

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

Monday, Feb. 10, 2025
5:30pm

1. Call to order: Paul called meeting to order at 5:30

Trustees Present: Lauren Mosgrove, Paul Tsujimoto, Jill Schwab, Denean Emerson, Sue Feldbauer, Jacqueline Gertner, Scott Sackett, Kate Young, Emily Zayac

Also present: Tina Dalton, Sarah Vail

Excused: Faith Stewart, Brad Weaver

2. Public Comments - None

3. Friends' Report - Book room is done, first day of the sale

4. Minutes of the Jan. Meeting:

- Motion to approve the January 2025 minutes, made by Scott Sackett and seconded by Emily Zayac. All ayes, motion passes.
- Motion to approve 2024 Annual minutes, made by Lauren Mosgrove and seconded by Scott Sackett. All ayes, motion passes.

5. Financial Officer's Report

Guest: Jillian Pleakis: Morgan Stanley Financial Advisor

- Policy wording - return objectives
- Long term vs short term endowment
- Do we want restrictions on the endowment?
- Asset allocation ranges
- Broker vs advisory
- Motion to accepted Jillian Pleakis report, made by Kate Young and seconded by Scott Sackett. All ayes, motion passes.

Financial Officer report delivered. Motion to accept the report made by Paul Tsujimoto and seconded by Emily Zayac. All ayes, motion passes.

6. Corresponding Secretary - thank you card from Pat Ash

7. Director's Report - Tina delivered her report, see attached.

8. Committee Reports

i. Planning - none

ii. Finance - We bounced checks due to money not being transferred from our savings account to our checking account by our bookkeeper. This raises the question—why do we have a savings account when it earns so little interest? Tina will research the benefits of a money market account versus a savings account.

iii. Bldgs/Grounds

i. Plumbing - motion to accept Anderson Shortell Inc. offer for camera inspection of the plumbing and then follow up. Motion made by Scott Sackett and second by Lauren Mosgrove. All ayes, motion passes.

iv. Personnel

i. Library Page - motion to accept Maximo Riquelme's resignation by Denean Emerson and seconded by Kate Young. All ayes, motion passes.

v. Policy - none

vi. Liaison with Friends - none

vii. Education - Scott will meet next month with Faith

viii. Executive

b. Ad hoc committees

i. Children's Area Renovation

9. Unfinished Business

i. Endowment withdrawal from January - motion to rescind last month's motion 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 made by Lauren Mosgrove and seconded by Denean Emerson. All ayes, motion passes.

ii. Motion to withdraw \$32,877 from the endowment for this year's budget made by Lauren Mosgrove and seconded by Kate Young. All ayes, motion passes.

iii. Investment policy- see above

10. New Business

i. Tax cap resolution -

WHEREAS, the Cuba Circulating Library approved its 2025 Budget at its Board of Trustees Meeting held on December 9, 2024, and

WHEREAS, the adoption of this 2025 budget for the Cuba Circulating Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

WHEREAS, General Municipal Law Section 3-c expressly permits the Board of Trustees to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

RESOLVED, that the Board of Trustees of the Cuba Circulating Library voted and approved to exceed the tax levy limit for 2025 by at least the sixty percent of the Board of Trustees as required by state law on February 10, 2025.

motion to adopt the resolution, made by Scott Sackett and seconded by Lauren Mosgrove. All ayes, motion passes.

ii. Motion to tie the proposition for the tax levy together with the Rushford library, if agreed upon by their board, made by Jill Schwab and seconded by Lauren Mosgrove. All ayes. Motion passes.

ii. Storage unit - price is \$100/month for 10x12 unit. We will hold off for now.

iii. Excess carpet - motion to allow Tina to sell excess carpet, made by Lauren Mosgrove and seconded by Denean Emerson. All ayes, motion passes.

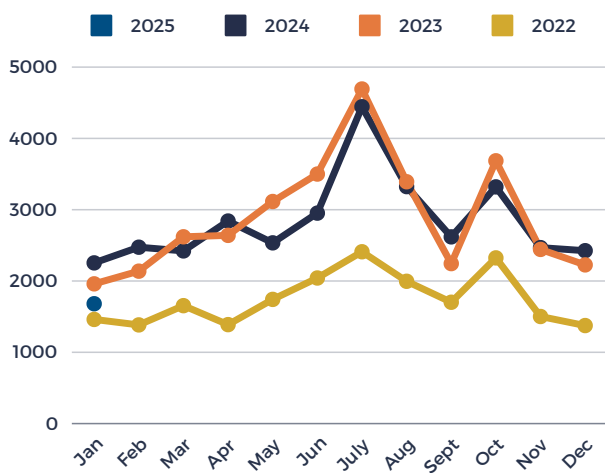
11. Adjournment - motion to adjourn at 7:18, Motion made by Lauren Mosgrove and seconded by Kate Young. All ayes, motion passes.

Cuba Circulating Library

JANUARY 2025 DIRECTOR'S REPORT



Patron Visits



CHECKOUTS

Most of our stats this month are down, reflecting the fact that we closed for a week for carpet replacement. Patron visits in January were at 1681 and circulation was 1927. In January 2024, patron visits were 2254 and circulation was 2434.

DAMAGED WATERCOLOR

I've found a conservator to repair the watercolor painting. It turns out that watercolors are repaired by paper conservators. I've taken the painting to Gary Albright in Honeoye Falls. He estimates 4-5 months before our painting is returned to us.

PATRON NUMBERS

For the month of January we entered **13** new library cards. Despite being closed for a week, we increased in new library card holders from last month by 18%. People are excited to come in and see the new children's area. I expect we will see this number increase.

21

Onsite
Programs

156

Programs
Attendees

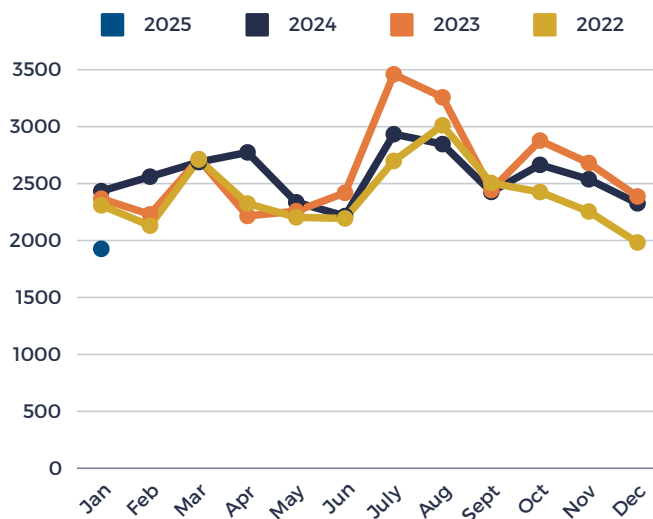
10

Outreach
Visits

120

Outreach
Attendees

Circulation



1927

Items checked out
in January

eBooks checked out
in January

67

Public computer
sessions in January

284

Holds filled
in January

811

Visits to website
in January

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

New Digital Resources

STLS has used state funds to purchase access to new digital resources. **Kanopy** gives patrons anytime access to more than 30,000 films, including critically acclaimed movies, inspiring documentaries, and award-winning foreign films. **Mango** is a language learning app that adapts to your learning style, so you pick up on new vocabulary, intuit unfamiliar grammatical structure, and train your pronunciation, all while boosting your cultural IQ. This app includes over 70 languages plus ASL courses. Both of these are available for free with your library card.

VOiP update

STLS came to our library and switched all our phones over to their VOiP system on Thursday, Jan. 30. One of the fun new features of our new phone is that we can directly dial any of the other STLS libraries that are also on the VOiP system. If you get our voicemail when you call, you'll hear a very different message from the one we previously had, complete with exciting background music. We will seek to sell the old phones.



The crew from John Creech Production and Design spent Jan. 27 & 28 installing our new tree. They did a fantastic job!

Diversity, Equity, & Inclusion

Our mission statement includes the phrase, "We strive to nurture a lifelong love of reading, discovery, and engagement among our diverse community." Our Collection Management policy also states that "Cuba Library maintains a collection of materials, both print and digital, that meet the diverse needs of our community." In recent days, we have seen Diversity, Equity, & Inclusion (DEI) programs get canceled across the country. As a public library, it is crucial that we do not get swept up in this movement to "cancel DEI." We must commit to continue purchasing materials that represent all facets of our community and continue to hold programs that foster equity and inclusion. This year, we plan to hold at least one program per month that will celebrate the diversity of our great nation.

Phase 2 Construction

The tree was installed on Jan. 27 & 28. It is beautiful and big! We've had many families coming in to play in it. It's a great hit with the community.

The millwork has been installed on the new entrance. The trim work is currently being installed in the adult area. The carpeting has been completed although we now have quite a lot of left over carpet due to the mix up in ordering.

The items left to complete the project are:

- unfinished edges on millwork
- move lights
- lights hung in tree
- roller drapes in all windows
- appliques hung in children's area
- arrival of furniture (estimated for March)
- rubber base trim in staff office
- rubber treads and base trim in foyer
- exit sign on new entrance
- upholstered pillows
- decal for Inez Hupp Memorial recognition

Upcoming Adult Programs

- Wed, Feb. 5-Mar. 12 @ 5:30 Snap-Ed Nutrition with Michael Nelson
- Sat, Feb. 8 @ 10:00 Wooden snowman craft with Shauna
- Tues, Feb. 11 @ 6:00 Movie screening & discussion with Charlie Myers
- Sat, Feb. 15 @ 1:30 Sensory friendly movie: Inside Out 2
- Tues, Feb. 25 @ 11:00 Communication Effectively by Alzheimer's Assoc.
- Tues, Feb. 25 @ 6:30 Unequal Shelves: The history of African Americans and Public Libraries with Tina
- Mon, Mar. 3 @ 6:30 Sky Woman to Suffrage: Haudenosaunee Influence on Women's Rights with Perry Ground

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4003 School Income		295,145.00	295,145.00	100.00 %
4004 Local Lib Services Aid		1,745.00	1,745.00	100.00 %
4017 Memorials/Gifts	165.00		-165.00	
4020 Meeting Room Fee	125.00	1,100.00	975.00	88.64 %
4100 Other Income				
Book Replacement	32.00		-32.00	
Copies Income	67.00	2,600.00	2,533.00	97.42 %
Donation Box	60.00	3,000.00	2,940.00	98.00 %
Fines	4.00	250.00	246.00	98.40 %
Misc Income	11.11	0.00	-11.11	
Total 4100 Other Income	174.11	5,850.00	5,675.89	97.02 %
4200 Restricted Funds Revenue				
Friends		5,000.00	5,000.00	100.00 %
Total 4200 Restricted Funds Revenue		5,000.00	5,000.00	100.00 %
4500 Investment Income				
Dividend Income	194.87		-194.87	
Interest Income	0.08		-0.08	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund		32,877.00	32,877.00	100.00 %
Total Morgan Stanley		33,377.00	33,377.00	100.00 %
Total 4500 Investment Income	194.95	33,377.00	33,182.05	99.42 %
Budget Carryover		0.00	0.00	
Total Revenue	\$659.06	\$342,217.00	\$341,557.94	99.81 %
GROSS PROFIT	\$659.06	\$342,217.00	\$341,557.94	99.81 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	8,722.19	196,158.00	187,435.81	95.55 %
6102 Taxes	0.00		0.00	
Payroll Tax	709.32	15,241.00	14,531.68	95.35 %
SUTA	194.71	2,430.00	2,235.29	91.99 %
Total 6102 Taxes	904.03	17,671.00	16,766.97	94.88 %
6103 Employee Benefits				
Company Contributions				
Retirement	245.45	5,466.00	5,220.55	95.51 %
Total Company Contributions	245.45	5,466.00	5,220.55	95.51 %
Health Insurance	500.00	6,000.00	5,500.00	91.67 %
Total 6103 Employee Benefits	745.45	11,466.00	10,720.55	93.50 %
6105 Ins - Disability		1,080.00	1,080.00	100.00 %
Total 6100 Payroll Expenses	10,371.67	226,375.00	216,003.33	95.42 %

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6200 Library Materials				
6205 Books-J		5,500.00	5,500.00	100.00 %
6210 Books-A		8,500.00	8,500.00	100.00 %
6220 Serials		1,500.00	1,500.00	100.00 %
6230 Audio		800.00	800.00	100.00 %
6240 Equipment		2,000.00	2,000.00	100.00 %
6250 Digital Books		3,701.00	3,701.00	100.00 %
6260 DVD		1,500.00	1,500.00	100.00 %
6270 Video Games		1,200.00	1,200.00	100.00 %
6280 Adult Programming		2,500.00	2,500.00	100.00 %
6285 Childrens Programming		1,500.00	1,500.00	100.00 %
6290 STLS cost share	11,099.00	11,099.00	0.00	0.00 %
Total 6200 Library Materials	11,099.00	39,800.00	28,701.00	72.11 %
6300 Restricted Fund Spending				
6320 Friends Expense	250.00		-250.00	
6350 Wilday Grant	125.00		-125.00	
Total 6300 Restricted Fund Spending	375.00		-375.00	
6410 Advertisement		300.00	300.00	100.00 %
6415 Bank fees		250.00	250.00	100.00 %
6420 Custodial supplies		900.00	900.00	100.00 %
6425 Discretionary Fund		1,000.00	1,000.00	100.00 %
6430 Insurance				
Ins - Liability Insurance		966.00	966.00	100.00 %
Ins - Property		7,376.00	7,376.00	100.00 %
Ins - Workman's Comp		2,125.00	2,125.00	100.00 %
Total 6430 Insurance		10,467.00	10,467.00	100.00 %
6445 Library supplies		2,000.00	2,000.00	100.00 %
Library Equipment		1,200.00	1,200.00	100.00 %
Total 6445 Library supplies		3,200.00	3,200.00	100.00 %
6447 Membership		1,000.00	1,000.00	100.00 %
6450 Postage		500.00	500.00	100.00 %
6455 Processing Fee		1,000.00	1,000.00	100.00 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	46.47	9,000.00	8,953.53	99.48 %
6470 Services		0.00	0.00	
Alarm System - Doyle	823.66	2,100.00	1,276.34	60.78 %
Argentieries	24.00	175.00	151.00	86.29 %
Attorney		3,000.00	3,000.00	100.00 %
Audit		5,500.00	5,500.00	100.00 %
Bookkeeper	675.00	9,000.00	8,325.00	92.50 %
Copier Acme		2,000.00	2,000.00	100.00 %
Fire Extinguishers		50.00	50.00	100.00 %
Fire Place Clean		200.00	200.00	100.00 %

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Gutters Cleaned		350.00	350.00	100.00 %
Hotspots	318.82	3,300.00	2,981.18	90.34 %
Patriot Microfilm		0.00	0.00	
Rug Shampoos		0.00	0.00	
Tax Filing (990)		750.00	750.00	100.00 %
Water Softener	31.85	700.00	668.15	95.45 %
Window Cleaner		500.00	500.00	100.00 %
Total 6470 Services	1,873.33	27,625.00	25,751.67	93.22 %
6480 Train/conference		2,000.00	2,000.00	100.00 %
6485 Travel		4,500.00	4,500.00	100.00 %
6490 Utilities				
Electric	925.49	6,000.00	5,074.51	84.58 %
Extended Broadband	4,151.00	1,800.00	-2,351.00	-130.61 %
Fuel	175.00	4,000.00	3,825.00	95.63 %
Phone	50.00	2,000.00	1,950.00	97.50 %
Total 6490 Utilities	5,301.49	13,800.00	8,498.51	61.58 %
Total Expenditures	\$29,066.96	\$342,217.00	\$313,150.04	91.51 %
NET OPERATING REVENUE	\$ -28,407.90	\$0.00	\$28,407.90	0.00%
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Expenses	47,506.20		-47,506.20	
Children's Area Remodel Funds	-175,729.00		175,729.00	
Total Children's Area Remodel (Net)	-128,222.80		128,222.80	
Total Other Expenditures	\$ -128,222.80	\$0.00	\$128,222.80	0.00%
NET OTHER REVENUE	\$128,222.80	\$0.00	\$ -128,222.80	0.00%
NET REVENUE	\$99,814.90	\$0.00	\$ -99,814.90	0.00%

Cuba Circulating Library Association

Statement of Activity

January 2025

	TOTAL	
	JAN 2025	JAN 2024 (PY)
Revenue		
4017 Memorials/Gifts	165.00	522.75
4020 Meeting Room Fee	125.00	125.00
4100 Other Income		
Book Replacement	32.00	
Copies Income	67.00	207.75
Donation Box	60.00	10.17
Fines	4.00	8.00
Misc Income	11.11	20.75
Total 4100 Other Income	174.11	246.67
4500 Investment Income		
Dividend Income	194.87	172.65
Interest Income	0.08	189.84
Total 4500 Investment Income	194.95	362.49
Total Revenue	\$659.06	\$1,256.91
GROSS PROFIT	\$659.06	\$1,256.91
Expenditures		
6100 Payroll Expenses		
6101 Wages	8,722.19	13,248.96
6102 Taxes	0.00	0.00
Payroll Tax	709.32	1,051.80
SUTA	194.71	288.73
Total 6102 Taxes	904.03	1,340.53
6103 Employee Benefits		
Company Contributions		
Retirement	245.45	356.87
Total Company Contributions	245.45	356.87
Health Insurance	500.00	500.00
Total 6103 Employee Benefits	745.45	856.87
Total 6100 Payroll Expenses	10,371.67	15,446.36
6200 Library Materials		
6205 Books-J		428.75
6210 Books-A		653.77
6230 Audio		24.75
6250 Digital Books		3,628.00
6280 Adult Programming		15.00
6290 STLS cost share	11,099.00	10,882.00
Total 6200 Library Materials	11,099.00	15,632.27

Cuba Circulating Library Association

Statement of Activity

January 2025

	TOTAL	
	JAN 2025	JAN 2024 (PY)
6300 Restricted Fund Spending		
6320 Friends Expense	250.00	
6330 Manley Grant expense		31.49
6350 Wilday Grant	125.00	
6365 ARPA Grant		375.00
6370 Memorials & Gifts		249.78
Total 6300 Restricted Fund Spending	375.00	656.27
6430 Insurance		
Ins - Property		7,305.69
Ins - Workman's Comp		888.26
Total 6430 Insurance		8,193.95
6435 Interest Expense		0.93
6445 Library supplies		14.00
6455 Processing Fee		59.95
6465 Repairs/Building & Grounds	46.47	1,295.49
6470 Services		
Alarm System - Doyle	823.66	
Argentieries	24.00	24.00
Bookkeeper	675.00	675.00
Hotspots	318.82	197.40
Water Softener	31.85	152.00
Total 6470 Services	1,873.33	1,048.40
6485 Travel		39.13
6490 Utilities		
Electric	925.49	421.61
Extended Broadband	4,151.00	
Fuel	175.00	283.00
Phone	50.00	
Total 6490 Utilities	5,301.49	704.61
Total Expenditures	\$29,066.96	\$43,091.36
NET OPERATING REVENUE	\$ -28,407.90	\$ -41,834.45
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Expenses	47,506.20	5,273.81
Children's Area Remodel Funds	-175,729.00	
Total Children's Area Remodel (Net)	-128,222.80	5,273.81
Total Other Expenditures	\$ -128,222.80	\$5,273.81
NET OTHER REVENUE	\$128,222.80	\$ -5,273.81
NET REVENUE	\$99,814.90	\$ -47,108.26

Cuba Circulating Library Association

Statement of Financial Position

As of January 31, 2025

	TOTAL	
	AS OF JAN 31, 2025	AS OF JAN 31, 2024 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	40,329.42	2,847.95
1090 Savings	177,300.58	186,263.75
Total Bank Accounts	\$217,630.00	\$189,111.70
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	21,358.84	20,546.36
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	17,484.67	16,833.61
American Inv Co of Amer A	25,052.24	22,189.53
American Short-Term Bond A	21,208.14	20,414.63
American WA Mutual A	100,878.52	96,086.20
Cash, BDP, and Money Market Fds	10,022.83	1,796.10
Savings	0.00	46,028.04
Stocks	1,099.83	883.61
Unrealized Gain/Loss	136,177.99	81,470.26
Total 1303 Endowment Investment	787,118.44	725,960.66
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	-95.81
Unrealized Gain/Loss	2,795.56	1,623.76
Total 1306 Adams Mem Book Fund Investment	16,830.97	14,625.31
1400 Prepaid Fee	2,216.09	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	\$806,165.50	\$740,585.97

Cuba Circulating Library Association

Statement of Financial Position

As of January 31, 2025

	TOTAL	
	AS OF JAN 31, 2025	AS OF JAN 31, 2024 (PY)
Total Current Assets	\$1,023,795.50	\$929,697.67
Fixed Assets		
1520 Building and equipment	1,109,253.53	996,558.04
Elevator Replacement	41,645.00	41,645.00
Total 1520 Building and equipment	1,150,898.53	1,038,203.04
1525 A/D Building and equipment	-534,255.44	-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	-116,542.55	-114,119.20
Land	46,763.00	46,763.00
Total Fixed Assets	\$664,282.54	\$585,534.37
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,688,078.04	\$1,515,232.04
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	760.00	25,982.30
Total Accounts Payable	\$760.00	\$25,982.30
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	-7.82	0.00
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	0.01	288.76
NYS Income Tax	0.00	562.28
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	-7.81	851.04
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$ -7.81	\$851.04
Total Current Liabilities	\$752.19	\$26,833.34
Total Liabilities	\$752.19	\$26,833.34

Cuba Circulating Library Association

Statement of Financial Position

As of January 31, 2025

	TOTAL	
	AS OF JAN 31, 2025	AS OF JAN 31, 2024 (PY)
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	25,360.48	1,535.72
3550 Realized Gain/Loss Equity	0.00	0.00
3800 Restricted Fund	16,993.07	14,965.00
3900 Fund Balance	1,545,157.40	1,519,006.24
Net Revenue	99,814.90	-47,108.26
Total Equity	\$1,687,325.85	\$1,488,398.70
TOTAL LIABILITIES AND EQUITY	\$1,688,078.04	\$1,515,232.04