

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

Monday, March 8, 2021
5:30pm via Go To Meeting

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of February's Meeting
5. Treasurer's Report/Profit and Loss Report
6. Committee Reports
 - i. Finance
 - ii. Bldgs/Grounds
 - iii. Personnel
 - iv. Acquisitions/Gallery
 - v. Planning
 - vi. Programs
 - vii. Technology
 - viii. Nominating Committee
7. Unfinished Business
 - i. Board and Directors' Liability Insurance
 - ii. HVAC Service plan
 - iii. 150th anniversary celebration
8. New business
 - i. Job Descriptions / *Groundskeeper*
 - ii. Director's Evaluation
 - iii. DVD Circulation
 - iv. Annual Report
9. Director's Report
10. Adjournment

Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes

Monday, February 8, 2021

This meeting was via Go To Meeting

Present: Faith Stewart, Thomas Donahue, Lynn Fulmer, Sara Talbot, Tracy Knavel, Marsha Long, Gary Enderle, Trisia Young, Bradley Weaver, Wendy Sprague and Sharry Semans

Absent: Lin Assink

Also Present: Tina Dalton

Call to Order: The meeting was called to order by Faith Stewart at 5:30 PM

Public Comment: None

Friends Report: None

Minutes of Previous Meeting: Marsha Long moved to accept the Minutes of the Annual Meeting. The motion was seconded by Brad Weaver, and the motion was passed. Lynn Fulmer moved to accept the Minutes of the January meeting. Brad Weaver seconded the motion, and the motion passed.

Treasurer's Report: Gary Enderle presented Profit and Loss statements from December 2020, and the Profit and Loss Budget vs. Actual statement from January through December 2020. No one had any questions. A motion was made by Gary Enderle to accept the reports. Lynn Fulmer seconded the motion, and the motion passed.

Committee Reports: |

Finance: Gary Enderle presented his report on our investments. He did state that the reports do not include the withdrawal of the \$8,740.18 Endowment account and the \$1,000 from the book fund, which were recently made.

Tina also indicated that the firm we selected to do our audits is beginning its annual review of last year, and should have a report to us soon. This is not a full audit but an annual review.

Building and Grounds: Tina indicated that there is a problem with the HVAC and we will need a new motor for \$1,400. She is contracting with Anderson Shortell to replace the motor. Lynn Fulmer pointed out that we had at least one new belt just installed, and she thinks there may have been two. So she and Tina will be talking about that issue with the contractor.

Personnel: All is well per Tina. See below regarding change in Personnel Policy.

Acquisitions/Gallery: No report. However, Lynn Fulmer is still working with Tina on getting a print framed and hung.

Planning: Marsha indicated that the Planning Committee met and she then presented and reviewed the Pandemic Operations Plan. After some discussion, Gary Enderle moved to accept the Plan. Sharry Semans seconded the motion, and the motion was passed.

Marsha also presented an update to the Long Range Plan, explaining that some of our goals had already been met.

Marsha also indicated the Committee had talked about updating the children's area. We do have about \$3,200 in donations and funds to put toward the remodel. There was discussion about hiring local artists to assist in making a tree, and all Trustees were asked to think about possible artists in the area. The project is on hold at the moment. (As a reminder, a Committee was established in our February 10, 2020 meeting, which includes Sara Talbot, Marsha Long, Tracy Knavel, Lynn Fulmer, Sharry Semans, Tina Dalton, Cherilyn Wise, and Christine Berardi.)

There was also some discussion regarding the upcoming 150 year anniversary of the Library. See below for details.

Programs: Sara Talbot indicated that the Committee would be meeting in the near future.

Technology: Tracy Knavel said the 3D printer is not fixable, and we will be getting rid of it for parts. A meeting will be scheduled with the committee in the near future.

Tina indicated that back up storage of our files in the cloud has now been implemented.

Nominating Committee: No report.

Lynn Fulmer, as Correspondence Secretary, indicated we had received a very nice thank you note from the employees for our Christmas present.

Unfinished Business:

1. **Insurance:** Sharry indicated there has been no movement, and she is still waiting to hear from Lee James.
2. **HVAC Service Plan:** Tina stated that per our discussion of last month regarding a maintenance contract for the HVAC and the hot water heater, Anderson Shortell would include flushing the hot water heater as part of the annual maintenance fee. The maintenance contract which will cost approximately \$470 per year has been purchased.

New Business:

1. **Personnel Policy:** New York State implemented a new sick leave policy, effective September 20, 2020. The change between our current sick leave policy and the State's requirements is the fact that we did not allow accrual of sick leave from year to year. Accordingly, we rewrote our sick leave policy to include the requirements of the State, and even went over the requirements of the State. Faith discussed the reasoning for this, which is basically that we want to make sure our employees have a cushion in case any employee would be facing a hardship situation. A motion was made by Lynn Fulmer to accept the new Sick Leave Policy. Brad Weaver seconded the motion, and the motion passed.
2. **150 Year Celebration:** There was a lot of discussion regarding possible plans and events for this celebration. A Committee was selected, as follows:

Marsha Long – Chair
Tracy Knavel
Brad Weaver
Wendy Sprague
Lynn Fulmer
Cherilyn Wise
Tina Dalton
Sharry Semans

There was also discussion about adding some local people to assist, perhaps members of the Chamber of Commerce, other community leaders, and community residents. These issues will be discussed further at the first Committee meeting. Marsha will schedule something in the near future.

3. **STLS Direct Access Plan:** Per Faith, she hopes everyone will read it, and send any comments or feedback directly to STLS by March 26, 2021.
4. **Conflict of Interest Policy:** Everyone has to sign and return the document to Tina.

Director's Report: Tina discussed the highlights of the report. She indicated that in-house circulation and ebooks have gone up. We received an ALA grant for a community reading project, and also 5 new hotspots. Tina is getting the hotspots through Verizon which will hopefully open up more areas where the hotspots can be used. She is working with Suzanne Krull on the community read project, which includes reading a discussing a book entitled "Heartland: a memoir of working hard and being broke in the richest country on earth" of which 20 copies were provided per the ALA grant. She is hoping to hold the discussion at the end of March.

Tina also indicated that she and Cherilyn are working on a way to present the Annual Report as a video as well as a print copy.

Tina also indicated that she had attended a meeting of the town and village wherein the town and village Boards adopted a Comprehensive Plan. Tina was surprised to see the Plan had included things such as expanding the Library's history section, acquiring additional property for the purpose of expanding the Library, etc. We were all a bit surprised, as no one had informed the Library beforehand. Tina will be keep us posted.

Executive Session: Faith asked that we move into Executive Session to discuss a personnel issue. Brad Weaver left the meeting. Marsha Long moved to go into Executive Session, and Sara Talbot seconded the motion. We moved into Executive Session at 6:21 PM. After discussion, Gary Enderle moved to come out of Executive Session and Tracy Knavel seconded the motion. We closed Executive Session at 6:23 PM.

Gary Enderle made a motion to adjourn the meeting at 6:34 PM, and Lynn seconded it. Passed

Respectfully submitted:

Sharry Semans, Secretary

1:50 PM

03/02/21

Accrual Basis

CUBA CIRCULATING LIBRARY

Profit & Loss

February 2021

	Feb 21
Ordinary Income/Expense	
Income	
4007 · Petty Cash	
Book Replacement	48.00
Copies Income	63.50
4066 · Donation Box	18.75
Total 4007 · Petty Cash	130.25
4017 · Memorials/Gifts	109.99
4019 · Refunds/Reimb	113.94
4020 · Meeting Room Fee	100.00
4031 · Interest Income	0.01
4032 · Dividend Income	29.61
4038 · Misc Income	25.86
Total Income	509.66
Gross Profit	509.66
Expense	
Cash Grants	
ALA Grant	217.80
Total Cash Grants	217.80
Technical	13.90
Wilday Grant	690.91
6006 · Books-J	
Book Replacement	15.40
6006 · Books-J - Other	264.22
Total 6006 · Books-J	279.62
6007 · Books-A	340.32
6008 · Serials	62.97
6010 · Audio	111.85
6014 · Electric	1,202.06
6015 · Repairs/Building & Grounds	312.45
6016 · Service	759.59
6018 · Phone	239.58
6021 · Library supplies	
Library Equipment	15.99
6021 · Library supplies - Other	125.36
Total 6021 · Library supplies	141.35
6022 · Custodial supplies	104.38
6030 · Memorials & Gifts	165.54
6043 · Miscellaneous Exp/Discretionary	0.36
6048 · Processing Fee	20.91
6051 · Adult Programming	125.50
6052 · Video Games	132.14
6060 · DVD	247.49
6560 · Payroll Expenses	
Payroll Tax	708.68
6001 · Employee Wages	9,263.83
6038 · Ira Match	1,193.68
6101 · SUTA	176.03
6560 · Payroll Expenses - Other	110.40
Total 6560 · Payroll Expenses	11,452.62
7021 · Membership	-2.07
Total Expense	16,619.27
Net Ordinary Income	-16,109.61

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Accrual Basis

CUBA CIRCULATING LIBRARY

Profit & Loss

February 2021

Net Income

Feb 21

-16,109.61

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Accrual Basis

CUBA CIRCULATING LIBRARY

Profit & Loss Budget vs. Actual

January 1 through March 2, 2021

	Jan 1 - Mar 2, 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
Adams Memorial	0.00	1,000.00	0.0%
Budget Carryover	0.00	34,470.82	0.0%
Buildings and Grounds	0.00	0.00	0.0%
Childrens Programs	0.00	0.00	0.0%
Community Relief	0.00	0.00	0.0%
Dept For Youth Grant Income			
Construction Aid Grant	0.00	0.00	0.0%
Wilday Grant	0.00	0.00	0.0%
Dept For Youth Grant Income - Other	0.00	1,295.00	0.0%
Total Dept For Youth Grant Income	0.00	1,295.00	0.0%
Friends-Programs	0.00	0.00	0.0%
grant; ACAF	0.00	0.00	0.0%
Grants	3,000.00	0.00	100.0%
Library Supplies Income	0.00	0.00	0.0%
Morgan Stanley			
Endowment Fund	0.00	8,740.18	0.0%
Morgan Stanley - Other	8,740.18	0.00	100.0%
Total Morgan Stanley	8,740.18	8,740.18	100.0%
Other Cash Grants	0.00	0.00	0.0%
1100 - Accounts Receivable	0.00	0.00	0.0%
4001 - Town Income	0.00	19,000.00	0.0%
4002 - Village Income	4,750.00	19,000.00	25.0%
4003 - School Income	0.00	130,468.00	0.0%
4004 - Local Lib Services Aid	0.00	1,657.00	0.0%
4006 - Fines Income	0.00	0.00	0.0%
4007 - Petty Cash			
Arts	0.00	0.00	0.0%
Book Replacement	76.00	0.00	100.0%
Copies Income	137.50	2,200.00	6.3%
Fines	6.80	0.00	100.0%
4066 - Donation Box	26.75	500.00	5.4%
4007 - Petty Cash - Other	0.00	0.00	0.0%
Total 4007 - Petty Cash	247.05	2,700.00	9.2%
4008 - Other income	0.00	0.00	0.0%
4009 - Alleg Cty Leg/Telecom	0.00	0.00	0.0%
4010 - E-Rate reimb	0.00	0.00	0.0%
4012 - Friends	0.00	2,000.00	0.0%
4013 - Dept For Youth	0.00	0.00	0.0%
4016 - Gifts	0.00	0.00	0.0%
4017 - Memorials/Gifts	544.74	0.00	100.0%
4018 - Replacements	0.00	0.00	0.0%
4019 - Refunds/Reimb	113.94	0.00	100.0%
4020 - Meeting Room Fee	100.00	1,125.00	8.9%
4021 - Other	0.00	0.00	0.0%
4022 - Staff	0.00	0.00	0.0%
4025 - cy grant	0.00	0.00	0.0%
4026 - Central Library Development aid	0.00	0.00	0.0%
4030 - Alle-Catt Reads	0.00	0.00	0.0%
4031 - Interest Income	0.73	0.00	100.0%
4032 - Dividend Income	1,370.18	0.00	100.0%
4034 - unrealized gains/loss	0.00	0.00	0.0%
4035 - capital gains	0.00	0.00	0.0%
4036 - Allegany County	0.00	0.00	0.0%
4037 - Friends-A/V	0.00	0.00	0.0%
4038 - Misc Income	216.38	400.00	54.1%
4039 - STLS	0.00	0.00	0.0%
4040 - Legislative Grant	0.00	0.00	0.0%
4045 - Grant-NYS construction	0.00	0.00	0.0%
4050 - Grant - Grow Your Library	0.00	0.00	0.0%

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Accrual Basis

CUBA CIRCULATING LIBRARY
Profit & Loss Budget vs. Actual
January 1 through March 2, 2021

	Jan 1 - Mar 2, 21	Budget	% of Budget
4051 · Legislative Grant	0.00	0.00	0.0%
4052 · gaming grant	0.00	0.00	0.0%
4065 · program income	0.00	0.00	0.0%
4075 · Bullet Aid	0.00	0.00	0.0%
4080 · Grant-Humanities	0.00	0.00	0.0%
4090 · Grant - STLS	0.00	0.00	0.0%
4155 · outreach grant	0.00	0.00	0.0%
4255 · Manley Grant	0.00	0.00	0.0%
4500 · Smith Barney	0.00	0.00	0.0%
Total Income	19,083.20	221,856.00	8.6%
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.0%
Gross Profit	19,083.20	221,856.00	8.6%
Expense			
Arts Grant Expense	0.00	0.00	0.0%
Ask Accountant	0.00	0.00	0.0%
Cash Grants			
ALA Grant	217.80	0.00	100.0%
Cash Grants - Other	0.00	0.00	0.0%
Total Cash Grants	217.80	0.00	100.0%
Childrens Programming	0.00	1,000.00	0.0%
Construction Aid Grant	0.00	0.00	0.0%
Foundation Grant	0.00	0.00	0.0%
Foundation Grant Expense	0.00	0.00	0.0%
Internal Revenue Service	0.00	0.00	0.0%
Investment Fee	0.00	0.00	0.0%
Personal Protection Supplies	429.45	2,500.00	17.2%
Security System	0.00	0.00	0.0%
Services			
Argentieries	0.00	384.00	0.0%
Austin Security	0.00	798.90	0.0%
Bookkeeper	0.00	3,600.00	0.0%
Copier Acme	0.00	315.00	0.0%
Domain Listing	0.00	0.00	0.0%
Elevator	0.00	1,255.00	0.0%
Fire Extinguishers	0.00	56.00	0.0%
Gutters Cleaned	0.00	0.00	0.0%
Lawn Care / Snow Removal	0.00	500.00	0.0%
Mobile Beacon	0.00	600.00	0.0%
Parking Lot Maint	0.00	250.00	0.0%
Patriot Microfilm	0.00	335.00	0.0%
Payroll Processing	146.55	1,200.00	12.2%
Rug Shampoos	0.00	250.00	0.0%
Water Softener	0.00	144.00	0.0%
Window Cleaner	0.00	450.00	0.0%
6009 · Computer Tech	0.00	500.00	0.0%
Services - Other	0.00	0.00	0.0%
Total Services	146.55	10,637.90	1.4%
STLS Mini Grant Expense	0.00	0.00	0.0%
Technical	13.90	0.00	100.0%
Technology	0.00	0.00	0.0%
Wilday Grant	690.91	0.00	100.0%
2000 · new account	0.00	0.00	0.0%
6004 · Unemployment	0.00	0.00	0.0%
6006 · Books-J			
Book Replacement	15.40	0.00	100.0%
6006 · Books-J - Other	682.93	3,500.00	19.5%

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Accrual Basis

CUBA CIRCULATING LIBRARY

Profit & Loss Budget vs. Actual

January 1 through March 2, 2021

	Jan 1 - Mar 2, 21	Budget	% of Budget
Total 6006 · Books-J	698.33	3,500.00	20.0%
6007 · Books-A	795.11	6,500.00	12.2%
6008 · Serials	536.97	500.00	107.4%
6010 · Audio	596.65	2,000.00	29.8%
6012 · Equipment	0.00	0.00	0.0%
6013 · Fuel	0.00	3,000.00	0.0%
6014 · Electric	2,177.74	4,100.00	53.1%
6015 · Repairs/Building & Grounds	312.45	2,500.00	12.5%
6016 · Service	2,354.11	0.00	100.0%
6017 · Ins - Property	5,830.72	5,600.00	104.1%
6018 · Phone	359.37	1,500.00	24.0%
6019 · Phone (Our share)	0.00	0.00	0.0%
6020 · Postage	1.80	400.00	0.5%
6021 · Library supplies			
Library Equipment	15.99	500.00	3.2%
6021 · Library supplies - Other	215.51	2,800.00	7.7%
Total 6021 · Library supplies	231.50	3,300.00	7.0%
6022 · Custodial supplies	139.54	900.00	15.5%
6023 · Travel	-124.70	1,500.00	-8.3%
6024 · Bank fees	0.00	200.00	0.0%
6025 · Train/conference	60.00	750.00	8.0%
6026 · Discretionary Fund	0.00	500.00	0.0%
6027 · Telecommunications	0.00	0.00	0.0%
6028 · Refunds/reimbursement	0.00	0.00	0.0%
6029 · Health Insurance	0.00	500.00	0.0%
6030 · Memorials & Gifts	683.35	0.00	100.0%
6031 · Extended Broadband	450.00	1,800.00	25.0%
6032 · Bookshare	0.00	0.00	0.0%
6033 · Other Expense	0.96	0.00	100.0%
6034 · Dept For Youth Expense	0.00	0.00	0.0%
6035 · FOL gift expense	0.00	0.00	0.0%
6036 · Grant expense	0.00	0.00	0.0%
6040 · FICA	0.00	0.00	0.0%
6041 · deducted	0.00	0.00	0.0%
6042 · Transfer	0.00	0.00	0.0%
6043 · Miscellaneous Exp/Discretionary	0.36	500.00	0.1%
6044 · Transfer to Smith Barney	0.00	0.00	0.0%
6045 · Transfer to Savings	0.00	0.00	0.0%
6046 · insurance-comp	0.00	0.00	0.0%
6047 · Building and Grounds	0.00	0.00	0.0%
6048 · Processing Fee	62.21	325.00	19.1%
6050 · Advertisement	0.00	200.00	0.0%
6051 · Adult Programming	494.09	1,000.00	49.4%
6052 · Video Games	172.13	1,000.00	17.2%
6053 · Digital Books	0.00	2,930.00	0.0%
6055 · Late Fee	0.00	0.00	0.0%
6060 · DVD	539.39	2,900.00	18.6%
6065 · Leg. Grant expense	0.00	0.00	0.0%
6066 · Arts expense	0.00	0.00	0.0%
6070 · grant - grow your library expen	0.00	0.00	0.0%
6075 · grant-NYS construction expense	0.00	0.00	0.0%
6076 · STLS Mini-grant	0.00	0.00	0.0%
6080 · grant-humanities expense	0.00	0.00	0.0%
6099 · STLS cost share	0.00	10,218.00	0.0%
6110 · Friends Expense	0.00	0.00	0.0%
6150 · Lions Club expense	0.00	0.00	0.0%
6155 · outreach grant expense	0.00	0.00	0.0%
6255 · Manley Grant expense	0.00	0.00	0.0%
6560 · Payroll Expenses			
NYS Reemployment	0.00	2,400.00	0.0%
Payroll Tax	1,443.03	0.00	100.0%
6001 · Employee Wages	17,214.87	0.00	100.0%
6002 · Payroll Tax FICA Employer	0.00	9,558.00	0.0%

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Accrual Basis

CUBA CIRCULATING LIBRARY
Profit & Loss Budget vs. Actual
January 1 through March 2, 2021

	Jan 1 - Mar 2, 21	Budget	% of Budget
6002.5 · Payroll Tax FICA Employee	0.00	0.00	0.0%
6003 · Ins - Workman's Comp	0.00	1,130.00	0.0%
6005 · Ins - Disability	1,006.08	420.00	239.5%
6038 · Ira Match	1,709.34	3,250.00	52.6%
6039 · Employee Contribution	0.00	0.00	0.0%
6101 · SUTA	358.42	0.00	100.0%
6560 · Payroll Expenses - Other	1,828.13	124,945.00	1.5%
Total 6560 · Payroll Expenses	23,559.87	141,703.00	16.6%
6562 · Replacement expense	0.00	0.00	0.0%
6563 · Audit	0.00	2,500.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.0%
7000 · Depreciation	0.00	0.00	0.0%
7001 · Bad debts	0.00	0.00	0.0%
7021 · Membership	172.93	0.00	100.0%
Total Expense	41,603.49	216,463.90	19.2%
Net Ordinary Income	-22,520.29	5,392.10	-417.7%
Other Income/Expense			
Other Income			
4005 · United Way	0.00	600.00	0.0%
4014 · Book Share Grant	0.00	0.00	0.0%
4015 · Arts Grant	0.00	0.00	0.0%
4033 · Book Sale	0.00	0.00	0.0%
4076 · STLS Mini Grant Income	0.00	0.00	0.0%
4077 · Grant-Humanities income	0.00	0.00	0.0%
4355 · grant-Lion Club	0.00	0.00	0.0%
4900 · Fundraising Income	0.00	0.00	0.0%
6049 · Credit	0.00	0.00	0.0%
Total Other Income	0.00	600.00	0.0%
Other Expense			
6100 · Book Share	0.00	0.00	0.0%
6355 · Lions Grant expense	0.00	0.00	0.0%
6561 · CY Grant Expense	0.00	0.00	0.0%
7500 · Fundraising Expense	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.0%
Net Other Income	0.00	600.00	0.0%
Net Income	-22,520.29	5,992.10	-375.8%

Library Director

_____ (Name) Hire date: _____

Summary: Serves as head of a public library with a service population of under 5000. Bachelor's Degree required, MLS preferable, with minimum of 5 years of public library experience. Carries out public library service according to standard library practice under supervision of the Library's Board of Trustees. Works 40 hours a week, including some nights and occasional Saturdays.

MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

A. Collection management

1. Selects appropriate materials – print and nonprint, fiction and nonfiction for adults by using standard public library review sources.
 - a) Maintains balance of recreational popular reading materials and informational and homework support materials.
 - b) Orders materials in a timely and most cost effective manner.
2. Deselects (weeds) same.
3. Adds gift materials by same standards as purchased materials.
4. Displays materials in manner to attract readers.

B. Performs informational, reference and referral services.

1. Is familiar with standard library resources, print and nonprint
2. Is able to search for information electronically.
3. Trains and supervises Library Assistants in providing Reference and Reader's Advisor services, including expertise with OPAC.
4. Works at regularly assigned times at Public Service Desk and is able to perform all tasks of Library Assistant with regard to circulation procedures.

C. Supervision

1. Supervises activities of all staff to ensure that excellent library service is available to all in accordance with standard library procedures.
2. Ensures that patrons and staff comply with board-approved policies as found in the Policy Manual.
3. Conduct staff disciplinary actions when necessary

D. Reports to and consults with the Board of Trustees

1. Administration

- a) Drafts policies and procedures for smooth and professional operation of Library with emphasis on excellence in public service.
- b) Works with library staff to draft accurate job descriptions.
- c) Evaluates performance of staff annually.
- d) Prepares work schedules.
- e) Takes appropriate action to secure return of long overdue items

2. Finances

- a) Makes budget recommendations to Finance Committee
- b) Makes requests for funding from taxing entities (Town, Village, School District)

- c) Presents budget request to public at Cuba Rushford School Budget Hearings
 - d) Reviews weekly bills including payroll hours and ensures that Library operations are within budget.
 - e) Prepares weekly deposit
 - f) Ensures that Library operations comply with requirements of all grants received.
 - g) Works with the Board Treasurer to ensure accurate fiscal accounting.
- 3. Planning
 - a) Assists Planning Committee to develop and implement long-range plan, which reflects needs of Cuba community as well as standard library practice.
 - b) Writes other plans as needed.
- 4. Physical plant
 - a) Supervises building and grounds maintenance (cleaning, mowing, snow removal)
 - b) Arranges for small repairs needed immediately.
 - c) Works with Building & Ground Committee for significant repairs.
 - d) Ensures safe use of building by patrons.
- 5. Southern Tier Library System (STLS) Participation
 - a) Works cooperatively with STLS, following their recommendations and policies in all aspects of library service.
 - b) Attends training, workshops and Director's meetings offered by STLS
 - c) Encourages staff to attend appropriate STLS workshops
 - d) Serves on STLS committees as time permits
 - e) Works cooperatively with other STLS member libraries
- E. Liaison between staff, Board of Trustees, the community, the Friends of the Cuba Library and STLS
 - 1. Prepares informative Monthly Report for Board of Trustees, Town and Village Boards
 - 2. Attends Board of Trustee meetings. Participates in Board activities
 - 3. Attends Friends of the Library meetings. Participates in Friend's activities
 - 4. Involves staff in library decision-making. Conducts monthly staff meeting.
 - 5. Represents the Library at greater Cuba community events, meetings
- F. Participates in and actively seeks local, county, state, or federal affiliations and projects that will benefit library service in general, and specifically Cuba Circulating Library.
 - 1. Liaison and sometimes partner with other libraries and agencies in area.
 - 2. With Board knowledge and support, writes appropriate grants to further library service (i.e. NYS Division for Youth, Poets & Writers, NYS Council for the Humanities, and the NYS Decentralization Arts Grant etc.)
 - 3. Compiles statistics and other information to comply with grant requirements
 - 4. Keeps abreast of trends in library service by reading professional literature, by membership in NY Library Association (NYLA), American Library Association (ALA) or other, by attending conferences including NYLA and Public Library Association (PLA) when possible.

- G. Actively promotes general public library services and specific use of Cuba Circulating Library, including press releases for Patriot and the Olean Times Herald, on Library Webpage and social media networking and other appropriate places.
- H. Plans appropriate programs for adults year round possibly including but not limited to entertainment, lectures, craft instruction, computer classes, book discussion and other programs as appropriate.

Approved by Cuba Circulating Library Board of Trustees March 1999

Revised and approved March 2002.

Amended and approved by Personnel Committee 10/27/2006

Amended and approved by Board of Trustees 06/13/2011

Youth Services Coordinator

(Name) Hire date: _____

Supervisor: Library Director

Summary: Serves as the Coordinator of Youth Services for a public library with a service population of under 5000. Bachelor's Degree required; MLS or comparable combination of education and experience in working with youth ages birth-age 18 preferred. Works 32 hours a week, including some nights and occasional Saturdays.

MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

- A. Plans, promotes and conducts structured preschool storytimes for children
 - 1. Engages children in school readiness activities with emphasis on value of child's activities
 - 2. Keeps parents informed through daily contact and monthly newsletter of child's activities
 - 3. Actively encourages children/parents to check out materials from library
 - 4. Maintains storyhour room + children's wing of the library
- B. Collection Management
 - 1. Previews new material when it arrives so it is processed appropriately
 - 2. Displays materials in manner to attract readers
 - 3. Makes suggestions to Library Director for materials to add to library collection
- C. Encourages, plans, and conducts visits to the library by outside groups such as public school classrooms, Head Start, UPK, Scouts, etc.
- D. Works cooperatively with public school personnel, serving as liaison between public library and public school
- E. Prepares monthly report for Director/Board of Trustees
- F. Plans and prepares and promotes activities to encourage library use by school age children
 - 1. Conducts Summer Reading program
 - 2. Conducts after school storyhours and activities
 - 3. Plans and publicizes public performance children's programs such as magic shows, etc.
 - 4. Coordinates occasional Saturday or evening activities for children, encouraging parents to be involved with programming for their children
 - 5. Plans and prepares attractive wall and book displays
 - 6. Provides homework support for youth of all ages
 - a. Is available to assist students directly, and trains other library staff how to assist students with print and nonprint resources
 - b. Is knowledgeable about electronic as well as print resources
 - 7. Coordinates and supervises work of others involved in children's services including student volunteers and pages.
 - 8. Attends appropriate workshops and conferences offered by Southern Tier Library System, NY Library Association, NY Association of Early Childhood Education, etc.

9. Takes turn staffing circulating desk, performing all tasks of Library Assistant
10. Performs other work as required, possibly including but not limited to the following:
 - a. Assists with grant writing efforts
 - b. Plans and implements library programs for youth
 - i. Secures funding (grants, Friends, or other)
 - ii. Schedules and contracts with performers
 - iii. Publicizes (posters, flyers, press releases)
 - iv. Arranges facility
 - v. Hosts programs
 - c. Periodically submits articles & publicity to local newspapers and social media

Approved by Cuba Circulating Library Board of Trustees March 1999

Approved by Personnel Committee 10/27/2006

Amended and approved by the Board of Trustees 06/13/2011

Senior Library Assistant

_____ (Name)

Hire Date: _____

Supervisor: Library Director

MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

- A. Serves the public from the Circulation Desk
 - 1. Performs all circulation functions using SIRSI Workflows software
 - a. Charges materials in and out.
 - 1) Renews requested items
 - b. Performs quick borrower registration
 - c. Administers fines policies
 - 1) Collects & records money
 - 2) Clears patron record
 - d. Able to work in all SIRSI modules
 - 2. Answers general and directional requests from public
 - a. Demonstrates use of equipment such as copier and fax
 - 3. Explains and enforces library policies
 - a. Knowledge of Cuba Circulating Library policies
i.e. hours, meeting room, opening and closing procedures
 - b. Knowledge of STLS policies, (i.e. ILL, Kits, Rotating Collections)
 - 4. Assists patrons in reference searches and in advising readers
 - a. Teaches patrons to use OPAC (online public access catalog)
 - b. Institutes ILL service when appropriate
 - c. Knowledge of popular adult reading materials including NYT bestseller list and genre fiction.
 - d. Knowledge of popular juvenile reading materials including Easy, easy readers, YA, recommended reading, series.
 - e. Knowledge of nonprint resources (audio books, DVDs musical CDs etc)
 - f. Knowledge of basic reference resources at Cuba Library
 - g. Basic knowledge of library classifications
i.e. Dewey Decimal, genres, YA, easy readers, reference etc.
 - 5. Assists patrons in using computers
 - a. Basic start up and shut down
 - b. Basic word processing skills
 - c. Basic Internet search skills
 - 6. Takes part in training and development opportunities offered by STLS or locally (i.e. public school or library)
 - 7. Takes part in Cuba Library planning and problem-solving (i.e. staff meetings, committee participation)
- B. Opens and closes the Library.
- C. Performs other work as required, possibly including but not limited to the following position specific responsibilities:

1. Plans and creates in-house library displays
2. Handles rotating collections
3. Handles Gift and Memorial funds
 - a. Recordkeeping – monies and materials received
 - b. Written acknowledgement of gifts and memorials
4. Requests Interlibrary Loans
5. Completes new patron card registrations
6. Notifies patrons of overdue items; bills patrons when necessary
7. Mends and repairs materials
8. Plans and implements library programs for the public
 - a. Assists Director and Youth Coordinator with programming
 - b. Publicizes programs (posters, flyers, press releases)
 - c. Arranges Community Room to host program/activity
 - d. Hosts performer, public
8. Adds Cuba's holdings to STLS database
 - a. Uses Cataloging module to add or correct Cuba holdings in database.
 - b. Completes physical processing of items.
 - c. Modifies or corrects identification of materials.
 - d. Maintains physical periodical holdings, discarding old.
9. Designs and produces program promotion flyers and handouts; creates covers and labels for library materials.
10. Updates web page as needed (daily or weekly)
11. Makes spreadsheets of data collection (i.e. attendance at programs)
12. Produces statistical reports of circulation using Director's Station
13. Creates Newsletter using information from Librarian's Monthly Reports
14. Maintains communication with customers via social media
15. Instructs public on use of electronic reading and listening devices

Approved by Board of Trustees 09/12/2005

Amended and approved by Personnel Committee 10/27/2006

Amended and approved by Board of Trustees 06/13/2011

Library Assistant

(Name)

Hire Date: _____

Supervisor: Library Director

MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

- A. Serves the public from the Circulation Desk
 - 1. Performs all circulation functions using SIRSI Workflows software
 - a. Charges materials in and out.
 - 1) Renews requested items
 - 2) Can retrieve and implement Holds from SIRSI Report module
 - b. Performs quick borrower registration
 - c. Administers fines policies
 - 1) Collects & records money
 - 2) Clears patron record
 - d. Able to work in all SIRSI modules
 - 2. Answers general and directional requests from public
 - a. Demonstrates use of equipment such as copier and fax
 - 3. Explains and enforces library policies
 - a. Knowledge of Cuba Circulating Library policies
i.e. hours, meeting room, opening and closing procedures
 - b. Knowledge of STLS policies, (i.e. ILL, Kits, Rotating Collections)
 - 4. Assists patrons in reference searches and in advising readers
 - a. Teaches patrons to use OPAC (online public access catalog)
 - b. Institutes ILL service when appropriate
 - c. Knowledge of popular adult reading materials including NYT best seller list and genre fiction
 - d. Knowledge of popular juvenile reading materials including Easy, easy readers, YA, recommended reading, series.
 - e. Knowledge of nonprint resources (audio books, DVDs musical CDs etc)
 - f. Knowledge of basic reference resources at Cuba Library
 - g. Basic knowledge of library classifications
i.e. Dewey Decimal, genres, YA, easy readers, reference etc.
 - 5. Assists patrons in using computers
 - a. Basic start up and shut down
 - b. Basic word processing skills
 - c. Basic Internet search skills
 - 6. Takes part in training and development opportunities offered by STLS or locally (i.e. public school or library)
 - 7. Takes part in Cuba Library planning and problem-solving (i.e. staff meetings, committee participation)
- B. Opens and closes the Library.

Approved by Board of Trustees September 12, 2005

Amended and approved by Personnel Committee 10/27/2006

Amended and approved by Board of Trustees 07/11/2011

Library Page

Name _____

Hire date: _____

MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

A. Serves the public by keeping library materials in correct order

1. Shelves all materials returned to the Library

Shelving Priorities:

Arrange returned items on trucks in order – alphabetically and by Dewey

Shelve adult new books and all videos/DVDs first.

Shelve remainder of items, correcting and shifting shelves as necessary. (all items should be shelved within 48 hours of being returned.)

Shelves magazines and newspapers in public area.

Shelve past date magazines and newspapers in storage area.

2. Straightens shelves and display areas daily.
3. Shelf reads weekly to keep materials in order.
4. Provides clerical support.
5. Assists the public with general directional information and assistance with copier/fax.
6. Keeps public area neat, chairs, tables and shelves clear, neat and dusted.
7. Charges materials in and out when requested by Circulation staff.
8. Provides program support to Children's Coordinator & Library Director as requested. (i.e. help with displays, search for items before overdues are sent, assist with new or gift book processing, etc.)
9. Can perform circulation functions using SIRSI software:
 - a. Charges materials in and out
 - b. Can renew materials
 - c. Can collect fines and clear patron record
 - d. Can receive items in transit
10. Performs other work as required.

Approved by Cuba Circulating Library Board of Trustees March 1999

Amended and approved by Personnel Committee 10/27/2006

Groundskeeper Duties

Lawn mowing

Lawn is mowed according to need – perhaps twice a week in early summer and less often in later summer. Mower must provide own lawnmower and gas. The bike rack is moved to mow, and replaced when done. Clippings are removed from sidewalks.

Lawn raking

Lawn is raked once or twice in the fall when most of the leaves have fallen. The leaves are raked to the curb for Village pick up.

Shoveling

After a night snowfall, the sidewalks must be cleaned by 9:30am. If it snows during the day, they should be shoveled again after school or in evening.

Shovel front walk to the driveway of the house to the east, and to Maple Street on the west. Maple St is shoveled south to property line. The entire width of the walks to East Main and to the library door must be shoveled.

Clear snow from the front door overhang, using snow rake.

Custodian

_____ (Name) Hire Date: _____
Supervisor: Library Director

Five times a week, the custodian will:

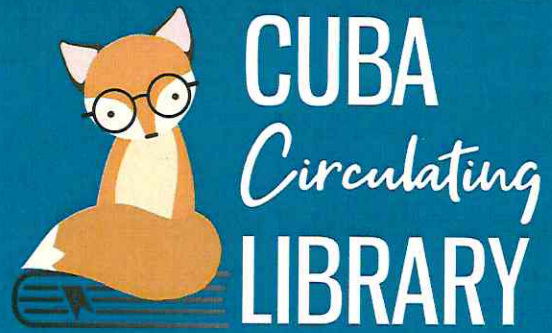
1. Sweep entryway, and both sets of stairs off entryway, and rug
2. Wash entryway windows, handrails and door handles.
3. Check and clean public restrooms and refill supplies (soap, towels, etc).
4. Empty trash bins, shredder, and recycling as needed.
5. Check to see if outside flowers need watering; water if needed.
6. Disinfect high touch surfaces.
 - a. Spray everything, then go back and wipe everything down.

Once weekly, the custodian will:

1. Vacuum preschool room and backstairs during school year. **(evening)**
2. Vacuum ALL carpeted areas upstairs, including offices. **(Saturday)**
3. Wet mop entryway and both sets of stairs off entryway in inclement weather. **(Sat)**
4. Wash and disinfect preschool table and chairs when preschool is in session. **(Tues or Thurs)**
5. Vacuum Community Room. **(evening or Saturday)**
6. Clean outside benches
7. Dust all furniture, shelves, tops of cases, window sills, and muntins. **(evening)**
8. Damp clean all formica surfaces upstairs and in kitchenette. **(evening)**
9. Scour drinking fountain and downstairs kitchenette sink. **(evening)**
10. Clean staff bathroom and preschool bathroom. **(evening)**
11. Empty trash and put out (weekly) and recyclables **(Wed)**
12. Refill water jugs for fish tank as needed
13. Notify Director of supplies that are needed.

Semi-Annually or as needed, the custodian will:

1. Move and vacuum under all furniture; use crevice tool near bookcases
2. Wash walls and doors to remove scuff marks, handprints. Dust ceilings for cobwebs.
3. Clean inside of microwave & refrigerator and vacuum refrigerator coils.
4. Murphy Oil soap all wooden furniture, doors, etc.



ANNUAL REPORT 2020





DIRECTOR'S STATEMENT

On Tuesday, March 17, 2020, Cuba Circulating Library closed our doors to the public for the first time in recent memory. Due to the COVID-19 pandemic, the library could no longer be safely open to the public. What we hoped would be a few days or possibly weeks turned out to be months. Although we were not able to offer traditional library services during the state-mandated shutdown, library staff got creative in finding new and innovative ways to help the community.

The library reopened for curbside service on June 15 and began allowing patrons back into the building on June 29.

At this time, we are still not back to full service in that we are not able to hold in-person programs safely. However, we continue to find new and innovative ways to provide services to the Cuba community.

Throughout this challenging year, we found new ways to do what we do best: create lifelong learners through quality and current programs and materials for all, collaborate with community organizations, and provide free and equal access to information, knowledge, learning, and the joys of reading for our diverse community.

TINA DALTON

Cuba Library Director

DURING THE SHUTDOWN

Library Assistants Janet Rhodes and Nancy Robinson called patrons at home to check in with them. Youth Services Coordinator Cherilyn Wise created STEAM and Storytime videos, as we could no longer offer the traditional Storytime experience to the children of Cuba. Library Page Rylee Peacock created “Crafting in Quarantine” videos, encouraging people to create fun projects using things they could easily find around their homes. Library Assistant Shauna Comes did a complete overhaul of the library’s website. We mailed tax forms to members of the community. We provided virtual tech tutoring appointments to assist patrons who were learning new technologies—Zoom, Go To Meeting, Overdrive, and Libby. We continued to provide online reference support.



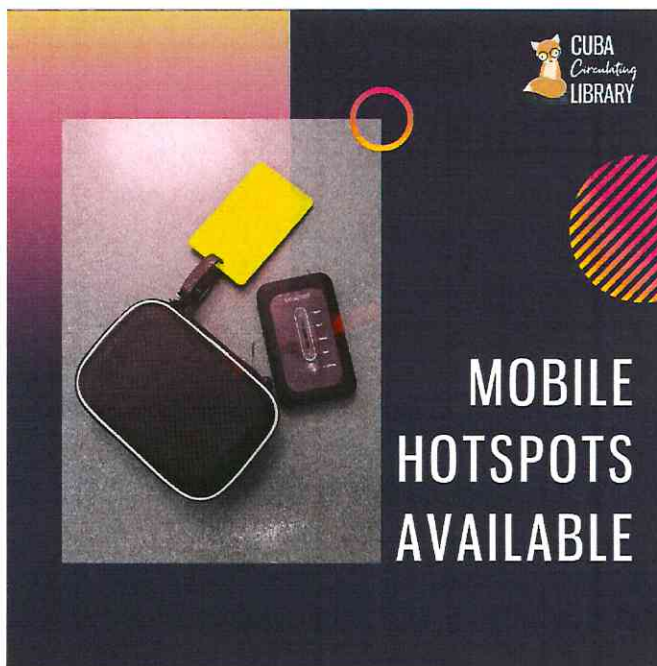
Library Page Rylee Peacock created multiple videos showcasing arts and craft projects patrons could easily do at home.

INNOVATIVE PROGRAMMING

The Cuba Library presented our annual Summer Reading Program through a combination of videos and take-home literacy kits. Youth Services Coordinator Cherilyn Wise created 24 videos during this six-week program, presenting a combination of craft, STEAM, and Storytime activities. We had 102 participants in our Summer Reading program in 2020. We partnered with Head Start, CRCS, Cuba Baptist Church, and Cuba Cultural Center to disperse over 200 literacy kits and 850 books to the children of the community. These kits were funded by a grant from Allegany County United Way.



Youth Services Coordinator Cherilyn Wise showcases a STEAM kit. The library has 15 kits available for checkout. These kits support at-home learning for children of all ages.



TECHNOLOGICAL IMPROVEMENTS

Throughout 2020, Cuba Library has sought to support the community by expanding the services we offer. In the fall, we installed a Wi-Fi hub on the west side of our building, expanding our Wi-Fi reach by 300 feet. The library's Wi-Fi is on 24/7 and during the shutdown, it was common to see people sitting in their cars or on the library's benches, accessing the free Wi-Fi.

The Library also has five hotspots available for checkout. These hotspots were checked out during shutdown and the five families who had them were provided with free unlimited internet services during those months.

Thanks to a recent grant from the American Library Association, we will soon add five more hotspots to our collection.

With funding from the Manley grant, we were able to purchase a camera, laptop, lighting, and microphones for a mobile media lab. These items have made it possible for library staff to record, edit, and present videos to the public. These items are also available for in-library use to the public.

LIBRARY TRUSTEES

President: Faith Stewart
Vice President: Sara Talbot
Secretary: Sharry Semans
Treasurer: Gary Enderle

Lin Assink
Tom Donahue
Lynn Fulmer
Tracy Knavel
Marsha Long
Wendy Sprague
Bradley Weaver
Trisia Young

Cuba Library Trustees serve three-year terms, for up to two consecutive terms. Library Trustees are responsible to the library and the public we serve. We thank our trustees for their volunteer service in fulfilling their duties, commonly referred to as "care, loyalty, and obedience." Trustees are advocates for improving library services who serve to guide the library, always mindful that their decisions impact the future of the community.

FRIENDS OF THE CUBA LIBRARY, INC.

Friends of the Cuba Library, Inc. is a nonprofit organization dedicated to supporting Cuba Circulating Library through fundraisers and advocacy.

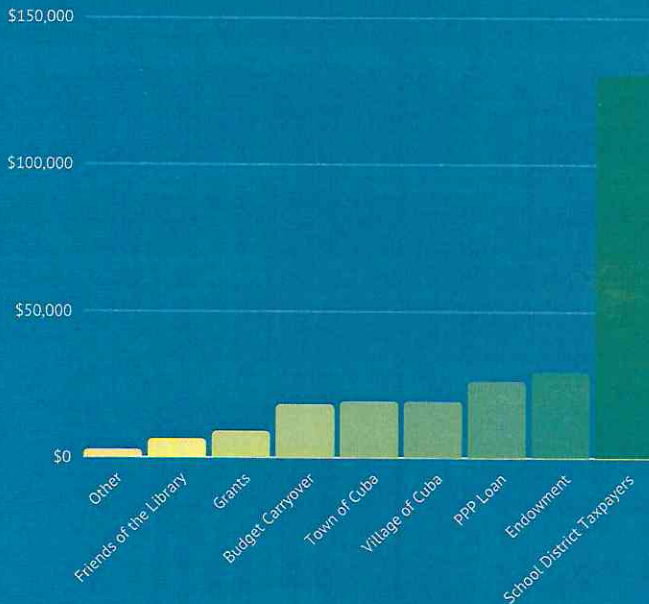
In 2020, Friends of the Library donated funding to support the following projects:

- Adult programs, including Summer Reading Program
- Purchase of 10 STEAM kits
- Purchase of two book carts
- Purchase of front-desk shield
- Purchase of medical grade keyboards and computer mice
- \$1,000 toward purchase of additional e-books and e-audiobooks

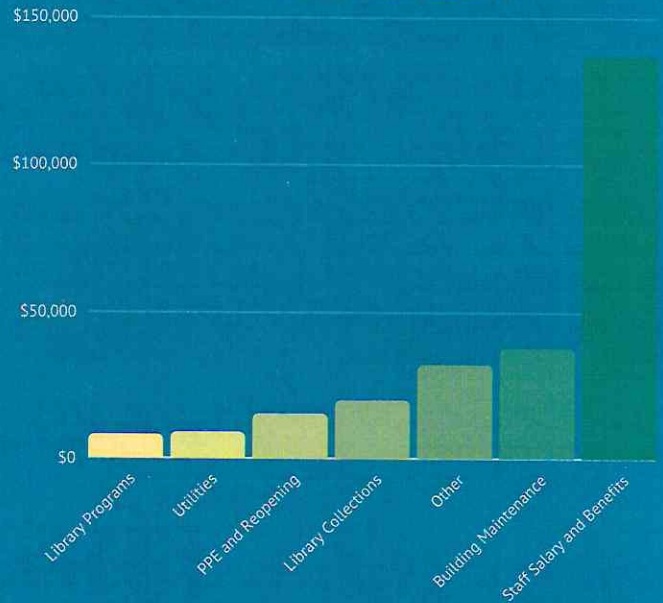


FINANCIAL STATEMENT

2020 LIBRARY INCOME



2020 LIBRARY EXPENSE



LIBRARY STATS

- Library visits: 11,237
- Registered borrowers: 4,798
- Programs held: 188
- Program attendance: 2,031
- Print materials in collection: 17,580
- Electronic materials in collection: 21,478
- Circulation of all items: 27,339



E-Books use increased by 25%

Cuba Library Director's Monthly Report

February 2021

	February 2021	Jan 2021	Feb. 2020	Feb. 2019	Feb. 2018
Circulation	2313 (adult 1306) (J/YA 1007)	2227 (adult 1290) (J/YA 937)	3176 (adult—1930) (Juv/YA 1246)	2534 (adult – 1609) (Juv/YA 925)	2911 (adult – 1571) (Juv/YA 1328)
Holds Filled	361	436	477	398	
New Library Cards	5	5	10	13	
Overdrive (eBooks)	414 downloads	474 downloads	308 downloads	287 downloads	
Wifi Use	206	219	191		
Visits to website	507	695			

The Adult Winter Reading program ended on Feb. 28. We had 20 teen and adult participants in all, who read 93 books and wrote 66 book reviews. Each participant will receive a canvas tote bag branded with our logo. We will have leftover tote bags, which we will make available for purchase for \$5.00 each. We also gave away prizes of \$10 Amazon gift cards and books via two monthly drawings.

I participated in a couple of interviews this month. The first was for a teacher who teaches for an online school in PA. Her unit was on careers, and she interviewed me via Zoom to share with her students what it takes to become a librarian. The second interview was with a Bonaventure journalism student for SBU TV. Her report was on how libraries are changing to meet the needs of the public during the pandemic. Her report aired on the SBU TV Facebook page.

This month I submitted a letter of interest for the Allegany County United Way grant as well as an application to the Allegany Area Foundation. I seek the United Way grant as funding to support our summer reading program. The Allegany Area Foundation grant will hopefully support the purchase of two StoryWalk sets. In the past, we've either used paper StoryWalks, or borrowed plastic signs from STLS. It is our hope to eventually have a permanent StoryWalk installation along the Genessee Greenway Trail, and this grant is the first step in that direction.

I've purchased the Verizon hotspots for our ALA grant and we will begin circulating them by March 5. This brings our total number of hotspots available for check out up to 10.

I have started a shifting project to integrate the mass-market paperbacks into the main adult fiction collection instead of shelving them separately. The audiobooks and large print books have been shifted to where the paperbacks were. The shifting of the adult fiction is still ongoing.

For many years, the library's book vendor has been Baker and Taylor. Over the past several months, B&T has become unreliable in their billing services, customer service, and ability to

fulfill orders accurately. They have also increased their prices for books and processing and started charging for shipping. As a result, I looked into ordering from another vendor—Ingram. Ordering through Ingram will save us quite a bit of money (rough estimate is \$800—which equals about 50 more books per year!). In addition to the savings, Ingram has a very quick turnaround. Instead of the usual two to three weeks delivery time, I received a book I had ordered in less than a week. Ingram is going to be a great improvement over Baker and Taylor.

Youth Services Monthly Report – February 2021

Programs

- Feb 2 - Mike Morton brought his hedgehog and prairie dog to celebrate Groundhog's Day. We live streamed the animals while Mike talked about each one. I read a story with Mike and the hedgehog. We opened it up to questions via Facebook comment.
- Feb 8 – I “Zoomed” into the Mon/Tues AM and PM Pre-K classes with Mrs Klotz, reading two stories and chatting about Valentine's Day.
- Feb 11 – I “Zoomed” into the Thurs/Fri AM and PM Pre-K classes with Mrs Klotz, reading two stories and chatting about Valentine's Day.
- Feb 14 – I mailed out 26 Valentine's to patrons (children) we see regularly or used to see regularly. These included 3D dinosaur puzzles. Everyone who got them (that I know of) was excited to receive mail.
- Feb 24/25 – We had our first two chess club online meetings, mostly just to get to know the kids involved and for them to see each other. We will begin meeting weekly for short chats and mini lessons. Each child also has access to the secure online platform to play with each other when they want and to watch videos when they want.

Other

I filmed three community readers for the month of March. I am waiting on one who is more comfortable recording herself and to film a fifth in March. I had each reader introduce themselves, talk about what they do in the community, and talk about something they love about our area/town.

I joined the STLS Summer Learning Committee to help get ideas for summer and to share any knowledge I can with other libraries. Collaboration and sharing of resources was a big topic of the meeting. We will have a second meeting soon. Additionally, I am helping to present a resource online for interactive presentations that can be used for escape rooms and other puzzles. (I am working on an Easter Egg hunt with this program.)

I met with Kristine Uribe, the Parks Manager for the Genesee Valley Greenway State Park. We discussed the possibility of installing a permanent StoryWalk (with interchangeable stories) on a portion of the trail. This is still in the initial stages but it looks promising and is a great opportunity for our community.

Upcoming Programs

- Mar 2 - Mike Morton will bring his chickens for Green Eggs & Ham on
- Mar 4 – Community Readers videos will begin posting weekly
- Mar 1/8 – I am “zooming” into two classrooms to read a story or two for Read Across America
- April Break – Virtual Pajama Party for elementary students, still in the planning stages