

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

**Monday, September 14, 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
  - ii. Bldgs/Grounds
  - iii. Personnel
  - iv. Acquisitions/Gallery
  - v. Planning
  - vi. Programs
  - vii. Technology
  - viii. Nominating Committee
7. Unfinished Business
  - i. Sexual Harassment Prevention training
8. New business
  - i. Authentication of Application (Construction Aid Grant)
  - ii. Garlic Market Sept. 19
    - a. Library hours
    - b. donation of library items to Friends sale
  - iii. Community room use
  - iv. Policy manual development
9. Director's Report
10. Adjournment

**Cuba Circulation Library**  
**Board of Trustees Monthly Meeting Minutes**  
**Monday, August 10, 2020**

**This meeting was via Go To Meeting and HUB**

**Present:** Christine Berardi, Faith Stewart, Thomas Donahue, Lynn Fulmer, Sara Talbot, Gary Enderle, David Crowley, Lin Assink and Sharry Semans

**Also Present:** Tina Dalton

**Absent:** Trisia Young, Marsha Long, Tracy Knavel

**Call to Order:** The meeting was called to order by Christine Berardi, at 5:31 PM

**Public Comment:** None

**Friends Report:** None, though Tina indicated the Friend's Annual Meeting is on hold, and they are not sure of a book sale this year. Also, Sharry indicated she had read their new Volunteer Policy which basically mirrored ours.

**Minutes of Previous Meeting:** Lynn Fulmer moved to accept the Minutes of the July Meeting. The motion was seconded by Faith Stewart and the motion was passed.

**Treasurer's Report:** Gary Enderle indicated all of the funds had increased since last month and were doing well. There were no questions for Gary.

**Committee Reports:**

**Finance:** Tina indicated that the application for the PPP loan forgiveness will be done shortly. There were a couple expenditures on the Profit Loss Statements that Tina did not recognize, and she was going to be talking to the bookkeeper about them. She will report at the next meeting.

**Building and Grounds:** Lynn Fulmer advised that we are still having issues with the overhang, and that she is still trying to reach the contractor to get the issues fixed.

She has the plaque in hand naming people who donated for the overhang but is still having trouble finding someone to install it.

She met with the landscaper from the Rushford area. He gave an estimate of \$5,200 which Lynn believes is too high. Christine recommended another landscaper, so Lynn will get in touch with him.

Lynn and Tina talked about lettering for the outside of the arch which would read either "Cuba Library" or "Cuba Circulating Library". Everyone agreed that was a good idea, but there was no decision which lettering or coloring. We will discuss at next meeting.

Tina indicated that the lowest quote she could get for a new elevator was \$41,645.

**Personnel:** Tina indicated we have a new custodian. Her name is Teresa Bell.

**Acquisitions/Gallery:** No report.

**Planning:** No report.

**Programs:** Tina is hoping the committee will meet soon regarding the fall programs.

Tina indicated there is an outdoor movie scheduled for August 27. The Village will block off East Main Street between Maple and Green Streets. Notices will go out to the few houses in the area so they are not taken by surprise.

**Technology:** Tina indicated that wifi had been installed on the Maple Street side of the building and everything was now working.

**Nominating Committee:** No report. Christine did indicate the Committee should begin looking for new Trustees as some terms will be ending in December.

**Unfinished Business:**

1. **Reopening Procedures:** Tina indicated that all was going well but, since the reopening, there has not been a crush of patrons coming in. Therefore, she will be removing the doorbell and the necessity for making appointments. If the number of patrons at one time is too many, she will handle accordingly, i.e., locking the door, asking some to step out, etc.
2. **Collection Policy:** Tina introduced the revised Collection Development Policy. Lynn Fulmer made a motion to adopt the Policy. Sara Talbot seconded the motion, and the motion passed.
3. **Pandemic/Emergency Plan Policy:** There was a confusing discussion. In the end, it was determined that Tina was talking about creating a procedure manual not a policy. (We had previously discussed and determined a specific quarantine policy was not needed in our March 30, 2020 Special Meeting). Tina is going to create a procedure manual which will include procedures we are using for the pandemic as well as procedures for all positions in the Library. The information contained in the manual will give the employees the ability to fill in for each other. Very good idea!

**Director's Report:** Tina indicated that the grant from United Way was used, and the final kits would be going to the Baptist Church and the Cultural Center for distribution. Cherilyn's report included several programs that were obviously a hit, as well as some pictures.

Once again, the Board expressed their pleasure about the phenomenal job all of the staff are doing.

Lynn Fulmer made a motion to adjourn the meeting at 6:16 PM, and Gary Enderle seconded it. Passed

Respectfully submitted:

Sharry Semans  
Secretary

**CUBA CIRCULATING LIBRARY**  
**Profit & Loss**  
**August 2020**

	Aug 20
Ordinary Income/Expense	
Income	
4007 · Petty Cash	
Book Replacement	30.00
Copies Income	115.35
4066 · Donation Box	17.50
Total 4007 · Petty Cash	162.85
4017 · Memorials/Gifts	370.00
4019 · Refunds/Reimb	7.01
4038 · Misc Income	2,253.96
Total Income	2,793.82
Gross Profit	2,793.82
Expense	
Arts Grant Expense	215.00
Technical	
6009 · Computer	14.09
Total Technical	14.09
6006 · Books-J	277.42
6007 · Books-A	502.77
6010 · Audio	96.57
6013 · Fuel	43.23
6014 · Electric	400.64
6016 · Service	2,912.00
6018 · Phone	106.78
6021 · Library supplies	
Library Equipment	150.30
6021 · Library supplies - Other	1,913.41
Total 6021 · Library supplies	2,063.71
6022 · Custodial supplies	26.91
6024 · Bank fees	240.00
6029 · Health Insurance	500.00
6030 · Memorials & Gifts	120.98
6048 · Processing Fee	30.68
6051 · Adult Programming	-45.91
6060 · DVD	161.71
6066 · Arts expense	225.00
6110 · Friends Expense	150.99
6560 · Payroll Expenses	
6001 · Employee Wages	7,117.94
6002 · Payroll tax expense-FICA	2,005.13
6038 · Ira Match	487.33
6101 · SUTA	351.81
6560 · Payroll Expenses - Other	585.06
Total 6560 · Payroll Expenses	10,547.27
Total Expense	18,589.84
Net Ordinary Income	-15,796.02
Other Income/Expense	
Other Income	
4005 · United Way	-1,237.97
Total Other Income	-1,237.97
Net Other Income	-1,237.97
Net Income	-17,033.99

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

	Jan - Aug 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Adams Memorial	1,000.00	1,000.00	0.00	100.0%
Budget Carryover	0.00	17,929.00	-17,929.00	0.0%
<b>Grants</b>				
4090 · Grant - STLS	100.00			
Grants - Other	1,000.00			
<b>Total Grants</b>	1,100.00			
<b>Morgan Stanley</b>				
Endowment Fund	7,819.00	7,819.00	0.00	100.0%
<b>Total Morgan Stanley</b>	7,819.00	7,819.00	0.00	100.0%
4001 · Town Income	9,500.00	19,000.00	-9,500.00	50.0%
4002 · Village Income	14,250.00	19,000.00	-4,750.00	75.0%
4003 · School Income	0.00	133,340.52	-133,340.52	0.0%
4004 · Local Lib Services Aid	0.00	1,657.00	-1,657.00	0.0%
4006 · Fines Income	21.30			
4007 · Petty Cash				
Arts	4,895.30			
Book Replacement	95.00			
Copies Income	536.53	2,200.00	-1,663.47	24.4%
Fines	54.65			
4066 · Donation Box	155.38	1,000.00	-844.62	15.5%
<b>Total 4007 · Petty Cash</b>	5,736.86	3,200.00	2,536.86	179.3%
4008 · Other income	30.75	400.00	-369.25	7.7%
4012 · Friends	6,000.00	5,000.00	1,000.00	120.0%
4013 · DFY	1,295.00	1,400.00	-105.00	92.5%
4016 · Gifts	0.00	1,000.00	-1,000.00	0.0%
4017 · Memorials/Gifts	7,011.23			
4019 · Refunds/Reimb	4,446.51			
4020 · Meeting Room Fee	250.00	1,125.00	-875.00	22.2%
4031 · Interest Income	11.41			
4032 · Dividend Income	97.64			
4038 · Misc Income	29,678.16			
<b>Total Income</b>	88,247.86	211,870.52	-123,622.66	41.7%
<b>Gross Profit</b>	88,247.86	211,870.52	-123,622.66	41.7%
<b>Expense</b>				
Arts Grant Expense	1,085.00			
Ask Accountant	-0.01			
Childrens Programming	1,739.42	2,000.00	-260.58	87.0%
Security System	2,566.91			
<b>Technical</b>				
6009 · Computer	761.81	600.00	161.81	127.0%
Technical - Other	779.14			
<b>Total Technical</b>	1,540.95	600.00	940.95	256.8%
<b>Wilday Grant</b>	50.00			
6006 · Books-J				
Book Replacement	43.72			
6006 · Books-J - Other	2,006.95	3,500.00	-1,493.05	57.3%
<b>Total 6006 · Books-J</b>	2,050.67	3,500.00	-1,449.33	58.6%
6007 · Books-A	4,148.05	6,500.00	-2,351.95	63.8%
6008 · Serials	649.77	700.00	-50.23	92.8%
6010 · Audio	578.33	2,000.00	-1,421.67	28.9%
6012 · Equipment	53.17	500.00	-446.83	10.6%
6013 · Fuel	1,656.32	3,000.00	-1,343.68	55.2%
6014 · Electric	2,788.72	3,100.00	-311.28	90.0%
6015 · Repairs/Building & Grounds	907.64	3,000.00	-2,092.36	30.3%

3:53 PM

09/01/20

Accrual Basis

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

	Jan - Aug 20	Budget	\$ Over Budget	% of Budget
6016 · Service	6,355.38	7,600.00	-1,244.62	83.6%
6017 · Ins - Property	5,529.85	4,800.00	729.85	115.2%
6018 · Phone	956.40	1,500.00	-543.60	63.8%
6020 · Postage	158.75	200.00	-41.25	79.4%
6021 · Library supplies				
Library Equipment	159.29			
6021 · Library supplies - Other	14,416.65	2,800.00	11,616.65	514.9%
<b>Total 6021 · Library supplies</b>	<b>14,575.94</b>	<b>2,800.00</b>	<b>11,775.94</b>	<b>520.6%</b>
6022 · Custodial supplies	833.24	700.00	133.24	119.0%
6023 · Travel	709.73	2,200.00	-1,490.27	32.3%
6024 · Bank fees	240.00	200.00	40.00	120.0%
6025 · Train/conference	615.00	1,500.00	-885.00	41.0%
6026 · Discretionary Fund	120.00	500.00	-380.00	24.0%
6029 · Health Insurance	500.00	500.00	0.00	100.0%
6030 · Memorials & Gifts	1,507.10			
6031 · Extended Broadband	1,350.00	1,800.00	-450.00	75.0%
6033 · Other Expense	3,618.59			
6034 · DFY Expense	131.37			
6036 · Grant expense	382.85			
6048 · Processing Fee	220.16	450.00	-229.84	48.9%
6050 · Advertisement	0.00	500.00	-500.00	0.0%
6051 · Adult Programming	454.10	1,000.00	-545.90	45.4%
6052 · Video Games	730.12	1,000.00	-269.88	73.0%
6053 · Digital Books	3,871.31	2,873.00	998.31	134.7%
6060 · DVD	1,896.81	2,900.00	-1,003.19	65.4%
6066 · Arts expense	660.00			
6099 · STLS cost share	9,787.00	9,787.00	0.00	100.0%
6110 · Friends Expense	1,244.92			
6560 · Payroll Expenses				
6001 · Employee Wages	59,872.91	119,528.00	-59,655.09	50.1%
6002 · Payroll tax expense-FICA	16,895.74	15,000.00	1,895.74	112.6%
6003 · Ins - Workman's comp	419.73	1,000.00	-580.27	42.0%
6005 · Ins - Disability	0.00	650.00	-650.00	0.0%
6038 · Ira Match	6,139.81	4,000.00	2,139.81	153.5%
6101 · SUTA	3,154.53	1,800.00	1,354.53	175.3%
6560 · Payroll Expenses - Other	1,971.39	1,200.00	771.39	164.3%
<b>Total 6560 · Payroll Expenses</b>	<b>88,454.11</b>	<b>143,178.00</b>	<b>-54,723.89</b>	<b>61.8%</b>
6563 · Audit	0.00	2,500.00	-2,500.00	0.0%
7021 · Membership	205.00	600.00	-395.00	34.2%
<b>Total Expense</b>	<b>164,922.67</b>	<b>213,988.00</b>	<b>-49,065.33</b>	<b>77.1%</b>
<b>Net Ordinary Income</b>	<b>-76,674.81</b>	<b>-2,117.48</b>	<b>-74,557.33</b>	<b>3,621.0%</b>
Other Income/Expense				
Other Income				
4005 · United Way	-1,984.58			
<b>Total Other Income</b>	<b>-1,984.58</b>			
<b>Net Other Income</b>	<b>-1,984.58</b>			
<b>Net Income</b>	<b>-78,659.39</b>	<b>-2,117.48</b>	<b>-76,541.91</b>	<b>3,714.8%</b>

## Cuba Library Director's Monthly Report

**August 2020**

	<b>August 2020</b>	<b>July 2020</b>	<b>August 2019</b>	<b>August 2018</b>
Circulation	2064 (adult 1786) (J/YA 221)	1718 (adult 967) (J/YA 751)	4178 (adult 2144) (J/YA-2034)	3138
Holds Filled	347	83	525	293
New Library Cards	5	1	11	23
Overdrive (eBooks)	498 downloads	477 downloads	301 downloads	342 downloads
RB Digital (eMagazines)	56 downloads	22 downloads	36 downloads	51 downloads
Wifi Use	181	117	232	
Visits to website	841	702		

### Upcoming Programs

Sept. 19	10-2	Bargain Book Sale	Library sidewalk
Sept. 23	7-9	Susan B. Anthony Reenactor	Virtual
Sept. 23	430-730	Skills for a Round Rug	Community room
Sept. 24	6-7	Books and Brews	tbd
Sept. 26	430-730	Skills for a Round Rug	Community room

In August, we launched our inaugural e-newsletter. We emailed our patrons and invited them to subscribe to it, rather than spam all our patrons with unsolicited email. So far we have 86 patrons who have signed up to receive it. The first copy went out last week. Thanks to Shauna Comes for successfully undertaking this big project and setting up an excellent product to go out to our patrons.

Things are quiet around the library, as reflected in the circulation stats. Staff continues to do an excellent job in keeping up with the required health and safety mandates. We are slowly seeing a return of our regular patrons, but there are still many that we haven't seen come back yet. One area of service that has been busy is our one-on-one tech tutoring services. We've completed two or three of those appointments per week. Our hot spots are also very popular. I have touched base with the high school librarian to let her know we are here to offer any support or services that we can for the school. Cherilyn has reached out to teachers with the same offer.

## Youth Services Monthly Report: August 2020

### Virtual Programs

I have been filming/editing/posting three videos each week, all on a weekly fairy tale theme.

Mondays: story

Tuesdays: craft project

Wednesdays: STEAM project

We finished our summer reading videos with two more fairy tales.

Three Billy Goats Fluff: For this story, I sent paper bags with a puppet template for the kids to make their own goat puppet. Our STEAM challenge was to build a bridge that could hold weight for the goats to cross.

The Ninjabread Man: Each kit sent home had a gingerbread man template with some fun stickers, jewels, etc for kids to decorate their own gingerbread man. Our STEAM challenge was to create a trap to capture the gingerbread man using household supplies.

I have also been doing virtual storytelling via GoToMeeting. I had a solid group of 3 attending in the K-3 age group. We have a lot of fun being silly and using story cubes and other prompts. Some of the participants in this group expressed interest in picking it back up in the fall.

### Outreach

We gave over 100 bags to the Cultural Center filled with free books for the children of the families.

### Other

Tina and I made an 'End of Summer' video to highlight some of our stats and to remind people to log their reading. We've started planning for the next few months, virtually and otherwise.

## Summer Reading 2020

