

Cornwall Public Library
Board of Trustees
February 9, 2022, 7:00 PM
Regular Meeting Agenda

- I. Roll
- II. Approval of the Minutes –January 12, 2022; Special Meeting Minutes January 24, 2022
- III. Financial Review
 - a. Approval of Warrant #7
- IV. Public Remarks
- V. Communications/Donations
- 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: Need a motion to approve the hiring of Romina Aguila to an open circulation position
 6. Sustainability Committee
 7. Strategic Planning Committee
- VIII. Unfinished Business
- IX. New Business:
 - a. Tax Certiorari fund allocation (\$10,000 suggested);
 - b. NY State of Health would like permission to set up a table with information & people about NYS’ Health Insurance options.
 - c. Approval of winning bid for Generator project
- X. Adjournment

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

Cornwall Public Library Board of Trustees Meeting
January 12, 2022, 7:00 pm
Minutes

Meeting was called to order by Meghann Chyla at 7:02 p.m.

I. Roll:

Trustees Present: Meghann Chyla (President, Presiding Officer), Carol Stein (Vice President), Stephanie Wolf (Secretary), Matt Rettig, Matt Soltis, and Lynn Daniels.

Trustees Excused: Melissa Greaves-Kulisek, Emily Milton (Treasurer)

Also Present: Library Director Charlotte Dunaief, library staff member Meaghan Doyle, and Broderick Knoell from Blake Engineering.

II. Approval of the Minutes: A motion to approve the minutes from the regular Board meeting of December 8, 2021, was made by Matt Rettig, seconded by Stephanie Wolf, and was unanimously approved.

III. Financial Review: A motion to approve Warrant #6 in the amount of \$110,426.72 was made by Carol Stein, seconded by Lynn Daniels, and was unanimously approved.

IV. Public Remarks: None.

V. Communications and Donations: A generous donation of \$25 was made by Robert and Barbara Miller in memory of Kathleen Fogarty. A motion to approve the acceptance of this donation was made by Matt Rettig, seconded by Matt Soltis, and was unanimously approved. A generous donation of \$210 was made by Pat Parker to purchase children's books. A motion to approve the acceptance of this donation was made by Lynn Daniels, seconded by Stephanie Wolf, and was unanimously approved. A library staff member sent a holiday card to the Board of Trustees. Marian Thomas wrote a letter of thanks to the library for use of the lawn.

VI. Director's Report: Charlotte Dunaief, Library Director, presented her report. See written report.

VII. Committee Reports:

- **Finance Committee:** Carol Stein presented the Finance Committee report. The committee is working on a preliminary budget for the 2022-2023 fiscal year to present to the Board. The committee discussed the upcoming budget with the Board.
- **Policy Committee:** Meghann Chyla presented the Policy Committee report. The committee introduced the 'Computer, Internet, and Wireless Usage Policy' for the Board to review. This policy will be put to vote at a later date.

- **Building, Garden, and Grounds:** Broderick Knoell of Blake Engineering presented three different options for the replacement of the library’s HVAC system. The Board discussed the options presented.
- **Friends:** Matt Soltis, Friends Liaison, presented his report. The Friends have created two new committees and are recruiting candidates for positions on their Board of Trustees.
- **Personnel Committee:** Stephanie Wolf presented the Personnel Committee report. The committee did not meet this month, but did supply the library staff with a holiday gift. Meghann Chyla attended the library staff meeting in December to wish staff a happy holiday courtesy of the Board.
- **Sustainability Committee:** Matt Rettig presented the Sustainability Committee report. The committee determined that installing a geothermal heat pump will not be feasible, and will turn its focus to the possibility of installing solar panels.
- **Strategic Planning Committee:** Matt Soltis presented the Strategic Planning Committee report. The committee did not meet this month but continues to work on the community survey. The committee is discussing the library’s role in creating an inclusive and informative environment for patrons of differing abilities.

VIII. Unfinished Business: None.

IX. New Business: A motion to approve granting the library director authority to instate COVID protocols at her discretion was made by Matt Soltis and seconded by Matt Rettig. The Board discussed library protocols related to COVID and what measures are necessary at this time. No vote was taken.

Commented [1]: A motion was made but no formal vote was held. Is this how you would relay that?

X. Adjournment: A motion to adjourn the regular Board meeting was made by Stephanie Wolf, seconded by Matt Soltis, and was unanimously approved. Meghann Chyla adjourned the meeting at 9:09 pm.

Commented [2]: Yes--I think so, it really doesn't need board approval--board already approved pandemic policy which covers this

The next Regular Board Meeting will be held on Wednesday, February 9, 2022 at 7:00 p.m.

These minutes were recorded by library staff member Catherine Incedon.

Cornwall Public Library Board of Trustees Special Meeting
January 24, 2022, 7:00 pm
Minutes

Meghann Chyla Called Meeting to order at 7:02 PM.

I. Roll:

Trustees Present: Meghann Chyla (President, Presiding officer), Carol Stein (Vice President), Stephanie Wolf (Secretary), Melissa Greaves-Kulisek, Matt Rettig

Absent: Matt Soltis, Lynn Daniels

Also Present: Charlotte A. Dunaief, Library Director

II. Brief discussion of HVAC options offered at the last Board Meeting by Broderick Knoell of Blake Engineering ensued. The general consensus was a preference for Option 1. A motion to approve the acceptance of Option 1 was made by Matt Rettig, seconded by Stephanie Wolf, and was unanimously approved.

III. Adjournment Meeting adjourned at 7:20 PM

Minutes by Charlotte A. Dunaief

Commented [1]: I think we need to add that folks were absent.

Commented [2R1]: Lynn was present I believe.

Commented [3]: Did anybody second the motion?

Commented [4]: Yes, I think that I did.

Commented [5]: Was there a motion to adjourn? And what time did it end?

Commented [6]: Yes--I think Carol did & Melissa was second. It ended by 7:20--so that is fine.

Cornwall Public Library
Warrant # 7
As of January 31, 2022

Type	Date	Num	Memo	Split	Paid	Amount
Benninger Landscaping LTD						
Bill	01/18/2022	Invoice 25693	Invoice 25693	469 · Service Contracts	Paid	900.00
Total Benninger Landscaping LTD						900.00
Blackstone Publishing						
Bill	01/18/2022	Invoice 2016076	Invoice 2016076	-SPLIT-	Unpaid	294.76
Bill	01/18/2022	Invoice 2015458	Invoice 2015458	-SPLIT-	Unpaid	34.95
Bill	01/18/2022	Invoice 2017211	Invoice 2017211	-SPLIT-	Unpaid	38.95
Bill	01/25/2022	Invoice 2019208	Invoice 2019208	-SPLIT-	Unpaid	38.95
Bill	01/25/2022	Invoice 2019065	Invoice 2019208	-SPLIT-	Unpaid	180.53
Bill	01/27/2022	Invoice 2019269	Invoice 2019269	-SPLIT-	Unpaid	34.94
Bill	01/27/2022	Invoice 2020108	Invoice 2020108	-SPLIT-	Unpaid	34.95
Total Blackstone Publishing						658.03
Blake Engineering PLLC						
Bill	01/18/2022	Invoice 1913	Invoice 1913 Library Generator Project	800 · Capital Expenditure	Paid	2,100.00
Total Blake Engineering PLLC						2,100.00
Brodart Co. - Juv						
Bill	01/27/2022	Invoice B6356494	Invoice B6356494	-SPLIT-	Unpaid	98.06
Bill	01/27/2022	Invoice B6356470	Invoice B6356470	-SPLIT-	Unpaid	45.03
Bill	01/27/2022	Invoice B6356729	Invoice B6356729	410.5 · Juvenile Non Fiction	Unpaid	85.79
Bill	01/27/2022	Invoice B6356730	Invoice B6356730	410.4 · Juvenile Fiction	Unpaid	35.83
Bill	01/27/2022	Invoice B6356764	Invoice B6356764	410.4 · Juvenile Fiction	Unpaid	23.68
Bill	01/27/2022	Invoice B6356501	Invoice B6356501	-SPLIT-	Unpaid	15.60
Bill	01/27/2022	Invoice B6356021	Invoice B6356021	410.4 · Juvenile Fiction	Unpaid	12.09
Bill	01/27/2022	Invoice B6355883	Invoice B6355883	-SPLIT-	Unpaid	41.43
Bill	01/27/2022	Invoice B6355833	Invoice B6355833	-SPLIT-	Unpaid	89.55
Bill	01/27/2022	Invoice B6355658	Invoice B6355658	-SPLIT-	Unpaid	17.08
Bill	01/27/2022	Invoice B6356020	Invoice B6356020	410.4 · Juvenile Fiction	Unpaid	34.98
Bill	01/27/2022	Invoice B6356011	Invoice B6356011	410.4 · Juvenile Fiction	Unpaid	11.37
Bill	01/27/2022	Invoice B6356019	Invoice B6356019	410.4 · Juvenile Fiction	Unpaid	7.79
Bill	01/27/2022	Invoice B6355716	Invoice B6355716	-SPLIT-	Unpaid	23.12
Bill	01/31/2022	Invoice B6357436	Invoice B6357436	410.5 · Juvenile Non Fiction	Unpaid	12.24
Bill	01/31/2022	Invoice B6357202	Invoice B6357202	410.4 · Juvenile Fiction	Unpaid	12.48
Bill	01/31/2022	Invoice B6357170	Invoice B6357170	-SPLIT-	Unpaid	27.11
Bill	01/31/2022	Invoice B6357200	Invoice B6357200	410.4 · Juvenile Fiction	Unpaid	9.87
Bill	01/31/2022	Invoice B6357169	Invoice B6357169	-SPLIT-	Unpaid	31.81
Bill	01/31/2022	Invoice B6357195		410.5 · Juvenile Non Fiction	Unpaid	26.20
Bill	01/31/2022	Invoice B6357199	Invoice B6357199	410.4 · Juvenile Fiction	Unpaid	29.72
Bill	01/31/2022	Invoice B6357201	Invoice B6357201	-SPLIT-	Unpaid	220.24
Bill	01/31/2022	Invoice B6357380	Invoice B6357380	-SPLIT-	Unpaid	202.45
Bill	01/31/2022	Invoice B6357382	Invoice B6357382	-SPLIT-	Unpaid	27.43
Bill	01/31/2022	Invoice B6357196	Invoice B6357196	410.4 · Juvenile Fiction	Unpaid	85.66
Bill	01/31/2022	Invoice B6357194	Invoice B6357194	-SPLIT-	Unpaid	27.54
Bill	01/31/2022	Invoice B6357381	Invoice B6357381	-SPLIT-	Unpaid	41.70
Bill	01/31/2022	Invoice B6357314	Invoice B6357314	-SPLIT-	Unpaid	94.54
Total Brodart Co. - Juv						1,390.39
Brodart Co. (McN)						
Bill	01/18/2022	Invoice M192984	Invoice M192984	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Central Hudson Gas & Electric Corp						
Bill	01/31/2022	Acct 21004099186	Acct 21004099186 Dec 29 to Jan 28, 2022	450 · Fuel/Utilities	Unpaid	2,693.80
Total Central Hudson Gas & Electric Corp						2,693.80
Charlotte Dunaief						
Bill	01/27/2022	Employ Reimburs	Employ Reimburs Bank Trip & Custodial Sup...	-SPLIT-	Unpaid	33.16
Total Charlotte Dunaief						33.16
Cornwall Public Library - Payroll						
Bill	01/10/2022	Pay end 1.07.2022	Pay end 1.07.2022	1012 · OBT Payroll Checking	Paid	17,623.90
Bill	01/25/2022	Pay end 1.21.22	Pay end 1.21.22 Pay Date 1.28.22	1012 · OBT Payroll Checking	Paid	17,613.14
Total Cornwall Public Library - Payroll						35,237.04
Cornwall Public Library - Trust & Agency						
Bill	01/10/2022	Pay end 1.07.2022	Pay end 1.07.2022	1003 · Due from Trust & Agency	Paid	7,001.46
Bill	01/11/2022	Health Ins. Jan 2022	Health Ins. Jan 2022	1003 · Due from Trust & Agency	Paid	4,609.60
Bill	01/25/2022	Pay end 1.21.22	Pay end 1.21.22 Pay Date 1.28.22	1003 · Due from Trust & Agency	Paid	7,008.19
Total Cornwall Public Library - Trust & Agency						18,619.25

Cornwall Public Library
Warrant # 7
As of January 31, 2022

Type	Date	Num	Memo	Split	Paid	Amount
EJB Music						
Bill	01/18/2022	Music Prg 2.27.22	Music Prg 2.27.22	437.2 · Prof fees-Adult programs	Unpaid	250.00
Total EJB Music						250.00
Findaway World, LLC						
Bill	01/31/2022	Invoice 377410	Invoice 377410	413.4 · Reference-Juv electronic	Unpaid	99.73
Total Findaway World, LLC						99.73
HGTV						
Bill	01/31/2022	Acct 1511169334	Acct 1511169334 1 yr renewal	413.6 · Serials	Unpaid	27.97
Total HGTV						27.97
hoopla						
Bill	01/31/2022	Invoice 501630453	Invoice 501630453	412.8 · Digital Streaming	Unpaid	532.90
Total hoopla						532.90
Ingram Library Services						
Bill	01/25/2022	Invoice 56982503	Invoice 56982503	-SPLIT-	Unpaid	16.24
Bill	01/31/2022	Invoice 57325551	Invoice 57325551	-SPLIT-	Unpaid	431.47
Total Ingram Library Services						447.71
Kiplinger's Personal Finance						
Bill	01/18/2022	3 yr renewal	Acct 6011405245 3 yr renewal	413.6 · Serials	Unpaid	84.95
Total Kiplinger's Personal Finance						84.95
Lock Around the Clock						
Bill	01/18/2022	Unit 3434	Feb 2022 Unit 3434	469 · Service Contracts	Paid	62.00
Total Lock Around the Clock						62.00
Marangi Disposal						
Bill	01/25/2022	Invoice 21105298	Invoice 21105298	469 · Service Contracts	Paid	132.29
Total Marangi Disposal						132.29
Midwest Tape						
Bill	01/18/2022	Invoice 501496730	Invoice 501496730	412.6 · Videos/DVD	Unpaid	22.49
Total Midwest Tape						22.49
NET2PHONE						
Bill	01/18/2022	Invoice 1214418443	Invoice 1214418443	431 · Telephone	Paid	250.92
Total NET2PHONE						250.92
News of the Highlands, Inc						
Bill	01/18/2022	1 yr renewal	1 year renewal March expiration	413.6 · Serials	Unpaid	40.00
Total News of the Highlands, Inc						40.00
Orange Bank & Trust Cardmember Services						
Bill	01/27/2022	Acct 1088 Jan 2022	Acct 1088 Jan 2022	-SPLIT-	Unpaid	1,443.63
Total Orange Bank & Trust Cardmember Services						1,443.63
Paychex, Inc.						
Bill	01/10/2022	Invoice 2021122300	Invoice 2021122300	437.1 · Prof fees-Office	Paid	205.92
Bill	01/20/2022	Invoice 2018358	Invoice 2018358 Payend 12/31/21 Time & At...	437.1 · Prof fees-Office	Paid	93.24
Total Paychex, Inc.						299.16
Poets & Writers						
Bill	01/18/2022	2 yr renewal	2 yr renewal	413.6 · Serials	Unpaid	24.95
Total Poets & Writers						24.95
Rachel Martinez						
Bill	01/27/2022	Emp. Reimburse	Reimbursement Knitting Program Feb 3 & ...	430.30 · Adult	Unpaid	12.42
Total Rachel Martinez						12.42
RCLS						
Bill	01/18/2022	Invoice 30381	Invoice 30381 Microsoft Office 365 Billing 4Q...	437.1 · Prof fees-Office	Unpaid	97.50
Bill	01/31/2022	Invoice 30523	Invoice 30523 1Q22 Consumer Reports (12....	455 · RCLS ANSER & Telecom...	Unpaid	236.47
Bill	01/31/2022	Invoice 30471	Invoice 30471 1Q22 Anser Fees 1Q22 Telec...	455 · RCLS ANSER & Telecom...	Unpaid	12,207.36
Total RCLS						12,541.33

Cornwall Public Library
Warrant # 7
As of January 31, 2022

Type	Date	Num	Memo	Split	Paid	Amount
RPC Electric						
Bill	01/18/2022	Invoice 4697	Invoice 4697 Staff Office and Friends Room ...	452 · Repairs to Building	Unpaid	1,800.00
Total RPC Electric						1,800.00
The Library Store						
Bill	01/18/2022	Invoice 546593	Invoice 546593	430.2 · Office supplies	Unpaid	81.16
Total The Library Store						81.16
Times Herald Record						
Bill	01/31/2022	Act 1801185115	Act 1801185115 Jan 2022 Warrant 52 weeks	413.6 · Serials	Unpaid	556.40
Total Times Herald Record						556.40
Toshiba						
Bill	01/27/2022	Invoice 463353557	Invoice 463353557	-SPLIT-	Unpaid	419.45
Total Toshiba						419.45
Verizon						
Bill	01/18/2022	Acct.652121949000...	Acct.652121949000181 Monthly fee 1/10 to ...	431 · Telephone	Paid	294.00
Total Verizon						294.00
Verizon Wireless						
Bill	01/18/2022	Invoice 9896368496	Invoice 9896368496	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
Village of Cornwall-on-Hudson						
Bill	01/31/2022	Water Nov to Jan 22	Water Nov to Jan 22	450 · Fuel/Utilities	Unpaid	88.00
Total Village of Cornwall-on-Hudson						88.00
W.B. Mason						
Bill	01/18/2022	Invoice 226471036	Invoice 226471036	430.2 · Office supplies	Unpaid	103.18
Bill	01/31/2022	Invoice 226931405	Invoice 226931405	430.2 · Office supplies	Unpaid	87.40
Total W.B. Mason						190.58
TOTAL						81,959.54

January 2022 Director's Report

Personnel

- Interviewed for a circulation position that has become open.
- Wrote employee reviews
- Staff training took place on 1/25/22

Budget/Financial

- Continued working on 2022/2023 budget.
- On January 5th spoke with Dr. Barry A Capella, who has decided to send us one check per year in the amount of \$600.00 to begin on or about January 12th.
- Attended Finance Committee meetings about the budget

Programming

- Staff are looking ahead. They would like to purchase, or rent, a tent for this coming summer to make outdoor programming easier, several staff members have mentioned this. I do have a few safety concerns, especially about leaving a tent up all the time on our property.
- Brenda is out for 4-6 weeks beginning in Mid-January, Pam S is covering programs during that time period. Pam has also come up with a passive program "Blind date with a book" for January/February.

Building and Grounds

- Waiting for Prestige to finish re-build of the circulation pump.
- Leo came in on January 17th and discovered that an Air Handling Unit valve isn't working properly, waiting for an estimate. Issue fixed on 1/24/22.
- RPC electric installed an outlet in the Friends Room and outlet strips at desk level at the Youth services desks in the staff office. They also repaired the light switch in the men's room and the one in the staff restroom.
- Fire Inspection was on Jan 4th. The only comment was that we needed to replace a missing ceiling tile. The tile wasn't missing, just out of its place. Nick has moved it back into place. Certificate of Occupancy received 1/27/2022.
- Waiting for drawings and estimate from Jen Smith regarding the back office re-do.
- Nick repainted the wall between the Friends' room and the Ladies room.

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

Registered borrowers: 8,268 (8,231); Direct Access/Circulation: 8,863 (8,828)

ILL Borrows: 2,251 (2,033); ILL Loans: 1,859 (1,737); Item Count: 74,464 (74,400);

Wi-Fi: 5,160 (5,223); Overdrive checkouts: (2,641); Overdrive unique users: (542).

Meetings Attended: Board meeting 1/12/22; Director's Association Meeting 1/12/22; Dept. Heads Meeting 1/11/22; Staff Meeting 1/19/22; ANSER Committee 1/24/22; RCLS System Services 1/18/22; Budget meetings 1/11/22, 1/25/22.

Adult Services Report – January 1-31, 2022

Closed for Holiday, 1/1; Emergency Closings on 1/9 and 1/29;(submitted by Meaghan Doyle, 2/4/22)

REFERENCE: Reference (previous month in parentheses):

Ref. Q's: 196 (202); Tech Assists: 67 (59); Circ/Curbside Assists: 169 (88); Directional: 7 (6); Reader's Advisory: 6 (5); ILL/SEAL: 17 (15); Pull List: 1663 (1303); Printing: 95 (61); Phone: 77 (58); Virtual Ref: 3 (6) Notary Service: 43 (47)

Database Stats (previous month in parentheses):

Novel List Plus: unk* (14); Novel List PlusK-8: unk* (0); EBSCO Other: unk* (18); Gale: 0 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: unk* (54);

*EBSCO services statistics were unavailable– the reporting website was out of service

*Ancestry reporting site was also unavailable

NYTimes Digital Subscription Stats (previous month in parentheses):

Offsite Code redemptions 26 (22); Library users 74 (70) accessed 71 (77) articles

PC Usage: Adults: 255 (294) Childrens: 3 (4) Laptop: 5 (1); WIFI Usage: 5160 (3620)
PC Reservations: 1 (4) Guest Passes: 41 (53)

HOOPLA (previous month in parentheses):New signups: 7 (5); Borrowers: 99 (76); Avg. No. Circs: 2.9 (2.8); Maxed Users: 29 (24); Items borrowed: 284 (212)

January Meetings/Webinars:

Jan. 7: Digital Navigators of the Hudson Valley Information Session; Jan. 11: Digital Navigators Webinar, Part 1; Jan. 11: Managers' Meeting; Jan. 12: Library Board Meeting; Jan. 14: Interview with MLIS Student; Jan. 18: Aspen Discovery Demo; Jan. 19: Staff Meeting; Jan. 25: Staff Training Day; Jan. 27: Digital Navigators Webinar Part 2.

PROGRAMS:

1/3: Creative Writers: 6; 1/4: Midday Matinee: 5; 1/5: Members' Choice Book Group, The Darwin Affair by Timothy Mason: 6; 1/6: Know the Signs: Alzheimer's Early Detection: 24; 1/6: KonMari Tips for Tidying your Space: 67 (Note: this program was presented in conjunction with several other libraries. The presenter of the KonMari

program held a raffle for a free session, and a Cornwall participant won!); 1/10: Creative Writers: 7; 1/11: Teen Book Group, *The Downstairs Girl* by Stacey Lee: 4; 1/17 Creative Writers: 5; 1/18: Basic Knitting: POSTPONED; 1/20: Mystery Book Group, *The Guest List* by Lucy Foley: 9; 1/24: Creative Writers: 5; 1/26: Out & About Book Group, *The Great Gatsby* by F. Scott Fitzgerald and *The Chosen and the Beautiful* by Nghi Vo: 7; 1/27: Book Chat and Chocolate, *The Heart's Invisible Furies* by John Boyne: 5; 1/31: Creative Writers: 5 Total Programs: 13, Total Attendees: 150

HOME DELIVERIES: New Sign Ups: 2; Unique Patrons: 5; Deliveries: 6; Items Delivered: 15

STAFF TRAINING 2022: On Tuesday, Jan. 25, 17 staff members participated in a Staff Training Day. They attended up to 6 different training sessions covering subjects such as Electronic Resources, Digital Materials, Online Catalog and Workflows, MS365 tips and tricks, Sexual Harassment 2022, and a session for role-playing patron interactions and situations. I organized the day around a rotating schedule of small groups in different locations to allow plenty of room for social distancing to make sensitive staff comfortable with the day. Martha Sullivan from RCLS generously offered her time as an expert and ran 2 different sessions 5 times each throughout the day. Staff had fun participating in a Scavenger Hunt, designed to help them explore library collections and resources; some of them even won prizes! Finally, we were treated to a catered lunch from Village Pizzeria, sponsored by the Friends of the Cornwall Public Library, who generously also sponsored Dunkin' Donuts coffee, drinks and treats.

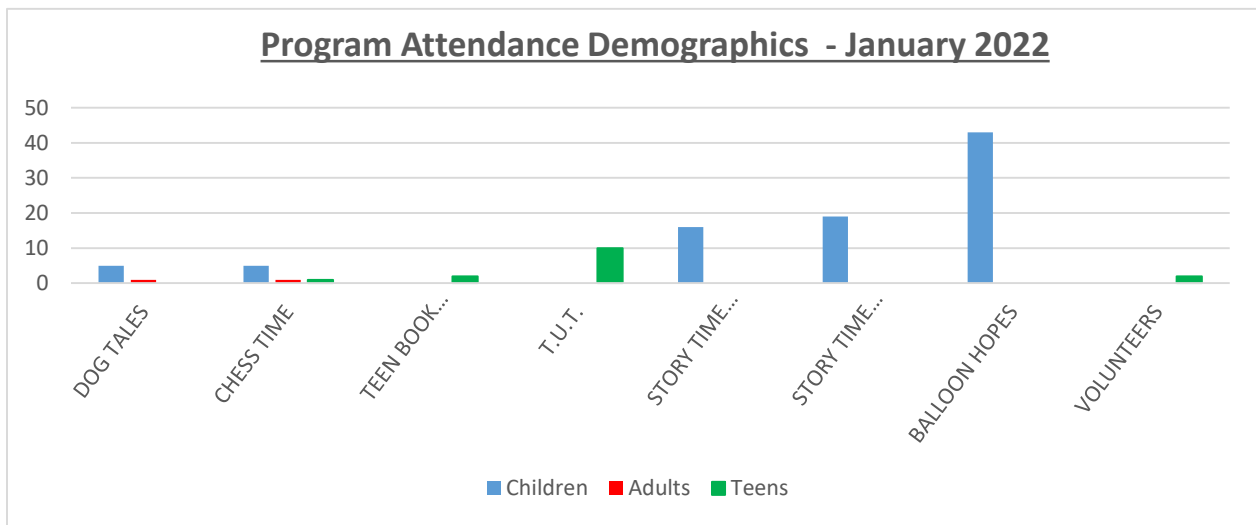
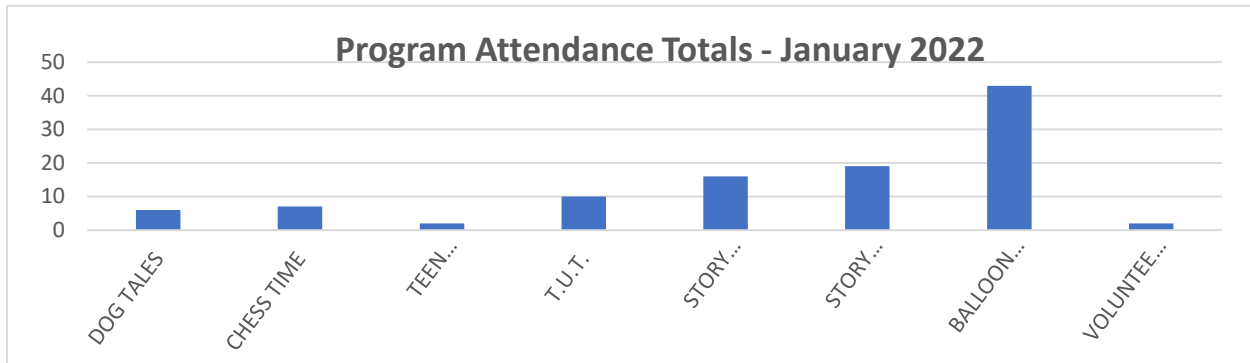
Youth Services – End-of-Month Statistics – January 2022

<u>PROGRAM</u> <u>NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>TEENS:</u>	<u>IN- PERSON / REMOTE</u>	<u>ATTENDANCE TOTAL</u>
DOG TALES	1/3	5	1		IN- PERSON	6
CHESS TIME	1/10	5	1	1	IN- PERSON	7
TEEN BOOK GROUP	1/11			2	REMOTE	2
T.U.T.	1/14			10	REMOTE	10
STORY TIME @HOME	JANUARY	16			REMOTE	16
STORY TIME @HOME VIDEO	JANUARY	19			REMOTE	19
BALLOON HOPES	JANUARY	43			IN- PERSON	43
VOLUNTEERS	1/26, 1/31			2	IN- PERSON	2
TOTAL:						105

<u>CANCELLED</u>	<u>DATE</u>	<u>REASON</u>
ChatterBooks!	1/11	COVID
Dog Tales	1/17	COVID
Book Break	1/18	COVID
Chess Time	1/24	COVID
Readzza Readzza	1/25	COVID

<u>MEETINGS &</u>	<u>DATE:</u>	<u>ATTENDEE:</u>
Dept. Mtg.	1/11	Liz, Lisa
Mock Caldecott	1/13	Lisa
Niche Academy	1/14	Liz
Staff Mtg.	1/19	Liz, Lisa, Rebecca
Staff Training	1/25	Liz, Lisa, Rebecca
Copyright Basics	1/25	Liz

Reference	209
Circulation	101
Tech	14
Telephone	65
Programs	38



Reflections:

This January involved two annual procedures that bring to light the type of work we do for Cornwall: the end-of-year report and employee performance evaluations. With an eye on the mountains of statistics that we are required to review for these processes, and in the service of literacy, the enjoyment of the written word, and self-expression, I am privileged to be surrounded by an extremely talented, professional, and creative group of people in Youth Services. Not only am I thankful for them, but I value their continual dedication to this library's community and their focus on our youngest patrons and their families, especially during the past 23 months of uncertainty.

Respectfully submitted,

ekf

Cornwall Public Library
Profit & Loss Budget vs. Actual - Operating
July 2021 through January 2022

	Budget 58%	Jul '21 - Jan 22	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		6,815.96	4,375.00	-2,440.96	7,500.00	684.04	90.88%
2401 · Income from Investments		218.17	291.70	73.53	500.00	281.83	43.63%
2706 · Gifts & Endowments							
2706.1 · Gifts-Friends		1,273.69	7,875.00	6,601.31	13,500.00	12,226.31	9.44%
2706.2 · Gifts-Other		1,697.37	583.35	-1,114.02	1,000.00	-697.37	169.74%
2706 · Gifts & Endowments - Other		50.00		-50.00		-50.00	
Total 2706 · Gifts & Endowments		3,021.06	8,458.35	5,437.29	14,500.00	11,478.94	20.84%
3840 · RCLS Grants							
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		1,301,155.19	1,334,895.05	33,739.86	1,344,270.00	43,114.81	96.79%
Gross Profit		1,301,155.19	1,334,895.05	33,739.86	1,344,270.00	43,114.81	96.79%
Expense							
141 · Salary-Certified Librarian		104,188.80	128,997.00	24,808.20	221,139.00	116,950.20	47.12%
142 · Salary-Clerical		237,458.49	277,086.80	39,628.31	475,006.00	237,547.51	49.99%
143 · Salary-Treasurer		3,461.55	3,500.00	38.45	6,000.00	2,538.45	57.69%
144 · Salary-Custodial		6,070.00	12,133.35	6,063.35	20,800.00	14,730.00	29.18%
203b · Capital Equipment		0.00	0.00	0.00	0.00	0.00	0.0%
410 · Books		25,706.50	39,817.35	14,110.85	68,258.00	42,551.50	37.66%
411 · Film		201.39	646.00	444.61	646.00	444.61	31.18%
412 · Video/Music/Books on Tape		10,351.67	21,595.10	11,243.43	37,020.00	26,668.33	27.96%
413 · Serials/Reference		6,124.17	7,145.90	1,021.73	12,250.00	6,125.83	49.99%
430 · Supplies							
430.1 · Library supplies							
430.11 · .11 Book Processing		523.64		-523.64		-523.64	
430.1 · Library supplies - Other		3,461.27	3,500.00	38.73	6,000.00	2,538.73	57.69%
Total 430.1 · Library supplies		3,984.91	3,500.00	-484.91	6,000.00	2,015.09	66.42%
430.2 · Office supplies		2,856.58	6,650.00	3,793.42	11,400.00	8,543.42	25.06%
430.3 · Program supplies							
430.30 · Adult		986.53	1,750.00	763.47	3,000.00	2,013.47	32.88%
430.31 · YA		60.93	583.35	522.42	1,000.00	939.07	6.09%
430.32 · Juvenile		568.97	875.00	306.03	1,500.00	931.03	37.93%
430.33 · Summer Reading		498.84	1,458.35	959.51	2,500.00	2,001.16	19.95%
430.34 · Special/Outreach		14.46	1,458.35	1,443.89	2,500.00	2,485.54	0.58%
Total 430.3 · Program supplies		2,129.73	6,125.05	3,995.32	10,500.00	8,370.27	20.28%
Total 430 · Supplies		8,971.22	16,275.05	7,303.83	27,900.00	18,928.78	32.16%
431 · Telephone		2,981.74	4,666.70	1,684.96	8,000.00	5,018.26	37.27%
432 · Square Processing Fee		42.73		-42.73		-42.73	
433 · Postage		759.01	2,333.35	1,574.34	4,000.00	3,240.99	18.98%
434 · Publicity & Printing		1,074.77	4,375.00	3,300.23	7,500.00	6,425.23	14.33%
435 · Travel/Conference		239.66	2,625.00	2,385.34	4,500.00	4,260.34	5.33%
437 · Professional Fees							
437.1 · Prof fees-Office		4,550.22	14,522.10	9,971.88	24,895.00	20,344.78	18.28%
437.2 · Prof fees-Adult programs		1,154.00	4,083.35	2,929.35	7,000.00	5,846.00	16.49%
437.3 · Prof fees-YA programs		45.00	1,166.70	1,121.70	2,000.00	1,955.00	2.25%
437.4 · Prof fees-Juvenile		280.00	2,333.35	2,053.35	4,000.00	3,720.00	7.0%
437.5 · Prof fees-SRP		44.94	1,750.00	1,705.06	3,000.00	2,955.06	1.5%
437.6 · Prof fees-Outreach		0.00	583.35	583.35	1,000.00	1,000.00	0.0%
437 · Professional Fees - Other		15.00		-15.00		-15.00	
Total 437 · Professional Fees		6,089.16	24,438.85	18,349.69	41,895.00	35,805.84	14.53%
438 · Dues		539.13	875.00	335.87	1,500.00	960.87	35.94%
439 · Equipment Repair		0.00	0.00	0.00	0.00	0.00	0.0%
440 · Contracts w/ Books Co.		0.00	1,283.35	1,283.35	2,200.00	2,200.00	0.0%
450 · Fuel/Utilities		12,277.16	18,666.70	6,389.54	32,000.00	19,722.84	38.37%
451 · Custodial Supplies		673.19	1,750.00	1,076.81	3,000.00	2,326.81	22.44%
452 · Repairs to Building		481.19	14,285.85	13,804.66	24,490.00	24,008.81	1.97%
454 · Building Insurance		13,002.78	13,003.00	0.22	12,750.00	-252.78	101.98%
455 · RCLS ANSER & Telecommunication		30,493.21	47,536.50	17,043.29	63,382.00	32,888.79	48.11%
469 · Service Contracts		22,923.68	19,994.35	-2,929.33	34,276.00	11,352.32	66.88%
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		26,773.95	32,261.25	5,487.30	55,305.00	28,531.05	48.41%
9060.8 · Workers' Comp		5,448.00	7,955.00	2,507.00	7,955.00	2,507.00	68.49%
9090.8 · Health Insurance		36,915.46	60,303.75	23,388.29	103,983.00	67,067.54	35.5%
Total Expense		627,812.61	832,065.20	204,252.59	1,344,270.00	716,457.39	46.7%
		673,342.58	502,829.85	-170,512.73	0.00	-673,342.58	

Cornwall Public Library Profit & Loss by Capital Grants July 2017 through January 2022

	DASNY #7919 GEN/ELEC/LGT (Grants)	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	1,020.34	1,020.34
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	81,450.00	81,450.00	514,029.50	595,479.50
Gross Profit	81,450.00	81,450.00	514,029.50	595,479.50
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
437 · Professional Fees - Other	0.00	0.00	0.00	0.00
Total 437 · Professional Fees	3,776.03	3,776.03	0.00	3,776.03
452 · Repairs to Building	0.00	0.00	13,606.61	13,606.61
800 · Capital Expenditure	79,131.95	79,131.95	258,164.18	337,296.13
Total Expense	82,907.98	82,907.98	281,471.06	364,379.04
	-1,457.98	-1,457.98	232,558.44	231,100.46

*capital balance on 6/30/17

**Cornwall Public Library
Profit & Loss by Class
July 2021 through January 2022**

	Balance on 1/31/22= \$24,770.72	Balance on 1/31/22= \$3,466.36	Balance on 1/31/22= \$2,609.37	Balance on 1/31/22= \$0.00			
	Good Idea Fund	Skoufis Adult Tech Grant (\$16,671)	Schmitt Children Tech Grant (\$13,000)	Arts Mid-Hudson Regrant (oper)	Friends (Operating)	Operating - Other (Operating)	Total Operating
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	6,815.96	6,815.96
2401 · Income from Investments	0.00	0.00	0.00	0.00	0.00	218.17	218.17
2706 · Gifts & Endowments							
2706.1 · Gifts-Friends	0.00	0.00	0.00	0.00	1,273.69	1,273.69	2,547.38
2706.2 · Gifts-Other	0.00	0.00	0.00	0.00	0.00	1,697.37	1,697.37
2706 · Gifts & Endowments - Other	0.00	0.00	0.00	0.00	0.00	50.00	50.00
Total 2706 · Gifts & Endowments	0.00	0.00	0.00	0.00	1,273.69	3,021.06	4,294.75
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	0.00	0.00	0.00	0.00	1,273.69	1,301,155.19	1,302,428.88
Gross Profit	0.00	0.00	0.00	0.00	1,273.69	1,301,155.19	1,302,428.88
Expense							
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	104,188.80	104,188.80
142 · Salary-Clerical	0.00	0.00	0.00	0.00	0.00	237,458.49	237,458.49
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	3,461.55	3,461.55
144 · Salary-Custodial	0.00	0.00	0.00	0.00	0.00	6,070.00	6,070.00
203b · Capital Equipment	0.00	1,701.82	0.00	1,701.82	0.00	0.00	3,403.64
410 · Books	0.00	0.00	0.00	0.00	1,617.77	24,088.73	25,706.50
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	10,351.67	10,351.67
413 · Serials/Reference	2,090.40	0.00	0.00	0.00	0.00	6,124.17	6,124.17
430 · Supplies							
430.1 · Library supplies	375.94	0.00	0.00	0.00	0.00	3,984.91	3,984.91
430.2 · Office supplies	105.00	259.41	0.00	259.41	0.00	2,856.58	3,375.40
430.3 · Program supplies							
430.30 · Adult	0.00	0.00	0.00	0.00	375.45	611.08	986.53
430.31 · YA	0.00	0.00	0.00	0.00	0.00	60.93	60.93
430.32 · Juvenile	0.00	0.00	0.00	0.00	153.00	415.97	568.97
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
Total 430.3 · Program supplies	0.00	0.00	0.00	0.00	528.45	1,601.28	2,129.73
Total 430 · Supplies	480.94	259.41	0.00	259.41	528.45	8,442.77	9,490.04
431 · Telephone	0.00	0.00	0.00	0.00	0.00	2,981.74	2,981.74
435 · Travel/Conference	0.00	0.00	0.00	0.00	0.00	239.66	239.66
437 · Professional Fees							
437.1 · Prof fees-Office	0.00	0.00	0.00	0.00	0.00	4,550.22	4,550.22
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
437 · Professional Fees - Other	0.00	0.00	0.00	0.00	0.00	15.00	15.00
Total 437 · Professional Fees	0.00	0.00	0.00	0.00	269.94	5,819.22	6,089.16
438 · Dues	0.00	0.00	0.00	0.00	0.00	539.13	539.13
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	12,277.16	12,277.16
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	481.19	481.19
454 · Building Insurance	0.00	0.00	0.00	0.00	0.00	13,002.78	13,002.78
455 · RCLS ANSER & Telecommunication	0.00	0.00	0.00	0.00	0.00	30,493.21	30,493.21
469 · Service Contracts	0.00	0.00	0.00	0.00	0.00	22,923.68	22,923.68
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	26,773.95	26,773.95
9060.8 · Workers' Comp	0.00	0.00	0.00	0.00	0.00	5,448.00	5,448.00
9090.8 · Health Insurance	0.00	0.00	0.00	0.00	0.00	36,915.46	36,915.46
Total Expense	2,571.34	1,961.23	0.00	1,961.23	2,416.16	625,396.45	631,735.07
Net Income	-2,571.34	-1,961.23	0.00	-1,961.23	-1,142.47	675,758.74	670,693.81

Total Grant money housed in operating account: \$6,075.73

*February 2022 Policy Report
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 February 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
Bylaws		Computer, Internet, & Wireless Usage Policy and Agreement for Minors 8 -19v.2.docx
CPL History (not matching what is on the website)		

Respectfully submitted, Meghann Chyla

Strategic Planning Report 2/9/2022

The strategic planning committee met during the month of January and worked tirelessly to produce a survey that will inform future changes to the library. The community survey will be available until the end of February. We have several items to address moving forward including the continued evaluation of the items in our strategic plan and programming about the thirteen classifications of disabilities. Said programming is intended to enlighten our community and give them the tools to communicate and include individuals with disabilities in work-place environments.

Friends

The Friends will be sponsoring prizes for a raffle for completing our community survey. Each individual will be able to choose if they wish to enter their name for the raffle after completing the survey. The prizes are three \$25 Barnes and Noble gift cards.