

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

Monday, July 8, 2024
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the June Meeting
5. Financial Officer's Report
6. Corresponding Secretary
7. Director's Report
8. Committee Reports
 - i. Planning
 - i. Long Range Plan Update
 - ii. Finance
 - iii. Bldgs/Grounds
 - iv. Personnel
 - v. Policy
 - vi. Liaison with Friends
 - vii. Education
- b. Ad hoc committees
 - i. Children's Area Renovation
9. Unfinished Business
10. New Business
 - i. Oct. Board Meeting Dates
11. Executive Session as needed
12. Adjournment

June 10, 2024

Meeting Minutes Cuba Circulating Library Board of Trustees

1. The meeting was called to order at 5:31 PM.

Absent Trustees: Tom Donahue, Wendy Sprague

Trustees present: Faith Stewart, Denean Emerson, Lionel Legry, Lauren Mosgrove, Jill Schwab, Brad Weaver

Also Present: Tina Dalton, Heather Forness Thomas, Sarah Vail

2. No public comments were presented.
3. A reminder from the Friends of the upcoming Cheers, Cheese, and Chocolate on August 2, from 7-9.
4. The May minutes were approved after a motion by Lauren and a second by Jill.
5. Lauren delivered the financial report which was accepted by voice vote. Motion – Brad. Second- Lionel
6. Corresponding Secretary - NTR
7. Tina presented the Director's report (see attached.)
8. Committee Reports –
 - i. Planning- NTR
 - ii. Finance- NTR
 - iii. Buildings and Grounds-NTR
 - iv. Personnel – NTR
 - v. Policy NTR
 - vi. Liaison with Friends – NTR
 - vii. Education – NTR

Ad hoc committees – Children's Area Renovation – Toys for the tree and carpet samples were ordered.

9. Unfinished Business – New Trustee Paul Tsujimoto was approved unanimously by the board on a motion by Denean and a second by Lauren.
10. New Business - None
11. Executive Committee – Not Required
12. The meeting was adjourned at 5:50 PM. Motion – Lionel, second – Lauren.

Cuba Circulating Library Association

Statement of Activity

June 2024

	TOTAL	
	JUN 2024	JUN 2023 (PY)
Revenue		
4017 Memorials/Gifts	50.00	1,651.62
4020 Meeting Room Fee	25.00	210.00
4100 Other Income		
Arts		30.00
Book Replacement	40.00	30.00
Copies Income	168.55	243.30
Donation Box	136.00	25.70
Fines	8.00	42.15
Misc Income	7.25	158.01
Total 4100 Other Income	359.80	529.16
4200 Restricted Funds Revenue		
Adult Programs		280.00
United Way	2,850.00	3,687.50
Total 4200 Restricted Funds Revenue	2,850.00	3,967.50
4500 Investment Income		
Capital Gains Distribution	6,212.55	
Dividend Income	3,588.21	6,373.00
Interest Income	85.82	
Morgan Stanley		
Endowment Fund	33,351.00	
Total Morgan Stanley	33,351.00	
Total 4500 Investment Income	43,237.58	6,373.00
Total Revenue	\$46,522.38	\$12,731.28
GROSS PROFIT	\$46,522.38	\$12,731.28
Expenditures		
6100 Payroll Expenses		
6101 Wages	13,461.89	13,763.48
6102 Taxes	0.00	1,147.14
Payroll Tax	1,068.13	
SUTA	74.86	
Total 6102 Taxes	1,142.99	1,147.14
6103 Employee Benefits		
Company Contributions		
Retirement	372.64	388.42
Total Company Contributions	372.64	388.42
Health Insurance	500.00	
Total 6103 Employee Benefits	872.64	388.42
Total 6100 Payroll Expenses	15,477.52	15,299.04

Cuba Circulating Library Association

Statement of Activity

June 2024

	TOTAL	
	JUN 2024	JUN 2023 (PY)
6200 Library Materials		
6205 Books-J	442.94	336.93
6210 Books-A	925.62	34.95
6230 Audio	38.94	56.44
6240 Equipment	387.00	
6260 DVD	76.43	184.34
6270 Video Games	69.00	137.49
6280 Adult Programming		612.31
6285 Childrens Programming		303.00
Total 6200 Library Materials	1,939.93	1,665.46
6202 Book Replacement	27.94	
6300 Restricted Fund Spending	3,016.00	
6305 Adult Programs	209.20	
6310 Arts Grant Expense	1,744.99	710.17
6315 ALA Grant	10.00	
6320 Friends Expense	2,006.69	
6345 Lions Club Grant		47.19
6355 STLS Outreach	150.00	296.01
6360 DFY Grant	87.94	
6365 ARPA Grant		286.23
6368 Martin Grant	402.11	
6370 Memorials & Gifts	363.66	27.41
6390 United Way Grant	50.00	200.00
Total 6300 Restricted Fund Spending	8,040.59	1,567.01
6410 Advertisement		-30.00
6420 Custodial supplies	15.94	15.46
6430 Insurance		
Ins - Workman's Comp	-761.00	
Total 6430 Insurance	-761.00	
6435 Interest Expense	0.90	
6445 Library supplies	232.98	157.13
Library Equipment	58.44	30.12
Total 6445 Library supplies	291.42	187.25
6447 Membership		50.00
6455 Processing Fee	80.19	
6460 Personal Protection Supplies		17.08
6465 Repairs/Building & Grounds	25.57	358.03

Cuba Circulating Library Association

Statement of Activity

June 2024

	TOTAL	
	JUN 2024	JUN 2023 (PY)
6470 Services		
Argentieries	24.00	24.00
Bookkeeper	675.00	675.00
Copier Acme	391.05	
Hotspots	249.41	265.78
Payroll Processing		71.02
Water Softener	56.10	103.00
Total 6470 Services	1,395.56	1,138.80
6485 Travel	257.14	305.49
6490 Utilities		
Electric	439.13	502.05
Fuel	222.00	
Phone	142.64	126.97
Total 6490 Utilities	803.77	629.02
Total Expenditures	\$27,595.47	\$21,202.64
NET OPERATING REVENUE	\$18,926.91	\$ -8,471.36
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-10,000.00	-4,151.82
Children's Area Remodel Expenses	27,560.00	26,859.65
Total Children's Area Remodel (Net)	17,560.00	22,707.83
Total Other Expenditures	\$17,560.00	\$22,707.83
NET OTHER REVENUE	\$ -17,560.00	\$ -22,707.83
NET REVENUE	\$1,366.91	\$ -31,179.19

Cuba Circulating Library Association

Budget vs. Actuals:

January - June, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4003 School Income		237,098.00	237,098.00	100.00 %
4004 Local Lib Services Aid		1,675.00	1,675.00	100.00 %
4017 Memorials/Gifts	2,617.75		-2,617.75	
4020 Meeting Room Fee	475.00	950.00	475.00	50.00 %
4100 Other Income	53.45		-53.45	
Arts	60.00		-60.00	
Book Replacement	209.00		-209.00	
Copies Income	1,340.00	2,600.00	1,260.00	48.46 %
Donation Box	358.17	800.00	441.83	55.23 %
Fines	83.50	200.00	116.50	58.25 %
Fundraiser	150.00		-150.00	
Misc Income	112.26	450.00	337.74	75.05 %
Total 4100 Other Income	2,366.38	4,050.00	1,683.62	41.57 %
4200 Restricted Funds Revenue				
Childrens Programs	500.00		-500.00	
DFY Grant	1,076.00		-1,076.00	
Friends	5,551.64	4,000.00	-1,551.64	-38.79 %
Grant - STLS	1,183.00		-1,183.00	
Grants				
ALA Grant	10,000.00		-10,000.00	
Total Grants	10,000.00		-10,000.00	
United Way	2,850.00		-2,850.00	
Total 4200 Restricted Funds Revenue	21,160.64	4,000.00	-17,160.64	-429.02 %
4500 Investment Income				
Capital Gains Distribution	6,212.55		-6,212.55	
Dividend Income	7,388.91		-7,388.91	
Interest Income	1,038.86		-1,038.86	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund	33,351.00	33,351.00	0.00	0.00 %
Total Morgan Stanley	33,351.00	33,851.00	500.00	1.48 %
Total 4500 Investment Income	47,991.32	33,851.00	-14,140.32	-41.77 %
Budget Carryover		32,694.00	32,694.00	100.00 %
Total Revenue	\$74,611.09	\$314,318.00	\$239,706.91	76.26 %
GROSS PROFIT	\$74,611.09	\$314,318.00	\$239,706.91	76.26 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	84,614.52	171,954.00	87,339.48	50.79 %
6102 Taxes	0.00		0.00	
Payroll Tax	6,702.55	13,471.00	6,768.45	50.24 %
SUTA	1,230.55	2,370.00	1,139.45	48.08 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - June, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6102 Taxes	7,933.10	15,841.00	7,907.90	49.92 %
6103 Employee Benefits				
Company Contributions				
Retirement	2,363.50	5,306.00	2,942.50	55.46 %
Total Company Contributions	2,363.50	5,306.00	2,942.50	55.46 %
Health Insurance	3,000.00	6,000.00	3,000.00	50.00 %
Total 6103 Employee Benefits	5,363.50	11,306.00	5,942.50	52.56 %
6105 Ins - Disability		1,066.00	1,066.00	100.00 %
Total 6100 Payroll Expenses	97,911.12	200,167.00	102,255.88	51.09 %
6200 Library Materials				
6205 Books-J	2,574.27	5,000.00	2,425.73	48.51 %
6210 Books-A	3,412.94	8,000.00	4,587.06	57.34 %
6220 Serials	1,140.98	1,300.00	159.02	12.23 %
6230 Audio	365.89	1,500.00	1,134.11	75.61 %
6240 Equipment	387.00	2,000.00	1,613.00	80.65 %
6250 Digital Books	3,628.00	3,628.00	0.00	0.00 %
6260 DVD	514.75	2,000.00	1,485.25	74.26 %
6270 Video Games	333.14	1,200.00	866.86	72.24 %
6280 Adult Programming	722.48	2,500.00	1,777.52	71.10 %
6285 Childrens Programming	622.31	1,200.00	577.69	48.14 %
6290 STLS cost share	10,882.00	10,882.00	0.00	0.00 %
Total 6200 Library Materials	24,583.76	39,210.00	14,626.24	37.30 %
6202 Book Replacement	58.94		-58.94	
6300 Restricted Fund Spending	3,016.00		-3,016.00	
6305 Adult Programs	1,033.03		-1,033.03	
6310 Arts Grant Expense	2,294.99		-2,294.99	
6315 ALA Grant	10.00		-10.00	
6320 Friends Expense	2,753.43		-2,753.43	
6330 Manley Grant expense	31.49		-31.49	
6350 Wilday Grant	392.90		-392.90	
6355 STLS Outreach	450.00		-450.00	
6360 DFY Grant	394.16		-394.16	
6365 ARPA Grant	562.93		-562.93	
6368 Martin Grant	1,366.77		-1,366.77	
6370 Memorials & Gifts	3,458.07		-3,458.07	
6390 United Way Grant	50.00		-50.00	
Total 6300 Restricted Fund Spending	15,813.77		-15,813.77	
6410 Advertisement	139.67	300.00	160.33	53.44 %
6415 Bank fees	150.00	100.00	-50.00	-50.00 %
6420 Custodial supplies	377.56	800.00	422.44	52.81 %
6425 Discretionary Fund	72.73	1,000.00	927.27	92.73 %
6430 Insurance				

Cuba Circulating Library Association

Budget vs. Actuals:

January - June, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Ins - Liability Insurance		966.00	966.00	100.00 %
Ins - Property	7,305.69	6,815.00	-490.69	-7.20 %
Ins - Workman's Comp	2,210.26	1,310.00	-900.26	-68.72 %
Total 6430 Insurance	9,515.95	9,091.00	-424.95	-4.67 %
6435 Interest Expense	5.46		-5.46	
6445 Library supplies	1,080.20	4,100.00	3,019.80	73.65 %
Library Equipment	168.08	1,200.00	1,031.92	85.99 %
Total 6445 Library supplies	1,248.28	5,300.00	4,051.72	76.45 %
6447 Membership	804.00	900.00	96.00	10.67 %
6450 Postage	339.87	300.00	-39.87	-13.29 %
6455 Processing Fee	410.64	800.00	389.36	48.67 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	4,078.34	8,000.00	3,921.66	49.02 %
6470 Services		99.00	99.00	100.00 %
Alarm System - Doyle	1,016.16	2,000.00	983.84	49.19 %
Argentieries	168.00	325.00	157.00	48.31 %
Attorney	400.00	4,000.00	3,600.00	90.00 %
Audit	2,850.00	2,850.00	0.00	0.00 %
Bookkeeper	4,050.00	8,500.00	4,450.00	52.35 %
Computer Tech	99.50		-99.50	
Copier Acme	794.45	2,000.00	1,205.55	60.28 %
Fire Extinguishers		56.00	56.00	100.00 %
Fire Place Clean		200.00	200.00	100.00 %
Gutters Cleaned		350.00	350.00	100.00 %
Hotspots	1,771.83	3,300.00	1,528.17	46.31 %
Patriot Microfilm	495.00	1,000.00	505.00	50.50 %
Rug Shampoos		420.00	420.00	100.00 %
Tax Filing (990)	800.00	800.00	0.00	0.00 %
Water Softener	306.10	500.00	193.90	38.78 %
Window Cleaner		450.00	450.00	100.00 %
Total 6470 Services	12,751.04	26,850.00	14,098.96	52.51 %
6480 Train/conference	407.00	2,000.00	1,593.00	79.65 %
6485 Travel	1,982.48	3,300.00	1,317.52	39.92 %
6490 Utilities				
Electric	2,875.52	7,000.00	4,124.48	58.92 %
Extended Broadband	450.00	1,800.00	1,350.00	75.00 %
Fuel	1,333.16	5,500.00	4,166.84	75.76 %
Phone	653.50	1,400.00	746.50	53.32 %
Total 6490 Utilities	5,312.18	15,700.00	10,387.82	66.16 %
Total Expenditures	\$175,962.79	\$314,318.00	\$138,355.21	44.02 %
NET OPERATING REVENUE	\$ -101,351.70	\$0.00	\$101,351.70	0.00%
Other Expenditures				

Cuba Circulating Library Association

Budget vs. Actuals:

January - June, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-10,100.00		10,100.00	
Children's Area Remodel Expenses	44,957.40		-44,957.40	
Children's Area Remodel Funds	-13,800.00		13,800.00	
Total Children's Area Remodel (Net)	21,057.40		-21,057.40	
Total Other Expenditures	\$21,057.40	\$0.00	\$ -21,057.40	0.00%
NET OTHER REVENUE	\$ -21,057.40	\$0.00	\$21,057.40	0.00%
NET REVENUE	\$ -122,409.10	\$0.00	\$122,409.10	0.00%

Cuba Circulating Library Association

Statement of Financial Position

As of June 30, 2024

	TOTAL	
	AS OF JUN 30, 2024	AS OF JUN 30, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	28,404.89	11,184.06
1090 Savings	76,286.52	156,378.54
Total Bank Accounts	\$104,691.41	\$167,562.60
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	30,802.47	28,597.98
American Cap Inc Builder A	97,727.99	87,614.09
American Cap World Growth & Inc	64,370.25	59,276.77
American Fundamental Inv A	49,535.58	44,966.73
American Funds Mortgage A	20,877.32	22,908.32
American Global Balanced A	89,970.86	87,517.68
American Inc Fd of America A	92,784.78	88,472.55
American Intm Bd Fd of Amer A	17,093.36	16,696.92
American Inv Co of Amer A	22,476.19	20,621.83
American Short-Term Bond A	20,733.76	22,620.03
American WA Mutual A	102,617.64	88,968.42
Cash, BDP, and Money Market Fds	6.94	1,311.56
Savings	15,255.23	
Stocks	885.62	725.71
Unrealized Gain/Loss	116,118.57	63,587.20

Cuba Circulating Library Association

Statement of Financial Position

As of June 30, 2024

	TOTAL	
	AS OF JUN 30, 2024	AS OF JUN 30, 2023 (PY)
Total 1303 Endowment Investment	741,256.56	633,885.79
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	6,255.62	6,001.82
American Inc Fd of America A	7,050.21	6,778.65
Cash, BDP, and Money Market Fds	-100.34	0.66
Unrealized Gain/Loss	2,117.81	1,264.37
Total 1306 Adams Mem Book Fund Investment	15,323.30	14,045.50
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	\$756,579.86	\$647,931.29
Total Current Assets	\$861,271.27	\$815,493.89
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 June 30, 2024

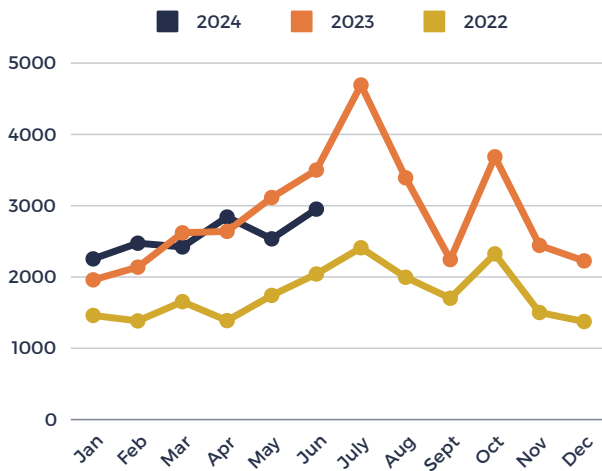
	TOTAL	
	AS OF JUN 30, 2024	AS OF JUN 30, 2023 (PY)
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,446,805.64	\$1,201,626.75
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	28,809.85	675.00
Total Accounts Payable	\$28,809.85	\$675.00
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	745.28	776.84
Federal Taxes (941/944)	1,675.30	1,356.67
NYS Employment Taxes	402.40	484.68
NYS Income Tax	281.59	258.99
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	3,104.57	2,877.18
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$3,104.57	\$2,877.18
Total Current Liabilities	\$31,914.42	\$3,552.18
Total Liabilities	\$31,914.42	\$3,552.18
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	46,839.23	-6,705.48
3550 Realized Gain/Loss Equity	11,222.71	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	-122,409.10	35,232.53
Total Equity	\$1,414,891.22	\$1,198,074.57
TOTAL LIABILITIES AND EQUITY	\$1,446,805.64	\$1,201,626.75

Cuba Circulating Library

JUNE 2024 DIRECTOR'S REPORT



Patron Visits



CHECKOUTS

Our checkout numbers for June are higher than in previous years but down from last year. It is noteworthy that we have been able to maintain such good circulation numbers since opening our new children's area.

ADVENTURE PASSES

We now have Adventure Passes available for check out! Using your library card, you may check out a pass to Corning Museum of Glass, Genesee Country Museum, Rochester Museum and Science Center, or an Empire Pass which will let you visit a NYS Park. The passes can be kept for one week.

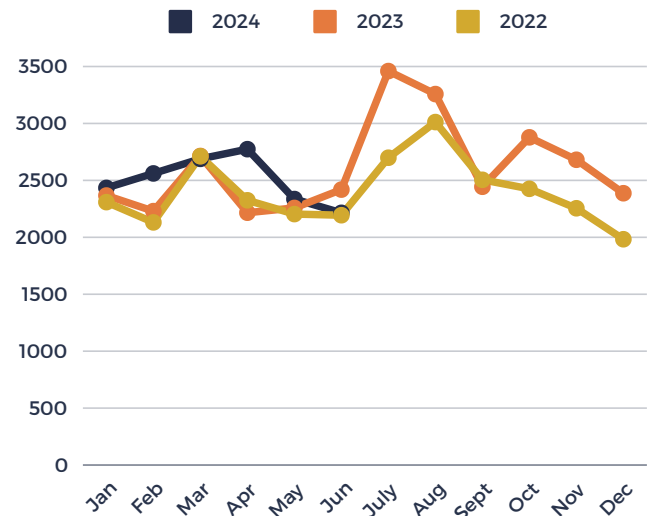
PATRON NUMBERS

For the month of June 2024, we had a total of **2,952** patron visits. We entered **18** new library cards. Last June's numbers were higher because we debuted our new children's area during the week of Dairy Days.

37 **670** **17** **345**

Onsite Programs Programs Attendees Outreach Visits Outreach Attendees

Circulation



2215

Items checked out

559

eBooks checked out

115

Public computer sessions

335

Holds filled

823

Visits to website

Patron Story

Linda Botens is offering her Stop the Bleed class on Aug. 8. She has taught this class at the library several times over the years. Recently a patron reached out to share this story:

"I wanted to share and thank you for hosting the Stop the Bleed classes that you held a while back. My son was able to use the skills he learned there to save the life of a friend's dog. The excited pup jumped through the glass of a screen door and sliced through both legs. It was a Sunday and an evening. The closest emergency vet was an hour away. He jumped into action with items recommended by the instructor that we'd added to our first aid kit. The dog needed surgery to repair muscles and tendons and lots of stitches BUT the puppy survived and is healing up now!"



HEALTHY PUPPY RECOVERING AT HOME

Outreach

June is a busy month for outreach events. Cherylyn hosted several class visits here at the library as she promoted summer reading. I worked with the Chamber of Commerce in preparation for Dairy Days, and on the day itself, I worked the axe throwing booth throughout the day. We also had a petting zoo in front of the library. Library staff participated in the Dairy Days parade, tying for third place with Great Lakes Cheese. The following weekend, I volunteered to work at the first ever Allegany Pride Festival, held at Wellsville's Island Park. I read three books for storytime. The crowd favorite was "The Drag Queen's Hips Go Swish, Swish, Swish" and they really enjoyed singing and dancing along with the music of the book.



ADVENTURE BEGINS AT YOUR LIBRARY...

LIBRARY STAFF FLOAT AT DAIRY DAYS 2024

3RD PLACE WINNERS!

Upcoming Adult Programs

- See attached Summer Reading Pamphlet
- Don't forget to participate in StarQuest by visiting as many STLS libraries as you can this summer!

Adult Programs



** Registration Required for starred programs. **

Saturday, July 6 @ 11 a.m. ~
Perry Ground—Stories From People of the Longhouse
All Ages

Saturday, July 13 @ 3 p.m. ~
***Guided Foray/Mushroom ID Hike ***
Adults

Tuesday, July 16, Thurs. July 25, & Tuesday, July 30
@ 6 p.m. ~ ***Learn to Play Music ***
Ages 16 & up

Sat. July 20 @ 10 a.m. ~
Greenway Trail Nature Walk
All Ages

Monday, July 22 @ 6:30 p.m. ~
***Cornhusk Dolls *** with Penny Minner
Ages 12—adult

Tuesday, July 23 @ 6:30 p.m. ~
Searching America (Bigfoot) with Mike Familant
All ages

Saturday, July 27 @ 10:00 a.m.—Noon ~
***“Swifty” Bracelets ***
Adults

Saturday, July 27 @ 7:00 p.m. @ The Palmer ~
Creek Bend Band
\$5 suggested donation

Wednesday, July 31 @ 11 a.m. ~
Strange History of the Erie Canal
Adults

Thursday, August 8 @ 6—8 p.m. ~
***Stop the Bleed and Hands Only CPR ***
Ages 6—Adult



Cuba Circulating Library
39 E Main St. Cuba, NY
585 968-1668



2024 Summer Learning

AT THE CUBA LIBRARY

July 1—August 10



ADVENTURE
— BEGINS AT —
YOUR LIBRARY™



For all readers AND “Read to Me” preschoolers. Record the amount of time that you read each day online by signing up at

<https://tinyurl.com/CubaLibSRP>

Or use the ReadSquared App
Children will receive a free book each week that you check in.

Grand Prize Drawing
0-4 yrs. & 5-12 yrs. – Zoo Passes
13-18 yrs—AirPods or Beats
Adults—Kindle Fire

Sponsored by United Way of Cattaraugus & Allegany County, Cornell Cooperative Extension, Friends of the Cuba Library, Inc, and funds from the Statewide Community ReGrants Program.

Summer Story Hours

****Registration Required****

Pre-School (age 2–4)
Mondays, July 1 ~ Aug 5
@ 10– 11 a.m.



Grades K–2
Tuesdays, July 2 ~ Aug 6
@ 10–11 a.m.



Grades 3–5
Tuesdays, July 2 ~ Aug 6
@ 2–3 p.m.

Summer Activities

****Registration Required For Starred Programs****

Blanket Fort Family Reading Day
Monday, July 1 @ 4–7:30 pm
@ Cuba Library

****Adventure Boards****
Ages 9–18
Wednesday, July 3 @ 3 p.m.
@ Cuba Library

****AKT Combatives****
Ages 5–7, Monday, July 8 @ 1pm
Ages 8–12, Monday, July 15 @ 1 pm
Ages 13–18, Monday, July 22 @ 1 pm

Artnobile
Grades K–5
Thursday, July 11 @ 2 pm
@ Cuba Library

Erie Canal Storytime
Grades K–2, older kids welcome
Wednesday, July 31 @ 10 a.m.

****Playgroup****
Children under 4 & their caregiver
Thursdays, July 11–Aug. 29 @ 10 am



Teen Activities

****Registration required.****

Ages 12–18

Wed. July 10 @ 3 p.m. ~ Talewise Science Lab for Teens

Thu. July 25 @ 3 p.m. ~ “Swiftly” Bracelets

Monday, July 29 @ 6:30 p.m. ~ DIY Terrariums

Also check out the Summer Activities & the Adult Activities on the back, many are open to teens!

****Snap-Ed Nutrition****



Grades K–5

Mondays, July 15–August 5 @ 2 pm
“Eat a Rainbow”



Family Specials



Wednesday, July 3 @ 10 a.m.
Mike & Roberta Straka @ Cuba Library
“Dinosaur Adventure Show”



Wednesday, July 10 @ 1 p.m. (Kids)
Talewise @ Cuba Library
“Science Heroes”



Wednesday, July 17 @ 1 p.m.
Wondermakers @ Cuba Library



Wednesday, July 24 @ 1 p.m.
Bubble Man @ Cuba Library
“Bubblemania”



Wednesday, July 31 @ 10 a.m.
Erie Canal Storytime @ Cuba Library



Wednesday, July 31 @ 1 p.m.
Didgeridoo Down Under @ Cuba Library
“Didgeridoo Down Under”



Wednesday, August 7 @ 1 p.m.
Hawk Creek Wildlife @ Cuba Library
“Talk on the Wild Side” - Live Animals!



Youth Services Monthly Report: June 2024

Storytimes

Regular storytimes were suspended for June so I could focus on summer reading prep as well as outreach to the school to promote summer reading.

Teens/Tweens

I had an ice cream party with the high school book club.

I made it to the last session of the middle school lunch book club.

Teens met for their last D&D session. All participants asked for another session, reporting how much they enjoy working with Kahlin as Dungeon Master.

Tina had International Snackers. The country of origin for the month was Thailand. The teens thought it was very spicy and did NOT like any of the seaweed flavored things.

Outreach

I had a total of 18 classrooms over 14 sessions visit the library to learn about summer reading. The busiest group was the entire first grade. We read 2 stories, talked about all the fun activities planned, and sang a couple songs. All the kids were excited so I'm hopeful we'll have good attendance at programs.

Other

Dairy Days had the petting zoo, which was popular as usual.

We all attended STLS Spring Continuing Education Day. I attended a session on popular storytime books, one on teen programming, and one on databases. The keynote about stress was also very interesting.

Upcoming Programs

*see summer reading flyer

Also, I have 5 BOCES summer school classes, 2 CRCS summer school classes, and summer rec all scheduled for weekly visits for the duration of their sessions.

Maintenance Report 6/1/24 - 7/1/24

1. mowed and trimmed grass as needed
2. Fixed loose door knob on employee bathroom door
3. fixed legs on teal chair.
4. Helped build float for parade.
5. Checked all switches, doors, etc. on Elevator since was not working, powered down, powered up, but would not reset. Tina called for service.
6. Received and assembled new Electric Lawn mower (thank you Board!).
7. Used new mower, works good.
8. Cleaned out rear gutters above rear emergency exit. quite clogged. checked upper ones above rear exit stairs, no issues. check gutters over back/side door, no issues.

Cuba Circulating Library

Long Range Plan 2019

**** Jun. 2024 progress notes ****

Education and Outreach

Goal: *The collection of the Cuba Library is the core service upon which the library is built. The library will grow the collection and increase overall usage of the collection.*

Action: *Increase collection budget annually*

Completion looks like/timeline: Strive to increase the collection budget/annually

2023: Collection budget was increased in 2024.

Action: Seek supplemental funding

Completion looks like/timeline: Increase the collection budget through seeking supplemental funding from grants, local groups and memorials/honor donations/ongoing

2023: In 2023 we received grants that allowed us to purchase additional items, such as the United Way grant for Early Literacy materials. We also used memorial funds to purchase two Empire Passes for New York State Parks. We received a donation from the Lions Club for the purchase of large print books. In 2024 we received the following grants and donations:

- Manley Grant \$3,700
- Friends \$11,057
- United Way \$7,000
- Lions Club \$500
- NYS Construction Aid \$124,193
- Memorial Donations \$7,500

Goal: *Maintain level of programs while increasing programs to underserved populations*

Action: *Outreach at the Cultural Center, plan programs on adult literacy*

Completion looks like/timeline: In the next year, the number of adult literacy programs will increase by 10% through partnership with Cultural Center and Literacy West/one year

2023: We held 4 group sessions with an attendance of 16. We held 106 one-on-one sessions with an attendance of 170 (we occasionally have more than one person attend these “one-on-one” sessions.)

The Cuba Cultural Center closed their doors this year and went out of business. We have had no success in collaborating with Literacy West. We have done our best to provide literacy tutoring ourselves and through volunteers. This year we had a volunteer meet one-on-one with a patron for several literacy sessions.

Action: *Identify underserved populations such as home schoolers.*

Completion looks like/timeline: Maintain current children's programs including toddler and pre-school story times, after school story time, and tween programs. Increase services to tweens and other underserved populations/one year

2023: We continued to offer toddler, preschool, elementary, and tween afterschool programs. Cherilyn began a bi-monthly book club at the high school, reaching this previously underserved population. Tina began a monthly art program with neurodiverse high school students from Elm Street, also an underserved population. We offer two sessions of chair aerobics per week, to reach the senior population. We continue to seek ways to engage with teens. We started our Universal Snackers program this year and it has been well received with a steady attendance.

Goal: *Actively and effectively, cooperate with other libraries, local institutions, businesses and organizations to provide broader service to the community.*

Action: *Attend events, festivals, services, businesses, etc. as a way to seek opportunities for local partnerships which will reach more community residents.*

Completion looks like/timeline: Maintain and grow partnerships with a variety of organizations/ongoing

2023: We participated in Dairy Days with a petting zoo, booth in front of the library, and parade. We also participated in the village Trunk or Treat, and Small Town Christmas. We also participated in multiple CRCS events, such as STEAM night and School-o-ween. Cherilyn does between 4-6 outreach visits per month, reading stories to Head Start and CRCS classes, as well as attending twice weekly to the middle school's book club.

Cherilyn partnered with CRCS Elementary School for Summer Reading. This partnership provided opportunity for Cherilyn to do a weekly story time with all the summer school classes. She also partnered with Summer Recreation. She also partners with BOCES and reads to their classes each week throughout summer reading.

Tina serves on the Chamber of Commerce Board of Directors and is actively involved in most of their activities as a representative of the library. Other opportunities where she has presented about the library include the Senior Center luncheon, Current Topic Club, and the Lions' Club.

Action: Provide educational opportunities to local businesses and individuals, seek partnerships with organizations which may occur monthly.

Completion looks like: Provide robust educational programming for both individuals and businesses/ongoing

2023: In October, we partnered with JCC, Town Supervisor Lee James, and the Chamber of Commerce to hold a Small Business Information Event. The event was held in our community room and allowed several community organizations booth space where small businesses could come and learn more about the services these organizations had to offer. We continue to offer training and educational opportunities such as Stop the Bleed, Maple Sugaring, Disaster Planning, Babysitter Training, Grow Your Own Mushrooms, various author visits, as well as a variety of art classes throughout the year.

Community Space

Goal: To maintain the physical integrity and historic value while incorporating a well-functioning and energy efficient building that is welcoming and accessible to all

Action: Update, increase electrical, and USB outlets on the main floor, secure funding, determine optimal locations

Completion looks like/timeline: Have in place an adequate number of electrical and USB outlets/18 months

2023: Complete

Action: To change/update the children's section, making it more inviting and user-friendly. Secure funding, research and select new furniture, etc.

Completion looks like/timeline: Have an inspiring, inviting space where all may learn and enjoy/5 – 10 years

2023: Phase 1 is complete: Nooks and stages are installed. New LED lighting installed in children's area. Lighting throughout library has been switched to LED. Water bottle filling station installed.

Action: Develop a building maintenance plan. Research other plans, work with building and grounds committee to develop a listing, gather information that will need to be included.

Completion looks like/timeline: Have in place a schedule for all necessary building maintenance/1 year

2020: completed

Action: Develop a tween/teen computer space. Promote laptop circulation and explore ideas for better use of space.

Completion looks like/timeline: Increase tween/teen use of library and computers/10 years

2024: Complete. Teen seating and gaming area installed. Tweens use this area quite a lot.

Resources *The library will manage available and potential resources to maximize service to the community*

Goal (Staff): *Hire and maintain a staff that implements library procedures and services in the allotted scheduled time frame*

Action: *Develop an assessment for staff capacity*

Completion looks like/timeline: Assessment tool for staff capacity/one year

2022: Adopted new annual evaluation forms for all staff. Evaluated staff using these forms. Re-wrote job descriptions for more accuracy.

Action: *Assess staff capacity using developed tool*

Completion looks like/timeline: Use staff capacity tool/annually

2022: Completed

Action: *Provide adequate training and education for staff to ensure that services are professionally delivered in a compassionate manner.*

Completion looks like/timeline: Use staff evaluation tool as a means to measure adequate training and education/ongoing

2023: All staff attended many hours of online training this year. Tina and Shauna attended the annual NYLA conference in person. Tina held staff development day in September, where staff talked about how to handle a book challenge, the laws surrounding service animals, and reader's advisory services.

Goal (Funding): *Maintain current assets and increase funding streams*

Action: *Develop an annual budget that meets the needs of the community while considering financial impact on that community*

Completion looks like/timeline: A balanced, realistic budget is created/annually

2021: Completed. Board voted to move all funding to tax levy, removing burden on town and village.

2022: Community approved tax referendum. Funding no longer dependent on Village and Town budgets.

Action: *Seek outside funding such as grants and awards*

Completion looks like/timeline: Director and/youth coordinator include grant research and writing as part of duties/ annually

2023: Successfully wrote and received a total of \$136,219 in grants.

Action: *Promote gift/endowment planning to the community*

Completion looks like/timeline: One or two promotions (articles, ads, events) promoting the library as a worthy recipient of gifts/endowments/annually

2022: Tina had new memorial donation card and envelopes printed and delivered to community funeral homes.

Action: *Host fundraising events based on opportunity and financial need in support of the Friends of the Cuba Circulating Library, Inc.*

2023: Hosted multiple Friends fundraisers at the Library.

Goal (Technology): *Maintain current technology devices and proactively implement upgrades and services.*

Action: *Develop assessment for devices/lifespan*

Completion look like/timeline: An assessment tool for technology is available/ one year

2023: N/A

Action: *Increase tech education time*

Completion looks like/timeline: When compared to 2019 technology education time, an increase is seen/ one year, ongoing

2022: Completed. See above.

Action: *Explore new technology and continue to update current technology*

Completion looks like/timeline: The level of technology available at the library is evaluated annually.

2023: Six patron computers and screens were replaced with new models. Added touchscreen digital sign. Added sound system in community room.