

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

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

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the Nov. 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
  - i. 2024 Budget
    1. 2024 Endowment withdrawal
    2. 2024 Staff Rate of Pay
10. New Business
  - i. Community Room Use
  - ii. Nomination of 2024 Board Member
  - iii. Insurance Policy Changes
  - iv. Resignation & Re-hire
11. Executive Session, as needed
12. Adjournment

**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 2<sup>nd</sup>.

**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.

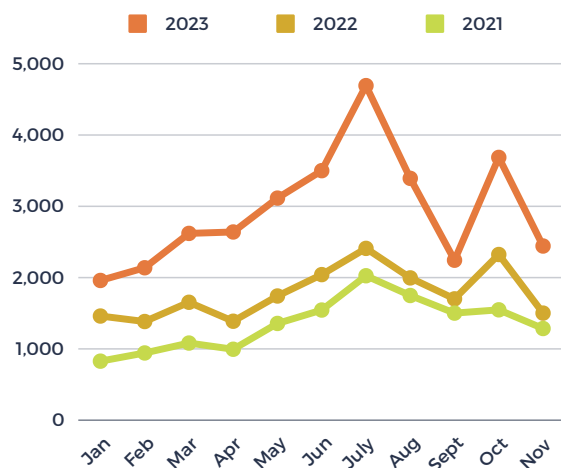
**Report submitted:** Brad Weaver, Secretary

# Cuba Circulating Library

## NOVEMBER 2023 DIRECTOR'S REPORT



### Patron Visits



### CHECKOUTS

Our checkout numbers for this month fell to **2,681**. These numbers are up over the previous two years, but down from the previous month. We always see a drop in circulation at this time of year as the weather turns cold.

### PARTNERSHIPS

November has been a great month for partnerships. On Nov. 14 the Palmer Opera House hosted Americana: an Erie Canal history and music show for us. Cherilyn's work with the high school librarian and English Teacher (thank you, Jill!) to establish a high school book club is paying off. The book club is growing and well attended.

### PATRON NUMBERS

For the month of November 2023, we had a total of **2443** patron visits. We entered **12** new library cards. Over all, patron visits were up from last year, but down from the previous month.

**39** **376** **15** **433**

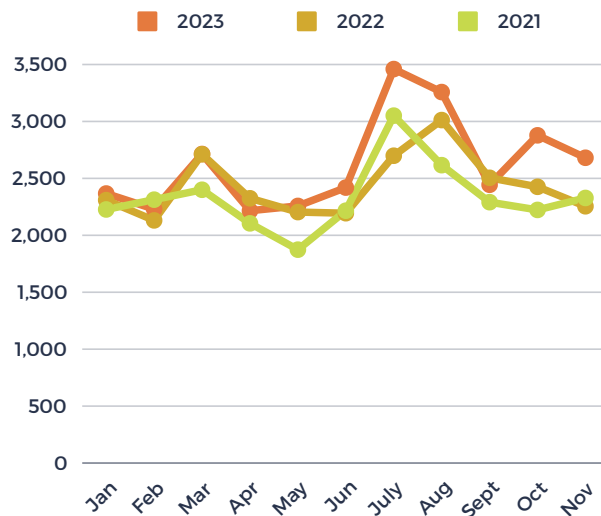
Onsite  
Programs

Programs  
Attendees

Outreach  
Visits

Outreach  
Attendees

### Circulation



**2681**

Items checked out

**582**

eBooks checked out

**112**

Public computer  
sessions

**291**

Holds filled

**978**

Visits to website

## THANK YOU FRIENDS OF THE LIBRARY!

On Monday, Nov. 6, Friends of the Library sponsored Storyteller Perry Ground both at the elementary school and here at the library. Perry presented a schoolwide assembly with fun, interactive Native stories as well as two sessions for 4th grade classes. In the evening, he presented "Re-Thinking Thanksgiving" at the library where he taught about the history of how Thanksgiving has become a holiday here in the United States.



## GRANTS

**I am in the process of writing two grants. The first grant is through ALA Libraries Transforming Communities: Accessible Small and Rural Communities. This grant provides funds to increase accessibility in services or facilities. I'm applying for funding to automate our bathroom doors.**

**I am also writing the 2024 Arts grant. While we have traditionally used this grant for programming opportunities, we are excited to apply for some equipment funding this year as well. If approved, we will add musical instruments to the library's collection for patrons to check out. These instruments will include electric and acoustic guitars, an electric bass, a mandolin, and two ukuleles.**

## Upcoming Programs

- Tues, Jan. 9 @ 6:30 p.m. -- Unclaimed Funds by State Comptroller
- Wed, Jan. 10 @ 10:00 a.m.-- Snowman Globe Craft
- Wed, Jan. 24 @ 11:00 a.m. -- Managing Money for Caregivers
- Wed, Jan. 24 @ 6:00 p.m. -- All About Autism by WNY Parent Network
- Tues, Jan. 30 @ 6:30 p.m. -- Pocket Vinyl piano & live painting performance

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

### **Storytimes**

The Preschool Storytime had 3 storytimes in November. The Toddler group had 4. Afterschool Explorers met 4 times. Themes for all of these groups included Knights/Dragons, Thanksgiving, Cookies, etc. The Afterschool Explorers also had a visit from Cornell Cooperative Extensions SNAP educator. She talked about balanced meals and made individual trail mix bags. She will visit at least once more, 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. Currently, they are working on putting together a Christmas play based on Dr. Seuss' *How the Grinch Stole Christmas*.

I joined the sixth grade book club at CRCS 3 times this month.

The high school book club has met twice, first for initial thoughts and plans and second to discuss the first half of *The Naturals* by Jennifer Lynn Barnes. There were 15 students at the first meeting and 12 at the second. Each student received their own copy of the book and they had some solid opinions on what we had read so far. I'm looking forward to hearing their thoughts on the twist that occurs.

Teen D&D met twice.

### **Outreach**

I had 4 CRCS class visits but none of them could come here because of the weather so I went to them. I also visited both Head Start groups.

### **Other**

Perry Ground at CRCS was very successful. Multiple teachers thanked us for organizing the day.

Leadership Allegany was canceled once in November, leaving just my group's industry day. It went very well. We heard from each department at ACCORD as well as two county employees at DSS.

I met with Michelle Rickicki from BOCES to plan a family literacy education day. It is still a work in progress but I'm quite happy with the ideas we have so far.

We had Mel White do a wooden snowman craft activity for children.

### **Upcoming Programs**

12/13 Jingle Jam

12/20 Pizza Taste Test

## **Maintenance Report 11/1 - 12/1/23**

1. Drained and stored garden hose
2. Installed PA Speakers and sound system in community room and built shelf for closet for mixing board and wireless microphones. Installed Cable covers on wall.
3. worked on one rotted window sill in back. removed rotted wood, cut and fit new sill plate. prime and paint. weather has not been good to work outside to install.
4. Installed window shade in back work area. (per workorder from Tina)
5. Readjusted women's rest room toilet, replaced gaskets on float valve.
6. Installed water leakage detectors (per workorder from Tina)  
    #1 & 2 - Sump areas, 3 - Downstairs back door, 4 - Boiler room, 5-Book room
7. Brought flower urn in for winter
8. Noticed sewage sump pump continuously running in boiler room, something clogging shutoff switch, flushed it out and seems to be working properly now
9. Removed hanging plastic piece on side window by chimney (per workorder from Christian)
10. Hung up pictures on either side of doorway that were in Tinas office (per workorder from Tina)
11. Shoveled and salted walks as needed.
12. Turned on heat trace on roof
13. Finished wiring sound system with other cables Cherylynn ordered.

# Cuba Circulating Library Association

## Budget vs. Actuals

January - November, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Revenue</b>				
4003 School Income	231,846.00	231,846.00	0.00	0.00 %
4004 Local Lib Services Aid	1,675.00	1,675.00	0.00	0.00 %
4017 Memorials/Gifts	7,525.95		-7,525.95	
4019 Refunds/Reimb	985.99		-985.99	
4020 Meeting Room Fee	1,210.00	750.00	-460.00	-61.33 %
4100 Other Income				
Arts	630.00		-630.00	
Book Replacement	179.99		-179.99	
Copies Income	2,376.77	2,000.00	-376.77	-18.84 %
Donation Box	3,011.52	400.00	-2,611.52	-652.88 %
Fines	229.40	200.00	-29.40	-14.70 %
Misc Income	363.43	400.00	36.57	9.14 %
<b>Total 4100 Other Income</b>	<b>6,791.11</b>	<b>3,000.00</b>	<b>-3,791.11</b>	<b>-126.37 %</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	13,727.36		-13,727.36	
Interest Income	320.99		-320.99	
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>304,771.35</b>	<b>26,223.00</b>	<b>-278,548.35</b>	<b>-1,062.23 %</b>
Budget Carryover		31,978.00	31,978.00	100.00 %
<b>Total Revenue</b>	<b>\$577,800.68</b>	<b>\$297,472.00</b>	<b>\$ -280,328.68</b>	<b>-94.24 %</b>
<b>GROSS PROFIT</b>	<b>\$577,800.68</b>	<b>\$297,472.00</b>	<b>\$ -280,328.68</b>	<b>-94.24 %</b>
<b>Expenditures</b>				
6100 Payroll Expenses				
6101 Wages	158,280.38	172,687.00	14,406.62	8.34 %
6102 Taxes	13,818.60		-13,818.60	
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 - November, 2023

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Total 6102 Taxes</b>	<b>13,818.60</b>	<b>15,481.00</b>	<b>1,662.40</b>	<b>10.74 %</b>
6103 Employee Benefits				
Company Contributions				
Retirement	4,531.31	5,500.00	968.69	17.61 %
<b>Total Company Contributions</b>	<b>4,531.31</b>	<b>5,500.00</b>	<b>968.69</b>	<b>17.61 %</b>
Health Insurance	500.00	500.00	0.00	0.00 %
<b>Total 6103 Employee Benefits</b>	<b>5,031.31</b>	<b>6,000.00</b>	<b>968.69</b>	<b>16.14 %</b>
6105 Ins - Disability		1,060.00	1,060.00	100.00 %
<b>Total 6100 Payroll Expenses</b>	<b>177,130.29</b>	<b>195,228.00</b>	<b>18,097.71</b>	<b>9.27 %</b>
6200 Library Materials				
6205 Books-J	3,702.26	4,500.00	797.74	17.73 %
6210 Books-A	6,380.40	7,500.00	1,119.60	14.93 %
6220 Serials	1,226.98	1,300.00	73.02	5.62 %
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	1,585.59	1,500.00	-85.59	-5.71 %
6270 Video Games	759.10	1,000.00	240.90	24.09 %
6280 Adult Programming	2,667.01	1,200.00	-1,467.01	-122.25 %
6285 Childrens Programming	782.55	1,200.00	417.45	34.79 %
6290 STLS cost share	10,774.00	10,774.00	0.00	0.00 %
<b>Total 6200 Library Materials</b>	<b>32,945.31</b>	<b>34,031.00</b>	<b>1,085.69</b>	<b>3.19 %</b>
6202 Book Replacement	35.47		-35.47	
6300 Restricted Fund Spending	275.00		-275.00	
6310 Arts Grant Expense	5,021.12		-5,021.12	
6320 Friends Expense	2,549.49		-2,549.49	
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	896.66		-896.66	
6365 ARPA Grant	3,869.29		-3,869.29	
6370 Memorials & Gifts	4,374.97		-4,374.97	
6390 United Way Grant	7,981.00		-7,981.00	
<b>Total 6300 Restricted Fund Spending</b>	<b>28,537.74</b>		<b>-28,537.74</b>	
6410 Advertisement	1,171.90	350.00	-821.90	-234.83 %
6415 Bank fees	0.00	100.00	100.00	100.00 %
6420 Custodial supplies	766.28	700.00	-66.28	-9.47 %
6425 Discretionary Fund	777.87	500.00	-277.87	-55.57 %
6430 Insurance	878.00		-878.00	
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 - November, 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>9,083.06</b>	<b>8,263.00</b>	<b>-820.06</b>	<b>-9.92 %</b>
6435 Interest Expense	28.78		-28.78	
6445 Library supplies	3,341.38	3,600.00	258.62	7.18 %
Library Equipment	993.35	1,000.00	6.65	0.67 %
<b>Total 6445 Library supplies</b>	<b>4,334.73</b>	<b>4,600.00</b>	<b>265.27</b>	<b>5.77 %</b>
6447 Membership	671.00	600.00	-71.00	-11.83 %
6450 Postage	236.34	200.00	-36.34	-18.17 %
6455 Processing Fee	718.44	500.00	-218.44	-43.69 %
6460 Personal Protection Supplies	51.24	300.00	248.76	82.92 %
6465 Repairs/Building & Grounds	15,565.85	7,000.00	-8,565.85	-122.37 %
6470 Services		649.00	649.00	100.00 %
Alarm System - Doyle	1,217.36	850.00	-367.36	-43.22 %
Argentieries	288.00	300.00	12.00	4.00 %
Attorney	3,775.00	3,000.00	-775.00	-25.83 %
Audit	2,750.00	2,750.00	0.00	0.00 %
Bookkeeper	7,425.00	8,100.00	675.00	8.33 %
Computer Tech	604.76	900.00	295.24	32.80 %
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	193.85	200.00	6.15	3.08 %
Hotspots	2,449.84	3,000.00	550.16	18.34 %
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	370.78	250.00	-120.78	-48.31 %
Window Cleaner		450.00	450.00	100.00 %
<b>Total 6470 Services</b>	<b>21,865.79</b>	<b>24,750.00</b>	<b>2,884.21</b>	<b>11.65 %</b>
6480 Train/conference	1,040.00	1,500.00	460.00	30.67 %
6485 Travel	2,867.96	1,500.00	-1,367.96	-91.20 %
6490 Utilities				
Electric	5,657.60	9,000.00	3,342.40	37.14 %
Extended Broadband	1,350.00	1,800.00	450.00	25.00 %
Fuel	2,557.27	5,300.00	2,742.73	51.75 %
Phone	1,380.74	1,250.00	-130.74	-10.46 %
<b>Total 6490 Utilities</b>	<b>10,945.61</b>	<b>17,350.00</b>	<b>6,404.39</b>	<b>36.91 %</b>
6520 Dairy Days Float	125.00		-125.00	
Ask Accountant	0.00		0.00	
<b>Total Expenditures</b>	<b>\$308,898.66</b>	<b>\$297,472.00</b>	<b>\$ -11,426.66</b>	<b>-3.84 %</b>
NET OPERATING REVENUE	<b>\$268,902.02</b>	<b>\$0.00</b>	<b>\$ -268,902.02</b>	<b>0.00%</b>

# Cuba Circulating Library Association

## Budget vs. Actuals

January - November, 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	224,170.49		-224,170.49	
Children's Area Remodel Funds	-124,193.00		124,193.00	
<b>Total Children's Area Remodel (Net)</b>	<b>41,809.91</b>		<b>-41,809.91</b>	
<b>Total Other Expenditures</b>	<b>\$41,809.91</b>	<b>\$0.00</b>	<b>\$ -41,809.91</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$ -41,809.91</b>	<b>\$0.00</b>	<b>\$41,809.91</b>	<b>0.00%</b>
NET REVENUE	<b>\$227,092.11</b>	<b>\$0.00</b>	<b>\$ -227,092.11</b>	<b>0.00%</b>

# Cuba Circulating Library Association

## Statement of Activity

November 2023

	TOTAL	
	NOV 2023	NOV 2022 (PY)
Revenue		
4003 School Income	231,846.00	
4017 Memorials/Gifts	563.00	548.59
4020 Meeting Room Fee	175.00	
4100 Other Income		
Arts	25.00	
Book Replacement		10.00
Copies Income	130.25	217.50
Donation Box	15.00	109.05
Fines	16.00	4.00
Misc Income	13.85	15.85
<b>Total 4100 Other Income</b>	<b>200.10</b>	<b>356.40</b>
4200 Restricted Funds Revenue		
Grant - STLS		920.00
Wilday Grant		1,000.00
<b>Total 4200 Restricted Funds Revenue</b>		<b>1,920.00</b>
4500 Investment Income		
Dividend Income	171.94	102.41
Interest Income	182.70	0.06
<b>Total 4500 Investment Income</b>	<b>354.64</b>	<b>102.47</b>
<b>Total Revenue</b>	<b>\$233,138.74</b>	<b>\$2,927.46</b>
GROSS PROFIT	<b>\$233,138.74</b>	<b>\$2,927.46</b>
Expenditures		
6100 Payroll Expenses		
6101 Wages	20,131.72	18,136.56
6102 Taxes	1,561.11	1,462.03
6103 Employee Benefits		
Company Contributions		
Retirement	574.92	530.00
<b>Total Company Contributions</b>	<b>574.92</b>	<b>530.00</b>
<b>Total 6103 Employee Benefits</b>	<b>574.92</b>	<b>530.00</b>
<b>Total 6100 Payroll Expenses</b>	<b>22,267.75</b>	<b>20,128.59</b>
6200 Library Materials		
6205 Books-J	431.76	542.18
6210 Books-A	608.56	954.29
6220 Serials	258.00	
6230 Audio		256.99
6260 DVD	184.68	474.10
6270 Video Games	129.00	327.74

# Cuba Circulating Library Association

## Statement of Activity

November 2023

	TOTAL	
	NOV 2023	NOV 2022 (PY)
6280 Adult Programming	79.97	
6285 Childrens Programming	15.50	
<b>Total 6200 Library Materials</b>	<b>1,707.47</b>	<b>2,555.30</b>
6202 Book Replacement	13.05	
6300 Restricted Fund Spending		
6310 Arts Grant Expense	200.00	
6320 Friends Expense	1,102.27	
6330 Manley Grant expense		173.51
6360 DFY Grant	479.70	
6370 Memorials & Gifts	488.95	525.68
6390 United Way Grant		383.30
<b>Total 6300 Restricted Fund Spending</b>	<b>2,270.92</b>	<b>1,082.49</b>
6410 Advertisement	385.99	
6415 Bank fees		5.00
6420 Custodial supplies	70.33	9.13
6425 Discretionary Fund	215.54	
6430 Insurance	878.00	
6445 Library supplies	92.03	93.59
6450 Postage		18.80
6455 Processing Fee	98.20	76.05
6465 Repairs/Building & Grounds	78.32	
6470 Services		
Alarm System - Doyle	474.84	
Argentieries	24.00	24.00
Bookkeeper	675.00	600.00
Computer Tech	-120.00	
Fire Place Clean	193.85	
Hotspots	212.40	797.40
Water Softener	15.00	
<b>Total 6470 Services</b>	<b>1,475.09</b>	<b>1,421.40</b>
6485 Travel	1,189.46	1,340.38
6490 Utilities		
Electric	390.82	342.83
Fuel	283.00	435.00
Phone	127.77	117.79
<b>Total 6490 Utilities</b>	<b>801.59</b>	<b>895.62</b>
<b>Total Expenditures</b>	<b>\$31,543.74</b>	<b>\$27,626.35</b>
<b>NET OPERATING REVENUE</b>	<b>\$201,595.00</b>	<b>\$ -24,698.89</b>

# Cuba Circulating Library Association

## Statement of Activity

November 2023

	TOTAL	
	NOV 2023	NOV 2022 (PY)
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Expenses	425.00	2,530.00
<b>Total Children's Area Remodel (Net)</b>	<b>425.00</b>	<b>2,530.00</b>
<b>Total Other Expenditures</b>	<b>\$425.00</b>	<b>\$2,530.00</b>
NET OTHER REVENUE	<b>\$ -425.00</b>	<b>\$ -2,530.00</b>
NET REVENUE	<b>\$201,170.00</b>	<b>\$ -27,228.89</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of November 30, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1020 Five Star	715.49
1090 Savings	226,250.06
<b>Total Bank Accounts</b>	<b>\$226,965.55</b>
Accounts Receivable	
1500 Bequest receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1300 Investments - cash	0.00
1303 Endowment Investment	0.00
American Balanced A	30,083.05
American Cap Inc Builder A	94,659.04
American Cap World Growth & Inc	61,879.03
American Fundamental Inv A	46,580.61
American Funds Mortgage A	20,420.54
American Global Balanced A	88,645.21
American Inc Fd of America A	89,944.77
American Intm Bd Fd of Amer A	16,733.43
American Inv Co of Amer A	21,156.48
American Short-Term Bond A	20,296.39
American WA Mutual A	93,001.07
Cash, BDP, and Money Market Fds	789.83
Savings	45,648.67
Stocks	815.59
Unrealized Gain/Loss	61,060.32
<b>Total 1303 Endowment Investment</b>	<b>691,714.03</b>
1305 Anonymous Investment	0.00
1306 Adams Mem Book Fund Investment	0.00
American Cap Inc Builder A	6,048.64
American Inc Fd of America A	6,831.79
Cash, BDP, and Money Market Fds	0.66
Unrealized Gain/Loss	1,203.46
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>14,084.55</b>
1400 Prepaid Fee	0.00
Repayment	
Travel Reimbursement	0.00
<b>Total Repayment</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>\$705,798.58</b>
<b>Total Current Assets</b>	<b>\$932,764.13</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of November 30, 2023

	TOTAL
Fixed Assets	
1520 Building and equipment	750,653.00
Elevator Replacement	41,645.00
<b>Total 1520 Building and equipment</b>	<b>792,298.00</b>
1525 A/D Building and equipment	-480,795.47
1526 Capital Improvement	0.00
1530 Furniture and Fixtures	117,419.00
1535 A/D Furniture and Fixtures	-108,566.20
Land	46,763.00
<b>Total Fixed Assets</b>	<b>\$367,118.33</b>
Other Assets	
1000 Friends Cash	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,299,882.46</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 Accounts Payable	675.00
<b>Total Accounts Payable</b>	<b>\$675.00</b>
Credit Cards	
5662 Bank Of America	0.00
<b>Total Credit Cards</b>	<b>\$0.00</b>
Other Current Liabilities	
2100 Payroll Liabilities	0.00
American Funds	0.00
Federal Taxes (941/944)	1,324.06
NYS Employment Taxes	63.62
NYS Income Tax	522.73
NYS Taxes	0.00
Payroll Liability	0.00
Payroll Tax Federal	0.00
<b>Total 2100 Payroll Liabilities</b>	<b>1,910.41</b>
Direct Deposit Payable	0.00
PPE Currant Liability	0.00
<b>Total Other Current Liabilities</b>	<b>\$1,910.41</b>
<b>Total Current Liabilities</b>	<b>\$2,585.41</b>
<b>Total Liabilities</b>	<b>\$2,585.41</b>



# Cuba Circulating Library Association

## Statement of Financial Position

As of November 30, 2023

	TOTAL
Equity	
3000 Opening Bal Equity	0.00
3500 Unrealized Gain/Loss on Inv	62,451.46
3550 Realized Gain/Loss Equity	-12,262.89
3800 Restricted Fund	10,000.00
3900 Fund Balance	1,010,016.37
Net Revenue	227,092.11
<b>Total Equity</b>	<b>\$1,297,297.05</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,299,882.46</b>

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		NYS Construction Aid		\$ 137,993.00	\$ 128,638.00	
Bank Fees	\$ 100.00	\$ 100.00	\$ 100.00		ARC Grant			\$ 209,275.00	
Train/Conference	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00		Other	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	
Discretionary/Misc	\$ 500.00	\$ 500.00	\$ 1,000.00		TOTAL	\$ 14,300.00	\$ 162,993.00	\$ 364,263.00	
STLS Cost Share	\$ 10,667.00	\$ 10,774.00	\$ 10,882.00		Service includes:				
STLS Digital Collection	\$ 6,000.00	\$ 3,557.00	\$ 3,628.00		Acme copiers	\$ 400.00	\$ 2,500.00	\$ 2,000.00	
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:		\$ 20,201.00	\$ 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	19.95	4	52	16,600	4,150
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	171,700

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