

Cornwall Public Library  
February 12, 2025  
Regular Meeting Agenda

- I. Roll
- II. Approval of Agenda
- III. Approval of the Minute
  - A. January 8, 2025
- IV. Financial Review:
  - A. Approval of Warrant # 7
- V. Public Remarks
- VI. Communications/Donations
- VII. Director's Report – *See Google Docs*
- VIII. Committee Reports
  - A. Finance Committee: 2025/26 Budget presentation and vote
  - B. Policy Committee:
  - C. Building, Grounds & Sustainability Committee:
  - D. Friends
  - E. Personnel Committee: Approve the Hire of Aaron Gaines P/T Library Clerk,  
Yth Svc; Approve the Hire of David Henry P/T  
Librarian I, Adult Svc
  - F. Strategic Planning Committee
- IX. Unfinished Business:
- X. New Business: Annual Report; Discussion of when it is allowable to go into  
Executive Session
- XI. Public Remarks
- XII. Adjournment

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

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# Cornwall Public Library

Warrant #7

January 2025

DATE	NAME	AMOUNT
1001 General Fund (7848) - 3 - 2		
01/03/2025	Nationwide NYS Deffered	-600.00
01/03/2025	Nationwide NYS Deffered	-600.00
01/07/2025	Cornwall Public Library Payroll	-22,604.44
01/07/2025	Nationwide NYS Deffered	-600.00
01/08/2025	Benninger Landscaping LTD	-1,050.00
01/08/2025	Washington Street New Windsor LLC	-70.00
01/08/2025	Interstate Waste Services	-166.40
01/14/2025	Aflac	-93.70
01/15/2025	NET 2 PHONE	-193.70
01/15/2025	NYS Health Insurance Pending Acct	-10,532.74
01/15/2025	Verizon- Wireless	-15.08
01/16/2025	Verizon	-119.00
01/21/2025	Cornwall Public Library Payroll	-29,081.49
01/21/2025	Nationwide NYS Deffered	-600.00
01/21/2025	NYS & Local Retirement	-721.87
01/22/2025	Washington Street New Windsor LLC	-70.00
01/29/2025	Village of Cornwall on Hudson	-80.00
01/29/2025	Elan Financial Services	-5,514.73
01/31/2025	Al Gessner	-350.00
01/31/2025	Brodart Co	-186.20
01/31/2025	Brodart Co- JUV	-2,010.62
01/31/2025	Brodart Co.- McN	-610.75
01/31/2025	Cengage Learning Inc/Gale	-180.70
01/31/2025	Central Hudson Gas & Electric Corp	-41.46
01/31/2025	Charlotte Dunaief	-55.30
01/31/2025	Chronogram Media Inc	-36.00
01/31/2025	Demco, Inc.	-205.62
01/31/2025	Greenwald Doherty LLP	-285.00
01/31/2025	hoopla	-1,363.72
01/31/2025	Ingram Library Services	-886.83
01/31/2025	J&G Law, LLP	-540.00
01/31/2025	Julie Bengyak	-225.00
01/31/2025	Lisa Sinclair	-48.58
01/31/2025	MDS HVAC-R Inc	-345.00
01/31/2025	Overdrive Inc	-1,943.12
01/31/2025	Rae Of Light Yoga	-100.00
01/31/2025	RCLS	-18,504.50
01/31/2025	RPC Electric	-840.00
01/31/2025	Staples	-428.39
01/31/2025	Time USA LLC	-72.28
01/31/2025	Times Herald Record	-628.30
01/31/2025	Wynne's Painting	-599.00
01/31/2025	Central Hudson Gas & Electric Corp	-3,663.69
01/31/2025	Julie Bengyak	-225.00

# Cornwall Public Library

Warrant #7

January 2025

DATE	NAME	AMOUNT
Total for 1001 General Fund (7848) - 3 - 2		\$ -107,088.21

**January 2025 Director's Report**  
**Closed January 1, 2025**

**Personnel**

- Interviewed 3 candidates for p/t position in YS (weekend desk coverage, and subbing if needed).
- Made decision to hire D. Henry as p/t Adult Services Librarian, to cover Andrew's vacated Thursday Morning hours, and one evening per week, one weekend per month, he may sub as needed.
- Made decision to hire A Gaines for YS p/t weekend position.

**Budget/Financial**

- Personnel Committee met to discuss salary ranges as proposed by Finance Committee
- Finance Committee met to finalize 25/26 proposed budget

**Programming**

- Canasta club is very popular, with up to 20 attending per session
- 60's One Hit Wonders brought 103 attendees to Munger Cottage
- Movies are a popular program, we have 3 at this time, Mid-day matinee, Tuesday Night at the Movies, and the Opera Club.

**Building and Grounds**

- 1/2 Community Room repainted
- Automatic door openers installed on public restroom door
- 1/28 RPC Electric installed electricity to Automatic door openers, and put 2 new LED lights in the ceiling of the Smart-space, where we want to move the Ref Desk  
I'm still waiting for delivery information on the new desk.
- 1/30 New display case owned by Historical Society delivered and installed in entryway

**Monthly Statistics December 2024** (previous month in parentheses):

Registered borrowers: 7,617 (7,555); Direct Access/Circulation: 9,612 (8,635);

ILL Borrows: 1720 (1,327); ILL Loans: 1672 (1,348);

Item Count: 72,171 (72,043); Wi-Fi: 5,303 (5,290).

**Libby (Overdrive) Checkouts:** 4,181 (3,684); **Unique Users:** 827 (751).

**Number of visits to the Library:** 4,592 (3,861)

**Notary Services:** (28)

**Meetings Attended:** 1/3 Policy Committee; 1/13 Strategic Planning Committee; 1/8 Finance Committee; 1/8 CPL Board Meeting; 1/15 Director's Accos Mtg; 1/15 Personnel Committee; 1/15 Staff Meeting; 1/28 Department Heads meeting; 1/28 Finance Committee; 1/28 B& G Committee.

**Webinar(s) attended:** The World is ending why bother? Sustainability Training 1/13; New Laws in the New Year, 1/24; RCLS online Annual Report Workshop 1/29.

## Adult Programming & Outreach Projects: January 2025

Date	Title	Attendance
1/6/25	Butterhill Day School: Storytime 'Sammy the Spider'..Outreach (60 COH campus/47 Uptown campus)	107
1/7/25	MSLC: Diabetes Prevention (Outreach)	13
1/10/25	Soap Making Workshop (at Munger Cottage)	32
1/12/25	60's One Hit Wonders & More (at Munger Cottage)	103
1/24/25	Homeschool Family Meet-up (10 children/6 adults)	16
	Total:	271

Creative Writers Workshop: 1/6-9, 1/13-13, 1/20-5, 1/27-13 Total: 40

Cornwall Clean-Up Crew: 1/14/25-15 (CR use) Total: 15

Cornwall Canasta Crusaders: 1/8-20, 1/15-14, 1/22-12, 1/29-10 Total: 56

### Book Clubs:

Progressive Parenting: Atlas of the Heart by Brene Brown 1/12/25 Total: 5

Out & About: The Secret History by Donna Tartt 1/15/25 Total: 7

### Donations to Friends of Cornwall Library:

1/10/25 Soap Making Workshop!.....\$14.00

1/12/25 60's One Hit Wonders & More!..... \$197.50

Total: January \$211.50

Well, we were certainly off to a great start in the new year with all of the offers we made available to our community. The weather didn't stop anyone from learning about diabetes prevention, crafters from enjoying friendship mixed with producing professional soap, canasta players from continuing weekly skill & conversation and one of my personal favorites...listening to 60's music with over 100 of our wonderful music lovers of all ages! And the first Homeschool Meet-Up was a great success with adults & children sharing ideas, reading together & socializing in a comfortable gathering.

A special shout out to our three wonderful volunteers who have taken ownership of their role with true professionalism and who function as a great support team!!

Looking forward to filling in the wintry months of February & March with more enticing programming for our Cornwall community.

Brenda Goldfarb

## Youth Services -End of Month Report – January 2025

Program name	Date	Children	Teen	Adults	Vols	Total
ChatterBooks	1/15	8	1	9		
P.J. Story Time	1/16, 1/30	6,14	4,13	37		
Chess Time	1/18	10	6	16		
Book Break	1/21	3		3		
Readzza, rdzza	1/30	1		1		
Baby & Me	1/24, 1/31	16,	17,	33		
Dog Tales	1/27	9		3		12
Family Story	1/28	28	28	56		
TUT	1/31	6		6		
<b>TOTALS</b>		<b>87</b>	<b>69</b>	<b>3</b>		<b>173</b>

### Meetings & Webinar

1/10 Mock Caldecott & Newberry Awards @ RCLS -Lisa, Liz, Susan  
 1/15 Staff Meeting- Lisa, Liz, Susan 1/14 & 1/28 Manager's Meeting -Lisa, Liz  
 NY Sexual Harassment training '25-Aiden, Emerson, Susan, Lisa

### Questions @ the Desk

Reference 265, Circulation 90, Phone 41, Tech 12, ipads lent 30, Programs 34, Misc.20

### Reflections

Year-end report is finished, in the midst of planning 2025 Summer Reading Program, getting ready for staff evaluations and gearing-up for a full Pre-K Story times. Glad to welcome Aaron Gaines to our ranks!

Respectfully submitted, 2/3/25 ekf

## **Adult Services January 2025 Report**

(Submitted by Dawn S. Thornton)

**REFERENCE: Reference Questions:** 143 (93); **1-on-1 Tech Help:** 14 (1) **Quick Tech Assists:** 53 (34); **Circulation:** 75 (85); **Directional:** 23 (11);

**Reader's Advisory:** 3(1); **Faxing:** 0 (11); **ILL/SEAL:** 15 (17);

**Pull List:** 1384 (990); **Printing:** 72 (52); **Phone:** 48 (13); **Virtual Ref:** 2 (3)

**Reservations:** 0 (0); **Items Lent:** 9 (7); **Guest Pass:** 29 (33)

**Notary Service:** 49 (30)

**Database Stats: NovelList Plus Searches:** 41 (2); **Gale Virtual Ref. Library:** N/A (0);

**Ancestry:** 141 (65)

**Hoopla: Digital Audiobook:** 318 (272);

**Digital BingePass:** 7 (8); **Digital Comics:** 25 (18); **Digital Ebook:** 178 (132); **Digital Movie:** 48 (50); **Digital Music:** 19 (11); **Digital Television:** 13 (4)

**NYTimes Digital Subscription Stats: In-House Library usage sessions: 76 (48); page views: 140 (115); articles read: 96 (88); Offsite Code redemptions: 196 (161); usage sessions:1226 (766); page views: 5713 (3459); articles read: 1516 (947)**

**PC Usage: Adults': 389 (375); Children's: 2 (6)**

**PROGRAMS**

**Book Chat and Chocolate: 14 (12);  
Members' Choice Book Group: 4 (3);  
Mystery Book Club: 10;  
Out and About: 7(6);  
Creative Writers: 35 (27);  
Midday Matinee: 15 (21);  
Tuesday Night Movie: 7 (13);  
Canasta: 34 (46);  
Diabetes Prevention: 13 (9);  
Teen Tech Tutors: 14 (8);  
Cornwall Clean-up Crew: 14 (10);  
Butterhill Day School 'Sammy the Spider' Story-time: 107;  
Homebound: 12 (15) pickup, 10 (18) deliveries;  
Soap-Making program: 32;  
Progressive Parenting: 5;  
60's One Hit Wonders: 103;  
Cornwall Homeschool Family Meet-Up: 10 children/6 adults**

David Henry is completing the onboarding process to start as a part-time librarian.

Federal tax forms and instructions have arrived. State forms and instructions will be shipped in mid-February.

Pages have been informed to pay more attention to labels on book spines, as there has been an increase of mishelved items. Otherwise, Circulation has noticed general improvement of adult fiction organization for prolific authors such as Patterson and Roberts.

The adult fiction weeding project is 95% finished. Large Print has been shifted to endcaps to make more room, and the books on MP3 have been moved to The Music Collection. LP will most likely need another weeding despite a light weed a few months ago.

Pam H is now the YA collection manager and Andrew is now the DVD collection manager.

## **Circulation Monthly Stats for January**

Calls for Programming	21
Calls regarding Circulation	45
New Library cards	38



Assist on Shelving	2
Assist on Computers	12
Assist on Printing	40
Faxing	19
Register for Adult Programming	19
Register for Children's Programming	0
Assist with Reference	53
Assist with Children's	26
Miscellaneous duties *Guest pass, Museum Pass, Book recommendations etc.	0
Notary	0
Pull List and Book Drop	202
Organizing Carts	79
Auditing Carts	25
Shelf Reading	4

Ellen Winchell  
Service Desk Manager  
02/07/2025

# Cornwall Public Library

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

July 2024 - January 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
4002 Local Public Funds	1,477,559.13	1,477,558.00	1.13	100.00 %
4082 Income	<b>5,998.52</b>	<b>5,000.00</b>	<b>998.52</b>	<b>119.97 %</b>
4401 Interest Income	3,326.15	500.00	2,826.15	665.23 %
4706 Friends of the Cornwall Public Library	5,549.11	13,500.00	-7,950.89	41.10 %
4840 RCLS- LLSA	14,831.00	4,810.00	10,021.00	308.34 %
<b>Total Revenue</b>	<b>\$1,507,263.91</b>	<b>\$1,501,368.00</b>	<b>\$5,895.91</b>	<b>100.39 %</b>
<b>GROSS PROFIT</b>	<b>\$1,507,263.91</b>	<b>\$1,501,368.00</b>	<b>\$5,895.91</b>	<b>100.39 %</b>
<b>Expenditures</b>				
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	<b>4,716.90</b>	<b>69,093.00</b>	<b>-64,376.10</b>	<b>6.83 %</b>
6060 Worker's Compensation	4,561.00	9,200.00	-4,639.00	49.58 %
6090 Health Insurance	<b>49,316.65</b>	<b>127,103.00</b>	<b>-77,786.35</b>	<b>38.80 %</b>
6141 Professional Library	105,722.77	178,822.00	-73,099.23	59.12 %
6142 Clerical Salary	269,699.96	580,456.00	-310,756.04	46.46 %
6143 Treasurer Salary	3,427.34	6,365.00	-2,937.66	53.85 %
6144 Custodial Salary	13,567.85	30,971.00	-17,403.15	43.81 %
7410 Books	<b>28,279.72</b>	<b>56,450.00</b>	<b>-28,170.28</b>	<b>50.10 %</b>
7410.9 McNaughton	4,275.25	7,329.00	-3,053.75	58.33 %
7411 Movie License	248.08	700.00	-451.92	35.44 %
7412 Video/Music/Books on Tape	<b>21,156.76</b>	<b>40,990.00</b>	<b>-19,833.24</b>	<b>51.61 %</b>
7413 Serials/Reference	<b>7,910.05</b>	<b>16,100.00</b>	<b>-8,189.95</b>	<b>49.13 %</b>
7430 Supplies	<b>10,167.11</b>	<b>34,500.00</b>	<b>-24,332.89</b>	<b>29.47 %</b>
7431 Telephone	2,290.77	4,700.00	-2,409.23	48.74 %
7432 Square Processing Fees	199.44	50.00	149.44	398.88 %
7433 Postage and Shipping	784.78	3,000.00	-2,215.22	26.16 %
7434 Printing		7,500.00	-7,500.00	
7435 7435- Travel/Conference	1,041.88	4,036.00	-2,994.12	25.81 %
7437 Professional Fees	<b>22,686.88</b>	<b>47,050.00</b>	<b>-24,363.12</b>	<b>48.22 %</b>
7438 Dues	823.98	1,500.00	-676.02	54.93 %
7450 Utilities/Fuel	19,016.14	41,000.00	-21,983.86	46.38 %
7451 Custodial Supplies	1,858.99	2,500.00	-641.01	74.36 %
7452 Repairs to Building	27,817.28	23,000.00	4,817.28	120.94 %
7454 Building Insurance	15,729.06	13,500.00	2,229.06	116.51 %
7455 RCLS	<b>44,601.73</b>	<b>77,472.00</b>	<b>-32,870.27</b>	<b>57.57 %</b>
7469 Service Contracts	14,330.29	39,440.00	-25,109.71	36.33 %
<b>Total Expenditures</b>	<b>\$747,279.44</b>	<b>\$1,501,368.00</b>	<b>\$ -754,088.56</b>	<b>49.77 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$759,984.47</b>	<b>\$0.00</b>	<b>\$759,984.47</b>	<b>0.00%</b>
<b>NET REVENUE</b>	<b>\$759,984.47</b>	<b>\$0.00</b>	<b>\$759,984.47</b>	<b>0.00%</b>

## Strategic Planning Report

The Strategic Planning Committee met Monday, February 3, 2025.

The committee reviewed actions steps for all goals with emphasis on the evaluation of each action step. Most action steps have been met, with a few ongoing. Charlotte will follow up with staff to gather data on steps related to the job fair and patron transportation surveys. Charlotte will also include a review of the Library Bill of Rights and how our CPL programs embody these during a staff meeting. She will attempt to encourage group discussion that highlights the many successful programs and how they relate to the Rights.

Staff have engaged in innovative program promotion during the period of this Strategic Plan, but lack of stability in the public relations role has limited the capacity for data tracking on the impact of innovative promotion on program engagement. Michelle gathered information for Kiara Kennedy that Charlotte can disseminate with Kiara is ready to take on new tasks.

Michelle will also take action on accessibility review of the library's physical environment.