

Meeting Monday Nov. 10, 2025 at 5:30 PM

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

Excused: Jacqueline Gertner

1. Call to order at 5:30 PM
2. Public Comments - None
3. Friends' Report
 - a. Nov. 26 - pie and baked goods sale
 - b. Dec. 6, 13, & 18 - gift wrapping
4. Minutes of the October Meeting
 - a. Motion to approve the September minutes by Scott Sackett, second by Brad Weaver. Motion passes.
5. Financial Officer's Report
 - a. Motion to accept the financial officer's report by Marsha Long, second by Denean Emerson. Motion passes.
6. Director's Report
 - a. See attached
7. Committee Reports
 - a. Planning - None
 - b. Finance - None
 - c. Bldgs/Grounds
 - i. Email coming to set up decorating times
 - d. Personnel
 - i. Motion to accept changes to the personnel policy by Scott Sackett, second by Brad Weaver. Motion passes.
 - ii. Motion to accept the resolution making Library Director a salaried position starting January 1, 2026 by Scott Sackett, second by Emily Zayac. Motion passes. See attached.
 - e. Policy
 - i. Motion to approve changes to the community room use policy by Scott Sackett, second by Lauren Mosgrove. Motion passes.
 - ii. Motion to approve changes to the programming policy by Brad Weaver, second by Marsha Long. Motion passes.
 - f. Liaison with Friends - None
 - g. Education - None
 - h. Ad Hoc - Nominating
 - i. Motion to appoint Miklos Farkas as trustee to the board starting Nov. 10 by Lauren Mosgrove, second by Emily Zayac. Motion Passes.
8. Unfinished Business
 - a. Storage shelf in back hallway - Tina is meeting with a contractor soon.

- b. SAM grant - high efficiency heat pump was approved. Buildings and grounds committee recommends the geothermal option
- 9. New Business
 - a. Motion to not exceed tax cap and set 2026 tax levy at \$7,739 by Paul Tsujimoto, second by Denean Emerson. Motion passes.
 - b. Looked at the proposed 2026 budget.
 - c. Discussion about 2026 board committees and having choice
- 10. Adjournment at 6:35 PM
 - a. Motion to adjourn by Jill Schwab, second by Emily Zayac. Motion passes.

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - October, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4003 School Income	295,145.00	295,145.00	0.00	0.00 %
4004 Local Lib Services Aid		1,745.00	1,745.00	100.00 %
4017 Memorials/Gifts	2,839.41		-2,839.41	
4020 Meeting Room Fee	655.00	1,100.00	445.00	40.45 %
4100 Other Income	3,651.90		-3,651.90	
Book Replacement	280.99		-280.99	
Copies Income	1,507.89	2,600.00	1,092.11	42.00 %
Donation Box	1,390.35	3,000.00	1,609.65	53.66 %
Fines	267.80	250.00	-17.80	-7.12 %
Misc Income	677.22	0.00	-677.22	
Total 4100 Other Income	7,776.15	5,850.00	-1,926.15	-32.93 %
4200 Restricted Funds Revenue	6,265.00		-6,265.00	
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	1,400.00		-1,400.00	
Manley Grant	4,000.00		-4,000.00	
United Way	2,500.00		-2,500.00	
Total 4200 Restricted Funds Revenue	23,018.89	5,000.00	-18,018.89	-360.38 %
4500 Investment Income				
Dividend Income	12,504.72		-12,504.72	
Interest Income	436.72		-436.72	
Morgan Stanley				
Adams Memorial	500.00	500.00	0.00	0.00 %
Endowment Fund	131,722.91	32,877.00	-98,845.91	-300.65 %
Total Morgan Stanley	132,222.91	33,377.00	-98,845.91	-296.15 %
Realized Gain/Loss on Investments	118,003.26		-118,003.26	
Unrealized Gain/Loss on Investments	-14,938.38		14,938.38	
Total 4500 Investment Income	248,229.23	33,377.00	-214,852.23	-643.71 %
Budget Carryover		0.00	0.00	
Total Revenue	\$577,663.68	\$342,217.00	\$ -235,446.68	-68.80 %
GROSS PROFIT	\$577,663.68	\$342,217.00	\$ -235,446.68	-68.80 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	152,324.35	196,158.00	43,833.65	22.35 %
6102 Taxes	-0.03		0.03	
Payroll Tax	12,073.57	15,241.00	3,167.43	20.78 %
SUTA	1,509.02	2,430.00	920.98	37.90 %
Total 6102 Taxes	13,582.56	17,671.00	4,088.44	23.14 %
6103 Employee Benefits				
Company Contributions				

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - October, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Retirement	3,853.48	5,466.00	1,612.52	29.50 %
Total Company Contributions	3,853.48	5,466.00	1,612.52	29.50 %
Health Insurance	5,000.00	6,000.00	1,000.00	16.67 %
Total 6103 Employee Benefits	8,853.48	11,466.00	2,612.52	22.78 %
6105 Ins - Disability		1,080.00	1,080.00	100.00 %
Total 6100 Payroll Expenses	174,760.39	226,375.00	51,614.61	22.80 %
6200 Library Materials				
6205 Books-J	4,725.54	5,500.00	774.46	14.08 %
6210 Books-A	8,225.02	8,500.00	274.98	3.24 %
6220 Serials	1,381.92	1,500.00	118.08	7.87 %
6230 Audio	526.38	800.00	273.62	34.20 %
6240 Equipment	1,259.14	2,000.00	740.86	37.04 %
6250 Digital Books	3,701.00	3,701.00	0.00	0.00 %
6260 DVD	1,233.69	1,500.00	266.31	17.75 %
6270 Video Games	564.57	1,200.00	635.43	52.95 %
6280 Adult Programming	2,561.90	2,500.00	-61.90	-2.48 %
6285 Childrens Programming	1,133.86	1,500.00	366.14	24.41 %
6290 STLS cost share	11,099.00	11,099.00	0.00	0.00 %
Total 6200 Library Materials	36,412.02	39,800.00	3,387.98	8.51 %
6202 Book Replacement	127.42		-127.42	
6300 Restricted Fund Spending				
6310 Arts Grant Expense	3,825.39		-3,825.39	
6315 ALA Grant	122.97		-122.97	
6320 Friends Expense	11,185.33		-11,185.33	
6330 Manley Grant expense	4,741.75		-4,741.75	
6350 Wilday Grant	446.49		-446.49	
6355 STLS Outreach	2,772.88		-2,772.88	
6368 Martin Grant	286.08		-286.08	
6370 Memorials & Gifts	2,247.20		-2,247.20	
6390 United Way Grant	2,382.54		-2,382.54	
Total 6300 Restricted Fund Spending	28,010.63		-28,010.63	
6410 Advertisement	91.66	300.00	208.34	69.45 %
6415 Bank fees	62.07	250.00	187.93	75.17 %
6420 Custodial supplies	706.94	900.00	193.06	21.45 %
6425 Discretionary Fund	-290.38	1,000.00	1,290.38	129.04 %
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	3,173.04		-3,173.04	
6445 Library supplies	2,303.39	2,000.00	-303.39	-15.17 %

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - October, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Library Equipment	1,099.80	1,200.00	100.20	8.35 %
Total 6445 Library supplies	3,403.19	3,200.00	-203.19	-6.35 %
6447 Membership	1,261.20	1,000.00	-261.20	-26.12 %
6450 Postage	214.42	500.00	285.58	57.12 %
6455 Processing Fee	715.13	1,000.00	284.87	28.49 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	4,817.94	9,000.00	4,182.06	46.47 %
6470 Services		0.00	0.00	
Alarm System - Doyle	2,494.64	2,100.00	-394.64	-18.79 %
Argentieries	208.00	175.00	-33.00	-18.86 %
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	6,750.00	9,000.00	2,250.00	25.00 %
Copier Acme	608.55	2,000.00	1,391.45	69.57 %
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	2,408.47	3,300.00	891.53	27.02 %
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	189.95	700.00	510.05	72.86 %
Window Cleaner		500.00	500.00	100.00 %
Total 6470 Services	18,482.11	27,625.00	9,142.89	33.10 %
6480 Train/conference	1,126.54	2,000.00	873.46	43.67 %
6485 Travel	2,169.37	4,500.00	2,330.63	51.79 %
6490 Utilities				
Electric	5,573.47	6,000.00	426.53	7.11 %
Extended Broadband	1,350.00	1,800.00	450.00	25.00 %
Fuel	2,608.43	4,000.00	1,391.57	34.79 %
Phone	1,079.83	2,000.00	920.17	46.01 %
Total 6490 Utilities	10,611.73	13,800.00	3,188.27	23.10 %
Total Expenditures	\$294,958.46	\$342,217.00	\$47,258.54	13.81 %
NET OPERATING REVENUE	\$282,705.22	\$0.00	\$ -282,705.22	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	-195,210.00		195,210.00	
Total Children's Area Remodel (Net)	12,999.57		-12,999.57	
Endowment Spending	30,000.00		-30,000.00	
Total Other Expenditures	\$42,999.57	\$0.00	\$ -42,999.57	0.00%

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - October, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
NET OTHER REVENUE	\$ -42,999.57	\$0.00	\$42,999.57	0.00%
NET REVENUE	\$239,705.65	\$0.00	\$ -239,705.65	0.00%

Statement of Activity

Cuba Circulating Library Association

October 2025

DISTRIBUTION ACCOUNT	TOTAL	
	OCT 1 - OCT 31 2025	OCT 1 - OCT 31 2024 (PY)
Income		
4003 School Income	295,145.00	
4017 Memorials/Gifts	250.00	1,643.08
4020 Meeting Room Fee	30.00	25.00
4100 Other Income	\$2,000.00	
Book Replacement	61.99	5.01
Copies Income	107.29	199.50
Donation Box	9.50	121.50
Fines	70.80	12.00
Misc Income	25.40	55.30
Arts		15.00
Total for 4100 Other Income	\$2,274.98	\$408.31
4200 Restricted Funds Revenue	\$100.00	
Grant - STLS	500.00	225.00
Adult Programs		298.00
Friends		2,116.88
Total for 4200 Restricted Funds Revenue	\$600.00	\$2,639.88
4500 Investment Income		
Dividend Income	724.20	192.00
Interest Income	156.74	14.37
Morgan Stanley		
Endowment Fund	-68,962.00	18,031.00
Total for Morgan Stanley	-\$68,962.00	\$18,031.00
Realized Gain/Loss on Investments	815.15	4,900.07
Unrealized Gain/Loss on Investments	8,645.83	
Total for 4500 Investment Income	-\$58,620.08	\$23,137.44
Total for Income	\$239,679.90	\$27,853.71
Cost of Goods Sold		
Gross Profit	\$239,679.90	\$27,853.71
Expenses		
6100 Payroll Expenses		
6101 Wages	21,513.43	20,101.11
6102 Taxes	\$0.00	-\$0.01
Payroll Tax	1,687.87	1,575.98
SUTA	74.65	57.12
Total for 6102 Taxes	\$1,762.52	\$1,633.09

Statement of Activity
Cuba Circulating Library Association
October 2025

DISTRIBUTION ACCOUNT	TOTAL	
	OCT 1 - OCT 31 2025	OCT 1 - OCT 31 2024 (PY)
6103 Employee Benefits		
Company Contributions		
Retirement	506.19	542.97
Total for Company Contributions	\$506.19	\$542.97
Health Insurance	500.00	500.00
Total for 6103 Employee Benefits	\$1,006.19	\$1,042.97
Total for 6100 Payroll Expenses	\$24,282.14	\$22,777.17
6200 Library Materials		
6205 Books-J	562.01	351.90
6210 Books-A	849.01	632.85
6240 Equipment	228.64	
6260 DVD	285.34	91.89
6270 Video Games	204.90	112.00
6280 Adult Programming	485.02	100.00
6285 Childrens Programming	176.46	224.93
Total for 6200 Library Materials	\$2,791.38	\$1,513.57
6202 Book Replacement	53.67	9.68
6300 Restricted Fund Spending		
6320 Friends Expense	679.06	200.00
6355 STLS Outreach	63.04	
6368 Martin Grant	30.11	
6370 Memorials & Gifts	162.92	2,519.15
6390 United Way Grant	156.87	389.98
6305 Adult Programs (deleted)		425.00
6315 ALA Grant		10.00
6360 DFY Grant		75.55
Total for 6300 Restricted Fund Spending	\$1,092.00	\$3,619.68
6420 Custodial supplies	151.86	57.65
6425 Discretionary Fund	64.00	111.37
6440 Investment Fee	519.90	
6445 Library supplies	\$143.92	\$188.43
Library Equipment	99.05	63.98
Total for 6445 Library supplies	\$242.97	\$252.41
6447 Membership	16.20	240.00
6455 Processing Fee	80.47	46.53
6465 Repairs/Building & Grounds	103.84	450.00

Statement of Activity
Cuba Circulating Library Association
October 2025

DISTRIBUTION ACCOUNT	TOTAL	
	OCT 1 - OCT 31 2025	OCT 1 - OCT 31 2024 (PY)
6470 Services		
Alarm System - Doyle	543.66	508.08
Argentieries	17.00	24.00
Bookkeeper	675.00	675.00
Copier Acme	73.72	226.11
Hotspots	159.41	159.41
Water Softener	15.00	141.77
Window Cleaner		500.00
Total for 6470 Services	\$1,483.79	\$2,234.37
6480 Train/conference	765.00	685.00
6485 Travel	325.85	134.00
6490 Utilities		
Electric	1,454.29	425.18
Fuel	263.00	232.00
Phone	50.00	142.89
Extended Broadband		450.00
Total for 6490 Utilities	\$1,767.29	\$1,250.07
6410 Advertisement		44.00
6435 Interest Expense		0.93
Total for Expenses	\$33,740.36	\$33,426.43
Net Operating Income	\$205,939.54	-\$5,572.72
Other Income		
Other Expenses		
Children's Area Remodel (Net)		
Children's Area Remodel Funds	-19,481.00	
Children's Area Remodel Donations		-655.00
Total for Children's Area Remodel (Net)	-\$19,481.00	-\$655.00
Total for Other Expenses	-\$19,481.00	-\$655.00
Net Other Income	\$19,481.00	\$655.00
Net Income	\$225,420.54	-\$4,917.72

Statement of Financial Position

Cuba Circulating Library Association

As of October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF OCTOBER 31, 2025	AS OF OCTOBER 31, 2024 (PY)
Assets		
Current Assets		
Bank Accounts		
1020 Five Star	19,748.43	21,264.68
1080 Money Market	226,457.13	
1090 Savings	0.00	289.49
Total for Bank Accounts	\$246,205.56	\$21,554.17
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
Total for Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	\$0.00	\$0.00
American Balanced A	0.00	30,921.57
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	21,154.40
American Global Balanced A	0.00	90,485.44
American Inc Fd of America A	0.00	93,557.32
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	21,004.23
American WA Mutual A	0.00	95,364.27
Cash, BDP, and Money Market Fds	4,663.66	16.06
Cost of Securities	638,711.28	
Savings	0.00	0.00
Stocks	0.00	988.34
Unrealized Gain/Loss	96,316.26	145,016.91
Total for 1303 Endowment Investment	\$739,691.20	\$751,118.32
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	97.05	-104.32
Cost of Securities	16,393.50	
Unrealized Gain/Loss	2,805.27	3,106.75
Total for 1306 Adams Mem Book Fund Investment	\$19,295.82	\$16,413.57
1400 Prepaid Fee	833.09	0.00
QuickBooks Tax Holding Account	0.00	

Statement of Financial Position

Cuba Circulating Library Association

As of October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF OCTOBER 31, 2025	AS OF OCTOBER 31, 2024 (PY)
Repayment		
Christmas Gift Card	0.00	0.00
Travel Reimbursement	0.00	0.00
Total for Repayment	\$0.00	\$0.00
Total for Other Current Assets	\$759,820.11	\$767,531.89
Total for Current Assets	\$1,006,025.67	\$789,086.06
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	0.00	0.00
1530 Furniture and Fixtures	117,419.00	117,419.00
1535 A/D Furniture and Fixtures	-116,542.55	-114,119.20
Land	46,763.00	46,763.00
Total for Fixed Assets	\$664,282.54	\$585,534.37
Other Assets		
1000 Friends Cash	0.00	0.00
Total for Other Assets	\$0.00	\$0.00
Total for Assets	\$1,670,308.21	\$1,374,620.43
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	675.00	675.00
Total for Accounts Payable	\$675.00	\$675.00
Credit Cards		
5662 Bank Of America	0.00	0.00
Total for Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	-\$0.01	\$0.00
American Funds	0.00	2,512.28
Federal Taxes (941/944)	0.00	1,566.31
NYS Employment Taxes	0.00	57.13
NYS Income Tax	0.01	826.73
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 October 31, 2025

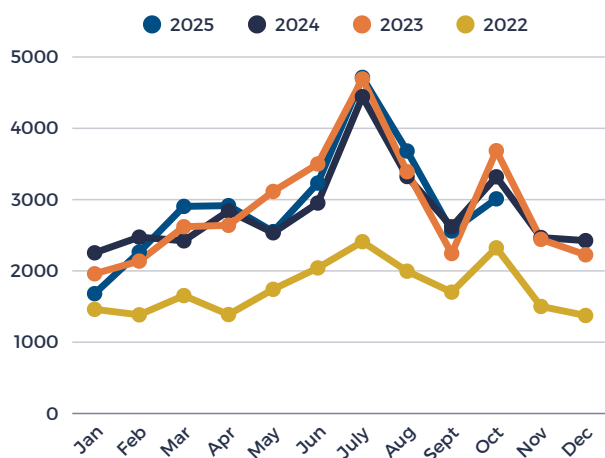
DISTRIBUTION ACCOUNT	TOTAL	
	AS OF OCTOBER 31, 2025	AS OF OCTOBER 31, 2024 (PY)
Total for 2100 Payroll Liabilities	\$0.00	\$4,962.45
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total for Other Current Liabilities	\$0.00	\$4,962.45
Total for Current Liabilities	\$675.00	\$5,637.45
Long-term Liabilities		
Total for Liabilities	\$675.00	\$5,637.45
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	-32,877.00	66,670.08
3550 Realized Gain/Loss Equity	-99,345.91	0.00
3800 Restricted Fund	16,993.07	14,965.00
3900 Fund Balance	1,545,157.40	1,457,624.24
Net Income	239,705.65	-170,276.34
Total for Equity	\$1,669,633.21	\$1,368,982.98
Total for Liabilities and Equity	\$1,670,308.21	\$1,374,620.43

Cuba Circulating Library

OCTOBER 2025 DIRECTOR'S REPORT



Patron Visits



JANE AUSTEN BOOK CLUB

We held our first meeting of the Jane Austen book club on Oct. 21 to discuss "Sense and Sensibility. Seven of us sat around the fireplace to discuss Miss Austen's first work of literature and are very much looking forward to continuing the discussion next month on Nov. 18 with Pride and Prejudice.

HOW TO PLAN YOUR FUNERAL

Mark Rinker taught a program on How to Plan your Funeral on Oct. 16 which was attended by 22 patrons. This very educational program helped people understand funding, insurance, and timelines. It also gave them the opportunity to ask questions in a welcoming and supportive atmosphere.

PATRON NUMBERS

For the month of October we had **3011** visitors to the library. We created **19** new library card sign ups, We had **2437** items checked out in October. Circulation in the October has steadily declined from 2023 to 2025. This could be attributed to the number of holiday activities in this month.

41

Onsite
Programs

751

Programs
Attendees

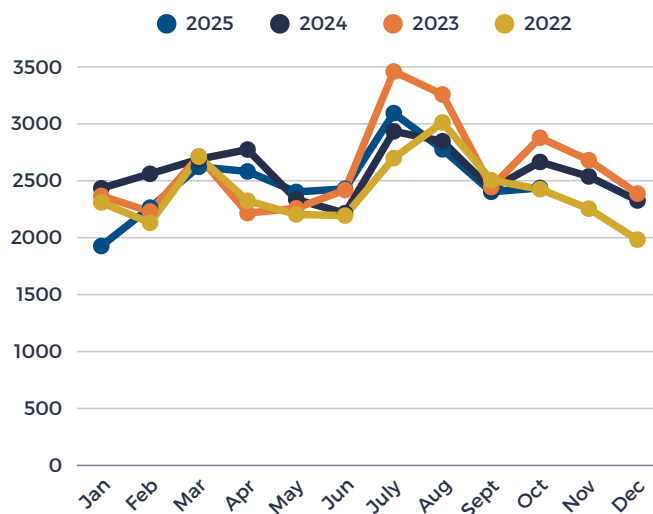
22

Outreach
Visits

866

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

2437

Items checked out
in October

eContent accessed
in October

121

Public computer
sessions in October

350

Holds filled
in October

892

Visits to website
in August

Grants

We received \$2,000 from the Allegany Department for Youth. These funds can be used broadly to support our children's programming, for anything from our Youth Services Coordinator's salary to supplies for storytime. I submitted the application for the 2025-26 cycle of funding, which was due at the end of October.

The Community Arts Grant is due January 9, 2026. This grant has increased significantly from last year, enabling us to ask for up to \$7500 in funding for arts programming. If you have any suggestions for artists or art programs you would like to see held at the library next year, please let me know. Our application is strengthened by multicultural artists, as well as partnerships with other community organizations. We are already working with the Palmer Opera House to bring Shake on the Lake to Cuba in August.



On Oct. 9, we had a visit from NYS librarian Lauren Moore to show her our newly renovated children's area. I gave her a tour of our whole library. She asked what our next project was and reminded me of the importance of my ABC's--Always Be Constructing!

STLS Directors' Advisory Council (DAC)

For the past three years, I have served as the chair of the STLS Directors' Advisory Council. For five years, I've served as the co-representative of 12 libraries in the 2,000 to 4,999 population. At the end of December, my term chair will be completed. During my time as DAC chair, we have revised the bylaws and written a strategic plan for the advisory council. This position has given me the wonderful opportunity to get to know directors from all around the library system while also allowed me to be involved in policy-making at the system level. It has also been a tremendous growth opportunity. I'm thankful for all the learning and service this position granted me. I have one year remaining in my term as a DAC representative.

Pumpkin Contest Winners



We held our annual pumpkin decorating contest and had 12 entries. The public was invited to come vote for their favorites on Oct. 29 and prizes were awarded on Oct. 30. This is one of my favorite events of the year.

Upcoming Programs

- Thur, Nov. 13 @ 6:30 Demystifying AI with Brandon Dunbar
- Thur, Dec. 4 @ 5:00 Disaster Preparedness with Homeland Security and Emergency Services
- Sat, Dec. 6 1:30-4:30 Small Town Christmas: Cookie decorating and Santa at the Library

Cuba Circulating Library

PERSONNEL POLICY

The Cuba Circulating Library Association (“library”) is an Equal Opportunity Employer. No person shall be denied a volunteer or paid position in the library on the basis of any legally prohibited discrimination involving but not limited to: race, religion, color, political beliefs, national or ethnic origin, sex, sexual orientation, age, marital or family status, veteran status or disability.

The library complies with the Americans with Disabilities Act (“ADA”) by providing an equal opportunity to all qualified persons with disabilities. The library also provides a reasonable accommodation to applicants and employees with disabilities.

The library adheres to the highest standards of honesty, good faith, and fair dealings, as well as the ethics of the American Library Association and the New York Library Association. No employee shall accept gifts, gratuities, or favors which could influence his or her actions affecting the library. No employee shall have a position of influence or a material financial influence in another entity which could pose a conflict of interest for decisions made affecting the library. If a possible conflict of interest exists for a contract or arrangement for goods or services between an employee of the library and an outside entity, it must be disclosed to the Library Director or President of the Board of Trustees in writing.

I. RECRUITMENT AND HIRING

A. Positions

As an association library, positions are not subject to Civil Service. The Library Director's normal work-week shall be forty (40) hours a week. The Youth Services Coordinator will work at least twenty-five (25) hours a week. All staff aside from the Director are paid hourly. The Library Director supervises all staff. The Board of Trustees supervises the Director. "Professional" employees work at least twenty-five hours a week; "Paraprofessional" employees work less than twenty-five hours a week on average.

B. Recruitment

Open positions are first made known to current staff so it can be explored if their experience and talents can meet the need to be filled. If not filled by current staff, open positions for Library Director and Youth Services Coordinator will be advertised, appropriate online venues and with agencies appropriate for announcing said library positions. If not filled by current staff, other open positions will be advertised locally or regionally as deemed necessary for recruitment.

C. Hiring

1. Structured interviews with a committee of Board members will be held for the Library Director and Youth Services Coordinator. At the discretion of the board, the current Library Director may be part of the interview team for any position. At the discretion of the board, the current Youth Services Coordinator may be part of the interview team for Library Director and the Youth Services Coordinator.
2. Structured interviews with the Library Director and one other staff will be held for Library Assistant positions.
3. Other positions will be filled by the Library Director, with or without structured interview, but always on the basis of merit and qualifications.
4. Prior to being hired, a candidate will have their name checked against the New York State Sexual Offenders Registry.
5. In the event a candidate discloses or is discovered to have a criminal conviction, the library shall apply the factors required by law, and shall document any decision based on such convictions, as required by law.

D. Resignation

1. For the orderly operation of the Library, the Director and Youth Services Coordinator shall give six (6) weeks' notice of resignation. Other staff shall give two (2) weeks' notice of resignation. Timely notice of resignation is required to be paid for accrued vacation time.

II. SALARY/WAGES

A. The Board of Trustees will determine salaries/wages for all staff.

B. Payroll procedure

1. Payroll period will consist of fourteen (14) consecutive days beginning on a Monday and ending on a Sunday. There are 26 payroll periods a year.

2. Payroll checks will be distributed on the first Wednesday following the end of the payroll period. Employees who elect direct deposit will receive their pay stub via their personal email address on file.

3. Employee compensation will be per a bi-weekly hourly rate or annual salary determined by the Board of Trustees.

4. Bi-weekly compensation for hourly employees will be determined by the number of hours worked in the payroll period times the rate of pay. Salaried employees shall receive bi-weekly payout of a pro-rated portion of their annual salary.

5. Employees eligible for the Paid Family Leave will have deductions taken from their paychecks as prescribed by New York State Law.

6. The library shall secure annual written authorization for any payroll deductions not authorized by law.

C. IRA contribution

Employees become eligible to participate in the Library's IRA Retirement plan when they have earned at least \$1,500 in a year and may be reasonably expected to earn at least \$5,000 in that year. The Library will match up to three percent (3%) of an employee's gross annual wages/salary, if the employee wishes to participate in the IRA Retirement plan. This will be done by payroll deduction. An employee is eligible to retain the amount matched by the employer after one year of employment.

III. INSURANCE

New York State requires most employers to maintain Disability, Worker's Compensation and Paid Family Leave benefits. The library provides such insurance coverages as required by law for the long-term wellness and financial protection of all employees. Each benefit is unique and is administered as described below.

A. Disability

Disability benefits coverage is provided to all employees for an off-the-job injury or illness. These benefits provide temporary weekly cash benefits to replace, in part, wages lost due to injuries or illnesses that do not arise out of or in the course of employment. Disability benefits are also paid to an unemployed worker to replace unemployment insurance benefits lost because of illness or injury.

The library obtains this coverage through a disability benefits insurance carrier who is authorized by New York State's Worker's Compensation Board. This coverage is paid for entirely by the employer. Employees who seek disability benefits shall notify the Director, who shall notify the President of the Board of Trustees, in a timely manner, to file a claim. Employees will be asked to complete and submit a Notice and Proof of Claim for Disability Benefits form.

B. Worker's Compensation

Worker's Compensation coverage is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job. This coverage is paid for entirely by the library and is obtained through a disability benefits insurance carrier who is authorized by New York State's Worker's Compensation Board.

Employees who are injured or become ill on the job shall seek medical attention immediately. The employee shall also notify the Director of the accident and how it occurred. The Director is responsible for completing an Accident Form immediately following the accident and notifying the President of the Board of Trustees. The Director will file the accident form with the insurance provider.

Employees approved for benefits shall follow the required claims process. Partial use of sick time is allowed to bring compensation up to full normal pay. The Worker's Compensation Board is responsible for the review and approval of claims.

C. Paid Family Leave

Paid Family Leave coverage provides employees with job protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service abroad. This coverage is paid for entirely by the employer. The library obtains coverage on behalf of the employee through a benefits insurance carrier who is authorized by New York State's Worker's Compensation Board.

Employees who wish to apply for Paid Family Leave shall notify the Director, who shall notify the President of the Board of Trustees, at least thirty (30) days before leave will start. The employee must complete a Request for Paid Family Leave and submit it to the Director, who will notify the President of the Board of Trustees. The Director will complete the employer section of the form and return to the employee within three (3) business days. The employee is responsible for submitting the form and all necessary documentation to the library's Paid Family Leave Insurance carrier. The insurance carrier is responsible for the review and approval of claims.

The Director will administer all claims, unless involved in a claim him/herself, in that case, the President of the Board of Trustees will administer that claim.

D. Health Insurance

The library will pay fifty percent (50%) of the cost of a single BCBS of WNY Silver Standard health insurance plan or equivalent, for the positions of the Director and the Youth Services Coordinator. The eligible employee is responsible for the remaining premium. Qualified employees who opt not to use the coverage provided per the section may elect to receive \$3,000.00/year "Alternate Benefit", pro-rated at \$250/month, in any one of the following ways, or a combination of the following ways: 1) payment to a Health Savings Account (not taxed as income); or 2) additional compensation as a stipend (this amount will be considered income and is subject to taxes and withholding). Employees declining coverage and electing the Alternate Benefit must notify the Library by August 31 annually. Once a selection is made, it will stand until timely alternate notice is received.

E. Pre-natal care

Employees have up to 20 hours per year of paid leave for pre-natal care, separate from paid sick leave. Prenatal care leave does not accrue, does not carry over from year to year, and is not paid out upon termination. It is solely for care related to pregnancy and fertility medical services.

IV. EARNED LEAVE

A. Holiday Leave

The Library Director and Youth Services Coordinator are paid for holidays that the library is closed. Staff who would otherwise be scheduled to work on that day will also be paid.

B. Vacations

1. Beginning after six (6) months of employment, the Library Director shall receive two (2) weeks of paid vacation a year. Beginning after six (6) months of employment, the Youth Services Coordinator shall receive two (2) weeks of paid vacation equal to normal work week hours. After four (4) years of employment, the Library Director and Youth Services Coordinator shall receive three (3) weeks of vacation equal to normal work week hours. Vacation must be used in the year in which it was earned, unless granted an exception by the Board.

2. Beginning after six (6) months of employment, paraprofessional staff receives one (1) week (of their average regular work week) of vacation a year. Hourly employees earn an additional four (4) hours vacation for every additional year of employment, up to two (2) full weeks of vacation a year. Vacation must be used in the year in which it was earned, unless granted an exception by the Board. Substitute employees are not eligible to accrue vacation.

3. Employees who resign can cash out accrued unused vacation, provided they give a timely resignation in keeping with library policy.

C. Sick Days

Each employee will accrue sick leave pay at the rate of one and one-quarter hour (1.25) hours per every thirty (30) hours worked. An employee's unused sick leave shall be carried over to the following calendar. Use of annual sick leave is capped at 80 hours for full-time workers, and 40 hours a year for part-time workers. All sick leave will be taken pursuant to the provisions of New York Labor Law Section 196-b. An employee will not be paid for unused sick leave upon such employee's termination, resignation, retirement, or other separation from employment.

D. Bereavement Leave

Four (4) days of paid mourning leave is granted, equal to the number of hours an employee usually works in a week, per year. Bereavement leave is used for the death of a spouse, child, sibling, parent, grandparent or in-law of the employee, or at the discretion of the library director.

E. Jury Duty

If called to jury duty, employees will be paid equal to the number of hours that employee usually works for up to one (1) week's jury duty.

F. Weather and Other Emergency Closings

The library will close due to weather at the discretion of the Library Director. If the library closes because of extreme weather conditions or emergency conditions, employees scheduled to work will be credited with time as if worked.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked and submit their time to the Library Director via email.

V. **CONDITIONS OF EMPLOYMENT**

A. Job Descriptions

1. The Director and Board of Trustees establish employee classification and job descriptions according to prevailing library practices and the needs of the library. All job descriptions are available to all current employees as well as to applicants.

2. It is the Library Director's responsibility to keep these descriptions current.

B. Probationary Period

The probationary period is the first three (3) months of an hourly staffer's employment, during which time the employee may work closely with another staff member. The probationary period for the Library Director is six (6) months. At the end of the probationary period, the employee will receive a written evaluation of work. An unsatisfactory evaluation may result in termination.

C. Hours and Days of Work

The typical hours of the Library are Monday-Thursday 9:30 a.m. – 8:00 p.m. and Saturday 9:30 a.m. – 3:30 p.m. Evening and Saturday work is a condition of employment in the library and is a part of the customary and usual work week.

D. Work Environment

1. The Library uses careful scheduling to ensure safe, prompt, and adequate staffing at all times. At least two employees work at all times.
2. Scheduling is done in advance to ensure workers know their hours with enough time to plan their week. Employees who cannot work a scheduled shift are encouraged to identify a replacement and notify the Director of the change, or may simply notify the Director. While some changes are acceptable, a pattern of inability to work a scheduled shift will be viewed as incompatible with the job.
3. Because the Library is a service to the community, arriving with enough time to be ready to start work at the scheduled time is essential. For this reason, although occasional issues are understandable, a pattern of being late and/or unprepared to start work on time must be considered misconduct. Employees who know they will be late should call in to alert their co-worker.
4. Because workers are expected to be attentive and to be performing job duties during work time, the conduct of personal business while at work, including phone calls, should be done while on an employee's break, in an employee-only area. This is an important sign of professionalism.
5. The library building is a non-smoking and drug free environment. Smoking is not permitted in any place in the building or within one hundred (100) feet of library property (including the parking lot and outdoor areas) in accordance with New York State Law.

E. Personal Appearance

Employees are expected to dress in a professional manner which reflects their position. At all times, an employee's appearance should be neat, clean, respectful of others, and garments should not pose a safety hazard.

F. Social Media

Library staff are welcome to interact with the library's social media outlets using their personal social media accounts, including but not limited to commenting, reposting, etc. original library posts. However, library staff may not use social media to violate the library and/or patron's privacy and may not use any social media outlets to speak for the library (i.e., preface any posts dealing with the library but not promoting specific events or programs with a statement like 'The following doesn't represent the library or library board's opinions').

G. Breaks

Employees receive a paid fifteen (15) minute break for each complete four (4) hours worked. If an employee is at work more than six (6) hours a day, that employee must take a 30-minute unpaid break. Staffing plans and breaks shall be structured to ensure break times do not leave the circulation desk unattended during hours the library is open.

H. Breaks for Expression of Breast Milk

For information about lactation breaks see the Lactation Policy.

VI. TRAINING

A. Staff Development

Staff is expected to attend pertinent training and meetings, including monthly staff meetings. With the approval of the Library Director, workshop fees are paid by the library. Mileage to meetings and training is paid at the prevailing Internal Revenue Service rate.

VII. EVALUATIONS

Evaluations of all staff will be done annually. Prior to the meeting the employee will be given a copy of the evaluation form on which to note special accomplishments of the year. The employee and Director work together on the evaluation and also work together on the goals for the coming year. The form is signed by both the Director and the employee. The

Director is evaluated in the same manner annually by the Board of Trustees in accordance with their hire date

VIII. REPORTING COMPLAINTS AND CONCERNS

A. Employee Grievance

1. An employee with a grievance will define that problem in writing and submit it to the Director and/or the Chair of the Personnel Committee. If the problem is not resolved to the satisfaction of the employee within fifteen (15) working days, a written complaint with details should be submitted to the Board of Trustees by the employee. After hearing from the employee and the Director, the final decision of the Board of Trustees will be rendered in writing within thirty (30) days of the receipt of the complaint. If the complaint is not resolved to the satisfaction of the employee, any further action is the sole responsibility of the employee.

B. Concerns about Theft or Failure to Follow Policy

1. Employees may report concerns regarding abuse of library resources and failure to follow policy using the Whistleblowers Policy*. This policy protects people who report such concerns from retaliation. See Attached Cuba Circulating Library Association Whistleblower/Ethical Behavior Policy for further details.

C. Reporting Illegal Discrimination and Harassment

1. An employee concerned that they have experienced or witnessed sexual harassment may report it to the Director or a trustee per the library's Sexual Harassment Prevention Policy, and may use the same protocol to report other types of illegal discrimination.
2. All employees, volunteers, and trustees are required to report any harassment they witness as required by the policy.

IX. CUSTOMER SERVICE

The first duty of all employees is to serve the customer. Courtesy and a spirit of excellence in customer service are the first requisites of a staff member. All customers are served on a first come, first served basis, and business like and cordial conduct is presupposed at all times.

Good customer service does not mean employees have to tolerate abuse, harassment, or hostile conduct by the public. Employees who are subjected to such behavior should withdraw to an employee-only area and report the concern to the director, so it may be addressed under the Library's Code of Conduct.

The Library encourages good relationships with patrons, but personal conversations should be kept to a minimum and should never take precedence over customer service. Maintaining confidentiality of customer records and customer behavior is a requisite of the job

X. EMPLOYEE CONSIDERATIONS

As a courtesy, library employees are able to make copies at half the public's cost.

XI. CORRECTIVE ACTION AND MISCONDUCT

A. Corrective Action

The library selects employees on the basis of their qualifications and experience, and expects that library employees will perform their duties with due attention to policy and quality of work.

The Library also know that everyone can make mistakes, or need direction for improvement from time to time.

When an employee's adherence to policy and/or quality of work does not meet expectations, the director or another designee will address the quality concerns with the employee. Such "Corrective Action" will generally be verbal, and it is expected that the employee will respect to the direction and adjust performance accordingly. The library director will make a note in employee's file of the verbal "Corrective Action" and make employee aware that this discussion was considered a verbal warning.

If an employee's performance has serious concerns, or they have not complied with verbal warnings, corrective action may be in the form of a written letter directing improvement, a plan of improvement, or a warning that further instances will result in termination. Such current concerns may also be addressed in the employee's annual evaluation.

B. Misconduct

Distinct from performance concerns warranting corrective action are wrongful acts ("Misconduct") such as: dishonesty, ethics violation, job abandonment (missing a scheduled shift without warning or suitable excuse) or theft and other legal violations. Misconduct is generally grounds for immediate dismissal. During an investigation into Misconduct, an employee may be suspended with or without pay, based on the circumstances. Employees terminated for misconduct will not be paid out any accrued vacation.

C. Appeal of Dismissal

When an employee is terminated due to either performance concerns or misconduct, they may appeal their termination to the Board on the grounds that it is based on inaccurate information. Such appeals should be sent to the Board within 5 days of the dismissal, and the Board will make a decision no later than two weeks after the next regularly scheduled board meeting.

XII. Posting of Mandatory Notices

The Library maintains a notice area in the employee office for the following required notices:

- **Non-Discrimination**
- **Minimum Wage**
- **Worker's Compensation**
- **Expression of Breast Milk**
- **Unemployment**
- **Disability**
- **Non-retaliation**
- **Use of Criminal Conviction Records**
- **Safety & Health**
- **No Smoking**
- **Equal Pay**
- **Monitoring of Communications**

XIII. Policy Changes

This document is intended to confirm the routine, day-to-day conditions for working at the library, but it is not a contract; to the degree it may do so by law, the board reserves the right to amend any policy or practice in this manual without notice.

Practices set forth in this manual may be changed to address exigent circumstances, emergencies, and evolving situation.

Any input on the content of this manual may be communicated to the Director for consideration by the board.

EMPLOYEE ACKNOWLEDGEMENT

I have received my copy of the Personnel Policies of the Cuba Circulating Library and I understand that it is my responsibility to read and comply with these policies.

Employee Signature

Date

Adopted: July 14, 2003

Rev: 07/12/2004, 12/13/2004, 11/10/08, 05/09/2011, 06/18/2012, 11/10/2014, 08/2018,
04/08/2019, 05/15/2019, 03/30/2020, 12/14/2020, 02/08/2021, 01/09/2023, 11/13/2023,
01/13/2025; 05/12/2025, 11/10/2025

WHEREAS, the Library Director has been found by the Library Board to merit an increase in compensation to \$68,385.60 per year; and

WHEREAS the Library Director has been working hourly, but their contract enables the board to change the amount and manner of compensation without revision; and

WHEREAS the Library Board recognizes that the Library Director performs not only a normal work-week of 40 hours a week, but additional time providing leadership and direction in the manner of salaried professionals, and such service is more appropriately compensated via an annual salary; and

WHEREAS such change guards against the costs of unbudgeted overtime, and will aid in the retention of a competent and high-performing Director, all of which are in the best interests of the Library;

BE IT RESOLVED that effective January 1, 2026, the Library Director shall be a salaried employee; and

BE IT FURTHER RESOLVED that the attached revisions to the Employee Handbook, consistent with a salaried Director position working a normal work-week of 40 hours while providing overall professional leadership, are adopted.

Cuba Circulating Library
39 East Main St
Cuba, New York 14727
Phone: 585-968-1668
Fax: 585-968-3004

Community Room Use Agreement

As an association library, the Cuba Circulating Library provides space for two types of events:
1) events the Library has determined are consistent with the Library's charitable mission of education and information access and routine operations, and 2) events organized by charitable organizations who meet the library's insurance requirements.

Name of Organization or Individual:

Person Responsible (if the user is an "Organization," this must be someone authorized to sign a contract for the Organization:

Mailing Address:

Phone: Cell:

Email:

Date(s) of Use:

Time of Use:

Description of Program/Activity:

Estimated number of attendees: Total Hours of use:

Meeting Room Rules for Use. Please initial next to each statement to indicate agreement:

☐ Your event can be restricted to members or invitees, but must be free of charge.

☐ Your organization must not bar any person on the basis of a protected category of identity, including but not limited to gender, race, veteran status, or religion.

☐ The Library Code of Conduct applies to all persons attending your event and you will ensure attendees are aware of the requirements.

☐ No smoking anywhere in the building or on library property. This is in keeping with New York State Public Health Law §1399-o.

☐ The capacity of the room is no more than 97 people.

☐ Please notify your attendees they are allowed to park in the lot across the street.

☐ The public restrooms are locked. There is a key for each in the kitchenette. Restrooms must be left in tidy condition.

☐ Arranging tables and chairs is your responsibility. Please return them to their original position when finished.

☐ There is a \$25 cleaning fee if the kitchen and meeting room are not left clean and orderly. You must take your trash with you. Please do not leave anything in the refrigerator. A vacuum is located for your convenience in the double metal door closet.

☐ After your meeting, return the thermostat to 60 in winter, AC to 80 in summer.

☐ Turn off lights in the community room, hallway, entryway, and outside. The hall and bathroom lights are on motion sensors and will turn off automatically.

☐ The rear stair exit is to be used in case of emergency only.

☐ In the event of an emergency, call 911 and direct them to 39 E MAIN ST. An AED device is stored in on the main floor of the library.

☐ Children eight (8) and under are not to be left unattended in the library while parents/guardians attend meetings, programs or events.

☐ All Community Room users are responsible for signing out a key if access to the Community Room is needed outside the library's typical operating times. The key should be returned the same day, as the event. If your event ends after the library is closed, please do not keep the key. You may drop the key in the book drop. Library Staff will lock the front door. This will allow you to leave the building while also ensuring that the door is locked from the outside. Be sure the door is pushed shut and firmly latched when you leave. There is a charge of \$250 for unreturned keys.

☐ Items such as pens/pencils, stapler, copies, scissors, tape, cups, plates, napkins, etc. **are not provided with use of this room.**

☐ Sale of merchandise or other materials is forbidden on the premises unless specific approval from the Library Director is obtained in writing at least 3 days prior to the meeting.

User Fee

To defray the costs of reservation, the library charges a nominal but important user fee as follows:

Authorized groups may use the Community Room at no charge for activities lasting less than two hours.

The fee per use for activities lasting from 2 – 4 hours is \$25.

The fee per use for activities lasting over 4 hours is \$50.

Fees must be paid by the end of each month.

Reservation and Cancellation

To ensure equitable access to the community, reservations may not be made more than three months in advance. Individuals or groups may book no more than three meetings in any three-month period unless authorized by the Director; limited series of weekly or daily meetings may be scheduled at the discretion of the Director.

The library will work to ensure the space is ready for your group, but must reserve the right to cancel the reservation on the basis of safety or the operational needs of the library.

If the library must cancel your reservation, the library will contact the responsible person at the number listed as soon as possible. Reservation fees will not be refunded, but the library will re-schedule the cancelled meeting without further cost.

Notice of cancellation by your organization should be made to the Library Director as soon as possible. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled. If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.

Insurance

For events found to be consistent with the Library's charitable mission of education and information access and routine operations, no insurance is required.

For events that are consistent with the Library's charitable mission of education and information access, but exceed the library's routine operations, proof of adequate insurance, naming the library as "additional insured" will be required.

Examples of events requiring adequate insurance include but are not limited to: workforce training, meetings of organization's employees, physical education classes (such as yoga or dancing), CPR classes, use of power tools, cooking or food preparation, professional services, and anything medically related.

To enable adequate time for assessment, when required, proof of insurance must be provided not later than ten business days before your event.

Hold Harmless and Indemnification

The individual or organization arranging to use the room agrees to holds harmless, indemnify, and defend the Cuba Circulating Library, its officers, directors, agents, representatives, managers, employees and affiliates from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable attorney fees and legal expenses, incurred in relation to this conditional use of the library's property.

Initials

Acknowledgements

As the "responsible party" listed above, I have read and agree to the Community Room Use Policy.

Signature

As the responsible party, I have read and will abide by, and direct attendees to abide by, the Code of Conduct and the Community Room Use Guidelines.

Signature

I agree that I, or the organization I represent, will assume full responsibility for any damages or additional cleaning fees.

Signature

I/We, my/our organization, its officers, employees, and members shall through the signing of this Agreement by an authorized party or agent, agree to exercise the utmost care in the use of the library facility, the surrounding property, and to hold the library harmless from all damages, liabilities, injuries, or losses to persons or property resulting from use of library facilities.

Signature

Date

If you should need help after hours, you may reach the Library Director at 585-403-1569.

App. March 9, 2020

Rev: May 11, 2020, Dec. 14, 2020, Apr. 10, 2023, Nov. 11, 2025

Cuba Circulating Library

PROGRAMMING POLICY

PURPOSE: This policy addresses programming (1) developed and sponsored by the library and (2) developed by members of the community and co-sponsored by the library.

POLICY: Cuba Circulating Library is a core community service. We are dedicated to free and equal access to information, knowledge, learning, and the joys of reading for our diverse community. We seek to create lifelong learners through quality and current programs and materials for all.

Library programs extend and promote the role of the library as a community resource, enhance the information found in library collections, offer a way for people to obtain information; encourage participation in civic life, and help to address the cultural and leisure-related interests of the community.

Library staff may use, but are not limited to, the following criteria in program planning:

- Library mission and strategic plan
- Community needs and interest
- Presentation quality and treatment of content for the intended audience
- Presenter background/qualifications/reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits or events

Requests from individuals to present library programs are considered using the above criteria.

The purpose of programs may not be purely commercial or for the solicitation of business. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter.

Attendance may be limited to ensure the safety or success of a program. When limits must be established, attendance will be determined on a first-come, first-served basis, either with advanced registration or at the door. If a program requires pre-registration, patrons may not sign up for a block of slots. They must provide the names and contact information of each person attending at the time of registration. Once a program is full, names will go on a wait list. If the program is scheduled again, the names on the wait list will be called first for the opportunity to attend the new program.

Programs will be developed with consideration for the principles of accessibility and equity. These include, but are not limited to, access for people with disabilities, and times and locations that maximize convenience and encourage attendance by the target audience.

The library staff has the discretion to cancel programs, to be rescheduled or not.

Most programs are advertised for specific ages of children. These programs have been planned so that they are developmentally appropriate for children of that age. Age limitations are important and are implemented for the benefit of all the children. No individual older than 12 years of age may register for any children's program, unless otherwise specified in library publicizing. Some programs may require parent or caretaker attendance — please refer to individual program descriptions for details.

All library programs must be open to the public and offered free of charge. However, if necessary, a small fee to cover the cost of materials may be charged for art or craft programs. Also, recognizing that program attendees may wish to purchase items like books written by speakers or recordings made by performers, the library may permit the sale of such items in conjunction with a library-sponsored program. All plans to sell such items must be arranged in advance and approved by the library staff responsible for the program. Program presenters are responsible for the handling of all sales.

The library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

Programs are advertised by press releases to newspapers and radio stations, on the library's website and social media accounts, with posters taken to local businesses, and with flyers taken to schools.

Co-Sponsoring Programs

The library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the library's mission and vision. The library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored programs must include involvement by library staff in the planning of program content. Professional performers and presenters who offer specialized or unique expertise may be hired for library programs.

Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the Cuba Circulating Library.

This program policy does not apply to:

- events that are developed only for special purposes such as donor recognition, fundraising, or media conferences
- programs offered by other organizations on library premises where space is rented under the terms and conditions of the community room use agreement

Exceptions to the policy can be made by a majority vote of the Board of Trustees.

App: May 11, 2020

Rev: Dec. 14, 2020, Nov. 11, 2025