

Cornwall Public Library
October 12, 2022, 7:00 PM
Regular Meeting Agenda

I. Roll

II. Approval of Agenda

III. Approval of the Minutes –September 14, 2022

IV. Financial Review

a. Approval of Warrant #3

V. Public Remarks

VI. Communications/Donations

VII. Director's Report – *See Google Docs*

VIII. Committee Reports

1. Finance Committee: Vote to approve a \$500.00 donation from Warren and Mary Mumford
2. Policy Committee: Introduction of new Collection Management Policy, updated Study Room Policy
3. Building, Garden, Grounds & Sustainability Committee
4. Friends
5. Personnel Committee: Executive session to discuss Director's review
6. Strategic Planning Committee

IX. Unfinished Business: Motion regarding RCLS 2023 Budget

X. New Business: 1) Remove the \$50,000 Skoufis Grant from the Construction Aid application, to use separately to update another area.
2) look at Holiday Schedules

XI. Adjournment

Next Regular Board Meeting Weds. November 9, 2022, 7 PM

Cornwall Public Library Board of Trustees Meeting
September 14, 2022, 7:00 pm
Minutes

Meeting was called to order by Stephanie Wolf at 7:04 p.m.

I. Roll:

Trustees Present: Stephanie Wolf (President), Melissa Greaves-Kulisek (Secretary), Matt Rettig, Matt Soltis, and Lynn Daniels.

Charlotte Dunaief, Director.

Trustees Excused: Michelle Query and Meghann Chyla

Public: Library staff members Meaghan Doyle, and Samantha Bartul (minutes).

II. Approval of Agenda: A motion to approve the agenda was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved.

III. Approval of the Minutes: A motion to approve the minutes from the regular Board meeting of August 10, 2022, was made by Matt Soltis, seconded by Lynn Daniels, and was unanimously approved.

IV. Financial Review: A motion to approve Warrant #2 in the amount of \$83,653.37 was made by Lynn Daniels, seconded by Matt Rettig, and was unanimously approved.

V. Public Remarks: None.

VI. Communications and Donations: Library staff member Elizabeth Fisher was featured in The Cornwall Local during an outdoor Story-time session.

VII. Director's Report: See written report.

VIII. Committee Reports:

- **Finance Committee:** A request was made to transfer \$100,000.00 from Capital Funds to Investors Choice to cover expenses until the Tax Assessment check comes from the Cornwall Central School District, which once received will be used to transfer \$100,000.00 back to Capital Funds. A motion to transfer \$100,000.00 from the Capital Fund to the Investor's Choice Fund and to transfer \$100,000.00 from the Investors Choice Fund to Capital Fund, after the Tax assessment check is received, was made by Melissa Greaves-Kulisek, seconded by Matt Soltis, and was unanimously approved.
- **Policy Committee:** Collection Management Policy to be presented at the next board meeting.
- **Building, Garden, Grounds, and Sustainability Committee:** Melissa Greaves-Kulisek presented the Building, Garden, Grounds, and Sustainability report. Everything has been

submitted for the HVAC project, many thanks given to Charlotte Dunaief the Director for addressing information collection and documenting it patiently and thoroughly. A motion to approve Maintenance through Prestige Mechanical & Construction Corp. for \$1,675 was made by Lynn Daniels, seconded by Matt Rettig, and was unanimously approved. The decision to replace or rebuild the existing water pump was held for the next meeting. The committee continues to work on the Frank Rovello Bench Memorial project. There is an open search for a sign maker to create the QR code for Frank Rovello's plaque for sundial information dispersal. The Library will remove and widen the existing walkway. The Friends of the Cornwall Public Library will pay for the patio with the funds they hold in Frank's memory.

- **Personnel Committee:** No report.
- **Strategic Planning Committee:** The goal is to have the strategic plan for the library completed by June 30th, 2023. The Committee is looking into other examples of strategic plans during this time. In order to get the public's opinion moving forward, the survey (that was used previously) is available on paper in the library and online. As the Fall Festival arrives Sunday, September 18, 2022, paper copies of the survey and the QR code for it will be available at the library's booth.
- **Friends:** Jane Harkinson has step down from several of her roles on the Friends Board but will continue to run the bookstore. Allison Barry has been appointed to the Board of Directors and has been elected as the Treasurer of the Friends. M. LaValle was elected as 1st Vice President and M. Aspen was elected as 2nd Vice President. Jane Harkinson has stepped down from several of her roles on the Friends Board but will continue to run the Friends bookstore.
- **Unfinished Business:** None.

IX. New Business: The Board reviewed the RCLS IT Contract. A motion to approve the RCLS IT Contract with hesitation was made by Matt Rettig, seconded by Melissa Greaves-Kulisek. The motion was approved unanimously. A motion to approve the RCLS Integrated Library System Contract with hesitation from the Board was made by Melissa Greaves-Kulisek, seconded by Matt Soltis. This motion was approved unanimously. We are approving these contracts with hesitation. The RCLS budget will be addressed in next month's board meeting.

X. Adjournment: A motion to adjourn the regular Board meeting was made by Matt Soltis, seconded by Matt Rettig, and was unanimously approved. The meeting adjourned at 8:47 pm.

The next Regular Board Meeting will be held on Wednesday, October 12, 2022 at 7:00 p.m.

Cornwall Public Library

Warrant #3
September 2022

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Aflac				
	Beginning Balance			
09/13/2022	Bill Payment (Check)	Aflac	1001 General (7848) - 1	-129.70
Total for Aflac				\$ -129.70
Benninger Landscaping LTD				
	Beginning Balance			
09/14/2022	Bill Payment (Check)	Benninger Landscaping LTD	1001 General (7848) - 1	-900.00
Total for Benninger Landscaping LTD				\$ -900.00
Blackstone Publishing				
	Beginning Balance			
09/30/2022	Bill Payment (Check)	Blackstone Publishing	1001 General (7848) - 1	-206.73
Total for Blackstone Publishing				\$ -206.73
Brodart Co				
	Beginning Balance			
09/30/2022	Bill Payment (Check)	Brodart Co	1001 General (7848) - 1	-116.24
Total for Brodart Co				\$ -116.24
Brodart Co- JUV				
	Beginning Balance			
Total for Brodart Co- JUV				
Brodart Co.- McN				
	Beginning Balance			
09/30/2022	Bill Payment (Check)	Brodart Co.- McN	1001 General (7848) - 1	-610.75
Total for Brodart Co.- McN				\$ -610.75
Central Hudson Gas & Electric Corp				
	Beginning Balance			
09/28/2022	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-29.93
09/30/2022	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-2,298.97
Total for Central Hudson Gas & Electric Corp				\$ -2,328.90
Charlotte Dunaeif				
	Beginning Balance			
09/30/2022	Bill Payment (Check)	Charlotte Dunaeif	1001 General (7848) - 1	-40.51
Total for Charlotte Dunaeif				\$ -40.51
Cornwall Public Library Payroll				
	Beginning Balance			
09/06/2022	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-25,966.46
09/20/2022	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-25,533.50
Total for Cornwall Public Library Payroll				\$ -51,499.96
Culligan of Newburgh				
	Beginning Balance			
Total for Culligan of Newburgh				
Ingram Library Services				
	Beginning Balance			

Cornwall Public Library

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September 2022

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
09/30/2022	Bill Payment (Check)	Ingram Library Services	1001 General (7848) - 1	-560.92
Total for Ingram Library Services				\$ -560.92
Janet Mandell				
09/30/2022	Bill Payment (Check)	Janet Mandell	1001 General (7848) - 1	-300.00
Total for Janet Mandell				\$ -300.00
JNJ Pest Control				
Beginning Balance				
09/14/2022	Bill Payment (Check)	JNJ Pest Control	1001 General (7848) - 1	-280.00
Total for JNJ Pest Control				\$ -280.00
Josephine Louise Public Library				
09/30/2022	Bill Payment (Check)	Josephine Louise Public Library	1001 General (7848) - 1	-15.00
Total for Josephine Louise Public Library				\$ -15.00
Linda L Israel				
09/29/2022	Bill Payment (Check)	Linda L Israel	1001 General (7848) - 1	-510.30
Total for Linda L Israel				\$ -510.30
Lock Around the Clock				
Beginning Balance				
09/28/2022	Bill Payment (Check)	Lock Around the Clock	1001 General (7848) - 1	-62.00
Total for Lock Around the Clock				\$ -62.00
Lois Kohlman				
09/29/2022	Bill Payment (Check)	Lois Kohlman	1001 General (7848) - 1	-510.30
Total for Lois Kohlman				\$ -510.30
Marangi Disposal				
Beginning Balance				
09/28/2022	Bill Payment (Check)	Marangi Disposal	1001 General (7848) - 1	-137.38
Total for Marangi Disposal				\$ -137.38
Marie C Clark				
09/29/2022	Bill Payment (Check)	Marie C Clark	1001 General (7848) - 1	-510.30
Total for Marie C Clark				\$ -510.30
NET 2 PHONE				
Beginning Balance				
09/28/2022	Bill Payment (Check)	NET 2 PHONE	1001 General (7848) - 1	-252.80
Total for NET 2 PHONE				\$ -252.80
Newburgh Free Library				
09/30/2022	Bill Payment (Check)	Newburgh Free Library	1001 General (7848) - 1	-28.00
Total for Newburgh Free Library				\$ -28.00
NYS Health Insurance Pending Acct				
Beginning Balance				
09/14/2022	Bill Payment (Check)	NYS Health Insurance Pending Acct	1001 General (7848) - 1	-6,158.30
Total for NYS Health Insurance Pending Acct				\$ -6,158.30
Orange Bank & Trust Cardmember Services				

Cornwall Public Library

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September 2022

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Beginning Balance				
09/30/2022	Bill Payment (Check)	Orange Bank & Trust Cardmember Services	1001 General (7848) - 1	-3,310.49
Total for Orange Bank & Trust Cardmember Services				\$ -3,310.49
P&P Quick Copy Center				
Beginning Balance				
09/30/2022	Bill Payment (Check)	P&P Quick Copy Center	1001 General (7848) - 1	-29.00
Total for P&P Quick Copy Center				\$ -29.00
Patricia Rovello				
09/29/2022	Bill Payment (Check)	Patricia Rovello	1001 General (7848) - 1	-510.30
Total for Patricia Rovello				\$ -510.30
Reader's Digest				
09/30/2022	Bill Payment (Check)	Reader's Digest	1001 General (7848) - 1	-27.00
Total for Reader's Digest				\$ -27.00
Richard Feingold				
Beginning Balance				
09/30/2022	Bill Payment (Check)	Richard Feingold	1001 General (7848) - 1	-275.00
Total for Richard Feingold				\$ -275.00
Rolling Stone				
09/30/2022	Bill Payment (Check)	Rolling Stone	1001 General (7848) - 1	-99.95
Total for Rolling Stone				\$ -99.95
Shop Rite Supermarkets Inc				
09/30/2022	Bill Payment (Check)	Shop Rite Supermarkets Inc	1001 General (7848) - 1	-24.47
Total for Shop Rite Supermarkets Inc				\$ -24.47
The Estate of Lorraine Radler Zieger				
09/29/2022	Bill Payment (Check)	The Estate of Lorraine Radler Zieger	1001 General (7848) - 1	-340.20
Total for The Estate of Lorraine Radler Zieger				\$ -340.20
Toshiba				
Beginning Balance				
09/28/2022	Bill Payment (Check)	Toshiba	1001 General (7848) - 1	-727.06
Total for Toshiba				\$ -727.06
Utica National Insurance Group				
Beginning Balance				
09/28/2022	Bill Payment (Check)	Utica National Insurance Group	1001 General (7848) - 1	-10,134.31
Total for Utica National Insurance Group				\$ -10,134.31
Vanguard Cleaning Systems				
Beginning Balance				
09/28/2022	Bill Payment (Check)	Vanguard Cleaning Systems	1001 General (7848) - 1	-800.00
Total for Vanguard Cleaning Systems				\$ -800.00
Verizon				
Beginning Balance				
09/28/2022	Bill Payment (Check)	Verizon	1001 General (7848) - 1	-119.00

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September 2022

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Total for Verizon				\$ -119.00
Verizon- Wireless				
Beginning Balance				
09/14/2022	Bill Payment (Check)	Verizon- Wireless	1001 General (7848) - 1	-15.08
Total for Verizon- Wireless				\$ -15.08
We Can Fix It				
Beginning Balance				
09/30/2022	Bill Payment (Check)	We Can Fix It	1001 General (7848) - 1	-3,195.42
Total for We Can Fix It				\$ -3,195.42
Wini White				
09/29/2022	Bill Payment (Check)	Wini White	1001 General (7848) - 1	-510.30
Total for Wini White				\$ -510.30
TOTAL				\$ -85,275.67

September 2022 Director's Report

Personnel

- Accepted resignation of Samantha Bartul
- Began interviewing for a Circulation Clerk Part-time position
- Hired two new Circulation Clerks-Helen (Eleanor) Cerny and Cathy Squillini; each will work one evening per week, and up to two weekends per month.

Budget/Financial

- Received Tax Assessments check from CCSD on September 16.
- Received the application for Construction aid back from RCLS to make edits.

Programming

- Two Defensive Driving classes are scheduled, one in October, and one in November · The Fall Festival was well attended
- The Concert on September 18 had 18 attendees, despite being on the same day as the Fall Festival

Building and Grounds

- Vanguard covered the cleaning for D Mc N while he is out due to his wife's death. · Ken Delehanty of We Can Fix It. Ken has us on the schedule for the new gutter guards on September 12, which was postponed due to illness to later in September. The gutter guards were installed during the last week of September.
- Called Mike Fisher of Spar Flooring to look at the saddle between the Youth Services area, and the tile floor in front of the Circulation Desk to replace it. Still waiting for the estimate.
- Stanley Steamer came and cleaned our carpeting on Sept.24th, gratis.

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

Registered borrowers: 7,977 (7,906); Direct Access/Circulation: 11,054(12,785);

ILL Borrows: 2,238 (2,331); ILL Loans: 1,822 (1,899); Item Count: 75,039 (75,103); Wi-Fi: 6,890 (7,634);

Overdrive checkouts: 2,691 (2,943); Overdrive unique users: 612 (616).

Meetings Attended: Friends Meeting & Dinner for Jane H. 9/1/22; Board Meeting: 9/14/22; Finance Committee N/A; Director's Association 9/14/22; System Services Committee Meeting 9/19/22; Dept. Heads 9/7 & 9/21/22; Staff Meeting N/A; ANSER Committee 9/27/22; Met with Josh Wojehowski Cornwall Town Supervisor 9/28/22.

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

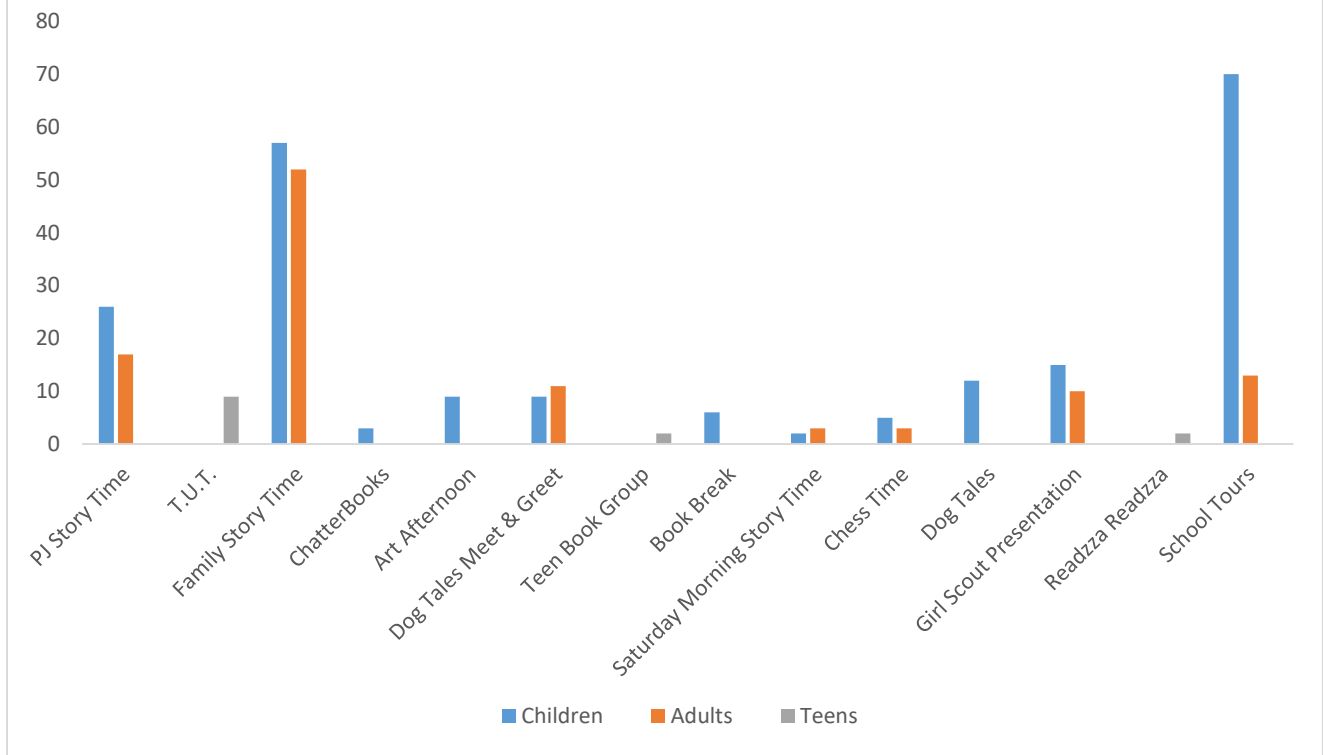
<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>TEENS:</u>	<u>ATTENDANCE TOTAL</u>
PJ Story Time	9/7, 9/21	26	17		43
T.U.T.	9/9			9	9
Family Story Time	9/13, 9/20, 9/27	57	52		109
ChatterBooks	9/14	3			3
Art Afternoon	9/15	9			9
Dog Tales Meet & Greet	9/19	9	11		20
Teen Book Group	9/19			2	2
Book Break	9/22	6			6
Saturday Morning Story Time	9/24	2	3		5
Chess Time	9/24	5	3		8
Dog Tales	9/26	12			12
Girl Scout Presentation	9/27	15	10		25
Readzza Readzza	9/28			2	2
School Tours	9/23, 9/28, 9/29	70	13		83
					336

<u>MEETINGS & OUTREACH:</u>	<u>DATE:</u>	<u>ATTENDEE:</u>
Manager's Meeting	9/7, 9/21	Liz & Lisa

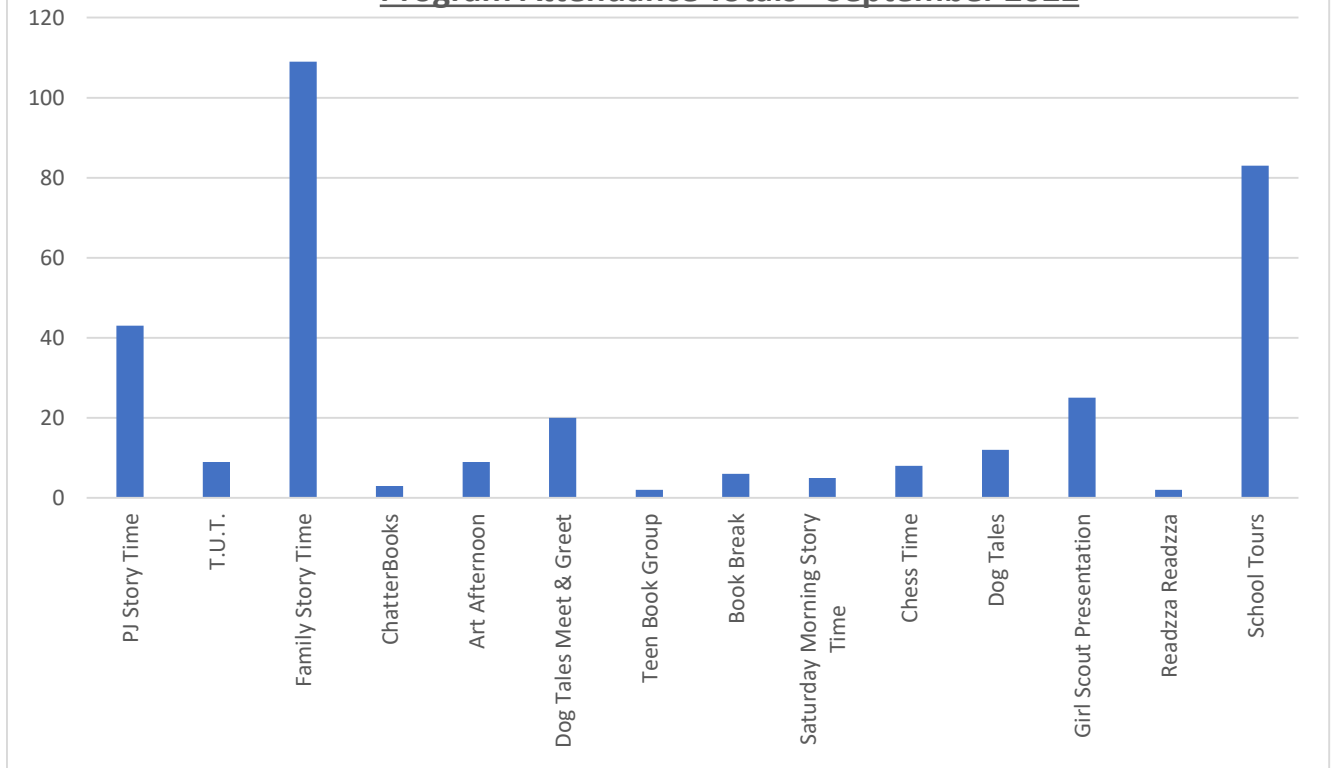
QUESTIONS @ THE DESK:

Reference	240
Circulation	109
Tech	10
Telephone	57
Programs (includes SRP inquiries)	85

Program Attendance Demographics - September 2022



Program Attendance Totals - September 2022



Reflections:

September brought the return of school visits and tours to the list of story times and afterschool programming that we do at CPL. It is exciting to interact with the 3rd grade classes (more to come in October) as we promote the importance of owning a library card and explore the different ways communities around the world share information. We hope to empower them to use their library and ask questions of the staff who work for them. It's particularly wonderful when they return with their family and ask, "Do you remember me? I was in the class this morning and we're all getting cards!"

In-person connections are a way of clearing the cobwebs of COVID. They can be made so simply and yet are incredibly important to human beings. Some examples we've noticed include: parents seeing their young children bouncing to a nursery rhyme as the older children sing; the contagious joy of a silly illustration resulting in a huge round of on-going laughter; grandparents explaining the places of family interest to their grandchildren on a world map; the sharing of a good graphic novel with a friend; and the re-assuring presence and words of a loving adult in an awkward moment of a young child in a new situation. We're pleased in the Youth Services department to be able to foster these simple but important in-person connections once again.

Respectfully submitted,

ekf

10/3/22

Adult Services Report September 1-30, 2022

Closed for Holiday 9/5/22; Emergency closing 9/12/22

(Submitted by Meaghan Doyle, 10/7/22)

REFERENCE

Reference (previous month in parentheses):

Ref Questions: 255 (236); Tech Assists: 102 (87); Circ/Curbside Assists: 133 (149);
Directional: 17 (20); Reader's Advisory: 25 (13); ILL/SEAL: 11 (11); Pull List: 1363 (1402);
Printing: 105 (120); Phone: 61 (83); Virtual Ref: 5 (5); Notary Service: 129 (92)

Database Stats (previous month in parentheses):

NoveList Plus Searches: 91 (42); NoveList PlusK-8: 0 (0); EBSCO Other: 0 (20); Gale: 0 (0);
Gale Virtual Ref. Library: 0 (0); Ancestry: 241 (12)

NYTimes Digital Subscription Stats (previous month in parentheses):

Offsite Code redemptions 86 (88); Library users 91 (58) accessed 61 (53)
articles

PC Usage: Adults: 395 (351); Childrens: 6 (3) Laptop: 1 (0); PC Reservations: 0 (3);
Guest Passes: 89 (81)

HOOPLA (previous month in parentheses):

New signups: 2 (13); Borrowers: 80 (94); Avg. No. Circs: 2.7 (2.9); Maxed Users: 17 (29)
Items borrowed: 212 (275)

HOME DELIVERIES

New Sign Ups: 0 (0); Unique Patrons: 2 (3); Deliveries: 3 (5); Items Delivered: 17 (19)

September Meetings/Webinars:

9/7: Managers' Meeting; 9/9: Garrett from Acuity; 9/14: Library Board of Trustees Meeting;
9/16: RCLS Annual Meeting and Awards Presentation; 9/18: Fall Festival; 9/20: Staff Meeting
(canceled); 9/21: Managers' Meeting; 9/22: VA Video Connect webinar

September Programs:

9/6: Midday Matinee, Downton Abbey: A New Era: 20; 9/7: Members' Choice, Caste: the Origin of
Our Discontents by Isabel Wilkerson: 8 (2Z+6); 9/8: Teen Tech Tutoring: 8; 9/8: Lowell Mill Girls
Lecture with Rick Feingold: 12; 9/10: Introductory Veterans Writing Workshop: Cancelled; 9/12:
Creative Writers : cancelled, water main break; 9/13: Cornwall Arts Collective Fall Showcase
Reception: lots!; 9/15: Mystery Book Group: Deal Breaker by Harlan Coben: 8; 9/18 Hudson Valley
Chamber Musicians: 18; 9/19: Creative Writers: 10; 9/20: Teen Tech Tutoring: 3; 9/21: Poisonous
Plants Garden Club meeting: 40 (standing room only); 9/21: Out & About Book Group, The Seven
Husbands of Evelyn Hugo by Taylor Jenkins Reid: 10; 9/22: Book Chat and Chocolate, Book Lovers
by Emily Henry: 7; 9/26: Creative Writers: 11

Total Programs: 14; Participants: 157+

FALL FESTIVAL

The Festival went amazingly this year. Despite trepidation over our newly assigned location,
being closer to an entrance/exit (not to mention several delicious-smelling food trucks) made it
an attractive location. We must have spoken to hundreds of people! We ran out of button
making supplies, as it was a popular activity, especially with kids. We fielded all kinds of
questions about library services and had lots of smiles and laughs throughout the day. The
people we already connect with were happy to see us out in the community, and we made many
new friends who were excited to find out things they did not know we do. Big success!

Cornwall Public Library

P&L: Budget vs. Actuals; July 2022-September 2022

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4002 Local Public Funds	693,439.87	1,386,880.00	-693,440.13	50.00 %
4082 Income		4,000.00	-4,000.00	
4082.1 Copies	1,544.37		1,544.37	
4082.13 Fines	1,244.14		1,244.14	
4082.19 Misc	53.95		53.95	
4082.2 Donation	-306.88		-306.88	
4082.3 Lost Item	423.52		423.52	
4082.7 Faxes	283.75		283.75	
Total 4082 Income	3,242.85	4,000.00	-757.15	81.07 %
4401 Interest Income	100.65	500.00	-399.35	20.13 %
4706 Friends of the Cornwall Public Library	5,000.00	13,500.00	-8,500.00	37.04 %
4840 RCLS- LLSA	4,639.00	4,810.00	-171.00	96.44 %
Total Revenue	\$706,422.37	\$1,409,690.00	\$ -703,267.63	50.11 %
GROSS PROFIT	\$706,422.37	\$1,409,690.00	\$ -703,267.63	50.11 %
Expenditures				
6010 Retirement	3,088.54	58,125.00	-55,036.46	5.31 %
6030.8 FICA/Medicare Expense	13,973.72	69,772.00	-55,798.28	20.03 %
6060 Worker's Compensation		6,500.00	-6,500.00	
6090 Health Insurance	15,596.59	107,705.00	-92,108.41	14.48 %
6141 Professional Library	44,934.93	207,173.00	-162,238.07	21.69 %
6142 Clerical Salary	107,434.22	504,518.00	-397,083.78	21.29 %
6143 Treasurer Salary	1,649.59	6,180.00	-4,530.41	26.69 %
6144 Custodial Salary	4,033.04	34,081.00	-30,047.96	11.83 %
7410 Books	6,231.15	60,450.00	-54,218.85	10.31 %
7410.9 McNaughton	2,443.00	7,329.00	-4,886.00	33.33 %
7411 Movie License		700.00	-700.00	
7412 Video/Music/Books on Tape	4,147.50	39,790.00	-35,642.50	10.42 %
7413 Serials/Reference	2,273.21	14,950.00	-12,676.79	15.21 %
7430 Supplies				
7430.1 Library Supplies	520.35	5,300.00	-4,779.65	9.82 %
7430.11 Book Processing	160.90	2,200.00	-2,039.10	7.31 %
7430.2 Office Supplies	1,016.53	10,000.00	-8,983.47	10.17 %
7430.30 Program Supplies- Adult	278.71	3,000.00	-2,721.29	9.29 %
7430.31 Program Supplies- YA	33.39	1,000.00	-966.61	3.34 %
7430.32 Program Supplies -JUV	357.68	1,500.00	-1,142.32	23.85 %
7430.33 Summer Reading	483.90	12,500.00	-12,016.10	3.87 %
7430.34 Program Supplies- Outreach	34.00	2,500.00	-2,466.00	1.36 %
Total 7430 Supplies	2,885.46	38,000.00	-35,114.54	7.59 %
7431 Telephone	-1,839.10	4,900.00	-6,739.10	-37.53 %
7432 Square Processing Fees	24.29		24.29	
7433 Postage and Shipping	384.26	5,000.00	-4,615.74	7.69 %

Cornwall Public Library

P&L: Budget vs. Actuals; July 2022-September 2022

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7434 Printing	828.31	10,000.00	-9,171.69	8.28 %
7435 7435- Travel/Conference	248.48	4,498.00	-4,249.52	5.52 %
7437 Professional Fees				
7437.1 Prof Fees- Office	2,450.39	25,050.00	-22,599.61	9.78 %
7437.2 Prof Fees- Adult Programs	1,399.47	6,000.00	-4,600.53	23.32 %
7437.3 Professional Fees- YA	27.56	2,000.00	-1,972.44	1.38 %
7437.4 Professional Fees- Juv		4,000.00	-4,000.00	
7437.5 Professional Fees- Summer Reading Program	675.00	3,000.00	-2,325.00	22.50 %
7437.6 Professional Fees- Outreach	72.83	2,000.00	-1,927.17	3.64 %
Total 7437 Professional Fees	4,625.25	42,050.00	-37,424.75	11.00 %
7438 Dues	300.99	1,500.00	-1,199.01	20.07 %
7450 Utilities/Fuel	7,911.07	32,000.00	-24,088.93	24.72 %
7451 Custodial Supplies	326.16	3,000.00	-2,673.84	10.87 %
7452 Repairs to Building	4,599.00	21,500.00	-16,901.00	21.39 %
7454 Building Insurance	13,514.31	13,500.00	14.31	100.11 %
7455 RCLS	15,818.31	73,182.00	-57,363.69	21.62 %
7469 Service Contracts	7,180.35	43,287.00	-36,106.65	16.59 %
7800 Capital Expenditure	31,200.00		31,200.00	
Total Expenditures	\$293,812.63	\$1,409,690.00	\$ -1,115,877.37	20.84 %
NET OPERATING REVENUE	\$412,609.74	\$0.00	\$412,609.74	0.00%
NET REVENUE	\$412,609.74	\$0.00	\$412,609.74	0.00%

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 OCTOBER meeting
Final Handbook 7-11-19-1v.4.docx (Personnel committee for 22-23 to revise this? SHRM to look over?)	Study Room Policy 9 28 2022.docx	
Collection Management Policy (with appendices)		

Strategic Planning Report

The Strategic Planning Committee did not meet. A meeting scheduled for later in October will focus on reviewing themes that emerged from the recent round of surveys in addition to surveys collected earlier. The Committee will consider if additional outreach to stakeholders is necessary to round out the information shared by the community as to what should be the library's priorities and what needs may exist.



September 1, 2022

Dear Member Library Board Presidents and Directors:

I am pleased to announce that the RCLS Board of Trustees approved the 2023 Operating Budget on August 15, 2022, with a 0% increase to the RCLS Service Fee. Last year, we embarked on a journey, the *Path Forward*, to change the way RCLS provides IT and ILS Services to member libraries with the primary goal of strengthening cyber security. This change impacted the member libraries' finances; thus, it was essential for RCLS to keep its operational costs from further impacting library budgets.

The most significant contributor to the RCLS 2023 Budget was the increase in State Aid of \$175,900. This increase in State Aid provided RCLS with the ability to pay for network switches which RCLS Fully Supported or RCLS Hybrid Supported libraries may need for separating their public and staff networks to combat cyber security threats. We removed the Executive Director's salary allocation from the ILS Services budget, reducing ILS payroll expenses by \$6,500. The RCLS Board of Trustees approved a 0% increase to the RCLS Service Fee.

State Aid to member libraries also increased by \$81,700; we hope this increase will help offset some of the IT costs that the reinstated PC/Laptop Replacement Program will bring to RCLS IT Supported libraries in 2023. In 2022, a change was made to extend the useful life of workstations used for RCLS purposes from 4 years to 5 years before replacement.

The telecommunications cost was offset by 63% via E-Rate in 2022. In 2023, the telecommunication cost will be covered 100% by E-Rate funding.

RCLS programs, coupled with services, are vital as together we move forward to meet the evolving, ever-demanding environment in which libraries serve their communities. Thus, we are investing an additional \$7,600 into Equity, Diversity and Inclusion (EDI) initiatives, legal fees to support member libraries' needs, sustainability projects and educational opportunities for member library staff. We hope this investment will help member libraries better equip and train their staff, while improving the overall experience for patrons.

RCLS would like to invite all member library Trustees and Directors to learn more about how the budget was prepared and to have an opportunity to ask questions. The RCLS Fiscal Officer, Stephen Hoefer, and I invite you to participate in one of the budget discussions scheduled for September, as budgeting is essential to our joint goal of financial security. We hope these discussions will be mutually beneficial and informative for everyone.

We also extend an invitation to the 2022 RCLS Virtual Annual Meeting and Awards Presentation.

Please join us for these events by visiting the RCLS website, under the link for the calendar at [Calendar – Ramapo Catskill Library System \(rcls.org\)](https://www.rcls.org)

Please note that registration *is required* for attendance at the Annual Meeting and the Budget Discussions. Registration is necessary to receive an email, which will be sent one (1) day prior to the event, containing the Zoom link. The scheduled dates are listed below:

2022 Virtual Annual Meeting - Friday, September 16, 2022 (10AM-12PM)

Budget Discussion - Tuesday, September 20, 2022 (7 PM–8 PM)

Budget Discussion - Tuesday, September 27, 2021 (7 PM–8 PM)

Finally, please find the following important documents included in this letter for your review.

1. 2023 Budget Highlights & Reference Guide
2. 2023 Budget (including the 2023 RCLS Service Fee by library)
3. 2023 ILS Services Support Costs – Schedule B
4. 2023 Budget Ballot **(due by 11/14/22)**

I look forward to a continued fruitful and productive working relationship. Thank you for your time, should you have any questions please do not hesitate to contact me.

Sincerely,



Grace Riario
Executive Director

Encls.



RAMAPO
CATSKILL
LIBRARY
SYSTEM

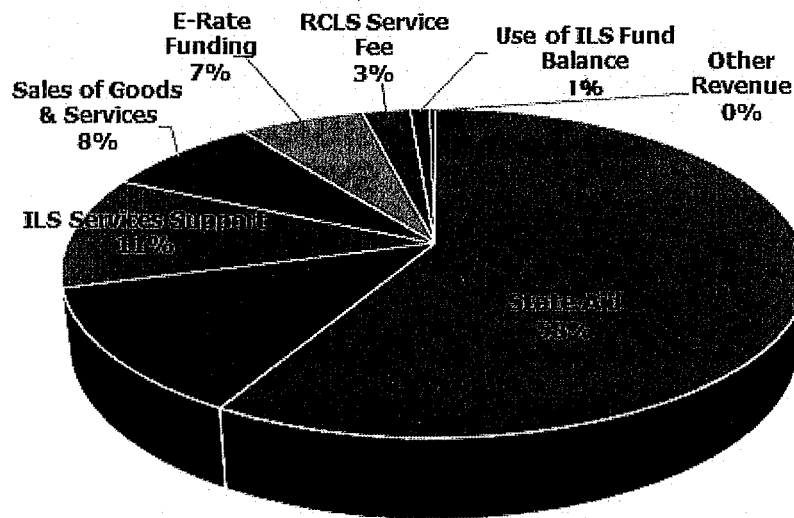
2023 Budget Highlights

Reference Guide

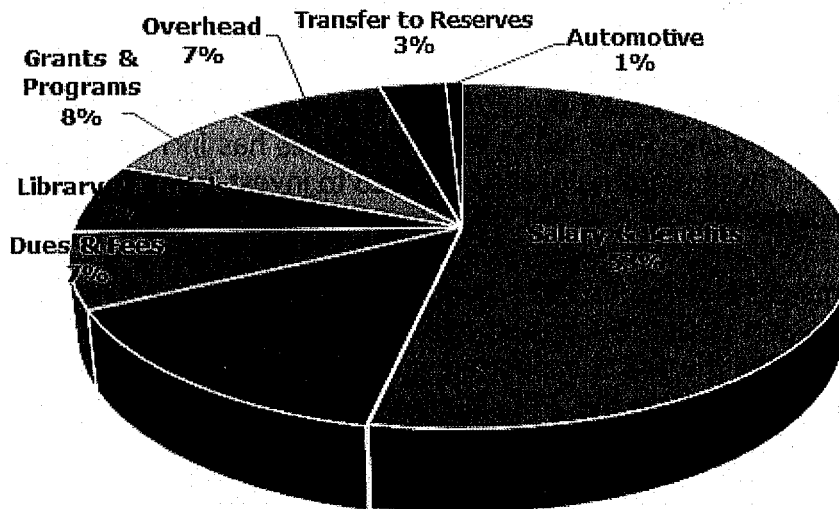
09/01/22

The 6 most interesting things about the 2023 RCLS Budget

- 1.** There is a 0% increase in the RCLS 2023 Service Fee.
- 2.** RCLS restated the 2022 ANSER Budget to reflect IT and ILS Services Support as two separate budgets. This information assists member libraries as they compare 2022 costs to 2023 costs.
- 3.** State Aid to RCLS has increased by \$175,900, State Aid to Member Libraries has increased by \$81,700 and State Aid to Other Agencies has increased by \$33,500. Advocacy works. These funds have allowed RCLS to invest in additional IT security measures and our staff.
- 4.** One security measure in the IT 2023 budget is to help protect member libraries Fully Supported and Hybrid Supported networks. RCLS will purchase and install switches to separate the RCLS supported public and staff network traffic. The switch cost was identified on the 2023 Menu of IT Services as one-time hardware costs. RCLS will now cover that cost.
- 5.** All Telecommunications costs for IT and ILS Services will be covered by E-Rate funds for 2023. The Federal E-Rate program has been modernized, resulting in faster payments.
- 6.** The IT Services, Transfer to the PC/Laptop Replacement Program was suspended in 2022 as the useful life of a PC and Laptop for RCLS purposes was extended from 4-years to 5-years. In 2023, the PC/Laptop Replacement Program costs have been reinstated.



State Aid	\$ 2,977,100
IT Services Support	635,700
ILS Services Support	568,300
Sales of Goods & Services	416,900
E-Rate Funding	329,900
RCLS Service Fee	127,800
Use of ILS Fund Balance	50,900
Other Revenue	15,000
TOTAL REVENUE	\$ 5,121,600



Salary & Benefits	\$ 2,727,300
Contracts with Libraries	726,100
Dues & Fees	362,600
Library Materials	332,700
Grants & Programs	387,300
Overhead	380,700
Transfer to Reserves	163,100
Automotive	41,800
TOTAL APPROPRIATIONS	\$ 5,121,600

REFERENCE GUIDE: 2023 BUDGET HIGHLIGHTS

PREAMBLE

The goal of the RCLS *Path Forward* is to maintain the most secure system-wide technology network for Supported member libraries in the most cost-effective manner. One step to achieving this goal, was to take ANSER operations and split them into ILS Services and IT Services. The 2022 ANSER Budget was restated into 2022 ILS and IT Budgets.

INCOME

NYS STATE AID

The 2023 RCLS Budget is based on the same funding as the State approved for 2022 and is \$175,900 more. These additional funds allow RCLS to invest in IT security measures and our staff.

IT SERVICES SUPPORT

IT Services Support was calculated by taking IT Equipment that RCLS currently supports (ANSER equipment) and applying a 15% reduction to reflect libraries choosing to go IT Independent. The actual IT Services Support will be determined mid-October 2022, after the 2023 Menu of IT Services has been submitted by member libraries on or before the deadline of October 1, 2022. RCLS is committed to supporting IT Services through the *Path Forward* transition period.

ILS SERVICES SUPPORT

ILS Services Support Costs - Schedule B provides the detailed information, per library, based on the ILS Support formula. This new formula considers a 3-year average of circulation and holdings, and a minimum support amount. ILS Services Support costs have increased by 5% over 2022. MessageBee, a new communication service approved by the Directors' Association, accounts for 2.5% of the increase and the remaining 2.5% represents an increase in operating costs.

GOODS & SERVICES

This line consists of estimated revenue for services and pass-through purchases, such as: System-Wide E-Content Pool at \$201,000; Consumer Report Pool at \$37,900; movie licensing at \$16,000; etc. This is where the purchasing power of the consortium provides outstanding return on investments for member libraries. The offsetting expense code is Contracts with Libraries.

RCLS IT Services are intended for Fully Supported and Hybrid Supported libraries. As such, less equipment purchases and RCLS labor has been budgeted. Envisionware costs have moved from Goods & Services to the IT Services Support line.

ILS Goods & Services consists of two pass-through purchases: Hoopla Connector at \$5,800 and SymphonyWeb licenses at \$5,000.

REFERENCE GUIDE: 2023 BUDGET HIGHLIGHTS

RCLS SERVICE FEE

With the increase in State Aid, the RCLS Board is proud to present a 0% increase in the RCLS Service Fee.

E-RATE FUNDING

The amount collected annually for E-Rate is applied against future telecommunications billed to member libraries. Member libraries are enjoying a 63% rebate on the fiber network costs and backup internet. The Federal E-Rate Program has been modernized which resulted in RCLS receiving E-Rate funds ten months sooner. All IT & ILS Telecommunications expenses will be covered by E-Rate for 2023.

TRANSFER FROM FUND BALANCE

RCLS has budgeted the use of \$155,000 to support IT Services during this transition year.

The Director's Association approved the purchase and installation of ASPEN, a new discovery layer for the catalog, at a cost of \$78,000 from the ILS Fund Balance. Some of that cost was incurred in 2022 and \$50,900 is slated for 2023.

EXPENSES

PAYROLL EXPENSES

The allocation of RCLS Payroll to ANSER was unchanged for the past 10 years or more. The table below details the new Payroll allocation for General, IT Services and ILS Services. RCLS has a total of 27 Full Time Equivalents (FTE): 19 FTE are General; 5.0 FTE are IT Services and 2.6 FTE are ILS Services. The Executive Director's salary was removed from ILS Services resulting in a (\$6,500) reduction in ILS Payroll from 2022.

Job Title	General	IT Services	ILS Services
Executive Director	95%	5%	0%
Fiscal Officer	80%	10%	10%
Asst. Fiscal Officer	30%	45%	25%
Software Analyst and Admin.	5%	0%	95%
Software Support Specialist	10%	20%	70%
IT Manager and Network Admin.	18%	57%	25%
Assistant Network Administrator	3%	67%	30%
IT and Network Specialist	0%	100%	0%
IT Services Coordinator	0%	100%	0%
IT Services Technician	0%	100%	0%
% of Total Payroll	66%	22%	12%

REFERENCE GUIDE: 2023 BUDGET HIGHLIGHTS

EMPLOYEE BENEFITS

Benefits are budgeted to increase by \$46,900 or 6% overall, almost entirely due to health insurance. Benefits are allocated to IT Services and ILS Services based on the percentage of total payroll for each Service.

HOSPITALIZATION

The New York State Health Insurance Plan (NYSHIP) is budgeted to increase by \$46,000 for active employees. A 10% increase in premiums and employee utilization is expected.

RETIREMENT

A small decrease is budgeted to bring it in line with actual expenses.

EQUIPMENT, FURNITURE & FIXTURES (over \$2,500)

A new VOIP phone system and multi-year maintenance at \$30,000.

The purchase of switches to secure the RCLS supported network at \$48,700.

LIBRARY MATERIALS

Central Library Development Aid (CLDA) and Central Book Aid (CBA) has been combined into Central Library Service Aid (CLSA) by the Division of Library Development and has increased by \$28,000. These funds now total \$332,400 and support library services and library material as recommended by the System Services Committee.

OFFICE SUPPLIES

As well as typical office supplies, PC's, laptops, and equipment costing under \$2,500 are budgeted in this expense line. The overall budget has decreased by (\$8,900).

TELECOMMUNICATIONS

This expense is primarily the cost of the private fiber network. E-Rate funds will cover all Telecommunications expenses for ILS Services and IT Services in 2023. The slight increase of \$3,200 is the result of increasing bandwidth.

TRAVEL

RCLS is anticipating travel and in-person meetings next year. The increase in General Travel is due to the ALA Mid-Winter Conference in 2023. The increase in ILS Travel is for the new Software Analyst & Administrator to attend the NYLA Conference and PULISDO Conference.

CONTRACTS WITH LIBRARIES

On the General side of the budget this account includes \$201,000 for the E-Content Pool and \$104,400 of other pass-through purchases such as the Database Pool, movie licenses, and other coordinated purchases. The IT Services has decreased as RCLS expects pass-through purchases of IT equipment to reduce.

REFERENCE GUIDE: 2023 BUDGET HIGHLIGHTS

PROFESSIONAL FEES

Included in this line are payroll processing fees, general purpose attorney, Propay Fees and CPA audit costs. The (\$44,900) reduction in this line is because the cost of original cataloging is no longer an outsourced service and there is no cost for the RCLS website redesign in the 2023 budget.

CONTINUING ED – RCLS Staff

Continuing Education expense has decreased by (\$1,400).

RCLS PROGRAMS

This line shows a large increase of 21%. Initiatives this year include:

- Equity, Diversity & Inclusion Initiative at \$10,000
- Legal Support to Libraries at \$10,000
- Minisink Valley Public Library Initiative at \$17,500
- Sustainability Initiative at \$5,700

In addition, another \$7,600 was added to the Adult Services programs to focus on cyber security and IT training. The Total RCLS Program budget increased to \$64,200.

SOFTWARE/HARDWARE MAINT. & SUBS

This includes hardware and software support, both annual contracts and multi-year contracts under \$2,500. The General side shows a \$35,000 increase which will support a SonicWall cyber security tool, another critical step in securing the network.

IT Services costs have increased \$9,100 due to a new SonicWall General Management System and a 3-year renewal of the Teamviewer software, necessary tools to secure and manage the network.

ILS Services costs includes the SirsiDynix annual software licensing agreement/maintenance at \$128,300, and other annual maintenance contracts of \$47,400. The \$73,800 increase is due to the ASPEN Discovery layer, being paid for with ILS Fund Balance, and the new MessageBee Service.

BUILDING REPAIRS & MAINT

FUELS AND UTILITIES

We continue to enjoy savings from RCLS upgrading to LED lighting and reduced energy costs by participating in MEGA, a third-party energy reseller for governmental agencies. Utilities are budgeted to increase by only \$900.

REFERENCE GUIDE: 2023 BUDGET HIGHLIGHTS

OTHER OPERATION & MAINTENANCE

Includes the following: trash removal, cleaning the building, groundskeeping, snow plowing and sanding, fire extinguisher maintenance, septic cleaning, fire and burglar alarm protection and other miscellaneous items.

REPAIRS TO BUILDING

This includes general upkeep of \$10,500 and painting/repairing the exterior at \$25,000

NYS Aid

The \$79,500 increase is a result of RCLS recognizing the full State Aid for County Jails and State Correction Facilities. Previously, RCLS only budgeted what was needed to cover payroll relating to these services. This year we are budgeting the full amount of State Aid, as we do with all other State Aid lines.

TRANSFER TO OTHER FUNDS

The IT Services, Transfer to the PC/Laptop Replacement Program was suspended in 2022 as the useful life of a PC and Laptop was extended for RCLS purposes from 4-years to 5-years. In 2023, the Replacement Program costs have been reinstated.

The ILS Services, Transfer to ILS Capital Fund has been reduced to \$40,500 in 2023. In November, the ANSER Capital Fund will be separated into the ILS Capital Fund and IT Capital Fund. Until the funds are separated, funding has been reduced.

Transfer to the RCLS Capital Vehicle Fund remains the same at \$20,000. The purpose of this is to support replacements of the six RCLS Delivery Service vans on a rotating schedule.



Ramapo Catskill Library System

2023 RCLS Budget

08/15/22 Approved by RCLS Board of Trustees

Income	2022 BUDGET - ANSER restated into ILS & IT				2023 BUDGET				\$ Change				% Change			
	GENERAL	IT	ILS	TOTAL	GENERAL	IT	ILS	TOTAL	GENERAL	IT	ILS	TOTAL	GENERAL	IT	ILS	TOTAL
NYS Aid Library Systems	\$ 1,863,900	\$ -	\$ -	\$ 1,863,900	\$ 2,039,800	\$ -	\$ -	\$ 2,039,800	\$ 175,900	\$ -	\$ -	\$ 175,900	9%	-	-	9%
NYS Aid Member Libraries	658,500	-	-	658,500	740,200	-	-	740,200	81,700	-	-	81,700	12%	-	-	12%
NYS Aid Other Agencies	30,800	-	-	30,800	64,300	-	-	64,300	33,500	-	-	33,500	109%	-	-	109%
NYS Construction Aid	-	-	-	-	132,800	-	-	132,800	132,800	-	-	132,800	-	-	-	-
ILS Services Support	-	-	576,400	576,400	-	-	568,300	568,300	-	-	(8,100)	(8,100)	-	-	-1%	-1%
IT Services Support	-	719,900	-	719,900	-	635,700	-	635,700	-	(84,200)	-	(84,200)	-	-12%	-	-12%
Goods & Services	285,200	135,600	-	420,800	306,900	99,200	10,800	416,900	21,700	(36,400)	10,800	(3,900)	8%	-27%	-	-1%
RCLS Service Fee	127,800	-	-	127,800	127,800	-	-	127,800	-	-	-	-	-	-	-	-
NYLA Advocacy & Donations	5,000	-	-	5,000	5,000	-	-	5,000	-	-	-	-	-	-	-	-
Interest	5,000	-	4,000	9,000	4,000	1,000	2,000	7,000	(1,000)	1,000	(2,000)	(2,000)	-20%	-	-50%	-22%
E-Rate Funding	-	184,700	-	184,700	-	317,500	12,400	329,900	-	132,800	12,400	145,200	-	72%	-	79%
Transfer from PC Repmt. Fund	-	3,000	-	3,000	-	3,000	-	3,000	-	-	-	-	-	-	-	-
Transfer from General Fund Balance	-	-	-	-	(155,000)	155,000	-	-	(155,000)	155,000	-	-	-	-	-	-
Transfer from ILS Fund Balance	-	-	85,000	85,000	-	-	50,900	50,900	-	-	(34,100)	(34,100)	-	-	-40%	-40%
Total Income	\$ 2,976,200	\$ 1,043,200	\$ 665,400	\$ 4,684,800	\$ 3,265,800	\$ 1,211,400	\$ 644,400	\$ 5,121,600	\$ 289,600	\$ 168,200	\$ (21,000)	\$ 436,800	10%	16%	-3%	9%
Expense																
Payroll Expenses	\$ 1,101,000	\$ 365,100	\$ 221,600	\$ 1,687,700	\$ 1,186,900	\$ 395,800	\$ 215,100	\$ 1,797,800	\$ 85,900	\$ 30,700	\$ (6,500)	\$ 110,100	8%	8%	-3%	7%
Employee Benefits	598,400	177,700	107,800	883,900	634,500	191,100	103,900	929,500	36,100	13,400	(3,900)	45,600	6%	8%	-4%	5%
Equipment, Furniture & Fixtures	15,000	-	-	15,000	30,000	48,700	-	78,700	15,000	48,700	-	63,700	100%	-	-	425%
Library Materials	304,400	-	-	304,400	332,400	300	-	332,700	28,000	300	-	28,300	9%	-	-	9%
Office Supplies	23,200	13,000	300	36,500	12,500	11,600	3,500	27,600	(10,700)	(1,400)	3,200	(8,900)	-46%	-11%	1067%	-24%
Telecommunications	900	317,900	8,800	327,600	900	317,500	12,400	330,800	-	(400)	3,600	3,200	-	-	41%	1%
Postage	2,500	100	-	2,600	1,400	-	-	1,400	(1,100)	(100)	-	(1,200)	-44%	-100%	-	-46%
Marketing & Promotion	17,700	-	-	17,700	15,300	-	-	15,300	(2,400)	-	-	(2,400)	-14%	-	-	-14%
Advocacy Costs	16,100	-	-	16,100	16,100	-	-	16,100	-	-	-	-	-	-	-	-
Travel	34,800	4,800	700	40,300	39,000	4,300	4,400	47,700	4,200	(500)	3,700	7,400	12%	-10%	529%	18%
Contracts with Libraries	283,700	128,500	-	412,200	305,400	89,900	-	395,300	21,700	(38,600)	-	(16,900)	8%	-30%	-	-4%
Professional Fees	80,000	1,300	2,800	84,100	35,100	1,000	3,200	39,300	(44,900)	(300)	400	(44,800)	-56%	-23%	14%	-53%
Continuing Ed - RCLS Staff	7,000	4,600	2,500	14,100	5,100	5,800	1,800	12,700	(1,900)	1,200	(700)	(1,400)	-27%	26%	-28%	-10%
RCLS Programs	53,200	-	-	53,200	64,200	-	-	64,200	11,000	-	-	11,000	21%	-	-	21%
Membership Dues	4,400	-	100	4,500	5,000	-	200	5,200	600	-	100	700	14%	-	100%	16%
Software/Hardware Maint. & Subs	16,400	10,000	173,800	200,200	51,400	19,100	247,600	318,100	35,000	9,100	73,800	117,900	213%	91%	42%	59%
Cataloging Tools	24,700	-	-	24,700	26,700	-	-	26,700	2,000	-	-	2,000	8%	-	-	8%
Building Repairs & Maint	92,000	17,800	11,500	121,300	121,500	21,200	11,800	154,500	29,500	3,400	300	33,200	32%	19%	3%	27%
Vehicle Maint. & Operation	37,200	2,400	-	39,600	39,300	2,500	-	41,800	2,100	100	-	2,200	6%	4%	-	6%
NYS Aid	243,600	-	-	243,600	323,100	-	-	323,100	79,500	-	-	79,500	33%	-	-	33%
Transfers To Other Funds	20,000	-	135,500	155,500	20,000	102,600	40,500	163,100	-	102,600	(95,000)	7,600	-	-	-70%	5%
Total Expense	\$ 2,976,200	\$ 1,043,200	\$ 665,400	\$ 4,684,800	\$ 3,265,800	\$ 1,211,400	\$ 644,400	\$ 5,121,600	\$ 289,600	\$ 168,200	\$ (21,000)	\$ 436,800	10%	16%	-3%	9%
Net Activity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								

Ramapo Catskill Library System 2023 RCLS Services Fee - 0% Increase 08/15/22 Approved by RCLS Board of Trustees

Library Name	Minimum Fee	2021 Population Annual Report Question 1.24	% of Total Population	Fee Based on Population	2021 Debt Service Annual Report Question 12.31	2021 Expenditures Annual Report Q12.32 less Debt Service Q12.31	% of Total Expenditures	Fee Based on Expenditures	TOTAL 2023 FEE	Service Fee as a % of Total Expenditures	Library	Total 2022 Fee	\$ Change From 2022	% Change From 2022
Albert Wisner Public Library	\$ 1,250	23,647	3.23%	\$ 1,114	\$ -	\$ 1,358,266	2.26%	\$ 781	\$ 3,145	0.23%	WAR	\$ 3,222	\$ (77)	-2%
Blauvelt Free Library	1,250	5,689	0.78%	268	-	819,678	1.37%	471	1,989	0.24%	BLV	1,994	(5)	0%
Chester Public Library	1,250	11,981	1.64%	565	-	643,607	1.07%	370	2,185	0.34%	CHS	2,199	(14)	-1%
Cornwall Public Library	1,250	16,841	2.30%	794	-	1,141,814	1.90%	657	2,700	0.24%	COR	2,722	(22)	-1%
Cragsmoor Free Library	1,250	449	0.06%	21	-	66,356	0.11%	38	1,309	1.97%	CRG	1,307	2	0%
Daniel Pierce Library	1,250	6,402	0.87%	302	-	495,658	0.83%	285	1,837	0.37%	GRH	1,806	31	2%
Ellenville Public Library and Museum	1,250	12,869	1.76%	606	-	984,262	1.64%	566	2,422	0.25%	EPL	2,319	103	4%
Ethelbert B. Crawford Public Library	1,250	18,358	2.51%	865	360,063	836,431	1.39%	481	2,596	0.31%	MTC	2,599	(3)	0%
Fallsburg Library	1,250	10,674	1.46%	503	-	316,099	0.53%	182	1,935	0.61%	FBR	1,952	(17)	-1%
Finkelstein Memorial Library	1,250	113,031	15.43%	5,326	-	7,537,526	12.56%	4,335	10,911	0.14%	FML	10,587	324	3%
Florida Public Library	1,250	4,991	0.68%	235	-	457,471	0.76%	263	1,748	0.38%	FPL	1,742	6	0%
Gardiner Library	1,250	5,713	0.78%	269	61,277	262,926	0.44%	151	1,670	0.64%	GAR	1,657	13	1%
Goshen Public Library And Historical Society	1,250	18,063	2.47%	851	497,894	1,556,627	2.59%	895	2,996	0.19%	GOS	3,116	(120)	-4%
Greenwood Lake Public Library	1,250	6,189	0.84%	292	-	1,225,271	2.04%	705	2,246	0.18%	GRL	2,074	172	8%
Haverstraw Kings Daughters Public Library	1,250	32,540	4.44%	1,533	634,494	4,991,607	8.31%	2,871	5,654	0.11%	HAV	5,680	(26)	0%
Highland Falls Library	1,250	3,900	0.53%	184	-	264,532	0.44%	152	1,586	0.60%	HFL	1,563	23	1%
Josephine-Louise Public Library	1,250	6,978	0.95%	329	-	600,103	1.00%	345	1,924	0.32%	WAL	1,933	(9)	0%
Liberty Public Library	1,250	10,650	1.45%	502	150,050	276,435	0.46%	159	1,911	0.69%	LJB	1,934	(23)	-1%
Livingston Manor Free Library	1,250	3,483	0.48%	164	-	181,981	0.30%	105	1,519	0.83%	LIV	1,513	6	0%
Mamakating Library District	1,250	9,915	1.35%	467	20,254	294,695	0.49%	169	1,887	0.64%	MAM	1,869	18	1%
Moffat Library Of Washingtonville	1,250	24,399	3.33%	1,150	698,750	1,145,197	1.91%	659	3,058	0.27%	WAS	3,052	6	0%
Monroe Free Library	1,250	19,737	2.69%	930	90,553	1,295,950	2.16%	745	2,925	0.23%	MFL	2,925	(0)	0%
Montgomery Free Library	1,250	3,814	0.52%	180	-	62,274	0.10%	36	1,466	2.35%	MNG	1,480	(14)	-1%
Nanuet Public Library	1,250	13,468	1.84%	635	-	2,558,127	4.26%	1,471	3,356	0.13%	NAN	3,307	49	1%
New City Free Library	1,250	46,030	6.28%	2,169	-	4,181,156	6.96%	2,404	5,824	0.14%	NWC	6,131	(307)	-5%
Newburgh Free Library	1,250	65,923	9.00%	3,106	-	5,105,805	8.50%	2,936	7,293	0.14%	NFL	7,403	(110)	-1%
Nyack Library	1,250	14,699	2.01%	693	435,875	2,499,480	4.16%	1,437	3,380	0.14%	NYK	3,347	33	1%
Orangeburg Library	1,250	4,568	0.62%	215	-	598,731	1.00%	344	1,810	0.30%	ORG	1,826	(16)	-1%
Palisades Free Library	1,250	827	0.11%	39	-	473,097	0.79%	272	1,561	0.33%	PAL	1,547	14	1%
Pearl River Public Library	1,250	15,564	2.12%	733	-	2,501,776	4.17%	1,439	3,422	0.14%	PRL	3,622	(200)	-6%
Piermont Library District	1,250	2,510	0.34%	118	-	367,362	0.61%	211	1,580	0.43%	PMT	1,618	(38)	-2%
Pine Bush Area Public Library District	1,250	17,023	2.32%	802	11,974	261,442	0.44%	150	2,203	0.84%	PBL	2,207	(4)	0%
Port Jervis Free Library	1,250	17,498	2.39%	825	-	1,011,509	1.68%	582	2,656	0.26%	PTJ	2,698	(42)	-2%
Roscoe Free Library	1,250	2,086	0.28%	98	-	98,303	0.16%	57	1,405	1.43%	ROS	1,403	2	0%
Rose Memorial Library Association	1,250	15,059	2.06%	710	-	499,173	0.83%	287	2,247	0.45%	STP	2,281	(34)	-1%
Sloatsburg Public Library	1,250	3,039	0.41%	143	-	445,071	0.74%	256	1,649	0.37%	SLO	1,652	(3)	0%
Suffern Free Library	1,250	28,617	3.91%	1,348	417,419	2,406,744	4.01%	1,384	3,983	0.17%	SUF	4,058	(75)	-2%
Sunshine Hall Free Library	1,250	2,530	0.35%	119	-	63,805	0.11%	37	1,406	2.20%	ELD	1,407	(1)	0%
Tappan Library	1,250	6,613	0.90%	312	195,081	675,433	1.13%	388	1,950	0.29%	TAP	1,936	14	1%
Thrall Public Library District of Middletown	1,250	54,179	7.39%	2,553	-	3,334,312	5.55%	1,917	5,721	0.17%	MID	5,644	77	1%
Tomkins Cove Public Library	1,250	1,376	0.19%	65	-	218,332	0.36%	126	1,440	0.66%	TCL	1,427	13	1%
Tuxedo Park Library	1,250	3,624	0.49%	171	70,000	628,775	1.05%	362	1,782	0.28%	TUX	1,757	25	1%
Valley Cottage Free Library	1,250	9,107	1.24%	429	-	2,197,537	3.66%	1,264	2,943	0.13%	VCL	2,859	84	3%
Wallkill Public Library	1,250	6,491	0.89%	306	-	330,630	0.55%	190	1,746	0.53%	WAK	1,756	(10)	-1%
West Nyack Free Library	1,250	9,597	1.31%	452	-	1,119,706	1.87%	644	2,346	0.21%	WNY	2,340	6	0%
Western Sullivan Public Library	1,250	10,576	1.44%	498	-	969,928	1.62%	558	2,306	0.24%	WSPL	2,207	99	4%
Woodbury Public Library	1,250	11,353	1.55%	535	-	674,911	1.12%	388	2,173	0.32%	CVL	2,120	53	2%
TOTALS	\$ 58,750	732,670		\$ 34,525	\$ 3,643,684	\$ 60,035,911		\$ 34,525	\$ 127,800	0.21%		\$ 127,800	\$ -	0%

Same as 2022

Holiday Schedule 2023-DRAFT

Closed Holidays:

*Sunday, January 1 New Year's Day (CLOSED)
Friday, April 7 Good Friday (CLOSE at 1:00) ½
Sunday, April 9 Easter Sunday (CLOSED)
Monday, May 29 Memorial Day (CLOSED)
Monday, June 19 Juneteenth (CLOSED)
Tuesday, July 4 Independence Day (CLOSED)
Monday, September 4 Labor Day (CLOSED)
Thursday, November 23 Thanksgiving Day (CLOSED)
Friday, November 24 Day after Thanksgiving (CLOSED)
*Sunday, December 24 Christmas Eve Day (CLOSED) ½
Monday, December 25 Christmas Day (CLOSED)
*Sunday, December 31 New Year's Eve Day (CLOSED) ½

Open for the following Federal Holidays:

✓ Monday, January 16 Martin Luther King, Jr.'s Birthday
✓ Monday, February 20 Washington's Birthday (Presidents Day) ✓
Monday, October 9 Columbus Day Observance
✓ Saturday, November 11 Veterans Day

*3 Floating holidays from holidays that fall on weekends, plus 2 as per employee

handbook ✓ 4 Comp holidays

Holiday Schedule FY 2023-2024-DRAFT

Closed Holidays:

2023:

Tuesday, July 4	Independence Day (CLOSED)
Monday, September 4	Labor Day (CLOSED)
Thursday, November 23	Thanksgiving Day (CLOSED)
Friday, November 24	Day after Thanksgiving (CLOSED)
*Sunday, December 24	Christmas Eve Day FL
Monday, December 25	Christmas Day (CLOSED)
*Sunday, December 31	New Year's Eve Day FL

2024:

Monday, January 1	New Year's Day (CLOSED)
Friday, March 29	Good Friday (CLOSE at 1:00)
Sunday, March 31	Easter Sunday (CLOSED)
Monday, May 27	Memorial Day (CLOSED)
Wednesday, June 19	Juneteenth (CLOSED)

Open for the following Federal Holidays:

- ✓ Monday, October 9 (23) Columbus Day Observance
- ✓ Saturday, November 11(23) Veterans Day
- ✓ Monday, January 15 (24) Martin Luther King, Jr.'s Birthday
- ✓ Monday, February 19 (24) Washington's Birthday (Presidents Day)

*2 Floating holidays from holidays that fall on weekends, plus 2 as per employee handbook

- ✓ 4 Comp holidays