

**Cuba Circulation Library  
Board of Trustees Monthly Meeting Minutes  
Monday, April 11, 2022**

**This was a combined GOTOMEETING and personal appearances.**

**Present:** Sharry Semans, Lin Assink, Lynn Fulmer, Marsha Long, Lionel Legry, Thomas Donahue, Bradley Weaver

**Absent:** Faith Stewart, Sara Talbot, Wendy Sprague and Tracy Knavel

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

**Call to Order:** Due to the absence of Faith Stewart, and Sara Talbot, and Marsha Long's appearance via GOTOMEETING, the meeting was called to order by Sharry Semans, Secretary, at 5:37 PM.

**Public Comment:** None

**Friends Report:** Pat Ash reviewed a copy of a handout she distributed at the beginning the meeting, which was a year-end Financial Statement of 2021, and a President's Annual Report 2022. These documents are attached.

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

**Financial Officer's Report:** A motion was made by Brad Weaver to accept the Statement of Activity, Budget vs. Actuals and Statement of Financial Position furnished by Marsha Long. Tom Donahue seconded the motion, and the motion passed unanimously. The documents are attached.

**Director's Report:** Tina reviewed her report, which is attached.

**Committee Reports:**

**Planning:** Marsha indicated all is going well with the anniversary planning.

**Finance:** Marsha and Tina discussed the issue of lack of funds in our checking account to pay our monthly bills and expenses, due to the fact we are no longer receiving tax funds from the Village or Town. Since we do have \$75,000 in a cash fund with Morgan Stanley that has been earmarked for children's area renovations, it was determined we should release \$70,000 of those funds to our Five Star checking account, which would allow us to pay for approximately three months of bills and expenses. We will reassess needs and move money again in summer, and by then we'll know the result of the vote. It was also agreed the \$70,000 would be placed back into the Morgan Stanley cash account once we receive the school tax money. A motion to move \$70,000 from the Morgan Stanley cash account to our Five Star Bank checking account for payment of upcoming bills and expenses, and then to replenish the Morgan Stanley account with \$70,000 from the future tax funding, was made by Lin Assink. The motion was seconded by Brad Weaver, and the motion passed unanimously. Marsha and Tina will work with Morgan Stanley to make that happen.

**Building and Grounds:** Dave Wise submitted a report. See attached.

**Personnel:** No report

**Technology:** No report.

**Liaison with Friends:** No one present from committee.

**Education:** Tom reviewed the new certificate and signup info. See attached.

**Ad hoc Committees:**

1. **Children's Area Renovation:** Lionel indicated the committee has talked to two design firms. The committee will continue to update us.
2. **Anniversary:** Lynn, Marsha and Tina met to work on Anniversary details. Duck Drop tickets are going well. We hope members will come on out at 11 on April 30th to cheer on the ducks! Annie's coffee cart will be at the Block Party as well as Mollee's if she has a cart up and running. That does not provide attendees a food option for the Block Party. We would like to have some volunteers man a grill to make hot dogs and hamburgers. Tina has since found that we would need a license and is looking into acquiring one. T-shirts were printed up and are going to be on sale at the library and our event.
3. **Tax Referendum:** Tina handed out telephone assignments.

**Unfinished Business:** None

**New Business:** 2022 Library Funding – see above.

**Correspondence Secretary:** Lynn Fulmer read thank you note from employees for their recent lunch, and another piece of correspondence.

A motion was made by Lynn Fulmer to adjourn. Sharry Semans seconded the motion, which passed, unanimously. Meeting adjourned at 6:15 PM.

Respectfully submitted:

Sharry Semans, Secretary

# YEAR-END FINANCIAL STATEMENT 2021

Checking Acct Beginning Balance January 1, 2021: **\$8,570.89**

**INCOME:**

Budget Category:	
Events Fdrsrer Feb Book Sale	\$8.84
Events Fdrsrer Bake Sale	\$335.00
Events Fdrsrer June Book Sale	\$1,432.16
Events Fdrsrer Unmanned Book Sale	\$67.50
Events Fdrsrer Basket Raffle-Garlic Fest	\$314.00
Events Fdrsrer Dec Book Sale	\$137.55
Events Fdrsrer - Other	\$5.04
Events Fdrsrer Oct Book Sale	\$1,000.56
Membership Drive	\$2,885.84
Miscellaneous	\$25.00
Nonmember Donations	\$1,625.00
Total Income:	<b>\$8,036.49</b>
	<b>\$16,607.38</b>

**EXPENDITURES:**

Budget Category:	
Community	
Chmbr Membership	\$50.00
NPLA Membership	\$50.00
Events Fdrsrer Bake/Puz Sale	\$75.96
Events Fundraiser Book Sales	\$206.45
Event Fdrsrer	\$225.48
Insurance	\$1,004.31
Library Grants:	
#01-2021	\$1,000.00
#02-2021	\$775.00
#03-2021	\$350.00
#04-2021	\$504.94
#05-2021	\$370.06
Membership Drive	\$392.54
Miscellaneous	\$280.00
Office Supplies	\$125.96
Promo & Publicity	\$111.20
Recognition	\$20.00
Savings Account	\$600.89
Total Expenditures:	<b>\$6,142.79</b>
2021 Checking Account Cash Balance:	<b>\$10,464.59</b>

\$3000

Savings Acct Beginning Balance January 1, 2021:

Interest	\$843.02
Interest	\$0.01
Interest	\$0.01
Dep-Checking	\$600.89
Interest	\$0.02
Dep-Am Sm	\$0.03
Interest	\$5.00
Interest	\$0.02
Interest-Paypal	\$97.50
Interest	\$0.03
Interest	\$0.02
Dep-Paypal	\$24.15
Interest	\$0.03
Interest	\$0.02
Interest	\$0.03
Interest	\$0.03
Interest	\$0.02
Total	<b>\$727.81</b>

Savings Account Ending Balance December 31, 2021:

Edward Jones Account December 31, 2021	<b>\$4,022.63</b>
Total 2021 Volunteer Hours	<b>510.25</b>
Rate	<b>33.17</b>
\$ Value	<b>\$16,924.99</b>

Audited by: *Michael Wilson*  
*Debra Coburn*

Date: *3-1-22*

# Cuba Circulating Library Association

## Budget vs. Actuals

January - March, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
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>
<b>Expenditures</b>				
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>
<b>NET OPERATING REVENUE</b>	<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>
<b>NET OTHER REVENUE</b>	<b>\$ -220.60</b>	<b>\$ -2,000.00</b>	<b>\$1,779.40</b>	<b>11.03 %</b>
<b>NET REVENUE</b>	<b>\$ -72,329.89</b>	<b>\$0.00</b>	<b>\$ -72,329.89</b>	<b>0.00%</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>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	109,855.08
<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		
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

## Statement of Activity

March 2022

	TOTAL	
	MAR 2022	MAR 2021 (PY)
<b>Revenue</b>		
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>
<b>Expenditures</b>		
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)
<b>6200 Library Materials</b>		
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>
<b>6300 Restricted Fund Spending</b>		
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>
<b>6400 Custodial supplies</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>
<b>NET OPERATING REVENUE</b>	<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>
<b>NET OTHER REVENUE</b>	<b>\$1,430.00</b>	<b>\$26,600.00</b>
<b>NET REVENUE</b>	<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).

Circulation: We have added some new and interesting items to our collection. We've added two Empire Passes, purchased with a memorial donation. These passes will allow patrons free access to New York State Parks. Passes are available for one week check out with no renewals. We've also added five fishing poles, via a DEC outreach program. I've checked with our insurance agents to see if patrons should sign waivers to check out the poles (as well as if we needed waivers for chair yoga) and she said no. She suggests we provide a disclaimer and/or instruction for use with the poles. Poles can be checked out for two weeks at a time. Patrons should have a valid NYS fishing license, but per the DEC it is not the library's responsibility to confirm this.

## 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:**