

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

**Monday, Sept. 12, 2022**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of August's Meeting
5. Financial Officer's Report
6. Corresponding Secretary
7. Director's Report
8. Committee Reports
  - i. Planning
  - ii. Finance
  - iii. Bldgs/Grounds
  - iv. Personnel
  - v. Technology
  - vi. Liaison with Friends
  - vii. Education
- b. Ad hoc committees
  - i. Children's Area Renovation
  - ii. Anniversary
  - iii. Disaster Plan
9. Unfinished Business
  - i. Architects' Contract
  - ii. Parking
10. New Business
  - i. Trustees' Retreat
  - ii. Trustee Resignation
  - iii. Nominating Committee
  - iv. VR Policy
  - v. Makerspace Policy
11. Adjournment

**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 - August, 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	1,491.14		-1,491.14	
4020 Meeting Room Fee	500.00	400.00	-100.00	-25.00%
4100 Other Income			0.00	
Arts	200.00		-200.00	
Book Replacement	224.99		-224.99	
Copies Income	1,349.17	2,000.00	650.83	32.54%
Donation Box	322.84	730.00	407.16	55.78%
Fines	130.05	100.00	-30.05	-30.05%
Misc Income	274.86	700.00	425.14	60.73%
<b>Total 4100 Other Income</b>	<b>\$ 2,501.91</b>	<b>\$ 3,530.00</b>	<b>\$ 1,028.09</b>	<b>29.12%</b>
4200 Restricted Funds Revenue	40.00		-40.00	
Adult Programs	5.00		-5.00	
Friends	4,346.75	2,000.00	-2,346.75	-117.34%
Grants	3,124.00		-3,124.00	
Manley Grant	5,000.00		-5,000.00	
United Way	3,750.00		-3,750.00	
<b>Total 4200 Restricted Funds Revenue</b>	<b>\$ 16,265.75</b>	<b>\$ 2,000.00</b>	<b>-\$ 14,265.75</b>	<b>-713.29%</b>
4500 Investment Income			0.00	
Capital Gains Distribution	6,363.90		-6,363.90	
Dividend Income	8,633.27		-8,633.27	
Interest Income	13.78		-13.78	
Morgan Stanley			0.00	
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>\$ 103,822.18</b>	<b>\$ 10,504.00</b>	<b>-\$ 93,318.18</b>	<b>-888.41%</b>
Budget Carryover		35,000.00	35,000.00	100.00%
<b>Total Revenue</b>	<b>\$ 124,580.98</b>	<b>\$ 279,286.00</b>	<b>\$ 154,705.02</b>	<b>55.39%</b>
<b>Gross Profit</b>	<b>\$ 124,580.98</b>	<b>\$ 279,286.00</b>	<b>\$ 154,705.02</b>	<b>55.39%</b>
<b>Expenditures</b>				
6100 Payroll Expenses				
6101 Wages	102,567.22	159,391.00	56,823.78	35.65%
6102 Taxes	9,715.80	17,460.00	7,744.20	44.35%
6103 Employee Benefits				
Health Insurance	500.00	500.00	0.00	0.00%
Retirement	2,963.57	4,800.00	1,836.43	38.26%

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

	Total			
	Actual	Budget	Remaining	% Remaining
<b>Total 6103 Employee Benefits</b>	<b>\$ 3,463.57</b>	<b>\$ 5,300.00</b>	<b>\$ 1,836.43</b>	<b>34.65%</b>
6105 Ins - Disability		1,010.00	1,010.00	100.00%
<b>Total 6100 Payroll Expenses</b>	<b>\$ 115,746.59</b>	<b>\$ 183,161.00</b>	<b>\$ 67,414.41</b>	<b>36.81%</b>
<b>6200 Library Materials</b>				
6205 Books-J	2,383.22	4,000.00	1,616.78	40.42%
6210 Books-A	5,067.04	7,000.00	1,932.96	27.61%
6220 Serials	816.44	900.00	83.56	9.28%
6230 Audio	845.81	1,500.00	654.19	43.61%
6240 Equipment	641.58	500.00	-141.58	-28.32%
6250 Digital Books	3,949.62	6,000.00	2,050.38	34.17%
6260 DVD	1,126.73	2,400.00	1,273.27	53.05%
6270 Video Games	486.08	1,000.00	513.92	51.39%
6280 Adult Programming	654.46	1,000.00	345.54	34.55%
6285 Childrens Programming	1,197.59	1,000.00	-197.59	-19.76%
6290 STLS cost share	10,523.26	10,667.00	143.74	1.35%
<b>Total 6200 Library Materials</b>	<b>\$ 27,691.83</b>	<b>\$ 35,967.00</b>	<b>\$ 8,275.17</b>	<b>23.01%</b>
6202 Book Replacement	35.07		-35.07	
<b>6300 Restricted Fund Spending</b>				
6310 Arts Grant Expense	1,403.74		-1,403.74	
6315 ALA Grant	592.20		-592.20	
6320 Friends Expense	4,032.10		-4,032.10	
6330 Manley Grant expense	203.40		-203.40	
6345 Lions Club Grant	430.63		-430.63	
6350 Wilday Grant	1,176.52		-1,176.52	
6370 Memorials & Gifts	1,522.44		-1,522.44	
6375 Allegany Area Foundation Grant	493.00		-493.00	
6385 ARC Grant Expense	8,696.05		-8,696.05	
6390 United Way Grant	3,481.01		-3,481.01	
<b>Total 6300 Restricted Fund Spending</b>	<b>\$ 22,031.09</b>	<b>\$ 0.00</b>	<b>-\$ 22,031.09</b>	
6410 Advertisement	9.50	350.00	340.50	97.29%
6415 Bank fees		100.00	100.00	100.00%
6420 Custodial supplies	427.48	600.00	172.52	28.75%
6425 Discretionary Fund	73.88	500.00	426.12	85.22%
<b>6430 Insurance</b>				
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	2,400.33	3,150.00	749.67	23.80%
Library Equipment	26.00	500.00	474.00	94.80%

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

	Total			
	Actual	Budget	Remaining	% Remaining
Total 6445 Library supplies	\$ 2,426.33	\$ 3,650.00	\$ 1,223.67	33.53%
6447 Membership	410.00	600.00	190.00	31.67%
6450 Postage	97.54	400.00	302.46	75.62%
6455 Processing Fee	326.95	500.00	173.05	34.61%
6460 Personal Protection Supplies	116.17	1,300.00	1,183.83	91.06%
6465 Repairs/Building & Grounds	9,370.67	6,000.00	-3,370.67	-56.18%
6470 Services	400.00	827.00	427.00	51.63%
Alarm System - Doyle	495.65	430.00	-65.65	-15.27%
Argentieries	195.00	252.00	57.00	22.62%
Audit	4,500.00	4,500.00	0.00	0.00%
Austin Security	62.90		-62.90	
Bookkeeper	4,800.00	7,200.00	2,400.00	33.33%
Computer Tech	581.33	800.00	218.67	27.33%
Copier Acme	1,202.49	400.00	-802.49	-200.62%
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	987.00	3,000.00	2,013.00	67.10%
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%
Total 6470 Services	\$ 14,380.22	\$ 19,500.00	\$ 5,119.78	26.26%
6480 Train/conference		1,000.00	1,000.00	100.00%
6485 Travel	222.13	1,500.00	1,277.87	85.19%
6490 Utilities				
Electric	5,987.06	6,200.00	212.94	3.43%
Extended Broadband	1,350.00	1,800.00	450.00	25.00%
Fuel	3,517.92	4,500.00	982.08	21.82%
Phone	827.97	1,750.00	922.03	52.69%
Total 6490 Utilities	\$ 11,682.95	\$ 14,250.00	\$ 2,567.05	18.01%
Ask Accountant	20.00		-20.00	
Total Expenditures	\$ 212,489.86	\$ 277,286.00	\$ 64,796.14	23.37%
Net Operating Revenue	-\$ 87,908.88	\$ 2,000.00	\$ 89,908.88	4495.44%
Other Revenue				
Anniversary Donations	6,933.83		-6,933.83	
Total Other Revenue	\$ 6,933.83	\$ 0.00	-\$ 6,933.83	
Other Expenditures				
Anniversary Expenses	6,086.79	2,000.00	-4,086.79	-204.34%

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

	Total			
	Actual	Budget	Remaining	% Remaining
Flood Expenses	447.31		-447.31	
Total Other Expenditures	\$ 6,534.10	\$ 2,000.00	-\$ 4,534.10	-226.71%
Net Other Revenue	\$ 399.73	-\$ 2,000.00	-\$ 2,399.73	119.99%
Net Revenue	-\$ 87,509.15	\$ 0.00	\$ 87,509.15	

Wednesday, Sep 07, 2022 06:03:34 AM GMT-7 - Accrual Basis

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

	Total	
	Aug 2022	Aug 2021 (PY)
<b>Revenue</b>		
4017 Memorials/Gifts	355.00	55.00
4020 Meeting Room Fee	150.00	100.00
4100 Other Income		
Book Replacement	85.00	
Copies Income	199.00	111.25
Donation Box	69.12	59.55
Fines	8.00	4.00
Misc Income	19.30	241.76
<b>Total 4100 Other Income</b>	<b>\$ 380.42</b>	<b>\$ 416.56</b>
4200 Restricted Funds Revenue		
Adult Programs		20.00
Friends	795.00	1,629.94
Manley Grant		8,314.80
United Way	3,750.00	
<b>Total 4200 Restricted Funds Revenue</b>	<b>\$ 4,545.00</b>	<b>\$ 9,964.74</b>
4500 Investment Income		
Dividend Income	152.64	46.77
Interest Income	0.05	
Realized Gain/Loss on Investments	0.00	
<b>Total 4500 Investment Income</b>	<b>\$ 152.69</b>	<b>\$ 46.77</b>
<b>Total Revenue</b>	<b>\$ 5,583.11</b>	<b>\$ 10,583.07</b>
<b>Gross Profit</b>	<b>\$ 5,583.11</b>	<b>\$ 10,583.07</b>
<b>Expenditures</b>		
6100 Payroll Expenses		
6101 Wages	12,057.62	10,405.03
6102 Taxes	992.58	1,256.64
6103 Employee Benefits		
Health Insurance	500.00	500.00
Retirement	349.20	267.42
<b>Total 6103 Employee Benefits</b>	<b>\$ 849.20</b>	<b>\$ 767.42</b>
<b>Total 6100 Payroll Expenses</b>	<b>\$ 13,899.40</b>	<b>\$ 12,429.09</b>
6200 Library Materials		
6205 Books-J	301.62	319.91
6210 Books-A	716.77	753.13
6220 Serials	12.00	
6230 Audio	228.17	133.07
6250 Digital Books	960.62	
6260 DVD	114.72	44.92
6270 Video Games	49.99	59.88



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

	Total	
	Aug 2022	Aug 2021 (PY)
6285 Childrens Programming	167.31	
<b>Total 6200 Library Materials</b>	<b>\$ 2,551.20</b>	<b>\$ 1,310.91</b>
6202 Book Replacement		-8.00
<b>6300 Restricted Fund Spending</b>		
6310 Arts Grant Expense	750.00	
6315 ALA Grant		198.04
6320 Friends Expense	464.95	400.00
6330 Manley Grant expense	203.40	949.00
6370 Memorials & Gifts	100.37	220.68
6390 United Way Grant	500.00	1,330.22
<b>Total 6300 Restricted Fund Spending</b>	<b>\$ 2,018.72</b>	<b>\$ 3,097.94</b>
6415 Bank fees		6.33
6420 Custodial supplies	110.57	57.61
6425 Discretionary Fund		113.13
<b>6430 Insurance</b>		
Ins - Workman's Comp		142.00
<b>Total 6430 Insurance</b>	<b>\$ 0.00</b>	<b>\$ 142.00</b>
6445 Library supplies	571.92	524.53
Library Equipment	26.00	
<b>Total 6445 Library supplies</b>	<b>\$ 597.92</b>	<b>\$ 524.53</b>
6450 Postage	8.95	12.99
6455 Processing Fee	46.15	50.70
6460 Personal Protection Supplies	116.17	
6465 Repairs/Building & Grounds	-0.34	
<b>6470 Services</b>	<b>75.00</b>	<b>184.45</b>
Argentieries	27.00	42.00
Bookkeeper	600.00	
Computer Tech	419.45	
Copier Acme	364.65	145.73
Hotspots	197.40	
Water Softener		42.50
<b>Total 6470 Services</b>	<b>\$ 1,683.50</b>	<b>\$ 414.68</b>
6475 Technical		25.45
6485 Travel	112.13	
<b>6490 Utilities</b>		
Electric	737.35	615.44
Fuel	436.00	
Phone	119.52	119.77
<b>Total 6490 Utilities</b>	<b>\$ 1,292.87</b>	<b>\$ 735.21</b>
<b>6510 Miscellaneous Exp/Discretionary</b>		<b>10.00</b>

# Cuba Circulating Library Association

## Statement of Activity

### August 2022

	Total	
	Aug 2022	Aug 2021 (PY)
Ask Accountant	20.00	
<b>Total Expenditures</b>	<b>\$ 22,457.24</b>	<b>\$ 18,922.57</b>
<b>Net Operating Revenue</b>	<b>-\$ 16,874.13</b>	<b>-\$ 8,339.50</b>
<b>Other Revenue</b>		
Anniversary Donations	75.00	
Flood Relief Donations		7,658.80
Insurance Proceeds		25,000.00
<b>Total Other Revenue</b>	<b>\$ 75.00</b>	<b>\$ 32,658.80</b>
<b>Other Expenditures</b>		
Anniversary Expenses	504.48	
Flood Expenses		2,603.65
<b>Total Other Expenditures</b>	<b>\$ 504.48</b>	<b>\$ 2,603.65</b>
<b>Net Other Revenue</b>	<b>-\$ 429.48</b>	<b>\$ 30,055.15</b>
<b>Net Revenue</b>	<b>-\$ 17,303.61</b>	<b>\$ 21,715.65</b>

Wednesday, Sep 07, 2022 06:12:41 AM GMT-7 - Accrual Basis

# Cuba Circulating Library Association

## Statement of Financial Position

As of August 31, 2022

	TOTAL	
	AS OF AUG 31, 2022	AS OF AUG 31, 2021 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1020 Five Star	52,388.93	35,124.58
1090 Savings	11,672.19	37,304.13
<b>Total Bank Accounts</b>	<b>\$64,061.12</b>	<b>\$72,428.71</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	105,674.61	46,875.65
American Cap World Growth & Inc	72,141.81	
American Fundamental Inv A	51,885.35	
American Funds Mortgage A	30,046.58	5,961.89
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	21,836.47	
American Inv Co of Amer A	25,984.29	
American Short-Term Bond A	29,580.82	7,458.83
American WA Mutual A	109,648.18	55,476.41
Cash, BDP, and Money Market Fds	6,494.26	955.83
Stocks	819.51	792.96
Unrealized Gain/Loss	71,260.87	65,381.06

# Cuba Circulating Library Association

## Statement of Financial Position

As of August 31, 2022

	TOTAL	
	AS OF AUG 31, 2022	AS OF AUG 31, 2021 (PY)
<b>Total 1303 Endowment Investment</b>	<b>780,189.13</b>	<b>285,551.67</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	23,848.85
American Global Balanced A	0.00	61,486.53
American Inc Fd of America A	0.00	57,033.08
American Intm Bd Fd of Amer A	0.00	21,519.45
American Inv Co of Amer A	0.00	55,253.66
American Short-Term Bond A	0.00	21,909.87
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	184,361.59
<b>Total 1305 Anonymous Investment</b>	<b>0.00</b>	<b>734,632.18</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	1,205.08	2,957.42
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>13,283.18</b>	<b>15,120.28</b>
1400 Prepaid Fee	50.00	371.14
Repayment		
Travel Reimbursement	0.00	
<b>Total Repayment</b>	<b>0.00</b>	
<b>Total Other Current Assets</b>	<b>\$793,522.31</b>	<b>\$1,035,675.27</b>
<b>Total Current Assets</b>	<b>\$857,583.43</b>	<b>\$1,108,103.98</b>
Fixed Assets		
1520 Building and equipment	759,866.75	750,126.60
Elevator Replacement	41,645.00	20,822.50
<b>Total 1520 Building and equipment</b>	<b>801,511.75</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>\$403,224.85</b>	<b>\$401,085.90</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of August 31, 2022

	TOTAL	
	AS OF AUG 31, 2022	AS OF AUG 31, 2021 (PY)
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>\$1,260,808.28</b>	<b>\$1,509,189.88</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	3,638.54	11,035.33
<b>Total Accounts Payable</b>	<b>\$3,638.54</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)	0.00	1,018.84
NYS Employment Taxes	162.93	93.83
NYS Income Tax	237.73	-494.33
NYS Taxes	0.00	270.45
Payroll Liability	0.00	9.30
Payroll Tax Federal	0.00	0.04
<b>Total 2100 Payroll Liabilities</b>	<b>400.66</b>	<b>898.13</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>\$400.66</b>	<b>\$898.13</b>
<b>Total Current Liabilities</b>	<b>\$4,039.20</b>	<b>\$11,933.46</b>
<b>Total Liabilities</b>	<b>\$4,039.20</b>	<b>\$11,933.46</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	72,634.69	245,714.34
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	-87,509.15	-48,259.57
<b>Total Equity</b>	<b>\$1,256,769.08</b>	<b>\$1,497,256.42</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,260,808.28</b>	<b>\$1,509,189.88</b>

## Cuba Library Director's Monthly Report

August 2022

	<b>August 2022</b>	<b>July 2022</b>	<b>August 2021</b>	<b>August 2020</b>	<b>August 2019</b>	<b>August 2018</b>
Circulation	3012 adult 1461 J/YA 1551	2699 adult 1175 J/YA 1524	2616 adult 1390 J/YA 1226	2064 adult 1786 J/YA 221	4178 adult 2144 J/YA-2034	3138
Holds Filled	384	339	357	347	525	293
New Library Cards	26	29	15	5	11	23
Libby (eBooks)	472	511	430	554	337	393
Wifi Use	411	379	257	181	232	
Visits to website	1,100	930	1020	841		
Door Count	1996	2410	1749			

### Upcoming Programs

Tues. Sept. 6 & 20 @ 11 am	Chair Yoga	Jane Gram
Wed. Sept. 7 & 8 @ 6 pm	Stop the Bleed/Hands Only CPR	Linda Botens
Tues. Sept. 13 @ 11 am	Fall Gnome Wreath Craft	Shauna
Wed. Sept. 21 @ 6 pm	Historic Postcards, part 3	Tom Taylor
Thur. Sept. 29 @ 6 pm	Dungeons and Dragons for Adults	Kahlin Weaver
Sat. Oct. 1 @ 9:00 am	Drawing class	Theresa Heinz

Grants: Our application for the NYS Preservation Survey has been approved. We have the option of completing the survey via a series of Zoom meetings with a member of the DHPSNY team, or an in-person visit. They will be contacting me in the next few weeks to talk about the assessment process and other logistics.

I continue to work with Edge Architects on the NYS Construction Aid grant. Brian Hildreth recommends we have a general contractor's proposal for the grant. I've made calls to Duggan and Duggan as well as Kinley Corp. Edge also has a general contracting company, and they've asked to be considered for the job as well. Edge Contracting will provide the proposal for the grant, however this does not obligate us to accept them when we review the official bids.

Professional Development: This month I attended several webinars on Serving Patrons with Mental Health Issues. Our annual staff development day is scheduled for Monday, Sept. 19. The library will close at 3:00 p.m. that day for the training. We will cover issues such as First Amendment audits,

emergency preparedness, how to determine what book is the appropriate reading level for a child, and how to handle a book challenge/banning request. We will also take some time to play with the new VR headsets.

Community: We are running a donation drive for household items needed for refugees settling in the Buffalo area. This is in partnership with the Olean Charter for Compassion. We will continue to collect items throughout the month of September. The community has been very receptive and generous to our calls for donations.

Anniversary: We have issued 152 new library cards this year, towards our goal of 150! The library will have a booth at the Cuba Garlic Festival, the weekend of Sept. 17 & 18. The Great Library Debate skit will also be performed at the festival.

Other: Ashley Ward tuned the piano on Aug. 12. It hadn't been tuned in over ten years. She also assessed the piano for damage from the flood, and gave it the all clear.

## **Youth Services Monthly Report: August 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. For our August storytimes, we did one on mythical ocean creatures and one on ocean conservation/recycling.

### **Teens/Tweens**

Tweens had one STEAM activity. We created mini oceans and added pollution. Then the kids attempted to clean up the mess.

Teens had the Cyanotypes program and D&D.

### **Outreach**

Seven of the eight elementary summer school classes came for visits for the first week of August (until summer school was over). Some of them combined with another group so that I could squeeze them all in. Summer Rec also came to the library for their last week. 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.

I went to CRCS’ middle school Back to School Bash. I had pencils and magnets available as students and their parents came through to meet their teachers, pick up computers, etc.

### **Other**

We hosted Didgeridoo Down Under in the community room, an Australian music and science program. We held a community helpers “Touch a Truck” program at Chamberlain Park. The ambulance came and there was a CPR demonstration. The newest fire truck was there. The police department brought two vehicles. The village brought some work vehicles and Four Seasons brought a truck. A teacher from Cornell Cooperative Extension presented two Snap-Ed nutrition workshops for K-3.

### **Upcoming Programs**

9/13 Storytelling with Shakespeare

9/26 Children’s music program



## August 2022 Programming

<b>August 1</b>	Summer School 2-4	4 children, 2 adults
	Summer Rec	7 children, 1 adult
	Summer School 3	6 children, 1 adult
	Cyanotypes	2 teens, 1 adult
	D&D	7 teens
<b>August 2</b>	Pre-K Storytime	6 children, 4 adults
	Snap Ed	7 children, 3 adults
<b>August 3</b>	Summer School Pre-K	8 children, 1 adult
	Summer School K-1	20 children, 4 adults
	Summer School 1-2	20 children, 2 adults
	Didgeridoo Down Under	25 mixed ages
<b>August 4</b>	K-3 Storytime	8 children, 4 adults
<b>August 8</b>	STEAM Ocean Cleanup	2 children
<b>August 9</b>	Pre-K Storytime	8 children, 6 adults
	Snap Ed	7 children, 5 adults
<b>August 10</b>	Community Helpers	125 mixed ages
<b>August 11</b>	K-3 Storytime	8 children, 4 adults
<b>August 15</b>	D&D	8 teens
<b>August 25</b>	Back to School Bash @CRCS	50 mixed ages

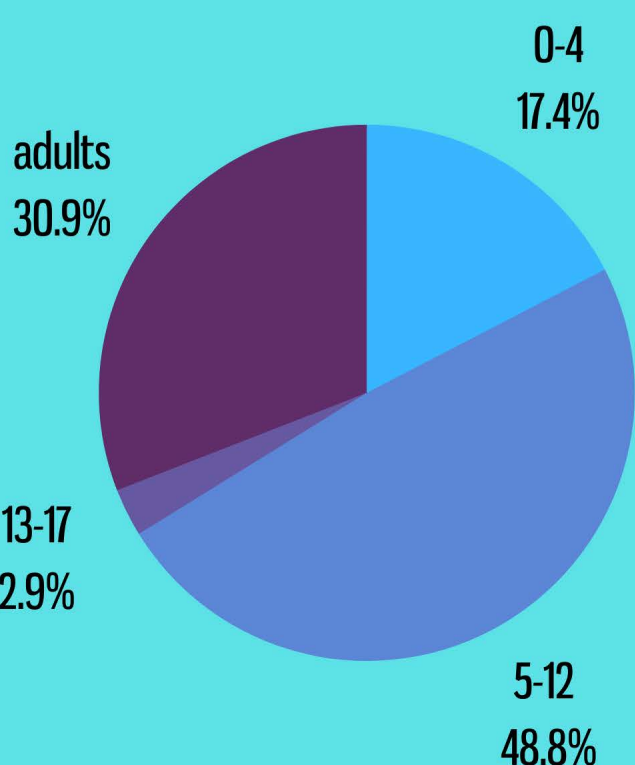
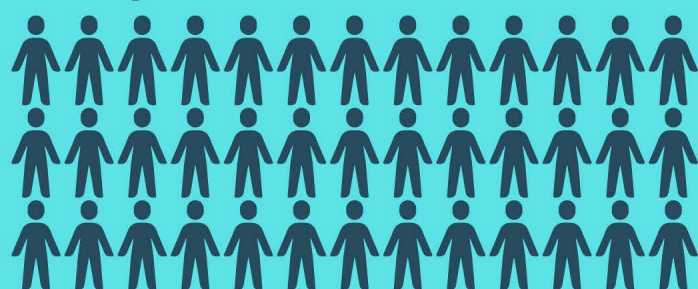
# OCEANS OF POSSIBILITIES

Summer Reading 2022 at Cuba Circulating Library

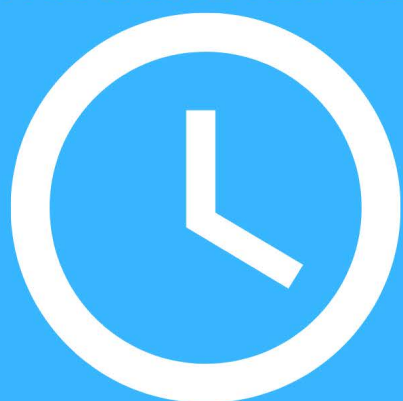
*This Summer...*

**207** PEOPLE

participated in Summer Reading



TOTAL MINUTES READ



**27,106**

TOTAL BOOKS READ



**305**

## 113 Children's Programs

This included library hosted storytimes, art classes, and STEAM clubs as well as visits to the CRCS summer school.

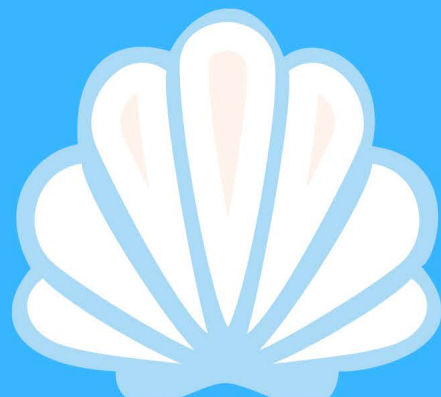


**900+**

FREE books given to  
children 0-17

**260**

I spy activity sheets  
completed



**272**

hidden shells found  
throughout the library

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Cuba, NY 14727  
585.968.1668



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## Maintenance Manager Report

**8/9 – 9/5/2022**

- Trimmed Hedges
- Mowed and trimmed grass
- Rerouted power cable on floor reading/video area as not to have as much of tripping hazard.
- Mounted power strip and battery chargers for trimmer and drill on tool cabinet in boiler room.
- Added 4' LED light in basement book room, I still need to add power outlet on ceiling or tie into existing lighting wiring.
- Mounted Donated clock in Break room downstairs.
- Mounted Art Plaque back on wall in community room.
- Caulked around chimney/gutter where bees migrated to (again).
- Cleaned Downspout elbows out on lower roof in back, clogged with debris.
- Check sump pump closets for remounting shelves that were in there.
- Mounted 1 old shelf in one closet, Mounted 2 in the other closet. Still have a couple boards for another or two to make fit.
- Fixed DVD Shelves and adjusted back stops so they are all even now.
- Created new wood back stops (qty 7) for the shelves from the magazine rack for more DVD shelves. 2 installed on blank magazine shelves on bottom 2 shelves.
- Changed Air Filter in Small Furnace in Community room. Documented on sheet.
- Vacuumed air intake screen and Changed all 4 Filters in LARGE A/C unit in community room, documented on sheet. (still have 10 Filters in box for both.)
- Replaced 3 flood lights in track lighting for Artwork lighting. 2 missing, one burn out.
- Replaced 1 Bulb in Stage can light
- Organized items in Microphone stand on stage. Fixed microphone holder. Will need new 6"-8"? need to measure exactly for replacement.  
(the foam is all ripped and cracked, I will check online for replacement est. \$25 or less to fix).
- Organized cables on DVD/Projector shelves in community room.
- Cleaned / lubricated community room door lock, was sticking per Colleen work order.
- Tighten downstairs hallway door handle (to kids room/Book room) that was loose.
- Fixed World globe on stand, bolt was loose, globe was wobbly per Christian work order.
- Lubricated/adjusted Doors locks to community room and back hallway. tightened handles (per work order from Colleen)
- Replaced Light at bottom of Fronts steps (per work order from Christian), need to order replacement for spare (empty box on Tina's desk). not sure if we get at Gallmans or Worth smith (or online).
- Re-routed drain from dehumidifier in community room kitchen into the furnace room drain and taped to floor to prevent tripping hazard.



## EXHIBIT A

# PROPOSAL FOR A/E SERVICES

July 6, 2022  
*Revised 8/29/22*

Owner/Client: Cuba Circulating Library  
39 East Main Street  
Cuba, NY 14727  
Contact: Tina Dalton  
Phone: 585-968-1668  
Email: [daltont@stls.org](mailto:daltont@stls.org)

Architect: Edge Architecture, PLLC  
277 Alexander Street, STE 407  
Rochester, NY 14607  
Contact: Allen Rossignol, AIA  
Phone: (585) 461-3580

This document is a proposal for architectural services associated with the **design and renovation of the children's/teen's area, as well as upgrades throughout the main level at the Cuba Circulating Library, Cuba NY.**

### PROJECT DESCRIPTION

The Cuba Circulating Library would like to renovate the current children's/teen's area into a more updated, flexible and welcoming space. In addition, they would like assistance in upgrading miscellaneous features throughout the main portion of the library.

Edge Architecture has completed an initial feasibility study and concept design as of June 2022 that will serve as the basis of the work moving forward. The proposed project totals \$560,000. The work will be completed in 2 phases and via 2 grant cycles. Grant cycle 1 is due in July 2022 and is anticipated to be \$200,000 + \$75,000 in capital reserve. Grant cycle 2 will be submitted in July 2023 and is anticipated to be an additional \$200,000.

Based on the funding cycles, phase 1 construction is anticipated to start October 2022. Phase 2 construction will require bids for July 2023, and a construction start in October 2023.

Edge Architecture will provide the following design and project management services to assist the library in implementing the renovations proposed:

#### 1. Final Design

Tasks:

- Develop final floor plan layout based on feedback from owner.

## PROPOSAL FOR A/E SERVICES

- Develop furniture layout and specifications.
- Select final finishes.
- Produce construction documents for bidding.
- Develop lighting plans and specifications.
- Owner Meetings.

### 2. Construction Administration

#### Tasks:

- Contact bidders for multiple bids.
- Develop RFP's and scopes of work.
- Review bids.
- Review submittals from contractors.
- Contract Administration
- Project Management.
- Construction progress reviews.
- Answer contractor questions.
- At appropriate phases, but no less than weekly once work has started, be on-site to inspect work of contractor(s) for substantial compliance with contract documents. Visits will be capped at 5 visits per phase. This cap would include a punchlist visit and any final closeout visits. Additional visits beyond the 5 visits will be reimbursed as additional services.
- Schedule, attend, facilitate and document construction meetings.
- As needed, recommend to library the cessation of work due to lack of substantial compliance or safety concerns.
- Review and recommend approval of change orders to library.
- After appropriate review, recommend approval of pay submittals.
- Confirm completion of all phases of work to library.

### **ADDITIONAL SERVICES AVAILABLE, NOT INCLUDED**

1. Environmental, Site, HVAC, Plumbing, Electrical, Fire Protection, or Communications Engineering.
2. Special Inspections required by NYS Building Code.
3. Asbestos/lead sampling, testing, inspecting, air monitoring, or project monitoring.
4. Site survey work.
5. Geotechnical work.
6. Testing of existing systems or structural capacities.
7. LEED (Green Building) Services
8. Interior/Exterior Renderings
9. Colored Floor Plans
10. Representation at City Meetings anticipated to be by Owner.
11. Reimbursable costs such as printing.



## PROPOSAL FOR A/E SERVICES

### DESIGN INVESTMENT

Architectural Services will be provided on a Time & Expense basis, not to exceed the project budget. The budget for A/E services is \$45,000 (400 hours). The budget for reimbursable expenses is \$5,000.

Additional services may be required if construction sequences extend beyond 2 months for each project cycle. If additional services are needed, Edge shall generate a proposed amendment to the appropriate contract for review by the library's board.

#### Hourly Rates:

Architect/Principal	\$175/hr
Sr Project Manager/Architect	\$135/hr
Designer	\$95/hr

Invoices will be submitted monthly for work completed the previous month and/or to accommodate the fiscal controls required of a public library. Invoices are due within 30 days of receipt. Invoices not paid within 30-days will be assessed an interest rate and may be referred to a collections agent. All costs associated with collecting unpaid invoices will be paid by the client.

Reimbursables will be billed at cost plus a 15% markup. Reimbursables include photocopying, mileage, large format printing, color printing/copying, shipping, courier, etc.

The terms for liability and insurance shall be solely as confirmed in the governing contract.

This proposal, if accepted, shall become Exhibit "A" in the Agreement Between Owner and Architect.

We appreciate the opportunity to propose on your project and look forward to working with you.

Agreed:

A handwritten signature in orange ink, appearing to read "A. Rossignol", is written over a horizontal line.

Allen Rossignol, AIA  
President-Edge Architecture

Accepted:

\_\_\_\_\_  
Owner Name / Date



**RESERVED  
PARKING**

**LIBRARY  
PATRONS  
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**VEHICLES TOWED**

18"

12"

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**Village of Cuba**

**8/31/2022**

Item		Unit Price
12"x18" Library Parking Signs. HIP .080	1 ea	\$26.60
1-3/4"x1-3/4"x8' 12 ga Telespar Top w/ 2"x2" x3' Base	1 ea	\$66.57

All prices quotes are firm for thirty days after time of quotation.

All prices quoted will be subject to change there after, reflecting current market conditions for materials. Pricing does not include any applicable taxes.

Sincerely,

Jimmy Joyce

Sales Director

C.S.P.N.Y.

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[jjjoyce@ctcsigns.com](mailto:jjjoyce@ctcsigns.com)



**Minutes of Meeting**  
**Education Committee – Retreat**  
**August 30, 2022**

Attended: Tom Donahue, Brad Weaver, Sharry Semans

This Committee has been tasked by the President to investigate options for a Trustee Retreat.

First, we discussed when the retreat should be held. We noted that since the Garlic Festival is scheduled in Sept, the Soiree is scheduled for Oct, the end of the year obligations such as personnel reviews and raises, budgets, etc., Thanksgiving in Nov, and then Christmas, we would like to schedule after January, when we have our new Board. We feel February 2023 would be the best month, and we would like to have it as an annual event. This would not be an overnight event, but probably a 4-5 hour event.

Next, we discussed some icebreakers. We have a few in mind that involve disclosing some personal (not private) info, making it into a game. Of course, after the fun, we will have short discussions on how to make our Board continue to work as well as we have, and suggestions for improvement.

Finally, we discussed the venue. We would like to hold the first one at GoodTimes in Olean. We can eat there, play the games, and then maybe split up into two teams and bowl.

We would like the cost of this event to be included in our budget for Education.

We are interested in feedback and comments, as this is the first time we have attempted to do this as a Board.

Brad, Tom and Sharry

## **Virtual Reality Policy**

The Cuba Circulating Library maintains and furnishes four Oculus Quest 2 VR headsets for use by library patrons.

**Purpose:** As part of the library's programming, we strive to offer access to new and emerging technologies, such as Virtual Reality. Virtual reality is a computer-generated, three-dimensional simulation of an environment that can be explored and interacted with in a seemingly real way by a person using a VR headset.

### **Policy:**

#### **When and where can I use VR equipment?**

Virtual reality equipment made by Oculus VR will be available for use at the Cuba Circulating Library during special programs and other events.

The VR headset is also available for us in 30-minutes sessions. Only one session a day is permitted. Patrons must schedule their session in advance with a library staff member. Patrons may only use the VR headset alongside designated library staff or volunteers.

#### **Who can use the VR headset?**

Patrons must be age 13 or older to use the VR headset.

The Waiver of Liability Agreement must be signed before the Library's VR equipment can be used. All patrons age 18 or older must sign the Waiver of Liability Agreement. A patron under the age of 18 must have this Waiver of Liability Agreement signed at the Library by his/her parent or legal guardian.

Before using the VR headset, a patron must receive instruction from the Library staff.

Library staff members, at their discretion, may deny any patron the use of the VR headset.

#### **What else do I need to know about using VR equipment?**

Use of the VR headset is associated with risks, some of which may not be known yet. Reactions to a VR experience are unpredictable and may include dizziness, nausea, disorientation, eyestrain, seizures, bumping into objects, or falling. The VR headset may also transmit contagious conditions.

Patrons must stop using the VR headset immediately if they experience any discomfort whatsoever. Patrons must also take frequent breaks from use of the VR headset.

Patrons using the VR headset must obey all requests made by Library staff members, including requests to sit down or to stop using the headset.

## Cuba Circulating Library Oculus Quest 2

### Waiver of Liability

In using the Cuba Circulating Library's Oculus Rift Virtual Reality equipment, I agree to the following:

- I (or my child/dependent/minor) am using the virtual reality equipment voluntarily.
- I acknowledge the risks involved in the use of virtual reality equipment. These include but are not limited to dizziness, minor nausea, motion illness, etc.
- I understand that while wearing the virtual reality headset, I will not be able to see my real-life environment and I agree to use caution as a result.
- I assume all of the physical, psychological, and financial risks associated with the use of the virtual reality equipment;
- In the event that I require medical care or treatment, I agree to be financially responsible for any and all costs incurred as a result of such treatment.
- Virtual Reality is not recommended by the manufacturer of Oculus Rift for children under the age of 13 and Cuba Circulating Library observes these recommendations.
- I agree to make every effort to obey safety precautions as listed in writing or as explained to me verbally.
- By signing this waiver, I hereby release, hold harmless, and forever discharge from any liability the Cuba Circulating Library, for any and all claims, damages, causes of action, judgements (including costs and expenses) or liability arising directly or indirectly from damages or injury that I may sustain as a result of my use of the Library's virtual reality equipment. I acknowledge that I have read, have understood, and will adhere to the terms of this Policy and Waiver of Liability Agreement.

---

Signature Date

---

Minor's Name Parent/ Guardian Name

---

Parent/ Guardian Signature Date

## **Cuba Circulating Library Makerspace Policy**

The Cuba Circulating Library provides hands-on equipment for patrons to invent, collaborate, and design as they transform their ideas into reality.

### **Eligibility**

Makerspace equipment is available for use by STLS library card holders in good standing. Guests accompanying library patrons may use the space for certain programs, clubs, and activities at the discretion of Library staff.

Adult supervision is required for anyone below the age of middle school.

### **Use of Machinery/Equipment**

Patrons may check out machines and equipment for use in the library with a valid Southern Tier Library System card. Patrons are required to bring their own materials to use with the equipment. Some materials will be available for purchase to use with specific equipment in order to maintain the integrity of the machinery.

Makerspace equipment may not be used to create materials that are:

- prohibited by local, state or federal law
- used as weapons
- unsafe, harmful, dangerous or pose a threat to the well-being of others
- obscene or otherwise inappropriate for the Library environment
- in violation of another's intellectual property rights

### **Projects**

The Library is not responsible for failed projects. We reserve the right to halt, delete, or disallow the creation of items that violate Cuba Circulating Library policies.