

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

**Monday, April 11, 2022**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of March'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
    - a. phone calls
8. Unfinished Business
9. New business
  - i. 2022 Library funding
10. Adjournment

**Cuba Circulation Library  
Board of Trustees Monthly Meeting Minutes  
Monday, March 14, 2022**

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

**Absent:** Tracy Knavel

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

**Call to Order:** The meeting was called to order by Faith Stewart at 5:30 PM.

**Public Comment:** None

**Friends Report:** Pat Ash reported the Friends were having their elections on April 5. Spring tea is scheduled for April 28. Things are on track for the wine and cheese event, and she asked permission to advertise that funds raised through the event will support the upcoming children's area renovation. We agreed. In addition, she stated that the Friends have approved two library grants for \$1000 each, one to fund adult programming and one to fund teen programming.

**Minutes of Previous Meeting:** Some revisions needed to be made to the February minutes. Lynn Fulmer moved to accept the minutes of the February meeting with those revisions. Sara Talbot seconded the motion, and the motion passed.

**Financial Officer's Report:** Marsha indicated there were still minor changes that needed to be made to the Budget vs. Actuals reports and the Statement of Activity Report for January and February. However, it was decided that Tina would be talking to accountant to revise those reports, and at this point we would approve the reports with those changes. Therefore, Lin Assink moved to accept the reports with those changes. Wendy Sprague seconded the motion, and the motion passed.

**Director's Report:** Tina reviewed her report. She indicated we have received donations so far of \$1,255 for the 150 anniversary no bake sale. She answered any questions and also reviewed the Youth Services report. All in all, we are doing very well with our programs, and it appears the Library is alive again.

**Committee Reports:**

**Planning:** Marsha indicated that everything is going along well for the anniversary plans. We are still looking for a PA system.

**Finance:** Marsha indicated that the investment policies may need to be revised and updated. Our investments have gone down a little, but that is just according to the market.

**Building and Grounds:** Lynn Fulmer reviewed Dave Wise's report. In addition, the issue with the sump pump pumping water into the neighbor's driveway was discussed. The Village has offered to dig out the sidewalk and assist in putting a drain underground. We would need to then repair the sidewalk. Tina will work with Dave to get some estimates.

**Personnel:** No report

**Technology:** Lionel distributed a very comprehensive Technology Review report. He indicated we should also work with the school, and the Superintendent has indicated he would make the STEM rooms available. More good things to come.

**Liaison with Friends:** No report.

**Education:** Sharry indicated several Trustees did not complete the sexual harassment training requirement last year. An email with info will be forthcoming indicating deadlines when each person must complete it for this year. In addition, work on the database to track education is ongoing.

**Ad hoc Committees:**

1. **Children's Area Renovation:** Lionel Legry has taken the Chair position. The committee recently met, and Lionel submitted a comprehensive report. We will proceed in three stages as outlined in his report. He has requested that anyone who has pictures or ideas to email them to him. He will keep us informed.
2. **Anniversary:** Newsletter has gone out. The duck drop tickets are on sale. The quilt is finished and tickets will be available for that raffle soon. Faith has completed writing the play.
3. **Tax Referendum:** Tina, Faith and others have met with Brian Hildreth. The School Board meeting will be March 22. The Friends have paid for the "don't forget to vote" postcards to be printed, and the Library will have to address and post.

Faith requested we give her names of individuals to contact by phone or email for the vote. We handed that info to her when we left the meeting.

We are handing out bookmarks, flyers, and putting info in the school newsletter promoting the tax referendum.

**Unfinished Business:**

1. **Disaster Plan:** Wendy indicated she has done the research, and the committee will be meeting soon to start work on the Plan.
2. **Bookkeeping Prices:** After much discussion with our accountant and Tina's efforts in streamlining the bookkeeper requirements, Tina has been able to keep our bookkeeping fee to \$600 per month.
3. **Fax Prices:** After some discussion, it was decided we would lower our fax prices. A motion was made by Brad Weaver to lower our price to 25 cents per page. Tom Donahue seconded the motion, and the motion passed.

**New Business:**

1. **Audit:** We received our Independent Auditor's Report for 2021. Everything looks good. A motion was made by Lynn Fulmer to accept the Audit. Lin Assink seconded the motion, and the motion passed.

Lynn Fulmer requested input on an appreciation luncheon for the staff. It was decided that on April 5<sup>th</sup>, staff would go to lunch at the Perfect Blend, from Noon to 2:00 PM, and Lynn Fulmer and Marsha Long would handle the Library while everyone was at lunch. The bill for the luncheon will be sent to the Trustees.

Lynn moved to adjourn the meeting at 6:50 PM. Lionel seconded the motion, and it passed.

Respectfully submitted:

Sharry Semans, Secretary

# Cuba Circulating Library Association

## Statement of Financial Position

As of March 31, 2022

	TOTAL	
	AS OF MAR 31, 2022	AS OF MAR 31, 2021 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1020 Five Star	6,220.81	41,612.51
1090 Savings	29,660.18	72,600.83
<b>Total Bank Accounts</b>	<b>\$35,880.99</b>	<b>\$114,213.34</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 Balanced A	36,206.01	
American Cap Inc Builder A	138,829.91	46,554.32
American Cap World Growth & Inc	71,574.35	
American Fundamental Inv A	50,597.82	
American Funds Mortgage A	29,857.19	5,952.36
American Global Balanced A	111,657.74	52,504.83
American Inc Fd of America A	105,071.96	49,519.04
American Intm Bd Fd of Amer A	21,641.46	
American Inv Co of Amer A	52,443.20	
American Short-Term Bond A	29,432.06	10,934.93
American WA Mutual A	104,911.78	52,719.07
Cash, BDP, and Money Market Fds	76,487.67	-7,318.96
Stocks	895.02	
Unrealized Gain/Loss	179,283.89	42,183.82
<b>Total 1303 Endowment Investment</b>	<b>1,008,890.06</b>	<b>253,049.41</b>
1305 Anonymous Investment	0.00	0.00
American Balanced A	0.00	34,402.25
American Cap Inc Builder	0.00	86,546.69
American Cap World Growth & Inc	0.00	72,473.46
American Fundamental Inv A	0.00	43,986.13
American Funds Mortgage A	0.00	23,810.79
American Global Balanced A	0.00	61,209.81

# Cuba Circulating Library Association

## Statement of Financial Position

As of March 31, 2022

	TOTAL	
	AS OF MAR 31, 2022	AS OF MAR 31, 2021 (PY)
American Inc Fd of America A	0.00	56,593.15
American Intm Bd Fd of Amer A	0.00	21,431.21
American Inv Co of Amer A	0.00	49,356.26
American Short-Term Bond A	0.00	21,869.88
American WA Mutual A	0.00	48,845.60
Cash, BDP, and Money Market Fds	0.00	1,226.63
Unrealized Gain/Loss	0.00	109,655.08
<b>Total 1305 Anonymous Investment</b>	<b>0.00</b>	<b>631,406.94</b>
1306 Adams Mem Book Fund Investment	0.00	-1,000.00
American Cap Inc Builder A	5,727.92	5,176.37
American Inc Fd of America A	6,258.31	5,895.10
Cash, BDP, and Money Market Fds	0.66	0.66
Unrealized Gain/Loss	2,429.72	-4,687.61
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>14,416.61</b>	<b>5,384.52</b>
1400 Prepaid Fee	78.82	0.00
Repayment		
Travel Reimbursement	0.00	
<b>Total Repayment</b>	<b>0.00</b>	
<b>Total Other Current Assets</b>	<b>\$1,023,385.49</b>	<b>\$889,840.87</b>
<b>Total Current Assets</b>	<b>\$1,059,266.48</b>	<b>\$1,004,054.21</b>
Fixed Assets		
1520 Building and equipment	750,653.00	750,126.60
Elevator Replacement	41,645.00	20,822.50
<b>Total 1520 Building and equipment</b>	<b>792,298.00</b>	<b>770,949.10</b>
1525 A/D Building and equipment	-461,014.05	-441,232.63
1526 Capital Improvement	0.00	0.00
1530 Furniture and Fixtures	117,419.00	117,419.00
1535 A/D Furniture and Fixtures	-101,454.85	-92,812.57
Land	46,763.00	46,763.00
<b>Total Fixed Assets</b>	<b>\$394,011.10</b>	<b>\$401,085.90</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>\$1,453,277.58</b>	<b>\$1,405,140.11</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of March 31, 2022

	TOTAL	
	AS OF MAR 31, 2022	AS OF MAR 31, 2021 (PY)
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	665.00	0.00
<b>Total Accounts Payable</b>	<b>\$665.00</b>	<b>\$0.00</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	170.30	
Federal Taxes (941/944)	0.00	
NYS Employment Taxes	1,170.77	
NYS Income Tax	0.00	
NYS Taxes	0.00	703.86
Payroll Liability	0.00	
Payroll Tax Federal	0.00	1,682.52
<b>Total 2100 Payroll Liabilities</b>	<b>1,341.07</b>	<b>2,386.38</b>
2200 Payroll taxes payable	0.00	0.00
2300 accrued payroll	0.00	0.00
Direct Deposit Payable	0.00	
PPE Currant Liability	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$1,341.07</b>	<b>\$2,386.38</b>
<b>Total Current Liabilities</b>	<b>\$2,006.07</b>	<b>\$2,386.38</b>
<b>Total Liabilities</b>	<b>\$2,006.07</b>	<b>\$2,386.38</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	181,957.86	171,123.59
3550 Realized Gain/Loss Equity	13,163.40	1,554.18
3800 Restricted Fund	10,000.00	10,000.00
3900 Fund Balance	1,318,480.14	1,226,761.69
Net Revenue	-72,329.89	-6,685.73
<b>Total Equity</b>	<b>\$1,451,271.51</b>	<b>\$1,402,753.73</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,453,277.58</b>	<b>\$1,405,140.11</b>

# Cuba Circulating Library Association

Budget vs. Actuals  
January - March, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4003 School Income		226,237.00	-226,237.00	
4004 Local Lib Services Aid		1,615.00	-1,615.00	
4017 Memorials/Gifts	377.65		377.65	
4020 Meeting Room Fee	125.00	400.00	-275.00	31.25 %
4100 Other Income				
Arts	120.00		120.00	
Book Replacement	96.00		96.00	
Copies Income	414.15	2,000.00	-1,585.85	20.71 %
Donation Box	147.00	730.00	-583.00	20.14 %
Fines	87.30	100.00	-12.70	87.30 %
Misc Income	136.96	700.00	-563.04	19.57 %
<b>Total 4100 Other Income</b>	<b>1,001.41</b>	<b>3,530.00</b>	<b>-2,528.59</b>	<b>28.37 %</b>
4200 Restricted Funds Revenue	40.00		40.00	
Adult Programs	5.00		5.00	
Friends	2,339.99	2,000.00	339.99	117.00 %
Grants	3,124.00		3,124.00	
<b>Total 4200 Restricted Funds Revenue</b>	<b>5,508.99</b>	<b>2,000.00</b>	<b>3,508.99</b>	<b>275.45 %</b>
4500 Investment Income				
Dividend Income	3,816.18		3,816.18	
Interest Income	1.18		1.18	
Morgan Stanley				
Adams Memorial	1,000.00	1,000.00	0.00	100.00 %
Endowment Fund	9,504.00	9,504.00	0.00	100.00 %
<b>Total Morgan Stanley</b>	<b>10,504.00</b>	<b>10,504.00</b>	<b>0.00</b>	<b>100.00 %</b>
<b>Total 4500 Investment Income</b>	<b>14,321.36</b>	<b>10,504.00</b>	<b>3,817.36</b>	<b>136.34 %</b>
Budget Carryover		35,000.00	-35,000.00	
<b>Total Revenue</b>	<b>\$21,334.41</b>	<b>\$279,286.00</b>	<b>\$ -257,951.59</b>	<b>7.64 %</b>
<b>GROSS PROFIT</b>	<b>\$21,334.41</b>	<b>\$279,286.00</b>	<b>\$ -257,951.59</b>	<b>7.64 %</b>
Expenditures				
6100 Payroll Expenses				
6101 Wages	35,477.46	159,391.00	-123,913.54	22.26 %
6102 Taxes	3,884.80		3,884.80	
Payroll Tax		12,200.00	-12,200.00	
SUTA		5,260.00	-5,260.00	
<b>Total 6102 Taxes</b>	<b>3,884.80</b>	<b>17,460.00</b>	<b>-13,575.20</b>	<b>22.25 %</b>
6103 Employee Benefits				
Health Insurance		500.00	-500.00	
Retirement		4,800.00	-4,800.00	
<b>Total 6103 Employee Benefits</b>		<b>5,300.00</b>	<b>-5,300.00</b>	
6105 Ins - Disability		1,010.00	-1,010.00	



# Cuba Circulating Library Association

Budget vs. Actuals  
January - March, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Company Contributions				
Retirement	1,026.20		1,026.20	
<b>Total Company Contributions</b>	<b>1,026.20</b>		<b>1,026.20</b>	
<b>Total 6100 Payroll Expenses</b>	<b>40,388.46</b>	<b>183,161.00</b>	<b>-142,772.54</b>	<b>22.05 %</b>
6200 Library Materials				
6205 Books-J	782.79	4,000.00	-3,217.21	19.57 %
6210 Books-A	1,732.76	7,000.00	-5,267.24	24.75 %
6220 Serials	791.45	900.00	-108.55	87.94 %
6230 Audio	121.25	1,500.00	-1,378.75	8.08 %
6240 Equipment	273.51	500.00	-226.49	54.70 %
6250 Digital Books	2,989.00	6,000.00	-3,011.00	49.82 %
6260 DVD	615.56	2,400.00	-1,784.44	25.65 %
6270 Video Games	237.27	1,000.00	-762.73	23.73 %
6280 Adult Programming	654.46	1,000.00	-345.54	65.45 %
6285 Childrens Programming	195.17	1,000.00	-804.83	19.52 %
6290 STLS cost share	10,523.26	10,667.00	-143.74	98.65 %
<b>Total 6200 Library Materials</b>	<b>18,916.48</b>	<b>35,967.00</b>	<b>-17,050.52</b>	<b>52.59 %</b>
6300 Restricted Fund Spending				
6310 Arts Grant Expense	686.88		686.88	
6315 ALA Grant	789.60		789.60	
6320 Friends Expense	735.89		735.89	
6345 Lions Club Grant	474.16		474.16	
6350 Wilday Grant	274.77		274.77	
6370 Memorials & Gifts	1,123.88		1,123.88	
6390 United Way Grant	3.59		3.59	
Allegany Area Foundation Grant	493.00		493.00	
<b>Total 6300 Restricted Fund Spending</b>	<b>4,581.77</b>		<b>4,581.77</b>	
6410 Advertisement		350.00	-350.00	
6415 Bank fees		100.00	-100.00	
6420 Custodial supplies	196.89	600.00	-403.11	32.82 %
6425 Discretionary Fund	74.38	500.00	-425.62	14.88 %
6430 Insurance				
Ins - Liability Insurance		878.00	-878.00	
Ins - Property	6,261.21	5,900.00	361.21	106.12 %
Ins - Workman's Comp	1,160.25	1,130.00	30.25	102.68 %
<b>Total 6430 Insurance</b>	<b>7,421.46</b>	<b>7,908.00</b>	<b>-486.54</b>	<b>93.85 %</b>
6445 Library supplies	913.25	3,150.00	-2,236.75	28.99 %
Library Equipment		500.00	-500.00	
<b>Total 6445 Library supplies</b>	<b>913.25</b>	<b>3,650.00</b>	<b>-2,736.75</b>	<b>25.02 %</b>
6447 Membership	360.00	600.00	-240.00	60.00 %
6450 Postage	74.46	400.00	-325.54	18.62 %
6455 Processing Fee	133.25	500.00	-366.75	26.65 %

# Cuba Circulating Library Association

Budget vs. Actuals  
January - March, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6460 Personal Protection Supplies		1,300.00	-1,300.00	
6465 Repairs/Building & Grounds	7,965.00	6,000.00	1,965.00	132.75 %
6470 Services		827.00	-827.00	
Alarm System - Doyle	125.80	430.00	-304.20	29.26 %
Argentieries	63.00	252.00	-189.00	25.00 %
Audit	4,500.00	4,500.00	0.00	100.00 %
Austin Security	62.90		62.90	
Bookkeeper	1,800.00	7,200.00	-5,400.00	25.00 %
Computer Tech	161.88	800.00	-638.12	20.24 %
Copier Acme	615.79	400.00	215.79	153.95 %
Fire Extinguishers		56.00	-56.00	
Fire Place Clean		150.00	-150.00	
Gutters Cleaned		350.00	-350.00	
Hotspots		3,000.00	-3,000.00	
Parking Lot Maint		250.00	-250.00	
Patriot Microfilm	340.00	335.00	5.00	101.49 %
Rug Shampoos		250.00	-250.00	
Water Softener		250.00	-250.00	
Window Cleaner		450.00	-450.00	
<b>Total 6470 Services</b>	<b>7,669.37</b>	<b>19,500.00</b>	<b>-11,830.63</b>	<b>39.33 %</b>
6480 Train/conference		1,000.00	-1,000.00	
6485 Travel		1,500.00	-1,500.00	
6490 Utilities				
Electric	2,004.98	6,200.00	-4,195.02	32.34 %
Extended Broadband	450.00	1,800.00	-1,350.00	25.00 %
Fuel	1,939.85	4,500.00	-2,560.15	43.11 %
Phone	354.60	1,750.00	-1,395.40	20.26 %
<b>Total 6490 Utilities</b>	<b>4,749.43</b>	<b>14,250.00</b>	<b>-9,500.57</b>	<b>33.33 %</b>
6510 Miscellaneous Exp/Discretionary	-0.50		-0.50	
<b>Total Expenditures</b>	<b>\$93,443.70</b>	<b>\$277,286.00</b>	<b>\$ -183,842.30</b>	<b>33.70 %</b>
NET OPERATING REVENUE	<b>\$ -72,109.29</b>	<b>\$2,000.00</b>	<b>\$ -74,109.29</b>	<b>-3,605.46 %</b>
Other Revenue				
Anniversary Donations	2,501.83		2,501.83	
<b>Total Other Revenue</b>	<b>\$2,501.83</b>	<b>\$0.00</b>	<b>\$2,501.83</b>	<b>0.00%</b>
Other Expenditures				
Anniversary Expenses	2,275.12	2,000.00	275.12	113.76 %
Flood Expenses	447.31		447.31	
<b>Total Other Expenditures</b>	<b>\$2,722.43</b>	<b>\$2,000.00</b>	<b>\$722.43</b>	<b>136.12 %</b>
NET OTHER REVENUE	<b>\$ -220.60</b>	<b>\$ -2,000.00</b>	<b>\$1,779.40</b>	<b>11.03 %</b>
NET REVENUE	<b>\$ -72,329.89</b>	<b>\$0.00</b>	<b>\$ -72,329.89</b>	<b>0.00%</b>

# Cuba Circulating Library Association

## Statement of Activity

March 2022

	TOTAL	
	MAR 2022	MAR 2021 (PY)
Revenue		
4017 Memorials/Gifts	166.50	1,019.51
4020 Meeting Room Fee	25.00	
4100 Other Income		
Arts	95.00	35.00
Book Replacement	96.00	
Copies Income	216.25	175.30
Donation Box	57.00	11.15
Fines	44.00	5.80
Misc Income	90.80	22.82
<b>Total 4100 Other Income</b>	<b>599.05</b>	<b>250.07</b>
4200 Restricted Funds Revenue		
Adult Programs	5.00	
Friends	2,339.99	
Grants	3,124.00	
<b>Total 4200 Restricted Funds Revenue</b>	<b>5,468.99</b>	
4500 Investment Income		
Dividend Income	3,780.13	3,925.71
Interest Income	0.66	0.03
<b>Total 4500 Investment Income</b>	<b>3,780.79</b>	<b>3,925.74</b>
<b>Total Revenue</b>	<b>\$10,040.33</b>	<b>\$5,195.32</b>
<b>GROSS PROFIT</b>	<b>\$10,040.33</b>	<b>\$5,195.32</b>
Expenditures		
6100 Payroll Expenses		
6101 Wages	12,147.73	9,268.58
6102 Taxes	1,330.18	
Payroll Tax		1,872.32
SUTA		176.08
<b>Total 6102 Taxes</b>	<b>1,330.18</b>	<b>2,048.40</b>
6103 Employee Benefits		
Retirement		270.99
<b>Total 6103 Employee Benefits</b>		<b>270.99</b>
Company Contributions		
Retirement	354.66	
<b>Total Company Contributions</b>	<b>354.66</b>	
<b>Total 6100 Payroll Expenses</b>	<b>13,832.57</b>	<b>11,587.97</b>

# Cuba Circulating Library Association

## Statement of Activity

March 2022

	TOTAL	
	MAR 2022	MAR 2021 (PY)
6200 Library Materials		
6205 Books-J	333.34	219.96
6210 Books-A	736.94	365.98
6220 Serials	6.50	169.50
6230 Audio	55.36	163.84
6240 Equipment	14.01	
6250 Digital Books	2,989.00	
6260 DVD	170.79	32.98
6270 Video Games	6.05	164.67
6280 Adult Programming	7.19	42.06
6285 Childrens Programming	21.55	
6290 STLS cost share	10,667.00	
<b>Total 6200 Library Materials</b>	<b>15,007.73</b>	<b>1,158.99</b>
6300 Restricted Fund Spending		
6310 Arts Grant Expense	581.88	250.00
6315 ALA Grant	197.40	427.78
6320 Friends Expense	605.19	
6345 Lions Club Grant	65.55	
6350 Wilday Grant	265.43	
6370 Memorials & Gifts	256.33	441.28
<b>Total 6300 Restricted Fund Spending</b>	<b>1,971.78</b>	<b>1,119.06</b>
6420 Custodial supplies	45.24	5.97
6445 Library supplies	647.08	128.99
6447 Membership	225.00	75.00
6450 Postage	10.59	
6455 Processing Fee	52.00	43.49
6460 Personal Protection Supplies		390.34
6465 Repairs/Building & Grounds	93.24	1,403.00
6470 Services		661.81
Alarm System - Doyle	94.35	
Argentieries	21.00	
Audit	4,500.00	
Austin Security	31.45	
Bookkeeper	600.00	
Copier Acme	345.08	
Payroll Processing		146.55
<b>Total 6470 Services</b>	<b>5,591.88</b>	<b>808.36</b>

# Cuba Circulating Library Association

## Statement of Activity

March 2022

	TOTAL	
	MAR 2022	MAR 2021 (PY)
6490 Utilities		
Electric	665.00	570.26
Fuel	852.30	
Phone	118.20	119.79
<b>Total 6490 Utilities</b>	<b>1,635.50</b>	<b>690.05</b>
<b>Total Expenditures</b>	<b>\$39,112.61</b>	<b>\$17,411.22</b>
NET OPERATING REVENUE	<b>\$ -29,072.28</b>	<b>\$ -12,215.90</b>
Other Revenue		
Anniversary Donations	1,430.00	
PPP Loan Forgiveness		26,600.00
<b>Total Other Revenue</b>	<b>\$1,430.00</b>	<b>\$26,600.00</b>
NET OTHER REVENUE	<b>\$1,430.00</b>	<b>\$26,600.00</b>
NET REVENUE	<b>\$ -27,642.28</b>	<b>\$14,384.10</b>

## Cuba Library Director's Monthly Report

March 2022

	March 2022	Feb. 2022	March 2021	March 2020	March 2019
Circulation	2712 (adult 1382) (J/YA 1330)	2131 (adult 1185) (J/YA 946)	2400 (adult 1390) (J/YA 1010)	1703 (adult 1013) (J/YA 690)	2793 (adult 1741) (J/YA 1052)
Holds Filled	381	369	436	194	453
New Library Cards	12	9	11	15	15
Libby (eBooks)	446	394	487	416	267
Wifi Use	325	275	212	180	170
Visits to website	1300	859	739	806	
Door Count	1654	1384			

### Upcoming Programs

Apr. 14 @ 6:00	Postcards and Photos from Cuba's Early Days	Tom Taylor
Apr. 19 @ 11	Chair Yoga resumes	Jane Gram
Apr. 19 @ 6:30	Isaiah Rashad Book Talk part 2	
Apr. 26 @ 11	Birdhouse Craft	Shauna Comes
Apr. 26 @ 7	Gubernatorial Debates Streaming	Cuba Cultural Ctr
Apr. 28 @ 2	Spring Tea	Friends of the Library
May 2 @ 6	Block Printing	Wendy Skinner

Programming: Programming is back in full swing and we love it! We held three adult art classes in March, with a total attendance of 22 people. We also held two chair yoga classes, with 35 people in attendance, as well as two Healthy Eating for Seniors classes with 9 people in attendance. We partnered with our local Grow It Forward group to hold another seed and plant swap, with an estimated 35 people in attendance. The swap meet event is so popular that we will be holding this event on a monthly basis moving forward. This is a wonderful organization for the library to collaborate with, as they encourage sustainability through gardening, as well as seed, plant, and produce sharing among members of the community.

Anniversary: The Duck Drop tickets have been quite popular. Thank you to Lynn and Marsha for all the tireless work they've been doing to make our anniversary celebration a success. We have registered 34 new library cards so far this year, towards our goal of 150. We have raised \$1630

from the No-Bake Bake Sale. We have ordered t-shirts and water bottles branded with our anniversary logo to be sold at upcoming events.

Tax Referendum: I presented the proposed tax referendum at the CRCS school board meeting on March 22. They did have some questions about the wording of our referendum, and whether the board had passed a resolution to override the tax cap. Faith, Linda (Rushford board president), and I were able to answer all their questions satisfactorily. We've been asked to attend the two upcoming school budget hearings, set for April 19 (Rushford Town Hall) and May 10 (CRCS Elementary).

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

## **Storytimes**

We had 5 preschool storytimes. Our themes were Germs, Pizza, St Patrick's Day, Spring, and Farms. We made English Muffin pizzas as a special activity with the Pizza Storytime. For St. Patrick's Day, we painted using peppers as stamps. For Farms, we planted seeds in paper towels to grow at home.

## **K-3 Group**

K-3 group followed similar themes. This group is full and busy. Each week, I've started our time by sharing "highs and lows" for the week or best/worst parts while they eat their snack. My teen helper Emma is awesome. It's great to be able to just have her unlock the doors for kids who inevitably need the restroom partway through and just to have an extra taller person to help keep everyone calm-ish.

## **Teens/Tweens**

We have had 5 out of 6 cooking sessions for round 2, making the same foods. This group is much different than the last group. They are almost all in the same class at school which means they are very comfortable with each other. They are also very talkative. Our last session will be the first week of April. Teens had a game night. We had two teens in attendance. We played a game called Above and Below which is a strategic storytelling and village building game. Teens also had a craft class, making animal silhouettes out of magazines. Shauna led this activity.

## **Outreach**

I had 5 classroom visits. I went to the school for three of them due to weather, etc.

## **Other**

We had a station at the CRCS Seuss Night. We made cup telephones so that Horton could hear the Whos better.

## **Upcoming Programs**

April 4 - Teen Game Night

April 11 - Lucky Bunny Storytime

April 13 - Story Cloths

April 21 - Be a Tree Hero (Pfeiffer Nature Center Visit)

April 25 - Boba Tea for Teens

May 4 - Star Wars Day



## March 2022 Programming

<b>March 1</b>	Preschool University	3 children, 4 adults
	Tween Cooking Club	6 children, 1 adult
<b>March 2</b>	Quattrone Visit	6 children, 3 adults
<b>March 3</b>	After School Explorers	11 children
<b>March 4</b>	Seuss Night at CRCS	36 people
<b>March 7</b>	Teens Board Games	2 teens, 2 adults
<b>March 8</b>	Preschool University	4 children, 6 adults
	Tween Cooking Club	8 children, 1 adult
<b>March 10</b>	Norton Class Visit	4 children, 3 adults
	After School Explorers	11 children
<b>March 15</b>	Preschool University	4 children, 4 adults
	Tween Cooking Club	8 children, 1 adult
<b>March 15</b>	CRCS Visit - Bump	16 children, 1 adult
<b>March 17</b>	After School Explorers	11 children, 1 adult
<b>March 21</b>	Teen Craft	1 teen, 1 adult
<b>March 22</b>	Preschool University	4 children, 4 adults
	Tween Cooking Club	8 children, 1 adult
<b>March 24</b>	After School Explorers	11 children, 1 teen, 1 adult
<b>March 29</b>	Preschool University	7 children, 7 adults
	Tween Cooking Club	7 children, 1 adult
<b>March 30</b>	CRCS Visit Pre-K AM	18 children, 4 adults
	CRCS Visit Pre-K PM	17 children, 3 adults
<b>March 31</b>	After School Explorers	10 children, 1 teen, 1 adult

## March 2022 Buildings and Grounds Report

1. Called Nick Shembeda for quote on installation of new water fountain and burying sump pump drain pipe.
2. Touched up paint in entryway
3. Fixed drawer in office cabinet
4. Turned off ice melts
5. Snow removal
6. Fixed office chair
7. Purchased drain pipe and cones to run sump pump drain to street until it can be buried.

CERTIFICATE OF COMPLETION  
Board of Trustee Continuing Education

Name:

Date:

Time begun:

Time ended:

EDUCATION PROVIDER:

FORMAT OF COURSE: (On-line, in person)

NAME OF COURSE:

BRIEF FORMAT and CONTENT OF COURSE:

REASON WHY NO COMPLETION CERTIFICATE AVAILABLE:

# Cuba Library Trustee Continuing Education

Trustees for Cuba Circulating Library use this form to submit completed training to the Education Committee

First Name \*

Short answer text

Last Name \*

Short answer text

Name of trustee education provider \*

Short answer text

Format \*

☐ Online

☐ In Person

☐ Other...