

**Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, May 9, 2022**

Present: Sara Talbot, Sharry Semans, Lin Assink, Lynn Fulmer, Marsha Long, Wendy Sprague, Tracy Knavel, and Bradley Weaver

Absent: Faith Stewart, Lionel Legry, and Thomas Donahue

Also Present: Tina Dalton

Call to Order: Sara Talbot called the meeting to order at 5:30 PM.

Public Comment: None

Friends Report: Tina gave short report.

Minutes of Previous Meeting: Tracy Knavel moved to accept the minutes of the April meeting. Marsha Long seconded the motion, and the motion passed unanimously.

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

Correspondence Secretary: Lynn Fulmer read a letter from NYS Education indicating our charter amendment has been approved.

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

Committee Reports:

Planning: No report.

Finance: Marsha commented on Morgan Stanley investments doing fairly well.

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

Personnel: No report

Technology: No report.

Liaison with Friends: Sara gave a short report.

Education: Sharry encouraged Trustees to complete the sexual harassment course and complete paperwork.

Ad hoc Committees:

1. **Children's Area Renovation:** After short discussion, Lynn Fulmer made a motion to hire Edge Architectural Firm to develop a budget and plan for the children's area at a cost of \$6,500, and to sign a contract regarding such terms. Lin Assink seconded the motion, and the motion was passed unanimously.
2. **Anniversary:** Duck drop was a success. See Tina's Director's Report.

3. **Tax Referendum:** See Tina's Director's Report.

Unfinished Business: None

New Business:

1. **Circulation Policy:** A motion was made by Lynn Fulmer to amend the Circulation Policy to delete the last sentence in the "Overdue Notices" section, and to reword the sentence under "Interlibrary Loan Policies", third subparagraph. The motion was seconded by Brad, and passed unanimously.
2. **Recording in the Library Policy:** Tina introduced the idea of a recording policy. See attached template. It was decided that after Tina sends out a webinar on this topic for Trustees to review, we will revisit this idea.
3. **Water Detectors:** It was decided we do not need them.

A motion was made by Tracy to adjourn. Brad seconded the motion, which passed, unanimously. Meeting adjourned at 6:15 P.

Respectfully submitted:

Sharry Semans, Secretary

Cuba Circulating Library Association

Budget vs. Actuals:

January - April, 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	436.14		-436.14	
4020 Meeting Room Fee	225.00	400.00	175.00	43.75 %
4100 Other Income				
Arts	120.00		-120.00	
Book Replacement	112.99		-112.99	
Copies Income	570.35	2,000.00	1,429.65	71.48 %
Donation Box	179.75	730.00	550.25	75.38 %
Fines	101.05	100.00	-1.05	-1.05 %
Misc Income	149.21	700.00	550.79	78.68 %
Total 4100 Other Income	1,233.35	3,530.00	2,296.65	65.06 %
4200 Restricted Funds Revenue	40.00		-40.00	
Adult Programs	5.00		-5.00	
Friends	3,551.75	2,000.00	-1,551.75	-77.59 %
Grants	3,124.00		-3,124.00	
Total 4200 Restricted Funds Revenue	6,720.75	2,000.00	-4,720.75	-236.04 %
4500 Investment Income				
Dividend Income	3,886.35		-3,886.35	
Interest Income	8.55		-8.55	
Morgan Stanley				
Adams Memorial	1,000.00	1,000.00	0.00	0.00 %
Endowment Fund	9,504.00	9,504.00	0.00	0.00 %
Total Morgan Stanley	10,504.00	10,504.00	0.00	0.00 %
Total 4500 Investment Income	14,398.90	10,504.00	-3,894.90	-37.08 %
Budget Carryover		35,000.00	35,000.00	100.00 %
Total Revenue	\$23,014.14	\$279,286.00	\$256,271.86	91.76 %
GROSS PROFIT	\$23,014.14	\$279,286.00	\$256,271.86	91.76 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	47,577.53	159,391.00	111,813.47	70.15 %
6102 Taxes	5,107.59		-5,107.59	
Payroll Tax		12,200.00	12,200.00	100.00 %
SUTA		5,260.00	5,260.00	100.00 %
Total 6102 Taxes	5,107.59	17,460.00	12,352.41	70.75 %
6103 Employee Benefits				
Health Insurance		500.00	500.00	100.00 %
Retirement		4,800.00	4,800.00	100.00 %
Total 6103 Employee Benefits		5,300.00	5,300.00	100.00 %
6105 Ins - Disability		1,010.00	1,010.00	100.00 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - April, 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Company Contributions:				
Retirement	1,378.61		-1,378.61	
Total Company Contributions	1,378.61		-1,378.61	
Total 6100 Payroll Expenses	54,063.73	183,161.00	129,097.27	70.48 %
6200 Library Materials				
6205 Books-J	1,320.42	4,000.00	2,679.58	66.99 %
6210 Books-A	2,767.12	7,000.00	4,232.88	60.47 %
6220 Serials	784.46	900.00	115.54	12.84 %
6230 Audio	289.25	1,500.00	1,210.75	80.72 %
6240 Equipment	336.06	500.00	163.94	32.79 %
6250 Digital Books	2,989.00	6,000.00	3,011.00	50.18 %
6260 DVD	755.30	2,400.00	1,644.70	68.53 %
6270 Video Games	292.24	1,000.00	707.76	70.78 %
6280 Adult Programming	654.46	1,000.00	345.54	34.55 %
6285 Childrens Programming	350.87	1,000.00	649.13	64.91 %
6290 STLS cost share	10,523.26	10,667.00	143.74	1.35 %
Total 6200 Library Materials	21,062.44	35,967.00	14,904.56	41.44 %
6202 Book Replacement	12.55		-12.55	
6300 Restricted Fund Spending				
6310 Arts Grant Expense	553.74		-553.74	
6315 ALA Grant	987.00		-987.00	
6320 Friends Expense	2,112.44		-2,112.44	
6345 Lions Club Grant	474.16		-474.16	
6350 Wilday Grant	343.14		-343.14	
6370 Memorials & Gifts	1,303.41		-1,303.41	
6390 United Way Grant	3.59		-3.59	
Allegany Area Foundation Grant	493.00		-493.00	
Total 6300 Restricted Fund Spending	6,270.48		-6,270.48	
6410 Advertisement		350.00	350.00	100.00 %
6415 Bank fees		100.00	100.00	100.00 %
6420 Custodial supplies	244.99	600.00	355.01	59.17 %
6425 Discretionary Fund	74.38	500.00	425.62	85.12 %
6430 Insurance				
Ins - Liability Insurance		878.00	878.00	100.00 %
Ins - Property	6,261.21	5,900.00	-361.21	-6.12 %
Ins - Workman's Comp	1,160.25	1,130.00	-30.25	-2.68 %
Total 6430 Insurance	7,421.46	7,908.00	486.54	6.15 %
6445 Library supplies	999.62	3,150.00	2,150.38	68.27 %
Library Equipment		500.00	500.00	100.00 %
Total 6445 Library supplies	999.62	3,650.00	2,650.38	72.61 %
6447 Membership	360.00	600.00	240.00	40.00 %
6450 Postage	84.96	400.00	315.04	78.76 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - April, 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6455 Processing Fee	195.00	500.00	305.00	61.00 %
6460 Personal Protection Supplies		1,300.00	1,300.00	100.00 %
6465 Repairs/Building & Grounds	7,975.49	6,000.00	-1,975.49	-32.92 %
6470 Services		827.00	827.00	100.00 %
Alarm System - Doyle	125.80	430.00	304.20	70.74 %
Argentieries	105.00	252.00	147.00	58.33 %
Audit	4,500.00	4,500.00	0.00	0.00 %
Austin Security	62.90		-62.90	
Bookkeeper	2,400.00	7,200.00	4,800.00	66.67 %
Computer Tech	161.88	800.00	638.12	79.77 %
Copier Acme	615.79	400.00	-215.79	-53.95 %
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	340.00	335.00	-5.00	-1.49 %
Rug Shampoos		250.00	250.00	100.00 %
Water Softener	70.50	250.00	179.50	71.80 %
Window Cleaner		450.00	450.00	100.00 %
Total 6470 Services	8,381.87	19,500.00	11,118.13	57.02 %
6480 Train/conference		1,000.00	1,000.00	100.00 %
6485 Travel		1,500.00	1,500.00	100.00 %
6490 Utilities				
Electric	2,967.98	6,200.00	3,232.02	52.13 %
Extended Broadband	900.00	1,800.00	900.00	50.00 %
Fuel	2,352.92	4,500.00	2,147.08	47.71 %
Phone	472.55	1,750.00	1,277.45	73.00 %
Total 6490 Utilities	6,693.45	14,250.00	7,556.55	53.03 %
6510 Miscellaneous Exp/Discretionary	-0.50		0.50	
Total Expenditures	\$113,839.92	\$277,286.00	\$163,446.08	58.94 %
NET OPERATING REVENUE	\$ -90,825.78	\$2,000.00	\$92,825.78	4,641.29 %
Other Revenue				
Anniversary Donations	4,670.83		-4,670.83	
Total Other Revenue	\$4,670.83	\$0.00	\$ -4,670.83	0.00 %
Other Expenditures				
Anniversary Expenses	5,172.47	2,000.00	-3,172.47	-158.62 %
Flood Expenses	447.31		-447.31	
Total Other Expenditures	\$5,619.78	\$2,000.00	\$ -3,619.78	-180.99 %
NET OTHER REVENUE	\$ -948.95	\$ -2,000.00	\$ -1,051.05	52.55 %
NET REVENUE	\$ -91,774.73	\$0.00	\$91,774.73	0.00 %

Cuba Circulating Library Association Statement of Activity

April 2022

	Total	
	Apr 2022	Apr 2021 (PY)
Revenue		
4001 Town Income		9,500.00
4002 Village Income		4,750.00
4004 Local Lib Services Aid		452.31
4017 Memorials/Gifts	58.49	20.00
4020 Meeting Room Fee	100.00	100.00
4100 Other Income		
Book Replacement	16.99	
Copies Income	156.20	125.60
Donation Box	32.75	10.00
Fines	13.75	5.40
Misc Income	12.25	26.25
Total 4100 Other Income	\$ 231.94	\$ 167.25
4200 Restricted Funds Revenue		
Childrens Programs		184.00
Friends	1,211.76	
Grants		327.00
Total 4200 Restricted Funds Revenue	\$ 1,211.76	\$ 511.00
4500 Investment Income		
Dividend Income	70.17	
Interest Income	0.37	
Total 4500 Investment Income	\$ 70.54	\$ 0.00
Total Revenue	\$ 1,672.73	\$ 15,500.56
Gross Profit	\$ 1,672.73	\$ 15,500.56
Expenditures		
6100 Payroll Expenses		
6101 Wages	12,100.07	9,200.13
6102 Taxes	1,222.79	
Payroll Tax		703.81
SUTA		125.42
Total 6102 Taxes	\$ 1,222.79	\$ 829.23
6103 Employee Benefits		
Retirement	352.41	267.15
Total 6103 Employee Benefits	\$ 352.41	\$ 267.15
Total 6100 Payroll Expenses	\$ 13,675.27	\$ 10,296.51
6200 Library Materials		
6205 Books-J	537.63	340.23
6210 Books-A	1,034.36	487.47
6220 Serials	-6.99	
6230 Audio	168.00	38.48

**Cuba Circulating Library Association
Statement of Activity**

April 2022

	Total	
	Apr 2022	Apr 2021 (PY)
6240 Equipment	62.55	
6250 Digital Books		2,930.00
6260 DVD	139.74	317.20
6270 Video Games	54.97	
6280 Adult Programming		44.94
6285 Childrens Programming	155.70	86.44
6290 STLS cost share		10,218.00
Total 6200 Library Materials	\$ 2,145.96	\$ 14,462.76
6202 Book Replacement	12.55	-18.00
6300 Restricted Fund Spending		
6310 Arts Grant Expense	-133.14	450.00
6315 ALA Grant	197.40	298.04
6320 Friends Expense	1,376.55	
6350 Wilday Grant	68.37	
6370 Memorials & Gifts	179.53	631.68
Total 6300 Restricted Fund Spending	\$ 1,688.71	\$ 1,379.72
6410 Advertisement		140.32
6415 Bank fees		21.00
6420 Custodial supplies	48.10	35.82
6425 Discretionary Fund		54.88
6445 Library supplies	86.37	402.60
Library Equipment		163.74
Total 6445 Library supplies	\$ 86.37	\$ 566.34
6450 Postage	10.50	39.10
6455 Processing Fee	61.75	47.97
6465 Repairs/Building & Grounds	10.49	251.40
6470 Services		531.00
Argentieries	42.00	
Audit		2,500.00
Bookkeeper	600.00	
Water Softener	70.50	
Total 6470 Services	\$ 712.50	\$ 3,031.00
6480 Train/conference		49.00
6490 Utilities		
Electric	963.00	411.03
Extended Broadband	450.00	450.00
Fuel	413.07	905.12
Phone	117.95	120.08
Total 6490 Utilities	\$ 1,944.02	\$ 1,886.23
Total Expenditures	\$ 20,396.22	\$ 32,244.05

Cuba Circulating Library Association Statement of Activity

April 2022

	Total			
	Apr 2022		Apr 2021 (PY)	
Net Operating Revenue	-\$	18,723.49	-\$	16,743.49
Other Revenue				
Anniversary Donations		2,169.00		
Total Other Revenue	\$	2,169.00	\$	0.00
Other Expenditures				
Anniversary Expenses		2,897.35		
Total Other Expenditures	\$	2,897.35	\$	0.00
Net Other Revenue	-\$	728.35	\$	0.00
Net Revenue	-\$	19,451.84	-\$	16,743.49

Monday, May 09, 2022 10:12:18 AM GMT-7 - Accrual Basis

Cuba Circulating Library Association

Statement of Financial Position

As of April 30, 2022

	TOTAL	
	AS OF APR 30, 2022	AS OF APR 30, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	16,677.64	42,263.77
1090 Savings	69,667.18	54,945.83
Total Bank Accounts	\$86,344.82	\$97,209.60
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	0.00	0.00
American 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	29,879.40	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	21,670.92	
American Inv Co of Amer A	52,443.20	
American Short-Term Bond A	29,450.56	10,934.93
American WA Mutual A	104,911.78	52,719.07
Cash, BDP, and Money Market Fds	6,488.04	-7,318.96
Stocks	839.52	
Unrealized Gain/Loss	127,488.21	42,183.82
Total 1303 Endowment Investment	887,109.42	253,049.41
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 April 30, 2022

	TOTAL	
	AS OF APR 30, 2022	AS OF APR 30, 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
Total 1305 Anonymous Investment	0.00	631,406.94
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	1,887.47	-4,687.61
Total 1306 Adams Mem Book Fund Investment	13,874.36	5,384.52
1400 Prepaid Fee	178.82	0.00
Repayment		
Travel Reimbursement	0.00	
Total Repayment	0.00	
Total Other Current Assets	\$901,162.60	\$889,840.87
Total Current Assets	\$987,507.42	\$987,050.47
Fixed Assets		
1520 Building and equipment	750,653.00	750,126.60
Elevator Replacement	41,645.00	20,822.50
Total 1520 Building and equipment	792,298.00	770,949.10
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
Total Fixed Assets	\$394,011.10	\$401,085.90
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,381,518.52	\$1,388,136.37

Cuba Circulating Library Association

Statement of Financial Position

As of April 30, 2022

	TOTAL	
	AS OF APR 30, 2022	AS OF APR 30, 2021 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	1,063.00	0.00
Total Accounts Payable	\$1,063.00	\$0.00
Credit Cards		
5662 Bank Of America	0.00	0.00
Total Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	-1,170.74	0.00
American Funds	230.18	
Federal Taxes (941/944)	0.00	
NYS Employment Taxes	1,467.92	
NYS Income Tax	494.92	
NYS Taxes	0.00	454.03
Payroll Liability	0.00	
Payroll Tax Federal	0.00	1,672.10
Total 2100 Payroll Liabilities	1,022.28	2,126.13
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
Total Other Current Liabilities	\$1,022.28	\$2,126.13
Total Current Liabilities	\$2,085.28	\$2,126.13
Total Liabilities	\$2,085.28	\$2,126.13
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	129,564.43	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	-91,774.73	-23,429.22
Total Equity	\$1,379,433.24	\$1,386,010.24
TOTAL LIABILITIES AND EQUITY	\$1,381,518.52	\$1,388,136.37

Cuba Library Director's Monthly Report

April 2022

	April 2022	March 2022	April 2021	April 2020	April 2019
Circulation	2325 (adult 1156) (J/YA 1169)	2712 (adult 1382) (J/YA 1330)	2105 (adult 1162) (J/YA 943)	58	3034 (adult 1821) (J/YA 1213)
Holds Filled	347	381	379	0	460
New Library Cards	12	12	12	1	8
Libby (eBooks)	464	446	485	539	353
Wifi Use	319	325	196	96	182
Visits to website	781	1300	732	443	
Door Count	1388	1654			

Upcoming Programs

Tues, May 3 & 17 @ 11 am	Chair Yoga with Jane Gram
Thurs., May 12 @ 6 pm	Red Cross Emergency Preparedness and Hands Only CPR
Tues, May 24 @ 11 am	Painted Rock Cactus Garden
Fri., June 3	Cheers, Cheese, and Chocolate

Programming: April was a very busy month for programming. We finished out the Healthy Eating for Seniors course, and held an author talk with Isaiah Rashad. Our most popular event of the month was Tom Taylor's "Postcards and Photos from Cuba's History." We plan to hold this event again in the summer, as many people expressed their regrets that they were unable to attend. We did have 15 people in attendance, and there was much lively discussion as we viewed the historic photos of Cuba's past. Shauna taught a birdhouse craft class on April 26 with 10 attendees. Patrons are eager for more daytime craft classes, and we plan to offer at least one per month moving forward.

I'd like to give a special thank you to Friends of the Library for holding their Spring Tea this year. We had 44 people in attendance at this beautiful event. A big thank you to Ann Gross and Martha Nenko for organizing the event. I'd also like to thank Faith Stewart for writing the skit to celebrate the library's anniversary, as well as Brad Weaver, Sallie Miller, and Connie Doyle for acting in the skit. It was a hit!

Anniversary: The Duck Drop was a great success. The weather was perfect and many people turned out to watch the drop on Saturday, April 30. Lynn Fulmer and Marsha Long did a wonderful job organizing the event—a heartfelt thank you goes out to them for all their work! Total profit from this fundraiser was \$1,685. We have registered 46 new library cards this year, out of our goal of 150.

Tax Referendum: I presented the proposed tax referendum at the Rushford CRCS school budget hearing. Cuba and Rushford reps met with Brian Hildreth on April 20 to discuss plans for finishing out the campaign efforts. I will present at the Cuba CRCS budget hearing on May 10, and the vote takes place May 17.

Grants: I've written and submitted a grant application to the Allegany County United Way for funding to support literary for early readers, specifically through our Summer Reading Program.



April 2022

1. Fixed wall outside children's room.
2. Put door stop on wall outside children's room.
3. Picked up yard.
4. Called contractors to bury drain.
5. Called contractors to fix light at top of stairs and fix light.
6. Switch cover community room.
7. Assembled shelves.
8. Checked lights.
9. Called Shembeda Plumbing for leak in ceiling in office.
10. Searching for replacement ceiling tile.
11. Searching for replacing step edging.
12. Replaced light bulbs in emergency exit.
13. Cleaned bathroom fans