

Monthly Agenda

SEPTEMBER
WEDNESDAY 4TH



ORDER
MINUTES OF PREVIOUS MEETING

OFFICER/DIRECTOR REPORTS

- PRESIDENT
- TREASURER
- CORRESPONDING SECRETARY
- LIBRARY DIRECTOR'S REPORT
- LIBRARY BOARD OF TRUSTEES' REPORT
- OTHER

STANDING COMMITTEE REPORTS

- FINANCE
 - GRANT
- MEMBERSHIP
- EVENTS
- PROMOTION & PUBLICITY
- POLICY COMMITTEE
- WRITING/SCHOLARSHIP COMMITTEE
- OTHER

UNFINISHED BUSINESS

- 365 TRAINING
 - POSSIBLE DATE: 9-27 @ 630?
- BOARD TRAINING/DEVELOPMENT
 - DATE?
- OCTOBER BOOK SALE
 - PETTY CASH REQUEST
 - TRASH/RECYCLABLES REMOVAL REQUEST
- CCC COMMITTEE
 - FINAL REPORT

NEW BUSINESS

GIFT WRAPPING FUNDRAISER

- OTHER
- GOOD OF THE ORDER
- ADJOURNMENT

NOTES:



Sign in sheet

EVENT: Monthly meeting

DATE: 9-4-24

NO.	NAME
1	Sarah Vail
2	Heather Forniers Thomas
3	Ch. J. Deo
4	Vicky Kameck
5	Lynn Fulmer
6	Pat Ash
7	Shauna Comes
8	Marsha Long
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August Regular Minutes
Friends of the Cuba Library, Inc
August 7, 2024

The Friends of the Cuba Circulating Library met in the community room on August 7th, 2024. President Heather Forness Thomas called the meeting to order at 6:27.

Attendance list attached.

The minutes of the July meeting were approved by a motion by Linda Laverty and seconded by Chloe Gilliland. All ayes, motion approved.

The report of the treasurer is attached.

No report from the corresponding secretary.

The library director's report is attached.

The finance committee will meet on Aug. 12th, at 6pm.

The following bills were presented:

\$166 to the library for printing. Motion – Sarah, 2nd, Claudia. Motion carried

\$2.73 to the Chamber of Commerce for printing. Motion Sarah, 2nd Chloe. Motion carried

\$22.30 to Sarah for CCC expenses, motion Lynda, 2nd Jadyn. Motion carried.

Another expense of \$79.39 will be presented at the September meeting after details are found.

Under unfinished business

Sept 27th has been set for a training for the board members

A CCC report will be presented at the September meeting.

A thank you to Cindy Dutton will be sent for organization of foods.

Decision to not participate in the Garlic Festival was made.

Dates of Oct 12 -19th for the Book Sale were approved with a motion by Sarah and 2nd by Vicky. Motion carried

Motion for not more than \$10 for paper and printing (for book sale) was made by Sarah and 2nd by Linda. Motion carried.

Heather appointed Ashley to be the Christmas wrapping event fundraiser. Details to follow.

Meeting adjourned at 7:22

Claudia Little, recording secretary

Corrected by Heather Forness Thomas, Recording Secretary, Pro tem, Sept 4, 2024 Monthly Meeting

Friends of the Cuba Library, Inc.
Budget Status Report as Aug 31, 2024

Project	Actual												Balance
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
Budget Amount													
Events Fundraiser Book Sales *	\$1,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,620.00	\$7.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Events Fundraiser-unmanned book sale *	\$0.00	\$14.34	\$0.00	\$0.00	\$0.00	\$43.00	\$30.20	\$16.40	\$0.00	\$0.00	\$0.00	\$0.00	\$72.15
Events Fundraiser - Other *	\$100.00	\$0.00	\$420.50	\$0.00	\$0.00	\$0.00	\$326.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$103.94
Events Fundraiser CCC *	\$3,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$2,819.00	\$1,183.00	\$0.00	\$0.00	\$0.00	-\$646.50
Raffles *	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$767.00
Petty Cash	\$2,000.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
Membership Drive *	\$2,000.00	\$25.00	\$0.00	\$1,348.00	\$649.00	\$40.00	\$45.00	\$10.00	\$25.00	\$0.00	\$0.00	\$0.00	-\$100.00
From Savings - Restricted Grant	\$1,552.00	\$0.00	\$1,552.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$42.00
Miscellaneous *	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$527.00
Member Donations *	\$100.00	\$0.00	\$25.00	\$1,150.00	\$0.00	\$500.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,675.00
Nonmember Donations *	\$0.00	\$0.00	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$16.00
Total Deposits	\$8,977.00	\$39.34	\$2,113.50	\$2,998.00	\$549.00	\$2,231.00	\$1,969.05	\$1,224.40	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,730.29
* = Income													

Expenditures:	Actual												Balance
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
Budget Amount													
Advocacy	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Community	\$100.00	\$0.00	\$50.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$50.00
Events Book Sales	\$350.00	\$93.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$256.26
Events Fundraiser - Other	\$100.00	\$0.00	\$3.36	\$0.00	\$0.00	\$12.37	\$100.00	\$10.80	\$0.00	\$0.00	\$0.00	\$0.00	-\$26.53
Events CCC	\$1,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$195.00	\$78.90	\$73.10	\$2.73	\$0.00	\$0.00	\$0.00	\$1,100.27
Petty Cash	\$200.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$36.95
Insurance	\$1,200.00	\$0.00	\$704.00	\$532.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$805.37
Library Grants	\$5,000.00	\$0.00	\$490.00	\$0.00	\$0.00	\$3,608.64	\$0.00	\$94.99	\$0.00	\$0.00	\$0.00	\$0.00	\$180.50
Restricted Grants (Funds From Savings)	\$1,552.00	\$0.00	\$1,552.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$131.56
Membership Drive	\$200.00	\$0.00	\$19.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246.45
Miscellaneous	\$131.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72.40
Office Supplies	\$300.00	\$0.00	\$0.00	\$34.19	\$0.00	\$19.36	\$0.00	\$166.55	\$0.00	\$0.00	\$0.00	\$0.00	\$380.81
Printing	\$375.00	\$77.50	\$0.00	\$0.00	\$58.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$94.51
Programs/Projects Friends	\$400.00	\$0.00	\$19.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Promo & Publicity	\$150.00	\$0.00	\$0.00	\$23.17	\$0.00	\$221.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00
Postage	\$150.00	\$132.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$415.00
Bonding	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Fees	\$415.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Sales Tax	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$126.83
Recognition	\$150.00	\$0.00	\$0.00	\$23.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Savings Account	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Total Expenditures	\$14,023.56	\$303.24	\$2,145.36	\$850.05	\$556.12	\$4,316.26	\$178.90	\$278.89	\$169.28	\$0.00	\$0.00	\$0.00	\$5,325.46
Grand total	-\$5,046.56	\$303.24	\$2,145.36	\$850.05	\$556.12	\$4,316.26	\$178.90	\$278.89	\$169.28	\$0.00	\$0.00	\$0.00	\$3,751.54

Volunteer Hours	Rate	\$ Value
89.25	147.75	70.50
35.71	35.71	35.71
\$9,187.12	\$5,276.15	\$2,517.56
		\$4,070.94
		\$4,115.58
		\$6,356.38
		\$5,353.72

Based on value of volunteer hours 2019 data for NYS Independent Sector.org

Friends of the Cuba Library, Inc.

DATE: 08/27/2024

Grant Request/NAME Kitchen appliances

Program/Item:

New stove, refrigerator, and faucet.

Brief Description:

Summit range and power cord, Kohler kitchen faucet with pull out sprayer, GE Refrigerator. See attached for details.

Amount:

\$2,305.97

NEEDED BY:

at your discretion

(Internal use only)

Received: _____

BY: _____

APPROVED

DENIED

GRANT NUMBER: _____

Board Meeting Minutes available upon request

Cheers, Cheese, & Chocolate Fundraiser 2024 Final Report

- ❖ Businesses really preferred mailing checks, so a modified solicitation letter for business. Push the QR code but have the option for cutting and mailing back.
- ❖ Everyone gets a sponsorship letter, even individuals.
- ❖ Food drop off was a little long, maybe a 4pm-6pm?
- ❖ We needed more plates and napkins throughout the evening.
- ❖ An empty wine glass rack for under the welcome table would be helpful.
- ❖ A basket for the actual tickets at the table also.
- ❖ An improved ticket list for checking in.
- ❖ Plates with the cheese were requested.
- ❖ We had 6 different cheeses, 2lbs each, we had hardly any left over.
- ❖ 630 for the wine servers worked well. Instructions at the tables already was helpful.

Overall I believe it went well. We should look into early bird tickets, couple tickets AND designated driver tickets. We should start advertising much sooner and have tickets available to purchase as soon as May if the early bird tickets are used. Also, as for advertising, we should really reach out to Angelica book club and their radio station much sooner. If possible another CCC Committee should be formed in December to prepare for August 2025. I believe we have the potential to grow in size if given the right planning and details.

Respectfully Submitted,
Sarah Vail

Cheers, Cheese & Chocolate Expense Report 2024

Expense	Estimated	Actual	Donated	Already Had	Gift Card Used
Cayas Canopies	\$195	\$209.50			
Kester's Boutique	\$70	\$0			
Hobbie Lobby	\$65	\$41.82			
Advertising	\$150	\$68.83			
Postage	\$100			\$82.96	
Printing	\$220	\$25.95			
Temp Liquor Permit	\$36	\$37.08			
Punch Items					\$22.64
Ice			\$9.77		
Business Envelops			\$6.25		
Garbage Bags				\$15.56	
Plastic Cups				\$6.28	
Chocolate	\$836	\$169.29			
	\$836	\$552.47	\$16.02	\$104.80	\$22.64
	Estimated				Total Expenses:
	\$1,450				\$697.93

Cheers, Cheese & Chocolate Ticket Report 2024

Sold	#
Online	55
Mailed	47
Library	51
On the 27th	8
On the 13th	2
TOTAL:	163

Type	#	Amount
Platinum Tickets	4	\$960
Diamond Tickets	1	\$180
Gold Tickets	2	\$300
Silver Tickets	11	\$1,320
General Tickets	59	\$1,475
Picked up@Door	2	\$50
TOTAL:		\$4,285
Discounts Used	2	\$20
	Final:	\$4,265

Amount	Where
\$3,050	w/Receipts
\$1,215	Online W/Card
Total:	\$4,265

GRAND TOTAL:	\$4,265
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