

Cornwall Public Library
Board of Trustees
September 8, 2021, 7:00 PM
Regular Meeting Agenda

- I. Roll
- II. Approval of the Minutes – August 11, 2021
- III. Financial Review
 - a. Approval of Warrant #2
- 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 Ground Committee –Motion: Be it resolved that the Board of Trustees for the Cornwall Public Library, as the Lead Agency for the New York State Environmental Quality Review Act (SEQRA) process, declares that the Generator/electrical project is classified as a Type II action under SEQRA. Type II Actions are defined in New York Coed Rules and Regulations Chapter VI, 617-State Environmental Quality Review Act, as “replacement, rehabilitation, or reconstruction of a structure of facility, in kind, on the same site.” As a Type II Action, there is no further review required under SEQRA. End of Resolution.
 4. Friends
 5. Personnel Committee
- VIII. Unfinished Business: Proposal from LIME to replace the rest of fluorescent lights with LED (this is through Central Hudson)
- IX. New Business
- X. Adjournment

Next Regular Board Meeting Weds. October 13, 2021 7PM

Cornwall Public Library Board of Trustees Meeting

August 11, 2021, 7:00 pm

Minutes

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

I. Roll:

Trustees Present: Stephanie Wolf, Meghann Chyla, Melissa Greaves-Kulisek, Matt Rettig, Matt Soltis and Lynn Daniels.

Charlotte Dunaief, Director.

Trustees Excused: Carol Stein.

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

II. Approval of the Minutes: A motion to approve the minutes from the regular Board meeting of July 8, 2021, was made by Lynn Daniels, seconded by Melissa Greaves-Kulisek, and was unanimously approved. A motion to approve the minutes from the July 20, 2021 special Board meeting was made by Melissa Greaves-Kulisek, seconded by Stephanie Wolf, and was unanimously approved. A motion to approve the minutes from the June 23, 2021, was made by Matt Rettig, seconded by Lynn Daniels, and was unanimously approved.

III. Financial Review: A motion to approve Warrant #1 in the amount of \$84,260.44 was made by Lynn Daniels, seconded by Stephanie Wolf, and was unanimously approved.

IV. Public Remarks: None.

V. Communications and Donations: Library staff member Liz Fisher wrote a thank-you card to the Board. Young patron Joe thanked library staff member Meaghan Doyle for adding a requested book to the library collection. Yahvey Hoffman thanked the library for ordering books he was interested in through interlibrary loan. Brenda Goldfarb sent three communications regarding library programs.

VI. Director's Report: See written report.

VII. Committee Reports:

- **Finance Committee:** The committee is working on reviewing the financial reports.
- **Policy Committee:** The committee reviewed the 2022-2026 RCLS Plan of Service and the Digital Video Surveillance Policy, which had been introduced to the Board previously, and introduced the New York Hero Act and the Conflict of

Interest Policy. A motion to approve the 2022-2026 RCLS Plan of Service was made by Melissa Greaves-Kulisek, seconded by Stephanie Wolf, and was unanimously approved. A motion to approve the Digital Video Surveillance Policy was made by Matt Rettig, seconded by Matt Soltis, and was unanimously approved. A motion to approve the Conflict of Interest Policy was made by Melissa Greaves-Kulisek, seconded by Stephanie Wolf, and was unanimously approved. A motion to approve the New York Hero Act was made by Matt Rettig, seconded by Matt Soltis, and was unanimously approved.

- **Building, Garden, and Grounds:** The installation of the water cooler for the staff hydration project has begun. RPC returned to the library to install a switch in the lighting. The library is now waiting for Acuity to program the lighting. The committee will be working to apply for grants in next year's grant cycle for the HVAC project. The committee is meeting with the engineer and planning the project in the meantime. Two engineering companies have proposed bids for the generator installation project, which falls under the DASNY grant. The committee discussed the possibility of working with Central Hudson to convert the rest of the library's indoor and outdoor lighting to LED.
- **Friends:** The leather-bound books donated to the Friends have been appraised. The Friends will follow the recommendation of the appraiser to put each item up to bid separately.
- **Personnel Committee:** The committee has finished writing a job description for the custodian position. The committee proposed a change to the Sick Leave Policy in the Employee Handbook to reflect current New York State law. A motion to approve the Sick Leave Policy, as amended, was made by Matt Rettig, seconded by Lynn Daniels, and was unanimously approved.
- **Strategic Planning Committee:** The committee met this month to discuss the role, initial steps and scope of the committee. The committee will work with other committees as is relevant and necessary.
- **Sustainability Committee:** The committee did not meet this month, but has begun to establish its purview. The committee is working on determining the feasibility and possibility of installing a geothermal heat pump. The committee also spoke with the Cornwall Office of Emergency Management about the possibility of the library becoming a cooling center.

VIII. Unfinished Business: None.

- IX. New Business:** The library received two bids for the generator installation project. Butler, Rowland and Mayes proposed a project totaling \$19,400. Blake Engineering proposed a project totaling \$12,600. Blake Engineering is a local company, has been highly recommended to the library, and is currently working with the library on the HVAC installation project. Based upon these factors as well as the price of the bids, a motion to approve the hiring of Blake Engineering as a professional consultant providing professional engineering services for the generator project was made by Melissa Greaves-Kulisek, seconded by Stephanie Wolf, and was unanimously approved. Library director Charlotte Dunaief has recently reinstated a requirement that all library patrons wear masks due to the rising number of COVID cases in the area. The director will monitor the progression of the numbers and will reinstate COVID precautions accordingly.
- 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 8:58 pm.

The next Regular Board Meeting will be held on Wednesday, September 8, 2021 at 7:00 p.m.

Cornwall Public Library
Warrant # 2
As of August 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Albert Wisner Public Library						
Bill	08/31/2021	Lost Book	Lost Book Diary of a Minecraft Zombie- Boo...	2082 · Library Fines	Paid	8.99
Total Albert Wisner Public Library						8.99
American History						
Bill	08/31/2021	2 year renewal	2 year renewal starting 9.21	413.6 · Serials	Paid	39.00
Total American History						39.00
Benninger Landscaping LTD						
Bill	08/01/2021	Invoice 25263	Invoice 25263	469 · Service Contracts	Paid	900.00
Total Benninger Landscaping LTD						900.00
Blackstone Publishing						
Bill	08/23/2021	Invoice 1239390	Invoice 1239390	-SPLIT-	Paid	461.78
Bill	08/23/2021	Invoice 1238303	Invoice 1238303	-SPLIT-	Paid	69.90
Bill	08/23/2021	Invoice 1236443	Invoice 1236443	-SPLIT-	Paid	182.67
Bill	08/23/2021	Invoice 1232853	Invoice 1232853	-SPLIT-	Paid	310.99
Total Blackstone Publishing						1,025.34
Brodart Co. - Juv FT						
Bill	08/23/2021	Invoice B6241155	Invoice B6241155	-SPLIT-	Paid	29.68
Bill	08/23/2021	Invoice B6241805	Invoice B6241805	410.4 · Juvenile Fiction	Paid	5.49
Bill	08/23/2021	Invoice B6241807	Invoice B6241805	410.4 · Juvenile Fiction	Paid	33.53
Bill	08/23/2021	Invoice B6241116	Invoice B6241116	-SPLIT-	Paid	10.49
Bill	08/23/2021	Invoice B6241099	Invoice B6241099	-SPLIT-	Paid	132.47
Bill	08/23/2021	Invoice B6241125	Invoice B6241125	-SPLIT-	Paid	66.20
Bill	08/23/2021	Invoice B6241077	Invoice B6241077	-SPLIT-	Paid	9.94
Bill	08/23/2021	Invoice B6241804	Invoice B6241804	-SPLIT-	Paid	51.82
Bill	08/23/2021	Invoice B6241107	Invoice B6241107	-SPLIT-	Paid	37.44
Bill	08/23/2021	Invoice B6241813	Invoice B6241813	410.4 · Juvenile Fiction	Paid	10.42
Bill	08/23/2021	Invoice B6241083	Invoice B6241083	-SPLIT-	Paid	110.59
Bill	08/23/2021	Invoice B6241106	Invoice B6241106	-SPLIT-	Paid	71.36
Bill	08/23/2021	Invoice B6241101	Invoice B6241101	-SPLIT-	Paid	151.65
Bill	08/23/2021	Invoice B6241820	Invoice B6241820	410.4 · Juvenile Fiction	Paid	60.70
Bill	08/23/2021	Invoice B6241105	Invoice B6241105	-SPLIT-	Paid	29.45
Bill	08/23/2021	Invoice B6241152	Invoice B6241152	-SPLIT-	Paid	31.37
Bill	08/23/2021	Invoice B6241818	Invoice B6241818	410.5 · Juvenile Non Fiction	Paid	16.62
Bill	08/23/2021	Invoice B6241108	Invoice B6241108	-SPLIT-	Paid	37.32
Bill	08/23/2021	Invoice B6241111	Invoice B6241111	-SPLIT-	Paid	28.79
Bill	08/23/2021	Invoice B6241817	Invoice B6241817	410.5 · Juvenile Non Fiction	Paid	15.71
Bill	08/23/2021	Invoice B6241812	Invoice B6241812	410.4 · Juvenile Fiction	Paid	4.94
Bill	08/23/2021	Invoice B6241816	Invoice B6241816	410.4 · Juvenile Fiction	Paid	11.37
Bill	08/31/2021	Invoice B6256753	Invoice B6256753	-SPLIT-	Paid	19.23
Bill	08/31/2021	Invoice B6256719	Invoice B6256719	-SPLIT-	Paid	265.56
Bill	08/31/2021	Invoice B6256871	Invoice B6256871	-SPLIT-	Paid	14.86
Bill	08/31/2021	Invoice B6256702	Invoice B6256702	-SPLIT-	Paid	192.96
Bill	08/31/2021	Invoice B6256750	Invoice B6256750	-SPLIT-	Paid	27.38
Total Brodart Co. - Juv FT						1,477.34
Brodart Co. (McN)						
Bill	08/31/2021	Invoice M188668	Invoice M188668 Sept Service	410.9 · McNaughton	Paid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	08/23/2021	Invoice 74817553	Invoice 74817553	410.11 · Adult Fiction Standing ...	Paid	141.70
Total Cengage Learning/Gale						141.70
Central Hudson Gas & Electric Corp						
Bill	08/31/2021	Service 7.28 to 8.25	Service 7.28 to 8.25	450 · Fuel/Utilities	Paid	1,782.71
Total Central Hudson Gas & Electric Corp						1,782.71
Charlotte Dunaief						
Bill	08/31/2021	Mileage Reimburse	Mileage Reimburse	435 · Travel/Conference	Paid	22.86
Total Charlotte Dunaief						22.86
Chicago Distribution Center						
Bill	08/31/2021	Invoice 11060131	Invoice 11060131 Stickers	430.32 · Juvenile	Paid	47.10
Total Chicago Distribution Center						47.10
Consumer Reports						
Bill	08/23/2021	Acct 0215805110	Acct 0215805110 2nd issue	413.6 · Serials	Paid	30.00

Cornwall Public Library
Warrant # 2
As of August 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Total Consumer Reports						30.00
Cornwall Coal & Supply Co., Inc.						
Bill	08/31/2021	Invoice 51910	Invoice 51910 Garden Program to be reimbu...	430.32 · Juvenile	Paid	153.00
Total Cornwall Coal & Supply Co., Inc.						153.00
Cornwall Public Library - Payroll						
Bill	08/09/2021	Pay end 8.6.21	Pay end 8.6.21 Pay date 8.13.21	1012 · OBT Payroll Checking	Paid	18,663.00
Bill	08/23/2021	Pay end 8.20.21	Pay end 8.20.21 pay check 8.27.21	1012 · OBT Payroll Checking	Paid	19,197.15
Total Cornwall Public Library - Payroll						37,860.15
Cornwall Public Library - Trust & Agency						
Bill	08/09/2021	Pay end 8.6.2021	Pay end 8.6.2021 Pay date 8.13.2021	1003 · Due from Trust & Agency	Paid	7,104.43
Bill	08/23/2021	Pay end 8.20.21	Pay end 8.20.21 check date 8.27.21	1003 · Due from Trust & Agency	Paid	7,314.28
Total Cornwall Public Library - Trust & Agency						14,418.71
Demco, Inc.						
Bill	08/23/2021	Invoice 6987975	Invoice 6987975 Name Badges	430.1 · Library supplies	Paid	176.19
Total Demco, Inc.						176.19
Findaway World, LLC						
Bill	08/23/2021	Invoice 355803	Invoice 355803	412.4 · Books On Tape - Juvenile	Paid	44.99
Total Findaway World, LLC						44.99
Fine Gardening						
Bill	08/23/2021	Act 1142644788	Act 1142644788 3yr renewal	413.6 · Serials	Paid	69.95
Total Fine Gardening						69.95
Harper's Magazine						
Bill	08/23/2021	2 yr renewal	2 yr renewal expires 11/21	413.6 · Serials	Paid	33.97
Total Harper's Magazine						33.97
hoopla						
Bill	08/31/2021	Invoice 500928567	Invoice 500928567 Month ending 8.31.2021	412.8 · Digital Streaming	Paid	577.20
Total hoopla						577.20
Ingram Library Services						
Bill	08/31/2021	Invoice 54327270	Invoice 54327270	-SPLIT-	Paid	1,147.51
Bill	08/31/2021	Invoice 54357907	Invoice 54357907	-SPLIT-	Paid	58.91
Total Ingram Library Services						1,206.42
Janet Mandel						
Bill	08/31/2021	Adult Program 9.21	Adult Program 9.21.21	437.2 · Prof fees-Adult programs	Paid	150.00
Bill	08/31/2021	Adult Program 10.06	Adult Program 10.06.21	437.2 · Prof fees-Adult programs	Paid	150.00
Total Janet Mandel						300.00
JNJ Pest Control						
Bill	08/01/2021	Invoice 8398	Invoice 8398 Service on 8.9.21	469 · Service Contracts	Paid	280.00
Total JNJ Pest Control						280.00
Lock Around the Clock						
Bill	08/31/2021	Sept 2021	Unit 3434 Sept 2021	469 · Service Contracts	Paid	62.00
Total Lock Around the Clock						62.00
Marangi Disposal						
Bill	08/16/2021	Invoice 18100431	Invoice 18100431 August 2021 service	469 · Service Contracts	Paid	132.29
Total Marangi Disposal						132.29
NET2PHONE						
Bill	08/31/2021	Invoice 1214264813	Invoice 1214264813	431 · Telephone	Paid	252.72
Total NET2PHONE						252.72
Newburgh Free Library						
Bill	08/31/2021	Lost Book	Lost Book Border: a journey to the edge of E...	2082 · Library Fines	Paid	16.00
Total Newburgh Free Library						16.00
Orange Bank & Trust Cardmember Services						
Bill	08/31/2021	1088	1088	-SPLIT-	Paid	1,631.58

Cornwall Public Library
Warrant # 2
As of August 31, 2021

Type	Date	Num	Memo	Split	Paid	Amount
Total Orange Bank & Trust Cardmember Services						1,631.58
OverDrive, Inc.						
Bill	08/23/2021	Invoice 21222806	Invoice 21222806	410.12 · Adult E Book	Paid	59.99
Bill	08/23/2021	Invoice 21040971	Invoice 21040971	-SPLIT-	Paid	179.99
Bill	08/23/2021	Invoice 21265392	Invoice 21040971	410.12 · Adult E Book	Paid	1,265.90
Bill	08/23/2021	Invoice 21265395	Invoice 21265395	412.32 · E-Audiobooks -- Adult	Paid	1,139.73
Bill	08/23/2021	Invoice 21029491	Invoice 21029491	410.12 · Adult E Book	Paid	60.00
Total OverDrive, Inc.						2,705.61
Pamela Stockton						
Bill	08/31/2021	Mileage Reimburse	Mileage Reimburse Bank 8.23.21	435 · Travel/Conference	Paid	12.88
Total Pamela Stockton						12.88
Paychex, Inc.						
Bill	08/05/2021	1546024	Invoice 1546024 37 employees	437.1 · Prof fees-Office	Paid	93.24
Bill	08/10/2021	Invoice 2021072900	Invoice 2021072900	437.1 · Prof fees-Office	Paid	212.77
Total Paychex, Inc.						306.01
US Weekly						
Bill	08/23/2021	Acct # 0069129047	Acct # 0069129047 1yr renewal expires 10/22	413.6 · Serials	Paid	69.96
Total US Weekly						69.96
Utica National Insurance Group						
Bill	08/16/2021	101086941	Installment on Commercial Insurance 9.1.20...	454 · Building Insurance	Paid	3,251.00
Total Utica National Insurance Group						3,251.00
Vanguard Cleaning Systems of the HV						
Bill	08/01/2021	Invoice 39881	Invoice 39881 August 2021 Service	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
Verizon						
Bill	08/16/2021	652121949000181	Internet Service 8.10 to 9.9.21	431 · Telephone	Paid	176.99
Total Verizon						176.99
Verizon Wireless						
Bill	08/01/2021	Invoice 9885352708	Invoice 9885352708	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
Village of Cornwall-on-Hudson						
Bill	08/01/2021	Acct. 007472-000	Water 5/25 to 7/28/21	450 · Fuel/Utilities	Paid	80.00
Total Village of Cornwall-on-Hudson						80.00
W.B. Mason						
Bill	08/23/2021	Invoice 222385906	Invoice 222385906	430.1 · Library supplies	Paid	129.74
Bill	08/23/2021	Stmt. 39693416	Stmt. 39693416	-SPLIT-	Paid	208.64
Bill	08/23/2021	Invoice 222423892	Invoice 222423892	430.2 · Office supplies	Paid	18.44
Bill	08/31/2021	Invoice 222567609	Invoice 222567609	430.2 · Office supplies	Paid	35.21
Bill	08/31/2021	Invoice 222532130	Invoice 222532130	430.2 · Office supplies	Paid	67.44
Bill	08/31/2021	Invoice 222569159	Invoice 222569159	430.2 · Office supplies	Paid	53.42
Bill	08/31/2021	Invoice 222759551	Invoice 222759551	-SPLIT-	Paid	211.09
Total W.B. Mason						723.98
Walkill Public Library						
Bill	08/26/2021	Lost Book	Lost Book Land of the Spring Dragon	2082 · Library Fines	Paid	4.99
Total Walkill Public Library						4.99
TOTAL						71,837.46

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

	Budget 17%	Jul - Aug 21	Budget	\$ Under Budget	Full Budget	Under Budget	& of Budget
Income							
2002 · Local Public Funds		0.00	0.00	0.00	1,286,770.00	1,286,770.00	0.0%
2005 · Appropriated Fund Balance		0.00	35,000.00	35,000.00	35,000.00	35,000.00	0.0%
2082 · Library Fines		2,054.76	1,250.00	-804.76	7,500.00	5,445.24	27.4%
2401 · Income from Investments		37.44	83.40	45.96	500.00	462.56	7.49%
2706 · Gifts & Endowments				0.00		0.00	
2706.1 · Gifts-Friends		0.00	2,250.00	2,250.00	13,500.00	13,500.00	0.0%
2706.2 · Gifts-Other		150.00	166.70	16.70	1,000.00	850.00	15.0%
Total 2706 · Gifts & Endowments		<u>150.00</u>	<u>2,416.70</u>	<u>2,266.70</u>	<u>14,500.00</u>	<u>14,350.00</u>	<u>1.03%</u>
2760 · Grants		0.00	0.00	0.00	0.00	0.00	0.0%
3840 · RCLS				0.00		0.00	
3840.1 · LLSA		4,329.00	0.00	-4,329.00	0.00	-4,329.00	100.0%
Total 3840 · RCLS		<u>4,329.00</u>	<u>0.00</u>	<u>-4,329.00</u>	<u>0.00</u>	<u>-4,329.00</u>	<u>100.0%</u>
Total Income		<u>6,571.20</u>	<u>38,750.10</u>	<u>32,178.90</u>	<u>1,344,270.00</u>	<u>1,337,698.80</u>	<u>0.49%</u>
Gross Profit		6,571.20	38,750.10	32,178.90	1,344,270.00	1,337,698.80	0.49%
Expense				0.00		0.00	
141 · Salary-Certified Librarian		27,750.95	36,856.00	9,105.05	221,139.00	193,388.05	12.55%
142 · Salary-Clerical		64,947.52	79,167.60	14,220.08	475,006.00	410,058.48	13.67%
143 · Salary-Treasurer		923.08	1,000.00	76.92	6,000.00	5,076.92	15.39%
144 · Salary-Custodial		0.00	3,466.70	3,466.70	20,800.00	20,800.00	0.0%
203b · Capital Equipment		0.00	0.00	0.00	0.00	0.00	0.0%
410 · Books		3,221.86	11,376.70	8,154.84	68,258.00	65,036.14	4.72%
411 · Film		0.00	0.00	0.00	646.00	646.00	0.0%
412 · Video/Music/Books on Tape		506.37	6,170.20	5,663.83	37,020.00	36,513.63	1.37%
413 · Serials/Reference		1,470.84	2,041.80	570.96	12,250.00	10,779.16	12.01%
430 · Supplies				0.00		0.00	
430.1 · Library supplies		879.78	1,000.00	120.22	6,000.00	5,120.22	14.66%
430.2 · Office supplies							
430.22 · Covid Expense		0.00	0.00	0.00	0.00	0.00	0.0%
430.2 · Office supplies - Other		525.66	1,900.00	1,374.34	11,400.00	10,874.34	4.61%
Total 430.2 · Office supplies		<u>525.66</u>	<u>1,900.00</u>	<u>1,374.34</u>	<u>11,400.00</u>	<u>10,874.34</u>	<u>4.61%</u>
430.3 · Program supplies		300.27	1,750.10	1,449.83	10,500.00	10,199.73	2.86%
Total 430 · Supplies		<u>1,705.71</u>	<u>4,650.10</u>	<u>2,944.39</u>	<u>39,300.00</u>	<u>37,068.63</u>	<u>5.68%</u>
431 · Telephone		959.39	1,333.40	374.01	8,000.00	7,040.61	11.99%
433 · Postage		69.45	666.70	597.25	4,000.00	3,930.55	1.74%
434 · Publicity & Printing		29.99	1,250.00	1,220.01	7,500.00	7,470.01	0.4%
435 · Travel/Conference		15.24	750.00	734.76	4,500.00	4,484.76	0.34%
437 · Professional Fees							
437.1 · Prof fees-Office		2,223.55	4,149.20	1,925.65	24,895.00	22,671.45	8.93%
437.2 · Prof fees-Adult programs		375.00	1,166.70	791.70	7,000.00	6,625.00	5.36%
437.3 · Prof fees-YA programs		15.00	333.40	318.40	2,000.00	1,985.00	0.75%
437.4 · Prof fees-Juvenile		0.00	666.70	666.70	4,000.00	4,000.00	0.0%
437.5 · Prof fees-SRP		44.94	500.00	455.06	3,000.00	2,955.06	1.5%
437.6 · Prof fees-Outreach		0.00	166.70	166.70	1,000.00	1,000.00	0.0%
Total 437 · Professional Fees		<u>2,658.49</u>	<u>6,982.70</u>	<u>4,324.21</u>	<u>41,895.00</u>	<u>39,236.51</u>	<u>6.35%</u>
438 · Dues		295.00	250.00	-45.00	1,500.00	1,205.00	19.67%
439 · Equipment Repair		0.00	0.00	0.00	0.00	0.00	0.0%
440 · Contracts w/ Books Co.		0.00	366.70	366.70	2,200.00	2,200.00	0.0%
450 · Fuel/Utilities		2,001.95	5,333.40	3,331.45	32,000.00	29,998.05	6.26%
451 · Custodial Supplies		0.00	500.00	500.00	3,000.00	3,000.00	0.0%
452 · Repairs to Building		0.00	4,081.70	4,081.70	24,490.00	24,490.00	0.0%
454 · Building Insurance		3,251.00	12,750.00	9,499.00	12,750.00	9,499.00	25.5%
455 · RCLS ANSER & Telecommunication		14,071.53	15,845.50	1,773.97	63,382.00	49,310.47	22.2%
469 · Service Contracts		7,680.43	5,712.70	-1,967.73	34,276.00	26,595.57	22.41%
490 · Refund of PY Tax Assessment		0.00	0.00	0.00	0.00	0.00	0.0%
800 · Capital Expenditure		0.00	0.00	0.00	0.00	0.00	0.0%
9010.8 · Retirement		0.00	0.00	0.00	68,515.00	68,515.00	0.0%
9030.8 · FICA/Medicare Expense		7,140.08	9,217.50	2,077.42	55,305.00	48,164.92	12.91%
9060.8 · Workers' Comp		0.00	0.00	0.00	7,955.00	7,955.00	0.0%
9090.8 · Health Insurance		9,600.79	17,330.50	7,729.71	103,983.00	94,382.21	9.23%
Total Expense		<u>148,299.67</u>	<u>227,099.90</u>	<u>78,800.23</u>	<u>1,355,670.00</u>	<u>1,206,844.67</u>	<u>10.98%</u>
		<u>-141,728.47</u>	<u>-188,349.80</u>	<u>-46,621.33</u>	<u>-11,400.00</u>	<u>130,854.13</u>	<u>-</u>

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

	Balance on 8/31/21 \$26,966.12	Balance on 8/31/21 \$2,609.37	Balance on 8/31/21 \$5,427.59	Balance on 8/31/21 \$0				
	Good Idea Fund	Schmitt Children Tech Grant (\$13,000)	Skoufis Adult Tech Grant (\$15,571)	Arts Mid-Hudson Regrant (Oper)	Friends (Operating)	Operating - Other (Operating)	Total Operating	
Income								
2082 · Library Fines	0.00	0.00	0.00	0.00	0.00	2,054.76	2,054.76	
2401 · Income from Investments	0.00	0.00	0.00	0.00	0.00	37.44	37.44	
2706 · Gifts & Endowments								
2706.2 · Gifts-Other	0.00	0.00	0.00	0.00	0.00	150.00	150.00	
Total 2706 · Gifts & Endowments	0.00	0.00	0.00	0.00	0.00	150.00	150.00	
2760 · Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3840 · RCLS								
3840.1 · LLSA	0.00	0.00	0.00	0.00	0.00	4,329.00	4,329.00	
Total 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	0.00	6,571.20	6,571.20	
Gross Profit	0.00	0.00	0.00	0.00	0.00	6,571.20	6,571.20	
Expense								
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	27,750.95	27,750.95	
142 · Salary-Clerical	0.00	0.00	0.00	0.00	0.00	64,947.52	64,947.52	
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	923.08	923.08	
410 · Books	0.00	0.00	0.00	0.00	0.00	3,221.86	3,221.86	
412 · Video/Music/Books on Tape	0.00	0.00	0.00	0.00	0.00	506.37	506.37	
413 · Serials/Reference	0.00	0.00	0.00	0.00	0.00	1,470.84	1,470.84	
430 · Supplies								
430.1 · Library supplies	375.94	0.00	0.00	0.00	0.00	879.78	879.78	
430.2 · Office supplies	0.00	0.00	0.00	0.00	0.00	525.66	525.66	
430.3 · Program supplies	0.00	0.00	0.00	0.00	0.00	300.27	300.27	
Total 430 · Supplies	375.94	0.00	0.00	0.00	0.00	1,705.71	1,705.71	
431 · Telephone	0.00	0.00	0.00	0.00	0.00	959.39	959.39	
433 · Postage	0.00	0.00	0.00	0.00	0.00	69.45	69.45	
434 · Publicity & Printing	0.00	0.00	0.00	0.00	0.00	29.99	29.99	
435 · Travel/Conference	0.00	0.00	0.00	0.00	0.00	15.24	15.24	
437 · Professional Fees								
437.1 · Prof fees-Office	0.00	0.00	0.00	0.00	0.00	2,223.55	2,223.55	
437.2 · Prof fees-Adult programs	0.00	0.00	0.00	0.00	0.00	375.00	375.00	
437.3 · Prof fees-YA programs	0.00	0.00	0.00	0.00	0.00	15.00	15.00	
437.5 · Prof fees-SRP	0.00	0.00	0.00	0.00	44.94	0.00	44.94	
Total 437 · Professional Fees	0.00	0.00	0.00	0.00	44.94	2,613.55	2,658.49	
438 · Dues	0.00	0.00	0.00	0.00	0.00	295.00	295.00	
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	2,001.95	2,001.95	
454 · Building Insurance	0.00	0.00	0.00	0.00	0.00	3,251.00	3,251.00	
455 · RCLS ANSER & Telecommunicati	0.00	0.00	0.00	0.00	0.00	14,071.53	14,071.53	
469 · Service Contracts	0.00	0.00	0.00	0.00	0.00	7,680.43	7,680.43	
800 · Capital Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9030.8 · FICA/Medicare Expense	0.00	0.00	0.00	0.00	0.00	7,140.08	7,140.08	
9090.8 · Health Insurance	0.00	0.00	0.00	0.00	0.00	9,600.79	9,600.79	
Total Expense	375.94	0.00	0.00	0.00	44.94	148,254.73	148,299.67	
	-375.94	0.00	0.00	0.00	-44.94	-141,683.53	-141,728.47	

August 2021 Director's Report

Personnel

- Continued to get WFH logs for the employee that continues some WFH hours (1 at this point).
- Continued process to canvass Library Assistant list for open Part-time position
- Set up interviews for open Part-time Library Assistant
- Ellen and I finished meeting with each Library Clerk to give them a copy of the new Job Description
- Had 2 sessions of Fire Safety Training 8/17/21 & 8/19/21
- Posted the Custodial job in the Local. No responses.
- Kurt Hahn conducted 2 fire drills at 10am & 3 pm

Budget/Financial

- Final Request for Payment for Grant #9095 (roofing grant), approved in the amount of \$5,083.52.

Programming

- Brenda, and all Youth Service staff continue to plan programming at least two months ahead.
- Bannerman Island Tour on August 8th had 40 attendees.
- Other in person Adult programs in August: Beginner Quilting (8/6); Summer on the Hudson—Paint Night (8/10); Just Say Yes to Fruits and Vegetables (8/24) was hybrid 21 attended in person on the portico and 108 viewed on Facebook!
- Youth services were busy wrapping up the summer and working on Fall programming.

Building and Grounds

- Received proposal from Fred Alvarado of LIME to replace the rest of our interior lighting with LED lights through Hudson's lighting program.
- Culligan installed the Hydration Station, however it is defective, and must be replaced.
- Broderick came to look at Generator grant papers, and do some preliminary work on the Generator/electrical grant.

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

Registered borrowers: 8,045 (7,953); Direct Access/Circulation: 10,865 (10,034)

ILL Borrows: 2,328 (1,999); ILL Loans: 1,845 (1,914); Item Count: 75,169 (75,743);

Wi-Fi: 6069 (5,929); Overdrive checkouts: 2,858 (3,040); Overdrive unique users: 572 (576).

Meetings Attended: Personnel Committee 8/2/21; ANSER Sub-Committee 8/12/21; Broderick (Engineer) 8/19/21; CPL Board Meeting 8/11/21; Staff Meeting 8/19/21; Fire Safety Training 8/19/21; Fire Drills (2) 8/31/2021.

Programming and Outreach Report: August 2021

Date	Title	Attendance
8/6/21	Beginner Quilting	20
8/8/21	Bannerman Island Walking Tour	43
8/10/21	Paint Night: Summer on the Hudson	14
8/17/21	Annual Fire Safety & Hands on Fire Extinguisher Staff Training	14
8/19/21	Annual Fire Safety & Hands on Fire Extinguisher Staff Training	12
8/24/21	JSY to Fruits & Vegetables: Nutrition Fact Labels	21/Library
8/24/21	JSY to Fruits & Vegetables: Nutrition Fact Labels	108/FB Live
Total:		232

Book Talks:

8/4/21	Members' Choice Born a Crime: Stories from a South African Childhood by Trevor Noah	7
8/19/21	Mystery Book Discussion Eight Perfect Murders by Peter Swanson	8
8/25/21	Out & About A Gentleman in Moscow by Amor Towles	6
8/26/21	Book Chat & Chocolate I Liked My Life by A. Fabiaschi	5
Total:		26

Virtual **Creative Writers Workshop** (Mondays 11-1:00pm)
8/2-5, 8/9-3, 8/16-4, 8/23-6, 8/30-5 Total: 23

Highlights & Tidbits:

The lazy, hazy days of Summer did not stop our Cornwall Public Library community crafters, painters, explorers, and healthy food enthusiasts from attending our program offerings. We teamed up with one of our Friends of the Cornwall Library for an expert quilting class and it was a smashing success. Another will follow!

Our In-Person Paint Night was a multi-generational affair as were the JSY and Bannerman programs. The friendship, hospitality, and overall good vibrations emanating from the attendees makes all the effort worthwhile. And the reviews and smiles couldn't be better at each event.

We also rated mention in the Orange County Post referencing the Bannerman program. Happy to mention that we donated \$106.11 to the Friends from folks who were registered at these programs. The staff received an Annual Fire Safety in-service too.

The Fall programming is moving forward as we say goodbye to Summer.

Submitted by Brenda Goldfarb 8/31/21

Adult Services Report – August 1-31, 2021 (submitted by Meaghan Doyle, 9/1/21)

REFERENCE: Reference (previous month in parentheses):

Ref. Q's: 235 (371); Tech Assists: 108 (133); Circ/Curbside Assists: 157 (178); Directional: 26 (22); Reader's Advisory: 12 (25); ILL/SEAL: 14 (16); Pull List: 1591 (1519); Printing: 114 (123); Phone: 109 (134); Virtual Ref: 14 (7) Notary Service: 47 (56)

Database Stats (previous month in parentheses):

Novel List Plus: 64 (23); Novel List PlusK-8: 0 (0); EBSCO Other: 18 (0); Gale*: 0 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 173 (88);

*Gale: Ongoing review and evaluation our Gale digital reference resources. Still a work in progress.

PC Usage: Adults: 341 (340) Childrens: 2 (7) Laptop: 0 (0)

WIFI Usage: 6069 (5929) PC Reservations: 2 (1) Guest Passes: 60 (73)

HOOPLA (previous month in parentheses):

New signups: 7 (6); Borrowers: 100 (92); Avg. No. Circs: 3.0 (2.7); Maxed Users: N/A* (18)

Items borrowed: 303 (249)

*August was a Bonus Borrows month

August Meetings/Webinars:

8/16 PBS Books and Library of Congress National Book Festival Information Session; 8/17 Blue Cloud Analytics Training; 8/19 Staff Meeting; 8/19 Fire Safety Training

Adult Summer Reading Recap:

Officially ends on Sept. 3, but it's not too soon to report that the Adult Summer Reading Program is just about over. As of Sept. 1, we had 32 people sign up online, 195 titles logged, and 98 reviews posted online. We handed out lots of Summer Reading BINGO cards, but so far none have been handed in. I think they're just having too much fun with the activities! Even though staff is ineligible to win SRP

prizes, I've enticed them to participate by having a separate drawing for them, and we've had a great summer trading titles and adding reviews to the patron list.

In that spirit, I also want to highlight the Staff Recommendations Display. Our reference librarian, Audrey, has been collecting and coordinating a revolving display of staff recommended titles, and patrons have enjoyed the insights. The display has been very popular, and Audrey has a hard time keeping it stocked! If you have a favorite book you'd like to recommend, please let us know- there's always extra slips at the reference desk.

FAST FICTION IS BACK! Though patrons have been so happy to find hot titles on the shelf, that they are flying out the door, and it's already sparse. More titles on the way!

Youth Services August Report

<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>TEENS:</u>	<u>IN- PERSON / REMOTE</u>	<u>ATTENDANCE TOTAL</u>
MAKE IT MONDAY	8/2, 8/9, 8/16, 8/23	310			REMOTE	310
DOG TALES	8/2, 8/16	18			IN-PERSON	18
CHESS	8/2, 8/31	5	5	3	IN-PERSON	13
PET SHOWCASE	8/4	6	7		IN-PERSON	13
BOOK BREAK	8/5	9			IN-PERSON	9
PJ STORY TIME*	8/9	10	8		IN-PERSON	18
TURTLE DANCE	8/10	5	5		REMOTE	10
READZZA						
READZZA	8/12	7			IN-PERSON	7
STORYCRAFTERS	8/17	10	21		IN-PERSON	31
BATTLE OF THE BOOKS	8/18			2	IN-PERSON	2
MONARCH TALES	8/19	9	7		IN-PERSON	16
TEEN PHOTO CONTEST	8/31			1	REMOTE	1
					TOTAL:	448

*CANCELED PROGRAMS: PJ STORY 8/23 (weather); TEEN TRIVIA 8/26 (interest)
BICYCLE RODEO 8/27 (COVID)

MEETINGS & OUTREACH: DATE: ATTENDEE:

Fire Safety Training 8/17 Liz, Lisa, Rebecca

Staff Meeting 8/19 Lisa, Liz, Rebecca

Fire Drill 8/31 Lisa, Rebecca

QUESTIONS @ THE DESK: Reference 263; Circulation 90; Tech 14;

Telephone 53; Programs 93

SRP Total Registrations: 261

Gameboards Returned: 54

Itsy Bitsy 6

3-5 Years 12

K-2nd Grade 14

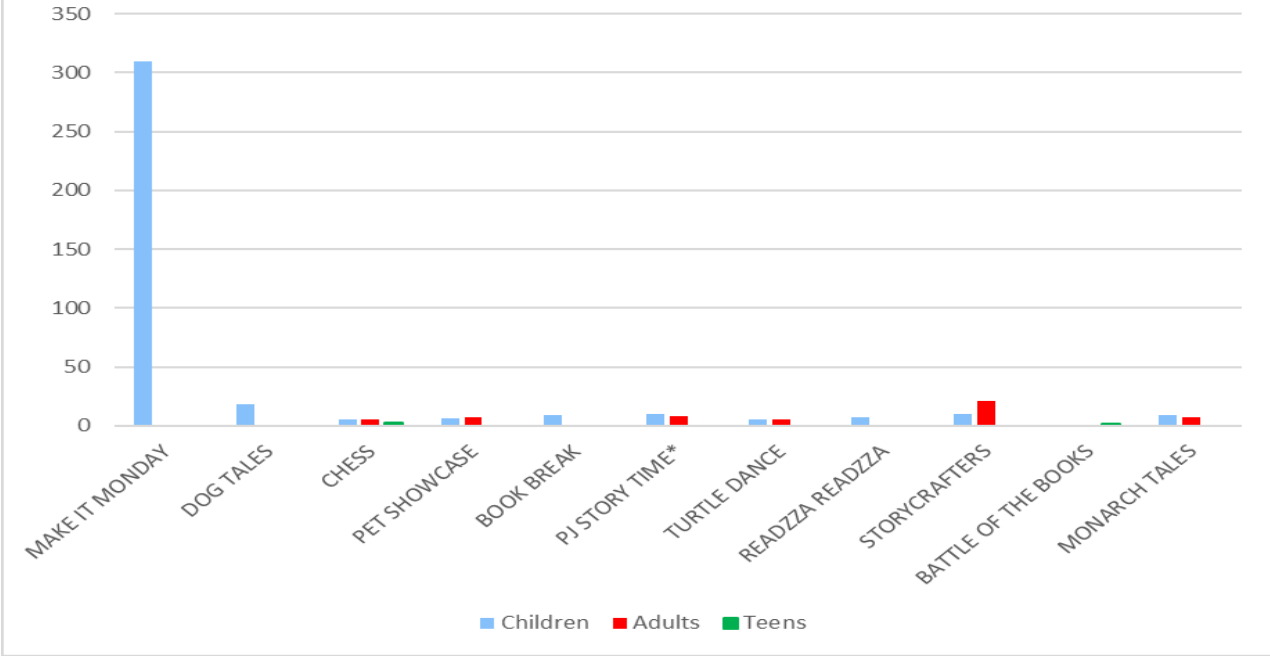
3rd-5th Grade 18

YA (6-12 Grade) 4

Reflections: On August 19, Cornwall Public Library hosted a multi-generational Monarch Butterfly program led by Sheryl Lynch. What I like about this program is that there are many opportunities for the participants to learn and interact with these creatures; from learning about the monarch's migration story to searching through milkweed stalks in the pollinator garden to find eggs and larvae. As with most hands-on programs, there was much excitement in the form of movement and chatter, until it came to the upside-down walk. With the upside-down walk, each person has a chance to stand stone still in a netted area with one hand extended, palm side down. Then a butterfly is introduced to their hand and they can feel the light tickles of a monarch's steps. One mother commented, "I never thought I'd ever see my children so quiet and still!" Sometimes we need a reason to be quiet and still.

Respectfully submitted, ekf

Program Attendance - August



Program Attendance Totals - August

