

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

Monday, July 17, 2023
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the June 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
 - i. Duct Cleaning Estimates
10. New Business
 - i. Security Camera Estimates
 - ii. Book Challenges
 - iii. Children's Safety Policy
11. Executive Session, as needed
12. Adjournment

**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

Statement of Financial Position

As of June 30, 2023

	TOTAL	
	AS OF JUN 30, 2023	AS OF JUN 30, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	10,433.19	9,306.38
1090 Savings	156,378.54	29,672.19
Total Bank Accounts	\$166,811.73	\$38,978.57
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	28,597.98	36,565.60
American Cap Inc Builder A	87,614.09	139,851.56
American Cap World Growth & Inc	59,276.77	72,141.81
American Fundamental Inv A	44,966.73	51,885.35
American Funds Mortgage A	22,908.32	29,957.20
American Global Balanced A	87,517.68	112,373.52
American Inc Fd of America A	88,472.55	105,877.26
American Intm Bd Fd of Amer A	16,696.92	21,754.21
American Inv Co of Amer A	20,621.83	53,500.11
American Short-Term Bond A	22,620.03	29,512.90
American WA Mutual A	88,968.42	109,648.18
Cash, BDP, and Money Market Fds	1,311.56	6,494.15
Stocks	725.71	794.50
Unrealized Gain/Loss	63,587.20	70,976.32

Cuba Circulating Library Association

Statement of Financial Position

As of June 30, 2023

	TOTAL	
	AS OF JUN 30, 2023	AS OF JUN 30, 2022 (PY)
Total 1303 Endowment Investment	633,885.79	841,332.67
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	6,001.82	5,771.29
American Inc Fd of America A	6,778.65	6,306.15
Cash, BDP, and Money Market Fds	0.66	0.66
Unrealized Gain/Loss	1,264.37	1,167.91
Total 1306 Adams Mem Book Fund Investment	14,045.50	13,246.01
1400 Prepaid Fee	0.00	79.00
Repayment		
Travel Reimbursement	0.00	0.00
Total Repayment	0.00	0.00
Total Other Current Assets	\$647,931.29	\$854,657.68
Total Current Assets	\$814,743.02	\$893,636.25
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 June 30, 2023

	TOTAL	
	AS OF JUN 30, 2023	AS OF JUN 30, 2022 (PY)
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,181,861.35	\$1,287,647.35
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	675.00	1,162.23
Total Accounts Payable	\$675.00	\$1,162.23
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	776.84	0.00
Federal Taxes (941/944)	1,356.67	1,213.53
NYS Employment Taxes	484.68	546.05
NYS Income Tax	258.99	238.68
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	2,877.18	1,998.26
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	-17.08	0.00
Total Other Current Liabilities	\$2,860.10	\$1,998.26
Total Current Liabilities	\$3,535.10	\$3,160.49
Total Liabilities	\$3,535.10	\$3,160.49
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	64,949.37	72,287.96
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	34,498.74	-129,444.64
Total Equity	\$1,178,326.25	\$1,284,486.86
TOTAL LIABILITIES AND EQUITY	\$1,181,861.35	\$1,287,647.35

Cuba Circulating Library Association

Budget vs. Actuals:

January - June, 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	3,479.71		-3,479.71	
4020 Meeting Room Fee	710.00	750.00	40.00	5.33 %
4100 Other Income				
Arts	170.00		-170.00	
Book Replacement	82.99		-82.99	
Copies Income	1,522.94	2,000.00	477.06	23.85 %
Donation Box	211.64	400.00	188.36	47.09 %
Fines	126.40	200.00	73.60	36.80 %
Misc Income	273.02	400.00	126.98	31.75 %
Total 4100 Other Income	2,386.99	3,000.00	613.01	20.43 %
4200 Restricted Funds Revenue				
Adult Programs	280.00		-280.00	
Arts Grant	4,010.00		-4,010.00	
Childrens Programs	-303.00		303.00	
DFY Grant	1,435.00		-1,435.00	
Friends	3,105.56	2,000.00	-1,105.56	-55.28 %
Grant - STLS	-296.01		296.01	
Grants	6,207.22		-6,207.22	
Lions Club Grant	500.00		-500.00	
Total 4200 Restricted Funds Revenue	14,938.77	2,000.00	-12,938.77	-646.94 %
4500 Investment Income				
Capital Gains Distribution	0.00		0.00	
Dividend Income	10,388.20		-10,388.20	
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	218,120.89	26,223.00	-191,897.89	-731.79 %
Budget Carryover		31,978.00	31,978.00	100.00 %
Total Revenue	\$239,636.36	\$297,472.00	\$57,835.64	19.44 %
GROSS PROFIT	\$239,636.36	\$297,472.00	\$57,835.64	19.44 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	85,221.89	172,687.00	87,465.11	50.65 %
6102 Taxes	7,925.81		-7,925.81	
Payroll Tax		13,171.00	13,171.00	100.00 %
SUTA		2,310.00	2,310.00	100.00 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - June, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6102 Taxes	7,925.81	15,481.00	7,555.19	48.80 %
6103 Employee Benefits				
Company Contributions				
Retirement	2,434.72	5,500.00	3,065.28	55.73 %
Total Company Contributions	2,434.72	5,500.00	3,065.28	55.73 %
Health Insurance		500.00	500.00	100.00 %
Total 6103 Employee Benefits	2,434.72	6,000.00	3,565.28	59.42 %
6105 Ins - Disability		1,060.00	1,060.00	100.00 %
Total 6100 Payroll Expenses	95,582.42	195,228.00	99,645.58	51.04 %
6200 Library Materials				
6205 Books-J	1,929.14	4,500.00	2,570.86	57.13 %
6210 Books-A	3,451.54	7,500.00	4,048.46	53.98 %
6220 Serials	968.98	1,300.00	331.02	25.46 %
6230 Audio	596.61	1,000.00	403.39	40.34 %
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	884.34	1,500.00	615.66	41.04 %
6270 Video Games	472.13	1,000.00	527.87	52.79 %
6280 Adult Programming	1,527.04	1,200.00	-327.04	-27.25 %
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	24,710.10	34,031.00	9,320.90	27.39 %
6202 Book Replacement	-7.14		7.14	
6300 Restricted Fund Spending	286.23		-286.23	
6310 Arts Grant Expense	2,126.12		-2,126.12	
6330 Manley Grant expense	524.71		-524.71	
6345 Lions Club Grant	123.69		-123.69	
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	1,778.13		-1,778.13	
6390 United Way Grant	-2,957.59		2,957.59	
Total 6300 Restricted Fund Spending	4,134.24		-4,134.24	
6410 Advertisement	145.92	350.00	204.08	58.31 %
6415 Bank fees	0.00	100.00	100.00	100.00 %
6420 Custodial supplies	325.76	700.00	374.24	53.46 %
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 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - June, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6430 Insurance	8,205.06	8,263.00	57.94	0.70 %
6435 Interest Expense	0.70		-0.70	
6445 Library supplies	1,909.34	3,600.00	1,690.66	46.96 %
Library Equipment	420.89	1,000.00	579.11	57.91 %
Total 6445 Library supplies	2,330.23	4,600.00	2,269.77	49.34 %
6447 Membership	511.00	600.00	89.00	14.83 %
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	750.07	7,000.00	6,249.93	89.28 %
6470 Services		649.00	649.00	100.00 %
Alarm System - Doyle	515.68	850.00	334.32	39.33 %
Argentieries	168.00	300.00	132.00	44.00 %
Attorney	2,150.00	3,000.00	850.00	28.33 %
Audit	2,750.00	2,750.00	0.00	0.00 %
Bookkeeper	4,800.00	8,100.00	3,300.00	40.74 %
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	1,169.44	3,000.00	1,830.56	61.02 %
Parking Lot Maint		250.00	250.00	100.00 %
Patriot Microfilm	495.00	495.00	0.00	0.00 %
Payroll Processing	71.02		-71.02	
Rug Shampoos		250.00	250.00	100.00 %
Tax Filing (990)		750.00	750.00	100.00 %
Water Softener	269.28	250.00	-19.28	-7.71 %
Window Cleaner		450.00	450.00	100.00 %
Total 6470 Services	13,102.57	24,750.00	11,647.43	47.06 %
6480 Train/conference		1,500.00	1,500.00	100.00 %
6485 Travel	755.22	1,500.00	744.78	49.65 %
6490 Utilities				
Electric	3,257.33	9,000.00	5,742.67	63.81 %
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	745.03	1,250.00	504.97	40.40 %
Total 6490 Utilities	5,756.23	17,350.00	11,593.77	66.82 %
Publicity	39.99		-39.99	
Total Expenditures	\$156,901.22	\$297,472.00	\$140,570.78	47.26 %
NET OPERATING REVENUE	\$82,735.14	\$0.00	\$ -82,735.14	0.00%
Other Expenditures				
Children's Area Remodel (Net)				

Cuba Circulating Library Association

Budget vs. Actuals:

January - June, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Children's Area Remodel Donations	-58,117.58		58,117.58	
Children's Area Remodel Expenses	106,353.98		-106,353.98	
Total Children's Area Remodel (Net)	48,236.40		-48,236.40	
Total Other Expenditures	\$48,236.40	\$0.00	\$ -48,236.40	0.00%
NET OTHER REVENUE	\$ -48,236.40	\$0.00	\$48,236.40	0.00%
NET REVENUE	\$34,498.74	\$0.00	\$ -34,498.74	0.00%

Cuba Circulating Library Association

Statement of Activity

June 2023

	TOTAL	
	JUN 2023	JUN 2022 (PY)
Revenue		
4017 Memorials/Gifts	1,651.62	225.00
4020 Meeting Room Fee	210.00	100.00
4100 Other Income		
Arts	30.00	
Book Replacement	30.00	
Copies Income	243.30	155.22
Donation Box	25.70	21.00
Fines	42.15	8.00
Misc Income	158.01	22.50
Total 4100 Other Income	529.16	206.72
4200 Restricted Funds Revenue		
Adult Programs	280.00	
Childrens Programs	-303.00	
Grant - STLS	-296.01	
Total 4200 Restricted Funds Revenue	-319.01	
4500 Investment Income		
Capital Gains Distribution		6,363.90
Dividend Income	6,373.00	4,419.12
Interest Income		5.06
Total 4500 Investment Income	6,373.00	10,788.08
Total Revenue	\$8,444.77	\$11,319.80
GROSS PROFIT	\$8,444.77	\$11,319.80
Expenditures		
6100 Payroll Expenses		
6101 Wages	13,763.48	18,100.48
6102 Taxes	1,147.14	1,426.86
6103 Employee Benefits		
Company Contributions		
Retirement	388.42	526.28
Total Company Contributions	388.42	526.28
Total 6103 Employee Benefits	388.42	526.28
Total 6100 Payroll Expenses	15,299.04	20,053.62
6200 Library Materials		
6205 Books-J	336.93	105.15
6210 Books-A	34.95	386.16
6230 Audio	56.44	96.76
6260 DVD	184.34	

Cuba Circulating Library Association

Statement of Activity

June 2023

	TOTAL	
	JUN 2023	JUN 2022 (PY)
6270 Video Games	137.49	
6280 Adult Programming	612.31	
Total 6200 Library Materials	1,362.46	588.07
6300 Restricted Fund Spending	286.23	
6310 Arts Grant Expense	710.17	100.00
6320 Friends Expense		120.00
6345 Lions Club Grant	47.19	
6350 Wilday Grant		809.09
6370 Memorials & Gifts	27.41	63.70
6390 United Way Grant	-3,487.50	490.91
Total 6300 Restricted Fund Spending	-2,416.50	1,583.70
6410 Advertisement		9.50
6420 Custodial supplies	15.46	
6445 Library supplies	157.13	17.27
Library Equipment	30.12	
Total 6445 Library supplies	187.25	17.27
6447 Membership	50.00	
6455 Processing Fee		15.60
6465 Repairs/Building & Grounds	358.03	778.08
6470 Services		
Argentieries	24.00	21.00
Bookkeeper	675.00	600.00
Copier Acme		159.57
Fire Place Clean		193.85
Hotspots	265.78	197.40
Payroll Processing	71.02	
Water Softener	103.00	
Window Cleaner		450.00
Total 6470 Services	1,138.80	1,621.82
6485 Travel	305.49	
6490 Utilities		
Electric	502.05	572.16
Fuel		243.00
Phone	126.97	
Total 6490 Utilities	629.02	815.16
Publicity	-30.00	
Total Expenditures	\$16,899.05	\$25,482.82
NET OPERATING REVENUE	\$ -8,454.28	\$ -14,163.02

Cuba Circulating Library Association

Statement of Activity

June 2023

	TOTAL	
	JUN 2023	JUN 2022 (PY)
Other Expenditures		
Anniversary (Net)		
Anniversary Donations		-886.00
Anniversary Expenses		32.94
Total Anniversary (Net)		-853.06
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-4,151.82	
Children's Area Remodel Expenses	26,859.65	6,500.00
Total Children's Area Remodel (Net)	22,707.83	6,500.00
Total Other Expenditures	\$22,707.83	\$5,646.94
NET OTHER REVENUE	\$ -22,707.83	\$ -5,646.94
NET REVENUE	\$ -31,162.11	\$ -19,809.96

Cuba Library Director's Monthly Report

June 2023

	June 2023	June 2022	May 2022	June 2021	June 2020
Circulation	2419 (adult 1143) (J/YA 1276)	2194 (adult 1055) (J/YA 1139)	2204 (adult 1111) (J/YA 1093)	2216 (adult 1192) (J/YA 1024)	472 (adult 269) (J/YA 203)
Holds Filled	330	326	310	416	3
New Library Cards	33	32	19	43	2
Libby (eBooks)	425	467	482	448	548
Wifi Use	296	423	396	280	84
Visits to website	717	889	853	996	644
Door Count	7031	2042	1742	1545	

Upcoming Programs

see Summer Reading Brochure

Programming: We held the Beaded Strawberry Pin Cushion classes on June 14-15 taught by Samantha Jacobs. This was the last of Samantha's beading classes and they were all very well received. We've had multiple requests for her to return again for future classes. Jane Gram finished up her six-week Chair Yoga class and Linda Botens started teaching Chair Aerobics on Thursday mornings. On June 26 we held a class for those interested in learning how to grow their own mushrooms. There was so much interest in this class that we've scheduled a second session to be held in August.

Grants: Much of this month has been spent working on the grants for phase II of the Children's area renovation. I presented to STLS on June 28 and have already received notice that STLS approved our grant for \$128,584. The next phase is to work with STLS to submit to New York state by August 25. This is a much quicker turn around than in previous years.

I present to Southern Tier West for our ARC grant proposal on July 18. We are asking for \$209,275 from this grant. If approved, we will need a sponsoring federal agency. I've been working with Howard Kunz and Tom Becker through the USDA Rural Development office in hopes that they will take on our project.

Community: I assisted with the Chamber of Commerce's Dairy Days activities on June 16-17. On Saturday, Sun-Dance-Kid farms brought their petting zoo to the library from 10-1. It was a great success; we estimate around 600 people came to see the animals. We also set up a booth in front of the library, giving away t-shirts, water bottles, and other library merch. Grow It Forward also set up a booth to promote their organization. Library staff rode on a float in the parade and

used that opportunity to promote registration for the Summer Reading Program. Thank you to Lynn Fulmer, Shauna, Chris, and Dave for building the float, Mike Jeffries for lending us his trailer, and Chris Dalton for driving the float in the parade. A lot of work went into our float this year and the great news is that our float won best in show! We also used this day as an open house to showcase new children's area and the library was so busy. We had new people in and out all day long and many new library card sign ups. It was a very successful day all around.



Youth Services Monthly Report: June 2023

Storytimes

Storytimes were on a brief hiatus to prepare for Summer Reading. Summer Reading began on June 26th with programs. Preschool had 1 storytime and K-3 had one storytime.

Teens/Tweens

Tweens and teens were on a brief hiatus to prepare for Summer Reading. However, fifteen CRCS students volunteered in and around the library for their Day of Service. Tweens had one STEAM program the first week of summer reading.

Outreach

I spent two days promoting the summer program to CRCS classes. Overall, fourteen classes came to the auditorium to see my presentation for summer. I read a scanned version of Thank You, Omu by Ogé Mora and talked about the prizes and rewards for summer. Additionally, 1 CRCS class came for a visit separate from the summer promotion. I also visited both Head Start groups.

Other

We all attended STLS' Continuing Education Day in Corning. I went to sessions on Youth Services, the next solar eclipse, Blue Cloud Analytics, and the upcoming switch from our current email system to Microsoft Office 365.

During Dairy Days, I was inside giving informal tours of the renovation and talking to people about summer programs.

The Leadership Allegany group met twice, once in Houghton for a curriculum session and once for our Judicial Day, which was both at the county building in Belmont as well as the jail. It was interesting to meet both sides of the system, including attorneys for both the prosecution and defense.

Upcoming Programs

***see Summer Brochure**

June 2023 Programming

June 8	CRCS Summer Promotion	8 classes, 120 students, 12 adults
June 13	CRCS Summer Promotion	7 classes, 82 students, 9 adults
June 15	Mrs. VanDamme Class Visit	14 students, 1 adult
June 26	Pre-K Summer Storytime	14 children, 10 adults
	Kids Summer Storytime	15 children, 8 adults
June 27	Summer Rec Visit	21 children, 2 adults
	Hula Hooping	24 children, 5 adults
	Tween STEAM (DIY Wigglebots)	2 children
June 28	BubbleMan	97 mixed ages

Maintenance Report 6/1 - 7/1/2023

1. Mowed and trimmed lawn a couple times.
2. fixed floor tile and strip in basement by elevator door.
3. fixed ceiling tiles in Men's room, moved for renovation to drill thru floor.
4. Made a couple pieces of temporary trim for baseboard
5. Helped build float for Dairy Days parade.
6. Helped Christian organize video/game cables in new game area. Added power strip to wall behind TV.
7. I tried to fix dehumidifier, cleaned, tested, something not working correctly, shuts off after about 10 mins running throwing E0 code. Probably need to get a new one.
8. Will need to replace a couple window wood sill plates on back in youth section windows. getting very rotted.
9. Replaced light bulb in Utility room under back stairs where garbage cans are stored per work order.
10. Moved bookcase from hallway to Book Room for Pat.

DISASTER PLAN / PRESERVATION PLAN
COMMITTEE MEETING
JUNE 26, 2023

Present: Tina Dalton, Sharry Semans
Wendy Sprague (Absent due to family emergency)

Preservation Plan:

We reviewed the lengthy report submitted to us by the Documentary Heritage Preservation Services of NY (DHPS/NY). They actually met with us on March 22, 2023, and toured the Library and examined our history collection, paintings, and other materials we presently own. The object was to assist us in preservation of these materials.

This report is 71 pages long, and very detailed. If anyone wants a copy, please ask Tina.

Starting from the top and including only what we feel is relevant:

1. It was recommended that we add a goal to establish a Collection Management Policy and a Preservation Plan in 1 – 3 years into our long term goals. We feel this task should go to the Long Term Planning committee.
2. Then, during that time period, we felt we could enhance our Collection Development Policy by creating a companion Collection Management Policy. This Policy would include a subsection on local history, i.e., do we intend to grow our collection, or just collect as it comes to us, etc.
3. **ACTION NOW:** It was recommended we get water detectors. So, we will ask the BOT if they are interested in getting water detectors or if the sump pump is enough.
4. It was recommended we keep a log on temperature and humidity, tho they believe we are doing well in that area. Tina advised she has just purchased two Wi-Fi thermostats, which have humidity readers. She will check to see if it has a log feature. But we are not really too concerned about this issue.
5. It was recommended we get a security camera on the history collection. Tina is pricing additional cameras and will include this in her search.
6. We do not have any concerns regarding security in general.
7. It was recommended we find a cleaner other than Endust. Tina and Colleen will work on that issue.
8. There is concern over the way we keep the original landscape drawing and blueprints, as they are folded and not in proper boxes, etc. Tina is going to check to see if we can get these materials digitized at St. Bonaventure. Also, we talked about what or if St. Bon would be able to help us with getting originals stored correctly, and maybe even archiving the originals at St. Bon.
ACTION NOW: Is anyone on the BOT opposed to working with St. Bon, and possibly get an intern or two to help with digitizing and/or archiving originals there?
9. It was recommended we have the fire dept come in and do a walk through the building. Tina will try to arrange. We can speak to them again about an outside lock box.

10. Our bookshelves are made from oak (we think), and that is not a good wood for keeping books (pp 43-45 of the report). Something to think about.

11. One of the big items is that we do not have enough storage space. We have knocked this around a lot. Still do not have an answer. **ACTION NOW:** Open to suggestions.

12. The biggest question is, if there is an emergency, we have to determine which of the materials are the most important to get out of the building, how we would get the materials out of the building, and even how the emergency responders would know to get them out of the building. **ACTION NOW:** Open to any suggestions.

These are the highlights of the report. Other issues were discussed in the report. However, we have already solved those issues, or we did not feel they really pertain to us.

Regarding the Disaster Plan, we did not have time to discuss.

In addition, as I have to leave the Board in December, I feel we may want to get someone else on this Committee now, so we could have a smoother transition.

Sharry Semans, Chair.

743526

~~Invoice~~

SOLD TO <i>Cuba Library</i>	SHIP TO <i>Cuba Carpet Care</i>
ADDRESS	ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP

CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.	DATE 6/23/23
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[illegible]

6/27/23

Cuba Library
39 E Main St
Cuba, NY 14727



Dear Tina,

On behalf of **Doyle Security Systems**, we are pleased to present the following comprehensive proposal for installing a security system. Every effort has been made to ensure that this proposal is complete with an equipment list and scope of work. The equipment proposed in this document is both modular and expandable so as to meet your current and future needs. If there are any oversights in this document, please do not hesitate to bring them to our attention.

Please visit our website for information regarding our company and the many resources that are available for your use. You can find us on the web at www.GoDoyle.com. **Doyle Security Systems** prides itself in delivering the best customer service experience known to our industry. Several years ago we adopted a program that employees named Promise & Deliver! The program was developed to empower all of our employees to deliver customer service at a level that would not only meet but exceed your expectations.



We encourage you to provide feedback to us at any time. If your experience is a good one we certainly want to hear about that, but maybe even more important is the lessons we can learn if we have failed to meet your expectations. To contact us you can send an email to **PromiseandDeliver@GoDoyle.com**. You will also find several other means of contact on our website.

Connect With Us:



[Facebook.com/GoDoyle](https://www.facebook.com/GoDoyle)



[@DoyleSecurity](https://twitter.com/DoyleSecurity)



1-866-GO-DOYLE

www.GoDoyle.com

System Design

Camera System Option 1 (with 12 total cameras and 32-channel recorder)

Doyle will be updating the existing **Camera System** and installing **1 New 32-Channel Recorder** (holds up to 32 total cameras) with **8 Terabytes of Storage** (approximately 30-days recorded history) and **12 New Indoor/Outdoor 5 Megapixel Turret Cameras**.

Proposed Camera Locations Include:

- **1 Children's Area**—In the Back Corner covering full space.
- **2 Adult Room**—1 in each Corner covering full space including entry and exit into room.
- **1 Lower Story Time Room**—In the Back Corner covering full room and both entry and exits
- **1 Back Hall**—Looking towards the entry from connecting hallway covering entry/exit and doorways.
- **1 Elevator Foyer**—Covering entry to the Community Room, Entry from Main Front Foyer, Elevator and Hallway.
- **2 Lower Community Room**—1 in each Corner covering Full Space (front and back) and exit/entry into room. Covering entry to the Community Room, Entry from Main Front Foyer, Elevator and Hallway.
- **1 Main Entry Foyer**—Covering entry/exit from outside, Elevator and both Stairwells going up and down.
- **1 Outside Front Corner**—Covering Front of Building including the Sidewalk and Outwards to Street.
- **1 Outside Maple Street Corner**—Covering Entry Stairs, Sidewalks and Outwards to the Street.
- **1 Outside Back**—Far Back Corner, Covering Windows, Greenspace and Outwards.

The following equipment will be installed:

- (1) 32-Channel Recorder w/8Tbs of Storage
 - (12) Indoor/Outdoor 5 Megapixel Turret Cameras
 - (4) POE Switches
- All required wiring, back boxes and labor included.

Installation:	\$11,865.00
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CCTV Quality Assurance Agreement (Covers All Equipment and Service Calls):	\$118.00/mo.
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Doyle Owned Purchase Pricing Option 2

Installation Down Payment (50% of total install price above):	\$5,932.50
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CCTV Quality Assurance w/ Doyle Owned Payment:	\$290.00/mo.
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****Note:** Doyle Owned Advantage plans require a minimum 25% of total sales price down. Above pricing reflects 48-month term and 50% down payment. Pricing can be adjusted to reflect different terms (36 and 60 months) and down payment percentage. Minimum 36-month agreement required.

Camera System Option 2 (with 9 total cameras and 16-channel recorder)

Doyle will be updating the existing **Camera System** and installing **1 New 16-Channel Recorder** (holds up to 32 total cameras) with **8 Terabytes of Storage** (approximately 30-days recorded history) and **9 New Indoor/Outdoor 5 Megapixel Turret Cameras**.

Proposed Camera Locations Include:

- **1 Children's Area**—In the Back Corner covering full space.
- **2 Adult Room**—1 in each Corner covering full space including entry and exit into room.
- **1 Lower Story Time Room**—In the Back Corner covering full room and both entry and exits.
- **1 Elevator Foyer**—Covering entry to the Community Room, Entry from Main Front Foyer, Elevator and Hallway.
- **2 Lower Community Room**—1 in each Corner covering Full Space (front and back) and exit/entry into room. Covering entry to the Community Room, Entry from Main Front Foyer, Elevator and Hallway.
- **1 Main Entry Foyer**—Covering entry/exit from outside, Elevator and both Stairwells going up and down.
- **1 Outside Maple Street Corner**—Covering Entry Stairs, Sidewalks and Outwards to the Street.

The following equipment will be installed:

- (1) 16-Channel Recorder w/8Tbs of Storage
 - (9) Indoor/Outdoor 5 Megapixel Turret Cameras
 - (4) POE Switches
- All required wiring, back boxes and labor included.

Installation:	\$9,455.00
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CCTV Quality Assurance Agreement (Covers All Equipment and Service Calls):	\$96.00/mo.
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Doyle Owned Purchase Pricing Option 2

Installation Down Payment (50% of total install price above):	\$4,727.50
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CCTV Quality Assurance w/ Doyle Owned Payment:	\$230.00/mo.
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****Note:** Doyle Owned Advantage plans require a minimum 25% of total sales price down. Above pricing reflects 48-month term and 50% down payment. Pricing can be adjusted to reflect different terms (36 and 60 months) and down payment percentage. Minimum 36-month agreement required.

***Camera specs:**

The 5 Megapixel IR Turret Cameras contain:

- 24/7 recording
 - 5-megapixel CMOS image sensor, low illuminance, high image definition
 - 5MP max output (2592x1944) at 20 frames per second
 - 130° Diagonal Field of View (horizontal: 98°; vertical: 72°)
 - IR LED Distance up to 164-feet
 - Focal length: 2.8 mm fixed lens
 - Remote access up to 20 users (requires internet)
-

Company History

John A. Doyle established the company on March 17, 1919 in Rochester, New York. Today, John G. Doyle Jr. proudly serves as the fourth generation President and Chief Executive Officer, overseeing operations in Buffalo, Syracuse, Albany and Erie, Pennsylvania, in addition to the corporate headquarters in Rochester. **Doyle Security Systems** proudly protects customers throughout Upstate New York and Northwestern Pennsylvania and takes pride in our commitment to the communities we serve.

Doyle Security Systems is a leading provider of integrated security management products and services. Whether it's Intrusion or Fire Alarm Systems, Access Control Systems, Closed Circuit TV Systems, Maintenance & Inspections or our U.L. Central Station, we take pride in our design, engineering, installation and service expertise. As a certified member of NetOne, an alliance of the 36 largest independent security integrators in the country, we have access to the best products, greatest technical resources and training in the country.

Awards & Affiliations

The Rochester Business Ethics Award (Ethie) is awarded each year to companies that go above and beyond to operate in an ethical manner. Having won the award in 2008, we Doyle Security Systems pride ourselves on treating each of our customers and employees with the respect and care they deserve.

The **Central Station Alarm Association (CSAA)** recognizes companies with strong and dependable central stations by certifying them as a **"Five Diamond Central Station"**. This indicates that the central station has a Commitment to random inspections and quality criteria standards by a nationally recognized testing laboratory, the highest levels of customer service, ongoing job-related education and testing by having 100% of its central station operators certified using the CSAA online training series and reducing false dispatches.

An A+ rating from the Better Business Bureau assures that Doyle Security Systems has a low complaint volume and quickly and effectively addresses all of those few complaints. We promise the best customer service in the industry.

Security Distributing & Marketing (SDM) magazine awards an annual **"Dealer of the Year"** to "recognize one company every year that demonstrates unmistakable success, a high level of innovation, the use of industry best practices, and notable growth and accomplishments in the security dealer industry." Doyle Security Systems received this honor in 1997.

In 2010, **CSAA** named Doyle Security Systems their **"Central Station of the Year"**. This recognizes our continued focus on excellent service that is quick, accurate and meaningful.

The Doyle Advantage

Service

At **Doyle Security Systems**, providing excellent customer service is our top priority. With New York offices in Buffalo, Rochester, Syracuse & Albany, as well as one in Erie, PA, we have the ability to respond quickly and with care to any customer need. **Our Five-Diamond Central Station Certified, located in Rochester, is professionally staffed 24/7/365 to guarantee a fast and effective response to each alarm or call.**

People

Our service excellence begins with having quality employees at all levels. At **Doyle Security Systems**, we feel we have the very best talent that the industry has to offer. Our service and installation technicians have an average of over 12 years of experience in the security industry and are constantly receiving training on new products and installation techniques. From our knowledgeable technicians to our caring service department to friendly sales team, **you'll always be working with someone whose top priority is to help bring you peace of mind.**

Product

As an independent company, we are not bound to any single manufacturer, meaning we are free to choose from the best products in the industry. This allows us to tailor the best product at the most reasonable price to fit your exact wants and needs. We use only open-sourced hardware which provides you great advantages over our national competitors who use propriety hardware. Proprietary hardware locks you into that equipment. Upgrading to new technologies or even the freedom to change companies in the future is limited and very expensive. Our open-sourced hardware provides you great flexibility to upgrade technology in the future or even switch companies if needed. **Made simple: We hold ourselves accountable to provide the best product alongside the best customer service.**

Price

We understand that for any relationship to be long lasting it must be mutually beneficial. We also understand that the customer is looking for the highest quality service for the best price. We pledge to you that we will always charge a fair price in return for quality workmanship that is second-to-none.

U.L. Listed Emergency Response Center

At **Doyle Security Systems**, we take pride in the fact that we have owned and operated our own U.L. Listed Emergency Response Center for over 32 years. Due to the expense of operating a U.L. Emergency Response Center, many alarm companies utilize only an answering service that does not meet U.L. standards. U.L. has many requirements that other monitoring stations do not follow such as:

- Mandating the number of operators per shift
- Backup disaster facility
- Uninterrupted power supplies
- Yearly U.L. inspections

In choosing **Doyle Security Systems** for your security needs you can be sure that our Emergency Response Center meets the most rigorous standards of U.L. and is consistently searching for and investing in emerging technology.

Team of Professionals

We feel **Doyle Security Systems** consists of the very best talent the industry has to offer, and is more than capable of providing our customers with quality craftsmanship, and the impeccable follow up service that you require. We are fully dedicated to complete customer satisfaction and have the resources to follow through on that commitment.

Doyle Security Systems reviews the content and scope of work on major system installations. We make every attempt to match the proposed scope of work with the best-trained technicians for the project. In order for each project to flow smoothly, **Doyle Security Systems** has identified the following team of professionals to handle your comprehensive security needs. Should you have any questions concerning the installation and service of your account, please contact any one of the following individuals at the phone numbers listed below:

President & CEO: **John G. Doyle, Jr.** (585) 461-6500

Chief Operating Officer: **Kevin Stone** (585) 242-1670

Director of Sales: **Todd M. Julien** (585) 242-3546

Security Consultant: **Sean Kavanaugh** (585) 734-1268

Director of Operations: **Glen Simmons** (716) 686-0814

Customer Requirements

- Customer is required to provide access to all areas affected by the scope of work.
- Customer is required to provide access to a 110-volt power where needed for equipment. If **Doyle Security Systems** is providing alarm monitoring the customer is responsible to provide access to a standard telephone line (only if a cell communicator is not being used). If a return trip is required to connect the phone line a minimum additional charge of \$125 will be billed to the customer.
-

Notes

- The attached proposal includes a '**Scope of Work**'. If the '**Scope of Work**' changes or the customer requests additions to the original proposal additional charges will apply.
- This proposal does not include applicable taxes, alarm fees, or permits.
- **Doyle Security Systems** employees are not trained on and may not work on customer's network or Internet devices.
- If you are using **Voice Over IP (VOIP)** phone infrastructure and layout **Doyle Security Systems** holds no responsibility for the performance or stability of the phone service. Customer understands that power outages and loss of internet service will prevent the alarm system from communicating with the Emergency Response Center.

Thank you for allowing **Doyle Security Systems** the opportunity to provide you with a quote for services. We look forward to working with you and pledge our best efforts both now and in the future to meet and **exceed** your security and customer service

expectations. I trust this proposal meets with your approval. However, should you have further questions or comments, please feel free to contact me at your convenience.

Best,

Sean Kavanaugh

81 Benbro Drive, Suite 400

Buffalo, NY 14225

585-734-1268

Statement of Concern about Library Resources

Name _____ Date _____

Address _____ Phone _____

Resource on which you are commenting:

Title _____ Author _____

Program _____

1. What brought this resource to your attention?
2. To what do you object? (be as specific as possible)
3. Have you read/listened to the entire content?
4. What are your specific concerns about this resource?
5. What do you want the librarian to do with the material?

Resolution:

App: April 9, 2007

Rev: December 13, 2010

Rev: December 14, 2020