

Meeting Monday, July 14, 2025 at 5:30 PM

Present: Faith Stewart, Denean Emerson, Jill Schwab, Lauren Mosgrove, Paul Tsujimoto, Scott Sackett, Emily Zayac, Jacqueline Gertner, and Sue Feldbauer. Tina Dalton and Heather Forness-Thomas also present.

Excused: Brad Weaver and Kate Young

1. Call to order at 5:30 PM
2. Announcements
 - a. A donation was made in memory of Pat Cappellini
3. Friends' Report
 - a. Cheers, Cheese, & Chocolate is set to sell out
 - b. Working on new bylaws
4. Minutes of the June Meeting
 - a. Motion to approve by Lauren Mosgrove, second by Jacqueline Gertner. Motion passes.
5. Financial Officer's Report
 - a. Money will need to be moved from the endowment before Oct.
 - b. Motion to accept financial officer's report by Paul Tsujimoto, second by Scott Sackett. Motion passes.
6. Corresponding Secretary - NA
7. Director's Report
 - a. See attached
8. Committee Reports
 - a. Planning - working on new mission and vision statements
 - b. Finance
 - i. changes made to the investment policy in "Endowment & Book Funds" for how donations are allocated.
 - ii. Motion to approve changes to the investment policy by Denean Emerson, second by Scott Sackett. Motion approved.
 - c. Bldgs/Grounds - Paul Tsujimoto will take over as head of committee
 - d. Personnel
 - i. Motion to accept resignation of Christian Stuck by Scott Sackett, second by Lauren Mosgrove. Motion passes.
 - ii. Motion to hire Dylan Kirnan as library page at \$15.50/hr by Emily Zayac, second by Paul Tsujimoto. Motion passes.
 - e. Policy
 - i. Motion to accept background check policy with changes by Emily Zayac, second by Lauren Mosgrove. Motion passes.
 - ii. Motion to approve to pandemic operations plan as reviewed by Paul Tsujimoto, second by Jacqueline Gertner. Motion passes.

- iii. Motion to approve director's evaluation policy as reviewed by Paul Tsujimoto, second by Emily Zayac. Motion passes.
 - iv. Motion to approve changes to computer and internet usage policy by Lauren Mosgrove, second by Denean Emerson. Motion passes.
 - v. Motion to approve changes to library card application by Lauren Mosgrove, second by Scott Sackett. Motion passes.
- f. Liaison with Friends - NA
- g. Education - When training is done, complete the Google form and hand in the paper certification to Scott Sackett. Reminder to send in completed sexual harassment training
- h. Executive - NA
- 9. Ad hoc committees
 - a. Ribbon Cutting Celebration on Aug 15
- 10. Unfinished Business
 - a. Storage shelf in back hallway - Dave states if it's mounted up where the concrete ends for the wall it should be fine.
 - b. SAM grant to be used for new windows on historic side of building as state construction aid grant will be used for roof
- 11. New Business
 - a. Director's Evaluation
 - i. Discussion of Tina's goals from last year
 - ii. Evaluation form sent out by Jill Schwab through email to be completed by the end of the month
- 12. Adjournment
 - a. Motion to adjourn by Lauren Mosgrove, 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	
Total 4100 Other Income	3,641.36	5,850.00	2,208.64	37.75 %
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	
Total 4200 Restricted Funds Revenue	7,140.00	5,000.00	-2,140.00	-42.80 %
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 %
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	-46,644.60		46,644.60	
Total 4500 Investment Income	191,033.16	33,377.00	-157,656.16	-472.35 %
Budget Carryover		0.00	0.00	
Total Revenue	\$204,352.53	\$342,217.00	\$137,864.47	40.29 %
GROSS PROFIT	\$204,352.53	\$342,217.00	\$137,864.47	40.29 %
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 %
Total 6102 Taxes	8,210.38	17,671.00	9,460.62	53.54 %
6103 Employee Benefits				
Company Contributions				
Retirement	2,305.86	5,466.00	3,160.14	57.81 %
Total Company Contributions	2,305.86	5,466.00	3,160.14	57.81 %
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
Total 6103 Employee Benefits	5,305.86	11,466.00	6,160.14	53.73 %
6105 Ins - Disability		1,080.00	1,080.00	100.00 %
Total 6100 Payroll Expenses	101,355.93	226,375.00	125,019.07	55.23 %
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 %
Total 6200 Library Materials	25,764.02	39,800.00	14,035.98	35.27 %
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	
Total 6300 Restricted Fund Spending	11,749.77		-11,749.77	
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 %
Total 6430 Insurance	9,103.04	10,467.00	1,363.96	13.03 %
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 %
Total 6445 Library supplies	1,509.58	3,200.00	1,690.42	52.83 %

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 %
Total 6470 Services	13,593.46	27,625.00	14,031.54	50.79 %
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 %
Total 6490 Utilities	5,924.79	13,800.00	7,875.21	57.07 %
Total Expenditures	\$177,075.22	\$342,217.00	\$165,141.78	48.26 %
NET OPERATING REVENUE	\$27,277.31	\$0.00	\$ -27,277.31	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	212,409.57		-212,409.57	
Children's Area Remodel Funds	-175,729.00		175,729.00	
Total Children's Area Remodel (Net)	32,480.57		-32,480.57	
Total Other Expenditures	\$32,480.57	\$0.00	\$ -32,480.57	0.00%
NET OTHER REVENUE	\$ -32,480.57	\$0.00	\$32,480.57	0.00%
NET REVENUE	\$ -5,203.26	\$0.00	\$5,203.26	0.00%

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
Total 4100 Other Income	161.25	359.80
4200 Restricted Funds Revenue		
Friends	740.00	
United Way	2,500.00	2,850.00
Total 4200 Restricted Funds Revenue	3,240.00	2,850.00
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
Total Morgan Stanley		33,351.00
Unrealized Gain/Loss on Investments	21,386.27	
Total 4500 Investment Income	25,397.95	43,237.58
Total Revenue	\$29,354.20	\$46,522.38
GROSS PROFIT	\$29,354.20	\$46,522.38
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
Total 6102 Taxes	1,228.40	1,142.99
6103 Employee Benefits		
Company Contributions		
Retirement	374.97	372.64
Total Company Contributions	374.97	372.64
Health Insurance	500.00	500.00
Total 6103 Employee Benefits	874.97	872.64
Total 6100 Payroll Expenses	16,515.52	15,477.52

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	
Total 6200 Library Materials	1,525.44	2,159.72
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
Total 6300 Restricted Fund Spending	4,325.02	7,820.80
6420 Custodial supplies	74.57	15.94
6425 Discretionary Fund	466.85	
6430 Insurance		
Ins - Workman's Comp		-761.00
Total 6430 Insurance		-761.00
6435 Interest Expense		0.90
6440 Investment Fee	516.20	
6445 Library supplies	184.55	232.98
Library Equipment	41.82	58.44
Total 6445 Library supplies	226.37	291.42
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
Total 6470 Services	1,823.82	1,410.56
6485 Travel	35.84	257.14
6490 Utilities		
Electric	359.84	439.13
Fuel	296.00	222.00
Phone	50.00	142.64
Total 6490 Utilities	705.84	803.77
Total Expenditures	\$26,515.47	\$27,610.47
NET OPERATING REVENUE	\$2,838.73	\$18,911.91
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
Total Children's Area Remodel (Net)	29,957.13	17,560.00
Total Other Expenditures	\$29,957.13	\$17,560.00
NET OTHER REVENUE	\$ -29,957.13	\$ -17,560.00
NET REVENUE	\$ -27,118.40	\$1,351.91

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)
ASSETS		
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
Total Bank Accounts	\$47,289.97	\$104,691.41
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	30,802.47
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
Total 1303 Endowment Investment	704,188.74	741,256.56
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)
Total 1306 Adams Mem Book Fund Investment	18,549.44	15,323.30
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	\$723,571.27	\$756,579.86
Total Current Assets	\$770,861.24	\$861,271.27
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	\$1,435,143.78	\$1,446,805.64
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	713.54	29,600.35
Total Accounts Payable	\$713.54	\$29,600.35
Credit Cards		
5662 Bank Of America	0.00	0.00
Total Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	0.00	0.00
American Funds	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

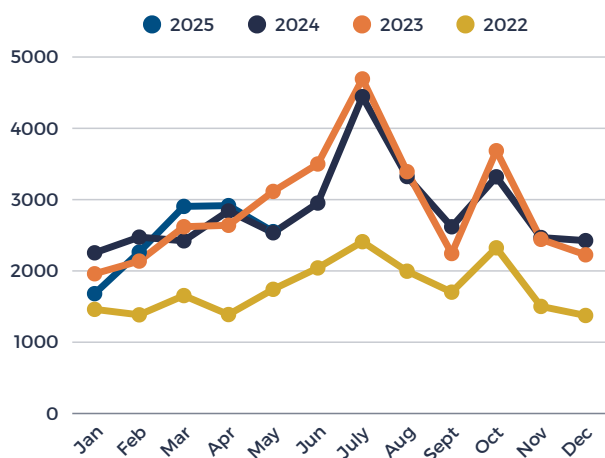
	TOTAL	
	AS OF JUN 30, 2025	AS OF JUN 30, 2024 (PY)
Total 2100 Payroll Liabilities	360.03	3,104.57
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$360.03	\$3,104.57
Total Current Liabilities	\$1,073.57	\$32,704.92
Total Liabilities	\$1,073.57	\$32,704.92
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
Total Equity	\$1,434,070.21	\$1,414,100.72
TOTAL LIABILITIES AND EQUITY	\$1,435,143.78	\$1,446,805.64

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

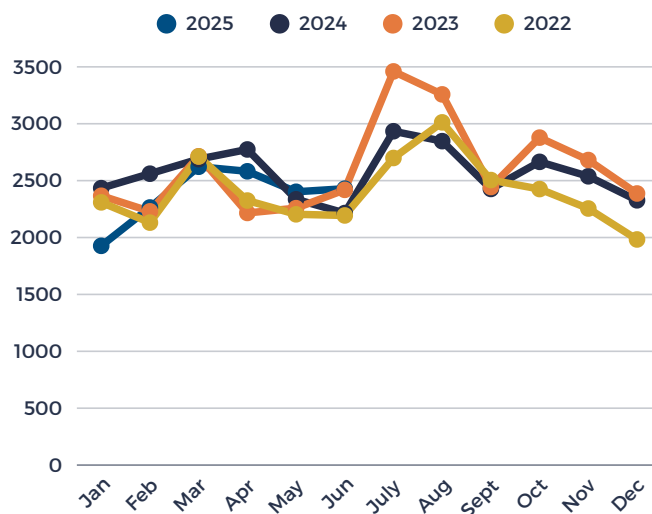
19

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 2nd 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
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