

**Cuba Circulating Library
Board of Trustees Monthly Meeting Minutes
Monday, November 13, 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, Brian Hildreth

Call to Order: Faith called the meeting to order at 5:25 PM.

Public Comments: None

Friends' Report: Pat Ash gave her report on the Friends of the Library activity. Book Sale planned for Saturday, Dec 2nd.

Minutes of the Previous Meeting: Minutes of the October meeting was approved on a motion by Lin and a second by Tom. All ayes, motion passed.

Financial Officer's Report: (See attached.) Sharry moved that the report be accepted. Jill seconded. All ayes, motion passed.

Corresponding Secretary's Report: Nothing to report.

Director's Report: (See attached.) Tina summarized the report highlights.

Committee Reports

Planning: Nothing to report.

Finance: Nothing to report.

Building and Grounds: Nothing to report

Personnel: Janet Rhodes is retiring at the end of the year after 43 years of service.

Technology: Nothing to report.

Liaison with Friends: Nothing to report.

Education: Nothing to Report.

Ad hoc Committees

Children's Area Renovation: Lights shipping on 11/22. Scratches repaired, trim in process, 1 light to be replaced, and filler panels beside stage to be installed.

Unfinished Business - none

New Business

Personnel policy changes were reviewed. Motion to adopt changes made by Wendy and seconded by Denean. All ayes, motion passed.

Board Training was provided by Brian Hildreth, STLS Director, until 6:40.

Executive Session: A motion to enter executive session was made by Brad and seconded by Lionel at 6:42 to discuss a particular personnel issue.

The board exited executive session at 6:57 on a motion by Lin, seconded by Tom.

Adjournment: Motion to adjourn was made by Tom and seconded by Jill. Meeting adjourned at 6:58 PM.

Report submitted: Brad Weaver, Secretary

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 %
Total 4100 Other Income	6,591.01	3,000.00	-3,591.01	-119.70 %
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	
Total 4200 Restricted Funds Revenue	22,995.28	2,000.00	-20,995.28	-1,049.76 %
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 %
Total Morgan Stanley	290,723.00	26,223.00	-264,500.00	-1,008.66 %
Total 4500 Investment Income	304,416.71	26,223.00	-278,193.71	-1,060.88 %
Budget Carryover		31,978.00	31,978.00	100.00 %
Total Revenue	\$344,661.94	\$297,472.00	\$ -47,189.94	-15.86 %
GROSS PROFIT	\$344,661.94	\$297,472.00	\$ -47,189.94	-15.86 %
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
Total 6102 Taxes	12,257.49	15,481.00	3,223.51	20.82 %
6103 Employee Benefits				
Company Contributions				
Retirement	3,956.39	5,500.00	1,543.61	28.07 %
Total Company Contributions	3,956.39	5,500.00	1,543.61	28.07 %
Health Insurance	500.00	500.00	0.00	0.00 %
Total 6103 Employee Benefits	4,456.39	6,000.00	1,543.61	25.73 %
6105 Ins - Disability		1,060.00	1,060.00	100.00 %
Total 6100 Payroll Expenses	154,862.54	195,228.00	40,365.46	20.68 %
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 %
Total 6200 Library Materials	31,237.84	34,031.00	2,793.16	8.21 %
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	
Total 6300 Restricted Fund Spending	26,266.82		-26,266.82	
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 %
Total 6430 Insurance	8,205.06	8,263.00	57.94	0.70 %
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 %
Total 6445 Library supplies	4,242.70	4,600.00	357.30	7.77 %
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 %
Total 6470 Services	20,390.70	24,750.00	4,359.30	17.61 %
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 %
Total 6490 Utilities	10,144.02	17,350.00	7,205.98	41.53 %
6520 Dairy Days Float	125.00		-125.00	
Ask Accountant	0.00		0.00	
Total Expenditures	\$277,354.92	\$297,472.00	\$20,117.08	6.76 %
NET OPERATING REVENUE	\$67,307.02	\$0.00	\$ -67,307.02	0.00%

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	
Total Children's Area Remodel (Net)	41,384.91		-41,384.91	
Total Other Expenditures	\$41,384.91	\$0.00	\$ -41,384.91	0.00%
NET OTHER REVENUE	\$ -41,384.91	\$0.00	\$41,384.91	0.00%
NET REVENUE	\$25,922.11	\$0.00	\$ -25,922.11	0.00%

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
Total 4100 Other Income	2,863.75	360.28
4200 Restricted Funds Revenue		
Manley Grant	3,700.00	
Total 4200 Restricted Funds Revenue	3,700.00	
4500 Investment Income		
Dividend Income	157.00	84.60
Interest Income	109.79	1.49
Total 4500 Investment Income	266.79	86.09
Total Revenue	\$9,407.16	\$227,153.37
GROSS PROFIT	\$9,407.16	\$227,153.37
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
Total Company Contributions	390.42	346.80
Total 6103 Employee Benefits	390.42	346.80
Total 6100 Payroll Expenses	14,956.36	13,233.89
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	
Total 6200 Library Materials	1,232.07	2,203.56
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
Total 6300 Restricted Fund Spending	4,294.68	1,710.37
6410 Advertisement	600.00	
6420 Custodial supplies		18.32
6425 Discretionary Fund		135.73
6430 Insurance		
Ins - Liability Insurance		878.00
Total 6430 Insurance		878.00
6445 Library supplies		90.88
Library Equipment		72.15
Total 6445 Library supplies		163.03
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
Total 6470 Services	2,356.74	1,052.25
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
Total 6490 Utilities	788.76	1,445.49
Ask Accountant	0.00	
Total Expenditures	\$24,847.12	\$21,909.73
NET OPERATING REVENUE	\$ -15,439.96	\$205,243.64
Other Expenditures		
Anniversary (Net)		
Anniversary Donations		-10.00
Anniversary Expenses		836.70
Total Anniversary (Net)		826.70
Children's Area Remodel (Net)		
Children's Area Remodel Expenses	13,740.34	4,834.26
Children's Area Remodel Funds	-124,193.00	
Total Children's Area Remodel (Net)	-110,452.66	4,834.26
Total Other Expenditures	\$ -110,452.66	\$5,660.96
NET OTHER REVENUE	\$110,452.66	\$ -5,660.96
NET REVENUE	\$95,012.70	\$199,582.68

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)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	10,412.22	234,042.77
1090 Savings	14,404.06	173.63
Total Bank Accounts	\$24,816.28	\$234,216.40
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	0.00	0.00
American Balanced A	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
Total 1303 Endowment Investment	650,523.21	766,528.61
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
Total 1306 Adams Mem Book Fund Investment	13,306.49	13,021.75
1400 Prepaid Fee	0.00	0.00
Repayment		
Travel Reimbursement	0.00	0.00
Total Repayment	0.00	0.00
Total Other Current Assets	\$663,829.70	\$779,550.36

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)
Total Current Assets	\$688,645.98	\$1,013,766.76
Fixed Assets		
1520 Building and equipment	750,653.00	750,653.00
Elevator Replacement	41,645.00	41,645.00
Total 1520 Building and equipment	792,298.00	792,298.00
1525 A/D Building and equipment	-480,795.47	-461,014.05
1526 Capital Improvement	0.00	0.00
1530 Furniture and Fixtures	117,419.00	117,419.00
1535 A/D Furniture and Fixtures	-108,566.20	-101,454.85
Land	46,763.00	46,763.00
Total Fixed Assets	\$367,118.33	\$394,011.10
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,055,764.31	\$1,407,777.86
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	675.00	7,097.14
Total Accounts Payable	\$675.00	\$7,097.14
Credit Cards		
5662 Bank Of America	0.00	0.00
Total Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	0.00	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
Total 2100 Payroll Liabilities	576.50	1,703.45
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$576.50	\$1,703.45
Total Current Liabilities	\$1,251.50	\$8,800.59
Total Liabilities	\$1,251.50	\$8,800.59

Cuba Circulating Library Association

Statement of Financial Position

As of October 31, 2023

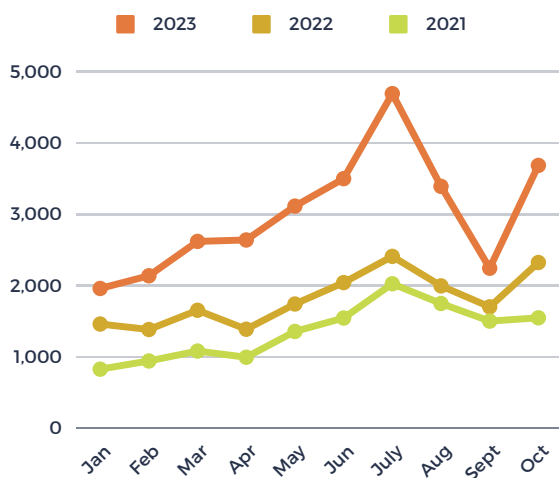
	TOTAL	
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	20,837.22	55,137.02
3550 Realized Gain/Loss Equity	-12,262.89	-56,836.60
3800 Restricted Fund	10,000.00	10,000.00
3900 Fund Balance	1,010,016.37	1,318,480.14
Net Revenue	25,922.11	72,196.71
Total Equity	\$1,054,512.81	\$1,398,977.27
TOTAL LIABILITIES AND EQUITY	\$1,055,764.31	\$1,407,777.86

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

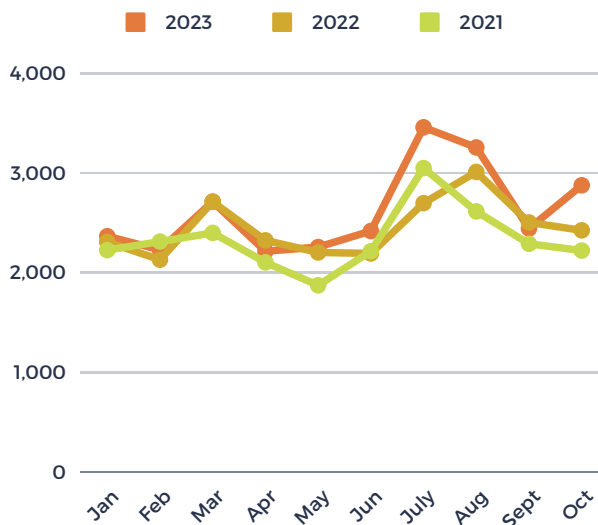
9

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.