

**Cornwall Public Library  
Board of Trustees**

August 13, 2020

7: PM Regular Meeting Agenda

**I. Roll**

**II. Approval of the minutes**-July 9, 2020 reorganizational meeting; July 9, 2020 regular meeting

**III. Financial Review**

1. Approval of Warrant # 1

**IV. Public Remarks**

**V. Communications/Donations**

1. Vote to accept Donations

**VI. Director's Report** – *See Google Docs*

**VII. Committee Reports**

1. Finance Committee
2. Policy Committee
3. Building and Grounds Committee
4. Garden Committee
5. Friends
6. Personnel Committee

**VIII. Unfinished Business**

**IX. New Business**

**X. Adjournment**

Next Regular Board Meeting September 10, 2020 7PM

## Cornwall Public Library Board of Trustees Meeting

July 9, 2020

7:00 to 9:00 PM

### Minutes

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

#### I. Roll:

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

**Trustees Excused:** none  
Charlotte A. Dunaief, Library Director  
Emily Milton, Treasurer

**Also present:** Library staff member Catherine Incledon (minutes).

- II. **Approval of the Minutes:** A motion to approve the Board of Trustee Minutes of June 11, 2020 was made by Melissa Greaves, seconded by Meghann Chyla, and was unanimously approved.
- III. **Financial Review:** A motion to approve Warrant #12 in the amount of \$78,421.45 was made by Carol Stein, seconded by Meghann Chyla, and was unanimously approved.
- IV. **Public Remarks:** None.
- V. **Communications and Donations:** A generous donation of fifty dollars was received from Dr. Barry John Capella through Fidelity Charitable Giving. A motion to accept this donation was made by Roberta Sherman, seconded by Matt Rettig, and was carried unanimously. Sally Faith Dorfman donated family videos of Fourth of July celebration to the library, as well as video taken by Linda with her permission for the library to have the right to the video. The Mumford family contacted Charlotte Dunaief to thank the library for the annual Timothy Mumford Poetry Competition awards ceremony. The Mumfords also commended Meaghan Doyle for her help and expertise with the technology used to host the ceremony virtually. Janine B. thanked Charlotte Dunaief for her help in locating unusual library material. Brenda

Goldfarb noted the exceptionally high attendance of the virtual Alexander Hamilton program with 60 attendees.

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

**VII. Committee Reports**

**1. Finance Committee:** The Finance Committee gave an overview of its duties and how it operates for new Board members. The library ended the fiscal year with a \$127,63.77 surplus, part of which has been allocated as revenue for this year's budget.

**2. Policy Committee:** The Policy Committee gave a brief overview of its duties and how it operates. Charlotte Dunaief has helped compile a policy renewal schedule for reviewing and renewing previously adopted policies. The committee has no new report at this time.

**3. Buildings and Grounds:** The Building and Grounds Committee is currently working on several projects, including an improvement to the exit only function on the new sliding doors, interior and exterior lighting, the sight sign project, and improving the HVAC system. The committee is looking into replacing the HVAC system entirely because of its frequent need for repair and is inquiring into how much such a replacement would cost as well as whether grant money could be obtained and used toward it.

**4. Garden Committee:** No report.

**5. Friends:** The Friends are all doing well and are looking to resume selling books in the near future.

**6. Personnel Committee:** No report.

**VIII. Unfinished Business:** None.

**IX. New Business:** The Board discussed the library's reopening plan, including safety measures that need to be taken to protect both staff and patrons, the new quarantine period for returned materials, and how soon the public would be able to enter the building. The Board resolved to continue discussing the topic and will resume the discussion at a future meeting.

- X. **Adjournment:** A motion to adjourn the Board Meeting at 8:18 pm was made by Roberta Sherman, seconded by Matt Soltis, and was unanimously approved.

**Next Regular Board Meeting August 13th, 2020 7PM**

## Cornwall Public Library Board of Trustees Special Meeting

July 20, 2020

7:30 PM

### Minutes

Meeting was called to order by Stephanie Wolf at 7:31 PM

#### I. Roll:

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

**Trustees Excused:** Meghann Chyla, Emily Milton.

Charlotte A. Dunaief, Library Director.

**Also present:** Library staff member Meaghan Doyle.

II. **Discussion of Lighting Proposal:** The library received a proposal and quotation from the company Graybar for the project of installing LED lighting in the library's interior. Graybar will be providing the lighting equipment which will then be installed by a local company, RPC Electric. The project in total will cost \$73,447. A motion to approve the proposal from Graybar was made by Matt Rettig, seconded by Roberta Sherman, and was unanimously approved.

III. **Discussion of Reopening the Library:** The Board discussed equipment required for the library to reopen as well as what reopening procedures to follow. The Board resolved to continue to discuss the measures for a safe reopening, including necessary equipment, how to pay for it, and what procedures and guidelines to implement.

IV. **Adjournment:** A motion to adjourn the Board Meeting at was made by Roberta Sherman, seconded by Melissa Greaves, and was unanimously approved. The meeting was adjourned by Stephanie Wolf at 8:19 PM.

**Next Regular Board Meeting August 13th, 2020 7PM**

**Cornwall Public Library**  
**Warrant # 1**  
As of July 31, 2020

Type	Date	Num	Memo	Split	Paid	Amount
<b>American Library Association</b>						
Bill	07/29/2020	0009171	0009171	438 · Dues	Unpaid	409.00
Total American Library Association						409.00
<b>Ashcraft Lock &amp; Door</b>						
Bill	07/23/2020	INV 55721	INV 55721	430.2 · Office supplies	Unpaid	50.00
Total Ashcraft Lock & Door						50.00
<b>Benninger Landscaping LTD</b>						
Bill	07/20/2020	24089	June & July Maintenance Inv # 24089	469 · Service Contracts	Paid	800.00
Total Benninger Landscaping LTD						800.00
<b>Blackstone Publishing</b>						
Bill	07/29/2020	1175484	1175484	-SPLIT-	Unpaid	23.74
Bill	07/29/2020	1175026	1175026	-SPLIT-	Unpaid	244.62
Total Blackstone Publishing						268.36
<b>Brodart Co. - Juv</b>						
Bill	07/23/2020	B5940346	B5940346	410.4 · Juvenile Fiction	Unpaid	33.29
Bill	07/23/2020	B5940347	B5940347	410.4 · Juvenile Fiction	Unpaid	22.89
Bill	07/23/2020	B5940343	B5940343	-SPLIT-	Unpaid	364.60
Bill	07/23/2020	B5940342	B5940342	410.4 · Juvenile Fiction	Unpaid	16.60
Bill	07/23/2020	B5940341	B5940341	-SPLIT-	Unpaid	75.81
Bill	07/23/2020	B5940340	B5940340	410.4 · Juvenile Fiction	Unpaid	3.59
Bill	07/23/2020	B5940338	B5940338	410.5 · Juvenile Non Fiction	Unpaid	160.12
Bill	07/23/2020	B5940350	B5940350	410.4 · Juvenile Fiction	Unpaid	82.16
Bill	07/23/2020	B5940231	B5940231	-SPLIT-	Unpaid	207.50
Bill	07/23/2020	B5940232	B5940232	-SPLIT-	Unpaid	25.30
Bill	07/29/2020	B5940346	B5940346	410.4 · Juvenile Fiction	Unpaid	8.74
Bill	07/29/2020	B5943604	B5943604	410.4 · Juvenile Fiction	Unpaid	23.85
Bill	07/29/2020	B5943605	B5943605	410.4 · Juvenile Fiction	Unpaid	5.24
Bill	07/29/2020	B5943559	B5943604	410.4 · Juvenile Fiction	Unpaid	57.42
Bill	07/29/2020	B5943560	B5943560	410.5 · Juvenile Non Fiction	Unpaid	201.02
Bill	07/29/2020	B5934190	B5934190	410.4 · Juvenile Fiction	Unpaid	40.64
Bill	07/29/2020	B5934405	B5934405	-SPLIT-	Unpaid	57.74
Total Brodart Co. - Juv						1,386.51
<b>Brodart Co. -Supplies</b>						
Bill	07/29/2020	560593	560593	430.1 · Library supplies	Unpaid	241.29
Total Brodart Co. -Supplies						241.29
<b>Brodart Co. (McN)</b>						
Bill	07/20/2020	Inv M179217	Inv M179217 - August 20	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
<b>Cengage Learning/Gale</b>						
Bill	07/29/2020	70985457	70985457	410.11 · Adult Fiction Standing ...	Unpaid	92.96
Total Cengage Learning/Gale						92.96
<b>Central Hudson Gas &amp; Electric Corp</b>						
Bill	07/29/2020	8661-0120-00-7	8661-0120-00-7	450 · Fuel/Utilities	Unpaid	1,846.78
Total Central Hudson Gas & Electric Corp						1,846.78
<b>Charlotte Dunaief</b>						
Bill	07/20/2020	Employee Reimburse	Mileage	435 · Travel/Conference	Unpaid	60.05
Total Charlotte Dunaief						60.05
<b>Cornwall Public Library - Payroll</b>						
Bill	07/01/2020	Payroll 6.26.20	Payroll Ending 6.26.20 Pay Date 7.3.20	1012 · OBT Payroll Checking	Paid	18,238.09
Bill	07/13/2020	Payroll 7-10-20	Payroll Ending 7-10-20 Pay Date 7-17-20	1012 · OBT Payroll Checking	Paid	18,164.02
Bill	07/27/2020	Payroll 7-24-20	Payroll Ending 7-24.-0 Pay Date 7-31-20	1012 · OBT Payroll Checking	Paid	18,467.29
Total Cornwall Public Library - Payroll						54,869.40
<b>Cornwall Public Library - Trust &amp; Agency</b>						
Bill	07/01/2020	Payroll End 6-26-20	Payroll Ending 6.26.20 Pay Date 7.3.20	1003 · Due from Trust & Agency	Paid	7,744.74
Bill	07/15/2020	Payroll End 7-10-20	Payroll Ending 7-10-20 Pay Date 7-17-20	1003 · Due from Trust & Agency	Paid	7,847.52
Bill	07/27/2020	Payroll End 7-24-20	Payroll Ending 7-24.-0 Pay Date 7-31-20	1003 · Due from Trust & Agency	Paid	7,918.68
Bill	07/31/2020	Health Insurance	August 2020 Health Insurance	1003 · Due from Trust & Agency	Paid	8,500.00
Total Cornwall Public Library - Trust & Agency						32,010.94

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Type	Date	Num	Memo	Split	Paid	Amount
<b>Demco, Inc.</b>						
Bill	07/23/2020	6817154	6817154	430.1 · Library supplies	Unpaid	43.52
Total Demco, Inc.						43.52
<b>Eileen Acosta</b>						
Bill	07/29/2020	Employee reimburse	Notary Renewal	435 · Travel/Conference	Unpaid	60.00
Total Eileen Acosta						60.00
<b>hoopla</b>						
Bill	07/27/2020	2000018451	Doc # 2000018451 / Customer #2000018451	412.8 · Digital Streaming	Unpaid	940.58
Bill	07/23/2020	99207497	Month Ending 7-31-20	412.8 · Digital Streaming	Unpaid	513.16
Total hoopla						1,453.74
<b>Jacobowitz &amp; Gubits, LLP</b>						
Bill	07/20/2020	287323	File # 6363-001	437.1 · Prof fees-Office	Unpaid	187.58
Total Jacobowitz & Gubits, LLP						187.58
<b>Lock Around the Clock</b>						
Bill	07/20/2020	August 2020	August-20 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
<b>Magna5</b>						
Bill	07/23/2020	5297392	5297392	431 · Telephone	Paid	540.30
Total Magna5						540.30
<b>Marangi Disposal</b>						
Bill	07/23/2020	07100370	Trash Removal Service 7-01 to 7-30-30	469 · Service Contracts	Paid	144.43
Total Marangi Disposal						144.43
<b>Mark Frankel</b>						
Bill	07/29/2020	8-26-20	Blue Man 08-26-20	437.2 · Prof fees-Adult programs	Unpaid	100.00
Total Mark Frankel						100.00
<b>Maureen Hart</b>						
Bill	07/23/2020	8-4-30	Lets Paint a Little Sunshine Together	437.2 · Prof fees-Adult programs	Unpaid	300.00
Total Maureen Hart						300.00
<b>Midwest Tape</b>						
Bill	07/29/2020	99164331	99164331	412.3 · Books-on-Tape	Unpaid	19.98
Total Midwest Tape						19.98
<b>Orange Bank &amp; Trust Cardmember Services</b>						
Bill	07/23/2020	Stmt dated 07-23-20	Stmt dated 07-23-20	-SPLIT-	Unpaid	720.82
Total Orange Bank & Trust Cardmember Services						720.82
<b>Orange County Post</b>						
Bill	07/20/2020	1 year renewal 2021	1 year renewal - Exp 8-2021	413.6 · Serials	Unpaid	39.00
Total Orange County Post						39.00
<b>OverDrive, Inc.</b>						
Bill	07/29/2020	01052CO20229372	01052CO20229372	410.62 · Ebooks -- Young Adult	Unpaid	134.98
Bill	07/29/2020	01052CO20144210	01052CO20144210	410.62 · Ebooks -- Young Adult	Unpaid	99.99
Bill	07/29/2020	01052DA20148094	01052DA20148094	410.62 · Ebooks -- Young Adult	Unpaid	60.00
Bill	07/29/2020	01052DA20155125	01052DA20155125	410.12 · Adult E Book	Unpaid	60.00
Bill	07/29/2020	01052CO20229371	01052CO20229371	412.52 · E-Audiobooks -- Young...	Unpaid	325.99
Bill	07/29/2020	01052CO20229369	01052CO20229369	410.12 · Adult E Book	Unpaid	1,020.43
Bill	07/29/2020	01052CO20229368	01052CO20229368	412.32 · E-Audiobooks -- Adult	Unpaid	795.47
Bill	07/29/2020	01052CO20233361	01052CO20233361	412.32 · E-Audiobooks -- Adult	Unpaid	54.99
Bill	07/29/2020	01052CO20165964	01052CO20165964	410.62 · Ebooks -- Young Adult	Unpaid	62.91
Total OverDrive, Inc.						2,614.76
<b>Pat Parker</b>						
Bill	07/23/2020	pajama storytime	pajama storytime - video 7/13,7/27,8/10	437.3 · Prof fees-YA programs	Unpaid	350.00
Total Pat Parker						350.00
<b>Psychex, Inc.</b>						
Bill	07/09/2020	21931836	37 Employee Usage \$4.20/EA & Mobile \$1/E...	437.1 · Prof fees-Office	Paid	184.63
Bill	07/31/2020	2020007300	Small Business Package Payroll Processing	437.1 · Prof fees-Office	Paid	999.66

**Cornwall Public Library**  
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As of July 31, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Total Paychex, Inc.						1,184.29
<b>RCLS</b>						
Bill	07/13/2020	28821	3rd QTR 20 Consumer Rpt	413.3 · Reference-Adult electroni	Unpaid	224.84
Bill	07/13/2020	Inv 28797	5 Cases Receipt Paper	430.2 · Office supplies	Unpaid	242.50
Bill	07/13/2020	28717	3rd Qtr. 2020 e-content - 28717	410.13 · e-Content Consortia	Unpaid	1,694.65
Bill	07/20/2020	28898	3rd Qtr 2020 Anser Fees and Telecom Char...	-SPLIT-	Unpaid	13,463.81
Bill	07/20/2020	Inv 28762	NYLA Membership 4/2020-3/2021	438 · Dues	Unpaid	510.00
Bill	07/20/2020	Inv 28951	Annual Envisionware fee 9/1/10-8/31/21	469 · Service Contracts	Unpaid	365.84
Bill	07/29/2020	28981	28981	203b · Capital Equipment	Unpaid	171.56
Bill	07/29/2020	28983	28983	-SPLIT-	Unpaid	1,458.59
Total RCLS						18,131.79
<b>South Eastern NY Library Resource Council</b>						
Bill	07/20/2020	Inv 8394	HRVH Membership dues & Service fee 7/20...	438 · Dues	Unpaid	290.00
Total South Eastern NY Library Resource Council						290.00
<b>Storm King Art Center</b>						
Bill	07/20/2020	Membership #1 20/21	Library pass #1 \$125 8/1/20 to 8/30/21	437.2 · Prof fees-Adult programs	Unpaid	125.00
Bill	07/20/2020	Membership #2 20/21	Library pass #2 \$125 8/1/20 to 8/30/21	437.2 · Prof fees-Adult programs	Unpaid	125.00
Total Storm King Art Center						250.00
<b>The Horn Book Magazine</b>						
Bill	07/20/2020	1 year renewal	1 Year Renewal - 6 issues	413.6 · Serials	Unpaid	49.00
Total The Horn Book Magazine						49.00
<b>The New York Times</b>						
Bill	07/29/2020	Acct# 906417548	Service 7/28/20-7/26/21 for Digital	413.6 · Serials	Unpaid	764.40
Total The New York Times						764.40
<b>Toshiba Financial Services</b>						
Bill	07/23/2020	419855325	419855325 July Service for 06-16-20 to 7-...	469 · Service Contracts	Paid	633.80
Total Toshiba Financial Services						633.80
<b>United A/C Refrigeration, Inc</b>						
Bill	07/29/2020	425336	425336	469 · Service Contracts	Paid	970.00
Total United A/C Refrigeration, Inc						970.00
<b>Value Line</b>						
Bill	07/23/2020	Inv 13234023	52 issues 10/16/20-10/18/2021	413.6 · Serials	Unpaid	1,103.00
Total Value Line						1,103.00
<b>Vanguard Cleaning Systems of the HV</b>						
Bill	07/20/2020	34881	July's Monthly Service-34881	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
<b>Verizon</b>						
Bill	07/20/2020	652-121-949-0001-81	July Monthly Services	431 · Telephone	Paid	178.98
Total Verizon						178.98
<b>Verizon Wireless</b>						
Bill	07/10/2020	9857833064	9857833064	431 · Telephone	Paid	20.27
Total Verizon Wireless						20.27
<b>W.B. Mason</b>						
Bill	07/20/2020	Inv 211777063	Inv 211777063	430.2 · Office supplies	Unpaid	38.99
Bill	07/23/2020	Inv 212258980	Inv 212258980	430.2 · Office supplies	Unpaid	170.61
Total W.B. Mason						209.60
<b>Wallkill Valley Publications, Inc.</b>						
Bill	07/20/2020	3 year renewal	Mid Hudson Times 3 year renewal - Exp 8/20...	413.6 · Serials	Unpaid	90.00
Total Wallkill Valley Publications, Inc.						90.00
<b>TOTAL</b>						<b>124,340.30</b>



## Cornwall Public Library Profit & Loss by Capital Grants

July 2017 through July 2020

	SAM Grant SITE SIGN	DASNY #7919 GEN/ELEC/LGT	DASNY/SAM #9095 ROOF	Total Grants (Capital Fund)	Capital Fund - Other (Capital Fund)	Total Capital Fund
<b>EXPECTED FUNDS (not yet received)</b>	50,000.00	9,050.00	8,825.04	67,875.04	513,009.16 *	580,884.20
<b>Income</b>						
2401 - Income from Investments	0.00	0.00	0.00	0.00	803.02	803.02
2760 - Grants	0.00	81,450.00	188,429.01	269,879.01	0.00	269,879.01
<b>Total Income</b>	<u>0.00</u>	<u>81,450.00</u>	<u>188,429.01</u>	<u>269,879.01</u>	<u>513,812.18</u>	<u>783,691.19</u>
<b>Gross Profit</b>	0.00	81,450.00	188,429.01	269,879.01	513,812.18	783,691.19
<b>Expense</b>						
203b - Capital Equipment	0.00	0.00	0.00	0.00	9,700.27	9,700.27
430.2 - Office supplies	0.00	0.00	50.00	50.00	0.00	50.00
<b>Total 430 - Supplies</b>	0.00	0.00	50.00	50.00	0.00	50.00
434 - Publicity & Printing	0.00	0.00	74.12	74.12	0.00	74.12
437 - Professional Fees						
437.1 - Prof fees-Office	0.00	960.00	1,400.00	2,360.00	0.00	2,360.00
<b>Total 437 - Professional Fees</b>	<u>0.00</u>	<u>960.00</u>	<u>1,400.00</u>	<u>2,360.00</u>	<u>0.00</u>	<u>2,360.00</u>
452 - Repairs to Building	0.00	0.00	714.50	714.50	3,211.00	3,925.50
800 - Capital Expenditure	0.00	0.00	188,936.34	189,654.84	247,136.81	436,791.65
<b>Total Expense</b>	<u>0.00</u>	<u>960.00</u>	<u>191,174.96</u>	<u>192,853.46</u>	<u>260,048.08</u>	<u>452,901.54</u>
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>80,490.00</u></u>	<u><u>-2,745.95</u></u>	<u><u>77,025.55</u></u>	<u><u>253,764.10</u></u>	<u><u>330,789.65</u></u>

\*Capital balance on 6/30/17

Open Grants & Notes					
Current Capital Account Balance= \$331,130.05					
Open Grants	\$ spent	Left to spend	To be reimbursed		
DASNY/SAM #9095 - ROOF (\$200,000)	\$191,174.96	\$8,825.04	\$9,193.54	Must be completed by 3/2021	
Sign Grant SAM (\$50,000)	\$0.00	\$50,000.00	\$50,000.00	Must be completed by 9/2021	
DASNY #7919 - GEN/ELEC/LGT (\$181,000)	\$960.00	\$180,040.00	\$9,050.00	Must be completed by 6/2021	

**Cornwall Public Library**  
**Profit & Loss by Class and Operating Grants**  
July 2020

	7/31/20 balance= \$331,130.05	7/31/20 balance= \$2,250.85	7/31/20 balance= \$2,609.37	7/31/20 balance= \$5,468.00	7/31/20 balance= \$500.00				
	<b>Total Capital Fund Fund</b>	<b>Good Idea Fund</b>	<b>Schmitt Children Tech Grant (Oper)</b>	<b>Skoufis Adult Tech Grant (Oper)</b>	<b>Arts Mid-Hudson Regrant (Oper)</b>	<b>Friends (Operating)</b>	<b>Operating - Other (Operating)</b>	<b>Total Operating</b>	<b>TOTAL</b>
<b>Income</b>									
2082 - Library Fines	0.00	0.00	0.00	0.00	0.00	0.00	290.91	290.91	290.91
2401 - Income from Investments	30.88	0.00	0.00	0.00	0.00	0.00	33.29	33.29	64.17
2706 - Gifts & Endowments									
2706.1 - Gifts-Friends	0.00	0.00	0.00	0.00	0.00	830.60	0.00	830.60	830.60
2706.2 - Gifts-Other	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	50.00
<b>Total 2706 - Gifts &amp; Endowments</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>830.60</b>	<b>50.00</b>	<b>880.60</b>	<b>880.60</b>
2760 - Grants	0.00	0.00	0.00	571.56	0.00	0.00	0.00	571.56	571.56
<b>Total Income</b>	<b>30.88</b>	<b>0.00</b>	<b>0.00</b>	<b>571.56</b>	<b>0.00</b>	<b>830.60</b>	<b>374.20</b>	<b>1,776.36</b>	<b>1,807.24</b>
<b>Gross Profit</b>	<b>30.88</b>	<b>0.00</b>	<b>0.00</b>	<b>571.56</b>	<b>0.00</b>	<b>830.60</b>	<b>374.20</b>	<b>1,776.36</b>	<b>1,807.24</b>
<b>Expense</b>									
141 - Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	0.00	21,926.56	21,926.56	21,926.56
142 - Salary-Clerical	0.00	0.00	0.00	0.00	0.00	0.00	50,330.62	50,330.62	50,330.62
143 - Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	576.93	576.93	576.93
203b - Capital Equipment	0.00	0.00	0.00	171.56	0.00	0.00	1,276.71	1,448.27	1,448.27
410 - Books	0.00	0.00	0.00	0.00	0.00	0.00	5,537.73	5,537.73	5,537.73
412 - Video/Music/Books on Tape	0.00	0.00	0.00	0.00	0.00	0.00	2,912.89	2,912.89	2,912.89
413 - Serials/Reference	0.00	0.00	0.00	0.00	0.00	0.00	2,288.24	2,288.24	2,288.24
430 - Supplies									
430.1 - Library supplies	0.00	0.00	0.00	0.00	0.00	0.00	284.81	284.81	284.81
430.2 - Office supplies	50.00	0.00	0.00	0.00	0.00	0.00	310.28	310.28	360.28
430.3 - Program supplies	0.00	0.00	0.00	0.00	0.00	0.00	236.24	236.24	236.24
<b>Total 430 - Supplies</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>831.33</b>	<b>831.33</b>	<b>881.33</b>
431 - Telephone	0.00	0.00	0.00	0.00	0.00	0.00	739.55	739.55	739.55
433 - Postage	0.00	0.00	0.00	0.00	0.00	0.00	19.45	19.45	19.45
434 - Publicity & Printing	0.00	0.00	0.00	0.00	0.00	0.00	45.28	45.28	45.28
435 - Travel/Conference	0.00	0.00	0.00	0.00	0.00	0.00	169.05	169.05	169.05
437 - Professional Fees									
437.1 - Prof fees-Office	0.00	0.00	0.00	0.00	0.00	0.00	1,371.87	1,371.87	1,371.87
437.2 - Prof fees-Adult programs	0.00	0.00	0.00	0.00	0.00	250.00	400.00	650.00	650.00
437.3 - Prof fees-YA programs	0.00	0.00	0.00	0.00	0.00	0.00	350.00	350.00	350.00
<b>Total 437 - Professional Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>	<b>2,121.87</b>	<b>2,371.87</b>	<b>2,371.87</b>
438 - Dues	0.00	0.00	0.00	0.00	0.00	0.00	1,209.00	1,209.00	1,209.00
440 - Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	0.00	49.40	49.40	49.40
450 - Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	0.00	1,846.78	1,846.78	1,846.78
452 - Repairs to Building	318.50	0.00	0.00	0.00	0.00	0.00	3,950.00	3,950.00	4,268.50
455 - RCLS ANSER & Telecommunicatic	0.00	0.00	0.00	5,853.44	0.00	0.00	7,792.25	13,645.69	13,645.69
469 - Service Contracts	0.00	0.00	0.00	0.00	0.00	0.00	4,159.07	4,159.07	4,159.07
9030.8 - FICA/Medicare Expense	0.00	0.00	0.00	0.00	0.00	0.00	6,175.63	6,175.63	6,175.63
9090.8 - Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	6,857.15	6,857.15	6,274.25
<b>Total Expense</b>	<b>368.50</b>	<b>0.00</b>	<b>0.00</b>	<b>6,025.00</b>	<b>0.00</b>	<b>250.00</b>	<b>120,815.49</b>	<b>127,090.49</b>	<b>126,876.09</b>
<b>Net Income</b>	<b>-337.62</b>	<b>0.00</b>	<b>0.00</b>	<b>-5,453.44</b>	<b>0.00</b>	<b>580.60</b>	<b>-120,441.29</b>	<b>-125,314.13</b>	<b>-125,068.85</b>

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

	Budget	YTD Budget		Full 2020-2021 Budget		
	8%	Jul 20	Budget	\$ Under Budget	Full Budget	\$ Under Budget
<b>Income</b>						
2002 · Local Public Funds	0.00	0.00	0.00	1,263,805.00	1,263,805.00	0.0%
2005 · Appropriated Fund Balance	37,777.00	37,777.00	0.00	37,777.00	0.00	100.0%
2082 · Library Fines	290.91	1,500.00	1,209.09	18,000.00	17,709.09	1.62%
2401 · Income from Investments	33.29	0.00	-33.29	0.00	-33.29	100.0%
2706 · Gifts & Endowments	880.60	1,250.00	369.40	15,000.00	14,119.40	5.87%
2760 · Grants	0.00	0.00	0.00	2,000.00	2,000.00	0.0%
3840 · RCLS	0.00	0.00	0.00	5,000.00	5,000.00	0.0%
<b>Total Income</b>	<b>38,981.80</b>	<b>40,527.00</b>	<b>1,545.20</b>	<b>1,341,582.00</b>	<b>1,302,600.20</b>	<b>2.91%</b>
<b>Gross Profit</b>	<b>38,981.80</b>	<b>40,527.00</b>	<b>1,545.20</b>	<b>1,341,582.00</b>	<b>1,302,600.20</b>	<b>2.91%</b>
<b>Expense</b>			0.00			
141 · Salary-Certified Librarian	21,926.56	22,867.42	940.86	198,184.00	176,257.44	11.06%
142 · Salary-Clerical	50,330.62	56,338.85	6,008.23	488,270.00	437,939.38	10.31%
143 · Salary-Treasurer	576.93	416.63	-160.30	5,000.00	4,423.07	11.54%
203b · Capital Equipment	1,276.71	350.00	-926.71	4,200.00	2,923.29	30.4%
410 · Books	5,537.73	5,835.75	298.02	70,029.00	64,491.27	7.91%
411 · Film	0.00	0.00	0.00	658.00	658.00	0.0%
412 · Video/Music/Books on Tape	2,912.89	2,905.87	-7.02	34,870.00	31,957.11	8.35%
413 · Serials/Reference	2,288.24	958.26	-1,329.98	11,500.00	9,211.76	19.9%
430 · Supplies			0.00		0.00	
430.1 · Library supplies	284.81	500.00	215.19	6,000.00	5,715.19	4.75%
430.2 · Office supplies	310.28	950.00	639.72	11,400.00	11,089.72	2.72%
430.3 · Program supplies	236.24	875.11	638.87	10,500.00	10,263.76	2.25%
<b>Total 430 · Supplies</b>	<b>831.33</b>	<b>2,325.11</b>	<b>1,493.78</b>	<b>27,900.00</b>	<b>27,068.67</b>	<b>2.98%</b>
431 · Telephone	739.55	750.00	10.45	9,000.00	8,260.45	8.22%
433 · Postage	19.45	333.37	313.92	4,000.00	3,980.55	0.49%
434 · Publicity & Printing	45.28	625.00	579.72	7,500.00	7,454.72	0.6%
435 · Travel/Conference	169.05	458.37	289.32	5,500.00	5,330.95	3.07%
437 · Professional Fees			0.00		0.00	
437.1 · Prof fees-Office	1,371.87	2,099.62	727.75	25,195.00	23,823.13	5.45%
437.2 · Prof fees-Adult programs	650.00	583.37	-66.63	7,000.00	6,350.00	9.29%
437.3 · Prof fees-YA programs	350.00	166.63	-183.37	2,000.00	1,650.00	17.5%
437.4 · Prof fees-Juvenile	0.00	333.37	333.37	4,000.00	4,000.00	0.0%
437.5 · Prof fees-SRP	0.00	250.00	250.00	3,000.00	3,000.00	0.0%
437.6 · Prof fees-Outreach	0.00	83.37	83.37	1,000.00	1,000.00	0.0%
<b>Total 437 · Professional Fees</b>	<b>2,371.87</b>	<b>3,516.36</b>	<b>1,144.49</b>	<b>42,195.00</b>	<b>39,823.13</b>	<b>5.62%</b>
438 · Dues	800.00	125.00	-675.00	1,500.00	700.00	53.33%
439 · Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.0%
440 · Contracts w/ Books Co.	49.40	183.37	133.97	2,200.00	2,150.60	2.25%
450 · Fuel/Utilities	1,846.78	2,946.87	1,100.09	35,362.00	33,515.22	5.22%
451 · Custodial Supplies	0.00	250.00	250.00	3,000.00	3,000.00	0.0%
452 · Repairs to Building	3,950.00	1,124.13	-2,825.87	13,490.00	9,540.00	29.28%
454 · Building Insurance	0.00	0.00	0.00	12,750.00	12,750.00	0.0%
455 · RCLS ANSER & Telecommunication	7,792.25	0.00	-7,792.25	61,843.00	54,050.75	12.6%
469 · Service Contracts	4,159.07	4,849.88	690.81	58,199.00	54,039.93	7.15%
490 · Refund of PY Tax Assessment	0.00	3,000.00	3,000.00	3,000.00	3,000.00	0.0%
9010.8 · Retirement	0.00	0.00	0.00	62,051.00	62,051.00	0.0%
9030.8 · FICA/Medicare Expense	6,175.63	6,103.42	-72.21	52,896.00	46,720.37	11.68%
9060.8 · Workers' Comp	0.00	0.00	0.00	7,955.00	7,955.00	0.0%
9090.8 · Health Insurance	6,857.15	9,877.50	3,020.35	118,530.00	111,672.85	5.79%
<b>Total Expense</b>	<b>120,656.49</b>	<b>126,141.16</b>	<b>5,484.67</b>	<b>1,341,582.00</b>	<b>1,220,925.51</b>	<b>8.99%</b>
<b>Net Income</b>	<b>-81,674.69</b>	<b>-85,614.16</b>	<b>-3,939.47</b>	<b>0.00</b>	<b>-81,674.69</b>	<b>-</b>

## Director's Report: July 2020

July was another busy month. It seems to me, no matter what, that the CPL is a busy place. The staff has curbside delivery down pat, and are ready to take on the next challenge in opening. We still need safety shields for the reference desks. I am worried that we may open to the public, by allowing small groups in to browse for half an hour, and use computers (all by appointment) only to have to close to allow the electricians to install the overhead lights in the barrel ceiling. I just feel that opening, only to close a few days or weeks later would be a mistake. I called for the Civil Service List of eligibles for the open Public Relations Specialist position, and have begun work on canvassing it. I hope to have it filled before the end of August. I do have to say "Kudos" to our circulation staff for the fine job they are doing!!

7/1: Webinar Post Covid-19 Library Services; Manager's meeting; emails; dealt with personnel issue

7/2 Met with Leslie Riley of Friends to discuss how they might be able to open for book sales; emails; Discussed new phone system with Kevin Barry of S.O.S. via email and set appointment to discuss later next week.

7/3 Did agendas for Board reorganizational meeting and regular Board of Trustees meeting; input hours and reviewed paychex.

7/6 Requested list from Civil Service for open part-time P/R position; received and reviewed warrant; Spoke with Hal from NYS retirement System, to reset password; learned the Newburgh Public Library is closed for new windows in building for an undetermined amount of time. Set up gmail accounts for the board and treasurer; found I had to complete an MSD 222 to make the P/R position part-time (we had it as part-time, civil service did not); finished June Director's report

7/7 Heard back for Civil Service that they have created one Part-time P/R position for us, so I was able to request the list; found that incorrect number(2) of floating holidays was added(by Paychex) had it corrected(3); in contact with Paul Pecorella of Daktronics regarding the site sign;

7/8 Attended Director's Association meeting, approval to reduce quarantine from 7 to 3 days; found out regional holds open up on July 13<sup>th</sup>, apprised staff of both; prepared for Board meeting.

7/9 Met Ashcraft and dormakaba here at 8am for install of exit only function on new sliding outer door; had issue with cylinder not being correct to be able to use our normal front door key; spoke with Kevin Barry of S.O.S. regarding new phone system. Attended Board Meeting: Dealt with water issue in men's room, mopped up floor, and cleaned up fallen ceiling tile.

7/10 Emails; Dealt with issue in men's room, called HVAC about tons of water from condensation in the ceiling of the men's room; Tony from Vanguard Cleaning came to put dry

tiles up in men's room ceiling, from our supply. Had issue with key for exit only lock, had to get several keys made up.

7/13 Updated employee hours in Paychex; various emails with Valerie re: Payroll; found the need to have floating holiday accrual fixed to 3(three) 7.5 hour days; Email with Jerry re: starting up robo-calls again, and desired wording; scheduled portico LED replacement job with RPC for July 29<sup>th</sup>; emailed with Sloatsburg Director re: shelving she has for free if I pick it up, scheduled day to go pick it up; emailed board regarding cheaper phone system, contract is for 3 years, will save \$175/mo after first 7.5 months (which will recoup install fee);

7/14 Contacted M. Salamone and Kevin Barry to find out next steps for the Net2Phone company; decided time for tomorrow's staff meeting with Pat; spoke with Jen P from SENYLRC about digitization of Cornwall Local; Received an email from M Brennen asking me to give RPC a nudge to complete their bid for the work end of the Graybar quote. Emailed RPC.

7/15 Received email from M Brennen regarding finished Graybar quote; Emailed with various board members regarding a special meeting to approve the quote.

7/16 Picked date for special board meeting (7/20); Worked on Net2Phone onboard and install questionnaire; received updated quote from Paul Pecorella of Daktronics for the site sign.

7/17 Scheduled day/time for my laptop install, and the install of new work station in back office; wrote letters of completion for several webinars completed by one of our Librarians; entered hours in Paychex for an employee; picked up shelving from Sloatsburg Library.

7/20 Attended webinar: Library Leadership through a crisis; entered hours in Paychex for several employees; Attended Special Board Meeting for approval of Graybar quote, and discussion of what we are doing to work towards reopening.

7/21 RCLS here for laptop and desktop installation; Attended ANSER meeting; emailed Burns and Whalen; attended webinar: "De-Escalating difficult COVID-19 Behaviors."

7/22 Emails; Dept. Heads meeting re: how to let public in building; Webinar: Managing through economic crisis using emotional intelligence; Meeting with Melissa and John Whalen re safety shields; received flyer from Jan H about Friends book donation event, had P/R make it look better, and posted it on the front door

7/23 Met with Tom of United regarding our HVAC, to ask for a quote on a new system. He said there is an issue with where our air handling unit is placed, and that replacing it may require major demolition. (It's over the public restrooms, and is quite large. Removing it would mean taking down ceilings, and maybe a wall.) Attended RCLS Director's "think tank" session, discussed how other libraries in RCLS are planning to open to public.

7/24 (Friday-vacation day)

7/26 entered various employees work hours into Paychex.

7/27 (Monday-vacation day) entered various employee's hours into Paychex, and did approvals.

7/28 Meeting with Liz & Lisa regarding new budget; discussed where to pull money from for Hoopla with Meaghan and Valerie, just moving \$ around inside the book/dvd budget line; started researching a policy for Zoom meetings, emailed policy committee. Worked with Valerie on the Payroll Audit/Certification for Civil Service.

7/29 Made a preliminary draft of a Zoom meeting/program policy, emailed it to Liz, Lisa and Meaghan for comments, and made revisions. RPC Electric was here to install LED Portico lighting; walk through with new Phone company (net2phone) for installation to take place on August 11<sup>th</sup>.

7/30 9am meeting with Dan Mahoney of Safe & Sound regarding alarm system service. Continued with revisions on Zoom meeting/program policy. Met with Ellen to discuss making quarantine period 4 full days, in light of OCLC's REALM Project findings, to leave book drop unlocked overnight Monday -Friday and for Library to remain open until 8pm on Mondays for Curbside pickup beginning August 10<sup>th</sup>.

*Monthly Statistics for July 2020(previous month in parentheses):*

Registered borrowers: 8,688 (8,679); Direct Access/Circulation: 5,047 (861);  
ILL Borrows: 1,155 (12); ILL Loans: 1,081 (12); Item Count: 74,426 (74,110); Wi-Fi:  
1261 (1063);  
Overdrive check outs:2179 (2887); Overdrive unique users:530 (549).

## End of Month Report July 2020

Youth Services Department  
Cornwall Public Library

### Programs/Events

7/1, 7/8, 7/15, 7/22, 7/29	Teen Writers	ZOOM	17
7/3, 7/10, 7/17, 7/24, 7/31	Story Time LIVE	Facebook	Overall Reach 1,501
7/6, 7/13, 7/20, 7/27	Make It Monday	Facebook/Curbside	Overall Reach 2,542
7/6, 7/16	Dog Tales	ZOOM	5
7/7, 7/16	Story Time	Facebook/YouTube	Overall Reach 517
7/9	Treat Time	Facebook/YouTube	Overall Reach 242
7/13, 7/27	PJ Story Time	Facebook/YouTube	Overall Reach 458
7/14	Itsy Bitsy Tips#1	Facebook/YouTube	Overall Reach 227
7/17	TUT	ZOOM	9
7/23	Storycrafters	Vimeo	985
7/28	Wizard Academy	Vimeo	194

### Reflections

At the time of this report over 100 youth are registered in our virtual summer reading program. (This number is more than twice our initial prediction.) 330 Make It Monday bags filled with supplies intended to appeal to a wide range of ages and abilities, have found homes. Live and original content has been crafted, filmed, edited, posted/hosted for online viewing and enjoyment. Collection development, maintenance and processing continues with the intent to keep our materials diverse, interesting, and current. And curbside service for our patrons is an efficient endeavor.

July has been another busy month.

Respectfully submitted 8/3/20 ekf.

## July 2020 Monthly Report: Rosaleen Leahy

### Adult Programs

Interview Protocols – 1  
Ask the Lawyer – 10  
Eric Person, Jazz - 13  
Understanding Shakespeare Workshop – 7, 10  
Shakespeare Out Loud Workshop – 8, 8  
DeCoda Ensemble Live-streaming from Caramoor – 6  
Conductor, Russell Ger, Let's Talk - 26  
Berry Gordy & Motown Records – 32  
Musical Tribute to Elijah McClain - 18  
Mystery Book Club – 7  
Parenting Book Discussion – 3  
Out & About Book Club – 10  
Book Chat & Chocolate – 12  
San Francisco Symphony, “William Tell” Overture – 36  
Bruce Foley & Mary Coogan concert Watch Party – 6  
Greensboro Opera, “Summertime and the Livin’ is Easy” - 23  
**Total # Adult Programs – 18, Total attendance – 236**

The Shakespeare Workshops were part of the Arts Mid-Hudson Grant series, “Cornwall Artists, Writers, Musicians and Performers”. Aaron Gaines did a wonderful job leading the workshops. We had some participants with acting experience and some who were completely new to the field. Aaron was kind, patient and encouraging towards all of the participants.

**Upcoming Program:** I am excited to introduce Cornwall Public Library Patron and Captain of the Astor Place Blue Man Group, Mark Frankel, who will give a talk on, “Life as a Blue Man”, on August 26 at 6:30PM. This will be a registration program, on Zoom.

(Rec'd 8/7/2020CAD)



**Adult Services Report: July 1-31, 2020: (submitted by Meaghan Doyle, 8/7/20)**

**REFERENCE: Reference (previous month in parentheses):** Tech Assists: 17 (2); Ref. Q's: 173 (48); Circ./Curbside Assists: 156 (33); Phone: 240 (58); Pull List: 1802 (266); Reader's Advisory: (0) 1

**Database Stats (previous month in parentheses):** Novel List Plus: 5 (9); Novel List PlusK-8: 2 (4); EBSCO Other: 0 (0); Gale: 0 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 129 (62); New York Times Digital: 59 (49)

**PC Usage:** None **WIFI Usage:** 1261 (1061) **Notary Service:** 13 (0)

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

New signups: 13 (13); Borrowers: 105 (117); Avg. No. Circs: 2.8 (2.7); Maxed Users: 30 (31)  
Items borrowed: 290 (316) (TV: 26 (37); Music: 11 (10); Movies: 36 (49); eBooks: 93 (101);  
Comics: 19 (18); Audiobooks: 105 (101))

**Note about Stats:** Physical building continues to be closed to the Public so many resources remain underused.

**Reference Staff:** As services expand and word spreads, we have been busy with what surely must be record-breaking stats for ILL pulls, circulation backups and phone calls, especially given we are still operating at slightly reduced service hours. The busyness comes and goes, with some hours being full tilt while others feel normal.

In addition to answering reference questions and assisting patrons with technology over the phone, reference staff has been backing up circulation staff to provide curbside services. We assist by answering phones to make curbside service appointments, looking up materials, and placing holds. We also assist by checking out materials and delivering them to the waiting patron outside. We take turns emptying the book drop, putting items into or out of quarantine, and discharging the items that are ready to be reshelved. Since all patron borrowing happens now through our holds system, the Pull lists are generally longer than usual, and we run it multiple times per day. We help find the materials on the list and set the items aside for patron pickups. Additional services we are providing at this time include notary, faxing, copying, scanning and printing services. When a patron calls inquiring about these services, we make an appointment and assist them while they wait outside. Our MobilePrint system has been getting a workout, as have we while explaining how it works and virtually troubleshooting the patron's devices.

For the record, although we have not yet been able to provide computer use to our patrons, there have been relatively few requests for that. Most patrons are very happy with our services and their needs are substantially being met at this time.

**Virtual Out and About Book Club:** July 22, 10 adults read Educated by Tara Westover. A record turnout for Out & About since going virtual, likely due to the popularity of the monthly selection. Several new members we hope to see again!

**Parenting Book Group:** July 17, 4 adults read So You Want to Talk about Race by Ijeoma Oluo. This group has had some great feedback, and we've heard that people appreciate the book choices as recommendations, even if they can't make the meetings. This month's conversation was engaging and important, and the group decided it needed a second date to continue the conversation! We hope to grow and reach more people in the future by trying out some different schedules to see what works for more parents.

**Adult Summer Reading Program:** We have 17 adults registered for the Adult Summer Reading Program, and 16 book reviews have been posted on the ReadSquared site. We have access to the ReadSquared App this year, due to a grant from New York State Library's Family Literacy Library Services.

**Meetings attended:** 7/15 – Staff Meeting; 7/20 – Special Board Meeting; 7/22 – Manager's Meeting

Buildings and Grounds  
August 2020

The Buildings and Grounds committee has been working on various projects over the course of the last month. The priority has been a reopening plan, but has also included the Sight Sign and HVAC.

- **Interior Lighting Project**
  - We are waiting on the contractor to receive the materials to start the job
  - The projected completion date after receiving materials is 3 weeks
  - We may have to have very limited in person browsing during this time
- **HVAC**
  - Looking to have an Engineer / 3rd party look at system to determine what we actually need
  - Charlotte has been contacting / meeting with various HVAC companies to also further deduce what our problems are and what needs to be fixed so that we can get through to replacing the system
- **Sight Sign**
  - Charlotte and the committee met with Paul from Daktronics to discuss sight sign and look at examples
  - The recommendation is to go with the 4'x6' sign which would allow for clarity when near or far, and readability when driving by
  - Daktronic assembles the entire unit, including the "brick" structure to match the architecture details of the Library building. We asked to see an example of the Logo at the top of the structure and Cornwall Public Library written across the bottom
    - This led us to realize that we need to add "Cornwall Public Library" to our building as it doesn't have it on there. The suggestion was either the top of the portico or perhaps on Adult reference Parking lot side of building on the brick

Reopening: the goal is to reopen the library for browsing by appointment only. Appointments would be for a limited amount of time, and the amount of patrons allowed in per browsing session would be limited to a predetermined amount of people. For example : One family at a time in Children's and family size capped at 6ppl.

**REOPENING PLAN**

- **Circ Desk**
  - Use NUGLASS (contractor who did otherwork on Circ Desk) Finish encasing with appropriate "glass" on 3 sides with Aluminum
  - Time frame for finished work is 2 weeks after materials are ordered

- **Computer Corral**
  - Use NUGlass to also hang appropriate materials from drop ceiling to aid in further protection for patrons using computers
  - Time frame for finished work is 2 weeks after materials are ordered
- **Reference Librarians**
  - The quote to encase the references desks was almost \$12K, in order to open without spending that much the committee talked about taking a “baby steps approach” to reopening
    - For example; have a Reference Librarian share Circ with one Circ Staff member. Have a second Circ Person in the cordoned off Play area in Children’s who can do curbside pick up. Board books collection would have to be relocated, so that Holds can be located to those shelves.
      - We are getting a new phone system so this should aid in the relocation of “Curb Side pick up” hub
    - Curbside pick up would remain operative even while we open for browsing
    - The amount of people the CDC says we can have inside based on our square footage is more than the staff would feel comfortable with. We should try to come up with a number that everyone can agree upon 12 people?
  - Staff should remain on a split schedule, the staff work area is too tight to be able to follow the 6’ guidelines.
- **Time Frame**
  - As yet to be determined

**Garden Committee  
August 2020  
Report**

The Garden Committee did not meet this month.

The Boy Scout project--widening the path from the parking lot to the back patio--is moving along. The Scout has raised the funds necessary to complete the project. Library staff is working with the landscaper to set an appointment to plan and complete the curb cutout for the path.

**Personnel Committee  
August 2020  
Report**

The Personnel Committee met this month to start working on staff job descriptions.

We worked on the Library Assistants' job descriptions. CPL has 3 Library Assistants working at the circulation desk, conducting outreach, and planning and running programs. We have drafts of those job descriptions on the shared drive.

Once these job descriptions have been finalized, the plan is to complete job descriptions for all of the positions at the library. This will help the director with staff reviews and hiring. It will also provide clear direction to the staff regarding their duties.

# Cornwall Public Library

## Strategic Plan

### 2017-2022

#### PLANNING SUMMARY

In the fall of 2016, we began this process with a board retreat to assess the outcome of the 2011-2016 Long Range Strategic Plan, and to begin the planning process for the next five years. The strategic planning core committee was formed in October 2016, comprised of 3 current board trustees, a member of the Cornwall Public Library Foundation, 2 staff members and the library director. The committee was tasked with creating surveys and designing focus groups to gather community input for the 2017-2022 Strategic Plan. The revised mission, vision, values and strategic objectives reflect the feedback received.

#### MISSION

The Cornwall Public Library connects people, information and ideas to inspire learning, provoke curiosity, advance knowledge and strengthen our community. We rely on three great resources – our staff, our collections and our physical and virtual spaces - to promote an engaged and informed citizenry.

#### VISION

Our library is integral to the education and development of our community. We are a catalyst for civic, cultural and academic education and involvement by creating a thinking and gathering place for all. We provide open access to information, conversation, innovative programming, state of the art technology, and a vibrant collection of print and digital resources.

#### VALUES

**The library** serves the Cornwall community and each of its members according to their needs and interests.

**The library** provides equal and open access to all members of our community. By providing excellent, personal customer service, we are responsive, confidential, and un-biased in recognizing the diverse needs and interests of the community we serve. The library respects the privacy and confidentiality of its library members and visitors.

**The library** provides a safe, comfortable and efficient facility that offers a welcoming environment for all.

**The library** is committed to practicing sustainability in all its operational, financial and building management practices. The library is governed by sound policies, plans, financial management and oversight.

**The library** strives to continually assess, and stay current with, the growing and changing requirements of our community and to respond progressively to its intellectual, social, artistic and cultural needs. We respond with innovative approaches supported by the most current technologies our fiscal landscape can support.

**The library** provides its staff with the support, training, and professional development opportunities necessary to continue offering quality and relevant services.

## **SUMMARY OF STRATEGIC ISSUES**

### **I. Innovative, Customer-Centered Services, Collections, Programming, & Technology.**

To fulfill our mission, the Cornwall Public Library must be able to provide services that are innovative, compelling, convenient and easy to use for the library member. The library will develop and/or enhance methods to assess and evaluate the usage of print and digital collections; manage requests for new or upgraded services; respond to the ongoing changes in state-of-the-art technology; explore self-service options; expanded hours; and provide enhanced technology training opportunities for all ages as the budget allows.

### **II. A Building Reimagined to meet the Needs of the Community.**

Our library will create a more flexible floor plan that can host a variety of functions and activities. Innovative library design that repurposes the current space to accommodate mobile furniture, enhanced quiet spaces, and comfortable seating are a priority. Specific attention will be paid to maximizing the main lobby space for display and information sharing, creating dedicated space for teens, reimagining the layout of the children's area, renovating space to create an enclosed study/reading room, improved lighting, redesign of staff work area for maximum efficiency, and making accommodations throughout for ease of use for technology in all its forms. Within realistic budget parameters, we are committed to creating and maintaining sustainable, environmentally friendly designs and practices in all aspects of building management and maintenance to create a healthy space for all to enjoy.

### **III. Expanded Community Awareness, Changing Perceptions, Focus on Outreach.**

Enhancing the library's role as a catalyst for connection, conversation and participation is critical to upgrade the perception and relevance of the library to both users and non-users, and to actively engage our community. Participation in community events, increasing visibility of library offerings by all forms of marketing venues and signage, and developing ongoing methods to develop relationships and collaborations will enable us to best serve the needs of the community and build strong channels of support, partnerships and collaborations.

### **IV. Investment in Staff – Skill Development and Training.**

To meet its commitment to providing excellent service deserved by the community, the library must hire future staff with technological proficiency as well as provide current staff with the time and



opportunity to develop their technological skills, proficiency with online database tools, customer service best practices, and outreach skill development.

**V. Create a system of sustainable and diverse financial support.**

The library will develop a fiscally sustainable staffing plan and operating budget that adequately supports library needs. We will draw on financial support from taxes, as well as fines, fundraisers, grants, private donations, and community funding partnerships to deliver services. The library will work with the Friends of the Cornwall Public Library and the Cornwall Public Library Foundation to explore additional sources of public and private funding to diversify and maximize its financial base and to support future capital projects.

**GOALS AND OBJECTIVES**

**I. Innovative, Customer-Centered Services, Collections, Programming, & Technology.**

To fulfill our mission, the Cornwall Public Library must be able to provide services that are innovative, compelling, convenient and easy to use for the library member. The library will develop and/or enhance methods to assess and evaluate the usage of print and digital collections; manage requests for new or upgraded services; respond to the ongoing changes in state-of-the-art technology; explore self-service options; expanded hours; and provide enhanced technology training opportunities for all ages, as the budget allows.

**A. Enhance technology offerings, access and training.**

- Seek to procure long term funding to keep technology maintained, easily accessed and current.
- Develop staff and library member's technology training plan.

**B. Adopt plans to ensure that social media and on-line technology is utilized for all promotions.**

**C. Explore additional self-service options such as check-out and credit card payments**

**D. Develop an innovative collection plan to address acquisition methods to maintain a vibrant collection of materials and technology consistent with current trends and future expectations.**

**E. Examine current hours of operation and develop budget to expand hours to meet the service needs of the community.**

**II. A Building Reimagined to meet the Needs of the Community.**

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accommodations throughout for ease of use for technology in all its forms. Within realistic budget parameters, we are committed to creating and maintaining sustainable, environmentally friendly designs and practices in all aspects of building management and maintenance, to create a healthy space for all to enjoy.

- A. Enhance displays, carrels, shelving and seating for maximum flexibility and comfort.**
- B. Re-imagine the current space for most efficient, flexible and maximized use of floor plan.**
  - Redesign and relocate service desk and reference desk areas to better meet service needs.
  - Consider options for dividing community room space to allow space to be used for more than one activity simultaneously.
  - Clear path off lobby to allow for direct, unencumbered access to the Community Room.
- C. Dedicate and create a vibrant space for Young Adults in the library.**
  - Explore needs and interests by engaging teens in design process.
  - Explore “green screen” studio to create a Makerspace video space.
- D. Design floor plan to provide maximum ease of use and customer service.**
  - Consider all service areas, traffic patterns, lines of sight and staff access.
- E. Develop an annual building maintenance plan and budget.**
  - Hire a Maintenance Person to attend to daily building repair needs.
  - Create a calendar of expected maintenance to anticipate and mitigate high cost repairs.
- F. Review existing service contracts and staff benefit contractual obligations with vendors to maximize cost effectiveness and to meet current needs.**

### **III. Expanded Community Awareness, Changing Perceptions, Focus on Outreach.**

Enhancing the library’s role as a catalyst for connection, conversation and participation is critical to upgrade the perception and relevance of the library to both users and non-users, and to actively engage our community. Participation in community events, increasing visibility of library offerings by all forms of marketing venues and signage, and developing ongoing methods to develop relationships and collaborations will enable us to best serve the needs of the community and build strong channels of support, partnerships and collaborations.

- A. Enhance website for easy searching, access to databases, community-focused.**
- B. Develop a multi-generational Volunteer Program.**
- C. Create inter-generational programming.**
- D. Expand Hours to accommodate community needs and programming.**
- E. Develop programming for special populations such as special needs, vision-impaired, hearing-impaired etc.**

**F. Develop plan for outdoor signage.**

**G. Explore coffee/tea station option.**

**H. Develop plan for Community Conversations program**

-Solicit ongoing ideas from the community for topics and presenters.

**I. Utilize storefronts downtown, and other off-sites, for library programming and displays.**

#### **IV. Invest in Staff Skill Development and Training.**

To meet its commitment to providing excellent service deserved by the community, the library must hire future staff with technological proficiency as well as provide current staff with the time and opportunity to develop their technological skills, proficiency with online database tools, customer service best practices, and outreach skill development.

**A. Hire staff who are technologically proficient; train current staff in pertinent technologies and how to maximize use of social media.**

**B. Provide all staff with ongoing, intensive customer service training and program and webinar trainings, as appropriate for specific job responsibilities.**

**C. Encompass service desk and reference services in the most efficient location and cross train all staff in customer service, technology, research and how to cross promote/market library services and programming.**

**D. Begin process of implementing a revised organizational plan to maximize fiscal resources by July 1, 2017.**

#### **V. Create a system of sustainable and diverse financial support.**

The library will develop a fiscally sustainable staffing plan and operating budget that adequately supports library needs. We will draw on financial support from taxes, as well as fines, fundraisers, grants, private donations, and community funding partnerships to deliver services. The library will work with the Friends of the Cornwall Public Library and the Cornwall Public Library Foundation to explore additional sources of public and private funding to diversify and maximize its financial base and to support future capital projects.

**A. Develop an annual fundraising plan and calendar to incorporate grant schedules, underwriting opportunities, and potential financial assistance from the Foundation and Friends.**

**B. The newly created position of Outreach Project Coordinator will work closely with the Director to serve as a liaison to the community, as well as the Foundation and Friends; to**

**assist with the creation and implementation of innovative and diverse funding and outreach opportunities; and build community support for the library.**

- C. Review annual budget and adjust the Strategic Plan to ensure resources are properly applied and aligned with the library's goals.**
- D. Maximize the cost effectiveness of all expenditures throughout the fiscal year.**
- E. The strategic plan will be reviewed on a quarterly basis to stay on target and will be updated as appropriate.**

## Appendix

### I. About the Cornwall Community

The Cornwall Public Library service area is made up of some 6,000 households in the town of Cornwall, the village of Cornwall-on-Hudson, the hamlet of Mountainville, and parts of New Windsor, Salisbury Mills, and Highland Mills. The library's service area is concurrent with that of the Cornwall Central School District. Most of the households (over 4,000) are considered family households as defined by the U.S. Census Bureau and of those family households, 2,476 are households that include children under 18 years old. Over 1,700 households have at least one person over 65 years old.

Of the population over the age of 25 years (10,673), 5,262 have either received a bachelor's degree or have had some college as their highest level of education and 2,007 possess a graduate or professional degree. 2,565 have attained a high school diploma with no college. Ninety-two percent of the population over the age of 25 has a high school diploma and 40% of the same population attained a bachelor's degree or higher. The majority of residents (87.5%) speak only English at home.<sup>1</sup>

Many Cornwall residents commute to work, with an average commute of about 36 minutes. Of the almost 8,000 employed persons in Cornwall, almost 4,000 are in "management, professional, or related occupations," and over 2,000 are in the fields of education and healthcare. Another 2,000 workers are in sales or office work. The median household income in Cornwall was \$80,636 and the median family income was \$97,724<sup>2</sup>.

### II. Library History

The Cornwall Public Library can trace its roots back to 1869, when a group of forward-looking Cornwall citizens formed the Cornwall Circulating Library in Library Hall in Cornwall-on-Hudson. Throughout most of the twentieth-century, the Cornwall community was served by three libraries: the Cornwall-on-Hudson library, the Town of Cornwall library, and the Mountainville library. In the 1950s, the three independent libraries were rechartered by the New York State Department of Education and became three branches of the Cornwall Public Library. In 1989, a proposition for a \$3.2 million building which would have consolidated the services of the three branch libraries was defeated. To consolidate services, the Mountainville branch was closed in 1990. As library services grew and space became an issue for the two remaining branches, the Trustees of the library board put forward another plan for a new building. The proposition for a scaled-down \$2.6 million building was defeated in 1990. In 1997, the Trustees put forward another plan to build a 10,000-square foot building in Riverlight Park for \$2.2 million, consolidating library services and offering a modernized space for growth. The voters approved the proposal and the building was completed in 2000<sup>3</sup>. Since the building's completion, the library has seen consistent growth in patron demand for services. This demand led to another proposal

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<sup>1</sup> United States. U.S. Census Bureau. "2004-2009 American Community Survey." 9/6/2011 <http://factfinder.census.gov>.

<sup>2</sup> United States. US Census Bureau.

<sup>3</sup> Dempsey, Janet. "Cornwall Public Library."

14 years later to increase the footprint of the current library by an additional 3,300 square feet to include an expanded community room, designated local history room, increased gallery space, meeting rooms and roof replacement. The public referendum to approve \$3.68 million bond financing necessary for the renovation was narrowly defeated by a 529 to 514 vote, in November 2014. In 2017, the library became one of 15 recipients of a national “Small Libraries, Smart Spaces,” grant to re-imagine the current space for maximum efficiency and innovative new use within the current square footage. Significant efforts have also been focused outside the building to change perception, create awareness, and develop a strong foundation of community support to move the library forward into a bright and prosperous future.

### **III. Library Use**

The Cornwall Public Library is chartered to serve the residents of the Cornwall Central School District – 16,841 residents according to the 2010 census. The total holdings for the library, according to the library’s 2016 NYS Annual Report, are 235,473 items, including print and electronic holdings (eBooks, downloadable audiobooks, and other electronic resources). The library counts 9,335 active cardholders and maintains a circulation of over 172,000 items per year. The library received 24,683 interlibrary loan items for patrons picking up at Cornwall Public Library and lent 24,623 items to other libraries for interlibrary loan. In 2016, the library counted an attendance of 167,438 library visits for the year and offered 623 program sessions, with program attendance at 9,058. The library maintains a staff of 13.73 full time equivalents.

### **IV. Strategic Planning Methodology**

The Board of Trustees of the Cornwall Public Library embarked on the 2017-2022 long-range planning process in the fall of 2016, beginning with a board retreat and the formation of a Long Range Strategic Planning Committee. The committee consisted of trustees, the library director, and library staff members, with the inclusion of members from the Friends and Foundation of the Library. The committee solicited community input through both a paper and an online survey and through a series of focus groups, all of which took place from November, 2016 – February, 2017. The surveys and focus groups were publicized in all the local media outlets, including online outlets. Three hundred and thirty-five people filled out the survey and 85 people participated in the focus groups, which were moderated by Tom Weddell of Vanacore, DeBenedictus, DiGovanni, & Weddell, and Anna Tilley with the Cornwall Public Library Foundation. Several volunteers recorded the feedback from these sessions. Focus groups consisted of library users from all categories: business people and professionals, parents with children, non-library-users, teens, Friends of the Library, library staff and library trustees.

The survey results were compiled using an online survey tool through Survey Monkey, and focus group results were compiled by the Strategic Planning committee. The committee reviewed survey and focus group results in preparation for creating the Long Range Strategic Plan.

### **V. Survey Result Highlights**

Survey respondents included 26 manual submissions, 181 via email, 119 through the weblink on Survey Monkey, and 9 by social media, for a total of 335 total responses.

90% were satisfied with customer service, 75% satisfied with all of our collections.  
18% use CPL more than once a week, 25% weekly, 32% 1-2 times per month.  
89% have a CPL card  
60% use Inter Library Loan

Over 70% say CPL is extremely relevant/valuable to the community with 63% declaring that same value to their family. Staff, and survey comments, highlighted the importance of continued work on ways to engage and reach out to the community to maintain or enhance our relevancy.

Over 80% come into the library to access information and 70% get their information about the library via the website. 60% use the website to search the catalog and place holds, with 50% using it to search the calendar of events. Respondents noted that the website needs to be easier to navigate/more user friendly.

Although 90% say we are welcoming, only approximately 50% say we currently meet their needs on parking, computers and various other things like teen space, etc.

Over 51% want designated quiet/study space with over 73% saying they would be willing to digitize some print/reference materials to provide the floor space to enable that to occur. 53% of respondents requested online courses.

In summary, it was evident from responses received, that the majority are happy with the library and many view it as a “community” space. Because we are one of the only public places open 7 days/week, we are looked to for even more community gatherings and as a place to go to meet up and to study. Survey results emphasize the need for continued commitment to improvements in technology offerings, and to staff education in technology has been factored into the 2017-2022 plan.

## **VI. Gratitude**

This process involved many in order to make it truly reflective of the community, as well as a fair, methodical, and open process. Special thanks to the committee: Trustees - Bruce Cohen, Christine McDonald and Carol Stein; CPL Foundation member - Anna Tilley; Staff members - Christine Fowler and Brenda Goldfarb, and Library Director - Mary Lou Carolan. Tom Weddell and Anna Tilley volunteered their time to moderate focus groups.

Special gratitude goes out to all the members of the Cornwall community who participated in whatever way possible to contribute their thoughts, ideas and suggestions so that this document will serve as a useful compass for us as we forge into these next few years with focus, vision, innovation and inspiration.