

**AGENDA**  
**BOARD OF TRUSTEES**  
**Cuba Circulating Library**  
*Serving the Cuba Community for 151 Years*

**Monday, Feb. 13, 2023**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the Annual and January's Meeting
5. Financial Officer's Report
6. Corresponding Secretary
7. Director's Report
8. Committee Reports
  - i. Planning
  - ii. Finance
  - iii. Bldgs/Grounds
  - iv. Personnel
  - v. Technology
  - vi. Liaison with Friends
  - vii. Education
- b. Ad hoc committees
  - i. Children's Area Renovation
  - ii. Disaster Plan
  - iii. Public Comments
9. Unfinished Business
  - i. Furniture Auction
  - ii. Endowment Withdrawal
10. New Business
  - i. Library Worker's Appreciation Day is March 7, 2023
  - ii. Annual Report
11. Adjournment

**Cuba Circulation Library  
Board of Trustees Annual Meeting Minutes  
Monday, January 9, 2023**

**Present:** Thomas Donahue, Lin Assink, Brad Weaver, Wendy Sprague, and Sharry Semans

**Also Present:** Tina Dalton, Jill Schwab, Denean Emerson, Lynn Fulmer and Pat Ash (Friends)

**Absent:** Faith Stewart, and Lionel Legry

**Call to Order:** Sharry Semans called the meeting to order at 5:25 P.

**Nominating Committee Report:** Wendy Sprague indicated that Lynn Fulmer and Marsha Long would be leaving the Board, as their terms had expired. They will be missed. Wendy then introduced the new proposed nominees for Trustees, Jill Schwab and Denean Emerson, both of whom accepted their nomination.

**Election of Officers:**

President: Faith Stewart  
Vice President: Tom Donahue  
Financial Officer: Lin Assink  
Recording Secretary: Bradley Weaver

A motion to accept the two new nominations for Trustee, and to seat the Officers was made by Wendy Sprague, and seconded by Lin Assink. The motion passed unanimously.

Committee appointments were handed out. The first person listed will be Chair of that Committee.

**Committee Appointments:**

Buildings & Grounds – Weaver, Legry  
Finance – Assink, Stewart, Emerson, Dalton  
Liaison to the Friends – Sprague  
Personnel – Stewart, Donahue, Schwab, Dalton  
Planning – Donahue, Semans, Schwab, Dalton, Wise  
Technology – Legry, Sprague, Assink, Dalton  
Education – Semans, Weaver, Emerson  
Corresponding Secretary – Wendy Sprague

**Determine Number of Trustees:** A motion was made by Sharry Semans, pursuant to our By-Laws, to govern with nine (9) Trustees for our fiscal year of 2023. Tom Donahue seconded the motion, and the motion passed unanimously.

Lin Assink made a motion to adjourn the meeting at 5:35 PM, and Tom Donahue seconded it. Passed unanimously.

Respectfully submitted: Sharry Semans, Secretary

**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 22<sup>nd</sup>, 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

## Statement of Activity

January 2023

	TOTAL	
	JAN 2023	JAN 2022 (PY)
<b>Revenue</b>		
4017 Memorials/Gifts	345.00	211.15
4020 Meeting Room Fee	150.00	
4100 Other Income		
Copies Income	68.30	68.75
Donation Box	29.00	24.00
Fines	16.25	35.30
Misc Income	22.90	25.75
<b>Total 4100 Other Income</b>	<b>136.45</b>	<b>153.80</b>
4200 Restricted Funds Revenue		
DFY Grant	1,435.00	
<b>Total 4200 Restricted Funds Revenue</b>	<b>1,435.00</b>	
4500 Investment Income		
Capital Gains Distribution	0.00	
Dividend Income	185.26	
Interest Income	0.05	0.26
Morgan Stanley		
Adams Memorial		1,000.00
Endowment Fund	5,000.00	9,504.00
<b>Total Morgan Stanley</b>	<b>5,000.00</b>	<b>10,504.00</b>
<b>Total 4500 Investment Income</b>	<b>5,185.31</b>	<b>10,504.26</b>
<b>Total Revenue</b>	<b>\$7,251.76</b>	<b>\$10,869.21</b>
<b>GROSS PROFIT</b>	<b>\$7,251.76</b>	<b>\$10,869.21</b>
<b>Expenditures</b>		
6100 Payroll Expenses		
6101 Wages	12,487.29	11,433.50
6102 Taxes	1,254.98	1,251.98
6103 Employee Benefits		
Company Contributions		
Retirement	358.53	331.13
<b>Total Company Contributions</b>	<b>358.53</b>	<b>331.13</b>
<b>Total 6103 Employee Benefits</b>	<b>358.53</b>	<b>331.13</b>
<b>Total 6100 Payroll Expenses</b>	<b>14,100.80</b>	<b>13,016.61</b>
6200 Library Materials		
6205 Books-J	73.08	87.91
6210 Books-A	625.23	309.35
6220 Serials	136.99	1,566.98

# Cuba Circulating Library Association

## Statement of Activity

January 2023

	TOTAL	
	JAN 2023	JAN 2022 (PY)
6230 Audio	132.06	28.04
6240 Equipment		276.99
6260 DVD	38.45	191.69
6270 Video Games	148.79	108.97
6280 Adult Programming	211.48	510.28
6285 Childrens Programming	53.28	72.13
6290 STLS cost share		-143.74
<b>Total 6200 Library Materials</b>	<b>1,419.36</b>	<b>3,008.60</b>
6202 Book Replacement	-97.00	
6300 Restricted Fund Spending		
6315 ALA Grant		394.80
6330 Manley Grant expense	134.75	
6345 Lions Club Grant		114.74
6350 Wilday Grant	161.50	9.34
6355 STLS Outreach	476.46	
6360 DFY Grant	10.99	
6370 Memorials & Gifts		338.01
6375 Allegany Area Foundation Grant		493.00
6390 United Way Grant	8.79	
<b>Total 6300 Restricted Fund Spending</b>	<b>792.49</b>	<b>1,349.89</b>
6420 Custodial supplies	112.21	49.06
6425 Discretionary Fund		73.88
6430 Insurance		
Ins - Workman's Comp		1,160.25
<b>Total 6430 Insurance</b>		<b>1,160.25</b>
6445 Library supplies	450.05	204.11
Library Equipment	327.95	
<b>Total 6445 Library supplies</b>	<b>778.00</b>	<b>204.11</b>
6450 Postage	11.51	
6455 Processing Fee	16.25	26.00
6470 Services		
Alarm System - Doyle		31.45
Argentieries		21.00
Austin Security	102.84	
Bookkeeper	675.00	600.00
Copier Acme		124.98
Hotspots	197.40	
<b>Total 6470 Services</b>	<b>975.24</b>	<b>777.43</b>

# Cuba Circulating Library Association

## Statement of Activity

January 2023

	TOTAL	
	JAN 2023	JAN 2022 (PY)
6490 Utilities		
Electric	528.40	567.13
Extended Broadband		450.00
Fuel	435.00	564.61
Phone	117.79	118.20
<b>Total 6490 Utilities</b>	<b>1,081.19</b>	<b>1,699.94</b>
Ask Accountant	-110.00	
<b>Total Expenditures</b>	<b>\$19,080.05</b>	<b>\$21,365.77</b>
NET OPERATING REVENUE	<b>\$ -11,828.29</b>	<b>\$ -10,496.56</b>
Other Expenditures		
Anniversary (Net)		
Anniversary Donations		-951.83
Anniversary Expenses		1,097.00
<b>Total Anniversary (Net)</b>		<b>145.17</b>
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-52,257.57	
<b>Total Children's Area Remodel (Net)</b>	<b>-52,257.57</b>	
Flood Expenses		447.31
<b>Total Other Expenditures</b>	<b>\$ -52,257.57</b>	<b>\$592.48</b>
NET OTHER REVENUE	<b>\$52,257.57</b>	<b>\$ -592.48</b>
NET REVENUE	<b>\$40,429.28</b>	<b>\$ -11,089.04</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of January 31, 2023

	TOTAL	
	AS OF JAN 31, 2023	AS OF JAN 31, 2022 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1020 Five Star	41,861.85	5,870.09
1090 Savings	141,368.92	97,315.18
<b>Total Bank Accounts</b>	<b>\$183,230.77</b>	<b>\$103,185.27</b>
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	0.00	0.00
American Balanced A	36,939.34	
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	30,337.35	5,969.15
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	22,048.98	
American Inv Co of Amer A	27,046.80	
American Short-Term Bond A	29,797.15	7,471.34
American WA Mutual A	113,490.02	57,782.86
Cash, BDP, and Money Market Fds	4,156.53	1,467.40
Stocks	932.51	859.17
Unrealized Gain/Loss	102,373.02	59,601.64



# Cuba Circulating Library Association

## Statement of Financial Position

As of January 31, 2023

	TOTAL	
	AS OF JAN 31, 2023	AS OF JAN 31, 2022 (PY)
<b>Total 1303 Endowment Investment</b>	<b>826,575.69</b>	<b>290,448.88</b>
1305 Anonymous Investment	0.00	0.00
American Balanced A	0.00	36,076.85
American Cap Inc Builder	0.00	89,799.20
American Cap World Growth & Inc	0.00	71,251.27
American Fundamental Inv A	0.00	50,438.91
American Funds Mortgage A	0.00	23,877.85
American Global Balanced A	0.00	55,124.04
American Inc Fd of America A	0.00	51,078.25
American Intm Bd Fd of Amer A	0.00	21,616.17
American Inv Co of Amer A	0.00	52,218.44
American Short-Term Bond A	0.00	21,946.62
American WA Mutual A	0.00	46,568.75
Cash, BDP, and Money Market Fds	0.00	75,000.25
Unrealized Gain/Loss	0.00	130,731.69
<b>Total 1305 Anonymous Investment</b>	<b>0.00</b>	<b>725,728.29</b>
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	5,909.14	5,684.82
American Inc Fd of America A	6,673.56	6,210.79
Cash, BDP, and Money Market Fds	0.66	0.66
Unrealized Gain/Loss	1,549.09	2,598.29
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>14,132.45</b>	<b>14,494.56</b>
1400 Prepaid Fee	0.00	91.72
Repayment		
Travel Reimbursement	0.00	0.00
<b>Total Repayment</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>\$840,708.14</b>	<b>\$1,030,763.45</b>
<b>Total Current Assets</b>	<b>\$1,023,938.91</b>	<b>\$1,133,948.72</b>
Fixed Assets		
1520 Building and equipment	750,653.00	750,653.00
Elevator Replacement	41,645.00	41,645.00
<b>Total 1520 Building and equipment</b>	<b>792,298.00</b>	<b>792,298.00</b>
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
<b>Total Fixed Assets</b>	<b>\$367,118.33</b>	<b>\$394,011.10</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of January 31, 2023

	TOTAL	
	AS OF JAN 31, 2023	AS OF JAN 31, 2022 (PY)
Other Assets		
1000 Friends Cash	0.00	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,391,057.24</b>	<b>\$1,527,959.82</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	1,275.00	2,523.87
<b>Total Accounts Payable</b>	<b>\$1,275.00</b>	<b>\$2,523.87</b>
Credit Cards		
5662 Bank Of America	0.00	0.00
<b>Total Credit Cards</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Liabilities		
2100 Payroll Liabilities	0.00	-366.04
American Funds	0.00	51.40
Federal Taxes (941/944)	1,295.07	1,219.15
NYS Employment Taxes	299.72	377.31
NYS Income Tax	483.54	459.61
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
<b>Total 2100 Payroll Liabilities</b>	<b>2,078.33</b>	<b>1,741.43</b>
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$2,078.33</b>	<b>\$1,741.43</b>
<b>Total Current Liabilities</b>	<b>\$3,353.33</b>	<b>\$4,265.30</b>
<b>Total Liabilities</b>	<b>\$3,353.33</b>	<b>\$4,265.30</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	104,203.85	193,140.02
3550 Realized Gain/Loss Equity	-61,836.60	13,163.40
3800 Restricted Fund	10,000.00	10,000.00
3900 Fund Balance	1,294,907.38	1,318,480.14
Net Revenue	40,429.28	-11,089.04
<b>Total Equity</b>	<b>\$1,387,703.91</b>	<b>\$1,523,694.52</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,391,057.24</b>	<b>\$1,527,959.82</b>

# Cuba Circulating Library Association

Budget vs. Actuals: 2023

January 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Revenue</b>				
4003 School Income		231,846.00	231,846.00	100.00 %
4004 Local Lib Services Aid		1,675.00	1,675.00	100.00 %
4017 Memorials/Gifts	345.00		-345.00	
4020 Meeting Room Fee	150.00	750.00	600.00	80.00 %
<b>4100 Other Income</b>				
Copies Income	68.30	2,000.00	1,931.70	96.59 %
Donation Box	29.00	400.00	371.00	92.75 %
Fines	16.25	200.00	183.75	91.88 %
Misc Income	22.90	400.00	377.10	94.28 %
<b>Total 4100 Other Income</b>	<b>136.45</b>	<b>3,000.00</b>	<b>2,863.55</b>	<b>95.45 %</b>
<b>4200 Restricted Funds Revenue</b>				
DFY Grant	1,435.00		-1,435.00	
Friends		2,000.00	2,000.00	100.00 %
<b>Total 4200 Restricted Funds Revenue</b>	<b>1,435.00</b>	<b>2,000.00</b>	<b>565.00</b>	<b>28.25 %</b>
<b>4500 Investment Income</b>				
Capital Gains Distribution	0.00		0.00	
Dividend Income	185.26		-185.26	
Interest Income	0.05		-0.05	
<b>Morgan Stanley</b>				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund	5,000.00	25,723.00	20,723.00	80.56 %
<b>Total Morgan Stanley</b>	<b>5,000.00</b>	<b>26,223.00</b>	<b>21,223.00</b>	<b>80.93 %</b>
<b>Total 4500 Investment Income</b>	<b>5,185.31</b>	<b>26,223.00</b>	<b>21,037.69</b>	<b>80.23 %</b>
Budget Carryover		31,978.00	31,978.00	100.00 %
<b>Total Revenue</b>	<b>\$7,251.76</b>	<b>\$297,472.00</b>	<b>\$290,220.24</b>	<b>97.56 %</b>
<b>GROSS PROFIT</b>	<b>\$7,251.76</b>	<b>\$297,472.00</b>	<b>\$290,220.24</b>	<b>97.56 %</b>
<b>Expenditures</b>				
<b>6100 Payroll Expenses</b>				
6101 Wages	12,487.29	172,687.00	160,199.71	92.77 %
6102 Taxes	1,254.98		-1,254.98	
Payroll Tax		13,171.00	13,171.00	100.00 %
SUTA		2,310.00	2,310.00	100.00 %
<b>Total 6102 Taxes</b>	<b>1,254.98</b>	<b>15,481.00</b>	<b>14,226.02</b>	<b>91.89 %</b>
<b>6103 Employee Benefits</b>				
<b>Company Contributions</b>				
Retirement	358.53	5,500.00	5,141.47	93.48 %
<b>Total Company Contributions</b>	<b>358.53</b>	<b>5,500.00</b>	<b>5,141.47</b>	<b>93.48 %</b>
Health Insurance		500.00	500.00	100.00 %
<b>Total 6103 Employee Benefits</b>	<b>358.53</b>	<b>6,000.00</b>	<b>5,641.47</b>	<b>94.02 %</b>
6105 Ins - Disability		1,060.00	1,060.00	100.00 %

# Cuba Circulating Library Association

Budget vs. Actuals: 2023

January 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Total 6100 Payroll Expenses</b>	<b>14,100.80</b>	<b>195,228.00</b>	<b>181,127.20</b>	<b>92.78 %</b>
6200 Library Materials				
6205 Books-J	73.08	4,500.00	4,426.92	98.38 %
6210 Books-A	625.23	7,500.00	6,874.77	91.66 %
6220 Serials	136.99	1,300.00	1,163.01	89.46 %
6230 Audio	132.06	1,000.00	867.94	86.79 %
6240 Equipment		500.00	500.00	100.00 %
6250 Digital Books		3,557.00	3,557.00	100.00 %
6260 DVD	38.45	1,500.00	1,461.55	97.44 %
6270 Video Games	148.79	1,000.00	851.21	85.12 %
6280 Adult Programming	211.48	1,200.00	988.52	82.38 %
6285 Childrens Programming	53.28	1,200.00	1,146.72	95.56 %
6290 STLS cost share		10,774.00	10,774.00	100.00 %
<b>Total 6200 Library Materials</b>	<b>1,419.36</b>	<b>34,031.00</b>	<b>32,611.64</b>	<b>95.83 %</b>
6202 Book Replacement	-97.00		97.00	
6300 Restricted Fund Spending				
6330 Manley Grant expense	134.75		-134.75	
6350 Wilday Grant	161.50		-161.50	
6355 STLS Outreach	476.46		-476.46	
6360 DFY Grant	10.99		-10.99	
6390 United Way Grant	8.79		-8.79	
<b>Total 6300 Restricted Fund Spending</b>	<b>792.49</b>		<b>-792.49</b>	
6410 Advertisement		350.00	350.00	100.00 %
6415 Bank fees		100.00	100.00	100.00 %
6420 Custodial supplies	112.21	700.00	587.79	83.97 %
6425 Discretionary Fund		500.00	500.00	100.00 %
6430 Insurance				
Ins - Liability Insurance		878.00	878.00	100.00 %
Ins - Property		6,195.00	6,195.00	100.00 %
Ins - Workman's Comp		1,190.00	1,190.00	100.00 %
<b>Total 6430 Insurance</b>		<b>8,263.00</b>	<b>8,263.00</b>	<b>100.00 %</b>
6445 Library supplies	450.05	3,600.00	3,149.95	87.50 %
Library Equipment	327.95	1,000.00	672.05	67.21 %
<b>Total 6445 Library supplies</b>	<b>778.00</b>	<b>4,600.00</b>	<b>3,822.00</b>	<b>83.09 %</b>
6447 Membership		600.00	600.00	100.00 %
6450 Postage	11.51	200.00	188.49	94.25 %
6455 Processing Fee	16.25	500.00	483.75	96.75 %
6460 Personal Protection Supplies		300.00	300.00	100.00 %
6465 Repairs/Building & Grounds		7,000.00	7,000.00	100.00 %
6470 Services		649.00	649.00	100.00 %
Alarm System - Doyle		850.00	850.00	100.00 %
Argentieries		300.00	300.00	100.00 %

# Cuba Circulating Library Association

Budget vs. Actuals: 2023

January 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Attorney		3,000.00	3,000.00	100.00 %
Audit		2,750.00	2,750.00	100.00 %
Austin Security	102.84		-102.84	
Bookkeeper	675.00	8,100.00	7,425.00	91.67 %
Computer Tech		900.00	900.00	100.00 %
Copier Acme		2,500.00	2,500.00	100.00 %
Fire Extinguishers		56.00	56.00	100.00 %
Fire Place Clean		200.00	200.00	100.00 %
Hotspots	197.40	3,000.00	2,802.60	93.42 %
Parking Lot Maint		250.00	250.00	100.00 %
Patriot Microfilm		495.00	495.00	100.00 %
Rug Shampoos		250.00	250.00	100.00 %
Tax Filing (990)		750.00	750.00	100.00 %
Water Softener		250.00	250.00	100.00 %
Window Cleaner		450.00	450.00	100.00 %
<b>Total 6470 Services</b>	<b>975.24</b>	<b>24,750.00</b>	<b>23,774.76</b>	<b>96.06 %</b>
6480 Train/conference		1,500.00	1,500.00	100.00 %
6485 Travel		1,500.00	1,500.00	100.00 %
6490 Utilities				
Electric	528.40	9,000.00	8,471.60	94.13 %
Extended Broadband		1,800.00	1,800.00	100.00 %
Fuel	435.00	5,300.00	4,865.00	91.79 %
Phone	117.79	1,250.00	1,132.21	90.58 %
<b>Total 6490 Utilities</b>	<b>1,081.19</b>	<b>17,350.00</b>	<b>16,268.81</b>	<b>93.77 %</b>
Ask Accountant	-110.00		110.00	
<b>Total Expenditures</b>	<b>\$19,080.05</b>	<b>\$297,472.00</b>	<b>\$278,391.95</b>	<b>93.59 %</b>
NET OPERATING REVENUE	<b>\$ -11,828.29</b>	<b>\$0.00</b>	<b>\$11,828.29</b>	<b>0.00%</b>
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-52,257.57		52,257.57	
<b>Total Children's Area Remodel (Net)</b>	<b>-52,257.57</b>		<b>52,257.57</b>	
<b>Total Other Expenditures</b>	<b>\$ -52,257.57</b>	<b>\$0.00</b>	<b>\$52,257.57</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$52,257.57</b>	<b>\$0.00</b>	<b>\$ -52,257.57</b>	<b>0.00%</b>
NET REVENUE	<b>\$40,429.28</b>	<b>\$0.00</b>	<b>\$ -40,429.28</b>	<b>0.00%</b>

Cuba Library Director's Monthly Report

January 2021

	January 2023	January 2022	December 2021	January 2021	January 2020
Circulation	2367 (adult 1162) (J/YA 1205)	2309 (adult 1297) (J/YA 1012)	2053 (adult 1156) (J/YA 897)	2227 (adult 1290) (J/YA 937)	3164 (adult 1973) (J/YA 1191)
Holds Filled	434	405	308	4	452
New Library Cards	17	13	4	5	18
Overdrive (eBooks)	517	462	425	502	332
Wifi Use	279	225	242	219	171
Visits to website	unknown	899	656	695	
Door count	1307	1461	1430		

**Upcoming Programs**

Feb. 1-Feb. 28	2 <sup>nd</sup> annual Tiny Art Show	
Feb. 8 @ 6:00	VR for Adults	
Feb. 15 @ 6:00	Boardgame night: Learn to play Wingspan	
Feb. 21 @ 10:00	Cardmaking	Susan Doran
Feb. 21 @ 6:00	Maple Sugaring Tips for Beginners	Carolyn Wright
Feb. 23 @ 7:00	Author talk: Roseanne Montillo	Virtual
Feb. 25 @ 1:00	Seed and House Plant Swap	Grow It Forward

**Community Partnerships:** The SBU History dept received a grant to do a local history project, and I have been assisting with their research. They are focusing on Hiram Chamberlain, a local blacksmith who died in the 1876 Ashtabula Train tragedy. The students are using our newly digitized Cuba Patriot newspapers, as well as some of our local history books to research Hiram's life, as well as the Cuba community and train travel during this period in time.

We hosted musicians from the Alfred University Confucius Institute in celebration of Lunar New Year on Feb. 25. Although the weather was horrid that day, we still had 18 people attend the program. We are very fortunate to have musicians who have performed at Carnegie Hall come to our library and provide a concert to our community for free.

**Construction Project:** Much of my time this month has been spent preparing for the upcoming construction project. I arranged to have the old computers wiped, listed all the approved items on Auctions International's website, and have coordinated with both the architect and contractor on the upcoming project. I also spent some time providing further detail to the Construction Aid grant committee. We had our kick off meeting with Edge and Kinley on Jan. 26.

**Preservation Assessment:** I've met with Amanda Murray from Documentary Heritage and Preservation Services of New York to plan for the preservation assessment. Amanda is scheduled to come to our library on March 22 from 10:00-4:00. She will assess our local history collection and together we will develop a plan for disaster response and long-range care for our rare and historic books.

**Misc:** I completed the annual report to the state. In past years this has been a tedious undertaking, but this year I was able to complete it in just a few hours. This is due in large part to the spreadsheet Cheryl created to track our programming statistics. In fact, this spreadsheet's fame has grown beyond the walls of our library and several other STLS libraries now use it track their programming statistics as well.

I met with Brian Hildreth to develop some goals as the newly appointed chair of the Directors' Advisory Council. I also chaired my first DAC meeting this month.

The building assessor for the Village came by to update their records on the library. They had very outdated information about our building. Doyle Security came out to install access to the library's security cameras on my laptop and cell phone.

Our grant application to the Wyoming Arts Council has been approved. We will receive \$4,000 for arts programs this year. I will use these funds specifically for art classes taught by Native American artists. We have plans for classes on beading, leatherwork, weaving, and painting, as well as a lecture on antler carving.

# Youth Services Monthly Report: January 2023

## Storytimes

We had 5 preschool storytimes in January. I missed one because of sickness but Tina covered it. We did two wintry themes, one with ice painting and one with fake snow. I missed ice painting, which is popsicles made of paint/water. Despite being told it was paint, one little girl did decide to lick it immediately. We made English muffin pizzas for a pizza storytime. (My niece attends this group and my mother now has to keep English muffin pizza supplies on hand.) We also did a bird storytime and made bird feeders with ice cream cones covered in peanut butter rolled in bird seed. The week of Groundhog's Day, we made paper bag groundhog puppets. After school followed the same themes.

## Teens/Tweens

Tweens met four times. They made pizzas and birdfeeders as well. We also played some different card/board games. We had a Design Your Own Board Game teen activity scheduled but no one signed up or attended.

## Outreach

I had six outreach groups, all at their locations due to the cold. One was to the BOCES class, two were to the Head Start groups, one kindergarten/first grade group, and both morning and afternoon Pre-K at CRCS. We read some wintry stories for all of these groups, with a groundhog's day story mixed in for those at the end of the month.

## Other

We hosted a Lunar New Year program for all ages.

## Upcoming Programs

2/4 Take Your Child to the Library Storytime  
2/22 Mike Morton Green Eggs and Ham Storytime  
2/22 Teen VR Games

## January 2023 Programming

1/3	Preschool University	5 children, 4 adults
1/5	Afterschool Explorers	9 children, 1 adult
1/9	BOCES Visit	5 children, 6 adults
1/10	Preschool University	5 children, 4 adults
	Afterschool Crew	5 children
1/11	ACCORD Head Start 1	6 children, 4 adults



	ACCORD Head Start 2	12 children, 4 adults
<b>1/12</b>	Afterschool Explorers	8 children, 1 adult
<b>1/17</b>	Preschool University	5 children, 5 adults
	Afterschool Crew	5 children
<b>1/18</b>	CRCS K-1 Visit	22 children, 4 adults
<b>1/19</b>	Afterschool Explorers	8 children, 1 adult
<b>1/24</b>	Preschool University	5 children, 5 adults
	Afterschool Crew	5 children
<b>1/25</b>	AM Pre-K Visit	18 children, 3 adults
	PM Pre-K Visit	7 children, 3 adults
<b>1/26</b>	Afterschool Explorers	6 children, 1 adult
<b>1/31</b>	Preschool University	6 children, 6 adults
	Afterschool Crew	6 children

## **Maintenance Report 1/1 - 2/1/2023**

1. Turned off Heat Tape for Eric to clean out gutters, turned back on 1/7/23
2. Cleaned out vacuum cleaner for Colleen (workorder), found large piece of plastic stuck in hose handle.
3. Shoveled and salted sidewalks as needed.
4. Unbolted small bookcase in gaming area and moved to basement book room, mounted on existing bookcase in back.
5. Noticed Error on boiler #2 with Code 53 and it wasn't working, notified Tina for service call and the error indicated possible blockage in vent, probably due to windy conditions, it had reset before service person arrived. they checked and serviced it to make sure there was no issues.
6. Received (4) new EXIT signs with safety lights. 3 to be installed downstairs to replace existing ones without safety lights. I will install this month.
7. Received 2 new WiFi thermostats for remote monitoring. I will get installed this month.
8. Reinstalled cross brace/bracket that Christian found on one of the shelves in back area.

## **BOARD MEETING PUBLIC COMMENTS POLICY**

**PURPOSE:** The purpose of a board meeting public comments policy is to provide time for members of the general public to orally address the board during its monthly board meetings in a fair and organized manner.

**POLICY:** The Board of Trustees of Cuba Circulating Library Association (“Board”) complies with the Open Meetings Law of New York State. Its meetings are open to the public.

The State’s Open Meetings Law does not include any provisions about the public addressing the Board during its meetings. However, the Cuba Circulating Library Association (“Library”) will allow visitors to its meetings to address its Board. In order for the Board to fulfill its obligation to complete its scheduled agenda in an effective and efficient fashion, a maximum of fifteen minutes of public participation will be permitted at the beginning of each meeting.

All persons wishing to address the Board are required to sign in prior to the call of order and will be recognized in the order in which they signed-in. Each speaker is given a maximum of three (3) minutes to address the Board. If several persons wish to speak, each will be allotted a maximum of three (3) minutes until the public participation of fifteen (15) minutes is used. Persons who address the Board may speak only once per meeting and for no longer than a maximum of three (3) minutes each. Speakers must limit their topic to Library matters only, and must reside in the Library’s service area. Library card holders will be given precedence.

The Board President or the Trustee presiding at the meeting will introduce each registered speaker and will keep track of the time. The Board appreciates comments from the public, but may not address the issues. No items raised during the public comment period may be acted upon by the board unless it was on the posted agenda.