

**Cornwall Public Library**  
**Board of Trustees**  
May 13, 2021  
7 PM Regular Meeting Agenda

**I.Roll**

**II.Approval of the Minutes – April 8, 2021**

**III.Financial Review**

- a. Approval of Warrant #10

**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**

- 1. Finance Committee
- 2. Policy Committee
- 3. Building, Garden and Ground Committee
- 4. Friends
- 5. Personnel Committee
  - a) Executive Session: individual personnel salaries

**VIII. Unfinished Business**

**IX.New Business**

- a. Lynn Daniels Oath of Office

**X.Adjournment**

**Next Regular Board Meeting June 10, 7PM**

**Cornwall Public Library Board of Trustees Meeting  
April 8, 2021, 7:00 to 9:00 p.m.**

**Minutes**

Meeting was called to order by Stephanie Wolf at 7:02 pm.

**I. Roll:**

**Trustees Present:** Stephanie Wolf, Carol Stein, Meghann Chyla, Matt Rettig, Matt Soltis, and Melissa Greaves-Kulisek.

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 March 11, 2021, as amended, was made by Melissa Greaves-Kulisek, seconded by Carol Stein, and was unanimously approved.

**III. Financial Review:** A motion to approve Warrant #9 in the amount of \$63,399.68 was made by Meghann Chyla, seconded by Matt Rettig, and was unanimously approved.

**IV. Public Remarks:** None.

**V. Communications and Donations:** A generous donation of \$50 was made by Fidelity Charitable Trust on behalf of Dr. Barry John Cappella. A motion to accept the donation was made by Carol Stein, seconded by Meghann Chyla, and was unanimously approved.

**VI. Director's Report:** Acting director Meaghan Doyle delivered the report. See written report. Meaghan Doyle discussed problems both staff and patrons have been experiencing with the library's website due to its age. Meaghan Doyle will follow up with library staff members who work with the website, as well as the library's website vendor, to see what needs to be done. The library will likely need to build a new website. The community room is being prepared for the upcoming budget vote, and the library staff are working on protocols for in-person programs in the future.

**VII. Committee Reports:**

- **Finance Committee:** The committee reviewed the financial reports, which show that the library will likely end the fiscal year with a surplus. The committee is monitoring monthly reports, as well as the balances in different library accounts,

and will make a recommendation at the end of the fiscal year on transfers between the library's accounts.

- **Policy Committee:** The committee presented the Educator Card Policy and the Tax Certiorari Policy to the Board for approval. A motion to approve the Educator Card Policy as amended was made by Melissa Greaves-Kulisek, seconded by Carol Stein, and was unanimously approved. A motion to approve the Tax Certiorari Policy was made by Matt Rettig, seconded by Carol Stein, and was unanimously approved.
- **Building, Garden, and Grounds:** The library is still awaiting the conclusion of the interior lighting project. The installment of the site sign has begun. The committee will put into writing that Daktronics, the company in charge of installing the site sign, did not procure a dump truck for the installation, which they agreed to provide in their contract. The library is on Patterson Painting's tentative schedule for the month of May for the exterior painting project. The committee is waiting to hear back from an engineer with an analysis of the library's HVAC system. The engineer will also provide answers to the committee's questions about installing a generator, which would be paid for with the remaining money from the lighting grant. The committee asked the Board to keep several possible upcoming projects in mind, including staff hydration, creating an additional garden space for outdoor programming, the Frank Rovello Bench Memorial, and the possibility of installing solar panels.
- **Friends:** The Friends will be holding their first outdoor book sale of the season this Saturday, April 10th. The Friends received a generous donation of Presidential Library books.
- **Personnel Committee:** The committee did not meet this month.

**VIII. Unfinished Business:** None.

**IX. New Business:** Carol Stein made a recommendation to move \$25,000 from the library's Investment Account into its Good Idea Fund. A motion to approve the movement of \$25,000 from the Investment Account into the Good Idea Fund was made by Melissa Greaves-Kulisek, seconded by Meghann Chyla, and was unanimously approved. A motion to accept the resignation of Roberta Sherman was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved.

**X. Adjournment:** A motion to adjourn the regular Board meeting was made by Carol Stein, seconded by Melissa Greaves-Kulisek, and was unanimously approved. Stephanie Wolf adjourned the meeting at 8:36 pm.

**The Library Budget Vote and Trustee Election will be held on Tuesday, April 20th, from 9 a.m. to 9 p.m.**

**The next Regular Board Meeting will be held on May 13, 2021 at 7 p.m.**

**Cornwall Public Library**  
**Warrant # 10**  
As of April 30, 2021

Type	Date	Num	Memo	Split	Paid	Amount
<b>Access Supports for Living</b>						
Bill	04/20/2021	0062096-IN	10,437 Voting Ballots and Postage 0062096...	-SPLIT-	Unpaid	1,391.18
Total Access Supports for Living						1,391.18
<b>Albert Wisner Public Library</b>						
Bill	04/26/2021	Lost book fee	Item barcode32844001399537 Flat Stanley's...	2082 · Library Fines	Unpaid	5.00
Total Albert Wisner Public Library						5.00
<b>Annika Taylor</b>						
Bill	04/15/2021	Payroll	Reimb.of Payroll 4.2.21 Net Payroll due to ...	435 · Travel/Conference	Paid	69.26
Total Annika Taylor						69.26
<b>Benninger Landscaping LTD</b>						
Bill	04/09/2021	Apr-21	Apr-21 Maintenance	469 · Service Contracts	Paid	900.00
Total Benninger Landscaping LTD						900.00
<b>Blackstone Publishing</b>						
Bill	04/20/2021	1218266	1218266	-SPLIT-	Unpaid	451.55
Bill	04/26/2021	1219450	1219450	-SPLIT-	Unpaid	112.83
Bill	04/26/2021	1218838	1218838	-SPLIT-	Unpaid	139.77
Bill	04/26/2021	1220085	1220085	-SPLIT-	Unpaid	34.94
Total Blackstone Publishing						739.09
<b>Brodart Co. - Juv</b>						
Bill	04/30/2021	B6132728	B6132728	410.5 · Juvenile Non Fiction	Unpaid	14.87
Bill	04/20/2021	B6132707	B6132707	-SPLIT-	Unpaid	313.99
Bill	04/20/2021	B6132701	B6132701	-SPLIT-	Unpaid	117.63
Bill	04/20/2021	B6132674	B6132674	-SPLIT-	Unpaid	75.24
Bill	04/20/2021	B6132731	B6132731	410.4 · Juvenile Fiction	Unpaid	7.87
Bill	04/20/2021	B6145256	B6145256	410.5 · Juvenile Non Fiction	Unpaid	13.08
Bill	04/20/2021	B6145197	B6145197	-SPLIT-	Unpaid	52.96
Bill	04/20/2021	B6145076	B6145076	-SPLIT-	Unpaid	16.35
Bill	04/20/2021	B6145230	B6145230	-SPLIT-	Unpaid	9.94
Bill	04/20/2021	B6144828	B6144828	410.5 · Juvenile Non Fiction	Unpaid	14.28
Bill	04/20/2021	B61455187	B61455187	410.5 · Juvenile Non Fiction	Unpaid	4.39
Bill	04/20/2021	B6135900	B6135900	-SPLIT-	Unpaid	12.12
Bill	04/20/2021	B6135901	B6135901	-SPLIT-	Unpaid	18.73
Bill	04/20/2021	B6135906	B6135906	410.4 · Juvenile Fiction	Unpaid	65.40
Bill	04/20/2021	B6132733	B6132733	410.5 · Juvenile Non Fiction	Unpaid	15.75
Bill	04/20/2021	B6156336	B6156336	410.4 · Juvenile Fiction	Unpaid	13.96
Bill	04/20/2021	B6156335	B6156335	410.4 · Juvenile Fiction	Unpaid	32.31
Bill	04/20/2021	B6156047	B6156047	-SPLIT-	Unpaid	123.92
Bill	04/20/2021	B6156334	B6156334	410.4 · Juvenile Fiction	Unpaid	23.66
Bill	04/20/2021	B6155974	B6155974	-SPLIT-	Unpaid	80.55
Bill	04/20/2021	B6156330	B6156330	-SPLIT-	Unpaid	62.33
Bill	04/20/2021	B6156217	B6156217	-SPLIT-	Unpaid	9.94
Bill	04/20/2021	B6152437	B6152437	410.4 · Juvenile Fiction	Unpaid	13.12
Bill	04/20/2021	B6152362	B6152362	-SPLIT-	Unpaid	20.98
Bill	04/20/2021	B6152354	B6152354	-SPLIT-	Unpaid	14.34
Bill	04/20/2021	B6152353	B6152353	-SPLIT-	Unpaid	10.49
Bill	04/30/2021	B6130998	B6130998	410.5 · Juvenile Non Fiction	Unpaid	11.02
Total Brodart Co. - Juv						1,169.22
<b>Brodart Co. (McN)</b>						
Bill	04/09/2021	Inv M185871	Inv Inv M185107-Apr-21	410.9 · McNaughton	Paid	610.75
Total Brodart Co. (McN)						610.75
<b>Carol O'Keefe</b>						
Bill	04/19/2021	2021 Vote Worker	2021 Vote Worker	437.1 · Prof fees-Office	Paid	156.25
Total Carol O'Keefe						156.25
<b>Cengage Learning/Gale</b>						
Bill	04/20/2021	74172316	74172316	410.11 · Adult Fiction Standing ...	Unpaid	22.74
Bill	04/30/2021	74198071	74198071	410.11 · Adult Fiction Standing ...	Unpaid	17.25
Bill	04/30/2021	74194166	74194166	410.11 · Adult Fiction Standing ...	Unpaid	104.23
Total Cengage Learning/Gale						144.22
<b>Central Hudson Gas &amp; Electric Corp</b>						
Bill	04/26/2021	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Unpaid	1,961.05
Total Central Hudson Gas & Electric Corp						1,961.05
<b>Cornwall Public Library - Payroll</b>						

**Cornwall Public Library**  
**Warrant # 10**  
**As of April 30, 2021**

Type	Date	Num	Memo	Split	Paid	Amount
Bill	04/05/2021	Payroll End 4-2-21	Payroll Ending 4-2-21 Pay Date 4-9-21	1012 · OBT Payroll Checking	Paid	16,816.00
Bill	04/19/2021	Payroll End 4-16-21	Payroll 4-16.21 Pay Date 4-23-21	1012 · OBT Payroll Checking	Paid	17,186.25
Total Cornwall Public Library - Payroll						34,002.25
<b>Cornwall Public Library - Trust &amp; Agency</b>						
Bill	04/05/2021	Payroll End 4-2-21	Payroll Ending 4-2-21 Pay Date 4-9-21	1003 · Due from Trust & Agency	Paid	6,295.24
Bill	04/09/2021	Health Insurance	May 2021 Health Insurance	1003 · Due from Trust & Agency	Paid	5,000.00
Bill	04/19/2021	Payroll End 4-16-21	Payroll 4-16.21 Pay Date 4-23-21	1003 · Due from Trust & Agency	Paid	6,622.97
Total Cornwall Public Library - Trust & Agency						17,918.21
<b>Elizabeth Fisher</b>						
Bill	04/20/2021	mileage	84.4 mileage	435 · Travel/Conference	Unpaid	47.27
Total Elizabeth Fisher						47.27
<b>Elsa Cameron</b>						
Bill	04/19/2021	2021 Vote	4-20-21 Voter Machine Inspector	437.1 · Prof fees-Office	Paid	156.25
Total Elsa Cameron						156.25
<b>Good Housekeeping</b>						
Bill	04/30/2021	1 year renewal	1 year renewal Exp 8/2022 Acct 0875252595	413.6 · Serials	Unpaid	24.97
Total Good Housekeeping						24.97
<b>Graybar Electric Company Inc.</b>						
Bill	04/09/2021	9320590372	9320590372- DASNY 7919	800 · Capital Expenditure	Paid	642.26
Bill	04/09/2021	9320435114	9320435114- DASNY 7919	800 · Capital Expenditure	Paid	990.00
Total Graybar Electric Company Inc.						1,632.26
<b>hoopla</b>						
Bill	04/09/2021	500252090	500252090 Month Ending Mar-21	412.8 · Digital Streaming	Paid	522.70
Bill	04/30/2021	500380078	500380078 Month Ending Apr-21	412.8 · Digital Streaming	Unpaid	572.62
Total hoopla						1,095.32
<b>Ingram Library Services</b>						
Bill	04/20/2021	52119253	52119253	-SPLIT-	Unpaid	33.05
Bill	04/30/2021	52071967	52071967	-SPLIT-	Unpaid	33.04
Bill	04/30/2021	52027514	52071967	-SPLIT-	Unpaid	535.49
Bill	04/30/2021	52168542	52168542	-SPLIT-	Unpaid	16.25
Bill	04/30/2021	52150910	52150910	-SPLIT-	Unpaid	90.31
Bill	04/30/2021	52027515	52027515	-SPLIT-	Unpaid	29.73
Total Ingram Library Services						737.87
<b>Jacobowitz &amp; Gubits, LLP</b>						
Bill	04/20/2021	292195	File # 6363-001	437.1 · Prof fees-Office	Unpaid	298.21
Total Jacobowitz & Gubits, LLP						298.21
<b>Lauren Anderson</b>						
Bill	04/19/2021	2021 Vote Worker	2021 Vote Worker	437.1 · Prof fees-Office	Paid	156.25
Total Lauren Anderson						156.25
<b>Leifsigns, LLC</b>						
Bill	04/15/2021	21230	21230 Changed Dates on 8 Signs for Vote	434 · Publicity & Printing	Unpaid	80.00
Total Leifsigns, LLC						80.00
<b>Lock Around the Clock</b>						
Bill	04/20/2021	May - 21	May - 21 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
<b>Magna5</b>						
Bill	04/26/2021	5359081	5359081	431 · Telephone	Paid	65.98
Total Magna5						65.98
<b>Marangi Disposal</b>						
Bill	04/09/2021	1410186	14101186 Trash Removal Service 4-1 to 4/3...	469 · Service Contracts	Paid	134.27
Total Marangi Disposal						134.27
<b>Martha Diederich</b>						
Bill	04/19/2021	2021 Vote worker	4/20/21 Vote Worker	437.1 · Prof fees-Office	Paid	156.25
Total Martha Diederich						156.25

**Cornwall Public Library**  
**Warrant # 10**  
As of April 30, 2021

Type	Date	Num	Memo	Split	Paid	Amount
<b>NET2PHONE</b>						
Bill	04/19/2021	2331274	2331274	431 · Telephone	Paid	253.36
Total NET2PHONE						253.36
<b>News of the Highlands, Inc</b>						
Bill	04/19/2021	Acct C005010	Acct C005010 - 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>						
Bill	04/20/2021	Stmt. Dated 4-23-21	Stmt. Dated 4-23-21	-SPLIT-	Paid	667.33
Total Orange Bank & Trust Cardmember Services						667.33
<b>Orange County Board of Elections</b>						
Bill	04/20/2021	Ballot Machine Fees	Ballot Machine Fees	434 · Publicity & Printing	Unpaid	350.00
Total Orange County Board of Elections						350.00
<b>OverDrive, Inc.</b>						
Bill	04/15/2021	01052CO21085314	01052CO21085314	410.12 · Adult E Book	Unpaid	1,357.95
Bill	04/15/2021	01052CO21131400	01052CO21131400	412.32 · E-Audiobooks -- Adult	Unpaid	157.00
Bill	04/15/2021	01052CO21085318	01052CO21085318	412.32 · E-Audiobooks -- Adult	Unpaid	629.39
Bill	04/15/2021	01052CO21136432	01052CO21136432	412.32 · E-Audiobooks -- Adult	Unpaid	49.99
Bill	04/15/2021	01052CO21095013	01052CO21095013	412.32 · E-Audiobooks -- Adult	Unpaid	92.00
Bill	04/15/2021	01052CO21095011	01052CO21095011	410.12 · Adult E Book	Unpaid	55.00
Bill	04/30/2021	01052CO21209656	01052CO21209656	412.32 · E-Audiobooks -- Adult	Unpaid	44.99
Bill	04/30/2021	01052CO21186139	01052CO21186139	410.12 · Adult E Book	Unpaid	143.84
Bill	04/30/2021	01052DA21213872	01052DA21213872	-SPLIT-	Unpaid	282.98
Total OverDrive, Inc.						2,813.14
<b>P &amp; P Quick Copy Center</b>						
Bill	04/19/2021	206171	3X6 Fun Color Banner	434 · Publicity & Printing	Unpaid	99.00
Total P & P Quick Copy Center						99.00
<b>Patricia Parker</b>						
Bill	04/15/2021	Apr/May Program	Apr/May Program	437.4 · Prof fees-Juvenile	Unpaid	140.00
Total Patricia Parker						140.00
<b>Paychex, Inc.</b>						
Bill	04/09/2021	1233133	34 Employees 1233133	437.1 · Prof fees-Office	Paid	85.68
Bill	04/20/2021	2021042900	Small Business Package Payroll Processing ...	437.1 · Prof fees-Office	Paid	201.76
Total Paychex, Inc.						287.44
<b>Ray Torraca</b>						
Bill	04/19/2021	2021 Vote worker	4/20/21 Field Technician	437.1 · Prof fees-Office	Paid	225.00
Total Ray Torraca						225.00
<b>RCLS</b>						
Bill	04/15/2021	29496	2nd. QTR - 21 Consumer Rpt	413.3 · Reference-Adult electroni	Unpaid	236.47
Bill	04/20/2021	29592	2nd Qtr 2021 Anser Fees and Telecom Cha...	-SPLIT-	Unpaid	14,071.53
Bill	04/20/2021	29544	2nd Quarter 2021 Invoice 29544	410.13 · e-Content Consortia	Unpaid	1,684.49
Bill	04/30/2021	Inv 28653	NYLA Membership 4/2021-3/2022	438 · Dues	Unpaid	510.00
Total RCLS						16,502.49
<b>Sharon Torraca</b>						
Bill	04/19/2021	2021 Vote Worker	2021 Vote Worker	437.1 · Prof fees-Office	Paid	156.25
Total Sharon Torraca						156.25
<b>Toshiba Business Solutions - NY</b>						
Bill	04/20/2021	44155026	44155026	469 · Service Contracts	Paid	651.81
Total Toshiba Business Solutions - NY						651.81
<b>United A/C Refrigeration, Inc</b>						
Bill	04/19/2021	427919	427919	469 · Service Contracts	Paid	975.17
Bill	04/26/2021	427942	427942	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc						1,950.34
<b>Vanguard Cleaning Systems of the HV</b>						
Bill	04/09/2021	38360	April 2021 Monthly Service-38360	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00

**Cornwall Public Library**  
**Warrant # 10**  
As of April 30, 2021

Type	Date	Num	Memo	Split	Paid	Amount
<b>Verizon</b>						
Bill	04/15/2021	652-121-949-0001-81	Apr-21 Services 652-121-949-0001-81	431 · Telephone	Paid	176.99
Total Verizon						176.99
<b>Verizon Wireless</b>						
Bill	04/09/2021	9876747501	9876747501	431 · Telephone	Paid	15.27
Total Verizon Wireless						15.27
<b>Village of Cornwall-on-Hudson</b>						
Bill	04/20/2021	Acct 007472-000	Water Service 1-26-21 To 3/23/21	450 · Fuel/Utilities	Unpaid	40.00
Total Village of Cornwall-on-Hudson						40.00
<b>W.B. Mason</b>						
Bill	04/20/2021	218219944	218219944	430.2 · Office supplies	Unpaid	74.98
Total W.B. Mason						74.98
<b>TOTAL</b>						<b><u>89,339.78</u></b>



**Cornwall Public Library  
Profit & Loss by Capital Grant  
July 2017 through April 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	931.14	931.14
2760 · Grants	81,450.00	0.00	194,916.48	276,366.48	0.00	276,366.48
<b>Total Income</b>	<u>81,450.00</u>	<u>0.00</u>	<u>194,916.48</u>	<u>276,366.48</u>	<u>513,940.30</u>	<u>790,306.78</u>
<b>Gross Profit</b>	81,450.00	0.00	194,916.48	276,366.48	513,940.30	790,306.78
<b>Expense</b>						
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
<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>
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
<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	69,749.70	28,332.00	193,154.75	291,236.45	247,136.81	538,373.26
<b>Total Expense</b>	<u>73,525.73</u>	<u>28,332.00</u>	<u>195,413.37</u>	<u>297,271.10</u>	<u>260,048.08</u>	<u>557,319.18</u>
	<u><b>7,924.27</b></u>	<u><b>-28,332.00</b></u>	<u><b>-496.89</b></u>	<u><b>-20,904.62</b></u>	<u><b>253,892.22</b></u>	<u><b>232,987.60</b></u>

Future Cash Balance (Capital Account)			Balance		Open Capital Grants Timeline	
Current Capital Balance			\$	232,629.50	Roof Grant (\$200,000) - must be completed by 8/2022	
Spend remainder of roof grant		\$ (4,586.63)	\$	228,042.87	Gen/Elec/Light (\$181,000) - must be completed by 6/2022	
Reimburse remainder of roof grant	\$ 5,083.52		\$	233,126.39	Site Sign (\$50,000)- must be completed by 9/2021	
Spend site sign		\$ (21,668.00)	\$	211,458.39		
Reimburse site sign	\$ 50,000.00		\$	261,458.39		
Spend electrical grant		\$ (107,474.27)	\$	153,984.12		
Reimburse remaining electrical grant	\$ 9,050.00		\$	163,034.12		
<b>Future Capital balance</b>			\$	<b>163,034.12</b>		

**Cornwall Public Library**  
**Profit & Loss by Operating Class**  
July 2020 through April 2021

	4/30/21 balance= \$27,542.06	4/30/21 balance= \$2,609.37	4/30/21 balance= \$5,427.59	4/30/21 balance= \$250			
	<u>Good Idea Fund</u>	<u>Schmitt Children Tech Grant (\$13,000)</u>	<u>Skoufis Adult Tech Grant (\$15,571)</u>	<u>Arts Mid-Hudson Regrant (Oper)</u>	<u>Friends (Operating)</u>	<u>Operating - Other (Operating)</u>	<u>Total Operating</u>
<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	2,513.14	2,513.14
2401 · Income from Investments	0.00	0.00	0.00	0.00	0.00	314.37	314.37
2706 · Gifts & Endowments	200.00	0.00	0.00	0.00	5,371.83	1,809.22	7,181.05
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	4,861.20	4,861.20
<b>Total Income</b>	<u>200.00</u>	<u>0.00</u>	<u>571.56</u>	<u>0.00</u>	<u>5,371.83</u>	<u>1,273,302.93</u>	<u>1,279,246.32</u>
<b>Gross Profit</b>	200.00	0.00	571.56	0.00	5,371.83	1,273,302.93	1,279,246.32
<b>Expense</b>							
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	155,700.08	155,700.08
142 · Salary-Clerical	0.00	0.00	0.00	0.00	0.00	344,917.70	344,917.70
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	4,230.82	4,230.82
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	45,018.79	45,018.79
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	17,695.99	17,695.99
413 · Serials/Reference	0.00	0.00	0.00	0.00	200.00	6,453.53	6,653.53
430 · Supplies							
430.1 · Library supplies	0.00	0.00	0.00	0.00	0.00	2,268.63	2,268.63
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	2,475.92	3,347.30
<b>Total 430.2 · Office supplies</b>	<u>57.99</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>871.38</u>	<u>9,003.73</u>	<u>9,875.11</u>
430.3 · Program supplies	0.00	0.00	0.00	0.00	0.00	2,241.31	2,241.31
<b>Total 430 · Supplies</b>	<u>57.99</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>871.38</u>	<u>13,513.67</u>	<u>14,385.05</u>
431 · Telephone	0.00	0.00	0.00	0.00	0.00	6,262.93	6,262.93
433 · Postage	0.00	0.00	0.00	0.00	0.00	2,112.84	2,112.84
434 · Publicity & Printing	0.00	0.00	0.00	0.00	374.00	3,232.40	3,606.40
435 · Travel/Conference	0.00	0.00	0.00	0.00	0.00	474.86	474.86
437 · Professional Fees							
437.1 · Prof fees-Office	0.00	0.00	0.00	0.00	0.00	15,137.46	15,137.46
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	319.33	319.33
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>2,830.00</u>	<u>18,541.79</u>	<u>21,621.79</u>
438 · Dues	0.00	0.00	0.00	0.00	0.00	1,708.00	1,708.00
440 · Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	884.17	884.17
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	22,779.56	22,779.56
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	49,030.21	55,495.06
469 · Service Contracts	0.00	0.00	0.00	0.00	0.00	40,601.46	40,601.46
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	43,820.95	43,820.95
9060.8 · Workers' Comp	0.00	0.00	0.00	0.00	0.00	1,050.04	1,050.04
9090.8 · Health Insurance	0.00	0.00	0.00	0.00	0.00	61,635.29	61,635.29
<b>Total Expense</b>	<u>57.99</u>	<u>0.00</u>	<u>6,636.41</u>	<u>250.00</u>	<u>4,275.38</u>	<u>934,114.64</u>	<u>945,276.43</u>
	<u><b>142.01</b></u>	<u><b>0.00</b></u>	<u><b>-6,064.85</b></u>	<u><b>-250.00</b></u>	<u><b>1,096.45</b></u>	<u><b>339,188.29</b></u>	<u><b>333,969.89</b></u>

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

Budget 83%	YTD Budget			Full 2020-2021 Budget			EOY	EOY
	Jul '20 - Apr 21	Budget	\$ Under Budget	Full Budget	Under Budget	% of Budget	Projections to consider	Potential Variance
<b>Income</b>								
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	2,513.14	15,000.00	12,486.86	18,000.00	15,486.86	13.96%	3,015.77	(14,984.23)
2401 - Income from Investments	314.37	0.00	-314.37	0.00	-314.37	100.0%	377.24	377.24
2706 - Gifts & Endowments	7,181.05	12,500.00	5,318.95	15,000.00	7,818.95	47.87%	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	4,861.20	5,000.00	138.80	5,000.00	138.80	97.22%	3,899.00	(1,101.00)
<b>Total Income</b>	<b>1,278,674.76</b>	<b>1,334,082.00</b>	<b>55,407.24</b>	<b>1,341,582.00</b>	<b>62,907.24</b>	<b>95.31%</b>	<b>1,286,097.01</b>	<b>(55,484.99)</b>
<b>Gross Profit</b>	<b>1,278,674.76</b>	<b>1,334,082.00</b>	<b>55,407.24</b>	<b>1,341,582.00</b>	<b>62,907.24</b>	<b>95.31%</b>	<b>1,286,097.01</b>	<b>(17,707.99)</b>
<b>Expense</b>								
141 - Salary-Certified Librarian	155,700.08	167,694.16	11,994.08	198,184.00	42,483.92	78.56%	186,840.10	(11,343.90)
142 - Salary-Clerical	344,917.70	413,151.54	68,233.84	488,270.00	143,352.30	70.64%	413,901.24	(74,368.76)
143 - Salary-Treasurer	4,230.82	4,166.66	-64.16	5,000.00	769.18	84.62%	5,076.98	76.98
203b - Capital Equipment	1,276.71	3,500.00	2,223.29	4,200.00	2,923.29	30.4%	1,532.05	(2,667.95)
410 - Books	45,018.79	58,357.50	13,338.71	70,029.00	25,010.21	64.29%	54,022.55	(16,006.45)
411 - Film	557.67	658.00	100.33	658.00	100.33	84.75%	557.67	(100.33)
412 - Video/Music/Books on Tape	17,695.99	29,058.34	11,362.35	34,870.00	17,174.01	50.75%	21,235.19	(13,634.81)
413 - Serials/Reference	6,653.53	9,583.32	2,929.79	11,500.00	4,846.47	57.86%	7,984.24	(3,515.76)
430 - Supplies								
430.1 - Library supplies	2,268.63	5,000.00	2,731.37	6,000.00	3,731.37	37.81%	2,722.36	(3,277.64)
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	3,347.30	9,500.00	6,152.70	11,400.00	8,052.70	29.36%	4,016.76	(7,383.24)
<b>Total 430.2 - Office supplies</b>	<b>9,875.11</b>	<b>9,500.00</b>	<b>-375.11</b>	<b>11,400.00</b>	<b>1,524.89</b>	<b>86.62%</b>	<b>10,544.57</b>	<b>(855.43)</b>
430.3 - Program supplies	2,241.31	8,750.02	6,508.71	10,500.00	8,258.69	21.35%	2,689.57	(7,810.43)
<b>Total 430 - Supplies</b>	<b>14,385.05</b>	<b>23,250.02</b>	<b>8,864.97</b>	<b>27,900.00</b>	<b>13,514.95</b>	<b>51.56%</b>	<b>15,956.50</b>	<b>(11,943.50)</b>
431 - Telephone	6,262.93	7,500.00	1,237.07	9,000.00	2,737.07	69.59%	7,515.52	(1,484.48)
433 - Postage	2,112.84	3,333.34	1,220.50	4,000.00	1,887.16	52.82%	4,000.00	-
434 - Publicity & Printing	3,606.40	6,250.00	2,643.60	7,500.00	3,893.60	48.09%	7,500.00	-
435 - Travel/Conference	474.86	4,583.34	4,108.48	5,500.00	5,025.14	8.63%	569.83	(4,930.17)
437 - Professional Fees								
437.1 - Prof fees-Office	15,137.46	20,995.84	5,858.38	25,195.00	10,057.54	60.08%	18,164.95	(7,030.05)
437.2 - Prof fees-Adult programs	4,685.00	5,833.34	1,148.34	7,000.00	2,315.00	66.93%	5,622.00	(1,378.00)
437.3 - Prof fees-YA programs	770.00	1,666.66	896.66	2,000.00	1,230.00	38.5%	924.00	(1,076.00)
437.4 - Prof fees-Juvenile	319.33	3,333.34	3,014.01	4,000.00	3,680.67	7.98%	4,000.00	-
437.5 - Prof fees-SRP	240.00	2,500.00	2,260.00	3,000.00	2,760.00	8.0%	3,000.00	-
437.6 - Prof fees-Outreach	220.00	833.34	613.34	1,000.00	780.00	22.0%	1,000.00	-
<b>Total 437 - Professional Fees</b>	<b>21,371.79</b>	<b>35,162.52</b>	<b>13,790.73</b>	<b>42,195.00</b>	<b>20,823.21</b>	<b>50.65%</b>	<b>32,710.95</b>	<b>(9,484.05)</b>
438 - Dues	1,708.00	1,250.00	-458.00	1,500.00	-208.00	113.87%	1,708.00	208.00
439 - Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	-
440 - Contracts w/ Books Co.	884.17	1,833.34	949.17	2,200.00	1,315.83	40.19%	1,061.00	(1,139.00)
450 - Fuel/Utilities	22,779.56	29,468.34	6,688.78	35,362.00	12,582.44	64.42%	35,362.00	-
451 - Custodial Supplies	700.38	2,500.00	1,799.62	3,000.00	2,299.62	23.35%	840.46	(2,159.54)
452 - Repairs to Building	7,419.20	11,241.66	3,822.46	13,490.00	6,070.80	55.0%	8,903.04	(4,586.96)
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 & Telecommunication	49,030.21	46,382.25	-2,647.96	61,843.00	12,812.79	79.28%	56,000.00	(5,843.00)
469 - Service Contracts	40,601.46	41,399.16	797.70	51,099.00	10,497.54	79.46%	48,721.75	(2,377.25)
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	43,820.95	44,758.16	937.21	52,896.00	9,075.05	82.84%	52,585.14	(310.86)
9060.8 - Workers' Comp	1,050.04	7,955.00	6,904.96	7,955.00	6,904.96	13.2%	1,260.05	(6,694.95)
9090.8 - Health Insurance	61,635.29	98,775.00	37,139.71	118,530.00	56,894.71	52.0%	108,000.00	(10,530.00)
<b>Total Expense</b>	<b>938,390.02</b>	<b>1,136,712.65</b>	<b>198,322.63</b>	<b>1,341,582.00</b>	<b>403,191.98</b>	<b>69.95%</b>	<b>1,158,339.85</b>	<b>(183,242.15)</b>
	<b>340,284.74</b>	<b>197,369.35</b>	<b>-142,915.39</b>	<b>0.00</b>	<b>-340,284.74</b>	<b>100.0%</b>	<b>(127,757.16)</b>	

## April 2021 Director's Report

(submitted by former Acting Director Meaghan Doyle 5/10/21)

### Reopening

Our community is still getting accustomed to our ever-evolving and expanding efforts to provide services safely. We are still using the “Restaurant” model – allowing reservations, but accommodating walk-ins as well. We still have yet to turn away a visitor. Since allowing the public into the building on March 1, 2021, at least **2,962** people have walked through our doors, including **1,716 just in April, 1,126 (66%) of which were walk-ins**. We made **279 Adult** (350) Browsing appointments, **83 Public Computer** (99) appointments, and **109 families** (103), including at least **121 kids** (125) made appointments for the Children's section. We have continued to offer Curbside services for patrons who prefer not to come inside, and made **128 curbside (484) deliveries**.

### Personnel

- No new COVID issues, quarantined staff has all returned.
- Many of our staff have been vaccinated.
- Smartermail to MS 365 Email migration is complete; staff is getting used to new features and functions.

### Budget/Financial

- Budget and Trustee Vote April 20, 2021:
  - Passed, 318 Yes to 82 No.
  - Stephanie Wolf and Melissa Kulisek-Greaves re-elected to Library Board.
  - 61 Absentee Ballots received in time to be counted
  - 8 Vote reminder signs were placed at (and collected from) Cornwall Traffic Circle, Town Hall lawn, Park entry way, library lawn and 2 Alice's curb.
  - Budget Presentation held via Zoom and posted to website.
  - Budget and Trustee Candidate information posted to website, and displayed in library.
  - Vote materials picked up and returned to Board of Elections in Goshen.
  - Gray box picked up from and returned to Cornwall Central School District Office.

### Programming

- Staff working on Summer Reading Plans.
- Outdoor summer programs are being considered.
- Managers developing In-person Meeting guidelines to equitably and consistently evaluate in-person vs. virtual program attendance
  - Current proposal: Outdoors only, 15 patron cap, masks must be worn, social distancing observed.
- Outreach Coordinator Brenda Goldfarb has connected with Woodland Ponds, a Senior Community in New Paltz, which broadcast our Safe Banking program on their closed circuit TV channel, reaching an audience of around 186 people!
- Children's programming continues to inspire – Tin Foil Art Afternoon project patron photos

- 2021 Timothy Mumford Memorial Poetry Competition award ceremony and reading held on Sun. April 25 via Zoom.
  - 47 young people submitted 76 poems, including one entry from India!
  - The Top Poems in each age group were:
    - Age 5-6: Beautiful Spring by Brady Bengyak, 5
    - Age 7-9: Diving by Bryan Pegues, 9
    - Age 10-12: Leap of Faith by Siena Pegues, 11
    - Age 13-15: Roots by Ellen Kramer, 14
    - Age 16+: Time by Alisdair "Alex" Neighbors, 16
  - Top Poem Overall: Mr. Hamblin's Patch by Alisdair "Alex" Neighbors, 16

## Building and Grounds

- Lighting project: Still awaiting Acuity contractor to come and re-wire the defective lights.
  - Some lights that were installed and working, are now already having issues.
- Spoke with T. Patterson to pre-schedule the exterior painting. He will be in touch as weather becomes more practical for outdoor painting. Have not yet heard from him.
- HVAC issues continually discussed – exploring options for engineering quotes
- Site Sign: 4/6 concrete poured; 4/12 sign installed – module broken, gap at bottom; 4/23 Daktronics tech on site to install new module, AJ Signs worker installed “shroud” – still not clean looking; Sign tripped breaker daily into May – but FINALLY OPERATIONAL!!!

## Monthly Statistics for April 2021 (previous month in parentheses):

Registered borrowers: 7,723 (7,759); Direct Access/Circulation: 7,572 (4,345)

ILL Borrows: 2,619 (2,998); ILL Loans: 2,124 (2,421); Item Count: 75,463 (75,591);

Wi-Fi: 1,550\* (1,649); Overdrive checkouts: 2,595 (2,960); Overdrive unique users: 535 (569).

\*\*note: wifi usage is lower than normal due to a loss of data while RCLS changed the tracking software (4/9-4/16). Wifi was in fact available during that time, just not counted.

## **End of Month Report April 2021 Youth Services Department Cornwall Public Library**

### **Programs/Events**

4/1 Family Fun Challenge Curbside 60  
 4/9 TUT ZOOM 06 4/12 PJ Story Time youtube 26  
 4/13 Story Time Takeout Curbside 13  
 4/13 Story Time Takeout Video youtube 21  
 4/22 Art Afternoon Curbside 17  
 4/27 Toddler Time To-Go Curbside 16  
 4/27 Toddler Time To-Go Video youtube 14

Youth Services staff provided 47.50 hours at the greeters desk for April 2021.

### **Meetings/Webinars**

4/13 Summer Reading Program planning-Lisa, Rebecca & Liz  
 4/13 YouthList Meet-Up featuring Rebecca's videography( for NY Literacy grant)-Lisa

4/13 Social Media 101 Webinar, Rebecca  
4/14 Staff Meeting, Via ZOOM Lisa, Rebecca, & Liz  
4/27 YouthList Meet-Up - Rebecca  
4/29 LJ Webcast Engaging your Patrons-Liz

### **From the J Desk**

Reference 191, Circulation 39, Telephone 196, Tech 22, and Misc: 31

### **Reflections:**

What a difference a month makes.

And Yes, I have to eat my words... not the first time and I know not the last.

After receiving the second dose of Moderna in early April, dealing with the side effects the day after and marinating for the additional 14 some days, I traveled. To NJ. To see vaccinated family. Kept my double mask on and stayed in the outdoors and yes, they are still my family.

Taking in consideration that every individual has their own level of comfort in this bizarre brave new world, I think a bit of cautious toe-dipping is warranted. Trying to foresee what summer will be like as we continue to plan... respectively submitted 4/30/21 ekf

## **Adult Services Report – April 1-30, 2021 (submitted by Meaghan Doyle, 5/10/21)**

### **REFERENCE**

#### **Reference (previous month in parentheses):**

Ref. Q's: 165 (160); Tech Assists: 52 (71); Circ/Curbside Assists: 90 (155); Directional: 2 (4); Reader's Advisory: 6 (9); ILL/SEAL: 13 (5); Pull List: 1828 (2076); Printing: 40 (35); Phone: 197 (319); Virtual Ref: 78 (NA)

#### **Database Stats (previous month in parentheses):**

Novel List Plus: 38 (30); Novel List PlusK-8: 1 (2); EBSCO Other: 15 (3); Gale: 0 (0);  
Gale Virtual Ref. Library: 0 (0); Ancestry: 48 (299); New York Times Digital: 82 (65)

**PC Usage:** Adults: 135 (116) Childrens: 10 (0) Laptop: 0 (0)

**WIFI Usage:** 1550\* (1649) PC Reservations: 6 (3) Guest Passes: 22 (11)

\*note: wifi usage is lower than normal due to a loss of data while RCLS changed the tracking software (4/9-4/16). Wifi was in fact available during that time, just not counted.

**Notary Service:** 38 (18)

#### **HOOPLA (previous month in parentheses):**

New signups: 8 (14); Borrowers: 99 (106); Avg. No. Circs: 3.1 (2.6); Maxed Users: 1 (22)  
Items borrowed: 307 (276)

**Curbside Statistics:** From June 15, 2020 through March 31, 2021, Cornwall Public Library has served **7,825** recorded curbside appointments. June: 234; July 775; August 768; September 838; October 830, November 785, December 941, January 1,127, February 915, March 484, **April 128.**

**PROGRAMMING REPORT:**

Writer's Group 4/5: 9; Members' Choice Book Group 4/7: 13; Writer's Group 4/12: 6; Mystery Book Group 4/15: 7; Mona Lisa of the North: The Girl with a Pearl Earring 4/15: 46; Writers Group 4/19: 7; Safe Banking: Identifying and Avoiding Scams 4/21: 186; Out & About Book Group 4/21: 6; Book Chat & Chocolate 4/22: 8; 2021 Timothy Mumford Memorial Poetry Competition 4/25: 18; Writer's Group 4/26: 8; Diabetes and Nutrition 4/28: 55+. Total Attendees: 369+

**April Meetings:**

4/6 Public Budget Presentation; 4/8 Library Board Meeting; 4/14 Library Staff Meeting; 4/14 RCLS Director's Association Meeting; 4/19 Library Board Special Meeting; 4/22 Advocacy Meeting with Orange County Executive Candidate A.T. Muhommad; 4/26 Teleconference with Daktronics and A.J. Signs, and B&G Committee;; 4/28 April 2021 Library Share with RCLS and BCCLS; 4/29 RCLS NYS Construction Aid Workshop; 4/29 Library Board Special Meeting.

## May 2021 Policy Report

There are 2 policies that were requested to be viewed again. Please see the attached schedule.

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 May meeting</b>
ONGOING: Cornwall Public Library Strategic Plan 2017-2022: <a href="#">FINALStrategicPlan2017-06.20.17 (1)</a> (Sept 2020 folder)	<a href="#">ProcurementPolicy.docx</a> (Approved in Dec 2020; Revisit in May per Matt R. request)	
	<a href="#">Educator Card 1 2021.docx</a> (Approved; Revisit in May per Charlotte request)	