Marlboro Free Library

Board Meeting Minutes- September 14, 2026 at 7:00pm
Meeting #9

I. **Call to Order:** Board President, Kelli Kavanaugh, 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:** Kelli Kavanaugh, Denise Garofalo, Anita Jean McMonigle, Cheryl Werba, Thea James, Library Director – Lindsay Jankovitz, and Recording Secretary – Tessa DeBella

IV. **Visitor's Forum**

None present.

V. **Approval of Minutes**

a. **Board Meeting Minutes- August 3, 2026**

RESOLUTION 32-9-14-26
A motion was made by Denise Garofalo and seconded by Thea James to approve the August 3, 2026 board meeting minutes.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. **Special Meeting of the Board Minutes- August 26, 2026**

RESOLUTION 33-9-14-26
A motion was made by Anita Jean McMonigle and seconded by Cheryl Werba to approve the Special Meeting of the Board minutes from August 26, 2026.

VOICE VOTE: 5-0-0 ALL YES CARRIED

VI. Report of Secretary (James)

a. The Library received a $500.00 donation. A thank you note was sent to the donor.

VII. Treasurer's Report

a. **July 2026**
The board received and reviewed the July 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 34-9-14-26
A motion was made by Denise Garofalo and seconded by Cheryl Werba to recognize Brooke Waite for her exceptional work as the Library's passport agent.

VOICE VOTE: 5-0-0 ALL YES CARRIED

EXECUTIVE SESSION

RESOLUTION 35-9-14-26
At 7:14 p.m., a motion was made by Denise Garofalo and seconded by Thea James to discuss the medical, financial, credit, or employment history of a particular person. The Director & Tessa DeBella were invited to remain.

VOICE VOTE: 5-0-0 ALL YES CARRIED

RESOLUTION 36-9-14-26
At 7:27 p.m., a motion was made by Denise Garofalo and seconded by Cheryl Werba to exit executive session. No action was taken during executive session.

VOICE VOTE: 5-0-0 ALL YES CARRIED

RESOLUTION 37-9-14-26
A motion was made by Denise Garofalo and seconded by Anita Jean McMonigle to recognize all staff for their outstanding performance, commitment, and versatility throughout the renovation and construction project.

VOICE VOTE: 5-0-0 ALL YES CARRIED

IX. Standing Committees

i. Finance (McMonigle & Werba)

a. Cash Disbursements- August 2026

RESOLUTION 38-9-14-26
A motion was made by Denise Garofalo and seconded by Thea James to approve the August 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. Resolution for Bank Transfers

See the attached document for **RESOLUTION 39-9-14-26.**

ii. Personnel (Garofalo)

a. Resignation of Substitute Clerk

RESOLUTION 40-9-14-26
A motion was made by Denise Garofalo and seconded by Anita Jean McMonigle to approve the resignation of Rosemarie Marro.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. New Hires

RESOLUTION 41-9-14-26
A motion was made by Thea James and seconded by Cheryl Werba to approve the hire of Amrita Marino as a Part Time Library Clerk & Christina Ronan as Substitute Part-Time Library Clerk.

VOICE VOTE: 5-0-0 ALL YES CARRIED

c. Sydney Corwin- MLIS

RESOLUTION 42-9-14-26
A motion was made by Denise Garofalo and seconded by Thea James to approve a tuition reimbursement request for Sydney Corwin's graduate studies toward a Master's degree in Information Science. This request is subject to her meeting all applicable requirements of the Library's tuition reimbursement policy.

VOICE VOTE: 5-0-0 ALL YES CARRIED

iii. Policy Manual (Garofalo)

a. Community Room Policy- 2nd Reading

RESOLUTION 43-9-14-26
A motion was made by Anita Jean McMonigle and seconded by Cheryl Werba to approve the second reading of revisions made to the Library's Community Room Policy.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. Incident Report- 1st Reading

RESOLUTION 44-9-14-26
A motion was made by Denise Garofalo and seconded by Thea James to approve the first reading of the Library's Incident Report Form.

VOICE VOTE: 5-0-0 ALL YES CARRIED

iv. Friends of the Library (Werba)

The Friends Group has an upcoming meeting to discuss future events such as *The Dark Side of Marlboro Walking Tours* and assisting with the Library's Ribbon Cutting Ceremony.

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

a. **Facilities Report**

RESOLUTION 45-9-14-26
A motion was made by Denise Garofalo and seconded by Thea James to approve the Library's Facilities Report.

VOICE VOTE: 5-0-0 ALL YES CARRIED

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

Ivy Gocker, Director of the Woodstock Library, is the new President of UCLA. The association presented its funding ask to Ulster County, which includes funding for the Dolly Parton Imagination Library for all county residents. The association's annual dinner was held on September 8, 2026. Lindsay Jankovitz and Tessa DeBella were in attendance.

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

viii. **Planning (Kavanaugh)**
No report.

X. **Old Business**

a. **Ribbon Cutting Discussion**

The board discussed the Library's upcoming Ribbon Cutting Ceremony including guest list, invitations, refreshments, and staffing.

b. **Railing Discussion**

The board discussed and clarified dimensions of the proposed wooden railing along the exterior retaining wall. The board agreed to table further discussion until October's board meeting.

XI. New Business

a. Contractor Invoices

RESOLUTION 46-9-14-26
A motion was made by Denise Garofalo and seconded by Anita Jean McMonigle to approve the construction invoices from DJ Heating & Air Conditioning and Mid-Hudson Electrical and for the Library to issue payment.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. Construction Updates

Updates were discussed under the Director's Report.

c. Key Holders List

RESOLUTION 47-9-14-26
A motion was made by Thea James and seconded by Cheryl Werba to approve the 2026 Key Holders List.

VOICE VOTE: 5-0-0 ALL YES CARRIED

d. NYLA Conference

RESOLUTION 48-9-14-26
A motion was made by Denise Garofalo and seconded by Thea James to approve the attendance of Sydney Corwin & Tessa DeBella at this year's New York Library Association's Annual Conference in Saratoga, New York from November 4-6. Expenses will not exceed $1,000 per attendee.

VOICE VOTE: 5-0-0 ALL YES CARRIED

e. Sydney Cash Studios

The board has been invited to Sydney Cash Studios to view artwork currently being produced for the Library. A date will be determined for the visit.

XII. Next Board Meeting Date- Monday, October 5 at 7:00pm.

XIII. Motion to Adjourn

Board President, Kelli Kavanaugh adjourned the meeting at 8:02 pm.

Respectfully submitted,
Lindsay Jankovitz & Tessa DeBella

Marlboro Free Library

Board Meeting Agenda –September 14, 2026 at 7:00pm

Meeting #9

Marlboro Free Library

I. **Call to Order**

II. **Pledge to the Flag**

III. **Visitor's Forum**

IV. **Approval of Minutes**
   a. **Board Meeting Minutes- August 3, 2026**
   b. **Special Meeting of the Board Minutes- August 26, 2026**

V. **Report of Secretary**
   a. **Donation**

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

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

VIII. **Standing Committees**

i. **Finance (McMonigle & Werba)**
   a. **Cash Disbursements- August 2026**
   b. **Budget Status Report (Monthly Profit & Loss Budget vs. Actual)**

ii. **Personnel (Garofalo)**
   a. **Substitute Clerk Resignation**
   b. **Sydney Corwin- MLIS**

iii. **Policy Manual (Garofalo)**

a. **Community Room Policy- 2nd Reading**
b. **Incident Report Form- 1st Reading**

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

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

a. **Facilities Plan**

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

vii. **Technology (Garofalo & James)**

viii. **Planning (Kavanaugh)**

IX. **Old Business**

a. **Ribbon Cutting Discussion**

X. **New Business**

a. **Construction Updates**
b. **Construction Invoices**
c. **Key Holders List**
d. **NYLA Conference**

XI. **Next Board Meeting Date- Monday, October 5 at 7:00pm**

XII. **Motion to Adjourn**

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library

Board Meeting Minutes- August 3, 2026, at 7:00pm
Meeting #8

Marlboro Free Library

I. **Call to Order:** Board President, Kelli Kavanaugh, called the meeting to order at 7:00 pm.

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

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

IV. **Visitor's Forum**

None present.

V. **Approval of Minutes**

a. **Board Meeting Minutes- July 13, 2026**

RESOLUTION 19-8-3-26
A motion was made by Denise Garofalo and seconded by Thea James to approve the July 13, 2026 board meeting minutes.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. **Annual Reorganization Board Meeting Minutes- July 13, 2026**

RESOLUTION 20-8-3-26
A motion was made by Thea James and seconded by Anita Jean McMonigle to approve the Annual Reorganization Board Meeting minutes on July 13, 2026.

VOICE VOTE: 5-0-0 ALL YES CARRIED

VI. Report of Secretary (James)

No report.

VII. Treasurer's Report

a. June 2026

The board received and reviewed the June 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.

IX. Standing Committees

i. Finance (McMonigle & Werba)

a. Cash Disbursements- July 2026

RESOLUTION 21-8-3-26

A motion was made by Denise Garofalo and seconded by Cheryl Werba to approve the July 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.

ii. Personnel (Garofalo)

RESOLUTION 22-8-3-26

A motion was made by Anita Jean McMonigle and seconded by Denise Garofalo to approve the hire of Lincoln Morehead as Custodial Worker.

VOICE VOTE: 5-0-0 ALL YES CARRIED

RESOLUTION 23-8-3-26
A motion was made by Thea James and seconded by Anita Jean McMonigle to approve the hire of Jane Canosa & Rosemarie Marro as Substitute Part-Time Library Clerks.

VOICE VOTE: 5-0-0 ALL YES CARRIED

RESOLUTION 24-8-3-26
At 7:14 p.m. motion was made by Denise Garofalo and seconded by Anita Jean McMonigle to enter executive session to discuss the medical, financial, credit, or employment history of a particular person.

VOICE VOTE: 5-0-0 ALL YES CARRIED

RESOLUTION 25-8-3-26
At 7:16 p.m., a motion was made by Denise Garofalo and seconded by Cheryl Werba to return to regular session.

VOICE VOTE: 5-0-0 ALL YES CARRIED

RESOLUTION 26-8-3-26
A motion was made by Denise Garofalo and seconded by Thea James to approve a workplace accommodation for a library employee as discussed in Executive Session.

VOICE VOTE: 5-0-0 ALL YES CARRIED

iii. Policy Manual (Garofalo)

RESOLUTION 27-8-3-26
A motion was made by Thea James and seconded by Anita Jean McMonigle to approve the first reading of revisions made to the Library's Community Room Policy.

VOICE VOTE: 5-0-0 ALL YES CARRIED

iv. Friends of the Library (Werba)

The Friends of the Library are currently running a raffle basket fundraiser, located at the Library's circulation desk.

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

No report.

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

The director informed the board that UCLA is looking for a new president.

vii. **Technology (Garofalo)**

No report.

viii. **Planning (Kavanaugh)**

Discussion took place regarding a Teen Advisory Board project to plant flowers in the Library's Reading Garden.

X. Old Business

a. **Bylaws Review**

RESOLUTION 28-8-3-26
A motion was made by Denise Garofalo and seconded by Cheryl Werba to approve the revisions as discussed to the Library's bylaws. A first reading occurred at the July Board Meeting.

VOICE VOTE: 5-0-0 ALL YES CARRIED

XI. New Business

a. **Contractor Invoices**

RESOLUTION 29-8-3-26
A motion was made by Thea James and seconded by Anita Jean McMonigle to approve the construction invoices from DJ Heating & Air

Conditioning, Ashley Mechanical, 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

Discussed during the Director's Report.

c. Change Orders

None to report.

d. Ribbon Cutting Discussion

The Board agreed to postpone the Library's Ribbon Cutting Ceremony from September to October, pending completion of final renovation and construction work.

e. New Railing Discussion

A second estimate to fabricate and install a metal railing along the exterior retaining wall of the library was obtained from Fall Fittings for $26,688, in accordance with the Library's procurement policy. Barone Construction Group proposed placing a temporary wooden railing along the wall to save costs. The board requested additional information and tabled the discussion until the next board meeting.

XII. Next Board Meeting Date- Monday, September 14 at 7:00pm. (Labor Day is Monday, September 6).

XIII. Motion to Adjourn

Board President, Kelli Kavanaugh adjourned the meeting at 7:44 pm.

Respectfully submitted,
Lindsay Jankovitz & Tessa DeBella.

Marlboro Free Library

Board Meeting Agenda –August 3, 2026 at 7:00pm

Meeting #8

Marlboro Free Library

I. **Call to Order**

II. **Pledge to the Flag**

III. **Visitor's Forum**

IV. **Approval of Minutes**
- a. **Annual Reorganization Board Meeting Minutes- July 13, 2026**
- b. **Board Meeting Minutes- July 13, 2026**

V. **Report of Secretary**

VI. **Treasurer's Report**
- a. **June 2026**

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

VIII. **Standing Committees**

i. **Finance (McMonigle & Werba)**
- a. **Cash Disbursements- July 2026**
- b. **Budget Status Report (Monthly Profit & Loss Budget vs. Actual)**

ii. **Personnel (Garofalo)**
- a. **Part-Time Custodial Worker Hire**
- b. **Substitute Part-Time Library Clerk Hires**

iii. **Policy Manual (Garofalo)**
- a. **Community Room Policy**

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

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

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

vii. **Technology (Garofalo & James)**

viii. **Planning (Kavanaugh)**

IX. **Old Business**

a. **Bylaws Review- 2nd Reading**
b. **Roof Update**
c. **Ribbon Cutting Discussion**

X. **New Business**

a. **Construction Updates**
b. **Construction Invoices**
c. **Change Orders**
d. **Key Holders List**

XI. **Next Board Meeting Date- Monday, September 14 at 7:00pm**

XII. **Motion to Adjourn**

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library

Special Meeting of the Board –Wednesday, August 26, 2026 at 5:30pm

I. **Call to Order:** Board President, Kelli Kavanaugh, called the meeting to order at 5:30 p.m.

II. **Pledge to the Flag:** Denise Garofalo led the Pledge to the Flag.

III. **Attendance:** Kelli Kavanaugh, Denise Garofalo, Thea James, Anita Jean McMonigle, Library Director – Lindsay Jankovitz, and Recording Secretary – Tessa DeBella

Excused Absence: Cheryl Werba

Anita Jean McMonigle arrived at 5:32 p.m.

IV. **Visitor's Forum**
Architect, Meghan Brennen, from Butler Rowland Mays.

V. **Discussion Regarding Construction Change Orders**

Architect, Meghan Brennen, provided updates on the Library's Renovation and Expansion Project. The architect discussed a change order from Mid-Hudson Electrical in the amount of $7,200 to add ten recessed LED fixtures in the children's section and one additional recessed fixture in the adult section to enhance lighting in dim areas.

RESOLUTION 30-8-26-26
A motion was made by Denise Garofalo and seconded by Anita Jean McMonigle to approve the change order from Mid-Hudson Electrical in the amount of $7,200 to perform electrical work installing ten additional recessed LED fixtures in the children's area and to add one additional recessed fixture in the adult area.

VOICE VOTE: 4-0-0 ALL YES CARRIED

Architect, Meghan Brennen, provided updates regarding the railing installation along the Library's front retaining wall. Barone Construction Group proposed installing a wooden railing.

RESOLUTION 31-8-26-26
A motion was made by Denise Garofalo and seconded by Thea James to approve installation of a wooden railing along the new retaining wall at a cost not to exceed $15,000. The railing will begin at the Route 9W-facing entrance and will extend to the end of the sidewalk, creating an L-shaped railing. The railing will not extend along the new piazza.

VOICE VOTE: 4-0-0 ALL YES CARRIED

VI. New Business

The board discussed the Library's Ribbon Cutting Ceremony. A tentative date is set for Friday, October 30. More details will be discussed at the September board meeting.

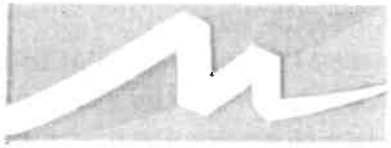
VII. Motion to Adjourn

Board President, Kelli Kavanaugh adjourned the meeting at 5:54 pm.

Respectfully submitted,
Lindsay Jankovitz & Tessa DeBella

Marlboro Free Library

Special Meeting of the Board –Wednesday, August 26, 2026 at 5:30pm



I. **Call to Order**

II. **Visitor's Forum**

III. **Discussion Regarding Construction Change Orders**

IV. **New Business**

V. **Motion to Adjourn**

Respectfully submitted,
Lindsay Jankovitz

Director's Report – September 2026

Building & Renovation Updates

Final Engineering Inspections – Engineers were onsite on September 10 to complete their final inspections and develop the final punch list. Contractors are expected to receive the engineers' punch list early this week. Lighting install will occur the week of September 21.

Front Staircase – Work on the front staircase concluded on August 27. Painters returned on September 14 to complete painting of the railing and interior touch-ups.

Acoustic Paneling – Installation of the acoustic paneling in the children's section was completed on August 20.

Furniture – Furniture repairs and adjustments remain ongoing. Accent Furniture was onsite several times throughout August to facilitate repairs. We are still awaiting replacement of a few outstanding items.

Meeting Room Occupancy – The Building Inspector completed occupancy load determinations for the Library's meeting rooms, and official documentation has been received

Insurance Coverage – The director continues to work with our insurance agent, architect, and contractors to ensure the Library has appropriate coverage following completion of the renovation and expansion project. The insurance carrier continues to request additional documentation before considering an increase to the Library's building replacement cost coverage.

Operations

Fire Inspection – The Library's annual fire inspection was completed on August 7. No violations were identified.

Passport Inspection – The Library received a random inspection from the passport agency. Brooke received no violations and was specifically praised by the inspector for her low application rejection rate with the U.S. Department of State.

Telephone Outage – A fallen tree across the street took down the Library's telephone lines on August 10. Verizon initially provided a restoration date of September 1. Due to the length of the projected outage, the director contacted Congressman Pat Ryan's office for assistance in escalating the issue. The Library's main line was restored on August 14, with the remaining lines restored on August 16 and 17. Verizon will be issuing the Library a credit for the outage.

Fall Newsletter – The Library's fall newsletter was mailed to the community on September 11.

Air Quality Sensor- Bard College has installed an air quality sensor on the Library's property. Ulster County has partnered with Bard College and its Hudson Valley Community Air Network (HVCAN) to install 17 new ground-level air quality sensors at libraries, town halls, and

community centers across the County. These sensors provide residents with real-time information about local air pollution.

Programming

MHLS Award of Outstanding Accomplishment – The Library will receive an Award of Outstanding Accomplishment at the Mid-Hudson Library System's Annual Membership Meeting on Friday, October 24. Please let me know by the end of the week if you would like to attend the Annual Membership Meeting & Breakfast. It will be held at the FDR Presidential Library from 8am-12pm.

Vet2Vet – Vet2Vet has resumed its weekly coffee hour at the Library. On September 11, the group held a special 9/11 remembrance ceremony at the Library's flagpole, featuring a performance by the Marlboro Middle School Choir. The event was well attended, with more than 25 veterans participating in the coffee hour.

Books for the Burgh – The Library has been invited to participate in Books for the Burgh again this year. The event will take place on Thursday, November 12 at the Newburgh Brewing Company.

Budget Year 2026-2027
BALANCE OF JULY 2026
& AUGUST 2026

Check Listing
Cash Disbursements
All Funds

Marlboro Free Library
CHECK LISTING - ALL FUNDS
July 23 through August 31, 2026

	Account	Date	Num	Name	Memo	Amount
Jul 23 - Aug 31, 26	**General Fund**					
	L200 · GENERAL FUND/KEY BANK ACCT	07/29/2026	11731	JESTER JIM, INC.	7/9/2026 PERFORMANCE - BALANCE DUE	-100.00
	L200 · GENERAL FUND/KEY BANK ACCT	07/29/2026	11732	JOHNSON CONTROLS FIRE PROTECTION LP	ANNUAL FIRE EXT INSPECTION PLUS 2 EXTINQUISHERS	-268.00
	L200 · GENERAL FUND/KEY BANK ACCT	07/29/2026	11733	MCSD PAYROLL ACCOUNT	PAYROLL OF 7/31/2026	-17,370.47
	L200 · GENERAL FUND/KEY BANK ACCT	07/29/2026	11734	ORKIN/CRAIG THOMAS PEST CONTROL	MFL - 1251 RTE 9W / PEST CONTROL 1 YR (JULY 2026-JUNE 2027)	-1,235.29
	L200 · GENERAL FUND/KEY BANK ACCT	07/29/2026	11735	SYDNEY CORWIN	TRAVEL - MILES REIMBURSE/ MHLS TO PICKUP STORED ITEMS	-16.70
	L200 · GENERAL FUND/KEY BANK ACCT	08/18/2026	11736	SUPERIOR TELEPHONE SYSTEMS	50% DEPOSIT ON PROPOSAL TELEPHONE SYSTES	-1,708.61
	L200 · GENERAL FUND/KEY BANK ACCT	08/18/2026	11737	A T & T	LONG DISTANCE SERVICE JULY 2026	-114.86
	L200 · GENERAL FUND/KEY BANK ACCT	08/18/2026	11738	CHARTER COMMUNICATIONS	INTERNET SERVICES 8/1-8/31/2026	-169.98
	L200 · GENERAL FUND/KEY BANK ACCT	08/18/2026	11739	ISECTRA, LLC	TECH SUPPORT JULY 2026 MONTHLY FEE & MICROSFOT 365	-720.60
	L200 · GENERAL FUND/KEY BANK ACCT	08/18/2026	11740	LAMELA SANITATION	TRASH REMOVAL - JULY 2026 + EXTRA PICK UP	-308.83
	L200 · GENERAL FUND/KEY BANK ACCT	08/18/2026	11741	LEAF	CONTRACT -BIZHUB C250i PUBLIC PRINTER	-434.76
	L200 · GENERAL FUND/KEY BANK ACCT	08/18/2026	11742	MCSD PAYROLL ACCOUNT	PAYROLL OF 8/14/2026	-18,423.16
	L200 · GENERAL FUND/KEY BANK ACCT	08/18/2026	11743	MIDWEST TAPE, LLC	HOOPLA ACCOUNT DEPOSIT 7/1/2026-6/30/2027	-3,000.00
	L200 · GENERAL FUND/KEY BANK ACCT	08/18/2026	11744	MILTON HARDWARE	KEYS & SUPPLIES	-15.96
	L200 · GENERAL FUND/KEY BANK ACCT	08/18/2026	11745	POUGHKEEPSIE LIBRARY-ADRIANCE MEMORIAL	JUVENILE BOOK REPLACEMENT	-34.88
	L200 · GENERAL FUND/KEY BANK ACCT	08/18/2026	11746	SAFEGUARD BUSINESS SYSTEMS	GF CHECK REORDER	-325.49
	L200 · GENERAL FUND/KEY BANK ACCT	08/18/2026	11747	TOWN OF MARLBOROUGH/WATER/SEWER	WATER/SEWER 1251 RT 9W / MFL 4/29/2026-7/20/2026	-40.00
	L200 · GENERAL FUND/KEY BANK ACCT	08/18/2026	11748	TREE FELLERS INC	TREE REMOVAL (LARGE WHITE PINE ROUTE 9W FRONT)	-2,500.00
	L200 · GENERAL FUND/KEY BANK ACCT	08/18/2026	11749	VERIZON	TELEPHONE SERVICE AUG 2026	-203.22
	L200 · GENERAL FUND/KEY BANK ACCT	08/19/2026	11750	ULSTER COUNTY LIBRARY ASSN.	ANNUAL UCLA DINNER 9/8/2026 - 2 TICKETS / LJ & TD	-100.00
	L200 · GENERAL FUND/KEY BANK ACCT	08/20/2026	11751	CENTRAL HUDSON	MFL- 1251 RT 9W 7/11/2026-8/12/2026	-1,978.63
	L200 · GENERAL FUND/KEY BANK ACCT	08/20/2026	11752	KEY BANK MASTERCARD	KEY MC ENDING 7/10-8/9/26 EXPENSES	-2,555.79
	L200 · GENERAL FUND/KEY BANK ACCT	08/20/2026	11753	LEAF	2 KONICA C250i COPIER LEASE	-696.31
	L200 · GENERAL FUND/KEY BANK ACCT	08/21/2026	11754	ASHCRAFT'S LOCK AND DOOR HARDWARE	MFL - KEY NEW BUILDING DOORS/LOCKSETS	-1,807.00
						-54,148.54
Aug 31, 26	**Grant Account**					
	L200G · GRANTS ACCOUNT/KEY BANK	08/18/2026	112	MARLBORO FREE LIBRARY BUILDING FUND	TRANSFER TO BF FOR ADDITION & RENOVATION PROJECT	-205,000.00
						-205,000.00
Jul 23 - Aug 31, 26	**Building Fund**					
	H200 · BUILDING FUND/KEY BANK ACCT	07/29/2026	210	METRO SOUND PROS, INC.	BF - COMMUNITY ROOM AUDIO/VIDEO / BALANCE DUE	-14,375.00
	H200 · BUILDING FUND/KEY BANK ACCT	07/29/2026	211	MILLERKNOLL	BF EXP - MFL FURNITURE - ALL AREAS	-87,064.96
	H200 · BUILDING FUND/KEY BANK ACCT	08/03/2026	212	ASHLEY MECHANICAL, INC.	BF - CONSTRUCTION INVOICE #6	-8,787.50
	H200 · BUILDING FUND/KEY BANK ACCT	08/03/2026	213	BARONE CONSTRUCTION GROUP, INC.	BF - CONSTRUCTION INVOICE #11	-63,117.52
	H200 · BUILDING FUND/KEY BANK ACCT	08/03/2026	214	DJ HEATING & AIR CONDITIONING INC	BF - CONSTRUCTION INVOICE #12	-39,235.00
	H200 · BUILDING FUND/KEY BANK ACCT	08/03/2026	215	MID-HUDSON ELECTRICAL CONTRACTING	BF - CONSTRUCTION INVOICE #10	-24,329.40
	H200 · BUILDING FUND/KEY BANK ACCT	08/18/2026	216	BUTLER ROWLAND MAYS ARCHITECTS, LLP	BF EXPE- ARCHITECT FEES - INV #18 Project	-4,689.35
						-241,598.73

Marlboro Free Library
Profit & Loss Budget vs. Actual
August 2026

	Aug 26	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
L4120 · CHARGES FOR SERVICES			
L2082LC · LCF LATE CHARGES/FINES	2.00	0.00	2.00
L2082PA · PASS PASSPORT CHARGES	560.00	0.00	560.00
Total L4120 · CHARGES FOR SERVICES	562.00	0.00	562.00
L4140 · SALES OF PROP & COMP FOR LOSS			
L2670S · SAM SAM USE	153.00	0.00	153.00
L2690LC · LOST LIBRARY CARDS	10.00	0.00	10.00
Total L4140 · SALES OF PROP & COMP FOR LO...	163.00	0.00	163.00
L4150 · GIFTS & DONATIONS			
L2705 · GFDON MISC GEN FUND DONATIONS	0.20	0.00	0.20
Total L4150 · GIFTS & DONATIONS	0.20	0.00	0.20
L4160 · MISCELLANEOUS REVENUE			
L2770B · SCAN REVENUE	49.00	0.00	49.00
L2770C · COPY REVENUE	87.45	0.00	87.45
L2770F · FAX REVENUE	161.10	0.00	161.10
Total L4160 · MISCELLANEOUS REVENUE	297.55	0.00	297.55
Total Income	1,022.75	0.00	1,022.75
Gross Profit	1,022.75	0.00	1,022.75
Expense			
L5000 · GENERAL FUND INTERFUND TRANSFER	205,000.00	0.00	205,000.00
L5100 · PERSONNEL			
L7410.1 · SALARIES	17,117.34	0.00	17,117.34
Total L5100 · PERSONNEL	17,117.34	0.00	17,117.34
L5120 · BOOKS			
L7410aa · 206 CD ROM PROD & ON-LINE SERV	3,000.00	0.00	3,000.00
L7410ac · 410BJ JUVENILE TITLES	110.70	0.00	110.70
Total L5120 · BOOKS	3,110.70	0.00	3,110.70
L5130 · AUDIO-VISUAL MATERIAL			
L7410ba · 411VT VIDEOTAPES/DVD	37.91	0.00	37.91
L7410bb · 412CS COMPUTER SOFTWARE	209.60	0.00	209.60
Total L5130 · AUDIO-VISUAL MATERIAL	247.51	0.00	247.51
L5160 · SUPPLIES,SERVICES,ARTS&CRAFTS			
L7410ea · 430AC ARTS & CRAFTS SUPPLIES	255.43	0.00	255.43
L7410eb · 430C COPY SUPPLIES/SERVICE	324.07	0.00	324.07
L7410ec · 430M OFFICE SUPPLIES	734.28	0.00	734.28
Total L5160 · SUPPLIES,SERVICES,ARTS&CRA...	1,313.78	0.00	1,313.78

Marlboro Free Library
Profit & Loss Budget vs. Actual
August 2026

	Aug 26	Budget	$ Over Budget
L5170 · MISCELLANEOUS EXPENSE			
L7410fa · 431 TELEPHONE	318.08	0.00	318.08
L7410fb · 433 POSTAGE	287.80	0.00	287.80
L7410fe · 437 GUEST SPEAKERS	107.22	0.00	107.22
L7410ff · 438 MEMBERSHIPS	129.00	0.00	129.00
Total L5170 · MISCELLANEOUS EXPENSE	842.10	0.00	842.10
L5180 · OPERATION & MAINT OF BUILDING			
L7410ga · 439 REPAIRS & MAINTENANCE	1,727.07	0.00	1,727.07
L7410gb · 450 FUEL & UTILITIES	2,188.61	0.00	2,188.61
L7410gc · 451 CUSTODIAL SUPPLIES	346.58	0.00	346.58
L7410gd · 452 REPAIRS TO BUILDING	4,322.96	0.00	4,322.96
L7410gh · 900C CONFERENCE	100.00	0.00	100.00
Total L5180 · OPERATION & MAINT OF BUILDING	8,685.22	0.00	8,685.22
L5190 · EMPLOYEE BENEFITS			
L9030.8 · SOCIAL SECURITY	1,305.82	0.00	1,305.82
Total L5190 · EMPLOYEE BENEFITS	1,305.82	0.00	1,305.82
L5200 · DEBT SERVICES			
L9788.6 · LEASE PRINCIPLE	746.46	0.00	746.46
L9788.7 · LEASE INTEREST	60.54	0.00	60.54
Total L5200 · DEBT SERVICES	807.00	0.00	807.00
Total Expense	238,429.47	0.00	238,429.47
Net Ordinary Income	-237,406.72	0.00	-237,406.72
Net Income	**-237,406.72**	**0.00**	**-237,406.72**

MARLBORO FREE LIBRARY
BOARD OF TRUSTEES

RESOLUTION 39-9-14-26

At a duly called meeting of the Board of Trustees of the Marlboro Free Library, held on September 14, 2026, upon a motion made by Denise Garofalo and seconded by Cheryl Werba, it was

RESOLVED, that the Board of Trustees of the Marlboro Free Library rescinds Resolution 105-4-6-26, adopted on April 6, 2026, and Resolution 136-6-1-26, adopted on June 1, 2026, which respectively state:

> "RESOLUTION 105-4-6-26
> A motion was made by Kelli Kavanagh and seconded by Cheryl Werba to approve the attached bank transfer to cover expenses for the Library's Renovation and Expansion Project"

and

> "RESOLUTION 126-6-1-26
> 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"

and it is further

RESOLVED that, the Board of Trustees retrospectively authorizes an amendment to the adopted budget for the fiscal year 2025/2026 to appropriate, effective April 6, 2026, $500,000 from the Library's general fund available fund balance to the capital fund to pay costs and expenses associated with the Library's share of its Addition & Renovation Project, and authorizes a bank transfer from the Library's general fund bank account to the Library's building fund bank account, as follows:

2025-2026 BANK ACCOUNT TRANSFERS FOR 4/6/2026		
#1	FROM GENERAL FUND ACCOUNT TO BUILDING FUND ACCOUNT FOR LIBRARY SHARE OF ADDITION & RENOVATION PROJECT	
ACCT #:	MOVE FROM:	
L200	GENERAL FUND/KEY BANK ACCT [redacted]	500,000.00
	MOVE TO:	
H200	BUILDING FUND/KEY BANK ACCT [redacted]	500,000.00

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

Recommended by: Lisa DiSisa Date: 4/6/2026

Approved by: Denise A Garofalo Date: 4/6/2026

and it is further,

RESOLVED that, the Board of Trustees retrospectively authorizes an amendment to the adopted budget for the fiscal year 2025/2026 to appropriate, effective June 1, 2026, to transfer $250,000 from the Library's general fund available fund balance to the capital fund to pay costs and expenses associated with the Library's share of its Addition & Renovation Project, and authorizes a bank transfer from the Library's general fund bank account to the Library's building fund bank account, as follows:

2025-2026 BANK ACCOUNT TRANSFERS FOR 6/1/2026		
#2	FROM GENERAL FUND ACCOUNT TO BUILDING FUND ACCOUNT FOR LIBRARY SHARE OF ADDITION & RENOVATION PROJECT	
ACCT #:	MOVE FROM:	
L200	GENERAL FUND/KEY BANK ACCT [redacted]	250,000.00
	MOVE TO:	
H200	BUILDING FUND/KEY BANK ACCT [redacted]	250,000.00

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

Recommended by: Ken Davis Date: 6/1/2026

Approved by: Denise A Garofalo Date: 6/1/2026

and it is further,

RESOLVED, that the Treasurer and Library Director are authorized to take such actions that are necessary and desirable to effectuate this resolution, and it is further

RESOLVED, that this resolution takes effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

		YES	NO	ABSTAIN
Kelli Kavanagh, President	VOTING	x		
Denis Garofalo, Vice President	VOTING	x		
Thea James	VOTING	x		
Anita Jean McMonigle	VOTING	x		
Cheryl Werba	VOTING	x		

Resolution: __x__ PASSES _____ FAILS

STATE OF NEW YORK)
) ss:
COUNTY OF ULSTER)

I, the Secretary of the Marlboro Free Library, located in the Town of Marlboro and County of Ulster, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a regular meeting of the Board of Trustees of the Marlboro Free Library held on September 14, 2026, with the original thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees of the Library had due notice of said meeting, (ii) said meeting was in all respects duly held and (iii) pursuant to Article 7 of the Public Officers Law (Open Meeting Law), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given in accordance with such Article.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this 14th day of September, 2026.

Thea James, Secretary

Marlboro Free Library

Dear Marlboro Free Library Board Members,

I have been the youth programmer/library assistant here at the Marlboro Free Library since April 2025. This fall, I started graduate school online at UAlbany in the Master of Information Science program, with a concentration in Library and Information Services. This program will give me knowledge and skills that I will be able to apply in my job here, and put me on track to officially become a librarian.

I'm writing to you because I would like to be considered for the tuition reimbursement that the Library offers. The reimbursement would be a great help with the cost of my schooling as I take this next step in my career.

Thank you so much for your consideration!

Sincerely,
Sydney Corwin

Marlboro Free Library
Community Room Policy

The Library makes its Community Room available to residents of the Marlboro Central School District under the terms of this policy to further its mission of providing educational, cultural and intellectual resources to the public. The Library's Community Room is open to organizations engaged in educational, cultural, intellectual or charitable activities.

The Community Room was designed to be used for the Library's own programs. When ~~it is~~ not needed for library activities, it **may be available for use by non-profit community groups**, subject to policies established by the Marlboro Free Library Board of Trustees. The room may not be used by organizations for commercial purposes or for private social events for individuals. Use of the Community Room does not constitute an endorsement of the views of the user of the room by the Library. Marlboro residents who are SUNY or Ulster-Orange BOCES instructors may reserve the Community Room, contingent upon the completion of the *Application Form to Use the Marlboro Free Library Community Room*, and adherence to all related procedures and policies. In addition, the requester must present verification that the room usage pertains to the SUNY/BOCES course they are facilitating.

Application For Use

Completed application forms must be submitted to the Circulation Desk in person, by mail, or by faxing ~~it~~ to (845) 236-7635. **The application must be signed by an authorized representative of the group, who resides in the Marlboro Central School District**, and who shall attend the meeting and be personally responsible for the conduct of the meeting and for any damages to facilities.

- Each application will be reviewed and the contact person will receive confirmation by fax, ~~by~~ mail, or e-mail. The Community Room will not be considered scheduled until confirmation is sent.
- Although telephone applications will not be accepted, the Library staff will provide information regarding the availability of the room over the telephone.

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In order to the Community Room accessible to as many people as possible, the following restrictions apply

- **The Library Director is to be notified of any cancellation or meeting date changes within forty-eight (48) hours prior to the event.** Failure to notify the Director may result in the organization not being able to use the space in the future.
- **The use of the room by an organization is limited to one meeting per month.**
- **Dates cannot be scheduled more than ~~six~~ three months in advance.**
- A parent organization and its sub-groups will be considered as separate entities if they clearly identify themselves as such.

Click here to download an application to use the Community Room.

Hours

Meetings may be scheduled for hours that the ibrary is open, Monday through Sunday. roups holding meetings during this time must **vacate the Library 15 minutes before closing.** ~~Groups may schedule meetings before or after regular Library hours as long as:~~

- ~~One person from the group is designated the responsible party~~
- ~~The responsible party obtains from the Library Director a set of keys that allow access to the building and restrooms and/or an alarm system code prior to the group's meeting~~
- ~~Pursuant to Town of Marlborough law, if a responsible party of a group sets off the alarm system either entering or leaving the building, the group or organization will be responsible for paying the false alarm charge assessed by the Police Department~~
- ~~Groups must leave the Library building by 11:00PM~~
- ~~Keys obtained for the meeting must be returned immediately after use by depositing them in the Library's Book Return.~~
- ~~The responsible party/group is responsible for replacement costs if the keys are lost while in their possession.~~

Equipment

Audiovisual equipment is available. The equipment needed must be requested on the application form.

Capacity and Facilities

~~The Community Room can be divided into 2 smaller rooms or used as one larger room. Each smaller room comfortably seats up to 25 persons, with a fire code maximum of 50 persons~~ standing

~~(no seating). If the larger room is requested, a maximum of 50 people seated or 100 persons standing is allowed.~~ Fire code maximum allows for 70 seated or 150 persons standing. Chairs and up to 8 tables are available for groups to set up to meet their individual needs.

The Library does not assume responsibility for setting up the room. When the meeting is concluded, the room must be cleaned up and all furniture returned to its original position.

~~Kitchen facilities with a sink are available; however, supplies are not provided. Each organization is required to clean the kitchen and leave the room in order after use.~~ Responsible parties will be billed for any extra cleaning required as a result of food or beverages in the room, or damages or spills found after use.

Additional Information

Library use of the Community Room is the first priority. The Library reserves the right to cancel a reservation if the room is needed for Library use. Whenever possible, a 24 hour notice will be given.

Groups or organizations using the Library Community Room agree to indemnify and save harmless from and against any and all losses, damages, claims, or expenses including reasonable attorney fees and costs arising out of the group's or organization's use of the Library facility.

The Community Room may not be used for:

- Any purpose which, in the opinion of the Director and/or the Library Board, may interfere with the normal use of the Library.
- A return engagement by a group that has abused or damaged the facility in its earlier use or has violated any of the regulations set forth in this policy.
- The furthering of private business interests by for-profit organizations.
- Private social gatherings
- ~~Religious services or proselytizing functions.~~ The Community Room is available to the public on an equitable basis; use for regularly scheduled worship services or as a primary place of religious assembly is not permitted.
- Private or political fundraising or money making purposes by groups other than library-related organizations

All meetings must be open to the public, free, and for the purpose of educational, civic, or cultural programming or public information.

Participants must not be subject to an entrance fee or collections. An exception may be made and special permission granted for lectures, forums, institutes, or classes involving a small fee to cover expenses, upon application to the Library Board.

Appeals and/or comments can be made to the Library Board in writing. Address such communications to:

Marlboro Free Library Board of Trustees
1251 Route 9W

PO Box 780

Marlboro, NY 12542

Regulations

Organizations that wish to continue to use library facilities must abide by the following regulations

- All advertisements, announcements, press releases, flyers, etc. relating to meetings must clearly state the meeting is **not** sponsored by the Marlboro Free Library.
- Displays, posters, and literature connected with a meeting may not be placed anywhere in the Library except in the Community Room while the meeting is taking place. With the permission of the Library staff, a flyer advertising the meeting may be placed on a bulletin board.
- Arrangements to use the Library's audiovisual equipment must be made prior to the meeting. Library staff may not be available to instruct, setup, or troubleshoot equipment at the time of the meeting.
- Due to tight schedules, each organization will be admitted to and must vacate the room at the appointed time.
- Meetings must be conducted in such a way to not disturb Library operations.
- Groups using the Community Room are not permitted to charge registration or admission fees or to require the purchase of an item as a condition of attending a meeting. Membership dues and voluntary incidental donations (such as coffee money or the recovery of photocopy costs) may be collected. Visiting authors or performers may sell items they produce. The Library is not responsible for collecting or maintaining registration for the program
- The use of the name, address, or telephone number of the Marlboro Free Library as the address or headquarters of any group using the library for meetings is prohibited.
- Library staff may attend or observe any meeting or program at any time and shall have free access to the Community Room at all times.

- Beverages and light snacks are permitted if prior approval is obtained.

Smoking or use of alcohol or malt beverages is not permitted.

- Burning of any materials, including incense and candles, is prohibited.

- A group composed of minors (under eighteen years of age) must have an adult chaperone attend the meeting. This person must also sign the Community Room application form.
- Displays may not be affixed directly to the walls of the Community Room without prior consent. Library fixtures may not be removed from the walls.
- Community Room users are responsible for carrying their own supplies and operating equipment they use.
- Community Room users are responsible for carrying away any garbage they produce over the amount that can be contained by the trash receptacle provided in the room.
- The Library is not responsible for equipment or materials owned by a community group and used in the library. No storage space is available for Community Room
- The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies. Groups should know that when the Library is closed for such purposes that their meetings are automatically cancelled.
- The Library reserves the right to make accommodations for Community Room use by other Marlboro Central School District entities.
- The Library reserves the right to limit or prohibit any use of the Community Room which represents a threat to the health or safety of Library customers and/or staff or to the orderly use of the Library.
- Individuals or groups using the ~~meeting room~~ shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.

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- All groups must adhere to the Library's *Code of Conduct Policy*.
- The Library's Board of Trustees may suspend use of the Community Room if a group violates this policy and/or the Library's *Code of Conduct Policy*.

For and in consideration of the use of the Community Room and Library facilities, any person or group using same hereby agrees to indemnify and hold harmless the Marlboro Free Library from any and all actions or suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Marlboro Free Library for any and all costs for repair of any and all

damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization refuses to pay for the damage, the matter will be referred to an attorney for legal action. The Library will take reasonable care to ensure the safety and security of items displayed. However, the ibrary assumes no responsibility in the event of loss, theft, or damage of items on display.

The Library's Teen Space, Beatrice Conover Local History Room, and Children's Programming Room are not available for reservations ~~at this time~~.

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Americans With Disabilities Act Compliance

The Library Board expects any group utilizing the ommunity oom to comply with the provisions of the , which require that a meeting or materials at a meeting be provided in an accessible format in response to a request. For questions relating to ADA compliance, contact the Library Director (845) 236-7272.

Based in part from the Greenwich, CT, Waukesha, WI and Waukegan, IL public libraries.

1st Reading: 1/10/2011

2nd Reading: 2/7/2011

Revised: 1/6/2025

1st Reading: 8/3/2026

Incident Report Form

Date:_____ Time:_____ ____ Name of reporting staff member:_____

Location of Incident (ex. Children's section, local history, etc.)_____

Type of Incident

Disturbance Vandalism/Damage Theft Other (Explain):_____

Who was injured person? Patron Employee None

Name of Library User (if known):_____

Address:_____

Telephone:_____

Date of Birth: _____ Male_____ Female_____

If not known, please provide a general description of person (height, weight, gender, approx. age, clothing worn, etc.)

_____

_____

_____

Description of Incident:

_____

_____

_____

_____

_____

Did you call the police? ___ Yes ___No ___N/A Was a police report filed? ___Yes ___No ___N/A

Injury requires physician/hospital visit? ____Yes ____No ____N/A

Was medical attention accepted? ____Yes ____No ____N/A

Signature(s) of reporting & witnessing library staff and date:

_____ _____

_____ _____

Marlboro Free Library

Facilities Plan

2026

Marlboro Free Library

September 2026

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Facility Overview

The Marlboro Free Library provides public library services to the residents of the Marlboro Central School District. Originally constructed in 1979 with an expansion completed in 1989, the building underwent a significant renovation in 2025–2026 that modernized nearly every major building system. A small expansion was added to the Library's community room and entrance located off of West Street. Total square footage of the building is +/- 8,370sf.

Major improvements completed during the renovation include:

- Installation of a new all-electric HVAC system.
- Replacement of the building fire alarm system.
- New security camera system.
- New telephone infrastructure.
- Network upgrades from Cat5 to Cat6 cabling.
- Renovated public service areas.
- New flooring throughout the facility.
- Community room audiovisual system, including a hearing loop.
- New lighting upgrades.
- Sewer line replacement beneath the building.

These improvements substantially extend the useful life of the facility while reducing deferred maintenance obligations.

Building Profile

Category	Information
Facility	Marlboro Free Library
Original Construction	1979
Building Addition	1989
Major Renovation + Community Room and West Street Entrance Expansion	2025–2026
Heating/Cooling	All-Electric
Fire Protection	Fire Alarm System (No Sprinkler System)
Water Service	Municipal Water
Sewer Service	Municipal Sewer
Telephone System	Installed 2026 Traditional
Security System	Installed 2026
Network Infrastructure	Cat6
Community Room	Hearing Loop & Integrated AV System

Building Systems Inventory & Preventive Maintenance Schedule

Preventive maintenance should be documented annually and updated whenever major repairs or replacements occur.

Building Envelope

Area/Item	Age	Preventive Maintenance	Responsibility	Expected Service Life	Estimated Replacement
Roof	2020	Annual inspection of membrane, flashing, drainage systems, and roof penetrations	Library Director	20–25 years	2040–2045
Windows	1979 / 1989 / 2026	Annual inspection of glazing, frames, weather stripping, and seals	Library Director	As needed	Based on condition
Exterior Doors	2026	Inspect hardware, closers, weather seals, locks, and accessibility features	Library Director	As needed	Based on condition
Foundation	1979 / 1989 / 2026	Monitor for settlement, cracking, or water intrusion	Library Director	Building life	N/A

Notes

- The roof is covered under a 25-year manufacturer's warranty.
- Exterior building washing was done in 2026 using an acid wash.
- Interior carpeting was replaced in 2026.
- If silver drain on the side of the building near the West Street entrance has water coming out of it, it means the main roof drains are clogged and emergency backup relief pressure is being utilized. Call plumber immediately.

Mechanical Systems

Area/Item	Age	Preventive Maintenance	Responsibility	Expected Service Life	Estimated Replacement
Rooftop HVAC Units (6)	2026	Annual preventive maintenance performed by HVAC contractor	HVAC Contractor	15–20 years	2041–2046
Mini-Split Systems (2)	2026	Annual inspection and servicing	HVAC Contractor	15–20 years	2041–2046

- Mini-split units serve the Local History Room and Children's Program Room.
- Filters for roof top units should be changed every six months.

Plumbing Systems

Area/Item	Preventive Maintenance	Responsibility	Notes
Main Water Shut Off	N/A	Library Director	Located in water closet in community room. Water main shut off in bathroom (lock & key-white box is wall) should never be touched unless instructed to.
Municipal Sewer Connection	Monitor for backups and maintain inspection records	Library Director	Main sewer line underneath building replaced in 2026.
Backflow Prevention Device	Annual certified inspection with paperwork submitted to the Town	Library Director	Required annually. Located in water closest in community room.
Hot Water Heater	Replaced in 2024. Annual inspection and flushing as recommended by manufacturer. Small hot water tank is located in staff break room in cabinet. Water tank supplies hot water to breakroom, children's program room, and staff bathroom.	Custodian/Library Director	10-15 years. Replacement 2034-2039.
Water/Bottle Fountain	Change filters regularly	Custodian/Library Director	Elkay model # for replacement filters is LZSTL8WSSP

Notes

- Documentation for annual backflow testing should be retained with facility records & submitted to the town annually.
- Green X shows Fernco fitting in 9w parking lot. Cast iron pipping comes out of the building and connects to PVC pipping where the X is. Scoping occurred in March 2026 by B & T Plumbing and Barone Construction Group. Sewer line from building to Route 9W looked to be in good condition.

Video description:

https://www.dropbox.com/scl/fi/jtvaabzw7vhhq0sou8zwv/IMG_7019.MOV?rlkey=2lsjxlu4lhs0nhxdwbpf0ex7e&st=lb0iz70r&dl=0

https://www.dropbox.com/scl/fi/nazploczou3h8vilh769/IMG_7020.MOV?rlkey=zn6fvjebi896ihn2xhm32kvn&st=q7xohulk&dl=0

Water fountain filter replacement tutorial:

https://www.dropbox.com/scl/fi/dxw9lz4_6t26wez5k8kc3/IMG_7361.MOV?rlkey=tjcxsmizpue bmtvcbxj0n9a7d&st=c5x4mzg&dl=0

Back office water tank description:

https://www.dropbox.com/scl/fi/yzbfwf6980mgqdai4o6cd/IMG_7362.MOV?rlkey=k8hyp8ggu4 6lbz03vzxuw72wy&st=ynde59ft&dl=0

Water closest description:

https://www.dropbox.com/scl/fi/ndd9mvg4sktd96w75ojc6/IMG_7364.MOV?rlkey=8kbh7q24uu mn0pbreru63pb4f&st=a5hg4o6i&dl=0

Bathroom water main shut off description:

https://www.dropbox.com/scl/fi/13u6uafd9unwlg0h7aaux/IMG_7363.MOV?rlkey=u77jxsd9856 au4ku13hlogc9cq&st=qclpd9pw&dl=0

Electrical & Technology Systems

Area/Item	Age	Preventive Maintenance	Responsibility
Electric	1979 / 1989 / 2026	Inspect as needed by licensed electrician	Electrical Contractor
Cat6 Network Infrastructure	2026	Periodic inspection and testing	IT Provider
Wireless Access Points	2026	Firmware updates and performance monitoring	IT Provider
Telephone System	2026	Traditional telephone system (copper wiring). Entire phone system updated in 2026. Installed by Superior Telephone.	Library Director
Security Camera System	2026	Annual operational testing and software updates. Cameras, sensors, and alarm panels were all updated in 2026.	Monitored by SAFECO.
Lighting (Interior)	2026	Periodic inspection and testing. All interior lighting was upgraded in 2026.	Library Director
Lighting (Exterior)	2014 2026	Parking lot lights were installed in 2014. Photocells were updated in 2026. Site lights were installed in 2026.	Library Director
Community Room A/V Equipment	2026	Metro Sound Pros installed community room A/V equipment in 2026. Includes screen, projector, podium, hearing loop, sound system, and microphone	Library Director

Notes

- Existing back-office electrical infrastructure remained in service during the 2026 renovation (noted as existing to remain).
- Building-wide communications wiring was replaced during the renovation project.
- Three ceiling-mounted wireless access points provide coverage throughout the facility- children's section, community room, and adult collection area.
- Copper wiring is installed underneath the community room floor for the hearing loop. Map of location is attached.
- Interior lighting is on a schedule. Panel is located in the server room.

A/V Equipment tutorial videos:

https://www.dropbox.com/scl/fi/chxpei1 6vpedv3p631mt/IMG_7531.MOV?rlkey=0iev1ha42js5dkis1k3o0a3ee&st=epjg0tq2&dl=0

Fire & Life Safety

Area/Item	Age	Preventive Maintenance	Responsibility
Fire Alarm System	2026	Annual inspection and testing	Licensed Fire Alarm Contractor
Smoke Detectors	2026	Included with annual fire alarm inspection	Fire Alarm Contractor
Fire Extinguishers		Annual inspection and certification	Library Director / Vendor

Notes

- The Library does not include an automatic fire sprinkler system.

Needed Site Improvements

Area/Item	Age	Preventive Maintenance	Responsibility	Expected Service Life	Estimated Replacement
Route 9W Parking Lot	2016	Inspect annually for pavement deterioration, striping, drainage, and trip hazards	Library Director	15–20 years	Within 1–2 years
West Street Parking Lot	1989 (curbs and paving improvements completed in 2025- bottom lot)	Monitor pavement condition, curbs, drainage, and erosion	Library Director	Varies	Within 1–2 years
Sidewalks	Various	Inspect for cracking, settlement, and ADA compliance	Library Director	As needed	Based on condition
Exterior Lighting	2014	Inspect fixtures, photocells, poles, and electrical connections	Library Director	Approximately 20 years	Based on condition. Electrician has noted that some LEDs are beginning to fail.
Internet/Telephone	2026	Fiber cabling should be brought to the Library for high-speed internet and telephone services, as traditional telephone and internet goes down frequently			Within 3-5 years

Notes

Parking Lots

The West Street and Route 9W parking lots are showing signs of normal pavement aging. Continued cracking, surface deterioration, and localized drainage issues should be monitored to prevent more extensive repairs. Planning for repaving within the next one to two years is recommended.

Exterior Lighting

LED parking lot fixtures installed in 2014 are beginning to approach the end of their useful service life. A phased replacement program should be incorporated into future capital budgets to maintain adequate site lighting and improve energy efficiency. Photocells were replaced in 2026.

Building Systems

All newly installed mechanical, electrical, and technology systems should continue to receive manufacturer-recommended preventive maintenance to maximize service life and preserve warranty coverage.

Internet/Telephone Services

The Library currently relies on traditional telephone service due to the sometimes slow and unreliable internet connection available at the building. Fiber-optic cabling runs along Route 9W to St. Mary's Church, but there is a gap in the fiber network before it resumes at Marlboro Elementary School. As a result, the Library is dependent on outdated cabling that is prone to frequent outages.

A phased infrastructure project should be considered to extend fiber-optic service from Route 9W to the Library. Once connected, the Library could transition its internet service to fiber and replace its traditional telephone service with Voice over Internet Protocol (VoIP). This upgrade would provide the Library with faster, more reliable internet connectivity and a more modern, resilient telephone system.

KEY INVENTORY- JULY 2026

Marlboro Free Library

MAIN LIBRARY

Lindsay Jankovitz (Master Key)

Dorothy Dabro

Tessa DeBella

Jane Canosa

Lois Diorio

Marlboro Fire Department Knox Box

Jonathan Garofalo

Diana Burke

Lincoln Morehead

Ashley Poulin

Brooke Waite

Sydney Corwin

Roland Lin

Emma Stoebling

Mid-Hudson Delivery Service (2)

FURNANCE ROOM

Central Hudson Gas & Electric Company

Lindsay Jankovitz

LIBRARY BOOK BARN

Lindsay Jankovitz

Friends of the Marlboro Library's President

Ashley Poulin

ACCESS CODE HOLDERS AS OF 7/21/2026

Lindsay Jankovitz

Dorothy Dabro

Tessa DeBella

Lois Diorio

Jonathan Garofalo

Sydney Corwin

Ashley Poulin

Brooke Waite

Roland Lin

Jane Canosa

Lincoln Morehead

Emma Stoebling

Mid-Hudson Delivery Service

Fire Department Knox Box

Diana Burke

LIBRARY GROUPS

Friends of the Marlboro Library

TO OWNER:	Marlboro Free Library 1251 Route 9W Marlboro N.Y. 12542	**PROJECT:** Marlboro Free Library Addition & Interior Improvements	APPLICATION NUMBER: 11 PERIOD TO: 8/25/2026 PROJECT NO: 23-46-06	Distribution to:	Distribution to:
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		OWNER CONSTRUCTION MANAGER 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**.....		$77,098.82
3.	**CONTRACT SUM TO DATE**	(Line 1 +2).....	$ 514,409.82
4.	**TOTAL COMPLETED & STORED TO DATE**..... (Column G on G703)		$514,409.82
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)		$25,706.88
6.	**TOTAL EARNED LESS RETAINAGE**..... (Line 4 less Line 5 Total)		$488,702.94
7.	**LESS PREVIOUS CERTIFICATES FOR PAYMENT** (Line 6 from prior Certificate)		$488,702.94
8.	**CURRENT PAYMENT DUE**		$12,853.11
9.	**BALANCE TO FINISH, INCLUDING RETAINAGE** (Line 3 less Line 6)	$ 12,853.11	

CHANGE ORDER SUMMARY	ADDITIONS		DEDUCTIONS
Total changes approved in previous months by Owner	$67,248.82		$0.00
Total Approved this Month	$9,850.00		$0.00
TOTALS	$77,098.82	$0.00	$0.00
NET CHANGES by Change Order			$77,098.82

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: _____ DATE 8/28/2026

SIERA CRETARA
Notary Public - State of New York
NO. 01CR0043968
Qualified in Dutchess County
My Commission Expires Nov 19, 2029

State of: New York County of: Dutchess
Subscribed and sworn before me this 28th day of August 2026
Notary Public: _____
My Commission Expires: 11/19/2029

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..... $ 12,853.11

(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: _____ Date: 9/1/2026

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:	11
								APPLICATION DATE:	08/25/26
								PERIOD TO:	04/25/26
A	B	C	D	E	F	G		ARCHITECT'S PROJECT NUMBER	23-46-06
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)	CURRENTLY COMPLETED	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	H BALANCE TO FINISH (C-G)	I RETAINAGE
	1.000 Surety Bonds	15,500.00	$15,500.00		0.00	$15,500.00	100%	0.00	$775.00
002	2.000 Insurance	5,000.00	$5,000.00		0.00	$5,000.00	100%	0.00	$250.00
003	3.000 General Conditions	20,000.00	$15,000.00	5000.00	0.00	$20,000.00	100%	0.00	$1000.00
004	4.000 Mobilization	8,000.00	$8,000.00		0.00	$8,000.00	100%	0.00	$400.00
005	5.000 Storage	8,000.00	$8,000.00		0.00	$8,000.00	100%	0.00	$400.00
006	6.000 Temporay Lighting/Power	10,000.00	$10,000.00		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	7,132.96		0.00	7,132.96	100%	0.00	$356.65
009	8.000 Lighting Fixtures/Materials	43,998.14	36,406.70		7591.44	43,998.14	100%	0.00	$2199.90
010	9.000 Lighting Labor	7,801.18	7,801.18		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	1,722.78		0.00	1,722.78	100%	0.00	$86.14
017	16.000 Power Wiring Materials	2,412.06	2,412.06		0.00	2,412.06	100%	0.00	$120.60
018	17.000 Power Wiring Labor	3,407.80	3,407.80		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	4,221.87		0.00	4,221.87	100%	0.00	$211.09
022	21.000 Fire Alarm Labor	1,417.03	1,417.03		0.00	1,417.03	100%	0.00	$70.85
023	22.000 Teledata Materials	1,497.61	1,497.61		0.00	1,497.61	100%	0.00	$74.88
024	23.000 Teledata Labor	3,920.49	3,920.49		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	2,848.00		0.00	2,848.00	100%	0.00	$142.40
029	27.000 Lighting Fixtures/Materials	27,998.82	27,998.82		0.00	27,998.82	100%	0.00	$1399.94
030	28.000 Lighting Labor	4,964.39	4,964.39		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	1,096.31		0.00	1,096.31	100%	0.00	$54.82
038	35.000 Power Wiring Materials	1,534.94	1,534.94		0.00	1,534.94	100%	0.00	$76.75
039	36.000 Power Wiring Labor	2,168.60	2,168.60		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	2,686.65		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	2,494.85		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	10,017.29		0.00	10,017.29	100%	0.00	$500.86
050	46.000 Lighting Fixtures/Materials	82,996.72	82,996.72		0.00	82,996.72	100%	0.00	$4149.83
051	47.000 Lighting Labor	13,829.38	13,829.38		0.00	13,829.38	100%	0.00	$691.46
052	48.000 Panel Board Materials	706.98	706.98		0.00	706.98	100%	0.00	$35.34
053	49.000 Panel Board Labor	1,061.09	1,061.09		0.00	1,061.09	100%	0.00	$53.05
054	50.000 Branch Circuit Materials	522.86	522.86		0.00	522.86	100%	0.00	$26.14
055	51.000 Branch Circuit Labor	1,479.76	1,479.76		0.00	1,479.76	100%	0.00	$73.98
056	52.000 Wiring Devices Materials	1,232.83	1,232.83		0.00	1,232.83	100%	0.00	$61.64
057	53.000 Wiring Device Labor	3,054.01	3,054.01		0.00	3,054.01	100%	0.00	$152.70
058	54.000 Power Wiring Materials	4,275.92	4,275.92		0.00	4,275.92	100%	0.00	$213.79
059	55.000 Power Wiring Labor	6,041.10	6,041.10		0.00	6,041.10	100%	0.00	$302.05
060	56.000 Feeders Materials	1,225.66	1,225.66		0.00	1,225.66	100%	0.00	$61.28
061	57.000 Feeeder Labor	1,436.12	1,436.12		0.00	1,436.12	100%	0.00	$71.80
062	58.000 Fire Alarm Materials	7,484.24	7,484.24		0.00	7,484.24	100%	0.00	$374.21
063	59.000 Fire Alarm Labor	2,512.01	2,512.01		0.00	2,512.01	100%	0.00	$125.60
064	60.000 Teledata Materials	2,654.85	2,654.85		0.00	2,654.85	100%	0.00	$132.74
065	61.000 Teledata Labor	6,949.95	6,949.95		0.00	6,949.95	100%	0.00	$347.49
066	62.000 Audio Visual Materials	168.67	168.67		0.00	168.67	100%	0.00	$8.43
067	63.000 Audio Visual Labor	205.72	205.72		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	2000.00		3509.28	100%	0.00	$175.45
090	84.00 Change order 04-002	7053.22	2053.22	5000.00		7053.22	100%	0.00	$352.66
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	11348.62	3782.88		15131.50	100%	0.00	$756.57
095	89.00 Change Order 04-007	9850.00	0.00	9850.00		9850.00	100%	0.00	$479.00
	TOTALS	$ 514,409.82	$ 447,231.43	$ 25,632.88	$ 41,545.51	$ 514,409.82	100%	0.00	$ 25,706.88

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.: 13
PERIOD TO: 8/31/2026

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		$ 648,925.00
5. RETAINAGE:		
a. 5 % of Completed Work (Columns D + E on G703)	$ 32,446.25	
b. ____ % of Stored Material (Column F on G703)	$	
Total Retainage (Line 5a + 5b or Total in Column I of G703)		$ 32,446.25
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)		$ 616,478.75
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 602,323.75
8. CURRENT PAYMENT DUE		$ 14,155.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$ 32,446.25	

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: August 19, 2026

State of: New York
County of: Ulster
Subscribed and sworn to before me this 19th day August 2026

COURTNEY ROSE DEHN
Notary Public, State of New York
Registration NO. 01DE6282438
Qualified in Ulster County
My Commission Expires May 28, 2029

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 $ 14,155.00
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation sheet that are changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By: _____ Date: _____

ARCHITECT:

By: _____ Date: 9/1/2026

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 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: 13
APPLICATION DATE: 8/19/2026
PERIOD TO: 8/31/2026
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		6,500.00		6,500.00	100%	0.00	325.00
5	Punch list	6,500.00		6,500.00		6,500.00	100%	0.00	325.00
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	8,000.00			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	13,000.00			13,000.00	100%	0.00	650.00
15	Ductwork Installation	13,000.00	13,000.00			13,000.00	100%	0.00	650.00
16	Registers and Grilles - Labor	2,500.00	2,500.00			2,500.00	100%	0.00	125.00
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	250.00		2,500.00	100%	0.00	125.00
19	Insulation - Material	1,500.00	1,350.00	150.00		1,500.00	100%	0.00	75.00
20	Controls - Labor	6,000.00	4,500.00	1,500.00		6,000.00	100%	0.00	300.00
21	Controls - Material	6,000.00	6,000.00			6,000.00	100%	0.00	300.00
22	Testing and Balancing	2,000.00	2,000.00			2,000.00	100%	0.00	100.00
23	**Grant #3 - Mechanical Upgrades**								
24	Demo	15,000.00	15,000.00			15,000.00	100%	0.00	750.00
25	RTUs - Labor	27,000.00	27,000.00			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	22,000.00			22,000.00	100%	0.00	1,100.00
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	1,000.00			1,000.00	100%	0.00	50.00
32	Electric Heaters - Material	3,000.00	3,000.00			3,000.00	100%	0.00	150.00
	Sub total	451,500.00	436,600.00	14,900.00	0.00	451,500.00	100%	0.00	22,575.00

CONTINUATION SHEET

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

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

APPLICATION NUMBER: 13
APPLICATION DATE: 8/19/2026
PERIOD TO: 8/31/2026
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
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	26,000.00			26,000.00	100%	0.00	1,300.00
37	Ductwork Installation	26,000.00	26,000.00			26,000.00	100%	0.00	1,300.00
38	Registers and Grilles - Labor	3,000.00	3,000.00			3,000.00	100%	0.00	150.00
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	4,000.00			4,000.00	100%	0.00	200.00
41	Insulation - Material	2,000.00	2,000.00			2,000.00	100%	0.00	100.00
42	Controls - Labor	9,000.00	9,000.00			9,000.00	100%	0.00	450.00
43	Controls - Material	3,000.00	3,000.00			3,000.00	100%	0.00	150.00
44	Testing and Balancing	2,000.00	2,000.00			2,000.00	100%	0.00	100.00
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	2,500.00			2,500.00	100%	0.00	125.00
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	2,500.00			2,500.00	100%	0.00	125.00
55	Insulation - Material	1,500.00	1,500.00			1,500.00	100%	0.00	75.00
56	Controls - Labor	9,000.00	9,000.00			9,000.00	100%	0.00	450.00
57	Controls - Material	3,000.00	3,000.00			3,000.00	100%	0.00	150.00
58	Testing and Balancing	2,000.00	2,000.00			2,000.00	100%	0.00	100.00
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	197,425.00	0.00	0.00	197,425.00	100%	0.00	9,871.25

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: 13
APPLICATION DATE: 8/19/2026
PERIOD TO: 8/31/2026
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
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	634,025.00	14,900.00	0.00	648,925.00	100%	0.00	32,446.25