

Cornwall Public Library
April 8, 2026
Regular Meeting Agenda

- I. Roll
- II. Approval of Agenda
- III. Approval of the Minutes: March 11, 2026
- IV. Financial Review
 - A. Approval of Warrant #9
- V. Public Remarks
- VI. Communications/Donations
- VII. Director's Report – *See Google Docs*
- VIII. Committee Reports
 - A. Finance Committee:
 - 1.Approval of \$250.00 donation from the family of Lorraine Weinberg for the Annual Lorraine Weinberg Memorial Opera Program.
 - 2.WHEREAS, the Cornwall Public Library is authorized to enter into cooperative agreements under New York General Municipal Law; and WHEREAS, the Board seeks to invest funds safely and efficiently; NOW, THEREFORE, BE IT RESOLVED, that the Board authorizes participation in NYCLASS and approves execution of the Municipal Cooperation Agreement;
 - BE IT FURTHER RESOLVED, that the Treasurer is authorized to execute the agreement and manage deposits and withdrawals on behalf of the Library.
 - B. Policy Committee
 - C. Building, Grounds & Sustainability Committee
 - D. Friends
 - E. Personnel Committee
 - F. Strategic Planning Committee: Further review of Final Draft of Strategic Plan
- IX. Unfinished Business: solar grant application update
- X. Executive Session to discuss matters relating to the employment history of a particular individual.

- XI. New Business
- XII. Public Remarks
- XIII. Adjournment

Next Regular Board Meeting Wednesday, May 13, 2026, 7 PM

Cornwall Public Library Board of Trustees Meeting

March 11, 2026, 7:00 p.m.

DRAFT_Minutes

Meeting was *called to order* by Christopher DeFilippi at 7:01 p.m.

I. Roll:

Trustees Present: Christopher DeFilippi (President), Michelle Query (Vice President), Lucinda Poindexter (Secretary), Julia Dahl, Fran Kramer, Amy Stermer, Brandt Knapp

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

Public: Mr. and Mrs. Greg Robie

II. **Approval of Agenda:** *A motion to approve* the agenda was made by Fran Kramer, seconded by Michelle Query. Discussion: Add to X. New Business, March 19, IT transfer. The Agenda, as amended, was *unanimously approved*.

III. **Approval of the Minutes:** *A motion to approve* Minutes of the February 11, 2026, Regular Meeting was made by Michelle Query, seconded by Fran Kramer. Discussion: Re: Strategic Planning Committee, the review was of the draft plan, not a draft of the data. The Minutes, as amended, were *unanimously approved*.

IV. **Financial Review:** *A motion to approve* Warrant #8 in the amount of \$116,149.80 was made by Lucinda Poindexter, seconded by Brandt Knapp. Discussion: Allison Barry, Treasurer, provided details of accounts. Question: What is We Can Fix It? Repair of roof leak due to ice dams, after the snowstorm. *A vote to approve* Warrant #8 was *unanimously approved*.

V. **Public Remarks:** Greg Robie reminded the Board that he has twice requested to be in attendance at the next Strategic Planning Committee meeting, but so far has not been made aware of a date. He also stated that he requested an item to be put on the Board agenda regarding support for the CCSD Capital Project, but it does not appear on the agenda for this meeting.

VI. **Communications and Donations:** The Director received an email from DASNY. The final check for the parking lot grant was received. CPL will partner with RCLS for NY Times Online subscription services for purposes of cost saving.

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

- Ms. Lisa Sinclair and the Director interviewed candidates for the Youth Services Clerk position vacated by Ms. Pat Leonard. Melissa McQueston was hired for the position.

- On February 11 and 25, someone defecated on the toilet seat in the Men's Room. For the second time this month, the Director had to clean the area during daytime hours.
- Ms. Eileen Acosta and the Director discussed the budget for eBooks and Audiobooks. For items with large hold lists Ms Acosta will check to see if there are per-circulation copies available for those items, and if so, she will open them up for a few days until the hold list is reduced. Not all items have the option.
- Ms. Dawn Thornton, Adult Services, has assigned sections of non-fiction to Adult Services staff to continually weed. She and Pam Stockton periodically weed fiction.

VIII. **Committee Reports:**

Finance Committee: *A motion to approve* Corporate Authorization Resolution (capital fund checking account) was made by Fran Kramer, seconded by Michelle Query, and *unanimously approved*.

A motion to approve the proposed budget for FY 26-27 in the amount of \$1,728,427, with a Tax Levy of \$1,662,385, was made by Michelle Query, seconded by Julia Dahl, and *unanimously approved*.

Next month (April), the Board will discuss partnering with the fund management company NY Class, which is used by CCSD.

Policy: *A motion to approve* the Open Meeting Policy was made by Julia Dahl, seconded by Lucinda Poindexter and *unanimously approved*.

At the April meeting, the Committee will present the Emergency Response Policy to the Board for review.

Buildings, Grounds, and Sustainability: Committee members Brandt Knapp and Julia Dahl met with staff members Ellen Winchell and Chris Fowler, Re: Circulation Desk revamp. Before a large-scale project occurs, Committee members state that it may be beneficial to use a professional organizer to assist so that staff suggestions and needs are properly addressed. The first step for now will be to work on the back area of the desk. The Board will look into securing a handyman to try out altering the glass partition.

The Committee plans an open meeting on March 12, including invited community members to discuss a solar project for CPL. It was suggested that Assemblyman Eachus be contacted for a SAM Grant. One recommended solar company is Lighthouse Solar.

Friends: The Friends annual meeting is scheduled for Saturday, March 30 from 9-12:30. They are seeking a local author to speak at the meeting.

Personnel: *A motion to approve* the hiring of Ms. Melissa McQueston as P/T Library Clerk, Youth Services was made by Christopher DeFilippi, seconded by Michelle Query, and *unanimously approved*.

The Director called for the list of possible candidates for the position to be vacated by Ms. Elizabeth Fisher, Library Assistant, Child Services.

Strategic Planning Committee: The draft plan was shared with the Board. At the April meeting, the final plan will be reviewed and voted on. Comments from Board members may be made until March 20, 2026.

IX. **Unfinished Business:** The Director is waiting for information to help with the writing of the solar grant narrative in order to 'liven it up'. Julia Dahl asked to have a copy sent to her so she can provide some assistance. April 30 is the grant application deadline.

X. **New Business:** Thursday, March 19, is the IT transition when Frontline will be working on the computer system. The Director requested that the Board allow the Library to open at noon that day in order to allow time for everything to be up and running. Ms. Lisa Sinclair entered the meeting by request to say that the staff would appreciate the delayed opening since there will be no Internet, Wi-Fi, phones, or ability to check out patrons. Board members expressed their reluctance to delay opening, given the number of delays and closures that had to occur this winter due to weather. The Board ultimately agreed to the delay.

CPL will open at noon on March 19. Staff will arrive at their regularly scheduled time and will work on shelf reading and other housekeeping tasks. Signs to advise patrons of the opening time will be posted starting March 12.

XI. **Public Remarks:** Greg Robie volunteered himself as a speaker for the Friends' annual meeting if the group is interested in authorship via AI.

XII. **Adjournment:** A *motion to adjourn* was made by Brandt Knapp, seconded by Fran Kramer, and *unanimously approved*. The Regular Board Meeting was adjourned at 8:10 p.m.

Next Regular Board Meeting, Wednesday, April 8, 2026, 7:00 p.m

Cornwall Public Library

Warrant #9

March 2026

DATE	NAME	AMOUNT
1001 General Fund (7848) - 3 - 2		
03/05/2026	Nationwide NYS Deffered	-714.87
03/05/2026	Benninger Landscaping LTD	-1,050.00
03/05/2026	Frontline Data Services	-1,605.00
03/05/2026	Aflac	-93.70
03/11/2026	Melissa B. McQueston	-159.73
03/11/2026	Interstate Waste Services	-183.04
03/11/2026	NYS Health Insurance Pending Acct	-9,846.44
03/17/2026	Nationwide NYS Deffered	-707.02
03/17/2026	NYS & Local Retirement	-899.48
03/18/2026	Verizon	-119.00
03/18/2026	Verizon- Wireless	-23.88
03/18/2026	NET 2 PHONE	-229.73
03/24/2026	Patricia Rovello	-608.70
03/24/2026	Lois Kohlman	-608.70
03/24/2026	Wini White	-608.70
03/24/2026	Marie C Clark	-608.70
03/24/2026	Village of Cornwall on Hudson	-150.32
03/24/2026	Cornwall Central School District	-138.53
03/25/2026	Elan Financial Services	-3,220.25
03/31/2026	Toshiba	-84.00
03/31/2026	Toshiba	-496.91
03/31/2026	Library Journal	-179.00
03/31/2026	Elsa Cameron	-208.00
03/31/2026	Sovereign Media Company	-29.95
03/31/2026	JNJ Pest Control	-280.00
03/31/2026	Joel Mendez	-250.00
03/31/2026	Cengage Learning Inc/Gale	-352.57
03/31/2026	Advantage Archives, LLC	-835.00
03/31/2026	hoopla	-1,691.33
03/31/2026	Central Hudson Gas & Electric Corp	-2,875.27
03/31/2026	Brodart Co	-137.00
03/31/2026	The Library Store	-65.15
03/31/2026	Blackstone Publishing	-289.68
03/31/2026	Brodart Co- JUV	-1,456.96
03/31/2026	RCLS	-13,292.50
03/31/2026	Brodart Co.- McN	-610.75
03/31/2026	Discover Magazine	-29.95
03/31/2026	Ingram Library Services	-1,434.79
03/31/2026	Richard P. Feingold	-300.00
03/31/2026	Charlotte Dunaief	-54.40
03/31/2026	Overdrive Inc	-1,188.40
03/31/2026	Martha Diederich	-208.00
03/31/2026	The Pioneer Woman Magazine	-19.97
03/31/2026	Barbara Gabhart	-208.00

Cornwall Public Library

Warrant #9

March 2026

DATE	NAME	AMOUNT
03/31/2026	Marie Neville	-208.00
03/31/2026	Staples	-223.70
03/31/2026	Prevention	-48.00
03/31/2026	Mid Hudson Discovery Museum	-500.00
03/31/2026	Scholastic Inc.	-752.85
03/31/2026	We Count People LLC	-575.00
03/31/2026	Rae Of Light Yoga	-150.00
03/31/2026	Orlane Dubreus	-50.00
03/31/2026	School Library Journal	-169.00
03/31/2026	Central Hudson Gas & Electric Corp	-43.09
Total for 1001 General Fund (7848) - 3 - 2		\$ -50,873.01



Cornwall Public Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July 2025 - March 2026

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
4002 Local Public Funds	1,619,103.00	1,619,103.00	100.00 %
4082 Income	12,738.00	5,245.00	242.86 %
4401 Interest Income	4,567.78	500.00	913.56 %
4706 Friends of the Cornwall Public Library	5,534.53	13,500.00	41.00 %
4760 Grants/Other	11,854.16	10,000.00	118.54 %
4840 RCLS- LLSA	4,946.00	4,810.00	102.83 %
9999 Prior Year Grant Back Out		5,000.00	
Total Revenue	\$1,658,743.47	\$1,658,158.00	100.04 %
GROSS PROFIT	\$1,658,743.47	\$1,658,158.00	100.04 %
Expenditures			
6010 Retirement	104,695.00	82,827.00	126.40 %
6020 6020 NYS Disability Benenfits	2,091.99	2,500.00	83.68 %
6030.8 FICA/Medicare Expense	49,813.65	77,068.00	64.64 %
6060 Worker's Compensation	4,068.00	9,200.00	44.22 %
6090 Health Insurance	76,915.81	131,126.00	58.66 %
6141 Professional Library	149,665.99	285,908.00	52.35 %
6142 Clerical Salary	411,294.69	590,760.00	69.62 %
6143 Treasurer Salary	4,800.86	6,620.00	72.52 %
6144 Custodial Salary	19,503.16	40,736.00	47.88 %
7410 Books	43,545.83	68,468.00	63.60 %
7411 Movie License	705.01	700.00	100.72 %
7412 Video/Music/Books on Tape	26,244.21	41,490.00	63.25 %
7413 Serials/Reference	10,865.95	16,900.00	64.30 %
7430 Supplies	16,781.80	34,500.00	48.64 %
7431 Telephone	3,225.62	4,000.00	80.64 %
7432 Square Processing Fees	67.90	50.00	135.80 %
7433 Postage and Shipping	1,960.63	3,000.00	65.35 %
7434 Printing		7,500.00	
7435 7435- Travel/Conference	1,324.15	4,036.00	32.81 %
7437 Professional Fees	24,462.21	45,075.00	54.27 %
7438 Dues	1,404.94	1,500.00	93.66 %
7439 Equipment Repair	75.00		
7450 Utilities/Fuel	26,649.05	40,999.00	65.00 %
7451 Custodial Supplies	1,689.24	3,500.00	48.26 %
7452 Repairs to Building	12,239.03	27,000.00	45.33 %
7454 Building Insurance	17,338.59	16,000.00	108.37 %
7455 RCLS/ IT Services	84,494.85	77,472.00	109.07 %
7469 Service Contracts	20,112.42	39,223.00	51.28 %
Total Expenditures	\$1,116,035.58	\$1,658,158.00	67.31 %



Cornwall Public Library

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July 2025 - March 2026

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
NET OPERATING REVENUE	\$542,707.89	\$0.00	0.00%
NET REVENUE	\$542,707.89	\$0.00	0.00%

Cornwall Public Library New

Total payroll cost report

From Mar 01, 2026 to Mar 31, 2026 from all locations

Item	Amount
Total pay	
Paycheck wages	\$ 60,283.75
Non-paycheck wages	\$ 0.00
Reimbursements	\$ 0.00
Subtotal	\$ 60,283.75
Company contributions	
Subtotal	\$ 0.00
Employer taxes	
Social Security Employer	\$ 3,620.55
Medicare Employer	\$ 846.75
Orange MCTMT Er	\$ 0.00
Subtotal	\$ 4,467.30
Total payroll cost	\$ 64,751.05
Less Employee contributions	-\$ 2,786.97
Net Payroll Cost	\$ 61,964.08
Warrant #9 March 2026	50873.01
Total Library Expenditures	\$ 112,837.09

March 2026: Director's Report

Personnel

- Requested list for Library Assistant Children's to fill LF's position
- Canvassed that list
- Pat & I worked on signing AG up for Health Insurance
- Was asked by TJ if he could apply for the Library Assistant Children's, worked with Civil Service to see if he's eligible. Process of hiring is on hold until this is answered.

Budget/Financial

- Worked on Budget Breakout sheet for public distribution
- Worked with KS on Budget mailing
- Completed Tax Cap paperwork on NYS Comptroller's website
- Sent legal notice to Lawyer on 3/16, called on 3/23 to ask why I haven't heard back yet
- Worked on Slides for Public Budget Presentation, scheduled for April 28th, 6:45 PM
- Worked on posting Legal Notice to online portal for publishing in Local & THR

Programming

- Story Walk 16C
- 3/4 Canasta 12
- 3/4 CCSD School Trip: 50
- 3/10 Comic Club 11C 2 A
- 3/18 Lecture: Emily Roebling: the Woman Who Saved the Brooklyn Bridge: 49
- 3/19 Mystery book group: 6
- 3/22 The Parting Glass; Songs of Ireland: 139 (@Munger Cottage)
- 3/24 MSLC Fall Prevention: 49

Building and Grounds

- 3/4 Mess left in men's room, notified at home(4:30 PM), called Custodian, who was just getting off his day job and was able to come within an hour to clean it up
- 3/10 Julia and Brandt met with EW & CF at the Circulation Desk to discuss modifications
- 3/18 We Can Fix It came to repair some of the brickwork on the parking lot side of the building, which due to the wind and rain recently had leaked into the ladies' room. He also repaired the holes in the soffit made by a woodpecker (again).
- 3/19 Frontline & RCLS here for IT Handoff & Transition
- 3/18 Phone Conversation with Sun Commons re: Solar Project
- 3/21 Got a call from DT about Ladies' room auto door opener malfunctioning. Came in and found a sticker over the electric eye. Carefully removed sticker, door opener works.
- 3/24 Michael from Frontline here to install new laptop & three computers, as well as replace one public desktop with a rebuild & upgrade a second public desktop.
- 3/31 Rob here from Frontline to install 2 of the new computers and replace the second public(see above) one that needed to be rebuilt. He also installed EnvisionWare.

Monthly Statistics: March 2026 (Previous month in parentheses)

Registered Borrowers: 7,398 (7,349); **Direct Access/Circulation:** (10,064)

ILL Borrows: 1,968 (1,862) **ILL Loans:** 1,646 (1,602)

Item Count: **72,661** (72,666); **Wi-Fi:** 2,930 (2,299)

Libby (Overdrive) Checkouts: (3,737) **Unique Users:** (833)

Number of Visits to the Library: 4417(2535)

Meetings Attended: 3/2 Strategic Planning Committee; 3/3Dept. Heads Meeting;3/9 Friends' Meeting; 3/11 CPL Board Meeting; 3/12 Directors Assoc. Meeting; 3/12 B,G &S committee meeting open to public re: Solar Project; 3/17 Staff Meeting; 3/18 Policy Committee Meeting; 3/24 Dept Heads Meeting.

Webinar(s) Attended:3/10 Annual Report Workshop.

Adult Programming & Outreach Projects: March 2026

Library Sponsored Programs:

<u>Date</u>	<u>Title of Program</u>	<u>Attendance</u>
3/2 – 3/30/26	Creative Writers Group(3/2-11, 3/9-11, 3/16-12, 3/23-9, 3/30-12)	
3/2 – 3/30/26	AARP Tax Aid (3/2, 3/9, 3/16, 3/23, 3/30)	
No. of clients helped: ___		
Amount of Fed refunds: \$_____		
Amount of State refunds: \$_____		
3/4 – 3/25/26	Cornwall Canasta Card Crusaders(3/4-12, 3/11-9, 3/18-8, 3/25-7)	36
3/5/26	Art Exhibit, Scenes from the Southwest: A Visit to New Mexico	26
3/6/26	Cornwall Home School, Family Meet-up	7
3/12/26	Master Gardner Water-Wise Gardening	9
3/18/26	The Woman Who Helped Build the Brooklyn Bridge-Cindi Topps	49
3/22/26	Songs of Ireland, The Parting Glass	139
3/24/26	MSLC: Fall Prevention	49
TOTAL:		370

Conference Room Use Only:

<u>Date</u>	<u>Title of Program</u>	<u>Attendance</u>
2/9/26	Friends of Cornwall Business Meeting	10
3/4/26	CCSD, School Trip	50
3/25/26	Thousand Mile Journey Entertainment	2
3/26/26	Thousand Mile Journey Entertainment	3
3/27/26	CCSD, Strategic Planning	19
TOTAL:		84

Donations to Friends of Cornwall Library:

<u>Date</u>	<u>Title of Program</u>	<u>Donation Amount</u>
3/18/26	The Woman Who Helped Build the Brooklyn Bridge-Cindi Topps	\$ 23.00
3/22/26	Songs of Ireland, The Parting Glass	\$ 187.00
3/24/26	MSLC: Fall Prevention	\$ 18.00

TOTAL: March: \$ 228.00
FYTD, (7/25-Present): \$1,096.86

Youth Services -End of Month Report – March 2026

Program name	Date	Children	Teens	Volunteers	Adults	Total
<i>ChatterBooks</i>	3/24	11				11
<i>Book Break</i>	3/25	4				4
<i>Baby & Me</i>	3/6,3/13,3/20	21,18,20			20,18,22	119
<i>Family Story</i>	3/10, 3/17	14, 20			15, 22	71
<i>PJ Story Time</i>	3/12	10			6	16
<i>Chess</i>	3/21	12			4	16
<i>Dog Tales</i>	3/9, 3/23	5,8		2, 2		17
<i>Pokemon Club</i>	3/19	22			11	33
<i>Kids Comic Club</i>	3/10, 3/17	11,13			2,2	32
<i>Yoga</i>	3/11	9				9
<i>Family Lego</i>	3/31	21		2	21	44
<i>TUT</i>	3/6		7			7
TOTALS		219	7	6	143	375

Meetings & Outreach

3/10, 3/24 Department Heads Mtg - Lisa & Liz
 3/17 Staff Mtg -Aaron, Sharon, Liz
 3/26/26- Launch pad plus meeting- Lisa
 3/26/26 - CLOUSC/LARC Mtg-Lisa
 3/27/26 – Dinosaurs 101 for Libraries – American Museum of Natural History – Lisa
 3/30/26 Koha Essential Reporting with Alex
 NYS Sexual Harassment video- Aaron & Melissa

Questions @ the Desk

Reference 392, Circulation 273, Phone 49, Tech23, ipads lent 126, Book Clubs 16, Programs 15, Directions 31, Misc. 38.

Reflections

March is always a busy month and this year was definitely busy. The noise level in the Youth Services area is often more than loud and people typically have to be reminded where they are. This often occurs during the times we have programming for specific ages, like book groups, when parents and/or caregivers are requested to stay in the building. It isn't a wonderful job policing "the Loud" but shushing is necessary. Getting back to children's book group programming, I want to highlight what was offered in March. The *ChatterBooks* group focuses on picture books for those in grades K-2. Aaron and eleven people shared their thoughts about **A Book of Maps for You** and then went on a treasure hunt, with maps, in the library. Lisa's selection for *Book Break* was Katherine Applegate's **Crenshaw**. She mentioned to me that she had a group of four very thoughtful and empathetic eight and nine year-olds that had lots to discuss about people who may not be as fortunate as them. Afterwards, parents spoke about family discussions that were initiated from this book choice. The end remark from a young man was, "You never know what the person sitting next to you is going through, so it's important to treat everyone with kindness."

Respectfully submitted 3/31/2026 ekf

Adult Services March 2026 Report (Submitted by Dawn S. Thornton)

REFERENCE: Reference Questions: 80 (89); 1-on-1 Tech Help: 18 (16); Circulation: 27 (15); Direction: 20 (12); Reader's Advisory: 0 (3); Faxing: 0 (1); ILL/SEAL Borrowed: 33 (17) ILL/SEAL Loaned: 0; Quick Tech Assists: 112 (87); Pull List: 1288 (1381); Reservations: 0 (0); Printing: 254 (226); Phone: 39 (29); Guest Pass: 0 (0); Items Lent: 42 (22); Misc: 27 (30); Laptops: 3 (5); Virtual Ref: 28 (42)

NYTimes Digital Subscription Stats:

In-House Library usage sessions: 32 (39); page views: 92 (81); articles read: 52 (65); Offsite Code redemptions: 197 (65); usage sessions: 1189 (1160); page views: 5334 (5012); articles read: 1423 (1301)

Notary Service: 64; (44)

Database Stats: Associated press Video: 1 (19); EDS Publication Finder: 6 (7); Funk & Wagnalls: 6 (8); Image Collection: 6 (15); Library, Information: 8; MasterFile Premier: 8 (21); MasterFile Prem. Ref. EBook: 6 (8); Middle Search Plus: 6 (8); Middle Search Ref eBook: 6 (8); NoveList Plus: 3 (1); Primary and Middle School Video: 2 (1); Topic Overviews Public Libraries: 11 (14); Washington Post Video Collection: 2 (12); Ebscohost: 6 (8)

Ancestry: Searches: 48 (N/A); Citation Image: 9; (N/A); Text: 23; (N/A)

Hoopla:

Digital Audiobook: 421 (374); Digital Binge-Pass: 5 (7); Digital Comics: 31 (38); Digital eBook: 160 (158); Digital Movie: 49 (36); Digital Music: 18 (12); Digital Television: 21 (12)

PC Usage:

Adults': N/A (N/A); Children's: N/A (N/A); Laptops: N/A (N/A)

PROGRAMS:

Canasta: 36; (28)	Creative Writers: 43; (28)
Great Decisions: 4; (5)	Homebound: Pickup 2(7); Delivery 5; (4)
Members' Choice: 5; (4)	Mystery Book Club: 6; (9)
Book Chat and Chocolate: 10; (29)	Out & About: 8; (10)
Tuesday night Movie: 18; (3)	Homeschooling: 7; (15)
Patron Pix: 5; (3)	Water Wise: 9
Emily Roebling: 49	Songs of Ireland: 139
CCSD Strategic Planning: 5; (11)	Thousand Mile Journey: 5

The 3 Central-Hudson Home-boost kits are gaining circulations due to signage in the library, at 9 checkouts as of 3/31/26. Ease of use have been satisfactory, with only 1 complaint of difficulty.

Pam H is currently weeding and organizing the reference collection.

I have increased staff's responsibility to assess book donations.

Staff evaluations are nearly complete. Responsibilities and goals were discussed; some will be shifted to increase efficiency, reduce burnout and encourage professional growth. Feedback regarding soft skills has been provided including precluding patrons from monopolizing staff time, and interrupting fellow staff during conversations.

I will provide training lists to the staff to reinforce interpersonal skills, collection management, self-care, and servicing various groups, as well as programming.

Circulation Monthly Stats for March

Calls for Programming	41
Calls regarding Circulation	86
New Library cards	35
Assist on Special Projects	5
Assist on Computers	17
Assist on Printing	42
Faxing	19

Register for Adult Programming	6
Register for Children's Programming	4
Assist with Reference	53
Assist with Children's	19
Miscellaneous duties *Guest pass, Museum Pass, Book recommendations etc.	0
Notary	0
Pull List & Book Drop	195
Organizing Carts	69
Auditing Carts	8
Shelf Reading	0

Ellen Winchell
Service Desk Manager
4/3/2026

Strategic Planning Report

The Strategic Planning Committee met Monday, March 2, 2026 and Monday, March 23, 2026.

3/2/26

The committee finalized the revisions made by committee members to the rough draft strategic plan. We discussed the value of measurable actions and whether these action steps/evaluatory measures needed to be entirely public-facing. A plan to create a draft Measures for Success document that corresponds to goal action steps was put forth. The committee will present the draft plan and measures document to the Board for review on 3/11/26, and the committee will meet again on 3/23/26.

3/23/26

The committee finalized the revisions made by members to the rough draft

Draft

Cornwall Public Library Strategic Plan

2026–2031

Vision

The Cornwall Public Library is a welcoming, adaptable community hub that supports lifelong learning, creativity, and connection for all residents.

Mission

The Cornwall Public Library connects people, information, and ideas to inspire learning, provoke curiosity, advance knowledge, and strengthen our community. By providing inclusive access to spaces, resources, and services, we enrich lives and promote an engaged, informed citizenry. In fulfilling this mission, the library is committed to upholding the Library Bill of Rights, reinforcing our dedication to open access and lifelong learning.

Values

Lifelong Learning

Cornwall Public Library (CPL) serves the Cornwall community and each of its members according to their needs and interests.

Democracy and Intellectual Freedom

CPL provides equal and open access to all members of our community. By providing excellent personal service to patrons, we are responsive, confidential, and unbiased in recognizing the diverse needs and interests of the community we serve. CPL respects the privacy and confidentiality of its library patrons and visitors.

Welcoming Access

CPL provides a safe, comfortable, accessible, and efficient facility that offers a welcoming environment for all.

Sustainability

CPL is committed to practicing sustainability in all its operational, financial, and building management practices. The library is governed by sound policies, plans, financial management, and oversight.

Responsive

CPL strives to continually assess and stay current with the growing and changing requirements of our community and to respond progressively to its intellectual, social, artistic, and cultural needs. We respond with innovative approaches supported by the most current technologies our fiscal landscape can support.

Professional Service

CPL provides its staff with the support, training, and professional development opportunities necessary to continue offering quality and relevant services.

Cornwall's Priorities for CPL:

- **Inspiring & Functional Physical Spaces**
- **Dynamic Programs & Community Connection**
- **Collections for Today and Tomorrow**
- **Strong Leadership, Staffing & Organizational Capacity**
- **Sustainable Operations & Governance**

Strategic Theme 1: Inspiring & Functional Physical Spaces

Community and staff priority: physical environment, quiet and productive spaces, teens' space, furnishings, signage

Goal 1.1: Improve the functionality and comfort of library spaces

Action Steps:

1. Conduct a space utilization and needs assessment with the support of a professional in library functional design by 1/1/2027
2. Reconfigure furniture and shelving to improve flow, visibility, and flexibility
3. Upgrade seating, tables, and shelving with durable, adaptable furnishings
4. Implement zoning strategies to balance quiet, collaborative, and active use

Goal 1.2: Expand and enhance dedicated user spaces

Action Steps:

1. Develop clearly defined spaces for teens, children, quiet study, and productivity
2. Engage teens, families, and other users in co-design and feedback processes
3. Explore modular or phased renovation solutions to minimize disruption
4. Seek capital funding, grants, or partnerships to support space improvements
5. Develop a marketing plan and implement the plan in advance of a public vote (vote on a one-time bond for more extensive capital improvements, if this is the recommended course of action following the gap analysis)

Goal 1.3: Improve wayfinding and accessibility

Action Steps:

1. Redesign signage using clear, inclusive, and multilingual principles
 2. Improve ADA accessibility throughout public and staff areas
 3. Address lighting, acoustics, and noise management to support varied uses
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Strategic Theme 2: Dynamic Programs & Community Connection

Top community priorities: programs, community space, library as a gathering place

Goal 2.1: Expand inclusive, responsive programming for all ages

Action Steps:

1. Align programs with community interests, demographics, and life stages
2. Increase partnerships with schools, local organizations, and cultural groups
3. Pilot flexible formats such as drop-in, pop-up, and offsite programs
4. Evaluate attendance, equity of access, and participant feedback annually
5. Develop a marketing strategy for each demographic/age group

Goal 2.2: Strengthen the library as a community gathering space

Action Steps:

1. Increase availability and promotion of community meeting spaces
2. Simplify reservation and use policies
3. Host regular community-led events, forums, and civic conversations
4. Promote the library as a neutral, welcoming civic space

Goal 2.3: Support lifelong learning and creativity

Action Steps:

1. Expand workshops focused on technology, job readiness, and creative skills
2. Integrate Library of Things programming and demonstrations
3. Leverage local expertise through partnerships and volunteer-led learning
4. Explore the creation of volunteer development programs for middle school and early high school youth, and incorporate volunteer opportunities related to maker spaces, Library of Things, and other new spaces/programs

Strategic Theme 3: Collections for Today and Tomorrow

Community priorities: books, digital materials, Library of Things

Goal 3.1: Maintain a strong, relevant physical collection

Action Steps:

1. Increase investment in high-demand print materials
2. Conduct regular weeding to improve browsability and space use
3. Align collection development with community demographics and interests

Goal 3.2: Expand digital and nontraditional collections

Action Steps:

1. Grow digital collections based on usage trends and community demand
2. Expand and refresh the Library of Things
3. Establish clear policies for emerging formats and technologies

Goal 3.3: Improve discovery and access to materials

Action Steps:

1. Improve merchandising, displays, and reader's advisory services
2. Integrate collection highlights into programs and outreach
3. Enhance catalog usability and staff support for discovery

Strategic Theme 4: Strong Leadership, Staffing & Organizational Capacity

Staff priorities: leadership, communication, staffing, salaries/benefits

Intent: Ensure the library has the leadership, staffing structure, and skill sets necessary to meet current and future community needs.

Goal 4.1: Conduct a comprehensive organizational and staffing analysis

Action Steps:

1. Conduct a **library-wide gap analysis** to identify differences between:
 - a. Current services and operations
 - b. Community expectations and strategic priorities
 - c. Organizational capacity and staffing
2. Conduct a **study of the core functions of the library**, including:
 - a. Public services
 - b. Collections
 - c. Programming
 - d. Facilities and physical environment
 - e. Technology and digital services
 - f. Outreach and community engagement
 - g. Administration and governance support
3. Identify the **staff skills, competencies, and roles required** to effectively carry out each function within Civil Service requirements
4. Compare required skills and functions to existing staffing levels, roles, and job descriptions
5. Develop clear findings and recommendations for staffing structure and capacity

Goal 4.2: Align staffing structure and roles with library functions and community priorities

Action Steps:

1. Update job descriptions to reflect functional responsibilities and required skills
2. Identify opportunities for role redesign, cross-training, or specialization
3. Develop a phased staffing plan aligned with budget and service priorities
4. Evaluate the balance of full-time, part-time, and contract positions
5. Embed equity, accessibility, and customer service competencies across all roles

Goal 4.3: Define and support the leadership competencies required of the Library Director

Action Steps:

1. Conduct a **functional analysis of the Library Director role** based on the library's size, services, and strategic direction
2. Clearly articulate **essential Library Director skills and competencies**, including:
 - a. Strategic planning and implementation

- b. Organizational leadership and staff development
 - c. Clear, transparent communication and change management
 - d. Financial management, budgeting, and resource allocation
 - e. Facilities oversight and capital planning
 - f. Community engagement and partnership development
 - g. Board relations and governance support
 - h. Data-informed decision-making and assessment
 - i. Equity, inclusion, and public service ethics
3. Align performance expectations, evaluation tools, and professional development with these competencies
 4. Use findings to inform recruitment, onboarding, and succession planning

Goal 4.4: Build staff capacity to meet evolving service demands

Action Steps:

1. Develop a staff training and professional development plan based on the staffing and functions study
 2. Provide leadership development opportunities for supervisors and emerging leaders
 3. Strengthen internal communication structures to support transparency and collaboration
 4. Foster a culture of continuous improvement, accountability, and shared purpose
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Strategic Theme 5: Sustainable Operations & Governance

Staff input: board relations, long-term sustainability

Goal 5.1: Strengthen board and staff alignment

Action Steps:

1. Clarify roles and responsibilities of the board and administration
2. Provide regular board education and orientation
3. Develop a board self-evaluation framework
4. Align board goals with strategic plan priorities

Goal 5.2: Plan for long-term facility and operational sustainability

Action Steps:

1. Develop a multi-year facilities maintenance and improvement plan
2. Explore sustainability initiatives and energy efficiency opportunities, including the goal of developing solar capacity and action steps to achieve installation by 2028
3. Evaluate long-term space needs, including renovation or expansion options

Goal 5.3: Use data to guide decisions and demonstrate impact

Action Steps:

1. Establish clear metrics for programs, collections, staffing, and space usage
 2. Regularly share outcomes with staff, board, and community
 3. Use data and feedback to refine services and priorities
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Implementation & Evaluation

1. Annual work plans aligned with strategic goals
 - a. New Trustee Orientation and full strategic plan alignment orientation for all trustees as a part of the reorganization meeting or in the first 2 months of the new board term
 2. Regular progress reporting to the board
 3. Midpoint review and adjustment in Year 3
 4. Ongoing community and staff engagement
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Cornwall Public Library Policy for Daycares Using CPL as an Emergency Pickup Location

1. Due to limited space at CPL, daycares must apply and be approved to list CPL as an Emergency Pick-up Location. (application on the following page)
2. Daycare providers must always stay with their charges. Library staff cannot be responsible for any unattended child.
3. All children at CPL must adhere to the Library Manners Policy.
4. Daycare providers will be responsible for any damage caused by a child in their care.
5. Daycares will call CPL before arriving if/when they need to use CPL as an Emergency Pick-up Location.
6. Daycares must reapply yearly to use CPL as an Emergency Pick-up Location.



Application to Use CPL as an Emergency Pick-up Location

Name of Daycare	
Address And phone number	
Name of Daycare owner(s)	
Maximum Number of Children at Daycare	
Ratio of Carers to children (ex 1:3)	
Latest Pick-up time allowed	