

Cornwall Public Library
April 10, 2024
Regular Meeting Agenda

- I. Roll
- II. Approval of Agenda
- III. Approval of the Minutes:
 - A. March 5, 2024, special meeting
 - B. March 13, 2024
- IV. Financial Review
 - A. Approval of Warrant # 8
- V. Public Remarks
- VI. Communications/Donations
- VII. Director's Report – *See Google Docs*
- VIII. Committee Reports
 - A. Finance Committee
 - B. Policy Committee
 - C. Building, Garden, Grounds & Sustainability Committee
 - D. Friends
 - E. Personnel Committee
 - F. Strategic Planning Committee
- IX. Unfinished Business
- X. New Business:
 - A. Discussion of closing August 2-4, using August 2 as a full staff training day
 - B. Good Idea Fund request
- XI. Adjournment

Next Regular Board Meeting Wednesday, May 8, 2024, 7 PM
Public Budget Presentation Wednesday, May 1, 2024, 7 PM

Cornwall Public Library
Special Board Meeting Minutes

March 5, 2024

7 PM

I. Roll: Stephanie Wolf, President; Meghann Chyla, Vice Pres.; Melissa Greaves-Kulisek Sec.; Matt Rettig, Lynn Daniels. Michelle Query. Excused: Julia Dahl. Also Present is Charlotte A. Dunaief, Director & minutes.

Public: Brenda Goldfarb

II. Approval of Agenda: Unanimous Approval

III. Presentation of Budget options: Stephanie Wolf explained the four budget options. Discussion ensued: F/T vs P/T; the fact that F/T requires all benefits, P/T only Sick leave; Minimum wage & disparity legal increase effects; Questions raised: Open Hours; # of staff in the building at slow periods; possible use of Volunteers. B. Goldfarb spoke of her role at CPL. Vote to be taken at next board meeting.

IV. Presentation of 2023 Annual Report: Board Members were asked to read the annual report. Vote to adopt at the next board meeting.

V. Adjournment-unanimous at 8:14 PM

Next Regular Board Meeting March 13, 2024, 7PM

Minutes Taken & Submitted by Charlotte A. Dunaief

Cornwall Public Library Board of Trustees Meeting

March 13, 2024 7:00 p.m.

Minutes

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

I. Roll:

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

Also: Charlotte Dunaief (Director), Cathy Squillini (Minutes)

Excused: Melissa Greaves-Kulisek (Secretary)

Public: Brenda Goldfarb, Rebecca Barth, Amy

II. **Approval of Agenda:** A *motion to approve* the agenda was made by Lynn Daniels, seconded by Julia Dahl. Discussion: Add an item to New Business to present correspondence to the Board from Melissa Greaves-Kulisek: The Agenda, as amended, was unanimously approved.

III. **Approval of the Minutes:** A *motion to approve* minutes of the Regular Board Meeting of February 14, 2024 was made by Lynn Daniels, seconded by Meghann Chyla. Discussion: Correct two items: VII Director's Report "...RCLS split ILS from IT,..." VIII Committee Reports Buildings, Grounds, and Sustainability "Insulation needs to be put in to reduce the draft." A *vote to approve* the minutes of the Regular Board Meeting with corrections was unanimous.

A *motion to approve* minutes of the Special Meeting of March 5, 2024 was made by Michelle Query, seconded by Matt Retting, and unanimously approved.

IV. **Financial Review:** A *motion to approve* Warrant #8 in the amount of \$83,135.30 was made by Meghann Chyla, seconded by Julia Dahl, and unanimously approved.

V. **Public Remarks:** Lisa Sinclair, CPL Youth Services, joined the meeting to tell the Board that a grandparent in the community came to the Library to say that she is reading all the Florida banned books and wants to thank the CPL Director and the Board for "letting me read what I want."

VI. **Communications and Donations:** Sen. Schumer responded in writing to the Director's letter regarding a new parental rights bill. The Director also shared with the Board a page from the Cornwall Local newspaper showing upcoming library programs.

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

The Librarian I Civil Service list for Adult Services and the Librarian II Civil Service list for Youth Services were received. No hiring has occurred. The Youth Services position was posted on the RCLS website.

CJM Plumbing snaked the main library drain from the Ladies' Room to the U-pipe. The angle of the pipe may be the problem with the back up that has been occurring. The new toilets are considered low flow toilets which provide less pressure than the old toilets. The Director will email Broderick to find out if that could be the problem.

The Director reminded the Board members that they are required to do two hours of training annually, not including the mandatory NYS Sexual Harassment training. Members were also reminded to add their training hours to the spreadsheet on Drive and if they did not log hours in 2023, they should make up the hours in 2024.

VIII. **Committee Reports:**

Finance Committee: *A motion to approve* budget transfers was made by Lynn Daniels, seconded by Michelle Query. Discussion: The transfers will be made from Health Insurance into Retirement, and into Workers' Compensation. The costs for both Retirement and Workers' Compensation have increased. The question was raised about concerns that both costs will continue to be underfunded in the budget as costs continue to rise. The Director indicated that there is a significant increase in both budget lines for the next year's budget. *A vote to approve* the transfers was unanimous.

Policy: None

Buildings, Grounds, and Sustainability: None

Friends: A book sale has been planned for May 18, 2024. The Garden Club has taken the Anita Klein art work.

Personnel: None

Strategic Planning Committee: None

IX. **Unfinished Business:** *A motion to approve* FY 23/24 Annual Report was made by Meghann Chyla, seconded by Michelle Query and unanimously approved.

A motion to approve the 2024/2025 Budget was made by Meghann Chyla, seconded by Matt Rettig. Discussion: Four versions of the budget were prepared, 1) Hiring 1 F/T replacement and 1 additional F/T staff plus a 2% staff raise; 2) Hiring 1 F/T replacement and 1 additional F/T staff plus a 3% staff raise; 3) Hiring 1 F/T replacement plus a 2% staff raise; 4) Hiring 1 F/T replacement plus a 3% staff raise.

The Board first voted to exceed the tax cap. After discussion of how much of an increase it would be with each of the four versions of the budget, a *motion to vote* to exceed the tax cap was made by Matt Rettig, seconded by Michelle Query, and unanimously approved.

The Board then discussed the hiring of either 1 F/T replacement or 1 F/T replacement and 1 additional F/T staff position. A vote to approve the 2024/25 Budget totaling \$1,501,368 that includes 1F/T replacement and 3% staff raise was approved by a vote of 5-2 (Melissa Greaves-Kulisek voted via text).

A *motion to approve* Governance of the Board of Trustees was made by Lynn Daniels, seconded by Meghann Chyla, and unanimously approved.

X. New Business: A letter of resignation from Melissa Greaves-Kulisek was received by the Board. The resignation is effective March 14, 2024. The Board thanked Ms. Greaves-Kulisek for her time on the Board and service to the Library. A *motion to accept* the resignation was made by Meghann Chyla, seconded by Matt Rettig, and unanimously approved.

There will be three open seats on the Board; one for a two year term, and two for a three year term. Signatures for new board members are due March 22, 2024; interested candidates need 25 signatures and all signatures must be verified.

A *motion to nominate* Michelle Query for Secretary of the Board effective March 14, 2024, was made by Meghann Chyla, seconded by Matt Rettig, and unanimously approved. Michelle Query will replace Melissa Greaves-Kulisek.

XI Adjournment: A *motion to adjourn* was made by Lynn Daniels, seconded by Meghann Chyla, and unanimously approved. The Regular Board Meeting was adjourned at 8:04 p.m.

The next Regular Board Meeting will be held on Wednesday, April 10, 2024 at 7:00 p.m.

Public Budget Presentation will be held Tuesday, April 30, 2024 at 7:00 p.m.

Cornwall Public Library

Warrant #9

March 2024

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
		Aflac		\$ -93.70
		Albert Wisner Public Library		\$ -9.99
		American Digital Memories LLC		\$ -487.90
		Ashcraft Lock & Door		\$ -120.00
		Barbara Gabhart		\$ -195.00
		Barrons		\$ -26.00
		Benninger Landscaping LTD		\$ -900.00
		Blackstone Publishing		\$ -419.92
		Brodart Co		\$ -174.22
		Brodart Co- JUV		\$ -244.45
		Brodart Co.- McN		\$ -610.75
		Cengage Learning Inc/Gale		\$ -762.63
		Central Hudson Gas & Electric Corp		\$ -3,531.40
		Charlotte Dunaief		\$ -50.38
		CJM Plumbing, Heating & AC		\$ -1,800.00
		Cornwall Public Library Payroll		\$ -53,880.66
		Elan Financial Services		\$ -2,083.83
		Elsa Cameron		\$ -195.00
		hoopla		\$ -1,084.23
		Ingram Library Services		\$ -1,411.91
		Julie Bengyak		\$ -200.00
		Lock Around the Clock		\$ -70.00
		Lois Kohlman		\$ -524.10
		Marangi Disposal		\$ -166.40
		Marie C Clark		\$ -524.10
		Marie Neville		\$ -195.00
		Martha Diederich		\$ -195.00
		Nationwide NYS Deffered		\$ -1,200.00
		NET 2 PHONE		\$ -191.98
		News of the Highlands Inc		\$ -100.09
		Nugent & Haeussler, PC		\$ -8,850.00
		NYS & Local Retirement		\$ -650.47
		NYS Health Insurance Pending Acct		\$ -5,983.84
		Overdrive Inc		\$ -2,322.09
		Pam Stockton		\$ -74.36
		Pamela Hawks		\$ -75.00
		Patricia Rovello		\$ -524.10
		Ray Toracca		\$ -250.00
		Sharon Toracca		\$ -195.00
		Smart Apple Media		\$ -209.60
		Staples		\$ -494.17
		Storm King Art Center		\$ -500.00
		Susan Vrana		\$ -100.00
		The Library Store		\$ -153.16
		Thrall Public Library of Middletown & Wallkill		\$ -39.00
		Times Community Newspapers		\$ -235.11
		Toshiba		\$ -770.80
		Verizon		\$ -119.00
		Verizon- Wireless		\$ -15.08
		Village of Cornwall on Hudson		\$ -96.00
		Williamson Law Book Co		\$ -113.59

Cornwall Public Library

Warrant #9

March 2024

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
				\$ -524.10
				\$ -93,743.11

Cornwall Public Library
Budget vs. Actuals: FY 23-24 - Operating Expenses (75% of FY)
July 2023 - March 2024

	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			0.00	
4082.1 Copies	2,224.96		2,224.96	
4082.13 Fines	279.69		279.69	
4082.19 Misc	31.24		31.24	
4082.2 Donation	997.76	1,000.00	-2.24	99.78%
4082.3 Lost Item	582.41		582.41	
4082.7 Faxes	421.75		421.75	
Total 4082 Income	\$ 4,537.81	\$ 1,000.00	\$ 3,537.81	453.78%
4401 Interest Income	4,043.99	500.00	3,543.99	808.80%
4706 Friends of the Cornwall Public Library	5,282.11	13,500.00	-8,217.89	39.13%
4840 RCLS- LLSA	5,290.89	4,810.00	480.89	110.00%
Total Revenue	\$1,447,087.80	\$ 1,447,743.00	-\$ 655.20	99.95%
Gross Profit	\$1,447,087.80	\$ 1,447,743.00	-\$ 655.20	99.95%
Expenditures				
6010 Retirement	61,889.00	61,889.00	0.00	100.00%
6020 6020 NYS Disability Benefits	2,125.05		2,125.05	
6030.8 FICA/Medicare Expense	\$ 42,817.02	\$ 69,393.00	-\$ 26,575.98	61.70%
6060 Worker's Compensation	8,925.89	8,925.00	0.89	100.01%
6090 Health Insurance	\$ 44,192.11	\$ 94,238.00	-\$ 50,045.89	46.89%
6141 Professional Library	127,850.00	211,516.00	-83,666.00	60.44%
6142 Clerical Salary	336,466.19	532,050.00	-195,583.81	63.24%
6143 Treasurer Salary	4,651.39	6,365.00	-1,713.61	73.08%
6144 Custodial Salary	13,949.10	27,838.00	-13,888.90	50.11%
7410 Books	\$ 28,205.30	\$ 61,850.00	-\$ 33,644.70	45.60%
7410.9 McNaughton	5,496.75	7,329.00	-1,832.25	75.00%
7411 Movie License	232.50	700.00	-467.50	33.21%
7412 Video/Music/Books on Tape	\$ 25,828.22	\$ 45,900.00	-\$ 20,071.78	56.27%
7413 Serials/Reference	\$ 9,952.31	\$ 19,240.00	-\$ 9,287.69	51.73%
7430 Supplies				
7430.1 Library Supplies	\$ 3,098.93	\$ 6,300.00	-\$ 3,201.07	49.19%
7430.11 Book Processing	935.39	2,200.00	-1,264.61	42.52%
7430.2 Office Supplies	\$ 7,504.37	\$ 11,000.00	-\$ 3,495.63	68.22%
7430.30 Program Supplies- Adult	\$ 1,746.45	\$ 3,500.00	-\$ 1,753.55	49.90%
7430.31 Program Supplies- YA	\$ 111.28	\$ 2,000.00	-\$ 1,888.72	5.56%
7430.32 Program Supplies -JUV	\$ 928.60	\$ 1,500.00	-\$ 571.40	61.91%

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	\$ 14,423.84	\$ 40,000.00	-\$ 25,576.16	36.06%
7431 Telephone	4,188.79	4,900.00	-711.21	85.49%
7432 Square Processing Fees	24.04	100.00	-75.96	24.04%
7433 Postage and Shipping	967.36	4,900.00	-3,932.64	19.74%
7434 Printing	594.74	10,000.00	-9,405.26	5.95%
7435 7435- Travel/Conference	1,344.70	4,500.00	-3,155.30	29.88%
7437 Professional Fees	0.99		0.99	
7437.1 Prof Fees- Office	16,122.59	22,050.00	-5,927.41	73.12%
7437.2 Prof Fees- Adult Programs	\$ 2,150.00	\$ 6,000.00	-\$ 3,850.00	35.83%
7437.3 Professional Fees- YA		2,000.00	-2,000.00	0.00%
7437.4 Professional Fees- Juv	\$ 700.00	\$ 4,000.00	-\$ 3,300.00	17.50%
7437.5 Professional Fees- Summer Reading Program	\$ 850.00	\$ 5,000.00	-\$ 4,150.00	17.00%
7437.6 Professional Fees- Outreach	\$ 600.00	\$ 2,500.00	-\$ 1,900.00	24.00%
Total 7437 Professional Fees	\$ 20,423.58	\$ 41,550.00	-\$ 21,126.42	49.15%
7438 Dues	1,752.00	1,500.00	252.00	116.80%
7450 Utilities/Fuel	27,825.10	35,000.00	-7,174.90	79.50%
7451 Custodial Supplies	1,043.93	3,500.00	-2,456.07	29.83%
7452 Repairs to Building	18,704.80	24,048.00	-5,343.20	77.78%
7454 Building Insurance	11,735.17	13,500.00	-1,764.83	86.93%
7455 RCLS	\$ 54,273.66	\$ 77,472.00	-\$ 23,198.34	70.06%
7469 Service Contracts	16,111.02	39,540.00	-23,428.98	40.75%
Total Expenditures	\$ 885,993.56	\$ 1,447,743.00	-\$ 561,749.44	61.20%
Net Operating Revenue	\$ 561,094.24	\$ 0.00	\$ 561,094.24	
Net Revenue	\$ 561,094.24	\$ 0.00	\$ 561,094.24	

Saturday, Apr 06, 2024 04:04:15 PM GMT-7 - Cash Basis

Cornwall Public Library
Budget vs. Actuals: FY 23-24 - Operating Expenses (75% of FY)
July 2023 - March 2024

	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			0.00	
4082.1 Copies	2,224.96		2,224.96	
4082.13 Fines	279.69		279.69	
4082.19 Misc	31.24		31.24	
4082.2 Donation	997.76	1,000.00	-2.24	99.78%
4082.3 Lost Item	582.41		582.41	
4082.7 Faxes	421.75		421.75	
Total 4082 Income	\$ 4,537.81	\$ 1,000.00	\$ 3,537.81	453.78%
4401 Interest Income	4,043.99	500.00	3,543.99	808.80%
4706 Friends of the Cornwall Public Library	5,282.11	13,500.00	-8,217.89	39.13%
4840 RCLS- LLSA	5,290.89	4,810.00	480.89	110.00%
Total Revenue	\$1,447,087.80	\$ 1,447,743.00	-\$ 655.20	99.95%
Gross Profit	\$1,447,087.80	\$ 1,447,743.00	-\$ 655.20	99.95%
Expenditures				
6010 Retirement	61,889.00	61,889.00	0.00	100.00%
6020 6020 NYS Disability Benefits	2,125.05		2,125.05	
6030.8 FICA/Medicare Expense	\$ 42,817.02	\$ 69,393.00	-\$ 26,575.98	61.70%
6060 Worker's Compensation	8,925.89	8,925.00	0.89	100.01%
6090 Health Insurance	\$ 44,192.11	\$ 94,238.00	-\$ 50,045.89	46.89%
6141 Professional Library	127,850.00	211,516.00	-83,666.00	60.44%
6142 Clerical Salary	336,466.19	532,050.00	-195,583.81	63.24%
6143 Treasurer Salary	4,651.39	6,365.00	-1,713.61	73.08%
6144 Custodial Salary	13,949.10	27,838.00	-13,888.90	50.11%
7410 Books	\$ 28,205.30	\$ 61,850.00	-\$ 33,644.70	45.60%
7410.9 McNaughton	5,496.75	7,329.00	-1,832.25	75.00%
7411 Movie License	232.50	700.00	-467.50	33.21%
7412 Video/Music/Books on Tape	\$ 25,828.22	\$ 45,900.00	-\$ 20,071.78	56.27%
7413 Serials/Reference	\$ 9,952.31	\$ 19,240.00	-\$ 9,287.69	51.73%
7430 Supplies				
7430.1 Library Supplies	\$ 3,098.93	\$ 6,300.00	-\$ 3,201.07	49.19%
7430.11 Book Processing	935.39	2,200.00	-1,264.61	42.52%
7430.2 Office Supplies	\$ 7,504.37	\$ 11,000.00	-\$ 3,495.63	68.22%
7430.30 Program Supplies- Adult	\$ 1,746.45	\$ 3,500.00	-\$ 1,753.55	49.90%
7430.31 Program Supplies- YA	\$ 111.28	\$ 2,000.00	-\$ 1,888.72	5.56%
7430.32 Program Supplies -JUV	\$ 928.60	\$ 1,500.00	-\$ 571.40	61.91%

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	\$ 14,423.84	\$ 40,000.00	-\$ 25,576.16	36.06%
7431 Telephone	4,188.79	4,900.00	-711.21	85.49%
7432 Square Processing Fees	24.04	100.00	-75.96	24.04%
7433 Postage and Shipping	967.36	4,900.00	-3,932.64	19.74%
7434 Printing	594.74	10,000.00	-9,405.26	5.95%
7435 7435- Travel/Conference	1,344.70	4,500.00	-3,155.30	29.88%
7437 Professional Fees	0.99		0.99	
7437.1 Prof Fees- Office	16,122.59	22,050.00	-5,927.41	73.12%
7437.2 Prof Fees- Adult Programs	\$ 2,150.00	\$ 6,000.00	-\$ 3,850.00	35.83%
7437.3 Professional Fees- YA		2,000.00	-2,000.00	0.00%
7437.4 Professional Fees- Juv	\$ 700.00	\$ 4,000.00	-\$ 3,300.00	17.50%
7437.5 Professional Fees- Summer Reading Program	\$ 850.00	\$ 5,000.00	-\$ 4,150.00	17.00%
7437.6 Professional Fees- Outreach	\$ 600.00	\$ 2,500.00	-\$ 1,900.00	24.00%
Total 7437 Professional Fees	\$ 20,423.58	\$ 41,550.00	-\$ 21,126.42	49.15%
7438 Dues	1,752.00	1,500.00	252.00	116.80%
7450 Utilities/Fuel	27,825.10	35,000.00	-7,174.90	79.50%
7451 Custodial Supplies	1,043.93	3,500.00	-2,456.07	29.83%
7452 Repairs to Building	18,704.80	24,048.00	-5,343.20	77.78%
7454 Building Insurance	11,735.17	13,500.00	-1,764.83	86.93%
7455 RCLS	\$ 54,273.66	\$ 77,472.00	-\$ 23,198.34	70.06%
7469 Service Contracts	16,111.02	39,540.00	-23,428.98	40.75%
Total Expenditures	\$ 885,993.56	\$ 1,447,743.00	-\$ 561,749.44	61.20%
Net Operating Revenue	\$ 561,094.24	\$ 0.00	\$ 561,094.24	
Net Revenue	\$ 561,094.24	\$ 0.00	\$ 561,094.24	

Saturday, Apr 06, 2024 04:04:15 PM GMT-7 - Cash Basis

March 2024 Director's Report

Closed Friday, 3/29 at 1 PM & Closed Sunday 3/31

Personnel

- Interviewed 2 people for the Librarian II Youth services position, held a trial presentation with one; second has withdrawn her application.
- 23 staff members were present for Hands-Only CPR, First Aid, and AED training on 3/19/24
- Other staff attended the above training on 3/23/24 at Munger Cottage
- Completed staff reviews

Budget/Financial

- Completed Tax Cap report form for NYS
- Got Taxable Assessed Values and Equalization Rates for 23-24 F/Y, which we use to estimate tax levied per household. The estimate for a \$350,000 home is \$176, and for a \$450,000 one is \$277.
- Sent the Legal Notice of the Budget Vote and Trustee Election to the lawyer for approval; once approved sent to the Local and Mid-Hudson Times for placement 4X each.

Programming

- 3/21 Lead Mystery Book Discussion Group
- 3/15 Mr. Gould Art Demonstration
- 3/16-Parting Glass-Irish Music at Munger Cottage
- 3/23 Hands-only CPR; First Aid and AED training at Munger Cottage for some staff, open to the public

Building and Grounds

- Emailed Broderick about the Plumbing Issue
- Emailed Eric Collier about the electrical pole in the back office with wires sticking out of it. This must be addressed or we will not pass the Fire Inspection.

Of Note: RCLS has announced the migration date to the KOHA ILS system. Sirsi Dynex's Workflows will be shut down at 4 PM on Thursday, August 1. Open Libraries will have to use KOHA offline from 4 PM August 1st through Sunday, August 4th. KOHA ILS will go live on Monday, August 5th. I would like to propose that we close from Friday, August 2nd through Sunday, August 4th. I would like to do a full day of staff training on Friday, August 2nd. This will help make sure that all staff are comfortable with KOHA. RCLS's Alex Carver said that the more libraries that are closed for that weekend the easier the transition to KOHA will be on August 5th.

Monthly Statistics March 2024 (previous month in parentheses):

Registered borrowers: 7,818 (7,751); Direct Access/Circulation: 10,363 (9,996);
ILL Borrows: 1,758 (1,783); ILL Loans: 1,544 (1,514); Item Count: 73,352 (73,758);
Wi-Fi: 6,598 (6,076).

Libby (Overdrive) Checkouts: 3,879 (4,194); Unique Users: 784 (773).

Meetings Attended: 3/5 Special Board Meeting; 3/13 RCLS Director's Association Meeting; 3/13 Board meeting; 3/19 Staff Training (at staff meeting)-AED, hands-only CPR & First Aid; 3/21 ILS Committee Meeting.

Workshops Attended: 3/26 Understanding Funding through NYS Legislature (RCLS Webinar)

Youth Services -End of Month Report – March 2024

<i>Program name</i>	<i>Date</i>	<i>Children</i>	<i>Teens</i>	<i>Adults</i>	<i>Total Attended</i>
<i>Baby & Me</i>	<i>3/1, 3/8 3/15</i>	<i>15, 15, 14</i>		<i>15, 18, 14</i>	<i>47</i>
<i>T.U.T.</i>	<i>3/1</i>		<i>6</i>		<i>6</i>
<i>Eclipse Watching for All</i>	<i>3/2</i>	<i>8</i>	<i>4</i>	<i>11</i>	<i>23</i>
<i>Dog Tales</i>	<i>3/4, 3/18</i>	<i>15, 16</i>		<i>2,3</i>	<i>36</i>
<i>Family Story Time</i>	<i>3/5, 3/12, 3/19,3/26</i>	<i>19, 12, 17, 28</i>		<i>21, 13, 16, 18</i>	<i>123</i>
<i>PJ Story Time</i>	<i>3/6, 3/20</i>	<i>8,</i>		<i>7,</i>	<i>42</i>
<i>ChatterBooks</i>	<i>3/13</i>	<i>12</i>	<i>1</i>	<i>1</i>	<i>14</i>
<i>Lego build-it</i>	<i>3/9</i>	<i>41</i>		<i>22</i>	<i>63</i>
<i>Art Afternoon</i>	<i>3/19</i>	<i>8</i>			<i>8</i>
<i>Book Break</i>	<i>3/14</i>	<i>6</i>			<i>6</i>
<i>Saturday Morning Story Time</i>	<i>3/23</i>	<i>12</i>		<i>13</i>	<i>25</i>
<i>Chess Time</i>	<i>3/23</i>	<i>1</i>	<i>1</i>	<i>3</i>	<i>5</i>
<i>Readzza, Readzza</i>	<i>3/21</i>	<i>4</i>			<i>4</i>
<i>TOTALS</i>		<i>259</i>	<i>12</i>	<i>177</i>	<i>448</i>

Meetings & Outreach

3/12, 3/20, 3/22 SRP Planning- Lisa & Liz
 3/7, 3/13/24 Candidate Interviews-Liz, 3/27/24 Candidate presentation Lisa & Liz
 3/19/24 Red Cross Hands-only Training-Lisa & Liz
 3/21/24 Evaluation- Liz
 3/22/24 Webinar prep for Koha training- Lisa

Questions @ the Desk

Reference 401, Circulation 109, Phone 77, Tech 22, iPads lent 35, Book Club 47, Programs 43, Eclipse glasses 37, Misc. 33.

Reflections

As I'm typing this, another patron just asked, "Do you have the glasses for the Eclipse?" We did. We had a box of 1950 ct. acquired from the NASA program for Libraries. I started distributing them on March 2 after Mid-Hudson Astronomical Association member, Dominic Schepes' excellent program, *Eclipse Watching for All*.

Circulation Highlights March 2024

Seven performance reviews were completed.

As of April 1, there will be a new Circulation Stat sheet required for use by the team.

Additional responsibilities have been assigned to the circ team for shelf reading: The following categories are included: DVDs, Board books, New Fiction, New Non-Fiction, Travel, and Fast Fiction.

Additionally, the circ staff routinely organizes and audits book & DVD carts, entering information into Constant Contact, as well as other assigned activities.

Peer to Peer article (How do you build respect and belonging with peers?) shared with the library staff. This is part one of a three-part series.

Special Project- Called over 700 plus patrons to let them know that their library card will be expiring and welcomed them to come back in to reinstate their library card for another five years.

Sincerely,

Ellen Winchell
Service Desk Manager

Adult Programming & Outreach Projects: March 2024

Date	Title	Attendance
3/14/24	Great Decisions	3
3/15/24	The Beauty of Ireland: Painting Demo & Exhibition: Paul Gould	19
3/16/24	Songs of Ireland by The Parting Glass	121
3/19/24	Beware My Sting: The Women's Air Force Service Pilots - Women's History Month	22
3/20/24	Early Detection Saves Lives: Learn About Colorectal Cancer And How to Prevent It	16
3/21/24	Barbie: An American Icon - Women's History Month	23
3/23/24	First Aid & Hands Only CPR	46
		Total : 250

Creative Writers Workshop: 3/4-6, 3/11-6, 3/18-5, 3/25-7 Total: 24

Community Room (CR) & Study Room (SR) Usage:

3/4/24	Friends of Cornwall Library Board Meeting (SR)	Total:	9
	AARP Tax-Aide 3/4, 3/11, 3/18, 3/25 Reporting (CR)	Total:	98
	71 taxpayers/27 volunteers; \$43,577 federal refunds; \$16,234 NYS refunds		
	Book Club: Out & About 3/27/24 The Immortalists by Chloe Benjamin	Total:	11
3/19/24	Staff First Aid & Hands Only CPR with the American Red Cross: Alexander Poku	Total:	19
3/7/24	Artist Opening Reception: Edinburgh Athens of the North, David Nicholls	Total:	28
Donations to Friends of Cornwall Library:			
3/16/24	Songs of Ireland by The Parting Glass.....	\$134.00	
3/19/24	The Womens Airforce Service.....	\$5.00	
3/23/24	First Aid, Hands on CPR/AED.....	\$46.00	
Total March:		\$185.00	
Total YTD:		\$462.50*	
*pending confirmation			

Highlights & Tidbits:

The old saying of "March comes in like a lion and goes out like a lamb" did not hold true for the Cornwall Public Library programming and outreach efforts. The weather did not hinder attendance. We had two well attended back-to-back programs for Women's History Month, The Women's Airforce Service Pilots and Barbie: An American Icon which brought in lots of new attendees.

'Top of the morning, afternoon and evening' to all the Irish art fans of Paul Gould who were captivated watching him paint the beauty of Ireland in a live demonstration of Blarney Castle. This program was followed the next day by the performance of The Parting Glass entitled Songs of Ireland and enjoyed by 121 community members of all ages and backgrounds singing, clapping and smiling. We even had three audience members perform for us to a thundering applause!

My personal favorites are always the health topics to keep us all well informed and this month our programming offers were exceptional. A seminar on colorectal issues brought in a medium-sized audience for a very specialized concern with lots of interactive discussion. And much to our credit, there was a total of 65 staff/community attendees at the First Aid & Hands-Only CPR training course given by the American Red Cross. Several local officials stopped by to support the library, the Ambulance Corp said a quick hello and Kurt Hahn stayed for the entire program. We will now schedule a Certification class based on interest. How truly wonderful to provide the skill sets necessary to give the confidence to act when moments matter.

April and May will hopefully continue to bring in the multigenerational attendees who have been interested in our programs. And they will not be disappointed!

Brenda

Adult Services Report March 1-31, 2024
(Submitted by David J. Phillips IV, 04/5/2024)

REFERENCE: (previous month) Reference Questions: 179 (190) Quick Tech Assists: 85 (78) 1-on-1 Tech Help: 28 (18) Circulation: 110 (127) Directional: 43 (18) Reader's Advisory: 16 (6) ILL/SEAL: 11 (12) Pull List: 1256 (1191) Printing: 117 (104) Faxing: 2 (1) Phone: 60 (75) Virtual Ref: 7 (3) Notary Service: 57 (45)

Database Stats: (previous month)

Novelist Plus Searches: 15 (29) Novelist PlusK-8: 0 (0) EBSCO Master FILE Premier: 0 (0) EBSCO Other: 0 (0) Gale Virtual Ref. Library: 1 (1) Ancestry: 156 (1)

Freegal: 3 (3)

Hoopla: Circulations 516 (427) Users 188 (170)

Usage Breakdown: Digital Audiobook – 243 (222) Digital BingePass – 0 (0) Digital Comics – 31 (30) Digital Ebook – 171 (131) Digital Movie – 29 (19) Digital Music – 18 (7) Digital Television – 24 (18)

Tutor.com: User accounts – 1 (1)

NYTimes Digital Subscription Stats: (previous month)

In-House Library usage sessions 53 (45) page views 113 (104) articles read 77 (61)
Offsite Code redemptions 135 (143) usage sessions 285 (272) page views 1324 (1145)
articles read 306 (252)

PC Usage: (previous month)

Adults': 329 (331) Children's: 21 (11) Laptops: 1 (6) PC Reservations: 0 (0)
Guest Passes: (37)

HOME DELIVERIES (previous month)

New Sign Ups: 0 (0) Unique Patrons: 0 (0)
Deliveries: 5 (6) Items Delivered: 8 (7)

PROGRAMS

Great Decisions: (Pam S.) 3

Members' Choice Book Group: (Dawn) 4

Midday Matinee (Holly) 18

Monday Night Movie: (Andrew) 3/11 – 5; 3/25 - 5

Mystery Book Group: (Charlotte) 12

Teen Tech Club: (Pamela) 8

REFERENCE ROUNDUP:

David – **AI and Libraries online mini-conference** was fascinating! Have a few to watch that were at the same time as others and many presentations to share with all staff. This is something that we will need to help patrons navigate in the future as commonly as we help them navigate the catalog, digital resources, and all of their personal devices.

Inventory is almost complete. Adult DVDs, YA Audio Books, and Periodicals are all that remain to finish scanning. Next step is to finish tracking down any of what was not inventoried that should be around, deleting old or duplicate records, etc. Have been doing the other sections as we did the inventory process so this won't take too much time.

Starting April 2nd, Sports Movie Night. Going to use to try to get some book discussion started. Some who came to my program at Munger Cottage or expressed interest said around now would be a better time.

Upcoming Conferences and Webinars:

04/15/2024 – **Resilience Hubs Session 3**

05/22/2024 – **Resilience Hubs Session 4**

05/23/2024 – **NicheCon 2024**

The Good Idea Fund

Grant Request Form

Proposals need to be submitted to the Director by the end of each quarter in order to be considered.

Deadline dates are: March 23, June 22, September 21 and December 21, 2018. Requests will be considered at the following board meeting. Grants will be issued for a minimum of \$500 and should be for one-time expenses that fall outside the parameters of the annual operating budget. Projects will be funded that enhance the programming or services of the library.

1. Your Name:

Dawn Thornton,

2. Your Financial Request:

\$ 900⁰⁰

3. Project this grant will fund:

End of stack shelving in YA for Books on CD collection

4. Is this grant for technology, products, furniture, equipment, or services?

Furniture

5. Is any portion of this request funded by another source? If so, please identify.

YA

6. Who is the intended audience for this request?

YA

7. Please describe your project. What is the anticipated outcome of this project?

How will you measure this?

Move the YA Books on CD off a cart and onto stable shelving.

This will make YA BOCD more visible and easier to access.

Check outs of BOCD should increase

8. What goal or objective does this pertain to in the 2017-2022 Strategic Plan?

Helps with a safe library space; and a usable collection

9. Please complete attached Budget Form. (over)

Budget Form

Description of Item or Service	Provider of Item or Services	Quantity or Unit of Cost	Proposed Expenditure
End-of-range Oak shelving	Brodart	1	\$ 510.59
42" h x 20" w x 12" d	Shipping	1	@ 389.41
Shipping		Total @	\$ 900.00

Your Signature: *Burshank* Date: _____

Director's Signature: *Charlotte Adunawoy* Date: 1/1/24

Approved by Board of Trustees: _____ YES _____ NO Date: _____

NOTES:

All products on this page carry a



(B)



- \$7 937 000* 42"H Starter with 3 Shelves
- \$8 937 000* 42"H Adder with 3 Shelves
- \$B 604 000* 42"H Wood Back w/Oak Veneer
- \$B 943 100 42"H Economy Back, Lt.
- \$B 943 D00 42"H Economy Back, Dk.
- \$7 936 000* 60 1/2"H Starter with 4 Shelves
- \$8 936 000* 60 1/2"H Adder with 4 Shelves
- \$B 602 000* 60 1/2"H Wood Back w/Oak Veneer
- \$B 942 100 60 1/2"H Economy Back, Lt.
- \$B 942 D00 60 1/2"H Economy Back, Dk.
- \$7 935 000* 82"H Starter with 5 Shelves
- \$8 935 000* 82"H Adder with 5 Shelves
- \$B 600 000* 82"H Wood Back w/Oak Veneer
- \$B 939 100 82"H Economy Back, Lt.
- \$B 939 D00 82"H Economy Back, Dk.

*Specify oak finish and metal shelf color on facing page.

- 140.00
- 765.33
- 90.00
- 12.00
- 12.00
- 12.00
- 12.00
- 200.00
- 150.00
- 18.00
- 18.00
- 18.00
- 18.00
- 270.00
- 234.00
- 22.00
- 22.00
- 109.00
- 109.00

OAK FINI

Built to order. Assembled. Ships from manufacturer.

Dark-801

Medium-8

Clear-033

Solar-7



Classic End-of-Range Oak Shelving

Create needed space at the end of double-faced shelving ranges

Built to order. Ready to assemble. Ships from manufacturer via truck.



(A) BOOKS & MEDIA

CAT.#	H x W x D	ADJ. SHELVES	LBS.	PRICE
\$1 114 000*	42" X 20" X 12"	2	91.00	\$ 510.59

Handwritten notes on a yellow sticky note:

~~SB 939 100~~

4 1/4 h x 20w x 12" d

510.59

\$1114 000

Natural 089

P.500

Brodat

Pumpkin

Grasshopper

Fer

5to

Sand

Al

Black

C

To see a and Splatter

1.888.820.4377

500



