

Meeting Monday, September 8, 2025 at 5:30 PM

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

1. Call to order at 5:33 PM
2. Public Comments - NA
3. Friends' Report
 - a. Wrote a check for \$6,000 to go towards the roof project
 - b. Foam party at the Cuba Garlic Festival
4. Minutes of the August Meeting
 - a. Motion to approve the August minutes by Emily Zayac, second by Brad Weaver. Motion passes.
5. Financial Officer's Report
 - a. \$500 transferred from the book funds to the checking.
 - b. Motion to accept the financial officer's report by Jacqueline Gertner, second by Paul Tsujimoto. Motion passes.
6. Corresponding Secretary - NA
7. Director's Report
 - a. See attached
8. New Trustee
 - a. Motion to appoint Marsha Long as trustee to fill Kate Young's term by Faith Stewart, second by Emily Zayac. Motion passes.
9. Committee Reports
 - a. Planning
 - i. Motion to adopt the new strategic plan by Lauren Mosgrove, second by Brad Weaver. Motion passes.
 - b. Finance - See above
 - c. Bldgs/Grounds
 - i. SAM grant to be reconsidered given new information about window replacement.
 - d. Personnel - NA
 - e. Policy
 - i. Motion to rescind the previous Patron Behavior Policy and adopt the STLS recommended Patron Code of Conduct in its place by Lauren Mosgrove, second by Scott Sackett. Motion Passes.
 - f. Liaison with Friends - NA
 - g. Education - NA
10. Unfinished Business
 - a. Storage shelf in back hallway - Tina will talk with Dave about working with a local contractor to start the project if his schedule has openings
 - b. SAM grant - update above in Bldgs/Grounds committee
 - c. State Construction Aid for Roof

- i. Money from Friends and Buildings & Grounds budget to be used towards down payment
- ii. Motion to move \$30,000 from the endowment to the checking account, to be paid back later, for down payment for the roof by Lauren Mosgrove, second by Jacqueline Gertner. Motion passes.
- iii. Construction Aid Assurances read aloud. Motion for Assurances to be adopted by Scott Sackett, second by Emily Zayac. Motion passes. See attached.

11. New Business

- a. October Meeting Date
 - i. Motion to change next month's board meeting date to Oct. 14 at 5:30 PM by Paul Tsujimoto, second by Brad Weaver. Motion passes.
- b. Friends MOU
 - i. Motion to accept changes to MOU between Friends of the Cuba Library, Inc. and Cuba Circulating Library Association by Lauren Mosgrove, second by Denean Emerson. Motion passes. See attached.
- c. Nominating Committee
 - i. Scott Sackett and Sue Feldbauer will oversee committee to find new trustees and fill vacant officer positions

12. Executive Session

- a. Motion to move into executive session to discuss the proposed acquisition of property and the employment history of a particular person by Brad Weaver, second by Scott Sackett. Motion passes.
- b. Motion to move out of executive session by Emily Zayac, second by Brad Weaver. Motion passes.

13. Adjournment

- a. Motion to adjourn by Jacqueline Gertner, second by Scott Sackett. 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

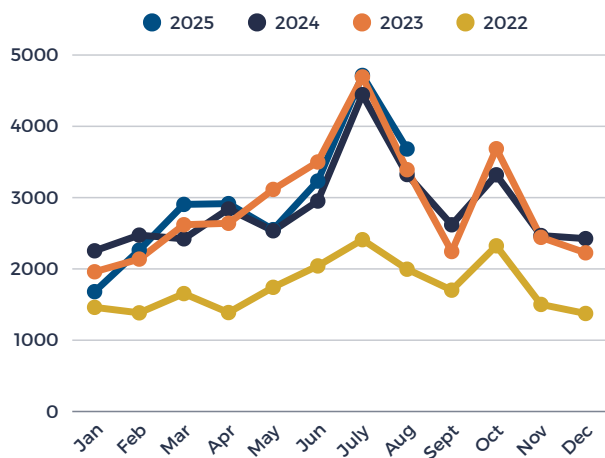
| DISTRIBUTION ACCOUNT | TOTAL | |
|--|-----------------------|----------------------------|
| | AS OF AUGUST 31, 2025 | AS OF AUGUST 31, 2024 (PY) |
| Liabilities and Equity | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2001 Accounts Payable | 675.00 | 8,468.30 |
| 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

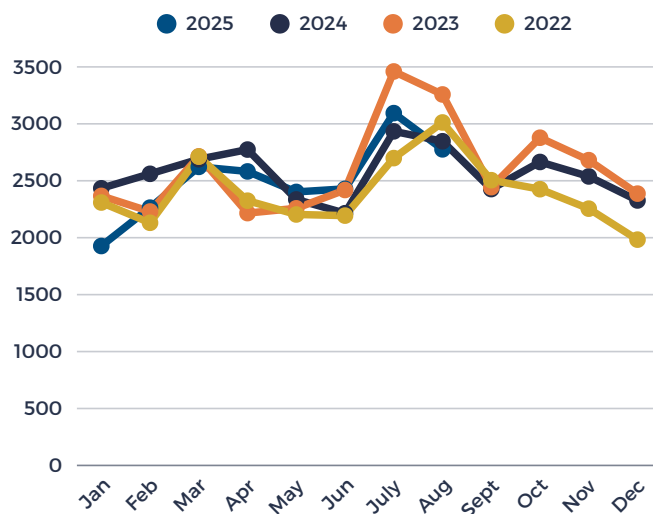
9

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.

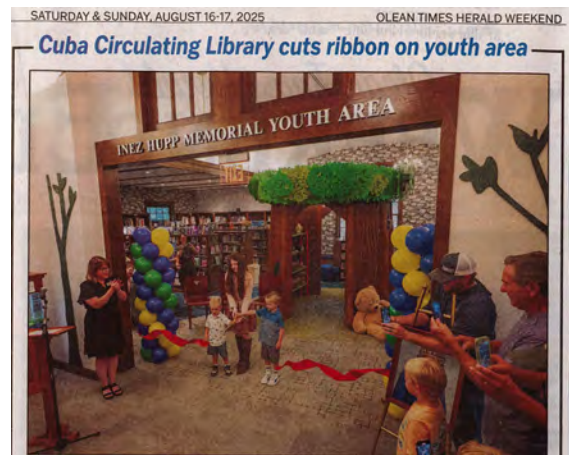
Allegany County Senior Picnic

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

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: _____

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 is 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 have 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 Appraiser 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)