

Cuba Circulating Library Board of Trustees

Meeting Minutes for Monday, June 8, 2026

Present: Jill Schwab, Elizabeth Cashing, Sue Feldbauer, Jacqueline Gertner, Ann Gross, Melissa Pingitore, Scott Sackett, Brad Weaver, Emily Zayac, and Tina Dalton

Excused: Seamus Cummesky, Marsha Long

1. Call to order 5:30pm
2. Public Comments – None
3. Adoption of Agenda – Tina asked that one item be added to New Business. On a motion from Emily, second by Brad, the Agenda was accepted with the addition of one item added to New Business; the approval of a Mazza Mechanical Services quote for additional work needed on the HVAC system. Motion passed unanimously.
4. Friends Report – Tina updated the board on ongoing activities.
5. Minutes of the May meeting – On a motion by Scott, second by Melissa, the motion to accept the minutes passed unanimously.
6. Financial Officer's Report- See attached. Melissa asked to clarify what the \$40k expense was in unrestricted funds and Emily explained that it was for the library HVAC, which will be reimbursed by the SAM grant. Additionally, Tina clarified that the audit line item expense would repeat every 7 years unless the Director or Bookkeeper are replaced. A motion to accept the report was made by Betsy and seconded by Ann. The motion passed.
7. Corresponding Secretary – There was no correspondence to report.
8. Director's Report – See attached.
9. Committee Reports
 - i. Planning- Scott presented the progress to goal report for the 3-Year Strategic Plan. We are 1/6th of the way through the plan term and are generally ahead of the established timeline for the goals. As part of the plan there is a line item for Amish inclusion/programming. Scott reported that Brad suggested we reach out to local Amish community members who may have skills to share etc. and the committee thought this was a very valuable idea and requested anyone with Amish connections provide their information for follow-up.
 - ii. Finance – Emily report that we are on the new ethical investment portfolio and our funds are performing very well. See attached.

iii. Buildings & Grounds

- a. Tina obtained a quote from Mother Gaia to perform weeding and mulching services which came in very high at \$1,800. Scott suggested that a spring/fall cleanup contract might get us favorable pricing. Tina will look into other quotes/contracts.

iv. Personnel

- a. The annual Performance Review of the Library Director is due. The board has a copy of the format and will receive a digital copy to complete in the coming weeks.

v. Policy

- a. The Whistleblower Policy was under review and our board recommended minor updates to the STLS version. STLS agreed the updates were valuable and will provide another proposed policy in the near-term.

vi. Liaison with Friends – None

vii. Education – Brad gave a reminder that each Board Member is required to complete two hours of board education and sexual harassment training each calendar year. He will collect documentation of completion. He plans to call a meeting of the Education Committee to discuss progress against the strategic plan. Seamus has been appointed to the Education Committee. Betsy, Sue, and Tina reported that they attended the Spring STLE Conference and found it very well organized and insightful. Tina did a presentation with Faith on retention of trustees that was well received.

viii. Executive - None

10. Unfinished Business

- i. SAM Grant – No update.

11. New Business

- i. Mazza Invoice – Mazza provided an invoice for \$4,108 to test and repair leaks and compatibility issues in some of the old HVAC infrastructure discovered after installation of the new system. A motion was made by Scott, second by Betsy, to approve hiring Mazza to complete this work at a cost of \$4,108.

12. Executive Session - None

13. Adjournment – Motion to adjourn at 6:25pm was made by Melissa, second by Jacqueline. Motion passed.

Respectfully submitted,

Melissa Pingitore

June 12, 2026

Cuba Circulating Library Association

Budget vs. Actuals

January - May, 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	23,640.13	6,000.00	-17,640.13	-294.00 %
4018 Central Library Services Aid		450.00	450.00	100.00 %
4020 Meeting Room Fee	300.00	1,100.00	800.00	72.73 %
4100 Other Income				
Book Replacement	65.00		-65.00	
Copies Income	1,011.25	2,600.00	1,588.75	61.11 %
Donation Box	280.00	2,000.00	1,720.00	86.00 %
Fines	61.20	300.00	238.80	79.60 %
Misc Income		0.00	0.00	
Total 4100 Other Income	1,417.45	4,900.00	3,482.55	71.07 %
4200 Restricted Funds Revenue	13,602.63		-13,602.63	
Adult Programs	67.80		-67.80	
Arts Grant		0.00	0.00	
Childrens Programs	75.00		-75.00	
DFY Grant		2,000.00	2,000.00	100.00 %
Friends	5,200.00	5,000.00	-200.00	-4.00 %
Grant - STLS	442.99		-442.99	
Grants	2,000.00		-2,000.00	
Total 4200 Restricted Funds Revenue	21,388.42	7,000.00	-14,388.42	-205.55 %
4500 Investment Income				
Dividend Income	3,787.79		-3,787.79	
Interest Income	1,571.53		-1,571.53	
Morgan Stanley				
Adams Memorial		600.00	600.00	100.00 %
Endowment Fund	75,000.00	31,890.00	-43,110.00	-135.18 %
Total Morgan Stanley	75,000.00	32,490.00	-42,510.00	-130.84 %
Realized Gain/Loss on Investments	142,846.79		-142,846.79	
Unrealized Gain/Loss on Investments	-88,443.93		88,443.93	
Total 4500 Investment Income	134,762.18	32,490.00	-102,272.18	-314.78 %
Budget Carryover		11,500.00	11,500.00	100.00 %
Total Revenue	\$181,508.18	\$368,139.00	\$186,630.82	50.70 %
GROSS PROFIT	\$181,508.18	\$368,139.00	\$186,630.82	50.70 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	86,817.76	211,179.00	124,361.24	58.89 %
6102 Taxes	1,304.60		-1,304.60	
Payroll Tax	5,733.80	0.00	-5,733.80	
Payroll Tax FICA Employer		16,400.00	16,400.00	100.00 %
SUTA	1,072.33	2,184.00	1,111.67	50.90 %

Cuba Circulating Library Association

Budget vs. Actuals

January - May, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total 6102 Taxes	8,110.73	18,584.00	10,473.27	56.36 %
6103 Employee Benefits				
Company Contributions				
Retirement	1,889.72	6,300.00	4,410.28	70.00 %
Total Company Contributions	1,889.72	6,300.00	4,410.28	70.00 %
Health Insurance	2,500.00	6,000.00	3,500.00	58.33 %
Total 6103 Employee Benefits	4,389.72	12,300.00	7,910.28	64.31 %
6105 Ins - Disability	1,238.95	1,125.00	-113.95	-10.13 %
6106 Background Expense	193.26	400.00	206.74	51.69 %
Total 6100 Payroll Expenses	100,750.42	243,588.00	142,837.58	58.64 %
6200 Library Materials				
6205 Books-J	1,750.24	5,500.00	3,749.76	68.18 %
6210 Books-A	3,484.97	8,500.00	5,015.03	59.00 %
6220 Serials	1,210.38	1,500.00	289.62	19.31 %
6230 Audio	579.04	800.00	220.96	27.62 %
6240 Equipment		0.00	0.00	
6250 Digital Books		0.00	0.00	
6260 DVD	757.48	1,500.00	742.52	49.50 %
6270 Video Games	93.68	1,000.00	906.32	90.63 %
6275 STLS Digital Collection	3,812.00	3,812.00	0.00	0.00 %
6280 Adult Programming	1,383.90	2,000.00	616.10	30.81 %
6285 Childrens Programming	755.89	1,500.00	744.11	49.61 %
6290 STLS cost share	12,067.94	12,631.00	563.06	4.46 %
Total 6200 Library Materials	25,895.52	38,743.00	12,847.48	33.16 %
6202 Book Replacement	18.72		-18.72	
6300 Restricted Fund Spending	42,627.00		-42,627.00	
6310 Arts Grant Expense	750.00		-750.00	
6320 Friends Expense	1,979.61		-1,979.61	
6350 Wilday Grant	503.43		-503.43	
6355 STLS Outreach	277.99		-277.99	
6360 DFY Grant		0.00	0.00	
6368 Martin Grant	73.51		-73.51	
6370 Memorials & Gifts	1,541.65		-1,541.65	
6390 United Way Grant	1,275.12		-1,275.12	
Total 6300 Restricted Fund Spending	49,028.31	0.00	-49,028.31	
6410 Advertisement	56.14	200.00	143.86	71.93 %
6415 Bank fees	10.00	100.00	90.00	90.00 %
6420 Custodial supplies	255.67	1,200.00	944.33	78.69 %
6425 Discretionary Fund	653.98	1,000.00	346.02	34.60 %
6430 Insurance				
Ins - Liability Insurance		925.00	925.00	100.00 %
Ins - Property	8,306.18	8,052.00	-254.18	-3.16 %

Cuba Circulating Library Association

Budget vs. Actuals

January - May, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Ins - Workman's Comp	71.00	2,231.00	2,160.00	96.82 %
Total 6430 Insurance	8,377.18	11,208.00	2,830.82	25.26 %
6440 Investment Fee	2,907.57		-2,907.57	
6445 Library supplies	737.67		-737.67	
Computer Equipment & Services	169.07	2,000.00	1,830.93	91.55 %
Library Equipment	494.72	2,300.00	1,805.28	78.49 %
Library Supplies	668.88	4,000.00	3,331.12	83.28 %
Total 6445 Library supplies	2,070.34	8,300.00	6,229.66	75.06 %
6447 Membership	765.00	1,500.00	735.00	49.00 %
6450 Postage	216.30	500.00	283.70	56.74 %
6455 Processing Fee	230.67	1,100.00	869.33	79.03 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	1,091.95	10,000.00	8,908.05	89.08 %
6470 Services		100.00	100.00	100.00 %
Alarm System - Doyle	1,163.46	2,300.00	1,136.54	49.41 %
Argentieries	102.00	350.00	248.00	70.86 %
Attorney	1,350.00	3,000.00	1,650.00	55.00 %
Audit	5,500.00	5,500.00	0.00	0.00 %
Bookkeeper	3,550.00	9,000.00	5,450.00	60.56 %
Computer Tech		0.00	0.00	
Copier Acme	329.73	1,000.00	670.27	67.03 %
Fire Extinguishers		200.00	200.00	100.00 %
Fire Place Clean	201.05	200.00	-1.05	-0.53 %
Gutters Cleaned		350.00	350.00	100.00 %
Hotspots	1,637.05	3,300.00	1,662.95	50.39 %
Patriot Microfilm		0.00	0.00	
Rug Shampoos		500.00	500.00	100.00 %
Tax Filing (990)		750.00	750.00	100.00 %
Water Softener	196.35	450.00	253.65	56.37 %
Window Cleaner	500.00	500.00	0.00	0.00 %
Total 6470 Services	14,529.64	27,500.00	12,970.36	47.16 %
6480 Train/conference	195.00	3,500.00	3,305.00	94.43 %
6485 Travel	540.20	4,500.00	3,959.80	88.00 %
6490 Utilities				
Electric	3,478.59	7,500.00	4,021.41	53.62 %
Extended Broadband	900.00	1,800.00	900.00	50.00 %
Fuel	1,493.51	4,000.00	2,506.49	62.66 %
Phone	616.00	1,400.00	784.00	56.00 %
Total 6490 Utilities	6,488.10	14,700.00	8,211.90	55.86 %
Total Expenditures	\$214,080.71	\$368,139.00	\$154,058.29	41.85 %
NET OPERATING REVENUE	\$ -32,572.53	\$0.00	\$32,572.53	0.00%
NET REVENUE	\$ -32,572.53	\$0.00	\$32,572.53	0.00%

Cuba Circulating Library Association

Budget vs. Actuals

January - May, 2026

Cuba Circulating Library Association

Statement of Activity

May 2026

	TOTAL	
	MAY 2026	MAY 2025 (PY)
Revenue		
4017 Memorials/Gifts	1,775.00	505.01
4020 Meeting Room Fee	50.00	100.00
4100 Other Income		
Book Replacement	20.00	
Copies Income	156.95	353.95
Donation Box	60.00	19.50
Fines	0.20	89.00
Misc Income		41.00
Total for 4100 Other Income	\$237.15	\$503.45
4200 Restricted Funds Revenue	\$1,012.63	
Adult Programs	67.80	
Friends	2,200.00	500.00
Grant - STLS		900.00
Total for 4200 Restricted Funds Revenue	\$3,280.43	\$1,400.00
4500 Investment Income		
Dividend Income	764.61	897.85
Interest Income	188.90	9.07
Morgan Stanley		
Endowment Fund	75,000.00	90,000.00
Total for Morgan Stanley	\$75,000.00	\$90,000.00
Realized Gain/Loss on Investments	142,503.95	8,131.09
Unrealized Gain/Loss on Investments	-121,540.93	20,331.93
Total for 4500 Investment Income	\$96,916.53	\$119,369.94
Total for Revenue	\$102,259.11	\$121,878.40
Gross Profit	\$102,259.11	\$121,878.40
Expenditures		
6100 Payroll Expenses		
6101 Wages	17,265.48	14,424.12
6102 Taxes	\$0.00	\$0.01
Payroll Tax	1,362.89	1,145.48
SUTA	162.64	122.58
Total for 6102 Taxes	\$1,525.53	\$1,268.07
6103 Employee Benefits		
Company Contributions		
Retirement	343.93	377.08
Total for Company Contributions	\$343.93	\$377.08
Health Insurance	500.00	500.00
Total for 6103 Employee Benefits	\$843.93	\$877.08
Total for 6100 Payroll Expenses	\$19,634.94	\$16,569.27

Cuba Circulating Library Association

Statement of Activity

May 2026

	TOTAL	
	MAY 2026	MAY 2025 (PY)
6200 Library Materials		
6205 Books-J	481.52	286.98
6210 Books-A	806.92	805.71
6220 Serials		25.00
6230 Audio	47.94	
6260 DVD	104.01	312.86
6270 Video Games		179.81
6280 Adult Programming	400.77	103.86
6285 Childrens Programming	6.99	8.42
Total for 6200 Library Materials	\$1,848.15	\$1,722.64
6202 Book Replacement		10.82
6300 Restricted Fund Spending	\$40,909.84	
6310 Arts Grant Expense	400.00	405.00
6315 ALA Grant		62.25
6320 Friends Expense	406.43	939.05
6330 Manley Grant expense		46.78
6350 Wilday Grant	303.43	321.49
6355 STLS Outreach		964.41
6368 Martin Grant		52.41
6370 Memorials & Gifts	670.45	491.55
Total for 6300 Restricted Fund Spending	\$42,690.15	\$3,282.94
6410 Advertisement	32.03	85.66
6420 Custodial supplies		102.53
6440 Investment Fee	622.81	500.34
6445 Library supplies		\$140.59
Library Equipment	451.98	258.69
Library Supplies	198.80	
Total for 6445 Library supplies	\$650.78	\$399.28
6447 Membership	500.00	
6450 Postage		4.08
6455 Processing Fee	67.32	77.22
6465 Repairs/Building & Grounds	19.53	1,228.67
6470 Services		
Argentieries	34.00	17.00
Attorney		887.50
Audit	5,500.00	
Bookkeeper	710.00	675.00
Copier Acme	100.66	170.00
Hotspots	159.41	399.41
Water Softener	15.00	15.50
Total for 6470 Services	\$6,519.07	\$2,164.41
6480 Train/conference	45.00	430.00
6485 Travel		989.96

Cuba Circulating Library Association

Statement of Activity

May 2026

TOTAL		
	MAY 2026	MAY 2025 (PY)
6490 Utilities		
Electric	694.96	400.91
Fuel	278.00	296.00
Phone	50.00	50.00
Total for 6490 Utilities	\$1,022.96	\$746.91
Total for Expenditures	\$73,652.74	\$28,314.73
Net Operating Revenue	\$28,606.37	\$93,563.67
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Donations		-750.00
Children's Area Remodel Expenses		1,377.50
Total for Children's Area Remodel (Net)		\$627.50
Total for Other Expenditures		\$627.50
Net Other Revenue		-\$627.50
Net Revenue	\$28,606.37	\$92,936.17

Cuba Circulating Library Association

Statement of Financial Position

As of May 31, 2026

	TOTAL	
	AS OF MAY 31, 2026	AS OF APR 30, 2026 (PP)
Assets		
Current Assets		
Bank Accounts		
1020 Five Star	4,459.18	18,983.47
1080 Money Market	99,988.59	79,799.74
1090 Savings	0.00	0.00
Total for Bank Accounts	\$104,447.77	\$98,783.21
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
Cash, BDP, and Money Market Fds	4,926.50	5,372.38
Cost of Securities	728,685.22	663,043.11
Unrealized Gain/Loss	8,035.97	126,283.04
Total for 1303 Endowment Investment	\$741,647.69	\$794,698.53
1306 Adams Mem Book Fund Investment	\$0.00	\$0.00
Cash, BDP, and Money Market Fds	126.69	136.22
Cost of Securities	20,403.40	16,444.30
Unrealized Gain/Loss	225.79	3,519.65
Total for 1306 Adams Mem Book Fund Investment	\$20,755.88	\$20,100.17
1400 Prepaid Fee	294.22	294.22
Grant Receivable	0.00	0.00
Payroll Refunds	0.00	0.00
QuickBooks Tax Holding Account	538.85	538.87
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	\$763,236.64	\$815,631.79
Total for Current Assets	\$867,684.41	\$914,415.00
Fixed Assets		
1520 Building and equipment	\$1,346,028.30	\$1,346,028.30
Elevator Replacement	41,645.00	41,645.00
Total for 1520 Building and equipment	\$1,387,673.30	\$1,387,673.30
1525 A/D Building and equipment	-583,121.44	-583,121.44
1526 Capital Improvement	0.00	0.00
1530 Furniture and Fixtures	117,419.00	117,419.00
1535 A/D Furniture and Fixtures	-117,418.55	-117,418.55
Land	46,763.00	46,763.00
Total for Fixed Assets	\$851,315.31	\$851,315.31

Cuba Circulating Library Association

Statement of Financial Position

As of May 31, 2026

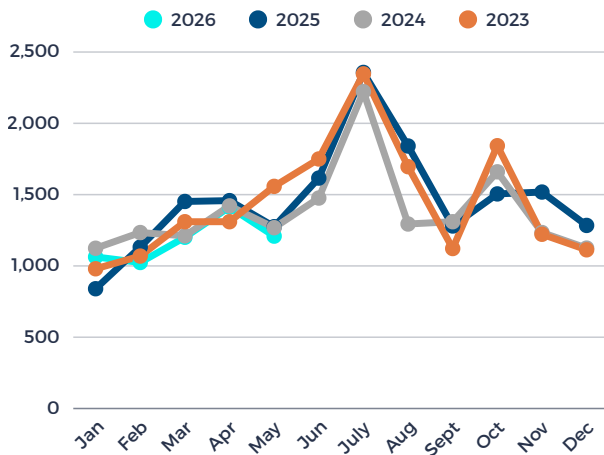
	TOTAL	
	AS OF MAY 31, 2026	AS OF APR 30, 2026 (PP)
Other Assets		
1000 Friends Cash	0.00	0.00
Total for Other Assets	\$0.00	\$0.00
Total for Assets	\$1,718,999.72	\$1,765,730.31
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	710.00	710.00
Total for Accounts Payable	\$710.00	\$710.00
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	336.96
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	0.00	0.00
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
Total for 2100 Payroll Liabilities	\$0.00	\$336.96
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total for Other Current Liabilities	\$0.00	\$336.96
Total for Current Liabilities	\$710.00	\$1,046.96
Total for Liabilities	\$710.00	\$1,046.96
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	68,654.10	143,654.10
3550 Realized Gain/Loss Equity	99,345.91	99,345.91
3800 Restricted Fund	66,827.30	66,827.30
3900 Fund Balance	1,516,034.94	1,516,034.94
Net Revenue	-32,572.53	-61,178.90
Total for Equity	\$1,718,289.72	\$1,764,683.35
Total for Liabilities and Equity	\$1,718,999.72	\$1,765,730.31

Cuba Circulating Library

MAY 2026 DIRECTOR'S REPORT



Patron Visits



SAM GRANT

Mazza has been at the library working on the HVAC project for most of May. The thermostat control system has been installed but not yet networked. We are waiting on STLS to coordinate that on their end. The new system is stronger than our current pressure control value. They are upgrading that part for us at no additional cost although it wasn't part of the original scope of work. Mazza has been an excellent company to work with. Their techs have been professional and respectful of our employees. They were a great choice for this project. I'm working with John Eberth at our Assemblyman's office to try to push through our grant paperwork.

PATRON NUMBERS

Our door count was **1,209** in May, which is on par with this time of year. Circulation was **2,445** which is also typical of this month. We added **14** new library cards (9 adult, 3 juvenile, and 2 welcome). We answered **51** reference questions in May. We held 24 adult programs, 3 teen programs, and 26 kids programs.

37

Onsite Programs

330

Programs Attendees

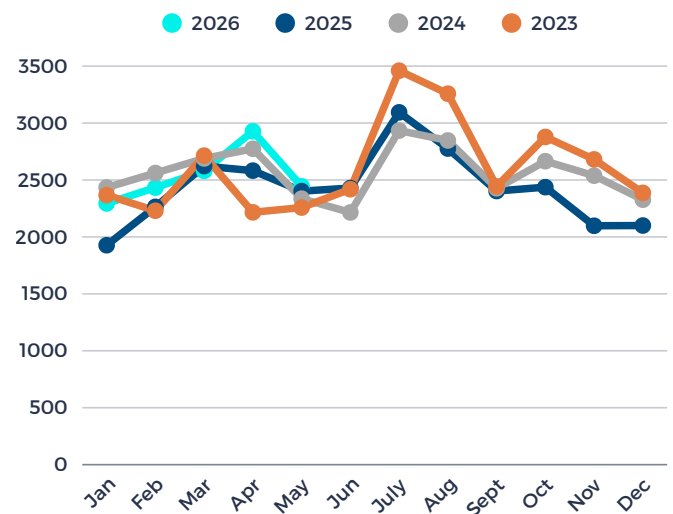
16

Outreach Visits

172

Outreach Attendees

Circulation



2445

Items checked out in May

eContent accessed in May

96

Public computer sessions in March

292

Holds filled in May

656

Visits to website in May

2928

Items checked out in April

755

eContent accessed in April

111

Public computer sessions in April

323

Holds filled in April

600

Visits to website in April

Grants & Donations

Allegany County Libraries are meeting on June 10th to discuss the Ralph Wilson Jr Foundation grant. Funds should be released to each library on Friday, June 26th.

I've completed the required paperwork for the American Heart Association CERP grant. We are moving forward in the process towards acquiring a new AED to replace the old one upstairs in the main library. We will also receive CPR training dummies for use in classes. Linda Botens is offering a series of five "Stop the Bleed/Hands Only CPR" classes at the library throughout the summer. She will also share some wilderness survival techniques during these classes.

Library Programs

In May, we offered a Kombucha 101 class. Adults had the opportunity to learn from Erika Moses how to make kombucha at home, using a SCOBY (a culture of bacteria and yeast that looks a lot like a jellyfish). This class was very well received and attendees look forward to Erika's next class in September when she teaches how to ferment mead.

Artist Eric Elwell spoke about his art and artistic process on June 27. His art has been on display in our art gallery for the past several weeks and has been very well received by the community. It was quite interesting to hear about his journey to become an artist. He also showed us the techniques he uses to make his work look less digitally illustrated.

Spring Tea

The Annual Spring Tea this year celebrated America's 250th birthday with a speaker from the Catherine Schuyler DAR Chapter, Joan Sinclair. Joan spoke about Revolutionary War patriots who are buried in Cuba and told us about the work the DAR is doing to install a memorial in Angelica to the patriots of Allegany County. Attendees had the opportunity to taste "Revolutionary" snacks, prepared from recipes in the DAR's cookbook. Special thanks to Ann Gross, Marsha Long, Lynn Fulmer, and Martha Nenno for helping put on the tea. It would not have happened without their help and hard work.



Spring Planting

Spring planting took place on May 19. This is always a community effort. The Beautification Committee orders our plants, we have teens from the high school who help, I recruit my kids to help, and I always appreciate the help of the trustees who join in. Thank you, Ann and Marsha! The library looks beautiful.

Upcoming Programs

- Tues, June 9 @ 11:00 Understanding Alzheimer's with the Alzheimer's Assoc.
- Tues, June 9 @ 6:30 Board Game Night at the Perfect Blend
- Sat, June 13 Dairy Days
- Tues, June 23 @ 1:00 Powerpoint Basics Workshop
- Tues, June 23 @ 6:30 Wirewrapped Suncatchers with Serenhippity
- Mon, June 29 Summer Reading Begins. Be sure to register!
- Tues, June 30 @ 5:00 Stop the Bleed with Linda Botens

ESTIMATE

Mother Gaia Landscaping LLC
39 Willets Ave
Belmont, NY 14813-1029

mothergaialandscaping@gmail.com
+1 (585) 610-7580



Bill to
Tina
Cuba Library
39 E Main St
Cuba, Ny

Ship to
Tina
Cuba Library
39 E Main St
Cuba, Ny

Estimate details
Estimate no.: 1042
Estimate date: 05/28/2026

#	Product or service	Description	Qty	Rate	Amount
1.	Custom Amount (Labor)		1	\$1,500.00	\$1,500.00
2.	1Sc Mulch (.5yd)- Black	1 scoop/ .5 yd	5	\$28.75	\$143.75
3.	Custom (Delivery)		1	\$50.00	\$50.00
4.	Supplies	Soil Acidifier & Neem Oil	1	\$30.00	\$30.00
Subtotal					\$1,723.75
Sales tax					\$146.52
Total					\$1,870.27

Accepted date

Accepted by



Heating • Ventilating • Air Conditioning • Refrigeration

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

**Cuba Circulating Library
1577 Mill St.
Woodhull, NY 14898**

June 8, 2026

Proposal Number: SL26-0342

Attention: Tina Dalton

Reference: Repairs

Tina,
During recent service work, our technician found a unit repair needed. He recommends the following. Parts have a 3-4-day lead time. Any diagnostic charges will be invoiced separately. Per our suppliers, part / material quotes are subject to change any time due to the volatility of domestic and foreign markets.

Scope of work:

- **SL26-0342 TRANE MAIN AC – LEAK SEARCH/REPAIR/RETROFIT**
Recover and refrigerant left in system and recycle/dispose of per EPA. Remove compressor and recover old oil, reinstall compressor. Leak search with nitrogen. Repair/Braze leaks found, if possible. Provide and install/braze new filter drier. Pressure test unit. Triple evacuate system. Provide and add POE oil. Charge/Retrofit unit with new R407C refrigerant. Start up unit, test and check operations.....\$4,108.00

We hereby propose to furnish and install for the sum of..... **Per above** (no tax included) .

Exclusions

1. New York sales tax.
2. Premium time.

Please let me know if you have any questions.

Sincerely,

Sue LeRoy
Service Administrator



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 thirty (30) days 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 Material Safety Data Sheets (MSDS) 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.
- 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).
12. 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.
13. Upon acceptance of this proposal the customer understands and accepts that Mazza will take responsibility for the chain of custody for removal and disposal of any and all refrigerant in any HVAC equipment that may be removed as part of this project. Mazza bears the responsibility of any related refrigerant record keeping.