Cornwall Public Library Board of Trustees

February 11, 2021 7 PM Regular Meeting Agenda

I. Roll

II. Approval of the Minutes-January 14, 2021

III. Financial Review

1. Approval of Warrant # 7

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: Vote on Fines Policy; Vote on Circulation Loans Periods Policy
- 3. Building, Garden, and Grounds Committee
- 4. Friends
- 5. Personnel Committee

VIII. Unfinished Business: Discussion of fine free: Age Group (by Card) or Collection

IX. New Business

X. Adjournment

Next Regular Board Meeting March 11, 2021; 7 PM

`Cornwall Public Library Board of Trustees Meeting

January 14, 2021, 7:00 to 9:00 p.m.

Minutes

Meeting was called to order by Stephanie Wolf at 7:04 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, Liz Fisher and Catherine Incledon (minutes).

- **II. Approval of the Minutes:** A <u>motion to approve</u> the minutes from the regular Board meeting of December 10, 2020, was made by Meghann Chyla, seconded by Carol Stein, and was unanimously approved.
- III. Financial Review: A motion to approve Warrant #6 in the amount of \$120,852.55 was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved.
- IV. Public Remarks: Library staff member Liz Fisher shared with the Board the Pegues family's participation in the youth services programming, alongside pictures of their completed crafts. Liz Fisher thanked the Board for their holiday gifts for the staff, which was echoed by Meaghan Doyle. Meaghan Doyle discussed the work she has done with regard to repairing the library's microfilm reader.
- V. Communications and Donations: Jane Harkinson forwarded emails of thanks from the Friends for Brenda Goldfarb and her work in securing a \$700 grant to be used towards purchasing new computer monitors. Joan Scott thanked the library for the virtual teen trivia program, which had a successful participation with 10 teen attendees. The December 2nd Let's Paint a Winter Wonderland program had 23 participants. The Library received two generous donations of \$50 each from Dr. Barry John Capella through the Fidelity Charitable Fund. A motion to accept the donation was made by Matt Rettig, seconded by Roberta Sherman, and was unanimously approved. Another generous donation of \$200 was made by Barbara and Bob Miller in honor of Kathleen Hokey. A motion to accept the donation was made by Roberta Sherman, seconded by Carol Stein, and was unanimously approved.
- VI. Director's Report: See written report.

VII. Committee Reports:

- A. Finance Committee: The Finance Committee began working on the next fiscal year's proposed annual budget. The committee polled Board members' opinions on the tax cap with regard to the new budget proposal. The committee also discussed the proposed budget transfers.
- **B.** Policy Committee: A <u>motion to approve</u> the Credit Card Policy and Use Procedures was made by Carol Stein, seconded by Melissa Greaves-Kulisek, and was unanimously approved. A <u>motion to approve</u> the Pandemic Response Plan with amended changes was made by Roberta Sherman, seconded by Matt Rettig, and was unanimously approved. The committee discussed the possibility of amending the library's policies regarding fines with the Board. The Library Director will bring her opinion before the full Board at the next regular meeting.
- **C. Buildings and Grounds:** The interior lighting installation process has begun. The committee began to look into purchasing a generator for the library. The sight sign installation has been scheduled for March. The committee discussed spending the remaining money from the DASNY roofing grant on painting the exterior of the building. The committee also discussed the logistics of hiring a general maintenance worker.
- D. Garden Committee: No new report.
- **E.** Friends: The Friends are grateful for library staff member Brenda Goldfarb's efforts to secure a \$700 grant for the library.
- **F. Personnel Committee:** The committee continues to work on the library staff job descriptions.
- VIII. Unfinished Business: The Board will continue to work on the Strategic Plan.
 - IX. New Business: The Board discussed merging the Garden and the Buildings and Grounds Committees. A motion to approve the consolidation of the two committees was made by Matt Soltis, seconded by Roberta Sherman, and was unanimously approved. The Garden Committee and the Buildings and Grounds Committee were consolidated, with the Buildings and Grounds Committee remaining as the standing committee. A motion to approve the addition of a vote on the budget transfer request to the agenda for the January Regular Board of Trustees meeting was made by Matt Rettig, seconded by Meghann Chyla, and was unanimously approved. The request is such that a shortage of \$3000 in Retirement and \$4100 in the payment of the tax assessment will be taken from the surplus in Service Contracts. A motion to approve the budget transfer request was made by Carol Stein, seconded by Meghann Chyla, and was unanimously approved.

X. Adjournment: A motion to adjourn the meeting was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved. Stephanie Wolf adjourned the meeting at 8:34 pm.

The next Regular Board Meeting will be held on February 11, 2021 at 7 p.m.

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							8,200.00
Total Cornwall Public Library - Trust & Agency 19,922.39	Bill	01/25/2021	Payroll End 1-22-21	Payroll Ending 1-22-21 Pay Date 1-29-21	1003 · Due from Trust & Agency	Paid	5,453.92
	Total Cornwa	all Public Library	- Trust & Agency				19,922.39

Туре	Date	Num	Memo	Split	Paid	Amount
EJB Music						
Bill Bill	01/21/2021 01/28/2021	HV Ebony String EJ Live 3-21-21	Zoom Program Scheduled for 2-28-21 EJ Live 3-21-21	437.2 · Prof fees-Adult programs 437.2 · Prof fees-Adult programs	Unpaid Unpaid	250.00 300.00
Total EJB Mu	isic					550.00
Graybar Eleo Bill	ctric Company li 01/28/2021	n c. 9319819511	9319819511- DASNY 7919	800 · Capital Expenditure	Unpaid	29,700.00
Total Grayba	r Electric Compa	ny Inc.				29,700.00
Greater Corr Bill	nwall Chamber o 01/28/2021	of Commerce Inv 3857	2021 Membership Dues	438 · Dues	Unpaid	100.00
Total Greater	Cornwall Chamb	per of Commerce				100.00
HGTV Bill	01/28/2021	1511169334	1511169334 - 1 Year Renwal	413.6 · Serials	Unpaid	19.97
Total HGTV						19.97
hoopla Bill	01/28/2021	99968794	99968794 Month Ending Jan-20	412.8 · Digital Streaming	Unpaid	507.63
Total hoopla						507.63
Ingram Libra						
Bill Bill	01/12/2021 01/12/2021	50501379 50547149	50501379 50547149	-SPLIT- -SPLIT-	Unpaid Unpaid	28.98 71.97
Total Ingram	Library Services					100.95
LadyBug Ma Bill	gazine 01/14/2021	0000135301	0000135301 - 1 Yr Renewal	413.4 · Reference-Juv electronic	Unpaid	21.95
Total LadyBu	g Magazine				-	21.95
Library Jour						
Bill	01/28/2021	1 year renewal	3913134-2	413.7 · Professional Collection	Unpaid	157.99
Total Library						157.99
Bill	01/21/2021	Feb-21	Feb -21 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock A	ound the Clock					55.00
Mad Magazi i Bill	ne 01/05/2021	1 year renewal	1 year renewal	413.6 · Serials	Unpaid	19.99
Total Mad Ma	agazine					19.99
Magna5 Bill	01/28/2021	5336127	5005727	431 · Telephone	Unpaid	172.49
Total Magnas	5					172.49
Marangi Dis		11102005	11102005 Trach Domoval Sontias 1 01 to 1	160 - Sarvigo Contracto	Daid	105 57
Bill Total Marang	01/19/2021 i Disposal	11102095	11102095 Trash Removal Service 1-01 to 1	469 · Service Contracts	Paid	105.57
Military Heri	tage	7437398921392227		112.6 Cariala	Immoid	
Bill Total Military	01/19/2021 Heritage	1431396921392221	1 Yr Renewal Feb 2022	413.6 · Serials	Unpaid	29.95
-	ographic Kids					20.00
Bill	01/28/2021	6067002995	6067002995 Expiration Feb 2022	413.6 · Serials	Unpaid	30.00
	l Geographic Kid -	S				30.00
NET2PHONE Bill	= 01/19/2021	2232454	2232454	431 · Telephone	Paid	136.04
Total NET2P	HONE					136.04
News of the Bill	Highlands, Inc 01/28/2021	Acct C199872	Acct C199872 - 1 year renewal Exp 2/2022	413.6 · Serials	Unpaid	40.00
Total News o	f the Highlands, I	nc				40.00
Orange Ban	k & Trust Cardm	ember Services				

Туре	Date	Num	Memo	Split	Paid	Amount
Bill	01/28/2021	Stmt dated 1-25-21	Stmt dated 1-25-21	-SPLIT-	Unpaid	922.51
Total Orange	e Bank & Trust Ca	ardmember Services				922.51
OverDrive, I Bill Bill Bill Bill Bill Bill	nc. 01/21/2021 01/21/2021 01/21/2021 01/21/2021 01/21/2021 01/28/2021	01052DA20383859 01052CO21017552 01052CO21017543 01052DA210201 01052CO21017546 01052DA20411475	01052DA20383859 01052CO21017552 01052CO21017543 01052DA210201 01052CO21017546 01052DA20411475	412.12 · Digital music 412.12 · Digital music 410.2 · Adult Non Fiction 410.2 · Adult Non Fiction 412.12 · Digital music 412.12 · Digital music	Unpaid Unpaid Unpaid Unpaid Unpaid Unpaid	59.99 13.49 1,692.89 110.00 772.48 150.00
Total OverDr	ive, Inc.					2,798.85
Pat Parker Bill	01/28/2021	pajama storytime	virtual pajama storytime - video 1/1,2/15,3/15	437.3 · Prof fees-YA programs	Unpaid	210.00
Total Pat Pa	rker					210.00
Paychex, Inc Bill	c. 01/12/2021	973284	37 Employee Usage \$4.20/EA & Mobile \$1/E	437.1 · Prof fees-Office	Paid	184.63
Total Payche	ex, Inc.					184.63
RCLS Bill Bill Bill	01/19/2021 01/21/2021 01/21/2021	29407 29355 29208	1st Quarter 2021 Invoice 29407 1st. Qtr 2021 Anser Fees and Telecom Char 1st. QTR - 21 Consumer Rpt	410.13 · e-Content Consortia -SPLIT- 413.3 · Reference-Adult electroni	Unpaid Unpaid Unpaid	1,684.49 14,071.53 236.47
Total RCLS						15,992.49
Reader's Dig Bill	gest Large Print 01/28/2021	1 year renewal	1 year renewal 12/2022	413.6 · Serials	Unpaid	29.96
Total Reader	's Digest Large P	rint				29.96
Sarah Chris Bill	01/21/2021	Love of Cards1-19-21	For The Love of Cards1-19-21	-SPLIT-	Unpaid	125.35
Total Sarah (125.35
Times Heral Bill	01/21/2021	Acct 1000582	52 Weeks of Service -Acct 1000582	413.6 · Serials	Unpaid	452.40
	Herald Record ancial Services					452.40
Bill	01/28/2021	434332847	434332847 for 1-16-21 to 02-16-21	469 · Service Contracts	Unpaid	633.80
	a Financial Servic Refrigeration, Inc					633.80
Bill	01/19/2021	427079	427079	469 · Service Contracts	Paid	975.17
	A/C Refrigeration	, Inc				975.17
Valerie LoSa Bill	01/28/2021	Employee Reimb.	Mileage & Office Supplies	435 · Travel/Conference	Unpaid	44.01
Total Valerie						44.01
Bill	leaning Systems 01/19/2021	37257	January 2021 Monthly Service-37257	469 · Service Contracts	Paid	1,190.00
-	ard Cleaning Syst	ems of the HV				1,190.00
Verizon Bill	01/19/2021	652-121-949-0001-81	Jan-21 Services	431 · Telephone	Paid	176.99
Total Verizor						176.99
Verizon Wire Bill	eless 01/19/2021	9870367586	9870367586	431 · Telephone	Paid	15.08
Total Verizor						15.08
Village of Co Bill	ornwall-on-Huds 01/28/2021	on Acct 007472-000	Water Service 11-16-20 - 1-25-21	450 · Fuel/Utilities	Unpaid	56.00
Total Village	of Cornwall-on-H	udson				56.00
W.B. Mason Bill Bill	01/19/2021 01/21/2021	216912307 2167418894	216912307 2167418894	-SPLIT- -SPLIT-	Unpaid Unpaid	188.75 81.97 Page 3

Туре	Date	Num	Memo	Split	Paid	Amount
Bill	01/28/2021	217155693	217155693	-SPLIT-	Unpaid	73.53
Total W.B.	Mason					344.25
TOTAL						114,104.42

Cornwall Public Library Profit & Loss by Capital Grant July 2017 through January 2021

	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	901.95	901.95
2760 · Grants	81,450.00	0.00	194,916.48	276,366.48	0.00	276,366.48
3840 · RCLS	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	81,450.00	0.00	194,916.48	276,366.48	513,911.11	790,277.59
Gross Profit	81,450.00	0.00	194,916.48	276,366.48	513,911.11	790,277.59
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						
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	0.00	0.00	70.00	70.00	0.00	70.00
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	0.00	0.00	70.00	70.00	0.00	70.00
437 · Professional Fees						
437.1 · Prof fees-Office	3,776.03	0.00	1,400.00	5,176.03	0.00	5,176.03
437.5 · Prof fees-SRP	0.00	0.00	0.00	0.00	0.00	0.00
437.6 · Prof fees-Outreach	0.00	0.00	0.00	0.00	0.00	0.00
Total 437 · Professional Fees	3,776.03	0.00	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	68,117.44	28,332.00	193,154.75	289,604.19	247,136.81	536,741.00
Total Expense	71,893.47	28,332.00	195,339.25	295,564.72	260,048.08	555,612.80
	9,556.53	-28,332.00	-422.77	-19,198.24	253,863.03	234,664.79

Futi	ire Cash		Open Capital Grants Timeline				
					Balance	F	Roof Grant (\$200,000) - must be completed by 8/2022
Current Capital Balance				\$	234,232.57	0	Gen/Elec/Light (\$181,000) - must be completed by 6/2021
Spend remainder of roof grant			\$ (4,660.75)	\$	229,571.82	9	Site Sign (\$50,000)- must be completed by 9/2021
Reimburse remainder of roof grant	\$	5,083.52		\$	234,655.34		
Spend site sign			\$ (21,668.00)	\$	212,987.34		
Reimburse site sign	\$	50,000.00	,	\$	262,987.34		
Spend electrial grant		,	\$ (109,106.53)	\$	153,880.81		
Reimburse remaining electrical grant	\$	9,050.00	, , , ,	\$	162,930.81		
Future Capital balance				Ś	162,930.81		

Cornwall Public Library Profit & Loss by Class and Operating Grants July 2020 through January 2021

	1/31/21 balance= \$2,542.06	1/31/21 balance= \$2,609.37	1/31/21 balance= \$5,427.59	1/31/21 balance= \$250			
	Good Idea Fund	Schmitt Children Tech Grant (\$13,000)	Skoufis Adult Tech Grant (\$15,571)	Arts Mid-Hudson Regrant (Oper)	Friends (Operating)	Operating - Other (Operating)	Total Operating
Income					<u>()</u>	<u>()</u>	
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	1,595.18	1,595.18
2401 · Income from Investments	0.00	0.00	0.00	0.00	0.00	214.90	214.90
2706 · Gifts & Endowments	200.00	0.00	0.00	0.00	4,526.83	1,589.62	6,116.45
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	200.00	0.00	571.56	0.00	4,526.83	1,270,668.70	1,275,767.09
Gross Profit	200.00	0.00	571.56	0.00	4,526.83	1,270,668.70	1,275,767.09
Expense							
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	111,351.11	111,351.11
142 · Salary-Clerical	0.00	0.00	0.00	0.00	0.00	257,862.25	257,862.25
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	3,076.96	3,076.96
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	32,050.01	32,050.01
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	12,976.26	12,976.26
413 · Serials/Reference	0.00	0.00	0.00	0.00	200.00	6,092.99	6,292.99
430 · Supplies							
430.1 · Library supplies 430.2 · Office supplies	0.00	0.00	0.00	0.00	0.00	1,681.80	1,681.80
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	1,822.39	2,847.19
Total 430.2 · Office supplies	57.99	0.00	153.42	0.00	871.38	8,350.20	9,375.00
430.3 · Program supplies	0.00	0.00	0.00	0.00	0.00	1,782.28	1,782.28
Total 430 · Supplies	57.99	0.00	153.42	0.00	871.38	11,814.28	12,839.08
431 · Telephone	0.00	0.00	0.00	0.00	0.00	4,949.36	4,949.36
433 · Postage	0.00	0.00	0.00	0.00	0.00	739.80	739.80
434 · Publicity & Printing	0.00	0.00	0.00	0.00	275.00	1,623.38	1,898.38
435 · Travel/Conference	0.00	0.00	0.00	0.00	0.00	315.91	315.91
437 · Professional Fees							
437.1 · Prof fees-Office	0.00	0.00	0.00	0.00	0.00	11,838.38	11,838.38
437.2 · Prof fees-Adult programs	0.00	0.00	0.00	250.00	1,700.00	1,925.00	3,875.00
437.3 · Prof fees-YA programs	0.00	0.00	0.00	0.00	770.00	0.00	770.00
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	220.00	220.00
Total 437 · Professional Fees	0.00	0.00	0.00	250.00	2,470.00	14,402.71	17,122.71
438 · Dues	0.00	0.00	0.00	0.00	0.00	900.00	900.00
440 · Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	670.15	670.15
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	15,787.45	15,787.45
451 · Custodial Supplies	0.00	0.00	0.00	0.00	0.00	674.83	674.83
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 & Telecommunicatio	0.00	0.00	6,464.85	0.00	0.00	34,958.68	41,423.53
469 · Service Contracts	0.00	0.00	0.00	0.00	0.00	28,824.68	28,824.68
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	31,893.67	31,893.67
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	47,707.02	47,707.02
Total Expense	57.99	0.00	6,789.83	250.00	3,816.38	718,234.88	729,091.09
Net Income	142.01	0.00	-6,218.27	-250.00	710.45	552,433.82	546,676.00
							Page 1 o

Cornwall Public Library Profit & Loss Budget vs. Actual - Operating July 2020 through January 2021

		YTD Bu	°	Full 2	020-2021 Budget	
Budget			\$ Under	Full	Under	% o f
58%	Jul '20 - Jan 21	Budget	Budget	Budget	Budget	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	1,595.18	10,500.00	8,904.82	18,000.00	16,404.82	8.86%
2401 · Income from Investments	214.90	0.00	-214.90	0.00	-214.90	100.0%
2706 · Gifts & Endowments	6,116.45	8,750.00	2,633.55	15,000.00	8,883.55	40.78%
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	1,275,195.53	1,325,832.00	50,636.47	1,341,582.00	66,386.47	95.05%
Gross Profit	1,275,195.53	1,325,832.00	50,636.47	1,341,582.00	66,386.47	95.05%
Expense	111 051 11	101 050 40	10 608 20	100 104 00	06 000 00	EC 100/
141 · Salary-Certified Librarian 142 · Salary-Clerical	111,351.11 257,862.25	121,959.40 300,473.85	10,608.29 42,611.60	198,184.00 488,270.00	86,832.89 230,407.75	56.19% 52.81%
142 · Salary-Clencal	3,076.96	2,916.65	-160.31	5,000.00	1,923.04	61.54%
203b · Capital Equipment	1,276.71	2,450.00	1,173.29	4,200.00	2,923.29	30.4%
410 · Books	32,050.01	40,850.25	8,800.24	70,029.00	37,978.99	45.77%
411 · Film	557.67	658.00	100.33	658.00	100.33	43.77 <i>%</i> 84.75%
412 · Video/Music/Books on Tape	12,976.26	20,340.85	7,364.59	34,870.00	21,893.74	37.21%
413 · Serials/Reference	6,292.99	6,708.30	415.31	11,500.00	5,207.01	54.72%
430 · Supplies	0,202.00	0,700.00	410.01	11,000.00	0,207.01	04.7270
430.1 · Library supplies	1,681.80	3,500.00	1,818.20	6.000.00	4,318.20	28.03%
430.2 · Office supplies	.,	0,000.000	.,	0,000100	.,	2010070
430.22 · Covid Expense	6,527.81		-6,527.81		-6,527.81	
430.2 · Office supplies - Other	2,693.77	6,650.00	3,956.23	11,400.00	8,706.23	23.63%
Total 430.2 · Office supplies	9,221.58	6,650.00	-2,571.58	11,400.00	2,178.42	80.89%
430.3 · Program supplies	1,782.28	6,125.05	4,342.77	10,500.00	8,717.72	16.97%
Total 430 · Supplies	12,685.66	16,275.05	3,589.39	27,900.00	15,214.34	45.47%
431 · Telephone	4,949.36	5,250.00	300.64	9,000.00	4,050.64	54.99%
433 · Postage	739.80	2,333.35	1,593.55	4,000.00	3,260.20	18.5%
434 · Publicity & Printing	1,898.38	4,375.00	2,476.62	7,500.00	5,601.62	25.31%
435 · Travel/Conference	315.91	3,208.35	2,892.44	5,500.00	5,184.09	5.74%
437 · Professional Fees			0.00		0.00	
437.1 · Prof fees-Office	11,838.38	14,697.10	2,858.72	25,195.00	13,356.62	46.99%
437.2 · Prof fees-Adult programs	3,625.00	4,083.35	458.35	7,000.00	3,375.00	51.79%
437.3 · Prof fees-YA programs	770.00	1,166.65	396.65	2,000.00	1,230.00	38.5%
437.4 · Prof fees-Juvenile	179.33	2,333.35	2,154.02	4,000.00	3,820.67	4.48%
437.5 · Prof fees-SRP	240.00	1,750.00	1,510.00	3,000.00	2,760.00	8.0%
437.6 · Prof fees-Outreach	220.00	583.35	363.35	1,000.00	780.00	22.0%
Total 437 · Professional Fees	16,872.71	24,613.80	7,741.09	42,195.00	25,322.29	39.99%
438 · Dues	900.00	875.00	-25.00	1,500.00	600.00	60.0%
439 · Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.0%
440 · Contracts w/ Books Co.	670.15	1,283.35	613.20	2,200.00	1,529.85	30.46%
450 · Fuel/Utilities	15,787.45	20,627.85	4,840.40	35,362.00	19,574.55	44.65%
451 · Custodial Supplies	674.83	1,750.00	1,075.17	3,000.00	2,325.17	22.49%
452 · Repairs to Building	7,419.20	7,869.15	449.95	13,490.00	6,070.80	55.0%
454 · Building Insurance	12,491.99	12,750.00	258.01	12,750.00	258.01	97.98%
455 · RCLS ANSER & Telecommunicati	,	46,382.25	11,423.57	61,843.00	26,884.32	56.53%
469 · Service Contracts	28,824.68	26,849.40	-1,975.28	51,099.00	22,274.32	56.41%
490 · Refund of PY Tax Assessment 9010.8 · Retirement	7,079.81	7,100.00 65,051.00	20.19 127.00	7,100.00	20.19 127.00	99.72%
9010.8 · Retirement 9030.8 · FICA/Medicare Expense	64,924.00 31 893 67		657.73	65,051.00 52,896,00		99.81% 60.3%
9060.8 · Workers' Comp	31,893.67 5,814.00	32,551.40 7,955.00	2,141.00	52,896.00 7,955.00	21,002.33 2,141.00	60.3% 73.09%
9090.8 · Health Insurance	47,707.02	69,142.50		118,530.00	70,822.98	40.25%
	722,051.26		21,435.48			40.25% 53.82%
Total Expense		852,599.75	130,548.49	1,341,582.00	619,530.74	JJ.02%
	553,144.27	473,232.25	-79,912.02	0.00	-553,144.27	-

January 2021 Director's Report

COVID has been a major concern, surrounding towns have a much higher positivity rate than Cornwall, and we had some staff who needed to do "contact traced quarantine."

Personnel:

- Continued to get WFH logs for those employees that continue some WFH hours
- Have done review interviews with most of my direct reports
- Ellen will conduct review interviews with the circulation staff, Meaghan has done so with the Librarians, and Liz has done so with Youth Services. I reviewed those with Meaghan & Liz.

Budget/Financial

- Continued to work on budget with Emily
- Met with Finance Committee twice about budget
- Decided not to pay for a service contract with dormakaba for new doors. I called Door Control and found that they don't do service contracts, but will come and service the doors for less (hourly wage paid is \$85, compared to \$140)

Programming

- Ordered great Decisions Books, DVD, and Teacher's manual. Need to figure out when is a good time to start this up, as soon as books come.
- Brenda, and all Youth Service staff continue to plan programming at least two months ahead.
- Continuing curb side pickups through February ?, 2021. Waiting to see if spikes in the area decline enough open for appointments (browsing and computer).

Building

- Still purchasing one bottle of water at a time for the cooler lent to us.
- RPC began working on the lighting 1/11/21 and completed the work on 1/21/21, when they met the lighting tech who programmed the remote. However, they both need to come back due to a few issues with certain lights not working, remotes, and a couple of new switches that are required.
- Leaf Guard replaced screen that came out of gutters on 1/12/21.
- Closed due to snow & possible bad weather: 1/3/21 (Sunday) and 1/26 (Tuesday) at 1PM

Monthly Statistics for January 2021(previous month in parentheses):

Registered borrowers: 8,744 (8,733); Direct Access/Circulation: 5,164 (5,421) ILL Borrows: 2,744 (2,600); ILL Loans: 2,285 (2,115); Item Count: 75,344 (75,492); Wi-Fi: 1,146 (1,064); Overdrive checkouts: 3,028 (2,934); Overdrive unique users: 565 (531).

Adult Services Report: January 1-31, 2021 (Library closed 1/1 for holiday; 1/3 for weather) (submitted by Meaghan Doyle, 2/5/21)

<u>REFERENCE:</u> Reference (previous month in parentheses):

Tech Assists: 26 (12); Ref. Q's: 201 (187); Circ/Curbside Assists: 177 (149); Phone: 381

(318); Pull List: 2148 (1524); ILL/SEAL: 3 (2); Reader's Advisory: 2 (3); Printing 30

(22)

Database Stats (previous month in parentheses):

Novel List Plus: 29 (60); Novel List PlusK-8: 8 (0); EBSCO Other: 28 (0); Gale: 0 (0);

Gale Virtual Ref. Library: 0 (1); Ancestry: 791 (34); New York Times Digital: 92 (83)

PC Usage: Adults: 0 (0) Childrens: 0 (0) Laptop: 2 (0)

WIFI Usage: 1146 (1064) PC Reservations: 0 (0) Guest Passes: 0 (0)

Notary Service: 28 (6)

HOOPLA (previous month in parentheses):

<u>New signups</u>: 21 (9) ; Borrowers: 112 (95) ; Avg. <u>No. Circs</u>: 2.7 (2.7); <u>Maxed Users</u>: 27 (24) <u>Items borrowed</u>: 299 (253)

<u>Curbside Statistics</u>: From June 15, 2020 through Jan 31, 2021, Cornwall Public Library has served **6,298** recorded curbside appointments. June: 234; July 775; August 768; September 838; October 830, November 785, December 941, **January 1,127**.

PROGRAMMING REPORT:

Virtual Creative Writers Group (1/4) 11; Virtual Member's Choice Book Club (1/6) 7; Virtual Creative Writers Group (1/11) 11; Virtual Creative Writers Group (1/18) 13; Card-Making (1/19) 16; Virtual Out & About Book Group (1/20) 8; Mystery Book Discussion (1/21) 8; Virtual Creative Writers Group (1/25) 11; Book Chat & Chocolate Book Group 8 Total Adult Programs: 9 Total Attendance: 93

January Meetings:

1/19 – Social Media and PR planning
1/20 Staff Meeting
1/21 – RCLS Battle of the Books Planning Committee
1/28 Westchester Library System presents Library Author Talks Pamela Paul in conversation
with DeLaune Michel

End of Month Report January 2021

Youth Services Department Cornwall Public Library

Programs/Events

1/7	Family Fun Challenge	Curbside	61
1/8	TUT	ZOOM	9
1/11	PJ Story Time	youtube	9
1/12	Story Time Takeout	Curbside	15
1/12	Story Time Video	youtube	140
1/18	Lisa's Book Talk	youtube	25
1/21	Art Afternoon	Curbside	17
1/26	Toddler Time To-Go	Curbside	10
1/26	Toddler Time Video	youtube	13

From the J desk

Reference Questions 262, Circulation 65, Telephone 207, Tech 5, and Misc

Reflections

We finished the end of year report recently and it was hard to look at the difference in what we accomplished last February (all sorts of programming including a TUT run program Cirque de Seuss} and present time. Have also come to the realization that the Summer Reading Program 2021 will be very much like last year. ERRRR Maybe just maybe with an in-person finale??

Respectively submitted 2/5/21 ekf

February 2021 Policy Report

-This month the Policy Committee continued work on the Fines Policy and the Circulation Loan Periods Policy. The committee welcomes your feedback at this point so we can go forward with a vote.

-We recommend that the Board takes a look at the Educator Card policy for next month.

-The committee is currently reviewing the Tax Grievance Fund Policy per the Finance Committee's suggestion. We will ask for input in the near future.

Respectfully submitted, Meghann Chyla

Policies Currently in Review by Committee	For Board REVIEW	For Board VOTE February meeting
ONGOING: Cornwall Public Library Strategic Plan 2017-2022: <u>FINALStrategicPlan2017-06.20.17</u> (1) (Sept 2020 folder)	Educator Card_1_2021.docx	Fines Policy2021.docx
Tax Grievance Fund Policy.docx		Circulation Loan Periods Policy 2021.docx

2020-2021 Cornwall Public Library Board of Trustees~Policy Schedule

Completed/Approved by Board	Completed/Approved by Board
Gift & Donation-Pdf (Sept 2019 folder)	Homebound Policy (Nov 19 folder)
Ipad & Laptop Lending services (Nov 19 folder)	Public Relations & Communications ~Lawyer approved (Nov 19 folder)

Types of Libraries (Nov 19 folder)	Tutoring Policy and Permission Form (Nov 19)
Exhibit & Display policy (Nov 19 folder)	Homebound Delivery Request Form (Nov 19 folder) Google form live/working?
Whistle Blower (Dec 19 folder)	Hours of Operation (Dec 19 folder)
Petty Cash (Dec 19 folder)	Pandemic Policy & Procedures (Mar 2020 folder)
Collection Development (Mar 2020 folder)	Virtual Program Policy (May 2020)
Work From Home (May 2020)	Employee Policy to Mitigate COVID-19 (June 20 folder)
Library Manners addendum (June 20 folder)	ICE Policy & Procedure (August 2020 folder)
ICE Policy Rollout Guide (August 2020 folder)	Zoom Policy (August 2020 folder)
CPL Mission Statement (Sept 20 folder)	Interlibrary Loans Policy (Sept 20 folder)
CPL Facility Use Policy (Oct 20 folder)	Facility/Community Room Use Agreement Form (Oct 20 folder)

Budget Transfer Policy Draft (2) (Nov 20 folder)	ProcurementPolicy.docx (Nov 20 folder)
REQUEST FOR BUDGET TRANSFERformdraft.docx (Nov 20 folder)	

Credit Card Policy and Use Procedures (Dec 20 folder)	Pandemic Response Plan11_16-20.docx (Dec 20 folder)