

AGENDA
BOARD OF TRUSTEES
Cuba Circulating Library
Serving the Cuba Community for 152 Years

Monday, May 13, 2024
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the April Meeting
5. Financial Officer's Report
6. Corresponding Secretary
7. Director's Report
8. Committee Reports
 - i. Planning
 - ii. Finance
 - iii. Bldgs/Grounds
 - iv. Personnel
 - v. Policy
 - i. Collection Management Policy
 - ii. Local History Collection Management Policy/Deed of Gift
 - vi. Liaison with Friends
 - vii. Education
- b. Ad hoc committees
 - i. Children's Area Renovation-Tree Bids
9. Unfinished Business
 - i. Internet Usage Policy
10. New Business
 - i. Community room gallery use
 - ii. New York Times Subscription
11. Executive Session as needed
12. Adjournment

**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 - April, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4003 School Income		79,032.68	79,032.68	100.00 %
4004 Local Lib Services Aid		1,675.00	1,675.00	100.00 %
4017 Memorials/Gifts	2,567.75		-2,567.75	
4020 Meeting Room Fee	325.00	316.68	-8.32	-2.63 %
4100 Other Income	53.45		-53.45	
Book Replacement	149.00		-149.00	
Copies Income	926.25	866.68	-59.57	-6.87 %
Donation Box	187.17	266.68	79.51	29.81 %
Fines	55.50	200.00	144.50	72.25 %
Misc Income	66.31	150.00	83.69	55.79 %
Total 4100 Other Income	1,437.68	1,483.36	45.68	3.08 %
4200 Restricted Funds Revenue				
Childrens Programs	500.00		-500.00	
DFY Grant	1,076.00		-1,076.00	
Friends	1,942.00	1,333.32	-608.68	-45.65 %
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	9,890.00	1,333.32	-8,556.68	-641.76 %
4500 Investment Income				
Dividend Income	3,611.98		-3,611.98	
Interest Income	760.12		-760.12	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund		11,117.00	11,117.00	100.00 %
Total Morgan Stanley		11,617.00	11,617.00	100.00 %
Total 4500 Investment Income	4,372.10	11,617.00	7,244.90	62.36 %
Budget Carryover		10,898.00	10,898.00	100.00 %
Total Revenue	\$18,592.53	\$106,356.04	\$87,763.51	82.52 %
GROSS PROFIT	\$18,592.53	\$106,356.04	\$87,763.51	82.52 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	52,075.27	57,318.00	5,242.73	9.15 %
6102 Taxes	0.00		0.00	
Payroll Tax	4,136.76	4,490.32	353.56	7.87 %
SUTA	996.68	790.00	-206.68	-26.16 %
Total 6102 Taxes	5,133.44	5,280.32	146.88	2.78 %
6103 Employee Benefits				
Company Contributions				
Retirement	1,451.18	1,768.68	317.50	17.95 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - April, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total Company Contributions	1,451.18	1,768.68	317.50	17.95 %
Health Insurance	2,000.00	2,000.00	0.00	0.00 %
Total 6103 Employee Benefits	3,451.18	3,768.68	317.50	8.42 %
6105 Ins - Disability		355.32	355.32	100.00 %
Total 6100 Payroll Expenses	60,659.89	66,722.32	6,062.43	9.09 %
6200 Library Materials				
6205 Books-J	1,941.85	1,666.68	-275.17	-16.51 %
6210 Books-A	2,039.84	2,666.68	626.84	23.51 %
6220 Serials	1,140.98	1,300.00	159.02	12.23 %
6230 Audio	326.95	500.00	173.05	34.61 %
6240 Equipment		666.68	666.68	100.00 %
6250 Digital Books		1,209.32	1,209.32	100.00 %
6260 DVD	438.32	666.68	228.36	34.25 %
6270 Video Games	264.14	400.00	135.86	33.97 %
6280 Adult Programming	722.48	833.32	110.84	13.30 %
6285 Childrens Programming	622.31	1,200.00	577.69	48.14 %
6290 STLS cost share	10,882.00	3,627.32	-7,254.68	-200.00 %
Total 6200 Library Materials	18,378.87	14,736.68	-3,642.19	-24.72 %
6202 Book Replacement	9.35		-9.35	
6300 Restricted Fund Spending				
6305 Adult Programs	823.83		-823.83	
6310 Arts Grant Expense	550.00		-550.00	
6320 Friends Expense	746.74		-746.74	
6330 Manley Grant expense	31.49		-31.49	
6350 Wilday Grant	92.90		-92.90	
6360 DFY Grant	306.22		-306.22	
6365 ARPA Grant	562.93		-562.93	
6368 Martin Grant	735.92		-735.92	
6370 Memorials & Gifts	2,624.74		-2,624.74	
Total 6300 Restricted Fund Spending	6,474.77		-6,474.77	
6410 Advertisement	139.67	100.00	-39.67	-39.67 %
6415 Bank fees	150.00	100.00	-50.00	-50.00 %
6420 Custodial supplies	361.62	266.68	-94.94	-35.60 %
6425 Discretionary Fund	72.73	333.32	260.59	78.18 %
6430 Insurance				
Ins - Liability Insurance		322.00	322.00	100.00 %
Ins - Property	7,305.69	2,271.68	-5,034.01	-221.60 %
Ins - Workman's Comp	2,971.26	436.68	-2,534.58	-580.42 %
Total 6430 Insurance	10,276.95	3,030.36	-7,246.59	-239.13 %
6435 Interest Expense	3.63		-3.63	
6445 Library supplies	847.22	1,366.68	519.46	38.01 %
Library Equipment	109.64	400.00	290.36	72.59 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - April, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6445 Library supplies	956.86	1,766.68	809.82	45.84 %
6447 Membership	804.00	300.00	-504.00	-168.00 %
6450 Postage	339.87	100.00	-239.87	-239.87 %
6455 Processing Fee	270.75	266.68	-4.07	-1.53 %
6460 Personal Protection Supplies		166.68	166.68	100.00 %
6465 Repairs/Building & Grounds	3,810.13	2,666.68	-1,143.45	-42.88 %
6470 Services		33.00	33.00	100.00 %
Alarm System - Doyle	1,016.16	666.68	-349.48	-52.42 %
Argentieries	120.00	108.32	-11.68	-10.78 %
Attorney	400.00	1,333.32	933.32	70.00 %
Audit	2,850.00	950.00	-1,900.00	-200.00 %
Bookkeeper	2,700.00	2,833.32	133.32	4.71 %
Computer Tech	99.50		-99.50	
Copier Acme	403.40	666.68	263.28	39.49 %
Fire Extinguishers		56.00	56.00	100.00 %
Fire Place Clean		200.00	200.00	100.00 %
Gutters Cleaned		116.68	116.68	100.00 %
Hotspots	1,389.60	1,100.00	-289.60	-26.33 %
Patriot Microfilm	495.00	333.32	-161.68	-48.51 %
Rug Shampoos		140.00	140.00	100.00 %
Tax Filing (990)	800.00	266.68	-533.32	-199.99 %
Water Softener	208.50	166.68	-41.82	-25.09 %
Window Cleaner		450.00	450.00	100.00 %
Total 6470 Services	10,482.16	9,420.68	-1,061.48	-11.27 %
6480 Train/conference	407.00	666.68	259.68	38.95 %
6485 Travel	1,444.07	1,100.00	-344.07	-31.28 %
6490 Utilities				
Electric	1,942.58	2,333.32	390.74	16.75 %
Extended Broadband	450.00	1,800.00	1,350.00	75.00 %
Fuel	889.16	1,833.32	944.16	51.50 %
Phone	510.86	466.68	-44.18	-9.47 %
Total 6490 Utilities	3,792.60	6,433.32	2,640.72	41.05 %
Total Expenditures	\$118,834.92	\$108,176.76	\$ -10,658.16	-9.85 %
NET OPERATING REVENUE	\$ -100,242.39	\$ -1,820.72	\$98,421.67	-5,405.65 %
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-100.00		100.00	
Children's Area Remodel Expenses	17,397.40		-17,397.40	
Total Children's Area Remodel (Net)	17,297.40		-17,297.40	
Total Other Expenditures	\$17,297.40	\$0.00	\$ -17,297.40	0.00%
NET OTHER REVENUE	\$ -17,297.40	\$0.00	\$17,297.40	0.00%

Cuba Circulating Library Association

Budget vs. Actuals:

January - April, 2024

		TOTAL		
	ACTUAL	BUDGET	REMAINING	% REMAINING
NET REVENUE	\$ -117,539.79	\$ -1,820.72	\$115,719.07	-6,355.68 %

Cuba Circulating Library Association

Statement of Activity

April 2024

	TOTAL	
	APR 2024	APR 2023 (PY)
Revenue		
4017 Memorials/Gifts	250.00	133.00
4020 Meeting Room Fee	25.00	100.00
4100 Other Income		
Arts		40.00
Book Replacement	86.00	19.99
Copies Income	211.55	152.68
Donation Box	74.00	17.82
Fines	16.00	32.00
Misc Income	35.51	23.11
Total 4100 Other Income	423.06	285.60
4200 Restricted Funds Revenue		
Arts Grant		4,000.00
Childrens Programs	500.00	
Lions Club Grant		500.00
Total 4200 Restricted Funds Revenue	500.00	4,500.00
4500 Investment Income		
Dividend Income	182.05	200.20
Interest Income	185.94	9.62
Total 4500 Investment Income	367.99	209.82
Total Revenue	\$1,566.05	\$5,228.42
GROSS PROFIT	\$1,566.05	\$5,228.42
Expenditures		
6100 Payroll Expenses		
6101 Wages	13,230.73	13,105.21
6102 Taxes	0.00	1,199.16
Payroll Tax	1,050.39	
SUTA	168.50	
Total 6102 Taxes	1,218.89	1,199.16
6103 Employee Benefits		
Company Contributions		
Retirement	364.52	375.45
Total Company Contributions	364.52	375.45
Health Insurance	500.00	
Total 6103 Employee Benefits	864.52	375.45
Total 6100 Payroll Expenses	15,314.14	14,679.82
6200 Library Materials		
6205 Books-J	554.68	372.34
6210 Books-A	700.22	556.31

Cuba Circulating Library Association

Statement of Activity

April 2024

	TOTAL	
	APR 2024	APR 2023 (PY)
6220 Serials	184.99	
6230 Audio	156.83	68.60
6240 Equipment		150.85
6260 DVD	244.13	59.41
6270 Video Games	142.81	185.85
6285 Childrens Programming	49.74	12.17
Total 6200 Library Materials	2,033.40	1,405.53
6202 Book Replacement		10.44
6300 Restricted Fund Spending		
6305 Adult Programs	381.11	
6310 Arts Grant Expense	550.00	
6320 Friends Expense	521.43	
6345 Lions Club Grant		38.00
6350 Wilday Grant		66.62
6360 DFY Grant	252.52	15.48
6368 Martin Grant	262.37	
6370 Memorials & Gifts	1,079.23	695.27
Total 6300 Restricted Fund Spending	3,046.66	815.37
6410 Advertisement	139.67	
6415 Bank fees	150.00	150.00
6420 Custodial supplies	241.09	46.95
6425 Discretionary Fund	15.00	45.57
6435 Interest Expense	0.90	0.70
6445 Library supplies	612.07	283.46
Library Equipment	93.96	
Total 6445 Library supplies	706.03	283.46
6447 Membership	507.00	50.00
6450 Postage	273.87	4.13
6455 Processing Fee	62.05	44.85
6465 Repairs/Building & Grounds	50.82	
6470 Services		
Alarm System - Doyle	508.08	102.84
Argentieries	24.00	48.00
Attorney		1,175.00
Bookkeeper	675.00	675.00
Copier Acme	162.99	
Hotspots	197.40	197.40
Patriot Microfilm	495.00	
Water Softener	15.00	100.78
Total 6470 Services	2,077.47	2,299.02
6485 Travel	1,207.29	274.58

Cuba Circulating Library Association

Statement of Activity

April 2024

	TOTAL	
	APR 2024	APR 2023 (PY)
6490 Utilities		
Electric	515.66	559.63
Extended Broadband	450.00	450.00
Fuel	118.16	-118.00
Phone	255.30	127.50
Total 6490 Utilities	1,339.12	1,019.13
Total Expenditures	\$27,164.51	\$21,129.55
NET OPERATING REVENUE	\$ -25,598.46	\$ -15,901.13
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations		-50.00
Children's Area Remodel Expenses	1,081.30	68,826.33
Total Children's Area Remodel (Net)	1,081.30	68,776.33
Total Other Expenditures	\$1,081.30	\$68,776.33
NET OTHER REVENUE	\$ -1,081.30	\$ -68,776.33
NET REVENUE	\$ -26,679.76	\$ -84,677.46

Cuba Circulating Library Association

Statement of Financial Position

As of April 30, 2024

	TOTAL	
	AS OF APR 30, 2024	AS OF APR 30, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	13,759.43	53,991.44
1090 Savings	76,278.44	241,378.54
Total Bank Accounts	\$90,037.87	\$295,369.98
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	20,741.74	22,775.61
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	16,986.39	16,609.06
American Inv Co of Amer A	22,271.42	20,543.77
American Short-Term Bond A	20,599.59	22,512.48
American WA Mutual A	96,505.40	85,985.91
Cash, BDP, and Money Market Fds	1,752.38	-144.68
Savings	46,583.59	
Stocks	901.21	780.16
Unrealized Gain/Loss	95,044.14	57,191.60

Cuba Circulating Library Association

Statement of Financial Position

As of April 30, 2024

	TOTAL	
	AS OF APR 30, 2024	AS OF APR 30, 2023 (PY)
Total 1303 Endowment Investment	743,393.18	619,662.96
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	-98.51	0.66
Unrealized Gain/Loss	1,751.26	1,405.51
Total 1306 Adams Mem Book Fund Investment	14,853.99	14,087.39
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	\$758,247.17	\$633,750.35
Total Current Assets	\$848,285.04	\$929,120.33
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 April 30, 2024

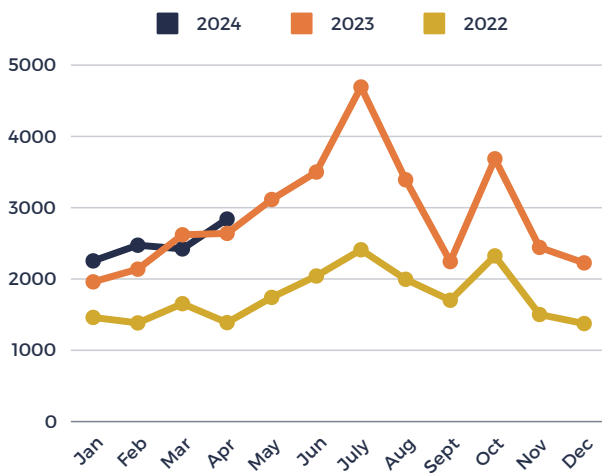
	TOTAL	
	AS OF APR 30, 2024	AS OF APR 30, 2023 (PY)
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,433,819.41	\$1,315,253.19
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	675.00	71,184.02
Total Accounts Payable	\$675.00	\$71,184.02
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	729.04	0.00
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	168.53	1,118.29
NYS Income Tax	560.69	510.74
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	1,458.26	1,629.03
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$1,458.26	\$1,629.03
Total Current Liabilities	\$2,133.26	\$72,813.05
Total Liabilities	\$2,133.26	\$72,813.05
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	25,413.85	-12,905.49
3550 Realized Gain/Loss Equity	44,573.71	32,698.37
3800 Restricted Fund	54,609.08	-29,140.00
3900 Fund Balance	1,424,629.30	1,165,989.15
Net Revenue	-117,539.79	85,798.11
Total Equity	\$1,431,686.15	\$1,242,440.14
TOTAL LIABILITIES AND EQUITY	\$1,433,819.41	\$1,315,253.19

Cuba Circulating Library

APRIL 2024 DIRECTOR'S REPORT



Patron Visits



CHECKOUTS

Our checkout numbers for April are significantly higher than in past years. Usually, we see a drop of almost 500 from March to April. However, this year we did not see that and in fact, we even increased by 85 items.

Cherilyn completed a large weeding project of the Children's, Juvenile, and Young Adult sections. In total, 579 items were weeded from the library collection this month. Items are selected for weeding based on their condition, age, accuracy of information, and circulation statistics.

PATRON NUMBERS

For the month of April 2024, we had a total of **2,841** patron visits. We entered **15** new library cards. We still see a pattern of patron visits trending upwards. Word of our fun, new children's area continues to spread!

50 **442** **13** **914**

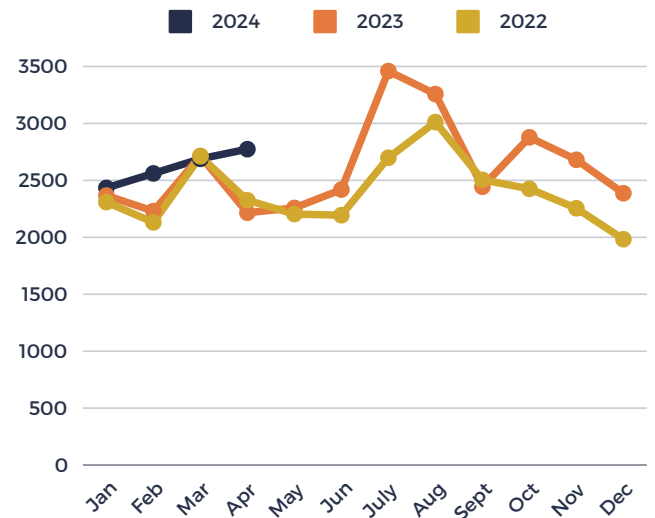
Onsite Programs

Programs Attendees

Outreach Visits

Outreach* Attendees

Circulation



*We gave away 875 pairs of eclipse glasses to community members for the April 8 total solar eclipse.

2774

Items checked out

537

eBooks checked out

141

Public computer sessions

316

Holdings filled

991

Visits to website

Grants

We have received a \$10,000 grant from Arts Services Inc. Creative Impact Fund program. This grant is designed to provide unrestricted operating support to Western New York's small and mid-sized arts and culture nonprofits.

We also received notification that we will receive \$1,183 from the Foundation for Southern Tier Libraries to develop a Day Adventure Pass program. This will allow us to purchase passes to parks and museums, such as Genesee Country Museum and Corning Museum of Glass, to lend to our patrons. I will attend the Foundations annual dinner on May 9 to accept the check.

Programs

Bring Your Own Baby Book Club and Playgroup meets every Monday at 10:00 a.m. in the storytime classroom. We discuss the book on the first Monday of the month, and the other weeks the adults chat while their kids play. This has been a great way for adults to socialize while their little ones learn how to share and play.

The Cornell Cooperative Extension Gardening classes have been very popular. We consistently have between 20-30 people attending each session. Not only are attendees learning from the master gardeners who are teaching the classes, they are also learning from each other, sharing community resources, as well as folk wisdom. It has been a wonderful experience all around.



APRIL 9- NATIONAL LIBRARY WORKERS APPRECIATION DAY; THANK YOU!!

On Saturday, April 20, we held the Puzzle Race with 6 teams in attendance. The fastest team completed their 500 piece puzzle in just 44 minutes. Later that afternoon we hosted author Richard Becker as he spoke on his book, "Palestine, Israel, and the U.S. Empire". We had 21 people in attendance for his program.

The next Saturday, April 27, we held the Paint Pals program. Following in the current TikTok trend, spouses and even a mother daughter pair, attempted to paint each other's portraits. The results were very entertaining. If you haven't yet had a chance, be sure to go to the library's Facebook page and check out the video with the reveals!

Upcoming Adult Programs

- Tuesdays in April, May, & June @ 6:00 Adult and Teen D&D w/ Kahlin Weaver
- May 14 @ 1:30 Supporting Pollinators in the Garden
- May 21 @ 1:30 Controlling Pests in the Garden
- May 30 @ 6:30 Author Talk: Kim Meehan "A History of Healing in Cuba, NY"
- June 6 @ 6:30 Lino-Block Printing with Rick Minnard

Youth Services Monthly Report: April 2024

Storytimes

Preschool Storytime met four times and Toddler Storytime had three storytimes in April. Afterschool Explorers met four times. Themes for all of these groups included puddles/rain, farms, pizza, and caterpillars. For pizza storytimes/afterschool, we made mini pizzas from English muffins. The SNAP educator joined the Afterschool Explorers for one session. They made smoothies.

Teens/Tweens

Afterschool Crew met four times, one of which was with the SNAP educator. We also made English muffin pizzas.

I joined the sixth grade book club at CRCS five times this month. They have started a new spooky mystery, *The Doomsday Archives: The Wandering Hour* and I am intrigued.

The high school book club met twice to discuss Everything Sad is Untrue. This is one of my favorites so I was a little disappointed that they didn't love it as much as Mrs. Ross and I do. But they did have good things to say about it even if it wasn't their favorite. We will be reading Truly Devious for our last book of this school year.

Teens had International Snackers' Club. This month's theme was Ukraine.

The teen D&D group met three times.

Outreach

I had 3 CRCS class visits, one here and two at the school. I also had a BOCES outreach visit at the school. I visited both Head Start groups. I used the themes I already had going on for most of these visits.

Tina made fairy houses with the Elm Street class.

Other

Brad did a bonus eclipse class on 4/3 for anyone that wasn't already involved in my regular programs.

I attended an all day summer learning workshop at STLS on 4/18. I got some good ideas and it helped to refine the plans I already have in place.

Upcoming Programs

5/4 Outreach at Cuba Giant

5/13 Afternoon Movie - Wish

Cuba Circulating Library

COLLECTION MANAGEMENT POLICY

This Collection Management Policy reflects the mission and core values of Cuba Circulating Library, which includes the library's Board of Trustees, director, and library employees. In accordance with the guidelines included in the American Library Association's *Library Bill of Rights*, *Freedom to Read* and *Freedom to View* statements, Cuba Library maintains a collection of materials, both print and digital, that meet the diverse needs of our community.

It is an essential role of the library to facilitate free access to a wide array of library materials, including possible controversial materials, to all community members. The library, to the best of its abilities, strives to include a wide and inclusive spectrum of materials and topics. The inclusion of an item in the collection does not imply the library's endorsement of the author, publisher, or subject matter.

Responsibility for the selection of library resources is delegated to the library director by the Board of Trustees. At the discretion of the director, qualified staff members are assigned selection responsibilities.

Selection criteria utilizes reputable, professionally reviewed literature and other sources in the selection and purchase of new library materials. Additionally, the library relies on trained library employees, who are trained through state and federal accredited institutions to maintain collections.

Selection criteria includes:

- Content
- Format
- Cultural relevance
- Relation to current collection
- Price
- Demand

A selected work need not satisfy all criteria listed above to be included in the collection.

Library resources will not be labeled, marked or identified to show approval or disapproval of their contents. Resources are withdrawn from the collection in order to maintain their usefulness, currency, relevance and condition. Withdrawn resources may be sold, offered to other libraries or nonprofit organizations, recycled, discontinued or discarded.

Responsibility for monitoring a child's access to resources rests with the parent or legal guardian.

The library recognizes the importance of providing an opportunity for community members to request a reconsideration of library materials. Community members may follow the library's Challenge to Library Materials Policy and use the Request for Reconsideration Form to issue a formal concern.

Donations of materials or of funds for the purchase of materials are welcome. The library, however, accepts gifts with the explicit understanding that those that are useful to the library's collection will be retained, and other materials may be disposed of in accordance with the library's policy. Suggestions of specific titles or subjects are welcome when memorial donations are given, but the final decision, based on the collection, rests with the library. An appropriate book plate will be placed in each gift if requested by the donor.

Adopted by the Cuba Circulating Library Board of Trustees. MM/DD/YYYY

Local History Collection Management Policy

Mission

The Cuba Circulating Library collects, organizes, preserves, and provides access to sources that document the history of Cuba and its inhabitants, government, environment, businesses, institutions, and organizations. The aim of this collection is to provide resources for town residents and researchers to explore the personal, historical, and cultural heritage of Cuba and its environs in meaningful and creative ways.

Collection Statement

The emphasis of the Cuba Library local history collection is to encourage and facilitate exploration of Cuba's history, culture, community, and setting. Relevant areas of collection include Cuba's history, government, environment, settlement, residents both past and present, industry, commerce, recreation, education, and geography, as well as the history of its civic, religious, cultural, and social organizations.

The collection supports activities related to research, exhibits, community outreach, organizational events, publications, and enhanced enjoyment of Cuba and its surroundings, among others. The collection mainly serves the general public, but also supports the research activities of scholars, professionals, and students of all ages.

Primary Areas of Collection

Primary areas of collection include, but are not necessarily limited to, the following:

- Materials that record the history, development, and the current state of affairs of the Town and Village of Cuba.
- Personal manuscripts and other materials that record the history and experiences of Cuba individuals and families.
- Records that chronicle the history of Cuba organizations and institutions.
- Materials that record and represent the social and cultural heritage of past and present ethnic, immigrant, and religious groups in the community.
- Materials that contribute to a better understanding of the area's geography, demographics, architecture, and other facets of Cuba's environment.
- Materials that record and provide context for understanding the life and lives of Cuba residents, both past and present.
- Materials that provide instruction in the practice of local history, genealogy, preservation, oral history, exhibits, museums, and similar topics related to the work that goes on in the Cuba Center.

Cuba Circulating Library

Acquisitions from any time period and in any language may be considered. The geographic scope of the collection focuses specifically on Cuba and its environs.

Current strengths of the collection include the history of settlement and early families of Cuba, genealogies of Cuba families, maps of Cuba and surrounding areas, historical Cuba newspapers, records that document the military service of Cuba residents, the history of select churches, and information about historically significant Cuba residents.

The collection is currently weak in documenting the history, culture, and lives of Cuba's immigrant and ethnic groups. Donations to the collection that focus on these subject areas are especially welcome.

Formats

Formats collected include, but are not necessarily limited to, the following:

- Atlases
- Audio recordings
- Biographical dictionaries
- Books
- Broadsides
- Brochures
- Census records
- City and county histories
- Digital files
- Ephemera
- Government documents
- Institutional or organizational records
- Manuscripts
- Maps
- Newspapers
- Organizational directories
- Pamphlets
- Periodicals and journals
- Personal papers: account books, diaries, financial records, letters, memoirs
- Photographs
- Scrapbooks
- Serials
- Town directories
- Video recordings

Three-dimensional artifacts will not be added to the collection unless, in rare instances, they are a critical part of a donated collection, deemed appropriate for inclusion in the overall collection, and can be properly stored and displayed. In most cases, the Cuba Historical Society is a more appropriate destination for such items.

Selection Criteria

- Relevance to the history of Cuba and surrounding areas.
- Suitability of the subject to the Cuba Library's collection.
- Available space to house the materials.
- Non-duplication of material within the collection.
- Authenticity and completeness of record.
- Quality of the physical form of material.
- Ease of use for patrons.
- Ability to store, display, or otherwise care for the item properly.
- Cost to preserve, store, and process.
- Security requirements to store and/or display.
- Lack of restrictions by donor.

Donations

The Cuba Circulating Library welcomes donations to its historical collection. Each donation to the collection will be recorded in a donor file that will contain a copy of the Deed of Gift and all correspondence and memoranda relating to the transaction. All donors must complete a Deed of Gift in order to establish the transfer of ownership of donated materials (and copyright, if appropriate) to the Library. The transfer to the Library of the copyright owned by donors in individual items makes it easier for the Library and its users to use the items in unique and creative ways. Once the Deed of Gift is signed by the donor, the donated material becomes the unrestricted property of the Library.

The Library reserves the right to refuse an offered donation. The Library will not accept material that shows damage from mold, mildew, water, insects, smoke, or dirt, as such material can harm other items in the collection. The Library may also refuse a donation based on the Selection Criteria.

The Library reserves the right to decide how the donated material will be displayed or stored, how the material may be used by the public, and how long the material will be retained.

Donated materials may be scanned and placed on the Internet for viewing or otherwise reformatted. They may also be sold, transferred to another library, or discarded.

The Library will not, and cannot, conduct any monetary appraisals for donors nor give tax advice. If donors plan to take a tax deduction for their donations, they should consult a tax accountant or attorney. Any monetary appraisals are the responsibility of the donor and should be conducted before transferring materials to the Library.

Access

Every effort is made to make the collection as accessible to the public as possible. Irreplaceable, fragile, and valuable materials in the collection are non-circulating, as are select reference works, and must be used inside the Library. Non-circulating materials may be locked away in order to ensure their long-term future use, but they can easily be accessed through the help of a librarian and in some cases are available as images online.

Anyone who copies or reproduces materials from the collection should be aware of Title 17 and especially the provisions of Section 108 of the U.S. Code (Copyright Law) and take full responsibility for complying with it. A librarian can help point users to resources that can aid in determining a work's copyright status. Library staff may refuse to allow the photocopying or reproduction of fragile material.

Reappraisal and Deaccession

From time to time, the Local History Collection will be reappraised, and the deaccession of some materials may take place. The Library will offer the deaccessioned materials to other institutions if appropriate, sell the items, or discard them.

Adopted by the Library Board of Trustees on MM/DD/YYYY

DEED OF GIFT

Cuba Circulating Library

I certify that I am the owner or agent of the materials described below, and I hereby donate these materials unconditionally and irrevocably assign, transfer, and give any and all rights, title, and interest held by me, my assigns, and my heirs of said materials to the Cuba Circulating Library. I understand that these materials become the permanent property of the Cuba Circulating Library and that they will be administered in accordance with established policies, which includes the discretion to dispose of any materials deemed inappropriate for its collection at any time. I also assign any and all copyrights that I may possess in any donated materials to the Cuba Circulating Library.

Description of the Gift:

Signature of Donor or Agent

Signature of Library Representative

Date: _____

Date: _____

Name of Donor or Agent: _____

Address: _____

Telephone: _____

E-mail: _____

John Creech Design & Production
607 E.56th Street,
Brooklyn, NY 11203
TEL: 718.237.1144 FAX: 718.237.4133



March 26, 2024

Proposal:

Overview: John Creech Design & Production (JCDP) will build or supply the specified scenic elements for.

Current estimated pricing is based on our having access to completed designs, and having materials meet allowable specifications.

Design deadlines are to be determined.

JCDP cannot be responsible for the pricing of elements with no associated design drawings and material specifications.

All scenery will conform to NYC fire codes, notarized certificate provided.

Timeline: JCDP estimates 5 weeks will be necessary to meet deadlines and honor estimated pricing. We estimate 2 days for installation.

Tree Walls and Supports

\$15,650.00

Description: 6 walls made of .75" plywood and 1" foam carved as "bark" hard coated and painted brown.

8 connecting pieces made of 1x3 lumber and plywood

2 overhead arches made of 1" plywood and 1" foam carved as "bark"

This includes one 4' and one 8' ladder to be kept at the library.

Leaf Canopy

\$10,800.00

Description: Various Sized and colored leaf cutout designs to be hung above and attached to the tree walls.

Various sized individual leaves applique on all leaf layers.

CNC-cut leaf canopy layers are cut from Sintra and have 1/4" thickness and are to be supported by cantilever from top of tree walls.

Interior Elements

\$12,200.00

Description: Various pieces of furniture:

Shelf Unit - 3' 5" x 5' 3" - 4 levels of shelves

Bench - 3' 4" x 1' 2"

Ottoman - 2' x 1' 1" - "Top removeable for storage with non-pinch lid, and glides on bottom for ease of shifting placement.

Puppet-Hanger Pegs - 12 total at 6" x 1', with a 3-1/2" ball at the end. At an angle to the wall that will be clarified with designer.

Delivery and Install

\$13,850.00

Description: This is trucking to and from and a crew of three for 2 days travel, two days installation, three nights of hotel, and per diem.

TOTAL JOB:

Sub Total: \$ 52,500.00

+Tax (if applicable) \$4659.38

GRAND TOTAL: \$57,159.38

*Taxes will be applied if exemption certificate is not supplied

***A 50% deposit is due to start. All balances are due in full upon completion (p/u or delivery.)**

*Inspection and approval prior to delivery or p/u is the responsibility of the client

*JCDP stands behind all of its work and will honor all of its responsibilities

*Change orders and adds will be billed accordingly

*Cancellation fees may apply

John Creech Design & Production

607 E.56th Street,
Brooklyn, NY 11203

TEL: 718.237.1144 FAX: 718.237.4133



*Storage after completion of p/u will be charged accordingly.

* **Please Make Checks out to "John Creech Design and Production".**

Thanks,
John Creech

A handwritten signature in black ink that reads "John H. Creech". The signature is written in a cursive style with a long, sweeping underline.

PROP & PAINT CREATIVE STUDIO, LLC

OFFICE: 120 WEYANTS LANE, NEWBURGH NY 12550
STUDIO: 2 WASHINGTON STREET, NEWBURGH NY 12550
PHONE: (845) 764-0445

25-MAR-24

PROPOSAL

MS. TINA DALTON
LIBRARY DIRECTOR
CUBA CIRCULATING LIBRARY
39 EAST MAIN STREET
CUBA, NY 14727
(585) 968-1668
DALTON@STLS.ORG

**CUBA CIRCULATING LIBRARY
PLAY SPACE TREE**

DEAR JANICE,

PROP & PAINT CREATIVE STUDIO, LLC IS PLEASED TO PROVIDE PRICING TO YOU FOR THE SCENIC ELEMENTS AND SERVICES OUTLINED BELOW FOR THE LIBRARY PLAY-SPACE TREE. PRICING IS BASED ON CONVERSATION AND EMAIL CORRESPONDENCE WITH YOU AND THE FOLLOWING DRAWING FILES:

CUBA DRAWINGS 3-4.PDF

PLAY SPACE TREE

\$ 52,500.00

PROVIDE ONE (1) PLAY SPACE TREE TO DIMENSIONS INDICATED IN CLIENT-PROVIDED RENDERING. TREE WILL BE COMPRISED OF MULTIPLE PANELS, EACH THEMED WITH A RIDID, DENSE STYROFOAM TREE-LIKE SCULPTED TEXTURE THAT IS HARD-COATED WITH A DURABLE, FIRE-RETARDANT EPOXY. UPPER FOLIAGE SECTIONS OF TREE ARE FLAT, CNC PANELS CUT TO SHAPE. PRICING INCLUDES FULL, FLAME-RETARDANT, SCENIC PAINT TREATMENT INSIDE AND OUTSIDE OF THE TREE. PRICING INCLUDES BUILT-IN BENCH, SHELVING, STORAGE PEGS, AND OTTOMAN AS DRAWN.

NOTE:

THERE IS AN ALLOWANCE FOR THREE, WALL-MOUNTED GAMES AT \$250.00 EACH. GAMES MUST BE CHOSEN BY CLIENT BEFORE SCULPTING PROCESS CAN BEGIN.

THERE IS AN ALLOWANCE FOR A PURCHASED CURTAIN ROD AND AN OFF-THE-SHELF, PURCHASED, SPLIT-CURTAIN.

EXCLUSIONS:

STRING LIGHTING, PUPPETS, BOOKS, PADDED UPHOLSTERY, SHOP DRAWINGS.

DELIVERY AND INSTALLATION

INCLUDED

PROVIDE ONE (1) RENTAL BOX TRUCK FOR DELIVERY FROM NEWBURGH TO CUBA, N.Y.

_____ **CLIENT INITIALS**

PROVIDE THREE (3) SHOP CARPENTERS FOR DURATION OF A ONE-DAY INSTALLATION.

STRING LIGHT OPTION (ESTIMATE) \$ 2,600.00

THIS PRICING ALLOWS FOR AN OPTIONAL, STRUNG LIGHTING CONFIGURATION ACROSS THE UPPER INTERIOR CAVITY OF THE PLAY-SPACE TREE. PRICING ALLOWS FOR AN INTERNAL CONDUIT WRIE-CHASE EMBEDDED WITHING THE SCULPTURE OF THE TREE, 110V ELECTRICAL CONNECTORS TO PLUG INTO VENUE OUTLET, STRETCHED-WIRE-RIGGING CONFIGURATION FOR ATTACHING LIGHTS AND ELECTRICAL WIRING TO, AND PURCHASED LIGHTING ELEMENTS, EXACT SPEC TBD.

ESTIMATE

FULL SET-UP OF SCENERY FOR CLIENT WALK-THRU INCLUDED

PROVIDE COMPLETE SET-UP OF ALL COMPONENTS IN SHOW LAYOUT

EXCLUSIONS:

COST ASSOCIATED WITH PROVIDING REVISIONS REQUESTED AT TIME OF REVIEW ARE NOT NECESSARILY INCLUDED

DESIGN / DRAFTING SERVICES BY OTHERS

SHOP DRAWINGS ARE EXCLUDED FROM THIS PROPOSAL.

ENGINEER'S STRUCTURAL REVIEW AND DOCUMENTATION EXCLUDED

EXCLUDED FROM THIS PROPOSAL.

SITE SURVEY EXCLUDED

EXCLUDED FROM THIS PROPOSAL.

SET ELEMENT SUB-TOTAL \$ 52,500.00

MINUS LIGHTING
OPTION

PRE-TAX SUB-TOTAL \$ 52,500.00

SALES TAX (ALLEGANY COUNTY @ 4.5%) \$ 2,362.50

TOTAL \$ 54,862.50

PAYMENT TERMS(MINUS LIGHTING OPTION)

65% TO BEGIN DUE UPON ACCEPTANCE \$ 35,660.63

35% BALANCE DUE BEFORE SHOP LOAD-OUT \$ 19,201.88

PROJECT MILESTONES

PROPOSAL EXPIRES 30-APR-24

CNC FILE DUE DATE 30-MAY-24

MINIMUM FABRICATION TERM 6 WEEKS

INSTALLATION DATE TBD

INSTALLATION TIME TBD

THANK YOU FOR THE OPPORTUNITY TO BID ON THIS EXCITING PROJECT. PLEASE DO NOT HESITATE TO CALL WITH QUESTIONS OR CONCERNS. I LOOK FORWARD TO

_____ **CLIENT INITIALS**

SPEAKING WITH YOU.

OFFERED BY PROP & PAINT CREATIVE STUDIO, LLC



SIGNED: _____

PRINTED NAME: SCOTT PAIGE

TITLE: MANAGING PARTNER

MARCH 25, 2024

ACCEPTED BY: _____

PRINTED NAME: _____

DATE: _____

_____**CLIENT INITIALS**

_____**CLIENT INITIALS**



March 13, 2024

Janice Davis Design LLC
Theatrical Designs for the Real World

Dear Janice,

Thank you for extending the opportunity to bid on this unique project. Following up to your email earlier today here is the original quote as well as the pricing revisions that you requested.

As originally quoted:

*6 walls and 8 root flares with faux bark system: \$23,832.00
1 custom ottoman: \$3,970.00
1 custom bench: \$4,250.00
1 custom shelving unit: \$3,390.00
1 lot of leaf canopy: \$8,966.00
4 wall games: \$1,000.00
12 custom puppet hanger peds: \$1,800.00
Delivery and install: \$3,515.00
Total: \$50,723.00

*In keeping with your original plans, the alternative 6 walls and 8 root flares with routed material appliques and paint would be \$18,676.00. That would reduce the overall total above to \$45,567.00

After an additional review we didn't see much that would change in the way of pricing the custom bench, shelving unit or puppet hanger peds. If you wanted to lower that cost, we'd recommend purchasing the ottoman, bench shelving unit and puppet hanging pegs directly through a library/school furniture company, have them shipped to us and we would place/install as part of the pricing above.

After further review, we would recommend \$1,000.00 for the additional canopy of lighting allotment.

Exhibits And More
315-562-0383
7843 Goguen Drive, Liverpool, NY 13090



Pricing is valid for the next 60 days. Terms are 70% due upon approval of formal work order. Production time needed for completion of job is 8 weeks.

Best Regards,

A handwritten signature in black ink that reads 'Valerie Low'.

Valerie Low
V.P. Sales
Exhibits And More
vlow@exhibitsandmore.com
585-259-3404 (Cell)

Sample of Faux Bark System:



Exhibits And More
315-562-0383
7843 Goguen Drive, Liverpool, NY 13090

Prop and Paint	\$ 52,500.00	Exhibits and More	\$ 50,725.00	John Creech	\$ 52,500.00
Bench:	\$ 950.00		\$ 4,250.00		\$ 2,600.00
Ottoman:	\$ 1,500.00		\$ 3,970.00		\$ 2,700.00
Shelving:	\$ 2,200.00		\$ 3,390.00		\$ 3,850.00
Wall pegs:	\$ 800.00		\$ 1,800.00		\$ 3,550.00
	\$ 5,450.00		\$ 13,410.00		\$ 12,700.00

Cuba Circulating Library

Internet and Computer Usage Policy

INTERNET ACCESS: The internet is a global electronic network, mostly unregulated, on which anyone may place any content or communicate any content. The library does not endorse or assume responsibility for any content found or any communications made on the internet.

The library maintains an internet filtering mechanism for use on all computers. The filtering mechanism will only block access to the three categories of content specified by the federal Children's Internet Protection Act (CIPA) — visual depictions of material deemed child pornography, obscene, or certain material deemed harmful to minors.¹ The filtering mechanism can be disabled on individual computers as needed by library staff. The library has a responsibility to protect the First Amendment rights of its patrons, including its minor patrons, by not inhibiting access to constitutionally protected speech, including images, language, and video that may be controversial or unappealing to community members.

ACCESS BY MINORS:

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children, guiding their children in the use of the internet and informing them about materials they should not use. The library, its employees and volunteers cannot act in place of parents or guardians in restricting access to resources, including those accessed through the internet.

While the library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to materials and resources, including those available through the internet, the library has taken certain measures designed to assist in the safe and effective use of these resources by all minors.

1. To address the issue of safety and security of minors when using email and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the library urges minors and their parents or guardians to keep in mind the following safety guidelines:
 - a. Never give out identifying information such as home address, school name, or telephone number.
 - b. Let parents or guardians decide whether personal family information such as age, marital status, or financial information should be revealed.
 - c. Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
 - d. Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable. Tell a parent, guardian or library staff member if you receive such a message.
 - e. Have parents or guardians report an incident to the National Center for Missing and Exploited Children via www.cybertipline.com or call 1-800-843-5678 if one becomes aware of the transmission of child pornography.
 - f. Remember that people online may not be who they say they are.

¹ www.fcc.gov. Children's Internet Protection Act, 2012

- g. Remember that everything that one reads online may not be true.
 - h. Don't open email, files or website pages sent to you by people or organizations that you don't know or trust.
2. To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online, minors and all other users of the library are hereby advised that any unlawful activity is strictly prohibited.
 3. Create an introductory web page (splash) for wireless internet access that requires a patron to verify that they will accept the library's terms for using that access. Unless the patron agrees to this verification, they will be blocked from using the library's wireless internet connection.

PROHIBITED LIBRARY ACTIVITY:

Any user of electronic services in any location is strictly prohibited from any illegal activity or unlawful purpose, including but not limited to:

1. Hacking
2. Harassing or invading the privacy of other users
3. Attempting to degrade the network or disrupt its performance
4. Using the network for commercial purposes
5. Sending "spam" or unsolicited advertising of any kind
6. Violation of copyright law, including downloading copyrighted works without authorization by the copyright owner

COMPUTER USAGE:

1. Users must sign an Acceptable Use Agreement.
 - a. Children eight (8) and younger require a signed parental permission and adult supervision to access the internet via the library's public computers.
 - b. Young people ages nine through seventeen (9-12) must bring a parent or guardian to the library to read and sign the permission agreement.
 - c. Individuals aged eighteen (13) and older must read and sign an Acceptable Use Agreement.
2. Those wishing to use a computer must sign in on the computer log at the front desk.
3. There is no time limit on computer use. Please be considerate of others who are waiting to use the computer. The library staff reserves the right to end your computer session to allow another patron to use the computer.
4. Adults using the computers may not allow their children to be unsupervised.

Adopted by the Library Board of Trustees on MM/DD/YYYY