

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

**Monday, Nov. 13, 2023**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the Oct. 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
9. Unfinished Business
10. New Business
  - i. Personnel Policy
  - ii. 2024 Budget
11. Executive Session, as needed
12. Adjournment

**Cuba Circulating Library  
Board of Trustees Monthly Meeting Minutes  
Monday, September 11, 2023**

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

**Absent:**

**Also Present:** Tina Dalton, Pat Ash, Dave Wagner

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

**Public Comments:** None

**Friends' Report:** Pat Ash gave her report on the Friends of the Library activity. Mystery at the Library upcoming event, Sept. 29<sup>th</sup>.

**Minutes of the Previous Meeting:** Minutes of the August meeting were approved.

**Financial Officer's Report:** (See attached.) Faith moved that the report be accepted. Sharry seconded and the report was approved.

**Corresponding Secretary's Report:** Nothing to report.

**Director's Report:** (See attached.) Tina summarized the report. There has been an increased number of inquiries regarding services for homeless persons in the community.

**Committee Reports**

**Planning:** Nothing to report.

**Finance:** Nothing to report.

**Building and Grounds:** Nothing to report

**Personnel:** Nothing to report.

**Technology:** Nothing to report.

**Liaison with Friends:** Nothing to report.

**Education:** Reminder of the workshop with Brian Hildreth in November.

**Ad hoc Committees**

**Children's Area Renovation:** Finishing work on phase one beginning 9/11 and scheduled for completion by week's end. The architect and tree artist are meeting 9/13.

**Disaster Plan:** SBU archivist meeting 9/19 at 2:00.

**Unfinished Business**

**Children's Safety Policy:** In progress

**New Business**

**Sump pump drain estimate:** Dave presented the estimate received from Redemption Contractors for running the sump pump drain underground to the street. Tom made a motion to accept the bid and Lionel seconded the motion. Motion was approved.

**Parking Lot Lease:** The Cuba Cultural Center Board has proposed a lease arrangement for the Parking Lot. Inquiries to be made regarding insurance and snow removal services for further consideration.

**Insurance Policies:** Audit of policies recommended.

**Tree Artist Contract:** Janice Davis Design LLC recommended artist. Motion for signature on formal contract made by Lin, seconded by Brad and passed unanimously by the board.

**Financial Controls Policy:** (See attached) Motion to approve policy modifications made by Wendy and seconded by Tom. Motion approved by voice vote.

**Adjournment:** Motion to adjourn was made by Lin and seconded by Lionel. Meeting adjourned at 6:15 PM.

**Report submitted:** Brad Weaver, Secretary

# Cuba Circulating Library Association

## Budget vs. Actuals

January - August, 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	5,336.33		-5,336.33	
4020 Meeting Room Fee	860.00	750.00	-110.00	-14.67 %
4100 Other Income				
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>
4200 Restricted Funds Revenue				
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>
4500 Investment Income				
Capital Gains Distribution	0.00		0.00	
Dividend Income	10,738.32		-10,738.32	
Interest Income	28.49		-28.49	
Morgan Stanley				
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>
GROSS PROFIT	<b>\$330,415.28</b>	<b>\$297,472.00</b>	<b>\$ -32,943.28</b>	<b>-11.07 %</b>
Expenditures				
6100 Payroll Expenses				
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.

# Cuba Circulating Library Association

## Statement of Activity

October 2023

	TOTAL	
	OCT 2023	OCT 2022 (PY)
Revenue		
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>
GROSS PROFIT	<b>\$9,407.16</b>	<b>\$227,153.37</b>
Expenditures		
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

## Budget vs. Actuals

January - October, 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	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 %
4100 Other Income				
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>
4200 Restricted Funds Revenue				
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>
4500 Investment Income				
Capital Gains Distribution	0.00		0.00	
Dividend Income	13,555.42		-13,555.42	
Interest Income	138.29		-138.29	
Morgan Stanley				
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>
Expenditures				
6100 Payroll Expenses				
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 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>

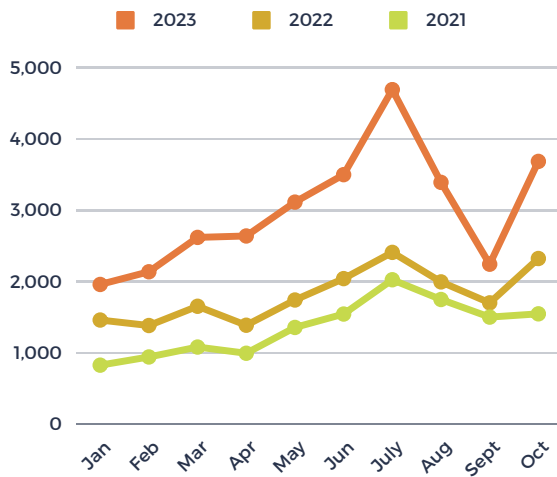


# Cuba Circulating Library

## OCTOBER 2023 DIRECTOR'S REPORT



### Patron Visits



### CHECKOUTS

Our checkout numbers for this month rose to **2,878**. These numbers were up over the previous two years. This may be due to the high number of children enrolled in our story time programs this year in comparison with the previous two years.

### OUTREACH

October has been a great month for outreach. In addition to our usual outreach, Colleen visited the high school for School-o-ween and Cherilyn visited the elementary school for Fall Fest. We also partnered with JCC for their small business event, hosting several organizations in the community room.

### PATRON NUMBERS

For the month of October 2023, we had a total of **3686** patron visits. Our Cookies and Crafts event (71 attendees), Trick or Treating (466 visitors), and Cris Johnson Magic Show (75 attendees) affected the monthly trend. We entered **28** new library cards. Over all, patron visits were up from last year.

**48**

Onsite  
Programs

**983**

Programs  
Attendees

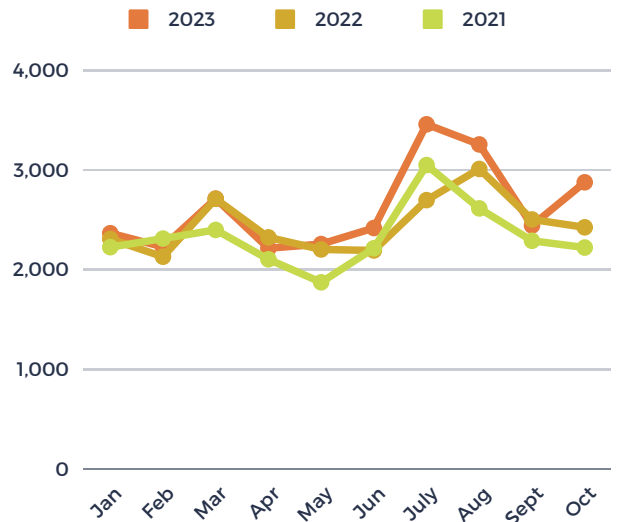
**9**

Outreach  
Visits

**395**

Outreach  
Attendees

### Circulation



**2878**

Items checked out

**611**

eBooks checked out

**111**

Public computer  
sessions

**299**

Holds filled

**909**

Visits to website

## OVERHEARD IN THE LIBRARY

"This is my library. How do you like it? Isn't it cool?"

## PROFESSIONAL DEVELOPMENT

This month I attended the STLS annual meeting, STLS Gather and Grow, and NYLA annual conference. It has been a wonderful month for me to immerse myself in continuing education, which has really allowed me to reconnect with the reasons I became a librarian.



**STLS @ NYLA 2023**

## GRANTS

We received an invitation to apply for a flash arts grant through the Arts Council for Wyoming County. This grant is for **\$1000** and I had less than a week to put together the programs and grant application—additionally the money has to be used by the end of 2023. I submitted the grant application on Oct. 31, and proposed three intergenerational holiday art programs. We should know if our application is approved by the week of Nov. 13. ***Our proposed programs are “Giving Thanks” on Nov. 22 with Jessie Slattery, “Wooden Snowmen” on Nov. 29 with Mel White, and “Jingle Jam” on Dec. 13 with Jess Hageman.***

***I received notification from the USDA that they have officially agreed to administer the ARC grant, if it is awarded to us. This is a big step forward in this process.***

## Upcoming Programs

- Mon, Nov. 8 @ 11:00 10 Warning Signs of Alzheimer's & Dementia
- Tues, Nov. 14 @ 6:30 Americana and Songs of Erie Canal @ Palmer
- Thurs, Nov. 15 @ 6:30 Local author Nicholas Alden
- Thurs, Dec. 7 @ 6:30 Tips for Making your Home more Energy Effic. with Cornell Coop. Ext.

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

### **Storytimes**

The Preschool Storytime had 5 storytimes in October. The Toddler group had 3. Afterschool Explorers met 4 times. Themes for all of these groups included Books, Apples, Fall/Leaves, Halloween, and Spiders. The Afterschool Explorers also had a visit from Cornell Cooperative Extensions SNAP educator. She talked about balanced meals and made a peanut butter/yogurt dip for apples. She will visit at least two more times, possibly more. All groups are full or nearly full. Attendance does fluctuate a little as it's cold/flu season.

### **Teens/Tweens**

My tween group that meets Tuesdays is predominantly 4th Graders. We have been reading *The View From Saturday* by E.L. Konigsburg. I presented them with 4-5 titles to choose from the first week and that one had the most votes. We made Wiggle Bots out of cups and motors etc. We have played some games and done a couple crafts. At the beginning of the month, we brainstormed some activities so I will work those in throughout the year.

I have been attending the 6th Grade lunch book club at the middle/high school library. Mrs. Ross reads a book aloud during lunch twice a week. My schedule has only allowed me to go once a week but I have gone three times and during the brief time at the beginning and end, I have been chatting with the students to get ideas of what programs they may attend if we held them. Food is a common denominator.

Teen D&D is in full swing. Shauna and Tina did a teen craft program with porcelain dolls that was intended for teens but had a lot of interest from younger and older people as well.

Beginning November 15th, I will be co-leading a high school book club with Mrs. Ross during the WIN period at the end of the school day. She organized the school side of things, sending out a survey for interest and we selected an older but popular title to begin reading with the high school students. For our first meeting, we will gauge the expectations of the students and find a format that will work best for them, with all their homework and other extracurricular commitments. I will make coffee and we will have some snacks.

### **Outreach**

I had 4 CRCS classes visit. Pre-K morning and afternoon both came. Mrs. Bump's kindergarten class came once. I visited BOCES at the school once. Additionally, Colleen attended the School-o-Ween at the middle/high school to give out treats and I attended the Fall Fest at the elementary building.

Head Start visits will begin in November, one for the Early Head Start group and one for Head Start.

### **Other**

Cris Johnson performed his Spooky Magic show on October 25th. 75 people attended.

I attended two Leadership Allegany sessions in October. My group's Industry Day is November 16th so we have been preparing for that. We met to organize the donations received on 10/30. The ACCORD staff was very pleased with the variety of items and quantity we were able to put together.

I have been coordinating a storytelling day at the elementary school with Perry Ground. He will provide one school-wide session and two sessions just for fourth graders on November 6.

### **Upcoming Programs**

11/6 Perry Ground at CRCS Program

11/15 High School Book Club



Donations collected for ACCORD

## Oct. 2023 Building and Grounds Report

1. Mowed and trimmed. Raked leaves as needed.
2. Worked on rotted window sill, removed a lot of rotten wood, cut new sill board. Need to remove more to make fit properly. hopefully get the one completed before snow flies, weather permitting.
3. Cleaned and oiled mens exhaust room fan.
4. Added extension legs to small bookcase for Pats Book room, so it doesn't tip over.
5. Marked line where sump drain to street will be located.
6. Curb has been cut for sump drain by village.

DISBURSEMENTS	Budget 2022	Budget 2023	Budget 2024		RECEIPTS	Budget 2022	Budget 2023	Budget 2024 (a)	Budget 2024 (b)
Gross Wages	\$ 159,391.00	\$ 172,687.00	\$ 171,954.00		School	\$ 226,237.00	\$ 231,846.00	\$ 266,623.00	\$ 237,098.00
Federal Tax-Employers	\$ 12,200.00	\$ 13,171.00	\$ 13,471.00		Local Lib. Services Aid	\$ 1,615.00	\$ 1,675.00	\$ 1,675.00	\$ 1,675.00
Workman's Comp	\$ 1,130.00	\$ 1,190.00	\$ 1,310.00		Fines	\$ 100.00	\$ 200.00	\$ 200.00	\$ 200.00
State Tax-Employers	\$ 5,260.00	\$ 2,310.00	\$ 2,370.00		Copies	\$ 2,000.00	\$ 2,000.00	\$ 2,600.00	\$ 2,600.00
Disability	\$ 1,010.00	\$ 1,060.00	\$ 1,066.00		Other	\$ 700.00	\$ 400.00	\$ 450.00	\$ 450.00
Books- Juvenile	\$ 4,000.00	\$ 4,500.00	\$ 5,000.00		Friends	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	\$ 4,000.00
Books- Adult	\$ 7,000.00	\$ 7,500.00	\$ 8,000.00		Budget Carryover	\$ 35,000.00	\$ 31,978.00	\$ 3,169.00	\$ 32,694.00
Serials	\$ 900.00	\$ 1,300.00	\$ 1,300.00		Meeting Room	\$ 400.00	\$ 750.00	\$ 950.00	\$ 950.00
Computer Equipment & Services	\$ 500.00	\$ 500.00	\$ 2,000.00		Endowment	\$ 9,504.00	\$ 25,723.00	\$ 33,351.00	\$ 33,351.00
Audiobooks	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00		Donation Box	\$ 730.00	\$ 400.00	\$ 800.00	\$ 800.00
DVDs	\$ 2,400.00	\$ 1,500.00	\$ 2,000.00		Adams Memorial	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00
Library Equipment	\$ 500.00	\$ 1,000.00	\$ 1,200.00						
Fuel	\$ 4,500.00	\$ 5,300.00	\$ 5,500.00		Total	\$ 279,286.00	\$ 297,472.00	\$ 314,318.00	\$ 314,318.00
Electric	\$ 6,200.00	\$ 9,000.00	\$ 7,000.00				2024 tax levy is	\$34,777	\$5,252
Repairs/Bldg & Grnds	\$ 6,000.00	\$ 7,000.00	\$ 8,000.00		Non-Budget Income				
Service/Service contracts	\$ 15,000.00	\$ 22,000.00	\$ 24,000.00		Legis. Grant/Bk. Share				
Insurance - property	\$ 5,900.00	\$ 6,195.00	\$ 6,815.00		Arts Grant	\$ 4,500.00	\$ 4,000.00	\$ 5,000.00	
Phone	\$ 1,750.00	\$ 1,250.00	\$ 1,400.00		Memorials/Gifts	\$ 3,800.00	\$ 3,200.00	\$ 7,100.00	
Postage	\$ 400.00	\$ 200.00	\$ 300.00		Replacements		\$ 300.00	\$ 150.00	
Library Supplies	\$ 3,150.00	\$ 3,600.00	\$ 4,100.00		Misc. Grants		\$ 3,500.00	\$ 1,500.00	
Personal Protection Supplies/Disaster	\$ 1,300.00	\$ 300.00	\$ 500.00		United Way	\$ 5,000.00	\$ 7,500.00	\$ 7,400.00	
Custodial Supplies	\$ 600.00	\$ 700.00	\$ 800.00		Manley Grant		\$ 5,000.00	\$ 3,700.00	
Travel	\$ 1,500.00	\$ 1,500.00	\$ 3,300.00		Other	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	
Bank Fees	\$ 100.00	\$ 100.00	\$ 100.00		TOTAL	\$ 14,300.00	\$ 25,000.00	\$ 26,350.00	
Train/Conference	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00		Service includes:				
Discretionary/Misc	\$ 500.00	\$ 500.00	\$ 1,000.00		Acme copiers	\$ 400.00	\$ 2,500.00	\$ 2,000.00	
STLS Cost Share	\$ 10,667.00	\$ 10,774.00	\$ 10,882.00		Parking Lot Maint.	\$ 250.00	\$ 250.00	\$ -	
STLS Digital Collection	\$ 6,000.00	\$ 3,557.00	\$ 3,628.00		Computer Tech	\$ 800.00	\$ 900.00	\$ -	
Health Insurance	\$ 500.00	\$ 500.00	\$ 6,000.00		Fire Extinguishers	\$ 56.00	\$ 56.00	\$ 56.00	
Extended Broadband	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00		Argentieri's	\$ 252.00	\$ 300.00	\$ 325.00	
IRA Match	\$ 4,800.00	\$ 5,500.00	\$ 5,306.00		Rug Shampoos	\$ 250.00	\$ 250.00	\$ 420.00	
Processing of Books	\$ 500.00	\$ 500.00	\$ 800.00		Window Cleaner	\$ 450.00	\$ 450.00	\$ 450.00	
Advertising and Publicity	\$ 350.00	\$ 350.00	\$ 300.00		Water Softener	\$ 250.00	\$ 250.00	\$ 500.00	
Adult Programs	\$ 1,000.00	\$ 1,200.00	\$ 2,500.00		Gutters cleaned	\$ 350.00	\$ -	\$ 350.00	
Video Games	\$ 1,000.00	\$ 1,000.00	\$ 1,200.00		Doyle Security	\$ 430.00	\$ 850.00	\$ 2,000.00	
Audit	\$ 4,500.00	\$ 2,750.00	\$ 2,850.00		Patriot Microfilm	\$ 335.00	\$ 495.00	\$ 1,000.00	
D&O Liability Insurance	\$ 878.00	\$ 878.00	\$ 966.00		Hotspots	\$ 3,000.00	\$ 3,000.00	\$ 3,300.00	
Membership Fees	\$ 600.00	\$ 600.00	\$ 900.00		Accountant (file 990)		\$ 750.00	\$ 800.00	
Children's Programs	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00		Bookkeeper	\$ 7,200.00	\$ 8,100.00	\$ 8,500.00	
Anniversary	\$ 2,000.00	\$ -	\$ -		Lawyer		\$3,000.00	\$ 4,000.00	
Total	\$ 279,286.00	\$ 297,472.00	\$ 314,318.00		Fire Place Clean	\$ 150.00	\$ 200.00	\$ 200.00	
					Total services:		\$ 21,351.00	\$ 23,901.00	



Name	Position	2023	2024	Hours per week	Weeks/ Year	2023 Budgeted Salary	2024 Salary
Wagner, David	Maintenance Manager	17.34	18.14	3	52	4,510	2,830
Robinson, Colleen	Custodian/Library Page	15.30	16.10	25	52	15,912	20,930
Comes, Shauna	Senior Library Assistant	18.36	19.16	30	52	28,642	29,890
Stuck, Christian	Library Page	15.16	15.96	18	52	14,200	14,939
Rhodes, Janet	Senior Library Assistant	19.95	20.75	4	52	16,600	4,404
Wise, Cherilyn	Youth Services Coordinator	24.02	24.82	34	52	39,970	43,882
Dalton, Tina	Library Director	25.16	26.48	40	52	52,333	55,079
						172,167	171,954

Decrease in hours from last year

Increase in hours from last year

Two days per month, or as needed



## Endowment Interest for Budget

16 Quarter Average - \$833,781.60

3% - \$25,013.45

4% - \$33,351.26

20 Quarter Average - \$825,822.28

3% - \$24,774.67

4% - \$33,032.89