

May 13, 2024

Meeting Minutes Cuba Circulating Library Board of Trustees

1. The meeting was called to order at 5:30 PM.

Absent Trustees: Lin Assink, Faith Stewart, Wendy Sprague

Trustees present: Tom Donahue, Denean Emerson, Lionel Legry, Lauren Mosgrove, Jill Schwab, Brad Weaver

Also Present: Tina Dalton, Heather Forness Thomas

2. No public comments were presented.
3. A reminder from the Friends of the upcoming Spring Tea.
4. The April minutes were approved after a motion by Lauren and a second by Dinean.
5. Lin Assink tendered her resignation as financial officer, and from the Board of Trustees.
 - A) The board of trustees accepted Lin's resignation with thanks for her service to the library and the board. The motion was made by Brad, seconded by Lionel and unanimously approved by the board.
 - B) Lauren Mosgrove was nominated to fill the financial officer role upon Lin's resignation. The motion to approve Lauren was made by Jill and seconded by Denean. The board unanimously approved the appointment.
 - C) The financial report was accepted by voice vote. Motion – Lauren. Second- Tom
6. A thank you note from the staff for their Staff Appreciation Luncheon was presented.
7. Tina presented the Director's report.
8. Committee Reports –
 - i. Planning- NTR
 - ii. Finance- NTR
 - iii. Bldgs/grounds – Planting of flowers, weeding of beds, and trimming of limbs is scheduled for Tuesday, May 21st. Mulching to be completed with High School volunteers tba. Watering schedule to be posted.
 - iv. Personnel – NTR
 - v. Policy
 - a) The board voted to replace the Collection Development Policy with Collection Management Policy. Lauren made the motion, Brad seconded.
 - b) the board voted to approve the new Local History Collection Management Policy/Deed of Gift. Tom made the motion, Lauren seconded.
 - vi. Liaison with Friends – NTR
 - vii. Education – NTR

Ad hoc committees – Children’s Area Renovation – Tree Bids

After discussion and a report by the committee, the board unanimously approved the bid from John Creech. Brad made the motion and Lionel seconded the motion.

9. Unfinished Business – Internet Usage Policy. An updated Internet Usage Policy was approved unanimously by the board on a motion by Tom and a second by Lauren.

10. New Business

- i. Lionel was appointed chair of committee on Community Room Gallery Use
- ii. The board voted to approve a New York Times Digital subscription for a year so that patrons would have digital access through their library cards, with a cap of \$4000.00 for the expenditure. A motion was made by Lionel and seconded by Jill. 5 voted Yes, Denean voted No.

11. Executive Committee – Not Required

12. The meeting was adjourned at 6:35 PM. Motion – Lauren, second – Tom.

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 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

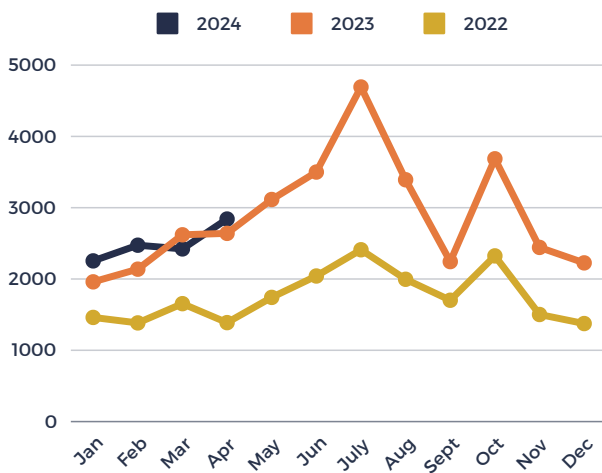
		TOTAL		
	ACTUAL	BUDGET	REMAINING	% REMAINING
NET REVENUE	\$ -117,539.79	\$ -1,820.72	\$115,719.07	-6,355.68 %

Cuba Circulating Library

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**

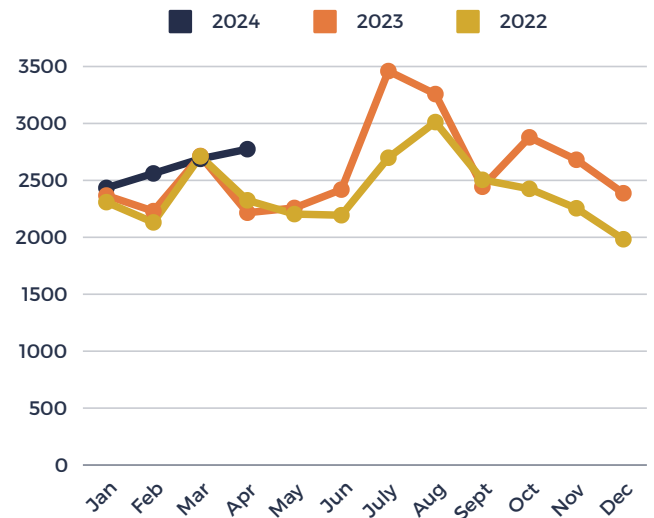
Onsite Programs

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