

Agenda

2020 Annual Meeting Cuba Circulating Library Board of Trustees

Monday, January 13, 2020

1. Call to order
2. Nominating Committee Report
 - a. Introduction of new trustees:
 - b. Election of officers for 2020
3. Committee Appointments for 2020
4. Adjournment

AGENDA
BOARD OF TRUSTEES
Cuba Circulating Library
Serving the Cuba Community for 147 Years!

Monday, January 13, 2020
5:30pm at the Library

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of November's Meeting
5. Treasurer's Report
6. Committee Reports
 - i. Finance
 - ii. Bldgs/Grounds
 - iii. Personnel
 - iv. Acquisitions/Gallery
 - v. Planning
 - vi. Programs
 - vii. Technology
 - viii. Nominating Committee
7. Unfinished Business
 - i. Outside Cameras – Austin, Acme
 - ii. Auditor quote
 - iii. Property Insurance - Utica
8. New business
 - i. Hotspot policies
9. Director's Report
10. Adjournment

Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, December 9, 2019

Present: Christine Berardi, Lynn Fulmer, Sara Talbot, Trisia Young, Marsha Long, Hannah Whittaker, Faith Stewart, Gary Enderle, and Sharry Semans

Absent: David Crowley

Also Present: Tina Dalton and Lee James

Call to Order: The meeting was called to order by President, Christine Berardi, at 5:30

Public Comment: None

Friends Report: Twila Barr advised that the bake sale had been successful, earning approximately \$220.

Minutes of Previous Meeting: Faith Stewart moved to accept the minutes of the November meeting, and Lynn Fulmer seconded the motion. The motion was passed.

Treasurer's Report: Tina reviewed the bookkeeper's reports. Gary moved to accept the report, Sara seconded the motion, and the motion passed.

Guest Speaker: Lee James provided some options for liability/premise insurances. She explained the several options. It was decided that we would attempt to go through the Utica National risk management requirements. However, no decision was made to change our insurance coverage at this time. We will continue to investigate, as there is not a time limit/urgency in deciding this matter.

Committee Reports:

Finance: Gary Enderle indicated all of the funds were doing well. He indicated we would be discussing the book fund in January.

Building and Grounds: Lynn indicated we had spent about \$11,852 for the overhang, which will be offset by grants and other funding. There was a discussion about a possible memorial for Bill Frasier, and others for the overhang. There are still some finishing projects before the overhang is completed.

Personnel: Tina indicated she has narrowed the Page applicants to four. She will be hiring someone in the near future.

Acquisitions/Gallery: There was discussion about advertising each of the artists during their exhibit, such as putting a notice about the artist upstairs. Also, Tina will begin to put something in the newspaper about the exhibit, hoping to draw more interest.

Planning: Marsha submitted the Long Range Plan for review. It contained a new Mission and Vision Statement. A motion was made by Marsha to accept the Mission and Vision Statement. Trisia seconded the motion, and the motion passed.

Faith made a motion to accept the Long Range Plan, which was seconded by Trisia. The motion passed.

Programs: The Programing Committee had recently met. All is going well.

Technology: Tina reported that hot spots are coming soon. Before we make them available to the public, Tina is investigating how we will keep track of the loan of the hot spots, preparing a written policy for the patrons, etc. She will keep us posted.

Nominating Committee: Lynn Fulmer indicated she has three nominees for consideration, all of whom have agreed to join the Board. The nominees are Thomas Donahue, Tracy Knavel and Lynn Assink. A motion was made by Lynn Fulmer to accept the nominations, and that the nominees would serve their terms as follows: Thomas Donahue will take over the remainder of Robin Torpey's term (two years); Tracy Knavel will take the remainder of William Fraser's term (two years), and Lynn Assink will begin a full three year term, all to start in January 2020. The motion was seconded by Marsha, and passed.

Unfinished Business: Tina furnished two quotes for the cameras. However, after much discussion, Tina was asked to get a further quote from Austin Locks and Security.

New Business:

- 1. Auditor quotes:** Tina provided quotes from two auditors. We are leaning toward Ed Bysiek, but have requested to get information regarding his one year versus five year contract.
- 2. 2020 Budget:** Tina reviewed the budget with us, and a motion to accept the budget was presented by Lynn. Faith seconded the motion, and the motion passed.

Director's Report: Tina reviewed her report and Youth Director's report with us.

Trisia made a motion to adjourn the meeting at 7:00 PM, and Hannah seconded it. Passed

Respectfully submitted:

Sharry Semans

Secretary

**CUBA CIRCULATING LIBRARY
Profit & Loss Budget vs. Actual
January through December 2019**

	Jan - Dec 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
Adams Memorial	0.00	500.00	0.0%
Buildings and Grounds	10.74		
Childrens Programs	670.00		
Friends-Programs	-50.00		
Grants			
Construction Aid Grant	1,125.00		
Total Grants	1,125.00		
Library Supplies Income	8.20		
Memorial Income	305.00		
Morgan Stanley	200.00		
4001 - Town Income	19,000.00	19,000.00	100.0%
4002 - Village Income	19,000.00	19,000.00	100.0%
4003 - School Income	130,468.00	130,726.00	99.8%
4004 - Local Lib Services Aid	1,658.00	1,657.00	100.1%
4006 - Fines Income	811.14	1,000.00	81.1%
4007 - Copies Income	2,088.80	2,400.00	87.0%
4008 - Other income	356.87	1,000.00	35.7%
4010 - E-Rate reimb	0.00	0.00	0.0%
4012 - Friends	4,613.70	5,000.00	92.3%
4013 - DFY	-42.05	1,400.00	-3.0%
4016 - Gifts	550.00	11,990.00	4.6%
4020 - Meeting Room Fee	1,000.00	600.00	166.7%
4025 - cy grant	0.00	0.00	0.0%
4026 - Central Library Development aid	0.00	0.00	0.0%
4031 - Interest Income	22.82	0.00	0.0%
4032 - Dividend Income	12,520.75	0.00	0.0%
4034 - unrealized gains/loss	0.00	0.00	0.0%
4035 - capital gains	0.00	0.00	0.0%
4065 - program income	0.00	0.00	0.0%
4075 - Bullet Aid	7,500.00	5,750.00	130.4%
Total Income	201,816.97	200,023.00	100.9%
Gross Profit	201,816.97	200,023.00	100.9%
Expense			
Arts Grant Expense	225.00		
Childrens Programming	1,559.34	2,000.00	78.0%
Construction Aid Grant	815.40		
Foundation Grant Expense	596.37		
Internal Revenue Service	-1,550.06		
Investment Fee	55.00		
STLS Mini Grant Expense	446.85		
Willday Grant	822.36		

CUBA CIRCULATING LIBRARY Profit & Loss Budget vs. Actual January through December 2019

	Jan - Dec 19	Budget	% of Budget
6003 · Ins - Workman's comp	1,127.00	1,000.00	112.7%
6004 · Unemployment	0.00	1,000.00	0.0%
6005 · Ins - Disability	0.00	650.00	0.0%
6006 · Books-J	3,141.10	3,000.00	104.7%
6007 · Books-A	6,390.92	6,000.00	106.5%
6008 · Serials	821.33	1,250.00	65.7%
6009 · Computer	517.97	600.00	86.3%
6010 · Audio	2,030.92	1,650.00	123.1%
6012 · Equipment	6,903.99	300.00	2,301.3%
6013 · Fuel	2,883.64	2,900.00	99.4%
6014 · Electric	4,501.34	4,000.00	112.5%
6015 · Repairs/Building & Grounds	17,191.99	2,800.00	614.0%
6016 · Service	1,652.48	6,500.00	25.4%
6017 · Ins - Property	8,067.90	8,043.00	100.3%
6018 · Phone	1,322.35	1,100.00	120.2%
6020 · Postage	405.68	450.00	90.2%
6021 · Library supplies	2,646.21	3,250.00	81.4%
6022 · Custodial supplies	902.57	700.00	128.9%
6023 · Travel	2,799.17	1,500.00	186.6%
6024 · Bank fees	0.00	200.00	0.0%
6025 · Train/conference	775.53	1,000.00	77.6%
6026 · Discretionary Fund	65.00	100.00	65.0%
6029 · Health Insurance	500.00	500.00	100.0%
6031 · Extended Broadband	1,350.00	1,800.00	75.0%
6034 · DFY Expense	211.70		
6037 · Service Contract	10,026.75	4,500.00	222.8%
6043 · misc	783.17		
6048 · Processing Fee	374.17	450.00	83.1%
6050 · Advertisement	421.99	500.00	84.4%
6051 · Adult Programming	1,240.63	1,000.00	124.1%
6052 · Video Games	1,063.90	1,000.00	106.4%
6060 · DVD	2,657.24	2,700.00	98.4%
6066 · Arts expense	4,348.53		
6099 · STLS cost share	11,193.00	11,193.00	100.0%
6110 · friends expense	4,712.43		
6560 · Payroll Expenses			
6001 · Employee Wages	103,346.43	111,787.00	92.4%
6002 · Payroll tax expense-FICA	17,559.45	8,400.00	209.0%
6038 · Ira Match	3,084.04	3,000.00	102.8%
6101 · SUTA	2,292.19		
6560 · Payroll Expenses - Other	4,495.43	1,100.00	408.7%
Total 6560 · Payroll Expenses	130,777.54	124,287.00	105.2%
6562 · Replacement expense	38.95		
6563 · Audit	2,700.00	2,100.00	128.6%

CUBA CIRCULATING LIBRARY
Profit & Loss Budget vs. Actual
 January through December 2019

	Jan - Dec '19	Budget	% of Budget
7021 · Membership	529.00		
Total Expense	240,046.35	200,023.00	120.0%
Net Ordinary Income	-38,229.38	0.00	100.0%
Other Income/Expense			
Other Income			
4017 · Memorials/Gifts	5,127.21		
4018 · Replacements	135.74		
4019 · Refunds/Reimb	1,682.51		
4021 · Other	398.98		
4066 · Arts Donations	3,283.28		
4090 · Grant - STLS	600.00		
4255 · Manley Grant	2,660.00		
Total Other Income	13,887.72		
Other Expense			
6028 · Refunds/reimbursement	140.09		
6030 · Memorial expense	3,322.86		
6036 · Grant expense	96.49		
6255 · Manley Grant expense	1,524.98		
Total Other Expense	5,084.42		
Net Other Income	8,803.30		
Net Income	-29,426.08	0.00	100.0%

December 13, 2019

Cuba Circulating Library
Ms. Tina Dalton, Director
39 E. Main St.
Cuba, NY 14727

Dear Ms. Dalton:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform the following services:

- 1) We will review the statement of financial position of Cuba Circulating Library as of December 31, 2019, and the related statements of activities, and cash flows for the year then ended, and issue an accountant's report thereon in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

The objective of a review is to obtain limited assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

You are responsible for:

- a) the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- b) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
- c) preventing and detecting fraud.
- d) identifying and ensuring that the company complies with the laws and regulations applicable to its activities.
- e) making all financial records and related information available to us and for the accuracy and completeness of that information.
- f) providing us, at the conclusion of the engagement, with a letter that confirms certain representations made during the review.

We will conduct our review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A review includes primarily applying analytical procedures to your financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. A review does not contemplate obtaining an understanding of the Company's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents (for example, cancelled checks or bank images); or other procedures ordinarily performed in an audit. Accordingly, we will not express an opinion regarding the financial statements as a whole.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our review procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention

during the performance of our review procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. In addition, we have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

If, for any reason, we are unable to complete our review of your financial statements, we will not issue a report on such statements as a result of this engagement.

You are responsible for assuming all management responsibilities, and for overseeing any bookkeeping services, tax services, or other services we provide by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

Our fees for these services will \$2,500. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoice for these fees will be rendered at the conclusion of the engagement.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Sincerely,



BYSIEK CPA, PLLC

Acknowledged:

Title:



using current NVR + adding 7 on side cameras

Acme Business
313 W State St
Olean, NY, 14760
Phone: 716 372 1325 Fax: 716 372 1335

Sales Quote

Sales Quote #:
191203-0001

Bill To:
Cuba Library
39 East Main Street
Cuba, NY, 14727
585-968-1668

Ship To: Cuba Library
39 East Main Street
Cuba, NY, 14727
585-968-1668

QUOTE DATE	CUSTOMER ORDER #	PAYMENT TERMS	SALESPERSON	SHIPPED VIA
12/03/2019		NET 20	James Finch	

Items

Item #	Description	Quantity	Unit of Measure	Unit Price	Amount

Other Charges

2MP INTENS 2.8-12M OUT DOM GREY	\$199.99
Wire Runs per line	\$200.00

x4

Tax Summary

New York State Tax Exempt	\$0.00
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Comments: I recall there looking to be 4 cameras, so just add 4 to this number. We also will put the speco unit on the internet for you. You can use the Speco Mobile App to view the cameras. Depending on apple of android, depends on the software.	SUBTOTAL	\$0.00
	DISCOUNT	-\$0.00
	OTHER CHARGES	\$399.99
	TAX	\$0.00
	Total Amount	\$399.99

\$999.99

Signature: _____ Date: _____



New NVR + 4 outside cameras

Sales Quote

Acme Business
 313 W State St
 Olean, NY, 14760
 Phone: 716 372 1325 Fax: 716 372 1335

Sales Quote #:
191206-0001

Bill To:
 Cuba Library
 39 East Main Street
 Cuba, NY, 14727
 585-968-1668

Ship To: Cuba Library
 39 East Main Street
 Cuba, NY, 14727
 585-968-1668

QUOTE DATE	CUSTOMER ORDER #	PAYMENT TERMS	SALESPERSON	SHIPPED VIA
12/06/2019		NET 20	James Finch	

Items

Item #	Description	Quantity	Unit of Measure	Unit Price	Amount

Other Charges

Hikvision 16CH POE, NVR, 1920x1080 Resolution	\$2499.00
NVR and Camera Installation (Per line Run)	\$200.00

x4

Tax Summary

New York State Tax Exempt	\$0.00
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Comments: Installation is per line run, which also includes adding it to the NVR. Just add up the amount of cameras and times it by the 200.00 per line run.	SUBTOTAL	\$0.00
	DISCOUNT	-\$0.00
	OTHER CHARGES	\$2,699.00
	TAX	\$0.00
	Total Amount	\$2,699.00

Signature: _____ Date: _____

New NVR + 4 outside cameras + 4 new inside
Cameras



LOCKSMITHING & SECURITY INC.

1619 West State Street Olean, NY 14760

(716) 373-3100 or (800) 724-0207 Fax: (716) 372-2100

www.austinlockandsecurity.com

Licensed by N.Y. State Department of State License #12000016277

December 11, 2019

Cuba Circulating Library
Attn: Tina Dalton
39 Main Street
Cuba, NY 14727

Dear Tina,

As per your request, we propose to supply and install a new Camera System at your location as listed.

Materials:

One	(1)	N7616QP4T 16 Channel NVR 2TB Storage 16POE 1920x1080
Four	(4)	OD2143F2 Hikvision Dome Cameras
Four	(4)	BL2043F2 Hikvision Bullet Cameras 4MP Fittings & Wiring

Materials:	\$ 1,861.91
Installation/Labor:	705.00
Total Estimate:	\$2,521.91

Notes:

- Exempt Organization EX-106923.
- This estimate will remain in effect for 60 days.

If you have any questions, please give me a call. We appreciate the opportunity to quote you on this project and look forward to working with you.

Sincerely,

Tom Barie

Signature below constitutes acceptance of this proposal.

Signature

Position



Using current NVK + adding 3 outside cameras



LOCKSMITHING & SECURITY INC.

1619 West State Street Olean, NY 14760

(716) 373-3100 or (800) 724-0207 Fax: (716) 372-2100

www.austinlockandsecurity.com

Licensed by N.Y. State Department of State License #12000016277

December 4, 2019

Cuba Circulating Library
Attn: Tina Dalton
39 Main Street
Cuba, NY 14727

Dear Tina,

As per your request, we propose to supply and install 3 additional Exterior Cameras to your existing Camera System as listed.

Materials:

Three	(3)	HDBM02812 WBox Exterior Bullet Cameras
Three	(3)	OE-BVPUSHHD Video Balun
One	(1)	1205AD4 WBox 4 Camera Power Supply

Materials:	\$ 367.65
Installation/Labor:	705.00
Total Estimate:	\$1,072.65

Notes:

- Exempt Organization EX-106923.
- This estimate will remain in effect for 60 days.

If you have any questions, please give me a call. We appreciate the opportunity to quote you on this project and look forward to working with you.

Sincerely,

Tom Barie

Signature below constitutes acceptance of this proposal.

Signature

Position



Circulation Policy

Borrower's Registration

Library cards are issued without charge to persons over 5 years of age. Those who are between 5 and 12 must have a responsible adult as co-registrant. Identification with picture id and current address, and NY driver's license or NYS DMV ID card where applicable are necessary to register. Replacement cards are issued for \$1.00.

Loan Periods

Hot Spots, DVDs, Video Games, and Board Games may be borrowed for one week. All other materials not on hold may be checked out for two weeks.

Renewals

Items from the adult "New Book Shelf" (blue dot on spine) and items that have a hold placed on them may not be renewed. All other materials may be renewed twice, by phone, in person or online. *If an item does not have any holds or limitations on renewals, it will be automatically renewed once.*

Overdue Notices

Individuals with items overdue by two weeks are phoned, or a notice is mailed. A second notice is mailed when items are four weeks overdue. A Final Notice that includes a bill for items is mailed when items are out more than six weeks. If an individual owes more than \$100 in unreturned or damaged materials, the Library Director phones. If materials are not returned, the local police are notified, who then contact the individual to return the items. If items are checked out to minor children, notices are mailed to the parents.

Damaged/Lost Items

Cardholders are responsible for all borrowed materials, including fees incurred for lost or damaged items. Parents/guardians/responsible adults are responsible for materials checked out on the cards of their minor children. If library material is returned damaged, the patron who had it checked out will be billed for repair/replacement costs. Items overdue for two months will be assumed lost and a Final Notice, requesting either the item(s) or payment for the item(s) is sent. If a patron or household owes \$100 in fees or replacement costs, the appropriate police department is asked to contact the patron.

Wi-Fi Hotspots

This service allows you to borrow a portable device to access high speed internet anywhere a cell phone signal can be received. Hotspots are available for check out with no renewals. The

Library has a limited number of hotspots available, so holds will be filled in the order they were made.

Eligibility: *adults age 18+ with STLS library card in good standing and current government issued photo ID*

Loan period: *7 days*

Check-in: *equipment must be returned to the Circulation desk to a staff member (no book drop returns) at least one hour before the library closes.*

Borrowing limit: *1 per household*

Geographic limitations: *Hotspot devices must only be used in the continental United States.*

Late charges: *\$4.00/day until device is returned. If the hotspot is 7 days overdue, the borrower's library account will be blocked and a replacement fee of \$125.00 will be charged.*

Lost/damaged replacement fees:

Hotspot device (including all parts: SIM card, battery, battery case, charging cord, charging block): 125.00

Case: \$10.00

InterLibrary Loans

The interlibrary loan process allows our library system to borrow items that we do not own. Please check our catalog before placing a request. We cannot place ILL requests for items already owned by the Cuba Library or another STLS library. Patrons can have up to 5 ILL requests at one time. This includes ILLs currently checked out as well as those that have been requested.

InterLibrary Loan Policies

- Patron must have a current, unblocked, and valid STLS library card, with less than \$5.00 in fines.*
- Because these materials are being requested from libraries outside STLS, ILL requests may take a few weeks to fulfill.*
- Patron is responsible for the replacement costs of any lost items which may be \$100 or more and is determined by the owning library.*
- Late fines for ILL items are \$.50/day. Repeated failure to return items by the due date may result in a suspension or loss of interlibrary loan privileges for the patron.*
- Patrons have one week from the arrival of an ILL to pick up their item. Repeated failure to pick up an ILL book may result in a suspension or loss of ILL privileges for the patron.*
- We cannot borrow items that have been published in the last 12 months.*

Please be aware that the following items are hard to obtain:

- Genealogical material*
- Audiovisual materials (DVDs, CDs, VHS)*
- Old or rare books; text books*

Library card use

A Cuba Circulating Library card may be used in any of the automated libraries in the Southern Tier Library System (STLS). Individuals holding a library card from any automated library in the STLS may borrow from the Cuba Library. Items may be borrowed from one automated library in the STLS system, and returned to another STLS library.

Permitted Users Form

I _____ (patron's name) certify that the following people are permitted to use my library card in my absence. I certify that any transaction completed by the individual(s) named below will not violate my patrol privacy. I certify that I am responsible for any fines or damages accrued on my card when the individual(s) named below use my card. The agreement can be modified or ended at the patron's discretion.

Permitted users:

Signed

Library card number

Approved by the Board of Trustees of Cuba Circulating Library 03/11/2007
Amended by the Board of Trustees of Cuba Circulating Library 07/12/2010
Amended by the Board of Trustees of Cuba Circulating Library 12/9/2013
Amended by the Board of Trustees of Cuba Circulating Library 12/11/2018
Amended by the Board of Trustees of Cuba Circulating Library 04/08/2019

Mobile Wireless Hotspot Lending Policy

Purpose

In fulfilling the Library's mission to provide access to information and educational resources, Cuba Circulating Library lends mobile wireless hotspots to Library patrons through the "Wi-Fi To Go" service.

Terms and Conditions

A "hotspot" consists of the mobile wireless hotspot device itself, as well as its charger and case. When a patron borrows a mobile hotspot, the patron's use of the equipment is available under the following terms and conditions. These terms and conditions are in addition to the standard Library policies (notably the Library's *Computer Use and Internet Policy*) and other terms and conditions described below for which the user is responsible.

In order to borrow a hotspot, patrons must be 18 years of age or older and have a Southern Tier Library Systems card in good standing (no fines or overdue items). At the time of checkout, the borrowing patron must present his/her library card and state-issued ID. Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit. The patron must sign the Library's Hotspot Agreement before a hotspot can be checked out. Only one hotspot may be borrowed on a patron's account at any one time. The loan period for the hotspot is 7 days with no grace period and no renewals. *The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.*

The Library will accept holds on the hotspot. Patrons will be notified by phone only when their hold is ready for pick-up. Patrons will have 48 hours from the time of this notification call to check out the hotspot, after such time it will be released to another patron. This hold period may be extended, at the discretion of the Library, due to Library hours of operation.

Overdue hotspots will be deactivated at closing on the day the hotspot is due. Overdue fines will accrue at \$4.00 per day up to the maximum replacement cost of the hotspot. Patrons are not permitted to return the hotspot to the Library's book drop. Rather, hotspots must be returned directly to a Library staff member, who will verify that all components of the hotspot are accounted for before checking it

in from the borrowing patron's account. The hotspot will not be considered returned until all components of the hotspot are returned.

By borrowing and initiating use of the Library's hotspot, the user agrees to abide by the Library's policies and rules, and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's hotspot and internet access provided by the Library. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.

Internet service relies on cell tower technology and coverage. Service outside the continental United States is prohibited; any fees associated with use outside of this area will be the responsibility of the borrower. User experience can vary based on location. The Library is not responsible for personal information shared over the internet or for information or websites accessed. The Library is not responsible for any liability, damages, or expense resulting from the use of the hotspot. A hotspot can provide internet access for up to 15 devices.

The borrowing patron will be responsible for lost or damaged hotspots and accessories (includes theft thereof). Patrons must be mindful of current replacement costs of mobile hotspots and accessories before borrowing, as he or she will be responsible for paying the actual replacement cost of a damaged or lost hotspot device or accessories. If the Library is able to replace the lost or damaged hotspot and/or accessories at no charge to the Library, patron will be charged \$1.50 per day (up to the full retail cost of the item) until replacement device and/or accessories are placed into service for the next borrower.

Hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures).

Parents/guardians are responsible for the use of the Hotspot by minors.

Unlawful use of the internet or use that violates the Library's *Computer Use and Internet Policy* is prohibited and may result in the loss of privileges. The Library prohibits the use of its devices for the display or downloading of pornographic or obscene materials.

For assistance in the operation of the Library's Hotspots, borrowers may call the Library's Reference Desk during normal business hours.

Procedure

I understand I must present my Library card and photo identification to the Circulation Desk.

Once a hotspot is checked out to me, it becomes my responsibility. (Any changes in condition or content while in my care will be my responsibility. I am responsible for damage, loss, or theft. I should have a basic working knowledge of the device on checkout. If any technical problems are encountered, I should return the device immediately to the Circulation Desk.

I understand devices must be returned to the Circulation Desk at least one (1) hour before the Library closes, and should never be returned in the book drop or to another Library. Devices returned in the book drop will result in a \$125 fine. The hotspot will be examined to ensure it has not been tampered with. If damage to the device is discovered by Library staff, appropriate costs will be added to my account. A returned hotspot must remain available in the Library for 48 hours before me or someone in my household may check it out again.

I understand and I agree that an overdue charge of \$4.00 per day up to the full replacement cost of \$125 will be charged for a hotspot that is not returned. I further understand and agree that I am responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned. If I fail to pay the replacement cost for a lost device, my borrowing privileges at the library will be canceled. If devices are not returned in a timely manner, civil and criminal action will be taken. Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.

Internet Use

Cuba Library is not responsible for any information accessed or action taken by a patron while using a Wi-Fi Hotspot. Hotspot users are encouraged to use safe Internet practices. Using the hotspot to access any online content determined to be illegal or obscene according to federal, state, or municipal law will result in revocation of hotspot borrowing privileges and potentially criminal prosecution.

Signature: _____

Date: _____

Acknowledgement of Wi-Fi Hotspot Policy & Replacement Cost

I _____ (print full name), understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this equipment to LaSalle Public Library in good working condition and free from damage. I understand that if the hotspot is not returned its wireless service will be discontinued. The hotspot will be unusable. Hotspots are checked-out for a period of 7 days. Overdue charges are \$4.00 per day. I acknowledge that a Wi-Fi Hotspot is NOT to be returned in the outside book drop, but must be returned to the Adult Services Circulation Desk at least one (1) hour before the Library closes. Devices returned in the book drop will result in a \$125.00 fine.

Please fill out the following fields:

Patron: _____

Library Card Number: _____

First Name: _____

Last Name: _____

Email Address: _____

Phone: _____

Signature: _____

Date: _____

Library Staff Only

___ Checked Library card and Photo Identification.

___ Reviewed policy, due date and fines assessed.

___ Checked that device included hotspot, cord, instructions, and case.

**Cuba Library Director's Monthly Report
December 2019**

Service to the Public

	December 2019	November 2019	December 2018	December 2017
Circulation	3205 (adult – 1929) (Juv/YA – 1276)	3046 Adult-1872 Juv/YA-1174	2518 (adult – 1632) (Juv/YA – 886)	2758 (adult – 1681) (Juv/YA – 1062)
Holds Filled	420	359	431	
New Library Cards	9	9	7	
Overdrive (eBooks)	downloads	340 downloads	311 downloads	
RB digital (eMagazines)	downloads	30 downloads	33 downloads	
Freegal (music)	download/ streaming	4 downloads/	1 download/ 65 streaming	
WiFi Users	209	187		

Programming

- Dec. 5 Quilling taught by Martha Nenno 12
- Dec.12 Wine Cork Christmas Trees 17

Community Activities

I attended the Allegany Directors' Meeting in Bolivar on Dec. 10 where we nominated and elected a new president, Roxanne Baker from Fillmore. I attended the Chamber of Commerce board of directors meeting on Dec. 11.

Professional Activities

On Dec. 4, I co-presented a webinar with Jen Stickle on Small Libraries and the LGBT Population. We presented through NCompass Live, which is the Nebraska Library Commission. We had over 40 people attend, from all over the United States. The webinar was archived on YouTube as well. We present together one more time on January 23 for the Wild Wisconsin Winter Web Conference. On Dec. 17 I attended a webinar on Research and Data as part of my participation in NYLA's Developing Leaders Program.

Administrative

We have hired Rylee Peacock as our new Library Page to replace Hannah Krull, who is leaving for college. Rylee's first day is January 2, 2020. This month staff completed their annual self-evaluations. I will complete their annual evaluations during the first week of January.

Youth Services Monthly Report: December 2019

Story times: We spent storytimes in December being festive! We made paper plate snow globes, Christmas tree cones, and painted with ice! (frozen paint/water mixture) After school completed the second lesson in Junior Achievement – a manufacturing game making paper donuts. We definitely had real donuts as well. We also did some holiday activities, making Christmas tree cones. The ice paint was a big hit with the after school group as well. Possibly even more than the toddlers and preschoolers.

Teens/Tweens: We held an open board game night for teens. Two boys came and we played some of the games in the collection.

Outreach: I visited the morning and afternoon preschool classes for a Christmas-themed storytime. We made Christmas trees, read a few books, and sang some Christmas songs. Head Start brought their preschool group and Early Head Start brought their two-year old class. The homeschool group met in the community room.

Other: Smalltown Christmas was on December 2nd. We had several craft options that doubled as Make & Take Gifts. Mike Morton brought a reindeer to the park. We were also a stop on the town-wide scavenger hunt. We showed Dora the Explorer on the 30th. It was well-attended for such a warm day.

Professional Development: I am applying for a scholarship to the Youth Services Section Conference, a section of NYLA. This conference is in the middle of May.

Upcoming Programs: Junior Achievement programs start for both tweens and teens the first full week of January. I am planning a Family STEAM Day to showcase some of the cool tech we have to use with all ages and to get families building things together. We also have another movie day on January 2nd.

December 2019 Children's Programming

December 2	Small Town Christmas Crafts	135
	Small Town Christmas Reindeer	350
December 3	Preschool University	4 children, 4 adults
December 4	Head Start	16 children, 4 adults
December 5	Toddler University	5 children, 5 adults
	After School Explorers	7 children, 2 adults
December 10	Preschool University	3 children, 3 adults
December 11	Early Head Start	6 children, 5 adults
December 12	Toddler University	9 children, 7 adults
	After School Explorers	10 children, 2 adults
December 17	Preschool University	5 children, 5 adults
December 18	PK AM Visit	18 children, 4 adults

	PK PM Visit	17 children, 4 adults
December 19	Toddler University	6 children, 6 adults
	After School Explorers	10 children, 2 adults
December 30	Dora the Explorer Movie	13 children, 5 adults
	Teen Board Games	2 teens, 1 adult