mid- October I received an email from a patron who is also a third grade teacher in the CCSD. Most Octobers our department is busy with school visits. We could not do that this year. The teacher asked if it was possible for us to bring the program we usually provide to the school this year, suggesting that we work outside, 6 feet distancing, with masks. We could not do in-person programming at this time. However, bouncing ideas about with my associates we were able to condense *Libraries Around the World*, a 55 minute program into 17 minutes and after some filming and much, much editing, a few days before the Thanksgiving break we were able to send a link to the third grade teachers. The response was that of surprise and delight and especially timely since the schools were returning to "all virtual" at that point.

In this inside-out upside-down time of frustration, I am so, so privileged to have creative can-do compatriots that find fresh new ways of looking at things. Thank you, Lisa and Rebecca!

Respectfully submitted 12/2/20 ekf

Adult Services Report: November 1-30, 2020
(Library closed at 1pm 11/25, and all day 11/26)
(submitted by Meaghan Doyle, 12/5/20)

REFERENCE: Reference (previous month in parentheses):

Tech Assists: 54 (51); Ref. Q's: 187 (259); Circ/Curbside Assists: 130 (166); Phone: 286 (379);

Pull List: 1882 (1889); ILL/SEAL: 7 (11); Reader's Advisory: 1 (5); Printing 40 (35)

Database Stats (previous month in parentheses):

Novel List Plus: 10 (25); Novel List PlusK-8: 0 (11); EBSCO Other: 39 (00); Gale: 0 (0); Gale

Virtual Ref. Library: 0 (0); Ancestry: 117 (585); New York Times Digital: 85 (63)

PC Usage: Adults: 125 (153) Children's: 0 (0) Laptop: 0 (0)

WIFI Usage: 1464 (1441) PC Reservations: 0 (3) Guest Passes: 8 (12)

Notary Service: 12 (23)

HOOPLA (previous month in parentheses):

New signups: 19 (22); Borrowers: 103 (100); Avg. No. Circs: 2.8 (2.5); Maxed Users: N/A (18)

Items borrowed: 293 (246)

Note: Hoopla has reinstated their **Bonus Borrow**s Program, so users may borrow selected items that are free for the library and do not count towards their limit, so no users technically hit their cap, and 5 patrons borrowed more than 5 items.

Curbside Statistics: From June 15 through Nov. 30, Cornwall Public Library has served **4,230** recorded curbside appointments. June: 234; July 775; August 768; September 838; October 830, **November 785**.

In Building Appointments and Greeter Service: (suspended as of 11/27/20)

We have served in building appointments for Adults: 249 (272); Families on Youth Side: 68 (64)

Hours Meaghan Spent at the Greeter Desk in Sept: 10.5 (25); Ref Staff overall: 20.25 (30.5)

PROGRAMMING REPORT:

Virtual Creative Writers Group (11/2) 9; Virtual Member's Choice Book Club (11/4) 9 ;
Metropolitan Opera Soloist, Kevin Ray (11/8) 58; Virtual Creative Writers Group (11/9) 10;
Medicare 101: Parts A.B.C.D (11/12) 22; Virtual Creative Writers Group (11/16) 10; A Walk in
the Woods: Site-Specific Artworks at Storm King Art Center (11/17) 74; Find Funds for a
Greener Home (11/18) 14; Virtual Out & About Book Group (11/18) 5; Mystery Book
Discussion (11/19) 8; Combating This Year's Flu Season (11/19) 35; Virtual Creative Writers
Group (11/23) 8; Virtual Creative Writers Group (11/30) 9