

**Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, June 13, 2022**

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

Absent: Marsha Long

Also Present: Tina Dalton and Pat Ash (Friends)

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

Public Comment: None

Friends Report: Pat Ash gave a short report.

Minutes of Previous Meeting: Brad Weaver moved to accept the minutes of the May meeting. Tracy Knavel seconded the motion, and the motion passed unanimously.

Financial Officer's Report: Lin Assink gave a short review of the financial documents. A motion was made by Lynn Fulmer to accept the Statement of Activity, Budget vs. Actuals and Statement of Financial Position furnished by Lin. Sara Talbot seconded the motion, and the motion passed unanimously. The documents are attached.

Correspondence Secretary: Lynn Fulmer read some correspondences.

Director's Report: Tina reviewed her report, which is attached. She also advised that our Pride flag had been stolen, and our hose damaged. The police were contacted. In addition, a truck driver ran into our crosswalk sign and destroyed it. His company is going to pay for replacement of the sign.

Committee Reports:

Planning: No report.

Finance: No report.

Building and Grounds: Lynn requested help watering the outside plants.

Personnel: No report

Technology: Brief discussion re grant for OWL cameras.

Liaison with Friends: No report.

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

Ad hoc Committees:

1. **Children's Area Renovation:** Lionel indicated they had met with the architect again. Things are progressing slowly.
2. **Anniversary:** See attached report.

3. **Disaster Plan:** See attached report.

Unfinished Business:

1. **Recording in the Library Policy:** After a very short discussion, Faith appointed an ad hoc committee to explore this further. The members will be Faith Stewart, Brad Weaver, and Tina Dalton.

New Business:

1. **Changes to Open Meeting Law/Virtual Attendance:** There was a general discussion. It was decided further discussion was necessary, and it was asked that all Trustees review the information provided by Brian Hildreth.
2. **Revised By-Laws:** Sharry submitted revised By-Laws to include the new information regarding the number of Trustees and the upcoming education requirements. A motion was made by Brad Weaver to accept the revised By-Laws. Lin seconded the motion, and the motion passed unanimously.

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

Respectfully submitted:

Sharry Semans, Secretary

Cuba Circulating Library Association
Statement of Activity
May 2022

	Total	
	May 2022	May 2021 (PY)
Revenue		
4017 Memorials/Gifts	25.00	968.57
4020 Meeting Room Fee	25.00	
4100 Other Income		
Arts		105.00
Book Replacement	15.00	60.00
Copies Income	284.05	122.20
Donation Box	30.47	478.42
Fines	9.00	4.00
Misc Income	29.05	69.30
Total 4100 Other Income	\$ 367.57	\$ 838.92
4500 Investment Income		
Dividend Income	88.24	-1,269.38
Interest Income	0.06	8.98
Morgan Stanley		-8,740.18
Endowment Fund		8,740.18
Total Morgan Stanley	\$ 0.00	\$ 0.00
Total 4500 Investment Income	\$ 88.30	-\$ 1,260.40
Total Revenue	\$ 505.87	\$ 547.09
Gross Profit	\$ 505.87	\$ 547.09
Expenditures		
6100 Payroll Expenses		
6101 Wages	12,596.94	9,277.10
6102 Taxes		401.67
Payroll Tax	1,177.75	354.59
SUTA		53.86
Total 6102 Taxes	\$ 1,177.75	\$ 810.12
6103 Employee Benefits		
Retirement	352.19	268.30
Total 6103 Employee Benefits	\$ 352.19	\$ 268.30
Total 6100 Payroll Expenses	\$ 14,126.88	\$ 10,355.52
6200 Library Materials		
6205 Books-J	264.39	287.27
6210 Books-A	563.13	884.97
6230 Audio	117.20	357.81
6240 Equipment	305.52	
6260 DVD	180.06	143.79
6270 Video Games	89.98	134.06
6280 Adult Programming		110.63
6285 Childrens Programming	22.38	29.95

Cuba Circulating Library Association
Statement of Activity
May 2022

	Total	
	May 2022	May 2021 (PY)
Total 6200 Library Materials	\$ 1,542.66	\$ 1,948.48
6202 Book Replacement	22.52	
6300 Restricted Fund Spending		
6310 Arts Grant Expense		1,040.00
6315 ALA Grant		198.04
6345 Lions Club Grant	-43.53	
6350 Wilday Grant	24.29	
6370 Memorials & Gifts	28.57	334.33
Total 6300 Restricted Fund Spending	\$ 9.33	\$ 1,572.37
6415 Bank fees		-0.80
6420 Custodial supplies	13.37	41.16
6435 Interest Expense		2.36
6440 Investment Fee		0.00
6445 Library supplies	283.77	199.26
6455 Processing Fee	33.80	57.98
6460 Personal Protection Supplies		69.95
6465 Repairs/Building & Grounds	484.92	
6470 Services	325.00	
Alarm System - Doyle	275.50	89.95
Argentieries	21.00	21.00
Bookkeeper	600.00	600.80
Copier Acme	62.48	
Elevator		673.77
Water Softener		42.50
Total 6470 Services	\$ 1,283.98	\$ 1,428.02
6480 Train/conference		16.82
6485 Travel		114.07
6490 Utilities		
Electric	963.00	410.28
Fuel	243.00	212.19
Phone	117.95	120.08
Total 6490 Utilities	\$ 1,323.95	\$ 742.55
Total Expenditures	\$ 19,125.18	\$ 16,547.74
Net Operating Revenue	-\$ 18,619.31	-\$ 16,000.65
Other Revenue		
Anniversary Donations	781.00	
Total Other Revenue	\$ 781.00	\$ 0.00
Other Expenditures		
Anniversary Expenses	29.20	
Total Other Expenditures	\$ 29.20	\$ 0.00

Cuba Circulating Library Association
Statement of Activity
May 2022

	Total	
	May 2022	May 2021 (PY)
Net Other Revenue	\$ 751.80	\$ 0.00
Net Revenue	-\$ 17,867.51	-\$ 16,000.65

Cuba Circulating Library Association
Budget vs. Actuals
January - May, 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	461.14		-461.14	
4020 Meeting Room Fee	250.00	400.00	150.00	37.50%
4100 Other Income			0.00	
Arts	120.00		-120.00	
Book Replacement	127.99		-127.99	
Copies Income	854.40	2,000.00	1,145.60	57.28%
Donation Box	210.22	730.00	519.78	71.20%
Fines	110.05	100.00	-10.05	-10.05%
Misc Income	178.26	700.00	521.74	74.53%
Total 4100 Other Income	\$ 1,600.92	\$ 3,530.00	\$ 1,929.08	54.65%
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			0.00	
Dividend Income	3,974.59		-3,974.59	
Interest Income	8.61		-8.61	
Morgan Stanley			0.00	
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	\$ 14,487.20	\$ 10,504.00	-\$ 3,983.20	-37.92%
Budget Carryover		35,000.00	35,000.00	100.00%
Total Revenue	\$ 23,520.01	\$ 279,286.00	\$ 255,765.99	91.58%
Gross Profit	\$ 23,520.01	\$ 279,286.00	\$ 255,765.99	91.58%
Expenditures				
6100 Payroll Expenses				
6101 Wages	60,174.47	159,391.00	99,216.53	62.25%
6102 Taxes				
Payroll Tax	6,285.34	12,200.00	5,914.66	48.48%
SUTA		5,260.00	5,260.00	100.00%
Total 6102 Taxes	\$ 6,285.34	\$ 17,460.00	\$ 11,174.66	64.00%
6103 Employee Benefits			0.00	
Health Insurance		500.00	500.00	100.00%
Retirement	1,730.80	4,800.00	3,069.20	63.94%
Total 6103 Employee Benefits	\$ 1,730.80	\$ 5,300.00	\$ 3,569.20	67.34%
6105 Ins - Disability		1,010.00	1,010.00	100.00%

Cuba Circulating Library Association
Budget vs. Actuals
January - May, 2022

	Total			
	Actual	Budget	Remaining	% Remaining
Total 6100 Payroll Expenses	\$ 68,190.61	\$ 183,161.00	\$ 114,970.39	62.77%
6200 Library Materials			0.00	
6205 Books-J	1,584.81	4,000.00	2,415.19	60.38%
6210 Books-A	3,330.25	7,000.00	3,669.75	52.43%
6220 Serials	784.46	900.00	115.54	12.84%
6230 Audio	406.45	1,500.00	1,093.55	72.90%
6240 Equipment	641.58	500.00	-141.58	-28.32%
6250 Digital Books	2,989.00	6,000.00	3,011.00	50.18%
6260 DVD	935.36	2,400.00	1,464.64	61.03%
6270 Video Games	382.22	1,000.00	617.78	61.78%
6280 Adult Programming	654.46	1,000.00	345.54	34.55%
6285 Childrens Programming	373.25	1,000.00	626.75	62.68%
6290 STLS cost share	10,523.26	10,667.00	143.74	1.35%
Total 6200 Library Materials	\$ 22,605.10	\$ 35,967.00	\$ 13,361.90	37.15%
6202 Book Replacement	35.07		-35.07	
6300 Restricted Fund Spending			0.00	
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	430.63		-430.63	
6350 Wilday Grant	367.43		-367.43	
6370 Memorials & Gifts	1,331.98		-1,331.98	
6390 United Way Grant	3.59		-3.59	
Allegany Area Foundation Grant	493.00		-493.00	
Total 6300 Restricted Fund Spending	\$ 6,279.81	\$ 0.00	-\$ 6,279.81	
6410 Advertisement		350.00	350.00	100.00%
6415 Bank fees		100.00	100.00	100.00%
6420 Custodial supplies	258.36	600.00	341.64	56.94%
6425 Discretionary Fund	74.38	500.00	425.62	85.12%
6430 Insurance			0.00	
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	1,283.39	3,150.00	1,866.61	59.26%
Library Equipment		500.00	500.00	100.00%
Total 6445 Library supplies	\$ 1,283.39	\$ 3,650.00	\$ 2,366.61	64.84%
6447 Membership	360.00	600.00	240.00	40.00%
6450 Postage	84.96	400.00	315.04	78.76%
6455 Processing Fee	228.80	500.00	271.20	54.24%
6460 Personal Protection Supplies		1,300.00	1,300.00	100.00%

Cuba Circulating Library Association
Budget vs. Actuals
January - May, 2022

	Total			
	Actual	Budget	Remaining	% Remaining
6465 Repairs/Building & Grounds	8,460.41	6,000.00	-2,460.41	-41.01%
6470 Services	325.00	827.00	502.00	60.70%
Alarm System - Doyle	401.30	430.00	28.70	6.67%
Argentieries	126.00	252.00	126.00	50.00%
Audit	4,500.00	4,500.00	0.00	0.00%
Austin Security	62.90		-62.90	
Bookkeeper	3,000.00	7,200.00	4,200.00	58.33%
Computer Tech	161.88	800.00	638.12	79.77%
Copier Acme	678.27	400.00	-278.27	-69.57%
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	\$ 9,665.85	\$ 19,500.00	\$ 9,834.15	50.43%
6480 Train/conference		1,000.00	1,000.00	100.00%
6485 Travel		1,500.00	1,500.00	100.00%
6490 Utilities			0.00	
Electric	3,930.98	6,200.00	2,269.02	36.60%
Extended Broadband	900.00	1,800.00	900.00	50.00%
Fuel	2,595.92	4,500.00	1,904.08	42.31%
Phone	590.50	1,750.00	1,159.50	66.26%
Total 6490 Utilities	\$ 8,017.40	\$ 14,250.00	\$ 6,232.60	43.74%
6510 Miscellaneous Exp/Discretionary	-0.50		0.50	
Total Expenditures	\$ 132,965.10	\$ 277,286.00	\$ 144,320.90	52.05%
Net Operating Revenue	-\$ 109,445.09	\$ 2,000.00	\$ 111,445.09	5572.25%
Other Revenue				
Anniversary Donations	5,451.83		-5,451.83	
Total Other Revenue	\$ 5,451.83	\$ 0.00	-\$ 5,451.83	
Other Expenditures				
Anniversary Expenses	5,201.67	2,000.00	-3,201.67	-160.08%
Flood Expenses	447.31		-447.31	
Total Other Expenditures	\$ 5,648.98	\$ 2,000.00	-\$ 3,648.98	-182.45%
Net Other Revenue	-\$ 197.15	-\$ 2,000.00	-\$ 1,802.85	90.14%
Net Revenue	-\$ 109,642.24	\$ 0.00	\$ 109,642.24	

Cuba Circulating Library Association
Statement of Financial Position
As of May 31, 2022

	Total	
	As of May 31, 2022	As of May 31, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	10,458.22	44,217.21
1090 Savings	59,667.18	37,299.79
Total Bank Accounts	\$ 70,125.40	\$ 81,517.00
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	29,911.23	5,955.82
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	21,704.56	
American Inv Co of Amer A	52,443.20	
American Short-Term Bond A	29,473.33	10,943.64
American WA Mutual A	104,911.78	52,719.07
Cash, BDP, and Money Market Fds	6,488.10	650.06
Stocks	857.80	832.98
Unrealized Gain/Loss	143,225.39	63,309.30
Total 1303 Endowment Investment	\$ 902,953.18	\$ 282,989.06
1305 Anonymous Investment	0.00	0.00
American Balanced A	0.00	34,402.25
American Cap Inc Builder	0.00	96,869.19
American Cap World Growth & Inc	0.00	72,473.46
American Fundamental Inv A	0.00	48,986.13
American Funds Mortgage A	0.00	23,824.64
American Global Balanced A	0.00	61,209.81
American Inc Fd of America A	0.00	56,593.15
American Intm Bd Fd of Amer A	0.00	21,458.98
American Inv Co of Amer A	0.00	54,356.26
American Short-Term Bond A	0.00	21,887.28
American WA Mutual A	0.00	48,845.60
Cash, BDP, and Money Market Fds	0.00	1,226.62

Cuba Circulating Library Association
Statement of Financial Position
As of May 31, 2022

	Total	
	As of May 31, 2022	As of May 31, 2021 (PY)
Unrealized Gain/Loss	0.00	173,676.81
Total 1305 Anonymous Investment	\$ 0.00	\$ 715,810.18
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	5,727.92	5,676.37
American Inc Fd of America A	6,258.31	6,395.10
Cash, BDP, and Money Market Fds	0.66	0.66
Unrealized Gain/Loss	2,164.15	2,854.88
Total 1306 Adams Mem Book Fund Investment	\$ 14,151.04	\$ 14,927.01
1400 Prepaid Fee	178.82	0.00
Repayment		
Travel Reimbursement	0.00	
Total Repayment	\$ 0.00	\$ 0.00
Total Other Current Assets	\$ 917,283.04	\$ 1,013,726.25
Total Current Assets	\$ 987,408.44	\$ 1,095,243.25
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	\$ 1,381,419.54	\$ 1,496,329.15
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	1,563.00	727.64
Total Accounts Payable	\$ 1,563.00	\$ 727.64
Credit Cards		
5662 Bank Of America	1,201.23	0.00
Total Credit Cards	\$ 1,201.23	\$ 0.00
Other Current Liabilities		
2100 Payroll Liabilities	0.00	0.00
American Funds	290.06	0.00

Cuba Circulating Library Association
Statement of Financial Position
As of May 31, 2022

	Total	
	As of May 31, 2022	As of May 31, 2021 (PY)
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	511.25	46.55
NYS Income Tax	256.13	133.03
NYS Taxes	0.00	270.45
Payroll Liability	0.00	9.30
Payroll Tax Federal	0.00	841.42
Total 2100 Payroll Liabilities	\$ 1,057.44	\$ 1,300.75
2200 Payroll taxes payable	0.00	0.00
2300 accrued payroll	0.00	0.00
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$ 1,057.44	\$ 1,300.75
Total Current Liabilities	\$ 3,821.67	\$ 2,028.39
Total Liabilities	\$ 3,821.67	\$ 2,028.39
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	145,596.57	232,895.28
3550 Realized Gain/Loss Equity	13,163.40	60,308.31
3800 Restricted Fund	10,000.00	10,000.00
3900 Fund Balance	1,318,480.14	1,230,527.04
Net Revenue	-109,642.24	-39,429.87
Total Equity	\$ 1,377,597.87	\$ 1,494,300.76
TOTAL LIABILITIES AND EQUITY	\$ 1,381,419.54	\$ 1,496,329.15

Cuba Library Director's Monthly Report

May 2022

	May 2022	April 2022	May 2021	May 2020	May 2019
Circulation	2204 (adult 1111) (J/YA 1093)	2325 (adult 1156) (J/YA 1169)	1874 (adult 1133) (J/YA 741)	40	2919
Holds Filled	310	347	290	0	462
New Library Cards	19	12	13	0	7
Libby (eBooks)	482	464	450	531	293
Wifi Use	396	319	243	78	201
Visits to website	853	781	859	442	
Door Count	1742	1388			

Upcoming Programs

Thur, June 9 @ 6 pm	Civilian Response to Active Shooter	Cuba PD
Tues, June 14 @ 11 am	Beach Canvas Craft	Shauna
Wed, June 15 @ 12	Red Cross Blood Drive	
Thur, June 23 @ 6 pm	Author Talk: Dylan Newton	
Tues, June 28 @ 1 & 6	Handmade Recycled Papermaking	Susan Doran
Wed, June 29 @ 6 pm	Agnes: Flood of 72 Documentary	
Wed, July 6 @ 6 pm	Postcards and Photos from Cuba's Early Days	Tom Taylor

Programming: Our mid-day craft this month was painted rock cacti. It was fun and well-attended. Chair Yoga has dropped off somewhat in attendance, but we still have a decent crowd who attend regularly. The American Red Cross taught an Emergency Preparedness class on May 19, attended by 12 teens and adults. Library staff are ramping up for Summer Reading, this year's theme being "Oceans of Possibilities."

Anniversary: Sharry Semans handed out 150 flowers to the community on Saturday, May 21. Thank you to Sharry and Lynn for organizing this event. Our patrons really enjoyed receiving a flower when they came to the library that day. We have registered 65 new library cards this year, out of our goal of 150.

Tax Referendum: The tax referendum passed with 88% support! The final vote was 499-71. Thank you to staff, trustees, and Friends who worked tirelessly to educate the community about

why this funding was needed. This was a huge voter turnout, both in comparison with our surrounding communities as well as previous years.

Grants: I've written and submitted a grant application to the F.T. and Anna C. Manley Memorial Fund for virtual meeting equipment. The grant application includes two OWL meeting cameras, a smart TV, and four virtual reality headsets.

Community: The Cuba-Rushford Seniors participated in a Community Service Day on May 31. We were fortunate to be included in this service. Seniors repainted our sidewalk obstacle course (thank you, Wendy Sprague, for cleaning off the old one) and weeded our flower beds.

Youth Services Monthly Report: May 2022

Storytimes

We had 5 preschool storytimes. We did a mix of STEAM activities and crafts. We also went on a picnic to Chamberlain Park for an extra fun adventure. For the last storytime for this school year, I promoted summer reading a little by reading some ocean books and doing a sink/float activity outside. We had one toddler storytime. Low attendance for that age group this year has been discouraging but hopefully it will pick back up through summer storytimes and carry over into the fall.

K-3 Group

After school also did a mix of STEAM and crafts. We had a paper airplane building competition. One week, several students were out, whether for illness or other activities so there were only 3 girls present. We did a casual craft day, which was a big hit. For the last week of afterschool, we got out the Sphero robots and Osmo kits and had stations. We wrapped the afternoon up with ice cream sundaes.

Teens/Tweens

We had a board game night for each age group. Two teen boys came to the teen night and learned a new (to them) strategy game. The tween night had nine children in attendance. They had a lot of fun.

Outreach

I had five classroom visits, four at the library, one at the school. I am preparing for summer promotional visits throughout the month of June.

Other

May the 4th Program. Brad and Kahlin Weaver led a station based Star Wars day for K-6th graders. It was a big hit and the kids had a great time.

Upcoming Programs

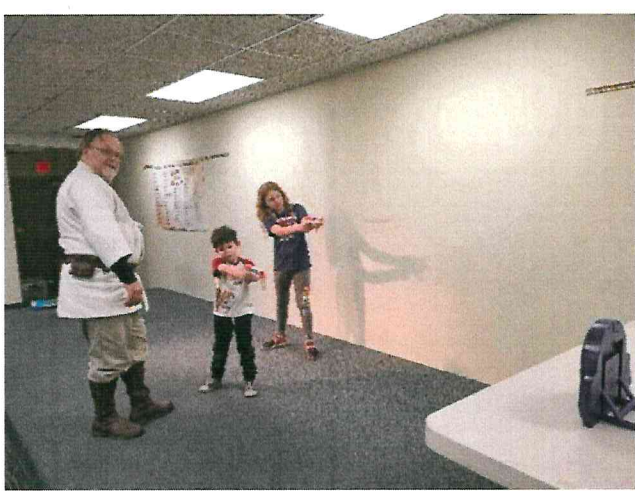
Summer Promotional Classroom visits

Dairy Days festivities

Storywalk on the Greenway Trail

May 2022 Programming

May 3	Preschool University	9 children, 6 adults
May 4	CRCS Quattrone Class Visit	5 children, 3 adults
	May the Fourth – Star Wars	21 children, 4 adults
May 5	Toddler University	2 children, 2 adults
	After School Explorers	8 children, 1 adult
May 10	Preschool University	9 children, 6 adults
May 12	CRCS BOCES Visit	5 children, 5 adults
	After School Explorers	3 children, 1 adult
May 17	Preschool University	9 children, 6 adults
May 18	CRCS Visit Bump	16 children, 2 adults
May 19	After School Explorers	8 children, 1 adult
May 23	Teen Game Night	2 teens, 1 adult
May 24	Preschool University	9 children, 6 adults
	Tween Game Afternoon	9 children, 2 adults
May 25	Pre-K AM Visit	16 children, 3 adults
	Pre-K PM Visit	17 children, 3 adults
May 26	After School Explorers	8 children, 1 adult
May 31	Preschool University	8 children, 5 adults



Disaster Plan Committee Meeting

May 23, 2022

Tina Dalton, Wendy Sprague and Sharry Semans met on May 23, 2022, to continue preparation of a Disaster Plan.

Tina is in the process of preparing a “Building Book”, which includes info on the electrical system, plumbing, heating, and everything else you can think of regarding the building. There are emergency phone numbers, and people to call in whatever situation occurs. When it is done, there will be a lot of info in one place, and it will be a very useful resource for us. She is doing a fabulous job.

We decided that the Disaster Plan will be merged with this book. We have also decided to stock up with some emergency equipment, which will be in a tote, in the small storage room next to the front door. We have a lot of the equipment to put in the tote, but Tina will need to purchase some items that we do not have, i.e., battery operated radio, protective glasses, a crowbar, etc.

Tina will apply to Documentary Heritage and Preservation Services for New York to assist us in creating an inventory of books and other items which are hard to replace, and help us with preservation resources. Tina will work directly with them.

We will require the assistance of our new maintenance person to look at issues such as electrical boxes being easily accessible, windows are properly sealed, etc. This will become part of an annual review for our maintenance person. These reviews will also be put in the book.

In addition, once this plan is operational, staff will be trained in the use of fire extinguishers, and perhaps CPR.

Once Tina has the info from Preservation Services, we will meet again.