

**Cornwall Public Library
Board of Trustees**

March 11, 2021
7 PM Regular Meeting Agenda

- I. Roll**
- II. Approval of the Minutes – February 11, 2021**
- III. Financial Review**
 - a. Approval of Warrant #8
- IV. Public Remarks**
- V. Communications / Donations**
 - a. Vote to Accept Donations: Dr. Barry John Cappella \$50
- VI. Director’s Report – *See Google Docs***
- VII. Committee Reports**
 - a. Finance Committee
 - b. Policy Committee:
 - i. Vote on Fines Policy
 - ii. Vote on Educator Card Policy
 - c. Building, Garden and Grounds Committee
 - d. Friends
 - e. Personnel Committee
- VIII. Unfinished Business**
- IX. New Business**
- X. Adjournment**

Public Presentation of the Annual Budget April 6, 2021 7 PM

Next Regular Board Meeting April 8, 2021 7 PM

Cornwall Public Library Board of Trustees Meeting

February 11, 2021, 7:00 to 9:00 p.m.

Minutes

Meeting was called to order by Stephanie Wolf at 7:03 pm.

I. Roll:

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

Emily Milton, Treasurer

Charlotte Dunaief, Director

Trustees Excused: Melissa Greaves-Kulisek and Roberta Sherman

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 January 14, 2021, as amended, was made by Carol Stein, seconded by Matt Rettig, and was unanimously approved.

III. Financial Review: A motion to approve Warrant #7 in the amount of \$114,104.42 was made by Matt Rettig, seconded by Carol Stein, and was unanimously approved.

IV. Public Remarks: None.

V. Communications and Donations: A generous donation of \$50 was made by Dr. Barry John Cappella through Fidelity Charitable. A motion to accept the donation was made by Meghann Chyla, seconded by Matt Soltis, and was unanimously approved.

VI. Director's Report: See written report. The Director and staff will work on a plan to open the library for public browsing and computer use. In discussion with the Board, a target date for this reopening was set for on or before March 1st.

VII. Committee Reports:

A. Finance Committee: Library Director Charlotte Dunaief presented the proposed budget for the 2021-2022 fiscal year to the Board. The proposed budget total is \$1,344,270. A motion to approve the proposed budget was made by Matt Rettig, seconded by Meghann Chyla, and was unanimously approved.

B. Policy Committee: The Board discussed the library's Fines Policy. The Policy Committee will bring a finalized policy with the discussed amendments for the Board's approval at its next regular meeting. A motion to approve the Circulation Loan Periods Policy with the amended change was made by Carol Stein, seconded by Matt Rettig, and was unanimously approved.

C. Buildings, Garden, and Grounds: RPC Electric finished the interior lighting installation, but will be returning to make several small repairs to the lighting before the project is completed.

D. Friends: No report.

E. Personnel Committee: No new report.

VIII. Unfinished Business: None.

IX. New Business: None.

X. Adjournment: A motion to adjourn the meeting was made by Meghann Chyla, seconded by Matt Rettig, and was unanimously approved. Stephanie Wolf adjourned the meeting at 8:17 pm.

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

Cornwall Public Library
Warrant # 8
As of February 28, 2021

| Type | Date | Num | Memo | Split | Paid | Amount |
|---|------------|---------------------|---|-------------------------------------|--------|-----------|
| Benninger Landscaping LTD | | | | | | |
| Bill | 02/16/2021 | 24698 | Feb-21 Maintenance | 469 · Service Contracts | Paid | 800.00 |
| Total Benninger Landscaping LTD | | | | | | 800.00 |
| Blackstone Publishing | | | | | | |
| Bill | 02/16/2021 | 1204442 | 1204442 | -SPLIT- | Unpaid | 61.88 |
| Bill | 02/26/2021 | 1209296 | 1209296 | -SPLIT- | Unpaid | 587.47 |
| Total Blackstone Publishing | | | | | | 649.35 |
| Brodart Co. - Juv | | | | | | |
| Bill | 02/23/2021 | B6089868 | B6089868 | -SPLIT- | Unpaid | 298.52 |
| Bill | 02/23/2021 | B6090043 | B6090043 | -SPLIT- | Unpaid | 62.34 |
| Bill | 02/23/2021 | B6089984 | B6089984 | -SPLIT- | Unpaid | 104.83 |
| Bill | 02/23/2021 | B609870 | B609870 | 410.4 · Juvenile Fiction | Unpaid | 4.37 |
| Bill | 02/23/2021 | B6090034 | B6090034 | -SPLIT- | Unpaid | 21.53 |
| Bill | 02/23/2021 | B6082829 | B6082829 | 410.4 · Juvenile Fiction | Unpaid | 21.85 |
| Bill | 02/23/2021 | B6082862 | B6082862 | -SPLIT- | Unpaid | 18.76 |
| Bill | 02/23/2021 | B6082750 | B6082750 | -SPLIT- | Unpaid | 102.52 |
| Bill | 02/23/2021 | B6082798 | B6082798 | 410.4 · Juvenile Fiction | Unpaid | 11.33 |
| Bill | 02/23/2021 | B6082799 | B6082799 | 410.4 · Juvenile Fiction | Unpaid | 17.49 |
| Bill | 02/23/2021 | B6082796 | B6082796 | -SPLIT- | Unpaid | 16.31 |
| Bill | 02/26/2021 | B6095377 | B6095377 | 410.4 · Juvenile Fiction | Unpaid | 71.68 |
| Bill | 02/26/2021 | B6095453 | B6095453 | 410.4 · Juvenile Fiction | Unpaid | 58.54 |
| Bill | 02/26/2021 | B6095535 | B6095535 | -SPLIT- | Unpaid | 61.25 |
| Bill | 02/26/2021 | B6095316 | B6095316 | 410.4 · Juvenile Fiction | Unpaid | 10.79 |
| Bill | 02/26/2021 | B6095317 | B6095317 | 410.4 · Juvenile Fiction | Unpaid | 4.37 |
| Bill | 02/26/2021 | B6095319 | B6095319 | -SPLIT- | Unpaid | 16.31 |
| Bill | 02/26/2021 | B6095318 | B6095318 | 410.4 · Juvenile Fiction | Unpaid | 4.37 |
| Bill | 02/26/2021 | B6097904 | B6097904 | -SPLIT- | Unpaid | 201.49 |
| Bill | 02/26/2021 | B6097868 | B6097868 | -SPLIT- | Unpaid | 57.21 |
| Bill | 02/26/2021 | B6097738 | B6097738 | -SPLIT- | Unpaid | 41.26 |
| Bill | 02/26/2021 | B6097903 | B6097903 | 410.5 · Juvenile Non Fiction | Unpaid | 7.18 |
| Bill | 02/26/2021 | B6098045 | B6098045 | 410.4 · Juvenile Fiction | Unpaid | 6.99 |
| Bill | 02/26/2021 | B6098097 | B6098097 | 410.4 · Juvenile Fiction | Unpaid | 8.74 |
| Bill | 02/26/2021 | B6097780 | B6097780 | -SPLIT- | Unpaid | 78.58 |
| Bill | 02/26/2021 | B6098046 | B6098046 | -SPLIT- | Unpaid | 84.29 |
| Bill | 02/26/2021 | B6098096 | B6098096 | 410.4 · Juvenile Fiction | Unpaid | 5.99 |
| Bill | 02/26/2021 | B6097973 | B6097973 | -SPLIT- | Unpaid | 11.04 |
| Bill | 02/26/2021 | B6097843 | B6097843 | -SPLIT- | Unpaid | 15.47 |
| Bill | 02/26/2021 | B6097844 | B6097844 | 410.4 · Juvenile Fiction | Unpaid | 8.74 |
| Total Brodart Co. - Juv | | | | | | 1,434.14 |
| Brodart Co. (McN) | | | | | | |
| Bill | 02/16/2021 | Inv M184534 | Inv M184534- Mar-21 | 410.9 · McNaughton | Unpaid | 610.75 |
| Total Brodart Co. (McN) | | | | | | 610.75 |
| Cengage Learning/Gale | | | | | | |
| Bill | 02/16/2021 | 73666050 | 73666050 | -SPLIT- | Unpaid | 90.74 |
| Bill | 02/23/2021 | 72750251 | 72750251 | 410.11 · Adult Fiction Standing ... | Unpaid | 20.00 |
| Bill | 02/26/2021 | 73863345 | 73863345 | 410.11 · Adult Fiction Standing ... | Unpaid | 45.74 |
| Total Cengage Learning/Gale | | | | | | 156.48 |
| Central Hudson Gas & Electric Corp | | | | | | |
| Bill | 02/26/2021 | 8661-0120-00-7 | 8661-0120-00-7 | 450 · Fuel/Utilities | Unpaid | 2,695.43 |
| Total Central Hudson Gas & Electric Corp | | | | | | 2,695.43 |
| Cornwall Public Library - Payroll | | | | | | |
| Bill | 02/08/2021 | Payroll End 2-5-21 | Funds Transfer Payroll Ending 2-5-21 Pay-D... | 1012 · OBT Payroll Checking | Paid | 16,440.27 |
| Bill | 02/22/2021 | Payroll End 2-19-21 | Payroll Ending 2.19.21 Pay Date 2.26.21 | 1012 · OBT Payroll Checking | Paid | 16,612.14 |
| Total Cornwall Public Library - Payroll | | | | | | 33,052.41 |
| Cornwall Public Library - Trust & Agency | | | | | | |
| Bill | 02/11/2021 | Payroll End 2-5-21 | Funds Transfer Payroll Ending 2-5-21 Pay-D... | 1003 · Due from Trust & Agency | Paid | 6,146.09 |
| Bill | 02/23/2021 | Payroll End 2-19-21 | Payroll Ending 2.19.21 Pay Date 2.26.21 | 1003 · Due from Trust & Agency | Paid | 6,779.17 |
| Total Cornwall Public Library - Trust & Agency | | | | | | 12,925.26 |
| Demco, Inc. | | | | | | |
| Bill | 02/26/2021 | 6911150 | 6911150 | 430.1 · Library supplies | Unpaid | 238.38 |
| Total Demco, Inc. | | | | | | 238.38 |
| Elizabeth Fisher | | | | | | |

Cornwall Public Library
Warrant # 8
As of February 28, 2021

| Type | Date | Num | Memo | Split | Paid | Amount |
|--|------------|--------------------|---|----------------------------------|--------|----------|
| Bill | 02/26/2021 | mileage | mileage | 435 · Travel/Conference | Unpaid | 17.02 |
| Total Elizabeth Fisher | | | | | | 17.02 |
| Elizabeth K. Fisher | | | | | | |
| Bill | 02/16/2021 | Employee Reimburse | Mileage | 435 · Travel/Conference | Unpaid | 9.06 |
| Total Elizabeth K. Fisher | | | | | | 9.06 |
| hoopla | | | | | | |
| Bill | 02/26/2021 | 500094723 | 500094723 Month Ending Feb-21 | 412.8 · Digital Streaming | Unpaid | 527.17 |
| Total hoopla | | | | | | 527.17 |
| Ingram Library Services | | | | | | |
| Bill | 02/23/2021 | 50857730 | 50857730 | 410.10 · Adult Fiction | Unpaid | 16.24 |
| Bill | 02/26/2021 | 51282746 | 51282746 | -SPLIT- | Unpaid | 43.23 |
| Bill | 02/26/2021 | 50857729 | 50857729 | -SPLIT- | Unpaid | 1,261.51 |
| Bill | 02/26/2021 | 50863310 | 50863310 | -SPLIT- | Unpaid | 84.71 |
| Total Ingram Library Services | | | | | | 1,405.69 |
| Lock Around the Clock | | | | | | |
| Bill | 02/16/2021 | Mar - 21 | Mar -21 Storage Unit Fee | 469 · Service Contracts | Unpaid | 55.00 |
| Total Lock Around the Clock | | | | | | 55.00 |
| Magna5 | | | | | | |
| Bill | 02/26/2021 | 5342970 | 5342970 | 431 · Telephone | Paid | 7.55 |
| Total Magna5 | | | | | | 7.55 |
| Marangi Disposal | | | | | | |
| Bill | 02/16/2021 | 12100391 | 12100391 Trash Removal Service 2-1 to 2/2... | 469 · Service Contracts | Paid | 132.29 |
| Total Marangi Disposal | | | | | | 132.29 |
| Marvel Subscriptions | | | | | | |
| Bill | 02/26/2021 | 42674-920982 | 12 Issues - 6 Month - Amazing Spider Man | 413.6 · Serials | Unpaid | 28.96 |
| Total Marvel Subscriptions | | | | | | 28.96 |
| Maureen Hart | | | | | | |
| Bill | 02/26/2021 | 2-16-21 | Lets Paint Away The February Blues | -SPLIT- | Unpaid | 600.00 |
| Total Maureen Hart | | | | | | 600.00 |
| NET2PHONE | | | | | | |
| Bill | 02/22/2021 | 803580 | 803580 | 431 · Telephone | Paid | 258.61 |
| Total NET2PHONE | | | | | | 258.61 |
| News of the Highlands, Inc | | | | | | |
| Bill | 02/26/2021 | INV 94921 | INV 94921 | 437.2 · Prof fees-Adult programs | Unpaid | 50.00 |
| Total News of the Highlands, Inc | | | | | | 50.00 |
| OverDrive, Inc. | | | | | | |
| Bill | 02/26/2021 | 01052CO21056160 | 01052CO21056160 | 410.12 · Adult E Book | Unpaid | 104.98 |
| Bill | 02/26/2021 | 01052CO21063716 | 01052CO21063716 | 410.12 · Adult E Book | Unpaid | 27.50 |
| Bill | 02/26/2021 | 01052DA21058828 | 01052DA21058828 | 410.12 · Adult E Book | Unpaid | 55.00 |
| Total OverDrive, Inc. | | | | | | 187.48 |
| Paychex, Inc. | | | | | | |
| Bill | 02/01/2021 | 20211012800 | Small Business Package Payroll Processing ... | 437.1 · Prof fees-Office | Paid | 1,068.90 |
| Bill | 02/16/2021 | 1035370 | 36 employees 1035370 | 437.1 · Prof fees-Office | Paid | 90.72 |
| Total Paychex, Inc. | | | | | | 1,159.62 |
| This Old House | | | | | | |
| Bill | 02/16/2021 | 1 year renewal | 1 year renewal - Exp 11/2021 Acct 23850571... | 413.6 · Serials | Unpaid | 10.00 |
| Total This Old House | | | | | | 10.00 |
| Toshiba Financial Services | | | | | | |
| Bill | 02/26/2021 | 436768089 | 434332847 for 2-16-21 to 03-16-21 | 469 · Service Contracts | Paid | 633.80 |
| Total Toshiba Financial Services | | | | | | 633.80 |
| Vanguard Cleaning Systems of the HV | | | | | | |
| Bill | 02/16/2021 | 37615 | February 2021 Monthly Service-37615 | 469 · Service Contracts | Paid | 1,190.00 |

Cornwall Public Library

Warrant # 8

As of February 28, 2021

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Memo</u> | <u>Split</u> | <u>Paid</u> | <u>Amount</u> |
|---|-------------|---------------------|-----------------|--------------------------|-------------|-------------------------|
| Total Vanguard Cleaning Systems of the HV | | | | | | 1,190.00 |
| Verizon | | | | | | |
| Bill | 02/16/2021 | 652-121-949-0001-81 | Feb-21 Services | 431 · Telephone | Paid | 176.99 |
| Total Verizon | | | | | | 176.99 |
| Verizon Wireless | | | | | | |
| Bill | 02/16/2021 | 9872478887 | 9872478887 | 431 · Telephone | Paid | 15.08 |
| Total Verizon Wireless | | | | | | 15.08 |
| W.B. Mason | | | | | | |
| Bill | 02/26/2021 | 217547851 | 2167418894 | 430.2 · Office supplies | Unpaid | 57.30 |
| Bill | 02/26/2021 | 217903014 | 217903014 | 430.1 · Library supplies | Unpaid | 41.37 |
| Total W.B. Mason | | | | | | 98.67 |
| TOTAL | | | | | | <u>59,125.19</u> |

Cornwall Public Library
Profit & Loss by Capital Grant
July 2017 through February 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 | 911.59 | 911.59 |
| 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 | <u>81,450.00</u> | <u>0.00</u> | <u>194,916.48</u> | <u>276,366.48</u> | <u>513,920.75</u> | <u>790,287.23</u> |
| Gross Profit | 81,450.00 | 0.00 | 194,916.48 | 276,366.48 | 513,920.75 | 790,287.23 |
| 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 | <u>0.00</u> | <u>0.00</u> | <u>70.00</u> | <u>70.00</u> | <u>0.00</u> | <u>70.00</u> |
| 430.3 · Program supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 430 · Supplies - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total 430 · Supplies | <u>0.00</u> | <u>0.00</u> | <u>70.00</u> | <u>70.00</u> | <u>0.00</u> | <u>70.00</u> |
| 434 · Publicity & Printing | 0.00 | 0.00 | 74.12 | 74.12 | 0.00 | 74.12 |
| 437 · Professional Fees | | | | | | |
| 437.1 · Prof fees-Office | 3,776.03 | 0.00 | 1,400.00 | 5,176.03 | 0.00 | 5,176.03 |
| 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 | <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 |
| Total Expense | <u>71,893.47</u> | <u>28,332.00</u> | <u>195,413.37</u> | <u>295,638.84</u> | <u>260,048.08</u> | <u>555,686.92</u> |
| | <u>9,556.53</u> | <u>-28,332.00</u> | <u>-496.89</u> | <u>-19,272.36</u> | <u>253,872.67</u> | <u>234,600.31</u> |

| Future Cash Balance (Capital Account) | | | | Open Capital Grants Timeline | |
|---------------------------------------|--------------|-----------------|----------------------|------------------------------|--|
| | | | Balance | | |
| Current Capital Balance | | | \$ 234,242.21 | | Roof Grant (\$200,000) - must be completed by 8/2022 |
| Spend remainder of roof grant | | | \$ 229,655.58 | | Gen/Elec/Light (\$181,000) - must be completed by 6/2021 |
| Reimburse remainder of roof grant | \$ 5,083.52 | \$ (4,586.63) | \$ 234,739.10 | | Site Sign (\$50,000)- must be completed by 9/2021 |
| Spend site sign | | | \$ 213,071.10 | | |
| Reimburse site sign | \$ 50,000.00 | \$ (21,668.00) | \$ 263,071.10 | | |
| Spend electrical grant | | | \$ 153,964.57 | | |
| Reimburse remaining electrical grant | \$ 9,050.00 | \$ (109,106.53) | \$ 163,014.57 | | |
| Future Capital balance | | | \$ 163,014.57 | | |

**Cornwall Public Library
Profit & Loss by Class and Operating Grants**

July 2020 through February 2021

| | 2/28/21 balance= \$2,542.06 | 2/28/21 balance= \$2,609.37 | 2/28/21 balance= \$5,427.59 | 2/28/21 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 | | | | | | | |
| 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 | 1,879.92 | 1,879.92 |
| 2401 · Income from Investments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 248.15 | 248.15 |
| 2706 · Gifts & Endowments | 200.00 | 0.00 | 0.00 | 0.00 | 4,526.83 | 1,650.22 | 6,177.05 |
| 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 | 1,271,047.29 | 1,276,345.68 |
| Gross Profit | 200.00 | 0.00 | 571.56 | 0.00 | 4,526.83 | 1,271,047.29 | 1,276,145.68 |
| Expense | | | | | | | |
| 141 · Salary-Certified Librarian | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 125,069.70 | 125,069.70 |
| 142 · Salary-Clerical | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 286,944.04 | 286,944.04 |
| 143 · Salary-Treasurer | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,461.58 | 3,461.58 |
| 203b · Capital Equipment | 0.00 | 0.00 | 171.56 | 0.00 | 0.00 | 1,448.27 | 1,448.27 |
| 410 · Books | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 35,735.30 | 35,735.30 |
| 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 | 14,102.63 | 14,102.63 |
| 413 · Serials/Reference | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 6,131.95 | 6,331.95 |
| 430 · Supplies | | | | | | | |
| 430.1 · Library supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,011.70 | 2,011.70 |
| 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 | 0.00 | 0.00 | 871.38 | 2,007.56 | 2,878.94 |
| Total 430.2 · Office supplies | 57.99 | 0.00 | 0.00 | 0.00 | 871.38 | 8,535.37 | 9,406.75 |
| 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 | 0.00 | 0.00 | 871.38 | 12,329.35 | 13,200.73 |
| 431 · Telephone | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,407.59 | 5,407.59 |
| 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 | 341.99 | 341.99 |
| 437 · Professional Fees | | | | | | | |
| 437.1 · Prof fees-Office | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13,183.76 | 13,183.76 |
| 437.2 · Prof fees-Adult programs | 0.00 | 0.00 | 0.00 | 250.00 | 2,060.00 | 2,215.00 | 4,525.00 |
| 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 | 2,830.00 | 16,038.09 | 19,118.09 |
| 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 | 779.40 | 779.40 |
| 450 · Fuel/Utilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 18,482.88 | 18,482.88 |
| 451 · Custodial Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 700.38 | 700.38 |
| 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 | 12,491.79 | 12,491.79 |
| 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 | 31,635.77 | 31,635.77 |
| 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 | 35,780.89 | 35,780.89 |
| 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 | 51,520.87 | 51,520.87 |
| Total Expense | 57.99 | 0.00 | 6,636.41 | 250.00 | 4,176.38 | 782,247.45 | 793,310.24 |
| Net Income | 142.01 | 0.00 | -6,064.85 | -250.00 | 350.45 | 488,799.84 | 482,835.44 |

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

| | Budget 67% | YTD Budget | | Full 2020-2021 Budget | | | EOY | EOY |
|--------------------------------------|---------------------|---------------------|--------------------|-----------------------|--------------------|---------------|---------------------|-------------------------|
| | | Jul '20 - Feb 21 | Budget | \$ Under Budget | Full Budget | Under Budget | % of Budget | Projections to consider |
| Income | | | | | | | | |
| 2002 · Local Public Funds | 1,263,805.00 | 1,263,805.00 | 0.00 | 1,263,805.00 | 0.00 | 100.0% | 1,263,805.00 | 0.00 |
| 2005 · Appropriated Fund Balance | 0.00 | 37,777.00 | 37,777.00 | 37,777.00 | 37,777.00 | 0.0% | 0.00 | (37,777.00) |
| 2082 · Library Fines | 1,879.92 | 12,000.00 | 10,120.08 | 18,000.00 | 16,120.08 | 10.44% | 2,819.88 | (15,180.12) |
| 2401 · Income from Investments | 248.15 | 0.00 | -248.15 | 0.00 | -248.15 | 100.0% | 372.23 | 372.23 |
| 2706 · Gifts & Endowments | 6,177.05 | 10,000.00 | 3,822.95 | 15,000.00 | 8,822.95 | 41.18% | 15,000.00 | 0.00 |
| 2760 · Grants | 0.00 | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 0.0% | 0.00 | (2,000.00) |
| 3840 · RCLS | 3,464.00 | 5,000.00 | 1,536.00 | 5,000.00 | 1,536.00 | 69.28% | 3,464.00 | (1,536.00) |
| Total Income | 1,275,574.12 | 1,328,582.00 | 53,007.88 | 1,341,582.00 | 66,007.88 | 95.08% | 1,285,461.11 | (56,120.90) |
| Gross Profit | 1,275,574.12 | 1,328,582.00 | 53,007.88 | 1,341,582.00 | 66,007.88 | 95.08% | 1,285,461.11 | (18,343.90) |
| Expense | | | | | | | | |
| 141 · Salary-Certified Librarian | 125,069.70 | 137,204.32 | 12,134.62 | 198,184.00 | 73,114.30 | 63.11% | 187,604.55 | (10,579.45) |
| 142 · Salary-Clerical | 286,944.04 | 338,033.08 | 51,089.04 | 488,270.00 | 201,325.96 | 58.77% | 430,416.06 | (57,853.94) |
| 143 · Salary-Treasurer | 3,461.58 | 3,333.32 | -128.26 | 5,000.00 | 1,538.42 | 69.23% | 5,192.37 | 192.37 |
| 203b · Capital Equipment | 1,276.71 | 2,800.00 | 1,523.29 | 4,200.00 | 2,923.29 | 30.4% | 1,915.07 | (2,284.94) |
| 410 · Books | 35,735.30 | 46,686.00 | 10,950.70 | 70,029.00 | 34,293.70 | 51.03% | 53,602.95 | (16,426.05) |
| 411 · Film | 557.67 | 658.00 | 100.33 | 658.00 | 100.33 | 84.75% | 557.67 | (100.33) |
| 412 · Video/Music/Books on Tape | 14,102.63 | 23,246.68 | 9,144.05 | 34,870.00 | 20,767.37 | 40.44% | 21,153.95 | (13,716.06) |
| 413 · Serials/Reference | 6,331.95 | 7,666.64 | 1,334.69 | 11,500.00 | 5,168.05 | 55.06% | 9,497.93 | (2,002.08) |
| 430 · Supplies | | | | | | | | |
| 430.1 · Library supplies | 2,011.70 | 4,000.00 | 1,988.30 | 6,000.00 | 3,988.30 | 33.53% | 3,017.55 | (2,982.45) |
| 430.2 · Office supplies | | | | | | | | |
| 430.22 · Covid Expense | 6,527.81 | | -6,527.81 | | -6,527.81 | | 6,527.81 | 6,527.81 |
| 430.2 · Office supplies - Other | 2,878.94 | 7,600.00 | 4,721.06 | 11,400.00 | 8,521.06 | 25.25% | 4,318.41 | (7,081.59) |
| Total 430.2 · Office supplies | 9,406.75 | 7,600.00 | -1,806.75 | 11,400.00 | 1,993.25 | 82.52% | 10,846.22 | (553.78) |
| 430.3 · Program supplies | 1,782.28 | 7,000.04 | 5,217.76 | 10,500.00 | 8,717.72 | 16.97% | 2,673.42 | (7,826.58) |
| Total 430 · Supplies | 13,200.73 | 18,600.04 | 5,399.31 | 27,900.00 | 14,699.27 | 47.31% | 16,537.19 | (11,362.81) |
| 431 · Telephone | 5,407.59 | 6,000.00 | 592.41 | 9,000.00 | 3,592.41 | 60.08% | 8,111.39 | (888.62) |
| 433 · Postage | 739.80 | 2,666.68 | 1,926.88 | 4,000.00 | 3,260.20 | 18.5% | 4,000.00 | - |
| 434 · Publicity & Printing | 1,898.38 | 5,000.00 | 3,101.62 | 7,500.00 | 5,601.62 | 25.31% | 7,500.00 | - |
| 435 · Travel/Conference | 341.99 | 3,666.68 | 3,324.69 | 5,500.00 | 5,158.01 | 6.22% | 512.99 | (4,987.02) |
| 437 · Professional Fees | | | | | | | | |
| 437.1 · Prof fees-Office | 13,183.76 | 16,796.68 | 3,612.92 | 25,195.00 | 12,011.24 | 52.33% | 19,775.64 | (5,419.36) |
| 437.2 · Prof fees-Adult programs | 4,275.00 | 4,666.68 | 391.68 | 7,000.00 | 2,725.00 | 61.07% | 6,412.50 | (587.50) |
| 437.3 · Prof fees-YA programs | 770.00 | 1,333.32 | 563.32 | 2,000.00 | 1,230.00 | 38.5% | 1,155.00 | (845.00) |
| 437.4 · Prof fees-Juvenile | 179.33 | 2,666.68 | 2,487.35 | 4,000.00 | 3,820.67 | 4.48% | 4,000.00 | - |
| 437.5 · Prof fees-SRP | 240.00 | 2,000.00 | 1,760.00 | 3,000.00 | 2,760.00 | 8.0% | 3,000.00 | - |
| 437.6 · Prof fees-Outreach | 220.00 | 666.68 | 446.68 | 1,000.00 | 780.00 | 22.0% | 1,000.00 | - |
| Total 437 · Professional Fees | 18,868.09 | 28,130.04 | 9,261.95 | 42,195.00 | 23,326.91 | 44.72% | 35,343.14 | (6,851.86) |
| 438 · Dues | 900.00 | 1,000.00 | 100.00 | 1,500.00 | 600.00 | 60.0% | 1,500.00 | - |
| 439 · Equipment Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | - |
| 440 · Contracts w/ Books Co. | 779.40 | 1,466.68 | 687.28 | 2,200.00 | 1,420.60 | 35.43% | 1,169.10 | (1,030.90) |
| 450 · Fuel/Utilities | 18,482.88 | 23,574.68 | 5,091.80 | 35,362.00 | 16,879.12 | 52.27% | 35,362.00 | - |
| 451 · Custodial Supplies | 700.38 | 2,000.00 | 1,299.62 | 3,000.00 | 2,299.62 | 23.35% | 1,050.57 | (1,949.43) |
| 452 · Repairs to Building | 7,419.20 | 8,993.32 | 1,574.12 | 13,490.00 | 6,070.80 | 55.0% | 11,128.80 | (2,361.20) |
| 454 · Building Insurance | 12,491.79 | 12,750.00 | 258.21 | 12,750.00 | 258.21 | 97.98% | 12,491.99 | (258.01) |
| 455 · RCLS ANSER & Telecommunicati | 34,958.68 | 46,382.25 | 11,423.57 | 61,843.00 | 26,884.32 | 56.53% | 56,000.00 | (5,843.00) |
| 469 · Service Contracts | 31,635.77 | 31,699.32 | 63.55 | 51,099.00 | 19,463.23 | 61.91% | 47,453.66 | (3,645.35) |
| 490 · Refund of PY Tax Assessment | 7,079.81 | 7,100.00 | 20.19 | 7,100.00 | 20.19 | 99.72% | 7,079.81 | (20.19) |
| 9010.8 · Retirement | 64,924.00 | 65,051.00 | 127.00 | 65,051.00 | 127.00 | 99.81% | 64,924.00 | (127.00) |
| 9030.8 · FICA/Medicare Expense | 35,780.89 | 36,620.32 | 839.43 | 52,896.00 | 17,115.11 | 67.64% | 53,671.34 | 775.33 |
| 9060.8 · Workers' Comp | 5,814.00 | 7,955.00 | 2,141.00 | 7,955.00 | 2,141.00 | 73.09% | 8,721.00 | 766.00 |
| 9090.8 · Health Insurance | 51,520.87 | 79,020.00 | 27,499.13 | 118,530.00 | 67,009.13 | 43.47% | 108,000.00 | (10,530.00) |
| Total Expense | 786,423.83 | 947,304.05 | 160,880.22 | 1,341,582.00 | 555,158.17 | 58.62% | 1,190,497.50 | (151,084.51) |
| | 489,150.29 | 381,277.95 | -107,872.34 | 0.00 | -489,150.29 | 100.0% | (94,963.61) | |

February 2021 Director's Report

COVID is still a concern, however surrounding towns case counts are coming down, and Cornwall has remained steady. Staff is getting ready to open on March 1st, by appointment to most, so that we have a few walk-in openings.

Personnel

- Continued to get WFH logs for those employees that continue some WFH hours
- Have done review interviews with all of my direct reports
- Met with Stephanie to discuss a few personnel matters for while I am out

Budget/Financial

- Began to work on Budget Vote: emailed Orange County Board of Elections
- Started edits for Budget Break-out Flyers, and the post card

Programming

- Great Decisions—I am putting this on hold until I am back.
- Brenda, and all Youth Service staff continue to plan programming at least two months ahead.
- Continuing curb side pickups until it is safe to open to the public in the Broader sense of Open. This means we will have appointments, drop-in and curbside all at the same time.
- We are discussing some outdoor summer programs, and are very hopeful we will be able to do them.

Building and Grounds

- RPC was to come back on Feb 26th due to a few issues with certain lights not working, remotes, and a couple of new switches that are required. This is being rescheduled to a date in early March.
- We passed our fire inspection, now waiting for new Certificate of Occupancy
- Closed due to snow & possible bad weather: 2/1; 2/2; 2/7; 2/9; 2/18; 2/19. Also had a 2-hour delay on 2/16
- Met with Melissa to discuss 2nd part of lighting Grant, looked at area generator is supposed to go.

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

Registered borrowers: 7,766 (8,744); Direct Access/Circulation: 4,878 (5,164)

ILL Borrows: 11,253 (2,744); ILL Loans: 10,917 (2,285); Item Count: 75,271 (75,344);

Wi-Fi: 835* (1,146); Overdrive checkouts: 2,983 (3,028); Overdrive unique users: 546 (565).

*missing 5 days' worth of wifi stats due to a reporting snafu at RCLS

End of Month Report February 2021: Youth Services Department: Cornwall Public Library

Programs/Events

| | | | |
|----------|--------------------------|-----------------|-----|
| 2/4 | Family Fun Challenge | Curbside | 60 |
| 2/9 | Story Time Takeout | Curbside | 12 |
| 2/9 | Story Time Takeout Video | youtube | 117 |
| 2/12 | TUT | ZOOM | 6 |
| 2/15 | PJ Story Time | youtube | 69 |
| 2/17 | Winter book talk | youtube | 11 |
| 2/23 | Toddler Time To-Go | Curbside | 13 |
| 2/23 | Toddler Time To-Go Video | youtube | 24 |
| 2/25 | Art Afternoon | Curbside | 10 |
| 2/26 | Teen Trivia | ZOOM | 6 |
| 1/1-2/28 | Teen Photo Contest | Library Website | 15 |

Meetings

2/5 Summer Planning-Lisa, Rebecca & Liz

2/23 Staff Meeting-Lisa, Rebecca & Liz

From the J Desk

Reference 179, Circulation 19, Telephone 116, Tech 16, and Misc: Tax forms 7,

Damaged /lost materials 6, Vaccine 9, ILL pulls 40

Reflections:

February: the shortest month made shorter by multiple snow days.

Rebecca has been working on videos with the new equipment obtained from the NY Library State Family Literacy Library Services Grant through RCLS. Lisa's Teen Photo Contest was met with such enthusiasm that she is planning a subsequent contest. We are all working on summer reading and the programming in between then and now.

Respectively submitted 3/3/21 ekf

Adult Services Report - February 1-28, 2021 (submitted by Meaghan Doyle, 3/5/21)
(Library closed 2/1, 2/2, 2/7, 2/9, 2/18, and 2/19, delayed 2/16, closed early 2/15 and 2/22 for weather)

REFERENCE

Reference (previous month in parentheses):

Ref. Q's: 140 (201); Tech Assists: 27 (26); Circ/Curbside Assists: 190 (177); Directional 3 (0);
Reader's Advisory: 6 (2); ILL/SEAL: 7 (3); Pull List: 1942 (2148); Printing 21 (30); Phone: 279
(381);

Database Stats (previous month in parentheses):

Novel List Plus: 18 (29); Novel List PlusK-8: 1 (8); EBSCO Other: 0 (28); Gale: 0 (0); Gale
Virtual Ref. Library: 0 (0); Ancestry: 208 (791); New York Times Digital: 66 (92)

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

WIFI Usage: 835* (1146) PC Reservations: 0 (0) Guest Passes: 0 (0)

*note: wifi usage is lower than normal due to an electrical issue at RCLS preventing the proper capture of data. Wifi was in fact available during that time, just not counted.

Notary Service: 31 (28)

HOOPLA (previous month in parentheses):

New signups: 7 (21); Borrowers: 113 (112); Avg. No. Circs: 2.7 (2.7); Maxed Users: NA* (27)

Items borrowed: 308 (299) *Bonus Borrows Month

Curbside Statistics: From June 15, 2020 through Feb. 28, 2021, Cornwall Public Library has served **7,213** recorded curbside appointments. June: 234; July 775; August 768; September 838; October 830, November 785, December 941, January 1,127, **February 915.**

PROGRAMMING REPORT:

Writers Group 2/1 canceled; Members' Choice Book Group 2/3: 8; Writers Group 2/8: 10; Vietnam and US Society 2/11: 32; Virtual Parenting Book Group 2/11: 3; Writer's Group 2/15: 10; Let's Paint the Blues Away 2/16: 29; Mystery Book Group 2/18: 8; Writers Group 2/22: 13; NYS Department of Public Service Winter Consumer Assistance: Stay Warm & Safe 2/23: 16; Covid-19 Vaccine: Everything You Need To Know 2/24: 126; Out & About Book Group 2/24: 6; Book Chat & Chocolate 2/25 : 9; Hudson Valley Ebony Strings Ensemble: 91. Total Attendees: 361

February Meetings:

2/11 Library Board Meeting; 2/12 Manager's Reopening Meeting; 2/18 Senator Skoufis Legislative Day Prep meeting with RCLS; 2/19 Assemblyman Schmitt Legislative Day Prep meeting with RCLS; 2/25 Legislative Advocacy Day meeting with Assemblymember Jacobsen; 2/25 Legislative Advocacy Day meeting with Assemblymember Schmitt; 2/26 Legislative Advocacy Day meeting with Senator Skoufis