

Cornwall Public Library
Board of Trustees
October 13, 2021, 7:00 PM
Regular Meeting Agenda

- I. Roll
- II. Approval of the Minutes –September 8, 2021
- III. Financial Review
 - a. Approval of Warrant #3
- IV. Public Remarks
- V. Communications/Donations: Need motion to accept donation of \$100.00 from Carole J. Flannery
- VI. Director’s Report – *See Google Docs*
- VII. Committee Reports
 1. Finance Committee
 2. Policy Committee
 3. Building, Garden and Ground Committee
 4. Friends
 5. Personnel Committee: Need a motion to approve Andrew Hernon and Sharon Lunden hired to Part-time Library Assistant positions; Nicholas Smith hired as Part-time Custodial Worker. And one to accept Marie Clark’s retirement from CPL.
 6. Sustainability Committee
 7. Strategic Planning Committee
- VIII. Unfinished Business
- IX. New Business: 2022 Holidays; Replacement of Fencing? New shed: larger to replace current one or small additional one?
- X. Adjournment

Next Regular Board Meeting Weds. November 10, 2021, 7PM

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

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

I. Roll:

Trustees Present: Stephanie Wolf, Meghann Chyla, Carol Stein, Matt Rettig, Matt Soltis, and Lynn Daniels.

Emily Milton, Treasurer

Charlotte Dunaief, Director.

Trustees Excused: Melissa Greaves-Kulisek.

Also Present: Library staff members Catherine Incledon (minutes), Meaghan Doyle, and Geraldine Satterly, as well as members of the public Lori Sherman and Maryanne O'Dell.

II. Vote to Amend the Agenda: A motion to approve the addition of an executive meeting to the New Business portion of the meeting agenda was made by Carol Stein, seconded by Stephanie Wolf, and was unanimously approved.

III. Approval of the Minutes: A motion to approve the minutes from the regular Board meeting of August 11, 2021, was made by Stephanie Wolf, seconded by Matt Rettig, and was unanimously approved.

IV. Financial Review: A motion to approve Warrant #2 in the amount of \$71,837.46 was made by Carol Stein, seconded by Lynn Daniels, and was unanimously approved.

V. Public Remarks: Geraldine Satterly, Lori Sherman and Maryanne O'Dell requested that the library purchase a new microfilm machine to replace the library's current machine, which is broken. They also requested that the library purchase a machine that is easier to use. The Board resolved to determine the possibility of using grant money to purchase a new machine as well as to look into digitizing the microfilm materials for ease of use.

VI. Communications and Donations: A generous donation of \$2,000 in honor of Bessie Palamidias was made to the Friends of the Cornwall Public Library by Katina Palamidias.

VII. Director's Report: See written report.

VIII. Committee Reports:

- **Finance Committee:** In its meeting this month, the committee reviewed its purposes and responsibilities for its incoming member. The committee reviewed financial reports for library spending with the treasurer. The committee and treasurer determined that the library is in good standing with regard to spending

so far this fiscal year. The committee also discussed the library's current open grants and what money is left to be spent.

- **Policy Committee:** The committee introduced the RCLS 2022 Budget for approval, and the Materials Donation Policy, the Pandemic Response Plan, and the Pandemic Policy and Procedures for review. All Board members present voted unanimously to approve the RCLS 2022 Budget. The Board did not find that any changes were necessary for the Materials Donation Policy and the Pandemic Response Plan. The Board will continue to review the Pandemic Policy and Procedures and will vote to approve any amended changes at the next regular Board meeting.
- **Building, Garden, and Grounds:** Motion: Be it resolved that the Board of Trustees for the Cornwall Public Library, as the Lead Agency for the New York State Environmental Quality Review Act (SEQRA) process, declares that the Generator/electrical project is classified as a Type II action under SEQRA. Type II Actions are defined in New York Code Rules and Regulations Chapter VI, 617- State Environmental Quality Review Act, as "replacement, rehabilitation, or reconstruction of a structure of facility, in kind, on the same site." As a Type II Action, there is no further review required under SEQRA. End of Resolution.

The motion was made by Matt Rettig, seconded by Carol Stein, and was unanimously approved. Meghann Chyla, Stephanie Wolf, Carol Stein, Matt Rettig, Matt Soltis, and Lynn Daniels voted unanimously to approve the resolution.

The committee is not yet ready to present the selected generator size. In conjunction with the Sustainability Committee, the Buildings, Gardens, and Grounds committee is looking into the possibility of installing a rechargeable battery instead of a gas-powered generator.

- **Friends:** The Friends are planning to auction off the donated leather-bound books at a later date. The Friends liaison will work to determine the potential value of the bookstore's collection of donated VHS tapes.
- **Personnel Committee:** The committee did not meet this month.
- **Strategic Planning Committee:** The committee discussed sending out a community-wide survey on the library and its services. Previous surveys used by both RCLS and the Cornwall Public Library were reviewed.
- **Sustainability Committee:** The committee has been working in conjunction with the Buildings, Gardens, and Grounds committee to look into the possibility of

installing a rechargeable battery instead of a gas-powered generator. The committee continues its research on installing a geothermal pump.

- IX. Unfinished Business:** The Board reviewed the proposal from LIME to replace the rest of the library's interior and exterior lighting to LED. The program works in conjunction with Central Hudson, who will pay for part of the installation. An approval to use money from the Capital Fund to fully convert the library's interior and exterior lighting to LED in accordance with the LIME proposal was made by Matt Soltis, seconded by Matt Rettig, and was unanimously approved.
- X. New Business:** A motion to approve the beginning of an executive session to discuss personnel issues was made by Carol Stein, seconded by Stephanie Wolf, and was unanimously approved. The executive session was adjourned at 8:14 pm.
- XI. Adjournment:** A motion to adjourn the regular Board meeting was made by Matt Rettig, seconded by Matt Soltis, and was unanimously approved. Meghann Chyla adjourned the meeting at 8:16 pm.

The next Regular Board Meeting will be held on Wednesday, October 13, 2021, at 7:00 p.m.

Cornwall Public Library
Warrant # 3
As of September 30, 2021

Type	Date	Num	Memo	Split	Paid	Amount
AFLAC						
Bill	09/14/2021	Invoice 786192	Invoice 786192 Removed Valerie Losardo	9090.8 · Health Insurance	Paid	153.75
Total AFLAC						153.75
Ashcraft Lock & Door						
Bill	09/20/2021	Invoice 56377	Invoice 56377	452 · Repairs to Building	Unpaid	157.50
Total Ashcraft Lock & Door						157.50
Benninger Landscaping LTD						
Bill	09/15/2021	Invoice 25376	Invoice 25376 Lawn and Grounds Sept	469 · Service Contracts	Paid	900.00
Total Benninger Landscaping LTD						900.00
Blackstone Publishing						
Bill	09/09/2021	Invoice 1242363	Invoice 1242363	-SPLIT-	Unpaid	73.90
Bill	09/20/2021	Invoice 1244022	Invoice 1244022	-SPLIT-	Unpaid	151.78
Total Blackstone Publishing						225.68
Brodart Co. - Juv FT						
Bill	09/09/2021	Invoice B6274957	Invoice B6274957	410.4 · Juvenile Fiction	Unpaid	11.84
Bill	09/09/2021	Invoice B6274950	Invoice B6274950	410.4 · Juvenile Fiction	Unpaid	16.84
Bill	09/09/2021	Invoice B6275006	Invoice B6275006	410.5 · Juvenile Non Fiction	Unpaid	15.71
Bill	09/09/2021	Invoice B6274643	Invoice B6274643	-SPLIT-	Unpaid	178.46
Bill	09/09/2021	Invoice B6274951	Invoice B6274951	410.4 · Juvenile Fiction	Unpaid	45.72
Bill	09/09/2021	Invoice B6274682	Invoice B6274682	-SPLIT-	Unpaid	60.62
Bill	09/09/2021	Invoice B6274952	Invoice B6274952	410.4 · Juvenile Fiction	Unpaid	22.52
Bill	09/09/2021	Invoice B6274666	Invoice B6274666	-SPLIT-	Unpaid	30.52
Total Brodart Co. - Juv FT						382.23
Brodart Co. -Supplies						
Bill	09/01/2021	Invoice 586622	Invoice 586622	430.1 · Library supplies	Unpaid	113.04
Total Brodart Co. -Supplies						113.04
Brodart Co. (McN)						
Bill	09/15/2021	Invoice M189691	Invoice M189691	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	09/01/2021	Invoice 75279262	Invoice 75279262	410.11 · Adult Fiction Standing ...	Unpaid	60.74
Bill	09/23/2021	Invoice 75827883	Invoice 75827883	410.11 · Adult Fiction Standing ...	Unpaid	36.75
Bill	09/26/2021	Invoice 75887716	Invoice 75887716	410.11 · Adult Fiction Standing ...	Unpaid	22.50
Total Cengage Learning/Gale						119.99
Central Hudson Gas & Electric Corp						
Bill	09/26/2021	Acct 21004099186	Acct 21004099186 Service 8.26 to 9.28.21	450 · Fuel/Utilities	Unpaid	1,842.08
Total Central Hudson Gas & Electric Corp						1,842.08
Cook's Illustrated						
Bill	09/16/2021	1 yr Renewal	1 yr Renewal Sept 21 Warrant	413.6 · Serials	Unpaid	29.95
Total Cook's Illustrated						29.95
Cornwall Public Library - Payroll						
Bill	09/03/2021	Pay end 9.3.21	Pay end 9.3.21 Pay date 9.10.21	1012 · OBT Payroll Checking	Paid	18,094.61
Bill	09/20/2021	Payroll 9.17.21	Payroll 9.17.21 Pay date 9.24.21	1012 · OBT Payroll Checking	Paid	17,213.15
Total Cornwall Public Library - Payroll						35,307.76
Cornwall Public Library - Trust & Agency						
Bill	09/03/2021	Pay end 9.3.21	Pay end 9.3.21 Pay date 9.10.21	1003 · Due from Trust & Agency	Paid	7,029.82
Bill	09/20/2021	Payroll 9.17.21	Payroll 9.17.21 Pay date 9.24.21	1003 · Due from Trust & Agency	Paid	6,819.43
Bill	09/14/2021	Health Insurance	Health Insurance Sept 2021	1003 · Due from Trust & Agency	Paid	4,931.35
Total Cornwall Public Library - Trust & Agency						18,780.60
Country Living						
Bill	09/09/2021	1 Yr Renewal	1 Yr Renewal Sept 21 Warrant Acct 087525...	413.6 · Serials	Unpaid	29.97
Total Country Living						29.97
Demco, Inc.						
Bill	09/22/2021	Invoice 6995060	Invoice 6995060	430.2 · Office supplies	Unpaid	20.64
Bill	09/28/2021	Invoice 7009530	Invoice 7009530	430.1 · Library supplies	Unpaid	150.92

Cornwall Public Library
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As of September 30, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Total Demco, Inc.						171.56
Elizabeth Fisher						
Bill	09/09/2021	Reimbursement	Employee Reimbursement mileage and supp...	-SPLIT-	Unpaid	32.50
Total Elizabeth Fisher						32.50
Haverstraw Kings Daughters Library						
Bill	09/23/2021	Lost Book	Lost Book Fee Counting Farm Patron Barco...	2082.3 · 2082.3 Lost Item	Unpaid	5.00
Total Haverstraw Kings Daughters Library						5.00
hoopla						
Bill	09/30/2021	Invoice 501069964	Invoice 501069964	412.8 · Digital Streaming	Unpaid	500.27
Total hoopla						500.27
Ingram Library Services						
Bill	09/02/2021	Invoice 54625573	Invoice 54625573	-SPLIT-	Unpaid	9.80
Bill	09/23/2021	Invoice 54841848	Invoice 54841848	-SPLIT-	Unpaid	888.39
Total Ingram Library Services						898.19
Joanne Barclay						
Bill	09/30/2021	10/13 Card Class	10/13/2021 Card Class	437.2 · Prof fees-Adult programs	Unpaid	175.00
Total Joanne Barclay						175.00
Lock Around the Clock						
Bill	09/01/2021	Oct 2021 Unit 3434	Oct 2021 Unit 3434	469 · Service Contracts	Paid	62.00
Total Lock Around the Clock						62.00
Marangi Disposal						
Bill	09/20/2021	Invoice 19103292	Invoice 19103292	469 · Service Contracts	Paid	132.29
Total Marangi Disposal						132.29
Maureen Oliveto						
Bill	09/22/2021	Office Prof Services	Office Professional service 8.10 to 8.24.21	437.1 · Prof fees-Office	Unpaid	156.00
Total Maureen Oliveto						156.00
Middletown Thrall Public Library						
Bill	09/20/2021	Lost Book	Lost Book Bar Code 32820005478428 Lots ...	2082.3 · 2082.3 Lost Item	Unpaid	14.00
Total Middletown Thrall Public Library						14.00
Midwest Tape						
Bill	09/16/2021	Invoice 500970477	Invoice 500970477	-SPLIT-	Unpaid	34.69
Bill	09/16/2021	Invoice 500970476	Invoice 500970476	-SPLIT-	Unpaid	49.68
Total Midwest Tape						84.37
Moffat Library of Washingtonville						
Bill	09/22/2021	Lost Book	Lost Book Fee The Magic Misfits Patron Bar...	2082.3 · 2082.3 Lost Item	Unpaid	17.00
Total Moffat Library of Washingtonville						17.00
NET2PHONE						
Bill	09/01/2021	Invoice 1214295645	Invoice 1214295645	431 · Telephone	Paid	252.72
Total NET2PHONE						252.72
News of the Highlands, Inc						
Bill	09/01/2021	Invoice N96302CL	Invoice N96302CL	434 · Publicity & Printing	Paid	40.00
Total News of the Highlands, Inc						40.00
Orange Bank & Trust Cardmember Services						
Bill	09/26/2021	Sept 23.21 Statement	Sept 23.21 Statement	-SPLIT-	Unpaid	1,649.25
Total Orange Bank & Trust Cardmember Services						1,649.25
OverDrive, Inc.						
Bill	09/09/2021	Invoice 21325351	Invoice 21325351	410.12 · Adult E Book	Unpaid	937.30
Bill	09/09/2021	Invoice 21325352	Invoice 21325352	412.32 · E-Audiobooks -- Adult	Unpaid	1,061.47
Total OverDrive, Inc.						1,998.77
Patricia Parker						
Bill	09/20/2021	9/20/21 Pajama Story	9/20/21 Pajama Storytime	437.4 · Prof fees-Juvenile	Paid	70.00

Cornwall Public Library
Warrant # 3
As of September 30, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Total Patricia Parker						70.00
Paychex, Inc.						
Bill	09/05/2021	Invoice 00233935	Invoice 00233935	437.1 · Prof fees-Office	Paid	95.76
Bill	09/10/2021	Invoice 2021082600	Invoice 2021082600 August 2021 Payroll	437.1 · Prof fees-Office	Paid	207.45
Total Paychex, Inc.						303.21
RCLS						
Bill	09/10/2021	Invoice 30055	Invoice 30055 Readers and Peripherals	-SPLIT-	Unpaid	1,508.47
Total RCLS						1,508.47
Rolling Stone						
Bill	09/09/2021	Acct 4006553046	Acct 4006553046 1 Yr Renewal Sept 21 Wa...	413.6 · Serials	Unpaid	89.95
Total Rolling Stone						89.95
School Library Journal						
Bill	09/09/2021	1 yr renewal	1 yr renewal Sept 21 Warrant Acct 1107099	413.6 · Serials	Unpaid	136.99
Total School Library Journal						136.99
Shop Rite Supermarkets Inc.						
Bill	09/26/2021	Invoice 2021	Invoice 0260028833108312021 Office Suppli...	430.2 · Office supplies	Unpaid	35.83
Total Shop Rite Supermarkets Inc.						35.83
The Hollywood Reporter						
Bill	09/09/2021	1 yr renewal	Acct 04875738 1 yr renewal	413.6 · Serials	Unpaid	299.00
Total The Hollywood Reporter						299.00
The Horn Book Magazine						
Bill	09/09/2021	1 yr renewal 6 issue	1 yr renewal 6 issue Sept 21 Warrant	413.6 · Serials	Unpaid	60.00
Total The Horn Book Magazine						60.00
The New Yorker						
Bill	09/09/2021	1 Yr renewal	1 Yr Renewal Sept 21 Warrant Acct. 082333...	413.6 · Serials	Unpaid	149.99
Total The New Yorker						149.99
Toshiba Financial Services						
Bill	08/31/2021	Invoice 451201743	Invoice 451201743 Service 8/15 to 9/15/2021	469 · Service Contracts	Paid	408.00
Bill	09/28/2021	Invoice 453628695	Invoice 453628695 with corrections	469 · Service Contracts	Paid	737.66
Total Toshiba Financial Services						1,145.66
United A/C Refrigeration, Inc						
Bill	08/26/2021	Invoice 429780	Invoice 429780 Preventive Maint. 429780& ...	469 · Service Contracts	Paid	975.17
Bill	09/23/2021	Invoice 430165	Invoice 430165 Preventive Maint. 9.16.21	469 · Service Contracts	Paid	975.17
Total United A/C Refrigeration, Inc						1,950.34
Vanguard Cleaning Systems of the HV						
Bill	09/01/2021	Invoice 40248	Invoice 40248	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
Verizon						
Bill	09/23/2021	Acct 652121949000...	Acct 652121949000181 Service 9/10 to 10/9...	431 · Telephone	Paid	176.99
Total Verizon						176.99
Verizon Wireless						
Bill	09/01/2021	Invoice 9887524127	Invoice 9887524127	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
Village of Cornwall-on-Hudson						
Bill	09/30/2021	7/29 to 9/17 Water	7/29 to 9/17 Water Account #007472-000	450 · Fuel/Utilities	Unpaid	72.00
Total Village of Cornwall-on-Hudson						72.00
W.B. Mason						
Bill	09/02/2021	Invoice 223037334	Invoice 223037334	430.2 · Office supplies	Unpaid	19.69
Bill	09/01/2021	Invoice 222953043	Invoice 222953043	430.2 · Office supplies	Unpaid	62.95
Bill	09/09/2021	Invoice 223194236	Invoice 223194236 with applied credit CM02...	-SPLIT-	Unpaid	285.56
Bill	09/28/2021	Invoice 223540061	Invoice 223540061	430.2 · Office supplies	Unpaid	25.98
Bill	09/28/2021	Invoice 223483075	Invoice 223483075	430.2 · Office supplies	Unpaid	89.95
Total W.B. Mason						484.13

Cornwall Public Library

Warrant # 3

As of September 30, 2021

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Wall Street Journal						
Bill	09/26/2021	1 yr renewal	1 year renewal Acct 010960231844	413 · Serials/Reference	Unpaid	539.88
Total Wall Street Journal						539.88
TOTAL						73,069.74

September 2021 Director's Report

Personnel

- Accepted resignation of M. C. who is retiring completely. After speaking extensively with M.D. have decided to assign periodical collection development to Adult Services staff.
- Gave notice to J.D., have decided to incorporate P/R position into two existing F/T Library Assistant positions.
- Interviewed candidates and chose 2 for Part-time Library Assistant positions.
- Posted the Custodial on Indeed. This lead to interviews and the hiring of a new Custodian.
- Made arrangements with Kurt Hahn to do fire drills and fire safety training with staff who were not scheduled during the drills and training we had.

Budget/Financial

- Looked into upgrading wifi to 200M/200M for discounted price, and signed up for it, we will save approx. \$40/month.
- Looked at salary area of spread sheet to determine how to rearrange staff salaries to hire new people (due to employees leaving).
- When I am certain that new part-time custodial worker is sufficient, I will give notice to the cleaning company.

Programming

- Held Manager's meeting to discuss up-coming programs. (see attached calendar)
- Working with RB to determine ways to promote programs (not only with the newsletter).
- Brenda continues to post flyers around town, the village and at Munger Cottage.

Building and Grounds

- Signed and submitted proposal from Fred Alvarado of LIME to replace the rest of our interior lighting with LED lights through Hudson's lighting program.
- Culligan installed the second Hydration Station, however it is also defective, and must be replaced.
- Broderick met with Building Committee. He is looking into the UPS system, and change of Grant scope process.

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

Registered borrowers: 8,118 (8,045); Direct Access/Circulation: 9,745 (10,865)

ILL Borrows: 2,120 (2,328); ILL Loans: (1,845); Item Count: (75,169);

Wi-Fi: 5,405 (6069); Overdrive checkouts: 2,405 (2,858); Overdrive unique users: 534 (572).

Meetings Attended: ANSER Sub-Committee 9/20/21, 9/27/21; Broderick (Engineer) 9/7/21 & 9/17/21; CPL Board Meeting 9/08/21; Finance Committee 9/08/21; Staff Meeting 9/14/21; Dept. Heads Meetings 9/8/21 & 9/22/21.

September 2021 Youth Services Monthly Report

<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>
Family Story Time	9/14, 9/21, 9/28	48	35		In-Person	83
Dog Tales	9/13, 9/27	19	6		In-Person	25
Chess Time	9/13, 9/20	9	7	1	In-Person	17
PJ Story Time	9/20	8	6		In-Person	14
Garden Volunteer Op.	9/20			4	In-Person	4
Art Afternoon	9/30	8	3	4	In-Person	15
ChatterBooks	9/9	5			In-Person	5
Book Break	9/16	1			In-Person	1
Play-Doh Day	9/16	108			Remote	108
T.U.T.	9/17			8	In-Person	8
Summer StoryWalk Scavenger Hunt	6/30-9/10				Remote	47
					TOTAL:	<u><u>327</u></u>

**CANCELED
PROGRAMS:**

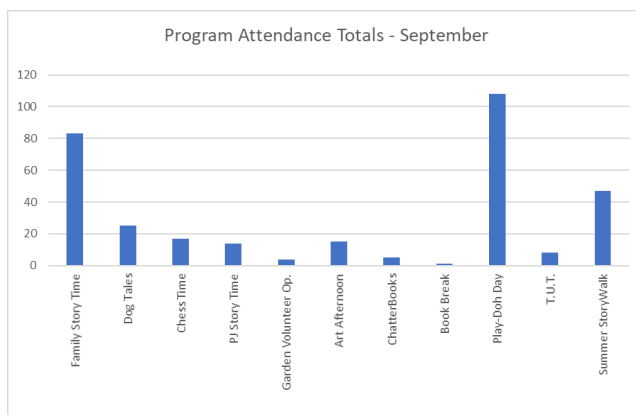
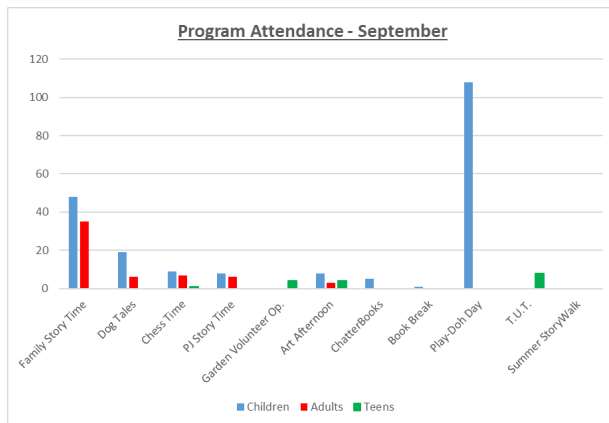
Readzza Readzza (Weather)

MEETINGS & OUTREACH: **DATE:** **ATTENDEE:**

Staff Meeting	9/14	Liz & Rebecca
Dept Heads Meeting	9/22	Liz & Lisa
Niche Academy Training	Various	Liz, Lisa, Rebecca

**QUESTIONS @ THE
DESK:**

Reference	217
Circulation	50
Tech	7
Telephone	60
Programs	41



Reflections:

September 2021 continued the return we had this summer of in-person programming, outside, weather permitting. This meant the opportunity for our 3 book clubs, Art Afternoon, in-person TUT, Teen Volunteer Times, as well as the continuing popular Chess Time, Dog Tales, Family Story Times, and PJ Story Time programs. Unfortunately, working outside means possible cancelation due to the weather and the time of day; it's hard to have a program when wind gusts make horizontal rain, or the daylight is gone. Looking to the immediate future, we've moved programming to the earliest dates and times possible for school-age people but at some point, it will be too cold and dark to do much of anything outdoors. Therefore, in the month of November, we will be adding the Community Room as a location for our programming with the following safety measures in place:

- Pre-registration for all participants.
- Everyone masked and socially distanced.
- No food or beverages.
- Maximum number of people for programs held at 10, including presenters & assistants.
- All programs will last an hour or less.

Respectfully submitted,

ekf

Programming and Outreach Report September 2021

Date	Title	Attendance
9/15/21	Mock Interview	1/Library
9/21/21	JSY to Fruits & Vegetables: 'Fall' into Beans & Fiber	21/Library
9/21/21	JSY to Fruits & Vegetables: 'Fall' into Bean & Fiber	108/FB Live
9/21/21	Gustav Klimt and Vienna's Golden Age	101/Zoom
9/28/21	Medicare 101: Parts A, B, C, D	14/Zoom
9/28/21	National Voter Registration Day	18/Library
9/29/21	MSLC: Stay Ahead of Prostate Cancer	31/Zoom
9/29/21	Annual Fire Safety Hands on Extinguisher Training	11/Library
9/30/21	Annual Fire Safety Hands on Fire Safety Training	6/Library
Total:		311

Book Talks:

9/1/21	Members' Choice Giver of Stars by Jojo Moyes	8
9/16/21	Mystery Book Discussion The Black Ascot by Charles Todd	9
9/22/21	Out & About Mexican Gothic by Sylvia Moreno-Garcia	6
9/23/21	Book Chat & Chocolate A Perfect Wife by Karma Brown	9
Total:		32

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

9/6-Cancelled Labor Day, 9/13-5, 9/20-4, 9/27-4 Total:13

Highlights & Tidbits:

As we said goodbye to Summer, we fell right into Fall without missing a beat. We've had something for everyone: job seekers, top notch health presentations, nutrition programs, voter registration participation, staff annual fire safety in-service and art talks which have proven to be very popular.

There were 5 references and/or promotional notes to our programs in both the Cornwall Local and Orange County Post Sentinel in September.

Moving along to more enriching, crafty, healthy and community programs this month.

Submitted by Brenda Goldfarb 10/5/21

Adult Services Report – September 1-30, 2021 (submitted by Meaghan Doyle, 10/6/21)

REFERENCE

Reference (previous month in parentheses):

Ref. Q's: 235 (235); Tech Assists: 82 (108); Circ/Curbside Assists: 140 (157); Directional: 16 (26); Reader's Advisory: 10 (12); ILL/SEAL: 16 (14); Pull List: 1298 (1591); Printing: 93 (114); Phone: 98 (109); Virtual Ref: 5 (14) **Notary Service**: 25 (47)

Database Stats (previous month in parentheses):

Novel List Plus: 78 (64); Novel List PlusK-8: 1 (0); EBSCO Other: 3 (18); Gale*: 0 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 18 (173);

*Gale: Ongoing review and evaluation of our Gale digital reference resources.

PC Usage: Adults: 345 (341) Childrens: 3 (2) Laptop: 0 (0)

WIFI Usage: 5405 (6069) PC Reservations: 3 (2) Guest Passes: 45 (60)

HOOPLA (previous month in parentheses):

New signups: 4 (7); Borrowers: 89 (100); Avg. No. Circs: 2.6 (3.0); Maxed Users: 24 (N/A*)
Items borrowed: 235 (303) *August was a Bonus Borrows month

August Meetings/Webinars:

Sept. 8 Managers' Meeting; Sept. 8 Library Board Meeting; Sept. 14 Staff Meeting; Sept. 22 Managers' Meeting; Sept 30 Sirsi-Dynix Holds Wizard Webinar.

Interviews/ Hiring

I participated in many interviews this month, and am optimistic so far with our new hires. Andrew is off to a good start getting trained on the reference desk, and I hope to have 2 new pages getting trained soon.

Microfilm

The machine is still currently inoperable; however, we continue to work towards having it back on line. I have been in touch with the Sales Rep/Tech regarding our situation and he is working on getting us access to the necessary codes to upgrade the software. He continues to be optimistic it is just a matter of getting the various software programs to speak to each other properly. If that is successful, we will have to purchase the software upgrade. As of 10/7, I am still waiting for the price quote.

We have looked into purchasing old equipment from eBay, and have been in touch with dealers, however, our sense is that is not a smart use of funds. Those machines are already outdated and old, and although the listings are inexpensive, the shipping costs are high.

Given that we cannot predict how much life we might get out of older machines, it seems like a better use of our funds to move forward with the current technology. I am going to give the software upgrade one more try, before moving on to the hardware investigation, which will involve shipping our current machine back to the dealer for service. I am working with tech support from RCLS to ensure the PC is optimally configured for installing and operating the software. I am waiting for them to reimage the PC machine so that we start everything from scratch.

Optimistically, I am planning that we will get the software to work, and the modern digital microfilm machine will work. I will further set up multiple training sessions for staff so that they may learn how it works, and be able to assist patrons. I also plan to set up training sessions with patrons who hope to use the microfilm machine on a regular basis, so that they will be more comfortable with the newer technology as well.

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

	Budget 25%	Jul - Sep 21	Budget	\$ Under Budget	Full 2021-2022 Budget	Under Budget	% of Budget
Income							
2002 · Local Public Funds		0.00	0.00	0.00	1,286,770.00	1,286,770.00	0.0%
2005 · Appropriated Fund Balance		0.00	35,000.00	35,000.00	35,000.00	35,000.00	0.0%
2082 · Library Fines							
2082.1 · 2082.1 Copies/ Printing		391.50					
2082.13 · 2082.13 Overdue Fines		282.56					
2082.19 · 2082.19 Misc		20.83					
2082.2 · 2082.2 Donation		20.51					
2082.3 · 2082.3 Lost Item		56.93					
2082.7 · 2082.7 Faxes		77.00					
2082 · Library Fines - Other		2,036.88	1,875.00	-161.88	7,500.00	5,463.12	27.16%
Total 2082 · Library Fines		2,886.21	1,875.00	-1,011.21	7,500.00	4,613.79	38.48%
2401 · Income from Investments		51.89	125.06	73.17	500.00	448.11	10.38%
2706 · Gifts & Endowments							
2706.1 · Gifts-Friends		0.00	3,375.00	3,375.00	13,500.00	13,500.00	0.0%
2706.2 · Gifts-Other		250.00	250.03	0.03	1,000.00	750.00	25.0%
Total 2706 · Gifts & Endowments		250.00	3,625.03	3,375.03	14,500.00	14,250.00	1.72%
2760 · Grants		0.00	0.00	0.00	0.00	0.00	0.0%
3840 · RCLS							
3840.1 · LLSA		4,329.00	0.00	-4,329.00	0.00	-4,329.00	100.0%
Total 3840 · RCLS		4,329.00	0.00	-4,329.00	0.00	-4,329.00	100.0%
Total Income		7,517.10	40,625.09	33,107.99	1,344,270.00	1,336,752.90	0.56%
Gross Profit		7,517.10	40,625.09	33,107.99	1,344,270.00	1,336,752.90	0.56%
Expense							
141 · Salary-Certified Librarian		42,436.51	55,284.00	12,847.49	221,139.00	178,702.49	19.19%
142 · Salary-Clerical		95,475.05	118,751.44	23,276.39	475,006.00	379,530.95	20.1%
143 · Salary-Treasurer		1,384.62	1,500.00	115.38	6,000.00	4,615.38	23.08%
144 · Salary-Custodial		0.00	5,200.03	5,200.03	20,800.00	20,800.00	0.0%
203b · Capital Equipment		0.00	0.00	0.00	0.00	0.00	0.0%
410 · Books		8,550.26	17,064.83	8,514.57	68,258.00	59,707.74	12.53%
411 · Film		0.00	0.00	0.00	646.00	646.00	0.0%
412 · Video/Music/Books on Tape		3,428.55	9,255.18	5,826.63	37,020.00	33,591.45	9.26%
413 · Serials/Reference		1,942.67	3,062.62	1,119.95	12,250.00	10,307.63	15.86%
430 · Supplies							
430.1 · Library supplies		1,467.58	1,500.00	32.42	6,000.00	4,532.42	24.46%
430.2 · Office supplies		918.81	2,850.00	1,931.19	11,400.00	10,481.19	8.06%
430.3 · Program supplies							
430.30 · Adult		45.91	750.00	704.09	3,000.00	2,954.09	1.53%
430.31 · YA		0.00	250.03	250.03	1,000.00	1,000.00	0.0%
430.32 · Juvenile		273.32	375.00	101.68	1,500.00	1,226.68	18.22%
430.33 · Summer Reading		264.32	625.03	360.71	2,500.00	2,235.68	10.57%
430.34 · Special/Outreach		0.00	625.03	625.03	2,500.00	2,500.00	0.0%
Total 430.3 · Program supplies		583.55	2,625.09	2,041.54	10,500.00	9,916.45	5.56%
430.4 · Program supplies-YA		15.00		-15.00		-15.00	
Total 430 · Supplies		2,984.94	6,975.09	3,990.15	27,900.00	24,915.06	10.7%
431 · Telephone		1,404.18	2,000.06	595.88	8,000.00	6,595.82	17.55%
432 · Square Processing Fee		4.59		-4.59		-4.59	
433 · Postage		233.90	1,000.03	766.13	4,000.00	3,766.10	5.85%
434 · Publicity & Printing		71.28	1,875.00	1,803.72	7,500.00	7,428.72	0.95%
435 · Travel/Conference		134.92	1,125.00	990.08	4,500.00	4,365.08	3.0%
436 · Friends Expense		114.93		-114.93		-114.93	
437 · Professional Fees							
437.1 · Prof fees-Office		2,526.76	6,223.78	3,697.02	24,895.00	22,368.24	10.15%
437.2 · Prof fees-Adult programs		525.00	1,750.03	1,225.03	7,000.00	6,475.00	7.5%
437.3 · Prof fees-YA programs		15.00	500.06	485.06	2,000.00	1,985.00	0.75%
437.4 · Prof fees-Juvenile		70.00	1,000.03	930.03	4,000.00	3,930.00	1.75%
437.5 · Prof fees-SRP		44.94	750.00	705.06	3,000.00	2,955.06	1.5%
437.6 · Prof fees-Outreach		0.00	250.03	250.03	1,000.00	1,000.00	0.0%
Total 437 · Professional Fees		3,181.70	10,473.93	7,292.23	41,895.00	38,713.30	7.59%
438 · Dues		295.00	375.00	80.00	1,500.00	1,204.01	19.73%
439 · Equipment Repair		0.00	0.00	0.00	0.00	0.00	0.0%
440 · Contracts w/ Books Co.		43.20	550.03	506.83	2,200.00	2,156.80	1.96%
450 · Fuel/Utilities		3,784.66	8,000.06	4,215.40	32,000.00	28,215.34	11.83%
451 · Custodial Supplies		147.18	750.00	602.82	3,000.00	2,852.82	4.91%
452 · Repairs to Building		0.00	6,122.53	6,122.53	24,490.00	24,490.00	0.0%
454 · Building Insurance		3,251.00	12,750.00	9,499.00	12,750.00	9,499.00	25.5%
455 · RCLS ANSER & Telecommunication		14,071.53	15,845.50	1,773.97	63,382.00	49,310.47	22.2%
469 · Service Contracts		11,732.00	8,569.03	-3,162.97	34,276.00	22,544.00	34.23%
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		0.00	0.00	0.00	68,515.00	68,515.00	0.0%
9030.8 · FICA/Medicare Expense		10,622.46	13,826.25	3,203.79	55,305.00	44,682.54	19.21%
9060.8 · Workers' Comp		0.00	0.00	0.00	7,955.00	7,955.00	0.0%
9090.8 · Health Insurance		14,685.89	25,995.75	11,309.86	103,983.00	89,297.11	14.12%
Total Expense		219,981.02	326,351.36	106,370.34	1,344,270.00	1,124,288.29	16.36%
Net Income		-212,463.92	-285,726.27	-73,262.35	0.00	212,464.61	100.0%

Cornwall Public Library
Profit & Loss by Capital Grant
 July 2017 through September 2021

	<u>DASNY #7919</u> <u>GEN/ELEC/LGT</u>	<u>DANSY/SAM #6448</u> <u>Site Sign</u>	<u>DASNY/SAM #9095</u> <u>Roof</u>	<u>Total Grants</u> <u>(Capital Fund)</u>	<u>Capital Fund - Other</u> <u>(Capital Fund)</u>	<u>Total Capital Fund</u>
Income						
2401 · Income from Investments	0.00	0.00	0.00	0.00	979.71	979.71
2760 · Grants	81,450.00	50,000.00	200,000.00	331,450.00	0.00	331,450.00
Total Income	<u>81,450.00</u>	<u>50,000.00</u>	<u>200,000.00</u>	<u>331,450.00</u>	<u>979.71</u>	<u>332,429.71</u>
Gross Profit	81,450.00	50,000.00	200,000.00	331,450.00	979.71	332,429.71
Expense						
203b · Capital Equipment	0.00	0.00	0.00	0.00	9,700.27	9,700.27
430 · Supplies						
430.1 · Library supplies	0.00	0.00	0.00	0.00	0.00	0.00
430.2 · Office supplies	0.00	0.00	70.00	70.00	0.00	70.00
Total 430 · Supplies	0.00	0.00	70.00	70.00	0.00	70.00
434 · Publicity & Printing	0.00	0.00	74.12	74.12	0.00	74.12
437 · Professional Fees						
437.1 · Prof fees-Office	3,776.03	0.00	1,400.00	5,176.03	0.00	5,176.03
437.5 · Prof fees-SRP	0.00	0.00	0.00	0.00	0.00	0.00
437.6 · Prof fees-Outreach	0.00	0.00	0.00	0.00	0.00	0.00
Total 437 · Professional Fees	<u>3,776.03</u>	<u>0.00</u>	<u>1,400.00</u>	<u>5,176.03</u>	<u>0.00</u>	<u>5,176.03</u>
452 · Repairs to Building	0.00	0.00	714.50	714.50	3,211.00	3,925.50
800 · Capital Expenditure	70,731.95	56,664.00	202,104.75	329,500.70	247,136.81	576,637.51
Total Expense	<u>74,507.98</u>	<u>56,664.00</u>	<u>204,363.37</u>	<u>335,535.35</u>	<u>260,048.08</u>	<u>595,583.43</u>
	<u>6,942.02</u>	<u>-6,664.00</u>	<u>-4,363.37</u>	<u>-4,085.35</u>	<u>-259,068.37</u>	<u>-263,153.72</u>

Cornwall Public Library
Profit & Loss by Class
July through September 2021

	Balance on 9/30/21= \$26,966.12	Balance on 9/30/21= \$2,609.37	Balance on 9/30/21= \$5,427.59	Balance on 9/30/21= \$0				
	<u>Good Idea</u>	<u>Schmitt Children</u>	<u>Skoufis Adult</u>	<u>Arts Mid-Hudson</u>	<u>Friends</u>	<u>Operating - Other</u>	<u>Total Operating</u>	<u>TOTAL</u>
	<u>Fund</u>	<u>Tech Grant (\$13,000)</u>	<u>Tech Grant (\$16,671)</u>	<u>Regrant (Oper)</u>	<u>(Operating)</u>	<u>(Operating)</u>		
Income								
2082 · Library Fines	0.00	0.00	0.00	0.00	0.00	2,886.21	2,886.21	2,886.21
2401 · Income from Investments	0.00	0.00	0.00	0.00	0.00	51.89	51.89	51.89
2706 · Gifts & Endowments	0.00	0.00	0.00	0.00	0.00	250.00	250.00	250.00
2760 · Grants	0.00	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	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>7,517.10</u>	<u>7,517.10</u>	<u>7,517.10</u>
Gross Profit	0.00	0.00	0.00	0.00	0.00	7,517.10	7,517.10	7,517.10
Expense								
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	42,436.51	42,436.51	42,436.51
142 · Salary-Clerical	0.00	0.00	0.00	0.00	0.00	95,475.05	95,475.05	95,475.05
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	1,384.62	1,384.62	1,384.62
410 · Books	0.00	0.00	0.00	0.00	0.00	8,550.26	8,550.26	8,550.26
412 · Video/Music/Books on Tape	0.00	0.00	0.00	0.00	0.00	3,428.55	3,428.55	3,428.55
413 · Serials/Reference	0.00	0.00	0.00	0.00	0.00	1,942.67	1,942.67	1,942.67
430 · Supplies								
430.1 · Library supplies	375.94	0.00	0.00	0.00	0.00	1,467.58	1,467.58	1,843.52
430.2 · Office supplies	0.00	0.00	0.00	0.00	0.00	918.81	918.81	918.81
430.3 · Program supplies	0.00	0.00	0.00	0.00	0.00	583.55	583.55	583.55
430.4 · Program supplies-YA	0.00	0.00	0.00	0.00	0.00	15.00	15.00	15.00
Total 430 · Supplies	<u>375.94</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,984.94</u>	<u>2,984.94</u>	<u>3,360.88</u>
431 · Telephone	0.00	0.00	0.00	0.00	0.00	1,404.18	1,404.18	1,404.18
432 · Square Processing Fee	0.00	0.00	0.00	0.00	0.00	4.59	4.59	4.59
433 · Postage	0.00	0.00	0.00	0.00	0.00	233.90	233.90	233.90
434 · Publicity & Printing	0.00	0.00	0.00	0.00	0.00	71.28	71.28	71.28
435 · Travel/Conference	0.00	0.00	0.00	0.00	0.00	134.92	134.92	134.92
436 · Friends Expense	0.00	0.00	0.00	0.00	0.00	114.93	114.93	114.93
437 · Professional Fees								
437.1 · Prof fees-Office	0.00	0.00	0.00	0.00	0.00	2,526.76	2,526.76	2,526.76
437.2 · Prof fees-Adult programs	0.00	0.00	0.00	0.00	0.00	525.00	525.00	525.00
437.3 · Prof fees-YA programs	0.00	0.00	0.00	0.00	0.00	15.00	15.00	15.00
437.4 · Prof fees-Juvenile	0.00	0.00	0.00	0.00	0.00	70.00	70.00	70.00
437.5 · Prof fees-SRP	0.00	0.00	0.00	0.00	44.94	0.00	44.94	44.94
Total 437 · Professional Fees	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>44.94</u>	<u>3,136.76</u>	<u>3,181.70</u>	<u>3,181.70</u>
438 · Dues	0.00	0.00	0.00	0.00	0.00	295.00	295.00	295.00
440 · Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	43.20	43.20	43.20
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	3,784.66	3,784.66	3,784.66
451 · Custodial Supplies	0.00	0.00	0.00	0.00	0.00	147.18	147.18	147.18
454 · Building Insurance	0.00	0.00	0.00	0.00	0.00	3,251.00	3,251.00	3,251.00
455 · RCLS ANSER & Telecommunication	0.00	0.00	0.00	0.00	0.00	14,071.53	14,071.53	14,071.53
469 · Service Contracts	0.00	0.00	0.00	0.00	0.00	11,732.00	11,732.00	11,732.00
800 · Capital Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9030.8 · FICA/Medicare Expense	0.00	0.00	0.00	0.00	0.00	10,622.46	10,622.46	10,622.46
9090.8 · Health Insurance	0.00	0.00	0.00	0.00	0.00	14,685.89	14,685.89	14,685.89
Total Expense	<u>375.94</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>44.94</u>	<u>219,936.08</u>	<u>219,981.02</u>	<u>220,356.96</u>
Net Income	<u><u>-375.94</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>-44.94</u></u>	<u><u>-212,418.98</u></u>	<u><u>-212,463.92</u></u>	<u><u>-212,839.86</u></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 October meeting
<p>CPL Work From Home Policy (We finalized this in May 2020 but it can't hurt to review this.)</p>	<p>Workplace Bullying Policy.docx Final Handbook 7-11-19-1v.4.docx (Do we need to update language here as well? New committee next year to revise this?)</p>	<p>Pandemic Policy & Procedures.docx (2 line clarifications needed; highlighted for you to see)</p>
<p>Copy of GIFT AND DONATION POLICY Final (Need to make sure Materials Donation Policy language is included in this one so we just have one policy. See below.) Materials donation policy.docx</p>	<p>Copy of InvestmentPolicy-6240 (Carol's approval/language is needed)</p>	
<p>Study Room Policy</p>		

Respectfully submitted, Meghann Chyla

**Personnel Committee
October 2021**

The Personnel Committee did not meet this month.

The Board President & Personnel Committee Chair met with the CPL Director for her annual review. We discussed progress on goals from last year's review and goals for the upcoming year.

Submitted,

Stephanie Wolf

Holiday Schedule 2022

Closed Holidays:

*Saturday, January 1	New Year's Day (CLOSED)
Friday, April 15	Good Friday (CLOSE at 1:00)
Sunday, April 17	Easter Sunday (CLOSED)
Monday, May 30	Memorial Day (CLOSED)
Monday, July 4	Independence Day (CLOSED)
Monday, September 5	Labor Day (CLOSED)
Wednesday, November 23	Day before Thanksgiving (CLOSED)
Thursday, November 24	Thanksgiving Day (CLOSED)
*Saturday, December 24	Christmas Eve Day (CLOSE at 1:00)
*Sunday, December 25	Christmas Day (CLOSED)
*Saturday, December 31	New Year's Eve Day (CLOSE at 1:00)

Open for the following Federal Holidays:

✓ Monday, January 17	Martin Luther King, Jr.'s Birthday
✓ Monday, February 21	Washington's Birthday (Presidents Day)
✓ Monday, October 10	Columbus Day Observance
✓ Friday, November 11	Veterans Day

*3 Floating holidays from holidays that fall on weekends, plus 2 as per employee handbook

✓ 4 Comp holidays

Budget Vote April 19?

Revised October 2021

Approved by Board of Trustees _____