

Cornwall Public Library
Special Board Meeting Agenda

March 5, 2024

7 PM

- I. Roll
- II. Approval of Agenda
- III. Presentation of Budget options
- IV. Presentation of 2023 Annual Report
- V. Adjournment

Nest Regular Board Meeting March 13, 2024 7PM

FY24-25 Proposed Budgets

FY23-24 Budget	FY23-24 Budget		% Expended by Jan 2024 (58% of FY)	1 replacement F/T staff & 1 additional FT staff		1 replacement FT staff	
	\$ Expended by Jan 2024	% Expended by Jan 2024		2% Staff Raise	3% Staff Raise	2% Staff Raise	3% Staff Raise
Line Items							
410-Books/Ebooks	\$69,179	\$24,728	35.74%	\$63,779	\$63,779	\$63,779	\$63,779
411-Movie License	\$700	\$233	33.21%	\$700	\$700	\$700	\$700
412-DVD/Music/Audio Books	\$45,900	\$20,181	43.97%	\$40,990	\$40,990	\$40,990	\$40,990
413-Periodical/Reference	\$19,240	\$8,432	43.83%	\$16,100	\$16,100	\$16,100	\$16,100
437- Program Fees	\$19,500	\$2,250	11.54%	\$17,500	\$17,500	\$17,500	\$17,500
429-Repair/Replacement							
Total Library Materials	\$154,519	\$55,823	36.13%	\$139,069	\$139,069	\$139,069	\$139,069
450-Fuel & Utilities	\$35,000	\$20,023	57.21%	\$41,000	\$41,000	\$41,000	\$41,000
451-Custodial Supplies	\$3,500	\$919	26.25%	\$2,000	\$2,000	\$2,000	\$2,000
452-Repairs to Building	\$24,048	\$14,955	62.19%	\$23,000	\$23,000	\$23,000	\$23,000
454-Building Insurance	\$13,500	\$11,735	86.93%	\$13,500	\$13,500	\$13,500	\$13,500
469-Service Contracts	\$39,640	\$12,558	31.68%	\$39,440	\$39,440	\$39,440	\$39,440
Total Building Operations	\$115,688	\$60,190	52.03%	\$118,940	\$118,940	\$118,940	\$118,940
141-142-Pro Lib & Staff Salary	\$777,769	\$377,186	48.50%	\$813,117	\$819,846	\$789,457	\$796,444
9010.8-Retirement	\$55,700	\$61,889	111.11%	\$76,041	\$76,041	\$76,041	\$76,041
9030.8-Soc Sec & FICA (incl M	\$69,393	\$35,089	50.57%	\$70,589	\$71,104	\$68,779	\$69,314
9060.8-Worker's Comp	\$7,500	\$9,105	121.40%	\$9,200	\$9,200	\$9,200	\$9,200
9090.8-Health Insurance	\$101,852	\$33,713	33.10%	\$145,122	\$145,122	\$129,603	\$129,603
Total Salaries and Benefits	\$1,012,214	\$516,982	51.07%	\$1,114,069	\$1,121,313	\$1,073,080	\$1,080,601
430-Supplies	\$40,000	\$13,209	33.02%	\$35,000	\$35,000	\$35,000	\$35,000
431-Telephone & Telecomm.x	\$4,900	\$3,537	72.18%	\$4,700	\$4,700	\$4,700	\$4,700
433-Postage	\$4,900	\$555	11.32%	\$3,000	\$3,000	\$3,000	\$3,000
434-Printing	\$10,000	\$516	5.16%	\$7,500	\$7,500	\$7,500	\$7,500
435-Travel & Conference	\$4,500	\$941	20.91%	\$4,036	\$4,036	\$4,036	\$4,036
426-Friends							
437-Professional Fees	\$22,050	\$5,764	26.14%	\$29,550	\$29,550	\$29,550	\$29,550
438-Dues	\$1,500	\$1,043	69.53%	\$1,500	\$1,500	\$1,500	\$1,500
203b-Capital Equipment							
Total Library Operations	\$87,850	\$25,565	29.10%	\$85,286	\$85,286	\$85,286	\$85,286
455-Total RCLS Fees	\$77,472	\$54,274	70.06%	\$77,472	\$77,472	\$77,472	\$77,472
Total Budget Expenditures	\$1,447,743	\$712,833	49.24%	\$1,534,836	\$1,542,080	\$1,493,847	\$1,501,368
Sources of Revenue							
Tax Levy	\$1,427,933	\$1,427,933	100.00%	\$1,470,037	\$1,470,037	\$1,470,037	\$1,470,037
Appropriated Fund Balance							
Other sources	\$19,810	\$16,403	82.80%	\$23,810	\$23,810	\$23,810	\$23,810
Total Revenue	\$1,447,743	\$1,444,336	99.76%	\$1,493,847	\$1,493,847	\$1,493,847	\$1,493,847
Total Expenses	\$1,447,743	\$712,833	49.24%	\$1,534,836	\$1,542,080	\$1,493,847	\$1,501,368
Surplus/(Deficit)	\$0	\$731,503		-\$40,989	-\$48,233	\$0	-\$7,521
\$ amount of tax cap	\$1,427,933			\$1,470,037	\$1,470,037	\$1,470,037	\$1,470,037
% over tax 23-24 tax cap				5.82%	6.33%	2.95%	3.48%

The above is the allowable tax levy

Cornwall Public Library

Annual Report For Public And Association Libraries - 2023

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

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

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

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

Report all information in Part 1 as of December 31, 2023, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	7200441600	7200441600
1.2	Library Name	CORNWALL PUBLIC LIBRARY	CORNWALL PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)	00
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Cornwall	Cornwall
1.6	Beginning Fiscal Reporting Year	07/01/2022	07/01/2021
1.7	Ending Fiscal Reporting Year	06/30/2023	06/30/2022
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No

1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2022	07/01/2021
1.12	Ending <u>Local</u> Fiscal Year	06/30/2023	06/30/2022
1.13	Address Status	00 (for no change from previous year)	00
1.14	Street Address	395 HUDSON STREET	395 HUDSON STREET
1.15	City	CORNWALL	CORNWALL
1.16	Zip Code	12518	12518
1.17	Mailing Address	395 HUDSON STREET	395 HUDSON STREET
1.18	City	CORNWALL	CORNWALL
1.19	Zip Code	12518	12518
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(845) 534-8282	(845) 534-8282
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(845) 534-3827	(845) 534-3827
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	cor@rcls.org	cor@rcls.org

1.23	Library Home Page URL (Enter N/A if no home page URL)	www.cornwallpubliclibrary.org	www.cornwallpubliclibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	17,395	17,395
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	School District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	05/01/1959	05/01/1959
1.30	Date the library was last registered	08/12/1959	08/12/1959
1.31	Federal Employer Identification Number	146012580	146012580
1.32	County	ORANGE	ORANGE
1.33	School District	Cornwall Central	Cornwall Central
1.34	Town/City	Cornwall	Cornwall

1.35	Library System	Ramapo Catskill Library System	<i>Ramapo Catskill Library System</i>
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THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	N/A	<i>N/A</i>
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1.36b	President/CEO Phone Number	N/A	<i>N/A</i>
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1.36c	President/CEO Email	N/A	<i>N/A</i>
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NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Charlotte	<i>Charlotte</i>
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1.38	Last Name of Library Director/Manager	A Dunaief	<i>A Dunaief</i>
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1.39	NYS Public Librarian Certification Number	24056	<i>24056</i>
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1.40	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
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1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
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1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	<i>Y</i>
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1.43	E-mail Address of the Director/Manager	cdunaief@rcls.org	<i>cdunaief@rcls.org</i>
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1.44	Fax Number of the Director/Manager	(845) 534-3827	(845) 534-3827
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N	N
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	Y	Y

Public Votes / Contracts

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

1.	Name of municipality or district holding the public vote	Cornwall Public Library	<i>Cornwall Public Library</i>
2.	Indicate the type of municipality or district holding the public vote	School District	<i>School District</i>
3.	Date the vote was held (mm/dd/2023)	04/18/2023	<i>04/20/2021</i>
4.	Was the vote successful? Y/N	Y	<i>Y</i>
5.	What type of public vote was it?	budget vote (school district public library only)	<i>budget vote (school district public library only)</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$1,386,880	<i>\$1,286,770</i>

6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$41,053	\$100,110
6c.	Total proposed appropriation (manually sum of 6a and 6b):	\$1,427,933	\$1,386,880

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

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	N/A	N/A
2.	Indicate the type of municipality or district holding the public vote	Other	Other
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	N/A
4.	What type of public vote was it?	Other	Other
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A	N/A

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

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

1.	Name of contracting municipality or district	N/A	N/A
2.	Is this a written contractual agreement?	N/A	N/A
3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A

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

Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

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

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

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	16,497	16,815
2.2	Adult Non-fiction Books	15,111	15,171
2.3	Total Adult Books (Total questions 2.1 & 2.2)	31,608	31,986
2.4	Children's Fiction Books	17,963	17,619
2.5	Children's Non-fiction Books	10,376	10,445
2.6	Total Children's Books (Total questions 2.4 & 2.5)	28,339	28,064
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	59,947	60,050

Other Print Materials

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	1,955	1,930
2.10	All Other Print Materials	75	91
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2,030	2,021

2.12	Total Print Materials (Total questions 2.7 and 2.11)	61,977	62,071
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ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	67,544	38,311
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2.14	Local Electronic Collections	12	11
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2.15	NOVEL _{NY} Electronic Collections	15	15
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2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	27	26
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2.17	Audio - Downloadable Units	29,200	13,317
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2.18	Video - Downloadable Units	0	18
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Note: The system's and our units expired in 2021 and the Overdrive video format is no longer available.

2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	238,163	225,231
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2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	334,934	276,903
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Non-Electronic Materials

2.21	Audio - Physical Units	4,012	4,022
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2.22	Video - Physical Units	8,427	8,689
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2.23	Other Circulating Physical Items	48	104
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	12,487	12,815
Grand Total / Additions to Holdings			
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	409,398	351,789

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	3,414	2,600
2.27	All Other Print Materials	661	594
2.28	Electronic Materials	24,648	15,833
2.29	All Other Materials	476	717
2.30	Total Additions (Total questions 2.26 through 2.29)	29,199	19,744

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	55,457	33,064
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Note: Reporting for the 2022/23 Fiscal year, excludes closure due to construction. Construction began in August of 2023.

3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	<i>CT - Annual Count</i>
3.2	Registered resident borrowers	7,198	7,370
3.3	Registered non-resident borrowers	347	337

Please report information on WRITTEN POLICIES as of 12/31/23.

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

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

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

Please report information on ACCESSIBILITY as of 12/31/23.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N	N
3.13	Does the library have large print books?	Y	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y	Y
3.15 - If so, what do you have? If no, go to next question	screen reader, such as JAWS, Windoweyes or NVDA	Yes	Yes
	refreshable Braille commonly referred to as a refreshable Braille display	No	No
	screen magnification software, such as Zoomtext	Yes	Yes
	electronic scanning and reading software, such as OpenBook	Yes	Yes
3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y	Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

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

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

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

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a	Number of Sessions Targeted at Children Ages 0-5	112	39
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Note: Able to increase Youth programming.

3.17b	Attendance at Sessions Targeted at Children Ages 0-5	908	735
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3.18a	Number of Sessions Targeted at Children Ages 6-11	117	48
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Note: Able to increase Youth programming.

3.18b	Attendance at Sessions Targeted at Children Ages 6-11	803	631
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Note: CPL increase programming, and with that attendance increased.

3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	104	85
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Note: CPL was able to increase Youth programming.

3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	386	315
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Note: CPL increase programming, and with that attendance increased.

3.20a	Number of Sessions Targeted at Adults Age 19 or Older	188	182
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3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	2,747	2,519
3.21a	Number of General Interest Program Sessions	15	18
3.21b	Attendance at General Interest Program Sessions	553	716
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	536	372
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	5,397	4,916

Live Programs Categorized by Venue

3.24a	Total Live Onsite Program Sessions	506	264
3.24b	Total Live Onsite Program Attendance	4,621	3,619
3.25a	Total Live Offsite Program Sessions	25	26
3.25b	Total Live Offsite Program Attendance	613	754
3.26a	Total Live Virtual Program Sessions	5	82

Note: CPL is trying to be all in person, unless otherwise requested by presenter.

3.26b	Total Live Virtual Program Attendance	163	543
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Note: CPL is trying to be all in person, unless otherwise requested by presenter

3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	536	
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3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b) 5,397

Note: Some one-to-one programs had one-to-two ratios.

Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded Program Presentations 0 0

3.30 Total Views of Prerecorded Program Presentations within 30 Days 0 0

3.31 One-on-One Program Sessions 480 36

Note: tutoring and notary sessions

3.32 Attendance at One-on-One Program Sessions 480 1,614

Note: tutoring and notary sessions

Teen-Led / Promotion / Summer Reading

3.33 Did your library offer teen-led activities during the 2023 calendar year? Y Y

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

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year
SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	
3.36	Library outlets offering the summer reading program	1	1
3.37	Children registered for the library's summer reading program	439	386
3.38	Young adults registered for the library's summer reading program	163	81
3.39	Adults registered for the library's summer reading program	48	50
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	650	517
3.41a	Children's program sessions - Summer 2023	63	64
3.41b	Children's program attendance - Summer 2023	979	1,097
3.42a	Young adult program sessions - Summer 2023	85	78
3.42b	Young adult program attendance - Summer 2023	131	177
3.43a	Adult program sessions - Summer 2023	39	6
3.43b	Adult program attendance - Summer 2023	489	200

3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	187	148
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	1,599	1,474
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	N	
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y	

COLLABORATORS

3.48	Public school district(s) and/or BOCES	1	2
3.49	Non-public school(s)	1	0
3.50	Childcare center(s)	0	0
3.51	Summer camp(s)	0	1
3.52	Municipality/Municipalities	1	1
3.53	Literacy provider(s)	0	0
3.54	Other (describe using the State note)	1	2
Note: Group Homes			
3.55	Total Collaborators (total 3.48 through 3.54)	4	6

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) Y If entering no, proceed to the next section.		Y
3.57a	Focus on birth - school entry (kindergarten) sessions	99	50
3.57b	Focus on birth - school entry (kindergarten) attendance	426	1,128
3.58a	Focus on parents & caregivers sessions	60	41
3.58b	Focus on parents & caregivers attendance	1,018	719
3.59a	Combined audience sessions	83	13
3.59b	Combined audience attendance	1,867	520
3.60	Total Sessions	242	104
3.61	Total Attendance	3,311	2,367
3.62 - Collaborators (check all that apply):			
a.	Childcare center(s)	No	No
b.	Public School District(s) and/or BOCES	Yes	Yes
Note: Orange BOCES (battle of the books)			
c.	Non-Public School(s)	Yes	No
Note: Sportsplex Pre-K			
d.	Health care providers/agencies	No	No

e.	Other (describe using the State note)	Yes	Yes
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Note: Assemblyman Chris Eachus(STEM Program) Good Books Bookstore Cornwall Recreations (Market Story Times)

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

3.63	Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) N If entering no, proceed to the next section.		No
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3.64a	Total group program sessions		0
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3.64b	Total group program attendance		0
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3.65a	Total one-on-one program sessions		0
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3.65b	Total one-on-one program attendance		0
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3.66 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No	No
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b.	Public School District(s) and/or BOCES	No	No
----	----------------------------------------	----	----

c.	Non-Public Schools	No	No
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d.	Other (see instructions and describe using Note)	No	No
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ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67	Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y N for Yes, N for No) If entering no, proceed to the next section.		<i>N</i>
3.68a	Children's program sessions	0	0
3.68b	Children's program attendance		0
3.69a	Young adult program sessions	0	0
3.69b	Young adult program attendance		0
3.70a	Adult program sessions		0
3.70b	Adult program attendance		0
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	0	0
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	0	0
3.73a	One-on-one program sessions		0
3.73b	One-on-one program attendance		0

3.74 - Collaborators (check all that apply):

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

Please report information on DIGITAL LITERACY for the 2023 calendar year.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.76a	Total group program sessions	0	0
3.76b	Total group program attendance	0	0
3.77a	Total one-on-one program sessions	44	198
3.77b	Total one-on-one program attendance	50	198

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	27,243	26,207
4.2	Adult Non-fiction Books	12,595	12,463

4.3	Total Adult Books (Total questions 4.1 & 4.2)	39,838	38,670
4.4	Children's Fiction Books	60,318	52,220
4.5	Children's Non-fiction Books	14,420	12,865
4.6	Total Children's Books (Total questions 4.4 & 4.5)	74,738	65,085
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	114,576	103,755

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	12,830	12,039
4.9	Circulation of Children's Other Materials	2,308	2,098
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	15,138	14,137
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	129,714	117,892

ELECTRONIC USE

4.12	Use of Electronic Material	37,464	32,432
4.13	Successful Retrieval of Electronic Information	41,945	3,378

Note: In 2023, eContent purchasers prioritized cost-effective lending models that have become more widely available. This has increased the count of standard copies available in the digital collection.

4.14	Electronic Content Use (Total questions 4.12 & 4.13)	79,409	35,810
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	167,178	150,324

4.16	Total Collection Use (Total questions 4.13 & 4.15)	209,123	153,702
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Note: In 2023, eContent purchasers prioritized cost-effective lending models that have become more widely available. This has increased the count of standard copies available in the digital collection.

4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	77,046	67,183
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4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No	Yes
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REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	5,163	4,094
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4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
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4.20	Does the library offer virtual reference?	Y	Y
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Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	25,099	25,261
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	21,848	21,766
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	67,690	55,594
5.5	Does the library use Internet filtering software on any computer?	N	N
5.6	Does your library use social media?	Y	Y
5.7	Does the library file for E-rate benefits?	N	N
5.8	Is the library part of a consortium for E-rate benefits?	Y	Y
5.9	If yes, in which consortium are you participating?	Ramapo Catskill Library System	<i>Ramapo Catskill Library System</i>
5.10	Name of the person responsible for the library's Information Technology (IT) services	Charlotte A Dunaief	<i>Charlotte A Dunaief</i>
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(845) 534-8282	<i>(845) 534-8282</i>
5.12	IT contact's email address	cdunaief@rcls.org	<i>cdunaief@rcls.org</i>

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	37.5	37.5
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Library Manager (not certified)	0	0
6.5	Vacant Library Manager (not certified)	0	0
6.6	Librarian	2	2
6.7	Vacant Librarian	0	0
6.8	Library Specialist/Paraprofessional	6	6
6.9	Vacant Library Specialist/Paraprofessional	0	0
6.10	Other Staff	6	6
6.11	Vacant Other Staff	0	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	15.00	15.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1	1
6.15	Salary - Library Director (certified)	\$90,000	\$84,066
6.16	FTE - Library Manager (not certified)	0	0
6.17	Salary - Library Manager (not certified)	\$0	\$0
6.18	FTE - Librarian	1	1
6.19	Salary - Librarian	\$50,000	\$46,000

7. MINIMUM PUBLIC LIBRARY STANDARDS

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

- | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 1. | Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. | Y | Y |
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y | Y |

3.	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y	Y
4.	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y	Y
5.	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y
6.	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y	Y
7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8.	Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:		
8a.	space	Y	Y
8b.	lighting	Y	Y
8c.	shelving	Y	Y
8d.	seating	Y	Y

8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y
10.	Provides		
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	Y

14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y
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8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

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

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

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

8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,457.00	2,457.00

9. SERVICE OUTLET INFORMATION

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

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

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

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

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

1.	Outlet Name	Cornwall Public Library	<i>CORNWALL PUBLIC LIBRARY</i>
2.	Outlet Name Status	00 (for no change)	00
3.	Street Address	395 Hudson Street	<i>395 HUDSON STREET</i>
4.	Outlet Street Address Status	00 (for no change)	00
5.	City	Cornwall	<i>CORNWALL</i>
6.	Zip Code	12518	<i>12518</i>
7.	Phone (enter 10 digits only)	(845) 534-8282	<i>(845) 534-8282</i>
8.	Fax Number (enter 10 digits only)	(845) 534-3827	<i>(845) 534-3827</i>
9.	E-mail Address	cor@rcls.org	<i>cor@rcls.org</i>

10.	Outlet URL	www.cornwallpubliclibrary.org	<i>www.cornwallpubliclibrary.org</i>
11.	County	orange	<i>ORANGE</i>
12.	School District	Cornwall Central School District	<i>Cornwall Central School District</i>
13.	Library System	Ramapo Catskill Library System	<i>Ramapo Catskill Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	2,457	<i>2,457</i>
Note: Public Service hours reflect the fiscal year 2022/23. Construction did not begin until fiscal year 2023/24, August 2023			
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
Note: Public Service weeks open reflect the fiscal year 2022/23. Construction did not begin until fiscal year 2023/24, August 2023			
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	24	<i>6</i>
Note: AARP tax aide used CPL, and we had a person available to schedule outside room use			
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	Library Board	<i>Library Board</i>

22.	Who owns the land on which this outlet is built?	School District	<i>School District</i>
23.	Indicate the year this outlet was initially constructed	2000	<i>2000</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2023	<i>2022</i>
Note: \$39,000 paid to an engineer and architect for pre-construction costs			
25.	Square footage of the outlet	10,280	<i>10,280</i>
26.	Number of Internet Computers Used by General Public	23	<i>23</i>
27.	Number of uses (sessions) of public Internet computers per year	4,576	<i>3,994</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Fiber	<i>Fiber</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>
31.	Internet Provider	Verizon Wireless	<i>Verizon Wireless</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	68,401	<i>23,233</i>

33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	Does your outlet have a Makerspace?	N	N
37.	<i>LIBID</i>	7200441600	<i>7200441600</i>
38.	<i>FSCSID</i>	NY0566	<i>NY0566</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2023 to December 31, 2023)	12	12
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NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	5 - 15	5 - 15
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10.3	If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	7	7
10.4	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.	7	
10.5	What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	3 years	<i>3 years</i>
10.6	I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note.	N	Y

Note: On trustee(MR) who is leaving did not complete training, and one trustee (JD) who is new as of 7/1/23 has not yet started trainings

BOARD MEMBER SELECTION

10.7	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election	<i>EP - board members are elected in a public election</i>
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Please Note: last year's answers for repeating groups cannot be displayed.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Meghann	<i>Meghann</i>
3.	Last Name of Board Member	Chyla	<i>Chyla</i>

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

2.	First Name of Board Member	Melissa	<i>Melissa</i>
3.	Last Name of Board Member	Greaves-Kulisek	<i>Greaves-Kulisek</i>
4.	Mailing Address	P.O. Box 173	<i>P.O. Box 173</i>
5.	City	Cornwall	<i>Cornwall</i>
6.	Zip Code (5 digits only)	12518	<i>12518</i>
7.	E-mail address	CPLTrustee4@gmail.com	<i>CPLTrustee4@gmail.com</i>
8.	Office Held or Trustee	Secretary	<i>Secretary</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2021	<i>2021</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2024	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/08/2021	<i>07/08/2021</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/13/2021	<i>07/13/2021</i>

16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Lynn	<i>Lynn</i>
3.	Last Name of Board Member	Daniels	<i>Daniels</i>
4.	Mailing Address	12 Perry Road	<i>12 Perry Road</i>
5.	City	Cornwall	<i>Cornwall</i>
6.	Zip Code (5 digits only)	12518	<i>12518</i>
7.	E-mail address	CPLTrustee5a@gmail.com	<i>CPLTrustee5a@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2025	<i>2025</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>

14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/13/2022	07/13/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/14/2022	07/14/2022
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Michelle	<i>Michelle</i>
3.	Last Name of Board Member	Query	<i>Query</i>
4.	Mailing Address	6 Frost Lane	<i>6 Frost Lane</i>
5.	City	Cornwall	<i>Cornwall</i>
6.	Zip Code (5 digits only)	12518	<i>12518</i>
7.	E-mail address	CPLTrustee2A@gmail.com	<i>CPLTrustee2A@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2023	<i>2022</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2026	<i>2023</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	08/23/2023	07/13/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	08/24/2023	07/14/2022
16.	Is this a brand new trustee?	Y	Y
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Matt	<i>Matt</i>
3.	Last Name of Board Member	Rettig	<i>Rettig</i>
4.	Mailing Address	53 Angola Rd	<i>53 Angola Rd</i>
5.	City	Cornwall	<i>Cornwall</i>
6.	Zip Code (5 digits only)	12518	<i>12518</i>
7.	E-mail address	CPLTrustee6a@gmail.com	<i>CPLTrustee6a@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2023	<i>2020</i>

11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2026	<i>2023</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	08/09/2023	<i>07/09/2020</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	08/24/2023	<i>07/14/2020</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Julia	<i>Matt</i>
3.	Last Name of Board Member	Dahl	<i>Soltis</i>
4.	Mailing Address	2 Duncan Lane	<i>32 Washington Street</i>
5.	City	Cornwall On Hudson	<i>Cornwall On Hudson</i>
6.	Zip Code (5 digits only)	12520	<i>12520</i>
7.	E-mail address	CPLTrustee7@gmail.com	<i>CPLTrustee7@gmail.com</i>

8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2023	<i>2020</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2026	<i>2023</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	08/16/2023	<i>07/09/2020</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	08/18/2024	<i>07/15/2020</i>
16.	Is this a brand new trustee?	Y	<i>N</i>
1.	Status	Filled	
2.	First Name of Board Member	Stephanie	
3.	Last Name of Board Member	Wolf	
4.	Mailing Address	46 Ryan Court	
5.	City	New Windsor	

6. Zip Code (5 digits only) 12553
7. E-mail address CPLTrustee1@gmail.com
8. Office Held or Trustee President
9. Term Begins - Month July
10. Term Begins - Year (year) 2021
11. Term Expires June
12. Term Expires - Year (yyyy) 2024
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 07/08/2021
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/13/2021
16. Is this a brand new trustee? N

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash
Grants / Other State

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

LOCAL PUBLIC FUNDS

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

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

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

1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or School District	Cornwall Central School District	<i>Cornwall Central School District</i>
3.	Amount	\$1,386,880	<i>\$1,286,771</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	Y	Y
11.2	TOTAL LOCAL PUBLIC FUNDS	\$1,386,880	<i>\$1,286,771</i>

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$5,154	<i>\$4,810</i>
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	<i>\$0</i>
11.5	Additional State Aid received from the System	\$0	<i>\$0</i>
11.6	Federal Aid received from the System	\$0	<i>\$0</i>

11.7	Other Cash Grants	\$0	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$5,154	\$4,810

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$55,084
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Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

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

OTHER RECEIPTS

11.14	Gifts and Endowments	\$14,513	\$6,350
Note: Friends of Cornwall Public Library Contributed more funds			
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$1,270	\$855
11.17	Library Charges	\$15,097	\$11,959
11.18	Other	\$2,412	\$0

11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$33,292	\$19,164
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,425,326	\$1,365,829
11.21	BUDGET LOANS	\$0	\$0

Transfers / Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	\$0

11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$246,592	\$597,627
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Note: Reconciled to CPA cash statements from last fiscal year

11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$1,671,918	\$1,963,456
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12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

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

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$180,950	\$184,088
12.2	Other Staff	\$455,578	\$438,363
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$636,528	\$622,451
12.4	Employee Benefits Expenditures	\$167,210	\$193,743
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$803,738	\$816,194

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$51,729	\$61,319
12.7	Electronic Materials Expenditures	\$32,861	\$18,824
12.8	Other Materials Expenditures	\$12,161	\$11,857
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$96,751	\$92,000

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0	\$0
12.11	From Other Funds (71OF)	\$0	\$0

12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0	\$0
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OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$18,441	\$0
12.14	From Other Funds (72OF)	\$0	\$10,025
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$18,441	\$10,025
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$79,688	\$71,219
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$98,129	\$81,244

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$23,661	\$23,704
12.19	Telecommunications	\$1,620	\$4,906
12.21	Professional & Consultant Fees	\$30,134	\$32,413
12.22	Equipment	\$198	\$7,665
12.23	Other Miscellaneous	\$11,976	\$6,693

Note: Additional expenses to prepare library for construction closure in summer of 2023

12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$67,589	\$78,501
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Contracts / Debt Service / Transfers / Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$46,747	\$55,144
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

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

12.29	Budget Loans (Principal and Interest)	\$0	\$0
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12.30	Short-Term Loans	\$0	\$0
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12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0	\$0
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12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$1,112,954	\$1,123,083
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TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0	\$500,000
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12.34	From Other Funds (76OF)	\$0	\$0
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12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0	\$500,000
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12.36	Transfer to Other Funds	\$0	\$0
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12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0	\$500,000
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$1,112,954	\$1,623,083
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	\$558,964	\$340,373
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$1,671,918	\$1,963,456

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/13/2024	03/08/2023
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FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	01/30/2024	10/24/2022
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2022-6/30/2023	07/01/2021-06/30/2022
12.44	Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

CAPITAL FUND

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

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0	\$0
13.2	All Other Revenues from Local Sources	\$16,066	\$79
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$16,066	\$79

STATE AID FOR CAPITAL PROJECTS

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

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0	\$500,000
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$16,066	\$500,079
13.10	NON-REVENUE RECEIPTS	\$0	\$0

13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$16,066	\$500,079
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$640,404	\$199,533
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$656,470	\$699,612

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

14.1	Construction	\$39,000	\$59,208
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Note: \$39,000 paid to engineer and architect for pre-construction costs, planning, designing, drawings, etc.

14.2	Incidental Construction	\$3,681	\$0
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Note: Costs to prepare for construction paid in F/Y 2022/23

Other Disbursements

14.3	Purchase of Buildings	\$0	\$0
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14.4	Interest	\$0	\$0
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14.5	Collection Expenditures	\$0	\$0
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14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
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14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$42,681	\$59,208
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14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
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14.9	NON-PROJECT EXPENDITURES	\$0	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$42,681	\$59,208
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2023	\$613,789	\$640,404
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$656,470	\$699,612

15. CENTRAL LIBRARIES

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

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

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

16.1	Total ALA-MLS	2.81	2.81
16.2	Total Librarians	8.44	8.44
16.3	All Other Paid Staff	5.63	5.63
16.4	Total Paid Employees	14.07	14.07
16.5	State Government Revenue	\$5,154	\$59,894
Note: Received less in NYS Construction Aid.			
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$33,292	\$19,164
16.8	Total Operating Revenue	\$1,425,326	\$1,365,829

16.9	Other Operating Expenditures	\$212,465	\$214,889
16.10	Total Operating Expenditures	\$1,112,954	\$1,123,083
16.11	Total Capital Expenditures	\$42,681	\$59,208
16.12	Print Materials	61,902	61,980
16.12a	Total Physical Items in Collection	74,389	74,795
16.13	Total Registered Borrowers	7,545	7,707
16.14	Other Capital Revenue and Receipts	\$16,066	\$500,079
16.15	Number of Internet Computers Used by General Public	23	23
16.16	Total Uses (sessions) of Public Internet Computers Per Year	4,576	3,994
16.17	Wireless Sessions	68,401	23,233
16.18	Total Capital Revenue	\$16,066	\$500,079

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	7200441600	7200441600
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	LD	LD
17.4	Administrative Structure Code	SO	SO

17.5	<i>FSCS Public Library Definition</i>	Y	Y
17.6	<i>Geographic Code</i>	SU1	<i>SU1</i>
17.7	<i>FSCS ID</i>	NY0566	<i>NY0566</i>
17.8	<i>SED CODE</i>	440301700003	<i>440301700003</i>
17.9	<i>INSTITUTION ID</i>	800000040455	<i>800000040455</i>

SUGGESTED IMPROVEMENTS

Library Name:	CORNWALL PUBLIC LIBRARY	<i>CORNWALL PUBLIC LIBRARY</i>
Library System:	Ramapo Catskill Library System	<i>Ramapo Catskill Library System</i>
Name of Person Completing Form:	Charlotte A Dunaief	<i>Charlotte A Dunaief</i>
Phone Number:	(845) 534-8282	<i>(845) 534-8282</i>
I am satisfied that this resource (Collect) is meeting library needs:	Agree	<i>Agree</i>
Applying this resource (Collect) will help improve library services to the public:	Agree	<i>Agree</i>

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