

**Cuba Circulating Library  
Board of Trustees Meeting Minutes  
Monday, Aug 14, 2023**

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

**Absent:** Lionel Legry

**Also Present:** Tina Dalton

**Call to Order:** Faith called the meeting to order at 5:32 PM.

**Public Comments:** None

**Friends' Report:** NTR

**Minutes of the July and Aug. 3 Meetings:** Motion to accept the minutes made by Wendy, seconded by Lin and approved by the board.

**Financial Officers Report:** Motion to accept the report was made by Sharry, seconded by Brad and approved by the board.

**Corresponding Secretary:** NTR

**Director's Report:** Tina presented her report, with summer reading participation numbers surpassing those of 2019, and noting the popularity of the senior chair aerobics program here at the library. (See Attached)

**Committee Reports:**

- i. **Planning** - NTR
- ii. **Finance** - NTR
- iii. **Buildings and Grounds** – Exploring options for repair of statuary base before the fall.
- iv. **Personnel** - NTR
- v. **Technology** - NTR
- vi. **Liaison with Friends** - NTR
- vii. **Education** – NTR

**Ad hoc committees:**

**Children' Area Renovation** – Motion to accept assurances for the grant application made by Lin and seconded by Tom, approved by the board. See attached.

**Disaster Plan** – NTR

**Unfinished Business:**

- i. **Security Camera Estimates** – Motion made by Wendy and seconded by Lin to accept the bid by Doyle Security Systems for security camera expansion, replacement, and maintenance for three years. Board approved.
- ii. **Book Challenges/ Collection Development Policy** – Motion to approve modifications to update the existent policy was made by Brad, seconded by Denean and approved by the board.
- iii. **Children's Safety Policy** – NTR

**New Business:**

- i. **Tree Bid** – The board voted to accept the bid of Janice Davis Design LLC as designer and fabricator of the tree project for phase II of the Children’s Area renovation on a motion by Lin and a second by Wendy.
- ii. **Endowment Transfer** – The Board unanimously voted to approve a transfer of funds from the endowment in the amount of \$83,000.00 to cover the security camera system installation (\$13,000.00) and (\$70,000) for operating expenses until the Oct. tax levy is received. At that point \$70,000 will be transferred back into the endowment account. The motion was made by Lin and seconded by Tom.
- iii. **Library Card Application** – The board voted to approve modifications to the library card application form on a motion by Tom and seconded by Denean.

**Executive Session:** The board entered executive session to consider personnel matters and legal advice on a motion made by Faith and seconded by Jill at 6:18 PM. Upon completing the review, the board exited executive session, per section 108(3), on a motion by Tom and seconded by Sharry at 6:41 PM.

A motion to accept the Director’s evaluation was made by Brad and seconded by Wendy. The board approved.

A motion to accept the Director’s goals for the coming year was made by Lin and seconded by Sharry. The board approved.

A motion made by Tom and seconded by Lin for Tina to pursue the leasing of the Cuba Cultural Center parking lot with their board of directors was approved by the library board.

**Adjournment:** Motion to adjourn was made by Jill and seconded by Lin. Meeting was adjourned at 6:43 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 %
<b>Total 4100 Other Income</b>	<b>2,821.40</b>	<b>3,000.00</b>	<b>178.60</b>	<b>5.95 %</b>
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	
<b>Total 4200 Restricted Funds Revenue</b>	<b>18,626.27</b>	<b>2,000.00</b>	<b>-16,626.27</b>	<b>-831.31 %</b>
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 %
<b>Total Morgan Stanley</b>	<b>207,723.00</b>	<b>26,223.00</b>	<b>-181,500.00</b>	<b>-692.14 %</b>
<b>Total 4500 Investment Income</b>	<b>218,314.99</b>	<b>26,223.00</b>	<b>-192,091.99</b>	<b>-732.53 %</b>
Budget Carryover		31,978.00	31,978.00	100.00 %
<b>Total Revenue</b>	<b>\$244,583.99</b>	<b>\$297,472.00</b>	<b>\$52,888.01</b>	<b>17.78 %</b>
<b>GROSS PROFIT</b>	<b>\$244,583.99</b>	<b>\$297,472.00</b>	<b>\$52,888.01</b>	<b>17.78 %</b>
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
<b>Total 6102 Taxes</b>	<b>9,009.78</b>	<b>15,481.00</b>	<b>6,471.22</b>	<b>41.80 %</b>
6103 Employee Benefits				
Company Contributions				
Retirement	2,810.71	5,500.00	2,689.29	48.90 %
<b>Total Company Contributions</b>	<b>2,810.71</b>	<b>5,500.00</b>	<b>2,689.29</b>	<b>48.90 %</b>
Health Insurance		500.00	500.00	100.00 %
<b>Total 6103 Employee Benefits</b>	<b>2,810.71</b>	<b>6,000.00</b>	<b>3,189.29</b>	<b>53.15 %</b>
6105 Ins - Disability		1,060.00	1,060.00	100.00 %
<b>Total 6100 Payroll Expenses</b>	<b>110,174.00</b>	<b>195,228.00</b>	<b>85,054.00</b>	<b>43.57 %</b>
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 %
<b>Total 6200 Library Materials</b>	<b>26,262.86</b>	<b>34,031.00</b>	<b>7,768.14</b>	<b>22.83 %</b>
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	
<b>Total 6300 Restricted Fund Spending</b>	<b>18,257.42</b>		<b>-18,257.42</b>	
6410 Advertisement	145.92	350.00	204.08	58.31 %
6415 Bank fees	0.00	100.00	100.00	100.00 %
6420 Custodial supplies	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 %

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## 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 %
<b>Total 6430 Insurance</b>	<b>8,205.06</b>	<b>8,263.00</b>	<b>57.94</b>	<b>0.70 %</b>
6435 Interest Expense	0.70		-0.70	
6445 Library supplies	2,171.54	3,600.00	1,428.46	39.68 %
Library Equipment	935.77	1,000.00	64.23	6.42 %
<b>Total 6445 Library supplies</b>	<b>3,107.31</b>	<b>4,600.00</b>	<b>1,492.69</b>	<b>32.45 %</b>
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 %
<b>Total 6470 Services</b>	<b>14,697.19</b>	<b>24,750.00</b>	<b>10,052.81</b>	<b>40.62 %</b>
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 %
<b>Total 6490 Utilities</b>	<b>8,089.43</b>	<b>17,350.00</b>	<b>9,260.57</b>	<b>53.38 %</b>
6510 Miscellaneous Exp/Discretionary	350.00		-350.00	
6520 Dairy Days Float	125.00		-125.00	
Publicity	39.99		-39.99	
<b>Total Expenditures</b>	<b>\$194,087.76</b>	<b>\$297,472.00</b>	<b>\$103,384.24</b>	<b>34.75 %</b>

# Cuba Circulating Library Association

## Budget vs. Actuals

January - July, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
NET OPERATING REVENUE	<b>\$50,496.23</b>	<b>\$0.00</b>	<b>\$ -50,496.23</b>	<b>0.00%</b>
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	
<b>Total Children's Area Remodel (Net)</b>	<b>145,967.05</b>		<b>-145,967.05</b>	
<b>Total Other Expenditures</b>	<b>\$145,967.05</b>	<b>\$0.00</b>	<b>\$ -145,967.05</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$ -145,967.05</b>	<b>\$0.00</b>	<b>\$145,967.05</b>	<b>0.00%</b>
NET REVENUE	<b>\$ -95,470.82</b>	<b>\$0.00</b>	<b>\$95,470.82</b>	<b>0.00%</b>

# 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
<b>Total 4100 Other Income</b>	<b>434.41</b>	<b>313.85</b>
4200 Restricted Funds Revenue		
Manley Grant		5,000.00
<b>Total 4200 Restricted Funds Revenue</b>		<b>5,000.00</b>
4500 Investment Income		
Dividend Income	175.31	86.92
Interest Income	18.79	0.06
Morgan Stanley		
Endowment Fund		70,000.00
<b>Total Morgan Stanley</b>		<b>70,000.00</b>
Realized Gain/Loss on Investments		8,307.23
<b>Total 4500 Investment Income</b>	<b>194.10</b>	<b>78,394.21</b>
<b>Total Revenue</b>	<b>\$1,260.13</b>	<b>\$84,158.06</b>
GROSS PROFIT	<b>\$1,260.13</b>	<b>\$84,158.06</b>
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
<b>Total Company Contributions</b>	<b>375.99</b>	<b>357.29</b>
<b>Total 6103 Employee Benefits</b>	<b>375.99</b>	<b>357.29</b>
<b>Total 6100 Payroll Expenses</b>	<b>14,591.58</b>	<b>13,610.52</b>
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
<b>Total 6200 Library Materials</b>	<b>1,552.76</b>	<b>1,947.46</b>
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
<b>Total 6300 Restricted Fund Spending</b>	<b>10,435.68</b>	<b>12,543.66</b>
6420 Custodial supplies	297.12	58.55
6425 Discretionary Fund	40.00	
6445 Library supplies	262.20	527.75
Library Equipment	514.88	
<b>Total 6445 Library supplies</b>	<b>777.08</b>	<b>527.75</b>
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
<b>Total 6470 Services</b>	<b>1,594.62</b>	<b>1,014.25</b>
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
<b>Total 6490 Utilities</b>	<b>2,333.20</b>	<b>1,557.52</b>



# 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
<b>Total Expenditures</b>	<b>\$33,499.04</b>	<b>\$31,592.26</b>
NET OPERATING REVENUE	<b>\$ -32,238.91</b>	<b>\$52,565.80</b>
Other Expenditures		
Anniversary (Net)		
Anniversary Donations		-521.00
Anniversary Expenses		347.70
<b>Total Anniversary (Net)</b>		<b>-173.30</b>
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-50.00	
Children's Area Remodel Expenses	97,780.65	
<b>Total Children's Area Remodel (Net)</b>	<b>97,730.65</b>	
<b>Total Other Expenditures</b>	<b>\$97,730.65</b>	<b>\$ -173.30</b>
NET OTHER REVENUE	<b>\$ -97,730.65</b>	<b>\$173.30</b>
NET REVENUE	<b>\$ -129,969.56</b>	<b>\$52,739.10</b>

# 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)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1020 Five Star	13,004.71	81,561.87
1090 Savings	56,397.32	11,672.19
<b>Total Bank Accounts</b>	<b>\$69,402.03</b>	<b>\$93,234.06</b>
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	0.00	0.00
American Balanced A	28,597.98	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
<b>Total 1303 Endowment Investment</b>	<b>648,784.03</b>	<b>803,386.09</b>
1305 Anonymous Investment	0.00	0.00
American Balanced A	0.00	0.00
American Cap Inc Builder	0.00	0.00
American Cap World Growth & Inc	0.00	0.00
American Fundamental Inv A	0.00	0.00
American Funds Mortgage A	0.00	0.00
American Global Balanced A	0.00	0.00
American Inc Fd of America A	0.00	0.00
American Intm Bd Fd of Amer A	0.00	0.00
American Inv Co of Amer A	0.00	0.00
American Short-Term Bond A	0.00	0.00
American WA Mutual A	0.00	0.00
Cash, BDP, and Money Market Fds	0.00	0.00
Unrealized Gain/Loss	0.00	0.00

# 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)
<b>Total 1305 Anonymous Investment</b>	<b>0.00</b>	<b>0.00</b>
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	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
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>14,335.56</b>	<b>13,638.00</b>
1400 Prepaid Fee	0.00	190.00
Repayment		
Travel Reimbursement	0.00	0.00
<b>Total Repayment</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>\$663,119.59</b>	<b>\$817,214.09</b>
<b>Total Current Assets</b>	<b>\$732,521.62</b>	<b>\$910,448.15</b>
Fixed Assets		
1520 Building and equipment	750,653.00	750,653.00
Elevator Replacement	41,645.00	41,645.00
<b>Total 1520 Building and equipment</b>	<b>792,298.00</b>	<b>792,298.00</b>
1525 A/D Building and equipment	-480,795.47	-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
<b>Total Fixed Assets</b>	<b>\$367,118.33</b>	<b>\$394,011.10</b>
Other Assets		
1000 Friends Cash	0.00	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,099,639.95</b>	<b>\$1,304,459.25</b>

# 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)
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	34,012.64	10,585.92
<b>Total Accounts Payable</b>	<b>\$34,012.64</b>	<b>\$10,585.92</b>
Credit Cards		
5662 Bank Of America	0.00	0.00
<b>Total Credit Cards</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Liabilities		
2100 Payroll Liabilities	0.00	0.00
American Funds	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
<b>Total 2100 Payroll Liabilities</b>	<b>2,274.72</b>	<b>2,596.17</b>
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	-17.08	0.00
<b>Total Other Current Liabilities</b>	<b>\$2,257.64</b>	<b>\$2,596.17</b>
<b>Total Current Liabilities</b>	<b>\$36,270.28</b>	<b>\$13,182.09</b>
<b>Total Liabilities</b>	<b>\$36,270.28</b>	<b>\$13,182.09</b>
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
<b>Total Equity</b>	<b>\$1,063,369.67</b>	<b>\$1,291,277.16</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,099,639.95</b>	<b>\$1,304,459.25</b>

## 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.

## ASSURANCES

### State Aid for Library Construction Program (FY 2023-2024)

The applicant hereby gives assurances of the following:

#### SECTION 1: ALL LIBRARIES (ALL BOXES MUST BE CHECKED)

- ☒ It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- ☒ The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
- ☒ The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.

#### SECTION 2: FOR LIBRARIES ACQUIRING REAL ESTATE (FIRST 3 BOXES MUST BE CHECKED IF ACQUIRING REAL PROPERTY)

For any project involving the acquisition of real estate (vacant land, or land and a building), the applicant certifies the following:

- ☐ The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
- ☐ The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
- ☐ State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
- ☐ **Check if applicable:** The real property to be acquired in whole or part with the State Aid for Library Construction funds is currently owned or has been acquired from the State of NY or a State related entity (e.g. an entity formed under Chapter 43-A of the Public Authorities Law, SUNY colleges and Universities, etc.).
- ☐ **Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraisal in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.

#### SECTION 3: ALL LIBRARIES (MUST CHECK 1 BOX)

- ☒ The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.

OR

- ☐ The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

**SECTION 4: ALL LIBRARIES (MUST CHECK 1 BOX)**

- ☒ Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) funding is used as match for any component of the State Aid for Library Construction [Education Law §273-a] project described within this project application.

OR

- ☐ If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

**SECTION 5: ALL LIBRARIES (BOX MUST BE CHECKED)**

- ☒ The Library affirmatively states that each of the costs to be funded with award proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:
- Financing/interest fees or costs
  - Retirement of long-term debt even if the debt was originally interim short-term financing (i.e., must be retired in less than one year)
  - Rental or leased equipment
  - Warranties (other than the manufacturer's warranty customarily provided with such product)
  - Recurring maintenance fees
  - Recurring repair costs
  - Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
  - Recurring software licenses, hosting, maintenance, or training fees
  - Internal labor costs
  - Training end users

**AUTHENTICATION OF APPLICATION**

This application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of Education Law §273-a and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the

Cuba Circulating Library at a legal meeting  
on Aug. 15, 2023.

Signature of President, Library Board of Trustees:

Faith Stewart

Name of President (type or print):

Faith Stewart