

Cornwall Public Library
March 12, 2025
Regular Meeting Agenda

- I. Roll
- II. Approval of Agenda
- III. Approval of the Minutes
 - A. February 12, 2025
- 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, Grounds & Sustainability Committee
 - D. Friends
 - E. Personnel Committee
 - F. Strategic Planning Committee
- IX. Unfinished Business: Annual Report: Motion to approve annual report for FY 2024/25
- X. New Business
- XI. Public Remarks
- XII. Adjournment

Next Regular Board Meeting Wednesday, April 9, 2025, 7 PM
Budget Presentation to the Public April 15, 2025, 7PM

Cornwall Public Library Board of Trustees Meeting

March 12, 2025, 7:00 p.m.

Minutes

Meeting was *called to order* by Michelle Query at 7:02 p.m.

I. **Roll:** Trustees Present: Meghann Chyla (President)(arrived at 7:20PM), Michelle Query (Vice President), Amy Stermer, Lucinda Poindexter, Julia Dahl, Gregory Rocco

Also: Charlotte Dunaief (Director), Cathy Squillini (Minutes), Allison Barry (Treasurer)

Excused: Christopher DeFilippi

II. **Approval of Agenda:** Amy Stermer made a *motion to approve* the agenda, seconded by Lucinda Poindexter, and unanimously *approved*.

III. **Approval of the Minutes:** A *motion to approve* minutes of the February 12, 2025 Meeting was made by Lucinda Poindexter, seconded by Julia Dahl. Discussion: Item **X. New Business**, change wording as follows: "A bank letter was received indicating that a CD belonging to CPL Foundation is ready for renewal. The funds in the CD were raised by the Foundation. Mr. Kevin Brennan was asked to go to the bank to move the funds out of the CD and into a savings account in the name of the CPL Foundation.

On February 18, Meghann Chyla will be meeting with Amy Cordisco, Stephanie Wolf, Carol Stein, and Melissa Greaves to discuss reactivating the Foundation. Each person was sent a copy of the bylaws."

A *vote to approve* the Minutes as amended was unanimously approved.

IV. **Financial Review:** A *motion to approve* Warrant #8 in the amount of \$86,313.40 was made by Lucinda Poindexter, seconded by Amy Stermer.

Discussion: Questions were: What is Up in Arms, a program? Yes, it is a Puppet program paid through Senator Skoufis's grant, money already recieved. What is Hoopla? An online streaming service. Who is Russell Ger? The conductor of the Newburgh Symphony Orchestra. The funds to pay Mr. Ger are part of a grant reimbursement from Assemblyman Eachus. What is Julia Bengyak doing for the library? Ms. Bengyak leads children's book groups. What is Elan Financial Services? CPL's credit card company. Youth Services orders books and most videos are ordered using the credit card. What are we using Amazon for? Books the Library is unable to obtain through a supplier and DVDs. A *vote to approve* Warrant #8 was unanimous.

V. **Public Remarks:** None

VI. Communications and Donations:

- The Director indicated that a \$25.00 check was received and deposited. The donation was given by Mr. Robert Miller
- The Director passed around the PR and communication binders for review.

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

The Director highlighted the following items for the Board:

- Employees expressed thanks to the Board for establishing the salary bands.
- The Director contacted the Board of Elections in preparation for the budget vote.
- March 21, 2025 is the last day to submit Election Petitions for Board of Trustees. As of March 12, 2025, no petitions have been submitted.
- The Director is working to prepare the ballot by March 24 in order to have sufficient time for printing and availability for absentee voters.
- The Director contacted Mr. John Fink, Assistant Superintendent for Business of the Cornwall CSD regarding the tax cap.
- The Director reminded the Trustees that they are required to do two hours of training between July 1, 2024 and June 30, 2025. She asked them to send the certificates of completion to her.

Meghann Chyla made a *motion to enter* Executive Session, seconded by Michelle Query at 7:18 pm. The motion was *unanimously approved*.

A *motion to end* Executive Session was made by Meghann Chyla, seconded by Michelle Query, and *unanimously approved* at 7:51 pm.

VIII. Committee Reports:

Finance Committee: The Library budget vote is scheduled for April 22, 2025. Letters were drafted and distributed to CPL employees regarding the salary bands contingent upon passage of the budget.

Policy: The Committee met on March 10, 2025. Four policies were presented to the Board of Trustees for review. A vote on each policy will take place at the April meeting.

- Cell phone policy for employees: the policy is the same as written in the Employee Handbook; additions include personal cell phones may be used during work hours for 2-

step verification; business cards should only include CPL phone numbers, no personal phone numbers.

- ILL Policy: for books obtained from libraries outside the RCLS system (SEAL or World CAT), there will be a limit on books as follows: 4 for CPL cardholders, 2 for other system libraries. There is also a proposed fee for non-CPL cardholders.
- Policy and Procedure for Immigration Authorized visits to CPL. The policy outlines procedures for non-public areas of the library.
- Employee Notification of Disciplinary Records under FOIL. This policy concerns letting employees know when their records are requested by another entity.

Buildings, Grounds, and Sustainability: None

Friends: D. Mingoia (Friend's treasurer) is now on the Friends account(s) as signatory. Friends have approved the 2023-24 and 2024-25 budgets. A meeting has been scheduled for March 24, 2025 to continue planning the budget for 2025-26.

Personnel: The discussion focused on the charges for work performed by the Civil Service Labor Law firm. The primary question was: How did the fees get so high for the attorneys?

Based on the original estimate from the firm, CPL budgeted \$7,500 for work related to the Handbook. Charges to date are approximately \$12,000.

The Board asked: How much per hour was CPL charged? \$750-\$1,000/hour range.

What does the contract say about a maximum dollar amount? There is a signed letter of agreement which does not include a limit. The Board asked for a copy of the letter of agreement for review.

No other work besides the Handbook was performed.

The Director will send the letter of agreement and copies of the emails between CPL and the Civil Service Labor Law attorneys to the Board.

The firm was recommended by RCLS. The Board is considering advising RCLS that the recommendation they provided did not work in the best interests of CPL. The Board resolved to halt further payments and to advise the firm of its dissatisfaction because CPL did not receive the assistance expected.

Strategic Planning Committee: None

IX. Unfinished Business: A *motion to approve* the Annual Report for FY 2024-25 was made by Michelle Query, seconded by Lucinda Poindexter.

Discussion: Michelle Query thanked the Director for putting the Annual Report together. The *vote to approve* the Annual Report FY 2024-25 was unanimous.

X. **New Business:** Julia Dahl reminded the Trustees who have not already done so to send her their head shots and completed bio forms for the portfolio.

Meghann Chyla met with several former trustees to discuss re-establishing the Foundation; some are interested. Carol Stein, who was part of the meeting, will talk to the CPL Foundation's attorney to learn how to access the CPL Foundation funds.

XI. **Public Remarks:** None

XII. **Adjournment:** A *motion to adjourn* was made by Michelle Query, seconded by Julia Dahl, and *unanimously approved*. The Regular Board Meeting was adjourned at 8:18 p.m.

The next Regular Board Meeting will be held on Wednesday April 19, at 7:00 p.m. in the CPL Community Room

The Budget presentation to the Public will be held April 15, at 7:00 p.m.

Cornwall Public Library Board of Trustees Meeting

February 12, 2025, 7:00 p.m.

Minutes

Meeting was *called to order* by Meghann Chyla at 7:04 p.m.

I. **Roll:** Trustees Present: Meghann Chyla (President), Michelle Query (Vice President), Amy Stermer, Lucinda Poindexter, Julia Dahl, Christopher DeFilippi, Gregory Rocco

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

Excused: Allison Barry (Treasurer)

Public: Representatives supporting Mothers Out Front

II. **Approval of Agenda:** Christopher DeFilippi made a *motion to approve* the agenda, seconded by Michelle Query. Discussion: X.New Business – Add Foundation Update. *Vote to approve* amended agenda was unanimous.

III. **Approval of the Minutes:** A *motion to approve* minutes of the January 8, 2025 Meeting was made by Christopher DeFilippi, seconded by Michelle Query, and unanimously *approved*.

IV. **Financial Review:** A *motion to approve* Warrant #7 in the amount of \$107,088.21 was made by Julia Dahl, seconded by Amy Stermer. Discussion: Elan Financial Services? A credit card company. A *vote to approve* Warrant #7 was unanimous.

V. **Public Remarks:** Natalie – Member of Mothers Out Front, a nationwide environmental justice organization, presented a brief synopsis of what the group stands for and indicated the local team's willingness to be a resource for CPL as its Board considers implementing solar power. The team relies on local and state leaders to help protect the environment and the Library is encouraged to take steps toward using solar power. She said that Federal funding and tax incentives are still available.

Claudia Depkin, Library Director of Haverstraw Kings Daughters PL, spoke about the experience her library had in obtaining solar panels. In three and a half years Kings Daughters 'broke even'. Julia Dahl asked: "How did you raise the money?" Ms. Depkin said the total cost was \$222,000. The library received a \$117,000 Library Construction Grant, and \$66,000 from Orange and Rockland Utilities. The cost to the library was \$39,000.

Nicole, a member of Cornwall Conservation Advisory Council, and Michelle, a local parent who supports Mothers Out Front, are willing to support CPL as it navigates the purchase of solar panels.

Christopher DeFilippi has the contact information for all of the public speakers.

VI. **Communications and Donations:**

- The Director indicated that a \$10,000 check to RCLS from Senator Skoufis' office was deposited.
- Pam Hawks was recognized in *Information Today* re: Oscar Contest Pool.
- A check in the amount of \$600 was received from Dr. Barry. This is an annual donation.
- The Director presented the Who's Who binder of staff information.

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

The Director highlighted the following items for the Board:

- The annual NYS Library Report was submitted to RCLS. It will be voted on by the Board of Trustees at the March 2025 meeting.
- A decision to hire David Henry as a part-time Adult Services Librarian was made.
- A decision to hire Aaron Gaines for the part-time Youth Services weekend position was made.
- Automatic door openers were installed on the public restrooms.
- Programming is in full swing.

VIII. **Committee Reports:**

Finance Committee: The 2025-26 Budget was presented. There will be an increase in the salary line. Christopher DeFilippi has set up a plan to increase salaries based on experience and longevity. This is designed to get salaries more in line with other libraries. The budget will be over the tax cap @ 6.6% which will allow the salary line to be covered for three years.

Question: "Is money for solar panels accounted for in the proposed budget?" No. this is not the right time for CPL to invest in solar panels; the staff salaries will be first. There are funds in the Capital Fund but they are insufficient to cover solar panels.

A motion to move into Executive Session to discuss the Director's Salary was made by Julia Dahl, seconded by Meghann Chyla, and unanimously approved at 7:54 pm.

A motion to return from Executive Session was made by Julia Dahl, seconded by Gregory Rocco, and unanimously approved at 8:11 pm.

A *motion to approve* the 2025-26 Budget was made by Michelle Query, seconded by Christopher DeFilippi, and unanimously *approved*.

Policy:

- The Committee plans to review and update as necessary the Immigration Authority Visit (ICE) Policy.
- Question: "If there is a FOIL request on someone's file does CPL let them know?" The Director will ask other directors what their library policy is.
- Question: "If staff members use their phones for CPL business and their phone is compromised, is CPL responsible?" Staff members are provided with a key fob for two-step verification so there is no need to use personal phones for things like clocking in or other Library business. It was suggested that a statement be written into the Employee Handbook.

Buildings, Grounds, and Sustainability: The Director prepared a Repair and Maintenance Log which will be helpful in keeping track of things that need attention. Current maintenance tasks are: roof inspection (Christopher), windows (Gregory), parking lot (Christopher).

The Reference Desk is moving back to its former location. An L-shaped desk was ordered and delivered (2/13/25). On Sunday, February 16, the desk will be assembled and situated.

Staff feedback regarding the Circulation Desk is under consideration.

Friends: To date, there has been no official financial report. The Director plans to attend the next meeting of the Friends budget planning on February 17.

Representatives from Friends and the Board of Trustees met to introduce the new treasurer of Friends. Board members look forward to a positive relationship.

Friends paid for the new automatic door openers for public restrooms at CPL.

A \$15,000 donation was received for purposes of developing a database for The Cornwall Local. The new database includes all issues from initial printing through 2023.

Personnel: A *motion to approve* the hiring of Aaron Gaines as part-time Library Clerk was made by Gregory Rocco, seconded by Julia Dahl, and unanimously *approved*

A *motion to approve* the hiring of David Henry as part-time Librarian I, Adult Services was made by Michelle Query, seconded by Lucinda Poindexter, and unanimously *approved*.

The Director will email the salaries of both to Christopher DeFilippi.

The Employee Handbook was returned from the attorney.

The next Committee meeting is February 17.

Strategic Planning Committee: most action steps for the established goals have been met. The Director will review the Library Bill of Rights and how CPL programs embody these rights during a staff meeting.

Innovative program promotion still requires a system to track the impact of the programs.

Michelle Query is reviewing the Library's physical environment for purposes of accessibility.

IX. Unfinished Business: None

X. New Business: A bank letter was received indicating it is time to renew the CD. Mr. Kevin Brennan was asked to go to the bank to move funds out of the CD.

On February 18, Meghann Chyla will be meeting with Amy Cordisco, Stephanie Wolf, Carol Stein, and Melissa Greaves to discuss forming a foundation. Each person was sent a copy of the bylaws.

The Annual Report is now in Google Drive. Board members are asked to review the report and be prepared to vote at the March 12 meeting.

In order to allow for an Executive Session, the Board must state the reason for the Executive Session and the session must be for issues that are not for public record, as stated in the Handbook for Library Trustees of New York State, 2023 Edition.

Question: "Can a digital version of the Who's Who? binder be made available to Board members?" Yes. The Director will make the request to Kiara Kennedy. The Board will also prepare a who's who of themselves for CPL staff. Julia Dahl will take the lead on this.

XI. Public Remarks: None

XII. Adjournment: A *motion to adjourn* was made by Julia Dahl, seconded by Michelle Query, and unanimously *approved*. The Regular Board Meeting was adjourned at 8:40 p.m.

The next Regular Board Meeting will be held on Wednesday, March 12, at 7:00 p.m. in the CPL Community Room

Cornwall Public Library

Warrant #8

February 2025

DATE	NAME	AMOUNT
1001 General Fund (7848) - 3 - 2		
02/04/2025	Toshiba	-84.00
02/04/2025	Toshiba	-496.91
02/04/2025	Cornwall Public Library Payroll	-27,587.96
02/05/2025	Rae Of Light Yoga	-100.00
02/11/2025	Benninger Landscaping LTD	-1,050.00
02/11/2025	Interstate Waste Services	-176.64
02/11/2025	Verizon- Wireless	-15.08
02/11/2025	Washington Street New Windsor LLC	-80.00
02/12/2025	Aflac	-93.70
02/12/2025	Nationwide NYS Deffered	-600.00
02/12/2025	NYS Health Insurance Pending Acct	-9,053.21
02/18/2025	Cornwall Public Library Payroll	-28,577.10
02/18/2025	Nationwide NYS Deffered	-600.00
02/18/2025	Utica National Insurance Group	-358.00
02/18/2025	NET 2 PHONE	-193.70
02/18/2025	Verizon	-119.00
02/18/2025	Swank Movie Licensing USA	-125.00
02/18/2025	NYS & Local Retirement	-829.54
02/25/2025	Elan Financial Services	-2,733.47
02/28/2025	Toshiba	-84.00
02/28/2025	Toshiba	-496.91
02/28/2025	Barrons	-389.12
02/28/2025	Blackstone Publishing	-308.64
02/28/2025	Bon Appetit	-18.00
02/28/2025	Brodart Co- JUV	-708.19
02/28/2025	Brodart Co.- McN	-610.75
02/28/2025	Cengage Learning Inc/Gale	-310.42
02/28/2025	Central Hudson Gas & Electric Corp	-3,705.97
02/28/2025	Demco, Inc.	-163.49
02/28/2025	Florida Public Library	-28.99
02/28/2025	Greater Cornwall Chamber of Commerce	-100.00
02/28/2025	Hannaford	-71.45
02/28/2025	hoopla	-1,230.18
02/28/2025	Ingram Library Services	-680.31
02/28/2025	Julie Bengyak	-1,200.00
02/28/2025	Kalmbach Media	-35.95
02/28/2025	Kiara Kennedy-Josey	-21.00
02/28/2025	Lisa Sinclair	-34.02
02/28/2025	Pam Stockton	-109.20
02/28/2025	Playaway Products	-290.95
02/28/2025	RCLS	-43.76
02/28/2025	Roth Backflow Services	-250.00
02/28/2025	Russell Ger	-1,250.00
02/28/2025	Safe & Sound	-300.00

Cornwall Public Library

Warrant #8

February 2025

DATE	NAME	AMOUNT
02/28/2025	Staples	-213.62
02/28/2025	The Hollywood Reporter	-229.00
02/28/2025	Up in Arms	-400.00
02/28/2025	Williamson Law Book Co	-114.71
02/28/2025	Central Hudson Gas & Electric Corp	-41.46
Total for 1001 General Fund (7848) - 3 - 2		\$ -86,313.40

Cornwall Public Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

July 2024 - February 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4002 Local Public Funds	1,477,559.13	1,477,558.00	1.13	100.00 %
4082 Income	6,643.58	5,000.00	1,643.58	132.87 %
4401 Interest Income	3,777.95	500.00	3,277.95	755.59 %
4706 Friends of the Cornwall Public Library	5,549.11	13,500.00	-7,950.89	41.10 %
4840 RCLS- LLSA	15,368.00	4,810.00	10,558.00	319.50 %
Total Revenue	\$1,508,897.77	\$1,501,368.00	\$7,529.77	100.50 %
GROSS PROFIT	\$1,508,897.77	\$1,501,368.00	\$7,529.77	100.50 %
Expenditures				
6010 Retirement	70,985.00	76,041.00	-5,056.00	93.35 %
6020 6020 NYS Disability Benenfits	2,063.78	2,500.00	-436.22	82.55 %
6030.8 FICA/Medicare Expense	4,716.90	69,093.00	-64,376.10	6.83 %
6060 Worker's Compensation	4,919.00	9,200.00	-4,281.00	53.47 %
6090 Health Insurance	57,476.60	127,103.00	-69,626.40	45.22 %
6141 Professional Library	122,943.14	178,822.00	-55,878.86	68.75 %
6142 Clerical Salary	305,328.47	580,456.00	-275,127.53	52.60 %
6143 Treasurer Salary	3,916.96	6,365.00	-2,448.04	61.54 %
6144 Custodial Salary	14,799.16	30,971.00	-16,171.84	47.78 %
7410 Books	30,553.79	56,450.00	-25,896.21	54.13 %
7410.9 McNaughton	4,886.00	7,329.00	-2,443.00	66.67 %
7411 Movie License	248.08	700.00	-451.92	35.44 %
7412 Video/Music/Books on Tape	23,266.34	40,990.00	-17,723.66	56.76 %
7413 Serials/Reference	9,000.85	16,100.00	-7,099.15	55.91 %
7430 Supplies	11,573.95	34,500.00	-22,926.05	33.55 %
7431 Telephone	2,618.55	4,700.00	-2,081.45	55.71 %
7432 Square Processing Fees	205.63	50.00	155.63	411.26 %
7433 Postage and Shipping	892.40	3,000.00	-2,107.60	29.75 %
7434 Printing		7,500.00	-7,500.00	
7435 7435- Travel/Conference	1,206.10	4,036.00	-2,829.90	29.88 %
7437 Professional Fees	26,669.35	47,050.00	-20,380.65	56.68 %
7438 Dues	923.98	1,500.00	-576.02	61.60 %
7450 Utilities/Fuel	22,763.57	41,000.00	-18,236.43	55.52 %
7451 Custodial Supplies	1,970.86	2,500.00	-529.14	78.83 %
7452 Repairs to Building	28,067.28	23,000.00	5,067.28	122.03 %
7454 Building Insurance	15,729.06	13,500.00	2,229.06	116.51 %
7455 RCLS	44,645.49	77,472.00	-32,826.51	57.63 %
7469 Service Contracts	15,795.47	39,440.00	-23,644.53	40.05 %
Total Expenditures	\$828,165.76	\$1,501,368.00	\$ -673,202.24	55.16 %
NET OPERATING REVENUE	\$680,732.01	\$0.00	\$680,732.01	0.00%
NET REVENUE	\$680,732.01	\$0.00	\$680,732.01	0.00%

February 2025 Director's Report
Closed 2/6 due to snow, closed at 1 PM due to snow

Personnel

- Did personnel reviews with (LR, PR, LF, DT, EW, PS, CF)
7 staff members who report directly to me.
- Completed and distributed letters to staff regarding salary bands and increases to be in effect if the budget passes

Budget/Financial

- Budget voted on at last Board of Trustee meeting, worked on getting ready for the budget vote
- Completed Tax Cap certification form
- Did legal notice, had it checked by our lawyer, did insertion process for publishing in the Cornwall Local the 4 weeks before the vote, beginning March 27th

Programming

- I covered the Youth Services Desk during Take Your Child to the Library festivities on 2/1. CPL was hopping that morning! The YS Department and TUT did a wonderful job.
- Mystery Book Club had 12 attendees, including me
- Dawn planned (and got showing rights for) a special presentation of Maya Angelou, her life, and works in March.

Building and Grounds

- Reference area moved across the floor; Thanks to Chris, Austin, Paul, and Karen for their help
- on 2/17/25 (8 am) met James Roth to have the backflow valve tested, it must be done yearly
- RPC Electric came to move the Internet cabling back to the reference desk area, the cable there did not go through the RCLS firewall

Monthly Statistics 2025 (previous month in parentheses):

Registered borrowers: 7,654 (7,617); Direct Access/Circulation: 9,367 (9,612);

ILL Borrows: 1,436 (1720); ILL Loans: 1571 (1672);

Item Count: 72,227 (72,171); Wi-Fi: 6,512 (5,303).

Libby (Overdrive) Checkouts: 3800 (4,181); Unique Users: 792 (827).

Number of visits to the Library: 8,511 (4,592)

Notary Services: __ (28)

Meetings Attended: 2/3 Strategic Planning Committee; 2/10 Policy Committee; 2/12 CPL Board Meeting; 2/12 Director's Association Mtg; 2/19 Personnel Committee; 2/25 Department Heads meeting; 2/18 Foundation meeting. Dawn ran the 2/20 staff meeting as I was out for medical tests.

Webinar(s) attended: 2/11 Fire Forum(disaster preparedness), Handbook Seminar; 2/23 Innovations in Employee Benefits.

Youth Services -End of Month Report – February 2025

<i>Program name</i>	<i>Date</i>	<i>Children</i>	<i>Teen</i>	<i>Adults</i>	<i>Vols</i>	<i>Total</i>
<i>ChatterBooks</i>	2/12		11			15
<i>P.J. Story Time</i>	2/20		6		5	11
<i>Chess Time</i>	2/22		7		8	15
<i>Book Break</i>	2/18		7			7
<i>Readzza, rdzza</i>	2/27		4			4
<i>Baby & Me</i>	2/7, 2/14, 2/28		15,17,18		16,18,19	103
<i>Circle Time</i>	2/5, 2/12, 2/19		5, 6, 8			19
<i>Yoga K-grade5</i>	2/5, 2/19		9, 11			20
<i>Dog Tales</i>	2/3, 2/24		12,9		1	3,3 28
<i>Family Story</i>	2/4, 2/11,2/18,		18,25,21		16,23,18	121
<i>Take your Child</i>	2/1		77		45	122
<i>Candy Guess</i>			87		2	89
<i>T.U.T.</i>	2/28			9		9
TOTALS			373	9	171	6 559

Meetings & Webinar

2/20 Staff Meeting- Liz, Susan 2/24 CLOUSC Meeting Lisa 2/25 Manager's Meeting -Lisa

Questions @ the Desk

Reference 185, Circulation 93, Phone 20, Tech 5, ipads lent 8, Programs 22, Misc.11

Reflections

February was busy. The 1st of the month was a successful Take Your Child to the Library Day with nine teens working different stations. There were origami Yodas, Olympic magnet skating ponds, impromptu trumpet concerts of Louis Armstrong's work, with multiple opportunities to make valentines; lots for all to do.

We are continuing to plan for summer '25, while providing many of the usual monthly programs and some newbies!

Respectfully submitted, 3/6/25 ekf

Adult Services February 2025 Report

(Submitted by Dawn S. Thornton)

REFERENCE: Reference Questions: 135(143); 1-on-1 Tech Help: 19 (14) Quick Tech Assists: 44 (53);
Circulation: 43 (75); Directional: 24 (23);
Reader's Advisory: 5(3); Faxing: 1 (0); ILL/SEAL: 23 (15);
Pull List: 1250 (1384); Printing: 62 (72); Phone: 38 (48); Virtual Ref: 2 (2)
Reservations: 0 (0); Items Lent: 3 (9); Guest Pass: 24 (29)

Notary Service: 40 (49)

Database Stats: NoveList Plus Searches: 41 (2); Gale Virtual Ref. Library: N/A (N/A);
Ancestry: 131 (141)

Hoopla: Digital Audiobook: 299 (318); Digital BingePass: 4 (7); Digital Comics: 45 (25); Digital Ebook: 151 (178); Digital Movie: 49 (48); Digital Music: 12 (19); Digital Television: 23 (13)

NYTimes Digital Subscription Stats: In-House Library usage sessions: 43 (76); page views: 114 (140); articles read: 70 (96); Offsite Code redemptions: 203 (196); usage sessions: 1156 (1226); page views: 5422 (5713); articles read: 1732 (1516)

PC Usage: Adults': 314 (389); Children's: 6 (2)

PROGRAMS: Book Chat and Chocolate: 16 (14); Members' Choice Book Group: 3 (4); Mystery Book Club: 12 (10); Out and About: 11 (7); Creative Writers: 43 (35); Midday Matinee: 38 (15); Tuesday Night Movie: 18 (7); Canasta: 22 (34); Diabetes Prevention: 8 (13); Teen Tech Tutors: N/A-not enough tutors (14); Homebound: 4 (12) pickup, 5 (10) deliveries; Great Decisions: 3; Blind Date with a Book: 12; Yarn Hearts Take and Make Kits: 21; Art Exhibit Reception: 26; Two Harriets on the Hudson: 37; Opera Club, Porgy and Bess: 3

The Adult Services desk has been moved to the Smart Space area.

New part-time librarian David Henry has been covering the desk by himself, helping patrons with computer challenges and answering in-person and phone reference queries. His handling of Koha is coming along nicely, and he will start technical services tasks and light cataloging by next month.

Book dividers marking the start of the alphabet have improved adult fiction browsing.

Pam Stockton will be in charge of the gardening section in nonfiction.

I have become the contact person in charge of having the Cornwall Local issues digitized.

Adult Programming & Outreach Projects: February 2025

Date	Title	Attendance
1/14/25**	MSLC: Diabetes Prevention (Outreach)	11
2/4/25	Two Harriets On The Hudson	37
2/6/25	DIY: Decluttering (Inclement weather cancelation)	
2/11/25	MSLC: Diabetes Prevention (Outreach)	8
2/13/25	Art Reception: David Nicholls: "Pictures from Italy"	26
2/17/25	Friends of Cornwall Library Board Meeting	10
2/19/25	Great Decisions "American Foreign Policy at Crossroads"	3
	Total:	95

**1/14/25 inadvertently not included in January '25 Monthly Report

Creative Writers Workshop: 2/3-11, 2/10-9, 2/17-6, 2/24-9	Total: 35
Cornwall Canasta Card Crusaders: 2/5-12, 2/12-10, 2/19-9, 2/26-14	Total: 45
AARP Tax-Aide: 2/3, 2/10, 2/17, 2/24 (CR) :	
filed \$35,692 in federal refunds	
filed \$6825 in NYS refunds	Total: 83
	(55 taxpayers & 28 volunteers)
Cornwall Clean-Up Crew: 2/11/25 (CR)	

Book Clubs:

Out & About Book Group: The Fellowship of Puzzle Makers by Samuel Burr 2/26/25 Total:11

Donations to Friends of Cornwall Library:

2/4/25 Two Harriets On The Hudson.....\$5.00
YTD: \$216.50

The month of February (snow and all!) proved that our library continues to provide a multitude of varied programs for our very receptive community. An art exhibit reception, an important outreach health topic, an honor for Black History Month in partnership with the Cornwall Historical Society, a book club and history presentation were all front and center. This doesn't even touch on the tax-aide service, writers' group and canasta card crusaders weekly meet-up.

Well, now we Spring ahead to March with additional opportunities for all to partake in.

Brenda

Circulation Monthly Stats for February

Calls for Programming	29
Calls regarding Circulation	63
New Library cards	34
Assist on Shelving	1
Assist on Computers	7
Assist on Printing	28
Faxing	22
Register for Adult Programming	18
Register for Children's Programming	5
Assist with Reference	50
Assist with Children's	23
Miscellaneous duties *Guest pass, Museum Pass, Book recommendations etc.	0
Notary	0
Pull List and Book Drop	172
Organizing Carts	107
Auditing Carts	13
Shelf Reading	8

Ellen Winchell; Service Desk Manager; 03/07/2025

Cornwall Public Library

Annual Report For Public And Association Libraries - 2024

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	7200441600
1.2	Library Name	CORNWALL PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Cornwall
1.6	Beginning Fiscal Reporting Year	07/01/2023
1.7	Ending Fiscal Reporting Year	06/30/2024
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	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
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
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2023
1.12	Ending <u>Local</u> Fiscal Year	06/30/2024

1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	395 HUDSON STREET
1.15	City	CORNWALL
1.16	Zip Code	12518
1.17	Mailing Address	395 HUDSON STREET
1.18	City	CORNWALL
1.19	Zip Code	12518
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(845) 534-8282
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(845) 534-4795
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	cor@recls.org
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	www.cornwallpubliclibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	17,395
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	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
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	05/01/1959
1.30	Date the library was last registered	08/12/1959

1.31	Federal Employer Identification Number	146012580
1.32	County	ORANGE
1.33	School District	Cornwall Central
1.34	Town/City	Cornwall
1.35	Library System	Ramapo Catskill Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	N/A
1.36b	President/CEO Phone Number	N/A
1.36c	President/CEO Email	N/A

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
1.38	Last Name of Library Director/Manager	A Dunaief
1.39	NYS Public Librarian Certification Number	24056
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
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
1.43	E-mail Address of the Director/Manager	cdunaief@rcls.org
1.44	Fax Number of the Director/Manager	(845) 534-4795
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N

Public Votes / Contracts

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (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

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

2. Indicate the type of municipality or district holding the public vote School District

3. Date the vote was held (mm/dd/2024) 05/07/2024

4. Was the vote successful? Y/N Y

5. What type of public vote was it? budget vote (school district public library only)

6a. Most recent prior year approved appropriation from a public vote: \$1,427,933

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: \$49,625

6c. Total proposed appropriation (manually sum of 6a and 6b): \$1,477,558

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 2024) 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

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

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

Unusual Circumstances

1.48 Does the reporting library have N
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 *each* contract.
If no, go to question 1.49.

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

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

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 Note; if no, please go to Part 2, Library Collection.

2. LIBRARY COLLECTION

Physical 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 (2.1-2.16) 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.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	17,062
2.2	Adult Non-fiction Books	14,634
2.3	Total Adult Books (Total questions 2.1 & 2.2)	31,696
2.4	Children's Fiction Books	17,530
2.5	Children's Non-fiction Books	10,609
2.6	Total Children's Books (Total questions 2.4 & 2.5)	28,139
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	59,835

Other Print Materials

2.8	Total Uncataloged Books	0
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2.9	Total Print Serials	1,124
2.10	All Other Print Materials	86
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,210
2.12	Total Print Materials (Total questions 2.7 and 2.11)	61,045

ALL OTHER MATERIALS

2.13	Audio - Physical Units	3,688
2.14	Video - Physical Units	8,316
2.15	Other Circulating Physical Items	46
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	12,050

Grand Total / Additions to Holdings

2.17	GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	73,095
------	--	--------

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18	Cataloged Books	3,176
2.19	All Other Print Materials	454
2.20	All Other Materials	320
2.21	Total Additions (Total questions 2.18 through 2.20)	3,950

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 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)	59612
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
3.2	Registered resident borrowers	6,927
3.3	Registered non-resident borrowers	245

Please report information on WRITTEN POLICIES as of 12/31/24.

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

Please report information on ACCESSIBILITY as of 12/31/24.

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
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N

3.13 Does the library have large print books? Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? Y

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA Yes

refreshable Braille commonly referred to as a refreshable Braille display

screen magnification software, such as Zoomtext Yes

electronic scanning and reading software, such as OpenBook

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

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

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.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a Number of Sessions Targeted at 92
Children Ages 0-5

3.17b [Attendance at Sessions Targeted](#) 979
[at Children Ages 0-5](#)

3.18a Number of Sessions Targeted at 82
Children Ages 6-11

3.18b [Attendance at Sessions Targeted](#) 840
[at Children Ages 6-11](#)

3.19a Number of Sessions Targeted at 76
Young Adults Ages 12-18

3.19b [Attendance at Sessions Targeted](#) 131
[at Young Adults Ages 12-18](#)

3.20a Number of Sessions Targeted at 142
Adults Age 19 or Older

3.20b [Attendance at Sessions Targeted](#) 4,580
[at Adults Age 19 or Older](#)

3.21a Number of General Interest 18
Program Sessions

3.21b [Attendance at General Interest](#) 833
[Program Sessions](#)

3.22 Total Sessions of Live Programs 410
Categorized by Age (sum of 3.17a,
3.18a, 3.19a, 3.20a, 3.21a)

3.23 Total Attendance at Live 7,363
Programs Categorized by Age (sum of
3.17b, 3.18b, 3.19b, 3.20b, 3.21b)

Live Programs Categorized by Venue

3.24a Total Live Onsite Program 347
Sessions

3.24b Total Live Onsite Program 6,260
Attendance

3.25a Total Live Offsite Program 59
Sessions

3.25b Total Live Offsite Program 1,088
Attendance

3.26a Total Live Virtual Program 4
Sessions

3.26b Total Live Virtual Program 15
Attendance

3.27 Total Sessions of Live Programs 410
Categorized by Venue (sum of 3.24a,
3.25a, 3.26a)

3.28 Total Attendance at Live 7,363
Programs Categorized by Venue (sum of
3.24b, 3.25b, 3.26b)

Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded 0
Program Presentations

3.30 Total Views of Prerecorded 0
Program Presentations within 30 Days

3.31 One-on-One Program Sessions 425

3.32 Attendance at One-on-One 425
Program Sessions

- 3.33 Did your library offer teen-led activities during the 2024 calendar year? Y
- 3.34a 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
- 3.34b Does your library use Facebook for promotion? Yes
- 3.34c Does your library use Instagram for promotion? Yes
- 3.34d Does your library use Twitter/X for promotion? No
- 3.34e Does your library use TikTok for promotion? No

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

- 3.35 Did the library offer a summer reading program in 2024? (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
- 3.37 Children registered for the library's summer reading program 413
- 3.38 Young adults registered for the library's summer reading program 59
- 3.39 Adults registered for the library's summer reading program 98
- 3.40 **Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)** 570
- 3.41a Children's program sessions - Summer 2024 79

3.41b	Children's program attendance - Summer 2024	955
3.42a	Young adult program sessions - Summer 2024	52
3.42b	Young adult program attendance - Summer 2024	177
3.43a	Adult program sessions - Summer 2024	0
3.43b	Adult program attendance - Summer 2024	0
3.44	Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a)	131
3.45	Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b)	1,132
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
3.49	Non-public school(s)	1
3.50	Childcare center(s)	0
3.51	Summer camp(s)	1
3.52	Municipality/Municipalities	1
3.53	Literacy provider(s)	0
3.54	Other (describe using the State note)	2
3.55	Total Collaborators (total 3.48 through 3.54)	6

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56 Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.57a Focus on birth - school entry (kindergarten) sessions 87

3.57b Focus on birth - school entry (kindergarten) attendance 419

3.58a Focus on parents & caregivers sessions 97

3.58b Focus on parents & caregivers attendance 1,198

3.59a Combined audience sessions 97

3.59b Combined audience attendance 1,749

3.60 Total Sessions 281

3.61 Total Attendance 3,366

3.62 - Collaborators (check all that apply):

- a. Childcare center(s)
- b. Public School District(s) and/or BOCES Yes
- c. Non-Public School(s) Yes
- d. Health care providers/agencies
- e. Other (describe using the State note) Yes

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

3.64a Total group program sessions

3.64b Total group program attendance

3.65a Total one-on-one program sessions

3.65b Total one-on-one program attendance

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America)

b. Public School District(s) and/or BOCES

c. Non-Public Schools

d. Other (see instructions and describe using Note)

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

- 3.68a Children's program sessions
- 3.68b [Children's program attendance](#)
- 3.69a Young adult program sessions
- 3.69b [Young adult program attendance](#)
- 3.70a Adult program sessions
- 3.70b [Adult program attendance](#)
- 3.71 **Total program sessions (total** 0
3.68a + 3.69a + 3.70a)
- 3.72 **Total program attendance (total** 0
3.68b + 3.69b + 3.70b)
- 3.73a One-on-one program sessions
- 3.73b [One-on-one program attendance](#)
- 3.74 - Collaborators (check all that apply):
- a. Literacy NY (Literacy Volunteers of America)
- b. Public School District(s) and/or BOCES
- c. Non-Public School(s)
- d. Other (describe using the Note)

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

- 3.75 Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y
- 3.76a Total group program sessions 0
- 3.76b [Total group program attendance](#) 0
- 3.77a Total one-on-one program sessions 87
- 3.77b [Total one-on-one program attendance](#) 87

4. LIBRARY TRANSACTIONS

Circulation / 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	22,070
4.2	Adult Non-fiction Books	9,479
4.3	Total Adult Books (Total questions 4.1 & 4.2)	31,549
4.4	Children's Fiction Books	41,550
4.5	Children's Non-fiction Books	9,620
4.6	Total Children's Books (Total questions 4.4 & 4.5)	51,170
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	82,719

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	9,220
4.9	Circulation of Children's Other Materials	1,821
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	11,041
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	93,760
4.12	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
4.13	Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes

REFERENCE TRANSACTIONS

- | | | |
|-------|---|-------------------|
| 4.14 | Total Reference Transactions | 4,192 |
| 4.14a | 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 |
| 4.15 | Does the library offer virtual reference? | Y |

Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

- | | | |
|------|--------------------------|--------|
| 4.16 | TOTAL MATERIALS RECEIVED | 23,110 |
|------|--------------------------|--------|

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

- | | | |
|------|--------------------------|--------|
| 4.17 | TOTAL MATERIALS PROVIDED | 11,174 |
|------|--------------------------|--------|

E-RATE

- | | | |
|------|--|--------------------------------|
| 4.18 | Does the library file for E-rate benefits? | N |
| 4.19 | Is the library part of a consortium for E-rate benefits? | Y |
| 4.20 | If yes, in which consortium are you participating? | Ramapo Catskill Library System |

5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to Yes
e-books purchased solely by the library?

5.2 Did the library provide access to Yes
e-books purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.3 Did the library provide access to No
e-books provided by the New York State
Library at no or minimal cost to the
library?

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to Yes
e-serials purchased solely by the
library?

5.5 Did the library provide access to Yes
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6 Did the library provide access to No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7 Did the library provide access to Yes
e-audio purchased solely by the library?

5.8 Did the library provide access to Yes
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9 Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10 Did the library provide access to Yes
e-videos purchased solely by the
library?

5.11 Did the library provide access to No
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

5.12 Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E-Material Circulation

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13 Did the library provide access to Yes
research databases purchased solely by
the library?

5.14 Did the library provide access to Yes
research databases purchased via a
consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.15 Did the library provide access to Yes
research databases provided by the New
York State Library at no or minimal cost
to the library (e.g., NOVELny)?

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to No
online learning platforms purchased
solely by the library?

5.17 Did the library provide access to Yes
online learning platforms purchased via
a consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.18 Did the library provide access to No
online learning platforms provided by
the New York State Library at no or
minimal cost to the library?

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books 22,115
during the reporting period

5.20 The total circulation of e-serials 5,068
during the reporting period.

5.21 The total circulation of e-audio 21,663
during the reporting period

5.22 The total circulation of e-videos 611
during the reporting period.

6. STAFF INFORMATION

All staff questions refer to PAID staff.

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified) 1

6.3 Vacant Library Director (certified) 0

6.4 Library Manager (not certified) 0

6.5 Vacant Library Manager (not certified) 0

6.6 Librarian 2.2

6.7 Vacant Librarian 0

6.8 Library Specialist/Paraprofessional 6

6.9 Vacant Library Specialist/Paraprofessional 0

6.10 Other Staff 6

6.11 Vacant Other Staff 0

6.12 **TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)** 15.20

6.13 **VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)** 0.00

SALARY INFORMATION

6.14 FTE - Library Director (certified) 1

6.15 Salary - Library Director (certified) \$95,481

6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	\$0
6.18	FTE - Librarian	1
6.19	Salary - Librarian	\$50,000

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, 2024**. 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
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. 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
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
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
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

7. Is open the minimum standard number of public service hours for population served. (see instructions) 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

8b. lighting Y

8c. shelving Y

8d. seating Y

8e. power infrastructure Y

8f. data infrastructure Y

8g. public restroom Y

9. Provides programming to address community needs, as outlined in the library's long-range plan of service. Y

10. Provides

10a. a circulation system that facilitates access to the local library collection and other library catalogs Y

10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. 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

12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. 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

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

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - 63.00
Main Library

8.7 Minimum Weekly Total Hours - 0.00
Branch Libraries

8.8 Minimum Weekly Total Hours - 0.00
Bookmobiles

8.9 **Minimum Weekly Total Hours - 63.00**
Total Hours Open (Total questions 8.6 - 8.8)

8.10 Annual Total Hours - Main Library 2,457.00

8.11 Annual Total Hours - Branch Libraries 0.00

8.12 Annual Total Hours - Bookmobiles 0.00

8.13 Annual Hours Open - Total 2,457.00
Hours Open (Total questions 8.10
through 8.12)

9. SERVICE OUTLET INFORMATION

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.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed*, *will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

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.

Outlet fields 5–6, 11–14, and 20–23 should be locked.

- | | | |
|-----|-----------------------------------|-------------------------------|
| 1. | Outlet Name | CORNWALL PUBLIC LIBRARY |
| 2. | Outlet Name Status | 00 (for no change) |
| 3. | Street Address | 395 HUDSON STREET |
| 4. | Outlet Street Address Status | 00 (for no change) |
| 5. | City | CORNWALL |
| 6. | Zip Code | 12518 |
| 7. | Phone (enter 10 digits only) | (845) 534-8282 |
| 8. | Fax Number (enter 10 digits only) | (845) 534-4795 |
| 9. | E-mail Address | cor@rcls.org |
| 10. | Outlet URL | www.cornwallpubliclibrary.org |
| 11. | County | ORANGE |

12.	School District	Cornwall Central School District
13.	Library System	Ramapo Catskill Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,457
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	48
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	School District
23.	Indicate the year this outlet was initially constructed	2000
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2023
25.	Square footage of the outlet	10,280
26.	Number of Internet Computers Used by General Public	23
27.	Number of uses (sessions) of public Internet computers per year	2,945
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber

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
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
31.	Internet Provider	Verizon Wireless
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	2,970
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	7200441600
38.	<i>FSCSID</i>	NY0566
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. 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, 2024 to December 31, 2024) 12

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

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

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

10.6 I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note. N

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one): EP - board members are elected in a public election

List Officers and Board Members as of February 1 of the CURRENT year.

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
2.	First Name of Board Member	Meghann
3.	Last Name of Board Member	Chyla
4.	Mailing Address	14 Buttermilk Drive
5.	City	New Windsor
6.	Zip Code (5 digits only)	12553
7.	E-mail address	CPLTrustee3@gmail.com

- | | | |
|-----|---|------------|
| 8. | Office Held or Trustee | President |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2022 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2025 |
| 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. | |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/13/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/14/2022 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|----------------------------|-----------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Lucinda |
| 3. | Last Name of Board Member | Poindexter |
| 4. | Mailing Address | 39 Spruce St |
| 5. | City | Cornwall on Hudson |
| 6. | Zip Code (5 digits only) | 12520 |
| 7. | E-mail address | CPLTrustee8@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2024 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2027 |

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	07/01/2024
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/02/2024
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name of Board Member	Gregory
3.	Last Name of Board Member	Rocco
4.	Mailing Address	322 Hudson Street
5.	City	Cornwall
6.	Zip Code (5 digits only)	12518
7.	E-mail address	CPLTrustee5a@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	October
10.	Term Begins - Year (year)	2024
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2025
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

- | | | |
|-----|---|------------------------|
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 10/09/2024 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 10/21/2024 |
| 16. | Is this a brand new trustee? | Y |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Michelle |
| 3. | Last Name of Board Member | Query |
| 4. | Mailing Address | 6 Frost Lane |
| 5. | City | Cornwall |
| 6. | Zip Code (5 digits only) | 12518 |
| 7. | E-mail address | CPLTrustee2A@gmail.com |
| 8. | Office Held or Trustee | Vice President |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2023 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2026 |
| 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 | 08/23/2023 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 08/24/2023 |
| 16. | Is this a brand new trustee? | Y |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Christopher |

- | | | |
|-----|---|------------------------|
| 3. | Last Name of Board Member | DeFilippi |
| 4. | Mailing Address | 30 Hazen Street |
| 5. | City | Cornwall |
| 6. | Zip Code (5 digits only) | 12518 |
| 7. | E-mail address | CPLTrustee10@gmail.com |
| 8. | Office Held or Trustee | Secretary |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2024 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2026 |
| 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 |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/01/2024 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/02/2024 |
| 16. | Is this a brand new trustee? | Y |
-
- | | | |
|----|----------------------------|-----------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Julia |
| 3. | Last Name of Board Member | Dahl |
| 4. | Mailing Address | 2 Duncan Lane |
| 5. | City | Cornwall On Hudson |
| 6. | Zip Code (5 digits only) | 12520 |
| 7. | E-mail address | CPLTrustee7@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | July |

10.	Term Begins - Year (year)	2023
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2026
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	08/16/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	08/18/2023
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Amy
3.	Last Name of Board Member	Stermer
4.	Mailing Address	17 Broadway
5.	City	Cornwall
6.	Zip Code (5 digits only)	12518
7.	E-mail address	CPLTrustee15@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2024
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2027

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 07/01/2024
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/02/2024
16. Is this a brand new trustee? Y

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

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

1. Source of Funds School District
2. Name of funding County, Municipality or School District Cornwall Central School District
3. Amount \$1,427,933
4. Subject to public vote held in reporting year or in a previous reporting year(s). Y
5. Written Contractual Agreement Y

11.2	TOTAL LOCAL PUBLIC FUNDS	\$1,427,933
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SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$5,291
------	-----------------------------------	---------

11.4	Record all Central Library Services Aid monies received from system headquarters	\$0
------	--	-----

11.5	Additional State Aid received from the System	\$7,500
------	---	---------

11.6	Federal Aid received from the System	\$0
------	--------------------------------------	-----

11.7	Other Cash Grants	\$0
------	-------------------	-----

11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$12,791
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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
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Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
-------	------	-----

11.11	Other Federal Aid	\$0
-------	-------------------	-----

11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
-------	--	-----

11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
-------	--	-----

OTHER RECEIPTS

11.14	Gifts and Endowments	\$5,282
-------	----------------------	---------

11.15	Fund Raising	\$0
-------	--------------	-----

11.16	Income from Investments	\$3,319
11.17	Library Charges	\$7,024
11.18	Other	\$0
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$15,625
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,456,349
11.21	BUDGET LOANS	\$0

Transfers / Grand Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$558,964
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)	\$2,015,313

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	\$178,544
12.2	Other Staff	\$499,034
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$677,578
12.4	Employee Benefits Expenditures	\$182,010
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$859,588

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$41,645
12.7	Electronic Materials Expenditures	\$45,631
12.8	Other Materials Expenditures	\$18,813
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$106,089

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$22,263
12.14	From Other Funds (72OF)	\$0

12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$22,263
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12.16	Other Disbursements for Operation & Maintenance of Buildings	\$67,135
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12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$89,398
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MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$27,664
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12.19	Telecommunications	\$5,167
-------	--------------------	---------

12.21	Professional & Consultant Fees	\$30,018
-------	--------------------------------	----------

12.22	Equipment	\$6,777
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12.23	Other Miscellaneous	\$11,241
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12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$80,867
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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	\$54,175
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

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

12.29	Budget Loans (Principal and Interest)	\$0
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12.30	Short-Term Loans	\$0
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12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$1,190,117

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$440,000
12.34	From Other Funds (76OF)	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$440,000
12.36	Transfer to Other Funds	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$440,000
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$1,630,117
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024	\$385,196
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$2,015,313

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).	03/12/2025
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FISCAL AUDIT

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

CAPITAL FUND

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

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
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13.2	All Other Revenues from Local Sources	\$0
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13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0
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STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$203,288
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13.5	Other State Aid	\$0
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13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$203,288
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FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$440,000
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13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$643,288
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13.10	NON-REVENUE RECEIPTS	\$1,626
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$644,914
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$613,789
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$1,258,703

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	\$1,105,300
14.2	Incidental Construction	\$0

Other Disbursements

14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$1,105,300

14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
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14.9	NON-PROJECT EXPENDITURES	\$0
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14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$1,105,300
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14.11	BALANCE IN CAPITAL	\$153,403
FUND - Ending Balance for the Fiscal Year Ending 2024		
14.12	TOTAL CASH	\$1,258,703
DISBURSEMENTS AND BALANCE		
(Add Questions 14.10 and 14.11; same as Question 13.13)		

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	3.00
16.2	Total Librarians	8.63
16.3	All Other Paid Staff	5.63
16.4	Total Paid Employees	14.26
16.5	State Government Revenue	\$12,791
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$15,625
16.8	Total Operating Revenue	\$1,456,349
16.9	Other Operating Expenditures	\$224,440
16.10	Total Operating Expenditures	\$1,190,117
16.11	Total Capital Expenditures	\$1,105,300
16.12	Print Materials	60,959
16.12a	Total Physical Items in Collection	73,009
16.13	Circulation of Children's Physical Material	52,991
16.14	Total Registered Borrowers	7,172
16.15	Other Capital Revenue and Receipts	\$441,626

16.16	Number of Internet Computers Used by General Public	23
16.17	Total Uses (sessions) of Public Internet Computers Per Year	2,945
16.18	Wireless Sessions	2,970
16.19	Total Capital Revenue	\$644,914

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	7200441600
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	LD
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	SU1
17.7	<i>FSCS ID</i>	NY0566
17.8	<i>SED CODE</i>	440301700003
17.9	<i>INSTITUTION ID</i>	800000040455

SUGGESTED IMPROVEMENTS

Library Name:	CORNWALL PUBLIC LIBRARY
Library System:	Ramapo Catskill Library System
Name of Person Completing Form:	Charlotte A Dunaief
Phone Number:	(845) 534-8282

I am satisfied that this resource
(Collect) is meeting library needs: Agree

Applying this resource (Collect)
will help improve library services to the
public: Agree

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!