

Meeting Monday, August 11, 2025 at 5:30 PM

Present: Faith Stewart, Denean Emerson, Jill Schwab, Lauren Mosgrove, Paul Tsujimoto, Scott Sackett, Emily Zayac, Jacqueline Gertner, and Brad Weaver. Tina Dalton and Heather Forness-Thomas also present.

Excused: Sue Feldbauer and Kate Young

1. Call to order at 5:33 PM
2. Friends' Report
 - a. Cheers, Cheese, & Chocolate was a huge success and raised over \$6,000. Special recognition goes out to Sarah Vail for organizing the event.
 - b. Voting on new bylaws will be Sept. 3 at 5 pm.
3. Minutes of the July Meeting
 - a. Motion to approve with corrections by Lauren Mosgrove, second by Jacqueline Gertner. Motion passes.
4. Financial Officer's Report
 - a. Motion to move \$28,326.91 from the endowment to the checking account to reimburse library budget for the children's area renovation by Lauren Mosgrove, second by Scott Sackett. Motion passes.
 - b. Motion to move \$500 from the Adams book funds to the checking account by Lauren Mosgrove, second by Emily Zayac. Motion passes.
 - c. Motion to transfer \$19,481 from the endowment to the checking account, to be paid back to the endowment, if state Construction aid money is not received by Sept. 1 by Lauren Mosgrove, second by Scott Sackett. Motion passes.
 - d. Motion to accept the financial officer's report by Paul Tsujimoto, second by Denean Emerson. Motion passes.
5. Corresponding Secretary - NA
6. Director's Report
 - a. See attached
7. Committee Reports
 - a. Planning
 - i. Presented draft of new strategic plan and discussed goals to be added
 - b. Finance - See above
 - c. Bldgs/Grounds
 - i. Looked at window replacement for the SAM Grant. They are waiting on paperwork and a quote from a window specialist.
 - d. Personnel
 - i. Motion to accept resignation of Rylee Peacock on Aug. 5 by Scott Sackett, second by Jill Schwab. Motion passes.
 - ii. Motion to hire Shari Leichner, pending background check, at \$15.50/hr by Scott Sackett, second by Emily Zayac. Motion passes.
 - e. Policy - NA
 - f. Liaison with Friends - NA

- g. Education
 - i. Upcoming professional development on Nov. 11 and at the NYLA conference
- 8. Ad hoc committees
 - a. Ribbon Cutting Celebration on Aug 15
- 9. Unfinished Business
 - a. Storage shelf in back hallway - Dave states if it's mounted up where the concrete ends for the wall it should be fine.
 - b. SAM grant - update above in Bldgs/Grounds committee
- 10. New Business
 - a. Roof Bids
 - i. Motion to accept the bid from Complete Roofing Systems for the Pine Crest metal shingles by Brad Weaver, second by Lauren Mosgrove. Motion passes.
 - b. Trustee Resignation
 - i. Motion to accept the resignation of Kate Young by Faith Stewart, second by Brad Weaver. Motion passes.
- 11. Executive Session
 - a. Motion to move into executive session at 6:54 PM to discuss the director's evaluation by Scott Sackett, second by Jacqueline Gertner. Motion passes.
 - b. Motion to move out of executive session at 7:25 PM by Emily Zayac, second by Denean Emerson. Motion passes.
- 12. Director's Evaluation
 - a. Motion to accept the director's evaluation by Paul Tsujimoto, second by Jacqueline Gertner. Motion passes.
- 13. Adjournment
 - a. Motion to adjourn by Lauren Mosgrove, second by Paul Tsujimoto. Motion passes.

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - July, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4003 School Income		295,145.00	295,145.00	100.00 %
4004 Local Lib Services Aid		1,745.00	1,745.00	100.00 %
4017 Memorials/Gifts	2,413.01		-2,413.01	
4020 Meeting Room Fee	525.00	1,100.00	575.00	52.27 %
4100 Other Income	1,471.90		-1,471.90	
Book Replacement	168.04		-168.04	
Copies Income	1,212.65	2,600.00	1,387.35	53.36 %
Donation Box	1,283.85	3,000.00	1,716.15	57.21 %
Fines	157.00	250.00	93.00	37.20 %
Misc Income	620.42	0.00	-620.42	
Total 4100 Other Income	4,913.86	5,850.00	936.14	16.00 %
4200 Restricted Funds Revenue				
Adult Programs	175.00		-175.00	
Friends	3,740.00	5,000.00	1,260.00	25.20 %
Grant - STLS	900.00		-900.00	
United Way	2,500.00		-2,500.00	
Total 4200 Restricted Funds Revenue	7,315.00	5,000.00	-2,315.00	-46.30 %
4500 Investment Income				
Dividend Income	9,453.00		-9,453.00	
Interest Income	235.75		-235.75	
Morgan Stanley				
Adams Memorial		500.00	500.00	100.00 %
Endowment Fund	122,877.00	32,877.00	-90,000.00	-273.75 %
Total Morgan Stanley	122,877.00	33,377.00	-89,500.00	-268.15 %
Realized Gain/Loss on Investments	105,946.23		-105,946.23	
Unrealized Gain/Loss on Investments	-41,775.40		41,775.40	
Total 4500 Investment Income	196,736.58	33,377.00	-163,359.58	-489.44 %
Budget Carryover		0.00	0.00	
Total Revenue	\$211,903.45	\$342,217.00	\$130,313.55	38.08 %
GROSS PROFIT	\$211,903.45	\$342,217.00	\$130,313.55	38.08 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	102,074.55	196,158.00	94,083.45	47.96 %
6102 Taxes	-0.04		0.04	
Payroll Tax	8,103.23	15,241.00	7,137.77	46.83 %
SUTA	1,319.82	2,430.00	1,110.18	45.69 %
Total 6102 Taxes	9,423.01	17,671.00	8,247.99	46.68 %
6103 Employee Benefits				
Company Contributions				
Retirement	2,670.60	5,466.00	2,795.40	51.14 %
Total Company Contributions	2,670.60	5,466.00	2,795.40	51.14 %

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - July, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Health Insurance	3,500.00	6,000.00	2,500.00	41.67 %
Total 6103 Employee Benefits	6,170.60	11,466.00	5,295.40	46.18 %
6105 Ins - Disability		1,080.00	1,080.00	100.00 %
Total 6100 Payroll Expenses	117,668.16	226,375.00	108,706.84	48.02 %
6200 Library Materials				
6205 Books-J	3,403.67	5,500.00	2,096.33	38.12 %
6210 Books-A	5,905.62	8,500.00	2,594.38	30.52 %
6220 Serials	1,201.93	1,500.00	298.07	19.87 %
6230 Audio	343.62	800.00	456.38	57.05 %
6240 Equipment	99.50	2,000.00	1,900.50	95.03 %
6250 Digital Books	3,701.00	3,701.00	0.00	0.00 %
6260 DVD	768.87	1,500.00	731.13	48.74 %
6270 Video Games	219.69	1,200.00	980.31	81.69 %
6280 Adult Programming	1,506.64	2,500.00	993.36	39.73 %
6285 Childrens Programming	835.76	1,500.00	664.24	44.28 %
6290 STLS cost share	11,099.00	11,099.00	0.00	0.00 %
Total 6200 Library Materials	29,085.30	39,800.00	10,714.70	26.92 %
6202 Book Replacement	41.05		-41.05	
6300 Restricted Fund Spending				
6310 Arts Grant Expense	2,307.89		-2,307.89	
6315 ALA Grant	122.97		-122.97	
6320 Friends Expense	3,991.40		-3,991.40	
6330 Manley Grant expense	307.75		-307.75	
6350 Wilday Grant	446.49		-446.49	
6355 STLS Outreach	2,487.95		-2,487.95	
6368 Martin Grant	255.97		-255.97	
6370 Memorials & Gifts	1,637.05		-1,637.05	
6390 United Way Grant	1,878.82		-1,878.82	
Total 6300 Restricted Fund Spending	13,436.29		-13,436.29	
6410 Advertisement	91.66	300.00	208.34	69.45 %
6415 Bank fees	56.07	250.00	193.93	77.57 %
6420 Custodial supplies	307.19	900.00	592.81	65.87 %
6425 Discretionary Fund	988.12	1,000.00	11.88	1.19 %
6430 Insurance	-23.00		23.00	
Ins - Liability Insurance		966.00	966.00	100.00 %
Ins - Property	7,743.04	7,376.00	-367.04	-4.98 %
Ins - Workman's Comp	1,383.00	2,125.00	742.00	34.92 %
Total 6430 Insurance	9,103.04	10,467.00	1,363.96	13.03 %
6440 Investment Fee	1,568.96		-1,568.96	
6445 Library supplies	1,197.93	2,000.00	802.07	40.10 %
Library Equipment	784.79	1,200.00	415.21	34.60 %
Total 6445 Library supplies	1,982.72	3,200.00	1,217.28	38.04 %

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - July, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6447 Membership	1,005.00	1,000.00	-5.00	-0.50 %
6450 Postage	181.32	500.00	318.68	63.74 %
6455 Processing Fee	512.89	1,000.00	487.11	48.71 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	2,657.84	9,000.00	6,342.16	70.47 %
6470 Services		0.00	0.00	
Alarm System - Doyle	1,950.98	2,100.00	149.02	7.10 %
Argentieries	157.00	175.00	18.00	10.29 %
Attorney	1,912.50	3,000.00	1,087.50	36.25 %
Audit	3,000.00	5,500.00	2,500.00	45.45 %
Bookkeeper	4,725.00	9,000.00	4,275.00	47.50 %
Copier Acme	534.83	2,000.00	1,465.17	73.26 %
Fire Extinguishers		50.00	50.00	100.00 %
Fire Place Clean		200.00	200.00	100.00 %
Gutters Cleaned		350.00	350.00	100.00 %
Hotspots	1,930.24	3,300.00	1,369.76	41.51 %
Patriot Microfilm		0.00	0.00	
Rug Shampoos		0.00	0.00	
Tax Filing (990)	750.00	750.00	0.00	0.00 %
Water Softener	122.35	700.00	577.65	82.52 %
Window Cleaner		500.00	500.00	100.00 %
Total 6470 Services	15,082.90	27,625.00	12,542.10	45.40 %
6480 Train/conference	625.00	2,000.00	1,375.00	68.75 %
6485 Travel	1,735.09	4,500.00	2,764.91	61.44 %
6490 Utilities				
Electric	2,804.53	6,000.00	3,195.47	53.26 %
Extended Broadband	1,350.00	1,800.00	450.00	25.00 %
Fuel	1,819.43	4,000.00	2,180.57	54.51 %
Phone	929.83	2,000.00	1,070.17	53.51 %
Total 6490 Utilities	6,903.79	13,800.00	6,896.21	49.97 %
Total Expenditures	\$203,032.39	\$342,217.00	\$139,184.61	40.67 %
NET OPERATING REVENUE	\$8,871.06	\$0.00	\$ -8,871.06	0.00%
Other Expenditures				
Children's Area Remodel (Net)				
Children's Area Remodel Donations	-4,200.00		4,200.00	
Children's Area Remodel Expenses	212,409.57		-212,409.57	
Children's Area Remodel Funds	-175,729.00		175,729.00	
Total Children's Area Remodel (Net)	32,480.57		-32,480.57	
Total Other Expenditures	\$32,480.57	\$0.00	\$ -32,480.57	0.00%
NET OTHER REVENUE	\$ -32,480.57	\$0.00	\$32,480.57	0.00%
NET REVENUE	\$ -23,609.51	\$0.00	\$23,609.51	0.00%

Statement of Activity

Cuba Circulating Library Association

July 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUL 1 - JUL 31 2025	JUL 1 - JUL 31 2024 (PY)
Income		
4017 Memorials/Gifts	300.00	150.00
4020 Meeting Room Fee	100.00	125.00
4100 Other Income	0	0
Book Replacement	33.95	68.99
Copies Income	171.75	185.90
Donation Box	1,032.00	17.00
Fines	12.00	16.00
Misc Income	22.80	22.85
Arts		152.00
Total for 4100 Other Income	\$1,272.50	\$462.74
4200 Restricted Funds Revenue	0	0
Adult Programs	175.00	
Friends		94.99
Grants		10,000.00
Total for 4200 Restricted Funds Revenue	\$175.00	\$10,094.99
4500 Investment Income	0	0
Dividend Income	761.06	186.92
Interest Income	73.16	63.17
Unrealized Gain/Loss on Investments	4,869.20	
Total for 4500 Investment Income	\$5,703.42	\$250.09
Total for Income	\$7,550.92	\$11,082.82
Cost of Goods Sold		
Gross Profit	\$7,550.92	\$11,082.82
Expenses		
6100 Payroll Expenses	0	0
6101 Wages	14,234.86	12,684.07
6102 Taxes	0	0
Payroll Tax	1,131.03	1,046.83
SUTA	81.61	62.39
Total for 6102 Taxes	\$1,212.64	\$1,109.22
6103 Employee Benefits	0	0
Company Contributions	0	0
Retirement	364.74	367.65
Total for Company Contributions	\$364.74	\$367.65
Health Insurance	500.00	500.00
Total for 6103 Employee Benefits	\$864.74	\$867.65
Total for 6100 Payroll Expenses	\$16,312.24	\$14,660.94

Statement of Activity

Cuba Circulating Library Association

July 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUL 1 - JUL 31 2025	JUL 1 - JUL 31 2024 (PY)
6200 Library Materials	0	0
6205 Books-J	916.73	410.88
6210 Books-A	1,381.58	638.34
6230 Audio	150.68	186.10
6260 DVD	88.92	72.83
6280 Adult Programming	394.29	122.93
6285 Childrens Programming	271.45	
6270 Video Games		57.50
Total for 6200 Library Materials	\$3,203.65	\$1,488.58
6202 Book Replacement	9.35	97.22
6300 Restricted Fund Spending	0	0
6310 Arts Grant Expense	300.00	1,999.96
6320 Friends Expense	627.70	1,375.95
6355 STLS Outreach	419.24	735.96
6368 Martin Grant	76.02	220.98
6370 Memorials & Gifts	372.37	162.72
6390 United Way Grant	8.82	4,209.29
6305 Adult Programs		50.00
6315 ALA Grant		41.96
6350 Wilday Grant		245.52
6360 DFY Grant		376.48
Total for 6300 Restricted Fund Spending	\$1,804.15	\$9,418.82
6410 Advertisement	6.00	
6415 Bank fees	10.00	
6420 Custodial supplies	12.99	50.11
6440 Investment Fee	552.42	
6445 Library supplies	\$405.18	\$172.64
Library Equipment	67.96	142.63
Total for 6445 Library supplies	\$473.14	\$315.27
6447 Membership	830.00	
6450 Postage	177.24	
6455 Processing Fee	124.74	64.35
6470 Services	0	0
Alarm System - Doyle	543.66	
Argentieries	17.00	24.00
Bookkeeper	675.00	675.00
Hotspots	253.78	
Copier Acme		231.90

Statement of Activity

Cuba Circulating Library Association

July 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUL 1 - JUL 31 2025	JUL 1 - JUL 31 2024 (PY)
Fire Extinguishers		50.00
Total for 6470 Services	\$1,489.44	\$980.90
6485 Travel	-27.18	
6490 Utilities	0	0
Extended Broadband	450.00	450.00
Fuel	296.00	222.00
Phone	233.00	142.64
Electric		461.56
Total for 6490 Utilities	\$979.00	\$1,276.20
6430 Insurance	0	0
Ins - Workman's Comp		-92.00
Total for 6430 Insurance	0	-\$92.00
6435 Interest Expense		0.93
6465 Repairs/Building & Grounds		299.00
Total for Expenses	\$25,957.18	\$28,560.32
Net Operating Income	-\$18,406.26	-\$17,477.50
Other Income		
Other Expenses		
Children's Area Remodel (Net)	0	0
Children's Area Remodel Expenses		919.09
Total for Children's Area Remodel (Net)	0	\$919.09
Total for Other Expenses	0	\$919.09
Net Other Income	0	-\$919.09
Net Income	-\$18,406.26	-\$18,396.59

Statement of Financial Position

Cuba Circulating Library Association

As of July 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF JULY 31, 2025	AS OF JULY 31, 2024 (PY)
Assets		
Current Assets		
Bank Accounts		
1080 Money Market	17,297.10	
1020 Five Star	5,516.96	14,761.12
1090 Savings		41,286.52
Total for Bank Accounts	\$22,814.06	\$56,047.64
Accounts Receivable		
1500 Bequest receivable		
Total for Accounts Receivable	0	0
Other Current Assets		
1303 Endowment Investment	0	0
Cost of Securities	635,059.75	
Unrealized Gain/Loss	70,340.02	135,108.98
Cash, BDP, and Money Market Fds	3,721.62	6.94
American Balanced A		30,802.47
American Cap Inc Builder A		97,727.99
American Cap World Growth & Inc		64,370.25
American Fundamental Inv A		49,535.58
American Funds Mortgage A		20,944.36
American Global Balanced A		89,970.86
American Inc Fd of America A		92,784.78
American Intm Bd Fd of Amer A		17,146.87
American Inv Co of Amer A		22,476.19
American Short-Term Bond A		20,800.13
American WA Mutual A		102,617.64
Savings		15,318.40
Stocks		972.07

Statement of Financial Position

Cuba Circulating Library Association

As of July 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF JULY 31, 2025	AS OF JULY 31, 2024 (PY)
Total for 1303 Endowment Investment	\$709,121.39	\$760,583.51
1306 Adams Mem Book Fund Investment	0	0
Cost of Securities	16,653.24	
Unrealized Gain/Loss	1,944.49	2,758.81
Cash, BDP, and Money Market Fds	96.94	-101.27
American Cap Inc Builder A		6,255.62
American Inc Fd of America A		7,050.21
Total for 1306 Adams Mem Book Fund Investment	\$18,694.67	\$15,963.37
1400 Prepaid Fee	833.09	500.00
1300 Investments - cash		
Repayment	0	0
Christmas Gift Card		
Travel Reimbursement		
Total for Repayment	0	0
Total for Other Current Assets	\$728,649.15	\$777,046.88
Total for Current Assets	\$751,463.21	\$833,094.52
Fixed Assets		
1520 Building and equipment	\$1,109,253.53	\$996,558.04
Elevator Replacement	41,645.00	41,645.00
Total for 1520 Building and equipment	\$1,150,898.53	\$1,038,203.04
1530 Furniture and Fixtures	117,419.00	117,419.00
Land	46,763.00	46,763.00
1526 Capital Improvement		
1535 A/D Furniture and Fixtures	-116,542.55	-114,119.20
1525 A/D Building and equipment	-534,255.44	-502,731.47
Total for Fixed Assets	\$664,282.54	\$585,534.37
Other Assets		
1000 Friends Cash		
Total for Other Assets	0	0
Total for Assets	\$1,415,745.75	\$1,418,628.89

Statement of Financial Position

Cuba Circulating Library Association

As of July 31, 2025

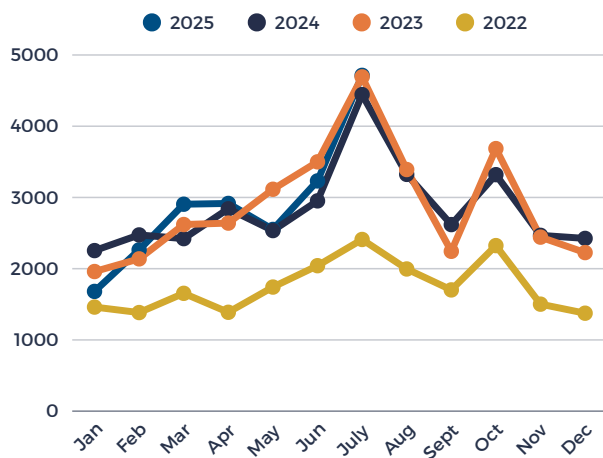
DISTRIBUTION ACCOUNT	TOTAL	
	AS OF JULY 31, 2025	AS OF JULY 31, 2024 (PY)
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable		1,089.08
Total for Accounts Payable	0	\$1,089.08
Credit Cards		
5662 Bank Of America		
Total for Credit Cards	0	0
Other Current Liabilities		
Direct Deposit Payable		
PPE Currant Liability		
2100 Payroll Liabilities	-\$593.21	0
American Funds		1,480.58
Federal Taxes (941/944)		
NYS Employment Taxes		62.42
NYS Income Tax		574.82
NYS Taxes		
Payroll Liability		
Payroll Tax Federal		
Total for 2100 Payroll Liabilities	-\$593.21	\$2,117.82
Total for Other Current Liabilities	-\$593.21	\$2,117.82
Total for Current Liabilities	-\$593.21	\$3,206.90
Long-term Liabilities		
Total for Liabilities	-\$593.21	\$3,206.90
Equity		
3900 Fund Balance	1,545,157.40	1,485,655.24
3800 Restricted Fund	16,993.07	14,965.00
3000 Opening Bal Equity		
3550 Realized Gain/Loss Equity		
Net Income	-22,934.51	-141,596.19
3500 Unrealized Gain/Loss on Inv	-122,877.00	56,397.94
Total for Equity	\$1,416,338.96	\$1,415,421.99
Total for Liabilities and Equity	\$1,415,745.75	\$1,418,628.89

Cuba Circulating Library

JULY 2025 DIRECTOR'S REPORT



Patron Visits



CHECKOUTS

We had **3,094** items checked out in July, an increase of 24% from the previous month. Summer Reading has been quite busy!

EQUIPMENT DONATION

We donated our ScanPro Microfilm machine, as well as accompanying desktop computer and monitor, to the Whitesville Library on July 30. This will replace their antiquated microfilm machine. Now that all our microfilm has been digitized, we no longer need for this equipment. Once STLS runs networking cables to the desk, we will set up that station as our new catalog computer location. I've offered to train the Whitesville Library staff on use of the ScanPro once they have it set up.

PATRON NUMBERS

For the month of July we had **4714** visitors to the library, surpassing last year by 6%, and created **44** new library cards. Several of the cards were for new families moving into the community. Computer lab use was up 136% from last month, due to kids using our computers during their summer break.

79 **1738** **6** **37**

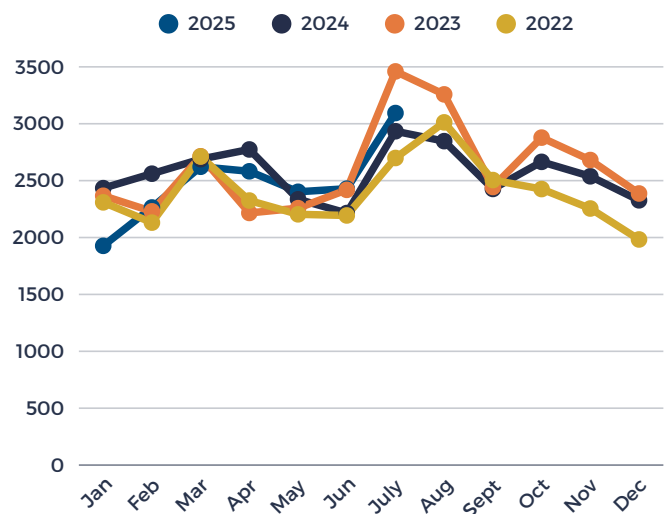
Onsite
Programs

Programs
Attendees

Outreach
Visits

Outreach
Attendees

Circulation



3094

Items checked out
in July

685

eContent accessed
in July

417

Public computer
sessions in July

372

Holds filled
in July

1288

Visits to website
in July

2429

Items checked out
in June

700

eContent accessed
in June

78

Public computer
sessions in June

262

Holds filled
in June

1201

Visits to website
in June

Grants

We received \$4,000 from the F.T. and Anna C. Manley Charitable Trust, which will allow us to purchase a Toshiba copier with built in OCR and dual scanning. We will be ending our contract with Acme and switching to Toshiba. Their prices are more reasonable and in the long run we will save a lot of money.

July Programming

July has been a very busy month full of many programs. We had the opportunity to have Patrick Cady, one of the directors from the HBO Max show *Bosch*, speak on July 3. Afterwards, one of the attendees told me it was the best program he had ever attended at our library. On July 28, Chef Raeanne Smith taught a class on Crepe Flambees and attendees had the opportunity to learn how to make bananas foster. The next night we had local author Fawn Brokaw Doyle speak on her new book, *Salt People of the Cloud Houses*. We had a great turn out and Fawn sold all the books she'd brought. Her book is a historical novel about the first white woman born in New York state, of whom she is a direct descendant.

We also hosted several art classes, in keeping with the Summer Reading theme, Color Our World. On July 12, we held a fiber arts class where students created beautiful woven rainbows, and on July 10, Lisa Robinson taught students how to express their creativity in watercolor journals. Shauna taught tweens, teens, and adults classes in stained glass pictures, where they used glue and paint on picture frames to create mock stained glass. She also held classes where students got to "sip and paint" where they painted while sipping on mocktails.



Teen Cupcake baking and decorating class taught by local baker Stacy Farris

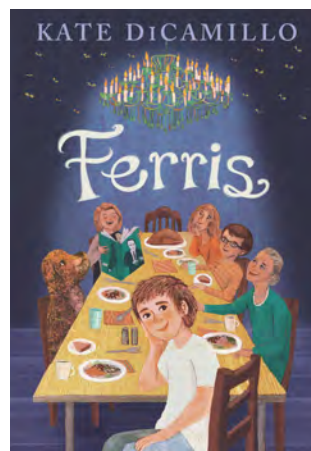


Mock stained glass class taught by Shauna



Fiber arts class taught by artist Kate Elliot, funded by Arts Grant

Community Read Sept 8-Oct 10



<https://tinyurl.com/4x425pj6>



Crepe Flambe class taught by Chef & Librarian Raeanne Smith

Upcoming Programs

- Thur, Aug 14 @ 6:30 Stop the Bleed with Linda Botens
- Fri, Aug. 15 @ 7:00 Ribbon Cutting Ceremony
- Thur, Aug. 21 @ 1:00 Energy Saving Workshop by WNY Clean Energy Hub



SHINGLES/ASPHALT SHINGLE PROPOSAL

JUN 12, 2025

CUBA CIRCULATING LIBRARY

39 East Main Street
Cuba, NY
14727

tyler@crsroofingteam.com
(814) 706-8498



Dear Home Owner,

We are excited to introduce ourselves and share a bit about the story behind Complete Roofing Systems, a company dedicated to providing top-notch roofing services with a personal touch.

Our journey began on a jobsite where two separate business owners, David and Michael, crossed paths. David was busy ensuring every shingle was perfectly aligned, while Michael was overseeing project's completion with meticulous care. What started as a routine day quickly transformed into an exciting exchange of ideas.

David and Michael discovered they shared a deep passion for not only the technical aspects of roofing but also a commitment to exceptional customer service. They began discussing ways to enhance their approach, aiming to create a roofing company that prioritizes quality, reliability, and a personalized touch.

This collaboration led to the birth of Complete Roofing Systems, a company founded on the principles of integrity, transparency, and exceptional craftsmanship. We are committed to providing you with roofing solutions that not only meet but exceed your expectations, ensuring that you receive the highest quality service and avoid the common mistakes and shortcuts that can plague less scrupulous contractors.

We're pleased to offer you the best materials from leading manufacturers. In fact, we hold the highest certifications from leading shingle manufacturers placing us in the top 3% of roofers. This qualifies us as a GAF Master Elite roofing contractor offering extended warranties backed by our manufacturer. To earn these certifications, we have received extensive training and have been vetted for financial stability and quality workmanship.

Thank you for considering us for your roofing needs. We look forward to the opportunity to work with you and demonstrate the difference that experience and dedication can make.



David Hoisington



Michael Clopp

WHY CHOOSE CRS?

Complete Roofing Systems strives to deliver the highest quality service and products whenever we arrive at your doorstep. Our work not only leaves customers completely satisfied, but also thoroughly protected from the unpredictable weather that can wreak havoc on roofs. We understand the importance of a safe and secure home, and our skilled team is dedicated to ensuring that you can enjoy the best possible quality of life.



- ✔ Investing in low-quality roofs may seem cost-effective in the short term, but it can lead to more expensive issues and wasted time in the long run, especially if the installation is not done correctly. We use the best products with long-lasting factory warranties, so you won't have to worry about future issues.
- ✔ Upgrade your roof with the best of the best! Our contractors are proud to be GAF Master Elite certified, which means you're getting the highest quality roof possible, covered under GAF's strongest warranties. We don't settle for anything less than the best, and neither should you!
- ✔ We are committed to ensuring our clients are completely satisfied with our work and will not leave until the job is done to their complete satisfaction. Our team stands behind our work and is always available to address any concerns or issues that may arise.
- ✔ CRS has built strong working relationships with local insurance companies to streamline the process of getting your roof covered. With extensive experience in working with insurance adjusters, we provide the necessary documentation and support required for your claim.



ROOFING

Complete Roofing Systems aims to provide the best service and products anytime we arrive at your door. We produce work that leaves our customers more than satisfied, but also well-protected. New York and Pennsylvania feature ever-changing weather that can seriously damage roofs. A good life starts at home; let our skilled hands help ensure you're able to live your best life.

**Roof Replacement - Roof Repair - Roof Coating - Asphalt & Metal Roofing
Solar Shingles**

RESIDENTIAL ROOFING

COMMERCIAL ROOFING

GUTTERS

Our experienced team provides top-quality gutter solutions, tailored to each client's needs. Specializing in 5" and 6" seamless gutter installation and maintenance, we deliver both durability and style.

Klean Gutter Leaf Guards

Shur Flo Gutter Guards

Heat Cable



GUTTERS

GUTTER GUARDS

HEATED GUTTERS



All Weather
Seamless Gutter, LLC.

Insulation

Insulation services designed to enhance your home's comfort, energy efficiency, and overall living experience.

Improve your home's comfort, lower your energy costs and increase the value of your home with Bauer Specialty's insulation services. From spray foam to cellulose, we have the latest technology in home insulation.

OPEN-CELL SPRAY FOAM

CLOSED-CELL SPRAY FOAM

PREMIUM CELLULOSE



INSPECTION



complete roof replacment

remove existing roofing and dispose with dump trailers

inspect roof decking to ensure its suitable for metal or asphalt shingles



During the roof inspection I was able to get a rough idea of what the roof decking is, I believe the current roof decking is plank boards with gaps most likely the original roof deck, typically in this case we will need to install 7/16 osb on the entire roof deck
we would need 250 sheets 4x8
The change order cost for this would be: \$17,500.00



During the roof removal process we will hang tarps from the roof edge and lay out tarps on the ground to ensure a good clean up and no damage to the property



We will remove the heat cord from the roof and reinstall after the roof is completed.

Option to install heat cord as a change order.



in this area of the roof the gutter is only secured to the ends of the rafters. I would like to install a fascia board and attach the gutter to the fascia board and rafter ends.



here is a photo of what the roof deck appears to be



At all areas where the roofing meets a brick wall we will install new flashing similar to what is there currently



install new chimney flashing



install 2- 5" seamless gutters on the entrance with a down spout on each side.

Save rubber roofing on entrance way

YOU HAVE THE RIGHT TO CHOOSE

YOUR ROOF'S INTEGRITY is not optional; it is essential to your family's comfort, your home's structural integrity, and the safety of your belongings. Roofing ranks among the largest and most expensive projects homeowners undertake, so selecting the right roofer is vital to ensuring value.

	COMPANY HIGHLIGHTS	
✓	WORKERS COMP	✗
✓	LIABILITY INSURANCE	✗
✓	DEDICATED ON SITE PROJECT MANAGER	✗
We do what we say we are going to do, we fix problems fast	NO RISK ROOFING PROCESS	✗
GAF Master Elite	MANUFACTURER CERTIFICATION	✗
✓	GAF EXTENDED WARRANTY	✗
30+	YEARS OF EXPERIENCE	< 10
✓	PROPERTY PROTECTION	✗
✓	PICTURE SHARING	✗
Best materials, customer service and quality controll	QUALITY VS PRICE	Possibly cheaper but lower quality
4.9 Star Average	GOOGLE REVIEWS	< 4 Star Average



TRUST IS EARNED!



"Typical" Shingle Warranty



GAF LIFETIME SHINGLES AND ACCESSORIES	LIMITED	LIFETIME	LIFETIME	LIFETIME
UP-FRONT (100%) COVERAGE PERIOD	2 YEARS	50 YEARS	50 YEARS	50 YEARS
COVERS ROOFING SYSTEM?	SOMETIMES	✓	✓	✓
COST OF INSTALLATION LABOR INCLUDED?	10 YEARS	LIFETIME	LIFETIME	LIFETIME
WORKMANSHIP COVERAGE	✗	✗	10 YEARS	25/30 YEARS
TEAR-OFF COST INCLUDED?	✗	✓	✓	✓
DISPOSAL COST INCLUDED?	✗	✗	✓	✓
CONTRACTOR FACTORY CERTIFIED?**	✗	✓	✓	✓
WARRANTY TRANSFERABLE FOR FREE?	SOMETIMES	✓	✓	✓

The average roofing company is in business for four years.
Our question is: how good is a non-certified manufacturer warranty?

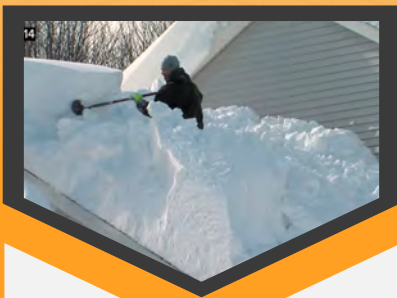
Our warranties, similar to vehicle warranties, are backed by the manufacturer.
If the shingles fail prematurely, then we get paid by the manufacturer
to replace them.

No hassle, no arguments.

MAKE THE MOST OF YOUR INVESTMENT

BOOST YOUR HOME'S CURB APPEAL AND RESALE VALUE
WITH THE RIGHT UPGRADES.

Lake Effect Package



- ✓ STRONGEST LEAK BARRIER AGAINST STORMS
- ✓ BEST PROTECTION AGAINST ICE DAMS
- ✓ SELF SEALING
- ✓ WITHSTANDS HIGH TEMPERATURES

GAF UHDZ



- ✓ THICKER & 20% HEAVIER
- ✓ 10% MORE TIME RELEASE ALGAE FIGHTING TECHNOLOGY
- ✓ STUNNING CURB APPEAL

Max Flow



- ✓ DELIVERS CRITICAL INTAKE VENTILATION ON TOUGH-TO-VENT PROPERTIES WITH LITTLE OR NO SOFFITS
- ✓ ENHANCES WARRANTY OPTIONS



BOOST CURB
APPEAL



INCREASE HOME
RESALE VALUE



EXTEND THE LIFE
OF YOUR ROOF

CRS
COMPLETE
ROOFING SYSTEMS

GAF WARRANTY

Description	Qty
GAF HDZ WARRANTY ROOF	
GAF HDZ SHINGLES GAF HDZ SHINGLES	245
Americas #1 selling shingle offers the look people love, now with LayerLock®Technology and the StainGuard Plus™ Algae Protection Limited Warranty.	
GAF PRO START STARTER GAF PRO START STARTER	7
are made with a high-quality, properly positioned adhesive applied at the factory to help prevent shingle blow-off.	
GAF Seal-A-Ridge 25 GAF SEAL-A-RIDGE	13
offer protection at the high stress areas of your roof (hips and ridges) against leaks and blow-off. DuraGrip Self-Seal adhesive is factory-applied to help seal each piece tightly and reduces the risk of blow-off.	
GAF Weather Watch GAF Weather Watch Ice and Water Shield	16
a self-sealing protection for vulnerable areas of the roof against wind-driven rain and ice dams. Installed on eve edges and around all flashings	
CRS UDERLAYMENT CRS UNDERLAYMENT:	6
synthetic paper in replace of tar paper to protect against driving rain and winds. This paper is branded with our company logo bringing company pride into every roof install	
FASTENERS AND FLASHING	
DRIP EDGE DRIP EDGE	63
metal flashing that protects the eaves of your home and prevents rain from going behind the gutters and/or fascia potentially causing damage.	
1-1/4" COIL NAILS 1-1/4" COIL NAILS:	6
used to fasten down the shingles and other roofing materials	
3" HAND NAILS 3" Hand Nails:	4
used to fasten down ridge vent and cap shingles.	
PLASTIC CAP NAILS PLASTIC CAP NAILS:	5
are a recommended best practice installation for roofing underlayment, because caps help seal out moisture that can penetrate sidewall and roofing fabrics. Caps provide better holding power than a nail or staple alone, and that means reduced blow-offs and lateral slippage!	

STEP FLASHING STEP FLASHING	117
is a rectangular piece of flashing bent 90 degrees in the center. It is used for roof-to-wall flashing. Multiple pieces of the flashing will be installed in layers with shingles to ensure the water flows away from the wall.	
END WALL FLASHING END WALL FLASHING:	22
protects your home from moisture infiltration where your wall meets your roof. L shaped flashing is a versatile, general use flashing used where a uniform or strengthened finish is needed on a 90° surface.	
Trim Coil	3
VENTS	
GAF SNOW COUNTRY GAF SNOW COUNTRY RIDGE VENT:	46
exhaust vent for roof ridge that allows heat and moisture to escape from the attic space at the ridges of the home.	
4 IN 1 PIPE BOOT 4 IN 1 PIPE BOOT	4
used to seal around plumbing vents that penetrate through the roof decking. These have a flange that is secured to the deck and the roofing material is installed to create a positive lap ensuring a proper seal.	
ALUMINUM BOX VENTS ALUMINUM BOX VENTS:	8
are installed in a hole that is cut out of the roof. Box Vents allow hot air to rise and moisture to escape effectively as they are installed close to the roof ridge.	
LABOR AND DISPOSAL	
SHINGLE LABOR 4/12 - 8/12 ASPHALT ROOF REPLACEMENT 4/12 - 8/12 SLOPE:	7.73
covers the cost of time and labor to remove and replace an asphalt roof on a standard walkable roof slope.	
SHINGLE LABOR 9/12 - 10/12 ASPHALT ROOF REPLACEMENT 9/12 - 10/12 SLOPE:	34.71
covers the cost of time and labor to remove and replace an asphalt roof on a standard walkable roof slope.	
SHINGLE LABOR 12/12 - 16/12 ASPHALT ROOF REPLACEMENT 12/12 - 16/12 SLOPE:	39.12
covers the cost of time and labor to remove and replace an asphalt roof on a standard walkable roof slope.	
SHINGLE SECOND STORY ASPHALT SECOND STORY INSTALL:	60
covers the additional cost of safety and labor associated with working from a second story roof.	
SHINGLE THIRD STORY ASPHALT THIRD STORY INSTALL:	10
covers the additional cost of safety and labor associated with working from a third story roof.	
HIP AND RIDGE LABOR HIP AND RIDGE LABOR	13
STEP FLASHING LABOR STEP FLASHING LABOR	117
END WALL FLASHING LABOR END WALL FLASHING LABOR	22

SHINGLE NEW CHIIMNEY FLASHING
NEW CHIMNEY FLASHING:

1

Install new step flashing and counter flashing

Estimate subtotal	\$68,669.15
Total	\$68,669.15

Gutters and downspouts for entrance way are included in both roof packages

Asphalt shingle package can be upgraded to gold warranty, UHDZ shingles and lake effect ice guard

If you would like all the heat cord replaced I need to do a separate estimate

PINE CREST METAL SHINGLES

Description	Qty
FASTNERS AND FLASHINGS	
STEP FLASHING STEP FLASHING	117
is a rectangular piece of flashing bent 90 degrees in the center. It is used for roof-to-wall flashing. Multiple pieces of the flashing will be installed in layers with shingles to ensure the water flows away from the wall.	
END WALL FLASHING END WALL FLASHING:	22
protects your home from moisture infiltration where your wall meets your roof. L shaped flashing is a versatile, general use flashing used where a uniform or strengthened finish is needed on a 90° surface.	
Trim Coil 24"x50' Roll	3
PLASTIC CAP NAILS PLASTIC CAP NAILS:	5
are a recommended best practice installation for roofing underlayment, because caps help seal out moisture that can penetrate sidewall and roofing fabrics. Caps provide better holding power than a nail or staple alone, and that means reduced blow-offs and lateral slippage!	
Screws and sealants	20
VENTS	
4 IN 1 PIPE BOOT 4 IN 1 PIPE BOOT	4
used to seal around plumbing vents that penetrate through the roof decking. These have a flange that is secured to the deck and the roofing material is installed to create a positive lap ensuring a proper seal.	
ALUMINUM BOX VENTS ALUMINUM BOX VENTS:	8
are installed in a hole that is cut out of the roof. Box Vents allow hot air to rise and moisture to escape effectively as they are installed close to the roof ridge.	
LABOR AND DISPOSAL	
SHINGLE LABOR 4/12 - 8/12 ASPHALT ROOF REPLACEMENT 4/12 - 8/12 SLOPE:	7.73
covers the cost of time and labor to remove and replace an asphalt roof on a standard walkable roof slope.	
SHINGLE LABOR 9/12 - 10/12 ASPHALT ROOF REPLACEMENT 9/12 - 10/12 SLOPE:	34.71
covers the cost of time and labor to remove and replace an asphalt roof on a standard walkable roof slope.	
SHINGLE LABOR 12/12 - 16/12 ASPHALT ROOF REPLACEMENT 12/12 - 16/12 SLOPE:	39.15
covers the cost of time and labor to remove and replace an asphalt roof on a standard walkable roof slope.	

SHINGLE SECOND STORY ASPHALT SECOND STORY INSTALL:	60
covers the additional cost of safety and labor associated with working from a second story roof.	
SHINGLE THIRD STORY ASPHALT THIRD STORY INSTALL:	10
covers the additional cost of safety and labor associated with working from a third story roof.	
HIP AND RIDGE LABOR HIP AND RIDGE LABOR	13
STEP FLASHING LABOR STEP FLASHING LABOR	117
END WALL FLASHING LABOR END WALL FLASHING LABOR	22
SHINGLE NEW CHIMNEY FLASHING NEW CHIMNEY FLASHING:	1
Install new step flashing and counter flashing	
Estimate subtotal	\$115,518.96
Total	\$115,518.96

SIGNING & UPGRADES

<input type="checkbox"/> GAF WARRANTY	\$68,669.15	Name: Tina Dalton
<input type="checkbox"/> Pine Crest Metal Shingles	\$115,518.96	Address: 39 East Main Street, Cuba, NY

Estimates valid for 30 days from date of estimate / A 33% deposit is required before any project begins.

The Upgrades We Suggest for Your New Roof

Description	Qty	Unit price	Line total
<input type="checkbox"/> GOLD PLEDGE WARRANTY GOLD PLEDGE WARRANTY: offered only by Master-Elite roofing contractors 50 year non-pro-rated Smart Choice Protection against manufacturing defects. 25 Year workmanship guarantee Unlimited wind warranty Transferable period during the first 20 years. See Warranty Guide for further details.	81.58	\$20.00	\$1,631.60
<input type="checkbox"/> UPGRADE TO UHDZ SHINGLES UPGRADE TO UHDZ SHINGLES Eye catching GAF TIMBERLINE UHDZ shingle looks awesome and looks fresh for years to come with Stain-Guard Warranty. Truly the best looking shingle on the market. Add 5 more years to your Gold Pledge Labor Warranty. Will cost you just pennies-a-day more than standard architectural shingles. In return, you will enjoy a thicker, ultra-dimensional wood-shake look for your roof—and can increase your home's resale value, too.	245	\$18.00	\$4,410.00
<input type="checkbox"/> LAKE EFFECT PACKAGE Lake Effect Package: The best protection against snow and ice storms. Storm Guard Ice and Water Shield is the thickest and stickiest leak barrier on the market. This is an upgrade from standard ice & water	16	\$28.00	\$448.00

Deposit

33%

Customer Comments / Notes

Tina Dalton:

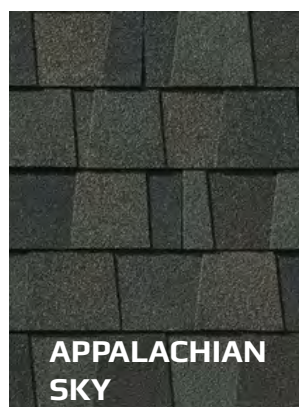
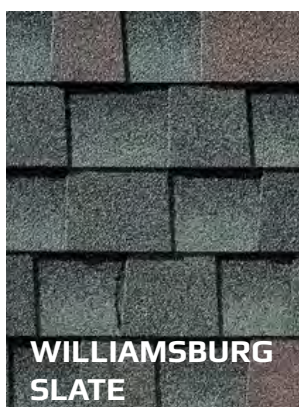
Date:

Shingle Color:

Drip Edge Color:

Flashing Color:

GAF Timberline HDZ®



GAF Timberline UHDZ®



TERMS & CONDITIONS

You may cancel this contract from the day you enter into the contract until 10 days after you receive a copy of the contract. You do not need a reason to cancel. If you do not receive the goods or services within 30 days of the date stated in the contract, you may cancel this contract within one year of the contract date. You lose that right if you accept delivery after the 30 days. There are other grounds for extended cancellation. For more information, you may contact your provincial/ territorial consumer affairs office. If you cancel this contract, the seller has 15 days to refund your money and any trade-in, or the cash value of the trade-in. You must then return the goods. To cancel, you must give notice of cancellation at the address in this contract. You must give notice of cancellation by a method that will allow you to prove that you gave notice, including registered mail, fax or by personal delivery.

I understand that if roof rot is discovered during tear-off Complete Roofing Systems reserves the right to replace sheathing and bill me up to \$200 in addition to the estimated cost below without notifying me in advance. Complete Roofing Systems will call me for authorization if wood replacement will exceed \$200.

I understand that I must remove items from the interior walls of my home that may be damaged or fall due to vibrations from the loading/installation of shingles on to my roof (if applicable), or installation of siding. Complete Roofing Systems is not liable for such damages.

I understand that minor stucco damage may result when the roof is torn off areas where stucco meets my roof's surface, especially where improperly applied. Complete Roofing Systems is not liable for repairing said damage.

I understand that any warranty for material used during the project is provided by the material manufacturer. Unless agreed upon otherwise, Complete Roofing Systems provides a 5-year Workmanship Warranty on portions of the project in which Complete Roofing Systems fully replaced any existing products. Roofing workmanship warranties will be reduced to one year when home owners have requested that full synthetic underlayment not be installed. Full warranty details available by request.

I understand that, unless agreed upon. This does not apply to products, some of which may deteriorate more rapidly (ie. sealants) and should be inspected on a regular basis, and am not responsible for material shortage and have no claim to material surpluses.

I certify that I am the registered owner of the above project property, or have the legal permission to authorize Complete Roofing Systems to perform the work as stated and agree to pay the total project price.

I understand that any insurance claims are subject to the specific terms and conditions outlined by my insurance company, and may be subject to insurance company approval.

I understand that payment in full is due upon completion of work as stated in contract. All invoices not paid in full after 15 days will be subject to a 2% per month interest charge.

I understand that approval of my estimate is subject to customer credit approval by Complete Roofing Systems. I agree that Complete Roofing Systems may access my credit bureau report(s), trade references, and other credit information prior to granting credit approval.



FAQ'S

FREQUENTLY ASKED QUESTIONS.

Here are some common questions about roofing at CRS Roofing.

What are the components of a roof system replacement?

Roof decking (also known as sheathing), underlayment, roof flashings, ventilation products, and shingles are the five main components of a residential roofing system.

What if rotten wood is discovered?

Roof rot or fungal decay may not present itself in the initial inspection. When it is discovered, it will need to be removed and replaced with new wood. Additional charges will apply at fair market value.

Do you offer roof financing options?

YES. We offer a simple and affordable financing process through Sunlight Financial.

Why do you need proper ventilation?

Proper ventilation in your attic is very important in maintaining a long-lasting roof, it deals with all the excess heat and moisture that can build up in the attic.

I got 3 quotes, why should I consider the higher ones?

Your home is a long-term investment, your roof protects your breathing air and the foundation of your home. Choosing the cheapest quote could cost you more money years down the line if your roofer is not skilled and is cutting corners in order to cut down on costs. Cutting corners also includes not carrying Workmans's Comp. Insurance.

How long will my installation take?

Most installations take one to two working days to complete. However, since your roof is exposed to the elements, some replacements may take longer due to the weather. Roofs with more details call for more attention.