

Tentative Minutes
Cuba Circulating Library

Board of Trustees

Meeting Minutes for Monday, March 9, 2026

Present: Jill Schwab, Elizabeth Cashing, Sue Feldbauer, Jacqueline Gertner,
Ann Gross, Marsha Long, Melissa Pingitore, Scott Sackett, Brad Weaver,
Emily Zayac and Tina Dalton

Guests: Jillian Pleakis, Heather Forness-Thomas, Seamus Cummesky

1. Call to order 5:30
2. Public Comments – BOT President, Jill Schwab reviewed the Public Comment Policy to the group.
3. Friends' Report – Heather Forness -Thomas invited all interested persons to join the Friends of the Library during this membership drive month of March. The form and needed information is on the library website. She also noted that the Giant will be rounding up for the organization with funds going towards the roof replacement.
4. Minutes of the February 9, 2026 Meeting
 - a. Motion to approve the February minutes by Scott Sackett, seconded by Emily Zayac. Jill Schwab, Elizabeth Cashing, Sue Feldbauer, Jacqueline Gertner, Ann Gross, Marsha Long, Scott Sackett, Brad Weaver and Emily Zayac all ayes. Melissa Pingitore abstained. Motion passed.
5. Guest: Jillian Pleakis, Morgan Stanley Financial Advisor and Managing Director
 - a. Jillian shared documents showing our Endowment Fund and Book Fund investments over the past few years. She also engaged board members in discussion on how our board would go about having input on allocations.
6. Financial Officer Report
 - a. See attached.
 - b. The checking is at \$41,793.89. Endowment \$742,940. Book Fund \$19,379.
 - c. Emily reported that the Doyle Trust funds (\$18,960.96) were released to the library. It has been deposited in the endowment account.
 - d. The roof project has had more donations and with the Friends' CCC fundraising monies later this year, we may not need to withdraw money from the endowment fund to meet our costs.
7. Corresponding Secretary – no report
8. Director's Report

- a. See attached.
 - b. Also attached, Youth Services Report.
9. Committee Reports
- i. Planning - Scott Sackett reported that the committee met and are reviewing future objectives. More to come on Planning.
 - ii. Finance – See previous reporting.
 - iii. Buildings and Grounds – Jill Schwab stated she will chair this committee until someone is appointed possibly when we gain one more trustee.
 - iv. Personnel
 - a. A motion was made by Jacqueline Gertner, seconded by Elizabeth Cashing to update the Library Director Job Description as submitted. See attached.
 - v. Policy
 - a. Volunteer Application Form- A motion to approve the application to include "Background checks are required for all volunteers over the age of 18." made by Melissa Pingitore, seconded by Scott Sackett was approved and passed.
 - b. Circulation Policy – An updated policy was presented. On a motion by Ann Gross, seconded by Emily Zayac the motion passed.
 - c. Video Surveillance Policy – A motion to accept the updated policy wording was made by Scott Sacketts and seconded by Brad Weaver. Motion passed.
 - d. Law Enforcement in the Library Policy and Response Philosophy
 - 1. A motion to accept the Law Enforcement in the Library Policy was made by Scott Sackett and seconded by Melissa Pingitore. Motion passed.
 - 2. A draft of Law Enforcement Response Philosophy was presented for adoption and posting on our website. On a motion from Emily Zayac, seconded by Elizabeth Cashing, motion passed.
 - e. ALA Code of Ethics and Public Library Trustee Ethics Statement
 - 1. A motion to adopt, within our policy manual, the ALA Code of Ethics was made by Jacqueline Gertner, seconded by Ann Gross. Motion passed.
 - 2. The Public Library Trustee Ethics Statement was presented for approval. Motion made to accept by Melissa Pingitore, seconded by Brad Weaver passed.
 - vi. Liaison with Friends – none
 - vii. Education – Brad Weaver encouraged fellow trustees to revisit their Trustee Binder.
 - viii. Executive – none
10. Unfinished Business

- i. SAM grant
 - a. Mazza quote – A motion was made by Melissa Pingitore to rescind the motion from February 9 to accept the second quote from Mazza and to accept the revised bid from Mazza dated March 2, 2026 in the amount of \$43,080 for the HVAC project. After a second by Scott Sackett, motion passed.
 - b. The project will be paid for upfront out of the endowment. The project costs \$76,050, which is \$1,050 more than the grant covers. We will be responsible for \$1,050 out of pocket. We will be reimbursed for the remaining \$75,000 once the HVAC project is complete.
 - ii. Shed and snowblower – Tina reported that permission from the Village has been given to place a shed on the library property. A motion was made by Brad Waver to purchase the shed, pavers and snowblower as listed in the meeting packet. Emily Zayac seconded and the motion passed.
11. New Business
- i. Trustee resignation - A motion was made to accept the resignation of Mik Farkas. Motion by Marsha Long, second by Scott Sackett, motion passed.
 - ii. Nominating Committee – Jill Schwab asked for volunteers to work on filling the seat vacated by Mik Farkas. Brad Weaver, Emily Zayac, Sue Feldbauer, Jacqueline Gertner all volunteered to help Jill. There was discussion on methods of seeking a new board member. It was decided that a call for a nomination to the BOT would be posted on our website asking for a response by March 31.
 - iii. Bylaws amendment – Jacqueline Gertner made a motion to add “adoption of agenda” to our current agenda format. She explained that trustees would review the agenda items 7 days in advance then at the beginning of the meeting be given the chance to “adopt the agenda.” If no trustee sees a reason to make a change in the agenda, the meeting would then be required to follow the agenda as printed, with no other topics being added during the meeting.
 - iv. Financial Audit – A full audit of Cuba Circulating Library’s financials was completed by Bysiek CPA, PLLC dated February 28, 2026. They issued a clean opinion in the audit. Motion to accept the audit by Scott Sackett, second by Melissa Pingitore, motion passed.
12. Adjournment – Motion to adjourn by Ann Gross and seconded by Melissa Pingitore at 6:55. Motion passed.

Respectfully Submitted,

Marsha Long, Secretary

Cuba Circulating Library Association

Budget vs. Actuals

January - February, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4003 School Income		302,884.00	302,884.00	100.00 %
4004 Local Lib Services Aid		1,815.00	1,815.00	100.00 %
4017 Memorials/Gifts	578.17	6,000.00	5,421.83	90.36 %
4018 Central Library Services Aid		450.00	450.00	100.00 %
4020 Meeting Room Fee		1,100.00	1,100.00	100.00 %
4100 Other Income				
Book Replacement	25.00		-25.00	
Copies Income	302.85	2,600.00	2,297.15	88.35 %
Donation Box	116.50	2,000.00	1,883.50	94.18 %
Fines	28.00	300.00	272.00	90.67 %
Misc Income	53.00	0.00	-53.00	
Total 4100 Other Income	525.35	4,900.00	4,374.65	89.28 %
4200 Restricted Funds Revenue	1,000.00		-1,000.00	
Arts Grant		0.00	0.00	
DFY Grant		2,000.00	2,000.00	100.00 %
Friends		5,000.00	5,000.00	100.00 %
Grant - STLS	27.99		-27.99	
Total 4200 Restricted Funds Revenue	1,027.99	7,000.00	5,972.01	85.31 %
4500 Investment Income				
Dividend Income	764.65		-764.65	
Interest Income	808.81		-808.81	
Morgan Stanley				
Adams Memorial		600.00	600.00	100.00 %
Endowment Fund		31,890.00	31,890.00	100.00 %
Total Morgan Stanley		32,490.00	32,490.00	100.00 %
Realized Gain/Loss on Investments	427.55		-427.55	
Unrealized Gain/Loss on Investments	24,467.08		-24,467.08	
Total 4500 Investment Income	26,468.09	32,490.00	6,021.91	18.53 %
Budget Carryover		11,500.00	11,500.00	100.00 %
Total Revenue	\$28,599.60	\$368,139.00	\$339,539.40	92.23 %
GROSS PROFIT	\$28,599.60	\$368,139.00	\$339,539.40	92.23 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	30,401.06	211,179.00	180,777.94	85.60 %
6102 Taxes	727.29		-727.29	
Payroll Tax	1,839.15	0.00	-1,839.15	
Payroll Tax FICA Employer		16,400.00	16,400.00	100.00 %
SUTA	504.89	2,184.00	1,679.11	76.88 %
Total 6102 Taxes	3,071.33	18,584.00	15,512.67	83.47 %
6103 Employee Benefits				
Company Contributions				

Cuba Circulating Library Association

Budget vs. Actuals

January - February, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Retirement	684.26	6,300.00	5,615.74	89.14 %
Total Company Contributions	684.26	6,300.00	5,615.74	89.14 %
Health Insurance	1,000.00	6,000.00	5,000.00	83.33 %
Total 6103 Employee Benefits	1,684.26	12,300.00	10,615.74	86.31 %
6105 Ins - Disability	1,238.95	1,125.00	-113.95	-10.13 %
6106 Background Expense	169.26	400.00	230.74	57.69 %
Total 6100 Payroll Expenses	36,564.86	243,588.00	207,023.14	84.99 %
6200 Library Materials				
6205 Books-J	481.83	5,500.00	5,018.17	91.24 %
6210 Books-A	1,404.29	8,500.00	7,095.71	83.48 %
6220 Serials	1,210.38	1,500.00	289.62	19.31 %
6230 Audio	230.88	800.00	569.12	71.14 %
6240 Equipment		0.00	0.00	
6250 Digital Books		0.00	0.00	
6260 DVD	148.14	1,500.00	1,351.86	90.12 %
6270 Video Games		1,000.00	1,000.00	100.00 %
6275 STLS Digital Collection	3,812.00	3,812.00	0.00	0.00 %
6280 Adult Programming	853.90	2,000.00	1,146.10	57.31 %
6285 Childrens Programming	62.04	1,500.00	1,437.96	95.86 %
6290 STLS cost share	12,067.94	12,631.00	563.06	4.46 %
Total 6200 Library Materials	20,271.40	38,743.00	18,471.60	47.68 %
6300 Restricted Fund Spending	627.00		-627.00	
6320 Friends Expense	505.51		-505.51	
6355 STLS Outreach	277.99		-277.99	
6360 DFY Grant		0.00	0.00	
6368 Martin Grant	73.51		-73.51	
6370 Memorials & Gifts	167.09		-167.09	
Total 6300 Restricted Fund Spending	1,651.10	0.00	-1,651.10	
6410 Advertisement		200.00	200.00	100.00 %
6415 Bank fees		100.00	100.00	100.00 %
6420 Custodial supplies	50.30	1,200.00	1,149.70	95.81 %
6425 Discretionary Fund	421.35	1,000.00	578.65	57.87 %
6430 Insurance				
Ins - Liability Insurance		925.00	925.00	100.00 %
Ins - Property	8,306.18	8,052.00	-254.18	-3.16 %
Ins - Workman's Comp	71.00	2,231.00	2,160.00	96.82 %
Total 6430 Insurance	8,377.18	11,208.00	2,830.82	25.26 %
6440 Investment Fee	1,117.66		-1,117.66	
6445 Library supplies	477.03		-477.03	
Computer Equipment & Services		2,000.00	2,000.00	100.00 %
Library Equipment		2,300.00	2,300.00	100.00 %
Library Supplies		4,000.00	4,000.00	100.00 %

Cuba Circulating Library Association

Budget vs. Actuals

January - February, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6445 Library supplies	477.03	8,300.00	7,822.97	94.25 %
6447 Membership		1,500.00	1,500.00	100.00 %
6450 Postage	218.40	500.00	281.60	56.32 %
6455 Processing Fee	57.42	1,100.00	1,042.58	94.78 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	1,036.44	10,000.00	8,963.56	89.64 %
6470 Services		100.00	100.00	100.00 %
Alarm System - Doyle		2,300.00	2,300.00	100.00 %
Argentieries	34.00	350.00	316.00	90.29 %
Attorney	325.00	3,000.00	2,675.00	89.17 %
Audit		5,500.00	5,500.00	100.00 %
Bookkeeper	1,420.00	9,000.00	7,580.00	84.22 %
Computer Tech		0.00	0.00	
Copier Acme	71.36	1,000.00	928.64	92.86 %
Fire Extinguishers		200.00	200.00	100.00 %
Fire Place Clean	201.05	200.00	-1.05	-0.53 %
Gutters Cleaned		350.00	350.00	100.00 %
Hotspots	318.82	3,300.00	2,981.18	90.34 %
Patriot Microfilm		0.00	0.00	
Rug Shampoos		500.00	500.00	100.00 %
Security	581.73		-581.73	
Tax Filing (990)		750.00	750.00	100.00 %
Water Softener	30.00	450.00	420.00	93.33 %
Window Cleaner		500.00	500.00	100.00 %
Total 6470 Services	2,981.96	27,500.00	24,518.04	89.16 %
6480 Train/conference		3,500.00	3,500.00	100.00 %
6485 Travel	102.16	4,500.00	4,397.84	97.73 %
6490 Utilities				
Electric	1,364.16	7,500.00	6,135.84	81.81 %
Extended Broadband	450.00	1,800.00	1,350.00	75.00 %
Fuel	476.00	4,000.00	3,524.00	88.10 %
Phone	283.00	1,400.00	1,117.00	79.79 %
Total 6490 Utilities	2,573.16	14,700.00	12,126.84	82.50 %
Total Expenditures	\$75,900.42	\$368,139.00	\$292,238.58	79.38 %
NET OPERATING REVENUE	\$ -47,300.82	\$0.00	\$47,300.82	0.00%
NET REVENUE	\$ -47,300.82	\$0.00	\$47,300.82	0.00%

Statement of Activity
Cuba Circulating Library Association
February 2026

DISTRIBUTION ACCOUNT	TOTAL	
	FEB 1 - FEB 28 2026	JAN 1 - FEB 28 2026 (YTD)
Income		
4017 Memorials/Gifts	378.17	578.17
4100 Other Income		
Copies Income	70.90	302.85
Donation Box	102.25	116.50
Fines	4.00	28.00
Misc Income	10.00	53.00
Book Replacement		25.00
Total for 4100 Other Income	\$187.15	\$525.35
4200 Restricted Funds Revenue	\$150.00	\$1,000.00
Grant - STLS		27.99
Total for 4200 Restricted Funds Revenue	\$150.00	\$1,027.99
4500 Investment Income		
Dividend Income	764.65	764.65
Interest Income	353.83	808.81
Unrealized Gain/Loss on Investments	10,395.67	24,467.08
Realized Gain/Loss on Investments		427.55
Total for 4500 Investment Income	\$11,514.15	\$26,468.09
Total for Income	\$12,229.47	\$28,599.60
Gross Profit	\$12,229.47	\$28,599.60
Expenses		
6100 Payroll Expenses		
6101 Wages	15,297.83	30,401.06
6102 Taxes	\$0.00	\$727.29
Payroll Tax	1,212.34	1,839.15
SUTA	332.80	504.89
Total for 6102 Taxes	\$1,545.14	\$3,071.33
6103 Employee Benefits		
Company Contributions		
Retirement	344.06	684.26
Total for Company Contributions	\$344.06	\$684.26
Health Insurance	500.00	1,000.00
Total for 6103 Employee Benefits	\$844.06	\$1,684.26
6106 Background Expense	169.26	169.26
6105 Ins - Disability		1,238.95
Total for 6100 Payroll Expenses	\$17,856.29	\$36,564.86

Statement of Activity
Cuba Circulating Library Association
February 2026

DISTRIBUTION ACCOUNT	TOTAL	
	FEB 1 - FEB 28 2026	JAN 1 - FEB 28 2026 (YTD)
6200 Library Materials		
6205 Books-J	297.08	481.83
6210 Books-A	534.01	1,404.29
6220 Serials	1,210.38	1,210.38
6260 DVD	73.25	148.14
6275 STLS Digital Collection	3,812.00	3,812.00
6280 Adult Programming	792.31	853.90
6290 STLS cost share	12,067.94	12,067.94
6230 Audio		230.88
6285 Childrens Programming		62.04
Total for 6200 Library Materials	\$18,786.97	\$20,271.40
6300 Restricted Fund Spending	\$382.00	\$627.00
6320 Friends Expense	106.81	505.51
6368 Martin Grant	14.24	73.51
6370 Memorials & Gifts	89.53	167.09
6355 STLS Outreach		277.99
Total for 6300 Restricted Fund Spending	\$592.58	\$1,651.10
6425 Discretionary Fund	46.35	421.35
6430 Insurance		
Ins - Workman's Comp	71.00	71.00
Ins - Property		8,306.18
Total for 6430 Insurance	\$71.00	\$8,377.18
6440 Investment Fee	535.45	1,117.66
6445 Library supplies	61.04	477.03
6455 Processing Fee	31.68	57.42
6465 Repairs/Building & Grounds	552.46	1,036.44
6470 Services		
Argentieries	17.00	34.00
Bookkeeper	710.00	1,420.00
Fire Place Clean	201.05	201.05
Hotspots	159.41	318.82
Water Softener	15.00	30.00
Attorney		325.00
Copier Acme		71.36
Security		581.73
Total for 6470 Services	\$1,102.46	\$2,981.96
6485 Travel	102.16	102.16

Statement of Activity
Cuba Circulating Library Association
February 2026

DISTRIBUTION ACCOUNT	TOTAL	
	FEB 1 - FEB 28 2026	JAN 1 - FEB 28 2026 (YTD)
6490 Utilities		
Electric	706.59	1,364.16
Fuel	237.00	476.00
Phone	50.00	283.00
Extended Broadband		450.00
Total for 6490 Utilities	\$993.59	\$2,573.16
6420 Custodial supplies		50.30
6450 Postage		218.40
Total for Expenses	\$40,732.03	\$75,900.42
Net Operating Income	-\$28,502.56	-\$47,300.82
Net Other Income		
Net Income	-\$28,502.56	-\$47,300.82

Statement of Financial Position

Cuba Circulating Library Association

As of February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF FEBRUARY 28, 2026	AS OF FEBRUARY 28, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
1020 Five Star	13,487.11	60,766.05
1080 Money Market	128,306.78	
1090 Savings	0.00	67,300.58
Total for Bank Accounts	\$141,793.89	\$128,066.63
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
Total for Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	\$0.00	\$0.00
American Balanced A (deleted)	0.00	33,244.10
American Cap Inc Builder A (deleted)	0.00	94,980.90
American Cap World Growth & Inc (deleted)	0.00	70,520.87
American Fundamental Inv A (deleted)	0.00	54,660.07
American Funds Mortgage A (deleted)	0.00	21,426.23
American Global Balanced A (deleted)	0.00	94,631.19
American Inc Fd of America A (deleted)	0.00	97,951.05
American Intm Bd Fd of Amer A (deleted)	0.00	17,539.80
American Inv Co of Amer A (deleted)	0.00	25,052.24
American Short-Term Bond A (deleted)	0.00	21,275.58
American WA Mutual A (deleted)	0.00	93,784.62
Cash, BDP, and Money Market Fds	4,347.30	0.08
Cost of Securities	644,043.00	
Stocks (deleted)	0.00	1,093.47
Unrealized Gain/Loss	117,824.22	132,129.20

Statement of Financial Position

Cuba Circulating Library Association

As of February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF FEBRUARY 28, 2026	AS OF FEBRUARY 28, 2025 (PY)
Total for 1303 Endowment Investment	\$766,214.52	\$758,289.40
1306 Adams Mem Book Fund Investment	\$0.00	\$0.00
American Cap Inc Builder A (deleted)	0.00	6,599.58
American Inc Fd of America A (deleted)	0.00	7,447.53
Cash, BDP, and Money Market Fds	108.93	-11.70
Cost of Securities	16,529.01	
Unrealized Gain/Loss	3,348.55	3,198.17
Total for 1306 Adams Mem Book Fund Investment	\$19,986.49	\$17,233.58
1400 Prepaid Fee	294.22	833.09
Grant Receivable	0.00	0.00
Payroll Refunds	0.00	
QuickBooks Tax Holding Account	0.00	
Repayment		
Christmas Gift Card	0.00	0.00
Travel Reimbursement	0.00	0.00
Total for Repayment	\$0.00	\$0.00
Total for Other Current Assets	\$786,495.23	\$776,356.07
Total for Current Assets	\$928,289.12	\$904,422.70
Fixed Assets		
1520 Building and equipment	\$1,346,028.30	\$1,103,618.73
Elevator Replacement	41,645.00	41,645.00
Total for 1520 Building and equipment	\$1,387,673.30	\$1,145,263.73
1525 A/D Building and equipment	-583,121.44	-534,255.44
1526 Capital Improvement	0.00	0.00
1530 Furniture and Fixtures	117,419.00	117,419.00
1535 A/D Furniture and Fixtures	-117,418.55	-116,542.55
Land	46,763.00	46,763.00
Total for Fixed Assets	\$851,315.31	\$658,647.74
Other Assets		
1000 Friends Cash	0.00	0.00
Total for Other Assets	\$0.00	\$0.00
Total for Assets	\$1,779,604.43	\$1,563,070.44

Statement of Financial Position

Cuba Circulating Library Association

As of February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF FEBRUARY 28, 2026	AS OF FEBRUARY 28, 2025 (PY)
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	1,042.99	688.18
Total for Accounts Payable	\$1,042.99	\$688.18
Credit Cards		
5662 Bank Of America	0.00	0.00
Total for Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	\$0.00	\$0.00
American Funds	0.00	0.00
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	0.01	-0.01
NYS Income Tax	0.00	0.00
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total for 2100 Payroll Liabilities	\$0.01	-\$0.01
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total for Other Current Liabilities	\$0.01	-\$0.01
Total for Current Liabilities	\$1,043.00	\$688.17
Total for Liabilities	\$1,043.00	\$688.17
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	143,654.10	-11,169.06
3550 Realized Gain/Loss Equity	99,345.91	0.00
3800 Restricted Fund	66,827.30	26,993.07
3900 Fund Balance	1,516,034.94	1,704,851.60
Net Income	-47,300.82	-158,293.34
Total for Equity	\$1,778,561.43	\$1,562,382.27
Total for Liabilities and Equity	\$1,779,604.43	\$1,563,070.44

Cuba Circulating Library

JANUARY 2026 DIRECTOR'S REPORT



Patron Visits



PATRON NUMBERS

It has become clear that our previous door counter was quite inaccurate. In comparison, our actual numbers look much lower, so I've decided to start with a fresh chart. We had **1024** visits in February. Circulation was **2,433**, an increase of 7% from February 2025. We added **20** new library cards (13 adult, 2 juvenile, 4 online, and 1 welcome).

WELCOME PACKETS

I've begun working with the Chamber of Commerce to develop a welcome packet for new community members as they move to town. I've identified a grant that I hope will help fund the purchase of materials for the packets. In addition to library informational materials, we plan to have information about area businesses, county tourism, as well as town and village info.

This goal is part of the strategic plan we adopted last year: "Increase awareness of library resources-create welcome packets."

38

Onsite Programs

324

Programs Attendees

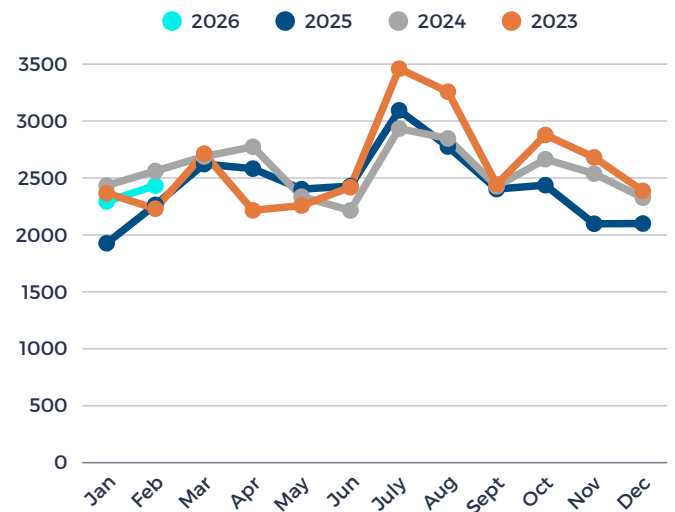
10

Outreach Visits

123

Outreach Attendees

Circulation



2294

Items checked out in January

745

eContent accessed in January

153

Public computer sessions in January

382

Holds filled in January

880

Visits to website in January

2433

Items checked out in February

679

eContent accessed in February

105

Public computer sessions in February

319

Holds filled in February

913

Visits to website in February

Grants

I resubmitted the Arts grant on Feb. 20th.

I submitted the Manley grant on Feb. 23 for the amount of \$8220. This grant will help fund the purchase of a short throw projector, three staff computers, and two patron computers.

I submitted an application to the Allegany County Area Foundation to bring Shake on the Lake to Cuba in August. We've been notified we will receive \$2,000. This will supplement our Arts grant funding. We'll work together with the Palmer Opera House to bring this program to Cuba.

Community Service

I step down from my office as Chamber of Commerce Treasurer at their March annual meeting, however I will continue my term on the Chamber board, which ends 2027.

I continue my involvement with the Cuba Historical Society and serve as a member of their board. I currently serve as secretary although I would like to step down from that position and take over as programming committee head. We are currently working on our membership campaign.

I volunteered to serve on the Village and Town's upcoming comprehensive planning committee. I have often referred to their past comprehensive plan when writing grant applications, and I believe our input from the library's perspective will be useful.

Library Advocacy Day

On Tuesday, Feb. 3, I traveled with librarians and staff from across the state of New York to meet with our representatives in order to advocate for library funding. I shared with our representatives the great impact our Children's area renovation project has had on our library as well as on our community at large, and encouraged them to support increased funding to Library Construction Aid. Senator Borrello's legislative aid recalled how much he enjoyed visiting our children's area, in particular the nooks.



ICE in the Library

I attended Stephanie Cole Adam's training "Patrolling the Stacks?: Responding to Activity By ICE & Other Law Enforcement Agencies at Your Library." I also attended "Responding to ICE at the Library," a presentation of the Public Library Association. Scott Duimstra, the head of Minnesota's Hennepin County Library System, was the main speaker. He shared the experiences he and his library staff have recently faced in Minneapolis. I spent time this month with our library staff to familiarize current policy and procedures for interaction with law enforcement.

Upcoming Programs

- Sat, Mar. 14 @ 10:00 Wine cork flowers with Shauna
- Mon, Mar. 16 @ 6:00 Cooking Demo: Gumbo with Raeanne Smith
- Sat, Mar. 21 @ 10:00 Breakfast with Bunnies
- Mon, Mar. 23 @ 6:30 Get to Know Allegany Co. Area Foundation
- Sat, Mar. 28 @ 10:30 Puzzle Race
- Tues, Mar. 31 @ 6:30 How to Grow your Own Peppers with CCE
- Tues, Apr. 7 @ 6:00 Teen D&D begins (6 week campaign)
- Wed, Apr. 8 @ 6:30 How to Grow your Own Tomatoes with CCE

Youth Services Monthly Report: February 2026

Storytimes/After School

Preschool Storytime met three times in February. We did volcanoes, Valentine's Day, and an age appropriate water cycle storytime that included painting with paint popsicles. No paint was consumed during this activity. The toddler group met three times also with the same themes. Afterschool Crew met twice and Afterschool Explorers met three times. We followed similar themes for the younger group. The older group is on a Spoons kick. We're also on track to finish the Beatryce Prophecy by Kate DiCamillo the first week of March and start something else to read through the end of the year.

Teens/Tweens

High School book club read Suddenly a Murder by Lauren Muñoz. Due to other unforeseen events (Mrs. Ross being ill and my pipes freezing) we postponed the discussion from before break until after. The girls had mixed feelings on the ending but liked it overall. We're onto Good as Gold for the first half of March. Some of the students signed advocacy postcards.

Tweens and Teens had the opportunity to attend All About Chocolate. There were fifteen in attendance.

Outreach

I visited Elm Street once. I visited Kristyn VanDamme's class for a Valentine's Day storytime hang. We talked about our favorite part of Valentine's Day and one kid nailed it with "chocolate." Another asked me if I knew about Lindor Truffles. (I do.) I also visited the Pre-K classrooms. I visited both early head start and head start. I visited the CRE after school group and did volcanoes with that group as well.

Upcoming Programs

Tuesdays: 3 year old storytime, 3rd-6th after school
Thursdays: 2 year old storytime, K-2nd after school
3/2, 3/16 Elm St visits
3/6 Seuss Night Outreach
3/12 Community Outreach at CR MHS
3/9, 3/23 HS Book Club
3/11 Early Head Start and Head Start, Quattrone visit
3/25 Pre-K visits, CRE After School

Maintenance Report 2/1/26 - 3/1/26

1. Shoveled and salted as needed.
2. Replaced batteries in thermostat in kids room
3. Mounted **Authorized Personnel Only** signs on office, back hallway door, downstairs hallway door and community room doors.

Job Title: Library Director

FLSA status: Exempt

Reports to: Board of Trustees

Requirements for all employees:

- Ability to relate tactfully and courteously with the public.
- Ability to work effectively with staff, patrons, supervisor, and others.
- Ability to follow procedures and policies.
- Ability to work accurately in a changing and varied environment.
- Core technology competency:
 - Microsoft Word, Publisher, and Excel
 - Sirsidynix Workflows or equivalent OPAC

Position summary:

This is a highly responsible administrative role involving the direction of a broad range of public library functions.

Requirements for this position:

- High degree of knowledge of general library philosophy including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of job duties.
- Ability to conceptualize and initiate plans and to organize and lead others in the accomplishment of those goals.
- Skill in identifying community library needs and in preparing and implementing plans to meet those needs.
- Strong written, verbal, and technological skills. Must be able to prepare and deliver presentations to boards, donors, and the public as needed.
- Thorough knowledge, skill, and ability in every phase of the public library field.
- Participates in continuing education and professional organizations.

Education/Experience:

- Bachelor's Degree required, MLIS preferred.
- Minimum five years of public library experience.

Duties of this position:

- Prepare and oversee the annual budget, administer library finances.
- Policy development in conjunction with the Board of Trustees.
- Strategic planning in conjunction with the Board of Trustees.
- Supervise all staff and volunteers. Responsibilities include hiring, firing, scheduling, setting pay, annual evaluations, and handling all personnel issues.
- Organize and implement adult programming.

- Oversees community outreach, and works with community groups to provide library services and meet identified needs.
- Oversees library building maintenance and repair.
- Grant writing.
- Oversees the development and maintenance of the collection.
- Work with Friends of the Cuba Library and other fundraising opportunities.

Physical requirements:

- Must be able to frequently remain in a stationary position for multiple hours at a time.
- Must be able to move about inside the library to collect materials and run programs.
- Constantly operate a computer and other equipment such as printer/copier.
- Occasionally ascend/descend a step stool or ladder to put away or reach supplies.
- Positions self to retrieve materials from shelves and carts.
- Able to exchange accurate information with patrons and other staff.
- Frequently pushes and pulls book carts weighing up to 75 lbs. and transports materials.

Approved by Cuba Library Trustees Dec. 12,2022

Updated Mar. 9, 2026