

**Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, September 12, 2022**

Present: Sharry Semans, Lin Assink, Lynn Fulmer, Wendy Sprague, Faith Stewart, Thomas Donahue, Lionel Legry, and Marsha Long

Absent: Tracy Knavel, Bradley Weaver and Sara Talbot

Also Present: Tina Dalton

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

Public Comment: None

Friends Report: Tina read an email from Pat Ash re upcoming events. Tina also announced that Pat's father had passed. A motion was made by Lynn Fulmer for the Trustees to purchase a book as a memorial for Pat's father. The motion was seconded by Lin Assink, and passed unanimously. Tina will do so.

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

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

Correspondence Secretary: Lynn read a letter regarding information about the annual NYLA conference in Saratoga Springs. Tina Dalton and Shauna Comes will be attending the seminar.

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: Marsha remarked that accounts were down a little because of the market. She also stated the Committee would be meeting in the near future.

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

Personnel: Faith indicated the Committee would be meeting in the near future.

Technology: Lionel indicated we have new computers. Lionel also indicated that the Heritage Sign was going to be installed in the near future. He passed around a picture showing what would be on the sign.

Liaison with Friends: Wendy indicated all was okay.

Education: Sharry again encouraged Trustees to complete the sexual harassment course and complete paperwork. Sharry asked how to get money into the budget for future education needs of the Trustees,

and to also include money for the retreat. Marsha indicated the Committee should come up with a number and ask for it so it could be included in the budget.

Ad hoc Committees:

1. **Children's Area Renovation:** The final contract with the Architect is attached. A motion was made by Lionel for the board to accept the document. The motion was seconded by Marsha, and passed unanimously. Faith will sign the contract and Tina will process it accordingly.
2. **Anniversary:** Lynn indicated the Soiree has been scheduled for October 9.
3. **Disaster Plan:** Sharry indicated the Committee would be meeting in the near future.

Unfinished Business:

1. **Architect's Contract:** See above.
2. **Parking:** Tina showed a sign indicating the parking space outside the library is for library patrons only. The Village will take the sign under consideration at their next meeting. Once it is authorized by the Village, we will pay the required \$60 to have it made. The Village will install it.

New Business:

1. **Trustee Retreat:** After a brief discussion, the information in the attached report was agreed to. The Committee will meet before the end of the year to finalize.
2. **Trustee Resignation:** Sara Talbot resigned a few weeks ago by notification to Faith. Faith indicated to her that we appreciated her past services, and wished her the best. Of course, we would welcome her back with open arms if she has the ability or opportunity to return. It was also determined that, at this time, we will not elect anyone for the office of Vice President now, but wait until our Annual Meeting.
3. **Nominating Committee:** Faith appointed Wendy Sprague, Lin Assink, and Tracy Knavel to form a Nominating Committee. They will search for at least one Trustee, and prepare a slate of officers by our November meeting.
4. **VR Policy:** Tina furnished a proposed policy and waiver for our new VR equipment. Lynn Fulmer motioned to adopt the VR Policy and Waiver. The motion was seconded by Lionel, and passed unanimously. The VR Policy and Waiver are attached.
5. **Makerspace Policy:** Tina furnished us with a proposed Makerspace Policy. After some discussion and clarification, Marsha moved to adopt the Policy. Wendy seconded the motion, and the motion passed unanimously. A copy of the Makerspace Policy is attached.
6. **October Trustee Meeting:** Since the next Trustee meeting is scheduled for Columbus Day, a motion was made by Tom Donahue to cancel the October Trustee meeting. Lynn seconded the motion, and the motion passed unanimously. Therefore, our next meeting will be November 14, 2022.

A motion was made by Lynn to adjourn. Faith seconded the motion, which passed unanimously. Meeting adjourned at 6:35 PM.

Respectfully submitted:

Sharry Semans, Secretary

Cuba Circulating Library Association
Budget vs. Actuals: 2022 TOTAL
 January - August, 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	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%
Total 4100 Other Income	\$ 2,501.91	\$ 3,530.00	\$ 1,028.09	29.12%
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	
Total 4200 Restricted Funds Revenue	\$ 16,265.75	\$ 2,000.00	-\$ 14,265.75	-713.29%
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%
Total Morgan Stanley	\$ 80,504.00	\$ 10,504.00	-\$ 70,000.00	-666.41%
Realized Gain/Loss on Investments	8,307.23		-8,307.23	
Total 4500 Investment Income	\$ 103,822.18	\$ 10,504.00	-\$ 93,318.18	-888.41%
Budget Carryover		35,000.00	35,000.00	100.00%
Total Revenue	\$ 124,580.98	\$ 279,286.00	\$ 154,705.02	55.39%
Gross Profit	\$ 124,580.98	\$ 279,286.00	\$ 154,705.02	55.39%
Expenditures				
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
Total 6103 Employee Benefits	\$ 3,463.57	\$ 5,300.00	\$ 1,836.43	34.65%
6105 Ins - Disability		1,010.00	1,010.00	100.00%
Total 6100 Payroll Expenses	\$ 115,746.59	\$ 183,161.00	\$ 67,414.41	36.81%
6200 Library Materials				
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%
Total 6200 Library Materials	\$ 27,691.83	\$ 35,967.00	\$ 8,275.17	23.01%
6202 Book Replacement	35.07		-35.07	
6300 Restricted Fund Spending				
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	
Total 6300 Restricted Fund Spending	\$ 22,031.09	\$ 0.00	-\$ 22,031.09	
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%
6430 Insurance				
Ins - Liability Insurance		878.00	878.00	100.00%
Ins - Property	6,261.21	5,900.00	-361.21	-6.12%
Ins - Workman's Comp	1,160.25	1,130.00	-30.25	-2.68%
Total 6430 Insurance	\$ 7,421.46	\$ 7,908.00	\$ 486.54	6.15%
6445 Library supplies	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)
Revenue		
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
Total 4100 Other Income	\$ 380.42	\$ 416.56
4200 Restricted Funds Revenue		
Adult Programs		20.00
Friends	795.00	1,629.94
Manley Grant		8,314.80
United Way	3,750.00	
Total 4200 Restricted Funds Revenue	\$ 4,545.00	\$ 9,964.74
4500 Investment Income		
Dividend Income	152.64	46.77
Interest Income	0.05	
Realized Gain/Loss on Investments	0.00	
Total 4500 Investment Income	\$ 152.69	\$ 46.77
Total Revenue	\$ 5,583.11	\$ 10,583.07
Gross Profit	\$ 5,583.11	\$ 10,583.07
Expenditures		
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
Total 6103 Employee Benefits	\$ 849.20	\$ 767.42
Total 6100 Payroll Expenses	\$ 13,899.40	\$ 12,429.09
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	
Total 6200 Library Materials	\$ 2,551.20	\$ 1,310.91
6202 Book Replacement		-8.00
6300 Restricted Fund Spending		
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
Total 6300 Restricted Fund Spending	\$ 2,018.72	\$ 3,097.94
6415 Bank fees		6.33
6420 Custodial supplies	110.57	57.61
6425 Discretionary Fund		113.13
6430 Insurance		
Ins - Workman's Comp		142.00
Total 6430 Insurance	\$ 0.00	\$ 142.00
6445 Library supplies	571.92	524.53
Library Equipment	26.00	
Total 6445 Library supplies	\$ 597.92	\$ 524.53
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	
6470 Services	75.00	184.45
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
Total 6470 Services	\$ 1,683.50	\$ 414.68
6475 Technical		25.45
6485 Travel	112.13	
6490 Utilities		
Electric	737.35	615.44
Fuel	436.00	
Phone	119.52	119.77
Total 6490 Utilities	\$ 1,292.87	\$ 735.21
6510 Miscellaneous Exp/Discretionary		10.00

Cuba Circulating Library Association
Statement of Activity
August 2022

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

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)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	52,388.93	35,124.58
1090 Savings	11,672.19	37,304.13
Total Bank Accounts	\$64,061.12	\$72,428.71
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	36,565.60	
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)
Total 1303 Endowment Investment	780,189.13	285,551.67
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
Total 1305 Anonymous Investment	0.00	734,632.18
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
Total 1306 Adams Mem Book Fund Investment	13,283.18	15,120.28
1400 Prepaid Fee	50.00	371.14
Repayment		
Travel Reimbursement	0.00	
Total Repayment	0.00	
Total Other Current Assets	\$793,522.31	\$1,035,675.27
Total Current Assets	\$857,583.43	\$1,108,103.98
Fixed Assets		
1520 Building and equipment	759,866.75	750,126.60
Elevator Replacement	41,645.00	20,822.50
Total 1520 Building and equipment	801,511.75	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	\$403,224.85	\$401,085.90

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
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,260,808.28	\$1,509,189.88
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	3,638.54	11,035.33
Total Accounts Payable	\$3,638.54	\$11,035.33
Credit Cards		
5662 Bank Of America	0.00	0.00
Total Credit Cards	\$0.00	\$0.00
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
Total 2100 Payroll Liabilities	400.66	898.13
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	\$400.66	\$898.13
Total Current Liabilities	\$4,039.20	\$11,933.46
Total Liabilities	\$4,039.20	\$11,933.46
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
Total Equity	\$1,256,769.08	\$1,497,256.42
TOTAL LIABILITIES AND EQUITY	\$1,260,808.28	\$1,509,189.88

Cuba Library Director's Monthly Report

August 2022

	August 2022	July 2022	August 2021	August 2020	August 2019	August 2018
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

August 1	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
August 2	Pre-K Storytime	6 children, 4 adults
	Snap Ed	7 children, 3 adults
August 3	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
August 4	K-3 Storytime	8 children, 4 adults
August 8	STEAM Ocean Cleanup	2 children
August 9	Pre-K Storytime	8 children, 6 adults
	Snap Ed	7 children, 5 adults
August 10	Community Helpers	125 mixed ages
August 11	K-3 Storytime	8 children, 4 adults
August 15	D&D	8 teens
August 25	Back to School Bash @CRCS	50 mixed ages

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.