

**Cornwall Public Library
Board of Trustees**

July 12, 2023

Annual 6:30 PM Organizational Meeting Agenda

- I.** Roll
- II.** Disposition of the minutes
- III.** Oaths of Office
- IV.** Conflict of Interest
- V.** Nomination* and appointment of Officers
**Persons were either nominated or volunteered for this position*
Slate:
 - a. President:
 - b. Vice President:
 - c. Secretary:
 - d. Treasurer:
- VI.** Committee appointments and appointments of Chairs of Committees
 - a. Buildings, Grounds & Sustainability Chair:
 - b. Finance Chair:
 - c. Personnel Chair:
 - d. Policy Chair:
- VII.** Bank of Deposit – Orange Bank & Trust Company
- VIII.** Accounts:
 - a. Trust & Agency (7822)-Checking
 - b. Payroll (7835)-Checking
 - c. General Fund (7848)-Checking
 - d. Investor’s Choice (7806)- Checking
 - e. Capital Fund (7819)-Checking
 - f. Memorial Fund (0416)- Savings
- IX.** Appointments
 - a. Media: Cornwall Local, Times Herald-Record, Orange County Post
 - b. Attorney- Jacobowitz & Gubits, LLP
 - c. Auditor- Nugent & Haeussler
- X.** Confirmation of Petty Cash Account:
 - a. General Petty Cash \$165.00
- XI.** Authorizations of Payments:
 - a. Prior to warrant: Utility Bills, Health Insurance, Telephone and FIOS Bills, Landscaper, contractual payments
 - b. Finance Committee to approve the warrant
- XII.** Meetings:
 - a. On the second Weds of the month- See Board Meeting Schedule FY 2023-2024
- XIII.** Adjournment

Cornwall Public Library
Board of Trustees
July 13, 2022
Annual 7 PM Organizational Meeting Minutes

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

I. Roll:

Trustees Present: Stephanie Wolf, Meghann Chyla, Melissa Greaves-Kulisek, Lynn Daniels, Matt Rettig, Michelle Query, and Matt Soltis.

Charlotte Dunaief, Director.

Trustees Excused: None.

Also Present: Library staff member Catherine Incledon (Minutes) and Samantha Bartul (Minutes).

II. Disposition of the Minutes: A motion for the disposition of the minutes from the organizational meeting of July 8, 2021 was made at the August 2021 regular Board meeting.

III. Oaths of Office: The Oath of Office was taken by Meghann Chyla, Lynn Daniels and Michelle Query, in which they read a sworn oath and signed a copy of the oath. Meghann Chyla and Lynn Daniels will be serving 3-year terms. Michelle Query will be serving a 1-year term.

IV. Nomination and Appointment of Officers: A motion to approve the following slate of officers as written was made by Melissa Greaves-Kulisek, seconded by Lynn Daniels, and was unanimously approved.

A. President: Stephanie Wolf

B. Vice President: Meghann Chyla

C. Secretary: Melissa Greaves-Kulisek

D. Treasurer: Emily Milton

V. Committee Appointments and Appointment of Chairs of Committees: A motion to approve the following slate of committee chairs as written was made by Lynn Daniels, seconded by Matt Soltis, and was unanimously approved.

A. Building, Garden and Grounds Chair: Melissa Greaves-Kulisek

B. Finance Chair: Stephanie Wolf

C. Personnel Chair: Lynn Daniels

D. Policy Chair: Meghann Chyla

E. Strategic Planning Chair: Michelle Query

The committees will be comprised as follows:

A. Building, Garden and Grounds Committee: Melissa Greaves (Chair), Michelle Query (member), Lynn Daniels (member)

B. Finance Committee: Stephanie Wolf (Chair), Matt Rettig (member)

C. Personnel Committee: Lynn Daniels (Chair), Meghann Chyla (member), Matt Rettig (member)

D. Policy Committee: Meghann Chyla (Chair), Matt Soltis (member), Matt Rettig (member)

E. Strategic Planning Committee: Michelle Query (Chair), Stephanie Wolf (member), Matt Soltis (member)

F. Friends Liaisons: Matt Soltis and Melissa Greaves-Kulisek

- VI. Bank of Deposit:** A motion to approve the use of Orange Bank & Trust Company as the bank of deposit for the Cornwall Public Library, as well as to approve the following list of accounts, was made by Matt Rettig, seconded by Stephanie Wolf, and was unanimously approved.
- VII. Accounts:** A motion to approve the use of the following five accounts was made above.
- A. Payroll (7835)- Checking
 - B. General Fund (7848)- Checking
 - C. Investor's Choice (7806)- Checking
 - D. Capital Fund (7819)- Checking
 - E. Memorial Fund (0416)- Savings
- VIII. Appointments:** A motion to approve the following appointments was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved.
- A. Media:** *Cornwall Local, Times Herald Record, and Mid-Hudson Times*
 - B. Attorney:** Jacobowitz & Gubits, LLP
 - C. Auditor:** Nugent & Haeussler
- IX. Confirmation of Petty Cash Account:** A motion to approve the library's petty cash account in the amount of \$165.00, to be managed by library staff member Patt Rovello, was made by Michelle Query, seconded by Lynn Daniels, and was unanimously approved.
- X. Authorization of Payments:** A motion to approve the following authorizations was made by Stephanie Wolf, seconded by Michelle Query, and was unanimously approved.
- A. Prior to warrant:** The authorization of payments such as the Utility Bills, Health Insurance, Telephone and FIOS Bills, Landscaper, and contractual payments prior to the approval of the warrant
 - B. Finance Committee to approve warrant:** The authorization of the Finance Committee to approve the warrant in the event that the full Board cannot do so.
- XI. Meetings:** A motion to approve the schedule of Board meeting dates on the second Wednesday of every month at 7 pm was made by Lynn Daniels, seconded by Melissa Greaves-Kulisek, and was unanimously approved.
- XII. Adjournment:** A motion to adjourn the July 13, 2022 Organizational Meeting was made by Stephanie Wolf, seconded by Lynn Daniels, and was unanimously approved. The meeting was adjourned at 7:39 pm.

These minutes were written and submitted by library staff member Catherine Incledon.

Board Meeting Schedule F/Y 2023-2024

All are at 7pm

Wednesday August 9, 2023

Wednesday September 13, 2023

Wednesday October 11, 2023

Wednesday November 8, 2023

Wednesday December 13, 2023

Wednesday January 10, 2024

Wednesday February 14, 2024

Wednesday March 13, 2024

Wednesday April 10, 2024

Wednesday May 8, 2024

Wednesday June 12, 2024

Wednesday July 10, 2024-Reorganization Mtg

Wednesday July 17, 2024

**Cornwall Public Library
Board of Trustees
Information Station**

Required Trustee Hours Storehouse:

[Board Member Training for 2023](#)

Policy Schedule:

[2023-24 Policy Schedule](#)

Strategic Plan:

[Strategic Plan Final Draft 6/5/2023](#)

Emails:

Stephanie Wolf, President: CPLTrustee1@gmail.com

Meghann Chyla, Vice President: CPLTrustee3@gmail.com

Melissa Greaves, Secretary: CPLTrustee4@gmail.com

Julia Dahl: CPLTrustee7@gmail.com

Lynn Daniels: CPLTrustee5a@gmail.com

Michelle Query: CPLTrustee2a@gmail.com

Matt Rettig: CPLTrustee6a@gmail.com

2023-24 Committee Members:

Finance: Stephanie *

Lynn

Matt

Policy: Lynn *

Meghann

Matt

Buildings & Grounds: Melissa *

Michelle

Lynn

Personnel: Meghann *

Julia

Michelle

Strategic Planning: Michelle *

Matt
Melissa

Friends Liaisons: Melissa & Julia

Helpful websites for new and returning Trustees:

Handbook for Library Trustees of New York State: Digital version for links: [Handbook for Library Trustees of New York](#)

Mini-Webinar Series:

Explore this series of 10-15 minute presentations from Helping All Trustees Succeed (HATS):

Includes archived videos: Basic Library Law, What Every Trustee Should Know, & Role of Trustees in Planning and Evaluation:

[Library Trustee Webinars: Library Development](#)

Webinars and Webcasts Hosted and/or Sponsored by the New York State Library: [Webinars Hosted and/or Sponsored by Library Development: Library Development](#)

Ramapo Catskill Library System (RCLS) Website: [Ramapo Catskill Library System | Serving Public Libraries in Orange, Rockland, Sullivan, and Southern Ulster Counties, New York](#)

Public Library Law: [Library Laws and Regulations in New York State](#)

Board of Regents Statement on the Governance Role of A Trustee or Board Member: [Statement on the Governance Role of a Trustee or Board Member | Board of Regents](#)

Cornwall Public Library
July 12, 2023, 7:00 PM
Regular Meeting Agenda

I. Roll

II. Approval of Agenda

III. Approval of the Minutes –June 14, 2023

IV. Financial Review

a. Approval of Warrant # 12

V. Public Remarks: presentation by Leo Wiegman, Director, Solar Programs

VI. Communications/Donations

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

VIII. Committee Reports

1. Finance Committee
2. Policy Committee
3. Building, Garden, Grounds & Sustainability Committee
4. Friends
5. Personnel Committee
6. Strategic Planning Committee

IX. Unfinished Business

X. New Business

XI. Adjournment

Next Regular Board Meeting Weds. August 9, 2023, 7 PM

Cornwall Public Library Board of Trustees Meeting
June 14, 2023, 7:00 pm
Minutes

Before the meeting opened Stephanie Wolf thanked the Board members for all their dedication and hard work during the year. Matt Soltis was also thanked by the members of the Board for his contributions to the work of the Board. Matt is leaving to pursue a career in education.

Meeting was called to order by Stephanie Wolf at 7:01 p.m.

- I. Roll:**
Trustees Present: Stephanie Wolf (President), Meghann Chyla (Vice President), Melissa Greaves-Kulisek (Secretary), Matt Rettig, Lynn Daniels, Michelle Query, Matt Soltis, Charlotte Dunaief, Director.
Public: Library staff members Liz Fisher, Cathy Squillini (Minutes),
- II. Approval of Agenda:** A motion to approve the agenda was made by Michelle Query, seconded by Meghann Chyla and unanimously approved.
- III. Approval of the Minutes:** A motion to approve minutes of the Regular Board Meeting of May 10, 2023 was made by Matt Rettig, seconded by Michelle Query. Discussion: Amendment under Policy Committee – change “Board approval is needed...” to “Board input is needed...” A vote to approve amended Minutes of the Regular Board Meeting of May 10, 2023 was unanimous.
- IV. Financial Review:** Discussion of Warrant #11: Warrant #11 is a little higher than usual in part due to three payrolls this month. Nicholas Smith payment for planter. P&P Quick Copy summer reading program materials and newsletter printing for Riverfest.

A motion to approve Warrant #11 in the amount of \$107,189.04 was made by Matt Soltis, seconded by Meghann Chyla, and unanimously approved.
- V. Public Remarks:** Ms. Liz Fisher thanked James Kulisek for putting the recently acquired garden bench together. She also suggested ways to make the necessary closure during the HVAC project easier for patrons to accept by offering reusable water bottles and/or book bags to the first 100 patrons returning during the re-opening of the Library. The Board offered suggestions for where such items may be purchased. Ms. Fisher will check into: Ink Spots, Amazon, Vista Print, and Mixture for pricing.
- VI. Communications and Donations:** The Director highlighted the following items: The Cornwall Local recognized the CPL *Community Leader Forum* that was held in the Community Room on May 4, and the *Dig in the Dirt Day* held May 6. The Food Bank of the Hudson Valley thanked CPL for its donation of 16 pounds of food from the *Food for Fines* program. A note was sent to CPL from a former patron who has moved from the

area and wanted to thank Library staff for all they do to make the Library a welcoming place.

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

A motion to accept the resignation of Ms. Meaghan Doyle was made by Matt Soltis, seconded by Lynn Daniels. Discussion: Ms. Doyle's contributions to CPL are appreciated and she will be missed. A *vote to accept* the resignation of Ms. Meaghan Doyle was unanimous.

A motion to approve the hiring of Mr. Nathan Lopane as a substitute Page was made by Michelle Query, seconded by Matt Soltis, and unanimously approved.

A motion to approve the hiring of Ms. Fran Hagelmann as Circulation Clerk was made by Lynn Daniels, seconded by Michelle Query, and unanimously approved.

A motion to approve the hiring of Ms. Silvana O'Keefe as Circulation Clerk was made by Michelle Query, seconded by Matt Rettig, and unanimously approved.

The GNSO lecture held at Munger Cottage on May 5 was well attended.

The Director thanked Ms. Liz Fisher, Ms. Lisa Sinclair, Ms. Rebecca Barth, and Ms. Sharon Lunden for all their planning in preparation for the *2023 Summer Reading Program*.

The Director has still not heard from Senator Skoufis's office regarding the \$7,000 funding for Youth programming. Another follow up will be made.

VIII. Committee Reports:

Finance Committee: The Committee met to review the budget. During the month of July journal entries will be made as necessary.

Policy Committee: *See Google Docs.* The Committee is still working on the Handbook. It was suggested that Board members view the webinar about policy. The Committee is working on a *Displays* policy as presented in the webinar. Challenges to books or materials or displays may be made by Cornwall cardholders only. Any challenges must be submitted in person, no electronic submissions will be accepted. The Committee is also adding statements to the Handbook for *Sexual Harassment* and *Volunteer Emergency Responder Leave*. The language for both will be the same as New York State law.

Building, Garden, Grounds, and Sustainability Committee: *See Google Docs.* The Committee reviewed the bid from Collier Construction for the job of Construction Manager. All information in the bid is relevant and it is deemed that what is presented in the bid—to help maintain project timeline, provide change order oversight—will be a help to the Director during the project. The cost is \$39,616.

A motion to approve hiring Collier Construction as Construction Manager at a cost of \$39,616 was made by Michelle Query, seconded by Meghann Chyla, and unanimously approved.

Friends: None

Personnel Committee: Interview questions for the position of Adult Services are being developed. The Director indicated that there was a wait before receiving the list of Civil Service candidates. The deadline for receiving letters of interest from qualified candidates from the list is July 7th. After receipt of the letters of interest, interviews will be scheduled.

Strategic Planning Committee: A motion to adopt the Strategic Plan was made by Meghann Chyla, seconded by Matt Rettig, and unanimously approved.

IX. Unfinished Business: A motion to move into Executive Session was made by Meghann Chyla, seconded by Matt Rettig, and unanimously approved. The Board entered Executive Session at 7:59.

A motion to return to Regular Session was made by Melissa Greaves-Kulisek, seconded by Meghann Chyla, and unanimously approved. The Board returned to Regular Session at 8:10.

X. New Business: A motion to approve the 2024 Menu of IT Services from RCLS was made by Meghann Chyla, seconded by Matt Rettig. Discussion: Current cost of IT Services is \$30,052; projected cost of IT Services for 2024 is \$31,123. During a major renovation project such as the HVAC project it may be beneficial to keep the same IT service provider. If the Library decides to make a change it would have to be hybrid for one year, meaning the Library would reduce its contract with RCLS by half before transitioning fully to another supplier. The deadline to respond to RCLS is June 30, 2023. A vote to approve the 2024 Menu of IT Services from RCLS was unanimous.

XI. Adjournment: A motion to adjourn the Regular Board meeting was made by Michelle Query, seconded by Matt Soltis, and unanimously approved. The meeting adjourned at 8:20 p.m.

The Reorganizational Board Meeting will be held on Wednesday, July 12, 2023 at 6:30 p.m.

The next Regular Board Meeting will be held on Wednesday, July 12, 2023 at 7:00 p.m.

Cornwall Public Library

Warrant #12

June 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
	ALA- Member Services			\$ -415.00
	Benninger Landscaping LTD			\$ -900.00
	Blackstone Publishing			\$ -431.72
	Brodart Co			\$ -157.75
	Brodart Co- JUV			\$ -2,915.07
	Brodart Co.- McN			\$ -610.75
	Cengage Learning Inc/Gale			\$ -140.37
	Central Hudson Gas & Electric Corp			\$ -3,965.22
	Charlotte Dunaief			\$ -29.49
	CJM Plumbing, Heating & AC			\$ -450.00
	Cornwall Public Library Payroll			\$ -51,708.62
	Country Living			\$ -29.97
	Culligan of Newburgh			\$ -50.00
	Demco, Inc.			\$ -325.90
	Denise Schirmer			\$ -200.00
	Elan Financial Services			\$ -3,969.23
	Elizabeth Fisher			\$ -26.20
	Fine Homebuilding			\$ -37.95
	GENTECH LTD			\$ -495.00
	Greater Newburgh Symphony Orchestra			\$ -440.00
	hoopla			\$ -628.28
	Hudson Valley Reptile & Rescue			\$ -400.00
	Ingram Library Services			\$ -2,779.92
	J&T Mobile Wash			\$ -925.00
	Jessica Henry			\$ -100.00
	Library Journal			\$ -157.99
	Linda L Israel			\$ -494.70
	Lock Around the Clock			\$ -70.00
	Lois Kohlman			\$ -494.70
	Marangi Disposal			\$ -166.40
	Marie C Clark			\$ -494.70
	Nationwide NYS Deffered			\$ -1,264.26
	NET 2 PHONE			\$ -251.70
	NYS & Local Retirement			\$ -990.28
	NYS Health Insurance Pending Acct			\$ -5,316.04
	Overdrive Inc			\$ -195.00
	Pam Stockton			\$ -20.96
	Patricia Rovello			\$ -494.70
	Playaway Products			\$ -1,403.50
	Rae Of Light Yoga			\$ -100.00
	RCLS			\$ -166.36
	Richard Krol			\$ -150.00
	Shop Rite Supermarkets Inc			\$ -26.48
	Staples			\$ -341.07

Cornwall Public Library

Warrant #12

June 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
	The Library Store			\$ -25.89
	Toshiba			\$ -819.40
	Verizon			\$ -119.00
	Wini White			\$ -494.70
	TOTAL			\$ -86,189.27



Community Solar: Frequently Asked Questions

OVERVIEW

Who is Sustainable Westchester?

Sustainable Westchester is a local nonprofit based in Mount Kisco, New York. Its members include 44 municipalities (cities, towns, and villages) in Westchester, plus the County itself. Sustainable Westchester offers environmentally and fiscally sound solutions to build resilient communities. Many programs focus on achieving a clean energy environment, including community energy, building decarbonization, and clean transportation. Community Solar is one of Sustainable Westchester's community energy programs.

COMMUNITY SOLAR

What is community solar?

Community solar is a subscription to a community solar project that provides you with guaranteed savings of up to 10% on your monthly electricity bills. This program is regulated by the New York State Public Service Commission, and Sustainable Westchester helps to subscribe community members to community solar projects.

How are savings guaranteed?

New York State mandates that community solar projects provide savings to subscribed participants. Community solar helps to increase sources of renewable energy and direct solar benefits to communities.

Who can participate?

Almost anyone can participate in community solar! All homeowners, houses of worship and faith institutions, businesses, and nonprofits can participate. Those on Budget Billing or Time of Use rates may enroll, as well as those participating in ESCOs.

Do I need to install or purchase solar panels?

No! Community solar is designed to benefit those who are unable to install solar panels on their property.

What are the benefits of community solar?

- Save up to 10% on your monthly electricity bills!
- No need to install solar panels on your own property!
- Remain enrolled in your utility assistance programs!
- Pay your electricity bills the same way, and keep your electricity deliverer and supplier.
- No cost to join and you can cancel at any time without penalties or fees.
- Support local renewable energy development! Community solar projects generate local clean energy jobs, decrease fossil fuel use and improve long-term air quality.

HOW DOES IT WORK?

How do participants earn savings on their electricity bills?

By participating you will be allocated a portion of a community solar project based on your historic annual electricity usage. Once your project begins generating energy, the following will take place each month:

1. The electricity generated by your portion of the project earns you a Utility Bill Credit of monetary value.

2. 90% of the Utility Bill Credit goes back to the community solar project and the utility as a subscription fee.
3. **You keep 10% of the Utility Bill Credit as savings**, which is applied directly to your monthly electricity bill!

Do I need to pay two separate bills?

No. You will continue to pay your monthly electricity bill as you do now. Your utility (Central Hudson) will ensure that you receive savings on your electricity bill.

Will my savings amount be the same each month?

The savings you receive will vary because the energy generated by the project will vary each month based on time of year and weather, etc. For example, your credits are likely to be higher in the summer than in the winter. You are guaranteed to save money equal to 10% of the Utility Bill Credit you receive on your bill.

Will I lose electricity when my community solar project is not generating electricity?

No. If the project to which you are subscribed is not producing electricity (after a snow storm, etc.), your home will still get electricity because it comes from the utility (Central Hudson) grid. Participation in community solar does not change how you receive electricity; it simply provides savings on your electricity bill. As always, please contact your utility in the event of any electricity service interruption.

PARTICIPATION

How do I enroll?

Contact Sustainable Westchester at communitysolar@sustainablewestchester.org or calling 914-242-4725, ext. 110 or 112. A staff member will request a copy of a recent Central Hudson bill and a DocuSign signature for the Community Solar Subscriber Agreement.

What happens if I do not want to participate?

You may cancel your subscription with no penalties or fees by contacting Sustainable Westchester at communitysolar@sustainablewestchester.org or calling 914-242-4725 ext. 110 or 112. Please be aware that once you are subscribed, Central Hudson may need two to three billing cycles to process your cancellation request. Additionally, if you cancel your subscription, you may request to rejoin, but there are no guarantees of immediate re-enrollment due to limited availability of community solar projects.

What if I'm subscribed and I move away?

If you move, you may be able to transfer the benefit of your subscription to your new location. Please contact Sustainable Westchester approximately three (3) months prior to the move.

May I participate if I have solar panels on my property?

No. Due to New York State rules, you will not be able to earn Utility Bill Credit savings if you already have solar panels installed.

Have other questions?

Please contact Sustainable Westchester by emailing communitysolar@sustainablewestchester.org or call 914-242-4725 ext. 110 or 112 (Para llamadas en español use ext. 2).

Sustainable Westchester presents

Community Solar

Savings for Small Businesses and Organizations



SAVE UP TO
10%

- **Save up to 10%** on electricity bills!
- **Free to join or cancel!**
- No solar panel installation required.
- Keep your current electricity supplier.
- Support local solar energy!
- Save money and add clean, renewable energy to the electric grid - **a win-win!**

You will be allocated a portion of a community solar project in the Marbletown, NY, and the following will take place each month:

- 1** The energy generated by your portion of the project earns you a Utility Bill Credit.
- 2** 90% of the Utility Bill Credit goes back to the community solar project and your utility as a subscription fee.
- 3** You keep up to **10% of the Utility Bill Credit as savings**, which is applied directly to your monthly electricity bill!



Contact us to reserve your spot now!



- **Email:** CommunitySolar@SustainableWestchester.org
- **Call:** 914-242-4725 ext. 112 or 110, *Para llamadas en español use ext. 105*

June 2023 Director's Report

Personnel

- Received Librarian I list 6/8/23
- Canvassed List 6/8 & 6/26
- Interviews set in July
- Met with Committee members to review the employee handbook before sending it to our lawyer for review

Budget/Financial

- Freegal music streaming service will begin on July 1
- Worked with Luann to make sure the new FY 23/24 budget was entered correctly into QB

Programming

- SRP in Full swing as of 6/26 Kick off, in Thunderous weather, so moved indoors.
- 6/10 I attended the GNSO with library patrons on the bus. It was a wonderful evening!
- 6/15 Lead Mystery Book Discussion at 2 PM

Building and Grounds

- June 16 met Town Staff and RPC Electric at Munger Cottage to determine what needs to be added there so CPL staff will have adequate voltage to run computers.
- Agreed to have RPC install 6 quad receptacles on 3 20amp circuits and add 1 20amp circuit for copy machines in Munger Cottage at a cost of \$2,300.00
- 6/15 Power washing of front and side porticos done
- 6/29 1st meeting between Contractors and Construction Management took place. I met the Contractors' lead people and showed them areas in the library where they will need to take extra care not to damage items stored there. It was confirmed that they will start on August 21st.

Monthly Statistics June 2023 (previous month in parentheses):

Registered borrowers: 7,573 (7,479); Direct Access/Circulation: 11,069(10,067);
ILL Borrows: 1,983(1,979); ILL Loans: 1,735(1,876); Item Count: 69,245(75,006);
Wi-Fi: 8,391(9,055);
Libby (Overdrive) checkouts: 3,350(3,417); Overdrive unique users: 685(679).

Meetings Attended: 6/5 Orange Library Assoc. Meeting; 6/5 Strategic Planning Committee; 6/9 ILS Search Committee; 6/9 Director's Assoc. Meeting & CPL Board Meeting; 6/20 Staff Narcan Training-Cancelled due to an emergency, rescheduled for July 13; 6/26 Friends' Meeting; 6/21 Pre-construction meeting & ILS Search meeting; 6/28 Department Heads Meeting & Employee handbook committee; 6/29 Contractor & Construction Management 1st meeting; 6/30 Bywater Solutions ILS Demo.

Webinars attended: 6/8 Book Bans & Censorship; 6/15 Renovating for the missing Patron (but had to leave it early); 6/29 Low Morale in Libraries

Adult Programming & Outreach Projects: June 2023

Date	Title	Attendance
6/6/23	Midday Matinee: A Man Called Otto	25
6/10/23	Greater Newburgh Symphony Orchestra: Play of the Waves	36
6/13/23	Teen Tech Tutors	8
6/14/23	JSY: Fruits & Veggies 101	28
6/20/23	Stampin' UP with Joanne- Card Making	15
6/21/23	MSLC: Testicular Cancer	7
		Total: 119
Community Room Use:		
6/20/23	Cornwall Clean Up Crew	15
6/21/23	Greater Cornwall Chamber of Commerce Fall Festival Committee	8
		Total: 23
Creative Writers Workshop : 6/5-9, 6/12-5, 6/19-0, 6/26-9		Total: 23
Book Talks:		
6/7/23	Member's Choice: Invisible Child: Poverty, Survival & Hope in an American City by Andrea Elliott	5
6/12/23	Teen Book Group: As Long as the Lemon Tree Grows by Z. Katouh	3
6/15/23	Mystery Book Group: Force of Nature by Jane Harper	8
6/21/23	Out & About: Ordinary Grace by William Kent Krueger	15
6/22/23	Book Chat & Chocolate: Lessons in Chemistry by Bonnie Garmus	11
		Total: 42
Notary Services Month of June:		Total: 40
Homebound Deliveries:		Total: 3

Highlights & Tidbits: Programs and partnerships continued to engage our Cornwall community during the month of June. We started off with a joint effort including the Town of Cornwall, the Friends of Cornwall Library, and the Greater Newburgh Symphony Orchestra sponsoring a truly magnificent opportunity to 36 members of our community for an evening at the symphony. We can be proud that our library enriched the lives of all who participated and much appreciation to you for both supporting and attending this special event. And not to go unmentioned was a \$180.00 donation to the Friends of Cornwall Library from the symphony attendees.

The Food Bank of the Hudson Valley did not disappoint the 28 senior attendees who participated in the interactive presentation & demonstration 'Just Say Yes to Fruits & Vegetables 101'. Everyone received a fresh yummy snack along with nutritional information as well as a generous bag of goodies that went a long way to defray grocery costs to the participants. And we never go wrong with an MSLC physician-presented lecture to keep our community healthy. This month we were provided valuable content in an easy-to-understand format entitled ' Testicular Cancer Awareness.'

Rounding out the partnerships was an uptick in the Community Room usage by a variety of local Cornwall community groups including the Cornwall Clean Up Crew and the Greater Cornwall Chamber of Commerce Fall Festival Committee. This is truly a win-win for us as we make connections and introduce new individuals to the opportunities that we offer.

Lastly, a most enjoyable afternoon was spent together by a multigenerational group of crafters enjoying the day in friendship and enthusiasm for a talented day at card making.

Onward to July,

Brenda

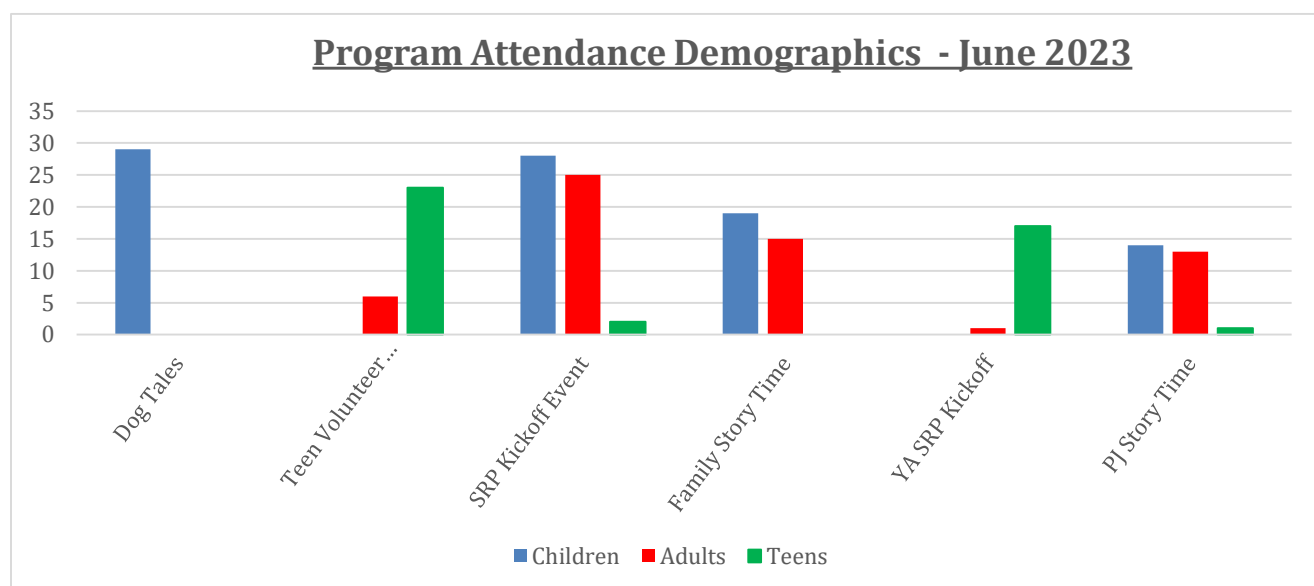
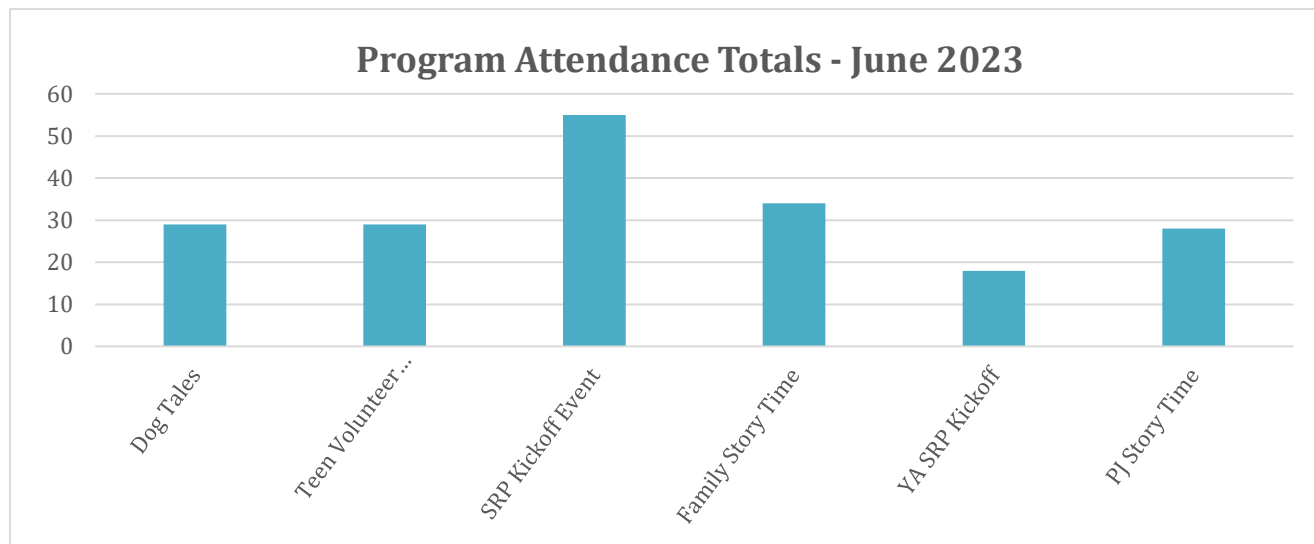
Youth Services – End-of-Month Statistics –June 2023

<u>Program name</u>	<u>Date</u>	<u>Children</u>	<u>Adults</u>	<u>Teens</u>	<u>Total</u>
Teen Volunteer Interviews	6/1,6/2			17	17
Chess	6/3,6/17	4	4	2	10
Dog Tales	6/8, 6/10	29			29
Teen Volunteer Orientation	6/8, 6/10		6	23	29
SRP Kickoff Event	6/26	28	25	2	55
Family Story Time	6/27	19	15		34
YA SRP Kickoff	6/28		1	17	18
PJ Story Time	6/28	14	13	1	28

Total Attendance 193

<u>Meetings & Outreach</u>	<u>Date</u>	<u>Attendee</u>
CLOUSC Year-end Meeting	5/22	Liz
BoTB Teen Librarians Mtg	6/5	Liz
Road Trip Webinar	6/5, 6/7	Liz
Manager's meeting	6/13, 6/28	Liz & Lisa
CCMS 5th grade visit	6/14, 6/15	Lisa
Staff Meeting	6/20	Liz, Lisa, Rebecca
Evergreen Webinar	6/21	Liz

<u>Questions @ the YS Desk</u>	
Reference	276
Circulation	111
Tech	24
Telephone	33
Programs	72
Summer Reading Program	221



Reflections:

All the preparation in advance for the Summer Reading Program kickoff and then there's weather! A downpour of rain (and lightning and winds) at our outside venue means a quick pivot to the inside, though not all programs can be successfully held inside. Even now, we wait to see what July 4th will bring - the weather is no respecter of programming!

Regardless of weather, the great news is that as of the writing of this reflection, 300 people have already signed up for Summer Reading 2023.

Respectfully submitted,
ekf
6/30/23

Adult Services Stats June 2023

REFERENCE (previous month in parentheses):

Ref Questions: 205 (238); Tech Assists: 49(60); 1-on-1 Tech Help: 20(11); Circ/Curbside Assists: 92 (125); Directional: 6 (12); Reader's Advisory: 3 (4); ILL/SEAL: 15 (9); Pull List: 1381 (1365); Printing: 79 (100); Phone: 80 (78); Virtual Ref: 4 (12); Notary Service:__ (101)

Database Stats (previous month in parentheses):

NoveList Plus Searches: 17 (33); NoveList PlusK-8: 0 (0); EBSCO Other: 0 (31); Gale Virtual Ref. Library: 0 (4); Ancestry: 174 (102)

NYTimes Digital Subscription Stats (previous month in parentheses):

In-House Library usage sessions 72 (68); page views 164 (147); articles read 85 (95)
Offsite Code redemptions 86 (88); usage sessions 562 (539); page views 2,253 (2,307);
articles read 536 (428)

PC Usage: Adults: 448 (389); Children: 13 (5); Laptop: 1 (3); PC Reservations: 2 (0); Guest Passes: 57 (71)

HOOPLA (previous month in parentheses):

New signups: 18 (12); Borrowers: 115 (94); Avg. No. Circs: 2.5 (2.9); Maxed Users: 1 (23)
Items borrowed: 286 (272)

Cornwall Public Library

Full Budget vs. Actuals (as of June 30, 2023 - 100% of FY)

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 4001-Refund	2,412.13		2,412.13	
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	5,602.48		5,602.48	
4082.13 Fines	4,916.17		4,916.17	
4082.19 Misc	135.98		135.98	
4082.2 Donation	1,836.15		1,836.15	
4082.3 Lost Item	1,415.56		1,415.56	
4082.7 Faxes	1,148.55		1,148.55	
4082.8 Program Fees	42.00		42.00	
Total 4082 Income	15,096.89	4,000.00	11,096.89	377.42 %
4401 Interest Income	1,269.50	500.00	769.50	253.90 %
4706 Friends of the Cornwall Public Library	5,509.19	13,500.00	-7,990.81	40.81 %
4760 Grants/Other	10,484.67		10,484.67	
4840 RCLS- LLSA	5,154.00	4,810.00	344.00	107.15 %
4999 Grants Restricted for Future	-39,000.00		-39,000.00	
9999 Prior Year Grant Back Out	9,050.00		9,050.00	
Total Revenue	\$1,396,856.12	\$1,409,690.00	\$ -12,833.88	99.09 %
GROSS PROFIT	\$1,396,856.12	\$1,409,690.00	\$ -12,833.88	99.09 %
Expenditures				
6010 Retirement	46,590.00	58,125.00	-11,535.00	80.15 %
6020 6020 NYS Disability Benenefits	1,828.40		1,828.40	
6030.8 FICA/Medicare Expense	46,819.53	69,772.00	-22,952.47	67.10 %
6030.81 6030.81 Medicare Reimbursement	10,390.20		10,390.20	
Total 6030.8 FICA/Medicare Expense	57,209.73	69,772.00	-12,562.27	82.00 %
6060 Worker's Compensation	4,395.90	6,500.00	-2,104.10	67.63 %
6090 Health Insurance		107,705.00	-107,705.00	
6090.1 Health Insurance Pending Acct	56,893.03		56,893.03	
Total 6090 Health Insurance	56,893.03	107,705.00	-50,811.97	52.82 %
6141 Professional Library	142,177.11	207,173.00	-64,995.89	68.63 %
6142 Clerical Salary	360,603.50	504,518.00	-143,914.50	71.47 %
6143 Treasurer Salary	5,680.82	6,180.00	-499.18	91.92 %
6144 Custodial Salary	14,354.35	34,081.00	-19,726.65	42.12 %
7410 Books				
7410.10 Adult Fiction	10,133.22	10,912.00	-778.78	92.86 %
7410.11 Adult Fiction Standing Order	1,416.61	3,500.00	-2,083.39	40.47 %
7410.12 EBooks	8,768.99	9,000.00	-231.01	97.43 %
7410.20 Adult Non Fiction	6,734.72	7,500.00	-765.28	89.80 %
7410.21 Adult NF Large Print/ Standing Order	76.13	1,500.00	-1,423.87	5.08 %
7410.4 Juv Fiction	13,592.23	13,592.00	0.23	100.00 %
7410.42 Ebooks- Juv	264.56	750.00	-485.44	35.27 %

Cornwall Public Library

Full Budget vs. Actuals (as of June 30, 2023 - 100% of FY)

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7410.5 Juv- Non Fiction	6,782.89	6,793.00	-10.11	99.85 %
7410.6 YA- Fiction	1,755.20	1,915.00	-159.80	91.66 %
7410.62 EBooks-YA	16.50	900.00	-883.50	1.83 %
7410.7 YA- Non Fiction	272.56	1,500.00	-1,227.44	18.17 %
Total 7410 Books	49,813.61	57,862.00	-8,048.39	86.09 %
7410.9 McNaughton	7,939.75	7,940.00	-0.25	100.00 %
7411 Movie License	217.90	700.00	-482.10	31.13 %
7412 Video/Music/Books on Tape		589.00	-589.00	
7412.1 Adult Music	336.32		336.32	
7412.2 Music - Juv	16.99	240.00	-223.01	7.08 %
7412.3 Books on Tape- Adult	6,808.00	7,290.00	-482.00	93.39 %
7412.32 E Audio Books Adult	5,709.86	5,710.00	-0.14	100.00 %
Total 7412.3 Books on Tape- Adult	12,517.86	13,000.00	-482.14	96.29 %
7412.4 Books on Tape- Juv	2,748.13	3,000.00	-251.87	91.60 %
7412.42 E-Audiobooks--Juv	44.99	750.00	-705.01	6.00 %
Total 7412.4 Books on Tape- Juv	2,793.12	3,750.00	-956.88	74.48 %
7412.5 Audiobooks- YA		3,000.00	-3,000.00	
7412.52 E-Audiobooks--YA	43.99	1,000.00	-956.01	4.40 %
Total 7412.5 Audiobooks- YA	43.99	4,000.00	-3,956.01	1.10 %
7412.6 DVD's	2,625.45	8,500.00	-5,874.55	30.89 %
7412.7 DVD's- Juv	288.93	2,500.00	-2,211.07	11.56 %
7412.8 Digital Streaming	5,635.27	6,600.00	-964.73	85.38 %
Total 7412 Video/Music/Books on Tape	24,257.93	39,179.00	-14,921.07	61.92 %
7413 Serials/Reference				
7413.3 Reference- Adult Electronic	7,048.56	7,049.00	-0.44	99.99 %
7413.4 Reference- Juv Electronic		1,149.00	-1,149.00	
7413.5 Local History- Electronic	1,000.00	1,500.00	-500.00	66.67 %
7413.6 Serials	7,588.47	7,589.00	-0.53	99.99 %
7413.7 Professional Collection	26.85	750.00	-723.15	3.58 %
Total 7413 Serials/Reference	15,663.88	18,037.00	-2,373.12	86.84 %
7430 Supplies				
7430.1 Library Supplies	4,574.00	5,300.00	-726.00	86.30 %
7430.11 Book Processing	1,586.35	2,200.00	-613.65	72.11 %
7430.2 Office Supplies	6,312.17	8,519.00	-2,206.83	74.10 %
7430.2V 7430.2V	1,479.81		1,479.81	
Total 7430.2 Office Supplies	7,791.98	8,519.00	-727.02	91.47 %
7430.30 Program Supplies- Adult	2,580.00	3,000.00	-420.00	86.00 %
7430.30A Adult Programs	77.13		77.13	
7430.30R Reference Programs	140.42		140.42	
7430.31 Program Supplies- YA	574.38	737.00	-162.62	77.93 %
7430.32 Program Supplies -JUV	2,607.69	2,608.00	-0.31	99.99 %

Cornwall Public Library

Full Budget vs. Actuals (as of June 30, 2023 - 100% of FY)

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7430.33 Summer Reading	2,429.67	11,655.00	-9,225.33	20.85 %
7430.3 7430.3 Battle of the Books	58.57		58.57	
Total 7430.33 Summer Reading	2,488.24	11,655.00	-9,166.76	21.35 %
7430.34 Program Supplies- Outreach	574.94	2,500.00	-1,925.06	23.00 %
Total 7430 Supplies	22,995.13	36,519.00	-13,523.87	62.97 %
7431 Telephone	1,620.69	4,900.00	-3,279.31	33.08 %
7432 Square Processing Fees	98.25		98.25	
7433 Postage and Shipping	1,514.28	5,000.00	-3,485.72	30.29 %
7434 Printing	2,537.94	10,000.00	-7,462.06	25.38 %
7435 7435- Travel/Conference	2,532.21	4,498.00	-1,965.79	56.30 %
7437 Professional Fees				
7437.1 Prof Fees- Office	19,068.35	25,050.00	-5,981.65	76.12 %
7437.2 Prof Fees- Adult Programs	2,155.00	6,000.00	-3,845.00	35.92 %
7437.3 Professional Fees- YA		2,000.00	-2,000.00	
7437.4 Professional Fees- Juv	600.00	4,000.00	-3,400.00	15.00 %
7437.5 Professional Fees- Summer Reading Program	1,325.00	3,000.00	-1,675.00	44.17 %
7437.6 Professional Fees- Outreach	1,444.84	2,000.00	-555.16	72.24 %
Total 7437 Professional Fees	24,593.19	42,050.00	-17,456.81	58.49 %
7438 Dues	1,489.99	1,500.00	-10.01	99.33 %
7450 Utilities/Fuel	37,877.35	37,878.00	-0.65	100.00 %
7451 Custodial Supplies	1,374.26	1,375.00	-0.74	99.95 %
7452 Repairs to Building	18,713.30	18,714.00	-0.70	100.00 %
7454 Building Insurance	13,488.06	13,515.00	-26.94	99.80 %
7455 RCLS				
12.18 Office and Library Supplies	159.90	1,150.00	-990.10	13.90 %
12.21 Consultant Fee Other Business Expenses	2,700.00		2,700.00	
12.23 Equipment	197.86	225.00	-27.14	87.94 %
12.24 Other Misc	1,769.87	3,507.00	-1,737.13	50.47 %
12.25 Contract-Telecommunication	22,332.50	22,332.00	0.50	100.00 %
12.26 Contract- ANSER Fees	24,414.72	34,186.00	-9,771.28	71.42 %
12.7 Electronic Materials	11,281.49	11,282.00	-0.51	100.00 %
Total 7455 RCLS	62,856.34	72,682.00	-9,825.66	86.48 %
7469 Service Contracts	23,823.25	43,287.00	-19,463.75	55.04 %
Total Expenditures	\$1,003,140.15	\$1,409,690.00	\$ -406,549.85	71.16 %
NET OPERATING REVENUE	\$393,715.97	\$0.00	\$393,715.97	0.00%
NET REVENUE	\$393,715.97	\$0.00	\$393,715.97	0.00%



Request for Budget Transfer
2022-2023 Year

Date Requested: 7/10/2023

Department Chair approval: _____

Library Director Approval: _____

Board Approval: _____

\$ Amount	Transfer out Account Code	Transfer in Account Code	Reason for Transfer	Approval Type (N/D/B)
\$1,800	7410.5 Juv non fiction	7410.4 Juv fiction	Addl \$ needed for Juv fiction	D (btwn categories)
\$2,085	7410.6 YA fiction	7410.4 Juv fiction	Addl \$ needed for Juv fiction	D (btwn categories)
\$611	7412 Video/music	7411 Movie license	Addl \$ needed for movie license	D
\$903	7412.3 Books on tape	7412.32 E Audio books	Addl \$ needed for E audio books	D (btwn categories)
\$261	7413.4 Ref - juv	7413.3 Ref - adult	Addl \$ needed for Ref - adult	D (btwn categories)
\$1,088	7413.4 Ref - juv	7413.6 Serials	Addl \$ needed for Serials	D (btwn categories)
\$845	7430.33 Summer reading	7430.32 Prog sup- juv	Addl \$ needed for Prog sup - juv	D (btwn categories)
\$1,625	7451 Custodial sup	7450 Utilities/fuel	Addl \$ needed for utilities/fuel	B
\$2,771	7452 Repairs to build	7450 Utilities/fuel	Addl \$ needed for utilities/fuel	B
\$1,481	7430.2 Office supplies	7450 Utilities/fuel	Addl \$ needed for utilities/fuel	B

\$15,533	12.26 RCLS - Ansr fee	12.25 RCLS - telecom	Addl \$ needed for RCLS - telecom	D (btwn categories)
\$2,281	12.26 RCLS - Ansr fee	12.7 RCLS - elec mat	Addl \$ needed for RCLS - elec mat	D (btwn categories)

Please note: If a transfer is needed to cover a requisition, the requisition is not processed until this form has been returned by the Superintendent.

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

Approved 12/10/2020

2023-2024 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 JULY meeting
	Updated handbook 2023.docx (Done. Send to lawyer.)	Library FeesPolicy maybe.docx

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	Interlibrary Loans Policy

(Sept 20 folder)	(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)	