

AGENDA
BOARD OF TRUSTEES
Cuba Circulating Library
Serving the Cuba Community for 149 Years!

Monday, June 14, 2021
5:30pm

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of May's Meeting
5. Treasurer's Report/Profit and Loss Report
6. Director's Report
7. Committee Reports
 - i. Finance
 - ii. Bldgs/Grounds
 - iii. Personnel
 - iv. Acquisitions/Gallery
 - v. Planning
 - vi. Programs
 - vii. Technology
 - viii. Nominating Committee
8. Unfinished Business
9. New business
 - i. STLS application to Appalachian Regional Commission grant project
 - ii. New personnel: groundskeeper and library page
10. Executive Session (if needed)
11. Adjournment

**Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, April 12 2021**

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

Absent: Lin Assink, Lynn Fulmer and Wendy Sprague

Also Present: Tina Dalton and Pat Ash (Friends)

Call to Order: The meeting was called to order by Faith Stewart at 5:31 PM

Public Comment: None

Friends Report: Pat Ash states the Friends are doing their membership drive; Pat was elected President of the Friends at their Annual Meeting; at the Annual Meeting they changed their Constitution (she did not state in what way); and honored Janet Rhodes for her 40 years of service.

Minutes of Previous Meeting: Marsha indicated there should be a revision under the "Planning" information. Trisia moved to accept the Minutes of the March meeting with those revisions. Tracy seconded the motion, and the motion passed.

Treasurer's Report: Gary Enderle presented Profit and Loss statements for March 2021. No one had any questions. A motion was made by Brad to accept the reports. Trisia seconded the motion, and the motion passed.

Committee Reports:

Finance: Gary Enderle presented his report on our investments which are doing well.

Tina presented the Report on Financial Statements submitted by our CPA. No one had any comments. Trisia made a motion to accept the Report on Financial Statements, and Tracy seconded the motion. The motion passed.

Building and Grounds: Tina reported on behalf of Lynn Fulmer. A date of May 22 was scheduled for mulching and some clean up. Lynn will have more info at our next meeting. Lynn is still getting bids for landscaping.

Tina stated that she signed the maintenance contract with Shembeda Plumbing.

Terry Moot fixed a hole in the roof that was allowing birds to get in.

Sara indicated there is a drip/leak over the left column of the overhang. Lynn will be notified.

Personnel: There was a lot to discuss. The Personnel Committee had met recently to revamp the Director's evaluation process. Faith submitted the new Trustee's Evaluation Policy for consideration. Brad moved to accept the Evaluation Policy. Sara seconded the motion and the motion passed.

Faith explained the use of an Employment Contract for the Director, and submitted a copy of the Employment Contract for Tina. Tom moved to accept the contract. Marsha seconded the motion and the motion passed.

Faith submitted a Member Library Approval Form from STLS that indicated the Cuba Library would adhere to STLS's Free Direct Access Plan. The Form had to signed by the President. Trisia moved to accept the Member Form and for Faith to sign as President. The motion was seconded by Tom and passed.

The Personnel Policy was revised to include a section regarding IRA contributions to employees. There were a few other minor changes. Tom made a motion accept the revised Personnel Policy. Brad seconded the motion and the motion was passed.

Faith also indicated that the Personnel Committee would be meeting in the near future to continue with Tina's evaluation.

Acquisitions/Gallery: No report.

Planning: No report except to indicate the Committee met and discussed the 150-year celebration, and there is a meeting scheduled for April 19 to continue discussions.

Programs: Sara Talbot indicated that the Committee would be meeting in the near future. They are discussing a possible seed library program.

Technology: No report.

Nominating Committee: No report. However, someone did comment that Paul Young would be interested sitting on the Board if an opportunity presented itself.

Sharry also indicated she would contact STLS to find out the status of our request to amend the Charter regarding changing the number of Trustees required for our Board.

Unfinished Business and New Business: The subjects outlined in the agenda were discussed above.

Director's Report: Tina reviewed her report. Everything is going well.

Executive Session: Faith asked that we move into Executive Session to discuss a personnel issue regarding a specific employee. Trisia moved to go into Executive Session, and Marsha seconded the motion. We moved into Executive Session at 6:05 PM. After discussion, Trisia moved to come out of Executive Session and Marsha seconded the motion. We closed Executive Session at 6:18 PM.

After some discussion, a motion was made by Tom to terminate the services of our current bookkeeper. Marsha seconded the motion, and the motion passed.

A motion was made by Brad to hire the John P Mucke CPA ,P.L.L.C. firm for our bookkeeping needs. Sara seconded the motion and the motion passed. Tina will implement both the termination of our current bookkeeper and the hiring of the new firm.

Sara made a motion to adjourn the meeting at 6:20 PM, and Gary seconded it. Passed

Respectfully submitted: Sharry Semans, Secretary

Cuba Library 2021

	01/11/21	02/08/21	03/08/21	04/12/21	05/10/21	06/14/21	07/12/21	08/09/21	09/13/21	10/12/21	11/08/21	12/13/21
Anonymous	\$651,224.72	\$649,129.60	\$663,125.41	\$682,903.18	\$703,341.57	\$715,810.20						
Withdrawn												
Account Value	\$649,129.60	\$663,125.41	\$682,903.18	\$703,341.57	\$715,810.20							
Endowment Fund	\$257,440.88	\$254,465.71	\$260,852.46	\$269,623.24	\$277,056.87	\$282,989.05						
Withdrawn	\$8,740.18		\$150.00									
deposited												
Account value	\$254,465.71	\$260,852.46	\$269,623.24	\$277,056.87	\$282,989.05							
Dustin & Florence	\$14,075.71	\$13,415.65	\$13,722.80	\$14,214.10	\$14,590.38	\$14,927.02						
Adams Memorial Book Fund												
Withdrawn	\$1,000.00											
Account Value	\$13,415.65	\$13,722.80	\$14,214.10	\$14,590.38	\$14,927.02							

Cuba Library Director's Monthly Report

May 2021

	May 2021	April 2021	May 2020	May 2019	May 2018
Circulation	1874 (adult 1133) (J/YA 741)	2105 (adult 1162) (J/YA 943)	40	2919	2761
Holds Filled	290	379	0	462	
New Library Cards	13	12	0	7	
Overdrive (eBooks)	450	485	531	293	
Wifi Use	243	196	78	201	
Visits to website	859	732	442		

Upcoming Programs

May 27, June 3, 10, 24	Sketching and Drawing Cuba Architecture with Lisa Robinson
June 14-19	Friends of the Library Book Sale
June 19 10-1	Dairy Days: Mike Morton Petting Zoo
June 21 @ 6:30	The Language of Flowers with Chris Keiber
June 28 @ 6:30	One-Shot RPG Teen Program

Seed Library: We have given away 57 seed packets since the launch of the Seed Library on April 20.

Professional Activities: I've volunteered to serve on the Northeast Regional Focus Group for the Association of Rural and Small Libraries. My input will help with their goal to better better understand our regions' unique challenges and overlapping interests, and to build infrastructure for local networking, advocacy, and events. On June 15 I will speak on a New York Library Association panel on the topic of COVID and Re-Opening. I served on this panel earlier this year; NYLA has asked us to come back together and talk about where we stand now compared to where we stood when we originally spoke.

I also attended a number of webinars this month: Teaching about Juneteenth, Ask the HR Expert, the Alfred State Greenway presentation, and How to Use Census Data.

Grants: This month I applied for and received two substantial grants. The first grant is from the United Way of Allegany County for \$7500 to fund our Summer Reading Program. The second grant is from the South Central Regional Library Council for \$8000 to fund the digitization of the Cuba Patriot. The Patriot will be added to the New York Historic Newspaper database. I'm particularly excited about this achievement, as it will preserve our community's history for many years to come. I also submitted a substantial grant request to the Manley foundation for partial funding for seven new public computers and an interactive digital sign. The remainder of this funding will come through a grant that STLS is writing.

Personnel: We begin interviewing for the Library Page position on Monday, June 7.

Youth Services Monthly Report: May 2021

Virtual Programs

We wrapped up chess club at the end of the month, having met 4 times during May. We had a virtual storytime but due to scheduling, only 2 children attended, despite a higher number being signed up.

I met virtually with Mrs Roberts' class three times in April. I also had two virtual sessions with Mrs. Klotz's Pre-K classes.

I posted four stories throughout the month, including one filmed at Chamberlain Park.

In Person Programs

I did an in person storytime outside in front of the old entrance. There were six children in attendance plus their grown-ups. It was short but we still read 3 books and sang three songs together. As soon as it was finished, it started to rain.

Outreach

I spoke to the elementary teachers at their faculty meeting on 5/20 about summer reading promotion. I will be spending much of the day 6/10 at the school in the auditorium talking about all the fun things we have planned for summer. A few teachers have visits planned to come here during the month of June.

Upcoming Programs

- 6/7 Mrs. Roberts Visit
- 6/8 Mrs. Bump Visit
- 6/10 Summer Outreach at the School
- 6/15 Pre-K AM and PM Visits
- 6/16 Outdoor Storytime 2.0 – We will do the same thing as last time.

Cuba Circulating Library Association

Statement of Activity

May 2021

	TOTAL
Revenue	
4007 Other Income	
Arts	105.00
Book Replacement	60.00
Copies Income	122.20
Donation Box	478.42
Fines	4.00
Total 4007 Other Income	769.62
4017 Memorials/Gifts	255.00
4031 Interest Income	8.98
4032 Dividend Income	-1,269.38
4038 Misc Income	69.30
Morgan Stanley	-8,740.18
Endowment Fund	8,740.18
Total Morgan Stanley	0.00
Total Revenue	\$ -166.48
GROSS PROFIT	\$ -166.48
Expenditures	
6100 Payroll Expenses	
6101 Employee Wages	9,277.10
6102 Taxes	401.67
Payroll Tax	354.59
SUTA	53.86
Total 6102 Taxes	810.12
6103 Employee Benefits	
Retirement	268.30
Total 6103 Employee Benefits	268.30
Total 6100 Payroll Expenses	10,355.52
6200 Library Materials	
6205 Books-J	287.27
6210 Books-A	884.97
6230 Audio	357.81
6260 DVD	143.79
6270 Video Games	134.06
6280 Adult Programming	110.63
6285 Childrens Programming	29.95
Total 6200 Library Materials	1,948.48

Cuba Circulating Library Association

Statement of Activity

May 2021

	TOTAL
6300 Restricted Fund Spending	
6310 Arts Grant Expense	1,040.00
6315 ALA Grant	198.04
6370 Memorials & Gifts	334.33
Total 6300 Restricted Fund Spending	1,572.37
6415 Bank fees	-0.80
6420 Custodial supplies	41.16
6435 Interest Expense	2.36
6440 Investment Fee	0.00
6445 Library supplies	199.26
6455 Processing Fee	57.98
6460 Personal Protection Supplies	69.95
6470 Services	
Alarm System	89.95
Argentieries	21.00
Bookkeeper	600.80
Elevater	673.77
Water Softener	42.50
Total 6470 Services	1,428.02
6480 Train/conference	16.82
6485 Travel	114.07
6490 Utilities	
Electric	410.28
Fuel	212.19
Phone	120.08
Total 6490 Utilities	742.55
Ask Accountant	-713.57
Total Expenditures	\$15,834.17
NET OPERATING REVENUE	\$ -16,000.65
NET REVENUE	\$ -16,000.65

Cuba Circulating Library Association

Budget vs. Actuals

January - May, 2021

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
4001 Town Income	9,500.00	19,000.00	50.00 %
4002 Village Income	9,500.00	19,000.00	50.00 %
4003 School Income		130,468.00	
4004 Local Lib Services Aid	452.31	1,657.00	27.30 %
4007 Other Income			
Arts	140.00		
Book Replacement	136.00		
Copies Income	560.60	2,200.00	25.48 %
Donation Box	526.32	500.00	105.26 %
Fines	22.00		
Total 4007 Other Income	1,384.92	2,700.00	51.29 %
4012 Friends		2,000.00	
4017 Memorials/Gifts	1,839.25		
4019 Refunds/Reimb	113.94		
4020 Meeting Room Fee	200.00	1,125.00	17.78 %
4031 Interest Income	9.74		
4032 Dividend Income	4,026.51		
4038 Misc Income	371.69	400.00	92.92 %
4200 Restricted Funds Revenue			
Childrens Programs	184.00		
Dept For Youth Grant Income		1,295.00	
Grants	3,327.00		
Total 4200 Restricted Funds Revenue	3,511.00	1,295.00	271.12 %
Adams Memorial		1,000.00	
Budget Carryover		34,470.82	
Morgan Stanley	0.00		
Endowment Fund	8,740.18	8,740.18	100.00 %
Total Morgan Stanley	8,740.18	8,740.18	100.00 %
Total Revenue	\$39,649.54	\$221,856.00	17.87 %
GROSS PROFIT	\$39,649.54	\$221,856.00	17.87 %
Expenditures			
6100 Payroll Expenses			
6101 Employee Wages	46,608.81	124,945.00	37.30 %
6102 Taxes	401.67		
Payroll Tax	4,373.75	9,558.00	45.76 %
SUTA	713.78	2,400.00	29.74 %
Total 6102 Taxes	5,489.20	11,958.00	45.90 %
6103 Employee Benefits			
Health Insurance		500.00	
Retirement	1,331.66	3,250.00	40.97 %

Cuba Circulating Library Association

Budget vs. Actuals

January - May, 2021

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Total 6103 Employee Benefits	1,331.66	3,750.00	35.51 %
6105 Ins - Disability	1,006.08	420.00	239.54 %
Total 6100 Payroll Expenses	54,435.75	141,073.00	38.59 %
6200 Library Materials			
6205 Books-J	1,530.39	3,500.00	43.73 %
Book Replacement	-2.60		
Total 6205 Books-J	1,527.79	3,500.00	43.65 %
6210 Books-A	2,533.53	6,500.00	38.98 %
6220 Serials	706.47	500.00	141.29 %
6230 Audio	1,156.78	2,000.00	57.84 %
6240 Equipment		500.00	
6250 Digital Books	2,930.00	2,930.00	100.00 %
6260 DVD	1,033.36	2,900.00	35.63 %
6270 Video Games	470.86	1,000.00	47.09 %
6280 Adult Programming	691.72	1,000.00	69.17 %
6285 Childrens Programming	116.39	1,000.00	11.64 %
6290 STLS cost share	10,218.00	10,218.00	100.00 %
Total 6200 Library Materials	21,384.90	32,048.00	66.73 %
6300 Restricted Fund Spending			
6310 Arts Grant Expense	1,740.00		
6315 ALA Grant	1,141.66		
6350 Wilday Grant	690.91		
6370 Memorials & Gifts	2,090.64		
Total 6300 Restricted Fund Spending	5,663.21		
6410 Advertisement	140.32	200.00	70.16 %
6415 Bank fees	-0.80	200.00	-0.40 %
6420 Custodial supplies	222.49	900.00	24.72 %
6425 Discretionary Fund	54.88	500.00	10.98 %
6430 Insurance			
Ins - Liability Insurance		878.00	
Ins - Property	5,830.72	5,600.00	104.12 %
Ins - Workman's Comp		1,130.00	
Total 6430 Insurance	5,830.72	7,608.00	76.64 %
6435 Interest Expense	2.36		
6440 Investment Fee	0.00		
6445 Library supplies	946.36	2,800.00	33.80 %
Library Equipment	179.73	500.00	35.95 %
Total 6445 Library supplies	1,126.09	3,300.00	34.12 %
6447 Membership	247.93	600.00	41.32 %
6450 Postage	40.90	400.00	10.23 %
6455 Processing Fee	211.65	325.00	65.12 %

Cuba Circulating Library Association

Budget vs. Actuals

January - May, 2021

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6460 Personal Protection Supplies	889.74	2,500.00	35.59 %
6465 Repairs/Building & Grounds	1,966.85	2,500.00	78.67 %
6470 Services	3,546.92	3,914.10	90.62 %
Alarm System	89.95		
Argentieries	21.00	384.00	5.47 %
Audit	2,500.00	2,500.00	100.00 %
Austin Security		798.90	
Bookkeeper	600.80	3,600.00	16.69 %
Computer Tech		500.00	
Copier Acme		315.00	
Elevater	673.77	1,255.00	53.69 %
Fire Extinguishers		56.00	
Lawn Care / Snow Removal		500.00	
Mobile Beacon		600.00	
Parking Lot Maint		250.00	
Patriot Microfilm		335.00	
Payroll Processing	326.55	1,200.00	27.21 %
Rug Shampoos		250.00	
Water Softener	42.50	144.00	29.51 %
Window Cleaner		450.00	
Total 6470 Services	7,801.49	17,052.00	45.75 %
6475 Technical	13.90		
6480 Train/conference	125.82	750.00	16.78 %
6485 Travel	-10.63	1,500.00	-0.71 %
6490 Utilities			
Electric	4,474.43	4,100.00	109.13 %
Extended Broadband	900.00	1,800.00	50.00 %
Fuel	212.19	3,000.00	7.07 %
Phone	599.53	1,500.00	39.97 %
Total 6490 Utilities	6,186.15	10,400.00	59.48 %
6500 Other Expense	0.96		
6510 Miscellaneous Exp/Discretionary	0.36		
Ask Accountant	-655.63		
Total Expenditures	\$105,679.41	\$221,856.00	47.63 %
NET OPERATING REVENUE	\$ -66,029.87	\$0.00	0.00%
NET REVENUE	\$ -66,029.87	\$0.00	0.00%

Cuba Circulating Library Association

Statement of Financial Position

As of May 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1020 Five Star	44,181.88
1090 Savings	37,299.79
Total Bank Accounts	\$81,481.67
Accounts Receivable	
1500 Bequest receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1300 Investments - cash	0.00
1303 Endowment Investment	282,989.06
1305 Anonymous Investment	715,810.18
1306 Adams Mem Book Fund Investment	14,927.01
1400 Prepaid Fee	5,119.28
Total Other Current Assets	\$1,018,845.53
Total Current Assets	\$1,100,327.20
Fixed Assets	
1520 Building and equipment	750,126.60
Elevator Replacement	20,822.50
Total 1520 Building and equipment	770,949.10
1525 A/D Building and equipment	-462,466.61
1526 Capital Improvement	0.00
Accumulated Depreciation	-71,578.59
Furniture and Fixtures	117,419.00
Land	46,763.00
Total Fixed Assets	\$401,085.90
Other Assets	
1000 Friends Cash	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$1,501,413.10

Cuba Circulating Library Association

Statement of Financial Position

As of May 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 Accounts Payable	692.31
Total Accounts Payable	\$692.31
Credit Cards	
5662 Bank Of America	1,883.66
Total Credit Cards	\$1,883.66
Other Current Liabilities	
2100 Payroll Liabilities	0.00
American Funds	0.00
Federal Taxes (941/944)	0.00
NYS Employment Taxes	46.55
NYS Income Tax	133.03
NYS Taxes	270.45
Payroll Tax Federal	841.42
Total 2100 Payroll Liabilities	1,291.45
2200 Payroll taxes payable	0.00
2300 accrued payroll	0.00
Direct Deposit Payable	0.00
Payroll Liability	9.30
PPE Currant Liability	26,600.00
Total Other Current Liabilities	\$27,900.75
Total Current Liabilities	\$30,476.72
Total Liabilities	\$30,476.72
Equity	
3000 Opening Bal Equity	0.00
3500 Unrealized Gain/Loss on Inv	239,960.40
3800 Restricted Fund	10,000.00
3900 Fund Balance	1,209,889.24
Realized Gain/Loss Equity	77,116.61
Net Revenue	-66,029.87
Total Equity	\$1,470,936.38
TOTAL LIABILITIES AND EQUITY	\$1,501,413.10

2022 Appalachian Regional Commission Grant Project
Updating and Expanding Public Computing Equipment in
Allegany County Libraries
Issued: May 13, 2021



Program

Southern Tier Library System has been invited to submit a grant application to Southern Tier West Regional Planning & Development Board to secure federal Appalachian Regional Commission funds for Allegany County public libraries.

This grant project would enable Allegany County libraries to update or expand current public technology offerings. The grant would cover 70% of total technology costs. The local library would be responsible for the remaining 30% of costs. Local matching funds could include: operational receipts, library savings, sponsorships/donations from community organizations, friends of the library support, or grants from other private foundations.

The purpose of this grant is to support Workforce Development & Economic Recovery activities in Allegany County through public computing technologies, which are made available through public libraries. The equipment to be purchased is intended to assist community members with job seeking, job skills training, remote work, school from home or applying for vocational schools or higher education. Any equipment purchased under the grant must be accessible to community members and assist with these community needs.

Timeline

Allegany County libraries will have until Friday, June 25, 2021 to submit a list of equipment requests to STLS using the attached form. Libraries will also need to submit a *Member Library Commitment Form* and *Letter of Support*, which indicate the library can meet the 30% match requirement if STLS is awarded the grant, and the library is a willing participant.

STLS will submit the final grant application September 2021 to Southern Tier West. We will not know the status of the application until spring 2022. And we anticipate funds would be awarded by July 2022 if successful.

This is a proactive grant application to update and expand Allegany County libraries' public computing equipment needs for 2022. Libraries will want to take an inventory of current needs as well as possible future needs.

Eligible Equipment

Attached you will find a list of eligible equipment STLS would be able to purchase for libraries under the grant. STLS would be responsible for purchasing, configuring, installing and maintaining any items listed on the *STLS Equipment List*.

Maintenance would last 3-years from the time of installation. Libraries would be responsible for maintaining the equipment after 3-years, or they could enter into an extended maintenance agreement with STLS for an additional 1 or 2 years at a cost of \$100 per year per device.

***Other eligible public computing technologies under the grant would include:**

- Copiers/scanners
- Mobile WiFi Hotspots (1-year equipment and reoccurring costs)
- Projectors
- Interactive Display Screens
- Other public technologies that assist with Workforce Development & Economic Recovery

*Libraries would be responsible for purchasing, configuring, installing and maintaining any of these other eligible public computing technologies that are not listed on the *STLS Equipment List*.

Logistics

If awarded funding in 2022, STLS would begin purchasing any equipment a member library wishes to obtain under the grant, so long as it is on the attached *STLS Equipment List*. STLS would invoice for 30% of the equipment costs after the equipment is installed. There are no charges for purchasing, configuring, installing or maintenance. These are covered under the grant through STLS.

For any equipment not listed on the *STLS Equipment List*, libraries could begin purchasing on their own if STLS is awarded the funding in 2022. Libraries cannot be reimbursed for equipment purchased prior to the grant award. Equipment purchases must be post-award. STLS will reimburse the library 70% of the cost for any equipment purchased by the library. Itemized, time-stamped receipts/invoices and packing slips are required in order to receive 70% reimbursement.

Additional Information and Questions

STLS will be available at the next Allegany County Library Association meeting on June 8, 2021 at 9:30 am to answer questions. You can also contact Brian Hildreth, STLS Director (communitylibrarypartner@stls.org) in the meantime.

Mobile Laptops

Enter all mobile laptops your library would like to purchase under the grant in this section. You can copy and paste from STLS Equipment List						
Vendor	Style	Equipment	Unit Cost	Warranty	License	Total Cost Per Device

Desktops

Enter all desktops your library would like to purchase under the grant in this section. You can copy and paste from STLS Equipment List						
Vendor	Style	Equipment	Unit Cost	Warranty	License	Total Cost Per Device
Dell	Desktop	Dell OptiPlex 3080 SFF, i5-10500, 16GB DDR4 RAM, M.2 256GB SSD, 3-year basic warranty service (mouse, keyboard & 24" monitor)	\$801.00	Included in unit cost	\$59.00	\$860.00
Dell	Desktop	Dell OptiPlex 3080 SFF, i5-10500, 16GB DDR4 RAM, M.2 256GB SSD, 3-year basic warranty service (mouse, keyboard & 24" monitor)	\$801.00	Included in unit cost	\$59.00	\$860.00
Dell	Desktop	Dell OptiPlex 3080 SFF, i5-10500, 16GB DDR4 RAM, M.2 256GB SSD, 3-year basic warranty service (mouse, keyboard & 24" monitor)	\$801.00	Included in unit cost	\$59.00	\$860.00
Dell	Desktop	Dell OptiPlex 3080 SFF, i5-10500, 16GB DDR4 RAM, M.2 256GB SSD, 3-year basic warranty service (mouse, keyboard & 24" monitor)	\$801.00	Included in unit cost	\$59.00	\$860.00
Dell	Desktop	Dell OptiPlex 3080 SFF, i5-10500, 16GB DDR4 RAM, M.2 256GB SSD, 3-year basic warranty service (mouse, keyboard & 24" monitor)	\$801.00	Included in unit cost	\$59.00	\$860.00
Dell	Desktop	Dell OptiPlex 3080 SFF, i5-10500, 16GB DDR4 RAM, M.2 256GB SSD, 3-year basic warranty service (mouse, keyboard & 24" monitor)	\$801.00	Included in unit cost	\$59.00	\$860.00

Printers

Enter all printers your library would like to purchase under the grant in this section. You can copy and paste from STLS Equipment List						
Vendor	Style	Equipment	Unit Cost	Warranty	License	Total Cost Per Device

Other Eligible Public Computing Technologies

Enter all Other Eligible Public Computing Technologies your library would like to purchase under this grant in this section. These are items you will purchase on your own through the grant.						
Vendor	Style	Equipment	Unit Cost	Installation & support	Shipping	Total Cost Per Device
EDS	Interactive Sign	55" Touchscreen Display and Frame	\$ 9,584.00	\$4,725.00	\$373.00	\$ 14,682.00
Technosup	Software	Microsoft Office Suite qty 6	\$39.00			\$234.00

STLS
Equipment
List Items

Other Eligible
Public
Computing
Technologies

Member Library Commitment Form
30% Local Match for 2021/2022 ARC Grant Application



Our library supports and intends to participate in Southern Tier Library System's 2021/2022 Appalachian Regional Commission grant project, *Workforce Infrastructure & Development Initiative through Southern Tier Public Libraries*.

We recognize all equipment and supplies our library purchases in partnership with STLS as part of this grant is for public use, and in support of workforce development activities for the benefit of our community members.

At this time our library commits to matching 30% of the funds provided through the Appalachian Regional Commission in order to procure the necessary equipment and supplies that allow for workforce development activities. Our library's match will equal 30% of the total amount requested through the grant specifically for all equipment designated to our library.

We understand our library's actual commitment and transaction of matching funds will take place based on the grant's timeline, which indicates June 30, 2022. Funding through the Appalachian Regional Commission in partnership with STLS is dependent upon our library's 30% match. And we agree to adhere to the full scope of this grant as detailed in *STLS' 2022 Appalachian Regional Commission Grant Project Description distributed to Allegany County libraries on May 13, 2021*.

Tina Dalton

Director Name

6/3/2021

Date

Tina Dalton

Director Signature

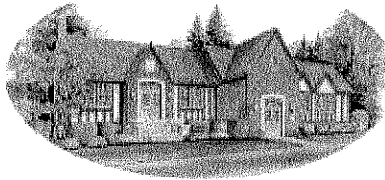
Board President Name

Date

Board President Signature

Brian M. Hildreth, STLS Executive Director

May 13, 2021



Cuba Circulating Library
39 East Main Street, Cuba, New York 14727
Website: www.cubalibrary.org
Phone: (585) 968-1668
Fax: (585) 968-3004
Email: cuba@stls.org

May 20, 2021

Dear Senior Vice President Sutton,

Thank you for inviting the Cuba Circulating Library to apply for funds from the F.T. and Anna C. Manley Memorial Fund. We are grateful for your past and continued support, in particular the computer projects funded in 2011, 2016, and 2017.

This year, we have the opportunity to apply for a matching grant through Southern Tier Regional Planning and Development Board. This grant would allow our library to update or extend current public technology offerings. The grant covers 70% of total technology costs. The Cuba Library will be responsible for the remaining 30% of costs.

The purpose of the grant is to support Workforce Development and Economic Recovery activities in Allegany County through computing technologies, which are made available through public libraries. The equipment to be purchased will be used to assist community members with job seeking, job skills training, remote work, school from home, or applying for vocational schools or higher education.

We hope to purchase six desktop computers to provide these services to our community as well as a copy of Microsoft Office for installation on each computer. We also seek funding for a 55" interactive display screen. We will utilize this screen to advertise local employment and educational opportunities to the public. The screen will also allow patrons to access the library's catalog, as well as serve as a means of advertising library programs and services.

In addition, we seek funds for the purchase of two work laptops for use by library employees. These laptops do not fall within the requirements of the matching funds grant.

We seek funds for the 30% match required of the Cuba Library, as well as full funding for the library employee-use laptops. The amount we seek is \$8,314.80. Please see attached for detailed expenses.

The Cuba Library Tax ID number is 16-0769643.

Respectfully Submitted,

Tina Dalton
Library Director
daltont@stls.org
cell: 585-403-1569

Qty.	Equipment	Unit Cost	Shipping	Installation & Support	License	Cost Per Device	Total	Library responsibility
6	Dell OptiPlex 3080 SFF desktop, includes mouse, keyboard, and 24" monitor	\$801.00	free	free	\$59.00	\$860.00	\$5160.00	\$1548.00 (30%)
1	55" Touchscreen Display and Frame	\$9584.00	\$373.00	\$4725.00	n/a	14,682.00	\$14,682.00	\$4404.60 (30%)
1	ThinkBook 13s Gen 2 Intel (13") Laptop	\$902.00	free	n/a	n/a	902.00	\$902.00	\$902.00 (100%)
1	Legion 7i 15" Laptop	\$1390.00	free	n/a	n/a	1390.00	1390.00	\$1,390.00 (100%)
6	Microsoft Office Suite	39.00	free	n/a	n/a	39.00	\$234.00	\$70.20 (30%)
	Total Grant Request							\$8,314.80