

Monday, December 9, 2024

Meeting Minutes for the Cuba Circulating Library Board of Trustees

1. The meeting was called to order by Faith at 5:31 PM.

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

Also present were: Tina Dalton, library director and Heather and Sarah from the Friends of the Cuba Library

2. Quorum was confirmed, all trustees present.
3. There were no public comments presented.
4. The Friends reported plans and progress on the updating of the book room: painting of the walls and decorative sealing of the floor. Another gift-wrapping event is scheduled for the library this month, as well.
5. The minutes of the November meeting were approved upon a motion from Paul and a second by Wendy.
6. The Financial Officers report was delivered, with a note that \$10,000 was repaid to the endowment as planned. The report was accepted on a motion from Jill and a second by Lionel.
7. The Corresponding Secretary had no report. The library did receive a card from Five Star Bank.
8. Tina reports that Cherilyn held a “slime” activity at the school and was featured in the Olean Times newspaper. Paint color samples are on the walls and we are asked to make our color preferences known after the meeting. The fire alarm system has been updated. The community room has been booked for a presentation on the history of Palestine on Jan. 18th.
9. Committee Reports –
 - i. Planning – NTR Tom was asked to continue to work on the planning committee as a community member, and he agreed to continue to serve.
 - ii. Finance – Lauren has collected a data base of decisions regarding the Cuba Library Endowment. This shall be of great help as we look to establish protocols to guide the board in the uses for the endowment. Thank you, Lauren.
 - iii. Buildings and Grounds – Explorations into dealing plumbing issues regarding the public restrooms are under way for next year. Paul and Brad will be recruiting contractors/plumbers to submit assessments of need.
 - iv. Personnel – NTR
 - v. Policy – NTR

- vi. Liaison with Friends' – NTR
 - vii. Education – NTR
 - viii. Executive -NTR
10. Unfinished Business -
- i. 2025 budget draft - The budget draft was approved. Motion by Lauren and seconded by Brad.
 - ii. Nominating Committee – Many candidates have been proposed to fill the vacancies of retiring trustees or those whose term is coming to a close next year.
11. New Business
- i. STLS VoIP contract – The board unanimously approved the change in contract on a motion by Lauren and a second by Lionel. See attached.
 - ii. Director cell phone reimbursement resolution was approved on a motion from Paul and a second by Denean. See attached.
 - iii. Bylaws update: Brad and Tina will be working on an absences policy and understanding for next month.
 - iv. Staff/volunteer holiday gift purchases (\$20.00 gift cards) were approved on a motion by Paul and a second by Brad.
12. The Executive Session was entered at 6:41 to discuss new board member nominees. A motion to enter was made by Lionel and seconded by Jill. The motion to exit was made Lauren and seconded by Lionel at 6:51.
13. Motion to adjourn the meeting was made by Lauren, seconded by Denean, and approved by the board at 6:52 PM.

Submitted by Brad Weaver

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).

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

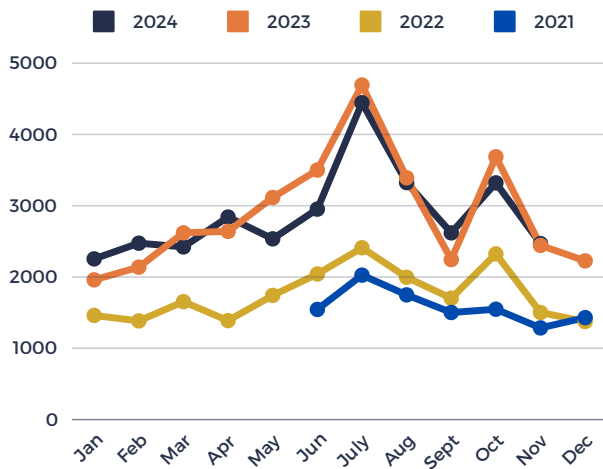
	TOTAL	
	NOV 2024	NOV 2023 (PY)
Water Softener		15.00
Total 6470 Services	1,138.41	1,475.09
6480 Train/conference	2,410.55	
6485 Travel	982.29	1,189.46
6490 Utilities		
Electric	857.16	390.82
Fuel	175.00	283.00
Phone	286.22	127.77
Total 6490 Utilities	1,318.38	801.59
Total Expenditures	\$51,721.72	\$31,543.74
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

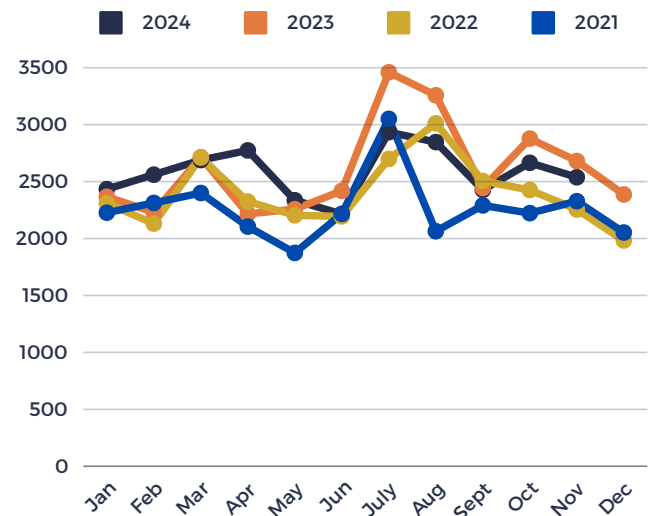
CHECKOUTS

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

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			

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		

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