

**AGENDA**  
**BOARD OF TRUSTEES**  
**Cuba Circulating Library**  
*Serving the Cuba Community for 150 Years!*

**Monday, February 14, 2022**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of December's Meeting
5. Financial Officer's Report
6. Director's Report
7. Committee Reports
  - i. Planning
  - ii. Finance
  - iii. Bldgs/Grounds
  - iv. Personnel
  - v. Technology
  - vi. Liaison with Friends
  - vii. Education
- b. Ad hoc committees
  - i. Children's Area Renovation
  - ii. Anniversary
  - iii. Tax Referendum
    1. Individuals and groups to reach out to
8. Unfinished Business
  - i. Charter resolution and petition
9. New business
  - i. Annual Report
  - ii. Disaster Plan
  - iii. Faxing prices
10. Adjournment

**Cuba Circulation Library  
Board of Trustees Annual Meeting Minutes  
Monday, January 10, 2022**

**Present:** Faith Stewart, Thomas Donahue, Lynn Fulmer, Sara Talbot, Lin Assink, Tracy Knavel, Marsha Long, Brad Weaver, Lionel Legry, Wendy Sprague, and Sharry Semans

**Also Present:** Tina Dalton

**Absent:** Trisia Young

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

**Nominating Committee Report:** Lynn Fulmer indicated all present sitting Trustees would remain the same.

**Election of Officers:**

President: Faith Stewart  
Vice President: Sara Talbot  
Financial Officer: Marsha Long  
Recording Secretary: Sharry Semans

A motion to accept and seat the Officers was made by Lynn Fulmer, and seconded by Wendy Sprague. The motion passed.

Faith Stewart handed out the following Committee appointments. The first person listed will be Chair of that Committee.

**Committee Appointments:**

Buildings & Grounds – Fulmer, Weaver, Legry, Young  
Finance – Long, Stewart, Assink, Dalton  
Liaison to the Friends – Talbot, Young, Sprague, Knavel  
Personnel – Stewart, Semans, Donahue, Dalton  
Planning – Long, Semans, Sprague, Dalton, Wise  
Technology – Legry, Knavel, Assink, Dalton  
Education – Semans, Weaver, Donahue  
Corresponding Secretary – Lynn Fulmer

**Adoption of By-Laws:** A motion was made by Sara Talbot to adopt the revised By-Laws dated January 10, 2022. Lynn Fulmer seconded the motion and the motion passed.

Tom Donahue made a motion to adjourn the meeting at 5:35 PM, and Marsha Long seconded it. Passed

Respectfully submitted: Sharry Semans, Secretary

**Cuba Circulation Library  
Board of Trustees Monthly Meeting Minutes  
Monday, January 10, 2022**

**Present:** Faith Stewart, Sharry Semans, Lin Assink, Lynn Fulmer, Sara Talbot, Marsha Long, Lionel Legry, Thomas Donahue, Bradley Weaver, Wendy Sprague and Tracy Knavel

**Absent:** Trisia Young

**Also Present:** Tina Dalton, and Pat Ash (Friends)

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

**Public Comment:** No

**Friends Report:** Pat Ash reported there will be a June book sale. She also requested that one of our Trustees attend the Friend's February 1<sup>st</sup> meeting to explain about the tax referendum. Faith volunteered. She also announced that plans for Cheers, Cheese, and Chocolate are moving forward. The date for this event is set for Friday, June 3, 2022.

**Minutes of Previous Meeting:** Lin Assink moved to accept the minutes of the December meeting. Marsha Long seconded the motion, and the motion passed.

**Financial Officer's Report:** Marsha provided detailed information regarding the Statements of Activities. No one had any questions or input. A motion was made by Lynn Fulmer to accept the reports. Wendy Sprague seconded the motion, and the motion passed.

**Director's Report:** Tina reviewed her report and commented on Cherilyn's report. She advised we would be handing out Covid test kits tomorrow, and requested volunteers. She also reiterated that we now have hearing assistive devices courtesy of a mini-grant from STLS. Tina feels that, generally, things are going well.

**Committee Reports:**

**Planning:** Marsha scheduled a meeting for January 19 at 1:00 PM. At that time, among other things, Marsha would like to review to review our Long-Range Plan.

**Finance:** Marsha indicated our investments actually made money last month, and we had a yearly increase of approximately \$152,000. We again discussed withdrawing some of the money, depositing it into a more accessible account, and earmarking it for special projects, such as the remodeling of the children's area. A motion was made by Marsha to move \$75,000 from the Endowment Account to a cash account with Morgan Stanley, the money to be earmarked for the renovation of the children's area. Lynn Fulmer seconded the motion, and the motion passed.

Marsha and Tina then explained about our financial policy requiring that any donation over \$99 went into our Endowment Account. They further explained that, if we were able to use future donations up to \$250, (which donation did not have specified requirement from the donor), toward this year's anniversary celebration, it would help a great deal with our expenses. After

some discussion, a motion was made by Lynn Fulmer to use any donation with no specified requirement by the donor, up to the amount of \$250, to be used toward the anniversary celebration, and to all include all donations up to October 31, 2022. The motion was seconded by Brad Weaver, and the motion passed.

**Building and Grounds:** Lynn indicated that David Wise gave her a report regarding repairs/maintenance. She indicated David redid some trim, put backing on some of the DVD shelves, and treated and waxed some of the tables. Bob Gleason is fixing the squeaky chairs. Austin fixed the side door. Marty will be back to finish up the “punch list” resulting from his remodel of the downstairs.

Work on the book room will be starting soon.

**Personnel:** No report

**Technology:** No report.

**Liaison with Friends:** Faith asked that at least one person from the committee attend the Friend’s meetings.

**Education:** Sharry indicated they would be meeting soon.

**Ad hoc Committees:**

1. **Children’s Area Renovation:** Tina indicated she has sent letters to architects and she is getting some responses.
2. **Anniversary:** Tina indicated the flyer/newsletter is out for printing.
3. **Tax Referendum:** Though there is no formal committee appointed, it appears that Faith, Marsha, Tom and Tina will be meeting with Brian Hildreth on January 13 for continued discussions.

In addition, Tina has been talking with the Rushford Library Director, and it has been agreed that Cuba and Rushford libraries will send a letter to the school requesting a joint ballot.

Tina has talked to the Town Supervisor and Village Mayor advising them of our tax referendum request and requested their assistance in advocating for us. Both have agreed to help.

**Unfinished Business:** None.

**New Business:**

1. **Tax Cap Resolution:** Faith read the following resolution:

**RESOLUTION RE TAX LEVY INCREASE**

**WHEREAS,** the Cuba Circulating Library approved its 2022 Budget at its Board of Trustees Meeting held on December 13, 2021, and

**WHEREAS,** the adoption of this 2022 budget for the Cuba Circulating Library requires a tax

levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

**WHEREAS**, General Municipal Law Section 3-c expressly permits the Board of Trustees to.  
override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

**RESOLVED**, that the Board of Trustees of the Cuba Circulating Library voted and approved to  
exceed the tax levy limit for 2022 by at least the sixty percent of the Board of Trustees as required by state law on January 10, 2022.

A motion was made by Brad Weaver and seconded by Lin Assink to approve this Resolution. The motion passed.

2. **Board Evaluation:** We discussed the items on an Evaluation Form which had previously been sent to us. After discussion, the general consensus is that we are doing pretty well. One of the issues we are going to address is updating our mission statement.

Sara made a motion to adjourn the meeting. Tracy seconded the motion, and the motion passed. Meeting adjourned at 6:35 P.

Respectfully submitted:

Sharry Semans, Secretary

# Cuba Circulating Library Association

## Statement of Financial Position

As of January 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1020 Five Star	6,236.13
1090 Savings	97,315.18
<b>Total Bank Accounts</b>	<b>\$103,551.31</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	48,015.56
American Funds Mortgage A	5,969.15
American Global Balanced A	56,087.94
American Inc Fd of America A	53,193.82
American Short-Term Bond A	7,471.34
American WA Mutual A	57,782.86
Cash, BDP, and Money Market Fds	1,467.40
Stocks	859.17
Unrealized Gain/Loss	59,601.64
<b>Total 1303 Endowment Investment</b>	<b>290,448.88</b>
1305 Anonymous Investment	0.00
American Balanced A	36,076.85
American Cap Inc Builder	89,799.20
American Cap World Growth & Inc	71,251.27
American Fundamental Inv A	50,438.91
American Funds Mortgage A	23,877.85
American Global Balanced A	55,124.04
American Inc Fd of America A	51,078.25
American Intm Bd Fd of Amer A	21,616.17
American Inv Co of Amer A	52,218.44
American Short-Term Bond A	21,946.62
American WA Mutual A	46,568.75
Cash, BDP, and Money Market Fds	75,000.25
Unrealized Gain/Loss	130,731.69

# Cuba Circulating Library Association

## Statement of Financial Position

As of January 31, 2022

	TOTAL
<b>Total 1305 Anonymous Investment</b>	<b>725,728.29</b>
1306 Adams Mem Book Fund Investment	0.00
American Cap Inc Builder A	5,684.82
American Inc Fd of America A	6,210.79
Cash, BDP, and Money Market Fds	0.66
Unrealized Gain/Loss	2,598.29
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>14,494.56</b>
1400 Prepaid Fee	91.72
Repayment	
Travel Reimbursement	0.00
<b>Total Repayment</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>\$1,030,763.45</b>
<b>Total Current Assets</b>	<b>\$1,134,314.76</b>
Fixed Assets	
1520 Building and equipment	750,653.00
Elevator Replacement	41,645.00
<b>Total 1520 Building and equipment</b>	<b>792,298.00</b>
1525 A/D Building and equipment	-461,014.05
1526 Capital Improvement	0.00
1530 Furniture and Fixtures	117,419.00
1535 A/D Furniture and Fixtures	-101,454.85
Land	46,763.00
<b>Total Fixed Assets</b>	<b>\$394,011.10</b>
Other Assets	
1000 Friends Cash	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,528,325.86</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of January 31, 2022

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 Accounts Payable	1,691.88
<b>Total Accounts Payable</b>	<b>\$1,691.88</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	51.40
Federal Taxes (941/944)	1,219.15
NYS Employment Taxes	377.31
NYS Income Tax	459.61
NYS Taxes	0.00
Payroll Liability	0.00
Payroll Tax Federal	0.00
<b>Total 2100 Payroll Liabilities</b>	<b>2,107.47</b>
2200 Payroll taxes payable	0.00
2300 accrued payroll	0.00
Direct Deposit Payable	0.00
PPE Currant Liability	0.00
<b>Total Other Current Liabilities</b>	<b>\$2,107.47</b>
<b>Total Current Liabilities</b>	<b>\$3,799.35</b>
<b>Total Liabilities</b>	<b>\$3,799.35</b>
Equity	
3000 Opening Bal Equity	0.00
3500 Unrealized Gain/Loss on Inv	193,140.02
3550 Realized Gain/Loss Equity	60,191.40
3800 Restricted Fund	10,000.00
3900 Fund Balance	1,281,956.14
Net Revenue	-20,761.05
<b>Total Equity</b>	<b>\$1,524,526.51</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,528,325.86</b>



# Cuba Circulating Library Association

## Statement of Activity

January 2022

	TOTAL	
	JAN 2022	JAN 2021 (PY)
Revenue		
4002 Village Income		4,750.00
4017 Memorials/Gifts	211.15	434.75
4100 Other Income		
Book Replacement		28.00
Copies Income	68.75	74.00
Donation Box	24.00	8.00
Fines	35.30	6.80
Misc Income	25.75	190.52
<b>Total 4100 Other Income</b>	<b>153.80</b>	<b>307.32</b>
4200 Restricted Funds Revenue	40.00	
Grants		3,000.00
<b>Total 4200 Restricted Funds Revenue</b>	<b>40.00</b>	<b>3,000.00</b>
4500 Investment Income		
Dividend Income		1,340.57
Interest Income	0.26	0.72
Morgan Stanley		8,740.18
<b>Total 4500 Investment Income</b>	<b>0.26</b>	<b>10,081.47</b>
<b>Total Revenue</b>	<b>\$405.21</b>	<b>\$18,573.54</b>
GROSS PROFIT	<b>\$405.21</b>	<b>\$18,573.54</b>
Expenditures		
6100 Payroll Expenses		
6101 Wages	11,433.50	9,599.17
6102 Taxes	1,251.98	
Payroll Tax		734.35
SUTA		182.39
<b>Total 6102 Taxes</b>	<b>1,251.98</b>	<b>916.74</b>
6103 Employee Benefits		
Retirement		257.63
<b>Total 6103 Employee Benefits</b>		<b>257.63</b>
6105 Ins - Disability		1,006.08
Company Contributions		
Retirement	331.13	
<b>Total Company Contributions</b>	<b>331.13</b>	
<b>Total 6100 Payroll Expenses</b>	<b>13,016.61</b>	<b>11,779.62</b>

# Cuba Circulating Library Association

## Statement of Activity

January 2022

	TOTAL	
	JAN 2022	JAN 2021 (PY)
6200 Library Materials		
6205 Books-J	87.91	418.71
6210 Books-A	309.35	454.79
6220 Serials	734.99	474.00
6230 Audio	28.04	484.80
6240 Equipment	276.99	
6260 DVD	191.69	291.90
6270 Video Games	108.97	39.99
6280 Adult Programming	510.28	368.59
6285 Childrens Programming	72.13	
6290 STLS cost share	-143.74	
<b>Total 6200 Library Materials</b>	<b>2,176.61</b>	<b>2,532.78</b>
6300 Restricted Fund Spending		
6315 ALA Grant	394.80	
6345 Lions Club Grant	114.74	
6350 Wilday Grant	9.34	
6370 Memorials & Gifts	338.01	517.81
Allegany Area Foundation Grant	493.00	
<b>Total 6300 Restricted Fund Spending</b>	<b>1,349.89</b>	<b>517.81</b>
6420 Custodial supplies	49.06	35.16
6425 Discretionary Fund	74.38	
6430 Insurance		
Ins - Property		5,830.72
Ins - Workman's Comp	1,160.25	
<b>Total 6430 Insurance</b>	<b>1,160.25</b>	<b>5,830.72</b>
6445 Library supplies	204.11	90.15
6447 Membership		175.00
6450 Postage		1.80
6455 Processing Fee	26.00	41.30
6460 Personal Protection Supplies		429.45
6470 Services		1,594.52
Alarm System - Doyle	31.45	
Argentieries	21.00	
Bookkeeper	600.00	
Copier Acme	124.98	
Payroll Processing		69.60
<b>Total 6470 Services</b>	<b>777.43</b>	<b>1,664.12</b>
6480 Train/conference		60.00
6485 Travel		-124.70

# Cuba Circulating Library Association

## Statement of Activity

January 2022

	TOTAL	
	JAN 2022	JAN 2021 (PY)
6490 Utilities		
Electric	567.13	975.68
Extended Broadband	450.00	450.00
Fuel	564.61	
Phone	118.20	119.79
<b>Total 6490 Utilities</b>	<b>1,699.94</b>	<b>1,545.47</b>
6510 Miscellaneous Exp/Discretionary	-0.50	0.96
<b>Total Expenditures</b>	<b>\$20,533.78</b>	<b>\$24,579.64</b>
NET OPERATING REVENUE	<b>\$ -20,128.57</b>	<b>\$ -6,006.10</b>
Other Revenue		
Anniversary Donations	911.83	
<b>Total Other Revenue</b>	<b>\$911.83</b>	<b>\$0.00</b>
Other Expenditures		
Anniversary Expenses	1,097.00	
Flood Expenses	447.31	
<b>Total Other Expenditures</b>	<b>\$1,544.31</b>	<b>\$0.00</b>
NET OTHER REVENUE	<b>\$ -632.48</b>	<b>\$0.00</b>
NET REVENUE	<b>\$ -20,761.05</b>	<b>\$ -6,006.10</b>

# Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4003 School Income		226,237.00	226,237.00	100.00 %
4004 Local Lib Services Aid		1,615.00	1,615.00	100.00 %
4017 Memorials/Gifts	211.15		-211.15	
4020 Meeting Room Fee		400.00	400.00	100.00 %
4100 Other Income				
Copies Income	68.75	2,000.00	1,931.25	96.56 %
Donation Box	24.00	730.00	706.00	96.71 %
Fines	35.30	100.00	64.70	64.70 %
Misc Income	25.75	700.00	674.25	96.32 %
<b>Total 4100 Other Income</b>	<b>153.80</b>	<b>3,530.00</b>	<b>3,376.20</b>	<b>95.64 %</b>
4200 Restricted Funds Revenue	40.00		-40.00	
Friends		2,000.00	2,000.00	100.00 %
<b>Total 4200 Restricted Funds Revenue</b>	<b>40.00</b>	<b>2,000.00</b>	<b>1,960.00</b>	<b>98.00 %</b>
4500 Investment Income				
Interest Income	0.26		-0.26	
Morgan Stanley				
Adams Memorial		1,000.00	1,000.00	100.00 %
Endowment Fund		9,504.00	9,504.00	100.00 %
<b>Total Morgan Stanley</b>		<b>10,504.00</b>	<b>10,504.00</b>	<b>100.00 %</b>
<b>Total 4500 Investment Income</b>	<b>0.26</b>	<b>10,504.00</b>	<b>10,503.74</b>	<b>100.00 %</b>
Budget Carryover		35,000.00	35,000.00	100.00 %
<b>Total Revenue</b>	<b>\$405.21</b>	<b>\$279,286.00</b>	<b>\$278,880.79</b>	<b>99.85 %</b>
GROSS PROFIT	<b>\$405.21</b>	<b>\$279,286.00</b>	<b>\$278,880.79</b>	<b>99.85 %</b>
Expenditures				
6100 Payroll Expenses				
6101 Wages	11,433.50	159,391.00	147,957.50	92.83 %
6102 Taxes	1,251.98		-1,251.98	
Payroll Tax		12,200.00	12,200.00	100.00 %
SUTA		5,260.00	5,260.00	100.00 %
<b>Total 6102 Taxes</b>	<b>1,251.98</b>	<b>17,460.00</b>	<b>16,208.02</b>	<b>92.83 %</b>
6103 Employee Benefits				
Health Insurance		500.00	500.00	100.00 %
Retirement		4,800.00	4,800.00	100.00 %
<b>Total 6103 Employee Benefits</b>		<b>5,300.00</b>	<b>5,300.00</b>	<b>100.00 %</b>
6105 Ins - Disability		1,010.00	1,010.00	100.00 %
Company Contributions				
Retirement	331.13		-331.13	
<b>Total Company Contributions</b>	<b>331.13</b>		<b>-331.13</b>	
<b>Total 6100 Payroll Expenses</b>	<b>13,016.61</b>	<b>183,161.00</b>	<b>170,144.39</b>	<b>92.89 %</b>
6200 Library Materials				

# Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6205 Books-J	87.91	4,000.00	3,912.09	97.80 %
6210 Books-A	309.35	7,000.00	6,690.65	95.58 %
6220 Serials	734.99	900.00	165.01	18.33 %
6230 Audio	28.04	1,500.00	1,471.96	98.13 %
6240 Equipment	276.99	500.00	223.01	44.60 %
6250 Digital Books		6,000.00	6,000.00	100.00 %
6260 DVD	191.69	2,400.00	2,208.31	92.01 %
6270 Video Games	108.97	1,000.00	891.03	89.10 %
6280 Adult Programming	510.28	1,000.00	489.72	48.97 %
6285 Childrens Programming	72.13	1,000.00	927.87	92.79 %
6290 STLS cost share	-143.74	10,667.00	10,810.74	101.35 %
<b>Total 6200 Library Materials</b>	<b>2,176.61</b>	<b>35,967.00</b>	<b>33,790.39</b>	<b>93.95 %</b>
6300 Restricted Fund Spending				
6315 ALA Grant	394.80		-394.80	
6345 Lions Club Grant	114.74		-114.74	
6350 Wilday Grant	9.34		-9.34	
6370 Memorials & Gifts	338.01		-338.01	
Allegany Area Foundation Grant	493.00		-493.00	
<b>Total 6300 Restricted Fund Spending</b>	<b>1,349.89</b>		<b>-1,349.89</b>	
6410 Advertisement		350.00	350.00	100.00 %
6415 Bank fees		100.00	100.00	100.00 %
6420 Custodial supplies	49.06	600.00	550.94	91.82 %
6425 Discretionary Fund	74.38	500.00	425.62	85.12 %
6430 Insurance				
Ins - Liability Insurance		878.00	878.00	100.00 %
Ins - Property		5,900.00	5,900.00	100.00 %
Ins - Workman's Comp	1,160.25	1,130.00	-30.25	-2.68 %
<b>Total 6430 Insurance</b>	<b>1,160.25</b>	<b>7,908.00</b>	<b>6,747.75</b>	<b>85.33 %</b>
6445 Library supplies	204.11	3,150.00	2,945.89	93.52 %
Library Equipment		500.00	500.00	100.00 %
<b>Total 6445 Library supplies</b>	<b>204.11</b>	<b>3,650.00</b>	<b>3,445.89</b>	<b>94.41 %</b>
6447 Membership		600.00	600.00	100.00 %
6450 Postage		400.00	400.00	100.00 %
6455 Processing Fee	26.00	500.00	474.00	94.80 %
6460 Personal Protection Supplies		1,300.00	1,300.00	100.00 %
6465 Repairs/Building & Grounds		6,000.00	6,000.00	100.00 %
6470 Services		827.00	827.00	100.00 %
Alarm System - Doyle	31.45	430.00	398.55	92.69 %
Argentieries	21.00	252.00	231.00	91.67 %
Audit		4,500.00	4,500.00	100.00 %
Bookkeeper	600.00	7,200.00	6,600.00	91.67 %
Computer Tech		800.00	800.00	100.00 %

# Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Copier Acme	124.98	400.00	275.02	68.76 %
Fire Extinguishers		56.00	56.00	100.00 %
Fire Place Clean		150.00	150.00	100.00 %
Gutters Cleaned		350.00	350.00	100.00 %
Hotspots		3,000.00	3,000.00	100.00 %
Parking Lot Maint		250.00	250.00	100.00 %
Patriot Microfilm		335.00	335.00	100.00 %
Rug Shampoos		250.00	250.00	100.00 %
Water Softener		250.00	250.00	100.00 %
Window Cleaner		450.00	450.00	100.00 %
<b>Total 6470 Services</b>	<b>777.43</b>	<b>19,500.00</b>	<b>18,722.57</b>	<b>96.01 %</b>
6480 Train/conference		1,000.00	1,000.00	100.00 %
6485 Travel		1,500.00	1,500.00	100.00 %
6490 Utilities				
Electric	567.13	6,200.00	5,632.87	90.85 %
Extended Broadband	450.00	1,800.00	1,350.00	75.00 %
Fuel	564.61	4,500.00	3,935.39	87.45 %
Phone	118.20	1,750.00	1,631.80	93.25 %
<b>Total 6490 Utilities</b>	<b>1,699.94</b>	<b>14,250.00</b>	<b>12,550.06</b>	<b>88.07 %</b>
6510 Miscellaneous Exp/Discretionary	-0.50		0.50	
<b>Total Expenditures</b>	<b>\$20,533.78</b>	<b>\$277,286.00</b>	<b>\$256,752.22</b>	<b>92.59 %</b>
NET OPERATING REVENUE	<b>\$ -20,128.57</b>	<b>\$2,000.00</b>	<b>\$22,128.57</b>	<b>1,106.43 %</b>
Other Revenue				
Anniversary Donations	911.83		-911.83	
<b>Total Other Revenue</b>	<b>\$911.83</b>	<b>\$0.00</b>	<b>\$ -911.83</b>	<b>0.00%</b>
Other Expenditures				
Anniversary Expenses	1,097.00	2,000.00	903.00	45.15 %
Flood Expenses	447.31		-447.31	
<b>Total Other Expenditures</b>	<b>\$1,544.31</b>	<b>\$2,000.00</b>	<b>\$455.69</b>	<b>22.78 %</b>
NET OTHER REVENUE	<b>\$ -632.48</b>	<b>\$ -2,000.00</b>	<b>\$ -1,367.52</b>	<b>68.38 %</b>
NET REVENUE	<b>\$ -20,761.05</b>	<b>\$0.00</b>	<b>\$20,761.05</b>	<b>0.00%</b>

# Cuba Circulating Library Association

Budget vs. Actuals:

January 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4003 School Income		0.00	0.00	
4004 Local Lib Services Aid		0.00	0.00	
4017 Memorials/Gifts	211.15		211.15	
4020 Meeting Room Fee		33.33	-33.33	
4100 Other Income				
Copies Income	68.75	166.67	-97.92	41.25 %
Donation Box	24.00	60.83	-36.83	39.45 %
Fines	35.30	8.33	26.97	423.77 %
Misc Income	25.75	58.33	-32.58	44.15 %
<b>Total 4100 Other Income</b>	<b>153.80</b>	<b>294.16</b>	<b>-140.36</b>	<b>52.28 %</b>
4200 Restricted Funds Revenue	40.00		40.00	
Friends		166.67	-166.67	
<b>Total 4200 Restricted Funds Revenue</b>	<b>40.00</b>	<b>166.67</b>	<b>-126.67</b>	<b>24.00 %</b>
4500 Investment Income				
Interest Income	0.26		0.26	
Morgan Stanley				
Adams Memorial		1,000.00	-1,000.00	
Endowment Fund		9,504.00	-9,504.00	
<b>Total Morgan Stanley</b>		<b>10,504.00</b>	<b>-10,504.00</b>	
<b>Total 4500 Investment Income</b>	<b>0.26</b>	<b>10,504.00</b>	<b>-10,503.74</b>	<b>0.00 %</b>
Budget Carryover		35,000.00	-35,000.00	
<b>Total Revenue</b>	<b>\$405.21</b>	<b>\$45,998.16</b>	<b>\$ -45,592.95</b>	<b>0.88 %</b>
GROSS PROFIT	<b>\$405.21</b>	<b>\$45,998.16</b>	<b>\$ -45,592.95</b>	<b>0.88 %</b>
Expenditures				
6100 Payroll Expenses				
6101 Wages	11,433.50	13,282.58	-1,849.08	86.08 %
6102 Taxes	1,251.98		1,251.98	
Payroll Tax		1,016.67	-1,016.67	
SUTA		438.33	-438.33	
<b>Total 6102 Taxes</b>	<b>1,251.98</b>	<b>1,455.00</b>	<b>-203.02</b>	<b>86.05 %</b>
6103 Employee Benefits				
Health Insurance		0.00	0.00	
Retirement		400.00	-400.00	
<b>Total 6103 Employee Benefits</b>		<b>400.00</b>	<b>-400.00</b>	
6105 Ins - Disability		84.17	-84.17	
Company Contributions				
Retirement	331.13		331.13	
<b>Total Company Contributions</b>	<b>331.13</b>		<b>331.13</b>	
<b>Total 6100 Payroll Expenses</b>	<b>13,016.61</b>	<b>15,221.75</b>	<b>-2,205.14</b>	<b>85.51 %</b>
6200 Library Materials				

# Cuba Circulating Library Association

Budget vs. Actuals:

January 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6205 Books-J	87.91	333.33	-245.42	26.37 %
6210 Books-A	309.35	583.33	-273.98	53.03 %
6220 Serials	734.99	75.00	659.99	979.99 %
6230 Audio	28.04	125.00	-96.96	22.43 %
6240 Equipment	276.99	41.67	235.32	664.72 %
6250 Digital Books		500.00	-500.00	
6260 DVD	191.69	200.00	-8.31	95.85 %
6270 Video Games	108.97	83.33	25.64	130.77 %
6280 Adult Programming	510.28	83.33	426.95	612.36 %
6285 Childrens Programming	72.13	83.33	-11.20	86.56 %
6290 STLS cost share	-143.74	3,555.67	-3,699.41	-4.04 %
<b>Total 6200 Library Materials</b>	<b>2,176.61</b>	<b>5,663.99</b>	<b>-3,487.38</b>	<b>38.43 %</b>
6300 Restricted Fund Spending				
6315 ALA Grant	394.80		394.80	
6345 Lions Club Grant	114.74		114.74	
6350 Wilday Grant	9.34		9.34	
6370 Memorials & Gifts	338.01		338.01	
Allegany Area Foundation Grant	493.00		493.00	
<b>Total 6300 Restricted Fund Spending</b>	<b>1,349.89</b>		<b>1,349.89</b>	
6410 Advertisement		29.17	-29.17	
6415 Bank fees		8.33	-8.33	
6420 Custodial supplies	49.06	50.00	-0.94	98.12 %
6425 Discretionary Fund	74.38	41.67	32.71	178.50 %
6430 Insurance				
Ins - Liability Insurance		0.00	0.00	
Ins - Property		491.67	-491.67	
Ins - Workman's Comp	1,160.25	94.17	1,066.08	1,232.08 %
<b>Total 6430 Insurance</b>	<b>1,160.25</b>	<b>585.84</b>	<b>574.41</b>	<b>198.05 %</b>
6445 Library supplies	204.11	262.50	-58.39	77.76 %
Library Equipment		41.67	-41.67	
<b>Total 6445 Library supplies</b>	<b>204.11</b>	<b>304.17</b>	<b>-100.06</b>	<b>67.10 %</b>
6447 Membership		50.00	-50.00	
6450 Postage		33.33	-33.33	
6455 Processing Fee	26.00	41.67	-15.67	62.40 %
6460 Personal Protection Supplies		108.33	-108.33	
6465 Repairs/Building & Grounds		500.00	-500.00	
6470 Services		68.92	-68.92	
Alarm System - Doyle	31.45	35.83	-4.38	87.78 %
Argentieries	21.00	21.00	0.00	100.00 %
Audit		0.00	0.00	
Bookkeeper	600.00	600.00	0.00	100.00 %
Computer Tech		66.67	-66.67	



# Cuba Circulating Library Association

Budget vs. Actuals:

January 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Copier Acme	124.98	33.33	91.65	374.98 %
Fire Extinguishers		0.00	0.00	
Fire Place Clean		0.00	0.00	
Gutters Cleaned		0.00	0.00	
Hotspots		250.00	-250.00	
Parking Lot Maint		0.00	0.00	
Patriot Microfilm		0.00	0.00	
Rug Shampoos		20.83	-20.83	
Water Softener		20.83	-20.83	
Window Cleaner		37.50	-37.50	
<b>Total 6470 Services</b>	<b>777.43</b>	<b>1,154.91</b>	<b>-377.48</b>	<b>67.32 %</b>
6480 Train/conference		83.33	-83.33	
6485 Travel		125.00	-125.00	
6490 Utilities				
Electric	567.13	533.33	33.80	106.34 %
Extended Broadband	450.00	450.00	0.00	100.00 %
Fuel	564.61	500.00	64.61	112.92 %
Phone	118.20	145.83	-27.63	81.05 %
<b>Total 6490 Utilities</b>	<b>1,699.94</b>	<b>1,629.16</b>	<b>70.78</b>	<b>104.34 %</b>
6510 Miscellaneous Exp/Discretionary	-0.50		-0.50	
<b>Total Expenditures</b>	<b>\$20,533.78</b>	<b>\$25,630.65</b>	<b>\$ -5,096.87</b>	<b>80.11 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -20,128.57</b>	<b>\$20,367.51</b>	<b>\$ -40,496.08</b>	<b>-98.83 %</b>
Other Revenue				
Anniversary Donations	911.83		911.83	
<b>Total Other Revenue</b>	<b>\$911.83</b>	<b>\$0.00</b>	<b>\$911.83</b>	<b>0.00%</b>
Other Expenditures				
Anniversary Expenses	1,097.00	166.67	930.33	658.19 %
Flood Expenses	447.31		447.31	
<b>Total Other Expenditures</b>	<b>\$1,544.31</b>	<b>\$166.67</b>	<b>\$1,377.64</b>	<b>926.57 %</b>
<b>NET OTHER REVENUE</b>	<b>\$ -632.48</b>	<b>\$ -166.67</b>	<b>\$ -465.81</b>	<b>379.48 %</b>
<b>NET REVENUE</b>	<b>\$ -20,761.05</b>	<b>\$20,200.84</b>	<b>\$ -40,961.89</b>	<b>-102.77 %</b>

## Cuba Library Director's Monthly Report

January 2021

	January 2022	December 2021	January 2021	January 2020	January 2019
Circulation	2309 (adult 1297) (J/YA 1012)	2053 (adult 1156) (J/YA 897)	2227 (adult 1290) (J/YA 937)	3164 (adult 1973) (J/YA 1191)	2793 (adult 1782) (J/YA 1011)
Holds Filled	405	308	4	452	503
New Library Cards	13	4	5	18	10
Overdrive (eBooks)	462	425	502	332	347
Wifi Use	225	242	219	171	
Visits to website	899	656	695		
Door count	1461	1430			

### Upcoming Programs

Feb. 1-Feb. 28	Tiny Art Show*	
Feb. 12 @ 12:00 pm	Seed and House Plant Swap	Grow It Forward
Feb. 19 @ 9:00 am	Wintery Watercolor Landscapes	Theresa Heinz
Feb. 22 @ 11:00 am	Preventing Identity Theft	Tina (ftc.org)
Mar. 1 @ 11:00 am	Chair Yoga	Jane Gram
Mar. 2 @ 7:00 pm	Dogs of Chernobyl via Zoom*	Stephen Quandt
Mar. 16 @ 6:30	Alcohol Inks on Glassware	Patience Wnek
Mar. 22-Apr 12 @ 11 am	Eat Smart and Live Strong	Nicole Blough (CCE)

**Test Kit and Mask Giveaway:** Allegany Health Dept provided Allegany libraries with COVID Rapid Test kits and N95 masks to giveaway to members of the community. Our first giveaway was on Jan. 11. We gave away 120 test kits by 2 pm. Thank you to Sharry Semans, Lynn Fulmer, Brad Weaver, and Gail Guilfoil for assisting with the morning rush! We received additional kits and masks to give away on Saturday, Jan. 29. These kits have not been in as high demand, and we still have some kits and masks at this time.

**Bldg and Grounds:** The work on the walls in the men's bathroom and the book sale room. Dunbar and Sons are making quick work of the project, and finished on Feb. 3. The book sale room was replastered as originally planned. Instead, this wall was finished with water-resistant drywall. They also discovered a leaking pipe on this wall, which turned out to be an uncapped, no-longer-in-use downspout for the gutter system. They patched up the pipe and capped it off from the outside.

## **Youth Services Monthly Report: January 2022**

### **Storytimes**

We had a total of 6 storytimes for the youngest children. January was a winter-centric storytime theme. We did a lot of wintry stories and crafts, including painting with ice cubes. We also did an "Opposites" storytime. For that class, we did a black/white process art project to practice cutting and gluing with few parameters other than noticing the opposite colors and making fun shapes with scissors and paper punches.

### **K-3 Group**

K-3 group has met twice so far. The first week was mostly getting to know you activities. This group is full with a waiting list. I also did opposites with this group, challenging them with a few rounds of red light/green light during which they did the opposite of what is done normally. We also did a black/white art project, similar to the younger group. We have a teen volunteer who has started to help with that group. It's a great help to have another person to go open the restroom or help hand out snack, etc.

### **Teens/Tweens**

Cooking club is very popular. The first 6 week session is full and after 3 weeks, no one has stopped coming with no warning. We made English muffin pizzas, baked "French fries," and mini apple pies with cinnamon rolls. We have 3 weeks in February. Because the waiting list is equal to a full class, I am going to offer it again to a separate group. That will take tween programming up through spring break.

Teens had the first teen advisory meeting. They had some good ideas and we are planning some activities for March.

### **Outreach**

I had 4 classroom visits: 1 came here, 3 were at the school. I did a variety of stories, depending on the age group and sang a few songs with each.

### **Other**

Tina and I attended CRCS' STEAM night. We took our snap circuit kits and had them available for the kids and their families to play with and build different projects. They had a lot of fun. We also had a few of our STEAM kits on display. The Monday after, one of the families came into the library and checked out the kit that includes snap circuits as well as a drawing robot.

### **Upcoming Programs**

Shauna is coordinating an online scavenger hunt/mystery across several Allegany county websites. This is for ages 9-19 and will be available until February 26.

A second cooking club will begin in March.

## **January 2022 Programming**

<b>January 4</b>	Preschool University	4 children, 4 adults
<b>January 5</b>	CRCS Visit - Quattrone	5 children, 3 adults
<b>January 10</b>	Teen Advisory	3 teens, 3 adults
<b>January 11</b>	Preschool University	3 children, 3 adults
	Tween Cooking Club	8 children
<b>January 13</b>	Toddler University	1 child, 1 adult
	After School Explorers	11 children
<b>January 18</b>	Preschool University	2 children, 2 adults
	Tween Cooking Club	10 children
<b>January 19</b>	CRCS Visit - Bump	16 children, 1 adult
<b>January 20</b>	Toddler University	1 child, 1 adult
<b>January 25</b>	Preschool University	2 children, 2 adults
	Tween Cooking Club	9 children
<b>January 26</b>	CRCS Visit Pre-K AM	17 children, 3 adults
	CRCS Visit Pre-K PM	15 children, 3 adults
<b>January 27</b>	After School Explorers	10 children, 1 teen
<b>January 28</b>	CRCS STEAM Night	12 multi

## January Report

1. Patched and painted staff bathroom wall after removing plywood and installing paper towel holder.
2. Cleaned bathroom ceiling fans.
3. Put magnetic catch on upper kitchen cabinet that was not staying closed.
4. Put basement internet cable into ceiling. (not completed)
5. Dan Dunbar completed men's bathroom wall repair and "Friends of the Library" wall repair. \$ 7500.00
6. Frost is causing problems with front door closing. Dan Dunbar says dig out in order to get below the frost line and pour 42 inches of concrete below doors. Estimate is \$5000.
7. Waiting on estimates for vinyl flooring for "Friends of the Library" room
8. Contacted Marty's flooring concerning job completion. To date has not finished his job.
9. Snow removal. Neighbor helped during heavy snowfall. Another gentleman has been helping to keep the front sidewalk clear.

# UNDERSTANDING YOUR LIBRARY'S 2022 BUDGET VOTE

Cuba Circulating Library: Serving the Cuba community since 1872

The Cuba Circulating Library is dedicated to free and equal access to information, knowledge, learning, and the joys of reading for our diverse community. We do this by providing popular materials and programs to meet the informational, cultural, and recreational needs of all members of our community. Without regard to income or education level, we provide books, audiovisual materials, programs, and classes for all. The Library extends past its walls by partnering with area organizations, such as the school, Chamber of Commerce, Palmer Opera House, and Cornell Cooperative Extension.



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## Current Cuba Library Resources and Services:

- 8,900 square foot historic building
- 17,000 fiction and non-fiction books
- 1,600 DVDS
- 225 video games
- 30,000 downloadable audio and eBooks
- 7 public access computers
- 50 electronic databases
- 24/7 high-speed Wi-Fi access
- 10 Wi-Fi hotspots for check out
- Hearing assistance devices
- STEAM kits
- Literacy kits
- Knowledgeable staff to support your reading, research, and work needs
- 60 seat community room for public use
- Local history and genealogical resources
- Federal and state tax forms
- Art gallery
- Scanning, copying, and faxing services
- Children's story hours and programs
- Community lectures and art classes
- One-on-one tech tutoring
- Tween and teen activities
- Summer Reading Program
- Resume and job searching assistance
- Open for 48 hours/week; 5 days/week
- A comfortable place to enjoy a good book in print or on your digital device



## Local Tax Impacts of our Increase\*

	2021 Library Levy (Current)	2021 Library Tax Bill (Current)	2022 Proposed Levy for Library	2022 Proposed Tax Bill for Library	Change
Cuba Circulating Library	\$130,468	\$27.02	\$226,237	\$46.85	\$19.83
Rushford Free Library	\$40,225	\$8.33	\$79,700	\$16.51	\$8.18
Totals	\$170,693	\$35.35	\$305,937	\$63.63	\$28.01

**Library services save Cuba community members over \$467,000 in 2021. The average family will save \$6,750 a year by using the library.**

**This vote will preserve your community library services for \$0.53 per week.\***



**Library Budget Vote: Tuesday, May 17, 2022 at the  
CRCS Elementary School and Rushford Town Hall  
12:00 p.m. to 8:00 p.m.**

\*The library levy is based on a true value tax rate of 0.6363% per \$100,000 assessment.

\*\*For a full copy of the 2022 budget, please visit the library or go online at <https://tinyurl.com/2wmcj55y>



# IT'S IMPORTANT TO US THAT WE ANSWER YOUR QUESTIONS...

## Why move full funding for libraries from municipal to school district support?

Both Cuba and Rushford libraries are currently supported by local municipal governments, which include the Towns of Cuba and Rushford as well as the Village of Cuba. These municipalities have faced economic hardships as a result of the COVID-19 pandemic. All of these municipalities must prioritize state mandated services to their residents.

Additionally, both libraries receive support from school district residents through the current Education Law 259 public vote, which is facilitated by the Cuba-Rushford Central School District Board of Education.

The libraries are proposing to transition full funding required to provide essential public library services from these municipalities to

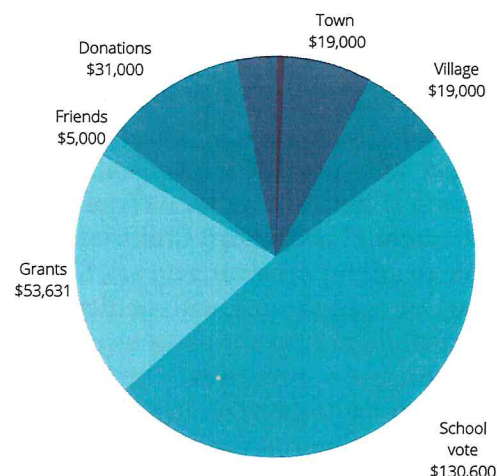
the existing Education Law 259 public vote. This will create a stable funding source for the libraries, relinquish local municipalities of library financial requirements, and empower residents to vote on all library finances.

## Are there sources of library revenue other than municipal or school district support?

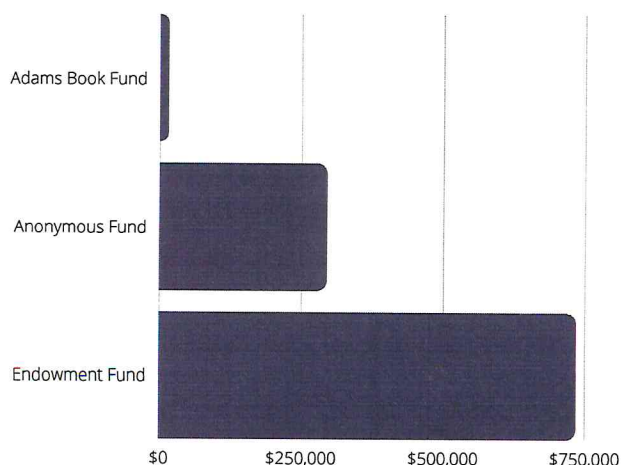
Public libraries receive little support from New York State for essential services. Cuba Circulating Library received \$1,615 in 2021 through Local Library Services Aid. Rushford Free Library received \$1,382. Amounts are based on a NYS Education Department per capita formula. Public libraries in New York State receive 85-95% of their funds through local property taxes. Most libraries are fully funded by public vote through Education Law 259 or Chapter 414 of New York State 1995 Laws.

The Cuba Library writes several successful grants each year. Last year the library received over \$50,000 in grants. These grants cover the costs of construction, programs, and technology improvements. It is difficult for public libraries to secure grants for the purpose of personnel costs or library materials. Most state and private funding sources see these expenses as the financial responsibility of the local community.

Both libraries seek grants, participate in fundraising, accept donations or charge nominal lost materials fees. However, these sources of revenue are not stable, and only represent 5-10% percent of total operating revenue.



## Shouldn't the libraries use monies from their endowment funds to make up the difference?



Since 2005, Cuba Circulating Library has maintained an endowment that provides operational support. The library's endowment policy protects the long-term value of library savings by only using the endowment's interest to offset operational expenses and maintain reasonable tax rates for community members. Spending the endowment's principal for operational expenses would not allow future generations to take advantage of its benefits, and principal spending would increase taxes more in the long-term.

The proposed increase for our libraries adds only \$28.01 to the annual bill of a home assessed at \$100,000. That's just an extra 0.53 cents a week or less than the cost of a cup of coffee!



## How does this vote align with the Tax Cap?

In order to meet Public Library Minimum Standards set by the State Education Department, both libraries' trustees voted unanimously to override the Tax Cap. This override is a onetime measure to meet the service needs of the community.

## What will future budget requests from our libraries look like?

Library trustees believe this 2022 request will enable the libraries to provide quality services far into the future. Once approved, future budget requests will better align with the New York State Tax Cap which is set at 2% or the rate of inflation.

**Cuba Library  
has not  
sought a tax  
increase  
since 2018.**

## How will the proposition language read for school district residents on the day of the vote?

*Resolved: that the Board of Education of Cuba-Rushford School District shall be authorized to levy taxes annually in the amount of \$226,237.00 for Cuba Circulating Library and \$79,700.00 for Rushford Free Library to provide public library services, and to deliver such funds to each library's Board of Trustees.*

## What are the community benefits of an approved library budget?

- **Extended hours:** Cuba Library offers evening and weekend hours. We are open 42 hours per week; This is 17 hours more than required by state law.
- **Afterschool programs:** Children and teens will be able to attend programs on art, STEAM, and cooking, and to work with dedicated staff members for technical help with homework.
- **Exciting new initiatives:** The library is starting a series of daytime programs geared toward senior adults. These programs will cover topics such as healthy eating, low impact exercise, scam prevention, and arts & crafts.
- **Balanced budget:** the library will no longer have deficit spending and will be able to plan for the future.
- **More books and media:** the library will update and increase library material spending for all ages, including young children, teens, adults, and seniors.
- **Improved technology:** we will provide access to current internet and computer resources, including online newspapers, magazines, and updated software.



Cuba Library sponsors Summer Reading Programs in partnership with CRCS Elementary School and Cuba Summer Recreation program.

**Contact the library with any questions**

**585.968.1668**

**cuba@stls.org**

## Campaign Task Assignment Sheet

Cuba Circulating Library & Rushford Free Library

Task	What it involves	Who will do it
Meeting with Towns and Village	Meeting with Town and Village officials to discuss transition to 100% school district tax levy support	Tina + Faith
School Board Meeting Documents (Cover Letter, Referendum, Proposed Budgets and Q&A)	Preparing meeting documents in partnership with STLS. Setting-up meeting with superintendent and providing documents.	Tina, Becky, Brian
School Board Liaisons (1-2 from each library)	Attending initial meeting with the superintendent. Attending all school board meetings after that until the vote.	Faith + Linda
Budget newsletter, library websites	Preparing public-facing documents that can be mailed, shared at circulation desk and on library websites.	Tina + Shauna
Creation of Contact List	All trustees create a school district-wide contact list. People who are friends, families and neighbors of the library. People you feel comfortable calling and asking to vote.	All Board Members and Directors
Letters to the Editor	Identify community members who are willing to write support letters and vocally encourage people to vote, "Yes".	Lee James Michele Miller
Inform Community Groups	Be the public face of the vote. Meeting with civic groups, community organizations or institutions.	
Reminder Post Card	Make a Vote reminder postcard, distribute it to known supporters, mail them.	Shauna-design cards Friends-pay for printing and mailing?
Reminder phone calls, emails and texts message	Coordinate vote reminder phone calls, emails and text messages 48-hours prior to vote	

**PETITION FOR AMENDMENT OF CHARTER  
TO THE REGENTS OF THE UNIVERSITY OF THE STATE OF NEW YORK**

We the undersigned, being the president and secretary of the Cuba Circulating Library Association do hereby apply to the Regents of the University of the State of New York for an amendment to the absolute charter of the Cuba Circulating Library Association, and do make, sign and acknowledge the following statements:

1. The name of the corporation is Cuba Circulating Library Association.
2. An absolute charter was granted to this corporation on October 9, 1872, which charter was amended on May 27, 1926 and October 4, 2002.
3. The trustees hereby request that the absolute charter be amended to state that the current number of twelve trustees as stated in the absolute charter be changed to a range of trustees which shall not be less than seven nor more than eleven with the current number being eleven.

IN WITNESS WHEREOF, we have made, signed and acknowledged this application on the \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Faith Stewart, President  
Board of Trustees  
Cuba Circulating Library Association

\_\_\_\_\_  
Sharry Semans, Secretary  
Board of Trustees  
Cuba Circulating Library Association

STATE OF NEW YORK        )  
  ss:  
COUNTY OF ALLEGANY    )

On this \_\_\_\_\_ day of \_\_\_\_\_ 2022 before me personally came Faith Stewart and Sharry Semans, to me known to be the persons described in and who executed the foregoing application, and they severally duly acknowledged to me that they executed the same.

**RESOLUTION OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF  
CUBA CIRCULATING LIBRARY ASSOCIATION**

We the undersigned being the president and secretary of Cuba Circulating Library Association, a corporation organized and existing pursuant to an absolute charter granted by the Regents of the University of the State of New York, hereby certify that the following is a true and complete copy of a resolution duly adopted by the affirmative vote of not less than three-fourths of the whole number of trustees at a meeting held on the \_\_\_\_ day of \_\_\_\_\_ 2022, and that such resolution remains in full force and effect.

RESOLVED: That the board of trustees of Cuba Circulating Library Association hereby requests that the Board of Regents of the University of the State of New York amend the absolute charter of such corporation to state that the current number of twelve trustees as stated in the absolute charter be changed to a range of trustees which shall not be less than seven nor more than eleven with the current number being eleven; and be it further

RESOLVED: That the President and Secretary of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.

IN WITNESS WHEREOF, we have made, signed and acknowledged this application on the \_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Faith Stewart  
President, Board of Trustees  
Cuba Circulating Library Association

\_\_\_\_\_  
Sharry Semans  
Secretary, Board of Trustees  
Cuba Circulating Library Association

STATE OF NEW YORK )

ss:

COUNTY OF ALLEGANY)

On this \_\_\_\_ day of \_\_\_\_ 2022 before me personally came Faith Stewart and Sharry Semans, to me known to be the persons described in and who executed the foregoing application, and they severally duly acknowledged to me that they executed the same.



CUBA CIRCULATING LIBRARY DIRECTOR'S

# ANNUAL REPORT

TO THE BOARD OF TRUSTEES 2021

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Cuba Circulating Library is dedicated to free and equal access to information, knowledge, learning, and the joys of reading for our diverse community. We do this by providing popular materials and programs to meet the informational, cultural, and recreational needs of all members of our community. Without regard to income or education level, we provide books, audiovisual materials, programs, and classes for all.

This was a year of rebuilding for the library, in more ways than one. Many library programs were discontinued in 2020 due to the pandemic and shutdown.

However, in 2021, we've found new and innovative ways to begin offering in-person programs again.

Many of our previous community partnerships were put on pause during 2020, and we are happy to report that you can once again find library staff throughout the community.

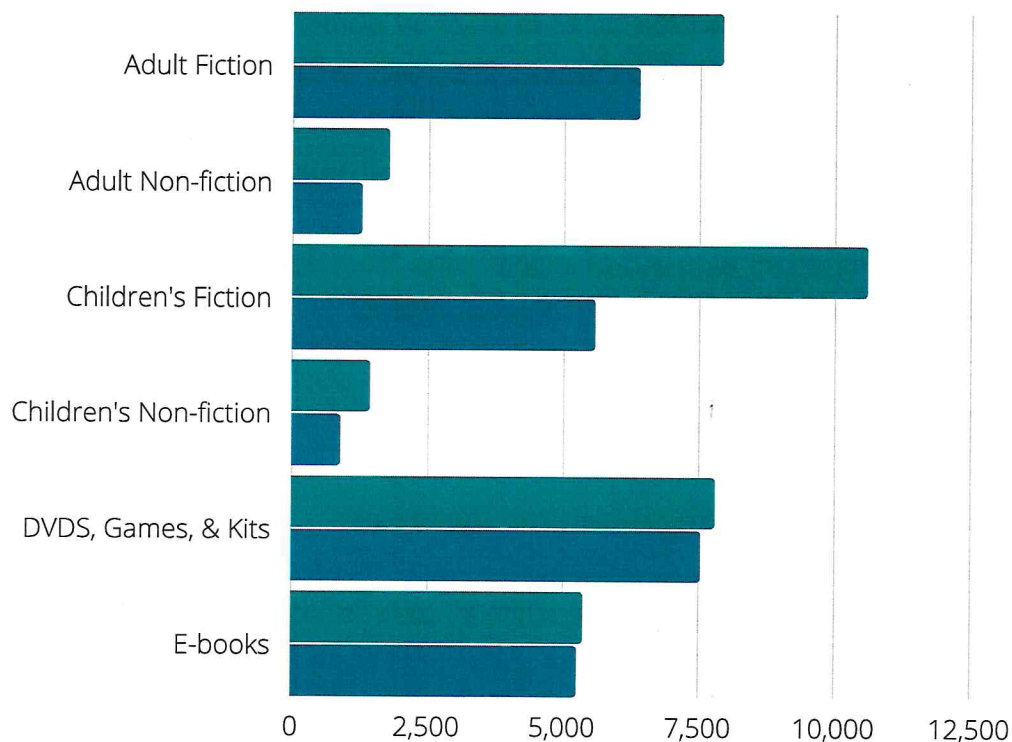
This year found library staff at CRCS elementary school reading presenting story time, working a booth at Garlic Festival, hosting a petting zoo at Dairy Days, and providing free family portraits for Small Town Christmas. We worked hard to rebuild those valuable relationships with both community organizations and community members that we serve.

**TINA DALTON**

**CUBA LIBRARY DIRECTOR**

## 2021 CIRCULATION VS. 2020 CIRCULATION

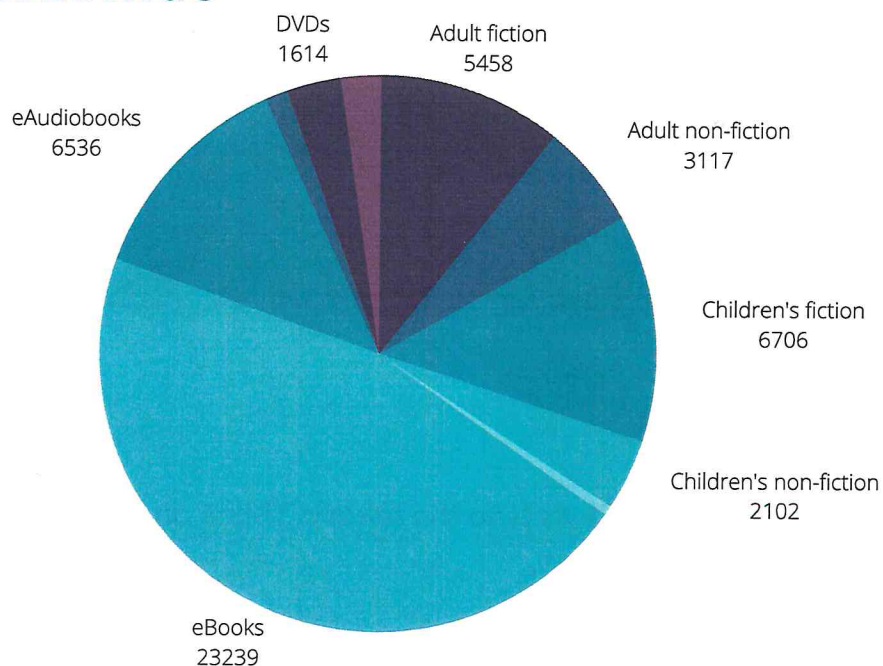
03



Total circulation in 2021 was 34,908. This is a 12.9% increase in circulation from 2020.

## 2021 HOLDINGS

Total materials held by the library in 2022: 50,899





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## BUILDING USE

Our community room was used 138 times in 2021 by community groups. The Sunday Morning Wake Up Group (AA) uses the room weekly. Cuba Town Board meets in the room monthly. Other agencies frequently using the room are Friends of the Cuba Library, and Chamberlain Playground Committee.

Note: The community room was out of commission from July to November in 2021, due to flooding damage and construction work.

## REGISTERED BORROWERS

In 2021, Cuba Library had 2,670 registered borrowers.

Note: STLS did a "patron purge" of the system, deleting old and inactive profiles. This resulted in a 55% decrease in registered borrowers from 2020 to 2021.



## LIBRARY USE

In 2021, Cuba Library had 16,291 visits to the library. This is an increase of 14% from 2021.

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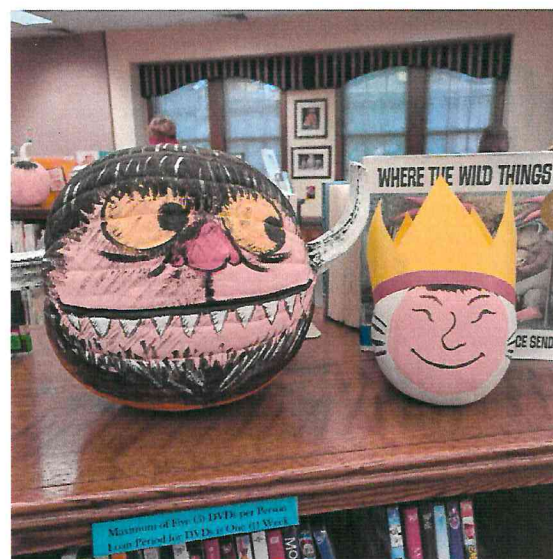


## PROGRAMMING

Cuba Library hosted 490 programs in 2021, including a One Community book discussion, puppet shows, a variety of arts & crafts, pumpkin decorating contest, petting zoo, and educational programs for all ages. We partnered with several outside organizations for these programs, including Springville Center for the Arts, Palmer Opera House, Cuba Cultural Center, Grow It Forward, and Genesee Country Museum. Over 5,496 people of all ages enjoyed programs sponsored by Friends of the Cuba Library, Inc, NYS Council on the Arts, Allegany County United Way, Palmer Opera House, and the Kaleigh Wilday Foundation.



Artsapalooza, presented by Springville Center for the Arts.



Pumpkin decorating contest

We held 36 story hours for young children. For the first time since the pandemic shutdown, we resumed offering story hours for toddlers and preschoolers in September. We did not hold any afterschool story hours in 2021, but did resume these classes in January 2022. We had 269 in attendance at the story hours for young children.

## FRIENDS OF THE CUBA LIBRARY, INC.

The library is fortunate to have an active Friends of the Library group which supports us in many ways. They contributed over \$5,000 to the library in 2021. They funded staff attendance at the Association of Rural and Small Libraries conference, the purchase of a Nintendo Switch for in-library use, early literacy kits to be given out by Dr. Cusumano's office, as well as funding for several library programs.

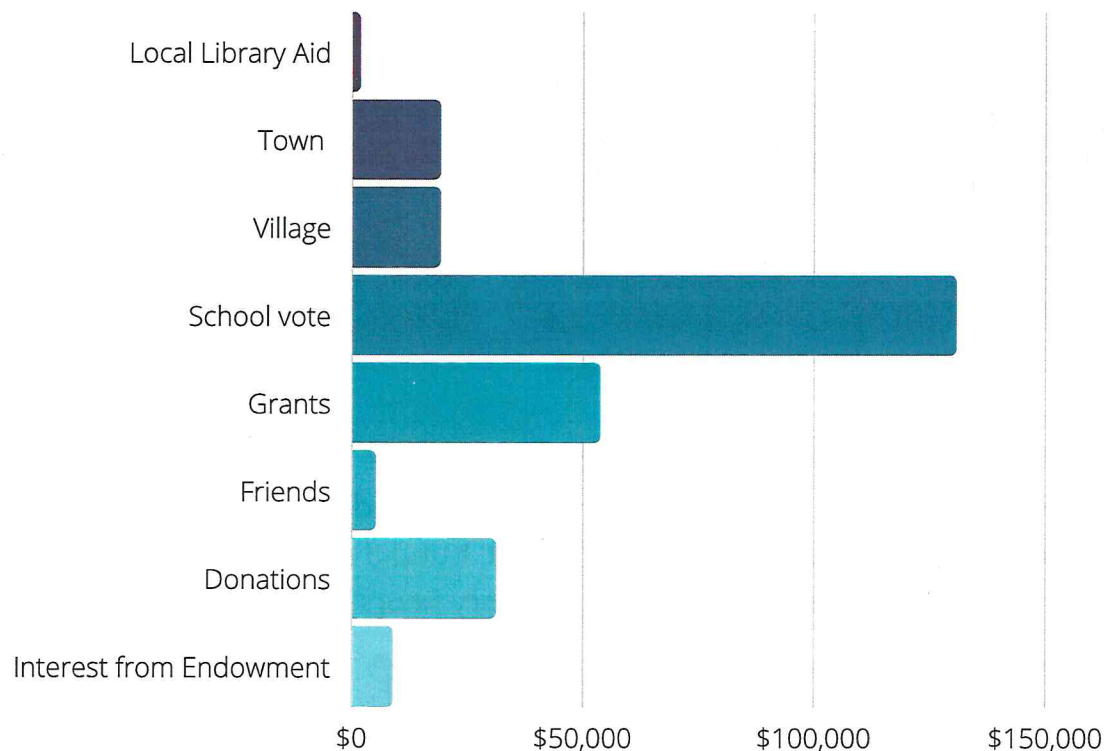
## TECHNOLOGY

There are 13 desktop computers at the library: five are in the computer lab for public use, one functions as an online public catalog, two are used as the circulation desk, four are for staff use, and one is at the microfilm reader. We also have six laptops and 6 iPads for public use. The public computers were used 1,316 times in 2021.

The library offers 24/7 Wi-Fi as well as 10 Wi-Fi hotspots available for check out. The Wi-Fi was accessed 2,898 times in 2021. The hotspots were checked out 335 times in 2021.

The library's website was visited 10,412 in 2021. We currently have 1,290 followers on our Facebook page.

## FINANCE



### Fax prices

Recently the question of fax pricing went around the STLS listserv. I was surprised to learn that we are the most expensive of all the libraries who shared their pricing. It costs us 0.09¢ per page to send or receive a fax.

<b>Cuba</b>	<b>cover sheet free; \$1.00 per page to send. 0.25¢ to receive</b>
Dundee	\$1.00 for up to the first 5 pages and .10 for each additional page
Savona	\$1 per 5 pages
Canisteo	\$1.00 per whole fax
Whitesville	\$1 for the first page and \$0.50 for each additional page
Almond	.25 per page
Belmont	\$2.00 for the entire fax to send
Belfast	.50 to send and .35 to receive
Bath	\$.50 per sheet
Watkins Glen	\$2.25 for first sheet and 25 cents for each additional
Filmore	cover sheets free, \$1 for first page & 25¢ each page after that