

Cornwall Public Library
Board of Trustees
June 7, 2021, 7 PM
Regular Meeting Agenda

- I. Roll
- II. Approval of the Minutes – May 13, 2021
- III. Financial Review
 - a. Approval of Warrant #11
- 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: Promotion of two pages to Library Clerks as YS Summer Help;
Promotion of P.S. Part-time Library Clerk to Full-time Library Assistant
- VIII. Unfinished Business
- IX. New Business
 - a. Nominating Committee: Appoint Chair of Nominating Committee
- X. Adjournment

Next Regular Board Meeting July 8, 7PM

Cornwall Public Library Board of Trustees Meeting
May 13, 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, Melissa Greaves-Kulisek and Lynn Daniels.

Emily Milton, Treasurer

Charlotte Dunaief, Director

Trustees Excused: None

Also Present: Library staff members Catherine Incledon (minutes) and Meaghan Doyle.

II. Approval of the Minutes: A motion to approve the minutes from the regular Board meeting of April 8, 2021, was made by Melissa Greaves-Kulisek, seconded by Meghann Chyla, and was unanimously approved. A motion to approve the minutes from the special meeting of April 19, 2021 was made by Carol Stein, seconded by Meghann Chyla, and was unanimously approved. A motion to approve the minutes from the special meeting of April 29, 2021, as amended, was made by Melissa Greaves-Kulisek, seconded by Meghann Chyla, and was unanimously approved.

III. Financial Review: A motion to approve Warrant #10 in the amount of \$90,298.78 was made by Carol Stein, seconded by Matt Soltis, and was unanimously approved

IV. Public Remarks: None.

V. Communications and Donations: A patron wrote a letter thanking the library for its service during the past year. A young patron named Siena wrote a letter of thanks to the library. This patron, along with her Girl Scout Troop, generously donated a case of Girl Scout cookies to the library staff. Patron Ronnie Honigsbaum wrote a letter in praise of the library staff and volunteers. A generous donation of \$50 was made by Dr. Barry John Cappella through Fidelity Charitable Trust. A motion to accept the donation was made by Carol Stein, seconded by Meghann Chyla, and was unanimously approved. The library also received a donation of a painted portrait of the late New York State Senator William Larkin. A motion to accept the donation of the painting was made by Matt Rettig, seconded by Matt Soltis, and was unanimously approved.

VI. Director's Report: See written report.

VII. Committee Reports:

- **Finance Committee:** The Finance Committee did not meet this month, and is currently planning an end-of-year meeting in June. Financial reports and projections made by the treasurer show that the library will likely end the year with a surplus. The committee thanked the treasurer for her work in creating the financial reports.
- **Policy Committee:** A motion to approve the amended changes to the Educator Card Policy was made by Melissa Greaves-Kulisek, seconded Matt Soltis and was unanimously approved. The committee held a short discussion of the library's Procurement Policy.
- **Building, Garden, and Grounds:** The electronic site sign has been installed. The subcontractor for this installation has taken responsibility for an issue with the cement foundation for the sign, and will make repairs in the future as needed that are a result of this mistake. The necessary rewiring has been completed for the dimmer switches in the library's interior lighting project, and an electrician has been contacted about the necessary repairs needed for the ballasts. The library is still potentially on Patterson Painting's May schedule. An advertisement seeking bids from engineers for the HVAC project will be put in the *Times Herald Record* and distributed by Board members. The committee has asked the Board to consider future projects including improvements to the Frank Rovello Bench Memorial, grounds improvements to facilitate outdoor programming, and the installation of solar panels.
- **Friends:** The Friends are holding a book sale this Saturday, May 15th, from 10 am to 1 pm on the library patio. They are still accepting book donations. Many members have also been helping library staff by volunteering at the greeter desk in the library lobby.
- **Personnel Committee:** A motion to approve the beginning of an executive session to discuss a salary issue was made by Melissa Greaves-Kulisek, seconded by Carol Stein, and was unanimously approved. A motion to approve the treasurer's stipend to be \$6,000 was made by Carol Stein, seconded by Meghann Chyla, and was unanimously approved.

VIII. Unfinished Business: None.

- IX. New Business:** Lynn Daniels took the oath of office as a trustee of the Cornwall Public Library. A proposal for the Good Idea Fund requesting the purchase of a shopping cart for both patron and staff use was discussed. A motion to approve the spending of up to \$500 from the Good Idea Fund on the proposed cart was made by Matt Soltis, seconded by Melissa Greaves-Kulisek, and was unanimously approved. The Board introduced the RCLS Direct Access Plan, which will be discussed at the next regular Board meeting.

- X. **Adjournment:** A motion to adjourn the regular Board meeting was made by Matt Rettig, seconded by Meghann Chyla, and was unanimously approved. Stephanie Wolf adjourned the meeting at 8:16 pm.

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

Cornwall Public Library
Warrant # 11
As of May 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Air & Space						
Bill	05/29/2021	2 year renewal	Acct 2086651540 - 2 year renewal Exp 8/2023	413.6 · Serials	Unpaid	49.00
Total Air & Space						49.00
Benninger Landscaping LTD						
Bill	05/11/2021	May-21	May-21 Maintenance	469 · Service Contracts	Paid	900.00
Total Benninger Landscaping LTD						900.00
Blackstone Publishing						
Bill	05/29/2021	1224645	1224645	-SPLIT-	Unpaid	265.96
Total Blackstone Publishing						265.96
Brodart Co. (McN)						
Bill	05/24/2021	Inv M186402	Inv Inv M186402-May-21	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	05/31/2021	74320119	74320119	410.21 · Adult Non-Fiction Stan...	Unpaid	150.74
Bill	05/31/2021	74125162	74125162	410.11 · Adult Fiction Standing ...	Unpaid	24.04
Bill	05/31/2021	74021404	74021404	410.11 · Adult Fiction Standing ...	Unpaid	547.08
Bill	05/31/2021	74043590	74043590	410.11 · Adult Fiction Standing ...	Unpaid	18.00
Bill	05/31/2021	74056213	74056213	410.11 · Adult Fiction Standing ...	Unpaid	11.70
Bill	05/31/2021	74064190	74064190	410.11 · Adult Fiction Standing ...	Unpaid	49.38
Bill	05/31/2021	74085240	74085240	410.11 · Adult Fiction Standing ...	Unpaid	11.69
Bill	05/31/2021	74091582	74091582	410.11 · Adult Fiction Standing ...	Unpaid	22.49
Bill	05/31/2021	74097082	74097082	410.11 · Adult Fiction Standing ...	Unpaid	68.23
Bill	05/31/2021	74105750	74105750	410.11 · Adult Fiction Standing ...	Unpaid	20.80
Bill	05/31/2021	74092638	66870896 - 1 year subscription Gale Virtual ...	413.3 · Reference-Adult electroni	Unpaid	300.00
Total Cengage Learning/Gale						1,224.15
Central Hudson Gas & Electric Corp						
Bill	05/29/2021	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Unpaid	1,541.32
Total Central Hudson Gas & Electric Corp						1,541.32
Charlotte Dunaief						
Bill	05/29/2021	Employee Reimburse	Mileage & Supplies	-SPLIT-	Unpaid	12.09
Total Charlotte Dunaief						12.09
Cornwall Central School District						
Bill	05/18/2021	Inv 100	Inv 100	490 · Refund of PY Tax Assess...	Unpaid	2,880.45
Total Cornwall Central School District						2,880.45
Cornwall Public Library - Payroll						
Bill	04/26/2021	Payroll End 4-30-21	Payroll Ending 4-30-21 Pay Date 5-7-21	1012 · OBT Payroll Checking	Paid	17,373.32
Bill	05/17/2021	Payroll End 5-14-2	Payroll Ending 5-14-21 Pay Date 5-21-21	1012 · OBT Payroll Checking	Paid	16,397.57
Total Cornwall Public Library - Payroll						33,770.89
Cornwall Public Library - Trust & Agency						
Bill	05/06/2021	Payroll End 4-30-21	Payroll Ending 4-30-21 Pay Date 5-7-21	1003 · Due from Trust & Agency	Paid	7,138.05
Bill	05/11/2021	Health Insurance	June 2021 Health Insurance	1003 · Due from Trust & Agency	Paid	4,500.00
Bill	05/20/2021	Payroll End 5-14-21	Payroll Ending 5-14-21 Pay Date 5-21-21	1003 · Due from Trust & Agency	Paid	6,726.34
Total Cornwall Public Library - Trust & Agency						18,364.39
Daktronics Inc.						
Bill	05/20/2021	6909414	6909414 - 50% Final Payment	800 · Capital Expenditure	Paid	28,332.00
Total Daktronics Inc.						28,332.00
Earl Miller						
Bill	05/24/2021	Tulsa Masacre	Tulsa Masacre - Program Date 7-6-21	437.2 · Prof fees-Adult programs	Unpaid	150.00
Total Earl Miller						150.00
Elizabeth Fisher						
Bill	05/24/2021	5/10/21	Mileage and J- Program Supplies	-SPLIT-	Unpaid	53.65
Total Elizabeth Fisher						53.65
Graybar Electric Company Inc.						
Bill	05/29/2021	9321706593	9321706593- DASNY 7919	800 · Capital Expenditure	Unpaid	982.25
Total Graybar Electric Company Inc.						982.25

Cornwall Public Library
Warrant # 11
As of May 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Hannaford Bros. Co.						
Bill	05/24/2021	5/3/2021	Purchases on 4-16-21 & 4-23-21	-SPLIT-	Unpaid	70.93
Total Hannaford Bros. Co.						70.93
hoopla						
Bill	05/31/2021	May - 21	Month Ending May-21	412.8 · Digital Streaming	Unpaid	500.00
Total hoopla						500.00
Ingram Library Services						
Bill	05/31/2021	51643209	51643209	-SPLIT-	Unpaid	956.15
Total Ingram Library Services						956.15
Jacobowitz & Gubits, LLP						
Bill	05/18/2021	292758	File # 6363-001	437.1 · Prof fees-Office	Unpaid	202.40
Total Jacobowitz & Gubits, LLP						202.40
Julia Dahl						
Bill	05/25/2021	Authors Talk	Program 5-26-21 An Evening with Julia Dahl	437.2 · Prof fees-Adult programs	Unpaid	250.00
Total Julia Dahl						250.00
Lock Around the Clock						
Bill	05/31/2021	June - 21	June - 21 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	05/29/2021	5367185	5367185	431 · Telephone	Unpaid	67.20
Total Magna5						67.20
Marangi Disposal						
Bill	05/11/2021	15100404	15100404 Trash Removal Service 5-1 to 5/3...	469 · Service Contracts	Paid	132.29
Total Marangi Disposal						132.29
Martha Stewart Living						
Bill	05/24/2021	1 Yr. Renewal	731-3007458	413.6 · Serials	Unpaid	9.99
Total Martha Stewart Living						9.99
Maureen Hart						
Bill	05/24/2021	5-18-21	Blossoms of May	-SPLIT-	Unpaid	625.00
Total Maureen Hart						625.00
NET2PHONE						
Bill	05/24/2021	2361319	2361319	431 · Telephone	Paid	253.36
Total NET2PHONE						253.36
Orange Bank & Trust Cardmember Services						
Bill	05/31/2021	Stmt. Dated 5-25-21	Stmt. Dated 5-25-21	-SPLIT-	Unpaid	1,533.89
Total Orange Bank & Trust Cardmember Services						1,533.89
OverDrive, Inc.						
Bill	04/30/2021	01052CO21186128	01052CO21186128	410.12 · Adult E Book	Paid	572.95
Total OverDrive, Inc.						572.95
P & P Quick Copy Center						
Bill	05/29/2021	206473	206473 - Regular Envelopes	434 · Publicity & Printing	Unpaid	69.00
Bill	05/11/2021	205849	205849 - 10,600 Post Card	434 · Publicity & Printing	Paid	959.00
Bill	05/29/2021	206472	206472	434 · Publicity & Printing	Unpaid	60.00
Total P & P Quick Copy Center						1,088.00
Paychex, Inc.						
Bill	05/13/2021	1335265	33 Employees 1335265	437.1 · Prof fees-Office	Paid	83.16
Bill	05/17/2021	2021052700	Small Business Package Payroll Processing ...	437.1 · Prof fees-Office	Paid	233.67
Total Paychex, Inc.						316.83
Prevention						
Bill	05/24/2021	1 year renewal	1 year renewal - Exp 4/2023 Acct 1951540689	413.6 · Serials	Unpaid	48.00
Total Prevention						48.00

RCLS

Cornwall Public Library

Warrant # 11

As of May 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Bill	05/24/2021	Inv 29676	RCLS Service Fee - 2021	437.1 · Prof fees-Office	Unpaid	2,578.13
Bill	05/24/2021	Inv 29719	4 Cases Receipt Paper	430.2 · Office supplies	Unpaid	242.50
Total RCLS						2,820.63
Ron Kaiser						
Bill	05/24/2021	5-7-21	Replaced Light Bulbs & Cleared Clogged Dr...	452 · Repairs to Building	Unpaid	90.00
Bill	05/29/2021	5-25-21	Hung Portraits, Military Plack and Replaced ...	452 · Repairs to Building	Unpaid	60.00
Bill	05/29/2021	5-28-21	Installed Library Signs In Entrance and Parki...	452 · Repairs to Building	Unpaid	90.00
Total Ron Kaiser						240.00
Toshiba Business Solutions - NY						
Bill	05/29/2021	443914684	443914684	469 · Service Contracts	Unpaid	651.81
Total Toshiba Business Solutions - NY						651.81
Valerie LoSardo						
Bill	05/24/2021	Employee Reimb.	Mileage	435 · Travel/Conference	Unpaid	15.80
Total Valerie LoSardo						15.80
Vanguard Cleaning Systems of the HV						
Bill	05/20/2021	38748	May 2021 Monthly Service-38748	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
Verizon						
Bill	05/20/2021	652-121-949-0001-81	May-21 Services 652-121-949-0001-81	431 · Telephone	Paid	176.99
Total Verizon						176.99
Verizon Wireless						
Bill	05/11/2021	987888173	987888173	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
W.B. Mason						
Bill	05/24/2021	219684145	219684145	-SPLIT-	Unpaid	175.73
Bill	05/24/2021	219520174	219520174	430.2 · Office supplies	Unpaid	111.97
Bill	05/24/2021	220220823	220220823	-SPLIT-	Unpaid	155.51
Bill	05/31/2021	220539322	220539322	-SPLIT-	Unpaid	220.38
Total W.B. Mason						663.59
Woman's Day						
Bill	05/24/2021	1 year renewal	1 year renewal - Exp 7/2022	413.6 · Serials	Unpaid	6.00
Total Woman's Day						6.00
TOTAL						101,598.79

**Cornwall Public Library
Profit & Loss by Capital Grant
July 2017 through May 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	940.59	940.59
2760 · Grants	81,450.00	0.00	194,916.48	276,366.48	0.00	276,366.48
Total Income	<u>81,450.00</u>	<u>0.00</u>	<u>194,916.48</u>	<u>276,366.48</u>	<u>513,949.75</u>	<u>790,316.23</u>
Gross Profit	81,450.00	0.00	194,916.48	276,366.48	513,949.75	790,316.23
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	70,731.95	56,664.00	193,154.75	320,550.70	247,136.81	567,687.51
Total Expense	<u>74,507.98</u>	<u>56,664.00</u>	<u>195,413.37</u>	<u>326,585.35</u>	<u>260,048.08</u>	<u>586,633.43</u>
	<u>6,942.02</u>	<u>-56,664.00</u>	<u>-496.89</u>	<u>-50,218.87</u>	<u>253,901.67</u>	<u>203,682.80</u>

*capital balance on 6/30/17

Future Cash Balance (Capital Account)				Open Capital Grants Timeline	
			Balance		
Current Capital Balance			\$ 204,306.95		Roof Grant (\$200,000) - must be completed by 8/2022
Spend remainder of roof grant		\$ (4,586.63)	\$ 199,720.32		Gen/Elec/Light (\$181,000) - must be completed by 6/2022
Reimburse remainder of roof grant	\$ 5,083.52		\$ 204,803.84		Site Sign (\$50,000)- must be completed by 9/2021
Reimburse site sign	\$ 50,000.00		\$ 254,803.84		
Spend electrical grant		\$ (106,492.02)	\$ 148,311.82		
Reimburse remaining electrical grant	\$ 9,050.00		\$ 157,361.82		
Future Capital balance			\$ 157,361.82		

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

	5/31/2021 \$27,542.06	5/31/2021 \$2,609.37	5/31/2021 \$5,427.59	5/31/2021 \$0			
	<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>
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	2,982.63	2,982.63
2401 - Income from Investments	0.00	0.00	0.00	0.00	0.00	342.92	342.92
2706 - Gifts & Endowments	200.00	0.00	0.00	0.00	5,371.83	1,907.23	7,279.06
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
Total Income	<u>200.00</u>	<u>0.00</u>	<u>571.56</u>	<u>0.00</u>	<u>5,371.83</u>	<u>1,273,898.98</u>	<u>1,279,842.37</u>
Gross Profit	200.00	0.00	571.56	0.00	5,371.83	1,273,898.98	1,279,842.37
Expense							
141 - Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	170,074.34	170,074.34
142 - Salary-Clerical	0.00	0.00	0.00	0.00	0.00	374,460.46	374,460.46
143 - Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	4,615.44	4,615.44
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	47,894.94	47,894.94
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	18,890.70	18,890.70
413 - Serials/Reference	0.00	0.00	0.00	0.00	200.00	6,866.52	7,066.52
430 - Supplies							
430.1 - Library supplies	0.00	0.00	0.00	0.00	0.00	2,474.72	2,474.72
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	3,159.67	4,031.05
Total 430.2 - Office supplies	<u>57.99</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>871.38</u>	<u>9,687.48</u>	<u>10,558.86</u>
430.3 - Program supplies	0.00	0.00	0.00	0.00	451.85	2,330.13	2,781.98
Total 430 - Supplies	<u>57.99</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,323.23</u>	<u>14,492.33</u>	<u>15,815.56</u>
431 - Telephone	0.00	0.00	0.00	0.00	0.00	6,775.56	6,775.56
433 - Postage	0.00	0.00	0.00	0.00	0.00	2,167.29	2,167.29
434 - Publicity & Printing	0.00	0.00	0.00	0.00	374.00	4,350.39	4,724.39
435 - Travel/Conference	0.00	0.00	0.00	0.00	0.00	513.81	513.81
437 - Professional Fees							
437.1 - Prof fees-Office	0.00	0.00	0.00	0.00	0.00	18,234.82	18,234.82
437.2 - Prof fees-Adult programs	0.00	0.00	0.00	500.00	2,435.00	3,025.00	5,960.00
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	357.33	357.33
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	267.70	267.70
Total 437 - Professional Fees	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>3,205.00</u>	<u>22,124.85</u>	<u>25,829.85</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	932.40	932.40
450 - Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	24,320.88	24,320.88
451 - Custodial Supplies	0.00	0.00	0.00	0.00	0.00	808.14	808.14
452 - Repairs to Building	0.00	0.00	0.00	0.00	0.00	7,659.20	7,659.20
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	43,530.56	43,530.56
490 - Refund of PY Tax Assessment	0.00	0.00	0.00	0.00	0.00	9,960.26	9,960.26
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	64,918.67	64,918.67
9030.8 - FICA/Medicare Expense	0.00	0.00	0.00	0.00	0.00	47,822.03	47,822.03
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	66,670.80	66,670.80
Total Expense	<u>57.99</u>	<u>0.00</u>	<u>6,636.41</u>	<u>500.00</u>	<u>5,102.23</u>	<u>1,005,963.99</u>	<u>1,018,202.63</u>
	<u>142.01</u>	<u>0.00</u>	<u>-6,064.85</u>	<u>-500.00</u>	<u>269.60</u>	<u>267,934.99</u>	<u>261,639.74</u>

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

Budget 92%	YTD Budget			Full 2020-2021 Budget			EOY Projections to consider	EOY Potential Variance
	Jul '20 - May 21	Budget	\$ Under Budget	Full Budget	Under Budget	% of Budget		
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	2,982.63	16,500.00	13,517.37	18,000.00	15,017.37	16.57%	3,253.78	(14,746.22)
2401 - Income from Investments	342.92	0.00	-342.92	0.00	-342.92	100.0%	374.09	374.09
2706 - Gifts & Endowments	7,279.06	13,750.00	6,470.94	15,000.00	7,720.94	48.53%	10,000.00	(5,000.00)
2760 - Grants	0.00	2,000.00	2,000.00	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%	4,862.20	(137.80)
Total Income	1,279,270.81	1,338,832.00	59,561.19	1,341,582.00	62,311.19	95.36%	1,282,295.07	(59,286.93)
Gross Profit	1,279,270.81	1,338,832.00	59,561.19	1,341,582.00	62,311.19	95.36%	1,282,295.07	(21,509.93)
Expense								
141 - Salary-Certified Librarian	170,074.34	182,939.08	12,864.74	198,184.00	28,109.66	85.82%	185,535.64	(12,648.36)
142 - Salary-Clerical	374,460.46	450,710.77	76,250.31	488,270.00	113,809.54	76.69%	408,502.32	(79,767.68)
143 - Salary-Treasurer	4,615.44	4,583.33	-32.11	5,000.00	384.56	92.31%	5,035.03	35.03
203b - Capital Equipment	1,276.71	3,850.00	2,573.29	4,200.00	2,923.29	30.4%	1,392.77	(2,807.23)
410 - Books	47,894.94	64,193.25	16,298.31	70,029.00	22,134.06	68.39%	52,249.03	(17,779.97)
411 - Film	557.67	658.00	100.33	658.00	100.33	84.75%	557.67	(100.33)
412 - Video/Music/Books on Tape	18,890.70	31,964.17	13,073.47	34,870.00	15,979.30	54.18%	20,608.04	(14,261.96)
413 - Serials/Reference	7,066.52	10,541.66	3,475.14	11,500.00	4,433.48	61.45%	7,708.93	(3,791.07)
430 - Supplies								
430.1 - Library supplies	2,474.72	5,500.00	3,025.28	6,000.00	3,525.28	41.25%	2,699.69	(3,300.31)
430.2 - Office supplies								
430.22 - Covid Expense	6,527.81		-6,527.81		-6,527.81		7,121.25	7,121.25
430.2 - Office supplies - Other	4,031.05	10,450.00	6,418.95	11,400.00	7,368.95	35.36%	4,397.51	(7,002.49)
Total 430.2 - Office supplies	10,558.86	10,450.00	-108.86	11,400.00	841.14	92.62%	11,518.76	118.76
430.3 - Program supplies	2,781.98	9,625.01	6,843.03	10,500.00	7,718.02	26.5%	3,034.89	(7,465.11)
Total 430 - Supplies	15,815.56	25,575.01	9,759.45	27,900.00	12,084.44	56.69%	17,253.34	(10,646.66)
431 - Telephone	6,775.56	8,250.00	1,474.44	9,000.00	2,224.44	75.28%	7,391.52	(1,608.48)
433 - Postage	2,167.29	3,666.67	1,499.38	4,000.00	1,832.71	54.18%	2,364.32	(1,635.68)
434 - Publicity & Printing	4,724.39	6,875.00	2,150.61	7,500.00	2,775.61	62.99%	7,500.00	-
435 - Travel/Conference	513.81	5,041.67	4,527.86	5,500.00	4,986.19	9.34%	560.52	(4,939.48)
437 - Professional Fees								
437.1 - Prof fees-Office	18,234.82	23,095.42	4,860.60	25,195.00	6,960.18	72.38%	19,892.53	(5,302.47)
437.2 - Prof fees-Adult programs	5,460.00	6,416.67	956.67	7,000.00	1,540.00	78.0%	5,956.36	(1,043.64)
437.3 - Prof fees-YA programs	770.00	1,833.33	1,063.33	2,000.00	1,230.00	38.5%	840.00	(1,160.00)
437.4 - Prof fees-Juvenile	357.33	3,666.67	3,309.34	4,000.00	3,642.67	8.93%	1,000.00	(3,000.00)
437.5 - Prof fees-SRP	240.00	2,750.00	2,510.00	3,000.00	2,760.00	8.0%	3,000.00	-
437.6 - Prof fees-Outreach	267.70	916.67	648.97	1,000.00	732.30	26.77%	1,000.00	-
Total 437 - Professional Fees	25,329.85	38,678.76	13,348.91	42,195.00	16,865.15	60.03%	31,688.89	(10,506.11)
438 - Dues	1,708.00	1,375.00	-333.00	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.	932.40	2,016.67	1,084.27	2,200.00	1,267.60	42.38%	1,017.16	(1,182.84)
450 - Fuel/Utilities	24,320.88	32,415.17	8,094.29	35,362.00	11,041.12	68.78%	26,531.87	(8,830.13)
451 - Custodial Supplies	808.14	2,750.00	1,941.86	3,000.00	2,191.86	26.94%	881.61	(2,118.39)
452 - Repairs to Building	7,659.20	12,365.83	4,706.63	13,490.00	5,830.80	56.78%	8,355.49	(5,134.51)
454 - Building Insurance	12,491.79	12,750.00	258.21	12,750.00	258.21	97.98%	12,491.00	(259.00)
455 - RCLS ANSER & Telecommunicati	49,030.21	61,843.00	12,812.79	61,843.00	12,812.79	79.28%	56,000.00	(5,843.00)
469 - Service Contracts	43,530.56	46,249.08	2,718.52	51,099.00	7,568.44	85.19%	47,487.88	(3,611.12)
490 - Refund of PY Tax Assessment	9,960.26	7,100.00	-2,860.26	7,100.00	-2,860.26	140.29%	9,960.26	2,860.26
9010.8 - Retirement	64,918.67	65,051.00	132.33	65,051.00	132.33	99.8%	64,918.67	(132.33)
9030.8 - FICA/Medicare Expense	47,822.03	48,827.08	1,005.05	52,896.00	5,073.97	90.41%	52,169.49	(726.51)
9060.8 - Workers' Comp	1,050.04	7,955.00	6,904.96	7,955.00	6,904.96	13.2%	1,145.50	(6,809.50)
9090.8 - Health Insurance	66,670.80	108,652.50	41,981.70	118,530.00	51,859.20	56.25%	72,731.78	(45,798.22)
Total Expense	1,011,066.22	1,246,877.70	235,811.48	1,341,582.00	330,515.78	75.36%	1,103,746.73	(237,835.27)
	268,204.59	91,954.30	-176,250.29	0.00	-268,204.59	100.0%	(178,548.35)	

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

Budget
92%

Income

- 2002 · Local Public Funds
- 2005 · Appropriated Fund Balance
- 2082 · Library Fines
- 2401 · Income from Investments
- 2706 · Gifts & Endowments
- 2760 · Grants
- 3840 · RCLS

Total Income

Gross Profit

Expense

- 141 · Salary-Certified Librarian
- 142 · Salary-Clerical
- 143 · Salary-Treasurer
- 203b · Capital Equipment
- 410 · Books
- 411 · Film
- 412 · Video/Music/Books on Tape
- 413 · Serials/Reference
- 430 · Supplies
 - 430.1 · Library supplies
 - 430.2 · Office supplies
 - 430.22 · Covid Expense
 - 430.2 · Office supplies - Other
 - Total 430.2 · Office supplies
 - 430.3 · Program supplies
- Total 430 · Supplies
- 431 · Telephone
- 433 · Postage
- 434 · Publicity & Printing
- 435 · Travel/Conference
- 437 · Professional Fees
 - 437.1 · Prof fees-Office
 - 437.2 · Prof fees-Adult programs
 - 437.3 · Prof fees-YA programs
 - 437.4 · Prof fees-Juvenile
 - 437.5 · Prof fees-SRP
 - 437.6 · Prof fees-Outreach
- Total 437 · Professional Fees
- 438 · Dues
- 439 · Equipment Repair
- 440 · Contracts w/ Books Co.
- 450 · Fuel/Utilities
- 451 · Custodial Supplies
- 452 · Repairs to Building
- 454 · Building Insurance
- 455 · RCLS ANSER & Telecommunicati
- 469 · Service Contracts
- 490 · Refund of PY Tax Assessment
- 9010.8 · Retirement
- 9030.8 · FICA/Medicare Expense
- 9060.8 · Workers' Comp
- 9090.8 · Health Insurance

Total Expense

May 2021 Director's Report

It's nice to be back to CPL.

Personnel

- Continued to get WFH logs for those employees that continue some WFH hours
- Worked with Civil Service on one employee's retirement
- Worked with Civil Service to get list certification for open Library Assistant position
- Held interviews for Circulation Clerk positions with Ellen (5/21, 5/22, 5/24)

Budget/Financial

- Gave 21/22 budget to Bookkeeper
- Fines on Adult cards will start up again on June 2, Youth Services cards are now fine free

Programming

- Great Decisions—Have asked an employee if they would consider running this over the summer.
- Brenda, and all Youth Service staff continue to plan programming at least two months ahead.
- Continuing curb side pickups for as long as patrons request them.
- Some outdoor programs will be held in June; others are in the works.

Building and Grounds

- Acuity's electrician came and fixed the lighting (5/12/21). We are now waiting for Josh and the programmer to come to program the switches, and for solutions to the "shadowing" in several lights.
- Site sign—the bottom shroud was caulked, the ground raked and seeded. RPC was here to see if they could fix the circuit breaker issue, that repair seems to have worked.
- Led HVAC walk through with three Engineers who came by invitation from the Contractor's Blue Book (5/18/21) after the posting of our RFP
- Met with Melissa (B & G) and Frank (from Armistead) to discuss the transfer of the current HVAC contract

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

Registered borrowers: 7,809 (7,723); Direct Access/Circulation: 7,057 (7,572)

ILL Borrows: 2,067 (2,619); ILL Loans: 1,862 (2,124); Item Count: 75,510 (75,463);

Wi-Fi: 2086 (1,550); Overdrive checkouts: 2,825 (2,595); Overdrive unique users: 516 (535).

Meetings Attended: ANSER Committee 5/4/21; B&G 5/6/21; Director's Association 5/12/21;
CPL Board Meeting 5/13/21; NYBEAS training 5/19/21;
Staff Meeting 5/20/21; Armistead mechanical 5/21/21;
ANSER Committee 5/24/21

End of Month Report May 2021
Youth Services Department
Cornwall Public Library

Programs/Events 5/4 Star Wars Teen Trivia ZOOM 06 5/6 Family Fun Challenge Curbside 60 5/9 TUT ZOOM 08 5/10 PJ Story Time youtube 05 5/11 Story Time Takeout Curbside 07 5/11 Story Time Takeout Video youtube 11 5/20 Art Afternoon Curbside 20 5/25 Toddler Time To-Go Curbside 14 5/25 Toddler Time To-Go Video youtube 16

Youth Services staff provided 28.25 hours at the greeters desk for May 2021.

Meetings/Webinars 4/30 Summer Reading Program planning-Lisa, Rebecca & Liz 5/4 Manager's Meeting-Lisa & Liz 5/6 Library Journal Day of Dialog Liz 5/13 Summer Reading Program planning-Lisa, Rebecca & Liz 5/20 Staff Meeting-Lisa, Rebecca & Liz 5/21 ESLN Webinar "The New Safety: Factoring CDC Guidance & NY: Changing Mandates into the Mix at Your Library" Rebecca 5/25 Summer Reading Program planning-Lisa, Rebecca & Liz

From the J Desk

Reference 151, Circulation 44, Telephone 132, Tech 16, and Misc: 20

Reflections:

After months of planning, there are signs that the Summer Reading Program of 2021 is coming. *The Calendar of Events is school district approved, printed, in the library and in the process of being readied for distribution.

*A SRP video commercial for the schools is being finalized, in lieu of our normal in person school visits.

* Many a WUFOO has been sent for flyer information on individual events.

* Bit by bit, we are receiving summer programming supplies.

*Training is about to take place for our two summer clerks

The Fun Begins Monday, June 28,...in a hybrid-sort-of way. respectfully submitted, 6/2/21 ekf.

**Adult Programming & Outreach Projects
submitted by Brenda Goldfarb 06/02/21**

Date	Title	Attendance
4/15/21	Mona Lisa of the North: "The Girl with the Pearl Earring"	46
4/21/21	Safe Banking: Identifying & Avoiding Scams	186
4/28/21	MSLC: Diabetes & Nutrition	55
5/04/21	Veterans Traveling Wall of Honor (display thru mid-June)	@61
5/18/21	Virtual Paint Night: 'Blossoms of May' (participants & Friends of CL paid)	27
5/25/21	MSLC: Common Sleep Disorders	54
5/26/21	An Evening with Julia Dahl - An Author's Words of Wisdom (Art Mid-Hudson Grant)	22

Highlights & Tidbits:

The Spring programs have been varied, well attended and at NO cost to the Library. Each program appealed to a different segment of the community. The outreach partnerships with a local artist, an independent living facility, financial & healthcare institution, and Assemblyman representing our district have not only been beneficial to the programs we can provide but bring positive attention to the Library. Also, establishing direct communication with the Cornwall Local & Orange County Post-Sentinel has spotlighted presenters thru columns & interviews encouraging community interest.

Museum passes for Storm King Art Center & Mohonk Preserves are popular. Other passes will be made available with consideration to Covid & safety concerns. Volunteer interest continues, active involvement with both the Chamber of Cornwall and the Town recreation staff are positive.

Sneak peek: June will start limited in-person (15 attendees) on the outside portico. Please join in for any programs as your time permits!

Adult Services Report – May 1-31, 2021 (submitted by Meaghan Doyle, 6/3/21)

(Library was closed 5/31 for Memorial Day)

REFERENCE: Reference (previous month in parentheses):

Ref. Q's: 167 (165); Tech Assists: 64 (52); Circ/Curbside Assists: 100 (90);
Directional: 6 (2); Reader's Advisory: 6 (6); ILL/SEAL: 26 (13); Pull List: 1491
(1828); Printing: 52 (40); Phone: 154 (197); Virtual Ref: 8 (78)*

* Virtual Ref data is something new I am trying to capture – last month I included requests received by phone call, but this month, and going forward, I will only count requests received via electronic means (email, website, social media, etc.)

Database Stats (previous month in parentheses):

Novel List Plus: 26 (38); Novel List PlusK-8: 45 (1); EBSCO Other: 0 (15); Gale: 0
(0); Gale Virtual Ref. Library: 1 (0); Ancestry: 30 (48); New York Times Digital: 70
(82) **

**NY Times Digital will be increasing its subscription rate by a cost-prohibitive over 260%

PC Usage: Adults: 238 (135) Childrens: 0 (10) Laptop: 1 (0)

WIFI Usage: 2086 (1550*) PC Reservations: 1 (6) Guest Passes: 30 (22)

*note: wifi usage was 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: 45 (38)

HOOPLA (previous month in parentheses):

New signups: 10 (8); Borrowers: 98 (99); Avg. No. Circs: 2.8 (3.1); Maxed Users: 23
(1); Items borrowed: 271 (307)

We've had Hoopla for over a year now, and it has been a worthwhile addition to our digital collection. Since launching in April 2020, 387 Cornwall patrons have signed up for Hoopla and borrowed 3,172 titles. For our cost of approximately \$6,000 in the last year, our patrons have accessed over \$69,000 worth of content a savings of approximately \$63,000!!

Curbside Statistics: From June 15, 2020 through March 31, 2021, Cornwall Public Library has served 7,879 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, May 54.

Adult Browsing Sessions: 479 Children's Browsing Sessions: 298 Anytime Hold Pickups: 610

Clearly, our patrons have embraced coming into the building to pick up their holds at their convenience. However, we are pleased to continue offering curbside services for patrons who are not yet ready to come in – and for those that have discovered the convenience of curbside!

PROGRAMMING REPORT:

5/3 Writer's Group: 8; 5/5 Members' Choice Book Group: 8; 5/10 Writer's Group: 7; 5/17 Writer's Group: 8; 5/18 Blossoms of May Paint Night: 27; 5/20 Mystery Book Group: 8; 5/24 Writers Group: 8; 5/25 Common Sleep Disorders: 54; 5/26 An Evening with Julia Dahl: An Author's Words of Wisdom: 22; 5/26 Out & About Book Group: 7; 5/27 Book Chat & Chocolate: 10. Total Attendees: 167

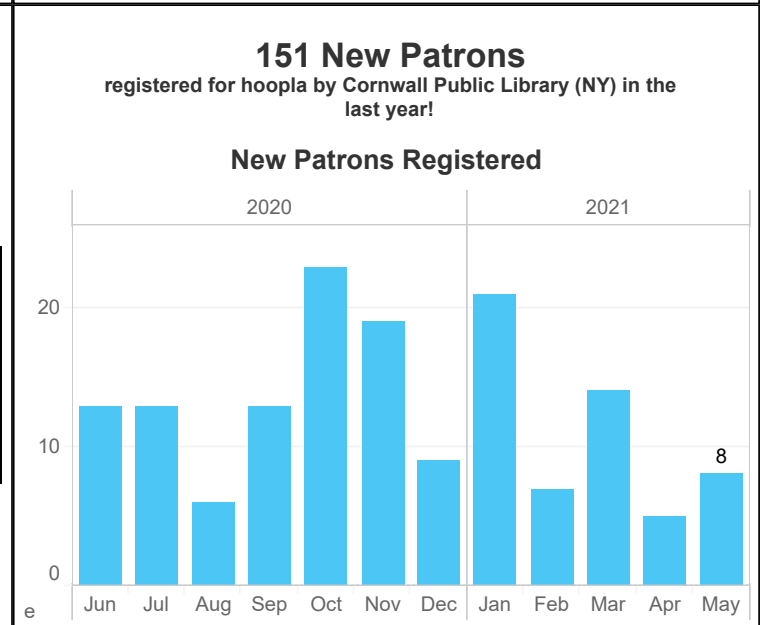
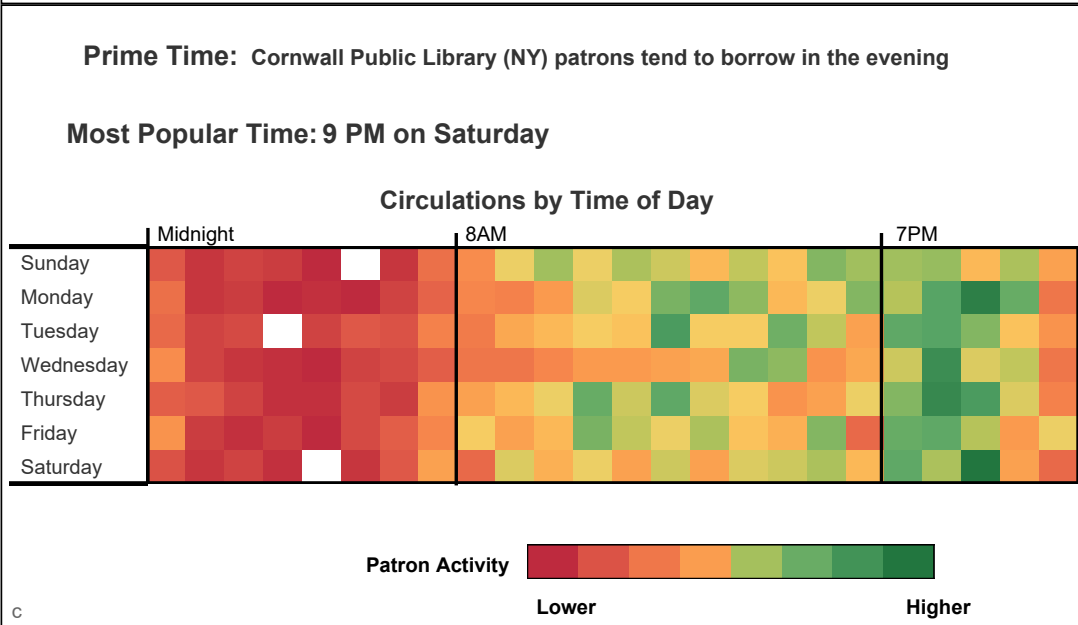
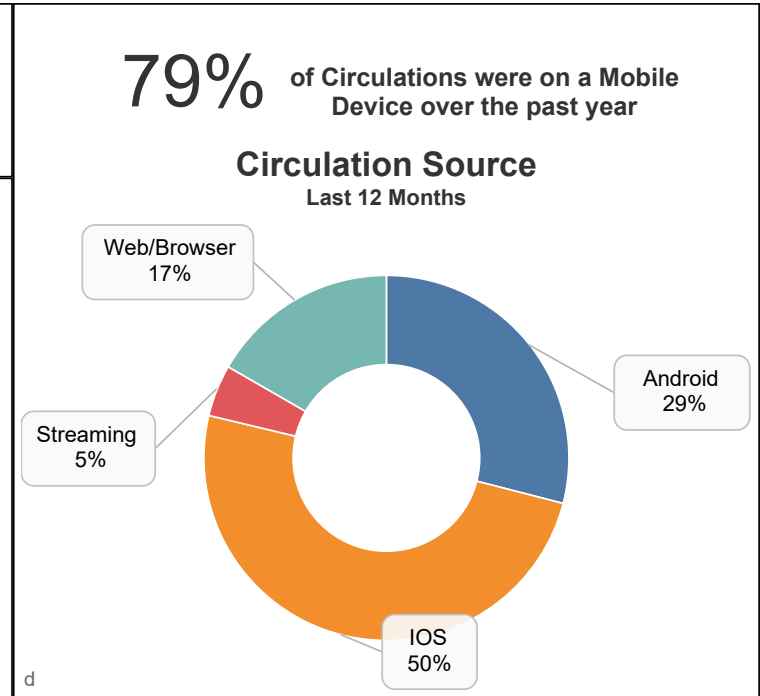
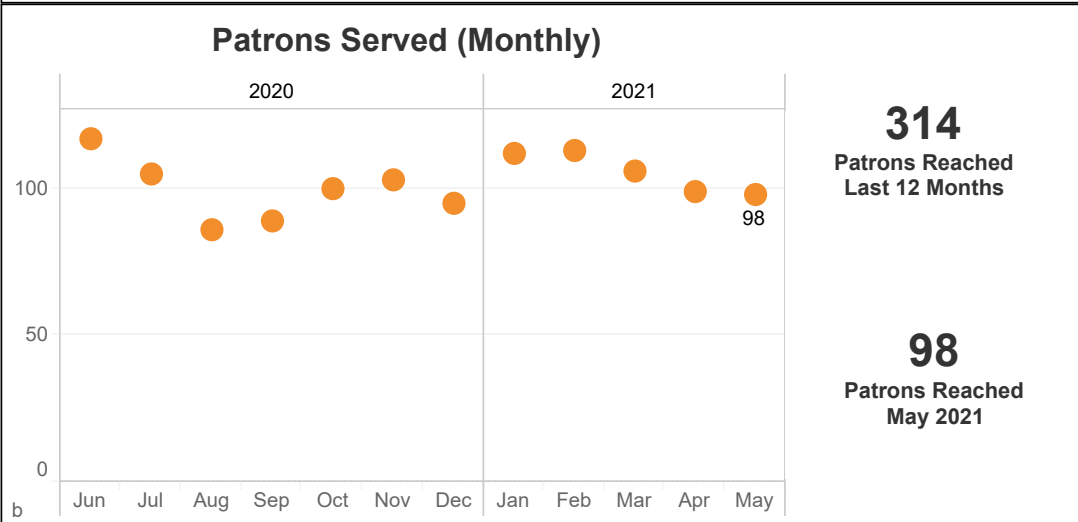
April Meetings:

5/4 Managers' Meeting; 5/6 OLA Meeting; 5/13 Library Board of Trustees Meeting; 5/14 Emergency Broadband Benefit Webinar; 5/20 Staff Meeting; 5/20 School Library Journal Virtual Day of Dialog

April 2020
Cornwall Public Library (NY)
Launched hoopla!

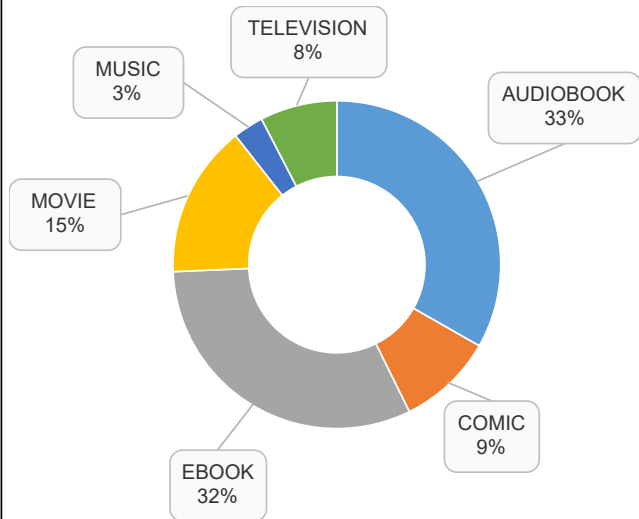
387
Unique Patrons
Since Launch

3,172
Unique Titles Borrowed
Since Launch

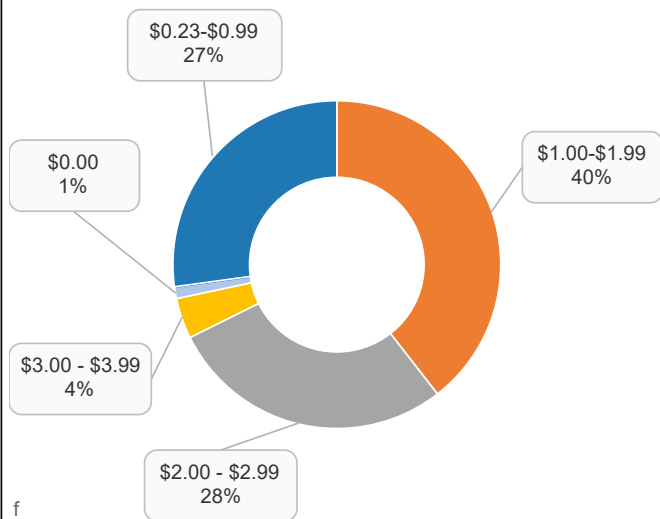


74% of titles circulated were eBooks, Audiobooks & Comics

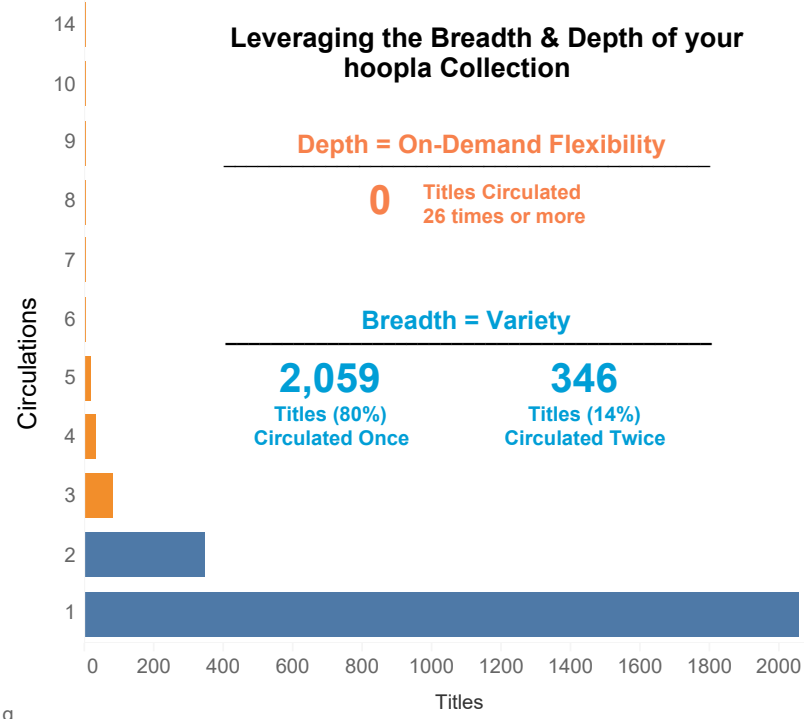
Unique Titles Circulated by Format



Circulations by Price Point



Leveraging the Breadth & Depth of your hoopla Collection



Last 12 Months

2,559
Unique Titles Circulated

3,363
Total Circulations

10.7
Circulations Per Patron

\$1.80
Cost per Circulation

Delivering Value to Your Community

\$63K
Saved

hoopla enabled Cornwall Public Library (NY) patrons to access 3K titles worth \$69K in Content Value for \$6K

Format	hoopla Total Circs	Unique Titles Circled	hoopla Total Cost	hoopla Cost per Title	Cost to Purchase (per Title)	Total Cost to Purchase Titles Circled
AUDIOBOOK	1,197	851	\$2,623	\$3.08	\$43	\$36,593
COMIC	294	242	\$377	\$1.56	\$13	\$3,146
EBOOK	1,061	809	\$1,478	\$1.83	\$24	\$19,416
MOVIE	493	386	\$1,047	\$2.71	\$16	\$6,176
MUSIC	103	77	\$157	\$2.04	\$10	\$770
TELEVISION	215	194	\$368	\$1.90	\$14	\$2,716