

**Cuba Circulating Library
Board of Trustees Monthly Meeting Minutes
Monday, April 8, 2024**

Present: Lin Assink, Tom Donahue, Denean Emerson, Lauren Mosgrove, Jill Schwab, Wendy Sprague, Faith Stewart and Brad Weaver

Absent: Lionel Legry

Also Present: Tina Dalton, Heather Forness Thomas

Call to Order: Faith called the meeting to order at 5:30 PM.

Public Comments: None

Friends' Report: Heather was introduced as the new president of the Friends of the Library.

Minutes of the March Meeting: Lin made a motion to accept the minutes, Wendy seconded the motion, and it was approved unanimously.

Financial Officer's Report: The financial officer's report was accepted on a motion from Lauren, a second by Jill, and the unanimous consent of the board. The ALA grant has arrived.

Corresponding Secretary: Nothing to report

Director's Report: see attached. The library has Master Gardening classes beginning this month. The library has received grants from Walmart (Spark), and Art Services Inc. The high school book club program is going well with Cherylin's leadership. There will be an e-waste recycling day in the parking lot on May 11th.

Committee Reports

i. Planning: NTR

ii. Finance: NTR

iii. Buildings/Grounds: Dave built a ramp for the stage in the children's area. Next month schedules for watering and planting will be available for sign up.

iv. Personnel: April 18th- evaluation workshop

v. Policy:(see attached)

1) Policy revisions regarding the confidentiality of Library Records were approved by the board on a motion from Brad and seconded by Denean.

2) Public communication policy was accepted on a motion by Wendy and a second by Lin.

3) Revisions of the social media policy were reviewed and accepted on a motion by Lauren and a second by Jill.

vi. Liaison with Friends: Nothing to report.

vii. Education: ALA presentation

Ad hoc committees

Children's Area Renovation. Tree bids were reviewed by the board and follow up questions regarding material used, structural components, and storage until installation were to be forwarded to the artist/designer.

Unfinished Business

Protection of Children and Vulnerable Adults Policy (PCVAP) - policy was approved on a motion by Lin and a second by Lauren.

New Business

Internet Usage Policy – revisions were proposed to clarify and reflect situations unique to our library. Decisions on changes will be made at the next meeting after study.

Library Staff Appreciation Day – Board members will provide coverage while the staff enjoys lunch out, and gift cards will be given to those unable to attend the luncheon.

The Olean Times herald was designated the “official newspaper” for library event notices and stories. Motion made by Lauren and seconded by Denean.

Adjournment: Meeting adjourned at 6:39 on a motion by Tom and a second by Lin.

Cuba Circulating Library Association

Budget vs. Actuals:

January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4003 School Income		59,274.51	59,274.51	100.00 %
4004 Local Lib Services Aid		1,675.00	1,675.00	100.00 %
4017 Memorials/Gifts	2,317.75		-2,317.75	
4020 Meeting Room Fee	300.00	237.51	-62.49	-26.31 %
4100 Other Income	53.45		-53.45	
Book Replacement	63.00		-63.00	
Copies Income	714.70	650.01	-64.69	-9.95 %
Donation Box	113.17	200.01	86.84	43.42 %
Fines	39.50	200.00	160.50	80.25 %
Misc Income	30.80	112.50	81.70	72.62 %
Total 4100 Other Income	1,014.62	1,162.52	147.90	12.72 %
4200 Restricted Funds Revenue				
DFY Grant	1,076.00		-1,076.00	
Friends	1,942.00	999.99	-942.01	-94.20 %
Grant - STLS	-3,628.00		3,628.00	
Grants				
ALA Grant	10,000.00		-10,000.00	
Total Grants	10,000.00		-10,000.00	
Total 4200 Restricted Funds Revenue	9,390.00	999.99	-8,390.01	-839.01 %
4500 Investment Income				
Dividend Income	3,429.93		-3,429.93	
Interest Income	574.18		-574.18	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund		8,337.75	8,337.75	100.00 %
Total Morgan Stanley		8,837.75	8,837.75	100.00 %
Total 4500 Investment Income	4,004.11	8,837.75	4,833.64	54.69 %
Budget Carryover		8,173.50	8,173.50	100.00 %
Total Revenue	\$17,026.48	\$80,360.78	\$63,334.30	78.81 %
GROSS PROFIT	\$17,026.48	\$80,360.78	\$63,334.30	78.81 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	38,844.54	42,988.50	4,143.96	9.64 %
6102 Taxes	0.00		0.00	
Payroll Tax	3,086.37	3,367.74	281.37	8.35 %
SUTA	828.18	592.50	-235.68	-39.78 %
Total 6102 Taxes	3,914.55	3,960.24	45.69	1.15 %
6103 Employee Benefits				
Company Contributions				
Retirement	1,086.66	1,326.51	239.85	18.08 %
Total Company Contributions	1,086.66	1,326.51	239.85	18.08 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Health Insurance	1,500.00	1,500.00	0.00	0.00 %
Total 6103 Employee Benefits	2,586.66	2,826.51	239.85	8.49 %
6105 Ins - Disability		266.49	266.49	100.00 %
Total 6100 Payroll Expenses	45,345.75	50,041.74	4,695.99	9.38 %
6200 Library Materials				
6205 Books-J	1,387.17	1,250.01	-137.16	-10.97 %
6210 Books-A	1,339.62	2,000.01	660.39	33.02 %
6220 Serials	955.99	1,300.00	344.01	26.46 %
6230 Audio	170.12	375.00	204.88	54.63 %
6240 Equipment		500.01	500.01	100.00 %
6250 Digital Books		906.99	906.99	100.00 %
6260 DVD	194.19	500.01	305.82	61.16 %
6270 Video Games	121.33	300.00	178.67	59.56 %
6280 Adult Programming	722.48	624.99	-97.49	-15.60 %
6285 Childrens Programming	572.57	1,200.00	627.43	52.29 %
6290 STLS cost share	10,882.00	2,720.49	-8,161.51	-300.00 %
Total 6200 Library Materials	16,345.47	11,677.51	-4,667.96	-39.97 %
6202 Book Replacement	9.35		-9.35	
6300 Restricted Fund Spending				
6305 Adult Programs	442.72		-442.72	
6320 Friends Expense	225.31		-225.31	
6330 Manley Grant expense	31.49		-31.49	
6350 Wilday Grant	92.90		-92.90	
6360 DFY Grant	53.70		-53.70	
6365 ARPA Grant	562.93		-562.93	
6368 Martin Grant	473.55		-473.55	
6370 Memorials & Gifts	1,545.51		-1,545.51	
Total 6300 Restricted Fund Spending	3,428.11		-3,428.11	
6410 Advertisement		75.00	75.00	100.00 %
6415 Bank fees		100.00	100.00	100.00 %
6420 Custodial supplies	120.53	200.01	79.48	39.74 %
6425 Discretionary Fund	57.73	249.99	192.26	76.91 %
6430 Insurance				
Ins - Liability Insurance		241.50	241.50	100.00 %
Ins - Property	7,305.69	1,703.76	-5,601.93	-328.80 %
Ins - Workman's Comp	2,971.26	327.51	-2,643.75	-807.23 %
Total 6430 Insurance	10,276.95	2,272.77	-8,004.18	-352.18 %
6435 Interest Expense	2.73		-2.73	
6445 Library supplies	235.15	1,025.01	789.86	77.06 %
Library Equipment	15.68	300.00	284.32	94.77 %
Total 6445 Library supplies	250.83	1,325.01	1,074.18	81.07 %
6447 Membership	297.00	225.00	-72.00	-32.00 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6450 Postage	66.00	75.00	9.00	12.00 %
6455 Processing Fee	208.70	200.01	-8.69	-4.34 %
6460 Personal Protection Supplies		125.01	125.01	100.00 %
6465 Repairs/Building & Grounds	3,759.31	2,000.01	-1,759.30	-87.96 %
6470 Services		24.75	24.75	100.00 %
Alarm System - Doyle	508.08	500.01	-8.07	-1.61 %
Argentieries	96.00	81.24	-14.76	-18.17 %
Attorney	400.00	999.99	599.99	60.00 %
Audit	2,850.00	712.50	-2,137.50	-300.00 %
Bookkeeper	2,025.00	2,124.99	99.99	4.71 %
Computer Tech	99.50		-99.50	
Copier Acme	240.41	500.01	259.60	51.92 %
Fire Extinguishers		56.00	56.00	100.00 %
Fire Place Clean		200.00	200.00	100.00 %
Gutters Cleaned		87.51	87.51	100.00 %
Hotspots	1,192.20	825.00	-367.20	-44.51 %
Patriot Microfilm		249.99	249.99	100.00 %
Rug Shampoos		105.00	105.00	100.00 %
Tax Filing (990)	800.00	200.01	-599.99	-299.98 %
Water Softener	193.50	125.01	-68.49	-54.79 %
Window Cleaner		450.00	450.00	100.00 %
Total 6470 Services	8,404.69	7,242.01	-1,162.68	-16.05 %
6480 Train/conference	407.00	500.01	93.01	18.60 %
6485 Travel	236.78	825.00	588.22	71.30 %
6490 Utilities				
Electric	1,426.92	1,749.99	323.07	18.46 %
Extended Broadband		1,800.00	1,800.00	100.00 %
Fuel	771.00	1,374.99	603.99	43.93 %
Phone	255.56	350.01	94.45	26.98 %
Total 6490 Utilities	2,453.48	5,274.99	2,821.51	53.49 %
Total Expenditures	\$91,670.41	\$82,409.07	\$ -9,261.34	-11.24 %
NET OPERATING REVENUE	\$ -74,643.93	\$ -2,048.29	\$72,595.64	-3,544.21 %
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-100.00		100.00	
Children's Area Remodel Expenses	16,316.10		-16,316.10	
Total Children's Area Remodel (Net)	16,216.10		-16,216.10	
Total Other Expenditures	\$16,216.10	\$0.00	\$ -16,216.10	0.00%
NET OTHER REVENUE	\$ -16,216.10	\$0.00	\$16,216.10	0.00%
NET REVENUE	\$ -90,860.03	\$ -2,048.29	\$88,811.74	-4,335.90 %

Cuba Circulating Library Association

Statement of Activity

March 2024

	TOTAL	
	MAR 2024	MAR 2023 (PY)
Revenue		
4017 Memorials/Gifts	1,495.00	653.00
4020 Meeting Room Fee	125.00	
4100 Other Income	39.00	
Arts		70.00
Book Replacement	30.00	
Copies Income	248.25	225.95
Donation Box	60.00	25.45
Fines	31.50	4.00
Misc Income	1.50	21.30
Total 4100 Other Income	410.25	346.70
4200 Restricted Funds Revenue		
Friends		1,025.00
Grants		
ALA Grant	10,000.00	
Total Grants	10,000.00	
Total 4200 Restricted Funds Revenue	10,000.00	1,025.00
4500 Investment Income		
Capital Gains Distribution		0.00
Dividend Income	3,078.57	3,307.41
Interest Income	206.05	
Morgan Stanley		
Endowment Fund		177,000.00
Total Morgan Stanley		177,000.00
Total 4500 Investment Income	3,284.62	180,307.41
Total Revenue	\$15,314.87	\$182,332.11
GROSS PROFIT	\$15,314.87	\$182,332.11
Expenditures		
6100 Payroll Expenses		
6101 Wages	12,806.89	12,942.81
6102 Taxes	0.00	1,300.76
Payroll Tax	1,018.00	
SUTA	260.39	
Total 6102 Taxes	1,278.39	1,300.76

Cuba Circulating Library Association

Statement of Activity

March 2024

	TOTAL	
	MAR 2024	MAR 2023 (PY)
6103 Employee Benefits		
Company Contributions		
Retirement	362.08	370.58
Total Company Contributions	362.08	370.58
Health Insurance	500.00	
Total 6103 Employee Benefits	862.08	370.58
Total 6100 Payroll Expenses	14,947.36	14,614.15
6200 Library Materials		
6205 Books-J	566.62	333.40
6210 Books-A		595.72
6220 Serials	831.99	
6230 Audio		59.39
6240 Equipment		78.35
6260 DVD	79.89	111.48
6280 Adult Programming	543.42	304.68
6285 Childrens Programming	29.40	
Total 6200 Library Materials	2,051.32	1,483.02
6202 Book Replacement	9.35	23.37
6300 Restricted Fund Spending		
6305 Adult Programs	442.72	
6310 Arts Grant Expense		550.00
6320 Friends Expense	225.31	
6330 Manley Grant expense		389.96
6350 Wilday Grant		459.12
6360 DFY Grant	43.72	86.15
6368 Martin Grant	28.48	
6370 Memorials & Gifts	617.64	495.17
Total 6300 Restricted Fund Spending	1,357.87	1,980.40
6420 Custodial supplies	26.34	54.84
6430 Insurance		
Ins - Property		-688.00
Total 6430 Insurance		-688.00
6435 Interest Expense	0.93	
6445 Library supplies	53.08	613.26
Library Equipment	15.68	
Total 6445 Library supplies	68.76	613.26
6447 Membership		118.00
6455 Processing Fee	64.60	50.70
6465 Repairs/Building & Grounds		165.86

Cuba Circulating Library Association

Statement of Activity

March 2024

	TOTAL	
	MAR 2024	MAR 2023 (PY)
6470 Services		
Alarm System - Doyle	508.08	
Argentieries		24.00
Attorney		975.00
Audit		2,750.00
Bookkeeper	675.00	675.00
Computer Tech	99.50	79.50
Copier Acme	77.50	159.35
Hotspots	197.40	197.40
Tax Filing (990)		750.00
Water Softener		50.50
Total 6470 Services	1,557.48	5,660.75
6485 Travel	97.28	125.24
6490 Utilities		
Electric	516.92	541.36
Fuel	244.00	118.00
Phone	127.78	127.50
Total 6490 Utilities	888.70	786.86
Total Expenditures	\$21,069.99	\$24,988.45
NET OPERATING REVENUE	\$ -5,755.12	\$157,343.66
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations		-1,462.50
Children's Area Remodel Expenses		8,778.00
Total Children's Area Remodel (Net)		7,315.50
Total Other Expenditures	\$0.00	\$7,315.50
NET OTHER REVENUE	\$0.00	\$ -7,315.50
NET REVENUE	\$ -5,755.12	\$150,028.16

Cuba Circulating Library Association

Statement of Financial Position

As of March 31, 2024

	TOTAL	
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	25,880.68	174,095.61
1090 Savings	91,278.44	141,368.92
Total Bank Accounts	\$117,159.12	\$315,464.53
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	0.00	0.00
American Balanced A	30,683.75	28,496.26
American Cap Inc Builder A	96,989.02	86,953.14
American Cap World Growth & Inc	63,891.37	58,815.23
American Fundamental Inv A	49,001.35	44,348.16
American Funds Mortgage A	20,676.90	22,687.70
American Global Balanced A	89,368.99	87,007.94
American Inc Fd of America A	92,072.84	87,788.32
American Intm Bd Fd of Amer A	16,933.69	16,549.63
American Inv Co of Amer A	22,271.42	20,543.77
American Short-Term Bond A	20,535.08	22,445.42
American WA Mutual A	96,505.40	85,985.91
Cash, BDP, and Money Market Fds	1,902.37	6.02
Savings	46,397.66	
Stocks	940.86	739.39
Unrealized Gain/Loss	117,090.03	47,648.18

Cuba Circulating Library Association

Statement of Financial Position

As of March 31, 2024

	TOTAL	
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)
Total 1303 Endowment Investment	765,260.73	610,015.07
1305 Anonymous Investment	0.00	0.00
American Balanced A	0.00	0.00
American Cap Inc Builder	0.00	0.00
American Cap World Growth & Inc	0.00	0.00
American Fundamental Inv A	0.00	0.00
American Funds Mortgage A	0.00	0.00
American Global Balanced A	0.00	0.00
American Inc Fd of America A	0.00	0.00
American Intm Bd Fd of Amer A	0.00	0.00
American Inv Co of Amer A	0.00	0.00
American Short-Term Bond A	0.00	0.00
American WA Mutual A	0.00	0.00
Cash, BDP, and Money Market Fds	0.00	0.00
Unrealized Gain/Loss	0.00	0.00
Total 1305 Anonymous Investment	0.00	0.00
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	6,205.78	5,955.32
American Inc Fd of America A	6,995.46	6,725.90
Cash, BDP, and Money Market Fds	-97.61	0.66
Unrealized Gain/Loss	2,176.58	1,166.59
Total 1306 Adams Mem Book Fund Investment	15,280.21	13,848.47
1400 Prepaid Fee	0.00	0.00
Repayment		
Christmas Gift Card	0.00	
Travel Reimbursement	0.00	0.00
Total Repayment	0.00	0.00
Total Other Current Assets	\$780,540.94	\$623,863.54
Total Current Assets	\$897,700.06	\$939,328.07
Fixed Assets		
1520 Building and equipment	996,558.04	772,387.53
Elevator Replacement	41,645.00	41,645.00
Total 1520 Building and equipment	1,038,203.04	814,032.53
1525 A/D Building and equipment	-502,731.47	-481,329.47
1526 Capital Improvement	0.00	0.00
1530 Furniture and Fixtures	117,419.00	117,419.00
1535 A/D Furniture and Fixtures	-114,119.20	-110,752.20
Land	46,763.00	46,763.00
Total Fixed Assets	\$585,534.37	\$386,132.86

Cuba Circulating Library Association

Statement of Financial Position

As of March 31, 2024

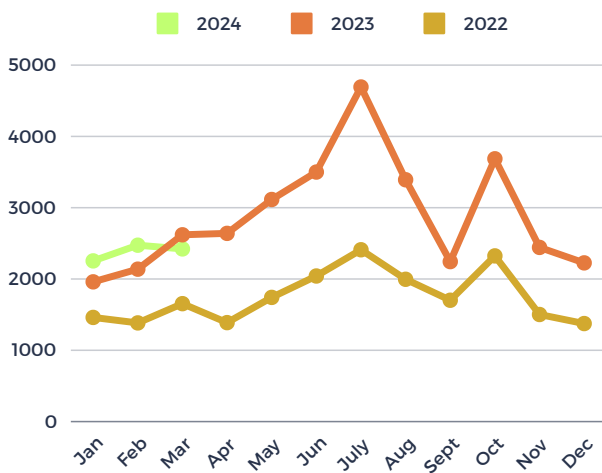
	TOTAL	
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,483,234.43	\$1,325,460.93
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	805.29	6,517.79
Total Accounts Payable	\$805.29	\$6,517.79
Credit Cards		
5662 Bank Of America	0.00	0.00
Total Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	0.00	0.00
American Funds	724.16	741.16
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	828.21	921.69
NYS Income Tax	0.00	0.00
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	1,552.37	1,662.85
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$1,552.37	\$1,662.85
Total Current Liabilities	\$2,357.66	\$8,180.64
Total Liabilities	\$2,357.66	\$8,180.64
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	47,924.71	-22,728.60
3550 Realized Gain/Loss Equity	44,573.71	32,684.17
3800 Restricted Fund	54,609.08	-29,140.00
3900 Fund Balance	1,424,629.30	1,165,989.15
Net Revenue	-90,860.03	170,475.57
Total Equity	\$1,480,876.77	\$1,317,280.29
TOTAL LIABILITIES AND EQUITY	\$1,483,234.43	\$1,325,460.93

Cuba Circulating Library

MARCH 2024 DIRECTOR'S REPORT



Patron Visits



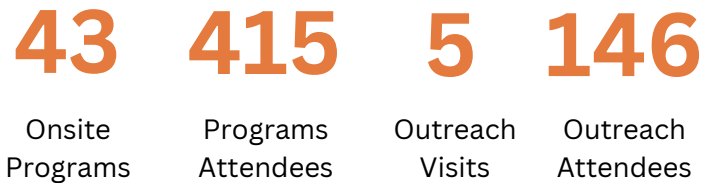
CHECKOUTS

Our checkout numbers for March slightly increased from the previous month to **2,689**. Although this is an increase from February, this is a slight decrease in comparison to last year's number. Digital circulation continues to increase significantly each month. It has increased 31% in use since this time last year.

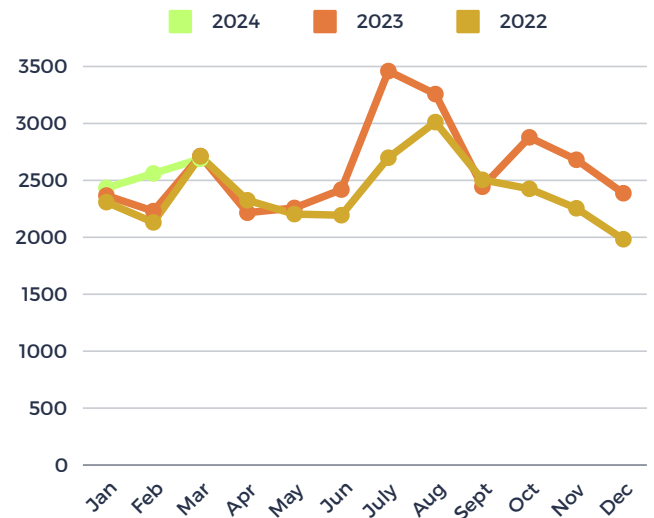
I had the opportunity to participate in the STLS Central Library Planning Committee which recommends how Central Library Services Aid is budgeted in 2025. We hope to see more funds go towards digital services, and perhaps even a streaming platform such as Kanopy or Hoopla.

PATRON NUMBERS

For the month of March 2024, we had a total of **2,689** patron visits. We entered **17** new library cards. This is an increase in library cards and an decrease in foot traffic from last month. This is also an increase in the number of library cards from this time last year.



Circulation



2689

Items checked out

677

eBooks checked out

125

Public computer sessions

345

Holds filled

881

Visits to website

Grants

I have completed my training for the ALA Transforming Communities grant. The next step is to begin holding community conversations among the population for whom we seek to improve our services.

We've received a \$500 grant from Wal-mart's Spark Good program. These funds will go towards library programming.

Programs

On March 27 I taught a baking workshop on sourdough bread. I had 9 people in attendance. Students learned the basics of creating a no-knead sourdough, received a starter, and had the opportunity to sample sourdough cookies and bread.

Shauna's monthly craft classes have been very popular. She is quite thrifty, finding ways to incorporate supplies on hand for her crafty creations. She always thinks ahead, planning her crafts around upcoming holidays or seasons. She also has a dedicated following of patrons who sign up for her classes as soon as they are announced.

Staff is hard at work planning for our summer reading program. The theme this year is **Adventure Begins at Your Library**. We hope to have many fun and "adventurous" activities for patrons of all ages!



MAR 27 BAKING WORKSHOP

Professional Activities

On Friday, June 14, STLS will hold their annual Spring CE at the Corning Radisson Hotel from 8:30-3:45. Breakfast, snacks, and lunch will be provided. A variety of 12 workshops will be offered. This annual training is free for all library staff, trustees, friends, and volunteers. Registration is required.

- <https://tinyurl.com/stlsspringce>

On March 21, I attended an STLS training on policy creation. They provided a powerpoint presentation and several policy templates which I have shared with the policy committee. STLS will continue to share out policies as they create them in conjunction with their lawyers.

Upcoming Adult Programs

- Tuesdays in April, May, & June @ 6:00 Adult and Teen D&D w/ Kahlin Weaver
- April 9 @ 1:30 Seedling Care & No-tilling gardening w/ CCE Master Gardeners
- April 16 @ 11:00 Healthy Living for Your Brain and Body w/ Alzheimer's Association
- April 16 @ 1:30 Permaculture and native plants w/ CCE Master Gardeners
- April 20 @ 11:00 Puzzle Race w/ Tina
- April 27 @ 1:00 Paint Pals w/ Tina
- April 30 @ 1:30: Medicinal herbs w/ CCE Master Gardeners
- May 4 @ 10:00 Leatherwork Wallets with Clifford Redeye
- May 7 @ 1:30 Composting 101 w/ CCE Master Gardeners
- May 11 @ 10-3 e-waste recycling collection in CCC parking lot
- May 11 @ 10:00 Pressed Flower Craft w/ Shauna