

Cornwall Public Library
January 8, 2025
Regular Meeting Agenda

- I. Roll
- II. Approval of Agenda
- III. Approval of the Minutes:
 - A. December 11, 2024
- IV. Financial Review:
 - A. Approval of Warrant # 6
- V. Public Remarks: Joanna Goldfarb from RCLS will speak about Sustainability
- 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: Approve the Hire of Kiara Kennedy as Library Clerk/Public Relations Specialist
 - F. Strategic Planning Committee
- IX. Unfinished Business: Political Events Policy
- X. New Business
- XI. Public Remarks
- XII. Adjournment

Next Regular Board Meeting Wednesday, February 12, 2025, 7 PM

Cornwall Public Library Board of Trustees Meeting

December 11, 2024, 7:00 p.m.

Minutes

Meeting was *called to order* by Meghann Chyla at 7:00 p.m.

I. **Roll:** Trustees Present: Meghann Chyla (President), Michelle Query (Vice President), Amy Stermer, Lucinda Poindexter

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

Excused: Julia Dahl, Christopher DeFilippi, Gregory Rocco

II. **Approval of Agenda:** Amy Stermer made a *motion to approve* the agenda, seconded by Michelle Query. Discussion: The Director asked to include the CJM quote to remove/replace the full building trap under the VII Building, Grounds, and Sustainability Committee. Also, add to the Personnel Committee request to approve hiring Angelina Weiler as P/T Library Clerk-Circulation. Michelle Query asked that Staff Appreciation be added to X. New Business. The *vote to approve* the Agenda, as amended was unanimous.

III. **Approval of the Minutes:** A *motion to approve* minutes of the November 13, 2024 Meeting was made by Lucinda Poindexter, seconded by Michelle Query, and unanimously approved.

V. **Financial Review:** A *motion to approve* Warrant #5 in the amount of \$203,811.40 was made by Michelle Query, seconded by Amy Stermer. Discussion: There are three payrolls on the Warrant. Guardian Life Insurance Co. of America is Workers' Compensation premium for upcoming year. Utica National Insurance Group payment in full for upcoming year. New York State and Local Employees' Retirement System full-year advance billing. A *vote to approve* Warrant #5 was unanimous.

VI. **Public Remarks:** None

VII. **Communications and Donations:** CPL is once again nominated for the Community Bag Program. The Cornwall Arts Alliance sent a thank you to CPL for hosting the recent exhibit.

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

The Director highlighted the following items for the Board:

- Open Circulation Desk clerk position filled by Angelina Weiler.
- There was another sewage backup on November 27. CJM came and scoped the pipes. A shift in the pipe was discovered. Possible cause: age, settling, shifting of ground.

IX. Committee Reports:

Finance Committee: The Finance Committee, along with the Personnel Committee, is working on a review of salary bands, and looking to develop a three-year plan to increase salaries. The Finance Committee hopes to have a full report at the next Board meeting.

Policy: No meeting. Committee is scheduled to review the current policies to be sure they are up to date.

Buildings, Grounds, and Sustainability: No meeting. Quote from CJM Plumbing: estimate to excavate front and inside library staff room, expose sewer pipe. Remove existing full-building trap and replace with straight piping to exterior of building. Remove fitting on outside of building (back pitch), add 2-way cleanout on exterior of building Total estimate \$16,247.53. The Capital Fund can cover the cost. It may also be covered under Building Repairs.

Questions: What is the total YTD spent on plumbing? \$4,823.12

Are there any other quotes expected? No.

Will this work help to alleviate future problems with plumbing? Yes.

Will there be any impact on the pavers and benches installed in front of the building? No, only shrubs will be affected.

Timeline for the work? It must be mild enough to excavate. The staff room will also have to be closed during the work.

A motion to approve CJM Plumbing work and pay for it under Building Repair in the amount of \$16,247.53 was made by Amy Stermer, seconded by Lucinda Poindexter, and unanimously approved.

The Petraeus chairs will be re-finished. Cost will be paid from Building Repairs budget.

Question: What other maintenance items fall under Building Repairs? At this point, hopefully none.

Friends: Meeting on Monday, December 16.

Personnel: *A motion to approve* the hiring of Susan Fernandez to F/T Youth Services Librarian I was made by Michelle Query, seconded by Lucinda Poindexter, and unanimously approved.

A motion to approve the hiring of Angelina Weiler as P/T Library Clerk-Circulation was made by Amy Stermer, seconded by Michelle Query, and unanimously approved.

A *Motion to approve* the resignation of Orlane Dubreus, effective December 27, 2024, was made by Amy Stermer, seconded by Lucinda Poindexter, and unanimously approved. The Board and CPL Staff wish Orlane the best of luck in her future endeavors. She will be missed.

Strategic Planning Committee: At its December 2 meeting, the Committee reviewed goals to assess how best to support the Director and staff. Part of the discussion examined solutions for storing personnel/payroll records and program supplies.

X. **Unfinished Business:** Political Events Policy approval vote will be at the next Board meeting.

A *motion to approve* a contract with Frontline Data Services for IT service was made by Lucinda Poindexter, seconded by Michelle Query. Discussion: The Director stated that Frontline has experience working with RCLS libraries. She contacted several libraries using Frontline and they are all satisfied with the services they receive from the company.

A letter was drafted and read to the Board by Meghann Chyla (President) addressed to RCLS indicating that CPL would become a hybrid library as of July 1, 2025. The *motion was approved* unanimously and the letter was signed by the Board President.

XI. **New Business:** Michelle Query (Vice President), on behalf of the Board, thanked CPL Staff for their Survey responses. The Board is reading and considering all comments made by the staff and is grateful for everyone's time and thoughts. Circulation Desk written input will influence the design of the space.

XII. **Public Remarks:** None

XIII **Adjournment:** A *motion to adjourn* was made by Lucinda Poindexter, seconded by Amy Stermer, and unanimously approved. The Regular Board Meeting was adjourned at 7:36 p.m.

The next Regular Board Meeting will be held on Wednesday, January 8, 2025, at 7:00 p.m. in the CPL Community Room

Cornwall Public Library

Warrant #6

December 2024

DATE	NAME	AMOUNT
1001 General Fund (7848) - 3 - 2		
12/04/2024	Merritt Florist	-350.00
12/05/2024	Elsa Cameron	-195.00
12/05/2024	Cash	-139.64
12/10/2024	Cornwall Public Library Payroll	-26,906.27
12/12/2024	Benninger Landscaping LTD	-900.00
12/12/2024	GENTECH LTD	-495.00
12/12/2024	Hannaford	-28.14
12/12/2024	Interstate Waste Services	-166.40
12/12/2024	Washington Street New Windsor LLC	-70.00
12/12/2024	Verizon- Wireless	-15.08
12/17/2024	Aflac	-93.70
12/17/2024	NET 2 PHONE	-193.44
12/17/2024	NYS Health Insurance Pending Acct	-7,573.68
12/17/2024	Verizon	-119.00
12/17/2024	Creative Colors Int'l	-1,450.00
12/17/2024	Lois Kohlman	-524.10
12/17/2024	Marie C Clark	-524.10
12/17/2024	Patricia Rovello	-524.10
12/17/2024	Wini White	-524.10
12/23/2024	Cornwall Public Library Payroll	-25,455.93
12/23/2024	NYS & Local Retirement	-642.04
12/26/2024	Elan Financial Services	-2,614.56
12/31/2024	Toshiba	-84.00
12/31/2024	Toshiba	-496.91
12/31/2024	Belsito Communications, Inc	-675.00
12/31/2024	Blackstone Publishing	-539.23
12/31/2024	Brodart Co- JUV	-1,165.16
12/31/2024	Brodart Co.- McN	-1,221.50
12/31/2024	Cengage Learning Inc/Gale	-268.41
12/31/2024	Central Hudson Gas & Electric Corp	-3,807.22
12/31/2024	Charlotte Dunaief	-95.81
12/31/2024	CJM Plumbing, Heating & AC	-17,399.99
12/31/2024	Elizabeth Fisher	-45.29
12/31/2024	Family Tree Magazine	-49.96
12/31/2024	Gaylord Bros Inc	-92.10
12/31/2024	Haight Fire Equipment Supply Inc	-110.00
12/31/2024	Heaven Scents Candle Co	-600.00
12/31/2024	hoopla	-1,136.06
12/31/2024	Hudson Microimaging, Inc	-170.00
12/31/2024	Ingram Library Services	-455.96
12/31/2024	Kiplinger Personal Finance	-59.95
12/31/2024	Old House Journal	-28.00
12/31/2024	Overdrive Inc	-2,889.25
12/31/2024	Pam Stockton	-19.43

Cornwall Public Library

Warrant #6

December 2024

DATE	NAME	AMOUNT
12/31/2024	ProQuest LLC	-1,618.07
12/31/2024	RCLS	-111.00
12/31/2024	Staples	-277.61
12/31/2024	Town of Cornwall Receiver of Taxes	-2,120.51
12/31/2024	Central Hudson Gas & Electric Corp	-41.40
Total for 1001 General Fund (7848) - 3 - 2		\$ -105,082.10

Cornwall Public Library

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

July - December, 2024

	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	4,744.72	5,000.00	-255.28	94.89 %
4401 Interest Income	2,783.42	500.00	2,283.42	556.68 %
4706 Friends of the Cornwall Public Library	3,198.20	13,500.00	-10,301.80	23.69 %
4840 RCLS- LLSA	4,831.00	4,810.00	21.00	100.44 %
Total Revenue	\$1,493,116.47	\$1,501,368.00	\$ -8,251.53	99.45 %
GROSS PROFIT	\$1,493,116.47	\$1,501,368.00	\$ -8,251.53	99.45 %
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	4,561.00	9,200.00	-4,639.00	49.58 %
6090 Health Insurance	40,154.51	127,103.00	-86,948.49	31.59 %
6141 Professional Library	89,972.63	178,822.00	-88,849.37	50.31 %
6142 Clerical Salary	236,709.39	580,456.00	-343,746.61	40.78 %
6143 Treasurer Salary	2,937.72	6,365.00	-3,427.28	46.15 %
6144 Custodial Salary	12,528.43	30,971.00	-18,442.57	40.45 %
7410 Books	23,465.45	56,450.00	-32,984.55	41.57 %
7410.9 McNaughton	3,664.50	7,329.00	-3,664.50	50.00 %
7411 Movie License	248.08	700.00	-451.92	35.44 %
7412 Video/Music/Books on Tape	18,552.85	40,990.00	-22,437.15	45.26 %
7413 Serials/Reference	7,769.87	16,100.00	-8,330.13	48.26 %
7430 Supplies	8,715.11	34,500.00	-25,784.89	25.26 %
7431 Telephone	1,962.99	4,700.00	-2,737.01	41.77 %
7432 Square Processing Fees	195.69	50.00	145.69	391.38 %
7433 Postage and Shipping	753.17	3,000.00	-2,246.83	25.11 %
7434 Printing		7,500.00	-7,500.00	
7435 7435- Travel/Conference	938.00	4,036.00	-3,098.00	23.24 %
7437 Professional Fees	22,693.93	47,050.00	-24,356.07	48.23 %
7438 Dues	584.98	1,500.00	-915.02	39.00 %
7450 Utilities/Fuel	15,230.99	41,000.00	-25,769.01	37.15 %
7451 Custodial Supplies	1,771.63	2,500.00	-728.37	70.87 %
7452 Repairs to Building	23,479.92	23,000.00	479.92	102.09 %
7454 Building Insurance	15,729.06	13,500.00	2,229.06	116.51 %
7455 RCLS	26,097.23	77,472.00	-51,374.77	33.69 %
7469 Service Contracts	12,013.89	39,440.00	-27,426.11	30.46 %
Total Expenditures	\$648,496.70	\$1,501,368.00	\$ -852,871.30	43.19 %
NET OPERATING REVENUE	\$844,619.77	\$0.00	\$844,619.77	0.00%
NET REVENUE	\$844,619.77	\$0.00	\$844,619.77	0.00%

December 2024 Director's Report
Closed 12/24 &12/25 ½ 12/31 2024-Holidays

Personnel

- Interviewed 4 candidates for the Public Relations Specialist position
- Interviewed 2 candidates for Adult Services P/T librarian opening
- 12/19 Sent Kiara Kenney's Civil Service application in, hoping she will be approved

Budget/Financial

- 12/2 Finance Committee Meeting.
- Made the 2024 Budget Vote timeline

Programming

- 12/6 Holiday Boxwood Tree craft –41 attendees
- 12/10 Teen Tech Tutors- 8 attendees
- Canasta on Wednesdays-average 16 attendees
- 12/13 Candle-making 2nd session-36 attendees
- 12/15- opera club- 23 attendees
- 12/27- Legos Family Build-17 Adults, 26 Children

Building and Grounds

- 12/18 & 19: CJM Plumbing excavation, removal of full building trap, and replacement of pipes to the sewer line
- 12/04 Generator maintenance
- 12/30 Haight Fire replaced the emergency light fixture in YS that was buzzing
- 12/31 Epoxy flooring repaired

Monthly Statistics December 2024 (previous month in parentheses):

Registered borrowers: 7,555 (7,525); Direct Access/Circulation: 8635 (9,250);

ILL Borrows: 1,327 (1,398); ILL Loans: 1,348 (1,366);

Item Count: 72,043 (72,557); Wi-Fi: 5,290 (5,320).

Libby (Overdrive) Checkouts: 3,684 (3,545); **Unique Users:** 751 (740).

Number of visits to the Library: 3,861 (4,399)

Notary Services: 28 (52)

Meetings Attended: 12/3 Strategic Planning Committee; 12/3 Finance Committee; 12/11 CPL Board Meeting; 12/16 Friends of Cornwall Library meeting; 12/17 Staff meeting; 12/18 Executive Committee.

Webinar(s) attended: 12/19 Demo on CORE faxing

Adult Programming & Outreach Projects: December 2024

Date	Title	Attendance
12/5/24	Holiday Boxwood Table Top Tree	41
12/8/24	Live in Concert: E'lissa Jones Band Holiday Music	101
12/12/24	MSLC: Thyroid Disease	20
12/13/24	Candle Making Workshop II	36
12/18/24	MSLC: Hypertension	5
		Total: 203

Creative Writers Workshop: 12/2-9, 12/9-10, 12/16-9, 12/23-7, 12/30-8 (CR) Total: 43
 Cornwall Clean-Up Crew: 12/10-6 (CR) Total: 6
 Friends of Cornwall Library Meeting: 12/16-13 (CR) Total: 13
 Cornwall Canasta Crusaders: 12/4-19, 12/11-16, 12/18-16 (CR) Total: 51

Donations to Friends of Cornwall Library:

12/5/24 Holiday Boxwood Tabletop Tree.....	\$115.25
12/8/24 Live in Concert E'lissa Jones Holiday Music Concert.....	\$281.50
12/12/24 MSLC: Thyroid Disease.....	\$ 4.00
12/13/24 Candle Making Workshop II.....	\$ 5.00
Total December:	\$ 405.75
Total YTD:	\$1855.05

Santa & his elves were very good to our library this month and the entire year. I am pleased that my Adult Programming & Outreach efforts brought in new attendees and a greater appreciation of our library in the community. We used our Community Room for new programs which were a success right from the beginning including the Canasta Crusaders, various craft offerings, and continuing our relationship with the Greater Cornwall Chamber of Commerce & the Cornwall Clean Up crew who are very appreciative of the room usage.

We managed to work on a grant that will pay for several adult programming requests and may open doors for other opportunities. I absolutely feel that my outreach and role in the library has worked to our advantage and I'm proud to be part of the 'Charlotte Team'.

We also brought in substantial donations to the Friends of Cornwall Library which have come directly back to us in countless ways.

On a personal note, Charlotte, thank you for working with me and supporting the programs that I recommended and encouraging us all to be safe & working diligently to support our community. I am hopeful that 2025 will be a banner year for the library and each of us professionally.

Happy and healthy New Year!
 Brenda Goldfarb

Circulation Monthly Stats for December

Calls for Programming	16
Calls regarding Circulation	29
New Library cards	14
Assist on Shelving	2
Assist on Computers	24
Assist on Printing	15
Faxing	8
Register for Adult Programming	23
Register for Children's Programming	0
Assist with Reference	27
Assist with Children's	20
Miscellaneous duties *Guest pass, Museum Pass, Book recommendations etc.	0
Notary	0
Pull List and Book Drop	166
Organizing Carts	95
Auditing Carts	13
Shelf Reading	0

Ellen Winchell
 Service Desk Manager
 01/03/2025

Youth Services -End of Month Report – December 2024

<i>Program name</i>	<i>Date</i>	<i>Children</i>	<i>Teen</i>	<i>Adults</i>	<i>Vols</i>	<i>Total</i>
<i>Dog Tales</i>	<i>12/2</i>	<i>12</i>		<i>1</i>	<i>3</i>	<i>16</i>
<i>Family ST</i>	<i>12/3</i>	<i>23</i>		<i>25</i>		<i>48</i>
<i>TUT</i>	<i>12/6</i>		<i>6</i>			<i>6</i>
<i>Chess Time</i>	<i>12/7</i>	<i>2</i>			<i>1</i>	<i>3</i>
<i>PJ Storytime</i>	<i>12/12</i>	<i>9</i>		<i>6</i>		<i>15</i>
<i>Gingerbrd hses</i>	<i>12/12</i>	<i>16</i>	<i>1</i>			<i>17</i>
<i>Fam Game Day</i>	<i>12/30</i>	<i>8</i>	<i>7</i>	<i>8</i>		<i>23</i>
<i>LEGO build it</i>	<i>12/27</i>	<i>26</i>		<i>17</i>		<i>43</i>
<i>CLOUSC Mtg</i>	<i>12/2</i>			<i>10</i>		<i>10</i>
TOTALS		96	14	67	4	181

Meetings & Webinar

12/2 Hosted CLOUSC mtg -Lisa, Liz Implicit bias- Sharon, Aiden, Lisa, Susan, & Liz
12/17 Staff Meeting- Lisa, Liz
12/6 Caldecott preview @RCLS-Liz

Questions @ the Desk

Reference 251, Circulation 58, Phone 25, Tech 27, ipads lent 36, Programs 20, Misc.23.

Reflections

Susan, Lisa and I are in the midst of trying to read everything for the Mock awards at RCLS-less than a week left!

Looking forward to the start of the new year; ready to embrace and implement fresh ideas while incorporating the tried and true.

Respectfully submitted, 1/3/25 ekf

Adult Services December 2024 Report (Submitted by Dawn S. Thornton)

REFERENCE: Reference Questions: 93 (159); 1-on-1 Tech Help: 1 (19); Quick Tech Assists: 34 (48); Circulation: 85 (63); Directional: 11 (17); Reader's Advisory: 1(6); Faxing: 11 (3) ILL/SEAL: 17 (4); Pull List: 990 (1060) Printing: 52(1014) Phone: 13 (53) Virtual Ref: 3 (2) Reservations: 0 (3); Items Lent: 7(13); Guest Pass: 33(29)

Notary Service: 30 (37)

Database Stats:

Novelist Plus Searches: 2 (8); Gale Virtual Ref. Library: 0 (0); Ancestry: 65(231)

Hoopla: Usage Breakdown: Digital Audiobook: 272 (279); Digital BingePass: 8(7); Digital Comics: 18 (15); Digital Ebook: 132 (166); Digital Movie: 50 (41); Digital Music: 11 (13) Digital Television: 4 (11)

NYTimes Digital Subscription Stats: **In-House Library usage sessions: (55) page views: (127); articles read: (75); Offsite Code redemptions: (132); usage sessions: (663); page views: (3459); articles read: (945)**

PC Usage: Adults': 375 (327); Children's: 6 (6)

HOME DELIVERIES

Items Delivered: 12 (6); Retrieved Items: 11 (7)

PROGRAMS

Book Chat and Chocolate: 12; Members' Choice Book Group: 3; Out and About: 6; Creative Writers: (27); Midday Matinee: 15 (21); Tuesday Night Movie: 13 (10); Canasta: 46 (36); Diabetes Prevention: 9; Teen Tech Tutors: 8 (13); Garden Club: 10; Cornwall Clean-up Crew: 6 (10); Ladies of Normandy: 28; Hypertension: 5; Thyroid: 20; Homebound: 15 pickup, 18 deliveries; Creative Escape: 3; Candlemaking #2: 36; E'lissa Jones: 101

A new page named Julianna has been hired. We are currently seeking more reference librarian staff.

Patrons liked the quirky soft programming "Is Die Hard a Christmas Movie?" which allowed them to vote yes or no.

Creative Escape needed registration confirmation; lack of follow-up likely resulted in low attendance.



Political Events Policy

The CPL does not endorse political candidates, parties, or positions. We intend that the CPL be a safe space where groups can meet to discuss matters civilly. This includes listening to others with respect and respectfully allowing others to speak. We will not remove anyone for presenting dissenting ideas. We expect all attendees to follow CPL's Library Manners Policy. This Political Events Policy will be read aloud at the beginning of any such event.

Events will be allowed only if the following criteria are met:

1. The purpose of the event is informational, not adversarial.
2. All candidates will provide an agreed-upon moderator. The moderator must be listed on the Room Use Agreement Form.
3. Participants are encouraged to submit written questions to the moderator in advance. The moderator and candidate(s) must agree in writing to a format that includes but is not limited to the following:
 - A. Questions grouped into categories and the number of questions per category.
 - B. A time limit to answer questions and time for rebuttal.
 - C. All participants are subject to CPL policies including the Library Rules of Conduct.
 - D. The public must be acknowledged before speaking.
4. The number of persons allowed in the room shall not exceed the lawful occupancy limit.
5. No persons outside of the room shall attempt to participate in the event, no clapping, cheering, booing or similar loud sounds are permitted because that would be disruptive to other patrons.
6. The event will end at the time pre-determined by the library.

Written 10/29/24

Board Approved _____



Data Breach Notification Policy

The following policy is adopted pursuant to §208 of the state Technology Law:

1. The following terms shall have the following meanings:
 - a. “Private information” shall mean either:
 - i. personal information consisting of any information in combination with any one or more of the following data elements, when either the data element or the combination of personal information plus the data element is not encrypted or encrypted with an encryption key that has also been accessed or acquired:
 1. social security number;
 2. driver's license number or non-driver identification card number;
 3. account number, credit or debit card number, in combination with any required security code, access code, password or other information which would permit access to an individual's financial account;
 4. account number, or credit or debit card number, if circumstances exist wherein such number could be used to access to an individual's financial account without additional identifying information, security code, access code, or password; or
 5. biometric information, meaning data generated by electronic measurements of an individual's unique physical characteristics, such as fingerprint, voice print, or retina or iris image, or other

- unique physical representation or digital representation which are used to authenticate or ascertain the individual's identity; or
- ii. a user name or e-mail address in combination with a password or security question and answer that would permit access to an online account.

“Private information” does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

- b. “Breach of the security of the system” shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by a state entity. Good faith acquisition of personal information by an employee or agent of a state entity for the purposes of the agency is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, such state entity may consider the following factors, among others:

- i. indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
- ii. indications that the information has been downloaded or copied; or
- iii. indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

- c. “Consumer reporting agency” shall mean any person which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing consumer reports. A list of consumer reporting agencies shall be compiled by the state attorney general and furnished upon request to state entities required to make a notification under subdivision two of this section.
2. For any computerized data that includes private information that is owned or licensed by the Library, the Library shall disclose any breach of the security of the system following discovery or notification of the breach in the security of the system to any individual whose private information was, or is reasonably believed to have been, accessed or acquired by a person without valid authorization. The disclosure shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement or any measures necessary to determine the scope of the breach and restore the integrity of the data system.
 - a. Notice to affected persons is not required if the exposure of private information was an inadvertent disclosure by persons authorized to access private information, and the Library reasonably determines such exposure will not likely result in misuse of such information, or financial or emotional harm to the affected persons. Such a determination must be documented in writing and maintained for at least five years. If the incident affected over 500 residents of New York, the

Library shall provide the written determination to the state attorney general within ten days after the determination.

- b. If notice of the breach of the security of the system is made to affected persons pursuant to the breach notification requirements under any of the laws listed in §208(2)(b)(i)-(iv) of the state Technology Law, additional notice to those affected persons is not required, but notice still shall be provided to the state attorney general, the department of state and the office of information technology services pursuant to §208(7)(a) and to consumer reporting agencies pursuant to §208(7)(b).
3. For any computerized data that includes private data that is maintained by the Library, but that the Library does not own, the Library shall notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, accessed or acquired by a person without valid authorization.
4. The notifications required may be delayed if a law enforcement agency determines that such notifications impede a criminal investigation. In that case, the required notifications shall be made after such law enforcement agency determines that such notifications do not compromise such investigation.
5. The required notifications shall be directly provided to the affected persons by written notice, or alternatively, by one of the methods set forth in §208(5)(b)-(d) of the state Technology Law.
6. Regardless of the method by which notice is provided, such notice shall include contact information for the Library, the telephone numbers and websites of the relevant state and

federal agencies that provide information regarding security breach response and identity theft prevention and protection information, and a description of the categories of information that were, or are reasonably believed to have been, accessed or acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so accessed or acquired.

a. The relevant state agencies include:

- i. Office of the State Attorney General
- ii. Department of State
- iii. State Office of Information Technology Services

b. The relevant federal agencies may include:

- i. Department of Homeland Security
- ii. The Federal Bureau of Investigation (FBI) Internet Crime Complaint Center
- iii. Cyber and Infrastructure Security Agency
- iv. Federal Trade Commission
- v. Federal Communications Commission
- vi. Department of Health and Human Services

7. a. In the event that any New York residents are to be notified, the Library shall notify the state attorney general, the department of state and the state office of information technology services as to the timing, content and distribution of the notices and approximate number of affected persons and provide a copy of the template of the notice

sent to affected persons. Such notice shall be made without delaying notice to affected New York residents.

- b. In the event that more than 5,000 New York residents are to be notified at one time, the Library shall also notify consumer reporting agencies as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York residents.
8. Whenever notification of a data breach must be provided to the Secretary of the federal Department of Health and Human Services (HHS), then notification of the breach should also be given to the attorney general within five business days of notifying HHS.