Marlboro Free Library

Board Meeting Minutes- October 5, 2026, at 7:00pm
Meeting #10

Marlboro Free Library

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

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

III. **Attendance:** Denise Garofalo, Anita Jean McMonigle, Cheryl Werba, Thea James, 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- September 14, 2026**

RESOLUTION 49-10-5-26
A motion was made by Cheryl Werba and seconded by Thea James to approve the September 14, 2026 board meeting minutes.

VOICE VOTE: 4-0-0 ALL YES CARRIED

VI. **Report of Secretary (James)**
No report.

VII. Treasurer's Report

a. August 2026

The board received and reviewed the August 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- September 2026

RESOLUTION 50-10-5-26
A motion was made by Thea James and seconded by Anita Jean McMonigle to approve the September 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.

ii. Personnel (Garofalo)

No report.

iii. Policy Manual (Garofalo)

a. Incident Report- 2nd Reading

RESOLUTION 51-10-5-26
A motion was made by Cheryl Werba and seconded by Thea James to approve the second reading of the Library's Incident Report Form.

VOICE VOTE: 4-0-0 ALL YES CARRIED

iv. **Friends of the Library (Werba)**
The Dark Side of Marlboro Walking Tour scheduled for Sunday, October 11 has been canceled and will be rescheduled for a different date.

v. **Building & Grounds (Kavanaugh)**
No report.

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

The Director reported that many Ulster County libraries had successful budget votes last month.

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

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

X. Old Business

a. **Ribbon Cutting Discussion**
The Board agreed to table planning for the Library's Ribbon Cutting Ceremony until the building's plumbing issues have been resolved.

b. **Railing Discussion**
The Board agreed to table the discussion until the next Board meeting. In the meantime, the Director will work with the architect to obtain a quote for large shrubs to be planted around the perimeter.

XI. New Business

a. Contractor Invoices

RESOLUTION 52-10-5-26

A motion was made by Thea James and seconded by Anita Jean McMonigle to approve the construction invoice from Mid-Hudson Electrical and for the Library to issue payment.

VOICE VOTE: 4-0-0 ALL YES CARRIED

b. Construction Updates

Updates were discussed during the Director's report.

XII. Next Board Meeting Date- Monday, November 2 at 7:00pm.

XIII. Motion to Adjourn

Board Vice President, Denise Garofalo adjourned the meeting at 7:29 pm.

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library

Board Meeting Agenda –October 5, 2026 at 7:00pm

Meeting #10

Marlboro Free Library

I. **Call to Order**

II. **Pledge to the Flag**

III. **Visitor's Forum**

IV. **Approval of Minutes**
   a. **Board Meeting Minutes- September 14, 2026**

V. **Report of the Secretary**

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

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

VIII. **Standing Committees**

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

   ii. **Personnel (Garofalo)**

   iii. **Policy Manual (Garofalo)**
      a. **Incident Report Form- 2nd Reading**

   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. **Ribbon Cutting Discussion**
- b. **Railing Discussion**

X. **New Business**
- a. **Construction Updates**
- b. **Construction Invoices**

XI. **Next Board Meeting Date- Monday, November 2 at 7:00pm**

XII. **Motion to Adjourn**

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library

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

Marlboro Free Library

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

October 2026 Director's Report

Building, Construction & Maintenance

Construction Updates

Electricians have been onsite addressing outstanding punch-list items and installing additional light fixtures in areas where lighting levels were insufficient.

HVAC issues remain ongoing, most recently involving the transition from cooling to heating. DJ Heating continues to be very responsive and is coordinating with the manufacturer to resolve the issues.

Roof drains were cleaned on September 25.

Plumbing Incident

The Library experienced a sewage backup in one of its restrooms on September 17. The issue was identified before any overflow occurred. After an initial service call was unable to fully clear the line, B & T Plumbing identified and flushed a significant blockage. The staff restroom remains out of service as a precaution. Inspection footage has been provided to Ashley Mechanical and Butler Rowland Mays for further investigation.

Roofing Warranty

The Director contacted Elevate, formerly Firestone, regarding the Library's existing roofing warranty and requested an inspection to investigate water getting beneath the roof coping and a reported small hole in the roof.

The Library has not experienced any interior leaks. Butler Rowland Mays is also investigating the issue.

Town Fire Inspection

The Town conducted a fire inspection on September 17, 2026. No violations were found.

Verizon

On September 9, Verizon filed an application with the Federal Communications Commission (FCC) seeking approval to discontinue Plain Old Telephone Service (POTS) in parts of New York beginning November 30.

The Library has not received a notification letter and based on information provided by Verizon, does not appear to be included in the initial phase. If formal notification is received, a Verizon engineer will conduct an onsite assessment to determine next steps.

Insurance

The Director has requested an onsite visit from the Library's insurance agent to review the renovated and expanded building and ensure current property coverage appropriately reflects the updated facility, furnishings, and systems. A response is still pending.

Community Outreach & Special Projects

Bounty Festival

Tessa and the Director represented the Library at the Bounty Festival, hosting an outreach table to promote Library services on Saturday, October 3.

Milton Landing Festival

Ashley assisted with preparations for the Milton Landing Festival by coordinating access to the Library's Local History Collection. Unfortunately, the event was canceled due to inclement weather and has been rescheduled for the spring.

Sydney Cash Studio Visit

Kelli, Cheryl, Tessa, and the Director visited Sydney Cash Studios to view the artwork currently being created to be donated to the Library. Staff have begun identifying potential locations within the building to display the artwork.

1000 Book Fair

Sydney and Tessa will have a table set up at the Marlboro Elementary School's 1000 Book Fair on Saturday, October 24.

Books for the Burgh

Sydney and the Director will be hosting a table at Books for the Burgh on Thursday, November 14.

Budget Year 2026-2027
SEPTEMBER 2026

Check Listing
Cash Disbursements
All Funds

Marlboro Free Library
CHECK LISTING - ALL FUNDS
September 2026

	Account	Date	Num	Name	Memo	Amount
Sep 26	**General Fund**					
	L200 · GENERAL FUND/KEY BANK ACCT	09/08/2026	11755	ANGELA BRUNO	ADULT PROGRAM-8/30/2026 SINGING PERFORMANCE	-300.00
	L200 · GENERAL FUND/KEY BANK ACCT	09/08/2026	11756	FIRST-CITIZENS BANK & TRUST CO	BIZHUB C3351I FAX MACHINE LEASE	-124.00
	L200 · GENERAL FUND/KEY BANK ACCT	09/08/2026	11757	ISECTRA, LLC	TECH SUPPORT & MICROSOFT 365 AUG 2026 MONTHLY FEE	-570.60
	L200 · GENERAL FUND/KEY BANK ACCT	09/08/2026	11758	MCSD PAYROLL ACCOUNT	PAYROLL OF 8/28/2026	-18,157.94
	L200 · GENERAL FUND/KEY BANK ACCT	09/08/2026	11759	MILTON HARDWARE	- BUILDING SUPPLIES	-201.76
	L200 · GENERAL FUND/KEY BANK ACCT	09/10/2026	11760	A T & T	LONG DISTANCE SERVICE AUG 2026	-77.51
	L200 · GENERAL FUND/KEY BANK ACCT	09/10/2026	11761	CHARTER COMMUNICATIONS	INTERNET SERVICES 9/1-9/30/2026	-169.98
	L200 · GENERAL FUND/KEY BANK ACCT	09/10/2026	11762	LAMELA SANITATION	TRASH REMOVAL - AUG 2026	-231.96
	L200 · GENERAL FUND/KEY BANK ACCT	09/10/2026	11763	LEAF	BIZHUB C250I PUBLIC PRINTER	-205.22
	L200 · GENERAL FUND/KEY BANK ACCT	09/10/2026	11764	MCSD PAYROLL ACCOUNT	PAYROLL OF 9/11/2026	-18,051.66
	L200 · GENERAL FUND/KEY BANK ACCT	09/10/2026	11765	NYSIF - STATE INSURANCE FUND/WORKERS COMP	POLICY WC INSUR 7/1/25-7/1/26	-389.88
	L200 · GENERAL FUND/KEY BANK ACCT	09/24/2026	11766	BRODART COMPANY	ADULT & JUVEN 7/10-8/30/26 INVOICES	-1,654.09
	L200 · GENERAL FUND/KEY BANK ACCT	09/24/2026	11767	BT PLUMBING, LLC	REPAIRS TO BUILD-SNAKE ALL LINES-BACKUP IN BATHROOMS-SCOPED & VIDEO	-875.00
	L200 · GENERAL FUND/KEY BANK ACCT	09/24/2026	11768	LEAF	2 KONICA C250I COPIER LEASE	-696.31
	L200 · GENERAL FUND/KEY BANK ACCT	09/24/2026	11769	MCSD PAYROLL ACCOUNT	PAYROLL OF 9/25/2026	-17,975.53
	L200 · GENERAL FUND/KEY BANK ACCT	09/24/2026	11770	PROSPECT PRINTING COMPANY	FALL 2026 NEWSLETTER	-754.32
	L200 · GENERAL FUND/KEY BANK ACCT	09/24/2026	11771	ROYAL CLASS SERVICE	REPAIRS TO BUILDING - SNAKED & SCOPED BACKUPED BATHROOMS	-1,788.82
	L200 · GENERAL FUND/KEY BANK ACCT	09/25/2026	11772	CENTRAL HUDSON	MFL- 1251 RT 9W 8/12/2026-9/14/2026	-1,855.69
	L200 · GENERAL FUND/KEY BANK ACCT	09/25/2026	11773	FIRST-CITIZENS BANK & TRUST CO	BIZHUB C3351I FAX MACHINE LEASE	-128.30
	L200 · GENERAL FUND/KEY BANK ACCT	09/25/2026	11774	KEY BANK MASTERCARD	KEY MC EXPENSES 8/10-9/9/26	-3,061.29
						-67,268.86
Sep 26	**Building Fund**					
	H200 · BUILDING FUND/KEY BANK ACCT	09/10/2026	217	DJ HEATING & AIR CONDITIONING INC	BF - CONSTRUCTION INVOICE #13	-14,155.00
	H200 · BUILDING FUND/KEY BANK ACCT	09/10/2026	216	MID-HUDSON ELECTRICAL CONTRACTING	BF - CONSTRUCTION INVOICE #11	-12,853.11
						-27,008.11

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
Profit & Loss Budget vs. Actual
July through September 2026

	Jul - Sep 26	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
L4100 · REAL PROPERTY TAXES			
L1001 · REAL PROPERTY TAXES	0.00	997,294.00	-997,294.00
L2771 · PILOTS(Payments in Lieu of Tax)	0.00	6,000.00	-6,000.00
Total L4100 · REAL PROPERTY TAXES	0.00	1,003,294.00	-1,003,294.00
L4120 · CHARGES FOR SERVICES			
L2082LC · LCF LATE CHARGES/FINES	20.80	286.00	-265.20
L2082NR · NR NON-RESIDENT FEES	0.00	150.00	-150.00
L2082PA · PASS PASSPORT CHARGES	980.00	13,000.00	-12,020.00
Total L4120 · CHARGES FOR SERVICES	1,000.80	13,436.00	-12,435.20
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	6.00	1,500.00	-1,494.00
L2665 · SEEQUIP SALE OF EXCESS EQUIPMEN	0.00	385.00	-385.00
L2670S · SAM SAM USE	320.25	2,500.00	-2,179.75
L2690LC · LOST LIBRARY CARDS	15.00	120.00	-105.00
L2690LI · LOST ITEMS	62.99	500.00	-437.01
Total L4140 · SALES OF PROP & COMP FOR LOSS	404.24	5,005.00	-4,600.76
L4150 · GIFTS & DONATIONS			
L2705 · GFDON MISC GEN FUND DONATIONS	25.20	500.00	-474.80
Total L4150 · GIFTS & DONATIONS	25.20	500.00	-474.80
L4160 · MISCELLANEOUS REVENUE			
L2701 · REFUND PRIOR YR EXPENSES	0.00	10,000.00	-10,000.00
L2770B · SCAN REVENUE	85.20	500.00	-414.80
L2770BS · BOOK SALES REVENUE	47.00	1,200.00	-1,153.00
L2770C · COPY REVENUE	202.35	1,985.00	-1,782.65
L2770CD · COMPUTER SUPPLY REVENUE	0.00	332.00	-332.00
L2770F · FAX REVENUE	302.10	3,000.00	-2,697.90
L2770PP · PAY PHONE REVENUE/COSTUME CHG	0.00	50.00	-50.00
L2770RM · REMISC MISC REIMBURSEMENTS	0.00	500.00	-500.00
Total L4160 · MISCELLANEOUS REVENUE	636.65	17,567.00	-16,930.35
L4190 · COUNTY SOURCES			
L4049 · LOCAL LIBRARY SERVICES AID	5,355.00	3,000.00	2,355.00
Total L4190 · COUNTY SOURCES	5,355.00	3,000.00	2,355.00
Total Income	7,421.89	1,043,542.00	-1,036,120.11
Gross Profit	7,421.89	1,043,542.00	-1,036,120.11

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

	Jul - Sep 26	Budget	$ Over Budget
Expense			
L5000 · GENERAL FUND INTERFUND TRANSFER			
L7410gj · 720FCR CAPITAL RESERVE	0.00	3,000.00	-3,000.00
L5000 · GENERAL FUND INTERFUND TRANSFER - O...	205,000.00		
Total L5000 · GENERAL FUND INTERFUND TRANSFER	205,000.00	3,000.00	202,000.00
L5100 · PERSONNEL			
L7410.1 · SALARIES	101,525.85	480,533.00	-379,007.15
Total L5100 · PERSONNEL	101,525.85	480,533.00	-379,007.15
L5110 · EQUIPMENT			
L7410.2 · L7410.203B EQUIPMENT	0.00	2,400.00	-2,400.00
Total L5110 · EQUIPMENT	0.00	2,400.00	-2,400.00
L5120 · BOOKS			
L7410aa · 206 CD ROM PROD & ON-LINE SERV	3,000.00	8,500.00	-5,500.00
L7410ab · 410BA ADULT TITILES	610.09	19,000.00	-18,389.91
L7410ac · 410BJ JUVENILE TITLES	1,247.63	6,965.00	-5,717.37
L7410ad · 410BLH LOCAL HISTORY TITLES	0.00	500.00	-500.00
L7410ae · 410BR REFERENCE TITLES	0.00	500.00	-500.00
Total L5120 · BOOKS	4,857.72	35,465.00	-30,607.28
L5130 · AUDIO-VISUAL MATERIAL			
L7410ba · 411VT VIDEOTAPES/DVD	57.86	1,000.00	-942.14
L7410bb · 412CS COMPUTER SOFTWARE	419.20	6,440.00	-6,020.80
Total L5130 · AUDIO-VISUAL MATERIAL	477.06	7,440.00	-6,962.94
L5140 · AUDIO BOOKS & BOOK BINDING			
L7410cb · 414 AUDIO BOOKS	0.00	10,183.00	-10,183.00
Total L5140 · AUDIO BOOKS & BOOK BINDING	0.00	10,183.00	-10,183.00
L5150 · PERIODCALS & MICROFORM			
L7410da · 413A MICROFORM/FICHE;CD ROM	0.00	2,000.00	-2,000.00
L7410db · 413B PERIODICALS	0.00	3,000.00	-3,000.00
L7410dc · 413D NEWSPAPERS	0.00	1,000.00	-1,000.00
Total L5150 · PERIODCALS & MICROFORM	0.00	6,000.00	-6,000.00
L5160 · SUPPLIES,SERVICES,ARTS&CRAFTS			
L7410ea · 430AC ARTS & CRAFTS SUPPLIES	444.48	3,000.00	-2,555.52
L7410eb · 430C COPY SUPPLIES/SERVICE	928.40	13,000.00	-12,071.60
L7410ec · 430M OFFICE SUPPLIES	1,301.97	5,560.00	-4,258.03
L7410ed · 430SS SPECIAL SERVICES	250.00	11,805.00	-11,555.00
Total L5160 · SUPPLIES,SERVICES,ARTS&CRAFTS	2,924.85	33,365.00	-30,440.15

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

	Jul - Sep 26	Budget	$ Over Budget
L5170 · MISCELLANEOUS EXPENSE			
L7410fa · 431 TELEPHONE	603.80	5,000.00	-4,396.20
L7410fb · 433 POSTAGE	287.80	4,800.00	-4,512.20
L7410fc · 434 PUBLICITY & PRINTING	754.32	3,335.00	-2,580.68
L7410fd · 435 TRAVEL	34.10	1,500.00	-1,465.90
L7410fe · 437 GUEST SPEAKERS	1,620.83	4,500.00	-2,879.17
L7410ff · 438 MEMBERSHIPS	1,854.00	3,500.00	-1,646.00
Total L5170 · MISCELLANEOUS EXPENSE	5,154.85	22,635.00	-17,480.15
L5180 · OPERATION & MAINT OF BUILDING			
L7410ga · 439 REPAIRS & MAINTENANCE	9,947.09	50,000.00	-40,052.91
L7410gb · 450 FUEL & UTILITIES	6,240.42	20,358.00	-14,117.58
L7410gc · 451 CUSTODIAL SUPPLIES	725.49	3,378.00	-2,652.51
L7410gd · 452 REPAIRS TO BUILDING	12,845.70	13,000.00	-154.30
L7410gf · 454 INSURANCE	6,579.70	12,000.00	-5,420.30
L7410gg · 720F REPAIR/RESERVE	0.00	6,571.00	-6,571.00
L7410gh · 900C CONFERENCE	710.00	3,500.00	-2,790.00
L7410gi · 900L LEGAL FEES	500.00	2,000.00	-1,500.00
Total L5180 · OPERATION & MAINT OF BUILDING	37,548.40	110,807.00	-73,258.60
L5190 · EMPLOYEE BENEFITS			
L9010.0 · N.Y.S. RETIREMENT	-4,992.32	79,288.00	-84,280.32
L9030.8 · SOCIAL SECURITY	7,763.11	36,761.00	-28,997.89
L9040.8 · WORKERS COMPENSATION INSURANCE	389.88	3,165.00	-2,775.12
L9050.8 · UNEMPLOYMENT INSURANCE	0.00	500.00	-500.00
L9060.8 · HEALTH/DENTAL INSURANCE	0.00	212,000.00	-212,000.00
Total L5190 · EMPLOYEE BENEFITS	3,160.67	331,714.00	-328,553.33
L5200 · DEBT SERVICES			
L9788.6 · LEASE PRINCIPLE	2,555.81	0.00	2,555.81
L9788.7 · LEASE INTEREST	237.19	0.00	237.19
Total L5200 · DEBT SERVICES	2,793.00	0.00	2,793.00
Total Expense	363,442.40	1,043,542.00	-680,099.60
Net Ordinary Income	-356,020.51	0.00	-356,020.51
Net Income	**-356,020.51**	**0.00**	**-356,020.51**

TO OWNER:	Marlboro Free Library 1251 Route 9W Marlboro N.Y. 12542	**PROJECT:** Marlboro Free Library Addition & Interior Improvements	APPLICATION NUMBER: 12 PERIOD TO: 9/25/2026 PROJECT NO: 23-46-06	Distribution to: [ ] OWNER [ ] CONSTRUCTION MANAGER [X] ARCHITECT [ ] CONTRACTOR	
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		

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**.....		$84,298.82
3.	**CONTRACT SUM TO DATE** (Line 1 +2).....		$ 521,609.82
4.	**TOTAL COMPLETED & STORED TO DATE**..... (Column G on G703)		$521,609.82
5.	**RETAINAGE:**		
a.	5% of Completed Work (Columns D & E on G703)	$23,989.60	
b.	5% of Stored Material (Column F on G703)	$2,077.28	
	Total Retainage (Line 5a + 5b or Total in Column 1 of G703)		$26,066.88
6.	**TOTAL EARNED LESS RETAINAGE**..... (Line 4 less Line 5 Total)		$495,542.94
7.	**LESS PREVIOUS CERTIFICATES FOR PAYMENT** (Line 6 from prior Certificate)		$488,702.94
8.	**CURRENT PAYMENT DUE**		$6,840.00
9.	**BALANCE TO FINISH, INCLUDING RETAINAGE** (Line 3 less Line 6)	$ 13,213.77	

CHANGE ORDER SUMMARY	ADDITIONS		DEDUCTIONS
Total changes approved in previous months by Owner	$77,098.82		$0.00
Total Approved this Month	$7,200.00		$0.00
TOTALS	$84,298.82	$0.00	$0.00
NET CHANGES by Change Order			$84,298.82

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 9/30/2026

State of: New York County of: Dutchess

Subscribed and sworn before me this 30th day of September 2026

Notary Public: _____

My Commission Expires: 11/28/2027

JUAN GIL URREGO
NOTARY PUBLIC-STATE OF NEW YORK
No. 01GI0017009
Qualified in Dutchess County
My Commission Expires 11-28-2027

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..... $ 6,840.00

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

CONSTRUCTION MGR:

By: _____ Date: _____

ARCHITECT:

By: _____ Date: 10/2/2026

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								APPLICATION NO:	12
containing Contractor's signed Certification is attached.								APPLICATION DATE:	09/25/26
								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	$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	$20,000.00		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	3509.28		0.00	3509.28	100%	0.00	$175.45
090	84.00 Change order 04-002	7053.22	7053.22		0.00	7053.22	100%	0.00	$352.66
091	85.00 Change Order 04-003	13291.76	13291.76		0.00	13291.76	100%	0.00	$664.59
092	86.00 Change Order 04-004	13773.77	13773.77		0.00	13773.77	100%	0.00	$688.69
093	87.00 Change Order 04-005	14489.29	14489.29		0.00	14489.29	100%	0.00	$724.46
094	88.00 Change Order 04-006	15131.50	15131.50		0.00	15131.50	100%	0.00	$756.57
095	89.00 Change Order 04-007	9850.00	9850.00		0.00	9850.00	100%	0.00	$479.00
096	90.00 Change Order 04-008	7200.00	0.00	7200.00	0.00	7200.00	100%	0.00	$360.00
TOTALS		$ 521,609.82	$ 447,231.43	$ 7,200.00	$ 41,545.51	$ 521,609.82	100%	0.00	$ 26,066.88