

**Cuba Circulating Library
Board of Trustees Monthly Meeting Minutes
Monday, June 12, 2023**

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

Absent: Tom Donahue, Lin Assink

Also Present: Tina Dalton, Pat Ash

Call to Order: Faith called the meeting to order at 5:33 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 May meeting be accepted. Sharry seconded the motion, and it was approved.

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

Corresponding Secretary's Report: NTR

Director's Report: (See attached.) Staff was commended for their continued exceptional performance.

Committee Reports

Planning: Nothing to report.

Finance: Nothing to report.

Building and Grounds: Watering schedule for the flowers was circulated and thanks for work on the mulching was extended.

Personnel: Nothing to report.

Technology: Nothing to report.

Liaison with Friends: Nothing to report.

Education: Educational workshop for the Board with Brian Hildreth is scheduled for Nov 13th, 2023.

Ad hoc Committees

Children's Area Renovation: Planning for phase II begins.

Disaster Plan: DHPSNY final report to be delivered in two (2) weeks.

Unfinished Business - None

New Business

Duct Cleaning: Service options to be explored.

Wi-Fi Hot Spots: CIPA filtering updates.

Director's Evaluation: Evaluation surveys distributed to Board members in attendance.

Executive Session: The Board entered executive session to discuss a legal matter on a motion made by Brad and seconded by Sharry at 6:21 PM. The Board exited executive session on a motion by Brad and seconded by Jill at 6:34 PM.

Adjournment: Motion to adjourn was made by Wendy and seconded by Faith. Meeting was adjourned at 6:36 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 %
Total 4100 Other Income	1,857.83	3,000.00	1,142.17	38.07 %
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	
Total 4200 Restricted Funds Revenue	15,257.78	2,000.00	-13,257.78	-662.89 %
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 %
Total Morgan Stanley	207,723.00	26,223.00	-181,500.00	-692.14 %
Total 4500 Investment Income	211,747.89	26,223.00	-185,524.89	-707.49 %
Budget Carryover		31,978.00	31,978.00	100.00 %
Total Revenue	\$231,191.59	\$297,472.00	\$66,280.41	22.28 %
GROSS PROFIT	\$231,191.59	\$297,472.00	\$66,280.41	22.28 %
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 %
Total 6102 Taxes	6,778.67	15,481.00	8,702.33	56.21 %
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 %
Total Company Contributions	2,046.30	5,500.00	3,453.70	62.79 %
Health Insurance		500.00	500.00	100.00 %
Total 6103 Employee Benefits	2,046.30	6,000.00	3,953.70	65.90 %
6105 Ins - Disability		1,060.00	1,060.00	100.00 %
Total 6100 Payroll Expenses	80,283.38	195,228.00	114,944.62	58.88 %
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 %
Total 6200 Library Materials	23,347.64	34,031.00	10,683.36	31.39 %
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	
Total 6300 Restricted Fund Spending	6,550.74		-6,550.74	
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 %
Total 6430 Insurance	8,205.06	8,263.00	57.94	0.70 %
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
Total 6445 Library supplies	2,142.98	4,600.00	2,457.02	53.41 %
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 %
Total 6470 Services	11,963.77	24,750.00	12,786.23	51.66 %
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 %
Total 6490 Utilities	5,127.21	17,350.00	12,222.79	70.45 %
Publicity	69.99		-69.99	
Total Expenditures	\$140,002.17	\$297,472.00	\$157,469.83	52.94 %
NET OPERATING REVENUE	\$91,189.42	\$0.00	\$ -91,189.42	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%

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
Total 4100 Other Income	682.19	367.57
4200 Restricted Funds Revenue		
Friends	2,080.56	
Grants	4,707.22	
Total 4200 Restricted Funds Revenue	6,787.78	
4500 Investment Income		
Dividend Income	157.93	88.24
Interest Income		0.06
Total 4500 Investment Income	157.93	88.30
Total Revenue	\$8,439.99	\$505.87
GROSS PROFIT	\$8,439.99	\$505.87
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
Total Company Contributions	571.05	352.19
Total 6103 Employee Benefits	571.05	352.19
Total 6100 Payroll Expenses	22,241.79	14,120.83
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
Total 6200 Library Materials	1,395.94	1,542.66
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
Total 6300 Restricted Fund Spending	1,172.93	9.33
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	
Total 6445 Library supplies	387.61	283.77
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	
Total 6470 Services	1,539.86	1,283.98
6485 Travel	49.91	
6490 Utilities		
Electric	596.42	963.00
Fuel		243.00
Phone	126.97	117.95
Total 6490 Utilities	723.39	1,323.95
Publicity	69.99	
Total Expenditures	\$27,826.38	\$19,119.13
NET OPERATING REVENUE	\$ -19,386.39	\$ -18,613.26

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
Total Anniversary (Net)		-751.80
Total Other Expenditures	\$0.00	\$ -751.80
NET OTHER REVENUE	\$0.00	\$751.80
NET REVENUE	\$ -19,386.39	\$ -17,861.46

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)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	12,666.24	53,240.57
1090 Savings	191,378.54	241,378.54
Total Bank Accounts	\$204,044.78	\$294,619.11
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	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)
Total 1303 Endowment Investment	609,537.13	619,662.96
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	5,955.32
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
Total 1306 Adams Mem Book Fund Investment	13,606.68	14,087.39
1400 Prepaid Fee	0.00	0.00
Repayment		
Travel Reimbursement	0.00	0.00
Total Repayment	0.00	0.00
Total Other Current Assets	\$623,143.81	\$633,750.35
Total Current Assets	\$827,188.59	\$928,369.46
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	-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
Total Fixed Assets	\$367,118.33	\$367,118.33

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
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,194,306.92	\$1,295,487.79
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	0.00	71,184.02
Total Accounts Payable	\$0.00	\$71,184.02
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	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
Total 2100 Payroll Liabilities	2,233.04	1,629.03
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$2,233.04	\$1,629.03
Total Current Liabilities	\$2,233.04	\$72,813.05
Total Liabilities	\$2,233.04	\$72,813.05
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
Total Equity	\$1,192,073.88	\$1,222,674.74
TOTAL LIABILITIES AND EQUITY	\$1,194,306.92	\$1,295,487.79

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.