

Monday, November 11, 2024

Meeting Minutes for the Cuba Circulating Library Board of Trustees

1. The meeting was called to order by Faith at 5:30 PM.
Trustees present: Tom Donahue, Denean Emerson, Lionel Legry, Lauren Mosgrove, Jill Schwab, Faith Stewart, Paul Tsujimoto, Brad Weaver
Trustee(s) absent: Wendy Sprague

Also present were: Tina Dalton, library director, and from the Friends Pat Ash, Heather Forness Thomas, Sara Vail, Chloe Gilliland, Colleen Robinson, and Hudson Forness.

2. Quorum was confirmed and the agenda approved by voice vote.
3. There were no public comments presented.
4. The Friends are sorry to report that Pat is retiring from the book room, but that in recognition of her hard work and dedication they will present a check for \$5,000 to the library in her honor.
5. The minutes of the October meeting were approved upon a motion from Paul and a second by Lauren.
6. The Financial Officer's report was delivered, with a note that the school tax check had been received and would show on next month's report. The report was accepted on a motion from Brad and a second by Jill.
7. The Corresponding Secretary had no report. Faith, Tina, and Brad shared their experiences at the NYLA conference.
8. Tina reports that the furniture has been sold to local libraries to make way for our new furnishings. It is being considered that the library may serve as a satellite library for students at the Elm Street Academy.
9. Committee Reports –
 - i. Planning – NTR
 - ii. Finance – Denean was included in phone meeting with Jillian.
 - iii. Buildings and Grounds - Trimming of hedges complete, thanks Paul, wax for statue ready to be applied, work on sump pump and gutter drain system completed.
 - iv. Personnel –
 - v. Policy – A motion was made by Lauren and seconded by Lionel to approve the policy modifications to language by the committee. It was approved unanimously by the board.
 - vi. Liaison with Friends' – Celebrating Pat
 - vii. Education – NTR

viii.

10. Unfinished Business -

- i. 2025 budget draft - We will move forward on draft (b)
- ii. Tax cap over-ride – We will request an over-ride.

11. New Business

- i. Board attendance will be recorded to adhere to the guidelines for board membership.
- ii. The nominating committee is open to suggestions for replacement of retiring trustees or those whose terms are coming to a close.

12. Meeting adjourned at 6:33 PM on a motion by Tom and a second by Paul.

Cuba Circulating Library Association

Budget vs. Actuals:

January - October, 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	6,910.54		-6,910.54	
4020 Meeting Room Fee	775.00	950.00	175.00	18.42 %
4100 Other Income	53.45		-53.45	
Arts	257.00		-257.00	
Book Replacement	447.06		-447.06	
Copies Income	2,230.05	2,600.00	369.95	14.23 %
Donation Box	525.42	800.00	274.58	34.32 %
Fines	198.50	200.00	1.50	0.75 %
Fundraiser	150.00		-150.00	
Misc Income	256.16	450.00	193.84	43.08 %
Total 4100 Other Income	4,117.64	4,050.00	-67.64	-1.67 %
4200 Restricted Funds Revenue				
Adult Programs	298.00		-298.00	
Arts Grant	4,310.00		-4,310.00	
Childrens Programs	500.00		-500.00	
DFY Grant	1,076.00		-1,076.00	
Friends	10,069.48	4,000.00	-6,069.48	-151.74 %
Grant - STLS	1,408.00		-1,408.00	
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	45,511.48	4,000.00	-41,511.48	-1,037.79 %
4500 Investment Income				
Capital Gains Distribution	6,212.55		-6,212.55	
Dividend Income	11,302.49		-11,302.49	
Interest Income	1,225.19		-1,225.19	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund	61,382.00	33,351.00	-28,031.00	-84.05 %
Total Morgan Stanley	61,382.00	33,851.00	-27,531.00	-81.33 %
Total 4500 Investment Income	80,122.23	33,851.00	-46,271.23	-136.69 %
Budget Carryover		32,694.00	32,694.00	100.00 %
Total Revenue	\$137,436.89	\$314,318.00	\$176,881.11	56.27 %
GROSS PROFIT	\$137,436.89	\$314,318.00	\$176,881.11	56.27 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	143,089.52	171,954.00	28,864.48	16.79 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - October, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6102 Taxes	0.00		0.00	
Payroll Tax	11,328.87	13,471.00	2,142.13	15.90 %
SUTA	1,428.53	2,370.00	941.47	39.72 %
Total 6102 Taxes	12,757.40	15,841.00	3,083.60	19.47 %
6103 Employee Benefits				
Company Contributions				
Retirement	3,991.04	5,306.00	1,314.96	24.78 %
Total Company Contributions	3,991.04	5,306.00	1,314.96	24.78 %
Health Insurance	5,000.00	6,000.00	1,000.00	16.67 %
Total 6103 Employee Benefits	8,991.04	11,306.00	2,314.96	20.48 %
6105 Ins - Disability		1,066.00	1,066.00	100.00 %
Total 6100 Payroll Expenses	164,837.96	200,167.00	35,329.04	17.65 %
6200 Library Materials				
6205 Books-J	4,191.36	5,000.00	808.64	16.17 %
6210 Books-A	6,076.00	8,000.00	1,924.00	24.05 %
6220 Serials	1,320.97	1,300.00	-20.97	-1.61 %
6230 Audio	710.46	1,500.00	789.54	52.64 %
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	988.11	2,000.00	1,011.89	50.59 %
6270 Video Games	552.63	1,200.00	647.37	53.95 %
6280 Adult Programming	1,665.20	2,500.00	834.80	33.39 %
6285 Childrens Programming	967.16	1,200.00	232.84	19.40 %
6290 STLS cost share	10,882.00	10,882.00	0.00	0.00 %
Total 6200 Library Materials	31,368.89	39,210.00	7,841.11	20.00 %
6202 Book Replacement	203.43		-203.43	
6300 Restricted Fund Spending	3,016.00		-3,016.00	
6305 Adult Programs	1,956.20		-1,956.20	
6310 Arts Grant Expense	4,703.16		-4,703.16	
6315 ALA Grant	61.96		-61.96	
6320 Friends Expense	4,719.38		-4,719.38	
6330 Manley Grant expense	31.49		-31.49	
6350 Wilday Grant	743.81		-743.81	
6355 STLS Outreach	1,185.96		-1,185.96	
6360 DFY Grant	862.60		-862.60	
6365 ARPA Grant	562.93		-562.93	
6368 Martin Grant	1,669.72		-1,669.72	
6370 Memorials & Gifts	6,510.12		-6,510.12	
6390 United Way Grant	4,808.56		-4,808.56	
Total 6300 Restricted Fund Spending	30,831.89		-30,831.89	
6410 Advertisement	284.87	300.00	15.13	5.04 %
6415 Bank fees	150.00	100.00	-50.00	-50.00 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - October, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6420 Custodial supplies	532.90	800.00	267.10	33.39 %
6425 Discretionary Fund	239.00	1,000.00	761.00	76.10 %
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	9.44		-9.44	
6445 Library supplies	1,488.20	4,100.00	2,611.80	63.70 %
Library Equipment	374.69	1,200.00	825.31	68.78 %
Total 6445 Library supplies	1,862.89	5,300.00	3,437.11	64.85 %
6447 Membership	1,044.00	900.00	-144.00	-16.00 %
6450 Postage	392.30	300.00	-92.30	-30.77 %
6455 Processing Fee	655.17	800.00	144.83	18.10 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	7,995.77	8,000.00	4.23	0.05 %
6470 Services		99.00	99.00	100.00 %
Alarm System - Doyle	2,032.32	2,000.00	-32.32	-1.62 %
Argentieries	264.00	325.00	61.00	18.77 %
Attorney	785.50	4,000.00	3,214.50	80.36 %
Audit	2,850.00	2,850.00	0.00	0.00 %
Bookkeeper	6,750.00	8,500.00	1,750.00	20.59 %
Computer Tech	99.50		-99.50	
Copier Acme	1,401.07	2,000.00	598.93	29.95 %
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	2,250.06	3,300.00	1,049.94	31.82 %
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	602.22	500.00	-102.22	-20.44 %
Window Cleaner	500.00	450.00	-50.00	-11.11 %
Total 6470 Services	18,879.67	26,850.00	7,970.33	29.68 %
6480 Train/conference	1,523.10	2,000.00	476.90	23.85 %
6485 Travel	2,239.89	3,300.00	1,060.11	32.12 %
6490 Utilities				
Electric	4,975.55	7,000.00	2,024.45	28.92 %
Extended Broadband	1,350.00	1,800.00	450.00	25.00 %
Fuel	2,251.16	5,500.00	3,248.84	59.07 %
Phone	1,224.81	1,400.00	175.19	12.51 %
Total 6490 Utilities	9,801.52	15,700.00	5,898.48	37.57 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - October, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total Expenditures	\$282,276.64	\$314,318.00	\$32,041.36	10.19 %
NET OPERATING REVENUE	\$ -144,839.75	\$0.00	\$144,839.75	0.00%
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-11,204.59		11,204.59	
Children's Area Remodel Expenses	55,591.26		-55,591.26	
Children's Area Remodel Funds	-13,800.00		13,800.00	
Total Children's Area Remodel (Net)	30,586.67		-30,586.67	
Total Other Expenditures	\$30,586.67	\$0.00	\$ -30,586.67	0.00%
NET OTHER REVENUE	\$ -30,586.67	\$0.00	\$30,586.67	0.00%
NET REVENUE	\$ -175,426.42	\$0.00	\$175,426.42	0.00%

Cuba Circulating Library Association

Statement of Activity

October 2024

	TOTAL	
	OCT 2024	OCT 2023 (PY)
Revenue		
4004 Local Lib Services Aid		1,675.00
4017 Memorials/Gifts	1,643.08	726.62
4020 Meeting Room Fee	25.00	175.00
4100 Other Income		
Arts	15.00	50.00
Book Replacement	5.01	36.00
Copies Income	199.50	201.90
Donation Box	121.50	2,532.55
Fines	12.00	20.00
Misc Income	55.30	23.30
Total 4100 Other Income	408.31	2,863.75
4200 Restricted Funds Revenue		
Adult Programs	298.00	
Friends	2,116.88	
Grant - STLS	225.00	
Manley Grant		3,700.00
Total 4200 Restricted Funds Revenue	2,639.88	3,700.00
4500 Investment Income		
Dividend Income	192.00	157.00
Interest Income	14.37	109.79
Morgan Stanley		
Endowment Fund	18,031.00	
Total Morgan Stanley	18,031.00	
Total 4500 Investment Income	18,237.37	266.79
Total Revenue	\$22,953.64	\$9,407.16
GROSS PROFIT	\$22,953.64	\$9,407.16
Expenditures		
6100 Payroll Expenses		
6101 Wages	20,101.11	13,491.30
6102 Taxes	0.00	1,074.64
Payroll Tax	1,575.98	
SUTA	57.12	
Total 6102 Taxes	1,633.10	1,074.64

Cuba Circulating Library Association

Statement of Activity

October 2024

	TOTAL	
	OCT 2024	OCT 2023 (PY)
6103 Employee Benefits		
Company Contributions		
Retirement	542.97	390.42
Total Company Contributions	542.97	390.42
Health Insurance	500.00	
Total 6103 Employee Benefits	1,042.97	390.42
Total 6100 Payroll Expenses	22,777.18	14,956.36
6200 Library Materials		
6205 Books-J	351.90	213.59
6210 Books-A	632.85	428.62
6260 DVD	91.89	89.86
6270 Video Games	112.00	
6280 Adult Programming	100.00	400.00
6285 Childrens Programming	224.93	100.00
Total 6200 Library Materials	1,513.57	1,232.07
6202 Book Replacement	9.68	29.56
6300 Restricted Fund Spending		
6305 Adult Programs	425.00	
6310 Arts Grant Expense	250.00	1,345.00
6315 ALA Grant	10.00	
6320 Friends Expense	200.00	436.74
6350 Wilday Grant		145.00
6360 DFY Grant	75.55	102.66
6365 ARPA Grant		182.57
6370 Memorials & Gifts	2,519.15	799.89
6390 United Way Grant	389.98	1,282.82
Total 6300 Restricted Fund Spending	3,869.68	4,294.68
6410 Advertisement	44.00	600.00
6420 Custodial supplies	57.65	
6425 Discretionary Fund	111.37	
6435 Interest Expense	0.93	
6445 Library supplies	188.43	
Library Equipment	63.98	
Total 6445 Library supplies	252.41	
6447 Membership	240.00	
6455 Processing Fee	46.53	81.60
6460 Personal Protection Supplies		17.08
6465 Repairs/Building & Grounds	450.00	461.84

Cuba Circulating Library Association

Statement of Activity

October 2024

	TOTAL	
	OCT 2024	OCT 2023 (PY)
6470 Services		
Alarm System - Doyle	508.08	124.00
Argentieries	24.00	24.00
Attorney		775.00
Bookkeeper	675.00	675.00
Computer Tech		239.88
Copier Acme	226.11	291.46
Hotspots	159.41	212.40
Water Softener	141.77	15.00
Window Cleaner	500.00	
Total 6470 Services	2,234.37	2,356.74
6480 Train/conference	685.00	
6485 Travel	134.00	28.43
6490 Utilities		
Electric	425.18	485.77
Extended Broadband	450.00	
Fuel	232.00	176.00
Phone	142.89	126.99
Total 6490 Utilities	1,250.07	788.76
Ask Accountant		0.00
Total Expenditures	\$33,676.44	\$24,847.12
NET OPERATING REVENUE	\$ -10,722.80	\$ -15,439.96
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-655.00	
Children's Area Remodel Expenses		13,740.34
Children's Area Remodel Funds		-124,193.00
Total Children's Area Remodel (Net)	-655.00	-110,452.66
Total Other Expenditures	\$ -655.00	\$ -110,452.66
NET OTHER REVENUE	\$655.00	\$110,452.66
NET REVENUE	\$ -10,067.80	\$95,012.70

Cuba Circulating Library Association

Statement of Financial Position

As of October 31, 2024

	TOTAL	
	AS OF OCT 31, 2024	AS OF OCT 31, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	21,014.68	10,692.22
1090 Savings	289.49	14,404.06
Total Bank Accounts	\$21,304.17	\$25,096.28
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	30,921.57	30,083.05
American Cap Inc Builder A	98,471.85	94,659.04
American Cap World Growth & Inc	64,645.35	61,879.03
American Fundamental Inv A	49,672.66	46,580.61
American Funds Mortgage A	21,154.40	20,357.21
American Global Balanced A	90,485.44	88,645.21
American Inc Fd of America A	93,557.32	89,944.77
American Intm Bd Fd of Amer A	17,261.05	16,685.42
American Inv Co of Amer A	22,558.87	21,156.48
American Short-Term Bond A	21,004.23	20,235.79
American WA Mutual A	95,364.27	93,001.07
Cash, BDP, and Money Market Fds	16.06	789.82
Savings	0.00	45,465.98
Stocks	988.34	765.42
Unrealized Gain/Loss	145,016.91	20,274.31
Total 1303 Endowment Investment	751,118.32	650,523.21
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	6,305.79	6,048.64
American Inc Fd of America A	7,105.35	6,831.79
Cash, BDP, and Money Market Fds	-104.32	0.66
Unrealized Gain/Loss	3,106.75	425.40
Total 1306 Adams Mem Book Fund Investment	16,413.57	13,306.49
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	\$767,531.89	\$663,829.70

Cuba Circulating Library Association

Statement of Financial Position

As of October 31, 2024

	TOTAL	
	AS OF OCT 31, 2024	AS OF OCT 31, 2023 (PY)
Total Current Assets	\$788,836.06	\$688,925.98
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	\$1,374,370.43	\$1,075,058.84
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	675.00	675.00
Total Accounts Payable	\$675.00	\$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	2,512.28	0.00
Federal Taxes (941/944)	1,566.31	0.00
NYS Employment Taxes	57.14	42.56
NYS Income Tax	826.73	533.94
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	4,962.46	576.50
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$4,962.46	\$576.50
Total Current Liabilities	\$5,637.46	\$1,251.50
Total Liabilities	\$5,637.46	\$1,251.50

Cuba Circulating Library Association

Statement of Financial Position

As of October 31, 2024

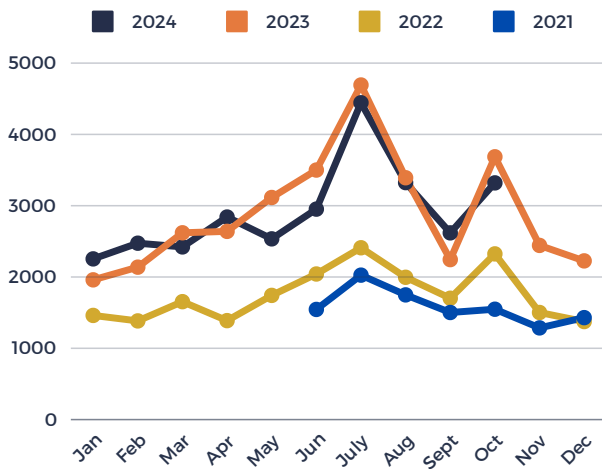
	TOTAL	
	AS OF OCT 31, 2024	AS OF OCT 31, 2023 (PY)
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	66,670.08	-50,817.63
3550 Realized Gain/Loss Equity	4,900.07	44,573.71
3800 Restricted Fund	54,609.08	-29,140.00
3900 Fund Balance	1,417,980.16	1,082,989.15
Net Revenue	-175,426.42	26,202.11
Total Equity	\$1,368,732.97	\$1,073,807.34
TOTAL LIABILITIES AND EQUITY	\$1,374,370.43	\$1,075,058.84

Cuba Circulating Library

OCTOBER 2024 DIRECTOR'S REPORT



Patron Visits



CHECKOUTS

Our circulation numbers for October were almost equal to last month, with a decrease of only 16. Patron visits were down by 10% from 2023, from 3686 to 3320.

SALE & DISPOSAL OF LIBRARY FURNITURE

- Table and 8 chairs \$225
- Table and 4 chairs \$100
- Bookcase and 4 chairs \$115
- 7 chairs \$70
- Small folding table \$20
- Office chair-- free

This furniture has been sold to make room for our new furniture.

PATRON NUMBERS

For the month of October we entered **11** new library cards. We attended two big outreach events at the schools: Cherilyn went to Fall Fest at the Elementary school and Colleen attended School-oween at the Middle-High School. Between these two events we reached 231 people.

31

Onsite Programs

306

Programs Attendees

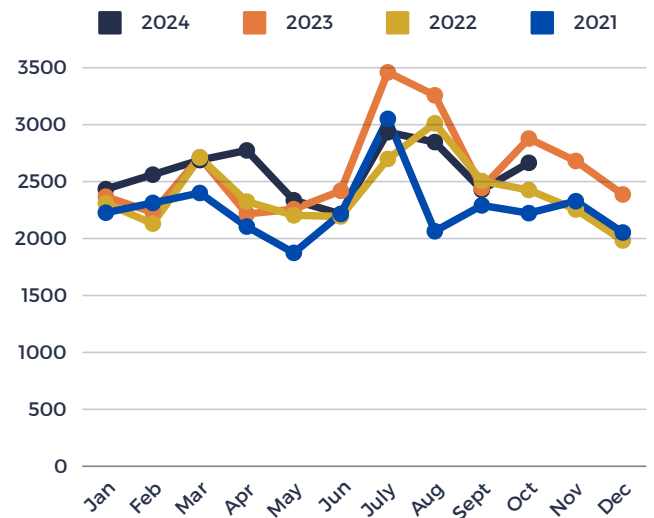
9

Outreach Visits

335

Outreach Attendees

Circulation



2426

Items checked out in September

662

eBooks checked out in September

127

Public computer sessions in September

348

Holds filled in September

927

Visits to website in September

2665

Items checked out in October

635

eBooks checked out in October

159

Public computer sessions in October

323

Holds filled in October

1124

Visits to website in October

Cuba Patriot Digitization

Several more years of the Cuba Patriot have been added to the NYSHistoricNewspapers.org website. The years 1973 through 2022 are now available for anyone to access online.

This project is part of a technology and digitization grant from the South Central Regional Library Council.

FLX Gives

This year, all Allegany County libraries have been invited to participate in FLX Gives. Part of Giving Thursday, this 24-hour online fundraising challenge for nonprofits in the Finger Lakes Region will allow us to highlight our children's area construction project. There will be many opportunities for us to win cash prizes, including a wooden gem hidden within the library. When someone finds this gem, we will win \$50 for the library. The person who finds the gem can also choose a participating organization to donate an additional \$50 to. The gem will be hidden on Nov. 12.

The 24-hour fundraising event begins Thursday, Nov. 14 at 6 pm through Friday, Nov. 15 at 6 pm. Please help promote this event on your Facebook and Instagram pages. You will see many posts on the library's pages during this time frame.

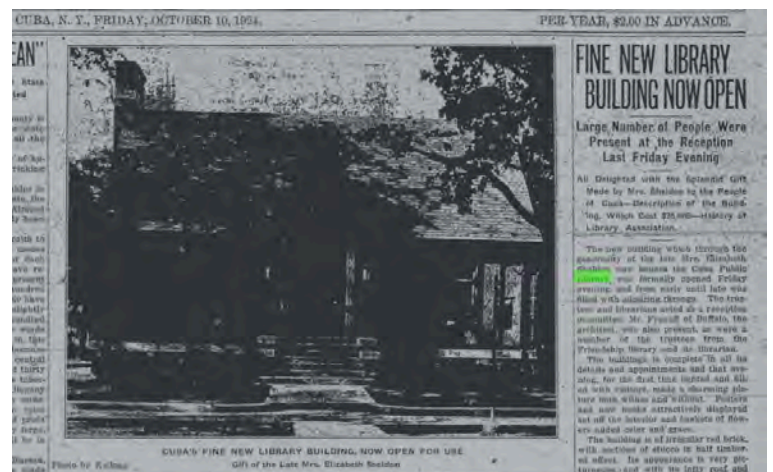
<https://www.flxgives.org/organizations/cuba-circulating-library>

All Abilities Club

I met with Kristen Babbitt from Allegany-Steuben ARC to discuss the development of our All Abilities Club. This program will be a monthly meet up for adults with developmental and intellectual disabilities and their caregivers where they can participate in art, literacy activities, listen to music, and other events. Kristen is very excited about the program and has really helped me with publicity. She invited me to attend a weekly Zoom meeting to promote the program, which I did on Oct. 18. We attempted to hold our first All Abilities Club on Oct. 22 but only had one person sign up so we decided to postpone until we had more time to publicize. Our next meeting is scheduled for November 19.

We have also received a mini-grant of \$950 from STLS to help fund the All Abilities Club. This grant will also help establish an outreach library at Elm St. Academy which the students will oversee.

100 Year Anniversary of Library Building



Upcoming Adult Programs

- Nov. 9 @ 12:00
- Nov. 16 @ 10:00
- Nov. 19 @ 4:30

Seed Bead Pt. 2 Jewelry with Fileve Palmer
String Art Mason Jar Vases with Shauna
All Abilities Club: Dino-Vember

Cuba Circulating Library

PROCUREMENT POLICY

PURPOSE: Cuba Circulating Library shall follow the provisions of New York state law regarding public work and purchase contracts.

POLICY: All purchase contracts in excess of \$20,000 shall be subject to competitive bidding. Purchase contracts are defined as goods and services, including building and grounds projects. The Director is authorized to approve purchases that do not exceed \$10,000.

Under normal circumstances, contracts shall be awarded to the lowest responsible bidder. Circumstances under which the contract may not be awarded to the lowest responsible bidder may include, but are not limited to: (1) vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the library; (2) vendor's terms of payment are disadvantageous to the library; (3) vendor cannot comply with the full specifications set forth in the bid; and (4) vendor's after-purchase support services are deemed inadequate.

For all materials and services not subject to competitive bidding, the library will solicit at least three competitive quotations for public works and purchase contracts. Such price quotes will be either written or verbal based on the following criteria:

Procedures for procurement of such purchase contracts not subject to competitive bidding:

<u>Dollar Limit</u>	<u>Procedure</u>
Under \$1,500	Discretion of authorized staff
\$1,500 – \$4,000	Documented verbal quotes from at least three vendors (if available)
\$4,001 – \$20,000	Formal written quotes from at least three vendors (if available)

In emergencies, verbal quotes should be obtained, insofar as is practical under the circumstances.

Reasons to dispense with competitive bidding or quotations may include: true leases; professional services; sole source procurements, and federal; state, county, town, Southern Tier Library System contracts; articles manufactured in state correctional institutions or from agencies for the blind and severely disabled. The process of soliciting competitive quotations, as long as the procurements are below the bid thresholds, is not necessary if the procurement adds

to an existing system, and it is in the library's best interest to deal with one vendor for a particular system.

Documentation for leases of personal property will include written quotes, cost-benefit analysis of leasing versus purchasing, and other necessary considerations. The library will note that the contract is a true lease and not an installment purchase contract.

Documentation for insurance will include bid advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required. Request for Proposals (RFPs), documented in the same manner, may also be used.

No individual may commit Cuba Library funds without proper authorization. The library Director, **acting under the guidance of the Board of Trustees**, has overall responsibility for implementing effective procedures that comply with the requirements of this policy and demonstrate effective internal controls.

App: Dec. 14, 2020

Cuba Circulating Library

SALE OR DISPOSAL OF SURPLUS LIBRARY PROPERTY

PURPOSE: To rid Cuba Circulating Library of surplus library property, personal or fixed property, owned by Cuba Circulating Library that is no longer needed for the provision of library services.

POLICY: Only property having a monetary value need be formally declared surplus.

The Director or their designee is authorized to declare as surplus library materials whose aggregate value is estimated to be less than \$1,000.

The Board of Trustees shall formally declare, by resolution, surplus of library materials and property with an estimated aggregate value of \$1,000 or more. The resolution shall include a listing of the property and its estimated value.

Property deemed to have no monetary value shall be disposed of by the most appropriate method to minimize costs to the library and inconvenience to library patrons, as determined by the Director or their designee and in accordance with disposal laws.

Surplus property, including but not limited to computer equipment, furniture, fixtures, and supplies no longer of use to the library and whose estimated aggregate value is less than \$1,000, may be donated or sold as determined by the Director or their designee.

Surplus library property whose estimated aggregate value is \$1,000 or more shall be disposed of at a public auction to the person submitting the highest bid, following publication of a notice of the auction in the **local newspaper** and social media, or by advertisement for sale in the **local newspaper** and social media. If no reasonable bids/offers are received, they may be disposed of as specified above.

The Director will bring to the attention of the Board of Trustees items that may have unusual, historic or artistic value; the Board may engage the services of a professional appraiser for determination of value.

The Director may dispose of donated items in any legal manner. The sales of surplus library property should be reported to the Board of Trustees as a part of the monthly director's report.

App: Dec. 14, 2020

Cuba Circulating Library

INVENTORY MANAGEMENT POLICY

PURPOSE: To provide accurate information for financial statements and insurance purposes while ensuring effective internal controls over library assets.

POLICY: Invoices for inventory items will be retained for the entire period that an item has useful value.

ACuba Circulating Library address label will be affixed to each item, where possible. .

Inventory information will be maintained in an Excel spreadsheet file for financial statement, insurance and control purposes. This will be maintained by the Director. The following information will be entered into that file.

- Description of item purchased
- Purchase date
- Amount of purchase
- Vendor purchase was made from
- Serial number if applicable
- Assigned inventory control number

- Location of the item

The following information will also be included in the file for physical inventory purposes.

- General condition of the item (good, fair, poor)
- Date of last physical inventory
- Disposal date

A physical inventory will take place annually, to be overseen by the Library Director and delegated to library staff and/or volunteers as needed.

App: June 11, 2007

Rev: Dec. 14, 2020

2025 Cuba Library Budget

DISBURSEMENTS			RECEIPTS		
	Budget 2024	Budget 2025		Budget 2024	Budget 2025
Payroll Expenses			School	\$ 237,098.00	\$ 295,145.00
Gross Wages	\$ 171,954.00	\$ 196,158.00	Local Lib. Services Aid	\$ 1,675.00	\$ 1,745.00
Federal Tax-Employers	\$ 13,471.00	\$ 15,241.00	Fines	\$ 200.00	\$ 250.00
State Tax-Employers	\$ 2,370.00	\$ 2,430.00	Copies	\$ 2,600.00	\$ 2,600.00
Employee Benefits			Other	\$ 450.00	\$ -
IRA Match	\$ 5,306.00	\$ 5,466.00	Friends	\$ 4,000.00	\$ 5,000.00
Health Insurance	\$ 6,000.00	\$ 6,000.00	Budget Carryover	\$ 32,694.00	\$ -
Library Materials			Meeting Room	\$ 950.00	\$ 1,100.00
Books- Juvenile	\$ 5,000.00	\$ 5,500.00	Endowment	\$ 33,351.00	\$ 32,877.00
Books- Adult	\$ 8,000.00	\$ 8,500.00	Donations	\$ 800.00	\$ 3,000.00
Serials	\$ 1,300.00	\$ 1,500.00	Adams Memorial	\$ 500.00	\$ 500.00
Audiobooks	\$ 1,500.00	\$ 800.00			
DVDs	\$ 2,000.00	\$ 1,500.00	Total	\$ 314,318.00	\$ 342,217.00
STLS Digital Collection	\$ 3,628.00	\$ 3,701.00			
Video Games	\$ 1,200.00	\$ 1,200.00	Non-Budget Income		
Adult Programs	\$ 2,500.00	\$ 2,500.00	SAM grant		\$ 75,000.00
Children's Programs	\$ 1,200.00	\$ 1,500.00	Arts Grant	\$ 5,000.00	\$ 4,000.00
STLS Cost Share	\$ 10,882.00	\$ 11,099.00	Memorials/Gifts	\$ 7,100.00	\$ 9,300.00
Advertising and Publicity	\$ 300.00	\$ 300.00	Replacements	\$ 150.00	\$ 500.00
Bank Fees	\$ 100.00	\$ 250.00	Misc. Grants	\$ 1,500.00	\$ 20,000.00
Custodial Supplies	\$ 800.00	\$ 900.00	United Way	\$ 7,400.00	\$ 3,000.00
Discretionary/Misc	\$ 1,000.00	\$ 1,000.00	Manley Grant	\$ 3,700.00	\$ 5,000.00
Insurance			NYS Construction Aid	\$ 128,638.00	
Insurance - property	\$ 6,815.00	\$ 7,376.00	ARC Grant	\$ 209,275.00	
Insurance -Disability	\$ 1,066.00	\$ 1,080.00	Other	\$ 1,500.00	
D&O Liability Insurance	\$ 966.00	\$ 966.00	TOTAL	\$ 364,263.00	\$ 116,800.00
Workman's Comp	\$ 1,310.00	\$ 2,125.00	Service includes:		
Library Supplies			Acme copiers	\$ 2,000.00	\$ 2,000.00
Library Supplies	\$ 4,100.00	\$ 2,000.00	Fire Extinguishers	\$ 56.00	\$ 50.00
Computer Equipment & Services	\$ 2,000.00	\$ 2,000.00	Argentieri's	\$ 325.00	\$ 175.00
Library Equipment	\$ 1,200.00	\$ 1,200.00	Rug Shampoos	\$ 420.00	\$ -
Membership Fees	\$ 900.00	\$ 1,000.00	Window Cleaner	\$ 450.00	\$ 500.00
Postage	\$ 300.00	\$ 500.00	Water Softener	\$ 500.00	\$ 700.00
Processing of Books	\$ 800.00	\$ 1,000.00	Gutters cleaned	\$ 350.00	\$ 350.00
PPE Supplies/Disaster	\$ 500.00	\$ 500.00	Doyle Security	\$ 2,000.00	\$ 2,100.00
Repairs/Bldg & Grnds	\$ 8,000.00	\$ 9,000.00	Patriot Microfilm	\$ 1,000.00	\$ -
Service/Service contracts	\$ 24,000.00	\$ 22,125.00	Hotspots	\$ 3,300.00	\$ 3,300.00
Audit	\$ 2,850.00	\$ 5,500.00	Accountant (file 990)	\$ 800.00	\$ 750.00
Travel	\$ 3,300.00	\$ 4,500.00	Bookkeeper	\$ 8,500.00	\$ 9,000.00
Train/Conference	\$ 2,000.00	\$ 2,000.00	Lawyer	\$ 4,000.00	\$ 3,000.00
Utilities			Fire Place Clean	\$ 200.00	\$ 200.00
Electric	\$ 7,000.00	\$ 6,000.00		\$ 23,901.00	\$ 22,125.00
Extended Broadband	\$ 1,800.00	\$ 1,800.00			
Fuel	\$ 5,500.00	\$ 4,000.00			
Phone	\$ 1,400.00	\$ 2,000.00			
Total	\$ 314,318.00	\$ 342,217.00			

Name	Position	2024	4% increase	Hours per week	Weeks	Annual Increase	FICA Tax 7.65%	Workers Comp .62%	Total Cost of 4% Increase
Wagner, David	Maintenance Manager	18.14	\$ 0.73	3	52	\$ 113.19	\$ 8.66	\$ 0.70	\$ 122.55
Robinson, Colleen	Custodian/Library Assistant	16.10	\$ 0.64	24	52	\$ 803.71	\$ 61.48	\$ 4.98	\$ 870.18
Comes, Shauna	Senior Library Assistant	19.16	\$ 0.77	30	52	\$ 1,195.58	\$ 91.46	\$ 7.41	\$ 1,294.46
new employee	Library Page		\$ -	16	52	\$ -	\$ -	\$ -	\$ -
Riquelme, Maximo	Library Page	15.00	\$ 0.50	2	52	\$ 52.00	\$ 3.98	\$ 0.32	\$ 56.30
Stuck, Christian	Library Page	15.96	\$ 0.64	18	52	\$ 597.54	\$ 45.71	\$ 3.70	\$ 646.96
Rhodes, Janet	Senior Library Assistant	19.95	\$ 0.80	3	52	\$ 124.80	\$ 9.55	\$ 0.77	\$ 135.12
Wise, Cherilyn	Youth Services Coordinator	24.82	\$ 0.99	34	52	\$ 1,755.27	\$ 134.28	\$ 10.88	\$ 1,900.43
Dalton, Tina	Library Director	26.48	\$ 1.06	40	52	\$ 2,203.14	\$ 168.54	\$ 13.66	\$ 2,385.34
						\$ 6,845.24	\$ 523.66	\$ 42.44	\$ 7,411.34

Name	Position	2024	5% increase	Hours per week	Weeks	Annual Increase	FICA Tax 7.65%	Workers Comp .62%	Total Cost of 5% Increase
Wagner, David	Maintenance Manager	18.14	\$ 0.91	3	52	\$ 141.49	\$ 10.82	\$ 0.88	\$ 153.19
Robinson, Colleen	Custodian/Library Assistant	16.10	\$ 0.81	24	52	\$ 1,004.64	\$ 76.85	\$ 6.23	\$ 1,087.72
Comes, Shauna	Senior Library Assistant	19.16	\$ 0.96	30	52	\$ 1,494.48	\$ 114.33	\$ 9.27	\$ 1,618.07
new employee	Library Page		\$ -	16	52	\$ -	\$ -	\$ -	\$ -
Riquelme, Maximo	Library Page	15.00	\$ 0.50	2	52	\$ 52.00	\$ 3.98	\$ 0.32	\$ 56.30
Stuck, Christian	Library Page	15.96	\$ 0.80	18	52	\$ 746.93	\$ 57.14	\$ 4.63	\$ 808.70
Rhodes, Janet	Senior Library Assistant	19.95	\$ 1.00	3	52	\$ 155.61	\$ 11.90	\$ 0.96	\$ 168.48
Wise, Cherilyn	Youth Services Coordinator	24.82	\$ 1.24	34	52	\$ 2,194.09	\$ 167.85	\$ 13.60	\$ 2,375.54
Dalton, Tina	Library Director	26.48	\$ 1.32	40	52	\$ 2,753.92	\$ 210.67	\$ 17.07	\$ 2,981.67
						\$ 8,543.16	\$ 653.55	\$ 52.97	\$ 9,249.68

Name	Position	2024	6% increase	Hours per week	Weeks	Annual Increase	FICA Tax 7.65%	Workers Comp .62%	Total Cost of 6% Increase
Wagner, David	Maintenance Manager	18.14	\$ 1.09	3	52	\$ 169.79	\$ 12.99	\$ 1.05	\$ 183.83
Robinson, Colleen	Custodian/Library Assistant	16.10	\$ 0.97	24	52	\$ 1,205.57	\$ 92.23	\$ 7.47	\$ 1,305.27
Comes, Shauna	Senior Library Assistant	19.16	\$ 1.15	30	52	\$ 1,793.38	\$ 137.19	\$ 11.12	\$ 1,941.69
new employee	Library Page		\$ -	16	52	\$ -	\$ -	\$ -	\$ -
Riquelme, Maximo	Library Page	15.00	\$ 0.50	2	52	\$ 52.00	\$ 3.98	\$ 0.32	\$ 56.30
Stuck, Christian	Library Page	15.96	\$ 0.96	18	52	\$ 896.31	\$ 68.57	\$ 5.56	\$ 970.44
Rhodes, Janet	Senior Library Assistant	19.95	\$ 1.20	3	52	\$ 186.73	\$ 14.28	\$ 1.16	\$ 202.17
Wise, Cherilyn	Youth Services Coordinator	24.82	\$ 1.49	34	52	\$ 2,632.91	\$ 201.42	\$ 16.32	\$ 2,850.65
Dalton, Tina	Library Director	26.48	\$ 1.59	40	52	\$ 3,304.70	\$ 252.81	\$ 20.49	\$ 3,578.00
						\$ 10,241.39	\$ 783.47	\$ 63.50	\$ 11,088.35

Name	Position	2025	Rate of pay	Hours per week	Weeks	Annual Salary	FICA Tax 7.65%	Workers Comp .62%	Total cost of new employee
New Employee	Library Page	15.50	\$ 15.50	16	52	\$ 12,896.00	\$ 986.54	\$ 79.96	\$ 13,962.50

\$ 1,838.34 more than a 4% increase would cost

\$ 3,677.01 more than a 4% increase would cost

Phase 2 Budget

Disbursements		Receipts	
Library Movers	\$ 17,506.00	NYS Construction Aid	\$ 194,810.00
Tree Artist: Janice Davis	\$ 50,000.00	SAM Grant	\$ 75,000.00
Tree Fabricator: JCP	\$ 52,500.00	Anonymous donation*	\$ 10,295.00
Tree Toys	\$ 865.00	Friends*	\$ 5,450.00
Architect	\$ 22,500.00	Endowment	\$ 42,474.00
Furniture	\$ 12,000.00	Pearce*	\$ 500.00
Entryway, carpet, paint	\$ 141,000.00	FLX Gives*	\$ 342.00
Foyer stairs and landing	\$ 6,500.00		
Roller shades	\$ 8,000.00		
Fire alarm upgrade	\$ 18,000.00		
	\$ 328,871.00		\$ 328,871.00

*already received