

Cornwall Public Library  
Board of Trustees  
July 8, 2021, 7:30 PM  
Regular Meeting Agenda

- I. Roll
- II. Approval of the Minutes – June 7, 2021
- III. Financial Review
  - a. Approval of Warrant #12
- 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: Accept the Resignation of Valerie LoSardo, bookkeeper, effective June 23, 2021
- VIII. Unfinished Business
- IX. New Business
- X. Adjournment

Next Regular Board Meeting Weds. August 11, 7PM

**Cornwall Public Library  
Board of Trustees**

July 8, 2021

Annual 7 PM Organizational Meeting Agenda

- I. Roll
- II. Disposition of the minutes
- III. Oaths of Office
- IV. Nomination\* and appointment of Officers  
*\*Persons were either nominated or volunteered for this position*  
Slate:
  - a. President:
  - b. Vice President:
  - c. Secretary:
  - d. Treasurer:
- V. Committee appointments and appointments of Chairs of Committees
  - a. Buildings & Grounds Chair:
  - b. Finance Chair:
  - c. Personnel Chair:
  - d. Policy Chair:
  - e. Sustainability Chair:
  - f. Strategic Planning Chair:
- VI. Bank of Deposit – Orange Bank & Trust Company
- VII. Accounts:
  - a. Trust & Agency (7822)-Checking
  - b. Payroll (7835)-Checking
  - c. General Fund (7848)-Checking
  - d. Investor's Choice (7806)- Checking
  - e. Capital Fund (7819)-Checking
  - f. Memorial Fund (0416)- Savings
- VIII. Appointments
  - a. Media: Cornwall Local, Times Herald Record, Orange County Post
  - b. Attorney- Jacobowitz & Gubits, LLP
  - c. Auditor- Nugent & Haeussler
- IX. Confirmation of Petty Cash Account:
  - a. General Petty Cash \$165.00
- X. Authorizations of Payments:
  - a. Prior to warrant: Utility Bills, Health Insurance, Telephone and FIOS Bills, Landscaper, contractual payments
  - b. Finance Committee to approve warrant
- XI. Meetings:
  - a. Vote to change meeting dates to the second Weds of the month.
- XII. Adjournment

## Cornwall Public Library Board of Trustees Meeting

June 7, 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 and Lynn Daniels

Emily Milton, Treasurer

Charlotte Dunaief, Director

**Trustees Excused:** Melissa Greaves-Kulisek

**Also Present:** Library staff members Catherine Incledon (minutes), Meaghan Doyle and Liz Fisher

**II. Approval of the Minutes:** A motion to approve the minutes from the regular Board meeting of May 13, 2021, was made by Carol Stein, seconded by Meghann Chyla, and was unanimously approved.

**III. Financial Review:** A motion to approve Warrant #11 in the amount of \$101,598.79 was made by Lynn Daniels, seconded by Meghann Chyla, and was unanimously approved.

**IV. Public Remarks:** Library staff member Liz Fisher presented the Children's Summer Reading Program. The Board recognized the Youth Services staff's excellent work in creating the program.

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

**VI. Director's Report:** See written report.

#### VII. Committee Reports:

- **Finance Committee:** The committee thanked the Board treasurer for her excellent work in creating the monthly financial reports and projections. A motion to approve the transfer of \$2,900 from the "Fuel/Utilities" budget line item #450 to the "Refund of PY Tax Assessment" budget line item #490 was made by Carol Stein, seconded by Meghann Chyla, and was unanimously approved. The committee will discuss several additional transfers, which it will recommend at the end of the fiscal year.
- **Policy Committee:** The Board discussed the Lending Policy and the Equipment Use Policy. The Board reviewed the Lending Policy, making no changes. A motion to approve the amended changes to the Equipment Use Policy was made

by Matt Soltis, seconded by Lynn Daniels, and was unanimously approved. The Board discussed the RCLS Direct Access plan. A motion to accept the RCLS Direct Access Plan was made by Lynn Daniels, seconded by Matt Soltis, and was unanimously approved.

- **Building, Garden, and Grounds:** No new report.
- **Friends:** No new report.
- **Personnel Committee:** A motion to approve the promotion of library pages Kathryn Gagnon and Andrew Fredericks to Library Clerks as summer assistance for the Youth Services department, as well as the promotion of Pamela Stockton from Library Clerk to full-time Library Assistant, was made by Meghann Chyla, seconded by Matt Soltis, and was unanimously approved.

**VIII. Unfinished Business:** The Board will continue to work on creating the new Strategic Plan.

**IX. New Business:** A motion to appoint Board member Meghann Chyla as the chair of the Reorganization Committee was made by Matt Soltis, seconded by Carol Stein, and was unanimously approved.

**X. Adjournment:** A motion to adjourn the regular Board meeting was made by Carol Stein, seconded by Meghann Chyla, and was unanimously approved. Stephanie Wolf adjourned the meeting at 8:19 p.m.

**The Annual Organizational Meeting will be held on Thursday, July 8, 2021 at 7 p.m.**

**The next Regular Board Meeting will be held on Thursday, July 8, 2021 at 7:30 p.m.**

**Cornwall Public Library**  
**Board of Trustees**

July 9, 2020

Annual 6:30 PM Organizational Meeting Minutes

Meeting was called to order at 6:31 by Charlotte Dunaief

- I. Roll:**  
**Trustees Present:** Stephanie Wolf, Carol Stein, Meghann Chyla, Melissa Greaves-Kulisek, Roberta Sherman, Matt Rettig, and Matt Soltis.  
**Trustees Excused:** None.  
Charlotte Dunaief, director  
Emily Milton, Treasurer  
**Also Present:** Library staff member Catherine Incledon (Minutes)
- II. Nomination of the President of the Board:** Carol Stein nominated Stephanie Wolf to be president of the Cornwall Public Library Board of Trustees. The nomination was seconded by Roberta Sherman, and was unanimously approved.
- III. Disposition of the Minutes:** A motion was made for the disposition of the minutes from the organizational meeting of July 11, 2019 by Roberta Sherman, seconded by Meghann Chyla, and was unanimously approved.
- IV. Oaths of Office:** The Oath of Office was taken by Roberta Sherman, Matt Rettig and Matt Soltis in which they read a sworn oath and signed a copy of the oath. Their term will be three years.
- V. Nomination and Appointment of Officers:** A motion to approve the following slate of officers as written was made by Melissa Greaves, seconded by Matt Soltis, and was unanimously approved.
- a. **President:** Stephanie Wolf
  - b. **Vice President:** Carol Stein
  - c. **Secretary:** Meghann Chyla
  - d. **Treasurer:** Emily Milton
- VI. Committee Appointments and Appointment of Chairs of Committees:** A motion to approve the following slate of committee chairs as written was made by Roberta Sherman, seconded by Meghann Chyla, and was unanimously approved.
- a. **Buildings and Grounds Chair:** Melissa Greaves
  - b. **Finance Chair:** Carol Stein
  - c. **Garden Chair:** Stephanie Wolf
  - d. **Personnel Chair:** Stephanie Wolf
  - e. **Policy Chair:** Meghann Chyla

The committees will be comprised as follows:

- a. **Buildings and Grounds Committee:** Melissa Greaves (Chair), Matt Rettig (member), Carol Stein (member)
  - b. **Finance Committee:** Carol Stein (Chair), Matt Rettig (member), Meghann Chyla (member)
  - c. **Garden Committee:** Stephanie Wolf (Chair), Matt Soltis (member)
  - d. **Personnel Committee:** Stephanie Wolf (Chair), Roberta Sherman (member), and Melissa Greaves (member)
  - e. **Policy Committee:** Meghann Chyla (Chair), Roberta Sherman (member), Matt Soltis (member)
  - f. **Friends Liaison:** Melissa Greaves
- VII. Bank of Deposit:** A motion to approve the use of Orange Bank & Trust Company as the bank of deposit for the Cornwall Public Library was made by Carol Stein, seconded by Matt Rettig, and was unanimously approved.
- VIII. Accounts:** A motion to approve the use of the following six accounts was made by Roberta Sherman, seconded by Carol Stein, and was unanimously approved.
- a. **Trust and Agency (7822)-** Checking
  - b. **Payroll (7835)-** Checking
  - c. **General Fund (7848)-** Checking
  - d. **Investor's Choice (7806)-** Checking
  - e. **Capital Fund (7819)-** Checking
  - f. **Memorial Fund (0416)-** Savings
- IX. Appointments:** A motion to approve the use of the *Cornwall Local*, the *Times Herald Record*, and the *Orange County Post* for the library's chosen media was made by Melissa Greaves, seconded by Meghann Chyla, and was unanimously approved. A motion to approve the use of Jacobowitz & Gubits, LLP as the library's chosen attorney was made by Roberta Sherman, seconded by Meghann Chyla, and was unanimously approved. A motion to approve the use of Nugent & Haeussler as the library's chosen auditor was made by Carol Stein, seconded by Roberta Sherman, and was unanimously approved.
- X. Confirmation of Petty Cash Account:** A motion to approve the library's petty cash account in the amount of \$165.00 was made by Meghann Chyla, seconded by Matt Soltis, and was unanimously approved.
- XI. Authorization of Payments:** A motion to approve the authorization of payments of the Utility Bills, Health Insurance, Telephone and FIOS Bills, Landscaper, and contractual payments prior to the approval of the warrant, as well as the authorization for the Finance Committee to approve the warrant, was made by Matt Rettig, seconded by Roberta Sherman, and was unanimously approved.
- XII. Adjournment:** A motion to adjourn the July 9, 2020 Organizational Meeting at 6:53 was made by Carol Stein, seconded by Roberta Sherman, and was unanimously approved.

**Cornwall Public Library**

**Warrant # 12**

As of June 30, 2021

Type	Date	Num	Memo	Split	Paid	Amount
<b>ALA - Member Services</b>						
Bill	06/20/2021	0009171	Organizational And Division Membership - 0...	438 · Dues	Unpaid	409.00
Total ALA - Member Services						409.00
<b>All Recipes</b>						
Bill	06/20/2021	3620368237	Cust #3620368237	413.6 · Serials	Unpaid	10.00
Total All Recipes						10.00
<b>B &amp; R Construction</b>						
Bill	06/15/2021	6-9-21	Seal Ground Vent	452 · Repairs to Building	Unpaid	200.00
Total B & R Construction						200.00
<b>Belsito</b>						
Bill	06/20/2021	062121900	50% Website Build	437.1 · Prof fees-Office	Paid	2,500.00
Bill	06/28/2021	062121901	062121901	437.1 · Prof fees-Office	Unpaid	2,500.00
Total Belsito						5,000.00
<b>Benninger Landscaping LTD</b>						
Bill	06/15/2021	June-21	June-21 Maintenance	469 · Service Contracts	Paid	900.00
Total Benninger Landscaping LTD						900.00
<b>Blackstone Publishing</b>						
Bill	06/15/2021	1226195	1226195	-SPLIT-	Unpaid	167.52
Bill	06/15/2021	1226943	1226943	-SPLIT-	Unpaid	34.95
Bill	06/30/2021	1227257	1227257	-SPLIT-	Unpaid	241.89
Bill	06/25/2021	1229029	1229029	-SPLIT-	Unpaid	69.88
Bill	06/25/2021	1228806	1228806	-SPLIT-	Unpaid	38.94
Total Blackstone Publishing						553.18
<b>Brodart Co. - Juv</b>						
Bill	06/20/2021	317597A	317597A	-SPLIT-	Unpaid	1,125.29
Bill	06/20/2021	B6202321	B6202321	-SPLIT-	Unpaid	32.02
Bill	06/20/2021	B6202586	B6202586	-SPLIT-	Unpaid	15.47
Bill	06/20/2021	B6202345	B6202345	410.4 · Juvenile Fiction	Unpaid	7.87
Bill	06/20/2021	B6202320	B6202320	-SPLIT-	Unpaid	234.30
Bill	06/20/2021	B6202337	B6202337	-SPLIT-	Unpaid	121.94
Bill	06/20/2021	B6202579	B6202579	-SPLIT-	Unpaid	250.10
Bill	06/20/2021	B6202338	B6202321	-SPLIT-	Unpaid	59.92
Bill	06/20/2021	B6202577	B6202577	-SPLIT-	Unpaid	42.68
Bill	06/20/2021	B6202585	B6202585	-SPLIT-	Unpaid	29.68
Bill	06/20/2021	B6202528	B6202528	-SPLIT-	Unpaid	364.00
Bill	06/20/2021	B6202438	B6202438	-SPLIT-	Unpaid	292.34
Bill	06/20/2021	B6202583	B6202583	410.4 · Juvenile Fiction	Unpaid	110.10
Bill	06/20/2021	B6202576	B6202576	410.4 · Juvenile Fiction	Unpaid	12.45
Bill	06/20/2021	B6202575	B6202575	410.4 · Juvenile Fiction	Unpaid	7.14
Bill	06/20/2021	B6202483	B6202483	410.4 · Juvenile Fiction	Unpaid	2.99
Bill	06/20/2021	B6202587	B6202587	-SPLIT-	Unpaid	10.49
Bill	06/20/2021	B6202482	B6202482	410.5 · Juvenile Non Fiction	Unpaid	10.17
Bill	06/20/2021	B6205841	B6205841	410.4 · Juvenile Fiction	Unpaid	17.63
Bill	06/20/2021	B6205846	B6205846	410.4 · Juvenile Fiction	Unpaid	14.13
Bill	06/20/2021	B6205845	B6205845	410.4 · Juvenile Fiction	Unpaid	7.14
Bill	06/20/2021	B6205832	B6205832	-SPLIT-	Unpaid	286.36
Bill	06/20/2021	B6205819	B6205819	-SPLIT-	Unpaid	318.37
Bill	06/20/2021	B6205831	B6205831	-SPLIT-	Unpaid	9.94
Bill	06/20/2021	B6205842	B6205842	410.4 · Juvenile Fiction	Unpaid	52.95
Bill	06/20/2021	B6205806	B6205806	410.4 · Juvenile Fiction	Unpaid	11.37
Bill	06/20/2021	B6205817	B6205817	-SPLIT-	Unpaid	14.59
Bill	06/20/2021	B6205812	B6205812	-SPLIT-	Unpaid	64.56
Bill	06/20/2021	B6205805	B6205805	-SPLIT-	Unpaid	68.55
Bill	06/20/2021	B620504	B620504	-SPLIT-	Unpaid	90.68
Bill	06/20/2021	B6205818	B6205818	410.4 · Juvenile Fiction	Unpaid	23.61
Bill	06/20/2021	B6205816	B6205816	410.4 · Juvenile Fiction	Unpaid	28.84
Bill	06/20/2021	B6205813	B6205813	410.4 · Juvenile Fiction	Unpaid	9.32
Bill	06/20/2021	B6205622	B6205622	-SPLIT-	Unpaid	24.77
Bill	06/20/2021	B6205624	B6205624	410.4 · Juvenile Fiction	Unpaid	32.33
Bill	06/20/2021	B6205357	B6205357	410.4 · Juvenile Fiction	Unpaid	39.87
Bill	06/20/2021	B6205462	B6205462	-SPLIT-	Unpaid	64.77
Bill	06/20/2021	B6205623	B6205623	410.4 · Juvenile Fiction	Unpaid	23.76
Bill	06/20/2021	B6205575	B6205575	-SPLIT-	Unpaid	25.92
Bill	06/28/2021	B6202569	B6202569	410.5 · Juvenile Non Fiction	Unpaid	50.57
Bill	06/28/2021	B6205807	B6205807	-SPLIT-	Unpaid	20.98
Total Brodart Co. - Juv						4,029.96

# Cornwall Public Library

## Warrant # 12

As of June 30, 2021

Type	Date	Num	Memo	Split	Paid	Amount
<b>Brodart Co. -Supplies</b>						
Bill	06/20/2021	581794		430.1 · Library supplies	Unpaid	56.87
Bill	06/28/2021	582140		430.1 · Library supplies	Unpaid	53.33
Total Brodart Co. -Supplies						110.20
<b>Brodart Co. (McN)</b>						
Bill	06/20/2021	Inv M187153	Inv M187153 July 2021	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
<b>Cengage Learning/Gale</b>						
Bill	06/20/2021	74420668		410.21 · Adult Non-Fiction Stan...	Unpaid	46.50
Total Cengage Learning/Gale						46.50
<b>Central Hudson Gas &amp; Electric Corp</b>						
Bill	06/28/2021	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Unpaid	1,777.06
Total Central Hudson Gas & Electric Corp						1,777.06
<b>Charlotte Dunaief</b>						
Bill	06/20/2021	Employee Reimburse	Supplies	430.2 · Office supplies	Unpaid	11.22
Bill	06/28/2021	reimburse 6/25/21	reimburse 6/25/21	-SPLIT-	Unpaid	25.99
Total Charlotte Dunaief						37.21
<b>Cornwall Public Library - Payroll</b>						
Bill	06/01/2021	Payroll End 5-25-21	Payroll Ending 5.28.21 Pay Date 6.4.21	1012 · OBT Payroll Checking	Paid	16,106.70
Bill	06/15/2021	Payroll End 6.11.21	Payroll Ending 6.11.21 Pay Date 6.18.21	1012 · OBT Payroll Checking	Paid	16,493.24
Bill	06/30/2021	bonus pay 6/30/21	bonus pay 6/30/21	1012 · OBT Payroll Checking	Paid	8,906.72
Bill	06/30/2021	pay end 6/25/21	payroll ending 6/25/21	1012 · OBT Payroll Checking	Paid	18,459.14
Total Cornwall Public Library - Payroll						59,965.80
<b>Cornwall Public Library - Trust &amp; Agency</b>						
Bill	06/01/2021	payroll end 5/28/21	payroll end 5/28/21 pay date 6/4/21	1003 · Due from Trust & Agency	Paid	6,534.92
Bill	06/17/2021	Payroll End 6.11.21	Payroll Ending 6.11.21 Pay Date 6.18.21	1003 · Due from Trust & Agency	Paid	6,840.81
Bill	06/30/2021	Health Insurance	July 2021 Health Insurance	1003 · Due from Trust & Agency	Paid	5,000.00
Bill	06/30/2021	bonus pay 6/30/21	bonus pay 6/30/21	1003 · Due from Trust & Agency	Paid	2,181.23
Bill	06/30/2021	pay end 6/25/21	payroll ending 6/25/21	1003 · Due from Trust & Agency	Paid	7,492.88
Total Cornwall Public Library - Trust & Agency						28,049.84
<b>Deluxe Business Checks and Solutions</b>						
Bill	06/28/2021	10003458	10003458	430.2 · Office supplies	Unpaid	209.83
Total Deluxe Business Checks and Solutions						209.83
<b>Demco, Inc.</b>						
Bill	06/28/2021	6967538	6967538	430.1 · Library supplies	Unpaid	63.89
Total Demco, Inc.						63.89
<b>Findaway World, LLC</b>						
Bill	06/20/2021	352880	352880	412.4 · Books On Tape - Juvenile	Unpaid	281.19
Bill	06/20/2021	352888	352888	412.4 · Books On Tape - Juvenile	Unpaid	487.42
Bill	06/20/2021	352886	352886	412.4 · Books On Tape - Juvenile	Unpaid	191.22
Bill	06/20/2021	350020	350020	412.4 · Books On Tape - Juvenile	Unpaid	127.48
Bill	06/20/2021	350397	350397	-SPLIT-	Unpaid	455.92
Bill	06/20/2021	353019	353019	412.4 · Books On Tape - Juvenile	Unpaid	1,600.12
Bill	06/20/2021	353465	353465	412.4 · Books On Tape - Juvenile	Unpaid	521.12
Total Findaway World, LLC						3,664.47
<b>Fine Homebuilding</b>						
Bill	06/20/2021	2 year renewal	2 year renewal - Exp 9/2023	413.6 · Serials	Unpaid	65.95
Total Fine Homebuilding						65.95
<b>hoopla</b>						
Bill	06/28/2021	500654997	500654997	412.8 · Digital Streaming	Unpaid	485.94
Total hoopla						485.94
<b>Ingram Library Services</b>						
Bill	06/20/2021	53316901	53316901	-SPLIT-	Unpaid	57.77
Bill	06/30/2021	53474045	53474045	-SPLIT-	Unpaid	1,809.23
Total Ingram Library Services						1,867.00
<b>JNJ Pest Control</b>						



# Cornwall Public Library

## Warrant # 12

As of June 30, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Bill	06/15/2021	Inv 7128	Pest Control Service - June-21	469 · Service Contracts	Unpaid	280.00
Total JNJ Pest Control						280.00
<b>Lock Around the Clock</b>						
Bill	06/20/2021	July - 21	July - 21 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
<b>Marangi Disposal</b>						
Bill	06/15/2021	1610942	Trash Removal Service 6-1 to 6-30-21	469 · Service Contracts	Paid	132.29
Total Marangi Disposal						132.29
<b>Maureen Hart</b>						
Bill	06/20/2021	8-10-21	Summer of the Hudson	437.2 · Prof fees-Adult programs	Unpaid	275.00
Total Maureen Hart						275.00
<b>Meaghan Doyle</b>						
Bill	06/20/2021	Empl Reimburse	Notary License	437.1 · Prof fees-Office	Unpaid	60.00
Total Meaghan Doyle						60.00
<b>Mother Jones</b>						
Bill	06/30/2021	R007045	#110000358645# R007045	413.6 · Serials	Unpaid	25.00
Total Mother Jones						25.00
<b>Nasco</b>						
Bill	06/15/2021	81001	81001	430.33 · Summer Reading	Unpaid	696.24
Bill	06/30/2021	87584	87584	430.33 · Summer Reading	Unpaid	11.15
Bill	06/28/2021	92606	92606	430.33 · Summer Reading	Unpaid	164.38
Total Nasco						871.77
<b>NET2PHONE</b>						
Bill	06/25/2021	2388340	2388340	431 · Telephone	Unpaid	253.36
Total NET2PHONE						253.36
<b>Orange Bank &amp; Trust Cardmember Services</b>						
Bill	06/28/2021	1088	1088	-SPLIT-	Unpaid	2,292.01
Total Orange Bank & Trust Cardmember Services						2,292.01
<b>Orange Co. Genealogical Society</b>						
Bill	06/20/2021	renewal	renewal	413.6 · Serials	Unpaid	60.00
Total Orange Co. Genealogical Society						60.00
<b>OverDrive, Inc.</b>						
Bill	06/15/2021	01052CO21219019	01052CO21219019	410.42 · Ebooks -- Juvenile	Unpaid	101.99
Bill	06/15/2021	01052CO21258464	01052CO21258464	410.62 · Ebooks -- Young Adult	Unpaid	183.80
Bill	06/15/2021	01052CO21258468	01052CO21258468	410.42 · Ebooks -- Juvenile	Unpaid	155.77
Bill	06/15/2021	01052CO21258469	01052CO21258469	412.42 · E-Audiobooks -- Juvenile	Unpaid	92.47
Bill	06/15/2021	01052CO21258475	01052CO21258475	412.52 · E-Audiobooks -- Young...	Unpaid	113.69
Total OverDrive, Inc.						647.72
<b>P &amp; P Quick Copy Center</b>						
Bill	06/20/2021	206519	206519 Summer Reading Events Calendar	430.33 · Summer Reading	Unpaid	425.00
Bill	06/28/2021	206732	2067321	430.1 · Library supplies	Unpaid	69.00
Total P & P Quick Copy Center						494.00
<b>Patricia Parker</b>						
Bill	06/30/2021	Storytime 7/21-8/21		437.5 · Prof fees-SRP	Unpaid	280.00
Total Patricia Parker						280.00
<b>Paychex, Inc.</b>						
Bill	06/15/2021	1404264	33 Employees 1335265	437.1 · Prof fees-Office	Paid	83.16
Total Paychex, Inc.						83.16
<b>RCLS</b>						
Bill	06/30/2021	29765	29765	-SPLIT-	Unpaid	2,279.90
Total RCLS						2,279.90
<b>Ron Kaiser</b>						
Bill	06/15/2021	6-11-21	Relocated Door Latch, Reposition Speaker, ...	452 · Repairs to Building	Unpaid	120.00
Bill	06/20/2021	6-17-21	Kitchen Sink Leaking replaced Trap, Ladies ...	452 · Repairs to Building	Unpaid	150.00

# Cornwall Public Library

## Warrant # 12

As of June 30, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Bill	06/25/2021	6/25/2021	6/25/2321	452 · Repairs to Building	Unpaid	60.00
Bill	06/28/2021	6/28/21	6/28/21	-SPLIT-	Unpaid	68.00
Total Ron Kaiser						398.00
<b>Roth Backflow Services</b>						
Bill	06/20/2021	293613	293613	452 · Repairs to Building	Unpaid	225.00
Total Roth Backflow Services						225.00
<b>RPC Electric</b>						
Bill	06/28/2021	4299	4299	800 · Capital Expenditure	Paid	3,800.00
Total RPC Electric						3,800.00
<b>ScienceNews</b>						
Bill	06/20/2021	2 Year Renewal	2 Year Renewal	413.6 · Serials	Unpaid	90.00
Total ScienceNews						90.00
<b>Steven Fowler</b>						
Bill	06/15/2021	Teen Writers Strike	Teen Writers Strike Back 4 Session7/7,7/17,...	437.5 · Prof fees-SRP	Unpaid	160.00
Total Steven Fowler						160.00
<b>The Atlantic</b>						
Bill	06/20/2021	0002024750	20 Issues Exp 7/23	413.6 · Serials	Unpaid	34.95
Total The Atlantic						34.95
<b>The Storycrafters</b>						
Bill	06/15/2021	8/17	8/17/21	437.5 · Prof fees-SRP	Unpaid	435.00
Total The Storycrafters						435.00
<b>Toshiba</b>						
Bill	06/28/2021	446460032	446460032	469 · Service Contracts	Unpaid	273.72
Total Toshiba						273.72
<b>Turtle Dance Music</b>						
Bill	06/30/2021	program 8/10/21	program 8/10/21	437.5 · Prof fees-SRP	Unpaid	75.00
Total Turtle Dance Music						75.00
<b>Vanguard Cleaning Systems of the HV</b>						
Bill	06/15/2021	39131	June 2021 Monthly Service-39131	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
<b>Verizon</b>						
Bill	06/20/2021	652-121-949-0001-81	June-21 Services 652-121-949-0001-81	431 · Telephone	Unpaid	176.99
Total Verizon						176.99
<b>Verizon Wireless</b>						
Bill	06/15/2021	9881031806	9881031806	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
<b>Village of Cornwall-on-Hudson</b>						
Bill	06/20/2021	Acct 007472-000	Water Service 3-24-21 To 5/24/21	450 · Fuel/Utilities	Unpaid	58.00
Total Village of Cornwall-on-Hudson						58.00
<b>W.B. Mason</b>						
Bill	06/20/2021	220727784	220539322	-SPLIT-	Unpaid	110.41
Bill	06/20/2021	220875443	2208754283	-SPLIT-	Unpaid	274.12
Bill	06/20/2021	221054680	221054680	-SPLIT-	Unpaid	180.82
Bill	06/28/2021	220975210	220975210	430.1 · Library supplies	Unpaid	88.74
Total W.B. Mason						654.09
<b>Walkkill Public Library</b>						
Bill	06/20/2021	Lost Book	32843000520804	2082 · Library Fines	Unpaid	38.99
Total Walkkill Public Library						38.99
<b>Wes Gottlock</b>						
Bill	06/15/2021	Bannerman Island	Bannerman Island	437.2 · Prof fees-Adult programs	Unpaid	100.00
Total Wes Gottlock						100.00

Cornwall Public Library

**Warrant # 12**

As of June 30, 2021

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
TOTAL						<u>123,870.61</u>

**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
<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	948.95	948.95
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>513,958.11</u>	<u>790,324.59</u>
<b>Gross Profit</b>	81,450.00	0.00	194,916.48	276,366.48	513,958.11	790,324.59
<b>Expense</b>						
203b - Capital Equipment	0.00	0.00	0.00	0.00	9,700.27	9,700.27
<b>430 - Supplies</b>						
430.1 - Library supplies	0.00	0.00	0.00	0.00	0.00	0.00
430.2 - Office supplies						
430.22 - Covid Expense	0.00	0.00	0.00	0.00	0.00	0.00
430.2 - Office supplies - Other	0.00	0.00	70.00	70.00	0.00	70.00
<b>Total 430.2 - Office supplies</b>	<u>0.00</u>	<u>0.00</u>	<u>70.00</u>	<u>70.00</u>	<u>0.00</u>	<u>70.00</u>
430.3 - Program supplies	0.00	0.00	0.00	0.00	0.00	0.00
430 - Supplies - Other	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 430 - Supplies</b>	<u>0.00</u>	<u>0.00</u>	<u>70.00</u>	<u>70.00</u>	<u>0.00</u>	<u>70.00</u>
434 - Publicity & Printing	0.00	0.00	74.12	74.12	0.00	74.12
<b>437 - Professional Fees</b>						
437.1 - Prof fees-Office	3,776.03	0.00	1,400.00	5,176.03	0.00	5,176.03
437.5 - Prof fees-SRP	0.00	0.00	0.00	0.00	0.00	0.00
437.6 - Prof fees-Outreach	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 437 - Professional Fees</b>	<u>3,776.03</u>	<u>0.00</u>	<u>1,400.00</u>	<u>5,176.03</u>	<u>0.00</u>	<u>5,176.03</u>
452 - Repairs to Building	0.00	0.00	714.50	714.50	3,211.00	3,925.50
800 - Capital Expenditure	70,731.95	60,464.00	193,154.75	324,350.70	247,136.81	571,487.51
<b>Total Expense</b>	<u>74,507.98</u>	<u>60,464.00</u>	<u>195,413.37</u>	<u>330,385.35</u>	<u>260,048.08</u>	<u>590,433.43</u>
	<u><b>6,942.02</b></u>	<u><b>-60,464.00</b></u>	<u><b>-496.89</b></u>	<u><b>-54,018.87</b></u>	<u><b>253,910.03</b></u>	<u><b>199,891.16</b></u>

\*capital balance on 6/30/17

Future Cash Balance (Capital Account)				Balance		Open Capital Grants Timeline	
Current Capital Balance				\$	203,332.98	Roof Grant (\$200,000) - must be completed by 8/2022	
Spend remainder of roof grant		\$	(4,586.63)	\$	198,746.35	Gen/Elec/Light (\$181,000) - must be completed by 6/2022	
Reimburse remainder of roof grant	\$	5,083.52		\$	203,829.87	Site Sign (\$50,000)- must be completed by 9/2021	
Reimburse site sign	\$	50,000.00		\$	253,829.87		
Spend electrical grant		\$	(106,492.02)	\$	147,337.85		
Reimburse remaining electrical grant	\$	9,050.00		\$	156,387.85		
Appropriated Fund Balance for 2021-2022		\$	(35,000.00)	\$	121,387.85		
<b>Future Capital balance</b>				\$	<b>121,387.85</b>		

  

Future Cash Balance (Main (Investor's Choice))				Balance	
Current Balance				\$	534,485.53
Fund July-September expenses		\$	(305,000.00)	\$	229,485.53
Receive tax levy	\$	305,000.00		\$	534,485.53
<b>Future Capital balance</b>				\$	<b>534,485.53</b>

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

	6/30/2021 \$27,542.06	6/30/2021 \$2,609.37	6/30/2021 \$5,427.59	6/30/2021 \$0			
	<b>Good Idea Fund</b>	<b>Schmitt Children Tech Grant (\$13,000)</b>	<b>Skoufis Adult Tech Grant (\$15,571)</b>	<b>Arts Mid-Hudson Regrant (Oper)</b>	<b>Friends (Operating)</b>	<b>Operating - Other (Operating)</b>	<b>Total Operating</b>
<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	3,717.05	3,717.05
2401 · Income from Investments	0.00	0.00	0.00	0.00	0.00	367.55	367.55
2706 · Gifts & Endowments	200.00	0.00	0.00	0.00	5,663.73	1,982.66	7,646.39
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	5,978.20	5,978.20
<b>Total Income</b>	<b>200.00</b>	<b>0.00</b>	<b>571.56</b>	<b>0.00</b>	<b>5,663.73</b>	<b>1,275,850.46</b>	<b>1,282,085.75</b>
<b>Gross Profit</b>	<b>200.00</b>	<b>0.00</b>	<b>571.56</b>	<b>0.00</b>	<b>5,663.73</b>	<b>1,275,850.46</b>	<b>1,282,085.75</b>
<b>Expense</b>							
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	192,720.03	192,720.03
142 · Salary-Clerical	0.00	0.00	0.00	0.00	0.00	428,411.77	428,411.77
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	5,230.83	5,230.83
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	55,477.54	55,477.54
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	24,244.82	24,244.82
413 · Serials/Reference	0.00	0.00	0.00	0.00	200.00	7,152.42	7,352.42
430 · Supplies							
430.1 · Library supplies	0.00	0.00	0.00	0.00	0.00	3,017.67	3,017.67
430.2 · Office supplies							
430.22 · Covid Expense	0.00	0.00	0.00	0.00	0.00	6,646.05	6,646.05
430.2 · Office supplies - Other	57.99	0.00	0.00	0.00	871.38	3,950.63	4,822.01
<b>Total 430.2 · Office supplies</b>	<b>57.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>871.38</b>	<b>10,596.68</b>	<b>11,468.06</b>
430.3 · Program supplies	0.00	0.00	0.00	0.00	451.85	3,994.72	4,446.57
<b>Total 430 · Supplies</b>	<b>57.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,323.23</b>	<b>17,609.07</b>	<b>18,932.30</b>
431 · Telephone	0.00	0.00	0.00	0.00	0.00	7,220.99	7,220.99
433 · Postage	0.00	0.00	0.00	0.00	0.00	2,376.74	2,376.74
434 · Publicity & Printing	0.00	0.00	0.00	0.00	374.00	4,380.38	4,754.38
435 · Travel/Conference	0.00	0.00	0.00	0.00	0.00	528.81	528.81
437 · Professional Fees							
437.1 · Prof fees-Office	0.00	0.00	0.00	0.00	0.00	23,377.98	23,377.98
437.2 · Prof fees-Adult programs	0.00	0.00	0.00	500.00	2,710.00	2,875.00	6,085.00
437.3 · Prof fees-YA programs	0.00	0.00	0.00	0.00	770.00	15.00	785.00
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	435.00	755.00	1,190.00
437.6 · Prof fees-Outreach	0.00	0.00	0.00	0.00	0.00	267.70	267.70
<b>Total 437 · Professional Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>3,915.00</b>	<b>27,648.01</b>	<b>32,063.01</b>
438 · Dues	0.00	0.00	0.00	0.00	0.00	2,117.00	2,117.00
440 · Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	1,105.99	1,105.99
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	26,155.94	26,155.94
451 · Custodial Supplies	0.00	0.00	0.00	0.00	0.00	950.55	950.55
452 · Repairs to Building	0.00	0.00	0.00	0.00	0.00	8,474.20	8,474.20
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	48,676.57	48,676.57
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	54,331.11	54,331.11
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	72,509.97	72,509.97
<b>Total Expense</b>	<b>57.99</b>	<b>0.00</b>	<b>6,636.41</b>	<b>500.00</b>	<b>5,812.23</b>	<b>1,126,608.09</b>	<b>1,139,556.73</b>
	<b>142.01</b>	<b>0.00</b>	<b>-6,064.85</b>	<b>-500.00</b>	<b>-148.50</b>	<b>149,242.37</b>	<b>142,529.02</b>

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

Budget 100%	Full 2020-2021 Budget			
	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
2002 · Local Public Funds	1,263,805.00	1,263,805.00	0.00	100.0%
2005 · Appropriated Fund Balance	0.00	37,777.00	-37,777.00	0.0%
2082 · Library Fines	3,717.05	18,000.00	14,282.95	20.65%
2401 · Income from Investments	367.55	0.00	-367.55	100.0%
2706 · Gifts & Endowments			0.00	
2706.1 · Gifts-Friends	5,663.73	13,500.00	7,836.27	41.95%
2706.2 · Gifts-Other	1,937.23	1,500.00	-437.23	129.15%
2706 · Gifts & Endowments - Other	38.46		-38.46	
<b>Total 2706 · Gifts &amp; Endowments</b>	<b>7,639.42</b>	<b>15,000.00</b>	<b>7,360.58</b>	<b>50.93%</b>
2760 · Grants	0.00	2,000.00	2,000.00	0.0%
3840 · RCLS			0.00	
3840.1 · LLSA	4,811.20	5,000.00	188.80	96.22%
3840.5 · Other Cash Grants	1,167.00		-1,167.00	
<b>Total 3840 · RCLS</b>	<b>5,978.20</b>	<b>5,000.00</b>	<b>-978.20</b>	<b>119.56%</b>
<b>Total Income</b>	<b>1,281,507.22</b>	<b>1,341,582.00</b>	<b>60,074.78</b>	<b>95.52%</b>
<b>Gross Profit</b>	<b>1,281,507.22</b>	<b>1,341,582.00</b>	<b>60,074.78</b>	<b>95.52%</b>
<b>Expense</b>				
141 · Salary-Certified Librarian	192,720.03	198,184.00	5,463.97	97.24%
142 · Salary-Clerical	428,411.77	488,270.00	59,858.23	87.74%
143 · Salary-Treasurer	5,230.83	5,250.00	19.17	99.64%
203b · Capital Equipment	1,276.71	4,200.00	2,923.29	30.4%
410 · Books	55,477.54	70,029.00	14,551.46	79.22%
411 · Film	557.67	658.00	100.33	84.75%
412 · Video/Music/Books on Tape	24,244.82	34,870.00	10,625.18	69.53%
413 · Serials/Reference	7,352.42	11,500.00	4,147.58	63.93%
430 · Supplies			0.00	
430.1 · Library supplies	3,017.67	6,000.00	2,982.33	50.3%
430.2 · Office supplies			0.00	
430.22 · Covid Expense	6,646.05		-6,646.05	
430.2 · Office supplies - Ott	4,822.01	11,400.00	6,577.99	42.3%
<b>Total 430.2 · Office supplies</b>	<b>11,468.06</b>	<b>11,400.00</b>	<b>-68.06</b>	<b>100.6%</b>
430.3 · Program supplies	4,446.57	10,500.00	6,053.43	42.35%
<b>Total 430 · Supplies</b>	<b>18,932.30</b>	<b>27,900.00</b>	<b>8,967.70</b>	<b>67.86%</b>
431 · Telephone	7,220.99	9,000.00	1,779.01	80.23%
433 · Postage	2,376.74	4,000.00	1,623.26	59.42%
434 · Publicity & Printing	4,754.38	7,500.00	2,745.62	63.39%
435 · Travel/Conference	528.81	5,500.00	4,971.19	9.62%
437 · Professional Fees			0.00	
437.1 · Prof fees-Office	23,377.98	25,195.00	1,817.02	92.79%
437.2 · Prof fees-Adult programs	5,585.00	7,000.00	1,415.00	79.79%
437.3 · Prof fees-YA programs	785.00	2,000.00	1,215.00	39.25%
437.4 · Prof fees-Juvenile	357.33	4,000.00	3,642.67	8.93%
437.5 · Prof fees-SRP	1,190.00	3,000.00	1,810.00	39.67%
437.6 · Prof fees-Outreach	267.70	1,000.00	732.30	26.77%
<b>Total 437 · Professional Fees</b>	<b>31,563.01</b>	<b>42,195.00</b>	<b>10,631.99</b>	<b>74.8%</b>
438 · Dues	2,117.00	2,120.00	3.00	99.86%
439 · Equipment Repair	0.00	0.00	0.00	0.0%
440 · Contracts w/ Books Co.	1,105.99	2,200.00	1,094.01	50.27%
450 · Fuel/Utilities	26,155.94	30,142.00	3,986.06	86.78%
451 · Custodial Supplies	950.55	3,000.00	2,049.45	31.69%
452 · Repairs to Building	8,474.20	13,490.00	5,015.80	62.82%
454 · Building Insurance	12,491.79	12,750.00	258.21	97.98%
455 · RCLS ANSER & Telecommunication	49,030.21	61,843.00	12,812.79	79.28%
469 · Service Contracts	48,676.57	51,099.00	2,422.43	95.26%
490 · Refund of PY Tax Assessment	9,960.26	10,000.00	39.74	99.6%
900 · Grant Expense	0.00	0.00	0.00	0.0%
9010.8 · Retirement	64,918.67	65,051.00	132.33	99.8%
9030.8 · FICA/Medicare Expense	54,331.11	54,346.00	14.89	99.97%
9060.8 · Workers' Comp	1,050.04	7,955.00	6,904.96	13.2%
9090.8 · Health Insurance	72,509.97	118,530.00	46,020.03	61.17%
<b>Total Expense</b>	<b>1,132,420.32</b>	<b>1,341,582.00</b>	<b>209,161.68</b>	<b>84.41%</b>
	<b>149,086.90</b>	<b>0.00</b>	<b>-149,086.90</b>	<b>100.0%</b>

## June 2021 Director's Report

### Personnel

- Continued to get WFH logs for those employees that continue some WFH hours (2 at this point).
- Hired two new circulation clerks.
- Accepted resignation of V. LoSardo, Bookkeeper, effective 6/23/21.
- Began search for new bookkeeper. Have interviewed 4 candidates, deciding between two.

### Budget/Financial

- R. Oliveto has agreed to come back to help out until I can hire another bookkeeper.
- Fax line in Director's office is now working and on Net2phone.
- Working on getting the public Fax line switched to Net2phone, this will decrease the cost by approx. \$20/month. Dave from RCLS came on 6/25 to reset the Ad Trans Switch, but we are still having an issue on this end.

### Programming

- Great Decisions–Pam S has agreed to take this over and is working on doing two sessions this summer. It will continue in the fall.
- Brenda, and all Youth Service staff continue to plan programming at least two months ahead.
- Some outdoor programs were held in June including “The Battle of Midway: Turning the Tide,” “Just say Yes to Fruits and Vegetables,” and the Friends outdoor book sale; others are in the works. We hope to use the portico for programs for as long as possible into the fall.

### Building and Grounds

- We are still waiting for Josh and the programmer to come fix the programming for the lighting, RPC needs to add a switch to the Youth Services side of the building for the wall lights to work.
- Met with the Building Committee to discuss HVAC proposals, and where we are with them. Set up meetings with 3 of the engineers and the Building Committee.
- Spoke with Meghan Brennen of Butler, Rowland, and Mays for an estimate from her for the rest of the Lighting/Generator/Electrical grant (cost of them preparing bid papers, and moving the generator to inside the current fencing).
- Had the under sink kitchen pipes replaced in the staff lunch room due to corrosion.

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

Registered borrowers: 7,875 (7,809); Direct Access/Circulation: 8,504 (7,057)

ILL Borrows: 2,292 (2,067); ILL Loans: 1,721 (1,862); Item Count: 7,875 (75,510);

Wi-Fi: 4,948 (2086); Overdrive checkouts: 2,260 (2,825); Overdrive unique users: 550 (516).

**Meetings Attended:** ANSER Committee 6/28/21; B&G 6/17/21, 6/30/21; Director's Association 6/9/21; CPL Board Meeting 6/7/21; Staff Meeting 6/15/21; Personnel Committee 6/15/21, ANSER 6/21/2021

## Programming and Outreach Coordinator Report-Submitted by Brenda Goldfarb 7/2/2021

Date	Title	Attendance
6/8/21	The Mystique of Bannerman Island	48/Zoom
6/9/21	Battle of Midway: Turning the Tide	15/Library
6/9/21	Battle of Midway: Turning the Tide	18/Zoom
6/17/21	JSY to Fruits & Veggies: Back to Basics	15/Library
6/17/21	JSY to Fruits & Veggies: Back to Basics	169/FB Live
		Total: 265

### Book Talks:

6/2/21	Members Choice Lincoln by D. Donald	6
6/17/21	Mystery Book Discussion The Silkworm by R. Galbraith	6
6/23/21	Out and About Book Club Anxious People by F. Blackman	4
6/24/21	Book Chat & Chocolate The Lions of Fifth Avenue by F. Davis	7
		Total: 23

### Virtual Creative Writers Workshop (Mondays 11-1:00pm)

6/7 - 2, 6/14 - 8, 6/21 -6, 6/28 - 4

Total: 20

### Highlights & Tidbits:

As the Cornwall Public Library enters a new chapter with limited in-person programs, the love of our library is everywhere you go! The history buffs enjoyed the outdoor program on Midway and not a single complaint about the warm weather! Likewise, the outdoor JSY to Fruits & Vegetables presentation not only mingled friendship and valuable info for a healthy Cornwall but lots of goodies to take home with the promise of more such programs. And the Bannerman Island program was not only well presented but resulted in a community trip next month!

The library name has proudly been represented in both calendar events and display advertising in local newspapers. Particularly noteworthy is the higher priority that the Cornwall Local is giving to featuring upcoming programs by interviewing presenters. This month 2 highlighted programs were front and center in the paper. Also, the Orange County Post-Sentinel played up 3 of our programs in a well-read column.

Lastly, two very upbeat and talented volunteers joined us on the greeter desk 'smile and direct' project.

Sneak peek: Please join in for our sure to please July programs...from health talks, crafts, travel, and trips!



Adult Services Report – June 1-30, 2021 (submitted by Meaghan Doyle, 7/2/21)

Reference (previous month in parentheses): Ref. Q's: 266 (167); Tech Assists: 84 (64); Circ/Curbside Assists: 116 (100); Directional: 19 (6); Reader's Advisory: 16 (6); ILL/SEAL: 16 (26); Pull List: 1519 (1491); Printing: 59 (52); Phone: 147 (154); Virtual Ref: 18 (8)

Database Stats (previous month in parentheses): Novel List Plus: 25 (26); Novel List PlusK-8: 0 (45); EBSCO Other: (0); Gale: 0 (0); Gale Virtual Ref. Library: 1 (1); Ancestry: 94 (30); New York Times Digital: 69 (70)\*\*

\*\*NYTimes Digital will be increasing its subscription rate by a cost-prohibitive 260% this month and thus will not be renewed. However, as I have been communicating this to patrons, I have only been met with disappointment and claims of, "oh no, I use that all the time." This doesn't seem to be reflected by our monthly reported data of only 60-80 uses per month on average. Given that each code redemption only allows for 3 days of access, based on our average data, and a very rough estimate of how many people are perhaps using the service daily vs sporadically, I would estimate approximately 25-45 users per month. Additionally, I'm looking into whether this affects our in-library digital access to NYTimes.com. I expect that it does, though have not yet heard back from the NYTimes Corp Team.

I am also in the process of reviewing and evaluating our digital reference resources with the representative from Gale, to make a plan for some updates and replacements.

PC Usage: Adults: 277 (238) Childrens: 1 (0) Laptop: 0 (1) WIFI Usage: 4948 (2086)  
PC Reservations: 1 (1) Guest Passes: 51 (30)

Notary Service: 52 (45)

HOOPLA (previous month in parentheses):

New signups: 4 (10); Borrowers: 94 (98); Avg. No. Circs: 2.5 (2.8); Maxed Users: 20 (23) Items borrowed: 271 (307)

June Meetings: 6/3 Hoopla Zoom Conference; 6/7 Library Board of Trustees Meeting; 6/8 Managers' Meeting; 6/11 Teleconference with GALE Rep.; 6/15 Staff Meeting; 6/28 RUG Meeting

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

Programs/Events: Our Spring StoryWalk, *If You Plant a Seed* by Kadir Nelson was replaced by Julie Murphy's *I've Got a Tail!: Terrific Tails of the Animal World* on June 25, 2021. 70 scavenger hunt papers were obtained from the little red house with a total of 15 papers completed and submitted for the prize drawing. Youth Services staff provided 8.5 hours at the greeters desk for May 2021.

Meetings/Webinars: 6/8 Manager's Meeting-Lisa & Liz 6/15 Summer Reading Program planning - Lisa, Rebecca & Liz Staff Meeting-Lisa, Rebecca & Liz 6/28 Newsletter Review Meeting-Lisa, Rebecca & Liz

From the J Desk Reference 186, Circulation 42, Telephone 68, Tech 19, Misc. 36 and SRP

Summer Reading Registrants- At the time of writing: total of 122.

Reflections: Three days into the beginning of the Tails and Tales Summer Reading Program and it feels like we are hitting our stride. It's nice to see all our hard work in preparing coming to fruition. Our college-age clerks have been trained and ready to assist the public. Registration is up. Capacity for the children's area is up and the place has been hopping. It is so good to see little and big faces that are excited for summer, excited to be here and happy to get materials.

A shout-out of thanks to our co-workers Orlane and Catherine who noticed a hole when I was too busy to recognize it and they did something. They created a simple display of children's books for Pride month. It was noticed by a mom who commented on the tasteful display that let the books speak for themselves and made them accessible to her children.

Respectfully submitted, 7/01/21 ekf.

Proposed Board Meeting Dates

Fiscal Year 2021-2022

Weds August 11, 2021

Weds September 8, 2021

Weds October 13, 2021

Weds November 10, 2021

Weds December 8, 2021

Weds January 12, 2022

Weds February 9, 2022

Weds March 9, 2022

Weds April 13, 2022

Weds May 11, 2022

June 15, 2022

July 13, 2022

Possible Budget Vote Dates April 12,19,26