

Cornwall Public Library
July 20, 2022, 7:00 PM
Regular Meeting Agenda

I. Roll

II. Approval of the Minutes –June 8, 2022; July 13, 2022

III. Financial Review

a. Approval of Warrant #12

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, Grounds & Sustainability Committee: Discussion of HVAC

4. Friends

5. Personnel Committee: Need vote to approve hiring of Dashawn McNeill as Custodian and Samantha Bartul as Library Clerk

6. Strategic Planning Committee

VIII. Unfinished Business

IX. New Business: Assurances: State Aid for Library Construction Program; Assurance letter to RCLS

X. Adjournment

Next Regular Board Meeting Weds. August 10, 2022, 7 PM

Cornwall Public Library Board of Trustees Meeting
June 8, 2022, 7:00 pm
Minutes

Meeting was called to order by Meghann Chyla at 7:04 p.m.

I. Roll:

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

Trustees Excused: Melissa Greaves-Kulisek.

Also Present: Library Director Charlotte Dunaief, Emily Milton (Treasurer), library staff members 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 May 11, 2022, as amended, was made by Lynn Daniels, seconded by Matt Rettig, and was unanimously approved.

III. Financial Review: A motion to approve Warrant #11 in the amount of \$168,059.59 was made by Carol Stein, seconded by Stephanie Wolf, and was unanimously approved.

IV. Public Remarks: None.

V. Communications and Donations: None.

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 did not meet this month.

2. Policy Committee: Meghann Chyla presented the Policy Committee report. The committee presented two documents for the Board to view: Library History and Homebound Delivery Service Agreement. The committee also presented the Bylaws of the Cornwall Public Library Board of Trustees, which the Board reviewed and will put to vote at the next regular Board meeting. A motion to approve the Employee Grievance Policy as amended, pending lawyer revision, was made by Matt Rettig, seconded by Stephanie Wolf, and was unanimously approved. A motion to approve the Confidentiality of Library Patron Records, as amended, was made by Stephanie Wolf, seconded by Matt Rettig, and was unanimously approved. A motion to approve the Parking Lot Policy, as amended, was made by Matt Soltis, seconded by Carol Stein, and was unanimously approved.

- 3. Building, Garden, and Grounds:** Library Director Charlotte Dunaief presented the Buildings, Gardens and Grounds report. The generator installation is complete. An order has been placed for the awning.
- 4. Friends:** Matt Soltis presented the Friends report. The Friends had a successful book sale at River Fest on Sunday, June 5. The Friends will hold their annual meeting on Saturday, June 11.
- 5. Personnel Committee:** Stephanie Wolf presented the Personnel Committee report. The committee did not meet this month.
- 6. Sustainability Committee:** Matt Rettig presented the Sustainability Committee report. The committee is awaiting the results of its application for a grant from EBSCO for the installation of solar panels.
- 7. Strategic Planning Committee:** Matt Soltis presented the Strategic Planning Committee report. The committee created a survey that the library administered at River Fest. The committee will review the results.

VIII. Unfinished Business: None.

- IX. New Business:** The Board would like to acknowledge Carol Stein's service to the library. Carol served on the Cornwall Public Library Board of Trustees for 8 years.
- X. Adjournment:** A motion to adjourn the regular Board meeting was made by Carol Stein, seconded by Matt Rettig, and was unanimously approved. Meghann Chyla adjourned the meeting at 8:03 pm.

The annual Organizational meeting will be held on Wednesday, July 13, 2022 at 7:00 pm

The next Regular Board Meeting will be held on Wednesday, July 20, 2022 at 7:00 pm

These minutes were recorded by library staff member Catherine Incledon.

Cornwall Public Library
Board of Trustees
July 13, 2022
Annual 7 PM Organizational Meeting Minutes

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

I. Roll:

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

Charlotte Dunaief, Director.

Trustees Excused: None.

Also Present: Library staff member Catherine Incledon (Minutes) and Samantha Bartul (Minutes).

II. Disposition of the Minutes: A motion for the disposition of the minutes from the organizational meeting of July 8, 2021 was made at the August 2021 regular Board meeting.

III. Oaths of Office: The Oath of Office was taken by Meghann Chyla, Lynn Daniels and Michelle Query, in which they read a sworn oath and signed a copy of the oath. Meghann Chyla and Lynn Daniels will be serving 3-year terms. Michelle Query will be serving a 1-year term.

IV. Nomination and Appointment of Officers: A motion to approve the following slate of officers as written was made by Melissa Greaves-Kulisek, seconded by Lynn Daniels, and was unanimously approved.

A. President: Stephanie Wolf

B. Vice President: Meghann Chyla

C. Secretary: Melissa Greaves-Kulisek

D. Treasurer: Emily Milton

V. Committee Appointments and Appointment of Chairs of Committees: A motion to approve the following slate of committee chairs as written was made by Lynn Daniels, seconded by Matt Soltis, and was unanimously approved.

A. Building, Garden and Grounds Chair: Melissa Greaves-Kulisek

B. Finance Chair: Stephanie Wolf

C. Personnel Chair: Lynn Daniels

D. Policy Chair: Meghann Chyla

E. Strategic Planning Chair: Michelle Query

The committees will be comprised as follows:

A. Building, Garden and Grounds Committee: Melissa Greaves (Chair), Michelle Query (member), Lynn Daniels (member)

B. Finance Committee: Stephanie Wolf (Chair), Matt Rettig (member)

C. Personnel Committee: Lynn Daniels (Chair), Meghann Chyla (member), Matt Rettig (member)

D. Policy Committee: Meghann Chyla (Chair), Matt Soltis (member), Matt Rettig (member)

E. Strategic Planning Committee: Michelle Query (Chair), Stephanie Wolf (member), Matt Soltis (member)

F. Friends Liaisons: Matt Soltis and Melissa Greaves-Kulisek

- VI. Bank of Deposit:** A motion to approve the use of Orange Bank & Trust Company as the bank of deposit for the Cornwall Public Library, as well as to approve the following list of accounts, was made by Matt Rettig, seconded by Stephanie Wolf, and was unanimously approved.
- VII. Accounts:** A motion to approve the use of the following five accounts was made above.
- A. Payroll (7835)- Checking
 - B. General Fund (7848)- Checking
 - C. Investor's Choice (7806)- Checking
 - D. Capital Fund (7819)- Checking
 - E. Memorial Fund (0416)- Savings
- VIII. Appointments:** A motion to approve the following appointments was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved.
- A. Media:** *Cornwall Local, Times Herald Record, and Mid-Hudson Times*
 - B. Attorney:** Jacobowitz & Gubits, LLP
 - C. Auditor:** Nugent & Haeussler
- IX. Confirmation of Petty Cash Account:** A motion to approve the library's petty cash account in the amount of \$165.00, to be managed by library staff member Patt Rovello, was made by Michelle Query, seconded by Lynn Daniels, and was unanimously approved.
- X. Authorization of Payments:** A motion to approve the following authorizations was made by Stephanie Wolf, seconded by Michelle Query, and was unanimously approved.
- A. Prior to warrant:** The authorization of payments such as the Utility Bills, Health Insurance, Telephone and FIOS Bills, Landscaper, and contractual payments prior to the approval of the warrant
 - B. Finance Committee to approve warrant:** The authorization of the Finance Committee to approve the warrant in the event that the full Board cannot do so.
- XI. Meetings:** A motion to approve the schedule of Board meeting dates on the second Wednesday of every month at 7 pm was made by Lynn Daniels, seconded by Melissa Greaves-Kulisek, and was unanimously approved.
- XII. Adjournment:** A motion to adjourn the July 13, 2022 Organizational Meeting was made by Stephanie Wolf, seconded by Lynn Daniels, and was unanimously approved. The meeting was adjourned at 7:39 pm.

These minutes were written and submitted by library staff member Catherine Incledon.

Cornwall Public Library
Warrant # 12
As of June 30, 2022

| Type | Date | Num | Memo | Split | Paid | Amount |
|----------------------------------|------------|-------------------|--|------------------------------|--------|-----------|
| AFLAC | | | | | | |
| Bill | 06/21/2022 | Invoice 967609 | Invoice 967609 | 9090.8 · Health Insurance | Paid | 129.70 |
| Total AFLAC | | | | | | 129.70 |
| ALA - Member Services | | | | | | |
| Bill | 06/27/2022 | 2023 Membership | 2023 Membership Member ID 0009171 | 438 · Dues | Unpaid | 411.00 |
| Total ALA - Member Services | | | | | | 411.00 |
| Awning FX | | | | | | |
| Bill | 06/27/2022 | Awning | Awning | 800 · Capital Expenditure | Paid | 14,425.00 |
| Total Awning FX | | | | | | 14,425.00 |
| Belsito | | | | | | |
| Bill | 06/02/2022 | Invoice 062121901 | Invoice 062121901 To replace check 10273 ... | 437.1 · Prof fees-Office | Paid | 2,500.00 |
| Total Belsito | | | | | | 2,500.00 |
| Benninger Landscaping LTD | | | | | | |
| Bill | 06/14/2022 | Invoice 26097 | Invoice 26097 | 469 · Service Contracts | Paid | 900.00 |
| Total Benninger Landscaping LTD | | | | | | 900.00 |
| Blackstone Publishing | | | | | | |
| Bill | 06/14/2022 | Invoice 2045852 | Invoice 2045852 | -SPLIT- | Unpaid | 154.19 |
| Bill | 06/21/2022 | Invoice 2047958 | Invoice 2047958 | -SPLIT- | Unpaid | 104.85 |
| Bill | 06/30/2022 | Invoice 2049622 | Invoice 2049622 | -SPLIT- | Unpaid | 255.36 |
| Total Blackstone Publishing | | | | | | 514.40 |
| Blake Engineering PLLC | | | | | | |
| Bill | 06/06/2022 | Invoice 1995 | Invoice 1995 | 437.1 · Prof fees-Office | Paid | 4,200.00 |
| Total Blake Engineering PLLC | | | | | | 4,200.00 |
| Brodart Co. - Juv | | | | | | |
| Bill | 06/30/2022 | Invoice B6452418 | Invoice B6452418 | -SPLIT- | Unpaid | 105.05 |
| Bill | 06/21/2022 | Invoice B6443503 | Invoice B6443503 | 410.5 · Juvenile Non Fiction | Unpaid | 16.62 |
| Bill | 06/21/2022 | Invoice B6443830 | Invoice B6443830 | 410.4 · Juvenile Fiction | Unpaid | 9.58 |
| Bill | 06/21/2022 | Invoice B6443853 | Invoice B6443853 | 410.5 · Juvenile Non Fiction | Unpaid | 7.87 |
| Bill | 06/21/2022 | Invoice B6443604 | Invoice B6443604 | -SPLIT- | Unpaid | 21.63 |
| Bill | 06/21/2022 | Invoice B6443510 | Invoice B6443510 | -SPLIT- | Unpaid | 11.04 |
| Bill | 06/21/2022 | Invoice B6443611 | Invoice B6443611 | -SPLIT- | Unpaid | 52.17 |
| Bill | 06/21/2022 | Invoice B6443531 | Invoice B6443531 | 410.4 · Juvenile Fiction | Unpaid | 10.26 |
| Bill | 06/21/2022 | Invoice B6443547 | Invoice B6443547 | 410.5 · Juvenile Non Fiction | Unpaid | 29.74 |
| Bill | 06/21/2022 | Invoice B6443601 | Invoice B6443601 | -SPLIT- | Unpaid | 208.17 |
| Bill | 06/21/2022 | Invoice B6443504 | Invoice B6443504 | -SPLIT- | Unpaid | 110.28 |
| Bill | 06/21/2022 | Invoice B6443598 | Invoice B6443598 | -SPLIT- | Unpaid | 340.57 |
| Bill | 06/21/2022 | Invoice B6443548 | Invoice B6443548 | -SPLIT- | Unpaid | 30.90 |
| Bill | 06/21/2022 | Invoice B6443532 | Invoice B6443532 | -SPLIT- | Unpaid | 9.94 |
| Bill | 06/21/2022 | Invoice B6443544 | Invoice B6443544 | -SPLIT- | Unpaid | 14.81 |
| Bill | 06/21/2022 | Invoice B6443829 | Invoice B6443829 | 410.4 · Juvenile Fiction | Unpaid | 19.21 |
| Bill | 06/21/2022 | Invoice B6396066 | Invoice B6396066 | -SPLIT- | Unpaid | 98.62 |
| Bill | 06/21/2022 | Invoice B6396064 | Invoice B6396064 | -SPLIT- | Unpaid | 10.49 |
| Bill | 06/30/2022 | Invoice B6452417 | Invoice B6452417 | -SPLIT- | Unpaid | 15.47 |
| Bill | 06/30/2022 | Invoice B6452567 | Invoice B6452417 | 410.4 · Juvenile Fiction | Unpaid | 11.84 |
| Bill | 06/30/2022 | Invoice B6452568 | Invoice B6452568 | 410.5 · Juvenile Non Fiction | Unpaid | 18.13 |
| Bill | 06/30/2022 | Invoice B6452613 | Invoice B6452613 | 410.4 · Juvenile Fiction | Unpaid | 12.24 |
| Bill | 06/30/2022 | Invoice B6452592 | Invoice B6452592 | 410.4 · Juvenile Fiction | Unpaid | 6.12 |
| Bill | 06/30/2022 | Invoice B6452593 | Invoice B6452593 | 410.4 · Juvenile Fiction | Unpaid | 6.12 |
| Bill | 06/30/2022 | Invoice B6452414 | Invoice B6452414 | -SPLIT- | Unpaid | 19.88 |
| Bill | 06/30/2022 | Invoice B6452611 | Invoice B6452611 | 410.4 · Juvenile Fiction | Unpaid | 14.87 |
| Bill | 06/30/2022 | Invoice B6452464 | Invoice B6452464 | -SPLIT- | Unpaid | 61.53 |
| Bill | 06/30/2022 | Invoice B6452411 | Invoice B6452411 | -SPLIT- | Unpaid | 42.51 |
| Bill | 06/30/2022 | Invoice B6452416 | Invoice B6452416 | -SPLIT- | Unpaid | 101.59 |
| Bill | 06/30/2022 | Invoice B6452419 | Invoice B6452419 | -SPLIT- | Unpaid | 49.43 |
| Bill | 06/30/2022 | Invoice B6452598 | Invoice B6452598 | 410.4 · Juvenile Fiction | Unpaid | 27.98 |
| Bill | 06/30/2022 | Invoice B6452599 | Invoice B6452599 | 410.4 · Juvenile Fiction | Unpaid | 6.04 |
| Bill | 06/30/2022 | Invoice B6452591 | Invoice B6452591 | 410.4 · Juvenile Fiction | Unpaid | 15.21 |
| Bill | 06/30/2022 | Invoice B6452459 | Invoice B6452459 | -SPLIT- | Unpaid | 16.34 |
| Bill | 06/30/2022 | Invoice B6452610 | Invoice B6452610 | 410.4 · Juvenile Fiction | Unpaid | 6.59 |
| Bill | 06/30/2022 | Invoice B6459009 | Invoice B6459009 | 410.4 · Juvenile Fiction | Unpaid | 14.87 |
| Bill | 06/30/2022 | Invoice B6458958 | Invoice B6458958 | 410.4 · Juvenile Fiction | Unpaid | 13.99 |
| Bill | 06/30/2022 | Invoice B6458802 | Invoice B6458802 | 410.5 · Juvenile Non Fiction | Unpaid | 136.84 |
| Bill | 06/30/2022 | Invoice B6458919 | Invoice B6458919 | -SPLIT- | Unpaid | 9.94 |
| Bill | 06/30/2022 | Invoice B6459005 | Invoice B6459005 | -SPLIT- | Unpaid | 68.37 |
| Bill | 06/30/2022 | Invoice B6459006 | Invoice B6459006 | -SPLIT- | Unpaid | 76.31 |
| Bill | 06/30/2022 | Invoice B6458955 | Invoice B6458955 | -SPLIT- | Unpaid | 145.76 |

Cornwall Public Library
Warrant # 12
As of June 30, 2022

| Type | Date | Num | Memo | Split | Paid | Amount |
|---|------------|---------------------|--|-------------------------------------|--------|-----------|
| Bill | 06/30/2022 | Invoice B6458798 | Invoice B6458798 | 410.4 · Juvenile Fiction | Unpaid | 26.24 |
| Bill | 06/30/2022 | Invoice B6458959 | Invoice B6458959 | -SPLIT- | Unpaid | 36.67 |
| Bill | 06/30/2022 | Invoice B6458771 | Invoice B6458771 | -SPLIT- | Unpaid | 176.10 |
| Bill | 06/30/2022 | Invoice B6458960 | Invoice B6458960 | -SPLIT- | Unpaid | 95.01 |
| Total Brodart Co. - Juv | | | | | | 2,338.94 |
| Brodart Co. (McN) | | | | | | |
| Bill | 06/14/2022 | Invoice M196218 | Invoice M196218 | 410.9 · McNaughton | Unpaid | 610.75 |
| Total Brodart Co. (McN) | | | | | | 610.75 |
| Cengage Learning/Gale | | | | | | |
| Bill | 06/21/2022 | Invoice 77940820 | Invoice 77940820 | 410.11 · Adult Fiction Standing ... | Unpaid | 45.00 |
| Bill | 06/30/2022 | Invoice 78050135 | Invoice 78050135 | -SPLIT- | Unpaid | 92.24 |
| Bill | 06/30/2022 | Invoice 78137672 | Invoice 78137672 Year end | 410.11 · Adult Fiction Standing ... | Unpaid | 609.40 |
| Total Cengage Learning/Gale | | | | | | 746.64 |
| Central Hudson Gas & Electric Corp | | | | | | |
| Bill | 06/30/2022 | Acct 21005766296 | Acct 21005766296 | 469 · Service Contracts | Unpaid | 106.59 |
| Bill | 06/30/2022 | Acct 21004099186 | Acct 21004099186 Building Elec and Gas | 469 · Service Contracts | Unpaid | 1,998.26 |
| Total Central Hudson Gas & Electric Corp | | | | | | 2,104.85 |
| Continental Screen Print & Design, Inc | | | | | | |
| Bill | 06/14/2022 | Invoice 13827 | Invoice 13827 | 430.33 · Summer Reading | Unpaid | 315.00 |
| Total Continental Screen Print & Design, Inc | | | | | | 315.00 |
| Cornwall Public Library - Payroll | | | | | | |
| Bill | 06/01/2022 | Bonus Pay 2022 | Bonus Pay 2022 Pay date 6.10.22 | 1012 · OBT Payroll Checking | Paid | 14,502.13 |
| Bill | 06/14/2022 | Pay end 6.10.22 Pay | Pay end 6.10.22 Pay Date 6.17.22 | 1012 · OBT Payroll Checking | Paid | 17,899.33 |
| Bill | 06/27/2022 | Pay day 6.24.22 | Pay day 6.24.22 Pay date 6.30.22 | 1012 · OBT Payroll Checking | Paid | 17,969.69 |
| Total Cornwall Public Library - Payroll | | | | | | 50,371.15 |
| Creative Gifts & More | | | | | | |
| Bill | 06/02/2022 | Invoice 200 | Invoice 200 | 430.30 · Adult | Unpaid | 72.00 |
| Total Creative Gifts & More | | | | | | 72.00 |
| Culligan of Newburgh | | | | | | |
| Bill | 06/30/2022 | Service 7/1 to 7/31 | Service 7/1 to 7/31/2022 | 469 · Service Contracts | Unpaid | 50.00 |
| Bill | 06/30/2022 | Invoice 1049601 | Invoice 1049601 | 469 · Service Contracts | Unpaid | 8.11 |
| Total Culligan of Newburgh | | | | | | 58.11 |
| David Engel | | | | | | |
| Bill | 06/14/2022 | July 21 Program | July 21 Program | 437.5 · Prof fees-SRP | Unpaid | 450.00 |
| Total David Engel | | | | | | 450.00 |
| Dawn Thornton | | | | | | |
| Bill | 06/30/2022 | Employee Reimb | Employee Reimbursement | 430.33 · Summer Reading | Unpaid | 48.66 |
| Total Dawn Thornton | | | | | | 48.66 |
| Demco, Inc. | | | | | | |
| Bill | 06/14/2022 | Invoice 7136486 | Invoice 7136486 | -SPLIT- | Unpaid | 33.63 |
| Total Demco, Inc. | | | | | | 33.63 |
| Elizabeth Fisher | | | | | | |
| Bill | 06/27/2022 | Empl Reimburs | Empl Reimburs Mileage | 435 · Travel/Conference | Unpaid | 75.01 |
| Bill | 06/27/2022 | Em. Reimburse | | -SPLIT- | Unpaid | 38.82 |
| Total Elizabeth Fisher | | | | | | 113.83 |
| Emperatriz Vasquez | | | | | | |
| Bill | 06/21/2022 | Program 7/20/22 | Program 7/20/22 | 437.2 · Prof fees-Adult programs | Unpaid | 80.00 |
| Total Emperatriz Vasquez | | | | | | 80.00 |
| Findaway World, LLC | | | | | | |
| Bill | 06/21/2022 | Invoice 393264 | Invoice 393264 | -SPLIT- | Unpaid | 955.32 |
| Bill | 06/21/2022 | Invoice 392214 | Invoice 392214 | 412.32 · E-Audiobooks -- Adult | Unpaid | 119.98 |
| Bill | 06/30/2022 | Invoice 393814 | Invoice 393814 | 412.4 · Books On Tape - Juvenile | Unpaid | 494.88 |
| Bill | 06/30/2022 | Invoice 394560 | Invoice 394560 | 412.3 · Books-on-Tape | Unpaid | 296.20 |
| Total Findaway World, LLC | | | | | | 1,866.38 |
| GENTECH LTD | | | | | | |

Cornwall Public Library
Warrant # 12
As of June 30, 2022

| Type | Date | Num | Memo | Split | Paid | Amount |
|-------------------------------------|------------|-----------------------|--|-----------------------------------|--------|-----------|
| Bill | 06/06/2022 | Invoice 90628 | Invoice 90628 | -SPLIT- | Paid | 20,100.00 |
| Total GENTECH LTD | | | | | | 20,100.00 |
| Good Housekeeping | | | | | | |
| Bill | 06/21/2022 | 1 yr renewal | 1 yr renewal | 413.6 · Serials | Unpaid | 24.97 |
| Total Good Housekeeping | | | | | | 24.97 |
| Goshen Public Library | | | | | | |
| Bill | 06/30/2022 | Lost Item | Lost Item # 32812001555549 Patron # 220807 | 2082 · Library Fines | Unpaid | 13.00 |
| Total Goshen Public Library | | | | | | 13.00 |
| Ingram Library Services | | | | | | |
| Bill | 06/14/2022 | Invoice 59903155 | Invoice 59903155 | -SPLIT- | Unpaid | 32.60 |
| Bill | 06/30/2022 | Invoice 70137824 | Invoice 70137824 | -SPLIT- | Unpaid | 20.10 |
| Total Ingram Library Services | | | | | | 52.70 |
| Jacobowitz & Gubits, LLP | | | | | | |
| Bill | 06/21/2022 | Invoice 300451 | Invoice 300451 | 437.1 · Prof fees-Office | Unpaid | 360.00 |
| Bill | 06/21/2022 | Invoice 300471 | Invoice 300471 | 437.1 · Prof fees-Office | Unpaid | 407.35 |
| Total Jacobowitz & Gubits, LLP | | | | | | 767.35 |
| JNJ Pest Control | | | | | | |
| Bill | 06/14/2022 | Invoice 9317 | Invoice 9317 | 469 · Service Contracts | Paid | 280.00 |
| Total JNJ Pest Control | | | | | | 280.00 |
| Joe Yedowitz | | | | | | |
| Bill | 06/14/2022 | Concert 8.11.22 | Concert 8.11.22 | 437.2 · Prof fees-Adult programs | Paid | 100.00 |
| Total Joe Yedowitz | | | | | | 100.00 |
| Linda L. Israel | | | | | | |
| Bill | 06/30/2022 | 2ndQtr Medicare Re... | 2ndQtr Medicare Reim | 9030.81 · .81 Medicare Reimbur... | Paid | 510.03 |
| Total Linda L. Israel | | | | | | 510.03 |
| Lisa Sinclair | | | | | | |
| Bill | 06/14/2022 | Mileage Reimburse | Mileage Reimburse | 435 · Travel/Conference | Unpaid | 18.35 |
| Total Lisa Sinclair | | | | | | 18.35 |
| Lock Around the Clock | | | | | | |
| Bill | 06/14/2022 | July 2022 3434 | July 2022 3434 | 469 · Service Contracts | Paid | 62.00 |
| Total Lock Around the Clock | | | | | | 62.00 |
| Lois. Kohlman | | | | | | |
| Bill | 06/30/2022 | 2ndQtr Medicare Re... | 2ndQtr Medicare Reim | 9030.81 · .81 Medicare Reimbur... | Paid | 510.30 |
| Total Lois. Kohlman | | | | | | 510.30 |
| Lorraine E. Radler- Ziegler | | | | | | |
| Bill | 06/30/2022 | 2ndQtr Medicare Re... | 2ndQtr Medicare Reim | 9030.81 · .81 Medicare Reimbur... | Paid | 510.30 |
| Total Lorraine E. Radler- Ziegler | | | | | | 510.30 |
| Marangi Disposal | | | | | | |
| Bill | 06/21/2022 | Invoice 26102889 | Invoice 26102889 | 469 · Service Contracts | Paid | 137.38 |
| Total Marangi Disposal | | | | | | 137.38 |
| Marie C. Clark | | | | | | |
| Bill | 06/30/2022 | 2ndQtr Medicare Re... | 2ndQtr Medicare Reim | 9030.81 · .81 Medicare Reimbur... | Paid | 510.30 |
| Total Marie C. Clark | | | | | | 510.30 |
| Michael Melasky | | | | | | |
| Bill | 06/06/2022 | June 6 Program | June 6 Program | 437.2 · Prof fees-Adult programs | Paid | 100.00 |
| Total Michael Melasky | | | | | | 100.00 |
| Midwest Tape | | | | | | |
| Bill | 06/30/2022 | Invoice 502334252 | Invoice 502334252 | 412.8 · Digital Streaming | Unpaid | 542.27 |
| Total Midwest Tape | | | | | | 542.27 |
| Nasco | | | | | | |
| Bill | 06/21/2022 | Invoice 281074 | Invoice 281074 | -SPLIT- | Unpaid | 1,300.55 |

Cornwall Public Library
Warrant # 12
As of June 30, 2022

| Type | Date | Num | Memo | Split | Paid | Amount |
|--|------------|-----------------------|--|-----------------------------------|--------|-----------|
| Total Nasco | | | | | | 1,300.55 |
| National Geographic Society | | | | | | |
| Bill | 06/21/2022 | 2 yr renewal | 2 yr renewal | 413.6 · Serials | Unpaid | 67.00 |
| Total National Geographic Society | | | | | | 67.00 |
| NET2PHONE | | | | | | |
| Bill | 06/16/2022 | Invoice 1214595080 | Invoice 1214595080 | 431 · Telephone | Paid | 250.55 |
| Total NET2PHONE | | | | | | 250.55 |
| New York State Deferred Compensatio Plan | | | | | | |
| Bill | 06/03/2022 | Invoice 1176967 | Invoice 1176967 | 2035 · 457 EE Payable | Paid | 649.12 |
| Bill | 06/16/2022 | Invoice 1181880 | Invoice 1181880 | 2035 · 457 EE Payable | Paid | 649.12 |
| Bill | 06/27/2022 | Invoice 1187397 | Invoice 1187397 | 2035 · 457 EE Payable | Paid | 649.12 |
| Total New York State Deferred Compensatio Plan | | | | | | 1,947.36 |
| Nicholas Smith | | | | | | |
| Bill | 06/21/2022 | Employee Reimburs | Employee Reimbursement | -SPLIT- | Unpaid | 37.08 |
| Total Nicholas Smith | | | | | | 37.08 |
| NYS & Local Retirement | | | | | | |
| Bill | 06/01/2022 | May 2022 Contri | May 2022 Contributions | 9010.8 · Retirement | Paid | 687.65 |
| Bill | 06/30/2022 | June 2022 | June 2022 contributions | 9010.8 · Retirement | Paid | 1,044.47 |
| Total NYS & Local Retirement | | | | | | 1,732.12 |
| NYS Employees health Ins. Pending Acct | | | | | | |
| Bill | 06/14/2022 | Invoice 577 | Invoice 577 | -SPLIT- | Paid | 6,158.30 |
| Total NYS Employees health Ins. Pending Acct | | | | | | 6,158.30 |
| Orange Bank & Trust Cardmember Services | | | | | | |
| Bill | 06/30/2022 | Acct 1088 | June 2022 Statement Closing date 6.23.22 | -SPLIT- | Unpaid | 2,328.94 |
| Total Orange Bank & Trust Cardmember Services | | | | | | 2,328.94 |
| OverDrive, Inc. | | | | | | |
| Bill | 06/14/2022 | Invoice 22182833 | Invoice 22182833 | 410.12 · Adult E Book | Unpaid | 1,610.99 |
| Bill | 06/14/2022 | Invoice 22182834 | Invoice 22182834 | 412.52 · E-Audiobooks -- Young... | Unpaid | 216.00 |
| Bill | 06/14/2022 | Invoice 22184102 | Invoice 22184102 | -SPLIT- | Unpaid | 130.00 |
| Bill | 06/14/2022 | Invoice 22182832 | Invoice 22182832 | 412.32 · E-Audiobooks -- Adult | Unpaid | 788.05 |
| Bill | 06/21/2022 | Invoice 22192596 | Invoice 22192596 | -SPLIT- | Unpaid | 365.00 |
| Bill | 06/21/2022 | Invoice 22195419 | Invoice 22195419 | 412.52 · E-Audiobooks -- Young... | Unpaid | 152.00 |
| Bill | 06/27/2022 | Invoice 22202050 | Invoice 22202050 | 410.12 · Adult E Book | Unpaid | 55.00 |
| Bill | 06/27/2022 | Invoice 22202100 | Invoice 22202100 | 412.32 · E-Audiobooks -- Adult | Unpaid | 76.00 |
| Bill | 06/27/2022 | Invoice 22199382 | Invoice 22199382 | 410.12 · Adult E Book | Unpaid | 55.00 |
| Total OverDrive, Inc. | | | | | | 3,448.04 |
| Patricia Rovello | | | | | | |
| Bill | 06/30/2022 | 2ndQtr Medicare Re... | 2ndQtr Medicare Reim | 9030.81 · .81 Medicare Reimbur... | Paid | 510.30 |
| Total Patricia Rovello | | | | | | 510.30 |
| Paychex, Inc. | | | | | | |
| Bill | 06/01/2022 | Tax Pay 5.27.22 | Tax Pay 5.27.22 | -SPLIT- | Paid | 5,869.26 |
| Bill | 06/06/2022 | Bonus Pay Tx Pay | Bonus Pay Tax Pay, Pay Date 6.10.2022 | -SPLIT- | Paid | 3,972.78 |
| Bill | 06/20/2022 | Invoice 2438180 | Invoice 2438180 | 437.1 · Prof fees-Office | Paid | 98.28 |
| Bill | 06/27/2022 | Tax Pay 6.24.22 | Tax Pay 6.24.22 | -SPLIT- | Paid | 5,886.64 |
| Bill | 06/30/2022 | Invoice 972917 | Invoice 972917 June 2022 | 437.1 · Prof fees-Office | Paid | 199.82 |
| Bill | 06/30/2022 | Tax Pay 6.17.22 | Tax Pay 6.17.22 | -SPLIT- | Paid | 5,875.53 |
| Total Paychex, Inc. | | | | | | 21,902.31 |
| RCLS | | | | | | |
| Bill | 06/14/2022 | Invoice 30828 | Invoice 30828 | 430.1 · Library supplies | Unpaid | 278.08 |
| Bill | 06/14/2022 | Invoice 30837 | Invoice 9317 | 437.1 · Prof fees-Office | Unpaid | 2,721.92 |
| Bill | 06/14/2022 | Invoice 30881 | Invoice 30881 | 439 · Equipment Repair | Unpaid | 242.18 |
| Bill | 06/30/2022 | Invoice 30887 | 2022 Battle of the Books- Participation Fee I... | 430.31 · YA | Paid | 75.00 |
| Total RCLS | | | | | | 3,317.18 |
| RPC Electric | | | | | | |
| Bill | 06/27/2022 | Awning Elec | Awning Elec | 800 · Capital Expenditure | Unpaid | 2,800.00 |
| Total RPC Electric | | | | | | 2,800.00 |
| Safe & Sound Home Services Corp | | | | | | |

Cornwall Public Library
Warrant # 12
As of June 30, 2022

| Type | Date | Num | Memo | Split | Paid | Amount |
|---------------------------------------|------------|-----------------------|---|-----------------------------------|--------|-------------------|
| Bill | 06/30/2022 | Invoice 215017 | Invoice 215017 | 800 · Capital Expenditure | Unpaid | 4,753.00 |
| Total Safe & Sound Home Services Corp | | | | | | 4,753.00 |
| Shop Rite Supermarkets Inc. | | | | | | |
| Bill | 06/14/2022 | Invoice 05302022 | Invoice 05302022 | 430.30 · Adult | Unpaid | 25.78 |
| Total Shop Rite Supermarkets Inc. | | | | | | 25.78 |
| Sky & Telescope | | | | | | |
| Bill | 06/21/2022 | 1 yr subscription | 1 yr subscription | 413.6 · Serials | Unpaid | 54.95 |
| Total Sky & Telescope | | | | | | 54.95 |
| The IceMother | | | | | | |
| Bill | 06/14/2022 | 8.18.22 Program | 8.18.22 Program | 437.5 · Prof fees-SRP | Unpaid | 200.00 |
| Total The IceMother | | | | | | 200.00 |
| The Library Store | | | | | | |
| Bill | 06/30/2022 | Invoice 578300 | Invoice 578300 | 430.1 · Library supplies | Unpaid | 21.94 |
| Total The Library Store | | | | | | 21.94 |
| Toshiba | | | | | | |
| Bill | 06/27/2022 | Invoice 475302675 | Invoice 475302675 | 469 · Service Contracts | Unpaid | 629.30 |
| Total Toshiba | | | | | | 629.30 |
| United A/C Refrigeration, Inc | | | | | | |
| Bill | 06/14/2022 | Invoice 433171 | Invoice 433171 | 469 · Service Contracts | Paid | 975.17 |
| Total United A/C Refrigeration, Inc | | | | | | 975.17 |
| Verizon | | | | | | |
| Bill | 06/21/2022 | Service 6/10-7/9 | Service 6/10-7/9 acct. 65-121-949-0001-81 | 431 · Telephone | Paid | 119.00 |
| Total Verizon | | | | | | 119.00 |
| Verizon Wireless | | | | | | |
| Bill | 06/14/2022 | Invoice 9907856679 | Invoice 9907856679 | 431 · Telephone | Paid | 15.08 |
| Total Verizon Wireless | | | | | | 15.08 |
| Village of Cornwall-on-Hudson | | | | | | |
| Bill | 06/14/2022 | Acct 007472-000 | Acct 007472-000 Water 3.21 to 5.15.22 | 450 · Fuel/Utilities | Paid | 120.00 |
| Total Village of Cornwall-on-Hudson | | | | | | 120.00 |
| W.B. Mason | | | | | | |
| Bill | 06/14/2022 | Invoice 230186175 | Invoice 230186175 | 430.2 · Office supplies | Unpaid | 238.03 |
| Bill | 06/27/2022 | Invoice 230592189 | Invoice 230592189 | 430.2 · Office supplies | Unpaid | 46.27 |
| Bill | 06/27/2022 | Invoice 230423544 | Invoice 230423544 | -SPLIT- | Unpaid | 79.67 |
| Total W.B. Mason | | | | | | 363.97 |
| Wini White | | | | | | |
| Bill | 06/30/2022 | 2ndQtr Medicare Re... | 2ndQtr Medicare Reim | 9030.81 · .81 Medicare Reimbur... | Paid | 510.30 |
| Total Wini White | | | | | | 510.30 |
| TOTAL | | | | | | 160,117.21 |

June 2022 Director's Report

Personnel

- Eligible Staff received their Bonus check on June 10th
- Nick Smith resigned effective July 5, 2022
- I have been looking, via Indeed for another custodian.
- I will be on vacation July 5-10

Budget/Financial

- QuickBooks payroll, staff will begin clocking in through QuickBooks on June 25th.
- I did the grant amendment, which was approved on June 15th.
- I have submitted the request for payment to close out the grant.

Programming

- PS continues to cover Programming for BG. BG will be not able to return to work until her surgeon gives her the OK. This may be delayed until the end of July.
- Summer reading for Adults and Youth began on June 21st, with signups. For Adults there will be online signup, writing and sharing book reviews, and a bingo card. For Youth, there will be too many activities to list. The Summer calendar is attached.

Building and Grounds

- The installation of the Generator was completed by May 31st; tests were done on June 1st
- The fence replacement was also completed by June 7th. This completed the work for the Generator/Lighting/Electrical Grant.
- I have a call into Pat of Awnings FX to find out when the awning will come in and be installed. (Install scheduled for July 12, RPC scheduled to install electric on July 15.)
- We will go back to using Vanguard for cleaning from July 5th to July 13th to give me time to hire a new custodian.

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

Registered borrowers: 7,726 (7,621); Direct Access/Circulation: 10,335 (8,887)

ILL Borrows: 2,030 (1,832); ILL Loans: 1,745 (1,773); Item Count: 74,936 (74,935);

Wi-Fi: 7,435 (6,707);

Overdrive checkouts: 2,707(2,713); Overdrive unique users: 586 (590).

Meetings Attended: Board Meeting: 6/8/22; Finance Committee; Director's Association 6/15/22; Dept. Heads 6/7/22, 6/23; Staff Meeting 6/14/22; ANSER Committee 6/13/22; Friends Annual Meeting 6/11/22; Meetings with Melissa and Broderick 6/23, 6/24

Programs Attended: Hate is not Welcome Here 6/6/2022; Riverfest 6/5 (note: Several of the Friends joined us at Riverfest, and helped conduct more surveys).

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

| <u>PROGRAM NAME:</u> | <u>DATE:</u> | <u>CHILDREN:</u> | <u>ADULTS:</u> | <u>TEENS:</u> | <u>ATTENDANCE TOTAL</u> |
|---------------------------------|--|-------------------------|-----------------------|----------------------|------------------------------------|
| Teen Volunteer Orientation | 6/1 & 6/4 | | | 28 | 28 |
| Spring StoryWalk | April & May | 15 | | | 15 |
| Chess Time | 6/6 & 6/13 | 18 | 16 | | 34 |
| Dog Tales | 6/6 & 6/27 | 21 | | | 21 |
| Teen Book Group | 6/13 | | | 3 | 3 |
| SRP Kickoff - Chalk Drawing | 6/21 | 30 | 21 | | 51 |
| Make It Monday | 6/27 | 81 | | | 81 |
| Family Story Time | 6/28 | 22 | 12 | | 34 |
| PJ Story Time | 6/29 | 22 | 12 | | 34 |
| Party 2 Dye 4 | 6/29 | | | 12 | 12 |
| Teen Volunteer Shifts | 6/8, 6/9, 6/10, 6/18, 6/20, 6/21, 6/22, 6/24, 6/29 | | | 28 | 28 |

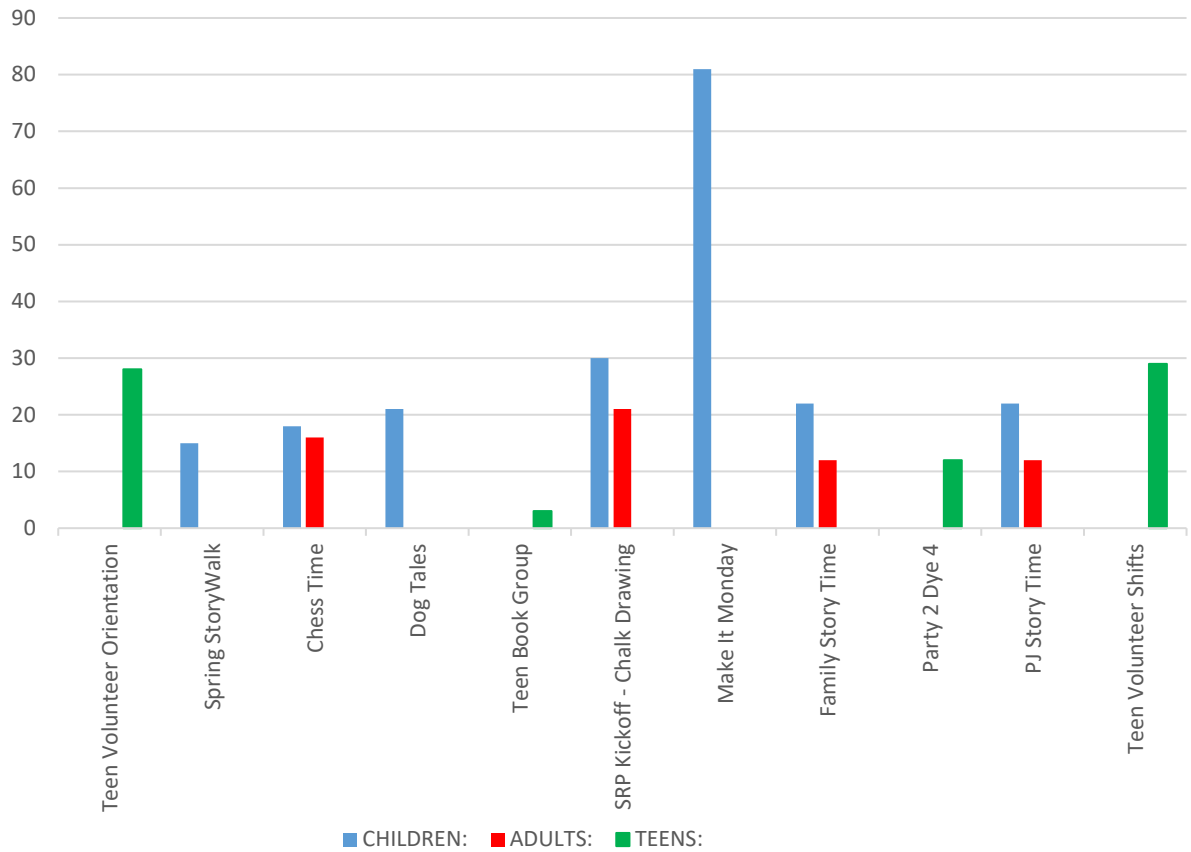
342

| <u>MEETINGS & OUTREACH:</u> | <u>DATE:</u> | <u>ATTENDEE:</u> |
|--|---------------------|-------------------------|
| Volunteer Orientation | 6/1 & 6/4 | Liz & Lisa |
| RiverFest | 6/5 | Rebecca |
| CCMS for SRP | 6/2 & 6/3 | Lisa |
| WAES for SRP | 6/7 | Liz |

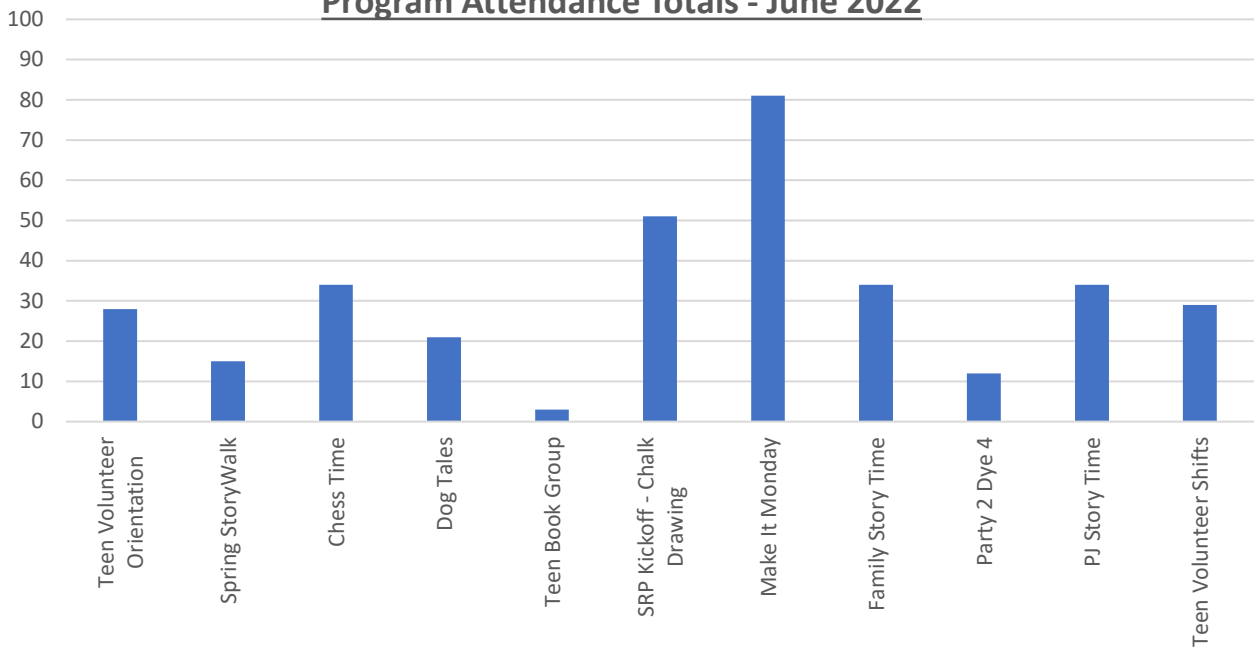
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|-----------------------|--|------------|---------------------|
| COHES for SRP | | 6/8 | Liz |
| Friend's Meeting Tour | | 6/11 | Liz |
| SRP Planning Meeting | | 6/13 | Liz, Lisa & Rebecca |
| Staff Meeting | | 6/14 | Liz & Lisa |
| Manager's Meeting | | 6/7 & 6/23 | Liz |

| | | |
|-------------------------------------|--|-----|
| <u>QUESTIONS @ THE DESK:</u> | | |
| Reference | | 242 |
| Circulation | | 96 |
| Tech | | 13 |
| Telephone | | 51 |
| Programs (includes SRP inquiries) | | 258 |

Program Attendance Demographics - June



Program Attendance Totals - June 2022



Reflections:

After months of planning- yes we actually begin in December- the Summer Reading Program opened enrollment on the first day of summer, Tuesday June 21, with an evening family event: Seascape Chalk Drawing. It was well attended despite the misty, grey weather. At the end of the evening our SRP enrollment was just above one hundred. So great to see families enjoying each other, meeting up with people they had not seen in a while and sharing their stories.

It is only nine days later, and the summer is off to a tremendous start, with full attendance at our registered events and well attended drop-in events. I thank the staff and the volunteers that help make this happen through their dedication and hard work.

I dearly appreciate this little bit of “normalcy” after these past two years.

SRP enrollment at this posting is 332 and counting!

Respectfully submitted,

ekf

Adult Services Report June 1-30, 2022

Holiday Closing on 6/19/22

(submitted by Meaghan Doyle, 7/13/22)

Reference (previous month in parentheses): Ref Questions: 245 (199); Tech Assists: 95 (79); Circ/Curbside Assists: 111 (89); Directional: 19 (16); Reader’s Advisory: 15 (11); ILL/SEAL: 4 (5); Pull List: 1248 (1250); Printing: 87 (81); Phone: 62 (42); Virtual Ref: 3 (3); Notary Service: 87 (74)

Database Stats (previous month in parentheses): NoveList Plus Searches: 58 (44); NoveList PlusK-8: 9 (0); EBSCO Other: 0 (28); Gale: 0 (1); Gale Virtual Ref. Library: 0 (0); Ancestry: 172 (95);

NYTimes Digital Subscription Stats (previous month in parentheses):

Offsite Code redemptions 59 (38); Library users 55 (45) accessed 60 (57) articles

PC Usage: Adults: 361 (283) Childrens: 8 (2) Laptop: 1 (2) PC Reservations: 0 (5) Guest Passes: 46 (45)

HOOPLA (previous month in parentheses): New signups: 9 (6); Borrowers: 89 (81); Avg. No. Circs: 2.9 (2.8); Maxed Users: 24 (22) Items borrowed: 255 (256)

HOME DELIVERIES: New Sign Ups: 0 (0) ; Unique Patrons: 4 (4); Deliveries: 7 (6); Items Delivered: 18 (13)

June Meetings/Webinars: 6/1: Managers’ Meeting; 6/5: Riverfest; 6/8: Library Board of Trustees Meeting; 6/14: Staff Meeting; 6/15: RCLS Book Repair Workshop; 6/23: Managers’ Meeting

PROGRAMS:

6/1: Members Choice Book Group, I'll Be Gone in the Dark by Michelle McNamara: 5 (3Z+2)*;
6/2: BYOC Concert with The Gioias: 20; 6/6: Creative Writers: 7 (1Z+6); 6/6: Hate is Not
Welcome Here: 9; 6/7: Midday Matinee: "Marry Me": 8; 6/8: When Life Gives You Lemons,
Adult arts & crafts: 11; 6/13: Creative Writers: canceled (3 anyway!); 6/13: Teen Book Group,
Perfect on Paper by Sophie Gonzalez: 5; 6/14: Teen Tech Tutoring: 2 teen volunteers, 2 patrons,
5 topics!; 6/16: Mystery Book Group, The Thursday Murder Club by Richard Osman: 6 (1Z+5);
6/16: Battle of the Books Info Session: 1 teen; 6/20: Creative Writers Group: 10 (TEN!); 6/22
Great Decisions: 9; 6/22: Out & About, Homegoing by Yaa Gyasi at Temple Hill Tavern: 6;
6/23:2 Book Chat & Chocolate: One Italian Summer by Rebecca Serle: 7; 6/27: Creative
Writers: 8; 6/30: BYOC concert with Joe Yedowitz: 25 people.

*Code: 3Z+2 means 3 people via Zoom and 2 in person

Total Live Programs: 16 (20), Total Live Attendees: 144 (283)

PASSIVE PROGRAMS: Patriotic Wreath adult take and make kits distributed: 24

Seed Library for the month of June: 108 packets of herb, vegetable, and flower seeds distributed

Total Passive Programs: 2 (1); Total Passive Attendees: 132 (126)

RIVERFEST 2022: Riverfest was a great success this year! It was so nice being able to hype up the library and talk about what we do and why we do it. We had so many people stop at our booth to ask questions, pick up flyers, and give us lots of compliments! As always, we brought a collection of used books and DVDs to sell on behalf of the Friends, and the Breakout Boxes for a fun activity. New this year, we brought the Button Making Assembly, and 63 kids (and kids at heart) made buttons!

SUMMER READING: Adult Summer Reading is off to a great start! We already have 32 people signed up, 30 book reviews posted, and lots of BINGO boards are circulating our community! I encourage staff (and the board) to participate, because it helps with the engagement of the community. When they see us doing it, they are more comfortable joining in. Library staff (and board) are not eligible for the patron prizes, but I always make it worth their while to help out with a special staff prize. We all have some fun, and it's contagious 😊

Cornwall Public Library
Profit & Loss Forecast vs. Actual - Operating
July 2021 through June 2022

| | Budget 100% | Jul '21 - Jun 22 | Full 2021-2022 Budget | Under Budget | % of Budget |
|--------------------------------------|----------------|---------------------|--------------------------|--------------------|----------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 2002 - Local Public Funds | | 1,286,771.00 | 1,286,770.00 | -1.00 | 100.0% |
| 2005 - Appropriated Fund Balance | | 0.00 | 35,000.00 | 35,000.00 | 0.0% |
| 2082 - Library Fines | | | | 0.00 | |
| 2082.1 - 2082.1 Copies/ Printing | | 4,403.37 | | -4,403.37 | |
| 2082.13 - 2082.13 Overdue Fines | | 4,516.03 | | -4,516.03 | |
| 2082.14 - 2082.8 Program Fees | | 330.40 | | -330.40 | |
| 2082.19 - 2082.19 Misc | | 233.90 | | -233.90 | |
| 2082.2 - 2082.2 Donation | | 470.91 | | -470.91 | |
| 2082.3 - 2082.3 Lost Item | | 858.67 | | -858.67 | |
| 2082.7 - 2082.7 Faxes | | 1,159.39 | | -1,159.39 | |
| 2082 - Library Fines - Other | | -13.00 | 7,500.00 | 7,513.00 | -0.17% |
| Total 2082 - Library Fines | | 11,959.67 | 7,500.00 | -4,459.67 | 159.46% |
| 2401 - Income from Investments | | 379.11 | 500.00 | 120.89 | 75.82% |
| 2706 - Gifts & Endowments | | | | 0.00 | |
| 2706.1 - Gifts-Friends | | 4,390.74 | 13,500.00 | 9,109.26 | 32.52% |
| 2706.2 - Gifts-Other | | 1,959.37 | 1,000.00 | -959.37 | 195.94% |
| Total 2706 - Gifts & Endowments | | 6,350.11 | 14,500.00 | 8,149.89 | 43.79% |
| 2760 - Grants | | 0.00 | 0.00 | 0.00 | 0.0% |
| 3840 - RCLS | | | | | |
| 3840.1 - LLSA | | 4,810.00 | 0.00 | -4,810.00 | 100.0% |
| Total 3840 - RCLS | | 4,810.00 | 0.00 | -4,810.00 | 100.0% |
| Total Income | | 1,310,269.89 | 1,344,270.00 | 34,000.11 | 97.47% |
| Gross Profit | | 1,310,269.89 | 1,344,270.00 | 34,000.11 | 97.47% |
| Expense | | | | | |
| 141 - Salary-Certified Librarian | | 184,088.33 | 221,139.00 | 37,050.67 | 83.25% |
| 142 - Salary-Clerical | | 416,702.62 | 474,505.98 | 57,803.36 | 87.82% |
| 143 - Salary-Treasurer | | 6,500.02 | 6,500.02 | 0.00 | 100.0% |
| 144 - Salary-Custodial | | 15,160.00 | 20,088.97 | 4,928.97 | 75.46% |
| 203b - Capital Equipment | | 0.00 | 0.00 | 0.00 | 0.0% |
| 410 - Books | | 55,223.51 | 68,258.00 | 13,034.49 | 80.9% |
| 411 - Film | | 201.39 | 646.00 | 444.61 | 31.18% |
| 412 - Video/Music/Books on Tape | | 25,021.89 | 37,020.00 | 11,998.11 | 67.59% |
| 413 - Serials/Reference | | 9,462.30 | 12,250.00 | 2,787.70 | 77.24% |
| 430 - Supplies | | | | | |
| 430.1 - Library supplies | | 6,188.04 | 8,200.00 | 2,011.96 | 75.46% |
| 430.2 - Office supplies | | 8,493.96 | 11,400.00 | 2,906.04 | 74.51% |
| 430.3 - Program supplies | | | | | |
| 430.30 - Adult | | 1,932.88 | 3,000.00 | 1,067.12 | 64.43% |
| 430.31 - YA | | 145.97 | 1,000.00 | 854.03 | 14.6% |
| 430.32 - Juvenile | | 1,424.22 | 1,500.00 | 75.78 | 94.95% |
| 430.33 - Summer Reading | | 3,010.71 | 3,010.71 | 0.00 | 100.0% |
| 430.34 - Special/Outreach | | 480.08 | 1,989.29 | 1,509.21 | 24.13% |
| Total 430.3 - Program supplies | | 6,993.86 | 10,500.00 | 3,506.14 | 66.61% |
| Total 430 - Supplies | | 21,675.86 | 30,100.00 | 8,424.14 | 72.01% |
| 431 - Telephone | | 4,905.63 | 8,000.00 | 3,094.37 | 61.32% |
| 432 - Square Processing Fee | | 69.06 | | -69.06 | |
| 433 - Postage | | 3,119.56 | 4,000.00 | 880.44 | 77.99% |
| 434 - Publicity & Printing | | 4,658.68 | 7,500.00 | 2,841.32 | 62.12% |
| 435 - Travel/Conference | | 729.46 | 4,500.00 | 3,770.54 | 16.21% |
| 437 - Professional Fees | | | | | |
| 437.1 - Prof fees-Office | | 15,893.40 | 24,895.00 | 9,001.60 | 63.84% |
| 437.2 - Prof fees-Adult programs | | 3,659.99 | 7,000.00 | 3,340.01 | 52.29% |
| 437.3 - Prof fees-YA programs | | 76.22 | 2,000.00 | 1,923.78 | 3.81% |
| 437.4 - Prof fees-Juvenile | | 490.00 | 4,000.00 | 3,510.00 | 12.25% |
| 437.5 - Prof fees-SRP | | 1,044.94 | 3,000.00 | 1,955.06 | 34.83% |
| 437.6 - Prof fees-Outreach | | 0.00 | 1,000.00 | 1,000.00 | 0.0% |
| 437 - Professional Fees - Other | | 397.85 | | -397.85 | |
| Total 437 - Professional Fees | | 21,562.40 | 41,895.00 | 20,332.60 | 51.47% |
| 438 - Dues | | 1,210.22 | 1,500.00 | 289.78 | 80.68% |
| 439 - Equipment Repair | | 242.18 | 0.00 | -242.18 | 100.0% |
| 450 - Fuel/Utilities | | 25,192.56 | 32,000.00 | 6,807.44 | 78.73% |
| 451 - Custodial Supplies | | 1,287.86 | 3,000.00 | 1,712.14 | 42.93% |
| 452 - Repairs to Building | | 22,780.33 | 24,490.00 | 1,709.67 | 93.02% |
| 454 - Building Insurance | | 11,039.37 | 13,003.00 | 1,963.63 | 84.9% |
| 455 - RCLS ANSER & Telecommunication | | 55,144.40 | 63,382.00 | 8,237.60 | 87.0% |
| 469 - Service Contracts | | 34,987.03 | 34,987.03 | 0.00 | 100.0% |
| 490 - Refund of PY Tax Assessment | | 122.73 | 0.00 | -122.73 | 100.0% |
| 66900 - Reconciliation Discrepancies | | -96.97 | | 96.97 | |
| 800 - Capital Expenditure | | 21,978.00 | 0.00 | -21,978.00 | 100.0% |
| 9010.8 - Retirement | | 66,975.97 | 68,515.00 | 1,539.03 | 97.75% |
| 9030.8 - FICA/Medicare Expense | | 53,594.58 | 55,305.00 | 1,710.42 | 96.91% |
| 9060.8 - Workers' Comp | | 5,448.00 | 7,955.00 | 2,507.00 | 68.49% |
| 9090.8 - Health Insurance | | 67,724.50 | 103,730.00 | 36,005.50 | 65.29% |
| Total Expense | | 1,136,711.47 | 1,344,270.00 | 207,558.53 | 84.56% |
| Net Income | | 173,558.42 | 0.00 | -173,558.42 | |

Cornwall Public Library
Profit & Loss by Capital Grant
July 2017 through June 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 | 1,097.57 | 1,097.57 |
| 2760 - Grants | 81,450.00 | 81,450.00 | 0.00 | 81,450.00 |
| 3840 - RCLS | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Income | <u>81,450.00</u> | <u>81,450.00</u> | <u>514,106.73</u> | <u>595,556.73</u> |
| Gross Profit | 81,450.00 | 81,450.00 | 514,106.73 | 595,556.73 |
| Expense | | | | |
| 203b - Capital Equipment | 0.00 | 0.00 | 9,700.27 | 9,700.27 |
| 437 - Professional Fees | | | | |
| 437.1 - Prof fees-Office | 16,376.03 | 16,376.03 | 0.00 | 16,376.03 |
| 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>16,376.03</u> | <u>16,376.03</u> | <u>0.00</u> | <u>16,376.03</u> |
| 452 - Repairs to Building | 0.00 | 0.00 | 13,606.61 | 13,606.61 |
| 800 - Capital Expenditure | 164,642.95 | 164,642.95 | 258,164.18 | 422,807.13 |
| Total Expense | <u>181,018.98</u> | <u>181,018.98</u> | <u>281,471.06</u> | <u>462,490.04</u> |
| Net Ordinary Income | <u>-99,568.98</u> | <u>-99,568.98</u> | <u>232,635.67</u> | <u>133,066.69</u> |
| Net Income | <u><u>-99,568.98</u></u> | <u><u>-99,568.98</u></u> | <u><u>232,635.67</u></u> | <u><u>133,066.69</u></u> |

*Capital balance on 6/30/17

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

| | Balance on 6/30/22= \$24,770.72 | Balance on 6/30/22= \$609.37 | Balance on 6/30/22= \$1,494.94 | | | |
|--------------------------------------|------------------------------------|---|--|------------------------|----------------------------------|-------------------|
| | 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 | 11,959.67 | 11,959.67 |
| 2401 - Income from Investments | 0.00 | 0.00 | 0.00 | 0.00 | 379.11 | 379.11 |
| 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 | 1,306,327.32 | 1,310,269.89 |
| Gross Profit | 0.00 | 0.00 | 0.00 | 3,942.57 | 1,306,327.32 | 1,310,269.89 |
| Expense | | | | | | |
| 141 - Salary-Certified Librarian | 0.00 | 0.00 | 0.00 | 0.00 | 184,088.33 | 184,088.33 |
| 142 - Salary-Clerical | 0.00 | 0.00 | 0.00 | 0.00 | 416,702.62 | 416,702.62 |
| 143 - Salary-Treasurer | 0.00 | 0.00 | 0.00 | 0.00 | 6,500.02 | 6,500.02 |
| 144 - Salary-Custodial | 0.00 | 0.00 | 0.00 | 0.00 | 15,160.00 | 15,160.00 |
| 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 | 53,309.54 | 55,223.51 |
| 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 | 25,021.89 | 25,021.89 |
| 413 - Serials/Reference | 2,090.40 | 0.00 | 0.00 | 151.97 | 9,310.33 | 9,462.30 |
| 430 - Supplies | | | | | | |
| 430.1 - Library supplies | 375.94 | 0.00 | 0.00 | 0.00 | 6,188.04 | 6,188.04 |
| 430.2 - Office supplies | 105.00 | 0.00 | 764.39 | 188.59 | 8,305.37 | 9,258.35 |
| 430.3 - Program supplies | | | | | | |
| 430.30 - Adult | 0.00 | 0.00 | 0.00 | 716.40 | 1,216.48 | 1,932.88 |
| 430.31 - YA | 0.00 | 0.00 | 0.00 | 75.00 | 70.97 | 145.97 |
| 430.32 - Juvenile | 0.00 | 0.00 | 0.00 | 349.25 | 1,074.97 | 1,424.22 |
| 430.33 - Summer Reading | 0.00 | 0.00 | 0.00 | 1,116.59 | 1,894.12 | 3,010.71 |
| 430.34 - Special/Outreach | 0.00 | 0.00 | 0.00 | 410.69 | 69.39 | 480.08 |
| Total 430.3 - Program supplies | 0.00 | 0.00 | 0.00 | 2,667.93 | 4,325.93 | 6,993.86 |
| Total 430 - Supplies | 480.94 | 0.00 | 764.39 | 2,856.52 | 18,819.34 | 22,440.25 |
| 431 - Telephone | 0.00 | 0.00 | 0.00 | 0.00 | 4,905.63 | 4,905.63 |
| 432 - Square Processing Fee | 0.00 | 0.00 | 0.00 | 0.00 | 69.06 | 69.06 |
| 433 - Postage | 0.00 | 0.00 | 0.00 | 35.75 | 3,083.81 | 3,119.56 |
| 434 - Publicity & Printing | 0.00 | 0.00 | 0.00 | 0.00 | 4,658.68 | 4,658.68 |
| 435 - Travel/Conference | 0.00 | 0.00 | 0.00 | 0.00 | 729.46 | 729.46 |
| 437 - Professional Fees | | | | | | |
| 437.1 - Prof fees-Office | 0.00 | 0.00 | 0.00 | 0.00 | 15,893.40 | 15,893.40 |
| 437.2 - Prof fees-Adult programs | 0.00 | 0.00 | 0.00 | 645.00 | 3,014.99 | 3,659.99 |
| 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 | 694.94 | 350.00 | 1,044.94 |
| 437 - Professional Fees - Other | 0.00 | 0.00 | 0.00 | 0.00 | 397.85 | 397.85 |
| Total 437 - Professional Fees | 0.00 | 0.00 | 0.00 | 1,549.94 | 20,012.46 | 21,562.40 |
| 438 - Dues | 0.00 | 0.00 | 0.00 | 0.00 | 1,210.22 | 1,210.22 |
| 439 - Equipment Repair | | | | | 242.18 | 242.18 |
| 450 - Fuel/Utilities | 0.00 | 0.00 | 0.00 | 0.00 | 25,192.56 | 25,192.56 |
| 451 - Custodial Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 1,287.86 | 1,287.86 |
| 452 - Repairs to Building | 0.00 | 0.00 | 0.00 | 0.00 | 22,780.33 | 22,780.33 |
| 454 - Building Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 11,039.37 | 11,039.37 |
| 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 | 34,987.03 | 34,987.03 |
| 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 |
| 800 - Capital Expense | 0.00 | 0.00 | 0.00 | 0.00 | 21,978.00 | 21,978.00 |
| 900 - Grant Expense | 0.00 | 2,000.00 | 1,467.00 | 0.00 | 0.00 | 3,467.00 |
| 9010.8 - Retirement | 0.00 | 0.00 | 0.00 | 0.00 | 66,975.97 | 66,975.97 |
| 9030.8 - FICA/Medicare Expense | 0.00 | 0.00 | 0.00 | 0.00 | 53,594.58 | 53,594.58 |
| 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 | 67,724.50 | 67,724.50 |
| Total Expense | 2,571.34 | 2,000.00 | 3,933.21 | 6,508.15 | 1,130,203.32 | 1,142,644.68 |
| | -2,571.34 | -2,000.00 | -3,933.21 | -2,565.58 | 176,124.00 | 167,625.21 |



**RAMAPO
CATSKILL
LIBRARY
SYSTEM**

Date: May 20, 2022

Dear NYS Construction Aid Applicant,

The Ramapo Catskill Library System (RCLS) Board of Trustees views your application as a commitment by your Board of Trustees to proceed with the project as submitted. If, after the application is approved, your Library experiences extreme mitigating circumstances that make it impossible to proceed with the project, we would take that issue into consideration. Such circumstances do not include a change in Board priorities or withholding promised matching funds.

Libraries withdrawing their projects after the RCLS Board has approved the project and funds have been allocated place a hardship on other member library applicants, RCLS, the Division of Library Development (DLD) and NYS Legislative Members in your district.

Since this Construction Aid program was established in 2006, the allocation of funds awarded to RCLS has mostly been insufficient to meet the maximum award allowed under the program criteria for the eligible member library projects submitted. As a result, the RCLS Board of Trustees passed a resolution that would prohibit any member, which withdraws its project after it was approved, from applying for Construction Aid for a period of five years.

Therefore, we are requiring an assurance that your Library Board of Trustees is committed to completing the project applied for as submitted. No application will be considered complete without a signed copy of this document. The deadline for submitting this document is the end of the business day on Thursday, September 1, 2022.

The _____ Library
acknowledges its intent to complete the project as identified in the NYS Public Library
Construction Aid Application.

Board President Name: _____

Board President Signature: _____

Date: _____

**(Please attach a copy of the minutes at which the Board of Trustees approved the application and
send to Stephen Hoefer @ RCLS)**

ASSURANCES: State Aid for Library Construction Program

The applicant hereby gives assurances of the following: (check all boxes that apply)

- ☐ It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
 - ☐ The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
 - ☐ The project will be conducted in accordance with all applicable Federal, State and local laws and regulations.
 - ☐ For any project involving the acquisition of real estate (vacant land or land and a building), the applicant certifies the following:
 - ☐ The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
 - ☐ The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
 - ☐ State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
 - ☐ **Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraisal in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.
 - ☐ The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.
- OR**
- ☐ The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

☐ Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) Grant funding is used as match for any component of the State Aid for Library Construction [Education Law 273-a] project described within this project application.

OR

☐ If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

☐ The Library affirmatively states that each of the costs to be funded with grant proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:

- Financing/interest fees or costs
- Retirement of long-term debt even if the debt was originally interim short-term financing (ie, must be retired in less than one year)
- Rental or leased equipment
- Warranties (other than the manufacturer's warranty customarily provided with such product)
- Recurring maintenance fees
- Recurring repair costs
- Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
- Recurring software licenses, hosting, maintenance or training fees
- Internal labor costs
- Training end users

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the

_____ Library at a legal meeting

on _____ 2022.

Signature of President, Library Board of Trustees: _____

Name of President (type or print): _____

2022-2023 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 JULY meeting |
|---|--|--|
| Final Handbook 7-11-19-1v.4.docx (Personnel committee for 22-23 to revise this! SHRM to look over?) | | Bylaws CPL BYLAWS draft.docx (Typo! Fixed the original pdf.) |
| | | Homebound Policy_requesting addition.docx |
| | | |

Respectfully submitted, Meghann Chyla



Homebound Delivery Service Agreement

Cornwall Public Library offers delivery service for any homebound person living in the Cornwall Central School District. This service includes delivery and pick-up of library materials for any person who, for reasons of health, cannot come to the library and does not have someone available to pick up their library materials. Persons seeking this service may select their own material, or a reference librarian can choose titles for them based on their reading and/or viewing interests.

Homebound delivery services are determined by need and limited to homebound patrons who have either physical or mental limitations that do not allow them access to a library. Deliveries will be made by a member of the library staff or a volunteer. Deliveries will be made to a private home, nursing/retirement home, or adult daycare center.

Materials available through this service include all materials that would be circulated through normal library practices. Loan periods will be determined by materials selected for a particular delivery. All fines and fees associated with lost and/or damaged materials apply. Frequency of delivery will be on an individual basis to be mutually determined by the library and recipient of services, **not to exceed one delivery per week.**

All patrons using Library Outreach Services are required to sign this **Homebound Delivery Agreement**, accepting responsibility for proper care of all library materials checked out to them. Termination of services will result from failure to adhere to the **Homebound Delivery Agreement**.

I have read and understand the **Homebound Delivery Agreement**. My signature below denotes agreement to its stipulations.

Patron's Name: _____

Street Address: _____

Town: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

E-mail address: _____

Signature: _____

Date: _____

Cornwall Public Library 845-534-8282

Revised 9/10/19 CAD; 7/2022

Board Approved: 7/20/2022



Homebound Delivery Service Policy Agreement

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Materials available through this service include all materials that would be circulated through normal library practices. Loan period will be determined by materials selected for a particular delivery. All fines and fees associated with lost and/or damaged materials apply. Frequency of delivery will be on an individual basis to be mutually determined by the library and recipient of services, **but will be limited to once per week.**

All patrons using Library Outreach Services are required to sign this **Homebound Delivery Agreement**, accepting responsibility for proper care of all library materials checked out to them. Termination of services will result from failure to adhere to the **Homebound Delivery Agreement**.

I have read and understand the **Homebound Delivery Agreement**. My signature below denotes agreement to its stipulations.

Patron's Name: _____

Street Address: _____

Town: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

E-mail address: _____

Signature _____

Date _____

Cornwall Public Library 845-534-8282

Revised 9/10/19 CAD

Approved by Board 12/12/19; 7/20/2022

Buildings, Gardens, and Grounds
July 2022

HVAC

- Currently seeking funding
- The Engineer Broderick Knoel will be attending our meeting to answer any questions we might have regarding options that could potentially save us money
- The executive committee, Charlotte and Carol met with Senator Skoufis to see if there might be additional funding available to us
- Charlotte, myself, and Carol also met with Stephen Hoefler of RCLS to really understand the intricacies of the grant and to see just how much of a percentage we need to match to seek the grant

Generator

- Just waiting on the final payment to come through
 - Thank you, Charlotte for jumping through all those hoops to get it all submitted! Even doing certain aspects of the paperwork multiple times!
- And of course, the deadline was extended to June of 2024!!!

Awnings

- THEY ARE DONE!!!!
- Electric is complete!
 - As a bonus RPC also set a new timer for the portico lights

Frank Rovello Bench memorial

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

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

- I have received two quotes that are in relatively the same ballpark
 - I'm looking for a third contractor to place a bid
- I have been given permission from the family of Dora Byrnes Carolan to go ahead with using her memorial funds for a planter and plaque
 - They were very touched and extended their gratitude
- Our goal is to complete this project by Frank's 10 year anniversary this fall

Lauren and Susan Moccio Memorial

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

Future Planning:

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

The Cornwall Public Library has identified the need to replace the existing HVAC (heating, ventilation and air conditioning) system. The existing system is at the end of its useful life and has required extensive ongoing repairs in recent years. There have been multiple instances where the failure of a component has resulted in a closure of the library until the system is repaired. The scope of the project will include the reconstruction of associated building systems (ceilings, walls, finishes, etc.) as required to complete the demolition of the existing equipment and installation of the new units, ductwork, piping and wiring. The design documents for the proposed system replacement will be submitted to the New York State Education Department Office of Facilities Planning for building permit approval. Be it resolved that the Board of Trustees for the Cornwall Public Library has reviewed the estimated costs of construction for the proposed HVAC Replacement Project and will allocate funds from the Library's Capital Fund Reserve in conjunction with grant funds from the State Aid for Library Construction program.

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 proposed HVAC Replacement Project is classified as a Type II action under SEQRA. Type II Actions are defined in New York Code Rules and Regulations Chapter VI, 617-State Environmental Quality Review Act, as "replacement, rehabilitation, or reconstruction of a structure or facility, in kind, on the same site." As a Type II Action, there is no further review required under SEQRA. End of Resolution.