

# Cuba Circulating Library Association

## Budget vs. Actuals:

January 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4003 School Income		237,098.00	237,098.00	100.00 %
4004 Local Lib Services Aid		1,675.00	1,675.00	100.00 %
4017 Memorials/Gifts	522.75		-522.75	
4020 Meeting Room Fee	125.00	950.00	825.00	86.84 %
4100 Other Income				
Copies Income	207.75	2,600.00	2,392.25	92.01 %
Donation Box	10.17	800.00	789.83	98.73 %
Fines	8.00	200.00	192.00	96.00 %
Misc Income	20.75	450.00	429.25	95.39 %
<b>Total 4100 Other Income</b>	<b>246.67</b>	<b>4,050.00</b>	<b>3,803.33</b>	<b>93.91 %</b>
4200 Restricted Funds Revenue				
Friends		4,000.00	4,000.00	100.00 %
<b>Total 4200 Restricted Funds Revenue</b>		<b>4,000.00</b>	<b>4,000.00</b>	<b>100.00 %</b>
4500 Investment Income				
Dividend Income	172.65		-172.65	
Interest Income	189.84		-189.84	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund		33,351.00	33,351.00	100.00 %
<b>Total Morgan Stanley</b>		<b>33,851.00</b>	<b>33,851.00</b>	<b>100.00 %</b>
<b>Total 4500 Investment Income</b>	<b>362.49</b>	<b>33,851.00</b>	<b>33,488.51</b>	<b>98.93 %</b>
Budget Carryover		32,694.00	32,694.00	100.00 %
<b>Total Revenue</b>	<b>\$1,256.91</b>	<b>\$314,318.00</b>	<b>\$313,061.09</b>	<b>99.60 %</b>
GROSS PROFIT	<b>\$1,256.91</b>	<b>\$314,318.00</b>	<b>\$313,061.09</b>	<b>99.60 %</b>
Expenditures				
6100 Payroll Expenses				
6101 Wages	13,748.96	171,954.00	158,205.04	92.00 %
6102 Taxes	1,340.53		-1,340.53	
Payroll Tax		13,471.00	13,471.00	100.00 %
SUTA		2,370.00	2,370.00	100.00 %
<b>Total 6102 Taxes</b>	<b>1,340.53</b>	<b>15,841.00</b>	<b>14,500.47</b>	<b>91.54 %</b>
6103 Employee Benefits				
Company Contributions				
Retirement		5,306.00	5,306.00	100.00 %
<b>Total Company Contributions</b>		<b>5,306.00</b>	<b>5,306.00</b>	<b>100.00 %</b>
Health Insurance		6,000.00	6,000.00	100.00 %
<b>Total 6103 Employee Benefits</b>		<b>11,306.00</b>	<b>11,306.00</b>	<b>100.00 %</b>
6105 Ins - Disability		1,066.00	1,066.00	100.00 %
Company Contributions				
Retirement	356.87		-356.87	

# Cuba Circulating Library Association

## Budget vs. Actuals:

January 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Total Company Contributions</b>	<b>356.87</b>		<b>-356.87</b>	
<b>Total 6100 Payroll Expenses</b>	<b>15,446.36</b>	<b>200,167.00</b>	<b>184,720.64</b>	<b>92.28 %</b>
6200 Library Materials				
6205 Books-J	428.75	5,000.00	4,571.25	91.43 %
6210 Books-A	653.77	8,000.00	7,346.23	91.83 %
6220 Serials		1,300.00	1,300.00	100.00 %
6230 Audio	24.75	1,500.00	1,475.25	98.35 %
6240 Equipment		2,000.00	2,000.00	100.00 %
6250 Digital Books		3,628.00	3,628.00	100.00 %
6260 DVD		2,000.00	2,000.00	100.00 %
6270 Video Games		1,200.00	1,200.00	100.00 %
6280 Adult Programming	15.00	2,500.00	2,485.00	99.40 %
6285 Childrens Programming		1,200.00	1,200.00	100.00 %
6290 STLS cost share		10,882.00	10,882.00	100.00 %
<b>Total 6200 Library Materials</b>	<b>1,122.27</b>	<b>39,210.00</b>	<b>38,087.73</b>	<b>97.14 %</b>
6300 Restricted Fund Spending				
6330 Manley Grant expense	31.49		-31.49	
6365 ARPA Grant	375.00		-375.00	
6370 Memorials & Gifts	249.78		-249.78	
<b>Total 6300 Restricted Fund Spending</b>	<b>656.27</b>		<b>-656.27</b>	
6410 Advertisement		300.00	300.00	100.00 %
6415 Bank fees		100.00	100.00	100.00 %
6420 Custodial supplies		800.00	800.00	100.00 %
6425 Discretionary Fund		1,000.00	1,000.00	100.00 %
6430 Insurance	888.26		-888.26	
Ins - Liability Insurance		966.00	966.00	100.00 %
Ins - Property	7,305.69	6,815.00	-490.69	-7.20 %
Ins - Workman's Comp		1,310.00	1,310.00	100.00 %
<b>Total 6430 Insurance</b>	<b>8,193.95</b>	<b>9,091.00</b>	<b>897.05</b>	<b>9.87 %</b>
6435 Interest Expense	0.93		-0.93	
6445 Library supplies	14.00	4,100.00	4,086.00	99.66 %
Library Equipment		1,200.00	1,200.00	100.00 %
<b>Total 6445 Library supplies</b>	<b>14.00</b>	<b>5,300.00</b>	<b>5,286.00</b>	<b>99.74 %</b>
6447 Membership		900.00	900.00	100.00 %
6450 Postage		300.00	300.00	100.00 %
6455 Processing Fee	59.95	800.00	740.05	92.51 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	1,277.50	8,000.00	6,722.50	84.03 %
6470 Services		99.00	99.00	100.00 %
Alarm System - Doyle	508.08	2,000.00	1,491.92	74.60 %
Argentieries	24.00	325.00	301.00	92.62 %
Attorney		4,000.00	4,000.00	100.00 %

# Cuba Circulating Library Association

## Budget vs. Actuals:

January 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Audit		2,850.00	2,850.00	100.00 %
Bookkeeper	675.00	8,500.00	7,825.00	92.06 %
Copier Acme		2,000.00	2,000.00	100.00 %
Fire Extinguishers		56.00	56.00	100.00 %
Fire Place Clean		200.00	200.00	100.00 %
Gutters Cleaned		350.00	350.00	100.00 %
Hotspots	197.40	3,300.00	3,102.60	94.02 %
Patriot Microfilm		1,000.00	1,000.00	100.00 %
Rug Shampoos		420.00	420.00	100.00 %
Tax Filing (990)		800.00	800.00	100.00 %
Water Softener	31.50	500.00	468.50	93.70 %
Window Cleaner		450.00	450.00	100.00 %
<b>Total 6470 Services</b>	<b>1,435.98</b>	<b>26,850.00</b>	<b>25,414.02</b>	<b>94.65 %</b>
6480 Train/conference		2,000.00	2,000.00	100.00 %
6485 Travel	39.13	3,300.00	3,260.87	98.81 %
6490 Utilities				
Electric	421.61	7,000.00	6,578.39	93.98 %
Extended Broadband		1,800.00	1,800.00	100.00 %
Fuel	283.00	5,500.00	5,217.00	94.85 %
Phone		1,400.00	1,400.00	100.00 %
<b>Total 6490 Utilities</b>	<b>704.61</b>	<b>15,700.00</b>	<b>14,995.39</b>	<b>95.51 %</b>
<b>Total Expenditures</b>	<b>\$28,950.95</b>	<b>\$314,318.00</b>	<b>\$285,367.05</b>	<b>90.79 %</b>
NET OPERATING REVENUE	<b>\$ -27,694.04</b>	<b>\$0.00</b>	<b>\$27,694.04</b>	<b>0.00%</b>
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Expenses	5,273.81		-5,273.81	
<b>Total Children's Area Remodel (Net)</b>	<b>5,273.81</b>		<b>-5,273.81</b>	
<b>Total Other Expenditures</b>	<b>\$5,273.81</b>	<b>\$0.00</b>	<b>\$ -5,273.81</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$ -5,273.81</b>	<b>\$0.00</b>	<b>\$5,273.81</b>	<b>0.00%</b>
NET REVENUE	<b>\$ -32,967.85</b>	<b>\$0.00</b>	<b>\$32,967.85</b>	<b>0.00%</b>

# Cuba Circulating Library Association

## Statement of Activity

January 2024

	TOTAL	
	JAN 2024	JAN 2023 (PY)
Revenue		
4017 Memorials/Gifts	522.75	455.00
4020 Meeting Room Fee	125.00	150.00
4100 Other Income		
Copies Income	207.75	68.30
Donation Box	10.17	29.00
Fines	8.00	16.25
Misc Income	20.75	22.90
<b>Total 4100 Other Income</b>	<b>246.67</b>	<b>136.45</b>
4200 Restricted Funds Revenue		
DFY Grant		1,435.00
<b>Total 4200 Restricted Funds Revenue</b>		<b>1,435.00</b>
4500 Investment Income		
Capital Gains Distribution		0.00
Dividend Income	172.65	185.26
Interest Income	189.84	0.05
Morgan Stanley		
Endowment Fund		5,000.00
<b>Total Morgan Stanley</b>		<b>5,000.00</b>
<b>Total 4500 Investment Income</b>	<b>362.49</b>	<b>5,185.31</b>
<b>Total Revenue</b>	<b>\$1,256.91</b>	<b>\$7,361.76</b>
GROSS PROFIT	<b>\$1,256.91</b>	<b>\$7,361.76</b>
Expenditures		
6100 Payroll Expenses		
6101 Wages	13,748.96	12,487.29
6102 Taxes	1,340.53	1,254.98
6103 Employee Benefits		
Company Contributions		
Retirement		358.53
<b>Total Company Contributions</b>		<b>358.53</b>
<b>Total 6103 Employee Benefits</b>		<b>358.53</b>
Company Contributions		
Retirement	356.87	
<b>Total Company Contributions</b>	<b>356.87</b>	
<b>Total 6100 Payroll Expenses</b>	<b>15,446.36</b>	<b>14,100.80</b>

# Cuba Circulating Library Association

## Statement of Activity

January 2024

	TOTAL	
	JAN 2024	JAN 2023 (PY)
6200 Library Materials		
6205 Books-J	428.75	73.08
6210 Books-A	653.77	625.23
6220 Serials		968.98
6230 Audio	24.75	132.06
6260 DVD		38.45
6270 Video Games		148.79
6280 Adult Programming	15.00	211.48
6285 Childrens Programming		53.28
<b>Total 6200 Library Materials</b>	<b>1,122.27</b>	<b>2,251.35</b>
6202 Book Replacement		-97.00
6300 Restricted Fund Spending		
6330 Manley Grant expense	31.49	134.75
6350 Wilday Grant		161.50
6355 STLS Outreach		476.46
6360 DFY Grant		10.99
6365 ARPA Grant	375.00	
6370 Memorials & Gifts	249.78	
6390 United Way Grant		8.79
<b>Total 6300 Restricted Fund Spending</b>	<b>656.27</b>	<b>792.49</b>
6420 Custodial supplies		112.21
6430 Insurance	888.26	
Ins - Property	7,305.69	
<b>Total 6430 Insurance</b>	<b>8,193.95</b>	
6435 Interest Expense	0.93	
6445 Library supplies	14.00	450.05
Library Equipment		327.95
<b>Total 6445 Library supplies</b>	<b>14.00</b>	<b>778.00</b>
6450 Postage		11.51
6455 Processing Fee	59.95	16.25
6465 Repairs/Building & Grounds	1,277.50	
6470 Services		
Alarm System - Doyle	508.08	102.84
Argentieries	24.00	
Bookkeeper	675.00	675.00
Hotspots	197.40	197.40
Water Softener	31.50	
<b>Total 6470 Services</b>	<b>1,435.98</b>	<b>975.24</b>
6485 Travel	39.13	

# Cuba Circulating Library Association

## Statement of Activity

January 2024

	TOTAL	
	JAN 2024	JAN 2023 (PY)
6490 Utilities		
Electric	421.61	528.40
Fuel	283.00	435.00
Phone		117.79
<b>Total 6490 Utilities</b>	<b>704.61</b>	<b>1,081.19</b>
<b>Total Expenditures</b>	<b>\$28,950.95</b>	<b>\$20,022.04</b>
NET OPERATING REVENUE	<b>\$ -27,694.04</b>	<b>\$ -12,660.28</b>
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations		-52,257.57
Children's Area Remodel Expenses	5,273.81	
<b>Total Children's Area Remodel (Net)</b>	<b>5,273.81</b>	<b>-52,257.57</b>
<b>Total Other Expenditures</b>	<b>\$5,273.81</b>	<b>\$ -52,257.57</b>
NET OTHER REVENUE	<b>\$ -5,273.81</b>	<b>\$52,257.57</b>
NET REVENUE	<b>\$ -32,967.85</b>	<b>\$39,597.29</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of January 31, 2024

	TOTAL	
	AS OF JAN 31, 2024	AS OF JAN 31, 2023 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1020 Five Star	3,053.61	41,861.85
1090 Savings	186,263.75	141,368.92
<b>Total Bank Accounts</b>	<b>\$189,317.36</b>	<b>\$183,230.77</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	30,565.42	36,939.34
American Cap Inc Builder A	96,254.95	108,182.99
American Cap World Growth & Inc	63,618.59	73,009.17
American Fundamental Inv A	48,865.69	53,285.69
American Funds Mortgage A	20,546.36	30,337.35
American Global Balanced A	89,041.75	112,914.35
American Inc Fd of America A	91,365.92	112,061.79
American Intm Bd Fd of Amer A	16,833.61	22,048.98
American Inv Co of Amer A	22,189.53	27,046.80
American Short-Term Bond A	20,414.63	29,797.15
American WA Mutual A	96,086.20	113,490.02
Cash, BDP, and Money Market Fds	1,796.10	4,156.53
Savings	46,028.04	
Stocks	883.61	932.51
Unrealized Gain/Loss	81,470.26	102,373.02

# Cuba Circulating Library Association

## Statement of Financial Position

As of January 31, 2024

	TOTAL	
	AS OF JAN 31, 2024	AS OF JAN 31, 2023 (PY)
<b>Total 1303 Endowment Investment</b>	<b>725,960.66</b>	<b>826,575.69</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
<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	6,156.27	5,909.14
American Inc Fd of America A	6,941.09	6,673.56
Cash, BDP, and Money Market Fds	-95.81	0.66
Unrealized Gain/Loss	1,623.76	1,549.09
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>14,625.31</b>	<b>14,132.45</b>
1400 Prepaid Fee	0.00	0.00
Repayment		
Christmas Gift Card	0.00	
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>\$740,585.97</b>	<b>\$840,708.14</b>
<b>Total Current Assets</b>	<b>\$929,903.33</b>	<b>\$1,023,938.91</b>
Fixed Assets		
1520 Building and equipment	996,558.04	772,387.53
Elevator Replacement	41,645.00	41,645.00
<b>Total 1520 Building and equipment</b>	<b>1,038,203.04</b>	<b>814,032.53</b>
1525 A/D Building and equipment	-502,731.47	-481,329.47
1526 Capital Improvement	0.00	0.00
1530 Furniture and Fixtures	117,419.00	117,419.00
1535 A/D Furniture and Fixtures	-114,119.20	-110,752.20
Land	46,763.00	46,763.00
<b>Total Fixed Assets</b>	<b>\$585,534.37</b>	<b>\$386,132.86</b>



# Cuba Circulating Library Association

## Statement of Financial Position

As of January 31, 2024

	TOTAL	
	AS OF JAN 31, 2024	AS OF JAN 31, 2023 (PY)
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>\$1,515,437.70</b>	<b>\$1,410,071.77</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	11,333.81	1,275.00
<b>Total Accounts Payable</b>	<b>\$11,333.81</b>	<b>\$1,275.00</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	713.74	0.00
Federal Taxes (941/944)	0.00	1,295.07
NYS Employment Taxes	288.76	299.72
NYS Income Tax	562.28	483.54
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>1,564.78</b>	<b>2,078.33</b>
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$1,564.78</b>	<b>\$2,078.33</b>
<b>Total Current Liabilities</b>	<b>\$12,898.59</b>	<b>\$3,353.33</b>
<b>Total Liabilities</b>	<b>\$12,898.59</b>	<b>\$3,353.33</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	11,694.87	32,549.00
3550 Realized Gain/Loss Equity	44,573.71	-5,000.00
3800 Restricted Fund	54,609.08	-29,140.00
3900 Fund Balance	1,424,629.30	1,368,712.15
Net Revenue	-32,967.85	39,597.29
<b>Total Equity</b>	<b>\$1,502,539.11</b>	<b>\$1,406,718.44</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,515,437.70</b>	<b>\$1,410,071.77</b>





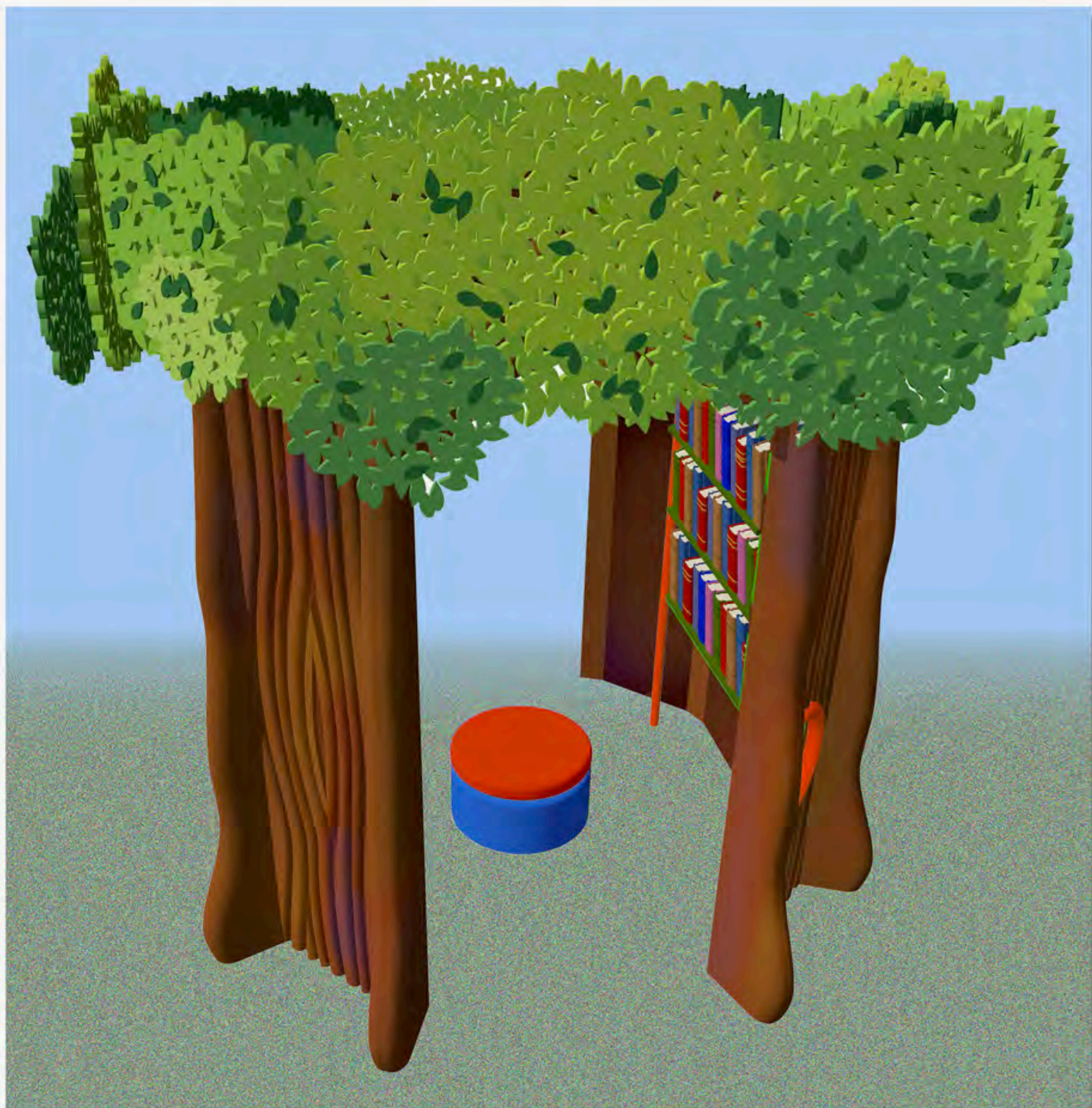
**Cuba Library Tree**  
Game Side  
19 January 2024





**Cuba Library Tree**  
Puppet Window Side  
19 January 2024





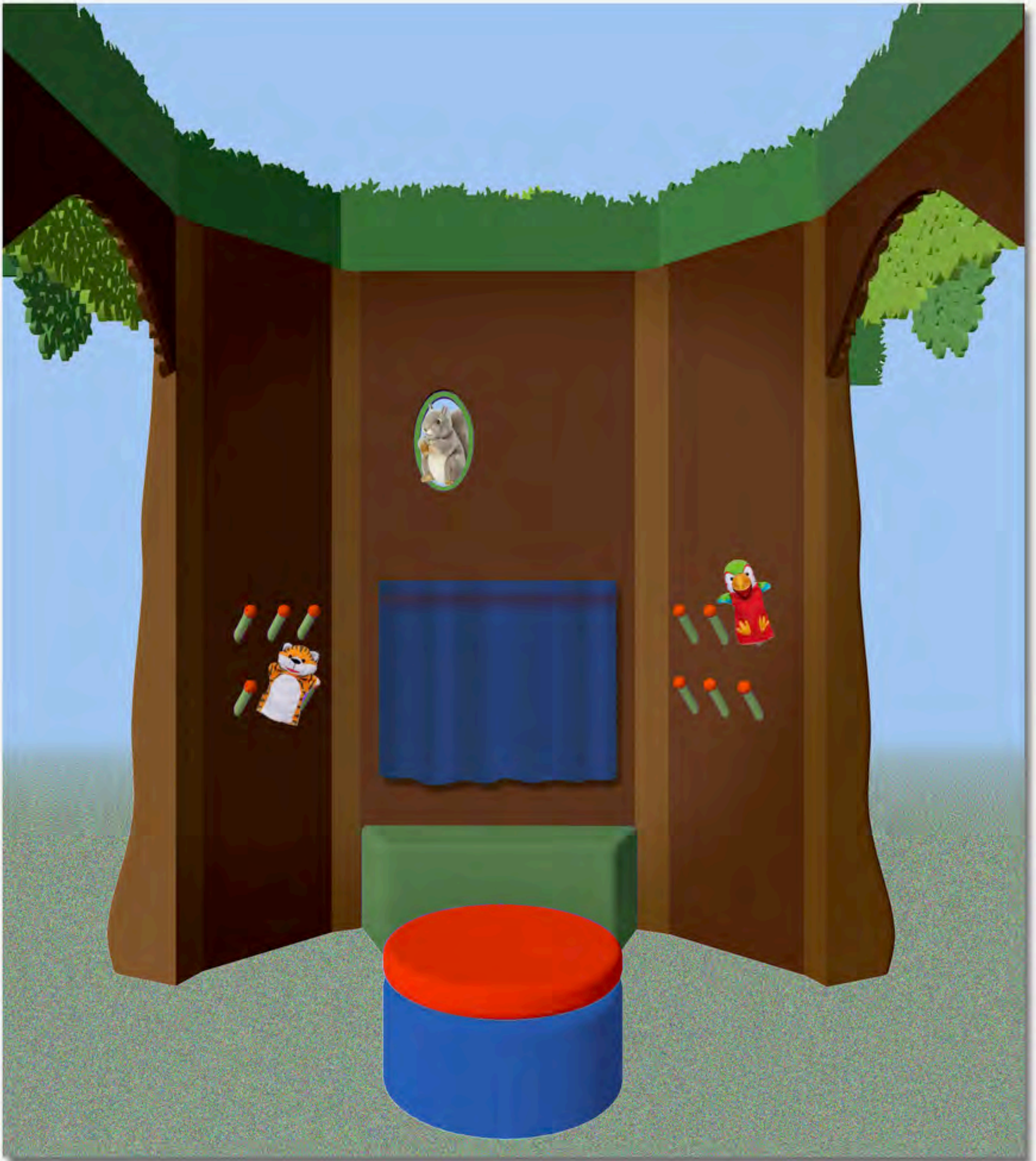
**Cuba Library Tree**  
Above Viewpoint  
19 January 2024





**Cuba Library Tree**  
Shelf Unit Inside  
19 January 2024





**Cuba Library Tree**  
Puppet Theatre Inside  
19 January 2024

## **Memorandum of Understanding**

### **Between Friends of the Cuba Library, Inc. and Cuba Circulating Library Association**

The following will constitute an operating agreement between Friends of the Cuba Library, Inc. (herein also known as, Friends) and the Cuba Circulating Library Association (herein also known as, Library). This memorandum of understanding will stand until and unless it is modified by mutual agreement of the Friends' Board of Directors and the Library administration.

Friends of the Cuba Library, Inc. is a non-profit, 501c3 organization and as a legally distinct entity, is not a part of Cuba Circulating Library.

Therefore, be it agreed that neither a member of the Board of Directors of Friends of the Cuba Library, Inc. nor a member of the Board of Trustees of Cuba Circulating Library shall ever simultaneously hold a position on both boards.

Cuba Circulating Library agrees to:

- a. include Friends in the long-term planning process to ensure that Friends are aware of the goals and direction of the library.
- b. share with Friends the Library's strategic initiatives, by the last quarter of the calendar year, so that Friends may determine how their resources and support might help forward these initiatives.
- c. supply Friends with a "wish list" each year that indicates the anticipated needs of the Library.
- d. include a member of Friends at all Board of Trustees' regular monthly meetings and to allow room on the agenda for a Friends' report.
- e. provide Friends assistance with meeting coordination, promote Friends' programs by advertising on the Library's website, through social media, and the Library newsletter, and to provide tech help as scheduled by appointment.
- f. provide public space for Friends' membership brochures and promotional materials.
- g. provide Friends with space in the Library for meetings, office needs, programs, book storage and sorting, and book sales.
- h. recognize that the use of donations to Friends of the Cuba Library, Inc. of books, materials, monies, and any other such donations is determined by the Board of Directors of Friends of the Cuba Library, Inc.

Friends of the Cuba Library, Inc. agree to:

- a. publicly support Cuba Circulating Library and its policies.
- b. include the Library's Director as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

- c. include a member from the Library's Board of Trustees at all Friends' regular monthly meetings and to allow room on the agenda for a Board of Trustees' report.
- d. provide financial support for Library programs and services, and other Library defined needs, especially those needs not normally covered in the Library's operating budget.
- e. respect that the Library administration has the final say in accepting or declining any and all gifts made to the Library.
- f. engage in advocacy efforts on behalf of the Library.

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(President, Friends' Board of Directors)

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(President, Library Board of Trustees)

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(Library Director)

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(Date Signed)