

Cuba Circulating Library

Board of Trustees Monthly Meeting Minutes

Monday, April 10, 2023

Present: Lin Assink, Tom Donahue, Denean Emerson, Wendy Sprague, Faith Stewart, and Brad Weaver

(Sharry Semans via GoToMeeting)

Absent: Lionel Legry, Jill Schwab

Also Present: Tina Dalton, Pat Ash

Call to Order: Faith called the meeting to order at 5:31 PM.

Public Comments: None

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 February meeting be accepted. Wendy seconded the motion, and it was approved.

Financial Officer's Report: Lin Assink presented the financial statements. (See attached.) Brad moved that the report be accepted. Tom seconded and the report was approved.

Corresponding Secretary's Report: NTR

Director's Report: (See attached.) Numbers for library usage were good, Children's Area Renovation began today.

Committee Reports

Planning: (See report.) Mission statement revised. Tom moved to accept the revision, Lin seconded, and the motion was unanimously approved.

Finance: Nothing to report.

Building and Grounds: Reminder of spring yard cleanup in May. Date tbd.

Personnel: Nothing to report.

Technology: Nothing to report.

Liaison with Friends: NTR

Education: Reminder to trustees to file class completion certificates for completed courses.

Ad hoc Committees

Children's Area Renovation: ARC grant proposal submitted (High priority project). Minutes of contractor/architect meeting included. Board member(s) to attend future meetings, as well (April 25th and May 9th.)

Disaster Plan: Tina indicated that she is working with the Documentary Heritage and Preservation Services for New York on a plan for the preservation of Library materials in case of emergency/disaster. Report pending completion. (Report attached.)

Unfinished Business - None

New Business

Investment policy: Motion to accept the new investment policy made by Wendy, seconded by Lin and unanimously approved by voice vote.

Community Room Use Agreement: A motion to accept the modifications to the community room use agreement was made by Tom, seconded by Denean and the vote unanimously carried. (See attached)

Executive Session: The board entered executive session to consider expanding a staff member's areas of responsibility. Motion made by Lin, seconded by Faith, and approved at 6:11PM. Tom moved to exit executive session, Faith seconded, and the board exited the session at 6:27PM.

A motion was made to change Cherilyn Wise's job title to Youth Services and Information Technology Coordinator at her current hourly rate of pay by Brad and seconded by Lin. The motion carried unanimously.

Adjournment: Motion to adjourn was made by Brad and seconded by Lin. Meeting adjourned at 6:29 PM.

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 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

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 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

Planning Committee Update – April 10, 2023

Long-Range Plan Goal/Action: Develop an assessment for staff capacity

Dear committee members,

As you know, one of the goals in the library's long range plan is development of an assessment for staff capacity. Are we overstaffed, understaffed, just right? Are there tools to help in determining this?

The committee agreed that Tina is probably best able to determine proper staffing levels as she oversees the day-to-day operation of the library. But observation alone seems inadequate. Is there a way to provide some data to support one's "sense" that our staffing level is or isn't appropriate?

Assistance sought from STLS

I asked Brian Hildreth, executive director of the Southern Tier Library System, if there is an assessment tool to help us answer this question.

It's a "tough question" and there is no "magic bullet" answer, Brian said. He added:

"I actually did some research to see if there were any tools available for analyzing staffing levels of any library type. I also included your question in my running list of things that should be developed, or researched further. I really wasn't able to find anything that could be utilized by the library for making such decisions. There are several products on the market that are industry-specific, but nothing you would want to invest in, or utilize given the size of your current staffing levels."

Some things he suggested:

1. Yes, consult with your director (they will have a good pulse on what is needed for the front desk as well as for programs/outreach).
2. Work with director to analyze day, and time of day circulation statistics. This is a report STLS can help the library run to determine when the library is busy, and when it is slow based on in-library circulation statistics. Libraries also use this for reviewing hours of operation. *(This has been done; some findings below and the report has been provided to you as a separate excel file.)*
3. Survey staff. While their answers may have bias, they should give you a good read of when and how many people should be working.
4. Benchmark other libraries of similar size. STLS can run a report that shows how many full time equivalents similar libraries maintain. We would benchmark you with libraries across NYS that are rural, similar circulation statistics, similar

budgets, and similar door counts. This won't tell you when or where you need to staff, but it will give you an idea of how many staff you should employ.

5. Consult with your strategic plan, and library statistics in general. Does the plan prioritize programming or outreach? Do you have staff to meet this need, or existing staff who can do this work, but presently aren't focused on these goals? Is programming attendance flat, or declining? Maybe you do need more staff who can focus on offering more programs, or delivering outreach outside the library? (Most of these things are director type decision-making, but I am just trying to provide some guidance about how you can use your plan and current library usage statistics to make some good guesses about how best to staff the library).

STLS Report for similarly sized libraries across NYS

Brian ran a report for libraries across NYS that have total operating receipts of \$275,000 to \$375,000. His analysis:

There are 42 libraries in this group. I ranked Cuba Circulating Library on each measurable category compared to the other 41 libraries. See yellow highlighted Row 46 for ranks. I won't make too many observations for you because I like letting directors and trustees interpret their own data, but I will share two surface level thoughts:

1. The library falls in the middle when it comes to full time equivalents (FTE), but there are few libraries with less Total Operating Receipts and overall Library Visits.
2. The library ranks in the Top 6-16 on really important measurable categories like Circulation, Program Offerings, Program Attendance, and Library Visits.

This second observation is a really good sign that the library's service program is strong, and everyone involved in delivering that service program is doing good work. I think this speaks to the director's leadership, the engagement of trustees, and the efforts and support of staff and volunteers.

Additional observations from me

- While we rank 32 of 42 in Total Salaries and Wages and 34 of 42 in Total Staff Expenditures, we rank near the very top (8 of 42) in Annual Hours Open for Main Library. In other words, we provide greater service than most while spending less than most; or, we ask more of our staff than most libraries, and they deliver.

Conclusion

While this report is not a magic bullet, it does serve as a helpful resource in our quest to develop an assessment for staff capacity. It may not directly solve the riddle of determining what size staff is the right size for us, but it does show that among libraries our size across the state we rank very favorably in key benchmarks. So, whether right-sized or not, we operate effectively and efficiently.

We should do as Brian suggested: Review the excel file and come to our own determination on its findings.

Tom Donahue
Planning Committee Chair

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 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 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 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 39 E MAIN ST. 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:

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.

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 20 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.

Hold Harmless and Indemnification

The individual or organization arranging to use the room agrees to hold 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

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, Apr. 10, 2023