

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

**Monday, October 12, 2020**

**5:30pm at the Library**

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of September'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. Policy manual development
8. New business
9. Director's Report
10. Adjournment

**Cuba Circulation Library**  
**Board of Trustees Monthly Meeting Minutes**  
**Monday, September 14, 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, Trisia Young, Marsha Long and Sharry Semans

**Also Present:** Tina Dalton

**Absent:** Tracy Knavel

**Call to Order:** The meeting was called to order by Christine Berardi, at 5:28 PM

**Public Comment:** None

**Friends Report:** None, though Tina indicated the Friends were having an outside Bargain Booksale on Saturday, in front of the Library, during the Garlic Open Market Festival.

**Minutes of Previous Meeting:** Dave Crowley moved to accept the Minutes of the August Meeting. The motion was seconded by Lynn Fulmer and the motion was passed.

**Treasurer's Report:** Gary Enderle reviewed his report and 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 we had received the \$9,500 payment from the Town. She will write the required letter to the School and ask for the October payment from them. There were no questions regarding the Profit and Loss statements. Gary Enderle moved to accept the Profit and Loss statements, and Trisia Young seconded the motion. The motion passed.

**Building and Grounds:** Lynn Fulmer advised that she believes the leaking issues of the columns have been fixed.

She still is looking for someone to hang the plaque.

She suggests we put off the landscaping until next year. However, she did find someone to trim the bushes for \$75. She is going to get that done.

Sara Talbot indicated a kick plate on the bottom of the inside of the front door should be installed, as people are often holding the door with their feet and marking it up. Arrangements will be made to get that installed.

Pending approval of the Village Planning Board, Lynn indicated there will be 5" cream colored lettering on the front of the arch identifying the Library as the "Cuba Circulating Library".

There is a new plastic sign to the left of the front door.

The windows are being washed.

Lynn is working on the maintenance schedule chart.

**Personnel:** No report.

**Acquisitions/Gallery:** No report.

**Planning:** Marsha Long indicated the Committee had met and discussed change of hours. She indicated it would be the Committee's recommendation to stay open on Tuesday and Thursday evenings until 8:00 PM, and to close earlier on Saturday at 1:00 PM. After discussion, a motion was made by Lynn Fulmer to adopt those hours and revisit any further changes in the hours as necessary. The motion was seconded by Dave Crowley. The motion passed.

Marsha also indicated that the Committee had reviewed the Long Range Plan in conjunction with the current pandemic issues and guidelines. She indicated that most goals would be pushed back a year or so, depending upon when we return to "normal".

**Programs:** Faith Stewart indicated that the Committee had met and had determined there would be no in-person children programs yet. Everything is still on line, and for some of the programs, there are kits that can be picked up that go along with the programs.

Tina indicated that they are going to have some in person adult programming, with approximately ten participants at a time.

Tina indicated that the outdoor movie went well.

**Technology:** No report.

**Nominating Committee:** Lynn indicated the Committee was having a hard time coming up with any nominees. They are still working on it.

Sharry Semans opened up discussion about possibly amending the Charter to reduce the number of Trustees, and to make the amount an odd number instead of an even number of Trustees. She indicated the process was fairly simple, just some paperwork. Lynn Fulmer said she would like to work with Sharry on this issue. They will get together and report back at the next meeting.

**Unfinished Business:**

1. **Sexual Harassment training.** Some people still have not done this. Tina reminded all to please get this done.

**New Business:**

1. **Authentication of Application for lift:** After discussion about the installation of the new lift and the pending Construction Aid Grant, it was indicated that the Authentication document should be signed. A motion was made by Lynn Fulmer for the appropriate individuals to execute the document, and for the Board to adopt the Authentication document. The motion was seconded by Dave Crowley, and the motion passed.

In addition, a motion was made by Marsha Long to accept the Kolt quote for the installation of the lift. Lin Assink seconded the motion, and the motion passed. Tina will make the arrangements to get this done.

**2. Garlic Market Sept 19:**

- a. After discussion, it was determined that the Library should be closed on that date. The Friends will be having their sale outside, but it is not necessary for the Library to be open.
  - b. Tina indicated that there are some items that we may want to donate to the Friends to also sell at the Bargain Booksale. It was agreed that Tina should go ahead and give the items to the Friends to sell.
3. **Community Room:** There was discussion about how to open the Community Room to outside entities. It was determined that we would open the room to no more than 30 people at a time. Tina created an Agreement that would have to be signed indicating no more than 30 people, and they would follow our pandemic guidelines. Tina will monitor the use of the Room. If there are any violations of the guidelines, that entity will not be able to use the Room again, or until further notice.
4. **Policy Manual Development:** Sharry and Tina are working on reviewing and updating where necessary, all of the Library's policies. They are hoping to have that project done by the next meeting. Dave suggested that only three policies be produced at each of the next upcoming meetings, where they could be discussed, read, edited and adopted. It was agreed that was the way it would happen.

**Director's Report:** Tina reviewed her report and answered relevant questions.

Dave Crowley made a motion to adjourn the meeting at 6:26 PM, and Trisia Young seconded it. Passed

Respectfully submitted:

Sharry Semans  
Secretary

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

Ordinary Income/Expense	Jan - Sep 20	Budget	\$ Over Budget	% of Budget
<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%
Morgan Stanley Endowment Fund	7,819.00	7,819.00	0.00	100.0%
<b>Total Morgan Stanley</b>	<b>7,819.00</b>	<b>7,819.00</b>	<b>0.00</b>	<b>100.0%</b>
4001 · Town Income	19,000.00	19,000.00	0.00	100.0%
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%
4007 · Petty Cash Copies Income	615.73	2,200.00	-1,584.27	28.0%
4066 · Donation Box	164.38	1,000.00	-835.62	16.4%
<b>Total 4007 · Petty Cash</b>	<b>5,840.45</b>	<b>3,200.00</b>	<b>2,640.45</b>	<b>182.5%</b>
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%
4020 · Meeting Room Fee	250.00	1,125.00	-875.00	22.2%
<b>Total Income</b>	<b>154,318.82</b>	<b>211,870.52</b>	<b>-57,551.70</b>	<b>72.8%</b>
<b>Gross Profit</b>	<b>154,318.82</b>	<b>211,870.52</b>	<b>-57,551.70</b>	<b>72.8%</b>
<b>Expense</b>				
Childrens Programming Technical	1,739.42	2,000.00	-260.58	87.0%
6009 · Computer	775.90	600.00	175.90	129.3%
<b>Total Technical</b>	<b>1,555.04</b>	<b>600.00</b>	<b>955.04</b>	<b>259.2%</b>
6006 · Books-J	2,250.33	3,500.00	-1,249.67	64.3%
6007 · Books-A	4,525.29	6,500.00	-1,974.71	69.6%
6008 · Serials	799.76	700.00	99.76	114.3%
6010 · Audio	732.28	2,000.00	-1,267.72	36.6%
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	3,180.67	3,100.00	80.67	102.6%
6015 · Repairs/Building & Grounds	1,367.31	3,000.00	-1,632.69	45.6%
6016 · Service	7,447.00	7,600.00	-153.00	98.0%
6017 · Ins - Property	5,529.85	4,800.00	729.85	115.2%
6018 · Phone	1,063.19	1,500.00	-436.81	70.9%
6020 · Postage	379.74	200.00	179.74	189.9%
6021 · Library supplies	15,750.33	2,800.00	12,950.33	562.5%
6022 · Custodial supplies	856.03	700.00	156.03	122.3%
6023 · Travel	709.73	2,200.00	-1,490.27	32.3%
6024 · Bank fees	357.00	200.00	157.00	178.5%
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	750.00	500.00	250.00	150.0%
6031 · Extended Broadband	1,350.00	1,800.00	-450.00	75.0%
6048 · Processing Fee	238.45	450.00	-211.55	53.0%
6050 · Advertisement	317.27	500.00	-182.73	63.5%
6051 · Adult Programming	454.10	1,000.00	-545.90	45.4%
6052 · Video Games	950.08	1,000.00	-49.92	95.0%
6053 · Digital Books	3,871.31	2,873.00	998.31	134.7%
6060 · DVD	2,417.67	2,900.00	-482.33	83.4%
6099 · STLS cost share	9,787.00	9,787.00	0.00	100.0%
6560 · Payroll Expenses				
6001 · Employee Wages	67,348.02	119,528.00	-52,179.98	56.3%
6002 · Payroll tax expense-FICA	18,829.57	15,000.00	3,829.57	125.5%
6003 · Ins - Workman's comp	419.73	1,000.00	-580.27	42.0%

2:54 PM  
 10/02/20  
 Accrual Basis

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

	<u>Jan - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	3,486.92	1,800.00	1,686.92	193.7%
6560 · Payroll Expenses - Other	2,545.77	1,200.00	1,345.77	212.1%
<b>Total 6560 · Payroll Expenses</b>	<b>98,769.82</b>	<b>143,178.00</b>	<b>-44,408.18</b>	<b>69.0%</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>199,887.55</b>	<b>213,988.00</b>	<b>-14,100.45</b>	<b>93.4%</b>
<b>Net Ordinary Income</b>	<b>-45,568.73</b>	<b>-2,117.48</b>	<b>-43,451.25</b>	<b>2,152.0%</b>
<b>Net Income</b>	<b>-47,553.31</b>	<b>-2,117.48</b>	<b>-45,435.83</b>	<b>2,245.8%</b>

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

	Sep 20
<b>Ordinary Income/Expense</b>	
Income	
Grants	-250.00
4001 · Town Income	9,500.00
4007 · Petty Cash	
Book Replacement	15.39
Copies Income	79.20
4066 · Donation Box	9.00
<b>Total 4007 · Petty Cash</b>	<b>103.59</b>
4019 · Refunds/Reimb	489.88
4031 · Interest Income	7.16
4032 · Dividend Income	5.52
4038 · Misc Income	-17,577.84
<b>Total Income</b>	<b>-7,721.69</b>
<b>Gross Profit</b>	<b>-7,721.69</b>
Expense	
Arts Grant Expense	935.07
Technical	
6009 · Computer	14.09
<b>Total Technical</b>	<b>14.09</b>
Wilday Grant	106.61
6006 · Books-J	
Book Replacement	33.56
6006 · Books-J - Other	166.10
<b>Total 6006 · Books-J</b>	<b>199.66</b>
6007 · Books-A	377.24
6008 · Serials	149.99
6010 · Audio	153.95
6014 · Electric	391.95
6015 · Repairs/Building & Grounds	459.67
6016 · Service	1,091.62
6018 · Phone	106.79
6020 · Postage	220.99
6021 · Library supplies	
Library Equipment	816.00
6021 · Library supplies - Other	358.39
<b>Total 6021 · Library supplies</b>	<b>1,174.39</b>
6022 · Custodial supplies	22.79
6024 · Bank fees	117.00
6029 · Health Insurance	250.00
6030 · Memorials & Gifts	138.82
6048 · Processing Fee	18.29
6050 · Advertisement	317.27
6052 · Video Games	219.96
6060 · DVD	520.86
6560 · Payroll Expenses	
6001 · Employee Wages	7,475.11
6002 · Payroll tax expense-FICA	1,933.83
6101 · SUTA	332.39
6560 · Payroll Expenses - Other	574.38
<b>Total 6560 · Payroll Expenses</b>	<b>10,315.71</b>
<b>Total Expense</b>	<b>17,302.72</b>
<b>Net Ordinary Income</b>	<b>-25,024.41</b>

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10/02/20

Accrual Basis

CUBA CIRCULATING LIBRARY

Profit & Loss

September 2020

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Net Income

Sep 20

-25,024.41

## Cuba Library Director's Monthly Report

September 2020

	Sept. 2020	Aug. 2020	Sept. 2019	Sept. 2018	Sept. 217
Circulation	2440 (adult 1483) (J/YA 957)	2064 (adult 1786) (J/YA 221)	3021 (adult 1857) (J/YA 1164)	2429	2919 (adult 1776) (J/YA 1143)
Holds Filled	327	347	431	402	
New Library Cards	8	5	18	12	
Overdrive (eBooks)	435 downloads	498	314	263	
RB Digital (eMagazines)	51 downloads	56	30	36	
Wifi Use	290	181	210		
Visits to website	839	841			

### Upcoming Programs

Every Wed. 12:30	Sit and Knit
Oct. 12-26	Pumpkin Decorating Contest
Oct. 20 6:30 via Go To Meeting	Rusty Tobin: Votes for Women: the Successful Campaign in Allegany County in 1917
Oct. 14 1:30	Page Turners book club at Library
Oct. 22 6:00	Books and Brews at Perfect Blend (maybe)
Oct. 24 2:00 via Zoom	Wondermakers: Zooming in the Pumpkin Patch

This month I attended the Allegany Library Directors' meeting (9/8) and the Director Advisory Council meeting (9/30) where we discussed some of the new services STLS has begun to offer. Patrons may now sign up for a digital library card without coming into the library. This card allows them access to Overdrive/Libby and RB Digital. I met with Sharry several times to work on the policy manual. I also assisted the Friends of the Library with set up and take down for their sidewalk sale.

On Thursday, Oct. 1, I was interviewed by WGRZ Buffalo News 2 about the library's extended wifi signal. Microsoft, who funded the grant that allowed us to expand our wifi reach, arranged this publicity opportunity. The spot hasn't aired yet, but I'll be sure to send the link around when it does. On Oct. 2 I attended the STLS annual meeting. Brian Hildreth asked me to speak about what the Cuba Library did for the community during the shutdown, so it was a great opportunity for me to share about our library and staff to the rest of the system.

I purchased \$99 worth of sponsorship through the Big Pig for anti-bullying ads—this will give us 25 spots where the library will be mentioned on the radio station. I hope this publicity will be an effective way to remind the community that we are open for business.

## **Youth Services Monthly Report: September 2020**

### **Virtual Programs**

I have been filming/editing/posting two videos each week. This month we featured some of our STEAM Kits and there are still several to post in October.

Tuesdays: STEAM Kit

Thursdays: story

For each kit video, I unbox/unbag the whole thing and demonstrate all or part of each item. So far we have seen a good response, with 2-3 kits being checked out at any given time.

I set up our first virtual hangout for the 2-4 year old group. It was a virtual “Show and Tell” with the theme of favorite stuffed animal. Between several families, there were eight children online and they all had a fun time seeing each other’s stuffed animal friends and just getting a chance to chat with each other.

### **Outreach**

I have reached out to the school and sent a message to all the teachers offering to connect with them with virtual programs/stories to give them another option. We have been given permission to send flyers to the school for events.

### **Other**

We have been working on making more of our STEAM resources available for checkout, including our Osmo interactive learning sets and our Sphero SPRK+ robots. Our Osmo kits have tangible manipulatives (tangram pieces, letters, and numbers) that interact with apps on both Kindle Fires and iPads by putting these devices in the base and adding the mirror over the camera so that the apps can “see” the manipulatives on the table. A few apps do not require any of the manipulatives. We will provide a Kindle Fire to use in these kits but we are also including the iPad base in case families have their own to use. Children can use paper and pens, pencils, crayons, etc. to interact with the app. The Sphero SPRK+ robots introduce children to coding and have 3-4 different levels of coding available in the app. These robots work on (almost) any modern smartphone/tablet so we are not including a device in these kits. I am in the process of writing a guide to go along with them, including links to the apps and startup video tutorials. Shauna is working on the catalog portion of the process. They will have similar guidelines to the hotspots and other STEAM kits in that they have only a week to use them and because of their value, accounts are blocked until they return them if they are late. I will also be recording our own demo video to promote them when they are ready for circulation.

### **Upcoming Programs**

I am planning a virtual costume party/show and tell for the end of the month, branching out a little further and adding a second session for older children (our usual after school age group). I am also restarting Virtual Storytelling on a monthly basis, potentially with two age groups, depending on interest level.