

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

Monday, September 13, 2021
5:30pm

1. Call to order
2. Public Comments
 - i. Ardent Solutions: Bus Stop Shelter
3. Friends Report
4. Minutes of August'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. Carpet/Flooring
 - ii. Flood Insurance
 - iii. Building Maintenance position
9. New business
 - i. Continuing Education
 - ii. October board meeting
10. Adjournment

**Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, August 9 2021**

Present: Faith Stewart, Trisia Young, Bradley Weaver, Lionel Legry, Sharry Semans, Lin Assink, and Lynn Fulmer

Absent: Tracy Knavel, Thomas Donahue, Sara Talbot, Marsha Long and Wendy Sprague

Also Present: Tina Dalton, Hannah Krull (Library Assistant), and Pat Ash (Friends)

Call to Order: The meeting was called to order by Faith Stewart at 5:35 PM

Public Comment: None

Friends Report: Pat Ash informed us there will be a September fundraiser at the Opera House entitled Painting with Friends; possibly an October book sale; a cookie sale for Small Town Christmas; and a revamp of the Wine and Cheese Gala tentatively scheduled for June 3, 2022.

Minutes of Previous Meeting: Lynn Fulmer moved to accept the Minutes of the July meeting. Brad seconded the motion, and the motion passed. Trisia moved to accept the Minutes of the Special Meeting held on July 21, 2021. Lin Assink seconded the motion, and the motion passed.

Treasurer's Report: Marsha was not present, so Tina reviewed the Financial Reports with us. She did indicate that next month's report will have a line item for income and expenses from the flood. There were no questions. A motion was made by Lin Assink to accept the reports. Lynn Fulmer seconded the motion, and the motion passed.

Director's Report: Tina reviewed her report and commented on Cherilyn's report. Tina did state that the Manley grant came through which will assist in the purchase of six new computers, and other technology items.

Tina also indicated we received donations of over \$14,000 from the community to aid in repairs due to the flooding of the basement.

Tina also indicated the old elevator has been removed, and hopefully the new one will be installed soon.

Committee Reports:

Finance: Tina indicated that Marsha attended an online course for Treasurers and learned that her position should be titled Finance Officer, not Treasurer. She would like us to think about changing the title.

Building and Grounds: Lynn stated landscaping has been started. After some discussion, it was determined there would be no waterproofing efforts on the outside of the building, so she will advise the landscapers to finish.

We are waiting for the bookroom to be made accessible by the Friends so we can continue with repairs.

Colson has started trim painting on the windows, and has agreed to do it for free.

Personnel: See info below.

Acquisitions/Gallery: No report, except that the latest exhibition of prints was taken off the wall in the community room, and the prints have been returned to Wendy (gallery person). We will obviously not be exhibiting anything else on the walls until the completion of the repair work.

Planning: Tina advised that 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 was not present. Tina advised that normally September is a slow month.

There was a lot of praise for the Youth Programs that were moved to the school because of the flood, and comments on how well Cherilyn has been doing with those programs.

Technology: No report except about the Manley Grant, as stated above.

Nominating Committee: No report.

Unfinished Business and New Business:

1. **Waterproofing:** There was much discussion regarding the three bids. After many questions and comments, it was determined we would hire Waterproofing Specialties to waterproof the Community room. Brad made a motion to hire Waterproofing Specialties per their proposal, and Trisia seconded the motion. The motion passed.
2. **Carpeting:** We will hold off on making a decision of which flooring vendor we will hire.
3. **Flood Insurance:** Sharry recited the information provided by Lee James, which shows an estimated premium of approximately \$1,700 per year. However, Lee is still running some of our info, so that may change. There should be more info at our next meeting.
4. **Fundraiser:** Tina reported we had many monetary donations from the community to help with flood repairs. We also received \$25,000 from the insurance company. At this point, Tina has updated our website information for donations, advising that we have basically met our goal. She will also run the information in the Patriot.

New Business:

1. **Community Survey:** Hannah gave the results of her survey. We had 125 completed surveys. Hannah indicated there is a lot of info there we can use in the future for programming, etc.
2. **Library Page Position:** Tina indicated that she would like to hire another Library Page, as we need someone to take hours on Monday and Wednesday, and also as needed. She has recommended Colleen Robinson (our new custodian) for the position, which would be in addition to her custodial duties. Colleen would work as a Library Page on Monday and Wednesday from 9:30 A to Noon, and at other times as necessary. This would be in addition to her custodial duties. Lynn made a motion to offer the position of Library Page to Colleen Robinson to cover hours as necessary, in addition to her custodiam position, to be paid at the same rate of pay she is making as custodian. Trisia seconded the motion, and the motion passed.
3. **Historical Society:** Lionel began a discussion about working with the Historical Society, helping to digitally archive and catalog items they have, possibly displaying some items at the library, etc. Tina will look into Preservation grants, and also talk to her husband (who works in the History

Dept at St. Bonaventure) to perhaps work with his students to assist in the archiving. More discussions to come about working with the Historical Society.

Executive Session: Lynn requested to move into Executive Session to discuss Tina's evaluation. Brad seconded the motion, and we moved into Executive Session at 6:30 P. After discussion, Lin requested to move out of Executive Session. Trisia seconded the motion, and we moved out of Executive Session at 6:57 P.

We discussed with Tina her evaluation as well as her goals for the upcoming year. Lynn moved to accept the Evaluation. Lin seconded the motion, and the motion passed. This evaluation will be placed in Tina's confidential personnel file.

Faith then suggested a temporary additional compensation for Tina. Brad moved to present Tina with a \$5,000 temporary increase to show our appreciation for all the extra work she has done, and the extraordinary amount of time she has spent to get us through the pandemic, and now all of the issues involving the flooding of the basement. Trisia seconded the motion, and the motion passed.

There was also a brief discussion regarding hiring a maintenance/property manager to be charged with upkeep of the building and grounds. Discussion to continue.

Lin made a motion to adjourn the meeting at 6:59 P, and Trisia seconded it. Passed

Respectfully submitted:

Sharry Semans, Secretary

Cuba Circulating Library Association

Statement of Financial Position

As of August 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1020 Five Star	34,583.35
1090 Savings	37,304.13
Total Bank Accounts	\$71,887.48
Accounts Receivable	
1500 Bequest receivable	0.00
Total Accounts Receivable	\$0.00
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	5,961.89
American Global Balanced A	52,745.06
American Inc Fd of America A	49,903.98
American Short-Term Bond A	7,458.83
American WA Mutual A	55,476.41
Cash, BDP, and Money Market Fds	955.83
Stocks	792.96
Unrealized Gain/Loss	65,381.06
Total 1303 Endowment Investment	285,551.67
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	23,848.85
American Global Balanced A	61,486.53
American Inc Fd of America A	57,033.08
American Intm Bd Fd of Amer A	21,519.45
American Inv Co of Amer A	55,253.66
American Short-Term Bond A	21,909.87
American WA Mutual A	51,375.84
Cash, BDP, and Money Market Fds	1,226.65
Unrealized Gain/Loss	184,361.59

Cuba Circulating Library Association

Statement of Financial Position

As of August 31, 2021

	TOTAL
Total 1305 Anonymous Investment	734,632.18
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	2,957.42
Total 1306 Adams Mem Book Fund Investment	15,120.28
1400 Prepaid Fee	5,490.42
Total Other Current Assets	\$1,040,794.55
Total Current Assets	\$1,112,682.03
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	\$1,513,767.93

Cuba Circulating Library Association

Statement of Financial Position

As of August 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 Accounts Payable	11,000.00
Total Accounts Payable	\$11,000.00
Credit Cards	
5662 Bank Of America	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
2100 Payroll Liabilities	0.00
American Funds	0.00
Federal Taxes (941/944)	1,018.84
NYS Employment Taxes	93.83
NYS Income Tax	-494.33
NYS Taxes	270.45
Payroll Liability	9.30
Payroll Tax Federal	0.04
Total 2100 Payroll Liabilities	898.13
2200 Payroll taxes payable	0.00
2300 accrued payroll	0.00
Direct Deposit Payable	0.00
PPE Currant Liability	26,600.00
Total Other Current Liabilities	\$27,498.13
Total Current Liabilities	\$38,498.13
Total Liabilities	\$38,498.13
Equity	
3000 Opening Bal Equity	0.00
3500 Unrealized Gain/Loss on Inv	252,779.46
3550 Realized Gain/Loss Equity	79,582.91
3800 Restricted Fund	10,000.00
3900 Fund Balance	1,206,389.24
Net Revenue	-73,481.81
Total Equity	\$1,475,269.80
TOTAL LIABILITIES AND EQUITY	\$1,513,767.93

Cuba Circulating Library Association

Statement of Activity

August 2021

	TOTAL	
	AUG 2021	JAN - AUG, 2021 (YTD)
Revenue		
4001 Town Income		19,000.00
4002 Village Income		14,250.00
4004 Local Lib Services Aid		452.31
4017 Memorials/Gifts	55.00	3,467.82
4019 Refunds/Reimb		113.94
4020 Meeting Room Fee	100.00	400.00
4100 Other Income		119.20
Arts		200.00
Book Replacement		156.00
Copies Income	111.25	920.05
Donation Box	59.55	701.32
Fines	4.00	94.00
Misc Income	241.76	682.39
Total 4100 Other Income	416.56	2,872.96
4200 Restricted Funds Revenue		50.00
Adult Programs	20.00	95.00
Childrens Programs		184.00
Friends	1,629.94	2,629.94
Grants		3,327.00
Manley Grant	8,314.80	8,314.80
United Way		3,750.00
Total 4200 Restricted Funds Revenue	9,964.74	18,350.74
4500 Investment Income		
Dividend Income	46.77	13,519.00
Interest Income		14.11
Morgan Stanley		0.00
Endowment Fund		12,240.18
Total Morgan Stanley		12,240.18
Total 4500 Investment Income	46.77	25,773.29
Total Revenue	\$10,583.07	\$84,681.06
GROSS PROFIT	\$10,583.07	\$84,681.06
Expenditures		
6100 Payroll Expenses	505.90	505.90
6101 Employee Wages		62,608.69
6102 Taxes	993.04	3,592.11
Payroll Tax		4,373.75
SUTA	263.60	977.38
Total 6102 Taxes	1,256.64	8,943.24

Cuba Circulating Library Association

Statement of Activity

August 2021

	TOTAL	
	AUG 2021	JAN - AUG, 2021 (YTD)
6103 Employee Benefits		
Health Insurance	500.00	500.00
Retirement		1,491.45
Total 6103 Employee Benefits	500.00	1,991.45
6105 Ins - Disability		1,006.08
Company Contributions		
Retirement	267.42	795.33
Total Company Contributions	267.42	795.33
Wages	10,405.03	20,410.69
Total 6100 Payroll Expenses	12,934.99	96,261.38
6200 Library Materials		
6205 Books-J	319.91	2,493.12
Book Replacement	-8.00	-10.60
Total 6205 Books-J	311.91	2,482.52
6210 Books-A	753.13	4,274.03
6220 Serials		728.45
6230 Audio	133.07	1,380.01
6250 Digital Books		2,930.00
6260 DVD	44.92	1,491.92
6270 Video Games	59.88	681.75
6280 Adult Programming		806.71
6285 Childrens Programming		188.53
6290 STLS cost share		10,218.00
Total 6200 Library Materials	1,302.91	25,181.92
6300 Restricted Fund Spending		
6310 Arts Grant Expense		1,740.00
6315 ALA Grant	198.04	1,735.78
6320 Friends Expense	400.00	2,197.70
6330 Manley Grant expense	949.00	1,250.94
6350 Wilday Grant		990.91
6370 Memorials & Gifts	220.68	2,462.91
6390 United Way Grant	1,330.22	4,308.51
Total 6300 Restricted Fund Spending	3,097.94	14,686.75
6410 Advertisement		150.32
6415 Bank fees	6.33	26.53
6420 Custodial supplies	57.61	394.85
6425 Discretionary Fund	113.13	168.01

Cuba Circulating Library Association

Statement of Activity

August 2021

	TOTAL	
	AUG 2021	JAN - AUG, 2021 (YTD)
6430 Insurance		
Ins - Property		5,830.72
Ins - Workman's Comp	142.00	13.00
Total 6430 Insurance	142.00	5,843.72
6435 Interest Expense		2.36
6440 Investment Fee		0.00
6445 Library supplies	524.53	2,113.40
Library Equipment		289.80
Total 6445 Library supplies	524.53	2,403.20
6447 Membership		311.93
6450 Postage	12.99	273.89
6455 Processing Fee	50.70	327.35
6460 Personal Protection Supplies		941.82
6465 Repairs/Building & Grounds		5,610.96
6470 Services	184.45	3,906.37
Alarm System - Doyle		320.20
Argentieries	42.00	105.00
Audit		2,500.00
Bookkeeper		1,850.80
Copier Acme	145.73	210.85
Elevator		673.77
Fire Extinguishers		40.00
Gutters Cleaned		345.00
Lawn Care / Snow Removal		245.00
Patriot Microfilm		335.00
Payroll Processing		326.55
Water Softener	42.50	85.00
Total 6470 Services	414.68	10,943.54
6475 Technical	25.45	39.35
6480 Train/conference		125.82
6485 Travel		6.17
6490 Utilities		
Electric	615.44	4,210.43
Extended Broadband		1,350.00
Fuel		2,217.91
Phone	119.77	1,179.17
Total 6490 Utilities	735.21	8,957.51
6500 Other Expense		-1,882.70
6510 Miscellaneous Exp/Discretionary	10.00	243.34

Cuba Circulating Library Association

Statement of Activity

August 2021

	TOTAL	
	AUG 2021	JAN - AUG, 2021 (YTD)
Ask Accountant		-60.00
Total Expenditures	\$19,428.47	\$170,958.02
NET OPERATING REVENUE	\$ -8,845.40	\$ -86,276.96
Other Revenue		
Flood Relief Donations	7,658.80	12,398.80
Insurance Proceeds	25,000.00	25,000.00
Total Other Revenue	\$32,658.80	\$37,398.80
Other Expenditures		
Flood Expenses	2,603.65	24,603.65
Total Other Expenditures	\$2,603.65	\$24,603.65
NET OTHER REVENUE	\$30,055.15	\$12,795.15
NET REVENUE	\$21,209.75	\$ -73,481.81

Cuba Circulating Library Association

Budget vs. Actuals

January - August, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Town Income	19,000.00	19,000.00	0.00	100.00 %
4002 Village Income	14,250.00	19,000.00	-4,750.00	75.00 %
4003 School Income		130,468.00	-130,468.00	
4004 Local Lib Services Aid	452.31	1,657.00	-1,204.69	27.30 %
4017 Memorials/Gifts	3,467.82		3,467.82	
4019 Refunds/Reimb	113.94		113.94	
4020 Meeting Room Fee	400.00	1,125.00	-725.00	35.56 %
4100 Other Income	119.20		119.20	
Arts	200.00		200.00	
Book Replacement	156.00		156.00	
Copies Income	920.05	2,200.00	-1,279.95	41.82 %
Donation Box	701.32	500.00	201.32	140.26 %
Fines	94.00		94.00	
Misc Income	682.39	400.00	282.39	170.60 %
Total 4100 Other Income	2,872.96	3,100.00	-227.04	92.68 %
4200 Restricted Funds Revenue	50.00		50.00	
Adult Programs	95.00		95.00	
Childrens Programs	184.00		184.00	
Dept For Youth Grant Income		1,295.00	-1,295.00	
Friends	2,629.94	2,000.00	629.94	131.50 %
Grants	3,327.00		3,327.00	
Manley Grant	8,314.80		8,314.80	
United Way	3,750.00		3,750.00	
Total 4200 Restricted Funds Revenue	18,350.74	3,295.00	15,055.74	556.93 %
4500 Investment Income				
Dividend Income	13,519.00		13,519.00	
Interest Income	14.11		14.11	
Morgan Stanley	0.00		0.00	
Endowment Fund	12,240.18	8,740.18	3,500.00	140.04 %
Total Morgan Stanley	12,240.18	8,740.18	3,500.00	140.04 %
Total 4500 Investment Income	25,773.29	8,740.18	17,033.11	294.88 %
Adams Memorial		1,000.00	-1,000.00	
Budget Carryover		34,470.82	-34,470.82	
Total Revenue	\$84,681.06	\$221,856.00	\$ -137,174.94	38.17 %
GROSS PROFIT	\$84,681.06	\$221,856.00	\$ -137,174.94	38.17 %
Expenditures				
6100 Payroll Expenses	505.90		505.90	
6101 Employee Wages	62,608.69	124,945.00	-62,336.31	50.11 %
6102 Taxes	3,592.11		3,592.11	
Payroll Tax	4,373.75	9,558.00	-5,184.25	45.76 %
SUTA	977.38	2,400.00	-1,422.62	40.72 %

Cuba Circulating Library Association

Budget vs. Actuals
January - August, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 6102 Taxes	8,943.24	11,958.00	-3,014.76	74.79 %
6103 Employee Benefits				
Health Insurance	500.00	500.00	0.00	100.00 %
Retirement	1,491.45	3,250.00	-1,758.55	45.89 %
Total 6103 Employee Benefits	1,991.45	3,750.00	-1,758.55	53.11 %
6105 Ins - Disability	1,006.08	420.00	586.08	239.54 %
Company Contributions				
Retirement	795.33		795.33	
Total Company Contributions	795.33		795.33	
Wages	20,410.69		20,410.69	
Total 6100 Payroll Expenses	96,261.38	141,073.00	-44,811.62	68.24 %
6200 Library Materials				
6205 Books-J	2,493.12	3,500.00	-1,006.88	71.23 %
Book Replacement	-10.60		-10.60	
Total 6205 Books-J	2,482.52	3,500.00	-1,017.48	70.93 %
6210 Books-A	4,274.03	6,500.00	-2,225.97	65.75 %
6220 Serials	728.45	500.00	228.45	145.69 %
6230 Audio	1,380.01	2,000.00	-619.99	69.00 %
6240 Equipment		500.00	-500.00	
6250 Digital Books	2,930.00	2,930.00	0.00	100.00 %
6260 DVD	1,491.92	2,900.00	-1,408.08	51.45 %
6270 Video Games	681.75	1,000.00	-318.25	68.18 %
6280 Adult Programming	806.71	1,000.00	-193.29	80.67 %
6285 Childrens Programming	188.53	1,000.00	-811.47	18.85 %
6290 STLS cost share	10,218.00	10,218.00	0.00	100.00 %
Total 6200 Library Materials	25,181.92	32,048.00	-6,866.08	78.58 %
6300 Restricted Fund Spending				
6310 Arts Grant Expense	1,740.00		1,740.00	
6315 ALA Grant	1,735.78		1,735.78	
6320 Friends Expense	2,197.70		2,197.70	
6330 Manley Grant expense	1,250.94		1,250.94	
6350 Wilday Grant	990.91		990.91	
6370 Memorials & Gifts	2,462.91		2,462.91	
6390 United Way Grant	4,308.51		4,308.51	
Total 6300 Restricted Fund Spending	14,686.75		14,686.75	
6410 Advertisement	150.32	200.00	-49.68	75.16 %
6415 Bank fees	26.53	200.00	-173.47	13.27 %
6420 Custodial supplies	394.85	900.00	-505.15	43.87 %
6425 Discretionary Fund	168.01	500.00	-331.99	33.60 %
6430 Insurance				
Ins - Liability Insurance		878.00	-878.00	

Cuba Circulating Library Association

Budget vs. Actuals
January - August, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Ins - Property	5,830.72	5,600.00	230.72	104.12 %
Ins - Workman's Comp	13.00	1,130.00	-1,117.00	1.15 %
Total 6430 Insurance	5,843.72	7,608.00	-1,764.28	76.81 %
6435 Interest Expense	2.36		2.36	
6440 Investment Fee	0.00		0.00	
6445 Library supplies	2,113.40	2,800.00	-686.60	75.48 %
Library Equipment	289.80	500.00	-210.20	57.96 %
Total 6445 Library supplies	2,403.20	3,300.00	-896.80	72.82 %
6447 Membership	311.93	600.00	-288.07	51.99 %
6450 Postage	273.89	400.00	-126.11	68.47 %
6455 Processing Fee	327.35	325.00	2.35	100.72 %
6460 Personal Protection Supplies	941.82	2,500.00	-1,558.18	37.67 %
6465 Repairs/Building & Grounds	5,610.96	2,500.00	3,110.96	224.44 %
6470 Services	3,906.37	3,914.10	-7.73	99.80 %
Alarm System - Doyle	320.20		320.20	
Argentieries	105.00	384.00	-279.00	27.34 %
Audit	2,500.00	2,500.00	0.00	100.00 %
Austin Security		798.90	-798.90	
Bookkeeper	1,850.80	3,600.00	-1,749.20	51.41 %
Computer Tech		500.00	-500.00	
Copier Acme	210.85	315.00	-104.15	66.94 %
Elevator	673.77	1,255.00	-581.23	53.69 %
Fire Extinguishers	40.00	56.00	-16.00	71.43 %
Gutters Cleaned	345.00		345.00	
Lawn Care / Snow Removal	245.00	500.00	-255.00	49.00 %
Mobile Beacon		600.00	-600.00	
Parking Lot Maint		250.00	-250.00	
Patriot Microfilm	335.00	335.00	0.00	100.00 %
Payroll Processing	326.55	1,200.00	-873.45	27.21 %
Rug Shampoos		250.00	-250.00	
Water Softener	85.00	144.00	-59.00	59.03 %
Window Cleaner		450.00	-450.00	
Total 6470 Services	10,943.54	17,052.00	-6,108.46	64.18 %
6475 Technical	39.35		39.35	
6480 Train/conference	125.82	750.00	-624.18	16.78 %
6485 Travel	6.17	1,500.00	-1,493.83	0.41 %
6490 Utilities				
Electric	4,210.43	4,100.00	110.43	102.69 %
Extended Broadband	1,350.00	1,800.00	-450.00	75.00 %
Fuel	2,217.91	3,000.00	-782.09	73.93 %
Phone	1,179.17	1,500.00	-320.83	78.61 %
Total 6490 Utilities	8,957.51	10,400.00	-1,442.49	86.13 %

Cuba Circulating Library Association

Budget vs. Actuals
January - August, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6500 Other Expense	-1,882.70		-1,882.70	
6510 Miscellaneous Exp/Discretionary	243.34		243.34	
Ask Accountant	-60.00		-60.00	
Total Expenditures	\$170,958.02	\$221,856.00	\$ -50,897.98	77.06 %
NET OPERATING REVENUE	\$ -86,276.96	\$0.00	\$ -86,276.96	0.00%
Other Revenue				
Flood Relief Donations	12,398.80		12,398.80	
Insurance Proceeds	25,000.00		25,000.00	
Total Other Revenue	\$37,398.80	\$0.00	\$37,398.80	0.00%
Other Expenditures				
Flood Expenses	24,603.65		24,603.65	
Total Other Expenditures	\$24,603.65	\$0.00	\$24,603.65	0.00%
NET OTHER REVENUE	\$12,795.15	\$0.00	\$12,795.15	0.00%
NET REVENUE	\$ -73,481.81	\$0.00	\$ -73,481.81	0.00%

Cuba Library Director's Monthly Report

August 2021

	August 2021	July 2021	August 2020	August 2019	August 2018
Circulation	2616 (adult 1390) (J/YA 1226)	3051 (adult 1438) (J/YA 1613)	2064 (adult 1786) (J/YA 221)	4178 (adult 2144) (J/YA-2034)	3138
Holds Filled	357	417	347	525	293
New Library Cards	15	26	5	11	23
Overdrive (eBooks)	430	428	554	337	393
Wifi Use	257	273	181	232	
Visits to website	1020	1028	841		
Door Count	1749	2026			

Buildings and Grounds: Waterproofing Specialists installed a new sump pump in the boiler room, as well as a water drainage system in the community room. The community room now has two sump pumps. When they jackhammered up the floor, they did discover a French drain system had been installed when the new addition was built. However, the drains inside are lower than the drains outside, causing the outside water to come into the building. They also couldn't tell where the water drained to, but either way one sump pump for a drainage system of that size is not sufficient. They tied the preexisting French drains into the new system.

The dry wall in the children's room has been hung and mudded. The elevator is still a work in progress—the door has been installed on the basement and foyer levels, and the lift is functional. However, main library door has not yet been installed. Austin Locksmith came this month and worked on three problematic locks around the library. They got everything back in great shape.

I attended a webinar on creating a Building Book for our library. I've started this process, and it has led to many interesting discoveries. Once the book is completed we will have two copies: one that stays here at the library, and one that stays at the home of the Trustee at the head of the Buildings and Grounds committee. The idea is that this book will pass along building knowledge to future library employees, hopefully preventing the loss of important info.

Administration: I finished sorting through the backlog of old records in the basement and found board minutes going back to 1969. Christian is digitizing these minutes and they will be saved on the library's cloud storage. The documents that no longer needed to be saved—by guidance of our Records Retention Policy—were shredded and disposed of.

Community Service: I have joined the Lions Club and am assisting them with upcoming events such as the Steak and Lobster Bake and their Garlic Festival booth. I am also on the Garlic Festival committee, through my role as a director on the Chamber board. Melanie Farwell is training me to take over as the

Publicity Chair for the 2022 Garlic Festival. The Friends and the Library will share a booth at the Garlic Festival this year, so be sure to stop by and check us out.

I talked to Dave Crowley about possible opportunities for the library to collaborate with the Historical Society. I also put Dave in touch with Phil Payne, the head of the SBU History Dept, so they can communicate directly about the prospective local history project through the NEH grant.

Staff Training: Cherilyn, Shauna, and I will be attending the Association of Rural and Small Libraries 2021 conference in Reno, NV on Oct. 21-23. This conference is particularly pertinent to us, as everyone in attendance or presenting comes from libraries in communities just our size—or even smaller. This will be both Cherilyn and Shauna's first national conference. A big thank you to Janet for keeping things going here at the library while we attend the conference.

Youth Services Monthly Report: August 2021

Small Group Programs

We had 2 preschool storytimes and 2 school age storytimes. Each session included 3-4 animal-themed books, some songs, and a take home craft kit. Our stories centered on the Australian Outback and the savanna. We have also had 1 STEAM session, 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

8/4 All American Dinosaur Show - **125** mixed ages

8/11 Repco Wildlife - **90** mixed ages

We had the Dinosaur show outside but moved Repco inside.

Outreach

I met with each CRCS summer school class for the last time at the beginning of the month and with the BOCES summer school classes for two weeks.

Upcoming Programs

I am in the planning stages for our storytimes and after school activities for the fall. Without knowing which spaces downstairs will be ready, I am trying to be creative in setting those up while also being realistic. Given the current COVID situation, we will also be limiting participation even more than we have previously. I am exploring different options for that as well, such as having 2 months groups at a time and requiring re-registration in order to allow as many people to participate throughout the year, at least through January.

Summer Stats

August 1-14 Minutes Read: 15,240

1,430 ages 0-4

10,280 ages 5-12

3,530 ages 13-17

Summer Prizes

0-4 Ryan VanDamme

5-12 Jakobe Swift

13-17 Sam Martin

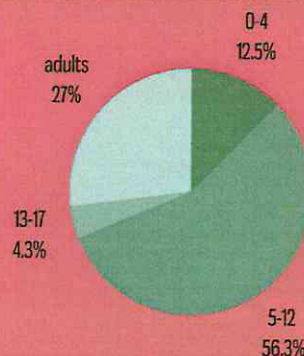
Each winner got to choose between a family membership to the zoo or aquarium. While I was not the one to call Jakobe to tell him he won, he was apparently very excited. However, the decision was too weighty to make on the phone and he requested the night to think it over. He spent the evening making pro/con lists for each option, ultimately deciding on the zoo.

TAILS & TALES

Summer Reading 2021 at Cuba Circulating Library

This Summer...

304 PEOPLE
participated in Summer Reading



TOTAL MINUTES READ



50,181

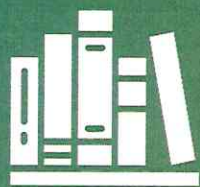
TOTAL BOOKS READ



401

60+ Children's Programs

This included library hosted storytimes, art classes, and STEAM clubs as well as visits to the CRCS summer school.

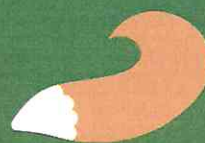


1,000+

FREE books given to
children 0-17

93

weekly drawing prizes
given out



1,140

hidden tails found
throughout the library

www.cubalibrary.org
39 E Main St
Cuba, NY 14727
585.968.1668



CUBA
Circulating
LIBRARY

	Custom Carpet	Carpet Express
Carpet Tiles	<p>Lifetime limited Wear warranty</p> <p>Lifetime Limited Static Protection</p> <p>Lifetime Limited Edge ravel, zippering, delamination and dimensional stability warranty</p> <p>Lifetime Limited colorfastness in light warranty</p> <p>10 year limited stain resistance warranty</p> <p>10 year limited colorfastness to atmospheric contaminants</p>	Lifetime Warranty
Stage Carpet	<p>Limited 10 year wear warranty</p> <p>NSF/ANSI 140 Gold Certified</p> <p>CRI Green Label plus certified</p>	Not included in quote
Vinyl Planks	50 year residential warranty / 15 year Commercial Warranty	Lifetime residential warranty/ Commercial 10-20 years depending on the flooring we choose
Quote amount	\$6018.78	\$7219.90