

Cornwall Public Library  
June 12, 2024  
Regular Meeting Agenda

- I. Roll
- II. Approval of Agenda
- III. Approval of the Minutes:
  - A. May 22, 2024
- IV. Financial Review:
  - A. Approval of Warrant # 11
- V. Public Remarks
- VI. Communications/Donations
- VII. Director's Report – *See Google Docs*
- VIII. Committee Reports
  - A. Finance Committee: Approval of Budget transfers
  - B. Policy Committee
  - C. Building, Garden, Grounds & Sustainability Committee
  - D. Friends
  - E. Personnel Committee:
    - a. Approve Hiring Dawn Thornton as Full-time Librarian I
    - b. Approve Hiring T J Dietsch as a Part-time Library Clerk
    - c. Approve the promotion of E. Bath and Aiden Kinkead to Library Clerk (Summer help)
    - d. Approve resignation of M. Gagnon, Library Clerk
  - F. Strategic Planning Committee
- IX. Unfinished Business
- X. New Business: RCLS IT Services proposal for 2025 (needs to be signed & returned by 6/30/24)
- XI. Public Remarks
- XII. Adjournment

Reorganization Meeting July 10, 2024, 6:30 PM  
Next Regular Board Meeting Wednesday, July 10, 2024, 7 PM



## Cornwall Public Library Board of Trustees Meeting

May 22, 2024 7:00 p.m.

### Minutes

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

#### I. Roll:

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

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

Public: Lucinda Poindexter, Christopher DeFillippi

II. **Approval of Agenda:** A *motion to approve* the agenda was made by Lynn Daniels, seconded by Julia Dahl. Discussion: None. The Agenda was unanimously approved.

III. **Approval of the Minutes:** A *motion to approve* minutes of the Regular Board Meeting of April 10, 2024 was made by Julia Dahl, seconded by Michelle Query. Discussion: Question: Were the shelves for the YA section of the library purchased? Not until mid-July to August. The Minutes of the Regular Board Meeting of April 10, 2024 were unanimously approved.

IV. **Financial Review:** A. A *motion to approve* Warrant #10 in the amount of \$98,434.70 was made by Lynn Daniels, seconded by Michelle Query. Discussion: The Board asked if magazines were purchased separately and at different times; the answer is yes. A *vote to approve* Warrant #10. was unanimous.

B. A *motion to approve* payment to Rockland Electric (Fanshawe) I/A/O in the amount of \$8,328.12 was made by Julia Dahl, seconded by Michelle Query. Discussion: This is the last payment on the HVAC/rest room renovation. Rockland Electric has completed all contracted work. A Vote to approve payment of \$8,328.12 to Rockland Electric was unanimous.

V. **Public Remarks:** None

VI. **Communications and Donations:** The Director received a letter from Mr. Mackay, AARP thanking CPL staff for their assistance during the tax preparation sessions. She also shared recent newspaper clippings related to CPL activities. The Job Fair is a go for June 7 from 10-3. Orange County Department of Human Resources has agreed to send a representative to the Job Fair.

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

The Director thanked the staff for pitching in to help out filling hours since the library has not yet filled open positions.

CPL purchased QuickBooks at a discounted price and the Bookkeeper has been working closely with QuickBooks to migrate to the new program. The cost of QuickBooks will be a few hundred dollars less per year.

Once the Rockland Electric invoice has been paid, the reimbursement process for the HVAC project can begin.

Dawn Thornton will begin full time in Adult Services as of May 23, 2024. Dawn has already begun training.

The Director is still waiting for the contract agreement regarding West Point.

#### VIII. **Committee Reports:**

**Finance Committee:** The CPL budget is in good shape. \$153,000 remains in the Capital Account. \$400,000 remains in the Main Account and should carry the Library through the months of July, August, and September if necessary.

A question was raised regarding the Budget vs. Actuals Report: The Dues line shows an actual expenditure of \$2,752 while the budgeted amount was \$1,500. NYLA increased its dues approximately 250% according to the Director. A budget transfer will be made (see below).

**Policy:** Met on April 17 to prioritize policies to work on. The Library did not have a Cardholder Policy which will be addressed.

**Buildings, Grounds, and Sustainability:** None

**Friends:** The Used Book Sale brought in over \$600. During the recent meeting of The Friends the Director gave tours of the Library.

**Personnel:** Regarding the one-time payment to staff, longevity and hours worked will determine how the funds are distributed. Pages will be included in the distribution. Total should come as close to \$20,000 as possible.

**Strategic Planning Committee:** Meeting held May 15, 2024 to discuss the following goals: Job Fair. The Job Fair is scheduled for June 7 from 10 am.m.-3 p.m. The Board thanked Brenda Goldfarb for her work on putting this event together. Program promotion strategies. The Director stated that this topic will be discussed at the June Managers' Meeting.

Solar power, circulation desk, and the Staff-Board partner program will be further addressed once the newly elected Board members are in place. The Board President suggested that the Board continue with meetings with the staff since the recent meetings went well. One major topic concerned salary. Staff members indicated that CPL is not keeping up with a salary scale

similar to surrounding libraries. The Board President suggested that this be an item to keep in mind during the next budget planning sessions. The Director reminded the Board that some other libraries' employees are CSEA Civil Service and therefore a graduated pay increase of steps is part of their contract. CPL is not a CSEA Civil Service library.

**IX. Unfinished Business:** None

**X. New Business:** A. A *motion to accept* the resignation of Matt Rettig from the Board was made by Meghann Chyla seconded by Michelle Query and unanimously approved.

B. A *motion to accept* the resignation of Emily Milton as Treasurer was made by Meghann Chyla, seconded by Julia Dahl and unanimously approved. The work of the Treasurer includes reconciling checks, reviewing the annual budget, annual State reports, sign checks, and requires proficiency in Excel. The Treasurer is a paid library position. Ms. Milton indicated that she would be available in the months of June and July to assist in explaining the position should a replacement be found before she leaves the area.

The Board stated that both Matt Rettig and Emily Milton will be missed and thanked them for their work for the Library.

C. A *motion to approve* the personnel committee's distribution of one-time payments to staff was made by Michelle Query, seconded by Julia Dahl and unanimously approved.

D. A *motion to approve* two budget transfers as follows was made by Lynn Daniels, seconded by Michelle Query and unanimously approved.

A transfer out of FICA Medicare in the amount of \$2,125.05 into NYS Disability, and a transfer out of Professional Fees – Office of \$1,252.00 into Dues.

**XI Adjournment:** A *motion to adjourn* was made by Julia Dahl, seconded by Lynn Daniels, and unanimously approved. The Regular Board Meeting was adjourned at 7:46 p.m.

**The next Regular Board Meeting will be held on Wednesday, June 12, 2024 at 7:00 p.m.**

Warrant #11 May 2024			
Date	Transaction Type	Name	Amount
05/15/2024	Bill Payment (Check)	Aflac	-93.70
05/31/2024	Bill Payment (Check)	ALA- Member Services	-435.00
05/31/2024	Bill Payment (Check)	Auric Information Packaging	-689.00
05/31/2024	Bill Payment (Check)	Belsito Communications, Inc	-600.00
05/15/2024	Bill Payment (Check)	Benninger Landscaping LTD	-900.00
05/31/2024	Bill Payment (Check)	Blackstone Publishing	-498.94
05/31/2024	Bill Payment (Check)	Brodart Co- JUV	-1,046.59
05/31/2024	Bill Payment (Check)	Brodart Co.- McN	-610.75
05/23/2024	Bill Payment (Check)	Cash	-137.41
05/31/2024	Bill Payment (Check)	Cengage Learning Inc/Gale	-117.71
05/31/2024	Bill Payment (Check)	Central Hudson Gas & Electric Corp	-2,114.23
05/31/2024	Bill Payment (Check)	Charlotte Dunaief	-74.23
05/31/2024	Bill Payment (Check)	CJM Plumbing, Heating & AC	-600.00
05/31/2024	Bill Payment (Check)	Continental Screen Printing, Inc.	-705.00
05/31/2024	Bill Payment (Check)	Cooks Illustrated	-30.95
05/01/2024	Bill Payment (Check)	Cornwall Public Library Payroll	-26,487.84
05/14/2024	Bill Payment (Check)	Cornwall Public Library Payroll	-26,535.08
05/28/2024	Bill Payment (Check)	Cornwall Public Library Payroll	-25,634.67
05/31/2024	Bill Payment (Check)	Denise Schirmer	-250.00
05/31/2024	Bill Payment (Check)	Elan Financial Services	-4,484.23
05/31/2024	Bill Payment (Check)	Finkelstein Memorial Library	-34.98
05/31/2024	Bill Payment (Check)	GENTECH LTD	-495.00
05/15/2024	Bill Payment (Check)	Hannaford	-38.42
05/31/2024	Bill Payment (Check)	hoopla	-1,120.92
05/31/2024	Bill Payment (Check)	Hudson Valley Magazine	-18.97
05/31/2024	Bill Payment (Check)	Ingram Library Services	-1,019.52
05/31/2024	Bill Payment (Check)	James Maurer	-725.00
05/31/2024	Bill Payment (Check)	Julie Bengyak	-100.00
05/31/2024	Bill Payment (Check)	Julie Bengyak	-100.00
05/31/2024	Bill Payment (Check)	Lisa Sinclair	-89.11
05/15/2024	Bill Payment (Check)	Lock Around the Clock	-70.00
05/15/2024	Bill Payment (Check)	Marangi Disposal	-166.40
05/02/2024	Bill Payment (Check)	Nationwide NYS Deffered	-600.00
05/15/2024	Bill Payment (Check)	Nationwide NYS Deffered	-600.00
05/28/2024	Bill Payment (Check)	Nationwide NYS Deffered	-600.00
05/16/2024	Bill Payment (Check)	NET 2 PHONE	-191.88
05/28/2024	Bill Payment (Check)	NYS & Local Retirement	-883.24
05/16/2024	Bill Payment (Check)	NYS Health Insurance Pending Acct	-5,983.84
05/31/2024	Bill Payment (Check)	Orange-Ulster Boces	-2,788.00

05/31/2024	Bill Payment (Check)	Overdrive Inc	-2,871.46
05/31/2024	Bill Payment (Check)	P&P Quick Copy Center	-539.00
05/31/2024	Bill Payment (Check)	Pam Stockton	-40.20
05/31/2024	Bill Payment (Check)	Patricia Rovello	-24.79
05/31/2024	Bill Payment (Check)	Playaway Products	-697.38
05/31/2024	Bill Payment (Check)	Rae Of Light Yoga	-100.00
05/31/2024	Bill Payment (Check)	RCLS	-1,079.91
05/31/2024	Bill Payment (Check)	Safe & Sound	-299.00
05/31/2024	Bill Payment (Check)	Staples	-249.27
05/31/2024	Bill Payment (Check)	Suffern Free Library	-18.00
05/31/2024	Bill Payment (Check)	Toshiba	-442.45
05/31/2024	Bill Payment (Check)	Toshiba	-84.00
05/16/2024	Bill Payment (Check)	Verizon	-119.00
05/15/2024	Bill Payment (Check)	Verizon- Wireless	-15.08
05/31/2024	Bill Payment (Check)	Village of Cornwall on Hudson	-96.00
			-114,346.15

# Cornwall Public Library

## Capital Grant Activity

July 2023 - May 2024

	CAPITAL PURCHASES	TOTAL
Revenue		
4760 Grants/Other	203,288.00	\$203,288.00
9999 Prior Year Grant Back Out	39,000.00	\$39,000.00
<b>Total Revenue</b>	<b>\$242,288.00</b>	<b>\$242,288.00</b>
GROSS PROFIT	<b>\$242,288.00</b>	<b>\$242,288.00</b>
Expenditures		
7000 Grant Expenses Paid in Prior Year	39,000.00	\$39,000.00
8010 Capital Purchase	1,105,300.29	\$1,105,300.29
<b>Total Expenditures</b>	<b>\$1,144,300.29</b>	<b>\$1,144,300.29</b>
NET OPERATING REVENUE	<b>\$ -902,012.29</b>	<b>\$ -902,012.29</b>
NET REVENUE	<b>\$ -902,012.29</b>	<b>\$ -902,012.29</b>



# Cornwall Public Library

## Budget vs. Actuals: FY 23-24 - Operating Expenses (92% of FY)

July 2023 - May 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
4002 Local Public Funds	1,427,933.00	1,427,933.00	0.00	100.00 %
4082 Income	<b>6,132.76</b>	<b>1,000.00</b>	<b>5,132.76</b>	<b>613.28 %</b>
4401 Interest Income	4,705.48	500.00	4,205.48	941.10 %
4706 Friends of the Cornwall Public Library	5,282.11	13,500.00	-8,217.89	39.13 %
4840 RCLS- LLSA	5,290.89	4,810.00	480.89	110.00 %
<b>Total Revenue</b>	<b>\$1,449,344.24</b>	<b>\$1,447,743.00</b>	<b>\$1,601.24</b>	<b>100.11 %</b>
<b>GROSS PROFIT</b>	<b>\$1,449,344.24</b>	<b>\$1,447,743.00</b>	<b>\$1,601.24</b>	<b>100.11 %</b>
<b>Expenditures</b>				
6010 Retirement	61,889.00	61,889.00	0.00	100.00 %
6020 6020 NYS Disability Benenfits	2,125.05	2,125.05	0.00	100.00 %
6030.8 FICA/Medicare Expense	<b>48,275.41</b>	<b>67,267.95</b>	<b>-18,992.54</b>	<b>71.77 %</b>
6060 Worker's Compensation	8,925.89	8,925.00	0.89	100.01 %
6090 Health Insurance	<b>54,112.59</b>	<b>94,238.00</b>	<b>-40,125.41</b>	<b>57.42 %</b>
6141 Professional Library	161,588.81	211,516.00	-49,927.19	76.40 %
6142 Clerical Salary	424,168.53	532,050.00	-107,881.47	79.72 %
6143 Treasurer Salary	5,875.44	6,365.00	-489.56	92.31 %
6144 Custodial Salary	18,378.65	27,838.00	-9,459.35	66.02 %
<b>7410 Books</b>				
7410.10 Adult Fiction	6,403.08	11,000.00	-4,596.92	58.21 %
7410.11 Adult Fiction Standing Order	1,680.68	4,000.00	-2,319.32	42.02 %
7410.12 EBooks	7,520.98	11,000.00	-3,479.02	68.37 %
7410.20 Adult Non Fiction	3,538.68	8,000.00	-4,461.32	44.23 %
7410.21 Adult NF Large Print/ Standing Order	76.12	2,000.00	-1,923.88	3.81 %
7410.4 Juv Fiction	11,583.03	9,200.00	2,383.03	125.90 %
7410.42 Ebooks- Juv		750.00	-750.00	
7410.5 Juv- Non Fiction	4,523.57	9,500.00	-4,976.43	47.62 %
7410.6 YA- Fiction	934.84	4,000.00	-3,065.16	23.37 %
7410.62 EBooks-YA		900.00	-900.00	
7410.7 YA- Non Fiction	77.64	1,500.00	-1,422.36	5.18 %
<b>Total 7410 Books</b>	<b>36,338.62</b>	<b>61,850.00</b>	<b>-25,511.38</b>	<b>58.75 %</b>
7410.9 McNaughton	6,718.25	7,329.00	-610.75	91.67 %
7411 Movie License	232.50	700.00	-467.50	33.21 %
7412 Video/Music/Books on Tape	<b>34,113.78</b>	<b>45,900.00</b>	<b>-11,786.22</b>	<b>74.32 %</b>
7413 Serials/Reference	<b>11,275.63</b>	<b>19,240.00</b>	<b>-7,964.37</b>	<b>58.61 %</b>
<b>7430 Supplies</b>				
7430.1 Library Supplies	<b>3,831.54</b>	<b>6,300.00</b>	<b>-2,468.46</b>	<b>60.82 %</b>
7430.11 Book Processing	1,272.40	2,200.00	-927.60	57.84 %
7430.2 Office Supplies	<b>10,355.76</b>	<b>11,000.00</b>	<b>-644.24</b>	<b>94.14 %</b>
7430.30 Program Supplies- Adult	<b>1,889.27</b>	<b>3,500.00</b>	<b>-1,610.73</b>	<b>53.98 %</b>
7430.31 Program Supplies- YA	<b>484.55</b>	<b>2,000.00</b>	<b>-1,515.45</b>	<b>24.23 %</b>
7430.32 Program Supplies -JUV	<b>1,219.61</b>	<b>1,500.00</b>	<b>-280.39</b>	<b>81.31 %</b>
7430.33 Summer Reading	<b>423.18</b>	<b>10,500.00</b>	<b>-10,076.82</b>	<b>4.03 %</b>

# Cornwall Public Library

## Budget vs. Actuals: FY 23-24 - Operating Expenses (92% of FY)

July 2023 - May 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7430.34 Program Supplies- Outreach	207.78	3,000.00	-2,792.22	6.93 %
<b>Total 7430 Supplies</b>	<b>19,684.09</b>	<b>40,000.00</b>	<b>-20,315.91</b>	<b>49.21 %</b>
7431 Telephone	4,840.79	4,900.00	-59.21	98.79 %
7432 Square Processing Fees	32.47	100.00	-67.53	32.47 %
7433 Postage and Shipping	2,352.39	4,900.00	-2,547.61	48.01 %
7434 Printing	3,462.23	10,000.00	-6,537.77	34.62 %
7435 7435- Travel/Conference	1,690.49	4,500.00	-2,809.51	37.57 %
7437 Professional Fees	0.99		0.99	
7437.1 Prof Fees- Office	20,277.34	20,798.00	-520.66	97.50 %
7437.2 Prof Fees- Adult Programs	<b>290.00</b>	<b>6,000.00</b>	<b>-5,710.00</b>	<b>4.83 %</b>
7437.3 Professional Fees- YA		2,000.00	-2,000.00	
7437.4 Professional Fees- Juv	<b>2,075.00</b>	<b>4,000.00</b>	<b>-1,925.00</b>	<b>51.88 %</b>
7437.5 Professional Fees- Summer Reading Program	<b>850.00</b>	<b>5,000.00</b>	<b>-4,150.00</b>	<b>17.00 %</b>
7437.6 Professional Fees- Outreach	<b>1,100.00</b>	<b>2,500.00</b>	<b>-1,400.00</b>	<b>44.00 %</b>
<b>Total 7437 Professional Fees</b>	<b>24,593.33</b>	<b>40,298.00</b>	<b>-15,704.67</b>	<b>61.03 %</b>
7438 Dues	2,252.00	2,752.00	-500.00	81.83 %
7450 Utilities/Fuel	32,721.00	35,000.00	-2,279.00	93.49 %
7451 Custodial Supplies	1,373.11	3,500.00	-2,126.89	39.23 %
7452 Repairs to Building	20,983.64	24,048.00	-3,064.36	87.26 %
7454 Building Insurance	9,923.62	13,500.00	-3,576.38	73.51 %
7455 RCLS	<b>69,987.70</b>	<b>77,472.00</b>	<b>-7,484.30</b>	<b>90.34 %</b>
7469 Service Contracts	19,716.72	39,540.00	-19,823.28	49.87 %
<b>Total Expenditures</b>	<b>\$1,087,631.73</b>	<b>\$1,447,743.00</b>	<b>\$ -360,111.27</b>	<b>75.13 %</b>
NET OPERATING REVENUE	<b>\$361,712.51</b>	<b>\$0.00</b>	<b>\$361,712.51</b>	<b>0.00%</b>
NET REVENUE	<b>\$361,712.51</b>	<b>\$0.00</b>	<b>\$361,712.51</b>	<b>0.00%</b>

## May 2024 Director's Report

### Personnel

- May 3 fired DP
- Called for the Civil Service list of Librarian I to replace DP
- Conducted interviews for Circulation Clerk
- Hired DT as Librarian I to start on May 23
- Hired TJ D as a Circulation Clerk
- Moved PS to the Reference Desk from Circulation

### Budget/Financial

- Budget Vote and Trustee Election on May 7

### Programming

- 5/16 Lead Mystery Book Discussion Group, 9 in attendance
- Brenda is working on a Job Fair to be held on June 7, 2024; we have: CCSD, Finkelstein & Partners, NYS Dept of Labor, Town of Cornwall, Villafe of C-o-H, Central Hudson, OC Dept of Human Resources, etc., as well as Andy Maroney (Job Coach).
- Cornwall Community Leader Forum 5/30/24
- Signed Friends up for several shifts at RiverFest on 6/2/24.
- Diane Patmos-Local Flora & Fauna Quilt on display from 5/6-5/23

### Building and Grounds

- Jeff Small (PH's husband) donated his time to design bookcases to replace the aging and breaking bookcases that house the local history collection. We will need a meeting with him & Buildings & Grounds Committee soon.
- I would like to allow two staff members to plant the parking lot islands with gardens of local plants using the Memorial Funds we hold for Susan and Lauren Moccio.

**Of Note:** Met with G. Riario of RCLS, Be. Gocker of NFL, and S. Falk, HL to write a letter to the WP lawyer about the WP card situation. We gave them two choices to either stay with Local Access only cards or enter into an agreement with the three closest libraries that would require a payment of \$50.00 to get a card with full access to all RCLS libraries. I'm waiting for a completed copy of that letter from G. Riario. KOHA Training has started with Train the Trainer sessions

### Monthly Statistics March 2024 (previous month in parentheses):

Registered borrowers: 7,106 (7,064); Direct Access/Circulation: 9,527 (10,038);

ILL Borrows: 1,611 (1,634); ILL Loans: 1,698 (1,672); Item Count: 73,007 (73,268);

Wi-Fi: 5,486\* (6,367) \*This month, a count was not collected for 5 days while RCLS updated Sonic Walls.

**Libby (Overdrive) Checkouts:** 3,643 (3,635); **Unique Users:** 783 (765).

**Number of visits to the Library:** (5,238)

**Meetings Attended:** 5/8 Director's Assoc; 5/22 Board of Trustees; 5/4 Friends Meeting, conducted tours of the Library; 5/16 Staff meeting; 5/16 ILS Committee; 5/3 met with Personnel Chair;

5/17 Meeting with S. Falk (Highland Falls) regarding West Point Contract (see note above); 5/22 Board Meeting; 5/29 Meeting with S.Falk (Highland Falls) G.Riario regarding West Point; 5/30 NYSLRS training at Ulster BOCES with Luann, all day; 5/30 Executive Committee.

**Youth Services -End of Month Report – May 2024**

<i>Program name</i>	<i>Date</i>	<i>Children</i>	<i>Teens</i>	<i>Adults</i>	<i>Total</i>
<i>Attended</i>					
<i>Baby &amp; Me</i>	<i>5/3, 5/10, 5/17</i>	<i>16, 12, 10</i>		<i>16, 13, 12</i>	<i>74</i>
<i>Kids Vote</i>	<i>5/7</i>	<i>26</i>			<i>26</i>
<i>Vote Day ST</i>	<i>5/7</i>	<i>23</i>		<i>18</i>	<i>41</i>
<i>Dog Tales</i>	<i>5/6, 5/20</i>	<i>12, 14</i>		<i>3, 1</i>	<i>30</i>
<i>PJ Story Time</i>	<i>5/1, 5/15</i>	<i>10, 3</i>		<i>6, 3</i>	<i>22</i>
<i>ChatterBooks</i>	<i>5/8</i>	<i>10</i>	<i>1</i>	<i>1</i>	<i>12</i>
<i>Family Story Time</i>	<i>5/14, 5/21</i>	<i>17, 25</i>		<i>16, 24</i>	<i>82</i>
<i>Book Break</i>	<i>5/16</i>	<i>5</i>	<i>1</i>	<i>1</i>	<i>7</i>
<i>TUT</i>	<i>5/17</i>		<i>6</i>		<i>6</i>
<i>Readzza, Readzza</i>	<i>5/23</i>	<i>2</i>			<i>2</i>
<i>Volunteer Interviews</i>	<i>5/29,5/30</i>		<i>13, 3</i>		<i>16</i>
<i>LEGO build-it</i>	<i>5/24</i>	<i>26</i>		<i>16</i>	<i>42</i>
<b><i>TOTALS</i></b>		<b><i>211</i></b>	<b><i>27</i></b>	<b><i>130</i></b>	<b><i>368</i></b>

**Meetings & Outreach**

5/1 SRP Planning- Lisa & Liz & Jess  
 5/8 NYS Harassment video -Lisa  
 5/16 Staff Mtg- Lisa & Liz  
 5/20 CLOUSC/LARC Mtg-Lisa  
 5/30 Koha training @ RCLS- Lisa 5/29 & 30 Volunteer Interviews-Lisa & Liz

**Questions @ the Desk**

Reference 201, Circulation 76, Phone 53, Tech 21, iPads lent 15, Book Clubs 8, Programs 42, SRP volunteers 5, Misc. 39.

**Reflections** As of today:

The Summer Reading Program Calendar of events has been distributed to all the elementary schools and the 5<sup>th</sup> grade of the Cornwall Central School District.

Summer college clerks, Emerson & Aiden have caught on quickly to the Youth Services desk routine thanks to the skillful training & thoughtful tips of Lisa & Orlane.

We are almost through with the summer teen volunteers' interviews & orientations.

Multiple school visits will be hosted in the next 3 weeks. And then there's KOHA training.

**Respectfully submitted 6/3/2004 ekf**

## Circulation Monthly Stats for May

Ellen Winchell Service Desk Manager 6/4/2024

Calls for Programming	38
Calls regarding Circulation	87
New Library cards	46
Assist on Special Projects	5.25 hrs
Assist on Computers	28
Assist on Printing	61
Faxing	18
Register for Adult Programming	14
Register for Children's Programming	5
Assist with Reference	77
Assist with Children's	37
Miscellaneous duties *Guest pass, Museum Pass, Book recommendations etc.	23
Notary requests	5
Organizing Carts	60
Auditing Carts	22

Shelf Reading	20
---------------	----

**Adult Programming & Outreach Projects: May 2024**

<u>Date</u>	<u>Title</u>	<u>Attendance</u>	
5/2/24	Artist Opening Reception: The Artwork of Ciro Attardo	16	
5/9/24	Great Decisions: US-China Trade Rivalry	5	
5/9/24	Protect Your Family From Tick & Tick-Borne Diseases	32	
5/14/24	The Restoration of the Sistine Chapel	51	
5/25/24	At the Car Show with the Greater Cornwall Chamber	25	
5/30/24	Cornwall Community Leader Forum	36	
			Total: 165
	Creative Writers Workshop: 5/6-7, 5/13-8, 5/20-8		Total: 23
	Notary (Silvana) April-3 & May -8		
	Book Club: Out & About: 5/22/24 Bowlaway by Elizabeth McCracken		Total: 5
	Community Room (CR) & Study Room (SR) Usage: Cornwall Garden Club Meeting 5/2/24		Total: 13
	Friends of Cornwall Library Annual Meeting (CR) 5/4/24		Total: 11
	Garden Quilt by Diane Patmos (On Display Lobby) 5/7-5/23/24		
	Cornwall Clean-Up Crew (CR) 5/14/24		Total:15

Donations to Friends of Cornwall Library:

5/11/24 Cornwall Garden Club Sale of Nita Klein Art (profit split).....	\$7.00
5/14/24 The Restoration of the Sistine Chapel.....	\$29.00
5/18/24 Friends of Library Book Sale/Nita Klein Art.....	\$10.00
5/25/24 At the Car Show with the Greater Cornwall Chamber.....	\$25.00
5/30/24 Cornwall Community Leaders Forum.....	\$5.00
	Total May: \$76.00
	Total YTD: \$773.50

Well, lots of new attendees at several of our programs...the art restoration and leader forum in particular had a multigenerational audience with lots of interest and enthusiasm. The outreach with the Chamber Car Show and the Cornell Cooperative Extension brought in much goodwill and future friends to the library.

It is also wonderful to see that the community is taking advantage of both the Study Room and the Community Room during our downtime and bringing in new building users. Of course, June has a full calendar with great offerings that will continue to attract our Cornwall community.

Brenda

**Adult Services Report May 1-31, 2024**

(Submitted by Pamela Hawks)

Note: items in red do not have this month's stats

**REFERENCE:** Reference Questions: 156 (179) Quick Tech Assists: 35 (87)

1-on-1 Tech Help: 12 (28) Circulation: 68 (110) Directional: 17 (43) Reader's Advisory: 6 (16) ILL/SEAL: 10 (11) Pull List: 1181 (1256) Printing: 80 (117) Faxing: 0 (2) Phone: 40 (60) Virtual Ref: 4 (7)  
Notary Service: 47 (57)

**Database Stats:**

NoveList Plus Searches: 2 (15) NoveList PlusK-8: 1(0) EBSCO Master FILE Premier: 0(0) EBSCO Other: 0 (0)  
Gale Virtual Ref. Library: 1 (1) Ancestry: 308 (156)

**Freegal:** 0 (3)

**Hoopla:** Total Circulations 488 (529); Users 192 (188); Usage Breakdown: Digital Audiobook – 238 (243)  
Digital BingePass – 1 (4) Digital Comics – 27 (36) Digital Ebook – 131 (162) Digital Movie – 38 (36) Digital  
Music – 22 (10) Digital Television – 31 (29).

**Tutor.com:** User accounts – 0 (1)

**NYTimes Digital Subscription Stats:**

In-house library usage sessions 36 (53); page views 68 (113); articles read 36 (77)  
Offsite Code redemptions 185 (135); usage sessions 906 (285); page views 4,182 (1324);  
articles read 706 (306)

**PC Usage:**

Adult's: 327 (329) Children's: 6 (21) Laptops: 1 (1) PC Reservations: 0 (0) Guest Passes: 25 (37)

**HOME DELIVERIES**

Deliveries: 5 (5); Items Delivered: 9 (8); New Sign-Ups: 0 (0)

**PROGRAMS**

**Great Decisions:** 5; **Members' Choice Book Group:** 4; **Midday Matinee** 11

**Monday Night Movie:** 10; **Mystery Book Group:** 8; **Teen Tech Tutors:** 15; **Opera Program:** 15.



## REQUEST FOR BUDGET TRANSFER

2023-24 Year

Date Requested: June 12, 2024

Department Chair approval: N/A

Library Director approval: \_\_\_\_\_

Board Approval: \_\_\_\_\_

\$ Amount	Transfer Out-Account Code	Transfer In-Account Code	Reason for Transfer	Approval Type
				N/D/B
\$ 2383.03	7410.4 Juv Fiction	7410.5 Juv Non-fiction	overspent in J fic	
\$ 1683.86	7412.32 E Audio books Adult	7412.3 Books on Tape-Adult	overspent in Adult E audiobooks	
\$ 621.51	7412.52 E-Audiobooks YA	7412.5 Audiobooks-YA	overspent in YA E-Audiobooks	
\$ 3810.97	7412.8 Digital Streaming	7412.6 DVD's	overspent in Digital Streaming	
\$ 805.38	7413.6 Serials	7413.3 Reference-Adult Electronic	overspent in Serials	
\$ 976.87	7430.3 Program Supplies Adult	7430.3-Friends Adult Program Supplies Friends	Overspent in Adult program supplies	

Please note: If a transfer is needed to cover a requisition, the requisition is not processed until this form has been returned by the Director or Board of Trustees.

For Internal Use Only: D = Internal transfer only. Requires Library Director approval only  
 D = Transfer between categories under Board approved limit  
 B = Needs Board approval for transfer



## Ramapo Catskill Library System 2025 Menu of IT Services Appendix B Year 3 of 5

RCLS requests confirmation of the level of IT Services to be provided by the System to the Supported Library. The Library's selection of the level of IT Services will enable predetermination of costs and careful planning for any necessary preparation, procurement or training needed for 01/01/25 - 12/31/25. The 2025 Menu of IT Services is due to RCLS by **June 30, 2024**.

In 2022 your Library selected the level of participation as a **Fully Supported Library**. This means that only RCLS manages the member Library's IT infrastructure. Third-party vendors are required to work with RCLS to secure the network. A Fully Supported Library may transition to a Hybrid Library once during the five-year term of the contract by giving at least six (6) months notice.

### Cornwall Public Library - NO CHANGE FROM 2024

Hardware Support Services	Qty	Support	Repl. Cost	Total
Minimum Support	23	\$ 4,130		\$ 4,130
# of Supported PCs	<b>22</b>	672	187	18,898
# of Supported Laptops	<b>6</b>	672	210	5,292
# of Supported PCs Replaced in 2025	<b>5</b>		194	970
# of Supported Laptops Replaced in 2025	<b>5</b>		75	375
Barcode Readers	<b>10</b>	15		150
Server	<b>1</b>	950		950
Receipt Printer	<b>11</b>	15		165
Networked Printer	<b>2</b>	25		50
Wi-Fi Access Points	<b>4</b>	50		200
<b>Total Hardware Support</b>				<b>\$ 31,180</b>

Software Support Services	Qty	Base Amt.	Client Cost	Total
Envisionware	<b>18</b>	\$ 300	\$ 7	426
<b>Total Software Support</b>				<b>\$ 426</b>

<b>Telecommunications Costs</b>	<b>\$ 1,200</b>
---------------------------------	-----------------

<b>Contribution to the IT Capital Fund</b>	<b>\$ 2,050</b>
--	-----------------

<b>TOTAL 2025 MENU OF IT SERVICES SUPPORT</b>	<b>\$ 34,856</b>
---	------------------

---

# Ramapo Catskill Library System

## 2025 Menu of IT Services

Notification of the selected services shall be sent to the System by **June 30, 2024** via **a)** email or letter from a board officer or library manager/director empowered to sign contracts for the Supported Library, OR **b)** a marked and signed copy of the Menu of IT Services indicating selections sent via RCLS Delivery or USPS.

**Library Name:** Cornwall Public Library

**Signature:** \_\_\_\_\_

**Print Name & Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Addition of Services:** In the event a Supported Library desires to add IT Services during the IT Service Year, the Supported Library and the System IT team shall discuss the needed services and, if practicable within the operational and fiscal plans set for the IT Service Year, the Service will be added, and the annual cost prorated.

**Reduction of Services:** In the event a Supported Library desires to reduce IT Services, it may do so for the next IT Service Year, but to ensure the fiscal stability of the IT infrastructure, the amount may not be reduced by more than 50% of the financial value of the previous year. Use the *2024 Menu - Change in Support*, Excel workbook tab to itemize equipment reductions and the costs associated with those changes.

As a reminder, per the IT Contract, a lack of the signed confirmation and marked Menu of IT Services by **June 30, 2024** shall constitute confirmation of the past year's service selections for the upcoming year's pricing.

Thank you for your consideration. RCLS looks forward to serving your IT needs!

*RCLS Use*

**Date Received:** \_\_\_\_\_

**RCLS Reviewer Name:** \_\_\_\_\_

**Review Comments:** \_\_\_\_\_

**NO CHANGE FROM 2024** - Includes all the IT Equipment & Services that RCLS currently supports per the inventory list provided. This worksheet cannot be edited. If there are **no** changes, print this worksheet, complete the signature lines, and forward it to RCLS by **June 30, 2024**.



## Ramapo Catskill Library System 2025 Menu of IT Services Appendix B Year 3 of 5

RCLS requests confirmation of the level of IT Services to be provided by the System to the Supported Library. The Library's selection of the level of IT Services will enable predetermination of costs and careful planning for any necessary preparation, procurement or training needed for 01/01/25 - 12/31/25. The 2025 Menu of IT Services is due to RCLS by **June 30, 2024**.

In 2022 your Library selected the level of participation as a **Fully Supported Library**. This means that only RCLS manages the member Library's IT infrastructure. Third-party vendors are required to work with RCLS to secure the network. A Fully Supported Library may transition to a Hybrid Library once during the five-year term of the contract by giving at least six (6) months notice.

### Cornwall Public Library - CHANGE IN SUPPORT FROM 2024

Hardware Support Services	Qty	Support	Repl. Cost	Total
Minimum Support (from schedule on pg. 3)	28	\$ 4,130		\$ 4,130
# of Supported PCs	22	672	187	18,898
# of Supported Laptops	6	672	210	5,292
# of Supported PCs Replaced in 2025	5		194	970
# of Supported Laptops Replaced in 2025	5		75	375
Barcode Scanner	10	15		150
Server	1	950		950
Receipt Printer	11	15		165
Networked Printer	2	25		50
Wi-Fi Access Points	4	50		200
<b>Total Hardware Support</b>				<b>\$ 31,180</b>

Software Support Services	Qty	Base Amt.	Client Cost	Total
Envisionware	18	\$ 300	\$ 7	426
<b>Total Software Support</b>				<b>\$ 426</b>

<b>Telecommunications Costs</b>	<b>\$ 1,200</b>
---------------------------------	-----------------

<b>Contribution to the IT Capital Fund</b>	<b>\$ 2,050</b>
--	-----------------

<b>TOTAL 2025 MENU OF IT SERVICES SUPPORT</b>	<b>\$ 34,856</b>
---	------------------

# Ramapo Catskill Library System

## 2025 Menu of IT Services

Notification of the selected services shall be sent to the System by **June 30, 2024** via **a)** email or letter from a board officer or library manager/director empowered to sign contracts for the Supported Library, OR **b)** a marked and signed copy of the Menu of IT Services indicating selections sent via RCLS Delivery or USPS.

**Library Name:** Cornwall Public Library

**Signature:** \_\_\_\_\_

**Print Name & Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Addition of Services:** In the event a Supported Library desires to add IT Services during the IT Service Year, the Supported Library and the System IT team shall discuss the needed services and, if practicable within the operational and fiscal plans set for the IT Service Year, the Service will be added, and the annual cost prorated.

**Reduction of Services:** In the event a Supported Library desires to reduce IT Services, it may do so for the next IT Service Year, but to ensure the fiscal stability of the IT infrastructure, the amount may not be reduced by more than 50% of the financial value of the previous year.

Please note that if a piece of equipment is attached to the RCLS Supported IT infrastructure it must remain supported by RCLS. Any equipment removed from the *2025 Menu of IT Services* will need to be removed from the Supported network or Supported equipment and may not be reattached. This is a necessary process in keeping the network secure.

Please identify below the specific equipment from the IT Inventory list provided by RCLS to be removed from the RCLS Supported network.

	Name	Model	Serial Number	Location
<i>Example</i>	<i>RCLS158</i>	<i>OptiPlex 3040</i>	<i>8JVFK2</i>	<i>Staff Desktop</i>

*RCLS Use*

**Date Received:** \_\_\_\_\_

**RCLS Reviewer Name:** \_\_\_\_\_

**Review Comments:** \_\_\_\_\_

Minimum Support Based on Workstations		Cost per Wrkst
1 Wrkst	\$ 750	\$ 750
2 Wrkst	1,130	565
3 Wrkst	1,500	500
4 Wrkst	1,880	470
5-7 Wrkst	2,250	321
8-10 Wrkst	2,630	263
11-15 Wrkst	3,000	200
16-20 Wrkst	3,380	169
21-25 Wrkst	3,750	150
26-30 Wrkst	4,130	138
31-40 Wrkst	4,500	113
40+ Wrkst	5,250	105

**CHANGE IN SUPPORT FROM 2024** - All the IT Equipment Qty. that RCLS currently supports, per the inventory list, is provided as a starting point. Add or delete to the "Qty" column and adjust the Minimum Support amount if required. The editable cells are orange with blue numbers. Once you have determined the level of support desired, print this worksheet, complete the signature lines, and forward it to RCLS by **June 30, 2024**.

RCLS is here to help identify which IT equipment to add or reduce?  
Call or email Ryan at [helpdesk@rcls.org](mailto:helpdesk@rcls.org) 243-3747 x236

RCLS is here to help evaluate the financial impact of changes in support.  
Call or email Stephen at [shoefer@rcls.org](mailto:shoefer@rcls.org) 243-3747 x223









**Ramapo Catskill Library System  
2025 Menu of IT Services  
Support Transition Request  
Year 3 of 5**

***Transition from a Fully Supported Library to a Hybrid Library.***

Should your Library decide to transition from a **Fully Supported** Library to a **Hybrid Library**, which means member library uses IT Services provided by RCLS but also uses its own IT service provider (in-house or external), please complete the statement below and RCLS IT Services will contact you to review the transition process. This process requires the library to design and build an IT infrastructure independent of the RCLS IT Supported network.

The \_\_\_\_\_ Library Board of Trustees have voted to transition to a Hybrid Library support model beginning 01/01/25, and to create a library network independent of the RCLS Supported network. A copy of board minutes confirming approval of the transition is required.

As a reminder, per the IT Contract, the lack of a signed confirmation and marked Menu of IT Services by **June 30, 2024** shall constitute confirmation of the past year's service selections for the upcoming year's pricing.

Thank you for your consideration. RCLS looks forward to serving your IT needs!

*RCLS Use*

**Date RCLS Received:** \_\_\_\_\_