

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

**Monday, May 12, 2025**

**5:30pm**

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the Apr. Meeting
5. Financial Officer's Report
6. Corresponding Secretary
7. Director's Report
8. Committee Reports
  - i. Planning
    - i. Community Survey
  - ii. Finance
    - i.
  - iii. Bldgs/Grounds
  - iv. Personnel
    - i. Personnel Policy
    - ii. Background Check Policy
  - v. Policy
  - vi. Liaison with Friends
  - vii. Education
  - viii. Executive
- b. Ad hoc committees
  - i. Children's Area Renovation
  - i. Inez Hupp Memorial
9. Unfinished Business
  - i. Investment policy
  - ii. Money market account
  - iii. Storage shelf in back hallway
10. New Business
  - i. SAM grant--Roof
  - ii. Staff cell phone
  - iii. Trustee nameplates
11. Executive Session as needed
12. Adjournment

## Minutes of the Board of Trustees

For the Cuba Circulating Library

Monday, April 14, 2025

The meeting was called to order by the board president at 5:31 PM.

All trustees were present, as well as Library Director Tina Dalton. There were no members of the public present.

There was nothing to report from the Friends.

On a motion by Lauren and a second by Denean, the minutes of the March meeting were approved.

The Financial Officer's report was approved on a motion by Paul and a second by Kate.

Tina delivered the Director's Report. (See attached.)

### Committee Reports.

With the recent repopulation of the committees, organization is underway.

- i. Planning – The planning committee met and has developed a public survey. The survey will launch on April 16 to the public for the space of a month. The committee will also conduct community conversations as part of developing the library's new strategic plan.
- ii. Finance.
- iii. Bldgs/Grounds – Estimate to install carpet in Friends room is \$400 from Franks Flooring LLC.
- iv. Personnel – Personnel policy is under review by library's attorney. Board will wait to review until she has made her final recommendations.
- v. Policy-
  - a. Anti-Nepotism-policy presented for adoption. Approved on a motion by Brad and a second by Lauren.
  - b. Diversity, Inclusion and Equity-policy presented for adoption. Approved on a motion by Emily and a second by Paul.
  - c. Records Retention- policy presented for update. Approved on a motion by Denean and a second by Kate.
  - d. Records Request Form presented for adoption. Approved on a motion from Lauren and a second by Paul.
- vi. Liaison with Friends \_ NTR
- vii. Education – Brian Hildreth will be at June's board meeting to present Trustee training.
- viii. Executive- NTR

### Ad hoc Committees

- i. Children's area renovation

#### Unfinished Business-

- i. Investment policy – Policy presented for update. Approved on a motion by Scott and a second by Jill.
- ii. Money Market Account – Board would like to replace current Five Star savings account with a money market account due to the increased interest earnings potential. This requires a deposit of at \$10,000 of new money. Approved on a motion by Paul and a second by Jill.
- iii. Storage shelf in back hallway—n/a

#### New Business-

- i. Endowment to advisory account. The Finance committee met with Jillian Pleakis from Morgan Stanley on March 17 to learn about the advisory account options available to us from Morgan Stanley. After comparing the services and fees between Morgan Stanley and Fischer Investment Group, the finance committee recommends the board stay with Morgan Stanley and switch the endowment accounts to an advisory account. Motion to move Morgan Stanley endowments to an advisory account approved on a motion made by Brad and a second by Scott.
- ii. Library Workers Appreciation Day was April 8. Faith asked for trustee donations to treat library staff to lunch at The Perfect Blend.

Adjournment – the meeting was adjourned at 6:56 on a motion by Lauren and a second by Paul.

# Cuba Circulating Library Association

## Budget vs. Actuals: 2025 - FY25 P&L

January - April, 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	1,128.00		-1,128.00	
4020 Meeting Room Fee	250.00	1,100.00	850.00	77.27 %
4100 Other Income	1,471.90		-1,471.90	
Book Replacement	124.09		-124.09	
Copies Income	576.95	2,600.00	2,023.05	77.81 %
Donation Box	222.35	3,000.00	2,777.65	92.59 %
Fines	36.00	250.00	214.00	85.60 %
Misc Income	545.37	0.00	-545.37	
<b>Total 4100 Other Income</b>	<b>2,976.66</b>	<b>5,850.00</b>	<b>2,873.34</b>	<b>49.12 %</b>
4200 Restricted Funds Revenue				
Friends	2,500.00	5,000.00	2,500.00	50.00 %
<b>Total 4200 Restricted Funds Revenue</b>	<b>2,500.00</b>	<b>5,000.00</b>	<b>2,500.00</b>	<b>50.00 %</b>
4500 Investment Income				
Dividend Income	3,922.65		-3,922.65	
Interest Income	13.28		-13.28	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund		32,877.00	32,877.00	100.00 %
<b>Total Morgan Stanley</b>		<b>33,377.00</b>	<b>33,377.00</b>	<b>100.00 %</b>
Realized Gain/Loss on Investments	97,815.14		-97,815.14	
Unrealized Gain/Loss on Investments	-88,362.80		88,362.80	
<b>Total 4500 Investment Income</b>	<b>13,388.27</b>	<b>33,377.00</b>	<b>19,988.73</b>	<b>59.89 %</b>
Budget Carryover		0.00	0.00	
<b>Total Revenue</b>	<b>\$20,242.93</b>	<b>\$342,217.00</b>	<b>\$321,974.07</b>	<b>94.08 %</b>
GROSS PROFIT	<b>\$20,242.93</b>	<b>\$342,217.00</b>	<b>\$321,974.07</b>	<b>94.08 %</b>
Expenditures				
6100 Payroll Expenses				
6101 Wages	59,003.42	196,158.00	137,154.58	69.92 %
6102 Taxes	-0.02		0.02	
Payroll Tax	4,682.09	15,241.00	10,558.91	69.28 %
SUTA	1,031.86	2,430.00	1,398.14	57.54 %
<b>Total 6102 Taxes</b>	<b>5,713.93</b>	<b>17,671.00</b>	<b>11,957.07</b>	<b>67.66 %</b>
6103 Employee Benefits				
Company Contributions				
Retirement	1,553.81	5,466.00	3,912.19	71.57 %
<b>Total Company Contributions</b>	<b>1,553.81</b>	<b>5,466.00</b>	<b>3,912.19</b>	<b>71.57 %</b>
Health Insurance	2,000.00	6,000.00	4,000.00	66.67 %
<b>Total 6103 Employee Benefits</b>	<b>3,553.81</b>	<b>11,466.00</b>	<b>7,912.19</b>	<b>69.01 %</b>
6105 Ins - Disability		1,080.00	1,080.00	100.00 %

# Cuba Circulating Library Association

## Budget vs. Actuals: 2025 - FY25 P&L

January - April, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Total 6100 Payroll Expenses</b>	<b>68,271.16</b>	<b>226,375.00</b>	<b>158,103.84</b>	<b>69.84 %</b>
6200 Library Materials				
6205 Books-J	1,647.37	5,500.00	3,852.63	70.05 %
6210 Books-A	2,946.38	8,500.00	5,553.62	65.34 %
6220 Serials	1,176.93	1,500.00	323.07	21.54 %
6230 Audio	110.56	800.00	689.44	86.18 %
6240 Equipment	99.50	2,000.00	1,900.50	95.03 %
6250 Digital Books	3,701.00	3,701.00	0.00	0.00 %
6260 DVD	267.92	1,500.00	1,232.08	82.14 %
6270 Video Games	39.88	1,200.00	1,160.12	96.68 %
6280 Adult Programming	87.47	2,500.00	2,412.53	96.50 %
6285 Childrens Programming	536.54	1,500.00	963.46	64.23 %
6290 STLS cost share	11,099.00	11,099.00	0.00	0.00 %
<b>Total 6200 Library Materials</b>	<b>21,712.55</b>	<b>39,800.00</b>	<b>18,087.45</b>	<b>45.45 %</b>
6202 Book Replacement	13.79		-13.79	
6300 Restricted Fund Spending				
6305 Adult Programs	853.39		-853.39	
6310 Arts Grant Expense	480.97		-480.97	
6315 ALA Grant	60.72		-60.72	
6320 Friends Expense	1,919.35		-1,919.35	
6330 Manley Grant expense	260.97		-260.97	
6350 Wilday Grant	125.00		-125.00	
6355 STLS Outreach	485.28		-485.28	
6368 Martin Grant	127.54		-127.54	
6370 Memorials & Gifts	631.98		-631.98	
<b>Total 6300 Restricted Fund Spending</b>	<b>4,945.20</b>		<b>-4,945.20</b>	
6410 Advertisement		300.00	300.00	100.00 %
6415 Bank fees	46.07	250.00	203.93	81.57 %
6420 Custodial supplies	117.10	900.00	782.90	86.99 %
6425 Discretionary Fund	521.27	1,000.00	478.73	47.87 %
6430 Insurance	-23.00		23.00	
Ins - Liability Insurance		966.00	966.00	100.00 %
Ins - Property	7,743.04	7,376.00	-367.04	-4.98 %
Ins - Workman's Comp	1,383.00	2,125.00	742.00	34.92 %
<b>Total 6430 Insurance</b>	<b>9,103.04</b>	<b>10,467.00</b>	<b>1,363.96</b>	<b>13.03 %</b>
6445 Library supplies	467.61	2,000.00	1,532.39	76.62 %
Library Equipment	416.32	1,200.00	783.68	65.31 %
<b>Total 6445 Library supplies</b>	<b>883.93</b>	<b>3,200.00</b>	<b>2,316.07</b>	<b>72.38 %</b>
6447 Membership	175.00	1,000.00	825.00	82.50 %
6450 Postage		500.00	500.00	100.00 %
6455 Processing Fee	239.65	1,000.00	760.35	76.04 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %

# Cuba Circulating Library Association

## Budget vs. Actuals: 2025 - FY25 P&L

January - April, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6465 Repairs/Building & Grounds	1,207.54	9,000.00	7,792.46	86.58 %
6470 Services		0.00	0.00	
Alarm System - Doyle	1,407.32	2,100.00	692.68	32.98 %
Argentieries	89.00	175.00	86.00	49.14 %
Attorney	325.00	3,000.00	2,675.00	89.17 %
Audit	3,000.00	5,500.00	2,500.00	45.45 %
Bookkeeper	2,700.00	9,000.00	6,300.00	70.00 %
Copier Acme	139.42	2,000.00	1,860.58	93.03 %
Fire Extinguishers		50.00	50.00	100.00 %
Fire Place Clean		200.00	200.00	100.00 %
Gutters Cleaned		350.00	350.00	100.00 %
Hotspots	1,117.64	3,300.00	2,182.36	66.13 %
Patriot Microfilm		0.00	0.00	
Rug Shampoos		0.00	0.00	
Tax Filing (990)	750.00	750.00	0.00	0.00 %
Water Softener	76.85	700.00	623.15	89.02 %
Window Cleaner		500.00	500.00	100.00 %
<b>Total 6470 Services</b>	<b>9,605.23</b>	<b>27,625.00</b>	<b>18,019.77</b>	<b>65.23 %</b>
6480 Train/conference	195.00	2,000.00	1,805.00	90.25 %
6485 Travel	736.47	4,500.00	3,763.53	83.63 %
6490 Utilities				
Electric	2,043.78	6,000.00	3,956.22	65.94 %
Extended Broadband	900.00	1,800.00	900.00	50.00 %
Fuel	931.43	4,000.00	3,068.57	76.71 %
Phone	596.83	2,000.00	1,403.17	70.16 %
<b>Total 6490 Utilities</b>	<b>4,472.04</b>	<b>13,800.00</b>	<b>9,327.96</b>	<b>67.59 %</b>
<b>Total Expenditures</b>	<b>\$122,245.04</b>	<b>\$342,217.00</b>	<b>\$219,971.96</b>	<b>64.28 %</b>
NET OPERATING REVENUE	<b>\$ -102,002.11</b>	<b>\$0.00</b>	<b>\$102,002.11</b>	<b>0.00%</b>
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-3,450.00		3,450.00	
Children's Area Remodel Expenses	181,074.94		-181,074.94	
Children's Area Remodel Funds	-175,729.00		175,729.00	
<b>Total Children's Area Remodel (Net)</b>	<b>1,895.94</b>		<b>-1,895.94</b>	
<b>Total Other Expenditures</b>	<b>\$1,895.94</b>	<b>\$0.00</b>	<b>\$ -1,895.94</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$ -1,895.94</b>	<b>\$0.00</b>	<b>\$1,895.94</b>	<b>0.00%</b>
NET REVENUE	<b>\$ -103,898.05</b>	<b>\$0.00</b>	<b>\$103,898.05</b>	<b>0.00%</b>

# Cuba Circulating Library Association

## Statement of Activity

April 2025

	TOTAL	
	APR 2025	JAN - APR, 2025 (YTD)
Revenue		
4017 Memorials/Gifts	315.00	1,128.00
4020 Meeting Room Fee		250.00
4100 Other Income	1,435.00	1,471.90
Book Replacement	37.09	124.09
Copies Income	243.85	576.95
Donation Box	27.00	222.35
Fines	8.00	36.00
Misc Income	12.45	545.37
<b>Total 4100 Other Income</b>	<b>1,763.39</b>	<b>2,976.66</b>
4200 Restricted Funds Revenue		
Friends		2,500.00
<b>Total 4200 Restricted Funds Revenue</b>		<b>2,500.00</b>
4500 Investment Income		
Dividend Income	194.08	3,922.65
Interest Income	0.01	13.28
Realized Gain/Loss on Investments	89,902.07	97,815.14
Unrealized Gain/Loss on Investments	-88,362.80	-88,362.80
<b>Total 4500 Investment Income</b>	<b>1,733.36</b>	<b>13,388.27</b>
<b>Total Revenue</b>	<b>\$3,811.75</b>	<b>\$20,242.93</b>
GROSS PROFIT	<b>\$3,811.75</b>	<b>\$20,242.93</b>
Expenditures		
6100 Payroll Expenses		
6101 Wages	21,409.44	59,003.42
6102 Taxes	0.00	-0.02
Payroll Tax	1,679.92	4,682.09
SUTA	243.36	1,031.86
<b>Total 6102 Taxes</b>	<b>1,923.28</b>	<b>5,713.93</b>
6103 Employee Benefits		
Company Contributions		
Retirement	555.74	1,553.81
<b>Total Company Contributions</b>	<b>555.74</b>	<b>1,553.81</b>
Health Insurance	500.00	2,000.00
<b>Total 6103 Employee Benefits</b>	<b>1,055.74</b>	<b>3,553.81</b>
<b>Total 6100 Payroll Expenses</b>	<b>24,388.46</b>	<b>68,271.16</b>
6200 Library Materials		
6205 Books-J	571.04	1,647.37
6210 Books-A	939.49	2,946.38
6220 Serials		1,176.93
6230 Audio		110.56

# Cuba Circulating Library Association

## Statement of Activity

April 2025

	TOTAL	
	APR 2025	JAN - APR, 2025 (YTD)
6240 Equipment		99.50
6250 Digital Books		3,701.00
6260 DVD	37.91	267.92
6270 Video Games		39.88
6280 Adult Programming		87.47
6285 Childrens Programming	22.15	536.54
6290 STLS cost share		11,099.00
<b>Total 6200 Library Materials</b>	<b>1,570.59</b>	<b>21,712.55</b>
6202 Book Replacement	13.79	13.79
6300 Restricted Fund Spending		
6305 Adult Programs	510.26	853.39
6310 Arts Grant Expense	400.00	480.97
6315 ALA Grant	12.25	60.72
6320 Friends Expense	453.87	1,919.35
6330 Manley Grant expense		260.97
6350 Wilday Grant		125.00
6355 STLS Outreach	366.36	485.28
6368 Martin Grant	127.54	127.54
6370 Memorials & Gifts	353.00	631.98
<b>Total 6300 Restricted Fund Spending</b>	<b>2,223.28</b>	<b>4,945.20</b>
6415 Bank fees	6.07	46.07
6420 Custodial supplies	23.37	117.10
6425 Discretionary Fund		521.27
6430 Insurance		-23.00
Ins - Property		7,743.04
Ins - Workman's Comp		1,383.00
<b>Total 6430 Insurance</b>		<b>9,103.04</b>
6445 Library supplies	98.92	467.61
Library Equipment		416.32
<b>Total 6445 Library supplies</b>	<b>98.92</b>	<b>883.93</b>
6447 Membership	125.00	175.00
6455 Processing Fee	107.91	239.65
6465 Repairs/Building & Grounds	10.00	1,207.54
6470 Services		
Alarm System - Doyle	543.66	1,407.32
Argentieries	17.00	89.00
Attorney	325.00	325.00
Audit		3,000.00
Bookkeeper	675.00	2,700.00
Copier Acme		139.42

# Cuba Circulating Library Association

## Statement of Activity

April 2025

	TOTAL	
	APR 2025	JAN - APR, 2025 (YTD)
Hotspots	159.41	1,117.64
Tax Filing (990)		750.00
Water Softener	15.00	76.85
<b>Total 6470 Services</b>	<b>1,735.07</b>	<b>9,605.23</b>
6480 Train/conference	195.00	195.00
6485 Travel	166.60	736.47
6490 Utilities		
Electric	548.05	2,043.78
Extended Broadband	450.00	900.00
Fuel	340.43	931.43
Phone	172.00	596.83
<b>Total 6490 Utilities</b>	<b>1,510.48</b>	<b>4,472.04</b>
<b>Total Expenditures</b>	<b>\$32,174.54</b>	<b>\$122,245.04</b>
NET OPERATING REVENUE	<b>\$ -28,362.79</b>	<b>\$ -102,002.11</b>
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-550.00	-3,450.00
Children's Area Remodel Expenses	1,325.12	181,074.94
Children's Area Remodel Funds		-175,729.00
<b>Total Children's Area Remodel (Net)</b>	<b>775.12</b>	<b>1,895.94</b>
<b>Total Other Expenditures</b>	<b>\$775.12</b>	<b>\$1,895.94</b>
NET OTHER REVENUE	<b>\$ -775.12</b>	<b>\$ -1,895.94</b>
NET REVENUE	<b>\$ -29,137.91</b>	<b>\$ -103,898.05</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of April 30, 2025

	TOTAL	
	AS OF APR 30, 2025	AS OF APR 30, 2024 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1020 Five Star	8,338.90	13,759.43
1090 Savings	27,313.69	76,278.44
<b>Total Bank Accounts</b>	<b>\$35,652.59</b>	<b>\$90,037.87</b>
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	0.00	0.00
American Balanced A	0.00	30,683.75
American Cap Inc Builder A	0.00	96,989.02
American Cap World Growth & Inc	0.00	63,891.37
American Fundamental Inv A	0.00	49,001.35
American Funds Mortgage A	0.00	20,741.74
American Global Balanced A	0.00	89,368.99
American Inc Fd of America A	0.00	92,072.84
American Intm Bd Fd of Amer A	0.00	16,986.39
American Inv Co of Amer A	0.00	22,271.42
American Short-Term Bond A	0.00	20,599.59
American WA Mutual A	0.00	96,505.40
Cash, BDP, and Money Market Fds	3,222.39	1,752.38
Cost of Securities	713,311.99	
Savings	0.00	46,583.59
Stocks	0.00	901.21
Unrealized Gain/Loss	25,115.07	95,044.14
<b>Total 1303 Endowment Investment</b>	<b>741,649.45</b>	<b>743,393.18</b>
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	0.00	6,205.78
American Inc Fd of America A	0.00	6,995.46
Cash, BDP, and Money Market Fds	127.46	-98.51
Cost of Securities	16,527.12	
Unrealized Gain/Loss	582.04	1,751.26
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>17,236.62</b>	<b>14,853.99</b>
1400 Prepaid Fee	833.09	0.00
Repayment		
Christmas Gift Card	0.00	0.00
Travel Reimbursement	0.00	0.00

# Cuba Circulating Library Association

## Statement of Financial Position

As of April 30, 2025

	TOTAL	
	AS OF APR 30, 2025	AS OF APR 30, 2024 (PY)
<b>Total Repayment</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>\$759,719.16</b>	<b>\$758,247.17</b>
<b>Total Current Assets</b>	<b>\$795,371.75</b>	<b>\$848,285.04</b>
Fixed Assets		
1520 Building and equipment	1,109,253.53	996,558.04
Elevator Replacement	41,645.00	41,645.00
<b>Total 1520 Building and equipment</b>	<b>1,150,898.53</b>	<b>1,038,203.04</b>
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
<b>Total Fixed Assets</b>	<b>\$664,282.54</b>	<b>\$585,534.37</b>
Other Assets		
1000 Friends Cash	0.00	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,459,654.29</b>	<b>\$1,433,819.41</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	675.00	1,450.50
<b>Total Accounts Payable</b>	<b>\$675.00</b>	<b>\$1,450.50</b>
Credit Cards		
5662 Bank Of America	0.00	0.00
<b>Total Credit Cards</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Liabilities		
2100 Payroll Liabilities	0.00	0.00
American Funds	726.88	729.04
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	-0.01	168.53
NYS Income Tax	0.00	560.69
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
<b>Total 2100 Payroll Liabilities</b>	<b>726.87</b>	<b>1,458.26</b>
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$726.87</b>	<b>\$1,458.26</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of April 30, 2025

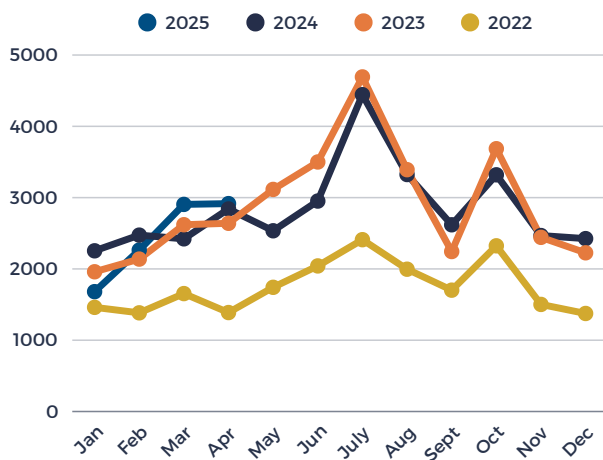
	TOTAL	
	AS OF APR 30, 2025	AS OF APR 30, 2024 (PY)
<b>Total Current Liabilities</b>	<b>\$1,401.87</b>	<b>\$2,908.76</b>
<b>Total Liabilities</b>	<b>\$1,401.87</b>	<b>\$2,908.76</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	0.00	15,254.70
3550 Realized Gain/Loss Equity	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	-103,898.05	-118,315.29
<b>Total Equity</b>	<b>\$1,458,252.42</b>	<b>\$1,430,910.65</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,459,654.29</b>	<b>\$1,433,819.41</b>

# Cuba Circulating Library

## APRIL 2025 DIRECTOR'S REPORT



### Patron Visits



### CHECKOUTS

We had **2,582** items checked out in April. This number is down by 7% from last year. Wi-Fi hotspots were checked out 24 times, park passes were checked out 4 times, and musical instruments were checked out 7 times.

### BUDGET PRESENTATION

On April 22, I attended the CRCS board meeting in Rushford to present our tax levy proposal and 2025 budget. The board members asked thoughtful questions and the presentation went well. Thank you to Lauren, Sue, and Heather for accompanying me. I will present again at the May 13 school board meeting which takes place at the CRCS elementary library. The tax vote is on May 20.

### PATRON NUMBERS

For the month of March we entered **16** new library cards, with 14 adult cards, 1 juvenile card, and 1 online card. We had 2916 visitors to the library, which is up by 2% from last year. Interestingly, Wi-Fi usage was up by 18% from last year at this time. The ways in which people are using the library continue to change.

**37**

Onsite  
Programs

**270**

Programs  
Attendees

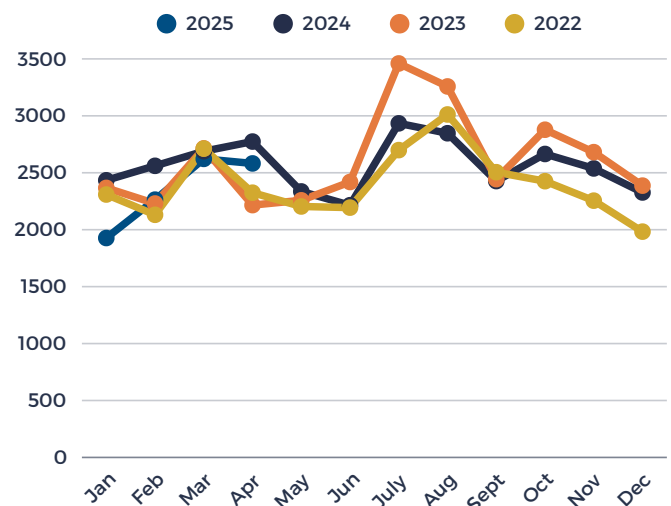
**9**

Outreach  
Visits

**110**

Outreach  
Attendees

### Circulation



**2622**

Items checked out  
March

**742**

eBooks checked out  
in March

**115**

Public computer  
sessions in March

**329**

Holds filled  
in March

**989**

Visits to website  
in March

**2582**

Items checked out  
in April

**727**

eContent accessed  
in April

**76**

Public computer  
sessions in April

**357**

Holds filled  
in April

**971**

Visits to website  
in April

## Grants

We received \$900 from the Foundation for Southern Tier Libraries to fund the purchase of museum and park passes for another year. In addition to the passes we currently have, we will also add passes to the Rockwell Museum and the Niagara Falls Underground Railroad Heritage Center.

As part of our COSAC outreach grant, we have purchased several books for a mini library at the BOCES Elm St. Academy library. We delivered those books in April. Students will run the library themselves old school style--with paper cards, rubber stamps, and filing boxes to keep track of who has checked out which books.

## Cuba Historical Society

Cuba Historical Society held their annual meeting at the library on April 22 with an attendance of 25 people. Their initial membership drive has been very successful with over 100 new members. We have a local history program scheduled for June 10 in collaboration with the Historical Society.

## Digital Content

• Kanopy	4
• Mango	23
• eBooks and eAudiobooks	542
• eMagazines	145
• eContent CRCS	13

Most popular eAudiobook: The Crash by Frieda McFadden

Most popular eBook: The Women by Kristin Hannah

Most watched show on Kanopy: Inspector Gadget

Most popular language on Mango: French

**\*\*If you have a request for purchase for an eBook or audiobook, don't hesitate to let me know!\*\***

## Children's Area Complete

The plans for our children's area project began in 2019 when we wrote the long range plan and included the goal to "change/update the children's section, making it more inviting and user-friendly." In December 2021 we put the call out for architects to submit conceptual sketches and in July 2022 we began working with Edge on the design of what is currently our youth area. We certainly experienced "project creep" but it has only yielded good things. While it was not part of the original plan to replace the carpet throughout the whole library, update the fire alarm system, replace the foyer flooring, replace the adult furniture, or replace the footers around the adult shelving, we are all the better for it. Watching children, families, and teens come in to the library and enjoy the updated, vibrant space is truly a joy. The library is welcoming and warm, a space for all ages to enjoy.



## Upcoming Programs

- Tues, May 13 @ 6 pm Acrylic Koi Fish with Colleen Gaynor
- Sat, May 17 @ 9 am Collage Flowers with Theresa Heinz
- Sat, May 17 @ 1:30 Pet Cents with Cherilyn
- Tues, May 27 @ 6:30 Protecting Pollinators with Cornell Cooperative Ext.
- Tues, Jun 4 @ 6:30 Creating an Herb Garden with CCE
- Tues, Jun 10 @ 6:30 The Rich Tapestry of Family History with Suzanne Simon Dietz

# **Youth Services Monthly Report: April 2025**

## **Storytimes/After School**

My Tuesday 3-4 year old group met three times. We did a dinosaur discovery day with three dinosaur stories and breaking open dinosaur eggs. We also did a rain theme. For the last week of the month, we made English muffin pizzas and read stories about pizza. The K-2nd group met three times. We did a choose your own activity day with Legos, Snap Circuits, etc. We had the Bonas students one day. The SNAP educator came and made a healthy snack with us (a s'mores-like snack with graham crackers, Greek yogurt, and strawberries). The older group met three times. We did some games, did English muffin pizzas, and the SNAP educator came for this group as well.

## **Teens/Tweens**

Mrs. Ross and I met with our high school book club twice. We read *The Book Thief* by Markus Zusak. While it was once again not their preferred genre, they enjoyed it and both Mrs. Ross and I appreciated the re-read. At "Epic Eats," Teens learned how to make pasta from scratch from Raeanne Smith. They really enjoyed this opportunity.

## **Outreach**

I had four Cuba-Rushford Elementary Class Visits. All but one came to the library. I did paper airplanes with one second grade storytime. The CRCS After School group came here for their visit. We did one of the ALA FINRA games, Pet Cents, and some checked out books.

Head Start and Early Head Start each had their visits. I went to both groups.

## **Other**

St. Bonaventure student athletes came for a storytime with K-2nd graders. We had a movie day over break week, showing the new *Dog Man* movie.

I attended NYLA's Youth Services Section conference in Mt. Kisco. There were three sessions and a keynote. The first session I chose was called "Empowering Young Minds" which focused on developing a tutoring program at the library utilizing education majors from nearby colleges. While I'm not sure how much success we would have since our nearest colleges are 20 minutes away, it is something worth exploring. Even if we were to utilize high school students who are interested in education in the future, the session had beneficial information on scheduling concerns, supplies to have on hand, etc. The second session I attended was "Stop, Collaborate, and Listen." While we already collaborate with quite a few area organizations, I'm always looking for more ideas and practical tips. I gathered a few ideas that I'm workshopping how to implement without reinventing the wheel, so to speak. The third session was more of a "table talks" session. The two tables I made it to before time ran out were a Silly Scientist table which had some fun experiment ideas and had it as a separate program from regular groups, which I did previously. They also had tiny lab coats for children which might be something fun to look into. The other table had a lot of brainstorming as part of it (the original presenter was out sick and I'm not sure her replacements understood exactly what they signed up for.) But I came away

with a list of programs that could be easily replicated. The keynote speaker was actor/author Maulik Pancholy. I'm sure he's been in many wonderful things but I know him best from 30 Rock. He talked about seeing people like him reflected in literature and how he turned to writing when he wanted to make sure someone like him was seen by kids in books they read.

I spent a day at STLS with my fellow youth/children's staff talking about summer learning and different ideas for that.

I applied for and was awarded the Pilcrow Grant. The acceptance packet will come in the mail soon and I will be able to select \$1200 worth of books from a specific list to add to our collection. This is a matching grant and the Friends are our partner for the funding.

## Upcoming Programs

Storytime and 3rd-5th Afterschool every Tuesday. K-2nd Afterschool every Thursday. This is the last month of storytimes and after school as I spend June finalizing summer plans and promoting summer/the library to the school.

5/5 CRCS Quattrone Visit

5/7 Head Start Visits, 2nd Grade Making Moo-Lah TM4K activity

5/9 Spring CE

5/14 CRCS Bump Visit/HS Book Club

5/17 TM4K Pet Cents

5/21 CRCS After School

5/28 Pre-K Visits, HS Book Club



## Maintenance Report 4/1/25 - 5/1/25

1. Raked more dirt and rocks from pipe burial by back side door and front/ Put some grass seed and hay down to get grass growing again. More raking in side and back still needs done.
2. Pressure relief valve on boiler popped and was dripping, I reset it and mostly stopped. hopefully reseal itself and not leak, if continues, will need to have it replaced.
3. Fixed chain on light in front desk area that came unhooked.
4. Finished staining and clear coating 4 new shelves for bookcases to raise books from floor. Christian installed.
5. Mowed and trimmed.

## **May 2025 Planning Committee update**

**Surveys:** Launched April 16 and closing on May 16. We have 76 responses at this time.

**Community Conversations:** Four have been completed: Library staff, homeschoolers, PTO, and OARS.

**One-on-One Conversations:** Cherilyn has completed with principals.

Community and One-on-One Conversations are proving difficult to schedule. People are willing to participate but actually finding a time to hold conversations that fit everyone's schedule is challenging. Information gathered so far is very insightful and will prove quite valuable for developing our strategic plan.

## 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

As an association library, positions are not subject to Civil Service. 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. "Full-timeProfessional" employees work at least twenty-five hours a week; "Part-timeParaprofessional" employees work less than twenty-five hours a week on average.

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~~, ~~evaluated according to the library's Background Check Policy.~~

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.

**Commented [SA1]:** I advise a practice of criminal background checks. There are convictions that are equally indicative of a person posing a risk. But even if this stays as-is, if the Registry is used, the Library must follow the law regarding assessment of convictions on the person's suitability. I will provide a model policy (for the process mentioned in #5).

D. Resignation

1. ~~For the orderly operation of the Library,~~ The Director and Youth Services Coordinator shall give six (6) weeks' notice of resignation. Other staff shall give two (2) weeks' notice of resignation. ~~Timely notice of~~

resignation is required to be paid for accrued vacation time.

## 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. Employees who elect direct deposit will receive their pay stub via their personal email address on file.

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.

~~5.6.~~ The library shall secure annual written authorization ~~confirmation~~ ~~for~~ 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. Employees become eligible to participate in the Library's IRA Retirement plan when they have earned at least \$1,500 in a year and may be reasonably expected to earn at least \$5,000 in that year. The Library will match up to three percent (3%) of an employee's gross annual wages/salary, if the employee wishes to participate in the 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 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 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.

#### E. Pre-natal care

Employees have up to 20 hours per year of paid leave for pre-natal care, separate from paid sick leave. Prenatal care leave does not accrue, does not carry over from year to year, and is not paid out upon termination. It is solely for care related to pregnancy and fertility medical services.

### **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~~ paraprofessional 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. Substitute employees are not eligible to accrue vacation.

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. Use of a Annual sick leave ~~use~~ is capped at 80 hours for full-time workers, and 40 hours a year for part-time workers. 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, or at the discretion of the library director.

### 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 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 and Days of Work

~~4-~~The typical hours of the Library are Monday-Thursday 9:30 a.m. – 8:00 p.m. and Saturday 9:30 a.m. – 3:30 p.m. 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. The Library uses careful scheduling to ensure safe, prompt, and adequate staffing at all times. At least two employees work at all times.  
2. Scheduling is done in advance to ensure workers know their hours with enough time to plan their week. Employees who cannot work a scheduled shift are encouraged to identify a replacement and notify the Director of the change, or may simply notify the Director. While some changes are acceptable, a pattern of inability to work a scheduled shift will be viewed as incompatible with the job.  
3. Because the Library is a service to the community, arriving with enough time to be ready to start work at the scheduled time is essential. For this reason, although occasional issues are understandable, a pattern of being late

~~and/or unprepared to start work on time must be considered misconduct. Employees who know they will be late should call in to alert their co-worker. 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.~~

~~2.4. Because workers are expected to be attentive and to be performing job duties during work time, the conduct of personal business while at work, including phone calls, is discouraged-should be done while on an employee's break, in an employee-only area. This is an important sign of professionalism.~~

~~3.5. The library building is a non-smoking and drug free environment. Smoking is not permitted in any place in the building or within 100fifteen (1005) feet of the main entrance of the library property (including the parking lot and outdoor areas) 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.

#### H. Breaks for Expression of Breast Milk

New York State Labor Law Section 206-c requires employers to provide lactating employees with 30 minutes of paid break time when they need to pump breast milk

**Commented [SA2]:** Public Health Law 1399

6. Smoking shall not be permitted and no person shall smoke within one hundred feet of the entrances, exits or outdoor areas of any public or association library as defined in [subdivision two of section two hundred fifty-three of the education law](#); provided, however, that the provisions of this subdivision shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property.

at work. These lactation breaks are in addition to any meal time or regular paid breaks employees are entitled to have. If employees need more than 30 minutes for breast milk expression, they may use existing meal time or paid break time for this purpose. The number of paid breaks is not limited; employees may take a lactation break whenever they reasonably need to. Employees may take advantage of lactation breaks for up to three years after the birth of their children. For more information about lactation breaks see the attached Lactation Policy.

**Commented [TD3]:** We do not currently have a Lactation Policy. I've emailed Cole to ask if she has a template for one. If not, I advise removing this sentence until we develop one of our own.

## **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 of Failure to Follow Policy

1. Employees may report concerns regarding abuse of library resources and failure to follow policy using the [Whistleblowers Policy](#)\*. This policy protects people who report such concerns from retaliation- 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~~All employees, volunteers, and trustees~~ 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.

Good customer service does not mean employees have to tolerate abuse, harassment, or hostile conduct by the public. Employees who are subjected to such behavior should withdraw to an employee-only area and report the concern to the director, so it may be addressed under the Library's Code of Conduct.

The Library encourages good relationships with patrons, but 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

As a courtesy, library employees are able to make copies at half the public's cost.

## XI. ~~CORRECTIVE~~DISCIPLINARY ACTION AND MISCONDUCT

**Commented [SA4]:** I have found this to be a simpler approach. Since Cuba is an association, you don't need to have "disciplinary action" like Civil Service. I also advise against suspension for disciplinary reasons...if people aren't working out, they should be let go...suspension rarely makes someone a better worker. However, I do advise using suspension if an investigation needs to be conducted.

#### A. Corrective Action

The library selects employees on the basis of their qualifications and experience, and expects that library employees will perform their duties with due attention to policy and quality of work.

The Library also know that everyone can make mistakes, or need direction for improvement from time to time.

When an employee's adherence to policy and/or quality of work does not meet expectations, the director or another designee will address the quality concerns with the employee. Such "Corrective Action" will generally be verbal, and it is expected that the employee will respect to the direction and adjust performance accordingly. The library director will make a note in employee's file of the verbal "Corrective Action" and make employee aware that this discussion was considered a verbal warning.

If an employee's performance has serious concerns, or they have not complied with verbal warnings, corrective action may be in the form of a written letter directing improvement, a plan of improvement, or a warning that further instances will result in termination. Such current concerns may also be addressed in the employee's annual evaluation.

#### B. Misconduct

Distinct from performance concerns warranting corrective action are wrongful acts ("Misconduct") such as: dishonesty, ethics violation, job abandonment (missing a scheduled shift without warning or suitable excuse) or theft and other legal violations. Misconduct is generally grounds for immediate dismissal. During an investigation into Misconduct, an employee may be suspended with or without pay, based on the circumstances. Employees terminated for misconduct will not be paid out any accrued vacation.

#### C. Appeal of Dismissal

When an employee is terminated due to either performance concerns or misconduct, they may appeal their termination to the Board on the grounds that it is based on inaccurate information. Such appeals should be sent to the Board within 5 days of the dismissal, and the Board will make a decision no later than two weeks after the next regularly scheduled board meeting.

**Commented [SA5]:** This is optional.

~~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. Posting of Mandatory Notices**

The Library maintains a notice area in the **employee office** for the following required notices:

- **Non-Discrimination**
- **Minimum Wage**
- **Worker's Compensation**
- **Expression of Breast Milk**
- **Unemployment**
- **Disability**
- **Non-retaliation**
- **Use of Criminal Conviction Records**
- **Safety & Health**
- **No Smoking**
- **Equal Pay**
- **Monitoring of Communications**

## **XII.XIII. 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~~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.

**Commented [SA6]:** Here is the info on NY's posting requirements:

<https://dol.ny.gov/posting-requirements-0>

## 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.

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Employee Signature

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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,  
01/13/2025; SAA COMMENTS AND TRACKED CHANGED 4/8/25

Cuba Circulating Library	Version adopted:
Background Check Policy	Revision history: NONE
Officer Responsible for Compliance: Board President	Most recent draft prepared by: Attorney Stephanie Adams

### **Background Check Policy**

Cuba Circulating Library is committed to hiring, retaining, and promoting employees in a manner that balances the best interests of the corporation's mission, its employees, and any individuals affected by such decisions.

As part of the hiring and promotion process, from time to time, Cuba Circulating Library may check some background information. "Background information" consists of past employment verification, professional references check, driving record check, military background check, criminal history check, state/federal licensing information confirmation, certifications, academic credentials check, publications check, consumer reports ("credit") check, and social network activity check.

To ensure regularity, fairness, and compliance, Cuba Circulating Library shall use the below procedures when drafting a job description and making a hiring/retention/promotion decision that requires the use of background information. In applying this procedure, the library shall consider the rights of the individual applicant or employee, as well as the needs of the library as whole.

<b>Type of Check, frequency</b>	<b>Language in job description triggering check</b>	<b>Adverse action when:</b>	<b>Required waivers, disclosures; mitigation factors, controlling laws and policies</b>
Verification of professional credentials.  Frequency: Once, before hiring	Any job requiring particular credentials, or where credentials are a factor in hiring.	Employee made a misrepresentation of a particular credential.	None.
Professional references check  Frequency: Once, before hiring	Reference requirement or voluntary disclosure by applicant	Check reveals matters of concern regarding fitness for the job.	None.
Motor Vehicles Records ("MVR check")  Frequency: Before hiring, and as required by MVR policy	Under "Requirements:"  "Must have a valid drivers' license and be able to drive for library business."	License is suspended or shows a record of unsafe driving.	If check is done by a CRA, the applicant must sign a waiver and any adverse action on the basis of the past employment history provided by the CRA must be disclosed to the applicant.

<b>Type of Check, frequency</b>	<b>Language in job description triggering check</b>	<b>Adverse action when:</b>	<b>Required waivers, disclosures; mitigation factors, controlling laws and policies</b>
			Law controlling: FCRA Section 604
Credit Check  Frequency: Upon hiring and annually	This is only required for the Library Director and any other person who may independently authorize expenditure or oversee bank deposits.  Prior to any check, Cuba Circulating Library will establish the current factors that will warrant denial of employment or promotion.	Employment or promotion may be denied if the check does not meet pre-set requirements.	The applicant must sign a waiver, and any adverse action based on the past employment history provided by the CRA must be disclosed to the applicant.  Law controlling: FCRA Section 603(o)
Military background check  Frequency: Before hiring and annually (for those still in the military)	Any candidate claiming military service as relevant to a pending employment application or current employment or leave.  NOTE: Applicants who have served in the military should provide a copy of form DDP214.	Check and/or evaluation of form DDP214 reveals misrepresentation of background, dishonorable discharge, or insufficient experience.	If check is done by a CRA, the applicant must sign a waiver and any adverse action on the basis of the past employment history provided by the CRA must be disclosed to the applicant.
Criminal history check  Frequency: Before hiring and upon promotion to certain positions.	Applies only to the Library Director and any position handling financial or confidential personnel information.	When criminal history is revealed, Cuba Circulating Library shall follow the steps required by the NY State Corrections Law.	Any decision to deny employment or a promotion based on a criminal conviction must be documented in writing that applies relevant legal factors, and the written basis must be disclosed to the applicant upon their request.
State/federal licensing or registration check  Frequency: Before hiring.	Position requires professional license or registration (e.g. librarian, CPA)  NOTE: a list of licensed professions is maintained on <a href="http://www.op.nysed.gov/prof/">http://www.op.nysed.gov/prof/</a>	If license is suspended, revoked, or not kept current.	Employees must inform Cuba Circulating Library if a professional license or registration is suspended, revoked, or allowed to lapse.
Academic Credentials check  Once, before hire UNLESS there is a contingent hire	Job description states degree requirements.  Prior to start of employment, official transcripts must be sent to Cuba Circulating Library	Check reveals misrepresentation of academic credentials.	Copy is maintained in personnel file.

<b>Type of Check, frequency</b>	<b>Language in job description triggering check</b>	<b>Adverse action when:</b>	<b>Required waivers, disclosures; mitigation factors, controlling laws and policies</b>
based on a degree requirement, in which case, the check is final when the applicant states the contingency is met. Responsible office: HR			
Publications check Before hire.	Applicant lists publications on CV that is relied on by Cuba Circulating Library or employment decision.	Check reveals misrepresentation of publications.	
Open Access Records Check (or “Google” check; a simple search engine check of the person’s full name and other biographical identifiers)  Frequency: Done prior to determination of final candidates.	All hires and volunteers.	No immediate adverse action; rather, there must be further evaluation to address any matters of concern initially located by a simple search engine check of the person’s full name and other biographical identifiers.	No waiver or other permission is necessary for this search, however, all content to be relied upon must be verified in some additional way.

Cuba Circulating Library	Version adopted:
Lactation Policy	Revision history: NONE
Officer Responsible for Compliance: President	Most recent draft prepared by: Attorney Stephanie Adams

### **Lactation Policy**

Cuba Circulating Library is committed to care and respect for its employees. As such, Cuba Library has created this policy to set forth the terms of employee breaks for expression of breast milk.

New York State Labor Law Section 206-c requires employers to provide lactating employees with 30 minutes of paid break time when they need to pump breast milk at work.

These lactation breaks are in addition to any meal time or regular paid breaks employees are entitled to have. If employees need more than 30 minutes for breast milk expression, they may use existing meal time or paid break time for this purpose.

The number of paid breaks is not limited; employees may take a lactation break whenever they reasonably need to. Employees may take advantage of lactation breaks for up to three years after the birth of their children.

Cuba Library will provide a clean, well-lit, private location having a chair, table, nearby access to clean running water and an electrical outlet, where an employee can express breast milk; this location shall not be in the restroom. The location will have a functional lock, or if a lock is impractical, there will be a sign warning the location is in use and not accessible to others.

The lactating employee is responsible for storage of expressed breast milk.

To take advantage of the lactation breaks, employees must notify their supervisors in writing in advance, preferably before they return to work from maternity leave. Employees' notice to Cuba Library must include in their written notification: anticipated return date, details regarding how many breaks they anticipate needing during the work day, and potential preferred times to express breast milk. Upon receiving a request, Cuba Library must respond in writing within five (5) days to the employee.

No employee who chooses to express breast milk in the workplace will be discriminated against. Any employee who feels they have been discriminated against on this basis should contact the Library Director or President of the Board of Trustees.

For more information on this topic, please see the New York State Department of Labor's policy at [on.ny.gov/breastmilkexpression](https://on.ny.gov/breastmilkexpression) and the New York State Department of Health's Breast Feeding Bill of Rights at [health.ny.gov/publications/2028/](https://health.ny.gov/publications/2028/).

Expenses to date			Income to Date			Project Balance		
	Check #			Check #				
Architect	11/10/2023	16122	\$ (425.00)	Pearce Donation	11/27/2024	301299945	\$	500.00
	12/29/2023	16139	\$ (2,273.81)	Friends Donation	11/30/2024	1239	\$	5,000.00
	4/23/2024	16190	\$ (1,081.30)	FLX Gives Donation	11/22/2024	ACH	\$	364.15
	6/26/2024	16232	\$ (1,310.00)	Whitford Donation	12/9/2024	10965	\$	250.00
	9/4/2024	13680	\$ (7,668.31)	Comm. Foundation Donation	12/12/2024	30786	\$	50.00
	11/12/2024	16293	\$ (4,445.81)	Allegany Area Foundation	12/26/2024		\$	1,500.00
	12/5/2024		\$ (1,952.54)	<b>Construction Aid Check Grant</b>	1/16/2025	660241F	\$	<b>175,329.00</b>
	3/13/2025	16348	\$ (6,412.62)	Aquarium Club Donation	1/16/2025	1509	\$	100.00
				Sandy Keough Donation	1/16/2025	301372570	\$	200.00
				Obi Church Ladies Mission. Soc. Donation	1/16/2025	210	\$	100.00
Tree (artist)	1/18/2024	16143	\$ (3,000.00)	Peggy Baker	2/3/2025	301387122	\$	500.00
	9/6/2023	16080	\$ (3,000.00)	Cheryl Simcox	2/18/2025	5614	\$	75.00
	7/8/2024	July BOA	\$ (919.09)	Paula Robinson in Memory of Rosemary Law	2/27/2025	1524	\$	100.00
	8/5/2024	Aug BOA	\$ 53.50	Pat Ash	3/5/2025	2438	\$	100.00
	1/20/2025	16321	\$ (3,000.00)	Sale of Fish Tank	3/5/2025	Cash	\$	100.00
Tree (fabricator)	5/31/2024	16240	\$ (26,250.00)	CR Alumni Association Donation	3/27/2025	Check	\$	1,500.00
	1/20/2025	16325	\$ (26,350.00)	Charlie Myers	4/10/2025	Cash	\$	400.00
				Gary Enderle	4/18/2025	9504	\$	50.00
Contractor	12/5/2024		\$ (42,061.25)	Wolfinger Foundation	4/24/2025	9554	\$	100.00
	2/27/2025		\$ (97,641.00)	Ann Church (Pope Jamesson Memorial)	5/7/2025	4498	\$	250.00
				Taine Vince (Pope Jamesson Memorial)	5/7/2025	paypal	\$	75.00
	3/13/2025	16347	\$ (27,545.25)	Steve and Ann Martin (Pope Jamesson Mem)	5/7/2025	2673	\$	25.00
	5/7/2025		\$ (1,377.50)	Lynn Fulmer (Pope Jamesson Memorial)	5/7/2025	7695	\$	50.00
	awaiting		\$ (8,875.00)	Gary and Russina Francis (Pope Jamesson)	5/7/2025	5026	\$	50.00
Movers	1/9/2025	16808	\$ (17,506.20)					
Furniture	1/25/2025	16810	\$ (650.00)					
	awaiting		\$ (6,997.83)					
Fish Tank	3/12/2025	BOA	\$ (644.75)					
	4/5/2025	BOA	\$ (52.00)					
Memorial	appliques		\$ (3,172.43)					
	letters		\$ (1,038.49)					
Expenses to date			\$ (295,596.68)	Income to Date			\$ 186,768.15	

Income to date	\$ 186,768.15
Expenses to date	\$ (295,596.68)
<b>Project Balance</b>	<b>\$ (108,828.53)</b>

<b>Anticipated Income</b>	
Remaining Construction Aid	\$ 19,481.00
Endowment Fund	\$ 89,347.53



CREATIVE LIBRARY CONCEPTS  
P.O. BOX 313  
MANALAPAN, NJ 07726  
908-276-9200

## Proposal

### Order #102777 - TMC TREE APPLIQUES PROPOSAL

Customer CUBA LIBRARY  
Today's Date 05/08/2025  
Status PROPOSAL PRESENTED  
Expires 06/09/2025

Updated 05/07/2025 01:42pm  
Business STANDARD CLC

### Addresses

JOB SITE 39 EAST MAIN STREET  
CUBA, NY 14727

BILL TO 39 EAST MAIN STREET  
CUBA, NY 14727

### Participants

Company	Name	Role	Phone
CUBA LIBRARY	<a href="#">FLUMAN, CHRISTINA</a>	CUSTOMER CONTACT	<a href="#">585.955.3507</a>
CREATIVE LIBRARY CONCEPTS	<a href="#">KINGSBURG, BRAD</a>	SALESPERSON	<a href="#">908.276.9200x15</a>

### Lines

**1 - GROVE TREE APPLIQUE 2/B** 1 @ \$1,258.07/each \$1,258.07

Product Number WMGT4095

Description Dimensions: 39.958 in. W x 95 in. H  
Material: .5 in. Plywood w/ Premium Maple Veneer  
Edge: Exposed Ply 40  
Finish: Verde 52

**2 - GROVE TREE APPLIQUE 3/A** 1 @ \$1,258.07/each \$1,258.07

Product Number WMGT2195

Description Dimensions: 20.803 in. W x 95 in. H  
Material: .5 in. Plywood w/ Premium Maple Veneer  
Edge: Exposed Ply 40  
Finish: Verde 52

**3 - FREIGHT** 1 @ \$571.43/each \$571.43

### Totals

### Totals

Sell \$3,087.57  
NY-Allegany (0%) [exempt] \$0.00  
Total \$3,087.57

### Notes

Customer Notes TMC IS HAVING PRICE INCREASE 5/15. I CAN HOLD PRICE UNTIL MAY 30TH

### Terms and Conditions

General Terms and Conditions

THE PRICES QUOTED ON THIS PROPOSAL ARE SUBJECT TO CHANGE 30 DAYS FROM SUBMISSION.

**CANCELLATION AND CHANGES.** In the event that this proposal is accepted by the buyer and becomes an order, it is understood and agreed that it cannot be canceled or changed except by mutual consent. The seller's order confirmation is final and binding and any subsequent changes are subject to seller's ability to conform and are dependent upon factory approval.

Changes in quantity or specifications are subject to approval by seller and manufacturer. additional charges resulting from the manufacturer shall be paid by the buyer. All requests for changes in quantity or specifications shall be delivered to the seller in writing.

### Delivery and Installation

In the event that delivery and/or installation is required as a part of this proposal, the following provisions shall apply:

1. Condition of Job Site - The job site shall be clean, clear, and free of debris prior to installation.
2. Job Site Services - Electric current, heat, hoisting, and/or elevator service will be furnished without charge to the seller. Adequate facilities for offloading, staging, moving and handling of merchandise shall be provided.
3. Special Packaging or Handling - If special packaging or handling is required that is not contained in the specifications, it will be subject to an extra charge to the buyer.
4. Delivery During Normal Business Hours - Delivery and installation will be made during normal business working hours unless otherwise stated in the proposal. Additional labor costs resulting from overtime work performed at the buyers' request will be paid by the buyer.
5. Storage Space - Provided the merchandise does not arrive at the site earlier than the date requested, safe and adequate storage space will be provided by the buyer. If the space provided is inadequate and requires excessive sorting or storage cost, such excess cost will be reimbursed by the buyer. If the space provided is inconveniently located or on another floor, the extra cost of transporting to and from storage will be reimbursed by the buyer. If the merchandise must be moved due to the progress of other trades or other reasons, the extra cost of such moving will be reimbursed by the buyer.
6. Construction and Assembly - seller's ability to construct or assemble furniture knocked down or to permanently attach, affix, or bolt in place moveable furniture is dependent on jurisdictional agreements. If trade regulations enforced at the time of installation require the use of tradesmen at the site other than the seller's own installation personnel, resulting in additional costs will be paid by the buyer.
7. Damage - After arriving at the site, any loss or damage by weather, other trades such as painting or plastering, fire or other elements, shall be the responsibility of the buyer, and the buyer agrees to hold the seller harmless from loss for such reasons.
8. Insurance - Public Liability, Workman's Compensation, Property damage, Occupational Disease Insurance are carried by the seller and certificates will be delivered upon request. Fire, tornado, flood and other insurance will be provided and paid for by the buyer.

### Claims

Claims for transportation damage will be prosecuted by the seller and damaged merchandise will be repaired to the satisfaction of the buyer or merchandise replaced.

### Warranty

Standard manufacturer warranties apply to all furniture and shelving. Install and services are warranted by the seller to be free from defects in materials or workmanship for a period of twelve (12) months from the date of delivery unless otherwise specified.

### Delays

In the event that construction delays or other causes not within the seller's control force postponement of the installation, the furnishings will be stored until installation can be resumed, and will be considered accepted by the buyer until installation can be resumed, and will be considered accepted by the buyer for purposes of payment. In such event, the buyer shall reserve the right to withhold 10% of the invoice amount of such shipments against the completion of the contract. Transfer and storage charges incurred shall be paid by the buyer. Orders held 30 days past original delivery date are subject to storage charges and are due upon receipt, net 30 days.

### Payment

Acceptance of delivery constitutes acceptance as delivered. Merchandise will be invoiced the first day of installation and or product being delivered to the site. The buyer agrees to pay each invoice within thirty (30) days of the invoice date. No payment shall be withheld on any invoice because of partial delivery of the entire order. For outstanding punch-list items, the buyer agrees to pay 90% of the project cost, withholding 10% of the project cost or the cost of the punch-list items, whichever is less.

### Other

**NO OTHER AGREEMENTS.** There are no other agreements expressed or implied other than those specified herein. The terms and conditions set forth herein may not be varied except upon the written approval of both buyer and seller.

Customer's Signature \_\_\_\_\_

Date \_\_\_\_\_



# **Cuba Circulating Library**

## **Investment Policy**

### **Purpose**

A written investment policy defines a disciplined and appropriate investment philosophy, as well as articulating the investment management procedures and long-term goals of an investment portfolio. The investment policy statement (IPS) becomes the guide for current and future Board members. It also serves as a reference for investment managers, consultants, or others retained to service the portfolio. The IPS will help ensure the continuity of the investment program despite Board, management, or investment manager turnover. Continuity is a crucial component of the investment program since most investment strategies have a higher probability of success if they are executed consistently over long periods of time. Thus, the IPS protects against short-term revisions to the investment strategy when they are most likely to occur: during times of market excess or decline when emotions run high.

Additionally, the Trustees and officers of the Cuba Circulating Library recognize that according to New York State's Not-for-Profit Corporation Law, they are fiduciaries with respect to the investment assets of the Library. They are thus bound by the duties of prudence and loyalty and obligated to adhere to any restrictions on the investment portfolios that may be imposed by law, stipulated by donors, or voluntarily entered into by the Library itself. A written investment policy can help fiduciaries meet their obligations by summarizing the investment objectives and constraints in one document.

### **Background**

The Board of Trustees of the Library (the "Board") has established two investment funds for the purpose of providing a portion of the support for the ongoing operations of the Library. The Endowment Fund (the "Endowment") and the Dustin and Florence Adams Memorial Book Fund (the "Book Fund") are subject to the spending policy and appropriation as described within and are separated into two investment funds.

### **Responsibilities**

As fiduciaries with respect to the investment assets of the Library, members of the Board of Trustees of the Cuba Circulating Library are responsible for:

- Acting with prudence and loyalty when making decisions affecting the investment portfolios.
- Complying with federal and local laws, including the New York Prudent Management of Institutional Funds Act "(NYPMIFA)".
- Developing appropriate investment policies.
- Evaluating and appointing one or more investment managers to invest the Library's assets.
- Deploying investment assets for their intended purposes.
- Reviewing and monitoring the investment portfolios on a regular basis.
- Reviewing the investment and spending policies on a regular basis.

The investment managers retained to invest the Library's assets are also fiduciaries with respect to the investment assets. As such it/they must:

- Manage the portfolios on a discretionary basis within the bounds established by this ISP.
- Exercise voting rights for proxies on any securities held in the investment portfolios.
- Provide periodic reporting of the balances, asset allocation, and performance of the portfolios.
- Ensure adequate income is available when needed.
- Notify the Library through its officers or Trustees of any material changes in the investment strategy.
- Select a custodial firm to hold the Library's assets.

### **Time Horizon**

Both Funds exist to support the current and future spending needs of the Library so the investment portfolios have time horizons that are effectively infinite. Accordingly, a long-term perspective is warranted when establishing investment programs.

The academic literature available on the investment industry overwhelmingly suggests short-term revisions to the investment policy are inappropriate and are likely to impair the odds of achieving the Library's investment objectives. Accordingly, while this policy should be reviewed regularly, it takes a long-term perspective and does not support short-term, ad hoc changes to the investment programs.

## **Endowment and Book Funds**

### **Objectives**

The principal value of both Funds are restricted from invasion. The primary objective of the Funds, therefore, are to provide growth and income to support the current and future spending needs of the Library. Both Funds are subject to the Financial Controls Policy and the Procedures Manual.

The Endowment Fund's assets are unrestricted. However, it is the Library's intent that this Fund be used to support current and future capital and operational needs. Since an exact determination of the principal balance of the Endowment Fund is not possible, the Board has estimated \$500,000 of the Endowment Fund balance to be the principal as of the date of the adoption of this policy.

The Book Fund's assets are restricted in that they are subject to the intent of the bequest as expressed in the original gift instrument which stipulates that the Fund will be self-supporting and no additional deposits will ever be made. The gift instrument further stipulates that capital funds that are earned will be reinvested into the fund and income from dividends and interest may be accessed after June of 2011 as needed to aid in purchasing books for the Library at the discretion of the Director and Youth Services Coordinator. The principal of the Book Fund is \$10,000.

In order to preserve the long-term purchasing power of the Funds, the goal of the investment return is to exceed the annualized sum of the spending policy, inflation, and expenses; this is estimated at approximately 7.0% over a full market cycle.

## Spending Policy

The goal of the spending policy is to provide a predictable stream of capital or operational funding while seeking to maintain the long-term purchasing power of the Funds. As such, 4% of the average value over the trailing 20 quarters will be available for withdrawal annually from the Funds. The amount to be withdrawn from each Fund will be calculated on the first day of the new fiscal year and will be segregated from the rest of the Funds. It is then available to be spent by management in support of the Library's mission.

The Endowment Fund's restriction clause may be suspended at the discretion of the Board for the purpose of withdrawing funds from the Endowment principal. This suspension will be permitted only in the case of an extreme fiscal emergency and only after consultation with the investment manager and approval by the Board by a three-fourths majority vote. The Library and the Board will formulate a recovery plan to replenish the funds withdrawn and restore the principal of the Endowment to the prior balance.

## Risk Tolerance

Capital market theory holds that risk and return are related; in order to realize higher returns, additional risk must be accepted. For the Cuba Circulating Library, exposure to risky assets is required in order to achieve its return objectives. Also, the long-term investment horizon of these Funds implies the ability to take on additional risk and ride out short-term market volatility. However, because the capital or operational budget depends on income from the portfolios, undue risk would be imprudent. A balanced approach is therefore required so the portfolios are able to achieve the growth they need without exposing them to excessive levels of market risk. The Board has chosen a moderate risk tolerance with investments focused on both market and opportunistic growth.

## Asset Allocation

Because of the long-term investment horizon, return objectives, and income needs, stocks should make up on average 60-70% of the asset allocation for both Funds. Bonds will provide income and help stabilize returns and should make up on average 30-40% of the asset allocation for both Funds. Targets for specific asset classes are outlined below and will be the same for both Funds.

Asset Class	Portfolio Composition		
	Target	Minimum	Maximum
<i>Equities</i>	70%	55%	85%
<i>Fixed Income</i>	30%	15%	45%
<i>Alternatives</i>	-	-	15%

A range of plus or minus fifteen percentage points around these targets is acceptable before rebalancing must occur.

### **Monitoring/Review**

Both Funds will be monitored regularly by the investment manager. The investment manager will meet with the Finance Committee or Board of Trustees at least annually to review investment performance and discuss other issues relevant to the investment funds.

This investment policy will be reviewed annually to ensure it remains relevant to the Library's needs. It is not expected that changes to the policy will be made often and the long-term asset allocation plan should remain in place until the Library's needs change. The asset allocation plan should not be altered in reaction to short-term changes in the capital markets. Changes to the policy may be approved by a majority vote of the Board of Trustees according to the Bylaws.

### **Performance Reporting**

Investment performance of both Funds will be measured on a time-weighted total return basis. Performance will be compared with appropriate capital market benchmarks to ensure adequate returns are being achieved net of all fees.

### **Restrictions**

While the investment manager has discretion to purchase securities it believes are suitable to achieve the objectives described herein, the following types of securities and investment strategies are prohibited from being used *unless included as part of a diversified alternative investment strategy using mutual funds*:

- Options
- Futures
- Commodities
- Short-selling
- Borrowing on margin/leverage
- Hedge funds

If the manager wishes to employ any of these strategies, it may only do so with prior written consent of the Board of Trustees.

### **Adoption**

This document of investment and spending policies is hereby approved by the Board of Trustees of the Cuba Circulating Library this 12th day of May, 2025

App: February 10, 2014

Rev: November 18, 2019, December 14, 2020, April 10, 2023, April 14, 2025, May 12, 2025



Shaker



Three Tab Shadow

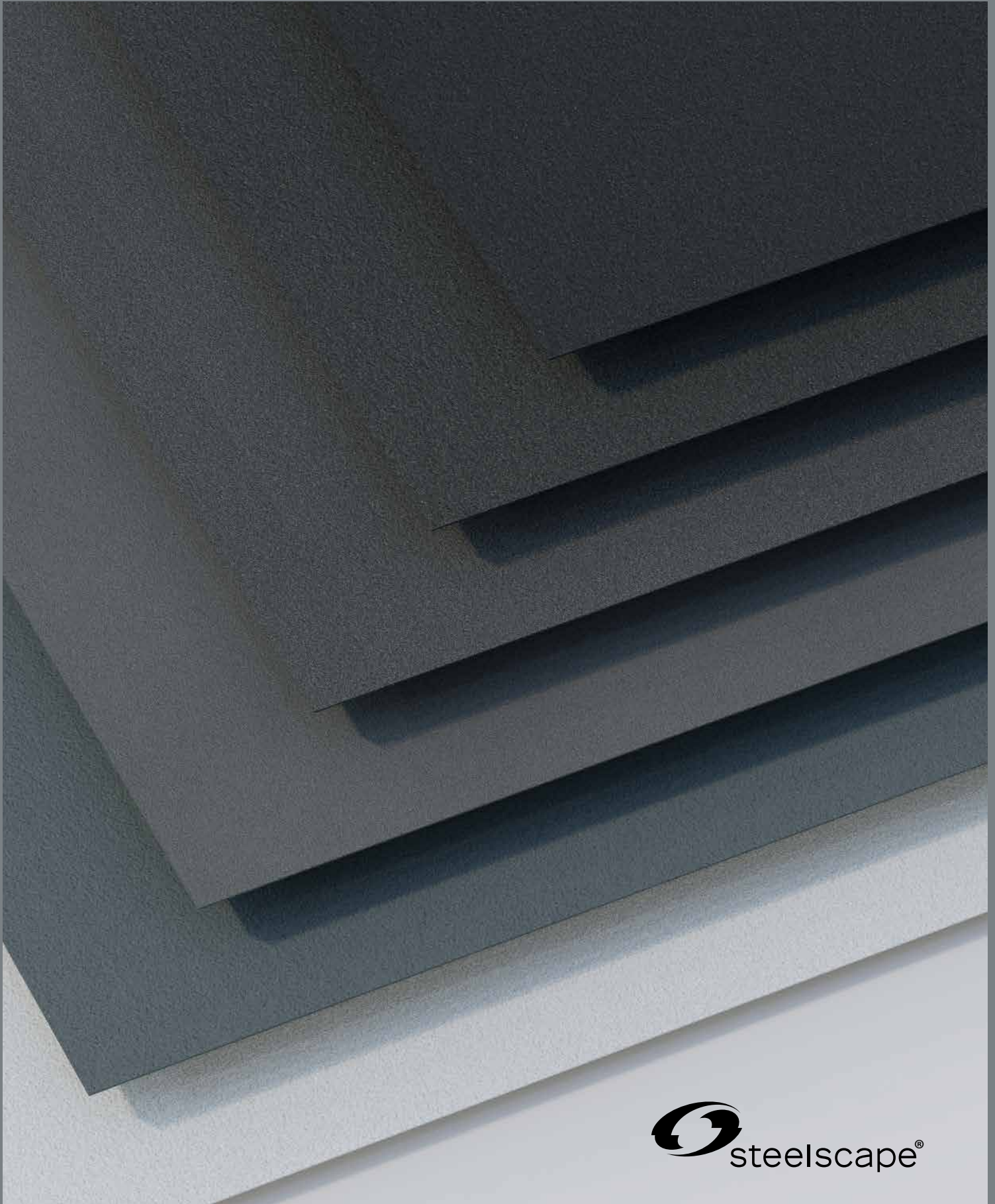


Three Tab Special



Carriage

NATURAL MATTE®

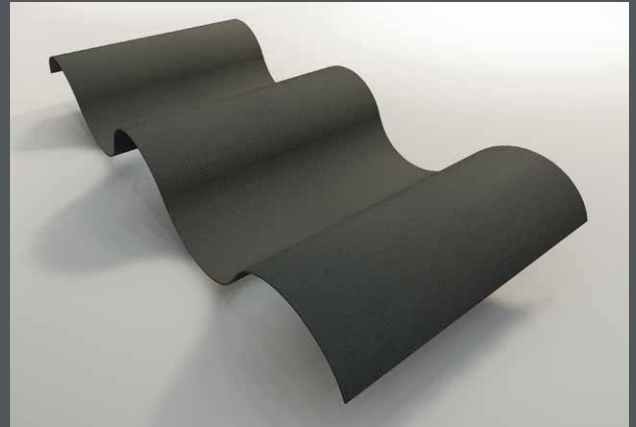




## Natural Matte®

**Subtle. Refined. Revolutionary.**

Matte surfaces are all around us, from rugged coastal cliffs, to ancient volcanic mountains. These natural materials complement and enhance their surroundings through their balanced interaction with light. Capturing the diffuse light interaction of organic surfaces, Natural Matte® encompasses a range of six refined exterior finishes for metal roofing and siding.





## BASALT

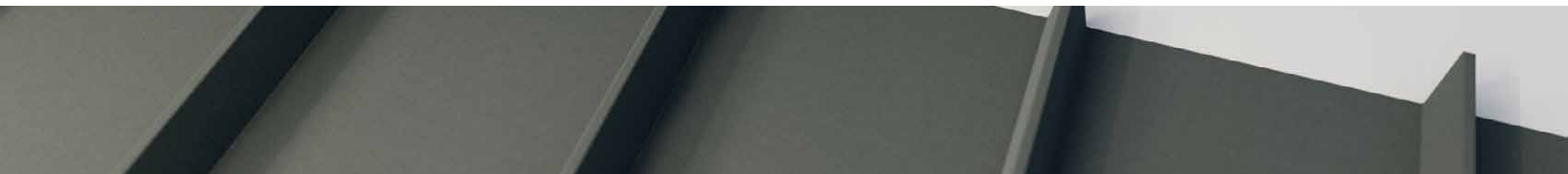
**Depth and distinction in an everlasting hue.**

An elegant hue with a modern twist, Basalt complements the textures and muted color palettes of surrounding natural elements.

Basalt promotes a deeper connection between the building's exterior and its surrounding environments through its captivating yet delicate hue.



**BASALT**  
22824  
SRI<sup>A</sup>: 28  
LRV: 14  
GLOSS: 0.9  
SHEEN: 2.1



## GRAPHITE

**Understated and contemporary to elevate design flexibility.**

A richer, versatile gray, Graphite provides the flexibility to fulfill visions of any scale. Gray without being boring, Graphite elevates exterior surfaces through its even diffusion of light.

Graphite exudes elegance in almost any environmental setting allowing it to pair with both traditional and modern design elements including stone or wood shake siding.



**GRAPHITE**  
22825  
SRI<sup>A</sup>: 29  
LRV: 9  
GLOSS: 1.1  
SHEEN: 2.4



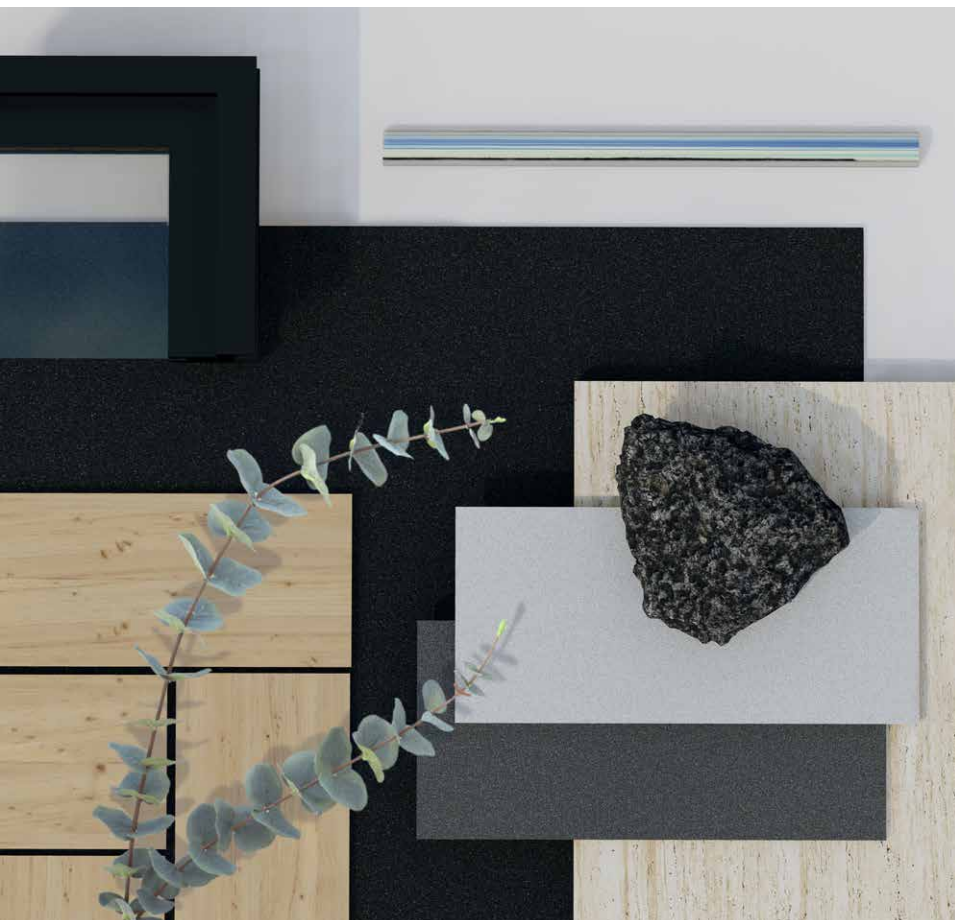
## ORE

### Rich and reserved with engaging warmth.

Balancing earthy tones without unwanted color saturation, Ore provides a complementary, balanced finish.

Ore's restrained earthy hue facilitates the accentuation of other natural materials such as wood and stone. This finish reinforces the creation of harmonious, naturalist, or nurturing color palettes.

**ORE**  
22827  
SRI<sup>A</sup>: 28  
LRV: 9  
GLOSS: 1.1  
SHEEN: 2.3



## CARBON

### An unprecedented, rich black.

Sleek and ageless, rich blacks form the cornerstone of modern building design. The delicate light interaction of Natural Matte, in concert with the depth of the Carbon, creates a commanding deep black in all lighting environments.

Carbon enhances the perceived depth of roof and wall surfaces. Developed to complement minimalist color palettes, single-color designs, or stark exterior contrasts.

**CARBON**  
22826  
SRI<sup>A</sup>: 25  
LRV: 5  
GLOSS: 0.9  
SHEEN: 3.8





## Natural Matte®

**Natural Matte® is the ultimate low-gloss metal finish to elevate building exteriors.**

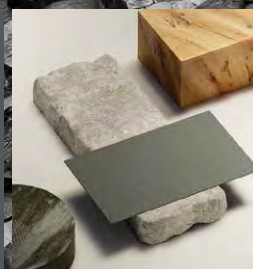
Natural Matte uses light-disruptive paint technology to create the new benchmark for refined matte metal finishes. Exclusive to Steelscape, Natural Matte eliminates unwanted shine and glare without sacrificing color depth or finish durability. Designed for roofing, siding, or other exterior accent pieces, Natural Matte offers design flexibility like never before.

### Natural Matte®

**Subtle. Refined. Revolutionary.**

Matte surfaces are all around us, from rugged coastal cliffs, to ancient volcanic mountains. These natural materials complement and enhance their surroundings through their balanced interaction with light.

Capturing the diffuse light interaction of organic surfaces, **Natural Matte®** encompasses a range of six refined exterior finishes for metal roofing and siding.



#### THE DIFFERENCE IS IN THE NUMBERS

	Natural Matte® CARBON	Standard BLACK
		

GLOSS (60°)

0.9

21

SHEEN (85°)

3.8

25

LIGHT REFLECTANCE VALUE (LRV)

5

5

**Natural Matte offers gloss and sheen values at groundbreaking low levels, without sacrificing color depth.**

Gloss and sheen represent the visible shine observed from specific viewing angles. A common concern with metal, note how both these values are several times lower than the standard black color.

Natural Matte maintains robust color and this is evident in the LRV equal to the standard black. LRV denotes how dark or light a color will appear and is useful for grouping or comparing colors.

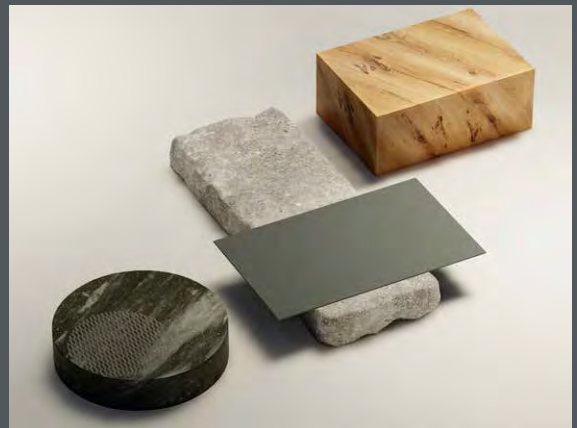
To learn more about Natural Matte visit [steelscape.com/natural-matte](https://steelscape.com/natural-matte)



## Style and Performance

Based on proven paint technology, Natural Matte offers a delicate satin texture, a 40-year finish warranty and a 30-year warranty against color fade. Combining a refined aesthetic with enduring performance, Natural Matte is the ideal finish for metal roof and siding products including standing seam roof panels and flush architectural wall profiles.

Request samples today at [Steelscape.com](https://www.steelscape.com)





## SHALE

**A timeless, balanced gray for all applications.**

Neutral grays provide a versatile hue and a logical choice for a sustainable, enduring designs. The elegant color and even diffusion of light promotes subtlety and sophistication.

Developed to pair with other timeless features including monochromatic colors or rich natural wood accents. Shale's lighter color and restrained hue enables other bold colors to excel without clashing.



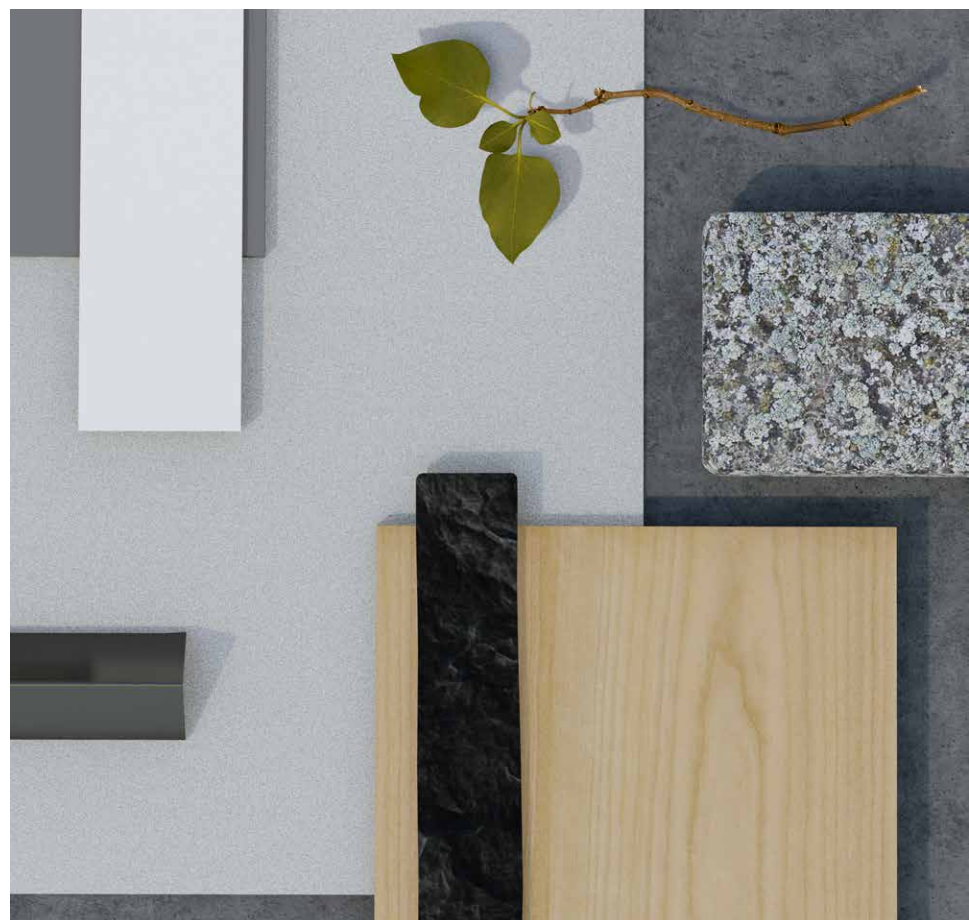
**SHALE**  
22823  
SRI<sup>A</sup>: 44  
LRV: 23  
GLOSS: 1.1  
SHEEN: 2.3

## FROST

**Crisp and pure, promoting simplicity and focus.**

Harnessing the cleansing appeal of the first winter snow, Frost provides a clean yet purposeful finish.

Frost promotes the creation of welcoming, minimalist color palettes and facilitates harmonious color contrasts. Its crisp tone enhances the use of bold color accents.



**FROST**  
22828  
SRI<sup>A</sup>: 87  
LRV: 79  
GLOSS: 1.9  
SHEEN: 2.2



### ***Product Details***

Warranty	40-year film integrity, and 30-year color fade and chalking warranty
Paint System Type	Silicon Modified Polyester (SMP)
Standard Thickness	0.0140" - 0.0296"
Substrate	Metallic coated steel (TruZinc or ZINCALUME®)
Production Location	Kalama, Washington / Rancho Cucamonga, California

### ***Application***

Recommended Protective Strippable Film	Pregis 21UV71C
Batch Sensitive	Yes
Touch Up Paint	Available, please inquire for product information

*For other product information, please see the separate 'Customer FAQ' document found in the Natural Matte resources.*

<sup>Δ</sup> *Published initial and aged CRRC values available by request. These value may differ due to differences in testing requirements. See CRRC product directory listing for details.*



# Architectural Specifications

## 1. General

### A. Name and Description

Sentry Steel Shingle  
Sentry Steel Shake  
Sentry Steel Slate

The steel panels are designed to simulate the look of asphalt, wood, and slate shingles. The panels are for use on residential and light commercial roofs, sidewalls, and mansards

Exposure Height: 12.0"  
Exposure Width: 39.0"  
Weight /Square: 76.0 lb.

### B. Provider

Sentry Metal Roofing / Best Buy Metals  
1652 S Lee Hwy  
Cleveland, TN 37311  
Tel: 800.728.4010  
Fax: 423.728.3606  
Email:  
[info@bestbuymetals.com](mailto:info@bestbuymetals.com)  
Web address:  
[www.bestbuymetals.com](http://www.bestbuymetals.com)

### C. Scope

The scope of the work includes, but is not limited to, the installation of all pre-formed panels, pre-formed accessories and field-formed accessories such as miscellaneous flashings and attaching devices.

## 2. Product

### A. Material

All steel materials, including pre-formed panels, pre-formed accessories and flashings and matching coilstock are made of

galvanized, ASTM A653, G90, CS type B .0142" (29 gauge) steel sheet stock.

### B. Finish

Sentry Steel  
Shingles/Shake/Slate are coated with a Kynar 500 or Hylar 5000 base coat and protective primer to provide a high quality finish.

### C. Additional Materials

Other materials available from the manufacturer include touch-up paint, underlayment, and nails.

## 3. Installation

### A. Pitch

Sentry Steel Shingles/Shakes are designed to be installed on roofs with a 3:12 or greater pitch.

### B. Decking

The panels are applied over minimum 1/2" decking. The system may also be applied over existing composition roofing (single or multi-layered).

### C. Underlayment

In the case of either a new roofing application or re-roofing, the entire roof must be covered with at least one layer of 30 lb. felt underlayment or equivalent.

### D. Panels

Sentry Steel  
Shingles/Shake/Slate panels have a four-way interlock that locks each panel to the surrounding panels. Successive courses are

staggered to provide a random appearance. The panels are secured to the deck with an integrated nailing flange at the top of each shingle panel. Each full panel requires four fasteners.

### E. Fasteners

On installations over plywood or similar decking, hot-dipped galvanized steel ring shank roofing nails, zinc plated/galvanized steel screws, or stainless steel screws of sufficient length to fully penetrate the decking.

## 4. Protective Properties

### A. Wind Resistance

Sentry Steel  
Shingles/Shake/Slate has passed the U.L. 580 Class 90 uplift test.

### B. Fire Resistance

Fire-Test-Response  
Characteristics as determined per test method ASTM 108:  
Class A fire rating

### C. Impact Resistance

The Sentry Steel  
Shingles/Shake/Slate meet UL 2218 Class 4 impact resistance.

### D. Appraisal Certificates

Texas Department of Insurance product evaluation RC-112.



**SENTRY**  
METAL ROOFING

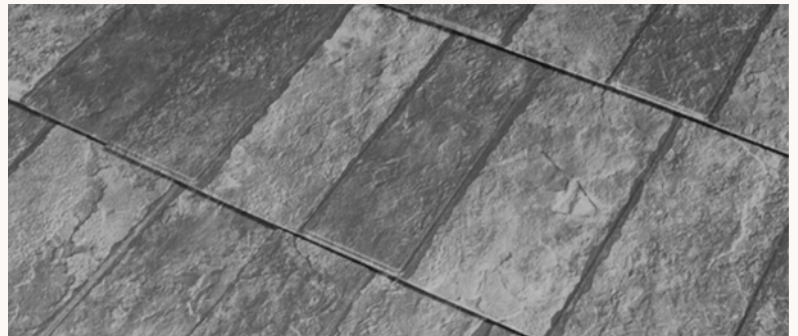


## Enduring Protection

### **SENTRY SLATE**

PROTECTING WHAT MATTERS

Sentry Slate is premium grade roofing. Sentry is formed using the highest quality steel using advanced form press machinery. A tough G-90 galvanization coating, topped with a superior, multi-tone Kynar® 500 paint finish provide the strength and natural beauty you desire. Sentry Slate has a subtle stone embossed surface to provide just the right texture.



# Sentry Slate



## Hewn Stone

Slate roofing is warm, inviting, and magnificent. Homeowners often look into it but are turned away by the high weight, upkeep, or inability to walk on it.

Introduce Sentry Steel Slate Roofing.

## Steel

Press stamped from 29 gauge G-90 galvanized steel, Sentry Slate offers the strength, light weight, and fire resistance that you need.

## Natural Slate Finish

Sentry Slate is available in an incredible Slate Rock Gray finish - carefully designed to provide a natural texture and hues.

## Lifetime

Sentry Slate is a lifetime roof, backed by a lifetime warranty.

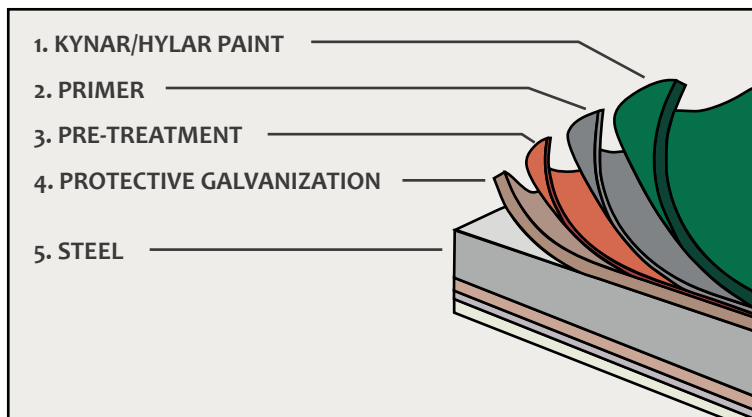
## Specifications:

- Lifetime Warranty
- 29 Gauge
- 39 ½" Width Coverage
- 14 ¼" Height Coverage
- Fire, Hail, & Wind Resistant
- Kynar 500®/Hylar 5000® Premium Paint
- Installs Over Solid Decking
- Minimum Slope: 3:12

## Hewn Slate, Steel Performance

### Advanced Protective Coatings

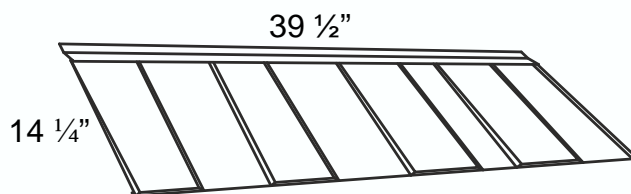
Sentry Slate is protected by a tough Kynar 500® . Hylar® 5000 paint system: tough for installation, resistant to fading, and Energy Star® reflectivity to save on utility bills.



**Paint:** Durable baked on paint offers a permanent finish, easily lasting 40+ years. This ensures protection and beauty for years to come.

**Galvanized:** Under the paint, a heavy grade G-90 galvanized coating provides lasting corrosion protection, even if paint is scratched during installation.

**Steel:** A heart of high-tensile steel guarantees strength and endurance. With the highest ratings possible for wind, hail, and fire, Sentry Slate is ready to weather anything nature throws its way.



Phone options

Google Pixel 9a - Obsidian - 256 GB	\$599
Google Pixel 8 Pro 128GB	\$449
SAMSUNG Galaxy S24 Ultra 5G, US Version, 256GB	\$547