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

Monday, Nov. 9, 2026
5:30pm

1. Call to order

2. Adoption of Agenda

3. Public Comments

4. Friends' Report

5. Minutes of the October Meeting

6. Financial Officer's Report

7. Corresponding Secretary

8. Director's Report

9. Committee Reports

    i. Planning
    ii. Finance
    iii. Bldgs/Grounds
    iv. Personnel
        a. Personnel policy
    v. Policy
    vi. Liaison with Friends
    vii. Education
    viii. Executive
    ix. Ad Hoc: Nominating

10. Unfinished Business

    i. SAM grant
        a. Mazza balance: $34,050
    v. 2027 Budget

11. New Business

    i. Complete Roofing balance: $92,697.70
    ii. Electrician bid: Heat Tape

12. Executive Session as needed

13. Adjournment

AGENDA
BOARD OF TRUSTEES
Cuba Circulating Library
Serving the Cuba Community for 154 Years
Monday, Oct. 19, 2026
5:00pm

Present: Jill Schwab, Brad Weaver, Emily Zayac, Melissa Pingitore, Betsy Cashing, Jacqueline Gertner, Sue Feldbauer, Seamus Cummesky

Absent (excused): Marsha Long, Ann Gross, Scott Sackett

1. Call to order
    a. 5:13 PM
2. Adoption of Agenda
    a. Motion to adopt the October agenda; first Melissa Pingitore, second Emily Zayac. Motion passes.
3. Public Comments
4. Friends' Report
    a. Upcoming booksale, pie sale in November
    b. Looking for a membership coordinator
    c. Meeting with the Wellsville Library Friends for joint meeting in November.
5. Minutes of the September Meeting
    a. Motion to accept the September meeting minutes; first Betsy Cashing, second Sue Feldbauer. Jacqueline Gertner abstained, Jill Schwab, Emily Zayac, Melissa Pingitore, Betsy Cashing, Sue Feldbauer in favor. Seamus Cummesky and Brad Weaver not present for vote. Motion passes.
6. Financial Officer's Report
    a. Motion to accept the October Financial Officer's report; first Jacqueline Gertner, second Melissa Pingtore. Motion passes.
7. Corresponding Secretary
8. Director's Report: See attached.
9. Committee Reports
    i. Planning
    ii. Finance - meet again in January
    iii. Bldgs/Grounds - waiting for last touches on roof, waiting on HVAC errors to be fixed
    iv. Personnel
    v. Policy
    vi. Liaison with Friends
    vii. Education - remember to complete your two hours of education
    viii. Executive
10. Unfinished Business
    i. SAM grant
        a. Mazza balance: $34,050, tabled until further updates

ii. Digital sign
    a. Sign is potentially on its way

11. New Business
    i. Nominating Committee
        a. Melissa Pingitore and Sue Feldbauer
    ii. 2027 Tax Cap
        a. Motion to ask for $309,776 without exceeding tax cap; first Melissa Pingitore, second Brad Weaver. Motion passes.
    iii. 2027 Budget
        a. Motion to approve the Mazza quarterly maintenance plan starting on January 1, 2027; first Emily Zayac, second Betsy Cashing. Motion passes.
        b. Budget draft to be corrected and brought back to November meeting for further discussion.
12. Executive Session as needed
13. Adjournment
    a. Motion to adjourn; first Melissa Pingitore, second Jacqueline Gertner. Motion passes.

Cuba Circulating Library Association
Statement of Activity
October 2026

	TOTAL	
	Oct 2026	Oct 2025 (PY)
Revenue		
4003 School Income		295,145.00
4017 Memorials/Gifts	913.39	250.00
4020 Meeting Room Fee		30.00
4100 Other Income		
Book Replacement		61.99
Copies Income	173.95	107.29
Donation Box	17.00	9.50
Fines	32.00	70.80
Misc Income		25.40
Total for 4100 Other Income	**$222.95**	**$274.98**
4200 Restricted Funds Revenue		$100.00
DFY Grant		2,000.00
Grant - STLS		500.00
Total for 4200 Restricted Funds Revenue		**$2,600.00**
4500 Investment Income		
Dividend Income	898.16	724.20
Interest Income	27.34	156.74
Morgan Stanley		
Endowment Fund		-68,962.00
Total for Morgan Stanley		**-$68,962.00**
Realized Gain/Loss on Investments	1,144.10	815.15
Unrealized Gain/Loss on Investments	-9,307.77	8,645.83
Total for 4500 Investment Income	**-$7,238.17**	**-$58,620.08**
Total Revenue	**-$6,101.83**	**$239,679.90**
Gross Profit	**-$6,101.83**	**$239,679.90**
Expenditures		
6100 Payroll Expenses		
6101 Wages	15,755.03	21,513.43
6102 Taxes	$0.00	$0.00
Payroll Tax	1,247.32	1,687.87
SUTA	63.02	74.65
Total for 6102 Taxes	**$1,310.34**	**$1,762.52**
6103 Employee Benefits		
Company Contributions		
Retirement	345.06	506.19
Total for Company Contributions	**$345.06**	**$506.19**
Health Insurance	500.00	500.00
Total for 6103 Employee Benefits	**$845.06**	**$1,006.19**
6106 Background Expense	24.00	
Total for 6100 Payroll Expenses	**$17,934.43**	**$24,282.14**

Cuba Circulating Library Association
Statement of Activity
October 2026

	TOTAL	
	Oct 2026	Oct 2025 (PY)
6200 Library Materials		
6205 Books-J	245.66	562.01
6210 Books-A	294.10	849.01
6220 Serials	75.00	
6230 Audio	103.55	
6240 Equipment		228.64
6260 DVD		285.34
6270 Video Games		204.90
6280 Adult Programming	216.85	485.02
6285 Childrens Programming	189.10	176.46
Total for 6200 Library Materials	**$1,124.26**	**$2,791.38**
6202 Book Replacement		53.67
6300 Restricted Fund Spending	$984.10	
6310 Arts Grant Expense	1,100.00	
6320 Friends Expense	122.98	679.06
6350 Wilday Grant	100.00	
6355 STLS Outreach		63.04
6368 Martin Grant		30.11
6370 Memorials & Gifts	563.03	162.92
6390 United Way Grant		156.87
Total for 6300 Restricted Fund Spending	**$2,870.11**	**$1,092.00**
6410 Advertisement	13.00	
6420 Custodial supplies		151.86
6425 Discretionary Fund		64.00
6440 Investment Fee	557.62	519.90
6445 Library supplies		$143.92
Computer Equipment & Services	100.00	
Library Equipment		99.05
Total for 6445 Library supplies	**$100.00**	**$242.97**
6447 Membership		16.20
6450 Postage	2.27	
6455 Processing Fee	36.63	80.47
6465 Repairs/Building & Grounds	503.17	109.97
6470 Services		
Alarm System - Doyle	126.00	543.66
Argentieries	24.20	17.00
Bookkeeper	710.00	675.00
Copier Acme	118.31	73.72
Hotspots	159.41	159.41
Water Softener		15.00
Total for 6470 Services	**$1,137.92**	**$1,483.79**
6480 Train/conference	305.00	765.00

Cuba Circulating Library Association
Statement of Activity
October 2026

	TOTAL	
	Oct 2026	Oct 2025 (PY)
6485 Travel	423.12	325.85
6490 Utilities		
Electric	680.72	1,454.29
Extended Broadband	450.00	450.00
Fuel	268.00	263.00
Phone	50.00	233.00
Total for 6490 Utilities	**$1,448.72**	**$2,400.29**
Total Expenditures	**$26,456.25**	**$34,379.49**
Net Operating Revenue	**-$32,558.08**	**$205,300.41**
Other Revenue		
Gain on Sale of Equipment	5.26	
Total Other Revenue	**$5.26**	**$0.00**
Other Expenditures		
Children’s Area Remodel (Net)		
Children’s Area Remodel Funds		-19,481.00
Total for Children’s Area Remodel (Net)		**-$19,481.00**
Total Other Expenditures	**$0.00**	**-$19,481.00**
Net Other Revenue	**$5.26**	**$19,481.00**
Net Income	**-$32,552.82**	**$224,781.41**

Cuba Circulating Library Association
Statement of Financial Position
As of Oct 31, 2026

	TOTAL	
	As of Oct 31, 2026	As of Oct 31, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
1020 Five Star	1,709.63	19,748.43
1080 Money Market	8,709.61	226,457.13
1090 Savings	0.00	0.00
Total Bank Accounts	**$10,419.24**	**$246,205.56**
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
Total 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	5,258.63	4,663.66
Cost of Securities	703,667.48	638,711.28
Unrealized Gain/Loss	-6,953.47	96,316.26
Total for 1303 Endowment Investment	**$701,972.64**	**$739,691.20**
1306 Adams Mem Book Fund Investment	$0.00	$0.00
Cash, BDP, and Money Market Fds	150.79	97.05
Cost of Securities	19,962.63	16,393.50
Unrealized Gain/Loss	-194.02	2,805.27
Total for 1306 Adams Mem Book Fund Investment	**$19,919.40**	**$19,295.82**
1400 Prepaid Fee	294.22	833.09
Grant Receivable	0.00	0.00
Payroll Refunds	0.00	
QuickBooks Tax Holding Account	2,448.40	-1,630.77
Repayment		
Christmas Gift Card	0.00	0.00
Travel Reimbursement	248.47	0.00
Total for Repayment	**$248.47**	**$0.00**
Total Other Current Assets	**$724,883.13**	**$758,189.34**
Total Current Assets	**$735,302.37**	**$1,004,394.90**
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 Oct 31, 2026

	TOTAL	
	As of Oct 31, 2026	As of Oct 31, 2025 (PY)
Land	46,763.00	46,763.00
Total Fixed Assets	**$851,315.31**	**$658,647.74**
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	**$0.00**	**$0.00**
Total Assets	**$1,586,617.68**	**$1,663,042.64**
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	425.00	1,330.13
Total Accounts Payable	**$425.00**	**$1,330.13**
Credit Cards		
5662 Bank Of America	0.00	0.00
Total 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)	1,700.37	-1,630.77
NYS Employment Taxes	-96.77	0.00
NYS Income Tax	305.94	0.01
NYS Taxes	0.00	0.00
Payroll Liability	0.00	0.00
Payroll Tax Federal	0.00	0.00
Total for 2100 Payroll Liabilities	**$1,909.54**	**-$1,630.77**
Direct Deposit Payable	0.00	0.00
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	**$1,909.54**	**-$1,630.77**
Total Current Liabilities	**$2,334.54**	**-$300.64**
Total Liabilities	**$2,334.54**	**-$300.64**
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	66,855.91	-99,345.91
3800 Restricted Fund	66,827.30	26,993.07
3900 Fund Balance	1,516,018.94	1,704,851.60
Net Income	-134,073.11	63,721.52
Total Equity	**$1,584,283.14**	**$1,663,343.28**
Total Liabilities and Equity	**$1,586,617.68**	**$1,663,042.64**

Cuba Circulating Library Association

Budget vs. Actuals

January - October, 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	26,927.00	6,000.00	-20,927.00	-348.78 %
4018 Central Library Services Aid		450.00	450.00	100.00 %
4020 Meeting Room Fee	525.00	1,100.00	575.00	52.27 %
4100 Other Income	59.00		-59.00	
Book Replacement	191.30		-191.30	
Copies Income	2,040.45	2,600.00	559.55	21.52 %
Donation Box	779.80	2,000.00	1,220.20	61.01 %
Fines	128.95	300.00	171.05	57.02 %
Misc Income		0.00	0.00	
Total 4100 Other Income	**3,199.50**	**4,900.00**	**1,700.50**	**34.70 %**
4200 Restricted Funds Revenue	25,860.63		-25,860.63	
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	
Manley Grant	5,000.00		-5,000.00	
Wilday Grant	50.00		-50.00	
Total 4200 Restricted Funds Revenue	**44,071.42**	**7,000.00**	**-37,071.42**	**-529.59 %**
4500 Investment Income				
Dividend Income	11,043.20		-11,043.20	
Interest Income	2,032.25		-2,032.25	
Morgan Stanley	32,490.00		-32,490.00	
Adams Memorial		600.00	600.00	100.00 %
Endowment Fund	75,000.00	31,890.00	-43,110.00	-135.18 %
Total Morgan Stanley	**107,490.00**	**32,490.00**	**-75,000.00**	**-230.84 %**
Realized Gain/Loss on Investments	145,359.67		-145,359.67	
Unrealized Gain/Loss on Investments	-103,853.18		103,853.18	
Total 4500 Investment Income	**162,071.94**	**32,490.00**	**-129,581.94**	**-398.84 %**
Budget Carryover		11,500.00	11,500.00	100.00 %
Total Revenue	**$236,794.86**	**$368,139.00**	**$131,344.14**	**35.68 %**
GROSS PROFIT	**$236,794.86**	**$368,139.00**	**$131,344.14**	**35.68 %**
Expenditures				
6100 Payroll Expenses				
6101 Wages	172,536.28	211,179.00	38,642.72	18.30 %
6102 Taxes	1,304.60		-1,304.60	
Payroll Tax	12,501.62	0.00	-12,501.62	

Cuba Circulating Library Association

Budget vs. Actuals

January - October, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Payroll Tax FICA Employer		16,400.00	16,400.00	100.00 %
SUTA	1,526.93	2,184.00	657.07	30.09 %
Total 6102 Taxes	**15,333.15**	**18,584.00**	**3,250.85**	**17.49 %**
6103 Employee Benefits				
Company Contributions				
Retirement	3,791.53	6,300.00	2,508.47	39.82 %
Total Company Contributions	**3,791.53**	**6,300.00**	**2,508.47**	**39.82 %**
Health Insurance	4,975.34	6,000.00	1,024.66	17.08 %
Total 6103 Employee Benefits	**8,766.87**	**12,300.00**	**3,533.13**	**28.72 %**
6105 Ins - Disability	1,238.95	1,125.00	-113.95	-10.13 %
6106 Background Expense	252.00	400.00	148.00	37.00 %
Total 6100 Payroll Expenses	**198,127.25**	**243,588.00**	**45,460.75**	**18.66 %**
6200 Library Materials				
6205 Books-J	3,580.05	5,500.00	1,919.95	34.91 %
6210 Books-A	7,185.33	8,500.00	1,314.67	15.47 %
6220 Serials	1,465.37	1,500.00	34.63	2.31 %
6230 Audio	703.02	800.00	96.98	12.12 %
6240 Equipment		0.00	0.00	
6250 Digital Books		0.00	0.00	
6260 DVD	1,186.68	1,500.00	313.32	20.89 %
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	2,389.30	2,000.00	-389.30	-19.47 %
6285 Childrens Programming	1,550.01	1,500.00	-50.01	-3.33 %
6290 STLS cost share	12,067.94	12,631.00	563.06	4.46 %
Total 6200 Library Materials	**34,311.24**	**38,743.00**	**4,431.76**	**11.44 %**
6202 Book Replacement	47.09		-47.09	
6300 Restricted Fund Spending	51,549.93		-51,549.93	
6310 Arts Grant Expense	3,200.00		-3,200.00	
6320 Friends Expense	4,977.87		-4,977.87	
6330 Manley Grant expense	4,869.36		-4,869.36	
6350 Wilday Grant	1,003.43		-1,003.43	
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	4,679.02		-4,679.02	
6375 Allegany Area Foundation Grant	0.00		0.00	
6390 United Way Grant	1,275.12		-1,275.12	
Total 6300 Restricted Fund Spending	**72,612.21**	**0.00**	**-72,612.21**	
6410 Advertisement	121.14	200.00	78.86	39.43 %
6415 Bank fees	15.00	100.00	85.00	85.00 %
6420 Custodial supplies	510.74	1,200.00	689.26	57.44 %

Cuba Circulating Library Association

Budget vs. Actuals

January - October, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
6425 Discretionary Fund	458.03	1,000.00	541.97	54.20 %
6430 Insurance				
Ins - Liability Insurance		925.00	925.00	100.00 %
Ins - Property	8,306.18	8,052.00	-254.18	-3.16 %
Ins - Workman's Comp	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	5,874.09		-5,874.09	
6445 Library supplies	1,155.15		-1,155.15	
Computer Equipment & Services	721.22	2,000.00	1,278.78	63.94 %
Library Equipment	790.46	2,300.00	1,509.54	65.63 %
Library Supplies	1,014.57	4,000.00	2,985.43	74.64 %
Total 6445 Library supplies	**3,681.40**	**8,300.00**	**4,618.60**	**55.65 %**
6447 Membership	1,362.80	1,500.00	137.20	9.15 %
6450 Postage	218.67	500.00	281.33	56.27 %
6455 Processing Fee	501.47	1,100.00	598.53	54.41 %
6460 Personal Protection Supplies	44.99	500.00	455.01	91.00 %
6465 Repairs/Building & Grounds	8,785.37	10,000.00	1,214.63	12.15 %
6470 Services		100.00	100.00	100.00 %
Alarm System - Doyle	1,643.32	2,300.00	656.68	28.55 %
Argentieries	194.20	350.00	155.80	44.51 %
Attorney	1,550.00	3,000.00	1,450.00	48.33 %
Audit	5,500.00	5,500.00	0.00	0.00 %
Bookkeeper	7,100.00	9,000.00	1,900.00	21.11 %
Computer Tech		0.00	0.00	
Copier Acme	847.77	1,000.00	152.23	15.22 %
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	2,431.57	3,300.00	868.43	26.32 %
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	370.55	450.00	79.45	17.66 %
Window Cleaner	500.00	500.00	0.00	0.00 %
Total 6470 Services	**20,433.46**	**27,500.00**	**7,066.54**	**25.70 %**
6480 Train/conference	1,288.30	3,500.00	2,211.70	63.19 %
6485 Travel	1,617.28	4,500.00	2,882.72	64.06 %
6490 Utilities				
Electric	7,078.93	7,500.00	421.07	5.61 %
Extended Broadband	1,800.00	1,800.00	0.00	0.00 %
Fuel	2,853.51	4,000.00	1,146.49	28.66 %
Phone	1,049.00	1,400.00	351.00	25.07 %
Total 6490 Utilities	**12,781.44**	**14,700.00**	**1,918.56**	**13.05 %**

Cuba Circulating Library Association

Budget vs. Actuals

January - October, 2026

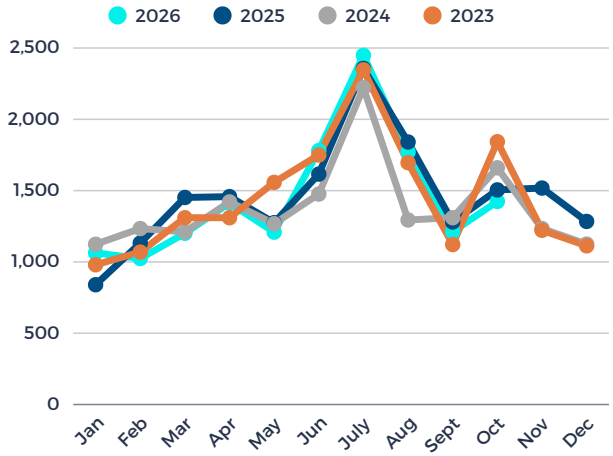
	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Ask Accountant	100.00		-100.00	
Total Expenditures	**$371,269.15**	**$368,139.00**	**$ -3,130.15**	**-0.85 %**
NET OPERATING REVENUE	**$ -134,474.29**	**$0.00**	**$134,474.29**	**0.00%**
Other Revenue				
Gain on Sale of Equipment	2,237.07		-2,237.07	
Insurance Proceeds	-1,835.89		1,835.89	
Total Other Revenue	**$401.18**	**$0.00**	**$ -401.18**	**0.00%**
NET OTHER REVENUE	**$401.18**	**$0.00**	**$ -401.18**	**0.00%**
NET REVENUE	**$ -134,073.11**	**$0.00**	**$134,073.11**	**0.00%**

Cuba Circulating Library

OCTOBER 2026 DIRECTOR'S REPORT



Patron Visits



PATRON NUMBERS

Our door count was **1,424** in October, a decrease of 5% from last year. Circulation was **2,392** which is less than 2% decrease from from 2025. We added **13** new library cards (10 adult, 1 juvenile, and 1 welcome). We answered **62** reference questions in October. We held **22** adult, **2** teen, and **21** kids programs.

35 Onsite Programs

88 Onsite Attendees

13 Offsite Programs

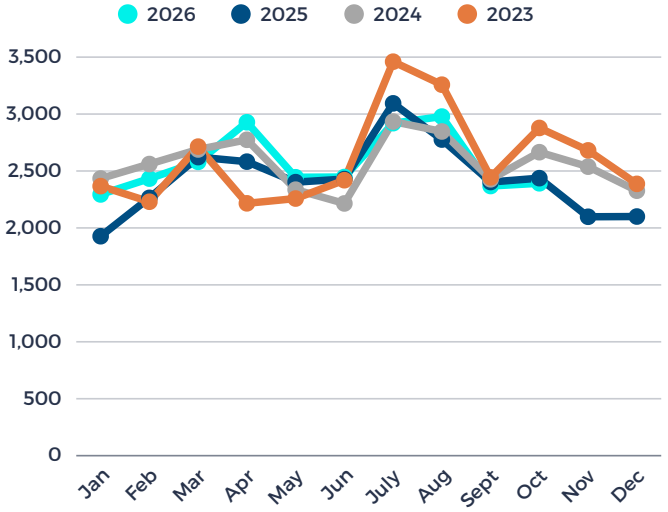
315 Offsite Attendees

STLS EVENTS

On Oct 2, I attended the STLS annual meeting, where our former board president, Faith Stewart, was voted onto the STLS library board. This event is always a great opportunity to network with other library staff throughout the system as well as STLS staff and trustees.

On Oct. 9, Kelly Povero (the Watkins Glen Library Director) and I presented to STLS Northstar Cohort on the topic of Service Based Budgeting. This is a group of STLS directors and employees who are enrolled in a year-long leadership training. we taught about tax referendums, budgeting and common pitfalls, accounting and financial statements--all in the space of three hours. It was a great experience for me as it made me take a fresh look at our budget and think how "service based" it actually is.

Circulation



2368 Items checked out in September

879 eContent accessed in September

77 Public computer sessions in September

334 Holds filled in September

1213 Visits to website in September

2,392 Items checked out in October

874 eContent accessed in October

95 Public computer sessions in October

287 Holds filled in October

1185 Visits to website in October

Grants

Folks from the Ralph Wilson Foundation and STLS visited on Oct. 7 to see our Library of Things purchases. We will have a Library of Things "Tasting Party" on Nov. 5 at 6:30 to promote these items to the public.

The next round of grant applications to the Ralph Wilson Foundation is due on Nov. 15. I'm working with Matteson Square Community Gardens to develop a partnership under the grants "Parks, Trails, and Green Design" category.

We received notification from the COSAC mini-grant that we have been awarded $1,000 for our sensory shower project. The device has arrived and will soon be installed.

I applied to the Max and Victoria Dreyfus Foundation for funding for 2027's Shake on the Lake show. I'm also working with the Cuba Yacht Club in hopes that we can hold the show at the lake next year.

Buildings & Grounds

The roof replacement project is complete. The final step required is wiring the heat tap into our electrical boxes, which will be completed by an electrician hired directly by us.

The HVAC project by Mazza is complete.

Doyle security replaced one of cameras because it was fogged internally. However, the new camera started to fog again on the 2nd day. They are returning on Nov. 11.

We recycled old library equipment: broken library sign, podium with speakers, broken shredder, and landline phones.

Community Partners

During the month of October, the library participated in the Great Giveback, which is a statewide initiative where libraries provide a way for patrons to give back to their community. This year we collected items to donate to Cuba Memorial Hospital.

We are partnering with the Palmer Opera House and the Greenway Trail (NYS Parks) to install a Little Free Library at the trailhead. The library has arrived and will be installed by Rick and Carolyn Root. We will be responsible for curating and maintaining the books in the library.

Allegany County Resource Network (ACRN) is holding a county-wide toy, game, and puzzle swap on Friday, Nov. 27 in three locations. Our library will be one of those locations. We will collect items from Nov. 16-20.

Programs

Daniel Klaes, owner of the Hinsdale House, shared about the history and hauntings of the house on Oct. 15. This program was well attended with many people staying afterwards to ask questions.

Clifford Red Eye taught how to make Leather Medallions on Oct. 24. Cliff has taught several leather tooling class for us over the years and they are always quite popular.

We held our annual pumpkin decorating contest and had ** participants. This in one of my favorite events throughout the year. I love seeing how creative people of all ages in our community can be. Winners are chosen by popular vote and received a gift certificate to either Scoops and Crumbs or The Perfect Blend.

Upcoming Programs

- Nov. 16 @ 6:30 Homeschool Art Reception
- Dec. 5 @ 2:00 Small Town Christmas: Crafts, Cookies, and Santa (at 4 pm)
- Dec. 9 @ 6:30 Card Making with Melissa Grover

Youth Services Monthly Report: October 2026

Storytimes

Originally, I had two morning storytimes scheduled. Three families signed up for one and two for the other. We decided to combine them to have a bigger group and more chances for the children and parents to interact with each other. After school groups are still separate. The 3rd through 5th group has 6 registered. The K-2nd group has 8.

Teens/Tweens

High School Book Club met once to discuss Life as We Knew It by Susan Beth Pfeffer. This year we have about 17 students interested. Not all of them can make it every meeting because of other club commitments.

Teens made bread and butter pickles with Janet Rhodes and Tina.

I began attending Mrs. Ross' Lit Lunch. She reads a juvenile fiction book out loud to the sixth graders who sign up. I will also read some as necessary. I cannot make every session due to other scheduling conflicts but I try to go as much as I can.

Outreach

Throughout the last week of October, I had two BOCES classes visit, two pre-k class visits, a first grade class visit, and the CRE After School group came for a visit. I did some Halloween/fall-themed stories for all groups.

I worked two shifts at the Scholastic Book Fair at Cuba-Rushford Elementary. It is always fun to help the kids pick books and encourage them to get more books than trinkets.

Other

I attended ALSC National Institute and reported on that in person at October's meeting.

Upcoming Programs

Tuesdays - Storytime and 3rd through 5th grade after school

Thursdays - K-2nd grade after school

11/2, 11/4, 11/17, 11/30 Lit Lunch

11/9, 11/30 HS Book Club

11/10 Epic Eats: Cheesecake Tarts

11/16-12/16 Homeschool Art Show

11/16 Pre-K (Masten)

11/16 Homeschool Art Show Reception, on display through 12/16

11/18 Pre-K (Klotz), First Grade (Mrs. Bump, Mrs. Cummins)

Cuba Circulating Library

PERSONNEL POLICY

The Cuba Circulating Library Association ("library") is an Equal Opportunity Employer. No person shall be denied a volunteer or paid position in the library on the basis of any legally prohibited discrimination involving but not limited to: race, religion, color, political beliefs, national or ethnic origin, sex, sexual orientation, age, marital or family status, veteran status or disability.

The library complies with the Americans with Disabilities Act ("ADA") by providing an equal opportunity to all qualified persons with disabilities. The library also provides a reasonable accommodation to applicants and employees with disabilities.

The library adheres to the highest standards of honesty, good faith, and fair dealings, as well as the ethics of the American Library Association and the New York Library Association. No employee shall accept gifts, gratuities, or favors which could influence his or her actions affecting the library. No employee shall have a position of influence or a material financial influence in another entity which could pose a conflict of interest for decisions made affecting the library. If a possible conflict of interest exists for a contract or arrangement for goods or services between an employee of the library and an outside entity, it must be disclosed to the Library Director or President of the Board of Trustees in writing.

I. RECRUITMENT AND HIRING

A. Positions

As an association library, positions are not subject to Civil Service. The Library Director's normal work-week shall be forty (40) hours a week. The Digital Services Librarian and Youth Services Coordinator will work at least twenty-five (25) hours a week. All staff aside from the Director are paid hourly. The Library Director supervises all staff. The Board of Trustees supervises the Director. "Professional" employees work at least twenty-five hours a week; "Paraprofessional" employees work less than twenty-five hours a week on average.

B. Recruitment

Open positions are first made known to current staff so it can be explored if their experience and talents can meet the need to be filled. If not filled by current staff, the open positions of Library Director, Digital Services Librarian, and Youth Services Coordinator will be advertised on appropriate online venues and with agencies. If not

filled by current staff, other open positions will be advertised locally or regionally as deemed necessary for recruitment.

C. Hiring

1. Structured interviews with a committee of Board members will be held for the Library Director, Digital Services Librarian, and Youth Services Coordinator. At the discretion of the board, the current Library Director and other library staff may be part of the interview committee for any position.

2. Structured interviews with the Library Director and one other staff will be held for Library Assistant positions.

3. Other positions will be filled by the Library Director, with or without structured interview, but always on the basis of merit and qualifications.

4. Prior to being hired, a candidate will undergo a background check as dictated by the library's Background Check Policy.

5. In the event a candidate discloses or is discovered to have a criminal conviction, the library shall apply the factors required by law, and shall document any decision based on such convictions, as required by law.

D. Resignation

For the orderly operation of the library, the Director and Youth Services Coordinator shall give six (6) weeks' notice of resignation. Other staff shall give two (2) weeks' notice of resignation. These notice periods must be adhered to in order to be paid for any remaining accrued vacation time.

II. SALARY/WAGES

A. The Board of Trustees will determine salaries/wages for all staff, based upon the recommendation of the Library Director.

B. Payroll Procedure

1. Payroll period will consist of fourteen (14) consecutive days beginning on a Monday and ending on a Sunday. There are 26 payroll periods a year.

2. Payroll checks will be distributed on the first Wednesday following the end of the payroll period. Employees who elect direct deposit will receive their pay stub via their personal email address on file.

3. Employee compensation will be per a bi-weekly hourly rate or annual salary determined by the Board of Trustees.

4. Bi-weekly compensation for hourly employees will be determined by the number of hours worked in the payroll period times the rate of pay. Salaried employees shall receive bi-weekly payout of a pro-rated portion of their annual salary.

5. The library shall secure annual written authorization for any payroll deductions not authorized by law.

C. IRA Contribution

Employees become eligible to participate in the library's IRA Retirement plan when they have earned at least $1,500 in a year and may be reasonably expected to earn at least $5,000 in that year. The library will match up to three percent (3%) of an employee's gross annual wages/salary, if the employee wishes to participate in the IRA Retirement plan. This will be done by payroll deduction. An employee is eligible to retain the amount matched by the employer after one year of employment.

III. INSURANCE

New York State requires most employers to maintain Disability, Worker's Compensation and Paid Family Leave benefits. The library provides such insurance coverages as required by law for the long-term wellness and financial protection of all employees. Each benefit is unique and is administered as described below.

A. Disability

Disability benefits coverage is provided to all employees for an off-the-job injury or illness. These benefits provide temporary weekly cash benefits to replace, in part, wages lost due to injuries or illnesses that do not arise out of or in the course of employment. Disability benefits are also paid to an unemployed worker to replace unemployment insurance benefits lost because of illness or injury.

The library obtains this coverage through a disability benefits insurance carrier who is authorized by New York State's Worker's Compensation Board. This coverage is paid for entirely by the employer. Employees who seek disability benefits shall notify the Director, who shall notify the President of the Board of Trustees, in a timely manner, to file a claim. Employees will be asked to complete and submit a Notice and Proof of Claim for Disability Benefits form.

B. Worker's Compensation

Worker's Compensation coverage is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job. This coverage is paid for entirely by the library and is obtained through a disability benefits insurance carrier who is authorized by New York State's Worker's Compensation Board.

Employees who are injured or become ill on the job shall seek medical attention immediately. The employee shall also notify the Director of the accident and how it occurred. The Director is responsible for completing an Accident Form immediately

following the accident and notifying the President of the Board of Trustees. The Director will file the accident form with the insurance provider.

Employees approved for benefits shall follow the required claims process. Partial use of sick time is allowed to bring compensation up to full normal pay. The Worker's Compensation Board is responsible for the review and approval of claims.

C. Paid Family Leave

Paid Family Leave coverage provides employees with job protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service abroad. This coverage is paid for entirely by the employer. The library obtains coverage on behalf of the employee through a benefits insurance carrier who is authorized by New York State's Worker's Compensation Board.

Employees who wish to apply for Paid Family Leave shall notify the Director, who shall notify the President of the Board of Trustees, at least thirty (30) days before leave will start. The employee must complete a Request for Paid Family Leave and submit it to the Director, who will notify the President of the Board of Trustees. The Director will complete the employer section of the form and return to the employee within three (3) business days. The employee is responsible for submitting the form and all necessary documentation to the library's Paid Family Leave Insurance carrier. The insurance carrier is responsible for the review and approval of claims.

The Director will administer all claims, unless involved in a claim him/herself, in that case, the President of the Board of Trustees will administer that claim.

D. Health Insurance

The library will pay fifty percent (50%) of the cost of a single BCBS of WNY Silver Standard health insurance plan or equivalent, for the positions of the Director, Digital Services Librarian, and the Youth Services Coordinator. The eligible employee is responsible for the remaining premium. Qualified employees who opt not to use the coverage provided per the section may elect to receive $3,000.00/year "Alternate Benefit", pro-rated at $250/month, in any one of the following ways, or a combination of the following ways: 1) payment to a Health Savings Account (not taxed as income); or 2) additional compensation as a stipend (this amount will be considered income and is subject to taxes and withholding). HSAs are limited to high-deductible plans. Employees declining coverage and electing the Alternate Benefit must notify the library by November 30 annually. Once a selection is made, it will stand until timely alternate notice is received.

E. Pre-natal Care

Employees have up to 20 hours per year of paid leave for pre-natal care, separate from paid sick leave. Prenatal care leave does not accrue, does not carry over from year to year, and is not paid out upon termination. It is solely for care related to pregnancy and fertility medical services.

IV. EARNED LEAVE

A. Holiday Leave

The Library Director, Digital Services Librarian, and Youth Services Coordinator are paid for holidays that the library is closed. Staff who would otherwise be scheduled to work on that day will also be paid.

B. Vacations

1. Beginning after six (6) months of employment, the Library Director shall receive two (2) weeks of paid vacation a year. Beginning after six (6) months of employment, the Digital Services Librarian, and Youth Services Coordinator shall receive two (2) weeks of paid vacation equal to normal work week hours. After four (4) years of employment, the Library Director, Digital Services Librarian, and Youth Services Coordinator shall receive three (3) weeks of vacation equal to normal work week hours. Vacation must be used in the year in which it was earned, unless granted an exception by the Board.

2. Beginning after six (6) months of employment, paraprofessional staff receives one (1) week (of their average regular work week) of vacation a year. Hourly employees earn an additional four (4) hours vacation for every additional year of employment, up to two (2) full weeks of vacation a year. Vacation must be used in the year in which it was earned, unless granted an exception by the Board. Substitute employees are not eligible to accrue vacation.

3. Employees who resign can cash out accrued unused vacation, provided they give a timely resignation in keeping with library policy.

C. Sick Days

Each employee will accrue sick leave pay at the rate of one and one-quarter hour (1.25) hours per every thirty (30) hours worked. An employee's unused sick leave shall be carried over to the following calendar. Use of annual sick leave is capped at 80 hours for full-time workers, and 40 hours a year for part-time workers. All sick leave will be taken pursuant to the provisions of New York Labor Law Section 196-b. An employee will not be paid for unused sick leave upon such employee's termination, resignation, retirement, or other separation for employment.

D. Bereavement Leave

Four (4) days of paid mourning leave is granted, equal to the number of hours an employee usually works in a week, per year. Bereavement leave is used for the death of a spouse, child, sibling, parent, grandparent or in-law of the employee, or at the discretion of the Library Director.

E. Jury Duty

If called to jury duty, employees will be paid equal to the number of hours that employee usually works for up to one (1) week's jury duty.

F. Weather and Other Emergency Closings

The library will close due to weather at the discretion of the Library Director. If the library closes because of extreme weather conditions or emergency conditions, employees scheduled to work will be credited with time as if worked.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked and submit their time to the Library Director via email.

V. CONDITIONS OF EMPLOYEMENT

A. Job Descriptions

1. The Director and Board of Trustees establish employee classification and job descriptions according to prevailing library practices and the needs of the library. All job descriptions are available to all current employees as well as to applicants.

2. It is the Library Director's responsibility to keep these descriptions current.

B. Probationary Period

The probationary period is the first three (3) months of an hourly staffer's employment, during which time the employee may work closely with another staff member. The probationary period for the Library Director is six (6) months. At the end of the probationary period, the employee will receive a written evaluation of work. An unsatisfactory evaluation may result in termination.

C. Hours and Days of Work

The typical hours of the library are Monday-Thursday 9:30 a.m. – 8:00 p.m. and Saturday 9:30 a.m. – 3:30 p.m. Evening and Saturday work is a condition of employment in the library and is a part of the customary and usual work week.

D. Work Environment

1. The library uses careful scheduling to ensure safe, prompt, and adequate staffing at all times. At least two employees work at all times.

2. Scheduling is done in advance to ensure workers know their hours with enough time to plan their week. Employees who cannot work a scheduled shift are encouraged to identify a replacement and notify the Director of the change, or may simply notify the Director. While some changes are acceptable, a pattern of inability to work a scheduled shift will be viewed as incompatible with the job.

3. Because the library is a service to the community, arriving with enough time to be ready to start work at the scheduled time is essential. For this reason, although occasional issues are understandable, a pattern of being late and/or unprepared to start work on time must be considered misconduct. Employees who know they will be late should call in to alert their co-worker.

4. Because workers are expected to be attentive and to be performing job duties during work time, the conduct of personal business while at work, including phone calls, should be done while on an employee's break, in an employee-only area. This is an important sign of professionalism.

5. The library building is a non-smoking and drug free environment. Smoking is not permitted in any place in the building or within one hundred (100) feet of library property (including the parking lot and outdoor areas) in accordance with New York State Law.

E. Personal Appearance

Employees are expected to dress in a professional manner which reflects their position. At all times, an employee's appearance should be neat, clean, respectful of others, and garments should not pose a safety hazard.

F. Social Media

Library staff are welcome to interact with the library's social media outlets using their personal social media accounts, including but not limited to commenting, reposting, etc. original library posts. However, library staff may not use social media to violate the library and/or patron's privacy and may not use any social media outlets to speak for the library (i.e., preface any posts dealing with the library but not promoting specific events or programs with a statement like 'The following doesn't represent the library or library board's opinions').

G. Breaks

Employees receive a paid fifteen (15) minute break for each complete four (4) hours worked. If an employee is at work more than six (6) hours a day, that employee must take a 30-minute unpaid break. Staffing plans and breaks shall be structured to ensure break times do not leave the circulation desk unattended during hours the library is open.

H. Breaks for Expression of Breast Milk

For information about lactation breaks see the Lactation Policy.

VI. TRAINING

A. Staff Development

Staff is expected to attend pertinent training and meetings, including monthly staff meetings. With the approval of the Library Director, workshop fees are paid by the library. Mileage to meetings and training is paid at the prevailing Internal Revenue Service rate.

VII. EVALUATIONS

Evaluations of all staff will be done annually. Prior to the meeting the employee will be given a copy of the evaluation form on which to note special accomplishments of the year. The employee and Director work together on the evaluation and also work together on the goals for the coming year. The form is signed by both the Director and the employee. The Director is evaluated in the same manner annually by the Board of Trustees in accordance with their hire date

VIII. REPORTING COMPLAINTS AND CONCERNS

A. Employee Grievance

An employee with a grievance will define that problem in writing and submit it to the Director and/or the Chair of the Personnel Committee. If the problem is not resolved to the satisfaction of the employee within fifteen (15) working days, a written complaint with details should be submitted to the Board of Trustees by the employee. After hearing from the employee and the Director, the final decision of the Board of Trustees will be rendered in writing within thirty (30) days of the receipt of the complaint. If the complaint is not resolved to the satisfaction of the employee, any further action is the sole responsibility of the employee.

B. Concerns about Theft of Failure to Follow Policy

Employees may report concerns regarding abuse of library resources and failure to follow policy using the library's Whistleblowers Policy. This policy protects people who report such concerns from retaliation.

C. Reporting Illegal Discrimination and Harassment

1. An employee concerned that they have experienced or witnessed sexual harassment may report it to the Director or Library Board President per the library's Sexual Harassment Prevention Policy, and may use the same protocol to report other types of illegal discrimination.

2. All employees, volunteers, and trustees are required to report any harassment they witness as required by the policy.

X. ACCESS TO PERSONNEL FILES

The Cuba Circulating Library provides employees and former employees the right to access and dispute information contained within the personnel files.

Procedure:

1. Personnel files may be reviewed by employees and former employees during normal business hours by submitting a written request to the Library Director. Upon receipt of the written request, the requested records will be available for review within five business days in the Library Director's office.

2. Personnel files may be reviewed up to two (2) times per year, excluding requests prompted by new negative entries.

3. Employees will be notified within ten (10) days via email of any negative performance or disciplinary information being added to their file. Negative information includes information affecting the employee's qualification for employment, promotion, additional compensation or potential discipline.

4. The library and employee may agree to correct or remove disputed information. If an agreement cannot be reached, the employee may submit a written statement responding to negative information which will be included in the personnel record. Statements must be received within five (5) business days of the notification of negative entry.

5. Records will be retained during employment and for three (3) years post-separation.

XI. CUSTOMER SERVICE

The first duty of all employees is to serve the customer. Courtesy and a spirit of excellence in customer service are the first requisites of a staff member. All customers are served on a first come, first served basis, and business like and cordial conduct is presupposed at all times.

Good customer service does not mean employees have to tolerate abuse, harassment, or hostile conduct by the public. Employees who are subjected to such behavior should withdraw to an employee-only area and report the concern to the director, so it may be addressed under the library's Code of Conduct.

The library encourages good relationships with patrons, but personal conversations should be kept to a minimum and should never take precedence over customer service. Maintaining confidentiality of customer records and customer behavior is a requisite of the job.

XII. EMPLOYEE CONSIDERATIONS

As a courtesy, library employees are able to make copies at half the public's cost.

XIII. CORRECTIVE ACTION AND MISCONDUCT

A. Corrective Action

The library selects employees on the basis of their qualifications and experience, and expects that library employees will perform their duties with due attention to policy and quality of work.

The library also knows that everyone can make mistakes, or need direction for improvement from time to time.

When an employee's adherence to policy and/or quality of work does not meet expectations, the director or another designee will address the quality concerns with the employee. Such "Corrective Action" will generally be verbal, and it is expected that the employee will respect the direction and adjust performance accordingly. The library director will make a note in employee's file of the verbal "Corrective Action" and make employee aware that this discussion was considered a verbal warning.

If an employee's performance has serious concerns, or they have not complied with verbal warnings, corrective action may be in the form of a written letter directing improvement, a plan of improvement, or a warning that further instances will result in termination. Such current concerns may also be addressed in the employee's annual evaluation.

B. Misconduct

Distinct from performance concerns warranting corrective action are wrongful acts ("Misconduct") such as: dishonesty, ethics violation, job abandonment (missing a scheduled shift without warning or suitable excuse) or theft and other legal violations. Misconduct is generally grounds for immediate dismissal. During an investigation into Misconduct, an employee may be suspended with or without pay, based on the

circumstances. Employees terminated for misconduct will not be paid out any accrued vacation.

C. Appeal of Dismissal

When an employee is terminated due to either performance concerns or misconduct, they may appeal their termination to the Board on the grounds that it is based on inaccurate information. Such appeals should be sent to the Board within 5 days of the dismissal, and the Board will make a decision no later than two weeks after the next regularly scheduled board meeting.

XIV. POSTING OF MANDATORY NOTICES

The library maintains a notice area in the employee office for the following required notices:

- Non-Discrimination
- Minimum Wage
- Worker's Compensation
- Expression of Breast Milk
- Unemployment
- Disability
- Non-retaliation
- Use of Criminal Conviction Records
- Safety & Health
- No Smoking
- Equal Pay
- Monitoring of Communications

XV. POLICY CHANGES

This document is intended to confirm the routine, day-to-day conditions for working at the library, but it is not a contract; to the degree it may do so by law, the board reserves the right to amend any policy or practice in this manual without notice. Practices set forth in this manual may be changed to address exigent circumstances, emergencies, and evolving situation.

Any input on the content of this manual may be communicated to the Director for consideration by the board.

EMPLOYEE ACKNOWLEDGEMENT

I have received my copy of the Personnel Policies of the Cuba Circulating Library and I understand that it is my responsibility to read and comply with these policies.

_____ _____

Employee Signature Date

Adopted: July 14, 2003

Rev: 07/12/2004, 12/13/2004, 11/10/08, 05/09/2011, 06/18/2012, 11/10/2014, 08/2018, 04/08/2019, 05/15/2019, 03/30/2020, 12/14/2020, 02/08/2021, 01/09/2023, 11/13/2023, 01/13/2025; 05/12/2025, 11/10/2025

CUBA CIRCULATING LIBRARY

BOARD OF TRUSTEES RESOLUTION

RESOLUTION AUTHORIZING PAYMENT OF REMAINING BALANCE TO MAZZA MECHANICAL SERVICES FOR HEAT PUMP REPLACEMENT AND HVAC CONTROLS INSTALLATION

WHEREAS, the Cuba Circulating Library requires a safe, efficient, and reliable heating and cooling system for its facility; and

WHEREAS, Mazza Mechanical Services has completed the replacement of the library's heat pump system and the installation of new HVAC controls for a total contract amount of $76,050; and

WHEREAS, the Library has previously paid $42,000 toward this amount, leaving a remaining balance of $34,050 due under Invoice No. 528132; and

WHEREAS, these costs are eligible for reimbursement through the SAM grant administered by the Dormitory Authority of the State of New York (DASNY);

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Cuba Circulating Library hereby authorizes payment to Mazza Mechanical Services in the amount of $34,050, representing the remainder of the bill under Invoice No. 528132 for services rendered in replacing the heat pump system and installing new HVAC controls; and

BE IT FURTHER RESOLVED, that said payment shall be made from the Five Star account, and that the Library shall seek reimbursement of these funds from the SAM grant; and

BE IT FURTHER RESOLVED, that the Library Director is hereby authorized to prepare and submit all necessary paperwork and documentation to the Dormitory Authority of the State of New York to obtain reimbursement.

Motion by: _____ Seconded by: _____

Adopted this ____ day of _____, 20____.

_____

Board President

_____

Board Secretary



Invoice #: 528132

Customer #: 152,195
Invoice Date: 08/19/26
Due Date: 09/18/26

Contract : 25575.

Mazza Mechanical Services, Inc.
430 N. 7th Street, PO Box 376
Olean, NY 14760
1-800-397-1268

BILL To : **CUBA CIRCULATING LIBRARY**
39 EAST MAIN STREET
CUBA, NY 14727

Purchase Order# EJ25-0185

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

Contract Item	Contract Amount	Previously Billed Amount	Current Billing Amount
1 Cuba Library - Heat Pump System	32,970.00	24,700.00	8,270.00
2 Reheat Coils / Air Balance / Hydronic Balance	22,300.00	17,300.00	5,000.00
3 Cuba Library Controls / EJ25-0022	20,780.00	0.00	20,780.00
	76,050.00	42,000.00	34,050.00

Total To Date :	76,050.00
Sales Tax :	0.00
Less Payments Received :	42,000.00
Less Previous Balance:	0.00
Total Balance Due :	**34,050.00**

2027 Cuba Library Budget

DISBURSEMENTS	Budget 2026	Budget 2027		RECEIPTS	Budget 2026	Budget 2027	
Payroll Expenses				**School**	$ 302,884.00	$ 309,776.00	
Gross Wages	$ 209,870.00	$ 217,513.00		**Local Lib. Services Aid**	$ 1,815.00	$ 1,885.00	
Federal Tax-Employers	$ 16,400.00	$ 17,000.00		**Fines**	$ 300.00	$ 175.00	
State Tax-Employers	$ 2,184.00	$ 2,000.00		**Copies**	$ 2,600.00	$ 2,200.00	
Employee Benefits				**Friends**	$ 5,000.00	$ 5,000.00	
IRA Match	$ 6,300.00	$ 5,000.00		**Meeting Room**	$ 1,100.00	$ 750.00	
Health Insurance	$ 6,000.00	$ 9,000.00		**Endowment**	$ 31,890.00	$ 30,626.00	
Library Materials				**Donations**	$ 2,000.00	$ 1,000.00	
Books- Juvenile	$ 5,500.00	$ 6,000.00		**Adams Memorial**	$ 600.00	$ 635.00	Books
Books- Adult	$ 8,500.00	$ 9,000.00		**Memorials/Gifts**	$ 6,000.00	$ 8,000.00	
Serials	$ 1,500.00	$ 1,500.00		**Central Library Services Aid**	$ 450.00	$ 450.00	
Audiobooks	$ 800.00	$ 800.00		**Wilday Grant**		$ 1,250.00	Children's programs
DVDs	$ 1,500.00	$ 2,000.00		**Money Market Interest**		$ 3,000.00	
STLS Digital Collection	$ 3,812.00	$ 3,888.00		**DFY Grant**	$ 2,000.00	$ 2,200.00	Children's programs
Video Games	$ 1,000.00	$ 1,000.00		**Budget Rollover**	$ 9,410.00	$ 19,278.00	
Programs				**Total**	$ 366,049.00	$ 386,225.00	
Adult Programs	$ 2,000.00	$ 2,500.00					
Children's Programs	$ 1,500.00	$ 3,000.00					
Summer Reading Program		$ 1,000.00	**Non-Budget Income**	**SAM Grant**	$ 75,000.00		
Outreach		$ 500.00		**Arts Grant**	$ 7,500.00	$ 5,000.00	programs
STLS Cost Share	$ 12,631.00	$ 12,067.00		**Memorials/Gifts**			
Advertising and Publicity	$ 200.00	$ 1,300.00		**Replacements**	$ 250.00	$ 300.00	
Bank Fees	$ 100.00	$ 100.00		**Misc. Grants**	$ 5,000.00	$ 5,000.00	
Custodial Supplies	$ 1,200.00	$ 1,200.00		**United Way**	$ 5,000.00	$ 5,000.00	Summer reading
Discretionary/Misc	$ 1,000.00	$ 1,000.00	Service includes:	**Manley Grant**	$ 4,000.00	$ 4,000.00	tech upgrades
Insurance				**NYS Construction Aid**	$ 100,500.00		
Insurance - property	$ 7,671.00	$ 8,307.00		**Other: Doyle Trust**	$ 18,096.00		
Insurance -Disability	$ 1,125.00	$ 1,240.00		**TOTAL**	$ 215,346.00	$ 19,300.00	
D&O Liability Insurance	$ 925.00	$ 878.00					
Workman's Comp	$ 2,231.00	$ 2,282.00		Accountant (file 990)	$ 750.00	$ 1,000.00	
Library Supplies				Argentieri's	$ 350.00	$ 250.00	
Library Supplies	$ 4,000.00	$ 3,000.00		Attorney	$ 3,000.00	$ 3,000.00	
Computer Equipment & Services	$ 2,000.00	$ 3,500.00		Bookkeeper	$ 9,000.00	$ 9,000.00	
Library Equipment	$ 2,300.00	$ 1,800.00		Doyle Security	$ 2,300.00	$ 600.00	
Membership Fees	$ 1,500.00	$ 1,500.00		Fire Extinguishers	$ 200.00	$ 100.00	
Postage	$ 500.00	$ 500.00		Fire Place Clean	$ 200.00	$ 225.00	
Processing of Books	$ 1,100.00	$ 1,100.00		Gutters cleaned	$ 350.00	$ 350.00	
PPE Supplies/Disaster	$ 500.00	$ 300.00		Hotspots	$ 3,300.00	$ 3,300.00	
Repairs/Bldg & Grnds	$ 10,000.00	$ 11,000.00		Mazza Service Contract		$ 5,700.00	
Service/Service contracts	$ 22,000.00	$ 26,500.00		Rug Shampoos	$ 500.00	$ 1,000.00	
Audit/Financial Review	$ 5,500.00	$ 3,250.00		Toshiba (Copier)	$ 1,000.00	$ 1,600.00	
Travel	$ 4,500.00	$ 5,000.00		Window Cleaner	$ 500.00	$ 500.00	
Train/Conference	$ 3,500.00	$ 3,500.00		Water Softener	$ 450.00	$ 500.00	
Utilities					$ 21,900.00	$ 26,125.00	
Electric	$ 7,500.00	$ 8,600.00					
Extended Broadband	$ 1,800.00	$ 1,800.00					
Fuel	$ 4,000.00	$ 3,400.00					
Phone	$ 1,400.00	$ 1,400.00					
Total	$ 366,049.00	$ 386,225.00					

Name	Position	2026	3.5% Increase	per	Weeks	Annual Increase	7.65%	Comp .71%	Increase	Pay
Kirnan, Dylan	Library Page	16.00	$ 0.56	18	52	$ 524.16	$ 40.10	$ 3.72	$ 567.98	$ 16.56
Leichner, Shari	Library Page	16.00	$ 0.56	8	52	$ 232.96	$ 17.82	$ 1.65	$ 252.44	$ 16.56
Sprague, Wendy	Library Page	16.00	$ 0.56	8	52	$ 232.96	$ 17.82	$ 1.65	$ 252.44	$ 16.56
Robinson, Colleen	Custodian/Library Assistant	17.58	$ 0.62	23	52	$ 735.90	$ 56.30	$ 5.22	$ 797.42	$ 18.20
Thorpe, Steve	Maintenance Manager	25.00	$ 0.88	4	52	$ 182.00	$ 13.92	$ 1.29	$ 197.22	$ 25.88
Cox, Richie	Asst. Building Manager	20.00	$ 0.70	4	52	$ 145.60	$ 11.14	$ 1.03	$ 157.77	$ 20.70
Comes, Shauna	Digital Services Librarian	20.92	$ 0.94	30	52	$ 1,468.58	$ 112.35	$ 10.43	$ 1,591.36	$ 21.86
Wise, Cherilyn	Youth Services Coordinator	27.10	$ 0.95	32	52	$ 1,578.30	$ 120.74	$ 11.21	$ 1,710.25	$ 28.05
Dalton, Tina	Library Director	32.88	$ 1.15	40	52	$ 2,393.66	$ 183.12	$ 17.00	$ 2,593.77	$ 34.03
			No Increase					$ -		
Rhodes, Janet	Senior Library Assistant	19.95	$ -	3	52	$ -	$ -	$ -	$ -	$ 19.95
			Other Increase			**$ 7,494.13**	$ 573.30	$ 53.21	**$ 8,120.64**	

4.50%

$ 70,782.40

CUBA CIRCULATING LIBRARY
BOARD OF TRUSTEES RESOLUTION

RESOLUTION TO AUTHORIZE PAYMENT TO COMPLETE ROOFING SYSTEMS FOR ROOF REPLACEMENT

WHEREAS, the Cuba Circulating Library contracted with Complete Roofing Systems for the replacement of the library's roof; and

WHEREAS, Complete Roofing Systems has completed the roof replacement; and

WHEREAS, the total amount due to Complete Roofing Systems for the project is $130,818.96; and

WHEREAS, the Library previously made a payment of $38,121.26 to Complete Roofing Systems on September 15, 2025; and

WHEREAS, Complete Roofing Systems has submitted invoice #8723 in the amount of $92,697.70, representing the remaining balance due for the project; and

WHEREAS, the project is eligible for reimbursement through the NYS Construction Aid grant, with reimbursement estimated to be received in January 2027;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Cuba Circulating Library hereby authorizes payment to Complete Roofing Systems in the amount of $92,697.70 for invoice #8723, to be paid from the Library's Five Star Checking account; and

BE IT FURTHER RESOLVED that this payment, together with the previous payment of $38,121.26, constitutes payment in full of the total contract amount of $130,818.96; and

BE IT FURTHER RESOLVED that the Library will seek reimbursement of this expenditure from the NYS Construction Aid grant, and that upon receipt, the reimbursement funds will be deposited into the Library's Five Star Checking account.

Motion by: _____ Seconded by: _____

Adopted this ____ day of _____, 20____.

_____
Board President

_____
Board Secretary

INVOICE

Complete Roofing Systems
688 Big Tree Road
Sugar Grove, PA 16350
(716) 640-4609

Sales Representative
Tyler Humes
(814) 706-8498
tyler@crsroofingteam.com

COMPLETE ROOFING SYSTEMS

Tina Dalton
Job #26-1001 - Tina Dalton
39 East Main Street
Cuba, NY 14727

Invoice #	8723
Date	9/15/2025
Amount Due	$92,697.70
Due Date	9/25/2026

Item	Description
Pine-Crest Shake Metal Shingles	
Unnamed Product	Pine Crest Shakes
Unnamed Product	Trim Caps (hip and ridge)
Unnamed Product	Ridgemaster plus ridge vent
Unnamed Product	drip edge
Unnamed Product	Rake channel
Unnamed Product	Gutter Riser
Unnamed Product	HD- Side wall
Unnamed Product	Side wall under pan
Unnamed Product	Valley 2 piece
Unnamed Product	Valley cover
GAF Weather Watch	GAF Weather Watch Ice and Water Shield a self-sealing protection for vulnerable areas of the roof against wind-driven rain and ice dams. Installed on eve edges and around all flashings
CRS UDERLAYMENT	CRS UNDERLAYMENT: synthetic paper in replace of tar paper to protect against driving rain and winds. This paper is branded with our company logo bringing company pride into every roof install
7/16 OSB	covers the cost of material and labor to replace decking per sheet or to install new roof decking over existing decking.
heat cord	
FASTNERS AND FLASHINGS	

Item	Description
STEP FLASHING	STEP FLASHING is a rectangular piece of flashing bent 90 degrees in the center. It is used for roof-to-wall flashing. Multiple pieces of the flashing will be installed in layers with shingles to ensure the water flows away from the wall.
END WALL FLASHING	END WALL FLASHING: protects your home from moisture infiltration where your wall meets your roof. L shaped flashing is a versatile, general use flashing used where a uniform or strengthened finish is needed on a 90° surface.
Trim Coil	24"x50' Roll
PLASTIC CAP NAILS	PLASTIC CAP NAILS: are a recommended best practice installation for roofing underlayment, because caps help seal out moisture that can penetrate sidewall and roofing fabrics. Caps provide better holding power than a nail or staple alone, and that means reduced blow-offs and lateral slippage!
Unnamed Product	Screws and sealants
VENTS	
4 IN 1 PIPE BOOT	4 IN 1 PIPE BOOT used to seal around plumbing vents that penetrate through the roof decking. These have a flange that is secured to the deck and the roofing material is installed to create a positive lap ensuring a proper seal.
ALUMINUM BOX VENTS	ALUMINUM BOX VENTS: are installed in a hole that is cut out of the roof. Box Vents allow hot air to rise and moisture to escape effectively as they are installed close to the roof ridge.
LABOR AND DISPOSAL	
SHINGLE LABOR 4/12 - 8/12	ASPHALT ROOF REPLACEMENT 4/12 - 8/12 SLOPE: covers the cost of time and labor to remove and replace an asphalt roof on a standard walkable roof slope.
SHINGLE LABOR 9/12 - 10/12	ASPHALT ROOF REPLACEMENT 9/12 - 10/12 SLOPE: covers the cost of time and labor to remove and replace an asphalt roof on a standard walkable roof slope.
SHINGLE LABOR 12/12 - 16/12	ASPHALT ROOF REPLACEMENT 12/12 - 16/12 SLOPE: covers the cost of time and labor to remove and replace an asphalt roof on a standard walkable roof slope.
SHINGLE SECOND STORY	ASPHALT SECOND STORY INSTALL: covers the additional cost of safety and labor associated with working from a second story roof.
SHINGLE THIRD STORY	ASPHALT THIRD STORY INSTALL: covers the additional cost of safety and labor associated with working from a third story roof.
HIP AND RIDGE LABOR	HIP AND RIDGE LABOR
STEP FLASHING LABOR	STEP FLASHING LABOR
END WALL FLASHING LABOR	END WALL FLASHING LABOR

Item	Description
SHINGLE NEW CHIIMNEY FLASHING	NEW CHIMNEY FLASHING: Install new step flashing and counter flashing
Change Order	To install wood to make the roof deck appropriate to install new roof

Sub Total	$130,818.96
Total	$130,818.96
Payment 9/15/2025	$38,121.26
Amount Paid	$38,121.26
Balance Due	$92,697.70

*Card payment may incur a surcharge which is calculated at checkout.

Make a payment

Verified secure

S P E C I A L I N S T R U C T I O N S

24 HR. SERVICE

AHLSTROM SCHAEFFER ELECTRIC CORPORATION

November 4, 2026

Cuba Circulating Library
Ms. Tina Dalton
39 E. Main St.
Cuba, NY 14727

RE: Heat tape electrical estimate

Dear Tina,

We are pleased to offer an estimate to update the electrical to accommodate your newly installed heat tape.

- Provide and install breakers, controllers, thermostats to operate the heat tape

Total estimate: $5,046.00

All work to be performed between the hours of 8 am and 4 pm Monday thru Friday. Work that needs to be performed outside of these hours is not included in this quote.

All work to be performed by local licensed electricians. This quote is good for 30 days.

Due to the taxable status of Ahlstrom Schaeffer Electric Corp, we do not accept Capital Improvement Forms. If you feel this is a Capital Improvement, please file for a refund or credit using *Form AU-11, Application for Credit or Refund of Sales or Use Tax.* Online Business Account users may file electronically by logging into your account and requesting a *Sales Tax Refund*. Please let us know if you have any questions.

Please contact me with any questions. Thank you for your time and consideration.

Sincerely,

Misty Boe

Misty Boe
Service Manager

DEPUY ELECTRIC
RESIDENTIAL COMMERCIAL
716-307-2812
TODD@DEPUYELECTRIC.COM

Name/Address
Cuba circulating library 39 E Main St. Cuba, NY 14727

Estimate

Date
11/04/26

Project

Item	Description	Quantity	Cost	Total
Electric Install	Make room in current panels on each side of building. Install 4 new dedicated 120v 20amp circuits. Install wiring and conduit, 1 to west side of building, 1 to front of west side, 2 in front south side to connect to previously installed ice melt cable.		4,655.00	4,655.00
	Sales Tax - Allegany Co		8.50%	0.00
			Total	$4,655.00