

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 - May, 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	1,633.01		-1,633.01	
4020 Meeting Room Fee	350.00	1,100.00	750.00	68.18 %
4100 Other Income	1,471.90		-1,471.90	
Book Replacement	124.09		-124.09	
Copies Income	930.90	2,600.00	1,669.10	64.20 %
Donation Box	241.85	3,000.00	2,758.15	91.94 %
Fines	125.00	250.00	125.00	50.00 %
Misc Income	586.37	0.00	-586.37	
Total 4100 Other Income	3,480.11	5,850.00	2,369.89	40.51 %
4200 Restricted Funds Revenue				
Friends	3,000.00	5,000.00	2,000.00	40.00 %
Grant - STLS	900.00		-900.00	
Total 4200 Restricted Funds Revenue	3,900.00	5,000.00	1,100.00	22.00 %
4500 Investment Income				
Dividend Income	4,820.50		-4,820.50	
Interest Income	22.35		-22.35	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund	122,877.00	32,877.00	-90,000.00	-273.75 %
Total Morgan Stanley	122,877.00	33,377.00	-89,500.00	-268.15 %
Realized Gain/Loss on Investments	105,946.23		-105,946.23	
Unrealized Gain/Loss on Investments	-68,030.87		68,030.87	
Total 4500 Investment Income	165,635.21	33,377.00	-132,258.21	-396.26 %
Budget Carryover		0.00	0.00	
Total Revenue	\$174,998.33	\$342,217.00	\$167,218.67	48.86 %
GROSS PROFIT	\$174,998.33	\$342,217.00	\$167,218.67	48.86 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	73,427.54	196,158.00	122,730.46	62.57 %
6102 Taxes	-0.02		0.02	
Payroll Tax	5,827.57	15,241.00	9,413.43	61.76 %
SUTA	1,154.44	2,430.00	1,275.56	52.49 %
Total 6102 Taxes	6,981.99	17,671.00	10,689.01	60.49 %
6103 Employee Benefits				
Company Contributions				
Retirement	1,930.89	5,466.00	3,535.11	64.67 %
Total Company Contributions	1,930.89	5,466.00	3,535.11	64.67 %
Health Insurance	2,500.00	6,000.00	3,500.00	58.33 %
Total 6103 Employee Benefits	4,430.89	11,466.00	7,035.11	61.36 %

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - May, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6105 Ins - Disability		1,080.00	1,080.00	100.00 %
Total 6100 Payroll Expenses	84,840.42	226,375.00	141,534.58	62.52 %
6200 Library Materials				
6205 Books-J	1,934.35	5,500.00	3,565.65	64.83 %
6210 Books-A	3,752.09	8,500.00	4,747.91	55.86 %
6220 Serials	1,201.93	1,500.00	298.07	19.87 %
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	580.78	1,500.00	919.22	61.28 %
6270 Video Games	219.69	1,200.00	980.31	81.69 %
6280 Adult Programming	87.47	2,500.00	2,412.53	96.50 %
6285 Childrens Programming	544.96	1,500.00	955.04	63.67 %
6290 STLS cost share	11,099.00	11,099.00	0.00	0.00 %
Total 6200 Library Materials	23,331.33	39,800.00	16,468.67	41.38 %
6202 Book Replacement	24.61		-24.61	
6300 Restricted Fund Spending				
6305 Adult Programs	957.25		-957.25	
6310 Arts Grant Expense	885.97		-885.97	
6315 ALA Grant	122.97		-122.97	
6320 Friends Expense	2,858.40		-2,858.40	
6330 Manley Grant expense	307.75		-307.75	
6350 Wilday Grant	446.49		-446.49	
6355 STLS Outreach	1,449.69		-1,449.69	
6368 Martin Grant	179.95		-179.95	
6370 Memorials & Gifts	1,123.53		-1,123.53	
Total 6300 Restricted Fund Spending	8,332.00		-8,332.00	
6410 Advertisement	85.66	300.00	214.34	71.45 %
6415 Bank fees	46.07	250.00	203.93	81.57 %
6420 Custodial supplies	219.63	900.00	680.37	75.60 %
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 %
6440 Investment Fee	500.34		-500.34	
6445 Library supplies	608.20	2,000.00	1,391.80	69.59 %
Library Equipment	675.01	1,200.00	524.99	43.75 %
Total 6445 Library supplies	1,283.21	3,200.00	1,916.79	59.90 %
6447 Membership	175.00	1,000.00	825.00	82.50 %
6450 Postage	4.08	500.00	495.92	99.18 %

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - May, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6455 Processing Fee	316.87	1,000.00	683.13	68.31 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	2,436.21	9,000.00	6,563.79	72.93 %
6470 Services		0.00	0.00	
Alarm System - Doyle	1,407.32	2,100.00	692.68	32.98 %
Argentieries	106.00	175.00	69.00	39.43 %
Attorney	1,212.50	3,000.00	1,787.50	59.58 %
Audit	3,000.00	5,500.00	2,500.00	45.45 %
Bookkeeper	3,375.00	9,000.00	5,625.00	62.50 %
Copier Acme	309.42	2,000.00	1,690.58	84.53 %
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	1,517.05	3,300.00	1,782.95	54.03 %
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	92.35	700.00	607.65	86.81 %
Window Cleaner		500.00	500.00	100.00 %
Total 6470 Services	11,769.64	27,625.00	15,855.36	57.39 %
6480 Train/conference	625.00	2,000.00	1,375.00	68.75 %
6485 Travel	1,726.43	4,500.00	2,773.57	61.63 %
6490 Utilities				
Electric	2,444.69	6,000.00	3,555.31	59.26 %
Extended Broadband	900.00	1,800.00	900.00	50.00 %
Fuel	1,227.43	4,000.00	2,772.57	69.31 %
Phone	646.83	2,000.00	1,353.17	67.66 %
Total 6490 Utilities	5,218.95	13,800.00	8,581.05	62.18 %
Total Expenditures	\$150,559.76	\$342,217.00	\$191,657.24	56.00 %
NET OPERATING REVENUE	\$24,438.57	\$0.00	\$ -24,438.57	0.00%
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-4,200.00		4,200.00	
Children's Area Remodel Expenses	182,452.44		-182,452.44	
Children's Area Remodel Funds	-175,729.00		175,729.00	
Total Children's Area Remodel (Net)	2,523.44		-2,523.44	
Total Other Expenditures	\$2,523.44	\$0.00	\$ -2,523.44	0.00%
NET OTHER REVENUE	\$ -2,523.44	\$0.00	\$2,523.44	0.00%
NET REVENUE	\$21,915.13	\$0.00	\$ -21,915.13	0.00%

Cuba Circulating Library Association

Statement of Activity

May 2025

	TOTAL	
	MAY 2025	JAN - MAY, 2025 (YTD)
Revenue		
4017 Memorials/Gifts	505.01	1,633.01
4020 Meeting Room Fee	100.00	350.00
4100 Other Income		1,471.90
Book Replacement		124.09
Copies Income	353.95	930.90
Donation Box	19.50	241.85
Fines	89.00	125.00
Misc Income	41.00	586.37
Total 4100 Other Income	503.45	3,480.11
4200 Restricted Funds Revenue		
Friends	500.00	3,000.00
Grant - STLS	900.00	900.00
Total 4200 Restricted Funds Revenue	1,400.00	3,900.00
4500 Investment Income		
Dividend Income	897.85	4,820.50
Interest Income	9.07	22.35
Morgan Stanley		
Endowment Fund	90,000.00	122,877.00
Total Morgan Stanley	90,000.00	122,877.00
Realized Gain/Loss on Investments	8,131.09	105,946.23
Unrealized Gain/Loss on Investments	20,331.93	-68,030.87
Total 4500 Investment Income	119,369.94	165,635.21
Total Revenue	\$121,878.40	\$174,998.33
GROSS PROFIT	\$121,878.40	\$174,998.33
Expenditures		
6100 Payroll Expenses		
6101 Wages	14,424.12	73,427.54
6102 Taxes	0.00	-0.02
Payroll Tax	1,145.48	5,827.57
SUTA	122.58	1,154.44
Total 6102 Taxes	1,268.06	6,981.99
6103 Employee Benefits		
Company Contributions		
Retirement	377.08	1,930.89
Total Company Contributions	377.08	1,930.89
Health Insurance	500.00	2,500.00
Total 6103 Employee Benefits	877.08	4,430.89
Total 6100 Payroll Expenses	16,569.26	84,840.42

Cuba Circulating Library Association

Statement of Activity

May 2025

	TOTAL	
	MAY 2025	JAN - MAY, 2025 (YTD)
6200 Library Materials		
6205 Books-J	286.98	1,934.35
6210 Books-A	805.71	3,752.09
6220 Serials	25.00	1,201.93
6230 Audio		110.56
6240 Equipment		99.50
6250 Digital Books		3,701.00
6260 DVD	312.86	580.78
6270 Video Games	179.81	219.69
6280 Adult Programming		87.47
6285 Childrens Programming	8.42	544.96
6290 STLS cost share		11,099.00
Total 6200 Library Materials	1,618.78	23,331.33
6202 Book Replacement	10.82	24.61
6300 Restricted Fund Spending		
6305 Adult Programs	103.86	957.25
6310 Arts Grant Expense	405.00	885.97
6315 ALA Grant	62.25	122.97
6320 Friends Expense	939.05	2,858.40
6330 Manley Grant expense	46.78	307.75
6350 Wilday Grant	321.49	446.49
6355 STLS Outreach	964.41	1,449.69
6368 Martin Grant	52.41	179.95
6370 Memorials & Gifts	491.55	1,123.53
Total 6300 Restricted Fund Spending	3,386.80	8,332.00
6410 Advertisement	85.66	85.66
6415 Bank fees		46.07
6420 Custodial supplies	102.53	219.63
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
6440 Investment Fee	500.34	500.34
6445 Library supplies	140.59	608.20
Library Equipment	258.69	675.01
Total 6445 Library supplies	399.28	1,283.21
6447 Membership		175.00
6450 Postage	4.08	4.08
6455 Processing Fee	77.22	316.87
6465 Repairs/Building & Grounds	1,228.67	2,436.21

Cuba Circulating Library Association

Statement of Activity

May 2025

	TOTAL	
	MAY 2025	JAN - MAY, 2025 (YTD)
6470 Services		
Alarm System - Doyle		1,407.32
Argentieries	17.00	106.00
Attorney	887.50	1,212.50
Audit		3,000.00
Bookkeeper	675.00	3,375.00
Copier Acme	170.00	309.42
Hotspots	399.41	1,517.05
Tax Filing (990)		750.00
Water Softener	15.50	92.35
Total 6470 Services	2,164.41	11,769.64
6480 Train/conference	430.00	625.00
6485 Travel	989.96	1,726.43
6490 Utilities		
Electric	400.91	2,444.69
Extended Broadband		900.00
Fuel	296.00	1,227.43
Phone	50.00	646.83
Total 6490 Utilities	746.91	5,218.95
Total Expenditures	\$28,314.72	\$150,559.76
NET OPERATING REVENUE	\$93,563.68	\$24,438.57
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-750.00	-4,200.00
Children's Area Remodel Expenses	1,377.50	182,452.44
Children's Area Remodel Funds		-175,729.00
Total Children's Area Remodel (Net)	627.50	2,523.44
Total Other Expenditures	\$627.50	\$2,523.44
NET OTHER REVENUE	\$ -627.50	\$ -2,523.44
NET REVENUE	\$92,936.18	\$21,915.13

Cuba Circulating Library Association

Statement of Financial Position

As of May 31, 2025

	TOTAL	
	AS OF MAY 31, 2025	AS OF MAY 31, 2024 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	38,573.14	8,045.83
1080 Money Market	60,688.25	
1090 Savings	0.00	76,278.44
Total Bank Accounts	\$99,261.39	\$84,324.27
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	20,810.66
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	17,039.61
American Inv Co of Amer A	0.00	22,271.42
American Short-Term Bond A	0.00	20,666.17
American WA Mutual A	0.00	96,505.40
Cash, BDP, and Money Market Fds	3,822.25	1,752.40
Cost of Securities	631,334.25	
Savings	0.00	46,776.49
Stocks	0.00	912.95
Unrealized Gain/Loss	44,793.98	115,881.81
Total 1303 Endowment Investment	679,950.48	764,624.23
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	133.97	-99.44
Cost of Securities	16,527.12	
Unrealized Gain/Loss	1,235.06	2,160.58

Cuba Circulating Library Association

Statement of Financial Position

As of May 31, 2025

	TOTAL	
	AS OF MAY 31, 2025	AS OF MAY 31, 2024 (PY)
Total 1306 Adams Mem Book Fund Investment	17,896.15	15,262.38
1400 Prepaid Fee	833.09	0.00
Repayment		
Christmas Gift Card	0.00	0.00
Travel Reimbursement	0.00	0.00
Total Repayment	0.00	0.00
Total Other Current Assets	\$698,679.72	\$779,886.61
Total Current Assets	\$797,941.11	\$864,210.88
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	\$1,462,223.65	\$1,449,745.25
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	-617.70	0.00
American Funds	360.04	0.00
Federal Taxes (941/944)	0.00	1,508.71
NYS Employment Taxes	-0.01	327.54
NYS Income Tax	617.72	525.34
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 May 31, 2025

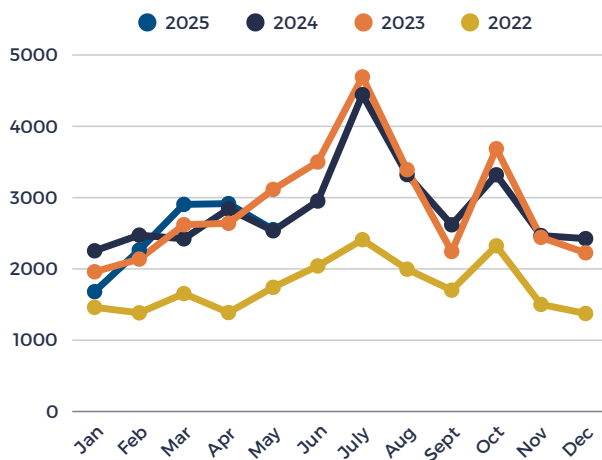
	TOTAL	
	AS OF MAY 31, 2025	AS OF MAY 31, 2024 (PY)
Total 2100 Payroll Liabilities	360.05	2,361.59
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$360.05	\$2,361.59
Total Current Liabilities	\$1,035.05	\$3,812.09
Total Liabilities	\$1,035.05	\$3,812.09
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	-122,877.00	36,513.43
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	21,915.13	-124,551.51
Total Equity	\$1,461,188.60	\$1,445,933.16
TOTAL LIABILITIES AND EQUITY	\$1,462,223.65	\$1,449,745.25

Cuba Circulating Library

MAY 2025 DIRECTOR'S REPORT



Patron Visits



CHECKOUTS

We had **2,402** items checked out in May. This number is up by 2.7% from last year. Wi-Fi hotspots were checked out 21 times, park passes were checked out 6 times, and musical instruments were checked out 3 times.

BUDGET VOTE

On May 13, I attended the CRCS board meeting in Cuba to present our tax levy proposal and 2025 budget. On May 20, the our tax levy passed by a vote of 212 to 56, with 79% in support of the library. Thank you to Friends of the Library and Library Trustees for all their support in encouraging people to vote. This was a challenging year to take on such an ask and at times it felt a bit precarious. It passed and we now have a balanced budget.

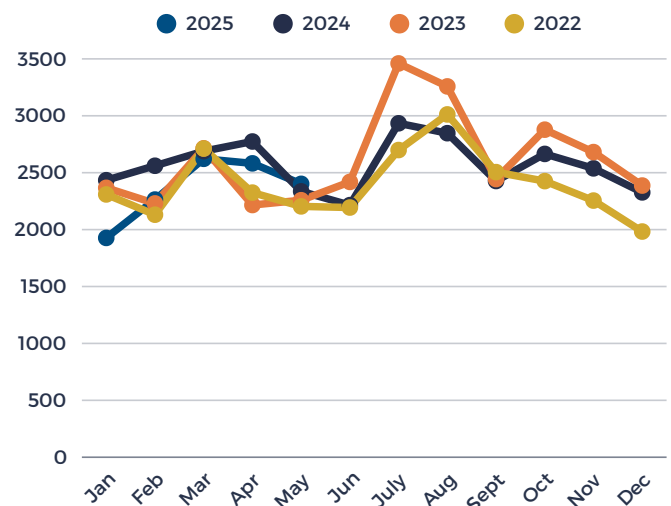
PATRON NUMBERS

For the month of May we had **2,551** visitors to the library and created **21** new library cards. We have seen a steady increase in new library cards with the launch of our renovated children's area. Not only are people from our community getting cards, but these new patrons came from Belfast, Friendship, and Catt. County as well.

35 **271** **11** **183**

Onsite Programs Programs Attendees Outreach Visits Outreach Attendees

Circulation



2402

Items checked out
in May

eBooks checked out
in May

93

Public computer
sessions in May

306

Holds filled
in May

1035

Visits to website
in May

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 \$2,275 from Technology and Digitization Grant from the South Central Regional Library Council to fund the ongoing digitization of microfilm reels of the Cuba Patriot newspaper. This will complete the digitization of the Patriot.

I submitted our application for the Manley grant this month. I'm seeking funding for a new public printer as ours has seen better days.

STLS Spring CE

On May 9, all library staff, Heather Forness Thomas, and Sue Feldbauer attend the STLS annual spring CE. The keynote speaker inspired us to try and spark library joy every day through small things. Both Cherilyn and I had the opportunity to give presentations. I presented with three other library directors. Our topic, "Aligning Dollars with Impacts," was on running a successful tax levy campaign, advocating for equitable wages for self and staff, and service-based budgeting.

Cuba Hospital Book Club

I have partnered with the Cuba Memorial Hospital to hold a weekly book club with their clients. Our first book is "The Thursday Murder Club" by Richard Osman. I chose this book because it is about a group of seniors living in a retirement home who enjoy solving cold case murder mysteries. We will meet every Thursday to discuss what we've read. We already have 12 people signed up for the book club.

Allegany County Rainbow Revolution

On Saturday, May 31, I volunteered to help with the Allegany County 2nd annual Rainbow Revolution Pride celebration. I sit on the committee for this event and help plan it. The event organizers are committed to keeping this festival as free and accessible as possible, making it truly one of a kind. I ran the Book and Clothing swap, which was very successful. It was a cold and damp day, so many people came to my booth in search of sweater and hoodies. I also volunteered to do a storytime where I read "Love, Violet." Lastly, I sat on a Free Speech panel where I shared the experience of our library during our Nov 2023 book challenge.

Library Conferences

I will be attending the ALA annual conference in Philadelphia from June 26-30. The keynote speakers are Gov. Gretchen Whitmer, George Takei, and Geena Davis. This will be my first ALA conference and I'm really looking forward to the opportunity to learn at the big leagues level.

The conference proposal I submitted to NYLA has been accepted. Cherilyn, Shauna, and I will be presenting in November on the topic, "Building Access for All" about our children's area renovation process.

Thank you!

Thank you, Trustees! The flower beds and yard looks beautiful. We appreciate all the work you do in helping us keep the library look good.

Upcoming Programs

- Tues, Jun 10 @ 6:30 The Rich Tapestry of Family History with Suzanne Simon Dietz
- Thur, Jun 12 @ 6:00 Board Game Night at Tap N' Pour
- Thur, Jun 19 @ 6:30 Stop the Bleed with Linda Botens
- Tues, Jun 24 @ 6:30 Pocket Vinyl Slam Piano and Live Painting
- Sat, Jun 28 @ 10:00 Chicken Wire Suncatchers with Shauna
- Mon, Jun 30 @ 6:30 Stop the Bleed with Linda Botens
- Tues, July 1 @ 6:30 Mushroom Cultivation with Samuel Warren
- Thur, July 10 @ 6:30 Watercolor Journals with Lisa Robinson
- Sat, July 12 @ 10:30 Rainbow Sprinkles Weaving with Kate Elliot

Cuba Circulating Library

Circulating Policy

PURPOSE:

The circulation policy of the Cuba Circulating Library exists to facilitate community access to the materials and information in the library's collection.

POLICY:

Borrower's Registration

Library cards will be issued without charge to qualifying persons 5 years of age and over. Those who are between the ages of 5 and 12 years must have a responsible adult as co-registrant.

To register for a **standard library card**, individuals must present valid identification that includes both a photo and current address, such as a state-issued driver's license. If the ID does not include a current address, alternate proof of address (e.g., a utility bill, lease, or official mail) is required.

Individuals who do **not have proof of current address**—such as new residents or those without documentation—may apply for a **Welcome borrower account**, which allows limited borrowing privileges. Patrons may upgrade to a full-access account at any time by providing address verification.

Replacement cards are issued for \$1.00.

Borrower Types

- **Standard Borrowers:** Any individual age 5 or older with valid identification may register for a library card. There is no residency requirement. Checkout and hold limit: 50 items.
- **Educator Borrowers:** Intended for classroom teachers and homeschooling families who need to borrow large quantities of materials. Checkout and hold limit: 99 items. Proof of educator status (e.g., school ID or homeschool letter of intent) may be requested.
- **Welcome Borrowers:** Intended for patrons who cannot verify their current address—such as new residents or individuals without supporting documentation. This profile has a checkout and hold limit of 3 traditional items—books, DVDs, or audiobooks. Patrons may update to a full-access account once address verification is provided.
- **Institutional Borrowers:** Organizations (e.g., schools, daycares, senior centers) may apply for a library card in the name of the institution. The organization accepts full responsibility for all materials checked out. Proof of organization and a designated contact person are required.

Loan Periods

The standard loan period for most items is **two weeks**. However, some materials may have shorter or longer loan periods based on item type, popularity, or collection needs.

- **Hot Spots, Video Games, Board Games, and Library of Things Items:** 1 week
- **Other materials:** 2 weeks unless otherwise noted on the item record or receipt
- Items with high demand or special borrowing conditions may have **non-standard loan periods**, which will be clearly indicated at checkout.

Note: Due dates are always printed on your checkout receipt and visible in your online account.

Renewals

Items that have a hold placed on them may not be renewed. Items from the adult “New Book Shelf” (blue dot on spine) will be renewed once. All other materials will be renewed twice. If an item does not have any holds or limitations on renewals, it will be automatically renewed once.

Overdue Notices

Individuals with items overdue by two weeks are notified by email, phone, or mail. A second notice is mailed when items are four weeks overdue. A Final Notice that includes a bill for items is mailed when items are out more than six weeks.

Damaged/Lost Items

Cardholders are responsible for all borrowed materials, including fees incurred for lost or damaged items. Parents/guardians/caregivers are responsible for materials checked out on the cards of their minor children. If library material is returned damaged, the patron who had it checked out will be billed for repair/replacement costs. Items overdue for two months will be assumed lost and a Final Notice, requesting either the item(s) or payment for the item(s), is sent.

Wi-Fi Hotspots

This service allows you to borrow a portable device to access high-speed internet anywhere a cell phone signal can be received. See Wi-Fi Hotspot Policy for further details.

Interlibrary Loans

The interlibrary loan process allows our library system to borrow items that we do not own. Please check our catalog before placing a request. We cannot place ILL requests for items already owned by the Cuba Library or another STLS library. Patrons can have up to 5 ILL requests at one time. This includes ILLs currently checked out as well as those that have been requested.

Interlibrary Loan Policies

- Patron must have a current, unblocked, and valid STLS library card, with less than \$5.00 in fines.
- Because these materials are being requested from libraries outside STLS, ILL requests may take a few weeks to fulfill.
- Patron is responsible for the replacement costs of any lost items. Price of lost item is determined by the owning library.
- Late fines for ILL items are \$.50/day. Repeated failure to return items by the due date may result in a suspension or loss of interlibrary loan privileges for the patron.
- Patrons have one week from the arrival of an ILL to pick up their item. Repeated failure to pick up an ILL book may result in a suspension or loss of ILL privileges for the patron.
- We cannot borrow items that have been published in the last 12 months.

Please be aware that the following items are hard to obtain:

- Genealogical material
- Audiovisual materials (DVDs, CDs, VHS)
- Old or rare books; textbooks

Library Card Use

A Cuba Circulating Library card may be used in any of the automated libraries in the Southern Tier Library System (STLS). Individuals holding a library card from any automated library in the STLS may borrow from the Cuba Library. Items may be borrowed from one automated library in the STLS system and returned to another STLS Library.