

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

Monday, April 10, 2023
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the March 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
10. New Business
 - i. Investment Policy
 - ii. Community Room Use Agreement
11. Adjournment

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

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

Also Present: Tina Dalton, Pat Ash,

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

Public Comments: None

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

- Book, Bake and Puzzle sale raised over \$700.00
- Annual Meeting scheduled for April 4th, board members invited to join the Friends'
- Friends' voted to contribute \$70.00 to worker appreciation day at the library

Minutes of the Previous Meeting: Sherry motioned for acceptance of minutes from the previous meeting. Lionel seconded and the motion carried.

Financial Officer's Report: Lin Assink presented the financial statements. A motion to pull \$177,000 from the endowment to cover expenses for the Children's Rebuild Project until the grants arrived was made by Wendy and seconded by Brad. Motion passed unanimously.

Corresponding Secretary's Report: Nothing to report

Director's Report: Tina reported on upcoming school board and construction meetings, grants for phase II of the remodel, an inquiry into the availability of Adult Literacy Tutoring, and the success of the Bwana Jim and Seuss Night programs.

Committee Reports

Planning: Met with Tina

Finance: Nothing to report.

Building and Grounds: Nothing to report.

Personnel: Chamber of Commerce is no longer supplying Insurance.

Technology: Nothing to report.

Liaison with Friends: Encouragement for trustees to join the Friends'.

Education: Reminder of education requirements for Trustees, and directions of how to add certificates to the file for completed work.

Ad hoc Committees

Children's Area Renovation: Book move to prepare for renovation begins Monday, April 3rd. Demolition begins Monday, April 10th.

Disaster Plan: Tina indicated that she is continuing work 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

Library Worker's Appreciation Day is April 25th.

New Business

Community Room Use: The Board of Trustees, following a motion by Lin and a second by Tom, unanimously voted to deny a request for the use of the community room for a for profit sales event. A protocol for such requests will be developed.

Behavior Policy: A draft policy regarding the behavior of Library Patrons, after due consideration, was accepted unanimously by the board. The motion was made by Lin, and seconded by Tom.

Annual Financial Review: A motion to accept the annual financial review report was made by Brad, seconded by Lin and unanimously approved.

A motion to adjourn was made by Lin and seconded by Sherry. Meeting adjourned at 6:30 PM.

Report submitted: Brad Weaver, Secretary

Cuba Circulating Library Association

Statement of Activity

March 2023

	TOTAL	
	MAR 2023	MAR 2022 (PY)
Revenue		
4017 Memorials/Gifts	653.00	166.50
4020 Meeting Room Fee		25.00
4100 Other Income		
Arts	70.00	95.00
Book Replacement		96.00
Copies Income	225.95	216.25
Donation Box	25.45	57.00
Fines	4.00	44.00
Misc Income	21.30	90.80
Total 4100 Other Income	346.70	599.05
4200 Restricted Funds Revenue		
Adult Programs		5.00
Friends	1,025.00	2,339.99
Grants		3,124.00
Total 4200 Restricted Funds Revenue	1,025.00	5,468.99
4500 Investment Income		
Capital Gains Distribution	0.00	
Dividend Income	3,307.41	3,780.13
Interest Income		7.66
Morgan Stanley		
Endowment Fund	177,000.00	
Total Morgan Stanley	177,000.00	
Total 4500 Investment Income	180,307.41	3,787.79
Total Revenue	\$182,332.11	\$10,047.33
GROSS PROFIT	\$182,332.11	\$10,047.33
Expenditures		
6100 Payroll Expenses		
6101 Wages	12,942.81	12,147.73
6102 Taxes	1,300.76	1,330.18
6103 Employee Benefits		
Company Contributions		
Retirement	370.58	354.66
Total Company Contributions	370.58	354.66
Total 6103 Employee Benefits	370.58	354.66
Total 6100 Payroll Expenses	14,614.15	13,832.57

Cuba Circulating Library Association

Statement of Activity

March 2023

	TOTAL	
	MAR 2023	MAR 2022 (PY)
6200 Library Materials		
6205 Books-J	333.40	333.34
6210 Books-A	595.72	736.94
6220 Serials		6.50
6230 Audio	59.39	55.36
6240 Equipment	78.35	14.01
6250 Digital Books		2,989.00
6260 DVD	111.48	170.79
6270 Video Games		6.05
6280 Adult Programming	304.68	7.19
6285 Childrens Programming		21.55
6290 STLS cost share		10,667.00
Total 6200 Library Materials	1,483.02	15,007.73
6202 Book Replacement	23.37	
6300 Restricted Fund Spending		
6310 Arts Grant Expense	550.00	581.88
6320 Friends Expense		605.19
6330 Manley Grant expense	389.96	
6345 Lions Club Grant		65.55
6350 Wilday Grant	459.12	265.43
6360 DFY Grant	86.15	
6370 Memorials & Gifts	495.17	256.33
Total 6300 Restricted Fund Spending	1,980.40	1,774.38
6420 Custodial supplies	54.84	45.24
6430 Insurance		
Ins - Property	-688.00	
Total 6430 Insurance	-688.00	
6445 Library supplies	613.26	647.08
6447 Membership	118.00	225.00
6450 Postage		10.59
6455 Processing Fee	50.70	52.00
6465 Repairs/Building & Grounds	165.86	93.24
6470 Services		
Alarm System - Doyle		94.35
Argentieries	24.00	21.00
Attorney	975.00	
Audit	2,750.00	4,500.00
Bookkeeper	1,425.00	600.00
Computer Tech	79.50	
Copier Acme	159.35	345.08
Hotspots	197.40	197.40

Cuba Circulating Library Association

Statement of Activity

March 2023

	TOTAL	
	MAR 2023	MAR 2022 (PY)
Security		31.45
Water Softener	50.50	
Total 6470 Services	5,660.75	5,789.28
6485 Travel	125.24	
6490 Utilities		
Electric	541.36	665.00
Fuel	118.00	852.30
Phone	127.50	118.20
Total 6490 Utilities	786.86	1,635.50
Total Expenditures	\$24,988.45	\$39,112.61
NET OPERATING REVENUE	\$157,343.66	\$ -29,065.28
Other Expenditures		
Anniversary (Net)		
Anniversary Donations		-1,430.00
Total Anniversary (Net)		-1,430.00
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-1,462.50	
Children's Area Remodel Expenses	8,778.00	
Total Children's Area Remodel (Net)	7,315.50	
Total Other Expenditures	\$7,315.50	\$ -1,430.00
NET OTHER REVENUE	\$ -7,315.50	\$1,430.00
NET REVENUE	\$150,028.16	\$ -27,635.28

Cuba Circulating Library Association

Budget vs. Actuals

January - March, 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	1,133.00		-1,133.00	
4020 Meeting Room Fee	150.00	750.00	600.00	80.00 %
4100 Other Income				
Arts	70.00		-70.00	
Book Replacement	26.00		-26.00	
Copies Income	593.90	2,000.00	1,406.10	70.31 %
Donation Box	98.64	400.00	301.36	75.34 %
Fines	32.25	200.00	167.75	83.88 %
Misc Income	69.25	400.00	330.75	82.69 %
Total 4100 Other Income	890.04	3,000.00	2,109.96	70.33 %
4200 Restricted Funds Revenue				
Arts Grant	10.00		-10.00	
DFY Grant	1,435.00		-1,435.00	
Friends	1,025.00	2,000.00	975.00	48.75 %
Grants	1,500.00		-1,500.00	
Total 4200 Restricted Funds Revenue	3,970.00	2,000.00	-1,970.00	-98.50 %
4500 Investment Income				
Capital Gains Distribution	0.00		0.00	
Dividend Income	3,657.07		-3,657.07	
Interest Income	0.07		-0.07	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund	207,723.00	25,723.00	-182,000.00	-707.54 %
Total Morgan Stanley	207,723.00	26,223.00	-181,500.00	-692.14 %
Total 4500 Investment Income	211,380.14	26,223.00	-185,157.14	-706.09 %
Budget Carryover		31,978.00	31,978.00	100.00 %
Total Revenue	\$217,523.18	\$297,472.00	\$79,948.82	26.88 %
GROSS PROFIT	\$217,523.18	\$297,472.00	\$79,948.82	26.88 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	38,402.51	172,687.00	134,284.49	77.76 %
6102 Taxes	3,859.46		-3,859.46	
Payroll Tax		13,171.00	13,171.00	100.00 %
SUTA		2,310.00	2,310.00	100.00 %
Total 6102 Taxes	3,859.46	15,481.00	11,621.54	75.07 %
6103 Employee Benefits				
Company Contributions				
Retirement	1,099.80	5,500.00	4,400.20	80.00 %

Cuba Circulating Library Association

Budget vs. Actuals

January - March, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total Company Contributions	1,099.80	5,500.00	4,400.20	80.00 %
Health Insurance		500.00	500.00	100.00 %
Total 6103 Employee Benefits	1,099.80	6,000.00	4,900.20	81.67 %
6105 Ins - Disability		1,060.00	1,060.00	100.00 %
Total 6100 Payroll Expenses	43,361.77	195,228.00	151,866.23	77.79 %
6200 Library Materials				
6205 Books-J	1,013.58	4,500.00	3,486.42	77.48 %
6210 Books-A	2,401.62	7,500.00	5,098.38	67.98 %
6220 Serials	968.98	1,300.00	331.02	25.46 %
6230 Audio	363.25	1,000.00	636.75	63.68 %
6240 Equipment	78.35	500.00	421.65	84.33 %
6250 Digital Books	3,557.00	3,557.00	0.00	0.00 %
6260 DVD	423.27	1,500.00	1,076.73	71.78 %
6270 Video Games	148.79	1,000.00	851.21	85.12 %
6280 Adult Programming	759.76	1,200.00	440.24	36.69 %
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	20,546.17	34,031.00	13,484.83	39.63 %
6202 Book Replacement	-17.58		17.58	
6300 Restricted Fund Spending				
6310 Arts Grant Expense	830.00		-830.00	
6330 Manley Grant expense	524.71		-524.71	
6350 Wilday Grant	1,147.04		-1,147.04	
6355 STLS Outreach	481.86		-481.86	
6360 DFY Grant	197.85		-197.85	
6370 Memorials & Gifts	851.07		-851.07	
6390 United Way Grant	529.91		-529.91	
Total 6300 Restricted Fund Spending	4,562.44		-4,562.44	
6410 Advertisement	145.92	350.00	204.08	58.31 %
6415 Bank fees		100.00	100.00	100.00 %
6420 Custodial supplies	185.04	700.00	514.96	73.57 %
6425 Discretionary Fund		500.00	500.00	100.00 %
6430 Insurance				
Ins - Liability Insurance		878.00	878.00	100.00 %
Ins - Property	6,198.06	6,195.00	-3.06	-0.05 %
Ins - Workman's Comp	2,007.00	1,190.00	-817.00	-68.66 %
Total 6430 Insurance	8,205.06	8,263.00	57.94	0.70 %
6445 Library supplies	1,143.96	3,600.00	2,456.04	68.22 %
Library Equipment	327.95	1,000.00	672.05	67.21 %
Total 6445 Library supplies	1,471.91	4,600.00	3,128.09	68.00 %
6447 Membership	236.00	600.00	364.00	60.67 %

Cuba Circulating Library Association

Budget vs. Actuals

January - March, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6450 Postage	175.51	200.00	24.49	12.25 %
6455 Processing Fee	147.14	500.00	352.86	70.57 %
6460 Personal Protection Supplies		300.00	300.00	100.00 %
6465 Repairs/Building & Grounds	392.04	7,000.00	6,607.96	94.40 %
6470 Services		649.00	649.00	100.00 %
Alarm System - Doyle	270.84	850.00	579.16	68.14 %
Argentieries	72.00	300.00	228.00	76.00 %
Attorney	975.00	3,000.00	2,025.00	67.50 %
Audit	2,750.00	2,750.00	0.00	0.00 %
Bookkeeper	2,775.00	8,100.00	5,325.00	65.74 %
Computer Tech	480.00	900.00	420.00	46.67 %
Copier Acme	159.35	2,500.00	2,340.65	93.63 %
Fire Extinguishers		56.00	56.00	100.00 %
Fire Place Clean		200.00	200.00	100.00 %
Hotspots	592.20	3,000.00	2,407.80	80.26 %
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	50.50	250.00	199.50	79.80 %
Window Cleaner		450.00	450.00	100.00 %
Total 6470 Services	8,124.89	24,750.00	16,625.11	67.17 %
6480 Train/conference		1,500.00	1,500.00	100.00 %
6485 Travel	125.24	1,500.00	1,374.76	91.65 %
6490 Utilities				
Electric	1,599.23	9,000.00	7,400.77	82.23 %
Extended Broadband		1,800.00	1,800.00	100.00 %
Fuel	671.00	5,300.00	4,629.00	87.34 %
Phone	363.59	1,250.00	886.41	70.91 %
Total 6490 Utilities	2,633.82	17,350.00	14,716.18	84.82 %
Total Expenditures	\$90,295.37	\$297,472.00	\$207,176.63	69.65 %
NET OPERATING REVENUE	\$127,227.81	\$0.00	\$ -127,227.81	0.00%
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-53,915.76		53,915.76	
Children's Area Remodel Expenses	10,668.00		-10,668.00	
Total Children's Area Remodel (Net)	-43,247.76		43,247.76	
Total Other Expenditures	\$ -43,247.76	\$0.00	\$43,247.76	0.00%
NET OTHER REVENUE	\$43,247.76	\$0.00	\$ -43,247.76	0.00%
NET REVENUE	\$170,475.57	\$0.00	\$ -170,475.57	0.00%

Cuba Circulating Library Association

Statement of Financial Position

As of March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	174,095.61	6,220.81
1090 Savings	141,368.92	29,667.18
Total Bank Accounts	\$315,464.53	\$35,887.99
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	0.00	0.00
American Balanced A	28,496.26	36,206.01
American Cap Inc Builder A	86,953.14	138,829.91
American Cap World Growth & Inc	58,815.23	71,574.35
American Fundamental Inv A	44,348.16	50,597.82
American Funds Mortgage A	22,687.70	29,857.19
American Global Balanced A	87,007.94	111,657.74
American Inc Fd of America A	87,788.32	105,071.96
American Intm Bd Fd of Amer A	16,549.63	21,641.46
American Inv Co of Amer A	20,543.77	52,443.20
American Short-Term Bond A	22,445.42	29,432.06
American WA Mutual A	85,985.91	104,911.78
Cash, BDP, and Money Market Fds	6.02	76,487.67
Stocks	739.39	895.02
Unrealized Gain/Loss	47,648.18	179,283.89

Cuba Circulating Library Association

Statement of Financial Position

As of March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 31, 2022 (PY)
Total 1303 Endowment Investment	610,015.07	1,008,890.06
1305 Anonymous Investment	0.00	0.00
American Balanced A	0.00	0.00
American Cap Inc Builder	0.00	0.00
American Cap World Growth & Inc	0.00	0.00
American Fundamental Inv A	0.00	0.00
American Funds Mortgage A	0.00	0.00
American Global Balanced A	0.00	0.00
American Inc Fd of America A	0.00	0.00
American Intm Bd Fd of Amer A	0.00	0.00
American Inv Co of Amer A	0.00	0.00
American Short-Term Bond A	0.00	0.00
American WA Mutual A	0.00	0.00
Cash, BDP, and Money Market Fds	0.00	0.00
Unrealized Gain/Loss	0.00	0.00
Total 1305 Anonymous Investment	0.00	0.00
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	5,955.32	5,727.92
American Inc Fd of America A	6,725.90	6,258.31
Cash, BDP, and Money Market Fds	0.66	0.66
Unrealized Gain/Loss	1,166.59	2,429.72
Total 1306 Adams Mem Book Fund Investment	13,848.47	14,416.61
1400 Prepaid Fee	0.00	78.82
Repayment		
Travel Reimbursement	0.00	0.00
Total Repayment	0.00	0.00
Total Other Current Assets	\$623,863.54	\$1,023,385.49
Total Current Assets	\$939,328.07	\$1,059,273.48
Fixed Assets		
1520 Building and equipment	750,653.00	750,653.00
Elevator Replacement	41,645.00	41,645.00
Total 1520 Building and equipment	792,298.00	792,298.00
1525 A/D Building and equipment	-480,795.47	-461,014.05
1526 Capital Improvement	0.00	0.00
1530 Furniture and Fixtures	117,419.00	117,419.00
1535 A/D Furniture and Fixtures	-108,566.20	-101,454.85
Land	46,763.00	46,763.00
Total Fixed Assets	\$367,118.33	\$394,011.10

Cuba Circulating Library Association

Statement of Financial Position

As of March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 31, 2022 (PY)
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,306,446.40	\$1,453,284.58
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	6,517.79	665.00
Total Accounts Payable	\$6,517.79	\$665.00
Credit Cards		
5662 Bank Of America	0.00	0.00
Total Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	0.00	0.00
American Funds	741.16	170.30
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	921.69	1,170.77
NYS Income Tax	0.00	0.00
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	1,662.85	1,341.07
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$1,662.85	\$1,341.07
Total Current Liabilities	\$8,180.64	\$2,006.07
Total Liabilities	\$8,180.64	\$2,006.07
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	48,926.25	181,957.86
3550 Realized Gain/Loss Equity	-24,152.43	13,163.40
3800 Restricted Fund	10,000.00	10,000.00
3900 Fund Balance	1,093,016.37	1,318,480.14
Net Revenue	170,475.57	-72,322.89
Total Equity	\$1,298,265.76	\$1,451,278.51
TOTAL LIABILITIES AND EQUITY	\$1,306,446.40	\$1,453,284.58

Cuba Library Director's Monthly Report

March 2023

	March 2023	Feb. 2023	March 2022	March 2021	March 2020	March 2019
Circulation	2714 (adult 1333) (J/YA 1381)	2230 (adult 1138) (J/YA 1092)	2712 (adult 1382) (J/YA 1330)	2400 (adult 1390) (J/YA 1010)	1703 (adult 1013) (J/YA 690)	2793 (adult 1741) (J/YA 1052)
Holds Filled	412	375	381	436	194	453
New Library Cards	23	9	12	11	15	15
Libby (eBooks)	491	512	446	487	416	267
Wifi Use	296	313	325	212	180	170
Visits to website	948	1061	1300	739	806	
Door Count	2571	2138	1654			

Construction Project demolition starts: April 11

Tax Referendum: I was not able to attend the March 28 CRCS Board Meeting; however, I will attend the April 18th meeting to present our budget and annual report.

Construction Project: Cherilyn, Lionel, and I met with the Construction committee on March 27 for a brief meeting. Minutes are attached.

Adult Literacy: I held two adult information literacy programs this month. The first program was on Apple Basics and the second was an introduction to the Libby app. We continue to work with our patrons to help them make the switch from Overdrive to Libby, as Overdrive is sunsetting and they will need to use Libby to access the library's e-book and e-audiobook collection.

Preservation Survey: Sharry, Wendy, and I met with Amanda Murray and Kate Jacus of Documentary Heritage and Preservation Services for New York. We reviewed the goals and challenges facing the maintenance of our local history collection, as well as caring for and maintaining our building. Dave also met with them to discuss his routine and care of the building. They will be providing us with a report with steps for moving forward in developing our emergency preparedness plan, as well as suggestions for preservation grants for our collection.

Library Staff: I had to go out of town unexpectedly the last week of the month, and I want to applaud the staff for stepping up and taking care of things so well while I was gone. I had three programs planned that week, and Janet, Cherilyn, and Shauna took care of everything at the last minute for me. We are fortunate to have a great team that really works so well together.

Youth Services Monthly Report: March 2023

Storytimes

We had four preschool storytimes in February. Our themes were caterpillars, St. Patrick's Day, Spring, and Easter. We made some fun and easy crafts. We also had an Easter Egg Hunt upstairs after our Easter storytime. The kids had a blast. After School Explorers met 5 times, following similar themes for the most part. They also had an Easter Egg Hunt. Even though a couple of them indicated that they were "too cool" for it initially, they also had a good time.

Teens/Tweens

Tweens met four times. They have been really into Sushi Go and Shifting Stones games, so we've played those quite a bit. There was a Teen Nailed It event scheduled however it was canceled due to low sign ups.

Outreach

I had six outreach groups, all at their locations due to the unpredictability of our spring weather. 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 a mix of spring and Easter stories as well as a couple of new titles I was excited about. I attended CRCS' Dr. Seuss Night. Keturah Cappadonia from STLS joined me dressed as Thing 1. My mother also helped with the craft. We did a Thing One/Two, tracing the children's hands to make the hair and gluing on a face. Keturah brought lots of "swag" from STLS to give away.

Other

Bwana Jim came and it was a very popular event. Dave Wagner taught a birdhouse making class for older children through adults (8+). I attended a PLIX (Public Library Innovation Exchange) training in Wellsville. It was a hybrid training, meeting online with libraries scattered around the country and within small groups of STLS library staff members. The training showed us some tips on running open ended STEM programs with principles that could be applied to many types of workshops.

Upcoming Programs

4/24 Two of a Kind at the Palmer

March 2023 Programming

3/2	After School Explorers	5 children, 1 teen
3/3	Seuss Night	80 mixed ages
3/4	Bwana Jim	198 mixed ages
3/6	BOCES Visit	5 children, 6 adults
3/7	Preschool University	5 children, 4 adults
	After School Crew	4 children

3/8	ACCORD Head Start 1	5 children, 2 adults
	ACCORD Head Start 2	7 children, 2 adults
3/9	After School Explorers	6 children, 1 adult
3/11	Birdhouses	3 children, 10 adults
3/14	Preschool University	5 children, 4 adults
	After School Crew	4 children
3/15	CRCS K-1 Visit	22 children, 5 adults
3/16	Afterschool Explorers	6 children, 1 adult
3/21	Preschool University	7 children, 5 adults
	After School Crew	4 children, 1 adult
3/23	After School Explorers	6 children, 1 adult
3/28	Preschool University	9 children, 7 adults
	After School Crew	5 children, 1 adult
3/29	AM Pre-K Visit	18 children, 3 adults
	PM Pre-K Visit	11 children, 3 adults
3/30	After School Explorers	7 children, 1 adult



Maintenance Report 3/1 - 4/1/2023

1. Shoveled and salted walks as needed
2. Installed WiFi Thermostat in Community room. need to get wifi connected and working correctly.
3. Replaced belt in large heating unit, was slipping bad and heat was not getting to children's room in basement.
4. Replaced air filters in large hearing unit.
5. Conducted Birdhouse making class. Built 11 birdhouses.
6. Talked to Pat about cutting down the last bookcase in hallway for book room

Project: Cuba Circulating Library
Project No.: 22510
Date: March 27, 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
Cuba Library	Tina Dalton	Library Director	X
	Cherilyn Wise	Youth Services Coordinator	X
	Lionel Legry	Cuba Library Trustee	X
Kinley Contractors	Ryan Hurd	Project Manager	X
Edge Architecture	Christina Fluman	Designer	X

- The project site is non-smoking.
- Building Occupancy:
 - 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.**
 - Work Hours: The contractor's working hours will be:
 - Kinley – 7am – 3:30pm
- Security:
 - No items at this time.
- The project is a prevailing wage rate project. All filings shall be made by the contractor to the NYSDOL. The work is tax exempt.
- 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.
- 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
 1. All communications should include Cuba Library (Tina) and Edge Architecture.
 2. 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
 1. NTP date: 1/11/2023
 2. Substantial Completion date is: 5/15/2023

10. Submittals

1. Current Required Submittals

- i. Wall Covering & Paint Submittal

2. Long lead items and coordination items:

- i. **Furniture** – Submittal reviewed and returned.
- ii. **Lighting** – Submittal reviewed and returned.
- iii. **Millwork** – Submittal reviewed and returned.
- iv. **Wall Coverings** – Need submittal for review

11. Pre-Install Conferences

1. Lighting & Electrical – **Schedule Mock-up of existing chandelier's re-lamping with contractor, electrician, owner, and architect.**

12. Mock-ups

1. 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

1. None at this time.

14. RFP's and CO's

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

15. RFI's

1. RFI's will be distributed via Basecamp.
2. Limit RFI's to 1 topic each for clarity of responses and potential change orders.
3. Current RFI's
 - i. RFI 02 – Upholstery Fabric Discontinued. Requested samples of alternate material. **Samples arrived on 3/1 and alternates selections sent out on 3/2. Closed.**

16. Inspections, Testing and Approvals

1. Kinley will coordinate with owner provided testing and the construction schedule.
2. Others

17. Pay Applications

1. Kinley Pay App.1 – Signed pay app. Processed and approved by owner on 3/27/2023.

18. Progress Documentation Requirements



MEETING MINUTES

1. Kinley will issue weekly logs and post to Basecamp weekly for Edge Architecture & Cuba Library. Include Photos with each report.

19. Work Progress

1. Kinley has paid for the building permit through the town and is waiting on final approved document.
2. 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**
3. 2 Week Progress Outlook
 - i. Kinley
 1. Kinley will be on-site week of 4/3 with Buffalo Interior Specialties to take existing measurements for the millwork.
 2. Kinley is on schedule and is to begin mobilization starting on 4/10.

20. New Business

1. Edge is going to look into National Grid grant programs for upgrading existing light fixtures to LED.
2. Kinley will need a key to the library for work on Fridays when the library is closed.
3. As a pre-caution, Kinley should contact the fire department and alarm company prior to any cutting or dust-causing work so that the alarms are not triggered.

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.

By: Christina Fluman, Edge Architecture

Distribution: All Present

Emergency and Preservation Committee

The Committee met on March 23, 2023. Present were Tina Dalton, Sharry Semans and Wendy Sprague. We met with Amanda and Kate from the Documentary Heritage and Preservation Services of NY.

We reviewed a lot of information that Tina had previously furnished to them. They believe our emergency response policies are very good. We then discussed those policies in conjunction with preserving our history collection, which includes a lot of notebooks, genealogies, and other types of writings. Kate and Amanda took pictures of some of the collection. They will be writing a report, recommending how to house the collection, display it, and perhaps digitize some of it.

Dave Wagner and Colleen Robinson were also interviewed about the mechanics of the building, especially including info re heat and water, and cleaning products used around the books.

Cuba Library Planning Committee Meeting

March 20, 2023

Present: Tom Donahue, Sharry Semans, Jill Schwab; Tina Dalton was attending a Zoom meeting and joined us shortly after the start.

We reviewed progress on the library's long range plan and addressed the following associated goals and other key areas of focus identified by Tina and committee members.

Goal: Maintain level of programs while increasing programs to underserved populations. (2020: Adult literacy programs will increase by 10% through partnership with the Cultural Center and Literacy West.)

Tina had identified a need for adult literacy services in the community, based on reports that existing agencies drop clients after a set time if they have not shown marked improvement. One adult member of the Cuba community who fell into this gap is presently being served by a volunteer. There have been other inquiries from adults seeking help with literacy.

Tina has applied for a grant to fund a literacy program. She expects a determination on the grant request to be made in April 2023.

We will begin a search for an adult literacy instructor(s). Jill suggested contacting St. Bonaventure University for possible student-tutors.

Post meeting update: Tom emailed Dr. René Hauser, dean of the School of Education at St. Bonaventure and director of the school's master's program in birth-to-grade-12 literacy to inquire about whether or not students would be eligible to be literacy tutors and if they would have interest in this. He also asked for guidance in finding tutors, if students are not eligible for this. He will report on what he learns.

Goal: To maintain the physical integrity and historic value while incorporating a well-functioning and energy efficient building that is welcoming and accessible to all. (6/2021: Have in place an adequate number of electrical and USB outlets.)

Tina had mentioned the need for additional USB outlets and was to raise this with architects/contractors undertaking the current renovation project. She reported that due to the fact there are different and often-changing USB cords and outlets it makes

more sense for the library to have portable multi-port devices (boxes) that accommodate a range of USB cords. The library presently has an adequate supply of these for patrons to sign out while in the library. No need for additional hard-wired outlets.

Goal: Hire and maintain a staff that implements library procedures and services in the allotted scheduled time frame.

Is the library adequately staffed, understaffed, overstaffed? Tina has asked the committee to help with identifying and acquiring a staff evaluation tool that would help to determine if our current staffing level is appropriate.

It was pointed out that Tina is best able to determine on a day-to-day basis whether or not the present staffing level is what it should be, and it was recommended she monitor this.

In the meantime, she and Tom will both explore what assessment tools there are to help in determining proper staff numbers.

Goal: Maintain current technology devices and proactively implement upgrades and services.

Library computers have been replaced three times over the last eight years, thanks to regular awarding to the library of Manley Grant funds. There is no indication that Manley Grant funding will not continue.

Tina reported that numbers are sufficient to accommodate library patrons. She noted that in-house staff is capable of resolving many technology related issues and that when outside assistance is needed local vendors respond quickly and effectively. Library staff is tech-savvy enough to know when technology is under-performing and in need of replacement.

Other Matters: Cuba Library Mission Statement

In 2022, board member Lionel Legry asked the board to consider his proposed revision to the library's mission statement. The matter was tabled at the time and never revisited.

After some discussion and suggestions, the committee agreed to present to the library board a new mission statement that essentially blends the current mission statement with Lionel's version. It reads:

Cuba Circulating Library is dedicated to free and equal access to information, knowledge, and learning. We strive to nurture a lifelong love of reading, discovery and engagement among our diverse community through our collections, programs, and physical and virtual spaces.

The proposed revised mission statement will be presented to the full board.

Submitted by Tom Donahue, committee chair

Cuba Circulating Library

INVESTMENT POLICY

Purpose

This investment policy describes the long-term investment objectives of the Cuba Circulating Library, establishes investment principles for the Library's assets and creates guidelines for evaluating investment decisions.

Statement of investment objectives

The two primary investment objectives are:

1. To cause the total value of the assets to appreciate, over time, exclusive of growth derived from donations and
2. To provide a continuing and dependable cash payout that is stable — and preferably growing in real terms — after giving effect to inflation.

- Endowment Fund Account—This account should always be 100% invested until such time the use of this account changes from “accumulation” to “active use of Funds”. At that time the Board of Trustees will determine the investment policy based on how much and how often funds need to be withdrawn.
- ~~Anonymous Fund Account—This is a self-supporting account into which no new deposits will ever be made. Income from dividends and interest may be accessed as needed to aide in the operation expenses of the library. Principal may be used, if circumstances warrant.~~

Accessible income is defined as all dividends and interest that is credited to the account. This income will be recorded by the Financial Officer (or a named person from the Financial Committee) and the figure made available to the Board each month. Because some dividends and interest may be reinvested into the investment vehicle itself, access to these amounts may necessitate redemption of shares to produce the cash needed.

- The Dustin and Florence Adams Memorial Book Fund—This fund, established in April 2008 by a bequest from Corrine Lee, will be self-supporting account into which no new deposits will ever be made. Capital funds that are earned will never be used but reinvest into the fund. Income from dividends and interest may be accessed after June of 2011 as needed to aide in purchasing books for the library at the discretion of the director and children's librarian.

To accomplish these goals, the Library should maximize the return on its investments, consistent with the appropriate level of risk and subject to a generation of adequate current income.

Additionally, the assets should be diversified at all times to provide reasonable assurance that investment in a single security or class of securities will not have a significant impact on the assets. Specifically, the Library should have diversified investment options that have materially different risk and return characteristics.

The prudent person rule

In making investment decisions and in supervising and managing assets, a person with investment responsibility for the Library should act with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with these matters would use in the conduct of an enterprise of like character and with like aims.

Investments

In selecting investments, consideration will be given to the requirements for spending, liquidity, diversification, and safety of principal, yield, maturity, and the quality and capability of investment managers.

The Library will be permitted to invest in the following categories of investments:

- Growth investments - These investments seek to maximize value over time, but are the most volatile from day to day. They invest primarily in stocks of companies that have a strong potential for growth.
- Growth-and-income investments - These investments seek to provide both growth and income. They generally aren't as volatile as growth investments due to a focus on dividend-paying stocks and some bond holdings as well.
- Equity-income investments - These investments seek current income and long-term growth of capital, primarily through dividends paid by stocks and/or interest paid by bonds.
- Balanced investments - These investments seek conservation of capital and current income, as well as long-term growth of both capital and income by investing in stocks, bonds and other fixed-income investments.
- Bond investments - These investments seek to provide current income. Their primary investment vehicle is bonds.
- Cash-equivalent investments - These investments are the most stable as they try to preserve the original investment but are limited in their ability to keep up with inflation.

Asset allocation and rebalancing

The Cuba Circulating Library's asset allocation guidelines will be consistent with its investment objectives and risk tolerance. These guidelines are designed to provide the highest probability of meeting or exceeding the Library's return objectives with the lowest possible risk.

The Library will rebalance its portfolio of investments periodically, within the required parameters and stipulations of each fund. Asset allocation objectives are shown below:

<u>Category</u>	<u>Range</u>	<u>Preference</u>
Cash	5% to 15%	10%
US Equities (Stocks)	20% to 40%	35%
Non-US Equities (Stocks)	10% to 30%	25%
Fixed Income (Bonds)	15% to 35%	25%
Alternatives (Other)	0 to 10%	5%

Review and monitor investments

Periodic reviews of the investments will be conducted by the Board of Trustees at least annually. Among other things, such reviews will evaluate:

- The general conditions and trends prevailing in the economy, securities market, and mutual fund industry.
- Whether each investment remains consistent with the Library's overall investment objectives.
- Whether the investments are adequately diversified.
- A comparison of the investment results with established indexes or benchmarks over a series of different time horizons.
- The fee structure and expense ratio of selected investments as compared with other alternatives available in the marketplace.
- The experience and qualifications of the personnel providing the investment management services.
- The Board of Trustees may, at their discretion, vote to withdraw annually up to four percent (4%) of the trailing average of the last sixteen (16) quarters from the Endowment Fund and deposit the monies into the operating account.

App: Feb.10, 2014

Rev: Nov. 18, 2019

Rev: Dec. 14, 2020

Cuba Circulating Library
39 East Main St
Cuba, New York 14727
Phone: 585-968-1668
Fax: 585-968-3004

Community Room Use Agreement

As an association library, the Cuba Circulating Library provides space for two types of events: 1) events the Library has determined are consistent with the Library's charitable mission of education and information access and routine operations, and 2) events organized by charitable organizations who meet the library's insurance requirements.

Name of Organization or Individual:

Person Responsible (if the user is an "Organization," this must be someone authorized to sign a contract for the Organization:

Mailing Address:

Phone:

Cell:

Email:

Date(s) of Use:

Time of Use:

Description of Program/Activity:

Estimated number of attendees: Total Hours of use:

Meeting Room Rules for Use. Please initial next to each statement to indicate agreement:

☐ Your event can be restricted to members or invitees, but must be free of charge.

☐ Your organization must not bar any person on the basis of a protected category of identity, including but not limited to gender, race, veteran status, or religion.

☐ The Library Code of Conduct applies to all persons attending your event and you will ensure attendees are aware of the requirements.

☐ No smoking anywhere in the building or on library property. This is in keeping with New York State Public Health Law §1399-o.

☐ The capacity of the room is no more than 97 people.

☐ Please ~~ask your attendees to park in the lot across the street.~~ notify your attendees they are allowed to park in the lot across the street.

☐ The public restrooms are locked. There is a key for each ~~on the counter~~ in the kitchenette. Restrooms must be left in tidy condition.

☐ Arranging tables and chairs is your responsibility. Please return them to their original position when finished.

☐ There is a \$25 cleaning fee if the kitchen and meeting room are not left clean and orderly. You must take your trash with you. Please do not leave anything in the refrigerator. A vacuum is located for your convenience in the double metal door closet.

☐ After your meeting, return the thermostat to 60 in winter, AC to 80 in summer.

☐ Turn off lights in the community room, hallway, entryway, and outside. The hall and bathroom lights are on motion sensors and will turn off automatically.

☐ The rear stair exit is to be used in case of emergency only.

☐ In the event of an emergency, call 911 and direct them to ADDRESS. An AED device is stored in on the main floor of the library.

☐ Children eight (8) and under are not to be left unattended in the library while parents/guardians attend meetings, programs or events.

☐ All Community Room users are responsible for signing out a key if access to the Community Room is needed outside the library's typical operating times. The key should be returned the same day, as the event. If your event ends after the library is closed, please do not keep the key. You may drop the key in the book drop. Library Staff will lock the front door. This will allow you to leave the building while also ensuring that the door is locked from the outside. Be sure the door is pushed shut and firmly latched when you leave. There is a charge of \$250 for unreturned keys.

☐ Items such as pens/pencils, stapler, copies, scissors, tape, cups, plates, napkins, etc. **are not provided with use of this room.**

☐ Sale of merchandise or other materials is forbidden on the premises unless specific approval from the Library Director is obtained in writing **at least 3 days** prior to the meeting.

User Fee

To defray the costs of reservation, the library charges a nominal but important user fee as follows:

~~The Board of Trustees and staff of the Cuba Circulating Library welcome groups who are community oriented to use the Community Room. Nonprofit 501(c)3~~ **Authorized** groups may use the Community Room at no charge for activities lasting less than two hours.

The fee per use for activities lasting from 2 – 4 hours is \$25.

The fee per use for activities lasting over 4 hours is \$50.

~~Board approved private individuals and for profit groups may use the Community Room up to 4 hours for \$25.~~ Fees must be paid by the end of each month.

Reservation and Cancellation

To ensure equitable access to the community, reservations may not exceed a total of # hours of use per month, without specific board of trustee approval.

The library will work to ensure the space is ready for your group, but must reserve the right to cancel the reservation on the basis of safety or the operational needs of the library.

If the library must cancel your reservation, the library will contact the responsible person at the number listed as soon as possible. Reservation fees will not be refunded, but the library will re-schedule the cancelled meeting without further cost.

Notice of cancellation **by your organization** should be made to the Library Director as soon as possible. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled. If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.

Insurance

For events found to be consistent with the Library's charitable mission of education and information access and routine operations, no insurance is required.

For events that are consistent with the Library's charitable mission of education and information access, but exceed the library's routine operations, proof of adequate insurance, naming the library as "additional insured" will be required.

Examples of events requiring adequate insurance include but are not limited to: workforce training, meetings of organization's employees, physical education classes (such as yoga or dancing), CPR classes, use of power tools, cooking or food preparation, professional services, and anything medically related.

To enable adequate time for assessment, when required, proof of insurance must be provided not later than ten business days before your event.

~~As the responsible party, I have read the Community Room Use Policy. As the responsible party, I will abide by the Community Room Use Guidelines. I agree that this organization will assume full responsibility for any damages or additional cleaning fees.~~

Hold Harmless and Indemnification

The **individual or aforementioned** organization **arranging to use the room agrees to** ~~also~~ holds harmless, **indemnify, and defend** the Cuba Circulating Library, its officers, directors, agents, representatives, managers, employees and affiliates from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable attorney fees and legal expenses, **incurred in relation to this conditional use of the library's property.**

Initials

~~The library holds a general building and liability insurance policy that protects the library from financial hardship in the event of injury and emergency. This policy does not protect the interest of other organizations, their employees, volunteers or other representatives of the organization. Individual organizations are responsible for obtaining their own insurances to protect them from~~

~~liabilities. The library reserves the right to request proof of insurance from individual organizations prior to room reservations. When making a reservation for the Community Room, an individual organization takes full responsibility for obtaining proper insurance to protect themselves and their organization.~~

~~Notice of cancellation should be made to the Library Director as soon as possible. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled. If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.~~

~~During a public health crisis, the library's meeting room(s) are closed.~~

Acknowledgements

As the "responsible party" listed above, I have read and agree to the Community Room Use Policy.

Signature

As the responsible party, I have read and will abide by, and direct attendees to abide by, the Code of Conduct and the Community Room Use Guidelines.

Signature

I agree that I, or the organization I represent, will assume full responsibility for any damages or additional cleaning fees.

Signature

I/We, **my/our organization**, its officers, employees, and members shall through the signing of this Agreement by an authorized party or agent, agree to exercise the utmost care in the use of the library facility, the surrounding property, and to hold the library harmless from all damages, liabilities, injuries, or losses to persons or property resulting from use of library facilities.

Signature

Date

If you should need help after hours, you may reach the Library Director at 585-403-1569.

App. March 9, 2020

Rev: May 11, 2020, Dec. 14, 2020