

Cornwall Public Library
January 10, 2024, 7:00 PM
Regular Meeting Agenda

I. Roll

II. Approval of Agenda

III. Approval of the Minutes-December 13, 2023

IV. Financial Review

a. Approval of Warrant # 6

V. Public Remarks

VI. Communications/Donations

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

VIII. Committee Reports

1. Finance Committee

2. Policy Committee: Motion to send revised Governance of the Board of Trustees to the Lawyer

3. Building, Garden, Grounds & Sustainability Committee

4. Friends

5. Personnel Committee: Motion to Accept Resignation of Emma Terronez, effective Jan. 15, 2024

6. Strategic Planning Committee

IX. Unfinished Business

X. New Business: Budget vote moved to May 7th, due to Presidential Primaries, and lack of vote machines.

XI. Adjournment

Next Regular Board Meeting Weds. February 14, 2024, 7 PM

Cornwall Public Library Board of Trustees Meeting

December 13, 2023 7:00 p.m.

Prior to the Board meeting there was a holiday gathering with the Friends of Cornwall Library.

Minutes

Meeting was *called to order* by Stephanie Wolf at 7:03 p.m.

I. Roll:

Trustees Present: Stephanie Wolf (President), Meghann Chyla (Vice President), Emily Milton (Treasurer), Matt Rettig, Lynn Daniels, Julia Dahl, Michelle Query

Also: Charlotte Dunaief (Director), Cathy Squillini (Minutes) David Phillips (Adult Services)

Excused: Melissa Greaves-Kulisek (Secretary)

Public: Rebecca Barth

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

III. **Approval of the Minutes:** *A motion to approve* minutes of the Regular Board Meeting of November 8, 2023 was made by Michelle Query , seconded by Julia Dahl. Discussion: Misspelling of Ms. Larkin under Communications and Donors. A vote to approve the Minutes of the Regular Board Meeting November 8, 2023 as revised was unanimously approved.

IV. **Financial Review:** *A motion to approve* Warrant #5 in the amount of \$138,522.79 was made by Julia Dahl, seconded by Matt Rettig. Discussion: Retirement was paid in the Warrant. It is a one time per year payment in an amount larger than anticipated, however there are sufficient funds in the Health Insurance budget line to make up the difference. *A vote to approve* Warrant #5 in the amount of \$138,522.79 was unanimous.

V. **Public Remarks:** None

VI. **Communications and Donations:** Brenda Goldfarb coordinated a card making program at St. John's Episcopal Church as an Outreach Program. There were 18 participants and a donation of \$24.00 was made to Friends of the Cornwall Library.

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

The Director thanked the staff for their work in getting the Library ready for the December 4 re-opening to the public. Stephanie Wolf also thanked the staff on behalf of the Board for all their efforts.

The Fire Inspector passed the Library at her recent inspection. One additional fire extinguisher was placed at the Circulation Desk.

The Historical Society must replace the glass in the display case using safety glass. Eventually the glass in the front doors of the Library will have to be replaced with safety glass.

VIII. **Committee Reports:**

Finance Committee: A *motion to pay* four (4) contractor invoices totaling \$16,207.54 (Rockland Electric – 1, MDS Plumbing – 3) was made by Michelle Query, seconded by Meghann Chyla. Discussion: The following questions were raised: Is this the final payment? No. Are these invoices for work that is still part of the scope of the grant? Yes. A *vote to approve* payment of four (4) contractor invoices totaling \$16,207.54 was unanimous.

Policy: The Board is asked to read, before the next Board meeting on January 10, 2024, the revised Governance of the Board of Trustees. The Board is also asked to make comments, notes, and/or pose questions on the Shared Drive document. All input is requested no later than January 8, 2024. Note: The FOIL information is directly quoted from the law; no changes can be made.

Before voting, the revised document will be sent to the lawyer for a final OK.

Buildings, Gardens, Grounds, and Sustainability: None

Friends: A book sale will be held Saturday, December 16, from 10:00 a.m. to 2:00 p.m.

Personnel: A *motion to approve* the hiring of a part-time Library Clerk was made by Meghann Chyla, seconded by Matt Rettig, and unanimously approved.

Strategic Planning Committee: Review of the Action Plan to date. The question of how to obtain information/input from employees was raised. The Committee wants input without burdening the staff. Once Jessica McHugh is more settled in the position (part-time PR) a flyer or other mechanism to survey will be developed along with a distribution process. Other items discussed:

Physical environment: Solar panels. Sustainable Westchester has already spoken to the Board at a previous meeting. A plan and pricing should be the follow up.

Brenda Goldfarb is working toward putting a job fair together.

IX. Unfinished Business: A proposal regarding legal review of the Employee Handbook was received. It was decided to put off the review until the next fiscal year. The approximate cost of the review is \$7,500.00.

A *motion to approve* the Holiday Schedule for 2024 was made by Meghann Chyla, seconded by Lynn Daniels. Discussion: The question was raised regarding changing Christmas Eve and New Year's Eve to full days off rather than the current half days. The Board agreed to change Christmas Eve to a full day off but keep New Year's Eve at a half day off. Half day means that the Library closes at 1:00 p.m. The revision date on the document will include December 13, 2023. A *vote to approve* the Holiday Schedule 2024 was unanimous.

X. New Business: The Board discussed the spring 2024 Library vote. The Board will be thinking of people to invite who may be interested in running for the Board; there will be two seats opening up. The vote is generally held the second Tuesday in April, however the Orange County Board of Elections cannot be available at that time.

The Cornwall Central School District budget vote is May 21, 2024; the Board wants the Library vote to take place before that date. Dates for consideration include: any Tuesday in April; May 7, 14; March 19.

XI Adjournment: A *motion to adjourn* was made by Meghann Chyla, seconded by Matt Rettig, and unanimously approved. The Regular Board Meeting was adjourned at 8:03 p.m.

The next Regular Board Meeting will be held on

Wednesday, January 10, 2024 at 7:00 p.m.

Cornwall Public Library

Warrant #6

December 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
		Aflac		\$ -93.70
		Albert Wisner Public Library		\$ -32.00
		Belsito Communications, Inc		\$ -625.00
		Benninger Landscaping LTD		\$ -900.00
		Blackstone Publishing		\$ -202.47
		Brenda Goldfarb		\$ -99.08
		Brodart Co		\$ -1,039.40
		Brodart Co- JUV		\$ -1,592.05
		Brodart Co.- McN		\$ -610.75
		Cash		\$ -156.49
		Cengage Learning Inc/Gale		\$ -144.01
		Central Hudson Gas & Electric Corp		\$ -3,515.31
		Charlotte Dunaief		\$ -50.44
		CJM Plumbing, Heating & AC		\$ -595.00
		Cornwall Public Library Payroll		\$ -53,906.48
		Country Living		\$ -29.97
		Demco, Inc.		\$ -172.17
		dormakaba USA Inc.- New York		\$ -2,984.80
		Elan Financial Services		\$ -4,012.97
		Friends of the Cornwall Public L		\$ -10.00
		HGTV Magazine		\$ -34.97
		hoopla		\$ -835.33
		Hudson Microimaging, Inc		\$ -261.00
		Joanne Barclay		\$ -200.00
		Julie Bengyak		\$ -200.00
		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		\$ -1,200.00
		NET 2 PHONE		\$ -184.38
		NYS & Local Retirement		\$ -834.79
		NYS Health Insurance Pending Acct		\$ -5,983.84
		Overdrive Inc		\$ -1,924.26
		Patricia Rovello		\$ -494.70
		Patterson Painting		\$ -113.97
		Paul Gould		\$ -150.00
		Prevention		\$ -48.00
		ProQuest LLC		\$ -1,563.35
		RCLS		\$ -8,559.69
		Richard Feingold		\$ -250.00
		Safe & Sound		\$ -735.00
		Staples		\$ -374.38
		Subscriber Services		\$ -41.92

Cornwall Public Library

Warrant #6

December 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
		Susan Minier		\$ -100.00
		Toshiba		\$ -569.55
		Town of Cornwall Receiver of Taxes		\$ -613.91
		Verizon		\$ -409.99
		Verizon- Wireless		\$ -15.08
		Wini White		\$ -494.70
		TOTAL		\$ -98,685.40

Cornwall Public Library

Budget vs. Actuals: FY 23-24 - Operating Expenses (50% of FY)

July - December, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4002 Local Public Funds	1,427,933.00	1,427,933.00	0.00	100.00 %
4082 Income				
4082.1 Copies	1,118.37		1,118.37	
4082.13 Fines	118.37		118.37	
4082.19 Misc	3.60		3.60	
4082.2 Donation	147.69	1,000.00	-852.31	14.77 %
4082.3 Lost Item	253.33		253.33	
4082.7 Faxes	240.75		240.75	
Total 4082 Income	1,882.11	1,000.00	882.11	188.21 %
4401 Interest Income	2,612.42	500.00	2,112.42	522.48 %
4706 Friends of the Cornwall Public Library	4,517.63	13,500.00	-8,982.37	33.46 %
4840 RCLS- LLSA	4,764.89	4,810.00	-45.11	99.06 %
Total Revenue	\$1,441,710.05	\$1,447,743.00	\$ -6,032.95	99.58 %
GROSS PROFIT	\$1,441,710.05	\$1,447,743.00	\$ -6,032.95	99.58 %
Expenditures				
6010 Retirement	61,889.00	55,700.00	6,189.00	111.11 %
6020 6020 NYS Disability Benenfits	2,125.05		2,125.05	
6030.8 FICA/Medicare Expense	29,334.76	69,393.00	-40,058.24	42.27 %
6060 Worker's Compensation	9,105.00	7,500.00	1,605.00	121.40 %
6090 Health Insurance	28,549.99	101,852.00	-73,302.01	28.03 %
6141 Professional Library	85,787.65	211,516.00	-125,728.35	40.56 %
6142 Clerical Salary	230,469.91	532,050.00	-301,580.09	43.32 %
6143 Treasurer Salary	3,182.53	6,365.00	-3,182.47	50.00 %
6144 Custodial Salary	8,825.10	27,838.00	-19,012.90	31.70 %
7410 Books	7,795.02	61,850.00	-54,054.98	12.60 %
7410.9 McNaughton	3,664.50	7,329.00	-3,664.50	50.00 %
7411 Movie License	232.50	700.00	-467.50	33.21 %
7412 Video/Music/Books on Tape	18,833.73	45,900.00	-27,066.27	41.03 %
7413 Serials/Reference				
7413.20 Juvenile Reference		790.00	-790.00	
7413.3 Reference- Adult Electronic	2,289.35	7,000.00	-4,710.65	32.71 %
7413.4 Reference- Juv Electronic		2,500.00	-2,500.00	
7413.5 Local History- Electronic	402.00	1,000.00	-598.00	40.20 %
7413.6 Serials	5,634.73	7,200.00	-1,565.27	78.26 %
7413.7 Professional Collection		750.00	-750.00	
Total 7413 Serials/Reference	8,326.08	19,240.00	-10,913.92	43.27 %
7430 Supplies				
7430.1 Library Supplies	2,513.23	6,300.00	-3,786.77	39.89 %
7430.11 Book Processing	189.36	2,200.00	-2,010.64	8.61 %
7430.2 Office Supplies	4,314.77	11,000.00	-6,685.23	39.23 %
7430.30 Program Supplies- Adult	1,553.94	3,500.00	-1,946.06	44.40 %
7430.31 Program Supplies- YA	111.28	2,000.00	-1,888.72	5.56 %

Cornwall Public Library

Budget vs. Actuals: FY 23-24 - Operating Expenses (50% of FY)

July - December, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7430.32 Program Supplies -JUV	696.64	1,500.00	-803.36	46.44 %
7430.33 Summer Reading	149.89	10,500.00	-10,350.11	1.43 %
7430.34 Program Supplies- Outreach	-51.07	3,000.00	-3,051.07	-1.70 %
Total 7430 Supplies	9,478.04	40,000.00	-30,521.96	23.70 %
7431 Telephone	3,210.05	4,900.00	-1,689.95	65.51 %
7432 Square Processing Fees	9.30	100.00	-90.70	9.30 %
7433 Postage and Shipping	478.93	4,900.00	-4,421.07	9.77 %
7434 Printing	515.74	10,000.00	-9,484.26	5.16 %
7435 7435- Travel/Conference	788.66	4,500.00	-3,711.34	17.53 %
7437 Professional Fees				
7437.1 Prof Fees- Office	5,309.18	22,050.00	-16,740.82	24.08 %
7437.2 Prof Fees- Adult Programs	950.00	6,000.00	-5,050.00	15.83 %
7437.3 Professional Fees- YA		2,000.00	-2,000.00	
7437.4 Professional Fees- Juv	300.00	4,000.00	-3,700.00	7.50 %
7437.5 Professional Fees- Summer Reading Program	850.00	5,000.00	-4,150.00	17.00 %
7437.6 Professional Fees- Outreach	250.00	2,500.00	-2,250.00	10.00 %
Total 7437 Professional Fees	7,659.18	41,550.00	-33,890.82	18.43 %
7438 Dues	744.00	1,500.00	-756.00	49.60 %
7450 Utilities/Fuel	15,986.29	35,000.00	-19,013.71	45.68 %
7451 Custodial Supplies	781.03	3,500.00	-2,718.97	22.32 %
7452 Repairs to Building	11,482.74	24,048.00	-12,565.26	47.75 %
7454 Building Insurance	11,735.17	13,500.00	-1,764.83	86.93 %
7455 RCLS	36,749.55	77,472.00	-40,722.45	47.44 %
7469 Service Contracts	10,878.12	39,540.00	-28,661.88	27.51 %
Total Expenditures	\$608,617.62	\$1,447,743.00	\$ -839,125.38	42.04 %
NET OPERATING REVENUE	\$833,092.43	\$0.00	\$833,092.43	0.00%
NET REVENUE	\$833,092.43	\$0.00	\$833,092.43	0.00%

Cornwall Public Library

Capital Grant Activity

July - December, 2023

	CAPITAL PURCHASES	TOTAL
Revenue		
4760 Grants/Other	203,288.00	\$203,288.00
9999 Prior Year Grant Back Out	39,000.00	\$39,000.00
Total Revenue	\$242,288.00	\$242,288.00
GROSS PROFIT	\$242,288.00	\$242,288.00
Expenditures		
7000 Grant Expenses Paid in Prior Year	39,000.00	\$39,000.00
8010 Capital Purchase	990,744.43	\$990,744.43
Total Expenditures	\$1,029,744.43	\$1,029,744.43
NET OPERATING REVENUE	\$ -787,456.43	\$ -787,456.43
NET REVENUE	\$ -787,456.43	\$ -787,456.43

December 2023 Director's Report

Personnel

- Still waiting for Librarian I Civil Service list for Adult Services
- Still waiting for Librarian II Civil Service list for Youth Services
(I've emailed again to ask about this, and they have my request. They need to certify the lists.)

Budget/Financial

- Began to look at the budget for 24/25, however, the Tax Base growth factor is not yet out. As soon as it is Luann and I will begin working on the proposed 24/25 budget.
- RCLS will begin requiring 2-factor authentication on all RCLS-issued email addresses. This cannot be done on any 'generic' email accounts, ex: COR@rcls.org, etc. There will also be an additional expense of at least \$7.20 per email account.

Programming

- 12/1 Helped with A/V for the Defensive Driving program held at Village Hall (42 Attendees)
- 12/21 Lead Mystery Book Discussion at 2 PM (9 attendees).
- 12/26 Polar Express Program had a total of 42 attendees!

Building and Grounds

- 12/4 Re-opened Library Building to the public
- 12/1 GenTech performed maintenance on the generator
- 12/16 Back-flow valve tested by Jim Roth
- 12/20 Met with Gary Roach about the Tree of Heaven and various other trees on the property; will need to call a tree remover to cut down "Tree of Heaven" on the property
- 12/28 Culligan removed the water cooler from the staff area (I emailed all staff only 10 answered, and 8 out of the 10 voted for this)

Monthly Statistics September 2023 (previous month in parentheses):

Registered borrowers: 7,761 (7,725); Direct Access/Circulation: 7,720 (2,222);
ILL Borrows: 1,751 (2,189); ILL Loans: 447 (4); Item Count: 67,873 (75,058);
Wi-Fi: 5,283 (1).

Libby (Overdrive) checkouts: (3,700); Overdrive unique users: (732).

Freemusic Service: CKO: See Adult Services report. **Hoopla:** See Adult Services Report.

Meetings Attended: 12/4 S. Sasso from T-Mobile to discuss offerings (like tablets for patrons);
12/7 Sharp to discuss IT possibilities; 12/13 Directors' Assoc. Meeting; 12/13 Board Meeting;
12/19 Staff Meeting; 12/20 Dept. Heads Meeting; 12/21 ILS Committee Meeting;

I forwarded you all an email from Grace Riario about our issuance of Library cards to West Point residents. Since that email, I have fielded calls, from Suzanne Brahm, a previous Director of Highland Falls Public Library (for the current Director Stacy Falk), and Karin Mogazero, the School Liaison Officer at West Point. They wanted to know if we would continue to issue such cards. I told Ms. Mogazero that we have been issuing these cards for at least 10 years, with RCLS' approval. I believe the military and their family members have a right to Public Library Access. I'm not sure what is going on, but I wanted to make you aware of this issue.

Adult Programming & Outreach Projects: December 2023

Date	Title	Attendance
12/1/23	AARP 6-Hour Safe Driving Course	42
12/4/23	Hanukkah Happening Butterhill Day School Outreach	90
12/5/23	Create a Holiday Boxwood Tabletop Tree	19
		Total: 151
Creative Writers Workshop: 12/4-6, 12/11-8, 12/18-9		Total: 23
Community Room Use:		
12/12/23	Cornwall Clean Up Crew	15
12/13/23	Greater Cornwall Chamber of Commerce Board Meeting	15
		Total: 30
Donations to Friends of Cornwall Library:		
11/30/23	Balance..... \$	1294.60
12/1/23	Safe Driving Course	112.00
12/5/23	Create a Boxwood Tree	24.00
12/16/23	Nita Klein Artwork	55.00
		Total: \$1486.50

Highlights & Tidbits:

Santa was very good to our library community this month and I'm confident that 2024 will be even more successful. We ran the gamut from a very well-attended outreach program at Butterhill Day School with 90 attendees enjoying the Hanukkah Happening to 19 crafters delighting in creating their very own boxwood holiday tree. The Creative Writers Group was very complimentary about being back "home" in our physical building but appreciated all the lengths it took to keep them going offsite during the renovations. And lastly, both the Greater Cornwall Chamber of Commerce & the Cornwall Clean Up Crew continue to appreciate the use of the Community Room.

In addition to closing out a successful 2023 programming year, the relocation back to the library building continued to keep me involved in a very contributory way. I was pleased to secure Tim Patterson, Cornwall community painter, to paint the staff room at no cost of his time to us. And the Vails Gate Cleaners cleaned the large children's blankets for absolutely free at a huge cost savings. I truly feel that my outreach within the library to our community has worked to our advantage and I'm very proud to be part of the 'Charlotte Team'.

It is also notable as we close out 2023 that I garnered \$1486.50 for the Friends of Cornwall Library which comes back to us in a variety of ways. The programming opportunities for 2024 are well underway and we should all be proud of the valuable contributions that we make in the community with lots of effort from many.

On a personal note, Charlotte, thank you for working every day to ensure our success and encouraging us to be a safe & comforting environment for the community and staff.

Happy and Healthy New Year!
Brenda Goldfarb

Adult Services Report December 1-31, 2023

(Submitted by David J. Phillips IV, 01/3/2024)

REFERENCE: (previous month in bold)

Reference Questions: 125, **46**; Quick Tech Assists: 73, **0**; 1-on-1 Tech Help: 16, **3**; Circulation: 71, **8**;
Directional: 28, **0**; Reader's Advisory: 2, **0**; ILL/SEAL: 1, **1**; Pull List: 653, **0 (N/A)**; Printing: 67, **0**;
Phone: 31, **22**; Virtual Ref: 0, **3**; Notary Service: 37, **4**

Database Stats: (previous month in bold)

Novelist Plus Searches: 7, **14**; Novelist PlusK-8: 1, **2**; EBSCO Master FILE Premier: 14, **3**; EBSCO
Other: 151, **23**; Gale Virtual Ref. Library: 1, **1**; Ancestry: 0, **0**

Freemal: 6, 10; Hoopla: Circulations 375, 355; Users 146, 114;

Usage Breakdown: Digital Audiobook – 201; Digital BingePass – 4; Digital Comics – 4; Digital Ebook – 106; Digital Movie – 24; Digital Music – 12; Digital Television – 10; **Tutor.com**: User accounts – 1, **1**.

NYTimes Digital Subscription Stats: (previous month in bold)

In-House Library usage sessions 57, **(N/A)**; page views 121, **(N/A)**; articles read 69, **(N/A)**;
Offsite Code redemptions 129, **122**; usage sessions 237, **254**;
page views 816, **764**; articles read 185, **136**

PC Usage: (no stats last month PCs not at Munger.)

Adults': 254; Children's: 2; Laptops: 3; PC Reservations: 0;
Guest Passes: 3

HOME DELIVERIES (previous month in bold)

New Sign Ups: 0, **0**; Unique Patrons: 0, **0**;
Deliveries: 7, **6**; Items Delivered: 7, **6**

PROGRAMS

Members' Choice Book Group: (Dawn) 12/6/2023 - 4

Midday Matinee: (Holly) 12/5/2023 - 22

Monday Night Movie: (Andrew) Black Christmas – 12/18/2023 - 6

Mystery Book Group: (Charlotte) 12/16/2023 - 10

Teen Tech Club: (Pamela) 12/12/2023 - 7

REFERENCE ROUNDUP:

David – Met with all Reference staff to discuss previous duties, skills, experience etc. to find out what responsibilities fell through the cracks while there was no department head and while we were at Munger Cottage. Shared more of my background and experience with all and got everyone on the same page for how we want things to run. Inventory has begun. Developing a few program ideas.

Upcoming Conferences and Webinars:

01/17/2024 – **Overdrive Basics Training webinar**; 01/25/2024 - **Advocacy Day Online Prep**;
1/30/2024 – **RUG Meeting**; 02/07/2024 – **NYLA Library Advocacy Day**

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

PROGRAM NAME:	DATE:	CHILDREN:	ADULTS:	TEENS:	ATTENDANCE TOTAL
Holiday Card Making	12/4-10	Passive	Program	Estimate of	45
Family Story Time	12/5	21	25	46	
T.U.T. teen advisory mtg	12/8		8	8	
Saturday AM Story Time	12/9	8	6	14	
Chess Time	12/9	2	3	5	
Dog Tales	12/11	13	1	14	
ChatterBooks	12/13		6	6	
SportPlex Pre-K Outreach	12/19		28	28	
Polar Express Movie Event	12/26	30	14	44	
Lego Game Day	12/27-12/28	45-11	32-8	77-19	

total
306

MEETINGS & OUTREACH:

	<u>DATE:</u>	<u>ATTENDEE:</u>
Staff Meeting	12/19	Liz, Lisa, Orlane & Sharon
Managers Mtg	12/20	Liz & Lisa
Blackstone Unlimited Audio demo recording	12/26	Lisa
Race & Representation in Picture Bks- Eric Carle Museum recording	12/27	Liz

QUESTIONS @ THE DESK:

	(starting 12/4)
Reference	292
Circulation	147
Tech	32
Telephone	76
Programs	44

Reflections:

Looking forward in the New 2024 Year to a new member of our YS team so we can provide the quality services and programming that our community expects and deserves.

Respectfully submitted,

ekf

1/4/24

Strategic Planning Report

The Strategic Planning Committee met Monday, January 8, 2024. We finalized the community and staff input Google forms and created implementation plans for the rollout of each. The Community Input Form will be accessible via QR code on a flyer*, and the same flyer will have a QR code linking to the Strategic Plan on the website. Library PR Specialist, Jess McHugh, will use the draft flyer created by the committee to create the final version for the public. Initially, the flyer will be posted at the Circ. desk/front door. Jess will also make sure that the website has a forward-facing link on the homepage to the Input Form (e.g., "Take our survey"). The email distribution list for the Library will be sent the link to the Community Input Form as well.

The community form gives respondents the option to fill it out completely or answer more questions at a later time. For those who opt to answer more questions later, the second section of the form will be emailed (as a separate form).

Staff will be able to access their input form using a link on an internal page (LibGuides). Charlotte will be monitoring responses, and the committee will periodically review the data from both forms.

*flier or flyer? Both are correct in American English. I've used them interchangeably during this project. Can we pick one to stop my flip-flopping?