

Cornwall Public Library  
January 11, 2023, 7:00 PM  
Regular Meeting Agenda

I. Roll

II. Approval of Agenda

III. Approval of the Minutes –December 14, 2022

IV. Financial Review

a. Approval of Warrant #6

V. Public Remarks

VI. Communications/Donations

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

VIII. Committee Reports

1. Finance Committee
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) Discussion of going completely fine free

XI. Adjournment

Next Regular Board Meeting Weds. February 8, 2023, 7 PM

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

Prior to the meeting there was a brief gathering of Board members and members of the Friends of Cornwall Library to celebrate all that the Friends do for the Library.

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

**I. Roll:**

**Trustees Present:** Stephanie Wolf (President), Meghann Chyla (Vice President), Emily Milton (Treasurer), Matt Soltis, Lynn Daniels, Michelle Query, Charlotte Dunaief, Director.

**Trustees Excused:** Melissa Greaves-Kulisek (Secretary), Matt Rettig

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

**II. Approval of Agenda:** A motion to approve the agenda was made by Lynn Daniels, seconded by Meghann Chyla, and was unanimously approved.

**III. Approval of the Minutes:** A motion to approve the amended minutes of the regular Board meeting of November 9, 2022, was made by Michelle Query, seconded by Matt Soltis, and was unanimously approved.

**IV. Financial Review:** A motion to approve Warrant #5 in the amount of \$165,980.87 was made by Lynn Daniels, seconded by Meghann Chyla, and was unanimously approved.

**V. Public Remarks:** Liz Fisher stated that the bench earned as part of the Plastic Film Recycling challenge was received.

**VI. Communications and Donations:** A motion to approve a \$100 donation from Woodard and Blitz Family was made by Meghann Chyla, seconded by Michelle Query and unanimously approved.

A motion to approve a \$63 check/donation when it arrives from Hannaford was made by Meghann Chyla, seconded by Lynn Daniels, and unanimously approved.

**VII. Director's Report:** *See written report.*

The Director thanked the staff of CPL for their work and efforts in providing successful programs for the community on "finite resources".

The Veteran's Day program was well attended by veterans, members of the community, local and state political leaders.

The Director is still completing the paperwork for the staff break room and rest room grant. An extension was given until February 28, 2023. The Director still needs information from the architect and contractor before the grant application can be finalized.

The Frank Rovello memorial is finished. A plaque with a QR code for sundial instructions is now needed and an appropriate vendor is being sought.

Haight Fire inspected CPL fire exit signs and extinguishers. Jim Roth completed the annual inspection of the library backflow valve.

## **VIII. Committee Reports:**

**Finance Committee:** The Committee did not meet but submitted the Full vs. Actuals and Savings Account reports.

**Policy Committee:** The Committee has been working on three items as follows:

- Collection Management Policy. All appendices are now part of one document. It will now be easier to make any necessary changes and updates in the future since changes to procedures do not require Board approval as opposed to policies that do require Board approval. A motion to approve the Collection Management Policy was made by Michelle Query, seconded by Matt Soltis, and unanimously approved. (Matt Rettig voted to approve by proxy).
- Unattended Child Policy. After Committee review and the review by staff in CPL Youth Services it was decided that the following breakdown would be more effective: under 6 years of age, 6-8 years of age, 9-12 years of age, 13+ years of age. An emergency/weather closure statement was also included in the policy language. A motion to approve Unattended Child Policy was made by Matt Soltis, seconded by Lynn Daniels, and unanimously approved. (Matt Rettig voted to approve by proxy).
- Library Manners Policy. The policy was updated to change the term COVID-19 to pandemic and to add a statement about use and possession of firearms/dangerous weapons on Library property. A motion to approve Library Manners Policy was made by Michelle Query, seconded by Matt Soltis, and unanimously approved.

**Building, Garden, Grounds, and Sustainability Committee:** None

**Friends:** None

**Personnel Committee:** Committee did not meet.

**Strategic Planning Committee:** The Committee met to review recent focus group data. The purpose of the focus groups is to define themes from among stakeholder responses in order to develop a new strategic plan.

Three stakeholder groups were Library Staff (both Department Heads/Managers and Non-Managerial Staff), Seniors, Community Leaders.

Focus group meetings with a facilitator were held at the Library. Key themes from Library Staff are communication, space, acknowledgement of work/validation. Responses from Seniors also point to communication and space, and in addition to lack of adequate transportation in order to take advantage of Library programs, isolation during winter months, and the need for more online programming. There is also a stated need for learning how to access Internet-based resources and communication about program opportunities.

As of now, Community Leaders have not responded to email requests for feedback. The Committee is considering a different format to use with this stakeholder group.

Meaghan Doyle, CPL Adult Services, asked if the Community Surveys should be continued; the answer was “yes”.

**IX. Unfinished Business:** None

**X. New Business:** A proposed date for the 2023-2024 Budget Vote and Trustee Election was discussed. Three Trustees’ terms are expiring in 2023 and all three are able run for re-election. April 18, 2023 was suggested as the date for the vote. It is before the Cornwall Central School District budget vote and after the spring break. Voting will be open 9 a.m. to 9 p.m. A motion was made by Matt Soltis, seconded by Meghann Chyla, and unanimously approved to hold the 2023-2024 Budget Vote and Trustee Election on April 18, 2023.

**XI. Adjournment:** A motion to adjourn the regular Board meeting was made by Meghann Chyla, seconded by Michelle Query, and unanimously approved. The meeting adjourned at 7:44 p.m.

**The next Regular Board Meeting will be held on Wed., January 11, 2023 at 7:00 p.m.**

# Cornwall Public Library

Warrant #6  
December 2022

| DATE  | TRANSACTION TYPE     | NAME                               | ACCOUNT                 | AMOUNT              |
|---|----------------------|------------------------------------|-------------------------|---------------------|
| Aflac   |                      |                                    |                         |                     |
| Beginning Balance                                       |                      |                                    |                         |                     |
| 12/13/2022  | Bill Payment (Check) | Aflac                              | 1001 General (7848) - 1 | -93.70              |
| <b>Total for Aflac</b>                                  |                      |                                    |                         | <b>\$ -93.70</b>    |
| Archaeology   |                      |                                    |                         |                     |
| Beginning Balance                                       |                      |                                    |                         |                     |
| 12/31/2022  | Bill Payment (Check) | Archaeology                        | 1001 General (7848) - 1 | -16.97              |
| <b>Total for Archaeology</b>                            |                      |                                    |                         | <b>\$ -16.97</b>    |
| Belsito Communications, Inc                             |                      |                                    |                         |                     |
| Beginning Balance                                       |                      |                                    |                         |                     |
| 12/31/2022  | Bill Payment (Check) | Belsito Communications, Inc        | 1001 General (7848) - 1 | -600.00             |
| <b>Total for Belsito Communications, Inc</b>            |                      |                                    |                         | <b>\$ -600.00</b>   |
| Benninger Landscaping LTD                               |                      |                                    |                         |                     |
| Beginning Balance                                       |                      |                                    |                         |                     |
| 12/14/2022  | Bill Payment (Check) | Benninger Landscaping LTD          | 1001 General (7848) - 1 | -900.00             |
| <b>Total for Benninger Landscaping LTD</b>              |                      |                                    |                         | <b>\$ -900.00</b>   |
| Better Homes & Gardens                                  |                      |                                    |                         |                     |
| Beginning Balance                                       |                      |                                    |                         |                     |
| 12/31/2022  | Bill Payment (Check) | Better Homes & Gardens             | 1001 General (7848) - 1 | -15.00              |
| <b>Total for Better Homes &amp; Gardens</b>             |                      |                                    |                         | <b>\$ -15.00</b>    |
| Blackstone Publishing                                   |                      |                                    |                         |                     |
| Beginning Balance                                       |                      |                                    |                         |                     |
| 12/31/2022  | Bill Payment (Check) | Blackstone Publishing              | 1001 General (7848) - 1 | -174.74             |
| <b>Total for Blackstone Publishing</b>                  |                      |                                    |                         | <b>\$ -174.74</b>   |
| Brodart Co  |                      |                                    |                         |                     |
| Beginning Balance                                       |                      |                                    |                         |                     |
| 12/31/2022  | Bill Payment (Check) | Brodart Co                         | 1001 General (7848) - 1 | -385.19             |
| <b>Total for Brodart Co</b>                             |                      |                                    |                         | <b>\$ -385.19</b>   |
| Brodart Co- JUV   |                      |                                    |                         |                     |
| Beginning Balance                                       |                      |                                    |                         |                     |
| 12/31/2022  | Bill Payment (Check) | Brodart Co- JUV                    | 1001 General (7848) - 1 | -1,946.73           |
| <b>Total for Brodart Co- JUV</b>                        |                      |                                    |                         | <b>\$ -1,946.73</b> |
| Brodart Co.- McN  |                      |                                    |                         |                     |
| Beginning Balance                                       |                      |                                    |                         |                     |
| 12/31/2022  | Bill Payment (Check) | Brodart Co.- McN                   | 1001 General (7848) - 1 | -610.75             |
| <b>Total for Brodart Co.- McN</b>                       |                      |                                    |                         | <b>\$ -610.75</b>   |
| Cengage Learning Inc/Gale                               |                      |                                    |                         |                     |
| Beginning Balance                                       |                      |                                    |                         |                     |
| 12/31/2022  | Bill Payment (Check) | Cengage Learning Inc/Gale          | 1001 General (7848) - 1 | -178.85             |
| <b>Total for Cengage Learning Inc/Gale</b>              |                      |                                    |                         | <b>\$ -178.85</b>   |
| Central Hudson Gas & Electric Corp                      |                      |                                    |                         |                     |
| Beginning Balance                                       |                      |                                    |                         |                     |
| 12/31/2022  | Bill Payment (Check) | Central Hudson Gas & Electric Corp | 1001 General (7848) - 1 | -3,297.70           |
| <b>Total for Central Hudson Gas &amp; Electric Corp</b> |                      |                                    |                         | <b>\$ -3,297.70</b> |
| Charlotte Dunaief                                       |                      |                                    |                         |                     |
| Beginning Balance                                       |                      |                                    |                         |                     |
| 12/31/2022  | Bill Payment (Check) | Charlotte Dunaief                  | 1001 General (7848) - 1 | -30.39              |
| <b>Total for Charlotte Dunaief</b>                      |                      |                                    |                         | <b>\$ -30.39</b>    |
| Cornwall Public Library Payroll                         |                      |                                    |                         |                     |
| Beginning Balance                                       |                      |                                    |                         |                     |
| 12/13/2022  | Bill Payment (Check) | Cornwall Public Library Payroll    | 1001 General (7848) - 1 | -26,872.13          |

# Cornwall Public Library

Warrant #6  
December 2022

| DATE   | TRANSACTION TYPE     | NAME                              | ACCOUNT                 | AMOUNT               |
|--|----------------------|-----------------------------------|-------------------------|----------------------|
| 12/27/2022   | Bill Payment (Check) | Cornwall Public Library Payroll   | 1001 General (7848) - 1 | -24,706.35           |
| <b>Total for Cornwall Public Library Payroll</b>   |                      |                                   |                         | <b>\$ -51,578.48</b> |
| Culligan of Newburgh                               |                      |                                   |                         |                      |
| Beginning Balance                                  |                      |                                   |                         |                      |
| 12/31/2022   | Bill Payment (Check) | Culligan of Newburgh              | 1001 General (7848) - 1 | -50.00               |
| <b>Total for Culligan of Newburgh</b>              |                      |                                   |                         | <b>\$ -50.00</b>     |
| Elizabeth Fisher                                   |                      |                                   |                         |                      |
| Beginning Balance                                  |                      |                                   |                         |                      |
| 12/31/2022   | Bill Payment (Check) | Elizabeth Fisher                  | 1001 General (7848) - 1 | -97.12               |
| <b>Total for Elizabeth Fisher</b>                  |                      |                                   |                         | <b>\$ -97.12</b>     |
| Findaway World LLC                                 |                      |                                   |                         |                      |
| Beginning Balance                                  |                      |                                   |                         |                      |
| 12/31/2022   | Bill Payment (Check) | Findaway World LLC                | 1001 General (7848) - 1 | -227.43              |
| <b>Total for Findaway World LLC</b>                |                      |                                   |                         | <b>\$ -227.43</b>    |
| Fumarola Plumbing and Heating LLC                  |                      |                                   |                         |                      |
| 12/20/2022   | Bill Payment (Check) | Fumarola Plumbing and Heating LLC | 1001 General (7848) - 1 | -151.38              |
| <b>Total for Fumarola Plumbing and Heating LLC</b> |                      |                                   |                         | <b>\$ -151.38</b>    |
| Hannaford  |                      |                                   |                         |                      |
| 12/14/2022   | Bill Payment (Check) | Hannaford                         | 1001 General (7848) - 1 | -15.17               |
| <b>Total for Hannaford</b>                         |                      |                                   |                         | <b>\$ -15.17</b>     |
| hoopla   |                      |                                   |                         |                      |
| Beginning Balance                                  |                      |                                   |                         |                      |
| 12/31/2022   | Bill Payment (Check) | hoopla                            | 1001 General (7848) - 1 | -476.06              |
| <b>Total for hoopla</b>                            |                      |                                   |                         | <b>\$ -476.06</b>    |
| Hudson Microimaging, Inc                           |                      |                                   |                         |                      |
| 12/31/2022   | Bill Payment (Check) | Hudson Microimaging, Inc          | 1001 General (7848) - 1 | -465.00              |
| <b>Total for Hudson Microimaging, Inc</b>          |                      |                                   |                         | <b>\$ -465.00</b>    |
| Julie Bengyak                                      |                      |                                   |                         |                      |
| 12/31/2022   | Bill Payment (Check) | Julie Bengyak                     | 1001 General (7848) - 1 | -100.00              |
| 12/31/2022   | Bill Payment (Check) | Julie Bengyak                     | 1001 General (7848) - 1 | -100.00              |
| <b>Total for Julie Bengyak</b>                     |                      |                                   |                         | <b>\$ -200.00</b>    |
| Linda L Israel                                     |                      |                                   |                         |                      |
| Beginning Balance                                  |                      |                                   |                         |                      |
| 12/28/2022   | Bill Payment (Check) | Linda L Israel                    | 1001 General (7848) - 1 | -510.30              |
| <b>Total for Linda L Israel</b>                    |                      |                                   |                         | <b>\$ -510.30</b>    |
| Lock Around the Clock                              |                      |                                   |                         |                      |
| Beginning Balance                                  |                      |                                   |                         |                      |
| 12/14/2022   | Bill Payment (Check) | Lock Around the Clock             | 1001 General (7848) - 1 | -62.00               |
| 12/14/2022   | Bill Payment (Check) | Lock Around the Clock             | 1001 General (7848) - 1 | -8.00                |
| <b>Total for Lock Around the Clock</b>             |                      |                                   |                         | <b>\$ -70.00</b>     |
| Lois Kohlman                                       |                      |                                   |                         |                      |
| Beginning Balance                                  |                      |                                   |                         |                      |
| 12/28/2022   | Bill Payment (Check) | Lois Kohlman                      | 1001 General (7848) - 1 | -510.30              |
| <b>Total for Lois Kohlman</b>                      |                      |                                   |                         | <b>\$ -510.30</b>    |
| Marangi Disposal                                   |                      |                                   |                         |                      |
| Beginning Balance                                  |                      |                                   |                         |                      |
| 12/20/2022   | Bill Payment (Check) | Marangi Disposal                  | 1001 General (7848) - 1 | -137.38              |

# Cornwall Public Library

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December 2022

| DATE   | TRANSACTION TYPE     | NAME                                    | ACCOUNT                 | AMOUNT              |
|--|----------------------|---|-------------------------|---------------------|
| <b>Total for Marangi Disposal</b>                            |                      |   |                         | <b>\$ -137.38</b>   |
| Marie C Clark  |                      |   |                         |                     |
| Beginning Balance  |                      |   |                         |                     |
| 12/28/2022   | Bill Payment (Check) | Marie C Clark                           | 1001 General (7848) - 1 | -510.30             |
| <b>Total for Marie C Clark</b>                               |                      |   |                         | <b>\$ -510.30</b>   |
| Marist College/HRVI  |                      |   |                         |                     |
| 12/31/2022   | Bill Payment (Check) | Marist College/HRVI                     | 1001 General (7848) - 1 | -60.00              |
| <b>Total for Marist College/HRVI</b>                         |                      |   |                         | <b>\$ -60.00</b>    |
| NET 2 PHONE  |                      |   |                         |                     |
| Beginning Balance  |                      |   |                         |                     |
| 12/15/2022   | Bill Payment (Check) | NET 2 PHONE                             | 1001 General (7848) - 1 | -251.67             |
| <b>Total for NET 2 PHONE</b>                                 |                      |   |                         | <b>\$ -251.67</b>   |
| NYS Health Insurance Pending Acct                            |                      |   |                         |                     |
| Beginning Balance  |                      |   |                         |                     |
| 12/07/2022   | Bill Payment (Check) | NYS Health Insurance Pending Acct       | 1001 General (7848) - 1 | -4,269.14           |
| <b>Total for NYS Health Insurance Pending Acct</b>           |                      |   |                         | <b>\$ -4,269.14</b> |
| Orange Bank & Trust Cardmember Services                      |                      |   |                         |                     |
| Beginning Balance  |                      |   |                         |                     |
| 12/31/2022   | Bill Payment (Check) | Orange Bank & Trust Cardmember Services | 1001 General (7848) - 1 | -5,706.28           |
| <b>Total for Orange Bank &amp; Trust Cardmember Services</b> |                      |   |                         | <b>\$ -5,706.28</b> |
| Patricia Rovello   |                      |   |                         |                     |
| Beginning Balance  |                      |   |                         |                     |
| 12/28/2022   | Bill Payment (Check) | Patricia Rovello                        | 1001 General (7848) - 1 | -510.30             |
| <b>Total for Patricia Rovello</b>                            |                      |   |                         | <b>\$ -510.30</b>   |
| ProQuest LLC   |                      |   |                         |                     |
| 12/31/2022   | Bill Payment (Check) | ProQuest LLC                            | 1001 General (7848) - 1 | -1,510.48           |
| <b>Total for ProQuest LLC</b>                                |                      |   |                         | <b>\$ -1,510.48</b> |
| Shop Rite Supermarkets Inc                                   |                      |   |                         |                     |
| Beginning Balance  |                      |   |                         |                     |
| 12/31/2022   | Bill Payment (Check) | Shop Rite Supermarkets Inc              | 1001 General (7848) - 1 | -35.12              |
| <b>Total for Shop Rite Supermarkets Inc</b>                  |                      |   |                         | <b>\$ -35.12</b>    |
| Staples  |                      |   |                         |                     |
| Beginning Balance  |                      |   |                         |                     |
| 12/31/2022   | Bill Payment (Check) | Staples                                 | 1001 General (7848) - 1 | -525.84             |
| <b>Total for Staples</b>                                     |                      |   |                         | <b>\$ -525.84</b>   |
| Toshiba  |                      |   |                         |                     |
| Beginning Balance  |                      |   |                         |                     |
| 12/31/2022   | Bill Payment (Check) | Toshiba                                 | 1001 General (7848) - 1 | -591.89             |
| <b>Total for Toshiba</b>                                     |                      |   |                         | <b>\$ -591.89</b>   |
| Verizon  |                      |   |                         |                     |
| Beginning Balance  |                      |   |                         |                     |
| 12/20/2022   | Bill Payment (Check) | Verizon                                 | 1001 General (7848) - 1 | -119.00             |
| <b>Total for Verizon</b>                                     |                      |   |                         | <b>\$ -119.00</b>   |
| Verizon- Wireless  |                      |   |                         |                     |
| Beginning Balance  |                      |   |                         |                     |
| 12/14/2022   | Bill Payment (Check) | Verizon- Wireless                       | 1001 General (7848) - 1 | -15.08              |
| <b>Total for Verizon- Wireless</b>                           |                      |   |                         | <b>\$ -15.08</b>    |

# Cornwall Public Library

Warrant #6  
December 2022

| DATE                 | TRANSACTION TYPE     | NAME       | ACCOUNT                 | AMOUNT        |
|----------------------|----------------------|------------|-------------------------|---------------|
| Wini White           |                      |            |                         |               |
| Beginning Balance    |                      |            |                         |               |
| 12/28/2022           | Bill Payment (Check) | Wini White | 1001 General (7848) - 1 | -510.30       |
| Total for Wini White |                      |            |                         | \$ -510.30    |
| TOTAL                |                      |            |                         | \$ -77,354.04 |



## **December 2022 Director's Report**

### **Personnel**

- worked on reviews, and will conduct review interviews with staff in Feb, after receiving staff self-evaluations back.
- Kurt Hahn came on Dec 1 and conducted a fire drill discussion with staff members that were present.

### **Budget/Financial**

- keeping tabs on expenditures.
- beginning to look at budget items for the next fiscal year 23/24.

### **Programming**

- Youth Services is beginning to plan Summer Reading using the end date of August 11, 2023.
- B G away to end of January 2023

### **Building and Grounds**

- Haight came on December 9<sup>th</sup> to inspect fire exit signs and fire extinguishers.
- The fire Inspector came on Dec. 12. There were no issues noted at the time.
- Safe and Sound performed alarm inspection (burglar & fire)
- Prestige Mechanical came to troubleshoot boiler #1; the boiler alarm was sounding.
- Batteries were replaced in all touchless faucets on Dec. 14
- Safe & Sound came and troubleshot the projection system in the program room. A cable was not plugged into the correct location, on Dec. 20.
- Met with Broderick (engineer) and Stephanie to discuss front-end documents for the bid, and the projected timeline for the work on Dec. 20.

### **Monthly Statistics September 2022**(previous month in parentheses):

Registered borrowers: 8,122 (8,085); Direct Access/Circulation: 9,443 (10,474);  
ILL Borrows: 1,942 (1,898); ILL Loans: 1,731 (1,774); Item Count: 75,198 (75,090);  
Wi-Fi: 6,303(7,534);  
Overdrive checkouts: (2,842); Overdrive unique users: (616).

**Meetings Attended:** Strategic Planning 12/5; Orange County Director's Assoc. 12/13; ANSER Committee 12/7; Director's Assoc. 12/14; Board Meeting 12/14; Staff meeting 12/20

**Webinars attended:** Employee Handbook & Labor Law Updates; Meet Librarians Whose Institutions Made the Move to FOLIO.

**Adult Services Report December 1-31, 2022**  
**Opened late 12/12, 12/16, closed early 12/15, 12/22, 12/23, for weather**  
**Closed all day 12/24, 12/25, closed early 12/31 for Holiday**  
**(Submitted by Meaghan Doyle, 1/6/23)**

**REFERENCE**

**Reference (previous month in parentheses):**

Ref Questions: 144 (239); Tech Assists: 66 (56); 1-on-1 Tech Help: 7 (12); Circ/Curbside Assists: 96 (131); Directional: 11 (12); Reader's Advisory: 3 (7); ILL/SEAL: 5 (15); Pull List: 1180 (1234); Printing: 142 (66); Phone: 44 (70); Virtual Ref: 3 (3); Notary Service: 109 (115)

**Database Stats (previous month in parentheses):**

NoveList Plus Searches: 58 (39); NoveList PlusK-8: 2 (0); EBSCO Other: 0 (40); Gale: 0 (4); Gale Virtual Ref. Library: 0 (0); Ancestry: 76 (95)

**NYTimes Digital Subscription Stats (previous month in parentheses):**

Offsite Code redemptions 85 (80); Library users 89 (84) accessed 114 (80) articles

**PC Usage**: Adults: 290 (301) Childrens: 3 (8) Laptop: 8 (5) PC Reservations: 2 (0) Guest Passes: 58 (62)

**HOOPLA (previous month in parentheses):**

New signups: 6 (7); Borrowers: 85 (75); Avg. No. Circs: 2.7 (2.9); Maxed Users: 23 (21)  
Items borrowed: 228 (218)

**HOME DELIVERIES**

New Sign Ups: 0 (0) ; Unique Patrons: 2 (2); Deliveries: 3 (4); Items Delivered: 13 (11)

**December Meetings/Webinars:**

12/8 Orange County Library Association Meeting in Warwick, NY; 12/14 Library Board of Trustees Meeting; 12/20 Staff Meeting

**DECEMBER PROGRAMS:**

12/2: Wintry Wonderland Collage Workshop: 17; 12/5: Creative Writers: 8; 12/6: Midday Matinee, The Peanut Butter Falcon: 19; 12/6: Wreath making program: 22; 12/7: Members Choice, Travels with Charley by John Steinbeck: 8; 12/7: Sports Medicine Symposium: 54; 12/8: Book Chat & Chocolate: 9; 12/12: Creative Writers: 9 (1Z+8); 12/12 Teen Book Group, The Afterlife of Holly Chase by Cynthia Hand: 3; 12/13: Teen Tech Tutors: 1; 12/14 Holiday Cookie Workshop: 12; 12/19 Creative Writers: 8; 12/20 Mystery Book Group, The Word is Murder by Anthony Horowitz: 9 (8 + 1Z); 12/21 Out & About at Brothers Barbecue, talking about the years best books: 9; 12/22 Hanukkah Happenings: 85; 12/26 Creative Writers: cancelled; 12/29 Teen Tech Tutors: 5  
TOTAL Programs: 17 TOTAL ATTENDEES: 278

## Adult Programming & Outreach Projects December 2022 (thru 12/25/22)

| Date     | Title                               | Attendance |
|----------|-------------------------------------|------------|
| 12/01/22 | Fire Safety Instruction (Kurt Hahn) | 12         |
| 12/02/22 | Wintry Wonderland Collage workshop  | 17         |
| 12/06/22 | Wreath Making                       | 22         |
| 12/07/22 | Sports Medicine Symposium           | 54         |
| 12/14/22 | Holiday Cookie Workshop             | 12         |
| 12/22/22 | Hanukkah Happening                  | 85         |

Total: 202

### Book Talks:

|   |          |
|---|----------|
| 12/07/22 Members Choice Travels with Charley by John Steinbeck          | 8        |
| 12/08/22 Book Chat & Chocolate Rules for Commuting by I. Iverson        | 9        |
| 12/12/22 Teen Book Club The Afterlife of Holly Chase by Cynthia Hand    | 5        |
| 12/20/22 Mystery Book Discussion The Word is Murder by Anthony Horowitz | 9 (8+1Z) |
| 12/21/22 Out & About Book Group, Discussion topic: 2022 best books      | 9        |

Total: 40

|   |         |
|---|---------|
| 12/06/22 Midday Matinee: The Peanut Butter Falcon Creative Writers Workshop | 19      |
| 12/5-8, 12/12-9(8+1Z), 12/19-8, 12/26 TBD                                   | 25 +TBD |
| Homebound Delivery  | 0       |

### Highlights & Tidbits:

December programs flowed with good holiday spirit and good community participation. The craft programs are getting filled up with wait listers calling every day to check out where they stand in attending our offers and are delighted to get callbacks when we can accommodate them.

The Sports Medicine Symposium was well received by a large number of attendees who benefitted from the very giving & informative providers discussion on multiple orthopedic concerns. Individuals were able to talk to the physicians as well as have many questions answered during the talks. This was a win-win for both the presenters and our community.

And my personal favorite was the Hanukkah Happening this week in collaboration with Butterhill Day School. There were 85 welcoming and smiling faces greeting us and the children could not have been more delicious (even better than traditional potato latkes) and interested in our storytime. Again, [Charlotte]thank you for accompanying me and showing your support.

Best wishes for a wonderful 2023 and we will continue to strive to provide engaging and versatile programs for our Cornwall Public Library community.

Brenda Goldfarb

| <b><u>PROGRAM<br/>NAME:</u></b> | <b><u>DATE:</u></b> | <b><u>CHILDREN:</u></b> | <b><u>ADULTS:</u></b> | <b><u>TEENS:</u></b> | <b><u>ATTENDANCE<br/>TOTAL</u></b> |
|---------------------------------|---------------------|-------------------------|-----------------------|----------------------|------------------------------------|
| Dog Tales                       | 12/5                | 10                      | 1                     |                      | 11                                 |
| PJ Story<br>Time                | 12/7                | 18                      | 15                    |                      | 33                                 |
| Chess Time                      | 12/10               | 6                       | 4                     |                      | 10                                 |
| Teen Book<br>Group              | 12/12               |                         |                       | 3                    | 3                                  |
| Fall<br>StoryWalk               | Sept-<br>Nov        | 16                      |                       |                      | 16                                 |
|                                 |                     |                         |                       |                      | <b><u>73</u></b>                   |

**MEETINGS**

**&**

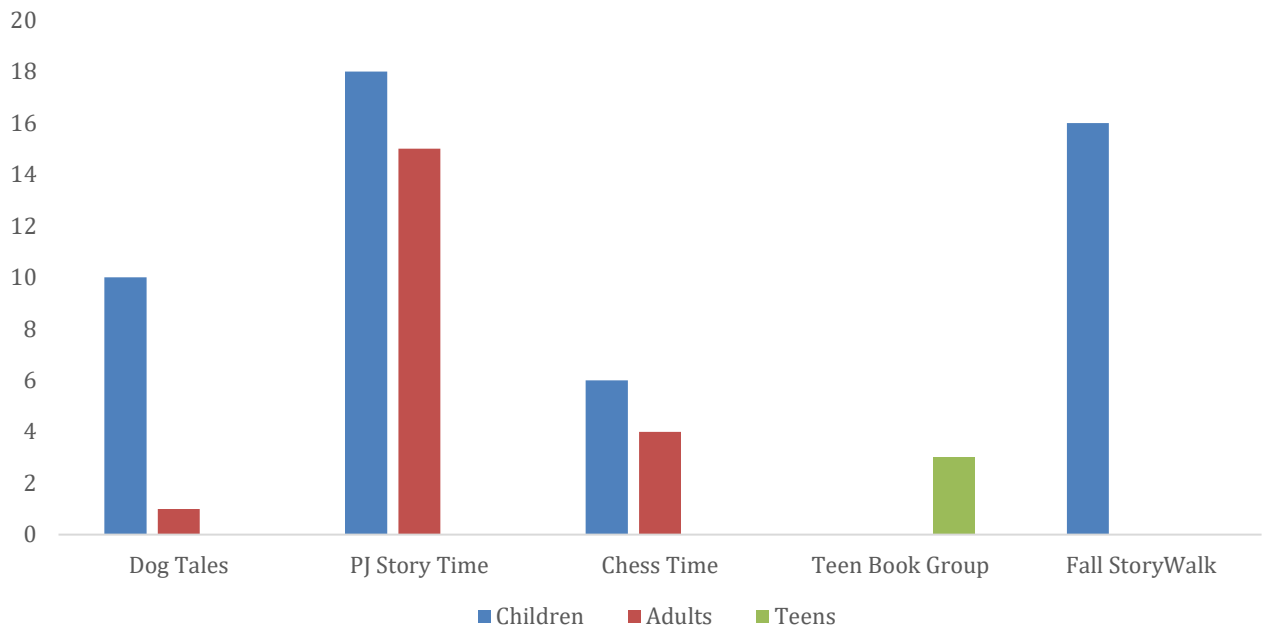
**OUTREACH:**   **DATE:**   **ATTENDEE:**

|               |       |                        |
|---------------|-------|------------------------|
| Staff Meeting | 12/20 | Liz, Lisa &<br>Rebecca |
|---------------|-------|------------------------|

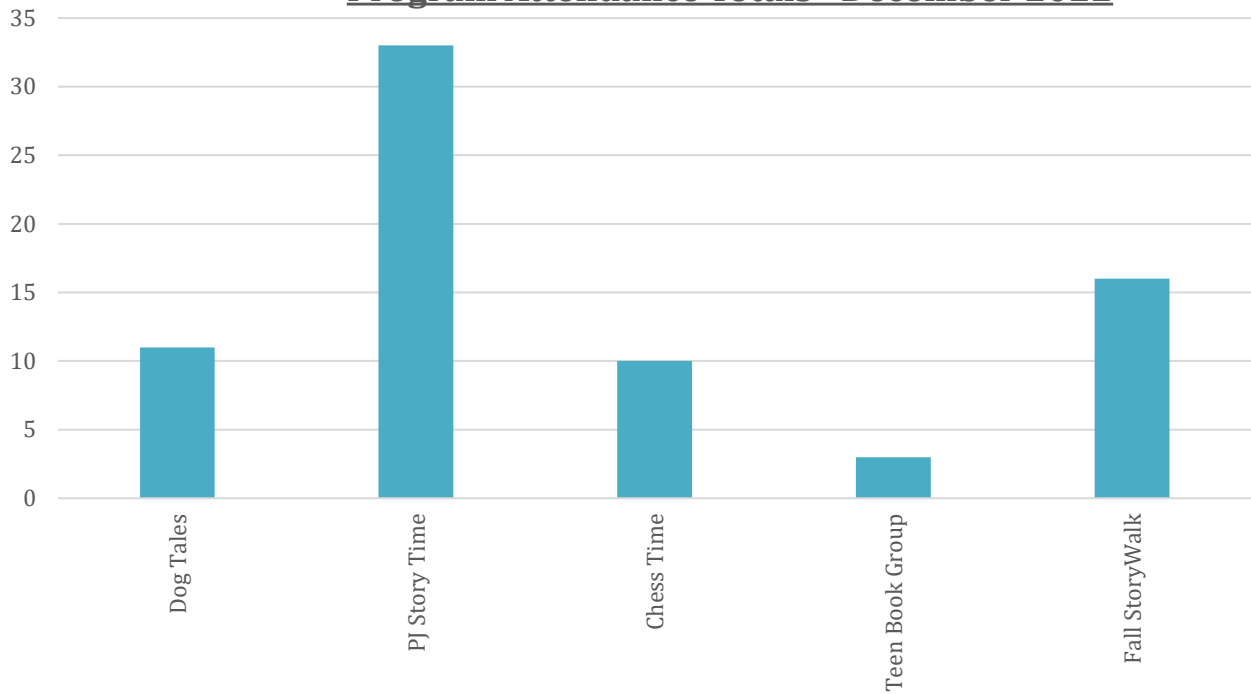
**QUESTIONS @ THE  
DESK:**

|             |     |
|-------------|-----|
| Reference   | 243 |
| Circulation | 115 |
| Tech        | 20  |
| Telephone   | 41  |
| Programs    | 30  |

### Program Attendance Demographics - December 2022



### Program Attendance Totals - December 2022



### **Reflections: The Year in Review 2022**

Looking back to January 2022 we had programs planned but had to cancel due to both weather and the uptick of sickness after the holidays. In response, we scheduled outside events as soon as possible using the portico space. thus, in the beginning of April, Family Story Time and PJ Story Time were outside. We welcomed the newly installed awnings in July, which made the working area on the portico larger and more comfortable for program attendees. In June we were able to visit schools in-person and promote the "Oceans of Possibilities" Summer Reading Program - a super ambitious program where we broke registration records. The accompanying 6-month plastic film recycling program, which ended Dec 31, 2022, was also very successful with a grand total of 723lbs collected. Thank you Cornwall! This surpassed our goal of 500lbs, enabling us to get a NexTrex bench. Unfortunately, this pursuit proved excessively labor/time-intensive for staff and ultimately unsustainable to continue. Instead, we encourage the community to exercise their new skill in collecting plastic film and drop off at a participating supermarket or store.

Looking forward to 2023, we endeavor to assist our curious patrons in whatever they find interesting or intriguing, all while staying safe and healthy.

Respectfully submitted,

ekf

1/3/23

# Cornwall Public Library

Full Budget vs. Actuals (as of Dec 2022 - 50% of FY)

July 2022 - June 2023

|   | TOTAL                 |                       |                     |                 |
|---|-----------------------|-----------------------|---------------------|-----------------|
|   | ACTUAL                | BUDGET                | OVER BUDGET         | % OF BUDGET     |
| <b>Revenue</b>                              |                       |                       |                     |                 |
| 4002 Local Public Funds                     | 1,386,879.74          | 1,386,880.00          | -0.26               | 100.00 %        |
| 4082 Income                                 | <b>5,987.53</b>       | <b>4,000.00</b>       | <b>1,987.53</b>     | <b>149.69 %</b> |
| 4401 Interest Income                        | 522.43                | 500.00                | 22.43               | 104.49 %        |
| 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 %         |
| <b>Total Revenue</b>                        | <b>\$1,403,028.70</b> | <b>\$1,409,690.00</b> | <b>\$ -6,661.30</b> | <b>99.53 %</b>  |
| <b>GROSS PROFIT</b>                         | <b>\$1,403,028.70</b> | <b>\$1,409,690.00</b> | <b>\$ -6,661.30</b> | <b>99.53 %</b>  |
| <b>Expenditures</b>                         |                       |                       |                     |                 |
| 6010 Retirement                             | 51,057.91             | 58,125.00             | -7,067.09           | 87.84 %         |
| 6030.8 FICA/Medicare Expense                | <b>72,109.52</b>      | <b>69,772.00</b>      | <b>2,337.52</b>     | <b>103.35 %</b> |
| 6060 Worker's Compensation                  |                       | 6,500.00              | -6,500.00           |                 |
| 6090 Health Insurance                       | <b>29,169.77</b>      | <b>107,705.00</b>     | <b>-78,535.23</b>   | <b>27.08 %</b>  |
| 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                                  | <b>22,944.06</b>      | <b>60,450.00</b>      | <b>-37,505.94</b>   | <b>37.96 %</b>  |
| 7410.9 McNaughton                           | 4,275.25              | 7,329.00              | -3,053.75           | 58.33 %         |
| 7411 Movie License                          | 217.90                | 700.00                | -482.10             | 31.13 %         |
| 7412 Video/Music/Books on Tape              | <b>11,067.58</b>      | <b>39,790.00</b>      | <b>-28,722.42</b>   | <b>27.81 %</b>  |
| 7413 Serials/Reference                      | <b>13,310.65</b>      | <b>14,950.00</b>      | <b>-1,639.35</b>    | <b>89.03 %</b>  |
| <b>7430 Supplies</b>                        |                       |                       |                     |                 |
| 7430.1 Library Supplies                     | 1,390.39              | 5,300.00              | -3,909.61           | 26.23 %         |
| 7430.11 Book Processing                     | 675.50                | 2,200.00              | -1,524.50           | 30.70 %         |
| 7430.2 Office Supplies                      | 2,690.85              | 10,000.00             | -7,309.15           | 26.91 %         |
| 7430.30 Program Supplies- Adult             | 1,912.88              | 3,000.00              | -1,087.12           | 63.76 %         |
| 7430.31 Program Supplies- YA                | 33.39                 | 1,000.00              | -966.61             | 3.34 %          |
| 7430.32 Program Supplies- JUV               | 1,106.62              | 1,500.00              | -393.38             | 73.77 %         |
| 7430.33 Summer Reading                      | 497.99                | 12,500.00             | -12,002.01          | 3.98 %          |
| 7430.34 Program Supplies- Outreach          | 34.00                 | 2,500.00              | -2,466.00           | 1.36 %          |
| <b>Total 7430 Supplies</b>                  | <b>8,341.62</b>       | <b>38,000.00</b>      | <b>-29,658.38</b>   | <b>21.95 %</b>  |
| 7431 Telephone                              | -681.85               | 4,900.00              | -5,581.85           | -13.92 %        |
| 7432 Square Processing Fees                 | 44.29                 |                       | 44.29               |                 |
| 7433 Postage and Shipping                   | 639.87                | 5,000.00              | -4,360.13           | 12.80 %         |
| 7434 Printing                               | 828.31                | 10,000.00             | -9,171.69           | 8.28 %          |
| 7435 7435- Travel/Conference                | 1,466.33              | 4,498.00              | -3,031.67           | 32.60 %         |
| <b>7437 Professional Fees</b>               |                       |                       |                     |                 |
| 7437.1 Prof Fees- Office                    | 14,329.61             | 25,050.00             | -10,720.39          | 57.20 %         |
| 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               | 200.00                | 4,000.00              | -3,800.00           | 5.00 %          |

# Cornwall Public Library

Full Budget vs. Actuals (as of Dec 2022 - 50% 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 %         |
| <b>Total 7437 Professional Fees</b>              | <b>17,147.00</b>    | <b>42,050.00</b>      | <b>-24,903.00</b>     | <b>40.78 %</b> |
| 7438 Dues  | 300.99              | 1,500.00              | -1,199.01             | 20.07 %        |
| 7450 Utilities/Fuel                              | 16,843.29           | 32,000.00             | -15,156.71            | 52.64 %        |
| 7451 Custodial Supplies                          | 651.22              | 3,000.00              | -2,348.78             | 21.71 %        |
| 7452 Repairs to Building                         | 12,392.39           | 21,500.00             | -9,107.61             | 57.64 %        |
| 7454 Building Insurance                          | 13,514.31           | 13,500.00             | 14.31                 | 100.11 %       |
| 7455 RCLS  | <b>31,149.98</b>    | <b>73,182.00</b>      | <b>-42,032.02</b>     | <b>42.57 %</b> |
| 7469 Service Contracts                           | 12,602.22           | 43,287.00             | -30,684.78            | 29.11 %        |
| 7800 Capital Expenditure                         | 22,150.00           |                       | 22,150.00             |                |
| <b>Total Expenditures</b>                        | <b>\$549,746.80</b> | <b>\$1,409,690.00</b> | <b>\$ -859,943.20</b> | <b>39.00 %</b> |
| NET OPERATING REVENUE                            | <b>\$853,281.90</b> | <b>\$0.00</b>         | <b>\$853,281.90</b>   | <b>0.00%</b>   |
| NET REVENUE                                      | <b>\$853,281.90</b> | <b>\$0.00</b>         | <b>\$853,281.90</b>   | <b>0.00%</b>   |





Request for Budget Transfer  
2022-2023 Year

Date Requested: 12/31/2022

Department Chair approval: \_\_\_\_\_

Library Director Approval: \_\_\_\_\_

Board Approval: \_\_\_\_\_

| \$ Amount  | Transfer out<br>Account Code | Transfer in<br>Account Code | Reason for<br>Transfer   | Approval Type<br>(N/D/B) |
|------------|------------------------------|-----------------------------|--------------------------|--------------------------|
| \$1,587.56 | 7410.10                      | 7413.3                      | Digitization of<br>Local | B                        |
| \$1,500.00 | 7410.20                      | 7413.6                      | Electronic NYT           | B                        |
|            |                              |                             |                          |                          |
|            |                              |                             |                          |                          |
|            |                              |                             |                          |                          |
|            |                              |                             |                          |                          |

For Internal Use Only: N=Internal transfers only. Requires Library Director approval only  
D=Transfer between categories under Board approved limit  
B=Needs Board approval for transfer

Approved 12/10/2020

**Cornwall Public Library**  
**Savings Account: Good Idea/Tax Cert/Memorial Fund**  
**July 2022 - December 2022**

|  | Date       | Transaction<br>Type | Memo/Description    | Account  | Amount              | Balance   |
|--|------------|---------------------|---------------------|--|---------------------|-----------|
| <b>1006-1 Tax Cert</b>                 |            |                     |                     |  |                     |           |
|  | 07/01/2022 | Transfer            | Tax Cert Start      | 1006-1 Good Idea/ Memorial (0416) - 1:Tax Cert       | 9,875.93            | 9,875.93  |
|  | 09/30/2022 | Deposit             | Interest            | 1006 Good Idea/ Memorial (0416) - 1                  | 1.34                | 9,877.27  |
|  | 12/30/2022 | Deposit             | Interest            | 1006 Good Idea/ Memorial (0416) - 1                  | 6.60                | 9,883.87  |
| <b>Total for 1006-1 Tax Cert</b>       |            |                     |                     |  | <b>\$ 9,883.87</b>  |           |
| <b>1006-2 Good Idea Fund</b>           |            |                     |                     |  |                     |           |
|  | 07/01/2022 | Transfer            | Good Idea Start     | 1006-2 Good Idea/ Memorial (0416) - 1:Good Idea Fund | 27,342.06           | 27,342.06 |
|  | 12/22/2022 | Transfer            | Square Terminal     | 1006-2 Good Idea/ Memorial (0416) - 1:Good Idea Fund | -323.29             | 27,018.77 |
| <b>Total for 1006-2 Good Idea Fund</b> |            |                     |                     |  | <b>\$ 27,018.77</b> |           |
| <b>1006-3 Memorial Fund</b>            |            |                     |                     |  |                     |           |
|  | 07/01/2022 | Transfer            | Memorial Fund Start | 1006-3 Good Idea/ Memorial (0416) - 1:Memorial Fund  | 15,740.52           | 15,740.52 |
| <b>Total for 1006-3 Memorial Fund</b>  |            |                     |                     |  | <b>\$ 15,740.52</b> |           |

**Total register balance= \$ 52,643.16**

*January 2023*  
*2022-2023 Cornwall Public Library Board of Trustees~Policy Schedule*

| <b>Policies Currently in Review by Committee members/Work in Progress</b>   | <b>For Board REVIEW/<br/>Discussions with full Board</b> | <b>For Board VOTE<br/>JANUARY meeting</b> |
|---|--|---|
| <a href="#">Final Handbook 7-11-19-1v.4.docx</a> (Lynn-Personnel, Meghann-Policy, Matt R-Personnel & Policy: starting to look over in Jan 2023) |  |   |

This month the Personnel and Policy committees are beginning to look over the Handbook per Charlotte's request. We have our first meeting next week. Will keep you all posted on discussions had and changes made.  
Respectfully submitted, Meghann

## **Strategic Planning Report**

The Strategic Planning Committee met Monday, Jan. 9, 2023, with the primary objective of defining key themes (priorities for planning) identified through stakeholder input. Over the past month, the committee performed a basic qualitative coding process, identifying a range of themes that varied between groups, but with some meaningful overlap. Three key themes were identified. They are tentatively termed: Connections, Physical Environment, and Programs. We are anticipating additional input from a couple of sources, but will begin a rough plan at our next meeting. We anticipate bringing the (very rough) draft plan to the Board next month.