

**AGENDA**  
**BOARD OF TRUSTEES**  
**Cuba Circulating Library**  
*Serving the Cuba Community for 152 Years*

**Monday, March 11, 2024**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the Feb. 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. Policy
    - i. Sexual Harassment Policy
    - ii. Conflict of Interest Policy
    - iii. Open Meetings Policy
    - iv. Protection of Children and Vulnerable Adults Policy
  - vi. Liaison with Friends
  - vii. Education
- b. Ad hoc committees
  - i. Children's Area Renovation
9. Unfinished Business
  - i. Endowment Deposit
10. New Business
  - i. 2023 Annual Report
11. Executive Session as needed
12. Adjournment

**Cuba Circulating Library  
Board of Trustees Monthly Meeting Minutes  
Monday, February 12, 2024**

**Present:** Lin Assink, Tom Donahue, Denean Emerson, Lauren Mosgrove, Wendy Sprague, and Brad Weaver

**Also Present:** Tina Dalton, Pat Ash, Cherilyn Wise

**Call to Order:** Tom called the meeting to order at 5:30 PM.

**Public Comments:** None

**Friends' Report:** Membership drive is ongoing. Monthly meetings resume in March.

**Minutes of the January Meeting:** Wendy made a motion to accept the minutes. Lin seconded the motion and it was approved unanimously.

**Financial Officer's Report:** The financial officer's report was accepted on a motion from Lauren, a second by Brad and the unanimous consent of the board.

**Corresponding Secretary:** Two letters of support received from community.

**Director's Report:** see attached.

**i. Conference reports:**

- a) Cherilyn conference report- Besties on a budget partnering with schools to improve reading scores, regular monthly family reading nights,
- b) Leadership Allegany program has finished. Great resources and information.

**ii. Monthly library and program attendance numbers are up.**

**Committee Reports**

**i. Planning: NTR**

**ii. Finance: See attached.**

**iii. Bldgs/Grounds: Sewage pump repairs undertaken to replace worn components.**

**iv. Personnel: NTR**

**v. Policy:(see attached)**

1)Tech policies -revisions of policy regarding hotspot use and consolidation of forms were approved on a motion from Lin, and a second by Brad.

2) Revised public comment policy forms were accepted on a motion by Lauren and a second by Denean.

3) Revision of collection policy was reviewed and accepted on a motion by Wendy and a second by Lauren.

vi. Liaison with Friends: Nothing to report.

vii. Education: Board education programs to be offered at monthly meetings.

### **Ad hoc committees**

Children's Area Renovation. Update on design and implementation. Phase one is almost complete. We are awaiting phase two carpet replacement before installing the trim from phase one. An additional \$525 for dimmer switch for the lighting in the teens area is required.

### **Unfinished Business**

Endowment deposit – We are awaiting further information before making a decision regarding the scope and advisability of endowment reimbursement.

### **New Business**

i. Financial review (see attached) – page 4 – The audit is complete with positive results. A motion to accept the accountant's report was made by Lin and seconded by Lauren. The motion passed.

ii. Friends' memorandum of understanding. A motion to approve the MOU was made by Wendy, seconded by Tom, and approved by the board.

iii. SAM insurance available at a cost of \$602/year.

**Adjournment:** Meeting adjourned at 6:43 on a motion by Lin and a second by Wendy.

# Cuba Circulating Library Association

## Budget vs. Actuals:

January - February, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4003 School Income		39,516.34	39,516.34	100.00 %
4004 Local Lib Services Aid		1,675.00	1,675.00	100.00 %
4017 Memorials/Gifts	822.75		-822.75	
4020 Meeting Room Fee	175.00	158.34	-16.66	-10.52 %
4100 Other Income	14.45		-14.45	
Book Replacement	33.00		-33.00	
Copies Income	466.45	433.34	-33.11	-7.64 %
Donation Box	53.17	133.34	80.17	60.12 %
Fines	8.00	200.00	192.00	96.00 %
Misc Income	29.30	75.00	45.70	60.93 %
<b>Total 4100 Other Income</b>	<b>604.37</b>	<b>841.68</b>	<b>237.31</b>	<b>28.19 %</b>
4200 Restricted Funds Revenue				
DFY Grant	1,076.00		-1,076.00	
Friends	1,942.00	666.66	-1,275.34	-191.30 %
Grant - STLS	-3,628.00		3,628.00	
<b>Total 4200 Restricted Funds Revenue</b>	<b>-610.00</b>	<b>666.66</b>	<b>1,276.66</b>	<b>191.50 %</b>
4500 Investment Income				
Dividend Income	351.36		-351.36	
Interest Income	368.13		-368.13	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund		5,558.50	5,558.50	100.00 %
<b>Total Morgan Stanley</b>		<b>6,058.50</b>	<b>6,058.50</b>	<b>100.00 %</b>
<b>Total 4500 Investment Income</b>	<b>719.49</b>	<b>6,058.50</b>	<b>5,339.01</b>	<b>88.12 %</b>
Budget Carryover		5,449.00	5,449.00	100.00 %
<b>Total Revenue</b>	<b>\$1,711.61</b>	<b>\$54,365.52</b>	<b>\$52,653.91</b>	<b>96.85 %</b>
<b>GROSS PROFIT</b>	<b>\$1,711.61</b>	<b>\$54,365.52</b>	<b>\$52,653.91</b>	<b>96.85 %</b>
Expenditures				
6100 Payroll Expenses				
6101 Wages	26,037.65	28,659.00	2,621.35	9.15 %
6102 Taxes	0.00		0.00	
Payroll Tax	2,068.37	2,245.16	176.79	7.87 %
SUTA	567.79	395.00	-172.79	-43.74 %
<b>Total 6102 Taxes</b>	<b>2,636.16</b>	<b>2,640.16</b>	<b>4.00</b>	<b>0.15 %</b>
6103 Employee Benefits				
Company Contributions				
Retirement	724.58	884.34	159.76	18.07 %
<b>Total Company Contributions</b>	<b>724.58</b>	<b>884.34</b>	<b>159.76</b>	<b>18.07 %</b>
Health Insurance	1,000.00	1,000.00	0.00	0.00 %
<b>Total 6103 Employee Benefits</b>	<b>1,724.58</b>	<b>1,884.34</b>	<b>159.76</b>	<b>8.48 %</b>
6105 Ins - Disability		177.66	177.66	100.00 %

# Cuba Circulating Library Association

## Budget vs. Actuals:

January - February, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Total 6100 Payroll Expenses</b>	<b>30,398.39</b>	<b>33,361.16</b>	<b>2,962.77</b>	<b>8.88 %</b>
6200 Library Materials				
6205 Books-J	820.55	833.34	12.79	1.53 %
6210 Books-A	1,339.62	1,333.34	-6.28	-0.47 %
6220 Serials	124.00	1,300.00	1,176.00	90.46 %
6230 Audio	170.12	250.00	79.88	31.95 %
6240 Equipment		333.34	333.34	100.00 %
6250 Digital Books		604.66	604.66	100.00 %
6260 DVD	114.30	333.34	219.04	65.71 %
6270 Video Games	121.33	200.00	78.67	39.34 %
6280 Adult Programming	179.06	416.66	237.60	57.02 %
6285 Childrens Programming	543.17	1,200.00	656.83	54.74 %
6290 STLS cost share	10,882.00	1,813.66	-9,068.34	-500.00 %
<b>Total 6200 Library Materials</b>	<b>14,294.15</b>	<b>8,618.34</b>	<b>-5,675.81</b>	<b>-65.86 %</b>
6300 Restricted Fund Spending				
6330 Manley Grant expense	31.49		-31.49	
6350 Wilday Grant	92.90		-92.90	
6360 DFY Grant	9.98		-9.98	
6365 ARPA Grant	562.93		-562.93	
6368 Martin Grant	445.07		-445.07	
6370 Memorials & Gifts	892.88		-892.88	
<b>Total 6300 Restricted Fund Spending</b>	<b>2,035.25</b>		<b>-2,035.25</b>	
6410 Advertisement		50.00	50.00	100.00 %
6415 Bank fees		100.00	100.00	100.00 %
6420 Custodial supplies	94.19	133.34	39.15	29.36 %
6425 Discretionary Fund	57.73	166.66	108.93	65.36 %
6430 Insurance				
Ins - Liability Insurance		161.00	161.00	100.00 %
Ins - Property	7,305.69	1,135.84	-6,169.85	-543.20 %
Ins - Workman's Comp	2,971.26	218.34	-2,752.92	-1,260.84 %
<b>Total 6430 Insurance</b>	<b>10,276.95</b>	<b>1,515.18</b>	<b>-8,761.77</b>	<b>-578.27 %</b>
6435 Interest Expense	1.80		-1.80	
6445 Library supplies	182.07	683.34	501.27	73.36 %
Library Equipment		200.00	200.00	100.00 %
<b>Total 6445 Library supplies</b>	<b>182.07</b>	<b>883.34</b>	<b>701.27</b>	<b>79.39 %</b>
6447 Membership	247.00	150.00	-97.00	-64.67 %
6450 Postage	66.00	50.00	-16.00	-32.00 %
6455 Processing Fee	144.10	133.34	-10.76	-8.07 %
6460 Personal Protection Supplies		83.34	83.34	100.00 %
6465 Repairs/Building & Grounds	1,328.48	1,333.34	4.86	0.36 %
6470 Services		16.50	16.50	100.00 %
Alarm System - Doyle		333.34	333.34	100.00 %

# Cuba Circulating Library Association

## Budget vs. Actuals:

January - February, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Argentieries	48.00	54.16	6.16	11.37 %
Attorney	400.00	666.66	266.66	40.00 %
Audit	2,850.00	475.00	-2,375.00	-500.00 %
Bookkeeper	1,350.00	1,416.66	66.66	4.71 %
Copier Acme		333.34	333.34	100.00 %
Fire Extinguishers		56.00	56.00	100.00 %
Fire Place Clean		200.00	200.00	100.00 %
Gutters Cleaned		58.34	58.34	100.00 %
Hotspots	994.80	550.00	-444.80	-80.87 %
Patriot Microfilm		166.66	166.66	100.00 %
Rug Shampoos		70.00	70.00	100.00 %
Tax Filing (990)	800.00	133.34	-666.66	-499.97 %
Water Softener	152.00	83.34	-68.66	-82.39 %
Window Cleaner		450.00	450.00	100.00 %
<b>Total 6470 Services</b>	<b>6,594.80</b>	<b>5,063.34</b>	<b>-1,531.46</b>	<b>-30.25 %</b>
6480 Train/conference	407.00	333.34	-73.66	-22.10 %
6485 Travel	139.50	550.00	410.50	74.64 %
6490 Utilities				
Electric	910.00	1,166.66	256.66	22.00 %
Extended Broadband		1,800.00	1,800.00	100.00 %
Fuel	527.00	916.66	389.66	42.51 %
Phone	127.78	233.34	105.56	45.24 %
<b>Total 6490 Utilities</b>	<b>1,564.78</b>	<b>4,116.66</b>	<b>2,551.88</b>	<b>61.99 %</b>
<b>Total Expenditures</b>	<b>\$67,832.19</b>	<b>\$56,641.38</b>	<b>\$ -11,190.81</b>	<b>-19.76 %</b>
NET OPERATING REVENUE	<b>\$ -66,120.58</b>	<b>\$ -2,275.86</b>	<b>\$63,844.72</b>	<b>-2,805.30 %</b>
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-100.00		100.00	
Children's Area Remodel Expenses	15,791.10		-15,791.10	
<b>Total Children's Area Remodel (Net)</b>	<b>15,691.10</b>		<b>-15,691.10</b>	
<b>Total Other Expenditures</b>	<b>\$15,691.10</b>	<b>\$0.00</b>	<b>\$ -15,691.10</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$ -15,691.10</b>	<b>\$0.00</b>	<b>\$15,691.10</b>	<b>0.00%</b>
NET REVENUE	<b>\$ -81,811.68</b>	<b>\$ -2,275.86</b>	<b>\$79,535.82</b>	<b>-3,494.76 %</b>

# Cuba Circulating Library Association

## Statement of Activity

February 2024

	TOTAL	
	FEB 2024	FEB 2023 (PY)
Revenue		
4017 Memorials/Gifts	300.00	25.00
4020 Meeting Room Fee	50.00	
4100 Other Income	14.45	
Book Replacement	33.00	26.00
Copies Income	258.70	299.65
Donation Box	43.00	44.19
Fines		12.00
Misc Income	8.55	25.05
<b>Total 4100 Other Income</b>	<b>357.70</b>	<b>406.89</b>
4200 Restricted Funds Revenue		
Arts Grant		10.00
DFY Grant	1,076.00	
Friends	1,942.00	
Grants		1,500.00
<b>Total 4200 Restricted Funds Revenue</b>	<b>3,018.00</b>	<b>1,510.00</b>
4500 Investment Income		
Capital Gains Distribution		0.00
Dividend Income	178.71	164.40
Interest Income	178.29	0.02
Morgan Stanley		
Endowment Fund		25,723.00
<b>Total Morgan Stanley</b>		<b>25,723.00</b>
<b>Total 4500 Investment Income</b>	<b>357.00</b>	<b>25,887.42</b>
<b>Total Revenue</b>	<b>\$4,082.70</b>	<b>\$27,829.31</b>
GROSS PROFIT	<b>\$4,082.70</b>	<b>\$27,829.31</b>
Expenditures		
6100 Payroll Expenses		
6101 Wages	12,788.69	12,972.41
6102 Taxes	0.00	1,303.72
Payroll Tax	1,016.57	
SUTA	279.06	
<b>Total 6102 Taxes</b>	<b>1,295.63</b>	<b>1,303.72</b>

# Cuba Circulating Library Association

## Statement of Activity

February 2024

	TOTAL	
	FEB 2024	FEB 2023 (PY)
6103 Employee Benefits		
Company Contributions		
Retirement	367.71	370.69
<b>Total Company Contributions</b>	<b>367.71</b>	<b>370.69</b>
Health Insurance	500.00	
<b>Total 6103 Employee Benefits</b>	<b>867.71</b>	<b>370.69</b>
<b>Total 6100 Payroll Expenses</b>	<b>14,952.03</b>	<b>14,646.82</b>
6200 Library Materials		
6205 Books-J	391.80	607.10
6210 Books-A	685.85	1,180.67
6220 Serials	124.00	
6230 Audio	145.37	171.80
6250 Digital Books		3,557.00
6260 DVD	114.30	273.34
6270 Video Games	121.33	
6280 Adult Programming	164.06	243.60
6285 Childrens Programming	543.17	4.29
6290 STLS cost share		10,774.00
<b>Total 6200 Library Materials</b>	<b>2,289.88</b>	<b>16,811.80</b>
6202 Book Replacement		56.05
6300 Restricted Fund Spending		
6310 Arts Grant Expense		280.00
6350 Wilday Grant	92.90	526.42
6355 STLS Outreach		5.40
6360 DFY Grant	9.98	100.71
6365 ARPA Grant	187.93	
6368 Martin Grant	445.07	
6370 Memorials & Gifts	643.10	355.90
6390 United Way Grant		521.12
<b>Total 6300 Restricted Fund Spending</b>	<b>1,378.98</b>	<b>1,789.55</b>
6410 Advertisement		145.92
6420 Custodial supplies	94.19	17.99
6425 Discretionary Fund	57.73	
6430 Insurance		
Ins - Property		6,886.06
Ins - Workman's Comp	2,083.00	2,007.00
<b>Total 6430 Insurance</b>	<b>2,083.00</b>	<b>8,893.06</b>
6435 Interest Expense	0.87	
6445 Library supplies	168.07	80.65
6447 Membership	247.00	118.00
6450 Postage	66.00	164.00



# Cuba Circulating Library Association

## Statement of Activity

February 2024

	TOTAL	
	FEB 2024	FEB 2023 (PY)
6455 Processing Fee	84.15	80.19
6465 Repairs/Building & Grounds	32.99	226.18
6470 Services		
Alarm System - Doyle		168.00
Argentieries	24.00	48.00
Attorney	400.00	
Audit	2,850.00	
Bookkeeper	675.00	675.00
Computer Tech		400.50
Hotspots	797.40	197.40
Tax Filing (990)	800.00	
<b>Total 6470 Services</b>	<b>5,546.40</b>	<b>1,488.90</b>
6480 Train/conference	407.00	
6485 Travel	100.37	
6490 Utilities		
Electric	488.39	529.47
Fuel	244.00	118.00
Phone	127.78	118.30
<b>Total 6490 Utilities</b>	<b>860.17</b>	<b>765.77</b>
<b>Total Expenditures</b>	<b>\$28,368.83</b>	<b>\$45,284.88</b>
NET OPERATING REVENUE	<b>\$ -24,286.13</b>	<b>\$ -17,455.57</b>
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations	-100.00	-195.69
Children's Area Remodel Expenses	10,517.29	1,890.00
<b>Total Children's Area Remodel (Net)</b>	<b>10,417.29</b>	<b>1,694.31</b>
<b>Total Other Expenditures</b>	<b>\$10,417.29</b>	<b>\$1,694.31</b>
NET OTHER REVENUE	<b>\$ -10,417.29</b>	<b>\$ -1,694.31</b>
NET REVENUE	<b>\$ -34,703.42</b>	<b>\$ -19,149.88</b>

# Cuba Circulating Library Association

## Statement of Financial Position

As of February 29, 2024

	TOTAL	
	AS OF FEB 29, 2024	AS OF FEB 28, 2023 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1020 Five Star	33,818.50	21,654.26
1090 Savings	106,263.75	141,368.92
<b>Total Bank Accounts</b>	<b>\$140,082.25</b>	<b>\$163,023.18</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	20,612.95	30,410.81
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	16,884.11	22,088.54
American Inv Co of Amer A	22,189.53	27,046.80
American Short-Term Bond A	20,476.25	29,848.53
American WA Mutual A	96,086.20	102,316.62
Cash, BDP, and Money Market Fds	1,796.11	0.02
Savings	46,206.32	
Stocks	883.43	918.59
Unrealized Gain/Loss	98,787.37	67,251.44

# Cuba Circulating Library Association

## Statement of Financial Position

As of February 29, 2024

	TOTAL	
	AS OF FEB 29, 2024	AS OF FEB 28, 2023 (PY)
<b>Total 1303 Endowment Investment</b>	<b>743,634.59</b>	<b>776,274.68</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	-96.68	0.66
Unrealized Gain/Loss	1,793.82	1,110.85
<b>Total 1306 Adams Mem Book Fund Investment</b>	<b>14,794.50</b>	<b>13,694.21</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>\$758,429.09</b>	<b>\$789,968.89</b>
<b>Total Current Assets</b>	<b>\$898,511.34</b>	<b>\$952,992.07</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 February 29, 2024

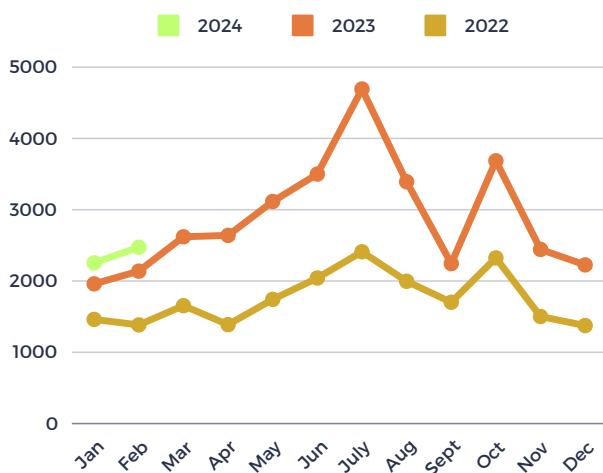
	TOTAL	
	AS OF FEB 29, 2024	AS OF FEB 28, 2023 (PY)
Other Assets		
1000 Friends Cash	0.00	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,484,045.71</b>	<b>\$1,339,124.93</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	11,292.66	300.00
<b>Total Accounts Payable</b>	<b>\$11,292.66</b>	<b>\$300.00</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	735.42	0.00
Federal Taxes (941/944)	0.00	1,299.95
NYS Employment Taxes	567.82	611.05
NYS Income Tax	267.54	249.04
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>1,570.78</b>	<b>2,160.04</b>
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$1,570.78</b>	<b>\$2,160.04</b>
<b>Total Current Liabilities</b>	<b>\$12,863.44</b>	<b>\$2,460.04</b>
<b>Total Liabilities</b>	<b>\$12,863.44</b>	<b>\$2,460.04</b>
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	29,181.86	-3,024.74
3550 Realized Gain/Loss Equity	44,573.71	5,393.07
3800 Restricted Fund	54,609.08	-29,140.00
3900 Fund Balance	1,424,629.30	1,342,989.15
Net Revenue	-81,811.68	20,447.41
<b>Total Equity</b>	<b>\$1,471,182.27</b>	<b>\$1,336,664.89</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,484,045.71</b>	<b>\$1,339,124.93</b>

# Cuba Circulating Library

## FEBRUARY 2024 DIRECTOR'S REPORT



### Patron Visits



### CHECKOUTS

Our checkout numbers for February increased to **2,561**. We continue to see a steady increase in circulation. Our circulation stats are unusual in comparison with libraries; nationwide circulation stats have continued to downtrend. This month, we circulated 1,179 adult items and 1,382 JUV items. In comparison, in 2023, we circulated 1,138 adult items and 1,092 JUV items. It is heartening to see an increase in library use across the board, despite recent challenges.

We had 5 e-books checked out by Cuba-Rushford students this month via our partnership with the school.

### PATRON NUMBERS

For the month of February 2024, we had a total of **2,474** patron visits. We entered **12** new library cards. This is a decrease in library cards and an increase in foot traffic from last month. This is also an increase in the number of library cards from this time last year.

**43** **546** **6** **73**

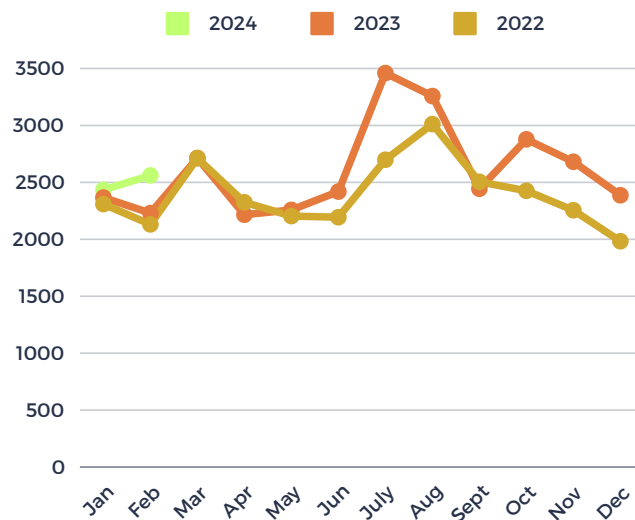
Onsite  
Programs

Programs  
Attendees

Outreach  
Visits

Outreach  
Attendees

### Circulation



**2561**

Items checked out

**648**

eBooks checked out

**121**

Public computer  
sessions

**342**

Holds filled

**779**

Visits to website

## Grants

This month we received notification that we will be the recipient of two grants. The first is an American Library Association Libraries Transforming Communities (LTC): Accessible Small and Rural Communities grant in the amount of \$10,000. This grant will involve a library facilitated community conversation to help guide us in our project to make our library more accessible. We plan to automate the bathroom doors and install keycard swipe locks that will allow for much easier access for those who have difficulty manipulating traditional keys and locks while pushing open a heavy door.

The second grant we received is the Community Arts Grant administered through the Arts Council for Wyoming County in the amount of \$4,310. This grant will fund our art programming through out the year. It will also allow us to purchase musical instruments to add to our collection for patrons to check out. We are very excited for this initiative and feel it will serve our rural community well.

## Overheard in the Library

"Guys, this is a library, not a yelling place!"



### FEB 5 FREEDOM TO READ PANEL

## Professional Activities

On Feb. 13 I attended a webinar via the Public Library Association on Project Outcome. This is a free online survey portal that allows libraries to gather feedback from patrons after they have attended programs. I utilized it for the first time after Perry Ground's storytelling program on March 1.

On Feb. 29 I attended a webinar from the New York State Library on "Tasting History" about using historical recipes for library programs. The presenter had lots of great ideas for library programs for all ages, and I hope to implement some of her ideas. I plan to search through old copies of the Cuba Patriot to find recipes to use for the program.

## Upcoming Adult Programs

- ~~Mar. 9 @ 11:00 Puzzle Race~~ \*\*rescheduled for April 20\*\*
- Mar. 16 @ 10:00 Easter Signs Craft
- Mar. 20 @ 1:00 Movie: Migrations
- Mar. 27 @ 6:00 Baking Workshop: Sourdough Bread
- Mar. 28 @ 1:00 Fosters Rights, Access, and Equity for Women Workers in NYS
- Apr. 6 @ 11:00 Birds Nest Earrings

# **Youth Services Monthly Report: February 2024**

## **Storytimes**

Preschool Storytime met 3 times and Toddler Storytime had 4 storytimes in February. Afterschool Explorers met 4 times. Themes for all of these groups included volcanoes, Valentine's Day, and Leap Day (frogs!).

## **Teens/Tweens**

After School Crew met 3 times, one of which was with the SNAP educator. Next month they want to make cookies and brownies.

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

The high school book club met twice to discuss the sequel to A Good Girl's Guide to Murder: Good Girl, Bad Blood. The group, made up of all girls, had some very strong feelings about the book as a whole, mostly positive. Our next book is I Must Betray You, taking a break from the murder mystery theme.

Teens had the second meeting of the International Snackers' Club. This month's theme was Poland. They liked the snacks from South Korea much better than those from Poland.

## **Outreach**

I had 3 CRCS class visits, two here and one at the school. I also had a BOCES outreach visit at the school. I visited both Head Start groups.

## **Other**

We have had very little interest in our "I'm Turning Five!" Birthday parties. We will try in March and after that consider making it a quarterly event.

I have 5 out of 6 "big" programs for Summer Reading scheduled officially and the sixth tentatively booked provided one more library in the area books him.

## **Upcoming Programs**

3/8 Dr. Seuss Night at CRE

3/20 Afternoon Movie

3/23 I'm Turning Five!

## **Maintenance Report 2/1/24 - 3/1/24**

1. Cleaned glass on front door lights, will need to remove and repaint them black when weather gets warmer.
2. Reset boiler flashing error code 53, which is outlet exhaust blocked, usually high wind causes this. So far, working fine.
3. Shovel and salt as needed.
4. Mounted slat board to end of DVD book shelf (workorder from Tina), was originally in Teen section, removed for renovation
5. Fixed leg bracket on teal plush chair that was cracked. Glue and a couple long wood screws. (Workorder from Christian)
6. Replaced thermostat in children's room with previous Thermostat from community room for better setback features.
7. Worked on building small ramp for kids' area. (75% complete, should have completed in a week or so, hopefully sooner.)



## Cuba Circulating Library

### SEXUAL HARASSMENT POLICY

**PURPOSE:** Cuba Circulating Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. Cuba Circulating Library has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Cuba Circulating Library's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with Cuba Circulating Library, or with a government agency or in court under federal, state or local antidiscrimination laws.

#### **POLICY:**

1. Cuba Circulating Library Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with the library.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The library has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of the library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee<sup>1</sup> working in the workplace who believes they have been subject to such retaliation should inform the Library Director or the Board of Trustees president. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.

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<sup>1</sup> A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

*Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.*

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects the library to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.
5. Cuba Circulating Library will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The library will provide all employees a complaint form for employees to report harassment and file complaints.
7. The Library Director is required to report any complaint that they receive, or any harassment that they observe to the Board of Trustees president.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
  - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employees' body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;

- Sabotaging an individual's work;
- Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

### **What is "Retaliation"?**

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

### **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone's responsibility.** The Cuba Circulating Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or nonemployee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to the Library Director or the Board of Trustees president. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the library Board or the Board of Trustees president.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this

complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the director or a trustee.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### **Complaint and Investigation of Sexual Harassment**

*All* complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the Library Director will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant

documents;

- A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the employer's records.
  - Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
  - Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

### **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by Cuba Circulating Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the library, employees may also choose to pursue legal remedies with the following governmental entities at any time. New York State Division of Human Rights (DHR) The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time within three year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the library does not extend your time to file with DHR or in court. The three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to act to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, [www.dhr.ny.gov](http://www.dhr.ny.gov)

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### **United States Equal Employment Opportunity Commission (EEOC)**

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov)

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml)

### **Contact the Local Police Department**

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

App: Oct. 11, 2018, Dec. 14, 2020

## **Cuba Circulating Library**

### **Complaint Form for Reporting Sexual Harassment**

#### **Cuba Circulating Library**

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Library Director or President of the Board of Trustees. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

**For additional resources, visit: [ny.gov/combating-sexual-harassment](https://ny.gov/combating-sexual-harassment)**

#### **COMPLAINANT INFORMATION**

**Name:**

**Home Address:**

**Work Address:**

**Home Phone:**

**Work phone:**

**Job Title:**

**Email:**

**Select Preferred Communication Method: (Please select one)**

In-person

phone call

email



## COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name:

Title:

Address (work/home):

Phone (work/home):

Relationship to you: ☐ Supervisor  
☐ Subordinate  
☐ Co-worker  
☐ Patron  
☐ Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing?

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

*The last two questions are optional, but may help facilitate the investigation.*

5. Have you previously complained or provided information (verbal or written) about sexual harassment at the Cuba Circulating Library? If yes, when and to whom did you complain or provide information?

*Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state, or local government agencies in certain courts.*

6. Have you filed a claim regarding this complaint with a federal, state, or local government agency?

Have you instituted a legal suit or court action regarding this complaint?

Have you hired an attorney with respect to this complaint?

*I request that Cuba Circulating Library investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Instructions for Employers**

If you receive a complaint about alleged sexual harassment, you must follow your sexual harassment prevention policy by investigating the allegations through actions such as:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

You should create a written document of the findings of the investigation, along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

## **Cuba Circulating Library**

### **Conflict of Interest Policy**

Cuba Library trustees and employees shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to the organization.

No trustee, employee or any member of their respective families or households shall accept gifts, gratuities, or favors of any kind from any person, firm or corporation doing business or seeking to do business with the library, and which could reasonably be expected to influence, or created the appearance of influencing, their actions affecting the library.

Without full and complete disclosure to and approval by the Board of Trustees, no trustee or employee shall have any position of influence with, or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of their duties or responsibilities to library, or which could reasonably be expected to affect their independent judgment and action with respect to transactions between the library and such other entity. If such a position exists, it must be disclosed to the Library Director and to the President of the Board.

Each trustee and the Library Director shall provide the Board of Trustees with a written notification of any transaction or situation that may imply any reasonable doubt concerning the possible existence of a conflict of interest by the director or staff person.

In the event that the library may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest affecting one or more of its trustees or employees, the following shall apply. The affected person(s) of the library agree(s) to provide full information to the Board of Trustees to allow the Board of Trustees to approve or disapprove by resolution, with the advantage of full disclosure, such contract or arrangement. The affected person shall recuse himself from the vote.

Annually, and upon start of duties, library trustees and employees shall complete and return to the President of the Board a Disclosure of Interests Form.

The President of the Board shall administer this policy. Any disputed action of the Library Director or other library employee with respect to this policy shall be resolved by the Board of Trustees.

*Adopted by the Library Board of Trustees on MM/DD/YYYY*

## **Cuba Circulating Library**

### **Disclosure of Interests Form**

The Conflict of Interest Policy, which sets forth standards of expected conduct, includes a provision which requires trustees and employees to disclose all interests which could result in a conflict.

Please complete and return the enclosed Disclosure of Interests Form. Please be assured that the disclosure requirements are intended to provide the Board with a systematic and ongoing method of disclosing and ethically resolving potential conflicts of interest. Although it is impossible to list every circumstance giving rise to a possible conflict of interest, the following will serve as a guide to the types of activities that might cause conflicts and that should be fully reported:

#### **1. Outside Interests**

- A. To hold, directly or indirectly, a position or a material financial interest in any other entity from which the individual has reason to believe the library secures goods or services (including the services of buying or selling stocks, bonds, or other securities), or that provides services competitive with the system.
- B. To compete, directly or indirectly with the library in the purchase or sale of property or property rights, interests or services.

#### **2. Outside Activities**

To render directive, managerial, or consultative services to any outside concern that does business with, or competes with the services of the library, or to render other services in competition with the library.

#### **3. Inside Information**

To disclose or use information relating to the library's business for the personal profit or advantage of the individual or their respective families or households.

#### **4. Gifts, Gratuities, and Entertainment**

To accept gifts, excessive entertainment, or other favors from any outside concern that does, or is seeking to do, business with, or is a competitor of, the library - under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of their duties.

This prohibition is not intended to preclude business meals or other nominal benefits in the reasonable and ordinary course of business.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. It should be particularly noted that disclosure relates not only to yourself, but also to your respective families or households.

TO: President of the Library Board of Trustees

RE: Conflict of Interest Disclosure

A copy of the library's Conflict of Interest Policy has been furnished to me. I hereby state that I, or members of my respective families or households, have the following affiliations or interest and have taken part in the following transactions that, when considered in conjunction with the position with or relation to the library, might possibly constitute a conflict of interest. (Check "None" where applicable)

**1. Outside Interests**

Identify any interests, other than investments, of yourself or your respective families or households, as described in the first numbered paragraph of the accompanying disclosure form.

☐ None

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**2. Investments**

List and describe, with respect to yourself or your respective families or households, all investments that might be within the category of "financial interest", as described in the first numbered paragraph of the accompanying disclosure form.

☐ None

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**3. Outside Activities**

Identify any outside activities, of yourself or your respective families or households, as described in paragraph number 2 of the accompanying disclosure form.

☐ None

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#### 4. Other

List any other activities in which you or your respective families or households are engaged that may be regarded as constituting a conflict of interest, giving particular attention to the paragraphs numbered 2 and 3 of the accompanying disclosure form.

( ) None

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5. I hereby certify that neither I nor any member of my respective families or households has accepted gifts, gratuities, or entertainment that might influence my judgment or actions concerning the business of the library, except as listed below:

I hereby agree to report to the Board President any further situation that may develop before completion of my next questionnaire.

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Date

---

Name (Printed or typed)

---

Signature

Adopted by the Library Board of Trustees on MM/DD/YYYY

## Open Meetings Policy

The Cuba Circulating Library is subject to New York's Open Meetings Law pursuant to Article 7 of the Public Officers Law. The law requires that board meetings be properly posted and advertised and open to the public. In addition, working sessions of the board (even if they are not formal meetings) must be advertised and open if a quorum of the board is expected to attend. A copy of New York's Open Meetings Law is available at <https://opengovernment.ny.gov/open-meetings-law>.

**Notice of Meetings:** Notice of regular board meetings is published in the local newspaper at the beginning of the library's fiscal year, posted in the library, and published on the library website. In the event that it is necessary for the Board to change the date of a regularly scheduled meeting or to hold a special or emergency meeting, advance notice will be posted on the library's website, in the library, and provided to local media at least 72 hours in advance if possible. Any document scheduled for discussion must be posted on the library's website at least 24 hours in advance.

**Meeting Locations:** Teleconferencing, Videoconferencing, and Other Forms of Communication Meetings of the board must either take place in person or through videoconferencing as long as the videoconference sites are open to the public and cited in the notice of the meeting. Meetings may not be conducted by telephone, email, or mail. However, it should be noted that nothing in the law precludes the trustees from conferring individually or by telephone, email, or other means as long as a series of communications among trustees does not result in a decision or a meeting being held. In addition, although trustees who are not physically present in person or through videoconference may not vote, they may participate in library board meetings from remote locations by speakerphone, provided that any discussion may be heard by the public.

**Executive Sessions:** During an open meeting of the board, the board may go into executive session during which the public is excluded. An executive session is convened only as part of a public board meeting. The board must vote to enter executive session and state the general nature of the session for its minutes. The board may take formal action and vote on any matter in executive session except the appropriation of public monies.

**Public Participation:** Public Participation in Meetings New York's Open Meetings Law confers upon the public the right to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. It does not give the public the right to speak or participate in board meetings outside of public comment periods. Observers should recognize that the board is under no obligation to brief observers on matters before the board or to take or respond to questions from observers. Observers may participate in discussions only if recognized by the board. The president of the board or chair of the meeting reserves the right to set a time limit on any public comments. If unable to attend a meeting, comments from the Public to the Library's Board of Trustees are welcome in

writing, addressed to: Library Board President. For additional information, refer to the Public Comments Policy

**Minutes:** As required by the Open Meetings Law, minutes are taken at all board meetings. Minutes of a regular session of the board must consist of "a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon." Although it is not required by law, most minutes also include a summary of discussions relating to the issues covered. The minutes, along with statements and other official records, are kept in a secure but accessible place and available to the public upon request to the director. Minutes must be posted on the library website for public inspection two weeks after the meeting, even if they have yet to be approved. Minutes of executive sessions are required only if the board took formal action in the executive session. If no vote or other action is taken, no minutes are required. Otherwise, the minutes of an executive session must provide "a record or summary of the final determination" or action the board took in the session.

**Access:** Members of the public with a physical disability who wish to attend a board meeting should notify the library director in advance to ask about an accommodation that may be available.

Adopted by the Library Board of Trustees on MM/DD/YYYY



## PROTECTION OF CHILDREN AND VULNERABLE ADULTS POLICY

### Purpose and Intent

The Cuba Circulating Library strives to be the center of learning for a diverse and inclusive community and is committed to providing a safe and secure environment for its patrons, visitors, staff, and volunteers. This Policy on Protection of Children and Vulnerable Adults establishes standards for behavior, a procedure for reporting possible abuse, and measures for preventing abuse. All Library employees, Board members, and volunteers are subject to this Policy.

The Cuba Library does not permit or condone actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation, or sexual misconduct to occur on Library premises, at Library-sponsored activities, or in relation to any individual's service with the Library. The Library has a **Zero Tolerance Policy** regarding any acts of prohibited conduct.

Library employees, Board members, and volunteers may encounter situations during the course of their daily work where they suspect that a child or vulnerable adult, as defined below, is being abused, molested, or neglected. While Library employees are not considered mandated reporters of such abuse under Section 413 of the Social Services Law (18 NYCRR § 433.2), the Library requires employees, Board members, and volunteers to report suspected abuse of a child or vulnerable adult as long as they have an objectively reasonable cause for such suspicions.

### Prohibited Conduct

The Cuba Library strictly prohibits all forms of child abuse and sexual abuse.

Child abuse occurs when an individual deliberately acts or fails to prevent something that causes serious harm to a person under 18 years of age (i.e., a child) or adult with a developmental disability or physical impairment (i.e., a vulnerable adult). This harm may take the form of serious physical injury, serious mental injury, neglect, or sexual abuse. Corporal punishment constitutes child abuse when performed by an employee, Board member, or volunteer. Corporal punishment is any type of physical punishment inflicted in any manner upon the body such as spanking, punching, paddling, shaking, or roughly handling a child or vulnerable adult.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor. Sexual abuse or misconduct may include, but is not limited to:

- Any sexual activity, involvement, or attempt of sexual contact with a child, vulnerable adult, or a person who is legally incompetent or otherwise unable to give consent;
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation, or any attempt to commit such acts;
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging, and/or pulling against another's body or clothes;
- Disseminating pornographic or sexually explicit images, posters, calendars or objects to a child or vulnerable adult; and/or
- Unwelcome and inappropriate sexual activities, advances, exploitation, exposure, or stalking.

Sexual abuse does not include sexual harassment, which is another form of behavior that is prohibited by the Cuba Library.

### **Reporting Procedure**

Library employees, Board members, and volunteers must immediately report any suspected physical or mental abuse, sexual abuse, sexual molestation, or sexual misconduct of a child or vulnerable adult to the Library Director. If staff believe that an assault has just occurred, they should notify the police and Child Protective Services. Immediately after reporting the incident to the Library Director, employees who either witness or suspect the occurrence of child abuse or sexual abuse should complete and submit an Incident Report containing the following information:

- Name and title of reporter;
- Name and address of individuals involved;
- Description of incident/activity/misconduct;
- How misconduct was discovered;
- Where and when misconduct took place;
- Names of witnesses and/or collaborating persons; and
- Description of physical injury and medical response.

If the victim is an adult, the abuse will be reported by the Library Director to the Allegany County Dept. of Social Services and the police. If a child is the victim, the Director of Legal Affairs will report it to Child Protective Services and the police.

The Library Director will notify the Board of Trustees of the allegations. The Library Director should notify the Library's insurance carrier and seek advice in the immediate handling of the matter. Legal advice and counsel regarding the handling of the matter should be obtained immediately. The Director should inform appropriate staff of the existence of the incident and the steps being taken in response and will oversee an investigation into the matter.

Any employee or volunteer who is suspected of engaging in the physical or mental abuse, sexual abuse, sexual molestation, or sexual misconduct of a child or vulnerable adult may be subject to immediate placement on administrative leave pending the outcome of an investigation into the allegations of abuse. Anyone who commits child abuse or sexual abuse may be subject to criminal prosecution to the fullest extent allowed by law. In the event the library determines that this policy has been broken, termination will be immediate, and the library will not indemnify or defend the violating trustee, employee, or volunteer.

### **Retaliation Prohibited**

The Cuba Library prohibits retaliation against anyone, including any employee, Board member, volunteer, or other individual, who in good faith reports child abuse and/or sexual abuse, alleges that it is being committed, or participates in the investigation. Intentionally false or malicious accusations of child abuse and/or sexual abuse are prohibited. Anyone who retaliates against someone who has made a good faith allegation of sexual abuse or intentionally provides false information to that effect will be subject to discipline up to and including termination.

### **Preventing Abuse**

The Cuba Library acknowledges that preventing abuse from occurring in the first place is of paramount importance. To this end, the Library conducts background checks on all employees and volunteers as a condition of employment or volunteer duties. Records of employee background checks will be maintained by the Library Director. Any employee or volunteer who is subsequently found to have provided false or misleading information related to their background check may be subject to disciplinary action, up to and including termination.

Reasonable efforts should be made to work with children and vulnerable adults in locations within Library facilities that are visible to others such as open public spaces, rooms with windows, or rooms with open doors. In no instance may a child or vulnerable adult be left alone with only one adult present.

Training on abuse prevention shall take place annually for all staff, volunteers, and Board of trustees.

### **Acknowledgement and Notification**

All employees, Board members, and volunteers are subject to this policy and should review and be familiar with it. This Policy will be posted in accordance with the Library's current practices and will be available for employees and members of the public to access electronically.

# ANNUAL REPORT 2023



**CUBA**  
*Circulating*  
**LIBRARY**

# ABOUT OUR LIBRARY

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ESTABLISHED BY A SMALL GROUP OF RESIDENTS, THE CUBA LIBRARY COMPANY WAS FOUNDED IN THE SESSIONS ROOM OF THE BAPTIST CHURCH ON SEPTEMBER 21, 1872. THE LIBRARY'S COLLECTION CONSISTED OF APPROXIMATELY 100 BOOKS WHEN THE LIBRARY FIRST OPENED ITS DOORS. FIFTY YEARS AFTER ITS FOUNDING, IN 1922, MRS. ELISABETH SHELDON BEQUEATHED \$30,000 TO THE CUBA CIRCULATING LIBRARY ASSOCIATION FOR THE CONSTRUCTION AND ENDOWMENT OF A NEW LIBRARY. ALTHOUGH THERE WAS SOME CONTROVERSY OVER WHERE THE LIBRARY SHOULD BE BUILT, IT WAS EVENTUALLY BUILT ON THE CORNER OF EAST MAIN AND MAPLE STREETS WHERE IT STILL STANDS TODAY. IN 1997 A BEQUEST OF \$270,000 FROM ELISABETH HIXSON ROSSITER ENABLED THE LIBRARY TO BUILD A 10,000-SQUARE-FOOT ADDITION AND UNDERTAKE A TOTAL RENOVATION OF THE ORIGINAL BUILDING.

THE INSTITUTION THAT WAS STARTED NEARLY 150 YEARS AGO HAS BEEN NURTURED AND SUSTAINED BY SUCCEEDING GENERATIONS TO BECOME WHAT IT IS TODAY. THE LIBRARY PROVIDES SERVICES TO MORE THAN 4,500 RESIDENTS LIVING WITHIN THE GREATER CUBA AREA.



[cuba@stls.org](mailto:cuba@stls.org)

# DIRECTOR'S REPORT

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The year 2023 has been a year of change for us here at the Cuba Circulating Library. We've undergone some major renovations in our Children's and Teens Area, and we are very happy with the results. In the Children's Area we added stages and nooks which encourage lots of play time. In the Teens Area we've added a TV and gaming station, as well as a study area. We also updated all lighting to LED, which has led to a significant savings in our electric bill.

These changes have led to a significant increase in foot traffic in the library. We've heard kids come in and say to their friends, "This is my library. Isn't it cool?" There is a rush after school to see who can get to the gaming area first. Who would have imagined—a race to the library to see who can get there first!

However, this was just Phase I of our the renovation process of the library. This year will bring more changes to the Children's Area as well as the rest of the library. We will be installing new carpeting throughout the main floor of the library, automating the bathroom doors, and perhaps most exciting of all, installing a large play tree with puppet theater. These projects have all been made possible through New York State Construction Aid funds.



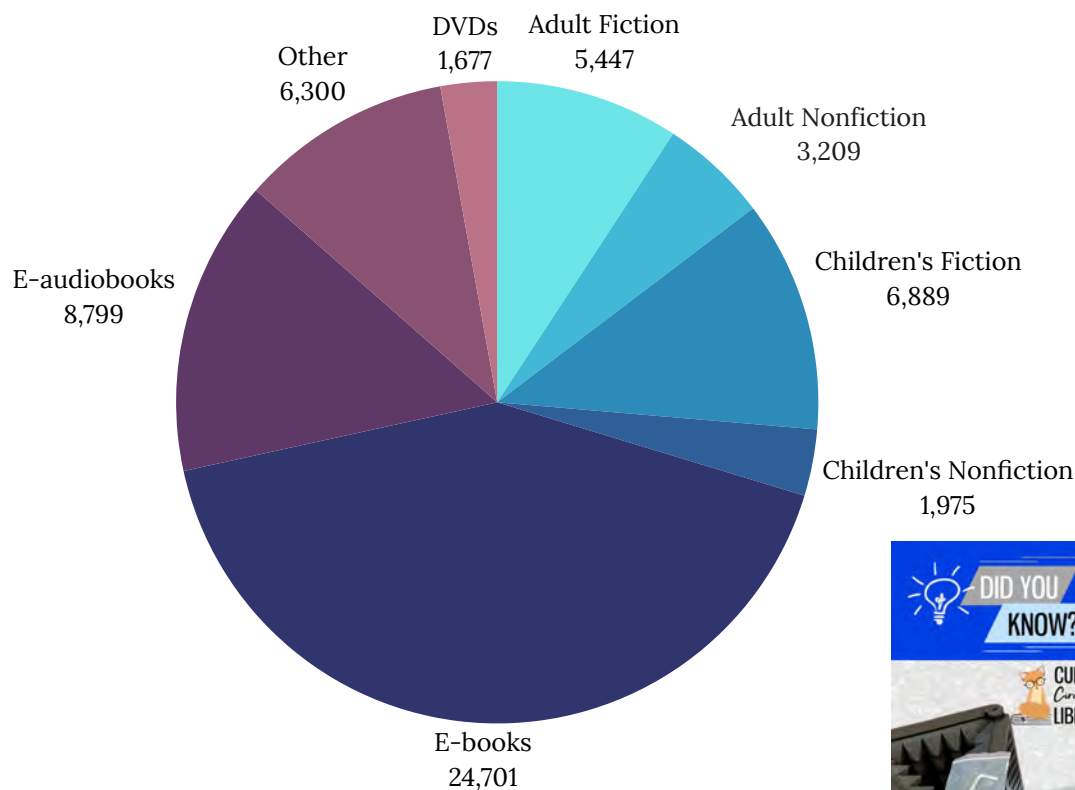
## Tina Dalton

LIBRARY DIRECTOR





# Library Collection



## Technology



The library has eight desktop computers, five laptops, and six iPads for public use. The public computers were used 1,190 times in 2023. Library staff provided one-on-one tech tutoring appointments for 47 people, and 4 digital literacy workshops.

The library offers 24/7 Wi-Fi access as well as 10 Wi-Fi hotspots available for checkout. The Wi-Fi was accessed 3,618 times in 2023. The library's website was visited 10,740 times in 2023.

This year we added a podcasting kit to the collection. This kit contains a microphone, headphones, recording screen and carrying case. We also have a vlogging kit available which includes a tripod, microphone, light, go-pro mount, and windscreen cover.

# Library Use

	2023	2022
Library Visitors	34,634	20,980
Registered Borrowers	2,452	2,914
Children's Programs	258	217
Teen Programs	16	15
Adult Programs	203	138
Mixed Ages Programs	33	34
Attendance @ Children's Programs	3,358	3,165
Attendance @ Teen Programs	125	79
Attendance @ Adult Programs	1,629	1,587
Attendance @ Mixed Ages Programs	3,333	3,427

Total Programs  
Held in 2023:  
510

\*STLS performed a purge of cards  
that had been expired for six  
years or longer.

Total Attendance  
to Programs:  
8,445

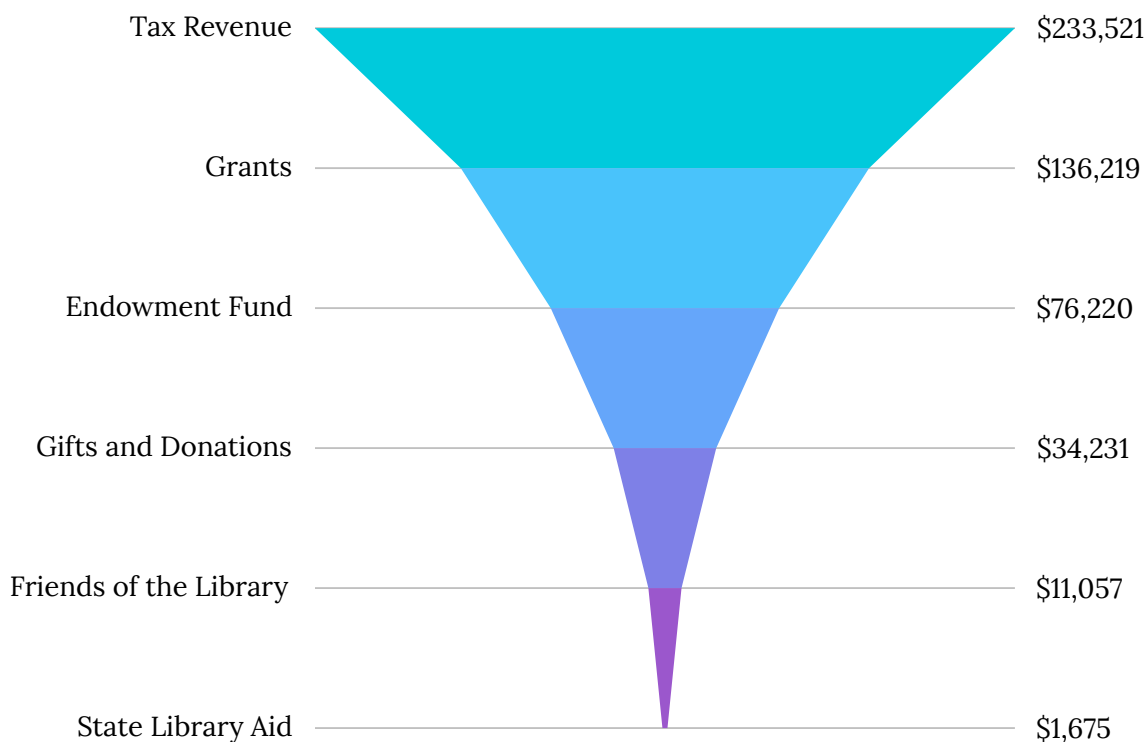
Total Circulation  
in 2023:  
37,584

Reference  
Questions Answered:  
1,305



# LIBRARY FINANCIALS

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This year the library received \$124,193 from a NYS Construction Aid grant to go toward the Children's Area renovation project. We also received \$5,000 from the Statewide Community Re-grants Program, a regrant program of the New York State Council on the Arts to help fund our art programs, and \$7,375 from the United Way to help fund our Summer Reading Program.

We used \$76,220 from our endowment fund to go toward this year's construction project. Charitable bequests and in memoriam donations towards the endowment account help significantly when situations such as this arise.

# A NOTE OF THANKS

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I would be remiss if I didn't start off this year's report with two very big notes of thanks. This year our Senior Library Assistant Janet Rhodes, retired after 43 years of services to our library and community. Janet began working at the Cuba Library in 1980. She has served generations of Cuba citizens in her capacity at the library and she always did so with a smile. This library has been shaped by Janet's unwavering dedication to the Tenets of librarianship. Thank you, Janet!

I'd also like to extend a special note of thanks to outgoing Friends of the Cuba Library President Pat Ash. Pat has not only served as president, she has also previously served for several years as Friends' treasurer. Pat was instrumental in helping the Friends become incorporated as their own 501(c)3, which has enabled them to greatly increase their fundraising capabilities for the library. Pat also runs the Friends' book sales throughout the year! She serves the Cuba Library in so many ways—and has done so for many years. Thank you, Pat, for all you have done for the library and all you continue to do.

## Tina Dalton

LIBRARY DIRECTOR



Janet Rhodes



Tina Dalton & Pat Ash

# LIBRARY STAFF

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- Tina Dalton, Library Director
- Cherilyn Wise, Youth Services Coordinator
- Shauna Comes, Senior Library Assistant
- Colleen Robinson, Library Assistant
- Christian Stuck, Library Page
- Dave Wagner, Maintenance Manager

# FRIENDS OF THE CUBA LIBRARY, INC.

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This year Friends of the Cuba Library helped bring Haudenosaunee storyteller Perry Ground to Cuba-Rushford Elementary School for the day and to the library for the evening for his “Re-thinking Thanksgiving” presentation. They also funded our Summer Reading prizes, which allowed prize winners to select a favorite book to add to the library’s collection. Friends of the Library helped fund Adult Art Programs such as watercolor, leatherwork, dry etching, beading, and screen printing. Additionally, Friends donated toward the renovation of the Children’s Area as well as the purchase of new furniture for the Children’s Area.

We thank all our Friends for the fundraising and advocacy work they do on behalf of the Cuba Library!

# LIBRARY TRUSTEES 2024

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- Faith Stewart, President
- Tom Donahue, Vice President
- Bradley Weaver, Secretary
- Lin Assink, Financial Officer
- Denean Emerson
- Lionel Legry
- Jill Schwab
- Wendy Sprague
- Lauren Mosgrove