

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

Monday, Sept. 14, 2026
5:30pm

1. Call to order
2. Adoption of Agenda
3. Public Comments
4. Friends' Report
5. Minutes of the July Meeting
6. Minutes of the August Special Meeting
7. Financial Officer's Report
8. Corresponding Secretary
9. Director's Report
10. Committee Reports
 - i. Planning
 - ii. Finance
 - iii. Bldgs/Grounds
 - iv. Personnel
 - a. Dave Wagner resignation
 - b. Hire Maintenance Manager
 - c. Librarian Job Description
 - d. Director's evaluation
 - v. Policy
 - a. Community Room
 - b. Purchase
 - c. Library of Things
 - vi. Liaison with Friends
 - vii. Education
 - viii. Executive
9. Unfinished Business
 - i. SAM grant
 - a. Mazza balance: \$34,050
 - i. Digital sign
10. New Business
 - i. Endowment withdrawal

- a. Budget: \$31,890; Adams Memorial \$600
- ii. HVAC yearly service contract
- iii. Village Rec program/Child Behavior Policy
- iv. October board meeting date: Monday, Oct. 19 @ 5:00 pm

12. Executive Session as needed

13. Adjournment

Tentative Minutes

Cuba Circulating Library Board of Trustees

Meeting Minutes for Monday, July 13, 2026

Present: Jill Schwab, Elizabeth Cashing, Seamus Cummesky, Sue Feldbauer, Jacqueline Gertner, Ann Gross, Marsha Long, Melissa Pingitore, Scott Sackett, Emily Zayac, and Tina Dalton

Excused: Brad Weaver

Guest: Scott Wisler

1. Call to order 5:32
2. Adoption of Agenda - Elizabeth C. made a motion to accept the Agenda as presented. Seconded by Emily Z., the motion was passed unanimously.
3. Public Comments – none
4. Friends Report – Scott Wisler, representing the Friends of the Library, reported that the August Cheers, Cheese and Chocolate event is in good shape for sales, most likely meeting a similar fundraising level as previous years. Ann G., Friends member, added that any Trustees who are willing to donate food items for the event, please speak to her after the meeting.
5. Minutes of the June Meeting – On a motion by Jacqueline G., second by Scott S., the minutes were unanimously accepted.
6. Financial Officer's Report – See attached. Emily Z. did note that most expenses are tracking to 50% as expected by this point in the year and that Endowment funds continue to grow.
7. Corresponding Secretary - none
8. Director's Report – See attached. Tina D. encouraged anyone reading during the summer to sign up for the reading challenge and be counted in our stats. Since her report was created, Tina D. reported that a building inspection was conducted by the Code Inspector. The building passed inspection. If any major changes are made to the building, we are requested to contact the Code Inspector. Melissa P. noted the Village is currently performing inspections on properties in its jurisdiction.

9. Committees

i. Planning – Scott S. reported that he is working with Mose, a member of the Amish population, to teach a hunter safety course. With DEC approval, there will be 8 hours of instruction, classroom and non-live rounds in the library Community Room. Details are being finalized. Scott S. also summarized the Education requirements for each trustee since it was Seamus Cummesky's first Board meeting.

ii. Finance – none

iii. Buildings and Grounds –

- a. A landscaping bid from Dark Hollow Landscaping was provided. Bushes have recently been trimmed by a volunteer. At this time, no action on procuring a professional landscaper was taken.
- b. Tina reviewed the HVAC repairs which are continuing since the major overhaul of the system. There are still a few issues to be addressed. She has requested prices on service plans available.

iv. Personnel

- a. Director's Evaluation- Jill S. will be sending the Director Evaluation document shortly. The Personnel committee will then meet and have results for the board by the September meeting.

v. Policy

- a. Whistleblower Policy – A revised policy included in the board packet was brought forward for adoption. On a motion by Emily Z. and then a second by Ann G., the updated version was adopted unanimously.
- b. Conflict of Interest – An updated Conflict of Interest policy was also included in the board packet. There was a motion to adopt the policy as presented by Ann G., seconded by Melissa P. and the motion passed unanimously. The last page of the policy is the Annual Statement Form which is to be completed by each Trustee.

This new form should be completed and given to Tina by the September meeting.

vi. Liaison with Friends – no additional report

vii. Education – none

viii. none

10.Unfinished Business

i. SAM Grant – Paperwork is continuing and payment still pending.

11.New Business –

i. Digital Sign – The indoor digital sign stopped working and the cost to replace/repair is costly and not in the budget. No action at this time other than allowing our insurance carrier to submit a claim to possibly aid in replacement/repair.

12.Executive Session –

Melissa P. made a motion to go into executive session for the purpose of discussion on a staff matter. A second motion was made by Emily Z. and vote was unanimous to enter executive session at 6:07 p.m.

A motion by Emily Z, second by Elizabeth C. to come out of executive session made at 6:18 p.m., passed unanimously.

13.Adjournment – On a motion by Jacqueline G. and seconded by Seamus C., the meeting was adjourned at 6:19.

Respectfully submitted,

Marsha Long

Tentative Minutes

Cuba Circulating Library Board of Trustees

Special Meeting called for Tuesday, August 25, 2026

Present: Jill Schwab, Elizabeth Cashing, Seamus Cummesky, Sue Feldbauer, Ann Gross, Marsha Long, Scott Sackett, Brad Weaver, Emily Zayac, and Tina Dalton

Absent: Jacqueline Gertner

1. Call to order by Jill Schwab at 6:30
2. Adoption of Agenda – On a motion by Elizabeth Cashing, second by Scott Sackett, the agenda was accepted unanimously.
3. Adoption of Resolution – Upon recommendation of our lawyer, the board has been asked to consider a resolution authorizing the director to sign contracts for grants and conditional donations.

RESOLUTION AUTHORIZING THE DIRECTOR TO SIGN CONTRACTS FOR GRANTS AND CONDITIONAL DONATIONS

WHEREAS, the Cuba Circulating Library Board of Trustees recognizes the need for timely execution of grant agreements and conditional donation contracts in order to effectively administer library programs and services; and

WHEREAS, the Board wishes to designate authority for signing such agreements to the Library Director;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Cuba Circulating Library hereby authorizes the Director to sign contracts for grants and conditional donations not exceeding \$250,000, or as otherwise approved by the Board, on behalf of the Library;

BE IT FURTHER RESOLVED, that this authorization shall remain in effect until modified or rescinded by further action of the Board.
ADOPTED this 26th day of August, 2026.

A motion to accept the presented resolution was made by Emily Zayac, seconded by Scott Sackett, passed unanimously.

4. Adjournment - Motion to adjourn at 6:36 made by Emily Zayac, second by Seamus Cummesky, passed unanimously to adjourn at 6:36.

Respectfully submitted,

Marsha Long

Cuba Circulating Library Association

Budget vs. Actuals

January - July, 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	24,616.62	6,000.00	-18,616.62	-310.28 %
4018 Central Library Services Aid		450.00	450.00	100.00 %
4020 Meeting Room Fee	450.00	1,100.00	650.00	59.09 %
4100 Other Income	50.00		-50.00	
Book Replacement	136.40		-136.40	
Copies Income	1,361.75	2,600.00	1,238.25	47.63 %
Donation Box	651.70	2,000.00	1,348.30	67.42 %
Fines	75.95	300.00	224.05	74.68 %
Misc Income		0.00	0.00	
Total 4100 Other Income	2,275.80	4,900.00	2,624.20	53.56 %
4200 Restricted Funds Revenue	20,000.63		-20,000.63	
Adult Programs	67.80		-67.80	
Arts Grant	3,000.00	0.00	-3,000.00	
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	
Willday Grant	50.00		-50.00	
Total 4200 Restricted Funds Revenue	30,836.42	7,000.00	-23,836.42	-340.52 %
4500 Investment Income				
Dividend Income	7,926.09		-7,926.09	
Interest Income	1,912.92		-1,912.92	
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	-93,327.44		93,327.44	
Total 4500 Investment Income	135,011.33	32,490.00	-102,521.33	-315.55 %
Budget Carryover		11,500.00	11,500.00	100.00 %
Total Revenue	\$193,190.17	\$368,139.00	\$174,948.83	47.52 %
GROSS PROFIT	\$193,190.17	\$368,139.00	\$174,948.83	47.52 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	118,057.55	211,179.00	93,121.45	44.10 %
6102 Taxes	1,304.60		-1,304.60	
Payroll Tax	8,207.77	0.00	-8,207.77	
Payroll Tax FICA Employer		16,400.00	16,400.00	100.00 %

Cuba Circulating Library Association

Budget vs. Actuals

January - July, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
SUTA	1,283.47	2,184.00	900.53	41.23 %
Total 6102 Taxes	10,795.84	18,584.00	7,788.16	41.91 %
6103 Employee Benefits				
Company Contributions				
Retirement	2,588.51	6,300.00	3,711.49	58.91 %
Total Company Contributions	2,588.51	6,300.00	3,711.49	58.91 %
Health Insurance	3,475.34	6,000.00	2,524.66	42.08 %
Total 6103 Employee Benefits	6,063.85	12,300.00	6,236.15	50.70 %
6105 Ins - Disability	1,238.95	1,125.00	-113.95	-10.13 %
6106 Background Expense	228.00	400.00	172.00	43.00 %
Total 6100 Payroll Expenses	136,384.19	243,588.00	107,203.81	44.01 %
6200 Library Materials				
6205 Books-J	2,602.18	5,500.00	2,897.82	52.69 %
6210 Books-A	5,618.06	8,500.00	2,881.94	33.91 %
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	997.34	1,500.00	502.66	33.51 %
6270 Video Games	371.54	1,000.00	628.46	62.85 %
6275 STLS Digital Collection	3,812.00	3,812.00	0.00	0.00 %
6280 Adult Programming	1,822.45	2,000.00	177.55	8.88 %
6285 Childrens Programming	1,079.05	1,500.00	420.95	28.06 %
6290 STLS cost share	12,067.94	12,631.00	563.06	4.46 %
Total 6200 Library Materials	30,159.98	38,743.00	8,583.02	22.15 %
6202 Book Replacement	39.63		-39.63	
6300 Restricted Fund Spending	44,817.00		-44,817.00	
6310 Arts Grant Expense	2,100.00		-2,100.00	
6320 Friends Expense	4,182.92		-4,182.92	
6350 Wilday Grant	903.43		-903.43	
6355 STLS Outreach	692.99		-692.99	
6360 DFY Grant		0.00	0.00	
6368 Martin Grant	73.51		-73.51	
6370 Memorials & Gifts	2,312.05		-2,312.05	
6390 United Way Grant	1,275.12		-1,275.12	
Total 6300 Restricted Fund Spending	56,357.02	0.00	-56,357.02	
6410 Advertisement	82.14	200.00	117.86	58.93 %
6415 Bank fees	10.00	100.00	90.00	90.00 %
6420 Custodial supplies	351.68	1,200.00	848.32	70.69 %
6425 Discretionary Fund	403.98	1,000.00	596.02	59.60 %
6430 Insurance				
Ins - Liability Insurance		925.00	925.00	100.00 %

Cuba Circulating Library Association

Budget vs. Actuals

January - July, 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	4,160.36		-4,160.36	
6445 Library supplies	1,061.29		-1,061.29	
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	688.87	4,000.00	3,311.13	82.78 %
Total 6445 Library supplies	2,756.96	8,300.00	5,543.04	66.78 %
6447 Membership	1,298.00	1,500.00	202.00	13.47 %
6450 Postage	221.26	500.00	278.74	55.75 %
6455 Processing Fee	375.23	1,100.00	724.77	65.89 %
6460 Personal Protection Supplies	44.99	500.00	455.01	91.00 %
6465 Repairs/Building & Grounds	7,128.57	10,000.00	2,871.43	28.71 %
6470 Services		100.00	100.00	100.00 %
Alarm System - Doyle	1,517.32	2,300.00	782.68	34.03 %
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	4,970.00	9,000.00	4,030.00	44.78 %
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	1,955.87	3,300.00	1,344.13	40.73 %
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	325.00	450.00	125.00	27.78 %
Window Cleaner	500.00	500.00	0.00	0.00 %
Total 6470 Services	17,018.05	27,500.00	10,481.95	38.12 %
6480 Train/conference	794.00	3,500.00	2,706.00	77.31 %
6485 Travel	1,194.16	4,500.00	3,305.84	73.46 %
6490 Utilities				
Electric	4,593.72	7,500.00	2,906.28	38.75 %
Extended Broadband	1,350.00	1,800.00	450.00	25.00 %
Fuel	2,049.51	4,000.00	1,950.49	48.76 %
Phone	899.00	1,400.00	501.00	35.79 %
Total 6490 Utilities	8,892.23	14,700.00	5,807.77	39.51 %
Total Expenditures	\$276,049.61	\$368,139.00	\$92,089.39	25.01 %
NET OPERATING REVENUE	\$ -82,859.44	\$0.00	\$82,859.44	0.00%

Cuba Circulating Library Association

Budget vs. Actuals

January - July, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
NET REVENUE	\$ -82,859.44	\$0.00	\$82,859.44	0.00%

Cuba Circulating Library Association

Statement of Activity

July 2026

	TOTAL	
	Jul 2026	Jul 2025 (PY)
Revenue		
4017 Memorials/Gifts	651.49	300.00
4020 Meeting Room Fee	150.00	100.00
4100 Other Income	\$50.00	
Book Replacement	51.40	33.95
Copies Income	178.20	171.75
Donation Box	364.70	1,032.00
Fines	14.75	12.00
Misc Income		22.80
Total for 4100 Other Income	\$659.05	\$1,272.50
4200 Restricted Funds Revenue	\$6,148.00	
Adult Programs		175.00
Arts Grant	3,000.00	
Total for 4200 Restricted Funds Revenue	\$9,148.00	\$175.00
4500 Investment Income		
Dividend Income	877.71	761.06
Interest Income	142.03	73.16
Unrealized Gain/Loss on Investments	-9,481.31	4,869.20
Total for 4500 Investment Income	-\$8,461.57	\$5,703.42
Total for Revenue	\$2,146.97	\$7,550.92
Gross Profit	\$2,146.97	\$7,550.92
Expenditures		
6100 Payroll Expenses		
6101 Wages	15,225.31	14,234.86
6102 Taxes	\$0.00	\$0.00
Payroll Tax	1,206.79	1,131.03
SUTA	88.23	81.61
Total for 6102 Taxes	\$1,295.02	\$1,212.64
6103 Employee Benefits		
Company Contributions		
Retirement	344.71	364.74
Total for Company Contributions	\$344.71	\$364.74
Health Insurance	500.00	500.00
Total for 6103 Employee Benefits	\$844.71	\$864.74

Cuba Circulating Library Association

Statement of Activity

July 2026

	TOTAL	
	Jul 2026	Jul 2025 (PY)
6106 Background Expense	24.00	
Total for 6100 Payroll Expenses	\$17,389.04	\$16,312.24
6200 Library Materials		
6205 Books-J	619.50	916.73
6210 Books-A	1,252.07	1,381.58
6230 Audio		150.68
6260 DVD	42.95	88.92
6270 Video Games	277.86	
6280 Adult Programming	18.98	394.29
6285 Childrens Programming	222.21	271.45
Total for 6200 Library Materials	\$2,433.57	\$3,203.65
6202 Book Replacement		9.35
6300 Restricted Fund Spending	\$1,890.00	
6310 Arts Grant Expense		300.00
6320 Friends Expense	1,510.92	627.70
6350 Wilday Grant	300.00	
6355 STLS Outreach		419.24
6368 Martin Grant		76.02
6370 Memorials & Gifts	226.58	372.37
6390 United Way Grant		8.82
Total for 6300 Restricted Fund Spending	\$3,927.50	\$1,804.15
6410 Advertisement	13.00	6.00
6415 Bank fees		10.00
6420 Custodial supplies	38.91	12.99
6425 Discretionary Fund	-250.00	
6440 Investment Fee	588.82	552.42
6445 Library supplies	\$46.51	\$405.18
Library Equipment		67.96
Library Supplies	19.99	
Total for 6445 Library supplies	\$66.50	\$473.14
6447 Membership		830.00
6450 Postage	4.96	177.24
6455 Processing Fee	77.22	124.74
6460 Personal Protection Supplies	44.99	
6465 Repairs/Building & Grounds	5,059.39	

Cuba Circulating Library Association

Statement of Activity

July 2026

	TOTAL	
	Jul 2026	Jul 2025 (PY)
6470 Services		
Alarm System - Doyle	353.86	543.66
Argentieries		17.00
Bookkeeper	710.00	675.00
Hotspots	159.41	253.78
Water Softener	113.65	
Total for 6470 Services	\$1,336.92	\$1,489.44
6485 Travel	49.74	-27.18
6490 Utilities		
Electric	576.33	
Extended Broadband	450.00	450.00
Fuel	278.00	296.00
Phone	233.00	233.00
Total for 6490 Utilities	\$1,537.33	\$979.00
Total for Expenditures	\$32,317.89	\$25,957.18
Net Operating Revenue	-\$30,170.92	-\$18,406.26
Net Revenue	-\$30,170.92	-\$18,406.26

Cuba Circulating Library Association

Statement of Financial Position

As of Jul 31, 2026

	TOTAL	
	As of Jul 31, 2026	As of Jul 31, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
1020 Five Star	11,551.71	5,516.96
1080 Money Market	44,329.88	17,297.10
1090 Savings	0.00	0.00
Total for Bank Accounts	\$55,881.59	\$22,814.06
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	6,378.73	3,721.62
Cost of Securities	731,058.16	635,059.75
Unrealized Gain/Loss	3,285.45	70,340.02
Total for 1303 Endowment Investment	\$740,722.34	\$709,121.39
1306 Adams Mem Book Fund Investment	\$0.00	\$0.00
Cash, BDP, and Money Market Fds	157.14	96.94
Cost of Securities	20,472.06	16,653.24
Unrealized Gain/Loss	92.80	1,944.49
Total for 1306 Adams Mem Book Fund Investment	\$20,722.00	\$18,694.67
1400 Prepaid Fee	294.22	833.09
Grant Receivable	0.00	0.00
Payroll Refunds	0.00	
QuickBooks Tax Holding Account	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	\$762,277.43	\$728,649.15
Total for Current Assets	\$818,159.02	\$751,463.21
Fixed Assets		
1520 Building and equipment	\$1,346,028.30	\$1,103,618.73
Elevator Replacement	41,645.00	41,645.00

Cuba Circulating Library Association

Statement of Financial Position

As of Jul 31, 2026

	TOTAL	
	As of Jul 31, 2026	As of Jul 31, 2025 (PY)
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
Other Assets		
1000 Friends Cash	0.00	0.00
Total for Other Assets	\$0.00	\$0.00
Total for Assets	\$1,669,474.33	\$1,410,110.95
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	1,135.00	675.00
Total for Accounts Payable	\$1,135.00	\$675.00
Credit Cards		
5662 Bank Of America	0.00	0.00
Total for Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	\$0.00	-\$593.21
American Funds	336.52	0.00
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	\$336.52	-\$593.21
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total for Other Current Liabilities	\$336.52	-\$593.21
Total for Current Liabilities	\$1,471.52	\$81.79
Total for Liabilities	\$1,471.52	\$81.79

Cuba Circulating Library Association

Statement of Financial Position

As of Jul 31, 2026

	TOTAL	
	As of Jul 31, 2026	As of Jul 31, 2025 (PY)
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	-82,859.44	-198,938.51
Total for Equity	\$1,668,002.81	\$1,410,029.16
Total for Liabilities and Equity	\$1,669,474.33	\$1,410,110.95

Cuba Circulating Library Association

Budget vs. Actuals

January - August, 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	25,263.61	6,000.00	-19,263.61	-321.06 %
4018 Central Library Services Aid		450.00	450.00	100.00 %
4020 Meeting Room Fee	475.00	1,100.00	625.00	56.82 %
4100 Other Income	59.00		-59.00	
Book Replacement	155.30		-155.30	
Copies Income	1,634.60	2,600.00	965.40	37.13 %
Donation Box	682.50	2,000.00	1,317.50	65.88 %
Fines	91.95	300.00	208.05	69.35 %
Misc Income		0.00	0.00	
Total 4100 Other Income	2,623.35	4,900.00	2,276.65	46.46 %
4200 Restricted Funds Revenue	20,000.63		-20,000.63	
Adult Programs	242.80		-242.80	
Arts Grant	3,000.00	0.00	-3,000.00	
Childrens Programs	75.00		-75.00	
DFY Grant	2,200.00	2,000.00	-200.00	-10.00 %
Friends	5,200.00	5,000.00	-200.00	-4.00 %
Grant - STLS	442.99		-442.99	
Grants	2,000.00		-2,000.00	
Willday Grant	50.00		-50.00	
Total 4200 Restricted Funds Revenue	33,211.42	7,000.00	-26,211.42	-374.45 %
4500 Investment Income				
Dividend Income	8,818.46		-8,818.46	
Interest Income	1,976.12		-1,976.12	
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	-79,053.84		79,053.84	
Total 4500 Investment Income	150,240.50	32,490.00	-117,750.50	-362.42 %
Budget Carryover		11,500.00	11,500.00	100.00 %
Total Revenue	\$211,813.88	\$368,139.00	\$156,325.12	42.46 %
GROSS PROFIT	\$211,813.88	\$368,139.00	\$156,325.12	42.46 %
Expenditures				
6100 Payroll Expenses				
6101 Wages	133,516.81	211,179.00	77,662.19	36.78 %
6102 Taxes	1,304.60		-1,304.60	
Payroll Tax	9,432.49	0.00	-9,432.49	
Payroll Tax FICA Employer		16,400.00	16,400.00	100.00 %

Cuba Circulating Library Association

Budget vs. Actuals

January - August, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
SUTA	1,355.03	2,184.00	828.97	37.96 %
Total 6102 Taxes	12,092.12	18,584.00	6,491.88	34.93 %
6103 Employee Benefits				
Company Contributions				
Retirement	2,933.80	6,300.00	3,366.20	53.43 %
Total Company Contributions	2,933.80	6,300.00	3,366.20	53.43 %
Health Insurance	3,975.34	6,000.00	2,024.66	33.74 %
Total 6103 Employee Benefits	6,909.14	12,300.00	5,390.86	43.83 %
6105 Ins - Disability	1,238.95	1,125.00	-113.95	-10.13 %
6106 Background Expense	228.00	400.00	172.00	43.00 %
Total 6100 Payroll Expenses	153,985.02	243,588.00	89,602.98	36.78 %
6200 Library Materials				
6205 Books-J	2,973.89	5,500.00	2,526.11	45.93 %
6210 Books-A	6,295.98	8,500.00	2,204.02	25.93 %
6220 Serials	1,210.38	1,500.00	289.62	19.31 %
6230 Audio	599.47	800.00	200.53	25.07 %
6240 Equipment		0.00	0.00	
6250 Digital Books		0.00	0.00	
6260 DVD	1,057.16	1,500.00	442.84	29.52 %
6270 Video Games	371.54	1,000.00	628.46	62.85 %
6275 STLS Digital Collection	3,812.00	3,812.00	0.00	0.00 %
6280 Adult Programming	1,997.45	2,000.00	2.55	0.13 %
6285 Childrens Programming	1,170.96	1,500.00	329.04	21.94 %
6290 STLS cost share	12,067.94	12,631.00	563.06	4.46 %
Total 6200 Library Materials	31,556.77	38,743.00	7,186.23	18.55 %
6202 Book Replacement	39.63		-39.63	
6300 Restricted Fund Spending	49,490.62		-49,490.62	
6310 Arts Grant Expense	2,100.00		-2,100.00	
6320 Friends Expense	4,336.69		-4,336.69	
6350 Wilday Grant	903.43		-903.43	
6355 STLS Outreach	692.99		-692.99	
6360 DFY Grant	290.98	0.00	-290.98	
6368 Martin Grant	73.51		-73.51	
6370 Memorials & Gifts	3,924.15		-3,924.15	
6390 United Way Grant	1,275.12		-1,275.12	
Total 6300 Restricted Fund Spending	63,087.49	0.00	-63,087.49	
6410 Advertisement	95.14	200.00	104.86	52.43 %
6415 Bank fees	15.00	100.00	85.00	85.00 %
6420 Custodial supplies	417.96	1,200.00	782.04	65.17 %
6425 Discretionary Fund	403.98	1,000.00	596.02	59.60 %
6430 Insurance				
Ins - Liability Insurance		925.00	925.00	100.00 %

Cuba Circulating Library Association

Budget vs. Actuals

January - August, 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	4,742.41		-4,742.41	
6445 Library supplies	1,155.15		-1,155.15	
Computer Equipment & Services	381.34	2,000.00	1,618.66	80.93 %
Library Equipment	790.46	2,300.00	1,509.54	65.63 %
Library Supplies	688.87	4,000.00	3,311.13	82.78 %
Total 6445 Library supplies	3,015.82	8,300.00	5,284.18	63.66 %
6447 Membership	1,298.00	1,500.00	202.00	13.47 %
6450 Postage	217.26	500.00	282.74	56.55 %
6455 Processing Fee	431.65	1,100.00	668.35	60.76 %
6460 Personal Protection Supplies	44.99	500.00	455.01	91.00 %
6465 Repairs/Building & Grounds	7,152.20	10,000.00	2,847.80	28.48 %
6470 Services		100.00	100.00	100.00 %
Alarm System - Doyle	1,517.32	2,300.00	782.68	34.03 %
Argentieries	170.00	350.00	180.00	51.43 %
Attorney	1,350.00	3,000.00	1,650.00	55.00 %
Audit	5,500.00	5,500.00	0.00	0.00 %
Bookkeeper	5,680.00	9,000.00	3,320.00	36.89 %
Computer Tech		0.00	0.00	
Copier Acme	649.56	1,000.00	350.44	35.04 %
Fire Extinguishers	95.00	200.00	105.00	52.50 %
Fire Place Clean	201.05	200.00	-1.05	-0.53 %
Gutters Cleaned		350.00	350.00	100.00 %
Hotspots	2,112.75	3,300.00	1,187.25	35.98 %
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	340.00	450.00	110.00	24.44 %
Window Cleaner	500.00	500.00	0.00	0.00 %
Total 6470 Services	18,115.68	27,500.00	9,384.32	34.12 %
6480 Train/conference	933.30	3,500.00	2,566.70	73.33 %
6485 Travel	1,194.16	4,500.00	3,305.84	73.46 %
6490 Utilities				
Electric	5,530.13	7,500.00	1,969.87	26.26 %
Extended Broadband	1,350.00	1,800.00	450.00	25.00 %
Fuel	2,317.51	4,000.00	1,682.49	42.06 %
Phone	949.00	1,400.00	451.00	32.21 %
Total 6490 Utilities	10,146.64	14,700.00	4,553.36	30.98 %
Total Expenditures	\$305,270.28	\$368,139.00	\$62,868.72	17.08 %
NET OPERATING REVENUE	\$ -93,456.40	\$0.00	\$93,456.40	0.00%

Cuba Circulating Library Association

Budget vs. Actuals

January - August, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Other Revenue				
Gain on Sale of Equipment	2,221.81		-2,221.81	
Total Other Revenue	\$2,221.81	\$0.00	\$ -2,221.81	0.00%
NET OTHER REVENUE	\$2,221.81	\$0.00	\$ -2,221.81	0.00%
NET REVENUE	\$ -91,234.59	\$0.00	\$91,234.59	0.00%

Cuba Circulating Library Association

Statement of Activity

August 2026

	TOTAL	
	Aug 2026	Aug 2025 (PY)
Revenue		
4017 Memorials/Gifts	646.99	76.40
4020 Meeting Room Fee	25.00	
4100 Other Income	\$9.00	
Book Replacement	18.90	15.00
Copies Income	272.85	57.15
Donation Box	30.80	80.00
Fines	16.00	16.00
Misc Income		5.80
Total for 4100 Other Income	\$347.55	\$173.95
4200 Restricted Funds Revenue		\$100.00
Adult Programs	175.00	
Arts Grant		3,578.89
DFY Grant	2,200.00	
Manley Grant		4,000.00
Total for 4200 Restricted Funds Revenue	\$2,375.00	\$7,678.89
4500 Investment Income		
Dividend Income	892.37	796.12
Interest Income	63.20	23.15
Morgan Stanley		
Adams Memorial		500.00
Endowment Fund		28,326.91
Total for Morgan Stanley		\$28,826.91
Realized Gain/Loss on Investments		5,222.40
Unrealized Gain/Loss on Investments	14,273.60	9,136.06
Total for 4500 Investment Income	\$15,229.17	\$44,004.64
Total for Revenue	\$18,623.71	\$51,933.88
Gross Profit	\$18,623.71	\$51,933.88
Expenditures		
6100 Payroll Expenses		
6101 Wages	15,459.26	14,534.81
6102 Taxes	\$0.00	\$0.00
Payroll Tax	1,224.72	1,153.97
SUTA	71.56	67.35
Total for 6102 Taxes	\$1,296.28	\$1,221.32

Cuba Circulating Library Association

Statement of Activity

August 2026

	TOTAL	
	Aug 2026	Aug 2025 (PY)
6103 Employee Benefits		
Company Contributions		
Retirement	345.29	337.29
Total for Company Contributions	\$345.29	\$337.29
Health Insurance	500.00	500.00
Total for 6103 Employee Benefits	\$845.29	\$837.29
Total for 6100 Payroll Expenses	\$17,600.83	\$16,593.42
6200 Library Materials		
6205 Books-J	371.71	132.54
6210 Books-A	677.92	311.49
6230 Audio	20.43	182.76
6260 DVD	59.82	157.52
6270 Video Games		139.98
6280 Adult Programming	175.00	139.62
6285 Childrens Programming	91.91	121.64
Total for 6200 Library Materials	\$1,396.79	\$1,185.55
6202 Book Replacement		32.70
6300 Restricted Fund Spending	\$4,673.62	
6320 Friends Expense	153.77	449.87
6355 STLS Outreach		221.89
6360 DFY Grant	290.98	
6370 Memorials & Gifts	1,612.10	142.73
Total for 6300 Restricted Fund Spending	\$6,730.47	\$814.49
6410 Advertisement	13.00	
6415 Bank fees	5.00	5.00
6420 Custodial supplies	66.28	132.08
6440 Investment Fee	582.05	556.32
6445 Library supplies	\$93.86	\$502.50
Computer Equipment & Services	165.00	
Library Equipment		86.95
Total for 6445 Library supplies	\$258.86	\$589.45
6447 Membership		240.00
6450 Postage	-4.00	
6455 Processing Fee	56.42	23.76
6465 Repairs/Building & Grounds	23.63	
6470 Services		
Argentieries	51.00	17.00
Bookkeeper	710.00	675.00
Copier Acme	69.75	
Fire Extinguishers	95.00	
Hotspots	156.88	159.41

Cuba Circulating Library Association

Statement of Activity

August 2026

	TOTAL	
	Aug 2026	Aug 2025 (PY)
Water Softener		15.00
Total for 6470 Services	\$1,082.63	\$866.41
6480 Train/conference	139.30	-320.11
6485 Travel		42.63
6490 Utilities		
Electric	936.41	1,314.65
Fuel	268.00	263.00
Phone	50.00	50.00
Total for 6490 Utilities	\$1,254.41	\$1,627.65
Total for Expenditures	\$29,205.67	\$22,389.35
Net Operating Revenue	-\$10,581.96	\$29,544.53
Other Revenue		
Gain on Sale of Equipment	2,221.81	
Total for Other Revenue	\$2,221.81	
Net Other Revenue	\$2,221.81	
Net Revenue	-\$8,360.15	\$29,544.53

Cuba Circulating Library Association

Statement of Financial Position

As of Aug 31, 2026

	TOTAL	
	As of Aug 31, 2026	As of Aug 31, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
1020 Five Star	18,432.37	22,074.04
1080 Money Market	14,153.57	16,279.46
1090 Savings	0.00	0.00
Total for Bank Accounts	\$32,585.94	\$38,353.50
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	6,680.66	3,676.29
Cost of Securities	731,058.16	612,117.54
Unrealized Gain/Loss	17,170.12	79,220.31
Total for 1303 Endowment Investment	\$754,908.94	\$695,014.14
1306 Adams Mem Book Fund Investment	\$0.00	\$0.00
Cash, BDP, and Money Market Fds	165.59	96.88
Cost of Securities	20,472.06	16,276.16
Unrealized Gain/Loss	481.73	2,200.26
Total for 1306 Adams Mem Book Fund Investment	\$21,119.38	\$18,573.30
1400 Prepaid Fee	294.22	833.09
Grant Receivable	0.00	0.00
Payroll Refunds	0.00	
QuickBooks Tax Holding Account	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	\$776,861.41	\$714,420.53
Total for Current Assets	\$809,447.35	\$752,774.03
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

Cuba Circulating Library Association

Statement of Financial Position

As of Aug 31, 2026

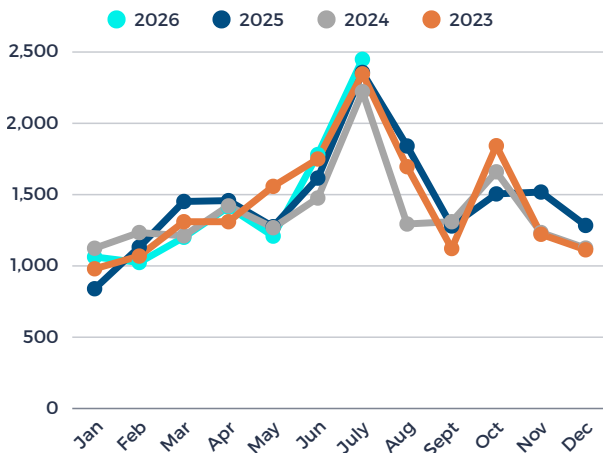
	TOTAL	
	As of Aug 31, 2026	As of Aug 31, 2025 (PY)
Land	46,763.00	46,763.00
Total for Fixed Assets	\$851,315.31	\$658,647.74
Other Assets		
1000 Friends Cash	0.00	0.00
Total for Other Assets	\$0.00	\$0.00
Total for Assets	\$1,660,762.66	\$1,411,421.77
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	1,135.00	675.00
Total for Accounts Payable	\$1,135.00	\$675.00
Credit Cards		
5662 Bank Of America	0.00	0.00
Total for Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	\$0.00	-\$0.01
American Funds	0.00	0.00
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	-\$0.01
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total for Other Current Liabilities	\$0.00	-\$0.01
Total for Current Liabilities	\$1,135.00	\$674.99
Total for Liabilities	\$1,135.00	\$674.99
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	-118,826.91
3800 Restricted Fund	66,827.30	26,993.07
3900 Fund Balance	1,516,034.94	1,704,851.60
Net Revenue	-91,234.59	-169,393.98
Total for Equity	\$1,659,627.66	\$1,410,746.78
Total for Liabilities and Equity	\$1,660,762.66	\$1,411,421.77

Cuba Circulating Library

JULY 2026 DIRECTOR'S REPORT



Patron Visits



WELCOME TO THE LIBRARY

We continue to receive great feedback the upgrades and renovation to our library. Recently we had a family visit us from Wellsville. The mom left her kids to play in the library while she took her pet to the vet. This was the first time they'd visited our library and had no idea what to expect. As they were leaving, her son asked, "Mom, can I have my birthday party here?"

Another patron told us our tree reminded him of the Strong Museum of Play.

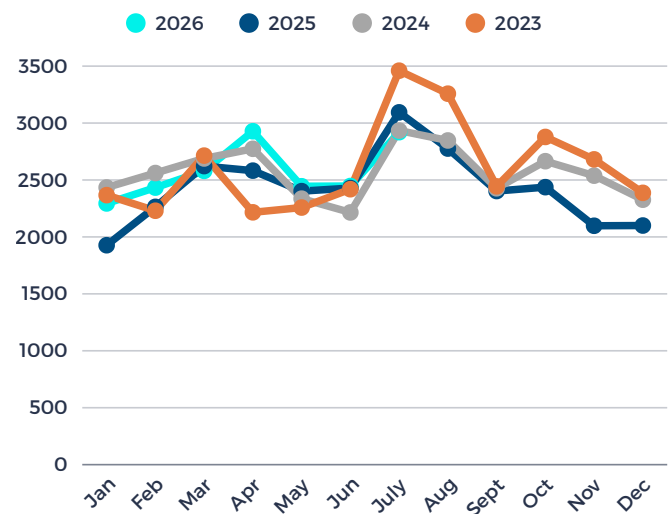
Perhaps the best compliment was a visit from former Cuba Library's Children's Librarian of 37 years, Linda Poelma, who said to keep up the great work.

PATRON NUMBERS

Our door count was **2,449** in July, which is our highest door count in the last several years. Circulation was **2,920** which is a 17% increase from 2025. We added **43** new library cards (26 adult, 13 juvenile, 3 welcome, and 1 online). We answered **293** reference questions in July. We held 25 adult programs, 2 teen programs, 1 multi-age, and 59 kids programs.

71	1533	34	579
Onsite Programs	Programs Attendees	Outreach Visits	Outreach Attendees

Circulation



2920

Items checked out
in July

793

eContent accessed
in July

157

Public computer
sessions in July

376

Holds filled
in July

1027

Visits to website
in July

2447

Items checked out
in June

934

eContent accessed
in June

81

Public computer
sessions in June

314

Holds filled
in June

754

Visits to website
in June

Continuing Ed

On July 1, I attended "Refusal as Instruction: Breaking Up with Big Tech." This workshop shared resources and ideas that library workers can use to help our patrons make informed choices about the technologies they use to reduce or eliminate their reliance on major technology corporations such as Google, Amazon, and Meta that harvest their data.

On July 23, I attended "Trauma-Informed Communication Strategies." This workshop taught language and techniques for communicating with library staff and patrons and focused on how to have hard conversations with someone without hurting them.



On Friday, July 31, I traveled to Buffalo to the Leveling the Playing Field warehouse to pick up donated sporting equipment. This equipment will be used to assemble kits for check out. We may develop other uses for it as well, such as a Youth Sport Equipment Swap Day or a Sports Equipment locker. LPF is a great organization.

Library Programs

On July 16, Melissa Pingitore taught Cold Pressed Soap to a class of 10 teens and tweens. The students loved it and I don't think the library has ever smelled so nice. They returned on July 30 to unmold their soap and make a second batch of soap. This time they made soap as a gift for library staff, which was much appreciated. Thank you, Melissa!



The Subversive Shelf Book Club met on July 21 to discuss "Brave New World" by Aldous Huxley. This book club meets monthly to discuss books that have been banned or challenged. Of the library's four book clubs, this one currently has the most members, with 12 attending in July. We always have a thought-provoking and lively discuss. This book club meets on the third Tuesday of each month at 6:30. We are reading "1984" by George Orwell for August.

Instead of our usual cooking class, this month Epic Eats did a taste test program. We had various types of Oreos and Pringles. The teens and tweens had to try and guess the flavors. We were able to recruit several additional tweens who were hanging around the library and ended up with a great group. Everyone had a blast!

Upcoming Programs

- Aug 4, 11, 20 @ 6:00
- Aug 8 @ 10:00
- Aug 10 @ 6:00
- Aug 11 @ 2:00
- Aug 22 @ 3:00
- Sept. 10 @ 11:00

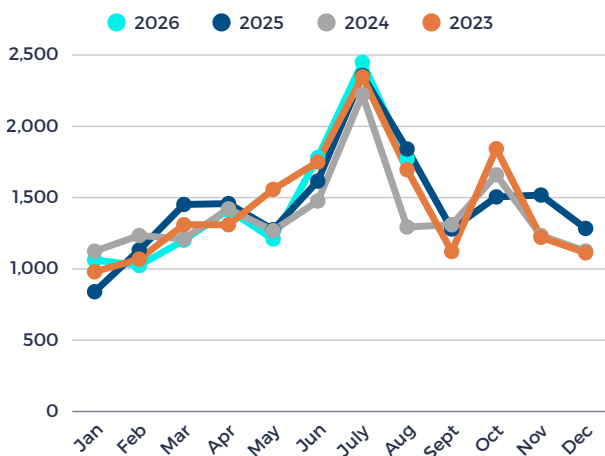
Little House on the Prairie Netflix episodes screenings
Book Page Flower Painting with Shauna
Shake on the Lake
Stop the Bleed and CPR
Wilderness First Aid
Managing Money with Alzheimer's Association

Cuba Circulating Library

AUGUST 2026 DIRECTOR'S REPORT



Patron Visits



SUMMER READING

This summer was one of our busiest yet. The door count was high as was program attendance and library card sign ups. However, participation in our traditional "Summer Reading Program" was down this year. I advocate for counting success in "Summer Reading" in different ways beyond how many minutes a kid reported reading as part of the program. Parents may not take the time to log their kid's minutes or be motivated to officially sign up for Summer Reading. They are still spending multiple days at the library every week, hanging out with their friends, attending events, and telling us how much the library means to them. That's how we should count our success--how many smiles we saw throughout the summer instead of how many people registered for the official program.

PATRON NUMBERS

Our door count was **1,771** in August, a nice reprieve after a very busy July. Circulation was **2,978** which is a 7% increase from 2025. We added **24** new library cards (12 adult, 10 juvenile, and 2 online). We answered **97** reference questions in August. We held **21** adult programs and **13** kids programs.

32

Onsite Programs

582

Programs Attendees

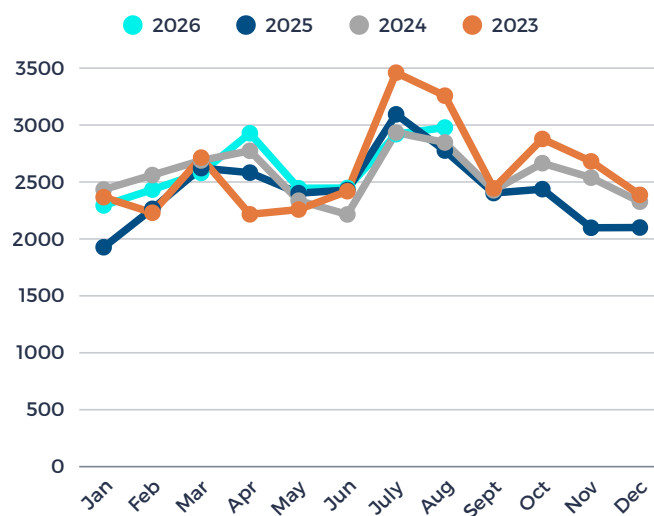
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Outreach Visits

105

Outreach Attendees

Circulation



2920

Items checked out in July

793

eContent accessed in July

157

Public computer sessions in July

376

Holds filled in July

1027

Visits to website in July

2978

Items checked out in August

697

eContent accessed in August

98

Public computer sessions in August

320

Holds filled in August

3889

Visits to website in August

Grants

We received \$2200 for our 2026 NYS Department for Youth (DFY) grant. I submitted our application for our 2027 grant. These funds can be used for supplies, programming, and salary for staff that directly support youth.

I applied for \$2600 for a sensory shower to be added to the corner of the community room. Through our partnerships with Starbridge and BOCES, we regularly have children who get overstimulated during library programs. This will provide a quiet, off to the side space where they can feel enclosed and safe. I asked for \$1000 from the COSAC outreach mini-grant and \$1600 from the Allegany County Area Foundation. We have already received notification from ACAF that we've been awarded the \$1600. COSAC grant recipients will be notified in late October.

We were notified that will be receiving \$5000 from the Manley grant to purchase three new staff computers. These will replace two circ and one office computer that were purchased nine years ago.

This is a total of \$8,800 in grant funds awarded in August.

Buildings & Grounds

InTandem cleaned the carpets on both levels, stripped and waxed the VCT floors, and steam cleaned the tile floors. We also had Orkin exterminators come out to get rid of a yellow jacket nest that was in the raised flower bed next to the benches.

Shake on the Lake

Shake on the Lake was a roaring success. There were 95 people in attendance and I heard from several people how much they enjoyed. One person showed up to The Palmer expecting Music on the Lawn and stayed to see what the show was all about. The next day she told me that although she had never seen a Shakespeare play before, she was so entertained that she would see it again that very night if it were possible. We will certainly bring them back again next year.

Community Partners

Cherilyn and I initiated a meeting with Kim Strauser, Ann Weaver, and Jon Chaffee from the Allegany Council on Alcoholism and Substance Abuse (ACASA). We were joined by Dustin Burch and one of his officer from the Cuba Police Department, as well as Emily Owczarzak, the Clinical Services Director from Cuba Hospital. This meeting was to address the concerned community members voiced in the library's community survey regarding drug use and abuse.

ACASA has assisted Jones Hospital obtain a MATTERS vending machine, which dispenses free, anonymous narcan, as well as fentanyl and xylazine test strips. There is one machine left through this grant funded program and Cuba Hospital appears to be willing to allow installation of the machine on their grounds. Everyone in the meeting saw the importance of the collaboration, and we left with several good ideas for how the library can support the community in this challenge.

Upcoming Programs

- Sept. 22 @ 6:30 Death Cafe with Kimberly Lamendola
- Sept. 26 @ 8-4 DEC Hunters' Safety Course with Mose Yoder
- Sept. 28 @ 6:00 Basic Life Support with Linda Botens
- Sept. 30 @ 6:30 Mead Making with Erica Moses
- Oct. 3 @ 10:00 Fairy Mirrors craft with Shauna
- Oct. 3 @ 1:00 Know Your Vote with the League of Women Voters
- Oct. 10 @ 10:00 Leather Medallions with Clifford Redeye
- Oct. 15 @ 6:30 Hauntings of the Hinsdale House by Daniel Klaes
- Oct. 19 @ 6:30 Intro to Zines with Kyla Tronetti

The library will be closed for a half day on **Tuesday, Sept. 29** for our annual staff development day. We will open at 3:00 p.m.

Job Title: Digital Services Librarian

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:
 - Microsoft Word, Publisher, and Excel
 - SirsiDynix Workflows or equivalent OPAC

Position summary:

The Digital Services Librarian leads the library's digital resources and online presence, ensuring the library's website, catalog, social media, and public technology run smoothly. This position blends hands-on public service with behind-the-scenes systems management, making it well suited to someone who enjoys both customer service and troubleshooting. The role also supports general public service desk coverage and programming as part of a small, collaborative team.

Requirements for this position:

- Familiarity with rural or small-library operations
- Familiarity with graphic design tools
- Strong technical knowledge related to cataloging, web design, and social media.
- NYS public librarian certification or eligibility to obtain

Education/Experience:

- Masters degree in Library Science
- Two years library experience or equivalent education

Duties of this position:

- Maintain and update the library's website, online catalog, and social media accounts, ensuring accurate, engaging, and current content
- Provide one-on-one and small-group technology instruction to patrons (e.g., e-readers, smartphones, email, job applications, video calls)
- Support the ILS (integrated library system) including cataloging, circulation troubleshooting, patron records, and reporting
- Create digital marketing materials (graphics, newsletters, email campaigns) in coordination with library staff
- Monitor emerging technology trends and recommend new tools or services that fit the library's needs and budget

- Plan and conduct programming for all ages
- Provide coverage at the circulation/reference desk, including some evenings and weekends
- Oversee operation of the library in the absence of other supervisors

Physical requirements:

- Must be able to frequently remain in a stationary position for multiple hours at a time.
- Must be able to move about inside the library to collect materials and run programs.
- Constantly operate a computer and other equipment such as printer/copier.
- Occasionally ascend/descend a step stool or ladder to put away or reach supplies.
- Position self to retrieve materials from shelves and carts.
- Able to exchange accurate information with patrons and other staff.
- Frequently pushes and pulls book carts weighing up to 75 lbs. and transports materials.

Approved by Cuba Library Board of Trustees mm/dd/yy

Cuba Circulating Library

Meeting Room & Programming Space Policy

The library's meeting room(s) and programming spaces are available for use by community groups or individual citizens for informational, educational, cultural, recreational, or civic purposes.

Library-sponsored events, programs and meetings receive priority for all meeting rooms and programming spaces.

This policy establishes rules and procedures for the use of the library's meeting room. The use of the meeting room by any group signifies acceptance of the terms of this policy.

A copy of this policy will be posted on the library's website

General Guidelines:

- The library meeting room is open to all groups in the community regardless of the beliefs and affiliations of their members provided that the meetings are open to the public.
- Permission granted to use the library meeting room in no way constitutes endorsement of the policies or beliefs of any group or organization.
- Patrons must be 18 years or older to reserve the community room.
- Advertising that promotes a program or event being hosted by a group or organization at the library must prominently disclaim, verbally and/or in writing, *"This event is not a library-sponsored program and does not constitute endorsement by the library for the event or its host organization."*
- No outside groups or organizations using the meeting room shall charge an admission fee or sell materials, goods, or services for private profit or gain.
- No activity shall be permitted which shall in any manner be potentially or directly destructive to library property or potentially or directly disruptive to the function of the library.
- The Library Director reserves the right to deny permission for use of the meeting room to any group that is disorderly or violates any part of this policy.

Care and Use of Facilities:

- Unlawful activity shall not be permitted in meeting rooms and such activity shall be a basis to deny the use of the library meeting room by groups or individuals violating this policy
- It is the responsibility of the group engaging the meeting room to uphold all library policies
- Noise levels from the meeting room must not disturb library patrons or staff. Meetings may be terminated if they are disruptive to library services.

- The library will not store or be responsible for personal belonging of those using the public meeting room
- Groups serving food and/or beverages must provide their own dishes, cups, utensils, napkins, and other needed supplies.
-

Reservations and Cancellations:

- To ensure equitable access to the community, reservations may not be made more than three months in advance. Individuals or groups may book no more than three meetings in any three-month period unless authorized by the Director; limited series of weekly or daily meetings may be scheduled at the discretion of the Director.
- The library reserves the right to cancel the reservation on the basis of safety or the operational needs of the library. If the library must cancel your reservation, the library will contact the responsible person at the number listed as soon as possible.
- Notice of cancellation by your organization should be made to the Library Director as soon as possible. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled. If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.
- Individuals or groups that have been denied access to a meeting room, or that have had their meeting room usage suspended may submit a letter of reconsideration to the Library Board of Trustees.

Fees and Deposits:

- To defray the costs of reservation, the library charges a nominal but important user fee as follows:
 - Authorized groups may use the Community Room at no charge for activities lasting less than two hours.
 - The fee per use for activities lasting from 2-4 hours is \$25.
 - The fee per use for activities lasting over 4 hours is \$50.
 - Fees must be paid by the end of each month.
- There is a \$25 fee if the kitchen and meeting room are not left clean and orderly.
- There is a \$250 fee if a community room key is borrowed and not returned.

Insurance:

- For events found to be consistent with the Library's charitable mission of education and information access and routine operations, no insurance is required.
- For events that are consistent with the Library's charitable mission of education and information access, but exceed the library's routine operations, proof of adequate insurance, naming the library as "additional insured" will be required.
- Examples of events requiring adequate insurance include but are not limited to: workforce training, meetings of organization's employees, physical education classes (such as yoga or dancing), CPR classes, use of power tools, cooking or food preparation, professional services, and anything medically related.

- **To enable adequate time for assessment, when required, proof of insurance must be provided not later than ten business days before your event.**

Adopted by the Library Board of Trustees on MM/DD/YYYY



CUBA CIRCULATING LIBRARY
39 E Main St
Cuba, NY 14727
www.cubalibrary.org

Cuba Library Community Room Use Agreement

As an association library, the Cuba Circulating Library provides space for use by community groups or individuals for informational, educational, cultural, recreational, or civic purposes. Please review the library's Meeting Room and Programming Space Policy before completing this form.

Name of Organization or Individual:

Person Responsible (Person must be at least 18 years of age. If person is an "Organization," person is authorized to sign a contract for the Organization:

Mailing Address:

Phone:

Cell:

Email:

Date(s) of Use:

Time of Use:

Description of Program/Activity:



CUBA CIRCULATING LIBRARY
39 E Main St
Cuba, NY 14727
www.cubalibrary.org

Estimated number of attendees: Total Hours of use:

Meeting Room Rules for Use. Please initial next to each statement to indicate agreement:

☐ Your event can be restricted to members or invitees, but must be free of charge.

☐ Your organization must not bar any person on the basis of a protected category of identity, including but not limited to gender, race, veteran status, or religion.

☐ The Library Code of Conduct applies to all persons attending your event and you will ensure attendees are aware of the requirements.

☐ No smoking anywhere in the building or on library property. This is in keeping with New York State Public Health Law §1399-o.

☐ The capacity of the room is no more than 97 people.

☐ Please notify your attendees they are allowed to park in the lot across the street.

☐ The public restrooms are locked. There is a key for each in the kitchenette. Restrooms must be left in tidy condition.

☐ Arranging tables and chairs is your responsibility. Please return them to their original position when finished.

☐ There is a \$25 cleaning fee if the kitchen and meeting room are not left clean and orderly. You must take your trash with you. Please do not leave anything in the refrigerator. A vacuum is located for your convenience in the double metal door closet.

☐ If you are using the community room when the library is closed, the heat or AC will not be turned on. You can turn it on by pushing and holding the black button on the side of the thermostat for three seconds.

☐ Turn off lights in the community room, hallway, entryway, and outside. The hall and



CUBA CIRCULATING LIBRARY
39 E Main St
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www.cubalibrary.org

bathroom lights are on motion sensors and will turn off automatically.

☐ The rear stair exit is to be used in case of emergency only. In the event of an emergency, call 911 and direct them to 39 E MAIN ST. An AED device is stored in the basement hallway and the main floor of the library.

☐ Children eight (8) and under are not to be left unattended in the library while parents/guardians attend meetings, programs or events.

☐ All community room users are responsible for signing out a key if access to the community room is needed outside the library's typical operating times. The key should be returned on the same day as the event. If your event ends after the library is closed, please do not keep the key. You may drop the key in the book drop. Library Staff will lock the front door. This will allow you to leave the building while also ensuring that the door is locked from the outside. Be sure the door is pushed shut and firmly latched when you leave. There is a charge of \$250 for unreturned keys.

☐ Items such as pens/pencils, staplers, copies, scissors, tape, cups, plates, napkins, etc. are not provided with use of this room.

☐ Sale of merchandise, raffles, or other materials is forbidden on the premises unless specific approval from the Library Director is obtained in writing at least 3 days prior to the meeting.

User Fee

To defray the costs of reservation, the library charges a nominal but important user fee as follows:

Authorized groups may use the community room at no charge for activities lasting less than two hours.

The fee per use for activities lasting from 2 – 4 hours is \$25.

The fee per use for activities lasting over 4 hours is \$50.

Fees must be paid by the end of each month.



CUBA CIRCULATING LIBRARY
39 E Main St
Cuba, NY 14727
www.cubalibrary.org

Hold Harmless and Indemnification

The individual or organization arranging to use the room agrees to holds harmless, indemnify, and defend the Cuba Circulating Library, its officers, directors, agents, representatives, managers, employees and affiliates from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable attorney fees and legal expenses, incurred in relation to this conditional use of the library's property.

Initials

Acknowledgements

As the "responsible party" listed above, I have read and agree to the Meeting Room & Programming Space Policy.

Signature

As the responsible party, I have read and will abide by, and direct attendees to abide by, the Code of Conduct and the Community Room Use Agreement.

Signature

I agree that events consistent with the library's mission but exceeding routine operations (e.g., workforce training, fitness classes, CPR, power tool use, cooking/food prep, professional services, or medically related activities) require proof of insurance naming the library as "additional insured," submitted at least ten business days before the event.

Signature



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39 E Main St
Cuba, NY 14727
www.cubalibrary.org

I agree that I, or the organization I represent, will assume full responsibility for any damages or additional cleaning fees.

Signature

I agree that any advertising for my event must prominently disclaim, verbally and/or in writing, that *"This event is not a library-sponsored program and does not constitute endorsement by the library for the event or its host organization."*

Signature

I/We, my/our organization, its officers, employees, and members shall through the signing of this Agreement by an authorized party or agent, agree to exercise the utmost care in the use of the library facility, the surrounding property, and to hold the library harmless from all damages, liabilities, injuries, or losses to persons or property resulting from use of library facilities.

Signature

Date

If you should need help after hours, you may reach the Library Director at 585-403-1569.

Approved by the Cuba Library Board of Trustees March 9, 2020

Revised: May 11, 2020, Dec. 14, 2020, Apr. 10, 2023, Nov. 10, 2025

Cuba Circulating Library

PURCHASING POLICY

PURPOSE: The library is committed to conducting its purchasing activities in a fair, transparent, and competitive manner, ensuring value for money while adhering to all applicable laws and regulations. This policy outlines the principles and procedures governing the purchasing process, which involves the library director, trustees, and staff.

Objectives:

- To obtain quality goods and services at the best value for the needs of the library.
- To promote fair and open competition among businesses and suppliers.
- To ensure compliance with all legal and regulatory requirements.
- To foster environmentally sustainable and ethical purchasing practices.

Purchasing Thresholds: The following thresholds determine the purchasing method to be used:

- Up to \$3,000: Purchases may be made without competitive bids, but with due regard for obtaining value for money and adherence to budgetary constraints.
- \$3,001 - \$20,000: Requires obtaining at least three written quotations from qualified suppliers. Purchases over \$10,000 that are not specifically included in the Board-approved budget require a formal resolution by the Board of Trustees, initiated at the request of the library director or appropriate Board Committee.
- Above \$20,000: Requires a formal competitive bidding process, which may include a request for proposal (RFP) or invitation to tender (ITT), depending on the nature of the procurement.

Purchasing Procedures:

- All purchasing activities shall be conducted in accordance with library purchasing policy and applicable laws and regulations.
 - Staff members shall complete a “Purchase Requisition Form” or “Work Card” to request purchase of items and submit to library director for approval. The library director and Youth Services Coordinator have authority to place orders for items.
 - When items arrive, invoices will be checked against ordering documentation. Invoices are to be kept on file for seven years.

- The purchasing process shall be transparent, ensuring equal opportunity for all qualified suppliers to participate.
- Requests for quotations or proposals shall clearly specify the goods or services required, evaluation criteria, and any other relevant information.
- Evaluation of bids shall be based on predetermined criteria, including price, quality, delivery time, and supplier qualifications.
- Contracts shall be awarded to the supplier offering the best value for money, considering both cost and non-cost factors.

Supplier Relationships:

- The library is committed to building and maintaining positive relationships with its suppliers, based on mutual respect, trust, and integrity.
- Suppliers shall be treated fairly and impartially throughout the purchasing process, with decisions based solely on merit and in the best interests of the library.

Compliance and Accountability:

- Compliance with this purchasing policy is mandatory for all staff involved in the purchasing process.
- Any deviations from this policy must be justified and documented in writing, with appropriate approval obtained from the Library Board President and reported to the Board of Trustees at the next meeting.
- The library's purchasing activities shall be subject to periodic review and audit to ensure compliance with this policy and applicable laws and regulations.
- The library shall require two signatures for any checks over \$500, require board approval for transfers from the endowment, and undergo an annual independent financial review plus a full external audit every seven years.

Training and Capacity Building:

- The library shall provide training and resources to staff involved in procurement activities to ensure understanding of this policy and relevant procedures.
- Continuous improvement initiatives shall be implemented to enhance procurement processes and promote best practices.

Sole-Source Exemption:

- The Library may be exempted from the standard requirement of obtaining three (3) competitive quotes when a purchase qualifies as a "sole-source" procurement, such as when the good or service required is available from only one vendor capable of meeting the Library's specific operational needs (e.g., proprietary software critical to Library operations, a required upgrade or renewal tied to an existing system, or a vendor holding exclusive rights to a needed product or service). In such cases, the library director shall document the basis for the sole-source determination in writing, including a brief explanation of why no competitive alternative exists, and shall retain this documentation for audit purposes.

Adopted by the Library Board of Trustees on MM/DD/YYYY

Library of Things Patron's Agreement and Use Policy

Purpose: The Library of Things is a collection of non-traditional items (hereafter “Things”) that may be checked out from the Cuba Circulating Library (hereafter “Library”) without cost to the patron. This collection is intended to provide items that will save patrons’ resources for items that they might only need to use on occasion or in specific limited circumstances. The Library of Things can also help patrons try new things before committing to an individual purchase. Things may include tools, kitchen items, craft items, sports equipment, yard games, fitness items, educational and STEM kits, and other materials. Items may be checked out and returned to the Library at the front desk. **Please do not return items in the book drop.**

Eligibility and Borrowing:

- Borrows must 18 years or older and have a valid Southern Tier Library card in good standing. Welcome cards may not be used to borrow Things.
- Items are not eligible for inter-library loan delivery between libraries. Patrons must pick up and return in person.
- All items are to be returned in the same condition they were issued, barring normal wear and tear. All items must be returned clean.

Loan Periods:

- Most Things may be borrowed for up to one week with no renewals. However, some materials may have shorter or longer loan periods based on item type, popularity, or collection needs.
- Patrons may place a hold on Things. In most cases, Patrons may borrow up to three Things at a time.
- Team Sports Equipment Kits may be borrowed for 120 days with one renewal.
- Patrons may not place a hold on Team Sports Equipment Kits. Patrons must make an appointment with the Library to build this kit with suitable sizes as needed.

Proper Use and Liability: As with all Library materials, the patron is responsible for the item and will be billed for reasonable repair and replacement costs associated with damage, or loss of items and/or peripherals (including components, accessories, and carriers) due to neglect or abuse. A list of replacement costs of items is available upon request.

The Cuba Circulating Library is not responsible for injury, damage, or loss that may occur through the use or misuse of Library of Things items. Patrons assume full responsibility for their safe and proper use.

Library staff claims no expertise and makes no representation concerning the fitness of any item for any particular use. Patrons agree that if any borrowed item becomes unsafe or in a state of disrepair, they must immediately discontinue use of the item and notify the Library of the issue on return, if not earlier.

Cuba Circulating Library

Library staff may be available to explain the operation of an item. However, by taking possession of any item, the patron is certifying that they are capable of using that item in a safe and proper manner.

It is the patron's responsibility to protect against loss. Staff will inspect Things upon return. Patrons are expected to return the items with all parts to the Front Desk. Patrons will be responsible for any damage to a Thing while in their possession.

Donations and Suggestions

The Library welcomes suggestions for new items to include in the collection. Donations of gently used items may be accepted at staff discretion, depending on safety, condition, space, and suitability for lending. All donations should be approved by the Library Director.

Approved by Cuba Library Board of Trustees mm/dd/yy

Cuba Library of Things Borrowing Agreement

Patron's Name: _____

Library Card Number: _____

Phone Number: _____

Email (optional): _____

Item Borrowed:

Today's Date: _____

Due Date: _____

Patron Agreement

By borrowing an item from the Cuba Circulating Library's Library of Things, I agree to the following terms and conditions:

1. Eligibility

I am 18 years of age or older and hold a valid Southern Tier Library System card in good standing.

2. Loan Period

I understand that **Things are checked out for seven (7) days with no renewals** and must be returned to the circulation desk during business hours by the due date.

3. Item Condition

I will inspect the item before leaving the library and notify staff of any visible damage or missing parts. I agree to return the item clean, complete, and in the same condition in which it was borrowed.

4. Liability & Safety

I acknowledge that I am responsible for using this item safely and appropriately. The Cuba

Cuba Circulating Library

Circulating Library is not responsible for any injury, damage, or loss that occurs through my use or misuse of this item.

5. Replacement Fees

I agree to pay the full replacement cost, as determined by the library, for any item that is lost, stolen, damaged, or returned with missing parts. My borrowing privileges may be suspended if I fail to comply with these terms. In the event of extenuating circumstances beyond my control, I will notify the Library Director to discuss a solution.

6. Return Procedures

I will return the item directly to a library staff member at the circulation desk so it can be inspected and checked in.

Patron Acknowledgment

I have read and understand the Library of Things Policy and agree to abide by the terms of this Borrowing Agreement.

Patron Signature: _____

Staff Initials: _____

For Library Use Only

Condition on Checkout	Condition on Return	Notes
☐ New / Excellent	☐ New / Excellent	
☐ Good	☐ Good	
☐ Fair	☐ Fair	
☐ Damaged	☐ Damaged	

Approved by Cuba Library Board of Trustees mm/dd/yy

Cuba Sport Equipment Kit Borrowing Agreement

Patron's Name: _____

Library Card Number: _____

Phone Number: _____

Email (optional): _____

Item Borrowed:

Today's Date: _____

Due Date: _____

Patron Agreement

By borrowing an item from the Cuba Circulating Library's Library of Things, I agree to the following terms and conditions:

1. Eligibility

I am 18 years of age or older and hold a valid Southern Tier Library System card in good standing.

2. Loan Period

I understand that Team Sports Equipment Kits are checked out for 120 days with one (1) renewal and must be returned to the circulation desk during business hours by the due date.

3. Item Condition

I will inspect the item before leaving the library and notify staff of any visible damage or missing parts. I agree to return the item clean, complete, and in the same condition in which it was borrowed.

4. Liability & Safety

I acknowledge that I am responsible for using this item safely and appropriately. The Cuba Circulating Library is not responsible for any injury, damage, or loss that occurs through my use or misuse of this item.

5. Replacement Fees

I agree to pay the full replacement cost, as determined by the library, for any item that is lost, stolen, damaged, or returned with missing parts. My borrowing privileges may be suspended if I fail to comply with these terms. In the event of extenuating circumstances beyond my control, I will notify the Library Director to discuss a solution.

6. Return Procedures

I will return the item directly to a library staff member at the circulation desk so it can be inspected and checked in.

Patron Acknowledgment

I have read and understand the Library of Things Policy and agree to abide by the terms of this Borrowing Agreement.

Patron Signature: _____

Staff Initials: _____

For Library Use Only

Condition on Checkout	Condition on Return	Notes
☐ New / Excellent	☐ New / Excellent	
☐ Good	☐ Good	
☐ Fair	☐ Fair	
☐ Damaged	☐ Damaged	

Approved by Cuba Library Board of Trustees mm/dd/yy



Contract : 25575.

Cuba Library - Heat Pump System
Progress Billing #2 - Final



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

Upright Interactive Kiosk

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

Quote is valid for 30 days

DEPENDENCIES

RESOLUTION TO WITHDRAW FUNDS FROM ENDOWMENT AND RESTRICTED FUND

Cuba Circulating Library Board of Trustees

Date: _____

WHEREAS, the Board of Trustees has adopted an annual budget for the current fiscal year providing for withdrawals from the library's endowment and restricted fund accounts; and

WHEREAS, the Adams Memorial Fund is a donor-restricted fund designated for collection development purposes only; and

WHEREAS, the withdrawals described below are consistent with and provided for in that budget, and the Adams Memorial Fund withdrawal is consistent with its donor-restricted purpose;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Cuba Circulating Library hereby authorizes the withdrawal of the following budgeted amounts:

Fund	Amount	Purpose
Endowment Fund	\$31,890.00	As budgeted, FY 2026 operating budget
Adams Memorial Fund	\$600.00	Collection development (per donor restriction), as budgeted FY 2026
Total	\$32,490.00	

BE IT FURTHER RESOLVED, that the Board confirms the Adams Memorial Fund withdrawal will be applied solely toward collection development in accordance with the donor's restriction; and

BE IT FURTHER RESOLVED, that the Library Treasurer and/or Library Director are authorized to execute any documents necessary to effectuate these withdrawals, and to transfer said funds to the library's operating account.

Moved by: _____

Seconded by: _____

Vote:

- ☐ Approved unanimously
- ☐ Approved: ____ in favor, ____ opposed, ____ abstained
- ☐ Tabled / Not approved



Cuba Library

39 E Main St: HVAC PM Review

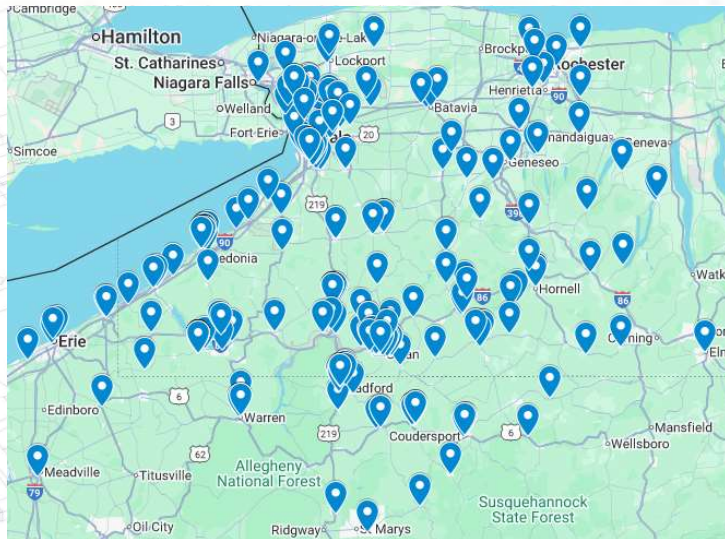
Prepared By: Josh Oertly



- **93 years** in business
Established in **1932**
- **35** Service Professionals
- **350+** Facilities Serviced
- **30,000+** PM Hours Completed Annually
- **98%** Customer Retention
- **6,000+** Units Serviced Annually

• Reduce Owning & Operating Costs	• Extend Equipment Lifespan & Reduce Emergency Repairs
• Improve Equipment Reliability & Uptime	• Comprehensive Proactive PM Tasking
• Optimize Energy Usage & Sustainability	• Transparent Electronic Status Reporting

	Proactive & Predictive Maintenance Solutions		Turn Key Design-Build Engineering
	Retrofits and Replacements		Rebate & Subsidy Program Consulting
	Advanced Sheet Metal Fabrication		Strategic Capital Planning



Inventory of Equipment



Air Cooled Split Systems 2



Hot Water Boilers 2

Total Tons
15 Tons



Approximate
Equipment
Value*

\$57,300

*Estimate does not include install labor costs



Clean Coils Reduce Energy Costs

Based on .06/KWH
*Carrier Corporation

MODERATELY DIRTY CONDENSER			CLEAN CONDENSER		
NOMINAL TONS COOLING	KWH/ SEASON	COST	KWH/ SEASON	COST	COST SAVINGS
3	5,700	\$ 522	4,100	\$ 397	\$ 155
5	8,100	\$ 785	5,500	\$ 533	\$ 252
7 1/2	11,200	\$1086	7,400	\$ 717	\$ 369
10	16,800	\$1629	12,300	\$1193	\$ 436
15	24,400	\$2366	16,000	\$1552	\$ 814
20	32,400	\$3142	20,800	\$2017	\$1125
25	40,800	\$3957	27,000	\$2619	\$1338
30	48,900	\$4743	30,800	\$2987	\$1756
40	66,400	\$6440	41,500	\$4025	\$2415
50	82,300	\$7983	52,100	\$5053	\$2930
60	98,600	\$9564	63,000	\$6111	\$3453

Average Equipment Life Per ASHRAE



Equipment Item	Median Years	Equipment Item	Median Years
Air Conditioners		Coils	
Window Unit	10	DX, water, or steam.....	20
Residential single or split package	15	Electric	15
Commercial through-the-wall.....	15	Heat Exchangers	
Water-cooled package	15	Shell-and-tube	24
Heat Pumps		Reciprocating compressors	20
Residential air-to-air	15	Package chillers	
Commercial air-to-air	15		20
Commercial water-to-air	19	Centrifugal	23
Roof-top air conditioners		Absorption	23
Single zone	15	Cooling towers	
Multizone	15	Galvanized metal	20
Boilers, hot water (steam)		Wood	20
Steel water-tube	24 (30)	Ceramic	34
Steel fire-tube	25 (25)	Air-cooled condensers	20
Cast iron	35 (30)	Evaporative condensers	20



Installed
Equipment Value
\$57,300

Average Age of Equipment:
12.5 Years

Average Expected Useful Life:
21.6

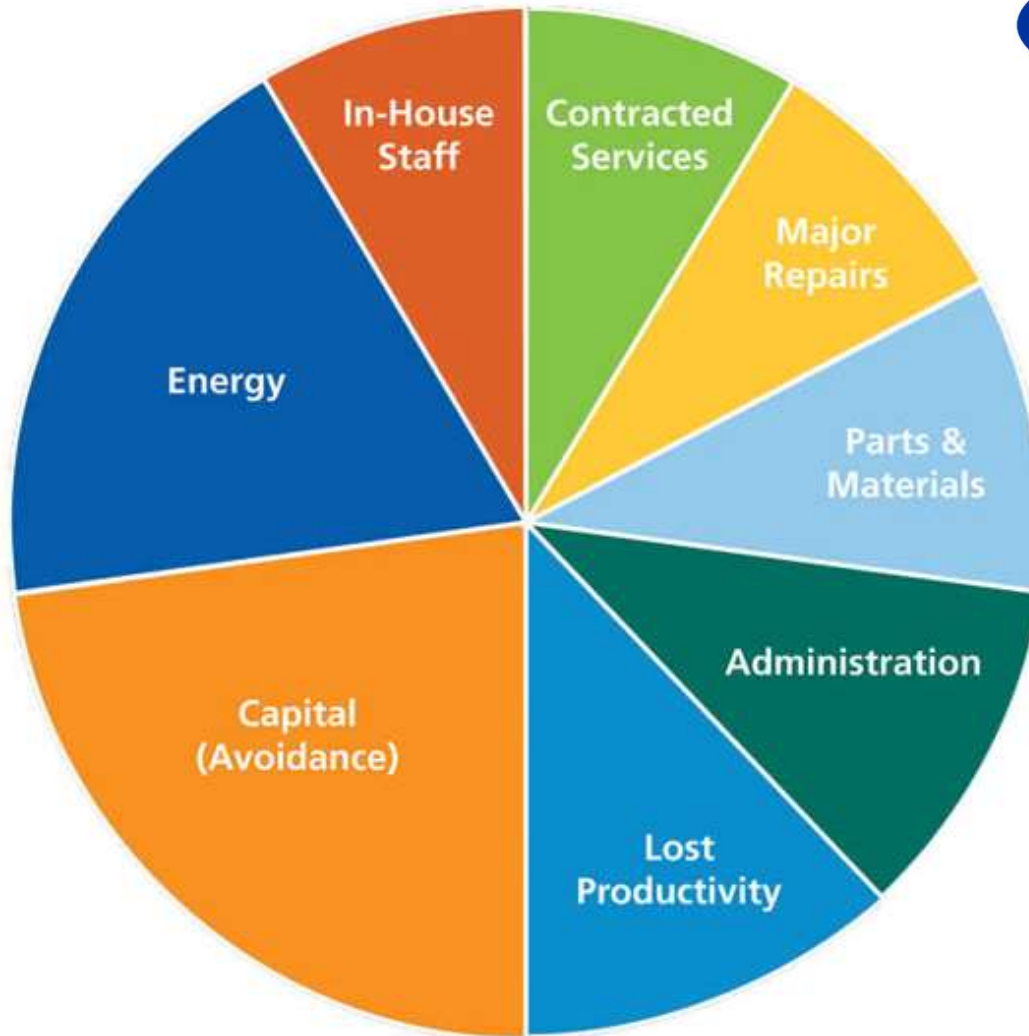
Average Useful Life
Remaining: 9.17 Years

Total Annualized Risk:
\$34,961

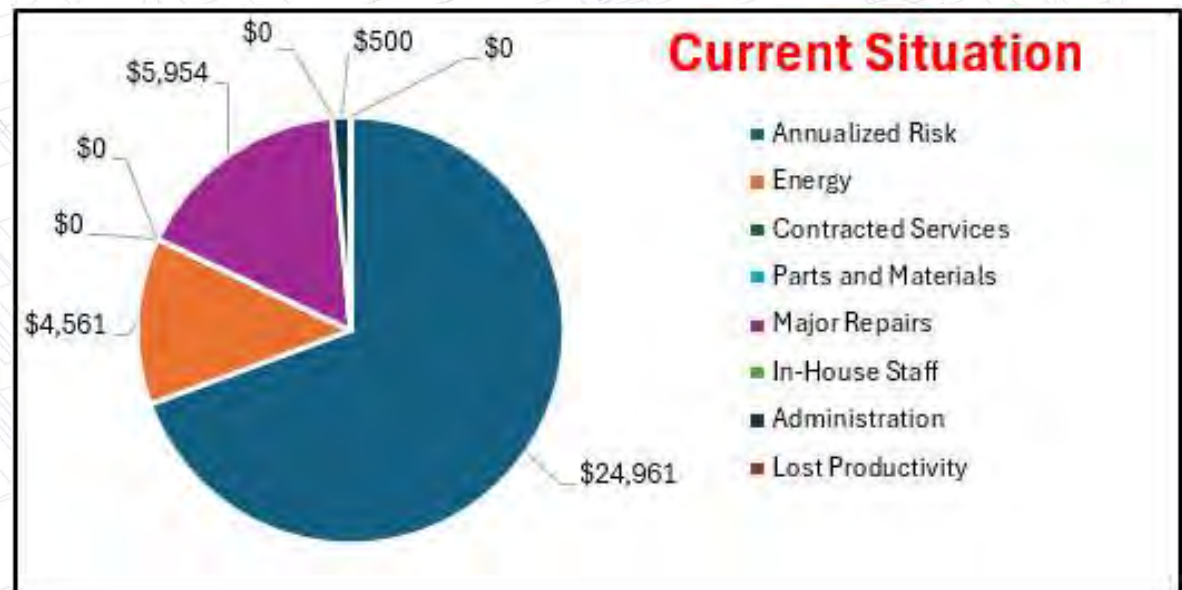
Cuba Library - Mazza Mechanical Survey Equipment Summary								
Total Tonnage:		15 Tons				Approx. Total Equipment Value:		\$57,300.00
Average Age of Equipment:		12.5 Years				Annualized Risk:		\$24,961.29
Average Remaining Life:		9.17 Years						
39 E Main St, Cuba, NY 14727								
Unit	Year	Make	Model	Remaining Life	Size	Approx. Replace Cost	Annualized Risk	% Total
Air Cooled Condensing Unit 1	1999	Trane	TTA120A300CA	-7	10.00 Tons	\$13,000	\$13,000	52.08%
Air Cooled Condensing Unit 2	2024	ICP	D5CUHAH60AAK01	18	5.00 Tons	\$7,800	\$433	1.74%
Split System Air Handling Unit 1	1999	American Standard	TWE120A300CA	-7	4000.00 CFM	\$10,000	\$10,000	40.06%
Split System Air Handling Unit 2	2025	Bryant	N96MSN1202422A1	19	2500.00 CFM	\$13,000	\$684	2.74%
Hot Water Boiler 1	2017	Other	DCB-125	16	126.00 MBTU/MBH	\$6,500	\$406	1.63%
Hot Water Boiler 2	2017	Other	DCC-150	16	126.00 MBTU/MBH	\$7,000	\$438	1.75%
Total				9.17 Years		\$57,300.00	\$24,961.29	100%



8 Main Owning and Operating Costs



Current Situation	Cost
Annualized Risk	\$24,961
Energy	\$4,561
Contracted Services	\$0
Parts and Materials	\$0
Major Repairs	\$5,954
In-House Staff	\$0
Administration	\$500
Lost Productivity	\$0
Annual Operating Costs	\$35,976





Guaranteed Lifetime Protection

Annual Agreement = \$8,230

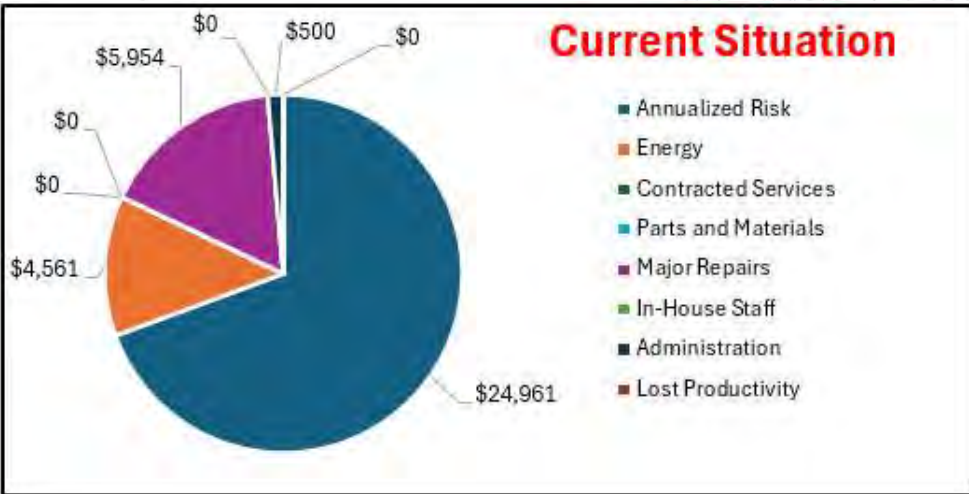
Included in GLP Program:

- ✓ Components and Parts Replacement
- ✓ Repair and Component Replacement Labor
- ✓ Emergency Service (24 x 7 x 52)

Standard in Mazza Mechanical Service Agreements:

- Program Administration
- Computerized Maintenance Scheduling
- Test and Inspect Labor
- Professional Preventative Maintenance
- Customer Assurance Review and Evaluation (C.A.R.E)
- Maintenance Supplies
- Air Filter Service

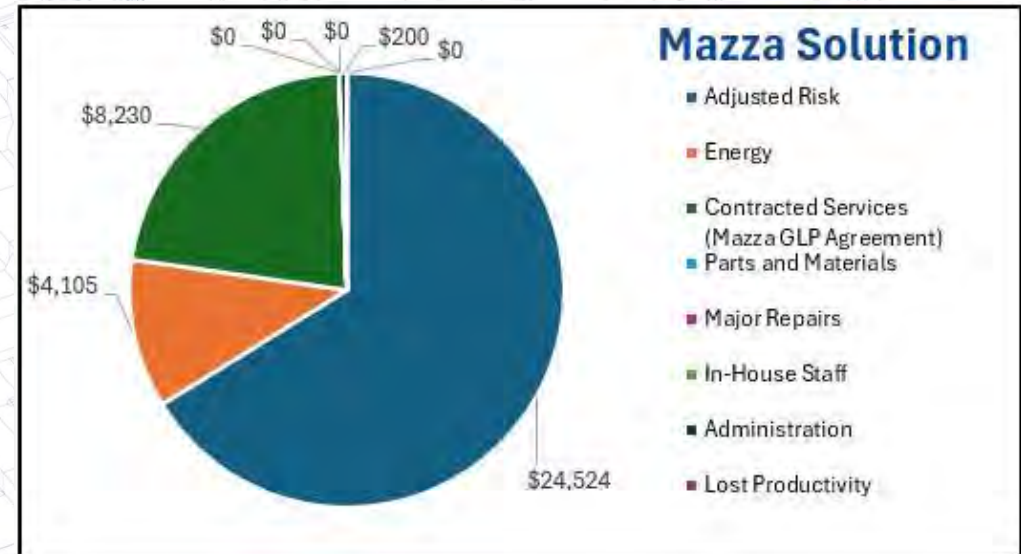
Current Situation



Current Situation

Current Situation	Cost
Annualized Risk	\$24,961
Energy	\$4,561
Contracted Services	\$0
Parts and Materials	\$0
Major Repairs	\$5,954
In-House Staff	\$0
Administration	\$500
Lost Productivity	\$0
Annual Operating Costs	\$35,976

Mazza Solution



Mazza Solution

Projected Future Owning & Operating Costs	Cost
Adjusted Risk	\$24,524
Energy	\$4,105
Contracted Services (Mazza GLP Agreement)	\$8,230
Parts and Materials	\$0
Major Repairs	\$0
In-House Staff	\$0
Administration	\$200
Lost Productivity	\$0
Projected Owning/Operating Costs	\$37,059
Estimated Value with Mazza	-\$1,082



Customize Quarterly Maintenance

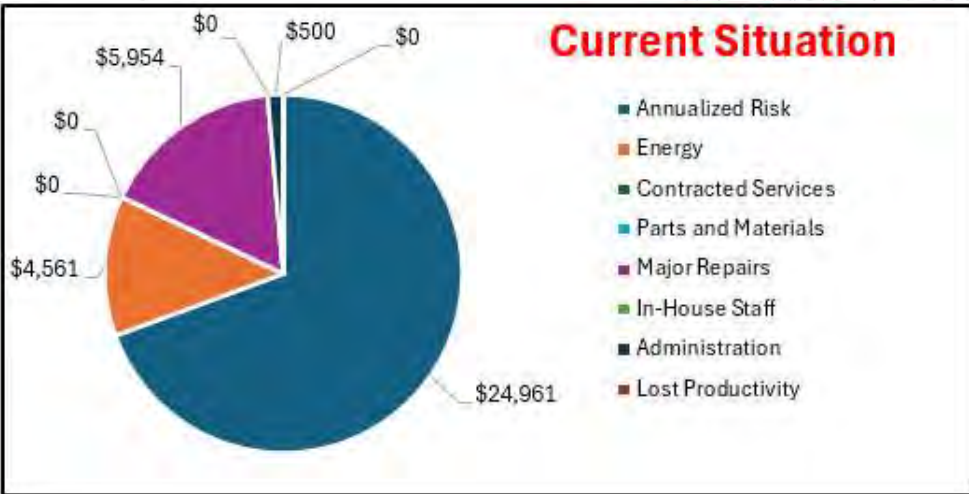
Annual Agreement = \$4,620

Standard in Mazza Mechanical Service Agreements:

- Program Administration
- Computerized Maintenance Scheduling
- Test and Inspect Labor
- Professional Preventative Maintenance
- Customer Assurance Review and Evaluation (C.A.R.E)
- Maintenance Supplies
- Air Filter Service



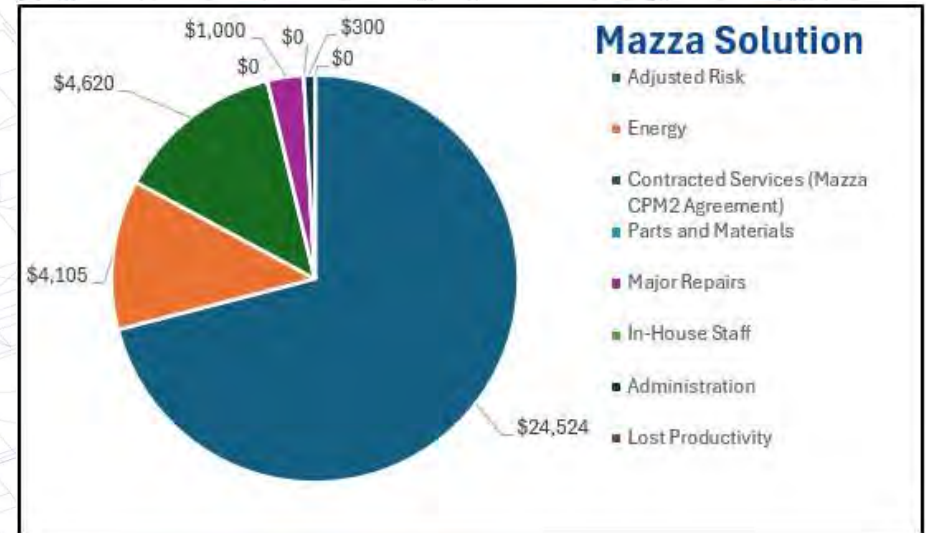
Current Situation



Current Situation

Current Situation	Cost
Annualized Risk	\$24,961
Energy	\$4,561
Contracted Services	\$0
Parts and Materials	\$0
Major Repairs	\$5,954
In-House Staff	\$0
Administration	\$500
Lost Productivity	\$0
Annual Operating Costs	\$35,976

Mazza Solution



Mazza Solution

Mazza Solution	Cost
Adjusted Risk	\$24,524
Energy	\$4,105
Contracted Services (Mazza CPM2 Agreement)	\$4,620
Parts and Materials	\$0
Major Repairs	\$1,000
In-House Staff	\$0
Administration	\$300
Lost Productivity	\$0
Projected Owning/Operating Costs	\$34,549
Estimated Value with Mazza	\$1,428

References

Mazza Has 20 Years Experience Providing Full-Service Agreements to over 350 Customers



1. Cummins Engine – Lakewood, NY
Jason Beebe, jason.beebe@cummins.com 716-640-5311
2. Holiday Valley – Ellicottville, NY
Dennis Eshbaugh, deshbaugh@holidayvalley.com 716-699-3900
3. Sumitomo Rubber – Buffalo, NY
Phil Mertzluff, pmertzlufft@sumitomorubber.com 716-879-8303
4. McKesson – Cheektowaga, NY
Gary Schum, gary.schum@mckesson.com 716-677-7636
5. Athenex – Dunkirk, NY
Steve Leavitt, sleavitt@atheenex.com
6. Viant Medical – Orchard Park
Jerry Colosimo, gerald.colosimo@lakeregionmedical.com , 716-662-5025
7. Bureau Veritas - Amherst, NY
Dan Brody, Dan.Brody@us.bureauveritas.com, 716-505-3430
8. Community Bank – WNY
Joe Layton, joe.layton@cbna.com, 716-376-7299
9. Sorrento Lactalis - Buffalo, NY
Bill Kubiak, william.kubiak@lactalis.us, 716-823-6262
10. Ashton Potter - Williamsville, NY
Paul Holmes, pholmes@ashtonpotter.com, 716-359-5468
11. Charter Communications – Coudersport, Pa
Steven Brougham, Steven.Brougham@charter.com, 814-260-3116
12. Multisorb Technologies – Buffalo, N.Y.
Phil Wojcik, Phil.Wojcik@filtrationgroup.com 716-830-1220
13. Brook & Whittle LTD. – Amherst, N.Y.
Sean Kerr, skerr@bwhittle.com 716-204-2974
14. Fillmore Central School District – Fillmore, NY
Matt Beardsley, mbeardsley@fillmorecsd.org 585-567-2259

Cuba Library Child Safety Policy

The Cuba Circulating Library welcomes and encourages children to use its facilities and services. However, the Library cannot provide long or short-term care for children of any age. Parents and caregivers should remember that the Library is a public building, open to all and must use the same precautions for ensuring your child's safety as you would in any other public location. While our staff is concerned about the well-being of our patrons, the Library is not responsible for keeping your child safe from harm. **The responsibility for the safety and behavior of children in the library rests with the parent or caregiver and not with the Library personnel.**

- Parents or caregivers are responsible for the care, safety, and behavior of children of any age while the child is using the library or on library property.
- Children 5 years old or under must be directly supervised by a parent or caregiver while in the library. If a child in this age group is found unattended, library staff will attempt to locate the parent or caregiver in the library and inform them of the rules. Children ages 6-8 must be in the building with a responsible adult or caregiver.
- A caregiver must be at least 12 years of age and provide direct supervision of the child in their care.
- Parents or caregivers who do not attend a Children's program with their child must remain in the Library if the child is 8 years old or under **and** not yet in second grade, in case the child needs to leave the program.
- Children 9 years old or older and in third grade or higher may use the Library unattended for an amount of time appropriate to their age and maturity. All children must have the telephone number of someone who can assist them in an emergency.
- **The Library is not responsible if children leave Library property unattended.**
- Out of concern for the safety of young patrons, adults who are unaccompanied by a child or children in the children's area of the Library may be asked to move to another area of the Library if need be.

Inappropriate behavior:

- Inappropriate behavior by children will be noted by the staff. Inappropriate behavior includes not treating other patrons and library staff with courtesy and dignity; rough play and excessive running; inappropriate use or abuse of library property; and other behaviors as per the Library's Rules of Conduct Policy. The child and parent or caregiver, if present, will be informed that their behavior is inappropriate and will be asked to stop the activity.
- If inappropriate behavior continues, library staff will follow appropriate steps as indicated by the Library's Acceptable Patron Behavior Policy.

At Library Closing Time:

Unattended children, age 8 or younger, will be asked to contact their parent, guardian or caregiver 15 minutes before closing time. If a parent, guardian or caregiver cannot be reached or does not arrive by closing time, the child will be placed in the care of the Cuba Police Department. Two staff members will wait with the child until the Cuba Police Department arrives. An incident report describing the situation will be filed the next day. After closing time, Library staff will leave a note on the Library door stating ***"Unattended child is in the custody of the Cuba Police, 15 Water St., Cuba, NY; Phone no. 585-968-1666"*** once the child is in the care of the police. The child's name will not be listed on the sign.

App: 10/09/2023