

Cuba Circulating Library Board of Trustees Meeting
Meeting Monday Dec. 8, 2025 at 5:30 PM

Present: Faith Stewart, Denean Emerson, Jill Schwab, Marsha Long, Paul Tsujimoto, Scott Sackett, Emily Zayac, Sue Feldbauer, Mik Farkas, Jacqueline Gertner, and Brad Weaver. Tina Dalton, Cherylyn Wise, Sarah Vail, and Lee James were also present.

1. Call to order at 5:30 PM
2. Public Comments - None
3. Friends' Report
 - a. Pie fundraiser - \$845
 - b. Puzzle sale - \$263
 - c. Donation from Karen Storm - \$500
4. Minutes of the November Meeting
 - a. Motion to approve the November minutes by Scott Sackett, second by Brad Weaver. Motion passes.
5. Insurance with Lee James
 - a. Will return in January with more information and policy comparisons
6. NYLA Presentation
 - a. Cherylyn - focused on sessions about community engagement
 - b. Brad - focused on sessions about empowering others through libraries
 - c. Tina - focused on sessions about connecting the library to local businesses
7. Financial Officer's Report
 - a. Motion to accept the financial officer's report by Jacqueline Gertner, second by Mik Farkas. Motion passes.
8. Corresponding Secretary
 - a. Motion to accept, with gratitude, the resignation of Paul Tsujimoto from the board of trustees after January by Brad Weaver, second by Denean Emerson. Motion passes.
9. Director's Report
 - a. See attached
10. Committee Reports
 - a. Planning - None
 - b. Finance - See budget information below
 - c. Bldgs/Grounds - See information for SAM grant below
 - d. Personnel - None
 - e. Policy - None
 - f. Liaison with Friends - None
 - g. Education - None
 - h. Ad Hoc - Nominating
 - i. Brad Weaver nominated for Vice President
 - ii. New trustees joining in January: Ann Gross, Elizabeth Cashing, and Melissa Pingitore

11. Unfinished Business

- a. SAM grant
 - i. Motion to approve the attached bid from Mazza for the heat pump by Mik Farkas, second by Emily Zayac. Motion passes.
- b. Storage shelf in back hallway
 - i. Work is being done in mid-December
- c. 2026 Budget
 - i. Motion to pass the attached budget by Jacqueline Gertner, second by Marsha Long. Motion passes.

12. New Business

- a. Bylaws: update the mission statement
- b. Motion to purchase books in honor of Faith Stewart's extraordinary service and dedication to the library by Scott Sackett, second by Brad Weaver. Motion passes.
- c. Motion to approve purchase of gift cards for staff Christmas gifts by Brad Weaver, second by Scott Sackett. Motion passes.

13. Adjournment at 6:48 PM

- a. Motion to adjourn by Emily Zayac, second by Denean Emerson. Motion passes.

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%

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

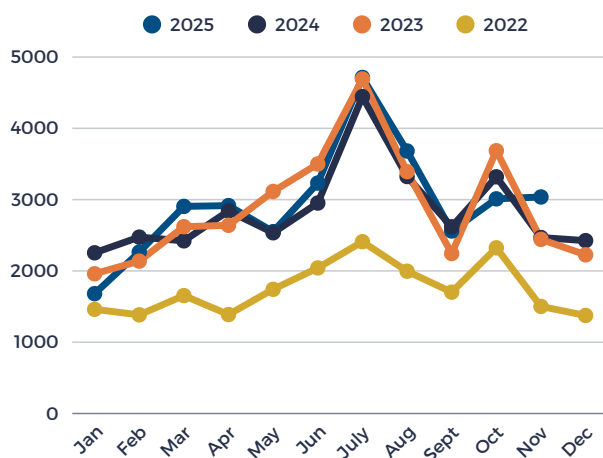
DISTRIBUTION ACCOUNT	TOTAL	
	AS OF NOVEMBER 30, 2025	AS OF NOVEMBER 30, 2024 (PY)
Total for 2100 Payroll Liabilities	\$0.00	\$2,864.04
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total for Other Current Liabilities	\$0.00	\$2,864.04
Total for Current Liabilities	\$675.00	\$3,539.04
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

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

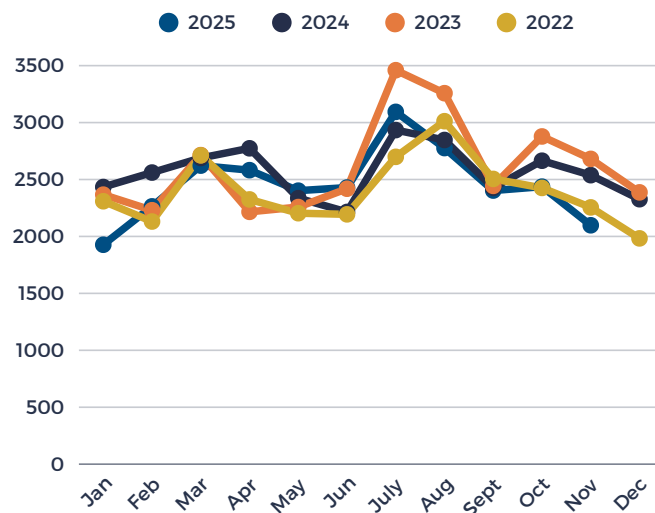
15

Outreach
Visits

148

Outreach
Attendees

Circulation



2098

Items checked out
in November

584

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



**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.



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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.

2025 Cuba Library Budget

DISBURSEMENTS	Budget 2024	Budget 2025		RECEIPTS	Budget 2024	Budget 2025
Payroll Expenses				School	\$ 237,098.00	\$ 295,145.00
Gross Wages	\$ 171,954.00	\$ 196,158.00		Local Lib. Services Aid	\$ 1,675.00	\$ 1,745.00
Federal Tax-Employers	\$ 13,471.00	\$ 15,241.00		Fines	\$ 200.00	\$ 250.00
State Tax-Employers	\$ 2,370.00	\$ 2,430.00		Copies	\$ 2,600.00	\$ 2,600.00
Employee Benefits				Other	\$ 450.00	\$ -
IRA Match	\$ 5,306.00	\$ 5,466.00		Friends	\$ 4,000.00	\$ 5,000.00
Health Insurance	\$ 6,000.00	\$ 6,000.00		Budget Carryover	\$ 32,694.00	\$ -
Library Materials				Meeting Room	\$ 950.00	\$ 1,100.00
Books- Juvenile	\$ 5,000.00	\$ 5,500.00		Endowment	\$ 33,351.00	\$ 32,877.00
Books- Adult	\$ 8,000.00	\$ 8,500.00		Donations	\$ 800.00	\$ 3,000.00
Serials	\$ 1,300.00	\$ 1,500.00		Adams Memorial	\$ 500.00	\$ 500.00
Audiobooks	\$ 1,500.00	\$ 800.00				
DVDs	\$ 2,000.00	\$ 1,500.00		Total	\$ 314,318.00	\$ 342,217.00
STLS Digital Collection	\$ 3,628.00	\$ 3,701.00				
Video Games	\$ 1,200.00	\$ 1,200.00		Non-Budget Income		
Adult Programs	\$ 2,500.00	\$ 2,500.00		SAM grant		\$ 75,000.00
Children's Programs	\$ 1,200.00	\$ 1,500.00		Arts Grant	\$ 5,000.00	\$ 4,000.00
STLS Cost Share	\$ 10,882.00	\$ 11,099.00		Memorials/Gifts	\$ 7,100.00	\$ 9,300.00
Advertising and Publicity	\$ 300.00	\$ 300.00		Replacements	\$ 150.00	\$ 500.00
Bank Fees	\$ 100.00	\$ 250.00		Misc. Grants	\$ 1,500.00	\$ 20,000.00
Custodial Supplies	\$ 800.00	\$ 900.00		United Way	\$ 7,400.00	\$ 3,000.00
Discretionary/Misc	\$ 1,000.00	\$ 1,000.00		Manley Grant	\$ 3,700.00	\$ 5,000.00
Insurance				NYS Construction Aid	\$ 128,638.00	
Insurance - property	\$ 6,815.00	\$ 7,376.00		ARC Grant	\$ 209,275.00	
Insurance -Disability	\$ 1,066.00	\$ 1,080.00		Other	\$ 1,500.00	
D&O Liability Insurance	\$ 966.00	\$ 966.00		TOTAL	\$ 364,263.00	\$ 116,800.00
Workman's Comp	\$ 1,310.00	\$ 2,125.00		Service includes:		
Library Supplies				Acme copiers	\$ 2,000.00	\$ 2,000.00
Library Supplies	\$ 4,100.00	\$ 2,000.00		Fire Extinguishers	\$ 56.00	\$ 50.00
Computer Equipment & Services	\$ 2,000.00	\$ 2,000.00		Argentieri's	\$ 325.00	\$ 175.00
Library Equipment	\$ 1,200.00	\$ 1,200.00		Rug Shampoos	\$ 420.00	\$ -
Membership Fees	\$ 900.00	\$ 1,000.00		Window Cleaner	\$ 450.00	\$ 500.00
Postage	\$ 300.00	\$ 500.00		Water Softener	\$ 500.00	\$ 700.00
Processing of Books	\$ 800.00	\$ 1,000.00		Gutters cleaned	\$ 350.00	\$ 350.00
PPE Supplies/Disaster	\$ 500.00	\$ 500.00		Doyle Security	\$ 2,000.00	\$ 2,100.00
Repairs/Bldg & Grnds	\$ 8,000.00	\$ 9,000.00		Patriot Microfilm	\$ 1,000.00	\$ -
Service/Service contracts	\$ 24,000.00	\$ 22,125.00		Hotspots	\$ 3,300.00	\$ 3,300.00
Audit	\$ 2,850.00	\$ 5,500.00		Accountant (file 990)	\$ 800.00	\$ 750.00
Travel	\$ 3,300.00	\$ 4,500.00		Bookkeeper	\$ 8,500.00	\$ 9,000.00
Train/Conference	\$ 2,000.00	\$ 2,000.00		Lawyer	\$ 4,000.00	\$ 3,000.00
Utilities				Fire Place Clean	\$ 200.00	\$ 200.00
Electric	\$ 7,000.00	\$ 6,000.00			\$ 23,901.00	\$ 22,125.00
Extended Broadband	\$ 1,800.00	\$ 1,800.00				
Fuel	\$ 5,500.00	\$ 4,000.00				
Phone	\$ 1,400.00	\$ 2,000.00				
Total	\$ 314,318.00	\$ 342,217.00				