#### Minutes of the Board of Trustees For the Cuba Circulating Library Monday, May 12, 2025

Present: Paul Tsujimoto, Lauren Mosgrove, Kate Young, Denean Emerson, Emily Zayac, Jill Schwab, Sue Feldbauer, as well as Tina Dalton

Excused: Faith Stewart, Brad Weaver, Scott Sackett, and Jacqueline Gertner

- 1. Call to order
  - 5:31 Paul Tsujimoto calls the meeting to order
- 2. Public Comments
  - None
- 3. Friends' Report
  - Thank you for the carpet
  - Will be calling for yes votes
  - Friends have sent books to Better World Books for purchase and recycle
- 4. Minutes of the Apr. Meeting
  - Motion by Lauren Mosgrove, seconded by Denean Emerson, minutes of the April meeting approved.
- 5. Financial Officer's Report
  - Brokerage account changed to advisory account
  - Will need to transfer from the endowment soon to pay back the construction bill
  - Motion by Kate Young, seconded by Sue Feldbauer, financial officer's report approved. All ayes, motion passes.
- 6. Corresponding Secretary
  - Thank you from the staff
  - Note from Houghton Area Homeschoolers
- 7. Director's Report
  - Tina Dalton delivered the Director's Report. (See attached)
- 8. Committee Reports
  - i. Planning
    - i. Community Survey Surveys have gone out, starting to get responses
  - ii. Finance
    - Resolution to move funds from the endowment. (See attached)
    - Motion by Lauren Mosgrove, seconded by Emily Zayac. All ayes, resolution passes.

- iii. Bldgs/Grounds
  - May 20 planting at 11 am
- iv. Personnel
  - i. Personnel Policy
    - Motion to approve policy as amended by Lauren Mosgrove, seconded by Sue Feldbauer. All ayes, motion passes.
  - ii. Background Check Policy
    - Tina will research further
  - lii. Lactation policy
    - Motion to approve policy as amended by Emily Zayac, seconded by Sue Feldbauer. All ayes, motion passes.
- v. Policy-NTR
- vi. Liaison with Friends-NTR
- vii. Education
  - Brian Hildreth will be at the next meeting
- viii. Executive-NTR
- b. Ad hoc committees
  - i. Children's Area Renovation
  - i. Inez Hupp Memorial
    - Motion to approve funds for the memorial by Emily Zayac, seconded by Jill Schwab. All ayes, motion passes.
- 9. Unfinished Business
  - i. Investment policy
    - Motion to amend by Denean Emerson, seconded by Emily Zayac. All ayes, motion passes.
  - ii. Money market account
    - Motion to adopt resolution by Sue Feldbauer, seconded by Emily Zayac. All ayes, motion passes. (See attached)
  - iii. Storage shelf in the back hallway
- 10. New Business
  - i. SAM grant--Roof
    - Tina Dalton will get quotes
  - ii. Staff cell phone
    - Ask staff
  - iii. Trustee nameplates
    - Name tags instead

- 11. Executive Session
  - Motion to enter go into executive session at 7:24 for the discussion of proposed litigation by Paul Tsujimoto, seconded by Kate Young. All ayes, motion passes.
  - Motion to exit executive at 7:34 Lauren Mosgrove, seconded by Jill Schwab. All ayes, motion passes.
- 12. Adjournment
  - Motion to adjourn at 7:35 by Lauren Mosgrove, seconded by Kate Young. All ayes, motion passes.

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

January - April, 2025

		TOTA	L	
	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	
Total 4100 Other Income	2,976.66	5,850.00	2,873.34	49.12 %
4200 Restricted Funds Revenue				
Friends	2,500.00	5,000.00	2,500.00	50.00 %
Total 4200 Restricted Funds Revenue	2,500.00	5,000.00	2,500.00	50.00 %
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 %
Total Morgan Stanley		33,377.00	33,377.00	100.00 %
Realized Gain/Loss on Investments	97,815.14		-97,815.14	
Unrealized Gain/Loss on Investments	-88,362.80		88,362.80	
Total 4500 Investment Income	13,388.27	33,377.00	19,988.73	59.89 %
Budget Carryover		0.00	0.00	
Total Revenue	\$20,242.93	\$342,217.00	\$321,974.07	94.08 %
GROSS PROFIT	\$20,242.93	\$342,217.00	\$321,974.07	94.08 %
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 %
Total 6102 Taxes	5,713.93	17,671.00	11,957.07	67.66 %
6103 Employee Benefits				
Company Contributions				
Retirement	1,553.81	5,466.00	3,912.19	71.57 %
Total Company Contributions	1,553.81	5,466.00	3,912.19	71.57 %
Health Insurance	2,000.00	6,000.00	4,000.00	66.67 %
Total 6103 Employee Benefits	3,553.81	11,466.00	7,912.19	69.01 %
6105 Ins - Disability		1,080.00	1,080.00	100.00 %

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

January - April, 2025

		ΤΟΤΑ	L	
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6100 Payroll Expenses	68,271.16	226,375.00	158,103.84	69.84 %
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 %
Total 6200 Library Materials	21,712.55	39,800.00	18,087.45	45.45 %
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	
Total 6300 Restricted Fund Spending	4,945.20		-4,945.20	
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 %
Total 6430 Insurance	9,103.04	10,467.00	1,363.96	13.03 %
6445 Library supplies	467.61	2,000.00	1,532.39	76.62 %
Library Equipment	416.32	1,200.00	783.68	65.31 %
Total 6445 Library supplies	883.93	3,200.00	2,316.07	72.38 %
6447 Membership	175.00	1,000.00	825.00	82.50 %
6450 Postage	170.00	500.00	500.00	100.00 %
6455 Processing Fee	239.65	1,000.00	760.35	76.04 %
6460 Personal Protection Supplies	200.00	500.00	500.00	100.00 %

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

January - April, 2025

		ΤΟΤΑ	L	
	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 %
Total 6470 Services	9,605.23	27,625.00	18,019.77	65.23 %
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 %
Total 6490 Utilities	4,472.04	13,800.00	9,327.96	67.59 %
Fotal Expenditures	\$122,245.04	\$342,217.00	\$219,971.96	64.28 %
NET OPERATING REVENUE	\$ -102,002.11	\$0.00	\$102,002.11	0.00%
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	
Total Children's Area Remodel (Net)	1,895.94		-1,895.94	
Total Other Expenditures	\$1,895.94	\$0.00	\$ -1,895.94	0.00%
NET OTHER REVENUE	\$ -1,895.94	\$0.00	\$1,895.94	0.00%
NET REVENUE	\$ -103,898.05	\$0.00	\$103,898.05	0.00%

#### Statement of Financial Position

As of April 30, 2025

	TOTAL		
	AS OF APR 30, 2025	AS OF APR 30, 2024 (PY)	
ASSETS			
Current Assets			
Bank Accounts			
1020 Five Star	8,338.90	13,759.43	
1090 Savings	27,313.69	76,278.44	
Total Bank Accounts	\$35,652.59	\$90,037.87	
Accounts Receivable			
1500 Bequest receivable	0.00	0.00	
Total Accounts Receivable	\$0.00	\$0.00	
Other Current Assets			
1300 Investments - cash	0.00	0.00	
1303 Endowment Investment	0.00	0.00	
American Balanced A	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	49,001.3	
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	
Total 1303 Endowment Investment	741,649.45	743,393.18	
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	-98.5	
Cost of Securities	16,527.12		
Unrealized Gain/Loss	582.04	1,751.26	
Total 1306 Adams Mem Book Fund Investment	17,236.62	14,853.99	
1400 Prepaid Fee	833.09	0.00	
Repayment			
Christmas Gift Card	0.00	0.00	
Travel Reimbursement	0.00	0.00	

#### Statement of Financial Position

As of April 30, 2025

	TOTAL		
	AS OF APR 30, 2025	AS OF APR 30, 2024 (PY)	
Total Repayment	0.00	0.00	
Total Other Current Assets	\$759,719.16	\$758,247.17	
Total Current Assets	\$795,371.75	\$848,285.04	
Fixed Assets			
1520 Building and equipment	1,109,253.53	996,558.04	
Elevator Replacement	41,645.00	41,645.00	
Total 1520 Building and equipment	1,150,898.53	1,038,203.04	
1525 A/D Building and equipment	-534,255.44	-502,731.47	
1526 Capital Improvement	0.00	0.00	
1530 Furniture and Fixtures	117,419.00	117,419.00	
1535 A/D Furniture and Fixtures	-116,542.55	-114,119.20	
Land	46,763.00	46,763.00	
Total Fixed Assets	\$664,282.54	\$585,534.37	
Other Assets			
1000 Friends Cash	0.00	0.00	
Total Other Assets	\$0.00	\$0.00	
TOTAL ASSETS	\$1,459,654.29	\$1,433,819.41	
Current Liabilities Accounts Payable	075.00		
2001 Accounts Payable	675.00	1,450.50	
Total Accounts Payable	\$675.00	\$1,450.50	
Credit Cards			
5662 Bank Of America	0.00	0.00	
Total Credit Cards	\$0.00	\$0.00	
Other Current Liabilities			
2100 Payroll Liabilities	0.00	0.00	
American Funds	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	
Total 2100 Payroll Liabilities	726.87	1,458.26	
Total 2100 Taylon Elabilitios	720.07	1,400.20	
Direct Deposit Payable	0.00		
-		0.00	

#### Statement of Financial Position

As of April 30, 2025

	TOTAL	
	AS OF APR 30, 2025	AS OF APR 30, 2024 (PY)
Total Current Liabilities	\$1,401.87	\$2,908.76
Total Liabilities	\$1,401.87	\$2,908.76
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
Total Equity	\$1,458,252.42	\$1,430,910.65
TOTAL LIABILITIES AND EQUITY	\$1,459,654.29	\$1,433,819.41

### 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	222.3	
Fines	8.00	36.00	
Misc Income	12.45	545.37	
Total 4100 Other Income	1,763.39	2,976.66	
4200 Restricted Funds Revenue			
Friends		2,500.00	
Total 4200 Restricted Funds Revenue		2,500.00	
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	
Total 4500 Investment Income	1,733.36	13,388.2	
Total Revenue	\$3,811.75	\$20,242.93	
GROSS PROFIT	\$3,811.75	\$20,242.93	
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	
Total 6102 Taxes	1,923.28	5,713.93	
6103 Employee Benefits			
Company Contributions			
Retirement	555.74	1,553.81	
Total Company Contributions	555.74	1,553.81	
Health Insurance	500.00	2,000.00	
Total 6103 Employee Benefits	1,055.74	3,553.8	
Total 6100 Payroll Expenses	24,388.46	68,271.10	
6200 Library Materials			
6205 Books-J	571.04	1,647.3	
6210 Books-A	939.49	2,946.3	
6220 Serials		1,176.93	

### Statement of Activity

April 2025

APR 2025      JAN - APR, 2025      JAN - APR, 2025        6240 Equipment      99.50        6250 Digite Books      3,701.00        6280 DVD      37.91      267.93        6270 Video Games      37.891      267.93        6270 Video Games      37.91      267.93        6280 Acluit Programming      27.15      53.65.4        6280 STLS cost share      11,099.00      37.91        70tal 6200 Library Materials      15.70.59      21.712.65        6202 Book Replacement      13.79      13.79        6300 Arts Grant Expense      400.00      449.97        6315 ALA Grant      2.2.25      60.72        6320 Fined's Expense      453.87      1,919.35        6330 Manley Grant expense      269.37      1,25.00        6355 STLS Outreach      366.36      448.528        6370 Momorials & Gifts      353.30      6319.88        Total 6300 Restricted Fund Spending      2.23.37      117.10        6435 Bank Ices      6.07      44.97.20        6435 Bank Ices      6.07      44.97.20        6430 Isparites      23.37      117.10 </th <th></th> <th colspan="3">TOTAL</th>		TOTAL		
6250 Dighal Books      3,701.00        6260 DVD      37.91      267.92        6270 Video Games      87.47        6285 Childrens Programming      22.15      538.54        6280 Adult Programming      22.15      538.54        6280 STLS Cost share      11,099.00      17.71        70tal 6200 Library Materials      1,570.59      221,712.55        6202 STLS Cost share      305.64      480.97        300 Restricted Fund Spending      510.26      6853.39        6310 Arts Grant Expense      400.00      480.97        6315 ALA Grant      12.25      60.72        6320 Finends Expense      400.00      480.97        6315 ALA Grant      12.25      60.72        6320 Finends Expense      400.83      191.35        6330 Maniley Grant expense      260.97      191.35        6350 Wilday Grant      125.00      635.91        6350 Mariley Grant      35.00      631.98        704al 6300 Restricted Fund Spending      22.22.8      4.945.20        6415 Bank fees      6.07      4.907.20        6425 Discretionary Fund      23.37      1		APR 2025	JAN - APR, 2025 (YTD)	
6260 DVD      37.91      267.92        6270 Video Games      39.88        6280 Adult Programming      22.15      536.54        6280 TLS cost share      11,099.00      13.79        70tal 6200 Library Materials      15.70.59      21,712.55        6202 Book Replacement      13.79      13.79        6300 Restricted Fund Spending       7        6301 Ants Grant Expense      400.00      480.97        6315 ALA Grant Expense      450.87      1,191.35        6300 Rely Grant expense      260.97      630.0        6330 Mariley Grant expense      260.97      635.00        6355 TLS Outreach      366.36      485.28        6370 Memorials & Gifts      353.00      631.98        7014 6300 Restricted Fund Spending      2,222.28      4945.20        6415 Bank fees      6.07      46.07        6420 Custolal supplies      23.37      117.10        6425 Discretionary Fund      27.43.04      18.30        6445 Library supplies      96.92      489.89        6445 Library supplies      96.92      467.61        Library Supplies      <	6240 Equipment		99.50	
6270 Video Games    39.88      6280 Adult Programming    87.47      6280 Adult Programming    22.15      6280 STLS cost share    11,099.00      Total 6200 Library Materials    1,570.59    21,712.65      6202 Book Replacement    13.79    13.79      6300 Restricted Fund Spending    8305    6813.93      6310 Arts Grant Expense    400.00    480.97      6315 ALA Grant    12.25    60.72      6330 Maniey Grant expense    453.87    1.91.93      6330 Maniey Grant expense    260.97    6355      6355 Villay Grant    122.50    63.93      6356 Maniey Grant expense    453.87    1.91.93      6356 Maniey Grant expense    356.36    488.58      6368 Martin Grant    127.54    127.54      6370 Momonias & Grifs    353.00    631.98      Total 6300 Restricted Fund Spending    2.23.28    4.945.20      6415 Bank fees    6.07    4.90.74      6420 Custodia supplies    33.37    117.10      6425 Discretionary Fund    22.30    22.30      6444 Library supplies    98.92    467.61	6250 Digital Books		3,701.00	
6280 Adult Programming87.476285 Childrens Programming22.15538.546290 STLS cost share11.099.000Total 6200 Library Materials1,570.5921,712.556202 Book Replacement13.7913.796305 Adult Programs510.266853.976310 Arts Grant Expense400.00480.976315 ALA Grant12.2566.726320 Finder Expense453.871.919.356330 Manley Grant expense280.97280.976355 STLS Outreach366.36485.286366 Martin Grant127.54125.006355 STLS Outreach366.36485.286367 Memorials & Gifts353.00631.98Total 6300 Restricted Fund Spending2,23.284,945.206415 Bank fees6.0742.006420 Custodial supplies23.37117.106425 Discretionary Fund51.271.383.00Total 6300 Insurance98.9288.936445 Library supplies98.9288.936447 Membership12.5.001.50.006458 Froesing Fee107.91223.656458 Repairs/Building & Grounds10.001.207.546470 Services12.5.0036.0036.006454 Library supplies98.9288.936447 Membership12.5.001.207.546470 Services10.001.207.546470 Services12.5.003.000707.0039.003.000707.01323.003.000707.0232.00 <td>6260 DVD</td> <td>37.91</td> <td>267.92</td>	6260 DVD	37.91	267.92	
6285 Childrens Programming      22.15      536.54        6290 STLS cost share      11,099.00        Total 6200 Library Materials      13.79      6307        6300 Restricted Fund Spending      13.79      6307        6305 Adult Programs      510.26      6853.39        6310 Arts Grant Expense      400.00      480.97        6355 ALA Grant      12.25      60.72        6320 Friends Expense      453.87      1.919.35        6330 Manley Grant Expense      453.87      1.919.35        6350 Wilday Grant      125.50      125.50        6350 Wilday Grant      125.50      127.54        6370 Memorials & Gifts      366.36      485.28        6370 Memorials & Gifts      23.37      117.10        6425 Discretionary Fund      22.37      427.54        6430 Insurance      -2.300      23.37        17.40 S000 Restricted Fund Spending      22.37      42.01        6430 Insurance      -2.300      18.300        704 6430 Insurance      -2.300      18.300        154 6450 Insurance      -9.103.04      467.61        Library Equipment	6270 Video Games		39.88	
6290 STLS cost share      11,099.00        Total 6200 Lbrary Materials      1,570.59      21,712.55        6202 Book Replacement      13.79      13.79        6300 Restricted Fund Spending      853.39      8510.26      853.39        6310 Arts Grant Expense      400.00      480.97        6315 ALG Grant      12.25      60.72        6320 Friends Expense      453.87      1,919.35        6330 Manley Grant expense      260.97      6350 Wilday Grant      215.00        6350 STLS Outreach      366.36      485.28      6368 Martin Grant      125.00        6350 Wilday Grant      27.23.28      4.945.20      641.5        6370 Memorials & Gifts      353.00      631.98      631.98        6370 Memorials & Gifts      23.37      117.10      6425 Discretionary Fund      521.27        6430 Insurance      -23.00      13.83.00      13.83.00      13.83.00        10s - Property      7,743.04      13.93.00      13.70.03      6430.11.71.0        64450 Insurance      98.92      467.61      13.83.00      14.63.2        10s - Property      7,743.04      13.83.00<	6280 Adult Programming		87.47	
Total 6200 Library Materials      1,570.59      21,712.55        6202 Book Replacement      13.79      13.79        6300 Restricted Fund Spending	6285 Childrens Programming	22.15	536.54	
6202 Book Replacement      13.79      13.79        6300 Restricted Fund Spending	6290 STLS cost share		11,099.00	
6300 Restricted Fund Spending      510.26      853.39        6315 Adult Programs      510.20      853.91        6315 Ad. Grant      12.25      60.72        6320 Friends Expense      453.87      1.919.35        6330 Manley Grant expense      260.97        6350 Milday Grant      365.30      1.919.35        6330 Manley Grant expense      366.36      485.28        6368 Martin Grant      127.54      127.54        6370 Memorials & Grifts      353.00      631.98        6300 Restricted Fund Spending      2.23.28      4.945.20        6415 Bank fees      6.07      640.07        6420 Custodial supplies      23.37      117.10        6425 Discretionary Fund      521.27      6430 Insurance      -23.00        1ns - Property      7.743.04      1.83.00      1.83.00        Total 6430 Insurance      9.103.04      643.50      1.83.00        Total 6430 Insurance      9.69.2      688.38      6447.61      1.20.50        Ins - Property      125.00      1.75.00      1.83.00      1.20.50        Total 6430 Insurance      9.69.2      688.	Total 6200 Library Materials	1,570.59	21,712.55	
6305 Adult Programs      510.26      853.39        6310 Arts Grant Expense      400.00      480.97        6315 ALA Grant      125.25      60.72        6320 Friends Expense      453.87      1.919.35        6330 Manley Grant expense      260.97      6350 STLS Outreach      260.97        6350 STLS Outreach      366.36      485.28      6368 Martin Grant      125.00        6368 Martin Grant      127.54      637.04      631.98      631.98        6370 Memorials & Gifts      353.00      631.98      641.92      641.98        6370 Loss of all spines      2.223.28      4.945.20      6415 Bank fees      6.07      46.07        6425 Discretionary Fund      2.337      117.10      521.27      643.01      2.223.28      4.945.20        6430 Insurance	6202 Book Replacement	13.79	13.79	
6310 Arts Grant Expense      400.00      480.97        6315 ALA Grant      12.25      60.72        6320 Friends Expense      433.87      1.919.35        6330 Manley Grant expense      260.97      6350        6355 STLS Outreach      366.36      485.28        6368 Martin Grant      125.00      6355        6370 Memorials & Gifts      353.00      631.98        6370 Memorials & Gifts      353.00      631.98        6370 Memorials & Gifts      353.00      631.98        6415 Bank fees      6.07      46.07        6425 Discretionary Fund      2.223.28      4.945.20        6431 Insurance      -2.30.00      117.10        6425 Discretionary Fund      521.27      643.01        6430 Insurance      -2.30.00      1.93.00        Ins - Property      7.743.04      1.93.00        Ins - Workman's Comp      1.383.00      1.383.00        Cotal 6430 Insurance      98.92      863.93        6445 Library supplies      98.92      863.93        6445 Library supplies      98.92      883.93        6445 Library supplies	6300 Restricted Fund Spending			
6315 ALA Grant    12.25    60.72      6320 Friends Expense    1919.35      6330 Manley Grant expense    260.97      6355 STLS Outreach    366.36    485.28      6368 Martin Grant    127.54    127.54      6370 Memorials & Gifts    353.00    631.98      70tal 6300 Restricted Fund Spending    2,23.28    4,945.20      6415 Bank fees    6.07    46.07      6420 Custodial supplies    23.37    117.10      6425 Discretionary Fund    -    -    -      6430 Insurance    - </td <td>6305 Adult Programs</td> <td>510.26</td> <td>853.39</td>	6305 Adult Programs	510.26	853.39	
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        6360 Restricted Fund Spending      2,223.28      4,945.20        6415 Bank fees      6.07      46.07        6420 Custodial supplies      23.37      117.10        6425 Discretionary Fund      -23.00      -23.00        1ns - Property      .7743.04      16.32        1ns - Vorkman's Comp      .1383.00      13.38.00        Total 6430 Insurance      .91.03.04      6445 Library supplies      98.92      467.61        Library Equipment      .98.92      467.61      12.07      54.65      12.07,54        6445 Library supplies      98.92      467.61      12.83.00      13.83.00        Total 6445 Library supplies      98.92      467.61      12.07,54      16.32        Total 6445 Library supplies      98.92      467.61      12.07,54      16.32	6310 Arts Grant Expense	400.00	480.97	
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      Total 6300 Restricted Fund Spending    2,223.28    4,945.20      6415 Bank fees    6.07    46.07      6420 Custodial supplies    23.37    117.10      6425 Discretionary Fund    23.37    23.00      6430 Insurance    -23.00    -23.00      Ins - Property    7,743.04    16.32      Ins - Workman's Comp    1383.00    -23.00      Total 6430 Insurance    -9,103.04    -23.00      Fotal 6430 Insurance    -9,103.04    -23.00      Total 6430 Insurance    -9,103.04    -146.32      Total 6430 Insurance    -9,103.04    -23.00      6445 Library supplies    98.92    467.61      Library Equipment    1383.00    -146.32      Total 6445 Library supplies    98.92    683.93      6447 Membership    125.00    175.00      6445 Processing Fee    10.00    1,207.54	6315 ALA Grant	12.25	60.72	
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      Total 6300 Restricted Fund Spending    2,223.28    4,945.20      6415 Bank fees    6.07    46.07      6420 Custodial supplies    23.37    117.10      6425 Discretionary Fund    23.37    521.27      6430 Insurance    -23.00    1.8.      Ins - Property    7,743.04    1.83.00      Ins - Property    7,743.04    1.83.00      Total 6430 Insurance    98.92    467.61      Library Equipment    125.00    152.00      Total 6435 Library supplies    98.92    467.61      Library Equipment    125.00    175.00      6445 Library supplies    98.92    883.93      6447 Membership    125.00    1,207.04      6455 Processing Fee    107.91    239.65      6456 Repairs/Building & Grounds    10.00    1,207.54      6470 Services    1    30.00      Argentieries    1,407.32    325.00  <	6320 Friends Expense	453.87	1,919.35	
6355 STLS Outreach    366.36    485.28      6368 Martin Grant    127.54    127.54      6370 Memorials & Gifts    353.00    631.98      Total 6300 Restricted Fund Spending    2,223.28    4,945.20      6415 Bank fees    6.07    46.07      6420 Custodial supplies    23.37    117.10      6425 Discretionary Fund    23.37    521.27      6430 Insurance    -23.00    7,743.04      Ins - Property    7,743.04    1,383.00      Total 6430 Insurance    91.09.44    1,383.00      Cotal 6445 Library supplies    98.92    467.61      Library Equipment    125.00    175.00      6447 Membership    125.00    175.00      6445 Epairs/Building & Grounds    10.00    1,207.54      6447 Services    17.00    89.00      Argentieries    17.00    89.00      Argentieries    17.00    30.00.00      Argentieries    325	6330 Manley Grant expense		260.97	
6368 Martin Grant      127.54      127.54        6370 Memorials & Gifts      353.00      631.98        Total 6300 Restricted Fund Spending      2,223.28      4,945.20        6415 Bank fees      6.07      46.07        6420 Custodial supplies      23.37      117.10        6425 Discretionary Fund      23.37      21.27        6430 Insurance      -23.00      -23.00        Ins - Property      7,743.04      1.38        Ins - Workman's Comp      1,383.00      -13.83.00        Total 6430 Insurance      91.03.04      -146.32        Its - Workman's Comp      98.92      467.61        Library supplies      98.92      467.61        Library Equipment      125.00      175.00        6445 Library supplies      98.92      883.93        6447 Membership      125.00      1,207.54        6470 Services      10.00      1,207.54        6470 Services      17.00      89.00        Alarm System - Doyle      543.66      1,407.32        Argentieries      17.00      89.00        Atorney      325.00      325.00	6350 Wilday Grant		125.00	
6370 Memorials & Gifts      353.00      631.98        Total 6300 Restricted Fund Spending      2,223.28      4,945.20        6415 Bank fees      6.07      46.07        6420 Custodial supplies      23.37      117.10        6425 Discretionary Fund      23.37      521.27        6430 Insurance      -23.00      -23.00        Ins - Property      7,743.04      -23.00        Ins - Workman's Comp      1,383.00      -33.00        Total 6430 Insurance      9,103.04      6445 Library supplies      98.92      467.61        Library Equipment      125.00      175.00      445.8        6447 Membership      125.00      175.00      6455 Processing Fee      107.91      239.65        6445 Repairs/Building & Grounds      10.00      1,207.54      6470 Services	6355 STLS Outreach	366.36	485.28	
Total 6300 Restricted Fund Spending      2,223.28      4,945.20        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      1,383.00      7,743.04        Ins - Workman's Comp      1,383.00      1,383.00      1,383.00        Total 6430 Insurance      98.92      467.61      1,383.00        Ibrary Supplies      98.92      467.61      16.22        Library supplies      98.92      883.93      6447.61        Library Supplies      98.92      883.93      6447.61        Library Supplies      98.92      883.93      6447.61        Library Supplies      98.92      883.93      6447.01      239.65        6465 Repairs/Building & Grounds      107.91      239.65      6465 Repairs/Building & Grounds      1,407.32        Argentieries      17.00      89.00      325.00      325.00      325.00        Attorney      325.00      325.00      325.00      325.00      325.00	6368 Martin Grant	127.54	127.54	
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> 91.03.04      6445 Library supplies    98.92      4645 Library supplies    98.92      Stary Equipment    416.32 <b>Total 6445 Library supplies</b> 98.92      6447 Membership    125.00      6445 Repairs/Building & Grounds    107.91      6470 Services    17.00      Alarm System - Doyle    543.66      Argentieries    17.00      Atorney    325.00      Atorney    325.00      Autir    3,000.00      Bookkeeper    675.00	6370 Memorials & Gifts	353.00	631.98	
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 9,103.04</b> 6445 Library supplies    98.92    467.61      Library Equipment    416.32 <b>Total 6445 Library supplies 98.92 883.93</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    17.00    89.00      Atarm System - Doyle    543.66    1,407.32      Argentieries    17.00    89.00      Atorney    325.00    325.00      Audit    3,000.00    3,000.00      Bookkeeper    675.00    2,700.00	Total 6300 Restricted Fund Spending	2,223.28	4,945.20	
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> 98.92      6445 Library supplies    98.92      1bary Equipment    416.32 <b>Total 6445 Library supplies</b> 98.92      6445 Library supplies    98.92      6445 Library supplies    98.92      6445 Library supplies    98.92      6447 Membership    125.00      6445 Discresing Fee    107.91      6465 Repairs/Building & Grounds    10.00      6470 Services    1      Alarm System - Doyle    543.66      Atorney    325.00      Atorney    325.00      Audit    3,000.00      Bookkeeper    675.00	6415 Bank fees	6.07	46.07	
6430 Insurance    -23.00      Ins - Property    7,743.04      Ins - Workman's Comp    1,383.00      Total 6430 Insurance    9,103.04      6445 Library supplies    98.92    467.61      Library Equipment    416.32      Total 6445 Library supplies    98.92    883.93      6447 Membership    125.00    175.00      6455 Processing Fee    107.91    239.65      6465 Repairs/Building & Grounds    10.00    1,207.54      6470 Services    1    300      Alarm System - Doyle    543.66    1,407.32      Argentieries    17.00    89.00      Attorney    325.00    325.00      Bookkeeper    675.00    2,700.00	6420 Custodial supplies	23.37	117.10	
Ins - Property    7,743.04      Ins - Workman's Comp    1,383.00      Total 6430 Insurance    9,103.04      6445 Library supplies    98.92    467.61      Library Equipment    416.32      Total 6445 Library supplies    98.92    883.93      6447 Membership    125.00    175.00      6455 Processing Fee    107.91    239.65      6465 Repairs/Building & Grounds    10.00    1207.54      6470 Services    17.00    89.00      Alarm System - Doyle    543.66    1,407.32      Argentieries    17.00    89.00      Attorney    325.00    325.00      Audit    3,000.00    325.00      Bookkeeper    675.00    2,700.00	6425 Discretionary Fund		521.27	
Ins - Workman's Comp    1,383.00      Total 6430 Insurance    9,103.04      6445 Library supplies    98.92    467.61      Library Equipment    416.32      Total 6445 Library supplies    98.92    883.93      6447 Membership    125.00    175.00      6455 Processing Fee    107.91    239.65      6465 Repairs/Building & Grounds    10.00    1,207.54      6470 Services    17.00    89.00      Alarm System - Doyle    543.66    1,407.32      Argentieries    17.00    89.00      Attorney    325.00    325.00      Audit    3,000.00    3,000.00      Bookkeeper    675.00    2,700.00	6430 Insurance		-23.00	
Total 6430 Insurance      9,103.04        6445 Library supplies      98.92      467.61        Library Equipment      416.32        Total 6445 Library supplies      98.92      883.93        6447 Membership      125.00      175.00        6455 Processing Fee      107.91      239.65        6465 Repairs/Building & Grounds      10.00      1,207.54        6470 Services      10.00      1,207.54        Alarm System - Doyle      543.66      1,407.32        Argentieries      17.00      89.00        Attorney      325.00      325.00        Audit      3,000.00      325.00        Bookkeeper      675.00      2,700.00	Ins - Property		7,743.04	
6445 Library supplies    98.92    467.61      Library Equipment    416.32      Total 6445 Library supplies    98.92    883.93      6447 Membership    125.00    175.00      6455 Processing Fee    107.91    239.65      6465 Repairs/Building & Grounds    10.00    1,207.54      6470 Services    10.00    1,207.54      Alarm System - Doyle    543.66    1,407.32      Argentieries    17.00    89.00      Attorney    325.00    325.00      Audit    3,000.00    325.00      Bookkeeper    675.00    2,700.00	Ins - Workman's Comp		1,383.00	
Library Equipment      416.32        Total 6445 Library supplies      98.92      883.93        6447 Membership      125.00      175.00        6455 Processing Fee      107.91      239.65        6465 Repairs/Building & Grounds      10.00      1,207.54        6470 Services      1      1        Alarm System - Doyle      543.66      1,407.32        Argentieries      17.00      89.00        Attorney      325.00      325.00        Audit      3,000.00      3,000.00        Bookkeeper      675.00      2,700.00	Total 6430 Insurance		9,103.04	
Total 6445 Library supplies      98.92      883.93        6447 Membership      125.00      175.00        6455 Processing Fee      107.91      239.65        6465 Repairs/Building & Grounds      10.00      1,207.54        6470 Services      10.00      1,407.32        Alarm System - Doyle      543.66      1,407.32        Argentieries      17.00      89.00        Attorney      325.00      325.00        Audit      3,000.00      3,000.00	6445 Library supplies	98.92	467.61	
6447 Membership125.00175.006455 Processing Fee107.91239.656465 Repairs/Building & Grounds10.001,207.546470 Services1Alarm System - Doyle543.661,407.32Argentieries17.0089.00Attorney325.00325.00Audit3,000.003,000.00Bookkeeper675.002,700.00	Library Equipment		416.32	
6455 Processing Fee    107.91    239.65      6465 Repairs/Building & Grounds    10.00    1,207.54      6470 Services    10.00    1,207.54      Alarm System - Doyle    543.66    1,407.32      Argentieries    17.00    89.00      Attorney    325.00    325.00      Audit    3,000.00    3,000.00      Bookkeeper    675.00    2,700.00	Total 6445 Library supplies	98.92	883.93	
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	6447 Membership	125.00	175.00	
6470 Services      Alarm System - Doyle    543.66    1,407.32      Argentieries    17.00    89.00      Attorney    325.00    325.00      Audit    3,000.00    3,000.00      Bookkeeper    675.00    2,700.00	6455 Processing Fee	107.91	239.65	
Alarm System - Doyle    543.66    1,407.32      Argentieries    17.00    89.00      Attorney    325.00    325.00      Audit    3,000.00    3,000.00      Bookkeeper    675.00    2,700.00	6465 Repairs/Building & Grounds	10.00	1,207.54	
Argentieries    17.00    89.00      Attorney    325.00    325.00      Audit    3,000.00    3,000.00      Bookkeeper    675.00    2,700.00	6470 Services			
Argentieries    17.00    89.00      Attorney    325.00    325.00      Audit    3,000.00      Bookkeeper    675.00    2,700.00	Alarm System - Doyle	543.66	1,407.32	
Audit      3,000.00        Bookkeeper      675.00      2,700.00		17.00		
Audit      3,000.00        Bookkeeper      675.00      2,700.00	-	325.00	325.00	
Bookkeeper 675.00 2,700.00	-			
	Bookkeeper	675.00	2,700.00	
	Copier Acme		139.42	

### 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	
Total 6470 Services	1,735.07	9,605.23	
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	
Total 6490 Utilities	1,510.48	4,472.04	
Total Expenditures	\$32,174.54	\$122,245.04	
NET OPERATING REVENUE	\$ -28,362.79	\$ -102,002.11	
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	
Total Children's Area Remodel (Net)	775.12	1,895.94	
Total Other Expenditures	\$775.12	\$1,895.94	
NET OTHER REVENUE	\$ -775.12	\$ -1,895.94	
NET REVENUE	\$ -29,137.91	\$ -103,898.05	

# 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.

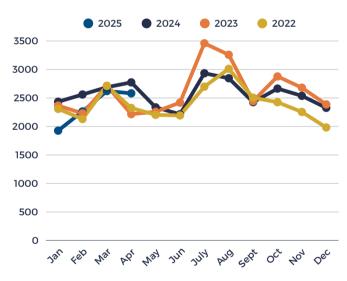
Onsite Programs Programs Ou Attendees

Outreach Visits

Outreach Attendees

10

# Circulation



2622

Items checked out March

2582 Items checked out 742

eBooks checked out in March

727 eContent accessed **115** Public computer

essions in March

76 Public computer sessions in April **329** 

in March

357 Holds filled

Holds filled in April 989 Visits to website in March

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 EIm 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 23eBooks 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!\*\*

# **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

## **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.



#### Library Board Resolution Cuba Circulatiug Library Resolution to Close Savings Account and Open Money Market Account at Five Star Bank.

WHEREAS, the Board of Trustees of the Cuba Circulating Library has reviewed the Library's financial accounts and seeks to improve the return on deposited funds while maintaining liquidity and security;

WHEREAS, the current savings account at Five Star Bank offers a lower interest rate than is available through a money market account at the same institution;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustces authorizes the closure of the existing savings account at Five Star Bank and the transfer of all funds from that account into a newly opened money market account at Five Star Bank;

**BE IT FURTHER RESOLVED**, that the following individuals are authorized to take all actions necessary to carry out this resolution, including opening and closing accounts and signing all required documentation:

Tina Dalton, Library Director

Adopted this 12 of May, 2025, by the Board of Trustees of the Cuba Circulating Library.

Paul Tsujimoto,

Board of Trustees

#### Library Board Resolution Cuba Circulating Library Resolution to Withdraw Funds from Endowment for Reimbursement of Phase 2 Construction Costs

WHEREAS, the Cuba Circulating Library Board of Trustees previously approved and undertook Phase 2 of the Children's Area Construction Project to enhance library services and accessibility for youth and families; and

WHEREAS, the project was funded from the Library's operating budget to ensure timely progress and completion; and

WHEREAS, the Library maintains an endowment fund designated to support major capital improvements and long-term facility investments; and

WHEREAS, it is the intent of the Board to maintain the integrity of the Library's operating budget and to use endowment resources appropriately for capital projects;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Cuba Circulating Library authorizes the withdrawal of **\$90,000** from the endowment fund for the sole purpose of reimbursing the Library's operating budget for expenses incurred in the completion of **Phase 2** of the Children's Area Construction Project;

**BE IT FURTHER RESOLVED**, that the following individuals are authorized to execute this transfer and sign any documents necessary to complete the transaction:

Tina Dalton, Library Director

Adopted this 12 of May, 2025, by the Board of Trustees of the Cuba Circulating Library.

Paul Tsujimoto, Vice President

Board of Trustees