

Monday, September 9, 2024

Meeting Minutes Cuba Circulating Library Board of Trustees

1. The meeting was called to order by Faith at 5:28 PM.

Absent Trustees: Lionel Legry, Lauren Mosgrove, Wendy Sprague

Trustees present: Tom Donahue, Denean Emerson, Lauren Mosgrove, Jill Schwab, Faith Stewart, Paul Tsujimoto, Brad Weaver

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

2. No public comments were presented.
3. The Friends raised money for a kitchen renovation.
4. The August minutes were approved after a motion by Tom and a second by Paul.
5. The financial report indicates that the endowment has increased \$20,000 over the last month. The report was approved on a motion by Brad and a second by Jill. See attached.
6. There was nothing to report from the Corresponding Secretary
7. Tina presented the Director's report. Margaret "Peggy" Bulson donated \$2061 for the purchase of an AED for the community room. We have been invited by Assemblyman Joe Giglio's office to apply for a State and Municipal Facilities Capital Program Grant in the amount of \$75,000 to go towards our Children's Area and Workforce Development Project. See attached.
8. Committee Reports –
 - i. Planning- NTR
 - ii. Finance- NTR
 - iii. Building and grounds – NTR
 - iv. Personnel – On a motion by Denean and a second by Brad, the Board approved Maximo Riquelme as a new library page/substitute.
 - v. Policy – NTR (see unfinished business)
 - vi. Liaison with Friends – NTR
 - vii. Education – NTR

Ad hoc committees

- i. Children's Area Renovation – NTR

9. Unfinished Business

On a motion from Paul and a second by Denean the board approved the Supervised visit MOU.

10. New Business

- i. On a motion by Brad and a second by Jill the Board voted to accept the Phase 2 bid submitted by Duggan and Duggan. See attached.
- ii. On a motion by Tom and a second by Paul, the Board approved a \$10,000 withdrawal from the endowment to cover Library budget expenses until the school tax money is received in the fall.

11. Executive Committee – Not Required

12. The meeting was adjourned at 6:01 PM. Motion – Faith, second – Tom.

Cuba Circulating Library Association

Budget vs. Actuals:

January - August, 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	4,829.46		-4,829.46	
4020 Meeting Room Fee	625.00	950.00	325.00	34.21 %
4100 Other Income	53.45		-53.45	
Arts	212.00		-212.00	
Book Replacement	421.05		-421.05	
Copies Income	1,827.50	2,600.00	772.50	29.71 %
Donation Box	385.92	800.00	414.08	51.76 %
Fines	154.50	200.00	45.50	22.75 %
Fundraiser	150.00		-150.00	
Misc Income	155.36	450.00	294.64	65.48 %
Total 4100 Other Income	3,359.78	4,050.00	690.22	17.04 %
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	
Manley Grant	5,000.00		-5,000.00	
United Way	2,850.00		-2,850.00	
Total 4200 Restricted Funds Revenue	36,255.63	4,000.00	-32,255.63	-806.39 %
4500 Investment Income				
Capital Gains Distribution	6,212.55		-6,212.55	
Dividend Income	7,773.74		-7,773.74	
Interest Income	1,165.46		-1,165.46	
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	48,502.75	33,851.00	-14,651.75	-43.28 %
Budget Carryover		32,694.00	32,694.00	100.00 %
Total Revenue	\$93,572.62	\$314,318.00	\$220,745.38	70.23 %
GROSS PROFIT	\$93,572.62	\$314,318.00	\$220,745.38	70.23 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	109,766.81	171,954.00	62,187.19	36.17 %
6102 Taxes	0.00		0.00	
Payroll Tax	8,703.20	13,471.00	4,767.80	35.39 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - August, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
SUTA	1,330.83	2,370.00	1,039.17	43.85 %
Total 6102 Taxes	10,034.03	15,841.00	5,806.97	36.66 %
6103 Employee Benefits				
Company Contributions				
Retirement	3,090.33	5,306.00	2,215.67	41.76 %
Total Company Contributions	3,090.33	5,306.00	2,215.67	41.76 %
Health Insurance	4,000.00	6,000.00	2,000.00	33.33 %
Total 6103 Employee Benefits	7,090.33	11,306.00	4,215.67	37.29 %
6105 Ins - Disability		1,066.00	1,066.00	100.00 %
Total 6100 Payroll Expenses	126,891.17	200,167.00	73,275.83	36.61 %
6200 Library Materials				
6205 Books-J	3,384.08	5,000.00	1,615.92	32.32 %
6210 Books-A	4,689.10	8,000.00	3,310.90	41.39 %
6220 Serials	1,140.98	1,300.00	159.02	12.23 %
6230 Audio	638.87	1,500.00	861.13	57.41 %
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	691.06	2,000.00	1,308.94	65.45 %
6270 Video Games	440.63	1,200.00	759.37	63.28 %
6280 Adult Programming	1,265.20	2,500.00	1,234.80	49.39 %
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	27,769.23	39,210.00	11,440.77	29.18 %
6202 Book Replacement	172.68		-172.68	
6300 Restricted Fund Spending	3,016.00		-3,016.00	
6305 Adult Programs	1,126.30		-1,126.30	
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	787.05		-787.05	
6365 ARPA Grant	562.93		-562.93	
6368 Martin Grant	1,625.25		-1,625.25	
6370 Memorials & Gifts	3,728.72		-3,728.72	
6390 United Way Grant	4,259.29		-4,259.29	
Total 6300 Restricted Fund Spending	25,607.91		-25,607.91	
6410 Advertisement	139.67	300.00	160.33	53.44 %
6415 Bank fees	150.00	100.00	-50.00	-50.00 %
6420 Custodial supplies	475.25	800.00	324.75	40.59 %
6425 Discretionary Fund	72.73	1,000.00	927.27	92.73 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - August, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6430 Insurance				
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	7.63		-7.63	
6445 Library supplies	1,280.07	4,100.00	2,819.93	68.78 %
Library Equipment	310.71	1,200.00	889.29	74.11 %
Total 6445 Library supplies	1,590.78	5,300.00	3,709.22	69.99 %
6447 Membership	804.00	900.00	96.00	10.67 %
6450 Postage	387.90	300.00	-87.90	-29.30 %
6455 Processing Fee	535.38	800.00	264.62	33.08 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	4,835.75	8,000.00	3,164.25	39.55 %
6470 Services		99.00	99.00	100.00 %
Alarm System - Doyle	1,524.24	2,000.00	475.76	23.79 %
Argentieries	216.00	325.00	109.00	33.54 %
Attorney	785.50	4,000.00	3,214.50	80.36 %
Audit	2,850.00	2,850.00	0.00	0.00 %
Bookkeeper	5,400.00	8,500.00	3,100.00	36.47 %
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	1,931.24	3,300.00	1,368.76	41.48 %
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	336.10	500.00	163.90	32.78 %
Window Cleaner		450.00	450.00	100.00 %
Total 6470 Services	15,513.93	26,850.00	11,336.07	42.22 %
6480 Train/conference	407.00	2,000.00	1,593.00	79.65 %
6485 Travel	2,079.09	3,300.00	1,220.91	37.00 %
6490 Utilities				
Electric	3,880.65	7,000.00	3,119.35	44.56 %
Extended Broadband	900.00	1,800.00	900.00	50.00 %
Fuel	1,787.16	5,500.00	3,712.84	67.51 %
Phone	939.03	1,400.00	460.97	32.93 %
Total 6490 Utilities	7,506.84	15,700.00	8,193.16	52.19 %
Total Expenditures	\$224,370.89	\$314,318.00	\$89,947.11	28.62 %
NET OPERATING REVENUE	\$ -130,798.27	\$0.00	\$130,798.27	0.00%

Cuba Circulating Library Association

Budget vs. Actuals:

January - August, 2024

		TOTAL		
	ACTUAL	BUDGET	REMAINING	% REMAINING
Other Expenditures				
Children's Area Remodel (Net)	2,099.96		-2,099.96	
Children's Area Remodel Donations	-10,100.00		10,100.00	
Children's Area Remodel Expenses	53,491.30		-53,491.30	
Children's Area Remodel Funds	-13,800.00		13,800.00	
Total Children's Area Remodel (Net)	31,691.26		-31,691.26	
Total Other Expenditures	\$31,691.26	\$0.00	\$ -31,691.26	0.00%
NET OTHER REVENUE	\$ -31,691.26	\$0.00	\$31,691.26	0.00%
NET REVENUE	\$ -162,489.53	\$0.00	\$162,489.53	0.00%

Cuba Circulating Library Association

Statement of Activity

August 2024

	TOTAL	
	AUG 2024	AUG 2023 (PY)
Revenue		
4017 Memorials/Gifts	2,061.71	1,225.00
4020 Meeting Room Fee	25.00	150.00
4100 Other Income		
Arts		140.00
Book Replacement	143.06	34.00
Copies Income	301.60	192.28
Donation Box	10.75	168.33
Fines	55.00	43.00
Misc Income	20.25	34.85
Total 4100 Other Income	530.66	612.46
4200 Restricted Funds Revenue		
Adult Programs		70.00
Manley Grant	5,000.00	
Total 4200 Restricted Funds Revenue	5,000.00	70.00
4500 Investment Income		
Dividend Income	197.91	174.81
Interest Income	63.43	0.01
Morgan Stanley		
Endowment Fund		83,000.00
Total Morgan Stanley		83,000.00
Total 4500 Investment Income	261.34	83,174.82
Total Revenue	\$7,878.71	\$85,232.28
GROSS PROFIT	\$7,878.71	\$85,232.28
Expenditures		
6100 Payroll Expenses		
6101 Wages	12,468.22	12,964.82
6102 Taxes	0.00	1,068.55
Payroll Tax	953.82	
SUTA	37.89	
Total 6102 Taxes	991.71	1,068.55
6103 Employee Benefits		
Company Contributions		
Retirement	359.18	371.49
Total Company Contributions	359.18	371.49
Health Insurance	500.00	500.00
Total 6103 Employee Benefits	859.18	871.49
Total 6100 Payroll Expenses	14,319.11	14,904.86

Cuba Circulating Library Association

Statement of Activity

August 2024

	TOTAL	
	AUG 2024	AUG 2023 (PY)
6200 Library Materials		
6205 Books-J	398.93	232.98
6210 Books-A	637.82	702.50
6230 Audio	86.88	56.87
6240 Equipment		432.00
6260 DVD	103.48	211.38
6270 Video Games	49.99	99.98
6280 Adult Programming	200.00	
6285 Childrens Programming		25.70
Total 6200 Library Materials	1,477.10	1,761.41
6202 Book Replacement	16.52	
6300 Restricted Fund Spending		
6305 Adult Programs	43.27	
6320 Friends Expense		533.23
6345 Lions Club Grant		124.97
6355 STLS Outreach		142.13
6360 DFY Grant	16.41	
6365 ARPA Grant		742.64
6368 Martin Grant	37.50	
6370 Memorials & Gifts	107.93	68.92
6390 United Way Grant		498.66
Total 6300 Restricted Fund Spending	205.11	2,110.55
6420 Custodial supplies	47.58	73.07
6425 Discretionary Fund		49.91
6435 Interest Expense	1.24	28.08
6445 Library supplies	27.23	1,077.81
Library Equipment		57.58
Total 6445 Library supplies	27.23	1,135.39
6447 Membership		160.00
6450 Postage	48.03	
6455 Processing Fee	60.39	79.45
6465 Repairs/Building & Grounds	458.41	12,817.59
6470 Services		
Alarm System - Doyle	508.08	
Argentieries	24.00	
Attorney		400.00
Bookkeeper	675.00	
Copier Acme		163.67
Hotspots	159.41	197.40
Water Softener	15.00	15.00
Total 6470 Services	1,381.49	776.07

Cuba Circulating Library Association

Statement of Activity

August 2024

	TOTAL	
	AUG 2024	AUG 2023 (PY)
6480 Train/conference		1,040.00
6485 Travel	96.61	742.64
6490 Utilities		
Electric	543.57	1,087.71
Fuel	232.00	1,369.27
Phone	142.89	126.99
Total 6490 Utilities	918.46	2,583.97
Total Expenditures	\$19,057.28	\$38,262.99
NET OPERATING REVENUE	\$ -11,178.57	\$46,969.29
Other Expenditures		
Children's Area Remodel (Net)	2,099.96	
Children's Area Remodel Expenses	7,614.81	5,870.52
Total Children's Area Remodel (Net)	9,714.77	5,870.52
Total Other Expenditures	\$9,714.77	\$5,870.52
NET OTHER REVENUE	\$ -9,714.77	\$ -5,870.52
NET REVENUE	\$ -20,893.34	\$41,098.77

Cuba Circulating Library Association

Statement of Financial Position

As of August 31, 2024

	TOTAL	
	AS OF AUG 31, 2024	AS OF AUG 31, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	15,440.19	6,372.56
1090 Savings	26,286.52	86,397.32
Total Bank Accounts	\$41,726.71	\$92,769.88
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	24,844.50
American Cap Inc Builder A	97,727.99	77,877.79
American Cap World Growth & Inc	64,370.25	51,808.29
American Fundamental Inv A	49,535.58	39,907.36
American Funds Mortgage A	21,015.64	20,218.75
American Global Balanced A	89,970.86	75,994.67
American Inc Fd of America A	92,784.78	77,047.88
American Intm Bd Fd of Amer A	17,204.73	14,139.13
American Inv Co of Amer A	22,476.19	17,808.85
American Short-Term Bond A	20,868.90	20,114.34
American WA Mutual A	102,617.64	78,707.42
Cash, BDP, and Money Market Fds	6.94	783.50
Savings	15,381.83	
Stocks	975.66	809.74
Unrealized Gain/Loss	152,721.45	52,976.72
Total 1303 Endowment Investment	778,460.91	553,038.94
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	-102.51	0.66
Unrealized Gain/Loss	3,208.41	1,228.94
Total 1306 Adams Mem Book Fund Investment	16,411.73	14,010.07
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	\$794,872.64	\$567,049.01

Cuba Circulating Library Association

Statement of Financial Position

As of August 31, 2024

	TOTAL	
	AS OF AUG 31, 2024	AS OF AUG 31, 2023 (PY)
Total Current Assets	\$836,599.35	\$659,818.89
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
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,422,133.72	\$1,045,951.75
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	8,468.30	15,867.95
Total Accounts Payable	\$8,468.30	\$15,867.95
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	710.86	383.60
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	100.31	156.14
NYS Income Tax	259.94	261.35
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	1,071.11	801.09
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$1,071.11	\$801.09
Total Current Liabilities	\$9,539.41	\$16,669.04
Total Liabilities	\$9,539.41	\$16,669.04

Cuba Circulating Library Association

Statement of Financial Position

As of August 31, 2024

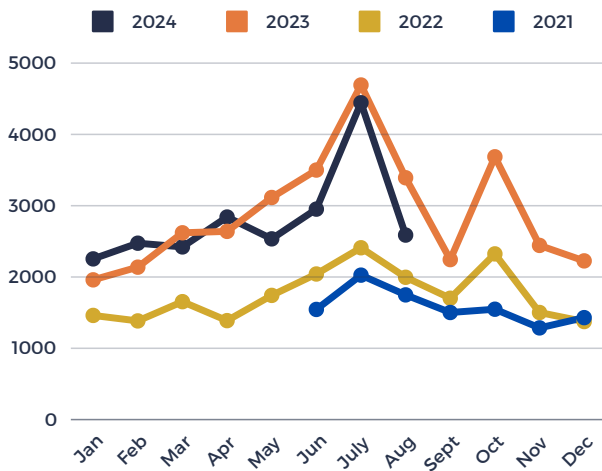
	TOTAL	
	AS OF AUG 31, 2024	AS OF AUG 31, 2023 (PY)
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	84,622.75	-17,267.36
3550 Realized Gain/Loss Equity	11,222.71	44,555.91
3800 Restricted Fund	54,609.08	-29,140.00
3900 Fund Balance	1,424,629.30	1,082,989.15
Net Revenue	-162,489.53	-51,854.99
Total Equity	\$1,412,594.31	\$1,029,282.71
TOTAL LIABILITIES AND EQUITY	\$1,422,133.72	\$1,045,951.75

Cuba Circulating Library

AUG 2024 DIRECTOR'S REPORT



Patron Visits



CHECKOUTS

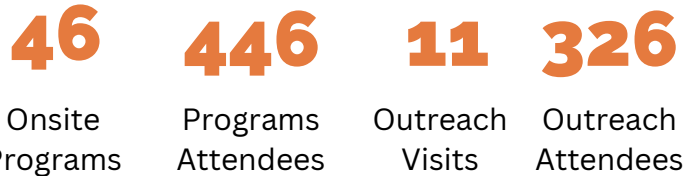
Our circulation numbers for August were down from last year. This is to be expected after last year's grand opening of the children's area's impact on our statistics. I expect to see a bounce back next year after we finish Phase 2.

AED DONATION

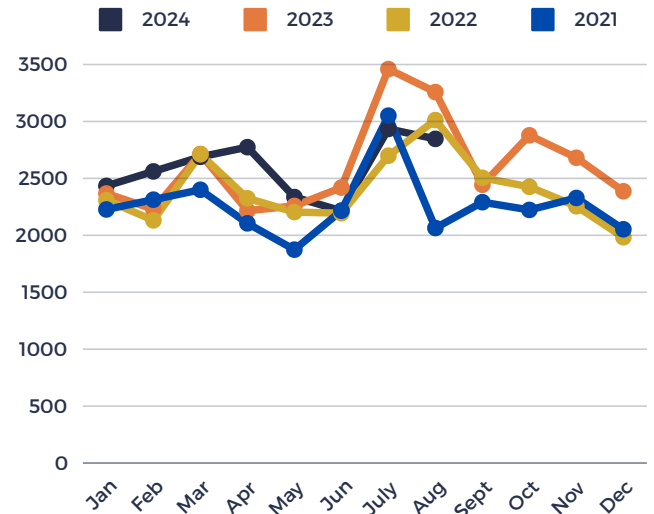
Margaret "Peggy" Bulson donated \$2061 for the purchase of an AED for the community room. Peggy is an attendee of Linda Boten's Chair Aerobics classes and long time supporter of the library. We now have an AED on both floors of the library.

PATRON NUMBERS

For the month of August 2024, we had a total of **2,588** patron visits. We entered **19** new library cards. Cherilyn and I both did outreach events at the back to schools nights, each reaching hundreds of kids and promoting upcoming library events.



Circulation



2847

Items checked out

?

eBooks checked out

101

Public computer sessions

399

Holds filled

972

Visits to website

Professional Development

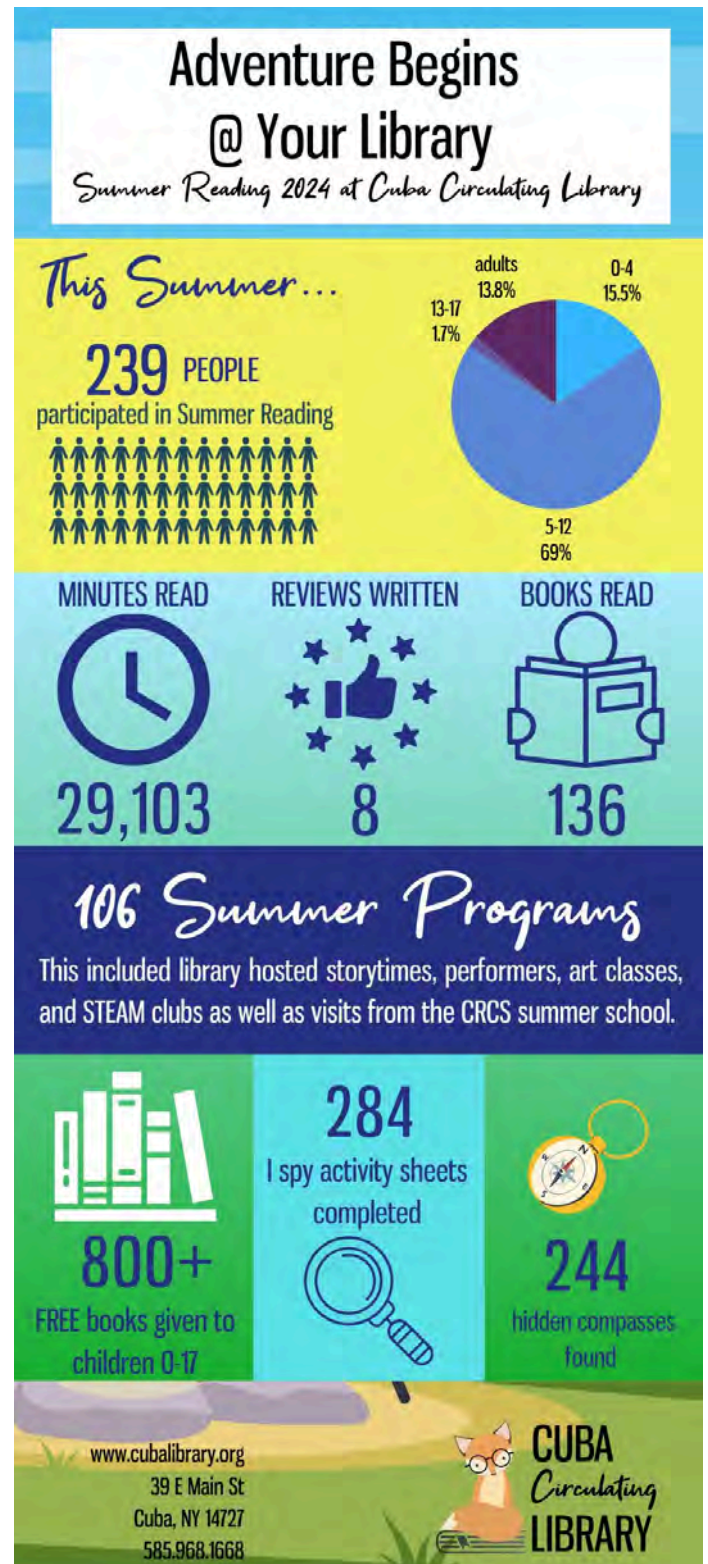
This month I attended two workshops on Demystifying Misinformation. The presenter provided us with several great resources for researching and debunking stories we may hear online. We were also provided with exercises to do with library staff to practice these skills.

We will be holding our annual staff development day on the afternoon of Sept. 24, where we will practice some of the skills I learned through these workshops. Particularly with the upcoming elections in November, it is important that library staff have the necessary skills to help our patrons identify misinformation and fake news.

Grants

We received \$5,000 from the FT and Anna C Manley Charitable Trust to install a large print keyboard and accessibility software on one of our patron computers. This software provides screen magnification and screen reading functionality.

We have been invited by Assemblyman Joe Giglio's office to apply for a State and Municipal Facilities Capital Program Grant in the amount of \$75,000 to go towards our Children's Area and Workforce Development Project. I turned in the application for this grant on Aug. 27. When I thanked their office for choosing our library for this opportunity, District Director John Eberth replied, "The work you and your colleagues do is incredibly important. Libraries are information and knowledge hubs. Librarians as teachers and information experts have the power to transform lives. This office will always support your work."



Upcoming Adult Programs

- Sept. 10, 17, 24, & 30 @ 6:30 "Breath" Book study and practice with Dr. Audrey Hager
- Sept. 19 @ 6:00 Felted Mushrooms with Tami Fuller
- Sept. 23 @ 6:00 Beaded Wall Hanging with Shauna Comes
- Sept. 24 @ 11:00 Building Foundations of Caregiving by Alzheimer's Assoc.
- Sept. 25 @ 1:00 Cornell Cooperative Community Fair