

Cornwall Public Library
May 11, 2022, 7:00 PM
Regular Meeting Agenda

I. Roll

Executive Session to discuss personnel issue

II. Approval of the Minutes –April 13, 2022

III. Financial Review

a. Approval of Warrant #10

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
6. Sustainability Committee
7. Strategic Planning Committee

VIII. Unfinished Business

IX. New Business:

a-Request to change the July Meeting date to 7/20/2022

b-Resolution: Retention and Disposition Schedule for New York Local Government Records (LGS-1)

Retention and Disposition Schedule for New York Local Government Records Resolution
Resolved, by the Board of Trustees of the Cornwall Public Library that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-1 of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of values records listed therein. Further resolved, that in accordance with Article 57-A: a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention period therein; b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

X. Adjournment

Next Regular Board Meeting Weds. June 8, 2022, 7 PM

Cornwall Public Library Board of Trustees Meeting
April 13, 2022, 7:00 pm
Minutes

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), Melissa Greaves-Kulisek and Matt Soltis.

Trustees Excused: Matt Rettig and Lynn Daniels.

Also Present: Library Director Charlotte Dunaief, Emily Milton (Treasurer), library staff members Liz Fisher and Catherine Incedon (minutes), and trustee-elect Michelle Query.

- I. Approval of the Minutes:** A motion to approve the minutes from the regular Board meeting of March 16, 2022, was made by Carol Stein, seconded by Stephanie Wolf, and was unanimously approved.
- II. Financial Review:** A motion to approve Warrant #9 in the amount of \$81,170.25 was made by Stephanie Wolf, seconded by Melissa Greaves-Kulisek, and was unanimously approved.
- III. Public Remarks:** The Board welcomed Michelle Query, who was elected to a 1-year term as a library trustee for the 2022-2023 fiscal year. Library staff member Liz Fisher discussed her idea of organizing a collection of plastic for recycling in cooperation with the company Trex.
- IV. Communications and Donations:** A patron expressed gratitude for the library's homebound delivery program. The Food Bank of the Hudson Valley wrote a letter of thanks for the food collected by the library. Hannaford donated \$33 to the library as part of its Blooming for Good program. Library staff member Elieen Acosta's book summary for upcoming book *The Lioness* by Chris Bohjalian was selected for use by the City of Fort Worth Library System in Texas for use in its collection development. The *Cornwall Local* wrote about the Seed Library program in its April 8th publication.
- 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. Treasurer Emily Milton put together budget

reports and projections for the Board to review. The committee will prepare a recommendation for transferring funds based upon these reports and projections.

- **Policy Committee:** Meghann Chyla presented the Policy Committee report. A motion to approve the Collection Development Policy was made by Melissa Greaves-Kulisek, seconded by Carol Stein, and was unanimously approved.
- **Building, Garden, and Grounds:** Melissa Greaves-Kulisek presented the Building, Garden and Grounds report. The committee is working on applying for an SED permit for the HVAC project. The generator project is currently underway. The library has received 3 bids for the awning project. The committee has been working on planning for the Frank Rovello Bench Memorial, along with memorials for Susan and Lauren Moccio. The committee proposed replacing the reference and circulation desks as a future project.
- **Friends:** Matt Soltis presented the Friends report. Matt Soltis will present suggestions for the Frank Rovello Bench Memorial to the Friends, who hold the money for the memorial.
- **Personnel Committee:** Stephanie Wolf presented the Personnel Committee report. The committee did not meet this month.
- **Sustainability Committee:** No report.
- **Strategic Planning Committee:** Matt Soltis presented the Strategic Planning Committee report. The Community Planning Survey received 109 responses. The committee is also researching options for literacy programming at the library.

VII. Unfinished Business: The library will close on Sunday, June 19, 2022 in observance of Juneteenth.

VIII. New Business: None.

IX. Adjournment: A motion to adjourn the regular Board meeting was made by Melissa Greaves-Kulisek, seconded by Carol Stein, and was unanimously approved. Meghann Chyla adjourned the meeting at 8:44 pm.

The next Regular Board Meeting will be held on Wednesday, May 11, 2022 at 7:00 pm

These minutes were recorded by library staff member Catherine Incledon.

Cornwall Public Library
Warrant # 10
As of April 30, 2022

Type	Date	Num	Memo	Split	Paid	Amount
AFLAC						
Bill	04/14/2022	Invoice 927691	Invoice 927691	9090.8 · Health Insurance	Paid	129.70
Total AFLAC						129.70
Ashcraft Lock & Door						
Bill	04/19/2022	Invoice 57196	Invoice 57196	452 · Repairs to Building	Unpaid	376.50
Total Ashcraft Lock & Door						376.50
Benjamin Kaplan						
Bill	04/11/2022	May 19 program	May 19 program	437.2 · Prof fees-Adult progra...	Unpaid	250.00
Total Benjamin Kaplan						250.00
Benninger Landscaping LTD						
Bill	04/11/2022	Invoice 25849	Invoice 25849	469 · Service Contracts	Paid	900.00
Total Benninger Landscaping LTD						900.00
Blackstone Publishing						
Bill	04/11/2022	Invoice 2033845	Invoice 2033845	-SPLIT-	Unpaid	69.89
Bill	04/11/2022	Invoice 2033597	Invoice 2033597	-SPLIT-	Unpaid	73.90
Bill	04/28/2022	Invoice 2040641	Invoice 2040641	-SPLIT-	Unpaid	88.82
Bill	04/28/2022	Invoice 2038842	Invoice 2038842	412.3 · Books-on-Tape	Unpaid	15.90
Total Blackstone Publishing						248.51
Brodart Co. - Juv						
Bill	04/11/2022	Invoice B6403650	Invoice B6403650	-SPLIT-	Unpaid	20.34
Bill	04/11/2022	Invoice B6403552	Invoice B6403552	-SPLIT-	Unpaid	58.88
Bill	04/11/2022	Invoice B6403539	Invoice B6403539	410.4 · Juvenile Fiction	Unpaid	13.98
Bill	04/11/2022	Invoice B6403723	Invoice B6403723	-SPLIT-	Unpaid	19.88
Bill	04/11/2022	Invoice B6403691	Invoice B6403691	-SPLIT-	Unpaid	127.57
Bill	04/11/2022	Invoice B6403649	Invoice B6403649	-SPLIT-	Unpaid	16.31
Total Brodart Co. - Juv						256.96
Brodart Co. -Supplies						
Bill	04/19/2022	Invoice 600892	Invoice 600892	430.1 · Library supplies	Unpaid	192.91
Total Brodart Co. -Supplies						192.91
Brodart Co. (McN)						
Bill	04/11/2022	Invoice M195085	Invoice M195085	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	04/21/2022	Invoice 77628319	Invoice 77628319	410.11 · Adult Fiction Standin...	Unpaid	23.24
Bill	04/27/2022	Invoice 77646525	Invoice 77646525	410.11 · Adult Fiction Standin...	Unpaid	86.23
Total Cengage Learning/Gale						109.47
Central Hudson Gas & Electric Corp						
Bill	04/28/2022	Acct 2100-4099-18-6	Acct 2100-4099-18-6 March 26 to April 27...	450 · Fuel/Utilities	Unpaid	2,175.92
Total Central Hudson Gas & Electric Corp						2,175.92
Charlotte Dunaief						
Bill	04/28/2022	April 2022 Mileage	April 2022 Mileage for Bank Deposits	435 · Travel/Conference	Unpaid	26.34
Total Charlotte Dunaief						26.34
Chester Public Library						
Bill	04/11/2022	Lost Item	Lost Item # 32806009244098 Mickey Blu...	2082.3 · 2082.3 Lost Item	Unpaid	22.00
Total Chester Public Library						22.00
Chicago Distribution Center						
Bill	04/28/2022	Invoice 11389096	Invoice 11389096	-SPLIT-	Unpaid	72.12

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Type	Date	Num	Memo	Split	Paid	Amount
Total Chicago Distribution Center						72.12
Cornwall Public Library - Payroll						
Bill	04/05/2022	Pay end 4.1.2022	Pay end 4.1.2022 Pay date 4.8.2022	1012 · OBT Payroll Checking	Paid	17,753.29
Bill	04/19/2022	Pay end 4.15.22	Pay end 4.15.22 Pay check date 4.22.22	1012 · OBT Payroll Checking	Paid	17,561.96
Total Cornwall Public Library - Payroll						35,315.25
Culligan of Newburgh						
Bill	04/28/2022	Service May 2022	Service May 2022	469 · Service Contracts	Unpaid	50.00
Total Culligan of Newburgh						50.00
Demco, Inc.						
Bill	04/19/2022	Invoice 7112385	Invoice 7112385	430.1 · Library supplies	Unpaid	131.44
Total Demco, Inc.						131.44
Discover Magazine						
Bill	04/11/2022	6 issue renewal	6 issue renewal Acct. 32292449414	413.6 · Serials	Unpaid	27.95
Total Discover Magazine						27.95
Elsa Cameron						
Bill	04/05/2022	2022 Vote	2022 Vote Machine Inspector	437.1 · Prof fees-Office	Paid	171.60
Total Elsa Cameron						171.60
Findaway World, LLC						
Bill	04/21/2022	Invoice 386169	Invoice 386169	412.3 · Books-on-Tape	Unpaid	63.74
Bill	04/21/2022	Invoice 386139	Invoice 386139	412.3 · Books-on-Tape	Unpaid	479.92
Bill	04/21/2022	Invoice 386121	Invoice 386121	412.4 · Books On Tape - Juv...	Unpaid	389.90
Total Findaway World, LLC						933.56
GioiaStudio						
Bill	04/30/2022	June 2. 2022 Prog...	June 2. 2022 Music Program	437.2 · Prof fees-Adult progra...	Unpaid	150.00
Total GioiaStudio						150.00
hoopla						
Bill	04/28/2022	Invoice 502048952	Invoice 502048952	412.8 · Digital Streaming	Unpaid	534.49
Total hoopla						534.49
Ingram Library Services						
Bill	04/11/2022	Invoice 58824748	Invoice 58824748	-SPLIT-	Unpaid	43.51
Total Ingram Library Services						43.51
Jacobowitz & Gubits, LLP						
Bill	04/28/2022	Invoice 299221	Invoice 299221	437.1 · Prof fees-Office	Unpaid	225.05
Total Jacobowitz & Gubits, LLP						225.05
Janet Mandel						
Bill	04/11/2022	May 18 & 31 Progr...	May 18 & 31 Programs	437.2 · Prof fees-Adult progra...	Unpaid	300.00
Total Janet Mandel						300.00
JNJ Pest Control						
Bill	04/11/2022	Invoice 08915	Invoice 08915	469 · Service Contracts	Paid	280.00
Total JNJ Pest Control						280.00
Joanne Barclay						
Bill	04/11/2022	May 12 Program	May 12 Program	437.2 · Prof fees-Adult progra...	Unpaid	200.00
Total Joanne Barclay						200.00
Lauren Anderson						
Bill	04/05/2022	2022 Vote	2022 Vote Worker	437.1 · Prof fees-Office	Paid	171.60

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Type	Date	Num	Memo	Split	Paid	Amount
Total Lauren Anderson						171.60
Lock Around the Clock						
Bill	04/11/2022	May 2022 Unit 3434	May 2022 Unit 3434	469 · Service Contracts	Paid	62.00
Total Lock Around the Clock						62.00
Marangi Disposal						
Bill	04/19/2022	Invoice 24102319	Invoice 24102319	469 · Service Contracts	Paid	132.29
Total Marangi Disposal						132.29
Marie Neville						
Bill	04/05/2022	2022 Vote	2022 Vote Worker	437.1 · Prof fees-Office	Paid	171.60
Total Marie Neville						171.60
Martha Diederich						
Bill	04/05/2022	2022 Vote	2022 Vote Worker	437.1 · Prof fees-Office	Paid	171.60
Total Martha Diederich						171.60
Martha Stewart Living						
Bill	04/11/2022	2 yr renewal	2 yr renewal Acct 2043813498	413.6 · Serials	Unpaid	27.00
Total Martha Stewart Living						27.00
Meaghan Doyle						
Bill	04/11/2022	Emp. Reimburse...	Emp. Reimbursement April 2022	68320 · Travel	Unpaid	33.40
Total Meaghan Doyle						33.40
Music for Life Creative Arts Therapy PLLC						
Bill	04/21/2022	Invoice 2022-437	Invoice 2022-437	-SPLIT-	Unpaid	20.00
Total Music for Life Creative Arts Therapy PLLC						20.00
NET2PHONE						
Bill	04/11/2022	Invoice 1214525087	Invoice 1214525087	431 · Telephone	Paid	250.55
Total NET2PHONE						250.55
New York State Deffered Compensatio Plan						
Bill	04/06/2022	Invoice 1155812	Invoice 1155812 Deffered Comp Pay end...	2035 · 457 EE Payable	Paid	649.12
Bill	04/21/2022	Invoice 1160877	Invoice 1160877 Pay end 4.15.22	2035 · 457 EE Payable	Paid	649.12
Total New York State Deffered Compensatio Plan						1,298.24
NYS Employees health Ins. Pending Acct						
Bill	04/11/2022	Invoice 575	Invoice 575	9090.8 · Health Insurance	Paid	6,158.30
Total NYS Employees health Ins. Pending Acct						6,158.30
NYSLR 414h 51247R						
Bill	04/28/2022	April 2022	April 2022 Retirement Contributions	9010.8 · Retirement	Paid	679.85
Total NYSLR 414h 51247R						679.85
Orange Bank & Trust Cardmember Services						
Bill	04/27/2022	Closing date 4.25.22	Closing date 4.25.22	-SPLIT-	Unpaid	2,850.20
Total Orange Bank & Trust Cardmember Services						2,850.20
OverDrive, Inc.						
Bill	04/11/2022	Invoice 22116838	Invoice 22116838	410.12 · Adult E Book	Unpaid	359.99
Bill	04/11/2022	Invoice 22116836	Invoice 22116836	412.32 · E-Audiobooks -- Adult	Unpaid	130.99
Bill	04/28/2022	Invoice 22130612	Invoice 22130612	412.32 · E-Audiobooks -- Adult	Unpaid	119.98
Total OverDrive, Inc.						610.96
Paychex, Inc.						
Bill	04/07/2022	Tax Pay 4.1.2022	Tax Pay Pay end 4.1.2022	-SPLIT-	Paid	5,840.05
Bill	04/11/2022	Invoice 2022033100	Invoice 2022033100	437.1 · Prof fees-Office	Paid	198.29

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As of April 30, 2022

Type	Date	Num	Memo	Split	Paid	Amount
Bill	04/20/2022	Invoice 2261185	Invoice 2261185	437.1 · Prof fees-Office	Paid	98.28
Bill	04/20/2022	Pay end 4.15.2022	Tax Pay Pay end 4.15.2022	-SPLIT-	Paid	5,765.25
Total Paychex, Inc.						11,901.87
Ray Torraca						
Bill	04/05/2022	2022 Vote	2022 Vote Field Technician	437.1 · Prof fees-Office	Paid	250.00
Total Ray Torraca						250.00
RCLS						
Bill	04/20/2022	Invoice 30649	Invoice 30649	437.1 · Prof fees-Office	Unpaid	97.50
Bill	04/21/2022	Invoice 30694	Invoice 30694 2022 2QTR ANSER fees a...	-SPLIT-	Unpaid	12,207.36
Bill	04/27/2022	Invoice 30746	Invoice 30746	413.3 · Reference-Adult electr...	Unpaid	236.47
Total RCLS						12,541.33
Sharon Torraca						
Bill	04/05/2022	2022 Vote	2022 Vote Worker	437.1 · Prof fees-Office	Paid	171.60
Total Sharon Torraca						171.60
The Atlantic						
Bill	04/11/2022	1 yr renewal	1 yr renewal Acct 0002024750	413.6 · Serials	Unpaid	39.95
Total The Atlantic						39.95
The Library Store						
Bill	04/20/2022	Invoice 568502	Invoice 568502	-SPLIT-	Unpaid	50.96
Total The Library Store						50.96
Thomas Kane						
Bill	04/11/2022	May 1 Program	May 1 Program	437.2 · Prof fees-Adult progra...	Paid	210.00
Total Thomas Kane						210.00
Verizon						
Bill	04/11/2022	Service 4/10 to 5/9	Acct 652-121-949-0001-81 Service 4/10 t...	431 · Telephone	Paid	119.00
Total Verizon						119.00
Verizon Wireless						
Bill	04/11/2022	Invoice 9903181058	Invoice 9903181058	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
W.B. Mason						
Bill	04/11/2022	Invoice 228794282	Invoice 228794282	430.2 · Office supplies	Unpaid	222.17
Bill	04/19/2022	Invoice 228902271	Invoice 228902271	430.2 · Office supplies	Unpaid	231.52
Bill	04/20/2022	Invoice 229010378	Invoice 229010378	430.2 · Office supplies	Unpaid	23.62
Bill	04/21/2022	Invoice 229145500	Invoice 229145500	-SPLIT-	Unpaid	451.86
Bill	04/30/2022	Invoice 229300772	Invoice 229300772	430.2 · Office supplies	Unpaid	308.76
Total W.B. Mason						1,237.93
Woman's Day						
Bill	04/11/2022	1 yr renewal	1 yr renewal Acct # 1389444454	413.6 · Serials	Unpaid	19.97
Total Woman's Day						19.97
TOTAL						82,929.31

April 2022 Director's Report

Personnel

- Meaghan hired a new page with Friday availability

Budget/Financial

- Happily, as you all know, the budget passed.
- Audit for the 21/22 fiscal year will be in August or early September.
- Luann researched new bookkeeping software, and we have decided to stay with QuickBooks for Bookkeeping and add QuickBooks payroll. This will happen on July 1.

Programming

- PS continues to cover Programming for BG, we are hoping BG will be able to return to work in Mid to late May.
- Dr. Robert Person, the guest speaker for the United States and Russia session of great Decisions in April did a wonderful job of explaining Russia and the current situation.
- Youth Services has their summer calendar completed.
- The seed library is a big hit, and we just had a large donation of seeds for it.

Building and Grounds

- The HVAC continues to be an issue. As you may remember we have lost contact with the control unit. I think that United may be able to replace the part that is an issue for that. I have a quote from them for \$895, which I have approved.
- The installation of the Generator is well underway. We are currently waiting for Central Hudson to install the new gas meter, and then RPC can finish the installation.
- The estimate to seal the gutters came in under \$200, and I am now waiting for the work to be done.
- RPC estimate for installation of a dedicated circuit for the awnings at \$2300. I still need to hear from the awning co if they will reduce their estimate.

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

Registered borrowers: 7,586 (7,516); Direct Access/Circulation: 10,157 (11,526)

ILL Borrows: 2,167 (2,440); ILL Loans: 1,795 (2,034); Item Count: 74,488 (74,659);

Wi-Fi: 7,372 (7,268);

Overdrive checkouts: 2,655 (2,864); Overdrive unique users: 576 (590).

Meetings Attended: Board meeting: 4/13/22; Director's Association Meeting 4/13/22; Dept. Heads Meeting 4/13 /22, 4/ 27/22; Staff Meeting 4/20/22; ANSER Committee 4/26/22; System Services 4/18/22

Programs Attended: Mumford Poetry Competition Awards Ceremony 4/24;
Great Decisions 4/27

Youth Services April 2022 Report

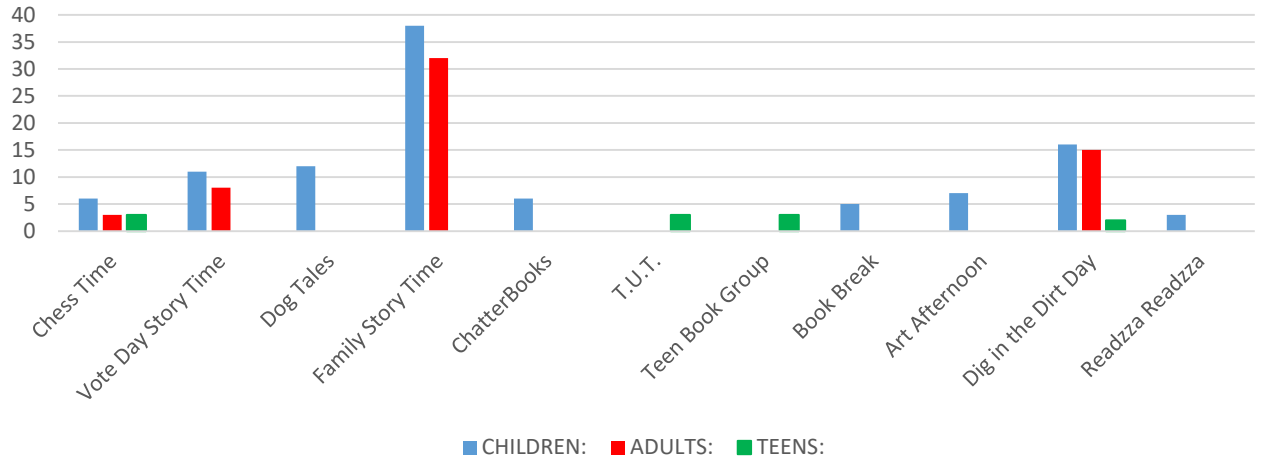
<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN</u> :	<u>ADULTS:</u>	<u>TEEN S:</u>	<u>ATTENDANCE</u> <u>TOTAL</u>
Chess Time	4/4 & 4/25	6	3	3	In-Person 12
Vote Day Story Time	4/5	11	8		In-Person 19
Dog Tales	4/4 & 4/18	12			In-Person 12
Family Story Time	4/19 & 4/26	38	32		In-Person 70
ChatterBooks	4/7	6			In-Person 6
T.U.T.	4/8			3	In-Person 3
Teen Book Group	4/11			3	In-Person 3
Book Break	4/19	5			In-Person 5
Art Afternoon	4/20	7			In-Person 7
Dig in the Dirt Day	4/23	16	15	2	In-Person 33
Readzza Readzza	4/26	3			In-Person 3
TOTAL:					<u><u>173</u></u>

<u>MEETINGS & OUTREACH:</u>	<u>DATE:</u>	<u>ATTENDEE:</u>
Managers' Meeting	4/13	Liz & Lisa
Mtg w/ Charlotte	4/18	Liz
Staff Meeting	4/20	Liz, Lisa, Rebecca
Mtg w/ Charlotte & Pam S.	4/20	Liz
CLOUSC Meeting	4/25	Lisa
SRP Planning Meeting	4/26	Liz, Lisa, Rebecca
MessageBee Training	4/26	Rebecca
Managers' Meeting	4/27	Liz & Lisa
Mtg w/ Charlotte	4/28	Liz
Collection Development & Challenges Webinar	4/28	Liz

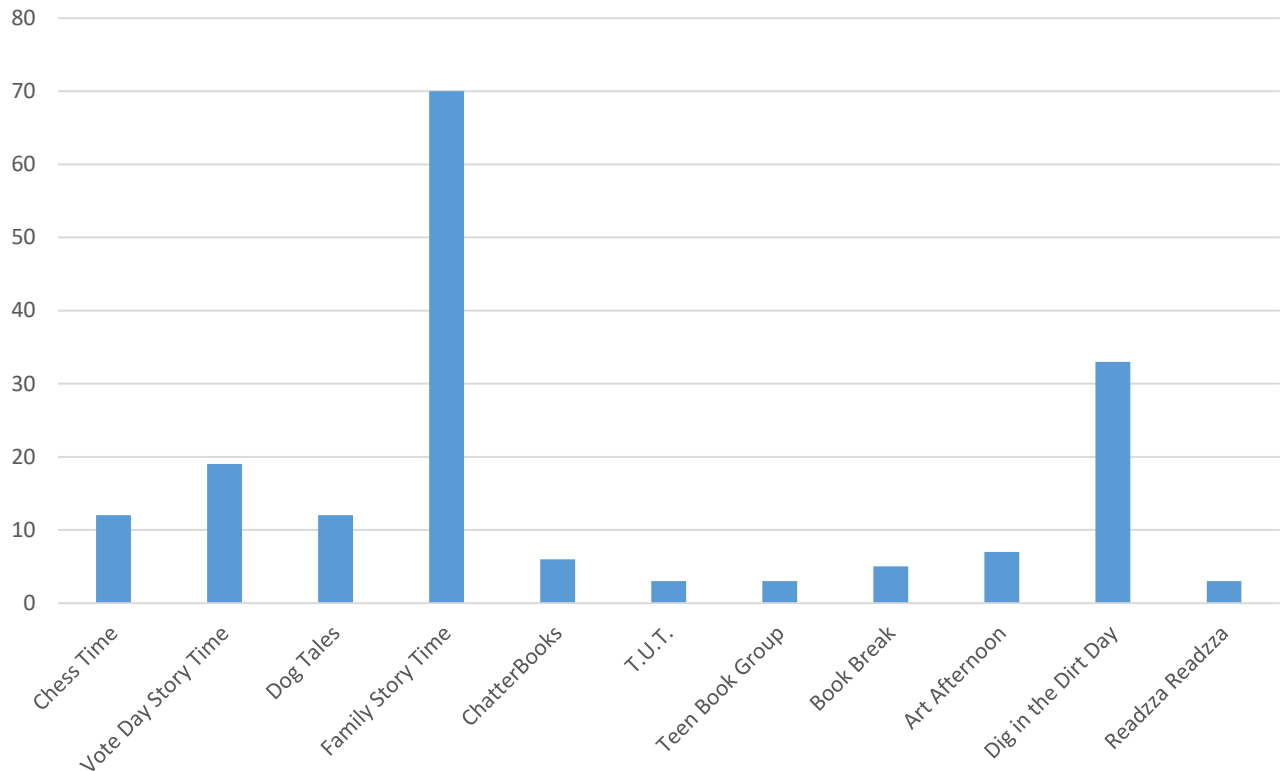
QUESTIONS @ THE DESK:

Reference	22 4
Circulation	86
Tech	19
Telephone	55
Programs	35

Program Attendance - April



Program Attendance Totals - April



Reflections:

Once again, April proved to be the "cruellest month."

Happily, we scheduled in-person Family Story Times for the portico area, figuring the outside would be refreshing for young bodies; and then snow and ice descended. In that same week, 84 degrees also happened.

Earth week was celebrated with a Dig in the Dirt Day, which was well received by many new families and many tremendous volunteers. A huge "Thank you" to all of them! The pollinator garden and composter are renewed.

Eventually the chill that is presently in air outside will change to a temperature more appropriate to the calendar.

"And long green weeks
That never end.
School's out. The time
Is ours to spend."

And then there will be the Summer Reading Program.

A special nod to T. S. Elliot and John Updike because April is also Poetry Month.

Respectfully submitted,

ekf 4/29/22

Adult Services Report April 1-30, 2022

Holiday Closing on Sunday 4/17/22;(submitted by Meaghan Doyle, 5/6/22)

REFERENCE: (previous month in parentheses): Ref. Q's: 221 (158); Tech Assists: 80 (92); Circ/Curbside Assists: 93 (131); Directional: 11 (11); Reader's Advisory: 13 (6); ILL/SEAL: 7 (11); Pull List: 1389 (1589); Printing: 92 (129); Phone: 70 (67); Virtual Ref: 4 (2); Notary Service: 38 (65)

Database Stats (previous month in parentheses): NoveList Plus Searches: 73 (41); NoveList PlusK-8: 0 (0); EBSCO Other: 0 (16); Gale: 0 (1); Gale Virtual Ref. Library: 0 (0); Ancestry: 39 (51)

NYTimes Digital Subscription Stats (previous month in parentheses):

Offsite Code redemptions 32 (33); Library users 65 (55) accessed 86 (70) articles

PC Usage: Adults: 355 (408); Childrens: 5 (7); Laptop: 0 (0); PC Reservations: 0 (5); Guest Passes: 45 (60)

HOOPLA (previous month in parentheses): New signups: 7 (5); Borrowers: 86 (80); Avg. No. Circs: 3.0 (2.8); Maxed Users: 22 (24); Items borrowed: 256 (226)

April Meetings/Webinars: 4/4: Orange County Board of Elections, pick up Election materials; 4/6: NYLA Friends Section webinar, Fishing for Friends: How to Reel in Midlife Adults with Programs: 4/8: Zoom meeting with J. Palmentiero re: NYHeritage website and Fourth of July videos; 4/20: Staff Meeting; 4/21: San Jose State University School of Information Webinar: Deaf Culture and Community Symposium; 4/26: Message Bee Demo; 4/27: Managers' Meeting

PROGRAMS: 4/3: Swing into Spring, Concert at Munger:33; 4/4: Creative Writers: 6; 4/6: Virtual Members' Choice Book Group, Educated by Tara Westover: 6; 4/11: Creative Writers: 6; 4/12: Midday Matinee, Midway: 7; 4/12: Teen Tech Tutors: 4; 4/18: Creative Writers: canceled; 4/21: Mystery Book Group, The Dry by Jane Harper: 4 in person, 3 via Zoom: 7; 4/24: Timothy Mumford Poetry Contest Awards Ceremony: 42 in person, 8 via Zoom: 50; 4/25: Creative Writers: 4; 4/27: Great Decisions, Russia and the US: 13; 4/27: Virtual Out & About Book Group, Conversations with Friends by Sally Rooney: 7; 4/28: Book Chat & Chocolate Book Group, That Summer by Jennifer Weiner: 7; 4/29: April Prank Pop Up Boxes Adult Craft Program: 5

Total Live Programs: 14 (13), Total Live Attendees: 155 (130)

Lettuce Seed Kits: 5; Bird's the Word Adult Craft: 16; Poetry Competition: 20 youths; Earth Day Strawberry Plant Raffle: 13

Total Passive Programs: 4 (3); Total Passive Attendees: 54 (96)

HOME DELIVERIES

New Sign Ups: 0 (0) ; Unique Patrons: 2 (4); Deliveries: 5 (9); Items Delivered: 16 (29)

TIMOTHY MUMFORD MEMORIAL POETRY COMPETITION:This year, the library hosted the Timothy Mumford Poetry Competition Award Ceremony in person for the first time in 2 years. I was pleased to have 20 children and teens submit 28 poems to the judges, Mr. Robert Milby, Ms. Andrea Brandt, and Mr. Walter Worden. An audience of 50 poets, family, friends and poetry lovers met in the Community Room on April 28 to listen to poetry, see the poetry winners and enjoy some refreshments from Jones Farm, as sponsored by the Friends of the Cornwall Library. The Friends also sponsored our prizes, and each winning poem was awarded a \$35 gift card to Barnes & Noble, and all attending participants received a prize bag and certificate. I am pleased to continue the tradition of remembering Tim and his creativity with this special program, and am honored that his family appreciates our efforts. They were unable to come in person this year, but joined us via Zoom, as did some of their extended family, and a new generation of poets.

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

	Budget	Jul '21 - Apr 22	Budget	\$ Under Budget	Full 2021-2022 Budget	\$ Under Budget	% of Budget	EOY	EOY
	83%							Projections to consider	Potential variance
Income									
2002 - Local Public Funds	1,286,771.00	1,286,771.00	-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	9,962.08	6,250.00	-3,712.08	7,500.00	-2,462.08	132.83%	11,954.50	4,454.50	
2401 - Income from Investments	341.65	416.68	75.03	500.00	158.35	68.33%	409.98	(90.02)	
2706 - Gifts & Endowments			0.00		0.00				
2706.1 - Gifts-Friends	4,390.74	11,250.00	6,859.26	13,500.00	9,109.26	32.52%	13,500.00	0.00	
2706.2 - Gifts-Other	1,959.37	833.34	-1,126.03	1,000.00	-959.37	195.94%	1,959.37	959.37	
Total 2706 - Gifts & Endowments	6,350.11	12,083.34	5,733.23	14,500.00	8,149.89	43.79%	15,459.37	959.37	
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	1,308,234.84	1,340,520.02	32,285.18	1,344,270.00	36,035.16	97.32%	1,319,404.85	-24,865.15	
							(w/o fund balance)		
Expense									
141 - Salary-Certified Librarian	144,898.04	184,283.00	39,384.96	221,139.00	76,240.96	65.52%	179,717.65	(41,421.35)	
142 - Salary-Clerical	329,234.99	395,838.32	66,603.33	475,006.00	145,771.01	69.31%	406,761.99	(68,244.01)	
143 - Salary-Treasurer	4,846.17	5,000.00	153.83	6,000.00	1,153.83	80.77%	6,045.40	45.40	
144 - Salary-Custodial	10,855.00	17,333.34	6,478.34	20,800.00	9,945.00	52.19%	13,026.00	(7,774.00)	
203b - Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	
410 - Books	44,204.86	56,881.74	12,676.88	68,258.00	24,053.14	64.76%	53,045.83	(15,212.17)	
411 - Film	201.39	646.00	444.61	646.00	444.61	31.18%	201.39	(444.61)	
412 - Video/Music/Books on Tape	18,760.41	30,850.04	12,089.63	37,020.00	18,259.59	50.68%	22,512.49	(14,507.51)	
413 - Serials/Reference	9,027.35	10,208.36	1,181.01	12,250.00	3,222.65	73.69%	10,832.82	(1,417.18)	
430 - Supplies									
430.1 - Library supplies	5,332.50	5,000.00	-332.50	6,000.00	667.50	88.88%	6,399.00	399.00	
430.2 - Office supplies	6,804.21	9,500.00	2,695.79	11,400.00	4,595.79	59.69%	8,165.05	(3,234.95)	
430.3 - Program supplies									
430.30 - Adult	1,621.10	2,500.00	878.90	3,000.00	1,378.90	54.04%	1,945.32	(1,054.68)	
430.31 - YA	70.97	833.34	762.37	1,000.00	929.03	7.1%	85.16	(914.84)	
430.32 - Juvenile	1,268.15	1,250.00	-18.15	1,500.00	231.85	84.54%	1,521.78	21.78	
430.33 - Summer Reading	623.13	2,083.34	1,460.21	2,500.00	1,876.87	24.93%	2,500.00	0.00	
430.34 - Special/Outreach	14.46	2,083.34	2,068.88	2,500.00	2,485.54	0.58%	1,000.00	(1,500.00)	
Total 430.3 - Program supplies	3,597.81	8,750.02	5,152.21	10,500.00	6,902.19	34.27%	7,052.26	(3,447.74)	
Total 430 - Supplies	15,734.52	23,250.02	7,515.50	27,900.00	12,165.48	56.4%	21,616.32	(6,283.68)	
431 - Telephone	4,136.37	6,666.68	2,530.31	8,000.00	3,863.63	51.71%	4,963.64	(3,036.36)	
432 - Square Processing Fee	58.36		-58.36		-58.36		70.03	70.03	
433 - Postage	2,693.85	3,333.34	639.49	4,000.00	1,306.15	67.35%	3,232.62	(767.38)	
434 - Publicity & Printing	3,869.70	6,250.00	2,380.30	7,500.00	3,630.30	51.6%	4,643.64	(2,856.36)	
435 - Travel/Conference	577.59	3,750.00	3,172.41	4,500.00	3,955.81	12.09%	693.11	(3,806.89)	
437 - Professional Fees									
437.1 - Prof fees-Office	8,675.65	20,745.84	12,070.19	24,895.00	16,219.35	34.85%	10,410.78	(14,484.22)	
437.2 - Prof fees-Adult programs	2,959.99	5,833.34	2,873.35	7,000.00	4,040.01	42.29%	3,551.99	(3,448.01)	
437.3 - Prof fees-YA programs	76.22	1,666.68	1,590.46	2,000.00	1,923.78	3.81%	91.46	(1,908.54)	
437.4 - Prof fees-Juvenile	490.00	3,333.34	2,843.34	4,000.00	3,510.00	12.25%	588.00	(3,412.00)	
437.5 - Prof fees-SRP	194.94	2,500.00	2,305.06	3,000.00	2,805.06	6.5%	3,000.00	0.00	
437.6 - Prof fees-Outreach	0.00	833.34	833.34	1,000.00	1,000.00	0.0%	20.40	(979.60)	
437 - Professional Fees - Other	15.30		-15.30		-15.30		15.30	15.30	
Total 437 - Professional Fees	12,412.10	34,912.54	22,500.44	41,895.00	29,482.90	29.63%	17,677.93	(24,217.07)	
438 - Dues	1,081.09	1,250.00	168.91	1,500.00	418.91	72.07%	1,297.31	(202.69)	
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	1,833.34	1,833.34	2,200.00	2,200.00	0.0%	0.00	(2,200.00)	
450 - Fuel/Utilities	22,872.56	26,666.68	3,794.12	32,000.00	9,127.44	71.48%	27,447.07	(4,552.93)	
451 - Custodial Supplies	1,087.88	2,500.00	1,412.12	3,000.00	1,912.12	36.26%	1,305.46	(1,694.54)	
452 - Repairs to Building	11,311.76	20,408.34	9,096.58	24,490.00	13,178.24	46.19%	13,574.11	(10,915.89)	
454 - Building Insurance	11,314.37	13,003.00	1,688.63	13,003.00	1,688.63	87.01%	11,314.37	(1,688.63)	
455 - RCLS ANSER & Telecommunicatio	55,144.40	63,382.00	8,237.60	63,382.00	8,237.60	87.0%	66,173.28	2,791.28	
469 - Service Contracts	28,271.39	28,563.34	291.95	34,276.00	6,004.61	82.48%	33,925.67	(350.33)	
490 - Refund of PY Tax Assessment	122.73	0.00	-122.73	0.00	-122.73	100.0%	122.73	122.73	
66900 - Reconciliation Discrepancies	-96.97		96.97		96.97		-96.97	(96.97)	
800 - Capital Expenditure	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	
9010.8 - Retirement	65,243.85	68,515.00	3,271.15	68,515.00	3,271.15	95.23%	65,243.85	(3,271.15)	
9030.8 - FICA/Medicare Expense	40,413.30	46,087.50	5,674.20	55,305.00	14,891.70	73.07%	48,495.96	(6,809.04)	
9060.8 - Workers' Comp	5,448.00	7,955.00	2,507.00	7,955.00	2,507.00	68.49%	6,537.60	(1,417.40)	
9090.8 - Health Insurance	57,507.70	86,399.50	28,891.80	103,730.00	46,222.30	55.44%	69,009.24	(34,720.76)	
Total Expense	901,232.76	1,145,767.08	244,534.32	1,344,270.00	443,070.64	67.04%	1,089,390.54	(254,879.46)	
	407,002.08	194,752.94	-212,249.14	0.00	-407,035.48	100.0%	(230,014.30)		

Cornwall Public Library
Profit & Loss by Capital Grants
July 2017 through April 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	1,048.99	1,048.99
2760 · Grants	81,450.00	81,450.00	0.00	81,450.00
Total Income	<u>81,450.00</u>	<u>81,450.00</u>	<u>514,058.15</u>	<u>595,508.15</u>
Gross Profit	81,450.00	81,450.00	514,058.15	595,508.15
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 Ordinary Income	<u>-2,557.98</u>	<u>-2,557.98</u>	<u>232,587.09</u>	<u>230,029.11</u>
Net Income	<u><u>-2,557.98</u></u>	<u><u>-2,557.98</u></u>	<u><u>232,587.09</u></u>	<u><u>230,029.11</u></u>

*capital balance on 6/30/17

Cornwall Public Library
Profit & Loss by Class (operating)
July 2021 through April 2022

	Balance on 4/30/21= \$24,770.72	Balance on 4/30/21= \$2,609.37	Balance on 4/30/21= \$2,962.00			
	<u>Good Idea</u>	<u>Schmitt Children</u>	<u>Skouffis Adult</u>	<u>Friends</u>	<u>Operating - Other</u>	<u>Total Operating</u>
	<u>Fund</u>	<u>Tech Grant (\$13,000)</u>	<u>Tech Grant (\$15,571)</u>	<u>(Operating)</u>	<u>(Operating)</u>	
Ordinary Income/Expense						
Income						
2002 - Local Public Funds	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	9,962.08	9,962.08
2401 - Income from Investments	0.00	0.00	0.00	0.00	341.65	341.65
2706 - Gifts & Endowments						
2706.1 - Gifts-Friends	0.00	0.00	0.00	3,942.57	448.17	4,390.74
2706.2 - Gifts-Other	0.00	0.00	0.00	0.00	1,959.37	1,959.37
Total 2706 - Gifts & Endowments	0.00	0.00	0.00	3,942.57	2,407.54	6,350.11
2760 - Grants	0.00	0.00	0.00	0.00	0.00	0.00
3840 - RCLS	0.00	0.00	0.00	0.00	4,810.00	4,810.00
Total Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,942.57</u>	<u>1,304,292.27</u>	<u>1,308,234.84</u>
Gross Profit	0.00	0.00	0.00	3,942.57	1,304,292.27	1,308,234.84
Expense						
141 - Salary-Certified Librarian	0.00	0.00	0.00	0.00	144,898.04	144,898.04
142 - Salary-Clerical	0.00	0.00	0.00	0.00	329,234.99	329,234.99
143 - Salary-Treasurer	0.00	0.00	0.00	0.00	4,846.17	4,846.17
144 - Salary-Custodial	0.00	0.00	0.00	0.00	10,855.00	10,855.00
203b - Capital Equipment	0.00	0.00	1,701.82	0.00	0.00	1,701.82
410 - Books	0.00	0.00	0.00	1,913.97	42,290.89	44,204.86
411 - Film	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	18,760.41	18,760.41
413 - Serials/Reference	2,090.40	0.00	0.00	151.97	8,875.38	9,027.35
430 - Supplies						
430.1 - Library supplies	375.94	0.00	0.00	0.00	5,332.50	5,332.50
430.2 - Office supplies	105.00	0.00	764.39	134.71	6,669.50	7,568.60
430.3 - Program supplies						
430.30 - Adult	0.00	0.00	0.00	716.40	904.70	1,621.10
430.31 - YA	0.00	0.00	0.00	0.00	70.97	70.97
430.32 - Juvenile	0.00	0.00	0.00	349.25	918.90	1,268.15
430.33 - Summer Reading	0.00	0.00	0.00	0.00	623.13	623.13
430.34 - Special/Outreach	0.00	0.00	0.00	0.00	14.46	14.46
Total 430.3 - Program supplies	0.00	0.00	0.00	1,065.65	2,532.16	3,597.81
Total 430 - Supplies	480.94	0.00	764.39	1,200.36	14,534.16	16,498.91
431 - Telephone	0.00	0.00	0.00	0.00	4,136.37	4,136.37
432 - Square Processing Fee	0.00	0.00	0.00	0.00	58.36	58.36
433 - Postage	0.00	0.00	0.00	0.00	2,693.85	2,693.85
434 - Publicity & Printing	0.00	0.00	0.00	0.00	3,869.70	3,869.70
435 - Travel/Conference	0.00	0.00	0.00	0.00	544.19	544.19
437 - Professional Fees						
437.1 - Prof fees-Office	0.00	0.00	0.00	0.00	8,675.65	8,675.65
437.2 - Prof fees-Adult programs	0.00	0.00	0.00	225.00	2,734.99	2,959.99
437.3 - Prof fees-YA programs	0.00	0.00	0.00	0.00	76.22	76.22
437.4 - Prof fees-Juvenile	0.00	0.00	0.00	210.00	280.00	490.00
437.5 - Prof fees-SRP	0.00	0.00	0.00	44.94	150.00	194.94
437 - Professional Fees - Other	0.00	0.00	0.00	0.00	15.30	15.30
Total 437 - Professional Fees	0.00	0.00	0.00	479.94	11,932.16	12,412.10
438 - Dues	0.00	0.00	0.00	0.00	1,081.09	1,081.09
450 - Fuel/Utilities	0.00	0.00	0.00	0.00	22,872.56	22,872.56
451 - Custodial Supplies	0.00	0.00	0.00	0.00	1,087.88	1,087.88
452 - Repairs to Building	0.00	0.00	0.00	0.00	11,311.76	11,311.76
454 - Building Insurance	0.00	0.00	0.00	0.00	11,314.37	11,314.37
455 - RCLS ANSER & Telecommunicatio	0.00	0.00	0.00	0.00	55,144.40	55,144.40
469 - Service Contracts	0.00	0.00	0.00	0.00	28,271.39	28,271.39
490 - Refund of PY Tax Assessment	0.00	0.00	0.00	0.00	122.73	122.73
66900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.00	-96.97	-96.97
68300 - Travel and Meetings	0.00	0.00	0.00	0.00	33.40	33.40
800 - Capital Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
9010.8 - Retirement	0.00	0.00	0.00	0.00	65,243.85	65,243.85
9030.8 - FICA/Medicare Expense	0.00	0.00	0.00	0.00	40,413.30	40,413.30
9060.8 - Workers' Comp	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	57,507.70	57,507.70
Total Expense	<u>2,571.34</u>	<u>0.00</u>	<u>2,466.21</u>	<u>3,746.24</u>	<u>897,486.52</u>	<u>903,698.97</u>
Net Ordinary Income	<u>-2,571.34</u>	<u>0.00</u>	<u>-2,466.21</u>	<u>196.33</u>	<u>406,805.75</u>	<u>404,535.87</u>
	<u>-2,571.34</u>	<u>0.00</u>	<u>-2,466.21</u>	<u>196.33</u>	<u>406,805.75</u>	<u>404,535.87</u>

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

Here is an over an overview of the Policy Committee's work for May 2022 as well as all Policy going ons.

Respectfully submitted, Meghann Chyla

Policies Currently in Review by Committee members/Work in Progress	For Board REVIEW/ Discussions with full Board	For Board VOTE May meeting
Final Handbook 7-11-19-1v.4.docx (New committee for 22-23 to revise this! SHRM to look over?)		computer wifi use statement for patrons.docx
Bylaws (What exactly needs to be worked on?)		
Library History Jan Dempsy.docx (Not up for a policy vote; just a review for website) OK to go?		
Confidentiality of Library Patron Records OK to go?		
Grievance Policy.docx Ok to go?		
Homebound Delivery Service Policy Agreement9 10 19.docx (Form to be added on to existing Homebound Policy from Nov 19? Does this need board approval?)		
Parking Lot Policy.docx Still needs discussion with policy committee		
Computer Use Agreement8 - 19v.2.doc Computer Use & Internet and Wireless Usage Policy10_21_21.docx (These documents are still a work in progress. Are we matching these to		

the recently updated Computer Wifi Use Statement for Patrons?		
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Completed/Approved by Board	Completed/Approved by Board
Gift & Donation-Pdf (Sept 2019 folder)	Homebound Policy (Nov 19 folder)
Lending Policy for ipads & laptops (Nov 19 folder; Reviewed in June 21)	Public Relations & Communications ~Lawyer approved (Nov 19 folder)
Types of Libraries (Nov 19 folder)	Tutoring Policy and Permission Form (Nov 19)
Exhibit & Display policy (Nov 19 folder)	Homebound Delivery Request Form (Nov 19 folder) Google form live/working? Charlotte sent form to Meaghan D. on 12/1/21.
Whistle Blower (Dec 19 folder)	Hours of Operation (Dec 19 folder)
Petty Cash (Dec 19 folder)	Pandemic Policy & Procedures (Mar 2020 folder)
Collection Development (Mar 2020 folder)	Virtual Program Policy (May 2020)
Work From Home (May 2020)	Employee Policy to Mitigate COVID-19 (June 20 folder)
Library Manners addendum (June 20 folder)	ICE Policy & Procedure (August 2020 folder)
ICE Policy Rollout Guide (August 2020 folder)	Zoom Policy (August 2020 folder)
CPL Mission Statement (Sept 20 folder)	Interlibrary Loans Policy (Sept 20 folder)
CPL Facility Use Policy (Oct 20 folder)	Facility/Community Room Use Agreement Form (Oct 20 folder)

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

Credit Card Policy and Use Procedures (Dec 20 folder)	Pandemic Response Plan11_16-20.docx (Dec 20 folder)
Circulation Loan Periods Policy 2021.docx (2021)	Fines Policy2021.docx (2021)

Educator Card 1 2021.docx (2021)	Tax Grievance Fund Policy.docx (2021)
2022-2026 Direct Access Plan - DA Approved 5.12.2021 (Was approved per RCLS as is; June 21)	Cornwall Public Library equipment use policy.docx (updated in June 21)
2022-2026 RCLS Plan of Service (per Grace Rosario)	Digital Video Surveillance Policy.docx (Updated Aug 2021)
Conflict of Interest Policy 2021.docx (Updated Aug 2021)	NYS Hero Act: Model-airborne-infectious-disease-exposure-prevention-plan-p765.pdf (Aug 2021)
Pandemic Policy & Procedures.docx (Oct 2021)	Copy of InvestmentPolicy-6240 (Nov 2021)
Workplace Bullying Policy.docx (Nov 2021)	Copy of GIFT AND DONATION POLICY Final (Condensed to have one policy. Proposed to eliminate Materials donation policy below.) (Nov 2021) Materials donation policy.docx =(Eliminate)
CPL Work From Home Policy (Dec 21)	Study Room Policy (Dec 21)
Exam Proctoring Services Policy (Dec 21)	Progressive Discipline Policy.docx (Personnel committee)=to be put in handbook at next rewrite (Dec 21)
Workplace rules-Infraction form for supervisors.docx (Personnel committee)=For staff use; not a formal policy (Created: Dec 21)	Computer Use & Internet and Wireless Usage Policy10 21 21.docx (Feb 22)
Computer, Internet, & Wireless Usage Policy and Agreement for Minors 8 -19v.2.docx (Feb 22)	Collection Development 3/5/2020.docx (April 22)
CPL Remote Work Plan 4 8 2022.docx (Not a policy but an HR form; reviewed in April 22)	