

Cornwall Public Library
August 14, 2024
Regular Meeting Agenda

- I. Roll
- II. Approval of Agenda
- III. Approval of the Minutes:
 - A. July 1, 2024 (reorganization meeting)
 - B. July 11, 2024
- IV. Financial Review:
 - A. Approval of Warrant # 1
- V. Public Remarks
- VI. Communications/Donations
- VII. Director's Report – *See Google Docs*
- VIII. Committee Reports
 - A. Finance Committee
 - B. Policy Committee
 - C. Building, Garden, Grounds & Sustainability Committee
 - D. Friends
 - E. Personnel Committee:
 - a. Approve the resignation of Tori Sturdivant-Miller, Page
 - b. Approve the resignation of Alexa Ross, Page
 - c. Approve the resignation of Catherine Incledon, Librarian I P/T
 - F. Strategic Planning Committee
- IX. Unfinished Business
- X. New Business
- XI. Public Remarks
- XII. Adjournment

Next Regular Board Meeting Wednesday, September 11, 2024, 7 PM

Cornwall Public Library
July 1, 2024
Board Meeting Minutes
called to order: 7:27 PM

I. Roll: M.Chyla, L. Daniels, M. Query, C. Defillipi, A. Stermer, L. Poindexter, J Dahl

Also present: C. A. Dunaief Director, minutes; A. Barry Treasurer

II. Approval of Agenda : motion to approved agenda, removing Financial Review and Director's report, unanimously approved as amended

III. Approval of the Minutes:

A. June 12, 2024

Motion to approve minutes of June 12, 2024 Meeting by Lynn, second by Julia;

Unanimously approved

IV. Financial Review: scheduled for July 11 at 11 am

V. Public Remarks

VI. Communications/Donations: Charlotte Read thank yous from several staff members thanking the board for one-time bonuses, as well as some notes from children left in the suggestion box.

VII. Director's Report – *not yet available, will be in Drive for July 11th meeting; Director noted that June 7th's job fair was well attended with 102 job seekers, 10 employers and 1 job coach*

VIII. Committee Reports

A. Finance Committee: Review of end of Fiscal year 2023/24 will take place at 7/11 meeting

B. Policy Committee

C. Building, Garden, Grounds & Sustainability Committee

D. Friends

E. Personnel Committee:

a. Approve Hiring Pages: Rocco Cordisco, Keira (Isaac)Fogarty, Nina (Fritz) Guglielmucci; Patricia King, Ava Rich

Motion to approve the hiring as listed above by Julia second by Chris. Unanimously approved.

F. Strategic Planning Committee: See July 11 meeting G-Drive

IX. Unfinished Business: None

- X. New Business: None
- XI. Public Remarks
- XII. Adjournment at 7:45 PM

Next Regular Board Meeting **August 14, 2024, 7 PM**

Cornwall Public Library

Board of Trustees

July 11, 2024

Annual 6:30 PM Organizational Meeting Minutes

M. Chyla Called to order at 6:45

- I. Roll: M. Chyla, L. Daniels, L. Poindexter, M. Query, C. DeFillipi, A. Stermer, J. Dahl
Also Present: C.A. Dunaief, Director & minutes, A. Barry, Treasurer
- II. Disposition of the Minutes-Approved at the August 2023 Meeting
- III. Oaths of Office C. DeFillipi and A. Stermer, L Poindexter, and A. Barry took Oaths of Office
- IV. Conflict of Interest-Distributed to Board members present for their perusal and signatures, to be signed and returned
- V. Nomination* and appointment of Officers
**Persons were either nominated or volunteered for this position*
Slate:
 - a. President: M. Chyla
 - b. Vice President: M. Query
 - c. Secretary: L. Daniels
 - d. Treasurer: A. Barry
- VI. Committee appointments** and appointments of Chairs of Committees
 - a. Buildings, Grounds & Sustainability Chair: C. Defillipi
 - b. Finance Chair: M. Chyla
 - c. Personnel Chair: L. Poindexter
 - d. Policy Chair: L. Daniels
 - e. Strategic Planning Chair: M. QueryMotion to approve slates as presented, By M. Chyla, C. Defillipi seconded.
Passed Unanimously
- VII. Bank of Deposit – Orange Bank & Trust Company Motion to approve by J. Dahl, second by M. Query-Passed Unanimously.
- VIII. Accounts:
 - a. Trust & Agency (7822)-Checking
 - b. Payroll (7835)-Checking
 - c. General Fund (7848)-Checking
 - d. Investor’s Choice (7806)- Checking
 - e. Capital Fund (7819)-Checking
 - f. Memorial Fund (0416)- SavingsMotion to approve accounts as they stand, L. Daniels, M. Query Second.
Unanimously passed
- IX. Appointments
 - a. Media: Cornwall Local, Times Herald-Record, Orange County Post
 - b. Attorney- Jacobowitz & Gubits, LLP
 - c. Auditor- Nugent & HausslerMotion to approve as listed by L. Poindexter, and J. Dahl.
Unanimously passed

- X.** Confirmation of Petty Cash Account:
a. General Petty Cash \$165.00
Motion to approve, L Daniels, C. Defillipi second. Approved Unanimously
- XI.** Authorizations of Payments:
a. OK to pay before warrant: Utility Bills, Health Insurance, Telephone and FIOS Bills, Landscaper, contractual payments
b. Finance Committee to approve the warrant
Motion to allow payments as listed above and finance committee to approve warrant by J. Dahl, seconded M. Query.
Unanimously approved.
- XII.** Meetings:
a. On the second Weds of the month: See “Board Meeting Schedule FY 2024-2025”
Motion to approve meetings as listed by L. Daniels, second by C. Defillipi,
Unanimous approval
- XIII.** Adjournment
Motion to adjourn M. Query, L. Poindexter second. Unanimously approved

**Committees-- *Chair

B G & G: Chris*, Michelle, Amy

Finance: Chris, Lynn, Meghann*

Personnel: Julia, Lucinda*, Meghann

Policy: Lucinda, Lynn*

Strategic Planning: Julia, Amy, Michelle*

Cornwall Public Library

Warrant #1

Jul-24

Date	Transaction Type	Name	Amount
07/16/2024	Bill Payment (Check)	Aflac	-93.70
07/31/2024	Bill Payment (Check)	Barco Products, LLC	-347.43
07/31/2024	Bill Payment (Check)	Belsito Communications, Inc	-181.80
07/16/2024	Bill Payment (Check)	Benninger Landscaping LTD	-900.00
07/31/2024	Bill Payment (Check)	Blackstone Publishing	-456.85
07/31/2024	Bill Payment (Check)	Brodart Co	-168.68
07/31/2024	Bill Payment (Check)	Brodart Co- JUV	-1,628.32
07/31/2024	Bill Payment (Check)	Brodart Co.- McN	-610.75
07/31/2024	Bill Payment (Check)	Cengage Learning Inc/Gale	-734.58
07/16/2024	Bill Payment (Check)	Central Hudson Gas & Electric Corp	-13.53
07/31/2024	Bill Payment (Check)	Central Hudson Gas & Electric Corp	-779.56
07/31/2024	Bill Payment (Check)	Central Hudson Gas & Electric Corp	-44.13
07/31/2024	Bill Payment (Check)	Charlotte Dunaief	-51.46
07/31/2024	Bill Payment (Check)	Christine Fowler	-22.11
07/10/2024	Bill Payment (Check)	Cornwall Public Library Payroll	-26,029.31
07/23/2024	Bill Payment (Check)	Cornwall Public Library Payroll	-28,283.70
07/31/2024	Bill Payment (Check)	Department of Labor	-9.39
07/31/2024	Bill Payment (Check)	Elan Financial Services	-2,480.83
07/31/2024	Bill Payment (Check)	Good Housekeeping	-34.97
07/31/2024	Bill Payment (Check)	Greenwood Lake Public Library	-15.00
07/31/2024	Bill Payment (Check)	Grey House Publishing	-140.25
07/31/2024	Bill Payment (Check)	Hannafor	-32.27
07/31/2024	Bill Payment (Check)	hoopla	-1,210.72
07/31/2024	Bill Payment (Check)	Ingram Library Services	-1,110.72
07/31/2024	Bill Payment (Check)	JNJ Pest Control	-280.00
07/31/2024	Bill Payment (Check)	Lisa Sinclair	-41.54
07/16/2024	Bill Payment (Check)	Lock Around the Clock	-70.00
07/10/2024	Bill Payment (Check)	Lydia Adams Davis	-100.00
07/24/2024	Bill Payment (Check)	Marangi Disposal	-166.40
07/10/2024	Bill Payment (Check)	Nationwide NYS Deferred	-600.00
07/24/2024	Bill Payment (Check)	Nationwide NYS Deferred	-600.00
07/17/2024	Bill Payment (Check)	NET 2 PHONE	-192.73
07/31/2024	Bill Payment (Check)	Nick Morizzo	-100.00
07/24/2024	Bill Payment (Check)	NYS & Local Retirement	-603.81
07/24/2024	Bill Payment (Check)	NYS Health Insurance Pending Acct	-6,245.49
07/30/2024	Bill Payment (Check)	Orange Library Association	-100.00
07/31/2024	Bill Payment (Check)	Overdrive Inc	-3,202.38
07/31/2024	Bill Payment (Check)	Pam Stockton	-126.69
07/31/2024	Bill Payment (Check)	RCLS	-10,350.75
07/31/2024	Bill Payment (Check)	Staples	-515.04
07/31/2024	Bill Payment (Check)	The Atlantic	-49.95
07/31/2024	Bill Payment (Check)	The Wallkill Valley Publications	-52.00
07/30/2024	Bill Payment (Check)	Toshiba	-538.82
07/31/2024	Bill Payment (Check)	Value Line	-1,167.00
07/17/2024	Bill Payment (Check)	Verizon	-119.00
07/16/2024	Bill Payment (Check)	Verizon- Wireless	-15.08
7/24/2024	Bill Payment (Check)	Village of Cornwall on Hudson	-64.00
			-90,680.74



Cornwall Public Library

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

July 2024

	JUL 2024				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue								
4002 Local Public Funds		1,477,558.00	-1,477,558.00		\$0.00	\$1,477,558.00	\$ -1,477,558.00	0.00%
4082 Income					\$0.00	\$0.00	\$0.00	0.00%
4082.1 Copies	511.23	2,500.00	-1,988.77	20.45 %	\$511.23	\$2,500.00	\$ -1,988.77	20.45 %
4082.13 Fines	23.60		23.60		\$23.60	\$0.00	\$23.60	0.00%
4082.19 Misc	24.95		24.95		\$24.95	\$0.00	\$24.95	0.00%
4082.2 Donation	26.91	1,000.00	-973.09	2.69 %	\$26.91	\$1,000.00	\$ -973.09	2.69 %
4082.3 Lost Item	165.74		165.74		\$165.74	\$0.00	\$165.74	0.00%
4082.7 Faxes	48.00	1,500.00	-1,452.00	3.20 %	\$48.00	\$1,500.00	\$ -1,452.00	3.20 %
Total 4082 Income	800.43	5,000.00	-4,199.57	16.01 %	\$800.43	\$5,000.00	\$ -4,199.57	16.01 %
4401 Interest Income	225.59	500.00	-274.41	45.12 %	\$225.59	\$500.00	\$ -274.41	45.12 %
4706 Friends of the Cornwall Public Library		13,500.00	-13,500.00		\$0.00	\$13,500.00	\$ -13,500.00	0.00%
4840 RCLS- LLSA		4,810.00	-4,810.00		\$0.00	\$4,810.00	\$ -4,810.00	0.00%
Total Revenue	\$1,026.02	\$1,501,368.00	\$ -1,500,341.98	0.07 %	\$1,026.02	\$1,501,368.00	\$ -1,500,341.98	0.07 %
GROSS PROFIT	\$1,026.02	\$1,501,368.00	\$ -1,500,341.98	0.07 %	\$1,026.02	\$1,501,368.00	\$ -1,500,341.98	0.07 %
Expenditures								
6010 Retirement	569.81	76,041.00	-75,471.19	0.75 %	\$569.81	\$76,041.00	\$ -75,471.19	0.75 %
6020 6020 NYS Disability Benenfits		2,500.00	-2,500.00		\$0.00	\$2,500.00	\$ -2,500.00	0.00%
6030.8 FICA/Medicare Expense		60,093.00	-60,093.00		\$0.00	\$60,093.00	\$ -60,093.00	0.00%
6030.81 6030.81 Medicare Reimbursement		9,000.00	-9,000.00		\$0.00	\$9,000.00	\$ -9,000.00	0.00%
Total 6030.8 FICA/Medicare Expense		69,093.00	-69,093.00		\$0.00	\$69,093.00	\$ -69,093.00	0.00%
6060 Worker's Compensation		9,200.00	-9,200.00		\$0.00	\$9,200.00	\$ -9,200.00	0.00%
6090 Health Insurance					\$0.00	\$0.00	\$0.00	0.00%
6090.1 Health Insurance Pending Acct	5,496.37	127,103.00	-121,606.63	4.32 %	\$5,496.37	\$127,103.00	\$ -121,606.63	4.32 %
Total 6090 Health Insurance	5,496.37	127,103.00	-121,606.63	4.32 %	\$5,496.37	\$127,103.00	\$ -121,606.63	4.32 %
6141 Professional Library	13,272.95	178,822.00	-165,549.05	7.42 %	\$13,272.95	\$178,822.00	\$ -165,549.05	7.42 %
6142 Clerical Salary	37,037.48	580,456.00	-543,418.52	6.38 %	\$37,037.48	\$580,456.00	\$ -543,418.52	6.38 %
6143 Treasurer Salary	244.81	6,365.00	-6,120.19	3.85 %	\$244.81	\$6,365.00	\$ -6,120.19	3.85 %
6144 Custodial Salary	1,921.21	30,971.00	-29,049.79	6.20 %	\$1,921.21	\$30,971.00	\$ -29,049.79	6.20 %
7410 Books					\$0.00	\$0.00	\$0.00	0.00%
7410.10 Adult Fiction	753.30	11,000.00	-10,246.70	6.85 %	\$753.30	\$11,000.00	\$ -10,246.70	6.85 %
7410.11 Adult Fiction Standing Order	734.58	2,000.00	-1,265.42	36.73 %	\$734.58	\$2,000.00	\$ -1,265.42	36.73 %
7410.12 EBooks	1,604.47	11,000.00	-9,395.53	14.59 %	\$1,604.47	\$11,000.00	\$ -9,395.53	14.59 %
7410.20 Adult Non Fiction	468.30	8,000.00	-7,531.70	5.85 %	\$468.30	\$8,000.00	\$ -7,531.70	5.85 %
7410.21 Adult NF Large Print/ Standing Order		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
7410.4 Juv Fiction	1,922.07	12,200.00	-10,277.93	15.75 %	\$1,922.07	\$12,200.00	\$ -10,277.93	15.75 %
7410.42 Ebooks- Juv		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
7410.5 Juv- Non Fiction	219.56	6,500.00	-6,280.44	3.38 %	\$219.56	\$6,500.00	\$ -6,280.44	3.38 %
7410.6 YA- Fiction		3,000.00	-3,000.00		\$0.00	\$3,000.00	\$ -3,000.00	0.00%
7410.62 EBooks-YA		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
7410.7 YA- Non Fiction		750.00	-750.00		\$0.00	\$750.00	\$ -750.00	0.00%
Total 7410 Books	5,702.28	56,450.00	-50,747.72	10.10 %	\$5,702.28	\$56,450.00	\$ -50,747.72	10.10 %
7410.9 McNaughton	610.75	7,329.00	-6,718.25	8.33 %	\$610.75	\$7,329.00	\$ -6,718.25	8.33 %
7411 Movie License		700.00	-700.00		\$0.00	\$700.00	\$ -700.00	0.00%
7412 Video/Music/Books on Tape					\$0.00	\$0.00	\$0.00	0.00%
7412.1 Adult Music		750.00	-750.00		\$0.00	\$750.00	\$ -750.00	0.00%
7412.2 Music - Juv		240.00	-240.00		\$0.00	\$240.00	\$ -240.00	0.00%
7412.3 Books on Tape- Adult	400.00	7,000.00	-6,600.00	5.71 %	\$400.00	\$7,000.00	\$ -6,600.00	5.71 %
7412.32 E Audio Books Adult	1,597.91	8,000.00	-6,402.09	19.97 %	\$1,597.91	\$8,000.00	\$ -6,402.09	19.97 %
Total 7412.3 Books on Tape- Adult	1,997.91	15,000.00	-13,002.09	13.32 %	\$1,997.91	\$15,000.00	\$ -13,002.09	13.32 %
7412.4 Books on Tape- Juv		3,000.00	-3,000.00		\$0.00	\$3,000.00	\$ -3,000.00	0.00%
7412.42 E-Audiobooks--Juv		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
Total 7412.4 Books on Tape- Juv		3,500.00	-3,500.00		\$0.00	\$3,500.00	\$ -3,500.00	0.00%
7412.5 Audiobooks- YA		1,500.00	-1,500.00		\$0.00	\$1,500.00	\$ -1,500.00	0.00%
7412.52 E-Audiobooks--YA		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
Total 7412.5 Audiobooks- YA		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
7412.6 DVD's	144.15	5,000.00	-4,855.85	2.88 %	\$144.15	\$5,000.00	\$ -4,855.85	2.88 %
7412.7 DVD's- Juv		1,500.00	-1,500.00		\$0.00	\$1,500.00	\$ -1,500.00	0.00%
7412.8 Digital Streaming	1,227.26	13,000.00	-11,772.74	9.44 %	\$1,227.26	\$13,000.00	\$ -11,772.74	9.44 %
Total 7412 Video/Music/Books on Tape	3,369.32	40,990.00	-37,620.68	8.22 %	\$3,369.32	\$40,990.00	\$ -37,620.68	8.22 %
7413 Serials/Reference					\$0.00	\$0.00	\$0.00	0.00%
7413.3 Reference- Adult Electronic		6,000.00	-6,000.00		\$0.00	\$6,000.00	\$ -6,000.00	0.00%
7413.4 Reference- Juv Electronic		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
7413.5 Local History- Electronic		150.00	-150.00		\$0.00	\$150.00	\$ -150.00	0.00%



Cornwall Public Library

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

July 2024

	JUL 2024				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7413.5F Digitizing Cornwall Local- Friends		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
Total 7413.5 Local History- Electronic		1,150.00	-1,150.00		\$0.00	\$1,150.00	\$ -1,150.00	0.00%
7413.6 Serials	1,414.34	7,200.00	-5,785.66	19.64 %	\$1,414.34	\$7,200.00	\$ -5,785.66	19.64 %
7413.7 Professional Collection		750.00	-750.00		\$0.00	\$750.00	\$ -750.00	0.00%
Total 7413 Serials/Reference	1,414.34	16,100.00	-14,685.66	8.78 %	\$1,414.34	\$16,100.00	\$ -14,685.66	8.78 %
7430 Supplies					\$0.00	\$0.00	\$0.00	0.00%
7430.1 Library Supplies	168.68	7,100.00	-6,931.32	2.38 %	\$168.68	\$7,100.00	\$ -6,931.32	2.38 %
7430.1F Library Supplies- Friends		400.00	-400.00		\$0.00	\$400.00	\$ -400.00	0.00%
Total 7430.1 Library Supplies	168.68	7,500.00	-7,331.32	2.25 %	\$168.68	\$7,500.00	\$ -7,331.32	2.25 %
7430.11 Book Processing	151.40		151.40		\$151.40	\$0.00	\$151.40	0.00%
7430.2 Office Supplies	538.10	7,500.00	-6,961.90	7.17 %	\$538.10	\$7,500.00	\$ -6,961.90	7.17 %
7430.30 Program Supplies- Adult	126.48	1,500.00	-1,373.52	8.43 %	\$126.48	\$1,500.00	\$ -1,373.52	8.43 %
7430.30F Adult Program Supplies- Friends	-91.61	2,000.00	-2,091.61	-4.58 %	\$ -91.61	\$2,000.00	\$ -2,091.61	-4.58 %
Total 7430.30 Program Supplies- Adult	34.87	3,500.00	-3,465.13	1.00 %	\$34.87	\$3,500.00	\$ -3,465.13	1.00 %
7430.31 Program Supplies- YA	-500.00	1,500.00	-2,000.00	-33.33 %	\$ -500.00	\$1,500.00	\$ -2,000.00	-33.33 %
7430.31F Program Supplies YA -Friends		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
Total 7430.31 Program Supplies- YA	-500.00	2,000.00	-2,500.00	-25.00 %	\$ -500.00	\$2,000.00	\$ -2,500.00	-25.00 %
7430.32 Program Supplies -JUV	17.98	1,350.00	-1,332.02	1.33 %	\$17.98	\$1,350.00	\$ -1,332.02	1.33 %
7430.32F Program Supplies- JUV Friends		150.00	-150.00		\$0.00	\$150.00	\$ -150.00	0.00%
Total 7430.32 Program Supplies -JUV	17.98	1,500.00	-1,482.02	1.20 %	\$17.98	\$1,500.00	\$ -1,482.02	1.20 %
7430.33 Summer Reading	194.40	8,500.00	-8,305.60	2.29 %	\$194.40	\$8,500.00	\$ -8,305.60	2.29 %
7430.33F Summer Reading Supplies Friends	-774.87	2,000.00	-2,774.87	-38.74 %	\$ -774.87	\$2,000.00	\$ -2,774.87	-38.74 %
Total 7430.33 Summer Reading	-580.47	10,500.00	-11,080.47	-5.53 %	\$ -580.47	\$10,500.00	\$ -11,080.47	-5.53 %
7430.34 Program Supplies- Outreach	17.50	2,000.00	-1,982.50	0.88 %	\$17.50	\$2,000.00	\$ -1,982.50	0.88 %
Total 7430 Supplies	-151.94	34,500.00	-34,651.94	-0.44 %	\$ -151.94	\$34,500.00	\$ -34,651.94	-0.44 %
7431 Telephone	326.81	4,700.00	-4,373.19	6.95 %	\$326.81	\$4,700.00	\$ -4,373.19	6.95 %
7432 Square Processing Fees	6.15	50.00	-43.85	12.30 %	\$6.15	\$50.00	\$ -43.85	12.30 %
7433 Postage and Shipping	155.79	3,000.00	-2,844.21	5.19 %	\$155.79	\$3,000.00	\$ -2,844.21	5.19 %
7434 Printing		7,500.00	-7,500.00		\$0.00	\$7,500.00	\$ -7,500.00	0.00%
7435 7435- Travel/Conference	229.81	4,036.00	-3,806.19	5.69 %	\$229.81	\$4,036.00	\$ -3,806.19	5.69 %
7437 Professional Fees					\$0.00	\$0.00	\$0.00	0.00%
7437.1 Prof Fees- Office	709.11	29,550.00	-28,840.89	2.40 %	\$709.11	\$29,550.00	\$ -28,840.89	2.40 %
7437.2 Prof Fees- Adult Programs		3,800.00	-3,800.00		\$0.00	\$3,800.00	\$ -3,800.00	0.00%
7437.2F Adult Programs Prof Fees- Friends	150.00	2,200.00	-2,050.00	6.82 %	\$150.00	\$2,200.00	\$ -2,050.00	6.82 %
Total 7437.2 Prof Fees- Adult Programs	150.00	6,000.00	-5,850.00	2.50 %	\$150.00	\$6,000.00	\$ -5,850.00	2.50 %
7437.3 Professional Fees- YA		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
7437.4 Professional Fees- Juv	300.00	1,500.00	-1,200.00	20.00 %	\$300.00	\$1,500.00	\$ -1,200.00	20.00 %
7437.4F Professional Fees-JUV Friends		2,500.00	-2,500.00		\$0.00	\$2,500.00	\$ -2,500.00	0.00%
Total 7437.4 Professional Fees- Juv	300.00	4,000.00	-3,700.00	7.50 %	\$300.00	\$4,000.00	\$ -3,700.00	7.50 %
7437.5 Professional Fees- Summer Reading Program	975.00	1,500.00	-525.00	65.00 %	\$975.00	\$1,500.00	\$ -525.00	65.00 %
7437.5F Summer Reading Pro Fees- Friends	-525.00	1,500.00	-2,025.00	-35.00 %	\$ -525.00	\$1,500.00	\$ -2,025.00	-35.00 %
Total 7437.5 Professional Fees- Summer Reading Program	450.00	3,000.00	-2,550.00	15.00 %	\$450.00	\$3,000.00	\$ -2,550.00	15.00 %
7437.6 Professional Fees- Outreach		1,750.00	-1,750.00		\$0.00	\$1,750.00	\$ -1,750.00	0.00%
7437.6F Professional Fees- Outreach- Friends	100.00	750.00	-650.00	13.33 %	\$100.00	\$750.00	\$ -650.00	13.33 %
Total 7437.6 Professional Fees- Outreach	100.00	2,500.00	-2,400.00	4.00 %	\$100.00	\$2,500.00	\$ -2,400.00	4.00 %
Total 7437 Professional Fees	1,709.11	47,050.00	-45,340.89	3.63 %	\$1,709.11	\$47,050.00	\$ -45,340.89	3.63 %
7438 Dues	129.99	1,500.00	-1,370.01	8.67 %	\$129.99	\$1,500.00	\$ -1,370.01	8.67 %
7450 Utilities/Fuel	901.22	41,000.00	-40,098.78	2.20 %	\$901.22	\$41,000.00	\$ -40,098.78	2.20 %
7451 Custodial Supplies	454.41	2,000.00	-1,545.59	22.72 %	\$454.41	\$2,000.00	\$ -1,545.59	22.72 %
7452 Repairs to Building	243.55	23,000.00	-22,756.45	1.06 %	\$243.55	\$23,000.00	\$ -22,756.45	1.06 %
7454 Building Insurance	-269.00	13,500.00	-13,769.00	-1.99 %	\$ -269.00	\$13,500.00	\$ -13,769.00	-1.99 %
7455 RCLS					\$0.00	\$0.00	\$0.00	0.00%
12.18 Office and Library Supplies		3,797.00	-3,797.00		\$0.00	\$3,797.00	\$ -3,797.00	0.00%
12.21 Consultant Fee Other Business Expenses		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
12.23 Equipment		1,375.00	-1,375.00		\$0.00	\$1,375.00	\$ -1,375.00	0.00%
12.25 Contract-Telecommunication	7,780.75	6,800.00	980.75	114.42 %	\$7,780.75	\$6,800.00	\$980.75	114.42 %
12.26 Contract- ANSER Fees		55,000.00	-55,000.00		\$0.00	\$55,000.00	\$ -55,000.00	0.00%
12.7 Electronic Materials	2,570.00	10,000.00	-7,430.00	25.70 %	\$2,570.00	\$10,000.00	\$ -7,430.00	25.70 %
Total 7455 RCLS	10,350.75	77,472.00	-67,121.25	13.36 %	\$10,350.75	\$77,472.00	\$ -67,121.25	13.36 %
7469 Service Contracts	1,955.22	39,440.00	-37,484.78	4.96 %	\$1,955.22	\$39,440.00	\$ -37,484.78	4.96 %
Total Expenditures	\$85,681.19	\$1,500,868.00	\$ -1,415,186.81	5.71 %	\$85,681.19	\$1,500,868.00	\$ -1,415,186.81	5.71 %
NET OPERATING REVENUE	\$ -84,655.17	\$500.00	\$ -85,155.17	-16,931.03 %	\$ -84,655.17	\$500.00	\$ -85,155.17	-16,931.03 %
NET REVENUE	\$ -84,655.17	\$500.00	\$ -85,155.17	-16,931.03 %	\$ -84,655.17	\$500.00	\$ -85,155.17	-16,931.03 %



Cornwall Public Library

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

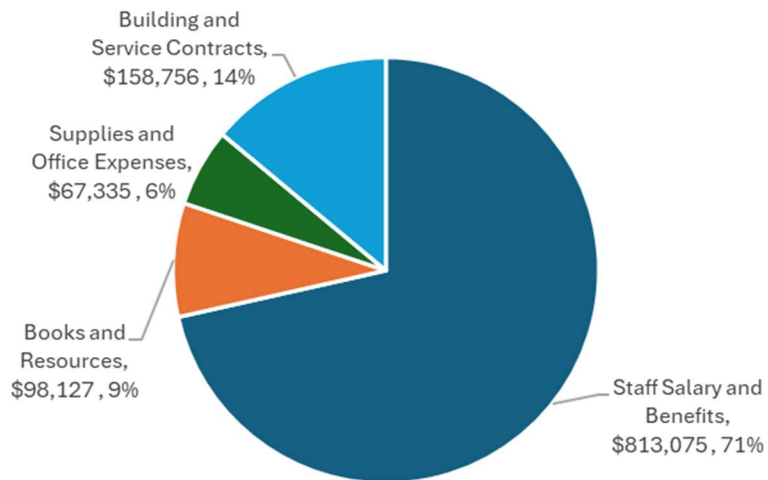
July 2024

Executive Summary of CPL Expenses Trends

Overview

Over the past six years, the library has incurred expenses across four main categories: Staff Salary and Benefits, Books and Resources, Supplies and Office Expenses, and Building and Service Contracts. This summary analyzes the expenditure trends within each category and trends within each category. This analysis was requested at the July 2024 board meeting and will be shared at the August 2024 board meeting. The goal was to aid in future budget planning.

Profit and Loss end-of-year statements approved by the Library Board were analyzed from FY2018/19 through FY 23/24, a six-year average. The six-year average of the four main categories is graphed below.

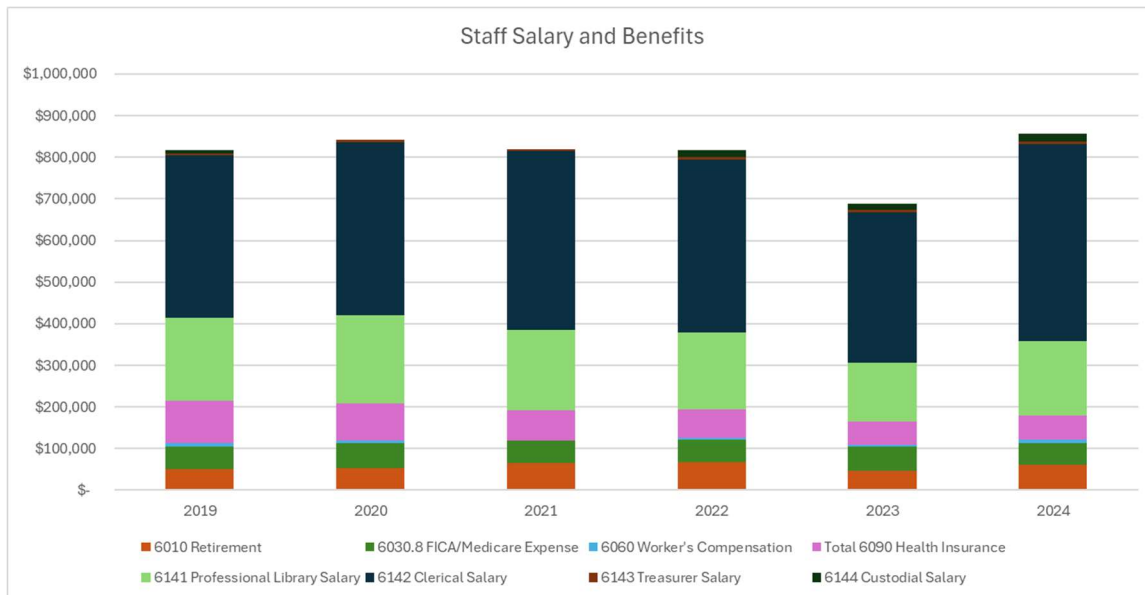
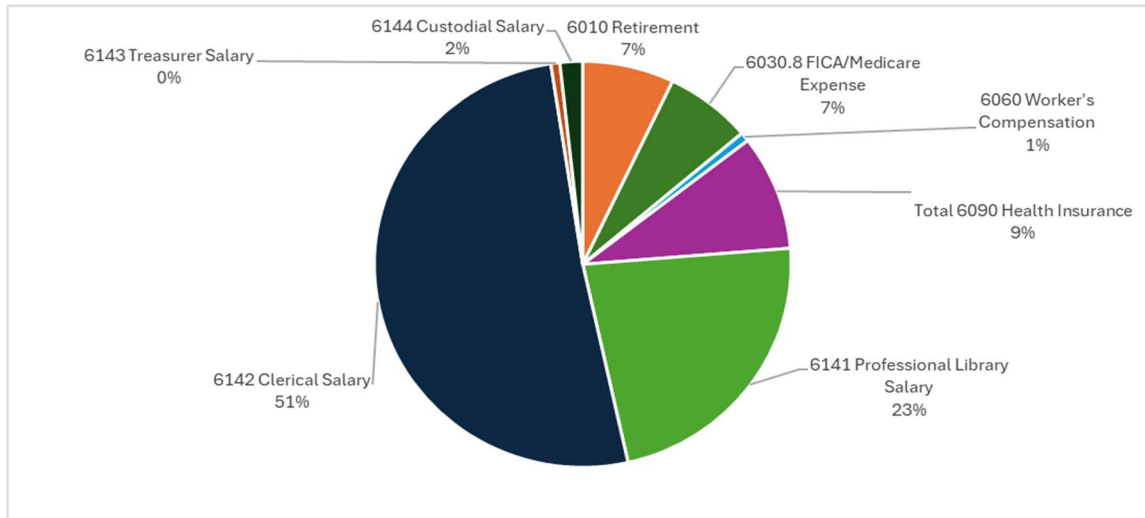


All main categories in the budget were analyzed. Some categories are negligible and so insignificant that they don't appear on the graphics; however, they are included.

1. Staff Salary and Benefits

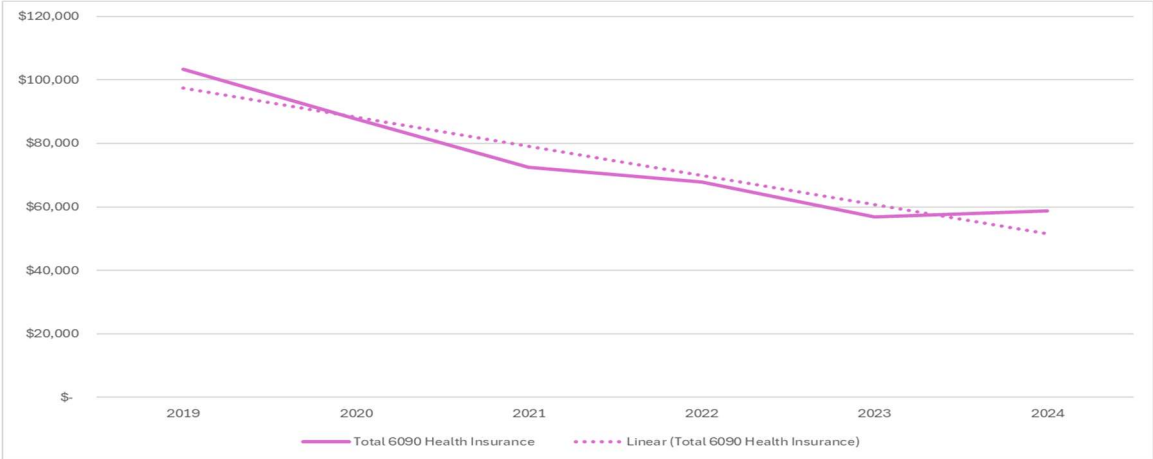
This category averages 71% of the overall expense budget. While it is the largest, it supports the library's most valuable resource: its staff.

Here is a breakdown of the components of salary and benefits over the past six years:

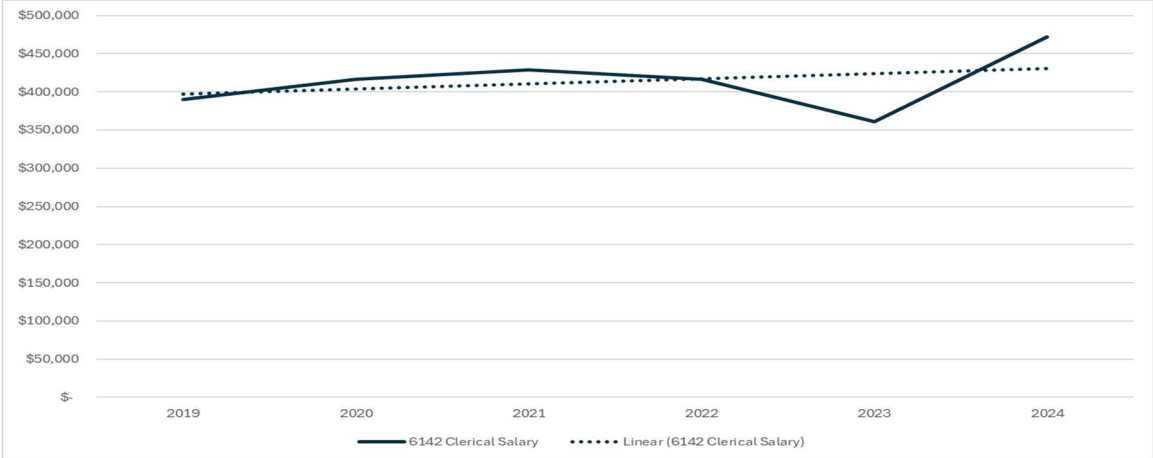


Components:

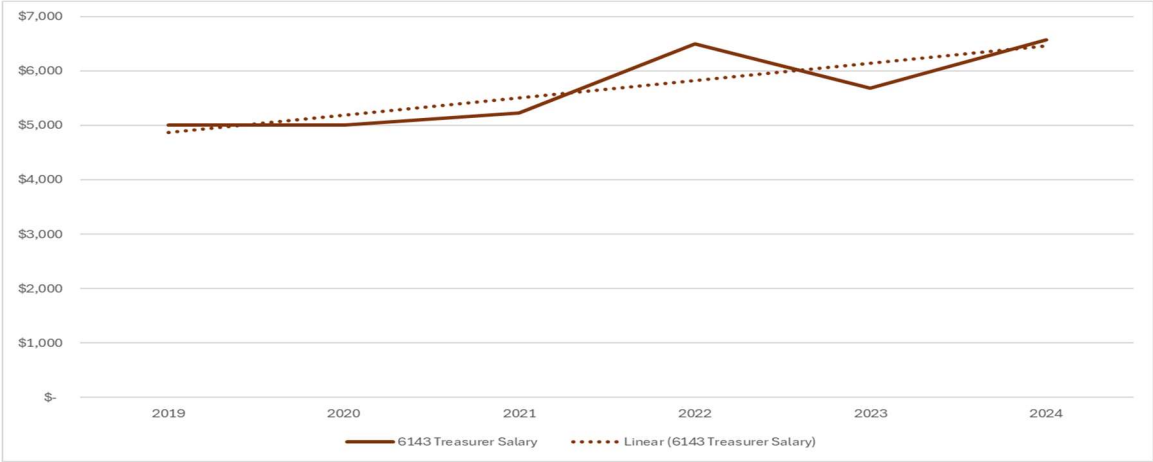
- **Professional Library Salary**



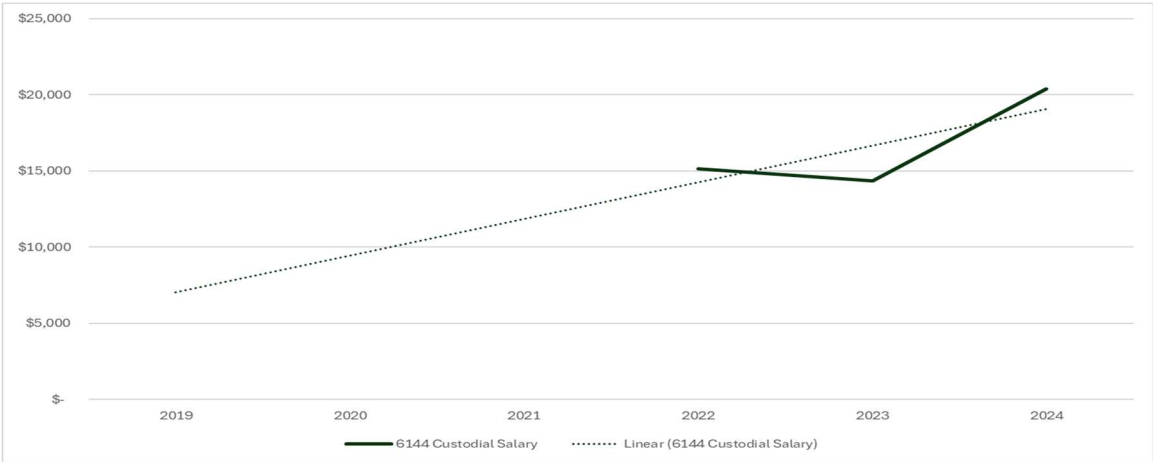
- **Clerical Salary**



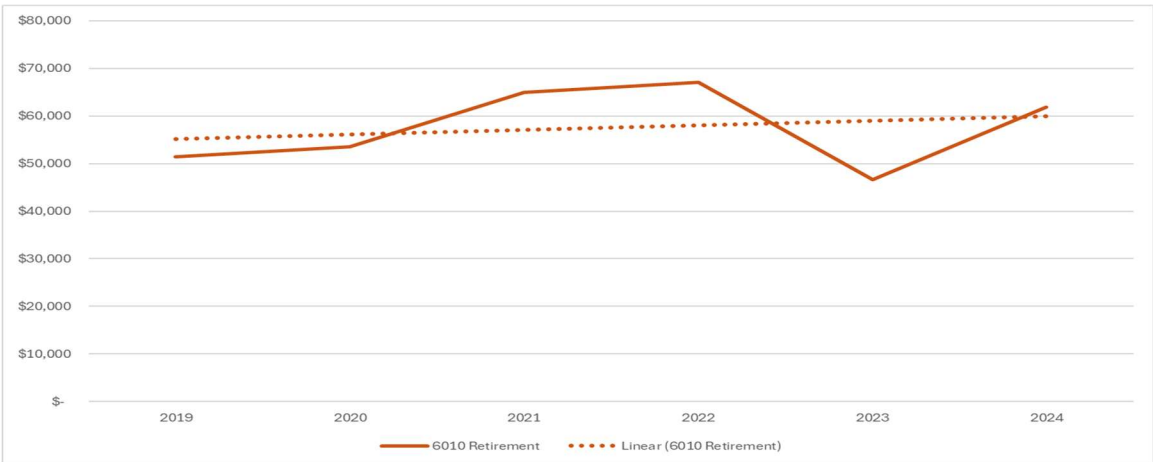
• **Treasurer Salary**



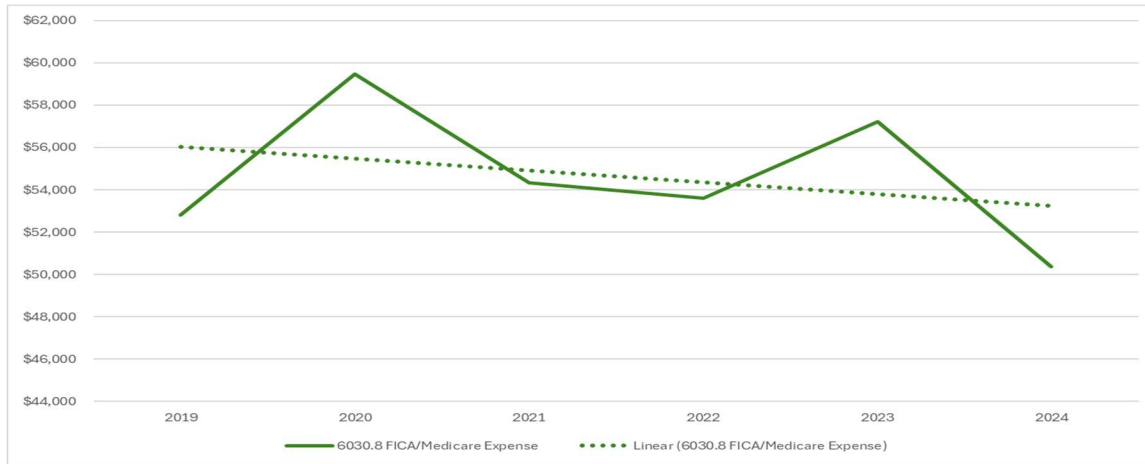
• **Custodial Salary**



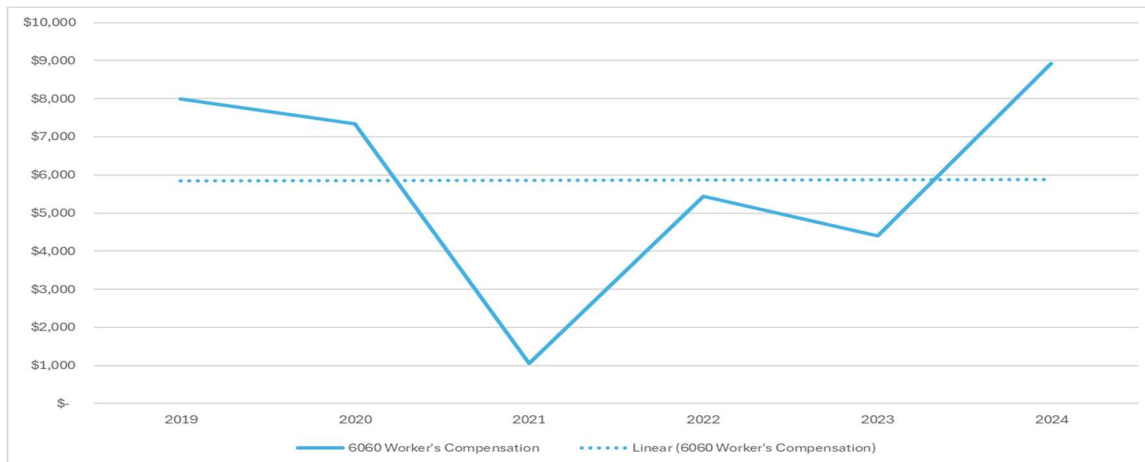
• **Retirement**



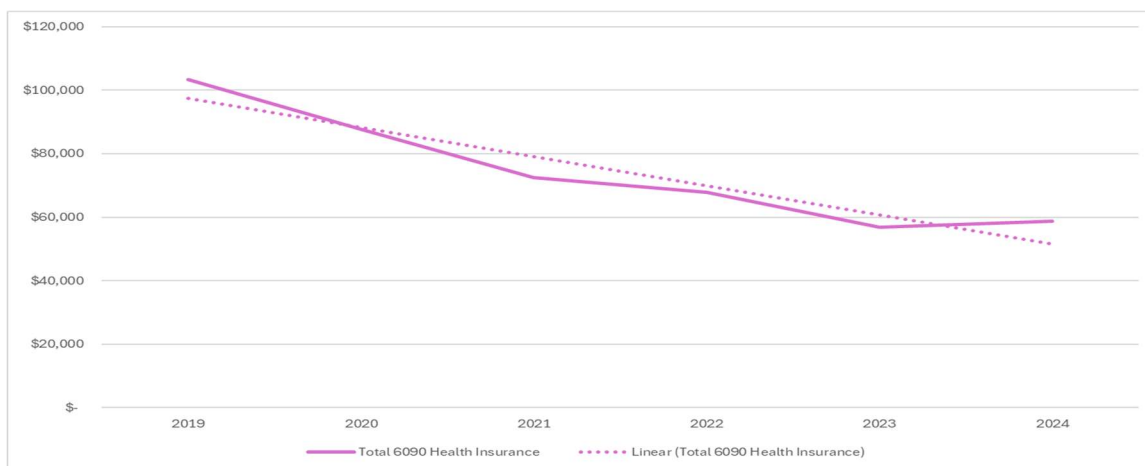
• **FICA/Medicare Expenses**



• **Worker's Compensation**



• **Health Insurance**

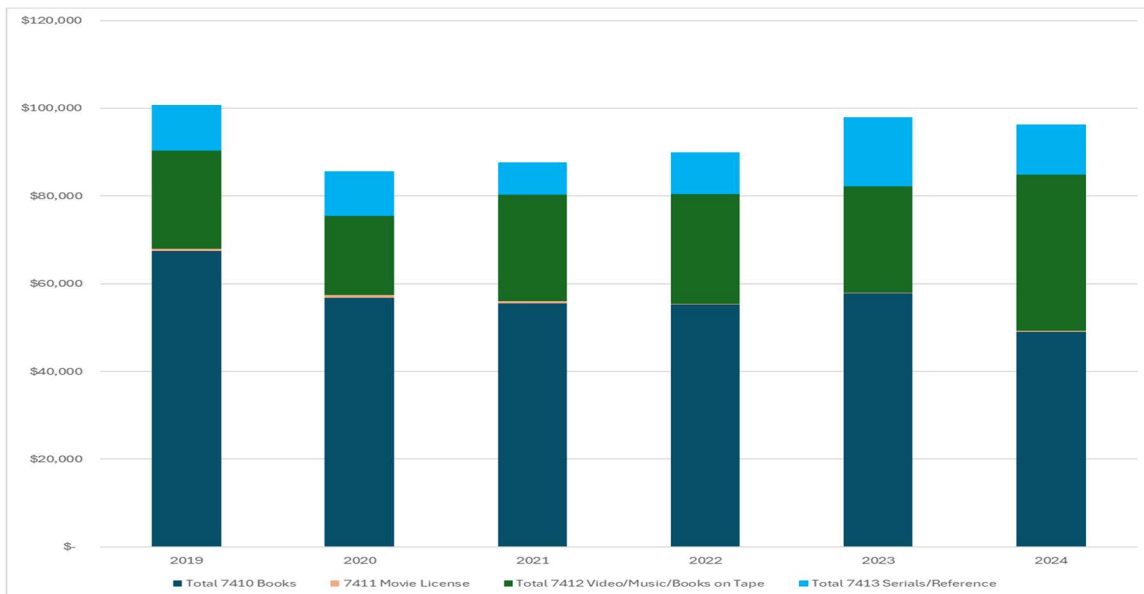
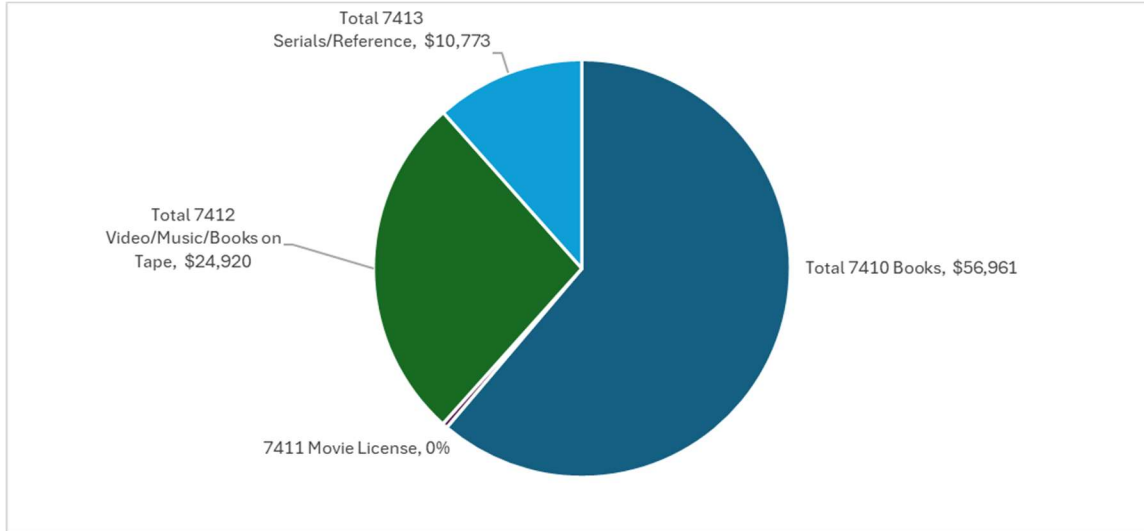


Analysis:

Staff Salaries and Benefits consistently represent the most significant portion of the library's budget. These expenses have steadily increased over the past six years, primarily due to annual salary increments, rising health insurance costs, and increased retirement contributions. Notably, FICA/Medicare expenses and Worker's Compensation have also shown a moderate rise, reflecting changes in employment rates and statutory requirements.

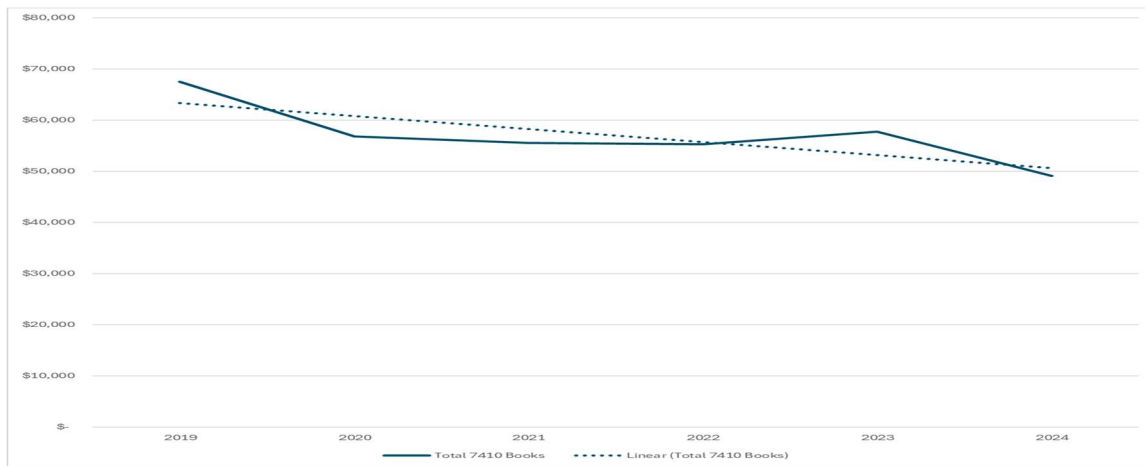
2. Books and Resources

This category averages 9% of the overall expense budget. Here is a breakdown of the components of books and resources over the past six years:

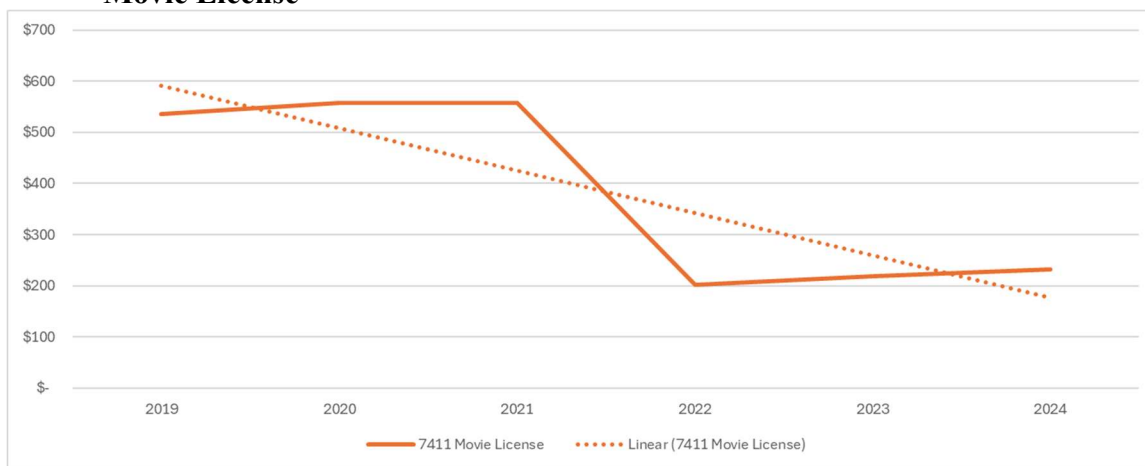


Components:

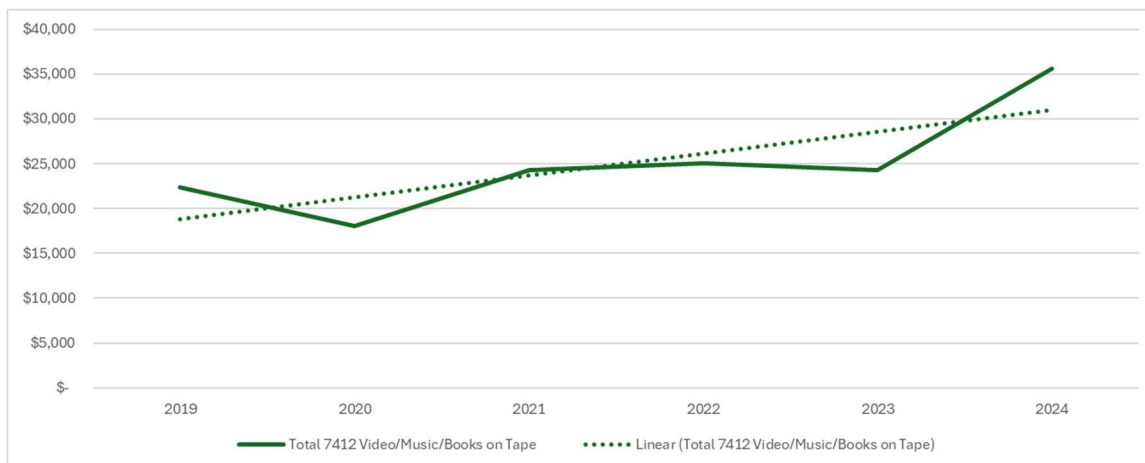
- Books**



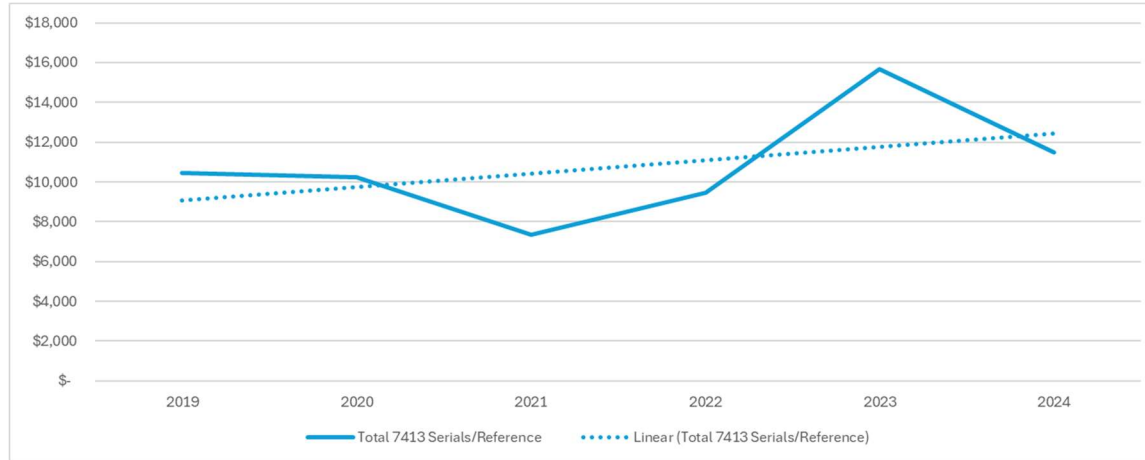
- Movie License**



- Video/Music/Books on Tape**



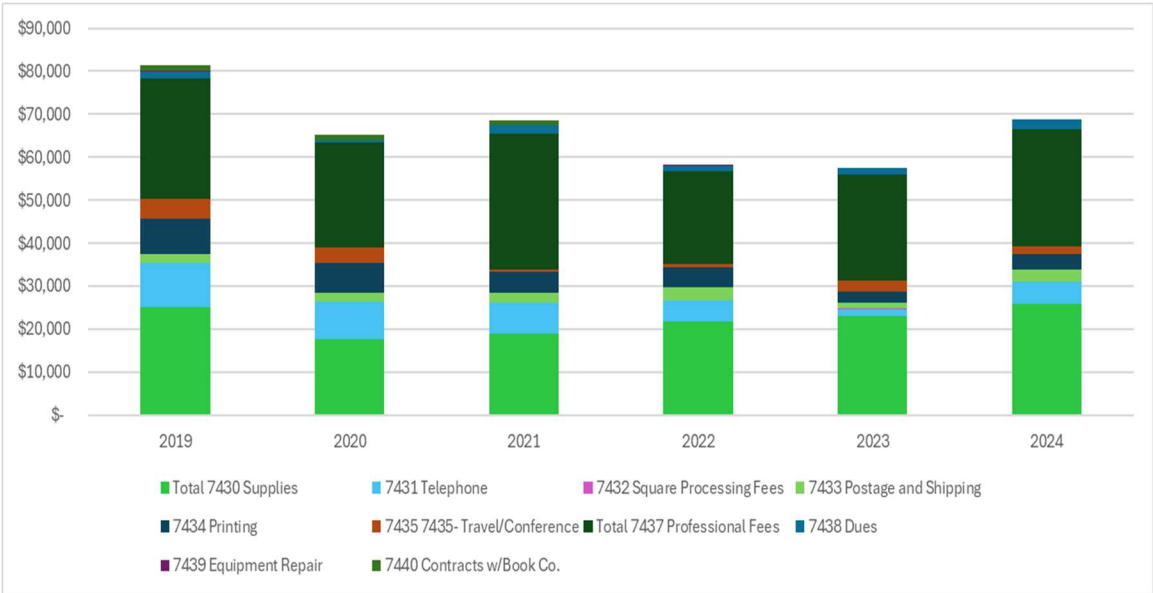
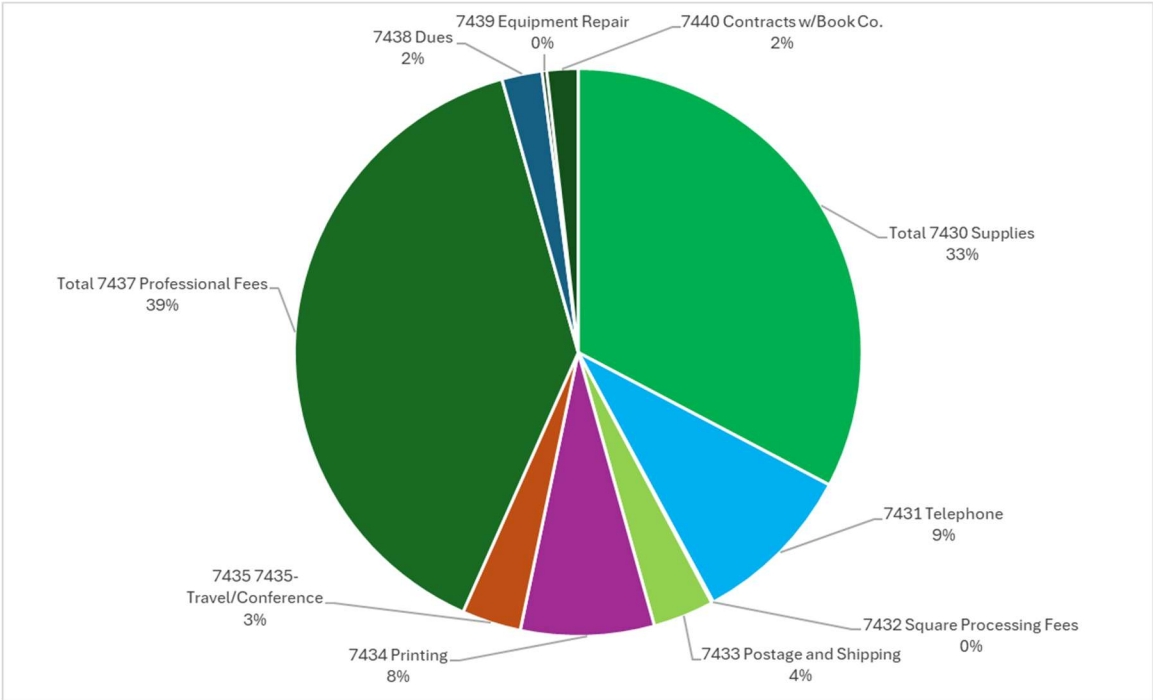
- **Serials/Resources**



Analysis:

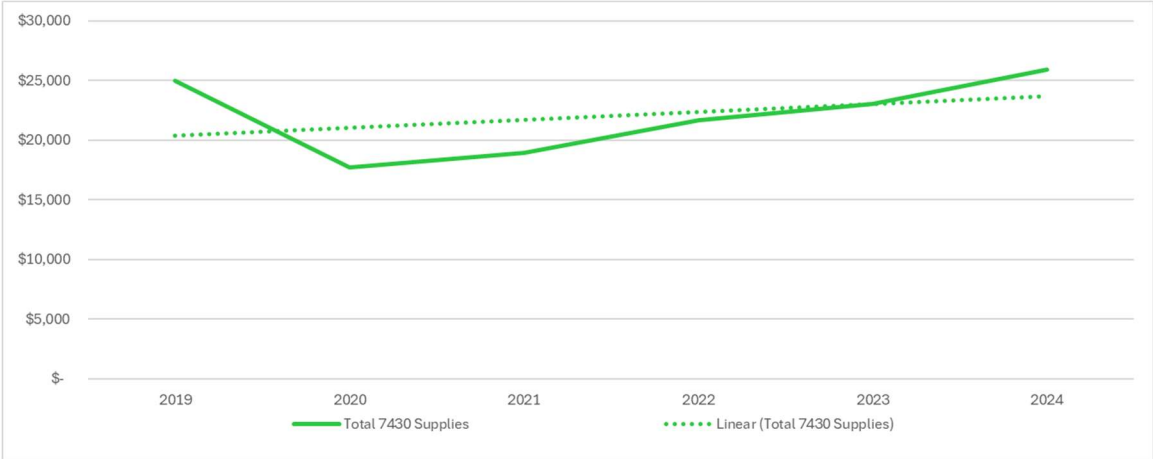
Books and Resources expenditures have remained relatively stable, with slight fluctuations reflecting changing patron interests and technological advancements. Investment in digital resources (e.g., eBooks, audiobooks) has increased, offsetting a minor decrease in physical book purchases. Movie licenses and media resources have seen modest growth as the library adapts to evolving media consumption trends.

3. Supplies and Office Expenses

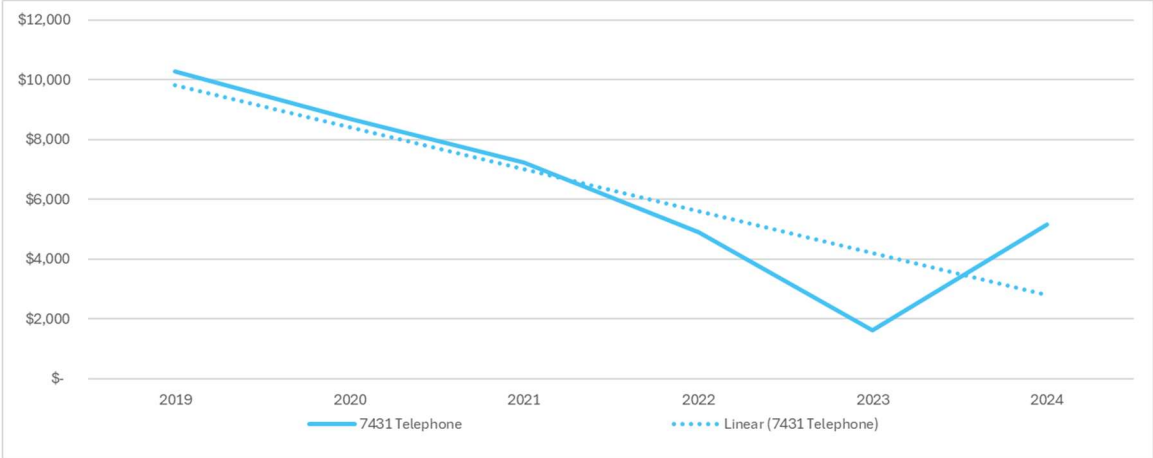


Components:

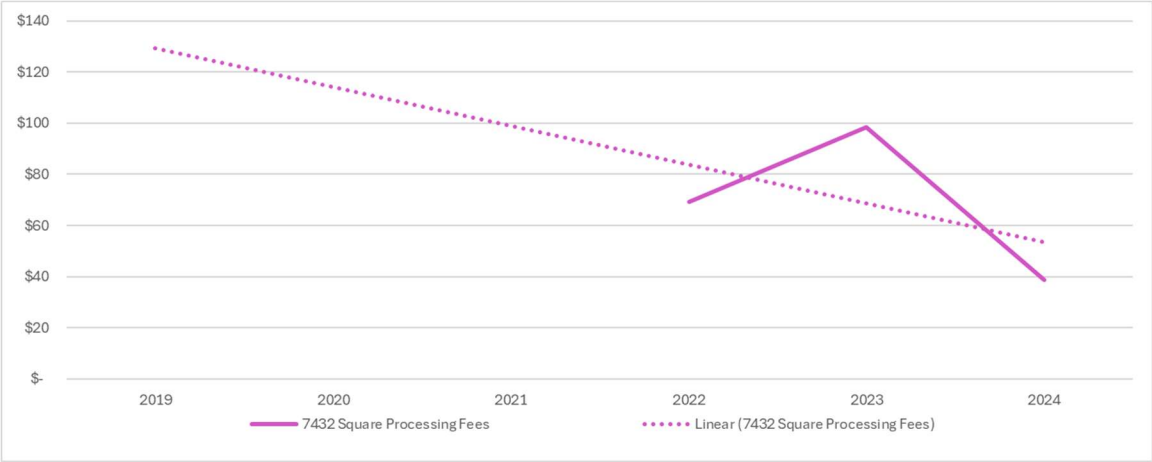
- Supplies**



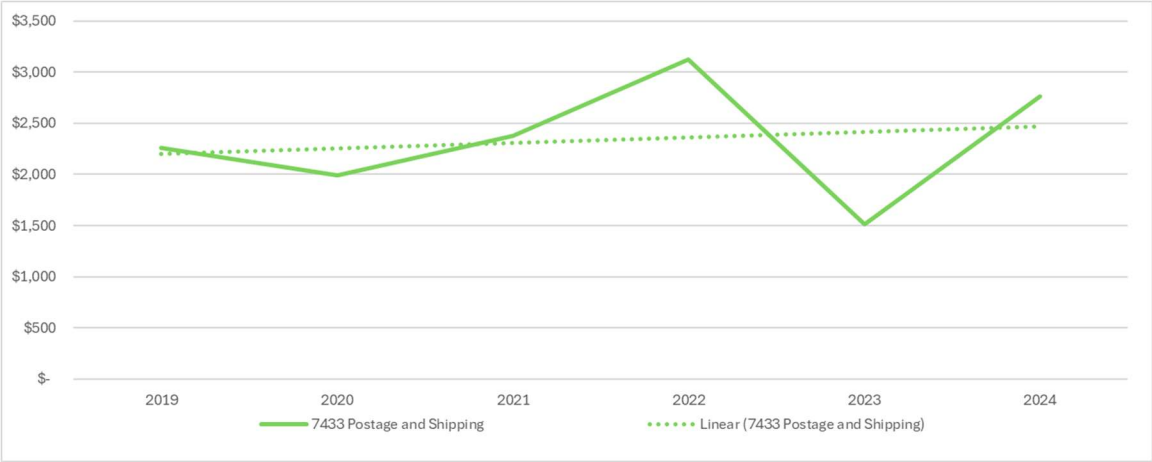
- Telephone**



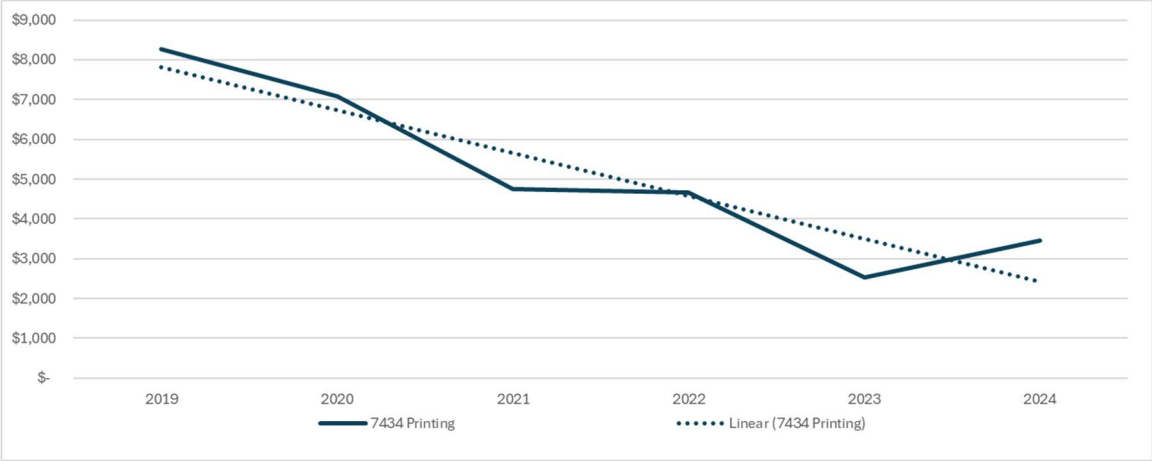
• **Square Processing Fees**



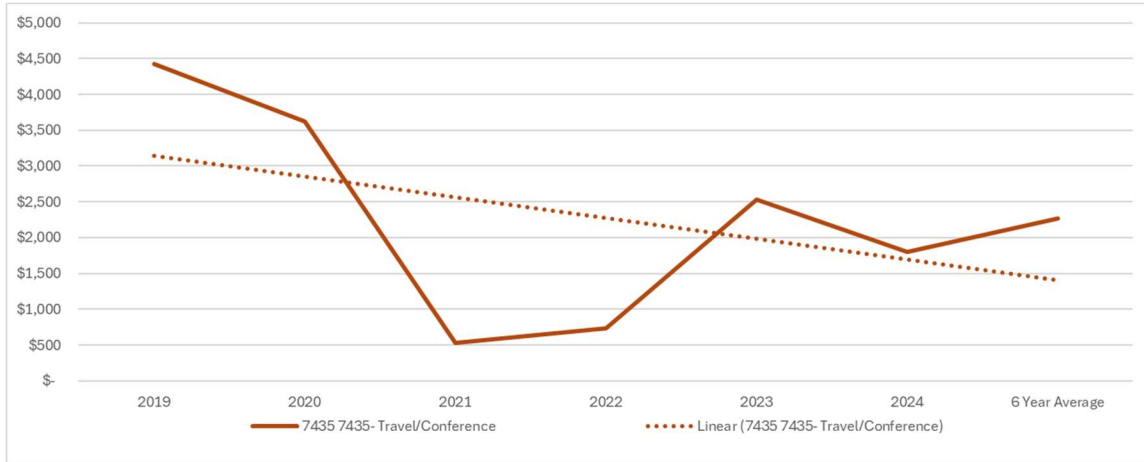
• **Postage and Shipping**



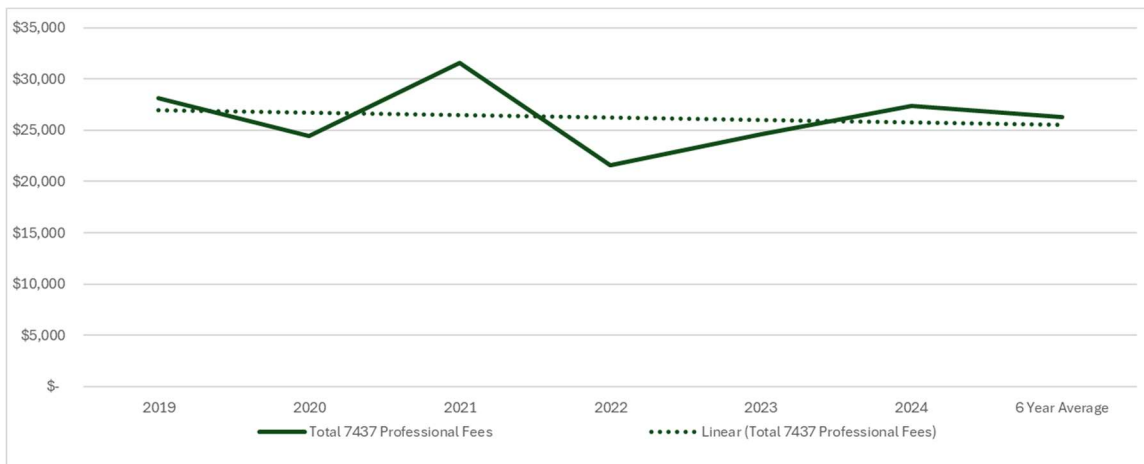
• **Printing**



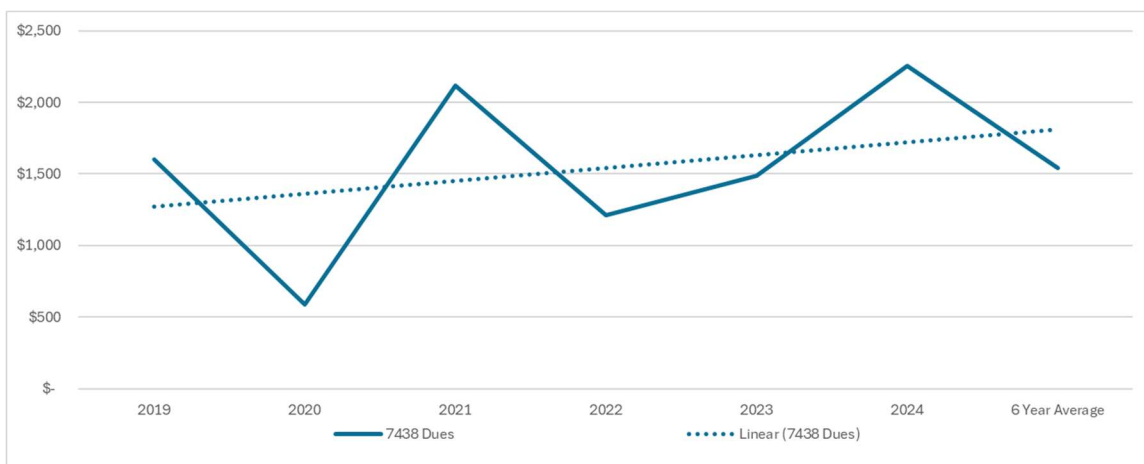
• **Travel/Conference**



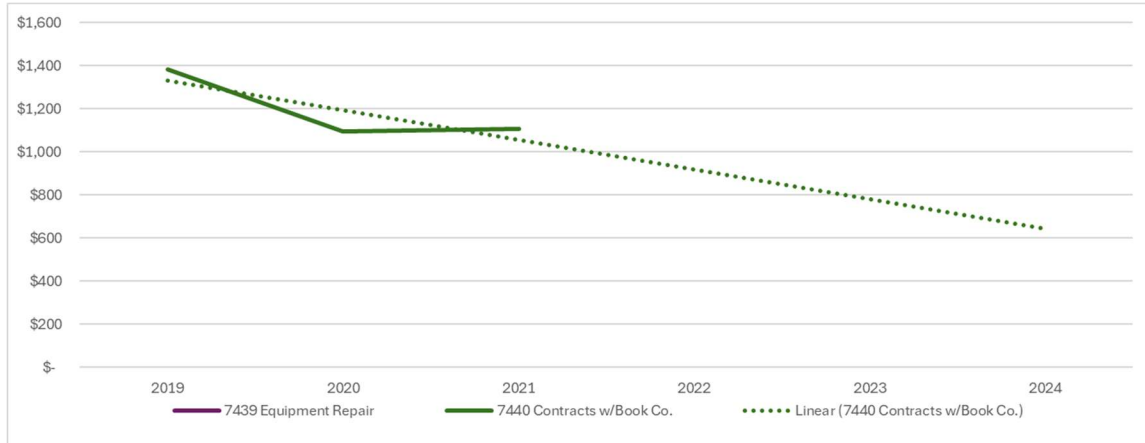
• **Professional Fees**



• **Dues**



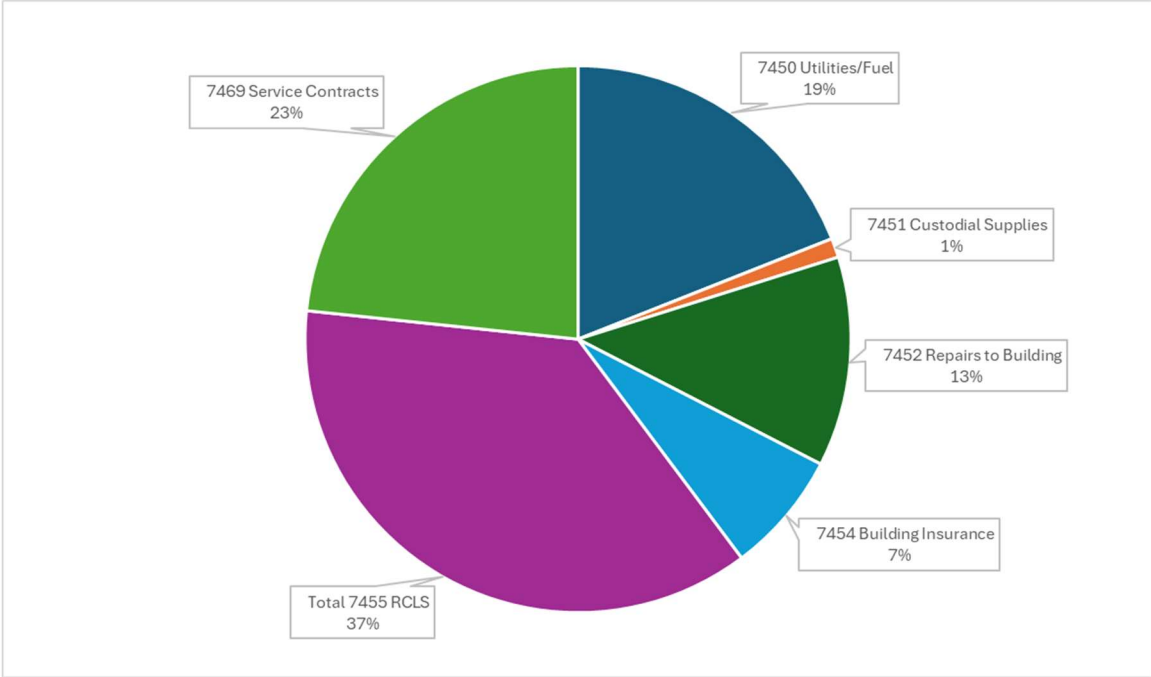
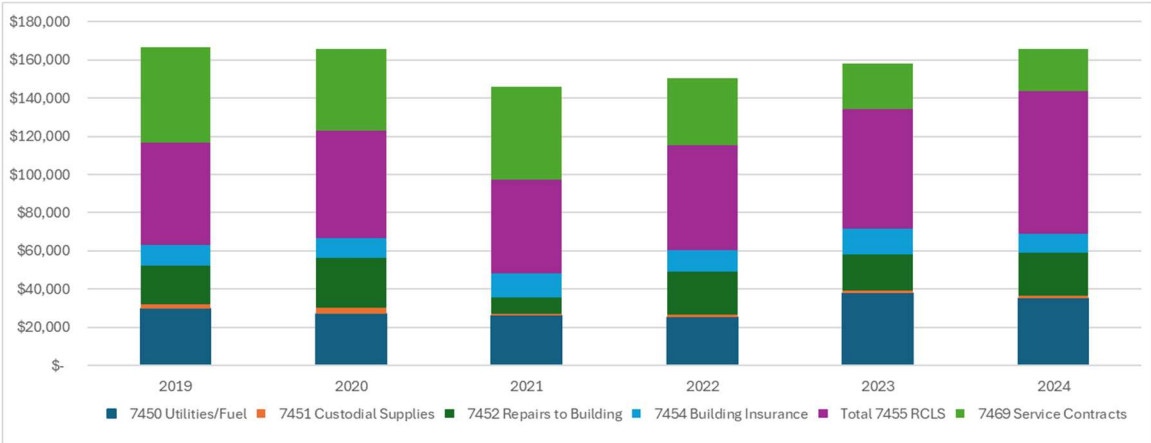
- **Equipment Repair & Contracts with Book Companies**



Analysis:

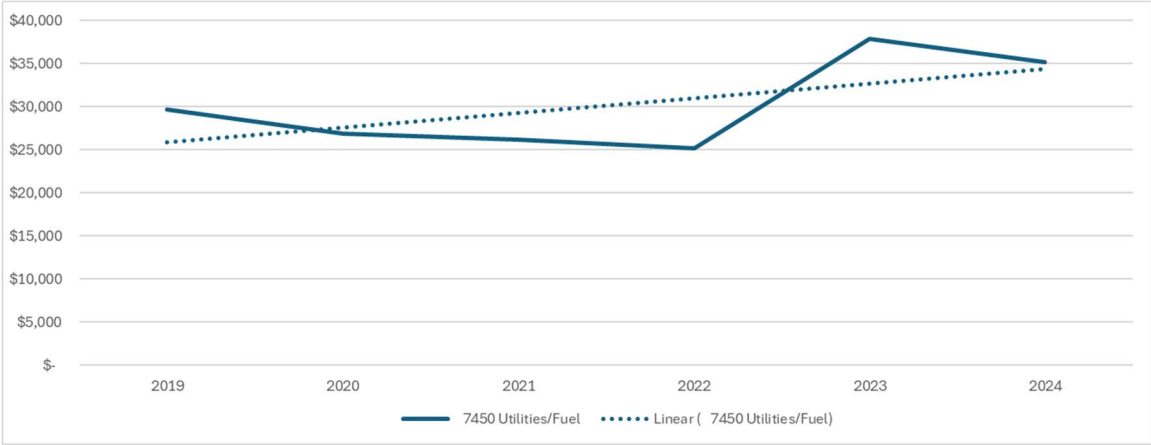
Supplies and Professional Fees make up 39% and 33%, respectively, of the total for this category, which is only 6% of the total expense budget. If the goal is to reduce any expenses in this category, the type of expenses going towards Supplies and Professional Fees would produce some minor impact.

4. Building and Service Contracts

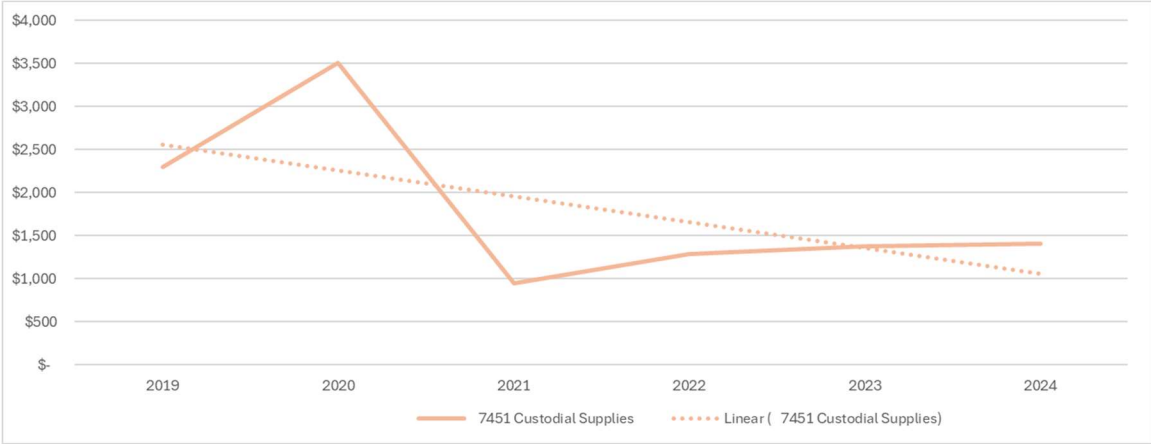


Components:

- Utilities/Fuel**



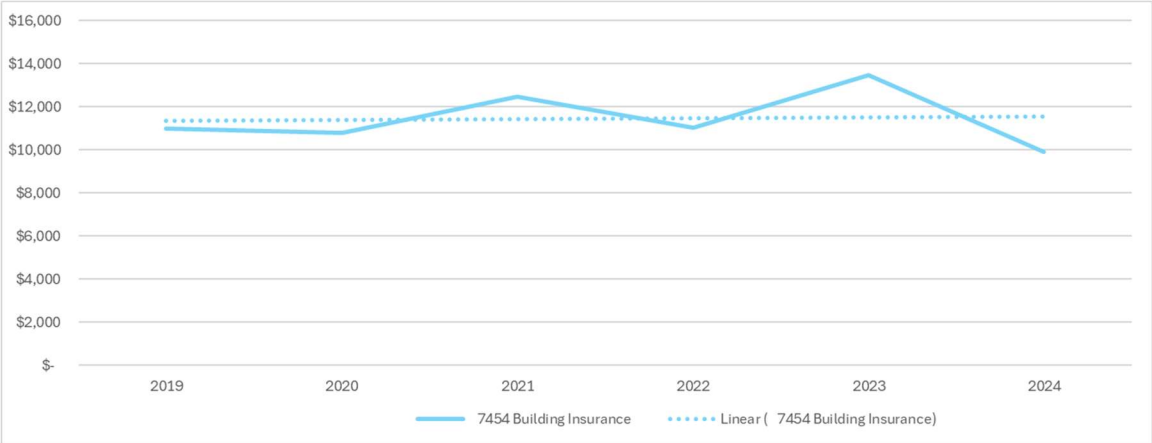
- Custodial Supplies**



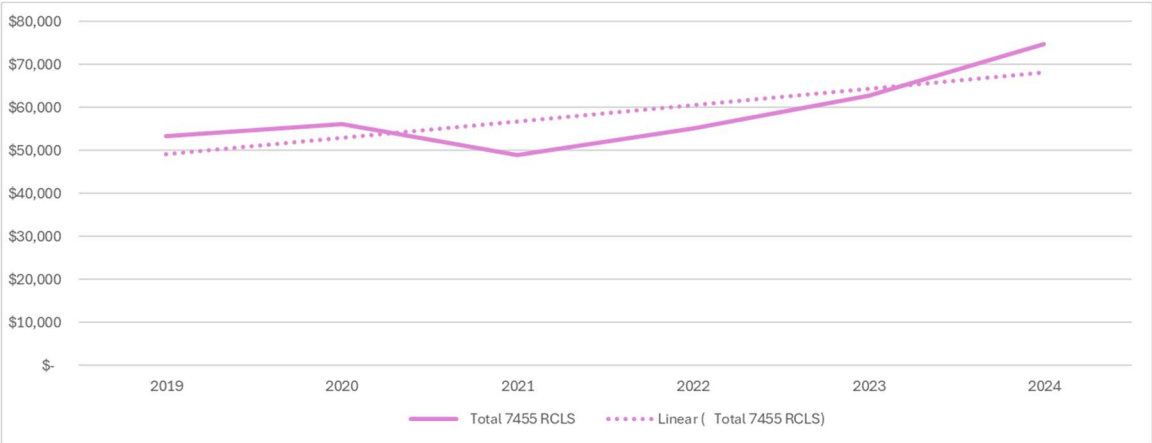
- Repairs to the Building**



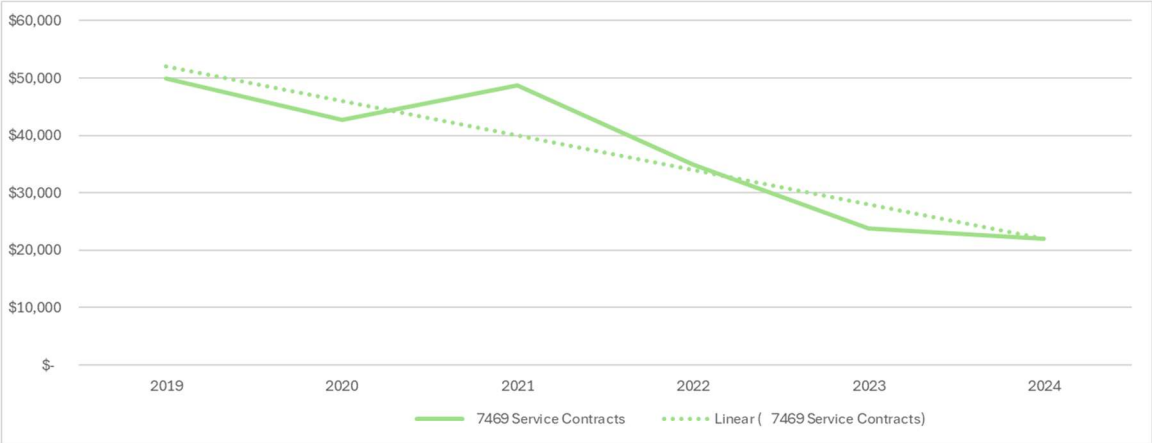
• **Building Insurance**



• **RCLS (Regional Library Systems)**



• **Service Contracts**



Analysis:

Building and Service Contracts have gradually increased, driven by rising RCLS expenses. Service contracts are the second largest contributor to this category, but this expense has been reduced considerably over the past few years. An option is to move repairs to the building to the capital budget.

Conclusion

Over the past six years, the library has managed its expenses prudently, balancing growth in necessary areas with stable spending in others. Staff Salary and Benefits dominate the budget, reflecting the library's commitment to retaining skilled personnel. Investment in Books and Resources has adapted to changing patron needs, while Supplies have scaled with operational demands. Building and Service Contracts have incrementally increased, ensuring the library's infrastructure and services remain robust and reliable.

Future budgeting must consider ongoing inflation, potential shifts in resource consumption, and the continued importance of digital transformation. Strategic adjustments will be essential to maintain financial health while meeting the community's evolving needs.

July 2024 Director's Report

Personnel

- Sent back Library Assistant YS Civil Service list, with no one interested in the position
- Completed Civil Service Payroll Audit of the first full pay period of the new Fiscal year on 7/30/24
- Completed corrections of the previous fiscal year's Civil Service Payroll audit 7/30/24, which came back with a request for corrections on 7/29/24

Budget/Financial

- Luann set up the new budget in QuickBooks
- Application for payment of LoCap Grant has been approved, expecting a check for \$50,000 in early to mid-August

Programming

- 7/4 Liz, Lisa, and I gave away 150 bags with Summer Reading and Program information.
- 7/11 Mystery Book Discussion Group, 10 in attendance

Building and Grounds

- A new Bike rack arrived. We are waiting for the town Highway Dept to install it for us
- Accent Furniture came to repair 2 broken chairs on 7/30/24

Monthly Statistics June 2024 (previous month in parentheses):

Registered borrowers: 7,263 (7,203); Direct Access/Circulation:12,416 (9,439);

ILL Borrows: 1,708 (1,602); ILL Loans: 1,941 (1,589);

Item Count: 73,225 (73,146); Wi-Fi: (6,031).

Libby (Overdrive) Checkouts: (3,434); Unique Users: (750).

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

Notaries: 56 (50 by Pam Stockton & 6 by Eilieen Acosta)

Meetings Attended: 7/1 reorganizational board meeting; 7/4 giveaway on the front lawn; 7/10 Department heads meeting; 7/11 Business Board meeting; B, G & S meeting with Chris; 7/17 Staff meeting.

Date	Title	Attendance
7/10/24	Artist Reception "Memories of Times Past- The Creative Talents of John Gould"	28

7/12/24	Dino-Earth Day Outreach at Butterhill Day School	84
7/15/24	Americana: The Songs Tell The Story	92
7/17/24	Town of Cornwall Friendly Visitor Program	6
7/25/24	MSLC: Peripheral ArteryDisease	23
7/25/24	Getting it Right: "The Railroad Art of John Gould, Illustrator	26
7/27/24	Friends Ice Cream Social, Book Sale and Nita Klein Art Sale (CR)	57
		Total: 316

Creative Writers Workshop: 7/1/24-7, 7/8-11, 7/15-11, 7/22-10, 7/29-11(CR) Total: 50

Book Club: Out & About...Summer Break! They were out & about..no meeting.

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

Cornwall Chamber of Commerce Board Meeting 7/10/24	Total: 10
Cornwall Clean-Up Crew (CR) 7/16/24	Total: 15

Donations to Friends of Cornwall Library:

7/2/24	Eileen S. for Nita Klein Artwork.....	\$ 30.00
7/15/24	Americana: Songs Tell The Story.....	\$ 8.00
7/25/24	MSLC: Peripheral Artery Disease.....	\$ 4.00
7/25/24	Getting it Right: The Railroad Art of John Gould, Illustrator.....	\$ 13.00
7/27/24	Friends Ice Cream Social, Book Sale & Nita Klein Artwork.....	\$155.10

July: \$ 210.10	Total
YTD: \$1180.60	Total

July's sweltering summer heat and frequent stormy weather days did not dissuade our community friends from partaking in our diversified programming offers. Art, music, health, history, community service opportunities and of course ice cream were on top of the list. We also brought outreach to the campers at Butterhill with a story, craft and conversation about recycling and keeping the environment clean green.

Discussion with attendees often stimulates ideas for new programs and that is exactly what occurred at several of our programs. So, this Fall we hope to provide some additional programming that we will give credit to our attendees for encouraging.

Lastly, please note the donations that have been contributed by program participants into our 'little red box' for both acknowledgment for our library and Nita Klein artwork.

Moving forward to Fall programs that highlight the library's contributions to our community.

Brenda

Circulation Monthly Stats for June

Calls for Programming	16
Calls regarding Circulation	70
New Library cards	89
Assist on Special Projects	0
Assist on Computers	22
Assist on Printing	46
Faxing	22
Register for Adult Programming	11
Register for Children's Programming	3
Assist with Reference	102
Assist with Children's	45

Miscellaneous duties *Guest pass, Museum Pass, Book recommendations etc.	25
Notary	3
Organizing Carts	62
Auditing Carts	28
Shelf Reading	24

Ellen Winchell
Service Desk Manager
8/10/2024

Youth Services -End of Month Report – July 2024

<i>Program name</i>	<i>Date</i>	<i>Children</i>	<i>Teens</i>	<i>Volunteers</i>	<i>Adults</i>	<i>Total</i>
<i>Jester Jim</i>	<i>7/1</i>	<i>62</i>	<i>11</i>	<i>4</i>	<i>31</i>	<i>108</i>
<i>Sundaes Sign-up</i>	<i>7/2</i>		<i>9</i>	<i>3</i>	<i>3</i>	<i>15</i>
<i>July 4th 150 bags</i>	<i>7/4</i>				<i>3</i>	<i>228</i>
<i>Lego Family Build</i>	<i>7/5</i>	<i>41</i>		<i>3</i>	<i>18</i>	<i>62</i>
<i>Dog Tales</i>	<i>7/8, 7/22</i>	<i>15,13</i>			<i>4,4</i>	<i>36</i>
<i>ChatterBooks K,1</i>	<i>7/8, 7/8</i>	<i>6,10</i>		<i>1,1</i>	<i>1,1</i>	<i>20</i>
<i>Family Story T</i>	<i>7/9,7/16,7/23,7/30</i>	<i>19,18,24,25</i>		<i>1,1,1</i>	<i>16,15,22,25</i>	<i>135</i>
<i>Yoga K-5th Grade</i>	<i>7/9, 7/23</i>	<i>10,17</i>			<i>1</i>	<i>28</i>
<i>Market Story T</i>	<i>7/10,7/17,rain,rain</i>	<i>4,8</i>			<i>3,4</i>	<i>19</i>

<i>PJ Story Time</i>	7/10,7/17,7/24,7/31	23,18,24,9		1,1,1	14,11,14,7	123
<i>Chess Time</i>	7/12, 7/26	15,12	3	1,1	7,3	33
<i>Book Break</i>	7/18	8,		1	1	10
<i>Teen Trivia</i>	7/18		2		3	5
<i>Jumanji Movie</i>	7/19	13		5	7	25
<i>Readzza,Readzza</i>	7/22	1			1	2
<i>Family Puzzle</i>	7/30	24	2	4	21	51
TOTALS		306	27	30	240	900

Meetings & Outreach

7/10 Managers Mtg -Lisa & Liz

7/12 KOHA Training @RCLS -Lisa & Liz

7/17 Staff Mtg & Mtg with Early Literacy Grad Student re: Diversity in Our Collection-Lisa

Questions @ the Desk

Reference 113, Circulation 58, Phone 39, Tech 2 ipads lent 51, Programs 36, & SRP stickers/questions 49

Reflections

FYI- From time to time, RCLS has a Book Palooza and this month we received 46 free children's books to add to the collection the total monetary worth of \$877.50

A huge shout out to all I work with as this has been a busy, busy month and it couldn't have been done without every one of you. As of this writing 461 kids are registered in the Summer Reading Program!

Respectfully submitted 8/1/2024 ekf

Adult Services Report July 2024

(Submitted by Dawn S. Thornton 8/6/2024)

REFERENCE: Reference Questions: 129 (156) Quick Tech Assists: 55 (35)

1-on-1 Tech Help: 16 (12) Circulation: 68 (68) Directional: 16 (17) Reader's Advisory: 7 (6)

ILL/SEAL: 17 (10) Pull List: 13051 (1181)

Printing: 113(80) Faxing: 3 (0) Phone: 41 (40) Virtual Ref: 1 (4)
Notary Service: 50 (47)

Database Stats: Novelist Plus Searches: 1 (15) Novelist PlusK-8: (0) EBSCO Master FILE Premier:
2(0) EBSCOHOST: 1(0) Gale Virtual Ref. Library: 2 (1) Ancestry: 253(308)

Hoopla: Total Circulations 526 (258); Users 192 (188); Usage Breakdown: Digital Audiobook – 258
(238) Digital BingePass – 5 (1) Digital Comics – 22 (27) Digital Ebook – 163 (131) Digital Movie – 42
(38) Digital Music – 19 (22) Digital Television – 17 (31).

Tutor.com: User accounts – 0 (1)

NYTimes Digital Subscription Stats:

In-House Library usage sessions 51 (53); page views 115(113); articles read 52 (77)
Offsite Code redemptions 151(135); usage sessions 875(285); page views 3630 (1324); articles read
769 (306)

PC Usage:

Adults': 364 (327) Children's: 6 (21) Laptops: 1(1) PC Reservations: 0 (0)
Guest Passes: 25(37)

HOME DELIVERIES

Deliveries: 3 (5); Items Delivered: 8 (9); New Sign Ups: 0 (0)

PROGRAMS

Great Decisions: N/A; **Members' Choice Book Group**: 4;
Midday Matinee: 16; **Monday Night Movie**: 9; **Mystery Book Group**: 9; **Teen Tech Tutors**: N/A;
Opera Program: 13. **Adult Summer Reading**: 62

The Reference Staff is pleasantly surprised by the ASR numbers and extends appreciation to the entire CPL staff for promoting the program. Book circulation relevant to this year's theme, "Adventure Begins at Your Library", has increased, especially trail hiking resources. Soft programming consisting of jigsaw puzzles remains very popular, and we have received donations.

Reference Staff have a working knowledge of KOHA Circulation duties, such as check-in, check-out and item searches. Drafted cataloging guidelines are being honed to better streamline reference/technical service tasks such as purchased item processing and item record management.

August 14, 2024 Policy Committee Report

The Policy Committee met on Thursday, August 1. The **Library Card Policy** is ready for Board review. West Point didn't respond to Charlotte's communications with them, but if the board approves this policy as is, we can always update it in the future, if West Point's response requires it.

Also, Charlotte thought it would be prudent to have a **First Aid Policy**, as the staff has expressed concern about what to do in a medical emergency. This policy was created and is also ready for board review.

Charlotte has handed the **Employee Handbook** over to Devora L. Lindeman, Esq. for review. This is pending.

And finally, unless other policies come to our attention, the **Whistleblower Policy** and the **Petty Cash Policy** are due to be updated next on the Policy Schedule.