

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

**Monday, July 13, 2020**

**5:30pm at the Library**

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of June's Meeting
5. Treasurer's Report
6. Committee Reports
  - i. Finance
    - a. Morgan Stanley authorized persons
  - ii. Bldgs/Grounds
    - a. Elevator replacement/construction aid grant
  - iii. Personnel
  - iv. Acquisitions/Gallery
  - v. Planning
  - vi. Programs
  - vii. Technology
  - viii. Nominating Committee
7. Unfinished Business
  - i. Security Camera Policy
  - ii. Reopening Procedures
    - a. temporary hours
    - b. outside groups/community room
    - c. in-person library programs resume
    - d. working from home
8. New business
9. Director's Report
10. Adjournment

**Cuba Circulation Library**  
**Board of Trustees Monthly Meeting Minutes**  
**Monday, June 8, 2020**

**This meeting was via Go To Meeting**

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

**Absent:** Lin Assink

**Also Present:** Tina Dalton

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

**Public Comment:** None

**Friends Report:** None

**Minutes of Previous Meeting:** Marsha Long moved to accept the Minutes of the May Meeting. The motion was seconded by Faith Stewart and the motion was passed.

**Treasurer's Report:** Gary Enderle indicated all of the funds were doing well. The Anonymous Fund currently has \$579,343 which is up \$17,000; the Endowment Fund has \$229,591, up \$6,000; and the Book Fund is at \$12,664, up \$500. There were no questions for Gary. Tina indicated we had received donations of \$1,500 and she put them in the bank instead of the Endowment Fund. She will transfer those funds to the Endowment Fund.

**Committee Reports:**

**Finance:** Tina reviewed the Profit and Loss Statements. There were questions regarding the Total Tech monies. She will check with the bookkeeper. Library supplies were up because it includes all the Covid supplies. Also, she indicated the bookkeeper is going to start depositing monies into the savings account in order to get interest on the money while it sits in the bank. She will withdraw the money as needed to pay bills. Tina also indicated that Dan Higgins donated \$1,000 in Lynn Fulmer's name to recognize Lynn's hard work around the community. Congratulations, and thank you, Lynn!

**Building and Grounds:** Lynn advised that some of the trees are in need of trimming and possibly some may need to be removed. She is in the process of getting bids for the job. She would like to donate the \$1,000 given by Dan Higgins to plant some shrubs.

Work continues on the overhang.

There is a spicket problem. Brown Plumbing was called, but it turns out to be a very complicated issue. Therefore, a temporary fix was made, and we will continue to look into solving the problem.

There was a leak in the radiator in the upstairs bathroom. It was fixed.

There are birds in the building, and that issue is being dealt with.

**Personnel:** A new janitor was hired, and will begin on June 16<sup>th</sup>. Her name is Amanda Reardon, and she has a background in cleaning. She will work 10 hours/week, 6P-8P. Staff will continue to sanitize during the day. Staff is working at 50%, and all are adjusting to the new rules.

**Acquisitions/Gallery:** No report

**Planning:** Marsha indicated that the Planning Committee met twice to assist Tina in any way she needed in order to get us reopened. All went well, and we continue to assist as needed.

**Programs:** Programs will continue to be offered on line. There is no STEAM for June, as Cherilynn is getting ready for the summer program.

**Technology:** Tina indicated that she was able to get a grant to install the wifi on the Maple Street side of the building. That should be done in the very near future.

**Nominating Committee:** No report.

**Unfinished Business:**

1. **Cameras:** Tina asked other libraries about their policy regarding releasing info caught on camera to law enforcement. She hasn't got many responses, so is still working on it. Dave is also working on the issue on the police side of things.
2. **Reopening Procedures:** We expect curbside service to begin on June 15. Info is being posted on Facebook. We are anticipating opening June 29 to the public with some restrictions. Patrons will make appointments starting at the top of the hour and have 45 minutes. 14 patrons at a time will be allowed. Masks will be required. After the patrons leave, staff will have 15 minutes to sanitize, and prepare for the next group.

Staff has been moving furniture downstairs; signage is in.

Tina is working on a policy regarding allowing children in the building.

**Director's Report:** There were no comments. Tina did indicate that downloads were up.

David made a motion to adjourn the meeting at 7:09 PM, and Lynn seconded it. Passed

Respectfully submitted:

Sharry Semans

Secretary

10:54 AM

07/03/20

Accrual Basis

## CUBA CIRCULATING LIBRARY

## Profit &amp; Loss

June 2020

	Jun 20
Ordinary Income/Expense	
Income	
Grants	
4090 · Grant - STLS	100.00
Total Grants	100.00
4007 · Petty Cash	
Copies Income	2.78
Fines	5.00
4066 · Donation Box	5.94
Total 4007 · Petty Cash	13.72
4017 · Memorials/Gifts	-32.20
4032 · Dividend Income	5.52
4038 · Misc Income	500.00
Total Income	587.04
Gross Profit	587.04
Expense	
Childrens Programming	82.49
Technical	
6009 · Computer	14.09
Total Technical	14.09
6006 · Books-J	72.00
6007 · Books-A	
6008 · Serials	451.94
6013 · Fuel	167.99
6014 · Electric	157.00
6015 · Repairs/Building & Grounds	374.63
6016 · Service	907.64
6018 · Phone	453.62
6020 · Postage	105.96
6021 · Library supplies	110.70
	5,239.00
6022 · Custodial supplies	83.21
6023 · Travel	17.94
6030 · Memorials & Gifts	-1,176.35
6033 · Other Expense	3,402.78
6048 · Processing Fee	21.24
6053 · Digital Books	548.31
6060 · DVD	161.60
6066 · Arts expense	97.50
6560 · Payroll Expenses	
6001 · Employee Wages	9,896.23
6002 · Payroll tax expense-FICA	3,209.67
6038 · Ira Match	250.78
6101 · SUTA	88.73
6560 · Payroll Expenses - Other	71.60
Total 6560 · Payroll Expenses	13,517.01
7021 · Membership	15.00
Total Expense	24,825.30
Net Ordinary Income	-24,238.26
Net Income	-24,238.26

10:57 AM

07/03/20

Accrual Basis

**CUBA CIRCULATING LIBRARY**  
**Profit & Loss Budget vs. Actual**  
**January through June 2020**

	Jan - Jun 20	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Adams Memorial	1,000.00	1,000.00	100.0%
Budget Carryover	0.00	17,929.00	0.0%
Morgan Stanley Endowment Fund	7,819.00	7,819.00	100.0%
<b>Total Morgan Stanley</b>	7,819.00	7,819.00	100.0%
4001 · Town Income	9,500.00	19,000.00	50.0%
4002 · Village Income	9,500.00	19,000.00	50.0%
4003 · School Income	0.00	133,340.52	0.0%
4004 · Local Lib Services Aid	0.00	1,657.00	0.0%
4007 · Petty Cash			
Copies Income	361.58	2,200.00	16.4%
4066 · Donation Box	137.88	1,000.00	13.8%
<b>Total 4007 · Petty Cash</b>	5,479.01	3,200.00	171.2%
4008 · Other income	30.75	400.00	7.7%
4012 · Friends	6,000.00	5,000.00	120.0%
4013 · DFY	1,295.00	1,400.00	92.5%
4016 · Gifts	0.00	1,000.00	0.0%
4020 · Meeting Room Fee	250.00	1,125.00	22.2%
<b>Total Income</b>	78,308.19	211,870.52	37.0%
<b>Gross Profit</b>	78,308.19	211,870.52	37.0%
<b>Expense</b>			
Childrens Programming	509.37	2,000.00	25.5%
Technical			
6009 · Computer	598.63	600.00	99.8%
<b>Total Technical</b>	1,377.77	600.00	229.6%
6006 · Books-J	1,209.16	3,500.00	34.5%
6007 · Books-A	2,913.37	6,500.00	44.8%
6008 · Serials	541.81	700.00	77.4%
6010 · Audio	388.28	2,000.00	19.4%
6012 · Equipment	53.17	500.00	10.6%
6013 · Fuel	1,184.00	3,000.00	39.5%
6014 · Electric	2,191.65	3,100.00	70.7%
6015 · Repairs/Building & Grounds	907.64	3,000.00	30.3%
6016 · Service	2,975.38	7,600.00	39.1%
6017 · Ins - Property	5,529.85	4,800.00	115.2%
6018 · Phone	742.73	1,500.00	49.5%
6020 · Postage	156.95	200.00	78.5%
6021 · Library supplies	8,277.21	2,800.00	295.6%
6022 · Custodial supplies	362.25	700.00	51.8%
6023 · Travel	709.73	2,200.00	32.3%
6024 · Bank fees	0.00	200.00	0.0%
6025 · Train/conference	390.00	1,500.00	26.0%
6026 · Discretionary Fund	120.00	500.00	24.0%
6029 · Health Insurance	0.00	500.00	0.0%
6031 · Extended Broadband	900.00	1,800.00	50.0%
6048 · Processing Fee	135.79	450.00	30.2%
6050 · Advertisement	0.00	500.00	0.0%
6051 · Adult Programming	327.49	1,000.00	32.7%
6052 · Video Games	575.27	1,000.00	57.5%
6053 · Digital Books	3,871.31	2,873.00	134.7%
6060 · DVD	1,441.56	2,900.00	49.7%
6099 · STLS cost share	9,787.00	9,787.00	100.0%
6560 · Payroll Expenses			
6001 · Employee Wages	49,143.93	119,528.00	41.1%
6002 · Payroll tax expense-FICA	13,965.55	15,000.00	93.1%
6003 · Ins - Workman's comp	419.73	1,000.00	42.0%

10:57 AM

07/03/20

Accrual Basis

**CUBA CIRCULATING LIBRARY**  
**Profit & Loss Budget vs. Actual**  
January through June 2020

	Jan - Jun 20	Budget	% of Budget
6005 · Ins - Disability	0.00	650.00	0.0%
6038 · Ira Match	3,890.19	4,000.00	97.3%
6101 · SUTA	2,346.69	1,800.00	130.4%
6560 · Payroll Expenses - Other	1,031.11	1,200.00	85.9%
<b>Total 6560 · Payroll Expenses</b>	<b>70,797.20</b>	<b>143,178.00</b>	<b>49.4%</b>
6563 · Audit	0.00	2,500.00	0.0%
7021 · Membership	205.00	600.00	34.2%
<b>Total Expense</b>	<b>126,982.05</b>	<b>213,988.00</b>	<b>59.3%</b>
<b>Net Ordinary Income</b>	<b>-48,673.86</b>	<b>-2,117.48</b>	<b>2,298.7%</b>
<b>Net Income</b>	<b>-48,673.86</b>	<b>-2,117.48</b>	<b>2,298.7%</b>

Cuba Library Director's Monthly Report  
June 2020

	<b>June 2020</b>	<b>May 2020</b>	<b>June 2019</b>	<b>June 2018</b>
Circulation	472 (adult-269) (Juv/YA-203)	40	3348 (adult-1936) (Juv/YA-1412)	2761 (adult-1566) (Juv/YA-1068)
Holds Filled	3	0	430	
New Library Cards	2	0	20	
Overdrive (eBooks)	492 downloads	531 downloads	289 downloads	
RB digital (eMagazines)	56 downloads	33 downloads	49 downloads	
Wifi use	84	78	214	
Visits to our website	644	442		

Reopening is going smoothly. Our first week open, we had 43 people utilize curbside service. Our first week open to the public back in the building began on June 29. We were relatively slow the first week, but as of today (July 6) things seem to be picking back up. Although we had originally planned to allow access to the library by appointment only, we haven't been busy enough to see the need to enforce this model. Instead, we have allowed walk-ins as well as pre-set appointments. This method is working just fine, and does allow for us to clean and sanitize in-between patrons with no problems.

I applied for a received a grant from the Allegany United Way to help fund summer reading. This grant allows us to create kits for the kids who are participating in summer reading. Each kit contains six free books as well as craft supplies. Cherilyn will post weekly videos with stories, crafts, and steam activities that the kids can do from home. The grant also provides funding for salary to support summer reading. These hours will go to Rylee, who is creating videos for teen and adult crafts. We have also created kits for patrons to pick up to provide them with these supplies as well. It is a very different summer reading model, but we hope we can still engage with the public, as well as provide opportunities for learning and literacy.

Summer reading is always a big undertaking, but this year is especially unique because of COVID-19. See Cherilyn's report for further details on how the summer reading program will run this year.

## Youth Services Coordinator Report

June 2020

We have approximately 40 people 0-18 signed up for programs and are adding more each week. Most of the bags for those signed up prior to the official start of summer reading have been given out already and people have jumped online for their programs that have started. I led the first storytelling group on Monday 7/6 with three kiddos and we told some awesome fantastical stories. I am planning to turn these stories into a book at the end of summer and I encouraged them to draw any pictures that might go along with one of the three stories we told.

We have had some positive feedback, both online and in person for the amount and quality of supplies in the giveaway bags and I'm excited to give more out. Our sidewalk obstacle course continues to be a popular activity.

Other libraries are contacting us to inquire about borrowing some of our plans/content so that is encouraging.

Below is the article sent to the Patriot so you can see what information was given to the public. It is definitely going to be a weird summer but we can totally rock it.

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The Cuba Library's Summer Reading Program will look a lot different this summer. There will be no meetings in person for any classes but that does not mean the fun and learning are on hold. There are many options for joining summer reading offline and online.

If you have a child between the ages 0-18, sign up on our ReadSquared platform ([tinyurl.com/CubaSRP2020](https://tinyurl.com/CubaSRP2020)) to track your child's reading progress beginning July 6, ending August 13. By registering online, kids and teens are automatically signed up to receive 6 free books, craft and/or STEAM supplies for the entire summer, and other goodies, all in a Cuba Library drawstring bag.

Each week, you can look for videos to walk you through the week's activities. On Mondays, a pre-recorded story will be available on Facebook. This story will fit the week's fairy tale theme. On Tuesdays, a craft walk-through video for children ages 0-7 will be available. The STEAM video for children ages 8-12 will be available on Wednesdays. These videos will stay up so you and your children can view them and do the activities at your own pace. Some weeks, the craft/STEAM video will be the same for each age group. In this case, the video will post on Wednesdays.

Craft projects for teens will post on Thursdays. Teens will receive all necessary craft supplies for their projects in their bags. They will dissect owl pellets, grow marigolds, and make candy sushi, sewing felt creatures, friendship bracelets and a yarn bowl.

Adult may sign up to participate in summer reading via the ReadSquared app or website as well. Adult craft tutorial videos will post to the library's Facebook page every Wednesday morning, beginning July 8. Adults' crafts will be Decorate your own tote, paper flowers, windowsill gardens, clay bowls, beadwork, and teddy bear stuffie. Supplies are limited on a first come, first served basis. Stop by the library to pick up your "Take and Make" tote full of supplies needed to do the crafts.

In addition to these weekly kits, check out our Virtual Storytelling Club! Virtual Storytelling Club will meet through GoToMeeting. Using our imaginations and some storytelling games such as Rory's Story Cubes, participants will tell a collaborative, improvised story to each other. The library will record these sessions but not post them. Miss Cherilyn will transcribe the stories for an end of the summer book. We will also talk about the parts of a story, characters, and characterization, etc. in a casual way to help make the stories even better. There are two sessions of this group, one for students entering kindergarten through third grade, and one for students entering fourth through seventh grades. Registration is required.

Three online programs from outside performers will be available via Zoom. Madcap Puppets will perform their show "Your Wish is Our Command" on July 22<sup>nd</sup> at 1pm. Didgeridoo Down Under will perform August 5<sup>th</sup> at 4pm. OmniPresent Puppets will perform "Beauty and the Beast" on August 12<sup>th</sup> at 1 pm. The private links for these performances will be available closer to the performance date. Please follow us on social media for more information.

At the end of the summer, the library will choose winners for grand prizes to participants of all ages, children, teens, and adults, so be sure to check in regularly on the ReadSquared website or app.