

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

Monday, May 11, 2020
6:30pm via Go To Meeting

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of March Regular Meeting and Special Meeting
5. Treasurer's Report
6. Committee Reports
 - i. Finance
 1. 2019 Financial Review
 - ii. Bldgs/Grounds
 - iii. Personnel
 - iv. Acquisitions/Gallery
 - v. Planning
 - vi. Programs
 1. Programming Policy
 - vii. Technology
 - viii. Nominating Committee
7. Unfinished Business
8. New business
 - i. Security Camera Policy
 - ii. Annual Report
 - iii. Reopening procedure
 1. Patron Behavior Policy
 2. Community Room Use Policy
 3. Computer Use Policy
 4. Staged plan
9. Director's Report
10. Adjournment

Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes

Monday, March 9, 2020

Present: Christine Berardi, Sara Talbot, Marsha Long, Gary Enderle, Tracy Knavel, Lin Assink, David Crowley, Trisia Young, Faith Stewart, Thomas Donahue and Sharry Semans

Absent: Lynn Fulmer

Also Present: Tina Dalton; and Friends representatives – Pat Ash, Twila Barr and Heather Forness

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

Public Comment: None

Friends Report: Pat Ash furnished a Treasurer's report and reviewed it with us; Twila Barr advised that she and Pat Ash were stepping down as officers, and introduced Heather Forness as the incoming Vice President.

Minutes of Previous Meeting: Dave Crowley moved to accept the Minutes of the February meeting. The motion was seconded by Trisia Young, and the motion passed.

Treasurer's Report: Gary Enderle indicated all of the funds were down by approximately 5% due to the fluctuations of the recent stock market.

Committee Reports:

Finance: Tina reviewed the Profit and Loss Statements.

Building and Grounds: Tina reported in for Lynn Fulmer. Lynn is still working with some of the construction issues of the overhang.

We may need to do some painting around one of the recently installed cameras.

The plaque for the overhang is in the design work up stage.

There was a handout regarding the proposed hanging system for the gallery. A motion was made by Faith Stewart to purchase the hanger system. Lin Assink seconded the motion and the motion was carried.

Personnel: Christine Berardi reported that we had finished Tina's evaluation, and she passed with flying colors. Tina furnished us with a copy of her many projects and accomplishments she completed this year.

Acquisitions/Gallery: No report

Planning: No report.

Programs: No report.

Technology: No report. However, Tina indicated we may want to replace our laptops in the very near future, and she is looking into some grants.

Nominating Committee: No report.

Unfinished Business:

1. **Cameras:** They have all been installed. Still waiting for them to go on line. We may need to trim some branches because of the location of one of the cameras. We will wait to see.
2. **Sexual Harassment Training:** Everyone was again reminded this needs to get done.
3. **Community room use agreement:** Tina provided an updated agreement with the new language approved by the insurance company. A motion was made by Tracy Knavel to accept the Agreement. Marsha Long seconded the motion, and the motion passed.
4. **Census:** Tina indicated that there would be a program at the Opera House this week explaining the Census and also the Library's role in the process.

New Business:

1. **Coronavirus Protocol:** After some discussion, we agreed that we should follow the school district's lead regarding closings, etc. We will attempt to do a more frequent cleaning of toys, computer boards, etc. There will be sanitizers placed throughout the library. Lin indicated it would be beneficial to put up some instructions/protocols for the public, and Tina is going to develop that posting for us.

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

Trisia made a motion to adjourn the meeting at 6:15 PM, and Sara seconded it. Passed

Respectfully submitted:

Sharry Semans

Secretary

Cuba Circulation Library
Board of Trustees Special Meeting Minutes
Monday, March 30, 2020

This meeting was held via Go To Meeting

NOTE: The recording of the meeting failed.

Present: Christine Berardi, Sara Talbot, Marsha Long, Gary Enderle, David Crowley, Lynn Fulmer, Trisia Young, Faith Stewart, Thomas Donahue and Sharry Semans

Absent: Tracy Knavel, Lin Assink

Also Present: Tina Dalton

Call to Order: The meeting was called to order by Christine Berardi at 6:30 PM.

The reason for the Special Trustees Meeting was due to the coronavirus pandemic, and the need to review our closing situation and policies.

Tina had furnished us with some information from the Western New York Resources Council which included language for emergency closing and paying employees. After our discussion, a motion was made by Faith Stewart to revise our Weather and Other Emergency Closings policy to include language which had been provided through the information furnished by Tina. The motion was seconded by David Crowley, and passed. Tina will revise the policy to reflect this change.

We then discussed withdrawing our request for an increase in the 2021 funding by the school tax. We decided we would stay at the current amount we received for this year. David Crowley made a motion to advise the School Board that we would withdraw our request for increased funding for 2021. Gary Enderle seconded the motion, and the motion passed. Tina will advise the School Board accordingly.

Lynn Fulmer then made a motion to go into Executive Session as 6:45 PM. Sharry seconded the motion, and we moved into Executive Session to discuss our volunteer policy and specific individuals who wish to volunteer at or on behalf of the library. David made a motion to move out of Executive Session at 7:30 PM, and Faith seconded the motion. We resumed the Special Trustees Meeting.

A motion was made by Sharry Semans to retain an attorney to review our volunteer policy and related issues. Lynn Fulmer seconded the motion, and the motion passed. Tina will reach out to an attorney.

A motion was also made by David Crowley to revise our current Volunteer Policy, section 1.4, to complete the last sentence with "by the Director" or something similar. Marsha Long seconded the motion and the motion passed. Tina will revise the language.

It was discussed that we would not meet in April, unless something of importance changed. Therefore, Marsha Long made a motion to not schedule an April Board Meeting, and to schedule our next meeting for May. The motion was seconded by Gary Enderle and the motion passed.

Gary Enderle then moved to adjourn the meeting. Faith Stewart seconded the motion, and the motion passed. The meeting adjourned at 7:45 PM.

Respectfully submitted:

Sharry Semans

Secretary

CUBA CIRCULATING LIBRARY

REPORT ON FINANCIAL STATEMENTS

DECEMBER 31, 2019

CUBA CIRCULATING LIBRARY

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors
Cuba Circulating Library

We have reviewed the accompanying financial statements of *Cuba Circulating Library* (a non-profit organization) which comprise the statement of financial position as of December 31, 2019 and 2018, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's 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. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Bysiek CPA, PLLC

BYSIEK CPA, PLLC
OLEAN, NY 14760
APRIL 13, 2020

**CUBA CIRCULATING LIBRARY
STATEMENTS OF FINANCIAL POSITION**

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<i>As of December 31,</i>	<u>2019</u>	<u>2018</u>
Assets		
Current assets		
Cash and cash equivalents	\$ 143,253	\$ 144,449
Accounts receivable	-	7,500
Prepaid expenses	6,067	6,067
Total current assets	<u>149,320</u>	<u>158,016</u>
Non-current assets		
Land	46,763	46,763
Building	750,653	750,653
Furniture and fixtures	117,419	117,419
Less: Accumulated depreciation	<u>(505,294)</u>	<u>(482,318)</u>
Property and equipment, net	409,541	432,517
Investments	879,067	780,866
Total assets	<u>\$ 1,437,928</u>	<u>\$ 1,371,399</u>
Liabilities and Net Assets		
Current liabilities		
Accrued expenses	<u>\$ -</u>	<u>\$ 4,258</u>
Net assets		
Without donor restrictions	1,427,928	1,357,141
With donor restrictions	10,000	10,000
Total liabilities and net assets	<u>\$ 1,437,928</u>	<u>\$ 1,371,399</u>

See accompanying notes and independent accountant's review report

**CUBA CIRCULATING LIBRARY
STATEMENTS OF ACTIVITIES**

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For the Year Ended December 31,

	<u>2019</u>	<u>2018</u>
Support, revenue and gains		
Real property tax	\$ 170,126	\$ 171,015
Grants and state aid	4,385	9,871
Contributions and gifts	12,265	11,077
Investment income (loss)	137,084	(34,246)
Other income	13,485	12,707
Total support and revenue	<u>337,345</u>	<u>170,424</u>
Expenses		
Program services	202,034	192,179
Management and general	64,524	40,809
Total expenses	<u>266,558</u>	<u>232,988</u>
Change in net assets	70,787	(62,564)
Net assets, beginning of year	<u>1,367,141</u>	<u>1,429,705</u>
Net assets, end of year	<u>\$ 1,437,928</u>	<u>\$ 1,367,141</u>

See accompanying notes and independent accountant's review report

**CUBA CIRCULATING LIBRARY
STATEMENTS OF FUNCTIONAL EXPENSES**

For the Year Ended December 31,

	2019			2018
	Program Services	Management and General	Total	Total
Salaries and wages	\$ 91,666	\$ 16,176	\$ 107,842	\$ 103,186
Payroll taxes and employee benefits	16,926	2,987	19,913	16,268
Library materials and supplies	33,430	5,899	39,330	35,376
Program fees	15,730	2,776	18,505	13,841
Professional fees	2,654	468	3,122	3,200
Office expenses	1,500	265	1,765	933
Utilities and telephone	8,549	1,509	10,057	9,990
Insurance	7,283	1,285	8,568	7,083
Repairs and maintenance	-	28,871	28,871	17,439
Travel	3,038	536	3,575	886
Depreciation	19,530	3,446	22,976	23,308
Miscellaneous	1,729	305	2,034	1,478
Total expenses	\$ 202,034	\$ 64,524	\$ 266,558	\$ 232,988

**CUBA CIRCULATING LIBRARY
STATEMENTS OF CASH FLOWS**

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For the Year Ended December 31,

	2019	2018
Cash flows from operating activities		
Change in net assets without donor restrictions	\$ 70,787	\$ (62,564)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	22,976	23,308
(Gains) losses on investments	(137,084)	78,689
Changes in:		
Accounts receivable	7,500	6,750
Prepaid expenses	-	(772)
Accrued expenses	(4,258)	4,258
Net cash provided by (used in) operating activities	(40,079)	49,669
Cash flows from investing activities		
Sales (purchases) of investments	38,883	(46,023)
Net cash provided by (used in) investing activities	38,883	(46,023)
Net change in cash	(1,196)	3,646
Cash at beginning of year	144,449	140,804
Cash at end of year	\$ 143,253	\$ 144,449

See accompanying notes and independent accountant's review report

NOTE 1: NATURE OF ORGANIZATION

Cuba Circulating Library is a not-for-profit organization located in Cuba, New York. Its purpose is the education of area residents primarily through the circulation of books and periodicals and writing and reading programs. The Library's support comes primarily from a real property tax levy received through the Cuba-Rushford School District and Library aid received from the Town of Cuba and the Village of Cuba.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES

A. Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Thus, revenues are recognized when earned and expenses as incurred.

B. Basis of Presentation

Cuba Circulating Library has adopted FASB Accounting Standards Update (ASU) No. 2016-14, *Not-for-Profit (Topic 958) - Presentation of Financial Statements for Not-for-Profit Entities*, effective for the year ending December 31, 2018. The unrestricted net asset class has been renamed *Net Assets Without Donor Restrictions*. The temporarily restricted net asset class has been renamed *Net Assets With Donor Restrictions*. Net assets with donor restrictions, which amounted to \$10,000 at December 31, 2019 and 2018, consist of an endowment which is restricted to investment in perpetuity. The income from the endowment may be expended to support the general operations of the Organization.

C. Cash

For purposes of reporting cash flows, the Organization considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

D. Receivables

Receivables are charged to bad debt expense when they are determined to be uncollectable based upon a periodic review of the accounts by management. Accounting principles generally accepted in the United States of America require that the allowance method be used to recognize bad debts; however, the effect of using the direct write-off method is not materially different from the results that would have been obtained under the allowance method.

E. Fair Value Measurements

A framework has been established for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). Level 1 assets and liabilities are those whose inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Library has the ability to access. Investments held by the library are classified as level 1 in the fair value hierarchy.

F. Expense Allocation (Functional Expenses)

Expenses are summarized and categorized based on their functional classification as either program or supporting services. Expenses that are readily identifiable to a specific program or supporting service are charged directly to that service. Expenses attributable to more than one program or supporting service are allocated based on estimated usage, square footage, or employment related expenses, which when not directly related to a program, are allocated based on estimates of time and effort.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES (CON'T)

G. Income Tax Status

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code, therefore, no provision for income taxes is reflected in the financial statements.

H. Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from the estimates.

I. Reclassifications

Certain accounts in the financial statements have been reclassified for comparative purposes to conform with the presentation in the current-year financial statements.

J. Commitments and Contingencies

The Organization may be occasionally involved in litigation as either a plaintiff or defendant arising in the normal course of its activities. Currently there is no such litigation and there is no effect on the Organization's financial position or operating activities.

K. Subsequent Events

Management has review events and activities through April 13, 2020, which is the date the related financial statements were available to be issued.

L. Endowment

The library's endowment was established by donations made directly to the Library. As required by accounting principles generally accepted in the United States of America, net assets associated with endowment funds are classified and reported based on the existence or absence of explicit donor-imposed restrictions. The New York Prudent Management of Institutional Funds Act (NYPMIFA) removes the prohibition on appropriations below the historic dollar value of endowment funds absent explicit donor stipulations to the contrary. In accordance with NYPMIFA, *Cuba Circulating Library* considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- The duration and preservation of the fund.
- The purposes of the donor-restricted endowment fund.
- General economic conditions.
- The possible effect of inflation and deflation.
- The expected total return from income and the appreciation of investments.
- Other resources of the library.
- Alternatives to expenditure of the endowment fund.
- The investment policies of the library.

M. Promises to Give

Contributions are recognized when the donor makes an unconditional promise to give to *Cuba Circulating Library*. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES (CON'T)

N. Contributed Services

During the years ended December 31, 2019 and 2018, the value of contributed services meeting the requirements for recognition in the financial statements was not material and has not been recorded. However, many individuals volunteer their time and perform a variety of tasks that assist the Organization.

O. Capitalization and Depreciation

Property and equipment is recorded at cost or fair market value at the date of the gift in the case of donated property and equipment. If donors stipulate how long the assets must be used, the contributions are recorded as restricted support. In the absence of such stipulations, contributions of property and equipment are recorded as unrestricted support. Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives using the straight-line method. Improvements are capitalized, while expenditures for maintenance and repairs are charged to expense as incurred. Upon disposal of depreciable property and equipment, the appropriate property and equipment accounts are reduced by the related costs and accumulated depreciation. The resulting gains and losses are reflected in the statement of activities.

P. Liquidity Management

Cuba Circulating Library has \$143,253 of financial assets available within one year of the statement of financial position. None of these financial assets are subject to donor or contractual restrictions that make them unavailable for general expenditures within one year.

NOTE 3: INVESTMENTS AND FAIR VALUE MEASUREMENTS

Cuba Circulating Library's investments are reported at fair value in the accompanying statements of financial position. Generally accepted accounting principles establish a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. These valuation techniques are based upon observable and unobservable inputs. Observable inputs reflect market data obtained from independent resources, while unobservable inputs reflect market assumptions. These types of inputs create the following fair value hierarchy: Level 1 inputs consist of quoted prices for identical instruments in active markets; Level 2 inputs consist of quoted prices in active markets for similar assets or liabilities or quoted prices in inactive markets for identical or similar assets or liabilities and model-derived valuations whose significant inputs are observable; Level 3 consists of instruments whose significant inputs are unobservable. All of the Organization's investments are valued using Level 1 inputs. The cost and fair value of investments owned by *Cuba Circulating Library* at December 31, 2019 and 2018 are summarized as follows:

As of December 31,	Cost Basis	Fair Value
Money market	\$ 9,979	\$ 9,979
Mutual funds	763,185	869,088
Total	\$ 773,164	\$ 879,067

NOTE 3: INVESTMENTS AND FAIR VALUE MEASUREMENTS (CON'T)

Cuba Circulating Library has interpreted New York State law to allow the spending of income and gains on investments of net assets with donor restrictions, absent explicit donor stipulations that all of a portion of such income or gains be maintained in perpetuity. State law allows for the appropriation and spending of such income and gains as is prudent, considering such factors as the Organization's long and short-term needs, present and anticipated financial requirements, expected total return on investments, price level trends and general economic conditions. In accordance with the policy of carrying investments at fair value, the change in net unrealized appreciation is included in investments income (loss) in the statements of activities. A summary of investment income (loss) for the years ended December 31, 2019 and 2018 is as follows:

Year ended December 31,	2019	2018
Interest and dividend income	\$ 22,364	\$ 44,443
Realized and unrealized gains (losses)	114,720	(78,689)
Total investment income (loss)	\$ 137,084	\$ (34,246)

NOTE 4: ENDOWMENTS

Cuba Circulating Library's endowment includes both donor-restricted funds and funds designated by the Board to function as endowments. The donor-restricted endowment as of December 31, 2019 and 2018 consisted of \$10,000 which is restricted in perpetuity. The board-designated endowment has a balance of \$869,067 and \$770,886 as of December 31, 2019 and 2018, respectively. Net assets associated with endowment funds are classified and reported in the financial statements based on the existence or absence of donor-imposed restrictions. The Organization has interpreted the applicable provisions of New York Not-for-Profit Corporation Law to mean that the classification of appreciation on restricted endowment gifts, beyond the original gift amount, follows the donor's restrictions on the use of the related income.

Changes in endowment net assets for the years ended December 31, 2019 and 2018 were as follows:

	<u>Net assets without donor restrictions</u>	<u>Net assets with donor restrictions</u>	<u>Total</u>
Balance, December 31, 2018	\$ 770,866	\$ 10,000	\$ 780,866
Interest and dividends	22,339	-	22,339
Realized gains (losses)	12,304	-	12,304
Unrealized gains (losses)	102,417	-	102,417
Deposits (withdrawals), net	(38,859)	-	(38,859)
Balance, December 31, 2019	\$ 869,067	\$ 10,000	\$ 879,067

PROGRAMMING POLICY

This policy addresses programming (1) developed and sponsored by the library and (2) developed by members of the community and cosponsored by the library.

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:

- Relation to library mission and service goals
- Community needs and interest
- Presentation quality and treatment of content for 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 info of each person attending when at the time of registration. Once a program is full, names will go on to 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 the newspaper and radio stations, on the library's website and social media accounts, with posters taken to local businesses, and with flyers taken to the schools.

Co-Sponsoring Programs

The Library may partner or cosponsor 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.

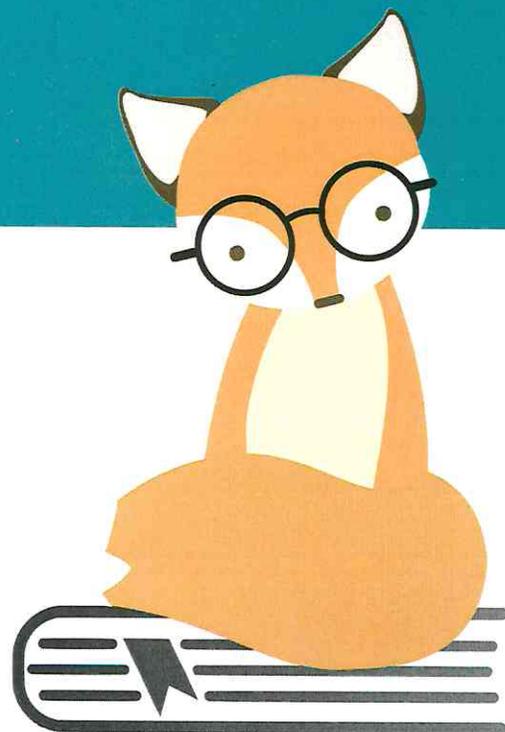
This program policy does not apply to:

- events that are developed only for special purposes such as donor recognition, fund-raising, 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.

CUBA *CIRCULATING* LIBRARY

ANNUAL REPORT
FOR 2019



DIRECTOR'S STATEMENT

At our core, the Cuba Library is 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.

In 2019, the Library took significant steps towards creating more access that is equal for all by removing overdue fines for almost all items. By removing this barrier to services, the Library saw a significant increase in use—in both circulation and use of the building. We also added five hotspots for check out in an effort to help provide more internet access to the community.

Beyond our bookshelves, expanding knowledge at the Library takes many forms—classes, displays, and hands-on training. We continue to invest in our early literacy and afterschool programs to improve the lives of our community's children. Meanwhile, our art classes, technology training, and lectures have helped many people gain new skills and knowledge.

Throughout 2019 we worked to develop and adopt a new long-range strategic plan. This document maps out plans for innovative ways the Library can expand our reach. By collaborating with area organizations, the Library hopes to reach and support more members of the community.

No matter how patrons engage with the Library, all who walk through our doors deserve an equal opportunity to grow, learn, and advance. It is thanks to our generous supporters that we're able to best support and strengthen our community in today's changing world. What could be more powerful than that.

TINA DALTON

Library Director

Cuba Library Board of Trustees

Christine Berardi, President

Faith Stewart, Vice-President

Sharry Semans, Secretary

Gary Enderle, Treasurer

Lin Assink

Dave Crowley

Tom Donahue

Lynn Fulmer

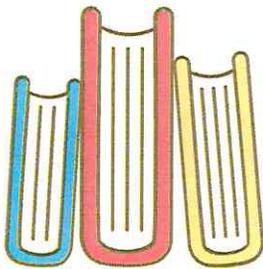
Tracy Knavel

Sara Talbot

Trisia Young

STAFF

Tina Dalton, Library Director
Cherilyn Wise, Youth Services Coordinator
Nancy Robinson, Senior Library Assistant
Janet Rhodes, Senior Library Assistant
Shauna Comes, Senior Library Assistant
Janice Lijewski, Janitor
Rylee Peacock, Library Page



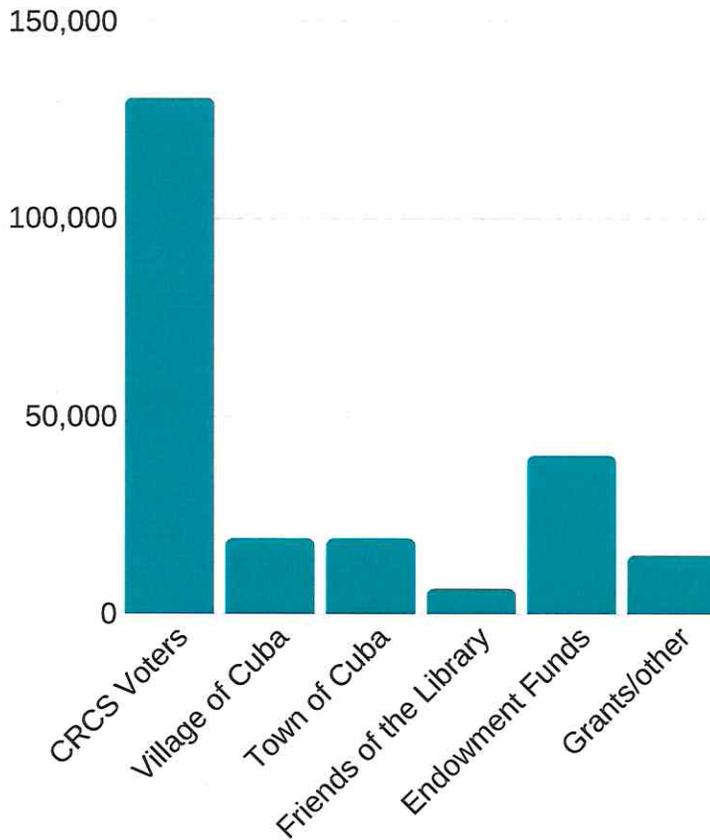
SOMETHING FOR EVERYONE

Every year, the library seeks to provide excellent programming in a variety of topics. This year was no different. We had programs on sewing, financial and computer literacy, as well as history lectures. We partnered with a variety of authors, artists, and experts to bring free, educational, and entertaining programming into the community.

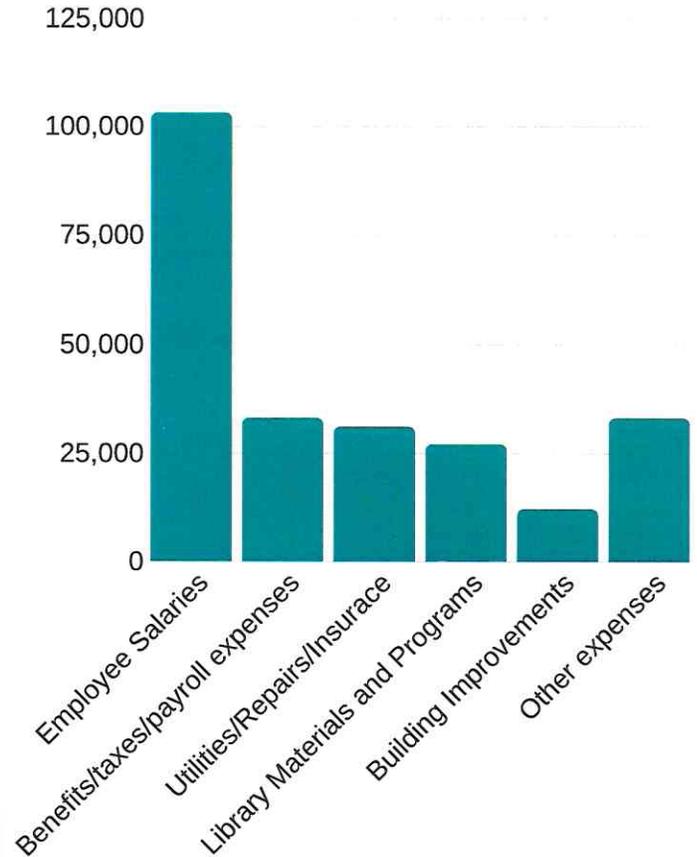
In 2019 the Library had:

116 adult programs
23 teen programs
225 children's programs

Major sources of income



Major sources of expense



Friends of the Cuba Library, Inc.

FRIENDS OF THE CUBA LIBRARY, INC. IS A NON-PROFIT ORGANIZATION DEDICATED TO SUPPORTING THE CUBA CIRCULATING LIBRARY THROUGH FUNDRAISERS AND LARGELY, ADVOCACY.

IN 2019, THE FRIENDS FUNDED A VARIETY OF PROGRAMS AND SERVICES, INCLUDING:

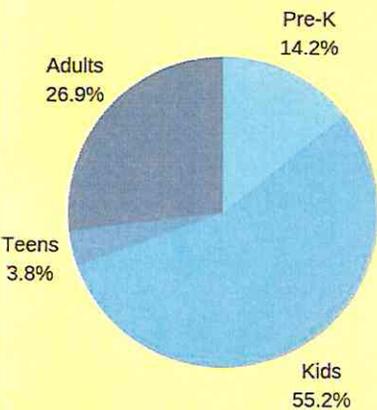
- THE PURCHASE OF HUNDREDS OF CHILDREN'S BOOKS THROUGH THE PILCROW GRANT
- SMALL TOWN CHRISTMAS CRAFTS
- PROGRAMMING FOR ADULTS
- SUMMER READING PROGRAMS
- A CANOPY, TABLE, AND TABLECLOTH
- DVD DISC REPAIR MACHINE
- JUVENILE NONFICTION BOOKS
- FUNDING FOR STAFF TRAINING

USE OF THE LIBRARY

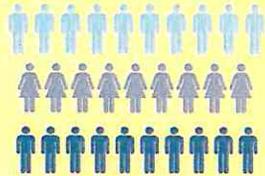
- | | |
|----------------------------|--------|
| • Visits to the library | 33,861 |
| • Registered patrons | 4,729 |
| • Items checked out | 23,925 |
| • Use of library computers | 2,999 |
| • Wifi access | 2,429 |

SUMMER READING 2019

THIS SUMMER...



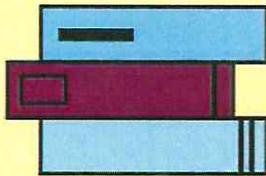
212 PEOPLE participated in our Summer Reading Program



 **48,126** MINUTES READ

 **269** BOOKS READ

500+ book prizes given to children and teens



60 prizes given to all ages

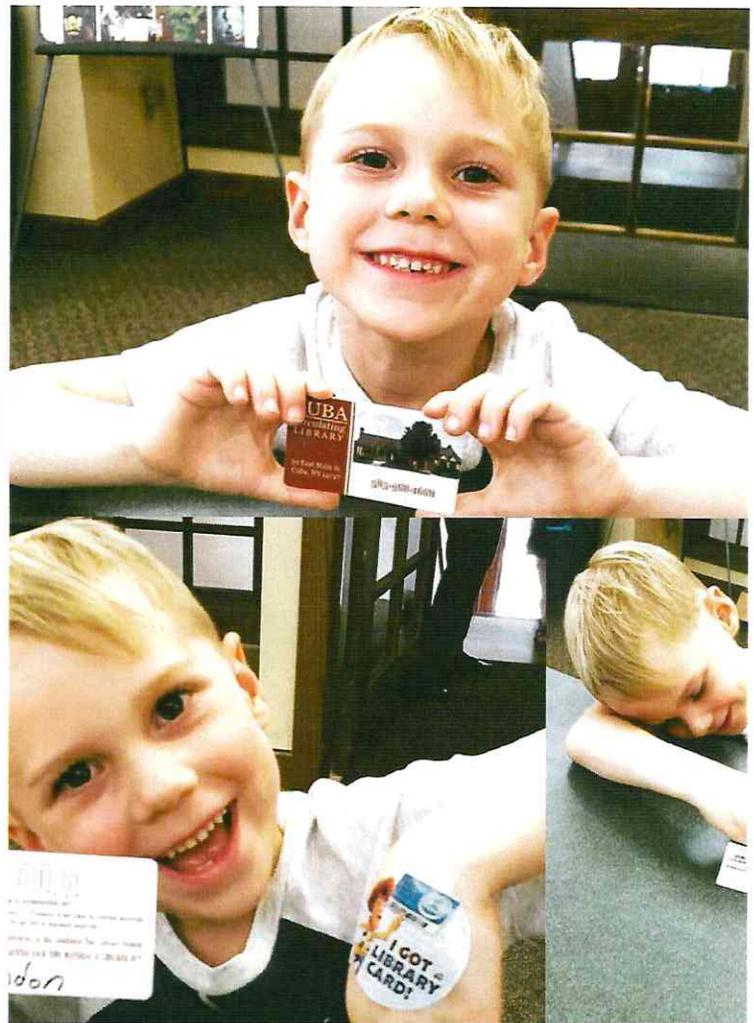
75+ hours of programming for all ages



our Little Green Man was found by visitors to the library

138 TIMES

WWW.CUBALIBRARY.ORG
39 E. MAIN ST
CUBA, NY 14727
585.968.1668



Adopting a Security Camera Policy

We recently received the following email from the Cuba Polic:

The Cuba Police Department strives to solve every crime that is reported to us. Having support from the community often makes that task easier to complete. If you have a surveillance camera(s) or Ring doorbell at your location (home or business) and would like to register them with us, please complete the registration form located at our website www.cubany.org and return it to us. Registering your camera not only helps deter crime, but also assists the Cuba Police Department in its overall crime prevention strategy in your neighborhood.

This information will not be published publicly.

It will be stored securely at the Cuba Police Department and may be shared with law enforcement only. Unless a crime occurs in your area, you will never be contacted regarding your cameras. If a crime does occur in your neighborhood, an officer may call or visit you to ask to check your video for possible assistance in the case. Police personnel, if necessary, may request a copy of any video captured by your camera(s).

You can print the form from our website and bring it to the police station to register your cameras, or if you prefer, you may download and complete the form and then mail it to the Cuba Police Department, 15 Water Street Cuba, NY 14727. I have also included the form as an attachment in this email. You may cancel your registration at any time by contacting the Cuba Police Department at 585-968-1666.

Thank you for your continued support! Together, we can make a difference in our community!

Why develop a security camera policy?

- How and why can security camera footage be used?
- Who can access footage?
- How are we protecting patron privacy and confidentiality?
- How do we address requests from police or other outside organizations to view footage?
- How long will we store recorded data?

Cuba Library Public Health Staged Plan

STAGE 3:

Library is closed to the public. All other staff work remotely. Library provides service through telephone and online means. Programming is offered online via social media. In person programming is suspended. Library discourages patrons from returning items. Library provides unlimited renewals on items. WiFi is always on.

STAGE 3 instituted when the Governor or other governing official declares stay-at-home emergency.

STAGE 2:

Library is closed to the public. Staff have staggered work schedules and are required to wear PPE and practice social distancing while at the Library. Custodians maintain buildings and grounds. Staff who are medically vulnerable are asked to work remotely. Library provides curbside service for persons to pick-up holds. Library provides service through telephone and online means. Phone is staffed Monday through Thursday 9:00 to 5:00. Programming is offered online via social media. In person programming is suspended. Library accepts item returns. Items are quarantined for at least 72 hours and then disinfected before being checked-in. Library provides unlimited renewals on items.

**Do we want to include services such as copying, printing, and faxing in Stage 2? These services could reasonably be done curbside--patron sends file to library via email and picks up at curbside, for example.

STAGE 2 instituted when the Governor or other governing official declares a public health emergency, but is not requiring the public to stay at home.

STAGE 1:

Library is open to the public (possibly limited hours depending on staffing). Staff have staggered work schedules and are required to wear PPE and practice social distancing while at the Library. Staff who are medically vulnerable are asked to work remotely. Library provides curbside service for persons to pick-up holds in addition to regular reference and circulation services. Anyone entering the building must have on a mask, as long as mandated by the state. Signage is developed to encourage patrons to remain six feet apart. Programming is offered online via social media. In person programming is suspended. Library accepts item returns. Meeting room use is suspended.

Director is given discretion on a timeline to lift restrictions on the following:

- Suspend Use of the Online Public Access Computers (OPAC)
- Remove Toys from Children's Area

- Restrict Computer Access to Allow Cleaning
- Suspend Library Volunteer Service
- Suspend InterLibrary Loan Service

STAGE 1 instituted when the Governor or other governing official lifts the public health emergency declaration, but still urges the public to avoid groups.

Addendums to Policies

Patron Behavior Policy:

“During a public health crisis, patrons are required to comply with all state mandated regulations, including but not limited to wearing a face mask.”

Community Room Use Policy:

“During a public health crisis, the library's meeting room(s) are closed" or "During a public health crisis, the library's meeting room(s) are restricted to groups of 25 individuals or less."

Computer Use Policy:

"During a public health crisis, the library may limit the number of computers available to the public. Library WiFi will stay on and available to the public at all times.”

**Cuba Library Director's Monthly Report
April 2020**

Service to the Public

	April 2020	March 2020	March 2019	March 2018
Circulation	58	1703 (adult—1013) (juv/YA—690)	2793 (adult-1741) (Juv/YA-1052)	3288 (adult-1764) (Juv/YA-1515)
Holds Filled	0	194	453	
New Library Cards	1	15	15	
Overdrive (eBooks)	517 downloads	416 downloads	267 downloads	
RB digital (eMagazines)	22 downloads	22 downloads	35 downloads	
Wifi use	96	180	170	
Visits to our website	443	806		

Although we were not able to offer in-building or in-person services throughout April, library staff continues to work from home to offer virtual programming and support to our patrons. Cherilyn creates and posts a weekly STEAM video and Rylee does the same for a weekly Crafting in Quarantine video. I continue to hold weekly Short Story Book Club in collaboration with the Olean Library, as well as our Page Turners and Books & Brews monthly book clubs. We have provided virtual tech support to a number of patrons, both for library and non-library related issues. Shauna posts “passive programs” on our social media pages on a weekly basis, providing fun opportunities for patrons and staff to interact with each other. Janet and Nancy write weekly book reviews and articles for me to share on social media or in the Patriot. I’ve taken on some duties that normally fell to other members of the staff: I taught myself how to add books to the catalog, and have added new books and dvds as they’ve arrived. Nancy taught me how to process memorial donations, so we could provide thank you notes to our donors, as well as notification to family members, in a timely manner. In all, everyone has stepped up in new ways to help things continue to run smoothly while we are closed. I have been continually impressed with the staffs’ flexibility and willingness to learn new skills in order to adapt to this situation. I know we are all eager to get back in the library and get back to helping the community, as long as we can do so in a manner that is safe both to them and us.