

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

Monday, Sept. 8, 2025
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the Aug. Meeting
5. Financial Officer's Report
6. Corresponding Secretary
7. Director's Report
8. New Trustee Nomination
9. Committee Reports
 - i. Planning
 - i. Strategic plan
 - ii. Finance
 - iii. Bldgs/Grounds
 - iv. Personnel
 - v. Policy
 - i. Patron Code of Conduct
 - vi. Liaison with Friends
 - vii. Education
 - viii. Executive
10. Unfinished Business
 - ix. Storage shelf in back hallway
 - x. SAM grant
 - xi. Construction Aid: Roof
 - i. Down payment
 - ii. Assurances
11. New Business
 - xii. October meeting date
 - xiii. Friends MOU
12. Executive Session as needed
13. Adjournment

Meeting Monday, August 11, 2025 at 5:30 PM

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

Excused: Sue Feldbauer and Kate Young

1. Call to order at 5:33 PM
2. Friends' Report
 - a. Cheers, Cheese, & Chocolate was a huge success and raised over \$6,000. Special recognition goes out to Sarah Vail for organizing the event.
 - b. Voting on new bylaws will be Sept. 3 at 5 pm.
3. Minutes of the July Meeting
 - a. Motion to approve with corrections by Lauren Mosgrove, second by Jacqueline Gertner. Motion passes.
4. Financial Officer's Report
 - a. Motion to move \$28,326.91 from the endowment to the checking account to reimburse library budget for the children's area renovation by Lauren Mosgrove, second by Scott Sackett. Motion passes.
 - b. Motion to move \$500 from the Adams book funds to the checking account by Lauren Mosgrove, second by Emily Zayac. Motion passes.
 - c. Motion to transfer \$19,481 from the endowment to the checking account, to be paid back to the endowment, if state Construction aid money is not received by Sept. 1 by Lauren Mosgrove, second by Scott Sackett. Motion passes.
 - d. Motion to accept the financial officer's report by Paul Tsujimoto, second by Denean Emerson. Motion passes.
5. Corresponding Secretary - NA
6. Director's Report
 - a. See attached
7. Committee Reports
 - a. Planning
 - i. Presented draft of new strategic plan and discussed goals to be added
 - b. Finance - See above
 - c. Bldgs/Grounds
 - i. Looked at window replacement for the SAM Grant. They are waiting on paperwork and a quote from a window specialist.
 - d. Personnel
 - i. Motion to accept resignation of Rylee Peacock on Aug. 5 by Scott Sackett, second by Jill Schwab. Motion passes.
 - ii. Motion to hire Shari Leichner, pending background check, at \$15.50/hr by Scott Sackett, second by Emily Zayac. Motion passes.
 - e. Policy - NA
 - f. Liaison with Friends - NA

- g. Education
 - i. Upcoming professional development on Nov. 11 and at the NYLA conference
- 8. Ad hoc committees
 - a. Ribbon Cutting Celebration on Aug 15
- 9. 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 - update above in Bldgs/Grounds committee
- 10. New Business
 - a. Roof Bids
 - i. Motion to accept the bid from Complete Roofing Systems for the Pine Crest metal shingles by Brad Weaver, second by Lauren Mosgrove. Motion passes.
 - b. Trustee Resignation
 - i. Motion to accept the resignation of Kate Young by Faith Stewart, second by Brad Weaver. Motion passes.
- 11. Executive Session
 - a. Motion to move into executive session at 6:54 PM to discuss the director's evaluation by Scott Sackett, second by Jacqueline Gertner. Motion passes.
 - b. Motion to move out of executive session at 7:25 PM by Emily Zayac, second by Denean Emerson. Motion passes.
- 12. Director's Evaluation
 - a. Motion to accept the director's evaluation by Paul Tsujimoto, second by Jacqueline Gertner. Motion passes.
- 13. 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 - August, 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	2,489.41		-2,489.41	
4020 Meeting Room Fee	525.00	1,100.00	575.00	52.27 %
4100 Other Income	1,471.90		-1,471.90	
Book Replacement	183.04		-183.04	
Copies Income	1,269.80	2,600.00	1,330.20	51.16 %
Donation Box	1,363.85	3,000.00	1,636.15	54.54 %
Fines	173.00	250.00	77.00	30.80 %
Misc Income	626.22	0.00	-626.22	
Total 4100 Other Income	5,087.81	5,850.00	762.19	13.03 %
4200 Restricted Funds Revenue	100.00		-100.00	
Adult Programs	175.00		-175.00	
Arts Grant	3,578.89		-3,578.89	
Friends	3,740.00	5,000.00	1,260.00	25.20 %
Grant - STLS	900.00		-900.00	
Manley Grant	4,000.00		-4,000.00	
United Way	2,500.00		-2,500.00	
Total 4200 Restricted Funds Revenue	14,993.89	5,000.00	-9,993.89	-199.88 %
4500 Investment Income				
Dividend Income	10,249.12		-10,249.12	
Interest Income	258.90		-258.90	
Morgan Stanley				
Adams Memorial	500.00	500.00	0.00	0.00 %
Endowment Fund	151,203.91	32,877.00	-118,326.91	-359.91 %
Total Morgan Stanley	151,703.91	33,377.00	-118,326.91	-354.52 %
Realized Gain/Loss on Investments	111,168.63		-111,168.63	
Unrealized Gain/Loss on Investments	-32,639.34		32,639.34	
Total 4500 Investment Income	240,741.22	33,377.00	-207,364.22	-621.28 %
Budget Carryover		0.00	0.00	
Total Revenue	\$263,837.33	\$342,217.00	\$78,379.67	22.90 %
GROSS PROFIT	\$263,837.33	\$342,217.00	\$78,379.67	22.90 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	116,609.36	196,158.00	79,548.64	40.55 %
6102 Taxes	-0.04		0.04	
Payroll Tax	9,257.20	15,241.00	5,983.80	39.26 %
SUTA	1,387.17	2,430.00	1,042.83	42.91 %
Total 6102 Taxes	10,644.33	17,671.00	7,026.67	39.76 %
6103 Employee Benefits				
Company Contributions				

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - August, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Retirement	3,007.89	5,466.00	2,458.11	44.97 %
Total Company Contributions	3,007.89	5,466.00	2,458.11	44.97 %
Health Insurance	4,000.00	6,000.00	2,000.00	33.33 %
Total 6103 Employee Benefits	7,007.89	11,466.00	4,458.11	38.88 %
6105 Ins - Disability		1,080.00	1,080.00	100.00 %
Total 6100 Payroll Expenses	134,261.58	226,375.00	92,113.42	40.69 %
6200 Library Materials				
6205 Books-J	3,536.21	5,500.00	1,963.79	35.71 %
6210 Books-A	6,217.11	8,500.00	2,282.89	26.86 %
6220 Serials	1,201.93	1,500.00	298.07	19.87 %
6230 Audio	526.38	800.00	273.62	34.20 %
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	926.39	1,500.00	573.61	38.24 %
6270 Video Games	359.67	1,200.00	840.33	70.03 %
6280 Adult Programming	1,646.26	2,500.00	853.74	34.15 %
6285 Childrens Programming	957.40	1,500.00	542.60	36.17 %
6290 STLS cost share	11,099.00	11,099.00	0.00	0.00 %
Total 6200 Library Materials	30,270.85	39,800.00	9,529.15	23.94 %
6202 Book Replacement	73.75		-73.75	
6300 Restricted Fund Spending				
6310 Arts Grant Expense	2,307.89		-2,307.89	
6315 ALA Grant	122.97		-122.97	
6320 Friends Expense	4,441.27		-4,441.27	
6330 Manley Grant expense	307.75		-307.75	
6350 Wilday Grant	446.49		-446.49	
6355 STLS Outreach	2,709.84		-2,709.84	
6368 Martin Grant	255.97		-255.97	
6370 Memorials & Gifts	1,779.78		-1,779.78	
6390 United Way Grant	1,878.82		-1,878.82	
Total 6300 Restricted Fund Spending	14,250.78		-14,250.78	
6410 Advertisement	91.66	300.00	208.34	69.45 %
6415 Bank fees	61.07	250.00	188.93	75.57 %
6420 Custodial supplies	439.27	900.00	460.73	51.19 %
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	2,125.28		-2,125.28	
6445 Library supplies	1,700.43	2,000.00	299.57	14.98 %

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - August, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Library Equipment	871.74	1,200.00	328.26	27.36 %
Total 6445 Library supplies	2,572.17	3,200.00	627.83	19.62 %
6447 Membership	1,245.00	1,000.00	-245.00	-24.50 %
6450 Postage	181.32	500.00	318.68	63.74 %
6455 Processing Fee	536.65	1,000.00	463.35	46.34 %
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	1,950.98	2,100.00	149.02	7.10 %
Argentieries	174.00	175.00	1.00	0.57 %
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	5,400.00	9,000.00	3,600.00	40.00 %
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	2,089.65	3,300.00	1,210.35	36.68 %
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	137.35	700.00	562.65	80.38 %
Window Cleaner		500.00	500.00	100.00 %
Total 6470 Services	15,949.31	27,625.00	11,675.69	42.26 %
6480 Train/conference	304.89	2,000.00	1,695.11	84.76 %
6485 Travel	1,777.72	4,500.00	2,722.28	60.50 %
6490 Utilities				
Electric	4,119.18	6,000.00	1,880.82	31.35 %
Extended Broadband	1,350.00	1,800.00	450.00	25.00 %
Fuel	2,082.43	4,000.00	1,917.57	47.94 %
Phone	979.83	2,000.00	1,020.17	51.01 %
Total 6490 Utilities	8,531.44	13,800.00	5,268.56	38.18 %
Total Expenditures	\$225,421.74	\$342,217.00	\$116,795.26	34.13 %
NET OPERATING REVENUE	\$38,415.59	\$0.00	\$ -38,415.59	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%

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - August, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
NET REVENUE	\$5,935.02	\$0.00	\$ -5,935.02	0.00%

Statement of Activity

Cuba Circulating Library Association

August 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AUG 1 - AUG 31 2025	AUG 1 - AUG 31 2024 (PY)
Income		
4017 Memorials/Gifts	76.40	2,061.71
4100 Other Income	0	0
Book Replacement	15.00	143.06
Copies Income	57.15	301.60
Donation Box	80.00	10.75
Fines	16.00	55.00
Misc Income	5.80	20.25
Total for 4100 Other Income	\$173.95	\$530.66
4200 Restricted Funds Revenue	\$100.00	0
Arts Grant	3,578.89	
Manley Grant	4,000.00	5,000.00
Total for 4200 Restricted Funds Revenue	\$7,678.89	\$5,000.00
4500 Investment Income	0	0
Dividend Income	796.12	197.91
Interest Income	23.15	63.43
Morgan Stanley	0	0
Adams Memorial	500.00	
Endowment Fund	28,326.91	
Total for Morgan Stanley	\$28,826.91	0
Realized Gain/Loss on Investments	5,222.40	
Unrealized Gain/Loss on Investments	9,136.06	
Total for 4500 Investment Income	\$44,004.64	\$261.34
4020 Meeting Room Fee		25.00
Total for Income	\$51,933.88	\$7,878.71
Cost of Goods Sold		
Gross Profit	\$51,933.88	\$7,878.71
Expenses		
6100 Payroll Expenses	0	0
6101 Wages	14,534.81	12,468.22
6102 Taxes	0	0
Payroll Tax	1,153.97	953.82
SUTA	67.35	37.89
Total for 6102 Taxes	\$1,221.32	\$991.71

Statement of Activity

Cuba Circulating Library Association

August 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AUG 1 - AUG 31 2025	AUG 1 - AUG 31 2024 (PY)
6103 Employee Benefits	0	0
Company Contributions	0	0
Retirement	337.29	359.18
Total for Company Contributions	\$337.29	\$359.18
Health Insurance	500.00	500.00
Total for 6103 Employee Benefits	\$837.29	\$859.18
Total for 6100 Payroll Expenses	\$16,593.42	\$14,319.11
6200 Library Materials	0	0
6205 Books-J	132.54	398.93
6210 Books-A	311.49	637.82
6230 Audio	182.76	86.88
6260 DVD	157.52	103.48
6270 Video Games	139.98	49.99
6280 Adult Programming	139.62	200.00
6285 Childrens Programming	121.64	
Total for 6200 Library Materials	\$1,185.55	\$1,477.10
6202 Book Replacement	32.70	16.52
6300 Restricted Fund Spending	0	0
6320 Friends Expense	449.87	
6355 STLS Outreach	221.89	
6370 Memorials & Gifts	142.73	107.93
6305 Adult Programs (deleted)		43.27
6360 DFY Grant		16.41
6368 Martin Grant		37.50
Total for 6300 Restricted Fund Spending	\$814.49	\$205.11
6415 Bank fees	5.00	
6420 Custodial supplies	132.08	47.58
6440 Investment Fee	556.32	
6445 Library supplies	\$502.50	\$27.23
Library Equipment	86.95	
Total for 6445 Library supplies	\$589.45	\$27.23
6447 Membership	240.00	
6455 Processing Fee	23.76	60.39
6470 Services	0	0
Argentieries	17.00	24.00
Bookkeeper	675.00	675.00
Hotspots	159.41	159.41
Water Softener	15.00	15.00

Statement of Activity
Cuba Circulating Library Association
August 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AUG 1 - AUG 31 2025	AUG 1 - AUG 31 2024 (PY)
Alarm System - Doyle		508.08
Total for 6470 Services	\$866.41	\$1,381.49
6480 Train/conference	-320.11	
6485 Travel	42.63	96.61
6490 Utilities	0	0
Electric	1,314.65	543.57
Fuel	263.00	232.00
Phone	50.00	142.89
Total for 6490 Utilities	\$1,627.65	\$918.46
6435 Interest Expense		1.24
6450 Postage		48.03
6465 Repairs/Building & Grounds		458.41
Total for Expenses	\$22,389.35	\$19,057.28
Net Operating Income	\$29,544.53	-\$11,178.57
Other Income		
Other Expenses		
Children's Area Remodel (Net)	0	0
Children's Area Remodel Expenses		9,714.77
Total for Children's Area Remodel (Net)	0	\$9,714.77
Total for Other Expenses	0	\$9,714.77
Net Other Income	0	-\$9,714.77
Net Income	\$29,544.53	-\$20,893.34

Statement of Financial Position

Cuba Circulating Library Association

As of August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF AUGUST 31, 2025	AS OF AUGUST 31, 2024 (PY)
Assets		
Current Assets		
Bank Accounts		
1020 Five Star	22,074.04	15,440.19
1080 Money Market	16,279.46	
1090 Savings		26,286.52
Total for Bank Accounts	\$38,353.50	\$41,726.71
Accounts Receivable		
1500 Bequest receivable		
Total for Accounts Receivable	0	0
Other Current Assets		
1300 Investments - cash		
1303 Endowment Investment	\$695,014.14	\$778,460.91
1306 Adams Mem Book Fund Investment	\$18,573.30	\$16,411.73
1400 Prepaid Fee	833.09	
Repayment	0	0
Christmas Gift Card		
Travel Reimbursement		
Total for Repayment	0	0
Total for Other Current Assets	\$714,420.53	\$794,872.64
Total for Current Assets	\$752,774.03	\$836,599.35
Fixed Assets		
1520 Building and equipment	\$1,109,253.53	\$996,558.04
Elevator Replacement	41,645.00	41,645.00
Total for 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		
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 for Fixed Assets	\$664,282.54	\$585,534.37
Other Assets		
1000 Friends Cash		
Total for Other Assets	0	0
Total for Assets	\$1,417,056.57	\$1,422,133.72

Statement of Financial Position

Cuba Circulating Library Association

As of August 31, 2025

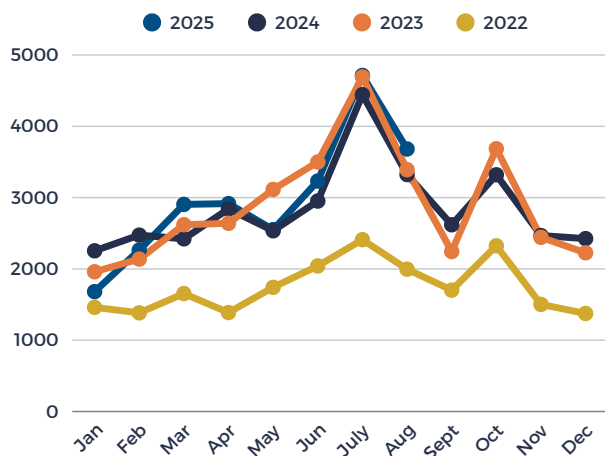
DISTRIBUTION ACCOUNT	TOTAL	
	AS OF AUGUST 31, 2025	AS OF AUGUST 31, 2024 (PY)
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	675.00	8,468.30
Total for Accounts Payable	\$675.00	\$8,468.30
Credit Cards		
5662 Bank Of America		
Total for Credit Cards	0	0
Other Current Liabilities		
2100 Payroll Liabilities	-\$0.01	0
American Funds		710.86
Federal Taxes (941/944)		
NYS Employment Taxes		100.31
NYS Income Tax		259.94
NYS Taxes		
Payroll Liability		
Payroll Tax Federal		
Total for 2100 Payroll Liabilities	-\$0.01	\$1,071.11
Direct Deposit Payable		
PPE Currant Liability		
Total for Other Current Liabilities	-\$0.01	\$1,071.11
Total for Current Liabilities	\$674.99	\$9,539.41
Long-term Liabilities		
Total for Liabilities	\$674.99	\$9,539.41
Equity		
3000 Opening Bal Equity		
3500 Unrealized Gain/Loss on Inv	-122,877.00	74,463.60
3550 Realized Gain/Loss Equity	-28,826.91	
3800 Restricted Fund	16,993.07	14,965.00
3900 Fund Balance	1,545,157.40	1,485,655.24
Net Income	5,935.02	-162,489.53
Total for Equity	\$1,416,381.58	\$1,412,594.31
Total for Liabilities and Equity	\$1,417,056.57	\$1,422,133.72

Cuba Circulating Library

AUGUST 2025 DIRECTOR'S REPORT



Patron Visits



2024 STLS ANNUAL REPORT

STLS released their FY2024 annual statistical report this month. Here are some numbers that I'd like to highlight. We rank:

- 13th in service population size.
- 5th in programs attended
- 5th in programs held
- 5th in programs attended per capita
- 8th in total collection use
- 5th in visitors

BACKGROUND CHECK

I've selected the company VerifiedFirst for background checks for new employees and volunteers. It's affordable and easy. Since adopting our new policy, they have performed two background checks for us. In both cases, we've received results within 24 hours.

PATRON NUMBERS

For the month of July we had **3682** visitors to the library, surpassing last year by 10%. This may be due in part to the ribbon cutting ceremony. We created **12** new library cards. We had **2776** items checked out in August, only a decrease of 2.5% from the previous year.

34

Onsite
Programs

651

Programs
Attendees

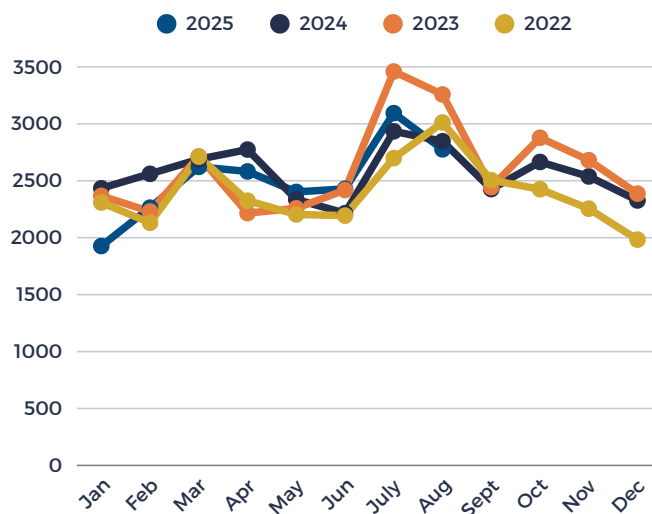
9

Outreach
Visits

581

Outreach
Attendees

Circulation



3094

Items checked out
in July

685

eContent accessed
in July

417

Public computer
sessions in July

372

Holds filled
in July

1288

Visits to website
in July

2776

Items checked out
in August

eContent accessed
in August

235

Public computer
sessions in August

320

Holds filled
in August

892

Visits to website
in August

Grants

We received payment for our Arts grant in the amount of \$3578. Most of the programming for this grant has already taken place this year. They've announced that next year's grant has almost doubled, allowing us to apply for up to \$7500 in funding for arts programming in 2026.

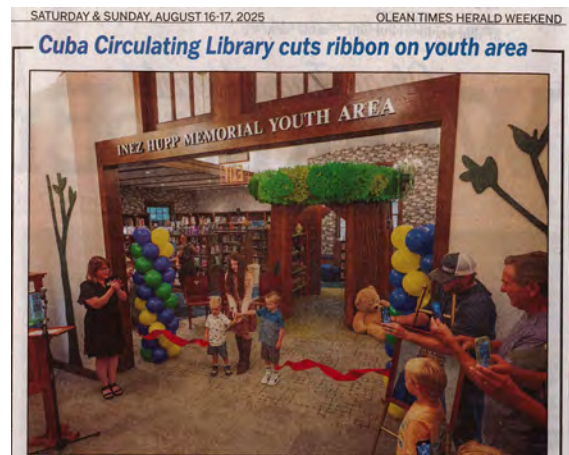
Allegany County Senior Picnic

On August. 5, I attended the Allegany Senior Picnic with Keturah, the STLS Outreach Coordinator, and Sheila, the Belfast Library Director. We spoke with close to 400 seniors on behalf of all Allegany County libraries. This was the culmination of the outreach mini-grant I wrote for the Allegany Library Directors Association. We passed out flyers, pens, and keychain flashlights that were purchased with the grant. The grant final report was turned in this month. In total Allegany Directors attended eight events and reached almost 1000 people across the county.



Ribbon Cutting

We held the ribbon cutting and renaming ceremony for the new Inez Hupp Memorial Children's Area on Aug. 15. It was very well attended, with the Olean Times Herald covering the event in their newspaper. A big thank you to Faith and Sue for helping organize the event, as well as Friends of the Library for providing refreshments and staying to help clean up. You all helped make the evening a great success.



CRCS Civic Capstone Project

Cherilyn and I attended a meeting on Aug. 27 at the Middle-High school with social studies teachers about their students' capstone projects, which involves identifying issues in their community to research and suggest solutions for. Teachers and area leaders came up with several ideas for working with students on these projects. Ideas include bringing students downtown to visit civic institutions, inviting civic leaders to speak in classrooms, and holding a resource fair at the school to introduce students and parents to organizations that provide help in areas such as food and housing insecurity, drug addiction, and mental health.

Upcoming Programs

- Tues, Sept. 10: Ten Warning Signs of Alzheimer's by the Alzheimer's Association
- Thur, Sept. 18: History of Violence and Nonviolence in America by Dr. Barry Gan
- Tues, Sept. 23: Chinese Women in the 20th and 21st Centuries by Dr. Miaoli Zhang
- Wed, Sept. 24: Free for All Movie Screening and Panel Discussion
- Thur, Sept. 25: Painting Birds and Butterflies with Lisa Robinson
- Sat, Sept. 27: Wooden Decorative Crate with Shauna Comes
- Mon, Sept. 29: One Community Book Discussion "Ferris" by Kate DiCamillo

Youth Services Monthly Report: August 2025

Storytimes/After School

We finished both groups with a purple storytime.

Teens/Tweens

We did a Zen and the Art of Snacking program with snacks from China and Japan. We then played Sushi Go! (I know this was in my July report but it was actually in August.)

Outreach

I had 5 BOCES summer school classes and one summer rec visit in August.

Other

Our last big program was 8/6. Repco Wildlife brought reptiles and it was a hit.

I attended the Middle School Back to School Bash. I handed out candy and pencils and chatted with families about the community read and what the library offers in general.

Upcoming Programs

9/2 CRCS Back to School Barbecue

9/11 STLS Summer Report Party

I have also scheduled several class visits throughout September and will continue to work on the community read.

*See next page for our summer reading overall stats.

Color Our World

Summer Reading 2025
at Cuba Circulating Library

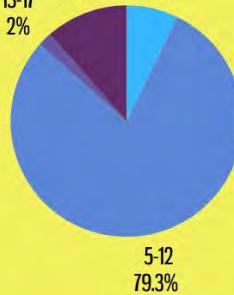
This Summer...

305 PEOPLE

participated in Summer Reading



adults 11.5%
13-17 2%
0-4 7.2%



MINUTES READ



35,201

REVIEWS WRITTEN



7

BOOKS READ



124

135 Summer Programs

This included library hosted storytimes, performers, art classes, and STEAM clubs as well as visits from the CRCS summer school.



800+

FREE books given to
children 0-17

390

I spy activity sheets
completed



284

hidden palettes
found

www.cubalibrary.org
39 E Main St
Cuba, NY 14727
585.968.1668



CUBA
Circulating
LIBRARY

Strategic Plan for Cuba Circulating Library

Executive Summary

This strategic plan outlines a comprehensive roadmap for strengthening Cuba Circulating Library's role as a vital community hub while adapting to modern library service expectations. The plan focuses on fostering community, expanding programs, supporting youth, and leveraging technology to better serve our community's diverse needs.

Mission & Vision

Mission: 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.

Vision: Inspiring readers. Connecting community. Creating opportunities. For all.

Strategic Priorities, Goals & Objectives

Strategic Priority 1: Foster community connection and engagement

Goal 1: Collaborate with area talent and maintain those connections

Goal 2: Inspire people to connect more deeply by holding quarterly social events.

Strategic Priority 2: Expand the reach of the library

Goal 1: Outreach to non-technology users

Goal 2: Reach underserved populations within our service area

Strategic Priority 3: Support youth success

Goal 1: Increase teen programming

Goal 2: Provide drug use education/resources

Strategic Priority 4: Increase awareness of library resources

Goal 1: Create welcome packet

Goal 2: Improve marketing

Strategic Priority 5: Strengthen economic opportunity through digital literacy and career resources

Goal 1: Collaborate with area businesses and organizations to highlight job opportunities in our area

Goal 2: Integrate digital literacy programs into the core services of the library.

Strategic Priority 6: Maintain and grow library resources

Goal 1: Maintain a safe, welcoming, and well-functioning facility that reflects the library's commitment to excellence and enhances the visitor experience

Goal 2: Secure the library's future by growing the endowment, supporting the Friends, and prioritizing competitive staff compensation.

Strategic Priorities, Goals & Objectives

Strategic Priority 1: Foster community connection and engagement

Goal 1: Collaborate with area talent and maintain those connections

Objectives:

- Increase the number of local collaborations and presenters featured at the library
 - Completion looks like: Increase collaborations by 15% annually.
- Establish a sustainable system for maintaining contact and collaboration with area talent.
 - Completion looks like: Create spreadsheet.

Key Actions:

- Develop a database of local professionals, speakers, musicians, and other talent.
 - Timeline: 2026
- Create events to highlight area expertise and human experience.
 - Timeline: every year over 5 years
- Survey local community for area talent and expertise that the library could potentially collaborate with.
 - Timeline: 2027
- Develop a volunteer fair to connect organizations and community.
 - Timeline: 2028

Goal 2: The library will inspire people to connect more deeply by holding quarterly social events.

Objectives:

- Hold four well-attended social events per year, with a target attendance of 30.

Key Actions:

- Plan and promote diverse social events based on community interests (e.g., game nights, themed parties, socials).
 - Timeline: 2026
- Develop partnerships with local businesses to sponsor or co-host social events.
 - Timeline: 2027

Strategic Priority 2: Expand the reach of the library

Goal 1: Outreach to non-technology users

Objectives:

- Increase participation from non-tech-savvy individuals through outreach.
 - Completion looks like: Providing staff support to patrons with who are digitally reluctant.
- Develop library relationship with Amish community.
 - Outreach to Amish community. Develop relationship with Amish leadership.

Key Actions:

- Offer in-person assistance to non-technology users.
 - Timeline: 2026
- Recruit volunteers to take flyers about library services and events to Amish community.
 - Timeline: 2027

Goal 2: Reach underserved populations within our service area

Objectives:

- Offer events to reach underserved communities, such as low-income areas, seniors, and areas outside the town and village.
 - Completion looks like: Hold outreach events at places such as Senior luncheon, Cuba Hospital, West Clarksville, and Black Creek.
- Collaborate with community groups to reach these areas.
 - Completion looks like: Develop relationships with volunteers and employees at these locations.

Key Actions:

- Provide outreach outside brick and mortar building.
 - Timeline: 2026
- Provide library material pick up lockers in outlying areas such as Black Creek and West Clarksville.
 - Timeline: 2030

Strategic Priority 3: Support youth success

Goal 1: Increase teen programming

Objectives:

- Increase teen participation.
 - Completion looks like: Increase programming by 50%
- Gain teen feedback on current programs.
 - Completion looks like: Develop surveys to gain feedback from teens on current programs.

Key Actions:

- Host teen outreach events.
 - Timeline: 2026
- Utilize post-event surveys for feedback.
 - Timeline: 2026

Goal 2: Provide drug use education/resources

Objectives:

- Partner with state and local prevention and treatment facilities to host drug use education events.
 - Completion looks like: reach out to County and State organizations to find resources for our community
- Drug use awareness and prevention programming.
 - Completion looks like: Hold two (2) programs per year

Key Actions:

- Offer classes/seminars that focus on the prevention of drug use.
 - Timeline: 2027
- Provide resources and links to local facilities.
 - Timeline: 2026
- Provide safe use paraphernalia
 - Timeline: 2026

Strategic Priority 4: Increase awareness of library resources

Goal 1: Create welcome packet

Objectives:

- Provide the community with welcome packets.
 - Completion looks like: Work with Chamber of Commerce to create Welcome Packets. Hand out to new community members as they move to town.
- Provide newcomers (and/or town visitors) with an awareness of the resources provided by the Cuba Circulating Library.
 - Completion looks like: Develop print and digital materials to highlight library resources that will be included in Welcome Packet

Key Actions:

- Design and develop packets to be provided in local shops and public buildings.
 - Timeline: 2026
- Provide a map of the town with resources.
 - Timeline: 2026
- Provide digital copies of documents that can be easily translated and disseminated.
 - Timeline: 2027

Goal 2: Improve marketing

Objectives:

- Create marketing plans and campaigns to increase library awareness.
 - Completion looks like:
 - Work with STLS to adopt and learn new marketing tools, use to maximum effectiveness.
 - Support for marketing expenses and campaigns in library budget.
 - Support for staff training in marketing planning and campaigns
- Utilize social media to increase community connections and library event awareness.
 - Completion looks like:

- 50% increase in social media followers over the space of 5 years.
- Staff trained and confident in social media best practices and community engagement techniques
- Community-generated content: patrons regularly share their own library experience, creating authentic testimonials and organic promotion
- Two-way communication: establish dialogue between library and patrons through comments, DMs, and user-generated content.
- Generate/utilize a system to track effectiveness of the marketed information.
 - Completion looks like: Utilize tools provided by STLS to effectively track our marketing efforts

Key Actions:

- Create a comprehensive marketing plan.
 - 2027
- Track analytics through social media, website views, and STLS purchased software.
 - 2027

Strategic Priority 5: Strengthen economic opportunity through digital literacy and career resources

Goal 1: Collaborate with area businesses and organizations to highlight job opportunities in our area

Objectives:

- Partner with at least 5 local businesses/organizations to post job openings at the library.
 - Completion looks like: encourage area businesses and organizations to advertise job openings on library's digital signs.
- Host at least 2 job fairs or career information sessions per year.
 - Completion looks like: work with Chamber of Commerce, school, universities, and businesses to host job fairs or career information sessions.

Key Actions:

- Reach out to local businesses, employment agencies, and community organizations to establish partnerships.
 - Timeline: 2028
- Maintain a physical and digital space for local job postings.
 - Timeline: 2026
- Develop partnerships with businesses that will increase the number of job postings.
 - Timeline: 2026

Goal 2: Integrate digital literacy programs into the core services of the library.

Objectives:

- Offer at least one comprehensive digital literacy class per quarter, including shorter, more focused mini-sessions on specific digital skills (e.g., using email, online safety, QR codes).
 - Completion: Provide digital literacy classes one per quarter. This may be library staff or through partnerships with outside organizations.

Key Actions:

- Develop a curriculum for core digital literacy topics.
 - Timeline: 2027

Strategic Priority 6: Maintain and grow library resources

Goal 1: Maintain a safe, welcoming, and well-functioning facility that reflects the library's commitment to excellence and enhances the visitor experience

Objectives:

- Develop a comprehensive 5-year building maintenance and improvement plan
 - Completion: Create spreadsheet with timeline and action areas identified
- Work with specialist in historic buildings to identify problem areas
 - Completion: Identify specialist and invite to library to work with Building and Grounds Committee in creating maintenance plan

Key Actions

- Conduct annual routine inspections by staff and Building and Grounds committee focused on identifying minor issues before they escalate.
 - Timeline: annual
- Continue to grow funding in the budget for the Buildings and Grounds line for building upkeep and maintenance.
 - Timeline: annual
- Identify potential acquisitions for growing the library's footprint.

Goal 2: Secure the library's future by growing the endowment, supporting the Friends, and prioritizing competitive staff compensation.

Objectives:

- Launch targeted endowment campaign by educating the public on the long-term impact of endowment gifts.
 - Completion: Build new webpage, publicity efforts, compelling stories
- Support Friends of the Library's fundraising efforts.
 - Completion: Provide data for donor outreach, staff & trustee support for event planning.
- Develop and implement a competitive compensation plan for staff
 - Completion: A competitive, equitable, and sustainable compensation plan for library staff, enabling library to attract and retain excellent employees.

Key Actions:

- Establish legacy giving program: encourage planned giving and offer estate planning seminars.
 - Timeline: annual
- Collaborate with Friends on annual fundraising appeals. Support Friends with resources.
 - Timeline: annual
- Director and Personnel Committee will perform market research, internal job analysis, current compensation structure, budget capacity, and develop appropriate plan for staff compensation.
 - Timeline: 2026

Cuba Circulating Library

Patron Code of Conduct Policy

Introduction:

To ensure a welcoming, safe, secure, and enjoyable environment where all are equally entitled to use of the facility and library services, Cuba Circulating Library staff enforce the following Library Code of Conduct Policy.

This policy covers behavior on all library property, including inside the building as well as the lawn. The library is considered a limited public forum.

Patrons are expected to respect each other, library personnel, and library property. In order to maintain a welcome and safe environment:

- No person shall commit or attempt to commit any activity that constitutes a violation of federal, state, or local criminal statute.
- No person shall engage in disruptive, disorderly, or unsafe conduct. Threatening behavior and destruction of property will not be tolerated.
- Young children (ages five and under) must be supervised at all times by a caregiver or parent. Children ages 6-8 must be in the building with a responsible adult or caregiver. Children under the age of 9 must be accompanied by a caregiver or parent. Library staff cannot legally assume the role of caregiver.

Examples of Inappropriate Conduct:

Minor Offenses:

- Using the library as a place for extended sleep.
- Excessive and disruptive conversations/discussions.
- All beverages must be covered and food must be eaten only in designated areas.
- Using materials for purposes other than reading, research, viewing or listening.
- Unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity.
- Smoking, vaping, chewing tobacco, or gambling.
- Littering or improper waste disposal.
- Entering the library without proper footwear or clothing, including a shirt.
- Having bodily hygiene that is offensive, or creates a biohazard for others in the library.
- Cell phones and other devices must be muted. Audible use of cell phones is allowed only in designated areas.
- Using skates, skateboards, or scooters in the library.
- Improper use of computers. (See the [Computer & Internet Use Policy](#).)

- Bringing in animals, except those trained as service animal. Animals must be under the control of their handler at all times. If not immediately apparent that the animal is a trained service animal, staff may ask the patron if the animal is required because of a disability and what work or task the animal has been trained to perform.
- Other activities (not listed under *Major Offenses*) which are inconsistent with activities such as reading, studying, use of library materials, and other similar conduct normally associated with the use of public library facilities.

Major Offenses:

- Stealing or damaging library property.
- Committing any crime, misdemeanor, or violation of a municipal ordinance.
- Behavior which is harassing or threatening in nature to library patrons, staff, or volunteers. This includes following or stalking of patrons, staff, or volunteers.
- Using library materials or equipment in inappropriate or illegal ways, such as accessing pornographic materials or printing copyrighted materials.
- Fighting or challenging to fight.
- Carrying weapons of any kind by unauthorized persons.
- Drinking alcoholic beverages or using illegal substances while on the premises.
- Being under the influence of drugs or alcohol that precludes the individual's using the library for its intended purposes.
- Knowingly entering, without permission, non-public areas of library facilities.
- Defacing any library property (Including desks, restrooms, walls etc.).

Loss of Library Privileges & Enforcement:

Engaging in any of the behaviors listed in this document may result in one or more of the following consequences, at the discretion of the Library Director, depending on the severity of the violation. Patrons who are suspended from the library for a period exceeding one day may petition to have their suspension reviewed by the Director, and then by the Library Board of Trustees. If an individual is banned from the library, a copy of the *Banned Patron Form* will be provided to the individual and to local law enforcement.

Treatment of Minor Offenses:

- First infraction will result in a verbal warning and provided a copy of the Library Code of Conduct Policy.
- Second infraction will result in removal from the library premises for the day.
- Third and subsequent infractions may result in banning from the library premises for one week.

Treatment of Major Offenses:

Any patron committing a *Major Offense* as outlined in this document will be immediately removed from the library premises. The patron may be banned for a period of up to 12 months at the discretion of the Director/designee, depending on the nature of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of library policies, and other relevant circumstances.

Appeals:

Any patron subjected to the specific enforcement of this policy may file a written complaint with the Director within 5 days of the library action which is disputed by the patron. The Director will review any complaint made and, within 5 business days of receipt, provide a written response affirming or overturning the enforcement action. If a patron requests that the Library Board of Trustees review the Director's decision, the Director will provide the Board with all pertinent information regarding the complaint within 5 business days of the request. The Board will review the complaint at their next regularly scheduled meeting of the Board and will, within 5 business days of such meeting, provide a written response affirming or overturning the enforcement action.

Adopted by the Library Board of Trustees on MM/DD/YYYY

Library Banned Patron Form

When possible a copy of this form will be given to: The Patron, Library Director, and local law enforcement.

Date:_____ Time:_____ Completed by Staff Member:_____

Location of incident:_____

Date of occurrence:_____

Name of person/s involved:_____

Address/Phone:_____

Description of the offense:_____

Were the police contacted? Y/N _____

Officer's Name and Badge Number:_____

Is the patron banned?: (If yes, add start and end date.): _____

Director/Designee Signature:_____

Date:_____

Construction Project Costs

1. Children's Area

\$ 28,326.91	Amount moved from endowment to library 08/18/25
<u>-\$19,481.00</u>	Construction aid grant still to be reimbursed
8,845.91	Amount the endowment actually owed the library

\$19,481.00 Amount moved from endowment to library 09/04/2025 for operating expenses

\$19,481 x 2 = \$38,962 Amount the library owes endowment to pay back for Children's area construction project and loan for operating expenses.

2. Construction Aid Grant 2025: Roof Replacement

- Our project has been approved for \$134,000, funded at 75%.
- We selected Complete Roofing Specialist for \$115,518.96.
 - Our out of pocket portion (25%) will be \$28,879.74
- CRS requires a 33% down payment when contract is signed. This allows them to purchase materials at this year's price although our project is not scheduled until next year. It also holds our place in their schedule and acts as a good faith down payment.
 - The down payment is \$38,121.26. We need to pay it this month.

3. SAM Grant: Windows Replacement

- The SAM grant is a reimbursable grant. *We are required to pay for all work beforehand, submit receipts, and be reimbursed after work is completed.*
- The SAM grant was given to us by Assemblyman Joseph Giglio before he left office. He intended it to go towards the Children's Area project, however SAM grant funds cannot be used as matching funds for Construction Aid projects.
- The SAM grant is for \$75,000.
- We have been approved by the grant administrator and the Assemblyman's office to get the windows on the historic side of the library replaced.
- The grant administrator requires a more detailed estimate than the one provided to us by Duggan and Duggan.
- We will either need to put this project out to bid or pay someone for a detailed estimate.
- There is no specific deadline on getting the estimate to them but we do need to complete the SAM grant project within three years.

ASSURANCES

State Aid for Library Construction Program (FY 2025-2026)

The applicant hereby gives assurances of the following:

SECTION 1: ALL LIBRARIES (ALL BOXES MUST BE CHECKED)

- ☒ It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- ☒ The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
- ☒ The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.
- ☒ The library will submit all changes to the DASNY and SED approved project narratives to the Division of Library Development for approval, prior to work starting on the revised project.

SECTION 2: FOR LIBRARIES ACQUIRING REAL ESTATE (FIRST 3 BOXES MUST BE CHECKED IF ACQUIRING REAL PROPERTY)

For any project involving the acquisition of real estate (vacant land, or land and a building), the applicant certifies the following:

- ☐ The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
- ☐ The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
- ☐ State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
- ☐ **Check if applicable:** The real property to be acquired in whole or part with the State Aid for Library Construction funds is currently owned or has been acquired from the State of NY or a State related entity (e.g. an entity formed under Chapter 43-A of the Public Authorities Law, SUNY colleges and Universities, etc.).
- ☐ **Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraisal in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.

SECTION 3: ALL LIBRARIES (MUST CHECK 1 BOX)

- ☒ The library building or site of the construction project is or will be **owned by the applicant** and is, or will be, open to the public.

OR

- ☐ The library building or site of the construction project is or will be **owned by the school district** and is, or will be, open to the public.

OR

- ☐ The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

SECTION 4: ALL LIBRARIES (MUST CHECK 1 BOX)

- ☒ Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) funding is used as match for any component of the State Aid for Library Construction [Education Law §273-a] project described within this project application.

OR

- ☐ If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

SECTION 5: ALL LIBRARIES (BOX MUST BE CHECKED)

- ☒ The Library affirmatively states that each of the costs to be funded with award proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:
- Financing/interest fees or costs
 - Retirement of long-term debt even if the debt was originally interim short-term financing (i.e., must be retired in less than one year)
 - Rental or leased equipment
 - Warranties (other than the manufacturer's warranty customarily provided with such product)
 - Recurring maintenance fees
 - Recurring repair costs
 - Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
 - Recurring software licenses, hosting, maintenance, or training fees
 - Internal labor costs
 - Training end users

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of Education Law §273-a and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the

Cuba Circulating Library

Library at a legal meeting

on 8-11-25 2025.

Signature of President, Library Board of Trustees:

Faith Stewart

Name of President (type or print):

FAITH STEWART

Memorandum of Understanding

Between Friends of the Cuba Library, Inc. and Cuba Circulating Library Association

The following will constitute an operating agreement between Friends of the Cuba Library, Inc. (herein also known as, Friends) and the Cuba Circulating Library Association (herein also known as, Library). This memorandum of understanding will stand until and unless it is modified by mutual agreement of the Friends' Board of Directors and the Library administration.

Friends of the Cuba Library, Inc. is a non-profit, 501c3 organization and as a legally distinct entity, is not a part of Cuba Circulating Library.

Therefore, be it agreed that neither a member of the Board of Directors of Friends of the Cuba Library, Inc. nor a member of the Board of Trustees of Cuba Circulating Library shall ever simultaneously hold a position on both boards. **Current Library Trustees may not be voting members of the Friends of the Cuba Library.**

Cuba Circulating Library agrees to:

- a. include Friends in the long-term planning process to ensure that Friends are aware of the goals and direction of the library.
- b. share with Friends the Library's strategic initiatives, by the last quarter of the calendar year, so that Friends may determine how their resources and support might help forward these initiatives.
- c. supply Friends with a "wish list" each year that indicates the anticipated needs of the Library.
- d. include a member of Friends at all Board of Trustees' regular monthly meetings and to allow room on the agenda for a Friends' report.
- e. provide Friends assistance with meeting coordination, promote Friends' programs by advertising on the Library's website, through social media, and the Library newsletter, and to provide tech help as scheduled by appointment.
- f. provide public space for Friends' membership brochures and promotional materials.
- g. provide Friends with space in the Library for meetings, office needs, programs, book storage and sorting, and book sales.
- h. recognize that the use of donations to Friends of the Cuba Library, Inc. of books, materials, monies, and any other such donations is determined by the Board of Directors of Friends of the Cuba Library, Inc.

Friends of the Cuba Library, Inc. agree to:

- a. publicly support Cuba Circulating Library and its policies.
- b. include the Library's Director as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

- c. include a member from the Library's Board of Trustees at all Friends' regular monthly meetings and to allow room on the agenda for a Board of Trustees' report.
- d. provide financial support for Library programs and services, and other Library defined needs, especially those needs not normally covered in the Library's operating budget.
- e. respect that the Library administration has the final say in accepting or declining any and all gifts made to the Library.
- f. engage in advocacy efforts on behalf of the Library.

(President, Friends' Board of Directors)

(President, Library Board of Trustees)

(Library Director)

(Date Signed)