

**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 motion to approve 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 motion to approve the Credit Card Policy and Use Procedures was made by Carol Stein, seconded by Melissa Greaves-Kulisek, and was unanimously approved. A motion to approve 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.**

**Cornwall Public Library**  
**Warrant # 7**  
As of January 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
<b>Auric Information Packaging</b>						
Bill	01/28/2021	2021	2021	434 · Publicity & Printing	Unpaid	275.00
Total Auric Information Packaging						275.00
<b>Benninger Landscaping LTD</b>						
Bill	01/19/2021	24649	Jan-21 Maintenance	469 · Service Contracts	Paid	800.00
Total Benninger Landscaping LTD						800.00
<b>Blackstone Publishing</b>						
Bill	01/19/2021	1200272	1200272	-SPLIT-	Unpaid	346.81
Bill	01/28/2021	1203565	1203565	-SPLIT-	Unpaid	69.89
Bill	01/28/2021	1202093	1202093	-SPLIT-	Unpaid	65.90
Total Blackstone Publishing						482.60
<b>Brian Conway</b>						
Bill	01/26/2021	3/23 Irish Music	3/23/21 Irish Music Concert	437.2 · Prof fees-Adult programs	Unpaid	300.00
Total Brian Conway						300.00
<b>Brodart Co. - Juv</b>						
Bill	01/21/2021	B6056510	B6056510	410.4 · Juvenile Fiction	Unpaid	3.59
Bill	01/21/2021	B6056331	B6056331	410.5 · Juvenile Non Fiction	Unpaid	10.26
Bill	01/28/2021	B6059232	B6059232	410.5 · Juvenile Non Fiction	Unpaid	15.74
Bill	01/28/2021	B6059292	B6059292	410.4 · Juvenile Fiction	Unpaid	14.87
Bill	01/28/2021	B6059288	B6059288	-SPLIT-	Unpaid	18.09
Bill	01/28/2021	B6059205	B6059205	-SPLIT-	Unpaid	99.01
Bill	01/28/2021	B6059367	B6059367	-SPLIT-	Unpaid	92.30
Bill	01/28/2021	B6059370	B6059370	-SPLIT-	Unpaid	28.73
Bill	01/28/2021	B6059198	B6059198	-SPLIT-	Unpaid	25.13
Bill	01/31/2021	B6059231	B6059231	410.4 · Juvenile Fiction	Unpaid	4.39
Bill	01/31/2021	B6065777	B6065777	-SPLIT-	Unpaid	31.15
Bill	01/28/2021	B6065741	B6065741	-SPLIT-	Unpaid	41.07
Bill	01/31/2021	B6065778	B6065778	410.4 · Juvenile Fiction	Unpaid	16.62
Bill	01/28/2021	B6066088	B6066088	410.4 · Juvenile Fiction	Unpaid	10.48
Bill	01/28/2021	B6065622	B6065622	410.4 · Juvenile Fiction	Unpaid	8.74
Bill	01/28/2021	B6065955	B6065955	-SPLIT-	Unpaid	162.48
Bill	01/28/2021	B6065725	B6065725	410.5 · Juvenile Non Fiction	Unpaid	47.19
Bill	01/28/2021	B6065858	B6065858	-SPLIT-	Unpaid	9.94
Bill	01/28/2021	B6065859	B6065859	410.5 · Juvenile Non Fiction	Unpaid	5.24
Bill	01/28/2021	B6068551	B6068551	410.4 · Juvenile Fiction	Unpaid	4.79
Bill	01/28/2021	B6068782	B6068782	410.4 · Juvenile Fiction	Unpaid	14.83
Bill	01/28/2021	B6068608	B6068608	-SPLIT-	Unpaid	93.48
Bill	01/28/2021	B6068900	B6068900	410.4 · Juvenile Fiction	Unpaid	7.87
Total Brodart Co. - Juv						765.99
<b>Brodart Co. (McN)</b>						
Bill	01/21/2021	Inv M183803	Inv M183803 - Feb-21	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
<b>Cengage Learning/Gale</b>						
Bill	01/28/2021	73172782	73172782	-SPLIT-	Unpaid	128.21
Total Cengage Learning/Gale						128.21
<b>Central Hudson Gas &amp; Electric Corp</b>						
Bill	01/31/2021	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Unpaid	2,721.41
Total Central Hudson Gas & Electric Corp						2,721.41
<b>CobbleStone</b>						
Bill	01/14/2021	0000135301	0000135301 1Yr Renewal	413 · Serials/Reference	Unpaid	21.95
Total CobbleStone						21.95
<b>Cornwall Public Library - Payroll</b>						
Bill	01/11/2021	Payroll End 1-8-21	Payroll Ending 1-8-21 Pay Date 1.15.21	1012 · OBT Payroll Checking	Paid	15,444.30
Bill	01/25/2021	Payroll End 1-22-21	Payroll Ending 1-22-21 Pay Date 1-29-21	1012 · OBT Payroll Checking	Paid	16,732.80
Total Cornwall Public Library - Payroll						32,177.10
<b>Cornwall Public Library - Trust &amp; Agency</b>						
Bill	01/12/2021	Payroll End 1-8-21	Payroll Ending 1-8-21 Pay Date 1-15-21	1003 · Due from Trust & Agency	Paid	6,268.47
Bill	01/19/2021	Health Insurance	Feb 2021 Health Insurance	1003 · Due from Trust & Agency	Paid	8,200.00
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 Cornwall Public Library - Trust & Agency						19,922.39

**Cornwall Public Library**  
**Warrant # 7**  
As of January 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
<b>EJB Music</b>						
Bill	01/21/2021	HV Ebony String	Zoom Program Scheduled for 2-28-21	437.2 · Prof fees-Adult programs	Unpaid	250.00
Bill	01/28/2021	EJ Live 3-21-21	EJ Live 3-21-21	437.2 · Prof fees-Adult programs	Unpaid	300.00
Total EJB Music						550.00
<b>Graybar Electric Company Inc.</b>						
Bill	01/28/2021	9319819511	9319819511- DASNY 7919	800 · Capital Expenditure	Unpaid	29,700.00
Total Graybar Electric Company Inc.						29,700.00
<b>Greater Cornwall Chamber of Commerce</b>						
Bill	01/28/2021	Inv 3857	2021 Membership Dues	438 · Dues	Unpaid	100.00
Total Greater Cornwall Chamber of Commerce						100.00
<b>HGTV</b>						
Bill	01/28/2021	1511169334	1511169334 - 1 Year Renwal	413.6 · Serials	Unpaid	19.97
Total HGTV						19.97
<b>hoopla</b>						
Bill	01/28/2021	99968794	99968794 Month Ending Jan-20	412.8 · Digital Streaming	Unpaid	507.63
Total hoopla						507.63
<b>Ingram Library Services</b>						
Bill	01/12/2021	50501379	50501379	-SPLIT-	Unpaid	28.98
Bill	01/12/2021	50547149	50547149	-SPLIT-	Unpaid	71.97
Total Ingram Library Services						100.95
<b>LadyBug Magazine</b>						
Bill	01/14/2021	0000135301	0000135301 - 1 Yr Renewal	413.4 · Reference-Juv electronic	Unpaid	21.95
Total LadyBug Magazine						21.95
<b>Library Journal</b>						
Bill	01/28/2021	1 year renewal	3913134-2	413.7 · Professional Collection	Unpaid	157.99
Total Library Journal						157.99
<b>Lock Around the Clock</b>						
Bill	01/21/2021	Feb-21	Feb -21 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
<b>Mad Magazine</b>						
Bill	01/05/2021	1 year renewal	1 year renewal	413.6 · Serials	Unpaid	19.99
Total Mad Magazine						19.99
<b>Magna5</b>						
Bill	01/28/2021	5336127	5005727	431 · Telephone	Unpaid	172.49
Total Magna5						172.49
<b>Marangi Disposal</b>						
Bill	01/19/2021	11102095	11102095 Trash Removal Service 1-01 to 1...	469 · Service Contracts	Paid	105.57
Total Marangi Disposal						105.57
<b>Military Heritage</b>						
Bill	01/19/2021	7437398921392227	1 Yr Renewal Feb 2022	413.6 · Serials	Unpaid	29.95
Total Military Heritage						29.95
<b>National Geographic Kids</b>						
Bill	01/28/2021	6067002995	6067002995 Expiration Feb 2022	413.6 · Serials	Unpaid	30.00
Total National Geographic Kids						30.00
<b>NET2PHONE</b>						
Bill	01/19/2021	2232454	2232454	431 · Telephone	Paid	136.04
Total NET2PHONE						136.04
<b>News of the Highlands, Inc</b>						
Bill	01/28/2021	Acct C199872	Acct C199872 - 1 year renewal Exp 2/2022	413.6 · Serials	Unpaid	40.00
Total News of the Highlands, Inc						40.00
<b>Orange Bank &amp; Trust Cardmember Services</b>						

**Cornwall Public Library**  
**Warrant # 7**  
**As of January 31, 2021**

Type	Date	Num	Memo	Split	Paid	Amount
Bill	01/28/2021	Stmnt dated 1-25-21	Stmnt dated 1-25-21	-SPLIT-	Unpaid	922.51
Total Orange Bank & Trust Cardmember Services						922.51
<b>OverDrive, Inc.</b>						
Bill	01/21/2021	01052DA20383859	01052DA20383859	412.12 · Digital music	Unpaid	59.99
Bill	01/21/2021	01052CO21017552	01052CO21017552	412.12 · Digital music	Unpaid	13.49
Bill	01/21/2021	01052CO21017543	01052CO21017543	410.2 · Adult Non Fiction	Unpaid	1,692.89
Bill	01/21/2021	01052DA210201	01052DA210201	410.2 · Adult Non Fiction	Unpaid	110.00
Bill	01/21/2021	01052CO21017546	01052CO21017546	412.12 · Digital music	Unpaid	772.48
Bill	01/28/2021	01052DA20411475	01052DA20411475	412.12 · Digital music	Unpaid	150.00
Total OverDrive, Inc.						2,798.85
<b>Pat Parker</b>						
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 Parker						210.00
<b>Paychex, Inc.</b>						
Bill	01/12/2021	973284	37 Employee Usage \$4.20/EA & Mobile \$1/E...	437.1 · Prof fees-Office	Paid	184.63
Total Paychex, Inc.						184.63
<b>RCLS</b>						
Bill	01/19/2021	29407	1st Quarter 2021 Invoice 29407	410.13 · e-Content Consortia	Unpaid	1,684.49
Bill	01/21/2021	29355	1st. Qtr 2021 Anser Fees and Telecom Char...	-SPLIT-	Unpaid	14,071.53
Bill	01/21/2021	29208	1st. QTR - 21 Consumer Rpt	413.3 · Reference-Adult electroni	Unpaid	236.47
Total RCLS						15,992.49
<b>Reader's Digest Large Print</b>						
Bill	01/28/2021	1 year renewal	1 year renewal 12/2022	413.6 · Serials	Unpaid	29.96
Total Reader's Digest Large Print						29.96
<b>Sarah Christensen</b>						
Bill	01/21/2021	Love of Cards1-19-21	For The Love of Cards1-19-21	-SPLIT-	Unpaid	125.35
Total Sarah Christensen						125.35
<b>Times Herald Record</b>						
Bill	01/21/2021	Acct 1000582	52 Weeks of Service -Acct 1000582	413.6 · Serials	Unpaid	452.40
Total Times Herald Record						452.40
<b>Toshiba Financial Services</b>						
Bill	01/28/2021	434332847	434332847 for 1-16-21 to 02-16-21	469 · Service Contracts	Unpaid	633.80
Total Toshiba Financial Services						633.80
<b>United A/C Refrigeration, Inc</b>						
Bill	01/19/2021	427079	427079	469 · Service Contracts	Paid	975.17
Total United A/C Refrigeration, Inc						975.17
<b>Valerie LoSardo</b>						
Bill	01/28/2021	Employee Reimb.	Mileage & Office Supplies	435 · Travel/Conference	Unpaid	44.01
Total Valerie LoSardo						44.01
<b>Vanguard Cleaning Systems of the HV</b>						
Bill	01/19/2021	37257	January 2021 Monthly Service-37257	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
<b>Verizon</b>						
Bill	01/19/2021	652-121-949-0001-81	Jan-21 Services	431 · Telephone	Paid	176.99
Total Verizon						176.99
<b>Verizon Wireless</b>						
Bill	01/19/2021	9870367586	9870367586	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
<b>Village of Cornwall-on-Hudson</b>						
Bill	01/28/2021	Acct 007472-000	Water Service 11-16-20 - 1-25-21	450 · Fuel/Utilities	Unpaid	56.00
Total Village of Cornwall-on-Hudson						56.00
<b>W.B. Mason</b>						
Bill	01/19/2021	216912307	216912307	-SPLIT-	Unpaid	188.75
Bill	01/21/2021	2167418894	2167418894	-SPLIT-	Unpaid	81.97

**Cornwall Public Library**

**Warrant # 7**

As of January 31, 2021

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



**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
<b>EXPECTED INCOME (NOT YET RECEIVED)</b>	9,050.00	50,000.00	5,083.52	64,133.52	513,009.16 *	577,142.68
<b>Income</b>						
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
<b>Total Income</b>	<u>81,450.00</u>	<u>0.00</u>	<u>194,916.48</u>	<u>276,366.48</u>	<u>513,911.11</u>	<u>790,277.59</u>
<b>Gross Profit</b>	81,450.00	0.00	194,916.48	276,366.48	513,911.11	790,277.59
<b>Expense</b>						
203b · Capital Equipment	0.00	0.00	0.00	0.00	9,700.27	9,700.27
<b>430 · Supplies</b>						
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
<b>Total 430.2 · Office supplies</b>	<u>0.00</u>	<u>0.00</u>	<u>70.00</u>	<u>70.00</u>	<u>0.00</u>	<u>70.00</u>
430.3 · Program supplies	0.00	0.00	0.00	0.00	0.00	0.00
430 · Supplies - Other	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 430 · Supplies</b>	<u>0.00</u>	<u>0.00</u>	<u>70.00</u>	<u>70.00</u>	<u>0.00</u>	<u>70.00</u>
<b>437 · Professional Fees</b>						
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
<b>Total 437 · Professional Fees</b>	<u>3,776.03</u>	<u>0.00</u>	<u>1,400.00</u>	<u>5,176.03</u>	<u>0.00</u>	<u>5,176.03</u>
452 · Repairs to Building	0.00	0.00	714.50	714.50	3,211.00	3,925.50
800 · Capital Expenditure	68,117.44	28,332.00	193,154.75	289,604.19	247,136.81	536,741.00
<b>Total Expense</b>	<u>71,893.47</u>	<u>28,332.00</u>	<u>195,339.25</u>	<u>295,564.72</u>	<u>260,048.08</u>	<u>555,612.80</u>
	<u><u>9,556.53</u></u>	<u><u>-28,332.00</u></u>	<u><u>-422.77</u></u>	<u><u>-19,198.24</u></u>	<u><u>253,863.03</u></u>	<u><u>234,664.79</u></u>

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

**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			
	<u>Good Idea</u>	<u>Schmitt Children</u>	<u>Skoufis Adult</u>	<u>Arts Mid-Hudson</u>	<u>Friends</u>	<u>Operating - Other</u>	<u>Total Operating</u>
	<u>Fund</u>	<u>Tech Grant (\$13,000)</u>	<u>Tech Grant (\$15,571)</u>	<u>Regrant (Oper)</u>	<u>(Operating)</u>	<u>(Operating)</u>	
<b>Income</b>							
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
<b>Total Income</b>	<u>200.00</u>	<u>0.00</u>	<u>571.56</u>	<u>0.00</u>	<u>4,526.83</u>	<u>1,270,668.70</u>	<u>1,275,767.09</u>
<b>Gross Profit</b>	200.00	0.00	571.56	0.00	4,526.83	1,270,668.70	1,275,767.09
<b>Expense</b>							
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	0.00	0.00	0.00	0.00	0.00	1,681.80	1,681.80
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	1,822.39	2,847.19
<b>Total 430.2 · Office supplies</b>	<u>57.99</u>	<u>0.00</u>	<u>153.42</u>	<u>0.00</u>	<u>871.38</u>	<u>8,350.20</u>	<u>9,375.00</u>
430.3 · Program supplies	0.00	0.00	0.00	0.00	0.00	1,782.28	1,782.28
<b>Total 430 · Supplies</b>	<u>57.99</u>	<u>0.00</u>	<u>153.42</u>	<u>0.00</u>	<u>871.38</u>	<u>11,814.28</u>	<u>12,839.08</u>
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
<b>Total 437 · Professional Fees</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>	<u>2,470.00</u>	<u>14,402.71</u>	<u>17,122.71</u>
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
<b>Total Expense</b>	<u>57.99</u>	<u>0.00</u>	<u>6,789.83</u>	<u>250.00</u>	<u>3,816.38</u>	<u>718,234.88</u>	<u>729,091.09</u>
<b>Net Income</b>	<u>142.01</u>	<u>0.00</u>	<u>-6,218.27</u>	<u>-250.00</u>	<u>710.45</u>	<u>552,433.82</u>	<u>546,676.00</u>

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

	Budget 58%	Jul '20 - Jan 21	YTD Budget		Full 2020-2021 Budget		
			Budget	\$ Under Budget	Full Budget	Under Budget	% of Budget
<b>Income</b>							
2002 · Local Public Funds	1,263,805.00	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	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%	
<b>Total Income</b>	<b>1,275,195.53</b>	<b>1,325,832.00</b>	<b>50,636.47</b>	<b>1,341,582.00</b>	<b>66,386.47</b>	<b>95.05%</b>	
<b>Gross Profit</b>	<b>1,275,195.53</b>	<b>1,325,832.00</b>	<b>50,636.47</b>	<b>1,341,582.00</b>	<b>66,386.47</b>	<b>95.05%</b>	
<b>Expense</b>							
141 · Salary-Certified Librarian	111,351.11	121,959.40	10,608.29	198,184.00	86,832.89	56.19%	
142 · Salary-Clerical	257,862.25	300,473.85	42,611.60	488,270.00	230,407.75	52.81%	
143 · Salary-Treasurer	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	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							
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							
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%	
<b>Total 430 · Supplies</b>	<b>12,685.66</b>	<b>16,275.05</b>	<b>3,589.39</b>	<b>27,900.00</b>	<b>15,214.34</b>	<b>45.47%</b>	
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							
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%	
<b>Total 437 · Professional Fees</b>	<b>16,872.71</b>	<b>24,613.80</b>	<b>7,741.09</b>	<b>42,195.00</b>	<b>25,322.29</b>	<b>39.99%</b>	
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	34,958.68	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	7,079.81	7,100.00	20.19	7,100.00	20.19	99.72%	
9010.8 · Retirement	64,924.00	65,051.00	127.00	65,051.00	127.00	99.81%	
9030.8 · FICA/Medicare Expense	31,893.67	32,551.40	657.73	52,896.00	21,002.33	60.3%	
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	47,707.02	69,142.50	21,435.48	118,530.00	70,822.98	40.25%	
<b>Total Expense</b>	<b>722,051.26</b>	<b>852,599.75</b>	<b>130,548.49</b>	<b>1,341,582.00</b>	<b>619,530.74</b>	<b>53.82%</b>	
	<b>553,144.27</b>	<b>473,232.25</b>	<b>-79,912.02</b>	<b>0.00</b>	<b>-553,144.27</b>	<b>-</b>	

## 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)**

**REFERENCE: 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):**

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

**Curbside Statistics:** 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. ERRRRR 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

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

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

<b>Completed/Approved by Board</b>	<b>Completed/Approved by Board</b>
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)




