

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

Monday, April 8, 2024
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the Mar. 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. Public Comments
 - ii. Social Media
 - iii. Confidentiality of Public Records
 - vi. Liaison with Friends
 - vii. Education
- b. Ad hoc committees
 - i. Children's Area Renovation-Tree Bids
9. Unfinished Business
 - i. Protection of Children and Vulnerable Adults Policy
10. New Business
 - i. Internet Usage Policy
 - ii. Library Staff Appreciation Day—April 9
11. Executive Session as needed
12. Adjournment

Cuba Circulating Library Association

Statement of Activity

March 2024

	TOTAL	
	MAR 2024	MAR 2023 (PY)
Revenue		
4017 Memorials/Gifts	1,495.00	653.00
4020 Meeting Room Fee	125.00	
4100 Other Income	39.00	
Arts		70.00
Book Replacement	30.00	
Copies Income	248.25	225.95
Donation Box	60.00	25.45
Fines	31.50	4.00
Misc Income	1.50	21.30
Total 4100 Other Income	410.25	346.70
4200 Restricted Funds Revenue		
Friends		1,025.00
Grants		
ALA Grant	10,000.00	
Total Grants	10,000.00	
Total 4200 Restricted Funds Revenue	10,000.00	1,025.00
4500 Investment Income		
Capital Gains Distribution		0.00
Dividend Income	3,078.57	3,307.41
Interest Income	206.05	
Morgan Stanley		
Endowment Fund		177,000.00
Total Morgan Stanley		177,000.00
Total 4500 Investment Income	3,284.62	180,307.41
Total Revenue	\$15,314.87	\$182,332.11
GROSS PROFIT	\$15,314.87	\$182,332.11
Expenditures		
6100 Payroll Expenses		
6101 Wages	12,806.89	12,942.81
6102 Taxes	0.00	1,300.76
Payroll Tax	1,018.00	
SUTA	260.39	
Total 6102 Taxes	1,278.39	1,300.76

Cuba Circulating Library Association

Statement of Activity

March 2024

	TOTAL	
	MAR 2024	MAR 2023 (PY)
6103 Employee Benefits		
Company Contributions		
Retirement	362.08	370.58
Total Company Contributions	362.08	370.58
Health Insurance	500.00	
Total 6103 Employee Benefits	862.08	370.58
Total 6100 Payroll Expenses	14,947.36	14,614.15
6200 Library Materials		
6205 Books-J	566.62	333.40
6210 Books-A		595.72
6220 Serials	831.99	
6230 Audio		59.39
6240 Equipment		78.35
6260 DVD	79.89	111.48
6280 Adult Programming	543.42	304.68
6285 Childrens Programming	29.40	
Total 6200 Library Materials	2,051.32	1,483.02
6202 Book Replacement	9.35	23.37
6300 Restricted Fund Spending		
6305 Adult Programs	442.72	
6310 Arts Grant Expense		550.00
6320 Friends Expense	225.31	
6330 Manley Grant expense		389.96
6350 Wilday Grant		459.12
6360 DFY Grant	43.72	86.15
6368 Martin Grant	28.48	
6370 Memorials & Gifts	617.64	495.17
Total 6300 Restricted Fund Spending	1,357.87	1,980.40
6420 Custodial supplies	26.34	54.84
6430 Insurance		
Ins - Property		-688.00
Total 6430 Insurance		-688.00
6435 Interest Expense	0.93	
6445 Library supplies	53.08	613.26
Library Equipment	15.68	
Total 6445 Library supplies	68.76	613.26
6447 Membership		118.00
6455 Processing Fee	64.60	50.70
6465 Repairs/Building & Grounds		165.86

Cuba Circulating Library Association

Statement of Activity

March 2024

	TOTAL	
	MAR 2024	MAR 2023 (PY)
6470 Services		
Alarm System - Doyle	508.08	
Argentieries		24.00
Attorney		975.00
Audit		2,750.00
Bookkeeper	675.00	675.00
Computer Tech	99.50	79.50
Copier Acme	77.50	159.35
Hotspots	197.40	197.40
Tax Filing (990)		750.00
Water Softener		50.50
Total 6470 Services	1,557.48	5,660.75
6485 Travel	97.28	125.24
6490 Utilities		
Electric	516.92	541.36
Fuel	244.00	118.00
Phone	127.78	127.50
Total 6490 Utilities	888.70	786.86
Total Expenditures	\$21,069.99	\$24,988.45
NET OPERATING REVENUE	\$ -5,755.12	\$157,343.66
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations		-1,462.50
Children's Area Remodel Expenses		8,778.00
Total Children's Area Remodel (Net)		7,315.50
Total Other Expenditures	\$0.00	\$7,315.50
NET OTHER REVENUE	\$0.00	\$ -7,315.50
NET REVENUE	\$ -5,755.12	\$150,028.16

Cuba Circulating Library Association

Budget vs. Actuals:

January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4003 School Income		59,274.51	59,274.51	100.00 %
4004 Local Lib Services Aid		1,675.00	1,675.00	100.00 %
4017 Memorials/Gifts	2,317.75		-2,317.75	
4020 Meeting Room Fee	300.00	237.51	-62.49	-26.31 %
4100 Other Income	53.45		-53.45	
Book Replacement	63.00		-63.00	
Copies Income	714.70	650.01	-64.69	-9.95 %
Donation Box	113.17	200.01	86.84	43.42 %
Fines	39.50	200.00	160.50	80.25 %
Misc Income	30.80	112.50	81.70	72.62 %
Total 4100 Other Income	1,014.62	1,162.52	147.90	12.72 %
4200 Restricted Funds Revenue				
DFY Grant	1,076.00		-1,076.00	
Friends	1,942.00	999.99	-942.01	-94.20 %
Grant - STLS	-3,628.00		3,628.00	
Grants				
ALA Grant	10,000.00		-10,000.00	
Total Grants	10,000.00		-10,000.00	
Total 4200 Restricted Funds Revenue	9,390.00	999.99	-8,390.01	-839.01 %
4500 Investment Income				
Dividend Income	3,429.93		-3,429.93	
Interest Income	574.18		-574.18	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund		8,337.75	8,337.75	100.00 %
Total Morgan Stanley		8,837.75	8,837.75	100.00 %
Total 4500 Investment Income	4,004.11	8,837.75	4,833.64	54.69 %
Budget Carryover		8,173.50	8,173.50	100.00 %
Total Revenue	\$17,026.48	\$80,360.78	\$63,334.30	78.81 %
GROSS PROFIT	\$17,026.48	\$80,360.78	\$63,334.30	78.81 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	38,844.54	42,988.50	4,143.96	9.64 %
6102 Taxes	0.00		0.00	
Payroll Tax	3,086.37	3,367.74	281.37	8.35 %
SUTA	828.18	592.50	-235.68	-39.78 %
Total 6102 Taxes	3,914.55	3,960.24	45.69	1.15 %
6103 Employee Benefits				
Company Contributions				
Retirement	1,086.66	1,326.51	239.85	18.08 %
Total Company Contributions	1,086.66	1,326.51	239.85	18.08 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Health Insurance	1,500.00	1,500.00	0.00	0.00 %
Total 6103 Employee Benefits	2,586.66	2,826.51	239.85	8.49 %
6105 Ins - Disability		266.49	266.49	100.00 %
Total 6100 Payroll Expenses	45,345.75	50,041.74	4,695.99	9.38 %
6200 Library Materials				
6205 Books-J	1,387.17	1,250.01	-137.16	-10.97 %
6210 Books-A	1,339.62	2,000.01	660.39	33.02 %
6220 Serials	955.99	1,300.00	344.01	26.46 %
6230 Audio	170.12	375.00	204.88	54.63 %
6240 Equipment		500.01	500.01	100.00 %
6250 Digital Books		906.99	906.99	100.00 %
6260 DVD	194.19	500.01	305.82	61.16 %
6270 Video Games	121.33	300.00	178.67	59.56 %
6280 Adult Programming	722.48	624.99	-97.49	-15.60 %
6285 Childrens Programming	572.57	1,200.00	627.43	52.29 %
6290 STLS cost share	10,882.00	2,720.49	-8,161.51	-300.00 %
Total 6200 Library Materials	16,345.47	11,677.51	-4,667.96	-39.97 %
6202 Book Replacement	9.35		-9.35	
6300 Restricted Fund Spending				
6305 Adult Programs	442.72		-442.72	
6320 Friends Expense	225.31		-225.31	
6330 Manley Grant expense	31.49		-31.49	
6350 Wilday Grant	92.90		-92.90	
6360 DFY Grant	53.70		-53.70	
6365 ARPA Grant	562.93		-562.93	
6368 Martin Grant	473.55		-473.55	
6370 Memorials & Gifts	1,545.51		-1,545.51	
Total 6300 Restricted Fund Spending	3,428.11		-3,428.11	
6410 Advertisement		75.00	75.00	100.00 %
6415 Bank fees		100.00	100.00	100.00 %
6420 Custodial supplies	120.53	200.01	79.48	39.74 %
6425 Discretionary Fund	57.73	249.99	192.26	76.91 %
6430 Insurance				
Ins - Liability Insurance		241.50	241.50	100.00 %
Ins - Property	7,305.69	1,703.76	-5,601.93	-328.80 %
Ins - Workman's Comp	2,971.26	327.51	-2,643.75	-807.23 %
Total 6430 Insurance	10,276.95	2,272.77	-8,004.18	-352.18 %
6435 Interest Expense	2.73		-2.73	
6445 Library supplies	235.15	1,025.01	789.86	77.06 %
Library Equipment	15.68	300.00	284.32	94.77 %
Total 6445 Library supplies	250.83	1,325.01	1,074.18	81.07 %
6447 Membership	297.00	225.00	-72.00	-32.00 %

Cuba Circulating Library Association

Budget vs. Actuals:

January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6450 Postage	66.00	75.00	9.00	12.00 %
6455 Processing Fee	208.70	200.01	-8.69	-4.34 %
6460 Personal Protection Supplies		125.01	125.01	100.00 %
6465 Repairs/Building & Grounds	3,759.31	2,000.01	-1,759.30	-87.96 %
6470 Services		24.75	24.75	100.00 %
Alarm System - Doyle	508.08	500.01	-8.07	-1.61 %
Argentieries	96.00	81.24	-14.76	-18.17 %
Attorney	400.00	999.99	599.99	60.00 %
Audit	2,850.00	712.50	-2,137.50	-300.00 %
Bookkeeper	2,025.00	2,124.99	99.99	4.71 %
Computer Tech	99.50		-99.50	
Copier Acme	240.41	500.01	259.60	51.92 %
Fire Extinguishers		56.00	56.00	100.00 %
Fire Place Clean		200.00	200.00	100.00 %
Gutters Cleaned		87.51	87.51	100.00 %
Hotspots	1,192.20	825.00	-367.20	-44.51 %
Patriot Microfilm		249.99	249.99	100.00 %
Rug Shampoos		105.00	105.00	100.00 %
Tax Filing (990)	800.00	200.01	-599.99	-299.98 %
Water Softener	193.50	125.01	-68.49	-54.79 %
Window Cleaner		450.00	450.00	100.00 %
Total 6470 Services	8,404.69	7,242.01	-1,162.68	-16.05 %
6480 Train/conference	407.00	500.01	93.01	18.60 %
6485 Travel	236.78	825.00	588.22	71.30 %
6490 Utilities				
Electric	1,426.92	1,749.99	323.07	18.46 %
Extended Broadband		1,800.00	1,800.00	100.00 %
Fuel	771.00	1,374.99	603.99	43.93 %
Phone	255.56	350.01	94.45	26.98 %
Total 6490 Utilities	2,453.48	5,274.99	2,821.51	53.49 %
Total Expenditures	\$91,670.41	\$82,409.07	\$ -9,261.34	-11.24 %
NET OPERATING REVENUE	\$ -74,643.93	\$ -2,048.29	\$72,595.64	-3,544.21 %
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-100.00		100.00	
Children's Area Remodel Expenses	16,316.10		-16,316.10	
Total Children's Area Remodel (Net)	16,216.10		-16,216.10	
Total Other Expenditures	\$16,216.10	\$0.00	\$ -16,216.10	0.00%
NET OTHER REVENUE	\$ -16,216.10	\$0.00	\$16,216.10	0.00%
NET REVENUE	\$ -90,860.03	\$ -2,048.29	\$88,811.74	-4,335.90 %

Cuba Circulating Library Association

Statement of Financial Position

As of March 31, 2024

	TOTAL	
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	25,880.68	174,095.61
1090 Savings	91,278.44	141,368.92
Total Bank Accounts	\$117,159.12	\$315,464.53
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	30,683.75	28,496.26
American Cap Inc Builder A	96,989.02	86,953.14
American Cap World Growth & Inc	63,891.37	58,815.23
American Fundamental Inv A	49,001.35	44,348.16
American Funds Mortgage A	20,676.90	22,687.70
American Global Balanced A	89,368.99	87,007.94
American Inc Fd of America A	92,072.84	87,788.32
American Intm Bd Fd of Amer A	16,933.69	16,549.63
American Inv Co of Amer A	22,271.42	20,543.77
American Short-Term Bond A	20,535.08	22,445.42
American WA Mutual A	96,505.40	85,985.91
Cash, BDP, and Money Market Fds	1,902.37	6.02
Savings	46,397.66	
Stocks	940.86	739.39
Unrealized Gain/Loss	117,090.03	47,648.18

Cuba Circulating Library Association

Statement of Financial Position

As of March 31, 2024

	TOTAL	
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)
Total 1303 Endowment Investment	765,260.73	610,015.07
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	6,205.78	5,955.32
American Inc Fd of America A	6,995.46	6,725.90
Cash, BDP, and Money Market Fds	-97.61	0.66
Unrealized Gain/Loss	2,176.58	1,166.59
Total 1306 Adams Mem Book Fund Investment	15,280.21	13,848.47
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	\$780,540.94	\$623,863.54
Total Current Assets	\$897,700.06	\$939,328.07
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 March 31, 2024

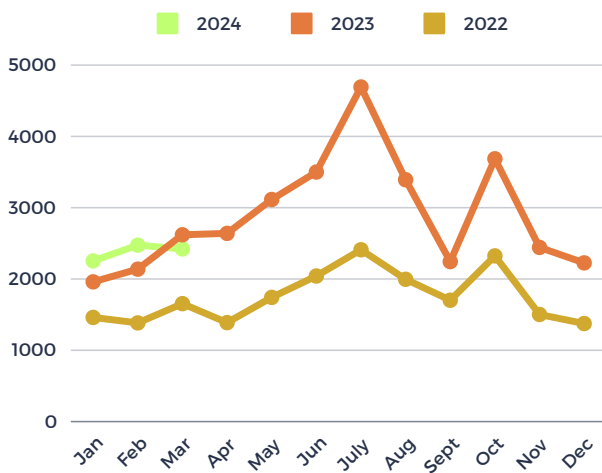
	TOTAL	
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,483,234.43	\$1,325,460.93
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	805.29	6,517.79
Total Accounts Payable	\$805.29	\$6,517.79
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	724.16	741.16
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	828.21	921.69
NYS Income Tax	0.00	0.00
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total 2100 Payroll Liabilities	1,552.37	1,662.85
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$1,552.37	\$1,662.85
Total Current Liabilities	\$2,357.66	\$8,180.64
Total Liabilities	\$2,357.66	\$8,180.64
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	47,924.71	-22,728.60
3550 Realized Gain/Loss Equity	44,573.71	32,684.17
3800 Restricted Fund	54,609.08	-29,140.00
3900 Fund Balance	1,424,629.30	1,165,989.15
Net Revenue	-90,860.03	170,475.57
Total Equity	\$1,480,876.77	\$1,317,280.29
TOTAL LIABILITIES AND EQUITY	\$1,483,234.43	\$1,325,460.93

Cuba Circulating Library

MARCH 2024 DIRECTOR'S REPORT



Patron Visits



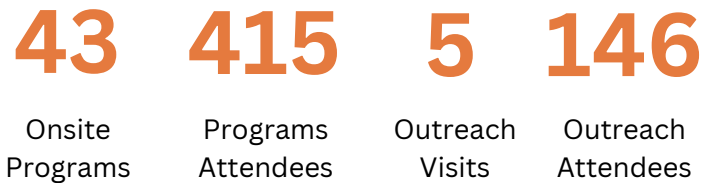
CHECKOUTS

Our checkout numbers for March slightly increased from the previous month to **2,689**. Although this is an increase from February, this is a slight decrease in comparison to last year's number. Digital circulation continues to increase significantly each month. It has increased 31% in use since this time last year.

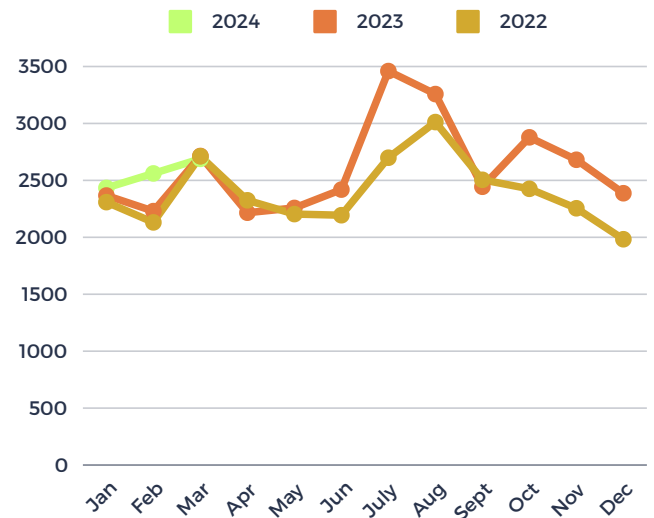
I had the opportunity to participate in the STLS Central Library Planning Committee which recommends how Central Library Services Aid is budgeted in 2025. We hope to see more funds go towards digital services, and perhaps even a streaming platform such as Kanopy or Hoopla.

PATRON NUMBERS

For the month of March 2024, we had a total of **2,689** patron visits. We entered **17** new library cards. This is an increase in library cards and an decrease in foot traffic from last month. This is also an increase in the number of library cards from this time last year.



Circulation



2689

Items checked out

677

eBooks checked out

125

Public computer sessions

345

Holdings filled

881

Visits to website

Grants

I have completed my training for the ALA Transforming Communities grant. The next step is to beginning holding community conversations among the population for whom we seek to improve our services.

We've received a \$500 grant from Wal-mart's Spark Good program. These funds will go towards library programming.

Programs

On March 27 I taught a baking workshop on sourdough bread. I had 9 people in attendance. Students learned the basics of creating a no-knead sourdough, received a starter, and had the opportunity to sample sourdough cookies and bread.

Shauna's monthly craft classes have been very popular. She is quite thrifty, finding ways to incorporate supplies on hand for her crafty creations. She always thinks ahead, planning her crafts around upcoming holidays or seasons. She also has a dedicated following of patrons who sign up for her classes as soon as they are announced.

Staff is hard at work planning for our summer reading program. The theme this year is **Adventure Begins at Your Library**. We hope to have many fun and "adventurous" activities for patrons of all ages!



MAR 27 BAKING WORKSHOP

Professional Activities

On Friday, June 14, STLS will hold their annual Spring CE at the Corning Radisson Hotel from 8:30-3:45. Breakfast, snacks, and lunch will be provided. A variety of 12 workshops will be offered. This annual training is free for all library staff, trustees, friends, and volunteers. Registration is required.

- <https://tinyurl.com/stlsspringce>

On March 21, I attended an STLS training on policy creation. They provided a powerpoint presentation and several policy templates which I have shared with the policy committee. STLS will continue to share out policies as they create them in conjunction with their lawyers.

Upcoming Adult Programs

- Tuesdays in April, May, & June @ 6:00 Adult and Teen D&D w/ Kahlin Weaver
- April 9 @ 1:30 Seedling Care & No-tilling gardening w/ CCE Master Gardeners
- April 16 @ 11:00 Healthy Living for Your Brain and Body w/ Alzheimer's Association
- April 16 @ 1:30 Permaculture and native plants w/ CCE Master Gardeners
- April 20 @ 11:00 Puzzle Race w/ Tina
- April 27 @ 1:00 Paint Pals w/ Tina
- April 30 @ 1:30: Medicinal herbs w/ CCE Master Gardeners
- May 4 @ 10:00 Leatherwork Wallets with Clifford Redeye
- May 7 @ 1:30 Composting 101 w/ CCE Master Gardeners
- May 11 @ 10-3 e-waste recycling collection in CCC parking lot
- May 11 @ 10:00 Pressed Flower Craft w/ Shauna

Youth Services Monthly Report: March 2024

Storytimes

Preschool Storytime met four times and Toddler Storytime had four storytimes in March. Afterschool Explorers met four times. Themes for all of these groups included birds, spring, the eclipse, and Easter. Brad Weaver joined the two older groups for some more in-depth, age appropriate science. The SNAP educator joined the Afterschool Explorers for one session. They made banana pancakes.

Teens/Tweens

Afterschool Crew met four times, one of which was with the SNAP educator and one session was also with Brad.

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

The high school book club met twice to discuss the *I Must Betray You*, a historical fiction book about communist Romania in 1989. They really enjoyed it even though it was a little out of their preferred genre for most of them.

Teens had the second meeting of the International Snackers' Club. This month's theme was France. It was definitely more popular than Poland. The favorite snack from this box was chocolate chip cookie dough truffles.

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

Dr. Seuss Night was a success with at least 87 people stopping by our table. My mother joined me to help with the craft as a volunteer.

The afternoon movie, *Migration*, on the Cuba-Rushford half day was a hit. My niece insisted on borrowing it immediately after the movie was over to watch again.

Our March birthday club had one little boy and his family attend this month. We will move to a quarterly party going forward.

All six big Wednesday programs are now officially scheduled for summer reading as well as 3 AKT Jujitsu programs for various ages.

Upcoming Programs

4/1-4/4 Eclipse crafts available (self-directed)

4/2 Teen D&D begins

4/3 Eclipse Science with Brad

4/13 Family Blanket Forts

Maintenance Report 3/1/24 - 4/1/24

1. Shoveled and salted walks as needed.
2. Finished and installed small ramp in kids section.
3. unclogged women's restroom toilet (larger handicap stall)
4. trimmed pine tree branches overhanging back stairway roof.
5. Cleaned vacuum out
6. moved larger ladder from back stairway to boiler room
7. checked hanging light in boiler room in back area not working, will have to check socket and wiring and possibly put another light or shop light in and hook up to existing ones.
8. installed dehumidifier in used book room for Pat.

Cuba Circulating Library

Confidentiality of Library Records

Confidentiality of library records is necessary to protect our First Amendment rights, a core value of libraries of all types. Without confidentiality about our viewing and reading, our freedom to view and read constitutionally protected speech is curbed and our strength as a democratic institution is diminished.

In keeping with the Consolidated Laws of New York State (Civil Practice Laws and Rules, Sec. 4509) and the core values of librarianship, the library will hold all library records and inquiries confidential.

For people to make full and effective use of library resources, they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use or the questions they ask. Therefore, the library's Board of Trustees has adopted the following guidelines concerning disclosure.

The library will hold as confidential the following information:

1. A patron's name (or whether an individual is or has been a registered borrower)
2. A patron's address
3. A patron's phone number
4. A patron's borrowing records
5. The number or character of questions asked by a patron
6. The frequency or content of a patron's lawful visits to the library

Any other information supplied to the library or gathered by it shall not be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid process order or subpoena. Upon presentation of such, the library shall resist its enforcement until such a time as proper showing of good cause had been made in a court of competent jurisdiction. If the process or subpoena is not in proper form or good cause has not been shown, insistence shall be made that such defects be cured before any records are released.

Children have the same rights under this law as adults. Signing a minor's library card application only shows acceptance for the responsibility of fines and fees; it does not exempt parents or guardians from New York law.

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

Cuba Circulating Library

PUBLIC COMMUNICATIONS POLICY

The Cuba Circulating Library Board of Trustees has a responsibility to promote public awareness of library services and programs, and to develop public understanding and support of the library and the vital role it plays in the support of community well-being.

The Board of Trustees recognizes that effective public relations involves every person who has a connection with the library. The board urges its own staff, volunteers, and friends to remember that they represent the library in every public contact and that professionalism and good service enhance good relations.

Official statements to the public and media will be made by the library director or the board president in consultation with the library director. If it is necessary for anyone other than the library director or board president to provide the public with information, such information will be reviewed and approved by the library director and board president prior to its release.

The Board of Trustees will designate the official newspaper to be used for all public announcements at its annual meeting each year.

Social media platforms, including mass email communication services, play an important and active role in library communications. Designated library staff are responsible for posting information to all library subscribed social media sites. Staff will adhere to the board approved Social Media Policy when sharing information or images. Staff, in consultation with the library director, manage overall social media content. The library will not answer questions pertaining to library board matters through social media. These questions should be directed to the library board during public comment at a regular meeting.

Library staff and trustees are entitled to a safe and protected work environment both within the library building and online. Online communication that is sent or received by staff and trustees shall fall under the library's workplace environment policy. Communication, specifically from the public, sent to staff or trustees that contains concerning, harassing or threatening language will be handled by the library director in discussion with the board president. All incidents that pose a risk to human well-being will be documented and reported to the authorities.

Adopted by the Cuba Circulating Library Board of Trustees, MM/DD/YYYY

Cuba Circulating Library

Social Media Policy Template

Cuba Circulating Library social media sites are intended to inform community members about programs, services, events and educational opportunities taking place at the library, within the library's community, or at other Southern Tier Library System (STLS) member libraries. Our sites also encourage dialogue, the exchange of information and ideas between the library, STLS member libraries and community members.

Social media is defined as any web application, site or account registered to the library that facilitates the sharing of information and ideas about library – related subjects, community events or library system services. Social media formats include blogs, listservs, websites, social networks, and any other digital platforms that facilitate information exchange.

The library reserves the right to create, edit and remove any content on its social media sites created by library staff, member libraries or community members. Content comprises posts, comments, messages and all other types of written, visual or audio content.

The library strives to foster a positive, creative and healthy social media experience. Anyone who interacts with social media formats in contrast to this belief will be blocked from use.

Content containing the following is against library policy and will be removed:

- slanderous, libelous, threatening or defamatory statements
- copyrighted or trademarked material
- spam
- content not related to the STLS mission, its programs, events, resources, or materials
- advertising or sale of merchandise or services, or charitable solicitations or political campaigning
- duplicate posts from the same individual
- inappropriate/obscene/off-topic posts, images, or comments
- specific and imminent threats

The library encourages community members and other STLS member libraries to comment on or share library posts. The sharing of ideas about related subjects, resources and programs is also permitted. Comments or postings by community members and other libraries does not indicate library endorsement.

Community members and other STLS member libraries are responsible for their own content and should be aware that they may be held liable for commentary that is defamatory, obscene, proprietary, or libelous by any offended party, not just the library. By choosing to comment on library social media sites, individuals agree to these terms. The library does not collect, maintain, or otherwise use personal information stored on any third-party social media sites, other than to communicate with users.

Library Staff Responsibilities

Employees who contribute to library social media accounts shall present content in a professional manner, check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, and check grammar and spelling before posting. Employees shall not discuss confidential, work-related matters through social media.

Content that is posted on library-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.

Library staff are public employees and cautioned that content shared pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of library policy or procedure. Employees shall keep in mind the following best practices.

When representing library via social media, staff shall:

- conduct themselves at all times as representatives of the library
- identify themselves by name as library personnel, when appropriate
- not make statements about patrons, or post, transmit, or otherwise disseminate confidential information in violation of library confidentiality policy
- Not represent postings as official library opinion or policy, unless this has been clearly approved by the library director
- Not conduct political activities or personal business
- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to social media.

Adopted by the Cuba Circulating Library Board of Trustees, MM/DD/YYYY

PROTECTION OF CHILDREN AND VULNERABLE ADULTS POLICY

Purpose and Intent

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 Protection of Children and Vulnerable Adults Policy 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.

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

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 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
- 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 will report it to Child Protective Services and the police. **If the abuse allegations are against the library director, the board president must take the aforementioned steps.**

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

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

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 **one-on-one** with only one adult present.

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

John Creech Design & Production
607 E.56th Street,
Brooklyn, NY 11203
TEL: 718.237.1144 FAX: 718.237.4133



March 26, 2024

Proposal:

Overview: John Creech Design & Production (JCDP) will build or supply the specified scenic elements for.

Current estimated pricing is based on our having access to completed designs, and having materials meet allowable specifications.

Design deadlines are to be determined.

JCDP cannot be responsible for the pricing of elements with no associated design drawings and material specifications.

All scenery will conform to NYC fire codes, notarized certificate provided.

Timeline: JCDP estimates 5 weeks will be necessary to meet deadlines and honor estimated pricing. We estimate 2 days for installation.

Tree Walls and Supports

\$15,650.00

Description: 6 walls made of .75" plywood and 1" foam carved as "bark" hard coated and painted brown.

8 connecting pieces made of 1x3 lumber and plywood

2 overhead arches made of 1" plywood and 1" foam carved as "bark"

This includes one 4' and one 8' ladder to be kept at the library.

Leaf Canopy

\$10,800.00

Description: Various Sized and colored leaf cutout designs to be hung above and attached to the tree walls.

Various sized individual leaves applique on all leaf layers.

CNC-cut leaf canopy layers are cut from Sintra and have 1/4" thickness and are to be supported by cantilever from top of tree walls.

Interior Elements

\$12,200.00

Description: Various pieces of furniture:

Shelf Unit - 3' 5" x 5' 3" - 4 levels of shelves

Bench - 3' 4" x 1' 2"

Ottoman - 2' x 1' 1" - "Top removeable for storage with non-pinch lid, and glides on bottom for ease of shifting placement.

Puppet-Hanger Pegs - 12 total at 6" x 1', with a 3-1/2" ball at the end. At an angle to the wall that will be clarified with designer.

Delivery and Install

\$13,850.00

Description: This is trucking to and from and a crew of three for 2 days travel, two days installation, three nights of hotel, and per diem.

TOTAL JOB:

Sub Total: \$ 52,500.00

+Tax (if applicable) \$4659.38

GRAND TOTAL: \$57,159.38

*Taxes will be applied if exemption certificate is not supplied

***A 50% deposit is due to start. All balances are due in full upon completion (p/u or delivery.)**

*Inspection and approval prior to delivery or p/u is the responsibility of the client

*JCDP stands behind all of its work and will honor all of its responsibilities

*Change orders and adds will be billed accordingly

*Cancellation fees may apply

John Creech Design & Production

607 E.56th Street,
Brooklyn, NY 11203

TEL: 718.237.1144 FAX: 718.237.4133



*Storage after completion of p/u will be charged accordingly.

* **Please Make Checks out to "John Creech Design and Production".**

Thanks,
John Creech

A handwritten signature in black ink that reads "John H. Creech". The signature is written in a cursive style with a long, sweeping underline.

John Creech Design & Production
607 E.56th Street,
Brooklyn, NY 11203
TEL: 718.237.1144 FAX: 718.237.4133



March 26, 2024

Proposal:

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Current estimated pricing is based on our having access to completed designs, and having materials meet allowable specifications.

Design deadlines are to be determined.

JCDP cannot be responsible for the pricing of elements with no associated design drawings and material specifications.

All scenery will conform to NYC fire codes, notarized certificate provided.

Timeline: JCDP estimates ___ weeks will be necessary to meet deadlines and honor estimated pricing. For installation_____.

Canopy lights

\$2000.00

This is led string lights with green wiring added to the canopy and wired through the tree leg.

TOTAL JOB:

Sub Total:	\$ 2000.00
+Tax (if applicable)	\$177.50
GRAND TOTAL:	\$2177.00

*Taxes will be applied if exemption certificate is not supplied

***A 50% deposit is due to start. All balances are due in full upon completion (p/u or delivery.)**

*Inspection and approval prior to delivery or p/u is the responsibility of the client

*JCDP stands behind all of its work and will honor all of its responsibilities

*Change orders and adds will be billed accordingly

*Cancellation fees may apply

*Storage after completion of p/u will be charged accordingly.

*** Please Make Checks out to "John Creech Design and Production".**

Thanks,
John Creech

PROP & PAINT CREATIVE STUDIO, LLC

OFFICE: 120 WEYANTS LANE, NEWBURGH NY 12550
STUDIO: 2 WASHINGTON STREET, NEWBURGH NY 12550
PHONE: (845) 764-0445

25-MAR-24

PROPOSAL

MS. TINA DALTON
LIBRARY DIRECTOR
CUBA CIRCULATING LIBRARY
39 EAST MAIN STREET
CUBA, NY 14727
(585) 968-1668
DALTON@STLS.ORG

**CUBA CIRCULATING LIBRARY
PLAY SPACE TREE**

DEAR JANICE,

PROP & PAINT CREATIVE STUDIO, LLC IS PLEASED TO PROVIDE PRICING TO YOU FOR THE SCENIC ELEMENTS AND SERVICES OUTLINED BELOW FOR THE LIBRARY PLAY-SPACE TREE. PRICING IS BASED ON CONVERSATION AND EMAIL CORRESPONDENCE WITH YOU AND THE FOLLOWING DRAWING FILES:
CUBA DRAWINGS 3-4.PDF

PLAY SPACE TREE

\$ 52,500.00

PROVIDE ONE (1) PLAY SPACE TREE TO DIMENSIONS INDICATED IN CLIENT-PROVIDED RENDERING. TREE WILL BE COMPRISED OF MULTIPLE PANELS, EACH THEMED WITH A RIDID, DENSE STYROFOAM TREE-LIKE SCULPTED TEXTURE THAT IS HARD-COATED WITH A DURABLE, FIRE-RETARDANT EPOXY. UPPER FOLIAGE SECTIONS OF TREE ARE FLAT, CNC PANELS CUT TO SHAPE. PRICING INCLUDES FULL, FLAME-RETARDANT, SCENIC PAINT TREATMENT INSIDE AND OUTSIDE OF THE TREE. PRICING INCLUDES BUILT-IN BENCH, SHELVING, STORAGE PEGS, AND OTTOMAN AS DRAWN.

NOTE:

THERE IS AN ALLOWANCE FOR THREE, WALL-MOUNTED GAMES AT \$250.00 EACH. GAMES MUST BE CHOSEN BY CLIENT BEFORE SCULPTING PROCESS CAN BEGIN.

THERE IS AN ALLOWANCE FOR A PURCHASED CURTAIN ROD AND AN OFF-THE-SHELF, PURCHASED, SPLIT-CURTAIN.

EXCLUSIONS:

STRING LIGHTING, PUPPETS, BOOKS, PADDED UPHOLSTERY, SHOP DRAWINGS.

DELIVERY AND INSTALLATION

INCLUDED

PROVIDE ONE (1) RENTAL BOX TRUCK FOR DELIVERY FROM NEWBURGH TO CUBA, N.Y.

_____ **CLIENT INITIALS**

PROVIDE THREE (3) SHOP CARPENTERS FOR DURATION OF A ONE-DAY INSTALLATION.

STRING LIGHT OPTION (ESTIMATE) \$ 2,600.00

THIS PRICING ALLOWS FOR AN OPTIONAL, STRUNG LIGHTING CONFIGURATION ACROSS THE UPPER INTERIOR CAVITY OF THE PLAY-SPACE TREE. PRICING ALLOWS FOR AN INTERNAL CONDUIT WRIE-CHASE EMBEDDED WITHING THE SCULPTURE OF THE TREE, 110V ELECTRICAL CONNECTORS TO PLUG INTO VENUE OUTLET, STRETCHED-WIRE-RIGGING CONFIGURATION FOR ATTACHING LIGHTS AND ELECTRICAL WIRING TO, AND PURCHASED LIGHTING ELEMENTS, EXACT SPEC TBD.

ESTIMATE

FULL SET-UP OF SCENERY FOR CLIENT WALK-THRU INCLUDED

PROVIDE COMPLETE SET-UP OF ALL COMPONENTS IN SHOW LAYOUT

EXCLUSIONS:

COST ASSOCIATED WITH PROVIDING REVISIONS REQUESTED AT TIME OF REVIEW ARE NOT NECESSARILY INCLUDED

DESIGN / DRAFTING SERVICES BY OTHERS

SHOP DRAWINGS ARE EXCLUDED FROM THIS PROPOSAL.

ENGINEER'S STRUCTURAL REVIEW AND DOCUMENTATION EXCLUDED

EXCLUDED FROM THIS PROPOSAL.

SITE SURVEY EXCLUDED

EXCLUDED FROM THIS PROPOSAL.

SET ELEMENT SUB-TOTAL \$ 52,500.00

MINUS LIGHTING
OPTION

PRE-TAX SUB-TOTAL \$ 52,500.00

SALES TAX (ALLEGANY COUNTY @ 4.5%) \$ 2,362.50

TOTAL \$ 54,862.50

PAYMENT TERMS(MINUS LIGHTING OPTION)

65% TO BEGIN DUE UPON ACCEPTANCE \$ 35,660.63

35% BALANCE DUE BEFORE SHOP LOAD-OUT \$ 19,201.88

PROJECT MILESTONES

PROPOSAL EXPIRES	30-APR-24
CNC FILE DUE DATE	30-MAY-24
MINIMUM FABRICATION TERM	6 WEEKS
INSTALLATION DATE	TBD
INSTALLATION TIME	TBD

THANK YOU FOR THE OPPORTUNITY TO BID ON THIS EXCITING PROJECT. PLEASE DO NOT HESITATE TO CALL WITH QUESTIONS OR CONCERNS. I LOOK FORWARD TO

_____**CLIENT INITIALS**

SPEAKING WITH YOU.

OFFERED BY PROP & PAINT CREATIVE STUDIO, LLC



SIGNED: _____

PRINTED NAME: SCOTT PAIGE

TITLE: MANAGING PARTNER

MARCH 25, 2024

ACCEPTED BY: _____

PRINTED NAME: _____

DATE: _____

_____ **CLIENT INITIALS**

_____**CLIENT INITIALS**



March 13, 2024

Janice Davis Design LLC
Theatrical Designs for the Real World

Dear Janice,

Thank you for extending the opportunity to bid on this unique project. Following up to your email earlier today here is the original quote as well as the pricing revisions that you requested.

As originally quoted:

*6 walls and 8 root flares with faux bark system: \$23,832.00
1 custom ottoman: \$3,970.00
1 custom bench: \$4,250.00
1 custom shelving unit: \$3,390.00
1 lot of leaf canopy: \$8,966.00
4 wall games: \$1,000.00
12 custom puppet hanger peds: \$1,800.00
Delivery and install: \$3,515.00
Total: \$50,723.00

*In keeping with your original plans, the alternative 6 walls and 8 root flares with routed material appliques and paint would be \$18,676.00. That would reduce the overall total above to \$45,567.00

After an additional review we didn't see much that would change in the way of pricing the custom bench, shelving unit or puppet hanger peds. If you wanted to lower that cost, we'd recommend purchasing the ottoman, bench shelving unit and puppet hanging pegs directly through a library/school furniture company, have them shipped to us and we would place/install as part of the pricing above.

After further review, we would recommend \$1,000.00 for the additional canopy of lighting allotment.

Exhibits And More
315-562-0383
7843 Goguen Drive, Liverpool, NY 13090



Pricing is valid for the next 60 days. Terms are 70% due upon approval of formal work order. Production time needed for completion of job is 8 weeks.

Best Regards,

A handwritten signature in black ink that reads 'Valerie Low'.

Valerie Low
V.P. Sales
Exhibits And More
vlow@exhibitsandmore.com
585-259-3404 (Cell)

Sample of Faux Bark System:



Exhibits And More
315-562-0383
7843 Goguen Drive, Liverpool, NY 13090

Cuba Circulating Library

COMPUTER USE AND INTERNET POLICY

Purpose: Ensuring free and equal access to ideas and information in a variety of formats which is essential to the mission of the Cuba Circulating Library.

Policy: The internet enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. However, it is an unregulated medium. As such, it offers access to a wealth of material that is enriching to persons of all ages but it also enables access to some material that may be offensive and disturbing. The Southern Tier Library System and the Cuba Circulating Library do not endorse and do not assume responsibility for any content found or any communications made on the internet. In accordance with the Federal Children's internet Protection Act (CIPA), a filtering mechanism is installed on all public access computers. This filter blocks access to sites in the following categories: anonymizers, criminal skills, extreme, malicious, phishing, pornography and spyware. The filtering mechanism can be disabled for adults 18 and over to access specific sites but may take 24 hours or more to complete as filtering is done off site.

Individual users must accept personal responsibility for determining the suitability and appropriateness of information obtained through the internet. The library insists that parents or guardians be responsible in monitoring their children's use of library materials and resources, including the internet. Parents or legal guardians should guide their children in the use of the internet and inform them about materials and sites they should not use.

Rules for Internet Use:

1. Users must sign Acceptable Use Agreement

- a. Children eight (8) and younger require a signed parental permission and adult supervision to access the internet via the library's public computers. Children eight and under may use the two computers in the children's area.
- b. Young people ages nine through seventeen (9-17) must bring a parent or guardian to the library to read and sign the permission agreement.
- c. Individuals age eighteen (18) and older must read and sign an acceptable use agreement.

2. Those wishing to use a computer must be library patrons in good standing, must bring their library card with them, and sign in on the computer log at the front desk. Visitors to the area may show a driver's license.

3. It is recommended that computer users know basic computer and software use procedures.

4. Users may not cause degradation of system performance.

Commented [TD1]: We do enforce this and I do think it is important for us to set an age limit as to how old a child can be in the computer lab unaccompanied. We need to have this in the policy.

Commented [TD2]: I've always felt 17 was way too old to have a parent sign for a child to use a computer at the library. I suggest we change this to 9-13, bringing it into line with the age a child must be to have their parent sign for them to have a library card. It might be worth noting we can't make parents sign for kids to use the wi-fi, so there is a bit of a disconnect here.

Commented [TD3]: This is no longer being enforced. After COVID, we started letting people sign without checking their ID or library card. I feel like it limits access to force people to "be in good standing" to use the computers. To me it doesn't matter if they have a bill. They should still be able to use the computers.

5. Users may not use library computers for any illegal or criminal purposes, including but not limited to: coercion, fraud, theft, copyright infringement, hacking, or violation of software.

6. Users may not access pornographic web pages that contain images, sounds, or messages which are generally considered pornographic.

7. There is a one-hour time-limit on four of the Lab PCs. These PCs may be used for any purpose other than the unacceptable behavior outlined in this policy.

8. Users may renew computer time up to three hours in the absence of a waiting list.

9. There is no time limit on the two computers designated “projects requiring more than an hour.”

10. Basic rules of library use apply: no loud talking; only one person per computer in the lab area unless otherwise permitted.

11. To address the issue of the safety and security of using email and other forms of electronic communication including social media, instant messaging, video conferencing, etc., as well as unauthorized disclosure, use and dissemination of personal information regarding minors and adults, the Cuba Circulating Library urges all to keep in mind the following safety guidelines:

a. Never give out identifying information such as home address, school name or telephone number.

b. Minors: Never arrange a face-to-face meeting with someone via the computer without parents’ or guardians’ knowledge and approval.

c. Never respond to messages that are suggestive, obscene, threatening or make one uncomfortable. Tell a parent, guardian, or police officer if such a message is received.

d. Report any incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.

e. Remember that people online may not be who they say they are.

f. Remember that not everything you read may be true.

g. Do not open email, files or website pages sent to you by people or organizations that you don’t know or don’t trust.

12. Users should know that any work they save to the computer will be wiped out upon logging out. You can save to a personal flash drive.

13. Adults using the computers may not allow their children to be unsupervised.

14. Violation of any of these rules will result in one warning. A written warning and a two-week suspension of in-library computer privileges will be given after the second violation. A written warning and a month suspension in-library computer privileges will be given after a third

Commented [TD4]: This is no longer enforced. This is for two reasons. We don’t have free access to the Deep Freeze software that sets a time limit patron use. Wayne Oonk had set that up for us, and when he left, we lost access to it. It’s quite expensive to purchase. Secondly, after the shutdown, we have seen a big drop in the number of people who use the computer lab. We never have a wait list for people wanting to use the computers. In fact, I don’t think we’ve ever had a full lab since we reopened from the shutdown. The most we may have in there is four out of the six computers. That’s not to say we shouldn’t have a time limit in here just so we can enforce it should we want to—for example if a kid plants himself in front of the computer all day and we feel like we need a policy back up to tell him to move along.

Commented [TD5]: Library staff are often the ones who violate this rule when we teach people who to use the computer—we sit next to them and talk while we teach them how to fill out a job application, etc. This line is outdated as well. We can address any behavioral problems through the patron behavior policy.

Commented [TD6]: This isn’t a concern people have any longer. No one expects our computers to save their work. In fact, they want to make sure the opposite is true!

Commented [TD7]: I don’t think these align with our patron behavior policy.

violation. In the case of minors, parents/guardians will not be given notification as this violates the minor patron's right to privacy.

15. At any time, the library may limit the number of computers available to the public. Library Wi-Fi will stay on and available to the public at all times.

App: September 11, 2006

Rev: February 11, 2008, December 13, 2010, July 11, 2016, May 11, 2020, Dec. 14, 2020

Internet Usage Policy

Example Policy Template for Member Libraries

Internet Usage Policy

INTERNET ACCESS:

The Internet is a global electronic network, mostly unregulated, on which anyone may place any content or communicate any content. The library does not endorse or assume responsibility for any content found or any communications made on the Internet.

The library maintains an Internet filtering mechanism for use on all computers. The filtering mechanism will only block access to the three categories of content specified by the Federal Children's Internet Protection Act (CIPA)—visual depictions of material deemed child pornography, obscene, or certain material deemed harmful to minors.¹ The filtering mechanism can be disabled on individual computers as needed by library staff. The library has a responsibility to protect the First Amendment rights of its patrons, including its minor patrons, by not inhibiting access to constitutionally protected speech, including images, language, and video that may be controversial or unappealing to community members.

ACCESS BY MINORS:

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children, guiding their children in the use of the Internet and informing them about materials they should not use. The library, its employees and volunteers, cannot act in place of parents or guardians in restricting access to resources, including those accessed through the internet.

While the library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to materials and resources, including those available through the Internet, the library has taken certain measures designed to assist in the safe and effective use of these resources by all minors.

1. To address the issue of safety and security of minors when using e-mail and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the library urges minors and their parents or guardians to keep in mind the following safety guidelines:
 - a. Never give out identifying information such as home address, school name, or telephone number.
 - b. Let parents or guardians decide whether personal family information such as age, marital status, or financial information should be revealed.

¹ www.fcc.gov. Children's Internet Protection Act, 2012

- c. Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
 - d. Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable. Tell a parent, guardian or library staff member if you receive such a message.
 - e. Have parents or guardians report an incident to the National Center for Missing and Exploited Children via www.cybertipline.com. or call 1-800-843-5678 if one becomes aware of the transmission of child pornography.
 - f. Remember that people online may not be who they say they are.
 - g. Remember that everything that one reads online may not be true.
 - h. Don't open e-mail, files or website pages sent to you by people or organizations that you don't know or trust.
2. To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online, minors and all other users of the library are hereby advised that any unlawful activity is strictly prohibited.
 3. Create an introductory web page (splash) for wireless Internet access which requires a patron to verify that they will accept the library's terms for using that access. Unless the patron agrees to this verification, they will be blocked from using the library's wireless Internet connection.

PROHIBITED LIBRARY ACTIVITY:

Any user of electronic services in any location is strictly prohibited from any illegal activity or unlawful purpose, including but not limited to:

1. hacking;
2. harassing or invading the privacy of other users;
3. attempting to degrade the network or disrupt its performance;
4. using the network for commercial purposes;
5. sending "spam" or unsolicited advertising of any kind;
6. violation of copyright law, including downloading copyrighted works without authorization by the copyright owner.

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

**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.