

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

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

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the February 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
9. Unfinished Business
  - i. Library Worker's Appreciation Day is April 25, 2023
10. New Business
  - i. Community Room Use
  - ii. Behavior Policy
  - iii. Annual Financial Review
11. Adjournment

**Cuba Circulating Library**  
**Board of Trustees Monthly Meeting Minutes**  
**Monday, February 13, 2023**

**Present:** Lin Assink, Tom Donahue, Denean Emerson, Lionel Legry, Jill Schwab, Wendy Sprague, and Brad Weaver

**Absent:** Faith Stewart, Sharry Semans

**Also Present:** Tina Dalton, Pat Ash, Cindy Dutton, Suzanne Stockman and Jean Curie

**Prior to the call to order:** Suzanne Stockman and Jean Curie from the New York Library Association Trustees Roundtable presented the award in person. Cindy Dutton, a member of the press was present to write an article for the Patriot.

**Call to Order:** Tom Donahue called the meeting to order at 5:34 PM.

**Public Comments:** Suzanne and Jean commented on touring the library, commending the warm cozy feeling and congratulating Tina.

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

**Minutes of the Previous Meeting:** \_\_\_\_\_ --moved that the minutes of the January meeting be accepted. \_\_\_\_\_ seconded the motion, and it was passed unanimously. \_\_\_\_\_ moved that the minutes of the Annual meeting be accepted. \_\_\_\_\_ 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 \_\_\_\_\_, seconded by Wendy and passed unanimously. See attached.

**Corresponding Secretary's Report:**

**Director's Report:** Tina reviewed her report, which is attached to this document.

**Committee Reports**

**Planning:** Nothing to report.

**Finance:** Nothing to report.

**Building and Grounds:** Nothing to report.

**Personnel:** Nothing to report.

**Technology:** Nothing to report.

**Liaison with Friends:** Book Sale preparation underway.

**Education:** Nothing to Report.

### **Ad hoc Committees**

**Children's Area Renovation:** Bid accepted, schedule for project being drawn up, phase one to begin in spring.

**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:** A Public Comments policy was presented. Motion to adopt this policy was made by \_\_\_\_\_. Seconded by \_\_\_\_\_. Motion passed unanimously.

### **Unfinished Business**

**Furniture Auction:** Auction completed. \$1116 raised.

**Endowment Withdrawal:** Motion to transfer \$25,723.00 from endowment to general fund made by Lionel and seconded by Denean. Unanimously approved.

### **New Business**

**Accept Annual Report:** Motion by Lin, seconded by Tom, unanimous approval.

**Staff Appreciation Lunch:** Tabled until March meeting.

**Executive session Convened.** Motion by Wendy, seconded by Lin.

**Executive Session Concluded.** Motion by Lin, seconded by Lionel.

**Adjournment:** Motion to adjourn was made by Wendy and seconded by Jill. Meeting adjourned at \_\_\_\_ PM.

**Report submitted:** Brad Weaver, Secretary

# Cuba Circulating Library Association

## Statement of Financial Position

As of February 28, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1020 Five Star	21,654.26
1090 Savings	141,368.92
<b>Total Bank Accounts</b>	<b>\$163,023.18</b>
Accounts Receivable	
1500 Bequest receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1300 Investments - cash	0.00
1303 Endowment Investment	0.00
American Balanced A	36,939.34
American Cap Inc Builder A	108,182.99
American Cap World Growth & Inc	73,009.17
American Fundamental Inv A	53,285.69
American Funds Mortgage A	30,410.81
American Global Balanced A	112,914.35
American Inc Fd of America A	112,061.79
American Intm Bd Fd of Amer A	22,088.54
American Inv Co of Amer A	27,046.80
American Short-Term Bond A	29,848.53
American WA Mutual A	102,316.62
Cash, BDP, and Money Market Fds	0.02
Stocks	918.59
Unrealized Gain/Loss	67,251.44
<b>Total 1303 Endowment Investment</b>	<b>776,274.68</b>
1305 Anonymous Investment	0.00
American Balanced A	0.00
American Cap Inc Builder	0.00
American Cap World Growth & Inc	0.00
American Fundamental Inv A	0.00
American Funds Mortgage A	0.00
American Global Balanced A	0.00
American Inc Fd of America A	0.00
American Intm Bd Fd of Amer A	0.00
American Inv Co of Amer A	0.00
American Short-Term Bond A	0.00
American WA Mutual A	0.00
Cash, BDP, and Money Market Fds	0.00
Unrealized Gain/Loss	0.00

# Cuba Circulating Library Association

## Statement of Financial Position

As of February 28, 2023

	TOTAL
<b>Total 1305 Anonymous Investment</b>	<b>0.00</b>
1306 Adams Mem Book Fund Investment	0.00
American Cap Inc Builder A	5,909.14
American Inc Fd of America A	6,673.56
Cash, BDP, and Money Market Fds	0.66
Unrealized Gain/Loss	1,110.85
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>13,694.21</b>
1400 Prepaid Fee	0.00
Repayment	
Travel Reimbursement	0.00
<b>Total Repayment</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>\$789,968.89</b>
<b>Total Current Assets</b>	<b>\$952,992.07</b>
Fixed Assets	
1520 Building and equipment	750,653.00
Elevator Replacement	41,645.00
<b>Total 1520 Building and equipment</b>	<b>792,298.00</b>
1525 A/D Building and equipment	-480,795.47
1526 Capital Improvement	0.00
1530 Furniture and Fixtures	117,419.00
1535 A/D Furniture and Fixtures	-108,566.20
Land	46,763.00
<b>Total Fixed Assets</b>	<b>\$367,118.33</b>
Other Assets	
1000 Friends Cash	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,320,110.40</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 Accounts Payable	300.00
<b>Total Accounts Payable</b>	<b>\$300.00</b>
Credit Cards	
5662 Bank Of America	0.00

# Cuba Circulating Library Association

## Statement of Financial Position

As of February 28, 2023

	TOTAL
<b>Total Credit Cards</b>	<b>\$0.00</b>
Other Current Liabilities	
2100 Payroll Liabilities	0.00
American Funds	0.00
Federal Taxes (941/944)	1,299.95
NYS Employment Taxes	611.05
NYS Income Tax	249.04
NYS Taxes	0.00
Payroll Liability	0.00
Payroll Tax Federal	0.00
<b>Total 2100 Payroll Liabilities</b>	<b>2,160.04</b>
Direct Deposit Payable	0.00
PPE Currant Liability	0.00
<b>Total Other Current Liabilities</b>	<b>\$2,160.04</b>
<b>Total Current Liabilities</b>	<b>\$2,460.04</b>
<b>Total Liabilities</b>	<b>\$2,460.04</b>
Equity	
3000 Opening Bal Equity	0.00
3500 Unrealized Gain/Loss on Inv	68,630.11
3550 Realized Gain/Loss Equity	-51,443.53
3800 Restricted Fund	10,000.00
3900 Fund Balance	1,270,016.37
Net Revenue	20,447.41
<b>Total Equity</b>	<b>\$1,317,650.36</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,320,110.40</b>

# Cuba Circulating Library Association

## Statement of Activity

February 2023

	TOTAL	
	FEB 2023	FEB 2022 (PY)
<b>Revenue</b>		
4017 Memorials/Gifts	25.00	
4020 Meeting Room Fee		100.00
4100 Other Income		
Arts		25.00
Book Replacement	26.00	
Copies Income	299.65	129.15
Donation Box	44.19	66.00
Fines	12.00	8.00
Misc Income	25.05	20.41
<b>Total 4100 Other Income</b>	<b>406.89</b>	<b>248.56</b>
4200 Restricted Funds Revenue		
Arts Grant	10.00	
Grants	1,500.00	
<b>Total 4200 Restricted Funds Revenue</b>	<b>1,510.00</b>	
4500 Investment Income		
Capital Gains Distribution	0.00	
Dividend Income	164.40	36.05
Interest Income	0.02	0.26
Morgan Stanley		
Endowment Fund	25,723.00	
<b>Total Morgan Stanley</b>	<b>25,723.00</b>	
<b>Total 4500 Investment Income</b>	<b>25,887.42</b>	<b>36.31</b>
<b>Total Revenue</b>	<b>\$27,829.31</b>	<b>\$384.87</b>
<b>GROSS PROFIT</b>	<b>\$27,829.31</b>	<b>\$384.87</b>
<b>Expenditures</b>		
6100 Payroll Expenses		
6101 Wages	12,972.41	11,896.23
6102 Taxes	1,303.72	1,302.64
6103 Employee Benefits		
Company Contributions		
Retirement	370.69	340.41
<b>Total Company Contributions</b>	<b>370.69</b>	<b>340.41</b>
<b>Total 6103 Employee Benefits</b>	<b>370.69</b>	<b>340.41</b>
<b>Total 6100 Payroll Expenses</b>	<b>14,646.82</b>	<b>13,539.28</b>
6200 Library Materials		
6205 Books-J	607.10	361.54
6210 Books-A	1,180.67	686.47
6220 Serials		49.96

# Cuba Circulating Library Association

## Statement of Activity

February 2023

	TOTAL	
	FEB 2023	FEB 2022 (PY)
6230 Audio	171.80	37.85
6240 Equipment		-17.49
6250 Digital Books	3,557.00	
6260 DVD	273.34	253.08
6270 Video Games		122.25
6280 Adult Programming	243.60	136.99
6285 Childrens Programming	4.29	101.49
6290 STLS cost share	10,774.00	
<b>Total 6200 Library Materials</b>	<b>16,811.80</b>	<b>1,732.14</b>
6202 Book Replacement	56.05	
6300 Restricted Fund Spending		
6310 Arts Grant Expense	280.00	105.00
6315 ALA Grant		197.40
6320 Friends Expense		130.70
6345 Lions Club Grant		293.87
6350 Wilday Grant	526.42	
6355 STLS Outreach	5.40	
6360 DFY Grant	100.71	
6370 Memorials & Gifts	355.90	529.54
6390 United Way Grant	521.12	3.59
<b>Total 6300 Restricted Fund Spending</b>	<b>1,789.55</b>	<b>1,260.10</b>
6410 Advertisement	145.92	
6420 Custodial supplies	17.99	102.59
6430 Insurance		
Ins - Property	6,886.06	6,261.21
Ins - Workman's Comp	2,007.00	
<b>Total 6430 Insurance</b>	<b>8,893.06</b>	<b>6,261.21</b>
6445 Library supplies	80.65	62.06
6447 Membership	118.00	135.00
6450 Postage	164.00	63.87
6455 Processing Fee	80.19	55.25
6465 Repairs/Building & Grounds	226.18	7,871.76
6470 Services		
Alarm System - Doyle	168.00	
Argentieries	48.00	21.00
Bookkeeper	675.00	600.00
Computer Tech	400.50	161.88
Copier Acme		145.73
Hotspots	197.40	
Patriot Microfilm		340.00



# Cuba Circulating Library Association

## Statement of Activity

February 2023

	TOTAL	
	FEB 2023	FEB 2022 (PY)
Security		31.45
<b>Total 6470 Services</b>	<b>1,488.90</b>	<b>1,300.06</b>
6490 Utilities		
Electric	529.47	772.85
Fuel	118.00	522.94
Phone	118.30	118.20
<b>Total 6490 Utilities</b>	<b>765.77</b>	<b>1,413.99</b>
<b>Total Expenditures</b>	<b>\$45,284.88</b>	<b>\$33,797.31</b>
NET OPERATING REVENUE	<b>\$ -17,455.57</b>	<b>\$ -33,412.44</b>
Other Expenditures		
Anniversary (Net)		
Anniversary Donations		-160.00
Anniversary Expenses		1,178.12
<b>Total Anniversary (Net)</b>		<b>1,018.12</b>
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-195.69	
Children's Area Remodel Expenses	1,890.00	
<b>Total Children's Area Remodel (Net)</b>	<b>1,694.31</b>	
<b>Total Other Expenditures</b>	<b>\$1,694.31</b>	<b>\$1,018.12</b>
NET OTHER REVENUE	<b>\$ -1,694.31</b>	<b>\$ -1,018.12</b>
NET REVENUE	<b>\$ -19,149.88</b>	<b>\$ -34,430.56</b>

# Cuba Circulating Library Association

Budget vs. Actuals: 2023

January - February, 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	480.00		-480.00	
4020 Meeting Room Fee	150.00	750.00	600.00	80.00 %
4100 Other Income				
Book Replacement	26.00		-26.00	
Copies Income	367.95	2,000.00	1,632.05	81.60 %
Donation Box	73.19	400.00	326.81	81.70 %
Fines	28.25	200.00	171.75	85.88 %
Misc Income	47.95	400.00	352.05	88.01 %
<b>Total 4100 Other Income</b>	<b>543.34</b>	<b>3,000.00</b>	<b>2,456.66</b>	<b>81.89 %</b>
4200 Restricted Funds Revenue				
Arts Grant	10.00		-10.00	
DFY Grant	1,435.00		-1,435.00	
Friends		2,000.00	2,000.00	100.00 %
Grants	1,500.00		-1,500.00	
<b>Total 4200 Restricted Funds Revenue</b>	<b>2,945.00</b>	<b>2,000.00</b>	<b>-945.00</b>	<b>-47.25 %</b>
4500 Investment Income				
Capital Gains Distribution	0.00		0.00	
Dividend Income	349.66		-349.66	
Interest Income	0.07		-0.07	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund	30,723.00	25,723.00	-5,000.00	-19.44 %
<b>Total Morgan Stanley</b>	<b>30,723.00</b>	<b>26,223.00</b>	<b>-4,500.00</b>	<b>-17.16 %</b>
<b>Total 4500 Investment Income</b>	<b>31,072.73</b>	<b>26,223.00</b>	<b>-4,849.73</b>	<b>-18.49 %</b>
Budget Carryover		31,978.00	31,978.00	100.00 %
<b>Total Revenue</b>	<b>\$35,191.07</b>	<b>\$297,472.00</b>	<b>\$262,280.93</b>	<b>88.17 %</b>
<b>GROSS PROFIT</b>	<b>\$35,191.07</b>	<b>\$297,472.00</b>	<b>\$262,280.93</b>	<b>88.17 %</b>
<b>Expenditures</b>				
6100 Payroll Expenses				
6101 Wages	25,459.70	172,687.00	147,227.30	85.26 %
6102 Taxes	2,558.70		-2,558.70	
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>2,558.70</b>	<b>15,481.00</b>	<b>12,922.30</b>	<b>83.47 %</b>
6103 Employee Benefits				
Company Contributions				
Retirement	729.22	5,500.00	4,770.78	86.74 %
<b>Total Company Contributions</b>	<b>729.22</b>	<b>5,500.00</b>	<b>4,770.78</b>	<b>86.74 %</b>

# Cuba Circulating Library Association

Budget vs. Actuals: 2023

January - February, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Health Insurance		500.00	500.00	100.00 %
<b>Total 6103 Employee Benefits</b>	<b>729.22</b>	<b>6,000.00</b>	<b>5,270.78</b>	<b>87.85 %</b>
6105 Ins - Disability		1,060.00	1,060.00	100.00 %
<b>Total 6100 Payroll Expenses</b>	<b>28,747.62</b>	<b>195,228.00</b>	<b>166,480.38</b>	<b>85.27 %</b>
6200 Library Materials				
6205 Books-J	680.18	4,500.00	3,819.82	84.88 %
6210 Books-A	1,805.90	7,500.00	5,694.10	75.92 %
6220 Serials	968.98	1,300.00	331.02	25.46 %
6230 Audio	303.86	1,000.00	696.14	69.61 %
6240 Equipment		500.00	500.00	100.00 %
6250 Digital Books	3,557.00	3,557.00	0.00	0.00 %
6260 DVD	311.79	1,500.00	1,188.21	79.21 %
6270 Video Games	148.79	1,000.00	851.21	85.12 %
6280 Adult Programming	455.08	1,200.00	744.92	62.08 %
6285 Childrens Programming	57.57	1,200.00	1,142.43	95.20 %
6290 STLS cost share	10,774.00	10,774.00	0.00	0.00 %
<b>Total 6200 Library Materials</b>	<b>19,063.15</b>	<b>34,031.00</b>	<b>14,967.85</b>	<b>43.98 %</b>
6202 Book Replacement	-40.95		40.95	
6300 Restricted Fund Spending				
6310 Arts Grant Expense	280.00		-280.00	
6330 Manley Grant expense	134.75		-134.75	
6350 Wilday Grant	687.92		-687.92	
6355 STLS Outreach	481.86		-481.86	
6360 DFY Grant	111.70		-111.70	
6370 Memorials & Gifts	355.90		-355.90	
6390 United Way Grant	529.91		-529.91	
<b>Total 6300 Restricted Fund Spending</b>	<b>2,582.04</b>		<b>-2,582.04</b>	
6410 Advertisement	145.92	350.00	204.08	58.31 %
6415 Bank fees		100.00	100.00	100.00 %
6420 Custodial supplies	130.20	700.00	569.80	81.40 %
6425 Discretionary Fund		500.00	500.00	100.00 %
6430 Insurance				
Ins - Liability Insurance		878.00	878.00	100.00 %
Ins - Property	6,886.06	6,195.00	-691.06	-11.16 %
Ins - Workman's Comp	2,007.00	1,190.00	-817.00	-68.66 %
<b>Total 6430 Insurance</b>	<b>8,893.06</b>	<b>8,263.00</b>	<b>-630.06</b>	<b>-7.63 %</b>
6445 Library supplies	530.70	3,600.00	3,069.30	85.26 %
Library Equipment	327.95	1,000.00	672.05	67.21 %
<b>Total 6445 Library supplies</b>	<b>858.65</b>	<b>4,600.00</b>	<b>3,741.35</b>	<b>81.33 %</b>
6447 Membership	118.00	600.00	482.00	80.33 %
6450 Postage	175.51	200.00	24.49	12.25 %
6455 Processing Fee	96.44	500.00	403.56	80.71 %

# Cuba Circulating Library Association

Budget vs. Actuals: 2023

January - February, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6460 Personal Protection Supplies		300.00	300.00	100.00 %
6465 Repairs/Building & Grounds	226.18	7,000.00	6,773.82	96.77 %
6470 Services		649.00	649.00	100.00 %
Alarm System - Doyle	270.84	850.00	579.16	68.14 %
Argentieries	48.00	300.00	252.00	84.00 %
Attorney		3,000.00	3,000.00	100.00 %
Audit		2,750.00	2,750.00	100.00 %
Bookkeeper	1,350.00	8,100.00	6,750.00	83.33 %
Computer Tech	400.50	900.00	499.50	55.50 %
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	394.80	3,000.00	2,605.20	86.84 %
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>2,464.14</b>	<b>24,750.00</b>	<b>22,285.86</b>	<b>90.04 %</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	1,057.87	9,000.00	7,942.13	88.25 %
Extended Broadband		1,800.00	1,800.00	100.00 %
Fuel	553.00	5,300.00	4,747.00	89.57 %
Phone	236.09	1,250.00	1,013.91	81.11 %
<b>Total 6490 Utilities</b>	<b>1,846.96</b>	<b>17,350.00</b>	<b>15,503.04</b>	<b>89.35 %</b>
<b>Total Expenditures</b>	<b>\$65,306.92</b>	<b>\$297,472.00</b>	<b>\$232,165.08</b>	<b>78.05 %</b>
NET OPERATING REVENUE	<b>\$ -30,115.85</b>	<b>\$0.00</b>	<b>\$30,115.85</b>	<b>0.00%</b>
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-52,453.26		52,453.26	
Children's Area Remodel Expenses	1,890.00		-1,890.00	
<b>Total Children's Area Remodel (Net)</b>	<b>-50,563.26</b>		<b>50,563.26</b>	
<b>Total Other Expenditures</b>	<b>\$ -50,563.26</b>	<b>\$0.00</b>	<b>\$50,563.26</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$50,563.26</b>	<b>\$0.00</b>	<b>\$ -50,563.26</b>	<b>0.00%</b>
NET REVENUE	<b>\$20,447.41</b>	<b>\$0.00</b>	<b>\$ -20,447.41</b>	<b>0.00%</b>

## Cuba Library Director's Monthly Report

February 2023

	<b>Feb. 2023</b>	<b>Jan. 2023</b>	<b>Feb. 2022</b>	<b>Feb.2021</b>	<b>Feb. 2020</b>
Circulation	2230 (adult 1138) (J/YA	2367 (adult 1162) (J/YA 1205)	2131 (adult 1185) (J/YA 946)	2313 (adult 1306) (J/YA 1007)	3176 (adult—1930) (Juv/YA 1246)
Holds Filled	375	434	369	361	477
New Library Cards	9	17	9	5	10
Libby (eBooks)	512	517	394	414	308
Wifi Use	313	279	275	206	191
Visits to website	1061	Unknown	859	507	
Door Count	2138	<del>1307</del> 1960	1384		

### Upcoming Programs

Mar 8, 15, 22, 29 6 pm	Learn to Sew	Lynn Fulmer
Mar 11 10 am	Make your own Birdhouse	Dave Wagner
Mar 18 1 pm	Plant Swap	Grow It Forward
Mar 21 10:30 am	How to Use Libby	
Mar 22 6 pm	Board Game Night	
Mar 25 & Apr 1 12 pm	Beaded Easter Eggs	Samantha Jacobs
Mar 28 11 am	Understanding Dementia	Alzheimer's Assoc.
Mar 29 6 pm	Screen Printing	Rick Minard

Tax Referendum: I submitted the letter to the CRCS Superintendent notifying him of our requested amount for the tax vote this year. I will attend the March 28 CRCS Board Meeting to present our annual report and answer any questions about the library's tax referendum.

Community Service: On Feb. 11 I volunteered at the Lions Club's annual Steak Bake and on Feb. 16 I met with the Chamber's Beautification committee. As part of my work with the Chamber of Commerce, I have started meeting with the Dairy Days committee as well.

Construction Project: On Feb. 23 I met with Christina Fluman (from Edge), Ryan Hurd (from Kinley), and electrician Dana (from Kel Kur). Dana will be the subcontractor taking care of the electrical work. We talked about the lighting project as well as the floor outlets. They plan to do

some of the electrical work on Fridays in March, as the library will be closed and their work won't disturb patrons. We decided on different light fixtures, that should save us between \$6,000-\$8,000. We also decided to install dimmer switches on the library main floor, which will be quite nice for events such as Friends' Cheers, Cheese, and Chocolate.

Grants: On March 18 I will attend the Arts Council of Wyoming County's award celebration to receive our grant check. I submitted a letter of intent to the United Way for their upcoming grant cycle. I also attended an information session for the Appalachian Regional Commission grant, which could prospectively be a matching grant for stage two of our building project. I will submit our letter of intent to apply for this grant on March 15.

Adult Literacy: We had an adult reach out the library asking for literacy tutoring. After referring him to some of the organizations in the area that provide this service, I learned that these organizations have a time limit in which they will assist students. If a student fails to progress after a certain amount of time, they are discharged from the program. I was able to find a volunteer to provide tutoring for this patron, and their lessons have begun. I have also applied for the Dollar General Adult Literacy grant, in hopes to develop an adult literacy program here at our library.

# Youth Services Monthly Report: February 2023

## Storytimes

We had three preschool storytimes in February. We did volcanoes, Valentine's Day, and fish. We have a volcano model that has a tube for baking soda and vinegar. The kids enjoyed watching it erupt. Afterschool met twice. We also did Valentine's Day and volcanoes.

## Teens/Tweens

Tweens met twice. We tried a couple new (to them) board games one week. The other week, several were out so I let the girls who did come decide. They chose games as well. A VR Gaming Night for teens was offered during the school break.

## Outreach

I had six outreach groups, half at their locations and half here. 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 Valentine's Day stories for all of these groups.

## Other

We had a Take Your Child to the Library Day program. We had a storytime and Valentine's Day crafts to make together. We also had Mike Morton bring chickens during the February break. He talked about how chickens grow and hatch. I attended the CRCS Elementary Seuss Night planning meeting.

## Upcoming Programs

3/3 Seuss Night  
3/4 Bwana Jim  
3/11 Birdhouses

## February 2023 Programming

2/6	BOCES Visit	5 children, 6 adults
2/7	Preschool University	5 children, 4 adults
	Afterschool Crew	6 children
2/8	ACCORD Head Start 1	8 children, 3 adults
	ACCORD Head Start 2	13 children, 4 adults
2/9	Afterschool Explorers	10 children, 1 adult
2/14	Preschool University	8 children, 6 adults
2/15	CRCS K-1 Visit	24 children, 5 adults
	AM Pre-K Visit	18 children, 3 adults
	PM Pre-K Visit	11 children, 3 adults

<b>2/16</b>	Afterschool Explorers	8 children, 1 adult
<b>2/22</b>	Mike Morton – Chickens	24 children, 16 adults
	VR Gaming	1 teen, 1 adult
<b>2/28</b>	Preschool University	9 children, 7 adults
	Afterschool Crew	2 children



### **Maintenance Report 2/1 - 3/1/2023**

1. Installed 3 of 4 new exit signs with safety lights downstairs hallways and community room. the last one will be installed above front door to replace existing one without safety lights.
2. Cleaned both vacuums out, filters were very dirty.
3. Removed floor outlet that was near large bookcase / where aquarium was located.
4. Shoveled snow and salted as necessary.
5. Helped out with Bwana Jim with setup and cleanup.



## MEETING MINUTES

**Project:** Cuba Circulating Library  
**Project No.:** 22510  
**Date:** February 23, 2023

**Place:** Cuba Circulating Library  
 39 E. Main St, Cuba, NY 14727

**Subject:** Construction Meeting No.1

**Next Meeting:** To Be Determined

### Attendees:

Company/Firm	Name	Title	Attended
<b>Cuba Library</b>	Tina Dalton	Library Director	X
	Cherilyn Wise	Youth Services Coordinator	X
<b>Kinley Contractors</b>	Ryan Hurd	Project Manager	X
<b>Kel Kur Electrical</b>	Dana Jennings	Electrician	X
<b>Edge Architecture</b>	Christina Fluman	Designer	X

1. The project site is non-smoking.
2. Building Occupancy:
  - a. Owner Occupancy: The library will be occupied during construction. **However, the children’s/teen section where work is being conducted will be closed to the public. Coordination will be needed for notification during electrical demo/install and other work that will affect the building.**
  - b. Work Hours: The contractor’s working hours will be:
    - i. Kinley – 7am – 3:30pm
3. Security:
  - a. No items at this time.
4. The project is a prevailing wage rate project. All filings shall be made by the contractor to the NYSDOL. The work is tax exempt.
5. Maintenance of Pedestrian and Vehicular Traffic – Maintain clear, safe passage, cover and protect openings. Sidewalks and library entrance/parking will need to be maintained at all times.
6. Parking – Parking is available in the church lot across the street at the corner of E Main & Church St. Street parking is also available along Maple St. adjacent to the library. **No**

**parking/staging is available along E Main St. as this is a main street through the town.**

7. Communications: All communications relating to the Contract Documents shall be through Basecamp managed by Edge Architecture. All correspondence shall be routed through Christina Fluman (Edge Architecture), [christina@edge-architecture.com](mailto:christina@edge-architecture.com)
  - a. All communications should include Cuba Library (Tina) and Edge Architecture.
  - b. All email correspondence should reference 'Cuba Circulating Library' at the beginning of the subject line.
8. Permits: Contractors are responsible for applying for and obtaining all necessary permits, inspections, and certificates of approval for performing the work in compliance with applicable codes, standards and authorities having jurisdiction. A copy of all permits shall be submitted to Tina Dalton, Library Director. All contractors shall be present as required by code officials or other authorities having jurisdiction as they inspect the work during and after completion of construction activities. All contractors must obtain a final certificate of approval and/or Certificate of Compliance Town of Cuba and submit the certificate to the Library Director, Tina Dalton, prior to request for final payment.
9. Notice to Proceed Letters: Signed contract agreement received
  - a. NTP date: 1/11/2023
  - b. Substantial Completion date is: 5/15/2023

### 10. Submittals

#### a. Current Required Submittals

- i. Substitutions – 30 day window from notice of award. Written request required. See specs.
- ii. Construction Schedule – Received
- iii. Schedule of Values – Kinley sent updated version to Edge on 2/24.

#### b. Long lead items and coordination items:

- i. **Furniture** – Samples received. Final approval of library on 2/23. Finish selections sent to creative concepts on 2/23.
- ii. **Lighting** – Original submittal received on 2/9. Revised (R1) submittal sent on 2/24 post electrical/lighting meeting on 2/23. Final review completed and sent back to contractor on 3/1.
- iii. **Millwork** – Shop drawings received and reviewed (FAC). Samples of alternate fabric for upholstered nooks received on 3/1, fabric chosen and sent to subcontractor on 3/2.



## MEETING MINUTES

### 11. Pre-Install Conferences

- a. Lighting & Electrical – **Scheduled and reviewed on 2/23/2023**

### 12. Mock-ups

- a. Re-lamping of (1) existing fixture with replacement LED ribbon mats for owner approval of light color and intensity prior to re-lamping of all existing chandelier fixtures that are to remain.

### 13. FD's

- a. None at this time.

### 14. RFP's and CO's

- a. RFP's will be distributed via Basecamp.
- b. Cost proposals shall Breakout Material, Labor and OH&P.
- c. Change Orders will include multiple RFPs combined for larger dollar amounts.
- d. Current RFP's
  - i. None
- e. Current CP's
  - i. **NOT RECEIVED:** EC CP-001 – Alternate replacement chandelier fixture, dimmer switches, and LED ribbon mats.
- f. Current CO's
  - i. None

### 15. RFI's

- a. RFI's will be distributed via Basecamp.
- b. Limit RFI's to 1 topic each for clarity of responses and potential change orders.
- c. Current RFI's
  - i. RFI 02 – Upholstery Fabric Discontinued. Requested samples of alternate material. **Samples arrived on 3/1.**

### 16. Inspections, Testing and Approvals

- a. Kinley will coordinate with owner provided testing and the construction schedule.
- b. Others

### 17. Pay Applications

- a. Utilize the following process for Payment Applications.



## MEETING MINUTES

- i. Pencil Copies:
    - 1. Email Christina at Edge Architecture for review.
    - 2. Edge Architecture will email comments back to contractor for revisions.
  - ii. Final for Signature:
    - 1. Email to Christina for final signature from Edge Architecture.
- 18. Progress Documentation Requirements
  - a. Kinley will issue weekly logs and post to Basecamp weekly for Edge Architecture & Cuba Library. Include Photos with each report.
- 19. Work Progress
  - i. None at this time.
  - b. Key milestones
    - i. Demo
    - ii. Cutting for Recessed Floor Outlets
    - iii. Re-lamping Existing Fixtures
    - iv. Millwork Shop Drawings – Submittal reviewed and returned
    - v. Water Fountain Replacement – Submittal reviewed and returned
  - c. 2 Week Progress Outlook
    - i. Kinley
      - 1. Start Demolition Work
        - a. Re-lamping
        - b. Drinking fountain removal & replacement
- 20. New Business
  - a. Electrical/Lighting Meeting
  - b. Existing floor outlet – removed
  - c. Electrician possibly beginning work on Friday's in March.

The foregoing constitutes our understanding of matters discussed and conclusions reached. If there are any errors or omissions in the basic discussion, please notify the Architect in writing.



## MEETING MINUTES

By: Christina Fluman, Edge Architecture

Distribution: All Present

## Cuba Circulating Library

### Behavior Policy

#### **POLICY**

To ensure a welcoming, safe, secure, and enjoyable environment where all are equally entitled to use of the facility and library services, Cuba Circulating Library staff enforce the following Behavior Policy.

Our enforcement is designed to preserve access to library services to the maximum extent possible while still maintaining a safe and welcoming environment for the public and for staff. Our intention with our enforcement is to be fair and to build relationships that lead to improved behavior and continued access to our services and facility while protecting patrons, staff and the library facilities.

#### **BACKGROUND**

The Behavior Policy covers behavior on Library property, including the lobby, restrooms, meeting rooms, and upstairs spaces. Outside, it includes these areas adjacent to the building: entrances, lawn, benches, and walking paths. The library is considered a limited public forum.

#### **REGULATIONS**

##### **Guidelines for Library Use:**

- Ask for help when needed or if you are not finding the resources you need.
- Be considerate of others.
- Respect the facility, equipment and materials.
- Be responsible for your children.
- Be responsible for personal belongings; do not leave them unattended.
- Follow reasonable staff direction.

##### **No Person Shall:**

- **COMMIT OR ATTEMPT TO COMMIT ANY ACTIVITY THAT CONSTITUTES A VIOLATION OF FEDERAL, STATE, OR LOCAL CRIMINAL STATUTE OR ORDINANCE, including but not limited to:**
  - Physically harm another person or group of people.
  - Be under the influence or in possession of illegal drug or alcoholic substance, firearm, knife or other weapon prohibited by Village Ordinance or State Statutes on Library grounds.
  - Destroy, deface, or steal Library or another person's property.
  - Obtain and use another person's personal data in some way that involves fraud or deception.
  - Engage in sexual conduct.

- **LEAVE CHILDREN UNATTENDED**
  - Children ages five and under must be accompanied by a responsible adult or caregiver at all times.
  - Children ages six through eight must be in the building with a responsible adult or caregiver.
  - Library staff cannot legally assume the role of parent or caregiver.
  
- **ENGAGE IN DISRUPTIVE, DISORDERLY OR UNSAFE CONDUCT, including but not limited to:**
  - Talk loudly, make noise, or use devices at a volume that disturbs others.
  - Run, throw things, push, shove, fight, climb, jump.
  - Consume food or drink that leaves residue, crumbs, odors, or garbage.
  - Smoke, including vaping, or use other tobacco or marijuana products.
  - Impede or prohibit access to the facility or its contents (e.g. physical impediments such as bicycles, backpacks, large groups of people, etc.).
  - Use of restrooms to bathe, shave, or change clothes where it unreasonably interferes with other patrons use or staff use of the restroom, or involves willful and lewd exposure in violation of ordinances and state law. It is not a violation for a person to change a dependent's diaper.
  - Deliberately infect others with communicable viruses or diseases or threaten to do so.
  
- **THREATEN, HARASS, HARM OR VIOLATE THE RIGHTS OF LIBRARY USERS AND/OR STAFF, including but not limited to:**
  - Offensive, abusive, or threatening language, gestures or physical acts, including profanity and hate speech.
  - Unwelcome contact between people.
  - Stalk, stare, or invade personal space.
  - Take photos or video of a member of the public or their private or confidential information without their consent.
  - Anyone wishing to film a production must first seek Library Director approval. See Patron Photography and Filming Policy.
  
- **INTERFERE WITH OTHERS' USE OF THE LIBRARY, including but not limited to:**
  - Poor hygiene, body odor, head lice, bed bugs, strong scents, dirty hands, muddy outerwear, severe coughing, or sneezing.
  - Clothing that exposes underwear or private body parts, or is otherwise disruptive. Breastfeeding is not a violation.
  - Shoes, clothing, including tops or shirts, must be worn at all times.
  - Leave personal belongings unattended (e.g., bicycles, scooters, backpacks, bags, personal devices).
  - Loiter or sleep without using library resources or services. Staff regularly conduct wellness checks and may need to report sleeping for health and safety purposes.
  - Enter the library with animals, except service animals. Only service animals



- specifically trained to perform a task for a person with a disability, or animals that are part of a library event, are allowed.
- Use of wheeled devices such as skateboards, roller-skates, bicycles, scooters, and shopping carts; devices that are allowed include wheelchairs, walkers, strollers, accessibility equipment, and other similar devices when used for their intended purpose.
  - Post or distribute materials. Materials may be posted or distributed inside the library only with prior staff approval and in designated places.
- **CONDUCT SURVEYS, SOLICIT MONEY OR SIGNATURES INSIDE, OR ADJACENT TO, THE LIBRARY:**
    - Solicitations may not be made inside the library or at outdoor library service areas. Solicitations may occur outside the library only if done without impeding entering or exiting the building and must occur at least 20 feet from an entrance or exit, or the outdoor service area. No solicitations may be made at the book drop because of safety concerns.
    - Sales are prohibited without express permission of the Library Director or designee. Requests to conduct sales of goods or services should be made through the Library Director (e.g., books at an author-signing event).
  - **ABUSE COMPUTER PRIVILEGES—SEE COMPUTER USE AND INTERNET POLICY.**

## **PROCEDURES**

### **Enforcement**

Library staff will enforce these rules. The Library Director is delegated the authority to enforce these rules and exclude people by Board of Trustees. The Library Director delegates the authority to enforce these rules to the library staff. Every effort will be made to respond to potentially difficult circumstances of user behavior in a timely, respectful, direct, and open manner that is consistent and fair. We prioritize building relationships with our patrons to encourage appropriate and successful use of the library. Our enforcement is designed to maintain a safe and welcoming library, and to teach anyone who violates this policy how to better behave for next time so as to maintain library access.

Unlawful activities will be reported to local law enforcement agencies. For violations unlikely to cause immediate harm to others and not perceived to be threatening, the person violating the rules will be given at least one warning at the discretion of the library staff; if behavior continues, the person will be asked to leave the premises for the day.

For violations of these rules that cause or are likely to cause immediate harm to others, the person violating the rules may be immediately excluded from the library without first being given a warning.

Refusal to leave when requested may result in a criminal trespass issued by Cuba Police Department. In the case of a minor being excluded, every attempt will be made to contact the child's parent or guardian to give notice of the exclusion.

Exclusions may be made for progressively longer times for repeated violations or when harm or potential harm is involved, ranging in time from one week to permanent exclusion and loss of all library privileges. Library staff may interview witnesses and use security video footage. If additional information surfaces about an infraction, an exclusion length may be adjusted by the Library Director or designee.

In a situation where a group of people are implicated in a behavior infraction, library staff will make efforts to ascertain who is responsible. There may be cases where the whole group is treated equally responsible.

An example exclusion progression for behavior that is disruptive, disorderly, or unsafe is below. This example is for relatively minor infractions. More serious or repeat infractions will have a compressed progression.

- 1<sup>st</sup> infraction—request from staff to discontinue behavior; staff will make efforts to offer an alternative way to use library services, as available (E.g. curbside only or virtual services).
- 2<sup>nd</sup> infraction—request to discontinue and warning that behavior can lead to an exclusion; alternative way to use library services, if available, may be required for the day.
- 3<sup>rd</sup> infraction—Asked to leave for the day; staff will offer alternative methods of library use, if available.
- 4<sup>th</sup> infraction--Exclusion for one week. Alternative methods of library use that do not require the facility or physical property will be allowed as relevant for the infraction (E.g. if behavior only presents inside the building, then using curbside and/or virtual services will still be allowed).
- 5<sup>th</sup> infraction—Exclusion for one month. Alternative methods of service may be allowed. See above.
- 6<sup>th</sup> infraction—Exclusion for three months. Alternative methods of service may be allowed. See above.
- 7<sup>th</sup> infraction—Exclusion for six months. Alternative methods of service may be allowed. See above.

Example of exclusion progression for behavior that is threatening, harassing, harmful, or violating the rights of library users and/or staff:

- 1<sup>st</sup> infraction—Exclusion for one week minimum, up to a permanent trespass, depending on severity of the situation.
- 2<sup>nd</sup> infraction—Exclusion for longer period, up to a permanent trespass, depending on the severity of the situation.

Offering alternative use or library services during the exclusion may not be applicable, depending on the severity of the violation. Staff and public safety and rights will be considered.

If a child, or anyone otherwise needing close adult supervision, has been left unattended in the library, staff will attempt to locate the caregiver. If the caregiver cannot be located, or if the library is closing, law enforcement will be notified.

### **Appeal**

A patron who has been excluded from the library may appeal the notice in writing to the Library Director within 10 days of issuance. The Library Director will schedule a hearing, which shall not take place more than one week after receipt of the written request. The hearing will be informal, and the Library Director will consider testimony from library staff involved in the incident, from the person requesting the hearing, and from any other witnesses to the incident. At the conclusion of the hearing, the Library Director may affirm, modify, or cause the notice to be canceled. A written copy of the decision will be delivered or mailed within 10 days to the person making the appeal. This decision may be appealed to the Library Board of Trustees. That appeal must be in writing to the Board President within 10 days of issuance of the Library Director's decision and the appeal process shall be the same as the appeal to the Library Director, with additional outside review.



**REPORT ON FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**



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## **INDEPENDENT ACCOUNTANT'S REVIEW REPORT**

To the Board of Directors  
*Cuba Circulating Library*

We have reviewed the accompanying financial statements of *Cuba Circulating Library* (a non-profit organization) which comprise the statement of financial position as of December 31, 2022 and 2021, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

### **Accountant's Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of *Cuba Circulating Library* and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to my our review.

### **Accountant's Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

**Report on 2021 Financial Statements**

The 2021 financial statements were audited by us and we expressed an unmodified opinion on them in our report dated February 28, 2022. We have not performed any auditing procedures since that date.

*Bysiek CPA, PLLC*

**BYSIEK CPA, PLLC**

**OLEAN, NY 14760**

**MARCH 10, 2023**

**CUBA CIRCULATING LIBRARY**  
**STATEMENTS OF FINANCIAL POSITION**

**PAGE 3**

**As of December 31,**

	<b>2022</b>	<b>2021</b>
	<b>(Reviewed)</b>	<b>(Audited)</b>
<b>Assets</b>		
Current assets		
Cash and cash equivalents	\$ 196,867	\$ 112,797
Total current assets	<u>196,867</u>	<u>112,797</u>
Property, plant and equipment		
Land	46,763	46,763
Building and improvements	814,033	792,298
Furniture and fixtures	117,419	117,419
Total	<u>978,215</u>	<u>956,480</u>
Less: accumulated depreciation	<u>(592,081)</u>	<u>(562,469)</u>
Property, plant and equipment, net	<u>386,134</u>	<u>394,011</u>
Investments	810,474	1,070,768
Total assets	<u>\$ 1,393,475</u>	<u>\$ 1,577,576</u>
<b>Liabilities and Net Assets</b>		
Current liabilities		
Accrued liabilities	\$ 7,122	\$ 2,725
Total liabilities	<u>7,122</u>	<u>2,725</u>
Net assets		
Without donor restrictions	1,371,388	1,555,548
With donor restrictions	14,965	19,303
Total net assets	<u>1,386,353</u>	<u>1,574,851</u>
Total liabilities and net assets	<u>\$ 1,393,475</u>	<u>\$ 1,577,576</u>

**See accompanying notes and independent accountant's review report**



*For the Year Ended December 31,*

	<b>2022</b>	<b>2021</b>
	<b>(Reviewed)</b>	<b>(Audited)</b>
<b>Net assets without donor restrictions</b>		
<b>Support, revenue and gains</b>		
Tax revenue	\$ 227,912	\$ 170,535
Contributions and gifts	33,489	30,409
Program fees	4,644	9,243
Investment income	51,656	57,343
PPP loan forgiveness	-	26,600
Other income	-	25,000
Net assets released from restrictions	36,935	49,059
Total support and revenue	354,636	368,189
<b>Expenses</b>		
Program services	306,853	299,833
Management and general	48,833	48,717
Total expenses	355,686	348,550
Excess of support and revenue over expenses	(1,050)	19,639
<b>Other changes in net assets without donor restrictions</b>		
Gains (losses) on investments	(183,110)	94,994
Change in net assets without donor restrictions	(184,160)	114,633
<b>Net assets with donor restrictions</b>		
Gifts, grants and contributions	32,597	55,381
Net assets released from restrictions	(36,935)	(49,059)
Change in net assets with donor restrictions	(4,338)	6,322
<b>Change in net assets</b>	(188,498)	120,955
Net assets, beginning of year	1,574,851	1,453,896
<b>Net assets, end of year</b>	\$ 1,386,353	\$ 1,574,851

**CUBA CIRCULATING LIBRARY**  
**STATEMENTS OF FUNCTIONAL EXPENSES**

PAGE 5

*For the Year Ended December 31,*

			<b>2022</b>	<b>2021</b>
	<b>Program</b>	<b>Management</b>	<b>Total</b>	<b>Total</b>
	<b>Services</b>	<b>and General</b>	<b>(Reviewed)</b>	<b>(Audited)</b>
Salaries and wages	\$ 133,481	\$ 23,555	\$ 157,036	\$ 135,371
Payroll taxes and employee benefits	15,296	2,699	17,995	18,908
Library materials and supplies	30,130	-	30,130	24,385
Support services	10,034	1,771	11,805	11,038
Program fees	33,528	5,917	39,445	23,771
Professional fees	11,778	2,079	13,857	7,776
Office expenses	2,242	396	2,638	3,695
Utilities and telephone	13,758	2,428	16,186	12,676
Insurance	7,856	1,386	9,242	8,840
Repairs and maintenance	14,688	2,592	17,280	69,579
Travel	2,237	395	2,632	3,544
Depreciation	25,171	4,442	29,613	28,424
Advertising and promotion	6,132	1,082	7,214	270
Miscellaneous	521	92	613	273
Total expenses	<u>\$ 306,853</u>	<u>\$ 48,833</u>	<u>\$ 355,686</u>	<u>\$ 348,550</u>

*See accompanying notes and independent accountant's review report*

*For the Year Ended December 31,*

	<b>2022</b>	<b>2021</b>
	<b>(Reviewed)</b>	<b>(Audited)</b>
<b>Cash flows from operating activities</b>		
Change in net assets	\$ (188,498)	\$ 120,955
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	29,613	28,424
(Gains) losses on investments	183,110	(94,994)
Forgiveness of PPP loan	-	(26,600)
Restricted contributions	(32,597)	(55,381)
Reinvested income	(51,656)	(57,343)
Changes in:		
Accrued expenses	4,397	2,725
Net cash used in operating activities	<u>(55,631)</u>	<u>(82,214)</u>
<b>Cash flows from investing activities</b>		
Net sales of investments	128,840	11,576
Purchases of property and equipment	(21,735)	(21,349)
Net cash provided by (used in) investing activities	<u>107,105</u>	<u>(9,773)</u>
<b>Cash flows from financing activities</b>		
Restricted contributions	32,597	55,381
Net cash provided by financing activities	<u>32,597</u>	<u>55,381</u>
<b>Net change in cash</b>	84,071	(36,606)
Cash at beginning of year	<u>112,797</u>	<u>149,403</u>
<b>Cash at end of year</b>	<u>\$ 196,868</u>	<u>\$ 112,797</u>

**NOTE 1: NATURE OF ORGANIZATION**

*Cuba Circulating Library* is a not-for-profit organization located in Cuba, New York. Its purpose is the education of area residents primarily through the circulation of books and periodicals and writing and reading programs. The Library's support comes primarily from a real property tax levy received through the Cuba-Rushford School District and Library aid received from the Town of Cuba and the Village of Cuba.

**NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES****A. Basis of Accounting**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Thus, revenues are recognized when earned and expenses as incurred.

**B. Basis of Presentation**

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards Codification Topic 958, *Financial Statements of Not-for-Profit Libraries*. Under Topic 958, the Library is required to report information regarding its financial position and activities according to two classes of net assets:

**1) Net Assets Without Donor Restrictions**

- Net assets that are not subject to any donor-imposed time or purpose restrictions and may be expended for any purpose in performing the primary objectives of the Library. These net assets may be used at the discretion of the Library's management and the board of directors.

**2) Net Assets With Donor Restrictions**

- Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Library or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the accompanying financial statements.

**C. Cash and Cash Equivalents**

For purposes of reporting cash flows, the Library considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. The Library's cash balances did not exceed Federal Deposit Insurance Corporation (FDIC) insurance limits during the years ending December 31, 2022 and 2021.

**D. Investments**

*Cuba Circulating Library's* investments are reported at fair market value. Gains and losses on investments are as increases or decreases in net assets in the accompanying financial statements.

**E. Capitalization and Depreciation**

Purchases and gifts of property and equipment are capitalized while expenditures for repairs and maintenance are expensed as incurred. Depreciation is provided for using the straight-line method over the estimated service lives of the assets ranging from 5 to 39 years.

## NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES (CON'T)

F. Revenue Recognition

Contributions are recognized when the donor makes an unconditional promise to give to **Cuba Circulating Library**. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

G. Program Revenue

Revenues from programs and fees are recognized when performance obligations under the terms of contracts are satisfied over time through the conduct of the programs in accordance with ASU No. 2014-09, *Revenue from Contracts with Customers* (Topic 606). For the years ended December 31, 2022 and 2021, **Cuba Circulating Library** recognized the corresponding revenue in the accompanying financial statements when services were rendered and performance obligations met.

H. Contributed Services

During the years ended December 31, 2022 and 2021, the value of contributed services meeting the requirements for recognition in the financial statements was not material and has not been recorded. However, many individuals volunteer their time and perform a variety of tasks that assist the Organization.

I. Expense Allocation (Functional Expenses)

Expenses are summarized and categorized based on their functional classification as either program or supporting services. Expenses that are readily identifiable to a specific program or supporting service are charged directly to that service. Expenses attributable to more than one program or supporting service are allocated based on estimated usage, square footage, or employment related expenses, which when not directly related to a program, are allocated based on estimates of time and effort.

J. Income Tax Status

The Library is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code, therefore, no provision for income taxes is reflected in the financial statements. Tax returns for the past three years remain open for examination by taxing authorities.

K. Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from the estimates.

L. Reclassifications

Certain accounts in the financial statements have been reclassified for comparative purposes to conform with the presentation in the current-year financial statements.

M. Liquidity Management

As of December 31, 2022 and 2021, **Cuba Circulating Library** had approximately \$197,000 and \$113,000 of financial assets available within one year of the statement of financial position. None of these financial assets are subject to donor or contractual restrictions that make them unavailable for general expenditures within one year.

## NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES (CON'T)

N. Endowment

The library's endowment was established by donations made directly to the Library. As required by accounting principles generally accepted in the United States of America, net assets associated with endowment funds are classified and reported based on the existence or absence of explicit donor-imposed restrictions. The New York Prudent Management of Institutional Funds Act (NYPMIFA) removes the prohibition on appropriations below the historic dollar value of endowment funds absent explicit donor stipulations to the contrary. In accordance with NYPMIFA, *Cuba Circulating Library* considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- The duration and preservation of the fund.
- The purposes of the donor-restricted endowment fund.
- General economic conditions.
- The possible effect of inflation and deflation.
- The expected total return from income and the appreciation of investments.
- Other resources of the library.
- Alternatives to expenditure of the endowment fund.
- The investment policies of the library.

O. Subsequent Events

Library management has evaluated events and transactions as of the date of this report.

## NOTE 3: INVESTMENTS AND FAIR VALUE MEASUREMENTS

*Cuba Circulating Library's* investments are reported at fair value in the accompanying statements of financial position. Generally accepted accounting principles establish a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. These valuation techniques are based upon observable and unobservable inputs. Observable inputs reflect market data obtained from independent resources, while unobservable inputs reflect market assumptions. These types of inputs create the following fair value hierarchy: Level 1 inputs consist of quoted prices for identical instruments in active markets; Level 2 inputs consist of quoted prices in active markets for similar assets or liabilities or quoted prices in inactive markets for identical or similar assets or liabilities and model-derived valuations whose significant inputs are observable; Level 3 consists of instruments whose significant inputs are unobservable. All of the Organization's investments are valued using Level 1 inputs. The cost and fair value of investments owned by *Cuba Circulating Library* at December 31, 2022 and 2021 are summarized as follows:

<b>As of December 31, 2022</b>	<b>Cost Basis</b>	<b>Fair Value</b>
Money market	\$ 7,577	\$ 7,577
Mutual funds	731,511	802,897
Total	<u>\$ 739,088</u>	<u>\$ 810,474</u>
<b>As of December 31, 2021</b>	<b>Cost Basis</b>	<b>Fair Value</b>
Money market	\$ 3,497	\$ 3,497
Mutual funds	820,960	1,067,271
Total	<u>\$ 824,457</u>	<u>\$ 1,070,768</u>

**NOTE 3: INVESTMENTS AND FAIR VALUE MEASUREMENTS (CON'T)**

*Cuba Circulating Library* has interpreted New York State law to allow the spending of income and gains on investments of net assets with donor restrictions, absent explicit donor stipulations that all of a portion of such income or gains be maintained in perpetuity. State law allows for the appropriation and spending of such income and gains as is prudent, considering such factors as the Organization's long and short-term needs, present and anticipated financial requirements, expected total return on investments, price level trends and general economic conditions. In accordance with the policy of carrying investments at fair value, the change in net unrealized appreciation is included in investment income in the statements of activities.

**NOTE 4: ENDOWMENTS**

*Cuba Circulating Library's* endowment includes both donor-restricted funds and funds designated by the Board to function as endowments. The donor-restricted endowment as of December 31, 2022 and 2021 consisted of \$10,000 which is restricted in perpetuity. The board-designated endowment has a balance of \$800,474 and \$1,060,768 as of December 31, 2022 and 2021, respectively. Net assets associated with endowment funds are classified and reported in the financial statements based on the existence or absence of donor-imposed restrictions. The Organization has interpreted the applicable provisions of New York Not-for-Profit Corporation Law to mean that the classification of appreciation on restricted endowment gifts, beyond the original gift amount, follows the donor's restrictions on the use of the related income. Changes in endowment net assets for the years ended December 31, 2022 and 2021 were as follows:

	Net assets without donor restrictions	Net assets with donor restrictions	Total
Balance, December 31, 2020	\$ 920,006	\$ 10,000	\$ 930,006
Interest and dividends	57,318	-	57,318
Unrealized gains	94,994	-	94,994
Deposits (withdrawals), net	(11,550)	-	(11,550)
Balance, December 31, 2021	\$ 1,060,768	\$ 10,000	\$ 1,070,768
Interest and dividends	51,656	-	51,656
Unrealized losses	(183,110)	-	(183,110)
Deposits (withdrawals), net	(128,840)	-	(128,840)
Balance, December 31, 2022	\$ 800,474	\$ 10,000	\$ 810,474

**NOTE 5: NET ASSETS**

Net assets include the following as of December 31, 2022:

With donor restrictions:		
Perpetually restricted	\$ 10,000	
Purpose restricted	<u>4,965</u>	
		14,965
Without donor restrictions:		
Designated	\$ 800,474	
Undesignated	<u>570,914</u>	
		<u>1,371,388</u>
Total net assets		<u>\$1,386,353</u>