

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

**Monday, November 8, 2021**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of October'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. Flood Insurance
  - ii. Continuing Education
  - iii. Tax Referendum
  - iv. 2022 Budget
    1. 2022 Staff rate of pay
9. New business
  - i. Meeting with Rushford board—possibly Dec. 6
  - ii. Donor Plaque
10. Adjournment

**Cuba Circulation Library  
Board of Trustees Monthly Meeting Minutes  
Monday, October 18, 2021**

**Present:** Faith Stewart, Sharry Semans, Lin Assink, Lynn Fulmer, Tracy Knavel, Sara Talbot, Marsha Long and Wendy Sprague

**Absent:** Trisia Young , Lionel Legry, Thomas Donahue and Bradley Weaver

**Also Present:** Tina Dalton, Lee James (Insurance agent), Pat Ash (Friends), Brian Hildreth (STLS)

**Call to Order:** The meeting was called to order by Faith Stewart at 6:32 PM

**Public Comment:** No

**Guest:** Lee James was present to advise on flood insurance. She indicated the Library was in a “100 year flood zone”. She stated that we could add flood insurance to our Utica policy. For \$100,000 worth of coverage, the premium would be approximately \$1,387 per year. There would be a \$1,000 deductible. She will check what coverage for \$50,000 would cost. Once we have that info, we will move forward with a vote.

Lee also advised that she would begin changing over our Workers Comp coverage currently with Hartford to Utica, which should allow for a small reduction in premium. She will work with Tina to get this in place.

**Friends Report:** Pat Ash reported that \$909 was made from the recent book sale. She also indicated that the Painting with Friends had to be postponed due to lack of attendance. In addition, she stated that she had attended a meeting wherein, among other things, It was suggested that the Executive Directors of the Friends and the Library Board Executive Committee may want to get together for a meeting to exchange ideas and information.

**Minutes of Previous Meeting:** Lynn Fulmer moved to accept the Minutes of the September meeting. Lin Assink seconded the motion, and the motion passed.

**Treasurer’s Report:** Marsha provided detailed information regarding the Statements of the Accounts. After much discussion, a motion was made by Wendy Sprague to accept the reports. Tracy Knavel seconded the motion, and the motion passed.

**Director’s Report:** Tina reviewed her report and commented on Cherilyn’s report. In addition to the grants listed on her report, there was a \$500 Lion’s Club grant for audio equipment, and a \$736 grant from STLS for hearing devices. She also indicated that borrowing of digital books was up. DVD borrowing is down.

**Committee Reports:**

**Finance:** Marsha indicated our investments were doing okay. She also reiterated our discussion from the last meeting, that is, the fact that we may want to withdraw some of the money, deposit into a more accessible account, and earmark it for special projects, such as the remodeling of the children’s area. We will revisit this issue at our next meeting.

Marsha also reviewed the 2022 tentative budget. There is an increase in salaries due to, among other things, the increase in the minimum wage. Again, she reviewed in detail, and she and Tina answered all questions. There was also a discussion about the Town's reduction of funds for the Library, and the complete loss of funds within the next two years.

**Building and Grounds:** Lynn stated landscaping is ongoing. Also, the outside was pressure washed. The elevator is now operating. And, best of all, the flood repairs are almost complete.

Tina submitted information gathered by our Maintenance Manager regarding bids for the book sale room to repair the plaster wall and install epoxy flooring. We requested further information regarding the hydraulic water stop cement. She will have more information at the next meeting.

**Personnel:** Faith indicated that the committee had met. All employees will be brought up to at least the new minimum wage. Detailed info will be forthcoming so that we can finalize with the Board, hopefully, at the next meeting.

**Acquisitions/Gallery:** No report from the Chair. However, Tina did indicate that Wendy (the person who installs the monthly art) will be coming by soon to discuss when to put up the next display. Lynn Fulmer also indicated she would be willing to speak with Wendy about putting up the next display.

**Planning:** Marsha indicated the Anniversary Committee had recently met, and everything seems to be on track. Also, the Cuba Lake Association donated \$800 to that Committee. Marsha indicated there will be a meeting about the remodeling of the children's space in the near future. In addition, she revisited the issue about Trustees taking some of the seminars offered by STLS and NYLA.

**Programs:** Sara advised the Committee is working on holiday theme programs. Also dates are being discussed regarding the open house.

**Technology:** No report.

**Nominating Committee:** No report.

#### **Unfinished Business:**

1. **Flood Insurance:** See above under "Guest".
2. **Continuing Education:** Faith again discussed the fact there are many virtual programs presented by STLS, and we should attempt to take a course now and then. **Also, Brian Hildreth indicated there will now be two hours of required annual training for Trustees.** That can be done through the virtual programs, or we can have a speaker (like himself) attend meetings for a presentation.

#### **New Business:**

1. **Building Maintenance Position:** Tina presented a description for the Maintenance Manager. She envisions him working about 10 hrs per week. A motion by Lynn Fulmer was made to accept the job description and to formally hire Dave Wise, at his current salary as grounds keeper, as the Maintenance Manager. Sara Talbot seconded the motion, and the motion passed.
2. **Funding for Construction Projects:** No details were discussed other than Tina looking for any grant to assist.
3. **Audit vs. Financial Review:** We discussed the difference between an audit and a review, including the cost. It was decided that we want a full audit at this point, due to the turnover of

bookkeepers, etc. The cost will be approximately \$4,000 to \$4,500. Tina will implement that process with our current accountant/bookkeeper and our auditor firm.

4. **Tax Referendum:** Brian Hildreth led this discussion and reminded us that the Library is one of the most trusted institutions in a community, and also one of the most diversified institutions in the community. He reminded us that it is our job to advocate for the Library. He also advised that the Cuba Rushford Library tax rate is the fourth lowest tax rate in Allegany County (out of twelve libraries). There was much discussion regarding this information. We will continue to work with STLS on this issue.

With respect to our request to amend our Charter regarding the number of Trustees, Brian indicated we may have a Resolution and Motion from the NYLA by February 2022.

Tracy Knavel made a motion to adjourn the meeting. Wendy Sprague seconded the motion, and the motion passed. Meeting adjourned at 8:20 P.

Respectfully submitted:

Sharry Semans, Secretary

# Cuba Circulating Library Association

## Statement of Financial Position

As of October 31, 2021

	TOTAL	
	AS OF OCT 31, 2021	AS OF OCT 31, 2020 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1020 Five Star	139,784.00	23,479.25
1090 Savings	17,307.89	30,398.94
<b>Total Bank Accounts</b>	<b>\$157,091.89</b>	<b>\$53,878.19</b>
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	0.00	0.00
American Cap Inc Builder A	47,198.83	45,736.90
American Funds Mortgage A	5,965.39	5,739.50
American Global Balanced A	53,035.72	52,025.52
American Inc Fd of America A	50,291.35	48,547.54
American Short-Term Bond A	7,464.55	10,808.50
American WA Mutual A	55,782.09	51,126.93
Cash, BDP, and Money Market Fds	961.62	16,409.03
Stocks	803.83	
Unrealized Gain/Loss	66,516.37	9,145.22
<b>Total 1303 Endowment Investment</b>	<b>288,019.75</b>	<b>239,539.14</b>
1305 Anonymous Investment	0.00	0.00
American Balanced A	34,872.22	33,236.74
American Cap Inc Builder	98,246.31	105,445.14
American Cap World Growth & Inc	73,406.89	71,916.78
American Fundamental Inv A	51,420.42	53,315.03
American Funds Mortgage A	23,862.82	22,959.16
American Global Balanced A	61,821.35	60,657.68
American Inc Fd of America A	57,475.79	55,482.87
American Intm Bd Fd of Amer A	21,562.31	20,912.47
American Inv Co of Amer A	55,501.36	58,868.93
American Short-Term Bond A	21,926.61	21,617.02
American WA Mutual A	51,656.34	47,384.59
Cash, BDP, and Money Market Fds	1,226.68	1,226.55
Unrealized Gain/Loss	186,928.37	48,440.70

# Cuba Circulating Library Association

## Statement of Financial Position

As of October 31, 2021

	TOTAL	
	AS OF OCT 31, 2021	AS OF OCT 31, 2020 (PY)
<b>Total 1305 Anonymous Investment</b>	<b>739,907.47</b>	<b>601,463.66</b>
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	5,758.87	6,547.69
American Inc Fd of America A	6,494.61	7,207.99
Cash, BDP, and Money Market Fds	1.32	0.00
Unrealized Gain/Loss	2,905.92	172.88
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>15,160.72</b>	<b>13,928.56</b>
1400 Prepaid Fee	5,208.00	5,119.28
<b>Total Other Current Assets</b>	<b>\$1,048,295.94</b>	<b>\$860,050.64</b>
<b>Total Current Assets</b>	<b>\$1,205,387.83</b>	<b>\$913,928.83</b>
Fixed Assets		
1520 Building and equipment	750,126.60	866,486.94
Elevator Replacement	41,645.00	20,822.50
<b>Total 1520 Building and equipment</b>	<b>791,771.60</b>	<b>887,309.44</b>
1525 A/D Building and equipment	-462,466.61	-462,466.61
1526 Capital Improvement	0.00	5,325.00
Accumulated Depreciation	-71,578.59	
Furniture and Fixtures	117,419.00	
Land	46,763.00	
<b>Total Fixed Assets</b>	<b>\$421,908.40</b>	<b>\$430,167.83</b>
Other Assets		
1000 Friends Cash	0.00	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,627,296.23</b>	<b>\$1,344,096.66</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of October 31, 2021

	TOTAL	
	AS OF OCT 31, 2021	AS OF OCT 31, 2020 (PY)
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	600.00	-2,283.25
<b>Total Accounts Payable</b>	<b>\$600.00</b>	<b>\$ -2,283.25</b>
Credit Cards		
5662 Bank Of America	0.00	0.00
<b>Total Credit Cards</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Liabilities		
2100 Payroll Liabilities	0.00	0.00
American Funds	0.00	
Federal Taxes (941/944)	0.00	
NYS Employment Taxes	381.32	
NYS Income Tax	595.60	
NYS Taxes	270.45	
Payroll Liability	9.30	
Payroll Tax Federal	0.04	
<b>Total 2100 Payroll Liabilities</b>	<b>1,256.71</b>	<b>0.00</b>
2200 Payroll taxes payable	0.00	-8,718.86
2300 accrued payroll	0.00	0.00
Direct Deposit Payable	0.00	
PPE Currant Liability	26,600.00	
<b>Total Other Current Liabilities</b>	<b>\$27,856.71</b>	<b>\$ -8,718.86</b>
<b>Total Current Liabilities</b>	<b>\$28,456.71</b>	<b>\$ -11,002.11</b>
<b>Total Liabilities</b>	<b>\$28,456.71</b>	<b>\$ -11,002.11</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	256,441.58	157,821.40
3550 Realized Gain/Loss Equity	79,582.91	16,903.30
3800 Restricted Fund	10,000.00	10,000.00
3900 Fund Balance	1,206,389.24	1,219,764.16
Net Revenue	46,425.79	-49,390.09
<b>Total Equity</b>	<b>\$1,598,839.52</b>	<b>\$1,355,098.77</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,627,296.23</b>	<b>\$1,344,096.66</b>

**Cuba Circulating Library Association**  
**Statement of Activity**  
January - October, 2021

	Oct 2021		Total	
	Current	Oct 2020 (PY)	Current	Jan - Oct, 2020 (PY)
Revenue				
4001 Town Income			19,000.00	19,000.00
4002 Village Income	4,750.00	4,750.00	19,000.00	19,000.00
4003 School Income	130,468.00		130,468.00	0.00
4004 Local Lib Services Aid			452.31	0.00
4006 Fines Income (deleted)			0.00	21.30
4008 Other income (deleted)			0.00	30.75
4013 Dept For Youth			0.00	1,295.00
4017 Memorials/Gifts	315.00	298.00	4,107.82	10,291.43
4019 Refunds/Reimb			113.94	4,936.39
4020 Meeting Room Fee	100.00		500.00	250.00
4100 Other Income			119.20	0.00
Arts			4,700.00	4,895.30
Book Replacement		40.00	156.00	150.39
Copies Income	222.00	81.00	1,315.40	696.73
Donation Box	20.00	17.76	748.57	182.14
Fines	9.00		115.00	54.65
Misc Income	40.40	18.50	770.89	29,768.66
Total 4100 Other Income	\$ 291.40	\$ 157.26	\$ 7,925.06	\$ 35,747.87
4200 Restricted Funds Revenue			50.00	0.00
Adult Programs	30.00		145.00	0.00
Childrens Programs			184.00	0.00
Dept For Youth Grant Income			0.00	750.00
Friends			2,937.00	6,000.00
Grant - STLS	763.00		763.00	100.00
Grants	28,110.00		31,437.00	0.00
Lions Club Grant	500.00		500.00	0.00
Manley Grant		3,000.00	8,314.80	3,000.00
United Way		-245.70	3,750.00	-2,230.28
Total 4200 Restricted Funds Revenue	\$ 29,403.00	\$ 2,754.30	\$ 48,080.80	\$ 7,619.72
4500 Investment Income			0.00	0.00
Dividend Income	30.49	54.15	17,640.63	14,548.75
Interest Income	0.04	0.08	17.93	19.26
Morgan Stanley		20,322.50	0.00	20,322.50
Endowment Fund			12,240.18	7,819.00
Total Morgan Stanley	\$ 0.00	\$ 20,322.50	\$ 12,240.18	\$ 28,141.50
Total 4500 Investment Income	\$ 30.53	\$ 20,376.73	\$ 29,898.74	\$ 42,709.51
Adams Memorial			0.00	1,000.00
Total Revenue	\$ 165,357.93	\$ 28,336.29	\$ 259,546.67	\$ 141,901.97
Gross Profit	\$ 165,357.93	\$ 28,336.29	\$ 259,546.67	\$ 141,901.97



	Oct 2021		Total	
	Current	Oct 2020 (PY)	Current	Jan - Oct, 2020 (PY)
<b>Expenditures</b>				
6066 Arts expense (deleted)		200.00	0.00	860.00
6100 Payroll Expenses			505.90	798.75
6101 Employee Wages	12,969.35	7,639.30	108,809.23	74,987.32
6102 Taxes	1,138.38		5,852.53	0.00
Payroll Tax			4,373.75	0.00
SUTA		339.14	977.38	3,826.06
Total 6102 Taxes	<b>\$ 1,138.38</b>	<b>\$ 339.14</b>	<b>\$ 11,203.66</b>	<b>\$ 3,826.06</b>
6103 Employee Benefits				
Health Insurance			500.00	750.00
Retirement	258.20	504.39	2,804.53	8,391.22
Total 6103 Employee Benefits	<b>\$ 258.20</b>	<b>\$ 504.39</b>	<b>\$ 2,249.65</b>	<b>\$ 9,141.22</b>
6105 Ins - Disability			1,006.08	419.73
Payroll Tax FICA Employer		1,972.23	0.00	20,801.80
Total 6100 Payroll Expenses	<b>\$ 14,365.93</b>	<b>\$ 10,455.06</b>	<b>\$ 124,829.40</b>	<b>\$ 109,974.88</b>
6200 Library Materials				
6205 Books-J	222.80	525.11	3,152.11	2,981.68
6210 Books-A	279.71	1,072.26	5,188.64	5,590.56
6220 Serials			823.24	783.46
6230 Audio	41.24	271.14	1,701.25	1,003.42
6240 Equipment			137.99	53.17
6250 Digital Books			2,930.00	3,871.31
6260 DVD	261.34	159.38	2,045.30	2,433.54
6270 Video Games	59.88	304.95	741.63	1,009.65
6280 Adult Programming			756.71	470.07
6285 Childrens Programming			188.53	1,739.42
6290 STLS cost share			10,218.00	9,787.00
Total 6200 Library Materials	<b>\$ 864.97</b>	<b>\$ 2,332.84</b>	<b>\$ 27,883.40</b>	<b>\$ 29,723.28</b>
6300 Restricted Fund Spending			0.00	0.00
6310 Arts Grant Expense	870.00	200.00	2,610.00	2,220.07
6315 ALA Grant	790.96		2,810.93	0.00
6320 Friends Expense	149.91	477.97	2,808.94	1,722.89
6330 Manley Grant expense	177.91	2,449.46	3,096.27	2,592.43
6340 Cash Grants			0.00	239.88
6350 Wilday Grant		145.63	990.91	302.24
6370 Memorials & Gifts	91.61	692.13	2,746.72	287.69
6380 Dept For Youth Expense			0.00	131.37
6390 United Way Grant	2.99		4,330.18	0.00
Summer Reading Program			354.00	0.00
Total 6300 Restricted Fund Spending	<b>\$ 2,083.38</b>	<b>\$ 3,965.19</b>	<b>\$ 19,747.95</b>	<b>\$ 7,496.57</b>
6410 Advertisement			269.72	317.27
6415 Bank fees			26.53	357.00
6420 Custodial supplies	45.88	326.53	496.56	1,182.56
6425 Discretionary Fund			168.01	60.00

	Oct 2021		Total	
	Current	Oct 2020 (PY)	Current	Jan - Oct, 2020 (PY)
6430 Insurance			0.00	0.00
Ins - Property			5,830.72	5,529.85
Ins - Workman's Comp			13.00	0.00
Total 6430 Insurance	\$ 0.00	\$ 0.00	\$ 5,843.72	\$ 5,529.85
6435 Interest Expense			2.36	0.00
6440 Investment Fee			0.00	150.00
6445 Library supplies	89.34	282.58	2,432.61	5,376.30
Library Equipment		450.00	289.80	1,274.99
Total 6445 Library supplies	\$ 89.34	\$ 732.58	\$ 2,722.41	\$ 6,651.29
6447 Membership		110.00	311.93	315.00
6450 Postage		11.55	273.89	372.84
6455 Processing Fee	22.75	65.49	397.51	303.94
6460 Personal Protection Supplies	416.84		1,383.65	0.00
6465 Repairs/Building & Grounds	224.54	340.00	6,180.95	1,893.71
6470 Services	600.00	344.49	4,518.37	5,219.49
Alarm System - Doyle	29.95		350.15	0.00
Argentieries	21.00		147.00	0.00
Audit			2,500.00	2,500.00
Bookkeeper	600.00		4,250.80	0.00
Computer Tech			180.00	761.81
Copier Acme			286.34	0.00
Elevator	898.31		1,572.08	0.00
Fire Extinguishers			40.00	0.00
Gutters Cleaned			345.00	0.00
Lawn Care / Snow Removal			245.00	0.00
Patriot Microfilm			335.00	0.00
Payroll Processing			326.55	0.00
Water Softener			85.00	0.00
Total 6470 Services	\$ 2,149.26	\$ 344.49	\$ 15,181.29	\$ 8,481.30
6475 Technical			39.35	779.14
6480 Train/conference			950.82	420.00
6485 Travel	342.32		1,226.12	709.13
6490 Utilities				
Electric	599.00	362.02	5,368.43	3,542.69
Extended Broadband	450.00		1,800.00	1,350.00
Fuel	49.12	37.27	2,288.45	1,693.59
Phone	119.77	106.88	1,418.71	1,064.11
Total 6490 Utilities	\$ 1,217.89	\$ 506.17	\$ 10,875.59	\$ 7,650.39
6500 Other Expense			-1,882.70	5,497.01
6510 Miscellaneous Exp/Discretionary			243.34	0.00
Ask Accountant			-60.00	-0.01
Security System (deleted)			0.00	2,566.91
Total Expenditures	\$ 21,823.10	\$ 19,389.90	\$ 217,111.80	\$ 191,292.06
Net Operating Revenue	\$ 143,534.83	\$ 8,946.39	\$ 42,434.87	\$ (49,390.09)

	Oct 2021		Total	
	Current	Oct 2020 (PY)	Current	Jan - Oct, 2020 (PY)
Other Revenue				
Flood Relief Donations	6,706.00		26,611.80	0.00
Insurance Proceeds			25,000.00	0.00
Total Other Revenue	\$ 6,706.00	\$ 0.00	\$ 51,611.80	\$ 0.00
Other Expenditures				
Flood Expenses	1,184.85		47,620.88	0.00
Total Other Expenditures	\$ 1,184.85	\$ 0.00	\$ 47,620.88	\$ 0.00
Net Other Revenue	\$ 5,521.15	\$ 0.00	\$ 3,990.92	\$ 0.00
Net Revenue	\$ 149,055.98	\$ 8,946.39	\$ 46,425.79	\$ (49,390.09)

Monday, Nov 01, 2021 08:57:21 AM GMT-7 - Accrual Basis

# Cuba Circulating Library Association

## Budget vs. Actuals

January - October, 2021

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Revenue</b>				
4001 Town Income	19,000.00	19,000.00	0.00	100.00%
4002 Village Income	19,000.00	19,000.00	0.00	100.00%
4003 School Income	130,468.00	130,468.00	0.00	100.00%
4004 Local Lib Services Aid	452.31	1,657.00	-1,204.69	27.30%
4017 Memorials/Gifts	4,107.82		4,107.82	
4019 Refunds/Reimb	113.94		113.94	
4020 Meeting Room Fee	500.00	1,125.00	-625.00	44.44%
4100 Other Income	119.20		119.20	
Arts	4,700.00		4,700.00	
Book Replacement	156.00		156.00	
Copies Income	1,315.40	2,200.00	-884.60	59.79%
Donation Box	748.57	500.00	248.57	149.71%
Fines	115.00		115.00	
Misc Income	770.89	400.00	370.89	192.72%
Total 4100 Other Income	<b>\$ 7,925.06</b>	<b>\$ 3,100.00</b>	<b>\$ 4,825.06</b>	<b>255.65%</b>
4200 Restricted Funds Revenue	50.00		50.00	
Adult Programs	145.00		145.00	
Childrens Programs	184.00		184.00	
Dept For Youth Grant Income		1,295.00	-1,295.00	0.00%
Friends	2,937.00	2,000.00	937.00	146.85%
Grant - STLS	763.00		763.00	
Grants	31,437.00		31,437.00	
Lions Club Grant	500.00		500.00	
Manley Grant	8,314.80		8,314.80	
United Way	3,750.00		3,750.00	
Total 4200 Restricted Funds Revenue	<b>\$ 48,080.80</b>	<b>\$ 3,295.00</b>	<b>\$ 44,785.80</b>	<b>1459.20%</b>
<b>4500 Investment Income</b>				
Dividend Income	17,640.63		17,640.63	
Interest Income	17.93		17.93	
Morgan Stanley	0.00		0.00	
Endowment Fund	12,240.18	8,740.18	3,500.00	140.04%
Total Morgan Stanley	<b>\$ 12,240.18</b>	<b>\$ 8,740.18</b>	<b>\$ 3,500.00</b>	<b>140.04%</b>
Total 4500 Investment Income	<b>\$ 29,898.74</b>	<b>\$ 8,740.18</b>	<b>\$ 21,158.56</b>	<b>342.08%</b>
Adams Memorial		1,000.00	-1,000.00	0.00%
Budget Carryover		34,470.82	-34,470.82	0.00%
Total Revenue	<b>\$ 259,546.67</b>	<b>\$ 221,856.00</b>	<b>\$ 37,690.67</b>	<b>116.99%</b>
Gross Profit	<b>\$ 259,546.67</b>	<b>\$ 221,856.00</b>	<b>\$ 37,690.67</b>	<b>116.99%</b>
<b>Expenditures</b>				
6100 Payroll Expenses	505.90		505.90	
6101 Employee W ages	108,809.23	124,945.00	-16,135.77	87.09%
6102 Taxes	11,203.66	11,958.00	-754.34	93.69%
6103 Employee Benefits				

	Total			
	Actual	Budget	over Budget	% of Budget
Health Insurance	500.00	500.00	0.00	100.00%
Retirement	2,804.53	3,250.00	-445.47	86.29%
Total 6103 Employee Benefits	\$ 3,304.53	\$ 3,750.00	-\$ 445.47	88.12%
6105 Ins - Disability	1,006.08	420.00	586.08	239.54%
Total 6100 Payroll Expenses	\$ 124,829.40	\$ 141,073.00	-\$ 16,243.60	88.49%
6200 Library Materials				
6205 Books-J	3,152.11	3,500.00	-347.89	90.06%
6210 Books-A	5,188.64	6,500.00	-1,311.36	79.83%
6220 Serials	823.24	500.00	323.24	164.65%
6230 Audio	1,701.25	2,000.00	-298.75	85.06%
6240 Equipment	137.99	500.00	-362.01	27.60%
6250 Digital Books	2,930.00	2,930.00	0.00	100.00%
6260 DVD	2,045.30	2,900.00	-854.70	70.53%
6270 Video Games	741.63	1,000.00	-258.37	74.16%
6280 Adult Programming	756.71	1,000.00	-243.29	75.67%
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	\$ 27,883.40	\$ 32,048.00	-\$ 4,164.60	87.01%
6300 Restricted Fund Spending				
6310 Arts Grant Expense	2,610.00		2,610.00	
6315 ALA Grant	2,810.93		2,810.93	
6320 Friends Expense	2,808.94		2,808.94	
6330 Manley Grant expense	3,096.27		3,096.27	
6350 W ilday Grant	990.91		990.91	
6370 Memorials & Gifts	2,746.72		2,746.72	
6390 United Way Grant	4,330.18		4,330.18	
Summer Reading Program	354.00		354.00	
Total 6300 Restricted Fund Spending	\$ 19,747.95	\$ 0.00	\$ 19,747.95	
6410 Advertisement	269.72	200.00	69.72	134.86%
6415 Bank fees	26.53	200.00	-173.47	13.27%
6420 Custodial supplies	496.56	900.00	-403.44	55.17%
6425 Discretionary Fund	168.01	500.00	-331.99	33.60%
6430 Insurance			0.00	
Ins - Liability Insurance		878.00	-878.00	0.00%
Ins - Property	5,830.72	5,600.00	230.72	104.12%
Ins - W orkman'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	2,432.61	2,800.00	-367.39	86.88%
Library Equipment	289.80	500.00	-210.20	57.96%
Total 6445 Library supplies	\$ 2,722.41	\$ 3,300.00	-\$ 577.59	82.50%
6447 Membership	311.93	600.00	-288.07	51.99%
6450 Postage	273.89	400.00	-126.11	68.47%
6455 Processing Fee	397.51	325.00	72.51	122.31%
6460 Personal Protection Supplies	1,383.65	2,500.00	-1,116.35	55.35%

	Total			
	Actual	Budget	over Budget	% of Budget
6465 Repairs/Building & Grounds	6,180.95	2,500.00	3,680.95	247.24%
6470 Services	4,518.37	3,914.10	604.27	115.44%
Alarm System - Doyle	350.15		350.15	
Argentieries	147.00	384.00	-237.00	38.28%
Audit	2,500.00	2,500.00	0.00	100.00%
Austin Security		798.90	-798.90	0.00%
Bookkeeper	4,250.80	3,600.00	650.80	118.08%
Computer Tech	180.00	500.00	-320.00	36.00%
Copier Acme	286.34	315.00	-28.66	90.90%
Elevator	1,572.08	1,255.00	317.08	125.27%
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	0.00%
Parking Lot Maint		250.00	-250.00	0.00%
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	0.00%
Water Softener	85.00	144.00	-59.00	59.03%
Window Cleaner		450.00	-450.00	0.00%
Total 6470 Services	\$ 15,181.29	\$ 17,052.00	-\$ 1,870.71	89.03%
6475 Technical	39.35		39.35	
6480 Train/conference	950.82	750.00	200.82	126.78%
6485 Travel	1,226.12	1,500.00	-273.88	81.74%
6490 Utilities				
Electric	5,368.43	4,100.00	1,268.43	130.94%
Extended Broadband	1,800.00	1,800.00	0.00	100.00%
Fuel	2,288.45	3,000.00	-711.55	76.28%
Phone	1,418.71	1,500.00	-81.29	94.58%
Total 6490 Utilities	\$ 10,875.59	\$ 10,400.00	\$ 475.59	104.57%
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	\$ 217,111.80	\$ 221,856.00	-\$ 4,744.20	97.86%
Net Operating Revenue	\$ 42,434.87	\$ 0.00	\$ 42,434.87	
Other Revenue				
Flood Relief Donations	26,611.80		26,611.80	
Insurance Proceeds	25,000.00		25,000.00	
Total Other Revenue	\$ 51,611.80	\$ 0.00	\$ 51,611.80	
Other Expenditures				
Flood Expenses	47,620.88		47,620.88	
Total Other Expenditures	\$ 47,620.88	\$ 0.00	\$ 47,620.88	
Net Other Revenue	\$ 3,990.92	\$ 0.00	\$ 3,990.92	
Net Revenue	\$ 46,425.79	\$ 0.00	\$ 46,425.79	

## Cuba Library Director's Monthly Report

October 2020

	Oct. 2021	Sept. 2021	Oct. 2020	Oct. 2019	Oct. 2018
Circulation	2223 (adult 1171) (J/YA 1052)	2291 (adult 1262) (J/YA 1029)	2512 (adult 1450) (J/YA 1062)	3362 (adult 2043) (J/YA 1319)	2925
Holds Filled	381	394	344	463	452
New Library Cards		25	7	20	14
Overdrive (eBooks)		463	408	322	369
Wifi Use	261	248	269	219	
Visits to website	841	851	1004		
Door Count	1548	1502			

### Upcoming Programs

Nov. 6 @ 11:00      Wooley Trees by Peggyann Watts sponsored by Arts Grant

Nov. 16 @ 6:30      Library Open House

Nov. 30 @ 6:30      Gnomes craft

Dec. 4 @ 10-1      Small Town Christmas—free family portraits by the library fireplace

Dec. 8 @ 6:30      String Art Ornaments

**Programming:** For the last couple weeks of October, we held a pumpkin decorating contest where participants were encouraged to decorate a pumpkin like their favorite literary character. This is only the second year we've held this event, and this year we had 40 participants—a big jump in numbers compared to last year. We had many very creative entries, and it was a real challenge for staff to vote on our favorites. We had 11 winners in all. Aside from age categories, we also had winners in categories such as Scariest, Staff Favorite, Cutest, and Most Realistic.

**Community Activities:** On Oct. 6, I attended Senator Borrello and Assemblyman Giglio's Town Hall meeting at the Palmer. I had the opportunity to ask them about their efforts towards expanding broadband access in our rural community, and to express the library's support of this initiative.

On Oct. 26, I spoke as a guest at the Current Topic Club, at the invitation of Cindy Dutton. I spoke about the future of libraries, and specifically the future of the Cuba Library. It was a wonderful opportunity to touch base with members of our community, and find out what services they look forward to at our library.

**Professional Development:** Cherilyn, Shauna, and I attended the Association of Rural and Small Libraries conference in Reno, NV, from Oct. 20-24.

**2021 Grants:** Last month Faith inquired as to how many grants I had written and received this year:

Restart the Arts:	4500.00
Manley:	8314.80
United Way:	3750.00
Friends of the Cuba Library:	3000.00
Libraries Transform Communities:	3000.00
STLS Outreach:	736.00
Patriot Digitization:	8000.00
Lions SEE:	500.00
Allegany Area Foundation:	327.00
<b>Total grants in 2021:</b>	<b>32,127.80</b>

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State Construction Aid	31,324.00
(received this year, written last year):	
2021/2022 Appalachian Regional Commission Grant Project:	20,076.00
(written and applied for. Notification of award comes in 2022)	



## **Youth Services Monthly Report: October 2021**

### **Storytimes**

We had a full month of storytimes, 4 for the 3-4 year old group and 3 for the 2-3 year old group. We did A Getting to Know You storytime, an Earth Science storytime, a fall storytime, and Halloween.

### **Teens/Tweens**

Now that the community room is ready to be used, I am planning for some tween activities.

### **Outreach**

I had 6 classroom visits, 5 came here, 1 was at the school. We did stories similar to the theme for the week for the younger children with the exception of the fourth grade class visit. Many of them got their own library cards so we talked about all the benefits that come with a library card and had a general tour of the juvenile section etc.

### **Other**

Madcap Puppets at the Opera House went well. Approximately 40 people attended and the children got to see how the puppets worked. The Headless Horseman was a favorite.

### **Upcoming Programs**

Open House 11/16

5 scheduled class visits

Luca movie showing on 11/22

\*possible\* hot cocoa/cookies/reading day for tweens

## **October 2021 Programming**

<b>October 5</b>	Preschool University	3 children, 4 adults
<b>October 6</b>	Quattrone Class Visit	5 children, 2 adults
<b>October 7</b>	Toddler University	3 children, 4 adults
<b>October 12</b>	Preschool University	5 children, 4 adults
<b>October 13</b>	Bump Class Visit	19 children, 2 adults
	Weber Class Visit	16 children, 2 adults
<b>October 14</b>	Toddler University	1 child, 2 adults
<b>October 19</b>	Preschool University	7 children, 5 adults
	Norton Class Visit	4 children, 3 adults

2022 Cuba Library Budget

DISBURSEMENTS	Adopted Budget 2021	Budget 2022		RECEIPTS	Budget 2021	Budget 2022
Gross Wages	124,945.00	159,391.00		1 Town	\$19,000.00	\$9,500
FICA - Employers	9558	12,200		2 Village	\$19,000.00	\$19,000
Workman's Comp	1130	1130		3 School	\$130,468.00	\$197,737
SUTA - Employers	2400	5260		4 Local Lib. Services Aid	\$1,657	\$1,615
Disability	420	1010		5 Fines	0	\$100
Books - J	3500	4000		6 Copies	\$2,200.00	\$2,000
Books - A	6500	7000		7 Other	\$400	\$700
Serials	500	900		8 Friends	\$2,000	2,000
Computer Equipment	500	500		9 Dept. For Youth Grant	\$1,295	\$0
Audio	2000	1500		10 Budget Carryover	34,470.82	\$35,000
DVDs	2900	2400		11 Meeting Room	\$1,125	\$400
Library Equipment	500	500		12 Bullet Aid	0	0
Fuel	3000	4500		13 Endowment	8,740.18	\$9,504
Electric	4100	6200		14 Donation Box	\$500	\$730
Repairs/Bldg & Grnds	2500	6000		15 Adams Memorial	\$1,000	\$1,000
Service/Service contracts	13,352	15,000		<b>TOTAL (1-14)</b>	<b>\$221,856.00</b>	<b>\$279,286</b>
Insurance - property	5600	5900		<b>Non-Budget Items</b>		
Phone	1500	1750		15 Legis. Grant/Bk. Share		
Postage	400	400		16 Arts Grant	4000	4500
Library Supplies	2800	3150		17 Memorials/Gifts	3750	3800
Personal Protection Supplies	2500	1300		18 Replacements		
Custodial Supplies	900	600		19 Refunds/Reimburse		
Travel	1500	1500		21 Misc. Grants		
Bank Fees	200	100		22 United Way	4500	5000
Train/Conference	750	1000		Manley Grant	3000	
Discretionary/Misc	500	500		23 Other		1000
STLS Cost Share	10218	10667		24 <b>TOTAL</b>	<b>15250</b>	
STLS Digital Collection	2930	6000		<b>Service includes:</b>		
Health Insurance	500	500		Acme copiers	\$315	400
Extended Broadband	1800	1800		Lawn maint./Snow removal	500	0
IRA Match	3250	4800		Parking Lot Maint.	\$250	250
Processing	325	500		Computer Tech	500	800
Advertisements	200	350		Fire Extinguishers	56	56

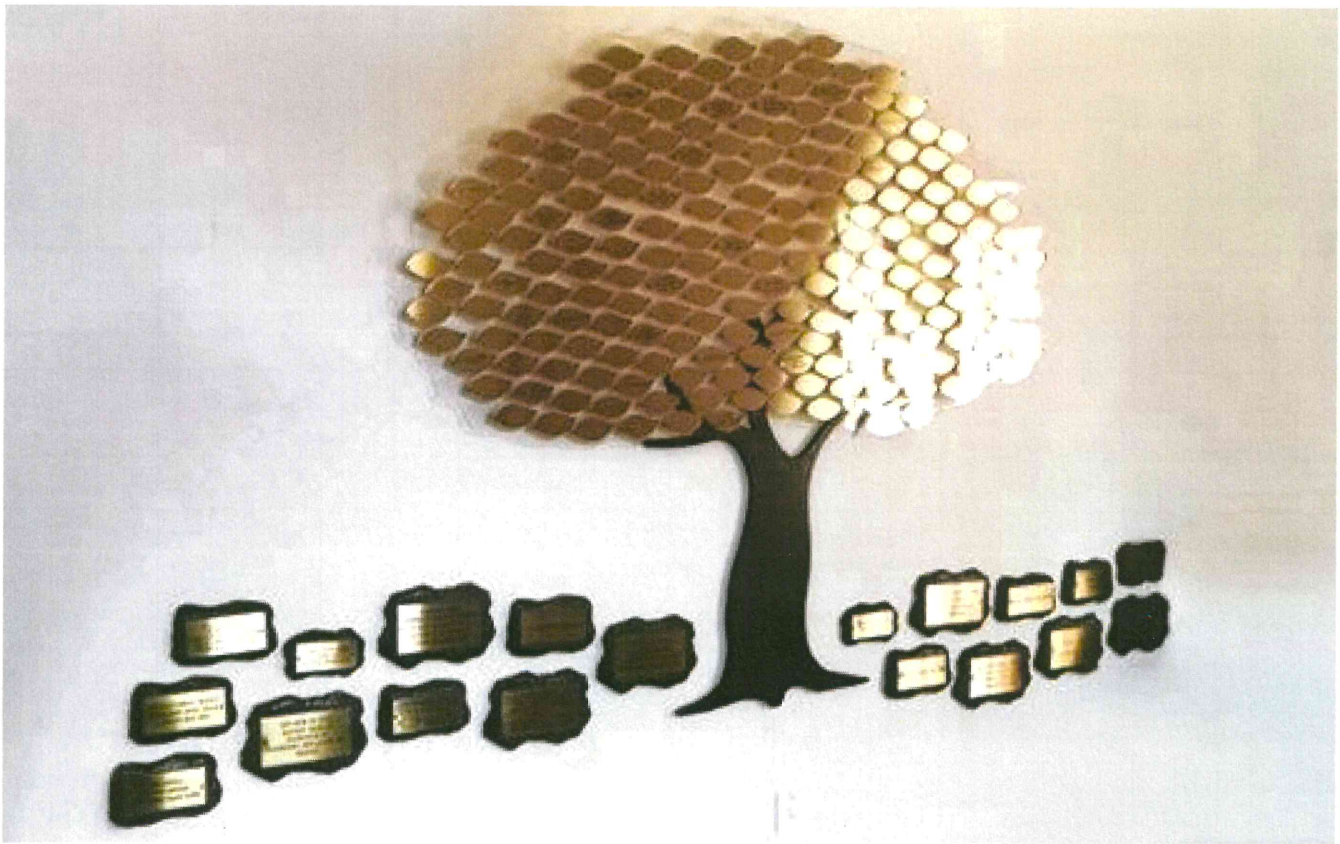
# 2022 Cuba Library Budget

Adult Programs	1000	1000
Video Games	1000	1000
Audit	2500	4500
Liability Insurance	878	878
Membership	600	600
Children's Programs	1000	1000
Anniversary		2000
<b>Total</b>	<b>220,656.00</b>	<b>279,286.00</b>

Argentieri's	384	252
Rug Shampoos	250	250
Window Cleaner	450	450
Water Softener	144	250
Gutters cleaned		350
Doyle Security	798.9	430
Patriot Microfilm	335	335
Domain Listing (3 years)	0	0
Elevator	1255	0
Hotspots	600	3000
Bookkeeper	3600	7200
Fire Place Clean		150
<b>Total</b>	<b>\$9,438</b>	<b>14173</b>

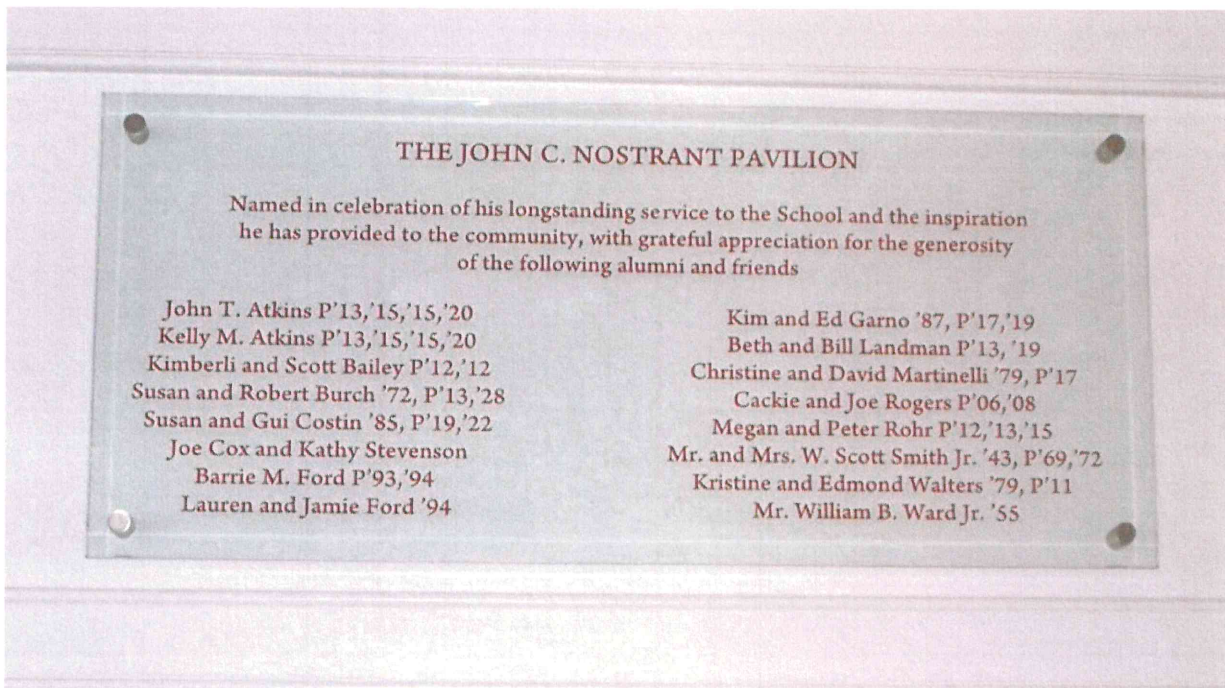
Name	Position	2021	2022	Hours per week	Weeks/Year	2022 Salary	2021 Salary
Wise, David*	Groundskeeper	13.00	14.00	10	52	7280	672
Robinson, Colleen*	Custodian/Library Page	13.00	14.00	15	52	10,920	6,760
Comes, Shauna	Senior Library Assistant	13.50	17.00	30	52	26,520	11,154
Krull, Hannah	Library Assistant	12.75	16.25	2	52	1,690	2,259
Stuck, Christian*	Library Page	12.50	13.86	15	52	10,811	9,750
Rhodes, Janet	Senior Library Assistant	15.05	18.55	16	52	15,434	10,956
Wise, Cherilyn	Youth Services Coordinato	19.05	22.55	32	52	37,523	31,699
Dalton, Tina	Library Director	22.50	23.66	40	52	49,213	46,800
						159,391	120,050

\*Employees hired in 2021 are not shown with the \$3.50/hour raise. They have been given a 0.70¢ raise, and 2%.



300 leaves. \$1625.00

Leaves cost \$7.50/each to engrave (I would look for a local engraving option)



24" x 36" x 1/4"

\$1950.00