

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

**Monday, June 8, 2026**  
**5:30pm**

1. Call to order
2. Public Comments
3. Adoption of Agenda
4. Friends' Report
5. Minutes of the May Meeting
6. Financial Officer's Report
7. Corresponding Secretary
8. Director's Report
9. Committee Reports
  - i. Planning
  - ii. Finance
  - iii. Bldgs/Grounds
    - a. Landscaping bid
  - iv. Personnel
    - a. Director's evaluation
  - v. Policy
    - a. Whistleblower
  - vi. Liaison with Friends
  - vii. Education
  - viii. Executive
10. Unfinished Business
  - i. SAM grant
11. New Business
12. Executive Session as needed
13. Adjournment

## **Tentative Minutes**

Cuba Circulating Library Board of Trustees

### **Meeting Minutes for Monday, May 11, 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

1. Call to order 5:30
2. Public Comments – none
3. Adoption of Agenda – Tina asked that two items be added to New Business. On a motion from Ann Gross, second by Marsha Long, two items were added to New Business; the handling of payment to Mazza Mechanical Servies and discussion on the Library Tax Levy. Motion passed.
4. Friends Report – Sue reported that the Friends CCC Committee has been meeting and have the event planned for August 5<sup>th</sup>. The Book Room responsibilities have been passed from Sarah Vail to Johanna Ross.
5. Minutes of the April meeting – On a motion by Melissa Pingitore, second by Ann Gross, the motion to accept the minutes passed unanimously.
6. Financial Officer’s Report- See attached. A motion to accept the presented report was made by Elizabeth Cashing and seconded by Brad Weaver. Motion passed.
7. Corresponding Secretary – Ann read several Thank You notes from staff members for the Staff Appreciation Luncheon provided by the board.
8. Director’s Report – See attached.
9. Committee Reports
  - i. Planning- Scott reported that the committee will be meeting and that there will be more on the goals this July.
  - ii. Finance
    - a. Investment Policy – Emily gave a summary of the information gathered on Impact Solutions and Sustainable Practices in relation to our investments. After discussion, a motion to move our endowment fund to an Impact Market Growth Portfolio, managed by our financial advisor, was made by Brad Weaver, seconded by Jill Schwab. Motion passed.

- b. Emily presented The Investment Policy with updated wording. A motion to accept the policy as presented was made by Jacqueline Gertner, second by Melissa Pingitore, motion passed.
  - iii. Buildings & Grounds – Trustees are asked to help with flower bed plantings on May 19 at 9:30 if possible.
  - iv. Personnel – none
  - v. Policy – The wireless policy was due to be reviewed. With only grammatical corrections made, a motion to accept the Wireless Policy was made by Brad Weaver, seconded by Scott Sackett. Motion passed.
  - vi. Liaison with Friends – none
  - vii. Education – Brad gave a reminder to have our two hours of education and sexual harassment training completed for this calendar year. He will collect documentation of completion.
  - viii. Executive
- 10. Unfinished Business
  - i. SAM Grant – work has started
  - ii. Nominating Committee – see below
  - iii. Annual Report – See attached. A motion to accept the Annual Report for Public and Association Libraries was made by Melissa Pingitore, seconded by Emily Zayac. Motion passed.
- 11. New Business
  - i. August meeting – A motion was made to cancel the August meeting. The motion by Ann Gross, seconded by Emily Zayac passed unanimously. Trustees were encouraged to attend a library sponsored event on the usual meeting evening – Shake on the Lake at the Block Barn.
  - ii. June secretary pro tem – Melissa Pingitore volunteered to serve as secretary in Marsha Long’s absence for the June meeting.
  - iii. Mazza payment – In order to pay Mazza for the SAM Grant work, funds will need to be made available until the grant money is released to the library. A motion was made by Melissa Pingitore, second by Scott Sackett, to move \$75,000 of Endowment funds to the Five Star account

to pay Mazza Mechanical Services and when SAM grant funds are received, the Endowment will be repaid \$75,000.

- iv. Library Tax Levy – Tina will be speaking at the May 12 School Board Budget Meeting and reiterating that the vote for the Cuba Library funding is a separate vote line from that of the district budget.
- v. Executive session- a motion to enter into Executive Session to discuss matters relating to the appointment of a particular person to the board was made by Elizabeth Cashing, seconded by Emily Zayac. Motion passed. A motion to come out of executive session was made by Melissa Pingitore, second by Elizabeth Cashing. Motion passed.  
  
Jill Schwab reported to the board that Seamus Cummesky was interviewed by the nominating committee. A motion to accept Seamus Cummesky as a trustee, pending a background check, was made by Scott Sackett, second by Ann Gross. Motion passed.

12. Adjournment – Motion to adjourn was made by Emily Zayac, seconded by Jacqueline Gertner at 6:17. Motion passed.

Respectfully submitted,

Marsha Long

# Cuba Circulating Library Association

## Budget vs. Actuals

January - May, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Revenue</b>				
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	23,640.13	6,000.00	-17,640.13	-294.00 %
4018 Central Library Services Aid		450.00	450.00	100.00 %
4020 Meeting Room Fee	300.00	1,100.00	800.00	72.73 %
4100 Other Income				
Book Replacement	65.00		-65.00	
Copies Income	1,011.25	2,600.00	1,588.75	61.11 %
Donation Box	280.00	2,000.00	1,720.00	86.00 %
Fines	61.20	300.00	238.80	79.60 %
Misc Income		0.00	0.00	
<b>Total 4100 Other Income</b>	<b>1,417.45</b>	<b>4,900.00</b>	<b>3,482.55</b>	<b>71.07 %</b>
4200 Restricted Funds Revenue	13,602.63		-13,602.63	
Adult Programs	67.80		-67.80	
Arts Grant		0.00	0.00	
Childrens Programs	75.00		-75.00	
DFY Grant		2,000.00	2,000.00	100.00 %
Friends	5,200.00	5,000.00	-200.00	-4.00 %
Grant - STLS	442.99		-442.99	
Grants	2,000.00		-2,000.00	
<b>Total 4200 Restricted Funds Revenue</b>	<b>21,388.42</b>	<b>7,000.00</b>	<b>-14,388.42</b>	<b>-205.55 %</b>
4500 Investment Income				
Dividend Income	3,787.79		-3,787.79	
Interest Income	1,571.53		-1,571.53	
Morgan Stanley				
Adams Memorial		600.00	600.00	100.00 %
Endowment Fund	75,000.00	31,890.00	-43,110.00	-135.18 %
<b>Total Morgan Stanley</b>	<b>75,000.00</b>	<b>32,490.00</b>	<b>-42,510.00</b>	<b>-130.84 %</b>
Realized Gain/Loss on Investments	142,846.79		-142,846.79	
Unrealized Gain/Loss on Investments	-88,443.93		88,443.93	
<b>Total 4500 Investment Income</b>	<b>134,762.18</b>	<b>32,490.00</b>	<b>-102,272.18</b>	<b>-314.78 %</b>
Budget Carryover		11,500.00	11,500.00	100.00 %
<b>Total Revenue</b>	<b>\$181,508.18</b>	<b>\$368,139.00</b>	<b>\$186,630.82</b>	<b>50.70 %</b>
<b>GROSS PROFIT</b>	<b>\$181,508.18</b>	<b>\$368,139.00</b>	<b>\$186,630.82</b>	<b>50.70 %</b>
<b>Expenditures</b>				
6100 Payroll Expenses				
6101 Wages	86,817.76	211,179.00	124,361.24	58.89 %
6102 Taxes	1,304.60		-1,304.60	
Payroll Tax	5,733.80	0.00	-5,733.80	
Payroll Tax FICA Employer		16,400.00	16,400.00	100.00 %
SUTA	1,072.33	2,184.00	1,111.67	50.90 %

# Cuba Circulating Library Association

## Budget vs. Actuals

January - May, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Total 6102 Taxes</b>	<b>8,110.73</b>	<b>18,584.00</b>	<b>10,473.27</b>	<b>56.36 %</b>
6103 Employee Benefits				
Company Contributions				
Retirement	1,889.72	6,300.00	4,410.28	70.00 %
<b>Total Company Contributions</b>	<b>1,889.72</b>	<b>6,300.00</b>	<b>4,410.28</b>	<b>70.00 %</b>
Health Insurance	2,500.00	6,000.00	3,500.00	58.33 %
<b>Total 6103 Employee Benefits</b>	<b>4,389.72</b>	<b>12,300.00</b>	<b>7,910.28</b>	<b>64.31 %</b>
6105 Ins - Disability	1,238.95	1,125.00	-113.95	-10.13 %
6106 Background Expense	193.26	400.00	206.74	51.69 %
<b>Total 6100 Payroll Expenses</b>	<b>100,750.42</b>	<b>243,588.00</b>	<b>142,837.58</b>	<b>58.64 %</b>
6200 Library Materials				
6205 Books-J	1,750.24	5,500.00	3,749.76	68.18 %
6210 Books-A	3,484.97	8,500.00	5,015.03	59.00 %
6220 Serials	1,210.38	1,500.00	289.62	19.31 %
6230 Audio	579.04	800.00	220.96	27.62 %
6240 Equipment		0.00	0.00	
6250 Digital Books		0.00	0.00	
6260 DVD	757.48	1,500.00	742.52	49.50 %
6270 Video Games	93.68	1,000.00	906.32	90.63 %
6275 STLS Digital Collection	3,812.00	3,812.00	0.00	0.00 %
6280 Adult Programming	1,383.90	2,000.00	616.10	30.81 %
6285 Childrens Programming	755.89	1,500.00	744.11	49.61 %
6290 STLS cost share	12,067.94	12,631.00	563.06	4.46 %
<b>Total 6200 Library Materials</b>	<b>25,895.52</b>	<b>38,743.00</b>	<b>12,847.48</b>	<b>33.16 %</b>
6202 Book Replacement	18.72		-18.72	
6300 Restricted Fund Spending	42,627.00		-42,627.00	
6310 Arts Grant Expense	750.00		-750.00	
6320 Friends Expense	1,979.61		-1,979.61	
6350 Wilday Grant	503.43		-503.43	
6355 STLS Outreach	277.99		-277.99	
6360 DFY Grant		0.00	0.00	
6368 Martin Grant	73.51		-73.51	
6370 Memorials & Gifts	1,541.65		-1,541.65	
6390 United Way Grant	1,275.12		-1,275.12	
<b>Total 6300 Restricted Fund Spending</b>	<b>49,028.31</b>	<b>0.00</b>	<b>-49,028.31</b>	
6410 Advertisement	56.14	200.00	143.86	71.93 %
6415 Bank fees	10.00	100.00	90.00	90.00 %
6420 Custodial supplies	255.67	1,200.00	944.33	78.69 %
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 %

# Cuba Circulating Library Association

## Budget vs. Actuals

January - May, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Ins - Workman's Comp	71.00	2,231.00	2,160.00	96.82 %
<b>Total 6430 Insurance</b>	<b>8,377.18</b>	<b>11,208.00</b>	<b>2,830.82</b>	<b>25.26 %</b>
6440 Investment Fee	2,907.57		-2,907.57	
6445 Library supplies	737.67		-737.67	
Computer Equipment & Services	169.07	2,000.00	1,830.93	91.55 %
Library Equipment	494.72	2,300.00	1,805.28	78.49 %
Library Supplies	668.88	4,000.00	3,331.12	83.28 %
<b>Total 6445 Library supplies</b>	<b>2,070.34</b>	<b>8,300.00</b>	<b>6,229.66</b>	<b>75.06 %</b>
6447 Membership	765.00	1,500.00	735.00	49.00 %
6450 Postage	216.30	500.00	283.70	56.74 %
6455 Processing Fee	230.67	1,100.00	869.33	79.03 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	1,091.95	10,000.00	8,908.05	89.08 %
6470 Services		100.00	100.00	100.00 %
Alarm System - Doyle	1,163.46	2,300.00	1,136.54	49.41 %
Argentieries	102.00	350.00	248.00	70.86 %
Attorney	1,350.00	3,000.00	1,650.00	55.00 %
Audit	5,500.00	5,500.00	0.00	0.00 %
Bookkeeper	3,550.00	9,000.00	5,450.00	60.56 %
Computer Tech		0.00	0.00	
Copier Acme	329.73	1,000.00	670.27	67.03 %
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	1,637.05	3,300.00	1,662.95	50.39 %
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	196.35	450.00	253.65	56.37 %
Window Cleaner	500.00	500.00	0.00	0.00 %
<b>Total 6470 Services</b>	<b>14,529.64</b>	<b>27,500.00</b>	<b>12,970.36</b>	<b>47.16 %</b>
6480 Train/conference	195.00	3,500.00	3,305.00	94.43 %
6485 Travel	540.20	4,500.00	3,959.80	88.00 %
6490 Utilities				
Electric	3,478.59	7,500.00	4,021.41	53.62 %
Extended Broadband	900.00	1,800.00	900.00	50.00 %
Fuel	1,493.51	4,000.00	2,506.49	62.66 %
Phone	616.00	1,400.00	784.00	56.00 %
<b>Total 6490 Utilities</b>	<b>6,488.10</b>	<b>14,700.00</b>	<b>8,211.90</b>	<b>55.86 %</b>
<b>Total Expenditures</b>	<b>\$214,080.71</b>	<b>\$368,139.00</b>	<b>\$154,058.29</b>	<b>41.85 %</b>
NET OPERATING REVENUE	<b>\$ -32,572.53</b>	<b>\$0.00</b>	<b>\$32,572.53</b>	<b>0.00%</b>
NET REVENUE	<b>\$ -32,572.53</b>	<b>\$0.00</b>	<b>\$32,572.53</b>	<b>0.00%</b>

# Cuba Circulating Library Association

## Budget vs. Actuals

January - May, 2026

# Cuba Circulating Library Association

## Statement of Activity

May 2026

	TOTAL	
	MAY 2026	MAY 2025 (PY)
<b>Revenue</b>		
4017 Memorials/Gifts	1,775.00	505.01
4020 Meeting Room Fee	50.00	100.00
4100 Other Income		
Book Replacement	20.00	
Copies Income	156.95	353.95
Donation Box	60.00	19.50
Fines	0.20	89.00
Misc Income		41.00
<b>Total for 4100 Other Income</b>	<b>\$237.15</b>	<b>\$503.45</b>
4200 Restricted Funds Revenue	\$1,012.63	
Adult Programs	67.80	
Friends	2,200.00	500.00
Grant - STLS		900.00
<b>Total for 4200 Restricted Funds Revenue</b>	<b>\$3,280.43</b>	<b>\$1,400.00</b>
4500 Investment Income		
Dividend Income	764.61	897.85
Interest Income	188.90	9.07
Morgan Stanley		
Endowment Fund	75,000.00	90,000.00
<b>Total for Morgan Stanley</b>	<b>\$75,000.00</b>	<b>\$90,000.00</b>
Realized Gain/Loss on Investments	142,503.95	8,131.09
Unrealized Gain/Loss on Investments	-121,540.93	20,331.93
<b>Total for 4500 Investment Income</b>	<b>\$96,916.53</b>	<b>\$119,369.94</b>
<b>Total for Revenue</b>	<b>\$102,259.11</b>	<b>\$121,878.40</b>
<b>Gross Profit</b>	<b>\$102,259.11</b>	<b>\$121,878.40</b>
<b>Expenditures</b>		
6100 Payroll Expenses		
6101 Wages	17,265.48	14,424.12
6102 Taxes	\$0.00	\$0.01
Payroll Tax	1,362.89	1,145.48
SUTA	162.64	122.58
<b>Total for 6102 Taxes</b>	<b>\$1,525.53</b>	<b>\$1,268.07</b>
6103 Employee Benefits		
Company Contributions		
Retirement	343.93	377.08
<b>Total for Company Contributions</b>	<b>\$343.93</b>	<b>\$377.08</b>
Health Insurance	500.00	500.00
<b>Total for 6103 Employee Benefits</b>	<b>\$843.93</b>	<b>\$877.08</b>
<b>Total for 6100 Payroll Expenses</b>	<b>\$19,634.94</b>	<b>\$16,569.27</b>

# Cuba Circulating Library Association

## Statement of Activity

May 2026

	TOTAL	
	MAY 2026	MAY 2025 (PY)
6200 Library Materials		
6205 Books-J	481.52	286.98
6210 Books-A	806.92	805.71
6220 Serials		25.00
6230 Audio	47.94	
6260 DVD	104.01	312.86
6270 Video Games		179.81
6280 Adult Programming	400.77	103.86
6285 Childrens Programming	6.99	8.42
<b>Total for 6200 Library Materials</b>	<b>\$1,848.15</b>	<b>\$1,722.64</b>
6202 Book Replacement		10.82
6300 Restricted Fund Spending	\$40,909.84	
6310 Arts Grant Expense	400.00	405.00
6315 ALA Grant		62.25
6320 Friends Expense	406.43	939.05
6330 Manley Grant expense		46.78
6350 Wilday Grant	303.43	321.49
6355 STLS Outreach		964.41
6368 Martin Grant		52.41
6370 Memorials & Gifts	670.45	491.55
<b>Total for 6300 Restricted Fund Spending</b>	<b>\$42,690.15</b>	<b>\$3,282.94</b>
6410 Advertisement	32.03	85.66
6420 Custodial supplies		102.53
6440 Investment Fee	622.81	500.34
6445 Library supplies		\$140.59
Library Equipment	451.98	258.69
Library Supplies	198.80	
<b>Total for 6445 Library supplies</b>	<b>\$650.78</b>	<b>\$399.28</b>
6447 Membership	500.00	
6450 Postage		4.08
6455 Processing Fee	67.32	77.22
6465 Repairs/Building & Grounds	19.53	1,228.67
6470 Services		
Argentieries	34.00	17.00
Attorney		887.50
Audit	5,500.00	
Bookkeeper	710.00	675.00
Copier Acme	100.66	170.00
Hotspots	159.41	399.41
Water Softener	15.00	15.50
<b>Total for 6470 Services</b>	<b>\$6,519.07</b>	<b>\$2,164.41</b>
6480 Train/conference	45.00	430.00
6485 Travel		989.96

# Cuba Circulating Library Association

## Statement of Activity

May 2026

	TOTAL	
	MAY 2026	MAY 2025 (PY)
6490 Utilities		
Electric	694.96	400.91
Fuel	278.00	296.00
Phone	50.00	50.00
<b>Total for 6490 Utilities</b>	<b>\$1,022.96</b>	<b>\$746.91</b>
<b>Total for Expenditures</b>	<b>\$73,652.74</b>	<b>\$28,314.73</b>
<b>Net Operating Revenue</b>	<b>\$28,606.37</b>	<b>\$93,563.67</b>
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations		-750.00
Children's Area Remodel Expenses		1,377.50
<b>Total for Children's Area Remodel (Net)</b>		<b>\$627.50</b>
<b>Total for Other Expenditures</b>		<b>\$627.50</b>
<b>Net Other Revenue</b>		<b>-\$627.50</b>
<b>Net Revenue</b>	<b>\$28,606.37</b>	<b>\$92,936.17</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of May 31, 2026

	TOTAL	
	AS OF MAY 31, 2026	AS OF APR 30, 2026 (PP)
<b>Assets</b>		
Current Assets		
Bank Accounts		
1020 Five Star	4,459.18	18,983.47
1080 Money Market	99,988.59	79,799.74
1090 Savings	0.00	0.00
<b>Total for Bank Accounts</b>	<b>\$104,447.77</b>	<b>\$98,783.21</b>
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
<b>Total for Accounts Receivable</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	\$0.00	\$0.00
Cash, BDP, and Money Market Fds	4,926.50	5,372.38
Cost of Securities	728,685.22	663,043.11
Unrealized Gain/Loss	8,035.97	126,283.04
<b>Total for 1303 Endowment Investment</b>	<b>\$741,647.69</b>	<b>\$794,698.53</b>
1306 Adams Mem Book Fund Investment	\$0.00	\$0.00
Cash, BDP, and Money Market Fds	126.69	136.22
Cost of Securities	20,403.40	16,444.30
Unrealized Gain/Loss	225.79	3,519.65
<b>Total for 1306 Adams Mem Book Fund Investment</b>	<b>\$20,755.88</b>	<b>\$20,100.17</b>
1400 Prepaid Fee	294.22	294.22
Grant Receivable	0.00	0.00
Payroll Refunds	0.00	0.00
QuickBooks Tax Holding Account	538.85	538.87
Repayment		
Christmas Gift Card	0.00	0.00
Travel Reimbursement	0.00	0.00
<b>Total for Repayment</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total for Other Current Assets</b>	<b>\$763,236.64</b>	<b>\$815,631.79</b>
<b>Total for Current Assets</b>	<b>\$867,684.41</b>	<b>\$914,415.00</b>
Fixed Assets		
1520 Building and equipment	\$1,346,028.30	\$1,346,028.30
Elevator Replacement	41,645.00	41,645.00
<b>Total for 1520 Building and equipment</b>	<b>\$1,387,673.30</b>	<b>\$1,387,673.30</b>
1525 A/D Building and equipment	-583,121.44	-583,121.44
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	-117,418.55
Land	46,763.00	46,763.00
<b>Total for Fixed Assets</b>	<b>\$851,315.31</b>	<b>\$851,315.31</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of May 31, 2026

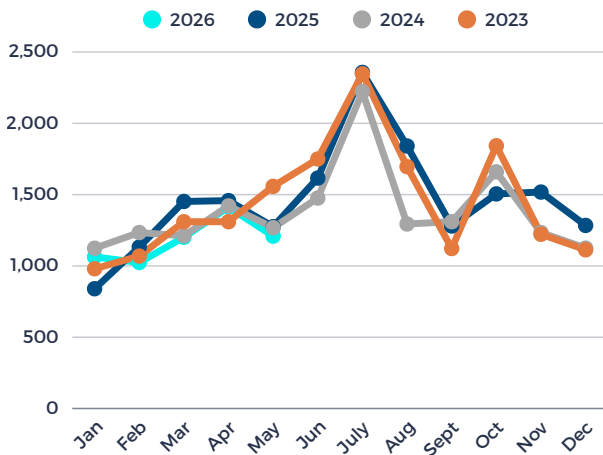
	TOTAL	
	AS OF MAY 31, 2026	AS OF APR 30, 2026 (PP)
Other Assets		
1000 Friends Cash	0.00	0.00
<b>Total for Other Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total for Assets</b>	<b>\$1,718,999.72</b>	<b>\$1,765,730.31</b>
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Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	710.00	710.00
<b>Total for Accounts Payable</b>	<b>\$710.00</b>	<b>\$710.00</b>
Credit Cards		
5662 Bank Of America	0.00	0.00
<b>Total for Credit Cards</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Liabilities		
2100 Payroll Liabilities	\$0.00	\$0.00
American Funds	0.00	336.96
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	0.00	0.00
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
<b>Total for 2100 Payroll Liabilities</b>	<b>\$0.00</b>	<b>\$336.96</b>
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
<b>Total for Other Current Liabilities</b>	<b>\$0.00</b>	<b>\$336.96</b>
<b>Total for Current Liabilities</b>	<b>\$710.00</b>	<b>\$1,046.96</b>
<b>Total for Liabilities</b>	<b>\$710.00</b>	<b>\$1,046.96</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	68,654.10	143,654.10
3550 Realized Gain/Loss Equity	99,345.91	99,345.91
3800 Restricted Fund	66,827.30	66,827.30
3900 Fund Balance	1,516,034.94	1,516,034.94
Net Revenue	-32,572.53	-61,178.90
<b>Total for Equity</b>	<b>\$1,718,289.72</b>	<b>\$1,764,683.35</b>
<b>Total for Liabilities and Equity</b>	<b>\$1,718,999.72</b>	<b>\$1,765,730.31</b>

# Cuba Circulating Library

## MAY 2026 DIRECTOR'S REPORT



### Patron Visits



### PATRON NUMBERS

Our door count was **1,209** in May, which is on par with this time of year. Circulation was **2,445** which is also typical of this month. We added **14** new library cards (9 adult, 3 juvenile, and 2 welcome). We answered **51** reference questions in May. We held 24 adult programs, 3 teen programs, and 26 kids programs.

### SAM GRANT

Mazza has been at the library working on the HVAC project for most of May. The thermostat control system has been installed but not yet networked. We are waiting on STLS to coordinate that on their end. The new system is stronger than our current pressure control value. They are upgrading that part for us at no additional cost although it wasn't part of the original scope of work. Mazza has been an excellent company to work with. Their techs have been professional and respectful of our employees. They were a great choice for this project. I'm working with John Eberth at our Assemblyman's office to try to push through our grant paperwork.

**37**

Onsite Programs

**330**

Programs Attendees

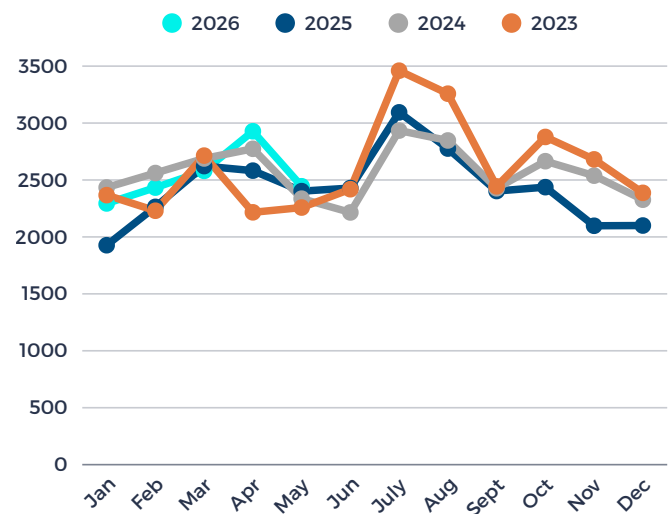
**16**

Outreach Visits

**172**

Outreach Attendees

### Circulation



**2445**

Items checked out in May

**\*\*\***

eContent accessed in May

**96**

Public computer sessions in March

**292**

Holds filled in May

**656**

Visits to website in May

**2928**

Items checked out in April

**755**

eContent accessed in April

**111**

Public computer sessions in April

**323**

Holds filled in April

**600**

Visits to website in April

## Grants & Donations

Allegany County Libraries are meeting on June 10<sup>th</sup> to discuss the Ralph Wilson Jr Foundation grant. Funds should be released to each library on Friday, June 26<sup>th</sup>.

I've completed the required paperwork for the American Heart Association CERP grant. We are moving forward in the process towards acquiring a new AED to replace the old one upstairs in the main library. We will also receive CPR training dummies for use in classes. Linda Botens is offering a series of five "Stop the Bleed/Hands Only CPR" classes at the library throughout the summer. She will also share some wilderness survival techniques during these classes.

## Library Programs

In May, we offered a Kombucha 101 class. Adults had the opportunity to learn from Erika Moses how to make kombucha at home, using a SCOBY (a culture of bacteria and yeast that looks a lot like a jellyfish). This class was very well received and attendees look forward to Erika's next class in September when she teaches how to ferment mead.

Artist Eric Elwell spoke about his art and artistic process on June 27. His art has been on display in our art gallery for the past several weeks and has been very well received by the community. It was quite interesting to hear about his journey to become an artist. He also showed us the techniques he uses to make his work look less digitally illustrated.

## Spring Tea

The Annual Spring Tea this year celebrated America's 250<sup>th</sup> birthday with a speaker from the Catherine Schuyler DAR Chapter, Joan Sinclair. Joan spoke about Revolutionary War patriots who are buried in Cuba and told us about the work the DAR is doing to install a memorial in Angelica to the patriots of Allegany County. Attendees had the opportunity to taste "Revolutionary" snacks, prepared from recipes in the DAR's cookbook. Special thanks to Ann Gross, Marsha Long, Lynn Fulmer, and Martha Nenno for helping put on the tea. It would not have happened without their help and hard work.



## Spring Planting

Spring planting took place on May 19. This is always a community effort. The Beautification Committee orders our plants, we have teens from the high school who help, I recruit my kids to help, and I always appreciate the help of the trustees who join in. Thank you, Ann and Marsha! The library looks beautiful.

## Upcoming Programs

- Tues, June 9 @ 11:00 Understanding Alzheimer's with the Alzheimer's Assoc.
- Tues, June 9 @ 6:30 Board Game Night at the Perfect Blend
- Sat, June 13 Dairy Days
- Tues, June 23 @ 1:00 Powerpoint Basics Workshop
- Tues, June 23 @ 6:30 Wirewrapped Suncatchers with Serenhippity
- Mon, June 29 Summer Reading Begins. Be sure to register!
- Tues, June 30 @ 5:00 Stop the Bleed with Linda Botens

# Youth Services Monthly Report: May 2026

## Storytimes/After School

Preschool Storytime and the toddler storytime each met four times. We did English muffin pizzas, caterpillars, sink/float, and met at Chamberlain Park for our last storytime. Afterschool Crew met four times and Afterschool Explorers met four times. We followed similar themes for the younger group. The older group finished reading Bob by Wendy Mass and Rebecca Stead.

## Teens/Tweens

Our May book club book was What We Did to Survive, also by Megan Lally. This was our last book for the school year since students have finals and lots of activities in June. We will have an ice cream sundae party to wrap up the year.

Teens met for Epic Eats on 5/20. They made Tanghulu, a candy-coated fruit snack. They are looking forward to making cottage cheese during June with Melissa Pingitore.

## Outreach

I visited both early head start and head start classes. They brought me thank you cards for their community helpers lessons. I visited Elm Street once and Tina visited them once. I went to Mrs. Quattrone's class because it was raining. Both Pre-K classes were able to walk here for their final school year visit. I joined Mrs. Retz's class for a financial literacy game: Pet Cents. Each child adopted a pet and had to go to the vet, pet store, etc. to make sure it had all its needs met. The elementary after school program was able to walk here. I had some dinosaur "eggs" leftover from a previous program that I pulled out of the closet. They all enjoyed breaking open their egg and taking home a toy dinosaur and its corresponding trading card with facts on it.

## Other

I attended Cuba-Rushford's STEAM Night on 5/15. I took several of our STEAM kits and let the kids check them out. Some grown-ups got into it as well.

## Upcoming Programs

Summer Promotional Visits

6/4 Roberts, Bump

6/8 Grover

6/9 Comstock, Myers

6/10 Head Start, Quattrone

6/11 Aiello, Retz

6/15 Katz, Weaver/Karn

6/16 Brunner/Pierce, VanDamme/Feuchter, Bradley

6/18 Shedrick

Other:

6/13 Dairy Days tent and parade

## **Maintenance Report 5/1/26 - 6/1/26**

1. Mowed and trimmed as needed
2. assembled new office chair for Tina that was ordered.
3. moved pavers from curb/side yard where they were delivered to new shed location in back.
4. put hose reel outside and hooked up. Turned on outside water line.
5. removed shovel, salt and old bucket of plaster from back stairwell for future painting project
6. Fixed/stapled bottom liner cover on one of new chairs, was pulling off.

# ESTIMATE

**Mother Gaia Landscaping LLC**

39 Willets Ave

Belmont, NY 14813-1029

mothergaialandscaping@gmail.com

+1 (585) 610-7580



**Bill to**

Tina  
Cuba Library  
39 E Main St  
Cuba, Ny

**Ship to**

Tina  
Cuba Library  
39 E Main St  
Cuba, Ny

**Estimate details**

Estimate no.: 1042

Estimate date: 05/28/2026

#	Product or service	Description	Qty	Rate	Amount
1.	<b>Custom Amount (Labor)</b>		1	\$1,500.00	\$1,500.00
2.	<b>1Sc Mulch (.5yd)- Black</b>	1 scoop/ .5 yd	5	\$28.75	\$143.75
3.	<b>Custom (Delivery)</b>		1	\$50.00	\$50.00
4.	<b>Supplies</b>	Soil Acidifier & Neem Oil	1	\$30.00	\$30.00
				Subtotal	\$1,723.75
				Sales tax	\$146.52
				<b>Total</b>	<b>\$1,870.27</b>

Accepted date

Accepted by



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**Review of Past Year's Goals**

**Goal #1:**

**Action:**

Did the Library Director meet this goal in \*\*\*\*? Describe your observations.

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**Goal #2:**

**Action:**

Did the Library Director meet this goal in \*\*\*\*? Describe your observations.

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**Goal #3:**

**Action:**

Did the Library Director meet this goal in \*\*\*\*? Describe your observations.

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## Assess Knowledge, Skills & Abilities

Please rate the Library Director's performance on the following criteria based on your observations using a scale of 1 – 5.

- 1 - Strongly disagree with statement
- 2 - Disagree with statement
- 3 - Neither agree nor disagree
- 4 - Agree
- 5 - Strongly agree
- N/A - Not enough information available

### Communication

- \_\_\_ Director responds to email or phone messages in a timely manner
- \_\_\_ Director informs the Board of relevant information in a timely manner
- \_\_\_ Director makes themselves available in person when needed

### Management

- \_\_\_ Director appears to respectfully and effectively manage staff or volunteers
- \_\_\_ Director works with staff to provide good balance of programs & services
- \_\_\_ Director handles problems as they arise

### Customer Service

- \_\_\_ Director demonstrates friendly interpersonal skills with patrons and staff
- \_\_\_ Director handles patron complaints in a diplomatic and just manner
- \_\_\_ Director works with Board to develop pro-customer service policy

### Board Meetings

- \_\_\_ Director works with the Board President to set agendas
- \_\_\_ Director provides relevant information and timely Director Reports
- \_\_\_ Director is engaged during meetings and informs Board of best practices

### Budget

- \_\_\_ Director proposes realistic library budgets and present them on time
- \_\_\_ Director understands budget and financial spending
- \_\_\_ Director make Board aware of how services impact the budget

## Facility

- Director works with Board to identify building needs
- Director contacts and meets with appropriate vendors to fix building problems
- Director works with Board to proactively fund building projects

## Programs

- Director works with staff, volunteers and community groups to offer diverse programs
- Director develops new or innovative programs in partnership with staff and volunteers
- Director seeks grant funding to support programs

## Technology

- Director stays current on technology needs of community
- Director works with staff to maintain social media pages and website
- Director works with staff to securely use relevant software

## Collections

- Director develops library collection in line with collection development policy
- Director experiments with new library materials to encourage new users
- Director ensures collection contains reputable content

## Training

- Director attends online or in person trainings provided by library system
- Director seeks additional learning opportunities when relevant and available
- Director references professional literature in working with Board

## Planning & Policy

- Director works with Board to develop Strategic Plan or report out on goal progress
- Director recommends policy changes and updates Board on outdated policies
- Director works with Board to assess library performance or community needs

## Awareness

- Director informs community of library happenings through newsletter or annual report
- Director advocates for local, county or state library funding
- Director meets with community groups to inform of library happenings

**Additional Comments for the Library Board to Consider in this Year's Evaluation**

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