

Cornwall Public Library
February 8, 2023, 7:00 PM
Regular Meeting Agenda

I. Roll

II. Approval of Agenda

III. Approval of the Minutes –January 11, 2023

IV. Financial Review

a. Approval of Warrant #7

V. Public Remarks (Lisa S would like to speak briefly about an idea for the 4th of July)

VI. Communications/Donations 1) we received Barry A. Capella's donation of \$600, it was deposited when received.

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

VIII. Committee Reports

1. Finance Committee-Budget for 2023/2024
2. Policy Committee
3. Building, Garden, Grounds & Sustainability Committee
4. Friends
5. Personnel Committee
6. Strategic Planning Committee

IX. Unfinished Business 1) Motion to go fine-free for All of CPL's card holders;
Discussion of going completely fine-free.

X. New Business

XI. Adjournment

Public Presentation of 2023/2024 Budget Weds. March 8, 2023 6:30 PM
Next Regular Board Meeting Weds. March 8, 2023, 7 PM

Cornwall Public Library Board of Trustees Meeting
January 11, 2023, 7:00 pm
Minutes

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

I. Roll:

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

Trustees Excused: Stephanie Wolf (President) Melissa Greaves-Kulisek (Secretary), Matt Soltis

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

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

III. Approval of the Minutes: A motion to approve minutes of the regular Board meeting of December 14, 2022, was made by Michelle Query, seconded by Lynn Daniels, and was unanimously approved.

IV. Financial Review: A motion to approve Warrant #6 in the amount of \$77,354.04 was made by Matt Rettig, seconded by Michelle Query, and was unanimously approved.

V. Public Remarks: None

VI. Communications and Donations: CPL has been selected by Hannaford to be a recipient of a portion of the proceeds received through its reusable bag sale in February.

VII. Director's Report: *See Google Docs for full report.*

The Director plans to hold monthly fire drills.

CPL passed its recent fire inspection.

Annual budget preparation is underway.

The Library will need to purchase a new receiver at an approximate cost of \$800.

VIII. Committee Reports:

Finance Committee: *The Cornwall Local* has been digitized. CPL has recently digitized the years 1900-2021. A budget transfer of \$1,587.56 was requested. The approximate cost to digitize the year 2022 will be \$500.

A budget transfer of \$1,500.00 was requested for *Electronic New York Times*. The total amount for the purchase is \$2,194.00.

A motion to approve both budget transfers was made by Lynn Daniels, seconded by Matt Rettig, and unanimously approved.

An error was found on the Full Budget vs. Actuals report for December 2022. FICA/Medicare Expense shows the percent of the budget at 103.35%; it should be 52.46%. The correction will be seen in next month's report.

Policy Committee: The Committee will meet the week of January 16, 2023, to begin the handbook update.

Building, Garden, Grounds, and Sustainability Committee: On January 18 a contractors' open house will be held to begin the bid process for public bathroom renovations. The date may change.

Friends: None

Personnel Committee: See Policy Committee comments.

Strategic Planning Committee: The Committee met (January 9, 2023) to begin the process of defining key themes identified in the stakeholder surveys. The three themes are Connections, Physical Environment, and Programs. These themes will continue to be refined and a rough draft of the strategic plan will be available for the next Board meeting (February 8, 2023).

IX. Unfinished Business: None

X. New Business: A discussion about making CPL Fine Free for Cornwall card holders included the following points:

- Auto-renewal already reduces fines.
- Our Youth cards are already fine-free
- Fine Free would make access to the library more equitable.
- Fast Fiction would not involve auto-renewal or the ability to place a hold on items.
- The amount of money CPL receives through fines annually is approximately \$4,000.
- Lost or damaged items would not be included.

The Board will consider the Fine Free option and vote at next month's meeting (February 8, 2023).

XI. Adjournment: A motion to adjourn the regular Board meeting was made by Michelle Query, seconded by Matt Rettig, and unanimously approved. The meeting adjourned at 7:43 p.m.

The next Regular Board Meeting will be held on Wed., February 8, 2023 at 7:00 p.m.

Cornwall Public Library

Warrant #7

January 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Benninger Landscaping LTD				
Beginning Balance				
01/10/2023	Bill Payment (Check)	Benninger Landscaping LTD	1001 General (7848) - 1	-900.00
Total for Benninger Landscaping LTD				\$ -900.00
Blackstone Publishing				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Blackstone Publishing	1001 General (7848) - 1	-334.31
Total for Blackstone Publishing				\$ -334.31
Bon Appetit				
01/31/2023	Bill Payment (Check)	Bon Appetit	1001 General (7848) - 1	-20.00
Total for Bon Appetit				\$ -20.00
Brodart Co				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Brodart Co	1001 General (7848) - 1	-121.91
Total for Brodart Co				\$ -121.91
Brodart Co- JUV				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Brodart Co- JUV	1001 General (7848) - 1	-1,258.03
Total for Brodart Co- JUV				\$ -1,258.03
Brodart Co.- McN				
Beginning Balance				
01/31/2023	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				
01/31/2023	Bill Payment (Check)	Cengage Learning Inc/Gale	1001 General (7848) - 1	-46.48
Total for Cengage Learning Inc/Gale				\$ -46.48
Central Hudson Gas & Electric Corp				
Beginning Balance				
01/10/2023	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-128.69
01/31/2023	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-3,034.16
Total for Central Hudson Gas & Electric Corp				\$ -3,162.85
Charlotte Dunaief				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Charlotte Dunaief	1001 General (7848) - 1	-29.49
Total for Charlotte Dunaief				\$ -29.49
Chester Public Library				
01/31/2023	Bill Payment (Check)	Chester Public Library	1001 General (7848) - 1	-17.99
Total for Chester Public Library				\$ -17.99
Cornwall Public Library Payroll				
Beginning Balance				
01/10/2023	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-23,683.85
01/27/2023	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-25,375.55
Total for Cornwall Public Library Payroll				\$ -49,059.40
Culligan of Newburgh				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Culligan of Newburgh	1001 General (7848) - 1	-50.00
Total for Culligan of Newburgh				\$ -50.00

Cornwall Public Library

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January 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Demco, Inc.				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Demco, Inc.	1001 General (7848) - 1	-128.33
Total for Demco, Inc.				\$ -128.33
Findaway World LLC				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Findaway World LLC	1001 General (7848) - 1	-1,339.71
Total for Findaway World LLC				\$ -1,339.71
Gardiner Library				
01/31/2023	Bill Payment (Check)	Gardiner Library	1001 General (7848) - 1	-5.99
Total for Gardiner Library				\$ -5.99
Garnet Holdings-NorthEast				
01/31/2023	Bill Payment (Check)	Garnet Holdings-NorthEast	1001 General (7848) - 1	-562.40
Total for Garnet Holdings-NorthEast				\$ -562.40
Grey House Publishing				
01/31/2023	Bill Payment (Check)	Grey House Publishing	1001 General (7848) - 1	-528.00
01/31/2023	Bill Payment (Check)	Grey House Publishing	1001 General (7848) - 1	-396.00
Total for Grey House Publishing				\$ -924.00
hoopla				
Beginning Balance				
01/31/2023	Bill Payment (Check)	hoopla	1001 General (7848) - 1	-509.96
Total for hoopla				\$ -509.96
Hudson Microimaging, Inc				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Hudson Microimaging, Inc	1001 General (7848) - 1	-261.00
Total for Hudson Microimaging, Inc				\$ -261.00
Ingram Library Services				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Ingram Library Services	1001 General (7848) - 1	-2,104.57
Total for Ingram Library Services				\$ -2,104.57
Janet Mandell				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Janet Mandell	1001 General (7848) - 1	-200.00
Total for Janet Mandell				\$ -200.00
Julie Bengyak				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Julie Bengyak	1001 General (7848) - 1	-100.00
Total for Julie Bengyak				\$ -100.00
Lisa Sinclair				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Lisa Sinclair	1001 General (7848) - 1	-53.46
Total for Lisa Sinclair				\$ -53.46
Lock Around the Clock				
Beginning Balance				
01/11/2023	Bill Payment (Check)	Lock Around the Clock	1001 General (7848) - 1	-70.00
Total for Lock Around the Clock				\$ -70.00
Marangi Disposal				
Beginning Balance				

Cornwall Public Library

Warrant #7

January 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
01/31/2023	Bill Payment (Check)	Marangi Disposal	1001 General (7848) - 1	-137.38
Total for Marangi Disposal				\$ -137.38
NET 2 PHONE				
Beginning Balance				
01/17/2023	Bill Payment (Check)	NET 2 PHONE	1001 General (7848) - 1	-252.68
Total for NET 2 PHONE				\$ -252.68
NYS Health Insurance Pending Acct				
Beginning Balance				
01/26/2023	Bill Payment (Check)	NYS Health Insurance Pending Acct	1001 General (7848) - 1	-5,465.26
Total for NYS Health Insurance Pending Acct				\$ -5,465.26
Orange Bank & Trust Cardmember Services				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Orange Bank & Trust Cardmember Services	1001 General (7848) - 1	-2,258.25
Total for Orange Bank & Trust Cardmember Services				\$ -2,258.25
Pam Stockton				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Pam Stockton	1001 General (7848) - 1	-39.30
Total for Pam Stockton				\$ -39.30
RCLS				
Beginning Balance				
01/31/2023	Bill Payment (Check)	RCLS	1001 General (7848) - 1	-9,886.55
Total for RCLS				\$ -9,886.55
Safe & Sound				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Safe & Sound	1001 General (7848) - 1	-168.99
Total for Safe & Sound				\$ -168.99
Staples				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Staples	1001 General (7848) - 1	-182.52
Total for Staples				\$ -182.52
Toshiba				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Toshiba	1001 General (7848) - 1	-430.67
Total for Toshiba				\$ -430.67
Town of Cornwall Receiver of Taxes				
01/10/2023	Bill Payment (Check)	Town of Cornwall Receiver of Taxes	1001 General (7848) - 1	-616.81
Total for Town of Cornwall Receiver of Taxes				\$ -616.81
Utica National Insurance Group				
Beginning Balance				
01/19/2023	Bill Payment (Check)	Utica National Insurance Group	1001 General (7848) - 1	-6,084.00
Total for Utica National Insurance Group				\$ -6,084.00
Verizon				
Beginning Balance				
01/19/2023	Bill Payment (Check)	Verizon	1001 General (7848) - 1	-119.00
Total for Verizon				\$ -119.00
Verizon- Wireless				
Beginning Balance				
01/17/2023	Bill Payment (Check)	Verizon- Wireless	1001 General (7848) - 1	-15.08

Cornwall Public Library

Warrant #7

January 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Total for Verizon- Wireless				\$ -15.08
Village of Cornwall on Hudson				
Beginning Balance				
01/31/2023	Bill Payment (Check)	Village of Cornwall on Hudson	1001 General (7848) - 1	-96.00
Total for Village of Cornwall on Hudson				\$ -96.00
Woodbury Public Library				
01/31/2023	Bill Payment (Check)	Woodbury Public Library	1001 General (7848) - 1	-24.95
Total for Woodbury Public Library				\$ -24.95
TOTAL				\$ -87,648.07

January 2023 Director's Report

Personnel

- receiving staff self-evaluations back, will set up one-one meetings in February.
- sent proposed payroll to the personnel committee.

Budget/Financial

- Continued to work on 23/24 budget, until completed.
- Finance Committee met to go over the proposed budget for 23/24.

Programming

- YS planned a Bring your Child to the Library Day for 2/4
- B G away through early February 2023

Building and Grounds

- Safe & Sound came to replace a faulty cable in the ceiling for the projection system.
- Met with Broderick, Carmine, & Melissa to iron out some details for restroom renovation.
- Broderick is planning a pre-bid walk-through for February 3 @ 1 pm.

Monthly Statistics September 2022(previous month in parentheses):

Registered borrowers: 8,195 (8,122); Direct Access/Circulation: 11,019 (9,443);

ILL Borrows: 2,328 (1,942); ILL Loans: 1,950 (1,731); Item Count: 75,246 (75,198);

Wi-Fi: 7,579 (6,303);

Overdrive checkouts: 3,538 (2,904); Overdrive unique users: 653 (618).

Meetings Attended: Manager's Meeting 1/5; Strategic Planning 1/9; Budget Committee 1/19; ANSER Committee 1/31; Policy Committee 1/17; 1/17 RCLS ILS/IT Innovation Committee; Director's Assoc. Q&A 1/18; Board Meeting 1/11; Staff meeting 1/18; Pastor Ross 1/24; ILS Search Committee 1/27; Policy Committee 1/30; Strategic Planning Committee 1/30; ANSER 1/31

Webinars attended: Linked Data; Marketing Session: Social Media, Compensation Philosophy.

Circulation Report-Submitted by Ellen Winchell

From November 22, 2022 to February 2, 2023 there were 45 carts audited, by multiple staff members. I am meeting one on one with the circ staff to go over the Manager meeting highlights, and just touch base. I accepted the resignation of one of our trainees. I will be working with Meaghan, to address any training issues that are requested from the circulation staff for the training day.

Youth Services – End-of-Month Statistics –January 2023

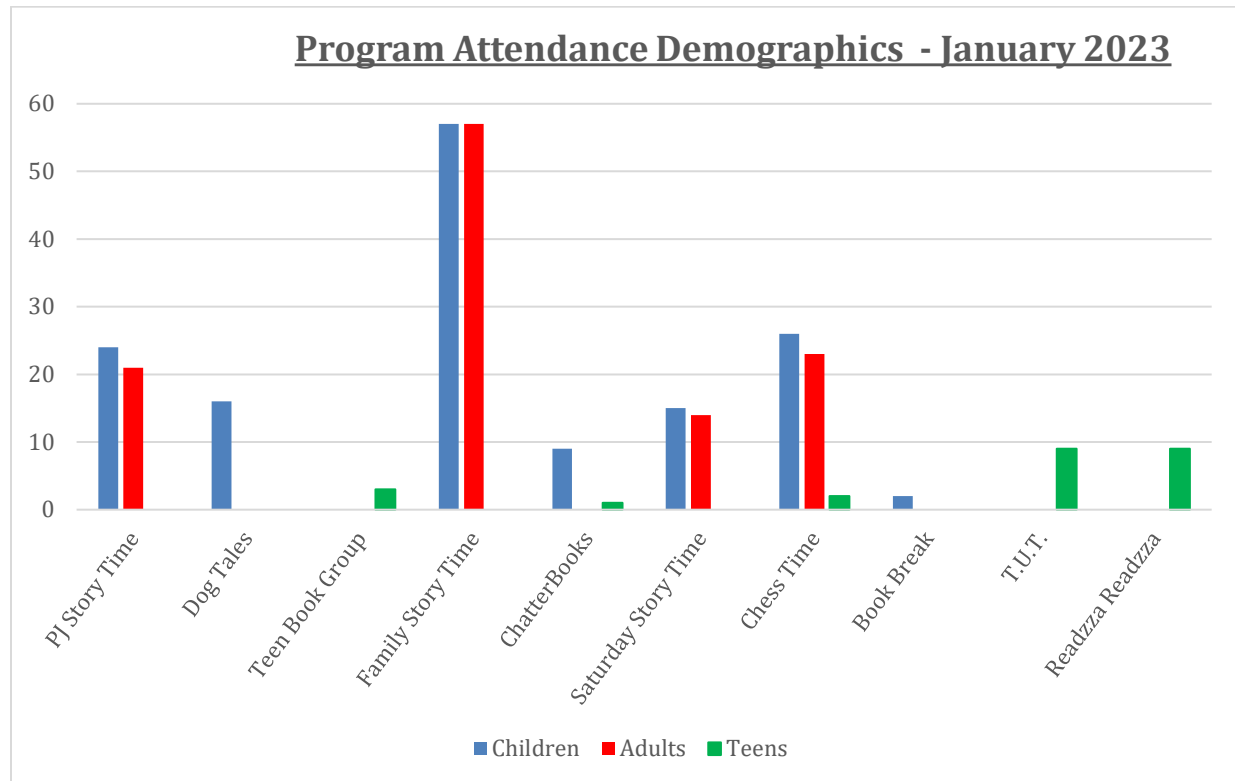
<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS</u> :	<u>TEENS</u> :	<u>ATTENDANCE TOTAL</u>
PJ Story Time	1/4, 1/18	24	21		45
Dog Tales	1/9, 1/23*	16			16
Teen Book Group	1/9			3	3
Family Story Time	1/10, 1/17, 1/24	57	57		114
ChatterBooks	1/12	9		1	10
Saturday Story Time	1/14	15	14		29
Chess Time	1/14, 1/28	26	23	2	51
Book Break	1/19	2			2
T.U.T.	1/20			9	9
Readzza Readzza	1/26			9	9
*Weather Cancellation					288

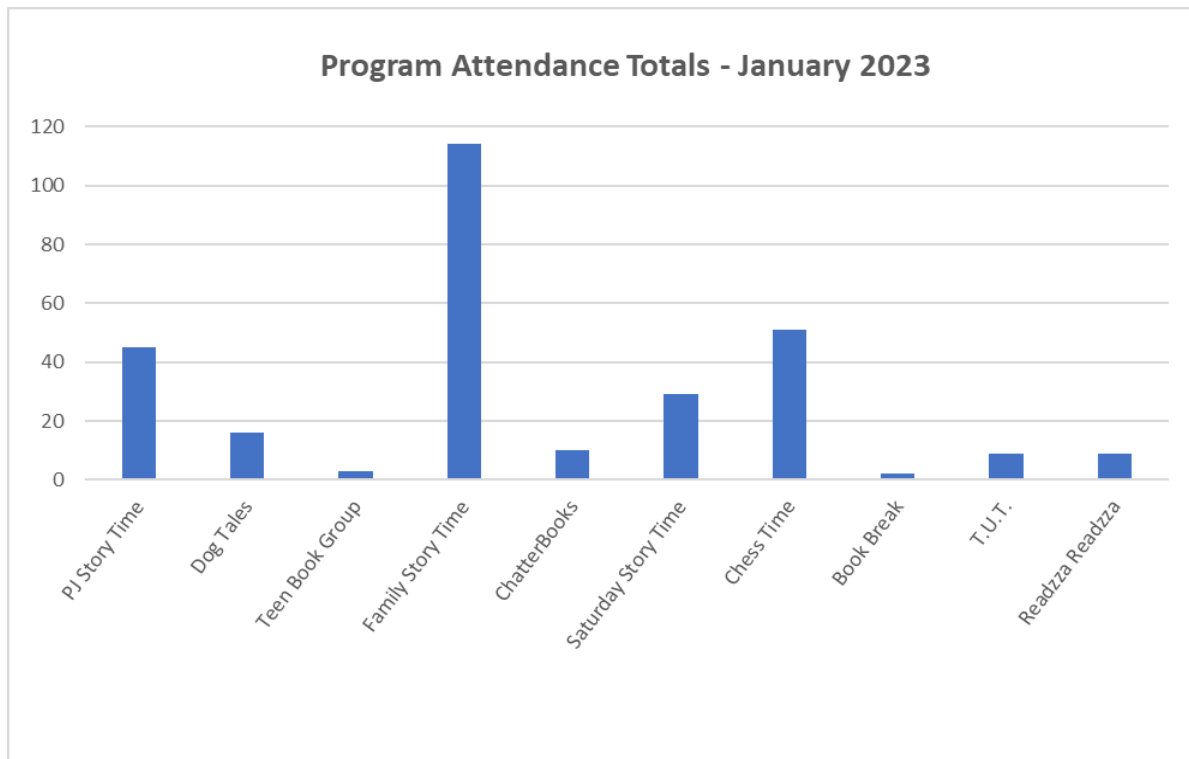
MEETINGS & OUTREACH:

<u>DATE:</u>	<u>ATTENDEE</u> :
Managers' Meeting	1/4 Liz & Lisa
Mock Caldecott	1/13 Lisa
Webinar: Simplify Reading for All Students	1/18 Liz
Staff Meeting	1/18 Liz, Lisa, Rebecca
Webinar: Exploring Race & Representation in Picture Books	1/26 Liz
Dept. Meeting	1/29 Liz, Lisa, Rebecca

QUESTIONS @ THE DESK:

Reference	245
Circulation	134
Tech	7
Telephone	48
Programs	83





Reflections:

With the start of a new year we have made some new adaptations to old, tried-and-true programming. Some of those “adaptations” are as simple as finding a new chess master for Chess Time (the previous master of many years left for college), or finding someone new to conduct our ChatterBooks book group. Each new person has brought their own refreshing ways, which is a great benefit to the library, as seen in the amount of interest and number of attendees in these two programs.

We are also looking forward to Saturday, February 4 and the return of “Take Your Child to the Library Day” after a 2-year hiatus. This drop-in event, typically hosted by our teen volunteers of TUT, will provide family fun while celebrating the magic of the prolific author, Mo Willems.

Finally, I am grateful for our staff. No matter what the incident, they can pivot and provide the best experience possible for our library patrons. They continue to work hard to make the physical building interesting as they assist and engage people of all ages. Thank you.

Respectfully submitted,
ekf
2/1/23

Adult Services Report January 1-31, 2023

Closed all day 1/25, closed early 1/23, for weather; Closed all day 1/1 for Holiday
(Submitted by Meaghan Doyle, 2/3/23)

REFERENCE (previous month in parentheses):

Ref Questions: 252 (144); Tech Assists: 89 (66); 1-on-1 Tech Help: 21 (7); Circ/Curbside Assists: 162 (96); Directional: 13 (11); Reader's Advisory: 8 (3); ILL/SEAL: 8 (5); Pull List: 1571 (1180); Printing: 110 (142); Phone: 101 (44); Virtual Ref: 5 (3); Notary Service: 56 (109)

Database Stats (previous month in parentheses):

NoveList Plus Searches: 128 (58); NoveList PlusK-8: 1 (2); EBSCO Other: 90 (0); Gale: 0 (0); Gale Virtual Ref. Library: 5 (0); Ancestry: 162 (76)

NYTimes Digital Subscription Stats (previous month in parentheses):

Offsite Code redemptions 90 (85); Library users 91 (89) accessed 84 (114) articles

*New data that is available as of Feb. 1, 2023, now includes more specific Offsite usage data: Those 90 code redemptions led to 370 usage sessions, 1,558 page views and 219 articles read.

PC Usage: Adults: 386 (290) Childrens: 10 (3) Laptop: 4 (8) PC Reservations: 0 (2) Guest Passes: 70 (58)

HOOPLA (previous month in parentheses): New signups: 5 (6); Borrowers: 89 (85); Avg. No. Circs: 2.8 (2.7); Maxed Users: 24 (23) Items borrowed: 246 (228)

HOME DELIVERIES

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

December Meetings/Webinars:

1/11 Library Board of Trustees Meeting; 1/17 RCLS ILS/IT Innovation Committee; 1/18 Staff Meeting; 1/26 Blue Cloud Analytics Acquisitions Demonstration

JANUARY PROGRAMS:

1/3 Midday Matinee, Sound of Metal, 11; 1/4 Members Choice Book Group, This Tender Land by William Kent Krueger, HYBRID- 8 (4Z+4); 1/4 Artist Reception, David Nicholls Art Exhibit "A Paris Portrait", 26; 1/9 Creative Writers HYBRID- 9 (1Z+8); 1/9 Teen Book Group, The Resolutions by Mia Garcia 3; 1/16 Creative Writers HYBRID- 9 (1Z+8); 1/16 Teen Tech Tutors 6 plus 2 Teens; 1/19 Mystery Book Group, Body Double by Tess Gerritson, 10 (3A + 7); 1/23 Creative Writers HYBRID- 10 (2Z+8); 1/25 Out & About, postponed to 2/1 due to weather; 1/26 Book Chat & Chocolate, The Shell Seekers by Rosamunde Pilcher 15; 1/30 Creative Writers 6 (1Z + 5); 1/30 Monday Night Movie: Blow Out (1981) 2

TOTAL Programs: 12 TOTAL ATTENDEES: 115 (278)

Cornwall Public Library

Full Budget vs. Actuals (as of February 2023 - 58% of FY)

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	7,008.88	4,000.00	3,008.88	175.22 %
4401 Interest Income	661.35	500.00	161.35	132.27 %
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	\$1,404,188.97	\$1,409,690.00	\$ -5,501.03	99.61 %
GROSS PROFIT	\$1,404,188.97	\$1,409,690.00	\$ -5,501.03	99.61 %
Expenditures				
6010 Retirement	46,590.00	58,125.00	-11,535.00	80.15 %
6030.8 FICA/Medicare Expense	32,916.36	69,772.00	-36,855.64	47.18 %
6060 Worker's Compensation	6,084.00	6,500.00	-416.00	93.60 %
6090 Health Insurance	32,027.01	107,705.00	-75,677.99	29.74 %
6141 Professional Library	69,801.37	207,173.00	-137,371.63	33.69 %
6142 Clerical Salary	167,469.11	504,518.00	-337,048.89	33.19 %
6143 Treasurer Salary	2,707.54	6,180.00	-3,472.46	43.81 %
6144 Custodial Salary	6,384.11	34,081.00	-27,696.89	18.73 %
7410 Books	27,735.04	57,362.44	-29,627.40	48.35 %
7410.9 McNaughton	4,886.00	7,329.00	-2,443.00	66.67 %
7411 Movie License	217.90	700.00	-482.10	31.13 %
7412 Video/Music/Books on Tape	13,441.65	39,790.00	-26,348.35	33.78 %
7413 Serials/Reference	14,232.57	18,037.56	-3,804.99	78.91 %
7430 Supplies				
7430.1 Library Supplies	1,603.98	5,300.00	-3,696.02	30.26 %
7430.11 Book Processing	808.15	2,200.00	-1,391.85	36.73 %
7430.2 Office Supplies	2,811.59	10,000.00	-7,188.41	28.12 %
7430.30 Program Supplies- Adult	1,981.82	3,000.00	-1,018.18	66.06 %
7430.31 Program Supplies- YA	33.39	1,000.00	-966.61	3.34 %
7430.32 Program Supplies- JUV	1,188.96	1,500.00	-311.04	79.26 %
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 %
Total 7430 Supplies	8,959.88	38,000.00	-29,040.12	23.58 %
7431 Telephone	-295.09	4,900.00	-5,195.09	-6.02 %
7432 Square Processing Fees	50.76		50.76	
7433 Postage and Shipping	715.46	5,000.00	-4,284.54	14.31 %
7434 Printing	828.31	10,000.00	-9,171.69	8.28 %
7435 7435- Travel/Conference	1,588.58	4,498.00	-2,909.42	35.32 %
7437 Professional Fees				
7437.1 Prof Fees- Office	14,732.06	25,050.00	-10,317.94	58.81 %
7437.2 Prof Fees- Adult Programs	2,010.00	6,000.00	-3,990.00	33.50 %
7437.3 Professional Fees- YA	27.56	2,000.00	-1,972.44	1.38 %
7437.4 Professional Fees- Juv	300.00	4,000.00	-3,700.00	7.50 %

Cornwall Public Library

Full Budget vs. Actuals (as of February 2023 - 58% 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	17,849.45	42,050.00	-24,200.55	42.45 %
7438 Dues	439.99	1,500.00	-1,060.01	29.33 %
7439 Equipment Repair	10.99		10.99	
7450 Utilities/Fuel	20,718.95	32,000.00	-11,281.05	64.75 %
7451 Custodial Supplies	892.36	3,000.00	-2,107.64	29.75 %
7452 Repairs to Building	12,561.38	21,500.00	-8,938.62	58.43 %
7454 Building Insurance	13,514.31	13,500.00	14.31	100.11 %
7455 RCLS	41,036.53	73,182.00	-32,145.47	56.07 %
7469 Service Contracts	14,190.27	43,287.00	-29,096.73	32.78 %
7800 Capital Expenditure	22,150.00		22,150.00	
Total Expenditures	\$579,704.79	\$1,409,690.00	\$ -829,985.21	41.12 %
NET OPERATING REVENUE	\$824,484.18	\$0.00	\$824,484.18	0.00%
NET REVENUE	\$824,484.18	\$0.00	\$824,484.18	0.00%

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

Policies Currently in Review by Committee members/Work in Progress	For Board REVIEW/ Discussions with full Board	For Board VOTE JANUARY meeting
Updated handbook 2023.docx (Lynn-Personnel, Meghann-Policy: start to look over in Jan 2023)		

For this month's work, the Policy & Personnel committee joined forces to help Charlotte tackle the Handbook. This work will be ongoing for the next few months. Also, just so you have it again, below is all of the policies that have been updated in my tenure at CPL.
Respectfully submitted, Meghann

Completed/Approved by Board	Completed/Approved by Board
Gift & Donation-Pdf (Sept 2019 folder)	Homebound Policy (Nov 19 folder)
Lending Policy for ipads & laptops (Nov 19 folder; Reviewed in June 21)	Public Relations & Communications ~Lawyer approved (Nov 19 folder)
Types of Libraries (Nov 19 folder)	Tutoring Policy and Permission Form (Nov 19)
Exhibit & Display policy (Nov 19 folder)	Homebound Delivery Request Form (Nov 19 folder)
Whistle Blower (Dec 19 folder)	Hours of Operation (Dec 19 folder)
Petty Cash (Dec 19 folder)	Pandemic Policy & Procedures (Mar 2020 folder)
Collection Development (Mar 2020 folder)	Virtual Program Policy (May 2020)
Work From Home (May 2020)	Employee Policy to Mitigate COVID-19 (June 20 folder)
Library Manners addendum (June 20 folder)	ICE Policy & Procedure (August 2020 folder)
ICE Policy Rollout Guide (August 2020 folder)	Zoom Policy (August 2020 folder)
CPL Mission Statement (Sept 20 folder)	Interlibrary Loans Policy (Sept 20 folder)

CPL Facility Use Policy (Oct 20 folder)	Facility/Community Room Use Agreement Form (Oct 20 folder)
Budget Transfer Policy Draft (2) (Nov 20 folder) REQUEST FOR BUDGET TRANSFERformdraft.docx (Nov 20 folder)	ProcurementPolicy.docx (Nov 20 folder)
Credit Card Policy and Use Procedures (Dec 20 folder)	Pandemic Response Plan11_16-20.docx (Dec 20 folder)
Circulation Loan Periods Policy 2021.docx (2021)	Fines Policy2021.docx (2021)
Educator Card_1_2021.docx (2021)	Tax Grievance Fund Policy.docx (2021)
2022-2026 Direct Access Plan - DA Approved 5.12.2021 (Was approved per RCLS as is; June 21)	Cornwall Public Library equipment use policy.docx (updated in June 21)
2022-2026 RCLS Plan of Service (per Grace Rosario)	Digital Video Surveillance Policy.docx (Updated Aug 2021)
Conflict of Interest Policy 2021.docx (Updated Aug 2021)	NYS Hero Act: Model-airborne-infectious-disease-exposure-prevention-plan-p765.pdf (Aug 2021)
Pandemic Policy & Procedures.docx (Oct 2021)	Copy of InvestmentPolicy-6240 (Nov 2021)
Workplace Bullying Policy.docx (Nov 2021)	Copy of GIFT AND DONATION POLICY Final (Condensed to have one policy. Proposed to eliminate Materials donation policy below.) (Nov 2021) Materials donation policy.docx =(Eliminate)
CPL Work From Home Policy (Dec 21)	Study Room Policy (Dec 21)
Exam Proctoring Services Policy (Dec 21)	Progressive Discipline Policy.docx (Personnel committee)=to be put in handbook at next rewrite (Dec 21)
Workplace rules-Infraction form for supervisors.docx (Personnel committee)=For staff use; not a formal policy (Created: Dec 21)	Computer Use & Internet and Wireless Usage Policy10_21_21.docx (Feb 22)
Computer, Internet, & Wireless Usage Policy and Agreement for Minors 8 -19v.2.docx (Feb 22)	Collection Development 3/5/2020.docx (April 22)
CPL Remote Work Plan 4_8_2022.docx (Not a policy but an HR form; reviewed in April 22)	computer_wifi use statement for patrons.docx (May 22)
Grievance Policy.docx (June 2022)	Library History Jan Dempsey.docx (June 22) (Not up for a policy vote; just a review for website)

Homebound Delivery Service Policy Agreement9 10 19.docx (Form to be added on to existing Homebound Policy from Nov 19) (June 2022)	Confidentiality of Library Patron Records (June 22)
Parking Lot Policy.docx (June 2022)	Homebound Policy_requesting addition.docx (July 22)
CPL BYLAWS draft.docx (July 22)	Study Room Policy 9 28 2022.docx (Nov 22)
Collection Management Policy and appendices 8 2022.docx (Dec 22)	Copy of UNATTENDED CHILD POLICY11_2022_v2.docx (Dec 22)
Library Manners Policy (Dec 22)	

PERSONNEL REPORT

February 8, 2023

THE PERSONNEL HANDBOOK

- Charlotte, Meghann and I have been editing the Personnel Handbook, which was 70+ page document that is available on the CPL employee LibGuide
- So far, we have edited up to the **Computer Usage** Section 8, page 45
- Issues for Board of Trustee discussion:
 - Library Closure, **Absences from Work** Section 5, page 34: “When the library issues a mandatory closure, all employees scheduled to work that specific day will be compensated for the time the library was closed (with the exception of Pages)”.
 - Can this be changed, so that all employees are paid (commensurate with their regular wages)?
 - Signing Letters (Letterhead), **Standards of Conduct** Section 7, page 42 :
“Unless the Board of Trustees or the Library Director gives express permission, only the Library Director is authorized to sign correspondence on library stationery to persons outside the library. Exceptions may be obtained from the Library Director.”
 - Is this necessary?
 - Is it disrespectful to department heads?

IMPORTANT DATE

- Feb 28: Library is closed for staff training.