

**Cuba Circulating Library
Board of Trustees Monthly Meeting Minutes
Monday, March 11, 2024**

Present: Lin Assink, Tom Donahue, Denean Emerson, Lauren Mosgrove, Lionel Legry, Jill Schwab, Wendy Sprague, Faith Stewart, and Brad Weaver.

Absent: n/a

Also Present: Tina Dalton, Pat Ash,

Call to Order: Faith called the meeting to order at 5:28 PM.

Public Comments: None

Friends' Report: This is Pat's last meeting on behalf of the Friends. Trustees are invited to a gathering before the Friends meeting on April 3rd, from 6:00 to 6:30 PM. RSVP. The trustees extend our thanks for all she has done as liaison as well as her service in support of the library.

Minutes of the Feb. Meeting: Lauren made a motion to accept the minutes with corrected grammar. Wendy seconded the motion and it was approved unanimously.

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

Corresponding Secretary: Nothing to Report

Director's Report: see **attached** Synopsis – Numbers are up, 5 HS students using e-books, ALA grant received (\$10,000) towards making restrooms handicapped accessible, Art Council contribution towards acquiring musical instruments.

Committee Reports

i. Planning: Nothing to report.

ii. Finance: Nothing to report.

iii. Building/Grounds: Watering schedule upcoming, flowers may be available through the Chamber Beautification Committee for spring planting.

iv. Personnel: Nothing to report.

v. Policy:

i. Sexual Harassment Policy - Legal change extending window for reporting an incident to 3 years. Motion to approve change was made by Tom, seconded by Lauren and approved by the board by voice vote.

ii. Conflict of Interest Policy – Adoption of new disclosure of interest forms. Approved on a motion from Lauren and a second by Lin.

iii. Open Meetings Policy: Proposed adoption of a STLS template to align with State Laws was approved on a motion from Wendy and a second by Tom.

iv. Protection of Children and Vulnerable Adults policy: topic for consideration regarding insurance language/requirements. To be continued next meeting.

vi. Liaison with Friends: Nothing to report.

vii. Education: Post meeting training for trustees to be made available towards the completion of annual requirements.

Ad hoc committees

i. Children's Area Renovation. Phase One complete, awaiting the replacement of lighting. (under warranty)

Unfinished Business

i. Endowment Withdrawal – The Board unanimously voted to amend the motion made at the 08/14/2023 meeting, rescinding the transfer of \$70,000 back into the endowment account. The motion to amend was made by Wendy and seconded by Lin.

New Business

i. 2023 Annual Report -Lin made the motion to approve the report, which was seconded by Jill and unanimously approved by the board.

{No executive session required.}

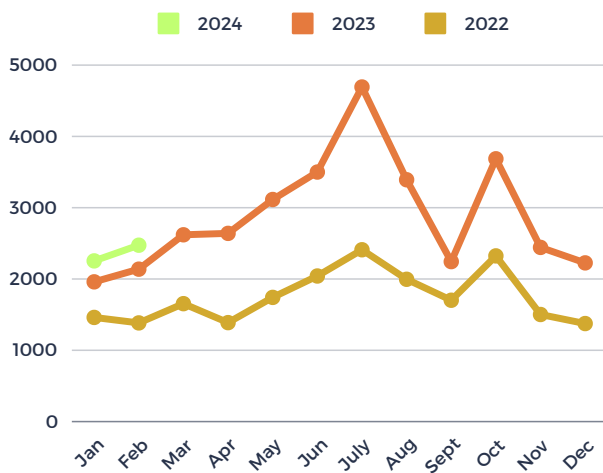
Adjournment: Lionel made a motion to adjourn, seconded by Lin and the meeting ended at 6:16 PM.

Cuba Circulating Library

FEBRUARY 2024 DIRECTOR'S REPORT



Patron Visits



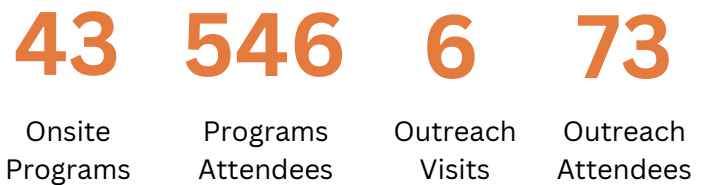
CHECKOUTS

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.

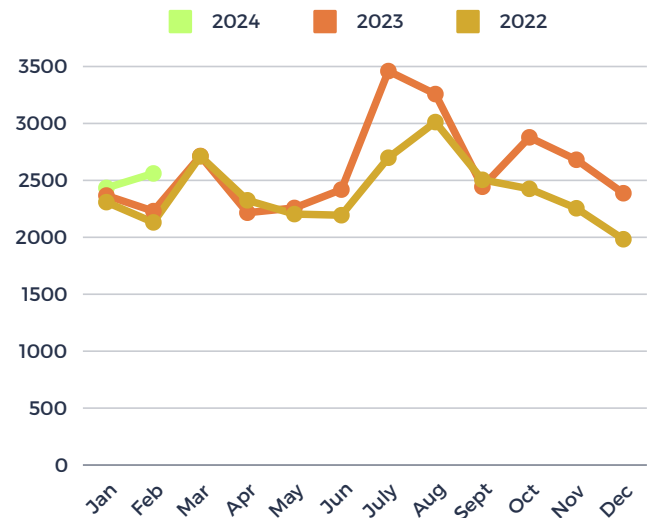
We had 5 e-books checked out by Cuba-Rushford students this month via our partnership with the school.

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.



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

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
Total 4100 Other Income	357.70	406.89
4200 Restricted Funds Revenue		
Arts Grant		10.00
DFY Grant	1,076.00	
Friends	1,942.00	
Grants		1,500.00
Total 4200 Restricted Funds Revenue	3,018.00	1,510.00
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
Total Morgan Stanley		25,723.00
Total 4500 Investment Income	357.00	25,887.42
Total Revenue	\$4,082.70	\$27,829.31
GROSS PROFIT	\$4,082.70	\$27,829.31
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	
Total 6102 Taxes	1,295.63	1,303.72

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
Total Company Contributions	367.71	370.69
Health Insurance	500.00	
Total 6103 Employee Benefits	867.71	370.69
Total 6100 Payroll Expenses	14,952.03	14,646.82
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
Total 6200 Library Materials	2,289.88	16,811.80
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
Total 6300 Restricted Fund Spending	1,378.98	1,789.55
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
Total 6430 Insurance	2,083.00	8,893.06
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	
Total 6470 Services	5,546.40	1,488.90
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
Total 6490 Utilities	860.17	765.77
Total Expenditures	\$28,368.83	\$45,284.88
NET OPERATING REVENUE	\$ -24,286.13	\$ -17,455.57
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
Total Children's Area Remodel (Net)	10,417.29	1,694.31
Total Other Expenditures	\$10,417.29	\$1,694.31
NET OTHER REVENUE	\$ -10,417.29	\$ -1,694.31
NET REVENUE	\$ -34,703.42	\$ -19,149.88

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)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	33,818.50	21,654.26
1090 Savings	106,263.75	141,368.92
Total Bank Accounts	\$140,082.25	\$163,023.18
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	0.00	0.00
American Balanced A	30,565.42	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)
Total 1303 Endowment Investment	743,634.59	776,274.68
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
Total 1305 Anonymous Investment	0.00	0.00
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
Total 1306 Adams Mem Book Fund Investment	14,794.50	13,694.21
1400 Prepaid Fee	0.00	0.00
Repayment		
Christmas Gift Card	0.00	
Travel Reimbursement	0.00	0.00
Total Repayment	0.00	0.00
Total Other Current Assets	\$758,429.09	\$789,968.89
Total Current Assets	\$898,511.34	\$952,992.07
Fixed Assets		
1520 Building and equipment	996,558.04	772,387.53
Elevator Replacement	41,645.00	41,645.00
Total 1520 Building and equipment	1,038,203.04	814,032.53
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
Total Fixed Assets	\$585,534.37	\$386,132.86

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
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,484,045.71	\$1,339,124.93
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	11,292.66	300.00
Total Accounts Payable	\$11,292.66	\$300.00
Credit Cards		
5662 Bank Of America	0.00	0.00
Total Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	0.00	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
Total 2100 Payroll Liabilities	1,570.78	2,160.04
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$1,570.78	\$2,160.04
Total Current Liabilities	\$12,863.44	\$2,460.04
Total Liabilities	\$12,863.44	\$2,460.04
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
Total Equity	\$1,471,182.27	\$1,336,664.89
TOTAL LIABILITIES AND EQUITY	\$1,484,045.71	\$1,339,124.93

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 %
Total 4100 Other Income	604.37	841.68	237.31	28.19 %
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	
Total 4200 Restricted Funds Revenue	-610.00	666.66	1,276.66	191.50 %
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 %
Total Morgan Stanley		6,058.50	6,058.50	100.00 %
Total 4500 Investment Income	719.49	6,058.50	5,339.01	88.12 %
Budget Carryover		5,449.00	5,449.00	100.00 %
Total Revenue	\$1,711.61	\$54,365.52	\$52,653.91	96.85 %
GROSS PROFIT	\$1,711.61	\$54,365.52	\$52,653.91	96.85 %
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 %
Total 6102 Taxes	2,636.16	2,640.16	4.00	0.15 %
6103 Employee Benefits				
Company Contributions				
Retirement	724.58	884.34	159.76	18.07 %
Total Company Contributions	724.58	884.34	159.76	18.07 %
Health Insurance	1,000.00	1,000.00	0.00	0.00 %
Total 6103 Employee Benefits	1,724.58	1,884.34	159.76	8.48 %
6105 Ins - Disability		177.66	177.66	100.00 %

Cuba Circulating Library Association

Budget vs. Actuals:
January - February, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6100 Payroll Expenses	30,398.39	33,361.16	2,962.77	8.88 %
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 %
Total 6200 Library Materials	14,294.15	8,618.34	-5,675.81	-65.86 %
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	
Total 6300 Restricted Fund Spending	2,035.25		-2,035.25	
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 %
Total 6430 Insurance	10,276.95	1,515.18	-8,761.77	-578.27 %
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 %
Total 6445 Library supplies	182.07	883.34	701.27	79.39 %
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 %
Total 6470 Services	6,594.80	5,063.34	-1,531.46	-30.25 %
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 %
Total 6490 Utilities	1,564.78	4,116.66	2,551.88	61.99 %
Total Expenditures	\$67,832.19	\$56,641.38	\$ -11,190.81	-19.76 %
NET OPERATING REVENUE	\$ -66,120.58	\$ -2,275.86	\$63,844.72	-2,805.30 %
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	
Total Children's Area Remodel (Net)	15,691.10		-15,691.10	
Total Other Expenditures	\$15,691.10	\$0.00	\$ -15,691.10	0.00%
NET OTHER REVENUE	\$ -15,691.10	\$0.00	\$15,691.10	0.00%
NET REVENUE	\$ -81,811.68	\$ -2,275.86	\$79,535.82	-3,494.76 %