

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

I. Roll

II. Approval of Agenda

III. Approval of the Minutes –February 8, 2023

IV. Financial Review

- a. Approval of Warrant # 8

V. Public Remarks

VI. Communications/Donations

- a. \$50 donation from Sylvia Hepler

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

VIII. Committee Reports

1. Finance Committee: Motion to approve FY 21/22 Annual Report
2. Policy Committee
3. Building, Garden, Grounds & Sustainability Committee
4. Friends
5. Personnel Committee
6. Strategic Planning Committee

IX. Unfinished Business

X. New Business

- a. HVAC bids
- b. Executive Session–Employee Grievance

XI. Adjournment

Public Presentation of 2023/2024 Budget Weds. April 11, 2023, 6:30 PM
Next Regular Board Meeting Weds. April 12, 2023, 7 PM

Cornwall Public Library Board of Trustees Meeting
February 8, 2023, 7:00 pm
Minutes

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), Melissa Greaves-Kulisek (Secretary), Matt Rettig, Lynn Daniels, Michelle Query, Matt Soltis, Charlotte Dunaief, Director.

Trustees Excused: N/A

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

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

III. Approval of the Minutes: A motion to approve the minutes of the regular Board meeting of January 11, 2022, was made by Lynn Daniels, seconded by Matt Rettig, and was unanimously approved.

IV. Financial Review: A motion to approve Warrant #7 in the amount of \$87,648.07 was made by Meghann Chyla, seconded by Lynn Daniels, and was unanimously approved.

V. Public Remarks: Ms. Lisa Sinclair, CPL Youth Services, presented an idea for the Fourth of July. Instead of decorating and having a float in the parade, set up a tent/table at the sidewalk near the Frank Rovello Memorial and, with the help of teen volunteers (TUT), distribute reusable CPL bags (filler TBD). The Library currently has 150 bags on hand leftover from a previous event. Also, the suggestion of a cooler of ice pops to give to passersby was made. Possible hours of distribution on 7/4/23 are 9 a.m. to 11 a.m. these suggestions received a positive response from Board members.

VI. Communications and Donations: A donation of \$600 by Mr. Barry A. Capella was received and deposited. The Library recently appeared in The Cornwall Local to publicize "Take your child to the library" day. The Director received a letter of thanks from AARP for use of the Community Room for tax preparation. The Estate of Roy Abraham donated two books in memory of Mr. Abraham.

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

The Director reported that the budget is completed. Music streaming will replace the purchase of CDs. The most popular Youth Services event is Family Story Time. Monday Night Movie was kicked off in January.

VIII. Committee Reports:

Finance Committee: A motion to approve the 2023-34 budget was made by Matt Rettig, and seconded by Matt Soltis.

Discussion/Questions included: Staff raises will be set at 3%. We will allocate \$8,704 for HVAC contingency. Professional fees cover the CPL audit/lectures/professional services. The change in December Health Insurance and Retirement is due to the loss of personnel. The budget is within the State tax cap. The total budget for 2023-24 FY is \$1,447,743. The budget was unanimously approved.

Policy Committee: The Committee has been working with the Director to update the Handbook. This work will be ongoing for the next few months.

Two items were discussed to obtain Board input:

Section 5 p.34 of the Handbook, **Absence from Work**. As it is written, mandatory closure allows employees to be paid for loss of work hours when the library is closed due to inclement weather, or emergency. D. Language change to include Pages was requested.

Section 7 p.42 of the Handbook, **Standards of Conduct**. Change language to include Department Heads' authorization to sign correspondence on Library letterhead to persons outside the Library.

Neither item was voted on at this time.

The Library will be closed from 9 a.m. to 4 p.m. on February 28, 2023 for staff training.

Building, Garden, Grounds, and Sustainability Committee: The HVAC pre-bid walkthrough was February 3, 2023. Five vendors came. On February 23, 2023 the bid-doc opening will occur at 3 p.m.; that will leave five days to complete the LOCAP grant request.

The Committee is still working on the Staff breakroom and restroom re-design. It will be more accessible and less crowded.

The Committee is working to secure a local vendor in order to purchase a planter for D. Carolan's memorial.

The EBSCO solar grant re-opened.

Friends: None

Personnel Committee: See Policy Committee comments.

Library holidays include eight (8) scheduled; three (3) half, four (4) floating: MLK Day, Presidents' Day, Columbus Day/Indigenous People, and Veterans Day.

Strategic Planning Committee: The Committee began drafting goals based on the themes identified by stakeholders. The Committee sees the strategic plan as a 3-year

plan. A rough draft will require another month to hone the language and clarify the CPL values that appear in the existing Strategic Plan.

- IX. **Unfinished Business:** A motion was made by Melissa Greaves-Kulisek, seconded by Michelle Query to open a discussion regarding Fine Free status for the Library.

There are two forms the Fine Free status can take: collection or cardholder specific.

Fine Free would only apply to materials returned late, patrons would still be responsible for fees associated with lost or damaged items.

Currently, the CPL website does not spell out a lost/damaged book policy. The Director indicated she would follow up on this.

Surrounding libraries are Fine Free.

After a lengthy discussion, a vote was taken and the Board unanimously approved going Fine Free for the collection.

- X. **New Business:** None

- XI. **Adjournment:** A motion to adjourn the regular Board meeting was made by Lynn Daniels, seconded by Matt Soltis, and unanimously approved. The meeting adjourned at 8:25 p.m.

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

Public Budget Form about 2023-24 library budget will be Tuesday, April 11, 2023 at 6:30 p.m.

Cornwall Public Library

Warrant #8
February 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Benninger Landscaping LTD				
Beginning Balance				
02/07/2023	Bill Payment (Check)	Benninger Landscaping LTD	1001 General (7848) - 1	-900.00
Total for Benninger Landscaping LTD				\$ -900.00
Blackstone Publishing				
Beginning Balance				
02/28/2023	Bill Payment (Check)	Blackstone Publishing	1001 General (7848) - 1	-621.82
Total for Blackstone Publishing				\$ -621.82
Brodart Co- JUV				
Beginning Balance				
02/28/2023	Bill Payment (Check)	Brodart Co- JUV	1001 General (7848) - 1	-728.26
Total for Brodart Co- JUV				\$ -728.26
Brodart Co.- McN				
Beginning Balance				
02/28/2023	Bill Payment (Check)	Brodart Co.- McN	1001 General (7848) - 1	-610.75
Total for Brodart Co.- McN				\$ -610.75
Central Hudson Gas & Electric Corp				
Beginning Balance				
02/07/2023	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-43.38
02/28/2023	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-3,413.09
Total for Central Hudson Gas & Electric Corp				\$ -3,456.47
Charlotte Dunaief				
Beginning Balance				
02/28/2023	Bill Payment (Check)	Charlotte Dunaief	1001 General (7848) - 1	-78.75
Total for Charlotte Dunaief				\$ -78.75
Cornwall Public Library Payroll				
Beginning Balance				
02/07/2023	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-24,964.50
02/09/2023	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-649.40
02/21/2023	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-26,562.19
Total for Cornwall Public Library Payroll				\$ -52,176.09
Culligan of Newburgh				
Beginning Balance				
02/28/2023	Bill Payment (Check)	Culligan of Newburgh	1001 General (7848) - 1	-50.00
Total for Culligan of Newburgh				\$ -50.00
Elizabeth Fisher				
Beginning Balance				
02/28/2023	Bill Payment (Check)	Elizabeth Fisher	1001 General (7848) - 1	-44.40
Total for Elizabeth Fisher				\$ -44.40
Food & Wine				
02/28/2023	Bill Payment (Check)	Food & Wine	1001 General (7848) - 1	-25.00
Total for Food & Wine				\$ -25.00

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DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Garnet Holdings-NorthEast				
Beginning Balance				
Total for Garnet Holdings-NorthEast				
GateHouse Media New York Holdings Inc				
02/28/2023	Bill Payment (Check)	GateHouse Media New York Holdings Inc	1001 General (7848) - 1	-118.05
Total for GateHouse Media New York Holdings Inc				\$ -118.05
hoopla				
Beginning Balance				
02/28/2023	Bill Payment (Check)	hoopla	1001 General (7848) - 1	-493.60
Total for hoopla				\$ -493.60
Ingram Library Services				
Beginning Balance				
02/28/2023	Bill Payment (Check)	Ingram Library Services	1001 General (7848) - 1	-921.57
Total for Ingram Library Services				\$ -921.57
Jennifer Pepe				
02/28/2023	Bill Payment (Check)	Jennifer Pepe	1001 General (7848) - 1	-100.00
Total for Jennifer Pepe				\$ -100.00
Lock Around the Clock				
Beginning Balance				
02/09/2023	Bill Payment (Check)	Lock Around the Clock	1001 General (7848) - 1	-70.00
Total for Lock Around the Clock				\$ -70.00
Lynn Daniels				
02/28/2023	Bill Payment (Check)	Lynn Daniels	1001 General (7848) - 1	-25.95
Total for Lynn Daniels				\$ -25.95
Marangi Disposal				
Beginning Balance				
02/21/2023	Bill Payment (Check)	Marangi Disposal	1001 General (7848) - 1	-137.38
Total for Marangi Disposal				\$ -137.38
Moffat Library				
02/28/2023	Bill Payment (Check)	Moffat Library	1001 General (7848) - 1	-10.00
Total for Moffat Library				\$ -10.00
NET 2 PHONE				
Beginning Balance				
02/15/2023	Bill Payment (Check)	NET 2 PHONE	1001 General (7848) - 1	-252.68
Total for NET 2 PHONE				\$ -252.68
News of the Highlands Inc				
02/28/2023	Bill Payment (Check)	News of the Highlands Inc	1001 General (7848) - 1	-48.00
Total for News of the Highlands Inc				\$ -48.00
NYS Health Insurance Pending Acct				
Beginning Balance				
02/07/2023	Bill Payment (Check)	NYS Health Insurance Pending Acct	1001 General (7848) - 1	-5,465.26

Cornwall Public Library

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DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Total for NYS Health Insurance Pending Acct				\$ -5,465.26
Orange Bank & Trust Cardmember Services				
Beginning Balance				
02/28/2023	Bill Payment (Check)	Orange Bank & Trust Cardmember Services	1001 General (7848) - 1	-1,864.27
Total for Orange Bank & Trust Cardmember Services				\$ -1,864.27
Overdrive Inc				
Beginning Balance				
02/28/2023	Bill Payment (Check)	Overdrive Inc	1001 General (7848) - 1	-2,098.63
02/28/2023	Bill Payment (Check)	Overdrive Inc	1001 General (7848) - 1	-119.99
Total for Overdrive Inc				\$ -2,218.62
P&P Quick Copy Center				
Beginning Balance				
02/28/2023	Bill Payment (Check)	P&P Quick Copy Center	1001 General (7848) - 1	-90.00
Total for P&P Quick Copy Center				\$ -90.00
Pam Stockton				
Beginning Balance				
02/28/2023	Bill Payment (Check)	Pam Stockton	1001 General (7848) - 1	-9.82
Total for Pam Stockton				\$ -9.82
PremaCard				
02/28/2023	Bill Payment (Check)	PremaCard	1001 General (7848) - 1	-898.83
Total for PremaCard				\$ -898.83
RCLS				
Beginning Balance				
02/28/2023	Bill Payment (Check)	RCLS	1001 General (7848) - 1	-4,060.00
Total for RCLS				\$ -4,060.00
RPC Electric				
02/28/2023	Bill Payment (Check)	RPC Electric	1001 General (7848) - 1	-375.00
Total for RPC Electric				\$ -375.00
Staples				
Beginning Balance				
02/28/2023	Bill Payment (Check)	Staples	1001 General (7848) - 1	-716.32
Total for Staples				\$ -716.32
Storm King Art Center				
02/28/2023	Bill Payment (Check)	Storm King Art Center	1001 General (7848) - 1	-250.00
Total for Storm King Art Center				\$ -250.00
Susan Minier				
Beginning Balance				
02/28/2023	Bill Payment (Check)	Susan Minier	1001 General (7848) - 1	-135.00
Total for Susan Minier				\$ -135.00
Toshiba				
Beginning Balance				
02/28/2023	Bill Payment (Check)	Toshiba	1001 General (7848) - 1	-589.67

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DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Total for Toshiba				\$ -589.67
Verizon				
Beginning Balance				
02/21/2023	Bill Payment (Check)	Verizon	1001 General (7848) - 1	-119.00
Total for Verizon				\$ -119.00
Verizon- Wireless				
Beginning Balance				
02/14/2023	Bill Payment (Check)	Verizon- Wireless	1001 General (7848) - 1	-15.08
Total for Verizon- Wireless				\$ -15.08
Williamson Law Book Co				
02/28/2023	Bill Payment (Check)	Williamson Law Book Co	1001 General (7848) - 1	-211.81
Total for Williamson Law Book Co				\$ -211.81
Yankee Magazine				
02/28/2023	Bill Payment (Check)	Yankee Magazine	1001 General (7848) - 1	-24.00
Total for Yankee Magazine				\$ -24.00
TOTAL				\$ -77,911.45

February 2023 Director's Report

Personnel

- one-one meetings were conducted in February, for my direct reports.

Budget/Financial

- Began to work on Budget Vote.
- Board approved the Budget, as presented with 3% salary increases, at the February Board Meeting.

Programming

- Bring your Child to the Library Day for 2/4 was very well attended
- The Lorraine Weinberg memorial Opera is planned for Sunday, April 23rd
- The annual Timothy Mumford Memorial Poetry Competition Awards Ceremony Is scheduled for Sunday, April 30th at 1:30 PM
- NY State of Health was in our lobby handing out information on 2/15

Building and Grounds

- Pre-bid walk-through took place on February 3 @ 1 pm.
- Plumber needed to be called for ladies' Room emergency plumbing on 2/18
- I conducted a pre-bid walk-through for Mike Lombardo Plumbing & Heating on 2/17
- RPC Electric was here to fix 2 lights in the Biography section on 2/21 & 2/22
- Bid opening for HVAC Project took place on 2/23

Monthly Statistics February 2023(previous month in parentheses):

Registered borrowers: 8,281 (8,195); Direct Access/Circulation: 10,076 (11,019);
ILL Borrows: 2,066 (2,328); ILL Loans:1,766 (1,950); Item Count:74,733 (75,246);
Wi-Fi: 7,206 (7,579);
Overdrive checkouts: 3,092 (3,538); Overdrive unique users: 673 (653).

Meetings Attended: Manager's Meeting 2/1; Policy Committee 2/2; Director's Assoc. Meeting 2/8; Board Meeting 2/8; Staff meeting 2/16; ILS Search Committee 2/3; Annual Report Workshop 2/10; Understanding DASNY Grants webinar 2/15; Bid Opening 2/23

Webinars attended: Understanding DASNY Grants; Annual Report workshop.

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

<u>PROGRAM</u> <u>NAME:</u>	<u>DATE</u> <u>:</u>	<u>CHILDRE</u> <u>N:</u>	<u>ADULT</u> <u>S:</u>	<u>TEEN</u> <u>S:</u>	<u>ATTENDANC</u> <u>E TOTAL</u>
PJ Story Time	2/1, 2/15	26	30		56
ChatterBooks	2/2	5		1	6
T.U.T.	2/3			4	4
Take Your Child to the Library Day	2/4	59	44	7	110
Dog Tales	2/6, 2/20	23			23
Family Story Time	2/7, 2/14, 2/21	53	55		108
Book Break	2/9	3			3
Teen Book Group	2/13	3		3	6
Art Afternoon	2/14	11			11
Readzza	2/16			8	8
Chess Time	2/18	14	6	1	21
Saturday Story Time	2/25	10	10		20
Family Game Day	2/21	18	12		30
					<u>406</u>

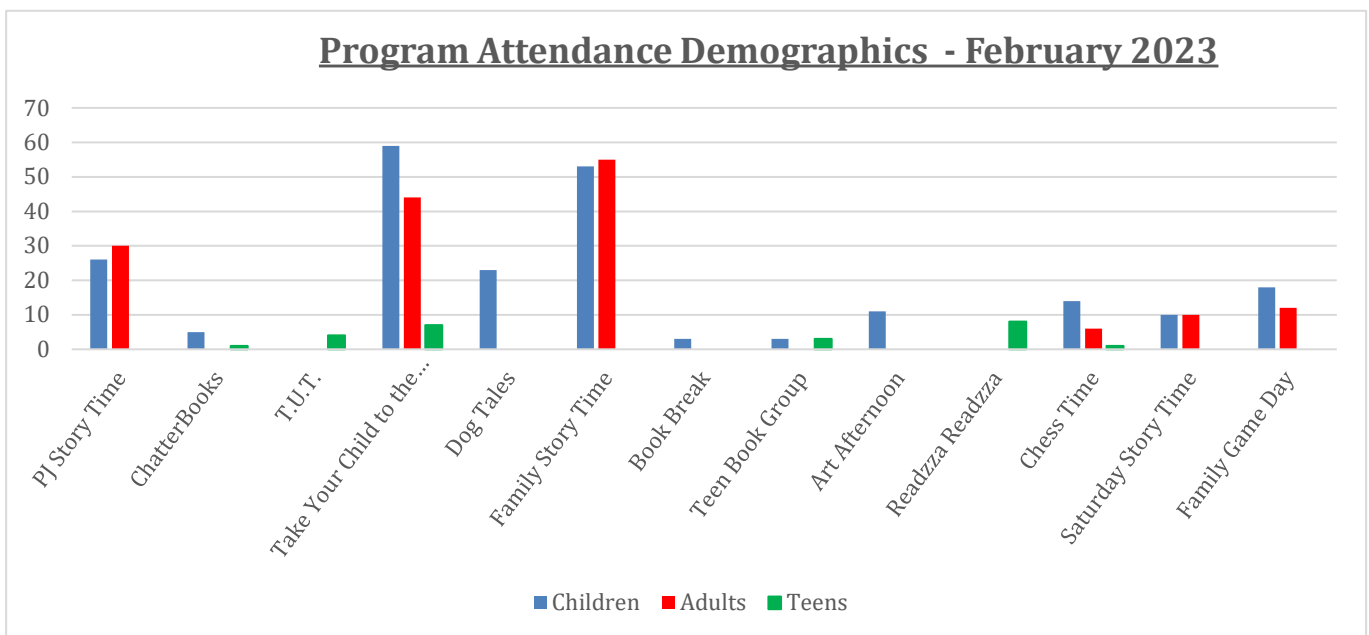
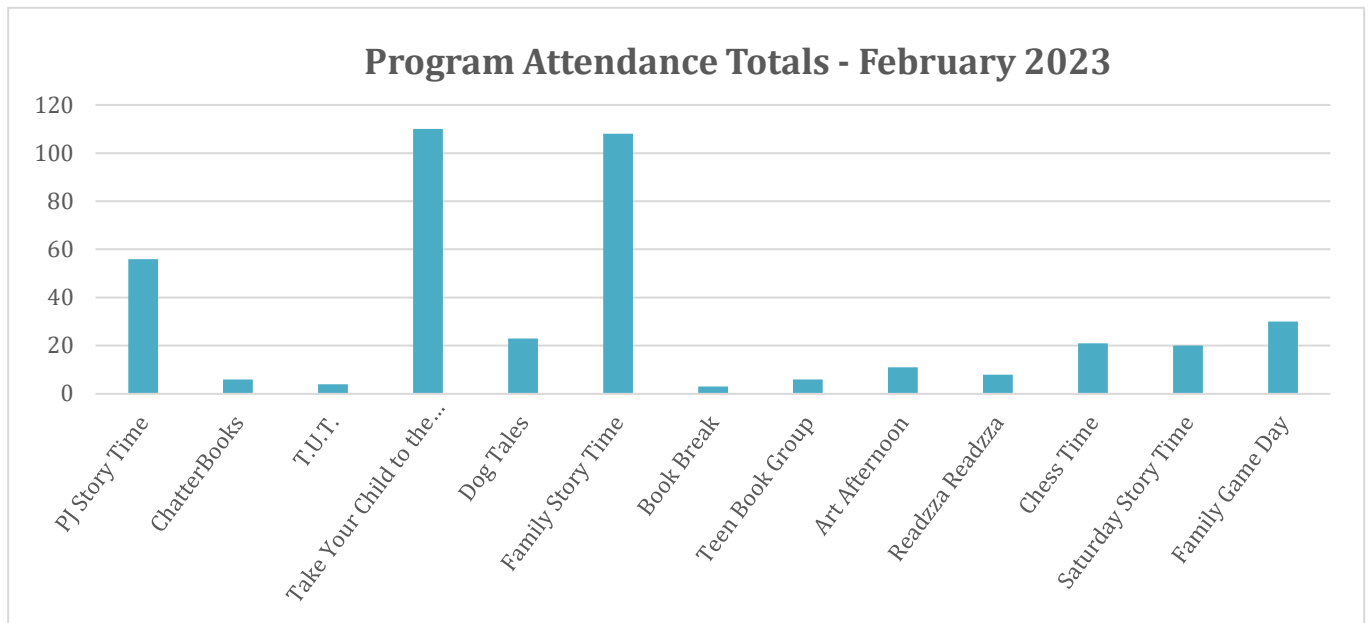
MEETINGS

<u>&</u> <u>OUTREACH</u> <u>H:</u>	<u>DATE</u> <u>:</u>	<u>ATTENDEE</u> <u>E:</u>
Managers' Meeting	2/1, 2/15	Liz & Lisa
Performer's Showcase @RCLS	2/17	Liz

Staff Meeting Dept. Meeting (SRP)	2/16 2/24	Liz, Lisa, Rebecca Liz, Lisa, Rebecca
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QUESTION
S @ THE
DESK:

Reference	231
Circulation	111
Tech	17
Telephone	39
Programs	61



Reflections:

One of the never-ending tasks of a library is to weed the collection. This ensures that our materials continue to reflect our community's needs, are usable and current, and facilitate diversity. It is also a matter of "real estate"- housing what we have and want to add. I thank Lisa, Sharon, and Orlane for their efforts to do this throughout the year, especially this past month.

Our programs continue to be well received. I recently overheard a comment from a young person while noticing a Dog Tales flyer, "Paws for a Cause, Paws for a Cause! They come to my school. Mom, sign me up!"

Currently, we are working on the offerings for the 2023 Summer Reading Program. The theme this year is "All Together Now."

Bitterly cold temperatures were no deterrent for the T.U.T. sponsored **Take your Child to the Library Day** on 2/4/23. Over 100 patrons had the chance to be part of 2 interactive staged readings of Mo Willems' books, create *Small Works* of art, fashion character buttons, draw book characters and pose for photo ops. This was a great showcase for the works of Mo Willems **AND** our teen volunteers. The audience, of all ages, was wowed by their performances as well as their dedication and caring attention to our young patrons. This kind of event is only possible with the aid of our staff who assisted the large number patrons that morning and made this a successful experience for all. A comment heard from an adult, "This feels like the library is back!" It did indeed!

Respectfully submitted,
ekf
3/1/23

Outreach/Program Coordinator February Report

Date	Title	Attendance
2/20 23	The Harlem Renaissance: Grace Courage & Vision	57 (Zoom)
2/27/23	The Many Lives of the Cornwall Public Library Cornwall Historical Society	11
2/28/23	The NYS Citizen Preparedness Corps Training Program	Weather cancellation To be rescheduled
		Total: 68

Highlights & Tidbits:

February ushered in a warmer than usual winter but it's ending with a respectable snow accumulation as I write this monthly report. We will welcome the Cornwall Historical Society this evening as they promote the history of our very own Cornwall Public Library.

It was truly a wonderful program that the presenters, Susan Kamlet and Jane Harkinson (and probably several unnamed helpers), PowerPoint, prepared using an unfamiliar power point approach, were welcoming and shared a love of history and the library. Most noteworthy was Susan's acknowledgment of you, Charlotte, for your rise in library world to become Director of the Cornwall Public Library. Heads nodded and there was much pride in the smiles of the community for all you have done in your career and for the library. The next program will be called 'The Charlotte Dunaief Experience'!

We have been promoting March-May programs and even an amazing travel adventure this October 17-27, 2023. I look forward to welcoming our community to the world as we travel the 'Empires of the Mediterranean from Athens to Venice."

Brenda Goldfarb

Adult Services Report February 1-28, 2023

Closed all day 2/28 for weather (Submitted by Meaghan Doyle, 3/3/23)

REFERENCE: (previous month in parentheses): Ref Questions: 244 (252); Tech Assists: 92 (89); 1-on-1 Tech Help: 16 (21); Circ/Curbside Assists: 139 (162); Directional: 22 (13); Reader's Advisory: 6 (8); ILL/SEAL: 6 (8); Pull List: 1372 (1571); Printing: 121 (110); Phone: 70 (101); Virtual Ref: 7 (5); Notary Service: 84 (56)

Database Stats (previous month in parentheses): NoveList Plus Searches: 40 (128); NoveList PlusK-8: 10 (1); EBSCO Other: 9 (90); Gale: 0 (0); Gale Virtual Ref. Library: 0 (5); Ancestry: 136 (162)

NYTimes Digital Subscription Stats (previous month in parentheses): *Feb. data not yet available*

Offsite Code redemptions __ (90); Library users __ (91) accessed __ (84) 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: 4 (5); Borrowers: 89 (89); Avg. No. Circs: 2.7 (2.8); Maxed Users: 18 (24); Items borrowed: 242 (246)

HOME DELIVERIES

New Sign Ups: 0 (0) ; Unique Patrons: 4 (3); Deliveries: 4 (4); Items Delivered: 7 (11)

February Meetings/Webinars: 2/1 Southeastern Library Resources Council (SENYLRC) Special Interest Group: Leadership; 2/1 Department Heads Meeting; 2/8 SENYLRC Digitization Basics Training: Project Planning; 2/8 Library Board of Trustees Meeting; 2/9 Annual Employee Evaluation with the Director; 2/15 SENYLRC Digitization Basics Training: Copyright Considerations; 2/15 Department Heads Meeting; 2/16 Staff Meeting; 2/22 SENYLRC Digitization Basics Training: Introduction to Scanning; 2/23 Bid Opening for HVAC Project; 2/24 Meeting with the Director

FEBRUARY PROGRAMS: 2/1 Members Choice Book Group, Empires of the Sky by Alexander Rose, HYBRID- 4 (3Z+1); 2/7 Midday Matinee, Top Gun: Maverick, 20; 2/7 Teen Tech Tutors 4 plus 2 Teen Volunteers; 2/13 Creative Writers: 7;

2/13 Monday Movie Night: Desperately Seeking Susan (1985) 3; 2/13 Teen Book Group, Keep This to Yourself by Tom Ryan: 3; 2/16 Mystery Book Group, The 7 ½ Deaths of Evelyn Hardcastle by Stuart Turton: 9 (8 +1Zoom); 2/18 Vet Writing Workshop 4; 2/20 Creative Writers HYBRID- 9 (1Z+8); 2/22 Out & About Book Group, Ask Again, Yes by Mary Beth Keane: 16; 2/23 Teen Tech Tutors 6; 2/23 Book Chat & Chocolate, The Librarian Spy by Madeline Martin: 11; Creative Writers HYBRID- 10 (2Z+8); 2/27.

TOTAL Programs: 15 TOTAL ATTENDEES: 176 (see Brenda's report for Outreach Programs)

February has been a busy month, full of planning. We were planning for a Staff Training Day that was unfortunately cancelled due to inclement weather. Hopefully, we will be able to reschedule that soon. We are also gearing up for several programs, the Timothy Mumford Memorial Poetry Competition will occur again in April, and we have to start getting ready for that, so that local youths have time to consider and create their poems for submission. Our judges are pleased to participate once again, as are the family of Mr. Mumford. We have also been promoting our Oscars Contest, for which the Friends generously sponsor a grand prize and a random prize. Staff and Board members and their family are not eligible for prizes, but its still fun to play, so please feel free to enter – you can do it online: <https://www.cornwallpubliclibrary.org/2023-oscar-contest/>

In anticipation of getting our Local History Collection organized and accessible, I have been attending a 6-week long workshop through the Southeastern NY Library Resources Council. These sessions have been comprehensive and detailed regarding considerations for digitizing a collection. In addition to the work that Colette Fulton has been doing to organize and index our local historical ephemera, digitization and sharing will be the next logical step. I am looking forward to moving into the next phase of this project.

3/6/23 A reminder from Pam Stockton(ricieved after report was posted) to include these 2 passive programs for February:

Passive Programs:

Blind Date with a Book got 43 checkouts, and 14 returned Rate Your Date slips, as of 3/3, with deadline for return on 3/4. Program was well received, and we received favorable feedback from a bunch of excited patrons who loved the idea.

In February we asked patrons to write the title of a book they love on a heart, and posted them all around the circulation desks. By the end of the month, there were 100 hearts, and the circulation area looked like a box of SweetHeart candies exploded.

Circulation report for February

Twenty nine carts have been audited from February 6, 2023 through March 5, 2023. I will be presenting "How to handle conflict" via a role play scenario, for the next staff training day. The one- on- one meetings with the circulation staff have begun, and I appreciate the dialog content.

Sincerely,

Ellen Winchell Service Desk Manager Cornwall Public Library

Cornwall Public Library

Full Budget vs. Actuals (as of February 28, 2023 - 67% 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		4,000.00	-4,000.00	
4082.1 Copies	3,587.98		3,587.98	
4082.13 Fines	3,057.02		3,057.02	
4082.19 Misc	85.33		85.33	
4082.2 Donation	-40.56		-40.56	
4082.3 Lost Item	841.27		841.27	
4082.7 Faxes	727.10		727.10	
4082.8 Program Fees	42.00		42.00	
Total 4082 Income	8,300.14	4,000.00	4,300.14	207.50 %
4401 Interest Income	775.83	500.00	275.83	155.17 %
4706 Friends of the Cornwall Public Library	5,000.00	13,500.00	-8,500.00	37.04 %
4840 RCLS- LLSA	5,154.00	4,810.00	344.00	107.15 %
Total Revenue	\$1,406,109.71	\$1,409,690.00	\$ -3,580.29	99.75 %
GROSS PROFIT	\$1,406,109.71	\$1,409,690.00	\$ -3,580.29	99.75 %
Expenditures				
6010 Retirement	46,590.00	58,125.00	-11,535.00	80.15 %
6030.8 FICA/Medicare Expense	36,674.10	69,772.00	-33,097.90	52.56 %
6060 Worker's Compensation	6,084.00	6,500.00	-416.00	93.60 %
6090 Health Insurance	37,819.91	107,705.00	-69,885.09	35.11 %
6141 Professional Library	100,868.23	207,173.00	-106,304.77	48.69 %
6142 Clerical Salary	247,379.81	504,518.00	-257,138.19	49.03 %
6143 Treasurer Salary	3,981.80	6,180.00	-2,198.20	64.43 %
6144 Custodial Salary	9,899.64	34,081.00	-24,181.36	29.05 %
7410 Books	31,000.24	57,362.44	-26,362.20	54.04 %
7410.9 McNaughton	5,496.75	7,329.00	-1,832.25	75.00 %
7411 Movie License	217.90	700.00	-482.10	31.13 %
7412 Video/Music/Books on Tape	15,686.50	39,790.00	-24,103.50	39.42 %
7413 Serials/Reference	14,543.06	18,037.56	-3,494.50	80.63 %
7430 Supplies				
7430.1 Library Supplies	2,471.98	5,300.00	-2,828.02	46.64 %
7430.11 Book Processing	901.90	2,200.00	-1,298.10	41.00 %
7430.2 Office Supplies	3,551.50	10,000.00	-6,448.50	35.52 %
7430.30 Program Supplies- Adult	2,225.12	3,000.00	-774.88	74.17 %
7430.31 Program Supplies- YA	60.95	1,000.00	-939.05	6.10 %
7430.32 Program Supplies- JUV	1,368.85	1,500.00	-131.15	91.26 %
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	11,112.29	38,000.00	-26,887.71	29.24 %
7431 Telephone	91.67	4,900.00	-4,808.33	1.87 %
7432 Square Processing Fees	59.69		59.69	

Cornwall Public Library

Full Budget vs. Actuals (as of February 28, 2023 - 67% of FY)

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7433 Postage and Shipping	877.80	5,000.00	-4,122.20	17.56 %
7434 Printing	946.36	10,000.00	-9,053.64	9.46 %
7435 7435- Travel/Conference	1,721.55	4,498.00	-2,776.45	38.27 %
7437 Professional Fees				
7437.1 Prof Fees- Office	15,229.15	25,050.00	-9,820.85	60.80 %
7437.2 Prof Fees- Adult Programs	2,145.00	6,000.00	-3,855.00	35.75 %
7437.3 Professional Fees- YA		2,000.00	-2,000.00	
7437.4 Professional Fees- Juv	400.00	4,000.00	-3,600.00	10.00 %
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	18,553.98	42,050.00	-23,496.02	44.12 %
7438 Dues	789.99	1,500.00	-710.01	52.67 %
7439 Equipment Repair	10.99		10.99	
7450 Utilities/Fuel	24,175.42	32,000.00	-7,824.58	75.55 %
7451 Custodial Supplies	976.60	3,000.00	-2,023.40	32.55 %
7452 Repairs to Building	12,936.38	21,500.00	-8,563.62	60.17 %
7454 Building Insurance	13,514.31	13,500.00	14.31	100.11 %
7455 RCLS	45,096.53	73,182.00	-28,085.47	61.62 %
7469 Service Contracts	15,937.32	43,287.00	-27,349.68	36.82 %
7800 Capital Expenditure	29,950.00		29,950.00	
Total Expenditures	\$732,992.82	\$1,409,690.00	\$ -676,697.18	52.00 %
NET OPERATING REVENUE	\$673,116.89	\$0.00	\$673,116.89	0.00%
NET REVENUE	\$673,116.89	\$0.00	\$673,116.89	0.00%

Cornwall Public Library

Annual Report For Public And Association Libraries - 2022

1. GENERAL LIBRARY INFORMATION

Library/Director Information

[Outline of Major Changes](#)

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	7200441600
1.2	Library Name	CORNWALL PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Cornwall
1.6	Beginning Fiscal Reporting Year	07/01/2021
1.7	Ending Fiscal Reporting Year	06/30/2022
1.8	Is the library now reporting on a different fiscal year than it reported No on in the previous Annual Report?	
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A

1.11	Beginning <u>Local</u> Fiscal Year	07/01/2021
1.12	Ending <u>Local</u> Fiscal Year	06/30/2022
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	395 HUDSON STREET
1.15	City	CORNWALL
1.16	Zip Code	12518
1.17	Mailing Address	395 HUDSON STREET
1.18	City	CORNWALL
1.19	Zip Code	12518
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(845) 534-8282
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(845) 534-3827
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	cor@rcls.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.cornwallpubliclibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	17,395
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District

- 1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No. N
- 1.28 Indicate the type of charter the library currently holds (select one): Absolute
- 1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter 05/01/1959
- 1.30 Date the library was last registered 08/12/1959
- 1.31 Federal Employer Identification Number 146012580
- 1.32 County ORANGE
- 1.33 School District Cornwall Central
- 1.34 Town/City Cornwall
- 1.35 Library System Ramapo Catskill Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

- 1.36a President/CEO Name N/A
- 1.36b President/CEO Phone Number N/A
- 1.36c President/CEO Email N/A

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

- 1.37 First Name of Library Director/Manager Charlotte
- 1.38 Last Name of Library Director/Manager A Dunaief
- 1.39 NYS Public Librarian Certification Number 24056

- 1.40 What is the highest education level of the library manager/director? Master's Degree
- 1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? Y
- 1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. Y
- 1.43 E-mail Address of the Director/Manager cdunaief@rcls.org
- 1.44 Fax Number of the Director/Manager (845) 534-3827
- 1.45 Does the library charge fees for library cards to people residing outside the system's service area? N
- 1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, Y N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.

Public Votes/Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

- Name of municipality or district holding the public vote Cornwall Public Library
- Indicate the type of municipality or district holding the public vote School District

3. Date the vote was held (mm/dd/2022) 04/20/2021
4. Was the vote successful? Y/N Y
5. What type of public vote was it? budget vote (school district public library only)
- 6a. Most recent prior year approved appropriation from a public vote: \$1,286,770
- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: \$100,110
- 6c. Total proposed appropriation (sum of 6a and 6b): \$1,386,880

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

- 1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2022) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote N/A
2. Indicate the type of municipality or district holding the public vote Other
3. Date the last successful vote was held (mm/dd/yyyy) N/A
4. What type of public vote was it? Other

5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district N/A

2. Is this a written contractual agreement? N/A

3. Population of the geographic area served by this contract N/A

4. Dollar amount of contract N/A

5. Enter the appropriate code for range of services provided (select one): N/A

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. N

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please [read](#) general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	16,815
2.2	Adult Non-fiction Books	15,171
2.3	Total Adult Books (Total questions 2.1 & 2.2)	31,986
2.4	Children's Fiction Books	17,619
2.5	Children's Non-fiction Books	10,445
2.6	Total Children's Books (Total questions 2.4 & 2.5)	28,064
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	60,050

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	1,930
2.10	All Other Print Materials	91
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2,021

2.12	Total Print Materials (Total questions 2.7 and 2.11)	62,071
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ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	38,311
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2.14	Local Electronic Collections	11
------	------------------------------	----

2.15	NOVEL _{NY} Electronic Collections	15
------	--	----

2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	26
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2.17	Audio - Downloadable Units	13,317
------	----------------------------	--------

2.18	Video - Downloadable Units	18
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Note: The System's count of 511 units in 2021 expired and the Overdrive video format is no longer available. No longer purchasing Downloadable videos, videos have dropped from being available. We offer Hoopla to our patrons.

2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	225,231
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2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	276,903
------	--	---------

Non-Electronic Materials

2.21	Audio - Physical Units	4,022
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2.22	Video - Physical Units	8,689
------	------------------------	-------

2.23	Other Circulating Physical Items	104
------	----------------------------------	-----

2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	12,815
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Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	351,789
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	2,600
2.27	All Other Print Materials	594
2.28	Electronic Materials	15,833
2.29	All Other Materials	717
2.30	Total Additions (Total questions 2.26 through 2.29)	19,744

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**Visits/Borrowers/Policies/Accessibility**

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	33,064
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Note: Our door counter counts entrances as well as exits, so the figure should be divided by 2, it was not in the past.

3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
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3.2	Registered resident borrowers	7,370
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3.3	Registered non-resident borrowers	337
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Please report information on WRITTEN POLICIES as of 12/31/22.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/22.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.13	Does the library have large print books?	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA	Yes
---	-----

refreshable Braille commonly
referred to as a refreshable Braille display No

screen magnification software,
such as Zoomtext Yes

electronic scanning and reading
software, such as OpenBook Yes

- 3.16 Is the library registered for
services from either the New York
State Talking Book and Braille
Library (New York State Library,
Albany) or the Andrew Heiskell
Braille and Talking Book Library
(The New York Public Library,
New York)? Y

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

- 3.17 Number of Synchronous Program
Sessions Targeted at Adults Age 19 182
or Older

- 3.18 Number of Synchronous Program
Sessions Targeted at Young Adults 85
Ages 12-18

- 3.19a Number of Synchronous Program
Sessions Targeted at Children Ages 39
0-5

Note: We increased our programming geared towards this age group when vaccines became available.

- 3.19b Number of Synchronous Program
Sessions Targeted at Children Ages 48
6-11

Note: We increased our programming geared towards this age group when vaccines became available.

3.20 Number of Synchronous General Interest Program Sessions 18

3.21 Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20) 372

3.21a Number of Synchronous In-Person Onsite Program Sessions 121

Note: We increased our programming when vaccines became available.

3.21b Number of Synchronous In-Person Offsite Program Sessions 26

3.21c Number of Synchronous Virtual Program Sessions 82

3.21d Total number of synchronous programs (3.21a + 3.21b + 3.21c) 229

Note: We increased our programming when vaccines became available.

3.22 One-on-One Program Sessions 36

Note: 11 days of "take it make it Monday" bags were done.

3.23 Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? Yes

3.24 Attendance at Synchronous Programs Targeted at Adults Age 19 or Older 2,519

Note: Take and Make kits included in one on one program count

3.25 Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 315

Note: Take and Make kits included in one on one program count

3.26a Attendance at Synchronous Programs Targeted at Children Ages 0-5 735

Note: Take and Make kits included in one on one program count

3.26b Attendance at Synchronous Programs Targeted at Children Ages 6-11 631

Note: Take and Make kits included in one on one program count

3.27 Attendance at Synchronous General Interest Programs 716

Note: Take and Make kits included in one on one program count

3.28 **Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).** 4,916

Note: Take and Make kits included in one on one program count

3.28a Synchronous In-Person Onsite Program Attendance 1,300

Note: We increased our programming when vaccines became available.

3.28b Synchronous In-Person Offsite Program Attendance 754

Note: We increased our programming when vaccines became available.

3.28c Synchronous Virtual Program Attendance 543

Note: We increased our programming when vaccines became available.

3.28d Total synchronous program attendance (3.28a + 3.28b + 3.28c) 2,597

Note: We increased our programming when vaccines became available.

3.29 One-on-One Program Attendance 1,614

Note: Take and Make kits included in one on one program count

3.29a Total Number of Asynchronous Program Presentations 0

3.29b Total Views of Asynchronous Program Presentations within 30 Days 0

3.30 **Total Number of Children's Programs (sum of Q3.19a and Q3.19b)** 87

3.31	Total Children's Program Attendance (sum of Q3.26a and Q3.26b)	1,366
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Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No

3.33	Library outlets offering the summer reading program	1
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3.34	Children registered for the library's summer reading program	386
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3.35	Young adults registered for the library's summer reading program	81
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3.36	Adults registered for the library's summer reading program	50
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3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	517
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Note: we increased our summer reading programming the summer of 2022

3.38	Children's program sessions - Summer 2022	64
------	---	----

3.39	Young adult program sessions - Summer 2022	78
------	--	----

3.40	Adult program sessions - Summer 2022	6
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	148
Note: We increased our summer programming the summer of 2022		
3.42	Children's program attendance - Summer 2022	1,097
3.43	Young adult program attendance - Summer 2022	177
3.44	Adult program attendance - Summer 2022	200
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	1,474

COLLABORATORS

3.46	Public school district(s) and/or BOCES	2
Note: CCSD, BOCES--Battle of the Books		
3.47	Non-public school(s)	0
3.48	Childcare center(s)	0
3.49	Summer camp(s)	1
Note: Cornwall Recreation		
3.50	Municipality/Municipalities	1
Note: Cornwall Farmer's Market--Market Story Times		
3.51	Literacy provider(s)	0
3.52	Other (describe using the State note)	2
Note: Edgewick Farm, Cornwall Coal & Supply		
3.53	Total Collaborators (total 3.46 through 3.52)	6

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

EARLY LITERACY PROGRAMS

3.54	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.55	- Indicate types of programs offered (check all that apply)	
a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	Yes
c.	Combined audience	No
d.	N/A	No
3.56	- Number of sessions	
a.	Focus on birth - school entry (kindergarten)	50
b.	Focus on parents & caregivers	41
c.	Combined audience	13
d.	N/A	N/A
3.57	Total Sessions	104
3.58	- Attendance at sessions	
a.	Focus on birth - school entry (kindergarten)	1,128
b.	Focus on parents & caregivers	719
c.	Combined audience	520
d.	N/A	0
3.59	Total Attendance	2,367

3.60 - Collaborators (check all that apply):

- a. Childcare center(s) No
- b. Public School District(s) and/or BOCES Yes

Note: CCSD, BOCES

- c. Non-Public School(s) No
- d. Health care providers/agencies No
- e. Other (describe using the State note) Yes

Note: Edgewick Farm, Cornwall Coal & Supply

Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

- 3.61 Did the library offer adult literacy programs? No

3.62 Total group program sessions 0

3.63 Total one-on-one program sessions 0

3.64 Total group program attendance 0

3.65 Total one-on-one program attendance 0

3.66 - Collaborators (check all that apply)

- a. Literacy NY (Literacy Volunteers of America) No
- b. Public School District(s) and/or BOCES No
- c. Non-Public Schools No
- d. Other (see instructions and describe using Note) No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.67 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) N

Note: Te volunteer that we were working with moved.

3.68 Children's program sessions 0

3.69 Young adult program sessions 0

3.70 Adult program sessions 0

3.71 Total program sessions (total 3.68 + 3.69 + 3.70) 0

3.72 One-on-one program sessions 0

3.73 Children's program attendance 0

3.74 Young adult program attendance 0

3.75 Adult program attendance 0

3.76 Total program attendance (total 3.73 + 3.74 + 3.75) 0

3.77 One-on-one program attendance 0

3.78 - Collaborators (check all that apply):

a. Literacy NY (Literacy Volunteers of America) No

b. Public School District(s) and/or BOCES No

c. Non-Public School(s) No

d. Other (describe using the Note) No

Please report information on DIGITAL LITERACY for the 2022 calendar year.

DIGITAL LITERACY

3.79	Did the library offer digital literacy programs?	Y
3.80	Total group program sessions	0
3.81	Total one-on-one program sessions	198
3.82	Total group program attendance	0
3.83	Total one-on-one program attendance	198
3.84	Did your library offer teen-led activities during the 2022 calendar year?	Y

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	26,207
4.2	Adult Non-fiction Books	12,463
4.3	Total Adult Books (Total questions 4.1 & 4.2)	38,670
4.4	Children's Fiction Books	52,220
4.5	Children's Non-fiction Books	12,865
4.6	Total Children's Books (Total questions 4.4 & 4.5)	65,085
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	103,755

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	12,039
4.9	Circulation of Children's Other Materials	2,098
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	14,137
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	117,892

ELECTRONIC USE

4.12	Use of Electronic Material	32,432
4.13	Successful Retrieval of Electronic Information	3,378
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	35,810
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	150,324
4.16	Total Collection Use (Total questions 4.13 & 4.15)	153,702
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	67,183
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	Yes

Note: Adult Cardholders only

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	4,094
------	------------------------------	-------

4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
4.20	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	25,261
------	--------------------------	--------

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	21,766
------	--------------------------	--------

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	55,594
5.5	Does the library use Internet filtering software on any computer?	N
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	N

5.8	Is the library part of a consortium for E-rate benefits?	Y
5.9	If yes, in which consortium are you participating?	Ramapo Catskill Library System
5.10	Name of the person responsible for the library's Information Technology (IT) services	Charlotte A Dunaief
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(845) 534-8282
5.12	IT contact's email address	cdunaief@rcls.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	37.5
-----	--	------

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	2
Note: staff reduction due to attrition and non-replacement		
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0

6.8 Library Specialist/Paraprofessional (not certified) 6

Note: Staff reduction due to attrition and non-replacement.

6.9 Vacant Library Specialist/Paraprofessional (not certified) 0

6.10 Other Staff 6

Note: Staff reduction due to attrition and non-replacement.

6.11 Vacant Other Staff 0

6.12 **TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)** 15.00

Note: Staff reduction due to attrition and non-replacement.

6.13 **VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)** 0.00

SALARY INFORMATION

6.14 FTE - Entry Level Librarian (certified) 1

6.15 Salary - Entry Level Librarian (certified) \$46,000

6.16 FTE - Library Director (certified) 1

6.17 Salary - Library Director (certified) \$84,066

6.18 FTE - Library Manager (not certified) 0

6.19 Salary - Library Manager (not certified) \$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

- | | | |
|----|---|---|
| 1. | Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. | Y |
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y |
| 3. | Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. | Y |
| 4. | Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. | Y |
| 5. | Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. | Y |
| 6. | Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. | Y |

- | | | |
|--|---|---|
| 7. | Is open the minimum standard number of public service hours for population served. (see instructions) | Y |
| 8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate: | | |
| 8a. | space | Y |
| 8b. | lighting | Y |
| 8c. | shelving | Y |
| 8d. | seating | Y |
| 8e. | power infrastructure | Y |
| 8f. | data infrastructure | Y |
| 8g. | public restroom | Y |
| 9. | Provides programming to address community needs, as outlined in the library's long-range plan of service. | Y |
| 10. Provides | | |
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y |
| 10b. | equipment, technology, and internet connectivity to address community needs and facilitate access to information. | Y |
| 11. | Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. | Y |

- | | | |
|-----|--|---|
| 12. | Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | Y |
| 13. | Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. | Y |
| 14. | Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. | Y |

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

- | | | |
|-----|---|---|
| 8.1 | Main Library | 1 |
| 8.2 | Branches | 0 |
| 8.3 | Bookmobiles | 0 |
| 8.4 | Other Outlets | 0 |
| 8.5 | TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4) | 1 |

PUBLIC SERVICE HOURS - Report hours to two decimal places.

- | | | |
|-----|---|-------|
| 8.6 | Minimum Weekly Total Hours - Main Library | 63.00 |
| 8.7 | Minimum Weekly Total Hours - Branch Libraries | 0.00 |

8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	63.00
8.10	Annual Total Hours - Main Library	2,457.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,457.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? No

CV2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? No

Note: The building was open to the public for the entire 2022 year.

CV3 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes

Note: The building was open to the public for the entire 2022 year.

CV4 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? No

Note: The building was open to the public for the entire 2022 year.

CV5 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? No

Note: The building was open to the public for the entire 2022 year.

CV6 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? No

Note: The building was open to the public for the entire 2022 year.

CV7 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? No

CV8 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? No

Note: The building was open to the public for the entire 2022 year.

CV9 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19 0

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles.

Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

- | | | |
|-----|---|----------------------------------|
| 1. | Outlet Name | Cornwall Public Library |
| 2. | Outlet Name Status | 00 (for no change) |
| 3. | Street Address | 395 Hudson Street |
| 4. | Outlet Street Address Status | 00 (for no change) |
| 5. | City | Cornwall |
| 6. | Zip Code | 12518 |
| 7. | Phone (enter 10 digits only) | (845) 534-8282 |
| 8. | Fax Number (enter 10 digits only) | (845) 534-3827 |
| 9. | E-mail Address | cor@rcls.org |
| 10. | Outlet URL | www.cornwallpubliclibrary.org |
| 11. | County | orange |
| 12. | School District | Cornwall Central School District |
| 13. | Library System | Ramapo Catskill Library System |
| 14. | Outlet Type Code (select one): | CE |
| 15. | Public Service Hours Per Year for This Outlet | 2,457 |

16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	6
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	School District
23.	Indicate the year this outlet was initially constructed	2000
Note: Construction began on the current building in 1999, however the building wasn't finished until 2000, and opened to the public in April of 2000.		
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2022
Note: Installation of a generator was completed in 2022.		
25.	Square footage of the outlet	10,280
26.	Number of Internet Computers Used by General Public	23

27.	Number of uses (sessions) of public Internet computers per year	3,994
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	Verizon Wireless
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	83,233
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	7200441600
38.	<i>FSCSID</i>	NY0566
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0

40. *Outlet Structure Status* 00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2022. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings
held during calendar year (January 1, 2022 to December 31, 2022) 12

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of
trustees stated in the library's charter documents (incorporation)? Yes

10.3 If yes, what is the range? 5 - 15

10.4 If your library has a range, how
many voting positions are stated in the library's current by-laws? 7

10.6 Does your library's charter
documents (incorporation) state a
specified term for trustees? If no,
please explain in a Note. Yes

10.7 If yes, what is the trustee term
length, as stated in your library's
charter documents (incorporation)? 3 years

BOARD MEMBER SELECTION

10.8 Enter Board Member Selection
Code (select one): EP - board members are elected in a public election

List Officers and Board Members as of February 1, 2023. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9 First Name Stephanie

10.10 Last Name Wolf

10.11	Mailing Address	46 Ryan Court
10.12	City	New Windsor
10.13	Zip Code (5 digits only)	12553
10.14	Phone (enter 10 digits only)	(845) 913-5111
10.15	E-mail Address	CPLTrustee1@gmail.com
10.16	Term Begins - Month	July
10.17	Term Begins - Year (yyyy)	2021
10.18	Term Expires - Month	June
10.19	Term Expires - Year (yyyy)	2024
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	07/07/2021
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/13/2021
10.23	Is this a brand new trustee?	N

Please Note: last year's answers for repeating groups cannot be displayed.

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President's name; this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com.

- | | | |
|-----|---|-----------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Meghann |
| 3. | Last Name of Board Member | Chyla |
| 4. | Mailing Address | 14 Buttermilk Drive |
| 5. | City | New Windsor |
| 6. | Zip Code (5 digits only) | 12553 |
| 7. | E-mail address | CPLTrustee3@gmail.com |
| 8. | Office Held or Trustee | Vice President |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2022 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2025 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/13/2022 |

15.

The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

07/14/2022
16.

Is this a brand new trustee?

N
1.

Status

Filled
2.

First Name of Board Member

Melissa
3.

Last Name of Board Member

Greaves-Kulisek
4.

Mailing Address

P.O. Box 173
5.

City

Cornwall
6.

Zip Code (5 digits only)

12518
7.

E-mail address

CPLTrustee4@gmail.com
8.

Office Held or Trustee

Secretary
9.

Term Begins - Month

July
10.

Term Begins - Year (year)

2021
11.

Term Expires

June
12.

Term Expires - Year (yyyy)

2024
13.

Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Yes

- 14. The date the Oath of Office (mm/dd/yyyy) was taken 07/08/2021
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/13/2021

16. Is this a brand new trustee? N

- 1. Status Filled
- 2. First Name of Board Member Lynn
- 3. Last Name of Board Member Daniels
- 4. Mailing Address 12 Perry Road
- 5. City Cornwall
- 6. Zip Code (5 digits only) 12518
- 7. E-mail address CPLTrustee5a@gmail.com
- 8. Office Held or Trustee Trustee
- 9. Term Begins - Month July
- 10. Term Begins - Year (year) 2022
- 11. Term Expires June
- 12. Term Expires - Year (yyyy) 2025

- | | | |
|-----|---|------------|
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/13/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/14/2022 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|----------------------------|------------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Michelle |
| 3. | Last Name of Board Member | Query |
| 4. | Mailing Address | 6 Frost Lane |
| 5. | City | Cornwall |
| 6. | Zip Code (5 digits only) | 12518 |
| 7. | E-mail address | CPLTrustee2A@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2022 |
| 11. | Term Expires | June |

12. Term Expires - Year (yyyy) 2023

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Note: Trustee is filling the remainder of Roberta Sherman's term, which was to run from July1, 2020 to June 30, 2023.

14. The date the Oath of Office (mm/dd/yyyy) was taken 07/13/2022

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/14/2022

16. Is this a brand new trustee? Y

1. Status Filled

2. First Name of Board Member Matt

3. Last Name of Board Member Rettig

4. Mailing Address 53 Angola Rd

5. City Cornwall

6. Zip Code (5 digits only) 12518

7. E-mail address CPLTrustee6a@gmail.com

8. Office Held or Trustee Trustee

9. Term Begins - Month July

10. Term Begins - Year (year) 2020

11. Term Expires June
12. Term Expires - Year (yyyy) 2023
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 07/09/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/14/2020
16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Matt
3. Last Name of Board Member Soltis
4. Mailing Address 32 Washington Street
5. City Cornwall On Hudson
6. Zip Code (5 digits only) 12520
7. E-mail address CPLTrustee7@gmail.com
8. Office Held or Trustee Trustee
9. Term Begins - Month July

- | | | |
|-----|---|------------|
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2023 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/09/2020 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/15/2020 |
| 16. | Is this a brand new trustee? | N |

Trustee Education

Please Note: last year's answers for repeating groups cannot be displayed.

Complete one record for each person serving as a trustee as of December 31, 2022. These trustees will not be exactly the same as the trustees listed in the section above.

- | | | |
|----|---|---------------|
| 1. | Trustee Name | Meghann Chyla |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y |

- | | | |
|----|--------------|-------------|
| 1. | Trustee Name | Carol Stein |
|----|--------------|-------------|

2. Has the trustee participated in trustee education in the last calendar year (2022)?

N

1. Trustee Name Stephanie Wolf

2. Has the trustee participated in trustee education in the last calendar year (2022)?

N

1. Trustee Name Melissa Greaves-Kulisek

2. Has the trustee participated in trustee education in the last calendar year (2022)?

N

1. Trustee Name Matthew Rettig

2. Has the trustee participated in trustee education in the last calendar year (2022)?

N

1. Trustee Name Lynn Daniels

2. Has the trustee participated in trustee education in the last calendar year (2022)?

Y

1. Trustee Name Matt Soltis

2. Has the trustee participated in trustee education in the last calendar year (2022)?

Y

1. Trustee Name Michelle Query

2. Has the trustee participated in trustee education in the last calendar year (2022)?

Y

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y

Please Note: last year's answers for repeating groups cannot be displayed.

- | | | |
|------|---|----------------------------------|
| 1. | Source of Funds | School District |
| 2. | Name of funding County, Municipality or School District | Cornwall Central School District |
| 3. | Amount | \$1,286,771 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | Y |
| 5. | Written Contractual Agreement | Y |
| 11.2 | TOTAL LOCAL PUBLIC FUNDS | \$1,286,771 |

SYSTEM CASH GRANTS TO MEMBER LIBRARY

- | | | |
|------|--|---------|
| 11.3 | Local Library Services Aid (LLSA) | \$4,810 |
| 11.4 | Record all Central Library Services Aid monies received from system headquarters | \$0 |
| 11.5 | Additional State Aid received from the System | \$0 |

11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$4,810

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$55,084
------	---	----------

Note: \$50,000 is reimbursement for SAM project #6448.

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

OTHER RECEIPTS

11.14	Gifts and Endowments	\$6,350
11.15	Fund Raising	\$0
11.16	Income from Investments	\$855
11.17	Library Charges	\$11,959
11.18	Other	\$0

11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$19,164
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,365,829
11.21	BUDGET LOANS	\$0

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$597,627
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$1,963,456

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$184,088
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12.2	Other Staff	\$438,363
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$622,451
12.4	Employee Benefits Expenditures	\$193,743
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$816,194

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$61,319
12.7	Electronic Materials Expenditures	\$18,824
12.8	Other Materials Expenditures	\$11,857
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$92,000

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$0
12.14	From Other Funds (72OF)	\$10,025
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$10,025
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$71,219

12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$81,244
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MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$23,704
12.19	Telecommunications	\$4,906
12.20	Postage and Freight	\$3,120
12.21	Professional & Consultant Fees	\$32,413
12.22	Equipment	\$7,665
12.23	Other Miscellaneous	\$6,693
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$78,501

Contracts/Debt Service/Transfers/Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$55,144
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$0
12.27	From Other Funds (73OF)	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$0

Other Loans

12.29	Budget Loans (Principal and Interest)	\$0
12.30	Short-Term Loans	\$0

12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$1,123,083

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$500,000
12.34	From Other Funds (76OF)	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$500,000
12.36	Transfer to Other Funds	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$500,000
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$1,623,083
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	\$340,373
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$1,963,456

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/08/2023
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FISCAL AUDIT

- 12.42 Last audit performed (mm/dd/yyyy) 10/24/2022
- 12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 07/01/2021-06/30/2022
- 12.44 Indicate type of audit (select one): Private Accounting Firm

CAPITAL FUND

- 12.45 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. Y

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

- 13.1 Revenues from Local Government Sources \$0
- 13.2 All Other Revenues from Local Sources \$79
- 13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$79

STATE AID FOR CAPITAL PROJECTS

- 13.4 State Aid Received for Construction \$0
- 13.5 Other State Aid \$0
- 13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

FEDERAL AID FOR CAPITAL PROJECTS

- 13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

- 13.8 **Transfer from Operating Fund** (Same as Question 12.35) \$500,000

13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$500,079
13.10	NON-REVENUE RECEIPTS	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$500,079
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$199,533
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$699,612

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	\$59,208
14.2	Incidental Construction	\$0
Other Disbursements		
14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$59,208

14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$59,208
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2022	\$640,404
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$699,612

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	2.81
16.2	Total Librarians	8.44
16.3	All Other Paid Staff	5.63
16.4	Total Paid Employees	14.07
16.5	State Government Revenue	\$59,894
Note: Received more State Aid for Construction.		
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$19,164
16.8	Total Operating Revenue	\$1,365,829

16.9	Other Operating Expenditures	\$214,889
16.10	Total Operating Expenditures	\$1,123,083
16.11	Total Capital Expenditures	\$59,208
16.12	Print Materials	61,980
16.12a	Total Physical Items in Collection	74,795
16.13	Total Registered Borrowers	7,707
16.14	Other Capital Revenue and Receipts	\$500,079
16.15	Number of Internet Computers Used by General Public	23
16.16	Total Uses (sessions) of Public Internet Computers Per Year	3,994
16.17	Wireless Sessions	83,233
16.18	Total Capital Revenue	\$500,079

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	7200441600
17.2	Interlibrary Relationship Code	ME
17.3	Legal Basis Code	LD
17.4	Administrative Structure Code	SO
17.5	FSCS Public Library Definition	Y
17.6	Geographic Code	SU1
17.7	FSCS ID	NY0566

17.8 SED CODE 440301700003

17.9 INSTITUTION ID 800000040455

SUGGESTED IMPROVEMENTS

Library Name: CORNWALL PUBLIC LIBRARY

Library System: Ramapo Catskill Library System

Name of Person Completing Form: Charlotte A Dunaief

Phone Number: (845) 534-8282

I am satisfied that this resource (Collect) is meeting library needs: Agree

Applying this resource (Collect) will help improve library services to the public: Agree

Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

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 MARCH meeting
Updated handbook 2023.docx (Lynn-Personnel, Meghann-Policy: start to look over in Jan 2023)		

Respectfully submitted, Meghann Chyla

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 Dempsy.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)	

Strategic Planning Report

The Strategic Planning Committee met Monday, March 6, 2023, revisiting the CPL Values and Mission statement and further revising initial draft goals for the 2023-2025 Strategic Plan. Although the Committee did not have time to discuss every goal and action step collectively, members had reviewed the draft and provided draft goals prior to meeting. What is being made available to CPL Trustees at the Board meeting on March 8, 2023, is a [rough draft of the Strategic Plan](#) for Trustee review and comment. The Strategic Planning Committee will continue to write and revise goals in response to our identified priorities, and will begin drafting additional document features to expand on the data collection process, the unique Cornwall community, and the methods of goal assessment.