

**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 - 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 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

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 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)	520	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 22	Chair Aerobics and Healthy Heart	Linda Botens
July 15 @ 10:00	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.