

AGENDA
BOARD OF TRUSTEES
Cuba Circulating Library
Serving the Cuba Community for 154 Years

Monday, April 13, 2026
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the Mar. Meeting
6. Financial Officer's Report
7. Corresponding Secretary
8. Director's Report
9. Committee Reports
 - i. Planning
 - ii. Finance
 - a. Investment policy
 - b. Endowment account: Impact profile builder
 - iii. Bldgs/Grounds
 - iv. Personnel
 - a. Buildings and Grounds Assistant
 - v. Policy
 - vi. Liaison with Friends
 - vii. Education
 - viii. Executive
10. Unfinished Business
 - i. SAM grant
 - ii. Nominating committee
 - iii. Bylaws amendment
11. New Business
 - i. Annual report
 - ii. STLS Direct Access Plan
12. Executive Session as needed
13. Adjournment

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 - March, 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	19,975.63	6,000.00	-13,975.63	-232.93 %
4018 Central Library Services Aid		450.00	450.00	100.00 %
4020 Meeting Room Fee	100.00	1,100.00	1,000.00	90.91 %
4100 Other Income				
Book Replacement	45.00		-45.00	
Copies Income	641.90	2,600.00	1,958.10	75.31 %
Donation Box	160.00	2,000.00	1,840.00	92.00 %
Fines	40.00	300.00	260.00	86.67 %
Misc Income		0.00	0.00	
Total 4100 Other Income	886.90	4,900.00	4,013.10	81.90 %
4200 Restricted Funds Revenue	12,490.00		-12,490.00	
Arts Grant		0.00	0.00	
DFY Grant		2,000.00	2,000.00	100.00 %
Friends	3,000.00	5,000.00	2,000.00	40.00 %
Grant - STLS	27.99		-27.99	
Grants	2,000.00		-2,000.00	
Total 4200 Restricted Funds Revenue	17,517.99	7,000.00	-10,517.99	-150.26 %
4500 Investment Income				
Dividend Income	2,232.61		-2,232.61	
Interest Income	1,140.61		-1,140.61	
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	-16,190.37		16,190.37	
Total 4500 Investment Income	-12,389.60	32,490.00	44,879.60	138.13 %
Budget Carryover		11,500.00	11,500.00	100.00 %
Total Revenue	\$26,090.92	\$368,139.00	\$342,048.08	92.91 %
GROSS PROFIT	\$26,090.92	\$368,139.00	\$342,048.08	92.91 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	45,550.16	211,179.00	165,628.84	78.43 %
6102 Taxes	1,304.60		-1,304.60	
Payroll Tax	2,492.67	0.00	-2,492.67	
Payroll Tax FICA Employer		16,400.00	16,400.00	100.00 %
SUTA	615.93	2,184.00	1,568.07	71.80 %
Total 6102 Taxes	4,413.20	18,584.00	14,170.80	76.25 %
6103 Employee Benefits				

Cuba Circulating Library Association

Budget vs. Actuals

January - March, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Company Contributions				
Retirement	1,032.72	6,300.00	5,267.28	83.61 %
Total Company Contributions	1,032.72	6,300.00	5,267.28	83.61 %
Health Insurance	1,500.00	6,000.00	4,500.00	75.00 %
Total 6103 Employee Benefits	2,532.72	12,300.00	9,767.28	79.41 %
6105 Ins - Disability	1,238.95	1,125.00	-113.95	-10.13 %
6106 Background Expense	193.26	400.00	206.74	51.69 %
Total 6100 Payroll Expenses	53,928.29	243,588.00	189,659.71	77.86 %
6200 Library Materials				
6205 Books-J	809.91	5,500.00	4,690.09	85.27 %
6210 Books-A	1,936.98	8,500.00	6,563.02	77.21 %
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	393.72	1,500.00	1,106.28	73.75 %
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	871.49	2,000.00	1,128.51	56.43 %
6285 Childrens Programming	135.79	1,500.00	1,364.21	90.95 %
6290 STLS cost share	12,067.94	12,631.00	563.06	4.46 %
Total 6200 Library Materials	21,469.09	38,743.00	17,273.91	44.59 %
6300 Restricted Fund Spending	1,717.16		-1,717.16	
6310 Arts Grant Expense	350.00		-350.00	
6320 Friends Expense	1,415.00		-1,415.00	
6350 Wilday Grant	200.00		-200.00	
6355 STLS Outreach	277.99		-277.99	
6360 DFY Grant		0.00	0.00	
6368 Martin Grant	73.51		-73.51	
6370 Memorials & Gifts	620.38		-620.38	
6390 United Way Grant	100.45		-100.45	
Total 6300 Restricted Fund Spending	4,754.49	0.00	-4,754.49	
6400 Other				
6410 Advertisement	10.00	200.00	190.00	95.00 %
6415 Bank fees		100.00	100.00	100.00 %
6420 Custodial supplies	140.50	1,200.00	1,059.50	88.29 %
6425 Discretionary Fund	653.98	1,000.00	346.02	34.60 %
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	1,718.61		-1,718.61	

Cuba Circulating Library Association

Budget vs. Actuals

January - March, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6445 Library supplies	737.67		-737.67	
Computer Equipment & Services	99.50	2,000.00	1,900.50	95.03 %
Library Equipment	42.74	2,300.00	2,257.26	98.14 %
Library Supplies		4,000.00	4,000.00	100.00 %
Total 6445 Library supplies	879.91	8,300.00	7,420.09	89.40 %
6447 Membership	50.00	1,500.00	1,450.00	96.67 %
6450 Postage	218.40	500.00	281.60	56.32 %
6455 Processing Fee	102.96	1,100.00	997.04	90.64 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	1,055.43	10,000.00	8,944.57	89.45 %
6470 Services		100.00	100.00	100.00 %
Alarm System - Doyle	581.73	2,300.00	1,718.27	74.71 %
Argentieries	51.00	350.00	299.00	85.43 %
Attorney	1,350.00	3,000.00	1,650.00	55.00 %
Audit		5,500.00	5,500.00	100.00 %
Bookkeeper	2,130.00	9,000.00	6,870.00	76.33 %
Computer Tech		0.00	0.00	
Copier Acme	153.14	1,000.00	846.86	84.69 %
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	958.23	3,300.00	2,341.77	70.96 %
Patriot Microfilm		0.00	0.00	
Rug Shampoos		500.00	500.00	100.00 %
Tax Filing (990)		750.00	750.00	100.00 %
Water Softener	45.00	450.00	405.00	90.00 %
Window Cleaner		500.00	500.00	100.00 %
Total 6470 Services	5,470.15	27,500.00	22,029.85	80.11 %
6480 Train/conference	150.00	3,500.00	3,350.00	95.71 %
6485 Travel	150.30	4,500.00	4,349.70	96.66 %
6490 Utilities				
Electric	2,087.21	7,500.00	5,412.79	72.17 %
Extended Broadband	450.00	1,800.00	1,350.00	75.00 %
Fuel	713.00	4,000.00	3,287.00	82.18 %
Phone	333.00	1,400.00	1,067.00	76.21 %
Total 6490 Utilities	3,583.21	14,700.00	11,116.79	75.62 %
Total Expenditures	\$102,712.50	\$368,139.00	\$265,426.50	72.10 %
NET OPERATING REVENUE	\$ -76,621.58	\$0.00	\$76,621.58	0.00%
NET REVENUE	\$ -76,621.58	\$0.00	\$76,621.58	0.00%

Statement of Activity
Cuba Circulating Library Association
March 2026

TOTAL		
	MAR 2026	JAN 1 - MAR 31 2026 (YTD)
Revenue		
4017 Memorials/Gifts	19,397.46	19,975.63
4020 Meeting Room Fee	100.00	100.00
4100 Other Income		
Book Replacement	20.00	45.00
Copies Income	286.05	641.90
Donation Box	43.50	160.00
Fines	12.00	40.00
Total for 4100 Other Income	\$361.55	\$886.90
4200 Restricted Funds Revenue	\$11,490.00	\$12,490.00
Friends	3,000.00	3,000.00
Grants	2,000.00	2,000.00
Grant - STLS		27.99
Total for 4200 Restricted Funds Revenue	\$16,490.00	\$17,517.99
4500 Investment Income		
Dividend Income	1,467.96	2,232.61
Interest Income	331.80	1,140.61
Unrealized Gain/Loss on Investments	-40,657.45	-16,190.37
Realized Gain/Loss on Investments		427.55
Total for 4500 Investment Income	-\$38,857.69	-\$12,389.60
Total for Revenue	-\$2,508.68	\$26,090.92
Gross Profit	-\$2,508.68	\$26,090.92
Expenditures		
6100 Payroll Expenses		
6101 Wages	15,149.10	45,550.16
6102 Taxes	\$577.79	\$1,304.60
Payroll Tax	653.52	2,492.67
SUTA	111.04	615.93
Total for 6102 Taxes	\$1,342.35	\$4,413.20
6103 Employee Benefits		
Company Contributions		
Retirement	348.46	1,032.72
Total for Company Contributions	\$348.46	\$1,032.72
Health Insurance	500.00	1,500.00
Total for 6103 Employee Benefits	\$848.46	\$2,532.72
6106 Background Expense	24.00	193.26
6105 Ins - Disability		1,238.95
Total for 6100 Payroll Expenses	\$17,363.91	\$53,928.29

Statement of Activity
Cuba Circulating Library Association
March 2026

TOTAL		
	MAR 2026	JAN 1 - MAR 31 2026 (YTD)
6200 Library Materials		
6205 Books-J	328.08	809.91
6210 Books-A	532.69	1,936.98
6260 DVD	245.58	393.72
6280 Adult Programming	17.59	871.49
6285 Childrens Programming	73.75	135.79
6220 Serials		1,210.38
6230 Audio		230.88
6275 STLS Digital Collection		3,812.00
6290 STLS cost share		12,067.94
Total for 6200 Library Materials	\$1,197.69	\$21,469.09
6300 Restricted Fund Spending	\$1,090.16	\$1,717.16
6310 Arts Grant Expense	350.00	350.00
6320 Friends Expense	909.49	1,415.00
6350 Wilday Grant	200.00	200.00
6370 Memorials & Gifts	453.29	620.38
6390 United Way Grant	100.45	100.45
6355 STLS Outreach		277.99
6368 Martin Grant		73.51
Total for 6300 Restricted Fund Spending	\$3,103.39	\$4,754.49
6410 Advertisement	10.00	10.00
6420 Custodial supplies	90.20	140.50
6425 Discretionary Fund	232.63	653.98
6440 Investment Fee	600.95	1,718.61
6445 Library supplies	\$260.64	\$737.67
Computer Equipment & Services	99.50	99.50
Library Equipment	42.74	42.74
Total for 6445 Library supplies	\$402.88	\$879.91
6447 Membership	50.00	50.00
6455 Processing Fee	45.54	102.96
6465 Repairs/Building & Grounds	18.99	1,055.43
6470 Services		
Argentieries	17.00	51.00
Attorney	1,025.00	1,350.00
Bookkeeper	710.00	2,130.00
Copier Acme	81.78	153.14
Hotspots	639.41	958.23
Water Softener	15.00	45.00
Alarm System - Doyle		581.73
Fire Place Clean		201.05
Total for 6470 Services	\$2,488.19	\$5,470.15
6480 Train/conference	150.00	150.00
6485 Travel	48.14	150.30

Statement of Activity
Cuba Circulating Library Association
March 2026

	TOTAL	
	MAR 2026	JAN 1 - MAR 31 2026 (YTD)
6490 Utilities		
Electric	723.05	2,087.21
Fuel	237.00	713.00
Phone	50.00	333.00
Extended Broadband		450.00
Total for 6490 Utilities	\$1,010.05	\$3,583.21
6430 Insurance		
Ins - Property		8,306.18
Ins - Workman's Comp		71.00
Total for 6430 Insurance		\$8,377.18
6450 Postage		218.40
Total for Expenditures	\$26,812.56	\$102,712.50
Net Operating Revenue	-\$29,321.24	-\$76,621.58
Net Other Revenue		
Net Revenue	-\$29,321.24	-\$76,621.58

Statement of Financial Position

Cuba Circulating Library Association

As of Mar 31, 2026

TOTAL		
	AS OF MAR 31, 2026	AS OF MAR 31, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
1020 Five Star	18,603.36	15,477.22
1080 Money Market	113,638.53	
1090 Savings	0.00	50,313.69
Total for Bank Accounts	\$132,241.89	\$65,790.91
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	33,370.81
American Cap Inc Builder A (deleted)	0.00	95,710.45
American Cap World Growth & Inc (deleted)	0.00	70,814.75
American Fundamental Inv A (deleted)	0.00	54,807.90
American Funds Mortgage A (deleted)	0.00	21,492.20
American Global Balanced A (deleted)	0.00	95,149.16
American Inc Fd of America A (deleted)	0.00	98,703.14
American Intm Bd Fd of Amer A (deleted)	0.00	17,593.32
American Inv Co of Amer A (deleted)	0.00	25,141.65
American Short-Term Bond A (deleted)	0.00	21,339.33
American WA Mutual A (deleted)	0.00	94,169.14
Cash, BDP, and Money Market Fds	5,153.67	6.62
Cost of Securities	663,043.11	
Stocks (deleted)	0.00	1,021.47
Unrealized Gain/Loss	78,179.64	111,381.24
Total for 1303 Endowment Investment	\$746,376.42	\$740,701.18
1306 Adams Mem Book Fund Investment	\$0.00	\$0.00
American Cap Inc Builder A (deleted)	0.00	6,653.74
American Inc Fd of America A (deleted)	0.00	7,505.37
Cash, BDP, and Money Market Fds	130.47	-11.70
Cost of Securities	16,529.01	
Unrealized Gain/Loss	2,335.68	2,979.36
Total for 1306 Adams Mem Book Fund Investment	\$18,995.16	\$17,126.77
1400 Prepaid Fee	294.22	833.09
Grant Receivable	0.00	0.00
Payroll Refunds	0.00	
QuickBooks Tax Holding Account	594.30	
Repayment		
Christmas Gift Card	0.00	0.00
Travel Reimbursement	0.00	0.00

Statement of Financial Position

Cuba Circulating Library Association

As of Mar 31, 2026

	TOTAL	
	AS OF MAR 31, 2026	AS OF MAR 31, 2025 (PY)
Total for Repayment	\$0.00	\$0.00
Total for Other Current Assets	\$766,260.10	\$758,661.04
Total for Current Assets	\$898,501.99	\$824,451.95
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	\$1,749,817.30	\$1,483,099.69
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	710.00	675.00
Total for Accounts Payable	\$710.00	\$675.00
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	-133.37	-0.03
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	-\$133.37	-\$0.03
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total for Other Current Liabilities	-\$133.37	-\$0.03
Total for Current Liabilities	\$576.63	\$674.97

Statement of Financial Position

Cuba Circulating Library Association

As of Mar 31, 2026

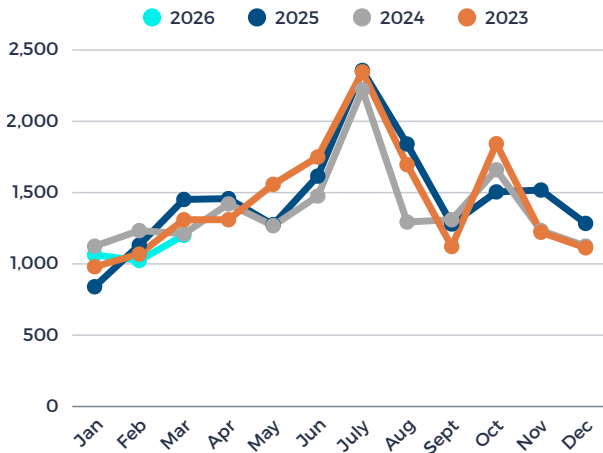
	TOTAL	
	AS OF MAR 31, 2026	AS OF MAR 31, 2025 (PY)
Total for Liabilities	\$576.63	\$674.97
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	143,654.10	-32,207.83
3550 Realized Gain/Loss Equity	99,345.91	0.00
3800 Restricted Fund	66,827.30	26,993.07
3900 Fund Balance	1,516,034.94	1,704,851.60
Net Income	-76,621.58	-217,212.12
Total for Equity	\$1,749,240.67	\$1,482,424.72
Total for Liabilities and Equity	\$1,749,817.30	\$1,483,099.69

Cuba Circulating Library

MARCH 2026 DIRECTOR'S REPORT



Patron Visits



PATRON NUMBERS

I've created an estimated correction of the door count numbers for past years in order to fill out our Patron Visit chart once more. Our door count was **1201** in March. Circulation was **2,580**, an increase of almost 6% from February. We added **22** new library cards (12 adult, 7 juvenile, and 3 online).

SOCIAL MEDIA

Are you following and sharing the library's social media pages? This is a great way to help promote the library's programs and services. The Cuba Library has social media pages on Facebook, Instagram, and Tiktok.

Facebook is our most popular platform for interactions, with 2017 followers. Engagement has gone up by 140% over the past 28 days, with 3,356 reactions, clicks, comments, shares or saves with our fb content. Views are up 37% with 41,888 over the past 28 days.

We typically post the same content on Instagram and Facebook. We aren't creating many Tiktoks at this time.

45

Onsite Programs

469

Programs Attendees

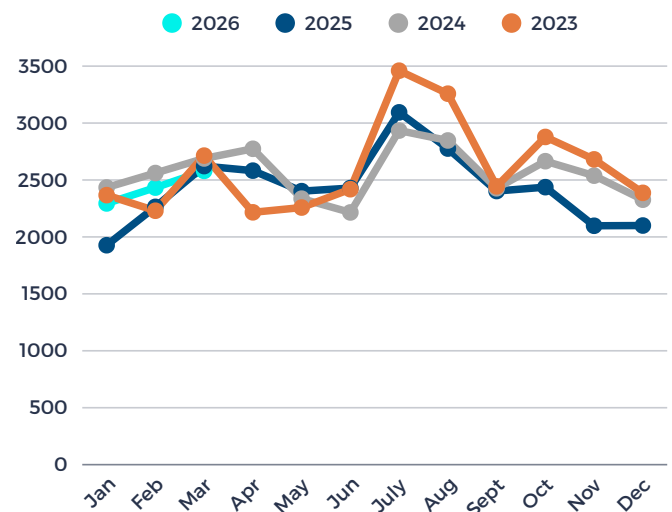
18

Outreach Visits

274

Outreach Attendees

Circulation



2580

Items checked out in March

806

eContent accessed in March

96

Public computer sessions in March

364

Holds filled in March

971

Visits to website in March

2433

Items checked out in February

679

eContent accessed in February

105

Public computer sessions in February

319

Holds filled in February

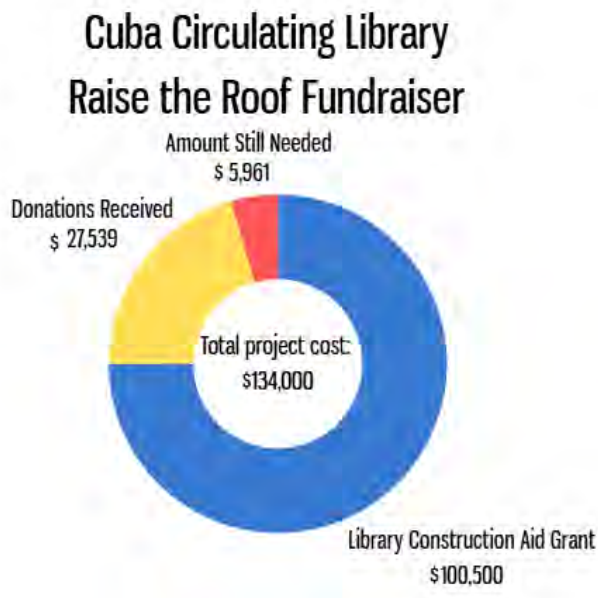
913

Visits to website in February

Grants

In mid-February, Allegany County Libraries received notification that we were eligible for a Ralph Wilson grant with a priority on "Active Lifestyles-Youth Sports & Recreation Expanded." Allegany Library Directors met together and decided to apply as a group for a countywide collection of Library of Things to make available sport and recreational equipment to nearly 13,000 families in our rural community. Although STLS is applying to the Foundation on behalf of the whole county, each library was responsible for developing our own budget and submitting it to STLS. I submitted a budget of \$5670, which includes funding for renting a storage unit, and purchasing items such as bicycles, yard games, a pickleball set, a metal detector kit, a birdwatching kit, a softball and baseball kit, among many other things.

I also submitted our application to the Foundation for Southern Tier Libraries grant, seeking funding for our Welcome Packets.



Programs

April was a wonderfully busy month for programs at the library! The Alzheimer Association came and presented "Healthy Living for your Brain" and we also had indy folk band "The Baker's Basement" rock out in the library's basement. The swap-meet group Grow It Forward met and had a wonderful turn out. The first official meeting of our Romance Book club took place. Chef and library director Raeanne Smith taught how to make gumbo. Teens learned how to make chocolate potato cake. We had a fantastic turn out of 70 people to our Breakfast with Bunnies. **Thank you to all who donated food and time to help with that wonderful event.** We had six teams participate in our annual puzzle race, with the fastest team finishing the 500 piece puzzle in 36 minutes. We had 16 people attend the Cornell Cooperative Extension's "Grown Your Own Peppers" class.

Continuing Education

I attended a workshop this month put on by STLS Executive Director Brian Hildreth on "Communication Strategies." We learned how to hold one-one-one check-ins with staff as well as performance evaluations, course corrections, and release from employment. He also talked about techniques for public speaking and meeting with boards.

At the upcoming Spring CE on June 5, I will be presenting two sessions. The first will be a panel on local history and the work I did digitizing the Cuba Patriot newspaper. The second will be co-presented with Faith Stewart, "Trustees who Stay and Serve: Practical Strategies for Strong Library Boards."

Registration is now open:

<https://tinyurl.com/e9jb5e9j>

Upcoming Programs

- Sat, Apr. 18 @ 1:00 Meet the Parrots with Mike and Shay Starr
- Tues, Apr. 21 @ 6:30 The Subversive Shelf Book Club (Fahrenheit 451)
- Wed, Apr. 22 all day Earth Day Swap
- Sat, Apr. 25 @ 10:00 Strawberry Pincushions with Penny Minner
- Sat, May 9 @ 10:00 Upcycled Jewelry Art with Shauna

Youth Services Monthly Report: March 2026

Storytimes/After School

Preschool Storytime met five times in March. We did robots, St. Patrick's Day, Birds, Spring, and Easter storytimes. The toddler group met three times doing robots, St. Patrick's Day, and Spring. Afterschool Crew met five times and Afterschool Explorers met three times. We followed similar themes for the younger group. The older group started reading Bob by Wendy Mass and Rebecca Stead.

Teens/Tweens

We finished Good as Gold for the first half of March. The book for the second half of March and beginning of April is No Place Left to Hide by Megan Lally.

Teens met for Epic Eats on 3/18. They made a vintage 1912 recipe, Chocolate Potato Cake, from B. Dylan Hollis' "Baking Yesteryear."

Outreach

I visited Elm Street once. I visited Kristyn VanDamme's class for a storytime. I did pancake stories and made all of us hungry. Mrs. Myers' second grade class did a March Madness bracket of books. I read Goldilocks and the Three Dinosaurs by Mo Willems. I did not win. Mrs. T from the school library won that round; the vote was 13 to 1. My niece Charleigh voted for my book. I also visited Mrs. Retz's second grade. We did volcanoes! Both Pre-K classes were able to walk to the library for a visit. I visited both early Head Start and Head Start. I visited the CRE after school group and did tangrams and shape stories.

Seuss Night was a good time as always. We had lots of fun making Lorax crafts and chatting with families as they came through the gym.

Tina and I split time at CRCS' Community Action fair. The middle schoolers all came through and asked great questions about their civic engagement project. There was time for high school students, teachers, and parents to come as well.

Upcoming Programs

Tuesdays: 3-year-old storytime, 3rd-6th after school

Thursdays: 2-year-old storytime, K-2nd after school

4/6 Kids Paint Program

4/7 Zootopia 2 Movie Day

\$/7, 14, 21, 28 Teen D&D

4/9 Teen Shrinky Dink craft program

4/20 Elm St visit

4/15 Teen Epic Eats

4/13, 4/27 HS Book Club

4/22 Quattrone visit

4/29 Pre-K visits, CRE After School

Maintenance Report 3/1/26 - 4/1/26

1. Replaced batteries in Handicap Remote open buttons for doors
2. Shoveled and salted as needed.
3. Fixed loose hinge on cabinet door in community room kitchen. Checked all others, 2 other doors were also loose.
4. Tried to Clean out vacuum, after they cleaned up after animal show, but still wont run. cooled down, it works now.
5. oiled and checked front door and auto close/open mechanism causing it to not close properly.

Cuba Circulating Library

Investment Policy

Purpose

A written investment policy defines a disciplined and appropriate investment philosophy, as well as articulating the investment management procedures and long-term goals of an investment portfolio. The investment policy statement (IPS) becomes the guide for current and future Board members. It also serves as a reference for investment managers, consultants, or others retained to service the portfolio. The IPS will help ensure the continuity of the investment program despite Board, management, or investment manager turnover. Continuity is a crucial component of the investment program since most investment strategies have a higher probability of success if they are executed consistently over long periods of time. Thus, the IPS protects against short-term revisions to the investment strategy when they are most likely to occur: during times of market excess or decline when emotions run high.

Additionally, the Trustees and officers of the Cuba Circulating Library recognize that according to New York State's Not-for-Profit Corporation Law, they are fiduciaries with respect to the investment assets of the Library. They are thus bound by the duties of prudence and loyalty and obligated to adhere to any restrictions on the investment portfolios that may be imposed by law, stipulated by donors, or voluntarily entered into by the Library itself. A written investment policy can help fiduciaries meet their obligations by summarizing the investment objectives and constraints in one document.

Background

The Board of Trustees of the Library (the "Board") has established two investment funds for the purpose of providing a portion of the support for the ongoing operations of the Library. The Endowment Fund (the "Endowment") and the Dustin and Florence Adams Memorial Book Fund (the "Book Fund") are subject to the spending policy and appropriation as described within and are separated into two investment funds.

Responsibilities

As fiduciaries with respect to the investment assets of the Library, members of the Board of Trustees of the Cuba Circulating Library are responsible for:

- Acting with prudence and loyalty when making decisions affecting the investment portfolios.
- Complying with federal and local laws, including the New York Prudent Management of Institutional Funds Act "(NYPMIFA").
- Developing appropriate investment policies.
- Evaluating and appointing one or more investment managers to invest the Library's assets.
- Deploying investment assets for their intended purposes.
- Reviewing and monitoring the investment portfolios on a regular basis.
- Reviewing the investment and spending policies on a regular basis.

The investment managers retained to invest the Library's assets are also fiduciaries with respect to the investment assets. As such it/they must:

- Manage the portfolios on a discretionary basis within the bounds established by this ISP.
- Exercise voting rights for proxies on any securities held in the investment portfolios.
- Provide periodic reporting of the balances, asset allocation, and performance of the portfolios.
- Ensure adequate income is available when needed.
- Notify the Library through its officers or Trustees of any material changes in the investment strategy.
- Select a custodial firm to hold the Library's assets.

Time Horizon

Both Funds exist to support the current and future spending needs of the Library so the investment portfolios have time horizons that are effectively infinite. Accordingly, a long-term perspective is warranted when establishing investment programs.

The academic literature available on the investment industry overwhelmingly suggests short-term revisions to the investment policy are inappropriate and are likely to impair the odds of achieving the Library's investment objectives. Accordingly, while this policy should be reviewed regularly, it takes a long-term perspective and does not support short-term, ad hoc changes to the investment programs.

Endowment and Book Funds

Objectives

The principal value of both Funds are restricted from invasion. The primary objective of the Funds, therefore, are to provide growth and income to support the current and future spending needs of the Library. Both Funds are subject to the Financial Controls Policy and the Procedures Manual.

The Endowment Fund's assets are unrestricted. However, it is the Library's intent that this Fund be used to support current and future capital and operational needs. Since an exact determination of the principal balance of the Endowment Fund is not possible, the Board has estimated \$520,000 of the Endowment Fund balance to be the principal as of the date of the adoption of this policy on April 13, 2026. Unless otherwise specified by a donor, subsequent monetary donations received by the Library exceeding \$150 shall be allocated to the Endowment Fund ~~at the Director's discretion.~~

The Book Fund's assets are restricted in that they are subject to the intent of the bequest as expressed in the original gift instrument which stipulates that the Fund will be self-supporting and no additional deposits will ever be made. The gift instrument further stipulates that capital funds that are earned will be reinvested into the fund and income from dividends and interest may be accessed after June of 2011 as needed to aid in purchasing books for the Library at the discretion of the Director and Youth Services Coordinator. The principal of the Book Fund is \$10,000.

In order to preserve the long-term purchasing power of the Funds, the goal of the investment return is to exceed the annualized sum of the spending policy, inflation, and expenses; this is estimated at approximately 7.0% over a full market cycle.

Spending Policy

The goal of the spending policy is to provide a predictable stream of capital or operational funding while seeking to maintain the long-term purchasing power of the Funds. As such, 4% of the average value over the trailing 20 quarters will be available for withdrawal annually from the Funds. The amount to be withdrawn from each Fund will be calculated on the first day of the new fiscal year and will be segregated from the rest of the Funds. It is then available to be spent by management in support of the Library’s mission.

The Endowment Fund’s restriction clause may be suspended at the discretion of the Board for the purpose of withdrawing funds from the Endowment principal. This suspension will be permitted only in the case of an extreme fiscal emergency and only after consultation with the investment manager and approval by the Board by a three-fourths majority vote. The Library and the Board will formulate a recovery plan to replenish the funds withdrawn and restore the principal of the Endowment to the prior balance.

Risk Tolerance

Capital market theory holds that risk and return are related; in order to realize higher returns, additional risk must be accepted. For the Cuba Circulating Library, exposure to risky assets is required in order to achieve its return objectives. Also, the long-term investment horizon of these Funds implies the ability to take on additional risk and ride out short-term market volatility. However, because the capital or operational budget depends on income from the portfolios, undue risk would be imprudent. A balanced approach is therefore required so the portfolios are able to achieve the growth they need without exposing them to excessive levels of market risk. The Board has chosen a moderate risk tolerance with investments focused on both market and opportunistic growth.

Asset Allocation

Because of the long-term investment horizon, return objectives, and income needs, stocks should make up on average 60-70% of the asset allocation for both Funds. Bonds will provide income and help stabilize returns and should make up on average 30-40% of the asset allocation for both Funds. Targets for specific asset classes are outlined below and will be the same for both Funds.

Asset Class	Portfolio Composition		
	Target	Minimum	Maximum
<i>Equities</i>	70%	55%	85%
<i>Fixed Income</i>	30%	15%	45%
<i>Alternatives</i>	-	-	15%

A range of plus or minus fifteen percentage points around these targets is acceptable before rebalancing must occur.

Monitoring/Review

Both Funds will be monitored regularly by the investment manager. The investment manager will meet with the Finance Committee or Board of Trustees at least annually to review investment performance and discuss other issues relevant to the investment funds.

This investment policy will be reviewed annually to ensure it remains relevant to the Library's needs. It is not expected that changes to the policy will be made often and the long-term asset allocation plan should remain in place until the Library's needs change. The asset allocation plan should not be altered in reaction to short-term changes in the capital markets. Changes to the policy may be approved by a majority vote of the Board of Trustees according to the Bylaws.

Performance Reporting

Investment performance of both Funds will be measured on a time-weighted total return basis. Performance will be compared with appropriate capital market benchmarks to ensure adequate returns are being achieved net of all fees.

Restrictions

While the investment manager has discretion to purchase securities it believes are suitable to achieve the objectives described herein, the following types of securities and investment strategies are prohibited from being used *unless included as part of a diversified alternative investment strategy using mutual funds*:

- Options
- Futures
- Commodities
- Short-selling
- Borrowing on margin/leverage
- Hedge funds

If the manager wishes to employ any of these strategies, it may only do so with prior written consent of the Board of Trustees.

Adoption

This document of investment and spending policies is hereby approved by the Board of Trustees of the Cuba Circulating Library this ~~14th day of July, 2025.~~ **13th of April, 2026.**

App: February 10, 2014

Rev: November 18, 2019, December 14, 2020, April 10, 2023, April 14, 2025, May 12, 2025, July 14, 2025

BY-LAWS

Cuba Circulating Library Association

By-Laws of the Cuba Circulating Library Association, duly adopted at the Annual Meeting of the Library Board held on Monday evening, January 9, 1961, and last amended at the January 8, 2024 Annual Meeting of the Board of Trustees.

MISSION STATEMENT: The mission of the Cuba Circulating Library is to nurture lifelong learning, provide free and equal access to information and materials, and strengthen our community.

VISION STATEMENT: Inspiring readers. Connecting community. Creating opportunities. For all.

PREAMBLE: The Cuba Circulating Library is an association library, incorporated under §501(c)(3) of the Not-for-Profit Law, pursuant to the Certificate of Incorporation of the Cuba Circulating Library Association dated September 21, 1872, and duly recorded in the Allegany County Clerk's Office in Liber "E" of the Miscellaneous Records at Page 271, the Charter dated October 9, 1872, granted to the Cuba Circulating Library Association by the Regents of the University of the State of New York, and all Amendments thereto, the following By-Laws are hereby adopted for the Cuba Circulating Library Association.

BY-LAWS

1. NAME OF ORGANIZATION:

- a. The name of the organization shall be Cuba Circulating Library Association (hereinafter referred to as "Library").

2. FISCAL:

- a. The fiscal year of the Library shall be the calendar year.

3. BOARD OF TRUSTEES:

- a. The Library shall be governed by a Board of Trustees. The Board shall consist of an odd number of not less than seven (7) or more than eleven (11) Trustees, elected for terms of three (3) years each. The number of Trustees will be determined at the Annual Meeting, memorialized by a motion. Newly elected members will take office at the first meeting following the Annual Meeting.
- b. Eligibility for office shall be limited to adults residing within the geographical limits of the Library district.

- c. Members of the Board of Trustees have a duty of loyalty and a duty of care to the library. Thus, trustees are expected to attend all meetings of the Board including committee meetings, after election or appointment to the Board. Absences will be noted in the minutes of the meeting as excused or unexcused.
- Excused: Trustees may be excused for short vacations, personal reasons or illness. Notice is expected in advance of the meeting to the president and/or to the director.
 - Unexcused: No notice given in advance of the meeting of the trustee's inability to attend the meeting.
- If an excessive number of unexcused or excused absences are noted within a fiscal year, the President of the Board of Trustees may request improved attendance from a member or the member's resignation.
- d. Unexcused absence from three (3) consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board member in writing that they are no longer on the Board. If dismissal is deferred by Board action, the President shall inform the absent Board member in writing of the conditions of this deferral.
- e. No member shall serve for more than two (2) consecutive three (3) year terms.
- f. Any vacancy shall be filled by special election by the remaining members of the Board for the remainder of the term of that particular position.
- g. The Board may remove a Trustee for misconduct, incapacity, or neglect of duty.
- h. Each Trustee shall have one (1) vote, irrespective of office held.
- i. A Trustee must be present at a meeting to have their vote counted.
- j. A majority of the whole Board (including vacancies) is required for any motion to pass.
- k. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of their office shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any Library employee.

4. OFFICERS

- a. The officers of the Board shall be the President, Vice President, Secretary and Financial Officer, elected annually by the Board at the Annual Meeting. These officers shall serve for a period of one (1) year or until their successors shall have been duly elected.
- b. The duties of such officers shall be as follows:
 - i. The **President** shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
 - ii. The **Vice President**, in any event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
 - iii. The **Secretary** shall record a true and accurate record of all meetings of the Board, and shall perform such other duties as are generally associated with that office.
 - iv. The **Financial Officer** will oversee the accounting of Library funds and chair the Finance Committee. The Financial Officer may review all bank and investment account statements, financial reports of current income and expenses and the monthly reconciliation of accounts. The Financial Officer will present the income and expense statements as well as the monthly investment account statements at the Board of Trustees' monthly meetings. In addition, the Financial Officer may assist in budget preparation, represent the Library at local budget hearings, and request funding from outside sources when necessary. The Financial Officer should be aware of all written Board approved fiscal policies and the basic financial procedures used by the Library. The Financial Officer shall be aware of the Library's funding sources; and will make recommendations to the Board on the acquisition and disbursement of funds where appropriate.

5. DIRECTOR

- a. The Board shall appoint a Director who shall be the Chief Executive Officer of the Library corporation and shall have charge of the administration of the Library under the direction and review of the Board. The Director shall be responsible for

the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the Library's service to the public; and for the operation of the Library under the financial conditions contained in the annual budget.

- b. The Director is specifically charged with authorization and approval of all invoices to be paid, authorization and approval of payroll, and preparation of all cash deposits.
- c. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of Library service. The Director shall attend all Board meetings except the portion of the meeting at which the Director's appointment or salary is to be discussed or decided.

6. COMMITTEES

- a. A nominating committee shall be appointed by the President three (3) months prior to the Annual Meeting who will present a slate of officers and names of candidates for new Trustees. Additional nominations may be made from the floor.
- b. In the event of a resignation in the mid-term, the President will appoint a Nominating Committee to present nominee(s) at the next regular meeting.
- c. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
- d. The Executive Committee shall consist of five members including the President, Vice President, Secretary, Financial Officer, and a Board Member at Large. The Board Member at Large will be appointed at the annual meeting by the board trustees. This committee may between meetings of the board, act on behalf of the board. The Executive Committee shall exercise this authority only when there is no time to convene the full board and only to act on a specific matter.
- e. The following standing committees are hereby created and the President shall appoint a chairperson and such additional members as may be required for each committee at the Annual Meeting to act for the ensuing year, to wit:
 - i. Planning Committee
 - ii. Finance Committee
 - iii. Building and Grounds Committee
 - iv. Personnel Committee
 - v. Liaison with Friends

- vi. Education Committee
- vii. Policy Committee
- f. All committees shall make a verbal or written progress report to the Board at each of its meetings.
- g. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- h. The President shall be, ex officio, a member of all committees.

7. MEETINGS

- a. Meetings shall be held on the second Monday of each month at 5:30 PM at the Library, or at another date, time and location as agreed to by the Board.
- b. Notices for regular or a special meeting shall be sent at least five (5) days before the meeting. Members of the Board accept responsibility for attendance of at least fifty percent (50%) of Board and Committee meetings when they accept a position on the Board.
- c. A special meeting of the Board may be called by the President or upon written request of three (3) members to the President, or all members, for the transaction of business stated in the call of the meeting.
- d. The Annual Meeting shall be held in January of each year. The business transacted at this meeting shall include the election of new trustees and new officers.
- e. The operating and financial reports for the previous year shall be presented at the regular meeting in January.
- f. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in December.
- g. A simple majority of the whole Board (including vacancies) shall constitute a quorum for the conducting of all business. A majority of the whole Board (including vacancies) is required for any motion to pass. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
- h. The order of business for regular meetings shall include, but not be limited to, the following items:
 - i. Call to order
 - ii. Adoption of agenda
 - iii. Public comments

- iv. Friends' report
- v. Approval of minutes
- vi. Approval of Financial Officer's report
- vii. Report of Committees
- viii. Unfinished business
- ix. New business
- x. Director's report
- xi. Adjournment

8. EDUCATION REQUIREMENTS: Pursuant to Education Law, Chapter 16, Title 1, Article 5, Part 2, and effective as of January 1, 2023, each Trustee is required to complete a minimum of two hours of Trustee education annually. Such Trustee education may be delivered online or in person, and may include lectures, workshops, regional or national library association programs, or any other format approved by the Commissioner of Education.

9. AMENDMENTS

- a. Amendments to these By-laws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment(s) shall be sent to all absent members at least ten (10) days prior to the voting session. A simple majority of the whole Board (including vacancies) shall be sufficient for adoption of an amendment.

10. REVOCATION OF FORMER BY-LAWS:

All By-Laws and resolutions of this Library Board heretofore adopted and inconsistent with or contrary to the foregoing By-Laws are hereby revoked.

Approved by the Board of Trustees

Dated: January 10, 2022

Amended: April 10, 2023; January 8, 2024; January 13, 2025; January 12, 2026.

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CUBA
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2025 Annual Report

Dear Cuba Community,

What a year it has been! As we reflect on 2025, we are filled with gratitude for this community and inspired by everything we accomplished together. From a newly renamed youth area to state conference presentations, and new strategic plan, the Cuba Library has been busy—and we couldn't have done it without you.

One of the year's most meaningful milestones was the ribbon-cutting ceremony to officially rename our renovated children's area the "Inez Hupp Memorial Youth Area." This beautiful, refreshed space was designed to be more inviting and user-friendly for children and families, and we are proud to honor John and Inez Hupp's legacy through it. The project garnered statewide attention when Director Tina Dalton, Youth Services Coordinator Cherilyn Wise, and Senior Library Assistant Shauna Comes presented "Building Access to All" at the New York Library Association annual conference, sharing our experience and lessons learned with librarians from across the state.

This year we completed a comprehensive survey to inform a full rewrite of the library's strategic plan. By listening to our patrons and neighbors, we refined our mission statement, vision statements, and goals to better reflect who we are and who we aspire to serve. Thank you to everyone who shared your thoughts. Your voice shaped our new strategic plan.

Cuba Circulating Library 2026 Board of Trustees

At the close of 2025, we bid a heartfelt farewell to Board President Faith Stewart, who dedicated eight remarkable years of service to the Cuba Circulating Library. Faith's passion and commitment have left a lasting imprint on this institution—a fact recognized by the Southern Tier Library System, which honored her with the Library Lion Award at their annual meeting. This distinction is given to individuals who have demonstrated a lasting passion and long-term commitment to libraries, and there is no one more deserving.

We are equally excited to welcome Jill Schwab as our new Board President. Jill has served on the Library Board since 2023, previously serving as the secretary. She teaches English at Cuba-Rushford High School, and especially loves teaching creative writing and science fiction. We look forward to all she will bring to this role.

None of this would be possible without the Cuba community—your visits, your donations, your enthusiasm, and your trust in us. As we look ahead, we remain committed to being a place where everyone belongs, where curiosity is welcome, and where neighbors come together.

With Gratitude,

Tina Dalton

Library Director

&

Board of Trustees

Jill Schwab, President

Brad Weaver, Vice President

Emily Zayac, Financial Officer

Marsha Long, Secretary

Betsy Cashing

Sue Feldbauer

Jacqueline Gertner

Ann Gross

Melissa Pingitore

Scott Sackett



2026 Cuba Library Budget

DISBURSEMENTS		Budget 2026	RECEIPTS		Budget 2026
Payroll Expenses			School		\$ 302,884.00
Gross Wages	\$	211,179.00	Local Lib. Ser. Aid		\$ 1,815.00
Federal Tax-Employers	\$	16,400.00	Fines		\$ 300.00
State Tax-Employers	\$	2,184.00	Copies		\$ 2,600.00
Background Checks	\$	400.00	Friends		\$ 5,000.00
Employee Benefits			Meeting Room		\$ 1,100.00
IRA Match	\$	6,300.00	Endowment		\$ 31,890.00
Health Insurance	\$	6,000.00	Donations		\$ 2,000.00
Library Materials			Adams Memorial		\$ 600.00
Books- Juvenile	\$	5,500.00	Memorials/Gifts		\$ 6,000.00
Books- Adult	\$	8,500.00	Central Library Serv		\$ 450.00
Serials	\$	1,500.00	DFY Grant		\$ 2,000.00
Audiobooks	\$	800.00	Budget Difference		\$ 11,500.00
DVDs	\$	1,500.00	Total		\$ 368,139.00
STLS Digital Collection	\$	3,812.00	Non-Budget Income		
Video Games	\$	1,000.00			
Adult Programs	\$	2,000.00	SAM grant		\$ 75,000.00
Children's Programs	\$	1,500.00	Arts Grant		\$ 7,500.00
STLS Cost Share	\$	12,631.00	Memorials/Gifts		
Advertising and Publicity	\$	200.00	Replacements		\$ 250.00
Bank Fees	\$	100.00	Misc. Grants		\$ 5,000.00
Custodial Supplies	\$	1,200.00	United Way		\$ 5,000.00
Discretionary/Misc	\$	1,000.00	Manley Grant		\$ 4,000.00
Insurance			NYS Construction A		\$ 100,500.00
Insurance - property	\$	8,052.00	Service includes:	Other: Doyle Trust	
Insurance -Disability	\$	1,125.00		TOTAL	\$ 197,250.00
D&O Liability Insurance	\$	925.00			
Workman's Comp	\$	2,231.00		Fire Extinguishers	\$ 200.00
Library Supplies				Argentieri's	\$ 350.00
Library Supplies	\$	4,000.00		Rug Shampoos	\$ 500.00
Printer Equipment & Services	\$	2,000.00		Window Cleaner	\$ 500.00
Library Equipment	\$	2,300.00		Water Softener	\$ 450.00
Membership Fees	\$	1,500.00		Gutters cleaned	\$ 350.00
Postage	\$	500.00		Doyle Security	\$ 2,300.00
Processing of Books	\$	1,100.00		Hotspots	\$ 3,300.00
PPE Supplies/Disaster	\$	500.00		Accountant (file 990	\$ 750.00
Repairs/Bldg & Grnds	\$	10,000.00		Bookkeeper	\$ 9,000.00
Service/Service contracts	\$	22,000.00		Lawyer	\$ 3,000.00
Audit	\$	5,500.00		Fire Place Clean	\$ 200.00
Travel	\$	4,500.00		Toshiba	\$ 1,000.00
Train/Conference	\$	3,500.00			\$ 21,900.00
Utilities					
Electric	\$	7,500.00			
Extended Broadband	\$	1,800.00			
Fuel	\$	4,000.00			
Phone	\$	1,400.00			
Total	\$	368,139.00			

“I am so thankful that my class has had the opportunity to partner with the Cuba Circulating Library and Miss Cherilyn the last two years. The students are always excited when Miss Cherilyn visits. She brings high-interest books to read that enrich our curriculum. One of the students' favorite visits this year was learning about volcanoes. We were able to weave great literature with a hands-on science activity. We listened to *Don't Blow Your Top* and *Kaboom!* Then students were able to build model volcanoes and watch them erupt. This collaboration helps spark a love of reading and curiosity. More importantly, the children are building a relationship with Miss Cherilyn and learning about the public library, where hopefully, they will visit, get their own library card, and continue their journey of becoming life long readers.” - Mrs. Sally Retz, 2nd grade teacher



This year, the Cuba Library contributed \$2,000 in in-kind support to Cuba Rushford school in the form of staff time, services, and materials.

“Partnering with the Cuba Library has been very beneficial to our students! In the beginning of the school year, many 4th graders were able to get their first library card and see first-hand what the library has to offer. Not only have we visited the library, but Miss Cherilyn has brought the library to us! The students see these visits as a “break,” but in reality, they are learning more than they know and start to show more of an interest in their own community.” - Mrs. Van Damme, 4th grade teacher

A Year's Overview

WHERE WE ARE NOW



The library had 17,560 visitors last year. We have 2,478 registered borrowers, which represents 55% of our service population.



The library hosted 530 programs in 2025 with an attendance of 8,915 people. This is an increase in 2024's attendance by 3.75%.



The library's circulation of physical items totaled 29,117 items checked out in 2025. The library has over 20,000 books, dvds, STEAM kits, and many other items in our collection. Digital check outs were at 7,755. Check out our selection on the Libby app as well as and streaming options through Kanopy.



The library partners with many organizations to provide services to the community. Partners include Head Start, The Village and Town of Cuba, The Chamber of Commerce, CRCS Schools, Cornell Cooperative Ext., the US Dept. of Veterans Affairs, CA BOCES, and the Alzheimer's Association.



The library received \$228,640 in grants in 2025. This includes funds in NYS construction aid to complete the renovation of the children's area, \$5,000 from United Way for the Summer Reading Program, and \$4,000 from the Manley Foundation to purchase a new copier.



In 2025, we had 305 participants in our Summer Reading Program. We held 123 programs with 3,397 people in attendance. Every Wednesday we held a special presentation for kids and their families featuring special events such as animals, folk stories, science experiments, puppets, and cultural dance. All kids participating in the Summer Reading Program received a free book each week of the six-week program.



The library buzzed with activity throughout 2025.

Our programming included:

- Game nights at the Tap n' Pour
- Painting, gardening, and cooking classes
- History and local author presentations
- Three ongoing book clubs, knitting group
- And much, much more!



We love being part of the fabric of this community. Our float earned 2nd place in the Dairy Days Parade, and we proudly volunteered at the Garlic Festival. It's always a joy to see our patrons out in the community and to represent everything the library stands for.



Youth Coordinator Cherilyn Wise partnered on a One School, One Community Read partnership with Cuba-Rushford School and the Rushford Library. Featuring *Ferris* by Kate DiCamillo, this was the first of its kind for our community.



Thanks to generous donations from our community, we were able to purchase a 55-gallon fish tank that has quickly become one of the library's most popular features. Stop in and say hello to our finned friends!

I. Commissioner's Regulations 90.3 (a) Definitions

Public Library System means a library established by one or more counties, a group of libraries serving an area including one or more counties in whole or in part, a library of a city containing one or more counties, or a cooperative library system established pursuant to the provisions of section 255 of the Education Law.

Approved plan of service means a plan of library service submitted by a public library system board of trustees in accordance with section 272 of the Education Law that has been approved by the Commissioner pursuant to the provisions of this section. The plan of service defines the mutual commitments, responsibilities and obligations of the public library system and its members in meeting the service needs of the area served and statewide library service goals.

Direct Access means the ability of an individual, who resides within the boundaries of a public library system and who has a valid borrower's card issued by the system or any member library in the system, to borrow materials for home use directly from the premises of any library that is a member of the public library system on the same basis as that specified for cardholders in each individual library.

Chartered service area means the geographic area served by a library as stated in charter documents as approved by the Board of Regents and on file with the department. For purposes of this section, the phrase "and its environs" or its equivalent, as contained in any charter document will not be recognized by the commissioner as a valid part of the library's chartered service area. For purposes of this section, the commissioner will not recognize areas served by the library under contract as a valid part of a library's chartered service area.

Resident borrower means an individual who resides within the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library.

Non-resident borrower means an individual who resides outside the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library or at another member library of the public library system who is a system cardholder.

Library resources mean the print and non-print materials owned by the library and any other services provided by the library to the resident borrowers of the library's chartered service area.

Local income means funds supplied by local taxing agencies which may be municipalities, school districts or special districts. These funds may be from the library's sponsoring municipality or from a non-sponsoring municipality in payment for library services.

On-site use means the ability of an individual to use library resources on the premises of a library.

Serious inequities and hardships mean those conditions which adversely affect resident borrowers of member libraries. Such conditions are defined in accordance with the free direct access provisions contained in each system's approved plan of service and may include, but limited to, a definition of what constitutes excessive borrowing of a library's resources by non-resident borrowers.

Unservd means those individuals residing in geographic areas that are within the boundaries of a public library system but outside the boundaries of chartered service area of a library which is a member of that system.

Underserved means those individuals residing in geographic areas that are within the chartered service area of a member library and which the public library system had identified as having an inadequate level of local income to support the delivery of acceptable library services.

II. STLS Free Direct Access Plan

Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.

Member libraries will provide free on-site use of library resources, including the use of computers and access to the Internet, to all individuals residing within the boundaries of the public library system service area. Free on-site use of the resources of the system will also be available to all individuals residing within the boundaries of the system. No individual shall be excluded from on-site use of the library resources of the system or any of its member libraries because of race, ethnicity, age, religion, sex, gender identity, sexual orientation, ability, or socioeconomic status.

As required by Commissioner's Regulation [§90.3\(a\) through \(d\)\(4\)](#) neither the system nor member libraries will charge individuals for library cards.

Individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive service and borrow materials by requesting a library card from a local library.

Describe how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or where a chartered and registered library was never a member of the system, will be served by the system.

All chartered and registered libraries in the Southern Tier Library System region are members of the System. If a member library chooses to withdraw from the System, neighboring libraries will issue cards and provide service to residents living in the service area of the withdrawing library.

STLS provides intra-system library loan service to residents; that service will continue to be provided for persons in an area where a library chooses to withdraw from the library system, or ceases to fund library service.

Describe what the system considers “serious inequities and hardships” and the criteria used by the system to make the determination.

“Serious inequities and hardships” occur when jurisdictions refuse to support, or provide sufficient support for a library. Services to local taxpayers are reduced and materials are unavailable because out-of-chartered service area residents are using those services and materials. Economic impact on an STLS member library, resulting in serious inequities and hardships results when

1. Non-residents who actively borrow materials constitute over 25% of the library’s borrowers.
2. Direct loans to nonresident borrowers constitute over 25% of a library’s circulation.

Describe what constitutes excessive out-of-chartered service area borrowing in the system.

“Excessive borrowing” in the Southern Tier Library System occurs when nonresident borrowers account for more than 25% of a library’s circulation.

Describe the unserved and the underserved population within the System.

Unserved populations within the STLS region (populations outside of a chartered service area), are defined in color-coded maps developed by the Division of Library Development and posted online.

Taxpayers in 30 of 32 school districts within the STLS region have approved tax support for library service; therefore, there is an implied contract for library service in 94% of the school districts which extends library service beyond chartered service areas

Describe the criteria used by the system to identify libraries as having an inadequate level of local income to support the delivery of acceptable library services (underserved). List those libraries so identified.

93% of chartered libraries in the System have a public funding referendum that aligns with school district, special legislative district, or municipal geographic borders. Only 3 of 43 chartered libraries do not have a public funding referendum. All 3 of these libraries receive public funds through their municipalities.

The System will use the criteria of Total Referendum Funding per Capita of School District or Municipality to identify libraries having an inadequate level of local income to support the delivery of acceptable library services.

While many factors determine a library's ability to provide minimum standard services, STLS has set the level of adequate funding at \$18.30 per School District Resident or Town Resident based on performance benchmarks within the library system that align with New York State Minimum Standards.

The following libraries have been identified as having inadequate levels of local income based on 2024 figures.

- | | |
|------------------------------------|------------------------------------|
| Scio Memorial Library | Colonial Library |
| 20th Century Club Library | Arkport Public Library |
| Dutton S Peterson Memorial Library | Genesee Library |
| Belmont Free Library | Andover Free Library |
| Angelica Free Library | E J Cottrell Memorial Library |
| Bolivar Free Library | Addison Public Library |
| Rushford Free Library | Mabel D. Blodgett Memorial Library |
| Jasper Free Library | Middlesex Public Library |
| Benedek Memorial Library | Modeste Bedient Memorial Library |

Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.

The Southern Tier Library System proactively works with member libraries to best understand library charter types and public funding mechanisms. This active work includes:

1. Develop recommendations for funding options and/or charter changes for members libraries.
2. Meet with member library boards of trustees to discuss the following funding options and charter changes:
 - a) contract with neighboring municipalities to provide library service, or

- b) expand library service areas and request additional funds from the expanded area, or
 - c) request funding increases from local funding sources, or
 - d) establish voter referendums for library funding, or
 - e) request larger funding increases through voter referendums
3. Provide training workshops on funding and charter changes.
 4. Provide a timetable for such actions.
Ongoing 2027 - 2031
 5. Identify who will be responsible for carrying out these actions.
The library system's Division of Administration and Division of Librarianship

Describe the conditions under which modifications to the Free Direct Access plan can be made.

A. With the approval of the majority of member libraries and without prior approval of the Commissioner of Education

If a jurisdiction* with a population of over 10,000 ceases providing tax support for a library, and does not contract for service with a neighboring library, modification to this plan can be made with the approval of the majority of STLS member libraries.

Except for the central library, member libraries may refuse to loan non-print materials and equipment and printed materials, less than one year from the acquisition date, purchased with local funds. Libraries must certify to STLS that they are able to identify which materials and services were purchased with various funding sources in order to determine which materials may be restricted.

Member libraries may also restrict attendance at library programs if such programs are supported entirely with local funds.

However, under no circumstances will member libraries charge individuals, who reside within STLS, for library cards or deny on-site use as defined in Section 1 of this plan.

(*A jurisdiction may be comprised of multiple municipalities which have formerly constituted one library service area.)

In addition, in cases where a member library, including the Central Library, can document "serious inequity or hardship" as described in items 3 and 4 of this document, the library can submit a request to the STLS Board of Trustees to place restrictions, consistent with Commissioner's Regulations 90.3, upon the use of library resources and use of services by residents outside the library's chartered service area. The STLS Board of Trustees will conduct a

vote of member libraries; if a majority approve, the library may place the restrictions as requested.

These restrictions are limited to:

- non-print materials
- equipment
- printed materials, less than one year old,

The above materials must have been purchased with local funds.

- attendance at library programs supported entirely with local funds. If attendance at programs must be limited, local residents may be given first access to them.

With the prior approval of the Commissioner of Education

Certain additional modifications to this plan may be made for individual libraries with the approval of the majority of member libraries and with prior approval from the Commissioner of Education. Such requests will be submitted in writing to the System board of trustees. The System board will not unnecessarily delay the submission of a member request for additional restrictions once the member libraries have approved the request to go forward. They will include, but not be limited to, the requirements below:

1. a.) Documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request. (For example, if an unserved community defeats a library proposition or terminates a contract for library services, the system may request hardship waiver from the Commissioner on behalf of the affected library.)

b.) The proposed modifications that will be implemented.

No modifications will be considered if they include charging for library services.

2. A description of the anticipated impact on resident and non-resident resident borrowers after modifications are approved and implemented. Restrictions apply only for member libraries. The System may not impose restrictions. The System will continue to serve those populations from areas where approved member library restrictions have been imposed.
3. A time frame for the beginning and end of such a modification. Modifications for restrictions will be approved for a certain period of time. Renewals must be made on a timely basis.
4. A recommendation from the STLS Executive Director regarding steps to be taken to remedy the underlying inequity with a proposed timetable for action.

Describe how the system will assure that member libraries are complying with the System free direct access plan approved by a majority of member libraries.

The System will require member libraries to certify annually that their library follows this Free Direct Access plan.

Describe how the System obtained member library input to the plan for free direct access.

On March 23, 2026, a draft copy of the proposed new plan, including a link to the current plan, was sent to library directors and board presidents for comment. The plan was discussed at a Directors Advisory Council meeting on March 25, 2026. In response to questions, clarifying language was added and the draft plan was further revised by the Directors Advisory Council. All 43 chartered libraries signed off on a *Member Library Approval & Agreement Form* to certify they agree with, and will adhere to the 2027 – 2031 Free Direct Access Plan.

Addendum:

Towns with populations that are unserved and don't provide tax support for library service are:

Schuyler County

Dix Town— the portion of the town not in the Watkins Glen School District

Orange Town—portion of the town in the Bradford

Tyrone Town—portion of the town not in Dundee or Watkins Glen School Districts

Steuben County

Bradford Town—no support for library service

Cameron Town—portion of the town in the Jasper-Troupsburg School District

Cohocton—portion of the town in the Avoca School District

Rathbone Town—portion of the town not in the Addison School District

Woodhull Town—portion of the town not in the Addison School District

Yates County

Italy Town—portion of the town in the Naples School Districts

Adopted by the Southern Tier Library System Board of Trustees: Monty/Day/Year

2024 Rankings - Libraries Funding Levels and Rank Under Free Direct Access Plan - 2027-2031 - STLS

Funding Ranking	Library	County	Total Referendum Funding	School District or Municipal Resident Population	School District Student Population	Referendum Funding per School District or Municipal Resident	Referendum Funding per SD Student	2023 Rank	Rank Increase / Decrease	Biggest Funding Increases (100% or more)	Bigger Funding Increases (50% - 99%)	Big Funding Increases (25% - 49%)
1	Whitesville Public Library	ALLEGANY	\$ 64,693	1150	266	\$ 56.25	\$ 243.21	1	0		2017	
2	David A Howe Public Library	ALLEGANY	\$ 469,941	9181	1267	\$ 51.19	\$ 370.91	2	0	2025		
3	Penn Yan Public Library	YATES	\$ 750,208	15300	1598	\$ 49.03	\$ 469.47	3	0			
4	*Chemung County Library District	CHEMUNG	4,023,615	88830	N/A	\$ 45.30	N/A	4	0			
5	Southeast Steuben County Library	STEUBEN	\$ 1,479,119	34108	5057	\$ 43.37	\$ 292.49	15	10		2024	2015
6	Prattsburg Free Library	STEUBEN	\$ 90,380	2085	426	\$ 43.35	\$ 212.16	5	-1	2017		
7	~Pulteney Free Library	STEUBEN	\$ 54,410	1285	491	\$ 42.34	\$ 110.81	6	-1		2013	
8	Friendship Free Library	ALLEGANY	\$ 83,441	2144	354	\$ 38.92	\$ 235.71	7	-1			2016/2022
9	Belfast Public Library	ALLEGANY	\$ 87,928	2362	345	\$ 37.23	\$ 254.86	8	-1		2021	
10	Cuba Circulating Library Association	ALLEGANY	\$ 237,098	6421	890	\$ 36.93	\$ 266.40	9	-1		2022	
11	Hornell Public Library	STEUBEN	\$ 370,955	10698	1707	\$ 34.68	\$ 217.31	10	-1		2020	
12	Watkins Glen Cen Sch Dis Free Pub Lib	SCHUYLER	\$ 267,025	8020	1174	\$ 33.29	\$ 227.45	19	7		2024	
13	~Fred and Harriet Taylor Memorial Library	STEUBEN	\$ 73,500	2343	491	\$ 31.37	\$ 149.69	11	-2			
14	Dormann Library	STEUBEN	\$ 347,908	11388	1533	\$ 30.55	\$ 226.95	13	-1			
15	Montour Falls Memorial Library	SCHUYLER	\$ 177,580	5854	752	\$ 30.33	\$ 236.14	12	-3	2016		
16	Dundee Library	YATES	\$ 178,000	6469	747	\$ 27.52	\$ 238.29	14	-2	2014		
17	~**Avoca Free Library	STEUBEN	\$ 58,000	2264	470	\$ 25.62	\$ 123.40	18	1			
18	Essential Club Free Library	ALLEGANY	\$ 40,750	1681	253	\$ 24.24	\$ 161.07	17	-1			
19	~**Howard Public Library	STEUBEN	\$ 34,000	1467	470	\$ 23.18	\$ 72.34	16	-3			
20	Wide Awake Club Library	ALLEGANY	\$ 111,525	5193	661	\$ 21.48	\$ 168.72	22	2			
21	Wayland Free Library	STEUBEN	\$ 202,019	9451	1140	\$ 21.38	\$ 177.21	20	-1			2014
22	Alfred Box of Books Library	ALLEGANY	\$ 147,630	7373	626	\$ 20.02	\$ 235.83	21	-1	2017		2022
23	Cohocton Public Library	STEUBEN	\$ 176,000	9451	1140	\$ 18.62	\$ 154.39	23	0		2015	
24	Wimodaughasian Free Library	STEUBEN	\$ 114,990	6203	930	\$ 18.54	\$ 123.65	24	0			2016/2017
25	Scio Memorial Library	ALLEGANY	\$ 41,593	2350	349	\$ 17.70	\$ 119.18	26	1			2021/2023
26	20th Century Club Library	ALLEGANY	\$ 120,000	7373	626	\$ 16.28	\$ 191.69	25	-1	2017		2023
27	Dutton S Peterson Memorial Library	SCHUYLER	\$ 86,710	5854	752	\$ 14.81	\$ 115.31	29	2		2016	
28	Belmont Free Library	ALLEGANY	\$ 58,200	4064	576	\$ 14.32	\$ 101.04	27	-1		2017	
29	Angelica Free Library	ALLEGANY	\$ 56,000	4064	576	\$ 13.78	\$ 97.22	28	-1		2017	
30	Bolivar Free Library	ALLEGANY	\$ 61,500	4464	799	\$ 13.78	\$ 76.97	32	2			2015/2016
31	Rushford Free Library	ALLEGANY	\$ 82,730	6421	890	\$ 12.88	\$ 92.96	31	0		2022	
32	~**Jasper Free Library	STEUBEN	\$ 17,680	1424	566	\$ 12.42	\$ 31.24	30	-2			
33	Benedek Memorial Library	STEUBEN	\$ 68,800	5675	863	\$ 12.12	\$ 79.72	34	1			
34	Colonial Library	ALLEGANY	\$ 51,880	4464	799	\$ 11.62	\$ 64.93	35	1			
35	Arkport Public Library	STEUBEN	\$ 46,913	3089	454	\$ 11.58	\$ 103.33	33	-2	2020		2024
36	Genesee Library	ALLEGANY	\$ 47,502	4464	799	\$ 10.64	\$ 59.45	36	0			2019/2021

37	Andover Free Library	ALLEGANY	\$ 23,000	2172	333	\$ 10.59	\$ 69.07	37	0			
38	E J Cottrell Memorial Library	STEUBEN	\$ 79,145	9451	1140	\$ 8.37	\$ 69.43	38	0			2014/2023
39	Addison Public Library	STEUBEN	\$ 40,000	7094	1135	\$ 5.64	\$ 35.24	39	0			2023
40	Mabel D. Blodgett Memorial Library	YATES	\$ 50,306	9683	1145	\$ 5.20	\$ 43.94	40	N/A	2021	2020	
41	Middlesex Public Library	YATES	\$47,034	9683	1145	\$ 4.86	\$ 41.08	41	N/A	2021		2020
42	Modeste Bedient Memorial Library	YATES	\$ 65,000	15300	1598	\$ 4.25	\$ 40.68	42	0			2017
	~ Indicates library's local funding is based on Town Population; all others are based on School District Population											
	* Chemung County Figures represent County Per Capita; not School District Resident Per Capita											
	** Indicates Chartered libraries without public funding referendum											
	Reading Centers are not listed as the Report applies to Free Direct Access Plan of Chartered Libraries											

2027 – 2031 Free Direct Access Plan
Member Library Approval & Agreement Form



2027 - 2031 Free Direct Access Plan
Member Library Approval Form

As required by Commissioner’s Regulation [§90.3\(a\) through \(d\)\(4\)](#) neither the library system nor member libraries will charge individuals for library cards.

This overall statement along with supporting documentation of the Free Direct Access Plan of the Southern Tier Library System must be approved by all chartered libraries in STLS’ service area. The Free Direct Access Plan was presented to member libraries for review, revisions and recommendations. In good faith, STLS has incorporated all justified recommendations from its member libraries and intends to uphold the Free Direct Access Plan as part of its Plan of Service 2027-2031.

By signing this approval form, our library also agrees to uphold the Free Direct Access Plan as part of STLS’ Plan of Service 2027-2031.

Member Library Agreement and Approval

The Board of Trustees of the _____ Library

voted to approve the Southern Tier Library System’s Free Direct Access Plan at a

meeting held _____ (date.)

Signature _____
Board President

Name (please print) _____

Date: _____

Return to: Brian M. Hildreth, Executive Director
Southern Tier Library System