

Cuba Circulating Library
Board of Trustees Monthly Meeting Minutes
Monday, January 9, 2023

Present: Lin Assink, Tom Donahue, Denean Emerson, Jill Schwab, Sharry Semans, Wendy Sprague, and Brad Weaver

Absent: Lionel Legry and Faith Stewart

Also Present: Tina Dalton, Pat Ash

Call to Order: Tom Donahue called the meeting to order at 5:36 PM.

Public Comments: None

Friends' Report: Pat Ash gave her report on the Friends' of the Library activity.

Minutes of the Previous Meeting: Brad Weaver moved that the minutes of the December meeting be accepted. Lin Assink seconded the motion, and it was passed unanimously.

Financial Officer's Report: Lin Assink presented the financial statements. A motion to accept the financial officer's report was offered by Wendy Sprague, seconded by Sharry Semans and passed unanimously.

Corresponding Secretary's Report: Wendy Sprague read a thank-you note, and a notification of a charitable gift.

Director's Report: Tina reviewed her report, which is attached to this document. New library cards and e-book usage both increased in December.

Committee Reports

Planning: Nothing to report.

Finance: Nothing to report.

Building and Grounds: Potential ice damage to roof in the rear of the building to be assessed.

Personnel: Nothing to report.

Technology: Nothing to report.

Liaison with Friends: Nothing to report.

Education: Sharry reminded the board that State regulations will require trustees to complete 2 hrs. of training/coursework by the end of the year. STLS provides webinars throughout the year that will satisfy this requirement and provides certificates of completion.

Ad hoc Committees

Children's Area Renovation: Bids opened December 22nd, 2022.

Disaster Plan: Tina indicated that she will be working with the Documentary Heritage and Preservation Services for New York on a plan for the preservation of Library materials.

Public Comments: No report

Unfinished Business

None

New Business

Contractor Bids: After a brief discussion, Lin Assink made the motion to accept the Kinley bid and Wendy Sprague seconded the motion. The board unanimously approved the motion.

Furniture Auction: See Attached.

Long-Range Plan: No further action at this time.

Morgan Stanley & Five Star Account Users: A motion to remove Marsha Long as a signatory on the Five Star account and add Lin Assink as a signatory was made by Sharry, seconded by Tom, and passed unanimously. A motion to remove Marsha Long as a signatory on the Morgan-Stanley account and add Lin Assink as a signatory was made by Sharry, seconded by Brad, and passed unanimously.

Endowment Withdrawal: No further action taken at this time.

Personnel Policy: Changes to policy highlighted, discussed and approved after motion from Wendy and second by Lin.

Sexual Harassment Prevention Training: NYS training video to be viewed immediately after this meeting to fulfill board training requirement. (20-minute video.)

Adjournment: Motion to adjourn was made by Wendy and seconded by Tom. Meeting adjourned at 6:10 PM.

Report submitted: Brad Weaver, Secretary

Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - December 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	1,675.00	1,615.00	-60.00	-3.72 %
4017 Memorials/Gifts	4,539.73		-4,539.73	
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	2,003.05	2,000.00	-3.05	-0.15 %
Donation Box	901.92	730.00	-171.92	-23.55 %
Fines	175.05	100.00	-75.05	-75.05 %
Misc Income	410.99	700.00	289.01	41.29 %
Total 4100 Other Income	4,018.95	3,530.00	-488.95	-13.85 %
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	13,824.93		-13,824.93	
Manley Grant	5,000.00		-5,000.00	
United Way	7,500.00		-7,500.00	
Wilday Grant	1,000.00		-1,000.00	
Total 4200 Restricted Funds Revenue	32,596.68	2,000.00	-30,596.68	-1,529.83 %
4500 Investment Income				
Capital Gains Distribution	14,427.57		-14,427.57	
Dividend Income	18,400.74		-18,400.74	
Interest Income	15.73		-15.73	
Morgan Stanley				
Adams Memorial	1,000.00	1,000.00	0.00	0.00 %
Endowment Fund	9,504.00	9,504.00	0.00	0.00 %
Total Morgan Stanley	10,504.00	10,504.00	0.00	0.00 %
Realized Gain/Loss on Investments	8,307.23		-8,307.23	
Total 4500 Investment Income	51,655.27	10,504.00	-41,151.27	-391.77 %
Budget Carryover		35,000.00	35,000.00	100.00 %
Total Revenue	\$321,347.63	\$279,286.00	\$ -42,061.63	-15.06 %
GROSS PROFIT	\$321,347.63	\$279,286.00	\$ -42,061.63	-15.06 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	157,035.80	159,391.00	2,355.20	1.48 %
6102 Taxes	12,949.34		-12,949.34	
Payroll Tax		12,200.00	12,200.00	100.00 %
SUTA		5,260.00	5,260.00	100.00 %

Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6102 Taxes	12,949.34	17,460.00	4,510.66	25.83 %
6103 Employee Benefits				
Company Contributions				
Retirement	4,546.37	4,800.00	253.63	5.28 %
Total Company Contributions	4,546.37	4,800.00	253.63	5.28 %
Health Insurance	500.00	500.00	0.00	0.00 %
Total 6103 Employee Benefits	5,046.37	5,300.00	253.63	4.79 %
6105 Ins - Disability		1,010.00	1,010.00	100.00 %
Total 6100 Payroll Expenses	175,031.51	183,161.00	8,129.49	4.44 %
6200 Library Materials				
6205 Books-J	3,709.63	4,000.00	290.37	7.26 %
6210 Books-A	7,345.10	7,000.00	-345.10	-4.93 %
6220 Serials	1,806.42	900.00	-906.42	-100.71 %
6230 Audio	1,541.69	1,500.00	-41.69	-2.78 %
6240 Equipment	760.46	500.00	-260.46	-52.09 %
6250 Digital Books	5,545.20	6,000.00	454.80	7.58 %
6260 DVD	2,160.24	2,400.00	239.76	9.99 %
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	11,804.56	10,667.00	-1,137.56	-10.66 %
Total 6200 Library Materials	38,055.72	35,967.00	-2,088.72	-5.81 %
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	9,306.70		-9,306.70	
6345 Lions Club Grant	430.63		-430.63	
6350 Wilday Grant	1,687.43		-1,687.43	
6370 Memorials & Gifts	3,625.77		-3,625.77	
6375 Allegany Area Foundation Grant	493.00		-493.00	
6385 ARC Grant Expense	12,111.85		-12,111.85	
6390 United Way Grant	4,940.67		-4,940.67	
Total 6300 Restricted Fund Spending	39,258.06		-39,258.06	
6410 Advertisement	185.90	350.00	164.10	46.89 %
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	251.54	500.00	248.46	49.69 %
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 %

Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Ins - Workman's Comp	2,102.69	1,130.00	-972.69	-86.08 %
Total 6430 Insurance	9,241.90	7,908.00	-1,333.90	-16.87 %
6445 Library supplies	2,785.43	3,150.00	364.57	11.57 %
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	524.58	500.00	-24.58	-4.92 %
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	465.00	827.00	362.00	43.77 %
Alarm System - Doyle	590.00	430.00	-160.00	-37.21 %
Argentieries	291.00	252.00	-39.00	-15.48 %
Attorney	550.00		-550.00	
Audit	4,500.00	4,500.00	0.00	0.00 %
Austin Security	62.90		-62.90	
Bookkeeper	8,700.00	7,200.00	-1,500.00	-20.83 %
Computer Tech	651.71	800.00	148.29	18.54 %
Copier Acme	1,488.44	400.00	-1,088.44	-272.11 %
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	2,406.59	3,000.00	593.41	19.78 %
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	21,172.99	19,500.00	-1,672.99	-8.58 %
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	2,250.00	1,800.00	-450.00	-25.00 %
Fuel	5,259.92	4,500.00	-759.92	-16.89 %
Phone	1,301.39	1,750.00	448.61	25.63 %
Total 6490 Utilities	16,186.03	14,250.00	-1,936.03	-13.59 %
7010 Depreciation	26,892.77		-26,892.77	
Ask Accountant	0.00		0.00	
Total Expenditures	\$344,473.08	\$277,286.00	\$ -67,187.08	-24.23 %
NET OPERATING REVENUE	\$ -23,125.45	\$2,000.00	\$25,125.45	1,256.27 %
Other Expenditures				

Cuba Circulating Library Association

Budget vs. Actuals: 2022 TOTAL

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Anniversary (Net)		2,000.00	2,000.00	100.00 %
Anniversary Donations	-7,213.83		7,213.83	
Anniversary Expenses	7,213.83		-7,213.83	
Total Anniversary (Net)	0.00	2,000.00	2,000.00	100.00 %
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-21,734.53		21,734.53	
Children's Area Remodel Expenses	21,734.53		-21,734.53	
Total Children's Area Remodel (Net)	0.00		0.00	
Flood Expenses	447.31		-447.31	
Total Other Expenditures	\$447.31	\$2,000.00	\$1,552.69	77.63 %
NET OTHER REVENUE	\$ -447.31	\$ -2,000.00	\$ -1,552.69	77.63 %
NET REVENUE	\$ -23,572.76	\$0.00	\$23,572.76	0.00%

Cuba Circulating Library Association

Statement of Activity

December 2022

	TOTAL	
	DEC 2022	DEC 2021 (PY)
Revenue		
4004 Local Lib Services Aid	1,675.00	1,615.00
4017 Memorials/Gifts	20.00	460.44
4020 Meeting Room Fee		100.00
4100 Other Income		
Arts		5.00
Book Replacement		17.80
Copies Income	194.05	133.23
Donation Box	209.00	66.06
Fines	4.00	24.00
Misc Income	38.15	61.65
Total 4100 Other Income	445.20	307.74
4200 Restricted Funds Revenue		
Adult Programs		19.00
Grants	10,700.93	
ALA Grant		703.56
Total Grants	10,700.93	703.56
United Way	3,750.00	
Total 4200 Restricted Funds Revenue	14,450.93	722.56
4500 Investment Income		
Capital Gains Distribution	8,063.67	7,687.65
Dividend Income	6,239.45	-5,231.37
Interest Income	0.34	7.29
Morgan Stanley		
Endowment Fund	-70,000.00	-12,240.18
Total Morgan Stanley	-70,000.00	-12,240.18
Unrealized Gain/Loss on Investments		94,993.81
Total 4500 Investment Income	-55,696.54	85,217.20
Total Revenue	\$ -39,105.41	\$88,422.94
GROSS PROFIT	\$ -39,105.41	\$88,422.94
Expenditures		
6100 Payroll Expenses		494.33
6101 Wages	12,151.57	15,935.08
6102 Taxes	-214.62	1,341.82

Cuba Circulating Library Association

Statement of Activity

December 2022

	TOTAL	
	DEC 2022	DEC 2021 (PY)
6103 Employee Benefits		
Company Contributions		
Retirement	349.78	385.97
Total Company Contributions	349.78	385.97
Total 6103 Employee Benefits	349.78	385.97
Total 6100 Payroll Expenses	12,286.73	18,157.20
6200 Library Materials		
6205 Books-J	69.78	
6210 Books-A	34.50	767.66
6230 Audio	146.96	56.71
6240 Equipment		364.94
6250 Digital Books	564.22	
6260 DVD	50.68	408.34
6280 Adult Programming		489.99
6285 Childrens Programming		34.67
6290 STLS cost share	447.52	759.99
Total 6200 Library Materials	1,313.66	2,882.30
6300 Restricted Fund Spending		
6310 Arts Grant Expense		753.35
6330 Manley Grant expense		699.98
6345 Lions Club Grant		25.84
6350 Wilday Grant		173.01
6370 Memorials & Gifts	316.54	101.42
6390 United Way Grant	711.62	623.54
Total 6300 Restricted Fund Spending	1,028.16	2,377.14
6410 Advertisement	57.00	
6420 Custodial supplies		29.46
6425 Discretionary Fund	41.93	160.00
6430 Insurance		
Ins - Workman's Comp	942.44	2,118.00
Total 6430 Insurance	942.44	2,118.00
6445 Library supplies		350.53
6455 Processing Fee	29.31	35.10
6465 Repairs/Building & Grounds		-302.10
6470 Services	240.00	120.00
Alarm System - Doyle		29.95
Argentieries	24.00	21.00
Attorney	550.00	
Bookkeeper	1,200.00	600.00
Copier Acme	285.95	279.30

Cuba Circulating Library Association

Statement of Activity

December 2022

	TOTAL	
	DEC 2022	DEC 2021 (PY)
Hotspots	197.40	
Water Softener		43.50
Total 6470 Services	2,497.35	1,093.75
6475 Technical		1.75
6490 Utilities		
Electric		559.00
Extended Broadband	450.00	
Fuel	435.00	368.81
Phone		119.27
Total 6490 Utilities	885.00	1,047.08
6900 Reconciliation		-158.88
7010 Depreciation	26,892.77	28,423.70
Ask Accountant		60.00
Total Expenditures	\$45,974.35	\$56,275.03
NET OPERATING REVENUE	\$ -85,079.76	\$32,147.91
Other Expenditures		
Anniversary (Net)		
Anniversary Expenses	250.59	
Total Anniversary (Net)	250.59	
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-21,734.53	
Children's Area Remodel Expenses	4,112.77	
Total Children's Area Remodel (Net)	-17,621.76	
Flood Expenses		2,162.38
Total Other Expenditures	\$ -17,371.17	\$2,162.38
NET OTHER REVENUE	\$17,371.17	\$ -2,162.38
NET REVENUE	\$ -67,708.59	\$29,985.53

Cuba Circulating Library Association

Statement of Financial Position

As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	196,497.63	15,482.48
1090 Savings	368.92	97,315.18
Total Bank Accounts	\$196,866.55	\$112,797.66
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	36,939.34	
American Cap Inc Builder A	108,182.99	48,015.56
American Cap World Growth & Inc	73,009.17	
American Fundamental Inv A	53,285.69	
American Funds Mortgage A	30,258.54	5,966.71
American Global Balanced A	112,914.35	56,087.94
American Inc Fd of America A	112,061.79	53,193.82
American Intm Bd Fd of Amer A	21,995.30	
American Inv Co of Amer A	27,046.80	
American Short-Term Bond A	29,744.38	7,466.62
American WA Mutual A	113,490.02	57,782.86
Cash, BDP, and Money Market Fds	6,656.48	1,467.39
Stocks	919.71	801.68
Unrealized Gain/Loss	70,314.33	66,400.47

Cuba Circulating Library Association

Statement of Financial Position

As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PY)
Total 1303 Endowment Investment	796,818.89	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	5,909.14	5,863.41
American Inc Fd of America A	6,673.56	6,868.61
Cash, BDP, and Money Market Fds	0.66	0.66
Unrealized Gain/Loss	1,071.58	2,927.55
Total 1306 Adams Mem Book Fund Investment	13,654.94	15,660.23
1400 Prepaid Fee	0.00	28.82
Repayment		
Travel Reimbursement	0.00	0.00
Total Repayment	0.00	0.00
Total Other Current Assets	\$810,473.83	\$1,070,766.29
Total Current Assets	\$1,007,340.38	\$1,183,563.95
Fixed Assets		
1520 Building and equipment	750,653.00	750,653.00
Elevator Replacement	41,645.00	41,645.00
Total 1520 Building and equipment	792,298.00	792,298.00
1525 A/D Building and equipment	-480,795.47	-461,014.05
1526 Capital Improvement	0.00	0.00
1530 Furniture and Fixtures	117,419.00	117,419.00
1535 A/D Furniture and Fixtures	-108,566.20	-101,454.85
Land	46,763.00	46,763.00
Total Fixed Assets	\$367,118.33	\$394,011.10

Cuba Circulating Library Association

Statement of Financial Position

As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PY)
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,374,458.71	\$1,577,575.05
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	3,839.15	481.00
Total Accounts Payable	\$3,839.15	\$481.00
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	353.82	0.00
Federal Taxes (941/944)	1,227.93	1,086.46
NYS Employment Taxes	168.31	366.04
NYS Income Tax	701.30	791.99
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	2,451.36	2,244.49
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$2,451.36	\$2,244.49
Total Current Liabilities	\$6,290.51	\$2,725.49
Total Liabilities	\$6,290.51	\$2,725.49
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	71,654.85	246,369.49
3550 Realized Gain/Loss Equity	-56,836.60	-0.07
3800 Restricted Fund	58,442.57	10,000.00
3900 Fund Balance	1,318,480.14	1,197,526.69
Net Revenue	-23,572.76	120,953.45
Total Equity	\$1,368,168.20	\$1,574,849.56
TOTAL LIABILITIES AND EQUITY	\$1,374,458.71	\$1,577,575.05

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
Holdings 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.

RESOLUTION TO AUCTION SURPLUS LIBRARY MATERIALS AND PROPERTY

WHEREAS, pursuant to The Cuba Circulating Library Association policy entitled SALE OR DISPOSAL OF SURPLUS LIBRARY PROPERTY, the Board of Trustees deems it desirable and in the best interests of the Library to formally declare the following surplus Library materials and property to be disposed of at public auction pursuant to the terms of an Agreement with Auctions International, Inc. dated 1/10/2023, as follows:

Items:

See attached list

NOW, THEREFORE, BE IT RESOLVED, that the President and/or Financial Officer are hereby authorized, directed and empowered to execute, for and on behalf of the Library, and in its name, any and all documents required in connection with the sale and/or auction of such surplus property.

Paul Stewart

President

2-1-23

Date

Don Assink

Chief Financial Officer

1.9.23

Date

Attachment: List of property

Items for Auction

- Large double-sided bookcase in children's area
- 4 blue chairs from teen area
- Green countertop in front of director's window
- 2 small countertops from Children's area
- 7 desktop computers
- Small misc. items, such as craft supplies, surplus keyboards, computer mice, etc.