

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

Monday, Dec. 9, 2024
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the Nov. Meeting
5. Financial Officer's Report
6. Corresponding Secretary
7. Director's Report
8. Committee Reports
 - i. Planning
 - ii. Finance
 - i. History of Cuba Library Endowment
 - iii. Bldgs/Grounds
 - i. Plumbing
 - iv. Personnel
 - v. Policy
 - vi. Liaison with Friends
 - vii. Education
 - viii. Executive
- b. Ad hoc committees
 - i. Children's Area Renovation
9. Unfinished Business
 - i. 2025 budget draft
 - ii. Nominating committee
10. New Business
 - i. STLS VoIP contract
 - ii. Director cell phone reimbursement resolution
 - iii. Bylaws update: executive committee, absences (excused vs. unexcused)
 - iv. Staff/volunteer holiday gifts
11. Executive Session as needed
12. Adjournment

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' P

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 Officers 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 term is 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 - November, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4003 School Income	237,098.00	237,098.00	0.00	0.00 %
4004 Local Lib Services Aid		1,675.00	1,675.00	100.00 %
4017 Memorials/Gifts	6,955.54		-6,955.54	
4020 Meeting Room Fee	900.00	950.00	50.00	5.26 %
4100 Other Income	53.45		-53.45	
Arts	257.00		-257.00	
Book Replacement	447.06		-447.06	
Copies Income	2,321.40	2,600.00	278.60	10.72 %
Donation Box	562.42	800.00	237.58	29.70 %
Fines	199.00	200.00	1.00	0.50 %
Fundraiser	150.00		-150.00	
Misc Income	1,132.91	450.00	-682.91	-151.76 %
Total 4100 Other Income	5,123.24	4,050.00	-1,073.24	-26.50 %
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	3,358.00		-3,358.00	
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	
Wilday Grant	1,000.00		-1,000.00	
Total 4200 Restricted Funds Revenue	48,461.48	4,000.00	-44,461.48	-1,111.54 %
4500 Investment Income				
Capital Gains Distribution	6,212.55		-6,212.55	
Dividend Income	11,498.69		-11,498.69	
Interest Income	1,225.24		-1,225.24	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund	51,382.00	33,351.00	-18,031.00	-54.06 %
Total Morgan Stanley	51,382.00	33,851.00	-17,531.00	-51.79 %
Total 4500 Investment Income	70,318.48	33,851.00	-36,467.48	-107.73 %
Budget Carryover		32,694.00	32,694.00	100.00 %
Total Revenue	\$368,856.74	\$314,318.00	\$ -54,538.74	-17.35 %
GROSS PROFIT	\$368,856.74	\$314,318.00	\$ -54,538.74	-17.35 %
Expenditures				
6100 Payroll Expenses				

Cuba Circulating Library Association

Budget vs. Actuals:

January - November, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6101 Wages	156,188.54	171,954.00	15,765.46	9.17 %
6102 Taxes	0.00		0.00	
Payroll Tax	12,369.19	13,471.00	1,101.81	8.18 %
SUTA	1,443.45	2,370.00	926.55	39.09 %
Total 6102 Taxes	13,812.64	15,841.00	2,028.36	12.80 %
6103 Employee Benefits				
Company Contributions				
Retirement	4,351.09	5,306.00	954.91	18.00 %
Total Company Contributions	4,351.09	5,306.00	954.91	18.00 %
Health Insurance	5,500.00	6,000.00	500.00	8.33 %
Total 6103 Employee Benefits	9,851.09	11,306.00	1,454.91	12.87 %
6105 Ins - Disability		1,066.00	1,066.00	100.00 %
Total 6100 Payroll Expenses	179,852.27	200,167.00	20,314.73	10.15 %
6200 Library Materials				
6205 Books-J	4,656.85	5,000.00	343.15	6.86 %
6210 Books-A	6,809.72	8,000.00	1,190.28	14.88 %
6220 Serials	1,320.97	1,300.00	-20.97	-1.61 %
6230 Audio	1,063.78	1,500.00	436.22	29.08 %
6240 Equipment	1,688.64	2,000.00	311.36	15.57 %
6250 Digital Books	3,628.00	3,628.00	0.00	0.00 %
6260 DVD	1,229.48	2,000.00	770.52	38.53 %
6270 Video Games	662.45	1,200.00	537.55	44.80 %
6280 Adult Programming	1,665.20	2,500.00	834.80	33.39 %
6285 Childrens Programming	1,163.87	1,200.00	36.13	3.01 %
6290 STLS cost share	10,882.00	10,882.00	0.00	0.00 %
Total 6200 Library Materials	34,770.96	39,210.00	4,439.04	11.32 %
6202 Book Replacement	220.52		-220.52	
6300 Restricted Fund Spending	3,016.00		-3,016.00	
6305 Adult Programs	2,127.02		-2,127.02	
6310 Arts Grant Expense	4,703.16		-4,703.16	
6315 ALA Grant	1,396.05		-1,396.05	
6320 Friends Expense	7,949.31		-7,949.31	
6330 Manley Grant expense	231.39		-231.39	
6350 Wilday Grant	743.81		-743.81	
6355 STLS Outreach	1,185.96		-1,185.96	
6360 DFY Grant	988.76		-988.76	
6365 ARPA Grant	562.93		-562.93	
6368 Martin Grant	1,669.72		-1,669.72	
6370 Memorials & Gifts	7,613.28		-7,613.28	
6390 United Way Grant	4,808.56		-4,808.56	
Total 6300 Restricted Fund Spending	36,995.95		-36,995.95	
6410 Advertisement	284.87	300.00	15.13	5.04 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - November, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6415 Bank fees	150.00	100.00	-50.00	-50.00 %
6420 Custodial supplies	745.47	800.00	54.53	6.82 %
6425 Discretionary Fund	239.00	1,000.00	761.00	76.10 %
6430 Insurance				
Ins - Liability Insurance	878.00	966.00	88.00	9.11 %
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	10,301.95	9,091.00	-1,210.95	-13.32 %
6435 Interest Expense	10.34		-10.34	
6445 Library supplies	1,756.06	4,100.00	2,343.94	57.17 %
Library Equipment	817.52	1,200.00	382.48	31.87 %
Total 6445 Library supplies	2,573.58	5,300.00	2,726.42	51.44 %
6447 Membership	1,044.00	900.00	-144.00	-16.00 %
6450 Postage	397.68	300.00	-97.68	-32.56 %
6455 Processing Fee	741.19	800.00	58.81	7.35 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	27,376.77	8,000.00	-19,376.77	-242.21 %
6470 Services	280.00	99.00	-181.00	-182.83 %
Alarm System - Doyle	2,032.32	2,000.00	-32.32	-1.62 %
Argentieries	288.00	325.00	37.00	11.38 %
Attorney	785.50	4,000.00	3,214.50	80.36 %
Audit	2,850.00	2,850.00	0.00	0.00 %
Bookkeeper	7,425.00	8,500.00	1,075.00	12.65 %
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	2,409.47	3,300.00	890.53	26.99 %
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	20,018.08	26,850.00	6,831.92	25.44 %
6480 Train/conference	3,933.65	2,000.00	-1,933.65	-96.68 %
6485 Travel	3,222.18	3,300.00	77.82	2.36 %
6490 Utilities				
Electric	5,832.71	7,000.00	1,167.29	16.68 %
Extended Broadband	1,350.00	1,800.00	450.00	25.00 %
Fuel	2,426.16	5,500.00	3,073.84	55.89 %
Phone	1,511.03	1,400.00	-111.03	-7.93 %
Total 6490 Utilities	11,119.90	15,700.00	4,580.10	29.17 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - November, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total Expenditures	\$333,998.36	\$314,318.00	\$ -19,680.36	-6.26 %
NET OPERATING REVENUE	\$34,858.38	\$0.00	\$ -34,858.38	0.00%
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-12,228.74		12,228.74	
Children's Area Remodel Expenses	68,681.70		-68,681.70	
Children's Area Remodel Funds	-13,800.00		13,800.00	
Total Children's Area Remodel (Net)	42,652.96		-42,652.96	
Total Other Expenditures	\$42,652.96	\$0.00	\$ -42,652.96	0.00%
NET OTHER REVENUE	\$ -42,652.96	\$0.00	\$42,652.96	0.00%
NET REVENUE	\$ -7,794.58	\$0.00	\$7,794.58	0.00%

Cuba Circulating Library Association

Statement of Financial Position

As of November 30, 2024

	TOTAL	
	AS OF NOV 30, 2024	AS OF NOV 30, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	9,352.76	995.49
1090 Savings	177,289.49	226,250.06
Total Bank Accounts	\$186,642.25	\$227,245.55
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	21,224.07	20,420.54
American Global Balanced A	90,485.44	88,645.21
American Inc Fd of America A	93,501.78	89,944.77
American Intm Bd Fd of Amer A	17,373.72	16,733.43
American Inv Co of Amer A	22,558.87	21,156.48
American Short-Term Bond A	21,073.63	20,296.39
American WA Mutual A	95,364.27	93,001.07
Cash, BDP, and Money Market Fds	10,016.11	789.83
Savings	0.00	45,648.67
Stocks	1,111.03	815.59
Unrealized Gain/Loss	162,128.41	61,060.32
Total 1303 Endowment Investment	778,548.76	691,714.03
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	-105.22	0.66
Unrealized Gain/Loss	3,393.82	1,203.46
Total 1306 Adams Mem Book Fund Investment	16,699.74	14,084.55
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	\$795,248.50	\$705,798.58

Cuba Circulating Library Association

Statement of Financial Position

As of November 30, 2024

	TOTAL	
	AS OF NOV 30, 2024	AS OF NOV 30, 2023 (PY)
Total Current Assets	\$981,890.75	\$933,044.13
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	\$1,567,425.12	\$1,319,176.99
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	712.28	0.00
Federal Taxes (941/944)	1,530.78	1,324.06
NYS Employment Taxes	72.06	63.62
NYS Income Tax	548.93	522.73
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	2,864.05	1,910.41
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$2,864.05	\$1,910.41
Total Current Liabilities	\$3,539.05	\$2,585.41
Total Liabilities	\$3,539.05	\$2,585.41

Cuba Circulating Library Association

Statement of Financial Position

As of November 30, 2024

	TOTAL	
	AS OF NOV 30, 2024	AS OF NOV 30, 2023 (PY)
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	84,191.34	-9,203.39
3550 Realized Gain/Loss Equity	4,900.07	44,573.71
3800 Restricted Fund	54,609.08	-29,140.00
3900 Fund Balance	1,427,980.16	1,082,989.15
Net Revenue	-7,794.58	227,372.11
Total Equity	\$1,563,886.07	\$1,316,591.58
TOTAL LIABILITIES AND EQUITY	\$1,567,425.12	\$1,319,176.99

Cuba Circulating Library Association

Statement of Activity

November 2024

	TOTAL	
	NOV 2024	NOV 2023 (PY)
Revenue		
4003 School Income	237,098.00	231,846.00
4017 Memorials/Gifts	45.00	563.00
4020 Meeting Room Fee	125.00	175.00
4100 Other Income		
Arts		25.00
Copies Income	91.35	130.25
Donation Box	37.00	15.00
Fines	0.50	16.00
Misc Income	876.75	13.85
Total 4100 Other Income	1,005.60	200.10
4200 Restricted Funds Revenue		
Grant - STLS	1,950.00	
Wilday Grant	1,000.00	
Total 4200 Restricted Funds Revenue	2,950.00	
4500 Investment Income		
Dividend Income	196.20	171.94
Interest Income	0.05	182.70
Morgan Stanley		
Endowment Fund	-10,000.00	
Total Morgan Stanley	-10,000.00	
Total 4500 Investment Income	-9,803.75	354.64
Total Revenue	\$231,419.85	\$233,138.74
GROSS PROFIT	\$231,419.85	\$233,138.74
Expenditures		
6100 Payroll Expenses		
6101 Wages	13,099.02	20,131.72
6102 Taxes	0.00	1,561.11
Payroll Tax	1,040.32	
SUTA	14.92	
Total 6102 Taxes	1,055.24	1,561.11
6103 Employee Benefits		
Company Contributions		
Retirement	360.05	574.92
Total Company Contributions	360.05	574.92
Health Insurance	500.00	
Total 6103 Employee Benefits	860.05	574.92
Total 6100 Payroll Expenses	15,014.31	22,267.75

Cuba Circulating Library Association

Statement of Activity

November 2024

	TOTAL	
	NOV 2024	NOV 2023 (PY)
6200 Library Materials		
6205 Books-J	465.49	431.76
6210 Books-A	733.72	608.56
6220 Serials		258.00
6230 Audio	353.32	
6240 Equipment	1,301.64	
6260 DVD	241.37	184.68
6270 Video Games	109.82	129.00
6280 Adult Programming		79.97
6285 Childrens Programming	196.71	15.50
Total 6200 Library Materials	3,402.07	1,707.47
6202 Book Replacement	17.09	13.05
6300 Restricted Fund Spending		
6305 Adult Programs	170.82	
6310 Arts Grant Expense		200.00
6315 ALA Grant	1,334.09	
6320 Friends Expense	3,229.93	1,102.27
6330 Manley Grant expense	199.90	
6360 DFY Grant	126.16	479.70
6370 Memorials & Gifts	1,103.16	488.95
Total 6300 Restricted Fund Spending	6,164.06	2,270.92
6410 Advertisement		385.99
6420 Custodial supplies	212.57	70.33
6425 Discretionary Fund		215.54
6430 Insurance		878.00
Ins - Liability Insurance	878.00	
Total 6430 Insurance	878.00	878.00
6435 Interest Expense	0.90	
6445 Library supplies	267.86	92.03
Library Equipment	442.83	
Total 6445 Library supplies	710.69	92.03
6450 Postage	5.38	
6455 Processing Fee	86.02	98.20
6465 Repairs/Building & Grounds	19,381.00	78.32
6470 Services	280.00	
Alarm System - Doyle		474.84
Argentieries	24.00	24.00
Bookkeeper	675.00	675.00
Computer Tech		-120.00
Fire Place Clean		193.85
Hotspots	159.41	212.40

Cuba Circulating Library Association

Statement of Activity

November 2024

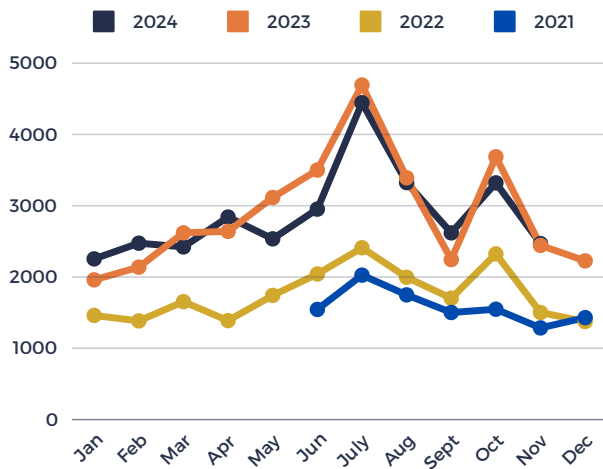
	TOTAL	
	NOV 2024	NOV 2023 (PY)
Water Softener		15.00
Total 6470 Services	1,138.41	1,475.09
6480 Train/conference	2,410.55	
6485 Travel	982.29	1,189.46
6490 Utilities		
Electric	857.16	390.82
Fuel	175.00	283.00
Phone	286.22	127.77
Total 6490 Utilities	1,318.38	801.59
Total Expenditures	\$51,721.72	\$31,543.74
NET OPERATING REVENUE	\$179,698.13	\$201,595.00
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-1,024.15	
Children's Area Remodel Expenses	13,090.44	425.00
Total Children's Area Remodel (Net)	12,066.29	425.00
Total Other Expenditures	\$12,066.29	\$425.00
NET OTHER REVENUE	\$ -12,066.29	\$ -425.00
NET REVENUE	\$167,631.84	\$201,170.00

Cuba Circulating Library

NOVEMBER 2024 DIRECTOR'S REPORT



Patron Visits



PATRON NUMBERS

For the month of November we entered **11** new library cards, which was the same as last month. We do not have a lot of programs on the schedule, due to our anticipated construction plans and upcoming carpet replacement.

28

Onsite Programs

313

Programs Attendees

8

Outreach Visits

85

Outreach Attendees

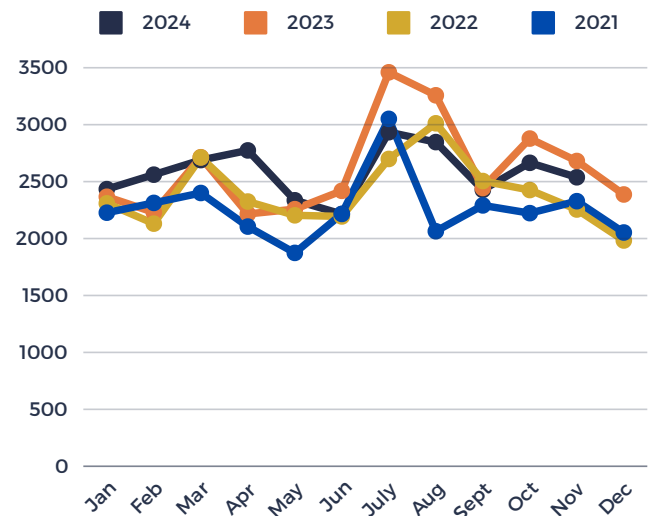
CHECKOUTS

Our circulation numbers for November were down from last year, with a slight decrease of 5%. Patron visits were up by 1% from 2023, from 2443 to 2468.

PREPARE TO CHILL PROGRAM

On Saturday, Nov. 23, Robin Burns presented a storytime program on fall and hibernation. Robin is a library science student at UB. Preparing and presenting this program is a requirement of her studies. We had 5 children attend her program. We've invited Robin back for more collaboration opportunities. The kids had a great time.

Circulation



2538

Items checked out in November

619

eBooks checked out in November

109

Public computer sessions in November

301

Holds filled in November

855

Visits to website in November

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

FLX Gives

We raised \$364.15 through FLX Gives. Donors were Erika Jenns, Lyndsie Guy, Hannah Hillman, Connie Doyle, Lisa Robinson, Denise Goodman, and Lynn Fulmer. These funds will be used towards the children's area renovation project. We also received a \$500 donation from Fred and Peggy Pearce that will be used towards the project.

Emergency Response Kit

I have purchased the supplies to put together an emergency response kit for the library, as dictated by our Disaster Plan. I have also purchased the supplies for a bedbugs quarantine toolkit, as recommended by STLS. The emergency response kit will be kept in the boiler room. The quarantine kit will be kept at the circulation desk.



**NYLA
2024**



Book Orders

We have had delays in receiving our orders from our book vendor, Ingram. We are not receiving our new books until a couple weeks after their release dates, whereas before we would receive them at least a week before the release date. Our orders are backed up by weeks. We are not the only library with this issue. Ingram cites several reasons for their delays: a sudden uptick in orders, staffing shortages, software upgrades that delay order fulfillment, and this fall being one of the biggest publishing seasons they've seen in decades.

To put it into perspective, my Ingram bill for November was 1/3 what it usually is. This is how few books we received last month. If this trend continues, I will shop for another book vendor.

Phase 2 Construction

The entryway to the children's area has been built, drywall installed, and mud sanded. It looks quite nice and really defines the space. Patrons seem to like it and comment on it in a positive way. The fire alarm system has been completely upgraded. The panel that was on the outside of the book drop closet has now been moved to inside. They will drywall over the spot where the panel was, greatly improving the appearance of the foyer.

Although not part of Phase 2 Construction, the threshold to the basement elevator was repaired as well. It looks much better and hopefully will hold up for many years to come.

Upcoming Adult Programs

- Dec. 10 @ 11:00 Supporting Independence with Alzheimer's Association
- Dec. 14 @ 10:00 Alcohol Ink Ornaments with Shauna
- Dec. 14 @ 1:00 Beading part 2 with Fileve Palmer
- Dec. 17 @ 4:30 All Abilities Club: Petting Zoo

Youth Services Monthly Report: November 2024

Storytimes/After School

My Tuesday 3-4 year old group met 3 times. Our themes were knights, shapes, and Thanksgiving. K-2nd After School met 3 times and followed similar themes and activities with added stretch breaks to run around in between activities. For Thanksgiving, we made mini apple “pies” using cinnamon rolls and apple pie filling. The older after school group met 3 times and We finished The Kid Who Ran for President by Dan Gutman. This group also made mini apple pies.

Teens/Tweens

November’s book selection was Stalking Jack the Ripper. There were a lot of opinions about the characters and the ending. Some of them are continuing the series; some are not. December’s book is The Cousins by Karen McManus.

The country/theme for International Snackers was Belgium. It was the most popular box so far. When the subscription ends, the group will continue to meet as a cooking club next year.

Outreach

I had 4 Cuba-Rushford Elementary Class Visits. All were able to come to the library. The after school group also came to the library. We read some fall stories and made bookmarks. The kids had a chance to look around the library and a couple checked out books.

Head Start and Early Head Start began their visits. I go to the younger group but the older group came here.

I also worked with second grade teacher, Mrs. Retz, to have a slime activity before the Thanksgiving break. Her nephew Zac Retz is the illustrator of Too Much Glue and So Much Slime by Jason Lefebvre. The kids got to FaceTime with him to ask questions about being an illustrator.

Other

I have been working on my Management of Technology ALA eLearning course. There have been some very useful tools for planning both incremental projects such as upgrades and some bigger picture tools. So far, the planning documents have been helpful for thinking through hypothetical projects. I think they will be best used in developing a comprehensive technology replacement plan.

Upcoming Programs

Storytime and 3rd-5th Afterschool every Tuesday except for the Christmas Eve and New Year’s Eve. K-2nd Afterschool every Thursday except the weeks of Christmas and New Year’s. The school is on break

12/02 Quattrone Class Visit, HS Book Club

12/04 Head Start visits

12/11 Bump Class Visit, K. VanDamme Class Visit

12/18 2 Pre-K visits, HS Book Club, After School visit

Maintenance Report 11/1/24 - 12/1/24

1. Pressure washed sidewalk from drain burial construction outside
2. Removed all old plastic drain pipe and gutter drains from back area that was left from burying drain lines.
3. Graded some dirt from area that were dug up for drain lines that were buried in front. Need to grade more in rear, weather has not been good to do it. Also, will need to seed and hay for spring time once all graded.
4. Assembled new vacuum cleaner.
5. Fixed broken guide wheel and cleaned, changed filters on other vacuum.
6. Fixed door stop on community room door. Mounted higher, fixed hole in wall.
7. Assembled lift desks that were ordered for Tina and Cherilyn.
8. Mounted AED metal box on wall at bottom of steps in basement.
9. Unclogged mens room toilet.
10. Shoveled and salted walks as needed
11. Turned on Heat Trace on roof for winter.

**History of Cuba Library Endowment:
Board of Trustees Minutes 2002 to Present Regarding Endowment**

1/14/2002

Application received from Smith Barney for creation of endowment fund. Library has received \$4,000 in donations to begin the fund. Smith Barney Mutual fund has \$4,500 that can be used if need arises.

2/11/2002

Endowment fund has been opened with \$5,000 in donations from three different sources.

7/8/2002

No word yet from attorneys or investment company regarding the new endowment. Questioned if the funds authorized for transfer from Smith Barney account last month had actually been transferred. [not mentioned in prior month minutes]

10/7/2002

Was reported that anonymous gift received consisting of stocks and fixed income bonds. Terms of gift were that Library shall keep the principal intact and use the interest to support the Library. Finance Committee advised that the stocks be sold and proceeds invested equally in Investment Company of America mutual funds and Washington mutual funds. Library will keep the fixed income bonds until they mature. Interest from these bonds will be placed into a money market account separate from the existing Smith Barney money market account. As the bonds mature, the principal will be reinvested into the two mutual funds equally. Board expressed that this gift will help the cash flow during lean months and provide monies for maintenance and replacements.

No minutes for 2003 were available.

10/11/2004

The Friends gave \$3,000 to the endowment fund.

11/8/2004

Reported that Library still has proceeds to invest in an income security.

12/13/2004

Money was withdrawn from the anonymous fund and put into 1,3, and 5-year CD's.

10/10/2005

Board voted to use available funds in accessible anonymous fund and Cuba Circulating Library account to fund Library through the end of the year.

1/16/2006

Reported that in December, \$13,520 was taken out of the Smith Barney accounts and put into the checking account to cover expenses until the end of the year.

6/12/2006

Reported that principal may be used from anonymous account at Board's discretion. Finance Committee will create written policies regarding securities.

7/10/2006

Reported that money for elevator repair will come from accessible funds in the anonymous account. A patron donated \$200 for future computers. Board agreed it should be deposited to Smith Barney endowment fund and a ledger kept listing, the money, donor, and what it was designated for.

11/13/2006

Board voted to withdraw \$30,000 from anonymous fund and invest in 2-year treasury bond. Board voted to withdraw \$10,000 from Washington Mutual and invest it in a capital income builders fund. Board adopted an investment policy.

12/10/2006

Reported that money was withdrawn from accessible funds to cover expenses for the rest of the year.

4/9/2007

Voted to use money from the accessible anonymous fund to purchase a laptop and projector.

12/10/2007

\$10,000 was bequeathed from an estate. It would be invested and the interest used to purchase books. The fund will be called the Duston & Florence Adams Memorial Fund. The endowment will be set up in 2008 and no interest will be used until 2009.

4/14/2008

Duston & Florence Adams Memorial Book Fund money market account was opened.

5/12/2008

At Skip Wilday's (Morgan Stanley) suggestion, Board voted to invest the \$10,000 from the Duston & Florence Adams Memorial Fund in a capital income builder fund. Finance Committee will meet with Skip Wilday later in the month to discuss the other two Smith Barney accounts.

6/9/2008

Finance Committee met with Skip Wilday on May 22. The endowment fund was changed from one mutual fund to two and the anonymous fund was changed from two mutual funds to five. The Committee will meet with Wilday annually to discuss investments.

8/11/2008

Finance Committee met with Wilday and agreed to keep investments the same for now.

10/11/2009

Board voted to use funds as necessary from investment accounts for participation in phase 2 of Opportunity Online Broadband Program.

2/14/2011

Board will use endowment funds to pay Library's portion of cost of sculpture.

5/13/2013

Board voted to use \$1,000 from usable funds portion of anonymous investment account to pay for painting of meeting room.

5/11/2015

Benches for front patio have been ordered and will be paid for with funds from anonymous fund.

6/8/2015

Wilday suggested Library establish rainy day fund by withdrawing money from investment accounts and depositing into savings account.

1/10/2016

Board voted to withdraw Funds from Anonymous account to pay for roof repairs.

6/13/2016

Board voted to withdraw funds from Morgan Stanley anonymous account for landscaping projects.

3/13/2017

Money for construction project and LED light conversion project will be withdrawn from Morgan Stanley anonymous account and redeposited when grant money is received.

6/12/2017

Library received a bequest of \$50,000. At Wilday's recommendation, Board voted to set up a separate investment account.

7/10/2017

Based on advice from Morgan Stanley, Board voted to deposit Smolinski bequest into the existing anonymous account.

5/14/2018

Financial secretary stated that she needs explanation of the *three* investment accounts.

8/13/2018

Board voted to withdraw \$40,000 from an appropriate investment account to be used for building repairs and anything else the board deems fit. Board voted to contact Jill Plekis (Morgan Stanley) to request she reallocate or reapportion the remaining funds in the investment accounts after the \$40,000 is withdrawn. Board voted to approve a bid of \$2,420 to repair/replace trim boards on some windows.

9/10/2018

Board voted to withdraw \$2,000 from the \$5,000 in the Adams Memorial Book Fund to buy books.

7/8/2019

Jill Plekis (Morgan Stanley) supplied comprehensive review packets for each of the accounts (anonymous, endowment, and book fund). Finance Committee will be meeting to review investment policy.

11/18/2019

Board voted to revise investment policy to include “The Board of Trustees may, at their discretion, vote to withdraw annually up to 4% of the trailing average of the last sixteen quarters from the Endowment Fund and deposit the money into the operating account”. Library received a donation of \$3,000 which will be deposited into the endowment fund.

1/13/2020

Tina reported that she has started the process to withdraw 4% of the trailing average from the endowment fund. It will be approximately \$7,000.

5/11/2020

Treasurer reported that the anonymous fund balance is \$561,697.58; the endowment fund balance is \$223,224.89; and the book fund balance is \$12,097.01.

6/8/2020

Treasurer reported that the anonymous fund balance is \$579,343; the endowment fund balance is \$229,591; and the book fund balance is \$12,664. Tina will be depositing \$1,500 in donations to the Endowment fund.

7/13/2020

Treasurer reported that the anonymous fund balance is \$588,000; the endowment fund balance is \$233,214; and the book fund balance is \$12,805. Estimate to replace elevator is \$44,450. Board approved that Tina will apply for a grant that will pay 50%-75% of the cost.

10/12/2020

Grant application approval was delayed due to Covid. Final quote for elevator was \$40,645. Board voted to pay the 50% deposit (\$20,322.50) from a fund (not determined which fund yet).

11/9/2020

Board voted to close the MetLife Brighthouse holdings and transfer the funds to the Morgan Stanley accounts. Board voted to withdraw \$8,740.18 (per investment policy approved 11/18/2019) from endowment fund and deposit it into the operating account. Tina will add this amount to the budget.

1/11/2021

Board voted to withdraw \$1,000 from Adams Fund and \$8,740.18 (see 11/9/2020) from endowment.

2/8/2021

Financial reports were presented. Noted that the reports don't reflect the two withdrawals approved 1/11/2021.

3/8/2021

Finance Committee reported that \$22,000 for the elevator will be withdrawn from endowment near end of March.

7/12/2021

During Building & Grounds report, it was noted that landscaper increased scope price for project. Also noted there is \$4,400 from memorials in endowment to offset the increased cost of landscape project. During Unfinished Business, reported that \$3,500 down payment has been paid to landscaper. Board voted to reimburse Library from the Endowment for the \$3,500 plus remaining cost, not to exceed \$2,500, for a total of \$6,000. **[\$3500.00 withdrawal appears on 7/2021 Statement of Activity]**

9/13/2021

Finance report indicated that between January and July, endowment increased by \$31,000 and anonymous increased by \$83,500. Advised may want to withdraw some of the money and earmark it for special projects, such as remodeling children's area. Noted that Town will begin decreasing funds to library over next three years until no funding is received from Town. Results in annual loss of about \$19,000.

11/8/2021

Morgan Stanley advised may want to withdraw about \$75,000 ahead of time so it's not lost if/when market drops. (For children's area). Landscaping project completed. Final total was \$5,400. (Per 7/12/2021 vote, this was to be paid from Endowment)

12/13/2021

Mentioned that investments took a hit. Marsha will talk with Morgan Stanley about withdrawing some of the money and earmarking it for special projects, such as children's area remodel. (Repeat of 11/8/2021)

1/10/2022

Marsha reported investments increased by \$152,000 last year. Board voted to transfer \$75,000 from Endowment and deposit it to cash account with Morgan Stanley. It will be earmarked for Children's Area remodel.

2/14/2022

At Morgan Stanley's advice, Board voted to merge endowment and anonymous funds because they'll be more profitable. Reported that \$75,000 had been transferred from endowment to cash account with Morgan Stanley (as agreed to on 1/10/2022).

4/11/2022

Board voted to move \$70,000 from Morgan Stanley cash account that was earmarked for Children's Area to bank account in order to pay three months of operating expenses and to replace the \$70,000 from future tax Funding. Needs will be reassessed and more money transferred in the summer. **[repayment appears on Statement of Activity 12/2022]**

7/11/2022

Board voted to move additional \$70,000 from endowment to savings account to pay bills and to reimburse the Endowment Fund once tax money is received. (See amended vote 11/12/2022)

11/12/2022

Board voted to amend vote from 7/11/2022 to: Move \$70,000 from endowment to savings account to pay bills and expenses. Once tax money is received, the \$70,000 will be used to fund Children's Area remodel. Board voted to withdraw remaining \$5,000 from Morgan Stanley cash account and move it to savings account. Voted to remove remaining \$5,000 from Morgan Stanley cash account to savings as the remainder of the \$75,000 needed to Fund remodel. (see minutes 1/10/2022 and 2/14/2022) **[withdrawal appears on 1/2023 Statement of Activity]**

2/13/2023

Board voted to withdraw \$25,723 from endowment fund and deposit to general fund. (This was in 2023 budget) **[withdrawal appears on 2/2023 Statement of Activity; was added to 2023 budget]**

3/13/2023

Board voted to withdraw \$177,000 from endowment for Children's Area remodel until grant money is received. **[withdrawal appears on 3/2023 Statement of Activity; repayment of \$124,193.00 with school funds on 10/10/2023 per Morgan Stanley statement]**

4/10/2023

Amended investment policy was approved.

8/14/2023

Board voted to withdraw \$13,000 from Endowment for security camera installation. Board voted to withdraw \$70,000 from endowment for operating expenses until October tax levy is received and then it will be returned to endowment. (see 3/11/2024)

2/12/2024

Noted in unfinished business that we're awaiting further information before making a decision regarding the scope and advisability of endowment reimbursement (8/14/2023).

3/11/2024

Board voted to rescind vote from 8/14/2023. \$70,000 will NOT be returned to endowment.

9/9/2024

Board voted to withdraw \$10,000 from endowment to cover expenses until tax money is received in fall. **[repayment on 11/2024 Morgan Stanley statement]**

10/21/2024

Board voted to withdraw \$18,031 from endowment to pay for sump pump and drainage system.



Nick Shembeda Plumbing and HVAC
(Shembeda Plumbing and Heating, LLC)
1201 Route 16 South
Olean, NY 14760
Ph. 716-790-8975

Estimate 43293481
Job 43254150
Estimate Date 12/5/2024
Customer PO

Billing Address

Cuba Library
39 East Main Street
Cuba, NY 14727 USA

Job Address

Cuba Library
39 East Main Street
Cuba, NY 14727 USA

Estimate Details

Halo 5 Ultimate Ion (Filtration/Conditioning): We will remove existing salt softener system from main water feed. We will install new Halo 5 Ultimate(High Activity Carbon/Scale Inhibitor) whole house water filtration and conditioning system in basement. Installation includes new piping, isolation ball valves and boiler drain for purging purposes. We will install new backwash drain to nearest code compliant drainage system. We will install new electrical outlet if needed. We will reconnect to existing main water feed after meter and existing plumbing in basement.
No warranty on existing plumbing.

Zero Maintenance

(Payment Plans available through Hearth Financing, apply online on our website)

- **Capitol Improvement
- ** 1 Year Parts and Labor Warranty
- ** 10 Year Halo Warranty

Service #	Description	Quantity
HALO-H2ION	We will install new Halo H2 Ultimate Ion Water treatment system. Includes Halo System and necessary piping/labor to connect.	1.00
	Capital Improvement	
	Member Savings	\$710.61
	Sub-Total	\$6,395.50
	Tax	\$0.00
	Total	<u>\$6,395.50</u>

Thank You for Using Nick Shembeda Plumbing and HVAC! Your Pipeline to Peace of Mind

I hereby authorize the work described in this estimate to be completed at the agreed upon rate of \$6,395.50.



Nick Shembeda Plumbing and HVAC
(Shembeda Plumbing and Heating, LLC)
1201 Route 16 South
Olean, NY 14760
Ph. 716-790-8975

Estimate 43294476
Job 43254150
Estimate Date 12/5/2024
Customer PO

Billing Address

Cuba Library
39 East Main Street
Cuba, NY 14727 USA

Job Address

Cuba Library
39 East Main Street
Cuba, NY 14727 USA

Estimate Details

Picote Drain Restoration : We will pull existing toilet in basement mens bathroom. We will use Picote drain restoration machine to remove scale from existing cast iron piping under floor. No guarantees on existing piping condition. We will reset toilet with new seal and mounting hardware.
No warranty on existing plumbing/drain cleaning.

-Additional Recommended Work-

1.) Installation of new Gerber Avalanche toilet with code compliant open end seat. \$925.00

Service #	Description	Quantity
DLS-085	PULL TOILET, & RESET THE FIXTURE WITH NEW MOUNTING HARDWARE. FLOOR OR RANGE REPAIR IS NOT INCLUDED. PRICE ONLY APPLIES WHEN TASK IS USED TO ACCESS SEWER/DRAIN.	1.00
DLS-PIC	PREMIUM DRAIN CLEANING WITH HIGH SPEED PICOTE MAXI MILLER MACHINE. PRICE INCLUDES CABLE CLEANING AND VIDEO INSPECTION OF LINES FOR UP TO 2 HOURS. EACH HOUR WOULD BE \$195 ADDITIONAL AFTER 2.	1.00

Member Savings \$124.14

Sub-Total \$1,117.18

Tax \$0.00

Total \$1,117.18

Thank You for Using Nick Shembeda Plumbing and HVAC! Your Pipeline to Peace of Mind

I hereby authorize the work described in this estimate to be completed at the agreed upon rate of \$1,117.18.



Nick Shembeda Plumbing and HVAC
(Shembeda Plumbing and Heating, LLC)
1201 Route 16 South
Olean, NY 14760
Ph. 716-790-8975

Estimate 43293081
Job 43254150
Estimate Date 12/5/2024
Customer PO

Billing Address

Cuba Library
39 East Main Street
Cuba, NY 14727 USA

Job Address

Cuba Library
39 East Main Street
Cuba, NY 14727 USA

Estimate Details

Toilet Flange/Branch Line Replacement: We will remove existing toilet from basement mens bathroom. We will break up concrete/tile floor, remove all spoils and expose existing cast iron piping. We will remove a section of 4" cast iron main line underground and install new section of PVC with new 4x3 PVC WYE. We will install new PVC branch line with new toilet flange included. We will backfill with stone and pour concrete to original floor grade. We are not responsible for tile flooring repairs. Toilet should be reset properly after tile floor repair is done.
No warranty on existing plumbing.

-Additional Recommended Work-

1.) Installation of new Gerber Avalanche toilet with code compliant open end seat. \$925.00

**1 Year Parts and Labor Warranty

Service #	Description	Quantity
WCR-008	INSTALL REPLACEMENT TOILET FLANGE AND BOOSIE BEND, MAKE PROPER CONNECTIONS, AND RE SET TOILET. PRICE DOES NOT INCLUDE DRYWALL REPLACEMENT.	1.00
	Member Savings	\$380.00
	Sub-Total	\$3,420.00
	Tax	\$0.00
	Total	\$3,420.00

Thank You for Using Nick Shembeda Plumbing and HVAC! Your Pipeline to Peace of Mind

I hereby authorize the work described in this estimate to be completed at the agreed upon rate of \$3,420.00.



Nick Shembeda Plumbing and HVAC
(Shembeda Plumbing and Heating, LLC)
1201 Route 16 South
Olean, NY 14760
Ph. 716-790-8975

Estimate 43296009
Job 43254150
Estimate Date 12/5/2024
Customer PO

Billing Address

Cuba Library
39 East Main Street
Cuba, NY 14727 USA

Job Address

Cuba Library
39 East Main Street
Cuba, NY 14727 USA

Estimate Details

Urinal Replacement/Automatic Flush Valve: We will remove existing urinal and flush valve from basement mens bathroom. We will install brand new Urinal with wall mount carrier included and reconnect to existing drain in wall. We will install new battery powered automatic sensing Sloan flush valve with new stop and reconnect to existing water supply. No warranty on existing plumbing.

**1 Year Parts and Labor Warranty

Service #	Description	Quantity
WCR-010	WCR-010	1.00
Custom1	Please Enter a Description Here	1.00
Member Savings		\$248.67
Sub-Total		\$2,238.06
Tax		\$0.00
Total		<u>\$2,238.06</u>

Thank You for Using Nick Shembeda Plumbing and HVAC! Your Pipeline to Peace of Mind

I hereby authorize the work described in this estimate to be completed at the agreed upon rate of \$2,238.06.

Children's Area Construction Project Budget

Expenses to date			Income to Date			Project Balance	
	Check #			Check #			
Architect	11/10/2023	16122 \$ (425.00)	Pearce Donation	11/27/2024	301299945 \$ 500.00	Income to date	\$ 5,864.15
	12/29/2023	16139 \$ (2,273.81)	Friends Donation	11/30/2024	1239 \$ 5,000.00	Expenses to date	\$ (94,333.61)
	4/23/2024	16190 \$ (1,081.30)	FLX Gives	11/22/2024	ACH \$ 364.15	Project Balance	\$ (100,197.76)
	6/26/2024	16232 \$ (1,310.00)					
	9/4/2024	13680 \$ (7,668.31)					
	11/12/2024	16293 \$ (4,445.81)					
	12/5/2024	\$ (1,952.54)					
Tree (artist)	1/18/2024	16143 \$ (3,000.00)					
	9/6/2023	16080 \$ (3,000.00)					
	7/8/2024	July BOA \$ (919.09) Toys for tree					
	8/5/2024	Aug BOA \$ 53.50 Refund for toys					
Tree (fabricator)	5/31/2024	16240 \$ (26,250.00)					
Contractor	12/5/2024	\$ (42,061.25)					
Expenses to date		\$ (94,333.61)	Income to Date		\$ 5,864.15		

Voice Over IP Phone System Fee Schedule for STLS Member Libraries
Cuba Circulating Library - 11.19.2024

PHONE SERVICE

	Member Library Cost
Phone System Installation - One Time	\$ 350.00
Monthly Cost for Phone Line (Number)	\$ 35.00
Monthly Cost for Additional Phone Lines (Number)	\$ 11.00

FAX MACHINE SERVICE

	Member Library Cost
Fax Machine Adapter Installation - One Time	\$ 127.00
Monthly Fax Machine Designated Line (Number) or	\$ 11.00
Monthly Cost for Fax Machine Service	\$ 24.95

PHONES

STLS will work with Vendor to Provide Phone and Pricing Options to Library

SERVICE AND MAINTENANCE

	Member Library Cost
Phone System Monthly Service and Maintenance	\$ 15.00

Initial Setup Costs for Library	
Phone Install	\$ 350.00
Fax Install	\$ 127.00
Phones	Determined by Library
*TOTAL	\$ 477.00

Monthly Recurring Cost for Library	
Phone Line	\$ 35.00
Fax Line	\$ 11.00
Service and Maintenance	\$ 15.00
**TOTAL	\$ 61.00

*Initial Setup Cost does not include cost of phones purchased by library

**Represents monthly recurring cost to library. Library will be invoiced quarterly.

Member Library Service Overview for Voice Over IP Phone Systems

an initiative to connect STLS Member Libraries to Voice Over IP
Telecommunications



Abstract:

Member libraries have access to Voice Over IP Phone Systems through Southern Library System's dark fiber network. Any member library that is part of STLS' managed network may establish a phone telecommunication system to operate their library's main phone line or additional lines, which are facilitated by STLS.

Service Overview:

A phone system can be established by working with Southern Tier Library System, and any of their third-party vendors, to accomplish the following:

- Establish an incoming/outgoing phone line for library operations
- Establish additional phone lines for fax or secondary phone lines
- Purchase and install the necessary phones to accommodate the library's phone system
- Purchase and install any necessary hardware or software to facilitate continuous phone and fax services
- Coordinate add on phone system features (i.e. extensions and directories)

STLS will administer, provide continuation of service, maintain the system, pay third-party vendor fees, address any system failures, and assist with phone equipment updates as part of the service to a member library. Member libraries are responsible for all directory re-programming costs by third-party vendor after initial installation and setup.

The member library is responsible for reporting system maintenance or failure needs to STLS IT using the IT HelpDesk, or calling extension (607) 962-3141 ext. 5228.

Establishment and Discontinuation of Service:

A library establishes service by completing the *Voice Over IP Phone System Service Agreement Form*. This form initiates the purchasing and setup process, and allows STLS to serve as the library's lead agency for VoIP Phone System 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 may discontinue service in the event the service is no longer viable. STLS will provide the library timely notice if this situation should occur.

Member Library Cost:

The member library is responsible for paying a quarterly fee for this service to STLS. ***A library-specific fee schedule is provided to each library as part of this *Member Library Service Overview*.** 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, or third-party vendor fees. The library 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. The library agrees to pay for services within 45- days of receiving quarterly invoices. A failure to pay will result in the suspension or discontinuation of service.

Voice Over IP Phone System Service Agreement Form

an initiative to connect STLS Member Libraries to Voice Over IP Telecommunications



Library Name: _____

Library Director Name: _____

Phone: _____ Email: _____

Library Board President Name: _____

Phone: _____ Email: _____

The Board of Trustees of the listed library has formally agreed at an official meeting to establish *Voice Over IP Phone System Services* through Southern Tier Library System. The library understands the services provided in the *Member Library Service Overview for Voice Over IP Phone Systems*, agrees to the established service terms and fee schedule, and gives STLS permission to provide this service.

Library Board President Printed Name

Brian M. Hildreth
STLS Executive Director Printed Name

Library Board President Signature

STLS Executive Director Signature

Date

Date

WHEREAS the board has determined that the Director's personal cell phone has demonstrably evolved into a critical resource for the Library; and

WHEREAS the only equitable way to address this reliance is to either secure a new cell phone entirely for the Director's professional use, or to reimburse the Director for the continuing use of her personal property for Library purposes; and

WHEREAS the Director is willing to continue allowing this use of her personal property, and understands such use is not a requirement of her position and may be discontinued, but until such time, the Library wishes to reimburse her for the expense of such use;

BE IT RESOLVED that effective DATE, and continuing until revoked, the Library shall reimburse the Library Director \$50 a month, such cost being what the Library would pay if it had to acquire a smart phone and maintain such capacity as is provided by the Director's personal phone; and

BE IT FURTHER RESOLVED such reimbursement amount may be adjusted in the future to reflect an amount that related to what the Library would pay for a comparable resource (discounting sales tax, which the Library does not pay); and

BE IT FURTHER RESOLVED that the Director shall take care to not keep any library records (for instance, pictures of damaged property) exclusively on her cell phone, and to ensure such records are maintained and kept on Library-owned property (by emailing or otherwise transferring them to her professional email or other Library-owned resource).