

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: Lin moved that the minutes of the January meeting be accepted. Tom seconded the motion, and it was passed unanimously. Wendy moved that the minutes of the Annual meeting be accepted. Jill 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 Lionel, 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 Denean. Seconded by Jill. 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 to go into executive session to discuss a particular patron issue made 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 6:30 PM.

Report submitted: Brad Weaver, Secretary

Cuba Circulating Library Association

Budget vs. Actuals: 2023

January - February, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
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 %
Total 4100 Other Income	543.34	3,000.00	2,456.66	81.89 %
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	
Total 4200 Restricted Funds Revenue	2,945.00	2,000.00	-945.00	-47.25 %
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 %
Total Morgan Stanley	30,723.00	26,223.00	-4,500.00	-17.16 %
Total 4500 Investment Income	31,072.73	26,223.00	-4,849.73	-18.49 %
Budget Carryover		31,978.00	31,978.00	100.00 %
Total Revenue	\$35,191.07	\$297,472.00	\$262,280.93	88.17 %
GROSS PROFIT	\$35,191.07	\$297,472.00	\$262,280.93	88.17 %
Expenditures				
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 %
Total 6102 Taxes	2,558.70	15,481.00	12,922.30	83.47 %
6103 Employee Benefits				
Company Contributions				
Retirement	729.22	5,500.00	4,770.78	86.74 %
Total Company Contributions	729.22	5,500.00	4,770.78	86.74 %

Cuba Circulating Library Association

Budget vs. Actuals: 2023

January - February, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Health Insurance		500.00	500.00	100.00 %
Total 6103 Employee Benefits	729.22	6,000.00	5,270.78	87.85 %
6105 Ins - Disability		1,060.00	1,060.00	100.00 %
Total 6100 Payroll Expenses	28,747.62	195,228.00	166,480.38	85.27 %
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 %
Total 6200 Library Materials	19,063.15	34,031.00	14,967.85	43.98 %
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	
Total 6300 Restricted Fund Spending	2,582.04		-2,582.04	
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 %
Total 6430 Insurance	8,893.06	8,263.00	-630.06	-7.63 %
6445 Library supplies	530.70	3,600.00	3,069.30	85.26 %
Library Equipment	327.95	1,000.00	672.05	67.21 %
Total 6445 Library supplies	858.65	4,600.00	3,741.35	81.33 %
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 %
Total 6470 Services	2,464.14	24,750.00	22,285.86	90.04 %
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 %
Total 6490 Utilities	1,846.96	17,350.00	15,503.04	89.35 %
Total Expenditures	\$65,306.92	\$297,472.00	\$232,165.08	78.05 %
NET OPERATING REVENUE	\$ -30,115.85	\$0.00	\$30,115.85	0.00%
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	
Total Children's Area Remodel (Net)	-50,563.26		50,563.26	
Total Other Expenditures	\$ -50,563.26	\$0.00	\$50,563.26	0.00%
NET OTHER REVENUE	\$50,563.26	\$0.00	\$ -50,563.26	0.00%
NET REVENUE	\$20,447.41	\$0.00	\$ -20,447.41	0.00%

Cuba Circulating Library Association

Statement of Activity

February 2023

	TOTAL	
	FEB 2023	FEB 2022 (PY)
Revenue		
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
Total 4100 Other Income	406.89	248.56
4200 Restricted Funds Revenue		
Arts Grant	10.00	
Grants	1,500.00	
Total 4200 Restricted Funds Revenue	1,510.00	
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	
Total Morgan Stanley	25,723.00	
Total 4500 Investment Income	25,887.42	36.31
Total Revenue	\$27,829.31	\$384.87
GROSS PROFIT	\$27,829.31	\$384.87
Expenditures		
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
Total Company Contributions	370.69	340.41
Total 6103 Employee Benefits	370.69	340.41
Total 6100 Payroll Expenses	14,646.82	13,539.28
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	
Total 6200 Library Materials	16,811.80	1,732.14
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
Total 6300 Restricted Fund Spending	1,789.55	1,260.10
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	
Total 6430 Insurance	8,893.06	6,261.21
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
Total 6470 Services	1,488.90	1,300.06
6490 Utilities		
Electric	529.47	772.85
Fuel	118.00	522.94
Phone	118.30	118.20
Total 6490 Utilities	765.77	1,413.99
Total Expenditures	\$45,284.88	\$33,797.31
NET OPERATING REVENUE	\$ -17,455.57	\$ -33,412.44
Other Expenditures		
Anniversary (Net)		
Anniversary Donations		-160.00
Anniversary Expenses		1,178.12
Total Anniversary (Net)		1,018.12
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-195.69	
Children's Area Remodel Expenses	1,890.00	
Total Children's Area Remodel (Net)	1,694.31	
Total Other Expenditures	\$1,694.31	\$1,018.12
NET OTHER REVENUE	\$ -1,694.31	\$ -1,018.12
NET REVENUE	\$ -19,149.88	\$ -34,430.56

Cuba Circulating Library Association

Statement of Financial Position

As of February 28, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1020 Five Star	21,654.26
1090 Savings	141,368.92
Total Bank Accounts	\$163,023.18
Accounts Receivable	
1500 Bequest receivable	0.00
Total Accounts Receivable	\$0.00
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
Total 1303 Endowment Investment	776,274.68
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
Total 1305 Anonymous Investment	0.00
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
Total 1306 Adams Mem Book Fund Investment	13,694.21
1400 Prepaid Fee	0.00
Repayment	
Travel Reimbursement	0.00
Total Repayment	0.00
Total Other Current Assets	\$789,968.89
Total Current Assets	\$952,992.07
Fixed Assets	
1520 Building and equipment	750,653.00
Elevator Replacement	41,645.00
Total 1520 Building and equipment	792,298.00
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
Total Fixed Assets	\$367,118.33
Other Assets	
1000 Friends Cash	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$1,320,110.40
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 Accounts Payable	300.00
Total Accounts Payable	\$300.00
Credit Cards	
5662 Bank Of America	0.00

Cuba Circulating Library Association

Statement of Financial Position

As of February 28, 2023

	TOTAL
Total Credit Cards	\$0.00
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
Total 2100 Payroll Liabilities	2,160.04
Direct Deposit Payable	0.00
PPE Currant Liability	0.00
Total Other Current Liabilities	\$2,160.04
Total Current Liabilities	\$2,460.04
Total Liabilities	\$2,460.04
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
Total Equity	\$1,317,650.36
TOTAL LIABILITIES AND EQUITY	\$1,320,110.40

Cuba Library Director's Monthly Report

February 2023

	Feb. 2023	Jan. 2023	Feb. 2022	Feb.2021	Feb. 2020
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	1307 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.