Marlboro Free Library

Board Meeting Minutes- July 13, 2026
Regular Board Meeting Immediately follows Annual Reorganization Meeting
Meeting #7

I. **Call to Order:** Board President, Kelli Kavanaugh, called the meeting to order at 7:29 p.m.

II. **Pledge to the Flag:** Thea James led the Pledge to the Flag.

III. **Attendance:**
Kelli Kavanaugh, Denise Garofalo, Thea James, Cheryl Werba, Anita Jean McMonigle, Lois Diorio, and Library Director- Lindsay Jankovitz

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

V. **Approval of Minutes**

a. **Board Meeting Minutes- June 1, 2026**

RESOLUTION 8-7-13-26
A motion was made by Denise Garofalo and seconded by Anita Jean McMonigle to approve the June 1, 2026 board meeting minutes.

VOICE VOTE: 5-0-0 ALL YES CARRIED

VI. **Report of Secretary**
No report.

VII. **Treasurer's Report**

a. **May 2026**
The board received and reviewed the May 2026 Treasurer's Report. The official report 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.

RESOLUTION 9-7-13-26

A motion was made by Denise Garofalo and seconded by Cheryl Werba to approve the change order proposed by Mid-Hudson Electrical, as part of the Library's Renovation and Expansion project. The proposal includes adding three additional building mounted exterior lights, installing 18 new site lighting photocells, and replacing one existing site light head and LED driver currently not operational. Total work will cost $9,850.00.

VOICE VOTE: 5-0-0 ALL YES CARRIED

IX. Standing Committees

i. Finance (McMonigle & Werba)

a. Cash Disbursements- June 2026

RESOLUTION 10-7-13-26

A motion was made by Denise Garofalo and seconded by Thea James to approve the June 2026 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.

c. Line Item Transfers

RESOLUTION 11-7-13-26

A motion was made by Denise Garofalo and seconded by Anita Jean McMonigle to approve the attached line item transfers.

VOICE VOTE: 5-0-0 ALL YES CARRIED

d. Library Audit- Confirmation Letters

The Library's audit will occur on July 16th, 2026, and will be conducted by Nugent & Haeussler, CPA. Library Board Confirmation Letters were distributed to each board member, which are a requirement of the audit. Completed letters were placed in an envelope, sealed, and will be given to Nugent & Haeussler, CPA.

e. Bank Transfer for Construction Project

RESOLUTION 12-7-13-26

A motion was made by Denise Garofalo and seconded by Cheryl Werba to approve the attached bank transfer to cover expenses for the Library's Renovation and Expansion Project.

VOICE VOTE: 5-0-0 ALL YES CARRIED

ii. Personnel (Garofalo)

No report.

iii. Policy Manual (Garofalo)

No report.

iv. Friends of the Library (Werba)

The Friends of the Library are holding a library themed raffle. Drawing date is to be announced.

v. Building & Grounds (Kavanaugh)

a. Side Lot Dead Tree Removal & 1259 Rt 9W Driveway Fill

RESOLUTION 13-7-13-26

A motion was made by Denise Garofalo and seconded by Thea James to proceed with removing three dead trees in the Library's side lot, and to fill in the old driveway on the 1259 Rt. 9W property. Work will be done by Zambito & Son Landscaping. Quote is attached to the meeting minutes.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. Signage Quotes

The board reviewed the two quotes received for Library signage.

RESOLUTION 14-7-13-26

A motion was made by Denise Garofalo and seconded by Anita Jean McMonigle to approve the quote from FastSigns for Library signage.

VOICE VOTE: 5-0-0 ALL YES CARRIED

c. Railings for New Retaining Wall Discussion

The Director received a quote for the installation of a railing along the new retaining wall. The Board discussed whether to move forward with the addition of the railing and agreed to table the discussion until the August Board Meeting to allow time to gather additional information. The retaining wall currently meets code requirements.

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

The Director shared with the Board that UCLA is seeking county funding for the Dolly Parton Imagination Library.

vii. Technology (Garofalo)

a. Public Computers

The Library's public computers are over nine years old and cannot be upgraded to Windows 11. Some computers are starting to have hardware issues and are not running properly after attempting the upgrade.

RESOLUTION 15-7-13-26

A motion was made by Denise Garofalo and seconded by Thea James to approve the purchase of eight new computers for the Library.

VOICE VOTE: 5-0-0 ALL YES CARRIED

viii. Planning (Kavanaugh)

No report.

X. Old Business

a. Bylaws Review

RESOLUTION 16-7-13-26
A motion was made by Denise Garofalo and seconded by Anita Jean McMonigle to approve the revisions to the Library's bylaws. A second reading will occur at the August Board Meeting.

VOICE VOTE: 5-0-0 ALL YES CARRIED

XI. New Business

a. Contractor Invoices

RESOLUTION 17-7-13-26
A motion was made by Denise Garofalo and seconded by Thea James to approve the construction invoices from DJ Heating & Air Conditioning, Barone Construction Group, and Mid-Hudson Electrical and for the Library to issue payment.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. Construction Updates

Construction updates were discussed under the Director's Report.

c. Change Orders

Change orders were discussed under the Director's Report.

d. MHLS Direct Access Plan

RESOLUTION 18-7-13-26

A motion was made by Denise Garofalo and seconded by Anita Jean McMonigle to approve Mid-Hudson Library System's Direct Access Plan.

VOICE VOTE: 5-0-0 ALL YES CARRIED

e. **Ribbon Cutting Discussion**
The Board discussed having their Ribbon Cutting Ceremony for the Library's Renovation and Expansion project at the end of September. The Board will further discuss this at the August Board Meeting.

XII. Next Board Meeting Date- Monday, August 3, 2026 at 7:00pm

XIII. Motion to Adjourn

Board President, Kelli Kavanaugh, adjourned the meeting at 8:19 p.m.

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library

Board Meeting Agenda –July 13, 2026

Immediately following the Library's Reorganization Meeting at 7:00pm

Meeting #7

Marlboro Free Library

I. **Call to Order**

II. **Pledge to the Flag**

III. **Visitor's Forum**

IV. **Approval of Minutes**
   a. **Board Meeting Minutes- June 1, 2026**

V. **Report of Secretary**

VI. **Treasurer's Report**
   a. **May 2026**

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

VIII. **Standing Committees**

   i. **Finance (McMonigle & Kolansky)**
      a. **Cash Disbursements- June 2026**
      b. **Budget Status Report (Monthly Profit & Loss Budget vs. Actual)**
      c. **Line Item Transfers**
      d. **Library Audit- Confirmation Letters**
      e. **Bank Transfer for Construction Project**

   ii. **Personnel (Garofalo)**

iii. **Policy Manual (Garofalo)**

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

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

a. **Side Lot Dead Tree Removal & 1259 Rt 9W Driveway Fill**
b. **Signage Quote**
c. **Railings for New Retaining Wall Discussion**

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

vii. **Technology (Garofalo)**

a. **Public Computers**

viii. **Planning (Kavanaugh)**

IX. **Old Business**

a. **Bylaws Review**

X. **New Business**

a. **Construction Updates**
b. **Construction Invoices**
c. **Change Orders**
d. **MHLS Direct Access Plan**
e. **Ribbon Cutting Discussion**

XI. **Next Board Meeting Date- Monday, August 3 at 7:00pm**

XII. **Motion to Adjourn**

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library

Board Meeting Minutes- June 1, 2026 at 7:00pm
Meeting #6

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

II. **Pledge to the Flag:** Cheryl Werba led the Pledge to the Flag.

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

Excused Absence: Kelli Kavanaugh

IV. **Visitor's Forum**

None present.

V. **Approval of Minutes**

a. **Board Meeting Minutes- May 4, 2026**

RESOLUTION 130-6-1-26
A motion was made by Cheryl Werba and seconded by Benjamin Kolansky to approve the May 4, 2026 board meeting minutes.

VOICE VOTE: 4-0-0 ALL YES CARRIED

b. **Annual Meeting & Reading of the Budget Minutes- May 4, 2026**

RESOLUTION 131-6-1-26
A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle to approve the Annual Meeting & Reading of the Budget minutes held on May 4, 2026.

VOICE VOTE: 4-0-0 ALL YES CARRIED

VI. Report of Secretary

A thank you note was sent to Cindy Storno at the Marlboro Central School District for her assistance with the Library's Trustee Election & Budget Vote.

VII. Treasurer's Report

a. April 2026

The board received and reviewed the April 2026 Treasurer's Report. The official report 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.

New Business: The Director reported on construction updates and change orders:

Barone has submitted the two change orders discussed at last month's meeting for additional landscaping work and the installation of acoustic wall paneling. A change order will also be issued for additional river rocks along the new construction area. Two minor change orders are also expected from Mid-Hudson Electrical for the installation of four electric hand dryers and the addition of an exterior electrical box near the front parking lot, where exposed lines were discovered. A second box is needed, as all the wiring cannot fit into one box. The hand dryers were purchased at a cost of $1,820. After further review, the Director has elected not to proceed with the TrapTex toilet inserts due to safety concerns. At this time, all contractors anticipate completing their work and vacating the site by the end of June.

RESOLUTION 132-6-1-26

A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle to approve the change order from Barone Construction Group for extra site landscaping in the amount of $3,180.00.

VOICE VOTE: 4-0-0 ALL YES CARRIED

RESOLUTION 133-6-1-26

A motion was made by Anita Jean McMonigle and seconded by Benjamin Kolansky to approve the change order from Barone Construction Group

for the install of acoustic paneling in the children's and teen section in the amount of $3,991.00.

VOICE VOTE: 4-0-0 ALL YES CARRIED

b. Director's Vacation Time Carryover Request

Because of the significant responsibilities involved in overseeing the Library's construction project, the Director was unable to use much vacation time during this budget year and has two weeks of PTO remaining. The Director is requesting permission to carry over the unused time until August 31, 2026.

The Director intends to use the carryover time throughout July and August by taking at least one day off each week, balancing the need to use the remaining PTO while continuing to manage Library operations and construction oversight responsibilities during the project's final stages. Days off will be coordinate with admin staff.

In consultation with the architect, the current Board President, and administrative staff, the Director is also planning a short trip from July 24–27 (Friday-Monday). At this time, the construction team anticipates that the project will be completed by that time.

RESOLUTION 134-6-1-26

A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle to approve the carryover of two weeks of unused vacation time for the Library Director through August 31, 2026, due to the demands associated with overseeing the Library's renovation and construction project. The Director will utilize the remaining time during July and August while continuing to fulfill operational and project oversight responsibilities.

VOICE VOTE: 4-0-0 ALL YES CARRIED

IX. Standing Committees

i. Finance (McMonigle & Kolansky)

a. Cash Disbursements- May 2026

RESOLUTION 135-6-1-26

A motion was made by Benjamin Kolansky and seconded by Anita Jean McMonigle to approve the May 2026 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. **Bank Transfer for Construction Project**

RESOLUTION 136-6-1-26
A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle to approve the attached bank transfer to cover expenses for the Library's Renovation and Expansion Project.

VOICE VOTE: 4-0-0 ALL YES CARRIED

d. **Library Audit- Scheduled for July 16th**
The Library's audit is scheduled to occur on July 16, 2026 by Nugent & Haeussler, P.C. Confirmation Letters will be distributed to the Board as soon as they are received from the auditor.

ii. **Personnel (Garofalo)**

a. **Resignation of Oskar Weiss**

RESOLUTION 137-6-1-26
A motion was made by Benjamin Kolansky and seconded by Anita Jean McMonigle to approve the resignation of Oskar Weiss.

VOICE VOTE: 4-0-0 ALL YES CARRIED

b. **Retirement of Michelle DeSando**

RESOLUTION 138-6-1-26
A motion was made by Anita Jean McMonigle and seconded by Benjamin Kolansky to approve the retirement of Michelle DeSando.

VOICE VOTE: 4-0-0 ALL YES CARRIED

A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle to approve the construction invoices from DJ Heating & Air Conditioning, Barone Construction Group, Ashley Mechanical, and Mid-Hudson Electrical and for the Library to issue payment.

VOICE VOTE: 4-0-0 ALL YES CARRIED

b. Reorganization Meeting Time & Date

RESOLUTION 141-6-1-26
A motion was made by Benjamin Kolansky and seconded by Cheryl Werba to hold the Library's Reorganization Meeting on Monday, July 6 at 7:00 p.m.

VOICE VOTE: 4-0-0 ALL YES CARRIED

c. Budget Vote and Trustee Election Results

Vote Results:
Proposition I:
YES; 646 NO; 280

Trustee Election

Denise Garofalo: 445 votes- elected to a 5 year-term;

Thea James: 391 votes- elected to a 5 year-term.

4 write ins- Thomas Corcoran Jr., Menay Drives, Rebecca Low, & Jessica Cohen- 1 vote each.

XII. Next Board Meeting Date- Monday, July 6, 2026 at 7:00pm

XIII. Motion to Adjourn

Board President, Denise Garofalo adjourned the meeting at 7:35 pm.

Respectfully submitted,
Lindsay Jankovitz & Tessa DeBella

iii. **Policy Manual (Garofalo)**

RESOLUTION 139-6-1-26
A motion was made by Anita Jean McMonigle and seconded by Benjamin Kolansky to approve the 2nd reading of the Library's Tutoring Policy.

VOICE VOTE: 4-0-0 ALL YES CARRIED

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

The Friends of the Library are preparing a raffle basket for when the Library reopens after renovations and construction.

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

No report

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

No report.

vii. **Technology (Garofalo)**

No report.

viii. **Planning (Kavanaugh)**

No report.

X. **Old Business**

a. **Bylaws Review**-Tabled until next meeting. The director had to meet with the attorney regarding other items.

XI. **New Business**

a. **Contractor Invoices**

RESOLUTION 140-6-1-26

Director's Report – July 2026

Construction Updates

- Furniture installation was completed during the week of June 29, with just a few remaining pieces still scheduled for delivery. A small amount of furniture arrived with damage, which the manufacturer will repair or replace. The hardware for the new filing cabinets was also lost in transit, slowing some of our unpacking efforts. Replacement hardware has been ordered by the furniture representative.

- Contractors are wrapping up the remaining items throughout the building. The architect will be onsite this week to develop the final punch list, and the painter is scheduled to return for final touch-ups. All doors have now been rekeyed; however, the community room and back office doors still need new lock hardware, as they are designed to remain locked and require a key for entry. The Marlboro Fire Department has also updated our Knox Box with the new key for after-hours emergency access.

- The fire alarm and electrical systems have passed their final inspections. The Building Inspector completed his walkthrough on Thursday, July 2, and the Library was issued its new Certificate of Occupancy. Final security camera work is scheduled for Thursday, July 16, now that work at the front entrance has been completed.

- There are still a few remaining project items to finish. Metro Sound Pros is scheduled to install the community room AV equipment on Friday, July 17. We are also waiting on a small amount of electrical work before the telephone system can be fully completed, along with the arrival of the acoustic panels for the Children's and Teen areas so Barone's crew can install them.

- MHLS has begun returning the library materials they stored for us during construction.

- The alarm company will be onsite on Tuesday, July 21, to train staff on the new security system. We will also hold a staff meeting following the training.

- All exterior lights have been restored. While reconnecting the lighting, the electrician discovered that two of the parking lot photocells had failed. Since the photocells are old and have begun to show signs of wear, he has recommended replacing all of them while the lift is already onsite. We also inspected the property at night to identify any areas with inadequate lighting. Two locations were identified, and the electrician has recommended installing three additional building-mounted light fixtures to improve safety around the building.

- Staff continue to settle into the renovated spaces and get used to the new layout. During the closure, everyone worked incredibly hard to move materials back into the building, unpack collections, and prepare for reopening. Their efforts made for a smooth reopening and are greatly appreciated.

- The director continues to work through some building issues regarding light scheduling and HVACs with the contractors.

- The Library will resume regular hours in the middle of August to accommodate final electric site work.

- Fire extinguishers were inspected on Monday, July 13.

Tree Removal
As discussed at previous Board meetings, the director has obtained quotes for the removal of the large pine tree in the front parking lot that overhangs Route 9W and is starting to die and drop branches. Now that exterior construction is pretty much complete, we will move forward with scheduling the tree removal.

Insurance & Legal
The director has begun meeting with the Library's insurance provider to reassess the property's replacement value following the completion of the renovation and expansion project. The director has also started meeting with our attorney to review personnel policies and employee contracts.

Audit
The Library's annual audit is scheduled for Thursday, July 16.

Summer Reading Programming
Summer Reading programs are off to a great start. Tessa, Sydney, and Ashley have done an outstanding job developing a creative and engaging lineup of programs for the community.

Cleaning Services and Vacancies
Shine Cleaning is providing temporary cleaning services while we finalize a long-term staffing solution. We anticipate having a new cleaning employee begin in late July for approximately 15 hours per week. Additional information will be shared at the August Board meeting. Interviews are being held for a substitute part-time library clerk to fill recent vacancies.

Vacation
The director will be on vacation from July 24 through July 27. Tessa will serve as the point of contact should any urgent issues arise during my absence.

DESCRIPTION OF ADDITIONAL WORK REQUESTED

Reference No.: T&M 011- 013
Date: JULY 12, 2026
Contractor: MID-HUDSON ELECTRICAL CONTRACTING
Project Name: Marlboro Free Library Addition & Interior Renovation Project
Project Location: 1251 Route 9W, Marlboro, NY 12542
Labor Billing Rate: $125.00 per hour

Purpose of Additional Work Request

This document is submitted as a formal description of additional work requested beyond the original contract scope for the Marlboro Free Library Addition & Interior Renovation Project. All work described herein is to be performed on a **Time and Material (T&M) basis** at the labor billing rate noted below, with material costs billed at actual cost. All work shall be performed in accordance with applicable electrical codes, project specifications, and existing field conditions.

Detailed Scope of Additional Work

Item No.	Description of Work	Labor Hours	Labor Cost	Material Cost	Total Cost
11	Furnish and install eighteen (18) new site lighting photocells complete with testing and verification of proper operation.	16	$2000.00	SEE TOTAL	
12	Furnish and install three (3) new LED wall pack fixtures for additional exterior lighting including mounting, wiring, testing and commissioning	24	$3000.00	SEE TOTAL	
13	Troubleshoot and replace one (1) existing site light head and LED driver currently not operational. Test and verify proper operation	8	$1000.00	SEE TOTAL	
	ESTIMATED TOTAL (TIME & MATERIAL BASIS)	48	**$6,000.00**	**$3850.00**	**$9850.00**

Time and Material Billing Basis

Labor Rate: $125.00 per hour
Estimated Labor Hours: 48Hours
Estimated Labor Cost: $6,000.00
Estimated Material Cost: $3850.00 Estimated Total Cost: $9,850.00

Final billing shall be based on actual labor hours expended and actual material costs incurred.

Terms and Conditions

1. This Change Order covers only the work specifically described herein.
2. Any unforeseen conditions, concealed damages, or owner-requested additions beyond this scope shall be subject to additional pricing and written authorization.
3. Work will be scheduled in coordination with the project construction schedule.

Budget Year 2025-2026
JUNE 2026

Check Listing
Cash Disbursements
All Funds

Marlboro Free Library
CHECK LISTING - ALL FUNDS
June 2026

	Account	Date	Num	Name	Memo	Amount
Jun 26	**General Fund**					
	L200 · GENERAL FUND/KEY BANK ACCT	06/01/2026	11662	MARLBORO FREE LIBRARY BUILDING FUND	TRANSFER TO BF FOR ADDITION & RENOVATION PROJECT	-250,000.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/01/2026	11663	ISECTRA, LLC	TECH SUPPORT MAY 2026, MICROSOFT 365 MONTHLY FEE	-563.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/01/2026	11664	MILTON HARDWARE	ACCT KEYS & SUPPLIES	-11.97
	L200 · GENERAL FUND/KEY BANK ACCT	06/01/2026	11665	MINDFUL YOGA WITH LIZ INC	PROGRAM - FAMILY YOGA SERIES - 4/20, 5/11, 6/8/2026	-270.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/01/2026	11666	MID-HUDSON LIBRARY SYSTEM	CUST - WEB PAGE HOSTING	-1,100.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/01/2026	11667	SWANK MOVIE LICENSING USA	CUST - ANNUAL MOVIE LICENSE 7/1/26-6/30/27	-324.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/11/2026	11668	A T & T	ACCT - LONG DISTANCE SERVICE MAY 2026	-67.53
	L200 · GENERAL FUND/KEY BANK ACCT	06/11/2026	11669	ALEX PRIZGINTAS	ADULT PROGRAM 6/30/2026 - CELLO SHOW	-150.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/11/2026	11670	BRODART COMPANY	ACCT - JUVENILE TITLES 2/18/2026-5/22/2026 INVOICES	-927.04
	L200 · GENERAL FUND/KEY BANK ACCT	06/11/2026	11671	CHARTER COMMUNICATIONS	ACCT # INTERNET SERVICES 6/1-6/30/2026	-169.98
	L200 · GENERAL FUND/KEY BANK ACCT	06/11/2026	11672	FLEURY RISK MANAGEMENT	W/C POLICY WC INSUR 7/1/26-7/1/27	-229.52
	L200 · GENERAL FUND/KEY BANK ACCT	06/11/2026	11673	JESTER JIM, INC.	PROGRAMS - 7/9/2026 PERFORMANCE	-600.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/11/2026	11674	LAMELA SANITATION	ACCT # - TRASH REMOVAL - MAY 2026	-231.96
	L200 · GENERAL FUND/KEY BANK ACCT	06/11/2026	11675	LEAF	CONTRACT BIZHUB C250i PUBLIC PRINTER	-205.22
	L200 · GENERAL FUND/KEY BANK ACCT	06/11/2026	11676	MCSD PAYROLL ACCOUNT	PAYROLL OF 6/5/2026	-18,298.30
	L200 · GENERAL FUND/KEY BANK ACCT	06/11/2026	11677	NYSIF - STATE INSURANCE FUND/WORKERS COMP	POLICY # WORKERS COMPENSATION INSURANCE	-1,537.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/11/2026	11678	ORKIN/CRAIG THOMAS PEST CONTROL	ACCT MFL TERMITE BAITING 1 YR	-642.25
	L200 · GENERAL FUND/KEY BANK ACCT	06/11/2026	11679	SYDNEY CORWIN	TRAVEL & SUPPLIES REIMBURSEMENT	-39.97
	L200 · GENERAL FUND/KEY BANK ACCT	06/11/2026	11680	VERIZON	ACCT TELEPH SERV JUNE 2026	-208.33
	L200 · GENERAL FUND/KEY BANK ACCT	06/20/2026	11681	CENTRAL HUDSON	ACCT MFL- 1251 RT 9W 5/12/2026-6/10/2026	-1,045.94
	L200 · GENERAL FUND/KEY BANK ACCT	06/20/2026	11682	CONSOLIDATED PLASTICS CO.,INC.	ENTRANCE WAY MATS/BURGUNDY	-306.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/20/2026	11683	KEY BANK MASTERCARD	KEY MC ENDING 5/10-6/9/2026 EXPENSES	-4,518.54
	L200 · GENERAL FUND/KEY BANK ACCT	06/20/2026	11684	MCSD PAYROLL ACCOUNT	PAYROLL OF 6/18/2026	-18,189.74
	L200 · GENERAL FUND/KEY BANK ACCT	06/20/2026	11685	MCSD TREASURER	2025-2026 BENEFITS	-270,738.05
	L200 · GENERAL FUND/KEY BANK ACCT	06/20/2026	11686	MID-VALLEY OFFICE PRODUCTS, INC.	TYPEWRITER MAINTENANCE 7/2026-7/2027	-228.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/20/2026	11687	MIDWEST TAPE, LLC	CUST HOOPLA ACCOUNT DEPOSIT 7/1/2025-6/30/2026	-500.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/20/2026	11688	PROSPECT PRINTING COMPANY	SPRING 2026 NEWSLETTER	-754.61
	L200 · GENERAL FUND/KEY BANK ACCT	06/20/2026	11689	UTICA NATIONAL INSURANCE GROUP	ACCT MFL INSURANCE INSTALLMENT PAYMENT	-2,289.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11690	BT PLUMBING, LLC	REPAIRS TO BUILDING - SNAKE MAIN LINE - BACKUPED BATHROOMS	-755.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11691	LEAF	CONTRACT KONICA C250i COPIER LEASE	-696.31
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11692	MCSD PAYROLL ACCOUNT	PAYROLL OF 6/26/2026	-4,696.17
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11693	MCSD PAYROLL ACCOUNT	PAYROLL OF 6/30/2026	-9,294.92
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11694	ZAMBITO LANDSCAPING	CONTRACTUAL SERVICES 1/1/26-6/30/26 & EXTRA SERVICES	-18,350.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11695	FIRST-CITIZENS BANK & TRUST CO	CUST BIZHUB C3351I FAX MACHINE LEASE	-124.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11696	FIRST-CITIZENS BANK & TRUST CO	CUST BIZHUB C3350I FAX MACHINE - usage	-39.39
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11697	OVERDRIVE	CUST AUDIO BOOKS - DEPOSIT ON ACCOUNT	-3,000.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11698	MCSD PAYROLL ACCOUNT	PAYROLL OF 6/30/2026	-3,024.10
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11699	A T & T	ACCT LONG DISTANCE SERVICE JUNE 2026	-63.08
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11700	BRODART COMPANY	ACCT JUVENILE TITLES 6/17/2026 INVOICES	-668.61
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11701	DELL MARKETING LP/c/o DELL USA	MFL COMPUTER EQUIPMENT - 2 LAPTOPS LJ & TD	-4,483.41
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11702	EAST GREENBUSH WINDOW COVERINGS	MFL WINDOW SHADES	-3,766.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11703	ISECTRA, LLC	TECH SUPPORT JUNE 2026 MONTHLY FEE, MICROSOFT 365 BUS	-563.00
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11704	KEY BANK MASTERCARD	KEY MC ENDING - EXPENSES 6/10-6/30/2026	-5,973.65
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11705	LAMELA SANITATION	ACCT TRASH REMOVAL - JUNE 2026	-231.96
	L200 · GENERAL FUND/KEY BANK ACCT	06/30/2026	11706	MILTON HARDWARE	ACCT CUSTODIAL SUPPLIES	-67.83
						-629,943.39

Marlboro Free Library
CHECK LISTING - ALL FUNDS
June 2026

	Account	Date	Num	Name	Memo	Amount
Jun 26	**Building Fund**					
	H200 · BUILDING FUND/KEY BANK ACCT	06/01/2026	189	ASHLEY MECHANICAL, INC.	BF - CONSTR INV #5	-5,510.00
	H200 · BUILDING FUND/KEY BANK ACCT	06/01/2026	190	BARONE CONSTRUCTION GROUP, INC.	BF - CONSTR INV #9	-189,669.85
	H200 · BUILDING FUND/KEY BANK ACCT	06/01/2026	191	DJ HEATING & AIR CONDITIONING INC	BF - CONSTR INV #10	-34,295.00
	H200 · BUILDING FUND/KEY BANK ACCT	06/01/2026	192	MID-HUDSON ELECTRICAL CONTRACTING	BF CONSTR INV #8	-40,251.22
	H200 · BUILDING FUND/KEY BANK ACCT	06/11/2026	193	BUTLER ROWLAND MAYS ARCHITECTS, LLP	BF EXP- ARCHITECT FEES - INV #16	-4,713.95
	H200 · BUILDING FUND/KEY BANK ACCT	06/11/2026	194	SUMMIT FIRE & SECURITY, LLC	CUST - BF EXP - CAMERA SYSTEM - 50% deposit	-9,150.68
	H200 · BUILDING FUND/KEY BANK ACCT	06/30/2026	195	BRC BUSINESS ENTERPRISE LIMITED	BF EXP - MFL FURNITURE PURCHASE - DIRECTOR	-6,476.02
	H200 · BUILDING FUND/KEY BANK ACCT	06/30/2026	196	EXEMPLIS, LLC.	CUST - BF EXP - MFL FURNITURE - ADULT, MEETING ROOM, HISTORY	-16,502.96
	H200 · BUILDING FUND/KEY BANK ACCT	06/30/2026	197	JASPER SEATING CO., INC.	CUST - BF EXP - MFL FURNITURE - ADULT & CHILDRENS	-6,901.01
	H200 · BUILDING FUND/KEY BANK ACCT	06/30/2026	198	KRUEGAR INTERNATIONAL, INC.	BF EXP - MFL FURNITURE - BENCHES, CHILDRENS, MEETING ROOM	-15,944.39
	H200 · BUILDING FUND/KEY BANK ACCT	06/30/2026	199	PALMIERI FURNITURE	CUST - BF EXP - MFL FURNITURE - STACK SHELVING	-101,343.13
	H200 · BUILDING FUND/KEY BANK ACCT	06/30/2026	200	SUMMIT FIRE & SECURITY, LLC	CUST - BF EXP - CAMERA SYSTEM ADDITIONS-BAL DUE	-9,150.68
	H200 · BUILDING FUND/KEY BANK ACCT	06/30/2026	201	LELAND INTERNATIONAL, INC.	BF EXP - MFL FURNITURE - CHILDRENS	-1,586.07
						-441,694.96

Marlboro Free Library
Profit & Loss Budget vs. Actual
July 2025 through June 2026

	Jul '25 - Jun 26	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
4160 · Appropriated Fund Balance	0.00	16,475.89	-16,475.89
L4100 · REAL PROPERTY TAXES			
L1001 · REAL PROPERTY TAXES	987,198.00	987,198.00	0.00
L2771 · PILOTS(Payments in Lieu of Tax)	5,739.92	28,000.00	-22,260.08
Total L4100 · REAL PROPERTY TAXES	992,937.92	1,015,198.00	-22,260.08
L4120 · CHARGES FOR SERVICES			
L2082LC · LCF LATE CHARGES/FINES	137.68	286.00	-148.32
L2082NR · NR NON-RESIDENT FEES	50.00	150.00	-100.00
L2082PA · PASS PASSPORT CHARGES	9,170.00	13,000.00	-3,830.00
Total L4120 · CHARGES FOR SERVICES	9,357.68	13,436.00	-4,078.32
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	16.00	1,500.00	-1,484.00
L2665 · SEEQUIP SALE OF EXCESS EQUIPMEN	0.00	385.00	-385.00
L2670S · SAM SAM USE	1,880.19	2,500.00	-619.81
L2690LC · LOST LIBRARY CARDS	125.00	120.00	5.00
L2690LI · LOST ITEMS	540.34	500.00	40.34
Total L4140 · SALES OF PROP & COMP FOR LOSS	2,561.53	5,005.00	-2,443.47
L4150 · GIFTS & DONATIONS			
L2705 · GFDON MISC GEN FUND DONATIONS	319.55	500.00	-180.45
L2705GF · GENERAL FUND DONATIONS	1,100.00	1,100.00	0.00
L2705GR · GRDON GRANTS ACCOUNT DONATIONS	10,001.00	10,000.00	1.00
Total L4150 · GIFTS & DONATIONS	11,420.55	11,600.00	-179.45
L4160 · MISCELLANEOUS REVENUE			
L2650M · MAPSALES MAP SALES	1.20		
L2701 · REFUND PRIOR YR EXPENSES	2,157.90	10,000.00	-7,842.10
L2770B · SCAN REVENUE	461.00	500.00	-39.00
L2770BS · BOOK SALES REVENUE	202.12	1,200.00	-997.88
L2770C · COPY REVENUE	1,849.64	1,985.00	-135.36
L2770CD · COMPUTER SUPPLY REVENUE	0.00	332.00	-332.00
L2770F · FAX REVENUE	1,339.16	3,000.00	-1,660.84
L2770PP · PAY PHONE REVENUE/COSTUME CHG	0.00	50.00	-50.00
L2770RM · REMISC MISC REIMBURSEMENTS	1,223.86	500.00	723.86
Total L4160 · MISCELLANEOUS REVENUE	7,234.88	17,567.00	-10,332.12
L4190 · COUNTY SOURCES			
L4049 · LOCAL LIBRARY SERVICES AID	5,947.00	3,000.00	2,947.00
Total L4190 · COUNTY SOURCES	5,947.00	3,000.00	2,947.00
Total Income	1,029,459.56	1,083,021.89	-53,562.33
Gross Profit	1,029,459.56	1,083,021.89	-53,562.33
Expense			
L5000 · GENERAL FUND INTERFUND TRANSFER			
L7410gj · 720FCR CAPITAL RESERVE	3,000.00	3,000.00	0.00
L5000 · GENERAL FUND INTERFUND TRANSFER - Other	40,000.00	40,000.00	0.00
Total L5000 · GENERAL FUND INTERFUND TRANSFER	43,000.00	43,000.00	0.00
L5100 · PERSONNEL			
L7410.1 · SALARIES	422,369.97	482,240.00	-59,870.03
Total L5100 · PERSONNEL	422,369.97	482,240.00	-59,870.03
L5110 · EQUIPMENT			
L7410.2 · L7410.203B EQUIPMENT	21,919.48	18,590.13	3,329.35
Total L5110 · EQUIPMENT	21,919.48	18,590.13	3,329.35
L5120 · BOOKS			
L7410aa · 206 CD ROM PROD & ON-LINE SERV	9,574.68	8,145.00	1,429.68
L7410ab · 410BA ADULT TITILES	12,599.41	19,683.00	-7,083.59
L7410ac · 410BJ JUVENILE TITLES	4,288.25	6,965.00	-2,676.75
L7410ad · 410BLH LOCAL HISTORY TITLES	75.00	500.00	-425.00
L7410ae · 410BR REFERENCE TITLES	69.23	1,000.00	-930.77
Total L5120 · BOOKS	26,606.57	36,293.00	-9,686.43

Marlboro Free Library
Profit & Loss Budget vs. Actual
July 2025 through June 2026

	Jul '25 - Jun 26	Budget	$ Over Budget
L5130 · AUDIO-VISUAL MATERIAL			
L7410ba · 411VT VIDEOTAPES/DVD	651.92	3,000.00	-2,348.08
L7410bb · 412CS COMPUTER SOFTWARE	3,572.83	8,140.00	-4,567.17
Total L5130 · AUDIO-VISUAL MATERIAL	4,224.75	11,140.00	-6,915.25
L5140 · AUDIO BOOKS & BOOK BINDING			
L7410cb · 414 AUDIO BOOKS	6,000.00	6,000.00	0.00
Total L5140 · AUDIO BOOKS & BOOK BINDING	6,000.00	6,000.00	0.00
L5150 · PERIODCALS & MICROFORM			
L7410da · 413A MICROFORM/FICHE;CD ROM	1,563.07	2,000.00	-436.93
L7410db · 413B PERIODICALS	2,161.50	3,000.00	-838.50
L7410dc · 413D NEWSPAPERS	831.00	1,500.00	-669.00
Total L5150 · PERIODCALS & MICROFORM	4,555.57	6,500.00	-1,944.43
L5160 · SUPPLIES,SERVICES,ARTS&CRAFTS			
L7410ea · 430AC ARTS & CRAFTS SUPPLIES	1,532.09	3,000.00	-1,467.91
L7410eb · 430C COPY SUPPLIES/SERVICE	2,816.56	14,000.00	-11,183.44
L7410ec · 430M OFFICE SUPPLIES	8,510.91	5,919.34	2,591.57
L7410ed · 430SS SPECIAL SERVICES	9,355.00	11,805.00	-2,450.00
Total L5160 · SUPPLIES,SERVICES,ARTS&CRAFTS	22,214.56	34,724.34	-12,509.78
L5170 · MISCELLANEOUS EXPENSE			
L7410fa · 431 TELEPHONE	3,430.40	4,796.00	-1,365.60
L7410fb · 433 POSTAGE	4,171.81	5,505.00	-1,333.19
L7410fc · 434 PUBLICITY & PRINTING	4,343.56	4,717.42	-373.86
L7410fd · 435 TRAVEL	971.24	1,500.00	-528.76
L7410fe · 437 GUEST SPEAKERS	4,263.20	5,100.00	-836.80
L7410ff · 438 MEMBERSHIPS	3,648.00	5,994.00	-2,346.00
Total L5170 · MISCELLANEOUS EXPENSE	20,828.21	27,612.42	-6,784.21
L5180 · OPERATION & MAINT OF BUILDING			
L7410ga · 439 REPAIRS & MAINTENANCE	55,225.76	44,656.00	10,569.76
L7410gb · 450 FUEL & UTILITIES	20,809.27	20,358.00	451.27
L7410gc · 451 CUSTODIAL SUPPLIES	2,015.88	3,378.00	-1,362.12
L7410gd · 452 REPAIRS TO BUILDING	18,942.85	18,985.00	-42.15
L7410gf · 454 INSURANCE	13,036.71	12,000.00	1,036.71
L7410gg · 720F REPAIR/RESERVE	9,300.00	11,421.00	-2,121.00
L7410gh · 900C CONFERENCE	1,716.30	3,500.00	-1,783.70
L7410gi · 900L LEGAL FEES	2,000.00	2,000.00	0.00
Total L5180 · OPERATION & MAINT OF BUILDING	123,046.77	116,298.00	6,748.77
L5190 · EMPLOYEE BENEFITS			
L9010.0 · N.Y.S. RETIREMENT	55,669.91	69,721.00	-14,051.09
L9030.8 · SOCIAL SECURITY	33,185.54	36,892.00	-3,706.46
L9040.8 · WORKERS COMPENSATION INSURANCE	3,164.88	3,165.00	-0.12
L9050.8 · UNEMPLOYMENT INSURANCE	0.00	500.00	-500.00
L9060.8 · HEALTH/DENTAL INSURANCE	214,194.20	190,346.00	23,848.20
Total L5190 · EMPLOYEE BENEFITS	306,214.53	300,624.00	5,590.53
L5200 · DEBT SERVICES			
L9788.6 · LEASE PRINCIPLE	9,724.56	0.00	9,724.56
L9788.7 · LEASE INTEREST	1,199.44	0.00	1,199.44
Total L5200 · DEBT SERVICES	10,924.00	0.00	10,924.00
Total Expense	1,011,904.41	1,083,021.89	-71,117.48
Net Ordinary Income	17,555.15	0.00	17,555.15
Net Income	**17,555.15**	**0.00**	**17,555.15**

2025-2026 LINE ITEM TRANSFERS FOR 6/30/2026		
#4	FROM MULTIPULE TO COVER SHORTAGE & ECUMBERED	
	MOVE FROM:	
L7410.1	SALARIES	59,870.03
L7410.410BA	ADULT TITLES	7,083.59
L7410.410BJ	JUVENILE TITLES	2,676.75
L7410.411VT	VIDEOTAPES/DVD	2,348.08
L7410.412CS	COMPUTER SOFTWARE	4,567.17
L7410.430AC	ARTS & CRAFTS	1,136.70
L7410.430SS	SPECIAL SERVICES	2,450.00
L7410.438	MEMBERSHIPS	2,346.00
L7410.720F	REPAIR/RESERVE	2,121.00
L7410.900C	CONFERENCE	1,783.70
L9010.0	NYS RETIREMENT	9,058.77
L9030.8	SOCIAL SECURITY	3,706.46
	MOVE TO:	
L7410.203B	EQUIPMENT	19,859.09
L7410.206	CD ROM PROD & ONLINE SERV	1,429.68
L7410.430M	OFFICE SUPPLIES	2,771.57
L7410.439	REPAIRS & MAINTENANCE	10,569.76
L7410.450	FUEL & UTILITIES	451.27
L7410.452	REPAIRS TO BUILDING	39,181.97
L7410.454	INSURANCE	1,036.71
L9060.8	HEALTH/DENTAL	23,848.20

For:
Shortage
& Encumbered expenses

EXPLANATION:
To transfer funds to cover shortage accounts.

Recommended by: Lou Bjorie Date: 6/30/2026

Approved by: Kelli Kavanagh Date: 7/15/2026

2025-2026 LINE ITEM TRANSFERS FOR 6/30/2026		
#3	FROM COPY SUPPLIES TO COVER FAX LEASE PRINCIPLE & INTEREST	
	MOVE FROM:	
L7410.430C	COPY SUPPLIES/SERVICE	1,240.00
	MOVE TO:	
L9788.6	LEASE PRINCIPLE	1,033.65
L9788.7	LEASE INTEREST	206.35

For:
First Citizens Fax Lease

EXPLANATION:
To transfer funds to cover fax lease principle and interest.

Recommended by: Lois Davis Date: 6/30/2026

Approved by: Lilli Kanaly Jr Date: 7/15/2026

2025-2026 LINE ITEM TRANSFERS FOR 6/30/2026		
#2	FROM COPY SUPPLIES TO COVER COPIER LEASE PRINCIPLE & INTEREST	
	MOVE FROM:	
L7410.430C	COPY SUPPLIES/SERVICE	9,684.10
	MOVE TO:	
L9788.6	LEASE PRINCIPLE	8,691.00
L9788.7	LEASE INTEREST	993.10

For:
Leaf Copier Leases

EXPLANATION:
To transfer funds to cover copier lease principle and interest.

Recommended by: Lois Davis Date: 6/30/2026

Approved by: Kelly Lancaster Date: 7/15/2026

2026-2027 BANK ACCOUNT TRANSFERS FOR 7/1/2026		
#3	FROM GRANT ACCOUNT TO BUILDING FUND ACCOUNT FOR LIBRARY SHARE OF ADDITION & RENOVATION PROJECT	
ACCT #:	**MOVE FROM:**	
L200G	GRANT ACCOUNT/KEY BANK ACCT [redacted]	205,000.00
	MOVE TO:	
H200	BUILDING FUND/KEY BANK ACCT [redacted]	205,000.00

EXPLANATION:
To transfer funds for Library Share of Addition & Renovation Project

Recommended by: Kelli Kavanagh Date: 7/13/2026

Approved by: Ron Drew Date: 7/1/2026

BY-LAWS OF THE MARLBORO FREE LIBRARY

Article I – NAME – PLACE – OBJECT

A. ~~The official name of the library shall be the Marlboro Central School District Public Library. It shall generally be known as~~ the Marlboro Free Library. It shall be operated as a school district public library chartered to serve the Marlboro Central School District under the provisions ~~in~~of the Absolute Charter [~~#~~15091] granted by the Regents of the University of the State of New York on September 26, 1975, and exercise the powers and authority and assume the responsibilities delegated to it under said Charter.

A.

~~B.~~ It shall be located in the village of Marlboro in the Marlboro Central School District, County of Ulster, State of New York.

B.

C. Its object shall be to provide complete library services for public use.

Article II – THE BOARD OF TRUSTEES

A. [illegible] five (5) [illegible]

B. Except as otherwise provided by these By-Laws Trustees shall be elected by the qualified voters of the Marlboro Central School District annually in the rotation of the terms of service.

~~C.~~ Except as otherwise provided by these By-Laws a Trustee's ~~The~~ term of office ~~of each trustee~~ shall be for five (5) years~~, the year beginning July 1st and ending June 30th, and shall be limited to two consecutive full terms or ten consecutive years.~~. Elected trustees shall assume their duties on July 1st next following their election and qualification or as soon thereafter as they may be able to take their oath of office and shall serve until June 30th of the last year of their term.

C.

D. Candidates eligible to run for election to the Board of Trustees shall file a candidate nomination petition with the District Clerk of the Marlboro Central School District ~~a petition signed by at least twenty five (25) qualified voters of the District.~~ in accordance with the New York Education Law.

~~D.~~

E. Vacancies which occur for reasons other than expiration of term (i.e. death, incapacity, resignation removal, etc.) may be ~~appointed to~~ filled by appointment ~~the vacancy filled by~~ the affirmative vote of the majority of the remaining Trustees~~Board appointment, or left vacant~~

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~~until the next annual meeting election.~~ A person so appointed by the Board in this manner shall assume their duties at the close of the meeting at which they are appointed by the Board and shall serve until a successor is duly elected and qualified. Trustees elected to fill a vacancy caused by the resignation, death or removal of a Trustee shall serve the balance of the term of the Trustee who they have been elected to replace. Any such person elected to fill a vacancy on the Board shall take office immediately upon their election and qualification or as soon thereafter as they may be able to take the oath of office.

~~E.~~F. At any election where more than one (1) Trustee vacancy is being filled and where one (1) or more persons are to be elected for a full term or terms and one (1) or more persons are to be elected for the unexpired portion of a term of terms, the candidate receiving the ~~next~~ highest number of votes shall be entitled, in decreasing order of the respective number of votes, to the several vacancies in decreasing order of the length of such terms or unexpired portions of terms.

G. ~~Following Marlboro Central School District requirements~~In accordance with the Education Law, Board candidates must meet the following qualifications:

1) A citizen of the United States;
2) Eighteen (18) years of age or older;
~~3) Able to read and write;~~
~~4)~~3) A legal resident of the District for a continuous and uninterrupted period of at least one (1) year prior to the election;
~~5)~~4) Cannot be an employee of the Marlboro Free Library;
~~6)~~5) Only one (1) member of a household can serve on the Marlboro Free Library Board at the same time; and
~~7)~~6) May not simultaneously hold another, incompatible public office;
~~Must not have been removed from a library district office within one (1) year preceding the date of appointment or election to the Board.~~

~~BOARD APPOINTMENT PROCEDURE~~~~Board Appointment Procedure for Vacancies~~

~~1) Any candidate who ran in the most recent Board election, and was not elected will be interviewed if a vacancy occurs during the year.~~
~~2) The Board will place a notice in the official newspapers stating that a vacancy exists.~~
~~3) A brief resume will be requested and a statement clarifying the candidate's reasons for seeking an appointment.~~

~~F.~~H. Any ~~T~~trustee who ~~shall fail to attend~~is absent from three (3) consecutive ~~regular B~~board meetings and or four (4) meetings of the total number of meetings held by the Board in any given year, ~~of the Board~~ shall be deemed to have resigned as a Trustee unless reasonable cause is shown and accepted by the Board. ~~Such vacancy shall be filled by the Board of Trustees at the next regular meeting.~~

I. Any Trustee may resign at any time by submitting a resignation in writing to the President or Secretary of the Board. Such resignation shall be effective upon receipt unless another date not more than thirty (30) days in the future is specified therein.

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J. The powers and duties of the Trustees shall be consistent with those prescribed in the New York State Education Law the Library's charter and By-Laws including but not limited to:

1) To oversee the general management of the Library and its property.
2) Know the program and needs of the Library in relation to the community; keep abreast of standards and library trends; plan and carry out the Library program.
3) Provide suitable rooms, furniture and equipment.
4) Determine the purposes of the Library, and secure adequate funds to carry on the Library's program.
5) Prepare and adopt ~~and submit~~ an annual budget ~~to the qualified voters of the Marlboro Central School District at the Annual Meeting~~.
6) Determine and adopt written polices to govern the operation and program of the Library.
7) Appoint and fix the salary of a competent Library Director, and other Library personnel and custodial staff.
8) Set the date and place for the election of Library Trustees.
9) Establish, support and participate in a planned public relations program.
10) ~~Make~~ Establish by-laws.
11) Appoint needed committees.
~~1)~~12) Represent the Library ~~when needed~~.
13) Have other powers and duties as prescribed for Trustees of public libraries by State Law, School District Ordinances, and by the Mid-Hudson Library System.
14) Attend all Board Meetings, and see that accurate records are kept on file at the Library.
15) Know local and state laws; actively support library legislation in the state and nation.
16) Establish among the Library policies those dealing with book and material selection.
17) Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
18) Be aware of the services of the New York State Library.
~~2)~~19) Report regularly to the general public and file System, State and Federal Reports as requested.

Article III – OFFICERS

A. The officers of the Board shall be a President, a Vice-President and a Secretary.

B. The President, Vice-President, and Secretary shall be elected by majority vote of the Trustees at the annual July Reorganization Meeting.

C. The term of office of the President, Vice President and Secretary shall be for one (1) year and not more than three (3) consecutive years in each case.

D. Any officer may resign from their office at any time by submitting a resignation in writing or to the President. Such resignation shall be effective upon receipt unless another date is specified therein. The resignation by a Trustee from an office of the Board shall not be construed as a resignation of the Trustee as Trustee unless otherwise specified therein.

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~~D.~~ In the absence of the President and Vice President from a meetin_ of the Board those Trustees resent shall elect a President ro tem ore to reside at that meetin

E.

F. It shall be the duty of the President to:

1) Preside over all meetings of the Board of Trustees and serve as the official si okes erson for the Board.
2) See that the officers and members of committees perform their duties.
3) Appoint all committees.
4) Execute all official correspondence of the Board.
5) Be an ex-officio voting member of all committees.
6) Present a report of conditions at the Annual Meeting to the voters of the District with a review of work done and recommendations for the future.
7) Call Special Meetings as required.
8) See that the Library is represented at meetings when needed.
9) Conduct the Library Director's annual performance evaluation.
10) Meet regularly with the Library Director.
11) Execute all documents authorized by the Board.
12 Perform an, other duties re uired b law or t ical associated with the office of President under the New York Education Law.

~~F.~~G. It shall be the duty of the Vice President to:

1) Assist the President.
2) Assume and perform the duties of the President in the event of the absence or disability of the President.
3 Perform an additional res onsibilities as re uested b, the President or the Board.

~~G.~~

H. It shall be the duty of the Secretary to:

1) Keep the minutes of Board Meetings in the absence of the Recording Secretary.
2) Notify the members of the Board of Special Meeting Dates.
~~1)~~3) Execute all personal correspondence of the Board.

Article IV – FINANCIAL MANAGEMENT

A. The fiscal year shall be from July 1st to June 30th inclusive.

B. The accounting and disbursing of the general operating fund, distinct and apart from the capital funds, shall be administered by the ~~School District Public Library~~ Treasurer of the Library, who is annually appointed by the Board of Trustees at the July Reorganization Meeting.

C. It shall be the duty of the accountant and disburser to:

1) Receive and keep account of all general funds.
2) Pay all bills approved by the Board.

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3) Report receipts, expenditures and balances at each monthly Board Meeting.
4) Submit a yearly report to the voters at the Annual School District Library Meeting.
~~1)~~5) Furnish any financial information as requested by the Board for any Federal, State or other agency.

Article V – LIBRARY DIRECTOR

A. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Library Director works directly with the Board and its committees through the Board President.

~~B.~~ The duties of the Library Director shall be to:
B.

1) Carry out the policies of the Library as adopted by the Board.
2) Act as a technical advisor to the Board; recommend needed polices for Board action.
3) Recommend employment of all personnel and supervise their work.
4) Suggest and carry out plans for extending Library service.
5) Prepare regular reports embodying the Library's current progress and future needs.
6) Cooperate with the Board to plan and carry out the Library program.
7) Prepare an annual budget for the Library in consultation with the Board and give a current report of expenditures against the budget at each meeting.
8) Select and order all books and other Library materials.
9) Maintain an active program of public relations.
10) Attend all Board Meetings including Executive Sessions other than those in which the Ddirector's own salary or tenure is under discussion.
11) Know local and state laws and actively support library legislation in the state and the nation.
12) Affiliate with the state and national professional organizations and attend professional meetings and workshops.
13) Make use of the services and consultants of the Mid-Hudson Library System.
14) Report regularly to the Library Board and the general public.
~~1)~~ Perform other duties as detailed in the Job Description for Library Director.
15)

Article VI – MEETINGS

A. Regular meetings shall be held in the Library at 7:00 p.m. on the first Monday of each month, unless this date falls on a holiday, then the meeting will be held on the second Monday at 7:00 p.m.
~~B.~~

~~C.~~ The Annual Reorganization Meeting of the Board of Trustees shall be the next regular meeting after July 1st in each calendar year. ~~must be held on the first Tuesday in July, according to State Law, unless it is a legal holiday, in which case the meeting will be held on the first Wednesday in July. The Board may, however, by resolution,~~

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~~determine that the meeting be held at any time during the first fifteen (15) days of July.~~

~~D.~~B.

~~E.~~

C. Special Meetings may be called at the request of the President, Vice-President, or ~~upon at~~ the written request of three (3) or more members of the Board. Such meetin. s shall be held as soon as _ ractica able after notice is _iven to all Board members in accordance with Section D of this Article and the New York Public Officers Law.

D. Meetin notices shall com l with the o en meetin s . rovisions of the New York Public Officers Law.

E. A majority of the full Board is necessary for a quorum. Three 3 trustees , resent and voting, shall constitute a ,uorum for the ur ose of transactin business at all meetin. s of the Board. ~~A majority is three (3) members.~~ In the absence of a ,uorum the chair of the meetin shall ad ourn the meetin to another time. Notice of such ad ournment shall be . iven to all Trustees not in attendance at the ad ourned meetin .

F. Attendance of a Trustee as a , licable at an meetin shall constitute a waiver of notice of such meetin. exce. t when a Trustee member attends for the ex ress , ur. ose of ob'ectin to the transaction of an business on the basis that the meetin. is not lawfull convened. A Trustee ma also waive notice of an meetin in a writin delivered to the Secretar of the Board at or before such meetin ..

~~F.~~G. Exce. t where otherwise s. ecified or re uired b law no action of the Board shall become effective unless three 3 or more Trustees shall affirmativel vote in favor of it. Votin b _rox shall not be ermitted.

~~G.~~ The Marlboro Free Library Board of Trustees authorizes remote attendance at Board Meetings under extraordinary circumstances, as per Chapter 56 of the New York State Laws of 2022, where extraordinary circumstances include disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the Board Member's or Library Director/representative's physical attendance at such meeting.

H.

~~Amended on 3/4/2024~~

Article VII – COMMITTEES

A. Standing Committees of the Board shall be:

1) Finance
2) Personnel
3) Policy Manual
4) Friends of the Library
5) Building & Grounds

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6) Automation
7) Planning
8) Nominating

The President may appoint such other committees as the business of the Board may require from time to time. Each committee shall consist of no more than two 2 trustees ~~Board Members~~ and may include non-Board members. Committee chairpersons shall be appointed by the President at the Annual Reorganization Meeting, with the exception of the Nominating Committee Chairperson, who will be appointed prior to the regular June meeting.

B. It shall be the duty of the Finance Committee to:

1) Have general supervision over the financial affairs of the Library and make policy recommendations to the Board concerning investment of funds received.
2) Have supervision over the Capital Fund as well as Special Fund Accounts of the Library.
3) Act as signatory for all transactions related to the Capital Fund and Special Accounts of the Library.
4) Review annual budget with the Library Director.
5) Assure that a comprehensive and current inventory of the fixed assets of the Library is maintained.
6) Present a financial report each month to the Board.
7) Assure that a rotation of individual Board Members to review the Bill Schedule (as presented by the Library Director) is prepared.
8) Be available for consultation with the School District Library Treasurer

C. It shall be the duty of the Personnel Committee to:

1) Review in conjunction with the Library Director:
   a. Job Descriptions for all Library employees.
   b. Employee Benefits.
   c. Annual work evaluations of individual staff members.
2) Outline procedures for salary negotiations between the Board of Trustees and the Library staff.
3) Act as a channel of communication between the Board of Trustees and the Library Staff when:
   a. ~~When the~~ The Library Director wishes additional input or clarification before making a decision.
   b. ~~When a~~ A staff member wishes to appeal a decision made by the Library Director.

D. It shall be the duty of the Policy Manual Committee to:

1) Review periodically with the Library Director the established policies of the Library.
2) Submit to the Board suggested additions, deletions and changes necessary or appropriate.

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E. It shall be the duty of the Friends of the Library Committee to act as a liaison between the Board of Trustees and the Friends of the Marlboro Free Library.

F. It shall be the duty of the Building & Grounds Committee to:
   1) Periodically inspect the physical plant and property of the Library.
   2) Meet regularly with the Library Director.
   3) Report to the Board, when appropriate, recommendations concerning the building and/or grounds.

G. It shall be the duty of the Automation Committee to act as a liaison between the Library Director and the Board of Trustees

H. It shall be the duty of the Planning Committee to:
   1) Develop long-range goals for the Library.
   2) Periodically present an updated report to the Board of Trustees.

I. It shall be the duty of the Nominating Committee to:
   1) Canvas all current Trustees and any Trustees-Elect after the Annual Meeting/Budget Vote/Trustee Election and prior to the July Annual Reorganization Meeting.
   2) Propose a slate of officers at the Annual Reorganization Meeting.

Article VIII – AMENDMENTS

Amendments to the Marlboro Free Library By-laws and/or Policy Manual shall be voted upon at two consecutive regularly scheduled monthly meetings of the Board of Trustees.
   1) By-law revisions require a 2/3 vote.
   2) Policy Manual revisions require a majority vote.

These B Laws shall also be subject to a mandator review b the Board ever five 5 ears.

Article IX – INDEMNIFICATION

A. The Librar shall indemnif to the fullest extent ermissible under Public Officers Law 18 an erson and the heirs and ersonal re resentatives of such erson a ainst an and all ud ments fines amounts aid in settlement and reasonable ex enses includin attorne s' fees actuall and necessaril incurred b or im osed u on such erson or in connection with or resultin from an claim action, suit or roceedin whether civil or criminal in which such erson is a art or is threatened to be made a art b reason of such erson bein or havin been a Trustee officer em lo ee or a ent of the Librar or of another librar oint a ent of the Librar or of another librar oint venture trust or other or anization in which such erson serves as a director officer em lo ee or a ent at the re uest of the Librar or b reason of such erson bein or havin been an administrator or a member of an board or committee of the Librar or of an such or anization including but not limited to an administrator board or committee related to any employee benefit plan.

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To the fullest extent ermissible under law the Librar ma advance ex enses incurred in defending a civil or criminal action suit or proceedin to any Trustee officer em lo ee or a ent upon recei t of an undertakin by or on behalf of the Trustee officer employee or agent to repay such amount, if it shall ultimatel be determined that such erson is not entitled to indemnification b the Librar .

The fore oin ri ht of indemnification and advancement of ex enses shall in no wa be exclusive of an other ri hts of indemnification to which an such erson ma be entitled under an b law a reement vote of Trustees o otherwise and shall inure to the benefit of the heirs and personal re resentatives of such erson. An re eal or amendment of this Section A of Article IX shall be ros ective onl , and shall not adversel affect an ri ht of rotection of a erson with res ect to an act or omission occurrin rior to the time of such re eal or modification.

B. The Librar ma urchase an maintain insurance on behalf of an erson who is or was a Trustee officer em lo ee or a ent of the Library or is or was serving at the re uest of the Library as a Trustee officer em lo ee or a ent of another Librar artnershi joint venture trust or other enter rise a ainst an liabilit asserted a ainst such erson and incurred b such erson in an such ca acit or arisin out of the erson's status as such whether or not the Librar would have the ower to indemnif such erson a ainst such liabilit under Public Officers Law 18.

rticle X – DISSOLUTION

U on dissolution of the Librar the Board shall after a in or makin rovision for the a ment of all liabilities of the Librar distribute the remainin assets in accordance with the rovisions of the Education Law and Not-for-Profit Cor oration Law of the State of New York.

Article IX – PARLIMENTARY AUTHORITY

Robert's Rules of Order, the latest revised edition, shall govern procedures of the Board of Trustees.

Last Amended: 2026

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MID-HUDSON LIBRARY SYSTEM
66 Libraries : 1 Great Community

103 Market Street
Poughkeepsie, New York 12601-4028
Phone: (845) 471-6060
Fax: (845) 454-5940
https://midhudson.org

Mid-Hudson Library System Plan of Service 2027-2031

Free Direct Access Plan

INTRODUCTION

The Free Direct Access Plan (FDAP) is a State approved agreement between the Mid-Hudson Library System (MHLS) and the State Education Department's Division of Library Development of the New York State Library and is required by Commissioner's Regulations 90.3 (a) through (d)(4).

The FDAP reflects MHLS's commitment that no resident in the area served by MHLS will be excluded from direct or on-site access to the resources of any of the system's member libraries on the basis of age, cultural, economic or civic status. The FDAP provides the process for member libraries to identify and place restrictions on excessive and unfair use of resources that have a negative impact on services a member library provides their resident borrowers.

MHLS serves the chartered and registered public libraries in Columbia, Dutchess, Greene, Putnam, and Ulster Counties except in Ulster County where seventeen of the county's twenty-one public libraries are MHLS members and the remaining four libraries are Ramapo-Catskill Library System members.

DEFINITIONS

Direct Access:

"...the ability of an individual, who resides within the boundaries of a public library system and who has a valid borrower's card issued by the system or any member library in the system, to borrow materials for home use directly from the premises of any library that is a member of the public library

system on the same basis as that specified for cardholders in each individual library." [8 CRR-NY 90.3 Approval of Public Library Systems; (d)(1)(ii)]

Resident Borrower:
"...means an individual who resides within the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library." [8 CRR-NY 90.3 Approval of Public Library Systems; (a)(5)]

Non-resident borrower:
"...means an individual who resides outside the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library or at another member library of the public library system or who is a system cardholder." [8 CRR-NY 90.3 Approval of Public Library Systems; (a)(6)]

Underserved:
"...those individuals residing in geographic areas that are within the chartered service area of a member library and which the public library system has identified as having an inadequate level of local income to support the delivery of acceptable library services."[8 CRR-NY 90.3 Approval of Public Library Systems; (a)(11)]

Unserved:
"...those individuals residing in geographic areas that are within the boundaries of a public library system but outside the boundaries of a chartered service area of a library which is a member of that system." [8 CRR-NY 90.3 Approval of Public Library Systems; (a)(10)]

Serious inequities and hardships:
"...those conditions which adversely affect resident borrowers of member libraries. Such conditions

are defined in accordance with the free direct access provisions contained in each system's approved plan of service and may include, but are not limited to, a definition of what constitutes excessive borrowing of a library's resources by nonresident borrowers." [8 CRR-NY 90.3 Approval of Public Library Systems; (a)(9)]

1. ***Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.***

   A. All residents in the area served by MHLS enjoy the same rights of direct access to MHLS member library resources by the system-wide acceptance of a borrower's card, which is issued free and without charge by any member library to all eligible residents in the area served by MHLS.

   B. Exceptions to Direct Access: MHLS member libraries may implement, at their discretion, the following limited restrictions, on individuals residing outside the library chartered to serve area for services funded with local public funds[1].

      1) Member libraries may give preference to the residents of their taxing district for attendance at library programs.
      2) Member libraries may give preference to the residents of their taxing district for the use of computers and other on-site technology.
      3) Member libraries may restrict the loan of special, subscription, pilot or experimental collections to the residents of their taxing district, (such as locally or county-based eResource subscriptions, Library of Things collections, and museum passes), in compliance with MHLS Resource Sharing Standards[2]

[1] *Local Public Funds* are funds reported by a MHLS member library as local public operating fund receipts in the library's Annual Report for Public and Association Libraries to the State of New York.

[2] Special collections, containing unique items not commonly circulated among member libraries, may be excluded from the holds system and that checkout and check in of said items be done only at the owning library. This is adjudicated by the Resource Sharing Advisory Committee.

4) Member libraries may give preference to the residents of their taxing district for the reservation and use of meeting space(s).

The entitlement to library services and borrowing privileges outlined in this FDAP shall be forfeited by any individual who fails to observe the rules and regulations or follow the policies of MHLS member libraries and/or MHLS.

2. ***Describe (a) how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or (b) where a chartered and registered library was never a member of the system, will be served by the system.***
   A. In the event a library withdraws from MHLS, residents of the library's chartered service area will continue to be entitled to on-site access as specified in #1, above, including the Exceptions to Direct Access.
   B. Residents served by a newly chartered and registered library which have not joined MHLS, will be entitled to on-site access as specified in #1, above, including the Exceptions to Direct Access.

3. ***Describe what the system considers serious inequities and hardship and the criteria used by the system to make the determination.***
   A. MHLS considers "serious inequities and hardships" to be those conditions which adversely affect residents of the chartered areas of member libraries and/or significantly deprive resident borrowers of the opportunity to borrow library materials and access library services.
   B. The criteria used by the system to begin to make the determination of serious inequities and hardship are:
      1) Excessive use of a library's collection by residents outside the library's chartered to serve area.
      2) Excessive use of a library's collection by residents of a single geographic and/or administrative area[3] outside the library's chartered to serve area which is: (1) served by a chartered public

[3] ILS Town Code data is used to determine geographic or administrative area(s).

library, and (2) does not provide equitable funding[4] for library materials and services.

3) Excessive use of a library's collection by residents of a geographic and/or administrative area that is: (1) not within a chartered public library service area, and (2) does not provide equitable funding[5] for library services by contract for library service with MHLS or a MHLS member library or MHLS member libraries.

4) An unserved municipality has refused to contract for library services used by its residents over a period of two (2) years where written documentation verifies that repeated requests for funding for library materials and services have been denied.

5) An unserved municipality has refused to charter or provide funding for library services where chartering or funding ballot initiatives have been voted down in two successive years.

4. ***Describe what constitutes excessive out of chartered service area borrowing in the system.***

A. MHLS considers the starting point to assess "excessive out of chartered service area borrowing" to be:

1) 2027-2028: 51%[6] of the member library's total circulation based on a three-year average[7] to residents of all geographic and/or administrative areas[8] outside the library's chartered service area. In2029-2031 this percentage will be lowered to 38%; or

[4] *Equitable funding* of library services is defined as the average Total Local Public Funds per capita for all MHLS member libraries within the county they are located, based on the average of the last three years, as reported by MHLS member libraries in their Annual Report for Public and Association Libraries to the State of New York.

[5] Ibid.

[6] Percent same as current Direct Access Plan; Percentage based on ILS Circulation Data by Terminal & Town Code [8] ILS Town Code

[7] Three-year average will not take 2020 into account due to the anomaly of the pandemic.

2) 2027-2028: 40%[8] of the member library's total circulation based on a three-year average[9] to residents of a single geographic and/or administrative area[10] which is: (1) served by a chartered and registered public library, and (2) does not provide equitable funding[11] for library services. In 2029-2031 this percentage will be lowered to 30%; or

3) 11%[12] of a member library's total circulation based on a three-year average[13] to residents of a geographic and/or administrative area[14] that is: (1) not within a chartered and registered public library service area, and (2) does not provide equitable funding[15] for library services by contract with MHLS or a MHLS member library or MHLS libraries.

5. ***Unserved and Underserved Populations***

5.a Describe the unserved[16] and the underserved[17] populations within the system.

Unserved populations exist in some areas of Columbia, Dutchess, Greene, and Ulster Counties. Putnam County has no unserved population. The areas of unserved populations have been mapped by the NYSED Division of Library Development: https://www.nysl.nysed.gov/sites/default/files/libdev/libs/service-area-maps/system-and-county-maps/mid-hudson.pdf

[8] Percent same as current Direct Access Plan; Percentage based on ILS Circulation by Terminal & Town Code
[9] Three-year average will not take 2020 into account due to the anomaly of the pandemic.
[10] ILS Town Code
[11] *Equitable funding* (see footnote 5)
[12] Percent same as current Direct Access Plan; Percentage based on ILS Circulation by Terminal & Town Code
[13] Three-year average will not take 2020 into account due to the anomaly of the pandemic.
[14] ILS Town Code
[15] *Equitable funding* (see footnote 5)
[16] CR 90.3 (a) - Unserved means those individuals residing in geographic areas that are within the boundaries of a public library system but outside the boundaries of a chartered service area of a library which is a member of that system.
[17] CR 90.3 (a) - Underserved means those individuals residing in geographic areas that are within the chartered service area of a member library and which the public library system has identified as having an inadequate level of local income to support the delivery of acceptable library services.

There are currently no underserved populations within MHLS (see 5.b, below, for MHLS criteria to identify underserved populations).

5.b Describe the criteria used by the system to identify libraries having an inadequate level of local income to support delivery of acceptable library services (underserved). List those libraries so identified.

The MHLS criteria for determining an "inadequate level of local income to support delivery of acceptable library services (underserved)", is the member library's ability to comply with minimum standards for public libraries as described in New York State education law and New York State Commissioner's Regulations (http://www.nysl.nysed.gov/libdev/excerpts/finished_regs/902.htm). Each member library reports on their compliance with the NYS minimum standards in their Annual Report for Public and Association Libraries to the State of New York. If the library is in compliance with the minimum standards, or if the Commissioner of Education has granted a waiver from one or more of the standards, the library is deemed to have an adequate level of support.

5.c-Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.

MHLS and its member libraries have a successful history of sharing resources and providing library services to residents in the area served by MHLS, including persons in unserved areas. MHLS will assist libraries in securing sustainable funding so they can better serve library patrons, including residents in unserved areas. MHLS will provide consulting services to member libraries and report to the MHLS Board of Trustees and the MHLS Directors Association regarding unserved areas. MHLS will work with member libraries to advocate for and to negotiate fair and equitable contracts with unserved communities in order to ensure the availability of library service for the residents of underserved communities. MHLS will work with member libraries serving residents in unserved areas to ensure adherence with the FDAP, which guarantees no resident in the area served by MHLS will be excluded from direct or on-site access to library resources.

5.d-Provide a timetable for such actions

All of the efforts in 5.c will be ongoing.

5.e-Identify who will be responsible for carrying out these actions.

The MHLS Executive Director, MHLS Assistant Director, and the MHLS Library Sustainability Coordinator will be primarily responsible for carrying out these actions.

6. ***Describe the conditions under which modifications to the free direct access plan can be made:***

6.a-Without the prior approval of the Commissioner of Education.

(1) MHLS member libraries that experience excessive out of chartered service area borrowing, as defined in Section 4, above, may submit to the MHLS Executive Director a claim of serious inequities and hardship. A claim must: (1) be in writing; (2) be based on the official approval of the claim by the member library's board of trustees at a public meeting; and (3) include documented efforts by the library director and board of trustees to secure adequate support from the area(s) in its claim of serious inequities and hardships.

(2) MHLS will act within 90 days on a claim of serious inequities and hardships as defined in Section 4, above.

a) On receipt of a claim, MHLS staff will verify the levels of library use leading to the claim, as well as, verify any other criteria in the claim that may be applied under the FDAP. Verification by MHLS will be transparent but authoritative.

b) The MHLS Executive Director will report MHLS findings regarding the claim to the director and board of trustees of the member library submitting the claim.

c) The MHLS Board of Trustees will review, at a public meeting of the Board, all claims of serious inequities and hardships submitted to MHLS and the findings of MHLS staff

regarding a claim. The MHLS Board will decide if a claim of serious inequities and hardship is valid.

(3) Based on the MHLS Board accepting a claim of serious inequities and hardship as valid, MHLS staff will confer with the MHLS Directors Association to implement one or more of the following:

a) Restrict system wide loaning of non-print materials purchased with local funds;

b) Restrict patron-placed holds and staff-placed holds.

6.b-With the prior approval of the Commissioner of Education.

(1) Proposed restrictions to library service or access beyond those defined in this FDAP, must be approved by MHLS Board of Trustees and the MHLS Directors Association prior to transmission to the Commissioner of Education for approval.

(2) A request for restrictions beyond those defined in this FDAP must be accompanied by the following, in a form acceptable to the Division of Library Development:

a) Documentation of the completion of the serious inequities and hardships claim process as described in 6.a, above;

b) A clear description of the proposed restrictions and modifications to the FDAP being requested provided such modifications do not include charging for library services;

c) Description of the anticipated impact on resident and non-resident[18] borrowers after modifications are approved and implemented;

d) Provision of a time frame for the beginning and end of such restrictions and modifications to the FDAP.

7. ***Describe how the system will assure that member libraries are complying with the system free direct access plan approved by a majority of member libraries.***

[18] CR 90.3 (a) - Non-resident borrower means an individual who resides outside the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library or at another member library system or who is a system cardholder.

A. Based on the recommendation of the MHLS Directors Association, the adoption by the MHLS Board of Trustees, and the approval by the Commissioner of Education, the FDAP will be distributed to all member libraries and posted on the MHLS website. MHLS will lead a discussion on the approved FDAP at a regular meeting of the MHLS Directors Association to review the plan in detail and reinforce the importance of compliance with the plan. MHLS staff will be responsive to any queries or concerns regarding the FDAP.

B. MHLS member libraries, Board of Trustees, and staff recognize the MHLS Plan of Service, of which this FDAP is a part, is an agreement between MHLS and the State Education Department and is required by Commissioner's Regulations 90.3 (a) through (d)(4).

8. ***Describe how the system obtained member library input to the plan for free direct access.***

A. An ad hoc committee of member library directors was convened to discuss the existing plan and to make recommendations to update the plan.

B. A draft of the plan was reviewed by the MHLS System Services Advisory Committee, the MHLS Personnel & Planning Committee and was unanimously endorsed by both the MHLS Directors Association and the MHLS Board of Trustees.

Endorsed by the MHLS Directors Association: June 24, 2026

Approved by a super majority of MHLS Member Libraries: [DATE]

Approved by the MHLS Board of Trustees: [DATE]

ZAMBITO LANDSCAPING & LAWN MAINTENANCE
P.O. BOX 297 IDLEWILD ROAD
MARLBORO, NY 12542-0297

(914) 236-3349

Date Printed: 04/21/26
Date Requested: 04/20/26
Date Given: 04/21/26
Map Location:
Estimator: DJZ
Total Area: _____
Estimate #: 83-4

MARLBORO FREE LIBRARY
P.O.BOX 780 RTE. 9W
MARLBORO, NY 12542-0780

Home: [redacted] LYNDSY
Work: [redacted] LOIS

DEAR MISS LYNDSY & STAFF:

REMOVAL OF TREES

1. CUT DOWN AND REMOVE (3) TREES, INCLUDING REMOVAL OF STUMPS.
2. DISPOSE OF ALL DEBRIS.
3. OBTAIN, DELIVER AND SPREAD TOP SOIL TO FILL STUMP HOLES IN.
4. SEED AND STRAW ALL DISTURBED AREAS.
5. CLEAN-UP SITE.

*(1/2 DAY/EXCAVATOR)
*(1/2 DAY/DUMP TRUCK)

ALL MATERIALS, EQUIPMENT, DISPOSAL FEE AND LABOR.....$2,800.

Special Instructions:
BUSINESS LIABILITY AND WORKER'S COMP
AVAILABLE AT YOUR REQUEST

ZAMBITO LANDSCAPING & LAWN MAINTENANCE
P.O. BOX 297 IDLEWILD ROAD
MARLBORO, NY 12542-0297

(914) 236-3349

Date Printed: 04/21/26
Date Requested: 04/20/26
Date Given: 04/21/26
Map Location:
Estimator: DJZ
Total Area: _____
Estimate #: 83-2

MARLBORO FREE LIBRARY
P.O.BOX 780 RTE. 9W
MARLBORO, NY 12542-0780

Home: [redacted] LYNDSY
Work: [redacted] LOIS

DEAR MISS LYNDSY & STAFF:

REMOVAL OF EXISTING DRIVEWAY:

1. REMOVE EXISTING BLACK TOP DRIVEWAY AND BUSHES.
2. DISPOSE OF DEBRIS.
3. FILL EXCAVATED AREAS WITH FILL MATERIAL.
4. BRING AREAS TO GRADE.
5. CAP DISTURBED AREAS WITH SCREENED TOP SOIL.
6. SPREAD MATERIAL,RAKE,SEED STRAW.
7. CLEAN-UP SITE

*(1 DAY/EXCAVATOR)
*(1 DAY/TRACK LOADER)
*(1 DAY/DUMP TRUCK)

ALL MATERIALS,EQUIPMENT,DISPOSAL FEES AND LABOR.....$4,700.

Special Instructions:
BUSINESS LIABILITY AND WORKER'S COMP
INSURANCE AVAILABLE AT YOUR REQUEST.

FASTSIGNS
Make Your Statement®

520 Albany Avenue
Kingston, NY 12401
(845) 331-5800

ESTIMATE
ES-K-83948

fastsigns.com/kingston-ny/

Payment Terms: Payment In Advance

Created Date: 6/8/2026

DESCRIPTION: BUILDING SIGNAGE - INTERNAL / EXTERNAL

Bill To: Marlboro Free Library
1251 Rte 9W
Marlboro, NY 12542
US

Pickup At: FASTSIGNS of Kingston
520 Albany Avenue
Kingston, NY 12401
US

Requested By: Lindsay Jankovitz
Email: ljankovitz@marlborolibrary.org
Work Phone: (845) 236-7272 x 215

Salesperson: Rick Wohlrab
Email: rick.wohlrab@fastsigns.com
Work Phone: 8453315800
Entered By: Rick Wohlrab

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	**3mm - PVC | 72W"x 9H" (Qty1) SS - BEATRICE CONOVER**	1	$122.05	$122.05	$122.05
1.1.1	**3mm PVC -** **Part Qty:** 1 **Width:** 72.00" **Height:** 9.00" **Sides:** 1 **Rounded Corners** - Rounded Corners				
1.1.2	**Vinyl - Calendered (Overlay) -** **Part Qty:** 1 **Width:** 72.00" **Height:** 9.00" **Creative Services/ Design** - SEND PROOF, Type of Artwork/File:: Design Simple (15 Minutes or less) **Text:** Beatrice Conover Local History Room **Notes:** red background white writing				
2	**3mm - PVC | 60W"x 12H" (Qty1) SS - James / Elizabeth Manion**	1	$127.69	$127.69	$127.69
2.1.1	**3mm PVC -** **Part Qty:** 1 **Width:** 60.00" **Height:** 12.00" **Sides:** 1 **Rounded Corners** - Rounded Corners				

2.1.2	**Vinyl - Calendered (Overlay) -** **Part Qty:** 1 **Width:** 60.00" **Height:** 12.00" **Text:** James and Elizabeth Manion Community Room **Notes:** Red background White writing **Creative Services/ Design** - SEND PROOF, Type of Artwork/File:: Design Simple (15 Minutes or less)				
3	**Vinyl - Calendered | 87.5W"x 18H" (Qty2) - Above Digital Sign**	2	$203.30	$406.60	$406.60
3.1	**Vinyl - Calendered (RTA HxW) -** **Part Qty:** 1 **Width:** 87.50" **Height:** 18.00" **Text:** Marlboro Library **Notes:** design to come Marlboro style letter M red / white color scheme **Creative Services/ Design** - SEND PROOF, Type of Artwork/File:: Design Intermediate (15 - 30 Minutes) **Lamination** - Laminate Type: Calendered - UV Matte Laminate				
4	**Vinyl - Calendered | W"xH" (Qty) - Window Graphics/Decals/Stickers**	15	$67.8393	$1,017.59	$1,017.59
4.1	**Vinyl - Calendered (RTA HxW) -** **Part Qty:** 1 **Width:** 35.00" **Height:** 24.00" **Text:** DESIGN ONLY - CLIENT WILL PROVIDE **Notes:** THIS IS TO BE APPLIED ACROSS GLASS PANELED WALLS / CUT TO FIT INSTALL APPROX HALF WAY UP WALL SO TOPS AND BOTTOM GLASS CAN BE SEEN THROUGH - CONFIRM WITH CLIENT **Creative Services/ Design** - SEND PROOF, Type of Artwork/File:: Design Simple (15 Minutes or less)				
5	**EXTERIOR WALL - LETTER M / MARLBORO FREE LIBRARY**	1	$4,394.00	$4,394.00	$4,394.00

5.1.1	**Hardware -** **Part Qty:** 1 **Width:** 1.00" **Height:** 1.00" **Creative Services/ Design** - SEND PROOF, Type of Artwork/File:: Design Simple (15 Minutes or less) **Contour Edge / Router** - Cut Complexity: Complex Cut **Paint** - Paint Needed, Special Instructions: RED COLOR **Text:** LARGE LETTER M MARLBORO FREE LIBRARY **Notes:** LARGE LETTER M - 120" W X 44" H X 3/4" THICK - RED - CLIENT WILL PROVIDE ARTWORK FILE MARLBORO FREE LIBRARY - LETTERS 82" W X 4" H X 3/4" THICK - RED - TIMES TIMES NEW ROMAN FONT FLUSH STUD MOUNTS				
6	**Signage Installation**	1	$980.00	$980.00	$980.00
6.1	**Signage Installation -** **Part Qty:** 1 **Rate & Crew** - Crew: 2 - Rate: 1/2 Day **Travel time (hours)** - Total Hours (Round Trip): 1.00 **Travel distance (miles)** - Travel Distance (miles): 40.00 **Elevated Install Options** - Equipment Required: Ladder (Under 10ft Install)				

Subtotal:	$7,047.93
Taxable Amount:	$7,047.93
Taxes:	$563.83
Grand Total:	$7,611.76
Deposit Required:	$3,805.88

Thank you for considering FASTSIGNS for your sign needs. Please note, estimates are valid for 10 days as material pricing has been fluctuating greatly. Please call or email us with any questions.

PAYMENT IN ADVANCE IS REQUIRED BEFORE DESIGN, PROOFS OR PRODUCTION.

Our company requires that orders under $500.00 be paid in full upon approval of the estimate. A 50% deposit payment is required for estimate approvals exceeding $500.00. We will begin production and your order will be sent to design for a proof, if needed, AFTER PAYMENT HAS BEEN RECEIVED. Final payment is due upon order pick-up, delivery, or installation. Credit cards stored on file will be charged the final remaining balance.

Our order minimum is $150.

Design charges may be applied to the final invoice for artwork that is not provided print-ready. Setup charges will apply to all canceled orders.

** Please note – Completed order totals may vary from estimated costs as adjustments are made with project requirement modifications.

Signature: _____ **Date:** _____

FASTSIGNS is committed to providing quality products alongside excellent customer service!
ESTIMATES ARE VALID FOR 10 DAYS

KING STREET Sign Co.

Estimate

From **King Street Sign Co.**
1 Colden St.
Suite 100
Newburgh, NY
12550

Estimate For **Marlboro Free Library**
1251 US-9W, Marlboro, NY 12542

Estimate ID **192**
Issue Date 06/23/2026

Subject Marlboro Free Library

Item Type	Description	Quantity	Unit Price	Amount
Product	Main Signage Left of Entrance Aluminum Contour Cut 8ft Width With 1" Stand-Offs	1.00	$2,000.00	**$2,000.00**
Product	Placard Above Door (Donor Name) Interior	1.00	$275.00	**$275.00**
Product	Activity Rooms (2) Frosted Vinyl Countour Cut Pattern ****Installation Included****	2.00	$700.00	**$1,400.00**
Product	Exterior Main Signage Road Sign (9W)	1.00	$1,500.00	**$1,500.00** *

Subtotal	**$5,175.00**
Tax * (8.13%)	**$121.95**
Estimate Total	**$5,296.95**

Notes

****Exterior Signage Installation Not Included****

Jeffrey Cosman.
[redacted]
Newburgh, NY 12550
[redacted]
[redacted]

Marlboro Free Library
1251 Route 9W
Marlboro, NY 12542

July 6, 2026

Proposed 2 level railing for the front (9W side) walkway. SECTION #1

Fabricate, paint and install 64 feet of ADA railing.

Total $9,600.00

Deposit 50% $4,800.00

Balance upon completion $4,800.00

Proposed 3 level railing for new entrance (West St.) SECTION #2

Fabricate, paint and install 34 feet of ADA railing.

Total $5,100.00

Deposit 50% $2,550.00

Balance upon completion $2,550.00

TOTAL FOR SECTION #1 and SECTION #2 $14,700.00

DEPOSIT 50% $7,350.00

BALANCE UPON COMPLETION $7,350.00

TO OWNER/CLIENT:
Marlboro Free Library
1251 Route 9W
Marlboro, New York 12542

FROM CONTRACTOR:
Barone Construction Group, Inc
23 New Paltz Rd. P.O. Box 876
Highland, New York 12528

CONTRACT FOR: General Construction

PROJECT:
Marlboro Free Library - Addition & Interior Renovations
1251 Route 9W
Marlboro, New York 12542

VIA ARCHITECT/ENGINEER:
Butler Rowland Mays Architects, LLP (Butler Rowland Mays Architects, LLP)
57 West High Street
Ballston Spa, New York 12020

APPLICATION NO: 10
INVOICE NO: 10
PERIOD: 06/01/26 - 06/30/26
PROJECT NO: GC-25-106
CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1.	Original Contract Sum		$1,545,000.00
2.	Net change by change orders		$118,920.00
3.	Contract Sum to date (Line 1 ± 2)		$1,663,920.00
4.	Total completed and stored to date (Column G on detail sheet)		$1,597,480.50
5.	Retainage:		
	a. 5.00% of completed work	$79,874.05	
	b. 0.00% of stored material	$0.00	
	Total retainage (Line 5a + 5b or total in column I of detail sheet)		$79,874.05
6.	Total earned less retainage (Line 4 less Line 5 Total)		$1,517,606.45
7.	Less previous certificates for payment (Line 6 from prior certificate)		$1,379,922.48
8.	Current payment due:		$137,683.97
9.	Balance to finish, including retainage (Line 3 less Line 6)		$146,313.55

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	$125,068.00	$0.00
Total approved this month:	$6,012.00	$(12,160.00)
Totals:	$131,080.00	$(12,160.00)
Net change by change orders:	$118,920.00	

The undersigned 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 which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Barone Construction Group, Inc

By: _____ Date: 7/2/26

State of: New York
County of: Ulster
Subscribed and sworn to before ~~me this 2nd day of July~~ me this 2nd day of July 2026
Notary Public: _____
My commission expires: 3/5/2030

ANTHONY HRUSCIK
Notary Public - State of New York
NO. 01HR0047390
Qualified in Ulster County
My Commission Expires Mar 5, 2030

ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: $137,683.97

(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 confirm the amount certified.)

ARCHITECT/ENGINEER:

By: _____ Date: July 8, 2026

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 the rights of the Owner/Client or Contractor under this Contract.

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 10
APPLICATION DATE: 6/30/2026
PERIOD: 06/01/26 - 06/30/26

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		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
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1		Bonds/Insurance	$40,000.00	$40,000.00	$0.00	$0.00	$40,000.00	100.00%	$0.00	$2,000.00
2		General Conditions	$99,000.00	$89,100.00	$4,950.00	$0.00	$94,050.00	95.00%	$4,950.00	$4,702.50
3		Meeting Room & Vestibule	$0.00	$0.00	$0.00	$0.00	$0.00	100.00%	$0.00	$0.00
4		Erosion Control	$5,000.00	$5,000.00	$0.00	$0.00	$5,000.00	100.00%	$0.00	$250.00
5		Site Removals	$19,000.00	$19,000.00	$0.00	$0.00	$19,000.00	100.00%	$0.00	$950.00
6		Building Excavation Labor	$5,000.00	$5,000.00	$0.00	$0.00	$5,000.00	100.00%	$0.00	$250.00
7		Building Excavation Material	$2,000.00	$2,000.00	$0.00	$0.00	$2,000.00	100.00%	$0.00	$100.00
8		Sidewalk Prep Labor	$4,500.00	$4,500.00	$0.00	$0.00	$4,500.00	100.00%	$0.00	$225.00
9		Sidewalk Prep Material	$2,500.00	$2,500.00	$0.00	$0.00	$2,500.00	100.00%	$0.00	$125.00
10		Grading Parking Lot Labor	$2,500.00	$2,500.00	$0.00	$0.00	$2,500.00	100.00%	$0.00	$125.00
11		Grading Parking Lot Material	$5,000.00	$5,000.00	$0.00	$0.00	$5,000.00	100.00%	$0.00	$250.00
12		Concrete Sidewalks/Curbs Labor	$25,000.00	$23,750.00	$1,250.00	$0.00	$25,000.00	100.00%	$0.00	$1,250.00
13		Concrete Sidewalks/Curbs Material	$10,000.00	$9,500.00	$500.00	$0.00	$10,000.00	100.00%	$0.00	$500.00
14		Asphalt Paving Labor	$15,000.00	$15,000.00	$0.00	$0.00	$15,000.00	100.00%	$0.00	$750.00
15		Asphalt Paving Material	$30,000.00	$30,000.00	$0.00	$0.00	$30,000.00	100.00%	$0.00	$1,500.00
16		Retaining Wall Labor	$35,000.00	$17,500.00	$17,500.00	$0.00	$35,000.00	100.00%	$0.00	$1,750.00
17		Retaining Wall Material	$29,500.00	$29,500.00	$0.00	$0.00	$29,500.00	100.00%	$0.00	$1,475.00
18		Site Restoration	$15,000.00	$7,500.00	$7,500.00	$0.00	$15,000.00	100.00%	$0.00	$750.00
19		Concrete Footing Labor	$5,500.00	$5,500.00	$0.00	$0.00	$5,500.00	100.00%	$0.00	$275.00
20		Concrete Footing Material	$2,000.00	$2,000.00	$0.00	$0.00	$2,000.00	100.00%	$0.00	$100.00
21		Concrete Foundation Labor	$15,000.00	$15,000.00	$0.00	$0.00	$15,000.00	100.00%	$0.00	$750.00
22		Concrete Foundation Material	$4,500.00	$4,500.00	$0.00	$0.00	$4,500.00	100.00%	$0.00	$225.00
23		Concrete Slab-on-Grade Labor	$7,500.00	$7,500.00	$0.00	$0.00	$7,500.00	100.00%	$0.00	$375.00
24		Concrete Slab-on-Grade Material	$5,500.00	$5,500.00	$0.00	$0.00	$5,500.00	100.00%	$0.00	$275.00
25		Rebar Labor	$2,500.00	$2,500.00	$0.00	$0.00	$2,500.00	100.00%	$0.00	$125.00
26		Rebar Material	$3,500.00	$3,500.00	$0.00	$0.00	$3,500.00	100.00%	$0.00	$175.00
27		Structural Steel Labor	$35,000.00	$35,000.00	$0.00	$0.00	$35,000.00	100.00%	$0.00	$1,750.00
28		Structural Steel Material	$65,000.00	$65,000.00	$0.00	$0.00	$65,000.00	100.00%	$0.00	$3,250.00
29		Misc. Steel Labor	$15,000.00	$15,000.00	$0.00	$0.00	$15,000.00	100.00%	$0.00	$750.00
30		Misc. Steel Material	$7,500.00	$7,500.00	$0.00	$0.00	$7,500.00	100.00%	$0.00	$375.00
31		Exterior Framing Labor	$17,500.00	$17,500.00	$0.00	$0.00	$17,500.00	100.00%	$0.00	$875.00
32		Exterior Framing Material	$8,500.00	$8,500.00	$0.00	$0.00	$8,500.00	100.00%	$0.00	$425.00
33		Roofing Labor	$35,000.00	$31,500.00	$1,750.00	$0.00	$33,250.00	95.00%	$1,750.00	$1,662.50
34		Roofing Material	$40,000.00	$36,000.00	$2,000.00	$0.00	$38,000.00	95.00%	$2,000.00	$1,900.00

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		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
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
35		Siding Labor	$25,000.00	$0.00	$17,500.00	$0.00	$17,500.00	70.00%	$7,500.00	$875.00
36		Siding Material	$15,000.00	$0.00	$10,500.00	$0.00	$10,500.00	70.00%	$4,500.00	$525.00
37		Aluminum Entrances and Windows Labor	$20,000.00	$16,000.00	$4,000.00	$0.00	$20,000.00	100.00%	$0.00	$1,000.00
38		Aluminum Entrances and Windows Material	$45,000.00	$40,500.00	$4,500.00	$0.00	$45,000.00	100.00%	$0.00	$2,250.00
39		Staff Area & Conference Room	$0.00	$0.00	$0.00	$0.00	$0.00	100.00%	$0.00	$0.00
40		Demo	$40,000.00	$40,000.00	$0.00	$0.00	$40,000.00	100.00%	$0.00	$2,000.00
41		Framing Labor	$13,000.00	$13,000.00	$0.00	$0.00	$13,000.00	100.00%	$0.00	$650.00
42		Framing Material	$8,000.00	$8,000.00	$0.00	$0.00	$8,000.00	100.00%	$0.00	$400.00
43		Gypsum Labor	$6,000.00	$6,000.00	$0.00	$0.00	$6,000.00	100.00%	$0.00	$300.00
44		Gypsum Material	$3,000.00	$3,000.00	$0.00	$0.00	$3,000.00	100.00%	$0.00	$150.00
45		Flooring Labor	$10,000.00	$10,000.00	$0.00	$0.00	$10,000.00	100.00%	$0.00	$500.00
46		Flooring Material	$10,000.00	$10,000.00	$0.00	$0.00	$10,000.00	100.00%	$0.00	$500.00
47		Doors & Hardware Labor	$4,000.00	$4,000.00	$0.00	$0.00	$4,000.00	100.00%	$0.00	$200.00
48		Doors & Hardware Material	$10,000.00	$10,000.00	$0.00	$0.00	$10,000.00	100.00%	$0.00	$500.00
49		Ceiling Labor	$20,000.00	$20,000.00	$0.00	$0.00	$20,000.00	100.00%	$0.00	$1,000.00
50		Ceiling Material	$9,000.00	$9,000.00	$0.00	$0.00	$9,000.00	100.00%	$0.00	$450.00
51		Millwork Labor	$47,000.00	$47,000.00	$0.00	$0.00	$47,000.00	100.00%	$0.00	$2,350.00
52		Millwork Material	$67,000.00	$67,000.00	$0.00	$0.00	$67,000.00	100.00%	$0.00	$3,350.00
53		Wetwall Labor	$3,000.00	$3,000.00	$0.00	$0.00	$3,000.00	100.00%	$0.00	$150.00
54		Wetwall Material	$5,000.00	$5,000.00	$0.00	$0.00	$5,000.00	100.00%	$0.00	$250.00
55		Ceramic Tile Labor	$2,000.00	$2,000.00	$0.00	$0.00	$2,000.00	100.00%	$0.00	$100.00
56		Ceramic Tile Material	$2,000.00	$2,000.00	$0.00	$0.00	$2,000.00	100.00%	$0.00	$100.00
57		Painting/Taping Labor	$20,000.00	$20,000.00	$0.00	$0.00	$20,000.00	100.00%	$0.00	$1,000.00
58		Painting/Taping Material	$7,000.00	$7,000.00	$0.00	$0.00	$7,000.00	100.00%	$0.00	$350.00
59		Upgrades to Bathrooms & Adult Collection Space	$0.00	$0.00	$0.00	$0.00	$0.00	100.00%	$0.00	$0.00
60		Demo	$5,000.00	$5,000.00	$0.00	$0.00	$5,000.00	100.00%	$0.00	$250.00
61		Framing Labor	$4,500.00	$4,500.00	$0.00	$0.00	$4,500.00	100.00%	$0.00	$225.00
62		Framing Material	$2,500.00	$2,500.00	$0.00	$0.00	$2,500.00	100.00%	$0.00	$125.00
63		Aluminum Entrances Labor	$12,500.00	$9,375.00	$0.00	$0.00	$9,375.00	75.00%	$3,125.00	$468.75
64		Aluminum Entrances Material	$35,000.00	$26,250.00	$0.00	$0.00	$26,250.00	75.00%	$8,750.00	$1,312.50
65		Gypsum Labor	$4,500.00	$3,375.00	$1,125.00	$0.00	$4,500.00	100.00%	$0.00	$225.00
66		Gypsum Material	$2,000.00	$2,000.00	$0.00	$0.00	$2,000.00	100.00%	$0.00	$100.00
67		Ceramic Tile Labor	$9,500.00	$9,500.00	$0.00	$0.00	$9,500.00	100.00%	$0.00	$475.00
68		Ceramic Tile Material	$9,500.00	$9,500.00	$0.00	$0.00	$9,500.00	100.00%	$0.00	$475.00
69		Wet Wall Labor	$8,500.00	$8,500.00	$0.00	$0.00	$8,500.00	100.00%	$0.00	$425.00
70		Wetwall Material	$30,000.00	$30,000.00	$0.00	$0.00	$30,000.00	100.00%	$0.00	$1,500.00
71		Ceilings Labor	$23,000.00	$6,900.00	$16,100.00	$0.00	$23,000.00	100.00%	$0.00	$1,150.00

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		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
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
72		Ceiling Material	$11,500.00	$5,750.00	$5,750.00	$0.00	$11,500.00	100.00%	$0.00	$575.00
73		Division 10 Labor	$2,000.00	$2,000.00	$0.00	$0.00	$2,000.00	100.00%	$0.00	$100.00
74		Division 10 Material	$7,000.00	$7,000.00	$0.00	$0.00	$7,000.00	100.00%	$0.00	$350.00
75		Painting Labor	$65,000.00	$42,250.00	$22,750.00	$0.00	$65,000.00	100.00%	$0.00	$3,250.00
76		Painting Material	$35,000.00	$24,500.00	$10,500.00	$0.00	$35,000.00	100.00%	$0.00	$1,750.00
77		Doors & Hardware Labor	$6,500.00	$5,200.00	$1,300.00	$0.00	$6,500.00	100.00%	$0.00	$325.00
78		Doors & Hardware Material	$30,000.00	$30,000.00	$0.00	$0.00	$30,000.00	100.00%	$0.00	$1,500.00
79		Childrens Area	$0.00	$0.00	$0.00	$0.00	$0.00	100.00%	$0.00	$0.00
80		Demo	$20,000.00	$20,000.00	$0.00	$0.00	$20,000.00	100.00%	$0.00	$1,000.00
81		Framing Labor	$8,500.00	$8,500.00	$0.00	$0.00	$8,500.00	100.00%	$0.00	$425.00
82		Framing Material	$3,500.00	$3,500.00	$0.00	$0.00	$3,500.00	100.00%	$0.00	$175.00
83		Gypsum Labor	$6,500.00	$6,500.00	$0.00	$0.00	$6,500.00	100.00%	$0.00	$325.00
84		Gypsum Material	$2,000.00	$2,000.00	$0.00	$0.00	$2,000.00	100.00%	$0.00	$100.00
85		Aluminum Entrances Labor	$35,000.00	$35,000.00	$0.00	$0.00	$35,000.00	100.00%	$0.00	$1,750.00
86		Aluminum Entrances Material	$85,000.00	$85,000.00	$0.00	$0.00	$85,000.00	100.00%	$0.00	$4,250.00
87		Flooring Labor	$15,000.00	$15,000.00	$0.00	$0.00	$15,000.00	100.00%	$0.00	$750.00
88		Flooring Material	$9,500.00	$9,500.00	$0.00	$0.00	$9,500.00	100.00%	$0.00	$475.00
89		Ceiling Labor	$20,000.00	$20,000.00	$0.00	$0.00	$20,000.00	100.00%	$0.00	$1,000.00
90		Ceiling Material	$10,000.00	$10,000.00	$0.00	$0.00	$10,000.00	100.00%	$0.00	$500.00
91		Siding Labor	$12,000.00	$12,000.00	$0.00	$0.00	$12,000.00	100.00%	$0.00	$600.00
92		Siding Material	$10,000.00	$10,000.00	$0.00	$0.00	$10,000.00	100.00%	$0.00	$500.00
		TOTALS:	**$1,545,000.00**	**$1,382,950.00**	**$129,475.00**	**$0.00**	**$1,512,425.00**	**97.89%**	**$32,575.00**	**$75,621.25**

Change Orders

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		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
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
93	**PCCO#001**								
93.1	**PCO#002**								
93.1.1	CO #1	$5,254.00	$5,254.00	$0.00	$0.00	$5,254.00	100.00%	$0.00	$262.70
94	**PCCO#002**								
94.1	**PCO#003**								
94.1.1		$11,670.00	$5,835.00	$5,835.00	$0.00	$11,670.00	100.00%	$0.00	$583.50
95	**PCCO#003**								
95.1	**PCO#005**								
95.1.1	CO #3	$3,863.00	$3,863.00	$0.00	$0.00	$3,863.00	100.00%	$0.00	$193.16

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		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
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
96	**PCCO#004**								
96.1	**PCO#006**								
96.1.1	Abatement	$6,778.00	$6,778.00	$0.00	$0.00	$6,778.00	100.00%	$0.00	$338.90
97	**PCCO#005**								
97.1	**PCO#007**								
97.1.1	CO #5	$14,810.00	$14,810.00	$0.00	$0.00	$14,810.00	100.00%	$0.00	$740.50
98	**PCCO#006**								
98.1	**PCO#008**								
98.1.1	CO #6	$17,000.00	$17,000.00	$0.00	$0.00	$17,000.00	100.00%	$0.00	$850.00
99	**PCCO#007**								
99.1	**PCO#009**								
99.1.1	CO #7	$12,197.00	$12,197.00	$0.00	$0.00	$12,197.00	100.00%	$0.00	$609.86
100	**PCCO#008**								
100.1	**PCO#010**								
100.1.1	CO #8	$3,863.00	$3,863.00	$0.00	$0.00	$3,863.00	100.00%	$0.00	$193.15
101	**PCCO#009**								
101.1	**PCO#011**								
101.1.1	CO #9	$10,783.00	$0.00	$5,391.50	$0.00	$5,391.50	50.00%	$5,391.50	$269.58
102	**PCCO#010**								
102.1	**PCO#012**								
102.1.1	CO #10 - Stairs & Handrails	$21,852.00	$0.00	$16,389.00	$0.00	$16,389.00	75.00%	$5,463.00	$819.45
103	**PCCO#011**								
103.1	**PCO#013**								
103.1.1	CO #10 - Masonry Cleaning	$16,998.00	$0.00	$0.00	$0.00	$0.00	0.00%	$16,998.00	$0.00
104	**PCCO#012**								
104.1	**PCO#014**								
104.1.1	CO #12	$6,012.00	$0.00	$0.00	$0.00	$0.00	0.00%	$6,012.00	$0.00
105	**PCCO#013**								
105.1	**PCO#015**								
105.1.1	CO #13	$(12,160.00)	$0.00	$(12,160.00)	$0.00	$(12,160.00)	100.00%	$0.00	$(608.00)
	TOTALS:	**$118,920.00**	**$69,600.00**	**$15,455.50**	**$0.00**	**$85,055.50**	**71.52%**	**$33,864.50**	**$4,252.80**

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		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
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	GRAND TOTALS:	$1,663,920.00	$1,452,550.00	$144,930.50	$0.00	$1,597,480.50	96.01%	$66,439.50	$79,874.05

TO OWNER:	Marlboro Free Library 1251 Route 9W Marlboro N.Y. 12542	**PROJECT:** Marlboro Free Library Addition & Interior Improvements	APPLICATION NUMBER: 9 PERIOD TO: 6/25/2026 PROJECT NO: 23-46-06
FROM CONTRACTOR:	Mid-Hudson Electrical Contracting 40 Ashby Place Poughquag N.Y. 12570	VIA ARCHITECT: Butler Rowland Mays Architects, LLP 57 West High Street Ballston Spa, N.Y. 12020	CONTRACT DATE: 6/27/2025

Distribution to	Distribution to:
	OWNER
	CONSTRUCTION MANAGER
X	ARCHITECT
	CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1.	**ORIGINAL CONTRACT SUM**		$437,311.00
2.	**Net Change By Change Orders**.....		$67,248.82
3.	**CONTRACT SUM TO DATE**	(Line 1 +2).....	$ 504,559.82
4.	**TOTAL COMPLETED & STORED TO DATE**..... (Column G on G703)		$488,776.94
5.	**RETAINAGE:**		
a.	5% of Completed Work (Columns D & E on G703)	$22,463.79	
b.	5% of Stored Material (Column F on G703)	$2,077.28	
	Total Retainage (Line 5a + 5b or Total in Column 1 of G703)		$24,541.07
6.	**TOTAL EARNED LESS RETAINAGE**..... (Line 4 less Line 5 Total)		$464,235.87
7.	**LESS PREVIOUS CERTIFICATES FOR PAYMENT** (Line 6 from prior Certificate)		$423,378.14
8.	**CURRENT PAYMENT DUE**		$40,857.73
9.	**BALANCE TO FINISH, INCLUDING RETAINAGE** (Line 3 less Line 6)	$ 40,323.94	

CHANGE ORDER SUMMARY	ADDITIONS		DEDUCTIONS
Total changes approved in previous months by Owner	$0.00		$0.00
Total Approved this Month	$67,248.82		$0.00
TOTALS	$67,248.82	$0.00	$0.00
NET CHANGES by Change Order			$67,248.82

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: [signature] DATE 7/6/2026

State of: New York County of: Dutchess

Subscribed and sworn before me this 6th day of July 20 26

Notary Public: [signature]

My Commission Expires: 04/07/2030

DESIREE ALBERTELLI
Notary Public - State of New York
NO. 01AL0048716
Qualified in Dutchess County
My Commission Expires Apr 7, 2030

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..... _____

(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: [signature] Date: 7/8/2026

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 containing Contractor's signed Certification is attached.								APPLICATION NO:	9
								APPLICATION DATE:	06/25/26
								PERIOD TO:	04/25/26
								ARCHITECT'S PROJECT NUMBER:	23-46-06
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 CURRENTLY COMPLETED	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
	1.000 Surety Bonds	15,500.00	15500.00		0.00	$15,500.00	100%	0.00	$775.00
002	2.000 Insurance	5,000.00	5000.00		0.00	$5,000.00	100%	0.00	$250.00
003	3.000 General Conditions	20,000.00	15000.00		0.00	$15,000.00	75%	5000.00	$750.00
004	4.000 Mobilization	8,000.00	8000.00		0.00	$8,000.00	100%	0.00	$400.00
005	5.000 Storage	8,000.00	8000.00		0.00	$8,000.00	100%	0.00	$400.00
006	6.000 Temporay Lighting/Power	10,000.00	10000.00		0.00	$10,000.00	100%	0.00	$500.00
007	6.500 AREA 1 MEETING ROOM & VESTIBULE								
008	7.000 Demo	7,132.96	7132.96		0.00	7,132.96	100%	0.00	$356.65
009	8.000 Lighting Fixtures/Materials	43,998.14	36406.70		7591.44	43,998.14	100%	0.00	$2199.90
010	9.000 Lighting Labor	7,801.18	7801.18		0.00	7,801.18	100%	0.00	$390.06
011	10.000 Panel Board Materials	398.81	398.81		0.00	398.81	100%	0.00	$19.94
012	11.000 Panel Board Labor	598.56	598.56		0.00	598.56	100%	0.00	$29.93
013	12.000 Branch Circuit Materials	294.94	294.94		0.00	294.94	100%	0.00	$14.75
014	13.000 Branch Circuit Labor	834.73	834.73		0.00	834.73	100%	0.00	$41.74
015	14.000 Wiring Devices Materials	695.44	695.44		0.00	695.44	100%	0.00	$34.77
016	15.000 Wiring Device Labor	1,722.78	1722.78		0.00	1,722.78	100%	0.00	$86.14
017	16.000 Power Wiring Materials	2,412.06	2412.06		0.00	2,412.06	100%	0.00	$120.60
018	17.000 Power Wiring Labor	3,407.80	3407.80		0.00	3,407.80	100%	0.00	$170.39
019	18.000 Feeders Materials	691.39	691.39		0.00	691.39	100%	0.00	$34.57
020	19.000 Feeeder Labor	810.12	810.12		0.00	810.12	100%	0.00	$40.51
021	20.000 Fire Alarm Materials	4,221.87	4221.87		0.00	4,221.87	100%	0.00	$211.09
022	21.000 Fire Alarm Labor	1,417.03	1417.03		0.00	1,417.03	100%	0.00	$70.85
023	22.000 Teledata Materials	1,497.61	1497.61		0.00	1,497.61	100%	0.00	$74.88
024	23.000 Teledata Labor	3,920.49	3920.49		0.00	3,920.49	100%	0.00	$196.02
025	24.000 Audio Visual Materials	158.81	158.81		0.00	158.81	100%	0.00	$7.94
026	25.000 Audio Visual Labor	116.04	116.04		0.00	116.04	100%	0.00	$5.80
027	25.500 AREA 2 STAFF WORK AREA								
028	26.000 Demo	2,848.00	2848.00		0.00	2,848.00	100%	0.00	$142.40
029	27.000 Lighting Fixtures/Materials	27,998.82	27998.82		0.00	27,998.82	100%	0.00	$1399.94
030	28.000 Lighting Labor	4,964.39	4964.39		0.00	4,964.39	100%	0.00	$248.22
031	29.000 Panel Board Materials	253.78	253.78		0.00	253.78	100%	0.00	$12.69
032	30.000 Panel Board Labor	380.90	380.90		0.00	380.90	100%	0.00	$19.05
033	31.000 Branch Circuit Materials	187.69	187.69		0.00	187.69	100%	0.00	$9.38
034	32.000 Branch Circuit Labor	531.19	531.19		0.00	531.19	100%	0.00	$26.56
035	33.000 Wiring Devices Materials	442.55	442.55		0.00	442.55	100%	0.00	$22.13
037	34.000 Wiring Device Labor	1,096.31	1096.31		0.00	1,096.31	100%	0.00	$54.82
038	35.000 Power Wiring Materials	1,534.94	1534.94		0.00	1,534.94	100%	0.00	$76.75
039	36.000 Power Wiring Labor	2,168.60	2168.60		0.00	2,168.60	100%	0.00	$108.43
040	37.000 Feeders Materials	439.98	439.98		0.00	439.98	100%	0.00	$22.00
041	38.000 Feeeder Labor	515.53	515.53		0.00	515.53	100%	0.00	$25.78
042	39.000 Fire Alarm Materials	2,686.65	2686.65		0.00	2,686.65	100%	0.00	$134.33
043	40.000 Fire Alarm Labor	901.74	901.74		0.00	901.74	100%	0.00	$45.09
044	41.000 Teledata Materials	953.02	953.02		0.00	953.02	100%	0.00	$47.65
045	42.000 Teledata Labor	2,494.85	2494.85		0.00	2,494.85	100%	0.00	$124.74
046	43.000 Audio Visual Materials	60.55	60.55		0.00	60.55	100%	0.00	$3.03

047	44.000 Audio Visual Labor	73.84	73.84		0.00	73.84	100%	0.00	$3.69
048	44.500 AREA 3 RESTROOM & ADULT COLLECTION								
049	45.000 Demo	10,017.29	5008.64	5008.64	0.00	10,017.29	100%	0.00	$500.86
050	46.000 Lighting Fixtures/Materials	82,996.72	82996.72		0.00	82,996.72	100%	0.00	$4149.83
051	47.000 Lighting Labor	13,829.38	9829.38	4000.00	0.00	13,829.38	100%	0.00	$691.46
052	48.000 Panel Board Materials	706.98	306.98	400.00	0.00	706.98	100%	0.00	$35.34
053	49.000 Panel Board Labor	1,061.09	461.09	600.00	0.00	1,061.09	100%	0.00	$53.05
054	50.000 Branch Circuit Materials	522.86	222.86	300.00	0.00	522.86	100%	0.00	$26.14
055	51.000 Branch Circuit Labor	1,479.76	579.76	900.00	0.00	1,479.76	100%	0.00	$73.98
056	52.000 Wiring Devices Materials	1,232.83	732.83	500.00	0.00	1,232.83	100%	0.00	$61.64
057	53.000 Wiring Device Labor	3,054.01	2054.01	1000.00	0.00	3,054.01	100%	0.00	$152.70
058	54.000 Power Wiring Materials	4,275.92	2275.92	2000.00	0.00	4,275.92	100%	0.00	$213.79
059	55.000 Power Wiring Labor	6,041.10	3041.10	3000.00	0.00	6,041.10	100%	0.00	$302.05
060	56.000 Feeders Materials	1,225.66	525.66	700.00	0.00	1,225.66	100%	0.00	$61.28
061	57.000 Feeeder Labor	1,436.12	536.12	900.00	0.00	1,436.12	100%	0.00	$71.80
062	58.000 Fire Alarm Materials	7,484.24	3484.24	4000.00	0.00	7,484.24	100%	0.00	$374.21
063	59.000 Fire Alarm Labor	2,512.01	1512.01	1000.00	0.00	2,512.01	100%	0.00	$125.60
064	60.000 Teledata Materials	2,654.85	1654.85	1000.00	0.00	2,654.85	100%	0.00	$132.74
065	61.000 Teledata Labor	6,949.95	2949.48	4000.47	0.00	6,949.95	100%	0.00	$347.49
066	62.000 Audio Visual Materials	168.67	68.67	100.00	0.00	168.67	100%	0.00	$8.43
067	63.000 Audio Visual Labor	205.72	105.72	100.00	0.00	205.72	100%	0.00	$10.28
068	63.500 AREA 4 CHILDRENS LIBRARY & PROGRAM ROOM								
069	64.000 Demo	5,139.29	5,139.29		0.00	5,139.29	100%	0.00	$256.96
070	65.000 Lighting Fixtures/Materials	49,997.89	16,043.82		33954.07	49,997.89	100%	0.00	$2499.89
071	66.000 Lighting Labor	8,864.98	8,864.98		0.00	8,864.98	100%	0.00	$443.25
072	67.000 Panel Board Materials	453.19	453.19		0.00	453.19	100%	0.00	$22.66
073	68.000 Panel Board Labor	680.19	680.19		0.00	680.19	100%	0.00	$34.01
074	69.000 Branch Circuit Materials	335.16	335.16		0.00	335.16	100%	0.00	$16.76
075	70.000 Branch Circuit Labor	948.56	948.56		0.00	948.56	100%	0.00	$47.43
076	71.000 Wiring Devices Materials	790.28	790.28		0.00	790.28	100%	0.00	$39.51
077	72.000 Wiring Device Labor	1,957.70	1,957.70		0.00	1,957.70	100%	0.00	$97.89
078	73.000 Power Wiring Materials	2,740.97	2,740.97		0.00	2,740.97	100%	0.00	$137.05
079	74.000 Power Wiring Labor	3,872.50	3,872.50		0.00	3,872.50	100%	0.00	$193.63
080	75.000 Feeders Materials	785.68	785.68		0.00	785.68	100%	0.00	$39.28
081	76.000 Feeeder Labor	920.59	920.59		0.00	920.59	100%	0.00	$46.03
082	77.000 Fire Alarm Materials	4,797.59	4,797.59		0.00	4,797.59	100%	0.00	$239.88
083	78.000 Fire Alarm Labor	1,610.26	1,610.26		0.00	1,610.26	100%	0.00	$80.51
084	79.000 Teledata Materials	1,701.83	1,701.83		0.00	1,701.83	100%	0.00	$85.09
085	80.000 Teledata Labor	4,455.10	4,455.10		0.00	4,455.10	100%	0.00	$222.76
086	81.000 Audio Visual Materials	108.12	108.12		0.00	108.12	100%	0.00	$5.40
087	82.000 Audio Visual Labor	131.87	131.87		0.00	131.87	100%	0.00	$6.59
088	Change Orders								
089	83.00 Change Order 04-001	3509.28	1509.28			1509.28	43%	2000.00	$75.46
090	84.00 Change order 04-002	7053.22	2053.22			2053.22	29%	5000.00	$102.66
091	85.00 Change Order 04-003	13291.76	13291.76			13291.76	100%	0.00	$664.59
092	86.00 Change Order 04-004	13773.77	13773.77			13773.77	100%	0.00	$688.69
093	87.00 Change Order 04-005	14489.29	14489.29			14489.29	100%	0.00	$724.46
094	88.00 Change Order 04-006	15131.50	0.00	$11,348.62		$11,348.62	75%	3782.87	$567.43
TOTALS		$ 504,559.82	$ 406,373.69	$ 40,857.73	$ 41,545.51	$ 488,776.94	97%	$ 15,782.87	$ 24,541.07

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.: 11
PERIOD TO: 6/30/2026

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		$ 1,925.00
3. CONTRACT SUM TO DATE (Line 1 +/- 2)		$ 648,925.00
4. TOTAL COMPLETED & STORED TO DATE		$ 592,725.00
5. RETAINAGE:		
a. 5 % of Completed Work (Columns D + E on G703)	$ 29,636.25	
b. % of Stored Material (Column F on G703)	$	
Total Retainage (Line 5a + 5b or Total in Column I of G703)		$ 29,636.25
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)		$ 563,088.75
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 547,176.25
8. CURRENT PAYMENT DUE		$ 15,912.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$ 85,836.25	

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: June 22, 2026

State of: New York
County of: Ulster
Subscribed and sworn to before me this 22nd day June 2026

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

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 $ 15,912.50
(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: 7/8/2026

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: 11
APPLICATION DATE: 6/22/2026
PERIOD TO: 6/30/2026
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	5,000.00			5,000.00	100%	0.00	250.00
3	Submittals and Shop Drawings	6,000.00	6,000.00			6,000.00	100%	0.00	300.00
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	7,000.00			7,000.00	100%	0.00	350.00
8	RTUs - Labor	8,000.00	6,400.00	1,600.00		8,000.00	100%	0.00	400.00
9	RTUs - Material	96,000.00	96,000.00			96,000.00	100%	0.00	4,800.00
10	Electric Heaters - Labor	1,000.00	1,000.00			1,000.00	100%	0.00	50.00
11	Electric Heaters - Material	1,000.00	1,000.00			1,000.00	100%	0.00	50.00
12	Exhaust Fans - Labor	1,000.00	1,000.00			1,000.00	100%	0.00	50.00
13	Exhaust Fans - Material	1,500.00	1,500.00			1,500.00	100%	0.00	75.00
14	Ductwork Fabrication	13,000.00	11,700.00			11,700.00	90%	1,300.00	585.00
15	Ductwork Installation	13,000.00	11,700.00			11,700.00	90%	1,300.00	585.00
16	Registers and Grilles - Labor	2,500.00	1,875.00			1,875.00	75%	625.00	93.75
17	Registers and Grilles - Material	2,500.00	2,500.00			2,500.00	100%	0.00	125.00
18	Insulation - Labor	2,500.00	2,250.00			2,250.00	90%	250.00	112.50
19	Insulation - Material	1,500.00	1,350.00			1,350.00	90%	150.00	67.50
20	Controls - Labor	6,000.00	4,500.00			4,500.00	75%	1,500.00	225.00
21	Controls - Material	6,000.00	6,000.00			6,000.00	100%	0.00	300.00
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	6,000.00	9,000.00		15,000.00	100%	0.00	750.00
25	RTUs - Labor	27,000.00	21,600.00	5,400.00		27,000.00	100%	0.00	1,350.00
26	RTUs - Material	144,000.00	144,000.00			144,000.00	100%	0.00	7,200.00
27	ERVs - Labor	4,000.00	4,000.00			4,000.00	100%	0.00	200.00
28	ERVs - Material	4,000.00	4,000.00			4,000.00	100%	0.00	200.00
29	Split Systems - Labor	22,000.00	17,600.00			17,600.00	80%	4,400.00	880.00
30	Split Systems - Material	33,000.00	33,000.00			33,000.00	100%	0.00	1,650.00
31	Electric Heaters - Labor	1,000.00		750.00		750.00	75%	250.00	37.50
32	Electric Heaters - Material	3,000.00	3,000.00			3,000.00	100%	0.00	150.00
	Sub total	451,500.00	409,975.00	16,750.00	0.00	426,725.00	95%	24,775.00	21,336.25

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:
APPLICATION DATE:
PERIOD TO:
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	2,000.00			2,000.00	100%	0.00	100.00
35	Exhaust Fans - Material	4,000.00	4,000.00			4,000.00	100%	0.00	200.00
36	Ductwork Fabrication	26,000.00	19,600.00			19,600.00	75%	6,400.00	980.00
37	Ductwork Installation	26,000.00	19,600.00			19,600.00	75%	6,400.00	980.00
38	Registers and Grilles - Labor	3,000.00	1,800.00			1,800.00	60%	1,200.00	90.00
39	Registers and Grilles - Material	2,500.00	2,500.00			2,500.00	100%	0.00	125.00
40	Insulation - Labor	4,000.00	2,400.00			2,400.00	60%	1,600.00	120.00
41	Insulation - Material	2,000.00	1,200.00			1,200.00	60%	800.00	60.00
42	Controls - Labor	9,000.00	5,800.00			5,800.00	64%	3,200.00	290.00
43	Controls - Material	3,000.00	3,000.00			3,000.00	100%	0.00	150.00
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	7,000.00			7,000.00	100%	0.00	350.00
48	RTUs - Labor	8,000.00	8,000.00			8,000.00	100%	0.00	400.00
49	RTUs - Material	48,000.00	48,000.00			48,000.00	100%	0.00	2,400.00
50	Ductwork Fabrication	13,000.00	13,000.00			13,000.00	100%	0.00	650.00
51	Ductwork Installation	13,000.00	13,000.00			13,000.00	100%	0.00	650.00
52	Registers and Grilles - Labor	2,500.00	1,875.00			1,875.00	75%	625.00	93.75
53	Registers and Grilles - Material	2,500.00	2,500.00			2,500.00	100%	0.00	125.00
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	5,800.00			5,800.00	64%	3,200.00	290.00
57	Controls - Material	3,000.00	3,000.00			3,000.00	100%	0.00	150.00
58	Testing and Balancing	2,000.00				0.00	0%	2,000.00	0.00
59									
60	CO001 Control Board	1,925.00	1,925.00			1,925.00	100%	0.00	96.25
61									
62									
	Sub total	197,425.00	166,000.00	0.00	0.00	166,000.00	84%	31,425.00	8,300.00

CONTINUATION SHEET

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

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APPLICATION DATE:
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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	648,925.00	575,975.00	16,750.00	0.00	592,725.00	91%	56,200.00	29,636.25