

**Cuba Circulation Library  
Board of Trustees Monthly Meeting Minutes  
Monday, October 10, 2023**

**Present:** Faith Stewart, Thomas Donahue, Lin Assink, Wendy Sprague, Lionel Legry, Jill Schwab, Denean Emerson and Sharry Semans

**Absent:** Brad Weaver

**Also Present:** Tina Dalton, Pat Ash (Friends), Lee James (Insurance Agent)

**Call to Order:** The meeting was called to order by Faith Stewart at 5:30 PM

**Public Comment:** None

**Guest:** Lee James was invited to attend and discuss our insurance needs, including any changes to current policies, and the cost of the insurances. After discussions, it was determined that the premiums would probably increase by a total of 10%. This was just an approximation, but a number that we could use for our budget purposes. Lee also confirmed that our coverages are adequate, and no need for any changes in that regard. Once Lee has final prices for us, she will contact Tina. Lee left after the discussion.

**Friends Report:** Pat Ash gave her report.

**Minutes of Previous Meeting:** Lin Assink moved to accept the Minutes of the September Meeting. The motion was seconded by Lionel Legry, and the motion passed unanimously.

**Treasurer's Report:** Lin Assink presented the usual financial reports, copies attached. Wendy Sprague moved to accept the financial reports. Tom Donahue seconded the motion, and the motion passed unanimously.

**Corresponding Secretary:** Nothing to report.

**Director's Report:** Tina reviewed her report. She added another upcoming program for October 16, 2023, which will be a JCC popup event for small business resources. Also, on October 21, during the Village Trunk and Treat, the Library will be giving treats and doing crafts from 11:00 AM to 2:00 PM. We had a brief discussion regarding the Manley grant and future purchase of a sound system in the community room and the fact that we should require future presenters to use the new sound system. We may want to create a new policy requiring this.

**Committee Reports:**

**Planning:** No report

**Finance:** We received the construction grant monies in the amount of \$124,193. A motion was made by Faith Stewart to deposit those funds into the Endowment Account. Denean Emerson seconded the motion, and the motion passed unanimously. Tina will make sure the deposit is completed.

**Building and Grounds:** See attached report.

**Personnel:** Faith indicated the Committee would meet in the near future.

**Technology:** No report

**Liaison with Friends:** No report

**Education:** Sharry indicated Brian Hildreth will be here for our November meeting. He will present a program which will give each of us our required two hours for education.

**Ad hoc Committees:**

**Children's Area Renovation:** See attached report.

**Disaster Plan:** It is finally completed. A copy of the Plan and Building Book will be kept with Tina, Dave Wagner, and Shauna Comes. It will not be on our website because it contains personnel phone numbers, etc. In addition, since this now completed, the Disaster Plan Committee will be dissolved.

**Unfinished Business:**

**Children's Safety Policy:** We reviewed the new policy. Lin made a motion to accept the Children's Safety Policy, and Wendy seconded the motion. The motion passed unanimously. See copy of Policy attached.

**Parking Lot Lease:** We received some legal advice from our counsel which was discussed in executive session.

**Insurance:** See above.

**Nominating Committee:** Wendy has determined that the current officers will remain in place for next year. She is still seeking suggestions for one trustee for next year. Tom will pen an article for the Cuba Rushford School newsletter, and Wendy will take it from there.

**New Business:**

**STLS training resources:** Faith had a booklet which we used to discuss book challenges.

Faith also had some charts and graphs from STLS which indicated that Cuba is ahead in programming in all of the counties, and Tina was the only certified librarian in the county. Note, Shauna Comes is also a certified librarian. The information also indicated we received grants in an amount three times more than Wellsville. We are very proud of our Director and staff!!

**Executive Session:** At 6:45 PM, Lionel moved to enter Executive Session to discuss legal advice received from our attorney regarding a lease for the parking lot across the street. Lin seconded the motion, and the motion passed unanimously. After discussions, at 7:03 PM, Lionel motioned to move out of Executive Session. Lin seconded the motion, and the motion passed unanimously.

Lin made a motion to adjourn the meeting at 7:05 PM, and Tom seconded it. Passed

Respectfully submitted:  
Sharry Semans, Acting Secretary

# Cuba Circulating Library Association

## Budget vs. Actuals

January - October, 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	0.00	0.00 %
4017 Memorials/Gifts	6,962.95		-6,962.95	
4019 Refunds/Reimb	985.99		-985.99	
4020 Meeting Room Fee	1,035.00	750.00	-285.00	-38.00 %
<b>4100 Other Income</b>				
Arts	605.00		-605.00	
Book Replacement	179.99		-179.99	
Copies Income	2,246.52	2,000.00	-246.52	-12.33 %
Donation Box	2,996.52	400.00	-2,596.52	-649.13 %
Fines	213.40	200.00	-13.40	-6.70 %
Misc Income	349.58	400.00	50.42	12.61 %
<b>Total 4100 Other Income</b>	<b>6,591.01</b>	<b>3,000.00</b>	<b>-3,591.01</b>	<b>-119.70 %</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	
Manley Grant	3,700.00		-3,700.00	
United Way	3,687.50		-3,687.50	
<b>Total 4200 Restricted Funds Revenue</b>	<b>22,995.28</b>	<b>2,000.00</b>	<b>-20,995.28</b>	<b>-1,049.76 %</b>
<b>4500 Investment Income</b>				
Capital Gains Distribution	0.00		0.00	
Dividend Income	13,555.42		-13,555.42	
Interest Income	138.29		-138.29	
<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>304,416.71</b>	<b>26,223.00</b>	<b>-278,193.71</b>	<b>-1,060.88 %</b>
Budget Carryover		31,978.00	31,978.00	100.00 %
<b>Total Revenue</b>	<b>\$344,661.94</b>	<b>\$297,472.00</b>	<b>\$ -47,189.94</b>	<b>-15.86 %</b>
<b>GROSS PROFIT</b>	<b>\$344,661.94</b>	<b>\$297,472.00</b>	<b>\$ -47,189.94</b>	<b>-15.86 %</b>
<b>Expenditures</b>				
<b>6100 Payroll Expenses</b>				
6101 Wages	138,148.66	172,687.00	34,538.34	20.00 %
6102 Taxes	12,257.49		-12,257.49	
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 - October, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Total 6102 Taxes</b>	<b>12,257.49</b>	<b>15,481.00</b>	<b>3,223.51</b>	<b>20.82 %</b>
6103 Employee Benefits				
Company Contributions				
Retirement	3,956.39	5,500.00	1,543.61	28.07 %
<b>Total Company Contributions</b>	<b>3,956.39</b>	<b>5,500.00</b>	<b>1,543.61</b>	<b>28.07 %</b>
Health Insurance	500.00	500.00	0.00	0.00 %
<b>Total 6103 Employee Benefits</b>	<b>4,456.39</b>	<b>6,000.00</b>	<b>1,543.61</b>	<b>25.73 %</b>
6105 Ins - Disability		1,060.00	1,060.00	100.00 %
<b>Total 6100 Payroll Expenses</b>	<b>154,862.54</b>	<b>195,228.00</b>	<b>40,365.46</b>	<b>20.68 %</b>
6200 Library Materials				
6205 Books-J	3,270.50	4,500.00	1,229.50	27.32 %
6210 Books-A	5,771.84	7,500.00	1,728.16	23.04 %
6220 Serials	968.98	1,300.00	331.02	25.46 %
6230 Audio	849.22	1,000.00	150.78	15.08 %
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	1,400.91	1,500.00	99.09	6.61 %
6270 Video Games	630.10	1,000.00	369.90	36.99 %
6280 Adult Programming	2,587.04	1,200.00	-1,387.04	-115.59 %
6285 Childrens Programming	767.05	1,200.00	432.95	36.08 %
6290 STLS cost share	10,774.00	10,774.00	0.00	0.00 %
<b>Total 6200 Library Materials</b>	<b>31,237.84</b>	<b>34,031.00</b>	<b>2,793.16</b>	<b>8.21 %</b>
6202 Book Replacement	22.42		-22.42	
6300 Restricted Fund Spending	275.00		-275.00	
6310 Arts Grant Expense	4,821.12		-4,821.12	
6320 Friends Expense	1,447.22		-1,447.22	
6330 Manley Grant expense	524.71		-524.71	
6345 Lions Club Grant	466.84		-466.84	
6350 Wilday Grant	1,658.66		-1,658.66	
6355 STLS Outreach	920.00		-920.00	
6360 DFY Grant	416.96		-416.96	
6365 ARPA Grant	3,869.29		-3,869.29	
6370 Memorials & Gifts	3,886.02		-3,886.02	
6390 United Way Grant	7,981.00		-7,981.00	
<b>Total 6300 Restricted Fund Spending</b>	<b>26,266.82</b>		<b>-26,266.82</b>	
6410 Advertisement	785.91	350.00	-435.91	-124.55 %
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 %

# Cuba Circulating Library Association

## Budget vs. Actuals

January - October, 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	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	620.24	500.00	-120.24	-24.05 %
6460 Personal Protection Supplies	51.24	300.00	248.76	82.92 %
6465 Repairs/Building & Grounds	15,487.53	7,000.00	-8,487.53	-121.25 %
6470 Services		649.00	649.00	100.00 %
Alarm System - Doyle	742.52	850.00	107.48	12.64 %
Argentieries	264.00	300.00	36.00	12.00 %
Attorney	3,775.00	3,000.00	-775.00	-25.83 %
Audit	2,750.00	2,750.00	0.00	0.00 %
Bookkeeper	6,750.00	8,100.00	1,350.00	16.67 %
Computer Tech	724.76	900.00	175.24	19.47 %
Copier Acme	1,007.18	2,500.00	1,492.82	59.71 %
Fire Extinguishers	48.00	56.00	8.00	14.29 %
Fire Place Clean		200.00	200.00	100.00 %
Hotspots	2,237.44	3,000.00	762.56	25.42 %
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	355.78	250.00	-105.78	-42.31 %
Window Cleaner		450.00	450.00	100.00 %
<b>Total 6470 Services</b>	<b>20,390.70</b>	<b>24,750.00</b>	<b>4,359.30</b>	<b>17.61 %</b>
6480 Train/conference	1,040.00	1,500.00	460.00	30.67 %
6485 Travel	1,678.50	1,500.00	-178.50	-11.90 %
6490 Utilities				
Electric	5,266.78	9,000.00	3,733.22	41.48 %
Extended Broadband	1,350.00	1,800.00	450.00	25.00 %
Fuel	2,274.27	5,300.00	3,025.73	57.09 %
Phone	1,252.97	1,250.00	-2.97	-0.24 %
<b>Total 6490 Utilities</b>	<b>10,144.02</b>	<b>17,350.00</b>	<b>7,205.98</b>	<b>41.53 %</b>
6520 Dairy Days Float	125.00		-125.00	
Ask Accountant	0.00		0.00	
<b>Total Expenditures</b>	<b>\$277,354.92</b>	<b>\$297,472.00</b>	<b>\$20,117.08</b>	<b>6.76 %</b>
NET OPERATING REVENUE	<b>\$67,307.02</b>	<b>\$0.00</b>	<b>\$ -67,307.02</b>	<b>0.00%</b>

# Cuba Circulating Library Association

## Budget vs. Actuals

January - October, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-58,167.58		58,167.58	
Children's Area Remodel Expenses	223,745.49		-223,745.49	
Children's Area Remodel Funds	-124,193.00		124,193.00	
<b>Total Children's Area Remodel (Net)</b>	<b>41,384.91</b>		<b>-41,384.91</b>	
<b>Total Other Expenditures</b>	<b>\$41,384.91</b>	<b>\$0.00</b>	<b>\$ -41,384.91</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$ -41,384.91</b>	<b>\$0.00</b>	<b>\$41,384.91</b>	<b>0.00%</b>
NET REVENUE	<b>\$25,922.11</b>	<b>\$0.00</b>	<b>\$ -25,922.11</b>	<b>0.00%</b>

# Cuba Circulating Library Association

## Statement of Activity

October 2023

	TOTAL	
	OCT 2023	OCT 2022 (PY)
<b>Revenue</b>		
4003 School Income		226,237.00
4004 Local Lib Services Aid	1,675.00	
4017 Memorials/Gifts	726.62	370.00
4020 Meeting Room Fee	175.00	100.00
4100 Other Income		
Arts	50.00	55.00
Book Replacement	36.00	7.95
Copies Income	201.90	152.85
Donation Box	2,532.55	54.70
Fines	20.00	20.00
Misc Income	23.30	69.78
<b>Total 4100 Other Income</b>	<b>2,863.75</b>	<b>360.28</b>
4200 Restricted Funds Revenue		
Manley Grant	3,700.00	
<b>Total 4200 Restricted Funds Revenue</b>	<b>3,700.00</b>	
4500 Investment Income		
Dividend Income	157.00	84.60
Interest Income	109.79	1.49
<b>Total 4500 Investment Income</b>	<b>266.79</b>	<b>86.09</b>
<b>Total Revenue</b>	<b>\$9,407.16</b>	<b>\$227,153.37</b>
<b>GROSS PROFIT</b>	<b>\$9,407.16</b>	<b>\$227,153.37</b>
<b>Expenditures</b>		
6100 Payroll Expenses		
6101 Wages	13,491.30	11,921.49
6102 Taxes	1,074.64	965.60
6103 Employee Benefits		
Company Contributions		
Retirement	390.42	346.80
<b>Total Company Contributions</b>	<b>390.42</b>	<b>346.80</b>
<b>Total 6103 Employee Benefits</b>	<b>390.42</b>	<b>346.80</b>
<b>Total 6100 Payroll Expenses</b>	<b>14,956.36</b>	<b>13,233.89</b>
6200 Library Materials		
6205 Books-J	213.59	159.68
6210 Books-A	428.62	516.79
6230 Audio		112.40
6240 Equipment		118.88
6250 Digital Books		833.73
6260 DVD	89.86	145.78
6270 Video Games		39.99

# Cuba Circulating Library Association

## Statement of Activity

October 2023

	TOTAL	
	OCT 2023	OCT 2022 (PY)
6280 Adult Programming	400.00	276.31
6285 Childrens Programming	100.00	
<b>Total 6200 Library Materials</b>	<b>1,232.07</b>	<b>2,203.56</b>
6202 Book Replacement	29.56	16.36
6300 Restricted Fund Spending		
6310 Arts Grant Expense	1,345.00	70.00
6320 Friends Expense	436.74	90.11
6330 Manley Grant expense		35.23
6350 Wilday Grant	145.00	510.91
6360 DFY Grant	102.66	
6365 ARPA Grant	182.57	
6370 Memorials & Gifts	799.89	956.87
6390 United Way Grant	1,282.82	47.25
<b>Total 6300 Restricted Fund Spending</b>	<b>4,294.68</b>	<b>1,710.37</b>
6410 Advertisement	600.00	
6420 Custodial supplies		18.32
6425 Discretionary Fund		135.73
6430 Insurance		
Ins - Liability Insurance		878.00
<b>Total 6430 Insurance</b>		<b>878.00</b>
6445 Library supplies		90.88
Library Equipment		72.15
<b>Total 6445 Library supplies</b>		<b>163.03</b>
6447 Membership		180.00
6450 Postage		17.31
6455 Processing Fee	81.60	35.07
6460 Personal Protection Supplies	17.08	19.98
6465 Repairs/Building & Grounds	461.84	93.17
6470 Services		-175.00
Alarm System - Doyle	124.00	94.35
Argentieries	24.00	24.00
Attorney	775.00	
Bookkeeper	675.00	600.00
Computer Tech	239.88	
Copier Acme	291.46	
Hotspots	212.40	197.40
Parking Lot Maint		250.00
Water Softener	15.00	61.50
<b>Total 6470 Services</b>	<b>2,356.74</b>	<b>1,052.25</b>
6480 Train/conference		400.10



# Cuba Circulating Library Association

## Statement of Activity

October 2023

	TOTAL	
	OCT 2023	OCT 2022 (PY)
6485 Travel	28.43	307.10
6490 Utilities		
Electric	485.77	441.70
Extended Broadband		450.00
Fuel	176.00	436.00
Phone	126.99	117.79
<b>Total 6490 Utilities</b>	<b>788.76</b>	<b>1,445.49</b>
Ask Accountant	0.00	
<b>Total Expenditures</b>	<b>\$24,847.12</b>	<b>\$21,909.73</b>
NET OPERATING REVENUE	<b>\$ -15,439.96</b>	<b>\$205,243.64</b>
Other Expenditures		
Anniversary (Net)		
Anniversary Donations		-10.00
Anniversary Expenses		836.70
<b>Total Anniversary (Net)</b>		<b>826.70</b>
Children's Area Remodel (Net)		
Children's Area Remodel Expenses	13,740.34	4,834.26
Children's Area Remodel Funds	-124,193.00	
<b>Total Children's Area Remodel (Net)</b>	<b>-110,452.66</b>	<b>4,834.26</b>
<b>Total Other Expenditures</b>	<b>\$ -110,452.66</b>	<b>\$5,660.96</b>
NET OTHER REVENUE	<b>\$110,452.66</b>	<b>\$ -5,660.96</b>
NET REVENUE	<b>\$95,012.70</b>	<b>\$199,582.68</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of October 31, 2023

	TOTAL	
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1020 Five Star	10,412.22	234,042.77
1090 Savings	14,404.06	173.63
<b>Total Bank Accounts</b>	<b>\$24,816.28</b>	<b>\$234,216.40</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	30,083.05	36,696.45
American Cap Inc Builder A	94,659.04	106,469.14
American Cap World Growth & Inc	61,879.03	72,468.33
American Fundamental Inv A	46,580.61	52,048.34
American Funds Mortgage A	20,357.21	30,158.56
American Global Balanced A	88,645.21	112,512.06
American Inc Fd of America A	89,944.77	106,688.30
American Intm Bd Fd of Amer A	16,685.42	21,925.45
American Inv Co of Amer A	21,156.48	26,084.19
American Short-Term Bond A	20,235.79	29,661.92
American WA Mutual A	93,001.07	110,229.52
Cash, BDP, and Money Market Fds	789.82	6,650.37
Savings	45,465.98	
Stocks	765.42	935.59
Unrealized Gain/Loss	20,274.31	54,000.39
<b>Total 1303 Endowment Investment</b>	<b>650,523.21</b>	<b>766,528.61</b>
1305 Anonymous Investment	0.00	0.00
1306 Adams Mem Book Fund Investment	0.00	0.00
American Cap Inc Builder A	6,048.64	5,814.95
American Inc Fd of America A	6,831.79	6,354.33
Cash, BDP, and Money Market Fds	0.66	0.66
Unrealized Gain/Loss	425.40	851.81
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>13,306.49</b>	<b>13,021.75</b>
1400 Prepaid Fee	0.00	0.00
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>\$663,829.70</b>	<b>\$779,550.36</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of October 31, 2023

	TOTAL	
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)
<b>Total Current Assets</b>	<b>\$688,645.98</b>	<b>\$1,013,766.76</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>\$1,055,764.31</b>	<b>\$1,407,777.86</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	675.00	7,097.14
<b>Total Accounts Payable</b>	<b>\$675.00</b>	<b>\$7,097.14</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	1,184.30
American Funds	0.00	0.00
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	42.56	53.64
NYS Income Tax	533.94	465.51
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>576.50</b>	<b>1,703.45</b>
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$576.50</b>	<b>\$1,703.45</b>
<b>Total Current Liabilities</b>	<b>\$1,251.50</b>	<b>\$8,800.59</b>
<b>Total Liabilities</b>	<b>\$1,251.50</b>	<b>\$8,800.59</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of October 31, 2023

	TOTAL	
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	20,837.22	55,137.02
3550 Realized Gain/Loss Equity	-12,262.89	-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	25,922.11	72,196.71
<b>Total Equity</b>	<b>\$1,054,512.81</b>	<b>\$1,398,977.27</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,055,764.31</b>	<b>\$1,407,777.86</b>

Cuba Library Director's Monthly Report

September 2023

	Sept. 2023	Aug. 2023	Sept. 2022	Sept. 2021	Sept. 2020	Sept. 2019
Circulation	2444 Adult 1123 J/YA 1321	3258 Adult 1361 J/YA 1897	2505 Adult 1328 J/YA 1177	2291 Adult 1262 J/YA 1029	2440 (adult 1483) (J/YA 957)	3021 (adult 1857) (Juv/YA 1164)
Holdings Filled	356	373	336	394	327	431
New Library Cards	34	21	21	25	8	18
Libby (eBooks)	480	483	418	463	435	344
Wifi Use	288	305	327	248	290	210
Visits to website	834	915	803	851	839	
Door Count	2244	3392	1702	1502		

Upcoming Programs

Mon. Oct. 2 & 16 @ 6 pm	Dungeons and Dragons	Kahlin Weaver
Sat. Oct. 7 & 21 @ 10 am	Leather Clutch	Clifford Redeye
Tues, Oct. 17 @ 6 pm	Fall Welcome Signs	Shauna
Mon, Oct. 23 @ 6 pm	Antler Carving Lecture	Hayden Haynes
Sat, Oct. 28 @ 9:30 am	Watercolors	Theresa Heinz
Mon, Nov. 6 @ 6:30 pm	Re-Thinking Thanksgiving	Perry Ground

Grants: We have been awarded \$3,700 from the Manley grant to install a sound system in the community room. These funds will also enable us to purchase a portable sound system for use at outdoor programs as well.

Professional Development: I attended a webinar, Creating LGBTQ+ Inclusive Libraries with the SafeZone Initiative that was very enlightening. I'd like to hold the SafeZone training next year at our annual staff development day. This year's staff development day didn't go quite as planned because our presenter canceled the day of due to illness. However, we were able to find some other resources and still had very useful day. We practiced emergency drills and reference interviews, role played book challenges, watched the keynote speaker from the conference Cherilyn recently attended, along with some other activities.

Community: I spent a lot of time this month volunteering for the Chamber of Commerce's Garlic Festival. I was there both Saturday and Sunday, helping out at the vendor gate. I also did all the publicity—print, radio, and social media. The estimate we had 8,300 people attend the festival this year.

Building and Grounds: The Code Inspector came by for an inspection. We passed with no violations. The fire place was cleaned in preparation for winter, and I've scheduled Nick Shembeda for bi-annual servicing in anticipation of turning on the heat. Much of my time this month was spent working with Kinley and Edge to try and finish out Phase 1 of the building project.

Circulation: We have added a new item type to our adult collection—Lucky Day items. These are new books that are the “hottest” items. If you find one of these books on the new shelf it is your “lucky day.” Lucky Day books do not go out into the system on hold, and they are duplicate copies of titles that we already own. They can only be checked out for 14 days, cannot be renewed, and cannot have holds placed on them. We currently own six Lucky Day books, with the first one being added on July 26. These items have had a total circulation of 16 at this time. We were one of two libraries who piloted the Lucky Day program for STLS. The program is now being rolled out to the rest of the system.

# Youth Services Monthly Report: September 2023

## Storytimes

No storytimes this month but the 3-year-old class only has one open space and the 2-year-old class is more than half full. We are on track for all groups to be back at pre-covid levels. After School Explorers for K-3 is full with a wait list.

## Teens/Tweens

The teen game night that was scheduled had no sign ups. After School Crew for tweens starts in October and is full.

## Outreach

I had 4 CRCS classes visit. Pre-K morning and afternoon both came. Pre-K classes will visit monthly. Two fourth grade classes came and several students signed up for library cards. I have also scheduled a recurring visit to one of the BOCES classes starting in October. One of the kindergarten classes is also scheduled to start coming monthly in October.

## Other

The Erie Canal Traveling Museum came. We had a low turnout due to Meet the Teacher night but those that came enjoyed what was offered.

I attended one Leadership Allegany curriculum session in September. My group's service project will continue in part of October. 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. We are also preparing our "Industry Day" focusing on human services. This will take place at ACCORD and we will hear from several of their departments about services offered in Allegany County.

I attended the ARSL conference in Wichita, KS. I will go into more detail about the sessions I attended and the things I learned in person at a later date.

## Upcoming Programs

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

10/10 Teen D&D begins

10/18 Teen Craft (Shauna)

10/21 Village Trunk or Treat

10/25 Spooky Magic with Cris Johnson

10/27 CRCS Fall Fest

## September 2023 Programming

<b>9/27</b>	CRCS AM Pre-K	15 children, 2 adults
	CRCS PM Pre-K	10 children, 2 adults
	CRCS 4th Grade (K. VanDamme)	14 children, 2 adults
<b>9/28</b>	CRCS 4th Grade (Weber)	16 children, 1 adult
	Erie Canal Traveling Museum	10 mixed ages