

Cornwall Public Library
April 13, 2022, 7:00 PM
Regular Meeting Agenda

I. Roll

II. Approval of the Minutes –March 9, 2022

III. Financial Review

a. Approval of Warrant #9

IV. Public Remarks: Welcome to Michelle Query, who will be joining the BoT in July 2022
for a 3-year term

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
6. Sustainability Committee
7. Strategic Planning Committee

VIII. Unfinished Business: Juneteenth Holiday close on Sunday, June 19th, or Monday
June 20th (June 19 is the actual Holiday, June 20 would be the
Federally closed Holiday). If we close the Monday, we need to
give F/T staff members a day off during the pay period it falls in.

IX. New Business: Plastic Film Recycling project

X. Adjournment

Next Regular Board Meeting Weds. May 11, 2022, 7 PM

Cornwall Public Library Board of Trustees Meeting
March 16, 2022, 7:00 pm
Minutes

Prior to the meeting, the library director offered a presentation of the budget to any public attendees (there were no members of the general public present).

Meeting was called to order by Meghann Chyla at 7:01 p.m.

I. Roll:

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

Trustees Excused: Matt Rettig and Melissa Greaves-Kulisek.

Also Present: Library Director Charlotte Dunaief, Emily Milton (Treasurer), and library staff members Liz Fisher, Meaghan Doyle and Catherine Incledon (minutes).

- I. Approval of the Minutes:** A motion to approve the minutes from the regular Board meeting of February 9, 2022, was made by Lynn Daniels, seconded by Carol Stein, and was unanimously approved.
- II. Financial Review:** A motion to approve Warrant #8 in the amount of \$82,686.11 was made by Carol Stein, seconded by Stephanie Wolf, and was unanimously approved.
- III. Public Remarks:** Library staff member Liz Fisher discussed her recurring children's program Art Afternoon, and presented pictures from February's Art Afternoon program "Beautiful Oops."
- IV. Communications and Donations:** None.
- V. Director's Report:** Director Charlotte Dunaief presented her report. See written report.
- VI. Committee Reports:**
- **Finance Committee:** Carol Stein presented the Finance Committee report. The committee did not meet this month. The committee and treasurer will work to generate and review forecasts for library spending as the end of the fiscal year approaches.
 - **Policy Committee:** Meghann Chyla presented the Policy Committee report. The committee is currently working on the Library History as well as the Collection Development Policy. The committee presented the Collection Development Policy to the Board, which will be put to vote at the next meeting.

- **Building, Garden, and Grounds:** Director Charlotte Dunaief presented the Building, Garden and Grounds report. The generator project has been progressing, and a different location for the generator was being considered.
- **Friends:** No report.
- **Personnel Committee:** Stephanie Wolf presented the Personnel Committee report. The committee did not meet this month.
- **Sustainability Committee:** The Sustainability Committee report, prepared by Matt Rettig, was read aloud to the Board. The committee is currently looking into possible grants for the installation of rooftop solar arrays.
- **Strategic Planning Committee:** Matt Soltis presented the Strategic Planning Committee report. The committee has extended the due date for the Strategic Planning Survey until April 8, 2022. The committee is also working to create a survey to distribute at River Fest.

VII. Unfinished Business: None.

VIII. New Business: The Board reviewed the 2021 Annual Report and determined to increase efforts for inclusion in the library. A motion to approve the 2021 Annual Report was made by Stephanie Wolf, seconded by Carol Stein, and was unanimously approved. Director Charlotte Dunaief and staff member Liz Fisher discussed their progress in researching tent and awning structures to use for programming during the summer months. The library staff would prefer to purchase an awning structure rather than renting a tent. The Board discussed the observation of Juneteenth as a holiday. Director Charlotte Dunaief will determine whether the library needs to close on Sunday, June 19, or on Monday, June 20 in observation of the holiday. The Board will vote to approve the holiday at the next regular Board meeting. Treasurer Emily Milton discussed with the Board which providers the library should use for payroll and financial reports as its current contract comes to an end.

IX. Adjournment: A motion to adjourn the regular Board meeting was made by Lynn Daniels, seconded by Carol Stein, and was unanimously approved. Meghann Chyla adjourned the meeting at 7:52 pm.

The next Regular Board Meeting will be held on Wednesday, April 13, 2022 at 7:00 pm

These minutes were recorded by library staff member Catherine Incedon.

Cornwall Public Library
Warrant # 9
As of March 31, 2022

Type	Date	Num	Memo	Split	Paid	Amount
Access Supports for Living						
Bill	03/23/2022	Invoice 0064958-IN	Invoice 0064958-IN 2022 Vote	-SPLIT-	Unpaid	1,447.97
Total Access Supports for Living						1,447.97
Albert Wisner Public Library						
Bill	03/31/2022	Lost Item Payment	Lost Item bc#32844002180735 P#22807000...	2082.3 · 2082.3 Lost Item	Unpaid	20.00
Total Albert Wisner Public Library						20.00
Benninger Landscaping LTD						
Bill	03/08/2022	Invoice 25790	Invoice 25790	469 · Service Contracts	Paid	900.00
Total Benninger Landscaping LTD						900.00
Blackstone Publishing						
Bill	03/08/2022	Invoice 2027020	Invoice 2027020	-SPLIT-	Unpaid	38.94
Bill	03/30/2022	Invoice 2030996	Invoice 2030996	-SPLIT-	Unpaid	34.95
Bill	03/30/2022	Invoice 2030385	Invoice 2030385	-SPLIT-	Unpaid	69.88
Bill	03/30/2022	Invoice 2032120	Invoice 2032120	-SPLIT-	Unpaid	42.95
Bill	03/30/2022	Invoice 2025965	Invoice 2025965 Shipping Charges	-SPLIT-	Unpaid	43.94
Bill	03/30/2022	Invoice 2032801	Invoice 2032801	-SPLIT-	Unpaid	337.95
Total Blackstone Publishing						568.61
Brodart Co.						
Bill	03/31/2022	Invoice B6396059		410.4 · Juvenile Fiction	Unpaid	11.38
Total Brodart Co.						11.38
Brodart Co. - Juv						
Bill	03/10/2022	Invoice B6381095	Invoice B6381095	-SPLIT-	Unpaid	31.15
Bill	03/10/2022	Invoice B6381496	Invoice B6381496	-SPLIT-	Unpaid	131.78
Bill	03/10/2022	Invoice B6381506	Invoice B6381506	410.4 · Juvenile Fiction	Unpaid	11.84
Bill	03/10/2022	Invoice B6381505	Invoice B6381505	410.4 · Juvenile Fiction	Unpaid	12.26
Bill	03/10/2022	Invoice B6381495	Invoice B6381495	-SPLIT-	Unpaid	16.34
Bill	03/10/2022	Invoice B6381507	Invoice B6381507	410.5 · Juvenile Non Fiction	Unpaid	27.98
Bill	03/10/2022	Invoice B6381494	Invoice B6381494	410.4 · Juvenile Fiction	Unpaid	18.68
Bill	03/10/2022	Invoice B6381508	Invoice B6381508	410.5 · Juvenile Non Fiction	Unpaid	18.16
Bill	03/10/2022	Invoice B6381503	Invoice B6381503	-SPLIT-	Unpaid	45.82
Bill	03/10/2022	Invoice B6381502	Invoice B6381502	-SPLIT-	Unpaid	73.51
Bill	03/17/2022	Invoice B6386590	Invoice B6386590	410.5 · Juvenile Non Fiction	Unpaid	35.60
Bill	03/17/2022	Invoice B6386361	Invoice B6386361	-SPLIT-	Unpaid	13.23
Bill	03/17/2022	Invoice B6386545	Invoice B6386545	410.4 · Juvenile Fiction	Unpaid	5.24
Bill	03/17/2022	Invoice B6386586	Invoice B6386586	410.4 · Juvenile Fiction	Unpaid	32.24
Bill	03/17/2022	Invoice B6386587	Invoice B6386587	410.4 · Juvenile Fiction	Unpaid	18.35
Bill	03/17/2022	Invoice B6386342	Invoice B6386342	-SPLIT-	Unpaid	32.89
Bill	03/17/2022	Invoice B6386509	Invoice B6386509	410.4 · Juvenile Fiction	Unpaid	16.58
Bill	03/17/2022	Invoice B6386585	Invoice B6386585	410.4 · Juvenile Fiction	Unpaid	6.99
Bill	03/17/2022	Invoice B6386341	Invoice B6386341	-SPLIT-	Unpaid	122.32
Bill	03/30/2022	Invoice B6392431	Invoice B6392431	-SPLIT-	Unpaid	79.51
Bill	03/30/2022	Invoice B6391958	Invoice B6391958	410.4 · Juvenile Fiction	Unpaid	35.42
Bill	03/30/2022	Invoice B6391955	Invoice B6391955	410.4 · Juvenile Fiction	Unpaid	24.19
Bill	03/30/2022	Invoice B6391957	Invoice B6391957	-SPLIT-	Unpaid	50.85
Bill	03/30/2022	Invoice B6391956	Invoice B6391956	-SPLIT-	Unpaid	11.04
Bill	03/30/2022	Invoice B6392061	Invoice B6392061	-SPLIT-	Unpaid	551.33
Bill	03/30/2022	Invoice B6392434	Invoice B6392434	-SPLIT-	Unpaid	167.24
Bill	03/31/2022	Invoice B696058	Invoice B696058	-SPLIT-	Unpaid	136.61
Bill	03/31/2022	Invoice B6396062	Invoice B6396062	-SPLIT-	Unpaid	36.74
Bill	03/31/2022	Invoice B6396056	Invoice B6396056	-SPLIT-	Unpaid	72.51
Bill	03/31/2022	Invoice B6396060	Invoice B6396060	-SPLIT-	Unpaid	11.04
Bill	03/31/2022	Invoice B6396061	Invoice B6396061	-SPLIT-	Unpaid	233.89
Total Brodart Co. - Juv						2,081.33
Brodart Co. (McN)						
Bill	03/09/2022	Invoice M194444	Invoice M194444	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
CCE-Orange						
Bill	03/30/2022	Invoice R101556	Invoice R101556 Seed Starting for Kids Prog...	437.2 · Prof fees-Adult programs	Unpaid	75.00
Total CCE-Orange						75.00
Cengage Learning/Gale						
Bill	03/10/2022	Invoice 77425048	Invoice 77425048	410.11 · Adult Fiction Standing ...	Unpaid	94.47
Bill	03/31/2022	Invoice 77480758	Invoice 77480758	410.11 · Adult Fiction Standing ...	Unpaid	90.71
Bill	03/31/2022	Invoice 77558620	Invoice 77558620 1yr Ebook Hosting Fee 4.1...	413.3 · Reference-Adult electroni	Unpaid	300.00

Cornwall Public Library
Warrant # 9
As of March 31, 2022

Type	Date	Num	Memo	Split	Paid	Amount
Total Cengage Learning/Gale						485.18
Central Hudson Gas & Electric Corp						
Bill	03/08/2022	1.27 to 3.1.22	Balance of service from 1.27 to 3.1.2022	450 · Fuel/Utilities	Paid	946.56
Bill	03/30/2022	Acct. 21004099186	Acct. 21004099186 Feb 26 to Mar 29 2022	450 · Fuel/Utilities	Unpaid	2,353.08
Total Central Hudson Gas & Electric Corp						3,299.64
Charlotte Dunaief						
Bill	03/30/2022	March Reimburs	March Expense Reimbursement	-SPLIT-	Unpaid	34.57
Total Charlotte Dunaief						34.57
Collaborative Summer Library Program						
Bill	03/10/2022	Invoice 20244	Invoice 20244 SRP	-SPLIT-	Unpaid	60.46
Total Collaborative Summer Library Program						60.46
Commissioner of Finance						
Bill	03/31/2022	Invoice 4.5.2022	Invoice 4.5.2022 Ballot Programing	437.1 · Prof fees-Office	Unpaid	400.00
Total Commissioner of Finance						400.00
Cornwall Public Library - Payroll						
Bill	03/08/2022	Pay end 3.4.22	Pay end 3.4.22 Pay date 3.11.22	1012 · OBT Payroll Checking	Paid	17,673.70
Bill	03/22/2022	Pay end 3.18.22	Pay end 3.18 Pay date 3.25	1012 · OBT Payroll Checking	Paid	18,227.43
Total Cornwall Public Library - Payroll						35,901.13
Cornwall Public Library - Trust & Agency						
Bill	03/08/2022	Pay end 3.4.22	Pay end 3.4.22 Pay date 3.11.22	1003 · Due from Trust & Agency	Paid	6,974.84
Bill	03/10/2022	3.22 Health Insuranc	March 2022 Health Insurance	1003 · Due from Trust & Agency	Paid	5,002.12
Bill	03/22/2022	Pay end 3.18.22	Pay end 3.18 Pay date 3.25	1003 · Due from Trust & Agency	Paid	7,039.67
Total Cornwall Public Library - Trust & Agency						19,016.63
Culligan of Newburgh						
Bill	03/31/2022	Acct 271475	Acct 271475 Service 4.1 to 4.30.22	469 · Service Contracts	Unpaid	25.00
Total Culligan of Newburgh						25.00
Demco, Inc.						
Bill	03/30/2022	Invoice 7101469	Invoice 7101469	430.1 · Library supplies	Unpaid	294.00
Total Demco, Inc.						294.00
Findaway World, LLC						
Bill	03/16/2022	Invoice 382490	Invoice 382490	410.4 · Juvenile Fiction	Unpaid	37.99
Bill	03/16/2022	Invoice 382458	Invoice 382458	410.4 · Juvenile Fiction	Unpaid	47.49
Total Findaway World, LLC						85.48
Food & Wine						
Bill	03/10/2022	3 Yr Sub	3 Yr Sub Expiration May 2025	413.6 · Serials	Unpaid	20.00
Total Food & Wine						20.00
Greater Cornwall Chamber of Commerce						
Bill	03/10/2022	Invoice 4052	Invoice 4052 1 year renewal of membership	438 · Dues	Unpaid	100.00
Total Greater Cornwall Chamber of Commerce						100.00
hoopla						
Bill	03/31/2022	Invoice 501912451	Invoice 501912451	412.8 · Digital Streaming	Unpaid	420.63
Total hoopla						420.63
Hudson Archival						
Bill	03/10/2022	Invoice 15601	Invoice 15601	413.5 · Reference-Cornwall Loc...	Unpaid	261.00
Bill	03/31/2022	Invoice 15715	Invoice 15715 Vote Postcards	413.5 · Reference-Cornwall Loc...	Unpaid	20.00
Total Hudson Archival						281.00
Hudson Valley Magazine						
Bill	03/30/2022	2 year subscribtion	2 year subscribtion Acct 60221061	413.6 · Serials	Unpaid	12.00
Total Hudson Valley Magazine						12.00
Ingram Library Services						
Bill	03/30/2022	Invoice 58563786	Invoice 58563786	-SPLIT-	Unpaid	668.47
Bill	03/31/2022	Invoice 58597259	Invoice 58597259	-SPLIT-	Unpaid	88.43
Total Ingram Library Services						756.90

Cornwall Public Library
Warrant # 9
As of March 31, 2022

Type	Date	Num	Memo	Split	Paid	Amount
Jacobowitz & Gubits, LLP						
Bill	03/16/2022	Invoice 298444	Invoice 298444	437.1 · Prof fees-Office	Unpaid	40.20
Total Jacobowitz & Gubits, LLP						40.20
Judi Silvano						
Bill	03/30/2022	4.3.22 Program	4.3.22 Program	437.5 · Prof fees-SRP	Paid	150.00
Total Judi Silvano						150.00
K-Log Inc						
Bill	03/08/2022	Invoice 22-313273-1	Invoice 22-313273-1	430.2 · Office supplies	Unpaid	733.57
Total K-Log Inc						733.57
Leifsigns, LLC						
Bill	03/30/2022	Invoice 21522	Invoice 21522 2022 Vote Signs	434 · Publicity & Printing	Unpaid	80.00
Total Leifsigns, LLC						80.00
Linda Israel						
Bill	03/30/2022	Medicare Reimburs	1st QTR 2022 Medicare Reimbursement	9030.81 · .81 Medicare Reimbur...	Paid	510.30
Total Linda Israel						510.30
Lock Around the Clock						
Bill	03/09/2022	April 2022	April 2022 Unit 3434	469 · Service Contracts	Paid	62.00
Total Lock Around the Clock						62.00
Lois. Kohlman						
Bill	03/30/2022	1st Qtr 2022 Medicar	1st Qtr 2022 Medicare Reimbursement	9030.81 · .81 Medicare Reimbur...	Paid	510.30
Total Lois. Kohlman						510.30
Lorraine E. Radler- Ziegler						
Bill	03/30/2022	1st Qtr 2022 Medicar	1st Qtr 2022 Medicare Reimbursement	9030.81 · .81 Medicare Reimbur...	Paid	510.30
Total Lorraine E. Radler- Ziegler						510.30
Marangi Disposal						
Bill	03/17/2022	Invoice 23102278	Invoice 23102278	469 · Service Contracts	Paid	132.29
Total Marangi Disposal						132.29
Marie C. Clark						
Bill	03/30/2022	1st Qtr 2022 Medicar	1st Qtr 2022 Medicare Reimbursement	9030.81 · .81 Medicare Reimbur...	Paid	510.30
Total Marie C. Clark						510.30
NET2PHONE						
Bill	03/10/2022	Invoice 1214493390	Invoice 1214493390	431 · Telephone	Paid	250.92
Total NET2PHONE						250.92
News of the Highlands, Inc						
Bill	03/23/2022	Acct C000163	Acct C000163	413.6 · Serials	Unpaid	48.00
Total News of the Highlands, Inc						48.00
Orange Bank & Trust Cardmember Services						
Bill	03/30/2022	1088 3.24.22	Acct 1088 2.24.22 to 3.24.22	-SPLIT-	Unpaid	1,787.21
Total Orange Bank & Trust Cardmember Services						1,787.21
Orange Library Association						
Bill	03/08/2022	5- 2022 Memberships	5- 2022 Memberships	438 · Dues	Paid	100.00
Total Orange Library Association						100.00
P & P Quick Copy Center						
Bill	03/09/2022	Invoice 208738	Invoice 208738 Vote Postcards	434 · Publicity & Printing	Unpaid	999.00
Total P & P Quick Copy Center						999.00
Patricia Rovello						
Bill	03/30/2022	1st Qtr 2022 Medicar	1st Qtr 2022 Medicare Reimbursement	9030.81 · .81 Medicare Reimbur...	Paid	510.30
Total Patricia Rovello						510.30
Paychex, Inc.						
Bill	03/09/2022	Invoice 2022022400	Invoice 2022022400	437.1 · Prof fees-Office	Paid	205.92
Bill	03/17/2022	Invoice 2179178	Invoice 2179178 --38 Employees	437.1 · Prof fees-Office	Paid	216.60

Cornwall Public Library
Warrant # 9
As of March 31, 2022

Type	Date	Num	Memo	Split	Paid	Amount
Total Paychex, Inc.						422.52
Phoenix Graphics, Inc.						
Bill	03/17/2022	Invoice 68990	Invoice 68990 2022 Budget Vote	-SPLIT-	Unpaid	605.00
Total Phoenix Graphics, Inc.						605.00
Prestige Mechanical & Construction Corp						
Bill	03/08/2022	Invoice 2020	Invoice 2020	452 · Repairs to Building	Unpaid	400.00
Bill	03/10/2022	Invoice 2045	Invoice 2045	452 · Repairs to Building	Paid	816.70
Bill	03/30/2022	Invoice 2069	Invoice 2069	452 · Repairs to Building	Unpaid	1,046.94
Total Prestige Mechanical & Construction Corp						2,263.64
RCLS						
Bill	03/17/2022	Invoice 30590	Invoice 30590	430.2 · Office supplies	Unpaid	179.99
Bill	03/31/2022	Invoice 30600	Invoice 30600 E-content Billing 2nd Quarter ...	410.13 · e-Content Consortia	Unpaid	2,400.51
Total RCLS						2,580.50
Toshiba						
Bill	03/30/2022	Invoice 468166186	Invoice 468166186	469 · Service Contracts	Paid	440.11
Total Toshiba						440.11
Verizon						
Bill	03/16/2022	Fios 3/10-4/09/22	Fios 3/10-4/09/22 Acct# 652-121-949-0001-81	431 · Telephone	Paid	119.00
Total Verizon						119.00
Verizon Wireless						
Bill	03/10/2022	Invoice 9900864347	Invoice 9900864347	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
Village of Cornwall-on-Hudson						
Bill	03/31/2022	Acct 007472	Acct 007472 Water Bill 1.27 to 3.20.2022	450 · Fuel/Utilities	Unpaid	88.00
Total Village of Cornwall-on-Hudson						88.00
W.B. Mason						
Bill	03/16/2022	Invoice 228060605	Invoice 228060605	430.2 · Office supplies	Unpaid	222.76
Bill	03/30/2022	Invoice 228389149	Invoice 228389149	430.2 · Office supplies	Unpaid	60.99
Total W.B. Mason						283.75
Wini White						
Bill	03/30/2022	1st Qtr 2022 Medicar	1st Qtr 2022 Medicare Reimbursement	9030.81 · .81 Medicare Reimbur...	Paid	510.30
Total Wini White						510.30
TOTAL						81,170.25

March 2022 Director's Report

Personnel

- Completed NS' performance review with him
- Our resident Book Whisperer (E. Acosta) had an annotation for The Lioness selected to appear on the Hall of Fame list on Book Lists' website and social Media

Budget/Financial

- Continued working on the 2022/2023 budget vote.
- Set up Audit for 21/22 fiscal year.
- Luann researched new bookkeeping software, QuickBooks is going to an online subscription basis, we are discussing the possibility of changing to a less expensive combination for bookkeeping and payroll.

Programming

- PS continues to cover Programming for BG, we are hoping BG will be able to return to work in Mid-April.
- PS has started up Great Decisions for the current cycle, this includes a guest speaker for the United States and Russia session in April.
- Adult Concert (Songs of Ireland) and Art Lecture (Three Visionary Women) this past month were well attended.

Building and Grounds

- The HVAC continues to be an issue. I had to authorize several small repairs in March.
- Broderick and I are anxiously awaiting better weather so that the installation of the Generator can begin. We are still waiting for the generator itself, though.
- A patron reported that the gutters are leaking. I had someone come to look at them, and am waiting for an estimate to clean & reseal them.
- Have scheduled for 3 awning companies to come to measure for estimates.
- Boiler inspected on 3/29/22 and passed (for the insurance company).

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

Registered borrowers: 7,516 (8,315); Direct Access/Circulation: 11,526 (9,470)

ILL Borrows: 2,440 (1,965); ILL Loans: 2,034 (1,795); Item Count: 74,659 (74,519);

Wi-Fi: 7,268 (5,597);

Overdrive checkouts: 2,864 (2,512); Overdrive unique users: 590 (566).

Meetings Attended: Board meeting: 3/16/22; Director's Association Meeting 3/9/22; Dept. Heads Meeting 3/22/22; Staff Meeting 3/15/22; ANSER Committee 3/22/22; Library Advocacy Meeting with Assemblyman Schmitt's assistant 3/3/22.

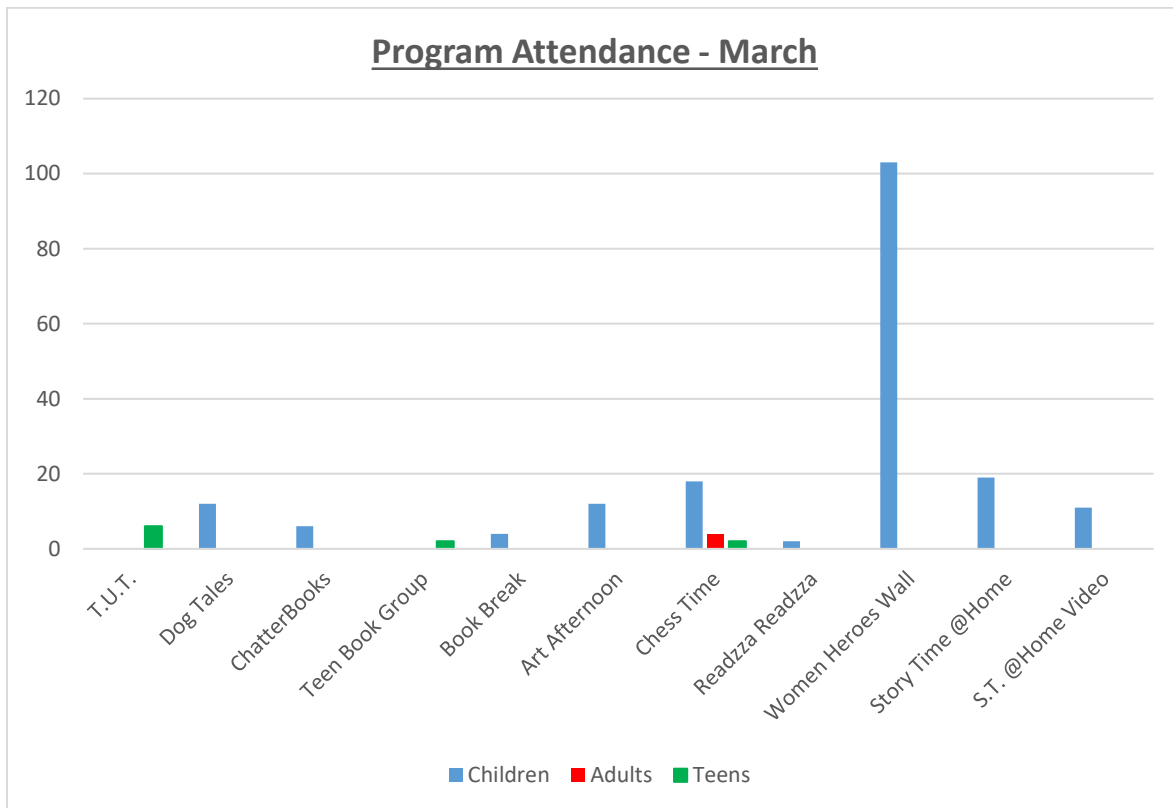
Youth Services – End-of-Month Statistics – March 2022

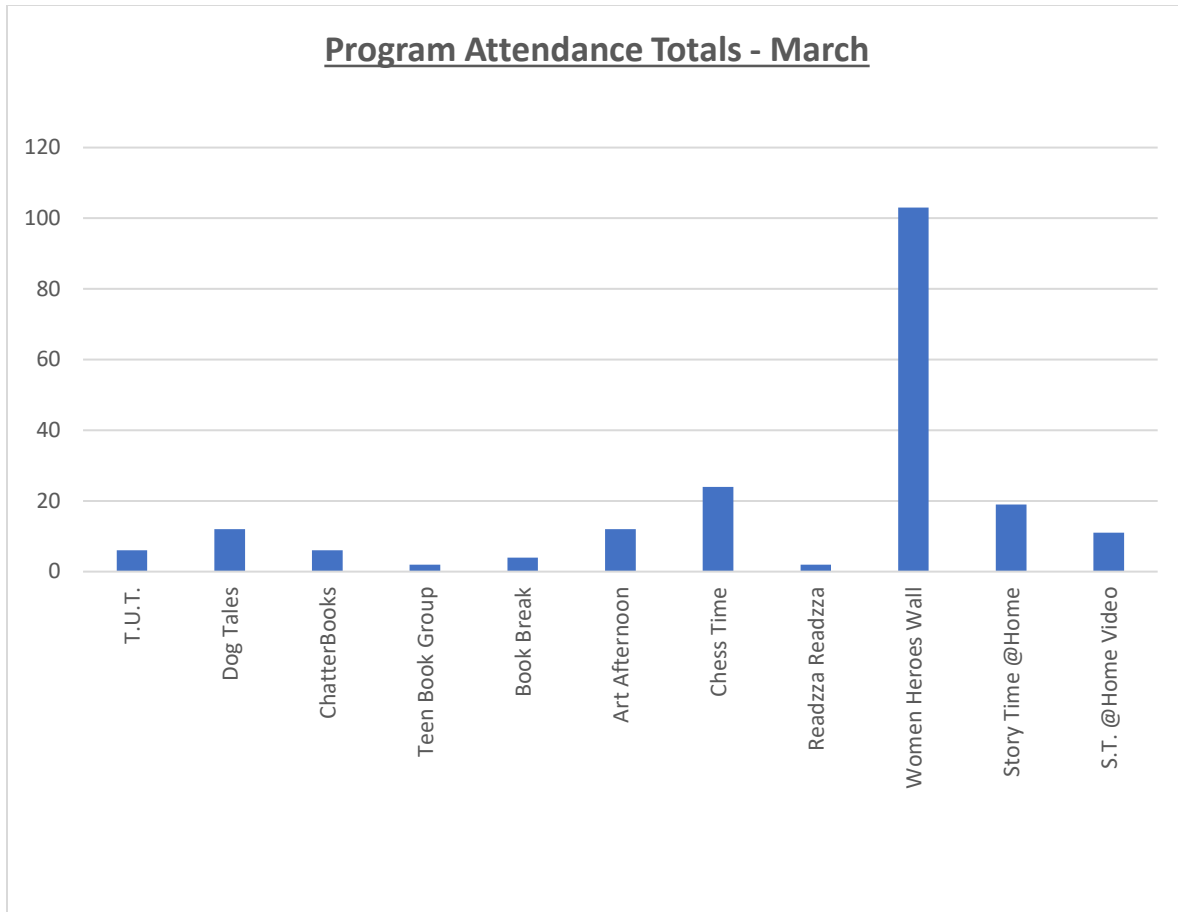
PROGRAM NAME:	DATE:	CHILDREN:	ADULTS:	TEENS:	INPERSON / REMOTE	ATTENDANCE TOTAL
T.U.T.	3/4	6			In-Person	6
Dog Tales	3/7, 3/21	12			In-Person	12
ChatterBooks	3/8	6			In-Person	6
Teen Book Group	3/14	2			In-Person	2
Book Break	3/15	4			In-Person	4
Art Afternoon	3/16	12			In-Person	12
Chess Time	3/7, 3/28	18	4	2	In-Person	24
Readzza Readzza	3/22	2			In-Person	2
Women Heroes Wall March					103 Remote	103
Story Time @Home	March				19 Remote	19
S.T. @Home Video	March				11 Remote	11

TOTAL: 201

QUESTIONS @ THE DESK: Reference 269; Circulation 95; Tech 38; Telephone 38; Programs 9

MEETINGS & OUTREACH: DATE: ATTENDEE: Managers Meeting 3/9 Lisa ;BCHP Parent Webinar - COVID Update 3/9 Rebecca; SRP Print Disabilities Resources Webinar 3/11 Liz, Lisa;Staff Meeting 3/15 Liz, Lisa, Rebecca; Managers Meeting 3/22 Lisa; Sustainability Programming Panel 3/25 Liz; Patron De-escalation Webinar 3/25 Liz





Reflections:

Typically, March is a busy month when we see many patrons visit the library. This past month proved the truth of that as we not only helped people find what they were looking for, but introduced or re-introduced them to what CPL has to offer. Happily, Family Story Times will return in April, and I anticipate a lot of joy on the part of those providing the programs, as well as those experiencing a group story time for the very first time. (Joy is always a good thing.)

Planning for summer, which began in December, continues as we prepare our Summer Reading Program. This year's theme is *Oceans of Possibilities*, and oh the possibilities! In addition to planning and scheduling our programs, we are addressing collection development - finding new materials, sprucing up old favorites, and making room to accommodate everything - all in time for the June opening. The summer volunteer program will return after a two-year hiatus as well as the giant sticker board, Market Story Time, and the Babysitting Workshop. In short, a combination of the before and the after will be evident, encouraging all to enjoy reading in summer 2022.

Respectfully submitted,
ekf

Adult Services Report March 1-31, 2022

Emergency Closings on 3/12; early on 3/9; (submitted by Meaghan Doyle, 4/9/22)

REFERENCE (previous month in parentheses):

Ref. Q's: 158 (226); Tech Assists: 92 (67); Circ/Curbside Assists: 131 (146); Directional: 11 (17); Reader's Advisory: 6 (13); ILL/SEAL: 11 (11); Pull List: 1589 (1460); Printing: 129 (104); Phone: 67 (88); Virtual Ref: 2 (6) Notary Service: 65 (49)

Database Stats (previous month in parentheses): NoveList Plus: 41 (14); NoveList PlusK-8: 0 (5); EBSCO Other: 16 (0); Gale: 1 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 51 (173)

NY Times Digital Subscription Stats (previous month in parentheses):

Offsite Code redemptions 33 (23); Library users 55 (60) accessed 70 (107) articles

PC Usage: Adults: 408 (309) Childrens: 7 (2) Laptop: 0 (1)
PC Reservations: 5 (3) Guest Passes: 60 (58)

HOOPLA (previous month in parentheses):

New signups: 5 (4); Borrowers: 80 (86); Avg. No. Circs: 2.8 (3.0); Maxed Users: 24 (23)
Items borrowed: 226 (256)

March Meetings/Webinars:

3/1: Weiss Financial Database Demo; 3/4: Local Author meeting re: book purchase; 3/9: Managers' Meeting;
3/11: Talking Book and Braille Library Summer Reading Resources for Visually Impaired readers; 3/15: Staff Meeting; 3/18: Orange Library Association; 3/22: Managers' Meeting; 3/28: Reference Users Group

PROGRAMS:

3/1: Middy Matinee, Knives Out: 5; 3/2: Members Choice Book Group, Triangle: the Fire the Changed America by David von Drehle: 5; 3/7: Creative Writers: 5; 3/10: Knitting Basics: 10; 3/14: Creative Writers: 5; 3/14: Teen Book Group: 4; 3/16: 3 Visionary Women: 28; 3/17: Mystery Book Group, Still Life by Louise Penny: 4; 3/19: Irish Concert, The Parting Glass at Munger Cottage: 40; 3/21: Creative Writers: 5; 3/23: Great Decisions - Climate Change: 6 (including a Zoom participant); 3/23: Virtual Out & About Book Group: The Silent Patient by Alex Michaelides: 7; 3/24: Book Chat and Chocolate: Mrs. March by Virginia Feito: 6; 3/28 Creative Writers: canceled.

Total Live Programs: 13 (13), Total Live Attendees: 130 (116)

Shamrock Take and Make: 20; Lettuce Seed Kits: 6; Seed mini-packets: 70

Total Passive Programs: 3 (2); Total Passive Attendees: 96 (35)

HOME DELIVERIES: New Sign Ups: 0 (1) ; Unique Patrons: 4 (6); Deliveries: 9 (8); Items Delivered: 29 (16)

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

	Budget 75%	YTD Budget		Full 2021-2022 Budget			EOY	EOY
		Jul '21 - Mar 22	Budget	\$ Under Budget	Full 2021-22 Budget	\$ Under Budget	% of Budget	Projections to consider
Income								
2002 - Local Public Funds	1,286,771.00	1,286,770.00	-1.00	1,286,770.00	-1.00	100.0%	1,286,771.00	1.00
2005 - Appropriated Fund Balance	0.00	35,000.00	35,000.00	35,000.00	35,000.00	0.0%	0.00	(35,000.00)
2082 - Library Fines	9,039.31	5,625.00	-3,414.31	7,500.00	-1,539.31	120.52%	12,052.41	4,552.41
2401 - Income from Investments	304.77	375.02	70.25	500.00	195.23	60.95%	406.36	(93.64)
2706 - Gifts & Endowments								
2706.1 - Gifts-Friends	3,942.57	10,125.00	6,182.43	13,500.00	9,557.43	29.2%	13,500.00	0.00
2706.2 - Gifts-Other	1,957.37	750.01	-1,207.36	1,000.00	-957.37	195.74%	1,697.00	697.00
2706 - Gifts & Endowments - Other	50.00		-50.00		-50.00		50.00	50.00
Total 2706 - Gifts & Endowments	5,949.94	10,875.01	4,925.07	14,500.00	8,550.06	41.03%	15,247.00	747.00
2760 - Grants	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
3840 - RCLS	4,810.00	0.00	-4,810.00	0.00	-4,810.00	100.0%	4,810.00	4,810.00
Total Income	1,306,875.02	1,338,645.03	31,770.01	1,344,270.00	37,394.98	97.22%	1,319,286.77	-24,983.23
Gross Profit	1,306,875.02	1,338,645.03	31,770.01	1,344,270.00	37,394.98	97.22%	1,319,286.77	(24,983.23)
Expense							(w/o fund balance)	
141 - Salary-Certified Librarian	131,316.80	165,855.00	34,538.20	221,139.00	89,822.20	59.38%	175,089.07	(46,049.93)
142 - Salary-Clerical	299,164.36	356,254.48	57,090.12	475,006.00	175,841.64	62.98%	398,885.81	(76,120.19)
143 - Salary-Treasurer	4,384.63	4,500.00	115.37	6,000.00	1,615.37	73.08%	5,846.17	(153.83)
144 - Salary-Custodial	9,255.00	15,600.01	6,345.01	20,800.00	11,545.00	44.5%	12,340.00	(8,460.00)
203b - Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
410 - Books	35,695.12	51,193.61	15,498.49	68,258.00	32,562.88	52.29%	47,593.49	(20,664.51)
411 - Film	201.39	646.00	444.61	646.00	444.61	31.18%	201.39	(444.61)
412 - Video/Music/Books on Tape	15,254.29	27,765.06	12,510.77	37,020.00	21,765.71	41.21%	20,339.05	(16,680.95)
413 - Serials/Reference	7,779.45	9,187.54	1,408.09	12,250.00	4,470.55	63.51%	10,372.60	(1,877.40)
430 - Supplies								
430.1 - Library supplies	4,414.60	4,500.00	85.40	6,000.00	1,585.40	73.58%	5,886.13	(113.87)
430.2 - Office supplies	4,585.65	8,550.00	3,964.35	11,400.00	6,814.35	40.23%	6,114.20	(5,285.80)
430.3 - Program supplies								
430.30 - Adult	1,058.91	2,250.00	1,191.09	3,000.00	1,941.09	35.3%	1,411.88	(1,588.12)
430.31 - YA	55.97	750.01	694.04	1,000.00	944.03	5.6%	74.63	(925.37)
430.32 - Juvenile	826.94	1,125.00	298.06	1,500.00	673.06	55.13%	1,102.59	(397.41)
430.33 - Summer Reading	498.84	1,875.01	1,376.17	2,500.00	2,001.16	19.95%	2,500.00	0.00
430.34 - Special/Outreach	14.46	1,875.01	1,860.55	2,500.00	2,485.54	0.58%	19.28	(2,480.72)
Total 430.3 - Program supplies	2,455.12	7,875.03	5,419.91	10,500.00	8,044.88	23.38%	5,108.37	(5,391.63)
Total 430 - Supplies	11,455.37	20,925.03	9,469.66	27,900.00	16,444.63	41.06%	17,108.71	(10,791.29)
431 - Telephone	3,751.74	6,000.02	2,248.28	8,000.00	4,248.26	46.9%	5,002.32	(2,997.68)
432 - Square Processing Fee	55.80		-55.80		-55.80		74.40	74.40
433 - Postage	1,281.92	3,000.01	1,718.09	4,000.00	2,718.08	32.05%	1,709.23	(2,290.77)
434 - Publicity & Printing	1,734.76	5,625.00	3,890.24	7,500.00	5,765.24	23.13%	2,313.01	(5,186.99)
435 - Travel/Conference	493.28	3,375.00	2,881.72	4,500.00	4,006.72	10.96%	657.71	(3,842.29)
437 - Professional Fees								
437.1 - Prof fees-Office	6,142.17	18,671.26	12,529.09	24,895.00	18,752.83	24.67%	8,189.56	(16,705.44)
437.2 - Prof fees-Adult programs	1,774.99	5,250.01	3,475.02	7,000.00	5,225.01	25.36%	2,366.65	(4,633.35)
437.3 - Prof fees-YA programs	60.00	1,500.02	1,440.02	2,000.00	1,940.00	3.0%	80.00	(1,920.00)
437.4 - Prof fees-Juvenile	280.00	3,000.01	2,720.01	4,000.00	3,720.00	7.0%	373.33	(3,626.67)
437.5 - Prof fees-SRP	194.94	2,250.00	2,055.06	3,000.00	2,805.06	6.5%	3,000.00	0.00
437.6 - Prof fees-Outreach	0.00	750.01	750.01	1,000.00	1,000.00	0.0%	0.00	(1,000.00)
437 - Professional Fees - Other	15.00		-15.00		-15.00		20.00	20.00
Total 437 - Professional Fees	8,467.10	31,421.31	22,954.21	41,895.00	33,427.90	20.21%	14,029.55	(27,865.45)
438 - Dues	760.11	1,125.00	364.89	1,500.00	739.89	50.67%	1,013.48	(486.52)
439 - Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
440 - Contracts w/ Books Co.	0.00	1,650.01	1,650.01	2,200.00	2,200.00	0.0%	0.00	(2,200.00)
450 - Fuel/Utilities	18,255.56	24,000.02	5,744.46	32,000.00	13,744.44	57.05%	24,340.75	(7,659.25)
451 - Custodial Supplies	799.99	2,250.00	1,450.01	3,000.00	2,200.01	26.67%	1,066.65	(1,933.35)
452 - Repairs to Building	9,315.49	18,367.51	9,052.02	24,490.00	15,174.51	38.04%	12,420.65	(12,069.35)
454 - Building Insurance	13,002.78	13,003.00	0.22	13,003.00	0.22	100.0%	13,003.00	0.00
455 - RCLS ANSER & Telecommunication	42,937.04	47,536.50	4,599.46	63,382.00	20,444.96	67.74%	57,249.39	(6,132.61)
469 - Service Contracts	26,768.49	25,707.01	-1,061.48	34,276.00	7,507.51	78.1%	35,691.32	1,415.32
490 - Refund of PY Tax Assessment	122.73	0.00	-122.73	0.00	-122.73	100.0%	122.73	122.73
800 - Capital Expenditure	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
9010.8 - Retirement	64,564.00	68,515.00	3,951.00	68,515.00	3,951.00	94.23%	64,564.00	(3,951.00)
9030.8 - FICA/Medicare Expense	36,926.11	41,478.75	4,552.64	55,305.00	18,378.89	66.77%	49,234.81	(6,070.19)
9060.8 - Workers' Comp	5,448.00	7,955.00	2,507.00	7,955.00	2,507.00	68.49%	7,264.00	(691.00)
9090.8 - Health Insurance	52,383.00	77,734.25	25,351.25	103,730.00	51,347.00	50.5%	69,844.00	(33,886.00)
Total Expense	801,574.31	1,030,670.12	229,095.81	1,344,270.00	542,695.69	59.63%	1,047,377.29	(296,892.71)
	505,300.71	307,974.91	-197,325.80	0.00	-505,300.71	100.0%	(271,909.48)	

Cornwall Public Library
Profit & Loss by Class
 July 2017 through March 2022

	DASNY #7919 GEN/ELEC/LGT	Total Grants (Capital Fund)	Capital Fund - Other (Capital Fund)	Total Capital Fund
Expected Income	9,050.00	9,050.00	513,009.16	522,059.16
Income				
2401 · Income from Investments	0.00	0.00	1,039.56	1,039.56
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>514,048.72</u>	<u>595,498.72</u>
Gross Profit	81,450.00	81,450.00	514,048.72	595,498.72
Expense				
203b · Capital Equipment	0.00	0.00	9,700.27	9,700.27
437 · Professional Fees				
437.1 · Prof fees-Office	12,176.03	12,176.03	0.00	12,176.03
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	<u>12,176.03</u>	<u>12,176.03</u>	<u>0.00</u>	<u>12,176.03</u>
452 · Repairs to Building	0.00	0.00	13,606.61	13,606.61
800 · Capital Expenditure	71,831.95	71,831.95	258,164.18	329,996.13
Total Expense	<u>84,007.98</u>	<u>84,007.98</u>	<u>281,471.06</u>	<u>365,479.04</u>
Net Income	<u><u>-2,557.98</u></u>	<u><u>-2,557.98</u></u>	<u><u>232,577.66</u></u>	<u><u>230,019.68</u></u>

*capital balance on 6/30/17

Cornwall Public Library
Profit & Loss by Class (Operating)
July 2021 through March 2022

	Balance on 3/31/22= \$24,770.72	Balance on 3/31/22= \$2,609.37	Balance on 3/31/22= \$0	Balance on 3/31/22= \$3,466.92			
	<u>Good Idea Fund</u>	<u>Schmitt Children Tech Grant (\$13,000)</u>	<u>Arts Mid-Hudson Regrant (Oper)</u>	<u>Skoufis Adult Tech Grant (\$16,171)</u>	<u>Friends (Operating)</u>	<u>Operating - Other (Operating)</u>	<u>Total Operating</u>
Ordinary Income/Expense							
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	9,039.31	9,039.31
2401 - Income from Investments	0.00	0.00	0.00	0.00	0.00	304.77	304.77
2706 - Gifts & Endowments							
2706.1 - Gifts-Friends	0.00	0.00	0.00	0.00	3,942.57	0.00	3,942.57
2706.2 - Gifts-Other	0.00	0.00	0.00	0.00	0.00	1,957.37	1,957.37
2706 - Gifts & Endowments - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 2706 - Gifts & Endowments	0.00	0.00	0.00	0.00	3,942.57	1,957.37	5,899.94
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	4,810.00	4,810.00
Total Income	0.00	0.00	0.00	0.00	3,942.57	1,302,882.45	1,306,825.02
Gross Profit	0.00	0.00	0.00	0.00	3,942.57	1,302,882.45	1,306,825.02
Expense							
141 - Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	131,316.80	131,316.80
142 - Salary-Clerical	0.00	0.00	0.00	0.00	0.00	299,164.36	299,164.36
143 - Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	4,384.63	4,384.63
144 - Salary-Custodial	0.00	0.00	0.00	0.00	0.00	9,255.00	9,255.00
203b - Capital Equipment	0.00	0.00	0.00	1,701.82	0.00	0.00	1,701.82
410 - Books	0.00	0.00	0.00	0.00	1,913.97	33,781.15	35,695.12
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	15,254.29	15,254.29
413 - Serials/Reference	2,090.40	0.00	0.00	0.00	151.97	7,627.48	7,779.45
430 - Supplies							
430.1 - Library supplies	375.94	0.00	0.00	0.00	0.00	4,414.60	4,414.60
430.2 - Office supplies	105.00	0.00	0.00	259.41	134.71	4,450.94	4,845.06
430.3 - Program supplies							
430.30 - Adult	0.00	0.00	0.00	0.00	691.40	367.51	1,058.91
430.31 - YA	0.00	0.00	0.00	0.00	0.00	55.97	55.97
430.32 - Juvenile	0.00	0.00	0.00	0.00	153.00	673.94	826.94
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	844.40	1,610.72	2,455.12
Total 430 - Supplies	480.94	0.00	0.00	259.41	979.11	10,476.26	11,714.78
431 - Telephone	0.00	0.00	0.00	0.00	0.00	3,751.74	3,751.74
432 - Square Processing Fee	0.00	0.00	0.00	0.00	0.00	55.80	55.80
433 - Postage	0.00	0.00	0.00	0.00	0.00	1,281.92	1,281.92
434 - Publicity & Printing	0.00	0.00	0.00	0.00	0.00	1,734.76	1,734.76
435 - Travel/Conference	0.00	0.00	0.00	0.00	0.00	493.28	493.28
437 - Professional Fees							
437.1 - Prof fees-Office	0.00	0.00	0.00	0.00	0.00	6,142.17	6,142.17
437.2 - Prof fees-Adult programs	0.00	0.00	0.00	0.00	225.00	1,549.99	1,774.99
437.3 - Prof fees-YA programs	0.00	0.00	0.00	0.00	0.00	60.00	60.00
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	150.00	194.94
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	8,197.16	8,467.10
438 - Dues	0.00	0.00	0.00	0.00	0.00	760.11	760.11
450 - Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	18,255.56	18,255.56
451 - Custodial Supplies	0.00	0.00	0.00	0.00	0.00	799.99	799.99
452 - Repairs to Building	0.00	0.00	0.00	0.00	0.00	9,315.49	9,315.49
454 - Building Insurance	0.00	0.00	0.00	0.00	0.00	13,002.78	13,002.78
455 - RCLS ANSER & Telecommunicat	0.00	0.00	0.00	0.00	0.00	42,937.04	42,937.04
469 - Service Contracts	0.00	0.00	0.00	0.00	0.00	26,768.49	26,768.49
490 - Refund of PY Tax Assessment	0.00	0.00	0.00	0.00	0.00	122.73	122.73
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	36,926.11	36,926.11
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	52,383.00	52,383.00
Total Expense	2,571.34	0.00	0.00	1,961.23	3,314.99	798,259.32	803,535.54
Net Ordinary Income	-2,571.34	0.00	0.00	-1,961.23	627.58	504,623.13	503,289.48
	-2,571.34	0.00	0.00	-1,961.23	627.58	504,623.13	503,289.48

Total grant money housed in the operating account: \$6,076.29

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 April meeting
Final Handbook 7-11-19-1v.4.docx (New committee next year to revise this! SHRM to look over?)	CPL Remote Work Plan 4_8_2022.docx	Collection Development 3/5/2020.docx
Bylaws		
Library History Jan Dempsy.docx (Not up for a policy vote; just a review for website)		

Respectfully submitted, Meghann Chyla

Buildings, Gardens, and Grounds
April 2022

HVAC

- Ongoing problems
- Everyone is waiting with bated breath about whether or not the AC will work

NEW HVAC

- Charlotte is currently putting together a narrative as to why we need a new HVAC system for the Grant
- Key points include but are not limited to:
 - Ilarge amounts of money being thrown at a failing system
 - Closings due to failures
 - An aged-out system
 - The location of some of the mechanics causing failures due to difficulty performing regular maintenance
 - Looking towards a greener future: Solar panels eventually being able to help power system

Generator

- Gentech was planning to start on the concrete pad Tuesday 4/5 and then the underground conduits on Wednesday 4/6.
 - The weather has pushed that back
- **They have the generator** and they should be receiving the transfer switch in a couple of weeks.
- Central Hudson is working on putting together its final costs and the schedule for the gas meter upgrade. It sounds like they are planning to put in a separate meter for the generator but I don't know all the specifics yet.
 - Potentially \$5-7K

Awnings

- Charlotte has received several bids ranging from \$14K to \$32K
- The highest bid, which seemed the most viable and value for the Library included work that the other bids did not ie:
 - the electric work
 - Longer guarantee on motor and fabric
- 2 of the 3 companies are local

Frank Rovello Bench memorial

Please follow the link to view the Bench that Pat would like to have purchased for Frank's Memorial site.

<https://chicteak.com/products/teak-chippendale-triple-bench>

- I have spoken with Speranza and they have given a basic quote, I will be setting a meeting up to talk about some more granulated details
- Someone from Speranza had taken a look previously at for some of the initial work it would cost around \$5,625.00
 - Removal of the existing path
 - Installation of a path to match Scout project
- I have requested a meeting to discuss the following:
 - A larger concrete pad to accommodate the Bench, a planter and still be large enough for someone in a wheelchair to sit next to the bench

Info to catch you up to date:

- This is a project that due to wear and tear, vandalism and under engineering needs to be redone
- The funds would come from the Friends of the Library
- it would make sense to match Ben's (Eagle Scout)path in the name of continuity
- The existing path from the street would need to be widened to make it handicap accessible and also enlarged to make a patio where the bench would be replaced.
- It should be enlarged enough to accommodate more than just the bench ie: stroller or wheelchair and maybe a potted plant, making a sort of "patio".
- The sundial is often used by children and adults alike and needs a little refurbishment as well.
- Charlotte said there is a Teak bench that might work for the project already picked out.
- It would make sense to talk to John Speranza about the work since he was so instrumental in helping with the Eagle Scout project in order to keep continuity throughout the grounds
- The most important aspect for Pat Rovello is the replacement of the Bench, however, I think access to the bench is of equal value when considering the scope of the project

Lauren and Susan Moccio Memorial

- Walden savings bank offered to purchase a bench
- Looking at one to match what we would like to Install for Frank Rovello

- We have gotten money for Lauren's memorial, \$1466
- Charlotte thought it would be nice to combine the two, as they are Mother & daughter.
- Looking at the spot near the entrance to the right of the portico as you look at the building from the parking lot.
- The area can be leveled, and pea graveled for @\$600 or so, and then place benches and maybe a small picnic table there.

Future Planning:

- The Reference desk really needs to be dealt with
- The circulation desk could be tied into resolving the Reference desk woes
 - Charlotte and I have talked about a preliminary design
 - It would solve multiple problems including cart storage and several kinds of book processing
- Children's should have a real desk as well
- Both Children's and Reference's desks are cobbled together from multiple pieces of furniture
- It is my recommendation that before buying or designing that staff go and look at other libraries to see what they are using and use that inspiration to come up with something that would meet their needs now and in the future