

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

**Monday, Sept. 11, 2023**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the August 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. Children's Safety Policy
10. New Business
  - i. Sump Pump Estimate
  - ii. Parking Lot Lease
  - iii. Insurance Policies
  - iv. Tree Artist Contract
  - v. Financial Controls Policy
11. Executive Session, as needed
12. Adjournment

**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 - August, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Revenue</b>				
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	5,336.33		-5,336.33	
4020 Meeting Room Fee	860.00	750.00	-110.00	-14.67 %
<b>4100 Other Income</b>				
Arts	465.00		-465.00	
Book Replacement	131.99		-131.99	
Copies Income	1,906.97	2,000.00	93.03	4.65 %
Donation Box	428.97	400.00	-28.97	-7.24 %
Fines	181.40	200.00	18.60	9.30 %
Misc Income	319.53	400.00	80.47	20.12 %
<b>Total 4100 Other Income</b>	<b>3,433.86</b>	<b>3,000.00</b>	<b>-433.86</b>	<b>-14.46 %</b>
<b>4200 Restricted Funds Revenue</b>				
Adult Programs	350.00		-350.00	
Arts Grant	4,010.00		-4,010.00	
DFY Grant	1,435.00		-1,435.00	
Friends	3,105.56	2,000.00	-1,105.56	-55.28 %
Grants	6,207.22		-6,207.22	
Lions Club Grant	500.00		-500.00	
United Way	3,687.50		-3,687.50	
<b>Total 4200 Restricted Funds Revenue</b>	<b>19,295.28</b>	<b>2,000.00</b>	<b>-17,295.28</b>	<b>-864.76 %</b>
<b>4500 Investment Income</b>				
Capital Gains Distribution	0.00		0.00	
Dividend Income	10,738.32		-10,738.32	
Interest Income	28.49		-28.49	
<b>Morgan Stanley</b>				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund	290,723.00	25,723.00	-265,000.00	-1,030.21 %
<b>Total Morgan Stanley</b>	<b>290,723.00</b>	<b>26,223.00</b>	<b>-264,500.00</b>	<b>-1,008.66 %</b>
<b>Total 4500 Investment Income</b>	<b>301,489.81</b>	<b>26,223.00</b>	<b>-275,266.81</b>	<b>-1,049.72 %</b>
Budget Carryover		31,978.00	31,978.00	100.00 %
<b>Total Revenue</b>	<b>\$330,415.28</b>	<b>\$297,472.00</b>	<b>\$ -32,943.28</b>	<b>-11.07 %</b>
<b>GROSS PROFIT</b>	<b>\$330,415.28</b>	<b>\$297,472.00</b>	<b>\$ -32,943.28</b>	<b>-11.07 %</b>
<b>Expenditures</b>				
<b>6100 Payroll Expenses</b>				
6101 Wages	111,318.33	172,687.00	61,368.67	35.54 %
6102 Taxes	10,078.33		-10,078.33	
Payroll Tax		13,171.00	13,171.00	100.00 %
SUTA		2,310.00	2,310.00	100.00 %
<b>Total 6102 Taxes</b>	<b>10,078.33</b>	<b>15,481.00</b>	<b>5,402.67</b>	<b>34.90 %</b>
6103 Employee Benefits				

# Cuba Circulating Library Association

## Budget vs. Actuals

January - August, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Company Contributions				
Retirement	3,182.20	5,500.00	2,317.80	42.14 %
<b>Total Company Contributions</b>	<b>3,182.20</b>	<b>5,500.00</b>	<b>2,317.80</b>	<b>42.14 %</b>
Health Insurance	500.00	500.00	0.00	0.00 %
<b>Total 6103 Employee Benefits</b>	<b>3,682.20</b>	<b>6,000.00</b>	<b>2,317.80</b>	<b>38.63 %</b>
6105 Ins - Disability		1,060.00	1,060.00	100.00 %
<b>Total 6100 Payroll Expenses</b>	<b>125,078.86</b>	<b>195,228.00</b>	<b>70,149.14</b>	<b>35.93 %</b>
6200 Library Materials				
6205 Books-J	2,546.86	4,500.00	1,953.14	43.40 %
6210 Books-A	4,718.22	7,500.00	2,781.78	37.09 %
6220 Serials	968.98	1,300.00	331.02	25.46 %
6230 Audio	805.77	1,000.00	194.23	19.42 %
6240 Equipment	661.20	500.00	-161.20	-32.24 %
6250 Digital Books	3,557.00	3,557.00	0.00	0.00 %
6260 DVD	1,311.05	1,500.00	188.95	12.60 %
6270 Video Games	630.10	1,000.00	369.90	36.99 %
6280 Adult Programming	1,687.04	1,200.00	-487.04	-40.59 %
6285 Childrens Programming	667.05	1,200.00	532.95	44.41 %
6290 STLS cost share	10,774.00	10,774.00	0.00	0.00 %
<b>Total 6200 Library Materials</b>	<b>28,327.27</b>	<b>34,031.00</b>	<b>5,703.73</b>	<b>16.76 %</b>
6202 Book Replacement	-7.14		7.14	
6300 Restricted Fund Spending	275.00		-275.00	
6310 Arts Grant Expense	3,476.12		-3,476.12	
6320 Friends Expense	533.23		-533.23	
6330 Manley Grant expense	524.71		-524.71	
6345 Lions Club Grant	389.25		-389.25	
6350 Wilday Grant	1,513.66		-1,513.66	
6355 STLS Outreach	920.00		-920.00	
6360 DFY Grant	314.30		-314.30	
6365 ARPA Grant	2,755.72		-2,755.72	
6370 Memorials & Gifts	2,655.78		-2,655.78	
6390 United Way Grant	6,667.41		-6,667.41	
<b>Total 6300 Restricted Fund Spending</b>	<b>20,025.18</b>		<b>-20,025.18</b>	
6410 Advertisement	185.91	350.00	164.09	46.88 %
6415 Bank fees	0.00	100.00	100.00	100.00 %
6420 Custodial supplies	695.95	700.00	4.05	0.58 %
6425 Discretionary Fund	562.33	500.00	-62.33	-12.47 %
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 %
<b>Total 6430 Insurance</b>	<b>8,205.06</b>	<b>8,263.00</b>	<b>57.94</b>	<b>0.70 %</b>

# Cuba Circulating Library Association

## Budget vs. Actuals

January - August, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6435 Interest Expense	28.78		-28.78	
6445 Library supplies	3,249.35	3,600.00	350.65	9.74 %
Library Equipment	993.35	1,000.00	6.65	0.67 %
<b>Total 6445 Library supplies</b>	<b>4,242.70</b>	<b>4,600.00</b>	<b>357.30</b>	<b>7.77 %</b>
6447 Membership	671.00	600.00	-71.00	-11.83 %
6450 Postage	236.34	200.00	-36.34	-18.17 %
6455 Processing Fee	413.59	500.00	86.41	17.28 %
6460 Personal Protection Supplies	34.16	300.00	265.84	88.61 %
6465 Repairs/Building & Grounds	15,021.10	7,000.00	-8,021.10	-114.59 %
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	2,550.00	3,000.00	450.00	15.00 %
Audit	2,750.00	2,750.00	0.00	0.00 %
Bookkeeper	4,725.00	8,100.00	3,375.00	41.67 %
Computer Tech	484.88	900.00	415.12	46.12 %
Copier Acme	397.82	2,500.00	2,102.18	84.09 %
Fire Extinguishers	48.00	56.00	8.00	14.29 %
Fire Place Clean		200.00	200.00	100.00 %
Hotspots	1,630.24	3,000.00	1,369.76	45.66 %
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	0.00	0.00 %
Water Softener	325.78	250.00	-75.78	-30.31 %
Window Cleaner		450.00	450.00	100.00 %
<b>Total 6470 Services</b>	<b>15,458.26</b>	<b>24,750.00</b>	<b>9,291.74</b>	<b>37.54 %</b>
6480 Train/conference	1,040.00	1,500.00	460.00	30.67 %
6485 Travel	1,570.70	1,500.00	-70.70	-4.71 %
6490 Utilities				
Electric	4,781.01	9,000.00	4,218.99	46.88 %
Extended Broadband	900.00	1,800.00	900.00	50.00 %
Fuel	3,866.41	5,300.00	1,433.59	27.05 %
Phone	1,125.98	1,250.00	124.02	9.92 %
<b>Total 6490 Utilities</b>	<b>10,673.40</b>	<b>17,350.00</b>	<b>6,676.60</b>	<b>38.48 %</b>
6520 Dairy Days Float	125.00		-125.00	
<b>Total Expenditures</b>	<b>\$232,588.45</b>	<b>\$297,472.00</b>	<b>\$64,883.55</b>	<b>21.81 %</b>
NET OPERATING REVENUE	<b>\$97,826.83</b>	<b>\$0.00</b>	<b>\$ -97,826.83</b>	<b>0.00%</b>
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-58,167.58		58,167.58	

# Cuba Circulating Library Association

## Budget vs. Actuals

January - August, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Children's Area Remodel Expenses	210,005.15		-210,005.15	
<b>Total Children's Area Remodel (Net)</b>	<b>151,837.57</b>		<b>-151,837.57</b>	
<b>Total Other Expenditures</b>	<b>\$151,837.57</b>	<b>\$0.00</b>	<b>\$ -151,837.57</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$ -151,837.57</b>	<b>\$0.00</b>	<b>\$151,837.57</b>	<b>0.00%</b>
NET REVENUE	<b>\$ -54,010.74</b>	<b>\$0.00</b>	<b>\$54,010.74</b>	<b>0.00%</b>

# Cuba Circulating Library Association

## Statement of Activity

August 2023

	TOTAL	
	AUG 2023	AUG 2022 (PY)
Revenue		
4017 Memorials/Gifts	1,225.00	355.00
4020 Meeting Room Fee	150.00	150.00
4100 Other Income		
Arts	140.00	
Book Replacement	34.00	85.00
Copies Income	192.28	199.00
Donation Box	168.33	69.12
Fines	43.00	8.00
Misc Income	34.85	19.30
<b>Total 4100 Other Income</b>	<b>612.46</b>	<b>380.42</b>
4200 Restricted Funds Revenue		
Adult Programs	70.00	
Friends		795.00
United Way		3,750.00
<b>Total 4200 Restricted Funds Revenue</b>	<b>70.00</b>	<b>4,545.00</b>
4500 Investment Income		
Dividend Income	174.81	152.64
Interest Income	0.01	0.05
Morgan Stanley		
Endowment Fund	83,000.00	
<b>Total Morgan Stanley</b>	<b>83,000.00</b>	
Realized Gain/Loss on Investments		0.00
<b>Total 4500 Investment Income</b>	<b>83,174.82</b>	<b>152.69</b>
<b>Total Revenue</b>	<b>\$85,232.28</b>	<b>\$5,583.11</b>
GROSS PROFIT	<b>\$85,232.28</b>	<b>\$5,583.11</b>
Expenditures		
6100 Payroll Expenses		
6101 Wages	12,964.82	12,057.62
6102 Taxes	1,068.55	992.58
6103 Employee Benefits		
Company Contributions		
Retirement	371.49	349.20
<b>Total Company Contributions</b>	<b>371.49</b>	<b>349.20</b>
Health Insurance	500.00	500.00
<b>Total 6103 Employee Benefits</b>	<b>871.49</b>	<b>849.20</b>
<b>Total 6100 Payroll Expenses</b>	<b>14,904.86</b>	<b>13,899.40</b>



# Cuba Circulating Library Association

## Statement of Activity

August 2023

	TOTAL	
	AUG 2023	AUG 2022 (PY)
6200 Library Materials		
6205 Books-J	232.98	301.62
6210 Books-A	702.50	716.77
6220 Serials		12.00
6230 Audio	56.87	228.17
6240 Equipment	432.00	
6250 Digital Books		960.62
6260 DVD	211.38	114.72
6270 Video Games	99.98	49.99
6285 Childrens Programming	25.70	187.31
<b>Total 6200 Library Materials</b>	<b>1,761.41</b>	<b>2,571.20</b>
6300 Restricted Fund Spending		
6310 Arts Grant Expense		750.00
6320 Friends Expense	533.23	464.95
6330 Manley Grant expense		203.40
6345 Lions Club Grant	76.17	
6355 STLS Outreach	142.13	
6365 ARPA Grant	742.64	
6370 Memorials & Gifts	68.92	100.37
6390 United Way Grant	498.66	500.00
<b>Total 6300 Restricted Fund Spending</b>	<b>2,061.75</b>	<b>2,018.72</b>
6420 Custodial supplies	73.07	110.57
6425 Discretionary Fund	49.91	
6435 Interest Expense	28.08	
6445 Library supplies	1,077.81	571.92
Library Equipment	57.58	26.00
<b>Total 6445 Library supplies</b>	<b>1,135.39</b>	<b>597.92</b>
6447 Membership	160.00	
6450 Postage		8.95
6455 Processing Fee	79.45	46.15
6460 Personal Protection Supplies		116.17
6465 Repairs/Building & Grounds	13,093.00	-0.34
6470 Services		75.00
Argentieries		27.00
Attorney	400.00	
Bookkeeper		600.00
Computer Tech		419.45
Copier Acme	163.67	364.65
Hotspots	197.40	197.40
<b>Total 6470 Services</b>	<b>761.07</b>	<b>1,683.50</b>

# Cuba Circulating Library Association

## Statement of Activity

August 2023

	TOTAL	
	AUG 2023	AUG 2022 (PY)
6480 Train/conference	1,040.00	
6485 Travel	742.64	112.13
6490 Utilities		
Electric	1,087.71	737.35
Fuel	1,369.27	436.00
Phone	126.99	119.52
<b>Total 6490 Utilities</b>	<b>2,583.97</b>	<b>1,292.87</b>
<b>Total Expenditures</b>	<b>\$38,474.60</b>	<b>\$22,457.24</b>
NET OPERATING REVENUE	<b>\$46,757.68</b>	<b>\$ -16,874.13</b>
Other Expenditures		
Anniversary (Net)		
Anniversary Donations		-75.00
Anniversary Expenses		504.48
<b>Total Anniversary (Net)</b>		<b>429.48</b>
Children's Area Remodel (Net)		
Children's Area Remodel Expenses	5,870.52	2,713.75
<b>Total Children's Area Remodel (Net)</b>	<b>5,870.52</b>	<b>2,713.75</b>
<b>Total Other Expenditures</b>	<b>\$5,870.52</b>	<b>\$3,143.23</b>
NET OTHER REVENUE	<b>\$ -5,870.52</b>	<b>\$ -3,143.23</b>
NET REVENUE	<b>\$40,887.16</b>	<b>\$ -20,017.36</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of August 31, 2023

	TOTAL	
	AS OF AUG 31, 2023	AS OF AUG 31, 2022 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1020 Five Star	4,148.42	52,388.93
1090 Savings	86,397.32	11,672.19
<b>Total Bank Accounts</b>	<b>\$90,545.74</b>	<b>\$64,061.12</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	24,844.50	36,565.60
American Cap Inc Builder A	77,877.79	105,674.61
American Cap World Growth & Inc	51,808.29	72,141.81
American Fundamental Inv A	39,907.36	51,885.35
American Funds Mortgage A	20,218.75	30,046.58
American Global Balanced A	75,994.67	112,373.52
American Inc Fd of America A	77,047.88	105,877.26
American Intm Bd Fd of Amer A	14,139.13	21,836.47
American Inv Co of Amer A	17,808.85	25,984.29
American Short-Term Bond A	20,114.34	29,580.82
American WA Mutual A	78,707.42	109,648.18
Cash, BDP, and Money Market Fds	783.50	6,494.26
Stocks	809.74	819.51
Unrealized Gain/Loss	52,976.72	71,260.87
<b>Total 1303 Endowment Investment</b>	<b>553,038.94</b>	<b>780,189.13</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 August 31, 2023

	TOTAL	
	AS OF AUG 31, 2023	AS OF AUG 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	1,228.94	1,205.08
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>14,010.07</b>	<b>13,283.18</b>
1400 Prepaid Fee	0.00	50.00
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>\$567,049.01</b>	<b>\$793,522.31</b>
<b>Total Current Assets</b>	<b>\$657,594.75</b>	<b>\$857,583.43</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>\$1,024,713.08</b>	<b>\$1,251,594.53</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of August 31, 2023

	TOTAL	
	AS OF AUG 31, 2023	AS OF AUG 31, 2022 (PY)
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	15,799.56	3,638.54
<b>Total Accounts Payable</b>	<b>\$15,799.56</b>	<b>\$3,638.54</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	383.60	0.00
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	156.14	162.93
NYS Income Tax	261.35	237.73
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>801.09</b>	<b>400.66</b>
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$801.09</b>	<b>\$400.66</b>
<b>Total Current Liabilities</b>	<b>\$16,600.65</b>	<b>\$4,039.20</b>
<b>Total Liabilities</b>	<b>\$16,600.65</b>	<b>\$4,039.20</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	54,387.49	72,634.69
3550 Realized Gain/Loss Equity	-12,280.69	-56,836.60
3800 Restricted Fund	10,000.00	10,000.00
3900 Fund Balance	1,010,016.37	1,318,480.14
Net Revenue	-54,010.74	-96,722.90
<b>Total Equity</b>	<b>\$1,008,112.43</b>	<b>\$1,247,555.33</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,024,713.08</b>	<b>\$1,251,594.53</b>

## Cuba Library Director's Monthly Report

August 2023

	<b>August 2023</b>	<b>July 2023</b>	<b>August 2022</b>	<b>August 2021</b>	<b>August 2020</b>	<b>August 2019</b>
Circulation	3258 Adult 1361 J/YA 1897	3460 adult 2195 J/YA 1265	3012 adult 1461 J/YA 1551	2616 adult 1390 J/YA 1226	2064 adult 1786 J/YA 221	4178 adult 2144 J/YA-2034
Holds Filled	373	330	384	357	347	525
New Library Cards	21	32	26	15	5	11
Libby (eBooks)	483	479	472	430	554	337
Wifi Use	305	394	411	257	181	232
Visits to website	915	849	1,100	1020	841	
Door Count	3392	4693	1996	1749		

### Upcoming Programs

Tues. Sept. 5 @ 6:00	Round Wood Sign Craft	Shauna
Tues & Thur @ 10:00	Chair Aerobics	Linda Botens
Sept. 16 @ 10:00	Leather Medallions	Clifford Redeye
Sept. 18 @ 6:00	Painting with Acrylics	Penny Minner
Sept. 20 @ 6:30	Dewitt's Duel (Erie Canal History)	Schoharie Crossing State Site
Sept. 26 @ 10:00	Effective Communication Strategies	Alzheimer's Association
Sept. 28 @ 6:30	Author Talk	Dylan Newton

Grants: I submitted the draft of the full final ARC application on Aug. 25. I will work with the grant coordinator over the next month to refine the application before the final full application is due on Sept. 22. I submitted final reports for the STLS outreach mini-grant, as well as the Lions SEE grant.

Professional Development: Our annual staff development day will take place on Sept. 26. We will close the library at 2:00 p.m. This year we will focus on topics such as materials challenges, how we can assist our increasing homeless population, yearly disaster drills, and service animal training.

Outreach: I attended the Allegany County Senior Picnic on Aug. 8 along with the Whitesville Library Director and a staff member from STLS. We saw almost 400 people from all over Allegany county and handed out lots of information about library services.

Bldg & Grounds: Most of the security cameras have been installed, with just one left to go.

## **Youth Services Monthly Report: August 2023**

### **Storytimes**

Because of timing, there were no storytimes this month. July 31 was the last summer reading storytime.

### **Teens/Tweens**

A tween game night was scheduled with no sign ups.

### **Outreach**

Summer Rec and each CRCS Summer school class visited once. Each BOCES class visited twice. These groups also received free books. I attended two CRCS Back to School Nights: one for grades 6-8 and one for 9th grade. I gave away free books at both as well as pens and notepads. I collected a full sheet of emails for our newsletter and handed out fliers for upcoming September and October programs. I networked with a lot of the teachers for potential partnerships this school year.

### **Other**

Our last big program of the summer was Touch a Truck (Community Helpers). The village brought a vehicle. The fire department brought a fire truck. The Allegany County Sheriff's department came and made some Child Safety IDs for several families. A State Trooper came with a police car. The Cuba Ambulance crew was there with CPR dummies for kids to practice on.

I participated in an all day Leadership Allegany session, the Leadership Summit at St. Bonaventure University. We heard from several speakers throughout the day and had breakout sessions for discussion. The main theme of the day was about employee engagement. I found it somewhat difficult to relate as everyone here is committed to the job and to our community. For my group's service project, throughout September, we are collecting personal care items as well as basic clothing items to be given to survivors of domestic violence. This is in partnership with ACCORD's shelter. Several Allegany County libraries are also participating.

I was on vacation for a week in North Carolina with family, sitting on a beach and jumping in the waves.

I will be attending ARSL in 9/20-23 in Wichita, KS.

### **Upcoming Programs**

September has quite a few things starting back up: my class visits with the school will begin again.

9/27 Teen Game Night

9/28 Erie Canal Traveling Museum

October: start of 2 storytimes, K-3 After School, and Tween After School

TBD Little Miss New York Dairy Storytime

## **August 2023 Programming**

<b>August 1</b>	Summer Rec Visit	12 children, 2 adults
	SS Kindergarten Visit	10 children, 2 adults
	SS 1st Grade Visit	7 children, 2 adults
	SBU Artmobile	15 children, 7 adults
<b>August 2</b>	SS 3rd/4th Grade Visit	15 children, 3 adults
	SS 2nd Grade Visit	7 children, 4 adults
	Touch a Truck (Community Helpers)	120 mixed ages
<b>August 3</b>	BOCES 1	9 children, 11 adults
	BOCES 2	2 children, 2 adults
	BOCES 3	4 children, 6 adults
	BOCES 4	8 children, 5 adults
<b>August 10</b>	BOCES 1	7 children, 9 adults
	BOCES 2	3 children, 4 adults
	BOCES 3	4 children, 6 adults
	BOCES 4	8 children, 5 adults
<b>August 30</b>	Middle School Back to School Bash	150 mixed ages
<b>August 31</b>	9th Grade Orientation	



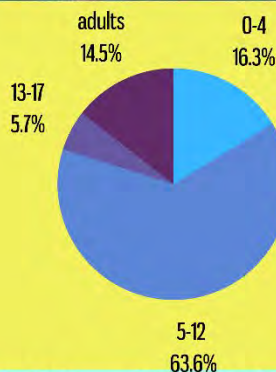
# ALL TOGETHER NOW

Summer Reading 2023 at Cuba Circulating Library

This Summer...

283 PEOPLE

participated in Summer Reading



MINUTES READ



32,609

REVIEWS WRITTEN



55

BOOKS READ



239

## 108 Summer Programs

This included library hosted storytimes, performers, art classes, and STEAM clubs as well as visits from the CRCS summer school.



1000+

FREE books given to children 0-17

328

I spy activity sheets completed



304

hidden pieces found throughout the library

[www.cubalibrary.org](http://www.cubalibrary.org)

39 E Main St

Cuba, NY 14727

585.968.1668



CUBA  
Circulating  
LIBRARY

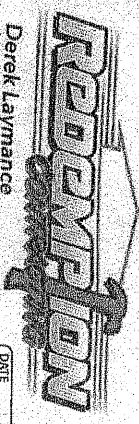
A few pictures from Summer Reading 2023



## **Maintenance Report 8/1 - 9/1/23**

1. Cleaned and readjusted vacuum in community room for Colleen.
2. Mowed and trimmed lawn a couple times.
3. Made new frame for cork board from Tina's office for use in lobby upstairs for a new larger bulletin board near elevator.
4. Finished roller cart for bookcase in Pat's book room.
5. Installed Library hanging sign out front that White imprints finished painting.
6. Read Gas Meter
7. Cleaned Light Globe in upstairs area by Elevator.
8. Inflated tires on friends hand truck/dolly.
9. Met with contractor to discuss drain pipe burial for outside sump and downspout drain to street.
10. will be working on making new raised panels and trim for old entry doors along with painting them. Also, making new window sill plates for back windows. Will try and complete by Oct. 15th.

23/9/145 (Canada)	8	220/145	9
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INVOICE  
 QUOTE

Derek Layman  
 (607) 291-7340

DATE 8/10/23

NAME: Duba Library (Dove Linger)  
 ADDRESS: 39 E. Main St.  
 CITY: Cuba  
 PHONE: (607) 918-1148  
 FAX: (607) 238-2199

JOB DESCRIPTION: Dig and place Sump pump Drain pipe  
 • We will dig trench for drain pipe.  
 • We will create the slope need to drain correctly  
 • We will fill pipe line back in.  
 • We give a 10% discount for first time client

\$ 1,200.00  
 - 10% / 0  
 \$ 1,200.00

TAX: If paid in cash -  
 If paid in DL - + 8.5%

TOTAL \$ 1,171.00



DATE



## PROPOSAL FOR A/E SERVICES

August 18, 2023

Owner/Client: Cuba Circulating Library  
39 E Main St  
Cuba, NY 14727

Architect: Edge Architecture, PLLC  
277 Alexander Street, STE 407  
Rochester, NY 14607  
Contact: Allen Rossignol, AIA  
Phone: (585) 461-3580

This document is a proposal for the feasibility study associated with the **development of the property at 34 E Main St in the Town of Cuba.**

### PROJECT DESCRIPTION

Cuba Library is considering the purchase of the property at 34 E Main St in the Town of Cuba and would like to repair the parking lot, and they request engineering support to review the existing conditions and develop a report. Cuba Library would like an estimate for a traditional lot versus a more sustainable permeable lot, repair work to adjacent sidewalks on the property, as well as evaluating the drainage of the parking lot.

Services shall be as follows:

#### Initial Services:

##### 1. Site Plan Feasibility Analysis

- Zoning Audit - Existing zoning for the parcel to identify bulk area requirement – setbacks, greenspace, parking, etc.
- Environmental – Investigate presence of state and federal wetlands, flood plains, etc.
- Utilities – evidence of existing water lines, sanitary sewers, and storm sewers in the area.
- Site Visit – Visually inspect existing pavement, accesses, and adjacent sidewalks and develop determinations of areas to be replaced and areas to be rehabilitated.
- Report – Recommendations for the site and an estimate intended to approximate the cost of site improvements will be included.
- Virtual Meeting – As requested, review our findings with Edge and the library in a virtual meeting.



# PROPOSAL FOR A/E SERVICES

## 1. Feasibility Study \$3,860

Hourly Rates:	
Architect/Principal	\$175/hr
Sr Project Manager/Architect	\$135/hr
Designer	\$95/hr

Invoices will be submitted monthly for work completed the previous month. Invoices are due on receipt. Invoices not paid within 30-days will be assessed an interest rate and may be referred to a collections agent. All costs associated with collecting unpaid invoices will be paid by the client.

Reimbursables will be billed at cost plus a 15% markup. Reimbursables include photocopying, mileage, large format printing, color printing/copying, shipping, courier, etc.

### Limitation of Liability

To the fullest extent permitted by law, and notwithstanding any other provisions of this Agreement, the total liability, in the aggregate, of the Architect and the Architect's officers, employees, and subconsultants, and any of them, to the Owner and anyone claiming by or through the Owner, for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall be limited to the amount of the fee paid. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

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We appreciate the opportunity to propose on your project and look forward to working with you.

Agreed:

Allen Rossignol, AIA  
President-Edge Architecture

Accepted:

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Owner Name / Date

# Cuba Circulating Library Children's Room Décor Design Contract

This document represents the agreement between the Cuba Circulating Library (the "CCL") and Janice Davis Design LLC ("**JDD**") for the design of a whimsical centerpiece for the children's room in the form of a (somewhat abstracted) tree. The tree will incorporate some interactive play features (to be determined with the library's input), and will be designed with attention to ADA accessibility.

The design process covered by this contract will include:

- **Initial Meeting:** At our July 27th Zoom meeting, theme and practical elements were discussed and photos were provided that will allow us to produce initial sketches showing two potential style options for the tree (one realistic with some fanciful touches; the other abstracted in a manner that might resemble a children's book illustration), which will be delivered within ten days from the date of the contract. Neither of the initial sketches need be accepted as is -- initial sketches are intended as a point of departure for further discussion, from which the ideas will then be refined.
- **Subsequent Meetings - via phone or Zoom:** Based on the response by the Library Director and her team, and their input after reviewing the sketches provided, we will continue to produce revised sketches, each step further shaping the final ideas until the ideal design has been reached. As initial rough sketches would determine a conceptual direction, each review would build on the last and each presentation would hone the design a bit further.
- **Presentation of Polished Concept:** Final sketches will be submitted prior to technical drawings being produced.
- **Technical Drawings Executed:** These will be drawings to be sent to fabricators for pricing, with full fabrication information for every element including dimensions, materials, and color specifications.
- **Technical Drawings Sent for Bid,** generally to three possible fabrication vendors. Evaluation of the bids are done with **JDD's** input and guidance, but the final decision is made by the CCL.
- **Décor Elements Built and Installed:** Depending on size and complexity of the final design, a reasonable estimate is that it will take six to ten weeks to custom-build and install the 'tree.' Installation is generally done in one day. During the fabrication process, **JDD** will make progress visits to the fabricator's facility if construction is done in the New York City area, or by regularly reviewing progress photos sent via email and Zoom meetings if the fabricator is outside of the NYC area, in order to supervise the construction progress. Janice Davis will personally be on site to oversee installation.
- **Copyright:** JDD represents and warrants that the design documents and final sculptural work shall solely be the original authorship of JDD and shall not violate the copyright or trademark of any other person or entity. All contracts with fabrication companies will specify that JDD is the sole owner of the final sculpture and no joint work of authorship is implied. Copyright to the final sketches, full fabrication information, specifications, and final sculptural work will be assigned by JDD to the CCL upon complete payment per the Assignment attached as "A".
- The parties specifically agree that because the final product is to become an integral part of the space and part of the visual identity of the CCL, the work is expressly commissioned for the Library to use it as a trademark and for people visiting the Library to photograph and share such images, and thus any mark of authorship will be on the

sculpture in a non-prominent location. The Library will gratefully share information about the author upon inquiry, or in signage on a nearby wall.

It is understood that the budget designated for this project has been set at \$50,000, of which design fee will be \$9,000, and \$41,000 will be designated for fabrication, delivery and installation. JDD's work per this agreement will take into consideration the budget to ensure there is no financial impediment to fabrication, delivery, and installation.

The design fee project will be paid in three installments: One-third at this time (the start of the design process); one-third upon approval of designs (before technical drawings are executed); and one-third upon completion of installation.

Fabrication, delivery and installation costs are invoiced by the vendor directly, generally for half the amount upon commencement of fabrication and half upon completion/installation.

We very much appreciate the opportunity to collaborate with your staff to bring this whimsical touch that will be uniquely a part of the Cuba Library experience.



Janice Davis, President      Date 8/28/23

Tina Dalton, Director      Date

Janice Davis Design LLC

Cuba Circulating Library

"A"

#### Assignment of Copyrights

I, Janice Davis, sole owner of Janice Davis Design LLC (the "LLC"), for good consideration the adequacy of which is hereby acknowledged, hereby assign the Cuba Circulating Library the copyright to the specifications, fabrication instructions, and sculptural work authored by the LLC in 2023, pictures of which are attached hereto.



SIGNED:  
Janice Davis Design LLC

DATE: 28 August 2023



## **Cuba Circulating Library**

### **FINANCIAL CONTROLS POLICY**

**PURPOSE:** It is the purpose of this policy of the Cuba Circulating Library that no one person has sole access to or control of the monetary deposits and disbursements of the library.

#### **POLICY:**

##### **Cash, Checks, Gifts and Memorials**

There are procedures that will be strictly adhered to regarding receiving and disbursing cash, checks, gifts and memorials. These procedures are on file in the Procedures Manual.

##### **Credit cards, online banking, and check writing**

The Director, the Youth Services Coordinator, Board Financial Officer, Board President, and the Bookkeeper have the authorization to sign checks. All checks over \$500 require two signatures.

The Director and the Youth Services Coordinator are authorized to use the library's charge cards, which are in their possession or locked in the Director's desk.

Director and Bookkeeper are authorized to pay bills online. Director will provide Financial Officer with statements for online payments monthly or as requested.

##### **Transfer of Funds**

The Financial Officer of the Board of Trustees or the Library Director is authorized to transfer funds out of the library's Morgan Stanley accounts. The transaction request will be approved through a board motion and recorded in meeting minutes. Minutes must be provided to Morgan Stanley.

##### **Disposal of Financial Records**

Any financial records that are disposed of shall be pursuant to the Policy of Retention of Documents.

##### **Audit and Financial Review**

A full audit will be performed once every seven years or upon the following circumstances: the request of the Board of Trustees, changeover of director, or changeover of bookkeeping services. A financial review will be done annually by a professional accounting firm.

## **Purchasing**

There are procedures that will be strictly adhered to regarding purchasing. These procedures are on file in the Procedures manual. No staff member, except the Director, may commit the library to spend money.

### **Fiscal Controls When Collaborating with Another Entity**

To reduce costs and avoid risk, whenever possible, the Library will not support or serve as the agent for collecting donations or revenue for another entity with which it is jointly providing programming.

However, from time to time, the Library may help present an event that requires the coordinated payment, acceptance, and transfer of money or in-kind donations between the Library and the collaborating party. When that is the case, to ensure adherence to all relevant laws, regulations, and policies, every such event shall be governed by written, signed terms for the handling of such monies. Such written, signed terms shall be tailored to the specific circumstances of the event and shall set out the manner in which the parties will abide by all relevant policies, including but not limited to:

- Conflict of Interest
- Fiscal Controls (including those governing cash handling, acceptance of payment, payments, approved credit card use, acceptance of credit cards/PCI compliance, deposit, remission of funds, and accounting)
- Bar on political activity
- Relevant tax considerations

The written agreement shall be reviewed and approved by the Financial Officer before being signed by the Director, no less than two weeks before the event.

For entities that frequently collaborate with the Library (local charities, Friends, etc.), a standing agreement reviewed once per year by the respective organizations may be used, so long as it contemplates all forms of accepting and remitting money and confirms the process for the sharing or remission of the same.

App: April 14, 2008.

Rev: April 12, 2010, Feb. 8, 2015, Oct. 14, 2019, Dec. 14, 2020, Dec. 13, 2022

## **Purchasing Procedures:**

The purchase process will generally be as follows. Individual staff members must submit requests to the Director for approval. No staff or board member, except the Director, may commit the Library to spend money.

1. Requester makes request via requisition form.
2. Director approves request.
3. Order is placed.
4. Staff member checks in items when received, comparing receipt, invoice, and purchase request form. Staff checking in order must not be the same staff member who placed the order.
5. Director approves invoice.
6. Director submits bills to bookkeeper for payment, or pays bills online if available.
7. Financial Officer reviews bills monthly.

Expenses may be incurred only if all the following conditions are met:

1. Expenditures must be within the approved budget allocation. The expenditure may only be made after the approval of the required requisition and purchase orders. Staff will not use library credit card for personal expenses.
2. Proper documentation to support the expenditure must be received prior to the receipt of the monthly credit card statement. Proper documentation includes original itemized paid receipt, copy of the order form and packing slip for books, mileage form, or other receiving documentation. Not allowed documentation is non-itemized receipts and handwritten requests for reimbursement without receipts or other verification.
3. Sales tax will not be reimbursed. A tax-exempt certification is available from the Library Director.

Payment of the monthly credit card statements must be made in a timely manner so that finance charges are not incurred. Credit card is paid in full each month.