

Cornwall Public Library
May 10, 2023, 7:00 PM
Regular Meeting Agenda

I. Roll

II. Approval of Agenda

III. Approval of the Minutes –April 12, 2023

IV. Financial Review

a. Approval of Warrant # 10

V. Public Remarks

VI. Communications/Donations

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

VIII. Committee Reports

1. Finance Committee

2. Policy Committee

3. Building, Garden, Grounds & Sustainability Committee

4. Friends

5. Personnel Committee

6. Strategic Planning Committee-Introduction of New Strategic Plan

IX. Unfinished Business

X. New Business

a. Executive Session-Employee Grievance

b. Staff work (and pay) during the closure to the public

XI. Adjournment

Next Regular Board Meeting Weds. June 14, 2023, 7 PM

Cornwall Public Library Board of Trustees Meeting
April 12, 2023, 7:00 pm
Minutes

Meeting was called to order by Meghann Chyla at 7:01 p.m.

I. Roll:

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

Trustees Excused: Stephanie Wolf (President)

Public: Library staff members Meaghan Doyle, Cathy Squillini (Minutes), Danielle, member of the community.

II. Approval of Agenda: A motion to approve the agenda was made by Melissa Greaves, seconded by Matt Rettig.

III. Approval of the Minutes: Discussion: Amendment(s) as follows for March 8, 2023 Minutes: Sylvia Helper \$50.00 donation toward HVAC project; Barbara Miller donation of \$25.00 general donation to the Library.

A motion to approve minutes of the Regular Board Meeting of March 8, 2023, as amended, was made by Matt Rettig, seconded by Michelle Query, and unanimously approved.

A motion to approve minutes of the Special Board Meeting of March 22, 2023 was made by Melissa Greaves-Kulisek, seconded by Lynn Daniels, and unanimously approved.

IV. Financial Review: Discussion of Warrant #9: Payment made to Ashcraft Lock and Door for front door lock repair in the amount of \$177.50. Payment made to Cornwall CSD for Tax Certiorari in the amount of \$5,351.69. Payment made to Nicholas Smith in the amount of \$250.00 for reconfiguration of back office desks. Payment made to Phoenix Graphics in the amount of \$600.00 for printing of ballot for Library Budget Vote. Payment made to RPC Electric in the amount of \$3,000.00 for reconfiguration of back office space - electric pole and egress.

A motion to approve Warrant #9 in the amount of \$96,208.56 was made by Lynn Daniels, seconded by Matt Rettig, and unanimously approved.

V. Public Remarks: None

VI. Communications and Donations: A check in the amount of \$63.00 was received from Hannaford for the Community Bag Program. The Director received a note from Ms. Barbara Gosda thanking CPL for its support of the Community via programs and especially to the Director for the Newsletter that provides timely and valuable information.

VII. Director's Report: *See Google Docs for full report.* The Director highlighted the following items from the full report: Budget Vote preparation has been ongoing this past month. Summer program planning is in full swing. The managers are working on what programs can be offered during the Library closure while HVAC work is performed. CPL received an additional \$25,440.00 toward the HVAC project. Cornwall Supervisor Wojehowski has offered use of the back room of Munger Cottage during the period when the Library will be closed to the public.

VIII. Committee Reports:

Finance Committee: None

Policy Committee: *See Google Docs.*

Building, Garden, Grounds, and Sustainability Committee: The Committee reported that there will be no need for a Tax Anticipation Note (TAN). At this time, the goal for the HVAC project is that the completion date will be September 25. One Construction management company was interviewed and it was felt that the cost was high for that company. If CPL receives approval, an RFP will go out seeking candidates for this position.

Friends: Friends now have both a Twitter and Instagram account. The next meeting of Friends will be Monday, April 17 at 3 p.m.

Personnel Committee: None

Strategic Planning Committee: A review of the rough draft of the Strategic Plan for 2023-25 included the following points: Question: Will the Plan run on a fiscal or calendar year? Clarification of the three goals of the Plan were discussed. The current storage situation was discussed and the Board concluded that rather than be off site, a storage area could be considered.

IX. Unfinished Business: A motion to go into Executive Session was made by Matt Soltis, seconded by Michelle Query, and unanimously approved. The Board entered Executive Session at 7:48 p.m. and returned from Executive Session at 8:06 p.m.

X. New Business: A reminder from Meghann Chyla that trustees are required to take two hours of Trustee training. Certificates will be received once the training is completed. Also the NYS Sexual Harassment training is required of all Board members **each year**, and does not count towards the two hours of Trustee training required. There is a new Google sheet to add your training hours to.

XI. Adjournment: A motion to adjourn the regular Board meeting was made by Michelle Query, seconded by Matt Rettig, and unanimously approved. The meeting adjourned at 8:12 p.m.

The next Regular Board Meeting will be held on Wednesday, May 10, 2023 at 7:00 p.m.

The Budget Vote will be held at the Library on Tuesday, April 18, 2023

Cornwall Public Library

Warrant #10

April 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Aflac				
	Beginning Balance			
04/12/2023	Bill Payment (Check)	Aflac	1001 General (7848) - 1	-93.70
Total for Aflac				\$ -93.70
Belsito Communications, Inc				
	Beginning Balance			
04/30/2023	Bill Payment (Check)	Belsito Communications, Inc	1001 General (7848) - 1	-24.75
Total for Belsito Communications, Inc				\$ -24.75
Benninger Landscaping LTD				
	Beginning Balance			
04/12/2023	Bill Payment (Check)	Benninger Landscaping LTD	1001 General (7848) - 1	-900.00
Total for Benninger Landscaping LTD				\$ -900.00
Blackstone Publishing				
	Beginning Balance			
04/30/2023	Bill Payment (Check)	Blackstone Publishing	1001 General (7848) - 1	-342.15
Total for Blackstone Publishing				\$ -342.15
Brodart Co- JUV				
	Beginning Balance			
04/30/2023	Bill Payment (Check)	Brodart Co- JUV	1001 General (7848) - 1	-1,348.16
Total for Brodart Co- JUV				\$ -1,348.16
Brodart Co.- McN				
	Beginning Balance			
04/30/2023	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			
04/30/2023	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-2,767.50
Total for Central Hudson Gas & Electric Corp				\$ -2,767.50
Charlotte Dunaief				
	Beginning Balance			
04/30/2023	Bill Payment (Check)	Charlotte Dunaief	1001 General (7848) - 1	-65.65
Total for Charlotte Dunaief				\$ -65.65
Commissioner of Finance				
	Beginning Balance			
04/30/2023	Bill Payment (Check)	Commissioner of Finance	1001 General (7848) - 1	-400.00
Total for Commissioner of Finance				\$ -400.00
Cornwall Public Library Payroll				
	Beginning Balance			
04/04/2023	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-27,238.24
04/18/2023	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-25,715.07
Total for Cornwall Public Library Payroll				\$ -52,953.31
Culligan of Newburgh				
	Beginning Balance			
04/30/2023	Bill Payment (Check)	Culligan of Newburgh	1001 General (7848) - 1	-102.50
Total for Culligan of Newburgh				\$ -102.50
Demco, Inc.				
	Beginning Balance			
04/30/2023	Bill Payment (Check)	Demco, Inc.	1001 General (7848) - 1	-114.80
Total for Demco, Inc.				\$ -114.80

Cornwall Public Library

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DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Discover Magazine				
Beginning Balance				
Total for Discover Magazine				
Door Control, Inc.				
04/30/2023	Bill Payment (Check)	Door Control, Inc.	1001 General (7848) - 1	-270.00
Total for Door Control, Inc.				
Elan Financial Services				
Beginning Balance				
04/30/2023	Bill Payment (Check)	Elan Financial Services	1001 General (7848) - 1	-2,786.07
Total for Elan Financial Services				
Elizabeth Fisher				
Beginning Balance				
04/30/2023	Bill Payment (Check)	Elizabeth Fisher	1001 General (7848) - 1	-62.54
Total for Elizabeth Fisher				
hoopla				
Beginning Balance				
04/30/2023	Bill Payment (Check)	hoopla	1001 General (7848) - 1	-574.29
Total for hoopla				
Ingram Library Services				
Beginning Balance				
04/30/2023	Bill Payment (Check)	Ingram Library Services	1001 General (7848) - 1	-852.33
Total for Ingram Library Services				
J&G Law, LLP				
Beginning Balance				
04/30/2023	Bill Payment (Check)	J&G Law, LLP	1001 General (7848) - 1	-502.58
Total for J&G Law, LLP				
Lisa Sinclair				
Beginning Balance				
04/30/2023	Bill Payment (Check)	Lisa Sinclair	1001 General (7848) - 1	-22.92
Total for Lisa Sinclair				
Lock Around the Clock				
Beginning Balance				
04/12/2023	Bill Payment (Check)	Lock Around the Clock	1001 General (7848) - 1	-70.00
Total for Lock Around the Clock				
Marangi Disposal				
Beginning Balance				
04/19/2023	Bill Payment (Check)	Marangi Disposal	1001 General (7848) - 1	-166.40
Total for Marangi Disposal				
Midwest Tape LLC				
Beginning Balance				
04/30/2023	Bill Payment (Check)	Midwest Tape LLC	1001 General (7848) - 1	-79.98
Total for Midwest Tape LLC				
NET 2 PHONE				
Beginning Balance				
04/19/2023	Bill Payment (Check)	NET 2 PHONE	1001 General (7848) - 1	-251.70
Total for NET 2 PHONE				
News of the Highlands Inc				
Beginning Balance				

Cornwall Public Library

Warrant #10

April 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
04/30/2023	Bill Payment (Check)	News of the Highlands Inc	1001 General (7848) - 1	-96.00
Total for News of the Highlands Inc				\$ -96.00
NYS Health Insurance Pending Acct				
Beginning Balance				
04/12/2023	Bill Payment (Check)	NYS Health Insurance Pending Acct	1001 General (7848) - 1	-5,465.26
Total for NYS Health Insurance Pending Acct				\$ -5,465.26
Orange Library Association				
04/30/2023	Bill Payment (Check)	Orange Library Association	1001 General (7848) - 1	-100.00
Total for Orange Library Association				\$ -100.00
Overdrive Inc				
Beginning Balance				
04/30/2023	Bill Payment (Check)	Overdrive Inc	1001 General (7848) - 1	-1,065.71
04/30/2023	Bill Payment (Check)	Overdrive Inc	1001 General (7848) - 1	-227.82
Total for Overdrive Inc				\$ -1,293.53
Pam Stockton				
Beginning Balance				
04/30/2023	Bill Payment (Check)	Pam Stockton	1001 General (7848) - 1	-43.88
Total for Pam Stockton				\$ -43.88
Petty Cash Replenishment				
04/30/2023	Bill Payment (Check)	Petty Cash Replenishment	1001 General (7848) - 1	-153.11
Total for Petty Cash Replenishment				\$ -153.11
Playaway Products				
Beginning Balance				
04/30/2023	Bill Payment (Check)	Playaway Products	1001 General (7848) - 1	-1,383.43
Total for Playaway Products				\$ -1,383.43
RCLS				
Beginning Balance				
04/30/2023	Bill Payment (Check)	RCLS	1001 General (7848) - 1	-11,508.75
Total for RCLS				\$ -11,508.75
Shop Rite Supermarkets Inc				
Beginning Balance				
04/30/2023	Bill Payment (Check)	Shop Rite Supermarkets Inc	1001 General (7848) - 1	-11.38
Total for Shop Rite Supermarkets Inc				\$ -11.38
Staples				
Beginning Balance				
04/30/2023	Bill Payment (Check)	Staples	1001 General (7848) - 1	-645.64
Total for Staples				\$ -645.64
Toshiba				
Beginning Balance				
04/30/2023	Bill Payment (Check)	Toshiba	1001 General (7848) - 1	-514.67
Total for Toshiba				\$ -514.67
Verizon				
Beginning Balance				
04/19/2023	Bill Payment (Check)	Verizon	1001 General (7848) - 1	-119.00
Total for Verizon				\$ -119.00
Verizon- Wireless				
Beginning Balance				
04/12/2023	Bill Payment (Check)	Verizon- Wireless	1001 General (7848) - 1	-15.08

Cornwall Public Library

Warrant #10

April 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Total for Verizon- Wireless				\$ -15.08
Village of Cornwall on Hudson				
Beginning Balance				
04/19/2023	Bill Payment (Check)	Village of Cornwall on Hudson	1001 General (7848) - 1	-112.00
Total for Village of Cornwall on Hudson				\$ -112.00
TOTAL				\$ -86,823.81

April 2023 Director's Report

Personnel

- BG will be away from May 15-June 7

Budget/Financial

- Ran Public Budget Forum 4/11/23
- Vote completed
- Budget for 23/34 will be given to Bookkeeper

Programming

- 4/15 & 4/19 AARP Defensive Driving class given, with two more in the works
- 4/23-Lorraine Weinberg Memorial Opera Program (15 in attendance) Some asked if we can continue to run Operas-Thanks to PS for hosting this year.
- 4/30-Timothy Mumford Poetry Competition Awards Ceremony-I hosted this year

Building and Grounds

- HVAC Contracts expected by month's end
- RFP for Construction Management posted to Construction Blue Book with May 12 as the due date for proposals.

Monthly Statistics April 2023 (previous month in parentheses):

Registered borrowers: 7,438 (7,255); Direct Access/Circulation: 10,103(11,707);
ILL Borrows: 1,897 (2,359); ILL Loans: 1,748 (2,021); Item Count: 75,062(74,962);
Wi-Fi: 8,200 (9,410);
Libby (Overdrive) checkouts: 3,348(3,416); Overdrive unique users: 666 (668).

Meetings Attended: E. Fisher & L Sin Clair re: Programming during "closure" 4/10; Department Heads Meeting 4/12; Policy Committee 4/25; Strategic Planning Committee meeting 4/24; Director's Assoc. Meeting 4/12; Board Meeting 4/12; Meeting with Brenda and Village Mayor 4/14; Meeting with RCLS staff including Grace Riario about Move to Munger 4/19; Staff meeting 4/20 included Kurt Hahn giving a Fire Safety training; ILS Search Committee 4/25; Tutor.com training 4/26; ANSER meeting 4/20; Meeting with RCLS IT & Delivery to discuss the move to Munger Cottage 4/27; Met (Brenda & I) with NYS Assemblyman Chris Eachus at his new Smith Clove Rd Office 4/27; Walked the route for the (hopeful) Story Walk with Liz & Lisa 4/28.

Webinars attended: Social Media for Non-profits 4/4; Formal Workplace Complaints 4/14; Core, Strategy & Cultural Elements for Library Impact 4/17; Library Marketing Plan 101 4/19;

Program: I had the honor of being the host of the Timothy Mumford Memorial Poetry Competition Awards Ceremony on Sunday, April 30, 2023. Over 45 people (youth and adults) were in attendance. It's always a pleasure to hear poetry read aloud, especially in the voice of the person who wrote it. The Mumford family was also in attendance and Tim's brother Lucas read Tim's 1999 winning poem from the Orange County Poetry Contest. All had a lovely time, and the young poets all received a journal, a pen and a certificate, while the "best" poets were also awarded a Barnes & Noble gift card.

CIRCULATION Bi-Monthly Report

There were 36 carts that were audited and sorted this month. I have been having twice monthly meetings with all of my staff, to share the Manager's meeting minutes. The circulation staff has been very grateful to be included.

Sincerely,

Ellen Winchell
Service Desk Manager 5/2/23

Adult Programming & Outreach Projects: April 2023

Date	Title	Attendance
4/4/23	Midday Matinee: The Fabelmans	23
4/10/23	Monday Night Movie: Harold and Maude	7
4/13/23	The Guerilla Girls: The Art of Behaving Badly	47
4/15/23	6-Hour Defensive Driving Workshop	39
4/18/23	Teen Tech Tutoring	1
4/19/23	6-Hour Defensive Driving Workshop	39
4/20/23	Great Decisions	3
4/23/23	Lorraine Weinberg Memorial Opera	15
4/27/23	Art Exhibit Opening: The Hudson and Beyond Judy Reynolds	11
4/30/23	Annual Timothy Mumford Memorial Poetry Competition Awards	45
	Total:	230

Creative Writers Workshop (Mondays 11:00-1:30 pm): 4/3-7, 4/10-8, 4/17-0, 4/24-8 Total: 23

Book Talks:

4/5/23	Members' Choice: Under a White Sky by Elizabeth Kolbert	5
4/10/23	Teen Book Group: My Lady Jane by Hand, Ashton and Meadows	4
4/19/23	Out & About: Everyone in My Family Has Killed Someone by B. Stevenson	13
4/20/23	Mystery Book Group: The Fiancée by Katie White	9
4/27/23	Book Chat & Chocolate: The Most Fun We Ever Had by Claire Lombardo	7
	Total:	38

Community Room Use Only:

AARP Tax-Aide (April Reporting) 4/5, 4/12, 4/19	29
29 taxpayers; 27 returns filed; federal refunds \$19,785; NYS refunds \$7651.00	
4/11/23 CPL Budget Informational Meeting	4
Total:	33

Highlights & Tidbits:

The heavy rains and chilly days in April have not dampened the spirits of our program's loving audiences. The Cornwall Public Library aims to please and please it does! In between the Easter

Bunny and Passover Matzoh, we presented The Guerilla Girls: The Art of Behaving Badly which entertained & enlightened 47 attendees. The presenter, Janet Mandel, is a crowd-pleaser.

But this month's big draw was the doubleheader (4/15 & 4/19) for the 6-Hour Defensive Driving Workshop, which had 68 attendees very grateful to have an in-person class that would save them 10% on their car insurance. The attendees were multigenerational, had a great sense of humor, and gave accolades to the library and instructor. We are already scheduled July 27th for the next 6-Hour Defensive Driving Workshop to try to accommodate the 50+ waitlisted hopefuls. As a perk, we collected \$106.25 in donations for the Friends of Cornwall Library. The day went smoothly and everyone on the staff who contributed to the program set-up were outstanding. And on a personal note, Charlotte, thank you for leading by example and coming in extra early to make certain that everything was set up to perfection.

Brenda

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

<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>TEENS:</u>	<u>ATTENDANCE TOTAL</u>
Chess Time	4/1	8	5		13
Dog Tales	4/3, 4/17	27	1		28
Family Story Time	4/4, 4/11, 4/18	46	43		89
PJ Story Time	4/5, 4/19	16	15		31
Teen Book Group	4/10			4	4
Art Afternoon	4/11	10	1		11
ChatterBooks	4/12	13		1	14
Book Break	4/20	3			3
T.U.T.	4/21			10	10
Readzza					
Readzza	4/27			6	6
Saturday Story Time	4/29	7	10		17
					<u>213</u>

<u>MEETINGS & OUTREACH:</u>	<u>DATE:</u>	<u>ATTENDEE:</u>
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Battle of the Books Mtg	4/3	Liz
Mtg w/ Charlotte Re: Programming during closure	4/10	Liz & Lisa

SRP & Fall Children's Mtg	4/10	Liz, Lisa & Rebecca
Manager's Mtg	4/12	Lisa
Sign Language Webinar Part 1	4/14	Lisa
Staff Mtg/Fire Safety Training	4/20	Lisa & Rebecca
Sign Language Webinar Part 2	4/21	Lisa
Mtg w/ Pat Re: PTO/Vacation Time & Summer Clerks	4/26	Lisa
Tutor.com Webinar	4/26	Lisa
SRP Update Mtg	4/27	Liz, Lisa & Rebecca

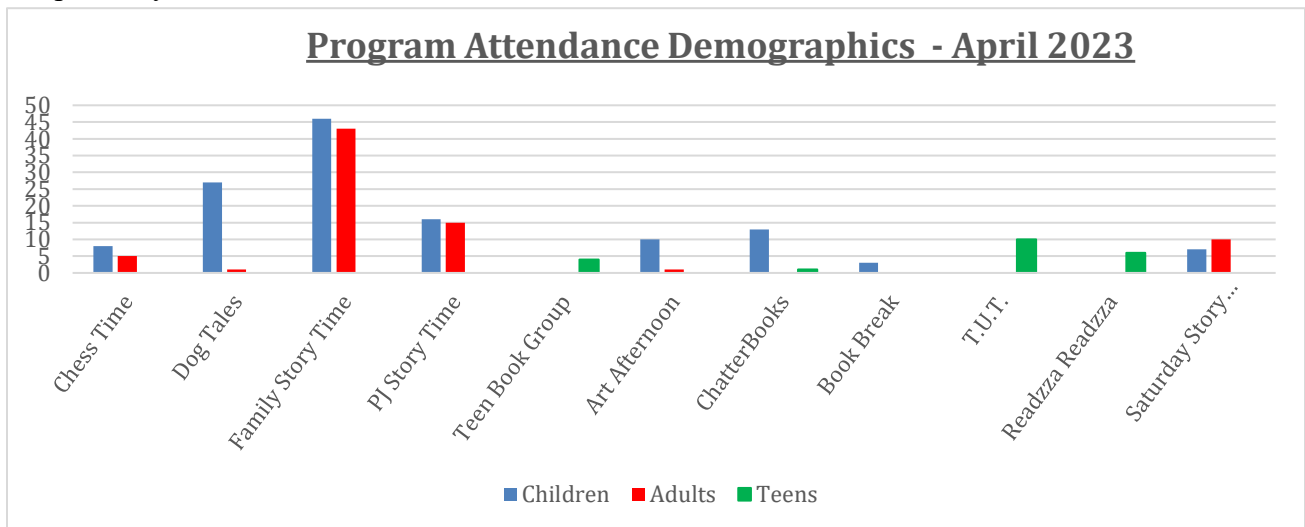
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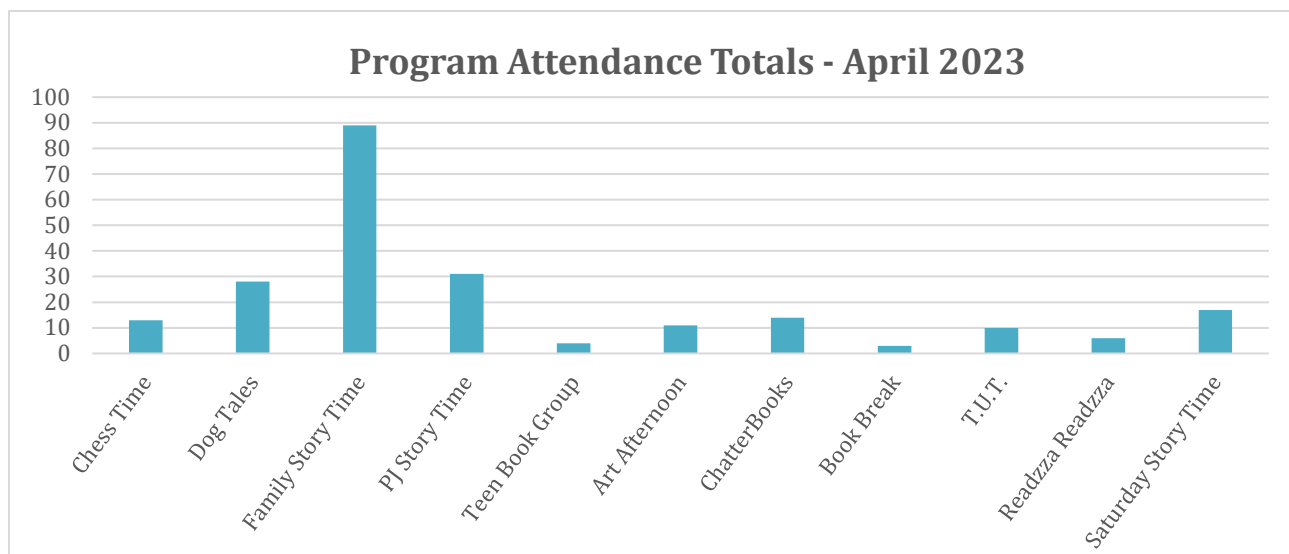
Reference	225
Circulation	90
Tech	24
Telephone	42
Programs	66

Reflections:

While prepping for Saturday’s Dig in the Dirt Day, I realized how similar our work in Youth Services is to tending a garden. The most obvious term “weeding” is used to cultivate our collection of materials and make way for new acquisitions. A library can also nourish curiosity, like seeds, to bring out what is already intact and ready to grow. Given enough support, ideas of young minds may find their purpose and bear fruit in this wide world we all inhabit.

Respectfully submitted, ekf 5/4/23





Adult Services Report April 1-30, 2023

Closed ½ day (4/7) and all day (4/9) for holidays
(Submitted by Meaghan Doyle, 5/6/23)

REFERENCE: previous month in parentheses): Ref Questions: 259 (273); Tech Assists: 90 (103); 1-on-1 Tech Help: 12 (18); Circ/Curbide Assists: 105 (140); Directional: 24 (20); Reader’s Advisory: 2 (6); ILL/SEAL: 16 (9); Pull List: 1371 (1559); Printing: 114 (114); Phone: 67 (96); Virtual Ref: 19 (21); Notary Service: 88 (87)

Database Stats (previous month in parentheses): NoveList Plus Searches: 26 (22); NoveList PlusK-8: 0 (0); EBSCO Other: 0 (16); Gale Virtual Ref. Library: 1 (1); Ancestry: 102 (163)

NYTimes Digital Subscription Stats (previous month in parentheses): In-House Library usage sessions 68 (63); page views 147 (123); articles read 95 (74) Offsite Code redemptions 88 (89); usage sessions 539 (432); page views 2,307 (1,752); articles read 428 (369)

PC Usage: Adults: 389 (454) Childrens: 5 (8) Laptop:3 (7) PC Reservations: 0 (5) Guest Passes: 71 (76)

HOOPLA (previous month in parentheses): New signups: 3 (4); Borrowers: 89 (88); Avg. No. Circs: 3.0 (2.6); Maxed Users: 29 (21) Items borrowed: 266 (227) New Sign Ups: 0 (0) ; Unique Patrons: 1 (3); Deliveries: 1 (7); Items Delivered: 1 (13)

February Meetings/Webinars: 4/4 RCLS IT Innovation Committee; 4/11 Orange Library Association Meeting with Orange County Dept. of Health and Orange County District Attorney’s Office re: Mental Health Initiatives; 4/12 Department Heads Meeting; 4/12 Southeastern New York Library Resources Council: Regional Inter-Library Loan Committee; 4/12 Library Board of Trustees Meeting; 4/20 Staff Meeting; 4/27 Meeting with CPL Board Exec. Comm.

Cornwall Public Library
Full Budget vs. Actuals (as of April 30, 2023 - 83% of FY)
 July 2022 - June 2023

	Actual	Budget	over Budget	% of Budget	Projected EOY
Revenue					
4002 Local Public Funds	1,386,879.74	1,386,880.00	-0.26	100.00%	1,386,879.74
4082 Income	11,154.43	4,000.00	7,154.43	278.86%	13,385.32
4401 Interest Income	1,001.67	500.00	501.67	200.33%	1,202.00
4706 Friends of the Cornwall Public Library	5,509.19	13,500.00	-7,990.81	40.81%	5,509.19
4840 RCLS- LLSA	5,154.00	4,810.00	344.00	107.15%	5,154.00
Total Revenue	\$ 1,409,699.03	\$ 1,409,690.00	\$ 9.03	100.00%	\$ 1,412,130.25
Gross Profit	\$ 1,409,699.03	\$ 1,409,690.00	\$ 9.03	100.00%	
Expenditures					
6010 Retirement	46,590.00	58,125.00	-11,535.00	80.15%	55,908.00
6030.8 FICA/Medicare Expense	46,905.26	69,772.00	-22,866.74	67.23%	56,286.31
6060 Worker's Compensation	6,084.00	6,500.00	-416.00	93.60%	6,084.00
6090 Health Insurance	47,517.67	107,705.00	-60,187.33	44.12%	57,021.20
6141 Professional Library	122,275.33	207,173.00	-84,897.67	59.02%	146,730.40
6142 Clerical Salary	304,584.30	504,518.00	-199,933.70	60.37%	365,501.16
6143 Treasurer Salary	4,831.32	6,180.00	-1,348.68	78.18%	5,797.58
6144 Custodial Salary	12,155.25	34,081.00	-21,925.75	35.67%	14,586.30
7410 Books	40,069.15	57,362.44	-17,293.29	69.85%	48,082.98
7410.9 McNaughton	6,718.25	7,329.00	-610.75	91.67%	8,061.90
7411 Movie License	217.90	700.00	-482.10	31.13%	217.90
7412 Video/Music/Books on Tape	20,196.22	39,790.00	-19,593.78	50.76%	24,235.46
7413 Serials/Reference	15,018.51	18,037.56	-3,019.05	83.26%	18,022.21
7430 Supplies					-
7430.1 Library Supplies	3,152.48	5,300.00	-2,147.52	59.48%	
7430.11 Book Processing	1,202.30	2,200.00	-997.70	54.65%	
7430.2 Office Supplies	5,176.18	10,000.00	-4,823.82	51.76%	
7430.30 Program Supplies- Adult	2,284.05	3,000.00	-715.95	76.14%	
7430.31 Program Supplies- YA	114.83	737.00	-622.17	15.58%	
7430.32 Program Supplies -JUV	2,108.74	1,763.00	345.74	119.61%	
7430.33 Summer Reading	497.99	12,500.00	-12,002.01	3.98%	
7430.34 Program Supplies- Outreach	134.94	2,500.00	-2,365.06	5.40%	
Total 7430 Supplies	\$ 14,671.51	\$ 38,000.00	-\$ 23,328.49	38.61%	17,605.81
7431 Telephone	864.21	4,900.00	-4,035.79	17.64%	1,037.05
7432 Square Processing Fees	75.44		75.44		90.53
7433 Postage and Shipping	1,386.43	5,000.00	-3,613.57	27.73%	1,663.72
7434 Printing	3,176.94	10,000.00	-6,823.06	31.77%	3,812.33
7435 7435- Travel/Conference	1,958.48	4,498.00	-2,539.52	43.54%	2,350.18
7437 Professional Fees					-
7437.1 Prof Fees- Office	17,674.23	25,050.00	-7,375.77	70.56%	
7437.2 Prof Fees- Adult Programs	1,660.00	6,000.00	-4,340.00	27.67%	
7437.3 Professional Fees- YA		2,000.00	-2,000.00	0.00%	
7437.4 Professional Fees- Juv	600.00	4,000.00	-3,400.00	15.00%	
7437.5 Professional Fees- SRP	675.00	3,000.00	-2,325.00	22.50%	
7437.6 Professional Fees- Outreach	1,444.84	2,000.00	-555.16	72.24%	
Total 7437 Professional Fees	\$ 22,054.07	\$ 42,050.00	-\$ 19,995.93	52.45%	26,464.88
7438 Dues	1,489.99	1,500.00	-10.01	99.33%	1,787.99
7439 Equipment Repair	10.99		10.99		13.19
7450 Utilities/Fuel	30,609.67	32,000.00	-1,390.33	95.66%	36,731.60
7451 Custodial Supplies	1,166.55	3,000.00	-1,833.45	38.89%	1,399.86

7452 Repairs to Building	16,806.18	21,485.00	-4,678.82	78.22%	20,167.42
7454 Building Insurance	13,514.31	13,515.00	-0.69	99.99%	13,514.31
7455 RCLS	59,043.08	73,182.00	-14,138.92	80.68%	70,851.70
7469 Service Contracts	19,836.38	43,287.00	-23,450.62	45.83%	23,803.66
7800 Capital Expenditure	29,950.00		29,950.00		
Total Expenditures	\$ 889,777.39	\$ 1,409,690.00	-\$ 519,912.61	63.12%	\$ 1,104,358.39
Net Operating Revenue	\$ 519,921.64	\$ 0.00	\$ 519,921.64		\$ 307,771.86
Net Revenue	\$ 519,921.64	\$ 0.00	\$ 519,921.64		

Monday, May 08, 2023 12:43:02 PM GMT-7 - Cash Basis

= calculated based on
 constant rate of spending
= Project EOY surplus

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

Policies Currently in Review by Committee members/Work in Progress	For Board REVIEW/ Discussions with full Board	For Board VOTE MAY meeting
	SexualHarassmentModelPolicy_NY S_2023.docx SH Complaint form 2023.docx Updated handbook 2023.docx	

This month the Policy committee (alongside the Personnel committee) completed reviewing the Handbook. Please take a look at this over the next month. We can take any questions in June. After the Board's viewing, we will bring this to the lawyer. It was also time for Charlotte to update the Sexual Harassment policy.

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)	ProcurementPolicy.docx (Nov 20 folder)
REQUEST FOR BUDGET TRANSFERformdraft.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	Computer Use & Internet and Wireless Usage Policy10_21_21.docx (Feb 22)

policy (Created: Dec 21)	
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, April 24, and Monday, May 1, 2023, to further develop the plan and goals in preparation for final Board review before an anticipated June Board vote. The Committee filled in the Responsibility, Resources, and Evaluation aspects of each Action Step for the Plan Goals. CPL Board feedback to date was integrated into revisions. The [draft of the Strategic Plan](#) is linked here for Trustee review and comment. We will go over this at our May Board meeting.