

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

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

Also Present: Tina Dalton and Shauna Comes

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

Public Comment: None

Friends Report: No report.

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

Financial Officer's Report: Marsha presented the financial statements. A motion was made by Wendy Sprague to accept the September and October Statements of Activity, Budget vs. Actuals and Statements of Financial Position furnished by Marsha. Lin Assink seconded the motion, and the motion passed unanimously. The documents are attached.

There was then a discussion about the \$75,000 that had been previously withdrawn from the Endowment Account in anticipation of using that money toward the remodel project.

A previous motion made at our July 2022 meeting indicated we would be withdrawing \$70,000 from the Endowment Account to pay bills and expenses and, once we received the tax money, we would reimburse the \$70,000 to the Endowment Account. At this time, we would like to amend that motion to indicate the money will not be redeposited to the Endowment Account. Therefore, a motion was made by Lynn Fulmer to amend the motion in our July minutes to read as follows: A motion was made by Lin Assink to move \$70,000 from the Endowment Account into our savings account, which funds will be used to pay our bills and expenses. Once the tax money is received, the \$70,000 will be used to fund the remodel. The motion was seconded by Lionel Legry, and passed unanimously. A second motion was made by Lynn Fulmer as follows: Motion to remove the remaining \$5,000 cash out of Morgan Stanley to Five Star savings account, as the remainder of the \$75,000 needed to fund the remodel. Lionel Legry seconded that motion, and the motion passed unanimously.

Correspondence Secretary: Lynn read some correspondences she had received.

Director's Report: Tina reviewed her report, which is attached. She also reviewed Cheryl's report, which is attached. Shauna Comes advised us of the recent seminar/convention she and Tina attended in Saratoga Springs. She and Tina also discussed the fact that the Trustees earned a "good job" reward.

In addition, Tina indicated that many libraries were creating policies regarding public comments during Trustee meetings. Several options were discussed, and Faith indicated a small committee should be formed to research this issue. Faith, Wendy, Sharry and Tina will be on the committee.

Committee Reports:

Planning: No report.

Finance: Marsha reported that they had met on October 11 to discuss the proposed budget, a copy of which is attached. There will be some changes made, and we will review again next month.

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

Personnel: No report.

Technology: No report.

Liaison with Friends: No report.

Education: It was decided that after our January meeting, we will have the sexual harassment training so that everyone will have it done at the same time.

Ad hoc Committees:

1. **Children's Area Renovation:** We will need to sell some furniture. Tina provided a list. There was discussion on how to do it.
2. **Anniversary:** See attached report.
3. **Disaster Plan:** No report.

Unfinished Business:

1. **Nominating Committee:** Wendy is working on this.
2. **Parking:** The Village put up a sign for the space in front of the Library, indicating it is for Library parking only.

New Business:

1. **Trustee Resignation:** Tracy Knavel has given her resignation. We respectfully accepted the resignation. Tracy will be missed.

Executive Session: An Executive Session was called by Sharry to discuss possible trustee nominees, and also to discuss retaining an attorney and the issues to discuss with the attorney. The motion was seconded by Lynn Fulmer and passed unanimously. We entered Executive Session at 6:50 PM. A motion was made by Lynn Fulmer to exit Executive Session at 7:10 PM. The motion was seconded by Marsha and passed unanimously.

A motion was made by Brad Weaver to retain Stephanie Cole Adams as our attorney, and for Tina to sign the Retainer Agreement. The motion was seconded by Tom Donahue, passed unanimously.

A motion was made by Lynn to adjourn. Wendy seconded the motion, which passed unanimously. Meeting adjourned at 7:15 PM.

Respectfully submitted:

Sharry Semans, Secretary

Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - September, 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	3,601.14		-3,601.14	
4020 Meeting Room Fee	525.00	400.00	-125.00	-31.25 %
4100 Other Income				
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 %
Total 4100 Other Income	2,857.07	3,530.00	672.93	19.06 %
4200 Restricted Funds Revenue				
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	16,225.75	2,000.00	-14,225.75	-711.29 %
4500 Investment Income				
Capital Gains Distribution	6,363.90		-6,363.90	
Dividend Income	11,974.28		-11,974.28	
Interest Income	13.84		-13.84	
Morgan Stanley				
Adams Memorial	1,000.00	1,000.00	0.00	0.00 %
Endowment Fund	79,504.00	9,504.00	-70,000.00	-736.53 %
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	107,163.25	10,504.00	-96,659.25	-920.21 %
Budget Carryover		35,000.00	35,000.00	100.00 %
Total Revenue	\$130,372.21	\$279,286.00	\$148,913.79	53.32 %
GROSS PROFIT	\$130,372.21	\$279,286.00	\$148,913.79	53.32 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	114,826.18	159,391.00	44,564.82	27.96 %
6102 Taxes	10,736.33	17,460.00	6,723.67	38.51 %
6103 Employee Benefits				
Company Contributions				
Retirement	3,319.79	4,800.00	1,480.21	30.84 %
Total Company Contributions	3,319.79	4,800.00	1,480.21	30.84 %

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 %
Total 6103 Employee Benefits	3,819.79	5,300.00	1,480.21	27.93 %
6105 Ins - Disability		1,010.00	1,010.00	100.00 %
Total 6100 Payroll Expenses	129,382.30	183,161.00	53,778.70	29.36 %
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 %
Total 6200 Library Materials	31,151.21	35,967.00	4,815.79	13.39 %
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	
Total 6300 Restricted Fund Spending	35,437.04		-35,437.04	
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 %
Total 6430 Insurance	7,421.46	7,908.00	486.54	6.15 %
6445 Library supplies	2,600.96	3,150.00	549.04	17.43 %
Library Equipment	139.77	500.00	360.23	72.05 %
Total 6445 Library supplies	2,740.73	3,650.00	909.27	24.91 %

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 %
Total 6470 Services	16,201.99	19,500.00	3,298.01	16.91 %
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 %
Total 6490 Utilities	12,959.92	14,250.00	1,290.08	9.05 %
Ask Accountant	0.00		0.00	
Total Expenditures	\$248,103.53	\$277,286.00	\$29,182.47	10.52 %
NET OPERATING REVENUE	\$ -117,731.32	\$2,000.00	\$119,731.32	5,986.57 %
Other Revenue				
Anniversary Donations	7,203.83		-7,203.83	
Total Other Revenue	\$7,203.83	\$0.00	\$ -7,203.83	0.00%
Other Expenditures				
Anniversary Expenses	6,126.54	2,000.00	-4,126.54	-206.33 %
Flood Expenses	447.31		-447.31	
Total Other Expenditures	\$6,573.85	\$2,000.00	\$ -4,573.85	-228.69 %

Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - September, 2022

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

Cuba Circulating Library Association

Statement of Activity

September 2022

	TOTAL	
	SEP 2022	SEP 2021 (PY)
Revenue		
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
Total 4100 Other Income	355.16	4,760.70
4200 Restricted Funds Revenue		
Adult Programs		20.00
Friends		307.06
Total 4200 Restricted Funds Revenue		327.06
4500 Investment Income		
Dividend Income	3,341.01	4,091.14
Interest Income	0.06	3.78
Realized Gain/Loss on Investments	0.00	
Total 4500 Investment Income	3,341.07	4,094.92
Total Revenue	\$5,831.23	\$9,507.68
GROSS PROFIT	\$5,831.23	\$9,507.68
Expenditures		
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
Total Company Contributions	356.22	259.55
Total 6103 Employee Benefits	356.22	259.55
Total 6100 Payroll Expenses	13,635.71	14,202.09
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	
Total 6200 Library Materials	3,439.38	1,871.12
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
Total 6300 Restricted Fund Spending	13,405.95	2,927.82
6410 Advertisement	119.40	119.40
6420 Custodial supplies	260.58	55.83
6445 Library supplies	200.63	229.87
Library Equipment	113.77	
Total 6445 Library supplies	314.40	229.87
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	
Total 6470 Services	1,821.77	2,088.49
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
Total 6490 Utilities	1,276.97	700.19
Total Expenditures	\$35,613.67	\$24,330.68
NET OPERATING REVENUE	\$ -29,782.44	\$ -14,823.00
Other Revenue		
Anniversary Donations	230.00	
Flood Relief Donations		7,507.00
Total Other Revenue	\$230.00	\$7,507.00
Other Expenditures		
Anniversary Expenses	39.75	
Flood Expenses		21,832.38
Total Other Expenditures	\$39.75	\$21,832.38
NET OTHER REVENUE	\$190.25	\$ -14,325.38
NET REVENUE	\$ -29,592.19	\$ -29,148.38

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)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	16,270.69	9,527.31
1090 Savings	11,672.19	37,307.89
Total Bank Accounts	\$27,942.88	\$46,835.20
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	36,696.45	
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)
Total 1303 Endowment Investment	724,699.62	276,845.75
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
Total 1305 Anonymous Investment	0.00	710,591.57
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
Total 1306 Adams Mem Book Fund Investment	12,328.05	14,662.05
1400 Prepaid Fee	420.00	371.14
Repayment		
Travel Reimbursement	27.13	
Total Repayment	27.13	
Total Other Current Assets	\$737,474.80	\$1,002,470.51
Total Current Assets	\$765,417.68	\$1,049,305.71
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 September 30, 2022

	TOTAL	
	AS OF SEP 30, 2022	AS OF SEP 30, 2021 (PY)
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,168,642.53	\$1,450,391.61
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	1,005.73	19,014.36
Total Accounts Payable	\$1,005.73	\$19,014.36
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	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
Total 2100 Payroll Liabilities	245.62	565.13
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	\$245.62	\$565.13
Total Current Liabilities	\$1,251.35	\$19,579.49
Total Liabilities	\$1,251.35	\$19,579.49
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
Total Equity	\$1,167,391.18	\$1,430,812.12
TOTAL LIABILITIES AND EQUITY	\$1,168,642.53	\$1,450,391.61

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)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	234,042.77	140,325.23
1090 Savings	173.63	17,307.89
Total Bank Accounts	\$234,216.40	\$157,633.12
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	36,696.45	
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
Total 1303 Endowment Investment	766,528.61	288,019.75
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
Total 1306 Adams Mem Book Fund Investment	13,021.75	15,160.72
1400 Prepaid Fee	0.00	88.72
Repayment		
Travel Reimbursement	27.13	
Total Repayment	27.13	
Total Other Current Assets	\$779,577.49	\$1,043,176.66

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)
Total Current Assets	\$1,013,793.89	\$1,200,809.78
Fixed Assets		
1520 Building and equipment	759,866.75	750,126.60
Elevator Replacement	41,645.00	41,645.00
Total 1520 Building and equipment	801,511.75	791,771.60
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	\$421,908.40
Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,417,018.74	\$1,622,718.18
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	279.63	635.33
Total Accounts Payable	\$279.63	\$635.33
Credit Cards		
5662 Bank Of America	0.00	0.00
Total Credit Cards	\$0.00	\$0.00
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
Total 2100 Payroll Liabilities	1,703.45	1,256.71
2200 Payroll taxes payable	0.00	0.00
2300 accrued payroll	0.00	0.00
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$1,703.45	\$1,256.71
Total Current Liabilities	\$1,983.08	\$1,892.04
Total Liabilities	\$1,983.08	\$1,892.04

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
Total Equity	\$1,415,035.66	\$1,620,826.14
TOTAL LIABILITIES AND EQUITY	\$1,417,018.74	\$1,622,718.18

Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - October, 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
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 %
4100 Other Income				
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 %
Total 4100 Other Income	3,217.35	3,530.00	312.65	8.86 %
4200 Restricted Funds Revenue				
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	16,225.75	2,000.00	-14,225.75	-711.29 %
4500 Investment Income				
Capital Gains Distribution	6,363.90		-6,363.90	
Dividend Income	12,058.88		-12,058.88	
Interest Income	15.33		-15.33	
Morgan Stanley				
Adams Memorial	1,000.00	1,000.00	0.00	0.00 %
Endowment Fund	79,504.00	9,504.00	-70,000.00	-736.53 %
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	107,249.34	10,504.00	-96,745.34	-921.03 %
Budget Carryover		35,000.00	35,000.00	100.00 %
Total Revenue	\$357,525.58	\$279,286.00	\$ -78,239.58	-28.01 %
GROSS PROFIT	\$357,525.58	\$279,286.00	\$ -78,239.58	-28.01 %
Expenditures				
6100 Payroll Expenses				
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 %
Total 6102 Taxes	11,701.93	17,460.00	5,758.07	32.98 %
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 %
Total Company Contributions	3,666.59	4,800.00	1,133.41	23.61 %
Health Insurance	500.00	500.00	0.00	0.00 %
Total 6103 Employee Benefits	4,166.59	5,300.00	1,133.41	21.39 %
6105 Ins - Disability		1,010.00	1,010.00	100.00 %
Total 6100 Payroll Expenses	142,616.19	183,161.00	40,544.81	22.14 %
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 %
Total 6200 Library Materials	33,354.77	35,967.00	2,612.23	7.26 %
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	
Total 6300 Restricted Fund Spending	37,147.41		-37,147.41	
6400 Insurance				
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 %
Total 6430 Insurance	7,421.46	7,908.00	486.54	6.15 %

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 %
Total 6445 Library supplies	2,903.76	3,650.00	746.24	20.44 %
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 %
Total 6470 Services	17,192.74	19,500.00	2,307.26	11.83 %
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 %
Total 6490 Utilities	14,405.41	14,250.00	-155.41	-1.09 %
Ask Accountant	0.00		0.00	
Total Expenditures	\$269,073.76	\$277,286.00	\$8,212.24	2.96 %
NET OPERATING REVENUE	\$88,451.82	\$2,000.00	\$ -86,451.82	-4,322.59 %
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	
Total Anniversary (Net)	-250.59	2,000.00	2,250.59	112.53 %

Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - October, 2022

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

Cuba Circulating Library Association

Statement of Activity

October 2022

	TOTAL	
	OCT 2022	OCT 2021 (PY)
Revenue		
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
Total 4100 Other Income	360.28	291.40
4200 Restricted Funds Revenue		
Adult Programs		30.00
Grant - STLS		763.00
Grants		28,110.00
Lions Club Grant		500.00
Total 4200 Restricted Funds Revenue		29,403.00
4500 Investment Income		
Dividend Income	84.60	30.49
Interest Income	1.49	0.04
Total 4500 Investment Income	86.09	30.53
Total Revenue	\$227,153.37	\$165,357.93
GROSS PROFIT	\$227,153.37	\$165,357.93
Expenditures		
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
Total Company Contributions	346.80	258.20
Total 6103 Employee Benefits	346.80	258.20
Total 6100 Payroll Expenses	13,233.89	14,365.93

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	
Total 6200 Library Materials	2,203.56	864.97
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
Total 6300 Restricted Fund Spending	1,710.37	2,083.38
6420 Custodial supplies	18.32	45.88
6425 Discretionary Fund	135.73	
6445 Library supplies	90.88	89.34
Library Equipment	72.15	
Total 6445 Library supplies	163.03	89.34
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	
Total 6470 Services	990.75	2,149.26
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
Total 6490 Utilities	1,445.49	1,217.89
Total Expenditures	\$20,970.23	\$21,823.10
NET OPERATING REVENUE	\$206,183.14	\$143,534.83
Other Revenue		
Flood Relief Donations		6,706.00
Total Other Revenue	\$0.00	\$6,706.00
Other Expenditures		
Anniversary (Net)		
Anniversary Donations	-10.00	
Anniversary Expenses	836.70	
Total Anniversary (Net)	826.70	
Flood Expenses		1,184.85
Total Other Expenditures	\$826.70	\$1,184.85
NET OTHER REVENUE	\$ -826.70	\$5,521.15
NET REVENUE	\$205,356.44	\$149,055.98

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.

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.

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

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