

Cuba Circulating Library
Board of Trustees

Meeting Minutes for Monday February 9, 2026

Present: Jill Schwab, Elizabeth Cashing, Mik Farkas, Sue Feldbauer, Jacqueline Gertner, Ann Gross, Marsha Long, Scott Sackett, Brad Weaver, Emily Zayac, and Tina Dalton

Excused: Melissa Pingitore

Guest: Sarah Vail

1. Call to order – 5:32
 2. Public Comment – none
 3. Friends' Report – February Book Sale is currently being held.
1. Minutes of the January 2026 Annual Meeting
 - a. Motion was made to accept the minutes was made by Scott Sackett and seconded by Ann Gross. Motion passed.
 2. Minutes of the January 12, 2026 Meeting
 - a. Motion was made by Scott Sackett, seconded by Elizabeth Cashing to accept the minutes as amended. Motion passed.
 3. Correction to Minutes from November 10, 2025 meeting
 - a. A motion was put forward to amend the November 10, 2025 Board meeting minutes to correct the wording of the motion regarding the 2026 tax levy, changing it from "Motion to not exceed \$7,739" to "Motion to not exceed tax cap and set 2026 tax levy at \$302,884" made by Brad Weaver, seconded by Scott Sackett. Motion passed.
 4. Financial Officer's Report
 - a. See attached.
 - b. Emily reported that there was a carryover at year's end operating funds of \$42,383 and another \$19,288 from grants and donations not yet paid out.
 - c. Tina has asked Jillian Pleakis, our investment advisor, to attend the March meeting to speak about investment choices.
 - d. Motion to accept the Financial Report was made by Jacqueline Gertner, second by Ann Gross. Motion passed.
 5. Corresponding Secretary
 - a. Ann read a thank you card from Lynn Fulmer.

6. Director's Report

- a. See attached reports
- b. Tina reported that the new door counter is being used and gives us access to much more information.

7. Committee Reports

a. Planning- none

b. Finance- none

c. Buildings/Grounds-

i. Mazza, the company chosen for the HVAC renovations, was on-site and gave an expanded list of improvements that would upgrade the system work initially quoted. The two lists together will be covered by the SAM grant if approved by the board.

d. Personnel-

i. Buildings & Grounds Assistant Job Description- Motion to accept the Job Description: Building & Grounds Assistant (see attached). Motion by Mik Farkas, second by Brad Weaver. Motion passed.

ii. A motion was made by Emily Zayac, seconded by Elizabeth Cashing to hire Richie Cox as the Buildings and Grounds Assistant at a rate of \$20.00 hour starting Feb. 4. Motion passed.

e. Policy-

i. The Policy Committee presented an amendment to the Volunteer Policy concerning Background Checks. See attached. The motion to accept the revision was made by Emily Zayac and seconded by Jacqueline Gertner. Motion passed.

ii. A change to the Volunteer Application was discussed and tabled until next month's meeting.

f. Liaison with Friends- none

g. Education- none

h. Executive- none

8. Unfinished Business

i. SAM grant

a. A motion was made to accept Mazza's second quote with the stipulation the library director be notified of progress throughout the renovation process in relation to goals completed and cost. Scott

Sackett motioned, Brad Weaver seconded and the motion passed. Jill Schwab, Elizabeth Cashing, Sue Feldbauer, Jacqueline Gertner, Ann Gross, Marsha Long, Scott Sackett, Brad Weaver, and Emily Zayac voted yes. Mik Farkas abstained. Motion passed.

ii. Shed and snowblower

- b. Tina reported that the Village has not approved the addition of a storage shed for the north side of the library. We are an historical structure so further inquiry is needed within the Village board.
- c. Tina has 3 estimates for sheds (see attached)
- d. Tina will get an estimate for a concrete pad which is a possible alternative to gravel base.

9. New Business – none

Adjournment – 6:35 The meeting was adjourned on a motion by Brad Weaver, seconded by Emily Zayac. Motion passed.

Cuba Circulating Library Association

Budget vs. Actuals

January 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4003 School Income		302,884.00	302,884.00	100.00 %
4004 Local Lib Services Aid		1,815.00	1,815.00	100.00 %
4017 Memorials/Gifts	200.00	6,000.00	5,800.00	96.67 %
4018 Central Library Services Aid		450.00	450.00	100.00 %
4020 Meeting Room Fee		1,100.00	1,100.00	100.00 %
4100 Other Income				
Book Replacement	25.00		-25.00	
Copies Income	231.95	2,600.00	2,368.05	91.08 %
Donation Box	14.25	2,000.00	1,985.75	99.29 %
Fines	24.00	300.00	276.00	92.00 %
Misc Income	43.00	0.00	-43.00	
Total 4100 Other Income	338.20	4,900.00	4,561.80	93.10 %
4200 Restricted Funds Revenue	850.00		-850.00	
Arts Grant		0.00	0.00	
DFY Grant		2,000.00	2,000.00	100.00 %
Friends		5,000.00	5,000.00	100.00 %
Grant - STLS	27.99		-27.99	
Total 4200 Restricted Funds Revenue	877.99	7,000.00	6,122.01	87.46 %
4500 Investment Income				
Dividend Income				
Interest Income	454.98		-454.98	
Morgan Stanley				
Adams Memorial		600.00	600.00	100.00 %
Endowment Fund		31,890.00	31,890.00	100.00 %
Total Morgan Stanley		32,490.00	32,490.00	100.00 %
Realized Gain/Loss on Investments	427.55		-427.55	
Unrealized Gain/Loss on Investments	14,071.41		-14,071.41	
Total 4500 Investment Income	14,953.94	32,490.00	17,536.06	53.97 %
Budget Carryover		11,500.00	11,500.00	100.00 %
Total Revenue	\$16,370.13	\$368,139.00	\$351,768.87	95.55 %
GROSS PROFIT	\$16,370.13	\$368,139.00	\$351,768.87	95.55 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	15,103.23	211,179.00	196,075.77	92.85 %
6102 Taxes	727.29		-727.29	
Payroll Tax	626.81	0.00	-626.81	
Payroll Tax FICA Employer		16,400.00	16,400.00	100.00 %
SUTA	172.09	2,184.00	2,011.91	92.12 %
Total 6102 Taxes	1,526.19	18,584.00	17,057.81	91.79 %
6103 Employee Benefits				
Company Contributions				

Cuba Circulating Library Association

Budget vs. Actuals

January 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Retirement	340.20	6,300.00	5,959.80	94.60 %
Total Company Contributions	340.20	6,300.00	5,959.80	94.60 %
Health Insurance	500.00	6,000.00	5,500.00	91.67 %
Total 6103 Employee Benefits	840.20	12,300.00	11,459.80	93.17 %
6105 Ins - Disability	1,238.95	1,125.00	-113.95	-10.13 %
6106 Background Expense		400.00	400.00	100.00 %
Total 6100 Payroll Expenses	18,708.57	243,588.00	224,879.43	92.32 %
6200 Library Materials				
6205 Books-J	184.75	5,500.00	5,315.25	96.64 %
6210 Books-A	870.28	8,500.00	7,629.72	89.76 %
6220 Serials		1,500.00	1,500.00	100.00 %
6230 Audio	230.88	800.00	569.12	71.14 %
6240 Equipment		0.00	0.00	
6250 Digital Books		0.00	0.00	
6260 DVD	74.89	1,500.00	1,425.11	95.01 %
6270 Video Games		1,000.00	1,000.00	100.00 %
6275 STLS Digital Collection		3,812.00	3,812.00	100.00 %
6280 Adult Programming	61.59	2,000.00	1,938.41	96.92 %
6285 Childrens Programming	62.04	1,500.00	1,437.96	95.86 %
6290 STLS cost share		12,631.00	12,631.00	100.00 %
Total 6200 Library Materials	1,484.43	38,743.00	37,258.57	96.17 %
6300 Restricted Fund Spending	245.00		-245.00	
6320 Friends Expense	398.70		-398.70	
6355 STLS Outreach	277.99		-277.99	
6360 DFY Grant		0.00	0.00	
6368 Martin Grant	59.27		-59.27	
6370 Memorials & Gifts	77.56		-77.56	
Total 6300 Restricted Fund Spending	1,058.52	0.00	-1,058.52	
6410 Advertisement		200.00	200.00	100.00 %
6415 Bank fees		100.00	100.00	100.00 %
6420 Custodial supplies	50.30	1,200.00	1,149.70	95.81 %
6425 Discretionary Fund	375.00	1,000.00	625.00	62.50 %
6430 Insurance				
Ins - Liability Insurance		925.00	925.00	100.00 %
Ins - Property	8,306.18	8,052.00	-254.18	-3.16 %
Ins - Workman's Comp		2,231.00	2,231.00	100.00 %
Total 6430 Insurance	8,306.18	11,208.00	2,901.82	25.89 %
6440 Investment Fee	582.21		-582.21	
6445 Library supplies	415.99		-415.99	
Computer Equipment & Services		2,000.00	2,000.00	100.00 %
Library Equipment		2,300.00	2,300.00	100.00 %
Library Supplies		4,000.00	4,000.00	100.00 %

Cuba Circulating Library Association

Budget vs. Actuals

January 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6445 Library supplies	415.99	8,300.00	7,884.01	94.99 %
6447 Membership		1,500.00	1,500.00	100.00 %
6450 Postage	218.40	500.00	281.60	56.32 %
6455 Processing Fee	25.74	1,100.00	1,074.26	97.66 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	483.98	10,000.00	9,516.02	95.16 %
6470 Services		100.00	100.00	100.00 %
Alarm System - Doyle		2,300.00	2,300.00	100.00 %
Argentieries	17.00	350.00	333.00	95.14 %
Attorney	325.00	3,000.00	2,675.00	89.17 %
Audit		5,500.00	5,500.00	100.00 %
Bookkeeper	710.00	9,000.00	8,290.00	92.11 %
Computer Tech		0.00	0.00	
Copier Acme	71.36	1,000.00	928.64	92.86 %
Fire Extinguishers		200.00	200.00	100.00 %
Fire Place Clean		200.00	200.00	100.00 %
Gutters Cleaned		350.00	350.00	100.00 %
Hotspots	159.41	3,300.00	3,140.59	95.17 %
Patriot Microfilm		0.00	0.00	
Rug Shampoos		500.00	500.00	100.00 %
Security	581.73		-581.73	
Tax Filing (990)		750.00	750.00	100.00 %
Water Softener	15.00	450.00	435.00	96.67 %
Window Cleaner		500.00	500.00	100.00 %
Total 6470 Services	1,879.50	27,500.00	25,620.50	93.17 %
6480 Train/conference		3,500.00	3,500.00	100.00 %
6485 Travel		4,500.00	4,500.00	100.00 %
6490 Utilities				
Electric	657.57	7,500.00	6,842.43	91.23 %
Extended Broadband	450.00	1,800.00	1,350.00	75.00 %
Fuel	239.00	4,000.00	3,761.00	94.03 %
Phone	233.00	1,400.00	1,167.00	83.36 %
Total 6490 Utilities	1,579.57	14,700.00	13,120.43	89.25 %
Total Expenditures	\$35,168.39	\$368,139.00	\$332,970.61	90.45 %
NET OPERATING REVENUE	\$ -18,798.26	\$0.00	\$18,798.26	0.00%
NET REVENUE	\$ -18,798.26	\$0.00	\$18,798.26	0.00%

Statement of Activity
Cuba Circulating Library Association
January 2026

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - JAN 31 2026	JAN 1 - JAN 31 2025 (PY)
Income		
4017 Memorials/Gifts	200.00	165.00
4100 Other Income		
Book Replacement	25.00	32.00
Copies Income	231.95	67.00
Donation Box	14.25	60.00
Fines	24.00	4.00
Misc Income	43.00	11.11
Total for 4100 Other Income	\$338.20	\$174.11
4200 Restricted Funds Revenue	\$850.00	
Grant - STLS	27.99	
Total for 4200 Restricted Funds Revenue	\$877.99	
4500 Investment Income		
Dividend Income		194.87
Interest Income	454.98	0.08
Realized Gain/Loss on Investments	427.55	
Unrealized Gain/Loss on Investments	14,071.41	
Total for 4500 Investment Income	\$14,953.94	\$194.95
4020 Meeting Room Fee		125.00
Total for Income	\$16,370.13	\$659.06
Gross Profit	\$16,370.13	\$659.06
Expenses		
6100 Payroll Expenses		
6101 Wages	15,103.23	8,722.19
6102 Taxes	\$727.29	\$0.00
Payroll Tax	626.81	709.32
SUTA	172.09	194.71
Total for 6102 Taxes	\$1,526.19	\$904.03
6103 Employee Benefits		
Company Contributions		
Retirement	340.20	245.45
Total for Company Contributions	\$340.20	\$245.45
Health Insurance	500.00	500.00
Total for 6103 Employee Benefits	\$840.20	\$745.45
6105 Ins - Disability	1,238.95	
Total for 6100 Payroll Expenses	\$18,708.57	\$10,371.67

Statement of Activity
Cuba Circulating Library Association
January 2026

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - JAN 31 2026	JAN 1 - JAN 31 2025 (PY)
6200 Library Materials		
6205 Books-J	184.75	
6210 Books-A	870.28	
6230 Audio	230.88	
6260 DVD	74.89	
6280 Adult Programming	61.59	
6285 Childrens Programming	62.04	
6250 Digital Books		3,701.00
6290 STLS cost share		11,099.00
Total for 6200 Library Materials	\$1,484.43	\$14,800.00
6300 Restricted Fund Spending	\$245.00	
6320 Friends Expense	398.70	250.00
6355 STLS Outreach	277.99	
6368 Martin Grant	59.27	
6370 Memorials & Gifts	77.56	
6350 Wilday Grant		125.00
Total for 6300 Restricted Fund Spending	\$1,058.52	\$375.00
6420 Custodial supplies	50.30	
6425 Discretionary Fund	375.00	
6430 Insurance		
Ins - Property	8,306.18	
Total for 6430 Insurance	\$8,306.18	
6440 Investment Fee	582.21	
6445 Library supplies	415.99	
6450 Postage	218.40	
6455 Processing Fee	25.74	
6465 Repairs/Building & Grounds	483.98	46.47
6470 Services		
Argentieries	17.00	24.00
Attorney	325.00	
Bookkeeper	710.00	675.00
Copier Acme	71.36	
Hotspots	159.41	318.82
Security	581.73	
Water Softener	15.00	31.85
Alarm System - Doyle		823.66
Total for 6470 Services	\$1,879.50	\$1,873.33

Statement of Activity
Cuba Circulating Library Association
January 2026

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - JAN 31 2026	JAN 1 - JAN 31 2025 (PY)
6490 Utilities		
Electric	657.57	925.49
Extended Broadband	450.00	450.00
Fuel	239.00	175.00
Phone	233.00	50.00
Total for 6490 Utilities	\$1,579.57	\$1,600.49
Total for Expenses	\$35,168.39	\$29,066.96
Net Operating Income	-\$18,798.26	-\$28,407.90
Other Expenses		
Children's Area Remodel (Net)		
Children's Area Remodel Expenses		47,506.20
Children's Area Remodel Funds		-175,729.00
Total for Children's Area Remodel (Net)		-\$128,222.80
Total for Other Expenses		-\$128,222.80
Net Other Income		\$128,222.80
Net Income	-\$18,798.26	\$99,814.90

Statement of Financial Position

Cuba Circulating Library Association

As of January 31, 2026

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF JANUARY 31, 2026	AS OF JANUARY 31, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
1020 Five Star	6,386.50	66,679.42
1080 Money Market	172,952.98	
1090 Savings	0.00	177,300.58
Total for Bank Accounts	\$179,339.48	\$243,980.00
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 (deleted)	0.00	33,244.10
American Cap Inc Builder A (deleted)	0.00	102,828.10
American Cap World Growth & Inc (deleted)	0.00	70,520.87
American Fundamental Inv A (deleted)	0.00	54,660.07
American Funds Mortgage A (deleted)	0.00	21,358.84
American Global Balanced A (deleted)	0.00	94,631.19
American Inc Fd of America A (deleted)	0.00	97,951.05
American Intm Bd Fd of Amer A (deleted)	0.00	17,484.67
American Inv Co of Amer A (deleted)	0.00	25,052.24
American Short-Term Bond A (deleted)	0.00	21,208.14
American WA Mutual A (deleted)	0.00	100,878.52
Cash, BDP, and Money Market Fds	4,123.93	10,022.83
Cost of Securities	644,043.00	
Stocks (deleted)	0.00	1,099.83
Unrealized Gain/Loss	107,692.62	136,177.99
Total for 1303 Endowment Investment	\$755,859.55	\$787,118.44
1306 Adams Mem Book Fund Investment	\$0.00	\$0.00
American Cap Inc Builder A (deleted)	0.00	6,599.58
American Inc Fd of America A (deleted)	0.00	7,447.53
Cash, BDP, and Money Market Fds	103.07	-11.70
Cost of Securities	16,529.01	
Unrealized Gain/Loss	3,084.48	2,795.56
Total for 1306 Adams Mem Book Fund Investment	\$19,716.56	\$16,830.97
1400 Prepaid Fee	833.09	2,216.09
Payroll Refunds	0.00	
QuickBooks Tax Holding Account	0.00	

Statement of Financial Position

Cuba Circulating Library Association

As of January 31, 2026

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF JANUARY 31, 2026	AS OF JANUARY 31, 2025 (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	\$776,409.20	\$806,165.50
Total for Current Assets	\$955,748.68	\$1,050,145.50
Fixed Assets		
1520 Building and equipment	\$1,109,253.53	\$1,109,253.53
Elevator Replacement	41,645.00	41,645.00
Total for 1520 Building and equipment	\$1,150,898.53	\$1,150,898.53
1525 A/D Building and equipment	-534,255.44	-534,255.44
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	-116,542.55
Land	46,763.00	46,763.00
Total for Fixed Assets	\$664,282.54	\$664,282.54
Other Assets		
1000 Friends Cash	0.00	0.00
Total for Other Assets	\$0.00	\$0.00
Total for Assets	\$1,620,031.22	\$1,714,428.04
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	0.00	27,110.00
Total for Accounts Payable	\$0.00	\$27,110.00
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	-7.82
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	0.00	0.01
NYS Income Tax	0.00	0.00
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00

Statement of Financial Position

Cuba Circulating Library Association

As of January 31, 2026

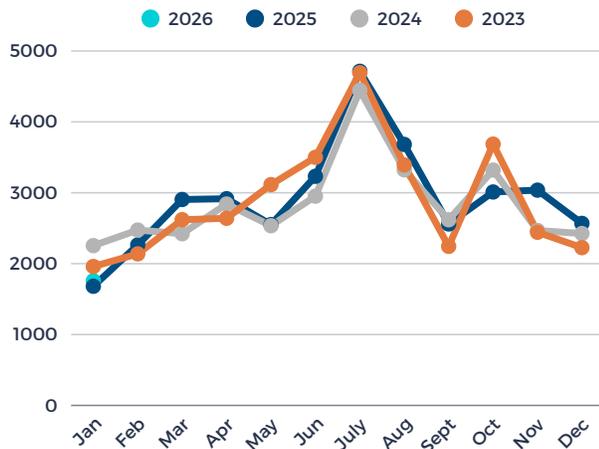
DISTRIBUTION ACCOUNT	TOTAL	
	AS OF JANUARY 31, 2026	AS OF JANUARY 31, 2025 (PY)
Total for 2100 Payroll Liabilities	\$0.00	-\$7.81
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total for Other Current Liabilities	\$0.00	-\$7.81
Total for Current Liabilities	\$0.00	\$27,102.19
Total for Liabilities	\$0.00	\$27,102.19
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	110,777.10	25,360.48
3550 Realized Gain/Loss Equity	0.00	0.00
3800 Restricted Fund	59,122.35	16,993.07
3900 Fund Balance	1,468,930.03	1,545,157.40
Net Income	-18,798.26	99,814.90
Total for Equity	\$1,620,031.22	\$1,687,325.85
Total for Liabilities and Equity	\$1,620,031.22	\$1,714,428.04

Cuba Circulating Library

JANUARY 2026 DIRECTOR'S REPORT



Patron Visits



NYS WEBSITE COMPLIANCE

I attended a webinar on NYS minimum standards that our website must meet as well as other general website updates. Shauna maintains our website, and is far ahead of the game. Many of the updates have to do with accessibility which she has been implementing on our website for at least four years. One of the main changes trustees may notice is to the format of the minutes and board packets. These will have a headings structures so as to make them accessible to screen readers.

Other minimum standards include that libraries have posted bylaws, long range plans, annual reports to the community, approved budget, and board documents.

PATRON NUMBERS

In January, we estimate **1,759** visitors. We purchased a new door counter which was installed on Jan. 25. This new door count system is much more accurate, so we may see a change in numbers. It also allows us to view hourly counts through an app. Circulation was **2,294**. We added **23** new library cards. WiFi was accessed **321** times and we answered **46** reference questions.

34

Onsite Programs

268

Programs Attendees

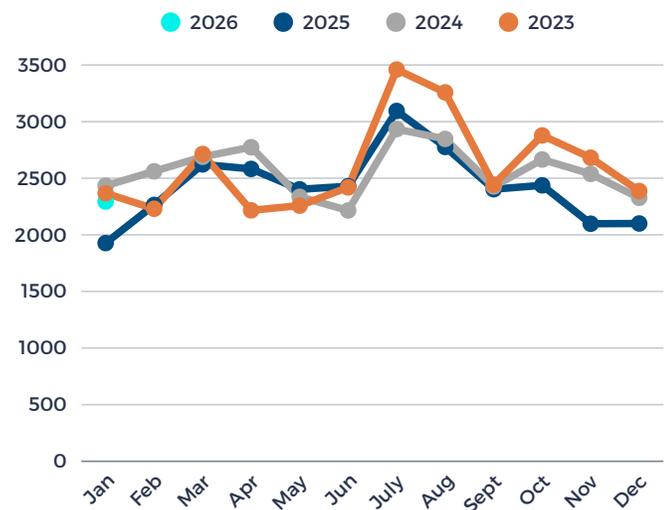
9

Outreach Visits

122

Outreach Attendees

Circulation



2294

Items checked out in January

745

eContent accessed in January

153

Public computer sessions in January

382

Holds filled in January

880

Visits to website in January

2100

Items checked out in December

658

eContent accessed in December

76

Public computer sessions in December

273

Holds filled in December

821

Visits to website in December

Grants

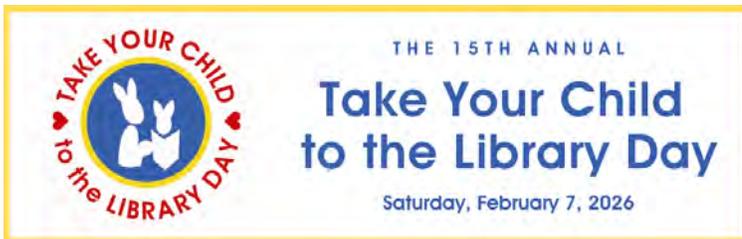
Because the Arts grant received double the amount of submissions they expected, applicants have been asked to adjust our project budgets down to \$5,000 and resubmit by Feb. 20th.

I worked with Friends of the Library to submit a grant on their behalf to United for Libraries via ALA. This grant for \$1,000 would fund their Spring "C".

We've been allocated \$7,000 through the Appalachian Regional Commission grant to upgrade the technology in our community room. This is a 70/30 matching grant for a total of \$10,000. We are responsible for supplying \$3,000. I will seek these matching funds via the Manley grant. Ideas for this project include a short throw projector with bluetooth connection, a laptop, and a hearing loop.

CERP

I attended an American Heart Association webinar where I learned about funding available for us to create a Cardiac Emergency Response Plan. If we participate and create the plan, we will also get accompanying resources including a new AED, staff CPR and AED training, and CPR training kits. Our AED in the main library is over ten years old and in need of replacing.



SAM Grant

In 2024, I applied for an ARC grant through Southern Tier West in an attempt to supplement the funding for our Children's area project. I pitched the grant as a "Workforce Development" and "Tourism Development" project--although we were renovating our children's area, it would create a space right next to our computer lab where parents could work on career development and job searching while their parents played. Librarians would help adults with their job search, etc. Although we advanced quite far in the grant application, ultimately, we did not get the ARC grant.

However, this process brought our project to Assemblyman Giglio's attention and he awarded us \$75,000 in SAM grant funds for a Workforce Development project--specifically to be used in the Children's Area project. However, SAM grant funds cannot be used as matching funds for NYS Construction grants. We tried to make it work, but in the end, it was not allowed.

The next project we sought approval for was window replacement on the historic side of the building. However, the State Historic Preservation Office vetoed this idea because they want to see the retention and repair of original windows in historic buildings.

The project we recently received approval for is the installation of a new high efficiency heat pump system. This cost is \$32,970. Last week our grant coordinator contacted me to say we are required to expend the full \$75,000 on the heating project in order to receive any of the funding. I'm working with Mazza for further suggestions on how we can expend all funds on HVAC improvements for the library.

Upcoming Programs

- Wed, Feb. 11 @ 6:00 Cardmaking with Melissa Grover
- Thur, Feb. 12 @ 6:30 Inaugural Romance Bookclub with Colleen
- Sat, Feb. 14 @ 10:00 Sew Potholders with Shauna
- Wed, Feb. 18 @ 6:30 All about Chocolate (ages 10-18) with Liz Bauld
- Mon, Feb. 23 @ 6:00 Chinese New Year Cooking Demo with Xiao-Ning Zhang

Job Title: Building & Grounds Assistant

FLSA status: Non-exempt

Reports to: Library Director

Requirements for all employees:

- Ability to relate tactfully and courteously with the public.
- Ability to work effectively with staff, patrons, supervisor, and others.
- Ability to follow procedures and policies.
- Ability to work accurately in a changing and varied environment.
- Core technology competency:
 - email, and basic use of internet.

Position summary:

The Substitute Maintenance Clerk provides on-call support to help maintain the library building and grounds. This position is primarily responsible for outdoor maintenance and seasonal tasks to ensure the library remains safe, accessible, and welcoming to the public.

Requirements for this position:

- Shovel snow and ice from sidewalks, entrances, and other walkways as needed. Salt walkways.
- Mow, trim, and maintain the library lawn and outdoor areas.
- Assist with basic groundskeeping and exterior upkeep.
- Monitor outdoor areas for safety hazards and report concerns to the Director.
- Perform other light maintenance tasks as assigned.

Education/Experience:

- High school diploma or GED preferred.

Qualifications.

- Ability to perform physical labor in various weather conditions
- Dependable and available on an as-needed basis
- Ability to follow instructions and work independently
- Prior maintenance or groundskeeping experience preferred but not required

Approved by Cuba Library Board of Trustees Feb 09, 2026.

Cuba Circulating Library

VOLUNTEER POLICY

PURPOSE: The Volunteer Program of the Cuba Circulating Library creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community. The program serves as a method for encouraging area residents to become familiar with their library and its services, and supplements the efforts of paid library staff.

POLICY: A volunteer is a person who performs tasks for the Cuba Circulating Library without wages, benefits, or expectation of compensation of any kind. Volunteers do not replace paid staff but enhance and extend their services and are not considered employees of the library.

Selection of volunteers is based on the needs of the library at any given time, the qualifications, skills and interests of applicants, and the volunteer's ability to commit to a consistent and ongoing schedule of hours.

All volunteers must submit an application. The screening process includes an interview, background check, orientation, training, supervision, and follow-up. Volunteer applicants are submitted for background check. Reference Background Check Policy for further details.

Anyone with a sexual offense conviction is ineligible to volunteer. The minimum age requirement for adult volunteers is 18 years old. For teen volunteers, the minimum age is 13 years old.

Prior to being assigned to a volunteer position, volunteers will be interviewed to ascertain their suitability for, interest in, and ability to meet the requirements of the position, factors that will have a bearing on placement of volunteers.

Volunteers are accepted and enrolled by the library upon successful completion of the above screening process.

Applications will be kept on file for a period of one year. Applicants will be called if a project is identified that matches their interests and qualifications.

Library staff cannot volunteer at the library. The library cannot guarantee a position for each potential volunteer.

The library reserves the right to reject volunteer applications and to discontinue volunteer opportunities at any time at the discretion of the Library Director.

Opportunities for volunteer placements are identified by library staff and Library Director. The library accepts the service of any volunteer with the understanding that such service does not constitute an obstruction to, or conflict with, the provision of services to patrons or others.

In the event of an opening for a paid position within the library, volunteers who apply for the position shall be treated and evaluated on the same basis as all other applicants.

All volunteers will receive an orientation to the organization and will be provided with necessary training for satisfactory volunteer performance.

Volunteer assignments will be made for specific time periods to enable the staff to plan their work.

Volunteers are expected to:

- arrive at the library in time to begin work as scheduled or call the library in advance if they will be absent. Each volunteer should ask staff members for guidance as needed to complete their tasks.
- present a good image to the community.
- act in accordance with library policies and reflect positive customer service attitudes to all library patrons.
- maintain the confidentiality of all proprietary or privileged information that they may be exposed to while serving as a volunteer, whether this information involves staff, volunteers, patrons, or other persons, or involves the overall business of the library.
- dress appropriately for the conditions and performance of their duties and in compliance with the library's Personnel Policy, which will be provided to the volunteer at orientation.

Volunteers who do not adhere to the policies and procedures of the library or who fail to satisfactorily meet the expectations of their volunteer assignments are subject to dismissal.

All personal volunteer information is collected for internal purposes only and is considered confidential.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Cuba Circulating Library. The volunteer and the Cuba Circulating Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.

App: Oct. 11, 2018

Rev: Dec. 14, 2020, Aug. 12, 2024, Feb. 9, 2026



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

February 9, 2026

Proposal Number: EJ25-0185 2

Reference: HVAC Renovations

We are pleased to offer this proposal to perform the following Efficiency and Safety upgrades to your HVAC system.

Scope of Work

1. Reheat Coils: We will clean the three, duct mounted reheat coils and check operation. We will furnish and install duct access doors as needed for coil access. We will insulate duct as needed with fiberglass ductwrap
2. We will check all return air ducts and transfer grilles for blockages and make all needed repairs.
3. We will check fire dampers and make needed repairs.
4. We will check controls system operation on Both air and Hydronics systems.
5. We will balance the air systems for proper airflow.
6. We will complete any drywall patching that may be needed.

Total Price (Excluding Taxes) \$ 43,000.00

Exclusion

1. 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.
2. We do not include sales tax

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

Sincerely,

Ed Jurenko
Project Sales Representative



Heating • Ventilating • Air Conditioning • Refrigeration

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

ejurenko@mazza-hvac.com

716 378 3655

Proposal Approval

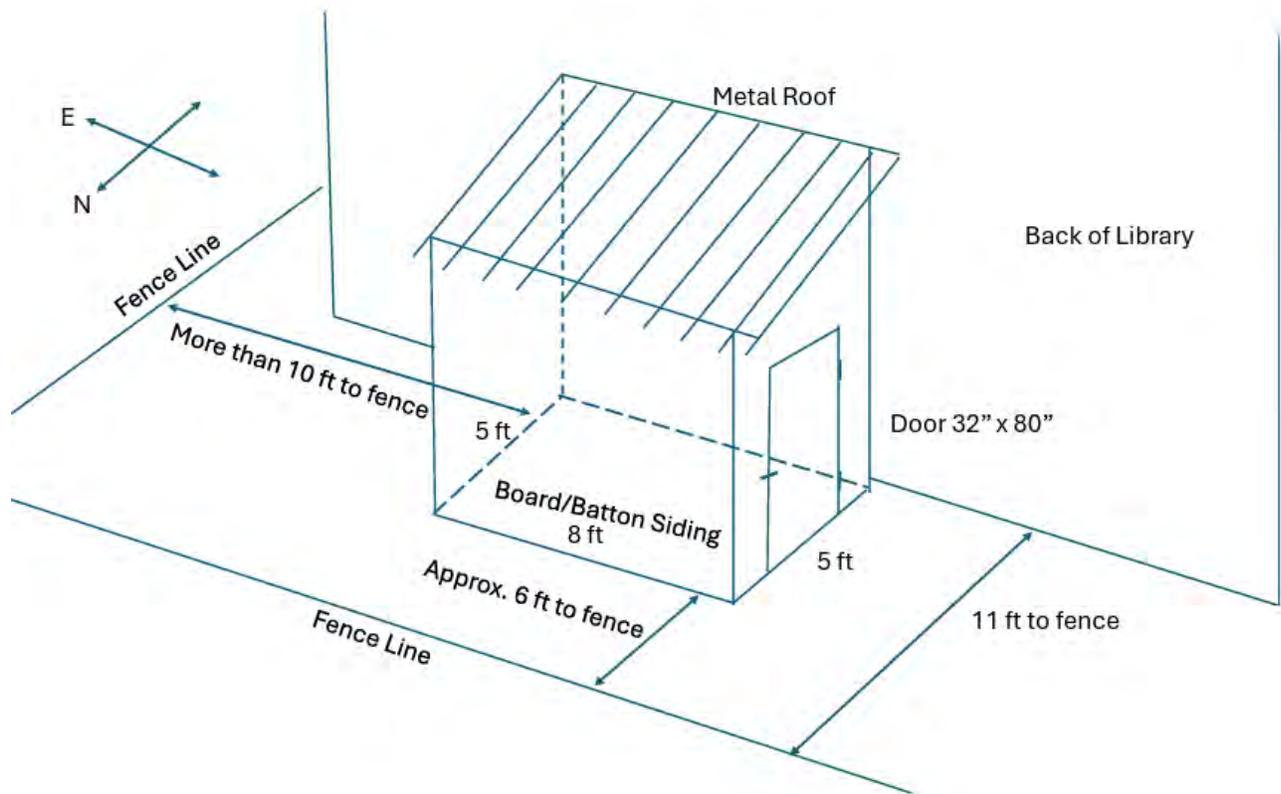
	Customer	Mazza Mechanical
Name:	_____	_____
Company:	_____	_____
Title:	_____	_____
Date:	_____	_____
PO #:	_____	_____



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.

Shed Estimates



Felty Yoder:

- \$1750 to be built on site
- Gravel foundation would be at our expense
- Board/batton siding
- Metal roof
- No window/standard house style door with lock.



\$951.99 Lifetime Resin Outdoor Storage Shed from Home Depot

- **Requires we pay staff for assembly**
- **Requires level foundation**

About This Product

The 8 ft. x 5 ft. Lifetime storage shed plays a big role in a small space. With an attractive design and built to weather the storms, this outdoor storage shed provides a place for everything so you can keep everything in its place. The storage space in this little shed is maximized with lots of shelving units and peg strips for all of your tools and supplies. Designed for style and durability, you'll appreciate the no painting, no rusting, low maintenance of this shed's polyethylene plastic construction and steel reinforcements. UV-protection prevents fading, discoloration, and cracking. Looks great when you get it. Looks great for as long as you own it. This shed must be built on a flat level foundation of wood or concrete (not included).

Highlights

- High-density polyethylene plastic and powder-coated steel
- 8 ft. x 5 ft., total sq. ft. 33.8, total cu. ft. 232.7
- 1 double door with internal spring latch, interior dead bolts, and exterior padlock loop
- 1 latch-n-lock shatter proof window with polycarbonate panels that slides open for ventilation
- Stain-resistant polyethylene flooring must be supported by a foundation
- One 90 in. x 9 in. shelf, two 30 in. x 10 in. shelves, 2 corner shelves, and two 16 in. peg strips with tool hooks
- 2 skylights, 2 screened vents
- 10-year limited warranty



Hover Image to Zoom

\$458.63 5 x 7 ft Outdoor Metal Storage shed for Patio and Garden

- **Requires we pay staff for assembly**
- **Requires level foundation**

The versatile outdoor storage shed is designed for multipurpose use, serving as a convenient garden storeroom, a cozy pet shelter, or a tidy garbage collection chamber. It is perfect for the backyard, garden, or patio and serves as an excellent shed house option. The outdoor closet shed is equipped with part number labels on all components, accompanied by a comprehensive step-by-step manual. Please note that the assembly process typically requires 3-5 hours and may necessitate the assistance of 2-4 individuals.