

AGENDA
BOARD OF TRUSTEES
Cuba Circulating Library
Serving the Cuba Community for 153 Years

Monday, Dec. 8, 2025
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the Nov. Meeting
5. Insurance presentation: Lee James
6. NYLA presentation: Brad, Cherilyn, and Tina
7. Financial Officer's Report
8. Corresponding Secretary
9. Director's Report
10. Committee Reports
 - i. Planning
 - ii. Finance
 - iii. Bldgs/Grounds
 - iv. Personnel
 - v. Policy
 - vi. Liaison with Friends
 - vii. Education
 - viii. Executive
- Ad hoc
 - i. Nominating
11. Unfinished Business
 - i. SAM grant
 - ii. Storage shelf in back hallway
 - iii. 2026 Budget
12. New Business
 - i. Bylaws
13. Executive Session as needed
14. Adjournment

Meeting Monday Nov. 10, 2025 at 5:30 PM

Present: Faith Stewart, Denean Emerson, Jill Schwab, Marsha Long, Paul Tsujimoto, Scott Sackett, Emily Zayac, Sue Feldbauer, Lauren Mosgrove, and Brad Weaver. Tina Dalton was also present.

Excused: Jacqueline Gertner

1. Call to order at 5:30 PM
2. Public Comments - None
3. Friends' Report
 - a. Nov. 26 - pie and baked goods sale
 - b. Dec. 6, 13, & 18 - gift wrapping
4. Minutes of the October Meeting
 - a. Motion to approve the September minutes by Scott Sackett, second by Brad Weaver. Motion passes.
5. Financial Officer's Report
 - a. Motion to accept the financial officer's report by Marsha Long, second by Denean Emerson. Motion passes.
6. Director's Report
 - a. See attached
7. Committee Reports
 - a. Planning - None
 - b. Finance - None
 - c. Bldgs/Grounds
 - i. Email coming to set up decorating times
 - d. Personnel
 - i. Motion to accept changes to the personnel policy by Scott Sackett, second by Brad Weaver. Motion passes.
 - ii. Motion to accept the resolution making Library Director a salaried position starting January 1, 2026 by Scott Sackett, second by Emily Zayac. Motion passes. See attached.
 - e. Policy
 - i. Motion to approve changes to the community room use policy by Scott Sackett, second by Lauren Mosgrove. Motion passes.
 - ii. Motion to approve changes to the programming policy by Brad Weaver, second by Marsha Long. Motion passes.
 - f. Liaison with Friends - None
 - g. Education - None
 - h. Ad Hoc - Nominating
 - i. Motion to appoint Miklos Farkas as trustee to the board starting Nov. 10 by Lauren Mosgrove, second by Emily Zayac. Motion Passes.
8. Unfinished Business
 - a. Storage shelf in back hallway - Tina is meeting with a contractor soon.

- b. SAM grant - high efficiency heat pump was approved. Buildings and grounds committee recommends the geothermal option
- 9. New Business
 - a. Motion to not exceed tax cap and set 2026 tax levy at \$7,739 by Paul Tsujimoto, second by Denean Emerson. Motion passes.
 - b. Looked at the proposed 2026 budget.
 - c. Discussion about 2026 board committees and having choice
- 10. Adjournment at 6:35 PM
 - a. Motion to adjourn by Jill Schwab, second by Emily Zayac. Motion passes.

Statement of Activity

Cuba Circulating Library Association

November 2025

DISTRIBUTION ACCOUNT	TOTAL	
	NOV 1 - NOV 30 2025	NOV 1 - NOV 30 2024 (PY)
Income		
4017 Memorials/Gifts	245.34	45.00
4100 Other Income		
Copies Income	200.20	91.35
Donation Box	41.00	37.00
Fines	12.00	0.50
Misc Income	25.10	876.75
Total for 4100 Other Income	\$278.30	\$1,005.60
4200 Restricted Funds Revenue	\$555.00	
Wilday Grant	1,200.00	1,000.00
Grant - STLS		1,950.00
Total for 4200 Restricted Funds Revenue	\$1,755.00	\$2,950.00
4500 Investment Income		
Dividend Income	788.76	196.20
Interest Income	505.73	0.05
Unrealized Gain/Loss on Investments	290.75	
Morgan Stanley		
Endowment Fund		-10,000.00
Total for Morgan Stanley		-\$10,000.00
Total for 4500 Investment Income	\$1,585.24	-\$9,803.75
4003 School Income		237,098.00
4020 Meeting Room Fee		125.00
Total for Income	\$3,863.88	\$231,419.85
Gross Profit	\$3,863.88	\$231,419.85
Expenses		
6100 Payroll Expenses		
6101 Wages	14,943.74	13,099.02
6102 Taxes	\$0.00	\$0.00
Payroll Tax	1,185.29	1,040.32
SUTA	57.84	14.92
Total for 6102 Taxes	\$1,243.13	\$1,055.24
6103 Employee Benefits		
Company Contributions		
Retirement	346.42	360.05
Total for Company Contributions	\$346.42	\$360.05
Health Insurance	500.00	500.00
Total for 6103 Employee Benefits	\$846.42	\$860.05
Total for 6100 Payroll Expenses	\$17,033.29	\$15,014.31

Statement of Activity

Cuba Circulating Library Association

November 2025

DISTRIBUTION ACCOUNT	TOTAL	
	NOV 1 - NOV 30 2025	NOV 1 - NOV 30 2024 (PY)
6200 Library Materials		
6205 Books-J	164.32	465.49
6210 Books-A	761.28	733.72
6260 DVD	176.51	241.37
6280 Adult Programming	33.45	
6285 Childrens Programming	72.19	196.71
6230 Audio		353.32
6240 Equipment		1,301.64
6270 Video Games		109.82
Total for 6200 Library Materials	\$1,207.75	\$3,402.07
6300 Restricted Fund Spending		
6320 Friends Expense	210.62	3,229.93
6390 United Way Grant	554.90	
6305 Adult Programs (deleted)		170.82
6315 ALA Grant		1,334.09
6330 Manley Grant expense		199.90
6360 DFY Grant		126.16
6370 Memorials & Gifts		1,103.16
Total for 6300 Restricted Fund Spending	\$765.52	\$6,164.06
6420 Custodial supplies	22.18	212.57
6425 Discretionary Fund	44.00	
6440 Investment Fee	561.42	
6445 Library supplies	\$133.12	\$267.86
Library Equipment	89.99	442.83
Total for 6445 Library supplies	\$223.11	\$710.69
6455 Processing Fee	48.51	86.02
6465 Repairs/Building & Grounds	331.95	19,381.00
6470 Services		\$280.00
Bookkeeper	675.00	675.00
Copier Acme	59.21	
Hotspots	159.41	159.41
Argentieries		24.00
Total for 6470 Services	\$893.62	\$1,138.41
6485 Travel	432.60	982.29
6490 Utilities		
Electric	339.19	857.16
Fuel	239.00	175.00
Phone	50.00	286.22
Total for 6490 Utilities	\$628.19	\$1,318.38

Statement of Activity

Cuba Circulating Library Association

November 2025

DISTRIBUTION ACCOUNT	TOTAL	
	NOV 1 - NOV 30 2025	NOV 1 - NOV 30 2024 (PY)
6202 Book Replacement		17.09
6430 Insurance		
Ins - Liability Insurance		878.00
Total for 6430 Insurance		\$878.00
6435 Interest Expense		0.90
6450 Postage		5.38
6480 Train/conference		2,410.55
Total for Expenses	\$22,192.14	\$51,721.72
Net Operating Income	-\$18,328.26	\$179,698.13
Other Expenses		
Children's Area Remodel (Net)		
Children's Area Remodel Donations		-1,024.15
Children's Area Remodel Expenses		13,090.44
Total for Children's Area Remodel (Net)		\$12,066.29
Total for Other Expenses		\$12,066.29
Net Other Income		-\$12,066.29
Net Income	-\$18,328.26	\$167,631.84

Statement of Financial Position

Cuba Circulating Library Association

As of November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF NOVEMBER 30, 2025	AS OF NOVEMBER 30, 2024 (PY)
Assets		
Current Assets		
Bank Accounts		
1020 Five Star	14,757.22	9,602.76
1080 Money Market	211,962.82	
1090 Savings	0.00	177,289.49
Total for Bank Accounts	\$226,720.04	\$186,892.25
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
Total for 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	0.00	30,921.57
American Cap Inc Builder A	0.00	98,471.85
American Cap World Growth & Inc	0.00	64,645.35
American Fundamental Inv A	0.00	49,672.66
American Funds Mortgage A	0.00	21,224.07
American Global Balanced A	0.00	90,485.44
American Inc Fd of America A	0.00	93,501.78
American Intm Bd Fd of Amer A	0.00	17,373.72
American Inv Co of Amer A	0.00	22,558.87
American Short-Term Bond A	0.00	21,073.63
American WA Mutual A	0.00	95,364.27
Cash, BDP, and Money Market Fds	4,885.55	10,016.11
Cost of Securities	638,711.28	
Savings	0.00	0.00
Stocks	0.00	1,111.03
Unrealized Gain/Loss	96,600.27	162,128.41
Total for 1303 Endowment Investment	\$740,197.10	\$778,548.76
1306 Adams Mem Book Fund Investment	\$0.00	\$0.00
American Cap Inc Builder A	0.00	6,305.79
American Inc Fd of America A	0.00	7,105.35
Cash, BDP, and Money Market Fds	102.54	-105.22
Cost of Securities	16,393.50	
Unrealized Gain/Loss	2,812.01	3,393.82
Total for 1306 Adams Mem Book Fund Investment	\$19,308.05	\$16,699.74
1400 Prepaid Fee	833.09	0.00
QuickBooks Tax Holding Account	0.00	

Statement of Financial Position

Cuba Circulating Library Association

As of November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF NOVEMBER 30, 2025	AS OF NOVEMBER 30, 2024 (PY)
Repayment		
Christmas Gift Card	0.00	0.00
Travel Reimbursement	0.00	0.00
Total for Repayment	\$0.00	\$0.00
Total for Other Current Assets	\$760,338.24	\$795,248.50
Total for Current Assets	\$987,058.28	\$982,140.75
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
1525 A/D Building and equipment	-534,255.44	-502,731.47
1526 Capital Improvement	0.00	0.00
1530 Furniture and Fixtures	117,419.00	117,419.00
1535 A/D Furniture and Fixtures	-116,542.55	-114,119.20
Land	46,763.00	46,763.00
Total for Fixed Assets	\$664,282.54	\$585,534.37
Other Assets		
1000 Friends Cash	0.00	0.00
Total for Other Assets	\$0.00	\$0.00
Total for Assets	\$1,651,340.82	\$1,567,675.12
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	675.00	675.00
Total for Accounts Payable	\$675.00	\$675.00
Credit Cards		
5662 Bank Of America	0.00	0.00
Total for Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	\$0.00	\$0.00
American Funds	0.00	712.28
Federal Taxes (941/944)	0.00	1,530.78
NYS Employment Taxes	0.00	72.05
NYS Income Tax	0.00	548.93
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00

Statement of Financial Position

Cuba Circulating Library Association

As of November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF NOVEMBER 30, 2025	AS OF NOVEMBER 30, 2024 (PY)
Total for 2100 Payroll Liabilities	\$0.00	\$2,864.04
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total for Other Current Liabilities	\$0.00	\$2,864.04
Total for Current Liabilities	\$675.00	\$3,539.04
Total for Liabilities	\$675.00	\$3,539.04
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	-32,877.00	84,191.34
3550 Realized Gain/Loss Equity	-99,345.91	0.00
3800 Restricted Fund	16,993.07	14,965.00
3900 Fund Balance	1,545,157.40	1,467,624.24
Net Income	220,738.26	-2,644.50
Total for Equity	\$1,650,665.82	\$1,564,136.08
Total for Liabilities and Equity	\$1,651,340.82	\$1,567,675.12

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - November, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4003 School Income	295,145.00	295,145.00	0.00	0.00 %
4004 Local Lib Services Aid		1,745.00	1,745.00	100.00 %
4017 Memorials/Gifts	3,084.75		-3,084.75	
4020 Meeting Room Fee	655.00	1,100.00	445.00	40.45 %
4100 Other Income	3,651.90		-3,651.90	
Book Replacement	280.99		-280.99	
Copies Income	1,708.09	2,600.00	891.91	34.30 %
Donation Box	1,431.35	3,000.00	1,568.65	52.29 %
Fines	279.80	250.00	-29.80	-11.92 %
Misc Income	702.32	0.00	-702.32	
Total 4100 Other Income	8,054.45	5,850.00	-2,204.45	-37.68 %
4200 Restricted Funds Revenue	6,820.00		-6,820.00	
Adult Programs	175.00		-175.00	
Arts Grant	3,578.89		-3,578.89	
Friends	5,100.00	5,000.00	-100.00	-2.00 %
Grant - STLS	1,400.00		-1,400.00	
Manley Grant	4,000.00		-4,000.00	
United Way	2,500.00		-2,500.00	
Wilday Grant	1,200.00		-1,200.00	
Total 4200 Restricted Funds Revenue	24,773.89	5,000.00	-19,773.89	-395.48 %
4500 Investment Income				
Dividend Income	13,293.48		-13,293.48	
Interest Income	942.45		-942.45	
Morgan Stanley				
Adams Memorial	500.00	500.00	0.00	0.00 %
Endowment Fund	131,722.91	32,877.00	-98,845.91	-300.65 %
Total Morgan Stanley	132,222.91	33,377.00	-98,845.91	-296.15 %
Realized Gain/Loss on Investments	118,003.26		-118,003.26	
Unrealized Gain/Loss on Investments	-14,647.63		14,647.63	
Total 4500 Investment Income	249,814.47	33,377.00	-216,437.47	-648.46 %
Budget Carryover		0.00	0.00	
Total Revenue	\$581,527.56	\$342,217.00	\$ -239,310.56	-69.93 %
GROSS PROFIT	\$581,527.56	\$342,217.00	\$ -239,310.56	-69.93 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	167,268.09	196,158.00	28,889.91	14.73 %
6102 Taxes	-0.03		0.03	
Payroll Tax	13,258.86	15,241.00	1,982.14	13.01 %
SUTA	1,566.86	2,430.00	863.14	35.52 %
Total 6102 Taxes	14,825.69	17,671.00	2,845.31	16.10 %
6103 Employee Benefits				

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - November, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Company Contributions				
Retirement	4,199.90	5,466.00	1,266.10	23.16 %
Total Company Contributions	4,199.90	5,466.00	1,266.10	23.16 %
Health Insurance	5,500.00	6,000.00	500.00	8.33 %
Total 6103 Employee Benefits	9,699.90	11,466.00	1,766.10	15.40 %
6105 Ins - Disability		1,080.00	1,080.00	100.00 %
Total 6100 Payroll Expenses	191,793.68	226,375.00	34,581.32	15.28 %
6200 Library Materials				
6205 Books-J	4,889.86	5,500.00	610.14	11.09 %
6210 Books-A	8,986.30	8,500.00	-486.30	-5.72 %
6220 Serials	1,381.92	1,500.00	118.08	7.87 %
6230 Audio	526.38	800.00	273.62	34.20 %
6240 Equipment	1,259.14	2,000.00	740.86	37.04 %
6250 Digital Books	3,701.00	3,701.00	0.00	0.00 %
6260 DVD	1,410.20	1,500.00	89.80	5.99 %
6270 Video Games	564.57	1,200.00	635.43	52.95 %
6280 Adult Programming	2,595.35	2,500.00	-95.35	-3.81 %
6285 Childrens Programming	1,206.05	1,500.00	293.95	19.60 %
6290 STLS cost share	11,099.00	11,099.00	0.00	0.00 %
Total 6200 Library Materials	37,619.77	39,800.00	2,180.23	5.48 %
6202 Book Replacement	127.42		-127.42	
6300 Restricted Fund Spending				
6310 Arts Grant Expense	3,825.39		-3,825.39	
6315 ALA Grant	122.97		-122.97	
6320 Friends Expense	11,395.95		-11,395.95	
6330 Manley Grant expense	4,741.75		-4,741.75	
6350 Wilday Grant	446.49		-446.49	
6355 STLS Outreach	2,772.88		-2,772.88	
6368 Martin Grant	286.08		-286.08	
6370 Memorials & Gifts	2,247.20		-2,247.20	
6390 United Way Grant	2,937.44		-2,937.44	
Total 6300 Restricted Fund Spending	28,776.15		-28,776.15	
6410 Advertisement	91.66	300.00	208.34	69.45 %
6415 Bank fees	62.07	250.00	187.93	75.17 %
6420 Custodial supplies	729.12	900.00	170.88	18.99 %
6425 Discretionary Fund	-246.38	1,000.00	1,246.38	124.64 %
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	3,734.46		-3,734.46	

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - November, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6445 Library supplies	2,436.51	2,000.00	-436.51	-21.83 %
Library Equipment	1,189.79	1,200.00	10.21	0.85 %
Total 6445 Library supplies	3,626.30	3,200.00	-426.30	-13.32 %
6447 Membership	1,261.20	1,000.00	-261.20	-26.12 %
6450 Postage	214.42	500.00	285.58	57.12 %
6455 Processing Fee	763.64	1,000.00	236.36	23.64 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	5,156.02	9,000.00	3,843.98	42.71 %
6470 Services		0.00	0.00	
Alarm System - Doyle	2,494.64	2,100.00	-394.64	-18.79 %
Argentieries	208.00	175.00	-33.00	-18.86 %
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	7,425.00	9,000.00	1,575.00	17.50 %
Copier Acme	667.76	2,000.00	1,332.24	66.61 %
Fire Extinguishers	160.00	50.00	-110.00	-220.00 %
Fire Place Clean		200.00	200.00	100.00 %
Gutters Cleaned		350.00	350.00	100.00 %
Hotspots	2,567.88	3,300.00	732.12	22.19 %
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	189.95	700.00	510.05	72.86 %
Window Cleaner		500.00	500.00	100.00 %
Total 6470 Services	19,375.73	27,625.00	8,249.27	29.86 %
6480 Train/conference	1,126.54	2,000.00	873.46	43.67 %
6485 Travel	2,601.97	4,500.00	1,898.03	42.18 %
6490 Utilities				
Electric	5,912.66	6,000.00	87.34	1.46 %
Extended Broadband	1,800.00	1,800.00	0.00	0.00 %
Fuel	2,847.43	4,000.00	1,152.57	28.81 %
Phone	1,312.83	2,000.00	687.17	34.36 %
Total 6490 Utilities	11,872.92	13,800.00	1,927.08	13.96 %
Total Expenditures	\$317,789.73	\$342,217.00	\$24,427.27	7.14 %
NET OPERATING REVENUE	\$263,737.83	\$0.00	\$ -263,737.83	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	-195,210.00		195,210.00	
Total Children's Area Remodel (Net)	12,999.57		-12,999.57	
Endowment Spending	30,000.00		-30,000.00	

Cuba Circulating Library Association

Budget vs. Actuals: 2025 - FY25 P&L

January - November, 2025

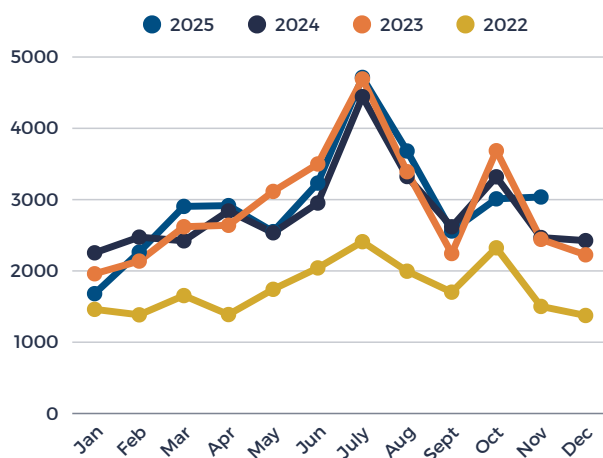
	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total Other Expenditures	\$42,999.57	\$0.00	\$ -42,999.57	0.00%
NET OTHER REVENUE	\$ -42,999.57	\$0.00	\$42,999.57	0.00%
NET REVENUE	\$220,738.26	\$0.00	\$ -220,738.26	0.00%

Cuba Circulating Library

NOVEMBER 2025 DIRECTOR'S REPORT



Patron Visits



NYLA 2025

Our presentation at NYLA, "Building Access for All," was well received. We focused on how we conceived, funded, and organized the children's area project, as well as working with the community throughout the process. We also talked about the important role accessibility played in our design process.

AMAZON

Amazon has started offering library services and prices. We now have a business prime account with them, which is free for the first year. Their book prices are comparable to our current book vendor, Ingram. I will continue to give preference to Ingram unless we need the book in a speedy manner or Amazon is significantly less expensive.

PATRON NUMBERS

In November, we welcomed **3,037** visitors—a 23% increase over November 2024. Our children's area renovation grew out of a 2018 community survey asking for indoor winter play space, and the response shows we've met that need. Circulation was **2,098**, a 17% drop from last month, reflecting that more people are using the library as a community space rather than solely for traditional borrowing. We added **11** new library cards.

23

Onsite
Programs

159

Programs
Attendees

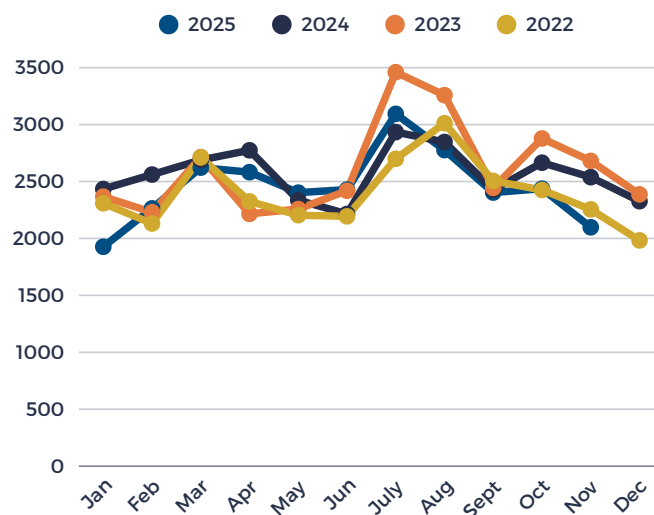
15

Outreach
Visits

148

Outreach
Attendees

Circulation



2098

Items checked out
in November

eContent accessed
in November

99

Public computer
sessions in November

280

Holds filled
in November

1087

Visits to website
in November

2437

Items checked out
in October

643

eContent accessed
in October

121

Public computer
sessions in October

350

Holds filled
in October

857

Visits to website
in October

Youth Services Monthly Report: November 2025

Storytimes/After School

Preschool Storytime met only once because of staff attending NYLA, Veterans Day, and Thanksgiving. We did a Thanksgiving storytime. The toddler group met twice. We did Thanksgiving stories and crafts. Afterschool Crew met once and Afterschool Explorers met twice.

Teens/Tweens

High School book club read “Salt to the Sea” by Ruta Sepetys. They enjoyed it for the most part. We are reading the dystopian “Shatter Me” by Tahereh Mafi in December. Then back to their favorite genre in January.

I attended Lit Lunch four times.

Outreach

I had two BOCES Elm Street classes visit once. I went to them the second time. I visited Erica Quattrone’s class and Kristyn VanDamme’s Fourth Grade class. Both Pre-K classes walked to the library.

Other

Tina, Shauna, Brad, and I all attended NYLA in Saratoga Springs. Tina, Shauna, and I presented on our children’s area renovation. There were lots of interesting programs that we’ll share more about at the meeting.

We showed the latest Smurfs movie during Thanksgiving break on one of the half days.

December is busy leading up to Christmas. The school will be on break for two full weeks so we will also take a break from storytimes and afterschool programs.

Upcoming Programs

Mondays and Thursdays: 6th Grade Lit Lunch

Tuesdays: 3 year old storytime, 3rd-6th after school

Thursdays: 2 year old storytime, K-2nd after school

12/1, 12/15 HS Book Club, Elm Street Visits

12/10 Early Head Start and Head Start, Quattone visit, VanDamme visit

12/17 Pre-K visits, CRE After School

Maintenance Report 11/1/25 - 12/1/25

1. Shoveled and salted as needed
2. Bought 2 more bags of salt to stock up.
3. Turned on ice melt tape on roof
4. Mounted new automatic Paper Towel dispenser in Men's room.



**Cuba Circulating Library
39 East Main St.
Cuba NY, 14727**

December 2, 2025

Proposal Number: EJ25-0185

Reference: Heat Pump system

We are pleased to offer the following proposal to Replace your existing Gas furnace and air conditioner with a New Heat pump system.

Proposed Equipment

- Furnace / Air Handler: Airstream N96MSN. 120,000 BTU input, variable speed ECM Blower. 96% efficiency rated.
- Evaporator coil: Heil EVD5X, R-454B
- Heat Pump: Heil D5CURA. Outdoor single zone Heat pump. 5 ton capacity, 18 SEER. High Heat 2 HP Inverter Driven compressor. R-454B Refrigerant.

Scope of Work

- We will remove the existing Equipment and dispose of it.
- We will furnish and install the new Gas furnace and Evaporator coil in the Mechanical room
- We will furnish and install all ductwork needed to tie into the existing duct system.
- We will Furnish and install the new Heat Pump outdoor unit on the existing concrete slab.
- Heat pump will sit on a steel stand furnished by us.
- We will complete refrigerant piping and charge the system.
- We will complete power and control wiring
- We will furnish and install a new programmable thermostat.
- We will complete gas and vent piping.
- We will complete condensate drain piping.
- We will start the units and complete a system check.

Total Price (Excluding Taxes) \$ 32,970.00

Exclusions

1. We do not include changes to the Existing air distribution system other than tie in.



Heating • Ventilating • Air Conditioning • Refrigeration

430 North 7th Street | PO Box 376 | Olean, NY 14760 | P: 716-372-0091 | F: 716-373-6021

2. We do not include changes to the existing 10 Ton cooling system or the hot water system.
3. The above pricing includes any current known tariffs as of the date of this proposal. Any changes in tariffs, at the time of shipment, will be adjusted accordingly.

Please let us know if you have any questions. Thank you for the opportunity!

Sincerely,

Ed Jurenko
Project Sales Representative
ejurenko@mazza-hvac.com
716 378 3655

Proposal Approval

	Customer	Mazza Mechanical
Name:	_____	_____
Company:	_____	_____
Title:	_____	_____
Date:	_____	_____
PO #:	_____	_____



PROJECT AGREEMENT TERMS AND CONDITIONS

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
2. Contractor warrants that the workmanship hereunder shall be free from defects for one (1) year from date of installation. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates in effect.
3. Customer will promptly pay Invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
5. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
6. In the event Contractor must commence legal action, in order to recover any amount payable or owed to Contractor under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
7. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused, in part by the negligence of Contractor.
10. Customer shall make available to Contractor's personnel all pertinent Safety Data Sheets (SDS) pursuant to OSHA's Hazard Communication Standard Regulations.
11. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials, or any fungus(es) or spore(s); substance, vapor or gas produced by or arising out of any fungus(es) or spore(s); or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s). In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
12. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation, injury or illness to occupants of the facility or third parties, or any damage to the customer's facility, arising out of or in connection with the Contractor's work under this agreement, including without limitation any illness, injury, or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).
13. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will contractor be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of customer's tenants or clients, or any special, indirect or consequential damages.
14. The prices quoted herein are based on current tariff rates, duties, government charges and trade regulations as of the date of this quote. If any new tariffs, duties, taxes or similar charges are imposed, or existing tariffs, duties or charges are increased or modified by any government or regulatory authority (collectively, "Tariff Changes") and such result in an increase in the cost of goods, Mazza Mechanical Services reserves the right to adjust the pricing of the affected goods accordingly. Mazza Mechanical Services is not obligated to deliver the goods and/or services until an agreement on the new price has been reached.

2026 Cuba Library Budget

DISBURSEMENTS	Budget 2025	Budget 2026		RECEIPTS	Budget 2025	Budget 2026
Payroll Expenses				School	\$ 295,145.00	\$ 302,884.00
Gross Wages	\$ 196,158.00	\$ 211,179.00		Local Lib. Services Aid	\$ 1,745.00	\$ 1,815.00
Federal Tax-Employers	\$ 15,241.00	\$ 16,400.00		Fines	\$ 250.00	\$ 300.00
State Tax-Employers	\$ 2,430.00	\$ 2,184.00		Copies	\$ 2,600.00	\$ 2,600.00
Background Checks		\$ 400.00		Friends	\$ 5,000.00	\$ 5,000.00
Employee Benefits				Meeting Room	\$ 1,100.00	\$ 1,100.00
IRA Match	\$ 5,466.00	\$ 6,300.00		Endowment	\$ 32,877.00	\$ 31,890.00
Health Insurance	\$ 6,000.00	\$ 6,000.00		Donations	\$ 3,000.00	\$ 2,000.00
Library Materials				Adams Memorial	\$ 500.00	\$ 600.00
Books- Juvenile	\$ 5,500.00	\$ 5,500.00		Memorials/Gifts		\$ 6,000.00
Books- Adult	\$ 8,500.00	\$ 8,500.00		Central Library Services Aid		\$ 450.00
Serials	\$ 1,500.00	\$ 1,500.00		DFY Grant		\$ 2,000.00
Audiobooks	\$ 800.00	\$ 800.00		Budget Difference	\$ 32,694.00	\$ 11,119.00
DVDs	\$ 1,500.00	\$ 1,500.00		Total	\$ 342,217.00	\$ 367,758.00
STLS Digital Collection	\$ 3,701.00	\$ 3,812.00	Non-Budget Income			
Video Games	\$ 1,200.00	\$ 1,000.00				
Adult Programs	\$ 2,500.00	\$ 2,000.00		SAM grant	\$ -	\$ 75,000.00
Children's Programs	\$ 1,500.00	\$ 1,500.00		Arts Grant	\$ 4,000.00	\$ 7,500.00
STLS Cost Share	\$ 11,099.00	\$ 12,631.00		Memorials/Gifts	\$ 9,300.00	
Advertising and Publicity	\$ 300.00	\$ 200.00		Replacements	\$ 500.00	\$ 250.00
Bank Fees	\$ 250.00	\$ 100.00		Misc. Grants	\$ 20,000.00	\$ 5,000.00
Custodial Supplies	\$ 900.00	\$ 1,200.00		United Way	\$ 3,000.00	\$ 5,000.00
Discretionary/Misc	\$ 1,000.00	\$ 1,000.00		Manley Grant	\$ 5,000.00	\$ 4,000.00
Insurance				NYS Construction Aid		\$ 100,500.00
Insurance - property	\$ 7,376.00	\$ 7,671.00	Service includes:	Other: Doyle Trust		
Insurance -Disability	\$ 1,080.00	\$ 1,125.00		TOTAL	\$ 41,800.00	\$ 197,250.00
D&O Liability Insurance	\$ 966.00	\$ 925.00				
Workman's Comp	\$ 2,125.00	\$ 2,231.00		Fire Extinguishers	\$ 50.00	\$ 200.00
Library Supplies				Argentieri's	\$ 175.00	\$ 350.00
Library Supplies	\$ 2,000.00	\$ 4,000.00		Rug Shampoos	\$ -	\$ 500.00
Computer Equipment & Services	\$ 2,000.00	\$ 2,000.00		Window Cleaner	\$ 500.00	\$ 500.00
Library Equipment	\$ 1,200.00	\$ 2,300.00		Water Softener	\$ 700.00	\$ 450.00
Membership Fees	\$ 1,000.00	\$ 1,500.00		Gutters cleaned	\$ 350.00	\$ 350.00
Postage	\$ 500.00	\$ 500.00		Doyle Security	\$ 2,100.00	\$ 2,300.00
Processing of Books	\$ 1,000.00	\$ 1,100.00		Hotspots	\$ 3,300.00	\$ 3,300.00
PPE Supplies/Disaster	\$ 500.00	\$ 500.00		Accountant (file 990)	\$ 750.00	\$ 750.00
Repairs/Bldg & Grnds	\$ 9,000.00	\$ 10,000.00		Bookkeeper	\$ 9,000.00	\$ 9,000.00
Service/Service contracts	\$ 22,125.00	\$ 22,000.00		Lawyer	\$ 3,000.00	\$ 3,000.00
Audit	\$ 5,500.00	\$ 5,500.00		Fire Place Clean	\$ 200.00	\$ 200.00
Travel	\$ 4,500.00	\$ 4,500.00		Toshiba		\$ 1,000.00
Train/Conference	\$ 2,000.00	\$ 3,500.00			\$ 20,125.00	\$ 21,900.00
Utilities						
Electric	\$ 6,000.00	\$ 7,500.00				
Extended Broadband	\$ 1,800.00	\$ 1,800.00				
Fuel	\$ 4,000.00	\$ 4,000.00				
Phone	\$ 2,000.00	\$ 1,400.00				
Total	\$ 342,217.00	\$ 367,758.00				

High efficiency heat pump
Art programming for all ages
lost and damaged book fees
Summer reading programming
New staff/patron computers
Roof replacement
pending

Name	Position	2025	3% increase	Hours per week	Weeks	Annual Increase	FICA Tax 7.65%	Workers Comp .71%	Total Cost of Increase	2026 Pay Rate
Robinson, Colleen	Custodian/Library Assistant	17.07	\$ 0.51	23	52	\$ 612.47	\$ 46.85	\$ 4.35	\$ 663.67	\$ 17.58
Wagner, David	Maintenance Manager	19.23	\$ 0.58	1.5	52	\$ 45.00	\$ 3.44	\$ 0.32	\$ 48.76	\$ 19.81
Comes, Shauna	Senior Library Assistant	20.31	\$ 0.61	29.5	52	\$ 934.67	\$ 71.50	\$ 6.64	\$ 1,012.80	\$ 20.92
Wise, Cherilyn	Youth Services Coordinator	26.31	\$ 0.79	32	52	\$ 1,313.40	\$ 100.47	\$ 9.33	\$ 1,423.20	\$ 27.10
			Minimum Wage Increase					\$ -		
Kirnan, Dylan	Library Page	15.50	\$ 0.50	17	52	\$ 442.00	\$ 33.81	\$ 3.14	\$ 478.95	\$ 16.00
Sprague, Wendy	Library Page	15.50	\$ 0.50	7	52	\$ 182.00	\$ 13.92	\$ 1.29	\$ 197.22	\$ 16.00
Leichner, Shari	Library Page	15.50	\$ 0.50	7	52	\$ 182.00	\$ 13.92	\$ 1.29	\$ 197.22	\$ 16.00
			No Increase					\$ -		
Rhodes, Janet	Senior Library Assistant	19.95	\$ -	3	52	\$ -	\$ -	\$ -	\$ -	\$ 19.95
			Other Increase					\$ -		
Dalton, Tina	Library Director	28.07	\$ 10,000.00	40	52	\$ 10,000.00	\$ 765.00	\$ 71.00	\$ 10,836.00	\$ 68,385.60
						\$ 13,711.53	\$ 1,048.93	\$ 97.35	\$ 14,857.82	

BY-LAWS

Cuba Circulating Library Association

By-Laws of the Cuba Circulating Library Association, duly adopted at the Annual Meeting of the Library Board held on Monday evening, January 9, 1961, and last amended at the January 8, 2024 Annual Meeting of the Board of Trustees.

MISSION STATEMENT: Cuba Circulating Library is dedicated to free and equal access to information, knowledge, and learning. We strive to nurture a lifelong love of reading, discovery and engagement among our diverse community through our collections, programs, and physical and virtual spaces.

PREAMBLE: The Cuba Circulating Library is an association library, incorporated under §501(c)(3) of the Not-for-Profit Law, pursuant to the Certificate of Incorporation of the Cuba Circulating Library Association dated September 21, 1872, and duly recorded in the Allegany County Clerk's Office in Liber "E" of the Miscellaneous Records at Page 271, the Charter dated October 9, 1872, granted to the Cuba Circulating Library Association by the Regents of the University of the State of New York, and all Amendments thereto, the following By-Laws are hereby adopted for the Cuba Circulating Library Association.

BY-LAWS

1. NAME OF ORGANIZATION:

- a. The name of the organization shall be Cuba Circulating Library Association (hereinafter referred to as "Library").

2. FISCAL:

- a. The fiscal year of the Library shall be the calendar year.

3. BOARD OF TRUSTEES:

- a. The Library shall be governed by a Board of Trustees. The Board shall consist of an odd number of not less than seven (7) or more than eleven (11) Trustees, elected for terms of three (3) years each. The number of Trustees will be determined at the Annual Meeting, memorialized by a motion. Newly elected members will take office at the first meeting following the Annual Meeting.
- b. Eligibility for office shall be limited to adults residing within the geographical limits of the Library district.

- c. Members of the Board of Trustees have a duty of loyalty and a duty of care to the library. Thus, trustees are expected to attend all meetings of the Board including committee meetings, after election or appointment to the Board. Absences will be noted in the minutes of the meeting as excused or unexcused.

- Excused: Trustees may be excused for short vacations, personal reasons or illness. Notice is expected in advance of the meeting to the president and/or to the director.
- Unexcused: No notice given in advance of the meeting of the trustee's inability to attend the meeting.

If an excessive number of unexcused or excused absences are noted within a fiscal year, the President of the Board of Trustees may request improved attendance from a member or the member's resignation.

- d. Unexcused absence from three (3) consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board member in writing that they are no longer on the Board. If dismissal is deferred by Board action, the President shall inform the absent Board member in writing of the conditions of this deferral.
- e. No member shall serve for more than two consecutive three (3) year terms.
- f. Any vacancy shall be filled by special election by the remaining members of the Board for the remainder of the term of that particular position.
- g. The Board may remove a Trustee for misconduct, incapacity, or neglect of duty.
- h. Each Trustee shall have one (1) vote, irrespective of office held.
- i. A Trustee must be present at a meeting to have their vote counted.
- j. A majority of the whole Board (including vacancies) is required for any motion to pass.
- k. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of their office shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any Library employee.

4. OFFICERS

- a. The officers of the Board shall be the President, Vice President, Secretary and Financial Officer, elected annually by the Board at the Annual Meeting. These officers shall serve for a period of one (1) year or until their successors shall have been duly elected.
- b. The duties of such officers shall be as follows:
 - i. The **President** shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
 - ii. The **Vice President**, in any event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
 - iii. The **Secretary** shall record a true and accurate record of all meetings of the Board, and shall perform such other duties as are generally associated with that office.
 - iv. The **Financial Officer** will oversee the accounting of Library funds and chair the Finance Committee. The Financial Officer may review all bank and investment account statements, financial reports of current income and expenses and the monthly reconciliation of accounts. The Financial Officer will present the income and expense statements as well as the monthly investment account statements at the Board of Trustees' monthly meetings. In addition, the Financial Officer may assist in budget preparation, represent the Library at local budget hearings, and request funding from outside sources when necessary. The Financial Officer should be aware of all written Board approved fiscal policies and the basic financial procedures used by the Library. The Financial Officer shall be aware of the Library's funding sources; and will make recommendations to the Board on the acquisition and disbursement of funds where appropriate.

5. DIRECTOR

- a. The Board shall appoint a Director who shall be the Chief Executive Officer of the Library corporation and shall have charge of the administration of the Library under the direction and review of the Board. The Director shall be responsible for

the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the Library's service to the public; and for the operation of the Library under the financial conditions contained in the annual budget.

- b. The Director is specifically charged with authorization and approval of all invoices to be paid, authorization and approval of payroll, and preparation of all cash deposits.
- c. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of Library service. The Director shall attend all Board meetings except the portion of the meeting at which the Director's appointment or salary is to be discussed or decided.

6. COMMITTEES

- a. A nominating committee shall be appointed by the President three (3) months prior to the Annual Meeting who will present a slate of officers and names of candidates for new Trustees. Additional nominations may be made from the floor.
- b. In the event of a resignation in the mid-term, the President will appoint a Nominating Committee to present nominee(s) at the next regular meeting.
- c. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
- d. The Executive Committee shall consist of five members including the President, Vice President, Secretary, Financial Officer, and a Board Member at Large. The Board Member at Large will be appointed at the annual meeting by the board trustees. This committee may between meetings of the board, act on behalf of the board. The Executive Committee shall exercise this authority only when there is no time to convene the full board and only to act on a specific matter.
- e. The following standing committees are hereby created and the President shall appoint a chairman and such additional members as may be required for each committee at the Annual Meeting to act for the ensuing year, to wit:
 - i. Planning Committee
 - ii. Finance Committee
 - iii. Building and Grounds Committee
 - iv. Personnel Committee
 - v. Liaison with Friends

- vi. Education Committee
- vii. Policy Committee
- f. All committees shall make a verbal or written progress report to the Board at each of its meetings.
- g. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- h. The President shall be, ex officio, a member of all committees.

7. MEETINGS

- a. Meetings shall be held on the second Monday of each month at 5:30 PM at the Library, or at another date, time and location as agreed to by the Board.
- b. Notices for regular or a special meeting shall be sent at least five (5) days before the meeting. Members of the Board accept responsibility for attendance of at least fifty percent (50%) of Board and Committee meetings when they accept a position on the Board.
- c. A special meeting of the Board may be called by the President or upon written request of three (3) members to the President, or all members, for the transaction of business stated in the call of the meeting.
- d. The Annual Meeting shall be held in January of each year. The business transacted at this meeting shall include the election of new trustees and new officers.
- e. The operating and financial reports for the previous year shall be presented at the regular meeting in January.
- f. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in December.
- g. A simple majority of the whole Board (including vacancies) shall constitute a quorum for the conducting of all business. A majority of the whole Board (including vacancies) is required for any motion to pass. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
- h. The order of business for regular meetings shall include, but not be limited to, the following items:
 - i. Call to order
 - ii. Public comments
 - iii. Friends' report

- iv. Approval of minutes
- v. Approval of Financial Officer's report
- vi. Report of Committees
- vii. Unfinished business
- viii. New business
- ix. Director's report
- x. Adjournment

8. EDUCATION REQUIREMENTS: Pursuant to Education Law, Chapter 16, Title 1, Article 5, Part 2, and effective as of January 1, 2023, each Trustee is required to complete a minimum of two hours of Trustee education annually. Such Trustee education may be delivered online or in person, and may include lectures, workshops, regional or national library association programs, or any other format approved by the Commissioner of Education.

9. AMENDMENTS

- a. Amendments to these By-laws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment(s) shall be sent to all absent members at least ten (10) days prior to the voting session. A simple majority of the whole Board (including vacancies) shall be sufficient for adoption of an amendment.

10. REVOCATION OF FORMER BY-LAWS:

All By-Laws and resolutions of this Library Board heretofore adopted and inconsistent with or contrary to the foregoing By-Laws are hereby revoked.

Approved by the Board of Trustees

Dated: January 10, 2022

Amended: April 10, 2023; January 8, 2024; January 13, 2025