

AGENDA
BOARD OF TRUSTEES
Cuba Circulating Library
Serving the Cuba Community for 153 Years

Monday, Jan. 13, 2025
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the Dec. Meeting
5. Financial Officer's Report
6. Corresponding Secretary
7. Director's Report
8. Committee Reports
 - i. Planning
 - ii. Finance
 - iii. Bldgs/Grounds
 - i. Plumbing
 - iv. Personnel
 - i. Library Page
 - v. Policy
 - i. Personnel policy
 - vi. Liaison with Friends
 - vii. Education
 - viii. Executive
- b. Ad hoc committees
 - i. Children's Area Renovation
9. Unfinished Business
10. New Business
 - i. Trustee resignation
 - ii. Endowment withdrawal
11. Executive Session as needed
12. Adjournment

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 - December 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	1,745.00	1,675.00	-70.00	-4.18 %
4017 Memorials/Gifts	7,030.54		-7,030.54	
4020 Meeting Room Fee	950.00	950.00	0.00	0.00 %
4100 Other Income	56.45		-56.45	
Arts	257.00		-257.00	
Book Replacement	447.06		-447.06	
Copies Income	2,622.90	2,600.00	-22.90	-0.88 %
Donation Box	582.42	800.00	217.58	27.20 %
Fines	217.00	200.00	-17.00	-8.50 %
Fundraiser	150.00		-150.00	
Misc Income	1,149.31	450.00	-699.31	-155.40 %
Total 4100 Other Income	5,482.14	4,050.00	-1,432.14	-35.36 %
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	5,700.00		-5,700.00	
Wilday Grant	1,000.00		-1,000.00	
Total 4200 Restricted Funds Revenue	51,311.48	4,000.00	-47,311.48	-1,182.79 %
4500 Investment Income				
Capital Gains Distribution	34,740.15		-34,740.15	
Dividend Income	17,943.31		-17,943.31	
Interest Income	1,236.42		-1,236.42	
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	105,301.88	33,851.00	-71,450.88	-211.07 %
Budget Carryover		32,694.00	32,694.00	100.00 %
Total Revenue	\$408,919.04	\$314,318.00	\$ -94,601.04	-30.10 %
GROSS PROFIT	\$408,919.04	\$314,318.00	\$ -94,601.04	-30.10 %
Expenditures				
6100 Payroll Expenses				

Cuba Circulating Library Association

Budget vs. Actuals:

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6101 Wages	173,895.14	171,954.00	-1,941.14	-1.13 %
6102 Taxes	-0.01		0.01	
Payroll Tax	13,761.99	13,471.00	-290.99	-2.16 %
SUTA	1,555.24	2,370.00	814.76	34.38 %
Total 6102 Taxes	15,317.22	15,841.00	523.78	3.31 %
6103 Employee Benefits				
Company Contributions				
Retirement	4,839.37	5,306.00	466.63	8.79 %
Total Company Contributions	4,839.37	5,306.00	466.63	8.79 %
Health Insurance	6,000.00	6,000.00	0.00	0.00 %
Total 6103 Employee Benefits	10,839.37	11,306.00	466.63	4.13 %
6105 Ins - Disability	985.92	1,066.00	80.08	7.51 %
Total 6100 Payroll Expenses	201,037.65	200,167.00	-870.65	-0.43 %
6200 Library Materials				
6205 Books-J	4,656.85	5,000.00	343.15	6.86 %
6210 Books-A	8,716.70	8,000.00	-716.70	-8.96 %
6220 Serials	1,320.97	1,300.00	-20.97	-1.61 %
6230 Audio	1,287.86	1,500.00	212.14	14.14 %
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	1,420.30	2,000.00	579.70	28.99 %
6270 Video Games	1,051.79	1,200.00	148.21	12.35 %
6280 Adult Programming	1,665.20	2,500.00	834.80	33.39 %
6285 Childrens Programming	1,170.59	1,200.00	29.41	2.45 %
6290 STLS cost share	10,882.00	10,882.00	0.00	0.00 %
Total 6200 Library Materials	37,488.90	39,210.00	1,721.10	4.39 %
6202 Book Replacement	220.52		-220.52	
6300 Restricted Fund Spending	3,016.00		-3,016.00	
6305 Adult Programs	2,225.70		-2,225.70	
6310 Arts Grant Expense	4,453.16		-4,453.16	
6315 ALA Grant	1,396.05		-1,396.05	
6320 Friends Expense	8,181.98		-8,181.98	
6330 Manley Grant expense	4,051.38		-4,051.38	
6350 Wilday Grant	743.81		-743.81	
6355 STLS Outreach	1,310.96		-1,310.96	
6360 DFY Grant	1,003.43		-1,003.43	
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	41,036.96		-41,036.96	
6410 Advertisement	284.87	300.00	15.13	5.04 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6415 Bank fees	150.00	100.00	-50.00	-50.00 %
6420 Custodial supplies	874.67	800.00	-74.67	-9.33 %
6425 Discretionary Fund	519.00	1,000.00	481.00	48.10 %
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	11.82		-11.82	
6440 Investment Fee	-95.00		95.00	
6445 Library supplies	2,135.90	4,100.00	1,964.10	47.90 %
Library Equipment	1,038.50	1,200.00	161.50	13.46 %
Total 6445 Library supplies	3,174.40	5,300.00	2,125.60	40.11 %
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	28,344.18	8,000.00	-20,344.18	-254.30 %
6470 Services	280.00	99.00	-181.00	-182.83 %
Alarm System - Doyle	2,032.32	2,000.00	-32.32	-1.62 %
Argentieries	312.00	325.00	13.00	4.00 %
Attorney	785.50	4,000.00	3,214.50	80.36 %
Audit	2,850.00	2,850.00	0.00	0.00 %
Bookkeeper	8,100.00	8,500.00	400.00	4.71 %
Computer Tech	99.50		-99.50	
Copier Acme	1,516.06	2,000.00	483.94	24.20 %
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	2,568.88	3,300.00	731.12	22.16 %
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	20,991.48	26,850.00	5,858.52	21.82 %
6480 Train/conference	3,933.65	2,000.00	-1,933.65	-96.68 %
6485 Travel	3,232.36	3,300.00	67.64	2.05 %
6490 Utilities				
Electric	5,832.71	7,000.00	1,167.29	16.68 %
Extended Broadband	1,632.00	1,800.00	168.00	9.33 %
Fuel	2,601.16	5,500.00	2,898.84	52.71 %
Phone	1,654.14	1,400.00	-254.14	-18.15 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6490 Utilities	11,720.01	15,700.00	3,979.99	25.35 %
Total Expenditures	\$365,410.29	\$314,318.00	\$ -51,092.29	-16.25 %
NET OPERATING REVENUE	\$43,508.75	\$0.00	\$ -43,508.75	0.00%
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-14,028.74		14,028.74	
Children's Area Remodel Expenses	112,695.49		-112,695.49	
Children's Area Remodel Funds	-18,800.00		18,800.00	
Total Children's Area Remodel (Net)	79,866.75		-79,866.75	
Total Other Expenditures	\$79,866.75	\$0.00	\$ -79,866.75	0.00%
NET OTHER REVENUE	\$ -79,866.75	\$0.00	\$79,866.75	0.00%
NET REVENUE	\$ -36,358.00	\$0.00	\$36,358.00	0.00%

Cuba Circulating Library Association

Statement of Activity

December 2024

	TOTAL	
	DEC 2024	JAN - DEC 2024 (YTD)
Revenue		
4003 School Income		237,098.00
4004 Local Lib Services Aid	1,745.00	1,745.00
4017 Memorials/Gifts	75.00	7,030.54
4020 Meeting Room Fee	50.00	950.00
4100 Other Income	3.00	56.45
Arts		257.00
Book Replacement		447.06
Copies Income	301.50	2,622.90
Donation Box	20.00	582.42
Fines	18.00	217.00
Fundraiser		150.00
Misc Income	16.40	1,149.31
Total 4100 Other Income	358.90	5,482.14
4200 Restricted Funds Revenue		
Adult Programs		298.00
Arts Grant		4,310.00
Childrens Programs		500.00
DFY Grant		1,076.00
Friends		10,069.48
Grant - STLS		3,358.00
Grants		10,000.00
ALA Grant		10,000.00
Total Grants		20,000.00
Manley Grant		5,000.00
United Way	2,850.00	5,700.00
Wilday Grant		1,000.00
Total 4200 Restricted Funds Revenue	2,850.00	51,311.48
4500 Investment Income		
Capital Gains Distribution	28,527.60	34,740.15
Dividend Income	6,444.62	17,943.31
Interest Income	11.18	1,236.42
Morgan Stanley		
Endowment Fund		51,382.00
Total Morgan Stanley		51,382.00
Total 4500 Investment Income	34,983.40	105,301.88
Total Revenue	\$40,062.30	\$408,919.04
GROSS PROFIT	\$40,062.30	\$408,919.04

Cuba Circulating Library Association

Statement of Activity

December 2024

	TOTAL	
	DEC 2024	JAN - DEC 2024 (YTD)
Expenditures		
6100 Payroll Expenses		
6101 Wages	17,706.60	173,895.14
6102 Taxes	0.00	-0.01
Payroll Tax	1,392.80	13,761.99
SUTA	111.79	1,555.24
Total 6102 Taxes	1,504.59	15,317.22
6103 Employee Benefits		
Company Contributions		
Retirement	488.28	4,839.37
Total Company Contributions	488.28	4,839.37
Health Insurance	500.00	6,000.00
Total 6103 Employee Benefits	988.28	10,839.37
6105 Ins - Disability	985.92	985.92
Total 6100 Payroll Expenses	21,185.39	201,037.65
6200 Library Materials		
6205 Books-J		4,656.85
6210 Books-A	1,906.98	8,716.70
6220 Serials		1,320.97
6230 Audio	224.08	1,287.86
6240 Equipment		1,688.64
6250 Digital Books		3,628.00
6260 DVD	190.82	1,420.30
6270 Video Games	389.34	1,051.79
6280 Adult Programming		1,665.20
6285 Childrens Programming	6.72	1,170.59
6290 STLS cost share		10,882.00
Total 6200 Library Materials	2,717.94	37,488.90
6202 Book Replacement		220.52
6300 Restricted Fund Spending		3,016.00
6305 Adult Programs	98.68	2,225.70
6310 Arts Grant Expense		4,453.16
6315 ALA Grant		1,396.05
6320 Friends Expense	232.67	8,181.98
6330 Manley Grant expense	3,819.99	4,051.38
6350 Wilday Grant		743.81
6355 STLS Outreach	125.00	1,310.96
6360 DFY Grant	14.67	1,003.43
6365 ARPA Grant		562.93

Cuba Circulating Library Association

Statement of Activity

December 2024

	TOTAL	
	DEC 2024	JAN - DEC 2024 (YTD)
6368 Martin Grant		1,669.72
6370 Memorials & Gifts		7,613.28
6390 United Way Grant		4,808.56
Total 6300 Restricted Fund Spending	4,291.01	41,036.96
6410 Advertisement		284.87
6415 Bank fees		150.00
6420 Custodial supplies	129.20	874.67
6425 Discretionary Fund	280.00	519.00
6430 Insurance		
Ins - Liability Insurance		878.00
Ins - Property		7,305.69
Ins - Workman's Comp		2,118.26
Total 6430 Insurance		10,301.95
6435 Interest Expense	1.48	11.82
6440 Investment Fee	-95.00	-95.00
6445 Library supplies	379.84	2,135.90
Library Equipment	220.98	1,038.50
Total 6445 Library supplies	600.82	3,174.40
6447 Membership		1,044.00
6450 Postage		397.68
6455 Processing Fee		741.19
6465 Repairs/Building & Grounds	967.41	28,344.18
6470 Services		280.00
Alarm System - Doyle		2,032.32
Argentieries	24.00	312.00
Attorney		785.50
Audit		2,850.00
Bookkeeper	675.00	8,100.00
Computer Tech		99.50
Copier Acme	114.99	1,516.06
Fire Extinguishers		50.00
Hotspots	159.41	2,568.88
Patriot Microfilm		495.00
Tax Filing (990)		800.00
Water Softener		602.22
Window Cleaner		500.00
Total 6470 Services	973.40	20,991.48
6480 Train/conference		3,933.65
6485 Travel	10.18	3,232.36

Cuba Circulating Library Association

Statement of Activity

December 2024

	TOTAL	
	DEC 2024	JAN - DEC 2024 (YTD)
6490 Utilities		
Electric		5,832.71
Extended Broadband	282.00	1,632.00
Fuel	175.00	2,601.16
Phone	143.11	1,654.14
Total 6490 Utilities	600.11	11,720.01
Total Expenditures	\$31,661.94	\$365,410.29
NET OPERATING REVENUE	\$8,400.36	\$43,508.75
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-1,800.00	-14,028.74
Children's Area Remodel Expenses	44,013.79	112,695.49
Children's Area Remodel Funds	-5,000.00	-18,800.00
Total Children's Area Remodel (Net)	37,213.79	79,866.75
Total Other Expenditures	\$37,213.79	\$79,866.75
NET OTHER REVENUE	\$ -37,213.79	\$ -79,866.75
NET REVENUE	\$ -28,813.43	\$ -36,358.00

Cuba Circulating Library Association

Statement of Financial Position

As of December 31, 2024

	TOTAL	
	AS OF DEC 31, 2024	AS OF DEC 31, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	6,622.36	5,442.47
1090 Savings	117,300.58	206,263.75
Total Bank Accounts	\$123,922.94	\$211,706.22
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	33,244.10	30,565.42
American Cap Inc Builder A	102,828.10	96,254.95
American Cap World Growth & Inc	70,520.87	63,618.59
American Fundamental Inv A	54,660.07	48,865.69
American Funds Mortgage A	21,290.29	20,482.97
American Global Balanced A	94,631.19	89,041.75
American Inc Fd of America A	97,951.05	91,365.92
American Intm Bd Fd of Amer A	17,427.55	16,783.37
American Inv Co of Amer A	25,052.24	22,189.53
American Short-Term Bond A	21,138.94	20,355.61
American WA Mutual A	100,878.52	96,086.20
Cash, BDP, and Money Market Fds	10,022.75	1,796.08
Savings	0.00	45,838.22
Stocks	1,030.60	846.48
Unrealized Gain/Loss	111,388.57	79,911.19
Total 1303 Endowment Investment	762,064.84	724,001.97
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	6,599.58	6,156.27
American Inc Fd of America A	7,447.53	6,941.09
Cash, BDP, and Money Market Fds	-11.70	-94.88
Unrealized Gain/Loss	2,293.73	1,684.24
Total 1306 Adams Mem Book Fund Investment	16,329.14	14,686.72
1400 Prepaid Fee	1,383.00	0.00
Repayment		
Christmas Gift Card	0.00	0.00
Travel Reimbursement	0.00	0.00
Total Repayment	0.00	0.00
Total Other Current Assets	\$779,776.98	\$738,688.69

Cuba Circulating Library Association

Statement of Financial Position

As of December 31, 2024

	TOTAL	
	AS OF DEC 31, 2024	AS OF DEC 31, 2023 (PY)
Total Current Assets	\$903,699.92	\$950,394.91
Fixed Assets		
1520 Building and equipment	996,558.04	996,558.04
Elevator Replacement	41,645.00	41,645.00
Total 1520 Building and equipment	1,038,203.04	1,038,203.04
1525 A/D Building and equipment	-502,731.47	-502,731.47
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	-114,119.20
Land	46,763.00	46,763.00
Total Fixed Assets	\$585,534.37	\$585,534.37
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,489,234.29	\$1,535,929.28
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	675.00	0.00
Total Accounts Payable	\$675.00	\$0.00
Credit Cards		
5662 Bank Of America	0.00	0.00
Total Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	4,465.07	0.00
American Funds	346.56	0.00
Federal Taxes (941/944)	0.00	1,583.55
NYS Employment Taxes	80.96	68.53
NYS Income Tax	264.40	305.96
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	5,156.99	1,958.04
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$5,156.99	\$1,958.04
Total Current Liabilities	\$5,831.99	\$1,958.04
Total Liabilities	\$5,831.99	\$1,958.04

Cuba Circulating Library Association

Statement of Financial Position

As of December 31, 2024

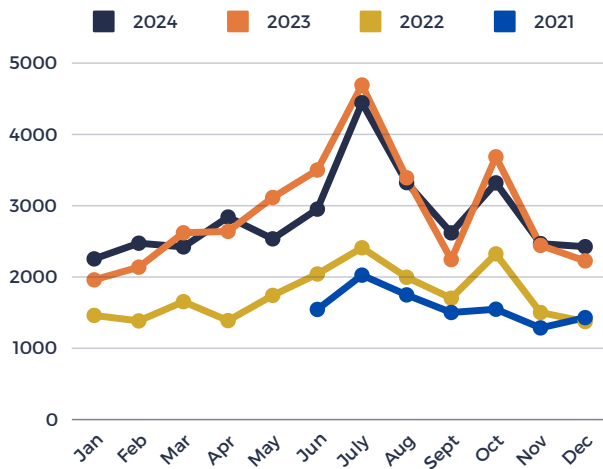
	TOTAL	
	AS OF DEC 31, 2024	AS OF DEC 31, 2023 (PY)
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	32,270.99	0.00
3550 Realized Gain/Loss Equity	4,900.07	0.00
3800 Restricted Fund	54,609.08	14,965.00
3900 Fund Balance	1,427,980.16	1,147,217.15
Net Revenue	-36,358.00	371,789.09
Total Equity	\$1,483,402.30	\$1,533,971.24
TOTAL LIABILITIES AND EQUITY	\$1,489,234.29	\$1,535,929.28

Cuba Circulating Library

DECEMBER 2024 DIRECTOR'S REPORT



Patron Visits



CHECKOUTS

Our circulation numbers for December were down from last year, with a slight decrease from 2387 to 2327. Patron visits increased by almost 200 from last year.

DISPOSAL OF LIBRARY FURNITURE

I attempted to sell the study carrell on Facebook Marketplace for over a month. I also sent it out to the STLS Directors' listserv. After no success in selling it, I gave the study carrell away to a local family for free. I gave the small "freebie" table in the foyer to the Friends. This freed up foyer space will make using the elevator more accessible for those with wheelchairs, walkers, and strollers.

PATRON NUMBERS

For the month of December we entered **11** new library cards. We have been holding steady at this number for three months running. Despite not planning many library programs for December, we still had good numbers for our standing and outreach programs.

29

Onsite Programs

372

Programs Attendees

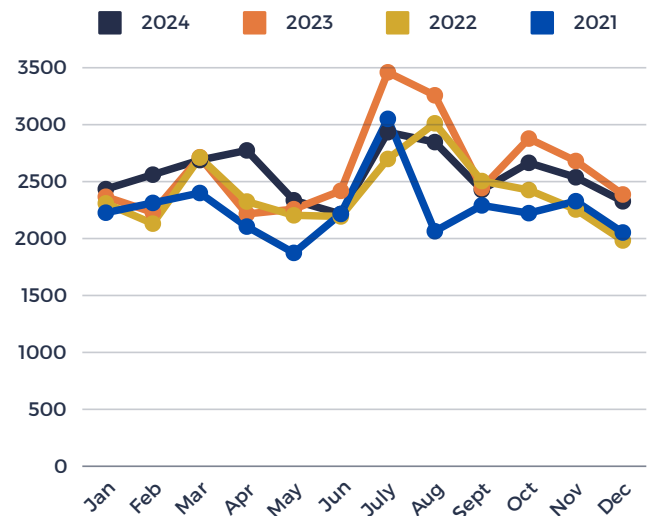
7

Outreach Visits

239

Outreach Attendees

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

2327

Items checked out in December

576

eBooks checked out in December

105

Public computer sessions in December

301

Holds filled in December

803

Visits to website in December

Watercolor Painting

The framed watercolor that hangs over the fireplace mantle has been damaged. It fell from the wall on the night of Jan. 4., discovered on the floor in the morning by Dave. We have coverage on artwork via our property insurance and I have contacted our agent to file a claim. This watercolor was done by Barbara S. Learn, framed and donated in her honor by Friends in 1973.

Community Outreach

On Dec. 4, I met with Alexis Watson, who is an athletic director for St. Bonaventure. She leads a program that brings SBU athletes into the community to read to children. We are working together to bring this program to Cuba.

On Saturday, Dec. 7, we hosted cookie decorating and children's crafts for the Chamber's Small Town Christmas in our community room. High school students volunteered to help out at the event. It was very well attended with over 150 people of all ages coming to the library for cookies and crafts that day.



CRCS volunteers for Small Town Christmas

All Abilities Club

We held our first All Abilities Club event on Tuesday, December 17. The activity was a petting zoo with Mike Morton. We had 3 self advocates, with a total of 13 people in attendance. It was well received with multiple requests for more activities. I had the opportunity to talk with attendees about the best time to meet. We won't meet in January due to all the construction taking place but will try for Saturdays beginning in February.

Manley Grant

Using funds from the Manley Grant, we purchased ZoomText and JAWS accessibility software to install on one of our public patron computers. This software provides screen magnification, visual enhancements, and screen reading. We also purchased a large print keyboard for this computer, which has proved to be quite popular.

Phase 2 Construction

The library closed for carpet removal and replacement on January 6. During this time staff offices and the foyer will be repainted. It is planned for the flooring in the foyer to be redone during the week of this closure as well.

The library movers began their work on Saturday evening, Jan. 4, and the actual carpet work began on Sunday, Jan. 5. It has been impressive to see how quickly the work is taking place. It's also fascinating to see the old flooring on the historic side of the library--it's made of cork and in a checkerboard pattern. I imagine it was of that material in order to create a quiet environment for the library 100 years ago.

The sculptural play tree is scheduled to be installed the week of Jan. 27. After years of planning, it feels like everything is suddenly coming together all at once!

Upcoming Adult Programs

- Tues, Jan. 14 -Apr. 22 @ 6 pm Dungeons & Dragons with Kahlin Weaver
- Wed, Feb. 5-Mar. 12 @ 5:30 pm Snap-Ed Nutrition Classes with Michael Nelson
- Every Wednesday @ 12:30 pm Sit and Knit
- Every 2nd Wed @ 1:30 pm Page Turners Book Club
- Every 4th Thur @ 6:00 pm Books and Brews Book Club

Youth Services Monthly Report: December 2024

Storytimes/After School

My Tuesday 3-4 year old group met 3 times. Our themes were all Christmas related. We made paper chains to count down to Christmas along with a couple small ornaments. Each week we decorated a little felt tree. K-2nd After School met twice and followed similar themes and activities with added stretch breaks to run around in between activities. For Christmas with the older group, we watched the classic Rudolph the Red-Nosed Reindeer. 3rd through 5th also did some Christmas activities. We made fuse bead ornaments and pipe cleaner candy cane ornaments. We also watched Rudolph.

Teens/Tweens

Mrs. Ross and I met with our high school book club twice. December's book was *The Cousins* by Karen McManus. January's book is *The Bletchley Riddle* by Ruta Sepetys and Steve Sheinkin.

The country/theme for International Snackers didn't meet because of holidays and concerts.

Outreach

I had 4 Cuba-Rushford Elementary Class Visits. The weather only allowed for one group to come here. I visited the other three. I visited the after school group. We read some Christmas and stories did a STEAM challenge.

Head Start and Early Head Start each had their visits. I went to the younger group but the older group came here.

Other

Upcoming Programs

Storytime and 3rd-5th Afterschool every Tuesday. K-2nd Afterschool every Thursday except the week of New Year's.

01/02 The Wild Robot Movie

01/06 Quattrone Class Visit

01/08 Head Start visits, Bump Class Visit, Fake Snow with Mrs. Retz

01/15 HS Book Club

01/22 Pre-K visits, After School visit

Maintenance Report 12/1/24 - 1/1/25

1. Helped put up Xmas decorations
2. Shovel and Salt as needed.
3. Cleaned Radiator in Front lobby, lots of old flyers and dirt/dust stuck in fins.
4. Heating system would not work, had to reset Fire Alarm that was tripped from construction. if tripped, the HVAC system is offline.
5. Ran some CLR in mens room urinal to clean out water jets. adjusted water flow up a bit.
6. Glued edge on sink moulding in upstairs employee bathroom that was coming off.



Anderson Shortell Inc.
 2105 Hastings Rd
 Olean, NY 14760

Phone: (716) 372-3456
 Fax: (716) 373-6968
 office@andersonshortell.com
 www.andersonshortell.com

Bill to
Cuba Library
 39 East Main Street
 Cuba, NY 14727

Ship to
Cuba Library
 39 East Main Street
 Cuba, NY 14727

Work Order Description
 Men's toilet + urinal backing up
 Had Shembeda out to scope it and found that it is blocked
 wants to gather multiple quotes before taking action to get fixed.

Quote #: q66311

Item	Description	Quantity	Price	Amount
LJTP	Labor and travel for initial trip to scope job and make a quote. The quote includes a mechanical sewer clean and flush and then a camera and locate of the plumbing inside underground to outside the building to check for issues.	2	\$150.00	\$300.00
COM SEWER 6-10 MILES	Flat Rate for sewer, includes travel to and from jobsite, 1 technician for the first hour on site, out fee and large sewer machine charge.	1	\$850.00	\$850.00
CAMERA-LOCATE	CAMERA-LOCATE	1	\$250.00	\$250.00

Subtotal: \$1,400.00
 Tax: \$0.00
 Total: \$1,400.00
 Payments: \$0.00

Cuba Circulating Library

PERSONNEL POLICY

The Cuba Circulating Library Association (“library”) is an Equal Opportunity Employer. No person shall be denied a volunteer or paid position in the library on the basis of any legally prohibited discrimination involving but not limited to: race, religion, color, political beliefs, national or ethnic origin, sex, sexual orientation, age, marital or family status, veteran status or disability.

The library complies with the Americans with Disabilities Act (“ADA”) by providing an equal opportunity to all qualified persons with disabilities. The library also provides a reasonable accommodation to applicants and employees with disabilities.

The library adheres to the highest standards of honesty, good faith, and fair dealings, as well as the ethics of the American Library Association and the New York Library Association. No employee shall accept gifts, gratuities, or favors which could influence his or her actions affecting the library. No employee shall have a position of influence or a material financial influence in another entity which could pose a conflict of interest for decisions made affecting the library. If a possible conflict of interest exists for a contract or arrangement for goods or services between an employee of the library and an outside entity, it must be disclosed to the Library Director or President of the Board of Trustees in writing.

I. RECRUITMENT AND HIRING

A. Positions

The Library Director will work at least thirty-five (35) hours a week. The Youth Services Coordinator will work at least twenty-five (25) hours a week. All staff are paid hourly. The Library Director supervises all staff. The Board of Trustees supervises the Director.

B. Recruitment

Open positions are first made known to current staff so it can be explored if their experience and talents can meet the need to be filled. If not filled by current staff, open positions for Library Director and Youth Services Coordinator will be advertised in newspapers, appropriate online venues, and with agencies appropriate for announcing said library positions. If not filled by current staff, other open positions will be advertised locally or regionally as deemed necessary for recruitment.

C. Hiring

1. Structured interviews with a committee of Board members will be held for the Library Director and Youth Services Coordinator. At the discretion of the board, the current Library Director may be part of the interview team for any position. At the discretion of the board, the current Youth Services Coordinator may be part of the interview team for Library Director and the Youth Services Coordinator.

2. Structured interviews with the Library Director and one other staff will be held for Library Assistant positions.

3. Other positions will be filled by the Library Director, with or without structured interview, but always on the basis of merit and qualifications.

4. Prior to being hired, a candidate will have their name checked against the New York State Sexual Offenders Registry.

5. In the event a candidate discloses or is discovered to have a criminal conviction, the library shall apply the factors required by law, and shall document any decision based on such convictions, as required by law.

D. Resignation

1. The Director and Youth Services Coordinator shall give six (6) weeks' notice of resignation. Other staff shall give two (2) weeks' notice of resignation.

II. SALARY/WAGES

A. The Board of Trustees will determine salaries/wages for all staff.

B. Payroll procedure

1. Payroll period will consist of fourteen (14) consecutive days beginning on a Monday and ending on a Sunday.
2. Payroll checks will be distributed on the first Wednesday following the end of the payroll period.
3. Employee compensation will be a bi-weekly hourly rate determined by the Board of Trustees.
4. Bi-weekly compensation for hourly employees will be determined by the number of hours worked in the payroll period times the rate of pay.
5. Employees eligible for the Paid Family Leave will have deductions taken from their paychecks as prescribed by New York State Law.
6. The library shall secure annual written confirmation of any payroll deductions not authorized by law.

C. IRA contribution

The Library will match up to three percent (3%) of an employee's gross annual wages/salary, if the employee wishes to participate in an IRA Retirement plan. This will be done by payroll deduction. An employee is eligible to retain the amount matched by the employer after one year of employment.

III. INSURANCE

New York State requires most employers to maintain Disability, Worker's Compensation and Paid Family Leave benefits. The library provides such insurance coverages as required by law for the long-term wellness and financial protection of all employees. Each benefit is unique and is administered as described below.

A. Disability

Disability benefits coverage is provided to all employees for an off-the-job injury or illness. These benefits provide temporary weekly cash benefits to replace, in part, wages lost due to injuries or illnesses that do not arise out of or in the course

of employment. Disability benefits are also paid to an unemployed worker to replace unemployment insurance benefits lost because of illness or injury.

The library obtains this coverage through a disability benefits insurance carrier who is authorized by New York State's Worker's Compensation Board. This coverage is paid for entirely by the employer. Employees who seek disability benefits shall notify the Director, who shall notify the President of the Board of Trustees, in a timely manner, to file a claim. Employees will be asked to complete and submit a Notice and Proof of Claim for Disability Benefits form. The Worker's Compensation Board is responsible for the review and approval of claims.

B. Worker's Compensation

Worker's Compensation coverage is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job. This coverage is paid for entirely by the library, and is obtained through a disability benefits insurance carrier who is authorized by New York State's Worker's Compensation Board.

Employees who are injured or become ill on the job shall seek medical attention immediately. The employee shall also notify the Director of the accident and how it occurred. The Director is responsible for completing an Accident Form immediately following the accident and notifying the President of the Board of Trustees. The Director will file the accident form with the insurance provider.

Employees approved for benefits shall follow the required claims process. Partial use of sick time is allowed to bring compensation up to full normal pay. Employees do not usually accrue credit in the NYS Retirement System unless sick time is used. In that case, credit in the NYS Retirement System would be pro-rated. In any event, such credits are subject to the rules of the Retirement System. The Worker's Compensation Board is responsible for the review and approval of claims.

C. Paid Family Leave

Paid Family Leave coverage provides employees with job protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service abroad.

This coverage is paid for entirely by **the employer**, ~~the employee through biweekly payroll deductions. Deductions are based on a percentage of the employees' weekly wage set by New York State.~~ The library obtains coverage on behalf of the employee through a benefits insurance carrier who is authorized by New York State's Worker's Compensation Board.

Employees who wish to apply for Paid Family Leave shall notify the Director, who shall notify the President of the Board of Trustees, at least thirty (30) days before leave will start. The employee must complete a Request for Paid Family Leave and submit it to the Director, who will notify the President of the Board of Trustees. The Director will complete the employer section of the form and return to the employee within three (3) business days. The employee is responsible for submitting the form and all necessary documentation to the library's Paid Family Leave Insurance carrier. The insurance carrier is responsible for the review and approval of claims.

The Director will administer all claims, unless involved in a claim him/herself, in that case, the President of the Board of Trustees will administer that claim.

D. Health Insurance

The library will pay fifty percent (50%) of the cost of a single BCBS of WNY Silver Standard health insurance plan or equivalent, for the positions of the Director and the Youth Services Coordinator. The eligible employee is responsible for the remaining premium. Qualified employees who opt not to use the coverage provided per the section may elect to receive \$3,000.00/year "Alternate Benefit", pro-rated at \$250/month, in any one of the following ways, or a combination of the following ways: 1) payment to a Health Savings Account (not taxed as income); or 2) additional compensation as a stipend (this amount will be considered income and is subject to taxes and withholding). Employees declining coverage and electing the Alternate Benefit must notify the Library by August 31 annually. Once a selection is made, it will stand until timely alternate notice is received.

IV. EARNED LEAVE

A. Holiday Leave

The Library Director and Youth Services Coordinator are paid for holidays that the library is closed. Staff who would otherwise be scheduled to work on that day will also be paid.

B. Vacations

1. Beginning after six (6) months of employment, the Library Director shall receive two (2) weeks of paid vacation a year. Beginning after six (6) months of employment, the Youth Services Coordinator shall receive two (2) weeks of paid vacation equal to normal work week hours. After four (4) years of employment, the Library Director and Youth Services Coordinator shall receive three (3) weeks of vacation equal to normal work week hours. Vacation must be used in the year in which it was earned, unless granted an exception by the Board.

2. Beginning after six (6) months of employment, hourly staff receives one (1) week (of their average regular work week) of vacation a year. Hourly employees earn an additional four (4) hours vacation for every additional year of employment, up to two (2) full weeks of vacation a year. Vacation must be used in the year in which it was earned, unless granted an exception by the Board.

3. Employees who resign can cash out accrued unused vacation, provided they give a timely resignation in keeping with library policy.

C. Sick Days

Each employee will accrue sick leave pay at the rate of one and one-quarter hour (1.25) hours per every thirty (30) hours worked. An employee's unused sick leave shall be carried over to the following calendar. Annual sick leave use is capped at 80 hours. All sick leave will be taken pursuant to the provisions of New York Labor Law Section 196-b. An employee will not be paid for unused sick leave upon such employee's termination, resignation, retirement, or other separation for employment.

D. Bereavement Leave

Four (4) days of paid mourning leave is granted, equal to the number of hours an employee usually works in a week, per year. Bereavement leave is used for the death of a spouse, child, sibling, parent, grandparent or in-law of the employee.

E. Jury Duty

If called to jury duty, employees will be paid equal to the number of hours that employee usually works for up to one (1) week's jury duty.

F. Weather and Other Emergency Closings

The library will close due to weather at the discretion of the Library Director. If the library closes because of extreme weather conditions or emergency conditions, employees scheduled to work will be credited with time as if worked.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked and submit their time to the Library Director via email.

V. **CONDITIONS OF EMPLOYMENT**

A. Job Descriptions

1. The Director and Board of Trustees establish employee classification and job descriptions according to prevailing library practices and the needs of the library. All job descriptions are available to all current employees as well as to applicants.

2. It is the Library Director's responsibility to keep these descriptions current.

B. Probationary Period

The probationary period is the first three (3) months of an hourly staffer's employment, during which time the employee may work closely with another staff member. The probationary period for the Library Director is six (6) months. At the end of the probationary period, the employee will receive a written evaluation of work. An unsatisfactory evaluation may result in termination.

C. Hours of Work

1. Evening and Saturday work is a condition of employment in the library and is a part of the customary and usual work week.

D. Work Environment

1. Employees are expected to be prompt. Employees are encouraged to find their own replacement if possible if they are unable to work. If a replacement cannot be found, the Director is to be notified. There should be at least two (2) employees

on duty in the evening. There should be enough employees to handle the work flow at all other times, ensuring that customer service is prompt.

2. The conduct of personal business while at work, including phone calls, is discouraged.

3. The library building is a non-smoking environment. Smoking is not permitted in any place in the building or within fifteen (15) feet of the main entrance of the library in accordance with New York State Law.

E. Personal Appearance

Employees are expected to dress in a professional manner which reflects their position. At all times, an employee's appearance should be neat, clean, respectful of others, and garments should not pose a safety hazard.

F. Social Media

Library staff are welcome to interact with the library's social media outlets using their personal social media accounts, including but not limited to commenting, reposting, etc. original library posts. However, library staff may not use social media to violate the library and/or patron's privacy and may not use any social media outlets to speak for the library (i.e., preface any posts dealing with the library but not promoting specific events or programs with a statement like 'The following doesn't represent the library or library board's opinions').

G. Breaks

Employees receive a paid fifteen (15) minute break for each complete four (4) hours worked. If an employee is at work more than six (6) hours a day, that employee must take a 30-minute unpaid break. Staffing plans and breaks shall be structured to ensure break times do not leave the circulation desk unattended during hours the library is open.

VI. TRAINING

A. Staff Development

Staff is expected to attend pertinent training and meetings, including monthly staff meetings. With the approval of the Library Director, workshop fees are paid by the library. Mileage to meetings and training is paid at the prevailing Internal Revenue

Service rate.

VII. EVALUATIONS

Evaluations of all staff will be done annually. Prior to the meeting the employee will be given a copy of the evaluation form on which to note special accomplishments of the year. Thus the employee and Director work together on the evaluation and also work together on the goals for the coming year. The form is signed by both the Director and the employee. The Director is evaluated in the same manner annually by the Board of Trustees in accordance with their hire date

VIII. REPORTING COMPLAINTS AND CONCERNS

A. Employee Grievance

1. An employee with a grievance will define that problem in writing and submit it to the Director and/or the Chair of the Personnel Committee. If the problem is not resolved to the satisfaction of the employee within fifteen (15) working days, a written complaint with details should be submitted to the Board of Trustees by the employee. After hearing from the employee and the Director, the final decision of the Board of Trustees will be rendered in writing within thirty (30) days of the receipt of the complaint. If the complaint is not resolved to the satisfaction of the employee, any further action is the sole responsibility of the employee.

B. Concerns about Theft or Failure to Follow Policy

1. [Whistleblowers Policy](#)* See Attached Cuba Circulating Library Association Whistleblower/Ethical Behavior Policy for further details.

C. Reporting Illegal Discrimination and Harassment

1. An employee concerned that they have experienced or witnessed sexual harassment may report it to the Director or a trustee per the library's Sexual Harassment Prevention Policy, and may use the same protocol to report other types of illegal discrimination.
2. Trustees, the Director, and the Youth Services Coordinator are required to

report any harassment they witness as required by the policy.

IX. CUSTOMER SERVICE

The first duty of all employees is to serve the customer. Courtesy and a spirit of excellence in customer service are the first requisites of a staff member. All customers are served on a first come, first served basis, and business like and cordial conduct is presupposed at all times.

Personal conversations should be kept to a minimum and should never take precedence over customer service. Maintaining confidentiality of customer records and customer behavior is a requisite of the job.

X. EMPLOYEE CONSIDERATIONS

Library employees are able to make copies at half the public's cost.

XI. DISCIPLINARY ACTION

Cuba Library employees are required to follow library policies and procedures and to meet acceptable standards of conduct normally expected in an office environment.

Any employee who engages in illegal, abusive, harmful, disrespectful, or insubordinate conduct, or violates library policy will be subject to discipline, which may range from verbal warnings to termination of employment.

Following is the normal sequence of steps that should be followed while recognizing concern for the rights and interests of each employee and the library:

Step 1 – Verbal warning by supervisor to employee

Step 2 – Written warning by supervisor to

employee Step 3 – Probation and/or suspension

Step 4 – Termination

Depending on the seriousness of the infraction, and at the discretion of the supervisor, steps 1 & 2 may be repeated or skipped. Each case is considered on an individual basis by the library director.

Verbal Warning: The first step in resolving work-related behavioral problems is usually for the library director to inform the employee of the infraction and request the employee to respond to the allegation or complaint. It provides the employee and the director with an opportunity to verbally discuss problems and to determine when and how these problems can be corrected. A memo of the warning will be placed into the employee's personnel file.

Written Warning: In documenting the infraction, the following outline should normally be followed:

- A. The specific nature of the violation or undesirable behavior, and the date of occurrence
- B. Previous discussion or discussions of this issue
- C. Previous disciplinary actions taken, if any
- D. Method or methods of discipline, if any
- E. Course of action to be taken in the future if the behavior is repeated
- F. Description of what constitutes improved behavior or conformance to policy and appropriate deadline.

The employee must review the memorandum and acknowledge, in writing, that he/she has read it. The memorandum is to be placed in an employee's personnel file immediately after review and discussion with employee. The employee is to receive a copy as well.

Probation and/or suspension: The length of the probation or suspension period is at the discretion of the Director, as is salary compensation provided to the employee during this period.

A serious breach of conduct may result in immediate probation, suspension, or termination.

XII. Policy Changes

This document is intended to confirm the routine, day-to-day conditions for working at the library, but it is not a contract; to the degree it may do so by law, the board reserves the right to amend any policy or practice in this manual without notice.

In particular, practices set forth in this manual may be changed to address exigent circumstances, emergencies, and evolving situation.

Any input on the content of this manual may be communicated to the Director for consideration by the board.

EMPLOYEE ACKNOWLEDGEMENT

I have received my copy of the Personnel Policies of the Cuba Circulating Library and I understand that it is my responsibility to read and comply with these policies.

Employee Signature

Date

Adopted: July 14, 2003

Rev: 07/12/2004, 12/13/2004, 11/10/08, 05/09/2011, 06/18/2012, 11/10/2014, 08/2018,
04/08/2019, 05/15/2019, 03/30/2020, 12/14/2020, 02/08/2021, 01/09/2023, 11/13/2023