

**Cuba Circulation Library  
Board of Trustees Monthly Meeting Minutes  
Monday, August 8, 2022**

**Present:** Sharry Semans, Lin Assink, Lynn Fulmer, Wendy Sprague, Faith Stewart, Thomas Donahue, Bradley Weaver, Lionel Legry, and Marsha Long (via Zoom)

**Absent:** Tracy Knavel and Sara Talbot

**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:** Lynn Fulmer moved to accept the minutes of the July meeting. Brad Weaver seconded the motion, and the motion passed unanimously.

**Financial Officer's Report:** Lin Assink stated that \$70,000 from the Endowment Fund had been moved into savings for operational purposes. There were no comments from Lin regarding the financial statements, nor were there any questions. A motion was made by Brad Weaver to accept the Statement of Activity, Budget vs. Actuals and Statement of Financial Position furnished by Lin. Wendy Sprague seconded the motion, and the motion passed unanimously. The documents are attached.

**Correspondence Secretary:** No report.

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

**Committee Reports:**

**Planning:** No report.

**Finance:** Lin remarked that accounts were down a little because of the market.

**Building and Grounds:** A report from David Wagner is attached.

**Personnel:** Tina indicated she has hired David Wagner. A motion to approve the hiring of David Wagner at \$16/hour was made by Brad Weaver. Lynn Fulmer seconded the motion, and the motion passed unanimously.

**Technology:** Lionel indicated the OWL equipment was here. Also, he would still like to meet with the school regarding STEM programs.

**Liaison with Friends:** Wendy indicated all was okay.

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

#### **Ad hoc Committees:**

1. **Children's Area Renovation:** See attached report. In addition, Faith read the Assurances document which is required by the State for our construction grant application, and which is attached. A motion was made by Tom to adopt the Assurance and for Faith to sign the document. The motion was seconded by Lionel, and passed unanimously.
2. **Anniversary:** See attached report. In addition, Lynn advised we did make some money from the fund raising we have done, even after expenses of the Block Party. Also, Anniversary Soiree has been scheduled for October 9.
3. **Disaster Plan:** We are still waiting for information from the Preservation Society.

#### **Unfinished Business:**

1. **Heritage Sign:** We have notified the Heritage Sign Committee we would like the sign, and it will be placed somewhere on the left-hand side of the building.
2. **Architect's Contract:** Lin motioned to enter into Executive Session in order to confer with our legal counsel, Stephanie Cole Adams. Lionel seconded the motion, which passed unanimously. We entered into Executive Session at 6:10 PM. Lynn motioned to exit Executive Session at 6:30 PM. The motion was seconded by Lionel, which passed unanimously.

#### **New Business:**

1. **Revised library card application:** Tina furnished us with a new policy regarding our library card application. After discussion, a motion was made by Tom to merge three current policies entitled Permitted Users, Internet Accessible Use, and Parental Permission to Use Computers, into the new Library Card Application. The motion was seconded by Lin and passed unanimously. See attached.
2. **Maintenance Manager:** See above.
3. **Parking:** There has been a recent issue with someone parking for days in the only non-handicap parking space located in front of the Library. Tina will check with the Village to see what can be done about marking the space for Library patrons only, or something like that.
4. **Retreat:** Faith appointed the Education Committee to come up with some ideas.

**Executive Session:** An Executive Session was called by Lin to discuss trustees' annual evaluation of library director. The motion was seconded by Lionel and passed unanimously. We entered Executive Session at 6:45 PM. A motion was made by Lin to exit Executive Session at 7:05 PM. The motion was seconded by Tom and passed unanimously.

A motion was made by Brad to adjourn. Lionel seconded the motion, which passed unanimously. Meeting adjourned at 7:06 PM.

Respectfully submitted:

Sharry Semans, Secretary

**Cuba Circulating Library Association**  
**Budget vs. Actuals: 2022 TOTAL**  
January - July, 2022

	Total			
	Actual	Budget	Remaining	% Remaining
<b>Revenue</b>				
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	1,136.14		-1,136.14	
4020 Meeting Room Fee	350.00	400.00	50.00	12.50%
4100 Other Income			0.00	
Arts	200.00		-200.00	
Book Replacement	139.99		-139.99	
Copies Income	1,150.17	2,000.00	849.83	42.49%
Donation Box	253.72	730.00	476.28	65.24%
Fines	122.05	100.00	-22.05	-22.05%
Misc Income	255.56	700.00	444.44	63.49%
<b>Total 4100 Other Income</b>	<b>\$ 2,121.49</b>	<b>\$ 3,530.00</b>	<b>\$ 1,408.51</b>	<b>39.90%</b>
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	
Manley Grant	5,000.00		-5,000.00	
<b>Total 4200 Restricted Funds Revenue</b>	<b>\$ 11,720.75</b>	<b>\$ 2,000.00</b>	<b>-\$ 9,720.75</b>	<b>-486.04%</b>
4500 Investment Income			0.00	
Capital Gains Distribution	6,363.90		-6,363.90	
Dividend Income	8,480.63		-8,480.63	
Interest Income	13.73		-13.73	
Morgan Stanley				
Adams Memorial	1,000.00	1,000.00	0.00	0.00%
Endowment Fund	79,504.00	9,504.00	-70,000.00	-736.53%
<b>Total Morgan Stanley</b>	<b>\$ 80,504.00</b>	<b>\$ 10,504.00</b>	<b>-\$ 70,000.00</b>	<b>-666.41%</b>
Realized Gain/Loss on Investments	8,307.23		-8,307.23	
<b>Total 4500 Investment Income</b>	<b>\$ 103,669.49</b>	<b>\$ 10,504.00</b>	<b>-\$ 93,165.49</b>	<b>-886.95%</b>
Budget Carryover		35,000.00	35,000.00	100.00%
<b>Total Revenue</b>	<b>\$ 118,997.87</b>	<b>\$ 279,286.00</b>	<b>\$ 160,288.13</b>	<b>57.39%</b>
<b>Gross Profit</b>	<b>\$ 118,997.87</b>	<b>\$ 279,286.00</b>	<b>\$ 160,288.13</b>	<b>57.39%</b>
<b>Expenditures</b>				
6100 Payroll Expenses				
6101 Wages	90,509.60	159,391.00	68,881.40	43.22%
6102 Taxes	\$ 8,723.22	\$ 17,460.00	\$ 8,736.78	50.04%
6103 Employee Benefits				
Health Insurance		500.00	500.00	100.00%
Retirement	2,614.37	4,800.00	2,185.63	45.53%
<b>Total 6103 Employee Benefits</b>	<b>\$ 2,614.37</b>	<b>\$ 5,300.00</b>	<b>\$ 2,685.63</b>	<b>50.67%</b>
6105 Ins - Disability		1,010.00	1,010.00	100.00%

**Cuba Circulating Library Association**  
**Budget vs. Actuals: 2022 TOTAL**  
January - July, 2022

	Total			
	Actual	Budget	Remaining	% Remaining
<b>Total 6100 Payroll Expenses</b>	<b>\$ 101,847.19</b>	<b>\$ 183,161.00</b>	<b>\$ 81,313.81</b>	<b>44.39%</b>
<b>6200 Library Materials</b>			0.00	
6205 Books-J	2,081.60	4,000.00	1,918.40	47.96%
6210 Books-A	4,350.27	7,000.00	2,649.73	37.85%
6220 Serials	804.44	900.00	95.56	10.62%
6230 Audio	617.64	1,500.00	882.36	58.82%
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	1,012.01	2,400.00	1,387.99	57.83%
6270 Video Games	436.09	1,000.00	563.91	56.39%
6280 Adult Programming	654.46	1,000.00	345.54	34.55%
6285 Childrens Programming	1,030.28	1,000.00	-30.28	-3.03%
6290 STLS cost share	10,523.26	10,667.00	143.74	1.35%
<b>Total 6200 Library Materials</b>	<b>\$ 25,140.63</b>	<b>\$ 35,967.00</b>	<b>\$ 10,826.37</b>	<b>30.10%</b>
6202 Book Replacement	35.07		-35.07	
<b>6300 Restricted Fund Spending</b>			0.00	
6310 Arts Grant Expense	653.74		-653.74	
6315 ALA Grant	592.20		-592.20	
6320 Friends Expense	3,567.15		-3,567.15	
6345 Lions Club Grant	430.63		-430.63	
6350 Wilday Grant	1,176.52		-1,176.52	
6370 Memorials & Gifts	1,422.07		-1,422.07	
6375 Allegany Area Foundation Grant	493.00		-493.00	
6385 ARC Grant Expense	8,696.05		-8,696.05	
6390 United Way Grant	2,981.01		-2,981.01	
<b>Total 6300 Restricted Fund Spending</b>	<b>\$ 20,012.37</b>	<b>\$ 0.00</b>	<b>-\$ 20,012.37</b>	
6410 Advertisement	9.50	350.00	340.50	97.29%
6415 Bank fees		100.00	100.00	100.00%
6420 Custodial supplies	316.91	600.00	283.09	47.18%
6425 Discretionary Fund	73.88	500.00	426.12	85.22%
<b>6430 Insurance</b>			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%
<b>Total 6430 Insurance</b>	<b>\$ 7,421.46</b>	<b>\$ 7,908.00</b>	<b>\$ 486.54</b>	<b>6.15%</b>
6445 Library supplies	1,828.41	3,150.00	1,321.59	41.96%
Library Equipment		500.00	500.00	100.00%
<b>Total 6445 Library supplies</b>	<b>\$ 1,828.41</b>	<b>\$ 3,650.00</b>	<b>\$ 1,821.59</b>	<b>49.91%</b>
6447 Membership	410.00	600.00	190.00	31.67%
6450 Postage	88.59	400.00	311.41	77.85%
6455 Processing Fee	280.80	500.00	219.20	43.84%

**Cuba Circulating Library Association**  
**Budget vs. Actuals: 2022 TOTAL**  
January - July, 2022

	Total			
	Actual	Budget	Remaining	% Remaining
<b>6460 Personal Protection Supplies</b>		1,300.00	1,300.00	100.00%
<b>6465 Repairs/Building &amp; Grounds</b>	9,371.01	6,000.00	-3,371.01	-56.18%
<b>6470 Services</b>	325.00	827.00	502.00	60.70%
Alarm System - Doyle	495.65	430.00	-65.65	-15.27%
Argentieries	168.00	252.00	84.00	33.33%
Audit	4,500.00	4,500.00	0.00	0.00%
Austin Security	62.90		-62.90	
Bookkeeper	4,200.00	7,200.00	3,000.00	41.67%
Computer Tech	161.88	800.00	638.12	79.77%
Copier Acme	837.84	400.00	-437.84	-109.46%
Fire Extinguishers	40.00	56.00	16.00	28.57%
Fire Place Clean	193.85	150.00	-43.85	-29.23%
Gutters Cleaned		350.00	350.00	100.00%
Hotspots	789.60	3,000.00	2,210.40	73.68%
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	132.00	250.00	118.00	47.20%
Window Cleaner	450.00	450.00	0.00	0.00%
<b>Total 6470 Services</b>	<b>\$ 12,696.72</b>	<b>\$ 19,500.00</b>	<b>\$ 6,803.28</b>	<b>34.89%</b>
<b>6480 Train/conference</b>		1,000.00	1,000.00	100.00%
<b>6485 Travel</b>	110.00	1,500.00	1,390.00	92.67%
<b>6490 Utilities</b>			0.00	
Electric	5,249.71	6,200.00	950.29	15.33%
Extended Broadband	1,350.00	1,800.00	450.00	25.00%
Fuel	3,081.92	4,500.00	1,418.08	31.51%
Phone	708.45	1,750.00	1,041.55	59.52%
<b>Total 6490 Utilities</b>	<b>\$ 10,390.08</b>	<b>\$ 14,250.00</b>	<b>\$ 3,859.92</b>	<b>27.09%</b>
<b>Total Expenditures</b>	<b>\$ 190,032.62</b>	<b>\$ 277,286.00</b>	<b>\$ 87,253.38</b>	<b>31.47%</b>
<b>Net Operating Revenue</b>	<b>-\$ 71,034.75</b>	<b>\$ 2,000.00</b>	<b>\$ 73,034.75</b>	<b>3651.74%</b>
<b>Other Revenue</b>				
Anniversary Donations	6,858.83		-6,858.83	
<b>Total Other Revenue</b>	<b>\$ 6,858.83</b>	<b>\$ 0.00</b>	<b>-\$ 6,858.83</b>	
<b>Other Expenditures</b>				
Anniversary Expenses	5,466.51	2,000.00	-3,466.51	-173.33%
Flood Expenses	447.31		-447.31	
<b>Total Other Expenditures</b>	<b>\$ 5,913.82</b>	<b>\$ 2,000.00</b>	<b>-\$ 3,913.82</b>	<b>-195.69%</b>
<b>Net Other Revenue</b>	<b>\$ 945.01</b>	<b>-\$ 2,000.00</b>	<b>-\$ 2,945.01</b>	<b>147.25%</b>
<b>Net Revenue</b>	<b>-\$ 70,089.74</b>	<b>\$ 0.00</b>	<b>\$ 70,089.74</b>	

**Cuba Circulating Library Association**  
**Statement of Activity**  
July 2022

	Total	
	Jul 2022	Jul 2021 (PY)
<b>Revenue</b>		
4001 Town Income		9,500.00
4002 Village Income		4,750.00
4017 Memorials/Gifts	450.00	435.00
4100 Other Income		
Arts	80.00	10.00
Book Replacement	12.00	20.00
Copies Income	140.55	178.20
Donation Box	22.50	115.45
Fines	4.00	40.00
Misc Income	54.80	73.92
Total 4100 Other Income	\$ 313.85	\$ 437.57
4200 Restricted Funds Revenue		
Manley Grant	5,000.00	
United Way		3,750.00
Total 4200 Restricted Funds Revenue	\$ 5,000.00	\$ 3,750.00
4500 Investment Income		
Dividend Income	86.92	41.54
Interest Income	0.06	0.01
Morgan Stanley		
Endowment Fund	70,000.00	3,500.00
Total Morgan Stanley	\$ 70,000.00	\$ 3,500.00
Realized Gain/Loss on Investments	8,307.23	
Total 4500 Investment Income	\$ 78,394.21	\$ 3,541.55
Total Revenue	\$ 84,158.06	\$ 22,414.12
Gross Profit	\$ 84,158.06	\$ 22,414.12
<b>Expenditures</b>		
6100 Payroll Expenses		
6101 Wages	12,234.65	10,005.66
6102 Taxes	1,018.58	841.48
6103 Employee Benefits		
Retirement	357.29	260.18
Total 6103 Employee Benefits	\$ 357.29	\$ 260.18
Total 6100 Payroll Expenses	\$ 13,610.52	\$ 11,107.32
6200 Library Materials		
6205 Books-J	391.64	316.37
6210 Books-A	633.86	615.12
6220 Serials	19.98	2.00
6230 Audio	114.43	46.17
6260 DVD	76.65	183.40
6270 Video Games	53.87	26.23

# Statement of Activity

July 2022

	Total	
	Jul 2022	Jul 2021 (PY)
6280 Adult Programming		64.99
6285 Childrens Programming	657.03	72.14
<b>Total 6200 Library Materials</b>	<b>\$ 1,947.46</b>	<b>\$ 1,326.42</b>
<b>6300 Restricted Fund Spending</b>		
6315 ALA Grant		198.04
6320 Friends Expense	1,334.71	1,212.22
6330 Manley Grant expense		4.99
6370 Memorials & Gifts	26.39	63.43
6385 ARC Grant Expense	8,696.05	
6390 United Way Grant	2,486.51	2,978.29
<b>Total 6300 Restricted Fund Spending</b>	<b>\$ 12,543.66</b>	<b>\$ 4,456.97</b>
6420 Custodial supplies	58.55	65.25
6445 Library supplies	527.75	484.25
Library Equipment		110.07
<b>Total 6445 Library supplies</b>	<b>\$ 527.75</b>	<b>\$ 594.32</b>
6447 Membership	50.00	
6450 Postage	3.63	220.00
6455 Processing Fee	36.40	33.80
6465 Repairs/Building & Grounds	132.52	
6470 Services		175.00
Alarm System - Doyle	94.35	230.25
Argentieries	21.00	21.00
Bookkeeper	600.00	
Fire Extinguishers	40.00	40.00
Hotspots	197.40	
Water Softener	61.50	
<b>Total 6470 Services</b>	<b>\$ 1,014.25</b>	<b>\$ 466.25</b>
6485 Travel	110.00	16.80
6490 Utilities		
Electric	746.57	579.28
Extended Broadband	450.00	450.00
Fuel	243.00	
Phone	117.95	339.79
<b>Total 6490 Utilities</b>	<b>\$ 1,557.52</b>	<b>\$ 1,369.07</b>
6510 Miscellaneous Exp/Discretionary		30.00
Ask Accountant	0.00	(60.00)
<b>Total Expenditures</b>	<b>\$ 31,592.26</b>	<b>\$ 19,626.20</b>
<b>Net Operating Revenue</b>	<b>\$ 52,565.80</b>	<b>\$ 2,787.92</b>
<b>Other Revenue</b>		
Anniversary Donations	521.00	
Flood Relief Donations		4,740.00
<b>Total Other Revenue</b>	<b>\$ 521.00</b>	<b>\$ 4,740.00</b>

# Statement of Activity

## July 2022

	Total	
	Jul 2022	Jul 2021 (PY)
Other Expenditures		
Anniversary Expenses	231.90	
Flood Expenses		22,000.00
Total Other Expenditures	\$ 231.90	\$ 22,000.00
Net Other Revenue	\$ 289.10	\$ (17,260.00)
Net Revenue	\$ 52,854.90	\$ (14,472.08)



# Cuba Circulating Library Association

## Statement of Financial Position

As of July 31, 2022

	TOTAL	
	AS OF JUL 31, 2022	AS OF JUL 31, 2021 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1020 Five Star	81,561.87	15,200.87
1090 Savings	11,672.19	37,304.13
<b>Total Bank Accounts</b>	<b>\$93,234.06</b>	<b>\$52,505.00</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	36,565.60	
American Cap Inc Builder A	139,851.56	46,875.65
American Cap World Growth & Inc	37,964.86	
American Fundamental Inv A	51,885.35	
American Funds Mortgage A	29,988.57	5,959.49
American Global Balanced A	112,373.52	52,745.06
American Inc Fd of America A	105,877.26	49,903.98
American Intm Bd Fd of Amer A	21,783.69	
American Inv Co of Amer A	25,984.29	
American Short-Term Bond A	29,538.97	7,455.58
American WA Mutual A	109,648.18	55,476.41
Cash, BDP, and Money Market Fds	6,494.21	955.83
Stocks	802.42	735.46
Unrealized Gain/Loss	94,627.61	61,087.49
<b>Total 1303 Endowment Investment</b>	<b>803,386.09</b>	<b>281,194.95</b>
1305 Anonymous Investment	0.00	0.00
American Balanced A	0.00	34,747.11
American Cap Inc Builder	0.00	97,555.77
American Cap World Growth & Inc	0.00	73,066.31
American Fundamental Inv A	0.00	51,247.47
American Funds Mortgage A	0.00	23,839.26
American Global Balanced A	0.00	61,486.53

# Cuba Circulating Library Association

## Statement of Financial Position

As of July 31, 2022

	TOTAL	
	AS OF JUL 31, 2022	AS OF JUL 31, 2021 (PY)
American Inc Fd of America A	0.00	57,033.08
American Intm Bd Fd of Amer A	0.00	21,495.62
American Inv Co of Amer A	0.00	55,253.66
American Short-Term Bond A	0.00	21,902.17
American WA Mutual A	0.00	51,375.84
Cash, BDP, and Money Market Fds	0.00	1,226.65
Unrealized Gain/Loss	0.00	172,014.87
<b>Total 1305 Anonymous Investment</b>	<b>0.00</b>	<b>722,244.34</b>
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	5,771.29	5,717.50
American Inc Fd of America A	6,306.15	6,444.70
Cash, BDP, and Money Market Fds	0.66	0.66
Unrealized Gain/Loss	1,559.90	2,760.53
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>13,638.00</b>	<b>14,923.39</b>
1400 Prepaid Fee	190.00	328.82
Repayment		
Travel Reimbursement	0.00	
<b>Total Repayment</b>	<b>0.00</b>	
<b>Total Other Current Assets</b>	<b>\$817,214.09</b>	<b>\$1,018,691.50</b>
<b>Total Current Assets</b>	<b>\$910,448.15</b>	<b>\$1,071,196.50</b>
Fixed Assets		
1520 Building and equipment	757,153.00	750,126.60
Elevator Replacement	41,645.00	20,822.50
<b>Total 1520 Building and equipment</b>	<b>798,798.00</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>\$400,511.10</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>\$1,310,959.25</b>	<b>\$1,472,282.40</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of July 31, 2022

	TOTAL	
	AS OF JUL 31, 2022	AS OF JUL 31, 2021 (PY)
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	10,470.12	11,035.33
<b>Total Accounts Payable</b>	<b>\$10,470.12</b>	<b>\$11,035.33</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	0.00	0.00
Federal Taxes (941/944)	1,247.06	1,006.64
NYS Employment Taxes	628.67	254.52
NYS Income Tax	720.44	218.65
NYS Taxes	0.00	270.45
Payroll Liability	0.00	9.30
Payroll Tax Federal	0.00	841.42
<b>Total 2100 Payroll Liabilities</b>	<b>2,596.17</b>	<b>2,600.98</b>
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
<b>Total Other Current Liabilities</b>	<b>\$2,596.17</b>	<b>\$2,600.98</b>
<b>Total Current Liabilities</b>	<b>\$13,066.29</b>	<b>\$13,636.31</b>
<b>Total Liabilities</b>	<b>\$13,066.29</b>	<b>\$13,636.31</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	96,339.16	228,819.66
3550 Realized Gain/Loss Equity	-56,836.60	59,274.61
3800 Restricted Fund	10,000.00	10,000.00
3900 Fund Balance	1,318,480.14	1,230,527.04
Net Revenue	-70,089.74	-69,975.22
<b>Total Equity</b>	<b>\$1,297,892.96</b>	<b>\$1,458,646.09</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,310,959.25</b>	<b>\$1,472,282.40</b>

## Cuba Library Director's Monthly Report

July 2022

	July 2022	June 2022	July 2021	July 2020	July 2019	July 2018
Circulation	2699 adult 1175 J/YA 1524	2194 adult 1055 J/YA 1139	3051 adult 1438 J/YA 1613	1718 adult 967 J/YA 751	4638 Adult 2899 J/YA 2303	3422
Holds Filled	339	326	417	3	457	276
New Library Cards	29	32	26	2	32	23
Libby (eBooks)	511	467	428	499	378	316
Wifi Use	379	423	273	117		
Visits to website	930	889	1028	702		
Door Count	2410	2042	2026			

### Upcoming Programs

August	Erie Canal traveling display on exhibit
Tues. Aug. 2 & 16 @ 11 am	Chair Yoga
Thur, Aug. 4 @ 6 pm	Dave Ruch: Historic songs of NYS
Wed. Aug. 17 @ 6 pm	Movie: The Lost City
Wed. Sept. 7 @ 6 pm	Stop the Bleed/Hands Only CPR

Programming: In July, we held a total of 60 programs—it has been a very busy month! Programs ranged from storytimes, to outreach visits with summer school classes, paper making, Cuba history, theater, music, and the list goes on. In total, we had 1,129 people attend library programs in July.

Anniversary: The block party was a great success. A huge thank you go out to Marsha Long and Lynn Fulmer, as well as all the other trustees who spent their day helping pull off this wonderful event. A big thanks also goes to the staff and Friends volunteers who helped as well. It truly was an unforgettable day, and one well befitting of our momentous 150<sup>th</sup> anniversary celebration. We have issued 126 new library cards this year, towards our goal of 150.

Grants: This has been a fantastic month for grants. We received notification that we will receive \$125,000 from NYS Construction Aid. We are obligated to match this grant by at least 25%. We also received \$5,000 from the Manley grant that will allow us to purchase two cameras for virtual meetings, a smart tv, and four VR headsets. This grant also funds the set-up and installation of this equipment, as well as staff training on how to use these items. We also

received notification from STLS that we've been approved for a \$20,000 ARC grant towards the purchase of six new public computers, as well as an interactive digital sign. All items have been ordered. This grant supports workforce readiness, and is a 70/30 matching grant. Most of our matching funds will be supplied from last year's Manley grant.

I applied for the NYS Preservation Survey, as part of our Emergency Preparedness Plan. We will receive notification next month if we have been selected to receive this service.

Professional Activities: On July 8, I presented at the Small Libraries Summer Symposium at the Pioneer Library System in Canandaigua. My presentation was on last year's flood, how we built back from the disaster, the development of our Building Book, and our ongoing work on our Emergency Preparedness Plan.

Community: Through my work with the Lions Club, I've written and received a grant for the Chamberlain Playground Project. This grant will enable the Cuba Lions club to donate \$2,000 towards the purchase of a handicap swing for the playground. I'm in charge of publicity for the Garlic Festival committee and have been busy with that as well.

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

### **Storytimes**

Storytimes for the summer are in two groups: ages 2-4 and grades K-3, meeting Tuesdays and Thursdays, respectively. Following the summer reading theme of “Oceans of Possibilities,” we did storytimes with different ocean themes. We did a general ocean theme, one with large ocean animals, one with small ocean animals, and pirates. Each week had a craft or STEAM activity to go with it. We did some sponge stamping to make coral reef oceans scenes. We made our own kinetic sand. We decorated hermit crab shells like the hermit crab does in Eric Carle’s A House for Hermit Crab. We also made clothespin pirate puppets.

### **Teens/Tweens**

Tweens had two STEAM activity options. The first was making kinetic sand. The second was doing a paper circuit angler fish using button batteries, copper tape, and LEDs.

Teens had 3 programs: Screen Printing, Weaving, and Dungeons & Dragons, which was led by a teen.

Ages 10-15 had Art Exploration with Lisa Robinson.

### **Outreach**

Seven of the eight elementary summer school classes came for visits each week. Some of them combined with another group so that I could squeeze them all in. Summer Rec also came to the library weekly. These groups also heard the themed stories but did not do the craft or STEAM activity as time did not allow for that for all of them. They did, however, all leave with a free book each week. Several Olean BOCES classes combined to come for a visit as well. We did a storytime then they had the chance to do the I Spy activity, video games, and iPads upstairs. They also left with a prize book.

### **Other**

We had Artsapalooza, the Artmobile, Traveling Lantern, and Wondermakers for special Wednesday programs. A teacher from Cornell Cooperative Extension presented four Snap-Ed nutrition workshops for K-3. Several of the activities offered were through the Allegany Arts Association and the Young Audiences of Western NY. We also decorated the ALCO window for the month of July to advertise our summer reading program in the community.

### **Upcoming Programs**

Finishing the August programs on the summer reading brochure

## July 2022 Programming

<b>July 5</b>	Pre-K Storytime	9 children, 8 adults
	Snap Ed	2 children, 1 adult
<b>July 6</b>	Summer School Pre-K	8 children, 2 adults
	Summer School K-1	20 children, 4 adults
	Summer School 1-2	20 children, 4 adults
	Artsapalooza	73 mixed ages
<b>July 7</b>	K-3 Storytime	11 children, 5 adults
<b>July 11</b>	Summer School 2-4	4 children, 2 adults
	Summer Rec	12 children, 1 adult
	Summer School 3 <sup>rd</sup>	3 children, 1 adult
	DIY Kinetic Sand	5 children
<b>July 12</b>	Pre-K Storytime	11 children, 10 adults
	Snap Ed	13 children, 1 adult
<b>July 13</b>	Summer School Pre-K	10 children, 2 adults
	Summer School K-1	26 children, 4 adults
	Summer School 1-2	22 children, 4 adults
	Artmobile	17 children, 9 adults
<b>July 14</b>	K-3 Storytime	15 children, 2 teens, 6 adults
	Art Exploration	2 children, 3 teens, 1 adult
<b>July 18</b>	Summer School 2-4	4 children, 2 adults
	Summer Rec	6 children, 1 adult
	Summer School 3 <sup>rd</sup>	4 children, 1 adult
	Erie Canal Traveling Museum	14 children, 6 adults

	Screen Printing	6 teens, 1 adult
<b>July 19</b>	Pre-K Storytime	9 children, 7 adults
	Snap Ed	8 children, 1 adult
<b>July 20</b>	Summer School Pre-K	8 children, 2 adults
	Summer School K-1	14 children, 4 adults
	Summer School 1-2	19 children, 4 adults
	Braided Mug Rugs	7 children, 1 teen, 3 adults
	Traveling Lantern	45 mixed ages
<b>July 21</b>	K-3 Storytime	8 children, 4 adults
<b>July 25</b>	Summer School 2-4	2 children, 2 adults
	Summer Rec	5 children, 1 adult
	Summer School 3 <sup>rd</sup>	5 children, 1 adult
	Weaving	3 teens, 1 adult
<b>July 26</b>	Pre-K Storytime	7 children, 5 adults
	Snap Ed	3 children, 1 adult
<b>July 27</b>	Summer School Pre-K	10 children, 2 adults
	Summer School K-1	23 children, 4 adults
	Summer School 1-2	20 children, 4 adults
	Wondermakers	27 children, 7 adults
<b>July 28</b>	K-3 Storytime	8 children, 4 adults
	BOCES Visit	9 children, 12 adults
	LED Anglerfish	2 children



## **LIBRARY MAINTENANCE - 7/25 - 8/8**

1. Caulked small cracks in men's room wall, repainted parts of wall.
2. Fixed loose door hinge in break room downstairs. Checked all others to make sure tight
3. Replaced 4 bulbs in one light in old section of library. New globe was incorrect. Moved one globe to end. Will need new ballast for one light where 2 of 4 lights are not working (one with missing globe) (need to get model number)
4. New ballast needed for one light in newer section over bookcase, 2 of 3 lights still work. Need to get model number.
5. Fixed desk drawer sliders in office, kept falling off track. Reinforced both tracks with wood pieces.
6. Cleaned rear lower gutter of debris.
7. Cleaned downspouts in back and moved so they drain better, buried into grass/ground.
8. Fixed/cut carpet strings on stage downstairs
9. Filled some cracks with caulk between large stones around foundation in older section along street.
10. Caulked 3 holes where bees were getting in old section by side door/window.
11. Removed plaque from entry to re-letter with correct name.
12. Fixed conduit in front under overhang for roof snow melt cables, brackets came loose.
13. Mowed and trimmed lawn.
- 14.
- 15.

### **TO DO LIST**

- Trim Hedges
- Organize/Hang Tools in boiler room.
- Added power strip for charging tools
- Get ballast model numbers for lights not working
- Put in outlet/4' hanging light in book room downstairs for more light (once approved)
- Do survey maps for lighting/outlets/emergency lighting, etc....
- Check air filters for A/C-Furnace(s).
-

Children's Area Committee Meeting  
July 21, 2022 @ 4 pm

Present: Cherilyn Wise, Marsha Long, Brad Weaver, Lynn Fulmer. Tina Dalton and Lionel Legry joining remotely.

**Contract concerns:** Marsha thought we should hire a lawyer to see the contract to check before signing. Tina will contact Stephanie Adam's office, check the price and have them check it out. Lionel thinks it's a good idea. Lynn asked Tina to go ahead with it.

**Questions on billing:** We need to know more about billing... billing monthly? Also does the price include the Project Manager. Could we find a local PM- more cost efficient?

Tina enjoys working with Edge, so far!

Marsha asks about the \$\$ set aside. Applied for \$263,000 Grant, \$125,000 received. Will spend a minimum of \$156,000 for reimbursement. Funding at 57%. Brian said yes to spending the \$75,000 already set aside.

Phase 1: Adult Section.... lighting and plugs, Water Fountain (Approx. Sept of 2022-23)

Phase 2: Carpet, whole library; movers hired; platform and nook; paint whole library (Approx. Sept. 2023-24)

Marsha- "Edge- all good, positive", just need more details

**Design:** Keep general lay-out, similar; 4 lights, instead of 2, so not to interfere with the HVAC system; consider storage; incorporate the fish tank.

Tina suggests... one traditional table and chairs, central area; large print signage/braille; be mindful of sharp corners/staging; more storage

Cherilyn... keep as much shelving as possible

Marsha... table

Brad... fan of organic shapes/feel & comfortable spaces

Lynn....change in cubby shapes, more practical, possibly fit more than 2.

We adjourned at 4:45.

Signed, Lynn Fulmer

PS..... Lynn met with Eric Jones, a local artist/sculptor on Friday morning, 9:00 at the library. He is very interested in being considered for "the tree" sculpture. It would look more like a real tree from bottom to top and still have room for kids to go inside the trunk. Eric was awake the night before planning how the frame would be built and what materials he would use to make it strong and long lasting. He loved the center of the room placement (height) and even suggested painting the ceiling with sky and clouds, having some leaves on the ceiling to make it look like the tree is even taller. The skin of the tree would be real-looking with even a knot hole up higher and a fox peeking out. Another suggestion was to make the cubby wall look tree-like

and the cavities be like giant knot holes for the kids to climb into.... an extension of the tree. Eric mentioned that if he were to get the job, this project would be a one-of-a-kind. His guess was that he could probably do it in a month or 6 weeks. Also, I know his father is a very reputable home builder. Any idea of when the tree would be wanted? I was excited at his excitement, and we all know his talents. No money/cost was discussed. Something to think about!!

## Anniversary Committee Report on July 16, 2022 Block Party



Cuba Circulating Library's 150th Anniversary Block Party was held Saturday, July 16. The weather graced us with cloud cover then much sun. The tent from Cayas Canopies arrived at 7:45 (20 x 30 plus stage) Lynn Fulmer and I closed off the block using barricades from the village. Two tents from the Nennos, one from Colleen Robinson, another from Shauna Comes, and the library's tent were set up. Before 11:00, food vendors, Annie of the Perfect Blend and The United Methodist Area Church Women, were ready. Sundance Kids Farm Zoo provided a wide variety of animals. Genesee Country Museum had many hands-on toys and games

from the late 1800's for all to try. Kevin Spoor and Art Club students were on hand for free face painting. Patti Metler provided crafts with paper bag star and pin wheels among her offerings. Also on site was the non-profit Grow it Forward.

The library tables contained the quilt/raffle, signed books by local authors (Ramona Witzigman, Connie Doyle, Dylan Newton) to be won with free tickets.

There were commemorative Anniversary Programs, Covid tests and other Library info available. Library Anniversary shirts and water bottles were available for purchase.

The official welcome was given by Director Tina Dalton. A library history summary and reflections were shared by Dave Crowley leading up to a skit written by Faith Steward and presented by performers in period costuming. Sally Miller, Connie Doyle and Brad Weaver entertained the crowd by giving a glimpse into the great debate of where to build Cuba's first structure to house the institution.

The Bubble Man, Doug Rougeux, drew a large crowd at 1 pm. He was also available in the community room after his performance for individual pictures.

At 2 pm Senator Borrello presented a legislative resolution to Cuba Circulating Library to commemorate its 150 years of service. Thoughtful remarks were given by Melodie Farwell representing the Town of Cuba.

The talented Buffalo Bluegrass All-Stars gave a toe-tapping hour of musical entertainment to finish out the afternoon. The drawing of the raffle ticket to win the library quilt made by Lynn Fulmer ended out the day as well as a few signed copies of local authors' books. The winner of the quilt was Betty Edwards!

The sidewalks and street were busy with attendees for several hours and those involved with the event that day were pleased with the results of the day.

There are so many people to thank for the success of this celebration of community. Many thanks go to the entire staff of the library. They did not miss a beat in keeping the library open to usual patrons but also attentive to any tasks that needed to be done as the day evolved. The volunteers from the Friends of the Library; Pat Ash, Linda Lavery, Nancy Robinson, Lauren Mosgrove and CRCS

students; Hannah Marshall, Dylan Kirnan, Lauryn Radonski and Kalynn were crucial to keeping things rolling all day. Community member, Bob Amundson also volunteered. Trustee Tom Donahue, trustee spouse Byron Long, Director spouse Chris Dalton worked many hours on set-up/tear down and getting chairs and tables street side. Trustees Sharry Semans and Wendy Sprague were on hand throughout the event helping with all the many tasks that needed an extra set of hands.

Other thanks go to Chris Cappelletti for help with amplification and Alex Leyva for use of a stage section and drink coolers from the school.

*Submitted by Committee Co-Chair, Marsha Long*



# Southern Tier Library System Borrower Application

A library card from a member library of the Southern Tier Library System grants its owner direct access to the resources of every library in the Southern Tier Library System. New York State law protects the privacy of library borrowers' registration and borrowing history.

*Please Print*

**Date:** \_\_\_\_\_

**Applicant's Name** \_\_\_\_\_  
First Name Middle Initial Last Name

**Preferred Name** \_\_\_\_\_

**Circle one:** JR SR III

Maiden or Other Name Previously Used

**Street Address** \_\_\_\_\_ **Apartment or Lot** \_\_\_\_\_

\_\_\_\_\_  
City State Zip

**Phone** \_\_\_\_\_ **Town or Tax District** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **E-mail address** \_\_\_\_\_

**Complete if you are a college student or have a secondary address:**

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

**Parent/Legal Guardian Information (for children 12 and under)**

**Parent/Guardian** \_\_\_\_\_  
First Name Middle Initial Last Name

**Street Address** \_\_\_\_\_ **Apartment or Lot** \_\_\_\_\_

\_\_\_\_\_  
City State Zip

I understand that this card entitles me to borrow materials from the Cuba Circulating Library Association at no charge. As a cardholder or guardian of a cardholder under 13, I am responsible for returning all materials checked out on this card – to return these materials in good condition when due. I am responsible for payment of all fines for overdue items and payment for any lost or damaged materials. I will give prompt notice to the Cuba Circulating Library Association of any address change. I will give prompt notice to the Cuba Circulating Library Association of a lost card; I understand there is a fee for a replacement card. This card is not transferable.

The last four (4) digits of your phone number will be your pin number.

**Applicant’s Signature** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Permitted Users**

I certify that the following people are permitted to use my library card in my absence. I certify that any transaction completed by the individual(s) named below will not violate my patron privacy. I certify that I am responsible for any fines or damages accrued on my card when the individual(s) below use my card. This agreement can be modified or ended at the patron’s discretion.

**Permitted users:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Internet Acceptable Use Agreement**

I understand that while the internet provides a wealth of information beyond the confines of the library’s physical boundaries, some material may be offensive, inaccurate, or disturbing. I understand that Cuba Circulating Library has no control over internet material nor does the library have complete knowledge of what is on the internet. I have read and will abide by the library’s Rules for Internet Use Policy.

**Signature:** \_\_\_\_\_

**Parental Permission Agreement for Use of Library Computers**

As the parent/guardian of the minor child named below, I have read and agree to the Acceptable Use Agreement. I assume all responsibility for the use of the internet by my child and agree to hold Cuba Circulating Library harmless from any and all liability that may occur from internet use while using the library’s computers or Wi-Fi connection. My child ages 9-17 may use the internet independently. I agree to accompany my child, age 8 or under, or allow this child to use the internet with the adult/guardian who accompanies him/her to the library.

**Signature:** \_\_\_\_\_

\*\*\*\*\***STAFF USE ONLY**\*\*\*\*\*

Type of ID used \_\_\_\_\_ Staff member’s name \_\_\_\_\_