

Cornwall Public Library
June 8, 2022, 7:00 PM
Regular Meeting Agenda

- I. Roll
- II. Approval of the Minutes –May 11, 2022
- III. Financial Review
 - a. Approval of Warrant #11
- 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
- X. Adjournment

Annual Organizational Meeting Weds July 13, 2022, 7 PM
Next Regular Board Meeting Weds. July 20, 2022, 7 PM

Cornwall Public Library Board of Trustees Meeting
May 11, 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, Matt Soltis, Matt Rettig and Lynn Daniels.

Trustees Excused: None.

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

II. Approval of the Minutes: A motion to approve the minutes from the regular Board meeting of April 13, 2022, was made by Stephanie Wolf, seconded by Carol Stein, and was unanimously approved.

III. Financial Review: A motion to approve Warrant #10 in the amount of \$82,929.31 was made by Carol Stein, seconded by Lynn Daniels, and was unanimously approved.

IV. Public Remarks: Library staff member Liz Fisher discussed the calendar of events for the Youth Services Summer Reading Program.

V. Communications and Donations: Patron Ronnie wrote a note of gratitude for the library.

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

VII. Committee Reports:

1. Finance Committee: Carol Stein presented the Finance Committee report. The committee met this month to review reports on the library's spending for this fiscal year. The committee recommended the transfer of \$500,000 from the General Fund to the Capital Fund. A motion to approve this transfer was made by Carol Stein, seconded by Matt Rettig, and was unanimously approved. The committee also recommended that the staff spend the surplus money left for materials such as books, audiobooks, videos and music.

2. Policy Committee: Meghann Chyla presented the Policy Committee report. A motion to approve the Patron Statement of Computer and Wi-Fi Usage Agreement

was made by Matt Rettig, seconded by Lynn Daniels, and was unanimously approved.

- 3. Building, Garden, and Grounds:** Melissa Greaves-Kulisek presented the Building, Garden and Grounds report. The committee has continued working on the Frank Rovello Bench Memorial and is planning on a fall deadline. The SED paperwork for the installation of the new HVAC system has been submitted. The committee and library staff analyzed the bids for the awning project. A motion to approve the acceptance of the Awning FX bid and the spending of up to \$20,000 on the awning and installation was made by Stephanie Wolf, seconded by Carol Stein, and was unanimously approved.
- 4. Friends:** Matt Soltis presented the Friends report. The Friends had a successful outdoor book sale on May 7, 2022.
- 5. Personnel Committee:** Stephanie Wolf presented the Personnel Committee report. The committee met this month and will discuss its items during an executive session.
- 6. Sustainability Committee:** Matt Rettig presented the Sustainability Committee report. The committee applied for a grant from EBSCO for the installation of solar panels.
- 7. Strategic Planning Committee:** Matt Soltis presented the Strategic Planning Committee report. The winners of the gift cards for participation in the strategic planning survey have been selected. The gift cards will be purchased and the winners notified.

VIII. Unfinished Business: None.

- IX. New Business:** Library Director Charlotte Dunaief requested the addition of a second July meeting. The annual reorganizational meeting will be held on July 13, 2022 at 7 pm and the regular Board meeting will be held on July 20, 2022 at 7 pm. A motion to approve the Retention and Disposition Schedule for New York Local Government Records (LGS-1) was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved. A motion to approve the start of an executive session for the purpose of discussing the employment history of a particular person was made by Stephanie Wolf, seconded by Melissa Greaves-Kulisek, and was unanimously approved. A motion to approve the inclusion of trustee-elect Michelle Query in the executive session was made by Matt Rettig, seconded by Meghann Chyla, and was unanimously approved. A motion to approve the adjournment of the executive session and return to the regular Board meeting was made by Carol Stein, seconded by Matt Soltis, and was unanimously approved.

- X. **Adjournment:** A motion to adjourn the regular Board meeting was made by Matt Rettig, seconded by Stephanie Wolf, and was unanimously approved. Meghann Chyla adjourned the meeting at 8:32 pm.

The next Regular Board Meeting will be held on Wednesday, June 8, 2022 at 7:00 pm

These minutes were recorded by library staff member Catherine Incedon.

Cornwall Public Library
Warrant # 11
As of May 31, 2022

Type	Date	Num	Memo	Split	Paid	Amount
AFLAC						
Bill	05/05/2022	Invoice 947634	Invoice 947634	9090.8 · Health Insurance	Paid	129.70
Total AFLAC						129.70
Albert Wisner Public Library						
Bill	05/19/2022	Lost Item	Lost Item Baby Sitters Little Sister 32844002...	2082.3 · 2082.3 Lost Item	Unpaid	10.99
Total Albert Wisner Public Library						10.99
AWE						
Bill	05/05/2022	Invoice CORN2200...	Invoice CORN22001-1	-SPLIT-	Unpaid	3,467.00
Total AWE						3,467.00
Benninger Landscaping LTD						
Bill	05/05/2022	Invoice 25986	Invoice 25986	469 · Service Contracts	Paid	900.00
Total Benninger Landscaping LTD						900.00
Blackstone Publishing						
Bill	05/17/2022	Invoice 2042640	Invoice 2042640	-SPLIT-	Unpaid	106.26
Bill	05/25/2022	Invoice 2043800	Invoice 2043800	-SPLIT-	Unpaid	527.35
Bill	05/25/2022	Invoice 2042280	Invoice 2042280	412.3 · Books-on-Tape	Unpaid	7.95
Bill	05/31/2022	Invoice 2045017	Invoice 2045017	412.32 · E-Audiobooks -- Adult	Unpaid	100.83
Total Blackstone Publishing						742.39
Brodart Co. - Juv						
Bill	05/05/2022	Invoice B6418581	Invoice B6418581	410.5 · Juvenile Non Fiction	Unpaid	24.45
Bill	05/05/2022	Invoice B6418322	Invoice B6418322	-SPLIT-	Unpaid	15.60
Bill	05/05/2022	B6418439	B6418439	-SPLIT-	Unpaid	9.94
Bill	05/05/2022	Invoice B6418336	Invoice B6418336	-SPLIT-	Unpaid	100.14
Bill	05/05/2022	Invoice B6418445	Invoice B6418445	-SPLIT-	Unpaid	151.04
Bill	05/05/2022	Invoice B6418573	Invoice B6418573	410.5 · Juvenile Non Fiction	Unpaid	62.41
Bill	05/05/2022	Invoice B6418321	Invoice B6418321	-SPLIT-	Unpaid	11.04
Bill	05/05/2022	Invoice B6418440	Invoice B6418440	-SPLIT-	Unpaid	84.06
Bill	05/05/2022	Invoice B6418323	Invoice B6418323	-SPLIT-	Unpaid	14.34
Bill	05/05/2022	B6418582	B6418582	410.4 · Juvenile Fiction	Unpaid	27.09
Bill	05/26/2022	Invoice B6426014	Invoice B6426014	410.4 · Juvenile Fiction	Unpaid	19.24
Bill	05/26/2022	Invoice B6426287	Invoice B6426287	410.4 · Juvenile Fiction	Unpaid	6.12
Bill	05/26/2022	Invoice B6425867	Invoice B6425867	-SPLIT-	Unpaid	14.81
Bill	05/26/2022	Invoice B6426285	Invoice B6426285	410.4 · Juvenile Fiction	Unpaid	19.69
Bill	05/26/2022	Invoice B6426082	Invoice B6426082	-SPLIT-	Unpaid	128.54
Bill	05/26/2022	Invoice B6426016	Invoice B6426016	-SPLIT-	Unpaid	125.73
Bill	05/26/2022	Invoice B6426013	Invoice B6426013	-SPLIT-	Unpaid	21.53
Bill	05/26/2022	Invoice B6426077	Invoice B6426077	-SPLIT-	Unpaid	99.04
Bill	05/26/2022	Invoice B6425866	Invoice B6425866	-SPLIT-	Unpaid	47.68
Bill	05/31/2022	Invoice B6430976	Invoice B6430976	-SPLIT-	Unpaid	9.94
Bill	05/31/2022	Invoice B6431057	Invoice B6431057	-SPLIT-	Unpaid	79.08
Bill	05/31/2022	Invoice B6431056	Invoice B6431056	-SPLIT-	Unpaid	18.09
Bill	05/31/2022	Invoice B6430933	Invoice B6430933	-SPLIT-	Unpaid	40.24
Bill	05/31/2022	Invoice B6430897	Invoice B6430897	410.4 · Juvenile Fiction	Unpaid	7.79
Bill	05/31/2022	Invoice B6430890	Invoice B6430890	410.4 · Juvenile Fiction	Unpaid	13.98
Bill	05/31/2022	Invoice B6430899	Invoice B6430899	410.4 · Juvenile Fiction	Unpaid	31.46
Bill	05/31/2022	Invoice B6430992	Invoice B6430992	-SPLIT-	Unpaid	120.33
Bill	05/31/2022	Invoice B6430934	Invoice B6430934	-SPLIT-	Unpaid	146.98
Bill	05/31/2022	Invoice B6431059	Invoice B6431059	-SPLIT-	Unpaid	104.55
Bill	05/31/2022	Invoice B6431060	Invoice B6431060	410.4 · Juvenile Fiction	Unpaid	15.88
Bill	05/31/2022	Invoice B6430896	Invoice B6430896	410.5 · Juvenile Non Fiction	Unpaid	17.46
Total Brodart Co. - Juv						1,588.27
Brodart Co. (McN)						
Bill	05/05/2022	Invoice M195605	Invoice M195605	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	05/18/2022	Invoice 77736381	Invoice 77736381	410.11 · Adult Fiction Standing ...	Unpaid	69.75
Bill	05/26/2022	Invoice 77778638	Invoice 77778638	410.11 · Adult Fiction Standing ...	Unpaid	87.71
Total Cengage Learning/Gale						157.46
Central Hudson Gas & Electric Corp						
Bill	05/31/2022	Acct.21004099186	Acct.21004099186 On Account for May 2022	450 · Fuel/Utilities	Unpaid	2,200.00
Bill	05/31/2022	Generator Grant	Generator Grant	800 · Capital Expenditure	Paid	3,921.00
Total Central Hudson Gas & Electric Corp						6,121.00
Charlotte Dunaief						

Cornwall Public Library
Warrant # 11
As of May 31, 2022

Type	Date	Num	Memo	Split	Paid	Amount
Bill	05/31/2022	Emp Reimb.	Emp Reimb. Mileage	435 · Travel/Conference	Unpaid	26.34
Total Charlotte Dunaief						26.34
Cornwall Public Library - Payroll						
Bill	05/03/2022	Pay end date 4.29.22	Pay end date 4.29.22 Pay date 5.6.22	1012 · OBT Payroll Checking	Paid	17,477.29
Bill	05/17/2022	Pay date 5.20.22	Pay end 5.13.22 Pay date 5.20.22	1012 · OBT Payroll Checking	Paid	17,908.86
Bill	05/31/2022	Pay end 5.27.22	Pay end 5.27.22 Pay date 6.3.22	1012 · OBT Payroll Checking	Paid	18,053.05
Total Cornwall Public Library - Payroll						53,439.20
Cragsmoor Free Library						
Bill	05/05/2022	Lost Item	Lost Item- The very hungry caterpillar Item # ...	2082.3 · 2082.3 Lost Item	Unpaid	15.99
Total Cragsmoor Free Library						15.99
Creative Gifts & More						
Bill	05/05/2022	Program 6.8.2022	Program 6.8.2022	437.2 · Prof fees-Adult programs	Unpaid	420.00
Total Creative Gifts & More						420.00
Culligan of Newburgh						
Bill	05/31/2022	Service 6.1 to 6.30	Service 6.1 to 6.30.22	469 · Service Contracts	Unpaid	50.00
Total Culligan of Newburgh						50.00
Demco, Inc.						
Bill	05/26/2022	Invoice 7130471	Invoice 7130471	430.1 · Library supplies	Unpaid	138.15
Total Demco, Inc.						138.15
Denise Schirmer						
Bill	05/05/2022	7.9.22 Program	7.9.22 Program Introduction to Babysitting	437.5 · Prof fees-SRP	Unpaid	200.00
Total Denise Schirmer						200.00
Encon Services & Supply						
Bill	05/26/2022	Invoice 27832	Invoice 27832	452 · Repairs to Building	Unpaid	441.00
Total Encon Services & Supply						441.00
Findaway World, LLC						
Bill	05/26/2022	Invoice 374551	Invoice 374551	412.4 · Books On Tape - Juvenile	Unpaid	52.24
Total Findaway World, LLC						52.24
GENTECH LTD						
Bill	05/31/2022	Invoice 90126	Invoice 90126	800 · Capital Expenditure	Paid	68,790.00
Total GENTECH LTD						68,790.00
hoopla						
Bill	05/31/2022	Invoice 502192985	Invoice 502192985	412.8 · Digital Streaming	Unpaid	487.21
Total hoopla						487.21
Ingram Library Services						
Bill	05/18/2022	Invoice 59389901	Invoice 59389901	-SPLIT-	Unpaid	98.02
Bill	05/19/2022	Invoice 59412932	Invoice 59412932	-SPLIT-	Unpaid	764.89
Bill	05/26/2022	Invoice 59589141	Invoice 59589141	-SPLIT-	Unpaid	43.68
Bill	05/31/2022	Invoice 59623874	Invoice 59623874	-SPLIT-	Unpaid	1,252.59
Total Ingram Library Services						2,159.18
Library Journal						
Bill	05/05/2022	One year renewal	One year renewal	413.7 · Professional Collection	Unpaid	157.99
Total Library Journal						157.99
Lock Around the Clock						
Bill	05/05/2022	Unit 3434 June 2022	Unit 3434 June 2022	469 · Service Contracts	Paid	62.00
Total Lock Around the Clock						62.00
Marangi Disposal						
Bill	05/17/2022	Invoice 25102371	Invoice 25102371	469 · Service Contracts	Paid	137.38
Total Marangi Disposal						137.38
NET2PHONE						
Bill	05/17/2022	Invoice 803580	Invoice 803580	431 · Telephone	Paid	250.55
Total NET2PHONE						250.55

Cornwall Public Library
Warrant # 11
As of May 31, 2022

Type	Date	Num	Memo	Split	Paid	Amount
New York State Deferred Compensatio Plan						
Bill	05/05/2022	Invoice 1166404	Invoice 1166404	2035 · 457 EE Payable	Paid	649.12
Bill	05/20/2022	Invoice 1171438	Invoice 1171438	2035 · 457 EE Payable	Paid	649.12
Total New York State Deferred Compensatio Plan						1,298.24
NYS Employees health Ins. Pending Acct						
Bill	05/17/2022	Invoice 576	Invoice 576	9090.8 · Health Insurance	Paid	6,187.14
Total NYS Employees health Ins. Pending Acct						6,187.14
Orange Bank & Trust Cardmember Services						
Bill	05/31/2022	Acct 1008 May 2022	Acct 1008 May 2022	-SPLIT-	Unpaid	3,386.30
Total Orange Bank & Trust Cardmember Services						3,386.30
OverDrive, Inc.						
Bill	05/17/2022	Invoice 22157312	Invoice 22157312	410.12 · Adult E Book	Unpaid	152.17
Bill	05/17/2022	Invoice 22157308	Invoice 22157308	412.32 · E-Audiobooks -- Adult	Unpaid	59.99
Bill	05/17/2022	Invoice 22143089	Invoice 22143089	412.32 · E-Audiobooks -- Adult	Unpaid	95.00
Total OverDrive, Inc.						307.16
P & P Quick Copy Center						
Bill	05/26/2022	Invoice 209411	Invoice 209411	434 · Publicity & Printing	Unpaid	514.00
Bill	05/26/2022	Invoice 209437	Invoice 209437	-SPLIT-	Unpaid	199.00
Total P & P Quick Copy Center						713.00
Paychex, Inc.						
Bill	05/03/2022	Tax pay 4.29.22	Tax pay 4.29.22	-SPLIT-	Paid	5,745.12
Bill	05/05/2022	Invoice 2022042800	Invoice 2022042800	437.1 · Prof fees-Office	Paid	215.82
Bill	05/20/2022	Invoice 2351185	Invoice 2351185	437.1 · Prof fees-Office	Paid	95.76
Bill	05/18/2022	Tax Pay end 5.13.22	Tax Pay end 5.13.22	-SPLIT-	Paid	5,855.02
Total Paychex, Inc.						11,911.72
RCLS						
Bill	05/05/2022	Invoice 30797	Invoice 30797	430.2 · Office supplies	Unpaid	374.25
Bill	05/17/2022	Invoice 30823	Invoice 30823 2 yr warranty Dell T440 Server...	437.1 · Prof fees-Office	Unpaid	1,749.59
Total RCLS						2,123.84
Rowman & Littlefield Publishing						
Bill	05/05/2022	Invoice 11987322	Invoice 11987322	410.20 · Adult Non-Fiction	Unpaid	38.66
Bill	05/05/2022	Invoice 11987704	Invoice 11987704	410.20 · Adult Non-Fiction	Unpaid	72.33
Total Rowman & Littlefield Publishing						110.99
The Estate of Susan Moccio						
Bill	05/03/2022	Aflac Refund Dec	Aflac Refund Dec 2022	9090.8 · Health Insurance	Paid	7.12
Total The Estate of Susan Moccio						7.12
Toshiba						
Bill	04/21/2022	Invoice 470579558	Invoice 470579558	469 · Service Contracts	Paid	419.45
Bill	05/31/2022	Invoice 472990605	Invoice 472990605	469 · Service Contracts	Unpaid	419.45
Total Toshiba						838.90
Verizon						
Bill	05/17/2022	Service 5.10 to 6.9		431 · Telephone	Paid	119.00
Total Verizon						119.00
Verizon Wireless						
Bill	05/05/2022	Invoice 9905510956	Invoice 9905510956	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
W.B. Mason						
Bill	05/05/2022	Invoice 229477834	Invoice 229477834	430.2 · Office supplies	Unpaid	137.54
Bill	05/26/2022	Invoice 229650112	Invoice 229650112	-SPLIT-	Unpaid	216.85
Bill	05/26/2022	Invoice 229820327	Invoice 229820327	430.2 · Office supplies	Unpaid	131.92
Total W.B. Mason						486.31
TOTAL						168,059.59

May 2022 Director's Report

Personnel

- One of our P/T Librarians has asked to be a substitute. We are currently looking for a replacement for one evening a week and at least one weekend per month.

Budget/Financial

- 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 late June.
- PS has begun a BYOC concert series on the lawn beyond the portico. Thursday, May 12 was the first one, with Mark Henderson. 22 people were in attendance.

Building and Grounds

- The installation of the Generator is well underway. Central Hudson began to install the new gas meter on May 17 and shut the gas off at noon. At this point, it looks as if the installation can be completed on May 20. Installation completed by May 31st; tests to be done June 1st
- The fence replacement will be installed ASAP
- The new video surveillance system is installed and working.
- Awnings FX was informed (5/13) of the quote approval and will begin installation ASAP. RPC was called to install a dedicated circuit for the awnings, as quoted. Hopefully, the two will be able to be coordinated.

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

Registered borrowers: 7,621 (7,586); Direct Access/Circulation: 8,887 (10,157)

ILL Borrows: 1,832 (2,167); ILL Loans: 1,773 (1,795); Item Count: 74,935 (74,488);

Wi-Fi: 6,707 (7,372);

Overdrive checkouts: 2,713 (2,655); Overdrive unique users: 590 (576).

Meetings Attended: Board Meeting: 5/11/22; Finance Committee 5/11/22; Director's Association 5/11/22; Dept. Heads 5/17/22; Staff Meeting 5/19/22; ANSER Committee 5/17, 24 & 31/22; System Services 5/16/22; Friends Steering Committee 5/12/22

Programs Attended: BYOC Concert 5/12 & 5/19; The Dreyfus Affair, Anti-Semitism & Art in 19th Century Paris – Part I 5/18/22.

Youth Services-End of Month Statistics-May 2022

<u>PROGRAM</u> <u>NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>TEENS:</u>	<u>IN- PERSON</u> <u>/</u> <u>REMOTE</u>	<u>ATTENDANCE</u> <u>TOTAL</u>
Family Story Time	5/3, 5/10, 5/17	70	58		In-Person	128
ChatterBooks	5/3	5			In-Person	5
Chess Time	5/9	7	7	1	In-Person	15
Book Break	5/10	3			In-Person	3
T.U.T.	5/13			8	In-Person	8
Readzza						
Readzza	5/17	3			In-Person	3
Art Afternoon	5/19	7			In-Person	7
Dog Tales	5/9, 5/23	11			In-Person	11
Volunteer Interviews	5/25, 5/26, 5/27			29	In-Person	29
					TOTAL:	209

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

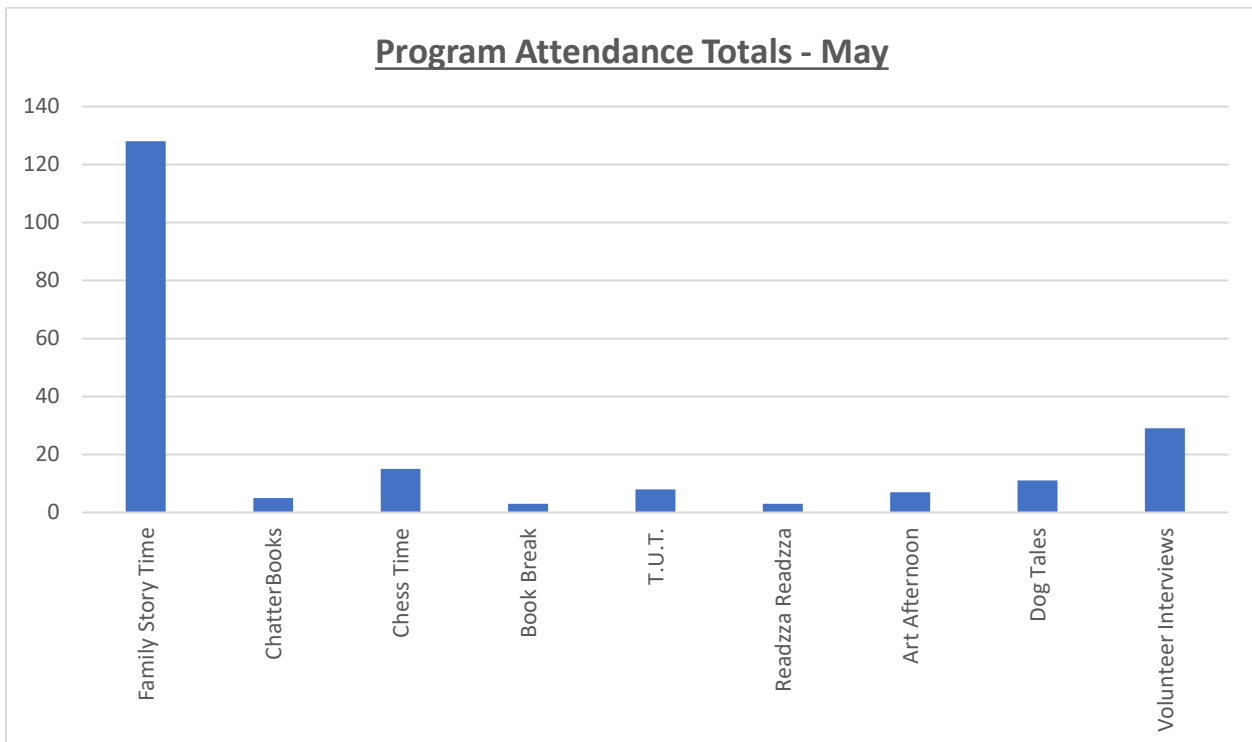
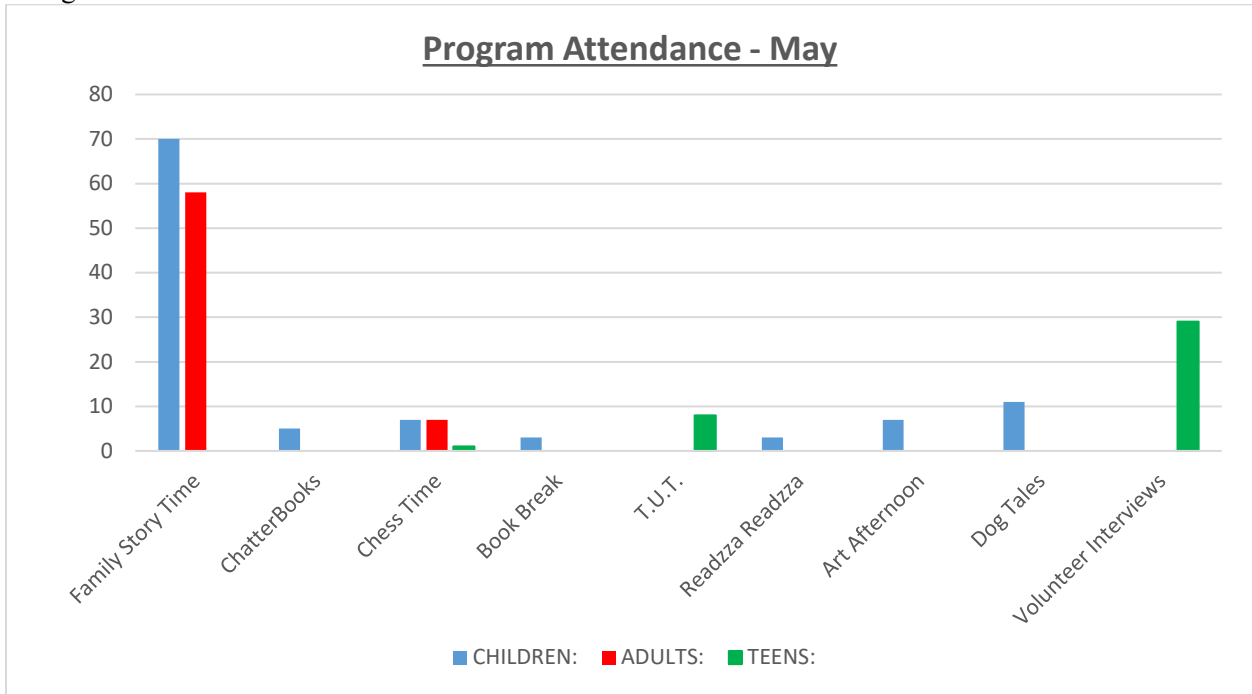
	5/5, 5/10, 5/16, 5/23	Liz
Informational w/ Charlotte Battle of the Books Board Meeting Managers' Meeting Staff Meeting Day of Dialog SRP Planning CCMS RCLS Book Preview	5/9 5/11 5/17 5/19 5/19 5/20 5/23, 5/24 5/23	Liz Liz Liz & Lisa Liz, Lisa & Rebecca Liz Liz Lisa Liz

QUESTIONS

@ THE

DESK:

Reference	150
Circulation	84
Tech	10
Telephone	39
Programs	38



Reflections:

Nine months out of the year, Youth Services provides a variety of book groups for kids K through 8th grade. The idea behind these groups, besides entertainment, is to form an appreciation of what sharing the common experience of reading a book can do - spark curiosity, further exploration of other points of view, cultures, economic classes, struggles, and ways of existing. In other words, experiencing the diversity of this world and its people in surprising ways and then celebrating that with fun activities - playing Pictionary to explore non-verbal communication; building marshmallow catapults to highlight a historical period; flipping over garden rocks to see the natural community that lives beneath. ChatterBooks, Book Break, Readzza Readzza are joined this summer by Battle of the Books as another means of bringing books - and by default, the human predicament - alive for kids at the library.

Speaking of summer...as it fast approaches, we spent much of May preparing. We put the finishing touches on our SRP calendar and sent it to the printer. Rebecca prepared a host of flyers for each of our programs, along with all the SRP handouts and online access. Lisa was at CCMS talking up SRP to 5th graders; I will continue that into June at the elementary schools. Lisa also took the lead on preparing for teen volunteers and interviewing all our candidates. We are reminded of the huge amount of work that goes into bringing this important program to the community, but are happy to have the opportunity once again this year.

Respectfully submitted,

ekf

**Adult Services Report May 1-31, 2022
Holiday Closing on 5/30/22, Maintenance Closing on 5/24/22
(submitted by Meaghan Doyle, 6/3/22)**

REFERENCE: (previous month in parentheses): Ref Questions: 199 (221); Tech Assists: 79 (80); Circ/Curbside Assists: 89 (93); Directional: 16 (11); Reader's Advisory: 11 (13); ILL/SEAL: 5 (7); Pull List: 1250 (1389); Printing: 81 (92); Phone: 42 (70); Virtual Ref: 3 (4); Notary Service: 74 (38)

Database Stats (previous month in parentheses): NoveList Plus Searches: 44 (73); NoveList PlusK-8: 0 (0); EBSCO Other: 28 (0); Gale: 1 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 95 (39)

NY Times Digital Subscription Stats (previous month in parentheses): Offsite Code redemptions 38 (32); Library users 45 (65) accessed 57 (86) articles

PC Usage: Adults: 283 (355) Children's: 2 (5) Laptop: 2 (0) PC Reservations: 0 (5) Guest Passes: 46 (45)

HOOPLA (previous month in parentheses): New signups: 6 (7); Borrowers: 81 (86); Avg. No. Circs: 2.8 (3.0); Maxed Users: 22 (22); Items borrowed: 256 (226)

HOME DELIVERIES: New Sign Ups: 0 (0); Unique Patrons: 4 (2); Deliveries: 6 (5); Items Delivered: 13 (16)

May Meetings/Webinars: 5/11: Library Board of Trustees Meeting; 5/17: RCLS Meeting re: IT and ILS Agreement; 5/17: Managers' Meeting; 5/18: ALA Webinar "When to Go Hybrid"; 5/19: Staff Meeting; 5/19: School Library Journal Virtual Day of Dialog; 5/24: RCLS Open ANSER Committee Meeting

PROGRAMS: 5/1: "Afternoon with Main Street Jazz" at Munger Cottage: 47; 5/2: Creative Writers, Hybrid: 4 in person, 1 Zoom, Total: 5; 5/3: Midday Matinee, King Richard: 6; 5/4: New York State of Health, Exchange Info Booth: unknown; 5/4: Members' Choice Book Group, The Worst Hard Time by Timothy Egan, Virtual: 7; 5/6: Make a May Flower Candle Holder: 11; 5/9: Creative Writers: 5 in person; 5/9: Teen Book Group, The House in the Cerulean Sea by T.J. Klune: 4; 5/12: Card making with Joanne: 13; 5/12: Teen Tech Tutors: 3 Teens, 2 patrons; 5/12: BYOC Summer Concert, Mark Henderson: 22; 5/16 Creative Writers: 4; 5/18: The Dreyfus Affair, Anti-Semitism & Art in 19th Century Paris – Part I: 68; 5/19 Mystery Book Group, Open Season by C.J. Box: 5 in person, 1 virtual, Total: 6; 5/19 BYOC Summer Concert, Benji Kaplan: 10; 5/23: Creative Writers, Hybrid: 4 in person, 1 Zoom, Total: 5; 5/25 Great Decisions Myanmar and ASEAN: 6; 5/25: Out & About Book Group at Rock Wall Pub & Grub, The Echo Wife by Sarah Gailey: 7; 5/26: Book Chat and Chocolate, The Husbands by Chandler Baker, Virtual: 7; 5/31 The Dreyfus Affair, Anti-Semitism & Art in 19th Century Paris – Part II: 45

Total Live Programs: 20 (14), Total Live Attendees: 283 (155)

Seed Library - 126 packets of seeds distributed

Total Passive Programs: 1 (4); Total Passive Attendees: 126 (54)

MICROFILM READER; On Wednesday, May 11, thanks to a former Cornwall Librarian who currently works at Suffern Free Library, we were able to pick up a gently used microfilm machine. The Suffern Library was looking to dispose of the unit, and Ms. Tarvainen remembered we needed one, and the Suffern Library graciously gave us the entire unit for free, including the table and printer. Nick Smith and I took a ride to Suffern, loaded everything up in my car, brought it to Cornwall and got it all set up and ready for use. We have already had patrons use it, and everyone is very happy! The best part is that now, via one medium or another, we have access to the entirety of the Cornwall Local archives.

STAFF RECOMMENDATIONS: One of the best things about working in the library is access to all the amazing reading material and connecting with people who love to read as much as we do! The Staff Recommendations display continues to be a favorite among patrons. Some patrons have been overheard saying they don't even need to know what a book is about to check out a recommendation from one particular staff member! (Hat tip to Eileen, aka "the book whisperer")! Many staff members enjoy the competition of trying to get people to pick their recommendations, while others just like to share and talk about what they've read and enjoyed. Please feel free to drop off a Board Recommendation slip to the circ desk anytime!

SUMMER READING: Preparations for Summer are well underway, including preparing participation prizes, raffle prizes, BINGO boards, and displays. Keep your eyes out in June for the announcement and be sure to sign up.

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

	Budget 92%	Jul '21 - May 22	Budget	\$ Under Budget	Full 2021-2022 Budget	\$ Under Budget	% of Budget
Income							
2002 · Local Public Funds		1,286,771.00	1,286,770.00	-1.00	1,286,770.00	-1.00	100.0%
2005 · Appropriated Fund Balance		0.00	35,000.00	35,000.00	35,000.00	35,000.00	0.0%
2082 · Library Fines		10,937.79	6,875.00	-4,062.79	7,500.00	-3,437.79	145.84%
2401 · Income from Investments		368.27	458.34	90.07	500.00	131.73	73.65%
2706 · Gifts & Endowments							
2706.1 · Gifts-Friends		4,390.74	12,375.00	7,984.26	13,500.00	9,109.26	32.52%
2706.2 · Gifts-Other		1,959.37	916.67	-1,042.70	1,000.00	-959.37	195.94%
Total 2706 · Gifts & Endowments		6,350.11	13,291.67	6,941.56	14,500.00	8,149.89	43.79%
2760 · Grants		0.00	0.00	0.00	0.00	0.00	0.0%
3840 · RCLS		4,810.00	0.00	-4,810.00	0.00	-4,810.00	100.0%
Total Income		1,309,237.17	1,342,395.01	33,157.84	1,344,270.00	35,032.83	97.39%
Gross Profit		1,309,237.17	1,342,395.01	33,157.84	1,344,270.00	35,032.83	97.39%
Expense							
141 · Salary-Certified Librarian		158,735.60	202,711.00	43,975.40	221,139.00	62,403.40	71.78%
142 · Salary-Clerical		359,111.35	435,422.16	76,310.81	475,006.00	115,894.65	75.6%
143 · Salary-Treasurer		5,307.71	5,500.00	192.29	6,000.00	692.29	88.46%
144 · Salary-Custodial		12,455.00	19,066.67	6,611.67	20,800.00	8,345.00	59.88%
203b · Capital Equipment		0.00	0.00	0.00	0.00	0.00	0.0%
410 · Books		44,199.53	62,569.87	18,370.34	68,258.00	24,058.47	64.75%
411 · Film		201.39	646.00	444.61	646.00	444.61	31.18%
412 · Video/Music/Books on Tape		18,760.41	33,935.02	15,174.61	37,020.00	18,259.59	50.68%
413 · Serials/Reference		9,000.35	11,229.18	2,228.83	12,250.00	3,249.65	73.47%
430 · Supplies							
430.1 · Library supplies		5,332.41	5,500.00	167.59	6,000.00	667.59	88.87%
430.2 · Office supplies		6,797.32	10,450.00	3,652.68	11,400.00	4,602.68	59.63%
430.3 · Program supplies							
430.30 · Adult		1,621.10	2,750.00	1,128.90	3,000.00	1,378.90	54.04%
430.31 · YA		70.97	916.67	845.70	1,000.00	929.03	7.1%
430.32 · Juvenile		1,268.15	1,375.00	106.85	1,500.00	231.85	84.54%
430.33 · Summer Reading		623.13	2,291.67	1,668.54	2,500.00	1,876.87	24.93%
430.34 · Special/Outreach		14.46	2,291.67	2,277.21	2,500.00	2,485.54	0.58%
Total 430.3 · Program supplies		3,597.81	9,625.01	6,027.20	10,500.00	6,902.19	34.27%
Total 430 · Supplies		15,727.54	25,575.01	9,847.47	27,900.00	12,172.46	56.37%
431 · Telephone		4,521.00	7,333.34	2,812.34	8,000.00	3,479.00	56.51%
432 · Square Processing Fee		63.51		-63.51		-63.51	
433 · Postage		2,693.85	3,666.67	972.82	4,000.00	1,306.15	67.35%
434 · Publicity & Printing		3,869.70	6,875.00	3,005.30	7,500.00	3,630.30	51.6%
435 · Travel/Conference		577.59	4,125.00	3,547.41	4,500.00	3,922.41	12.84%
437 · Professional Fees							
437.1 · Prof fees-Office		8,987.23	22,820.42	13,833.19	24,895.00	15,907.77	36.1%
437.2 · Prof fees-Adult programs		2,959.99	6,416.67	3,456.68	7,000.00	4,040.01	42.29%
437.3 · Prof fees-YA programs		76.22	1,833.34	1,757.12	2,000.00	1,923.78	3.81%
437.4 · Prof fees-Juvenile		490.00	3,666.67	3,176.67	4,000.00	3,510.00	12.25%
437.5 · Prof fees-SRP		194.94	2,750.00	2,555.06	3,000.00	2,805.06	6.5%
437.6 · Prof fees-Outreach		0.00	916.67	916.67	1,000.00	1,000.00	0.0%
437 · Professional Fees - Other		15.30		-15.30		-15.30	
Total 437 · Professional Fees		12,723.68	38,403.77	25,680.09	41,895.00	29,171.32	30.37%
438 · Dues		1,081.09	1,375.00	293.91	1,500.00	418.91	72.07%
439 · Equipment Repair		0.00	0.00	0.00	0.00	0.00	0.0%
440 · Contracts w/ Books Co.		0.00	2,016.67	2,016.67	2,200.00	2,200.00	0.0%
450 · Fuel/Utilities		22,872.56	29,333.34	6,460.78	32,000.00	9,127.44	71.48%
451 · Custodial Supplies		1,094.77	2,750.00	1,655.23	3,000.00	1,905.23	36.49%
452 · Repairs to Building		11,311.76	22,449.17	11,137.41	24,490.00	13,178.24	46.19%
454 · Building Insurance		11,314.37	13,003.00	1,688.63	13,003.00	1,688.63	87.01%
455 · RCLS ANSER & Telecommunication		55,144.40	63,382.00	8,237.60	63,382.00	8,237.60	87.0%
469 · Service Contracts		29,370.77	31,419.67	2,048.90	34,276.00	4,905.23	85.69%
490 · Refund of PY Tax Assessment		0.00	0.00	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies		-96.97		96.97		96.97	
800 · Capital Expenditure		0.00	0.00	0.00	0.00	0.00	0.0%
9010.8 · Retirement		65,243.85	68,515.00	3,271.15	68,515.00	3,271.15	95.23%
9030.8 · FICA/Medicare Expense		43,905.32	50,696.25	6,790.93	55,305.00	11,399.68	79.39%
9060.8 · Workers' Comp		5,448.00	7,955.00	2,507.00	7,955.00	2,507.00	68.49%
9090.8 · Health Insurance		62,675.48	95,064.75	32,389.27	103,730.00	41,054.52	60.42%
Total Expense		957,313.61	1,245,018.54	287,704.93	1,344,270.00	386,956.39	71.21%
Net Ordinary Income		351,923.56	97,376.47	-254,547.09	0.00	-351,923.56	100.0%

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

	DASNY #7919 GEN/ELEC/LGT (\$181,000)	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	1,069.67	1,069.67
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>514,078.83</u>	<u>595,528.83</u>
Gross Profit	81,450.00	81,450.00	514,078.83	595,528.83
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	144,542.95	144,542.95	258,164.18	402,707.13
Total Expense	<u>156,718.98</u>	<u>156,718.98</u>	<u>281,471.06</u>	<u>438,190.04</u>
	<u>-75,268.98</u>	<u>-75,268.98</u>	<u>232,607.77</u>	<u>157,338.79</u>

*capital balance on 6/30/17

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

	Balance on 5/31/22= \$24,770.72	Balance on 5/31/22= \$2,609.37	Balance on 5/31/22= \$2,962.00			
	Good Idea Fund	Schmitt Children Tech Grant (\$13,000)	Skoufis Adult Tech Grant (\$15,571)	Friends (Operating)	Operating - Other (Operating)	Total Operating
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	10,937.79	10,937.79
2401 · Income from Investments	0.00	0.00	0.00	0.00	368.27	368.27
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	0.00	0.00	0.00	3,942.57	1,305,294.60	1,309,237.17
Gross Profit	0.00	0.00	0.00	3,942.57	1,305,294.60	1,309,237.17
Expense						
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	158,735.60	158,735.60
142 · Salary-Clerical	0.00	0.00	0.00	0.00	359,111.35	359,111.35
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	5,307.71	5,307.71
144 · Salary-Custodial	0.00	0.00	0.00	0.00	12,455.00	12,455.00
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	42,285.56	44,199.53
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	8,848.38	9,000.35
430 · Supplies						
430.1 · Library supplies	375.94	0.00	0.00	0.00	5,332.41	5,332.41
430.2 · Office supplies	105.00	0.00	764.39	134.71	6,662.61	7,561.71
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	14,527.18	16,491.93
431 · Telephone	0.00	0.00	0.00	0.00	4,521.00	4,521.00
432 · Square Processing Fee	0.00	0.00	0.00	0.00	63.51	63.51
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	577.59	577.59
437 · Professional Fees						
437.1 · Prof fees-Office	0.00	0.00	0.00	0.00	8,987.23	8,987.23
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	12,243.74	12,723.68
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	1,094.77	1,094.77
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 & Telecommunication	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	29,370.77	29,370.77
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
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	43,905.32	43,905.32
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	62,675.48	62,675.48
Total Expense	2,571.34	0.00	2,466.21	3,746.24	953,690.10	959,902.55
	-2,571.34	0.00	-2,466.21	196.33	351,604.50	349,334.62

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/ JUNE meeting
Final Handbook 7-11-19-1v.4.docx (Personnel committee for 22-23 to revise this! SHRM to look over?)		Grievance Policy.docx
		Library History Jan Dempsy.docx (Not up for a policy vote; just a review for website)
		Confidentiality of Library Patron Records
		Homebound Delivery Service Policy Agreement9 10 19.docx (Form to be added on to existing Homebound Policy from Nov 19)
		Parking Lot Policy.docx
		Bylaws CPL BYLAWS draft.docx

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)
Whistle Blower (Dec 19 folder)	Hours of Operation (Dec 19 folder)
Petty Cash (Dec 19 folder)	Pandemic Policy & Procedures (Mar 2020 folder)
Collection Development	Virtual Program Policy (May 2020)

(Mar 2020 folder)	
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)

<p>Workplace rules-Infraction form for supervisors.docx (Personnel committee)=For staff use; not a formal policy (Created: Dec 21)</p>	<p>Computer Use & Internet and Wireless Usage Policy10_21_21.docx (Feb 22)</p>
<p>Computer, Internet, & Wireless Usage Policy and Agreement for Minors 8 -19v.2.docx (Feb 22)</p>	<p>Collection Development 3/5/2020.docx (April 22)</p>
<p>CPL Remote Work Plan 4_8_2022.docx (Not a policy but an HR form; reviewed in April 22)</p>	<p>computer_wifi use statement for patrons.docx (May 22)</p>