

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

Monday, May 8, 2023
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the April 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. Chet Swier paintings
11. Adjournment

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 Cheryl 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

Statement of Financial Position

As of April 30, 2023

	TOTAL	
	AS OF APR 30, 2023	AS OF APR 30, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	53,240.57	16,677.64
1090 Savings	241,378.54	69,667.18
Total Bank Accounts	\$294,619.11	\$86,344.82
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	22,775.61	29,879.40
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	16,609.06	21,670.92
American Inv Co of Amer A	20,543.77	52,443.20
American Short-Term Bond A	22,512.48	29,450.56
American WA Mutual A	85,985.91	104,911.78
Cash, BDP, and Money Market Fds	-144.68	6,488.04
Stocks	780.16	839.52
Unrealized Gain/Loss	57,191.60	127,488.21

Cuba Circulating Library Association

Statement of Financial Position

As of April 30, 2023

	TOTAL	
	AS OF APR 30, 2023	AS OF APR 30, 2022 (PY)
Total 1303 Endowment Investment	619,662.96	887,109.42
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	1,405.51	1,887.47
Total 1306 Adams Mem Book Fund Investment	14,087.39	13,874.36
1400 Prepaid Fee	0.00	178.82
Repayment		
Travel Reimbursement	0.00	0.00
Total Repayment	0.00	0.00
Total Other Current Assets	\$633,750.35	\$901,162.60
Total Current Assets	\$928,369.46	\$987,507.42
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 April 30, 2023

	TOTAL	
	AS OF APR 30, 2023	AS OF APR 30, 2022 (PY)
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,295,487.79	\$1,381,518.52
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	71,184.02	1,063.00
Total Accounts Payable	\$71,184.02	\$1,063.00
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	-1,170.74
American Funds	0.00	230.18
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	1,118.29	1,466.41
NYS Income Tax	510.74	494.92
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	1,629.03	1,020.77
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$1,629.03	\$1,020.77
Total Current Liabilities	\$72,813.05	\$2,083.77
Total Liabilities	\$72,813.05	\$2,083.77
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	58,749.36	129,564.43
3550 Realized Gain/Loss Equity	-24,138.23	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	85,047.24	-91,773.22
Total Equity	\$1,222,674.74	\$1,379,434.75
TOTAL LIABILITIES AND EQUITY	\$1,295,487.79	\$1,381,518.52

Cuba Circulating Library Association

Statement of Activity

April 2023

	TOTAL	
	APR 2023	APR 2022 (PY)
Revenue		
4017 Memorials/Gifts	133.00	58.49
4020 Meeting Room Fee	100.00	100.00
4100 Other Income		
Arts	40.00	
Book Replacement	19.99	16.99
Copies Income	152.68	156.20
Donation Box	17.82	32.75
Fines	32.00	13.75
Misc Income	23.11	12.25
Total 4100 Other Income	285.60	231.94
4200 Restricted Funds Revenue		
Arts Grant	4,000.00	
Friends		1,211.76
Lions Club Grant	500.00	
Total 4200 Restricted Funds Revenue	4,500.00	1,211.76
4500 Investment Income		
Dividend Income	200.20	70.17
Interest Income	9.62	0.37
Total 4500 Investment Income	209.82	70.54
Total Revenue	\$5,228.42	\$1,672.73
GROSS PROFIT	\$5,228.42	\$1,672.73
Expenditures		
6100 Payroll Expenses		
6101 Wages	13,105.21	12,100.07
6102 Taxes	1,199.16	1,221.28
6103 Employee Benefits		
Company Contributions		
Retirement	375.45	352.41
Total Company Contributions	375.45	352.41
Total 6103 Employee Benefits	375.45	352.41
Total 6100 Payroll Expenses	14,679.82	13,673.76
6200 Library Materials		
6205 Books-J	372.34	537.63
6210 Books-A	556.31	1,034.36
6220 Serials		-6.99
6230 Audio	68.60	168.00
6240 Equipment	150.85	62.55

Cuba Circulating Library Association

Statement of Activity

April 2023

	TOTAL	
	APR 2023	APR 2022 (PY)
6260 DVD	59.41	139.74
6270 Video Games	185.85	54.97
6285 Childrens Programming	12.17	155.70
Total 6200 Library Materials	1,405.53	2,145.96
6202 Book Replacement	10.44	12.55
6300 Restricted Fund Spending		
6310 Arts Grant Expense		-133.14
6320 Friends Expense		1,376.55
6345 Lions Club Grant	38.00	
6350 Wilday Grant	66.62	68.37
6360 DFY Grant	15.48	
6370 Memorials & Gifts	695.27	179.53
Total 6300 Restricted Fund Spending	815.37	1,491.31
6415 Bank fees	150.00	
6420 Custodial supplies	46.95	48.10
6425 Discretionary Fund	45.57	
6435 Interest Expense	0.70	
6445 Library supplies	283.46	86.37
6447 Membership	50.00	
6450 Postage	4.13	10.50
6455 Processing Fee	44.85	61.75
6465 Repairs/Building & Grounds		10.49
6470 Services		
Alarm System - Doyle	102.84	
Argentieries	48.00	42.00
Attorney	1,175.00	
Bookkeeper	675.00	600.00
Hotspots	197.40	197.40
Water Softener	100.78	70.50
Total 6470 Services	2,299.02	909.90
6485 Travel	274.58	
6490 Utilities		
Electric	559.63	963.00
Extended Broadband	450.00	450.00
Fuel	632.87	413.07
Phone	127.50	117.95
Total 6490 Utilities	1,770.00	1,944.02
Total Expenditures	\$21,880.42	\$20,394.71
NET OPERATING REVENUE	\$ -16,652.00	\$ -18,721.98

Cuba Circulating Library Association

Statement of Activity

April 2023

	TOTAL	
	APR 2023	APR 2022 (PY)
Other Expenditures		
Anniversary (Net)		
Anniversary Donations		-2,169.00
Anniversary Expenses		2,897.35
Total Anniversary (Net)		728.35
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-50.00	
Children's Area Remodel Expenses	68,826.33	
Total Children's Area Remodel (Net)	68,776.33	
Total Other Expenditures	\$68,776.33	\$728.35
NET OTHER REVENUE	\$ -68,776.33	\$ -728.35
NET REVENUE	\$ -85,428.33	\$ -19,450.33

Cuba Circulating Library Association

Budget vs. Actuals

January - April, 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	1,266.00		-1,266.00	
4020 Meeting Room Fee	250.00	750.00	500.00	66.67 %
4100 Other Income				
Arts	110.00		-110.00	
Book Replacement	45.99		-45.99	
Copies Income	746.58	2,000.00	1,253.42	62.67 %
Donation Box	116.46	400.00	283.54	70.89 %
Fines	64.25	200.00	135.75	67.88 %
Misc Income	92.36	400.00	307.64	76.91 %
Total 4100 Other Income	1,175.64	3,000.00	1,824.36	60.81 %
4200 Restricted Funds Revenue				
Arts Grant	4,010.00		-4,010.00	
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	
Lions Club Grant	500.00		-500.00	
Total 4200 Restricted Funds Revenue	8,470.00	2,000.00	-6,470.00	-323.50 %
4500 Investment Income				
Capital Gains Distribution	0.00		0.00	
Dividend Income	3,857.27		-3,857.27	
Interest Income	9.69		-9.69	
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	211,589.96	26,223.00	-185,366.96	-706.89 %
Budget Carryover		31,978.00	31,978.00	100.00 %
Total Revenue	\$222,751.60	\$297,472.00	\$74,720.40	25.12 %
GROSS PROFIT	\$222,751.60	\$297,472.00	\$74,720.40	25.12 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	51,507.72	172,687.00	121,179.28	70.17 %
6102 Taxes	5,058.62		-5,058.62	
Payroll Tax		13,171.00	13,171.00	100.00 %
SUTA		2,310.00	2,310.00	100.00 %
Total 6102 Taxes	5,058.62	15,481.00	10,422.38	67.32 %
6103 Employee Benefits				
Company Contributions				

Cuba Circulating Library Association

Budget vs. Actuals

January - April, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Retirement	1,475.25	5,500.00	4,024.75	73.18 %
Total Company Contributions	1,475.25	5,500.00	4,024.75	73.18 %
Health Insurance		500.00	500.00	100.00 %
Total 6103 Employee Benefits	1,475.25	6,000.00	4,524.75	75.41 %
6105 Ins - Disability		1,060.00	1,060.00	100.00 %
Total 6100 Payroll Expenses	58,041.59	195,228.00	137,186.41	70.27 %
6200 Library Materials				
6205 Books-J	1,385.92	4,500.00	3,114.08	69.20 %
6210 Books-A	2,957.93	7,500.00	4,542.07	60.56 %
6220 Serials	968.98	1,300.00	331.02	25.46 %
6230 Audio	431.85	1,000.00	568.15	56.82 %
6240 Equipment	229.20	500.00	270.80	54.16 %
6250 Digital Books	3,557.00	3,557.00	0.00	0.00 %
6260 DVD	482.68	1,500.00	1,017.32	67.82 %
6270 Video Games	334.64	1,000.00	665.36	66.54 %
6280 Adult Programming	759.76	1,200.00	440.24	36.69 %
6285 Childrens Programming	69.74	1,200.00	1,130.26	94.19 %
6290 STLS cost share	10,774.00	10,774.00	0.00	0.00 %
Total 6200 Library Materials	21,951.70	34,031.00	12,079.30	35.49 %
6202 Book Replacement	-7.14		7.14	
6300 Restricted Fund Spending				
6310 Arts Grant Expense	830.00		-830.00	
6330 Manley Grant expense	524.71		-524.71	
6345 Lions Club Grant	38.00		-38.00	
6350 Wilday Grant	1,213.66		-1,213.66	
6355 STLS Outreach	481.86		-481.86	
6360 DFY Grant	213.33		-213.33	
6370 Memorials & Gifts	1,546.34		-1,546.34	
6390 United Way Grant	529.91		-529.91	
Total 6300 Restricted Fund Spending	5,377.81		-5,377.81	
6410 Advertisement	145.92	350.00	204.08	58.31 %
6415 Bank fees	150.00	100.00	-50.00	-50.00 %
6420 Custodial supplies	231.99	700.00	468.01	66.86 %
6425 Discretionary Fund	45.57	500.00	454.43	90.89 %
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 %
6435 Interest Expense	0.70		-0.70	
6445 Library supplies	1,427.42	3,600.00	2,172.58	60.35 %
Library Equipment	327.95	1,000.00	672.05	67.21 %

Cuba Circulating Library Association

Budget vs. Actuals

January - April, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6445 Library supplies	1,755.37	4,600.00	2,844.63	61.84 %
6447 Membership	286.00	600.00	314.00	52.33 %
6450 Postage	179.64	200.00	20.36	10.18 %
6455 Processing Fee	191.99	500.00	308.01	61.60 %
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	373.68	850.00	476.32	56.04 %
Argentieries	120.00	300.00	180.00	60.00 %
Attorney	2,150.00	3,000.00	850.00	28.33 %
Audit	2,750.00	2,750.00	0.00	0.00 %
Bookkeeper	3,450.00	8,100.00	4,650.00	57.41 %
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	789.60	3,000.00	2,210.40	73.68 %
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	151.28	250.00	98.72	39.49 %
Window Cleaner		450.00	450.00	100.00 %
Total 6470 Services	10,423.91	24,750.00	14,326.09	57.88 %
6480 Train/conference		1,500.00	1,500.00	100.00 %
6485 Travel	399.82	1,500.00	1,100.18	73.35 %
6490 Utilities				
Electric	2,158.86	9,000.00	6,841.14	76.01 %
Extended Broadband	450.00	1,800.00	1,350.00	75.00 %
Fuel	1,303.87	5,300.00	3,996.13	75.40 %
Phone	491.09	1,250.00	758.91	60.71 %
Total 6490 Utilities	4,403.82	17,350.00	12,946.18	74.62 %
Total Expenditures	\$112,175.79	\$297,472.00	\$185,296.21	62.29 %
NET OPERATING REVENUE	\$110,575.81	\$0.00	\$ -110,575.81	0.00%
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-53,965.76		53,965.76	
Children's Area Remodel Expenses	79,494.33		-79,494.33	
Total Children's Area Remodel (Net)	25,528.57		-25,528.57	
Total Other Expenditures	\$25,528.57	\$0.00	\$ -25,528.57	0.00%
NET OTHER REVENUE	\$ -25,528.57	\$0.00	\$25,528.57	0.00%

Cuba Circulating Library Association

Budget vs. Actuals

January - April, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
NET REVENUE	\$85,047.24	\$0.00	\$ -85,047.24	0.00%

Cuba Library Director's Monthly Report

April 2023

	April 2023	April 2022	March 2022	April 2021	April 2020
Circulation	2216 (adult 1116) (J/YA 1100)	2325 (adult 1156) (J/YA 1169)	2712 (adult 1382) (J/YA 1330)	2105 (adult 1162) (J/YA 943)	58
Holds Filled	379	347	381	379	0
New Library Cards	19	12	12	12	1
Libby (eBooks)		464	446	485	539
Wifi Use	246	319	325	196	96
Visits to website	850	781	1300	732	443
Door Count	2620	1388	1654		

Upcoming Programs

May 2, 9, 16, 23, 30 & June 6	Chair Yoga	Jane Gram
May 3, 4, & 6	Beaded Felt Picture Frames	Samantha Jacobs
May 10, 17, & 24	Intro to Quilting	Lynn Fulmer
Tues. @ 10 begins June 1	Chair Aerobics and Healthy Heart	Linda Botens
June 10	Wooden Birdfeeders	Dave Wagner

Construction Project: The water fountain, floor outlets, and light fixtures have all been installed. The current light fixtures have been switched over to LED—the lighting is much warmer and the architect tells us the color of the light is more historically accurate for the age of our building. The contractors have cleaned up and cleared out for a week or so while they await the completion of the millwork. Once the millwork arrives, they will complete the rest of the job. What remains to be done: wallpaper, cedar slates on ceiling, millwork, teen furniture, TV installation.

Tax Referendum: I presented the proposed tax referendum at the Rushford CRCS school board meeting on April 18. I will also attend the school budget hearing on May 9. The vote takes place on May 16.

Grants: I've written and submitted a grant application to the Allegany County United Way for funding to support literacy for early readers, specifically through our Summer Reading Program. I have also written and submitted two grants to Friends of the Cuba Library. One grant is for the purchase of prizes for summer reading, and the other grant is to bring Haudenosaunee storyteller Perry Ground to both the library and the school in November.

Youth Services Monthly Report: April 2023

Storytimes

We had three preschool storytimes in April. Our themes were rainy days, farms, and dragons. We made some fun and easy crafts. After School Explorers met three times, following similar themes for the most part. There was one day that it was a small group in attendance so we went outside to draw on the sidewalk with chalk.

Teens/Tweens

Tweens met twice. We played two new (to them) games. They also started their own pretend crime drama so I'm looking for games or escape rooms that fit that theme.

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. Tina and I are working on partnering with CRCS for a large assembly so I met with the elementary school principal, Ms. Mosher, to discuss potential dates/funding. I attended a family fun day in Wellsville with 2 other Allegany County library staff members. This event was organized by Allegany County Early Childhood Coalition and Ardent Solutions. We made crafts and promoted libraries in general.

Other

I attended the opening retreat for Leadership Allegany at Houghton College. The morning was spent on icebreakers and being split into our teams for the year. Each group will organize a service project and an industry day over the course of the next 10 months. My group is leaning toward a service project collecting new (specific) items for survivors of domestic violence as our service project. Our industry day is focused on human services and we have yet to fully discuss what that will look like. The afternoon was spent on team building activities on the Houghton Ropes Course.

Upcoming Programs

5/4 May the 4th at CRCS

5/20 Babysitting w/ CPR Certification

5/23 Being Home Alone for the First Time

April 2023 Programming

4/10	BOCES Visit	5 children, 6 adults
4/11	Preschool University	6 children, 5 adults
4/12	Head Start 1	6 children, 4 adults

	Head Start 2	11 children, 2 adults
4/13	After School Explorers	2 children, 1 adult
4/18	Preschool University	6 children, 5 adults
	After School Crew	2 children, 1 adult
4/20	After School Explorers	8 children, 1 adult
4/22	Family Fun Day	90 mixed ages
4/25	Preschool University	5 children, 4 adults
	After School Crew	3 children, 1 adult
4/26	Pre-K AM Visit	18 children, 3 adults
	Kindergarten Visit	22 children, 5 adults
	Pre-K PM Visit	11 children, 3 adults
4/27	After School Explorers	6 children, 1 adult

Maintenance Report 4/1 - 5/1/2023

1. Removed molding and trim from around Tina's office window in prep. for renovation.
2. helped move last couple tables and chairs downstairs to community room.
3. Installed power adapters with AC and USB plugs in all 4 study cubes.
4. Fixed toilet in ladies room downstairs, would not shut off, float mechanism needed adjusted.
5. Checked leak in men's room urinal drain, tighten bottom bolts to wall. Seemed to have stopped the drain leak, adjusted flow.
6. Mowed and trimmed lawn.
7. Reset Fire Alarm system after contractors tripped it, found out it is interlocked with heating system, causing the furnace and boilers not to come on if tripped and not reset.
8. Removed valences sand brackets from both windows for prep for wallpaper for renovation project.

Additional: Colleen raked and weeded flower beds.



MEETING MINUTES

Project: Cuba Circulating Library
Project No.: 22510
Date: April 14, 2023

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

Subject: Construction Meeting No.2

Next Meeting: April 25th @ 9:00am

Attendees:

Company/Firm	Name	Title	Attended
Cuba Library	Tina Dalton	Library Director	X
	Cherilyn Wise	Youth Services Coordinator	X
	Lionel Legry	Cuba Library Trustee	
	Tom Donahue	Cuba Library Vice President	X
Kinley Contractors	Ryan Hurd	Project Manager	X
Edge Architecture	Christina Fluman	Designer	X
	Allen Rossignol	Architect	X

1. The project site is non-smoking.
2. Building Occupancy:
 - a) Owner Occupancy: The library will be occupied during construction. **However, the children's/teen section where work is being conducted will be closed to the public. Coordination will be needed for notification during electrical demo/install and other work that will affect the building.**
 - b) Work Hours: The contractor's working hours will be:
 - a) Kinley – 7am – 3:30pm
3. Security:
 - a) No items at this time.
4. The project is a prevailing wage rate project. All filings shall be made by the contractor to the NYSDOL. The work is tax exempt.

5. Maintenance of Pedestrian and Vehicular Traffic – Maintain clear, safe passage, cover and protect openings. Sidewalks and library entrance/parking will need to be maintained at all times.
6. Parking – Parking is available in the church lot across the street at the corner of E Main & Church St. Street parking is also available along Maple St. adjacent to the library. **No parking/staging is available along E Main St. as this is a main street through the town.**
7. Communications: All communications relating to the Contract Documents shall be through Basecamp managed by Edge Architecture. All correspondence shall be routed through Christina Fluman (Edge Architecture), christina@edge-architecture.com
 - a) All communications should include Cuba Library (Tina) and Edge Architecture.
 - b) All email correspondence should reference 'Cuba Circulating Library' at the beginning of the subject line.
8. Permits: Contractors are responsible for applying for and obtaining all necessary permits, inspections, and certificates of approval for performing the work in compliance with applicable codes, standards and authorities having jurisdiction. A copy of all permits shall be submitted to Tina Dalton, Library Director. All contractors shall be present as required by code officials or other authorities having jurisdiction as they inspect the work during and after completion of construction activities. All contractors must obtain a final certificate of approval and/or Certificate of Compliance Town of Cuba and submit the certificate to the Library Director, Tina Dalton, prior to request for final payment.
9. Notice to Proceed Letters: Signed contract agreement received
 - a) NTP date: 1/11/2023
 - b) Substantial Completion date is: 5/15/2023

10. Submittals

a) Current Required Submittals

a) Wall Covering & Paint Submittal

1. Still waiting on physical samples from MFR. (4/12)

b) Long lead items and coordination items:

a) **Wall Coverings** – Need submittal for review

11. Pre-Install Conferences

- a) Lighting & Electrical – **Schedule Mock-up of existing chandelier's re-lamping with contractor, electrician, owner, and architect. UPDATE: LED Mat shipped on 4/12 and should arrive later this week or early next.**



MEETING MINUTES

12. Mock-ups

- a) Re-lamping of (1) existing fixture with replacement LED ribbon mats for owner approval of light color and intensity prior to re-lamping of all existing chandelier fixtures that are to remain. **Schedule meeting week of 4/17.**

13. FD's

- a) None at this time.

14. RFP's and CO's

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

15. RFI's

- a) RFI's will be distributed via Basecamp.
- b) Limit RFI's to 1 topic each for clarity of responses and potential change orders.
- c) Current RFI's
 - a) **RFI 03** – Framed wall height at millwork location in teen section. **Answered on 4/12.**

16. Inspections, Testing and Approvals

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

17. Pay Applications

- a) None at this time.

18. Progress Documentation Requirements

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

19. Work Progress

- a) Building permit arrived on-site last week (4/4).
- b) Removal of existing drinking fountain is complete. Install of new drinking fountain is on-going. Waiting for electrician to come and hook-up bottle fill.
- c) Demolition work has begun and plastic wrap has been put up, removal of white boards, bulletin boards, book cases moved on casters, electricians are starting to remove existing lights and electrical rough-ins are beginning.

20. Key milestones

- a) Removal of existing troffer lights – work has begun
 - b) Install new recessed cans
 - c) Cutting for recessed floor outlets
 - d) Re-lamping existing fixtures
 - e) Millwork installation date – millworker to be on-site to field measure on 4/17. Materials have been delivered to subcontractor.
 - f) Framing material on-site 4/12 - 4/13
- b) 2 Week Progress Outlook
- a) Kinley
 1. Finish demolition work
 2. Start & finish framing
 3. Electrical rough-ins complete
 4. Drinking fountain removal and replacement complete
 5. Patching & drywall complete

21. New Business

- a) National Grid Small Business LED lighting upgrades. National grid will cover up to 60% of the installation costs for indoor and outdoor LED upgrades at small businesses. See link for qualifications: [Energy-Efficiency Programs for Small Businesses | National Grid \(nationalgridus.com\)](https://nationalgridus.com/energy-efficiency-programs-for-small-businesses)
- b) 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.



MEETING MINUTES

- c) Site visit from Edge every 5-8 days – see AIA contract clause 3.4.2.1. Touched base with Tina. Weekly on-site meeting scheduled for Tuesday mornings at 9am alternating with bi-weekly construction meetings. Christina will touch base with Tina prior to weekly meeting to see if site-visit is necessary based on amount of work completed. *Note: Week of 4/17, on-site meeting is Thursday 4/20 at 2pm.
- d) ADA signs for elevator and making sure there is a sign on each floor. Christina will touch base with Ryan on this.

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



MEETING MINUTES

Project: Cuba Circulating Library
Project No.: 22510
Date: April 25, 2023

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

Subject: Construction Meeting No.2

Next Meeting: May 9 @ 9:00am

Attendees:

Company/Firm	Name	Title	Attended
Cuba Library	Tina Dalton	Library Director	X
	Sharry Semans	Trustee	X
Kinley Contractors	Ryan Hurd	Project Manager	X
	Keith Custer	Site Supervisor	X
Edge Architecture	Christina Fluman	Designer	X

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

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

7. Communications: All communications relating to the Contract Documents shall be through Basecamp managed by Edge Architecture. All correspondence shall be routed through Christina Fluman (Edge Architecture), christina@edge-architecture.com
 - a) All communications should include Cuba Library (Tina) and Edge Architecture.
 - b) All email correspondence should reference 'Cuba Circulating Library' at the beginning of the subject line.
8. Permits: Contractors are responsible for applying for and obtaining all necessary permits, inspections, and certificates of approval for performing the work in compliance with applicable codes, standards and authorities having jurisdiction. A copy of all permits shall be submitted to Tina Dalton, Library Director. All contractors shall be present as required by code officials or other authorities having jurisdiction as they inspect the work during and after completion of construction activities. All contractors must obtain a final certificate of approval and/or Certificate of Compliance Town of Cuba and submit the certificate to the Library Director, Tina Dalton, prior to request for final payment.
9. Notice to Proceed Letters: Signed contract agreement received
 - a) NTP date: 1/11/2023
 - b) Substantial Completion date is: 5/15/2023
 - c) **Note (4/25/2023)*: At the construction meeting on 4/25, based on updated schedules the original substantial completion date is attainable with an estimated finish of 5/15, or within a couple of days of this date. This schedule is mostly dependent on the millwork delivery date.**

10. Submittals

a) Current Required Submittals

- a) Wall Covering & Paint Submittal
 1. Waiting on Fire Rating for WC-2 (Thibaut)

b) Long lead items and coordination items:

- a) **Wall Coverings** – Approved submittals are 2-3 weeks out.

11. Pre-Install Conferences

- a) N/A

12. Mock-ups

- a) Mock-up was approved and re-lamping of existing fixtures is finished.



MEETING MINUTES

13. FD's

- a) GC_FD 001 – Alternate for Cedar Beams - Locations.

14. RFP's and CO's

- a) RFP's will be distributed via Basecamp.
- b) Cost proposals shall Breakout Material, Labor and OH&P.
- c) Change Orders will include multiple RFPs combined for larger dollar amounts.
- d) Current RFP's
 - a) None
- e) Current CP's
 - a) **NOT RECEIVED:** EC CP-001 – Alternate replacement chandelier fixture, dimmer switches, and LED ribbon mats.
 - b) GC CP-001 – (2) Additional ADA Signs at Elevator stops
 - c) GC CP-002 – Wall Covering Alternate Price Difference
- f) Current CO's
 - a) None

15. RFI's

- a) RFI's will be distributed via Basecamp.
- b) Limit RFI's to 1 topic each for clarity of responses and potential change orders.
- c) Current RFI's
 - a) None

16. Inspections, Testing and Approvals

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

17. Pay Applications

- a) Kinley Pay App. #2

18. Progress Documentation Requirements

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

19. Work Progress

- a) Kinley has completed drywall and patching for the light fixture replacements in the ceiling, drinking fountain, new walls, supervisor's office, and other miscellaneous areas. Sanding and wall-prep is on-going, painters are scheduled to be there next week.
- b) All chandeliers have been re-lamped and dimmer switches have been installed.
- c) Cove lighting has been replaced and new LED ribbon light has been installed. Electricians waiting on replacement drivers to finish cove lighting.

20. Key milestones

- a) Cutting for recessed floor outlets – Week of May 8th
- b) Millwork installation date – Week of May 8th
- c) Cedar trim installation date – This will be completed with millwork
- d) Wallpaper installation
- e) Furniture delivery – Schedule?
- b) 2 Week Progress Outlook
 - a) Kinley
 1. New drinking fountain to be installed
 2. Painting completed
 3. Lighting install completed
 4. Plastic wrap to be removed at end of week (4/28)
 5. Cedar trim is to arrive next week. Staining will take place at Kinley's shop and delivered during millwork install.
 - b) **Note***: Keith will be on another job site after 4/28. The majority of work left is the millwork installation which is not scheduled to arrive until the second week of May, at which time Keith will return to complete the remainder of the work items for the project.

21. New Business

- a) 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.
- b) Edge is working on Phase II construction drawings and will try to get a CD set for pricing to Kinley at the beginning of May for bid process for phase II.

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



MEETING MINUTES

By: Christina Fluman, Edge Architecture
Distribution: All Present