

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.

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 | |
| 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 % |

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - April, 2025

| | TOTAL | | | |
|--|------------------|-------------------|-------------------|----------------|
| | 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 | | 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 % |
| 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 % |
| Total 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% |

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) |
| 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 | 49,001.35 |
| 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 |
| 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 | -98.51 |
| 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 |

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) |
| 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 |
| LIABILITIES AND EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 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 |
| Direct Deposit Payable | 0.00 | 0.00 |
| PPE Currant Liability | 0.00 | 0.00 |
| Total Other Current Liabilities | \$726.87 | \$1,458.26 |

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) |
| 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 |

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 |
| 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 | 13,388.27 |
| 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 | 3,553.81 |
| Total 6100 Payroll Expenses | 24,388.46 | 68,271.16 |
| 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 |
| Total 6200 Library Materials | 1,570.59 | 21,712.55 |
| 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 |
| 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 |
| 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 | | |
| 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

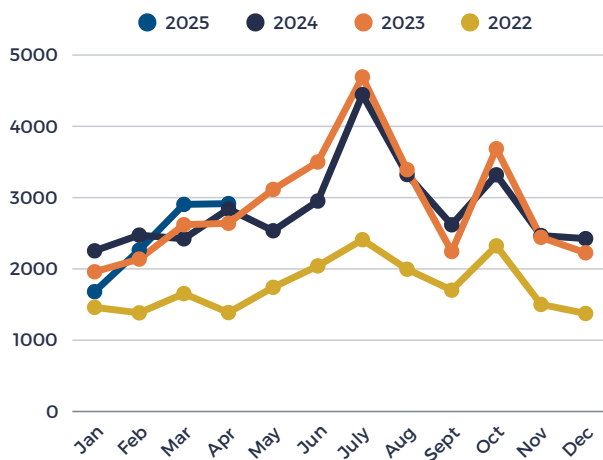
| | TOTAL | |
|--|----------------------|-----------------------|
| | APR 2025 | JAN - APR, 2025 (YTD) |
| Hotspots | 159.41 | 1,117.64 |
| Tax Filing (990) | | 750.00 |
| Water Softener | 15.00 | 76.85 |
| Total 6470 Services | 1,735.07 | 9,605.23 |
| 6480 Train/conference | 195.00 | 195.00 |
| 6485 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.

37

Onsite
Programs

270

Programs
Attendees

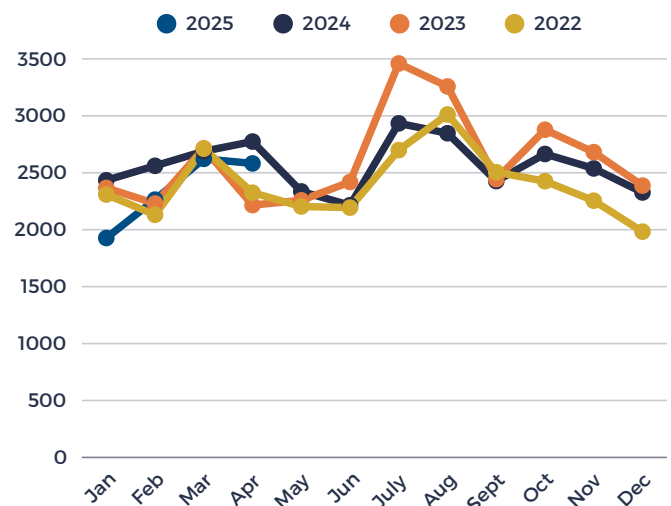
9

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

Library Board Resolution

Cuba Circulating 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 Trustees 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, Vice President
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

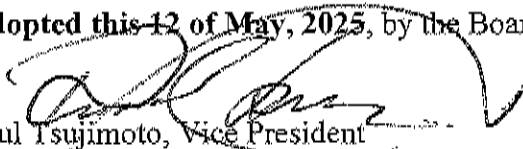
WHEREAS, it is the intent of the Board to maintain the integrity of the Library's operating budget and to use endowment resources appropriately for capital projects;

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