

AGENDA
BOARD OF TRUSTEES
Cuba Circulating Library
Serving the Cuba Community for 154 Years

Monday, Jan. 12, 2026
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the Dec. Meeting
5. Insurance presentation: Lee James
6. Financial Officer's Report
7. Corresponding Secretary
8. Director's Report
9. Committee Reports
 - i. Planning
 - ii. Finance
 - iii. Bldgs/Grounds
 - iv. Personnel
 - v. Policy
 - vi. Liaison with Friends
 - vii. Education
 - viii. Executive
10. Unfinished Business
 - i. SAM grant
11. New Business
 - i. Disclosure of Interests form
 - ii. Update officers on financial accounts
 - iii. 2026 endowment transfers
 - ii. Library funding presentation
 - v. Shed and snowblower
12. Executive Session as needed
13. Adjournment

Cuba Circulating Library Board of Trustees Meeting
Meeting Monday Dec. 8, 2025 at 5:30 PM

Present: Faith Stewart, Denean Emerson, Jill Schwab, Marsha Long, Paul Tsujimoto, Scott Sackett, Emily Zayac, Sue Feldbauer, Mik Farkas, Jacqueline Gertner, and Brad Weaver. Tina Dalton, Cherilyn Wise, Sarah Vail, and Lee James were also present.

1. Call to order at 5:30 PM
2. Public Comments - None
3. Friends' Report
 - a. Pie fundraiser - \$845
 - b. Puzzle sale - \$263
 - c. Donation from Karen Storm - \$500
4. Minutes of the November Meeting
 - a. Motion to approve the November minutes by Scott Sackett, second by Brad Weaver. Motion passes.
5. Insurance with Lee James
 - a. Will return in January with more information and policy comparisons
6. NYLA Presentation
 - a. Cherilyn - focused on sessions about community engagement
 - b. Brad - focused on sessions about empowering others through libraries
 - c. Tina - focused on sessions about connecting the library to local businesses
7. Financial Officer's Report
 - a. Motion to accept the financial officer's report by Jacqueline Gertner, second by Mik Farkas. Motion passes.
8. Corresponding Secretary
 - a. Motion to accept, with gratitude, the resignation of Paul Tsujimoto from the board of trustees after January by Brad Weaver, second by Denean Emerson. Motion passes.
9. Director's Report
 - a. See attached
10. Committee Reports
 - a. Planning - None
 - b. Finance - See budget information below
 - c. Bldgs/Grounds - See information for SAM grant below
 - d. Personnel - None
 - e. Policy - None
 - f. Liaison with Friends - None
 - g. Education - None
 - h. Ad Hoc - Nominating
 - i. Brad Weaver nominated for Vice President
 - ii. New trustees joining in January: Ann Gross, Elizabeth Cashing, and Melissa Pingitore

11. Unfinished Business

- a. SAM grant
 - i. Motion to approve the attached bid from Mazza for the heat pump by Mik Farkas, second by Emily Zayac. Motion passes.
- b. Storage shelf in back hallway
 - i. Work is being done in mid-December
- c. 2026 Budget
 - i. Motion to pass the attached budget by Jacqueline Gertner, second by Marsha Long. Motion passes.

12. New Business

- a. Bylaws: update the mission statement
- b. Motion to purchase books in honor of Faith Stewart's extraordinary service and dedication to the library by Scott Sackett, second by Brad Weaver. Motion passes.
- c. Motion to approve purchase of gift cards for staff Christmas gifts by Brad Weaver, second by Scott Sackett. Motion passes.

13. Adjournment at 6:48 PM

- a. Motion to adjourn by Emily Zayac, second by Denean Emerson. Motion passes.

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - December 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	1,787.00	1,745.00	-42.00	-2.41 %
4017 Memorials/Gifts	3,659.69		-3,659.69	
4018 Central Library Services Aid	450.00		-450.00	
4020 Meeting Room Fee	855.00	1,100.00	245.00	22.27 %
4100 Other Income				
Book Replacement	348.98		-348.98	
Copies Income	1,803.59	2,600.00	796.41	30.63 %
Donation Box	3,482.63	3,000.00	-482.63	-16.09 %
Fines	287.80	250.00	-37.80	-15.12 %
Misc Income	772.57	0.00	-772.57	
Total 4100 Other Income	6,695.57	5,850.00	-845.57	-14.45 %
4200 Restricted Funds Revenue	14,220.00		-14,220.00	
Adult Programs	175.00		-175.00	
Arts Grant	3,578.89		-3,578.89	
DFY Grant	3,435.00		-3,435.00	
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	5,000.00		-5,000.00	
Wilday Grant	1,200.00		-1,200.00	
Total 4200 Restricted Funds Revenue	38,108.89	5,000.00	-33,108.89	-662.18 %
4500 Investment Income				
Dividend Income	18,734.72		-18,734.72	
Interest Income	1,477.73		-1,477.73	
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	-17,354.22		17,354.22	
Total 4500 Investment Income	253,084.40	33,377.00	-219,707.40	-658.26 %
Budget Carryover		0.00	0.00	
Total Revenue	\$599,785.55	\$342,217.00	\$ -257,568.55	-75.26 %
GROSS PROFIT	\$599,785.55	\$342,217.00	\$ -257,568.55	-75.26 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	181,353.40	196,158.00	14,804.60	7.55 %
6102 Taxes	0.00		0.00	
Payroll Tax	14,378.42	15,241.00	862.58	5.66 %
SUTA	1,613.10	2,430.00	816.90	33.62 %

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - December 2025

			TOTAL	
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6102 Taxes	15,991.52	17,671.00	1,679.48	9.50 %
6103 Employee Benefits				
Company Contributions				
Retirement	4,537.19	5,466.00	928.81	16.99 %
Total Company Contributions	4,537.19	5,466.00	928.81	16.99 %
Health Insurance	6,000.00	6,000.00	0.00	0.00 %
Total 6103 Employee Benefits	10,537.19	11,466.00	928.81	8.10 %
6105 Ins - Disability		1,080.00	1,080.00	100.00 %
Total 6100 Payroll Expenses	207,882.11	226,375.00	18,492.89	8.17 %
6200 Library Materials				
6205 Books-J	5,744.16	5,500.00	-244.16	-4.44 %
6210 Books-A	9,685.56	8,500.00	-1,185.56	-13.95 %
6220 Serials	1,381.92	1,500.00	118.08	7.87 %
6230 Audio	638.67	800.00	161.33	20.17 %
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	1,534.03	1,500.00	-34.03	-2.27 %
6270 Video Games	810.70	1,200.00	389.30	32.44 %
6280 Adult Programming	2,595.35	2,500.00	-95.35	-3.81 %
6285 Childrens Programming	1,287.95	1,500.00	212.05	14.14 %
6290 STLS cost share	11,099.00	11,099.00	0.00	0.00 %
Total 6200 Library Materials	39,737.48	39,800.00	62.52	0.16 %
6202 Book Replacement	190.67		-190.67	
6300 Restricted Fund Spending				
6310 Arts Grant Expense	3,825.39		-3,825.39	
6315 ALA Grant	122.97		-122.97	
6320 Friends Expense	11,578.53		-11,578.53	
6330 Manley Grant expense	4,741.75		-4,741.75	
6350 Wilday Grant	446.49		-446.49	
6355 STLS Outreach	2,871.44		-2,871.44	
6368 Martin Grant	286.08		-286.08	
6370 Memorials & Gifts	2,652.34		-2,652.34	
6390 United Way Grant	3,334.49		-3,334.49	
Total 6300 Restricted Fund Spending	29,859.48		-29,859.48	
6410 Advertisement	91.66	300.00	208.34	69.45 %
6415 Bank fees	62.07	250.00	187.93	75.17 %
6420 Custodial supplies	909.74	900.00	-9.74	-1.08 %
6425 Discretionary Fund	1,096.12	1,000.00	-96.12	-9.61 %
6430 Insurance	-23.00		23.00	
Ins - Liability Insurance	878.00	966.00	88.00	9.11 %
Ins - Property	7,743.04	7,376.00	-367.04	-4.98 %
Ins - Workman's Comp	2,404.00	2,125.00	-279.00	-13.13 %

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - December 2025

			TOTAL	
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6430 Insurance	11,002.04	10,467.00	-535.04	-5.11 %
6440 Investment Fee	4,315.00		-4,315.00	
6445 Library supplies	2,545.00	2,000.00	-545.00	-27.25 %
Library Equipment	1,236.76	1,200.00	-36.76	-3.06 %
Total 6445 Library supplies	3,781.76	3,200.00	-581.76	-18.18 %
6447 Membership	1,261.20	1,000.00	-261.20	-26.12 %
6450 Postage	216.59	500.00	283.41	56.68 %
6455 Processing Fee	806.21	1,000.00	193.79	19.38 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	5,635.19	9,000.00	3,364.81	37.39 %
6470 Services		0.00	0.00	
Alarm System - Doyle	2,494.64	2,100.00	-394.64	-18.79 %
Argentieries	242.00	175.00	-67.00	-38.29 %
Attorney	2,312.50	3,000.00	687.50	22.92 %
Audit	3,000.00	5,500.00	2,500.00	45.45 %
Bookkeeper	7,425.00	9,000.00	1,575.00	17.50 %
Copier Acme	1,335.41	2,000.00	664.59	33.23 %
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	2,877.29	3,300.00	422.71	12.81 %
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	241.05	700.00	458.95	65.56 %
Window Cleaner		500.00	500.00	100.00 %
Total 6470 Services	20,837.89	27,625.00	6,787.11	24.57 %
6480 Train/conference	1,666.54	2,000.00	333.46	16.67 %
6485 Travel	5,467.60	4,500.00	-967.60	-21.50 %
6490 Utilities				
Electric	6,280.85	6,000.00	-280.85	-4.68 %
Extended Broadband	1,800.00	1,800.00	0.00	0.00 %
Fuel	3,086.43	4,000.00	913.57	22.84 %
Phone	1,362.83	2,000.00	637.17	31.86 %
Total 6490 Utilities	12,530.11	13,800.00	1,269.89	9.20 %
Total Expenditures	\$347,349.46	\$342,217.00	\$ -5,132.46	-1.50 %
NET OPERATING REVENUE	\$252,436.09	\$0.00	\$ -252,436.09	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	

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - December 2025

	ACTUAL	BUDGET	REMAINING	TOTAL	% REMAINING
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%
NET OTHER REVENUE	\$ -42,999.57	\$0.00	\$42,999.57		0.00%
NET REVENUE	\$209,436.52	\$0.00	\$ -209,436.52		0.00%

Statement of Financial Position

Cuba Circulating Library Association

As of December 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF DECEMBER 31, 2025	AS OF DECEMBER 31, 2024 (PY)
Assets		
Current Assets		
Bank Accounts		
1020 Five Star	25,150.14	6,830.15
1080 Money Market	187,498.04	
1090 Savings	0.00	117,300.58
Total for Bank Accounts	\$212,648.18	\$124,130.73
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 (deleted)	0.00	33,244.10
American Cap Inc Builder A (deleted)	0.00	102,828.10
American Cap World Growth & Inc (deleted)	0.00	70,520.87
American Fundamental Inv A (deleted)	0.00	54,660.07
American Funds Mortgage A (deleted)	0.00	21,290.29
American Global Balanced A (deleted)	0.00	94,631.19
American Inc Fd of America A (deleted)	0.00	97,951.05
American Intrm Bd Fd of Amer A (deleted)	0.00	17,427.55
American Inv Co of Amer A (deleted)	0.00	25,052.24
American Short-Term Bond A (deleted)	0.00	21,138.94
American WA Mutual A (deleted)	0.00	100,878.52
Cash, BDP, and Money Market Fds	5,152.10	10,022.75
Cost of Securities	643,182.32	
Stocks (deleted)	0.00	1,030.60
Unrealized Gain/Loss	93,962.07	111,388.57
Total for 1303 Endowment Investment	\$742,296.49	\$762,064.84
1306 Adams Mem Book Fund Investment	\$0.00	\$0.00
American Cap Inc Builder A (deleted)	0.00	6,599.58
American Inc Fd of America A (deleted)	0.00	7,447.53
Cash, BDP, and Money Market Fds	119.36	-11.70
Cost of Securities	16,499.85	
Unrealized Gain/Loss	2,743.62	2,293.73
Total for 1306 Adams Mem Book Fund Investment	\$19,362.83	\$16,329.14
1400 Prepaid Fee	833.09	1,383.00
QuickBooks Tax Holding Account	0.00	

Statement of Financial Position

Cuba Circulating Library Association

As of December 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF DECEMBER 31, 2025	AS OF DECEMBER 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	\$762,492.41	\$779,776.98
Total for Current Assets	\$975,140.59	\$903,907.71
Fixed Assets		
1520 Building and equipment	\$1,109,253.53	\$1,109,253.53
Elevator Replacement	41,645.00	41,645.00
Total for 1520 Building and equipment	\$1,150,898.53	\$1,150,898.53
1525 A/D Building and equipment	-534,255.44	-534,255.44
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	-116,542.55
Land	46,763.00	46,763.00
Total for Fixed Assets	\$664,282.54	\$664,282.54
Other Assets		
1000 Friends Cash	0.00	0.00
Total for Other Assets	\$0.00	\$0.00
Total for Assets	\$1,639,423.13	\$1,568,190.25
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	59.05	675.00
Total for Accounts Payable	\$59.05	\$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	\$0.00	\$4,672.86
American Funds	0.00	346.56
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	0.00	80.96
NYS Income Tax	0.00	264.40
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 December 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF DECEMBER 31, 2025	AS OF DECEMBER 31, 2024 (PY)
Total for 2100 Payroll Liabilities	\$0.00	\$5,364.78
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total for Other Current Liabilities	\$0.00	\$5,364.78
Total for Current Liabilities	\$59.05	\$6,039.78
Total for Liabilities	\$59.05	\$6,039.78
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	-32,877.00	0.00
3550 Realized Gain/Loss Equity	-99,345.91	0.00
3800 Restricted Fund	16,993.07	16,993.07
3900 Fund Balance	1,545,157.40	1,467,624.24
Net Income	209,436.52	77,533.16
Total for Equity	\$1,639,364.08	\$1,562,150.47
Total for Liabilities and Equity	\$1,639,423.13	\$1,568,190.25

Statement of Activity
Cuba Circulating Library Association
December 2025

DISTRIBUTION ACCOUNT	TOTAL	
	DEC 1 - DEC 31 2025	DEC 1 - DEC 31 2024 (PY)
Income		
4004 Local Lib Services Aid	1,787.00	1,745.00
4017 Memorials/Gifts	574.94	75.00
4018 Central Library Services Aid	450.00	
4020 Meeting Room Fee	200.00	50.00
4100 Other Income		\$3.00
Book Replacement	67.99	
Copies Income	95.50	301.50
Donation Box	2,051.28	20.00
Fines	8.00	18.00
Misc Income	33.35	16.40
Total for 4100 Other Income	\$2,256.12	\$358.90
4200 Restricted Funds Revenue	\$7,220.00	-\$2,028.07
United Way	2,500.00	2,850.00
Total for 4200 Restricted Funds Revenue	\$9,720.00	\$821.93
4500 Investment Income		
Dividend Income	5,441.24	6,444.62
Interest Income	535.28	11.18
Unrealized Gain/Loss on Investments	-2,706.59	32,270.99
Capital Gains Distribution		28,527.60
Total for 4500 Investment Income	\$3,269.93	\$67,254.39
Total for Income	\$18,257.99	\$70,305.22
Gross Profit	\$18,257.99	\$70,305.22
Expenses		
6100 Payroll Expenses		
6101 Wages	14,085.31	17,706.60
6102 Taxes	\$0.03	\$0.00
Payroll Tax	1,119.56	1,392.80
SUTA	46.24	111.79
Total for 6102 Taxes	\$1,165.83	\$1,504.59
6103 Employee Benefits		
Company Contributions		
Retirement	337.29	488.28
Total for Company Contributions	\$337.29	\$488.28
Health Insurance	500.00	500.00
Total for 6103 Employee Benefits	\$837.29	\$988.28
6105 Ins - Disability		985.92
Total for 6100 Payroll Expenses	\$16,088.43	\$21,185.39

Statement of Activity
Cuba Circulating Library Association
December 2025

DISTRIBUTION ACCOUNT	TOTAL	
	DEC 1 - DEC 31 2025	DEC 1 - DEC 31 2024 (PY)
6200 Library Materials		
6205 Books-J	854.30	
6210 Books-A	699.26	1,906.98
6230 Audio	112.29	224.08
6260 DVD	123.83	190.82
6270 Video Games	246.13	389.34
6285 Childrens Programming	81.90	6.72
Total for 6200 Library Materials	\$2,117.71	\$2,717.94
6202 Book Replacement	63.25	
6300 Restricted Fund Spending		
6320 Friends Expense	182.58	232.67
6355 STLS Outreach	98.56	125.00
6370 Memorials & Gifts	384.14	
6390 United Way Grant	397.05	
6305 Adult Programs (deleted)		98.68
6330 Manley Grant expense		3,819.99
6360 DFY Grant		14.67
Total for 6300 Restricted Fund Spending	\$1,062.33	\$4,291.01
6420 Custodial supplies	180.62	129.20
6425 Discretionary Fund	1,342.50	280.00
6430 Insurance		
Ins - Liability Insurance	878.00	
Ins - Workman's Comp	1,021.00	
Total for 6430 Insurance	\$1,899.00	
6440 Investment Fee	580.54	-95.00
6445 Library supplies	\$108.49	\$379.84
Library Equipment	46.97	220.98
Total for 6445 Library supplies	\$155.46	\$600.82
6450 Postage	2.17	
6455 Processing Fee	42.57	
6465 Repairs/Building & Grounds	445.19	967.41
6470 Services		
Argentieries	17.00	24.00
Attorney	287.50	
Copier Acme	582.96	114.99
Hotspots	309.41	159.41
Bookkeeper		675.00
Total for 6470 Services	\$1,196.87	\$973.40

Statement of Activity
Cuba Circulating Library Association
December 2025

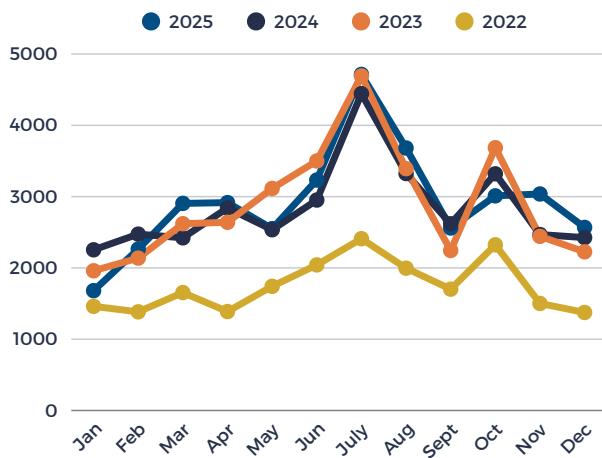
DISTRIBUTION ACCOUNT	TOTAL	
	DEC 1 - DEC 31 2025	DEC 1 - DEC 31 2024 (PY)
6480 Train/conference	540.00	
6485 Travel	2,865.63	10.18
6490 Utilities		
Electric	368.19	
Fuel	239.00	175.00
Phone	50.00	143.11
Extended Broadband		282.00
Total for 6490 Utilities	\$657.19	\$600.11
6435 Interest Expense		1.48
7010 Depreciation		33,947.32
Total for Expenses	\$29,239.46	\$65,609.26
Net Operating Income	-\$10,981.47	\$4,695.96
Other Expenses		
Children's Area Remodel (Net)		
Children's Area Remodel Donations		-1,800.00
Children's Area Remodel Expenses		-68,681.70
Children's Area Remodel Funds		-5,000.00
Total for Children's Area Remodel (Net)		-\$75,481.70
Total for Other Expenses		-\$75,481.70
Net Other Income		\$75,481.70
Net Income	-\$10,981.47	\$80,177.66

Cuba Circulating Library

DECEMBER 2025 DIRECTOR'S REPORT



Patron Visits



IMMIGRATION IN NYS 1650-1950

In the month of February, the library is hosting a traveling display from South Central Regional Library Council on Immigration in New York State. This four banner display begins with the arrival of Dutch settler and continues through WW2, while also acknowledging that we live on land taken from indigenous people, who were enslaved, indentured, and otherwise subjugated for centuries. Waves of immigrants brought trauma and experienced trauma, all while working towards the vibrant, diverse New York State we enjoy today. This exhibit will be featured in the main reading room of the library.

PATRON NUMBERS

In December, we estimate **2,568** visitors. Our door counter began malfunctioning towards the end of the month and we are in the process of replacing it. Circulation was **2,100**. We added **8** new library cards. WiFi was accessed **306** times and we answered **46** reference questions.

28

Onsite
Programs

210

Programs
Attendees

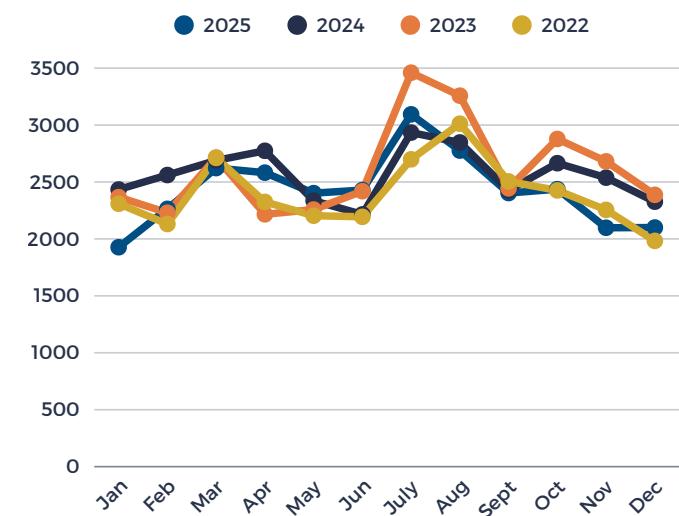
15

Outreach
Visits

584

Outreach
Attendees

Circulation



2098

Items checked out
in November

584

eContent accessed
in November

99

Public computer
sessions in November

280

Holds filled
in November

1087

Visits to website
in November

2100

Items checked out
in December

658

eContent accessed
in December

76

Public computer
sessions in December

273

Holds filled
in December

821

Visits to website
in December

Grants

I spent a lot of time this month working on the Community Arts Grant, which is due on Jan. 9. Michele Conklin and I met to discuss how the library can collaborate via the grant to bring Shake on the Lake to our community. I met with area artists in person, via phone call, and email to gather details for the grant. In total, I hope to bring 13 artists to our library through this grant.

I met with Kim Meehan, founder and CEO of Cuba's Outdoor, Arts, and Recreation Society, to discuss a joint application to a National Science Foundation grant. This project would be a collaboration between OARS, the library, SBU, and CRCS.



End of Year Evaluations

I met individually with library staff to complete annual performance reviews. These meetings are always a valuable opportunity to check in one-on-one, discuss how things are going, and provide necessary feedback. We are fortunate to have a skilled and dedicated team that consistently excels in customer service.

Jingle Ingalls

Susan Herrick, the director of the Chamber of Commerce, and I collaborated to organize Jingle Ingalls visits throughout Cuba this holiday season. Jingle is an Elf on the Shelf with his own Facebook page that visits Cuba businesses and gets up to all sorts of trouble. From December 1-24 you could find Jingle visiting Tap N Pour, Six South, Hometown Vet, or a variety of other places making mischief. This is a great way to promote area businesses and build community through a little holiday fun.

2026 Advocacy Day

I will be attending Library Advocacy Day in Albany on Feb. 3. This annual bus trip allows STLS librarians and staff to go to Albany to advocate for library funding in person from our legislators. In the upcoming weeks, Trustees, Friends, and patrons will have opportunities to send in postcards, make social media posts, and participate in this annual advocacy campaign in meaningful ways. I encourage you all to keep an eye out for opportunities to participate!

Upcoming Programs

- Wed, Jan. 14 @ 6:30 Is it possible to stay happy and sane in today's crazy world? with Dr. Chuck Walker
- Sat, Jan. 17 @ 10:00 Mini beaded plants with Shauna
- Thur, Jan. 22 @ 6:00 Energy Literacy with Cornell Coop Ext
- Tues, Jan. 27@ 6:30 Meditate the winter away with Sheri Fitzner

Youth Services Monthly Report: December 2025

Storytimes/After School

Preschool Storytime met only three times before Christmas. We did one winter themed storytime and two Christmas storytimes. The toddler group met three times also with the same themes. Each week, we decorated the felt Christmas tree when the stories were over. Afterschool Crew met twice and Afterschool Explorers met three times. We did some Christmas activities, including making cards for the Cuba Hospital nursing home.

Teens/Tweens

High School book club read the dystopian novel “Shatter Me” by Tahereh Mafi. I attended Lit Lunch three times. Mrs. Ross and I decided to take a short break and resume partway through January.

Outreach

Tina visited BOCES Elm Street classes once. I visited Erica Quattrone’s class. I also visited the Pre-K classrooms. I visited both early head start and head start. The CRE after school group came here for their visit. All of these groups had Christmas themed storytimes and activities.

Other

We paid for Cris Johnson to visit the elementary school and perform his winter magic show.

We showed four Christmas movies in the community room on 12/23. We did not provide snacks or anything, just put the movies on. Three of the four had people attend.

The school was on break for two full weeks so we took a break from storytimes and afterschool programs.

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
1/12, 1/26 HS Book Club, Elm Street Visits
1/14 Early Head Start and Head Start, Quattrone visit
1/28 Pre-K visits, CRE After School

Maintenance Report 12/1/25 - 1/1/26

1. Shoveled and salted as needed.
2. Put braces under tabletop front corners in computer lab for more support, side brace not holding properly in drywall.
3. Purchased 5 shelf unit for boiler room for tools and misc. maintenance items.
4. Filed door latch on rear community room door. Was not latching properly due to frame shifting over time.

Cuba Circulating Library

Conflict of Interest Policy

Cuba Library trustees and employees shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to the organization.

No trustee, employee or any member of their respective families or households shall accept gifts, gratuities, or favors of any kind from any person, firm or corporation doing business or seeking to do business with the library, and which could reasonably be expected to influence, or create the appearance of influencing, their actions affecting the library.

Without full and complete disclosure to and approval by the Board of Trustees, no trustee or employee shall have any position of influence with, or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of their duties or responsibilities to library, or which could reasonably be expected to affect their independent judgment and action with respect to transactions between the library and such other entity. If such a position exists, it must be disclosed to the Library Director and to the president of the Board.

Each trustee and the Library Director shall provide the Board of Trustees with a written notification of any transaction or situation that may imply any reasonable doubt concerning the possible existence of a conflict of interest by the director or staff person.

In the event that the library may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest affecting one or more of its trustees or employees, the following shall apply. The affected person(s) of the library agree(s) to provide full information to the Board of Trustees to allow the Board of Trustees to approve or disapprove by resolution, with the advantage of full disclosure, such contract or arrangement. The affected person shall recuse himself from the vote.

Annually, and upon start of duties, library trustees and employees shall complete and return to the president of the Board a Disclosure of Interests Form.

The president of the Board shall administer this policy. Any disputed action of the Library Director or other library employee with respect to this policy shall be resolved by the Board of Trustees.

Adopted by the Library Board of Trustees on 03/11/2024

Cuba Circulating Library

Disclosure of Interests Form

The Conflict of Interest Policy, which sets forth standards of expected conduct, includes a provision that requires trustees and employees to disclose all interests which could result in a conflict.

Please complete and return the enclosed Disclosure of Interests Form. Please be assured that the disclosure requirements are intended to provide the Board with a systematic and ongoing method of disclosing and ethically resolving potential conflicts of interest. Although it is impossible to list every circumstance giving rise to a possible conflict of interest, the following will serve as a guide to the types of activities that might cause conflicts and that should be fully reported:

1. Outside Interests

- A. To hold, directly or indirectly, a position or a material financial interest in any other entity from which the individual has reason to believe the library secures goods or services (including the services of buying or selling stocks, bonds, or other securities), or that provides services competitive with the system.
- B. To compete, directly or indirectly, with the library in the purchase or sale of property or property rights, interests or services.

2. Outside Activities

To render directive, managerial, or consultative services to any outside concern that does business with, or competes with the services of the library, or to render other services in competition with the library.

3. Inside Information

To disclose or use information relating to the library's business for the personal profit or advantage of the individual or their respective families or households.

4. Gifts, Gratuities, and Entertainment

To accept gifts, excessive entertainment, or other favors from any outside concern that does, or is seeking to do, business with, or is a competitor of, the library - under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of their duties.

This prohibition is not intended to preclude business meals or other nominal benefits in the reasonable and ordinary course of business.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. It should be particularly noted that disclosure relates not only to yourself, but also to your respective families or households.

TO: President of the Library Board of Trustees

RE: Conflict of Interest Disclosure

A copy of the library's Conflict of Interest Policy has been furnished to me. I hereby state that I, or members of my respective families or households, have the following affiliations or interest and have taken part in the following transactions that, when considered in conjunction with the position with or relation to the library, might possibly constitute a conflict of interest. (Check "None" where applicable)

1. Outside Interests

Identify any interests, other than investments, of yourself or your respective families or households, as described in the first numbered paragraph of the accompanying disclosure form.

None

2. Investments

List and describe, with respect to yourself or your respective families or households, all investments that might be within the category of "financial interest", as described in the first numbered paragraph of the accompanying disclosure form.

None

3. Outside Activities

Identify any outside activities, of yourself or your respective families or households, as described in paragraph number 2 of the accompanying disclosure form.

None

4. Other

List any other activities in which you or your respective families or households are engaged that may be regarded as constituting a conflict of interest, giving particular attention to the paragraphs numbered 2 and 3 of the accompanying disclosure form.

None

5. I hereby certify that neither I nor any member of my respective families or households has accepted gifts, gratuities, or entertainment that might influence my judgment or actions concerning the business of the library, except as listed above.

I hereby agree to report to the Board president any further situation that may develop before completion of my next questionnaire.

Date

Name (Printed or typed)

Signature