Cornwall Public Library December 14, 2022, 7:00 PM Regular Meeting Agenda

- I. Roll
- II. Approval of Agenda
- III. Approval of the Minutes –November 9, 2022
- IV. Financial Review
 - a. Approval of Warrant #5
- V. Public Remarks
- VI. Communications/Donations: Motion to approve \$100 Donation from Woodard and Blitz Family Fund
- VII. Director's Report See Google Docs
- VIII. Committee Reports
 - 1. Finance Committee:
 - 2. Policy Committee: Vote on New Collection Management Policy
 - 3. Building, Garden, Grounds & Sustainability Committee
 - 4. Friends
 - 5. Personnel Committee
 - 6. Strategic Planning Committee
- IX. Unfinished Business
- X. New Business: 1) Date for 2023/24 Budget Vote/Trustee Election: April 18?
- XI. Adjournment

Next Regular Board Meeting Weds. January 11, 2023, 7 PM

Cornwall Public Library Board of Trustees Meeting November 9, 2022, 7:00 pm Minutes

Meeting was called to order by Stephanie Wolf at 7:0 p.m.

I. Roll:

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

Charlotte Dunaief, Director.

Trustees Excused: None

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

- **II. Approval of Agenda:** A <u>motion to approve</u> the agenda, as amended, was made by Lynn Daniels, seconded by Meghann Chyla, and was unanimously approved.
- III. Approval of the Minutes: An amendment to the minutes for October 12, 2022 to strike the second and third sentences under Item IX. Unfinished Business was made. A motion to approve the amended minutes from the regular Board meeting of October 12, 2022, was made by Matt Rettig, seconded by Meghann Chyla, and was unanimously approved.
- **IV. Financial Review:** After a clarification of the purpose of two payments to Central Hudson (one for services and one for generator), a <u>motion to approve</u> Warrant #4 in the amount of \$94,595.08 was made by Melissa Greaves-Kulisek, seconded by Michelle Query, and was unanimously approved.
- V. Public Remarks: None.
- VI. Communications and Donations: The Director stated that she has received positive feedback on her newsletter "Words from the Director". She shared some of the comments with the Board. The trip to Ireland ran successfully with 40 travelers. *The Cornwall Local* printed a photo of Jane Harkinson at the reception held in her honor on October 16. Ryan Fulton's art work is currently on display in the Community Room and he sent a nice thank you for the work Chris Fowler did to set up for the Meet the Artist event.

Liz Fisher spoke to the Board about the return of the school tours at the Library after COVID. To date, there have been 143 students and 31 teachers who have toured the Library since the opening of the school year. She also shared some of the thank you posters and letters the children and their teachers have sent to the Library. Ms Fisher noted that the school tours are also an outreach to parents who may not have a library card before their children came to visit--and now they do.

VII. Director's Report: See written report.

The plastic film program earned the Library a new bench. Family Story time is one of the largest programs the Library runs. School tours and book clubs are doing well. The Great Give Back program received 1,300 diapers and 3,600 baby wipes to be given to Baby Steps Baby Pantry.

VIII. Committee Reports:

Finance Committee: Nugent and Haussler conducted an audit of CPL's financials. There were no major issues.

So far this year the Library has spent 24% of its budget.

Policy Committee: A brief discussion about the Study Room Policy took place to clarify some of the wording regarding the amount of time the room may be reserved. A motion was made to accept the Policy with wording clarification by Melissa Greaves-Kulisek, seconded by Matt Soltis, and unanimously approved.

The Board reviewed the Unattended Children Policy. A Discussion ensued. No action was taken. Policy sent back to committee for further work.

The Collection Management Policy will be voted on at the next regular Board meeting December 14. The Director requested all Board members to read the policy before the meeting.

Building, Garden, Grounds, and Sustainability Committee: The Frank Rovello Memorial bench is now installed and the project is almost complete. The Library is still waiting for plaques and planters. Thanks to the Friends, garden plantings were installed to prevent the patio and bench from being damaged by lawnmowers. The walkway materials are purchased and the walkway will be completed soon.

Friends: The Friends recently had a reorganizational meeting. Ms. Leslie Reilly stepped down as Secretary and Ms. Gail Gold-Berger became secretary. Ms. Marion Thomas is the new president.

The group is looking to expand the store hours and utilize student volunteers to do so. They also plan to reach out to Rebecca Barth to help them streamline their public relations format.

The official name is Friends of Cornwall Library, Inc.

Personnel Committee: None

Strategic Planning Committee: Committee members sat for a NYLA webinar recently. The Committee has also been reviewing the survey responses to date. They want to establish focus groups to determine key themes that will help to generate a new strategic plan for the Library; they believe they are on track for a final report by June 2023.

IX. Unfinished Business: None

X. New Business: Good Idea Fund - New Square Terminal. The 'old' Square has been phased out and the Library needs to upgrade its system. The previous Square was in use for the past five years. The iPad is too old to be compatible with the upgraded software. Currently the Library is using the Square Terminal of a Library employee and the staff is finding it easier to use.

Matt Rettig asked if it was time to replace the iPad and Meaghan Doyle suggested not at this time. The cost of the new Square Terminal is \$400. A motion was made by Lynn Daniels, seconded by Matt Soltis, and unanimously approved.

XI. Adjournment: A <u>motion to adjourn</u> the regular Board meeting was made by Matt Rettig, seconded by Meghann Chyla, and unanimously approved. The meeting adjourned at 7:58 PM.

The next Regular Board Meeting will be held on Wed., December 14, 2022 at 7:00 pm

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
ADM Group LLC				
11/30/2022	Bill Payment (Check)	ADM Group LLC	1001 General (7848) - 1	-5,812.08
Total for ADM Grou	up LLC			\$ -5,812.08
Aflac Beginning Balance				
11/10/2022	Bill Payment (Check)	Aflac	1001 General (7848) - 1	-93.70
Total for Aflac				\$ -93.70
Benninger Landsca Beginning Balance	aping LTD			
11/08/2022	Bill Payment (Check)	Benninger Landscaping LTD	1001 General (7848) - 1	-900.00
Total for Benninge	r Landscaping LTD			\$ -900.00
Blackstone Publish	ning			
Beginning Balance				
11/30/2022	Bill Payment (Check)	Blackstone Publishing	1001 General (7848) - 1	-755.50
Total for Blackston	e Publishing			\$ -755.50
Brodart Co				
Beginning Balance				
11/30/2022	Bill Payment (Check)	Brodart Co	1001 General (7848) - 1	-37.83
Total for Brodart C	0			\$ -37.83
Brodart Co- JUV Beginning Balance				
11/30/2022	Bill Payment (Check)	Brodart Co- JUV	1001 General (7848) - 1	-2,216.46
Total for Brodart C	o- JUV			\$ -2,216.46
Brodart Co McN				
Beginning Balance				
11/30/2022	Bill Payment (Check)	Brodart Co McN	1001 General (7848) - 1	-610.75
Total for Brodart C	o McN			\$ -610.75
Cengage Learning Beginning Balance	Inc/Gale			

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
11/30/2022	Bill Payment (Check)	Cengage Learning Inc/Gale	1001 General (7848) - 1	-76.89
11/30/2022	Bill Payment (Check)	Cengage Learning Inc/Gale	1001 General (7848) - 1	-69.74
Total for Cengag	e Learning Inc/Gale			\$ -146.63
Central Hudson (Gas & Electric Corp			
Beginning	·			
Balance				
11/08/2022	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-43.07
11/30/2022	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-2,944.34
11/30/2022	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-57.86
Total for Central	Hudson Gas & Electric	Corp		\$ -3,045.27
Charlotte Dunaie	f			
Beginning Balance				
11/30/2022	Bill Payment (Check)	Charlotte Dunaief	1001 General (7848) - 1	-28.14
Total for Charlott	e Dunaief			\$ -28.14
Cornwall Public L	ibrary Payroll			
Beginning Balance	, ,			
11/04/2022	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-24,966.16
11/16/2022	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-26,192.69
11/30/2022	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-24,031.40
Total for Cornwa	Il Public Library Payroll			\$ -75,190.25
Culligan of Newb Beginning Balance	urgh			
11/30/2022	Bill Payment (Check)	Culligan of Newburgh	1001 General (7848) - 1	-102.50
Total for Culligan	· · · · · ·			\$ -102.50
Emperatiriz Vaso	luez			
11/30/2022	Bill Payment (Check)	Emperatiriz Vasquez	1001 General (7848) - 1	-35.00
Total for Empera	· · · · · · · · · · · · · · · · · · ·			\$ -35.00
Findaway World	-			-
Beginning				

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Balance				
11/30/2022	Bill Payment (Check)	Findaway World LLC	1001 General (7848) - 1	-382.44
Total for Findaway	World LLC			\$ -382.44
GENTECH LTD				
11/30/2022	Bill Payment (Check)	GENTECH LTD	1001 General (7848) - 1	-990.00
Total for GENTECI	H LTD			\$ -990.00
Haight Fire Equipm	ent Supply Inc			
11/30/2022	Bill Payment (Check)	Haight Fire Equipment Supply Inc	1001 General (7848) - 1	-450.02
Total for Haight Fire	e Equipment Supply	Inc		\$ -450.02
hoopla				
Beginning Balance				
11/30/2022	Bill Payment (Check)	hoopla	1001 General (7848) - 1	-435.92
Total for hoopla				\$ -435.92
Ingram Library Ser	vices			
Beginning				
Balance				
11/30/2022	Bill Payment (Check)	Ingram Library Services	1001 General (7848) - 1	-2,819.72
Total for Ingram Lit	orary Services			\$ -2,819.72
Lisa Sinclair				
Beginning				
Balance	Dill Daywa and	Line Cinelain	1001 (7040)	04.70
11/30/2022	Bill Payment (Check)	Lisa Sinclair	1001 General (7848) - 1	-21.76
Total for Lisa Sincle	air			\$ -21.76
Lock Around the C	lock			
Beginning				
Balance				
11/08/2022	Bill Payment (Check)	Lock Around the Clock	1001 General (7848) - 1	-62.00
Total for Lock Arou	ind the Clock			\$ -62.00
Marangi Disposal Beginning Balance				
11/15/2022	Bill Payment (Check)	Marangi Disposal	1001 General (7848) - 1	-137.38
Total for Marangi D	Disposal			\$ -137.38
Meaghan Doyle				

Warrant #5

November 2022

DATE	TRANSACTION	NAME	ACCOUNT	AMOUNT
	TYPE			
11/30/2022	Bill Payment (Check)	Meaghan Doyle	1001 General (7848) - 1	-202.92
Total for Meaghan	Doyle			\$ -202.92
Midwest Tape LLC	;			
Beginning Balance				
11/30/2022	Bill Payment (Check)	Midwest Tape LLC	1001 General (7848) - 1	-99.97
Total for Midwest	Гаре LLC			\$ -99.97
Motion Picture Lice	ensing Corporation			
11/30/2022	Bill Payment (Check)	Motion Picture Licensing Corporation	1001 General (7848) - 1	-217.90
Total for Motion Pi	cture Licensing Corpo	pration		\$ -217.90
NET 2 PHONE				
Beginning Balance				
11/15/2022	Bill Payment (Check)	NET 2 PHONE	1001 General (7848) - 1	-251.67
Total for NET 2 Ph	IONE			\$ -251.67
New York State ar	nd Local Employee's I	Retirement System		
11/16/2022	Bill Payment (Check)	New York State and Local Employee's Retirement System	1001 General (7848) - 1	-46,590.00
Total for New York	State and Local Emp	ployee's Retirement System		\$ -46,590.00
Nugent & Haeussl	er, PC			
11/30/2022	Bill Payment (Check)	Nugent & Haeussler, PC	1001 General (7848) - 1	-8,850.00
Total for Nugent &	Haeussler, PC			\$ -8,850.00
NYS Health Insura	ance Pending Acct			
Beginning Balance				
11/08/2022	Bill Payment (Check)	NYS Health Insurance Pending Acct	1001 General (7848) - 1	-5,569.52
Total for NYS Hea	Ith Insurance Pendinç	g Acct		\$ -5,569.52
Old House Journa	I			
11/30/2022	Bill Payment (Check)	Old House Journal	1001 General (7848) - 1	-28.00
Total for Old Hous	e Journal			\$ -28.00
Orange Bank & Tr	ust Cardmember Ser	vices		
Beginning Balance				
11/30/2022	Bill Payment (Check)	Orange Bank & Trust Cardmember Services	1001 General (7848) - 1	-3,242.55
Total for Orange B	Bank & Trust Cardmer	nber Services	ı	\$ -3,242

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Overdrive Inc				
Beginning				
Balance				
11/30/2022	Bill Payment (Check)	Overdrive Inc	1001 General (7848) - 1	-2,794.23
Total for Overdriv	e Inc			\$ -2,794.23
RCLS				
Beginning Balance				
11/30/2022	Bill Payment (Check)	RCLS	1001 General (7848) - 1	-387.00
Total for RCLS				\$ -387.00
Roth Backflow Se	ervices			
11/15/2022	Bill Payment (Check)	Roth Backflow Services	1001 General (7848) - 1	-225.00
Total for Roth Ba	ckflow Services			\$ -225.00
School Library Jo	urnal			
11/30/2022	Bill Payment (Check)	School Library Journal	1001 General (7848) - 1	-136.99
Total for School L	ibrary Journal			\$ -136.99
Smithsonian				
11/30/2022	Bill Payment (Check)	Smithsonian	1001 General (7848) - 1	-11.00
Total for Smithson	nian			\$ -11.00
Staples				
Beginning Balance				
11/30/2022	Bill Payment (Check)	Staples	1001 General (7848) - 1	-226.62
Total for Staples				\$ -226.62
The Guardian Life	e Insurance Company	of America		
11/29/2022	Bill Payment (Check)	The Guardian Life Insurance Company of America	1001 General (7848) - 1	-1,828.40
Total for The Gua	ardian Life Insurance C	ompany of America		\$ -1,828.40
The Hollywood R	eporter			
11/30/2022	Bill Payment (Check)	The Hollywood Reporter	1001 General (7848) - 1	-299.00
Total for The Holl				\$ -299.00
This Old House				
11/30/2022	Bill Payment (Check)	This Old House	1001 General (7848) - 1	-46.00
Total for This Old				\$ -46.00

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Toshiba Beginning Balance				
11/29/2022	Bill Payment (Check)	Toshiba	1001 General (7848) - 1	-430.67
Total for Toshiba				\$ -430.67
Verizon Beginning Balance				
11/29/2022	Bill Payment (Check)	Verizon	1001 General (7848) - 1	-119.00
Total for Verizon				\$ -119.00
Verizon- Wireless Beginning Balance				
11/15/2022	Bill Payment (Check)	Verizon- Wireless	1001 General (7848) - 1	-15.08
Total for Verizon- \	Wireless			\$ -15.08
Village of Cornwall	on Hudson			
Beginning Balance				
11/30/2022	Bill Payment (Check)	Village of Cornwall on Hudson	1001 General (7848) - 1	-136.00
Total for Village of	Cornwall on Hudson			\$ -136.00
TOTAL				\$ - 165,980.87

November 2022 Director's Report

Personnel

- · Trying to gear up for personnel reviews. Would like to revamp the form we use.
- · Had A. Maroney preside over two staff focus groups for the Strategic Planning committee. One was Department Heads only, one was circulation staff, and Library assistants.
- · Every month I look at our circulation stats, the number of youth programs, and the number of Adult Programs. I am continually amazed at what this staff has accomplished with our finite resources. I want to say, "Thank you" to all of the staff here for always pulling together and making it work.

Budget/Financial

- · keeping tabs on expenditures.
- · CPL's invoiced retirement payment is \$11,535 less than budgeted.

Programming

- The Defensive Driving class was rescheduled to Nov 18, 2022. 37 attended.
- · The Veteran's Day Program was well attended Senator Skoufis and Supervisor Wojehowski came, as well as Ken Cashman, Richard Randazzo, and Senator Skoufis!
- The last Fall school tour took place on Nov 17, 2022.
- The Jingle Jazz Concert at Munger cottage on 11/27/2022 had 138 in attendance. Special thanks to Brenda, Pam Stockton, and Meaghan for this program's success.

Building and Grounds

- · Still working on paperwork for the Staff restroom/breakroom grant. I need information from the architect and a contractor's estimate. I've gotten an extension for this, it's now due by Feb 28, 2023.
- The Frank Rovello memorial is finished. We still need to find out where to purchase an engraved stone Plaque that will have a QR code linking to Sundial Instructions.
- \cdot Haight Fire came (11/4/22) and inspected CPL's fire exit signs (and later replaced 6 batteries) and our fire extinguishers.
- · Jim Roth inspected CPL's Back-Flow valve (11/11/22) a yearly requirement.

Monthly Statistics September 2022(previous month in parentheses):

Registered borrowers: 8,085 (8,033); Direct Access/Circulation: 10,474 (10,908);

ILL Borrows: 1,898 (2,120); ILL Loans: 1,774 (1,871); Item Count: 75,090(74,904);

Wi-Fi: 7,534 (7,619);

Overdrive checkouts: 2,842 (2,877); Overdrive unique users: 616 (602).

Meetings Attended: Friends Meeting 11/7; 11/9 Director's Association meeting; 11/9 Finance Committee & Board Meeting; 11/10 went to Munger Cottage to talk about Strategic Plan, and hand out questions; 11/16 Dept. Heads Meeting (left while they did a Focus group); 11/16 NYLA FLS meeting (announcement of Jane H as the winner of the Daniel W. Casey Award); 11/28 Policy Committee Meeting; 11/30 Staff meeting (left while they did a focus group).

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

PROGRAM NAME:	DATE:	CHILDREN:	ADULTS	TEENS:	ATTENDANC E TOTAL
I KOOKAWI NAME.	DATE.	CHILDREN.	•	TEENS.	E TOTAL
	11/1, 11/8,				
Family Story Time	11/15	58	52		110
PJ Story Time	11/2	14	8		22
ChatterBooks	11/3	5			5
T.U.T.	11/4			4	4
Dog Tales	11/7, 11/21	18			18
Book Break	11/9	3			3
Veterans Day	11/11		65	2	67
Readzza Readzza	11/16	4			4
Art Afternoon	11/17	11			11
Saturday Morning Story	11/10	1.6			
Time	11/19	16	11		27
Chess Time	11/19	4			4
Teen Book Group	11/21			3	3
School Tours	11/2, 11/17	48	14		62
					340

MEETINGS & OUTREACH:	DATE:	ATTENDEE:
Battle of the Books Mtg	11/7	Liz
Manager's Meeting	11/16	Liz & Lisa
		Liz, Lisa &
YS Dept. Meeting	11/18, 11/29	Rebecca
Staff Meeting	11/30	Liz
CLOUSC Meeting	11/21	Liz

Questions at the Desk:

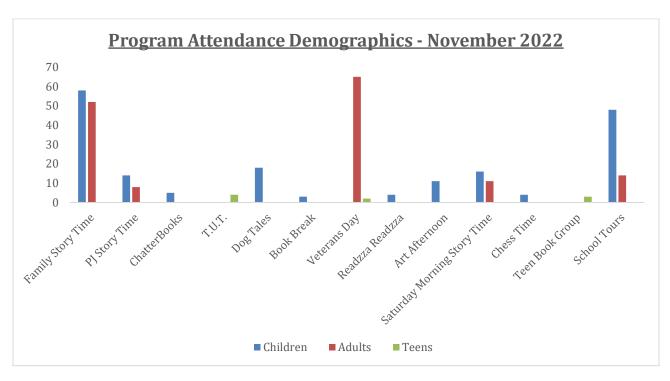
Reference 231

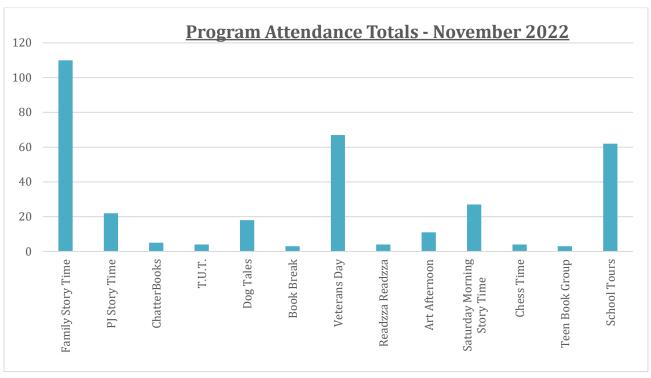
Circulation 108

Tech 26

Telephone 60 Programs

40





Reflections:

Yesterday while taking down the Thanksgiving turkey display, these four "feathers" struck home with me: "I am thankful for...

Food, water and LEGO bricks.

Waking to a new day.

The teachers who taught me things.

Getting a puppy."

Adding to that list, I am thankful for the day 11/11/22, when, with the assistance of the Cornwall Historical Society and my library co-workers, the Veterans Day program ran smoothly, was well received, and the weather co-operated.

Also, I am thankful for the members of the Youth Services Department who daily remind me in their words and actions, that problem solving is really like the challenge of a puzzle - albeit some puzzles have four pieces while others have many, many more.

Respectfully submitted, ekf

12/1/22

Adult Programming & Outreach Projects November 2022

Date	Title	Attendance
11/01/22	John Singer Sargent Part 1	44 (Zoom)
11/03/22	Medicare 101: Parts A, B, C, D	10
11/05/22	6-Hr Defensive Driving Workshop	35
11/07/22	John Singer Sargent Part 2	56 (Zoom)
11/08/22	Glenn Miller Band: Music that	20
	Inspired the Troops	
11/18/22	6-Hr Defensive Driving Program	37
11/27/22	Jazz Holiday Concert	138
		Total: 340

Book Talks:

11/2/22 Members Choice Homer & Langley by E.L. Doctorow)	7(2	(Z+5)
11/17/22 Mystery Book Discussion (The Rembrandt Affair by Daniel Silva)	6	
11/21/22 Teen Book Club (The Girls I've Been by Tess Sharp)	4	
11/30/22 Out & About Book Group(An Absolutely Remarkable Thing by Hank Green)	13	
	Total:	30

Creative Writers Workshop (Mondays 11-1:00pm) 11/7-7, 11/14-10, 11/21-12, 11/28-12

Total: 41

Homebound Delivery Service	1 person -7 items
11/1/22 Midday Matinee: "Where the Crawdads Sing" 11/1622 Great Decisions: Biden's Foreign Policy Art Receptions/Meet The Artist June-December:	31
June/JulyMasterson	13

July/August .. Baldwin 26
September/October..(Cornwall Arts Collective) 22
November/December.. Fulton 15

Total: 76

Highlights & Tidbits:

The presenters were highly and consistently well-rated this month. The attendees were multi-generational and very appreciative of the diversity of the programming we provide to our community.

The AARP Defensive Driving exploded with sign-ups and two more are already scheduled for next Spring to meet the demand.

Jingle Jazz. A Holiday Concert was a smashing success bringing much cheer and resounding appreciation from the community. All 138 attendees left the Sunday Thanksgiving Day weekend concert with gratitude to our library for arranging the program. Thank you, Charlotte, for encouraging this date for the program when I wondered who would attend on a holiday weekend!!

We've added the much enjoyable art reception programs to this report. Please note that the attendee numbers only reflect the reception day and not all those who stop in to peruse the talents of our artists.

And we raised \$175.00 in donations for the Friends...not bad for a day's work!!

December will bring us more programming and community involvement to close out 2022 knowing that we all contribute to our community.

Best Wishes for a Happy and Healthy Holiday Season,

Brenda Goldfarb

Adult Services Report November 1-30, 2022

Opened late 11/16, Closed 11/23-24 for Holiday (Submitted by Meaghan Doyle, 12/8/22)

REFERENCE (previous month in parentheses):

Ref Questions: 239 (236); Tech Assists: 56 (81); 1-on1 Tech Help: 12; Circ/Curbside Assists: 131 (140); Directional: 12 (17); Reader's Advisory: 7 (6); ILL/SEAL: 15 (7); Pull List: 1234 (1533); Printing: 66 (76);

Phone: 70 (73); Virtual Ref: 3 (6); Notary Service: 115 (87)

Database Stats (previous month in parentheses):

NoveList Plus Searches: 39 (82); NoveList PlusK-8: 0 (2); EBSCO Other: 0 (40); Gale: 4 (0); Gale Virtual Ref.

Library: 0 (0); Ancestry: 95 (3)

NYTimes Digital Subscription Stats (previous month in parentheses):

Offsite Code redemptions 80 (83); Library users 84 (101) accessed 80 (81) articles

PC Usage: Adults: 301 (286) Childrens: 8 (10) Laptop: 5 (1) PC Reservations: 0 (2) Guest Passes: 58 (62)

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: 2 (2); Deliveries: 2 (4); Items Delivered: 11 (14)

** Note re: Programming and Outreach Report submitted by Brenda Goldfarb: I noted an additional delivery during the month of November after her report was submitted. **

November Meetings/Webinars:

11/3-11/5 NYLA Conference in Saratoga Springs, NY; 11/9 Library Board of Trustees Meeting; 11/10 Southeastern New York Library Resources Council Regional Inter-Library Loan Committee Meeting; 11/16 Managers' Meeting/ Strategic Planning Focus Group; 11/30 Staff Meeting

Sessions attended at NYLA Conference:

NYLA Networking Breakfast/Annual Membership Meeting

Keynote Address: The Beautiful revolutionary Future with Courtney Harge

1st Amendment Audits @ Your Library

Weeding as a Social Justice Project

It's OK to Be Just a Library

NYS Minimum Standards for Public Libraries

The Future of Large Library Events

So You Want to Start a Podcast?

A Library Workers' Introduction to Genealogy

You've Got Mail! Services to Homebound Patrons

Reflections on NYLA Conference:

An incredibly worthwhile experience! For 3 days, I was inspired by people who care about providing the best possible services to their communities. I attended 10 separate programs and have returned with so many ideas for ways to improve what we can do for our patrons.

One of the plans I am most excited about is to revamp the Homebound Delivery system. Our current system works well, since it has been custom developed based on our current needs, however most of the system is monitored manually. I am sure there are many more people in our community that would benefit from our Homebound delivery program, whether they are elderly, disabled, or otherwise impaired. Therefore, I am planning to redesign our system so that it will scale up. I am hoping to get a grant that will pay for advertising and promotion of the program, as well as supplies to support the program once we have more users. Another plan I am excited about is to host a genealogy program. We have successfully hosted these in the past, and they have traditionally been quite popular. One of the panels I attended had a lot of ideas and resources about genealogy research and I expect to bring that back this year.

THE CORNWALL LOCAL ARCHIVE IS NOW DIGITAL!!

We have completed the digitization of the Cornwall Local archives. Everything we had on microfilm is now available on a searchable hard drive. The collection spans 1880 through 2021!!

Full Budget vs. Actuals (as of Nov 2022 - 42% of FY)

July 2022 - June 2023

		TO	TAL	
	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	5,016.66	4,000.00	1,016.66	125.42 %
4401 Interest Income	378.39	500.00	-121.61	75.68 %
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	\$1,401,913.79	\$1,409,690.00	\$ -7,776.21	99.45 %
GROSS PROFIT	\$1,401,913.79	\$1,409,690.00	\$ -7,776.21	99.45 %
Expenditures				
6010 Retirement	51,057.91	58,125.00	-7,067.09	87.84 %
6030.8 FICA/Medicare Expense	69,558.02	69,772.00	-213.98	99.69 %
6060 Worker's Compensation		6,500.00	-6,500.00	
6090 Health Insurance	29,468.59	107,705.00	-78,236.41	27.36 %
6141 Professional Library	59,612.25	207,173.00	-147,560.75	28.77 %
6142 Clerical Salary	140,745.12	504,518.00	-363,772.88	27.90 %
6143 Treasurer Salary	2,268.52	6,180.00	-3,911.48	36.71 %
6144 Custodial Salary	5,578.30	34,081.00	-28,502.70	16.37 %
7410 Books	20,098.22	60,450.00	-40,351.78	33.25 %
7410.9 McNaughton	3,664.50	7,329.00	-3,664.50	50.00 %
7411 Movie License	217.90	700.00	-482.10	31.13 %
7412 Video/Music/Books on Tape	9,908.53	39,790.00	-29,881.47	24.90 %
7413 Serials/Reference	9,048.80	14,950.00	-5,901.20	60.53 %
7430 Supplies				
7430.1 Library Supplies	1,005.20	5,300.00	-4,294.80	18.97 %
7430.11 Book Processing	601.60	2,200.00	-1,598.40	27.35 %
7430.2 Office Supplies	2,185.49	10,000.00	-7,814.51	21.85 %
7430.30 Program Supplies- Adult	1,712.59	3,000.00	-1,287.41	57.09 %
7430.31 Program Supplies- YA	33.39	1,000.00	-966.61	3.34 %
7430.32 Program Supplies -JUV	978.25	1,500.00	-521.75	65.22 %
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	7,107.08	38,000.00	-30,892.92	18.70 %
7431 Telephone	-1,067.60	4,900.00	-5,967.60	-21.79 %
7432 Square Processing Fees	35.15		35.15	
7433 Postage and Shipping	595.42	5,000.00	-4,404.58	11.91 %
7434 Printing	828.31	10,000.00	-9,171.69	8.28 %
7435 7435- Travel/Conference	1,338.82	4,498.00	-3,159.18	29.76 %
7437 Professional Fees	•			
7437.1 Prof Fees- Office	13,107.80	25,050.00	-11,942.20	52.33 %
7437.2 Prof Fees- Adult Programs	1,810.00	6,000.00	-4,190.00	30.17 %
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	

Full Budget vs. Actuals (as of Nov 2022 - 42% of FY)

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	104.83	2,000.00	-1,895.17	5.24 %
Total 7437 Professional Fees	15,725.19	42,050.00	-26,324.81	37.40 %
7438 Dues	300.99	1,500.00	-1,199.01	20.07 %
7450 Utilities/Fuel	13,545.59	32,000.00	-18,454.41	42.33 %
7451 Custodial Supplies	489.89	3,000.00	-2,510.11	16.33 %
7452 Repairs to Building	12,736.01	21,500.00	-8,763.99	59.24 %
7454 Building Insurance	13,514.31	13,500.00	14.31	100.11 %
7455 RCLS	31,149.98	73,182.00	-42,032.02	42.57 %
7469 Service Contracts	10,852.95	43,287.00	-32,434.05	25.07 %
7800 Capital Expenditure	22,150.00		22,150.00	
Total Expenditures	\$530,528.75	\$1,409,690.00	\$ -879,161.25	37.63 %
NET OPERATING REVENUE	\$871,385.04	\$0.00	\$871,385.04	0.00%
NET REVENUE	\$871,385.04	\$0.00	\$871,385.04	0.00%

Cornwall Public Library Savings Accounts: Good Idea/Tax Cert/Memorial Fund

July 2022 - November 2022

	Date	Memo/Description	Account	Clr	Amount	Balance
1006 Good Idea/ Memorial (0416) - 1						
	Beginning Balance					53,081.24
	07/01/2022	Good Idea Start	1006 Good Idea/ Memorial (0416) - 1		-27,342.06	25,739.18
	07/01/2022	Memorial Fund Start	1006 Good Idea/ Memorial (0416) - 1		-15,740.52	9,998.66
	07/01/2022	Tax Cert Reimb prev FY	1006 Good Idea/ Memorial (0416) - 1		122.73	10,121.39
	07/01/2022	Tax Cert Start	1006 Good Idea/ Memorial (0416) - 1		-10,000.00	121.39
Total for 1006 Good Idea/ Memorial (0416) - 1				-	\$ 52,959.85	
1006-1 Tax Cert						
	07/01/2022	Tax Cert Start	1006-1 Good Idea/ Memorial (0416) - 1:Tax Cert		9,877.27	10,000.00
					1.34	10,001.34
Total for 1006-1 Tax Cert				•	9,878.61	
1006-2 Good Idea Fund						
	07/01/2022	Good Idea Start	1006-2 Good Idea/ Memorial (0416) - 1:Good Idea Fund		27,342.06	27,342.06
Total for 1006-2 Good Idea Fund				\$	27,342.06	
1006-3 Memorial Fund						
	07/01/2022	Memorial Fund Start	1006-3 Good Idea/ Memorial (0416) - 1:Memorial Fund		15,740.52	15,740.52
Total for 1006-3 Memorial Fund				-	15,740.52	•

2022-2023 Cornwall Public Library Board of Trustees~Policy Schedule December 2022 Policy Report

Policies Currently in Review by Committee members/Work in Progress	For Board REVIEW/ Discussions with full Board	For Board VOTE DECEMBER meeting
Final Handbook 7-11-19- 1v.4.docx (Lynn, Meghann, Matt R to start to look over in 2023)		Collection Management Policy and appendices 8_2022.docx
		Copy of UNATTENDED CHILD POLICY11_2022_v2.docx (NEW new version)
		UNATTENDED CHILD POLICY11_2022.docx (OLD new version)
		Replacing: <u>Unsupervised or</u> <u>Unattended Children.docx</u> (2014 version)
		Library Manners Policy (Updated from June 2022 to say 'pandemic' instead of 'COVID 19' & adding in about firearms)

Having a better month and respectfully submitted, Meghann Chyla

Strategic Planning Report

The Strategic Planning Committee met Monday, Dec. 5, 2002, with the primary objective of reviewing recent focus group data gathered in order to begin defining key themes among stakeholders to shape the new plan. Over the past two months, the committee developed qualitative questions, and special focus group outreach was conducted by Charlotte and Brenda. An outside facilitator (Andy Maroney) assisted with running the staff focus groups.

Focus Group Data Review:

Library Staff Focus Groups

Department Heads/Managers

Overall themes identified included needs related to space, communication, and acknowledgement of the work done by managers and staff. Space included the HVAC issues, staff workspace, and many kinds of use of space concerns. Communication concerns highlighted included getting the word out about programs and services, communication between staff, and communication with the Board. Acknowledgement of work encompasses concerns that some do not feel validated by the Board due to the perception that Board members do not have first hand knowledge of what is happening at the Library and do not "know" staff.

Non-Managerial Staff

According to Charlotte, a little more than half of the staff participated in the staff focus group for non-managers. A major area of need that emerged was communication. Communication concerns related to that between staff and the Board and staff and management. Space also emerged as an area of need (programs, staff workspace, storage, a more efficient and modern Circulation Desk). Finally, two connected needs raised by staff were the need for acknowledgement of the work/validation/recognition and issues related to Human Resources (duties, meetings, benefits, etc.).

Senior Feedback (surveys and Munger Cottage feedback)

Seniors were visited at Munger Cottage and provided conversational feedback. Two written surveys of those provided to seniors were returned. Drawing upon both sources, the main themes were that seniors love what the Library is doing, but barriers exist that make it difficult for seniors to participate and take advantage of all that the Library has to offer. The lack of adequate transportation (especially with winter and night driving constraints) is the greatest unmet need. Seniors mentioned isolation and loneliness during the winter as concerns, and they appreciated the Zoom offerings last year. Some had concerns about accessing internet-based resources and expressed a desire for more education in how to use digital services. They also expressed a desire for more communication about what is happening at the Library.

Community Leaders

While emails were sent to many community leaders with questions, nothing came back (except from Phyllis Murphy, but she did not really answer the questions according to Charlotte. Phyllis would like to do more with the library, possibly due to a perceived financial benefit of

doing so). Given the poor response, a different format was considered to improve participation. Charlotte may try to put together a google form with the same questions and suggest folks take 10 minutes to fill it out. Charlotte will also contact Supervisor Wojehowski, Mayor Gagliano, and the Chamber of Commerce director again.

Next Steps

The committee will meet again in early January to review frequency data of all the themes after a qualitative coding process is completed. Priorities will be defined to begin shaping the new strategic plan.

