

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

Monday, Aug. 14, 2023
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the July 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. Security Camera Estimates
 - ii. Book Challenges/Collection Development Policy
 - iii. Children's Safety Policy
10. New Business
 - i. Tree Bid
 - ii. Endowment transfer
 - iii. Library Card Application
11. Executive Session, as needed
12. Adjournment

**Cuba Circulating Library
Board of Trustees Monthly Meeting Minutes
Monday, July 17, 2023**

Present: Lin Assink, Tom Donahue, Wendy Sprague, Sharry Semans, Faith Stewart, and Brad Weaver

Absent: Denean Emerson (phone connection), Lionel Legry, Jill Schwab

Also Present: Tina Dalton, Pat Ash

Call to Order: Faith called the meeting to order at 5:26 PM.

Public Comments: None

Friends' Report: Pat Ash gave her report on the Friends of the Library activity (Upcoming Cheers, Cheese & Chocolate Event, August 4th.)

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

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

Corresponding Secretary's Report: NTR

Director's Report: (See attached.)

Committee Reports

Planning: Nothing to report.

Finance: Nothing to report.

Building and Grounds: Watering schedule for the flowers was circulated and thanks to all for their participation. Water hose reel was replaced.

Personnel: Reminder to turn in evaluation forms.

Technology: Nothing to report.

Liaison with Friends: Nothing to report.

Education: NTR

Ad hoc Committees

Children's Area Renovation: Meeting dates set for phase II planning. (7/20/23 at 3:30 PM)

Disaster Plan: DHPSNY final draft report delivered.

Unfinished Business

Duct Cleaning: Motion to approve Cuba Carpet Services duct cleaning estimate made by Tom, seconded by Lin and approved by the board.

New Business

Security camera estimates: Estimates for additional camera, recorder and service plan provided for consideration and discussion. More information on the service plan requested.

Book Challenges: Modifications suggested to the book challenge form to specify service area residence and library cardholder status as requirements for challengers. Tina will draft for August board meeting.

Children Safety Policy: NTR

Executive Session: The Board entered executive session to discuss a legal issue on a motion made by Tom and seconded by Lin at 6:14 PM. The Board exited executive session on a motion by Wendy and seconded by Lin at 6:52 PM.

Adjournment: Motion to adjourn was made by Lin and seconded by Tom. Meeting was adjourned at 6:53 PM.

Report submitted: Brad Weaver, Secretary

**Cuba Circulating Library
Board of Trustees Meeting Minutes
Thursday, Aug 3, 2023**

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

Absent: Lionel Legry, Lin Assink

Also Present: Tina Dalton

Call to Order: Faith called the meeting to order at 5:29 PM.

Sharry made a motion to waive the agenda for the meeting. Tom seconded the motion and it was approved.

Executive Session: The following motion to enter executive session was made by Sharry, seconded by Wendy, and approved at 5:32 p.m.: Be it resolved that the board shall temporarily adjourn the meeting to confer per section 108(3) of the Open Meetings law to discuss an attorney-client privileged memo from our attorney. When such review per 108(3) is over, the meeting shall resume.

Upon completing the review, the board exited executive session, per section 108(3), on a motion by Faith and seconded by Sharry at 5:45 PM.

Adjournment: Motion to adjourn was made by Brad and seconded by Denean. Meeting was adjourned at 5:47 PM.

Report submitted: Brad Weaver, Secretary

Cuba Circulating Library Association

Budget vs. Actuals

January - July, 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	4,111.33		-4,111.33	
4020 Meeting Room Fee	710.00	750.00	40.00	5.33 %
4100 Other Income				
Arts	325.00		-325.00	
Book Replacement	97.99		-97.99	
Copies Income	1,714.69	2,000.00	285.31	14.27 %
Donation Box	260.64	400.00	139.36	34.84 %
Fines	138.40	200.00	61.60	30.80 %
Misc Income	284.68	400.00	115.32	28.83 %
Total 4100 Other Income	2,821.40	3,000.00	178.60	5.95 %
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	
United Way	3,687.50		-3,687.50	
Total 4200 Restricted Funds Revenue	18,626.27	2,000.00	-16,626.27	-831.31 %
4500 Investment Income				
Capital Gains Distribution	0.00		0.00	
Dividend Income	10,563.51		-10,563.51	
Interest Income	28.48		-28.48	
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	218,314.99	26,223.00	-192,091.99	-732.53 %
Budget Carryover		31,978.00	31,978.00	100.00 %
Total Revenue	\$244,583.99	\$297,472.00	\$52,888.01	17.78 %
GROSS PROFIT	\$244,583.99	\$297,472.00	\$52,888.01	17.78 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	98,353.51	172,687.00	74,333.49	43.05 %
6102 Taxes	9,009.78		-9,009.78	
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 - July, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6102 Taxes	9,009.78	15,481.00	6,471.22	41.80 %
6103 Employee Benefits				
Company Contributions				
Retirement	2,810.71	5,500.00	2,689.29	48.90 %
Total Company Contributions	2,810.71	5,500.00	2,689.29	48.90 %
Health Insurance		500.00	500.00	100.00 %
Total 6103 Employee Benefits	2,810.71	6,000.00	3,189.29	53.15 %
6105 Ins - Disability		1,060.00	1,060.00	100.00 %
Total 6100 Payroll Expenses	110,174.00	195,228.00	85,054.00	43.57 %
6200 Library Materials				
6205 Books-J	2,313.88	4,500.00	2,186.12	48.58 %
6210 Books-A	4,015.72	7,500.00	3,484.28	46.46 %
6220 Serials	968.98	1,300.00	331.02	25.46 %
6230 Audio	748.90	1,000.00	251.10	25.11 %
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	1,099.67	1,500.00	400.33	26.69 %
6270 Video Games	530.12	1,000.00	469.88	46.99 %
6280 Adult Programming	1,687.04	1,200.00	-487.04	-40.59 %
6285 Childrens Programming	338.35	1,200.00	861.65	71.80 %
6290 STLS cost share	10,774.00	10,774.00	0.00	0.00 %
Total 6200 Library Materials	26,262.86	34,031.00	7,768.14	22.83 %
6202 Book Replacement	-7.14		7.14	
6300 Restricted Fund Spending	275.00		-275.00	
6310 Arts Grant Expense	4,066.12		-4,066.12	
6330 Manley Grant expense	524.71		-524.71	
6345 Lions Club Grant	313.08		-313.08	
6350 Wilday Grant	1,513.66		-1,513.66	
6355 STLS Outreach	481.86		-481.86	
6360 DFY Grant	257.43		-257.43	
6365 ARPA Grant	2,013.08		-2,013.08	
6370 Memorials & Gifts	2,586.86		-2,586.86	
6380 Dept For Youth Expense	56.87		-56.87	
6390 United Way Grant	6,168.75		-6,168.75	
Total 6300 Restricted Fund Spending	18,257.42		-18,257.42	
6410 Advertisement	145.92	350.00	204.08	58.31 %
6415 Bank fees	0.00	100.00	100.00	100.00 %
6420 Custodial supplies	622.88	700.00	77.12	11.02 %
6425 Discretionary Fund	162.42	500.00	337.58	67.52 %
6430 Insurance				
Ins - Liability Insurance		878.00	878.00	100.00 %
Ins - Property	6,198.06	6,195.00	-3.06	-0.05 %

Cuba Circulating Library Association

Budget vs. Actuals

January - July, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
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	2,171.54	3,600.00	1,428.46	39.68 %
Library Equipment	935.77	1,000.00	64.23	6.42 %
Total 6445 Library supplies	3,107.31	4,600.00	1,492.69	32.45 %
6447 Membership	511.00	600.00	89.00	14.83 %
6450 Postage	236.34	200.00	-36.34	-18.17 %
6455 Processing Fee	334.14	500.00	165.86	33.17 %
6460 Personal Protection Supplies	17.08	300.00	282.92	94.31 %
6465 Repairs/Building & Grounds	1,928.10	7,000.00	5,071.90	72.46 %
6470 Services		649.00	649.00	100.00 %
Alarm System - Doyle	618.52	850.00	231.48	27.23 %
Argentieries	192.00	300.00	108.00	36.00 %
Attorney	2,150.00	3,000.00	850.00	28.33 %
Audit	2,750.00	2,750.00	0.00	0.00 %
Bookkeeper	5,475.00	8,100.00	2,625.00	32.41 %
Computer Tech	484.88	900.00	415.12	46.12 %
Copier Acme	234.15	2,500.00	2,265.85	90.63 %
Fire Extinguishers	48.00	56.00	8.00	14.29 %
Fire Place Clean		200.00	200.00	100.00 %
Hotspots	1,432.84	3,000.00	1,567.16	52.24 %
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	420.00	250.00	-170.00	-68.00 %
Tax Filing (990)		750.00	750.00	100.00 %
Water Softener	325.78	250.00	-75.78	-30.31 %
Window Cleaner		450.00	450.00	100.00 %
Total 6470 Services	14,697.19	24,750.00	10,052.81	40.62 %
6480 Train/conference		1,500.00	1,500.00	100.00 %
6485 Travel	828.06	1,500.00	671.94	44.80 %
6490 Utilities				
Electric	3,693.30	9,000.00	5,306.70	58.96 %
Extended Broadband	900.00	1,800.00	900.00	50.00 %
Fuel	2,497.14	5,300.00	2,802.86	52.88 %
Phone	998.99	1,250.00	251.01	20.08 %
Total 6490 Utilities	8,089.43	17,350.00	9,260.57	53.38 %
6510 Miscellaneous Exp/Discretionary	350.00		-350.00	
6520 Dairy Days Float	125.00		-125.00	
Publicity	39.99		-39.99	
Total Expenditures	\$194,087.76	\$297,472.00	\$103,384.24	34.75 %

Cuba Circulating Library Association

Budget vs. Actuals

January - July, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
NET OPERATING REVENUE	\$50,496.23	\$0.00	\$ -50,496.23	0.00%
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-58,167.58		58,167.58	
Children's Area Remodel Expenses	204,134.63		-204,134.63	
Total Children's Area Remodel (Net)	145,967.05		-145,967.05	
Total Other Expenditures	\$145,967.05	\$0.00	\$ -145,967.05	0.00%
NET OTHER REVENUE	\$ -145,967.05	\$0.00	\$145,967.05	0.00%
NET REVENUE	\$ -95,470.82	\$0.00	\$95,470.82	0.00%

Cuba Circulating Library Association

Statement of Activity

July 2023

	TOTAL	
	JUL 2023	JUL 2022 (PY)
Revenue		
4017 Memorials/Gifts	631.62	450.00
4100 Other Income		
Arts	155.00	80.00
Book Replacement	15.00	12.00
Copies Income	191.75	140.55
Donation Box	49.00	22.50
Fines	12.00	4.00
Misc Income	11.66	54.80
Total 4100 Other Income	434.41	313.85
4200 Restricted Funds Revenue		
Manley Grant		5,000.00
Total 4200 Restricted Funds Revenue		5,000.00
4500 Investment Income		
Dividend Income	175.31	86.92
Interest Income	18.79	0.06
Morgan Stanley		
Endowment Fund		70,000.00
Total Morgan Stanley		70,000.00
Realized Gain/Loss on Investments		8,307.23
Total 4500 Investment Income	194.10	78,394.21
Total Revenue	\$1,260.13	\$84,158.06
GROSS PROFIT	\$1,260.13	\$84,158.06
Expenditures		
6100 Payroll Expenses		
6101 Wages	13,131.62	12,234.65
6102 Taxes	1,083.97	1,018.58
6103 Employee Benefits		
Company Contributions		
Retirement	375.99	357.29
Total Company Contributions	375.99	357.29
Total 6103 Employee Benefits	375.99	357.29
Total 6100 Payroll Expenses	14,591.58	13,610.52
6200 Library Materials		
6205 Books-J	384.74	391.64
6210 Books-A	564.18	633.86
6220 Serials		19.98
6230 Audio	152.29	114.43
6260 DVD	215.33	76.65
6270 Video Games	57.99	53.87

Cuba Circulating Library Association

Statement of Activity

July 2023

	TOTAL	
	JUL 2023	JUL 2022 (PY)
6280 Adult Programming	160.00	
6285 Childrens Programming	18.23	657.03
Total 6200 Library Materials	1,552.76	1,947.46
6300 Restricted Fund Spending		
6310 Arts Grant Expense	1,940.00	
6320 Friends Expense		1,334.71
6345 Lions Club Grant	189.39	
6365 ARPA Grant	2,001.85	
6370 Memorials & Gifts	808.73	26.39
6380 Dept For Youth Expense	56.87	
6385 ARC Grant Expense		8,696.05
6390 United Way Grant	5,438.84	2,486.51
Total 6300 Restricted Fund Spending	10,435.68	12,543.66
6420 Custodial supplies	297.12	58.55
6425 Discretionary Fund	40.00	
6445 Library supplies	262.20	527.75
Library Equipment	514.88	
Total 6445 Library supplies	777.08	527.75
6447 Membership		50.00
6450 Postage	56.70	3.63
6455 Processing Fee	77.35	36.40
6460 Personal Protection Supplies	17.08	
6465 Repairs/Building & Grounds	1,178.03	132.52
6470 Services		
Alarm System - Doyle	102.84	94.35
Argentieries	24.00	21.00
Bookkeeper	675.00	600.00
Computer Tech	4.88	
Fire Extinguishers	48.00	40.00
Hotspots	263.40	197.40
Rug Shampoos	420.00	
Water Softener	56.50	61.50
Total 6470 Services	1,594.62	1,014.25
6485 Travel	72.84	110.00
6490 Utilities		
Electric	435.97	746.57
Extended Broadband	450.00	450.00
Fuel	1,193.27	243.00
Phone	253.96	117.95
Total 6490 Utilities	2,333.20	1,557.52

Cuba Circulating Library Association

Statement of Activity

July 2023

	TOTAL	
	JUL 2023	JUL 2022 (PY)
6510 Miscellaneous Exp/Discretionary	350.00	
6520 Dairy Days Float	125.00	
Ask Accountant		0.00
Total Expenditures	\$33,499.04	\$31,592.26
NET OPERATING REVENUE	\$ -32,238.91	\$52,565.80
Other Expenditures		
Anniversary (Net)		
Anniversary Donations		-521.00
Anniversary Expenses		347.70
Total Anniversary (Net)		-173.30
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-50.00	
Children's Area Remodel Expenses	97,780.65	
Total Children's Area Remodel (Net)	97,730.65	
Total Other Expenditures	\$97,730.65	\$ -173.30
NET OTHER REVENUE	\$ -97,730.65	\$173.30
NET REVENUE	\$ -129,969.56	\$52,739.10

Cuba Circulating Library Association

Statement of Financial Position

As of July 31, 2023

	TOTAL	
	AS OF JUL 31, 2023	AS OF JUL 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	13,004.71	81,561.87
1090 Savings	56,397.32	11,672.19
Total Bank Accounts	\$69,402.03	\$93,234.06
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	37,964.86
American Fundamental Inv A	44,966.73	51,885.35
American Funds Mortgage A	22,979.12	29,988.57
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	16,743.89	21,783.69
American Inv Co of Amer A	20,621.83	25,984.29
American Short-Term Bond A	22,677.57	29,538.97
American WA Mutual A	88,968.42	109,648.18
Cash, BDP, and Money Market Fds	1,311.57	6,494.21
Stocks	807.77	802.42
Unrealized Gain/Loss	78,228.06	94,627.61
Total 1303 Endowment Investment	648,784.03	803,386.09
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

Cuba Circulating Library Association

Statement of Financial Position

As of July 31, 2023

	TOTAL	
	AS OF JUL 31, 2023	AS OF JUL 31, 2022 (PY)
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	1,554.43	1,559.90
Total 1306 Adams Mem Book Fund Investment	14,335.56	13,638.00
1400 Prepaid Fee	0.00	190.00
Repayment		
Travel Reimbursement	0.00	0.00
Total Repayment	0.00	0.00
Total Other Current Assets	\$663,119.59	\$817,214.09
Total Current Assets	\$732,521.62	\$910,448.15
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
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,099,639.95	\$1,304,459.25

Cuba Circulating Library Association

Statement of Financial Position

As of July 31, 2023

	TOTAL	
	AS OF JUL 31, 2023	AS OF JUL 31, 2022 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	34,012.64	10,585.92
Total Accounts Payable	\$34,012.64	\$10,585.92
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	370.82	0.00
Federal Taxes (941/944)	1,312.84	1,247.06
NYS Employment Taxes	79.44	628.67
NYS Income Tax	511.62	720.44
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	2,274.72	2,596.17
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	-17.08	0.00
Total Other Current Liabilities	\$2,257.64	\$2,596.17
Total Current Liabilities	\$36,270.28	\$13,182.09
Total Liabilities	\$36,270.28	\$13,182.09
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	79,962.35	96,339.16
3550 Realized Gain/Loss Equity	-24,138.23	-56,836.60
3800 Restricted Fund	10,000.00	10,000.00
3900 Fund Balance	1,093,016.37	1,318,480.14
Net Revenue	-95,470.82	-76,705.54
Total Equity	\$1,063,369.67	\$1,291,277.16
TOTAL LIABILITIES AND EQUITY	\$1,099,639.95	\$1,304,459.25

Cuba Library Director's Monthly Report

July 2023

	July 2023	June 2023	July 2022	July 2021	July 2020	July 2019
Circulation	3460 adult 2195 J/YA 1265	2419 (adult 1143) (J/YA 1276)	2699 adult 1175 J/YA 1524	3051 adult 1438 J/YA 1613	1718 adult 967 J/YA 751	4638 adult 2899 J/YA 2303
Holds Filled	330	330	339	417	3	457
New Library Cards	32	33	29	26	2	32
Libby (eBooks)	479	425	511	428	499	378
Wifi Use	394	296	379	273	117	
Visits to website	849	717	930	1028	702	
Door Count	4693	3500	2410	2026		

Upcoming Programs

Every Thursday @ 10	Chair Aerobics	Linda Botens
Mon, Aug. 7 @ 5:30	Weaving with Sweetgrass	Penny Minner
Tues., Aug. 8 @ 6:00	Stop the Bleed	Linda Botens
Sat., Aug. 12 @ 10:00	Leather Valet Tray	Clifford Redeye
Wed., Aug. 16 @ 6:00	Grow Your Own Mushrooms	Samuel Warren
Sat., Aug. 26 @ 9:30	Watercolors	Theresa Heinz

Summer Reading Program: I'm happy to report that our Summer Reading Program has been a great success this year. We have had good attendance at programs, the library is busy almost all the time, and circulating numbers are significantly increased. Patrons have enjoyed picking out books for the library's collection for their prizes, and the number of people enrolled in the Summer Reading Program has increased over last year. We will have final numbers for the August report. We've had a great summer youth employee through Allegany County SYEP, Maximo Riquelme. He's caught on quickly and been eager to help out any way he can, never letting the craziness of summer reading overwhelm him.

Grants: I presented our ARC grant proposal to Southern Tier West on July 18. The presentation went well, and the feedback I received from the board was that they saw a need for our project. However, we were ranked "medium" and put on a waitlist. I've been advised by the grant coordinator to go ahead and submit the final application because funds often become available

later in the year. She feels our construction project has a high likelihood of still obtaining ARC funding at a later date.

Professional Activities: I attended the Directors' Advisory Council in Montour Falls on July 26 where I chaired the meeting. This leadership opportunity has really given me room to grow and meet other STLS directors in ways I haven't before. While it has taken me out of my comfort zone a bit, I am enjoying meeting new people and learning from my colleagues.

I'm volunteering as a research assistant in the New York Library Associations Pathways to Librarianship research project. The ultimate goal of this project is to find ways to creating an equitable, straightforward path to librarianship for all people. My part in the project is interviewing people in the Southern Tier who have found the path to librarianship challenging, to help determine what are the stumbling blocks that stand in the way of that path.

Youth Services Monthly Report: July 2023

Storytimes

We had two regular library storytimes each week, one for ages 2-4 and one for grades K-3. We did themes of friends, kindness, mail, the world, and community. We made simple friendship bracelets. We painted kindness rocks to hide around town. We also made cards for nursing home residents at Cuba Memorial.

Teens/Tweens

Teens and tweens both had friendship bracelet classes taught by Shauna. We had a teen game night with pizza that went very well. We did a Science of Ice Cream activity: making ice cream in a bag. The tweens also had a Magic of Money activity where they were tasked with spending an imaginary million dollars, with a few guidelines.

Outreach

Summer Rec visited four times, each CRCS Summer school class visited three times, and each BOCES class visited three times. These groups also received free books.

Other

Our bigger programs were Tom Sieling (musician), Tanglewood Nature Center, The Great and Powerful Dave, and The Wondermakers.

I participated in two Leadership Allegany sessions, one curriculum discussion on congruence. Our second session was our industry day on recreation in Allegany County.

Upcoming Programs

The last week of summer reading is the first week of August. After that, there are fewer programs.
8/23 On the Farm storytime with NY Little Miss United States Agriculture.

July 2023 Programming

July 3	Pre-K Storytime	14 children, 9 adults
	K-3 Storytime	9 children, 6 adults
July 5	Summer Rec Visit	11 children, 2 adults
	Tom Sieling	44 mixed ages
July 6	Tween Friendship Bracelets	6 children, 1 adult
	Teen Friendship Bracelets	2 teens
July 10	Pre-K Storytime	10 children, 8 adults
	K-3 Storytime	14 children, 7 adults
July 11	Summer Rec Visit	12 children, 1 adult
	SS Kindergarten	13 children, 2 adults
	SS 1st Grade	5 children
	STEAM Ice Cream	5 children
July 12	SS 3rd-5th	13 children, 4 adults
	SS 2nd	8 children, 3 adults

	Tanglewood Nature Center	97 mixed
July 13	BOCES SS 1	11 children, 9 adults
	BOCES SS 2	15 children, 19 adults
	BOCES SS 3	11 children, 11 adults
July 17	Pre-K Storytime	8 children, 6 adults
	K-3 Storytime	11 children, 7 adults
July 18	Summer Rec Visit	10 children, 1 adult
	SS Kindergarten	10 children, 2 adults
	SS 1st Grade	5 children, 2 adults
	Teen Games	3 teens
July 19	SS 3rd-5th	14 children, 4 adults
	SS 2nd	10 children, 4 adults
July 20	BOCES SS 1	11 children, 9 adults
	BOCES SS 2	9 children, 9 adults
	BOCES SS 3	14 children, 15 adults
	BOCES SS 4	12 children, 12 adults
July 22	Great and Powerful Dave	32 mixed
July 24	Pre-K Storytime	7 children, 5 adults
	K-3 Storytime	12 children, 7 adults
July 25	Summer Rec Visit	13 children, 1 adult
	SS Kindergarten	15 children, 2 adults
	SS 1st Grade	5 children, 2 adults
	STEAM Money	2 children, 1 teen
July 26	SS 3rd-5th	14 children, 4 adults
	SS 2nd	8 children, 4 adults
	Wondermakers	44 mixed
July 27	BOCES SS 1	11 children, 11 adults
	BOCES SS 2	10 children, 11 adults
	BOCES SS 3	2 adults, 2 children
	BOCES SS 4	7 adults, 7 children
July 31	Pre-K Storytime	9 children, 6 adults
	K-3 Storytime	10 children, 5 adults

Maintenance Report 7/1 - 8/1/2023

1. Fixed carpet strip in community room near back door exit (per workorder from Colleen)
2. Installed new Dehumidifier in Community room
3. Fixed down spout elbow in back by side door.
4. Mowed and trimmed. Trimmed Hedges
5. touched up rip in drywall by rear community room door. (per workorder from Colleen)
6. hopefully contacted a contractor that will bury the sump drain out front. supposed to meet if any questions and get us a quote. Redemption Contracting (here in cuba). others never returned calls or show up for estimate.

7/20/23

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 13 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 **13 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 Lower Storage Room**—
- **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

(13) Indoor/Outdoor 5 Megapixel Turret Cameras

(4) POE Switches

All required wiring, back boxes and labor included.

Purchase Pricing Option 1 (with CCTV quality assurance plan)

Installation: **\$12,265.00**

CCTV Quality Assurance Agreement (Covers All Equipment and Service Calls): \$124.00/mo.

Purchase Pricing Option 2 (without CCTV quality assurance plan)

Installation: **\$16,265.00**

***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

Standard Service Agreement



BETTER COVERAGE

Includes parts and labor for any malfunctioning equipment



PEACE OF MIND

No sudden expenses when equipment requires repair



FIXED PRICING

Budget better with a fixed cost you can count on



ANNUAL INSPECTION

Schedule yearly inspections to keep your system in top operating condition



Extended Warranty

Warranty on parts and labor, excluding batteries, for the duration of your contract with Doyle.

Lifetime Repair

Doyle Security will repair any part that fails under normal use at no additional charge for the duration of the contract.

Lifetime Replacement

Should any item fail beyond repair, Doyle Security will replace it with a similar or better item at no cost to you.

Service is available during normal working hours of 8:00 am-4:30 pm Monday-Friday, excluding holidays. After-hours service is available for an additional fee.

Exclusions:

Doyle Service Agreement does not cover damage by lightening, electrical surge, fire, smoke, acts of God, or any other cause beyond our control.

Damage caused by accident, misuse, attempted or unauthorized modification, or improper installation by anyone other than Doyle Security is not covered. Battery replacement not included.

End of life of devices is not covered.

*Upgrade your Doyle Service Agreement to cover batteries for an additional fee.

Cuba Circulating Library

COLLECTION DEVELOPMENT POLICY

PURPOSE: To select materials using knowledge of our community and reflecting the diverse community we serve.

POLICY:

The Library Director and staff will utilize professional judgment and expertise in making collection development decisions, including decisions about choosing titles and selecting locations for materials. Anticipated demand, community interests, strengths and weaknesses of the existing collections, system-wide availability, physical space limitations, acquisitions procedures, and available budgets are all factors taken into consideration. Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. Highest selection priority is given to those materials in all formats having the broadest appeal.

The Library Director and staff will use their training, subject knowledge, and the selection criteria to identify collection goals and priorities for the library's collection. The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected. Certain materials are selected to address local community needs.

Content

- Accuracy of information
 - Comprehensiveness
 - Enduring significance or interest
 - Integrity
 - Purpose
 - Quality
 - Representation of controversial or diverse points of view
-
- Cost in relation to use and/or enhancement to the collection
 - Critical reviews
 - Current and anticipated appeal
 - Format
 - Local interest
 - Relation to the existing collection
 - Relation to other resources in the community
 - Significance of the author/creator or publisher
 - Suitability of subject and style for intended audience
 - Support of library programs and initiatives
 - Timeliness

Sources for selection decisions encompass, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade

bibliographies, and patron requests and recommendations. The library strongly encourages patron input. All patron requests and recommendations are subject to the selection criteria outlined above.

Gifts:

Books that are donated to the library as gifts are added to the library's collection using the same criteria as that used for new books. Individuals making donations of gift materials are informed that if the library does not need the title, it will be given to Friends of the Cuba Library, Inc. for their book sale(s).

The library is pleased to accept monetary gifts intended for the purchase of library materials when the donors' intentions for gifts and the library's collection development objectives are consistent.

Collection Evaluation & Maintenance

Once materials have been added to the library's collection, they are managed through an assessment and evaluation process to ensure that ongoing collection priorities are met; that collections remain up to date, balanced, and attractive; and that space limitations are minimized. This process identifies items for replacement, retention or de-selection. Library staff utilize professional judgment and expertise in deciding which materials to retain, replace, repair, or de-select.

De-selection (removing items from the collection) is an integral part of collection development. De-selected materials will, at the library's discretion, be donated to Friends of the Cuba Library, Inc. for book sales, or disposed of through other means determined by the library. The library retains those materials that continue to have enduring or permanent significance to its mission and overall collection goals.

Along with the same criteria used to select new materials, general criteria for retaining, replacing, repairing or de-selecting include:

- Availability of item in alternative formats
- Feasibility, cost of repair
- Historical significance, interest, or value
- Physical condition
- Relative usefulness of item
- Space considerations
- Superseded, inaccurate, or out-of-date content
- Usage data and statistics

Intellectual Freedom

The library is committed to the principle that all enjoy constitutionally protected freedoms of speech and press. To this end, the library strives to offer a collection that represents the needs of

our diverse community. Inclusion of an item in the collection does not mean that the library endorses any theory or statement contained in those materials and resources.

While not every patron may agree with the viewpoints offered in some library material, the library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause, or movement may be explored, if the material meets the outlined selection criteria. The balanced nature of the collection is reflected in the diversity of materials, not in an equality of numbers. Patrons are free to choose what they like from the collection, to reject what they do not like, but not to restrict the freedom of others to choose.

The library's collection may include proselytizing works representing political, economic, moral, and religious or other vested positions when those works meet the selection criteria. Materials are not excluded because of the origin, background or views of those contributing to their creation or because they represent a particular aspect of life, frankness of expression, or controversial subject matter.

The library does not use labels on any material in such a way as to show approval or disapproval of the content of that material. Materials are not sequestered to show approval, disapproval or judgment as to suitability of content for a particular audience. The library does not remove or obliterate ratings attached to material by a publisher, industry group or distributor. Removing or altering such rating, if they are placed there by or with permission of the copyright holder, denies access to the complete work and the entire spectrum of ideas that the material intended to express.

Decisions about what materials are suitable for particular children should be made by the people who know them best - their parents or guardians. Library staff are not responsible for monitoring what materials children access or check out. Selection of materials for adults is not constrained by possible exposure to children or teenagers.

The library is committed to free and open access to its collections and to connecting people with the world of ideas, information, and materials they wish to explore in a friendly, nonjudgmental manner.

Reconsideration of Library Materials

The library welcomes expressions of opinion from patrons concerning materials selected or not selected for the collection. **In order to request a reconsideration of library materials, a patron must be a library cardholder and reside in the Cuba Circulating Library service area.** If a patron questions the content, tone, or placement of an item in the collection, they should first address the concern with a library staff member. Patrons who wish to continue their request for reconsideration of library material may submit the Statement of Concern about Library Materials form.

After receiving the completed request for reconsideration, the Library Director, and Library Board as needed will review the complaint to reach a conclusion about the suitability of the material for the Cuba Library collection. Such requests will be evaluated within the context of

the Collection Development Policy. During this process, the material in question will remain accessible to library patrons. The director will respond by letter to the patron.

App: Aug. 10, 2020

Rev: Dec. 14, 2020

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



Southern Tier Library System Borrower Application

A library card from a member library of the Southern Tier Library System grants its owner direct access to the resources of every library in the Southern Tier Library System. New York State law protects the privacy of library borrowers' registration and borrowing history.

Please Print

Date: _____

Applicant's Name		
First Name	Middle Initial	Last Name

Preferred Name _____

Circle one: JR SR III Maiden or Other Name Previously Used

Street Address _____ **Apartment or Lot** _____

City	State	Zip
------	-------	-----

Phone _____ **Town or Tax District** _____

Date of Birth _____ **E-mail address** _____

Complete if you are a college student or have a secondary address:

Street

City	State	Zip
------	-------	-----

Parent/Legal Guardian Information (for children 12 and under)

Parent/Guardian			
First Name	Middle Initial	Last Name	

Street Address _____ **Apartment or Lot** _____

City	State	Zip
------	-------	-----

I understand that this card entitles me to borrow materials from the Cuba Circulating Library Association at no charge. As a cardholder or guardian of a cardholder under 13, I am responsible for returning all materials checked out on this card – to return these materials in good condition when due. I am responsible for payment of all fines for overdue items and payment for any lost or damaged materials. I will give prompt notice to the Cuba Circulating Library Association of any address change. I will give prompt notice to the Cuba Circulating Library Association of a lost card; I understand there is a fee for a replacement card. This card is not transferable.

New York State Civil Practice Law & Rules Section 4509 requires that library records are confidential and can only be shared with the cardholder. Children have the same rights under this law as adults. See Patrons Records and Confidentiality Policy for further details. I understand that signing my child’s library card application only shows acceptance of fines and fees. It does not exempt parents or guardians from New York law. Circulation, registration information, and information retrieval records may only be disclosed to the cardholder, regardless of age or relationship.

Applicant’s Signature _____

Parent/Guardian Signature _____

Permitted Users

I certify that the following people are permitted to use my library card in my absence. I certify that any transaction completed by the individual(s) named below will not violate my patron privacy. I certify that I am responsible for any fines or damages accrued on my card when the individual(s) below use my card. This agreement can be modified or ended at the patron’s discretion.

Permitted users: _____

Signature: _____

Internet Acceptable Use Agreement

I understand that while the internet provides a wealth of information beyond the confines of the library’s physical boundaries, some material may be offensive, inaccurate, or disturbing. I understand that Cuba Circulating Library has no control over internet material nor does the library have complete knowledge of what is on the internet. I have read and will abide by the library’s Rules for Internet Use Policy.

Signature: _____

Parental Permission Agreement for Use of Library Computers

As the parent/guardian of the minor child named below, I have read and agree to the Acceptable Use Agreement. I assume all responsibility for the use of the internet by my child and agree to hold Cuba Circulating Library harmless from any and all liability that may occur from internet use while using the library’s computers or Wi-Fi connection. My child ages 9-17 may use the internet independently. I agree to accompany my child, age 8 or under, or allow this child to use the internet with the adult/guardian who accompanies him/her to the library.

Signature: _____

*****STAFF USE ONLY*****

Type of ID used _____ Staff member’s name _____