

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

**Monday, August 9, 2021**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of June'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
  - i. Waterproofing
  - ii. Carpet
  - iii. Flood Insurance
  - iv. Fundraiser
9. New business
  - i. Community Survey—Hannah Krull
10. Executive Session
  - i. Director's yearly evaluation
11. Adjournment

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

**Present:** Thomas Donahue, Sara Talbot, Marsha Long, Trisia Young, Bradley Weaver, Sharry Semans, Lin Assink, Lynn Fulmer and Wendy Sprague

**Absent:** Faith Stewart and Tracy Knavel

**Also Present:** Tina Dalton, Kristen Tanner (from John P Mucke CPA ,P.L.L.C.), Lionel Legry, and Pat Ash (Friends)

**Call to Order:** The meeting was called to order by Sara Talbot at 5:30 PM

**Public Comment:** None

**Friends Report:** Pat Ash informed us that the June book sale brought in about \$1,400. They were also able to sign up eight new members. The Friends are brainstorming fundraising ideas.

**Minutes of Previous Meeting:** Sharry moved to accept the Minutes of the June meeting. Lynn seconded the motion, and the motion passed.

**Treasurer's Report:** We all welcomed Marsha as our new Treasurer. She then turned the meeting over to Kristen Tanner who was introduced as our representative at our new accountant/bookkeeper office. Kristen reviewed the Profit and Loss statements for June 2021, and the other financial information. She answered all questions we had in a very satisfactory manner. A motion was made by Lin to accept the reports. Trisia seconded the motion, and the motion passed.

**Director's Report:** Tina reviewed her report. Everything is going well. She reviewed Cheryl's report, and she has been very busy, and all the programming has been successful and well attended.

**Committee Reports:**

**Finance:** Marsha indicated she is just getting up and running.

**Building and Grounds:** Lynn stated she has again met with the landscaper. He has enlarged his scope of work, as well as increased his price. Lynn discussed in detail the changes he is making. Tina indicated we have about \$4,400 in memorials to pay/offset the landscaping, which funds have been deposited into the Endowment Account throughout the past year or so. We will discuss a way to acknowledge the memorials at a subsequent meeting. See below for further information regarding the funding.

It has been noticed that plaster is cracking around the fireplace and the crown molding. Lynn will be getting someone to look at that.

Hopefully the bookroom will soon be made accessible by the Friends so we can get the pipes rewrapped.

**Personnel:** Tom explained the purpose of the evaluation forms for Tina and asked everyone who had not completed them to get them in before Personnel meets next week. The majority had the forms completed and handed them to Tom. The envelope was then given to Tina (with instructions to avoid

looking at them) to make it easy for those who did not turn the forms in, to do so by just stopping by the library and putting the forms in the envelope.

There was discussion regarding the salaries of our new page, Christian Struck, and our groundskeeper, David Wise. A motion was made by Wendy to set Christian's wages at \$12.50 per hour. Trisia seconded the motion, and the motion passed. A motion was made by Lynn to set David Wise's wages at \$13 an hour. Marsha seconded the motion, and the motion passed.

**Acquisitions/Gallery:** No report.

**Planning:** Marsha indicated the Committee would be meeting in the Fall to discuss the upcoming 150 year anniversary, as well as the remodel of the children's area.

**Programs:** Sara Talbot indicated all the programs have been pretty successful. Tina indicated that Hannah Krull was working on a survey to give to the public, requesting their wants for programs.

**Technology:** No report except that, Tina indicated we have submitted an application for a grant to assist in purchasing new patron computers and a digital sign.

**Nominating Committee:** Lynn introduced Lionel Legry as our new Trustee. He agreed to accept the position. He will fill in for the remainder of Gary Enderle's term. A motion was made by Lynn to accept Lionel Legry as a Trustee, filling in the remainder of time of Gary Enderle's term. Trisia seconded the motion, and the motion passed.

**Unfinished Business and New Business:**

Landscaping fund: We have paid a down payment of \$3,500 to the landscaper. It was determined these funds should be reimbursed to the Library's operating budget through the Endowment Fund. There was also discussion about paying the rest of the bill when the landscaper finished through the Endowment Fund. The final total of the landscaper's bill is not to exceed \$6,000 per our contract with him. As a result of these discussions, a motion was made by Lynn to withdraw \$3,500 from the Endowment Fund and deposit the monies into the Library's general account. In addition, the balance of the landscaper's bill, which is not to exceed another \$2,500, will also be reimbursed to the Library out of the Endowment Fund upon completion of the job. The motion was seconded by Tom, and the motion passed.

**New Business:**

Custodian: Trisia moved to accept Teresa Bell's resignation. Lin seconded the motion, and the motion passed. Tina indicated she has hired a new custodian, Colleen Robinson, at \$13 an hour. Tom moved to accept Colleen Robinson as the new custodian at \$13 an hour. Wendy seconded the motion, and the motion passed.

Prior to ending the meeting, there were discussions regarding the remodel of the children's area. Marsha indicated she would get the Committee together in the near future to discuss in more detail.

Tom made a motion to adjourn the meeting at 6:25 PM, and Wendy seconded it. Passed

Respectfully submitted: Sharry Semans, Secretary

**Cuba Circulation Library  
Board of Trustees SPECIAL Meeting Minutes  
Monday, July 21 2021**

**Present:** Faith Stewart, Thomas Donahue, Marsha Long, Trisia Young, Bradley Weaver, Sharry Semans, Lynn Fulmer, Lionel Legry and Wendy Sprague

**Absent:** Tracy Knavel, Sara Talbot and Lin Assink

**Also Present:** Tina Dalton

This Special Meeting was called due to the flooding of the basement on July 17, 2021; the fact our insurance is not going to cover the damages due to a malfunctioning sump pump and water seeping through the walls; and how or what to do to repair the damage.

**Call to Order:** Faith Stewart called the meeting to order at 5:30 PM.

**New Business:**

Tina informed us that earlier in the day several volunteers helped to remove wet boxes and other ruined items. We were very happy to receive all the help from the community and staff. We have a dumpster and will have it for ten days.

Servco had come in the day after the flood and gave a quote to clean up the damage. Lionel had interpreted that quote for us which he (we) felt had inaccuracies. After speaking to Servco again, they did reduce the quote. However, at this time, we have decided we will not hire Servco, and Tina is checking with local contractors and getting other bids.

It was discussed that because the carpet in the community room and the children's room was ruined, all that flooring would be replaced. Tina would like vinyl in the children's room and carpet tiles in the community room. She and Cherylyn will pick that out.

Tina said she had talked with David Crowley who suggested that we contact Worth Smith for replacement drywall. He explained that they have some slightly damaged pieces we could get that would be less expensive, as we would be cutting up the pieces anyway.

After much discussion on how to handle the entire flood damage situation, a motion was made by Lynn Fulmer to give Tina full authority to request and review bids for the work, to select and hire whichever contractor(s) she deems fit, and do whatever is necessary to get the damage from the flood repaired. Brad seconded the motion, and the motion passed.

Lynn indicated she had talked to the landscaper and asked him to remove the plants and trees next to the building, which was part of the landscaping plan anyway, so we could have as much of an unobstructed view of the outside wall as possible. The reason for this is that the water seeped in through the walls in the community room.

Lynn also indicated that Colson Hillman has agreed to paint the brown window trim on whichever windows needed it for a total of \$100.

Tina indicated she has tried to reach the elevator installers and get them back in here to raise the elevator to see if there is still water in the bottom of the shaft, and to get the installation completed as soon as possible.

Sharry will get information regarding future flood insurance and possibly procuring same.

We discussed putting out information to the public requesting financial donations because it looks like this is going to cost anywhere from \$20,000 to \$30,000 plus. It was decided we would do a press release and also put some information on our website.

Sharry indicated she would like us to revisit solar panel installation in the future. Brad will do a quick initial investigation relative to such an installation.

Lynn made a motion to adjourn the meeting at 6:05 PM, and Trisia seconded it. Passed

Respectfully submitted:

Sharry Semans, Secretary

# Cuba Circulating Library Association

## Statement of Financial Position

As of July 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1020 Five Star	15,165.54
1090 Savings	37,304.13
<b>Total Bank Accounts</b>	<b>\$52,469.67</b>
Accounts Receivable	
1500 Bequest receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1300 Investments - cash	0.00
1303 Endowment Investment	0.00
American Cap Inc Builder A	46,875.65
American Funds Mortgage A	5,959.49
American Global Balanced A	52,745.06
American Inc Fd of America A	49,903.98
American Short-Term Bond A	7,455.58
American WA Mutual A	55,476.41
Cash, BDP, and Money Market Fds	955.83
Stocks	735.46
Unrealized Gain/Loss	61,087.49
<b>Total 1303 Endowment Investment</b>	<b>281,194.95</b>
1305 Anonymous Investment	0.00
American Balanced A	34,747.11
American Cap Inc Builder	97,555.77
American Cap World Growth & Inc	73,066.31
American Fundamental Inv A	51,247.47
American Funds Mortgage A	23,839.26
American Global Balanced A	61,486.53
American Inc Fd of America A	57,033.08
American Intm Bd Fd of Amer A	21,495.62
American Inv Co of Amer A	55,253.66
American Short-Term Bond A	21,902.17
American WA Mutual A	51,375.84
Cash, BDP, and Money Market Fds	1,226.65
Unrealized Gain/Loss	172,014.87

# Cuba Circulating Library Association

## Statement of Financial Position

As of July 31, 2021

	TOTAL
<b>Total 1305 Anonymous Investment</b>	<b>722,244.34</b>
1306 Adams Mem Book Fund Investment	0.00
American Cap Inc Builder A	5,717.50
American Inc Fd of America A	6,444.70
Cash, BDP, and Money Market Fds	0.66
Unrealized Gain/Loss	2,760.53
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>14,923.39</b>
1400 Prepaid Fee	5,448.10
<b>Total Other Current Assets</b>	<b>\$1,023,810.78</b>
<b>Total Current Assets</b>	<b>\$1,076,280.45</b>
Fixed Assets	
1520 Building and equipment	750,126.60
Elevator Replacement	20,822.50
<b>Total 1520 Building and equipment</b>	<b>770,949.10</b>
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
<b>Total Fixed Assets</b>	<b>\$401,085.90</b>
Other Assets	
1000 Friends Cash	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,477,366.35</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of July 31, 2021

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 Accounts Payable	11,000.00
<b>Total Accounts Payable</b>	<b>\$11,000.00</b>
Credit Cards	
5662 Bank Of America	0.00
<b>Total Credit Cards</b>	<b>\$0.00</b>
Other Current Liabilities	
2100 Payroll Liabilities	0.00
American Funds	0.00
Federal Taxes (941/944)	1,006.64
NYS Employment Taxes	253.66
NYS Income Tax	218.65
NYS Taxes	270.45
Payroll Liability	9.30
Payroll Tax Federal	841.42
<b>Total 2100 Payroll Liabilities</b>	<b>2,600.12</b>
2200 Payroll taxes payable	0.00
2300 accrued payroll	0.00
Direct Deposit Payable	0.00
PPE Currant Liability	26,600.00
<b>Total Other Current Liabilities</b>	<b>\$29,200.12</b>
<b>Total Current Liabilities</b>	<b>\$40,200.12</b>
<b>Total Liabilities</b>	<b>\$40,200.12</b>
Equity	
3000 Opening Bal Equity	0.00
3500 Unrealized Gain/Loss on Inv	235,884.78
3550 Realized Gain/Loss Equity	79,582.91
3800 Restricted Fund	10,000.00
3900 Fund Balance	1,206,389.24
Net Revenue	-94,690.70
<b>Total Equity</b>	<b>\$1,437,166.23</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,477,366.35</b>



# Cuba Circulating Library Association

## Statement of Activity

July 2021

	TOTAL	
	JUL 2021	JAN - JUL, 2021 (YTD)
Revenue		
4001 Town Income	9,500.00	19,000.00
4002 Village Income	4,750.00	14,250.00
4004 Local Lib Services Aid		452.31
4017 Memorials/Gifts	435.00	3,412.82
4019 Refunds/Reimb		113.94
4020 Meeting Room Fee		300.00
4100 Other Income		119.20
Arts	10.00	200.00
Book Replacement	20.00	156.00
Copies Income	178.20	808.80
Donation Box	115.45	641.77
Fines	40.00	90.00
Misc Income	73.92	440.63
<b>Total 4100 Other Income</b>	<b>437.57</b>	<b>2,456.40</b>
4200 Restricted Funds Revenue		50.00
Adult Programs		75.00
Childrens Programs		184.00
Friends		1,000.00
Grants		3,327.00
United Way	3,750.00	3,750.00
<b>Total 4200 Restricted Funds Revenue</b>	<b>3,750.00</b>	<b>8,386.00</b>
4500 Investment Income		
Dividend Income	41.54	13,472.23
Interest Income	0.01	14.11
Morgan Stanley		0.00
Endowment Fund	3,500.00	12,240.18
<b>Total Morgan Stanley</b>	<b>3,500.00</b>	<b>12,240.18</b>
<b>Total 4500 Investment Income</b>	<b>3,541.55</b>	<b>25,726.52</b>
<b>Total Revenue</b>	<b>\$22,414.12</b>	<b>\$74,097.99</b>
GROSS PROFIT	<b>\$22,414.12</b>	<b>\$74,097.99</b>
Expenditures		
6100 Payroll Expenses		
6101 Employee Wages		62,608.69
6102 Taxes	840.62	2,598.21
Payroll Tax		4,373.75
SUTA		713.78
<b>Total 6102 Taxes</b>	<b>840.62</b>	<b>7,685.74</b>

# Cuba Circulating Library Association

## Statement of Activity

July 2021

	TOTAL	
	JUL 2021	JAN - JUL, 2021 (YTD)
6103 Employee Benefits		
Retirement		1,491.45
<b>Total 6103 Employee Benefits</b>		<b>1,491.45</b>
6105 Ins - Disability		1,006.08
Company Contributions		
Retirement	260.18	527.91
<b>Total Company Contributions</b>	<b>260.18</b>	<b>527.91</b>
Wages	10,005.66	10,005.66
<b>Total 6100 Payroll Expenses</b>	<b>11,106.46</b>	<b>83,325.53</b>
6200 Library Materials		
6205 Books-J	316.37	2,173.21
Book Replacement		-2.60
<b>Total 6205 Books-J</b>	<b>316.37</b>	<b>2,170.61</b>
6210 Books-A	615.12	3,520.90
6220 Serials	2.00	728.45
6230 Audio	46.17	1,246.94
6250 Digital Books		2,930.00
6260 DVD	183.40	1,447.00
6270 Video Games	26.23	621.87
6280 Adult Programming	114.99	806.71
6285 Childrens Programming	72.14	188.53
6290 STLS cost share		10,218.00
<b>Total 6200 Library Materials</b>	<b>1,376.42</b>	<b>23,879.01</b>
6300 Restricted Fund Spending		
6310 Arts Grant Expense		1,740.00
6315 ALA Grant	198.04	1,537.74
6320 Friends Expense	1,162.22	1,797.70
6330 Manley Grant expense	4.99	301.94
6350 Wilday Grant		990.91
6370 Memorials & Gifts	63.43	2,242.23
6390 United Way Grant	2,978.29	2,978.29
<b>Total 6300 Restricted Fund Spending</b>	<b>4,406.97</b>	<b>11,588.81</b>
6410 Advertisement		150.32
6415 Bank fees		20.20
6420 Custodial supplies	65.25	337.24
6425 Discretionary Fund		54.88

# Cuba Circulating Library Association

## Statement of Activity

July 2021

	TOTAL	
	JUL 2021	JAN - JUL, 2021 (YTD)
6430 Insurance		
Ins - Property		5,830.72
Ins - Workman's Comp		-129.00
<b>Total 6430 insurance</b>		<b>5,701.72</b>
6435 Interest Expense		2.36
6440 Investment Fee		0.00
6445 Library supplies	484.25	1,588.87
Library Equipment	110.07	289.80
<b>Total 6445 Library supplies</b>	<b>594.32</b>	<b>1,878.67</b>
6447 Membership		311.93
6450 Postage	220.00	260.90
6455 Processing Fee	33.80	276.65
6460 Personal Protection Supplies		941.82
6465 Repairs/Building & Grounds		5,610.96
6470 Services	175.00	3,721.92
Alarm System - Doyle	230.25	320.20
Argentieries	21.00	63.00
Audit		2,500.00
Bookkeeper		1,850.80
Copier Acme		65.12
Elevator		673.77
Fire Extinguishers	40.00	40.00
Gutters Cleaned		345.00
Lawn Care / Snow Removal		245.00
Patriot Microfilm		335.00
Payroll Processing		326.55
Water Softener		42.50
<b>Total 6470 Services</b>	<b>466.25</b>	<b>10,528.86</b>
6475 Technical		13.90
6480 Train/conference		125.82
6485 Travel	16.80	6.17
6490 Utilities		
Electric	579.28	3,594.99
Extended Broadband	450.00	1,350.00
Fuel		2,217.91
Phone	339.79	1,059.40
<b>Total 6490 Utilities</b>	<b>1,369.07</b>	<b>8,222.30</b>
6500 Other Expense		-1,882.70
6510 Miscellaneous Exp/Discretionary	30.00	233.34

# Cuba Circulating Library Association

## Statement of Activity

July 2021

	TOTAL	
	JUL 2021	JAN - JUL, 2021 (YTD)
Ask Accountant	-60.00	-60.00
<b>Total Expenditures</b>	<b>\$19,625.34</b>	<b>\$151,528.69</b>
NET OPERATING REVENUE	<b>\$2,788.78</b>	<b>\$ -77,430.70</b>
Other Revenue		
Flood Relief Donations	4,740.00	4,740.00
<b>Total Other Revenue</b>	<b>\$4,740.00</b>	<b>\$4,740.00</b>
Other Expenditures		
Flood Expenses	22,000.00	22,000.00
<b>Total Other Expenditures</b>	<b>\$22,000.00</b>	<b>\$22,000.00</b>
NET OTHER REVENUE	<b>\$ -17,260.00</b>	<b>\$ -17,260.00</b>
NET REVENUE	<b>\$ -14,471.22</b>	<b>\$ -94,690.70</b>

# Cuba Circulating Library Association

Budget vs. Actuals: FY\_2021 - FY21 P&L

January - July, 2021

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>Revenue</b>			
4001 Town Income	19,000.00	19,000.00	100.00 %
4002 Village Income	14,250.00	19,000.00	75.00 %
4003 School Income		130,468.00	
4004 Local Lib Services Aid	452.31	1,657.00	27.30 %
4017 Memorials/Gifts	3,412.82		
4019 Refunds/Reimb	113.94		
4020 Meeting Room Fee	300.00	1,125.00	26.67 %
4100 Other Income	119.20		
Arts	200.00		
Book Replacement	156.00		
Copies Income	808.80	2,200.00	36.76 %
Donation Box	641.77	500.00	128.35 %
Fines	90.00		
Misc Income	440.63	400.00	110.16 %
<b>Total 4100 Other Income</b>	<b>2,456.40</b>	<b>3,100.00</b>	<b>79.24 %</b>
4200 Restricted Funds Revenue	50.00		
Adult Programs	75.00		
Childrens Programs	184.00		
Dept For Youth Grant Income		1,295.00	
Friends	1,000.00	2,000.00	50.00 %
Grants	3,327.00		
United Way	3,750.00		
<b>Total 4200 Restricted Funds Revenue</b>	<b>8,386.00</b>	<b>3,295.00</b>	<b>254.51 %</b>
4500 Investment Income			
Dividend Income	13,472.23		
Interest Income	14.11		
Morgan Stanley	0.00		
Endowment Fund	12,240.18	8,740.18	140.04 %
<b>Total Morgan Stanley</b>	<b>12,240.18</b>	<b>8,740.18</b>	<b>140.04 %</b>
<b>Total 4500 Investment Income</b>	<b>25,726.52</b>	<b>8,740.18</b>	<b>294.35 %</b>
Adams Memorial		1,000.00	
Budget Carryover		34,470.82	
<b>Total Revenue</b>	<b>\$74,097.99</b>	<b>\$221,856.00</b>	<b>33.40 %</b>
<b>GROSS PROFIT</b>	<b>\$74,097.99</b>	<b>\$221,856.00</b>	<b>33.40 %</b>
<b>Expenditures</b>			
6100 Payroll Expenses			
6101 Employee Wages	62,608.69	124,945.00	50.11 %
6102 Taxes	2,598.21		
Payroll Tax	4,373.75	9,558.00	45.76 %
SUTA	713.78	2,400.00	29.74 %

# Cuba Circulating Library Association

Budget vs. Actuals: FY\_2021 - FY21 P&L

January - July, 2021

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>Total 6102 Taxes</b>	<b>7,685.74</b>	<b>11,958.00</b>	<b>64.27 %</b>
6103 Employee Benefits			
Health Insurance		500.00	
Retirement	1,491.45	3,250.00	45.89 %
<b>Total 6103 Employee Benefits</b>	<b>1,491.45</b>	<b>3,750.00</b>	<b>39.77 %</b>
6105 Ins - Disability	1,006.08	420.00	239.54 %
Company Contributions			
Retirement	527.91		
<b>Total Company Contributions</b>	<b>527.91</b>		
Wages	10,005.66		
<b>Total 6100 Payroll Expenses</b>	<b>83,325.53</b>	<b>141,073.00</b>	<b>59.07 %</b>
6200 Library Materials			
6205 Books-J	2,173.21	3,500.00	62.09 %
Book Replacement	-2.60		
<b>Total 6205 Books-J</b>	<b>2,170.61</b>	<b>3,500.00</b>	<b>62.02 %</b>
6210 Books-A	3,520.90	6,500.00	54.17 %
6220 Serials	728.45	500.00	145.69 %
6230 Audio	1,246.94	2,000.00	62.35 %
6240 Equipment		500.00	
6250 Digital Books	2,930.00	2,930.00	100.00 %
6260 DVD	1,447.00	2,900.00	49.90 %
6270 Video Games	621.87	1,000.00	62.19 %
6280 Adult Programming	806.71	1,000.00	80.67 %
6285 Childrens Programming	188.53	1,000.00	18.85 %
6290 STLS cost share	10,218.00	10,218.00	100.00 %
<b>Total 6200 Library Materials</b>	<b>23,879.01</b>	<b>32,048.00</b>	<b>74.51 %</b>
6300 Restricted Fund Spending			
6310 Arts Grant Expense	1,740.00		
6315 ALA Grant	1,537.74		
6320 Friends Expense	1,797.70		
6330 Manley Grant expense	301.94		
6350 Wilday Grant	990.91		
6370 Memorials & Gifts	2,242.23		
6390 United Way Grant	2,978.29		
<b>Total 6300 Restricted Fund Spending</b>	<b>11,588.81</b>		
6410 Advertisement	150.32	200.00	75.16 %
6415 Bank fees	20.20	200.00	10.10 %
6420 Custodial supplies	337.24	900.00	37.47 %
6425 Discretionary Fund	54.88	500.00	10.98 %
6430 Insurance			
Ins - Liability Insurance		878.00	

# Cuba Circulating Library Association

Budget vs. Actuals: FY\_2021 - FY21 P&L

January - July, 2021

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Ins - Property	5,830.72	5,600.00	104.12 %
Ins - Workman's Comp	-129.00	1,130.00	-11.42 %
<b>Total 6430 Insurance</b>	<b>5,701.72</b>	<b>7,608.00</b>	<b>74.94 %</b>
6435 Interest Expense	2.36		
6440 Investment Fee	0.00		
6445 Library supplies	1,588.87	2,800.00	56.75 %
Library Equipment	289.80	500.00	57.96 %
<b>Total 6445 Library supplies</b>	<b>1,878.67</b>	<b>3,300.00</b>	<b>56.93 %</b>
6447 Membership	311.93	600.00	51.99 %
6450 Postage	260.90	400.00	65.23 %
6455 Processing Fee	276.65	325.00	85.12 %
6460 Personal Protection Supplies	941.82	2,500.00	37.67 %
6465 Repairs/Building & Grounds	5,610.96	2,500.00	224.44 %
6470 Services	3,721.92	3,914.10	95.09 %
Alarm System - Doyle	320.20		
Argentieries	63.00	384.00	16.41 %
Audit	2,500.00	2,500.00	100.00 %
Austin Security		798.90	
Bookkeeper	1,850.80	3,600.00	51.41 %
Computer Tech		500.00	
Copier Acme	65.12	315.00	20.67 %
Elevator	673.77	1,255.00	53.69 %
Fire Extinguishers	40.00	56.00	71.43 %
Gutters Cleaned	345.00		
Lawn Care / Snow Removal	245.00	500.00	49.00 %
Mobile Beacon		600.00	
Parking Lot Maint		250.00	
Patriot Microfilm	335.00	335.00	100.00 %
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	
<b>Total 6470 Services</b>	<b>10,528.86</b>	<b>17,052.00</b>	<b>61.75 %</b>
6475 Technical	13.90		
6480 Train/conference	125.82	750.00	16.78 %
6485 Travel	6.17	1,500.00	0.41 %
6490 Utilities			
Electric	3,594.99	4,100.00	87.68 %
Extended Broadband	1,350.00	1,800.00	75.00 %
Fuel	2,217.91	3,000.00	73.93 %
Phone	1,059.40	1,500.00	70.63 %
<b>Total 6490 Utilities</b>	<b>8,222.30</b>	<b>10,400.00</b>	<b>79.06 %</b>

# Cuba Circulating Library Association

Budget vs. Actuals: FY\_2021 - FY21 P&L

January - July, 2021

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6500 Other Expense	-1,882.70		
6510 Miscellaneous Exp/Discretionary	233.34		
Ask Accountant	-60.00		
<b>Total Expenditures</b>	<b>\$151,528.69</b>	<b>\$221,856.00</b>	<b>68.30 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -77,430.70</b>	<b>\$0.00</b>	<b>0.00%</b>
Other Revenue			
Flood Relief Donations	4,740.00		
<b>Total Other Revenue</b>	<b>\$4,740.00</b>	<b>\$0.00</b>	<b>0.00%</b>
Other Expenditures			
Flood Expenses	22,000.00		
<b>Total Other Expenditures</b>	<b>\$22,000.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>NET OTHER REVENUE</b>	<b>\$ -17,260.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>NET REVENUE</b>	<b>\$ -94,690.70</b>	<b>\$0.00</b>	<b>0.00%</b>



## Cuba Library Director's Monthly Report

July 2021

	July 2021	June 2021	July 2020	July 2019	July 2018
Circulation	3051 (adult 1438) (J/YA 1613)	2216 (adult 1192) (J/YA 1024)	1718 (adult – 967) (Juv/YA 751)	4638 (adult-2899) (Juv/YA 2303)	3422
Holds Filled	417	416	83	457	276
New Library Cards		43	1	32	23
Overdrive (eBooks)	428	448	499	378	316
Wifi Use	273	280	117		
Visits to website	1028	996	702		
Door Count	2026	1545			

### Upcoming Programs

Thur, Aug. 5 & 12 @ 6 pm

Collage Classes with Rise Peacock

Wed, Aug. 11 @ 6:30 pm

Compost Tea with Ian Robards

Buildings and Grounds: On July 17, the library experienced flooding in the basement level. The carpets, dry wall, and insulation (half-way up) have been removed. I have sought bids from three waterproofing companies to see what needs to be done in order to prevent such as occurrence from happening in the future. I've also sought bids from two flooring companies to replace the ruined floors. We will not be moving forward with replacing the flooring or walls until the waterproofing work is done. We may be looking at as far out as November before this project is completed.

It has been truly heartwarming to see the community's support in response to the flooding. We've had many people volunteer to help clean up and the financial donations continue to arrive. As of the writing of this report, our donation total is up to \$14,283.00.

The old elevator has been removed. We hope the new elevator will be in soon!

Programming: We've continued to hold Summer Reading and other library programs as much as possible in light of losing access to the community room. We've moved adult, teen, and children's programs upstairs to the main library. AA and the Town Board have had to move their meetings elsewhere. We've discussed storytime in the fall, and have decided we will hold it on the main floor of the library as well, if need be. Fortunately, storytime doesn't begin until Oct. 1, so we hope to the children's room done by that time.

Grants: We've received the full amount of the Manley Grant for which we applied, \$8,314.80. This grant will provide our portion of the ARC grant that STLS is applying for, allowing us to purchase six new computers for public use, an interactive digital sign, and work laptops for both Cherilyn and myself.

## Youth Services Monthly Report: July 2021

### Small Group Programs

We have had 4 preschool storytimes and 4 school age storytimes. Each session included 3-4 animal-themed books, some songs, and a take home craft kit. Each week has had a different biome/habitat theme. So far we have done forests, Antarctic, ocean, and rainforest. We had a twig owl craft, an arctic creature suncatcher, a foil fish, and a paper chain snake. The younger group is not full, but we have a good number registered and attending regularly. Registration is full for the school age group. We have also had 3 STEAM sessions, led by Brad Weaver. We have been building working wind turbines and testing different blade designs.

Lisa Robinson had 2 art classes this month, for two different age groups. Each had limited registration but were well-attended.

### Large Group Programs

- 7/7 Hawk Creek Wildlife – 94 mixed age attendance
- 7/14 Wondermakers – 27 mixed age attendance
- 7/21 Artsapalooza – 125 mixed age attendance
- 7/28 Benjamin Berry Circus Arts 26 children plus grown ups

We are fortunate that the Palmer Opera House has graciously allowed us to use their space as a backup location in case of rain. We had to use it for the Wondermakers so far. Hopefully the weather cooperates in the future but it is one less thing to stress about, especially with our community room not being a backup option at this time.

### Outreach

Every summer school class (except for one 12:1:1 group) has asked to have a library visit. This is a total of approximately 124 students every week. We had the first 2 weeks in the community room. The last two weeks of July have been at the school, some outside and some inside, depending on the weather. There are 7 classes total. I added two more classes from the BOCES summer school program for the last week of July, bringing that total up to 9. Summer school will meet for one more week in August and the BOCES summer school will meet for 2 more weeks in August. I have been using the same themes with the summer school classes as with my library storytime groups.

Typically, each week these students would receive a free book from us. With the flood, I had to take several boxes of our prize books to the school. Mrs. Sprague allowed me to use one of her book carts in her library so I can take books to each class for the kids to choose for the rest of summer school. It's always a highlight for each of them, as well as being a very difficult decision.

### Upcoming Programs

- Two more weeks of storytimes and STEAM
- More summer school classes
- 8/4 All American Dinosaur Show
- 8/11 Repco Wildlife

**Summer Stats (so far)**

***230 registered users ages 0-17***

40	ages 0-4
177	ages 5-12
13	ages 13-17

***July 5-31 Minutes Read: 37,736***

3,989	ages 0-4
23,057	ages 5-12
7,690	ages 13-17

We have registered all the summer school students so that their minutes read with me are tracked. I have also told any teachers that if they email me minutes read during summer school I would be happy to make sure those are accounted for as well. Registering these students in our online software also makes them eligible for the prize drawings and we have had 3 summer school winners so far. These students will also receive the coupons at the end of the summer school program.