

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

**Monday, Nov. 14, 2022**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of September'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. Nominating Committee
  - ii. Parking
10. New Business
  - i. Trustee Resignation
  - ii. 2023 Budget
  - iii. Crosswalk Sign
  - iv. Lawyer/ Personnel Policy
11. Adjournment

**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. **Markerspace Policy:** Tina furnished us with a proposed Markerspace 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 Markerspace 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 - October, 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Revenue</b>				
4003 School Income	226,237.00	226,237.00	0.00	0.00 %
4004 Local Lib Services Aid		1,615.00	1,615.00	100.00 %
4017 Memorials/Gifts	3,971.14		-3,971.14	
4020 Meeting Room Fee	625.00	400.00	-225.00	-56.25 %
<b>4100 Other Income</b>				
Arts	285.00		-285.00	
Book Replacement	232.94		-232.94	
Copies Income	1,591.50	2,000.00	408.50	20.43 %
Donation Box	583.87	730.00	146.13	20.02 %
Fines	167.05	100.00	-67.05	-67.05 %
Misc Income	356.99	700.00	343.01	49.00 %
<b>Total 4100 Other Income</b>	<b>3,217.35</b>	<b>3,530.00</b>	<b>312.65</b>	<b>8.86 %</b>
<b>4200 Restricted Funds Revenue</b>				
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>16,225.75</b>	<b>2,000.00</b>	<b>-14,225.75</b>	<b>-711.29 %</b>
<b>4500 Investment Income</b>				
Capital Gains Distribution	6,363.90		-6,363.90	
Dividend Income	12,058.88		-12,058.88	
Interest Income	15.33		-15.33	
<b>Morgan Stanley</b>				
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>107,249.34</b>	<b>10,504.00</b>	<b>-96,745.34</b>	<b>-921.03 %</b>
Budget Carryover		35,000.00	35,000.00	100.00 %
<b>Total Revenue</b>	<b>\$357,525.58</b>	<b>\$279,286.00</b>	<b>\$ -78,239.58</b>	<b>-28.01 %</b>
<b>GROSS PROFIT</b>	<b>\$357,525.58</b>	<b>\$279,286.00</b>	<b>\$ -78,239.58</b>	<b>-28.01 %</b>
<b>Expenditures</b>				
<b>6100 Payroll Expenses</b>				
6101 Wages	126,747.67	159,391.00	32,643.33	20.48 %
6102 Taxes	11,701.93		-11,701.93	
Payroll Tax		12,200.00	12,200.00	100.00 %
SUTA		5,260.00	5,260.00	100.00 %
<b>Total 6102 Taxes</b>	<b>11,701.93</b>	<b>17,460.00</b>	<b>5,758.07</b>	<b>32.98 %</b>
6103 Employee Benefits				

# Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - October, 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Company Contributions				
Retirement	3,666.59	4,800.00	1,133.41	23.61 %
<b>Total Company Contributions</b>	<b>3,666.59</b>	<b>4,800.00</b>	<b>1,133.41</b>	<b>23.61 %</b>
Health Insurance	500.00	500.00	0.00	0.00 %
<b>Total 6103 Employee Benefits</b>	<b>4,166.59</b>	<b>5,300.00</b>	<b>1,133.41</b>	<b>21.39 %</b>
6105 Ins - Disability		1,010.00	1,010.00	100.00 %
<b>Total 6100 Payroll Expenses</b>	<b>142,616.19</b>	<b>183,161.00</b>	<b>40,544.81</b>	<b>22.14 %</b>
6200 Library Materials				
6205 Books-J	3,097.67	4,000.00	902.33	22.56 %
6210 Books-A	6,356.31	7,000.00	643.69	9.20 %
6220 Serials	974.43	900.00	-74.43	-8.27 %
6230 Audio	1,137.74	1,500.00	362.26	24.15 %
6240 Equipment	760.46	500.00	-260.46	-52.09 %
6250 Digital Books	4,980.98	6,000.00	1,019.02	16.98 %
6260 DVD	1,635.46	2,400.00	764.54	31.86 %
6270 Video Games	578.13	1,000.00	421.87	42.19 %
6280 Adult Programming	1,132.33	1,000.00	-132.33	-13.23 %
6285 Childrens Programming	1,344.22	1,000.00	-344.22	-34.42 %
6290 STLS cost share	11,357.04	10,667.00	-690.04	-6.47 %
<b>Total 6200 Library Materials</b>	<b>33,354.77</b>	<b>35,967.00</b>	<b>2,612.23</b>	<b>7.26 %</b>
6202 Book Replacement	51.43		-51.43	
6300 Restricted Fund Spending				
6310 Arts Grant Expense	1,473.74		-1,473.74	
6315 ALA Grant	592.20		-592.20	
6320 Friends Expense	4,596.07		-4,596.07	
6330 Manley Grant expense	9,133.19		-9,133.19	
6345 Lions Club Grant	430.63		-430.63	
6350 Wilday Grant	1,687.43		-1,687.43	
6370 Memorials & Gifts	2,783.55		-2,783.55	
6375 Allegany Area Foundation Grant	493.00		-493.00	
6385 ARC Grant Expense	12,111.85		-12,111.85	
6390 United Way Grant	3,845.75		-3,845.75	
<b>Total 6300 Restricted Fund Spending</b>	<b>37,147.41</b>		<b>-37,147.41</b>	
6410 Advertisement	128.90	350.00	221.10	63.17 %
6415 Bank fees		100.00	100.00	100.00 %
6420 Custodial supplies	706.38	600.00	-106.38	-17.73 %
6425 Discretionary Fund	209.61	500.00	290.39	58.08 %
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 %
<b>Total 6430 Insurance</b>	<b>7,421.46</b>	<b>7,908.00</b>	<b>486.54</b>	<b>6.15 %</b>

# Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - October, 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6445 Library supplies	2,691.84	3,150.00	458.16	14.54 %
Library Equipment	211.92	500.00	288.08	57.62 %
<b>Total 6445 Library supplies</b>	<b>2,903.76</b>	<b>3,650.00</b>	<b>746.24</b>	<b>20.44 %</b>
6447 Membership	615.00	600.00	-15.00	-2.50 %
6450 Postage	349.83	400.00	50.17	12.54 %
6455 Processing Fee	419.22	500.00	80.78	16.16 %
6460 Personal Protection Supplies	161.12	1,300.00	1,138.88	87.61 %
6465 Repairs/Building & Grounds	10,126.20	6,000.00	-4,126.20	-68.77 %
6470 Services	225.00	827.00	602.00	72.79 %
Alarm System - Doyle	590.00	430.00	-160.00	-37.21 %
Argentieries	243.00	252.00	9.00	3.57 %
Audit	4,500.00	4,500.00	0.00	0.00 %
Austin Security	62.90		-62.90	
Bookkeeper	6,900.00	7,200.00	300.00	4.17 %
Computer Tech	651.71	800.00	148.29	18.54 %
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	1,411.79	3,000.00	1,588.21	52.94 %
Parking Lot Maint	250.00	250.00	0.00	0.00 %
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>17,192.74</b>	<b>19,500.00</b>	<b>2,307.26</b>	<b>11.83 %</b>
6480 Train/conference	735.10	1,000.00	264.90	26.49 %
6485 Travel	529.23	1,500.00	970.77	64.72 %
6490 Utilities				
Electric	7,031.89	6,200.00	-831.89	-13.42 %
Extended Broadband	1,800.00	1,800.00	0.00	0.00 %
Fuel	4,389.92	4,500.00	110.08	2.45 %
Phone	1,183.60	1,750.00	566.40	32.37 %
<b>Total 6490 Utilities</b>	<b>14,405.41</b>	<b>14,250.00</b>	<b>-155.41</b>	<b>-1.09 %</b>
Ask Accountant	0.00		0.00	
<b>Total Expenditures</b>	<b>\$269,073.76</b>	<b>\$277,286.00</b>	<b>\$8,212.24</b>	<b>2.96 %</b>
NET OPERATING REVENUE	<b>\$88,451.82</b>	<b>\$2,000.00</b>	<b>\$ -86,451.82</b>	<b>-4,322.59 %</b>
Other Expenditures				
Anniversary (Net)		2,000.00	2,000.00	100.00 %
Anniversary Donations	-7,213.83		7,213.83	
Anniversary Expenses	6,963.24		-6,963.24	
<b>Total Anniversary (Net)</b>	<b>-250.59</b>	<b>2,000.00</b>	<b>2,250.59</b>	<b>112.53 %</b>

# Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - October, 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Flood Expenses	447.31		-447.31	
<b>Total Other Expenditures</b>	<b>\$196.72</b>	<b>\$2,000.00</b>	<b>\$1,803.28</b>	<b>90.16 %</b>
NET OTHER REVENUE	\$ -196.72	\$ -2,000.00	\$ -1,803.28	90.16 %
NET REVENUE	<b>\$88,255.10</b>	<b>\$0.00</b>	<b>\$ -88,255.10</b>	<b>0.00%</b>

# Cuba Circulating Library Association

## Statement of Activity

October 2022

	TOTAL	
	OCT 2022	OCT 2021 (PY)
<b>Revenue</b>		
4002 Village Income		4,750.00
4003 School Income	226,237.00	130,468.00
4017 Memorials/Gifts	370.00	315.00
4020 Meeting Room Fee	100.00	100.00
4100 Other Income		
Arts	55.00	
Book Replacement	7.95	
Copies Income	152.85	222.00
Donation Box	54.70	20.00
Fines	20.00	9.00
Misc Income	69.78	40.40
<b>Total 4100 Other Income</b>	<b>360.28</b>	<b>291.40</b>
4200 Restricted Funds Revenue		
Adult Programs		30.00
Grant - STLS		763.00
Grants		28,110.00
Lions Club Grant		500.00
<b>Total 4200 Restricted Funds Revenue</b>		<b>29,403.00</b>
4500 Investment Income		
Dividend Income	84.60	30.49
Interest Income	1.49	0.04
<b>Total 4500 Investment Income</b>	<b>86.09</b>	<b>30.53</b>
<b>Total Revenue</b>	<b>\$227,153.37</b>	<b>\$165,357.93</b>
<b>GROSS PROFIT</b>	<b>\$227,153.37</b>	<b>\$165,357.93</b>
<b>Expenditures</b>		
6100 Payroll Expenses		
6101 Wages	11,921.49	12,969.35
6102 Taxes	965.60	1,138.38
6103 Employee Benefits		
Company Contributions		
Retirement	346.80	258.20
<b>Total Company Contributions</b>	<b>346.80</b>	<b>258.20</b>
<b>Total 6103 Employee Benefits</b>	<b>346.80</b>	<b>258.20</b>
<b>Total 6100 Payroll Expenses</b>	<b>13,233.89</b>	<b>14,365.93</b>



# Cuba Circulating Library Association

## Statement of Activity

October 2022

	TOTAL	
	OCT 2022	OCT 2021 (PY)
6200 Library Materials		
6205 Books-J	159.68	222.80
6210 Books-A	516.79	279.71
6230 Audio	112.40	41.24
6240 Equipment	118.88	
6250 Digital Books	833.73	
6260 DVD	145.78	261.34
6270 Video Games	39.99	59.88
6280 Adult Programming	276.31	
<b>Total 6200 Library Materials</b>	<b>2,203.56</b>	<b>864.97</b>
6202 Book Replacement	16.36	
6300 Restricted Fund Spending		
6310 Arts Grant Expense	70.00	870.00
6315 ALA Grant		790.96
6320 Friends Expense	90.11	149.91
6330 Manley Grant expense	35.23	177.91
6350 Wilday Grant	510.91	
6370 Memorials & Gifts	956.87	91.61
6390 United Way Grant	47.25	2.99
<b>Total 6300 Restricted Fund Spending</b>	<b>1,710.37</b>	<b>2,083.38</b>
6420 Custodial supplies	18.32	45.88
6425 Discretionary Fund	135.73	
6445 Library supplies	90.88	89.34
Library Equipment	72.15	
<b>Total 6445 Library supplies</b>	<b>163.03</b>	<b>89.34</b>
6447 Membership	180.00	
6450 Postage	17.31	
6455 Processing Fee	35.07	22.75
6460 Personal Protection Supplies	19.98	416.84
6465 Repairs/Building & Grounds	93.17	224.54
6470 Services	-175.00	600.00
Alarm System - Doyle	94.35	29.95
Argentieries	24.00	21.00
Bookkeeper	600.00	600.00
Elevator		898.31
Hotspots	197.40	
Parking Lot Maint	250.00	
<b>Total 6470 Services</b>	<b>990.75</b>	<b>2,149.26</b>
6480 Train/conference	400.10	
6485 Travel	307.10	342.32

# Cuba Circulating Library Association

## Statement of Activity

October 2022

	TOTAL	
	OCT 2022	OCT 2021 (PY)
6490 Utilities		
Electric	441.70	599.00
Extended Broadband	450.00	450.00
Fuel	436.00	49.12
Phone	117.79	119.77
<b>Total 6490 Utilities</b>	<b>1,445.49</b>	<b>1,217.89</b>
<b>Total Expenditures</b>	<b>\$20,970.23</b>	<b>\$21,823.10</b>
NET OPERATING REVENUE	<b>\$206,183.14</b>	<b>\$143,534.83</b>
Other Revenue		
Flood Relief Donations		6,706.00
<b>Total Other Revenue</b>	<b>\$0.00</b>	<b>\$6,706.00</b>
Other Expenditures		
Anniversary (Net)		
Anniversary Donations	-10.00	
Anniversary Expenses	836.70	
<b>Total Anniversary (Net)</b>	<b>826.70</b>	
Flood Expenses		1,184.85
<b>Total Other Expenditures</b>	<b>\$826.70</b>	<b>\$1,184.85</b>
NET OTHER REVENUE	<b>\$ -826.70</b>	<b>\$5,521.15</b>
NET REVENUE	<b>\$205,356.44</b>	<b>\$149,055.98</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of October 31, 2022

	TOTAL	
	AS OF OCT 31, 2022	AS OF OCT 31, 2021 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1020 Five Star	234,042.77	140,325.23
1090 Savings	173.63	17,307.89
<b>Total Bank Accounts</b>	<b>\$234,216.40</b>	<b>\$157,633.12</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	36,696.45	
American Cap Inc Builder A	106,469.14	47,198.83
American Cap World Growth & Inc	72,468.33	
American Fundamental Inv A	52,048.34	
American Funds Mortgage A	30,158.56	5,965.39
American Global Balanced A	112,512.06	53,035.72
American Inc Fd of America A	106,688.30	50,291.35
American Intm Bd Fd of Amer A	21,925.45	
American Inv Co of Amer A	26,084.19	
American Short-Term Bond A	29,661.92	7,464.55
American WA Mutual A	110,229.52	55,782.09
Cash, BDP, and Money Market Fds	6,650.37	961.62
Stocks	935.59	803.83
Unrealized Gain/Loss	54,000.39	66,516.37
<b>Total 1303 Endowment Investment</b>	<b>766,528.61</b>	<b>288,019.75</b>
1305 Anonymous Investment	0.00	739,907.47
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	5,814.95	5,758.87
American Inc Fd of America A	6,354.33	6,494.61
Cash, BDP, and Money Market Fds	0.66	1.32
Unrealized Gain/Loss	851.81	2,905.92
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>13,021.75</b>	<b>15,160.72</b>
1400 Prepaid Fee	0.00	88.72
Repayment		
Travel Reimbursement	27.13	
<b>Total Repayment</b>	<b>27.13</b>	
<b>Total Other Current Assets</b>	<b>\$779,577.49</b>	<b>\$1,043,176.66</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of October 31, 2022

	TOTAL	
	AS OF OCT 31, 2022	AS OF OCT 31, 2021 (PY)
<b>Total Current Assets</b>	<b>\$1,013,793.89</b>	<b>\$1,200,809.78</b>
Fixed Assets		
1520 Building and equipment	759,866.75	750,126.60
Elevator Replacement	41,645.00	41,645.00
<b>Total 1520 Building and equipment</b>	<b>801,511.75</b>	<b>791,771.60</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>\$421,908.40</b>
Other Assets	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,417,018.74</b>	<b>\$1,622,718.18</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	279.63	635.33
<b>Total Accounts Payable</b>	<b>\$279.63</b>	<b>\$635.33</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	361.78	0.00
American Funds	0.00	0.00
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	53.64	381.32
NYS Income Tax	465.51	595.60
NYS Taxes	822.52	270.45
Payroll Liability	0.00	9.30
Payroll Tax Federal	0.00	0.04
<b>Total 2100 Payroll Liabilities</b>	<b>1,703.45</b>	<b>1,256.71</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>\$1,703.45</b>	<b>\$1,256.71</b>
<b>Total Current Liabilities</b>	<b>\$1,983.08</b>	<b>\$1,892.04</b>
<b>Total Liabilities</b>	<b>\$1,983.08</b>	<b>\$1,892.04</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of October 31, 2022

	TOTAL	
	AS OF OCT 31, 2022	AS OF OCT 31, 2021 (PY)
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	55,137.02	249,376.46
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	88,255.10	71,648.03
<b>Total Equity</b>	<b>\$1,415,035.66</b>	<b>\$1,620,826.14</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,417,018.74</b>	<b>\$1,622,718.18</b>

# Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - September, 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	3,601.14		-3,601.14	
4020 Meeting Room Fee	525.00	400.00	-125.00	-31.25 %
<b>4100 Other Income</b>				
Arts	230.00		-230.00	
Book Replacement	224.99		-224.99	
Copies Income	1,438.65	2,000.00	561.35	28.07 %
Donation Box	529.17	730.00	200.83	27.51 %
Fines	147.05	100.00	-47.05	-47.05 %
Misc Income	287.21	700.00	412.79	58.97 %
<b>Total 4100 Other Income</b>	<b>2,857.07</b>	<b>3,530.00</b>	<b>672.93</b>	<b>19.06 %</b>
<b>4200 Restricted Funds Revenue</b>				
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>16,225.75</b>	<b>2,000.00</b>	<b>-14,225.75</b>	<b>-711.29 %</b>
<b>4500 Investment Income</b>				
Capital Gains Distribution	6,363.90		-6,363.90	
Dividend Income	11,974.28		-11,974.28	
Interest Income	13.84		-13.84	
<b>Morgan Stanley</b>				
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>107,163.25</b>	<b>10,504.00</b>	<b>-96,659.25</b>	<b>-920.21 %</b>
Budget Carryover		35,000.00	35,000.00	100.00 %
<b>Total Revenue</b>	<b>\$130,372.21</b>	<b>\$279,286.00</b>	<b>\$148,913.79</b>	<b>53.32 %</b>
<b>GROSS PROFIT</b>	<b>\$130,372.21</b>	<b>\$279,286.00</b>	<b>\$148,913.79</b>	<b>53.32 %</b>
<b>Expenditures</b>				
<b>6100 Payroll Expenses</b>				
6101 Wages	114,826.18	159,391.00	44,564.82	27.96 %
6102 Taxes	<b>10,736.33</b>	<b>17,460.00</b>	<b>6,723.67</b>	<b>38.51 %</b>
<b>6103 Employee Benefits</b>				
<b>Company Contributions</b>				
Retirement	3,319.79	4,800.00	1,480.21	30.84 %
<b>Total Company Contributions</b>	<b>3,319.79</b>	<b>4,800.00</b>	<b>1,480.21</b>	<b>30.84 %</b>

# Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - September, 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Health Insurance	500.00	500.00	0.00	0.00 %
<b>Total 6103 Employee Benefits</b>	<b>3,819.79</b>	<b>5,300.00</b>	<b>1,480.21</b>	<b>27.93 %</b>
6105 Ins - Disability		1,010.00	1,010.00	100.00 %
<b>Total 6100 Payroll Expenses</b>	<b>129,382.30</b>	<b>183,161.00</b>	<b>53,778.70</b>	<b>29.36 %</b>
6200 Library Materials				
6205 Books-J	2,937.99	4,000.00	1,062.01	26.55 %
6210 Books-A	5,839.52	7,000.00	1,160.48	16.58 %
6220 Serials	974.43	900.00	-74.43	-8.27 %
6230 Audio	1,025.34	1,500.00	474.66	31.64 %
6240 Equipment	641.58	500.00	-141.58	-28.32 %
6250 Digital Books	4,147.25	6,000.00	1,852.75	30.88 %
6260 DVD	1,489.68	2,400.00	910.32	37.93 %
6270 Video Games	538.14	1,000.00	461.86	46.19 %
6280 Adult Programming	856.02	1,000.00	143.98	14.40 %
6285 Childrens Programming	1,344.22	1,000.00	-344.22	-34.42 %
6290 STLS cost share	11,357.04	10,667.00	-690.04	-6.47 %
<b>Total 6200 Library Materials</b>	<b>31,151.21</b>	<b>35,967.00</b>	<b>4,815.79</b>	<b>13.39 %</b>
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	4,505.96		-4,505.96	
6330 Manley Grant expense	9,097.96		-9,097.96	
6345 Lions Club Grant	430.63		-430.63	
6350 Wilday Grant	1,176.52		-1,176.52	
6370 Memorials & Gifts	1,826.68		-1,826.68	
6375 Allegany Area Foundation Grant	493.00		-493.00	
6385 ARC Grant Expense	12,111.85		-12,111.85	
6390 United Way Grant	3,798.50		-3,798.50	
<b>Total 6300 Restricted Fund Spending</b>	<b>35,437.04</b>		<b>-35,437.04</b>	
6410 Advertisement	128.90	350.00	221.10	63.17 %
6415 Bank fees		100.00	100.00	100.00 %
6420 Custodial supplies	688.06	600.00	-88.06	-14.68 %
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 %
<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	2,600.96	3,150.00	549.04	17.43 %
Library Equipment	139.77	500.00	360.23	72.05 %
<b>Total 6445 Library supplies</b>	<b>2,740.73</b>	<b>3,650.00</b>	<b>909.27</b>	<b>24.91 %</b>

# Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - September, 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6447 Membership	435.00	600.00	165.00	27.50 %
6450 Postage	332.52	400.00	67.48	16.87 %
6455 Processing Fee	384.15	500.00	115.85	23.17 %
6460 Personal Protection Supplies	141.14	1,300.00	1,158.86	89.14 %
6465 Repairs/Building & Grounds	10,033.03	6,000.00	-4,033.03	-67.22 %
6470 Services	400.00	827.00	427.00	51.63 %
Alarm System - Doyle	495.65	430.00	-65.65	-15.27 %
Argentieries	219.00	252.00	33.00	13.10 %
Audit	4,500.00	4,500.00	0.00	0.00 %
Austin Security	62.90		-62.90	
Bookkeeper	6,300.00	7,200.00	900.00	12.50 %
Computer Tech	651.71	800.00	148.29	18.54 %
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	1,214.39	3,000.00	1,785.61	59.52 %
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>16,201.99</b>	<b>19,500.00</b>	<b>3,298.01</b>	<b>16.91 %</b>
6480 Train/conference	335.00	1,000.00	665.00	66.50 %
6485 Travel	222.13	1,500.00	1,277.87	85.19 %
6490 Utilities				
Electric	6,590.19	6,200.00	-390.19	-6.29 %
Extended Broadband	1,350.00	1,800.00	450.00	25.00 %
Fuel	3,953.92	4,500.00	546.08	12.14 %
Phone	1,065.81	1,750.00	684.19	39.10 %
<b>Total 6490 Utilities</b>	<b>12,959.92</b>	<b>14,250.00</b>	<b>1,290.08</b>	<b>9.05 %</b>
Ask Accountant	0.00		0.00	
<b>Total Expenditures</b>	<b>\$248,103.53</b>	<b>\$277,286.00</b>	<b>\$29,182.47</b>	<b>10.52 %</b>
NET OPERATING REVENUE	<b>\$ -117,731.32</b>	<b>\$2,000.00</b>	<b>\$119,731.32</b>	<b>5,986.57 %</b>
Other Revenue				
Anniversary Donations	7,203.83		-7,203.83	
<b>Total Other Revenue</b>	<b>\$7,203.83</b>	<b>\$0.00</b>	<b>\$ -7,203.83</b>	<b>0.00%</b>
Other Expenditures				
Anniversary Expenses	6,126.54	2,000.00	-4,126.54	-206.33 %
Flood Expenses	447.31		-447.31	
<b>Total Other Expenditures</b>	<b>\$6,573.85</b>	<b>\$2,000.00</b>	<b>\$ -4,573.85</b>	<b>-228.69 %</b>



# Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - September, 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
NET OTHER REVENUE	<b>\$629.98</b>	<b>\$ -2,000.00</b>	<b>\$ -2,629.98</b>	<b>131.50 %</b>
NET REVENUE	<b>\$ -117,101.34</b>	<b>\$0.00</b>	<b>\$117,101.34</b>	<b>0.00%</b>

# Cuba Circulating Library Association

## Statement of Activity

September 2022

	TOTAL	
	SEP 2022	SEP 2021 (PY)
<b>Revenue</b>		
4017 Memorials/Gifts	2,110.00	325.00
4020 Meeting Room Fee	25.00	
4100 Other Income		
Arts	30.00	4,500.00
Copies Income	89.48	173.35
Donation Box	206.33	27.25
Fines	17.00	12.00
Misc Income	12.35	48.10
<b>Total 4100 Other Income</b>	<b>355.16</b>	<b>4,760.70</b>
4200 Restricted Funds Revenue		
Adult Programs		20.00
Friends		307.06
<b>Total 4200 Restricted Funds Revenue</b>		<b>327.06</b>
4500 Investment Income		
Dividend Income	3,341.01	4,091.14
Interest Income	0.06	3.78
Realized Gain/Loss on Investments	0.00	
<b>Total 4500 Investment Income</b>	<b>3,341.07</b>	<b>4,094.92</b>
<b>Total Revenue</b>	<b>\$5,831.23</b>	<b>\$9,507.68</b>
<b>GROSS PROFIT</b>	<b>\$5,831.23</b>	<b>\$9,507.68</b>
<b>Expenditures</b>		
6100 Payroll Expenses		
6101 Wages	12,258.96	12,820.50
6102 Taxes	1,020.53	1,122.04
6103 Employee Benefits		
Company Contributions		
Retirement	356.22	259.55
<b>Total Company Contributions</b>	<b>356.22</b>	<b>259.55</b>
<b>Total 6103 Employee Benefits</b>	<b>356.22</b>	<b>259.55</b>
<b>Total 6100 Payroll Expenses</b>	<b>13,635.71</b>	<b>14,202.09</b>
6200 Library Materials		
6205 Books-J	554.77	431.40
6210 Books-A	772.48	634.90
6220 Serials	157.99	94.79
6230 Audio	179.53	280.00

# Cuba Circulating Library Association

## Statement of Activity

September 2022

	TOTAL	
	SEP 2022	SEP 2021 (PY)
6240 Equipment		137.99
6250 Digital Books	197.63	
6260 DVD	362.95	292.04
6270 Video Games	52.06	
6280 Adult Programming	201.56	
6285 Childrens Programming	126.63	
6290 STLS cost share	833.78	
<b>Total 6200 Library Materials</b>	<b>3,439.38</b>	<b>1,871.12</b>
6202 Book Replacement		15.39
6300 Restricted Fund Spending		
6315 ALA Grant		284.19
6320 Friends Expense	473.86	411.33
6330 Manley Grant expense	8,894.56	1,667.42
6370 Memorials & Gifts	304.24	192.20
6385 ARC Grant Expense	3,415.80	
6390 United Way Grant	317.49	18.68
6395 Summer Reading Program		354.00
<b>Total 6300 Restricted Fund Spending</b>	<b>13,405.95</b>	<b>2,927.82</b>
6410 Advertisement	119.40	119.40
6420 Custodial supplies	260.58	55.83
6445 Library supplies	200.63	229.87
Library Equipment	113.77	
<b>Total 6445 Library supplies</b>	<b>314.40</b>	<b>229.87</b>
6447 Membership	25.00	
6450 Postage	234.98	
6455 Processing Fee	57.20	47.41
6460 Personal Protection Supplies	24.97	24.99
6465 Repairs/Building & Grounds	662.36	345.45
6470 Services		12.00
Argentieries	24.00	21.00
Bookkeeper	1,500.00	1,800.00
Computer Tech	70.38	180.00
Copier Acme		75.49
Hotspots	227.39	
<b>Total 6470 Services</b>	<b>1,821.77</b>	<b>2,088.49</b>
6480 Train/conference	335.00	825.00
6485 Travel		877.63

# Cuba Circulating Library Association

## Statement of Activity

September 2022

	TOTAL	
	SEP 2022	SEP 2021 (PY)
6490 Utilities		
Electric	603.13	559.00
Fuel	436.00	21.42
Phone	237.84	119.77
<b>Total 6490 Utilities</b>	<b>1,276.97</b>	<b>700.19</b>
<b>Total Expenditures</b>	<b>\$35,613.67</b>	<b>\$24,330.68</b>
NET OPERATING REVENUE	<b>\$ -29,782.44</b>	<b>\$ -14,823.00</b>
Other Revenue		
Anniversary Donations	230.00	
Flood Relief Donations		7,507.00
<b>Total Other Revenue</b>	<b>\$230.00</b>	<b>\$7,507.00</b>
Other Expenditures		
Anniversary Expenses	39.75	
Flood Expenses		21,832.38
<b>Total Other Expenditures</b>	<b>\$39.75</b>	<b>\$21,832.38</b>
NET OTHER REVENUE	<b>\$190.25</b>	<b>\$ -14,325.38</b>
NET REVENUE	<b>\$ -29,592.19</b>	<b>\$ -29,148.38</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of September 30, 2022

	TOTAL	
	AS OF SEP 30, 2022	AS OF SEP 30, 2021 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1020 Five Star	16,270.69	9,527.31
1090 Savings	11,672.19	37,307.89
<b>Total Bank Accounts</b>	<b>\$27,942.88</b>	<b>\$46,835.20</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	36,696.45	
American Cap Inc Builder A	106,469.14	47,198.83
American Cap World Growth & Inc	72,468.33	
American Fundamental Inv A	52,048.34	
American Funds Mortgage A	30,126.11	5,964.17
American Global Balanced A	112,512.06	53,035.72
American Inc Fd of America A	106,688.30	50,291.35
American Intm Bd Fd of Amer A	21,903.08	
American Inv Co of Amer A	26,084.19	
American Short-Term Bond A	29,632.14	7,462.41
American WA Mutual A	110,229.52	55,782.09
Cash, BDP, and Money Market Fds	6,500.32	961.60
Stocks	772.78	785.99
Unrealized Gain/Loss	12,568.86	55,363.59

# Cuba Circulating Library Association

## Statement of Financial Position

As of September 30, 2022

	TOTAL	
	AS OF SEP 30, 2022	AS OF SEP 30, 2021 (PY)
<b>Total 1303 Endowment Investment</b>	<b>724,699.62</b>	<b>276,845.75</b>
1305 Anonymous Investment	0.00	0.00
American Balanced A	0.00	34,872.22
American Cap Inc Builder	0.00	98,246.31
American Cap World Growth & Inc	0.00	73,406.89
American Fundamental Inv A	0.00	51,420.42
American Funds Mortgage A	0.00	23,857.93
American Global Balanced A	0.00	61,821.35
American Inc Fd of America A	0.00	57,475.79
American Intm Bd Fd of Amer A	0.00	21,546.29
American Inv Co of Amer A	0.00	55,501.36
American Short-Term Bond A	0.00	21,920.39
American WA Mutual A	0.00	51,656.34
Cash, BDP, and Money Market Fds	0.00	1,226.66
Unrealized Gain/Loss	0.00	157,639.62
<b>Total 1305 Anonymous Investment</b>	<b>0.00</b>	<b>710,591.57</b>
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	5,814.95	5,758.87
American Inc Fd of America A	6,354.33	6,494.61
Cash, BDP, and Money Market Fds	0.66	0.66
Unrealized Gain/Loss	158.11	2,407.91
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>12,328.05</b>	<b>14,662.05</b>
1400 Prepaid Fee	420.00	371.14
Repayment		
Travel Reimbursement	27.13	
<b>Total Repayment</b>	<b>27.13</b>	
<b>Total Other Current Assets</b>	<b>\$737,474.80</b>	<b>\$1,002,470.51</b>
<b>Total Current Assets</b>	<b>\$765,417.68</b>	<b>\$1,049,305.71</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 September 30, 2022

	TOTAL	
	AS OF SEP 30, 2022	AS OF SEP 30, 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>\$1,168,642.53</b>	<b>\$1,450,391.61</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	1,005.73	19,014.36
<b>Total Accounts Payable</b>	<b>\$1,005.73</b>	<b>\$19,014.36</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	0.00
NYS Employment Taxes	245.62	235.11
NYS Income Tax	0.00	50.23
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>245.62</b>	<b>565.13</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>\$245.62</b>	<b>\$565.13</b>
<b>Total Current Liabilities</b>	<b>\$1,251.35</b>	<b>\$19,579.49</b>
<b>Total Liabilities</b>	<b>\$1,251.35</b>	<b>\$19,579.49</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	12,848.98	208,418.42
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	-117,101.34	-77,407.95
<b>Total Equity</b>	<b>\$1,167,391.18</b>	<b>\$1,430,812.12</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,168,642.53</b>	<b>\$1,450,391.61</b>

## Cuba Library Director's Monthly Report

October 2022

	Oct. 2022	Sept. 2022	Oct. 2021	Oct. 2020	Oct. 2019	Oct. 2018
Circulation	2426 Adult 1172 J/YA 1254	2505 Adult 1328 J/YA 1177	2223 Adult 1171 J/YA 1052	2512 Adult 1450 J/YA 1062	3362 Adult 2043 J/YA 1319	2925
Holds Filled	322	336	381	344	463	452
New Library Cards	30	21	21	7	20	14
Libby (eBooks)	466	418	416	408	322	369
Wifi Use	370	327	261	269	219	
Visits to website	unknown	803	841	1004		
Door Count	2324	1702	1548			

### Upcoming Programs

- Nov. 10 6:00 p.m.                      Author Talk: Barbara Knight
- Dec. 3 all day                              Small Town Christmas (crafts and rummage sale)
- Dec. 7 6:00 p.m.                          Macramé Ornaments
- Dec. 13 11:00 a.m.                        Tasty Tuesdays: Cookbook Club

Programming: October was a very busy month for programming. Paranormal Mysteries of the Southern Tier by Mason Winfield and Vegetarian Cooking were both quite well attended, and the feedback from attendees was very positive. We also held a watercolors class, Songs of the Erie Canal, Understanding Alzheimer's, and a drawing class. Our usual monthly groups met as well: our two book clubs, the knitting group, and Dungeons & Dragons for adults. We will slow down on programming a bit the next couple months, due to the holidays and upcoming construction project.

Grants: I submitted our Arts grant application to the Arts Council for Wyoming County. If approved, this grant will allow us to bring five Haudenosaunee artists to the library in 2023. They will teach a variety of classes on Native art in topics such as weaving, beading, leatherwork, and antler carving. We were awarded an Outreach Mini-grant from STLS to fund physical fitness initiatives. We will hold another series of Chair Yoga classes, and purchase four sets of snowshoes and poles. The snowshoes will be available for patrons to checkout from the library. I continue to seek grants that will help with our building project, and have identified two possibilities. I will be attending information sessions on the ALA Libraries Transform Communities: Accessible Small and Rural Communities grant as well as the Ralph C. Wilson Legacy Fund to see if our project fits their requirements.



Professional Development: I attended the STLS Annual Meeting, where our library received the 2022 Sustainable Practices Award. I also attended a series of classes through ALA, “Human Resources Crash Course for Library Managers,” that was very useful. I learned about best practices for hiring, evaluation, firing, creating job descriptions, and much more. I also attended the STLS “Gather and Grow” conference and learned about providing Genealogy programming, how to make your programming budget go further, and how to support trans staff and patrons.

Outreach: We collaborated with the Olean Charter for Compassion to collect household items for a refugee family resettling in the Buffalo Area. Our patrons donated over 400 items for this family, consisting of toothbrushes, soap, toilet paper, board games, school supplies, and much more. This was a wonderful project and one that our patrons really supported. We also collaborated with the Town for their Trunk or Treat celebration on Oct. 29. We hosted a petting zoo and offered crafts throughout the day.

## Cuba Library Director's Monthly Report

September 2022

	September 2022	August 2022	September 2021	Sept. 2020	Sept. 2019	Sept. 2018
Circulation	2505 Adult 1328 J/YA 1177	3012 adult 1461 J/YA 1551	2291 (adult 1262) (Juv/YA 1029)	2440 (adult 1483) (J/YA 957)	3021 (adult 1857) (Juv/YA 1164)	2429
Holds Filled	336	384	394	327	431	402
New Library Cards	21	26	25	8	18	12
Libby (eBooks)	418	472	463	435	344	299
Wifi Use	327	411	248	290	210	
Visits to website	803	1,100	851	839		
Door Count	1702	1996	1502			

### Upcoming Programs

Wed. Oct. 12 @ 6:30	Paranormal Mysteries of the Southern Tier	Mason Winfield
Thur, Oct. 13 @ 6:00	Vegetarian Cooking Demonstration	Yogini Kothari
Mon., Oct. 17 @ 6:00	Smartphone Photography Tips and Tricks	Cherilyn
Oct. 12-26	Annual Pumpkin Decorating Contest	
Sat., Oct. 22 @ 9:00	Watercolor Landscapes	Theresa Heinz
Tues, Oct. 25 @ 11:00	Understanding Alzheimer's and Dementia	Alzheimer's Association

Grants: We have six new computers for patron use, and a large digital kiosk funded by the Appalachian Regional Commission Grant project. STLS set up the computers for us, and will provide tech support for them for a year, as part of the grant. The digital kiosk is interactive, and includes a wayfinding map of the library, a local history page, and a page that highlights resources that for career readiness. Because the grant's goal is job support and career readiness, we have also extended invitations to local businesses to advertise job openings on the sign. We also have installed the TV in the community room, completing our new videoconferencing set up. This year's Manley grant funded the purchase of the TV, VR headsets, and OWL cameras, and last year's Manley grant funded our matching portion of the ARC grant..

I am currently writing a Community Arts grant with a goal of funding several art programs in 2023. Although we have received this grant for many years through the Tri-County Arts Council, Allegany county was recently shifted to the Arts Council of Wyoming County. This will be the first

time we've applied for the grant through our new arts council. I am actively looking for additional grants to fund our Children's Area building project, and have identified a few that seem promising.

Professional Development: I'm enrolled in a three-week program through the American Library Association: Human Resources Crash Course for Library Managers. The class will take us through the processes of building a job description, hiring new employees, personnel policies, employee discipline, and more.

Community: We completed our community drive for refugees, in collaboration with the Olean Charter for Compassion and Buffalo Jewish Social Services. We collected over 400 items, including 53 bars of soap, 61 toothbrushes, deodorant, light bulbs, toilet paper, and much more. It was wonderful to see our patrons get behind this collaboration and support the needs of refugees moving into Western New York.

Our booth at the Garlic Festival was well attended. We shared the booth with Friends, and had approximately 330 people stop by. We sold anniversary t-shirts and water bottles and had a cute garlic craft for kids to make and take.

# Youth Services Monthly Report: September/October 2022

## Storytimes

September is generally a prep month for me. I spent the month planning themes for weekly storytimes and planning other events. October was busy, with the beginning of storytimes and After School Explorers. We combined our 2-3 and 3-4 year old classes as there weren't very many signed up. Currently, we have eight registered, which is full capacity. In January, we will revisit splitting the group by age as it is definitely difficult to find activities that appeal to everyone and keep the majority's attention for the duration.

After School Explorers is also full. We typically have snack, talk about our weeks, read a few stories, then do a craft or game or other activity.

For both these groups, I've followed the themes of books, apples, fall/leaves, and Halloween.

## Teens/Tweens

We had a tween board game afternoon. Four girls attended and were excited to replay a couple games we had played together the last time. Since the September Board Games, we have created the "After School Crew" time for 4th through 7th grades. Similar to the After-School K-3 group, we have a regular group that meets, has snacks, plays games, and other activities. Most recently, only two girls came (post-Halloween sugar comas) so we got out the perler beads and did some crafting. They like games and they like having space to talk about their days. While we have snack, we talk about a high and low from the week.

Teens had a scheduled craft but due to low sign-ups, it was postponed and opened up to adults as well.

## Outreach

I had five classes come visit the library, one of which brought library card applications, adding several new cards. I did a back to school themed storytime and gave general information about the library, our services, and materials available. Three of these classes had a second visit in October. We did some "spooky" stories. I also went to visit a BOCES class. Three of these classes come monthly.

In November, I will start visiting Head Start monthly.

## Other

We hosted Cris Johnson's Spooky Magic show. It was VERY well attended with approximately 90 people of mixed ages there. Everyone said good things about it. We had a petting zoo during Cuba's Trunk or Treat, which was also very well attended.

Tina and I attended the CRCS Staff Development Day which had a speaker who talked about community partnerships and thriving rural communities. We had our Library Staff Development Day, at which I discussed how to help parents find levels of books. In doing my research for this, I reached out to a few CRCS teachers who told me that for the most part, their classrooms are not focused on levels, which is where I typically land as well. I met with two other STLS library staff members to discuss the Dolly Parton Imagination Library and how we can partner with each other to create easy, reproducible storytimes throughout the county. I also taught Smartphone Photography tips and tricks to some grown-ups. I think it went well and opened up room for follow up classes.

## Upcoming Programs

11/21 VR Gaming (teens)

11/28 Children's Craft

## September/October 2022 Programming

<b>9/21</b>	CRCS Bump/Quattrone K-3	22 children, 5 adults
	Tween Games	4 tweens
<b>9/26</b>	Children's Music Program	10 children, 5 adults
<b>9/27</b>	CRCS Weber 4th Grade	13 children, 1 adult
<b>9/28</b>	CRCS AM Pre-K	18 children, 3 adults
	CRCS PM Pre-K	11 children, 3 adults
<b>9/29</b>	CRCS Retz 2nd Grade	16 children, 1 adult
<b>10/3</b>	CRCS Norton (BOCES)	4 children, 5 adults
<b>10/4</b>	Preschool Storytime	7 children, 5 adults
<b>10/5</b>	CRCS VanDamme 4th Grade	14 children, 1 adult
<b>10/6</b>	After School Explorers	8 children
<b>10/11</b>	Preschool Storytime	4 children, 5 adults
<b>10/13</b>	After School Explorers	10 children
<b>10/18</b>	Preschool Storytime	4 children, 4 adults
	After School Crew	4 tweens
<b>10/19</b>	CRCS Bump/Quattrone K-3	20 children, 5 adults
	Minions Movie	35 children, 10 adults
<b>10/20</b>	After School Explorers	8 children
<b>10/25</b>	Preschool Storytime	5 children 4 adults
	After School Crew	5 tweens
	Spooky Magic	90 all ages
<b>10/26</b>	CRCS AM Pre-K	18 children, 3 adults
	CRCS PM Pre-K	11 children, 3 adults
<b>10/27</b>	After School Explorers	10 children
<b>10/29</b>	Petting Zoo	400 all ages
	Trick or Treaters	142 children

**09/05-11/1/22**

**Dave's Monthly Maintenance report.**

1. Mowed and trimmed lawn, raked leaves.
2. Try to tighten downstairs Steel Door where rubbing on corner, hinges all tight. Work order from Christian. Can't do anymore with it, no adjustments or screws for tightness on frame. building or wall shifted over years or steel frame is secured properly
3. Installed new Internet outlet/plug near front door for new Touch screen. Ran cable and hooked to router in computer lab.
4. Helped install/setup Touchscreen, installed computer
5. cleaned up cabling under table in computer lab.
6. Wired up new 4' light in Book Room in basement. working now.
7. Took old books from basement to transfer station for Friends of Library. .
8. Tighten 2 office chairs and checked plates that were put on previously to make them only go down so far.
9. Mounted large TV in community room.
10. Checked burn out bulb above Cherilyn desk. Changed bulb, still didn't work. Probably needs new ballast. Will get Part number.
11. Drained outside garden Hose, stored in Boiler Room in corner with other hose.
12. Moved Fire Extinguisher to side wall opposite side of Water fountain next to book case
13. Moved AED next to office on wall. (work order from Tina)
14. Removed Anniversary Banner and frame from front of library. Put Frame in Boiler room and hung banner behind desk on wall. (work order from Tina)
15. Re-lettered plaque in front Hallway for Florence B. Smolinski and put back up.
16. Put other bulletin board up in foyer under existing one.
17. Adjusted door closers on restrooms, community room and hall doors to make them easier to open and close slower.
18. Cleaned out vacuum cleaner in community room per workorder form Colleen. Was all clogging in filter and canister; works good now.

## **Cuba Circulating Library**

### **PERSONNEL POLICY**

**The Cuba Circulating Library Association (“library”) is an Equal Opportunity Employer. No person shall be denied a volunteer or paid position in the library on the basis of any legally prohibited discrimination involving but not limited to: race, religion, color, political beliefs, national or ethnic origin, sex, sexual orientation, age, marital or family status, veteran status or disability.**

**The library complies with the Americans with Disabilities Act (“ADA”) by providing an equal opportunity to all qualified persons with disabilities. The library also provides a reasonable accommodation to applicants and employees with disabilities.**

**The library strives to adhere to the highest standards of honesty, good faith and fair dealings. No employee shall accept gifts, gratuities, or favors which could influence his or her actions affecting the library. No employee shall have a position of influence or a material financial influence in another entity which could pose a conflict of interest for decisions made affecting the library. If a possible conflict of interest exists for a contract or arrangement for goods or services between an employee of the library and an outside entity, it must be disclosed to the Library Director or President of the Board of Trustees in writing.**

#### **I. RECRUITMENT AND HIRING**

##### **A. Positions**

1. The Library Director and Youth Services Coordinator are hourly professional positions. The Library Director will work at least thirty-five (35) hours a week. The Youth Services Coordinator will work at least twenty-five (25) hours a week. Other staff, such as Library Assistants, Senior Library Assistants, a Financial Secretary and a page, are paid hourly. The library contracts other positions as needed.
2. The Library Director supervises all staff. The Board of Trustees supervises the Director.

##### **B. Recruitment**

1. Open positions are first made known to current staff who have priority, if qualified for the position. Open positions for Library Director and Youth Services Coordinator will be advertised in newspapers, appropriate online venues, and with agencies appropriate for announcing said library positions. Other open positions will be advertised locally or regionally as deemed necessary for recruitment.

### C. Hiring

1. Structured interviews with a committee of Board members will be held for the Library Director and Youth Services Coordinator. The current Library Director may be part of the interview team for any position. The current Youth Services Coordinator may be part of the interview team for Library Director and the Youth Services Coordinator.
2. Structured interviews with the Library Director and one other staff will be held for Library Assistant positions.
3. Other positions will be filled by the Library Director, with or without structured interview, but always on the basis of merit and qualifications.
4. Prior to being hired, a candidate will have his/her name checked against the New York State Sexual Offenders Registry. Anyone with such a criminal conviction will be ineligible to be hired.

### D. Resignation

1. The Director and Youth Services Coordinator shall give six (6) weeks' notice of resignation. Other staff shall give two (2) weeks' notice of resignation.

## II. SALARY/WAGES

A. The Board of Trustees will determine salaries/wages for all staff.

### B. Payroll procedure

1. Payroll period will consist of fourteen (14) consecutive days beginning on a Monday and ending on a Sunday.
2. Payroll checks will be distributed on the first Wednesday following the end of the payroll period.
3. Employee compensation will be a bi-weekly hourly rate determined by the Board of Trustees.
4. Bi-weekly compensation for hourly employees will be determined by the number of hours worked in the payroll period times the rate of pay.
5. Employees eligible for the Paid Family Leave will have deductions taken from their paychecks as prescribed by New York State Law.



### C. IRA contribution

The Library will match up to three percent (3%) of an employee's gross annual wages/salary, if the employee wishes to participate in an IRA Retirement plan. This will be done by payroll deduction. An employee is eligible to retain the amount matched by the employer after one year of employment.

## III. INSURANCE

New York State requires most employers to maintain Disability, Worker's Compensation and Paid Family Leave benefits. The library provides such insurance coverages as required by law for the long-term wellness and financial protection of all employees. Each benefit is unique and is administered as described below.

### A. Disability

Disability benefits coverage is provided to all employees for an off-the-job injury or illness. These benefits provide temporary weekly cash benefits to replace, in part, wages lost due to injuries or illnesses that do not arise out of or in the course of employment. Disability benefits are also paid to an unemployed worker to replace unemployment insurance benefits lost because of illness or injury.

The library obtains this coverage through a disability benefits insurance carrier who is authorized by New York State's Worker's Compensation Board. This coverage is paid for entirely by the employer. Employees who seek disability benefits shall notify the Director, who shall notify the President of the Board of Trustees, in a timely manner, to file a claim. Employees will be asked to complete and submit a Notice and Proof of Claim for Disability Benefits form. The Worker's Compensation Board is responsible for the review and approval of claims.

### B. Worker's Compensation

Worker's Compensation coverage is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job. This coverage is paid for entirely by the library, and is obtained through a disability benefits insurance carrier who is authorized by New York State's Worker's Compensation Board.

Employees who are injured or become ill on the job shall seek medical attention immediately. The employee shall also notify the Director of the accident and how it occurred. The Director is responsible for completing an Accident Form immediately

following the accident and notifying the President of the Board of Trustees. The Director will file the accident form with the insurance provider.

Employees approved for benefits shall follow the required claims process. Partial use of sick time is allowed to bring compensation up to full normal pay. Employees do not usually accrue credit in the NYS Retirement System unless sick time is used. In that case, credit in the NYS Retirement System would be pro-rated. In any event, such credits are subject to the rules of the Retirement System. The Worker's Compensation Board is responsible for the review and approval of claims.

#### C. Paid Family Leave

Paid Family Leave coverage provides employees with job protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service abroad. This coverage is paid for entirely by the employee through biweekly payroll deductions. Deductions are based on a percentage of the employees' weekly wage set by New York State. The library obtains coverage on behalf of the employee through a benefits insurance carrier who is authorized by New York State's Worker's Compensation Board.

Employees who wish to apply for Paid Family Leave shall notify the Director, who shall notify the President of the Board of Trustees, at least thirty (30) days before leave will start. The employee must complete a Request for Paid Family Leave and submit it to the Director, who will notify the President of the Board of Trustees. The Director will complete the employer section of the form and return to the employee within three (3) business days. The employee is responsible for submitting the form and all necessary documentation to the library's Paid Family Leave Insurance carrier. The insurance carrier is responsible for the review and approval of claims.

The Director will administer all claims, unless involved in a claim him/herself, in that case, the President of the Board of Trustees will administer that claim.

#### D. Health Insurance

The library will pay fifty percent (50%) of the cost of a single BCBS of WNY Silver Standard health insurance plan or equivalent, available through the Cuba Chamber of Commerce, for the positions of the Director and the Youth Services Coordinator. The eligible employee is responsible for the remaining premium. In lieu of medical coverage, \$250 will be paid to the eligible employee at the completion of each employment year.

### IV. EARNED LEAVE

#### A. Holiday Leave

The Library Director and Youth Services Coordinator are paid for holidays that the library is closed. Staff who would otherwise be scheduled to work on that day will also be paid.

B. Vacations

1. Beginning after six (6) months of employment, the Library Director shall receive two (2) weeks of paid vacation a year. Beginning after six (6) months of employment, the Youth Services Coordinator shall receive two (2) weeks of paid vacation equal to normal work week hours. After four (4) years of employment, the Library Director and Youth Services Coordinator shall receive three (3) weeks of vacation equal to normal work week hours. Vacation must be used in the year in which it was earned, unless granted an exception by the Board.

2. Beginning after six (6) months of employment, hourly staff receives one (1) week (of their average regular work week) of vacation a year. Hourly employees earn an additional four (4) hours vacation for every additional year of employment, up to two (2) full weeks of vacation a year. Vacation must be used in the year in which it was earned, unless granted an exception by the Board.

C. Sick Days

Each employee will accrue sick leave pay at the rate of one and one-quarter hour (1.25) hours per every thirty (30) hours worked, for a maximum of ten (10) days of sick leave pay accrued per calendar year. An employee's unused sick leave shall be carried over to the following calendar year for a maximum accrual of thirty (30) days of sick leave. A "day" is defined as the employee's usual hourly work day. All sick leave will be taken pursuant to the provisions of New York Labor Law Section 196-b. An employee will not be paid for unused sick leave upon such employee's termination, resignation, retirement, or other separation for employment.

D. Bereavement Leave

Four (4) days of paid mourning leave is granted, equal to the number of hours an employee usually works in a week, per year. Bereavement leave is used for the death of a spouse, child, sibling, parent, grandparent or in-law of the employee.

E. Jury Duty

If called to jury duty, employees will be paid equal to the number of hours that employee usually works for up to one (1) week's jury duty.

#### F. Weather and Other Emergency Closings

The library will close due to weather at the discretion of the Library Director. If the library closes because of extreme weather conditions or emergency conditions, employees scheduled to work will be credited with time as if worked.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked and submit their time to the Library Director via email.

### V. **CONDITIONS OF EMPLOYMENT**

#### A. Job Descriptions

1. The Director and Board of Trustees establish employee classification and job descriptions according to prevailing library practices and the needs of the library. All job descriptions are available to all current employees as well as to applicants.
2. It is the Library Director's responsibility to keep these descriptions current.

#### B. Probationary Period

The probationary period is the first three (3) months of an hourly staffer's employment, during which time the employee may work closely with another staff member. The probationary period for the Library Director is six (6) months. At the end of the probationary period, the employee will receive a written evaluation of work. An unsatisfactory evaluation may result in termination.

#### C. Hours of Work

1. Evening and Saturday work is a condition of employment in the library and is a part of the customary and usual work week.

#### D. Work Environment

1. Employees are expected to be prompt. Employees are expected to find their own replacement if possible if they are unable to work. If a replacement cannot be found, the Director is to be notified. There should be at least two (2) employees

on duty in the evening. There should be enough employees to handle the work flow at all other times, ensuring that customer service is prompt.

2. The conduct of personal business while at work, including phone calls, is discouraged.

3. Staff should not park on the streets near the library. There is parking available in the lot across the street from the library.

4. The library building is a non-smoking environment. Smoking is not permitted in any place in the building or within fifteen (15) feet of the main entrance of the library in accordance with New York State Law.

E. Personal Appearance

Employees are expected to dress in a professional manner which reflects their position. Appropriate work attire is required for those positions requiring contact with the public at the circulation desk.

F. Social Media

Library staff are welcome to interact with the library's social media outlets using their personal social media accounts, including but not limited to commenting, reposting, etc. original library posts. However, library staff may not use social media to violate the library and/or patron's privacy and may not use any social media outlets to speak for the library (ie, preface any posts dealing with the library but not promoting specific events or programs with a statement like 'The following doesn't represent the library or library board's opinions').

G. Breaks

An Employee receives a paid fifteen (15) minute break for each complete four (4) hours worked. If an employee is at work more than six (6) hours a day, that employee receives up to one (1) hour of unpaid meal time, with the stipulation that the circulation desk be covered at all times.

**VI. TRAINING**

A. Staff Development

Staff is expected to attend pertinent training and meetings, including monthly staff meetings. With the approval of the Library Director, workshop fees are paid by the library. Mileage to meetings and training is paid at the prevailing Internal Revenue Service rate.

**VII. EVALUATIONS**

Evaluations of all staff will be done annually. Prior to the meeting the employee will be given a copy of the evaluation form on which to note special accomplishments of the year. Thus the employee and Director work together on the evaluation and also work together on the goals for the coming year. The form is signed by both the Director and the employee. The Director is evaluated in the same manner annually by the Board of Trustees in accordance with his/her hire date

## **VIII. HARASSMENT/DISCRIMINATION**

### **A. Employee Grievance**

1. An employee with a grievance will define that problem in writing and submit it to the Director and/or the Chair of the Personnel Committee. If the problem is not resolved to the satisfaction of the employee within fifteen (15) working days, a written complaint with details should be submitted to the Board of Trustees by the employee. After hearing from the employee and the Director, the final decision of the Board of Trustees will be rendered in writing within thirty (30) days of the receipt of the complaint. If the complaint is not resolved to the satisfaction of the employee, any further action is the sole responsibility of the employee.

2. [Whistleblowers Policy](#)\* See Attached Cuba Circulating Library Association Whistleblower/Ethical Behavior Policy for further details.

## **IX. CUSTOMER SERVICE**

The first duty of all employees is to serve the customer. Courtesy and a spirit of excellence in customer service are the first requisites of a staff member. All customers are served on a first come, first served basis, and business like and cordial conduct is presupposed at all times. Personal conversations should be kept to a minimum and should never take precedence over customer service. Maintaining confidentiality of customer records and customer behavior is a requisite of the job.

## **X. EMPLOYEE CONSIDERATIONS**

Library employees are also able to make copies at half the public's cost.

## **XI. DISCIPLINARY ACTION**

Cuba Library employees are required to follow library policies and procedures and to meet acceptable standards of conduct normally expected in an office environment.

Any employee who exhibits unacceptable behavioral problems or violates library policy will be subject to discipline, which may range from verbal warnings to termination of employment.

Following is the normal sequence of steps that should be followed while recognizing concern for the rights and interests of each employee and the library:

Step 1 – Verbal warning by supervisor to employee

Step 2 – Written warning by supervisor to employee

Step 3 – Probation and/or suspension

Step 4 – Termination

Depending on the seriousness of the infraction, and at the discretion of the supervisor, steps 1 & 2 may be repeated or skipped. Each case is considered on an individual basis by the library director.

Verbal Warning: The first step in resolving work-related behavioral problems is usually for the library director to inform the employee of the infraction and request the employee to respond to the allegation or complaint. It provides the employee and the director with an opportunity to verbally discuss problems and to determine when and how these problems can be corrected. A memo of the warning will be placed into the employee's personnel file.

Written Warning: In documenting the infraction, the following outline should normally be followed:

- A. The specific nature of the violation or undesirable behavior, and the date of occurrence
- B. Previous discussion or discussions of this issue
- C. Previous disciplinary actions taken, if any
- D. Method or methods of discipline, if any
- E. Course of action to be taken in the future if the behavior is repeated
- F. Description of what constitutes improved behavior or conformance to policy and appropriate deadline.

The employee must review the memorandum and acknowledge, in writing, that he/she has read it. The memorandum is to be placed in an employee's personnel file immediately after review and discussion with employee. The employee is to receive a copy as well.

Probation and/or suspension: The length of the probation or suspension period is at the discretion of the Director, as is salary compensation provided to the employee during this period.

A serious breach of conduct may result in immediate probation, suspension, or termination.

**EMPLOYEE ACKNOWLEDGEMENT**

I have received my copy of the Personnel Policies of the Cuba Circulating Library and I understand that it is my responsibility to read and comply with these policies.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

Rev: August 2018

Rev: 04/08/2019, 05/15/2019, 03/30/2020, 12/14/2020, 02/08/2021



# The Law Office of Stephanie Adams, PLLC

Stephanie A. Adams, Member

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DATE: November 2, 2022

TO: Cuba Circulating Library  
ATTN: Board of Trustees; and  
Tina Dalton, Director  
39 E Main St.  
Cuba, NY 14727

*Via Email Only:* [daltont@stls.org](mailto:daltont@stls.org)

## RE: Proposed Letter of Engagement for Legal Services

Dear Tina:

This letter sets out the scope and proposed terms for the Law Office of Stephanie Adams, PLLC (“LOSA”) to provide legal services to the Cuba Circulating Library.

### Ethics

Legal services in NY are governed by Rules of Professional Conduct, which require attorneys to serve their clients with loyalty, confidentiality, and commitment. Accompanying this letter is a **Statement of Client’s Rights & Statement of Client’s Responsibilities**, emphasizing important aspects of the attorney-client relationship.

We have found that emphasizing these rules keeps ethics at the forefront of legal services, while client awareness of them promotes a trusting and productive relationship. Should you or your organization ever have any questions about these rules, please do not hesitate to ask.

### Scope of Service

The LOSA will provide a variety of legal services to Cuba Circulating Library, for issues as they arise. At the present time, these are limited to non-litigation services. We will work with you to set budgets and deadlines on a per-project basis.

If at any point the Cuba Circulating Library needs representation in litigation, the issue should be presented to the LOSA, which would evaluate our ability to provide representation in that matter, and if affirmative, prepare a separate letter of engagement for services, to be proposed to the Cuba Circulating Library.

### Billing Practices, Fees and Expenses

It is important to our office that clients not only understand their bill, but that billing is used as a tool for enhanced collaboration. Accounts are invoiced monthly, and payments are due within 30 days of receipt. Invoices note the WBE status of the Office.

Expenses and disbursements will be separately stated on the bill and our fees will be charged per the LOSA 2022 Pro Bono rates, set forth below:

The Law Office of Stephanie Adams, PLLC (LOSA)  
363 Grant Street, Suite One, Buffalo, New York 14213  
(716) 464-3386: phone, (716) 262-0984: fax, (716) 468-0568: text  
[www.stephaniecoleadams.com](http://www.stephaniecoleadams.com)



Senior Attorney time: \$200/hour (non-litigation)  
Associate Attorney time: \$150/hour (non-litigation)  
Senior Paralegal time: \$100/hour  
Junior Paralegal/Clerk time: \$50/hour  
Disbursement (postage, copying, etc.) will be billed at cost.

Please note that these costs are a specially reduced rate available to the Cuba Circulating Library due to its membership with South Central Regional Library Council. If this rate is to increase, you will have no less than 90 days' notice.

### Retainer

To initiate services, please send a signed copy of this letter of engagement proposal. The LOSA can also accept a retainer of any amount, and bill against it monthly. If you would like to place a deposit for this work, please contact Brian Calisto in my office ([brian@stephanicoleadams.com](mailto:brian@stephanicoleadams.com)) to arrange setting up a retainer in my attorney trust account, otherwise we will do a pay as you go system. As a starting point for a library, we suggest \$1,000.00 (5 hours) annually, or \$250.00 quarterly. A balance of a retainer and refund of such can be requested at any point in time by writing to [billing@stephanicoleadams.com](mailto:billing@stephanicoleadams.com).

Your account will be billed on the fifth of the month, and you will be provided with an invoice every 30 days showing a precise breakdown of attorney time, paralegal time, costs and disbursements. You will only receive an invoice during months in which the LOSA completed work on your behalf in the previous month.

### Arbitration

In the event that a dispute arises between us relating to our fees, you may have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request. Hopefully, good communication and clear billing practices will avoid any concerns.

### Termination

You may terminate legal services upon written notice.

The firm may terminate services for cause upon 3 days' written notice, based on: 1) any violation by the client of the "Client Responsibilities" with respect to the firm, and 2) failure to pay bills within 90 days.

### Your File

You may request an electronic or hard copy of your file, and the firm will honor your request as expeditiously as possible. Internal memoranda and notes for internal purposes only are not considered a part of your file. A fee for duplication will apply, and all outstanding bills must be paid prior to release. At its discretion, the firm will retain a copy of your file for up to seven years.



Acceptance of Terms

If these terms are acceptable, please sign in the space below. If you need to discuss any aspect of the proposal, please let us know.

Thank you for entrusting my office with the Cuba Circulating Library's legal needs. We look forward to working with you!

Very truly yours,

Stephanie A. Adams, Esq

ACCEPTED BY: \_\_\_\_\_

Tina Dalton  
Library Director

DATE: \_\_\_\_\_

Accompanying: Statement of Client's Rights and Statement of Client's Responsibilities



### **Statement of Client's Rights**

Section 1210.1 of the Joint Rules of the Appellate Division amended April 15, 2013 (22 NYCRR §1210.1)

1. You are entitled to be treated with courtesy and consideration at all times by your lawyer and the other lawyers and nonlawyer personnel in your lawyer's office.
2. You are entitled to have your attorney handle your legal matter competently and diligently, in accordance with the highest standards of the profession. If you are not satisfied with how your matter is being handled, you have the right to discharge your attorney and terminate the attorney-client relationship at any time. (Court approval may be required in some matters, and your attorney may have a claim against you for the value of services rendered to you up to the point of discharge.)
3. You are entitled to your lawyer's independent professional judgment and undivided loyalty uncompromised by conflicts of interest.
4. You are entitled to be charged reasonable fees and expenses and to have your lawyer explain before or within a reasonable time after commencement of the representation how the fees and expenses will be computed and the manner and frequency of billing. You are entitled to request and receive a written itemized bill from your attorney at reasonable intervals. You may refuse to enter into any arrangement for fees and expenses that you find unsatisfactory. In the event of a fee dispute, you may have the right to seek arbitration; your attorney will provide you with the necessary information regarding arbitration in the event of a fee dispute, or upon your request.

5. You are entitled to have your questions and concerns addressed promptly and to receive a prompt reply to your letters, telephone calls, emails, faxes, and other communications.
6. You are entitled to be kept reasonably informed as to the status of your matter and are entitled to have your attorney promptly comply with your reasonable requests for information, including your requests for copies of papers relevant to the matter. You are entitled to sufficient information to allow you to participate meaningfully in the development of your matter and make informed decisions regarding the representation.
7. You are entitled to have your legitimate objectives respected by your attorney. In particular, the decision of whether to settle your matter is yours and not your lawyer's. (Court approval of a settlement is required in some matters.)
8. You have the right to privacy in your communications with your lawyer and to have your confidential information preserved by your lawyer to the extent required by law.
9. You are entitled to have your attorney conduct himself or herself ethically in accordance with the New York Rules of Professional Conduct.
10. You may not be refused representation on the basis of race, creed, color, religion, sex, sexual orientation, age, national origin or disability.

### **Statement of Client's Responsibilities**

1. The client is expected to treat the lawyer and the lawyer's staff with courtesy and consideration.
2. The client's relationship with the lawyer should be one of complete candor and the client should apprise the lawyer of all facts or circumstances of the matter being handled by the lawyer even if the client believes that those facts may be detrimental to the client's cause or unflattering to the client.
3. The client must honor the fee arrangement as agreed to with the lawyer to the extent required by law.
4. All bills tendered to the client for services rendered pursuant to the agreed upon arrangement regarding fees and expenses should be paid when due.

5. A client who discharges the attorney and terminates the attorney-client relationship must nevertheless honor financial commitments under the agreed to arrangement regarding fees and expenses to the extent required by law.
6. Although the client should expect that his or her letters, telephone calls, emails, faxes, and other communications to the lawyer will be answered within a reasonable time, the client should recognize that the lawyer has other clients who may be equally deserving of the lawyer's time and attention.
7. The client should maintain contact with the lawyer, promptly notify the lawyer of any change in telephone number, address, email, or other electronic contact information, and respond promptly to a request by the lawyer for information and cooperation.
8. The client must realize that the lawyer is required to respect only legitimate objectives of the client and that the lawyer will not advocate or propose positions that are unprofessional or contrary to law or the New York Rules of Professional Conduct.
9. The lawyer may decline to accept a matter if the lawyer has previous personal or professional commitments that will prohibit the lawyer from devoting adequate time to representing the client competently and diligently.
10. A lawyer is under no obligation to accept a client if the lawyer determines that the cause of the client is without merit, a conflict of interest would exist or a suitable working relationship with the client is not likely.



(working less hours than previously budgeted)

(working more hours than last year)



Cuba Library Budget Draft  
2023

DISBURSEMENTS		Budget 2022	Budget 2023	RECEIPTS		Budget 2022	Budget 2023			
Gross Wages	\$	159,391.00	\$	172,167.00	School	\$	226,237.00	\$	231,846.00	
FICA- Employers	\$	12,200.00	\$	13,171.00	Local Lib. Services Aid	\$	1,615.00	\$	1,615.00	
Workman's Comp	\$	1,130.00	\$	1,190.00	Fines	\$	100.00	\$	200.00	
SUTA - Employers	\$	5,260.00	\$	2,310.00	Copies	\$	2,000.00	\$	2,000.00	
Disability	\$	1,010.00	\$	1,060.00	Other	\$	700.00	\$	400.00	
Books- Juvenile	\$	4,000.00	\$	4,500.00	Friends	\$	2,000.00	\$	2,000.00	
Books- Adult	\$	7,000.00	\$	7,500.00	Budget Carryover	\$	35,000.00	\$	22,090.00	
Serials	\$	900.00	\$	1,000.00	Meeting Room	\$	400.00	\$	750.00	
Computer Equipment	\$	500.00	\$	500.00	Endowment	\$	9,504.00	\$	34,851.00	
Audiobooks	\$	1,500.00	\$	1,000.00	Donation Box	\$	730.00	\$	400.00	
DVDs	\$	2,400.00	\$	1,500.00	Adams Memorial	\$	1,000.00	\$	500.00	
Library Equipment	\$	500.00	\$	1,000.00						
Fuel	\$	4,500.00	\$	5,300.00	<b>Total</b>	\$	279,286.00	\$	296,652.00	
Electric	\$	6,200.00	\$	9,000.00						
Repairs/Bldg & Grnds	\$	6,000.00	\$	7,000.00	<b>Non-Budget Income</b>					
Service/Service contracts	\$	15,000.00	\$	19,000.00	Legis. Grant/Bk. Share					
Insurance - property	\$	5,900.00	\$	6,195.00	Arts Grant	\$	4,500.00	\$	4,000.00	
Phone	\$	1,750.00	\$	1,250.00	Memorials/Gifts	\$	3,800.00	\$	3,200.00	
Postage	\$	400.00	\$	200.00	Replacements			\$	300.00	
Library Supplies	\$	3,150.00	\$	3,600.00	Refunds/Reimburse					
Personal Protection Supplies	\$	1,300.00	\$	300.00	Misc. Grants			\$	2,000.00	
Custodial Supplies	\$	600.00	\$	700.00	United Way	\$	5,000.00	\$	7,500.00	
Travel	\$	1,500.00	\$	1,500.00	Manley Grant			\$	5,000.00	
Bank Fees	\$	100.00	\$	100.00	Other	\$	1,000.00	\$	1,500.00	
Train/Conference	\$	1,000.00	\$	1,500.00	<b>TOTAL</b>	\$	14,300.00	\$	23,500.00	
Discretionary/Misc	\$	500.00	\$	500.00	<b>Service includes:</b>					
STLS Cost Share	\$	10,667.00	\$	10,774.00	Acme copiers	\$	400.00	\$	2,500.00	
STLS Digital Collection	\$	6,000.00	\$	3,557.00	Parking Lot Maint.	\$	250.00	\$	250.00	
Health Insurance	\$	500.00	\$	500.00	Computer Tech	\$	800.00	\$	900.00	
Extended Broadband	\$	1,800.00	\$	1,800.00	Fire Extinguishers	\$	56.00	\$	56.00	
IRA Match	\$	4,800.00	\$	5,500.00	Argentieri's	\$	252.00	\$	300.00	
Processing of Books	\$	500.00	\$	500.00	Rug Shampoos	\$	250.00	\$	250.00	
Advertising and Publicity	\$	350.00	\$	350.00	Window Cleaner	\$	450.00	\$	450.00	
Adult Programs	\$	1,000.00	\$	1,200.00	Water Softener	\$	250.00	\$	250.00	
Video Games	\$	1,000.00	\$	1,000.00	Gutters cleaned	\$	350.00	\$	-	
Audit	\$	4,500.00	\$	2,750.00	Doyle Security	\$	430.00	\$	850.00	
Liability Insurance	\$	878.00	\$	878.00	Patriot Microfilm	\$	335.00	\$	495.00	
Membership Fees	\$	600.00	\$	600.00	Hotspots	\$	3,000.00	\$	3,000.00	
Children's Programs	\$	1,000.00	\$	1,200.00	Accountant (file 990)			\$	750.00	
Anniversary	\$	2,000.00	\$	-	Bookkeeper	\$	7,200.00	\$	8,100.00	
					Fire Place Clean	\$	150.00	\$	200.00	
<b>Total</b>	\$	279,286.00	\$	293,652.00				Total services:	\$	18,351.00

Cuba Library Budget Draft  
2023

**16 Quarter Average - \$871,286.06**

**4% - \$34,851.44**

**3% - \$26,138.58**

**20 Quarter Average - \$857,458.78**

**4% - \$34,298.35**

**3% - \$25,723.76**