

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

**Monday, July 14, 2025**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the June Meeting
5. Financial Officer's Report
6. Corresponding Secretary
7. Director's Report
8. Committee Reports
  - i. Planning
  - ii. Finance
    - i. Investment policy
  - iii. Bldgs/Grounds
  - iv. Personnel
    - i. Page resignation
  - v. Policy
    - i. Background Check Policy
    - ii. Pandemic Operations
    - iii. Director's Evaluation
    - iv. Internet and Computer Use
    - v. Library card application
  - vi. Liaison with Friends
  - vii. Education
  - viii. Executive
- b. Ad hoc committees
  - i. Ribbon Cutting Celebration
9. Unfinished Business
  - i. Storage shelf in back hallway
  - ii. SAM grant
10. New Business
  - i. Director's Evaluation
11. Executive Session as needed
12. Adjournment

Cuba Library Board Meeting Monday, June 9, 2025 at 5:30 PM

Present: Faith Stewart, Brad Weaver, Denean Emerson, Jill Schwab, Lauren Mosgrove, Paul Tsujimoto, Scott Sackett, Kate Young, Emily Zayac.

Also Present: Tina Dalton, Brian Hildreth, and Sarah Vail

Excused: Sue Feldbauer

Absent: Jacqueline Gertner

1. Call to order at 5:30 PM
2. Secretary
  - a. Motion for Jill Schwab to become secretary made by Brad Weaver, second by Paul Tsujimoto. Motion passes.
3. Friends' Report
  - a. Rock painting from 2-6 on Friday and 10-2 on Saturday
  - b. Duck pull from 2-6 on Friday
4. Minutes of the May Meeting
  - a. Motion to approve by Lauren Mosgrove, second by Brad Weaver. Motion passes.
5. Financial Officer's Report
  - a. Money moved from endowment to checking for Children's Area
  - b. Opened a money market account at Five Star Bank
  - c. Motion to accept financial officer's report by Paul Tsujimoto, second by Denean Emerson. Motion passes.
6. Corresponding Secretary - NA
7. Director's Report
  - a. See attached
8. Committee Reports
  - a. Planning - sorting data from survey, next meeting in July
  - b. Finance (see prior)
  - c. Bldgs/Grounds - See attached information for roof, watering schedule to be sent out soon
  - d. Personnel
    - i. Motion to hire Wendy Sprague as library page at \$15.50/hr with May 26 starting date by Emily Zayac, second by Kate Young. Motion passes.
    - ii. Background check policy carry forth to July
  - e. Policy
    - i. Motion to amend circulation policy by Scott Sackett, second by Brad Weaver. Motion passes.
    - ii. Motion to repeal 3D printing policy by Lauren Mosgrove, second by Emily Zayac. Motion passes.
  - f. Liaison with Friends - NA
  - g. Education - reminder to send in completed sexual harassment training

- h. Executive - NA
- 9. Ad hoc committees
  - a. Children's Area Renovation - project will be closing this month
  - b. Ribbon Cutting Celebration on July 11 - Sue Feldbauer and Brad Weaver added to committee
- 10. Unfinished Business
  - a. Storage shelf in back hallway - carry forth to July
- 11. New Business
  - a. SAM Grant for roof - discussions about roof, with input from Brian Hildreth, leads to decision to apply for a state construction aid grant for the roof and to consider other projects with SAM Grant
    - i. Motion to apply for state aid grant for a new roof by Lauren Mosgrove, second by Kate Young. Motion passes.
  - b. Eagle Scouts and softball team ask for space in front of the library during Dairy Days for fundraising. The board agrees to this.
- 12. Adjournment
  - a. Motion to adjourn by Scott Sackett, second by Paul Tsujimoto. Motion passes.

# Cuba Circulating Library Association

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

January - June, 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	2,113.01		-2,113.01	
4020 Meeting Room Fee	425.00	1,100.00	675.00	61.36 %
4100 Other Income	1,471.90		-1,471.90	
Book Replacement	134.09		-134.09	
Copies Income	1,040.90	2,600.00	1,559.10	59.97 %
Donation Box	251.85	3,000.00	2,748.15	91.61 %
Fines	145.00	250.00	105.00	42.00 %
Misc Income	597.62	0.00	-597.62	
<b>Total 4100 Other Income</b>	<b>3,641.36</b>	<b>5,850.00</b>	<b>2,208.64</b>	<b>37.75 %</b>
4200 Restricted Funds Revenue				
Friends	3,740.00	5,000.00	1,260.00	25.20 %
Grant - STLS	900.00		-900.00	
United Way	2,500.00		-2,500.00	
<b>Total 4200 Restricted Funds Revenue</b>	<b>7,140.00</b>	<b>5,000.00</b>	<b>-2,140.00</b>	<b>-42.80 %</b>
4500 Investment Income				
Dividend Income	8,691.94		-8,691.94	
Interest Income	162.59		-162.59	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund	122,877.00	32,877.00	-90,000.00	-273.75 %
<b>Total Morgan Stanley</b>	<b>122,877.00</b>	<b>33,377.00</b>	<b>-89,500.00</b>	<b>-268.15 %</b>
Realized Gain/Loss on Investments	105,946.23		-105,946.23	
Unrealized Gain/Loss on Investments	-46,644.60		46,644.60	
<b>Total 4500 Investment Income</b>	<b>191,033.16</b>	<b>33,377.00</b>	<b>-157,656.16</b>	<b>-472.35 %</b>
Budget Carryover		0.00	0.00	
<b>Total Revenue</b>	<b>\$204,352.53</b>	<b>\$342,217.00</b>	<b>\$137,864.47</b>	<b>40.29 %</b>
<b>GROSS PROFIT</b>	<b>\$204,352.53</b>	<b>\$342,217.00</b>	<b>\$137,864.47</b>	<b>40.29 %</b>
Expenditures				
6100 Payroll Expenses				
6101 Wages	87,839.69	196,158.00	108,318.31	55.22 %
6102 Taxes	-0.03		0.03	
Payroll Tax	6,972.20	15,241.00	8,268.80	54.25 %
SUTA	1,238.21	2,430.00	1,191.79	49.04 %
<b>Total 6102 Taxes</b>	<b>8,210.38</b>	<b>17,671.00</b>	<b>9,460.62</b>	<b>53.54 %</b>
6103 Employee Benefits				
Company Contributions				
Retirement	2,305.86	5,466.00	3,160.14	57.81 %
<b>Total Company Contributions</b>	<b>2,305.86</b>	<b>5,466.00</b>	<b>3,160.14</b>	<b>57.81 %</b>
Health Insurance	3,000.00	6,000.00	3,000.00	50.00 %

# Cuba Circulating Library Association

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

January - June, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Total 6103 Employee Benefits</b>	<b>5,305.86</b>	<b>11,466.00</b>	<b>6,160.14</b>	<b>53.73 %</b>
6105 Ins - Disability		1,080.00	1,080.00	100.00 %
<b>Total 6100 Payroll Expenses</b>	<b>101,355.93</b>	<b>226,375.00</b>	<b>125,019.07</b>	<b>55.23 %</b>
6200 Library Materials				
6205 Books-J	2,486.94	5,500.00	3,013.06	54.78 %
6210 Books-A	4,524.04	8,500.00	3,975.96	46.78 %
6220 Serials	1,201.93	1,500.00	298.07	19.87 %
6230 Audio	192.94	800.00	607.06	75.88 %
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	679.95	1,500.00	820.05	54.67 %
6270 Video Games	219.69	1,200.00	980.31	81.69 %
6280 Adult Programming	994.72	2,500.00	1,505.28	60.21 %
6285 Childrens Programming	564.31	1,500.00	935.69	62.38 %
6290 STLS cost share	11,099.00	11,099.00	0.00	0.00 %
<b>Total 6200 Library Materials</b>	<b>25,764.02</b>	<b>39,800.00</b>	<b>14,035.98</b>	<b>35.27 %</b>
6202 Book Replacement	31.70		-31.70	
6300 Restricted Fund Spending				
6305 Adult Programs	117.63		-117.63	
6310 Arts Grant Expense	2,007.89		-2,007.89	
6315 ALA Grant	122.97		-122.97	
6320 Friends Expense	3,363.70		-3,363.70	
6330 Manley Grant expense	307.75		-307.75	
6350 Wilday Grant	446.49		-446.49	
6355 STLS Outreach	2,068.71		-2,068.71	
6368 Martin Grant	179.95		-179.95	
6370 Memorials & Gifts	1,264.68		-1,264.68	
6390 United Way Grant	1,870.00		-1,870.00	
<b>Total 6300 Restricted Fund Spending</b>	<b>11,749.77</b>		<b>-11,749.77</b>	
6410 Advertisement	85.66	300.00	214.34	71.45 %
6415 Bank fees	46.07	250.00	203.93	81.57 %
6420 Custodial supplies	294.20	900.00	605.80	67.31 %
6425 Discretionary Fund	988.12	1,000.00	11.88	1.19 %
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>
6440 Investment Fee	1,016.54		-1,016.54	
6445 Library supplies	792.75	2,000.00	1,207.25	60.36 %
Library Equipment	716.83	1,200.00	483.17	40.26 %
<b>Total 6445 Library supplies</b>	<b>1,509.58</b>	<b>3,200.00</b>	<b>1,690.42</b>	<b>52.83 %</b>

# Cuba Circulating Library Association

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

January - June, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6447 Membership	175.00	1,000.00	825.00	82.50 %
6450 Postage	4.08	500.00	495.92	99.18 %
6455 Processing Fee	388.15	1,000.00	611.85	61.19 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	2,657.84	9,000.00	6,342.16	70.47 %
6470 Services		0.00	0.00	
Alarm System - Doyle	1,407.32	2,100.00	692.68	32.98 %
Argentieries	140.00	175.00	35.00	20.00 %
Attorney	1,912.50	3,000.00	1,087.50	36.25 %
Audit	3,000.00	5,500.00	2,500.00	45.45 %
Bookkeeper	4,050.00	9,000.00	4,950.00	55.00 %
Copier Acme	534.83	2,000.00	1,465.17	73.26 %
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	1,676.46	3,300.00	1,623.54	49.20 %
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	122.35	700.00	577.65	82.52 %
Window Cleaner		500.00	500.00	100.00 %
<b>Total 6470 Services</b>	<b>13,593.46</b>	<b>27,625.00</b>	<b>14,031.54</b>	<b>50.79 %</b>
6480 Train/conference	625.00	2,000.00	1,375.00	68.75 %
6485 Travel	1,762.27	4,500.00	2,737.73	60.84 %
6490 Utilities				
Electric	2,804.53	6,000.00	3,195.47	53.26 %
Extended Broadband	900.00	1,800.00	900.00	50.00 %
Fuel	1,523.43	4,000.00	2,476.57	61.91 %
Phone	696.83	2,000.00	1,303.17	65.16 %
<b>Total 6490 Utilities</b>	<b>5,924.79</b>	<b>13,800.00</b>	<b>7,875.21</b>	<b>57.07 %</b>
<b>Total Expenditures</b>	<b>\$177,075.22</b>	<b>\$342,217.00</b>	<b>\$165,141.78</b>	<b>48.26 %</b>
NET OPERATING REVENUE	<b>\$27,277.31</b>	<b>\$0.00</b>	<b>\$ -27,277.31</b>	<b>0.00%</b>
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-4,200.00		4,200.00	
Children's Area Remodel Expenses	212,409.57		-212,409.57	
Children's Area Remodel Funds	-175,729.00		175,729.00	
<b>Total Children's Area Remodel (Net)</b>	<b>32,480.57</b>		<b>-32,480.57</b>	
<b>Total Other Expenditures</b>	<b>\$32,480.57</b>	<b>\$0.00</b>	<b>\$ -32,480.57</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$ -32,480.57</b>	<b>\$0.00</b>	<b>\$32,480.57</b>	<b>0.00%</b>
NET REVENUE	<b>\$ -5,203.26</b>	<b>\$0.00</b>	<b>\$5,203.26</b>	<b>0.00%</b>

# Cuba Circulating Library Association

## Statement of Activity

June 2025

	TOTAL	
	JUN 2025	JUN 2024 (PY)
Revenue		
4017 Memorials/Gifts	480.00	50.00
4020 Meeting Room Fee	75.00	25.00
4100 Other Income		
Book Replacement	10.00	40.00
Copies Income	110.00	168.55
Donation Box	10.00	136.00
Fines	20.00	8.00
Misc Income	11.25	7.25
<b>Total 4100 Other Income</b>	<b>161.25</b>	<b>359.80</b>
4200 Restricted Funds Revenue		
Friends	740.00	
United Way	2,500.00	2,850.00
<b>Total 4200 Restricted Funds Revenue</b>	<b>3,240.00</b>	<b>2,850.00</b>
4500 Investment Income		
Capital Gains Distribution		6,212.55
Dividend Income	3,871.44	3,588.21
Interest Income	140.24	85.82
Morgan Stanley		
Endowment Fund		33,351.00
<b>Total Morgan Stanley</b>		<b>33,351.00</b>
Unrealized Gain/Loss on Investments	21,386.27	
<b>Total 4500 Investment Income</b>	<b>25,397.95</b>	<b>43,237.58</b>
<b>Total Revenue</b>	<b>\$29,354.20</b>	<b>\$46,522.38</b>
GROSS PROFIT	<b>\$29,354.20</b>	<b>\$46,522.38</b>
Expenditures		
6100 Payroll Expenses		
6101 Wages	14,412.15	13,461.89
6102 Taxes	0.00	0.00
Payroll Tax	1,144.63	1,068.13
SUTA	83.77	74.86
<b>Total 6102 Taxes</b>	<b>1,228.40</b>	<b>1,142.99</b>
6103 Employee Benefits		
Company Contributions		
Retirement	374.97	372.64
<b>Total Company Contributions</b>	<b>374.97</b>	<b>372.64</b>
Health Insurance	500.00	500.00
<b>Total 6103 Employee Benefits</b>	<b>874.97</b>	<b>872.64</b>
<b>Total 6100 Payroll Expenses</b>	<b>16,515.52</b>	<b>15,477.52</b>

# Cuba Circulating Library Association

## Statement of Activity

June 2025

	TOTAL	
	JUN 2025	JUN 2024 (PY)
6200 Library Materials		
6205 Books-J	552.59	442.94
6210 Books-A	771.95	925.62
6230 Audio	82.38	38.94
6240 Equipment		387.00
6260 DVD	99.17	76.43
6270 Video Games		69.00
6280 Adult Programming		219.79
6285 Childrens Programming	19.35	
<b>Total 6200 Library Materials</b>	<b>1,525.44</b>	<b>2,159.72</b>
6202 Book Replacement	7.09	27.94
6300 Restricted Fund Spending		3,016.00
6305 Adult Programs	67.63	209.20
6310 Arts Grant Expense	1,121.92	1,525.20
6315 ALA Grant		10.00
6320 Friends Expense	505.30	2,006.69
6355 STLS Outreach	619.02	150.00
6360 DFY Grant		87.94
6368 Martin Grant		402.11
6370 Memorials & Gifts	141.15	363.66
6390 United Way Grant	1,870.00	50.00
<b>Total 6300 Restricted Fund Spending</b>	<b>4,325.02</b>	<b>7,820.80</b>
6420 Custodial supplies	74.57	15.94
6425 Discretionary Fund	466.85	
6430 Insurance		
Ins - Workman's Comp		-761.00
<b>Total 6430 Insurance</b>		<b>-761.00</b>
6435 Interest Expense		0.90
6440 Investment Fee	516.20	
6445 Library supplies	184.55	232.98
Library Equipment	41.82	58.44
<b>Total 6445 Library supplies</b>	<b>226.37</b>	<b>291.42</b>
6455 Processing Fee	71.28	80.19
6465 Repairs/Building & Grounds	221.63	25.57
6470 Services		
Argentieries	34.00	24.00
Attorney	700.00	
Bookkeeper	675.00	675.00
Copier Acme	225.41	391.05
Hotspots	159.41	249.41



# Cuba Circulating Library Association

## Statement of Activity

June 2025

	TOTAL	
	JUN 2025	JUN 2024 (PY)
Water Softener	30.00	71.10
<b>Total 6470 Services</b>	<b>1,823.82</b>	<b>1,410.56</b>
6485 Travel	35.84	257.14
6490 Utilities		
Electric	359.84	439.13
Fuel	296.00	222.00
Phone	50.00	142.64
<b>Total 6490 Utilities</b>	<b>705.84</b>	<b>803.77</b>
<b>Total Expenditures</b>	<b>\$26,515.47</b>	<b>\$27,610.47</b>
NET OPERATING REVENUE	<b>\$2,838.73</b>	<b>\$18,911.91</b>
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations		-10,000.00
Children's Area Remodel Expenses	29,957.13	27,560.00
<b>Total Children's Area Remodel (Net)</b>	<b>29,957.13</b>	<b>17,560.00</b>
<b>Total Other Expenditures</b>	<b>\$29,957.13</b>	<b>\$17,560.00</b>
NET OTHER REVENUE	<b>\$ -29,957.13</b>	<b>\$ -17,560.00</b>
NET REVENUE	<b>\$ -27,118.40</b>	<b>\$1,351.91</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of June 30, 2025

	TOTAL	
	AS OF JUN 30, 2025	AS OF JUN 30, 2024 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1020 Five Star	12,026.99	28,404.89
1080 Money Market	35,262.98	
1090 Savings	0.00	76,286.52
<b>Total Bank Accounts</b>	<b>\$47,289.97</b>	<b>\$104,691.41</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	30,802.47
American Cap Inc Builder A	0.00	97,727.99
American Cap World Growth & Inc	0.00	64,370.25
American Fundamental Inv A	0.00	49,535.58
American Funds Mortgage A	0.00	20,877.32
American Global Balanced A	0.00	89,970.86
American Inc Fd of America A	0.00	92,784.78
American Intm Bd Fd of Amer A	0.00	17,093.36
American Inv Co of Amer A	0.00	22,476.19
American Short-Term Bond A	0.00	20,733.76
American WA Mutual A	0.00	102,617.64
Cash, BDP, and Money Market Fds	7,242.37	6.94
Cost of Securities	631,334.25	
Savings	0.00	15,255.23
Stocks	0.00	885.62
Unrealized Gain/Loss	65,612.12	116,118.57
<b>Total 1303 Endowment Investment</b>	<b>704,188.74</b>	<b>741,256.56</b>
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	0.00	6,255.62
American Inc Fd of America A	0.00	7,050.21
Cash, BDP, and Money Market Fds	219.13	-100.34
Cost of Securities	16,527.12	
Unrealized Gain/Loss	1,803.19	2,117.81

# Cuba Circulating Library Association

## Statement of Financial Position

As of June 30, 2025

	TOTAL	
	AS OF JUN 30, 2025	AS OF JUN 30, 2024 (PY)
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>18,549.44</b>	<b>15,323.30</b>
1400 Prepaid Fee	833.09	0.00
Repayment		
Christmas Gift Card	0.00	0.00
Travel Reimbursement	0.00	0.00
<b>Total Repayment</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>\$723,571.27</b>	<b>\$756,579.86</b>
<b>Total Current Assets</b>	<b>\$770,861.24</b>	<b>\$861,271.27</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>\$1,435,143.78</b>	<b>\$1,446,805.64</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	713.54	29,600.35
<b>Total Accounts Payable</b>	<b>\$713.54</b>	<b>\$29,600.35</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	360.04	745.28
Federal Taxes (941/944)	0.00	1,675.30
NYS Employment Taxes	-0.01	402.40
NYS Income Tax	0.00	281.59
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00

# Cuba Circulating Library Association

## Statement of Financial Position

As of June 30, 2025

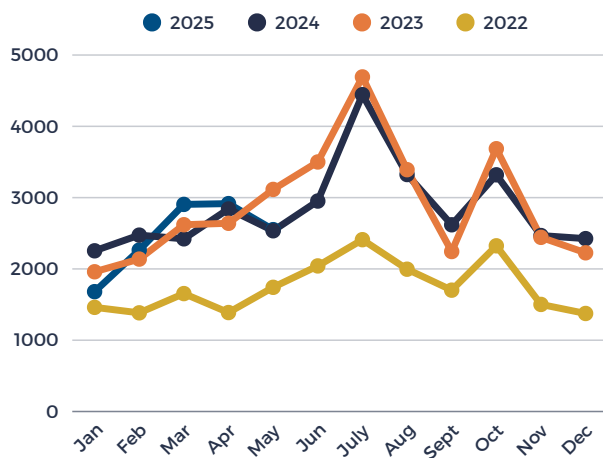
	TOTAL	
	AS OF JUN 30, 2025	AS OF JUN 30, 2024 (PY)
<b>Total 2100 Payroll Liabilities</b>	<b>360.03</b>	<b>3,104.57</b>
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$360.03</b>	<b>\$3,104.57</b>
<b>Total Current Liabilities</b>	<b>\$1,073.57</b>	<b>\$32,704.92</b>
<b>Total Liabilities</b>	<b>\$1,073.57</b>	<b>\$32,704.92</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	-122,877.00	36,680.08
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	1,485,655.24
Net Revenue	-5,203.26	-123,199.60
<b>Total Equity</b>	<b>\$1,434,070.21</b>	<b>\$1,414,100.72</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,435,143.78</b>	<b>\$1,446,805.64</b>

# Cuba Circulating Library

## JUNE 2025 DIRECTOR'S REPORT



### Patron Visits



### CHECKOUTS

We had **2,429** items checked out in June. This is the highest number of circulations we've had in June since 2019 (pre-pandemic), when the circulation for the month was 3,348.

### SUMMER READING PROGRAM

This year's Summer Reading Program kicked off on Monday, June 30, and will run through Saturday, August 9. We have a wide variety of fun programs planned for this six weeks to celebrate the theme "Color Our World." Be sure to sign up to participate in the program! Registration is open via ReadSquared at <http://cubalibraryny06.readsquared.com/> or by using the Readsquared app, available in the app store.

### PATRON NUMBERS

For the month of June we had **3232** visitors to the library and created **30** new library cards. We utilized "Welcome" card on more than one occasion. This change will go a long way to allowing immediate access to patrons who are new to our community, visiting the library for the first time.

**33**

Onsite  
Programs

**405**

Programs  
Attendees

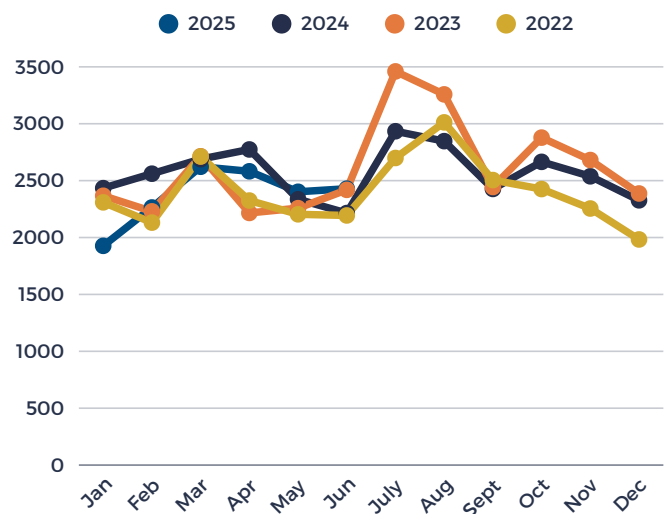
**19**

Outreach  
Visits

**296**

Outreach  
Attendees

### Circulation



**2402**

Items checked out  
in May

**721**

eContent accessed  
in May

**93**

Public computer  
sessions in May

**306**

Holds filled  
in May

**1035**

Visits to website  
in May

**2429**

Items checked out  
in June

**\*\*\***

eContent accessed  
in June

**78**

Public computer  
sessions in June

**262**

Holds filled  
in June

**1201**

Visits to website  
in June

## Grants

We received \$5,000 from the United Way of Cattaraugus and Allegany Counties to fund our Summer Reading Program. This will fund our big Wednesday programs, the free books we give out each week to participating children, as well as the grand prizes.

We also received \$2,000 from the Department for Youth from Allegany County. These funds go towards operating expenses specific to youth programming. These funds will be used retroactively for 2024-25 to pay for supplies and Cherilyn's salary. We receive the DFY grant annually, but there were more funds allocated to us this year, thanks to NYS setting more funds aside for youth programming.

## Construction Aid

I have closed out our 2024 Construction Aid grant and submitted the final report to the state. Once they accept the final report, they will send me paperwork to sign. After I sign and return the paperwork, we will receive our final grant payment of \$19,481.

On June 24, I presented our 2026 Construction Aid application for a roof replacement to STLS. I have received notification that our application has been approved. The total project cost is \$134,000. We've been approved for a grant of 75%, which equals \$100,500, with our out-of-pocket portion is 25%, which equals \$33,500. My next step will be to seek competitive bids and complete the state's online application.

## Dairy Days

On June 13, Friends of the Library funded a foam party as part of the Chamber's annual Dairy Days street party. This was a wild success--the kids loved it and I've heard nothing but rave reviews about how much fun everyone had. On June 14, Mike Morton brought his petting zoo to the library. Despite the rain, we still had many kids come out to see the animals. The Friends also had their Rosco the snake booth set up in front, which was also very popular. Be sure to check out the rock snake in the library's flower bed. Lastly, the library float won 2<sup>nd</sup> place in the parade, thanks to Shauna's hard work and creativity.



**Thank you  
Friends  
of the  
Library!**



## Upcoming Programs

- Tues, Jul 15 @ 6:00 Paint n' Sip Trees with Shauna
- Tues, Jul 22 @ 6:00 Film Screening: Lake of Betrayal with Scott Sackett
- Mon, Jul 28 @ 6:00 Crêpes Flambées with Raeanne Smith
- Tues, Jul 29 @ 11:00 Communicating Effectively with Alzheimer's Association
- Tues, Jul 29 @ 6:30 Author Talk: Fawn Brokaw Doyle
- Sat, Aug 2 @ 10:00 "Stained Glass" Pictures with Shauna
- Mon, Aug 4 @ 6:30 Mushroom Extraction Techniques with Samuel Warren
- Thur, Aug 7 @ 6:30 Chinese Calligraphy with Chris Dalton
-

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

## **Storytimes/After School**

Storytimes and after school groups are finished for the year in preparation for summer groups.

## **Teens/Tweens**

Two seniors attended a graduation cap decorating party. We had pizza and a good time chatting while they worked.

## **Outreach**

I had 12 CRE classes come to visit. I visited both Head Start and Early Head Start. An Olean BOCES group came to visit as well. This was approximately 217 students total plus their teachers.

## **Other**

I am working with Megan Retchless, CRE Principal, to coordinate a community read of Ferris by Kate DiCamillo. We plan to distribute the books at the school's Back to School Barbecue with the reading/programming/discussion starting the first full week of school through early October. This community read will be open to public participation in multiple ways. More details to come.

## **Upcoming Programs**

5 BOCES summer school classes weekly, 2 CRE summer school classes weekly, summer rec visit weekly

Also, see attached Summer Reading brochure

## **Maintenance Report 6/1/25 - 7/1/25**

1. Mowed and trimmed as needed.
2. helped fix sump pump pipe that came loose in boiler room.
3. Read gas meter
4. Cleaned women's bathroom sink downstairs, screen was plugged



## Adult Programs

\*Registration Required for starred programs.\*

Tuesday, July 1 @ 6:30 p.m. ~

\*Mushroom Cultivation with Sam Warren\*

Thursday, July 10 @ 6:30 p.m. ~

\* Watercolor Journaling with Lisa Robinson \*  
Ages 16 & up



Saturday, July 12 @ 10:30 a.m. ~

\* Rainbow Sprinkles Fiber Arts Workshop \* with Kate Elliot  
Ages 10 & up

Saturday, July 12 @ 2 - 3 p.m. ~  
Library Tour - All Ages

Tuesday, July 15 @ 6:00 p.m. ~  
\* Paint & "Sip" Trees \*  
Ages 19 & up



Tuesday, July 29 @ 11 a.m. ~  
Communicating Effectively (Alzheimer's Assoc.)



Monday, July 28 @ 6:30 p.m. ~  
\*Crepes Flambees w/ Raeanne Smith\*  
Adults 19 & up

Tuesday, July 29 @ 6:30 p.m. ~  
Author Talk w/ Fawn Brokaw Doyle

Saturday, August 2 @ 10 a.m. ~  
\*Stained Glass Pictures\* - Ages 19 & up



Monday, August 4 @ 6:30 p.m.  
\*Mushroom Extraction Techniques with Sam Warren\*  
Ages 16 & up

Thursday, August 7 @ 6:30 p.m.  
\*Chinese Calligraphy with Chris Dalton\*  
Ages 13 & up



Cuba Circulating Library  
39 E Main St. Cuba, NY  
585 968-1668



# 2025 Summer Learning

AT THE CUBA LIBRARY  
June 29—August 9

**COLOR  
OUR  
WORLD**



FOR ALL READERS AND "READ TO ME"  
PRESCHOOLERS. RECORD THE AMOUNT OF TIME THAT YOU  
READ EACH DAY ONLINE BY SIGNING UP AT

[https://tinyurl.com/  
CubaLibSRP](https://tinyurl.com/CubaLibSRP)

Or use the ReadSquared App

Children will receive a free book each week that you  
check in.

Grand Prize Drawing

0-4 yrs. & 5-12 yrs. – Zoo Passes

13-18 yrs—AirPods or Beats

Adults—Kindle Fire

Sponsored by United Way of Cattaraugus & Allegany County, Cornell  
Cooperative Extension, Friends of the Cuba Library, Inc, and funds from the  
Statewide Community Re-grants Program.



# Summer Story Hours

**\*\*Registration Required\*\***

PRE-SCHOOL (AGE 2–4)

Tuesdays, July 1 ~ Aug 5

@ 10– 11 a.m.



GRADES K–2

Thursdays, July 3 ~ Aug 7

@ 10–11 a.m.



GRADES 3–6

Tuesdays, July 1 ~ Aug 5

@ 2–3 p.m.



## Summer Activities

**\*\*Registration Required For Starred Programs\*\***

**\*\*Currency Conga (Thinking Money for Kids)\*\***

Ages 5 - 12 (& their families)

Saturday, July 19 @ 10:30 am

**\*\*Paint & Sip for Teens & Tweens \*\***

Ages 9–18

Monday, July 7 @ 3 p.m.

**\*\*Stained Glass Pictures\*\***

Ages 9–18

Monday, July 21 @ 3 pm

**\*\*Art for You: Weaving\*\***

Ages 10 & up

Monday, July 21 @ 10 am

**\*\*SNAP-Ed Nutrition\*\***

All Ages, families should stay

Monday, July 28 @ 3 pm

**\*\*Zen and the Art of Snacking\*\***

Ages 13 -18

Monday, August 4 @ 3 pm



## Summer Specials



ROCK N ROLL  
PET STORE

Wednesday, July 2 @ 1 p.m.

“Rock & Roll Pet Store Kids Show”

Mike & Zaffuto @ Cuba Library



Wednesday, July 9 @ 1 p.m.

“Color Your World”

Wondermakers @ Cuba Library



Wednesday, July 16 @ 1 p.m.

“Storytime from South America”

Grupo Cultural @ Cuba Library

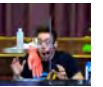


SCIENCE HEROES

Wednesday, July 23 @ 1 p.m.

“Adventure of the Missing Color”

Science Heroes @ Cuba Library



Wednesday, July 30 @ 1 p.m.

“The Wonders of Wiggly River”

River City Puppets @ Cuba Library



Wednesday, August 6 @ 1 p.m.

Live Animals!

Repro Wildlife @ Cuba Library



Enter your age category and/or  
make a community themed design.

Stop by your library for a bookmark form and  
flex those creative muscles!

Visit <https://stls.libguides.com/makeyourmark> to learn more!

## Planning Committee Report

Current mission statement: Cuba Circulating Library is dedicated to free and equal access to information, knowledge, and learning. We strive to nurture a lifelong love of reading, discovery, and engagement among our diverse community through our collections, programs, and physical and virtual spaces.

Proposed mission statement: The mission of the Cuba Circulating Library is to nurture lifelong learning, provide free and equal access to information and materials, and strengthen our community.

Current vision statement: The Cuba Circulating Library seeks to create lifelong learners through quality and current programs and materials for all. The staff and trustees of Cuba Circulating Library aim to maintain and grow the value of the library within this community.

Proposed vision statement: Inspiring readers. Connecting community. Creating opportunities.

# **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 **on April 14, 2025. Unless otherwise specified by a donor, subsequent monetary donations received by the Library shall be allocated to the Endowment Fund at the Director's discretion.**

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.

<b>Asset Class</b>	<b>Portfolio Composition</b>		
	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 14th day of July, 2025.

App: February 10, 2014

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

## Cuba Circulating Library

### Background Check Policy

Cuba Circulating Library is committed to hiring, retaining, and promoting employees and qualified volunteers 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.

Type of Check, frequency	Language in job description triggering check	Adverse action when:	Required waivers, disclosures; mitigation factors, controlling laws and policies
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.
Credit Check  Frequency: Upon hiring and every three years	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)
Criminal history check  Frequency: Before	All hires and volunteers over the age of 18.	When criminal history is revealed, Cuba Circulating Library shall follow the steps	Any decision to deny employment or a promotion based on a criminal conviction must

<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>
hiring and upon promotion to certain positions.		required by the NY State Corrections Law.	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 and every five years.	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 based on a degree requirement, in which case, the check is final when the applicant states the contingency is met. Responsible office: HR	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.
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 over the age of 18.	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.

Officer Responsible for Compliance: Board President

Adopted:



## **Cuba Circulating Library**

### **Pandemic Operations Plan**

**Purpose:** This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

#### **Concept of Operations**

This plan was developed for the Cuba Circulating Library in response to circumstances of the Novel Coronavirus-19 but may be applicable to other infectious disease outbreaks. The health and safety of our employees and contractors is crucial to maintaining our mission of service to the community. The safety and wellness of our patrons/community is another driving factor in all considerations of how to safely provide essential services. Guidance and information will be used from sources such as the CDC in making decisions on any changes/needs.

The Library Director of Cuba Circulating Library, their designee, or their successor holds the authority to execute and direct the implementation of this plan.

All employees and contractors will be notified by the Library Director with the necessary information and details of the changes along with updates on a regular basis. The Library Director will notify the Library Trustees of pertinent operational changes.

#### **1. Essential Positions**

The Library Director and Youth Services Coordinator would be essential positions in the case of a public health emergency. The duties include but may not be limited to:

- Manage day-to-day operations of the library.
- Supervise all personnel and volunteers
- Make decisions on the extent of on-site/remote staff scheduling
- Manage internal communications about status of library operations, updates or changes to services and policies among staff and trustees.
- Manage external communications about status of library operations in media, including traditional print media and social media and ensure signage and messaging is adequately communicating information to the public.
- Communicate and coordinate directly with County Health Department, heads of town government and healthcare professionals
- Upon resolution of the public health emergency will direct the return to normal operations and any modifications necessary.

## **2. Reducing Risk through Remote Work and Staggered Shifts**

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

### **a. Remote Work Protocols**

Non-essential employees able to accomplish their functions remotely will be enabled to so at the greatest extent possible. Working remotely requires:

1. Library director will identify staff who will work remotely.
2. Library director will approve and assign remote work.
3. Staff will be provided with equipment for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications

The Director will work in building as needed, working from home during the remaining hours. Library Assistants and Library Pages will work from home. All necessary office equipment will be supplied.

### **b. Staggered Shifts**

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Cuba Circulating Library will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts may require some employees to work at times other than their usual schedule. Approval and assignment of changed work hours will come from the Library Director. Employees may be asked to move their workstation to ensure social distancing.

### **c. Documentation of Work Hours and Locations**

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact-tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by Cuba Circulating Library to support contact tracing within the organization and may be shared with local public health officials. Library staff working from home will keep a record of their activities and submit this to

the director via email. The library director will keep a record of these emails and record time submitted on the employee's time card. Library staff working in the library will sign in on the employee log, noting hours worked and absence of symptoms. Contractors will also sign a log noting time in and out.

### **3. Personal Protective Equipment**

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, these supplies are included in this section as they are pertinent to protecting the health and safety of employees and contractors.

The Cuba Library will keep at least a six-month supply of PPE stocked for library use. PPE will be stored in the main office of the library. The Library Director is responsible for monitoring and maintaining the stock of PPE.

### **4. Staff Exposures**

Each employee is responsible for notifying the Director if they come into Proximate or Close Contact with someone known to be positive, or if they exhibit symptoms of the disease. Each employee signs the log every day they enter the building, verifying that they are not exhibiting symptoms. There is also a daily log for disinfecting the entire public parts of the building.

Employees who are exposed or test positive can choose to use paid vacation or sick leave to quarantine. Alternately, employees may get compensation for the duration of their quarantine through the library's Paid Family Leave and Disability Benefits. Employees who are able to work remotely during quarantine do not qualify for these benefits. In order to work remotely, employees must provide the library with an "Order to Isolate" from the Health Department." The person or persons who quarantines will be asked to provide proof of a negative test or "Release from Isolation" letter from the Health Department before being permitted to return to the building. Employees are guaranteed job protection for the duration of the quarantine order.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

## **5. Cleaning and Disinfecting**

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
2. The Library Custodian is responsible for disinfecting all areas of the library before we open each day. Front desk staff will clean common areas after each use by a patron. Common areas include but are not limited to computer labs, front desk, tables, and chairs.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

## **6. Employee and Contractor Leave**

Public health emergencies are extenuating and unanticipated circumstances in which Cuba Circulating Library is committed to reducing the burden on our employees and contractors.

It is our policy that employees of Cuba Circulating Library will not be charged with leave time for testing. Cuba Circulating Library staff may use their available paid sick leave if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so. If an employee has no paid sick leave available for use, compensation is available through the library's Paid Family Leave and Disability. Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the library, and as such are not provided with paid leave time, unless required by law.

## **7. Housing for Essential Employees N/A**

Adopted by Cuba Library Board of Trustees: 02/08/21

## **CUBA CIRCULATING LIBRARY**

### **Director Evaluation Policy**

#### **Working Together – Board & Director Responsibilities**

The Cuba Circulating Library Board of Trustees is responsible for selecting, hiring and regularly evaluating a qualified Library Director.

In addition to this responsibility, the Library Board is charged with working in partnership with the Library Director to:

1. create and develop the mission of the library
2. plan and evaluate the library's service program based on community needs
3. secure adequate funding
4. exercise fiduciary responsibility
5. adopt policies regarding library governance
6. maintain facility needs
7. promote the library to the community
8. conduct library business in a legal, ethical and transparent manner
9. incorporate practices of diversity, equity and inclusion to promote a just library

In return, the Library Director is equally accountable for working with the Board of Trustees on all library matters that fall under Library Board responsibilities by developing a healthy institutional culture for staff, volunteers, patrons and community members to ensure successful public library services. Specific responsibilities are highlighted within the Library Director's Job Description.

#### **Process**

The Library Director of the Cuba Circulating Library shall have their performance and salary evaluated annually in accordance with the anniversary date of the Library Director's hiring by the Board of Trustees.

The performance evaluation will be developed by the Board of Trustees based on the following:

- Goals and objectives as mutually established by the Board and Director.
- Execution of duties and responsibilities as described in the Director's Job Description
- Accomplishment of the library's goals as described in the Strategic Plan.

Assessment for the performance evaluation may utilize the following means:

- Survey of the Library's Board of Trustees
- Analysis of library performance
- Director's self-evaluation and list of accomplishments

Upon completion of assessment, the Personnel Committee shall present the written performance evaluation along with any supporting data to the Board for approval. The Personnel Committee may make a recommendation for salary change to the Board of Trustees to be effective in January of the next fiscal year.

Considerations for determining salary change may include:

- Overall results of assessment as summarized in written performance evaluation
- A comparison to other Library Director wages

In the case of a newly hired Library Director, a six-month progress report shall be conducted based on realistic objectives established by the Board of Trustees and the Library Director at time of hire. The new Library Director will also have a one-year anniversary evaluation to begin the annual evaluation process detailed in this policy. Objectives for one-year anniversary are similar to the objectives established at time of hire.

The Library Director may submit a written reply to the Library Board in the form of a letter that serves as supporting documentation to the review process. The letter can support or disagree with comments shared by the Library Board within the written review.

A written copy of all evaluations furnished by the Board, and signed by the Board President and Library Director, along with supporting documents shall be filed in the Library Director's personnel file, and made available to the Board of Trustees or Library Director upon request.

Adopted by the Cuba Circulating Library Board of Trustees 04/12/2021

## **Cuba Circulating Library**

### **Internet and Computer Usage Policy**

**INTERNET ACCESS:** The internet is a global electronic network, mostly unregulated, on which anyone may place any content or communicate any content. The library does not endorse or assume responsibility for any content found or any communications made on the internet.

The library maintains an internet filtering mechanism for use on all computers. The filtering mechanism will only block access to the three categories of content specified by the federal Children's Internet Protection Act (CIPA) — visual depictions of material deemed child pornography, obscene, or certain material deemed harmful to minors.<sup>1</sup> The filtering mechanism can be disabled on individual computers as needed by library staff. The library has a responsibility to protect the First Amendment rights of its patrons, including its minor patrons, by not inhibiting access to constitutionally protected speech, including images, language, and video that may be controversial or unappealing to community members.

#### **ACCESS BY MINORS:**

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children, guiding their children in the use of the internet and informing them about materials they should not use. The library, its employees and volunteers cannot act in place of parents or guardians in restricting access to resources, including those accessed through the internet.

While the library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to materials and resources, including those available through the internet, the library has taken certain measures designed to assist in the safe and effective use of these resources by all minors.

1. To address the issue of safety and security of minors when using email and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the library urges minors and their parents or guardians to keep in mind the following safety guidelines:
  - a. Never give out identifying information such as home address, school name, or telephone number.
  - b. Let parents or guardians decide whether personal family information such as age, marital status, or financial information should be revealed.
  - c. Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
  - d. Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable. Tell a parent, guardian or library staff member if you receive such a message.

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<sup>1</sup> [www.fcc.gov](http://www.fcc.gov). Children's Internet Protection Act, 2012

- e. Have parents or guardians report an incident to the National Center for Missing and Exploited Children via [www.cybertipline.com](http://www.cybertipline.com) or call 1-800-843-5678 if one becomes aware of the transmission of child pornography.
  - f. Remember that people online may not be who they say they are.
  - g. Remember that everything that one reads online may not be true.
  - h. Don't open email, files or website pages sent to you by people or organizations that you don't know or trust.
2. To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online, minors and all other users of the library are hereby advised that any unlawful activity is strictly prohibited.
  3. Create an introductory web page (splash) for wireless internet access that requires a patron to verify that they will accept the library's terms for using that access. Unless the patron agrees to this verification, they will be blocked from using the library's wireless internet connection.

#### PROHIBITED LIBRARY ACTIVITY:

Any user of electronic services in any location is strictly prohibited from any illegal activity or unlawful purpose, including but not limited to:

1. Hacking
2. Harassing or invading the privacy of other users
3. Attempting to degrade the network or disrupt its performance
4. Using the network for commercial purposes
5. Sending "spam" or unsolicited advertising of any kind
6. Violation of copyright law, including downloading copyrighted works without authorization by the copyright owner

#### COMPUTER USAGE:

1. Users must sign an Acceptable Use Agreement.
  - a. Children eight (8) and younger require a signed parental permission and adult supervision to access the internet via the library's public computers.
  - b. Young people ages nine through seventeen (9-17) must bring a parent or guardian to the library to read and sign the permission agreement.
  - ~~c. Individuals aged eighteen (18) and older must read and sign an Acceptable Use Agreement.~~
2. Those wishing to use a computer must sign in ~~on the computer log~~ at the front desk.
3. There is no time limit on computer use. Please be considerate of others who are waiting to use the computer. The library staff reserves the right to end your computer session to allow another patron to use the computer.
4. Adults using the computers may not allow their children to be unsupervised.

Adopted by the Library Board of Trustees on 05/13/2024



A library card from a member library of the Southern Tier Library System grants its owner direct access to the resources of every library in the Southern Tier Library System. New York State law protects the privacy of library borrowers' registration and borrowing history.

Date: \_\_\_\_\_

**Preferred Name** \_\_\_\_\_

**Street Address** \_\_\_\_\_ **Apartment or Lot** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Town or Tax District** \_\_\_\_\_

I would like to subscribe to the library's monthly e-newsletter. ☐

Street		
City	State	Zip

**Street Address** \_\_\_\_\_ **Apartment or Lot** \_\_\_\_\_

City	State	Zip
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I understand that this card entitles me to borrow materials from the Cuba Circulating Library Association at no charge. As a cardholder or guardian of a cardholder under 13, I am responsible for returning all materials checked out on this card – to return these materials in good condition when due. I am responsible for payment of all fines for overdue items and payment for any lost or damaged materials. I will give prompt notice to the Cuba Circulating Library Association of any address change. I will give prompt notice to the Cuba Circulating Library Association of a lost card; I understand there is a fee for a replacement card. This card is not transferable.

New York State Civil Practice Law & Rules Section 4509 requires that library records are confidential and can only be shared with the cardholder. Children have the same rights under this law as adults. See Patrons Records and Confidentiality Policy for further details. I understand that signing my child’s library card application only shows acceptance of fines and fees. It does not exempt parents or guardians from New York law. Circulation, registration information, and information retrieval records may only be disclosed to the cardholder, regardless of age or relationship.

**Applicant’s Signature** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Permitted Users**

I certify that the following people are permitted to use my library card in my absence. I certify that any transaction completed by the individual(s) named below will not violate my patron privacy. I certify that I am responsible for any fines or damages accrued on my card when the individual(s) below use my card. This agreement can be modified or ended at the patron’s discretion.

**Permitted users:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Parental Permission Agreement for Use of Library Computers**

As the parent/guardian of the minor child named below, I have read and agree to the Acceptable Use Agreement. I assume all responsibility for the use of the internet by my child and agree to hold Cuba Circulating Library harmless from any and all liability that may occur from internet use while using the library’s computers or Wi-Fi connection. My child ages 9-17 may use the internet independently. I agree to accompany my child, age 8 or under, or allow this child to use the internet with the adult/guardian who accompanies him/her to the library.

**Signature:** \_\_\_\_\_

\*\*\*\*\***STAFF USE ONLY**\*\*\*\*\*

Type of ID used \_\_\_\_\_ Staff member’s name \_\_\_\_\_

*Duggan & Duggan*  
— GENERAL CONTRACTOR INC. —  
COMMERCIAL — INDUSTRIAL  
3113 North Seventh Street • Allegany, NY 14706

PH (716) 373-1033

Fax (716) 373-1122

July 1, 2025

Cuba Circulating Library  
39 East Main Street  
Cuba, NY 14727

Attention: Tina Dalton, Executive Director

RE: Window & exterior trim replacement on west side of library

Madam:

We propose to furnish all labor, materials, and equipment necessary to complete the following scope of work listed below per walkthrough on June 30<sup>th</sup>, 2025

- Mobilize manpower and equipment
- Establish a safe work area inside and outside of the library
- Field measure (26) existing windows on the west side of the library for full replacement
- Remove (26) existing windows on the west side of the library and dispose
- Furnish and install (26) Marvin exterior windows with grills and interior and exterior finish to match the existing windows at the library
- Properly caulk in new windows to provide a weather tight seal
- Furnish and install new wood extension jambs on the interior
- Remove existing rotten and deteriorated wood exterior trim on the exterior west side of the library
- Furnish and install new AZEK trim on the west side of the library to match the existing trim
- Prime and paint new AZEK trim on the west side of the library to match the existing exterior finish of the library
- Caulk all new AZEK trim on the west side of the library
- Final clean work area and demobilize

**NOTE: Work will be completed on 1<sup>st</sup> shift Monday through Friday, work areas to be free and clear before work begins. Project includes all NYS prevailing wage rates and excludes sales tax**

**BUDGET- \$ 75,000**

Respectfully Submitted,  
Duggan & Duggan General Contractor Inc

*Kyle P. Duggan*

Kyle P. Duggan  
President

KPD/kpd