

**Cornwall Public Library
Board of Trustees**

April 8, 2021
7 PM Regular Meeting Agenda

- I. Roll**
- II. Approval of the Minutes – March 11, 2021**
- III. Financial Review**
 - a. Approval of Warrant #9
- IV. Public Remarks**
- V. Communications/Donations**
 - a. Notes from Patrons
 - b. 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 Educator Card Policy
 - ii. Vote on Tax Grievance Fund Policy
 - c. Building, Garden and Grounds Committee
 - d. Friends
 - e. Personnel Committee
- VIII. Unfinished Business**
- IX. New Business**
 - a. Vote to Accept Roberta Sherman's Resignation
- X. Adjournment**

Next Regular Board Meeting May 13, 7PM

**Cornwall Public Library Board of Trustees Meeting
March 11, 2021, 7:00 to 9:00 p.m.**

Minutes

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

I. Roll:

Trustees Present: Stephanie Wolf, Carol Stein, Meghann Chyla, Matt Rettig, Matt Soltis, Melissa Greaves-Kulisek and Roberta Sherman
Emily Milton, Treasurer
Meaghan Doyle, Acting Director (Charlotte Dunaief excused)

Trustees Excused: None

Also Present: Library staff member Catherine Incledon (minutes)

- II. Approval of the Minutes:** A motion to approve the minutes from the regular Board meeting of February 11, 2021, as amended, was made by Carol Stein, seconded by Matt Rettig, and was unanimously approved.
- III. Financial Review:** A motion to approve Warrant #8 in the amount of \$59,125.19 was made by Meghann Chyla, seconded by Roberta Sherman, and was unanimously approved.
- IV. Public Remarks:** None.
- V. Communications and Donations:** A generous donation in the amount of \$50 was made by Dr. Barry John Capella through Fidelity Charitable. A motion to accept the donation was made by Melissa Greaves, seconded by Meghann Chyla, and was unanimously approved. The Stramara family sent the library a letter thanking the staff for supplying them with books. St. Luke's Hospital sent the library a note of gratitude for the hearts of appreciation that the library staff, organized by Liz Fisher, had sent to hospital workers, along with photographs of where they hung the hearts. Jillian McGovern wrote to library staff member Ellen Winchell to thank the library staff for circulating library materials safely, along with a special thanks to the youth services staff who have helped with book recommendations for her children. Another parent sent pictures of her children participating in the Art Afternoon program organized by the Youth Services staff, accompanied by photographs of the finished project.
- VI. Director's Report:** The Director's Report was presented by Meaghan Doyle, acting director. See written report. The library has been open for in-person browsing appointments for two weeks as of this meeting. Board members were notified that between April 1, 2021 and April 5, 2021, the library will not have access to RCLS domain emails, as the email software is being migrated from SmarterMail to Microsoft 365. On these dates, the library can be reached via phone call or via email at corpublib@gmail.com. The library has received quotes for the exterior paint project to be paid for with the remaining money from the roofing grant. This will be discussed later in the Buildings, Gardens and Grounds Committee report.
- VII. Committee Reports:**

- **Finance Committee:** The Finance Committee did not meet this month. The committee looked over reports and projections generated for February. Projections calculated by Board treasurer Emily Milton indicate that the library is currently in good financial standing, and will likely end the fiscal year with a surplus.
- **Policy Committee:** The committee presented the Cornwall Public Library Fines Schedule Policy to the Board. A motion to approve the Cornwall Public Library Fines Schedule Policy was made by Matt Rettig, seconded by Melissa Greaves-Kulisek, and was unanimously approved. The committee presented the Educator Card Policy and the Tax Grievance Fund Policy to the Board for review. The Board discussed the Educator Card Policy, and the committee will continue to work on the policy for the next regular Board meeting. After a discussion, the Board agreed to have the Tax Grievance Fund policy reviewed by the library's lawyers before being put up for vote by the Board.
- **Building, Garden, and Grounds:** The library is still waiting to hear from RPC Electric to schedule a date for them to fix the dimmer switches in the lighting that was installed. Daktronics will be contacting the library when the weather improves to set a date for the installation of the site sign. The library has received three quotes for the proposed exterior painting project, which the library would pay for with the money left from the Dasny roofing grant. The library must initially pay for the entire project, and can then be reimbursed for up to \$5,000 by the grant. Patterson Painting, the most local of the three companies, offered the lowest quote at \$8,950. The library has previously used this company for an interior painting project. The Board treasurer, Emily Milton, stated that the library's Capital account could support the financing of the remaining cost of the project. Melissa Greaves-Kulisek made a recommendation to hire Patterson Painting for the project. A motion to approve the hiring of Patterson Painting was made by Roberta Sherman, seconded by Matt Rettig, and was unanimously approved. A motion to approve the spending of the additional \$3,950 to complete the project was made by Matt Rettig, seconded by Meghann Chyla, and was unanimously approved. An engineer who had previously spoken to Director Charlotte Dunaief about the library's HVAC system recommended another company for the library to use. The recommended engineer will be meeting with committee member Melissa Greaves-Kulisek in the upcoming week. The library is currently purchasing multi-gallon water jugs for staff hydration. A maintenance position was worked into the proposed 2021-2022 budget, which should enable the library to cancel some of its service contracts. The committee is also discussing the purchase of a generator with remaining money from the lighting grant.

- **Friends:** The Friends thanked the Board for the Christmas goodie bags they received. The Friends participated in the annual Chamber of Commerce advertisement, which benefited the local food bank. A motion to approve allowing the Friends to use the library's outdoor patio to host weekend book sale events was made by Melissa Greaves-Kulisek, seconded by Roberta Sherman, and was unanimously approved. The Friends will also open the indoor book store during the time periods that a member is volunteering at the library's greeter desk.
- **Personnel Committee:** Library staff members Meaghan Doyle, Pat Rovello, and Brenda Goldfarb will assume additional roles while the library director is out. The committee will work on addressing library policy relating to part-time employee sick leave in order to comply with recent changes to New York State law.

VIII. Unfinished Business: The library began allowing patrons to enter the library in the beginning of March. The reopening to the public will be addressed on the library's social media accounts and in the mid-month newsletter. Patrons are encouraged to make appointments for browsing and computer use, but walk-ins are being accommodated. In discussion, some Board members expressed the desire to make the library more open to public access with fewer restrictions on patron browsing.

IX. New Business: None.

X. Adjournment: A motion to adjourn the regular Board meeting and enter into an Executive Session was made by Carol Stein, seconded by Meghann Chyla, and was unanimously approved. A motion to return to the regular Board meeting from the Executive Session was made by Carol Stein, seconded by Matt Rettig, and was unanimously approved. A motion to adjourn the regular Board meeting was made by Meghann Chyla, seconded by Roberta Sherman, and was unanimously approved. Stephanie Wolf adjourned the meeting at 8:24 pm.

Public Presentation of the Annual Budget April 6, 2021 at 7 p.m.

The next Regular Board Meeting will be held on April 8, 2021 at 7 p.m.

Cornwall Public Library
Warrant # 9
As of March 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Benninger Landscaping LTD						
Bill	03/16/2021	Mar-21	Mar-21 Maintenance	469 · Service Contracts	Paid	800.00
Total Benninger Landscaping LTD						800.00
Blackstone Publishing						
Bill	03/30/2021	1213239	1213239	-SPLIT-	Unpaid	332.63
Bill	03/22/2021	1212122	1212122	-SPLIT-	Unpaid	30.95
Bill	03/30/2021	1214603	1214603	-SPLIT-	Unpaid	403.01
Bill	03/30/2021	1214420	1214420	-SPLIT-	Unpaid	30.94
Total Blackstone Publishing						797.53
Brodart Co. - Juv						
Bill	03/21/2021	B6099405	B6099405	410.4 · Juvenile Fiction	Unpaid	10.49
Bill	03/22/2021	B6110167	B6110167	-SPLIT-	Unpaid	24.29
Bill	03/22/2021	B6110237	B6110237	-SPLIT-	Unpaid	118.70
Bill	03/22/2021	B6109922	B6109922	-SPLIT-	Unpaid	65.14
Bill	03/22/2021	B6110165	B6110165	-SPLIT-	Unpaid	10.49
Bill	03/22/2021	B6109921	B6109921	410.4 · Juvenile Fiction	Unpaid	30.05
Bill	03/22/2021	B6111209	B6111209	410.4 · Juvenile Fiction	Unpaid	6.99
Bill	03/22/2021	B6111298	B6111298	-SPLIT-	Unpaid	15.60
Bill	03/22/2021	B6111327	B6111327	-SPLIT-	Unpaid	15.60
Bill	03/21/2021	B6107594	B6107594	-SPLIT-	Unpaid	33.51
Bill	03/21/2021	B6107471	B6107471	-SPLIT-	Unpaid	104.30
Bill	03/21/2021	B6107474	B6107474	410.4 · Juvenile Fiction	Unpaid	10.26
Bill	03/21/2021	B6107468	B6107468	410.4 · Juvenile Fiction	Unpaid	14.87
Bill	03/21/2021	B6107595	B6107595	410.5 · Juvenile Non Fiction	Unpaid	13.99
Bill	03/21/2021	B6099356	B6099356	-SPLIT-	Unpaid	155.25
Bill	03/21/2021	B6099070	B6099070	410.4 · Juvenile Fiction	Unpaid	6.59
Bill	03/21/2021	B6099443	B6099443	410.4 · Juvenile Fiction	Unpaid	4.94
Bill	03/21/2021	B6098995	B6098995	410.4 · Juvenile Fiction	Unpaid	5.49
Bill	03/21/2021	B6099007	B6099007	410.4 · Juvenile Fiction	Unpaid	9.62
Bill	03/21/2021	B6099324	B6099324	410.5 · Juvenile Non Fiction	Unpaid	15.74
Bill	03/21/2021	B6099051	B6099051	-SPLIT-	Unpaid	17.18
Bill	03/21/2021	B6005632	B6005632	-SPLIT-	Unpaid	9.94
Bill	03/21/2021	B5995005	B5995005	410.4 · Juvenile Fiction	Unpaid	15.74
Bill	03/21/2021	B6082797	B6082797	410.4 · Juvenile Fiction	Unpaid	17.49
Bill	03/21/2021	B6110166	B6110166	410.4 · Juvenile Fiction	Unpaid	5.49
Bill	03/30/2021	B6130959	B6130959	-SPLIT-	Unpaid	20.98
Bill	03/30/2021	B6130997	B6130997	410.5 · Juvenile Non Fiction	Unpaid	15.00
Bill	03/30/2021	B6130859	B6130859	-SPLIT-	Unpaid	293.50
Bill	03/30/2021	B6130942	B6130942	-SPLIT-	Unpaid	56.86
Bill	03/30/2021	B6131182	B6131182	410.4 · Juvenile Fiction	Unpaid	11.36
Bill	03/30/2021	B6131122	B6131122	410.4 · Juvenile Fiction	Unpaid	5.99
Bill	03/30/2021	B6131177	B6131177	410.4 · Juvenile Fiction	Unpaid	23.60
Bill	03/30/2021	B6130898	B6130898	-SPLIT-	Unpaid	16.34
Total Brodart Co. - Juv						1,181.38
Brodart Co. -Supplies						
Bill	03/21/2021	574967	574967	430.1 · Library supplies	Unpaid	130.08
Total Brodart Co. -Supplies						130.08
Brodart Co. (McN)						
Bill	03/21/2021	Inv M185107	Inv Inv M185107-Apr-21	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cash						
Bill	03/30/2021	Replenish Petty Cash	Replenish petty cash 1st Q21	1010 · Petty Cash	Unpaid	19.03
Total Cash						19.03
Cengage Learning/Gale						
Bill	03/30/2021	74031024	74031024	410.11 · Adult Fiction Standing ...	Unpaid	22.74
Bill	03/30/2021	74023457	74023457	410.11 · Adult Fiction Standing ...	Unpaid	137.22
Total Cengage Learning/Gale						159.96
Central Hudson Gas & Electric Corp						
Bill	03/30/2021	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Unpaid	2,295.63
Total Central Hudson Gas & Electric Corp						2,295.63
Cornwall Public Library - Payroll						
Bill	03/08/2021	Payroll End 3-5-21	Payroll Ending 03.05.21 Pay Date 03.12.21	1012 · OBT Payroll Checking	Paid	16,647.17
Bill	03/22/2021	Payroll End 3-19-21	Payroll Ending 3.19.21 Pay Date 3.26.21	1012 · OBT Payroll Checking	Paid	17,535.10

Cornwall Public Library
Warrant # 9
As of March 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Total Cornwall Public Library - Payroll						34,182.27
Cornwall Public Library - Trust & Agency						
Bill	03/11/2021	Payroll End 3-5-21	Payroll Ending 03.05.21 Pay Date 03.12.21	1003 · Due from Trust & Agency	Paid	6,720.10
Bill	03/16/2021	Health Insurance	April 2021 Health Insurance	1003 · Due from Trust & Agency	Paid	4,000.00
Bill	03/25/2021	Payroll End 3-19-21	Payroll Ending 3.19.21 Pay Date 3.26.21	1003 · Due from Trust & Agency	Paid	6,570.10
Total Cornwall Public Library - Trust & Agency						17,290.20
Ingram Library Services						
Bill	03/21/2021	51664894	51664894	-SPLIT-	Unpaid	118.54
Bill	03/31/2021	51920027	51920027	-SPLIT-	Unpaid	48.86
Bill	03/31/2021	519295270	519295270	-SPLIT-	Unpaid	74.16
Total Ingram Library Services						241.56
Jacobowitz & Gubits, LLP						
Bill	03/22/2021	291554	File # 6363-001 -Inv # 291554	437.1 · Prof fees-Office	Unpaid	90.00
Total Jacobowitz & Gubits, LLP						90.00
JNJ Pest Control						
Bill	03/30/2021	Inv 6738	Pest Control Service - March 21	469 · Service Contracts	Unpaid	280.00
Total JNJ Pest Control						280.00
Lock Around the Clock						
Bill	03/21/2021	Apr - 21	Apr - 21 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	03/30/2021	5349275	5349275	431 · Telephone	Unpaid	65.98
Total Magna5						65.98
Marangi Disposal						
Bill	03/16/2021	13100394	13100394 Trash Removal Service 3-1 to 3/3...	469 · Service Contracts	Paid	132.29
Total Marangi Disposal						132.29
NET2PHONE						
Bill	03/16/2021	2303795	803580	431 · Telephone	Paid	85.69
Total NET2PHONE						85.69
Newburgh Free Library						
Bill	03/30/2021	Lost Book Fee	His Only Wife 32847008290310	2082 · Library Fines	Unpaid	25.95
Total Newburgh Free Library						25.95
Orange Bank & Trust Cardmember Services						
Bill	03/30/2021	Stmt. Dated 3-24-21	Stmt. Dated 3-24-21	-SPLIT-	Unpaid	850.96
Total Orange Bank & Trust Cardmember Services						850.96
Paychex, Inc.						
Bill	02/26/2021	2021022500	Small Business Package Payroll Processing ...	437.1 · Prof fees-Office	Paid	185.76
Bill	03/15/2021	1102398	33 employees 1102398	437.1 · Prof fees-Office	Paid	83.16
Bill	03/30/2021	2021040100	Small Business Package Payroll Processing ...	437.1 · Prof fees-Office	Paid	188.64
Total Paychex, Inc.						457.56
Phoenix Graphics, Inc.						
Bill	03/30/2021	Inv 66312	Special Election April 20, 2021, Absentee/EL...	434 · Publicity & Printing	Unpaid	525.00
Total Phoenix Graphics, Inc.						525.00
Toshiba Business Solutions - NY						
Bill	03/30/2021	439124504	439124504	469 · Service Contracts	Unpaid	651.81
Total Toshiba Business Solutions - NY						651.81
United A/C Refrigeration, Inc						
Bill	03/16/2021	427534	427534	469 · Service Contracts	Paid	975.17
Total United A/C Refrigeration, Inc						975.17
Valerie LoSardo						
Bill	03/18/2021	Employee Reimb.	Mileage	435 · Travel/Conference	Unpaid	16.34
Total Valerie LoSardo						16.34
Vanguard Cleaning Systems of the HV						

Cornwall Public Library

Warrant # 9

As of March 31, 2021

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Bill	03/16/2021	37985	March 2021 Monthly Service-37985	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
Verizon						
Bill	03/16/2021	652-121-949-0001-81	Mar-21 Services 652-121-949-0001-81	431 · Telephone	Paid	176.99
Total Verizon						176.99
Verizon Wireless						
Bill	03/16/2021	9874593871	9874593871	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
W.B. Mason						
Bill	03/21/2021	214325888	214325888	430.2 · Office supplies	Unpaid	16.99
Bill	03/30/2021	218797220	218797220	430.2 · Office supplies	Unpaid	80.48
Total W.B. Mason						97.47
TOTAL						<u>63,399.68</u>

Cornwall Public Library
Profit & Loss by Capital Grant
July 2017 through March 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	921.54	921.54
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>513,930.70</u>	<u>790,297.18</u>
Gross Profit	81,450.00	0.00	194,916.48	276,366.48	513,930.70	790,297.18
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>253,882.62</u>	<u>234,610.26</u>

Future Cash Balance (Capital Account)				Open Capital Grants Timeline	
			Balance		
Current Capital Balance			\$ 234,252.16		Roof Grant (\$200,000) - must be completed by 8/2022
Spend remainder of roof grant			\$ 229,665.53		Gen/Elec/Light (\$181,000) - must be completed by 6/2022
Reimburse remainder of roof grant	\$ 5,083.52	\$ (4,586.63)	\$ 234,749.05		Site Sign (\$50,000)- must be completed by 9/2021
Spend site sign			\$ 213,081.05		
Reimburse site sign	\$ 50,000.00	\$ (21,668.00)	\$ 263,081.05		
Spend electrical grant			\$ 153,974.52		
Reimburse remaining electrical grant	\$ 9,050.00	\$ (109,106.53)	\$ 163,024.52		
Future Capital balance			\$ 163,024.52		

Cornwall Public Library
Profit & Loss by Class and Operating Grants

July 2020 through March 2021

	2/28/21 balance= \$2,542.06	3/31/21 balance= \$2,609.37	3/31/21 balance= \$5,427.59	3/31/21 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							
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	2,015.45	2,015.45
2401 · Income from Investments	0.00	0.00	0.00	0.00	0.00	283.21	283.21
2706 · Gifts & Endowments	200.00	0.00	0.00	0.00	5,371.83	1,711.92	7,083.75
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	3,899.00	3,899.00
Total Income	200.00	0.00	571.56	0.00	5,371.83	1,271,714.58	1,277,857.97
Gross Profit	200.00	0.00	571.56	0.00	5,371.83	1,271,714.58	1,277,657.97
Expense							
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	139,927.70	139,927.70
142 · Salary-Clerical	0.00	0.00	0.00	0.00	0.00	316,153.65	316,153.65
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	3,846.20	3,846.20
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	38,388.40	38,388.40
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	14,852.21	14,852.21
413 · Serials/Reference	0.00	0.00	0.00	0.00	200.00	6,152.09	6,352.09
430 · Supplies							
430.1 · Library supplies	0.00	0.00	0.00	0.00	0.00	2,209.63	2,209.63
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	2,286.99	3,158.37
Total 430.2 · Office supplies	57.99	0.00	0.00	0.00	871.38	8,814.80	9,686.18
430.3 · Program supplies	0.00	0.00	0.00	0.00	0.00	2,109.24	2,109.24
Total 430 · Supplies	57.99	0.00	0.00	0.00	871.38	13,133.67	14,005.05
431 · Telephone	0.00	0.00	0.00	0.00	0.00	5,751.33	5,751.33
433 · Postage	0.00	0.00	0.00	0.00	0.00	811.69	811.69
434 · Publicity & Printing	0.00	0.00	0.00	0.00	275.00	2,341.64	2,616.64
435 · Travel/Conference	0.00	0.00	0.00	0.00	0.00	358.33	358.33
437 · Professional Fees							
437.1 · Prof fees-Office	0.00	0.00	0.00	0.00	0.00	13,545.56	13,545.56
437.2 · Prof fees-Adult programs	0.00	0.00	0.00	250.00	2,060.00	2,625.00	4,935.00
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	16,809.89	19,889.89
438 · Dues	0.00	0.00	0.00	0.00	0.00	1,198.00	1,198.00
440 · Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	816.70	816.70
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	20,778.51	20,778.51
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	35,720.04	35,720.04
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	42,400.97	42,400.97
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	58,224.17	58,224.17
Total Expense	57.99	0.00	6,636.41	250.00	4,176.38	852,887.43	863,950.22
Net Income	142.01	0.00	-6,064.85	-250.00	1,195.45	418,827.15	413,707.75

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

	Budget 75%	YTD Budget		Full 2020-2022 Budget			EOY	EOY
		Jul '20 - Mar 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	2,015.45	13,500.00	11,484.55	18,000.00	15,984.55	11.2%	2,687.27	(15,312.73)
2401 · Income from Investments	283.21	0.00	-283.21	0.00	-283.21	100.0%	377.61	377.61
2706 · Gifts & Endowments	7,083.75	11,250.00	4,166.25	15,000.00	7,916.25	47.23%	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	3,899.00	5,000.00	1,101.00	5,000.00	1,101.00	77.98%	3,899.00	(1,101.00)
Total Income	1,277,086.41	1,331,332.00	54,245.59	1,341,582.00	64,495.59	95.19%	1,285,768.88	(55,813.12)
Gross Profit	1,277,086.41	1,331,332.00	54,245.59	1,341,582.00	64,495.59	95.19%	1,285,768.88	(18,036.12)
Expense								w/ fund balance
141 · Salary-Certified Librarian	139,927.70	152,449.24	12,521.54	198,184.00	58,256.30	70.61%	186,570.27	(11,613.73)
142 · Salary-Clerical	316,153.65	375,592.31	59,438.66	488,270.00	172,116.35	64.75%	421,538.20	(66,731.80)
143 · Salary-Treasurer	3,846.20	3,749.99	-96.21	5,000.00	1,153.80	76.92%	5,128.27	128.27
203b · Capital Equipment	1,276.71	3,150.00	1,873.29	4,200.00	2,923.29	30.4%	1,702.28	(2,497.72)
410 · Books	38,388.40	52,521.75	14,133.35	70,029.00	31,640.60	54.82%	51,184.53	(18,844.47)
411 · Film	557.67	658.00	100.33	658.00	100.33	84.75%	557.67	(100.33)
412 · Video/Music/Books on Tape	14,852.21	26,152.51	11,300.30	34,870.00	20,017.79	42.59%	19,802.95	(15,067.05)
413 · Serials/Reference	6,352.09	8,624.98	2,272.89	11,500.00	5,147.91	55.24%	8,469.45	(3,030.55)
430 · Supplies								
430.1 · Library supplies	2,209.63	4,500.00	2,290.37	6,000.00	3,790.37	36.83%	2,946.17	(3,053.83)
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	3,158.37	8,550.00	5,391.63	11,400.00	8,241.63	27.71%	4,211.16	(7,188.84)
Total 430.2 · Office supplies	9,686.18	8,550.00	-1,136.18	11,400.00	1,713.82	84.97%	10,738.97	(661.03)
430.3 · Program supplies	2,109.24	7,875.03	5,765.79	10,500.00	8,390.76	20.09%	11,812.55	1,312.55
Total 430 · Supplies	14,005.05	20,925.03	6,919.98	27,900.00	13,894.95	50.2%	25,497.69	(2,402.31)
431 · Telephone	5,751.33	6,750.00	998.67	9,000.00	3,248.67	63.9%	7,668.44	(1,331.56)
433 · Postage	811.69	3,000.01	2,188.32	4,000.00	3,188.31	20.29%	4,000.00	-
434 · Publicity & Printing	2,616.64	5,625.00	3,008.36	7,500.00	4,883.36	34.89%	7,500.00	-
435 · Travel/Conference	358.33	4,125.01	3,766.68	5,500.00	5,141.67	6.52%	477.77	(5,022.23)
437 · Professional Fees								
437.1 · Prof fees-Office	13,545.56	18,896.26	5,350.70	25,195.00	11,649.44	53.76%	18,060.75	(7,134.25)
437.2 · Prof fees-Adult programs	4,685.00	5,250.01	565.01	7,000.00	2,315.00	66.93%	6,246.67	(753.33)
437.3 · Prof fees-YA programs	770.00	1,499.99	729.99	2,000.00	1,230.00	38.5%	1,026.67	(973.33)
437.4 · Prof fees-Juvenile	179.33	3,000.01	2,820.68	4,000.00	3,820.67	4.48%	4,000.00	-
437.5 · Prof fees-SRP	240.00	2,250.00	2,010.00	3,000.00	2,760.00	8.0%	3,000.00	-
437.6 · Prof fees-Outreach	220.00	750.01	530.01	1,000.00	780.00	22.0%	1,000.00	-
Total 437 · Professional Fees	19,639.89	31,646.28	12,006.39	42,195.00	22,555.11	46.55%	33,334.08	(8,860.92)
438 · Dues	1,198.00	1,125.00	-73.00	1,500.00	302.00	79.87%	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.	816.70	1,650.01	833.31	2,200.00	1,383.30	37.12%	1,088.93	(1,111.07)
450 · Fuel/Utilities	20,778.51	26,521.51	5,743.00	35,362.00	14,583.49	58.76%	35,362.00	-
451 · Custodial Supplies	700.38	2,250.00	1,549.62	3,000.00	2,299.62	23.35%	933.84	(2,066.16)
452 · Repairs to Building	7,419.20	10,117.49	2,698.29	13,490.00	6,070.80	55.0%	9,892.27	(3,597.73)
454 · Building Insurance	12,491.79	12,750.00	258.21	12,750.00	258.21	97.98%	12,491.79	(258.21)
455 · RCLS ANSER & Telecommunica	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	35,720.04	36,549.24	829.20	51,099.00	15,378.96	69.9%	47,626.72	(3,472.28)
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	42,400.97	40,689.24	-1,711.73	52,896.00	10,495.03	80.16%	56,534.63	3,638.63
9060.8 · Workers' Comp	5,814.00	7,955.00	2,141.00	7,955.00	2,141.00	73.09%	7,752.00	(203.00)
9090.8 · Health Insurance	58,224.17	88,897.50	30,673.33	118,530.00	60,305.83	49.12%	108,000.00	(10,530.00)
Total Expense	857,063.81	1,042,008.35	184,944.54	1,341,582.00	484,518.19	63.89%	1,182,617.59	(158,964.42)
	420,022.60	289,323.65	-130,698.95	0.00	-420,022.60	100.0%	(103,151.30)	

March 2021 Director's Report

Reopening

Our community has been overwhelmingly supportive and appreciative of our efforts to provide services safely. The “Restaurant” model has been working well, accommodating both walk-ins and appointment makers. Since allowing the public into the building on March 1, 2021, at least **1,246** people have walked through our doors, and at least **629 were walk-ins**. We made **350 Adult** Browsing appointments, **99 Public Computer** appointments, and **103 families**, including at least **125 kids** made appointments for the Children's section. We have continued to offer Curbside services for patrons who prefer not to come inside, and made **484 curbside deliveries**.

Personnel

- Multiple staff COVID scares, quarantines and at least 1 positive case.
- Many of our staff have at least the first vaccine shot.
- Smartermail to MS 365 Email migration will occur between 4/1 and 4/5. I have helped staff prepare for migration by encouraging training attendance and assigning NicheAcademy tutorials, sending reminders about the dates and necessary saving and deleting of emails, and the exporting of contacts to be independently transferred to new system by individuals.
- Coordinated with staff to have content prepared for the site sign display upon completion of installation.
- Coordinated with Brenda Goldfarb and Valerie LoSardo regarding modifications to Paychex Timekeeping software to facilitate year end reports of “Work from Home” time.

Budget/Financial

- Budget Vote preparations are well underway:
 - Postcards were printed, delivered to Access Supports for Living and will be mailed out by April 8, 2021.
 - Ballots were printed and received; election equipment and workers are lined up.
 - Corresponded with Orange County Board of Elections to receive the list of Permanent Absentee Voters and Voter Registration List.
 - Absentee ballots are being prepared for mailing to Permanent Absentee Voters, and residents that have requested them.
 - Voting Reminder Lawn signs were picked up by Leifsigns to be re-dated.
 - Sent reminder to Trustee Candidates for Bios and photos to post on website.

Programming

- Staff continues to plan programming at least two months ahead.
- Outdoor summer programs are being considered.
- The final 2020 Arts Mid-Hudson Grant funded program is being planned for May: local author Julia Dahl will do a program for us, and the Mystery Book Group will be reading her book Conviction.
- 2021 Timothy Mumford Poetry Contest deadline was extended to April 2, 2021, and the Awards Ceremony and Poetry reading will occur on Sun. April 25 via Zoom.

Building and Grounds

- Lighting project: The lights were not wired properly due to a manufacturer defect. The manufacturer is paying to have the lights re-wired correctly. They are sending their own electrician to do this work, after RPC has been cleared from their piece of the project.
 - RPC must still come back to finish a separate piece of the project, expected to happen the week of April 5.
- Spoke with T. Patterson to pre-schedule the exterior painting. He will be in touch as weather becomes more practical for outdoor painting.
- Met with Melissa, Matt R. and an Engineer to discuss HVAC issues.
- Site Sign: Was contacted by Daktronics about scheduling the Site Sign installation, first week in April.
- Representative from Superior Office Systems is still trying to get our fax lines ported over to Net2Phone

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

Registered borrowers: 7,759 (7,766); Direct Access/Circulation: 7,396 (4,878)

ILL Borrows: 2,998 (11,253); ILL Loans: 2,421 (10,917); Item Count: 75,591 (75,271);

Wi-Fi: 1,649 (835*); Overdrive checkouts: 2,960 (2,983); Overdrive unique users: 569 (546).

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

End of Month Report March 2021

Youth Services Department

Cornwall Public Library

Programs/Events

3/4	Family Fun Challenge	Curbside	60
3/9	Story Time Takeout	Curbside	13
3/9	Story Time Takeout Video	youtube	13
3/12	TUT	ZOOM	6
3/15	PJ Story Time	youtube	25
3/23	Toddler Time To-Go	Curbside	15
3/23	Toddler Time To-Go Video	youtube	10
3/25	Art Afternoon	Curbside	20
1 Library Letter sent			

Youth Services staff provided 50.5 hours at the greeters desk for March.

Meetings/Webinars

- 3/2 Virtual & In-Person Programing for Infants,-Rebecca
- 3/5 Summer Reading Program planning-Lisa, Rebecca & Liz
- 3/9 School Library Journal Middle Grade Event,-Lisa & Liz
- 3/16 Staff Meeting-Lisa, Rebecca, & Liz

3/18 Coping with Stressful Work Situations-Lisa & Liz (attempted to attend,were bumped off)
3/19 Coping with Stressful Work Situations-Rebecca

All 3 Youth Services Staff members attended 365 Microsoft Trainings for the RCLS email migration from Smartermail

From the J Desk

Reference 312, Circulation 35, Telephone 213, Tech 22, and Misc: 36 most questions re. vaccines & stimulus checks.

Reflections:

This time last year I was scrawling a large bear on the sidewalk in chalk outside of the library to get the public interested in “going on a Bear Hunt” and starting up Library Letters. At that point of time masks were becoming “a thing”.

As of March 1 it has been wonderful to see faces again (okay, eyes peeping out over masks) and line up good reads with kids who will devour them. It’s great to witness the enthusiasm of “Mom, they have the new *Dogman!*” and meet in person the five-year-old that requested everything we own on doctors and plagues and blood and guts for curbside pick-up.

More people have been able to get appointments for vaccinations as the age requirements lower. I’ve helped many people this past week who needed materials for traveling. Traveling? Really? Maybe it’s the promise of spring combined with a school break, but I think patience, strength and vigilance are needed to defeat this. Travel only if you must and remember the mask you wear shows you care for yourself as well as the people around you. **Respect Life. Mask On!** respectively submitted 4/1/21 ekf

Adult Services Report - March 1-31, 2021 (submitted by Meaghan Doyle, 4/5/21)

REFERENCE

Reference (previous month in parentheses):

Ref. Q’s: 160 (140); Tech Assists: 71 (27); Circ/Curbside Assists: 155 (190); Directional 4 (3); Reader’s Advisory: 9 (6); ILL/SEAL: 5 (7); Pull List: 2076 (1942); Printing 35 (21); Phone: 319 (279);

Database Stats (previous month in parentheses):

Novel List Plus: 30 (18); Novel List PlusK-8: 2 (1); EBSCO Other: 3 (0); Gale: 0 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 299 (208); New York Times Digital: 65 (66)

PC Usage: Adults: 116 (0) Childrens: 0 (0) Laptop: 0 (0)

WIFI Usage: 1649 (835*) PC Reservations: 3 (0) Guest Passes: 11 (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: 18 (31)

HOOPLA (previous month in parentheses):

New signups: 14 (7); Borrowers: 106 (113); Avg. No. Circs: 2.6 (2.7); Maxed Users: 22 (NA*)
Items borrowed: 276 (308) *Bonus Borrows Month

Curbside Statistics: From June 15, 2020 through March 31, 2021, Cornwall Public Library has served **7,697** recorded curbside appointments. June: 234; July 775; August 768; September 838; October 830, November 785, December 941, January 1,127, February 915, **March 484.**

PROGRAMMING REPORT:

Writer's Group 3/1: 10; Members' Choice Book Group 3/3: 14; No Bones About It: Treating Osteoporosis 3/4: 88; Writer's Group 3/8: 12; Jumpstart Your Career Search – With Google Workshop 3/9: 11; Writer's Group 3/15: 7; Mystery Book Group 3/18: 9; E'lissa Jones Live in Concert: From Folk to Rock 3/21: 54; Writers Group 3/22: 8; When Cornwall Eyes Are Smiling Traditional Irish Music Concert 3/23: 73; Out & About Book Group 3/24: 5; Book Chat & Chocolate 3/25 : 8; Writer's Group 3/29: 10. Total Attendees: 309

February Meetings:

3/3 Orange County Reference and Programming Staff Coping with Stress at Work; 3/10 Directors' Association Meeting; 3/11 Library Board Meeting; 3/16 Staff Meeting; 3/22 ANSER Committee Meeting

April 2021 Policy Report

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

Policies Currently in Review by Committee	For Board REVIEW	For Board VOTE April meeting
ONGOING: Cornwall Public Library Strategic Plan 2017-2022: FINALStrategicPlan2017-06.20.17 (1) (Sept 2020 folder)		Tax Grievance Fund Policy.docx
		Educator Card_1_2021.docx

Respectfully submitted, Meghann Chyla