

Cornwall Public Library
November 9, 2022, 7:00 PM
Regular Meeting Agenda

I. Roll

II. Approval of Agenda

III. Approval of the Minutes –October 12, 2022

IV. Financial Review

a. Approval of Warrant #4

V. Public Remarks

VI. Communications/Donations

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

VIII. Committee Reports

1. Finance Committee-2020/21 Audit
2. Policy Committee
3. Building, Garden, Grounds & Sustainability Committee
4. Friends
5. Personnel Committee
6. Strategic Planning Committee

IX. Unfinished Business

X. New Business: 1) Good Idea Fund-New Square Terminal request
2) Sexual Harassment certification form for 2022

XI. Adjournment

Next Regular Board Meeting Weds. December 14, 2022, 7 PM

Cornwall Public Library Board of Trustees Meeting
October 12, 2022, 7:00 pm
Minutes

Meeting was called to order by Stephanie Wolf at 7:01 p.m.

I. Roll:

Trustees Present: Stephanie Wolf (President) Melissa Greaves-Kulisek (Secretary), Matt Rettig, Matt Soltis, Lynn Daniels, Meghann Chyla, Emily (Treasurer), Michelle Query, Charlotte Dunaief, Director.

Trustees Excused: None

Public: Library staff members Meaghan Doyle, and Cathy Squillini (minutes).

II. Approval of Agenda: An amendment to the agenda to include hiring and resignation was made. A motion to approve the agenda, as amended, was made by Lynn Daniels, seconded by Matt Soltis, and was unanimously approved.

III. Approval of the Minutes: A motion to approve the minutes from the regular Board meeting of September 14, 2022, was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved.

IV. Financial Review: A motion to approve Warrant #3 in the amount of \$85,275.67 was made by Meghann Chyla, seconded by Lynn Daniels, and was unanimously approved.

V. Public Remarks: None.

VI. Communications and Donations: A thank you from Warren and Mary Mumford regarding the poetry contest held in memory of Timothy Mumford was received by the Library. A donation of \$500.00 was included in the thank you. A motion to accept the donation was made by Michelle Query, seconded by Meghann Chyla, and unanimously approved.

A donation was made by the estate of Ms. Nancy McGuire of her personal children's literary library. A motion to accept the collection of books was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and unanimously approved.

VII. Director's Report: Additions to the Director's Report: On October 14 the vendor who will be replacing the saddle between the circulation area and the Children's Library will meet with the Director to show her the materials to be used.

School visits are occurring as the new school year begins. Fourteen adult programs were held in September. The Fall Festival booth sold \$ 76.50 on behalf of the Friends of the Library.

See written report.

VIII. Committee Reports:

Finance Committee: The estate of a former employee of the library was paid the final Medicare reimbursement (2 months).

We Fix It cleaned, repaired, and added guards to the gutters on the building.

The balance of the insurance premium was paid to Utica National Insurance. Partial payment was made July/August and the balance was paid once the library received tax reimbursement from the school district.

Policy Committee: A discussion was held regarding the Study Room policy. The policy language is to reflect that advanced reservations may be made up to two weeks ahead for a one hour block of time; if the Study Room has available hours, a second, non-consecutive hour may be booked. Library business supersedes the public use of the Study Room.

Further discussion regarding the use of the library for tutoring purposes occurred. Tutors are a high use group and the library maintains its desire to be supportive of this community service. All tutors sign in each time they come to tutor. The question was raised as to whether the Community Room could be used for tutoring overflow but the room is used for many other programs, making it unavailable. The most popular hour for tutoring is weekdays between 3:00 PM and 4:00 PM.

A vote on the Study Room policy will be made at next month's regular Board meeting on November 9.

The Collection Management Policy will be reviewed at the next regular Board meeting. It was decided that the policy be put on a single document before the meeting.

Building, Garden, Grounds, and Sustainability Committee: Regarding the HVAC project, RCLS returned the grant proposal for additional information. The Committee was hoping to receive a letter of assurance from State Senator Skoufis's office, however the letter will not be received until the details of the project are sent. In working with the Senator's office, the \$50,000.00 can be repurposed, meaning the funds can be used for a different project. The funds would be removed from the HVAC project and a project plan in the same amount submitted. A discussion took place as to what the Library would use the money for: in priority order staff bathroom, staff break room, and staff work area renovations. A motion was made by Matt Rettig to approve the removal of \$50,000.00 from the HVAC project. The motion was seconded by Meghann Chyla and unanimously approved. A motion was

also made by Melissa Greaves-Kulick to approve applying the \$50,000.00 toward the renovations to the staff bathroom, staff, break room, and staff work area. This motion was seconded by Lynn Daniels and unanimously approved.

The Committee is still waiting for a quote from Foley Landscaping to do the work on the patio for the Frank Rovello memorial bench. The bench is already on site. Also the planter initially selected for the memorial is too costly to have shipped to the Library so a different planter will be chosen. A request will be made to Speranza Landscaping to provide a quote.

Friends: Sunday, October 16, kicks off National Friends of Libraries Week. A thank you reception will be held in the Community Room from 1:30 PM to 3:30 PM. This is a drop-in event, and the Bookstore will be open.

On October 26 the Friends will host a Library Book Sale and there will also be a drive for the Backpacks for Foods. Patrons who donate packaged food items from the select list from Backpacks for Foods will receive one free book.

Personnel Committee: A motion was made by Meghann Chyla to accept the resignation of Samantha Bartul. The motion was seconded by Michelle Query and unanimously approved.

A motion was made by Lynn Daniels to approve two new part-time hires for the circulation desk--Cathy Squillini and Eleanor Cerny. The motion was seconded by Matt Soltis and unanimously approved.

A motion was made by Meghann Chyla and seconded by Melissa Greaves-Kulisek for the Board to break into Executive Session to discuss the evaluation of a particular employee. The motion was unanimously approved.

A motion to come out of Executive Session was made by Meghann Chyla, seconded by Melissa Greaves-Kulisek and unanimously approved.

Strategic Planning Committee: the Committee did not meet. A meeting scheduled for later in October will focus on reviewing themes that emerged from the surveys collected. The Committee will consider if additional outreach to stakeholders is necessary in order to make informed decisions about the Library's priorities and what needs still exist.

IX. Unfinished Business: The RCLS 2023 Budget was discussed. The cost of internet switches are a concern because only those libraries that stayed with IT services will receive. Also, there will be no refunds of money held for replacement of PCs. There are no clear guidelines regarding legal support mentioned in the budget. Based on this information a motion to accept/not accept the 2023 RCLS Budget was made by Meghann Chyla. The Board voted

unanimously not to accept the RCLS 2023 Budget with a vote of -0- to accept and -7- not to accept.

X. New Business: The Library holiday schedule was reviewed. A motion was made to approve the holiday schedule by Lynn Daniels and seconded by Michelle Query. The Board voted unanimously to approve the holiday schedule.

IX. Adjournment: A motion to adjourn the regular Board meeting was made by Meghann Chyla, seconded by Matt Rettig, and was unanimously approved. The meeting adjourned at 9:00 PM.

The next Regular Board Meeting will be held on Wednesday, November 9, 2022 at 7:00 PM

Cornwall Public Library

Warrant #4
October 2022

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Aflac				
Beginning Balance				
10/15/2022	Bill Payment (Check)	Aflac	1001 General (7848) - 1	-93.70
Total for Aflac				\$ -93.70
allrecipes				
10/31/2022	Bill Payment (Check)	allrecipes	1001 General (7848) - 1	-12.00
Total for allrecipes				\$ -12.00
Benninger Landscaping LTD				
Beginning Balance				
10/12/2022	Bill Payment (Check)	Benninger Landscaping LTD	1001 General (7848) - 1	-900.00
Total for Benninger Landscaping LTD				\$ -900.00
Blackstone Publishing				
Beginning Balance				
10/31/2022	Bill Payment (Check)	Blackstone Publishing	1001 General (7848) - 1	-556.61
Total for Blackstone Publishing				\$ -556.61
Brodart Co				
Beginning Balance				
10/31/2022	Bill Payment (Check)	Brodart Co	1001 General (7848) - 1	-136.97
Total for Brodart Co				\$ -136.97
Brodart Co- JUV				
Beginning Balance				
10/31/2022	Bill Payment (Check)	Brodart Co- JUV	1001 General (7848) - 1	-1,120.27
Total for Brodart Co- JUV				\$ -1,120.27
Brodart Co.- McN				
Beginning Balance				
10/31/2022	Bill Payment (Check)	Brodart Co.- McN	1001 General (7848) - 1	-610.75
Total for Brodart Co.- McN				\$ -610.75
Cengage Learning Inc/Gale				
Beginning Balance				
10/31/2022	Bill Payment (Check)	Cengage Learning Inc/Gale	1001 General (7848) - 1	-683.53
Total for Cengage Learning Inc/Gale				\$ -683.53
Central Hudson Gas & Electric Corp				
Beginning Balance				
10/12/2022	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-56.21
10/31/2022	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-2,245.04
Total for Central Hudson Gas & Electric Corp				\$ -2,301.25
Charlotte Dunaief				
Beginning Balance				
10/31/2022	Bill Payment (Check)	Charlotte Dunaief	1001 General (7848) - 1	-67.02
Total for Charlotte Dunaief				\$ -67.02
Cornwall Public Library Payroll				
Beginning Balance				

Cornwall Public Library

Warrant #4
October 2022

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
10/07/2022	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-25,496.64
10/25/2022	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-26,027.00
Total for Cornwall Public Library Payroll				\$ -51,523.64
Culligan of Newburgh				
Beginning Balance				
10/12/2022	Bill Payment (Check)	Culligan of Newburgh	1001 General (7848) - 1	-50.00
Total for Culligan of Newburgh				\$ -50.00
Findaway World LLC				
Beginning Balance				
10/31/2022	Bill Payment (Check)	Findaway World LLC	1001 General (7848) - 1	-63.74
Total for Findaway World LLC				\$ -63.74
hoopla				
Beginning Balance				
10/31/2022	Bill Payment (Check)	hoopla	1001 General (7848) - 1	-843.56
Total for hoopla				\$ -843.56
Ingram Library Services				
Beginning Balance				
10/31/2022	Bill Payment (Check)	Ingram Library Services	1001 General (7848) - 1	-2,936.35
Total for Ingram Library Services				\$ -2,936.35
Lock Around the Clock				
Beginning Balance				
10/12/2022	Bill Payment (Check)	Lock Around the Clock	1001 General (7848) - 1	-62.00
Total for Lock Around the Clock				\$ -62.00
Marangi Disposal				
Beginning Balance				
10/25/2022	Bill Payment (Check)	Marangi Disposal	1001 General (7848) - 1	-137.38
Total for Marangi Disposal				\$ -137.38
Midwest Tape LLC				
10/31/2022	Bill Payment (Check)	Midwest Tape LLC	1001 General (7848) - 1	-49.99
Total for Midwest Tape LLC				\$ -49.99
NET 2 PHONE				
Beginning Balance				
10/25/2022	Bill Payment (Check)	NET 2 PHONE	1001 General (7848) - 1	-251.67
Total for NET 2 PHONE				\$ -251.67
NYS Health Insurance Pending Acct				
Beginning Balance				
10/12/2022	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				
Beginning Balance				
10/31/2022	Bill Payment (Check)	Orange Bank & Trust Cardmember Services	1001 General (7848) - 1	-3,042.31
Total for Orange Bank & Trust Cardmember Services				\$ -3,042.31

Cornwall Public Library

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DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Overdrive Inc				
Beginning Balance				
10/31/2022	Bill Payment (Check)	Overdrive Inc	1001 General (7848) - 1	-2,300.27
Total for Overdrive Inc				\$ -2,300.27
Prestige Mechanical & Construction Corp.				
10/12/2022	Bill Payment (Check)	Prestige Mechanical & Construction Corp.	1001 General (7848) - 1	-1,675.00
Total for Prestige Mechanical & Construction Corp.				\$ -1,675.00
RCLS				
Beginning Balance				
10/31/2022	Bill Payment (Check)	RCLS	1001 General (7848) - 1	-14,944.67
Total for RCLS				\$ -14,944.67
Reader's Digest				
Beginning Balance				
10/31/2022	Bill Payment (Check)	Reader's Digest	1001 General (7848) - 1	-30.00
Total for Reader's Digest				\$ -30.00
Richard G. Dambra				
10/31/2022	Bill Payment (Check)	Richard G. Dambra	1001 General (7848) - 1	-250.00
Total for Richard G. Dambra				\$ -250.00
Safe & Sound				
10/31/2022	Bill Payment (Check)	Safe & Sound	1001 General (7848) - 1	-284.00
Total for Safe & Sound				\$ -284.00
Safe & Sound Home Services Corp				
10/31/2022	Bill Payment (Check)	Safe & Sound Home Services Corp	1001 General (7848) - 1	-960.00
Total for Safe & Sound Home Services Corp				\$ -960.00
Spar Floor Covering Co. Inc				
10/31/2022	Bill Payment (Check)	Spar Floor Covering Co. Inc	1001 General (7848) - 1	-700.00
Total for Spar Floor Covering Co. Inc				\$ -700.00
Staples				
Beginning Balance				
10/31/2022	Bill Payment (Check)	Staples	1001 General (7848) - 1	-484.25
Total for Staples				\$ -484.25
Susan Minier				
10/31/2022	Bill Payment (Check)	Susan Minier	1001 General (7848) - 1	-150.00
Total for Susan Minier				\$ -150.00
Toshiba				
Beginning Balance				
10/31/2022	Bill Payment (Check)	Toshiba	1001 General (7848) - 1	-430.67
Total for Toshiba				\$ -430.67
Vanguard Cleaning Systems				
Beginning Balance				
10/31/2022	Bill Payment (Check)	Vanguard Cleaning Systems	1001 General (7848) - 1	-460.00

Cornwall Public Library

Warrant #4
October 2022

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Total for Vanguard Cleaning Systems				\$ -460.00
Verizon				
Beginning Balance				
10/25/2022	Bill Payment (Check)	Verizon	1001 General (7848) - 1	-119.00
Total for Verizon				\$ -119.00
Verizon- Wireless				
Beginning Balance				
10/13/2022	Bill Payment (Check)	Verizon- Wireless	1001 General (7848) - 1	-15.08
Total for Verizon- Wireless				\$ -15.08
Village of Cornwall on Hudson				
Beginning Balance				
10/12/2022	Bill Payment (Check)	Village of Cornwall on Hudson	1001 General (7848) - 1	-152.00
Total for Village of Cornwall on Hudson				\$ -152.00
WB Mason				
10/31/2022	Bill Payment (Check)	WB Mason	1001 General (7848) - 1	-39.10
Total for WB Mason				\$ -39.10
TOTAL				\$ -94,595.08

October 2022 Director's Report

Personnel

- Worked on updating self-evaluation review questions with Pat.
- Worked on Circulation staff hours with Ellen to assure that we have sufficient hours to cover the Circulation Desk.
- Worked on Sub hours for Lisa so that she can cover YS Desk on weekends, and when other staff members are out.

Budget/Financial

- Received and deposited 2nd Tax Assessments check from CCSD on October 20.
- Received letter from RCLS explaining CPL's award for Construction Aid.

Programming

- The Defensive Driving class scheduled in October was canceled on the day due to a medical emergency. The one in November is still scheduled to take place, and Brenda is working on a new date for the canceled program. Now Nov 18th.
- Brenda took 40 happy attendees to Ireland. Everyone has returned safely.

Building and Grounds

- Mike Fisher of Spar Flooring replaced the saddle between the Youth Services area, and the tile floor in front of the Circulation Desk. to replace it. He added a saddle around the smart space carpeting which was becoming a tripping hazard.
- Foley Landscaping completed the patio for the Frank Rovello Memorial. The bench still needs to be installed, as well as the cast iron sun, moon, and stars. We still need to find a suitable plaque for the memorial that can have a QR code on it to point patrons to the sundial instructions.
- Got approval from Senator Skoufis to repurpose a \$50,000 grant, and as the Board approved will now use it to refurbish the staff bathroom and breakroom.

Monthly Statistics September 2022(previous month in parentheses):

Registered borrowers: (7,977); Direct Access/Circulation: (11,054); ILL Borrows: (2,238); ILL Loans: (1,822); Item Count: (75,039); Wi-Fi: 7,619 (6,890); Overdrive checkouts: 2,877 (2,691); Overdrive unique users: 602 (612).

Meetings Attended: 10/10 homeless De-escalation; 10/12 Director's Association Meeting, Board Meeting; 10/16 Reception for Friends and Jane; 10/17 System Services; 10/19 Staff meeting; 10/24 Meeting with Broderick, Architect, and Melissa; 10/25 ANSER committee; 10/12 & 10/26 Department Heads Meeting, Strategic Planning Committee.

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

<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>TEENS:</u>	<u>ATTENDANCE</u> <u>TOTAL</u>
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PJ Story Time	10/19	7	5	12
T.U.T.	10/7		9	9
Teen Book Group	10/10		3	3
ChatterBooks	10/12	4		4
Family Story Time	10/4, 10/11, 10/18	58	56	114
Art Afternoon	10/20	10		10
Saturday Morning Story Time	10/15	6	7	13
Book Break	10/19	2	1	3
Dog Tales	10/10 & 10/24	16		16
Chess Time	10/15 & 10/29	7	6	13
Readzza Readzza	10/27	2		2
School Tours	10/3, 10/7, 10/12, 10/17, 10/27	143	31	174
				373

MEETINGS &

OUTREACH:

DATE:

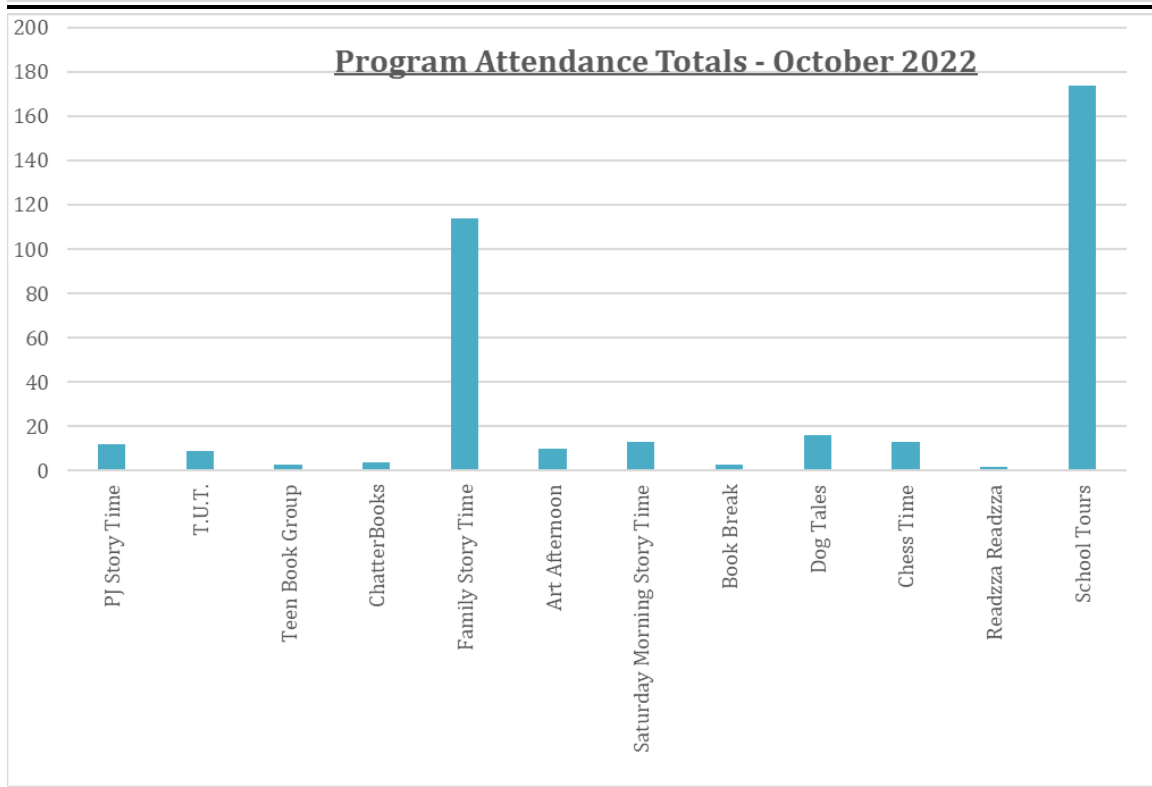
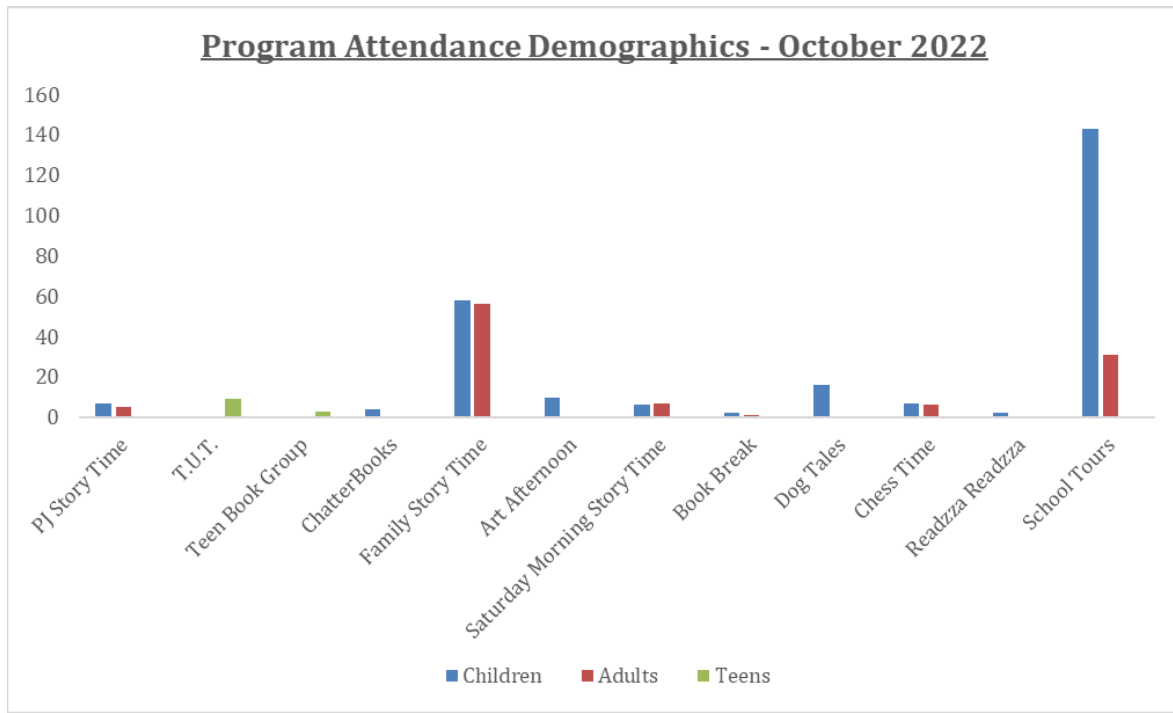
ATTENDEE:

Town Supervisor Meeting	10/7	Rebecca
Manager's Meeting	10/12, 10/26	Liz & Lisa
Comics Plus Webinar	10/17	Lisa
Historical Society Meetings	10/4, 10/25	Liz
Staff Meeting	10/19	Liz, Lisa & Rebecca
CLOUSC Meeting	10/24	Lisa

QUESTIONS @ THE DESK:

Reference	284
Circulation	127
Tech	24

Telephone 67
 Programs 57



Reflections:

When we began the NexTrex Plastic Film Challenge in July of this year, the thought of collecting 500lbs of bubble wrap, newspaper wrappers, and Amazon mailers in just six months seemed truly impossible. Plastic film, after all, is light! This project was a way to keep plastic out of landfills and, ultimately, the oceans, and dovetailed nicely into the Summer Reading Program theme, *Oceans of Possibilities*. Assuming we wouldn't meet our 500lb goal, I was consoled by the fact that at least whatever we collected would be plastic re-purposed.

I am astounded at the amount of plastic film we have collected in the past four months - as of this writing, 575 lbs! All this could not have been done without the help of my co-workers and willing volunteers who sorted, packed, and dropped off the mountains of donated plastic. NexTrex will be sending us a bench for the pollinator garden as a reward for collecting the 500lbs required. Even so, we will continue to collect through December 31, as promised. It's anyone's guess how many more pounds we will see in the remaining two months. Our hope at the end of this challenge is that despite the library no longer being a collection point, our community will have caught the recycling bug and will continue this important practice.

Thank you and good job, Cornwall.

Respectfully submitted,

ekf

11/1/22

Adult Programming October 2022

Date	Title	Attendance
10/1/22	Ireland Document Distribution	40/in-person
10/4/22	Medicare 101:Parts A,B,C,D	13/in-person
10/6/22	AARP 6-Hour Defensive Driving	36/in-person
10/11/22	Fall Pumpkin Craft	12
10/14/22-10/22/22	Best of Ireland South	37pp day x 9 days= 333

Book Talks:

10/5/22	Member's Choice	7 (5 + 2Z)
10/10/22	Teen Book Club	3
10/20/22	Mystery Book Discussion	12 (2Z + 10)
10/26/22	Out & About Book Group	14
10/27/22	Book Chat & Chocolate	9
		Total: 41 in-person/4 Zoom

Other Programs:

Creative Writers Workshop (Mondays 11-1:00pm)	
10/3-10, 10/10-9, 10/17-9, 10/24-9, 10/31-9	Total: 46
Homebound Delivery Service	2
Midday Matinee: Once	25
Great Decisions -Industrial Policy	8

Total: 434

Post-Travel Evaluation: Best of Ireland South 10/14-10/22/22

Well, the vote is in and the Cornwall Public Library thru the Friends of Cornwall Library in partnership with our local travel agency, World Wide Travel, has provided another successful travel experience for the community. We were able to promote educational opportunities and promote community engagement through a trip to Ireland which inspired learning, curiosity, and created a more well-learned citizenry. Advancing our knowledge of other communities sets the stage for a better world and enhances our own personal journeys.

The Post-Travel Evaluations were heartwarming and much appreciated in consideration of all the effort that was put into making this excursion finally take off. The comments reflected on the trip are as follows:

Travel planning with World Wide Travel
excellent

Overall tour

experience

driver/

guide wonderful

meals, accommodations very good

price was perfect

Share what it means to have this offering available through the library

unique opportunity to learn with our community members

first time to Europe...never would have attempted it on my own

feeling of safety, well-being and inspired a relaxed atmosphere to learn and let our curiosity come out

"It was an opportunity to travel with folks I knew. It made it easier to make new friends and provided us a background from which we could understand the information provided during the tour."

Would you be interested in another arranged trip?

YES! Italy, Switzerland, Croatia, Africa, Alaska cruise, Costa Rica, Panama

Does the trip connect to the mission of the library?

we had new learning experiences each day...sometimes twice a day!

Connected to our community and to the communities in Ireland

Strengthened our own community ties

Absolutely! This was a learning trip that inspired an appreciation of the Irish culture and people.

Definitely! We had the opportunity to learn as a little subset of our Hudson Valley community. I am sure we all took away memories that will last a lifetime.

And my personal favorite responses to the evaluation form...

Library coordination and related programs:

"Brenda did a wonderful job keeping us on track."

"Thanks to Brenda for overseeing the trip."

"Brenda is first class."

"Brenda is excellent as our Adult Programming & Outreach Coordinator. She is flexible, very thorough, organized, inventive, and dedicated! We are so lucky to have her!"

The Cornwall Public Library has a very unique role as important stewards of learning, provoking curiosity, advancing knowledge, strengthening our community, and promoting culture through worldwide lifetime experiences. I was deeply proud to help make a lasting impact inspiring our travelers to have a fun cultural adventure together.

Pre-Travel Evaluation: Best of Ireland South 10/14-10/22/22

A very enthusiastic and energetic (even noisy) group of travelers received their travel documents at a library presentation on October 1st. After three postponements due to world Covid conditions, we were all excited to travel together. The completed program evaluations for the Pre-Travel process were as follows:

Can we add you to our newsletter? 7 added

How did you hear about the trip?

flyers in library 6, word of mouth 10, library staff 6, travel agent 5, other. Brenda 9/Munger Cottage 1/Living in Cornwall 2

Stayed informed about arrangements? excellent 24, very good 11, good 1

Pre-trip arrangements? excellent 22, very good 6, good 1

Future ideas for events? Travel!! England 2, France (Normandy), Croatia, Sicily

Share what it means to you to have this offering available through the library.

opportunity to travel with neighbors & gain new experiences

feels supportive

great community event

making travel as easy as can be

impressed that we can travel the world with our own friends

great benefit to learn and feel comfortable

appreciate so much what is offered to myself & the community

Highlights & Tidbits:

Well, ghosts and goblins certainly don't scare away our Cornwall Public Library community from participating in the wide variety of programs we offer. Book talks, creative writers, great decisions, midday movies and even a European trip abroad bring lots of spirits and active involvement.

As a bonus, 18 travelers requested to be added to our newsletter, 3 joined the Friends of Cornwall Library and 2 gave an individual donation!

Please see the Pre & Post Evaluation reviews below from our Ireland travelers to truly see the impact that these trips provide to our community.

Looking forward to more community programming in the last few months of 2022!

Happy and Healthy Turkey Month,

Submitted by Brenda Goldfarb 11/2/2022

Adult Services Report October 1-31, 2022

(Submitted by Meaghan Doyle, 11/3/22)

REFERENCE (previous month in parentheses):

Ref Questions: 236 (255); Tech Assists: 81 (102); Circ/Curbside Assists: 140 (133);
Directional: 17 (17); Reader's Advisory: 6 (25); ILL/SEAL: 7 (11); Pull List: 1533 (1363);
Printing: 76 (105); Phone: 73 (61); Virtual Ref: 6 (5); Notary Service: 87 (129)

Database Stats (previous month in parentheses): NoveList Plus Searches: 82 (91); NoveList PlusK-8: 2 (0); EBSCO Other: 40 (p0); Gale: 0 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 3 (241)

NY Times Digital Subscription Stats (previous month in parentheses):

Offsite Code redemptions 83 (86); Library users 101 (91) accessed 81 (61) articles

PC Usage: Adults: 286 (395) Childrens: 10 (6) Laptop: 1 (1) PC Reservations: 2 (0) Guest Passes: 62 (89)

HOOPLA (previous month in parentheses): New signups: 7 (2) Borrowers: 75 (80); Avg. No. Circs: 2.9 (2.7); Maxed Users: 21 (17) Items borrowed: 218 (212)

HOME DELIVERIES: New Sign Ups: 0 (0); Unique Patrons: 3 (2); Deliveries: 4 (5); Items Delivered: 14 (17)

September Meetings/Webinars: 10/12: Managers' Meeting; 10/12: Library Board of Trustees Meeting; 10/19: Staff Meeting; 10/26: Managers' Meeting

PROGRAMS:

10/3: Creative Writer's: 10

10/4: Medicare 101: 13

10/4: Midday Matinee- Once: 12

10/5: Members' Choice Book Group: 7 (5 +2Z)

10/6: AARP 6-Hour s Defensive Driving Workshop: 36 [canceled due to presenter's illness]

10/10: Creative Writers: 9

10/10: Teen Book Group:3

10/11: Fall Pumpkin Craft: 12

10/13: Teen Tech Tutoring: 3

10/16: Thank You Reception for Friends of CPL: ~40

10/17: Creative Writers: 9

10/20: Mystery Book Group: 12 (2Z+10)
10/24: Creative Writers: 9
10/25: Teen Tech Tutoring: 4
10/26: Great Decisions - Industrial Policy: 8
10/26: Out & About Book Group: 14
10/27: Book Chat & Chocolate: 9
10/31: Creative Writers: 9

Total programs 18; total attendance 183 (79 + 4Z)

Programming has been going well, and October felt like we are getting back to pre-COVID normal. Or, perhaps I should say better than pre-COVID normal, since the Out & About Book Group hit a record-breaking 14 attendees this month!

The Great Give Back was great this year. In addition to promoting our plastic recycling program, we ran a diaper and baby wipe collection drive to benefit Baby Steps Baby Pantry in Newburgh. We collected over 1,300 diapers and 3,600 wipes. As Rebecca Barth put it on social media, that is a lot of clean bottoms and happy babies. I submitted our photo and results to the Great Give Back site, and we were 1 of only 2 RCLS libraries to be featured on the photos page: <https://thegreatgiveback.org/index.php/photos-2/>

Cornwall Public Library

P&L: Budget vs. Actuals: July 2022-October 2022

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4002 Local Public Funds	1,386,879.74	1,386,880.00	-0.26	100.00 %
4082 Income	4,119.50	4,000.00	119.50	102.99 %
4401 Interest Income	230.36	500.00	-269.64	46.07 %
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	\$1,400,868.60	\$1,409,690.00	\$ -8,821.40	99.37 %
GROSS PROFIT	\$1,400,868.60	\$1,409,690.00	\$ -8,821.40	99.37 %
Expenditures				
6010 Retirement	3,775.69	58,125.00	-54,349.31	6.50 %
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	20,598.71	107,705.00	-87,106.29	19.13 %
6141 Professional Library	49,539.30	207,173.00	-157,633.70	23.91 %
6142 Clerical Salary	114,523.42	504,518.00	-389,994.58	22.70 %
6143 Treasurer Salary	1,843.77	6,180.00	-4,336.23	29.83 %
6144 Custodial Salary	4,562.03	34,081.00	-29,518.97	13.39 %
7410 Books	12,482.18	60,450.00	-47,967.82	20.65 %
7410.9 McNaughton	3,053.75	7,329.00	-4,275.25	41.67 %
7411 Movie License		700.00	-700.00	
7412 Video/Music/Books on Tape	6,884.50	39,790.00	-32,905.50	17.30 %
7413 Serials/Reference	2,423.72	14,950.00	-12,526.28	16.21 %
7430 Supplies				
7430.1 Library Supplies	677.22	5,300.00	-4,622.78	12.78 %
7430.11 Book Processing	362.65	2,200.00	-1,837.35	16.48 %
7430.2 Office Supplies	1,830.60	10,000.00	-8,169.40	18.31 %
7430.30 Program Supplies- Adult	462.12	3,000.00	-2,537.88	15.40 %
7430.31 Program Supplies- YA	33.39	1,000.00	-966.61	3.34 %
7430.32 Program Supplies- JUV	471.35	1,500.00	-1,028.65	31.42 %
7430.33 Summer Reading	556.56	12,500.00	-11,943.44	4.45 %
7430.34 Program Supplies- Outreach	34.00	2,500.00	-2,466.00	1.36 %
Total 7430 Supplies	4,427.89	38,000.00	-33,572.11	11.65 %
7431 Telephone	-1,453.35	4,900.00	-6,353.35	-29.66 %
7432 Square Processing Fees	28.59		28.59	
7433 Postage and Shipping	467.25	5,000.00	-4,532.75	9.35 %
7434 Printing	828.31	10,000.00	-9,171.69	8.28 %
7435 7435- Travel/Conference	545.50	4,498.00	-3,952.50	12.13 %
7437 Professional Fees				
7437.1 Prof Fees- Office	3,841.84	25,050.00	-21,208.16	15.34 %
7437.2 Prof Fees- Adult Programs	1,775.00	6,000.00	-4,225.00	29.58 %
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	

Cornwall Public Library

P&L: Budget vs. Actuals: July 2022-October 2022

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
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	6,392.23	42,050.00	-35,657.77	15.20 %
7438 Dues	300.99	1,500.00	-1,199.01	20.07 %
7450 Utilities/Fuel	10,364.32	32,000.00	-21,635.68	32.39 %
7451 Custodial Supplies	400.43	3,000.00	-2,599.57	13.35 %
7452 Repairs to Building	11,070.99	21,500.00	-10,429.01	51.49 %
7454 Building Insurance	13,514.31	13,500.00	14.31	100.11 %
7455 RCLS	30,762.98	73,182.00	-42,419.02	42.04 %
7469 Service Contracts	9,220.40	43,287.00	-34,066.60	21.30 %
7800 Capital Expenditure	22,150.00		22,150.00	
Total Expenditures	\$342,681.63	\$1,409,690.00	\$ -1,067,008.37	24.31 %
NET OPERATING REVENUE	\$1,058,186.97	\$0.00	\$1,058,186.97	0.00%
NET REVENUE	\$1,058,186.97	\$0.00	\$1,058,186.97	0.00%

Strategic Planning Report

The Strategic Planning Committee met and considered some guiding questions after viewing a webinar (Simply Strategic-NYLA) designed to help libraries embark upon a strategic planning process.

We reviewed the survey responses received to date, determining we lack sufficient qualitative input from the community.

We decided we need to go beyond the survey for needs assessment from all/more stakeholders. Stakeholders will be contacted for either focus groups or interviews, including community leaders, seniors citizens, staff, and people with disabilities (including caregivers who may assist with library access and communication).

Members have reviewed the strategic plans of other libraries, and based on these plans as templates and the resources from the webinars we've viewed, we feel we are on track to complete our strategic plan by June 2022. We have a goal to finish focus groups and interviews by our December meeting. We will move toward identifying key themes that emerge from the data gathered.

The Good Idea Fund

Grant Request Form

Proposals need to be submitted to the Director by the end of each quarter in order to be considered.

Deadline dates are: March 23, June 22, September 21 and December 21, 2018. Requests will be considered at the following board meeting. Grants will be issued for a minimum of \$500 and should be for one-time expenses that fall outside the parameters of the annual operating budget. Projects will be funded that enhance the programming or services of the library.

1. Your Name:

Meaghan Doyle & Pam Stockton

2. Your Financial Request:

\$400.00

3. Project this grant will fund:

Updating Square technology for credit/debit card payments

4. Is this grant for technology, products, furniture, equipment, or services?

Technology

5. Is any portion of this request funded by another source? If so, please identify.

No

6. Who is the intended audience for this request?

Patrons

7. Please describe your project. What is the anticipated outcome of this project?

How will you measure this?

Patrons seldom have cash for library service transactions such as photocopying, printing, and faxing. Our current solution is running out-of-date Square card processing (merchant) transactions, and we have

8. What goal or objective does this pertain to in the 2017-2022 Strategic Plan? to upgrade

Better customer service

to be able to continue.

9. Please complete attached Budget Form. (over)

Budget Form

Description of Item or Service	Provider of Item or Services	Quantity or Unit of Cost	Proposed Expenditure
Square Terminal transaction processor	n/a	1	\$400.00

Your Signature: Pam Stockton Date: 3-16-2022

Director's Signature: CA Dunaway Date: 11/3/2022

Approved by Board of Trustees: ☐ YES ☐ NO Date: _____

NOTES:

Square Terminal

Overview

Specs

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Square Terminal is an all-in-one credit card machine for your business. Take payments and print receipts. It's secure, reliable, and an entirely fairer way to get paid.

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most secure ways to pay.**

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Date: _____

To: Cornwall Public Library Board of Trustees
From: Charlotte A. Dunaief, Library Director
Re: Sexual Harassment Training for **2022**

_____ I have taken the Sexual Harassment Training at my place of
employment _____ (date taken)

_____ I need to take the Sexual Harassment Training

Board of Trustees who have not taken the Sexual Harassment Training need to
contact the Library Director to find out how to do so, or may take it using the NYS
video: <https://www.youtube.com/watch?v=sL7LwBsV9bM> .

Signature

Print Name

Date