

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

Monday, December 13, 2021
5:30pm

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of November'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. Revision of Bylaws
 - ii. Committees
10. Adjournment

**Cuba Circulating Library
Board of Trustees Monthly Meeting Minutes
Monday, November 8, 2021**

Present: Faith Stewart, Tracy Knavel, Sara Talbot, Marsha Long, Brad Weaver, Trisia Young, Tom Donahue, Lionel Legry, Lynn Fulmer

Absent: Sharry Semans, Wendy Sprague, Lin Assink

Also Present: Tina Dalton, Cherilyn Wise, Shauna Comes, Pat Ash

Call to Order: The meeting was called to order by Faith Stewart at 5:28 pm.

Public Comment: None

Friends Report: Mix & Match Cookie Sale and Flash Book Sale will be on December 4 for Small Town Christmas. They're working on their budget. After talking with Dustin Quinn with the County Health Dept, they have the go-ahead for Cheers, Cheese and Chocolate set for the 1st Friday in June.

Minutes of the October Meeting: Trisia Young moved to accept the Minutes of the October Meeting. Sara Talbot seconded the motion, and the motion passed.

Treasurer's Report: Marsha provided detailed information regarding the Statements of the Accounts. She mentioned that everything is up to date. Tracy Knavel moved to accept the report and Lionel Legry seconded it and the motion was passed.

Director's Report: Tina reviewed her report and gave details of the upcoming Open House to be held on November 16. She spoke of attending a Town Hall meeting with Senator Borrello and Assemblyman Giglio and having the opportunity to ask about their efforts toward expanding broadband access. Tina also was invited to Cuba's Current Topic Club and they are very happy with what's going on at the library. Cherilyn and Shauna also reported on a couple of their seminars they attended at the Association of Rural and Small Libraries Conference. Cherilyn is pleased that she's already doing things with STEAM and Shauna was drawn to a program about Poverty & Privilege (not necessarily monetary).

Committee Reports:

Finance: Marsha spoke with Morgan Stanley and it was mentioned that we may want to think about moving money ahead of time to cover the Children's Area improvements. It was mentioned that we take possibly \$75,000 out so we don't lose it when/if the market drops. It will be discussed at the December meeting after plans for the Children's Area are more developed. It was also mentioned that there was a very generous donor who prefers to stay anonymous that gave \$4000 towards the flood fund.

Building and Grounds: Lynn stated that the landscaping is finally done!! The remaining balance is \$1900 for a total of \$5400. He will replace anything that doesn't make it through the first year. We set

a date to put up Christmas decorations... Monday, December 22 at 5:00.

Personnel: No report

Acquisitions/Gallery: No report, but we like the current display of paintings.

Planning: Marsha discussed having \$2000 added to the budget to help cover expenses during the 150th anniversary celebrations. She also spoke of the library's mission statement. Marsha promoted the classes/sessions from STLS. Get involved!

Technology: No report

Nominating committee: There are 4 trustees that were asked to stay on the board for another 3-yr. Term. Lionel Legry, Tracy Knavel and Sara Talbot will start a new term. Tom Donahue will decide soon.

Unfinished Business:

1. **Flood Insurance:** Lee James added an enhancement endorsement to our policy... \$100,000 for \$25. After much discussion, trustees felt more information is needed. Trustees had some questions about this coverage, and asked Tina to research the matter further.

2. **Continuing Education:** See Marsha's comments under Planning.

3. **Tax Referendum:** tabled discussion for next month's meeting

4. **2022 Budget:** tabled discussion for next month's meeting

1. **2022 staff rate of pay:** tabled discussion for next month's meeting

New Business:

1. **Meeting with the Rushford Board:** Faith Stewart, Brad Weaver, and Sara Talbot volunteered to join Tina when they meet with the Rushford Library's Board President, Linda Mills Woolsey, set for December 6.

2. **Donor Plaque:** Tina had presented a couple of ideas to recognize the many generous donors toward the flood recovery fund. Lynn was concerned they were too expensive and other ideas should be investigated. It was tabled.

Brad Weaver made a motion to adjourn the meeting. Marsha Long seconded the motion, and the motion passed. Meeting adjourned at 7:25 pm.

Respectfully submitted:

Lynn Fulmer, secretary pro tem

Cuba Circulating Library Association

Statement of Financial Position

As of November 30, 2021

	TOTAL	
	AS OF NOV 30, 2021	AS OF NOV 30, 2020 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	39,984.57	25,610.14
1090 Savings	97,307.89	143,211.94
Total Bank Accounts	\$137,292.46	\$168,822.08
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00
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	5,966.08	5,742.90
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	7,465.40	10,815.26
American WA Mutual A	55,782.09	51,126.93
Cash, BDP, and Money Market Fds	1,461.62	16,909.10
Stocks	752.53	
Unrealized Gain/Loss	61,196.00	29,212.88
Total 1303 Endowment Investment	283,149.62	260,117.03
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	23,865.64	22,972.73
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	21,572.51	20,927.91
American Inv Co of Amer A	55,501.36	58,868.93
American Short-Term Bond A	21,929.16	21,630.44
American WA Mutual A	51,656.34	47,384.59
Cash, BDP, and Money Market Fds	1,226.69	1,226.56
Unrealized Gain/Loss	172,325.11	100,245.81

Cuba Circulating Library Association

Statement of Financial Position

As of November 30, 2021

	TOTAL	
	AS OF NOV 30, 2021	AS OF NOV 30, 2020 (PY)
Total 1305 Anonymous Investment	725,319.79	653,311.21
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	0.66	0.00
Unrealized Gain/Loss	2,596.32	1,316.84
Total 1306 Adams Mem Book Fund Investment	14,850.46	15,072.52
1400 Prepaid Fee	5,178.05	5,119.28
Repayment		
Travel Reimbursement	114.37	
Total Repayment	114.37	
Total Other Current Assets	\$1,028,612.29	\$933,620.04
Total Current Assets	\$1,165,904.75	\$1,102,442.12
Fixed Assets		
1520 Building and equipment	750,126.60	866,486.94
Elevator Replacement	41,645.00	20,822.50
Total 1520 Building and equipment	791,771.60	887,309.44
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	
Total Fixed Assets	\$421,908.40	\$430,167.83
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,587,813.15	\$1,532,609.95

Cuba Circulating Library Association

Statement of Financial Position

As of November 30, 2021

	TOTAL	
	AS OF NOV 30, 2021	AS OF NOV 30, 2020 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	0.00	-2,283.25
Total Accounts Payable	\$0.00	\$ -2,283.25
Credit Cards		
5662 Bank Of America	0.00	0.00
Total Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	0.00	0.00
American Funds	0.00	
Federal Taxes (941/944)	0.00	
NYS Employment Taxes	62.34	
NYS Income Tax	-304.60	
NYS Taxes	270.45	
Payroll Liability	9.30	
Payroll Tax Federal	0.04	
Total 2100 Payroll Liabilities	37.53	0.00
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	
Total Other Current Liabilities	\$26,637.53	\$ -8,718.86
Total Current Liabilities	\$26,637.53	\$ -11,002.11
Total Liabilities	\$26,637.53	\$ -11,002.11
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	236,156.39	230,838.13
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	29,047.08	66,106.47
Total Equity	\$1,561,175.62	\$1,543,612.06
TOTAL LIABILITIES AND EQUITY	\$1,587,813.15	\$1,532,609.95

Cuba Circulating Library Association
Statement of Activity
November, 2021

	Nov 2021		YTD 2021	
	Current	Nov 2020 (PY)	Current	Jan - Nov, 2020 (PY)
Revenue				
4001 Town Income			19,000.00	19,000.00
4002 Village Income			19,000.00	19,000.00
4003 School Income		130,468.00	130,468.00	130,468.00
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	975.00	550.00	5,082.82	10,841.43
4019 Refunds/Reimb		11.60	113.94	4,947.99
4020 Meeting Room Fee		150.00	500.00	400.00
4100 Other Income			119.20	0.00
Arts		100.00	4,700.00	4,995.30
Book Replacement			156.00	150.39
Copies Income	209.26	105.05	1,524.66	801.78
Donation Box	39.18	13.10	787.75	195.24
Fines	13.80		128.80	54.65
Misc Income	33.25	23.01	804.14	29,791.67
Total 4100 Other Income	\$ 295.49	\$ 241.16	\$ 8,220.55	\$ 35,989.03
4200 Restricted Funds Revenue			50.00	0.00
Adult Programs	15.00		160.00	0.00
Childrens Programs			184.00	0.00
Dept For Youth Grant Income			0.00	750.00
Friends	63.00		3,000.00	6,000.00
Grant - STLS			763.00	100.00
Grants			31,437.00	0.00
Lions Club Grant			500.00	0.00
Manley Grant		-79.99	8,314.80	2,920.01
United Way	3,750.00	-12.59	7,500.00	-2,242.87
Wilday Grant	1,000.00	1,000.00	1,000.00	1,000.00
Total 4200 Restricted Funds Revenue	\$ 4,828.00	\$ 907.42	\$ 52,908.80	\$ 8,527.14
4500 Investment Income			0.00	0.00
Dividend Income	17.11	52.59	17,657.74	14,601.34
Interest Income	0.01	0.08	17.94	19.34
Morgan Stanley			0.00	20,322.50
Endowment Fund			12,240.18	7,819.00
Total Morgan Stanley	\$ 0.00	\$ 0.00	\$ 12,240.18	\$ 28,141.50
Total 4500 Investment Income	\$ 17.12	\$ 52.67	\$ 29,915.86	\$ 42,762.18
Adams Memorial			0.00	1,000.00
Total Revenue	\$ 6,115.61	\$ 132,380.85	\$ 265,662.28	\$ 274,282.82

Cuba Circulating Library Association
Statement of Activity
November, 2021

	Nov 2021		YTD 2021	
	Current	Nov 2020 (PY)	Current	Jan - Nov, 2020 (PY)
Gross Profit	\$ 6,115.61	\$ 132,380.85	\$ 265,662.28	\$ 274,282.82
Expenditures				
6100 Payroll Expenses				798.75
6101 Employee Wages	10,626.39	7,594.34	119,435.62	82,581.66
6102 Taxes	909.91	2,303.43	12,113.57	26,931.29
6103 Employee Benefits				
Health Insurance			500.00	750.00
Retirement	262.24	575.83	3,066.77	8,967.05
Total 6103 Employee Benefits	\$ 262.24	\$ 575.83	\$ 3,566.77	\$ 9,717.05
6105 Ins - Disability			1,006.08	419.73
Total 6100 Payroll Expenses	\$ 11,798.54	\$ 10,473.60	\$ 136,122.04	\$ 119,649.73
6200 Library Materials				
6205 Books-J	323.83	462.22	3,475.94	3,443.90
6210 Books-A	490.59	758.44	5,679.23	6,349.00
6220 Serials			823.24	783.46
6230 Audio	125.91	224.85	1,827.16	1,228.27
6240 Equipment	46.40		184.39	53.17
6250 Digital Books			2,930.00	3,871.31
6260 DVD	191.20	114.18	2,236.50	2,547.72
6270 Video Games	116.97		858.60	1,009.65
6280 Adult Programming	74.93		831.64	470.07
6285 Childrens Programming			188.53	1,739.42
6290 STLS cost share	59.96		10,277.96	9,787.00
Total 6200 Library Materials	\$ 1,429.79	\$ 1,559.69	\$ 29,313.19	\$ 31,282.97
6300 Restricted Fund Spending			0.00	0.00
6310 Arts Grant Expense	900.00	500.00	3,510.00	3,580.07
6315 ALA Grant	245.60		3,056.53	0.00
6320 Friends Expense		667.87	2,808.94	2,390.76
6330 Manley Grant expense			3,096.27	2,592.43
6340 Cash Grants			0.00	239.88
6345 Lions Club Grant	43.99		43.99	0.00
6350 Wilday Grant	169.20	15.18	1,160.11	317.42
6370 Memorials & Gifts	286.79	188.68	3,033.51	476.37
6380 Dept For Youth Expense			0.00	131.37
6390 United Way Grant			4,330.18	0.00
Summer Reading Program			354.00	0.00
Total 6300 Restricted Fund Spending	\$ 1,645.58	\$ 1,371.73	\$ 21,393.53	\$ 9,728.30
6410 Advertisement			269.72	317.27
6415 Bank fees			26.53	357.00
6420 Custodial supplies	108.53	88.83	605.09	1,271.39

Cuba Circulating Library Association
Statement of Activity
November, 2021

	Nov 2021		YTD 2021	
	Current	Nov 2020 (PY)	Current	Jan - Nov, 2020 (PY)
6425 Discretionary Fund		246.00	168.01	306.00
6430 Insurance	878.00		878.00	0.00
Ins - Property			5,830.72	5,529.85
Ins - Workman's Comp			13.00	0.00
Total 6430 Insurance	\$ 878.00	\$ 0.00	\$ 6,721.72	\$ 5,529.85
6435 Interest Expense			2.36	0.00
6440 Investment Fee			0.00	150.00
6445 Library supplies	153.92	590.17	2,586.53	5,966.47
Library Equipment			289.80	1,274.99
Total 6445 Library supplies	\$ 153.92	\$ 590.17	\$ 2,876.33	\$ 7,241.46
6447 Membership	110.00		421.93	315.00
6450 Postage	11.20		285.09	372.84
6455 Processing Fee	37.05	40.12	434.56	344.06
6460 Personal Protection Supplies	171.61		1,555.26	0.00
6465 Repairs/Building & Grounds	1,882.41	264.60	8,063.36	2,158.31
6470 Services	829.40	1,661.88	5,347.77	6,881.37
Alarm System - Doyle	29.95		380.10	0.00
Argentieries	21.00		168.00	0.00
Audit			2,500.00	2,500.00
Bookkeeper			4,250.80	0.00
Computer Tech		14.09	180.00	775.90
Copier Acme			286.34	0.00
Elevator			1,572.08	0.00
Fire Extinguishers			40.00	0.00
Gutters Cleaned			345.00	0.00
Lawn Care / Snow Removal	250.00		495.00	0.00
Patriot Microfilm			335.00	0.00
Payroll Processing			326.55	0.00
Water Softener			85.00	0.00
Total 6470 Services	\$ 1,130.35	\$ 1,675.97	\$ 16,311.64	\$ 10,157.27
6475 Technical	129.00		168.35	779.14
6480 Train/conference			950.82	420.00
6485 Travel	1,366.88		2,593.00	709.13
6490 Utilities			0.00	0.00
Electric	519.00	356.16	5,887.43	3,898.85
Extended Broadband			1,800.00	1,350.00
Fuel	115.49	98.57	2,403.94	1,792.16
Phone	119.27	118.85	1,537.98	1,182.96
Total 6490 Utilities	\$ 753.76	\$ 573.58	\$ 11,629.35	\$ 8,223.97
6500 Other Expense			-1,699.36	5,497.00

Cuba Circulating Library Association
Statement of Activity
November, 2021

	Nov 2021		YTD 2021	
	Nov 2020		Jan - Nov,	
	Current	(PY)	Current	2020 (PY)
Security System			0.00	2,566.91
Total Expenditures	\$ 21,606.62	\$ 16,884.29	\$ 238,212.52	\$ 207,377.60
Net Operating Revenue	-\$ 15,491.01	\$ 115,496.56	\$ 27,449.76	\$ 66,905.22
Other Revenue				
Flood Relief Donations	3.00		26,614.80	0.00
Insurance Proceeds			25,000.00	0.00
Total Other Revenue	\$ 3.00	\$ 0.00	\$ 51,614.80	\$ 0.00
Other Expenditures				
Flood Expenses	2,396.60		50,017.48	0.00
Total Other Expenditures	\$ 2,396.60	\$ 0.00	\$ 50,017.48	\$ 0.00
Net Other Revenue	-\$ 2,393.60	\$ 0.00	\$ 1,597.32	\$ 0.00
Net Revenue	-\$ 17,884.61	\$ 115,496.56	\$ 29,047.08	\$ 66,905.22

Monday, Dec 06, 2021 10:12:22 AM GMT-8 - Accrual Basis

Cuba Circulating Library Association
Budget vs. Actuals
January - November, 2021

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
4001 Town Income	19,000.00	19,000.00	-	100.00%
4002 Village Income	19,000.00	19,000.00	-	100.00%
4003 School Income	130,468.00	130,468.00	-	100.00%
4004 Local Lib Services Aid	452.31	1,657.00	(1,204.69)	27.30%
4017 Memorials/Gifts	5,082.82		5,082.82	
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	1,524.66	2,200.00	(675.34)	69.30%
Donation Box	787.75	500.00	287.75	157.55%
Fines	128.80		128.80	
Misc Income	804.14	400.00	404.14	201.04%
Total 4100 Other Income	\$ 8,220.55	\$ 3,100.00	\$ 5,120.55	265.18%
4200 Restricted Funds Revenue	50.00		50.00	
Adult Programs	160.00		160.00	
Childrens Programs	184.00		184.00	
Dept For Youth Grant Income		1,295.00	(1,295.00)	0.00%
Friends	3,000.00	2,000.00	1,000.00	150.00%
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	7,500.00		7,500.00	
Wilday Grant	1,000.00		1,000.00	
Total 4200 Restricted Funds Revenue	\$ 52,908.80	\$ 3,295.00	\$ 49,613.80	1605.73%
4500 Investment Income			-	
Dividend Income	17,657.74		17,657.74	
Interest Income	17.94		17.94	
Morgan Stanley	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	\$ 29,915.86	\$ 8,740.18	\$ 21,175.68	342.28%
Adams Memorial		1,000.00	(1,000.00)	0.00%
Budget Carryover		34,470.82	(34,470.82)	0.00%
Total Revenue	\$ 265,662.28	\$ 221,856.00	\$ 43,806.28	119.75%

Expenditures

Cuba Circulating Library Association
Budget vs. Actuals
January - November, 2021

	Total			
	Actual	Budget	over Budget	% of Budget
6100 Payroll Expenses				
6101 Employee Wages	119,435.62	124,945.00	(5,509.38)	95.59%
6102 Taxes	6,762.44		6,762.44	
Payroll Tax	4,373.75	9,558.00	(5,184.25)	45.76%
SUTA	977.38	2,400.00	(1,422.62)	40.72%
Total 6102 Taxes	\$ 12,113.57	\$ 11,958.00	\$ 155.57	101.30%
6103 Employee Benefits				
Health Insurance	500.00	500.00	-	100.00%
Retirement	3,066.77	3,250.00	(183.23)	94.36%
Total 6103 Employee Benefits	\$ 3,566.77	\$ 3,750.00	-\$ 183.23	95.11%
6105 Ins - Disability	1,006.08	420.00	586.08	239.54%
Total 6100 Payroll Expenses	\$ 136,122.04	\$ 141,073.00	-\$ 4,950.96	96.49%
6200 Library Materials				
6205 Books-J	3,475.94	3,500.00	(24.06)	99.31%
6210 Books-A	5,679.23	6,500.00	(820.77)	87.37%
6220 Serials	823.24	500.00	323.24	164.65%
6230 Audio	1,827.16	2,000.00	(172.84)	91.36%
6240 Equipment	184.39	500.00	(315.61)	36.88%
6250 Digital Books	2,930.00	2,930.00	-	100.00%
6260 DVD	2,236.50	2,900.00	(663.50)	77.12%
6270 Video Games	858.60	1,000.00	(141.40)	85.86%
6280 Adult Programming	831.64	1,000.00	(168.36)	83.16%
6285 Childrens Programming	188.53	1,000.00	(811.47)	18.85%
6290 STLS cost share	10,277.96	10,218.00	59.96	100.59%
Total 6200 Library Materials	\$ 29,313.19	\$ 32,048.00	-\$ 2,734.81	91.47%
6300 Restricted Fund Spending			-	
6310 Arts Grant Expense	3,510.00		3,510.00	
6315 ALA Grant	3,056.53		3,056.53	
6320 Friends Expense	2,808.94		2,808.94	
6330 Manley Grant expense	3,096.27		3,096.27	
6345 Lions Club Grant	43.99		43.99	
6350 Wilday Grant	1,160.11		1,160.11	
6370 Memorials & Gifts	3,033.51		3,033.51	
6390 United Way Grant	4,330.18		4,330.18	
Summer Reading Program	354.00		354.00	
Total 6300 Restricted Fund Spending	\$ 21,393.53	\$ 0.00	\$ 21,393.53	
6410 Advertisement	269.72	200.00	69.72	134.86%
6415 Bank fees	26.53	200.00	(173.47)	13.27%
6420 Custodial supplies	605.09	900.00	(294.91)	67.23%
6425 Discretionary Fund	168.01	500.00	(331.99)	33.60%

Cuba Circulating Library Association
Budget vs. Actuals
January - November, 2021

	Total			
	Actual	Budget	over Budget	% of Budget
6430 Insurance	878.00		878.00	
Ins - Liability Insurance		878.00	(878.00)	0.00%
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	\$ 6,721.72	\$ 7,608.00	-\$ 886.28	88.35%
6435 Interest Expense	2.36		2.36	
6440 Investment Fee	0.00		-	
6445 Library supplies	2,586.53	2,800.00	(213.47)	92.38%
Library Equipment	289.80	500.00	(210.20)	57.96%
Total 6445 Library supplies	\$ 2,876.33	\$ 3,300.00	-\$ 423.67	87.16%
6447 Membership	421.93	600.00	(178.07)	70.32%
6450 Postage	285.09	400.00	(114.91)	71.27%
6455 Processing Fee	434.56	325.00	109.56	133.71%
6460 Personal Protection Supplies	1,555.26	2,500.00	(944.74)	62.21%
6465 Repairs/Building & Grounds	8,063.36	2,500.00	5,563.36	322.53%
6470 Services	5,347.77	3,914.10	1,433.67	136.63%
Alarm System - Doyle	380.10		380.10	
Argentieries	168.00	384.00	(216.00)	43.75%
Audit	2,500.00	2,500.00	-	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	495.00	500.00	(5.00)	99.00%
Mobile Beacon		600.00	(600.00)	0.00%
Parking Lot Maint		250.00	(250.00)	0.00%
Patriot Microfilm	335.00	335.00	-	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	\$ 16,311.64	\$ 17,052.00	-\$ 740.36	95.66%
6475 Technical	168.35		168.35	
6480 Train/conference	950.82	750.00	200.82	126.78%
6485 Travel	2,593.00	1,500.00	1,093.00	172.87%
6490 Utilities			-	
Electric	5,887.43	4,100.00	1,787.43	143.60%

Cuba Circulating Library Association
Budget vs. Actuals
January - November, 2021

	Total			
	Actual	Budget	over Budget	% of Budget
Extended Broadband	1,800.00	1,800.00	-	100.00%
Fuel	2,403.94	3,000.00	(596.06)	80.13%
Phone	1,537.98	1,500.00	37.98	102.53%
Total 6490 Utilities	\$ 11,629.35	\$ 10,400.00	\$ 1,229.35	111.82%
6500 Other Expense	-1,699.36		(1,699.36)	
Total Expenditures	\$ 238,212.52	\$ 221,856.00	\$ 16,356.52	107.37%
Net Operating Revenue	\$ 27,449.76	\$ -	\$ 27,449.76	
Other Revenue				
Flood Relief Donations	26,614.80		26,614.80	
Insurance Proceeds	25,000.00		25,000.00	
Total Other Revenue	\$ 51,614.80	\$ 0.00	\$ 51,614.80	
Other Expenditures				
Flood Expenses	50,017.48		50,017.48	
Total Other Expenditures	\$ 50,017.48	\$ 0.00	\$ 50,017.48	
Net Other Revenue	\$ 1,597.32	\$ 0.00	\$ 1,597.32	
Net Revenue	\$ 29,047.08	\$ 0.00	\$ 29,047.08	

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Cuba Library Director's Monthly Report

November 2021

	Nov. 2021	Oct. 2021	Nov. 2020	Nov. 2019	Nov. 2018
Circulation	2328 (adult 1234) (J/YA 1094)	2223 (adult 1171) (J/YA 1052)	2261 (adult 1318) (J/YA 943)	3046 (Adult-1872) (Juv/YA-1174)	2722
Holds Filled	319	381	287	359	446
New Library Cards	8	21	6	9	14
Overdrive (eBooks)	460	416	453	370	322
Wifi Use	230	261	229	187	
Visits to website	791	841	662		
Door Count	1286	1548			

Upcoming Programs

Dec. 4 @ 10-1	Small Town Christmas—free family portraits by the library fireplace	
Dec. 8 @ 6:30	String Art Ornaments	Tina
Dec. 11 @ 11:00	3-D Animation with Blender (virtual class)	EduCraft
Jan. 4-6 @ 6:00	Professional Development for Creatives	Rise Peacock
Jan. 25 @ 6:30	Author Talk: Homicide of a Rat	Isaiah Rashad

Programming: We've started planning ahead for the next few months. The current surge in Covid-19 numbers makes me apprehensive about having too many programs, so we aren't quite ready to pack the calendar full. The adult art programs have been very popular, usually with 10 or more people on the waitlist once the class fills up. The Nov. 16 Open House went really well. We estimated we had 40 people in attendance, and everyone really enjoyed seeing the "new" community room and children's room.

Community Activities: We've partnered with Cornell Cooperative Extension to offer healthy eating classes at the library. This 9-week program does currently has one participant. I met with Irene Dieteman from the Allegany County Office for the Aging to learn more about the services their organization offers.

Grants: I spent two days this month filming with the Alfred Library director Melanie Miller and Genesee Valley Media. Thank you to Lionel Legry, Sharry Semans, Terry Moot, Rylee Peacock, Brad Weaver, and Sandy Keough for agreeing to take part in this filming project. These short social media videos are an effort to promote vaccine confidence in the community, and are funded through an ALA grant.

Youth Services Monthly Report: November 2021

Storytimes

We had, 4 storytimes for the 3-4 year old group and 1 for the 2-3 year old group. Since the 2-3 year old group falls on Thursdays, two were missed for holidays. We did a family/home themed storytime.

K-3 Group

K-3 group will begin mid-January. With this age group being able to be vaccinated, it is beginning to feel safe to have these groups mix and mingle. I'm going to pick a short novel to read a few minutes of each week during snack, then have various games and activities. STEAM activities will be at least once a month, probably twice, in conjunction with other fun things.

Teens/Tweens

Now that the community room is ready to be used, I am planning for some tween activities. These will begin in January, with a Teen Advisory Board interest meeting co-hosted by Tina and me. Tween activities will begin mid-January as well. These will be rotating clubs, such as cooking, crime solving, storytelling, chess, etc. The official schedule is still to be determined but this gives tweens an easy jumping in point multiple times throughout the year.

Outreach

I had 5 classroom visits, 4 came here, 1 was at the school. We did Thanksgiving themed stories for each of them.

Other

The Luca movie showing had fewer in attendance than I anticipated. But parent-teacher conferences were going on that week so I'm sure that was a scheduling issue for some.

Tina and I met with students from Alfred about the children's area redesign. There are a lot of great ideas and I'm looking forward to seeing what they come up with.

We had the Open House. It was a busy day/evening. Everyone loved the children's room redesign, especially the kids. The rug and chair were highlights for a lot of people. We had a few families who have outgrown storytime but loved coming back and playing with the toys. I had a small craft set out for them to do while their parents mingled.

Upcoming Programs

December 4 Small Town Christmas

December 11 Family Storytime

5 class visits

November 2021 Programming

November 2	Preschool University	3 children, 3 adults
November 3	Quattrone Class Visit	4 children, 1 adults
November 9	Preschool University	5 children, 3 adults
	Norton Class Visit	4 children, 3 adults
November 16	Preschool University	1 child, 1 adult
November 17	Pre-K AM Class Visit Klotz	17 children, 4 adults
	Bump Class Visit	18 children, 2 adults
	Pre-K PM Class Visit Klotz	16 children, 3 adults
November 18	Toddler University	1 child, 1 adult
November 22	Luca Movie	6 children, 1 adult

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	\$0
FICA- Employers	9558	12,200	2 Village		\$19,000.00	\$0
Workman's Comp	1130	1130	3 School		\$130,468.00	\$226,237
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	TOTAL (1-14)		\$221,856.00	\$279,286
Insurance - property	5600	5900	Non-Budget Items			
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 TOTAL		15250	
STLS Digital Collection	2930	6000	Service includes:			
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
Total	220,656.00	279,286.00

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
Total	\$9,438	14173

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 Coordinator	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%.