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

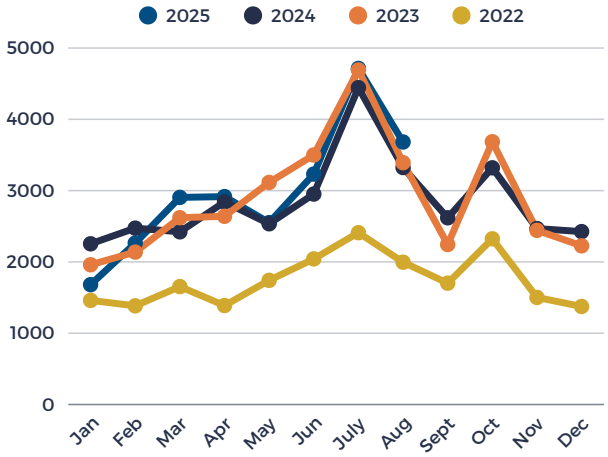
As of August 31, 2025

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

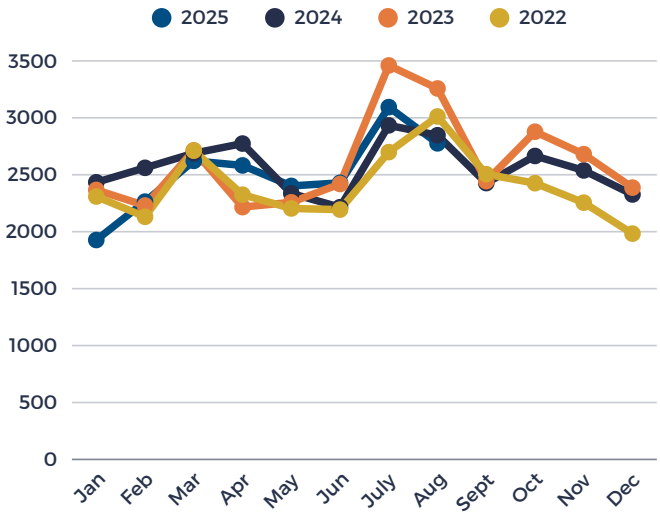
I've selected the company VerifiedFirst for background checks for new employees and volunteers. It's affordable and easy. Since adopting our new policy, they have performed two background checks for us. In both cases, we've received results within 24 hours.

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	651	9	581
Onsite Programs	Programs Attendees	Outreach Visits	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.

SATURDAY & SUNDAY, AUGUST 16-17, 2025 OLEAN TIMES HERALD WEEKEND

Cuba Circulating Library cuts ribbon on youth area

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

2025 Strategic Plan for Cuba Circulating Library

CUBA Circulating LIBRARY

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

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.

Cuba Circulating Library

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: 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.

This strategic plan was developed by staff members and trustees of the Cuba Circulating Library and representatives of Friends of the Cuba Library, inc. Additional community input was obtained through a public survey, as well as conversations with community leaders and organizations.

Library Board of Trustees

Faith Stewart, President
Paul Tsujimoto, Vice President
Jill Schwab, Secretary
Lauren Mosgrove, Financial Officer
Denean Emerson
Sue Feldbauer
Jacqueline Gertner
Marsha Long
Scott Sackett
Brad Weaver
Emily Zayac

adopted Sept. 08,2025

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)

10/14/2025
(Date Signed)