AGENDA
BOARD OF TRUSTEES
Cuba Circulating Library
Serving the Cuba Community for 154 Years

Monday, July 13, 2026
5:30pm

1. Call to order

2. Adoption of Agenda

3. Public Comments

4. Friends' Report

5. Minutes of the June Meeting

6. Financial Officer's Report

7. Corresponding Secretary

8. Director's Report

9. Committee Reports
    - i. Planning
    - ii. Finance
    - iii. Bldgs/Grounds
        - a. Landscaping bid
    - iv. Personnel
        - a. Director's evaluation
    - v. Policy
        - a. Whistleblower
        - b. Conflict of Interest
    - vi. Liaison with Friends
    - vii. Education
    - viii. Executive

10. Unfinished Business
    - i. SAM grant

11. New Business
    - i. Digital sign

12. Executive Session as needed

13. Adjournment

Tentative Minutes

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 - June, 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	23,965.13	6,000.00	-17,965.13	-299.42 %
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	85.00		-85.00	
Copies Income	1,183.55	2,600.00	1,416.45	54.48 %
Donation Box	287.00	2,000.00	1,713.00	85.65 %
Fines	61.20	300.00	238.80	79.60 %
Misc Income		0.00	0.00	
Total 4100 Other Income	**1,616.75**	**4,900.00**	**3,283.25**	**67.01 %**
4200 Restricted Funds Revenue	13,852.63		-13,852.63	
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	
Wilday Grant	50.00		-50.00	
Total 4200 Restricted Funds Revenue	**21,688.42**	**7,000.00**	**-14,688.42**	**-209.83 %**
4500 Investment Income				
Dividend Income	7,048.38		-7,048.38	
Interest Income	1,770.89		-1,770.89	
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	143,499.76		-143,499.76	
Unrealized Gain/Loss on Investments	-83,846.13		83,846.13	
Total 4500 Investment Income	**143,472.90**	**32,490.00**	**-110,982.90**	**-341.59 %**
Budget Carryover		11,500.00	11,500.00	100.00 %
Total Revenue	**$191,043.20**	**$368,139.00**	**$177,095.80**	**48.11 %**
GROSS PROFIT	**$191,043.20**	**$368,139.00**	**$177,095.80**	**48.11 %**
Expenditures				
6100 Payroll Expenses				
6101 Wages	102,832.24	211,179.00	108,346.76	51.31 %
6102 Taxes	1,304.60		-1,304.60	
Payroll Tax	7,000.98	0.00	-7,000.98	
Payroll Tax FICA Employer		16,400.00	16,400.00	100.00 %

Cuba Circulating Library Association

Budget vs. Actuals

January - June, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
SUTA	1,195.24	2,184.00	988.76	45.27 %
Total 6102 Taxes	**9,500.82**	**18,584.00**	**9,083.18**	**48.88 %**
6103 Employee Benefits				
Company Contributions				
Retirement	2,243.80	6,300.00	4,056.20	64.38 %
Total Company Contributions	**2,243.80**	**6,300.00**	**4,056.20**	**64.38 %**
Health Insurance	2,975.34	6,000.00	3,024.66	50.41 %
Total 6103 Employee Benefits	**5,219.14**	**12,300.00**	**7,080.86**	**57.57 %**
6105 Ins - Disability	1,238.95	1,125.00	-113.95	-10.13 %
6106 Background Expense	204.00	400.00	196.00	49.00 %
Total 6100 Payroll Expenses	**118,995.15**	**243,588.00**	**124,592.85**	**51.15 %**
6200 Library Materials				
6205 Books-J	1,982.68	5,500.00	3,517.32	63.95 %
6210 Books-A	4,365.99	8,500.00	4,134.01	48.64 %
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	954.39	1,500.00	545.61	36.37 %
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	1,803.47	2,000.00	196.53	9.83 %
6285 Childrens Programming	856.84	1,500.00	643.16	42.88 %
6290 STLS cost share	12,067.94	12,631.00	563.06	4.46 %
Total 6200 Library Materials	**27,726.41**	**38,743.00**	**11,016.59**	**28.44 %**
6202 Book Replacement	39.63		-39.63	
6300 Restricted Fund Spending	42,927.00		-42,927.00	
6310 Arts Grant Expense	2,100.00		-2,100.00	
6320 Friends Expense	2,672.00		-2,672.00	
6350 Wilday Grant	603.43		-603.43	
6355 STLS Outreach	692.99		-692.99	
6360 DFY Grant		0.00	0.00	
6368 Martin Grant	73.51		-73.51	
6370 Memorials & Gifts	2,085.47		-2,085.47	
6390 United Way Grant	1,275.12		-1,275.12	
Total 6300 Restricted Fund Spending	**52,429.52**	**0.00**	**-52,429.52**	
6410 Advertisement	69.14	200.00	130.86	65.43 %
6415 Bank fees	10.00	100.00	90.00	90.00 %
6420 Custodial supplies	312.77	1,200.00	887.23	73.94 %
6425 Discretionary Fund	653.98	1,000.00	346.02	34.60 %
6430 Insurance				
Ins - Liability Insurance		925.00	925.00	100.00 %

Cuba Circulating Library Association

Budget vs. Actuals

January - June, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Ins - Property	8,306.18	8,052.00	-254.18	-3.16 %
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	3,571.54		-3,571.54	
6445 Library supplies	1,014.78		-1,014.78	
Computer Equipment & Services	216.34	2,000.00	1,783.66	89.18 %
Library Equipment	790.46	2,300.00	1,509.54	65.63 %
Library Supplies	668.88	4,000.00	3,331.12	83.28 %
Total 6445 Library supplies	**2,690.46**	**8,300.00**	**5,609.54**	**67.58 %**
6447 Membership	1,298.00	1,500.00	202.00	13.47 %
6450 Postage	216.30	500.00	283.70	56.74 %
6455 Processing Fee	298.01	1,100.00	801.99	72.91 %
6460 Personal Protection Supplies		500.00	500.00	100.00 %
6465 Repairs/Building & Grounds	2,069.18	10,000.00	7,930.82	79.31 %
6470 Services		100.00	100.00	100.00 %
Alarm System - Doyle	1,163.46	2,300.00	1,136.54	49.41 %
Argentieries	119.00	350.00	231.00	66.00 %
Attorney	1,350.00	3,000.00	1,650.00	55.00 %
Audit	5,500.00	5,500.00	0.00	0.00 %
Bookkeeper	4,260.00	9,000.00	4,740.00	52.67 %
Computer Tech		0.00	0.00	
Copier Acme	579.81	1,000.00	420.19	42.02 %
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	1,796.46	3,300.00	1,503.54	45.56 %
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	211.35	450.00	238.65	53.03 %
Window Cleaner	500.00	500.00	0.00	0.00 %
Total 6470 Services	**15,681.13**	**27,500.00**	**11,818.87**	**42.98 %**
6480 Train/conference	794.00	3,500.00	2,706.00	77.31 %
6485 Travel	1,144.42	4,500.00	3,355.58	74.57 %
6490 Utilities				
Electric	4,017.39	7,500.00	3,482.61	46.43 %
Extended Broadband	900.00	1,800.00	900.00	50.00 %
Fuel	1,771.51	4,000.00	2,228.49	55.71 %
Phone	666.00	1,400.00	734.00	52.43 %
Total 6490 Utilities	**7,354.90**	**14,700.00**	**7,345.10**	**49.97 %**
Total Expenditures	**$243,731.72**	**$368,139.00**	**$124,407.28**	**33.79 %**
NET OPERATING REVENUE	**$ -52,688.52**	**$0.00**	**$52,688.52**	**0.00%**

Cuba Circulating Library Association

Budget vs. Actuals

January - June, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
NET REVENUE	**$ -52,688.52**	**$0.00**	**$52,688.52**	**0.00%**

Cuba Circulating Library Association

Statement of Activity

June 2026

	TOTAL	
	JUN 2026	JUN 2025 (PY)
Revenue		
4017 Memorials/Gifts	325.00	480.00
4020 Meeting Room Fee		75.00
4100 Other Income		
Book Replacement	20.00	10.00
Copies Income	172.30	110.00
Donation Box	7.00	10.00
Fines		20.00
Misc Income		11.25
Total for 4100 Other Income	**$199.30**	**$161.25**
4200 Restricted Funds Revenue	$250.00	
Friends		740.00
United Way		2,500.00
Wilday Grant	50.00	
Total for 4200 Restricted Funds Revenue	**$300.00**	**$3,240.00**
4500 Investment Income		
Dividend Income	3,260.59	3,871.44
Interest Income	199.36	140.24
Realized Gain/Loss on Investments	652.97	
Unrealized Gain/Loss on Investments	4,597.80	21,386.27
Total for 4500 Investment Income	**$8,710.72**	**$25,397.95**
Total for Revenue	**$9,535.02**	**$29,354.20**
Gross Profit	**$9,535.02**	**$29,354.20**
Expenditures		
6100 Payroll Expenses		
6101 Wages	16,014.48	14,412.15
6102 Taxes	$0.00	-$0.01
Payroll Tax	1,267.18	1,144.63
SUTA	122.91	83.77
Total for 6102 Taxes	**$1,390.09**	**$1,228.39**
6103 Employee Benefits		
Company Contributions		
Retirement	354.08	374.97
Total for Company Contributions	**$354.08**	**$374.97**
Health Insurance	475.34	500.00
Total for 6103 Employee Benefits	**$829.42**	**$874.97**
6106 Background Expense	10.74	
Total for 6100 Payroll Expenses	**$18,244.73**	**$16,515.51**
6200 Library Materials		
6205 Books-J	232.44	552.59
6210 Books-A	881.02	771.95

Cuba Circulating Library Association

Statement of Activity

June 2026

	TOTAL	
	JUN 2026	JUN 2025 (PY)
6230 Audio		82.38
6260 DVD	196.91	99.17
6280 Adult Programming	419.57	67.63
6285 Childrens Programming	100.95	19.35
Total for 6200 Library Materials	**$1,830.89**	**$1,593.07**
6202 Book Replacement	20.91	7.09
6300 Restricted Fund Spending	$300.00	
6310 Arts Grant Expense	1,350.00	1,121.92
6320 Friends Expense	692.39	505.30
6350 Wilday Grant	100.00	
6355 STLS Outreach	415.00	619.02
6370 Memorials & Gifts	543.82	141.15
6390 United Way Grant		1,870.00
Total for 6300 Restricted Fund Spending	**$3,401.21**	**$4,257.39**
6410 Advertisement	13.00	
6420 Custodial supplies	57.10	74.57
6425 Discretionary Fund		466.85
6440 Investment Fee	663.97	516.20
6445 Library supplies	$277.11	$184.55
Computer Equipment & Services	47.27	
Library Equipment	295.74	41.82
Total for 6445 Library supplies	**$620.12**	**$226.37**
6447 Membership	533.00	
6455 Processing Fee	67.34	71.28
6465 Repairs/Building & Grounds	977.23	221.63
6470 Services		
Argentieries	17.00	34.00
Attorney		700.00
Bookkeeper	710.00	675.00
Copier Acme	250.08	225.41
Hotspots	159.41	159.41
Water Softener	15.00	30.00
Total for 6470 Services	**$1,151.49**	**$1,823.82**
6480 Train/conference	599.00	
6485 Travel	604.22	35.84
6490 Utilities		
Electric	538.80	359.84
Fuel	278.00	296.00
Phone	50.00	50.00
Total for 6490 Utilities	**$866.80**	**$705.84**
Total for Expenditures	**$29,651.01**	**$26,515.46**
Net Operating Revenue	**-$20,115.99**	**$2,838.74**

Cuba Circulating Library Association

Statement of Activity

June 2026

	TOTAL	
	JUN 2026	JUN 2025 (PY)
Other Expenditures		
Children's Area Remodel (Net)		
Children's Area Remodel Expenses		29,957.13
Total for Children's Area Remodel (Net)		**$29,957.13**
Total for Other Expenditures		**$29,957.13**
Net Other Revenue		**-$29,957.13**
Net Revenue	**-$20,115.99**	**-$27,118.39**

Cuba Circulating Library Association

Statement of Financial Position

As of Jun 30, 2026

	TOTAL	
	AS OF JUN 30, 2026	AS OF JUN 30, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
1020 Five Star	5,486.41	12,026.99
1080 Money Market	70,187.90	35,262.98
1090 Savings	0.00	0.00
Total for Bank Accounts	**$75,674.31**	**$47,289.97**
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	5,811.95	7,242.37
Cost of Securities	731,058.16	631,334.25
Unrealized Gain/Loss	12,508.57	65,612.12
Total for 1303 Endowment Investment	**$749,378.68**	**$704,188.74**
1306 Adams Mem Book Fund Investment	$0.00	$0.00
Cash, BDP, and Money Market Fds	149.28	219.13
Cost of Securities	20,472.06	16,527.12
Unrealized Gain/Loss	350.99	1,803.19
Total for 1306 Adams Mem Book Fund Investment	**$20,972.33**	**$18,549.44**
1400 Prepaid Fee	294.22	833.09
Grant Receivable	0.00	0.00
Payroll Refunds	0.00	
QuickBooks Tax Holding Account	538.88	
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	**$771,184.11**	**$723,571.27**
Total for Current Assets	**$846,858.42**	**$770,861.24**
Fixed Assets		
1520 Building and equipment	$1,346,028.30	$1,103,618.73
Elevator Replacement	41,645.00	41,645.00
Total for 1520 Building and equipment	**$1,387,673.30**	**$1,145,263.73**
1525 A/D Building and equipment	-583,121.44	-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	-117,418.55	-116,542.55
Land	46,763.00	46,763.00
Total for Fixed Assets	**$851,315.31**	**$658,647.74**

Cuba Circulating Library Association

Statement of Financial Position

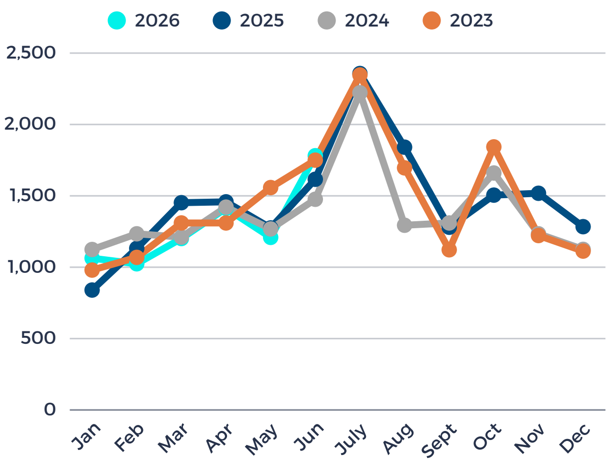
As of Jun 30, 2026

	TOTAL	
	AS OF JUN 30, 2026	AS OF JUN 30, 2025 (PY)
Other Assets		
1000 Friends Cash	0.00	0.00
Total for Other Assets	**$0.00**	**$0.00**
Total for Assets	**$1,698,173.73**	**$1,429,508.98**
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	0.00	713.54
Total for Accounts Payable	**$0.00**	**$713.54**
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	360.04
Federal Taxes (941/944)	0.00	0.00
NYS Employment Taxes	0.00	-0.02
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**	**$360.02**
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total for Other Current Liabilities	**$0.00**	**$360.02**
Total for Current Liabilities	**$0.00**	**$1,073.56**
Total for Liabilities	**$0.00**	**$1,073.56**
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	68,654.10	-32,877.00
3550 Realized Gain/Loss Equity	99,345.91	-90,000.00
3800 Restricted Fund	66,827.30	26,993.07
3900 Fund Balance	1,516,034.94	1,704,851.60
Net Revenue	-52,688.52	-180,532.25
Total for Equity	**$1,698,173.73**	**$1,428,435.42**
Total for Liabilities and Equity	**$1,698,173.73**	**$1,429,508.98**

Cuba Circulating Library

JUNE 2026 DIRECTOR'S REPORT

Patron Visits



PATRON NUMBERS

Our door count was **1,781** in June , which is almost a 10% increase from June 2025. Circulation was **2,447** which is typical of this month. We added **28** new library cards (20 adult, 5 juvenile, and 5 online). We answered **80** reference questions in May. We held 24 adult programs, 2 teen programs, 3 multi-age, and 14 kids programs.

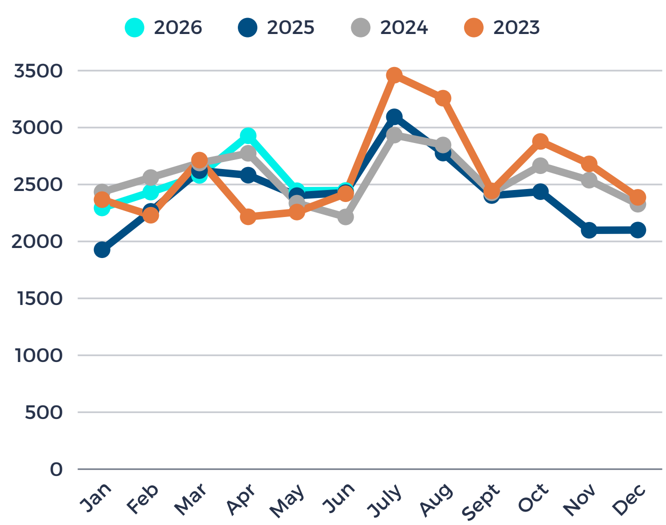
34 Onsite Programs	**562** Programs Attendees	**16** Outreach Visits	**256** Outreach Attendees

SUMMER LEARNING

The Summer Reading Program kicked off on June 29. This program is open to all ages, from our youngest read-to-me patrons all the way up to adults. Participants sign up through the ReadSquared website or app. Children track their reading with their daily minutes read and adults track books read. This year, we've added a reading-themed bingo game that adults can play to encourage further participation. This is our busiest time of year. Think of it as our holiday retail season--on any given day we can have between 3-7 programs taking place. I encourage library trustees to sign up as well; experience Summer Reading for yourself to see what the library has to offer.

http://cubalibraryny06.readsquared.com/

Circulation



2445 Items checked out in May	**905** eContent accessed in May	**96** Public computer sessions in March	**292** Holds filled in May	**656** Visits to website in May
2447 Items checked out in June	******* eContent accessed in June	**81** Public computer sessions in June	**314** Holds filled in June	**754** Visits to website in June

Grants & Donations

I have started to purchase items for the Ralph C. Wilson grant. We will also receive donations of sporting equipment from the nonprofit *Leveling the Playing Field* to add to our collection. The policy committee is working on a Library of Things policy and STLS will supply a patron waiver for use of these items.

We've received $125 in donations towards Shake on the Lake. However, we've also received a large number of memorial donations for Norm Ungermann, Jr. that I have put towards Shake on the Lake. Norm was instrumental in the 1999 addition to the library, excavating the space we now use as the community room.

On Tues, June 30, I attended the Wyoming County Arts Council grant awards ceremony and received our check for $3,000. Remaining programs funded by this grant are Colonial Conviviality on July 8 at 1:00, Animal Masks with Colleen Gaynor for kids on July 9 at 3:00, and Leather Medallions with Clifford Redeye on Oct. 10.

Dairy Days

George from FunThatPops provided balloon animals to over 100 kids on the library lawn on Saturday, June 13. Patrons also came inside to spin a prize wheel and win library swag. Friends set up a booth for kids to paint Roscoe the Rock Snake and he is once again installed in our flower bed with a fresh coat of paint.

After all the fun at the library, everyone headed down to line up for the parade. This year's theme was "Cuba NY: Land of the Free and Home of the Cheese". We also used the opportunity to promote our summer learning program, which has a theme of "Unearth a Story." Our float was a mash up of patriotism, cheese, and dinosaurs. It was glorious! Thank you to Seamus and all library staff who helped out.

In June, **Epic Eats** made cottage cheese with the help of library trustee Melissa Pingitore. After making the cheese, they had a competition to see who could make the best flavors using taco seasoning, ranch seasoning, and chocolate chips.

Upcoming Programs

- Multiple times and dates — Stop the Bleed with Linda Botens
- July 8 @ 1:00 — Colonial Conviviality: Music for George Washington & His Rev. Friends
- July 8 @ 6:30 — Slide into the Library
- July 11 @ 10:00 — Wood and bead wall hanging with Shauna
- July 14 @ 6:00 — Food and Family History
- July 16 & 30 @ 6:00 — Cold Pressed Soap for Teens with Melissa Pingitore
- July 29 @ 6:30 — Board Game Night
- Aug 8 @ 10:00 — Book Page Flower Painting with Shauna
- Aug 10 @ 6:00 — Shake on the Lake

Youth Services Monthly Report: June 2026

Storytimes/After School

Summer Storytimes have begun. I had my first preschool storytime and first 3rd through 6th group on 6/30.

Teens/Tweens

Book club had an ice cream sundae party to finish out the school year. Several of our book club girls have graduated.

Teens met for Epic Eats on 6/17. They made cottage cheese during with Melissa Pingitore.

Outreach

I visited both early head start and head start classes I had a total of 13 classes come for a visit to learn about summer reading and everything we have going on. Every student received the brochure for summer through their teachers' mailboxes.

Other

Dairy Days – we participated in the parade and gave out candy. Earlier in the day, we had Fun that Pops out front making balloon animals.

Upcoming Programs

*see summer brochure/calendar

Maintenance Report 6/1/26 - 7/1/26

1. Assembled new shed out back, added pavers, need to level a few inside. Add solar lights.
2. Mow and trim as needed.
3. Mounted new "USE Stairway signs" in case of emergency next to elevator doors. Need to touch up some paint around a couple signs

Outlook

Re: Cuba Library landscaping quote

From Zach Barber <darkhollowww@gmail.com>
Date Sat 6/27/2026 1:49 PM
To Tina Dalton <daltont@stls.org>

!--External Email--! [This message came from outside the organization so please be cautious]
To bring the library gardens to a professional appearance.
Trim all bushes and remove all debris.
Re-establish garden borders.
Weed gardens.
Mulch gardens.
All labor and materials to be provided by Dark Hollow Lawn Care.
Total estimated investment for this project is $2,400.
Just so you are aware, lead times are running about two weeks.
We look forward to helping you beautify your slice of the community.
Once again, thank you for considering Dark Hollow.

-Zach
Sent from my iPhone

> On Jun 27, 2026, at 8:07 AM, Tina Dalton <daltont@stls.org> wrote:
>
> Hi Zach,
>
> Yes, an email would be perfect.
>
> Thank you!
>
> Tina
>
> Get [Outlook for iOS](https://aka.ms/o0ukef)
>
> ---
>
> **From:** Zach Barber <darkhollowww@gmail.com>
> **Sent:** Friday, 26 June 2026 23:27:31
> **To:** Tina Dalton <daltont@stls.org>
> **Subject:** Re: Cuba Library landscaping quote
>
> !--External Email--! [This message came from outside the organization so please be cautious]
> I checked out your project at the library. Do you have a formal way that you would like the quote to be sent? If an email is efficient I can give it anytime.

Sent from my iPhone

On Jun 23, 2026, at 10:46 AM, Tina Dalton <daltont@stls.org> wrote:

Great, thank you!

Tina

Get [Outlook for iOS](#)

From: Zach Barber <darkhollowww@gmail.com>
Sent: Monday, 22 June 2026 19:45:16
To: Tina Dalton <daltont@stls.org>
Subject: Re: Cuba Library landscaping quote

!--External Email--! [This message came from outside the organization so please be cautious]
Thanks for reaching out to Dark Hollow. I will be in Cuba later in the week and will definitely take a look at your project.
Sent from my iPhone

On Jun 22, 2026, at 3:31 PM, Tina Dalton <daltont@stls.org> wrote:

Hello,

We are interested in getting a landscaping quote for mulching, weeding, and hedge-trimming.

Thank you,

Tina Dalton, MLIS
Library Director

[Cuba Circulating Library](#)
39 E. Main Street
Cuba, NY 14727
585-968-1668

<image.png>

Cuba Circulating Library Whistleblower Policy

Purpose

It is the mission of Cuba Circulating Library (Cuba Library or, "the Library") to nurture lifelong learning, provide free and equal access to information and materials, and strengthen our community.

This mission cannot be met if leadership, workers, and stakeholders do not uphold the ethics, laws, regulations, and policies that apply to the Library.

To ensure those ethics, laws, regulations, and policies are upheld, Cuba Library strives for transparency in budgeting, contracting, and operations, and encourages trustees, employees, and stakeholders to ask questions and report concerns.

In particular, Cuba Library is committed to encouraging the good-faith reporting of concerns, so such concerns may be investigated and the board and membership may be assured of compliance.

To that purpose, Cuba Library adopts and shall rigorously enforce this Whistleblower Policy, which includes protection from retaliation for any person who brings forward a concern, suspected legal violation, or other report in good faith.

Required Reporting and Protections

In addition to being encouraged to report suspected wrongdoing, trustees and employees are **required** to report known violations of the law, regulations, or policy by Library trustees, employees, volunteers, and vendors.

Failure to report a known violation may be regarded as misconduct.

For avoidance of doubt:

> **"Suspected wrongdoing"** is a conclusion, based on observations, that an action or activity may be a violation of the law, regulations, or policy.
>
> A **"known violation"** is confirmed direct observation of an action known by the observer to be a violation of the law, regulations, or policy.

Volunteers are encouraged to make reports, but not required to do so.

Assurance of No Retaliation

No director, officer, key person, employee or volunteer of a corporation who in good faith reports any action or suspected action taken by or within the corporation that is illegal, fraudulent or in violation of any adopted policy of the corporation shall suffer intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequence.

<u>Good Faith Reporting</u>

It is required that reports be made in good faith, which means that the concern is not baseless or fabricated.

If an investigation is conducted and finds that a report under this policy is baseless or fabricated, the report may be considered to be misconduct; such a concern will be addressed under the appropriate policy.

<u>Understandings and Examples</u>

It is understood that a report of suspected wrongdoing may result in a finding of no wrongdoing, but may still be made in good faith.

For example: if an employee observes Library purchases being removed for what appears to be another employee's personal use, but the investigation that the items were transported to an affiliate per the terms of a grant, the report was still in good faith.

It is understood that a failure to report a known violation may be misconduct.

For example: If a trustee becomes aware that an employee's driver's license is suspended, and that employee drives for Library business, and a report of the illegal driving is made under this policy, the failure of the trustee to report the illegal driving may be considered misconduct. The misconduct would be addressed via the appropriate policy and bylaws.

It is understood that a baseless or fabricated report is not in good faith.

For example: If an employee does not like a decision by another employee, and reports that the decision was communicated with a physical threat, and the investigation reveals the decision was communicated in an appropriate manner with no basis for it to be interpreted as a physical threat, the report was not made in good faith, and the reporter may be evaluated for misconduct.

It is understood that employees are protected from retaliation for reporting violations of Labor Law in good faith.

For example: If an employee reports under this policy, or to an outside authority, that the Library has engaged in conduct that the employee, reasonably and in good faith, believes violates the law regarding overtime, no person on behalf of the Library shall discharge, threaten, penalize, or in any other manner discriminate or retaliate against that employee.

<u>Procedures for reporting</u>

Suspected or known violations of laws or corporate policies should be reported to the Director, or if there is a concern the Director could be biased, to an officer of the board of trustees (President, Vice President, Treasurer, Secretary).

For avoidance of doubt, this report should be in writing and shall say: “Whistleblower Report.”

Reports may be made anonymously, with the understanding that such reporting may inhibit a thorough investigation.

The Director and Board Officers are the designated authorities for administrating this policy (the “WB Administrators”). This responsibility includes receiving, investigating, and finalizing reports under this policy. In doing this work, there shall always be at least two WB Administrators administering the complaint.

For capacity, particular competencies, and avoidance of appearance of bias, the WB Administrators may designate an outside contractor (an accountant, HR specialist, or attorney) to perform all or part of their function if a particular matter warrants it.

To preserve the confidentiality of reported information:

- The WB Administrator receiving a report shall not disclose the reporter to any other person prior to the development of a plan to investigate the report, which may include bringing in a third party to conduct a review;
- Documentation generated shall not use the reporter’s name or identifying characteristics, and instead shall say “Reporter;”
- The investigation shall be designed to be conducted with discretion; to the degree possible, outreach to the Reporter shall be away from Library property and resources.

It shall be the aim of the Library to complete investigations within 60 days of a report, but this timeline may be extended based on the complexity of the matter and the resources needed to investigate it.

Finalizing Reports

All reports shall be investigated and the results shall be submitted to the Board; such results shall maintain the confidentiality of the reporter to the greatest degree possible.

Upon receiving the results of a report, the board shall vote to receive it, and to direct any further action warranted by it.

The person who is the subject of a whistleblower complaint shall not be present at or participate in board or committee deliberations or vote on the matter relating to such complaint, but the board or committee may request that the person who is subject to the complaint present information as background or answer questions at a committee or board meeting prior to the commencement of deliberations or voting relating thereto.

Prohibited Retaliation under Labor Law 215

No employee or their agent, or the officer or agent of the Library, shall discharge, threaten, penalize, or in any other manner discriminate or retaliate against any employee:

(i) because such employee has made a complaint to their employer, or to the commissioner or their authorized representative, or to the attorney general or any other person, that the employer has engaged in conduct that the employee, reasonably and in good faith, believes violates any provision of this chapter, or any order issued by the commissioner; OR

(ii) because such employer or person believes that such employee has made a complaint to their employer, or to the commissioner or their authorized representative, or to the attorney general, or to any other person that the employer has violated any provision of this chapter, or any order issued by the commissioner; OR

(iii) because such employee has caused to be instituted or is about to institute a proceeding under or related to this chapter; OR

(iv) because such employee has provided information to the commissioner or their authorized representative or the attorney general; OR

(v) because such employee has testified or is about to testify in an investigation or proceeding under this chapter; OR

(vi) because such employee has otherwise exercised rights protected under the Labor Law; OR

(vii) because the employer has received an adverse determination from the commissioner involving the employee; OR

(viii) because such employee has used any legally protected absence pursuant to federal, local, or state law.

An employee complaint or other communication need not make explicit reference to this Policy to trigger the protections of this section.

To “threaten, penalize, or in any other manner discriminate or retaliate against any employee” includes threatening to contact or contacting United States immigration authorities or otherwise reporting or threatening to report an employee’s suspected citizenship or immigration status or the suspected citizenship or immigration status of an employee’s family or household member, as defined in subdivision two of section four hundred fifty-nine-a of the social services law, to a federal, state or local agency; or assessing any demerit, occurrence, any other point, or deductions from an allotted bank of time, which subjects or could subject an employee to disciplinary action, which may include but not be limited to failure to receive a promotion or loss of pay.

Scope

This policy and its protections cover reports report of suspected improper conduct ("wrongdoing") made by and/or pertaining to Library trustees, employees, and volunteers.

Because of the size of the Library's workforce and budget, the requirements of Not-for-Profit Corporation Law Section 715-b ("Whistleblower Policy") do not apply, but this Policy adopts the standards of that law as a best practice.

This Whistleblower Policy also addresses the protection from retaliation required by Labor Law Section 215.

Reports initially made under this policy that fall under another policy (for example, sexual harassment, or audit) shall be addressed per the applicable policy.

Awareness

A copy of this Policy be distributed to all directors, officers, key persons, employees and to volunteers who provide substantial services to the Library, and a copy shall be on the Library's web site.

Adopted by the Board of Trustees of Cuba Circulating Library on [DATE].

Cuba Circulating Library	Version adopted: STLS Template
Conflict of Interest Policy and Procedures and Disclosure Form	Revision history: First version passed on [DATE]
Officer Responsible for Compliance: Board President, Board Secretary	To be reviewed by the Board annually every [MONTH] for familiarity and for annual Trustee certification.

CONFLICT OF INTEREST POLICY

Public libraries are required to have a Conflict of Interest Policy that meets the requirements of Not-for-Profit Corporation Law 715-A.

To comply with the law, as well as to support and advance its mission, Cuba Circulating Library (Cuba Library or "the Library") shall use this "Conflict of Interest" policy and procedure.

Major responsibilities required by the law and addressed by this policy include:

- Completion of a "Conflict of Interest" disclosure form prior to the start of Board service or employment;
- Annual completion of the disclosure form;
- A duty to update the disclosure form, or make a disclosure, if a potential or actual conflict emerges;
- A duty to recuse oneself from discussion or voting if they have Conflict of Interest;
- A duty imposed on the Board as a whole to evaluate disclosed conflicts/potential conflicts and document decisions in the minutes;
- An obligation to raise concerns about a potential or actual conflict so they can be evaluated by the Board as required by this policy and resolved in a timely manner.

Examples

The law requires that a Conflict of Interest Policy provide examples of what would be Conflict of Interest.

Examples of a "Conflict of Interest" at a public library can include:

- Promoting or approving a contract that will confer a benefit to oneself or a family member, without disclosing the relationship to the board (for instance, hiring a sibling as a Director);
- Voting on a contract with one's own company or that of a family member;
- Approving a budget that contemplates payments to the person voting, their family, or a household member.

This policy applies to Board decisions, actions by the Director, and actions by officers and committees with the power to make decisions for the Board.

Important Definitions

The law provides specific definitions for certain concepts. Those definitions are:

Interested Person
Any director, principal officer, or member of a committee with governing board delegated powers, or an employee with delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest
A person has a "financial interest" if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any organization with which the Library has a transaction or arrangement; or
- A compensation arrangement with the Library or with any organization or individual with which the Library has a transaction or arrangement; or
- A potential ownership or investment interest in, or compensation arrangement with, any organization or individual with which the Library is negotiating a transaction or arrangement.

Key Person
"Key person" means any person, other than a Trustee or officer, whether or not an employee of the Library, who:

- has responsibilities, or exercises powers or influence over the Library as a whole similar to the responsibilities, powers, or influence of Trustees and officers;
- manages the Library, or a segment of the Library that represents a substantial portion of the activities, assets, income or expenses of the Library; or
- alone or with others controls or determines a substantial portion of the Library's capital expenditures or operating budget.

Independent Trustee
"Independent Trustee" means a Trustee who:

- is not, and has not been within the last three years, an employee or a key person of the Library or an affiliate of the Library, and does not have a relative who is, or has been within the last three years, a key person of the corporation or an affiliate of the Library;
- has not received, and does not have a relative who has received, in any of the last three fiscal years, more than ten thousand dollars in direct compensation from the Library or an affiliate of the Library;
- is not a current employee of or does not have a substantial financial interest in, and does not have a relative who is a current officer of or has a substantial financial interest in, any entity that has provided payments, property or services to, or received payments, property

or services from, the Library or an affiliate of the Library if the amount paid by the Library to the entity or received by the Library from the entity for such property or services, in any of the last three fiscal years, exceeded the lesser of ten thousand dollars or two percent of such entity's consolidated gross revenues if the entity's consolidated gross revenue was less than five hundred thousand dollars; twenty-five thousand dollars if the entity's consolidated gross revenue was five hundred thousand dollars or more but less than ten million dollars; one hundred thousand dollars if the entity's consolidated gross revenue was ten million dollars or more; or

- is not and does not have a relative who is a current trustee, officer or employee of the Library's outside auditor or who has worked on the Library's audit at any time during the past three years. For purposes of this subparagraph, the terms: "compensation" does not include reimbursement for expenses reasonably incurred as a Trustee or reasonable compensation for service as a Trustee as permitted by paragraph (a) of §202 (General and special powers) of this chapter; and "payment" does not include charitable contributions, dues or fees paid to the Library for services which the Library performs as part of its nonprofit purposes, or payments made by the Library at fixed or non-negotiable rates or amounts for services received, provided that such services by and to the Library are available to individual members of the public on the same terms, and such services received by the Library are not available from another source.

Relative
"Relative" of an individual means:

- his or her spouse or domestic partner as defined in §2994(a) of the Public Health Law;
- his or her ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great-grandchildren; or
- the spouse or domestic partner of his or her brothers, sisters, children, grandchildren, or great-grandchildren.

Related Party
"Related party" means (i) any Trustee, officer or key person of the Library or any affiliate of the Library ; (ii) any relative of any individual described in clause (i) of this subparagraph; or (iii) any entity in which any individual described in clauses (i) and (ii) of this subparagraph has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

Related Party Transaction
"Related party transaction" means any transaction, agreement or any other arrangement in which a related party has a financial interest and in which the Library or any affiliate of the Library is a participant, except that a transaction shall not be a related party transaction if:

- the transaction or the related party's financial interest in the transaction is "de minimis" (negligible),
- the transaction would not customarily be reviewed by the board or boards of similar organizations in the ordinary course of business and is available to others on the same or similar terms, or
- the transaction constitutes a benefit provided to a related party solely as a member of a class of the beneficiaries that the corporation intends to benefit as part of the

accomplishment of its mission, which benefit is available to all similarly situated members of the same class on the same terms.

PROCEDURES

Disclosing a Possible Conflict

To comply with the law and preserve the public's trust, it is important that the Library avoid both conflicts of interest and the *appearance* of conflicts of interest.

All Trustees and Key Employees have a duty to disclose actual and possible conflicts of interest and financial interests.

For example, if a Trustee is aware that a family member owns a company the Library is considering retaining for services, that Trustee should alert the board (and make sure the information is noted in the minutes, or in writing) before commenting on the potential procurement, and recuse themselves from any vote.

Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest or potential conflict and all material facts, and after any discussion with the interested person, the disclosing party shall leave the board or committee meeting while the determination of a Conflict of Interest is discussed and voted upon. The disclosure, leaving, and results of the vote (declaring the matter to be a conflict, determining that it is not a conflict, or determining that it is likely not a conflict, but due to the appearance, the person shall not vote) shall be included in the minutes. Only the remaining board or committee members shall decide if a Conflict of Interest exists; the person with the potential conflict may not attempt to influence the vote.

Procedures for Addressing Conflict of Interest Disclosures

a) An "interested person" may make a presentation at the Board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible Conflict of Interest.
b) The chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
c) After "exercising due diligence" (taking a good hard look at what is going on), the Board or committee shall determine whether the Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest.
d) If a more advantageous transaction or arrangement isn't reasonably possible under circumstances not producing a Conflict of Interest, the Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Library's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

e) The outcome of the process, including a resolution confirming the determination of the Board, shall be recorded in the minutes.
f) This procedure is intended to conform with both IRS requirements and §715 of New York's Not-for-Profit Corporation Law.

<u>Violations of the Conflict of Interest Policy</u>

If anyone has reasonable cause to believe any person with a duty under this policy has failed to disclose actual or possible conflicts of interest, they shall inform the Board of the basis for such belief. The Board shall afford the person an opportunity to explain the alleged failure to disclose during a regular meeting of the Board.

If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board of Trustees determines the person has failed to disclose an actual or possible Conflict of Interest, it shall take appropriate disciplinary and corrective action.

<u>Records of Proceedings</u>

The minutes of meetings of the Board and all committees who can make decisions for the Board shall contain:

a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible Conflict of Interest, the nature of the financial interest, any action taken to determine whether a Conflict of Interest was present, and the governing board's or committee's decision as to whether a Conflict of Interest in fact existed.
b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

<u>Compensation</u>

a) A voting member of the Board who receives compensation, directly or indirectly, from the Library for services is precluded from voting on matters pertaining to that member's compensation.
b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library for services is precluded from voting on matters pertaining to that member's compensation.
c) No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Initial and Annual Statements

Each Trustee, principal officer and member of a committee with Board-delegated powers, and employee of the Library shall, prior to taking office, and annually, sign a statement which affirms such person:

a) Has received a copy of the Conflict of Interest policy;
b) Has read and understands the policy;
c) Has agreed to comply with the policy; and
d) Understands that the Library is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

The Board Secretary (or the designated compliance officer) shall provide a copy of all completed statements to the chair of the audit committee or, if there is no audit committee, to the Board President, and shall retain such copies for not less than 7 years.

Periodic Reviews of Compensation and Expenditures

To ensure that the Library operates in a manner consistent with charitable purposes and doesn't engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.

The periodic reviews shall, at a minimum, include the following subjects:

a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
b) Whether partnerships, joint ventures, and arrangements with organizations conform to the Library's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and don't result in inurement, impermissible private benefit, or in an excess benefit transaction.

These periodic reviews shall be done per the direction of the Board of Directors and shall be in addition to any required or routinely conducted audit.

Use of Outside Experts

When conducting the periodic reviews, Cuba Library may, but need not, use outside advisors. Outside experts shall be retained per the standard procurement procedure.

Annual Statement Form
NOTE: This form may also be used to disclose a potential conflict at any time

Name: ______________________________________

Role: _______________________________________

Date: _______________________________________

I hereby affirm:

a) I have received a copy of the Cuba Circulating Library’s (Cuba Library’s) "Conflict of Interest" policy;
b) I have read and understand the policy;
c) I agree to comply with the policy; and
d) I understand Cuba Library is "charitable", and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

I understand that per the "Conflict of Interest" policy, an "interested person" must disclose the existence of the "financial interest" and be given the opportunity to disclose all material facts to the Directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

[Please check one:]
_____ At this time, I do not believe I have a "financial interest" in any aspect of Cuba Library’s operations.

OR
____ I wish to disclose the following potential conflict of interest for evaluation per Cuba Library’s "Conflict of Interest" policy: ____

____

____

____

I understand that I can use this form to update my disclosures both annually, and as any concern arises.

SIGNATURE: ______________________________

Submitted to the Board Secretary (or the designated compliance officer) on: _____________
NOTE: Completed copies of this form shall be provided to the Board President, and Cuba Library shall retain such copies for not less than 7 years.

QUOTATION
Cuba Circulating Library
39 E Main St
Cuba, NY 14727
Tina Dalton
daltont@stls.org
6/17/2026

Upright Interactive Kiosk

Qty	Products & Services Provided		Total Price	Price
	Hardware Required			
1	55inch Upright Interactive Kiosk (1 Year Warranty)		$ 4,185.89	
		Hardware Total		**$ 4,185.89**
	Service/ Installation			
1	Remote Installation		$150.00	
		Services Total		**$ 150.00**
	Optional (Recommended)			
0	1st Year EDS Support Plan (Software & Hardware)		$ -	$ -
		SHIPPING		**$ 385.92**
	Total Project Cost			**$ 4,721.81**

Quote is valid for 30 days

DEPENDENCIES