

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

**Monday, Oct. 14, 2025**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the Sept. Meeting
5. Financial Officer's Report
6. Corresponding Secretary
7. Director's Report
8. Committee Reports
  - i. Planning
  - ii. Finance
  - iii. Bldgs/Grounds
  - iv. Personnel
  - v. Policy
  - vi. Liaison with Friends
  - vii. Education
  - viii. Executive

Ad hoc

  - i. Nominating
9. Unfinished Business
  - i. Storage shelf in back hallway
  - ii. SAM grant
10. New Business
  - i. Trustee resignation
11. Executive Session as needed
12. Adjournment

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 - September, 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	2,589.41		-2,589.41	
4020 Meeting Room Fee	625.00	1,100.00	475.00	43.18 %
4100 Other Income	1,651.90		-1,651.90	
Book Replacement	219.00		-219.00	
Copies Income	1,400.60	2,600.00	1,199.40	46.13 %
Donation Box	1,380.85	3,000.00	1,619.15	53.97 %
Fines	197.00	250.00	53.00	21.20 %
Misc Income	651.82	0.00	-651.82	
<b>Total 4100 Other Income</b>	<b>5,501.17</b>	<b>5,850.00</b>	<b>348.83</b>	<b>5.96 %</b>
4200 Restricted Funds Revenue	6,165.00		-6,165.00	
Adult Programs	175.00		-175.00	
Arts Grant	3,578.89		-3,578.89	
Friends	5,100.00	5,000.00	-100.00	-2.00 %
Grant - STLS	900.00		-900.00	
Manley Grant	4,000.00		-4,000.00	
United Way	2,500.00		-2,500.00	
<b>Total 4200 Restricted Funds Revenue</b>	<b>22,418.89</b>	<b>5,000.00</b>	<b>-17,418.89</b>	<b>-348.38 %</b>
4500 Investment Income				
Dividend Income	11,780.52		-11,780.52	
Interest Income	279.98		-279.98	
Morgan Stanley				
Adams Memorial	500.00	500.00	0.00	0.00 %
Endowment Fund	200,684.91	32,877.00	-167,807.91	-510.41 %
<b>Total Morgan Stanley</b>	<b>201,184.91</b>	<b>33,377.00</b>	<b>-167,807.91</b>	<b>-502.77 %</b>
Realized Gain/Loss on Investments	117,188.11		-117,188.11	
Unrealized Gain/Loss on Investments	-23,584.21		23,584.21	
<b>Total 4500 Investment Income</b>	<b>306,849.31</b>	<b>33,377.00</b>	<b>-273,472.31</b>	<b>-819.34 %</b>
Budget Carryover		0.00	0.00	
<b>Total Revenue</b>	<b>\$337,983.78</b>	<b>\$342,217.00</b>	<b>\$4,233.22</b>	<b>1.24 %</b>
<b>GROSS PROFIT</b>	<b>\$337,983.78</b>	<b>\$342,217.00</b>	<b>\$4,233.22</b>	<b>1.24 %</b>
Expenditures				
6100 Payroll Expenses				
6101 Wages	130,810.92	196,158.00	65,347.08	33.31 %
6102 Taxes	-0.04		0.04	
Payroll Tax	10,385.70	15,241.00	4,855.30	31.86 %
SUTA	1,434.37	2,430.00	995.63	40.97 %
<b>Total 6102 Taxes</b>	<b>11,820.03</b>	<b>17,671.00</b>	<b>5,850.97</b>	<b>33.11 %</b>
6103 Employee Benefits				
Company Contributions				

# Cuba Circulating Library Association

## Budget vs. Actuals: 2025 - FY25 P&L

January - September, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Retirement	3,347.29	5,466.00	2,118.71	38.76 %
<b>Total Company Contributions</b>	<b>3,347.29</b>	<b>5,466.00</b>	<b>2,118.71</b>	<b>38.76 %</b>
Health Insurance	4,500.00	6,000.00	1,500.00	25.00 %
<b>Total 6103 Employee Benefits</b>	<b>7,847.29</b>	<b>11,466.00</b>	<b>3,618.71</b>	<b>31.56 %</b>
6105 Ins - Disability		1,080.00	1,080.00	100.00 %
<b>Total 6100 Payroll Expenses</b>	<b>150,478.24</b>	<b>226,375.00</b>	<b>75,896.76</b>	<b>33.53 %</b>
6200 Library Materials				
6205 Books-J	4,163.53	5,500.00	1,336.47	24.30 %
6210 Books-A	7,376.01	8,500.00	1,123.99	13.22 %
6220 Serials	1,381.92	1,500.00	118.08	7.87 %
6230 Audio	526.38	800.00	273.62	34.20 %
6240 Equipment	1,030.50	2,000.00	969.50	48.48 %
6250 Digital Books	3,701.00	3,701.00	0.00	0.00 %
6260 DVD	948.35	1,500.00	551.65	36.78 %
6270 Video Games	359.67	1,200.00	840.33	70.03 %
6280 Adult Programming	2,076.88	2,500.00	423.12	16.92 %
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 %
<b>Total 6200 Library Materials</b>	<b>33,620.64</b>	<b>39,800.00</b>	<b>6,179.36</b>	<b>15.53 %</b>
6202 Book Replacement	73.75		-73.75	
6300 Restricted Fund Spending				
6310 Arts Grant Expense	3,825.39		-3,825.39	
6315 ALA Grant	122.97		-122.97	
6320 Friends Expense	10,506.27		-10,506.27	
6330 Manley Grant expense	4,741.75		-4,741.75	
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	2,084.28		-2,084.28	
6390 United Way Grant	2,225.67		-2,225.67	
<b>Total 6300 Restricted Fund Spending</b>	<b>26,918.63</b>		<b>-26,918.63</b>	
6410 Advertisement	91.66	300.00	208.34	69.45 %
6415 Bank fees	62.07	250.00	187.93	75.17 %
6420 Custodial supplies	555.08	900.00	344.92	38.32 %
6425 Discretionary Fund	-354.38	1,000.00	1,354.38	135.44 %
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 %
<b>Total 6430 Insurance</b>	<b>9,103.04</b>	<b>10,467.00</b>	<b>1,363.96</b>	<b>13.03 %</b>
6440 Investment Fee	2,653.14		-2,653.14	
6445 Library supplies	2,159.47	2,000.00	-159.47	-7.97 %

# Cuba Circulating Library Association

## Budget vs. Actuals: 2025 - FY25 P&L

January - September, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Library Equipment	1,000.75	1,200.00	199.25	16.60 %
<b>Total 6445 Library supplies</b>	<b>3,160.22</b>	<b>3,200.00</b>	<b>39.78</b>	<b>1.24 %</b>
6447 Membership	1,245.00	1,000.00	-245.00	-24.50 %
6450 Postage	214.42	500.00	285.58	57.12 %
6455 Processing Fee	634.66	1,000.00	365.34	36.53 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	4,714.10	9,000.00	4,285.90	47.62 %
6470 Services		0.00	0.00	
Alarm System - Doyle	1,950.98	2,100.00	149.02	7.10 %
Argentieries	191.00	175.00	-16.00	-9.14 %
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	6,075.00	9,000.00	2,925.00	32.50 %
Copier Acme	534.83	2,000.00	1,465.17	73.26 %
Fire Extinguishers	160.00	50.00	-110.00	-220.00 %
Fire Place Clean		200.00	200.00	100.00 %
Gutters Cleaned		350.00	350.00	100.00 %
Hotspots	2,249.06	3,300.00	1,050.94	31.85 %
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	174.95	700.00	525.05	75.01 %
Window Cleaner		500.00	500.00	100.00 %
<b>Total 6470 Services</b>	<b>16,998.32</b>	<b>27,625.00</b>	<b>10,626.68</b>	<b>38.47 %</b>
6480 Train/conference	361.54	2,000.00	1,638.46	81.92 %
6485 Travel	1,843.52	4,500.00	2,656.48	59.03 %
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	2,345.43	4,000.00	1,654.57	41.36 %
Phone	1,029.83	2,000.00	970.17	48.51 %
<b>Total 6490 Utilities</b>	<b>8,844.44</b>	<b>13,800.00</b>	<b>4,955.56</b>	<b>35.91 %</b>
<b>Total Expenditures</b>	<b>\$261,218.09</b>	<b>\$342,217.00</b>	<b>\$80,998.91</b>	<b>23.67 %</b>
NET OPERATING REVENUE	<b>\$76,765.69</b>	<b>\$0.00</b>	<b>\$ -76,765.69</b>	<b>0.00%</b>
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	
<b>Total Children's Area Remodel (Net)</b>	<b>32,480.57</b>		<b>-32,480.57</b>	
Endowment Spending	30,000.00		-30,000.00	
<b>Total Other Expenditures</b>	<b>\$62,480.57</b>	<b>\$0.00</b>	<b>\$ -62,480.57</b>	<b>0.00%</b>

# Cuba Circulating Library Association

## Budget vs. Actuals: 2025 - FY25 P&L

January - September, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
NET OTHER REVENUE	\$ -62,480.57	\$0.00	\$62,480.57	0.00%
NET REVENUE	\$14,285.12	\$0.00	\$ -14,285.12	0.00%

# Statement of Activity

## Cuba Circulating Library Association

September 2025

DISTRIBUTION ACCOUNT	TOTAL	
	SEP 1 - SEP 30 2025	SEP 1 - SEP 30 2024 (PY)
Income		
4017 Memorials/Gifts	100.00	438.00
4020 Meeting Room Fee	100.00	125.00
4100 Other Income	\$180.00	
Book Replacement	35.96	21.00
Copies Income	130.80	203.05
Donation Box	17.00	18.00
Fines	24.00	32.00
Misc Income	25.60	45.50
Arts		30.00
<b>Total for 4100 Other Income</b>	<b>\$413.36</b>	<b>\$349.55</b>
4200 Restricted Funds Revenue	\$6,065.00	
Friends	1,360.00	2,305.97
Arts Grant		4,310.00
<b>Total for 4200 Restricted Funds Revenue</b>	<b>\$7,425.00</b>	<b>\$6,615.97</b>
4500 Investment Income		
Dividend Income	1,531.40	3,336.75
Interest Income	21.08	45.36
Morgan Stanley		
Endowment Fund	49,481.00	10,000.00
<b>Total for Morgan Stanley</b>	<b>\$49,481.00</b>	<b>\$10,000.00</b>
Realized Gain/Loss on Investments	6,019.48	
Unrealized Gain/Loss on Investments	9,055.13	
<b>Total for 4500 Investment Income</b>	<b>\$66,108.09</b>	<b>\$13,382.11</b>
<b>Total for Income</b>	<b>\$74,146.45</b>	<b>\$20,910.63</b>
Cost of Goods Sold		
<b>Gross Profit</b>	<b>\$74,146.45</b>	<b>\$20,910.63</b>
Expenses		
6100 Payroll Expenses		
6101 Wages	14,201.56	13,221.60
6102 Taxes	\$0.00	\$0.00
Payroll Tax	1,128.50	1,049.69
SUTA	47.20	40.58
<b>Total for 6102 Taxes</b>	<b>\$1,175.70</b>	<b>\$1,090.27</b>



Statement of Activity  
Cuba Circulating Library Association  
September 2025

DISTRIBUTION ACCOUNT	TOTAL	
	SEP 1 - SEP 30 2025	SEP 1 - SEP 30 2024 (PY)
6103 Employee Benefits		
Company Contributions		
Retirement	339.40	357.74
<b>Total for Company Contributions</b>	<b>\$339.40</b>	<b>\$357.74</b>
Health Insurance	500.00	500.00
<b>Total for 6103 Employee Benefits</b>	<b>\$839.40</b>	<b>\$857.74</b>
<b>Total for 6100 Payroll Expenses</b>	<b>\$16,216.66</b>	<b>\$15,169.61</b>
6200 Library Materials		
6205 Books-J	627.32	455.38
6210 Books-A	1,158.90	754.05
6220 Serials	179.99	179.99
6240 Equipment	931.00	
6260 DVD	21.96	205.16
6280 Adult Programming	430.62	300.00
6230 Audio		71.59
6285 Childrens Programming		119.92
<b>Total for 6200 Library Materials</b>	<b>\$3,349.79</b>	<b>\$2,086.09</b>
6300 Restricted Fund Spending		
6310 Arts Grant Expense	1,517.50	378.00
6320 Friends Expense	6,065.00	
6330 Manley Grant expense	4,434.00	
6370 Memorials & Gifts	304.50	262.25
6390 United Way Grant	346.85	159.29
6305 Adult Programs (deleted)		404.90
6315 ALA Grant		1,334.09
6350 Wilday Grant		105.39
6368 Martin Grant		44.47
<b>Total for 6300 Restricted Fund Spending</b>	<b>\$12,667.85</b>	<b>\$2,688.39</b>
6415 Bank fees	1.00	
6420 Custodial supplies	115.81	
6425 Discretionary Fund	-1,342.50	54.90
6440 Investment Fee	527.86	
6445 Library supplies	\$459.04	\$19.70
Library Equipment	129.01	
<b>Total for 6445 Library supplies</b>	<b>\$588.05</b>	<b>\$19.70</b>
6450 Postage	33.10	4.40
6455 Processing Fee	98.01	73.26
6465 Repairs/Building & Grounds	2,056.26	1,375.93

# Statement of Activity

## Cuba Circulating Library Association

September 2025

DISTRIBUTION ACCOUNT	TOTAL	
	SEP 1 - SEP 30 2025	SEP 1 - SEP 30 2024 (PY)
6470 Services		
Argentieries	17.00	24.00
Bookkeeper	675.00	675.00
Fire Extinguishers	160.00	
Hotspots	159.41	159.41
Water Softener	37.60	124.35
Copier Acme		148.61
<b>Total for 6470 Services</b>	<b>\$1,049.01</b>	<b>\$1,131.37</b>
6480 Train/conference	56.65	431.10
6485 Travel	65.80	26.80
6490 Utilities		
Fuel	263.00	232.00
Phone	50.00	142.89
Electric		669.72
<b>Total for 6490 Utilities</b>	<b>\$313.00</b>	<b>\$1,044.61</b>
6202 Book Replacement		21.07
6410 Advertisement		101.20
6435 Interest Expense		0.88
<b>Total for Expenses</b>	<b>\$35,796.35</b>	<b>\$24,229.31</b>
<b>Net Operating Income</b>	<b>\$38,350.10</b>	<b>-\$3,318.68</b>
Other Income		
Other Expenses		
Endowment Spending	30,000.00	
Children's Area Remodel (Net)		
Children's Area Remodel Donations		-449.59
<b>Total for Children's Area Remodel (Net)</b>		<b>-\$449.59</b>
<b>Total for Other Expenses</b>	<b>\$30,000.00</b>	<b>-\$449.59</b>
<b>Net Other Income</b>	<b>-\$30,000.00</b>	<b>\$449.59</b>
<b>Net Income</b>	<b>\$8,350.10</b>	<b>-\$2,869.09</b>

# Statement of Financial Position

## Cuba Circulating Library Association

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF SEPTEMBER 30, 2025	AS OF SEPTEMBER 30, 2024 (PY)
<b>Assets</b>		
Current Assets		
Bank Accounts		
1020 Five Star	23,649.91	21,892.69
1080 Money Market	6,300.50	
1090 Savings	0.00	6,289.49
<b>Total for Bank Accounts</b>	<b>\$29,950.41</b>	<b>\$28,182.18</b>
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
<b>Total for Accounts Receivable</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	\$0.00	\$0.00
American Balanced A	0.00	30,921.57
American Cap Inc Builder A	0.00	98,471.85
American Cap World Growth & Inc	0.00	64,645.35
American Fundamental Inv A	0.00	49,672.66
American Funds Mortgage A	0.00	21,085.26
American Global Balanced A	0.00	90,485.44
American Inc Fd of America A	0.00	93,501.78
American Intm Bd Fd of Amer A	0.00	17,261.05
American Inv Co of Amer A	0.00	22,558.87
American Short-Term Bond A	0.00	20,936.91
American WA Mutual A	0.00	103,059.19
Cash, BDP, and Money Market Fds	4,296.19	13.48
Cost of Securities	569,013.04	
Savings	0.00	5,424.22
Stocks	0.00	1,034.79
Unrealized Gain/Loss	87,846.72	162,158.88
<b>Total for 1303 Endowment Investment</b>	<b>\$661,155.95</b>	<b>\$781,231.30</b>
1306 Adams Mem Book Fund Investment	\$0.00	\$0.00
American Cap Inc Builder A	0.00	6,305.79
American Inc Fd of America A	0.00	7,105.35
Cash, BDP, and Money Market Fds	123.54	-103.39
Cost of Securities	16,276.16	
Unrealized Gain/Loss	2,628.98	3,335.32
<b>Total for 1306 Adams Mem Book Fund Investment</b>	<b>\$19,028.68</b>	<b>\$16,643.07</b>
1400 Prepaid Fee	833.09	0.00

# Statement of Financial Position

## Cuba Circulating Library Association

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF SEPTEMBER 30, 2025	AS OF SEPTEMBER 30, 2024 (PY)
Repayment		
Christmas Gift Card	0.00	0.00
Travel Reimbursement	0.00	0.00
<b>Total for Repayment</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total for Other Current Assets</b>	<b>\$681,017.72</b>	<b>\$797,874.37</b>
<b>Total for Current Assets</b>	<b>\$710,968.13</b>	<b>\$826,056.55</b>
Fixed Assets		
1520 Building and equipment	\$1,109,253.53	\$996,558.04
Elevator Replacement	41,645.00	41,645.00
<b>Total for 1520 Building and equipment</b>	<b>\$1,150,898.53</b>	<b>\$1,038,203.04</b>
1525 A/D Building and equipment	-534,255.44	-502,731.47
1526 Capital Improvement	0.00	0.00
1530 Furniture and Fixtures	117,419.00	117,419.00
1535 A/D Furniture and Fixtures	-116,542.55	-114,119.20
Land	46,763.00	46,763.00
<b>Total for Fixed Assets</b>	<b>\$664,282.54</b>	<b>\$585,534.37</b>
Other Assets		
1000 Friends Cash	0.00	0.00
<b>Total for Other Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total for Assets</b>	<b>\$1,375,250.67</b>	<b>\$1,411,590.92</b>
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	0.00	675.00
<b>Total for Accounts Payable</b>	<b>\$0.00</b>	<b>\$675.00</b>
Credit Cards		
5662 Bank Of America	0.00	0.00
<b>Total for Credit Cards</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Liabilities		
2100 Payroll Liabilities	-\$0.01	\$0.00
American Funds	0.00	1,426.34
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	0.00	140.89
NYS Income Tax	0.00	0.00
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00

# Statement of Financial Position

## Cuba Circulating Library Association

As of September 30, 2025

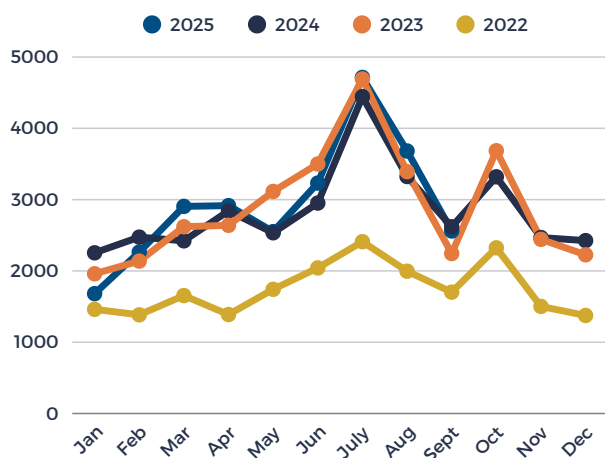
DISTRIBUTION ACCOUNT	TOTAL	
	AS OF SEPTEMBER 30, 2025	AS OF SEPTEMBER 30, 2024 (PY)
<b>Total for 2100 Payroll Liabilities</b>	<b>-\$0.01</b>	<b>\$1,567.23</b>
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
<b>Total for Other Current Liabilities</b>	<b>-\$0.01</b>	<b>\$1,567.23</b>
<b>Total for Current Liabilities</b>	<b>-\$0.01</b>	<b>\$2,242.23</b>
Long-term Liabilities		
<b>Total for Liabilities</b>	<b>-\$0.01</b>	<b>\$2,242.23</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	-122,877.00	84,087.07
3550 Realized Gain/Loss Equity	-78,307.91	0.00
3800 Restricted Fund	16,993.07	14,965.00
3900 Fund Balance	1,545,157.40	1,475,655.24
Net Income	14,285.12	-165,358.62
<b>Total for Equity</b>	<b>\$1,375,250.68</b>	<b>\$1,409,348.69</b>
<b>Total for Liabilities and Equity</b>	<b>\$1,375,250.67</b>	<b>\$1,411,590.92</b>

# Cuba Circulating Library

## SEPTEMBER 2025 DIRECTOR'S REPORT



### Patron Visits



### "FREE FOR ALL" DOCUMENTARY

On Sept. 24, we hosted a screening of the documentary "Free for All: The Public Library." This inspirational movie taught about the history of public libraries in the United States, as well as their role in protecting information, free speech, and our first amendment rights. After the movie, Brad, Faith, Emily, Cherilyn, and I participated in a quiz show game with the audience members. There were about 10 people in attendance. We even had a couple people who dressed up as their favorite librarian and book characters.

### EQUIPMENT DISPOSAL

The old Kyocera copier sold for \$180 on Facebook Marketplace. I will put these funds towards the roof replacement project.

### PATRON NUMBERS

For the month of September we had **2560** visitors to the library. We created **36** new library card sign ups, partially a result of a big push for Library Card Sign Up Month as well as Cherilyn's start-of-the-school-year visits. We had **2403** items checked out in September.

**19**

Onsite  
Programs

**219**

Programs  
Attendees

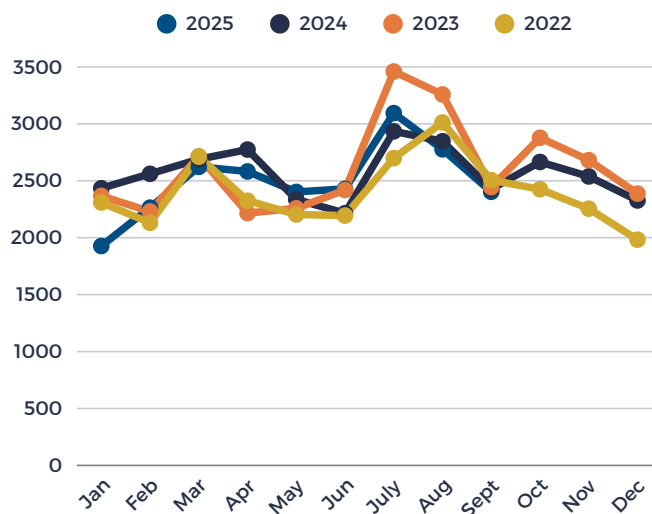
**15**

Outreach  
Visits

**300**

Outreach  
Attendees

### Circulation



**2043**

Items checked out  
in September

**566**

eContent accessed  
in September

**117**

Public computer  
sessions in September

**262**

Holds filled  
in September

**806**

Visits to website  
in September

**2776**

Items checked out  
in August

**693**

eContent accessed  
in August

**235**

Public computer  
sessions in August

**320**

Holds filled  
in August

**892**

Visits to website  
in August

## Professional Development

On Sept. 11, I attended a webinar on "The Ultimate AI Policy for your Library" presented by attorney Stephanie Cole Adams. Cole supplied a template policy which we can develop to our needs. I've shared this with the policy committee and we will be working on this in the future. On Oct. 29, I'm attending a workshop on Collection Development in the Age of AI, which is another aspect to consider when developing this policy.

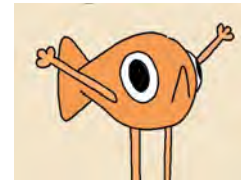
On Sept. 27, Officer Frank Schostick from the Cuba Police Department trained library staff on Conflict De-escalation in the Workplace. We learned important customer service and communication skills, as well as how to interpret body language. This was our annual staff development for the year.



## Community Involvement

On Sept. 5, I had the opportunity to do storytime at the Wellsville Library. They are between children librarians at the moment and have asked "Area All-Stars" to come in each week to do storytime.

Sept. 20-21 was the Garlic Festival. As Treasurer of the Chamber of Commerce, this weekend represents my busiest and most demanding weekend of the year. I spent a lot of time researching and reorganizing how the financial aspect of the Festival worked this year, and I'm quite happy with how smoothly everything ran. Between vendors, volunteers, entertainers, and attendees, over 10,000 people attended the Garlic Festival this year.



## 2025 STLS Annual Meeting

Staff from Cuba Library attended the STLS Annual Meeting on Oct. 3, where Board President Faith Stewart received the Library Lion Award, which recognizes a person or group who has demonstrated a passion for and long-term commitment to libraries. We also received the Best Use of Social Media Award for staff members Ry Peacock and Shauna Comes and their use of TikTok to promote library services and engage with the public. In particular, the Le Poisson Steve and The Office parody videos received recognition.

## Upcoming Programs

- Oct. 14-28 - Book Character Pumpkin Decorating Contest
- Tues, Oct. 14 @ 6:30 - Main Street Ghost Hunt with Ry Peacock
- Thur, Oct. 16 @ 6:30 - How to Plan Your Funeral with Mark Rinker
- Fri, Oct. 17 @ 7:00 - Library After Hours (Games, Legos, Mocktails, VR Headsets, Make Friends!)
- Tues, Oct. 21 @ 6:30 - Jane Austen Book Club
- Wed, Nov. 5 @ 6:30 - Expecting the Unexpected: Advance Planning with Erin Rinker

# **Youth Services Monthly Report: September 2025**

## **Storytimes/After School**

September is for prep for all these groups. As of now, all four groups are more than half full. They start the first full week of October.

## **Teens/Tweens**

High School book club started back up. We had them read Ferris. They had mixed feelings about it. I think they thought it was too little kid-ish but in my opinion, one is never too old for a children's book, be it a picture book or novel.

Mrs. Ross and I were also able to resume Lit Lunch with the sixth graders. So far there are only two but once we finish the book we are currently reading, sign ups will go out again to recruit more.

## **Outreach**

I attended the Cuba Rushford Elementary Back to School BBQ to hand out Ferris books and recommend it to anyone interested. I gave out a few of the books people had signed up for and a few to some who hadn't. I had two BOCES Elm Street classes visit. Some were familiar faces from summer visits. One student told her teachers that she was excited to see Miss Cherilyn and they were confused because her previous teacher's first name is Cheryl and they thought maybe she was confused. She was not. She greeted me by name and it all clicked for them. These groups will be visiting twice a month. Tina and I will alternate. Two fourth grade classes visited and got their library cards. I visited a second-grade class to make slime. I also visited both Pre-K classrooms.

## **Other**

The planning for the school's end of Ferris party is coming along. We are having a dinner all together like in the book with cardboard chandeliers and other fun book tie-ins.

## **Upcoming Programs**

Mondays and Thursdays: 6th Grade Lit Lunch  
Tuesdays: 3 year old storytime, 3rd-6th after school  
Thursdays: 2 year old storytime, K-2nd after school  
10/6, 10/20 HS Book Club, Elm Street Visits  
10/8 Early Head Start and Head Start  
10/15 Ferris Party  
10/24 CRCS Fall Fest  
10/27 Spooky Magic with Cris Johnson  
10/29 Pre-K class visits





Cuba Circulating Library

Cuba Circulating Library celebrated receiving more than 100 new books this past summer. From left are Scott Wisler and Jill Loree, members of the Friends of Cuba Library; Cherilyn Wise, youth services coordinator at the library; and Friends members Sarah and Jack Vail.

## Cuba Library receives more than 100 books from foundation, donors

CUBA — Cuba Circulating Library has been awarded the Children's Book Project grant award from the Pilcrow Foundation, receiving 65 books from the organization dedicated to providing new, hardcover children's books to rural public libraries.

In addition, the library received 20 math and science books as a donation from Hal Berenson and Laura Ackerman of Colorado and 17 health and wellness books from Dr. Bill Strawbridge and Dr. Meg Wallhagen. The purchases of the books — worth more than \$1,200 — was made possible by a \$400 matching grant provided by the Friends of the Cuba Library, Inc.

Cherilyn Wise, youth services coordinator at the library, said, "There were a variety of factors that went in to choosing the books. I looked for

gaps in popular series that may have been lost or missing. I looked at series that we didn't own to see how popular they were. And of course, I looked at the newest titles available and authors whose works are always popular."

Wise is particularly thankful for the Friends of the Cuba Library for their support on this project as well as many others.

"The Friends do a lot to support the library and so much of what we do would not be possible without their fundraising efforts," she said.

Stop by the library to learn more about the Friends group, or to see the selection of books provided by the Pilcrow Foundation. To learn more about the Cuba Library, visit [cubalibrary.org](http://cubalibrary.org).

### Maintenance Report 9/1/25 - 10/1/25

1. Sealed/Caulked front posts where some was missing, need to touch up paint on posts also.
2. Caulked crack in stone for statue to prevent future water damage.
3. Mowed and trimmed as needed.