

Monday, January 13, 2025

Meeting Minutes for the Cuba Circulating Library Board of Trustees

1. The meeting was called to order by Faith at 5:45 PM.
Trustees present: Denean Emerson, Sue Feldbauer, Jacqueline Gertner, Lauren Mosgrove, Scott Sackett, Faith Stewart, Paul Tsujimoto, Brad Weaver, Kate Young and Emily Zayac.

Excused: Jill Schwab

Also present were: Tina Dalton, library director.

2. Quorum was confirmed, all trustees present.
3. There were no public comments presented.
4. There was no Friends report.
5. The minutes of the December meeting were approved upon a motion from Lauren Mosgrove and seconded by Paul Tsujimoto. All ayes.
6. The Financial Officers report was delivered. The report was accepted on a motion from Paul Tsujimoto and a second by Denean Emerson. All ayes.
7. The Corresponding Secretary had no report.
8. Tina gave her director's report. See attached.
9. Committee Reports –
 - i. Planning – Nothing to report.
 - ii. Finance – Lauren has been reviewing the Southeast Steuben Library's endowment policies and recommends that we adopt something similar. The finance committee will meet this month to discuss.
 - iii. Buildings and Grounds – Anderson Shortell came out this month to evaluate the plumbing situation with the men's toilet. They do not recommend breaking up the floor to replace the cast iron pipe with pvc. They provided a quote to run a camera through the pipes to determine if it is necessary to clean them with high speed picote maxi miller machine. However, quote they provided is unclear so Tina will contact them for further clarification.
 - iv. Personnel – Tina asks that Alysa Wells be appointed to the position of library page at the rate of \$15.50/hour. Appointment approved on a motion from Scott Sackett and a second by Lauren Mosgrove. All ayes.
 - v. Personnel policy updated to correct inaccurate language for paid family medical leave. Policy previously stated that employees paid for this benefit but this had never been implemented. Policy amended to say library pays for benefit. Motion from Brad Weaver, seconded by Paul Tsujimoto. All ayes.
 - vi. Policy – NTR
 - vii. Liaison with Friends' – NTR

- viii. Education – NTR
- ix. Executive -NTR
- x. Children’s Area Renovation-The carpet installation has mostly been completed. Once the “moss” circle for the tree was laid, we realized two of the chandelier lights would need to be moved to center the tree in the space accurately. Contractor provided a quote for this additional expense. Installers did not order enough of the main carpet tiles, so the office had to be carpeted in the “cobblestone” tiles instead of the main tiles as originally planned. More carpet has been ordered. They also started on the foyer stairs without approval of stair treads for committee, as well as installed the incorrect rubber trim in office. Tina addressed these concerns with the contractor and he agreed to subtract \$1332 from the cost of moving the lights to make up for the mistakes made with the flooring installation. See attached for light estimate.

10. New Business

- i. Trustee resignation – The board accepts Wendy Sprague’s resignation with many thanks for her years of dedicated service. Motion to accept resignation from Paul Tsujimoto and a second by Scott Sackett. All ayes.
 - ii. Endowment withdrawal – Motion made to withdraw \$145,000 from the library’s endowment fund to reimburse the library for expenses related to the Phase 2 children’s area construction project. When the NYS Construction Aid grant check and SAM grant checks have been received and all expenses for the project have been accounted for, any remaining positive balance shall be redeposited back into the endowment fund. Motion made by Paul Tsujimoto and a second by Brad Weaver. All ayes.
11. Motion to adjourn the meeting was made by Brad Weaver, seconded by Paul Tsujimoto, and approved by the board at 6:52 PM.

Submitted by Tina Dalton

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

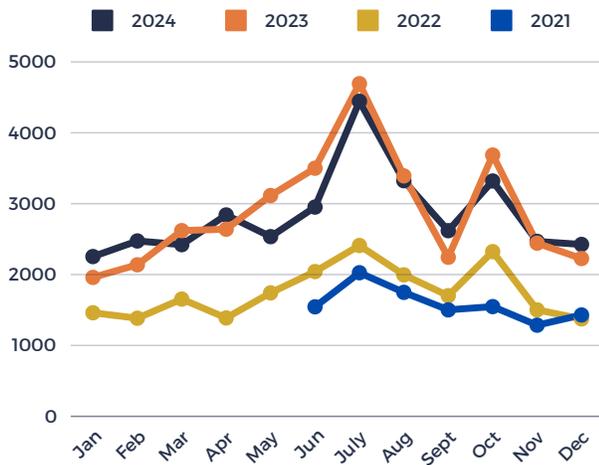
	TOTAL	
	AS OF DEC 31, 2024	AS OF DEC 31, 2023 (PY)
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	32,270.99	0.00
3550 Realized Gain/Loss Equity	4,900.07	0.00
3800 Restricted Fund	54,609.08	14,965.00
3900 Fund Balance	1,427,980.16	1,147,217.15
Net Revenue	-36,358.00	371,789.09
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

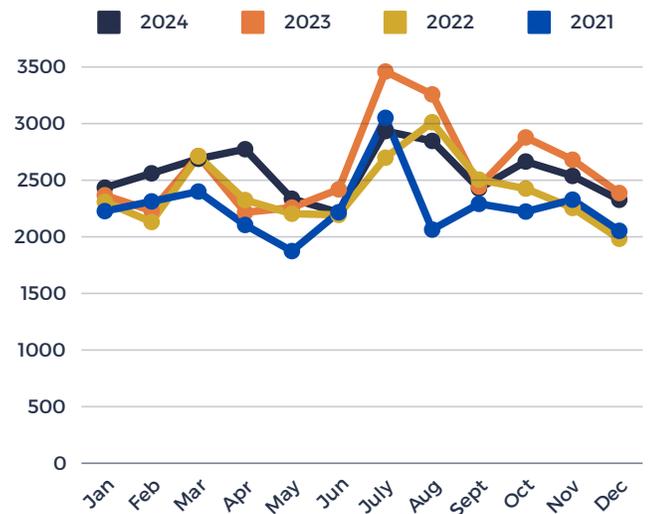
7

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