

Cornwall Public Library
Board of Trustees
January 12, 2022, 7:00 PM
Regular Meeting Agenda

- I. Roll
- II. Approval of the Minutes –December 8, 2021
- III. Financial Review
 - a. Approval of Warrant #6
- IV. Public Remarks
- V. Communications/Donations: Motion to approve \$25.00 donation from Robert and Barbara Miller in memory of Kathleen Fogarty
- VI. Director’s Report – *See Google Docs*
- VII. Committee Reports
 1. Finance Committee
 2. Policy Committee
 3. Building, Garden, and Grounds Committee
 4. Friends
 5. Personnel Committee
 6. Sustainability Committee
 7. Strategic Planning Committee
- VIII. Unfinished Business
- IX. New Business: Broderick Knoell: presenting 3 options for the HVAC system design.
- X. Adjournment

Next Regular Board Meeting Weds. February 9, 2022, 7 PM

Cornwall Public Library Board of Trustees Meeting
December 8, 2021, 7:00 pm
Minutes

Meeting was called to order by Meghann Chyla at 7:00 p.m.

I. Roll:

Trustees Present: Meghann Chyla (President, Presiding Officer), Stephanie Wolf (Secretary), Melissa Greaves-Kulisek, Matt Rettig, Matt Soltis and Lynn Daniels.

Charlotte Dunaief, Director.

Trustees Excused: Carol Stein, Emily Milton (Treasurer)

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

II. Approval of the Minutes: A motion to approve the minutes from the regular Board meeting of November 10, 2021, was made by Melissa Greaves-Kulisek, seconded by Lynn Daniels, and was unanimously approved.

III. Financial Review: A motion to approve Warrant #5 in the amount of \$164,635.46 was made by Matt Rettig, seconded by Stephanie Wolf, and was unanimously approved.

IV. Public Remarks: None.

V. Communications and Donations: The library received a generous donation of \$500 from the Mumford family. A motion to approve the acceptance of the donation was made by Lynn Daniels, seconded by Matt Rettig, and was unanimously approved.

VI. Director's Report: See written report.

VII. Committee Reports:

- **Finance Committee:** The committee did not meet this month and had no report to present.
- **Policy Committee:** Meghann Chyla presented the Policy Committee report. A motion to approve the Work From Home Policy was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved. A motion to approve the Study Room Policy was made by Matt Soltis, seconded by Matt Rettig, and was unanimously approved. A motion to approve the Exam Proctoring Policy was made by Lynn Daniels, seconded by Matt Soltis, and was unanimously approved. A motion to approve the Progressive Discipline Policy, to be added to the Employee Handbook, was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved. A motion to approve the Workplace Rules-

Infraction Form for Supervisors was made by Matt Rettig, seconded by Stephanie Wolf, and was unanimously approved.

- **Building, Garden, and Grounds:** Melissa Greaves-Kulisek presented the Building, Garden and Grounds report. The committee's highest priority project is currently the HVAC project, which it continues to work on. The committee was also focused on the issue of staff hydration, which has been resolved.
- **Friends:** Matt Soltis, Friends Liaison, presented his report. The Friends successfully participated in the Cornwall Shop-Hop event on Small Business Saturday (11/27/21).
- **Personnel Committee:** No committee report. The committee worked in conjunction with the Policy Committee on developing the Progressive Discipline Policy and the Workplace Rules- Infraction Form for Supervisors.
- **Sustainability Committee:** Matt Rettig presented the Sustainability Committee report. The committee did not meet this month, but continues to look into geothermal systems.
- **Strategic Planning Committee:** Matt Soltis presented the Strategic Planning Committee report. The committee did not meet this month. The committee has developed a community survey which it projects will be completed in January.

VIII. Unfinished Business: The library is prioritizing the digitization of its microfilm materials as it looks into the repair or replacement of its current microfilm machine.

IX. New Business: The Board discussed a Good Idea Fund application proposing the rearrangement of the administration furniture in the back offices. The Board postponed decision on the application to allow for further research and discussion.

X. Adjournment: A motion to adjourn the regular Board meeting was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved. Meghann Chyla adjourned the meeting at 8:05 pm.

The next Regular Board Meeting will be held on Wednesday, January 12, 2022 at 7:00 p.m.

These minutes were recorded by library staff member Catherine Incledon.

Cornwall Public Library
Warrant # 6
As of December 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Benninger Landscaping LTD						
Bill	12/09/2021	Invoice 25648	Invoice 25648	469 · Service Contracts	Paid	900.00
Total Benninger Landscaping LTD						900.00
Blackstone Publishing						
Bill	12/09/2021	Invoice 2009421	Invoice 2009421	-SPLIT-	Unpaid	147.88
Bill	12/21/2021	Invoice 2013113	Invoice 2013113	-SPLIT-	Unpaid	34.95
Bill	12/21/2021	Invoice 2012831	Invoice 2012831	-SPLIT-	Unpaid	104.84
Total Blackstone Publishing						287.67
Brodart Co.						
Bill	12/28/2021	Invoice 593613	Invoice 593613	430.1 · Library supplies	Unpaid	257.47
Total Brodart Co.						257.47
Brodart Co. - Juv FT						
Bill	12/15/2021	Invoice B6328347	Invoice B6328347	410.4 · Juvenile Fiction	Unpaid	16.62
Bill	12/15/2021	Invoice B6328046	Invoice B6328046	-SPLIT-	Unpaid	10.49
Bill	12/15/2021	Invoice B6328349	Invoice B6328349	410.5 · Juvenile Non Fiction	Unpaid	60.53
Bill	12/15/2021	Invoice B6328329	Invoice B6328329	410.4 · Juvenile Fiction	Unpaid	5.49
Bill	12/15/2021	Invoice B6328038	Invoice B6328038	-SPLIT-	Unpaid	11.59
Bill	12/15/2021	Invoice B6328047	Invoice B6328047	-SPLIT-	Unpaid	42.54
Bill	12/15/2021	Invoice B6328348	Invoice B6328348	-SPLIT-	Unpaid	195.60
Bill	12/15/2021	Invoice B6328013	Invoice B6328013	-SPLIT-	Unpaid	237.33
Bill	12/15/2021	Invoice B6328378	Invoice B6328378	410.4 · Juvenile Fiction	Unpaid	31.23
Bill	12/15/2021	Invoice B6328057	Invoice B6328057	-SPLIT-	Unpaid	16.34
Bill	12/15/2021	Invoice B6328339	Invoice B6328339	410.4 · Juvenile Fiction	Unpaid	6.99
Bill	12/22/2021	Invoice B6332369	Invoice B6332369	-SPLIT-	Unpaid	14.81
Bill	12/22/2021	Invoice B6332105	Invoice B6332105	-SPLIT-	Unpaid	19.33
Bill	12/22/2021	Invoice B6332023	Invoice B6332023	-SPLIT-	Unpaid	124.69
Bill	12/22/2021	Invoice B6332370	Invoice B6332370	-SPLIT-	Unpaid	56.20
Bill	12/22/2021	Invoice B6332368	Invoice B6332368	-SPLIT-	Unpaid	31.77
Bill	12/22/2021	Invoice B6332027	Invoice B6332027	410.4 · Juvenile Fiction	Unpaid	7.14
Bill	12/22/2021	Invoice B6332121	Invoice B6332121	410.4 · Juvenile Fiction	Unpaid	15.01
Bill	12/22/2021	Invoice B6333159	Invoice B6333159	-SPLIT-	Unpaid	120.87
Bill	12/22/2021	Invoice B6333170	Invoice B6333170	-SPLIT-	Unpaid	20.38
Bill	12/22/2021	Invoice B6333169	Invoice B6333169	-SPLIT-	Unpaid	36.81
Bill	12/22/2021	Invoice B6333083	Invoice B6333083	-SPLIT-	Unpaid	124.24
Bill	12/22/2021	Invoice B6333166	Invoice B6333166	-SPLIT-	Unpaid	221.74
Bill	12/22/2021	Invoice B6333121	Invoice B6333121	-SPLIT-	Unpaid	149.40
Total Brodart Co. - Juv FT						1,577.14
Brodart Co. -Supplies						
Bill	12/31/2021	Invoice 593805	Invoice 593805	-SPLIT-	Unpaid	21.05
Total Brodart Co. -Supplies						21.05
Brodart Co. (McN)						
Bill	12/09/2021	Invoice M192235	Invoice M192235 Service for January 2022	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	12/21/2021	Invoice 76275030	Invoice 76275030	-SPLIT-	Unpaid	179.22
Bill	12/22/2021	Invoice 76312579	Invoice 76312579	410.11 · Adult Fiction Standing ...	Unpaid	46.50
Bill	12/31/2021	Invoice 76329292	Invoice 76329292	410.11 · Adult Fiction Standing ...	Unpaid	47.25
Total Cengage Learning/Gale						272.97
Central Hudson Gas & Electric Corp						
Bill	12/31/2021	Acct. 21004099186	Acct. 21004099186 Billing Dec 1 to Dec 30, ...	450 · Fuel/Utilities	Unpaid	2,157.97
Total Central Hudson Gas & Electric Corp						2,157.97
Charlotte Dunaief						
Bill	12/31/2021	Emp Reimbursement	Dec Travel Bank Deposits	435 · Travel/Conference	Unpaid	16.80
Total Charlotte Dunaief						16.80
Chicago Distribution Center						
Bill	12/10/2021	Invoice 11198950	Invoice 11198950 American Library Assoc.	-SPLIT-	Unpaid	156.28
Total Chicago Distribution Center						156.28
Cornwall Public Library - Payroll						
Bill	11/30/2021	Pay end 11.26.21	Pay end 11.26.21 Pay date 12.03.21	1012 · OBT Payroll Checking	Paid	16,948.50
Bill	12/14/2021	Pay end 12.10.21	Pay end 12.10.21	1012 · OBT Payroll Checking	Paid	18,973.59
Bill	12/28/2021	Pay end 12.24.21	Transfer Pay end 12.24 Pay date 12.31.21	1012 · OBT Payroll Checking	Paid	18,175.21

Cornwall Public Library
Warrant # 6
As of December 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Total Cornwall Public Library - Payroll						54,097.30
Cornwall Public Library - Trust & Agency						
Bill	11/30/2021	Pay end 11.26.21	Pay end 11.26.21 Pay date 12.03.21	1003 · Due from Trust & Agency	Paid	6,752.41
Bill	12/14/2021	Pay end 12.10.21	Pay end 12.10.21 Pay date 12.17.21	1003 · Due from Trust & Agency	Paid	7,406.39
Bill	12/22/2021	Health Ins Dec	Transfer for Health Insurance Dec 2021	1003 · Due from Trust & Agency	Paid	7,000.00
Bill	12/28/2021	Pay end 12.24.21	Transfer Pay end 12.24 Pay date 12.31.21	1003 · Due from Trust & Agency	Paid	7,131.59
Total Cornwall Public Library - Trust & Agency						28,290.39
Demco, Inc.						
Bill	12/10/2021	Invoice 7052242	Invoice 7052242	-SPLIT-	Unpaid	101.00
Bill	12/29/2021	Invoice 7057672	Invoice 7057672	-SPLIT-	Unpaid	250.50
Total Demco, Inc.						351.50
Findaway World, LLC						
Bill	12/31/2021	Invoice 374570	Invoice 374570	-SPLIT-	Unpaid	1,617.77
Total Findaway World, LLC						1,617.77
hoopla						
Bill	12/31/2021	Invoice 501492800	Invoice 501492800	412.8 · Digital Streaming	Unpaid	409.74
Total hoopla						409.74
Ingram Library Services						
Bill	12/31/2021	Invoice 56763540	Invoice 56763540	-SPLIT-	Unpaid	12.19
Total Ingram Library Services						12.19
Lock Around the Clock						
Bill	12/09/2021	Jan 2022	Jan 2022 Monthly rental	469 · Service Contracts	Paid	62.00
Total Lock Around the Clock						62.00
Marangi Disposal						
Bill	12/21/2021	Invoice 100989	Invoice 100989	469 · Service Contracts	Paid	132.29
Total Marangi Disposal						132.29
Midwest Tape						
Bill	12/09/2021	Invoice 501339947	Invoice 501339947	412.6 · Videos/DVD	Unpaid	29.99
Bill	12/30/2021	Invoice 501371053	Invoice 501371053	412.6 · Videos/DVD	Unpaid	29.99
Bill	12/30/2021	Invoice 501371052	Invoice 501371052	412.6 · Videos/DVD	Unpaid	22.49
Bill	12/31/2021	Invoice 501476195	Invoice 501476195	412.6 · Videos/DVD	Unpaid	29.99
Total Midwest Tape						112.46
Military Heritage						
Bill	12/16/2021	2 yr renewal	2 year renewal Dec 2021 Warrant	413.6 · Serials	Unpaid	59.90
Total Military Heritage						59.90
Mother Earth News						
Bill	12/16/2021	2 year renewal	2 year renewal Dec 2021 Warrant	413.6 · Serials	Unpaid	27.00
Total Mother Earth News						27.00
NET2PHONE						
Bill	12/16/2021	Invoice 1214386797	Invoice 1214386797	431 · Telephone	Paid	251.99
Total NET2PHONE						251.99
NYS Employees Health Ins						
Bill	12/14/2021	Dec Health Ins	Dec Health Ins	9090.8 · Health Insurance	Paid	5,285.85
Total NYS Employees Health Ins						5,285.85
Orange Bank & Trust Cardmember Services						
Bill	12/30/2021	Bill Date 12.24.21	Acct. 1088 Bill Date 12.24.21	-SPLIT-	Unpaid	2,199.40
Total Orange Bank & Trust Cardmember Services						2,199.40
OverDrive, Inc.						
Bill	12/21/2021	Invoice 21456122	Invoice 21456122	412.32 · E-Audiobooks -- Adult	Unpaid	99.99
Bill	12/21/2021	Invoice 21494226	Invoice 21494226	412.32 · E-Audiobooks -- Adult	Unpaid	42.75
Bill	12/21/2021	Invoice 21464596	Invoice 21494226	410.42 · Ebooks -- Juvenile	Unpaid	24.99
Bill	12/21/2021	Invoice 21464597	Invoice 21464597	412.32 · E-Audiobooks -- Adult	Unpaid	239.99
Bill	12/21/2021	Invoice 21464595	Invoice 21464595	410.12 · Adult E Book	Unpaid	636.57
Bill	12/21/2021	Invoice 21473265	Invoice 21473265	-SPLIT-	Unpaid	150.00

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Warrant # 6
As of December 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Total OverDrive, Inc.						1,194.29
Pamela Stockton						
Bill	12/31/2021	Emp Reimbursement	Dec Travel Bank Deposit	435 · Travel/Conference	Unpaid	11.20
Total Pamela Stockton						11.20
Paychex, Inc.						
Bill	12/05/2021	Invoice 1859470	Invoice 1859470 Time and Attendance Servi...	437.1 · Prof fees-Office	Paid	95.76
Bill	12/10/2021	Invoice 2021112500	Invoice 2021112500	437.1 · Prof fees-Office	Paid	204.40
Total Paychex, Inc.						300.16
ProQuest LLC						
Bill	12/31/2021	Invoice 70705016	Invoice 70705016 Ancestry Library Jan 2022 ...	413.3 · Reference-Adult electroni	Unpaid	1,459.40
Total ProQuest LLC						1,459.40
RCLS						
Bill	12/09/2021	Invoice 30300	Invoice 30300	900.2 · Skoufis - phone, microfilm	Unpaid	2,508.83
Bill	12/09/2021	Invoice 30322	Invoice 30322	410.6 · Young Adult Fiction	Unpaid	90.60
Total RCLS						2,599.43
Ron Kaiser						
Bill	12/09/2021	Service 9/16/21	Service 9/16/21	452 · Repairs to Building	Unpaid	30.00
Total Ron Kaiser						30.00
Safe & Sound Home Services Corp						
Bill	12/21/2021	Service 11/21-10/22	Yearly Contract Service 11/21-10/22	469 · Service Contracts	Paid	960.00
Total Safe & Sound Home Services Corp						960.00
The New York Times						
Bill	12/16/2021	Acct 911902054	Acct 911902054	413.3 · Reference-Adult electroni	Paid	2,090.40
Total The New York Times						2,090.40
Toshiba						
Bill	12/31/2021	Invoice 460924525	Invoice 460924525	469 · Service Contracts	Unpaid	530.98
Total Toshiba						530.98
Town of Cornwall Receiver of Taxes						
Bill	12/31/2021	Invoice 4743	Invoice 4743 Sewer Bill	450 · Fuel/Utilities	Unpaid	616.45
Total Town of Cornwall Receiver of Taxes						616.45
United A/C Refrigeration, Inc						
Bill	12/21/2021	Invoice 431224	Invoice 431224	469 · Service Contracts	Paid	975.17
Total United A/C Refrigeration, Inc						975.17
Verizon						
Bill	12/16/2021	Service 12.9 to1.9.2	Service 12.9 to1.9.22	431 · Telephone	Paid	119.00
Total Verizon						119.00
Verizon Wireless						
Bill	12/05/2021	Invoice 9894127916	Invoice 9894127916	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
W.B. Mason						
Bill	12/09/2021	Invoice 225492181	Invoice 225492181	430.2 · Office supplies	Unpaid	122.36
Bill	12/15/2021	Invoice 225670111	Invoice 225670111	430.1 · Library supplies	Unpaid	15.44
Bill	12/22/2021	Invoice 225921450	Invoice 225921450	430.2 · Office supplies	Unpaid	110.04
Bill	12/31/2021	Invoice 226239246	Invoice 226239246	-SPLIT-	Unpaid	109.44
Total W.B. Mason						357.28
TOTAL						110,426.72

December 2021 Director's Report

Personnel

- Sent out self-evaluation forms to senior staff, and my direct reports to be completed by Jan 14th.
- Working with Ellen to devise an updated review form for circulation staff

Budget/Financial

- Began working on 2022/23 budget.

Programming

- Staff are looking ahead to plan Spring and Summer. This coming Summer Reading theme is Oceans of Possibilities.
- Brenda will be out for 4-6 weeks beginning in Mid-January, Pam S will be covering programs during that time period. Adult Programming is being worked on for through March/April.

Building and Grounds

- Met with B & G committee and picked Prestige to do re-build of the circulation pump. They have scheduled to come to start on December 23rd.
- David Byrne came on December 2nd but needs to come again with a helper to be able to do the work to finish up the lighting.
- Made an appointment with RPC electric to install an outlet in the Friends Room, and outlet strips at desk level at the Youth services desks in the office.
- On December 26th we found that we had no internet or wifi. Worked with Verizon, Crown Point, and RCLS for several hours on 12/26, as well as on 12/27 & 12/28. Our wifi stats will be lower due to this issue.
- Fire Inspection is scheduled for either Jan 4th or 5th.
- Met with Jaime Scaduto and Brenda to look at back-office configuration. Together we came up with the idea of moving a file cabinet from the group outside my office to under the server and then removing a panel from that wall. Meaghan's return would need to be moved to the other side of her desk, and shortened. A power pole would have to be installed to bring power to the station that Pam S is currently sitting at. Jaime will not do drawings without charging for them.

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

Registered borrowers: 8,231 (8,206); Direct Access/Circulation: 8,828 (9,750)

ILL Borrows: 2,033 (1,991); ILL Loans: 1,737 (1,758); Item Count: 74,400 (74,685);

Wi-Fi: 5,223*(5,638); Overdrive checkouts: 2,641 (2,552); Overdrive unique users: 542 (531).

Interesting stat from Eileen: Cornwall was 5th in Overdrive circulation for 2021 with 32,899. Ahead of us are New City, Newburgh, Suffern, and Warwick.

*Wi-Fi was down for several days, stats missing for 5 days.

Meetings Attended: Staff Meeting 12/14/21; Dept. Heads Meeting 12/6/21 & 12/21/21; Staff Meeting 12/14/21; ANSER Committee 12/10, 12/14 & 12/20; CPL Board Meeting 12/8/21; RCLS System Services 12/20/21; ANSER Security Meeting 12/7/21

Youth Services – End-of-Month Statistics – December 2021

<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>TEENS:</u>	<u>IN- PERSON/ REMOTE</u>	<u>ATTENDANCE TOTAL</u>
Story Time @Home	December	17			Remote	17
Story Time @Home Video	December	10			Remote	10
Make a Scene	12/8	75			Remote	75
New Year Balloons	December	45			Passive	45
Chess Time	12/6, 12/13	11	4	2	In-Person	17
Dog Tales	12/6	7			In-Person	7
PJ Story Time	12/13	30			Remote	30
TOTAL:						201

**MEETINGS &
OUTREACH:**

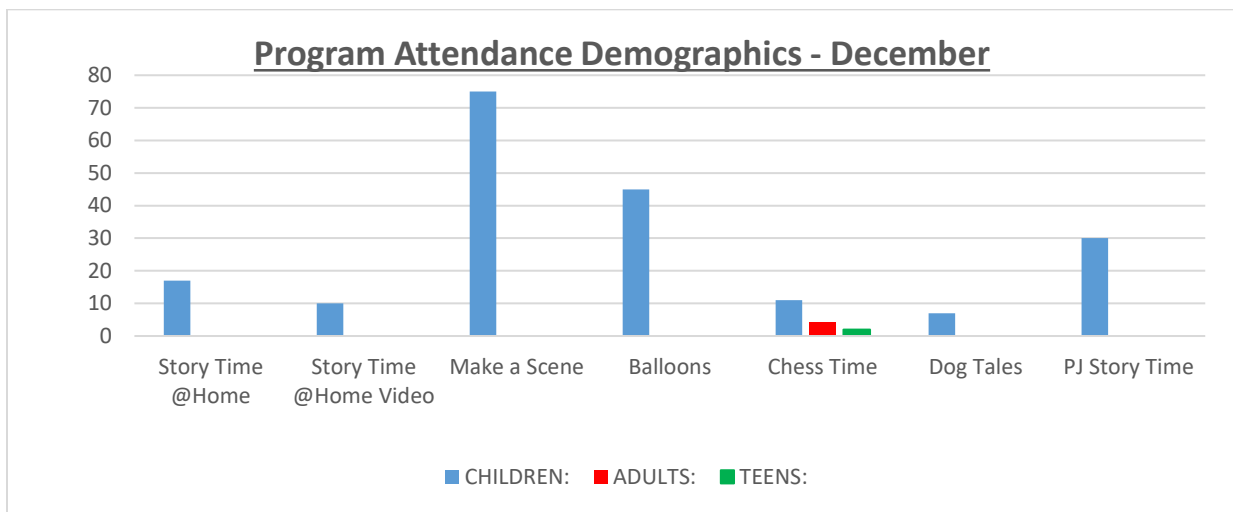
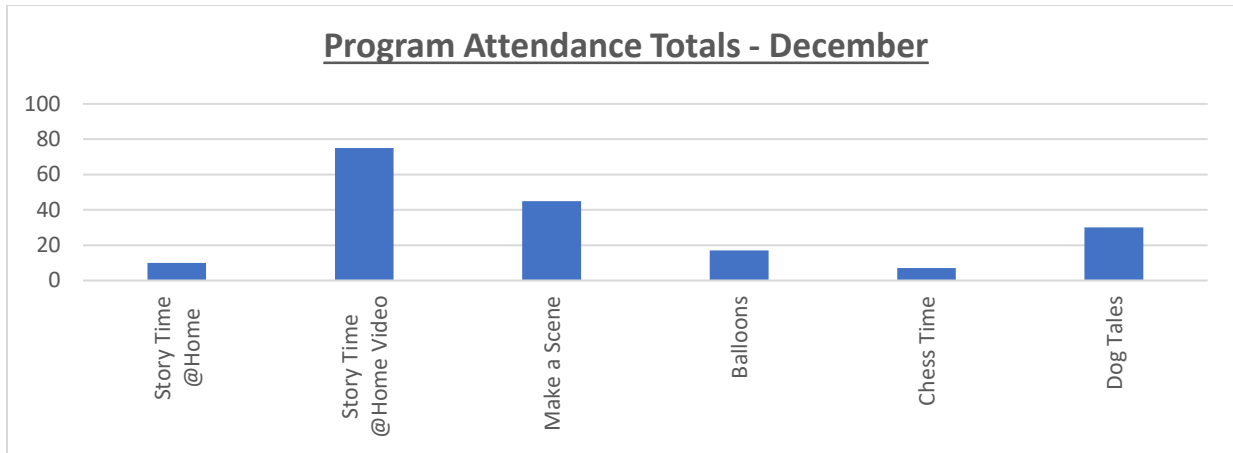
COH Visit 12/16 Liz, Rebecca

Dept Heads Meeting 12/21 Liz, Lisa

Staff Meeting 12/14 Liz, Lisa &
Rebecca

**QUESTIONS @
THE DESK:**

Reference	237
Circulation	53
Tech	6
Telephone	29
Programs	34



Reflections:

The year 2021 was a year of uncertainty.

How do you deal with uncertainty? 1. Keep everyone's safety as a priority; 2. Conduct yourself with professionalism, compassion, trying to avoid frustration (easier said than done); 3. Plan as best as you can, but have a truly workable Plan B with a subsequent alternative (that will surely involve many brown paper bags!)

Every New Year implies a fresh start. However, it is important to remember where we have been and then build on what we learned. In December of 2020, our services were curbside. Currently, we are open for browsing with some in-person programming (with pre-registration and limited numbers). Cornwall Public Library is one of the very few libraries conducting in-person programs at this time in this region.

A Healthy and Happy 2022!

Respectfully submitted,
Ekf

Adult Programming & Outreach Projects December 2021

Date	Title	Attendance
12/7/21	Holiday Wreath Making Workshop	18/in-person
12/8/21	JSY: Fruits & Vegetables Holiday Healthy Strategies	28/in-person
12/8/21	JSY: Fruits & Vegetables Vegetables Healthy Holiday	237/FB Live
12/14/21	Caregiving During the Holidays & Covid; And Caregiving With Alzheimer's Association	4/Zoom
12/17/21	Sounds of the Season: Holiday Music Program	57/in-person
		Total: 344

Book Talks:

12/1/21	Member's Choice: The Tattooist of Auschwitz by Heather Morris	8
12/2/21	Book Chat & Chocolate: Such a Fun Age by Kiley Reid	7
12/14/21	Teen Book Club: Two Can Keep a Secret by Karen McManus	3
12/15/21	Virtual Out & About: Oona Out of Order by M. Montimore	6
12/16/21	Mystery Book Discussion: The Cold Dish by Craig Johnson	7
		Total: 31

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

12/6-6, 12/13-5, 12/20 & 12/27-cancelled	Total: 11
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Homebound Delivery Service

12/16 - 3 items, 12/16 - 3 items, 12/21 - 1 item (3 patrons)	Total: 6
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Highlights & Tidbits:

Santa was very good to our library community this month and rewarded us with a variety of wonderful programs, book talks, and creative writing offerings. We ran the gamut from healthy and nurturing offers to getting into the spirit of the season with wreath crafts to a holiday music program which was the hit of the season.

There were 5 newspaper promotions for our programs with 1 as a featured article.

The opportunities for 2022 are endless and we should all be proud of the valued programming we bring forth with lots of effort from many.

Happy and Healthy New Year!

Submitted by Brenda Goldfarb 1/5/22

Adult Services Report – December 1-31, 2021
Closed for Holidays, 12/24, 12/24 and 12/31 (half day)
Emergency Closings on 12/11 (half day) and 12/26;
(submitted by Meaghan Doyle, 1/6/22)

REFERENCE: (previous month in parentheses): Ref. Q's: 202 (208); Tech Assists: 59 (93); Circ/Curbside Assists: 88 (99); Directional: 6 (10); Reader's Advisory: 5 (11); ILL/SEAL: 15 (5); Pull List: 1303 (1424); Printing: 61 (108); Phone: 58 (64); Virtual Ref: 6 (4); Notary Service: 47 (61)

Database Stats (previous month in parentheses): Novel List Plus: 14 (28); Novel List PlusK-8: 0 (2); EBSCO Other: 18 (0); Gale: 0 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 54 (75); **PC Usage**: Adults: 294 317 (331) Childrens: 4 2 (6) Laptop: 1 (0) **WIFI Usage**: 5223 (5638) PC Reservations: 4 (0) Guest Passes: 53 (40)

HOOPLA (previous month in parentheses):

New signups: 5 (5); Borrowers: 76 (76); Avg. No. Circs: 2.8 (3.0); Maxed Users: 24 (25)
Items borrowed: 212 (227)

November Meetings/Webinars: Dec. 6 Managers' Meeting; Dec. 8 Library Board Meeting; Dec. 14 Staff Meeting; Dec. 12 Managers' Meeting.

NY Times Digital Subscription is Back!

We're very excited to be able to bring back this service.

In our first month of access, we've already had **22 Offsite Code redemptions**, and **70 Library users accessing 77 articles!**

Periodical Subscription Collection Development

The Periodical Usage Survey is generating some interesting data so far, and I've been pleased that the data is supporting the diverse desires of our community.

If you haven't already taken the survey and have any interest in our periodical collection, please feel free to respond. I plan to keep the survey open for at least another few weeks.

<https://forms.gle/S7HUcKdge3QjNdnR7>

Reflection on 2021

Another tough year. Staff continues to overcome stress, tension, and personal loss to provide excellent customer service to an increasingly miserable public. Like everyone else though, we look forward to 2022 with hope that there will be some relief on the horizon and taking comfort from the relationships we have at the library. On December 10th, many of the staff were able to gather for a cheery evening of takeout foods, games, and conversation to celebrate the holidays and each other. Thanks to several dedicated staff members (especially Chris and her microphone), we spent one evening in a year otherwise tinged with disease, stress, challenges, losses, and hardships remembering what fun we can have when we're together. Here's hoping 2022 looks more like that!

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

	Budget 50%	Jul - Dec 21	Budget	\$ Under Budget	Full 2021-2022 Budget	\$ Under Budget	% of Budget
Income							
2002 · Local Public Funds		1,286,771.00	1,286,770.00	-1.00	1,286,770.00	-1.00	100.0%
2005 · Appropriated Fund Balance		0.00	35,000.00	35,000.00	35,000.00	35,000.00	0.0%
2082 · Library Fines		6,014.04	3,750.00	-2,264.04	7,500.00	1,485.96	80.19%
2401 · Income from Investments		166.86	250.04	83.18	500.00	333.14	33.37%
2706 · Gifts & Endowments		2,396.06	7,250.02	4,853.96	14,500.00	12,103.94	16.53%
2760 · Grants		0.00	0.00	0.00	0.00	0.00	0.0%
3840 · RCLS		4,329.00	0.00	-4,329.00	0.00	-4,329.00	100.0%
Total Income		<u>1,299,676.96</u>	<u>1,333,020.06</u>	<u>33,343.10</u>	<u>1,344,270.00</u>	<u>44,593.04</u>	<u>96.68%</u>
Gross Profit		1,299,676.96	1,333,020.06	33,343.10	1,344,270.00	44,593.04	96.68%
Expense							
141 · Salary-Certified Librarian		90,528.57	110,568.00	20,039.43	221,139.00	130,610.43	40.94%
142 · Salary-Clerical		207,424.06	237,502.96	30,078.90	475,006.00	267,581.94	43.67%
143 · Salary-Treasurer		3,000.01	3,000.00	-0.01	6,000.00	2,999.99	50.0%
144 · Salary-Custodial		4,470.00	10,400.02	5,930.02	20,800.00	16,330.00	21.49%
203b · Capital Equipment		0.00	0.00	0.00	0.00	0.00	0.0%
410 · Books		20,922.49	34,129.22	13,206.73	68,258.00	47,335.51	30.65%
411 · Film		201.39	646.00	444.61	646.00	444.61	31.18%
412 · Video/Music/Books on Tape		8,733.45	18,510.12	9,776.67	37,020.00	28,286.55	23.59%
413 · Serials/Reference		4,308.07	6,125.08	1,817.01	12,250.00	7,941.93	35.17%
430 · Supplies							
430.1 · Library supplies		3,087.21	3,000.00	-87.21	6,000.00	2,912.79	51.45%
430.2 · Office supplies		2,133.59	5,700.00	3,566.41	11,400.00	9,266.41	18.72%
430.3 · Program supplies							
430.30 · Adult		189.25	1,500.00	1,310.75	3,000.00	2,810.75	6.31%
430.31 · YA		40.97	500.02	459.05	1,000.00	959.03	4.1%
430.32 · Juvenile		452.92	750.00	297.08	1,500.00	1,047.08	30.2%
430.33 · Summer Reading		498.84	1,250.02	751.18	2,500.00	2,001.16	19.95%
430.34 · Special/Outreach		14.46	1,250.02	1,235.56	2,500.00	2,485.54	0.58%
430.3 · Program supplies - Other		390.35	-390.35	-390.35	-390.35	-390.35	-
Total 430.3 · Program supplies		<u>1,586.79</u>	<u>5,250.06</u>	<u>3,663.27</u>	<u>10,500.00</u>	<u>8,913.21</u>	<u>15.11%</u>
Total 430 · Supplies		6,807.59	13,950.06	7,142.47	27,900.00	21,092.41	24.4%
431 · Telephone		2,421.74	4,000.04	1,578.30	8,000.00	5,578.26	30.27%
432 · Square Processing Fee		31.95	-31.95	-31.95	-31.95	-31.95	-
433 · Postage		514.14	2,000.02	1,485.88	4,000.00	3,485.86	12.85%
434 · Publicity & Printing		1,044.48	3,750.00	2,705.52	7,500.00	6,455.52	13.93%
435 · Travel/Conference		211.66	2,250.00	2,038.34	4,500.00	4,288.34	4.7%
437 · Professional Fees							
437.1 · Prof fees-Office		4,251.06	12,447.52	8,196.46	24,895.00	20,643.94	17.08%
437.2 · Prof fees-Adult programs		1,154.00	3,500.02	2,346.02	7,000.00	5,846.00	16.49%
437.3 · Prof fees-YA programs		45.00	1,000.04	955.04	2,000.00	1,955.00	2.25%
437.4 · Prof fees-Juvenile		280.00	2,000.02	1,720.02	4,000.00	3,720.00	7.0%
437.5 · Prof fees-SRP		44.94	1,500.00	1,455.06	3,000.00	2,955.06	1.5%
437.6 · Prof fees-Outreach		0.00	500.02	500.02	1,000.00	1,000.00	0.0%
Total 437 · Professional Fees		<u>5,775.00</u>	<u>20,947.62</u>	<u>15,172.62</u>	<u>41,895.00</u>	<u>36,120.00</u>	<u>13.78%</u>
438 · Dues		297.97	750.00	452.03	1,500.00	1,202.03	19.87%
439 · Equipment Repair		0.00	0.00	0.00	0.00	0.00	0.0%
440 · Contracts w/ Books Co.		0.00	1,100.02	1,100.02	2,200.00	2,200.00	0.0%
450 · Fuel/Utilities		9,502.74	16,000.04	6,497.30	32,000.00	22,497.26	29.7%
451 · Custodial Supplies		673.19	1,500.00	826.81	3,000.00	2,326.81	22.44%
452 · Repairs to Building		451.19	12,245.02	11,793.83	24,490.00	24,038.81	1.84%
454 · Building Insurance		18,775.78	12,750.00	-6,025.78	12,750.00	-6,025.78	147.26%
455 · RCLS ANSER & Telecommunication		30,099.03	31,691.00	1,591.97	63,382.00	33,282.97	47.49%
469 · Service Contracts		21,298.41	17,138.02	-4,160.39	34,276.00	12,977.59	62.14%
490 · Refund of PY Tax Assessment		0.00	0.00	0.00	0.00	0.00	0.0%
800 · Capital Expenditure		0.00	0.00	0.00	0.00	0.00	0.0%
9010.8 · Retirement		64,564.00	68,515.00	3,951.00	68,515.00	3,951.00	94.23%
9030.8 · FICA/Medicare Expense		23,283.46	27,652.50	4,369.04	55,305.00	32,021.54	42.1%
9060.8 · Workers' Comp		0.00	7,955.00	7,955.00	7,955.00	7,955.00	0.0%
9090.8 · Health Insurance							
9090.81 · Disability Insurance		2,162.96	-2,162.96	-2,162.96	-2,162.96	-2,162.96	-
9090.8 · Health Insurance - Other		36,385.26	51,991.50	15,606.24	103,983.00	67,597.74	34.99%
Total 9090.8 · Health Insurance		<u>38,548.22</u>	<u>51,991.50</u>	<u>13,443.28</u>	<u>103,983.00</u>	<u>65,434.78</u>	<u>37.07%</u>
Total Expense		<u>563,888.59</u>	<u>717,067.24</u>	<u>153,178.65</u>	<u>1,344,270.00</u>	<u>780,381.41</u>	<u>41.95%</u>
		<u>735,788.37</u>	<u>615,952.82</u>	<u>-119,835.55</u>	<u>0.00</u>	<u>-735,788.37</u>	<u>-</u>

Cornwall Public Library
Profit & Loss by
Capital Grant
July 1, 2017 through December 31, 2021

	DASNY #7919 GEN/ELEC/LGT	Total Grants (Capital Fund)	Capital Fund - Other (Capital Fund)	Total Capital Fund
Expected expenses	9,050.00	9,050.00	513,009.16 *	522,059.16
Income				
2401 - Income from Investments	0.00	0.00	990.14	990.14
2760 - Grants	81,450.00	81,450.00	0.00	81,450.00
3840 - RCLS	0.00	0.00	0.00	0.00
Total Income	<u>81,450.00</u>	<u>81,450.00</u>	<u>513,999.30</u>	<u>595,449.30</u>
Gross Profit	81,450.00	81,450.00	513,999.30	595,449.30
Expense				
203b - Capital Equipment	0.00	0.00	9,700.27	9,700.27
437 - Professional Fees				
437.1 - Prof fees-Office	3,776.03	3,776.03	0.00	3,776.03
437.2 - Prof fees-Adult programs	0.00	0.00	0.00	0.00
437.3 - Prof fees-YA programs	0.00	0.00	0.00	0.00
437.4 - Prof fees-Juvenile	0.00	0.00	0.00	0.00
437.5 - Prof fees-SRP	0.00	0.00	0.00	0.00
437.6 - Prof fees-Outreach	0.00	0.00	0.00	0.00
Total 437 - Professional Fees	<u>3,776.03</u>	<u>3,776.03</u>	<u>0.00</u>	<u>3,776.03</u>
452 - Repairs to Building	0.00	0.00	3,211.00	3,211.00
800 - Capital Expenditure	77,031.95	77,031.95	258,164.18	335,196.13
Total Expense	<u>80,807.98</u>	<u>80,807.98</u>	<u>271,075.45</u>	<u>351,883.43</u>
	<u>642.02</u>	<u>642.02</u>	<u>242,923.85</u>	<u>243,565.87</u>

*capital balance on 6/30/17

Future Cash Balance (Capital Account)		
		Balance
Current Capital Balance		\$ 239,409.35
Spend electrical grant	\$ (100,192.02)	\$ 139,217.33
Reimburse remaining electrical grant	\$ 9,050.00	\$ 139,217.33
Future Capital balance		\$ 139,217.33

Open Capital Grants Timeline
Gen/Elec/Light (\$181,000) - must be completed by 6/2022

**Cornwall Public Library
Profit & Loss by Class
July through December 2021**

	Balance on 12/31/21= \$24,875.72	Balance on 12/31/21= \$2,609.37	Balance on 12/31/21= \$5,427.59	Balance on 12/31/21= \$0.00			
	<u>Good Idea Fund</u>	<u>Schmitt Children Tech Grant (\$13,000)</u>	<u>Skoufis Adult Tech Grant (\$16,671)</u>	<u>Arts Mid-Hudson Regrant (oper)</u>	<u>Friends (Operating)</u>	<u>Operating - Other (Operating)</u>	<u>Total Operating</u>
Income							
2002 · Local Public Funds	0.00	0.00	0.00	0.00	0.00	1,286,771.00	1,286,771.00
2082 · Library Fines	0.00	0.00	0.00	0.00	0.00	6,014.04	6,014.04
2401 · Income from Investments	0.00	0.00	0.00	0.00	0.00	166.86	166.86
2706 · Gifts & Endowments	0.00	0.00	0.00	0.00	0.00	2,396.06	2,396.06
2760 · Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3840 · RCLS	0.00	0.00	0.00	0.00	0.00	4,329.00	4,329.00
Total Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,299,676.96</u>	<u>1,299,676.96</u>
Gross Profit	0.00	0.00	0.00	0.00	0.00	1,299,676.96	1,299,676.96
Expense							
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	90,528.57	90,528.57
142 · Salary-Clerical	0.00	0.00	0.00	0.00	0.00	207,424.06	207,424.06
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	3,000.01	3,000.01
144 · Salary-Custodial	0.00	0.00	0.00	0.00	0.00	4,470.00	4,470.00
410 · Books	0.00	0.00	0.00	0.00	0.00	20,922.49	20,922.49
411 · Film	0.00	0.00	0.00	0.00	0.00	201.39	201.39
412 · Video/Music/Books on Tape	0.00	0.00	0.00	0.00	0.00	8,733.45	8,733.45
413 · Serials/Reference	2,090.40	0.00	0.00	0.00	0.00	4,308.07	4,308.07
430 · Supplies							
430.1 · Library supplies	375.94	0.00	0.00	0.00	0.00	3,087.21	3,087.21
430.2 · Office supplies	0.00	0.00	0.00	0.00	0.00	2,133.59	2,133.59
430.3 · Program supplies							
430.30 · Adult	0.00				0.00	189.25	189.25
430.31 · YA	0.00	0.00	0.00	0.00	0.00	40.97	40.97
430.32 · Juvenile	0.00	0.00	0.00	0.00	153.00	299.92	452.92
430.33 · Summer Reading	0.00	0.00	0.00	0.00	0.00	498.84	498.84
430.34 · Special/Outreach	0.00	0.00	0.00	0.00	0.00	14.46	14.46
430.3 · Program supplies - Other	0.00	0.00	0.00	0.00	0.00	390.35	390.35
Total 430.3 · Program supplies	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>153.00</u>	<u>1,433.79</u>	<u>1,586.79</u>
Total 430 · Supplies	<u>375.94</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>153.00</u>	<u>6,654.59</u>	<u>6,807.59</u>
431 · Telephone	0.00	0.00	0.00	0.00	0.00	2,421.74	2,421.74
432 · Square Processing Fee	0.00	0.00	0.00	0.00	0.00	37.72	37.72
433 · Postage	0.00	0.00	0.00	0.00	0.00	514.14	514.14
434 · Publicity & Printing	0.00	0.00	0.00	0.00	0.00	1,044.48	1,044.48
435 · Travel/Conference	0.00	0.00	0.00	0.00	0.00	211.66	211.66
437 · Professional Fees							
437.1 · Prof fees-Office	0.00	0.00	0.00	0.00	0.00	4,251.06	4,251.06
437.2 · Prof fees-Adult programs	0.00	0.00	0.00	0.00	225.00	929.00	1,154.00
437.3 · Prof fees-YA programs	0.00	0.00	0.00	0.00	0.00	45.00	45.00
437.4 · Prof fees-Juvenile	0.00	0.00	0.00	0.00	0.00	280.00	280.00
437.5 · Prof fees-SRP	0.00	0.00	0.00	0.00	44.94	0.00	44.94
Total 437 · Professional Fees	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>269.94</u>	<u>5,505.06</u>	<u>5,775.00</u>
438 · Dues	0.00	0.00	0.00	0.00	0.00	297.97	297.97
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	9,502.74	9,502.74
451 · Custodial Supplies	0.00	0.00	0.00	0.00	0.00	673.19	673.19
452 · Repairs to Building	0.00	0.00	0.00	0.00	0.00	451.19	451.19
454 · Building Insurance	0.00	0.00	0.00	0.00	0.00	18,775.78	18,775.78
455 · RCLS ANSER & Telecommunication	0.00	0.00	0.00	0.00	0.00	30,099.03	30,099.03
469 · Service Contracts	0.00	0.00	0.00	0.00	0.00	21,298.41	21,298.41
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	64,564.00	64,564.00
9030.8 · FICA/Medicare Expense	0.00	0.00	0.00	0.00	0.00	23,283.46	23,283.46
9090.8 · Health Insurance							
9090.81 · Disability Insurance	0.00	0.00	0.00	0.00	0.00	2,162.96	2,162.96
9090.8 · Health Insurance - Other	0.00	0.00	0.00	0.00	0.00	36,385.26	36,385.26
Total 9090.8 · Health Insurance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>38,548.22</u>	<u>38,548.22</u>
Total Expense	<u>2,466.34</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>422.94</u>	<u>563,471.42</u>	<u>563,894.36</u>
	<u>-2,466.34</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-422.94</u>	<u>736,205.54</u>	<u>735,782.60</u>

Total Grant money housed in operating account: \$8,036.96

2021-2022 Cornwall Public Library Board of Trustees~Policy Schedule

Policies Currently in Review by Committee members/Work in Progress	For Board REVIEW/ Discussions with full Board	For Board VOTE January meeting
Final Handbook 7-11-19-1v.4.docx (New committee next year to revise this! SHRM to look over?)	Computer Use & Internet and Wireless Usage Policy10_21_21.docx Computer, Internet, & Wireless Usage Policy and Agreement for Minors 8 -19v.2.docx	
Bylaws		
CPL History (not matching what is on the website)		

Completed/Approved by Board	Completed/Approved by Board
Gift & Donation-Pdf (Sept 2019 folder)	Homebound Policy (Nov 19 folder)
Lending Policy for ipads & laptops (Nov 19 folder; Reviewed in June 21)	Public Relations & Communications ~Lawyer approved (Nov 19 folder)
Types of Libraries (Nov 19 folder)	Tutoring Policy and Permission Form (Nov 19)
Exhibit & Display policy (Nov 19 folder)	Homebound Delivery Request Form (Nov 19 folder) Google form live/working? Charlotte sent form to Meaghan D. on 12/1/21.
Whistle Blower (Dec 19 folder)	Hours of Operation (Dec 19 folder)
Petty Cash (Dec 19 folder)	Pandemic Policy & Procedures (Mar 2020 folder)

Collection Development (Mar 2020 folder)	Virtual Program Policy (May 2020)
Work From Home (May 2020)	Employee Policy to Mitigate COVID-19 (June 20 folder)
Library Manners addendum (June 20 folder)	ICE Policy & Procedure (August 2020 folder)
ICE Policy Rollout Guide (August 2020 folder)	Zoom Policy (August 2020 folder)
CPL Mission Statement (Sept 20 folder)	Interlibrary Loans Policy (Sept 20 folder)
CPL Facility Use Policy (Oct 20 folder)	Facility/Community Room Use Agreement Form (Oct 20 folder)

Budget Transfer Policy Draft (2) (Nov 20 folder)	ProcurementPolicy.docx (Nov 20 folder)
REQUEST FOR BUDGET TRANSFERformdraft.docx (Nov 20 folder)	

Credit Card Policy and Use Procedures (Dec 20 folder)	Pandemic Response Plan11_16-20.docx (Dec 20 folder)
Circulation Loan Periods Policy 2021.docx (2021)	Fines Policy2021.docx (2021)
Educator Card_1_2021.docx (2021)	Tax Grievance Fund Policy.docx (2021)
2022-2026 Direct Access Plan - DA Approved 5.12.2021 (Was approved per RCLS as is; June 21)	Cornwall Public Library equipment use policy.docx (updated in June 21)
2022-2026 RCLS Plan of Service (per Grace Rosario)	Digital Video Surveillance Policy.docx (Updated Aug 2021)
Conflict of Interest Policy 2021.docx (Updated Aug 2021)	NYS Hero Act: Model-airborne-infectious-disease-exposure-prevention-plan-p765.pdf (Aug 2021)
Pandemic Policy & Procedures.docx (Oct 2021)	Copy of InvestmentPolicy-6240 (Nov 2021)
Workplace Bullying Policy.docx (Nov 2021)	Copy of GIFT AND DONATION POLICY Final (Condensed to have one policy. Proposed to eliminate Materials donation policy below.) (Nov 2021) Materials donation policy.docx =(Eliminate)
CPL Work From Home Policy (Dec 21)	Study Room Policy (Dec 21)
Exam Proctoring Services Policy (Dec 21)	Progressive Discipline Policy.docx (Personnel committee)=to be put in handbook at next rewrite

	(Dec 21)
Workplace rules-Infraction form for supervisors.docx (Personnel committee)=For staff use; not a formal policy (Created: Dec 21)	