

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

Monday, August 12, 2024
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the July 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. Community room gallery policy & Artist exhibit release of liability form
 - ii. Volunteer policy
 - iii. Volunteer form
 - iv. Musical instrument circulation policy
 - vi. Liaison with Friends
 - vii. Education
 - i. NYLA Annual Conference: Nov 8-9, Syracuse
- b. Ad hoc committees
 - i. Children's Area Renovation
9. Unfinished Business
10. New Business
 - i. STLS Member Library Billed-Entity ISP Agreement
 - ii. Supervised visit MOU
11. Executive Session as needed
12. Adjournment

July 8, 2024

Meeting Minutes Cuba Circulating Library Board of Trustees

1. The meeting was called to order at 5:29 PM. The Board officially welcomed newly appointed trustee Paul Tsujimoto

Trustees present: Faith Stewart, Denean Emerson, Lionel Legry, Lauren Mosgrove, Jill Schwab, Wendy Sprague, Paul Tsujimoto, Brad Weaver Absent: Tom Donahue

Also Present: Tina Dalton, Sarah Vail

2. No public comments were presented.
3. A reminder from the Friends of the upcoming Cheese and Chocolates on August 2, from 7-9 PM.
4. The June minutes were approved after a motion by Lauren and a second by Wendy.
5. Lauren delivered the financial report which was accepted by voice vote. (Notes from report: A \$10,000 donation for the purchase of furniture for the adult wing has been received and the endowment has increased by \$ 107,000.) Motion- Jill. 2nd- Brad
6. Corresponding Secretary - NTR
7. Tina presented the Director's report (see attached.) Adventure Passes are now available, and our summer youth worker (Max) has returned.
8. Committee Reports –
 - i. Planning- NTR- Tom and Tina are continuing work on the long-range plan update.
 - 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 - None
10. New Business – Date of October Board meeting has been changed to Oct 21 due to scheduling/holiday conflicts. Motion was made by Brad, seconded by Denean and passed by voice vote.
11. Executive Committee – Not Required
12. The meeting was adjourned at 5:52 PM. Motion – Lionel, second – Paul.

Cuba Circulating Library Association

Budget vs. Actuals:

January - July, 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	2,767.75		-2,767.75	
4020 Meeting Room Fee	600.00	950.00	350.00	36.84 %
4100 Other Income	53.45		-53.45	
Arts	212.00		-212.00	
Book Replacement	277.99		-277.99	
Copies Income	1,525.90	2,600.00	1,074.10	41.31 %
Donation Box	375.17	800.00	424.83	53.10 %
Fines	99.50	200.00	100.50	50.25 %
Fundraiser	150.00		-150.00	
Misc Income	135.11	450.00	314.89	69.98 %
Total 4100 Other Income	2,829.12	4,050.00	1,220.88	30.15 %
4200 Restricted Funds Revenue				
Childrens Programs	500.00		-500.00	
DFY Grant	1,076.00		-1,076.00	
Friends	5,646.63	4,000.00	-1,646.63	-41.17 %
Grant - STLS	1,183.00		-1,183.00	
Grants	10,000.00		-10,000.00	
ALA Grant	10,000.00		-10,000.00	
Total Grants	20,000.00		-20,000.00	
United Way	2,850.00		-2,850.00	
Total 4200 Restricted Funds Revenue	31,255.63	4,000.00	-27,255.63	-681.39 %
4500 Investment Income				
Capital Gains Distribution	6,212.55		-6,212.55	
Dividend Income	7,575.83		-7,575.83	
Interest Income	1,102.03		-1,102.03	
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	48,241.41	33,851.00	-14,390.41	-42.51 %
Budget Carryover		32,694.00	32,694.00	100.00 %
Total Revenue	\$85,693.91	\$314,318.00	\$228,624.09	72.74 %
GROSS PROFIT	\$85,693.91	\$314,318.00	\$228,624.09	72.74 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	97,298.59	171,954.00	74,655.41	43.42 %
6102 Taxes	0.00		0.00	
Payroll Tax	7,749.38	13,471.00	5,721.62	42.47 %
SUTA	1,292.94	2,370.00	1,077.06	45.45 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - July, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6102 Taxes	9,042.32	15,841.00	6,798.68	42.92 %
6103 Employee Benefits				
Company Contributions				
Retirement	2,731.15	5,306.00	2,574.85	48.53 %
Total Company Contributions	2,731.15	5,306.00	2,574.85	48.53 %
Health Insurance	3,500.00	6,000.00	2,500.00	41.67 %
Total 6103 Employee Benefits	6,231.15	11,306.00	5,074.85	44.89 %
6105 Ins - Disability		1,066.00	1,066.00	100.00 %
Total 6100 Payroll Expenses	112,572.06	200,167.00	87,594.94	43.76 %
6200 Library Materials				
6205 Books-J	2,985.15	5,000.00	2,014.85	40.30 %
6210 Books-A	4,051.28	8,000.00	3,948.72	49.36 %
6220 Serials	1,140.98	1,300.00	159.02	12.23 %
6230 Audio	551.99	1,500.00	948.01	63.20 %
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	587.58	2,000.00	1,412.42	70.62 %
6270 Video Games	390.64	1,200.00	809.36	67.45 %
6280 Adult Programming	1,065.20	2,500.00	1,434.80	57.39 %
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	26,292.13	39,210.00	12,917.87	32.95 %
6202 Book Replacement	156.16		-156.16	
6300 Restricted Fund Spending	3,016.00		-3,016.00	
6305 Adult Programs	1,083.03		-1,083.03	
6310 Arts Grant Expense	4,075.16		-4,075.16	
6315 ALA Grant	51.96		-51.96	
6320 Friends Expense	4,519.38		-4,519.38	
6330 Manley Grant expense	31.49		-31.49	
6350 Wilday Grant	638.42		-638.42	
6355 STLS Outreach	1,185.96		-1,185.96	
6360 DFY Grant	770.64		-770.64	
6365 ARPA Grant	562.93		-562.93	
6368 Martin Grant	1,587.75		-1,587.75	
6370 Memorials & Gifts	3,620.79		-3,620.79	
6390 United Way Grant	4,259.29		-4,259.29	
Total 6300 Restricted Fund Spending	25,402.80		-25,402.80	
6410 Advertisement	139.67	300.00	160.33	53.44 %
6415 Bank fees	150.00	100.00	-50.00	-50.00 %
6420 Custodial supplies	427.67	800.00	372.33	46.54 %
6425 Discretionary Fund	72.73	1,000.00	927.27	92.73 %
6430 Insurance				

Cuba Circulating Library Association

Budget vs. Actuals:

January - July, 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	2,118.26	1,310.00	-808.26	-61.70 %
Total 6430 Insurance	9,423.95	9,091.00	-332.95	-3.66 %
6435 Interest Expense	6.39		-6.39	
6445 Library supplies	1,252.84	4,100.00	2,847.16	69.44 %
Library Equipment	310.71	1,200.00	889.29	74.11 %
Total 6445 Library supplies	1,563.55	5,300.00	3,736.45	70.50 %
6447 Membership	804.00	900.00	96.00	10.67 %
6450 Postage	339.87	300.00	-39.87	-13.29 %
6455 Processing Fee	474.99	800.00	325.01	40.63 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	4,377.34	8,000.00	3,622.66	45.28 %
6470 Services		99.00	99.00	100.00 %
Alarm System - Doyle	1,016.16	2,000.00	983.84	49.19 %
Argentieries	192.00	325.00	133.00	40.92 %
Attorney	785.50	4,000.00	3,214.50	80.36 %
Audit	2,850.00	2,850.00	0.00	0.00 %
Bookkeeper	4,725.00	8,500.00	3,775.00	44.41 %
Computer Tech	99.50		-99.50	
Copier Acme	1,026.35	2,000.00	973.65	48.68 %
Fire Extinguishers	50.00	56.00	6.00	10.71 %
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	321.10	500.00	178.90	35.78 %
Window Cleaner		450.00	450.00	100.00 %
Total 6470 Services	14,132.44	26,850.00	12,717.56	47.37 %
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	3,337.08	7,000.00	3,662.92	52.33 %
Extended Broadband	900.00	1,800.00	900.00	50.00 %
Fuel	1,555.16	5,500.00	3,944.84	71.72 %
Phone	796.14	1,400.00	603.86	43.13 %
Total 6490 Utilities	6,588.38	15,700.00	9,111.62	58.04 %
Total Expenditures	\$205,313.61	\$314,318.00	\$109,004.39	34.68 %
NET OPERATING REVENUE	\$ -119,619.70	\$0.00	\$119,619.70	0.00%
Other Expenditures				

Cuba Circulating Library Association

Budget vs. Actuals:

January - July, 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	45,876.49		-45,876.49	
Children's Area Remodel Funds	-13,800.00		13,800.00	
Total Children's Area Remodel (Net)	21,976.49		-21,976.49	
Total Other Expenditures	\$21,976.49	\$0.00	\$ -21,976.49	0.00%
NET OTHER REVENUE	\$ -21,976.49	\$0.00	\$21,976.49	0.00%
NET REVENUE	\$ -141,596.19	\$0.00	\$141,596.19	0.00%

Cuba Circulating Library Association

Statement of Activity

July 2024

	TOTAL	
	JUL 2024	JUL 2023 (PY)
Revenue		
4017 Memorials/Gifts	150.00	631.62
4020 Meeting Room Fee	125.00	
4100 Other Income		
Arts	152.00	155.00
Book Replacement	68.99	15.00
Copies Income	185.90	191.75
Donation Box	17.00	49.00
Fines	16.00	12.00
Misc Income	22.85	11.66
Total 4100 Other Income	462.74	434.41
4200 Restricted Funds Revenue		
Friends	94.99	
Grants	10,000.00	
Total 4200 Restricted Funds Revenue	10,094.99	
4500 Investment Income		
Dividend Income	186.92	175.31
Interest Income	63.17	18.79
Total 4500 Investment Income	250.09	194.10
Total Revenue	\$11,082.82	\$1,260.13
GROSS PROFIT	\$11,082.82	\$1,260.13
Expenditures		
6100 Payroll Expenses		
6101 Wages	12,684.07	13,131.62
6102 Taxes	0.00	1,083.97
Payroll Tax	1,046.83	
SUTA	62.39	
Total 6102 Taxes	1,109.22	1,083.97
6103 Employee Benefits		
Company Contributions		
Retirement	367.65	375.99
Total Company Contributions	367.65	375.99
Health Insurance	500.00	
Total 6103 Employee Benefits	867.65	375.99
Total 6100 Payroll Expenses	14,660.94	14,591.58
6200 Library Materials		
6205 Books-J	410.88	384.74
6210 Books-A	638.34	564.18
6230 Audio	186.10	152.29
6260 DVD	72.83	215.33

Cuba Circulating Library Association

Statement of Activity

July 2024

	TOTAL	
	JUL 2024	JUL 2023 (PY)
6270 Video Games	57.50	57.99
6280 Adult Programming	122.93	160.00
6285 Childrens Programming		18.23
Total 6200 Library Materials	1,488.58	1,552.76
6202 Book Replacement	97.22	
6300 Restricted Fund Spending		
6305 Adult Programs	50.00	
6310 Arts Grant Expense	1,999.96	1,350.00
6315 ALA Grant	41.96	
6320 Friends Expense	1,375.95	
6345 Lions Club Grant		189.39
6350 Wilday Grant	245.52	
6355 STLS Outreach	735.96	
6360 DFY Grant	376.48	56.87
6365 ARPA Grant		2,001.85
6368 Martin Grant	220.98	
6370 Memorials & Gifts	162.72	808.73
6390 United Way Grant	4,209.29	5,438.84
Total 6300 Restricted Fund Spending	9,418.82	9,845.68
6420 Custodial supplies	50.11	297.12
6425 Discretionary Fund		390.00
6430 Insurance		
Ins - Workman's Comp	-92.00	
Total 6430 Insurance	-92.00	
6435 Interest Expense	0.93	
6445 Library supplies	172.64	262.20
Library Equipment	142.63	514.88
Total 6445 Library supplies	315.27	777.08
6450 Postage		56.70
6455 Processing Fee	64.35	77.35
6460 Personal Protection Supplies		17.08
6465 Repairs/Building & Grounds	299.00	1,178.03
6470 Services		
Alarm System - Doyle		102.84
Argentieries	24.00	24.00
Bookkeeper	675.00	675.00
Computer Tech		4.88
Copier Acme	231.90	
Fire Extinguishers	50.00	48.00
Hotspots		263.40
Rug Shampoos		420.00

Cuba Circulating Library Association

Statement of Activity

July 2024

	TOTAL	
	JUL 2024	JUL 2023 (PY)
Water Softener		56.50
Total 6470 Services	980.90	1,594.62
6485 Travel		72.84
6490 Utilities		
Electric	461.56	435.97
Extended Broadband	450.00	450.00
Fuel	222.00	
Phone	142.64	253.96
Total 6490 Utilities	1,276.20	1,139.93
6520 Dairy Days Float		125.00
Total Expenditures	\$28,560.32	\$31,715.77
NET OPERATING REVENUE	\$ -17,477.50	\$ -30,455.64
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations		-50.00
Children's Area Remodel Expenses	919.09	97,780.65
Total Children's Area Remodel (Net)	919.09	97,730.65
Total Other Expenditures	\$919.09	\$97,730.65
NET OTHER REVENUE	\$ -919.09	\$ -97,730.65
NET REVENUE	\$ -18,396.59	\$ -128,186.29

Cuba Circulating Library Association

Statement of Financial Position

As of July 31, 2024

	TOTAL	
	AS OF JUL 31, 2024	AS OF JUL 31, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	14,761.12	15,538.85
1090 Savings	41,286.52	56,397.32
Total Bank Accounts	\$56,047.64	\$71,936.17
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	20,944.36	22,979.12
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	17,146.87	16,743.89
American Inv Co of Amer A	22,476.19	20,621.83
American Short-Term Bond A	20,800.13	22,677.57
American WA Mutual A	102,617.64	88,968.42
Cash, BDP, and Money Market Fds	6.94	1,311.57
Savings	15,318.40	
Stocks	972.07	807.77
Unrealized Gain/Loss	135,108.98	78,228.06
Total 1303 Endowment Investment	760,583.51	648,784.03
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	-101.27	0.66
Unrealized Gain/Loss	2,758.81	1,554.43
Total 1306 Adams Mem Book Fund Investment	15,963.37	14,335.56
1400 Prepaid Fee	500.00	0.00
Repayment		
Christmas Gift Card	0.00	
Travel Reimbursement	0.00	0.00
Total Repayment	0.00	0.00
Total Other Current Assets	\$777,046.88	\$663,119.59

Cuba Circulating Library Association

Statement of Financial Position

As of July 31, 2024

	TOTAL	
	AS OF JUL 31, 2024	AS OF JUL 31, 2023 (PY)
Total Current Assets	\$833,094.52	\$735,055.76
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
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,418,628.89	\$1,121,188.62
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	1,089.08	34,012.64
Total Accounts Payable	\$1,089.08	\$34,012.64
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	1,480.58	370.82
Federal Taxes (941/944)	0.00	1,312.84
NYS Employment Taxes	62.42	79.44
NYS Income Tax	574.82	511.62
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	2,117.82	2,274.72
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$2,117.82	\$2,274.72
Total Current Liabilities	\$3,206.90	\$36,287.36
Total Liabilities	\$3,206.90	\$36,287.36

Cuba Circulating Library Association

Statement of Financial Position

As of July 31, 2024

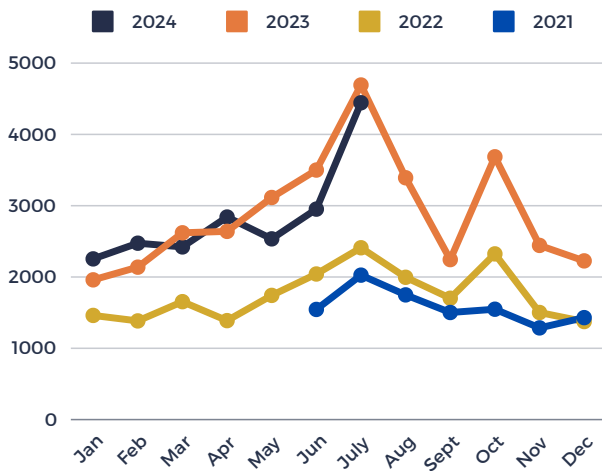
	TOTAL	
	AS OF JUL 31, 2024	AS OF JUL 31, 2023 (PY)
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	66,557.09	8,307.50
3550 Realized Gain/Loss Equity	11,222.71	32,698.37
3800 Restricted Fund	54,609.08	-29,140.00
3900 Fund Balance	1,424,629.30	1,165,989.15
Net Revenue	-141,596.19	-92,953.76
Total Equity	\$1,415,421.99	\$1,084,901.26
TOTAL LIABILITIES AND EQUITY	\$1,418,628.89	\$1,121,188.62

Cuba Circulating Library

JULY 2024 DIRECTOR'S REPORT



Patron Visits



PATRON NUMBERS

For the month of July 2024, we had a total of **4,444** patron visits. We entered **19** new library cards. While these numbers are slightly down from last year, they are still impressive numbers in comparison to previous years.

99 **2074** **30** **566**

Onsite Programs Programs Attendees Outreach Visits Outreach Attendees

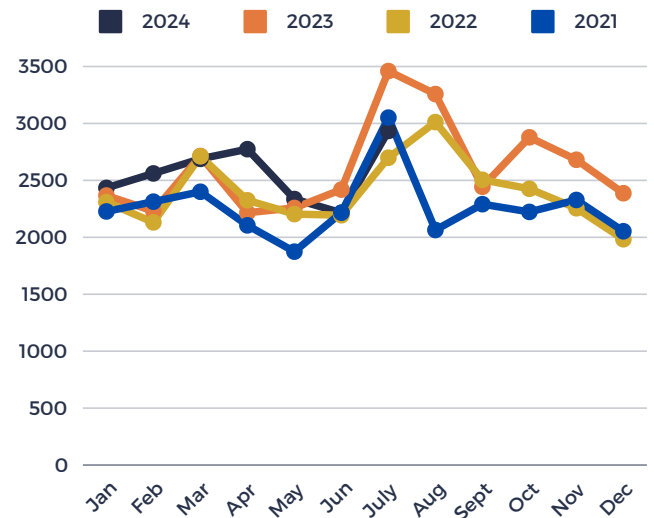
CHECKOUTS

Our circulation numbers for July were down from last year by 16%. This is to be expected after last year's grand opening of the children's area's impact on our statistics. I'm happy with the stats. We are generally doing well.

SERVICE WORK

In my position as the STLS Directors' Advisory Council Chair, I am working with the other directors on a strategic plan for STLS. I have also worked in my role as Treasurer with the Chamber of Commerce to suggest updates to their by-laws and an adoption of a Financial Controls policy.

Circulation



2934

Items checked out

598

eBooks checked out

161

Public computer sessions

369

Holds filled

891

Visits to website

Summer Reading

Summer Reading this year has been a blast. If you've stopped by the library at any given time, chances are you've seen lines at the circulation desk, tweens playing video games, kids at the I Spy tank, and adults reading in the new cozy furniture. We have been very busy and it has been wonderful! I had the opportunity to teach the Teen Terrarium class, which was great fun. My husband, Chris, helped out with the three Learn to Play Music classes and reported that by the end of the sessions the students were able to play "Knocking on Heaven's Door" together. Both the Mushroom and Greenway Hikes were well attended and participants commented how much they enjoyed the activities. The Strange History of the Erie Canal was a bit macabre but the attendees who came loved it. We've also seen lots of StarQuest travelers from around the library system come to visit our library.

Grants

On Tuesday, Aug. 20, at 10:30 a.m., we will hold our Community Conversation as part of the ALA Libraries Transforming Communities Grant. We want to hear directly from individuals with mobility challenges, to share their insights, opinions, and ideas about how we can improve our library for their needs. We have invited them to join us in the library's community room for a group conversation and their input will help guide us as we work on improving our facilities and services.

I have also done three one-one-one conversation and one small group conversation with BOCES teachers to gather information for this grant.



**GENESSEE GREENWAY HIKE
LED BY JEREMY MARTIN
JULY 20**



**MUSHROOM FORAY HIKE
COYLE HILL STATE LANDS
LED BY SAMUEL WARREN
JULY 13**

Upcoming Adult Programs

- Aug. 13 @ 6:00 p.m. The Lost Art of Sentimental Hairwork by Susan Doran
- Aug. 14 @ 6:30 p.m. Meditative Mandala Paintings pt. 1 by Colleen Gaynor
- Aug. 20 @ 10:30 a.m. Community Conversation for LTC Grant
- Aug. 28 @ 6:30 p.m. Meditative Mandala Paintings pt. 2 by Colleen Gaynor

Youth Services Monthly Report: July 2024

Storytimes

This summer I have had 3 groups meeting weekly: A Preschool group (ages 2-4), a Kindergarten-Second Grade Group, and a Third-Fifth Grade group. The first two groups have met 5 times and the third has met 4 times. The first two followed a typical storytime format: 3-4 stories, songs, a craft, and some playtime. Our themes were Dinosaurs, Space, Spies, Oceans, and Safari, all different forms of adventures. We cracked open dinosaur fossil eggs, did some crayon resist paintings, some “invisible ink” with highlighters on similarly colored paper, made pool noodle fish, and some safari sunset scenes. Both groups are full. The oldest group had a little more say in what their activities would be. We made perler bead creations, played with Lego, played a couple of board/card games. We started each time together with highs and lows and a snack as they met mid afternoon when almost everyone is ready for a little pick me up.

Teens/Tweens

Teens and tweens activities were mostly combined this summer. They had Adventure Boards, Talewise Science, International Snackers, Swifty Bracelets, Terrariums, and a session with AKT Combatives Academy.

The Adventure Boards craft was making a board to stash pictures and memorabilia on. Talewise Science let the kids do some hands on experiments with the materials brought by the presenters. International Snackers munched on snacks from England, which they described as bland. As for the accompanying playlist, one teen said “This sounds like my mom’s cleaning music.” The Teen Terrariums had two teens who had never been to a program before, one of whom brought his own bird skull from home. Desmond White from AKT Combatives provided a basic self defense program for teens. They had a great time.

Outreach

Summer Rec has visited every Wednesday. Their last visit was 7/31. Beginning on 7/10 (Also Wednesday), all three summer school classes visited weekly. Thursdays, starting July 11th, 5 BOCES summer school classes of various ages have visited every week. For all of these groups, I do stories and songs. Each child has left with a free book every week. The total number of July outreach visits is 36.

Other

Blanket Forts: Snacks were available for families to set up forts and read in the children’s area of the library.

Dinosaur Adventure Show with Mike and Roberta Straka: Children heard about real archaeological digs and even touched some real dinosaur bones on a mini excavation.

AKT Combatives Academy: Self Defense (3 sessions: 5-7 year olds, 8-12 year olds, and teens/adults). Each age group learned some basic moves including the ready stance and palm strikes if they are in a situation that they need to defend themselves. Sensei Desmond encouraged them to defend themselves if necessary but not to be the instigators of fights.

Talewise Science Show: Our presenter brought several experiments such as film canister rockets, leaf blower experiments, etc. to showcase some basic science principles.

Armobile from St. Bonaventure: The Armobile brought their Travel Program. In this program, children learned about different landmarks and continents while thinking about their own travel experiences or hopes. They each made a paper suitcase and added the different landmarks and places they want to visit as travel stickers.

SNAP Education: Eat a Rainbow through Cornell Cooperative Extension (4 sessions, same group) Michael Nelson taught about My Plate and some general nutrition information. Children participated in games to reinforce this learning and enjoyed a healthy snack.

Wondermakers Folktales/Interactive Storytelling: They brought three stories of dragons, kings and queens, and wolves to life for the kids.

BubbleMania with the Bubble Man: The Bubble Man (Doug Rougeux) made floating spheres (4-6 feet!), bubbles that bounce, and so much more! One child was put in a bubble at the end of the show. His mom said it was the first time he was selected as a volunteer for something and he was very excited.

Didgeridoo Down Under: Children learned about caring for the environment as well as the didgeridoo. Children also got to play some percussion instruments along with the presenter playing the didgeridoo.

Upcoming Programs

One more week of summer reading: 2 storytimes, older kid group, SNAP, Hawk Creek Wildlife, 5 BOCES visits

Maintenance Report 7/1/24 - 8/1/24

1. Mowed and trimmed as needed.
2. Custom made and installed new raised panels in old section doors outside, repainted brown and green trim on doors to match.
3. Repainted Back Emergency Exit door (light green)
4. Added hooks in back emergency exit stairs to hang new electric mower out of way.
5. A/C would not shut off after wine/cheese fundraiser, shut main breaker off and let sit overnight, it worked next day. something was stuck or frozen, it was running for quite some time to keep it cool. Seems to be working correctly now. Will keep an eye on it.

COMMUNITY ROOM GALLERY POLICY

PURPOSE: to assure that exhibit and display space is made available on an equitable and neutral basis, that no materials are excluded because of origin, background, or views of those contributing them, and to provide access to artistic and cultural resources to the patrons within our chartered area. The library maintains a small gallery in its Community Room to allow local artists to exhibit their art as well as local residents view the art.

POLICY: The gallery is open to the public. However, except during programs (both sponsored by the library and by other community groups) the Community Room containing the gallery will be locked. Those wishing to access the gallery are to procure a key from the Circulation Desk and return it promptly after viewing the exhibit. A library card is not required to view any exhibit.

The Library Director is responsible for coordinating with artists to arrange exhibits. Working with the artist(s), the Director determines the installation and removal dates of the exhibit.

The artist may wish to sell the art displayed in the gallery. It is the artist's responsibility to clearly mark the prices of the works and provide detailed contact information allowing interested parties to contact the artist if this is what the artist desires. However, the Cuba Circulating Library is NOT responsible for the sale of any art work; this responsibility rests solely with the artist.

The Cuba Circulating Library endeavors to safeguard the art exhibited in the gallery; however, the library is unable to guarantee the exhibit's safety absolutely. The exhibit is unsupervised the majority of the time. Therefore, the Board of Trustees asks that each artist exhibiting in the gallery sign an "Artist Exhibit Release of Liability" prior to the installation of the exhibit. The Release protects the library from any liability should something unforeseen occur in which there is loss or damage to the work(s) displayed or injury to the artist displaying them.

App: Dec. 14, 2020

Cuba Circulating Library

Artist Exhibit Release of Liability Form

Installation Date _____

Removal Date _____

I agree that as an artist exhibiting at the Cuba Circulating Library, I am responsible for the transportation, installation, and removal of the exhibit.

I understand that although the Cuba Circulating Library will work to safeguard the exhibit, the exhibit will often be unsupervised. I understand that the exhibit is open to all members of the community.

I agree to not hold the Cuba Circulating Library responsible for any damage or loss due to theft, vandalism, fire, water, or other damages during transportation, installation, exhibition, and removal of the exhibit.

I agree to indemnify and hold the Cuba Circulating Library, its Board of Trustees, director, employees, and volunteers harmless for any liability, loss, damages, claims or actions for any bodily injury and/or property damage during transportation, installation, exhibition, and removal of the exhibit.

I agree to indemnify and hold the Cuba Circulating Library, its Board of Trustees, director, employees, and volunteers harmless for any type of intellectual property infringement, including but not limited to patent, copyright or trademark infringement during transportation, installation, exhibition, and removal of the exhibit.

I understand that the Cuba Circulating Library does not insure the property of the exhibit and that I may choose to acquire my own insurance. If I, the artist, acquire insurance for the exhibit, I agree to submit a copy of the insurance to the Cuba Circulating Library.

I understand that the Cuba Circulating Library reserves the right to photograph any or all artwork for promotional and/or record-keeping purposes.

Artist Name (Printed) _____

Artist Signature _____ Date _____

App: Nov. 10, 2014

Rev: Dec, 14, 2020

VOLUNTEER POLICY

PURPOSE: The Volunteer Program of the Cuba Circulating Library creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community. The program serves as a method for encouraging area residents to become familiar with their library and its services, and supplements the efforts of paid library staff.

POLICY: A volunteer is a person who performs tasks for the Cuba Circulating Library without wages, benefits, or expectation of compensation of any kind. Volunteers do not replace paid staff but enhance and extend their services and are not considered employees of the library.

Selection of volunteers is based on the needs of the library at any given time, the qualifications, skills and interests of applicants, and the volunteer's ability to commit to a consistent and ongoing schedule of hours.

All volunteers must submit an application. The screening process includes an interview, background check, orientation, training, supervision, and follow-up. Volunteer applicants are submitted for background check to the Cuba Police Department and checked against the Official New York State Sex Offender Registry website.

Anyone with a sexual offense conviction is ineligible to volunteer. The minimum age requirement for adult volunteers is 18 years old. For teen volunteers, the minimum age is 13 years old.

Prior to being assigned to a volunteer position, volunteers will be interviewed to ascertain their suitability for, interest in, and ability to meet the requirements of the position, factors that will have a bearing on placement of volunteers.

Volunteers are accepted and enrolled by the library upon successful completion of the above screening process.

Applications will be kept on file for a period of one year. Applicants will be called if a project is identified that matches their interests and qualifications.

Library staff cannot volunteer at the library. The library cannot guarantee a position for each potential volunteer.

The library reserves the right to reject volunteer applications and to discontinue volunteer opportunities at any time at the discretion of the Library Director.

Opportunities for volunteer placements are identified by library staff and Library Director. The library accepts the service of any volunteer with the understanding that such service does not constitute an obstruction to, or conflict with, the provision of services to patrons or others.

In the event of an opening for a paid position within the library, volunteers who apply for the position shall be treated and evaluated on the same basis as all other applicants.

All volunteers will receive an orientation to the organization and will be provided with necessary training for satisfactory volunteer performance.

Volunteer assignments will be made for specific time periods to enable the staff to plan their work.

Volunteers are expected to:

- arrive at the library in time to begin work as scheduled or call the library in advance if they will be absent. Each volunteer should ask staff members for guidance as needed to complete their tasks.
- present a good image to the community.
- act in accordance with library policies and reflect positive customer service attitudes to all library patrons.
- maintain the confidentiality of all proprietary or privileged information that they may be exposed to while serving as a volunteer, whether this information involves staff, volunteers, patrons, or other persons, or involves the overall business of the library.
- dress appropriately for the conditions and performance of their duties and in compliance with the library's Personnel Policy, which will be provided to the volunteer at orientation.

Volunteers who do not adhere to the policies and procedures of the library or who fail to satisfactorily meet the expectations of their volunteer assignments are subject to dismissal.

All personal volunteer information is collected for internal purposes only and is considered confidential.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Cuba Circulating Library. The volunteer and the Cuba Circulating Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.

App: Oct. 11, 2018

Rev: Dec. 14, 2020

Volunteer Application



Cuba Circulating Library

39 E. Main Street

Cuba, NY 14727

585-968-1668

Contact Information

Name	
Street Address	
City, State, Zip Code	
Home Phone	
Cell Phone	
Email Address	
Date of Birth	

Availability

During which of our hours are you available for volunteer assignments?

Monday (9:30 a.m. - 8:00 p.m.)	
Tuesday (9:30 a.m. - 8:00 p.m.)	
Wednesday (9:30 a.m. - 8:00 a.m.)	
Thursday (9:30 a.m. - 8:00 a.m.)	
Saturday (9:30 a.m. - 3:30 p.m.)	

Interests

What areas are you interested in volunteering for?

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Volunteer Application



Cuba Circulating Library

39 E. Main Street

Cuba, NY 14727

585-968-1668

Previous Volunteer Experience

Summarize your previous volunteer experience(s).

Person to Notify in Case of Emergency

Name	
Street Address	
City, State, Zip Code	
Home Phone	
Cell Phone	
Email Address	

Reference Detailing Previous Experience

Name	
Street Address	
City, State, Zip Code	
Phone	
Email Address	
Years known and relationship to the applicant	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I understand that by applying to volunteer at the library, I am consenting to a background check.

Name (printed)	
Signature	
Date	

Cuba Circulating Library

Musical Instrument Circulation Policy Draft

To borrow a musical instrument from the Musical Instrument Lending Library, patrons must possess an adult Cuba Circulating Library card. Only adults (18 and older) may borrow instruments. Children and teens need to have an adult check out the instrument for them. Patrons wishing to borrow an instrument must not owe more than \$10.00 in lost items.

Patrons may check out one instrument at a time. Instruments may be borrowed for two weeks at a time and may be renewed twice provided another patron has not placed a hold on (reserved) the instrument. A patron may place a hold on a borrowed musical instrument with their library card. Patrons who have had an instrument checked out for six weeks must wait 48 hours before checking out an instrument again.

Checkouts and returns are done only at the Cuba Circulating Library. Borrowers are responsible for the instrument and the case, as well as for all accessories, which are indicated on a card inside the case. Failure to return the instrument by the end of the borrowing time limit will result in two (2) overdue notices to the borrower's email address. If the instrument is not returned within three (3) weeks, the patron will be charged for the cost of the instrument. Any accessories missing upon return of the instrument will result in a charge for each missing item.

As with any musical instrument, the borrowed instrument should be handled with care. Do not make any modifications to the instrument. This includes, but is not limited to, changing the strings, adding stickers, adjusting string height, etc.

If an instrument is returned damaged or with any other problems (broken strings, broken bridge, etc.), library staff will try to fix the problem. If the damage requires professional repair, the borrower in possession of the instrument at the time it was damaged will be charged for the repairs. A replacement instrument, if available, may be provided to the patron.

Borrowers must keep instruments in a safe, climate-controlled location. Musical instruments, especially stringed instruments, can be damaged by exposure to extreme heat and cold, or to extremely dry or humid conditions. Such extremes may not only affect the instrument's condition, but a person's ability to effectively play the instrument. Instruments should never be left inside vehicles for prolonged periods.

While the library appreciates community members' interest in donating instruments to the collection, because of limited space the library director will consider donations on an individual basis determined by the needs and interests of the library community.

Fiber Internet for Southern Tier Libraries

an initiative to connect STLS member libraries to Broadband



What are the benefits of connecting member libraries to the fiber?

Internet Access speeds of 100Mbps x 100Mbps as compared to 10Mbps x 1 Mbps.

- **Browsing:** Web pages are instantly loaded from search engines. Patrons can open multiple pages and files at once without affecting a computer's operating speed.
- **Downloading/Uploading:** Audio and visual files are rapidly downloaded or uploaded along with software programs. Patrons PC's are not adversely impacted from other patron's computer use activity.
- **Streaming:** Fluid and seamless content streaming. Patrons can watch, listen, communicate or game on their favorite Web and social media sites without "timeout" interruption.
- **Librarian Computing:** member library staff computers will not be interrupted due to peak public computing demands or multiple staff computers in use. Slow or delayed Workflows Stations will be eliminated.
- **STLS Management:** STLS manages your internet connection including WiFi equipment and services. The library does not contact or deal with the internet service provider when service is interrupted. STLS deals with the service provider on behalf of the library, and ensures a timely response.
- **Cost Savings:** Libraries do not pay the full cost of internet service because STLS applies for ERate discounts on behalf of the library. Typical fiber costs are roughly \$500 - \$600 per month. The library only pays a discounted fee, which is set by STLS annually. Libraries pay this fee quarterly.

Overview of Services and Billed-Entity ISP Agreement

Member libraries will inform STLS by January 31 in the calendar year the library wishes to begin Billed-Entity ISP Agreement services. This deadline is required, so STLS can competitively bid fiber internet connections and apply for federal ERate discounts. The library only needs to inform STLS by this deadline in the first year of service. All future years of service will be initiated by STLS on behalf of the library until the library requests to discontinue service.

Libraries commit to the service by completing the Billed-Entity ISP Agreement Form. This form initiates the purchasing process, and allows STLS to serve as the library's lead agency for internet services. This

agreement form remains in effect until a library requests discontinuation of services by submitting a formal letter approved by the library's Board of Trustees. A request to discontinue services must be submitted to STLS by January 31 in the calendar year the library wishes to discontinue. Services will remain in effect until June 30 in the calendar year the library discontinued service. The library will procure its own service on July 1 of that same year.

STLS will manage, maintain and pay for the library's internet service in partnership with the library's selected internet service provider, which is chosen as part of a federally and competitively bid ERate program. STLS selects the provider that meets the fiber services specified in the bidding process, and selects the lowest bidder on behalf of the library, so long as the provider meets all specifications.

Libraries are responsible for paying a quarterly fee for this service. STLS will do its very best to maintain these fees at the same rate annually. However, rates are subject to increase based on increases in internet service provider fees. Libraries will be notified three (3) months in advance if rates are subject to change. Rates must be maintained for twelve (12) months once they are revised. Libraries agree to pay for services within 45 days of receiving quarterly invoices. A failure to pay will result in the suspension or discontinuation of service.

What are Current Discounted Monthly Fiber Fees?

The monthly cost for fiber internet for the Cuba Circulating Library is **\$150 per month**. The actual cost is **\$450 per month**; however, Southern Tier Library System applies for federal ERate funding to contract for fiber services at a discounted rate. ERate reimbursements subsidize STLS' costs to administer the internet connection, provide access to WiFi within the library, and resolve any service interruptions.

Member Library Billed-Entity ISP Agreement
Recurring Internet Coordination Services through
Southern Tier Library System



The Board of Trustees of the Cuba Circulating Library agrees to allow Southern Tier Library System (STLS) to serve as the Billed-Entity for our internet connection. As part of this recurring internet coordination service, STLS will administer and maintain internet connectivity for the library. This includes the following:

1. Bidding for an internet service provider (ISP) through ERate to obtain competitive pricing.
2. Coordinating installation or maintaining internet connections through ISP.
3. Troubleshooting “down” internet connections and contacting ISP on behalf of library.
4. *Purchasing, installing and maintaining WiFi access points for patron use.
5. Submitting on-time payment to ISP for monthly recurring costs on behalf of library.

The recurring cost for this internet coordination service is based on the **Billing Schedule** below. STLS will invoice our library quarterly to cover all costs associated with providing this service. *Number of WiFi access points is based on library size, floor plan configuration and broadband usage. **Library understands STLS filters internet connections in order to maintain ERate eligibility.

Billing Schedule

\$150.00 per month

Library Board President Signature

STLS Executive Director Signature

Date

Date

The Library Board of Trustees formally agreed by vote at an official board meeting to connect its library to fiber infrastructure for the purpose of improved Broadband connectivity to its patrons and community. The Library Board also formally agreed to allow Southern Tier Library System to manage this connectivity, and provide Internet access at the rate provided in the *Billing Schedule* listed above. The Library Board looks forward to partnering with Southern Tier Library System on this project.

Supervised Visits Memorandum of Understanding

RESOLUTION

WHEREAS the [COUNTY] (“the County”) Social Services agency uses the Library as a place to arrange supervised visits; and

WHEREAS the Library and the County desire to ensure such use is as inclusive, welcoming, and safe as the Library strives to be on a regular basis; and

WHEREAS the Library is aware that such use can be a time of stress for those people participating in it, and for the Library employees providing services at such time; and

WHEREAS the Library does not wish to bar such use, but does want to take positive steps to ensure it can be as consistent with the Library’s mission as possible;

BE IT RESOLVED that the Library President shall send the attached letter to the County, requesting a Memorandum that provides for 1) notice of pre-arranged visits, 2) regulated usage, and 3) a process for promptly addressing concerns.

COVER LETTER

(Proposed cover letter from library to county regarding supervised visits)

[COUNTY] Social Services
[ADDRESS]

RE: Use of Library Space for supervised visits

To the County:

The Cuba Circulating Library is a welcoming and safe space for the entire community it serves.

This commitment to inclusion and safety extends to those families your agency is serving during Social Services-supervised visits at the Library.

In that spirit, this letter requests that your agency consider entering into the attached Memorandum of Understanding with the Library.

We trust that your review of this letter will show that the details we are asking you to address with us relate to ethical, safe, and positive use of the Library for the purposes of your agency.

Thank you for considering this request. Please contact [NAME], our Library Director, with any questions about the Memorandum.

Appreciatively,

[LIBRARY PRESIDENT]

MEMORANDUM OF UNDERSTANDING
(Proposed memorandum of understanding between
library and county regarding supervised visits)

The [COUNTY] Social Services (the “County”) and the Cuba Circulating Library (the “Library”) (together, the “Parties”), agree:

That the County uses the Library as one of the places where it arranges visits supervised by Social Services; and

The Parties desire to ensure such use is as inclusive, welcoming, and safe as the Library strives to be on a regular basis; and to that end

Enter into this Memorandum of Understanding (this “MOU”) providing for 1) notice of pre-arranged visits, 2) regulated usage, and 3) a process for promptly addressing concerns.

Notice

To the degree possible, the County shall provide the Library with at least [seven days] notice of pre-arranged visits.

Notice shall be given by an email from the County to the Library Director at cuba@stls.org.

No names or private information shall be provided; the notice shall simply be an opportunity for the Library to consider the usage when developing staffing lists for that date and time.

Regulating usage

Mindful of the Library's overall capacity, the County shall not arrange more than **two (2)** supervised visits per week.

If the County finds it needs to increase the amount, it shall first notify the Library, who will assess if the Library has adequate and appropriate staffing.

Procedures for addressing concerns

1. In the event there is an incident at the Library that, in the sole determination of the Library, disrupts Library operations, the County shall not use the Library for the site of supervised visitations for at least a month. The Library will send written notice to the County to address this concern.
2. In the event there is an incident at the Library that, in the sole determination of the Library, warrants barring a person from the Library, the County shall not use the Library for the site of supervised visitations for that person for the duration they are barred. The Library will send written notice to the County to address this concern.
3. In the event a Library employee is subpoenaed in relation to an occurrence at the Library, the County shall bear in mind that libraries and library employees are ethically obligated to keep library user information private, and cannot release library records without a release or a subpoena, unless in furtherance of library business (CPLR 4509).

Respect

The Library shall train all staff to be respectful of and sensitive to the supervised visitation process; all visitors to the Library are met with the Library's commitment to follow the Library Bill of Rights.

Signed

Library Director
Date

County Administrator
Date