

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

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

Absent: Bradley Weaver

Also Present: Tina Dalton

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

Public Comment: None

Friends Report: Pat Ash gave a report.

Minutes of Previous Meeting: Lynn Fulmer moved to accept the minutes of the November 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 Lin Assink to accept the November Statements of Activity, Budget vs. Actuals and Statements of Financial Position furnished by Marsha. Lynn Fulmer seconded the motion, and the motion passed unanimously. The documents are attached.

Correspondence Secretary: Lynn read a thank you note we had received.

Director's Report: Tina reviewed her report and Cherilyn's report, which reports are attached.

Committee Reports:

Planning: No report.

Finance: Marsha reported that they had met recently.

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

Personnel: No report.

Technology: No report.

Liaison with Friends: No report.

Education: Sharry indicated she is working on the retreat for February. Also, after a short discussion, it was determined that the sex harassment training would be held for all Trustees at the end of the January meeting.

Ad hoc Committees:

1. **Children's Area Renovation:** No report.
2. **Disaster Plan:** No report other than we will wait until Spring to continue our work on this project.

Unfinished Business:

1. **2023 Budget:** Tina presented the 2023 Budget. After some discussion, Tom Donahue moved to approve the 2023 Budget. Wendy Sprague seconded the motion, and the motion passed unanimously. The Budget is attached.

New Business:

1. **Financial Control Policy:** Marsha and Tina introduced a new Financial Control Policy and also Procedure. After a short discussion, Lin Assink moved to approve the new Policy and Procedure. Lynn Fulmer seconded the motion, and the motion passed unanimously. The Policy as well as the Procedure are attached.
2. **Nomination of 2023 New Board Members:** Wendy made a motion to nominate Jill Schwab and Denean Emerson to three year terms as Trustees, which terms will begin upon their acceptance at our Annual Meeting upcoming in January. Tom Donahue seconded the motion, and the motion passed unanimously.
3. **Job Descriptions:** Tina revised all job descriptions. After a short discussion, Marsha moved to accept the job descriptions. Lynn Fulmer seconded the motion, and the motion passed unanimously. The job descriptions are attached.
4. **Resignation:** Hannah Krull has resigned. She has accepted a position with another library. We have been fortunate to have her in our employ for as long as we did. She will be missed.

Executive Session: An Executive Session was called by Lynn Fulmer to discuss the employment history of a current employee, as well as advice from our attorney regarding the children's renovation project. Lin Assink seconded the motion, which motion passed unanimously. We entered Executive Session at 6:10 PM. A motion was made by Wendy Sprague to exit Executive Session at 6:30 PM. The motion was seconded by Lin Assink and passed unanimously.

A motion was made by Wendy Sprague to offer the position of Library Assistant to Colleen Robinson at a salary of \$15.80 beginning January, 2023. The motion was seconded by Tom Donahue, and passed unanimously.

A motion was made by Lynn to adjourn. Marsha seconded the motion, which passed unanimously. Meeting adjourned at 6:30 PM.

Respectfully submitted:

Sharry Semans, Secretary

Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - November, 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	4,519.73		-4,519.73	
4020 Meeting Room Fee	625.00	400.00	-225.00	-56.25 %
4100 Other Income				
Arts	285.00		-285.00	
Book Replacement	242.94		-242.94	
Copies Income	1,809.00	2,000.00	191.00	9.55 %
Donation Box	692.92	730.00	37.08	5.08 %
Fines	171.05	100.00	-71.05	-71.05 %
Misc Income	372.84	700.00	327.16	46.74 %
Total 4100 Other Income	3,573.75	3,530.00	-43.75	-1.24 %
4200 Restricted Funds Revenue				
Adult Programs	5.00		-5.00	
Friends	4,346.75	2,000.00	-2,346.75	-117.34 %
Grant - STLS	920.00		-920.00	
Grants	3,124.00		-3,124.00	
Manley Grant	5,000.00		-5,000.00	
United Way	3,750.00		-3,750.00	
Wilday Grant	1,000.00		-1,000.00	
Total 4200 Restricted Funds Revenue	18,145.75	2,000.00	-16,145.75	-807.29 %
4500 Investment Income				
Capital Gains Distribution	6,363.90		-6,363.90	
Dividend Income	12,161.29		-12,161.29	
Interest Income	15.39		-15.39	
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	107,351.81	10,504.00	-96,847.81	-922.01 %
Budget Carryover		35,000.00	35,000.00	100.00 %
Total Revenue	\$360,453.04	\$279,286.00	\$ -81,167.04	-29.06 %
GROSS PROFIT	\$360,453.04	\$279,286.00	\$ -81,167.04	-29.06 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	144,884.23	159,391.00	14,506.77	9.10 %
6102 Taxes	13,163.96	17,460.00	4,296.04	24.61 %
6103 Employee Benefits				
Company Contributions				
Retirement	4,196.59	4,800.00	603.41	12.57 %

Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - November, 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total Company Contributions	4,196.59	4,800.00	603.41	12.57 %
Health Insurance	500.00	500.00	0.00	0.00 %
Total 6103 Employee Benefits	4,696.59	5,300.00	603.41	11.39 %
6105 Ins - Disability		1,010.00	1,010.00	100.00 %
Total 6100 Payroll Expenses	162,744.78	183,161.00	20,416.22	11.15 %
6200 Library Materials				
6205 Books-J	3,639.85	4,000.00	360.15	9.00 %
6210 Books-A	7,310.60	7,000.00	-310.60	-4.44 %
6220 Serials	974.43	900.00	-74.43	-8.27 %
6230 Audio	1,394.73	1,500.00	105.27	7.02 %
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	2,109.56	2,400.00	290.44	12.10 %
6270 Video Games	905.87	1,000.00	94.13	9.41 %
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	35,910.07	35,967.00	56.93	0.16 %
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	
6325 Children's Area Remodel	17,621.76		-17,621.76	
6330 Manley Grant expense	9,306.70		-9,306.70	
6345 Lions Club Grant	430.63		-430.63	
6350 Wilday Grant	1,687.43		-1,687.43	
6370 Memorials & Gifts	3,309.23		-3,309.23	
6375 Allegany Area Foundation Grant	493.00		-493.00	
6385 ARC Grant Expense	12,111.85		-12,111.85	
6390 United Way Grant	4,229.05		-4,229.05	
Total 6300 Restricted Fund Spending	55,851.66		-55,851.66	
6410 Advertisement	128.90	350.00	221.10	63.17 %
6415 Bank fees	5.00	100.00	95.00	95.00 %
6420 Custodial supplies	715.51	600.00	-115.51	-19.25 %
6425 Discretionary Fund	209.61	500.00	290.39	58.08 %
6430 Insurance				
Ins - Liability Insurance	878.00	878.00	0.00	0.00 %
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	8,299.46	7,908.00	-391.46	-4.95 %
6445 Library supplies	2,785.43	3,150.00	364.57	11.57 %

Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - November, 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Library Equipment	211.92	500.00	288.08	57.62 %
Total 6445 Library supplies	2,997.35	3,650.00	652.65	17.88 %
6447 Membership	615.00	600.00	-15.00	-2.50 %
6450 Postage	368.63	400.00	31.37	7.84 %
6455 Processing Fee	495.27	500.00	4.73	0.95 %
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	267.00	252.00	-15.00	-5.95 %
Audit	4,500.00	4,500.00	0.00	0.00 %
Austin Security	62.90		-62.90	
Bookkeeper	7,500.00	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	2,209.19	3,000.00	790.81	26.36 %
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	193.50	250.00	56.50	22.60 %
Window Cleaner	450.00	450.00	0.00	0.00 %
Total 6470 Services	18,675.64	19,500.00	824.36	4.23 %
6480 Train/conference	735.10	1,000.00	264.90	26.49 %
6485 Travel	1,896.74	1,500.00	-396.74	-26.45 %
6490 Utilities				
Electric	7,374.72	6,200.00	-1,174.72	-18.95 %
Extended Broadband	1,800.00	1,800.00	0.00	0.00 %
Fuel	4,824.92	4,500.00	-324.92	-7.22 %
Phone	1,301.39	1,750.00	448.61	25.63 %
Total 6490 Utilities	15,301.03	14,250.00	-1,051.03	-7.38 %
Ask Accountant	0.00		0.00	
Total Expenditures	\$315,288.50	\$277,286.00	\$ -38,002.50	-13.71 %
NET OPERATING REVENUE	\$45,164.54	\$2,000.00	\$ -43,164.54	-2,158.23 %
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 %
Flood Expenses	447.31		-447.31	

Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - November, 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
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	\$44,967.82	\$0.00	\$ -44,967.82	0.00%

Cuba Circulating Library Association

Statement of Activity

November 2022

	TOTAL	
	NOV 2022	NOV 2021 (PY)
Revenue		
4017 Memorials/Gifts	548.59	975.00
4100 Other Income		
Book Replacement	10.00	
Copies Income	217.50	209.26
Donation Box	109.05	39.18
Fines	4.00	13.80
Misc Income	15.85	33.25
Total 4100 Other Income	356.40	295.49
4200 Restricted Funds Revenue		
Adult Programs		15.00
Friends		63.00
Grant - STLS	920.00	
United Way		3,750.00
Wilday Grant	1,000.00	1,000.00
Total 4200 Restricted Funds Revenue	1,920.00	4,828.00
4500 Investment Income		
Capital Gains Distribution		30,527.66
Dividend Income	102.41	6,693.93
Interest Income	0.06	0.03
Total 4500 Investment Income	102.47	37,221.62
Total Revenue	\$2,927.46	\$43,320.11
GROSS PROFIT	\$2,927.46	\$43,320.11
Expenditures		
6100 Payroll Expenses		
6101 Wages	18,136.56	10,626.39
6102 Taxes	1,462.03	909.91
6103 Employee Benefits		
Company Contributions		
Retirement	530.00	262.24
Total Company Contributions	530.00	262.24
Total 6103 Employee Benefits	530.00	262.24
Total 6100 Payroll Expenses	20,128.59	11,798.54
6200 Library Materials		
6205 Books-J	542.18	323.83
6210 Books-A	954.29	490.59
6230 Audio	256.99	125.91
6240 Equipment		46.40
6260 DVD	474.10	191.20

Cuba Circulating Library Association

Statement of Activity

November 2022

	TOTAL	
	NOV 2022	NOV 2021 (PY)
6270 Video Games	327.74	116.97
6280 Adult Programming		74.93
6290 STLS cost share		59.96
Total 6200 Library Materials	2,555.30	1,429.79
6300 Restricted Fund Spending		
6310 Arts Grant Expense		900.00
6315 ALA Grant		245.60
6325 Children's Area Remodel	2,530.00	
6330 Manley Grant expense	173.51	
6345 Lions Club Grant		43.99
6350 Wilday Grant		169.20
6370 Memorials & Gifts	525.68	286.79
6390 United Way Grant	383.30	
Total 6300 Restricted Fund Spending	3,612.49	1,645.58
6415 Bank fees	5.00	
6420 Custodial supplies	9.13	108.53
6430 Insurance		
Ins - Liability Insurance		878.00
Total 6430 Insurance		878.00
6445 Library supplies	93.59	153.92
6447 Membership		110.00
6450 Postage	18.80	11.20
6455 Processing Fee	76.05	37.05
6460 Personal Protection Supplies		171.61
6465 Repairs/Building & Grounds		1,882.41
6470 Services		829.40
Alarm System - Doyle		29.95
Argentieries	24.00	21.00
Bookkeeper	600.00	
Hotspots	797.40	
Parking Lot Maint		250.00
Total 6470 Services	1,421.40	1,130.35
6475 Technical		129.00
6485 Travel	1,340.38	1,366.88
6490 Utilities		
Electric	342.83	519.00
Fuel	435.00	115.49
Phone	117.79	119.27
Total 6490 Utilities	895.62	753.76

Cuba Circulating Library Association

Statement of Activity

November 2022

	TOTAL	
	NOV 2022	NOV 2021 (PY)
Ask Accountant		
Total Expenditures	\$30,156.35	\$21,606.62
NET OPERATING REVENUE	\$ -27,228.89	\$21,713.49
Other Revenue		
Flood Relief Donations		3.00
Total Other Revenue	\$0.00	\$3.00
Other Expenditures		
Flood Expenses		2,396.60
Total Other Expenditures	\$0.00	\$2,396.60
NET OTHER REVENUE	\$0.00	\$ -2,393.60
NET REVENUE	\$ -27,228.89	\$19,319.89

Cuba Circulating Library Association

Statement of Financial Position

As of November 30, 2022

	TOTAL	
	AS OF NOV 30, 2022	AS OF NOV 30, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	201,133.06	40,019.90
1090 Savings	368.63	97,307.89
Total Bank Accounts	\$201,501.69	\$137,327.79
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	48,015.56
American Cap World Growth & Inc	72,468.33	
American Fundamental Inv A	52,048.34	
American Funds Mortgage A	30,197.79	5,966.71
American Global Balanced A	112,512.06	56,087.94
American Inc Fd of America A	106,688.30	53,193.82
American Intm Bd Fd of Amer A	21,952.57	
American Inv Co of Amer A	26,084.19	
American Short-Term Bond A	29,697.98	7,466.62
American WA Mutual A	110,229.52	57,782.86
Cash, BDP, and Money Market Fds	6,650.43	1,467.39
Stocks	976.14	801.68
Unrealized Gain/Loss	103,265.09	66,400.47

Cuba Circulating Library Association

Statement of Financial Position

As of November 30, 2022

	TOTAL	
	AS OF NOV 30, 2022	AS OF NOV 30, 2021 (PY)
Total 1303 Endowment Investment	815,936.33	297,183.05
1305 Anonymous Investment	0.00	0.00
American Balanced A	0.00	36,076.85
American Cap Inc Builder	0.00	99,991.40
American Cap World Growth & Inc	0.00	79,544.74
American Fundamental Inv A	0.00	57,235.88
American Funds Mortgage A	0.00	23,868.16
American Global Balanced A	0.00	65,337.19
American Inc Fd of America A	0.00	60,792.89
American Intm Bd Fd of Amer A	0.00	21,584.14
American Inv Co of Amer A	0.00	59,857.85
American Short-Term Bond A	0.00	21,932.70
American WA Mutual A	0.00	53,492.33
Cash, BDP, and Money Market Fds	0.00	1,226.70
Unrealized Gain/Loss	0.00	176,953.36
Total 1305 Anonymous Investment	0.00	757,894.19
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	5,814.95	5,863.41
American Inc Fd of America A	6,354.33	6,868.61
Cash, BDP, and Money Market Fds	0.66	0.66
Unrealized Gain/Loss	1,714.08	2,927.55
Total 1306 Adams Mem Book Fund Investment	13,884.02	15,660.23
1400 Prepaid Fee	0.00	58.77
Repayment		
Travel Reimbursement	0.00	114.37
Total Repayment	0.00	114.37
Total Other Current Assets	\$829,820.35	\$1,070,910.61
Total Current Assets	\$1,031,322.04	\$1,208,238.40
Fixed Assets		
1520 Building and equipment	750,653.00	750,126.60
Elevator Replacement	41,645.00	41,645.00
Total 1520 Building and equipment	792,298.00	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	\$394,011.10	\$421,908.40

Cuba Circulating Library Association

Statement of Financial Position

As of November 30, 2022

	TOTAL	
	AS OF NOV 30, 2022	AS OF NOV 30, 2021 (PY)
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,425,333.14	\$1,630,146.80
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	342.83	35.33
Total Accounts Payable	\$342.83	\$35.33
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	343.06	0.00
Federal Taxes (941/944)	1,187.99	0.00
NYS Employment Taxes	128.22	62.34
NYS Income Tax	230.84	-304.60
NYS Taxes	822.52	270.45
Payroll Liability	0.00	9.30
Payroll Tax Federal	0.00	0.04
Total 2100 Payroll Liabilities	3,074.41	37.53
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$3,074.41	\$37.53
Total Current Liabilities	\$3,417.24	\$72.86
Total Liabilities	\$3,417.24	\$72.86
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	105,304.54	239,304.37
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	44,967.82	90,967.92
Total Equity	\$1,421,915.90	\$1,630,073.94
TOTAL LIABILITIES AND EQUITY	\$1,425,333.14	\$1,630,146.80

Cuba Library Director's Monthly Report

December 2022

	Dec. 2022	Nov. 2022	Dec. 2021	Dec. 2020	Dec. 2019	Dec. 2018
Circulation	1983 Adult 1027 J/YA 956	2255 Adult 1129 J/YA 1126	2053 Adult 1156 J/YA 897	2090 Adult 1370 J/YA 720	3205 Adult 1929 J/YA 1276	2518 Adult 1632 J/YA 886
Holds Filled	281	377	308	322	420	431
New Library Cards	21	17	4	2	9	7
Libby (eBooks)	455	416	425	496	324	344
Wifi Use	272	320	242	232	209	
Visits to website	Unknown	Unknown	656	645	675	
Door Count	1375	2324	1430			

Upcoming Programs

Tues, Jan. 24 @ 10:00	Card Making with Susan Doran (Palmer)
Mon, Jan. 30 @ 6:00	Snowman Glass Craft with Shauna Comes
Thurs., Feb. 2 @ 2:00	Arts Access Pass Info Session
Wed, Feb. 8 @ 6:00	Disaster Planning Session
Feb 8 & 15, March 8 & 15 @ 6:00	Learn to Sew with Lynn Fulmer (High School)

Personnel: I completed annual staff evaluations. I'm very pleased with the team we have right now. They work together quite well, and really go above and beyond to serve the public. This year was the closest we've had to "normal" since 2020, and the staff has been working hard to get programming and services back to pre-pandemic levels.

Community Outreach: I was invited by the Current Topics Club to attend their Christmas luncheon and present about the library's renovation of the Children's Area. This was a wonderful opportunity to touch base with some of our most supportive patrons.

Programming: Due to the upcoming construction project, we aren't scheduling as many programs as we normally would. We are partnering with the Palmer Opera House to hold a few of our upcoming programs there while we are unable to use the community room. I've also reached out to an area church to see if we can hold our upcoming sugaring program there, as we need a kitchen. We will also implement some Take and Make crafts again, as well as virtual programs. We have a virtual author's talk on Feb. 23 where author Rosanne Montillo will discuss her new book "Deliberate Cruelty."

Finances: I submitted our 2023 tax cap form via the State Comptroller's site. As voted by the board with the adoption of our 2023 budget, our tax levy for this year has been set at \$231,846.

Maintenance Report 12/1 -1/1/2023

1. Removed Snow and salted walks a Few times.
2. Finished safety worksheets/layout for Fire alarms, extinguishers, gas and water shutoffs, etc...
3. Moved 2 book cases from Children's section to Friends Room in basement.
4. Cut down one book case to mount two halves on top of 2 bookcases from upstairs for Friends' area.
5. Changed some shelves and covered one end on bookcases for Friends' room.
6. Unbolted game table/drawers from wall (for future renovation)
7. Unbolted Small desk from wall in Kids' area (for future renovation)

Youth Services Monthly Report: December 2022

Storytimes

We had a month of Christmas and holiday storytimes, including a couple of stories about other wintry holidays besides Christmas. We made paper chains to count down to Christmas, mini Christmas trees, and ornaments.

After School Explorers only met once in the month of December, between the water main bursting, the bad weather, and my own illness. During that session, we did some STEAM challenges including some math games.

Teens/Tweens

Our tween After School Crew met three times. We made pancakes for one of the activities as they are excited about cooking. We also did a game day and a STEAM challenge day.

Teens had a Nailed It Holiday edition. They were challenged to replicate holiday creations out of food. Five attended and they had a good time.

Outreach

I had three outreach groups, all at their locations. One was to the BOCES class and two were to the Head Start groups. We read holiday themed stories.

Other

During small town Christmas, we gave away 50 ornament kits and approximately 85 books. Patti Metler was also set up in the community room to do kids' crafts.

Upcoming Programs

1/23 Board Game design (teens)

December 2022 Programming

12/1	After School Explorers	9 children, 1 teen
12/6	Preschool University	5 children, 4 adults
	After School Crew	5 tweens
12/12	BOCES Class Visit	5 children, 5 adults
12/13	Preschool University	5 children, 4 adults
	After School Crew	5 tweens
12/14	Head Start Visit 1	5 children, 3 adults
	Head Start Visit 2	12 children, 4 adults
12/19	Nailed It! Holiday	5 teens, 2 adults
12/20	Preschool University	5 children, 4 adults
	After School Crew	5 tweens

DISBURSEMENTS	Budget 2022	Budget 2023
Gross Wages	\$ 159,391.00	\$ 172,687.00
FICA- Employers	\$ 12,200.00	\$ 13,171.00
Workman's Comp	\$ 1,130.00	\$ 1,190.00
SUTA - Employers	\$ 5,260.00	\$ 2,310.00
Disability	\$ 1,010.00	\$ 1,060.00
Books- Juvenile	\$ 4,000.00	\$ 4,500.00
Books- Adult	\$ 7,000.00	\$ 7,500.00
Serials	\$ 900.00	\$ 1,300.00
Computer Equipment	\$ 500.00	\$ 500.00
Audiobooks	\$ 1,500.00	\$ 1,000.00
DVDs	\$ 2,400.00	\$ 1,500.00
Library Equipment	\$ 500.00	\$ 1,000.00
Fuel	\$ 4,500.00	\$ 5,300.00
Electric	\$ 6,200.00	\$ 9,000.00
Repairs/Bldg & Grnds	\$ 6,000.00	\$ 7,000.00
Service/Service contracts	\$ 15,000.00	\$ 22,000.00
Insurance - property	\$ 5,900.00	\$ 6,195.00
Phone	\$ 1,750.00	\$ 1,250.00
Postage	\$ 400.00	\$ 200.00
Library Supplies	\$ 3,150.00	\$ 3,600.00
Personal Protection Supplies	\$ 1,300.00	\$ 300.00
Custodial Supplies	\$ 600.00	\$ 700.00
Travel	\$ 1,500.00	\$ 1,500.00
Bank Fees	\$ 100.00	\$ 100.00
Train/Conference	\$ 1,000.00	\$ 1,500.00
Discretionary/Misc	\$ 500.00	\$ 500.00
STLS Cost Share	\$ 10,667.00	\$ 10,774.00
STLS Digital Collection	\$ 6,000.00	\$ 3,557.00
Health Insurance	\$ 500.00	\$ 500.00
Extended Broadband	\$ 1,800.00	\$ 1,800.00
IRA Match	\$ 4,800.00	\$ 5,500.00
Processing of Books	\$ 500.00	\$ 500.00
Advertising and Publicity	\$ 350.00	\$ 350.00
Adult Programs	\$ 1,000.00	\$ 1,200.00
Video Games	\$ 1,000.00	\$ 1,000.00
Audit	\$ 4,500.00	\$ 2,750.00
D&O Liability Insurance	\$ 878.00	\$ 878.00
Membership Fees	\$ 600.00	\$ 600.00
Children's Programs	\$ 1,000.00	\$ 1,200.00
Anniversary	\$ 2,000.00	\$ -
Total	\$ 279,286.00	\$ 297,472.00

	RECEIPTS	Budget 2022	Budget 2023
	School	\$ 226,237.00	\$ 231,846.00
	Local Lib. Services Aid	\$ 1,615.00	\$ 1,675.00
	Fines	\$ 100.00	\$ 200.00
	Copies	\$ 2,000.00	\$ 2,000.00
	Other	\$ 700.00	\$ 400.00
	Friends	\$ 2,000.00	\$ 2,000.00
	Budget Carryover	\$ 35,000.00	\$ 31,978.00
	Meeting Room	\$ 400.00	\$ 750.00
	Endowment	\$ 9,504.00	\$ 25,723.00
	Donation Box	\$ 730.00	\$ 400.00
	Adams Memorial	\$ 1,000.00	\$ 500.00
	Total	\$ 279,286.00	\$ 297,472.00
Non-Budget Income			
	Legis. Grant/Bk. Share		
	Arts Grant	\$ 4,500.00	\$ 4,000.00
	Memorials/Gifts	\$ 3,800.00	\$ 3,200.00
	Replacements		\$ 300.00
	Misc. Grants		\$ 3,500.00
	United Way	\$ 5,000.00	\$ 7,500.00
	Manley Grant		\$ 5,000.00
	Other	\$ 1,000.00	\$ 1,500.00
	TOTAL	\$ 14,300.00	\$ 25,000.00
Service includes:			
	Acme copiers	\$ 400.00	\$ 2,500.00
	Parking Lot Maint.	\$ 250.00	\$ 250.00
	Computer Tech	\$ 800.00	\$ 900.00
	Fire Extinguishers	\$ 56.00	\$ 56.00
	Argentieri's	\$ 252.00	\$ 300.00
	Rug Shampoos	\$ 250.00	\$ 250.00
	Window Cleaner	\$ 450.00	\$ 450.00
	Water Softener	\$ 250.00	\$ 250.00
	Gutters cleaned	\$ 350.00	\$ -
	Doyle Security	\$ 430.00	\$ 850.00
	Patriot Microfilm	\$ 335.00	\$ 495.00
	Hotspots	\$ 3,000.00	\$ 3,000.00
	Accountant (file 990)		\$ 750.00
	Bookkeeper	\$ 7,200.00	\$ 8,100.00
	Lawyer		\$3,000.00
	Fire Place Clean	\$ 150.00	\$ 200.00
		Total services:	\$ 21,351.00

Cuba Circulating Library

FINANCIAL CONTROLS POLICY

PURPOSE: It is the purpose of this policy of the Cuba Circulating Library that no one person has sole access to or control of the monetary deposits and disbursements of the library.

POLICY:

Cash, Checks, Gifts and Memorials

There are procedures that will be strictly adhered to regarding receiving and disbursing cash, checks, gifts and memorials. These procedures are on file in the Procedures Manual.

Credit cards, online banking, and check writing

The Director, the Youth Services Coordinator, Board Financial Officer, Board President, and the Bookkeeper have the authorization to sign checks. All checks over \$500 require two signatures.

The Director and the Youth Services Coordinator are authorized to use the library's charge cards, which are in their possession or locked in the Director's desk.

Director and Bookkeeper are authorized to pay bills online. Director will provide Financial Officer with statements for online payments monthly or as requested.

Transfer of Funds

The Financial Officer of the Board of Trustees or the Library Director is authorized to transfer funds out of the library's Morgan Stanley accounts. The transaction request will be approved through a board motion and recorded in meeting minutes. Minutes must be provided to Morgan Stanley.

Disposal of Financial Records

Any financial records that are disposed of shall be pursuant to the Policy of Retention of Documents.

Audit and Financial Review

A full audit will be performed once every seven years or upon the following circumstances: the request of the Board of Trustees, changeover of director, or changeover of bookkeeping services. A financial review will be done annually by a professional accounting firm.

Purchasing

There are procedures that will be strictly adhered to regarding purchasing. These procedures are on file in the Procedures manual. No staff member, except the Director, may commit the library to spend money.

App: April 14, 2008.

Rev: April 12, 2010, Feb. 8, 2015, Oct. 14, 2019, Dec. 14, 2020, Dec. 13, 2022

Purchasing Procedures:

The purchase process will generally be as follows. Individual staff members must submit requests to the Director for approval. No staff or board member, except the Director, may commit the Library to spend money.

1. Requester makes request via requisition form.
2. Director approves request.
3. Order is placed.
4. Staff member checks in items when received, comparing receipt, invoice, and purchase request form. Staff checking in order must not be the same staff member who placed the order.
5. Director approves invoice.
6. Director submits bills to bookkeeper for payment, or pays bills online if available.
7. Financial Officer reviews bills monthly.

Expenses may be incurred only if all the following conditions are met:

1. Expenditures must be within the approved budget allocation. The expenditure may only be made after the approval of the required requisition and purchase orders. Staff will not use library credit card for personal expenses.
2. Proper documentation to support the expenditure must be received prior to the receipt of the monthly credit card statement. Proper documentation includes original itemized paid receipt, copy of the order form and packing slip for books, mileage form, or other receiving documentation. Not allowed documentation is non-itemized receipts and hand-written requests for reimbursement without receipts or other verification.
3. Sales tax will not be reimbursed. A tax-exempt certification is available from the Library Director.

Payment of the monthly credit card statements must be made in a timely manner so that finance charges are not incurred. Credit card is paid in full each month.



CUBA CIRCULATING LIBRARY
39 E Main St
Cuba, NY 14727
www.cubalibrary.org

Purchase Requisition Form

Date:

Requester:

Vendor Name:

Website:

Qty.	Item #	Description	Unit Price	Total Cost
Shipping and Handling				
Total Order				

Director Approval:

Date Purchased:

Purchased made by:

Purchased checked in by:

Job Title: Library Director

FLSA status: Non-exempt

Reports to: Board of Trustees

Requirements for all employees:

- Ability to relate tactfully and courteously with the public.
- Ability to work effectively with staff, patrons, supervisor, and others.
- Ability to follow procedures and policies.
- Ability to work accurately in a changing and varied environment.
- Core technology competency:
 - Microsoft Word, Publisher, and Excel
 - SirsiDynix Workflows or equivalent OPAC

Position summary:

This is a highly responsible administrative role involving the direction of a broad range of public library functions.

Requirements for this position:

- High degree of knowledge of general library philosophy including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of job duties.
- Ability to conceptualize and initiate plans and to organize and lead others in the accomplishment of those goals.
- Skill in identifying community library needs and in preparing and implementing plans to meet those needs.
- Strong written, verbal, and technological skills. Must be able to prepare and deliver presentations to boards, donors, and the public as needed.
- Thorough knowledge, skill, and ability in every phase of the public library field.
- Participates in continuing education and professional organizations.

Education/Experience:

- Bachelor's Degree required, MLIS preferred.
- Minimum five years of public library experience.

Duties of this position:

- Prepare and oversee the annual budget, administer library finances.
- Policy development in conjunction with the Board of Trustees.
- Strategic planning in conjunction with the Board of Trustees.
- Supervise all staff and volunteers. Responsibilities include hiring, firing, scheduling, setting pay, annual evaluations, and handling all personnel issues.
- Organize and implement adult programming.

- Oversees community outreach, and works with community groups to provide library services and meet identified needs.
- Oversees library building maintenance and repair.
- Grant writing.
- Oversees the development and maintenance of the collection.
- Work with Friends of the Cuba Library and other fundraising opportunities.

Physical requirements:

- Must be able to frequently remain in a stationary position for multiple hours at a time.
- Must be able to move about inside the library to collect materials and run programs.
- Constantly operate a computer and other equipment such as printer/copier.
- Occasionally ascend/descend a step stool or ladder to put away or reach supplies.
- Positions self to retrieve materials from shelves and carts.
- Able to exchange accurate information with patrons and other staff.
- Frequently pushes and pulls book carts weighing up to 75 lbs. and transports materials.

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Job Title: Youth Services Coordinator

FLSA status: Non-exempt

Reports to: Library Director

Requirements for all employees:

- Ability to relate tactfully and courteously with the public.
- Ability to work effectively with staff, patrons, supervisor, and others.
- Ability to follow procedures and policies.
- Ability to work accurately in a changing and varied environment.
- Core technology competency:
 - Microsoft Word, Publisher, and Excel
 - SirsiDynix Workflows or equivalent OPAC

Position summary:

This employee is responsible for providing reference and readers' advisory services, planning and presenting programs, coordinating community outreach, and overseeing assigned collection areas.

Requirements for this position:

- Knowledge of department collections and online resources and ability to use the resources to perform job duties.

- Working knowledge of recreational reading interests and curriculum related information needs of children in preschool through high school.
- Working knowledge of infant, child, and adolescent development.
- Solid knowledge of general library philosophy including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of job duties.
- Strong written, verbal, and technological skills.

Education/Experience:

- Bachelor's Degree required; MLIS or comparable combination of education and experience preferred.
- Experience working with children.

Duties of this position:

- Provides professional reference and readers' advisory service to patrons utilizing electronic and print resources.
- Plans, develops, produces, and evaluates programs and services to meet community needs.
- Performs collection management for assigned areas of library's collection including promotion, selection, weeding, and maintenance.
- Supervises library staff in Library Director's absence.
- Connects with the community through outreach and collaboration with various groups and organizations to promote the use of library services.
- Regular public service duties include staffing service desks as coverage demands and providing instruction assistance to patrons.
- May work nights and weekends to support programming and outreach events, or staff service desk.

Physical requirements:

- Must be able to frequently remain in a stationary position for multiple hours at a time.
- Must be able to move about inside the library to collect materials and run programs.
- Constantly operate a computer and other equipment such as printer/copier.
- Occasionally ascend/descend a step stool or ladder to put away or reach supplies.
- Positions self to retrieve materials from shelves and carts.
- Able to exchange accurate information with patrons and other staff.
- Frequently pushes and pulls book carts weighing up to 75 lbs. and transports materials.

Job Title: Senior Library Assistant

FLSA status: Non-exempt

Reports to: Library Director

Requirements for all employees:

- Ability to relate tactfully and courteously with the public.
- Ability to work effectively with staff, patrons, supervisor, and others.
- Ability to follow procedures and policies.
- Ability to work accurately in a changing and varied environment.
- Core technology competency:
 - Microsoft Word, Publisher, and Excel
 - Sirsidynix Workflows or equivalent OPAC

Position summary:

Provides effective access to resources and information. Develops and implements strategies that increase the community's awareness of library services and programs. Performs technical, para-professional, and clerical work related to the acquisition, processing, and circulation of library materials.

Requirements for this position:

- Knowledge of department collections and online resources and ability to use the resources to perform job duties.
- Solid knowledge of general library philosophy including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of job duties.
- Strong written, verbal, and technological skills.
- Work activities are varied and require independent action, research, and judgment.

Education/Experience:

- Two years library experience or equivalent education.

Duties of this position:

- Provides professional reference and readers' advisory service to patrons utilizing electronic and print resources.
- Performs opening and closing of library duties.
- Participates in the development and maintenance of the collection.
- May plan and direct or carry out special projects.
- May conduct programs and classes.
- Regular public service duties include staffing service desk as coverage demands and providing instruction assistance to patrons.
- May work nights and weekends.
- Oversees library publicity, including website, social media, newsletter, and print materials.
- Oversees the operation of the library in the absence of other supervisors.

Physical requirements:

- Must be able to frequently remain in a stationary position for multiple hours at a time.
- Must be able to move about inside the library to collect materials and run programs.

- Constantly operate a computer and other equipment such as printer/copier.
 - Occasionally ascend/descend a step stool or ladder to put away or reach supplies.
 - Position self to retrieve materials from shelves and carts.
 - Able to exchange accurate information with patrons and other staff.
 - Frequently pushes and pulls book carts weighing up to 75 lbs. and transports materials.
-

Job Title: Library Assistant

FLSA status: Non-exempt

Reports to: Library Director

Requirements for all employees:

- Ability to relate tactfully and courteously with the public.
- Ability to work effectively with staff, patrons, supervisor, and others.
- Ability to follow procedures and policies.
- Ability to work accurately in a changing and varied environment.
- Core technology competency:
 - Microsoft Word, Publisher, and Excel
 - Sirsidynix Workflows or equivalent OPAC

Position summary:

This employee is responsible for the maintenance and organization of library materials and uses their knowledge of library materials, services, and programs to provide excellent customer service to library patrons. Performs technical, para-professional, and clerical work related to the acquisition, processing, and circulation of library materials.

Requirements for this position:

- Knowledge of department collections and online resources and ability to use the resources to perform job duties.
- Solid knowledge of general library philosophy including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of job duties.
- Strong written, verbal, and technological skills.
- Work activities are varied and require independent action, research, and judgment.

Education/Experience:

- High school diploma or equivalent.

Duties of this position:

- Provides professional reference and readers' advisory service to patrons utilizing electronic and print resources.
- Performs opening and closing of library duties.
- Participates in the development and maintenance of the collection.

- May plan and direct or carry out special projects.
- Regular public service duties include staffing service desk as coverage demands and providing instruction assistance to patrons.
- May work nights and weekends.

Physical requirements:

- Must be able to frequently remain in a stationary position for multiple hours at a time.
- Must be able to move about inside the library to collect materials and run programs.
- Constantly operate a computer and other equipment such as printer/copier.
- Occasionally ascend/descend a step stool or ladder to put away or reach supplies.
- Positions self to retrieve materials from shelves and carts.
- Able to exchange accurate information with patrons and other staff.
- Frequently pushes and pulls book carts weighing up to 75 lbs. and transports materials.

Job Title: Library Page

FLSA status: Non-exempt

Reports to: Library Director

Requirements for all employees:

- Ability to relate tactfully and courteously with the public.
- Ability to work effectively with staff, patrons, supervisor, and others.
- Ability to follow procedures and policies.
- Ability to work accurately in a changing and varied environment.
- Core technology competency:
 - Microsoft Word, Publisher, and Excel
 - Sirsidynix Workflows or equivalent OPAC

Position summary:

This employee is responsible for the maintenance and organization of library materials and uses their knowledge of library materials, services, and programs to provide excellent customer service to library patrons. The Library Page assists with routine tasks that support the day to day functioning of the library and preparation for special programs and events.

Requirements for this position:

- Ability to understand and carry out simple oral and written instructions.
- Ability to sort materials in alphabetic or numeric order.
- Uses good judgment, accuracy, and orderliness.

Education/Experience:

- No previous library experience required.

Duties of this position:

- Sort and shelve library materials alphabetically by author and title or numerically by Dewey Decimal System.
- Shelf read on an ongoing basis and shift items on shelves as needed.
- Perform opening or closing duties.
- Assist library staff as needed.
- Regular public service duties include staffing service desks as coverage demands and providing instruction assistance to patrons.
- May work nights and weekends

Physical requirements:

- Must be able to frequently remain in a stationary position for multiple hours at a time.
- Must be able to move about inside the library to collect materials and run programs.
- Regularly operate a computer and other equipment such as printer/copier.
- Occasionally ascend/descend a step stool or ladder to put away or reach supplies.
- Position self to retrieve materials from high and low shelves and carts.
- Able to exchange accurate information with patrons and other staff.
- Frequently pushes and pulls book carts weighing up to 75 lbs. and transports materials.

Job Title: Maintenance Manager

FLSA status: Non-exempt

Reports to: Library Director

Requirements for all employees:

- Ability to relate tactfully and courteously with the public.
- Ability to work effectively with staff, patrons, supervisor, and others.
- Ability to follow procedures and policies.
- Ability to work accurately in a changing and varied environment.
- Core technology competency:
 - Microsoft Word, email, and basic use of internet.

Position summary:

This employee is responsible for overseeing all installation, repair, and upkeep of the library's facilities. Must have solid understanding of plumbing and electrical systems as well as carpentry and other crafts. Must be well-versed in all maintenance processes and health and safety regulations.

Requirements for this position:

- Solid understanding of technical aspects of plumbing, carpentry, electrical systems, etc.

- Working knowledge of facilities, machines, and equipment.
- Ability to keep track of and report on activity.
- Excellent communication and interpersonal skills.

Education/Experience:

- Degree from vocational school or BSc/BA in business administration or facility management preferred.
- Proven experience as maintenance manager or other managerial role.

Duties of this position:

- Develop maintenance procedures and ensure implementation.
- Carry out inspections of the facilities to identify and resolve issues.
- Check electrical of building to ensure functionality.
- Plan and oversee all repair and installation activities.
- Perform some general maintenance, including but not limited to, plumbing, carpentry, electrical, replacing lamps, painting, installing & moving furniture.
- Monitor equipment inventory and notify director when replacements are needed.
- Manage relationships with contractors and service providers.
- Keep maintenance logs and report on daily activities.
- Ensure health and safety policies are complied with.
- Mow the lawn, rake, shovel snow, and arrange for landscaping needs.
- May work nights and weekends.

Physical requirements:

- Must be able to move about library property to diagnose building issues and plan repairs or maintenance.
- Must be physically able to perform repairs and yard work when needed.
- Occasionally ascend/descend a step stool or ladder to perform duties.
- Able to exchange accurate information with library staff.
- Must be able to lift 25 pounds at a time.
- Must be able to lift, carry and push tools, equipment and supplies.
- Must be able to work indoor/outdoor in all weather conditions.

Approved by Cuba Library Board of Trustees Dec. 12, 2022.