Marlboro Free Library
Board Meeting Minutes –September 8, 2025 at 7:00pm
Meeting #9

I. **Call to Order:** Board President, Denise Garofalo, called the meeting to order at 7:00 p.m.

II. **Pledge to the Flag:** Lindsay Jankovitz led the Pledge to the Flag.

III. **Attendance:** Denise Garofalo, Kelli Kavanaugh, Cheryl Werba, Anita Jean McMonigle, Recording Secretary- Tessa DeBella, and Library Director- Lindsay Jankovitz.

Benjamin Kolansky entered the meeting at 7:01 p.m.

IV. **Visitor's Forum**
None present.

V. **Approval of Minutes**

a. **Board Meeting Minutes- August 11, 2025**

RESOLUTION 32-9-8-25
A motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to approve the August 11, 2025 board meeting minutes.

VOICE VOTE: 5-0-0 ALL YES CARRIED

VI. **Report of Secretary**

a. **Correspondences**
A thank you letter was sent from the board to a private donor, acknowledging their generous $2,500 donation to the Library.

VII. Treasurer's Report

a. June & July 2025

The board received and reviewed the June and July 2025 Treasurer's Reports. The official reports will be kept on file at the Library.

VIII. Director's Report (Jankovitz)

a. Director's Report

A copy of the Director's Report is attached to the meeting minutes.

IX. Standing Committees

i. Finance (McMonigle & Kolansky)

a. Cash Disbursements- August 2025

RESOLUTION 33-9-8-25

A motion was made by Benjamin Kolansky and seconded by Anita Jean McMonigle to approve the August 2025 Cash Disbursements.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. Budget Status Report (Monthly Profit & Loss Budget vs. Actual)

The board received and reviewed the Monthly Profit & Loss Budget vs. Actual Reports.

ii. Personnel (Garofalo)

No report.

iii. Policy Manual (Garofalo)

a. Gifts and Bequests Policy

RESOLUTION 34-9-8-25

A motion was made by Kelli Kavanaugh and seconded by Cheryl Werba to approve the revisions to the Library's Gifts and Bequests Policy. Revisions are highlighted and attached to the official minutes.

VOICE VOTE: 5-0-0 ALL YES CARRIED

iv. **Friends of the Library (Werba)**
The Friends Group is continuing the process of obtaining 501(c)(3) status and has developed a draft brochure aimed at increasing membership interest.

v. **Building & Grounds (Kavanaugh)**
The Library's fire inspection occurred on August 27, 2025. The Library is still awaiting the official report.

vi. **Liaison to the Ulster Co. Library Association (Jankovitz)**
UCLA will meet with the Ulster County Legislature for funding asks later this month.

Tessa DeBella and Lindsay Jankovitz will be attending UCLA's Annual Dinner on September 9, 2025.

vii. **Technology (Garofalo)**
No report.

viii. **Planning (Kavanaugh)**
A Planning Committee meeting will be held later this month. The board will be notified when a date is selected by the architect.

X. Old Business
None.

XI. New Business

a. Contractor Invoices

RESOLUTION 35-9-8-25
A motion was made by Cheryl Werba and seconded by Benjamin Kolansky to approve the construction invoices from DJ Heating and Mid-Hudson Electrical, and for the Library to issue payment.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. Exterior Cameras

At the recommendation of the Library's attorney, the board discussed the advantages and disadvantages of classifying the Library's exterior cameras as either building security or library records.

RESOLUTION 36-9-8-25
A motion was made by Kelli Kavanaugh and seconded by Cheryl Werba to classify the Library's exterior cameras as building security. The Library will retain content for 14 days.

VOICE VOTE: 5-0-0 ALL YES CARRIED

XII. Next Board Meeting Date- Monday, October 6 at 7:00 p.m.

XIII. Motion to Adjourn

RESOLUTION 37-9-8-25
A motion was made by Kelli Kavanaugh and seconded by Benjamin Kolansky to adjourn the meeting at 7:26 p.m.

VOICE VOTE: 5-0-0 ALL YES CARRIED

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library

Board Meeting Agenda –September 8, 2025 at 7:00pm

Meeting #9

Marlboro Free Library

I. **Call to Order**

II. **Pledge to the Flag**

III. **Visitor's Forum**

IV. **Approval of Minutes**
   a. **Board Meeting Minutes- August 11, 2025**

V. **Report of Secretary**
   a. **Correspondences**

VI. **Treasurer's Report**
   a. **June & July**

VII. **Director's Report (Jankovitz)**
   a. **Director's Report**

VIII. **Standing Committees**

   i. **Finance (McMonigle & Kolansky)**
      a. **Cash Disbursements- August 2025**
      b. **Budget Status Report (Monthly Profit & Loss Budget vs. Actual)**

   ii. **Personnel (Garofalo)**

   iii. **Policy Manual (Garofalo)**
      a. **Gifts and Bequests Policy- Discussion & revision of threshold limit**

iv. **Friends of the Library (Werba)**

v. **Building & Grounds (Kavanaugh)**

a. **Fire Inspection- Occurred on August 27, 2025**

vi. **Liaison to the Ulster Co. Library Association (Jankovitz)**

vii. **Technology (Garofalo)**

viii. **Planning (Kavanaugh)**

IX. Old Business

X. New Business

a. **Contractor Invoices**

XI. Next Board Meeting Date- Monday, October 6th at 7:00pm

XII. Motion to Adjourn

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library
Board Meeting Minutes –August 11, 2025 at 7:00pm
Meeting #8

Marlboro Free Library

I. **Call to Order:** Board President, Denise Garofalo, called the meeting to order at 7:00p.m.

II. **Pledge to the Flag:** Lindsay Jankovitz led the Pledge to the Flag.

III. **Attendance:** Denise Garofalo, Kelli Kavanaugh, Anita Jean McMonigle, Benjamin Kolansky, Lois Diorio, Library Director- Lindsay Jankovitz, and Recording Secretary- Tessa DeBella.

Excused absence: Cheryl Werba

IV. **Visitor's Forum**

Meghan Brennen from Butler Rowland Mays Architects.

New Business: The board will address the Clerk of the Works and Third-Party Inspector discussions at the start of the meeting to accommodate architect, Meghan Brennen's schedule.

A. Clerk of the Works Discussion

The library director and architect, Meghan Brennen, reviewed the Clerk of the Works proposals received during the RFP submission period with the board. Copies of each proposal were provided to board members. The board and the architect discussed the potential advantages and disadvantages of hiring a Clerk of the Works for the Library's Renovation and Expansion Project.

RESOLUTION 16-8-11-25

A motion was made by Benjamin Kolansky and seconded by Anita Jean McMonigle to bring forward the question of hiring a Clerk of the Works for board consideration.

VOICE VOTE: 0-4-0 ALL NO MOTION FAILED

The Library will not hire a Clerk of the Works for the upcoming Renovation and Expansion Project.

B. Third Party Inspector for Renovation and Expansion Project

Architect, Meghan Brennen, discussed the three proposals presented to the board for a Third Party Inspector for the Library's Renovation and Expansion Project.

RESOLUTION 17-8-11-25

A motion was made by Kelli Kavanaugh and seconded by Benjamin Kolansky to approve Terracon's proposal to serve as the third-party inspector for the Library's Renovation and Expansion Project.

VOICE VOTE: 4-0-0 ALL YES CARRIED

V. Approval of Minutes

a. Board Meeting Minutes- July 7, 2025

RESOLUTION 18-8-11-25

A motion was made by Anita Jean McMonigle and seconded by Kelli Kavanaugh to approve the July 7, 2025 board meeting minutes.

VOICE VOTE: 4-0-0 ALL YES CARRIED

b. Reorganization Meeting Minutes- July 7, 2025

RESOLUTION 19-8-11-25

A motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to approve the July 7, 2025 Reorganization Meeting Minutes.

VOICE VOTE: 4-0-0 ALL YES CARRIED

VI. Report of Secretary

Sympathy cards were sent to the families of two longtime patrons to express condolences on their passing.

VII. Treasurer's Report

a. June 2025

The Library Treasurer was away for the month of July. Both the June and July reports will be shared at the September meeting.

VIII. Director's Report (Jankovitz)

a. Director's Report

A copy of the Director's Report is attached to the meeting minutes.

IX. Standing Committees

i. Finance (McMonigle & Kolansky)

a. Cash Disbursements- Final June 2025 & July 2025

RESOLUTION 20-8-11-25
A motion was made by Benjamin Kolansky and seconded by Anita Jean McMonigle to approve the Final June 2025 & July 2025 Cash Disbursements.

VOICE VOTE: 4-0-0 ALL YES CARRIED

b. Budget Status Report (Monthly Profit & Loss Budget vs. Actual)

The board received and reviewed the Monthly Profit & Loss Budget vs. Actual Reports.

c. Line Item Transfers

RESOLUTION 21-8-11-25
An emergency email poll was conducted on July 14, 2025 to approve the final end of year line item transfers for fiscal year 2024-2025. Quorum was reached on July 14, 2025, by:
Denise Garofalo: Yes
Kelli Kavanaugh: Yes
Cheryl Werba: Yes
Benjamin Kolansky: Yes
Anita Jean McMonigle: Yes

A motion was made by Benjamin Kolansky and seconded by Kelli Kavanaugh to approve the attached line item transfers.

VOICE VOTE: 4-0-0 ALL YES CARRIED

d. Library Audit

The Library's audit occurred on July 16, 2025. An official report will be available this fall.

ii. **Personnel (Garofalo)**

a. **Discussion around Workers' Compensation**

RESOLUTION 22-8-11-25
At 7:35p.m., a motion was made by Benjamin Kolansky and seconded by Kelli Kavanaugh to enter into Executive Session to discuss matters related to a specific employee's workers' compensation claim, as it involves the medical, financial, credit, or employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person.

The board invited Library Director, Lindsay Jankovitz, Lois Diorio and Tessa DeBella to remain in Executive Session.

VOICE VOTE: 4-0-0 ALL YES CARRIED

No action was taken during Executive Session.

RESOLUTION 23-8-11-25
At 7:38p.m., a motion was made by Kelli Kavanaugh and seconded by Benjamin Kolansky to return to regular session.

VOICE VOTE: 4-0-0 ALL YES CARRIED

b. **New Library Page Hire**

RESOLUTION 24-8-11-25
A motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to approve the hire of Angelina Lanzarone as Library Page.

VOICE VOTE: 4-0-0 ALL YES CARRIED

c. **NYLA Conference Attendees- November 5th-7th, 2025- Saratoga, NY: Tessa DeBella & Sydney Corwin**

RESOLUTION 25-8-11-25
A motion was made by Anita Jean McMonigle and seconded by Kelli Kavanaugh to approve the attendance of Tessa DeBella and Sydney Corwin at this year's New York Library Association's Annual Conference

in Saratoga, NY, from November 5th-7th. Expenses will not exceed $1,000.00 per person.

VOICE VOTE: 4-0-0 ALL YES CARRIED

iii. Policy Manual (Garofalo)

a. Gifts and Bequests Policy- 2nd Reading

RESOLUTION 26-8-11-25
A motion was made by Benjamin Kolansky and seconded by Kelli Kavanaugh to approve revisions to the Library's Gifts and Bequests Policy. A draft of the policy is attached to the official minutes.

VOICE VOTE: 4-0-0 ALL YES CARRIED

RESOLUTION 27-8-11-25
A motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to approve the second reading of the Library's Gifts and Bequests Policy. A first reading was held at the July 2025 Board Meeting.

VOICE VOTE: 4-0-0 ALL YES CARRIED

b. Gift Agreement Form- 2nd Reading

RESOLUTION 28-8-11-25
A motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to approve the second reading of the Library's Gift Agreement Form. A first reading was held at the July 2025 Board Meeting.

VOICE VOTE: 4-0-0 ALL YES CARRIED

c. Naming and Recognition Policy- 2nd Reading

RESOLUTION 29-8-11-25
A motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to approve the second reading of the Library's Naming and

Recognition Policy. A first reading was held at the July 2025 Board Meeting.

VOICE VOTE: 4-0-0 ALL YES CARRIED

d. Naming and Recognition Policy Appendix A- 2nd Reading

RESOLUTION 30-8-11-25
A motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to approve the change designating Appendix A of the Library's Naming and Recognition Policy as procedure. A first reading was held at the July 2025 Board Meeting.

VOICE VOTE: 4-0-0 ALL YES CARRIED

iv. Friends of the Library (Werba)
No report.

v. Building & Grounds (Kavanaugh)
Zambito's Landscaping has completed the work on the reading garden wall. The rotted wood has been removed and replaced with concrete and stone.

vi. Liaison to the Ulster Co. Library Association (Jankovitz)
UCLA will be presenting their funding requests to the Ulster County Legislative in September.

The director reminded the board to let her know if they would like to attend the UCLA Annual Dinner in Kingston on September 9.

vii. Technology (Garofalo)
No report.

viii. Planning (Kavanaugh)
No report.

X. Old Business

No old business to discuss.

XI. New Business

a. Clerk of the Works Discussion

Discussed under Visitor's Forum.

b. Third Party Inspector for Renovation and Expansion Project

Discussed under Visitor's Forum.

XII. Next Board Meeting Date- Monday, September 8 at 7:00pm

XIII. Motion to Adjourn

RESOLUTION 31-8-11-25
A motion was made by Benjamin Kolansky and seconded by Anita Jean McMonigle to adjourn the meeting at 7:51p.m.

VOICE VOTE: 4-0-0 ALL YES CARRIED

Respectfully submitted,
Lindsay Jankovitz

September 2025 Director's Report

- **Construction Update-** Construction prep work began on September 3. Groundbreaking began on September 8. We will need to pick a color for the exterior soon. If the board has any color suggestions, please let me know as soon as possible, so the architect can put together some options for us. A Planning Committee meeting will be held later this month.

- **Bank Account Name Change-** Per the auditor, our Key Bank Fundraising Account has been renamed to Donations Account.

- **Vendor Update** – Safeco has merged with Summit Fire and Security. The new name will appear on future billing statements.

- **Newspaper Article** – *The Southern Ulster Times* ran an article last week noting an increase in the school district and library tax levy for Town of Newburgh residents. Just a reminder in case you receive any questions, our library did not raise its budget. The increase is due to Danskammer entering the tax rolls and ending their PILOT program, as well as higher property assessment values.

- **Print Newsletter** – We are awaiting the print copies of our fall newsletter. Once received, they will be mailed out to the community.

- **Building Update** – One of the Library's front windows was found cracked on Wednesday, September 3. The cause is unknown, and nothing was captured on the security cameras. This window is scheduled to be replaced during construction.

- **Trustee Education** – A reminder that the end of the year is approaching. Please make sure you complete your annual education requirement.

- **Staff Meeting-** A staff meeting will be held sometime in late September/early October. The Library will open a half hour later than usual that day. When a date is selected, the public will be notified.

TIMES

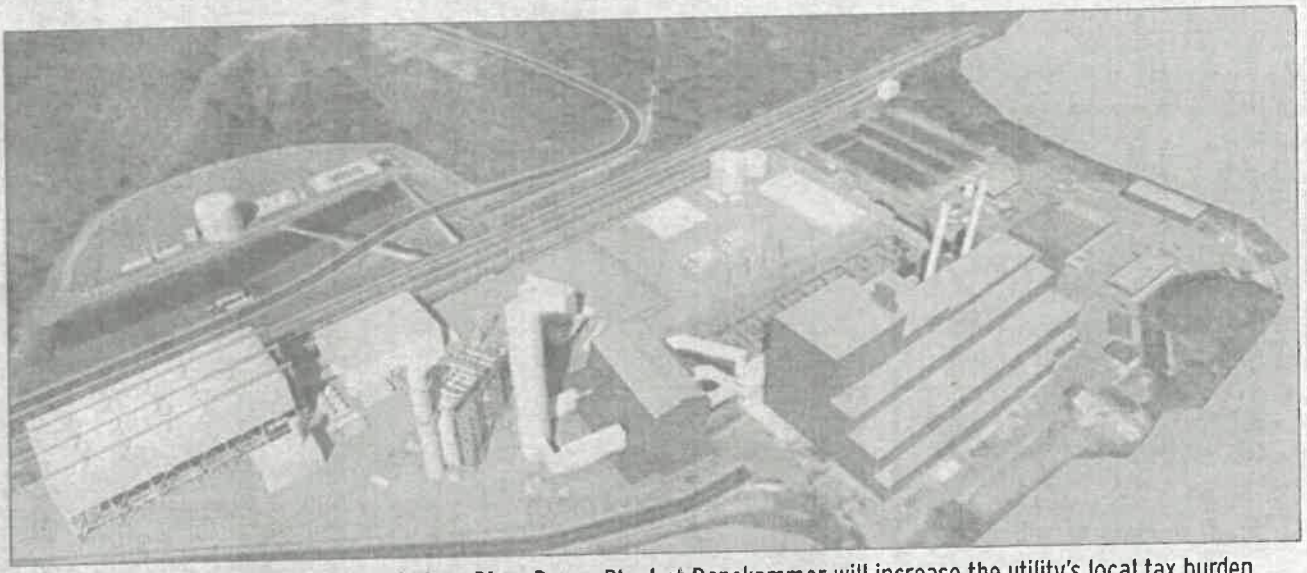
preview
Page 32

fair
Page 23

SERVING HIGHLAND, MARLBOROUGH AND PLATTEKILL

Shift in school tax burden anticipated

Town of Newburgh could face 12% school and library tax increase



The proposed redevelopment of the Hudson River Power Plant at Danskammer will increase the utility's local tax burden.

By COLLEEN FLYNN

Marlboro Central School District's Board of Education discussed estimated tax plans for the surrounding community on Tuesday, Aug. 19.

"We have that information now, and we can safely predict that the Town of Marlborough's taxes will go down 2.5 percent," said Emerson Segara, Director of Business and Finance. "The Town of Plattekill is [decreasing] about half a percent, with the Town of Newburgh going up 12 percent."

Marlboro's tax assessment came in about $2 million less than what the district anticipated for the upcoming

Continued on page 4

nixes

riums

YNOLDS
rspapers.com

loyd Town Board
wn law that will
is throughout the
of the new law
own Board seeks
ibit crematories
throughout the
ie public health,
within the Town
this is a new law,
s been scheduled
t 7pm at the Town
Highland: approval

's response to ban
lities comes after
position that was
Town and Zoning

acobson said the
o introduce Local
crematoriums in
code is a victory
ur neighborhoods.
community voices.
ore than just the

on page 4

HUDSONVALLEYTIMES.COM

UP TO 50% OFF COMPLETE PAIR DESIGNER GLASSES with single-vision CR-39 lenses*

Champion vogue

Sterling OPTICAL

NEWBURGH
1221 Route 300
(next to European Wax Center)
SterlingOptical.com/Newburgh
845.564.3522

MOST VISION PLANS ACCEPTED
FINANCING AVAILABLE

Ryder offered an update on the repairs to the western wall of the Middle School, which was built in 1936.

"At this time we do not expect any significant change in the overall amount, positive or negative. There was less involved with the asbestos abatement portion than was estimated, but as one can expect our costs expect little to no overall impact to the original estimate. We are continuing to monitor the activities with this repair work and will know more as the next few days progress," he said.

Rydell expects the facade repairs will be completed this week, crediting the recent optimal weather for not causing any delays or impediments.

school year. We will proceed with that portion of the repair project only if the work can be completed prior to the return of students for the new school year. If we cannot, we will reschedule that work for a later date when it will not have any impact on school operations."

As previously reported the Milcon Construction Corps was

insulation followed by replacing the brick. The concrete exterior steps on the northeast side of the building will coast and additional $54,000. These costs will be paid for from a repair fund the district received from an agreement with the Roseton Generating Facility.

Shift in school tax burden anticipated

Continued from page 1

fiscal year, according to Segara, which resulted in around $200,000 less in revenue to the school district, assisting in the decrease for Marlboro.

Yet, on the other hand, the Town of Newburgh is facing a substantial increase in its taxes due to the local market value rising by 19 percent, as Segara explained.

"The state uses the town's full market value to determine the appropriation or share of each town," Segara claims, "As a result of Danskammer jumping into the tax roles of the Town of Newburgh, that increased their overall capacity to cover their share, also coupled with the 19% increase on each individual property's value."

Segara stated how the Town of Newburgh's share of the entire tax levy this year went from 34% to 40%, while the Town of Marlboro's share decreased from 64.84% to 56.58%.

These changes do not account for those who receive tax exemptions such as the STAR Exemption, Senior Citizen Exemption, Veterans, or Agricultural Exemption.

"This is not our formula. We do not do the assessments. These are what we receive," Superintendent, Michael Rydell said, "We have a budget based on the tax levy that we are to collect taxes for."

The board approved the 2025-2026 Tax Rolls and Tax Levy with a 5-1 vote.

"When we confirm the tax rules, a yes does not mean an agreement," Board Trustee member, James Kuha, said, "I don't think anybody up here is pleased with the number...a yes is not an agreement with that raise."

School tax bills will be mailed out by Saturday, Aug. 30, while payments are due by Tuesday, Sept. 30, 2025, with no penalty. After this period, payments will receive a two percent penalty. From Nov. 1-3, payments will have a three percent penalty, and then will be brought over to Orange County for collection if not received.

During the future tax collection periods, there will be new payment options available to the community, replacing the previous cash options.

"Starting this year, we're not taking cash at the district office, and it's being deemed a safety issue for us to carry cash in offices," said Segara, "So we encourage the community to fill out your checks, come in person, or use one of the new options that we have."

The district is now offering an online payment with credit and debit cards, with a 2.85% fee and a $0.40 transaction fee, as well as an eCheck option with a $2.50 transaction fee.

Marlboro Central School District added a page for residents to put in their property's full market value to get their estimated school and library tax that will be coming up shortly. Located under the "Business Administration" page, a new "Tax Collection" tab has been added with helpful information to prepare residents in Marlborough, Newburgh, or Plattekill.

Smartphones

The board also reviewed how New York has become the first state to require the "bell-to-bell" ban on smartphones to be effective for the 2025-2026 school year.

"What we're focusing on now for the communication between now and the opening of the school year is the protocols of where storage can be," said Rydell, "But then also what are some mechanisms in place for parents to be able to reach their children."

The goal is to promote a distraction-free learning environment, limiting the usage of internet-enabled devices, with certain exceptions. Rydell explained how the parent email addresses will be linked to the students specifically, so a parent can email their child. With the students' access to Chromebooks, this communication strategy will provide both parties a sense of security.

Rydell said, "We don't want that to create another disruption, but of course, there's communication that's necessary between a parent and a child and vice versa."

Rydell further mentioned a communication plan that will be available to the community once it is solidified with administrators.

"We're going to open up our schools by directly communicating this also with our students and letting them know that we're there to support them and we're implementing this for all the right reasons and not just because it's a law," said Rydell, "But because we're looking how can we um you know, just really increase the level of engagement and decrease the level of distraction in our classrooms.

Expressing his gratitude to the administrative team, Rydell says that he considers them "second to none," and praised the plan for how to go about this.

Budget Year 2025-2026
AUGUST 2025

Check Listing
Cash Disbursements
All Funds

Marlboro Free Library
CHECK LISTING - ALL FUNDS
August 2025

	Account	Date	Num	Name	Memo	Amount
Aug 25	**General Fund**					
	L200 · GENERAL FUND/KEY BANK ACCT	08/04/2025	11419	A T & T	LONG DISTANCE SERVICE JULY 2025	-99.03
	L200 · GENERAL FUND/KEY BANK ACCT	08/04/2025	11420	JESTER JIM, INC.	8/7/2025 PERFORMANCE	-700.00
	L200 · GENERAL FUND/KEY BANK ACCT	08/04/2025	11421	LAMELA SANITATION	TRASH REMOVAL/BULK TRASH - JULY 2025	-288.13
	L200 · GENERAL FUND/KEY BANK ACCT	08/04/2025	11422	LEAF	2 KONICA C250i COPIER LEASE	-667.68
	L200 · GENERAL FUND/KEY BANK ACCT	08/04/2025	11423	LEAF	BIZHUB C250i PUBLIC PRINTER	-272.03
	L200 · GENERAL FUND/KEY BANK ACCT	08/04/2025	11424	MCSD PAYROLL ACCOUNT	PAYROLL OF 8/1/2025	-18,602.27
	L200 · GENERAL FUND/KEY BANK ACCT	08/04/2025	11425	MIDWEST TAPE, LLC	HOOPLA ACCOUNT DEPOSIT 7/1/2025-6/30/2026	-3,000.00
	L200 · GENERAL FUND/KEY BANK ACCT	08/04/2025	11426	MINDFUL YOGA WITH LIZ INC	FAMILY YOGA SERIES - JUNE JULY AUG 2025	-255.00
	L200 · GENERAL FUND/KEY BANK ACCT	08/04/2025	11427	ORKIN/CRAIG THOMAS PEST CONTROL	MFL - 1251 RTE 9W / PEST CONTROL 1 YR (JULY 2025-JUNE 2026)	-1,105.92
	L200 · GENERAL FUND/KEY BANK ACCT	08/15/2025	11428	CATHERINE COSMAN	3Q2025 TREASURER STIPEND 2025-2026 BUDGET YEAR	-250.00
	L200 · GENERAL FUND/KEY BANK ACCT	08/15/2025	11429	CHARTER COMMUNICATIONS	INTERNET SERVICES 8/1-8/31/2025	-169.98
	L200 · GENERAL FUND/KEY BANK ACCT	08/15/2025	11430	GRINNELL PUBLIC LIBRARY DISTRICT	INV 20250805/BOOK REPLACEMENT	-12.00
	L200 · GENERAL FUND/KEY BANK ACCT	08/15/2025	11431	ISECTRA, LLC	TECH SUPPORT JULY 2025 MONTHLY FEE	-500.00
	L200 · GENERAL FUND/KEY BANK ACCT	08/15/2025	11432	JARED RAFFEN	SUB CUSTODIAN 7/31/2025	-32.00
	L200 · GENERAL FUND/KEY BANK ACCT	08/15/2025	11433	MCSD PAYROLL ACCOUNT	PAYROLL OF 8/15/2025	-17,686.65
	L200 · GENERAL FUND/KEY BANK ACCT	08/15/2025	11434	ULSTER COUNTY LIBRARY ASSN.	ANNUAL UCLA DINNER 9/9/2025 - 2 TICKETS	-100.00
	L200 · GENERAL FUND/KEY BANK ACCT	08/15/2025	11435	VERIZON	TELEPHONE SERVICE AUG 2025	-198.34
	L200 · GENERAL FUND/KEY BANK ACCT	08/25/2025	11436	CENTRAL HUDSON	MFL- 1251 RT 9W 7/9-8/11/2025	-1,030.84
	L200 · GENERAL FUND/KEY BANK ACCT	08/25/2025	11437	DEPEW ENERGY COMPANY	SERVICE CONTRACT 1 YR MFL	-249.00
	L200 · GENERAL FUND/KEY BANK ACCT	08/25/2025	11438	FIRST-CITIZENS BANK & TRUST CO	BIZHUB C3350I FAX MACHINE USEAGE	-143.25
	L200 · GENERAL FUND/KEY BANK ACCT	08/25/2025	11439	KEY BANK MASTERCARD	KEYBANK MC ACCT 7/10-8/9/2025	-1,110.24
	L200 · GENERAL FUND/KEY BANK ACCT	08/25/2025	11440	LEAF	2 KONICA C250i COPIER LEASE	-667.68
	L200 · GENERAL FUND/KEY BANK ACCT	08/25/2025	11441	TOWN OF MARLBOROUGH/WATER/SEWER	WATER/SEWER 1251 RT 9W / MFL	-169.96
	L200 · GENERAL FUND/KEY BANK ACCT	08/26/2025	11442	AFFUSO DESIGNS	SUB CUSTODIAN 8/5, 8/8, 8/12/2025	-270.00
	L200 · GENERAL FUND/KEY BANK ACCT	08/26/2025	11443	MCSD PAYROLL ACCOUNT	PAYROLL OF 8/29/2025	-17,737.25
						-65,317.25
Aug 25	**Building Fund**					
	H200 · BUILDING FUND/KEY BANK ACCT	08/15/2025	137	BUTLER ROWLAND MAYS ARCHITECTS, LLP	BRMA Project ARCHITECT FEES	-6,775.05
	H200 · BUILDING FUND/KEY BANK ACCT	08/25/2025	142	LIBERTY MUTUAL INSURANCE	POLICY -INLAND MARINE/BUILDERS RISK INSUR	-5,640.00
						-12,415.05

Marlboro Free Library
Profit & Loss Budget vs. Actual
July through August 2025

	Jul - Aug 25	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
L4100 · REAL PROPERTY TAXES			
L1001 · REAL PROPERTY TAXES	0.00	987,198.00	-987,198.00
L2771 · PILOTS(Payments in Lieu of Tax)	0.00	28,000.00	-28,000.00
Total L4100 · REAL PROPERTY TAXES	0.00	1,015,198.00	-1,015,198.00
L4120 · CHARGES FOR SERVICES			
L2082LC · LCF LATE CHARGES/FINES	49.00	286.00	-237.00
L2082NR · NR NON-RESIDENT FEES	0.00	150.00	-150.00
L2082PA · PASS PASSPORT CHARGES	1,435.00	13,000.00	-11,565.00
Total L4120 · CHARGES FOR SERVICES	1,484.00	13,436.00	-11,952.00
L4130 · USE OF MONEY & PROPERTY			
L2401 · INTUSA KEY USA/DIRECT INTEREST	0.00	740.00	-740.00
Total L4130 · USE OF MONEY & PROPERTY	0.00	740.00	-740.00
L4140 · SALES OF PROP & COMP FOR LOSS			
L2650 · SEMAT SALES OF EXCESS MATERIAL	2.50	1,500.00	-1,497.50
L2665 · SEEQUIP SALE OF EXCESS EQUIPMEN	0.00	385.00	-385.00
L2670S · SAM SAM USE	318.52	2,500.00	-2,181.48
L2690LC · LOST LIBRARY CARDS	40.00	120.00	-80.00
L2690LI · LOST ITEMS	77.97	500.00	-422.03
Total L4140 · SALES OF PROP & COMP FOR LOSS	438.99	5,005.00	-4,566.01
L4150 · GIFTS & DONATIONS			
L2705 · GFDON MISC GEN FUND DONATIONS	5.70	500.00	-494.30
Total L4150 · GIFTS & DONATIONS	5.70	500.00	-494.30
L4160 · MISCELLANEOUS REVENUE			
L2701 · REFUND PRIOR YR EXPENSES	0.00	10,000.00	-10,000.00
L2770B · SCAN REVENUE	47.00	500.00	-453.00
L2770BS · BOOK SALES REVENUE	35.90	1,200.00	-1,164.10
L2770C · COPY REVENUE	288.70	1,985.00	-1,696.30
L2770CD · COMPUTER SUPPLY REVENUE	0.00	332.00	-332.00
L2770F · FAX REVENUE	289.00	3,000.00	-2,711.00
L2770PP · PAY PHONE REVENUE/COSTUME CHG	0.00	50.00	-50.00
L2770RM · REMISC MISC REIMBURSEMENTS	0.00	500.00	-500.00
Total L4160 · MISCELLANEOUS REVENUE	660.60	17,567.00	-16,906.40
L4190 · COUNTY SOURCES			
L4049 · LOCAL LIBRARY SERVICES AID	5,352.30	3,000.00	2,352.30
Total L4190 · COUNTY SOURCES	5,352.30	3,000.00	2,352.30
Total Income	7,941.59	1,055,446.00	-1,047,504.41
Gross Profit	7,941.59	1,055,446.00	-1,047,504.41
Expense			
L5000 · GENERAL FUND INTERFUND TRANSFER			
L7410g] · 720FCR CAPITAL RESERVE	0.00	3,000.00	-3,000.00
L5000 · GENERAL FUND INTERFUND TRANSFER - Other	0.00	40,000.00	-40,000.00
Total L5000 · GENERAL FUND INTERFUND TRANSFER	0.00	43,000.00	-43,000.00
L5100 · PERSONNEL			
L7410.1 · SALARIES	69,516.14	482,240.00	-412,723.86
Total L5100 · PERSONNEL	69,516.14	482,240.00	-412,723.86
L5110 · EQUIPMENT			
L7410.2 · L7410.203B EQUIPMENT	795.72	2,400.00	-1,604.28
Total L5110 · EQUIPMENT	795.72	2,400.00	-1,604.28
L5120 · BOOKS			
L7410aa · 206 CD ROM PROD & ON-LINE SERV	3,000.00	4,645.00	-1,645.00
L7410ab · 410BA ADULT TITILES	0.00	23,183.00	-23,183.00
L7410ac · 410BJ JUVENILE TITLES	46.79	6,965.00	-6,918.21
L7410ad · 410BLH LOCAL HISTORY TITLES	0.00	500.00	-500.00
L7410ae · 410BR REFERENCE TITLES	0.00	1,000.00	-1,000.00
Total L5120 · BOOKS	3,046.79	36,293.00	-33,246.21

Marlboro Free Library
Profit & Loss Budget vs. Actual
July through August 2025

	Jul - Aug 25	Budget	$ Over Budget
L5130 · AUDIO-VISUAL MATERIAL			
L7410ba · 411VT VIDEOTAPES/DVD	37.90	3,000.00	-2,962.10
L7410bb · 412CS COMPUTER SOFTWARE	139.00	6,440.00	-6,301.00
Total L5130 · AUDIO-VISUAL MATERIAL	176.90	9,440.00	-9,263.10
L5140 · AUDIO BOOKS & BOOK BINDING			
L7410cb · 414 AUDIO BOOKS	0.00	6,000.00	-6,000.00
Total L5140 · AUDIO BOOKS & BOOK BINDING	0.00	6,000.00	-6,000.00
L5150 · PERIODCALS & MICROFORM			
L7410da · 413A MICROFORM/FICHE;CD ROM	0.00	2,000.00	-2,000.00
L7410db · 413B PERIODICALS	0.00	3,000.00	-3,000.00
L7410dc · 413D NEWSPAPERS	0.00	1,500.00	-1,500.00
Total L5150 · PERIODCALS & MICROFORM	0.00	6,500.00	-6,500.00
L5160 · SUPPLIES,SERVICES,ARTS&CRAFTS			
L7410ea · 430AC ARTS & CRAFTS SUPPLIES	0.00	3,000.00	-3,000.00
L7410eb · 430C COPY SUPPLIES/SERVICE	472.89	14,000.00	-13,527.11
L7410ec · 430M OFFICE SUPPLIES	302.77	5,560.00	-5,257.23
L7410ed · 430SS SPECIAL SERVICES	250.00	11,805.00	-11,555.00
Total L5160 · SUPPLIES,SERVICES,ARTS&CRAFTS	1,025.66	34,365.00	-33,339.34
L5170 · MISCELLANEOUS EXPENSE			
L7410fa · 431 TELEPHONE	498.62	4,796.00	-4,297.38
L7410fb · 433 POSTAGE	21.05	5,505.00	-5,483.95
L7410fc · 434 PUBLICITY & PRINTING	0.00	3,335.00	-3,335.00
L7410fd · 435 TRAVEL	0.00	1,500.00	-1,500.00
L7410fe · 437 GUEST SPEAKERS	955.00	4,500.00	-3,545.00
L7410ff · 438 MEMBERSHIPS	882.00	3,500.00	-2,618.00
Total L5170 · MISCELLANEOUS EXPENSE	2,356.67	23,136.00	-20,779.33
L5180 · OPERATION & MAINT OF BUILDING			
L7410ga · 439 REPAIRS & MAINTENANCE	6,407.17	44,656.00	-38,248.83
L7410gb · 450 FUEL & UTILITIES	2,468.25	20,358.00	-17,889.75
L7410gc · 451 CUSTODIAL SUPPLIES	165.24	3,378.00	-3,212.76
L7410gd · 452 REPAIRS TO BUILDING	0.00	18,985.00	-18,985.00
L7410gf · 454 INSURANCE	5,909.71	12,000.00	-6,090.29
L7410gg · 720F REPAIR/RESERVE	0.00	6,571.00	-6,571.00
L7410gh · 900C CONFERENCE	700.00	3,500.00	-2,800.00
L7410gi · 900L LEGAL FEES	500.00	2,000.00	-1,500.00
Total L5180 · OPERATION & MAINT OF BUILDING	16,150.37	111,448.00	-95,297.63
L5190 · EMPLOYEE BENEFITS			
L9010.0 · N.Y.S. RETIREMENT	0.00	69,721.00	-69,721.00
L9030.8 · SOCIAL SECURITY	5,318.04	36,892.00	-31,573.96
L9040.8 · WORKERS COMPENSATION INSURANCE	500.00	3,165.00	-2,665.00
L9050.8 · UNEMPLOYMENT INSURANCE	0.00	500.00	-500.00
L9060.8 · HEALTH/DENTAL INSURANCE	0.00	190,346.00	-190,346.00
Total L5190 · EMPLOYEE BENEFITS	5,818.04	300,624.00	-294,805.96
L5200 · DEBT SERVICES			
L9788.6 · LEASE PRINCIPLE	1,419.37	0.00	1,419.37
L9788.7 · LEASE INTEREST	194.63	0.00	194.63
Total L5200 · DEBT SERVICES	1,614.00	0.00	1,614.00
Total Expense	100,500.29	1,055,446.00	-954,945.71
Net Ordinary Income	-92,558.70	0.00	-92,558.70
Net Income	**-92,558.70**	**0.00**	**-92,558.70**

Marlboro Free Library
Gifts and Bequests Policy

The Board of Trustees (Board) of the Marlboro Free Library (Library) believes that the Library's collection, programs, and building can be greatly enriched by gifts, bequests, and memorials.

Gifts/donations of physical items

The Library will gratefully accept donations of physical items provided that they meet the Library's selection policies and procedures and, in the opinion of the professional staff, they enhance the value of the Library's collections and in the opinion of the Director and the Board are appropriate for the Library. Donated items are evaluated according to the same criteria that are applied to purchased material using the ***Library's Material Selection Policy.*** The Library does not accept materials for permanent exhibit.

All donations of physical items (e.g. books and library materials) become the sole property of the Library. Donations will not be accepted unless they are freely given to the Library without restriction on use or disposition. The Library's Director and Board reserves the right to add donations to its collection, donate, sell, or discard them. Donations will not be returned to donors.

The Library will make an effort to gift materials not added to its own collection to the very best advantage of Marlboro Central School District residents. For example:

- A gift may be offered to other libraries
- A gift may be sold and the proceeds used to enhance the Library's collection, building, or programs

Please note that the following books, materials, and periodicals cannot be accepted by the Library, as they cannot be used by the Library and present a disposal problem:

- Outdated informational books (e.g. technological, tax, investment, medical, educational, legal, etc.)
- Textbooks or encyclopedias
- Reader's Digest abridged or condensed books
- Books that are dirty, musty, or mildewed
- Books with torn pages, missing covers, or that are written in
- Books with editorial comments either written or typed in them
- Periodicals, including National Geographic
- Puzzles with missing pieces
- Pirated videotapes or DVDs, or videos/DVDs taped off a streaming or broadcast service
- Advanced Readers copies of books

Responsibility for appraisal/estimation of gift donations of physical items lies with the donor. Neither the Board nor Library staff will assess a value for non-monetary gifts for any purpose. Any letter of acknowledgement of a physical item/non-monetary gift will not contain a value.

Monetary gifts such as bequests, memorials, or cash

Unrestricted monetary donations are gratefully accepted and will be used in accordance with this gift policy and the Library's mission and goals.

Gifts of stocks, securities, real property, restricted monetary donations, monetary donations over $100.00, and bequests that support the mission of the Library will be handled by the Library Director, who, with the Board, will work out terms of acceptance that are compatible with Library policies, the donor's intent, and applicable laws.

The Board recommends that donors of bequests, memorials, or cash gifts consult with the Library Director and Board in order to make the benefaction of the greatest possible use for the present and the future.

Disclaimer

The Board reserves the right to refuse any gift or donation (monetary or non-monetary) under certain circumstances. These circumstances include, but are not limited to: unreasonable restrictions on use or access; insufficient resources to properly manage the gift (space and maintenance requirements, etc.); or instances where the gift would appear to present a conflict of interest, violate the law, or create the image of an inappropriate relationship between the Library and the donor.

Naming Opportunities

Please consult the Library's Naming and Name Recognition Policy for information and guidelines on these opportunities.

Gift Agreement Form

A completed Gift Agreement Form must be submitted to the Library Director for donations valued in excess of $5,000. The Board must then approve the donation at their next meeting.

Based on policies of libraries in Massachusetts, New Jersey, and New York

Marlboro Free Library
Gifts and Bequests Policy

The Board of Trustees (Board) of the Marlboro Free Library (Library) believes that the Library's collection, programs, and building can be greatly enriched by gifts, bequests, and memorials.

Gifts/donations of physical items

The Library will gratefully accept donations of physical items provided that they meet the Library's selection policies and procedures and, in the opinion of the professional staff, they enhance the value of the Library's collections and in the opinion of the Director and the Board are appropriate for the Library. Donated items are evaluated according to the same criteria that are applied to purchased material using the ***Library's Material Selection Policy.*** The Library does not accept materials for permanent exhibit.

All donations of physical items (e.g. books and library materials) become the sole property of the Library. Donations will not be accepted unless they are freely given to the Library without restriction on use or disposition. The Library's Director and/or Board reserves the right to add donations to its collection, donate, sell, or discard them. Donations will not be returned to donors.

The Library will make an effort to gift materials not added to its own collection to the very best advantage of Marlboro Central School District residents. For example:

- A gift may be offered to other libraries
- A gift may be sold and the proceeds used to enhance the Library's collection, building, or programs

Please note that the following books, materials, and periodicals cannot be accepted by the Library, as they cannot be used by the Library and present a disposal problem:

- Outdated informational books (e.g. technological, tax, investment, medical, educational, legal, etc.)
- Textbooks or encyclopedias
- Reader's Digest abridged or condensed books
- Books that are dirty, musty, or mildewed
- Books with torn pages, missing covers, or that are written in
- Books with editorial comments either written or typed in them
- Periodicals, including National Geographic
- Puzzles with missing pieces
- Pirated videotapes or DVDs, or videos/DVDs taped off a streaming or broadcast service
- Advanced Readers copies of books

Responsibility for appraisal/estimation of gift donations of physical items lies with the donor. Neither the Board nor Library staff will assess a value for non-monetary gifts for any purpose. Any letter of acknowledgement of a physical item/non-monetary gift will not contain a value.

Monetary gifts such as bequests, memorials, or cash

Unrestricted monetary donations are gratefully accepted and will be used in accordance with this gift policy and the Library's mission and goals.

Gifts of stocks, securities, real property, restricted monetary donations, monetary donations over $5,000.00, and bequests that support the mission of the Library will be handled by the Library Director, who, with the Board, will work out terms of acceptance that are compatible with Library policies, the donor's intent, and applicable laws.

The Board recommends that donors of bequests, memorials, or cash gifts consult with the Library Director and Board in order to make the benefaction of the greatest possible use for the present and the future.

Disclaimer

The Board reserves the right to refuse any gift or donation (monetary or non-monetary) under certain circumstances. These circumstances include, but are not limited to: unreasonable restrictions on use or access; insufficient resources to properly manage the gift (space and maintenance requirements, etc.); or instances where the gift would appear to present a conflict of interest, violate the law, or create the image of an inappropriate relationship between the Library and the donor.

Naming Opportunities

Please consult the Library's Naming and Name Recognition Policy for information and guidelines on these opportunities.

Gift Agreement Form

A completed Gift Agreement Form must be submitted to the Library Director for donations valued in excess of $5,000. The Board must then approve the donation at their next meeting.

Based on policies of libraries in Massachusetts, New Jersey, and New York

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: Marlboro Free Library
1251 Route 9W
Marlboro N.Y. 12542

FROM CONTRACTOR: Mid-Hudson Electrical Contracting
40 Ashby Place Poghquag N.Y. 12570

PROJECT:
Marlboro Free Library
Addition & Interior Improvements

VIA ARCHITECT:
Butler Rowland Mays Architects, LLP
57 West High Street
Ballston Spa, N.Y. 12020

APPLICATION NUMBER:	1
PERIOD TO:	8/20/2025
PROJECT NO:	23-46-06
CONTRACT DATE:	6/27/2025

Distribution to:
- [ ] OWNER
- [ ] CONSTRUCTION MANAGER
- [X] ARCHITECT
- [ ] CONTRACTOR

CONTRACTOR'S APPLICATION FOI PAYMENT

Application is made for payment, as shown below, in accordane with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1.	**ORIGINAL CONTRACT SUM**		$437,311.00
2.	**Net Change By Change Orders**.....		$0.00
3.	**CONTRACT SUM TO DATE** (Line 1 ±2).....	$ 437,311.00	
4.	**TOTAL COMPLETED & STORED TO DATE**..... (Column G on G703)		$20,500.00
5.	**RETAINAGE:**		
	a. 5% of Completed Work (Columns D & E on G703)	1,025.00	
	b. 5% of Stored Material (Column F on G703)	$0.00	
	Total Retainage (Line 5a + 5b or Total in Column 1 of G703)		$1,025.00
6.	**TOTAL EARNED LESS RETAINAGE**..... (Line 4 less Line 5 Total)		$19,475.00
7.	**LESS PREVIOUS CERTIFICATES FOR PAYMENT** (Line 6 from prior Certificate)		$0.00
8.	**CURRENT PAYMENT DUE**		$19,475.00
9.	**BALANCE TO FINISH, INCLUDING RETAINAGE** (Line 3 less Line 6)	$ 47,836.00	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$0.00	$0.00
Total Approved this Month	$0.00	$0.00
TOTALS	$0.00	$0.00
NET CHANGES by Change Order		$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

BY: Matthew Brunner DATE 9/9/2025

State of: New York County of: Duchess
Subscribed and sworn before me this 9th day of September 2025
Notary Public:
My Commission Expires: 4/15/29

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Construction Manager certifies that to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... $ 19,475.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.).

CONSTRUCTION MGR:
By:_____ Date:_____

ARCHITECT:
By: Meghan Brenner Date: 9/9/2025

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NO: 1
APPLICATION DATE: 09/08/25
PERIOD TO: 08/20/25
ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)	E WORK COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	H BALANCE TO FINISH (C-G)	I RETAINAGE
001	1.000 Surety Bonds	15,500.00		15,500.00	$0.00	$15,500.00	100%	$0.00	$775.00
002	2.000 Insurance	5,000.00		5,000.00	$0.00	$5,000.00	100%	$0.00	$250.00
003	3.000 General Conditions	20,000.00			$0.00	$0.00	0%	$20,000.00	$0.00
004	4.000 Mobilization	8,000.00			$0.00	$0.00	0%	$8,000.00	$0.00
005	5.000 Storage	8,000.00			$0.00	$0.00	0%	$8,000.00	$0.00
006	6.000 Temporay Lighting/Power	10,000.00			$0.00	$0.00	0%	$10,000.00	$0.00
007	6.500 AREA 1 MEETING ROOM & VESTIBULE				$0.00	$0.00	#DIV/0!	$0.00	$0.00
008	7.000 Demo	7,132.96			$0.00	$0.00	0%	$7,132.96	$0.00
009	8.000 Lighting Fixtures/Materials	43,998.14			$0.00	$0.00	0%	$43,998.14	$0.00
010	9.000 Lighting Labor	7,801.18			$0.00	$0.00	0%	$7,801.18	$0.00
011	10.000 Panel Board Materials	398.81			$0.00	$0.00	0%	$398.81	$0.00
012	11.000 Panel Board Labor	598.56			$0.00	$0.00	0%	$598.56	$0.00
013	12.000 Branch Circuit Materials	294.94			$0.00	$0.00	0%	$294.94	$0.00
014	13.000 Branch Circuit Labor	834.73			$0.00	$0.00	0%	$834.73	$0.00
015	14.000 Wiring Devices Materials	695.44			$0.00	$0.00	0%	$695.44	$0.00
016	15.000 Wiring Device Labor	1,722.78			$0.00	$0.00	0%	$1,722.78	$0.00
017	16.000 Power Wiring Materials	2,412.06			$0.00	$0.00	0%	$2,412.06	$0.00
018	17.000 Power Wiring Labor	3,407.80			$0.00	$0.00	0%	$3,407.80	$0.00
019	18.000 Feeders Materials	691.39			$0.00	$0.00	0%	$691.39	$0.00
020	19.000 Feeeder Labor	810.12			$0.00	$0.00	0%	$810.12	$0.00
021	20.000 Fire Alarm Materials	4,221.87			$0.00	$0.00	0%	$4,221.87	$0.00
022	21.000 Fire Alarm Labor	1,417.03			$0.00	$0.00	0%	$1,417.03	$0.00
023	22.000 Teledata Materials	1,497.61			$0.00	$0.00	0%	$1,497.61	$0.00
024	23.000 Teledata Labor	3,920.49			$0.00	$0.00	0%	$3,920.49	$0.00
025	24.000 Audio Visual Materials	158.81			$0.00	$0.00	0%	$158.81	$0.00
026	25.000 Audio Visual Labor	116.04			$0.00	$0.00	0%	$116.04	$0.00
027	25.500 AREA 2 STAFF WORK AREA					$0.00	#DIV/0!	$0.00	$0.00
028	26.000 Demo	2,848.00			$0.00	$0.00	0%	$2,848.00	$0.00
029	27.000 Lighting Fixtures/Materials	27,998.82			$0.00	$0.00	0%	$27,998.82	$0.00
030	28.000 Lighting Labor	4,964.39			$0.00	$0.00	0%	$4,964.39	$0.00
031	29.000 Panel Board Materials	253.78			$0.00	$0.00	0%	$253.78	$0.00
032	30.000 Panel Board Labor	380.90			$0.00	$0.00	0%	$380.90	$0.00
033	31.000 Branch Circuit Materials	187.69			$0.00	$0.00	0%	$187.69	$0.00
034	32.000 Branch Circuit Labor	531.19			$0.00	$0.00	0%	$531.19	$0.00
035	33.000 Wiring Devices Materials	442.55			$0.00	$0.00	0%	$442.55	$0.00
037	34.000 Wiring Device Labor	1,096.31			$0.00	$0.00	0%	$1,096.31	$0.00
038	35.000 Power Wiring Materials	1,534.94			$0.00	$0.00	0%	$1,534.94	$0.00
039	36.000 Power Wiring Labor	2,168.60			$0.00	$0.00	0%	$2,168.60	$0.00

CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,
containing Contractor's signed Certification is attached.

APPLICATION NO: 1
APPLICATION DATE: 09/08/25
PERIOD TO: 08/20/25
ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)	E WORK COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	H BALANCE TO FINISH (C-G)	I RETAINAGE
040	37.000 Feeders Materials	439.98			$0.00	$0.00	0%	$439.98	$0.00
041	38.000 Feeeder Labor	515.53			$0.00	$0.00	0%	$515.53	$0.00
042	39.000 Fire Alarm Materials	2,686.65			$0.00	$0.00	0%	$2,686.65	$0.00
043	40.000 Fire Alarm Labor	901.74			$0.00	$0.00	0%	$901.74	$0.00
044	41.000 Teledata Materials	953.02			$0.00	$0.00	0%	$953.02	$0.00
045	42.000 Teledata Labor	2,494.85			$0.00	$0.00	0%	$2,494.85	$0.00
046	43.000 Audio Visual Materials	60.55			$0.00	$0.00	0%	$60.55	$0.00
047	44.000 Audio Visual Labor	73.84			$0.00	$0.00	0%	$73.84	$0.00
048	44.500 AREA 3 RESTROOM & ADULT COLLECTION					$0.00	#DIV/0!	$0.00	$0.00
049	45.000 Demo	10,017.29			$0.00	$0.00	0%	$10,017.29	$0.00
050	46.000 Lighting Fixtures/Materials	82,996.72			$0.00	$0.00	0%	$82,996.72	$0.00
051	47.000 Lighting Labor	13,829.38			$0.00	$0.00	0%	$13,829.38	$0.00
052	48.000 Panel Board Materials	706.98			$0.00	$0.00	0%	$706.98	$0.00
053	49.000 Panel Board Labor	1,061.09			$0.00	$0.00	0%	$1,061.09	$0.00
054	50.000 Branch Circuit Materials	522.86			$0.00	$0.00	0%	$522.86	$0.00
055	51.000 Branch Circuit Labor	1,479.76			$0.00	$0.00	0%	$1,479.76	$0.00
056	52.000 Wiring Devices Materials	1,232.83			$0.00	$0.00	0%	$1,232.83	$0.00
057	53.000 Wiring Device Labor	3,054.01			$0.00	$0.00	0%	$3,054.01	$0.00
058	54.000 Power Wiring Materials	4,275.92			$0.00	$0.00	0%	$4,275.92	$0.00
059	55.000 Power Wiring Labor	6,041.10			$0.00	$0.00	0%	$6,041.10	$0.00
060	56.000 Feeders Materials	1,225.66			$0.00	$0.00	0%	$1,225.66	$0.00
061	57.000 Feeeder Labor	1,436.12			$0.00	$0.00	0%	$1,436.12	$0.00
062	58.000 Fire Alarm Materials	7,484.24			$0.00	$0.00	0%	$7,484.24	$0.00
063	59.000 Fire Alarm Labor	2,512.01			$0.00	$0.00	0%	$2,512.01	$0.00
064	60.000 Teledata Materials	2,654.85			$0.00	$0.00	0%	$2,654.85	$0.00
065	61.000 Teledata Labor	6,949.95			$0.00	$0.00	0%	$6,949.95	$0.00
066	62.000 Audio Visual Materials	168.67			$0.00	$0.00	0%	$168.67	$0.00
067	63.000 Audio Visual Labor	205.72			$0.00	$0.00	0%	$205.72	$0.00
068	63.500 AREA 4 CHILDRENS LIBRARY & PROGRAM ROOM						#DIV/0!	$0.00	$0.00
069	64.000 Demo	5,139.29			$0.00	$0.00	0%	$5,139.29	$0.00
070	65.000 Lighting Fixtures/Materials	49,997.89			$0.00	$0.00	0%	$49,997.89	$0.00
071	66.000 Lighting Labor	8,864.98			$0.00	$0.00	0%	$8,864.98	$0.00
072	67.000 Panel Board Materials	453.19			$0.00	$0.00	0%	$453.19	$0.00
073	68.000 Panel Board Labor	680.19			$0.00	$0.00	0%	$680.19	$0.00
074	69.000 Branch Circuit Materials	335.16			$0.00	$0.00	0%	$335.16	$0.00
075	70.000 Branch Circuit Labor	948.56			$0.00	$0.00	0%	$948.56	$0.00
076	71.000 Wiring Devices Materials	790.28			$0.00	$0.00	0%	$790.28	$0.00
077	72.000 Wiring Device Labor	1,957.70			$0.00	$0.00	0%	$1,957.70	$0.00
078	73.000 Power Wiring Materials	2,740.97			$0.00	$0.00	0%	$2,740.97	$0.00
079	74.000 Power Wiring Labor	3,872.50			$0.00	$0.00	0%	$3,872.50	$0.00
080	75.000 Feeders Materials	785.68			$0.00	$0.00	0%	$785.68	$0.00

CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,
containing Contractor's signed Certification is attached.

APPLICATION NO: 1
APPLICATION DATE: 09/08/25
PERIOD TO: 08/20/25
ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)	E WORK COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	H BALANCE TO FINISH (C-G)	I RETAINAGE
081	76.000 Feeeder Labor	920.59			$0.00	$0.00	0%	$920.59	$0.00
082	77.000 Fire Alarm Materials	4,797.59			$0.00	$0.00	0%	$4,797.59	$0.00
083	78.000 Fire Alarm Labor	1,610.26			$0.00	$0.00	0%	$1,610.26	$0.00
084	79.000 Teledata Materials	1,701.83			$0.00	$0.00	0%	$1,701.83	$0.00
085	80.000 Teledata Labor	4,455.10			$0.00	$0.00	0%	$4,455.10	$0.00
086	81.000 Audio Visual Materials	108.12			$0.00	$0.00	0%	$108.12	$0.00
087	82.000 Audio Visual Labor	131.87			$0.00	$0.00	0%	$131.87	$0.00
088		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
089		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
090		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
091		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
092		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
093		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
098		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
099		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
100		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
101		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
102		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
103		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
104		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
105		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
106		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
107		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
108		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
109		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
110		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
111		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
112		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
113		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
114		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
115		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
116		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
117		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
118		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
119		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
120		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
121		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
122		$0.00		$0.00	$0.00	$0.00	#DIV/0!	$0.00	$0.00
TOTALS		**$437,311.00**	**$0.00**	**$20,500.00**	**$0.00**	**$20,500.00**	**5%**	**$416,811.00**	**$1,025.00**

CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,
containing Contractor's signed Certification is attached.

APPLICATION NO: 1
APPLICATION DATE: 09/08/25
PERIOD TO: 08/20/25
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: Marlboro Free Library
1251 Route 9W
Marlboro NY 12542

PROJECT: Marlboro Free Library
Addition & Interior Improvement
1251 Route 9W
Marlboro NY 12542

APPLICATION NO.: 1
PERIOD TO: 8/31/2025

Distribution To:
- ☐ OWNER
- ☐ CONSTRUCTION MANAGER
- ☐ ARCHITECT
- ☐ CONTRACTOR
- ☐ FIELD
- ☐ OTHER

FROM CONTRACTOR: DJ Heating & Air Conditioning Inc
1409 Route 9W
Marlboro NY 12542

VIA CONSTRUCTION CONTRACTOR:

Contract Date:
PROJECT NOS:

CONTRACT FOR: HVCA/Mechanical

VIA ARCHITECT: Butler Rowland Mays Architects, LLP

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM		$ 647,000.00
2. Net change by Change Orders		$
3. CONTRACT SUM TO DATE (Line 1 +/- 2)		$ 647,000.00
4. TOTAL COMPLETED & STORED TO DATE		$ 10,000.00
5. RETAINAGE:		
a. 5 % of Completed Work (Columns D + E on G703)	$ 500.00	
b. % of Stored Material (Column F on G703)	$	
Total Retainage (Line 5a + 5b or Total in Column I of G703)		$ 500.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)		$ 9,500.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 0.00
8. CURRENT PAYMENT DUE		$ 9,500.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$ 637,500.00	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month		
TOTALS	0.00	0.00
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: D.J. Heating & Air Conditioning, Inc.

By: _____ Date: August 20, 2025

State of: New York
County of: Ulster
Subscribed and sworn to before me this 20th day of August 2025

COURTNEY ROSE DEHN
Notary Public, State of New York
Registration NO. 01DE6282438
Qualified in Ulster County
My Commission Expires May 28, 20

Notary Public:
My Commission expires: May 28, 2029

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising the application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ 9,500.00
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation sheet that are changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By: _____ Date: _____

ARCHITECT:

By: _____ Date: 8/21/2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Marlboro Free Library

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side) PAGE 1 OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 1
APPLICATION DATE: 8/20/2025
PERIOD TO: 8/31/2025
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK Schedule of Values	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
1	Bonds and Insurances	10,000.00		10,000.00		10,000.00	100%	0.00	500.00
2	Mobilization	5,000.00				0.00	0%	5,000.00	0.00
3	Submittals and Shop Drawings	6,000.00				0.00	0%	6,000.00	0.00
4	Close-out documents	6,500.00				0.00	0%	6,500.00	0.00
5	Punch list	6,500.00				0.00	0%	6,500.00	0.00
6	**Grant #1 - Meeting Room & Vestibule**								
7	Demo	7,000.00				0.00	0%	7,000.00	0.00
8	RTUs - Labor	8,000.00				0.00	0%	8,000.00	0.00
9	RTUs - Material	96,000.00				0.00	0%	96,000.00	0.00
10	Electric Heaters - Labor	1,000.00				0.00	0%	1,000.00	0.00
11	Electric Heaters - Material	1,000.00				0.00	0%	1,000.00	0.00
12	Exhaust Fans - Labor	1,000.00				0.00	0%	1,000.00	0.00
13	Exhaust Fans - Material	1,500.00				0.00	0%	1,500.00	0.00
14	Ductwork Fabrication	13,000.00				0.00	0%	13,000.00	0.00
15	Ductwork Installation	13,000.00				0.00	0%	13,000.00	0.00
16	Registers and Grilles - Labor	2,500.00				0.00	0%	2,500.00	0.00
17	Registers and Grilles - Material	2,500.00				0.00	0%	2,500.00	0.00
18	Insulation - Labor	2,500.00				0.00	0%	2,500.00	0.00
19	Insulation - Material	1,500.00				0.00	0%	1,500.00	0.00
20	Controls - Labor	6,000.00				0.00	0%	6,000.00	0.00
21	Controls - Material	6,000.00				0.00	0%	6,000.00	0.00
22	Testing and Balancing	2,000.00				0.00	0%	2,000.00	0.00
23	**Grant #3 - Mechanical Upgrades**								
24	Demo	15,000.00				0.00	0%	15,000.00	0.00
25	RTUs - Labor	27,000.00				0.00	0%	27,000.00	0.00
26	RTUs - Material	144,000.00				0.00	0%	144,000.00	0.00
27	ERVs - Labor	4,000.00				0.00	0%	4,000.00	0.00
28	ERVs - Material	4,000.00				0.00	0%	4,000.00	0.00
29	Split Systems - Labor	22,000.00				0.00	0%	22,000.00	0.00
30	Split Systems - Material	33,000.00				0.00	0%	33,000.00	0.00
31	Electric Heaters - Labor	1,000.00				0.00	0%	1,000.00	0.00
32	Electric Heaters - Material	3,000.00				0.00	0%	3,000.00	0.00
	Sub total	451,500.00	0.00	10,000.00	0.00	10,000.00	2%	441,500.00	500.00

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side) PAGE 1 OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 1
APPLICATION DATE: 8/20/2025
PERIOD TO: 8/31/2025
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK Schedule of Values	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
33	**Grant #3 - Mechanical Upgrades Cont'd**								
34	Exhaust Fans - Labor	2,000.00				0.00	0%	2,000.00	0.00
35	Exhaust Fans - Material	4,000.00				0.00	0%	4,000.00	0.00
36	Ductwork Fabrication	26,000.00				0.00	0%	26,000.00	0.00
37	Ductwork Installation	26,000.00				0.00	0%	26,000.00	0.00
38	Registers and Grilles - Labor	3,000.00				0.00	0%	3,000.00	0.00
39	Registers and Grilles - Material	2,500.00				0.00	0%	2,500.00	0.00
40	Insulation - Labor	4,000.00				0.00	0%	4,000.00	0.00
41	Insulation - Material	2,000.00				0.00	0%	2,000.00	0.00
42	Controls - Labor	9,000.00				0.00	0%	9,000.00	0.00
43	Controls - Material	3,000.00				0.00	0%	3,000.00	0.00
44	Testing and Balancing	2,000.00				0.00	0%	2,000.00	0.00
45									
46	**Grant #4 - Children's Library**								
47	Demo	7,000.00				0.00	0%	7,000.00	0.00
48	RTUs - Labor	8,000.00				0.00	0%	8,000.00	0.00
49	RTUs - Material	48,000.00				0.00	0%	48,000.00	0.00
50	Ductwork Fabrication	13,000.00				0.00	0%	13,000.00	0.00
51	Ductwork Installation	13,000.00				0.00	0%	13,000.00	0.00
52	Registers and Grilles - Labor	2,500.00				0.00	0%	2,500.00	0.00
53	Registers and Grilles - Material	2,500.00				0.00	0%	2,500.00	0.00
54	Insulation - Labor	2,500.00				0.00	0%	2,500.00	0.00
55	Insulation - Material	1,500.00				0.00	0%	1,500.00	0.00
56	Controls - Labor	9,000.00				0.00	0%	9,000.00	0.00
57	Controls - Material	3,000.00				0.00	0%	3,000.00	0.00
58	Testing and Balancing	2,000.00				0.00	0%	2,000.00	0.00
59									
60									
61									
62									
	Sub total	195,500.00	0.00	0.00	0.00	0.00	0%	195,500.00	0.00

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side) PAGE 1 OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 1
APPLICATION DATE: 8/20/2025
PERIOD TO: 8/31/2025
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK Schedule of Values	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
63									
64									
65									
66									
67									
68									
69									
70									
71									
72									
73									
74									
75									
76									
	Subtotal	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
	Total	647,000.00	0.00	10,000.00	0.00	10,000.00	2%	637,000.00	500.00