

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

**Monday, June 12, 2023**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the May 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
9. Ad hoc committees
  - i. Children's Area Renovation
  - ii. Disaster Plan
10. Unfinished Business
11. New Business
  - i. Duct Cleaning Estimates
  - ii. Watering Schedule
  - iii. Hotspots CIPA filtering
  - iv. Director's Evaluation
  - v. Cultural Center Parking Lot
12. Adjournment

**Cuba Circulating Library  
Board of Trustees Monthly Meeting Minutes  
Monday, May 08, 2023**

**Present:** Tom Donahue, Denean Emerson, Wendy Sprague, Sharry Semans, Faith Stewart, and Brad Weaver

**Absent:** Lionel Legry, Jill Schwab, Lin Assink

**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.

**Minutes of the Previous Meeting:** Wendy moved that the minutes of the April meeting be accepted. Tom seconded the motion, and it was approved.

**Financial Officer's Report:** Tina presented the financial statements in Lin's stead. (See attached.) Faith moved that the report be accepted. Sherry seconded and the report was approved.

**Corresponding Secretary's Report:** The board received a thank you card from the library staff for their staff appreciation luncheon.

**Director's Report:** (See attached.) Numbers for library usage were down due to the construction project and Libby use was up.

**Committee Reports**

**Planning:** Nothing to report.

**Finance:** Nothing to report.

**Building and Grounds:** Reminder of spring yard cleanup in May. Date May 20.

**Personnel:** Nothing to report.

**Technology:** Nothing to report.

**Liaison with Friends:** Nothing to report.

**Education:** An opportunity to complete the yearly board education requirement at a workshop with Brian Hilbreth in the autumn was suggested by Sharry.

**Ad hoc Committees**

**Children's Area Renovation:** NTR

**Disaster Plan:** NTR

**Unfinished Business - None**

**New Business**

**Chet Swier paintings:** Tina is gathering information on our insurance coverage and notifying the family that we would need to develop a memorandum of understanding before exhibiting the paintings at the library.

**Doyle Security:** Offer of a monthly service plan was presented to the board for consideration.

**Adjournment:** Motion to adjourn was made by Tom and seconded by Wendy. Meeting adjourned at 6:12 PM.

**Report submitted:** Brad Weaver, Secretary

# Cuba Circulating Library Association

## Budget vs. Actuals:

January - May, 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	1,828.09		-1,828.09	
4020 Meeting Room Fee	500.00	750.00	250.00	33.33 %
4100 Other Income				
Arts	140.00		-140.00	
Book Replacement	52.99		-52.99	
Copies Income	1,279.64	2,000.00	720.36	36.02 %
Donation Box	185.94	400.00	214.06	53.52 %
Fines	84.25	200.00	115.75	57.88 %
Misc Income	115.01	400.00	284.99	71.25 %
<b>Total 4100 Other Income</b>	<b>1,857.83</b>	<b>3,000.00</b>	<b>1,142.17</b>	<b>38.07 %</b>
4200 Restricted Funds Revenue				
Arts Grant	4,010.00		-4,010.00	
DFY Grant	1,435.00		-1,435.00	
Friends	3,105.56	2,000.00	-1,105.56	-55.28 %
Grants	6,207.22		-6,207.22	
Lions Club Grant	500.00		-500.00	
<b>Total 4200 Restricted Funds Revenue</b>	<b>15,257.78</b>	<b>2,000.00</b>	<b>-13,257.78</b>	<b>-662.89 %</b>
4500 Investment Income				
Capital Gains Distribution	0.00		0.00	
Dividend Income	4,015.20		-4,015.20	
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 %
<b>Total Morgan Stanley</b>	<b>207,723.00</b>	<b>26,223.00</b>	<b>-181,500.00</b>	<b>-692.14 %</b>
<b>Total 4500 Investment Income</b>	<b>211,747.89</b>	<b>26,223.00</b>	<b>-185,524.89</b>	<b>-707.49 %</b>
Budget Carryover		31,978.00	31,978.00	100.00 %
<b>Total Revenue</b>	<b>\$231,191.59</b>	<b>\$297,472.00</b>	<b>\$66,280.41</b>	<b>22.28 %</b>
<b>GROSS PROFIT</b>	<b>\$231,191.59</b>	<b>\$297,472.00</b>	<b>\$66,280.41</b>	<b>22.28 %</b>
Expenditures				
6100 Payroll Expenses				
6101 Wages	71,458.41	172,687.00	101,228.59	58.62 %
6102 Taxes	6,778.67		-6,778.67	
Payroll Tax		13,171.00	13,171.00	100.00 %
SUTA		2,310.00	2,310.00	100.00 %
<b>Total 6102 Taxes</b>	<b>6,778.67</b>	<b>15,481.00</b>	<b>8,702.33</b>	<b>56.21 %</b>
6103 Employee Benefits				
Company Contributions				

# Cuba Circulating Library Association

## Budget vs. Actuals:

January - May, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Retirement	2,046.30	5,500.00	3,453.70	62.79 %
<b>Total Company Contributions</b>	<b>2,046.30</b>	<b>5,500.00</b>	<b>3,453.70</b>	<b>62.79 %</b>
Health Insurance		500.00	500.00	100.00 %
<b>Total 6103 Employee Benefits</b>	<b>2,046.30</b>	<b>6,000.00</b>	<b>3,953.70</b>	<b>65.90 %</b>
6105 Ins - Disability		1,060.00	1,060.00	100.00 %
<b>Total 6100 Payroll Expenses</b>	<b>80,283.38</b>	<b>195,228.00</b>	<b>114,944.62</b>	<b>58.88 %</b>
6200 Library Materials				
6205 Books-J	1,592.21	4,500.00	2,907.79	64.62 %
6210 Books-A	3,416.59	7,500.00	4,083.41	54.45 %
6220 Serials	968.98	1,300.00	331.02	25.46 %
6230 Audio	540.17	1,000.00	459.83	45.98 %
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	700.00	1,500.00	800.00	53.33 %
6270 Video Games	334.64	1,000.00	665.36	66.54 %
6280 Adult Programming	914.73	1,200.00	285.27	23.77 %
6285 Childrens Programming	320.12	1,200.00	879.88	73.32 %
6290 STLS cost share	10,774.00	10,774.00	0.00	0.00 %
<b>Total 6200 Library Materials</b>	<b>23,347.64</b>	<b>34,031.00</b>	<b>10,683.36</b>	<b>31.39 %</b>
6202 Book Replacement	-7.14		7.14	
6300 Restricted Fund Spending				
6310 Arts Grant Expense	1,415.95		-1,415.95	
6330 Manley Grant expense	524.71		-524.71	
6345 Lions Club Grant	76.50		-76.50	
6350 Wilday Grant	1,513.66		-1,513.66	
6355 STLS Outreach	481.86		-481.86	
6360 DFY Grant	257.43		-257.43	
6370 Memorials & Gifts	1,750.72		-1,750.72	
6390 United Way Grant	529.91		-529.91	
<b>Total 6300 Restricted Fund Spending</b>	<b>6,550.74</b>		<b>-6,550.74</b>	
6410 Advertisement	145.92	350.00	204.08	58.31 %
6415 Bank fees	0.00	100.00	100.00	100.00 %
6420 Custodial supplies	310.30	700.00	389.70	55.67 %
6425 Discretionary Fund	122.42	500.00	377.58	75.52 %
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 %
<b>Total 6430 Insurance</b>	<b>8,205.06</b>	<b>8,263.00</b>	<b>57.94</b>	<b>0.70 %</b>
6435 Interest Expense	0.70		-0.70	
6445 Library supplies	1,752.21	3,600.00	1,847.79	51.33 %
Library Equipment	390.77	1,000.00	609.23	60.92 %

# Cuba Circulating Library Association

## Budget vs. Actuals:

January - May, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Total 6445 Library supplies</b>	<b>2,142.98</b>	<b>4,600.00</b>	<b>2,457.02</b>	<b>53.41 %</b>
6447 Membership	461.00	600.00	139.00	23.17 %
6450 Postage	179.64	200.00	20.36	10.18 %
6455 Processing Fee	256.79	500.00	243.21	48.64 %
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	515.68	850.00	334.32	39.33 %
Argentieries	144.00	300.00	156.00	52.00 %
Attorney	2,150.00	3,000.00	850.00	28.33 %
Audit	2,750.00	2,750.00	0.00	0.00 %
Bookkeeper	4,125.00	8,100.00	3,975.00	49.07 %
Computer Tech	480.00	900.00	420.00	46.67 %
Copier Acme	234.15	2,500.00	2,265.85	90.63 %
Fire Extinguishers		56.00	56.00	100.00 %
Fire Place Clean		200.00	200.00	100.00 %
Hotspots	903.66	3,000.00	2,096.34	69.88 %
Parking Lot Maint		250.00	250.00	100.00 %
Patriot Microfilm	495.00	495.00	0.00	0.00 %
Rug Shampoos		250.00	250.00	100.00 %
Tax Filing (990)		750.00	750.00	100.00 %
Water Softener	166.28	250.00	83.72	33.49 %
Window Cleaner		450.00	450.00	100.00 %
<b>Total 6470 Services</b>	<b>11,963.77</b>	<b>24,750.00</b>	<b>12,786.23</b>	<b>51.66 %</b>
6480 Train/conference		1,500.00	1,500.00	100.00 %
6485 Travel	449.73	1,500.00	1,050.27	70.02 %
6490 Utilities				
Electric	2,755.28	9,000.00	6,244.72	69.39 %
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	618.06	1,250.00	631.94	50.56 %
<b>Total 6490 Utilities</b>	<b>5,127.21</b>	<b>17,350.00</b>	<b>12,222.79</b>	<b>70.45 %</b>
Publicity	69.99		-69.99	
<b>Total Expenditures</b>	<b>\$140,002.17</b>	<b>\$297,472.00</b>	<b>\$157,469.83</b>	<b>52.94 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$91,189.42</b>	<b>\$0.00</b>	<b>\$ -91,189.42</b>	<b>0.00%</b>
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	
<b>Total Children's Area Remodel (Net)</b>	<b>25,528.57</b>		<b>-25,528.57</b>	
<b>Total Other Expenditures</b>	<b>\$25,528.57</b>	<b>\$0.00</b>	<b>\$ -25,528.57</b>	<b>0.00%</b>

# Cuba Circulating Library Association

## Budget vs. Actuals:

January - May, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
NET OTHER REVENUE	\$ -25,528.57	\$0.00	\$25,528.57	0.00%
NET REVENUE	\$65,660.85	\$0.00	\$ -65,660.85	0.00%

# Cuba Circulating Library Association

## Statement of Activity

May 2023

	TOTAL	
	MAY 2023	MAY 2022 (PY)
Revenue		
4017 Memorials/Gifts	562.09	25.00
4020 Meeting Room Fee	250.00	25.00
4100 Other Income		
Arts	30.00	
Book Replacement	7.00	15.00
Copies Income	533.06	284.05
Donation Box	69.48	30.47
Fines	20.00	9.00
Misc Income	22.65	29.05
<b>Total 4100 Other Income</b>	<b>682.19</b>	<b>367.57</b>
4200 Restricted Funds Revenue		
Friends	2,080.56	
Grants	4,707.22	
<b>Total 4200 Restricted Funds Revenue</b>	<b>6,787.78</b>	
4500 Investment Income		
Dividend Income	157.93	88.24
Interest Income		0.06
<b>Total 4500 Investment Income</b>	<b>157.93</b>	<b>88.30</b>
<b>Total Revenue</b>	<b>\$8,439.99</b>	<b>\$505.87</b>
GROSS PROFIT	<b>\$8,439.99</b>	<b>\$505.87</b>
Expenditures		
6100 Payroll Expenses		
6101 Wages	19,950.69	12,596.94
6102 Taxes	1,720.05	1,171.70
6103 Employee Benefits		
Company Contributions		
Retirement	571.05	352.19
<b>Total Company Contributions</b>	<b>571.05</b>	<b>352.19</b>
<b>Total 6103 Employee Benefits</b>	<b>571.05</b>	<b>352.19</b>
<b>Total 6100 Payroll Expenses</b>	<b>22,241.79</b>	<b>14,120.83</b>
6200 Library Materials		
6205 Books-J	206.29	264.39
6210 Books-A	458.66	563.13
6230 Audio	108.32	117.20
6240 Equipment		305.52
6260 DVD	217.32	180.06
6270 Video Games		89.98



# Cuba Circulating Library Association

## Statement of Activity

May 2023

	TOTAL	
	MAY 2023	MAY 2022 (PY)
6280 Adult Programming	154.97	
6285 Childrens Programming	250.38	22.38
<b>Total 6200 Library Materials</b>	<b>1,395.94</b>	<b>1,542.66</b>
6202 Book Replacement		22.52
6300 Restricted Fund Spending		
6310 Arts Grant Expense	585.95	
6345 Lions Club Grant	38.50	-43.53
6350 Wilday Grant	300.00	24.29
6360 DFY Grant	44.10	
6370 Memorials & Gifts	204.38	28.57
<b>Total 6300 Restricted Fund Spending</b>	<b>1,172.93</b>	<b>9.33</b>
6415 Bank fees	-150.00	
6420 Custodial supplies	78.31	13.37
6425 Discretionary Fund	76.85	
6445 Library supplies	324.79	283.77
Library Equipment	62.82	
<b>Total 6445 Library supplies</b>	<b>387.61</b>	<b>283.77</b>
6447 Membership	175.00	
6455 Processing Fee	64.80	33.80
6465 Repairs/Building & Grounds		484.92
6470 Services		325.00
Alarm System - Doyle	142.00	275.50
Argentieries	24.00	21.00
Bookkeeper	675.00	600.00
Copier Acme	74.80	62.48
Hotspots	114.06	
Patriot Microfilm	495.00	
Water Softener	15.00	
<b>Total 6470 Services</b>	<b>1,539.86</b>	<b>1,283.98</b>
6485 Travel	49.91	
6490 Utilities		
Electric	596.42	963.00
Fuel		243.00
Phone	126.97	117.95
<b>Total 6490 Utilities</b>	<b>723.39</b>	<b>1,323.95</b>
Publicity	69.99	
<b>Total Expenditures</b>	<b>\$27,826.38</b>	<b>\$19,119.13</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -19,386.39</b>	<b>\$ -18,613.26</b>

# Cuba Circulating Library Association

## Statement of Activity

May 2023

	TOTAL	
	MAY 2023	MAY 2022 (PY)
Other Expenditures		
Anniversary (Net)		
Anniversary Donations		-781.00
Anniversary Expenses		29.20
<b>Total Anniversary (Net)</b>		<b>-751.80</b>
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$ -751.80</b>
NET OTHER REVENUE	<b>\$0.00</b>	<b>\$751.80</b>
NET REVENUE	<b>\$ -19,386.39</b>	<b>\$ -17,861.46</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of May 31, 2023

	TOTAL	
	AS OF MAY 31, 2023	AS OF APR 30, 2023 (PP)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1020 Five Star	12,666.24	53,240.57
1090 Savings	191,378.54	241,378.54
<b>Total Bank Accounts</b>	<b>\$204,044.78</b>	<b>\$294,619.11</b>
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	0.00	0.00
American Balanced A	28,496.26	28,496.26
American Cap Inc Builder A	86,953.14	86,953.14
American Cap World Growth & Inc	58,815.23	58,815.23
American Fundamental Inv A	44,348.16	44,348.16
American Funds Mortgage A	22,839.44	22,775.61
American Global Balanced A	87,007.94	87,007.94
American Inc Fd of America A	87,788.32	87,788.32
American Intm Bd Fd of Amer A	16,651.71	16,609.06
American Inv Co of Amer A	20,543.77	20,543.77
American Short-Term Bond A	22,563.93	22,512.48
American WA Mutual A	85,985.91	85,985.91
Cash, BDP, and Money Market Fds	305.32	-144.68
Stocks	634.86	780.16
Unrealized Gain/Loss	46,603.14	57,191.60

# Cuba Circulating Library Association

## Statement of Financial Position

As of May 31, 2023

	TOTAL	
	AS OF MAY 31, 2023	AS OF APR 30, 2023 (PP)
<b>Total 1303 Endowment Investment</b>	<b>609,537.13</b>	<b>619,662.96</b>
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
<b>Total 1305 Anonymous Investment</b>	<b>0.00</b>	<b>0.00</b>
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	5,955.32	5,955.32
American Inc Fd of America A	6,725.90	6,725.90
Cash, BDP, and Money Market Fds	0.66	0.66
Unrealized Gain/Loss	924.80	1,405.51
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>13,606.68</b>	<b>14,087.39</b>
1400 Prepaid Fee	0.00	0.00
Repayment		
Travel Reimbursement	0.00	0.00
<b>Total Repayment</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>\$623,143.81</b>	<b>\$633,750.35</b>
<b>Total Current Assets</b>	<b>\$827,188.59</b>	<b>\$928,369.46</b>
Fixed Assets		
1520 Building and equipment	750,653.00	750,653.00
Elevator Replacement	41,645.00	41,645.00
<b>Total 1520 Building and equipment</b>	<b>792,298.00</b>	<b>792,298.00</b>
1525 A/D Building and equipment	-480,795.47	-480,795.47
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	-108,566.20
Land	46,763.00	46,763.00
<b>Total Fixed Assets</b>	<b>\$367,118.33</b>	<b>\$367,118.33</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of May 31, 2023

	TOTAL	
	AS OF MAY 31, 2023	AS OF APR 30, 2023 (PP)
Other Assets		
1000 Friends Cash	0.00	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,194,306.92</b>	<b>\$1,295,487.79</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	0.00	71,184.02
<b>Total Accounts Payable</b>	<b>\$0.00</b>	<b>\$71,184.02</b>
Credit Cards		
5662 Bank Of America	0.00	0.00
<b>Total Credit Cards</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Liabilities		
2100 Payroll Liabilities	0.00	0.00
American Funds	0.00	0.00
Federal Taxes (941/944)	1,331.49	0.00
NYS Employment Taxes	390.45	1,118.29
NYS Income Tax	511.10	510.74
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
<b>Total 2100 Payroll Liabilities</b>	<b>2,233.04</b>	<b>1,629.03</b>
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$2,233.04</b>	<b>\$1,629.03</b>
<b>Total Current Liabilities</b>	<b>\$2,233.04</b>	<b>\$72,813.05</b>
<b>Total Liabilities</b>	<b>\$2,233.04</b>	<b>\$72,813.05</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	47,534.89	58,749.36
3550 Realized Gain/Loss Equity	-24,138.23	-24,138.23
3800 Restricted Fund	10,000.00	10,000.00
3900 Fund Balance	1,093,016.37	1,093,016.37
Net Revenue	65,660.85	85,047.24
<b>Total Equity</b>	<b>\$1,192,073.88</b>	<b>\$1,222,674.74</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,194,306.92</b>	<b>\$1,295,487.79</b>

## Cuba Library Director's Monthly Report

May 2023

	May 2023	April 2023	May 2022	May 2021	May 2020
Circulation	2258 (adult 1170) (J/YA 1088)	2216 (adult 1116) (J/YA 1100)	2204 (adult 1111) (J/YA 1093)	1874 (adult 1133) (J/YA 741)	40
Holds Filled	390	379	310	290	0
New Library Cards	24	19	19	13	0
Libby (eBooks)	548	520	482	450	531
Wifi Use	263	246	396	243	78
Visits to website	917	850	853	859	442
Door Count	3115	2620	1742		

### Upcoming Programs

June 14 & 15	5:30-7:30	Beaded Strawberry Pin Cushions	Samantha Jacobs
June 17	10:00-1:00	Petting Zoo/Dairy Days/Children's Area Open House	
June 20	6:00-7:00	Jewelry Craft	Shauna
June 22 – until	10:00-11:00	Chair Aerobics and a Healthy Heart	Linda Botens
June 24	9:00-12:00	Shredding Day	
June 30	11:00-4:00	Red Cross Blood Drive	

\*\*\*See attached Summer Reading Pamphlet for More\*\*\*

Programming: Shauna taught fairy beach houses to a full class. Jane Gram volunteered to teach a six-week class of chair yoga at the VFW that had excellent attendance. I have had several class members reach out to me to tell me how much they are enjoying the class. Library staff are gearing up for Summer Reading, this year's theme being "All Together Now."

Tax Referendum: The tax referendum passed with 80% support. The final vote was 215-43.

Grants: I've written and submitted a grant application to the F.T. and Anna C. Manley Memorial Fund for sound equipment for the community room as well as mobile sound equipment for outside programming. Currently the only sound system in the community room is a pair of computer speakers. I also applied to Southern Tier West/Appalachian Regional Commission for funding for Phase II for the Children's Area Renovation. It was by far the most in-depth grant

application I have ever completed but if are selected it will go far towards funding next year's construction project. I will submit the NYS Public Library Construction Aid grant by mid-June.

We were notified that we will receive \$7,375 from the Allegany County United Way towards our Summer Reading Program. This will fund the purchase of books to give away as weekly prizes to children and teens, the big weekly entertainment programs, and to purchase early literacy books to add to library's collection. I was also notified that we did not receive the Dollar General Adult Literacy grant. We received \$4,151.82 from Friends of the Cuba Library, Inc. towards our Children's Area Construction Project.

## **Youth Services Monthly Report: May 2023**

### **Storytimes**

We had five preschool storytimes in May. Our themes were space, bees, sink or float, a picnic, and princesses/princes. We made some fun and easy crafts. For our picnic theme, the storytime families met for a picnic at Chamberlain Park. After School Explorers met four times, following similar themes for the most part. For our last session, we had ice cream sandwiches or fudgesicles.

### **Teens/Tweens**

Tweens met 4 times. We played some games and did some other activities. For our last session, we had a pizza party. The Safe Kids Program Coordinator from Southern Tier Health Care System presented 2 programs: a babysitting/CPR program and a home alone safety program. The Home Alone Safety class was more for upper elementary students (our tweens). The Babysitting class was open to tweens and teens.

### **Outreach**

I had six outreach groups. 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.

### **Other**

We held a May the Fourth Star Wars event at the CR Elementary School. Miss Knavel let us use her space. Brad Weaver led the program. Brad led some lightsaber training. His son, Kahlin, led the Nerf target practice area. There were coloring sheets, masks, and prizes to be had for everyone. Miss Knavel got out her stop motion equipment to use with the magnetic scenes Brad had brought. We will hopefully incorporate that again next time!

The Leadership Allegany group met twice, once in Houghton for a curriculum session and once at the Allegany County Legislative Chambers. The meeting at the county building was with several local government workers. During one mini-session that was focused on the development of the county, but was mainly discussing tourism, I asked about plans for better internet availability and cell phone coverage for the residents and visitors to the area.

### **Upcoming Programs**

**\*see Summer Brochure**

### **May 2023 Programming**

<b>May 2</b>	Preschool University	5 children, 5 adults
	After School Crew	2 children
<b>May 4</b>	May the 4th at CRCS	17 children 4 adults



<b>May 8</b>	BOCES Class Visit	
<b>May 9</b>	Preschool University	6 children, 6 adults
	After School Crew	3 children
<b>May 10</b>	ACCORD Head Start 1	6 children, 3 adults
	ACCORD Head Start 2	11 children, 3 adults
<b>May 11</b>	After School Explorers	6 children
<b>May 16</b>	Preschool University	6 children, 5 adults
	After School Crew	3 children
<b>May 17</b>	Bump/Quattrone Visit	22 children, 5 adults
<b>May 18</b>	After School Explorers	4 children
<b>May 20</b>	Babysitter Training	9 teens, 1 adult
<b>May 23</b>	Preschool University	7 children, 7 adults
	Home Alone Safety	5 children, 1 adult
<b>May 24</b>	AM Pre-K Visit	18 children, 3 adults
	PM Pre-K Visit	11 children, 3 adults
<b>May 25</b>	After School Explorers	6 children
<b>May 30</b>	Preschool Storytime	6 children, 5 adults
	After School Crew	4 children

## Adult Programs

Mon. June 26 @ 6:30 p.m. ~  
Grow Your Own Mushrooms—\$5 fee \*

Tues. June 27 @ 11—11:45 am ~  
Brain Dance for Adults \*

Wed. June 28 @ 11:00 a.m.~  
Tips for Tough Conversations \*

Thursdays, June 29, July 6, 20, 27,  
& Aug. 3 & 10 @ 4 p.m.~ Eat Healthier for Less \*

Sat. July 8 @ 9:30 a.m. ~ Watercolors \*  
Age 13 & up —\$5 Fee

Thurs. July 13 @ 6:00 p.m. ~ Dry Point Etching \*  
Ages 12 & up

Mon. July 17 @ 6:00 p.m. ~ Sound Bath \*  
Age 13 & up

Wed. July 19 @ 6:30 p.m. ~  
Local Author: Sheri Fitzner

Sat. July 22 @ 6:30 p.m. @ The Palmer ~  
Buffalo Blue Grass All-Stars

Tues. July 25 @ 6 p.m. ~ Friendship Bracelets\*  
Adults

Sat. July 29 @ 10 a.m. ~ Puzzle Race \*  
All ages, must register in teams

Tue. Aug 1 @ 6:30 p.m. ~ Crazy Cat Person Party \*  
Ages 13 & up

*\* Registration Required.*

Cuba Circulating Library  
39 E Main St. Cuba, NY  
585 968-1668



# 2023 Summer Learning

## AT THE CUBA LIBRARY

### June 26—August 5



*For all readers AND “Read to Me” preschoolers. Record the amount of time that you read each day online by signing up at*

**<https://tinyurl.com/CubaSRP2023>**

**Or use the ReadSquared App**

Children will receive a free book each week that you check in.

Grand Prize Drawing

0-4 yrs. & 5-12 yrs. – Zoo Passes

13-18 yrs—AirPods or Beats

Adults—Kindle Fire

*Sponsored by Allegany Arts Association, Allegany County United Way, Cornell Cooperative Extension, Friends of the Cuba Library, Inc, funds from the Statewide Community Re-grants Program, funds from memorials and donations.*

# Summer Story Hours



*Pre-School (age 2–4)*  
Mondays, June 26 ~ July 31  
@ 10– 10:45 a.m.

*Grades K–3*  
Mondays, June 26 ~ July 31  
@ 2–2:45 p.m.



**\*\*Registration Required\*\***

## Hands On Activities

**\*\*Registration Required.\*\***  
Each STEAM Program Requires a Separate Registration.

**\*\*STEAM Activities\*\***  
Ages 9–12 @ 3pm  
Tues. June 27 - Wigglebots  
Tues. July 11 - The Science of Ice Cream  
Tues. July 25 - The Magic of Money

**Hula Hooping w/ Benjamin Berry**  
Ages 5 & up  
Tues. June 27 @ 12:30–1:30 pm  
@ Chamberlain Park

**\*\*Tween Friendship Bracelets\*\***  
Ages 9–12  
Thurs. July 6 @ 2 p.m.  
@ Cuba Library

**\*\*Wooden Birdfeeders\*\***  
Ages 8–Adult, 8–11 w/ adult  
Sat. July 15 @ 10 a.m.  
@ Cuba Library

**\*\*Art for Youth\*\***  
AGES ???  
Tues. Aug. 1 @ 10:30 a.m.  
@ Cuba Library

**\*\*Artrmobile\*\***  
Grades K–5  
Tues. Aug. 1 @ 1 p.m.  
@ Cuba Library



## Teen Activities

*\*Registration required.*

Ages 13–18  
Thu. July 6 @ 3 p.m. ~ Friendship Bracelets  
Tue. July 18 @ 5 p.m. ~ Board Games  
Tue. July 25 @ 11 am –12p.m. ~ Mad Tea Party  
Also check out the Adult Activities on the back, many are open to teens!

## Tween Board Games

*\*Registration required for each session*  
Ages 9–12

Tues. July 18 & Aug. 1 @ 3 p.m.



## Family Specials

**Wednesday, June 28 @ 1 p.m.**  
Bubble Man @ Cuba Library  
“title tbd”



**Wednesday, July 5 @ 1 p.m.**  
Tom Sieling @ Cuba Library  
“All Together Now for a Tromp Through the Swamp”



**Wednesday, July 12 @ 1 p.m.**  
Tanglewood Nature Center @ Cuba Library  
“All Together Now” - Live Animals!



**Saturday, July 22 @ 11 a.m.**  
Great and Powerful Dave @ Cuba Library  
“The Magic of Reading”



**Wednesday, July 26 @ 1 p.m.**  
Wondermakers @ Cuba Library  
“Let’s Get Together” - folk tales of the world



**Wednesday, August 2 @ 1 p.m.**  
Community Helpers @ Chamberlain Park  
“Touch a Truck”



## **Maintenance Report 5/1 - 6/1/2023**

1. Cut down book case for book room (Friends)
2. Mowed and trimmed lawn a few times
3. reinstalled Sign Post for library sign.
4. Fixed Toilet handle in employee bathroom
5. put hose out for watering of plants. Donated hose reel I didn't need.  
Moved planters outside.
6. Helped spread mulch around building
7. Built 2 rolling bookcase dollies for book sale room (Friends)
8. Cleaned and fixed vacuum



## MEETING MINUTES

**Project:** Cuba Circulating Library  
**Project No.:** 22510  
**Date:** June 6, 2023

**Place:** Cuba Circulating Library  
39 E. Main St, Cuba, NY 14727  
**Subject:** Construction Meeting No.2  
**Next Meeting:** June 14 @ 9:00am - Virtual

### Attendees:

Company/Firm	Name	Title	Attended
<b>Cuba Library</b>	Tina Dalton	Library Director	X
	Lionel Legry	Board of Trustees	X
<b>Kinley Contractors</b>	Ryan Hurd	Project Manager	X
<b>Edge Architecture</b>	Christina Fluman	Designer	X

1. The project site is non-smoking.
2. Building Occupancy:
  - a) Owner Occupancy: The library will be occupied during construction. **However, the children's/teen section where work is being conducted will be closed to the public. Coordination will be needed for notification during electrical demo/install and other work that will affect the building.**
  - b) Work Hours: The contractor's working hours will be:
    - 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](mailto:christina@edge-architecture.com)
  - a) All communications should include Cuba Library (Tina) and Edge Architecture.
  - b) All email correspondence should reference 'Cuba Circulating Library' at the beginning of the subject line.
8. Permits: Contractors are responsible for applying for and obtaining all necessary permits, inspections, and certificates of approval for performing the work in compliance with applicable codes, standards and authorities having jurisdiction. A copy of all permits shall be submitted to Tina Dalton, Library Director. All contractors shall be present as required by code officials or other authorities having jurisdiction as they inspect the work during and after completion of construction activities. All contractors must obtain a final certificate of approval and/or Certificate of Compliance Town of Cuba and submit the certificate to the Library Director, Tina Dalton, prior to request for final payment.
9. Notice to Proceed Letters: Signed contract agreement received
  - a) NTP date: 1/11/2023
  - b) Substantial Completion date is: 5/15/2023
  - c) **Note (5/8/2023)\*: At the construction meeting on 5/8, based on updated schedules the original substantial completion date is no longer attainable with an estimated finish of the second week in June, This schedule is mostly dependent on the millwork delivery date.**

### 10. Submittals

#### a) Current Required Submittals

1. All submittals received

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

1. **Millwork – Nook wall has started, installation should finish this week (6/6)**

### 11. Pre-Install Conferences

- a) N/A

### 12. Mock-ups

- a) N/A

### 13. FD's

- a) N/A

### 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) None
- 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) 5/8/2023: Kinley needs to coordinate rough and final electrical inspections with Town of Cuba.

### 17. Pay Applications

- a) Kinley Pay App. #3 – Waiting on Edge Approval.

### 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) Wall coverings have been installed
- b) Millwork for nook wall started last week (5/31) and will finish this week (6/9)
- c) Cedar beams have been stained and installed.
- d) Floor outlets are installed but not live
- e) Bookcases have been returned to original locations

### 20. Key milestones

- a) Millwork installation date – Started, projected to finish 6/9
- b) Cedar trim installation date – Completed
- c) Wallpaper installation – Completed
- d) Furniture delivery – June 12<sup>th</sup>
- b) 2 Week Progress Outlook
  - a) Kinley
    - 1. Millwork to finish by 6/9
    - 2. Furniture to be delivered on 6/12 by CLC
    - 3. KelKur to do final electrical hookups and finishes. Notably, outlets in children's nook, light switch covers, make floor outlets live, final electrical inspection.
    - 4. Punch list to be completed week of 6/12

### 21. New Business

- a) Grant pre-application for phase II has been submitted.
- b) Start researching re-upholstering companies around Cuba for some existing furniture pieces.

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





**Indoor Air Professionals, Inc.**

Quality Care For Your Indoor Air

5/1/2023

Mrs. Tina Dalton  
Cuba Circulating Library  
39 E. Main St  
Cuba, NY 14727

Re: Cuba Circulating Library - Ductwork Systems Cleaning & Coating  
– IAP #Q202305975

**On-Site Observations**

Based on our walkthrough of the facility on 05/01/2023, we are pleased to quote the ductwork cleaning and coating for the above referenced facility. Enclosed please find our scope of work and proposal per your request.

Sections of the existing supply & return ductwork are lined internally with fiberglass ductliner, which presents the following HVAC system operational and hygienic conditions:

- 1) Build-up of loose fiberglass fibers within the HVAC system can impede operational efficiency.
- 2) Eroded fiberglass surfaces capture dirt and moisture more readily thus creating a very hospitable environment for microbial growth and difficult remediation procedures.

We recommend a two step process for remediation of the HVAC systems:

- 1) Thorough cleaning of all HVAC components.
- 2) Application of a mechanical insulation coating on all fiberglass lined components.

Coating the lined interiors of any fiberglass-lined ductwork is recommended to seal in the fiberglass fibers and create a new air surface. The coating material is Toughcoat™ anti-microbial mechanical insulation repair coating specifically designed to enhance and repair fiberglass ductwork liner. The methodologies and technology for the coating of fiberglass lining needs to follow the same criteria as would be used in cleaning of bare (non-lined) HVAC systems.

We appreciate this opportunity to submit this quote, and look forward to being of service to you. Should you have any questions, please feel free to contact our office.

Sincerely,  
Indoor Air Professionals Inc

Keith Krzyzanowski  
Project Manager  
Enclosures

***North America's Largest Staff of Certified Professionals***



5/1/2023

## SCOPE OF WORK

### Cuba Circulating Library

#### ITEM #1: HVAC systems cleaning

- **Clean** two (2) existing HVAC ductwork systems that serve the Basement and 1<sup>st</sup> floor at the above referenced building to include:
  1. Two (2) furnace unit access panels.
  2. All accessible **fiberglass lined** supply air ductwork.
  3. All accessible **galvanized bare** supply air ductwork.
  4. All accessible **fiberglass lined** return air ductwork.
  5. All associated supply air diffusers & return grilles.
- **Furnish and install** any access doors needed for cleaning.
- **Provide** Post Remediation report to include photo documentation.

#### ITEM #2: HVAC systems coating

- **Coat** two (2) existing HVAC ductwork systems that serve the Basement and 1<sup>st</sup> floor at the above referenced building to include:
  1. All associated **fiberglass lined** supply air ductwork.
  2. All associated **galvanized bare** return air ductwork.
- **Furnish and install** any access doors needed for coating.
- **Provide** Post Remediation report to include photo documentation.

## PROJECT COSTS

The proposed costs to perform the work in ITEM #1 are.....\$11,825.00

The additional costs to perform the work in ITEM #2 are.....\$4,400.00

### NOTES:

- Our prices include labor, materials, and supervision. These prices will remain firm and effective for 30 days, after which time reference should be made to this office. Sales tax **is not** included.
- We will need to coordinate the ductwork access areas with your facility in order to eliminate any delays in starting the project.

### TERMS

Payment is net 30 days after completion of the project. Interest rate fee of 1.5% per month will be charged on any balance after due date.

### ACCEPTANCE

If the above meets with your approval, please indicate your acceptance in the space provided below and provide us with a purchase order referencing our quote number.

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchase Order Number

***Re: Commercial Collection Corp. – Ductwork Systems Cleaning & Coating  
– IAP #Q202305975***

Corporate Office: 800 Commerce Parkway • Lancaster, NY 14086-1738 • (800) 683-0021 • (716) 683-3000 • Fax (716) 683-3005

Rochester Office: 1344 University Avenue • Suite 150 • Rochester, NY 14607-1656 • (585) 427-8020 • Fax (585) 256-2126

West Coast Offices: Los Angeles, CA • San Diego, CA • (800) 683-0021

www.indoorairpro.com