

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

Monday, Oct. 19, 2026
5:00pm

1. Call to order
2. Adoption of Agenda
3. Public Comments
4. Friends' Report
5. Minutes of the September Meeting
6. Financial Officer's Report
7. Corresponding Secretary
8. Director's Report
9. Committee Reports
 - i. Planning
 - ii. Finance
 - iii. Bldgs/Grounds
 - iv. Personnel
 - v. Policy
 - vi. Liaison with Friends
 - vii. Education
 - viii. Executive
10. Unfinished Business
 - i. SAM grant
 - a. Mazza balance: \$34,050
 - ii. Digital sign
11. New Business
 - i. Nominating Committee
 - ii. 2027 Tax Cap
 - iii. 2027 Budget
12. Executive Session as needed
13. Adjournment

Tentative Minutes

Cuba Circulating Library Board of Trustees

Meeting Minutes for Monday, September 14, 2026

Present: Jill Schwab, Elizabeth Cashing, Seamus Cummesky, Sue Feldbauer, Marsha Long, Melissa Pingitore, Emily Zayac, and Tina Dalton

Excused: Ann Gross, Jacqueline Gertner, Scott Sackett, Brad Weaver

1. Call to order 5:31
2. Adoption of Agenda- On a motion by Melissa P. and seconded by Elizabeth C., the agenda was accepted unanimously.
3. Public Comments – none
4. Friends Report – none
5. Minutes of July meeting – Emily Z. made a motion to accept the minutes with a correction. Seconded by Seamus C., the motion passed unanimously.
6. Minutes of the August special meeting – A motion was put forward to accept the minutes with a correction by Elizabeth C. Seconded by Seamus C., the motion passed unanimously.
7. Financial Officer's Report – Marsha L. motioned to accept the presented report. The motion, seconded by Jill S., was unanimously passed.
8. Corresponding Secretary – none
9. Director's Report – See attached
10. Committees
 - i. Planning – The committee met in September discussing the long-range plan.
 - ii. Finance -- This committee is planning on meeting before the next Board meeting.
 - iii. Buildings and Grounds – none
 - iv. Personnel –
 - a. Maintenance manager resignation- A motion to accept the resignation of Dave Wagner, maintenance manager, taking effect immediately, was made by Melissa P. A second made by Elizabeth C. and the motion passed unanimously.
 - b. Hire Maintenance Manager - A motion to hire Stephen Thorpe as Maintenance Manager at \$25/hour was made by Emily Z. and seconded by Seamus C. The ayes for accepting the motion were Elizabeth Cashing, Seamus Cummesky, Sue Feldbauer, Marsha Long,

Jill Sshwab, and Emily Zayac. Melissa Pingitore abstained. Motion passed.

11. Executive Session – A motion to go to executive session to discuss a specific personnel issue was made at 5:55 by Elizabeth C., seconded by Emily Z. Motion passed. A motion to exit executive session was made by Melissa P. and seconded by Jill S. at 6:12. Motion passed.

- c. Creation of a Job Description – Tina D. presented a description for a Digital Services Librarian position. Requirements and prerequisites were detailed. A motion to approve the job description was made by Marsha L. and seconded by Seamus C. The motion passed unanimously.
- d. Director's evaluation - The Personnel committee met previously to review all trustee evaluation forms. The committee chair, Jill S., reported that Tina D. has met all of her areas of evaluation.

v. Policy

- a. Community Room/Meeting Room & Programming Space Policy – A motion to accept the policy with discussed additions was made by Melissa P., seconded by Emily Z. The motion passed unanimously.
- b. Purchasing Policy – A motion was put forward to replace the Acquisition Policy with the presented Purchasing Policy. The motion by Elizabeth C., seconded by Melissa P. passed unanimously.
- c. Library of Things Agreement & Use Policy - Jill S. motioned to accept this policy and with a second by Seamus C., passed unanimously with some minor changes that were suggested.

vi. Liaison with Friends - The CCC event was a great success. Thank you Friends.

vii. Education – Tina will share some opportunities in a future email for Trustees to complete their education hours.

12. Unfinished business

i. SAM grant

- a. Mazza balance is \$34,050. Tina reported there are issues with temperature controls so Mazza has been contacted to return about this issue.

ii. Digital Sign – insurance coverage paid \$2,221.81 towards the loss of the sign. The deductible for the item is \$2,500. Action on replacement of the sign was tabled. Melissa P. will gather information on a possible solution.

13. New Business

- i. Endowment withdrawal – Melissa P. made a motion to adopt a resolution to withdraw funds from the Endowment and Restricted Funds. Elizabeth seconded this motion. Motion passed. The Endowment amount is \$31,890 and Adams Memorial Fund is \$600. See attached.
- ii. HVAC – Yearly contract proposals provided by Mazza were reviewed. No action at this time.
- iii. Village Rec. Program – Tina D. submitted the Cuba Circulating Library Child Behavior Policy to the Village Board for their review due to children from their program being unattended in the library on many occasions.
- iv. October meeting – The next board meeting date needs to change due to the library being closed on October 12th. On a motion by Emily Z. and a second by Seamus the next meeting will be set for October 19, 2026 at 5:00. Motion passed.

14. Adjournment – On a motion by Melissa P. and seconded by Seamus C., the meeting was adjourned at 6:55. Motion passed.

RESOLUTION TO WITHDRAW FUNDS FROM ENDOWMENT AND RESTRICTED FUND

Cuba Circulating Library Board of Trustees

Date: Sept. 14, 2026

WHEREAS, the Board of Trustees has adopted an annual budget for the current fiscal year providing for withdrawals from the library's endowment and restricted fund accounts; and

WHEREAS, the Adams Memorial Fund is a donor-restricted fund designated for collection development purposes only; and

WHEREAS, the withdrawals described below are consistent with and provided for in that budget, and the Adams Memorial Fund withdrawal is consistent with its donor-restricted purpose;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Cuba Circulating Library hereby authorizes the withdrawal of the following budgeted amounts:

Fund	Amount	Purpose
Endowment Fund	\$31,890.00	As budgeted, FY 2026 operating budget
Adams Memorial Fund	\$600.00	Collection development (per donor restriction), as budgeted FY 2026
Total	\$32,490.00	

BE IT FURTHER RESOLVED, that the Board confirms the Adams Memorial Fund withdrawal will be applied solely toward collection development in accordance with the donor's restriction; and

BE IT FURTHER RESOLVED, that the Library Treasurer and/or Library Director are authorized to execute any documents necessary to effectuate these withdrawals, and to transfer said funds to the library's operating account.

Cuba Circulating Library Association

Budget vs. Actuals

January - September, 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	26,013.61	6,000.00	-20,013.61	-333.56 %
4018 Central Library Services Aid		450.00	450.00	100.00 %
4020 Meeting Room Fee	525.00	1,100.00	575.00	52.27 %
4100 Other Income	59.00		-59.00	
Book Replacement	191.30		-191.30	
Copies Income	1,866.50	2,600.00	733.50	28.21 %
Donation Box	762.80	2,000.00	1,237.20	61.86 %
Fines	96.95	300.00	203.05	67.68 %
Misc Income		0.00	0.00	
Total 4100 Other Income	2,976.55	4,900.00	1,923.45	39.25 %
4200 Restricted Funds Revenue	25,860.63		-25,860.63	
Adult Programs	242.80		-242.80	
Arts Grant	3,000.00	0.00	-3,000.00	
Childrens Programs	75.00		-75.00	
DFY Grant	2,200.00	2,000.00	-200.00	-10.00 %
Friends	5,200.00	5,000.00	-200.00	-4.00 %
Grant - STLS	442.99		-442.99	
Grants	2,000.00		-2,000.00	
Manley Grant	5,000.00		-5,000.00	
Wilday Grant	50.00		-50.00	
Total 4200 Restricted Funds Revenue	44,071.42	7,000.00	-37,071.42	-529.59 %
4500 Investment Income				
Dividend Income	10,145.04		-10,145.04	
Interest Income	2,004.91		-2,004.91	
Morgan Stanley	32,490.00		-32,490.00	
Adams Memorial		600.00	600.00	100.00 %
Endowment Fund	75,000.00	31,890.00	-43,110.00	-135.18 %
Total Morgan Stanley	107,490.00	32,490.00	-75,000.00	-230.84 %
Realized Gain/Loss on Investments	144,215.57		-144,215.57	
Unrealized Gain/Loss on Investments	-94,545.41		94,545.41	
Total 4500 Investment Income	169,310.11	32,490.00	-136,820.11	-421.11 %
Budget Carryover		11,500.00	11,500.00	100.00 %
Total Revenue	\$242,896.69	\$368,139.00	\$125,242.31	34.02 %
GROSS PROFIT	\$242,896.69	\$368,139.00	\$125,242.31	34.02 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	156,781.25	211,179.00	54,397.75	25.76 %
6102 Taxes	1,304.60		-1,304.60	
Payroll Tax	11,254.30	0.00	-11,254.30	

Cuba Circulating Library Association

Budget vs. Actuals

January - September, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Payroll Tax FICA Employer		16,400.00	16,400.00	100.00 %
SUTA	1,463.91	2,184.00	720.09	32.97 %
Total 6102 Taxes	14,022.81	18,584.00	4,561.19	24.54 %
6103 Employee Benefits				
Company Contributions				
Retirement	3,446.47	6,300.00	2,853.53	45.29 %
Total Company Contributions	3,446.47	6,300.00	2,853.53	45.29 %
Health Insurance	4,475.34	6,000.00	1,524.66	25.41 %
Total 6103 Employee Benefits	7,921.81	12,300.00	4,378.19	35.60 %
6105 Ins - Disability	1,238.95	1,125.00	-113.95	-10.13 %
6106 Background Expense	228.00	400.00	172.00	43.00 %
Total 6100 Payroll Expenses	180,192.82	243,588.00	63,395.18	26.03 %
6200 Library Materials				
6205 Books-J	3,334.39	5,500.00	2,165.61	39.37 %
6210 Books-A	6,891.23	8,500.00	1,608.77	18.93 %
6220 Serials	1,390.37	1,500.00	109.63	7.31 %
6230 Audio	599.47	800.00	200.53	25.07 %
6240 Equipment		0.00	0.00	
6250 Digital Books		0.00	0.00	
6260 DVD	1,186.68	1,500.00	313.32	20.89 %
6270 Video Games	371.54	1,000.00	628.46	62.85 %
6275 STLS Digital Collection	3,812.00	3,812.00	0.00	0.00 %
6280 Adult Programming	2,172.45	2,000.00	-172.45	-8.62 %
6285 Childrens Programming	1,360.91	1,500.00	139.09	9.27 %
6290 STLS cost share	12,067.94	12,631.00	563.06	4.46 %
Total 6200 Library Materials	33,186.98	38,743.00	5,556.02	14.34 %
6202 Book Replacement	47.09		-47.09	
6300 Restricted Fund Spending	50,565.83		-50,565.83	
6310 Arts Grant Expense	2,100.00		-2,100.00	
6320 Friends Expense	4,854.89		-4,854.89	
6330 Manley Grant expense	4,869.36		-4,869.36	
6350 Wilday Grant	903.43		-903.43	
6355 STLS Outreach	692.99		-692.99	
6360 DFY Grant	290.98	0.00	-290.98	
6368 Martin Grant	73.51		-73.51	
6370 Memorials & Gifts	4,115.99		-4,115.99	
6375 Allegany Area Foundation Grant	0.00		0.00	
6390 United Way Grant	1,275.12		-1,275.12	
Total 6300 Restricted Fund Spending	69,742.10	0.00	-69,742.10	
6410 Advertisement	108.14	200.00	91.86	45.93 %
6415 Bank fees	15.00	100.00	85.00	85.00 %
6420 Custodial supplies	510.74	1,200.00	689.26	57.44 %

Cuba Circulating Library Association

Budget vs. Actuals

January - September, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6425 Discretionary Fund	458.03	1,000.00	541.97	54.20 %
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	5,316.47		-5,316.47	
6445 Library supplies	1,155.15		-1,155.15	
Computer Equipment & Services	621.22	2,000.00	1,378.78	68.94 %
Library Equipment	790.46	2,300.00	1,509.54	65.63 %
Library Supplies	1,014.57	4,000.00	2,985.43	74.64 %
Total 6445 Library supplies	3,581.40	8,300.00	4,718.60	56.85 %
6447 Membership	1,362.80	1,500.00	137.20	9.15 %
6450 Postage	216.40	500.00	283.60	56.72 %
6455 Processing Fee	464.84	1,100.00	635.16	57.74 %
6460 Personal Protection Supplies	44.99	500.00	455.01	91.00 %
6465 Repairs/Building & Grounds	8,282.20	10,000.00	1,717.80	17.18 %
6470 Services		100.00	100.00	100.00 %
Alarm System - Doyle	1,517.32	2,300.00	782.68	34.03 %
Argentieries	170.00	350.00	180.00	51.43 %
Attorney	1,550.00	3,000.00	1,450.00	48.33 %
Audit	5,500.00	5,500.00	0.00	0.00 %
Bookkeeper	6,390.00	9,000.00	2,610.00	29.00 %
Computer Tech		0.00	0.00	
Copier Acme	729.46	1,000.00	270.54	27.05 %
Fire Extinguishers	95.00	200.00	105.00	52.50 %
Fire Place Clean	201.05	200.00	-1.05	-0.53 %
Gutters Cleaned		350.00	350.00	100.00 %
Hotspots	2,272.16	3,300.00	1,027.84	31.15 %
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	370.55	450.00	79.45	17.66 %
Window Cleaner	500.00	500.00	0.00	0.00 %
Total 6470 Services	19,295.54	27,500.00	8,204.46	29.83 %
6480 Train/conference	983.30	3,500.00	2,516.70	71.91 %
6485 Travel	1,194.16	4,500.00	3,305.84	73.46 %
6490 Utilities				
Electric	6,398.21	7,500.00	1,101.79	14.69 %
Extended Broadband	1,350.00	1,800.00	450.00	25.00 %
Fuel	2,585.51	4,000.00	1,414.49	35.36 %
Phone	999.00	1,400.00	401.00	28.64 %
Total 6490 Utilities	11,332.72	14,700.00	3,367.28	22.91 %

Cuba Circulating Library Association

Budget vs. Actuals

January - September, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Ask Accountant	100.00		-100.00	
Total Expenditures	\$344,812.90	\$368,139.00	\$23,326.10	6.34 %
NET OPERATING REVENUE	\$ -101,916.21	\$0.00	\$101,916.21	0.00%
Other Revenue				
Gain on Sale of Equipment	2,231.81		-2,231.81	
Insurance Proceeds	-1,835.89		1,835.89	
Total Other Revenue	\$395.92	\$0.00	\$ -395.92	0.00%
NET OTHER REVENUE	\$395.92	\$0.00	\$ -395.92	0.00%
NET REVENUE	\$ -101,520.29	\$0.00	\$101,520.29	0.00%

Cuba Circulating Library Association

Statement of Financial Position

As of Sep 30, 2026

	TOTAL	
	As of Sep 30, 2026	As of Sep 30, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
1020 Five Star	21,612.95	23,649.91
1080 Money Market	14,182.31	6,300.50
1090 Savings	0.00	0.00
Total for Bank Accounts	\$35,795.26	\$29,950.41
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
Cash, BDP, and Money Market Fds	4,000.58	4,296.19
Cost of Securities	703,281.96	569,013.04
Unrealized Gain/Loss	2,093.94	87,846.72
Total for 1303 Endowment Investment	\$709,376.48	\$661,155.95
1306 Adams Mem Book Fund Investment	\$0.00	\$0.00
Cash, BDP, and Money Market Fds	112.00	123.54
Cost of Securities	19,960.31	16,276.16
Unrealized Gain/Loss	66.34	2,628.98
Total for 1306 Adams Mem Book Fund Investment	\$20,138.65	\$19,028.68
1400 Prepaid Fee	294.22	833.09
Grant Receivable	0.00	0.00
Payroll Refunds	0.00	
QuickBooks Tax Holding Account	2,343.81	
Repayment		
Christmas Gift Card	0.00	0.00
Travel Reimbursement	139.64	0.00
Total for Repayment	\$139.64	\$0.00
Total for Other Current Assets	\$732,292.80	\$681,017.72
Total for Current Assets	\$768,088.06	\$710,968.13
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

Cuba Circulating Library Association

Statement of Financial Position

As of Sep 30, 2026

	TOTAL	
	As of Sep 30, 2026	As of Sep 30, 2025 (PY)
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	\$1,619,403.37	\$1,369,615.87
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	425.00	16.00
Total for Accounts Payable	\$425.00	\$16.00
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	-\$0.01
American Funds	337.48	0.00
Federal Taxes (941/944)	1,693.27	0.00
NYS Employment Taxes	108.88	0.01
NYS Income Tax	2.78	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	\$2,142.41	\$0.00
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total for Other Current Liabilities	\$2,142.41	\$0.00
Total for Current Liabilities	\$2,567.41	\$16.00
Total for Liabilities	\$2,567.41	\$16.00
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	68,654.10	-32,877.00
3550 Realized Gain/Loss Equity	66,855.91	-168,307.91
3800 Restricted Fund	66,827.30	26,993.07
3900 Fund Balance	1,516,018.94	1,704,851.60
Net Revenue	-101,520.29	-161,059.89
Total for Equity	\$1,616,835.96	\$1,369,599.87
Total for Liabilities and Equity	\$1,619,403.37	\$1,369,615.87

Cuba Circulating Library Association

Statement of Activity
September 2026

	TOTAL	
	Sep 2026	Sep 2025 (PY)
Revenue		
4017 Memorials/Gifts	750.00	100.00
4020 Meeting Room Fee	50.00	100.00
4100 Other Income		
Book Replacement	36.00	35.96
Copies Income	231.90	130.80
Donation Box	80.30	17.00
Fines	5.00	24.00
Misc Income		25.60
Total for 4100 Other Income	\$353.20	\$233.36
4200 Restricted Funds Revenue	\$5,860.00	\$6,245.00
Friends		1,360.00
Manley Grant	5,000.00	
Total for 4200 Restricted Funds Revenue	\$10,860.00	\$7,605.00
4500 Investment Income		
Dividend Income	1,326.58	1,531.40
Interest Income	28.79	21.08
Morgan Stanley	\$32,490.00	
Endowment Fund		49,481.00
Total for Morgan Stanley	\$32,490.00	\$49,481.00
Realized Gain/Loss on Investments	715.81	6,019.48
Unrealized Gain/Loss on Investments	-15,491.57	9,055.13
Total for 4500 Investment Income	\$19,069.61	\$66,108.09
Total for Revenue	\$31,082.81	\$74,146.45
Gross Profit	\$31,082.81	\$74,146.45
Expenditures		
6100 Payroll Expenses		
6101 Wages	23,264.44	14,201.56
6102 Taxes	\$0.00	\$0.01
Payroll Tax	1,821.81	1,128.50
SUTA	108.88	47.20
Total for 6102 Taxes	\$1,930.69	\$1,175.71
6103 Employee Benefits		
Company Contributions		
Retirement	512.67	339.40
Total for Company Contributions	\$512.67	\$339.40
Health Insurance	500.00	500.00
Total for 6103 Employee Benefits	\$1,012.67	\$839.40
Total for 6100 Payroll Expenses	\$26,207.80	\$16,216.67

Cuba Circulating Library Association

Statement of Activity
September 2026

	TOTAL	
	Sep 2026	Sep 2025 (PY)
6200 Library Materials		
6205 Books-J	360.50	627.32
6210 Books-A	595.25	1,158.90
6220 Serials	179.99	179.99
6240 Equipment		931.00
6260 DVD	129.52	21.96
6280 Adult Programming	175.00	430.62
6285 Childrens Programming	189.95	
Total for 6200 Library Materials	\$1,630.21	\$3,349.79
6202 Book Replacement	7.46	
6300 Restricted Fund Spending	\$1,075.21	
6310 Arts Grant Expense		1,517.50
6320 Friends Expense	518.20	6,065.00
6330 Manley Grant expense	4,869.36	4,434.00
6370 Memorials & Gifts	191.84	304.50
6375 Allegany Area Foundation Grant	0.00	
6390 United Way Grant		346.85
Total for 6300 Restricted Fund Spending	\$6,654.61	\$12,667.85
6410 Advertisement	13.00	
6415 Bank fees		1.00
6420 Custodial supplies	92.78	115.81
6425 Discretionary Fund	54.05	-1,342.50
6440 Investment Fee	574.06	527.86
6445 Library supplies		\$459.04
Computer Equipment & Services	239.88	
Library Equipment		129.01
Library Supplies	325.70	
Total for 6445 Library supplies	\$565.58	\$588.05
6447 Membership	64.80	
6450 Postage	-0.86	33.10
6455 Processing Fee	33.19	98.01
6465 Repairs/Building & Grounds	1,130.00	2,056.26
6470 Services		
Argentieries		17.00
Attorney	200.00	
Bookkeeper	710.00	675.00
Copier Acme	79.90	
Fire Extinguishers		160.00
Hotspots	159.41	159.41
Water Softener	30.55	53.60
Total for 6470 Services	\$1,179.86	\$1,065.01
6480 Train/conference	50.00	56.65

Cuba Circulating Library Association

Statement of Activity
September 2026

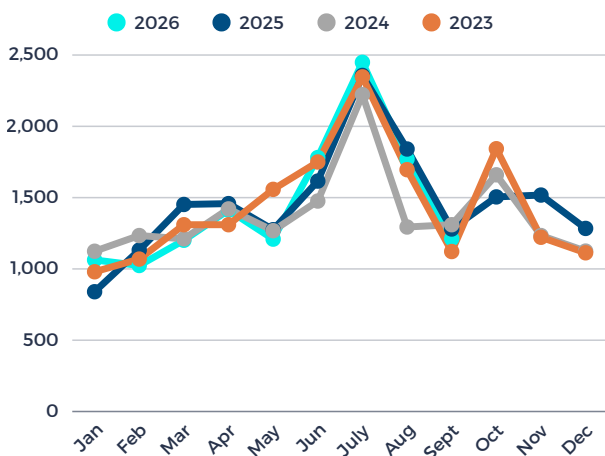
	TOTAL	
	Sep 2026	Sep 2025 (PY)
6485 Travel		65.80
6490 Utilities		
Electric	868.08	
Fuel	268.00	263.00
Phone	50.00	50.00
Total for 6490 Utilities	\$1,186.08	\$313.00
Ask Accountant	100.00	
Total for Expenditures	\$39,542.62	\$35,812.36
Net Operating Revenue	-\$8,459.81	\$38,334.09
Other Revenue		
Gain on Sale of Equipment	10.00	
Insurance Proceeds	-1,835.89	
Total for Other Revenue	-\$1,825.89	
Other Expenditures		
Endowment Spending		30,000.00
Total for Other Expenditures		\$30,000.00
Net Other Revenue	-\$1,825.89	-\$30,000.00
Net Revenue	-\$10,285.70	\$8,334.09

Cuba Circulating Library

SEPTEMBER 2026 DIRECTOR'S REPORT



Patron Visits



CONTINUING ED

On Sept. 29, we held our annual staff development day. In the morning, we obtained our CPR certification from AHA trainers. By completing this training, the library received a free AED and CPR training supplies. The AED is installed in the main library, replacing one purchased in 2016. We have donated the old AED to OARS.

After lunch, we returned to the library to talk about our StrengthsFinder results. We discussed the importance of focusing on each others' strengths as individuals rather than our weaknesses, and how this will strengthen us as a team.

I attended the Association of Rural and Small Libraries in Montgomery, Alabama from Sept. 17-19. It was a wonderful networking opportunity and I learned a great deal that will be help our library.

PATRON NUMBERS

Our door count was **1,212** in September, an average number for this month as kids return to school. Circulation was **2,368** which is less than 2% decrease from from 2025. We added **25** new library cards (9 adult, 13 juvenile, 2 online, and 1 welcome). We answered **70** reference questions in September. We held **21** adult programs and **13** kids programs.

31

Onsite
Programs

308

Onsite
Attendees

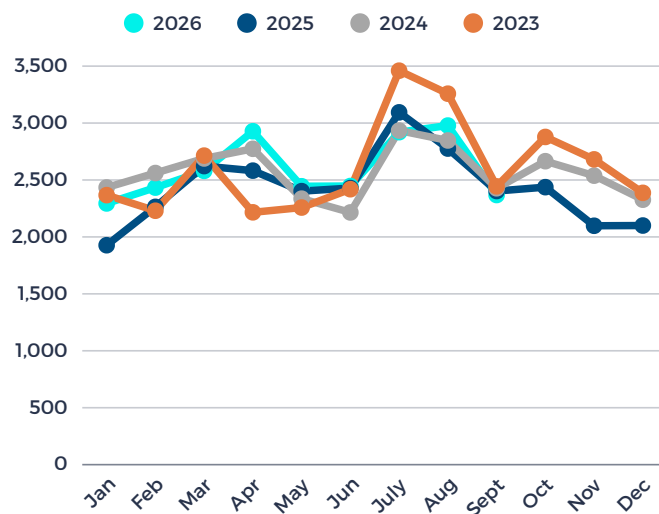
10

Offsite
Programs

196

Offsite
Attendees

Circulation



2368

Items checked out
in September

879

eContent accessed
in September

77

Public computer
sessions in September

334

Holds filled
in September

1213

Visits to website
in September

2978

Items checked out
in August

697

eContent accessed
in August

98

Public computer
sessions in August

320

Holds filled
in August

3889

Visits to website
in August

Grants

The Allegany County Area Foundation provided \$2500 towards the replacement of our digital sign. I placed the order for the new sign on Sept. 29.

Buildings & Grounds

The roof replacement project began on Tuesday, Sept. 7. They did not need to replace as much decking as they originally estimated. The metal shingles look beautiful and have garnered many compliments from the community. The gutters have been installed along the front door overhang, and most of the heat tape has been installed. There is still some electrical work to be done to wire the new heat tape into the electrical box.

The flower boxes have been switched out and now have mums. Thank you, Richie, for doing such a wonderful job on the yard.

Programs

We hosted Amy and her therapy dog, Moose, during the month of September. Kids came in on Thursdays after school to read to Moose. This program was a great success, with as many as 16 kids coming in to read to the chocolate lab. He was so patient and attentive as kids read to him from books they picked out. We plan to work with Amy again next year as part of our Summer Reading Program. We truly appreciate her reaching out to us about this opportunity.

On Sept. 26, Mosie Yoder taught a DEC Hunter Safety course from 8:00-4:00 in the community room. We had 14 in attendance, with pizza provided by a donation in memorial of Bill Allis. This program was a great way for those who don't typically use the library to see what types of resources we offer. Thank you, Scott, for making this happen!

Director Annual Goals

My annual goals for 2026/2027 are: 1) Create basic legacy giving materials such as a brochure with sample bequest language. Add a legacy giving page to the library website and a line in the newsletter introducing the program. 2) Apply for NYS construction aid grant to replace main HVAC unit; obtain quotes for HVAC unit. 3) Increase teen programming & participation: develop partnership with SBU & CRCS through literary magazine programs.

Community Partners

I met with Joe Hall from St. Bonaventure University's English Dept on Sept. 4 to talk about possible collaboration opportunities. Dr. Hall provided me with contact information for several regional writers and creative workshop leaders who we may be able to partner with for programs at the library. We also talked about a collaboration between SBU on CRCS's literary magazine. Dr. Hall put me in touch with Abbey Taber, who is now serving as an intern for the library this semester. She's helping arrange a workshop on campus for the CRCS literary magazine kids. Jill, Abbey, and I met to brainstorm ideas on Sept. 25.

Cherilyn, Chris & Josh Dalton, and Sarah (the Friendship library director) ran the foam party at the Cuba Garlic Festival on Saturday, Sept. 19, from 1:00-3:00. They set up the equipment (provided by STLS), speakers for music, and had approximately 50 people visit the foam party. They were located behind the block barn so it was a bit challenging for people to find them. The consensus after the event was that foam parties are not meant to take place on the grass--it was a bit of a mess.

We have given away 10 welcome bags since we launched the program in May. This project is a collaboration with the Chamber of Commerce.

Upcoming Programs

- Oct. 24 @ 10:00 Leather Medallions with Clifford Redeye
- Oct. 28 @ 6:30 Spooky Island with Checkers the Inventor

Youth Services Monthly Report: September 2026

Storytimes

Storytimes were on break after summer but registration opened mid month.

Teens/Tweens

Mrs. Ross and I selected our first high school book club book and met with the students to discuss the plan for the year and to get to know them a little.

Outreach

I had three back to school events during the first week of September. I took candy, small fidgets/prizes, and promotional materials to all three. September 1st was the Middle School Back to School Bash. September 2nd was 9th Grade Orientation, and September 3rd was the elementary school's Back to School Barbecue. So many students and parents came through my table throughout all three. At the elementary school night, I got the chance to sit with a few teachers I've worked with before and get plans in place for the school year outreach. Throughout the last full week of September, I had two pre-k class visits, a first grade class visit, two fourth grade classes came together for a visit, and the CRE After School group came for a visit. I did lots of library/book related stories, one of my go-to subjects for first visits of the year.

Other

Sheep Detectives had a small group attend but movies are an easy program that only costs us the snack. Leftover snacks will be used for after school programs beginning in October.

Moose, a therapy dog, came to listen to the children read three times. The kids thoroughly enjoyed it and we're looking forward to offering it again when Moose's person is back in the area.

I attended a Summer Learning Wrap-Up session at STLS to connect with other Youth Services staff in the system. We had some similar experiences overall and learned from each other.

Upcoming Programs

10/1-3 Association for Library Service to Children National Institute in Buffalo – Continuing Education

Storytimes and After School programs begin 10/6 and will meet every Tuesday and Thursday, morning and afternoon.

10/14 Winnie the Pooh Day – possibly partnering with the elementary school library throughout the day

10/21 Checkers the Inventor Halloween Show 6:30pm

10/26 Pre-K Visit

10/28 1st Grade Visit, Pre-K Visit, CRE After School

CUBA CIRCULATING LIBRARY
BOARD OF TRUSTEES RESOLUTION

Date: _____

**RESOLUTION AUTHORIZING PAYMENT OF REMAINING BALANCE TO MAZZA
MECHANICAL SERVICES FOR HEAT PUMP REPLACEMENT AND HVAC
CONTROLS INSTALLATION**

WHEREAS, the Cuba Circulating Library requires a safe, efficient, and reliable heating and cooling system for its facility; and

WHEREAS, Mazza Mechanical Services has completed the replacement of the library's heat pump system and the installation of new HVAC controls for a total contract amount of \$76,050; and

WHEREAS, the Library has previously paid \$42,000 toward this amount, leaving a remaining balance of \$34,050 due under Invoice No. 528132; and

WHEREAS, these costs are eligible for reimbursement through the SAM grant administered by the Dormitory Authority of the State of New York (DASNY);

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Cuba Circulating Library hereby authorizes payment to Mazza Mechanical Services in the amount of \$34,050, representing the remainder of the bill under Invoice No. 528132 for services rendered in replacing the heat pump system and installing new HVAC controls; and

BE IT FURTHER RESOLVED, that said payment shall be made from the Five Star account, and that the Library shall seek reimbursement of these funds from the SAM grant; and

BE IT FURTHER RESOLVED, that the Library Director is hereby authorized to prepare and submit all necessary paperwork and documentation to the Dormitory Authority of the State of New York to obtain reimbursement.

Motion by: _____

Seconded by: _____

Vote: Ayes _____ Nays _____ Abstentions _____

☐ Resolution adopted ☐ Resolution not adopted

Board President

Board Secretary



Form Status: Unsubmitted

Step 11 of 15 - Tax Levy Limit Calculation

This is the maximum that a local government may raise in taxes without passing an override.

Tax Levy Limit, Before Adjustments and Exclusions		
✓	Real Property Tax Levy FYE 2026	\$302,884
✓	Tax Cap Reserve Offset from FYE 2025 Used to Reduce FYE 2026 Levy	\$0
✓	Total Tax Cap Reserve Amount (Including Interest Earned) from FYE 2026	---
✓	Tax Base Growth Factor	1.0027
✓	PILOTs Receivable FYE 2026	---
✓	Tort Exclusion Amount Claimed in FYE 2026	\$0
✓	Allowable Levy Growth Factor	1.0200
✓	PILOTs Receivable FYE 2027	---
✓	Available Carryover from FYE 2026	---
	Tax Levy Limit Before Adjustments/Exclusions	\$309,776
Adjustments for Transfer of Local Government Functions		
✓	Costs Incurred from Transfer of Local Government Functions	\$0
✓	Savings Realized from Transfer of Local Government Functions	\$0
	Total Adjustments	\$0
	Tax Levy Limit, Adjusted for Transfer of Local Government Functions	\$309,776
Exclusions		
✓	Tort Exclusion	\$0
✓	Teachers' Retirement System Exclusion	\$0
✓	Employees' Retirement System Exclusion	\$0
✓	Police and Fire Retirement System Exclusion	\$0
	Total Exclusions	\$0
	Your FYE 2027 Tax Levy Limit, Adjusted for Transfers plus Exclusions	\$309,776

2027 Cuba Library Budget

DISBURSEMENTS	Budget 2025	Budget 2026	Budget 2027		RECEIPTS	Budget 2025	Budget 2026	Budget 2027
Payroll Expenses					School	\$ 295,145.00	\$ 302,884.00	\$ 309,776.00
Gross Wages	\$ 196,158.00	\$ 209,870.00	\$ 217,513.00		Local Lib. Services Aid	\$ 1,745.00	\$ 1,815.00	\$ 1,885.00
Federal Tax-Employers	\$ 15,241.00	\$ 16,400.00	\$ 17,000.00		Fines	\$ 250.00	\$ 300.00	\$ 175.00
State Tax-Employers	\$ 2,430.00	\$ 2,184.00	\$ 2,000.00		Copies	\$ 2,600.00	\$ 2,600.00	\$ 2,200.00
Employee Benefits					Friends	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
IRA Match	\$ 5,466.00	\$ 6,300.00	\$ 5,000.00		Meeting Room	\$ 1,100.00	\$ 1,100.00	\$ 750.00
Health Insurance	\$ 6,000.00	\$ 6,000.00	\$ 9,000.00		Endowment	\$ 32,877.00	\$ 31,890.00	\$ 30,626.00
Library Materials					Donations	\$ 3,000.00	\$ 2,000.00	\$ 1,000.00
Books- Juvenile	\$ 5,500.00	\$ 5,500.00	\$ 6,000.00		Adams Memorial	\$ 500.00	\$ 600.00	\$ 635.00
Books- Adult	\$ 8,500.00	\$ 8,500.00	\$ 9,000.00		Memorials/Gifts		\$ 6,000.00	\$ 8,000.00
Serials	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00		Central Library Services Aid		\$ 450.00	\$ 450.00
Audiobooks	\$ 800.00	\$ 800.00	\$ 800.00		Wilday Grant			\$ 1,250.00
DVDs	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00		Money Market Interest			\$ 3,000.00
STLS Digital Collection	\$ 3,701.00	\$ 3,812.00	\$ 3,888.00		DFY Grant		\$ 2,000.00	\$ 2,200.00
Video Games	\$ 1,200.00	\$ 1,000.00	\$ 1,000.00		SHORTFALL	\$ 32,694.00	\$ 9,410.00	\$ 13,778.00
Programs					Total	\$ 342,217.00	\$ 366,049.00	\$ 380,725.00
Adult Programs	\$ 2,500.00	\$ 2,000.00	\$ 2,500.00					
Children's Programs	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00					
Summer Reading Program			\$ 1,000.00	Non-Budget Income	SAM Grant	\$ -	\$ 75,000.00	
Outreach			\$ 500.00		Arts Grant	\$ 4,000.00	\$ 7,500.00	\$ 5,000.00
STLS Cost Share	\$ 11,099.00	\$ 12,631.00	\$ 12,067.00		Memorials/Gifts	\$ 9,300.00		
Advertising and Publicity	\$ 300.00	\$ 200.00	\$ 1,300.00		Replacements	\$ 500.00	\$ 250.00	\$ 300.00
Bank Fees	\$ 250.00	\$ 100.00	\$ 100.00		Misc. Grants	\$ 20,000.00	\$ 5,000.00	\$ 5,000.00
Custodial Supplies	\$ 900.00	\$ 1,200.00	\$ 1,200.00		United Way	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00
Discretionary/Misc	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	Service includes:	Manley Grant	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00
Insurance					NYS Construction Aid		\$ 100,500.00	
Insurance - property	\$ 7,376.00	\$ 7,671.00	\$ 8,307.00		Other: Doyle Trust		\$ 18,096.00	
Insurance -Disability	\$ 1,080.00	\$ 1,125.00	\$ 1,240.00		TOTAL	\$ 41,800.00	\$ 215,346.00	\$ 19,300.00
D&O Liability Insurance	\$ 966.00	\$ 925.00	\$ 878.00					
Workman's Comp	\$ 2,125.00	\$ 2,231.00	\$ 2,282.00		Accountant (file 990)	\$ 750.00	\$ 750.00	\$ 1,000.00
Library Supplies					Argentieri's	\$ 175.00	\$ 350.00	\$ 250.00
Library Supplies	\$ 2,000.00	\$ 4,000.00	\$ 3,000.00		Attorney	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Computer Equipment & Services	\$ 2,000.00	\$ 2,000.00	\$ 3,500.00		Bookkeeper	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
Library Equipment	\$ 1,200.00	\$ 2,300.00	\$ 1,800.00		Doyle Security	\$ 2,100.00	\$ 2,300.00	\$ 600.00
Membership Fees	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00		Fire Extinguishers	\$ 50.00	\$ 200.00	\$ 100.00
Postage	\$ 500.00	\$ 500.00	\$ 500.00		Fire Place Clean	\$ 200.00	\$ 200.00	\$ 225.00
Processing of Books	\$ 1,000.00	\$ 1,100.00	\$ 1,100.00		Gutters cleaned	\$ 350.00	\$ 350.00	\$ 350.00
PPE Supplies/Disaster	\$ 500.00	\$ 500.00	\$ 300.00		Hotspots	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00
Repairs/Bldg & Grnds	\$ 9,000.00	\$ 10,000.00	\$ 11,000.00		Rug Shampoos	\$ -	\$ 500.00	\$ 1,000.00
Service/Service contracts	\$ 22,125.00	\$ 22,000.00	\$ 21,000.00		Toshiba (Copier)		\$ 1,000.00	\$ 1,600.00
Audit/Financial Review	\$ 5,500.00	\$ 5,500.00	\$ 3,250.00		Window Cleaner	\$ 500.00	\$ 500.00	\$ 500.00
Travel	\$ 4,500.00	\$ 4,500.00	\$ 5,000.00		Water Softener	\$ 700.00	\$ 450.00	\$ 500.00
Train/Conference	\$ 2,000.00	\$ 3,500.00	\$ 3,500.00			\$ 20,125.00	\$ 21,900.00	\$ 20,425.00
Utilities								
Electric	\$ 6,000.00	\$ 7,500.00	\$ 8,600.00					
Extended Broadband	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00					
Fuel	\$ 4,000.00	\$ 4,000.00	\$ 3,400.00					
Phone	\$ 2,000.00	\$ 1,400.00	\$ 1,400.00					
Total	\$ 342,217.00	\$ 366,049.00	\$ 380,725.00					

Name	Position	2026	3.5% Incre	Hours per week	Weeks	Annual Increase	FICA Tax 7.65%	Workers Comp .71%	Total Cost of Increase	2027 Rate of Pay
Kirnan, Dylan	Library Page	16.00	\$ 0.56	18	52	\$ 524.16	\$ 40.10	\$ 3.72	\$ 567.98	\$ 16.56
Leichner, Shari	Library Page	16.00	\$ 0.56	8	52	\$ 232.96	\$ 17.82	\$ 1.65	\$ 252.44	\$ 16.56
Sprague, Wendy	Library Page	16.00	\$ 0.56	8	52	\$ 232.96	\$ 17.82	\$ 1.65	\$ 252.44	\$ 16.56
Robinson, Colleen	Custodian/Library Assistant	17.58	\$ 0.62	23	52	\$ 735.90	\$ 56.30	\$ 5.22	\$ 797.42	\$ 18.20
Thorpe, Steve	Maintenance Manager	25.00	\$ 0.88	4	52	\$ 182.00	\$ 13.92	\$ 1.29	\$ 197.22	\$ 25.88
Cox, Richie	Asst. Building Manager	20.00	\$ 0.70	4	52	\$ 145.60	\$ 11.14	\$ 1.03	\$ 157.77	\$ 20.70
Comes, Shauna	Digital Services Librarian	20.92	\$ 0.94	30	52	\$ 1,468.58	\$ 112.35	\$ 10.43	\$ 1,591.36	\$ 21.86
Wise, Cherilyn	Youth Services Coordinator	27.10	\$ 0.95	35	52	\$ 1,726.27	\$ 132.06	\$ 12.26	\$ 1,870.59	\$ 28.05
Dalton, Tina	Library Director	32.88	\$ 1.15	40	52	\$ 2,393.66	\$ 183.12	\$ 17.00	\$ 2,593.77	\$ 34.03
			No Increase					\$ -		
Rhodes, Janet	Senior Library Assistant	19.95	\$ -	3	52	\$ -	\$ -	\$ -	\$ -	\$ 19.95
			Other Increase			\$ 7,642.10	\$ 584.62	\$ 54.26	\$ 8,280.98	

4.50%