

Cornwall Public Library  
September 13, 2023, 7:00 PM  
Regular Meeting Agenda

I. Roll

II. Approval of Agenda

III. Approval of the Minutes –August 9, 2023

IV. Financial Review

a. Approval of Warrant # 2

V. Public Remarks

VI. Communications/Donations

VII. Director's Report – *See Google Docs*

VIII. Committee Reports

1. Finance Committee

2. Policy Committee

3. Building, Garden, Grounds & Sustainability Committee: Motion to approve payment of 9 Construction invoices totaling \$ 255,774.80

4. Friends

5. Personnel Committee

6. Strategic Planning Committee

IX. Unfinished Business

X. New Business

XI. Adjournment

Next Regular Board Meeting Weds. October 11, 2023, 7 PM

**Cornwall Public Library Board of Trustees Meeting**

**August 9, 2023, 7:00 pm**

**Minutes**

Meeting was called to order by Stephanie Wolf at 7:00 p.m.

**I. Roll:**

**Trustees Present:** Stephanie Wolf (President), Meghann Chyla (Vice President), Matt Rettig, Lynn Daniels

**Also:** Charlotte Dunaief (Director), Cathy Squillini (Minutes)

**Trustees Excused:** Julia Dahl, Melissa Greaves-Kulisek (Secretary), Michelle Query

**Public:** Rebecca Barth

II. **Approval of Agenda:** A motion to approve the agenda was made by Meghann Chyla, seconded by Lynn Daniels. Discussion: Request to add July 12 Reorganization Meeting approval of minutes to the agenda. Also noted was a spelling error/typo on the Agenda— ‘fess’ rather than ‘fees’. Both changes were made. A vote to approve the amended agenda of the Regular Board Meeting August 9, 2023 was unanimous.

III. **Approval of the Minutes:** A motion to approve the minutes of the Regular Board Meeting of July 12, 2023 was made by Lynn Daniels, seconded by Meghann Chyla. Discussion: Item VIII Committee Reports Buildings, Garden, Grounds, and Sustainability. Should ‘in Toto’ be a lower case ‘t’ = ‘in toto’? a vote to approve the amended Minutes of the Regular Board Meeting of July 12, 2023 was unanimous. A motion to approve the Minutes of the Reorganization Meeting of July 12, 2023 was made by Matt Rettig, seconded by Meghann Chyla, and unanimously approved.

IV. **Financial Review:** A motion to approve Warrant #1 in the amount of \$98,132.70 was made by Lynn Daniels, seconded by Matt Rettig, and unanimously approved.

V. **Public Remarks:** None

**VI. Communications and Donations:** Repairs to the recliners in the Library were performed by Mr. Bill Yeoman free of charge. A thank you note was sent to Mr. Yeoman by the Director.

**VII. Director's Report:** *See Google Docs for full report.*

On July 18 the bathroom flood was taken care of by Prestige; the problem was found and repaired.

In preparation for the temporary move to Munger Cottage an area rug and baker's rack were purchased to help alleviate noise and act as a Holds Shelf respectively.

Thirty-five employees attended a NARCAN training and NARCAN kits were received by the Library.

The Director is part of the search committee for RCLS as it prepares to migrate from Sirsi Dynix. Recommendations will be brought to the Director's Association in September. If approved, migration will begin in six to eight months. Library Boards will be asked to vote on a motion to approve the new contract at the appropriate time.

**VIII. Committee Reports:**

**Finance Committee:** A letter from auditors Nugent and Haeussler, PC was reviewed. The cost of the 2023-2024 audit will be \$8,850. The cost of the 2022-2023 audit was \$7,500 with the same auditors. A motion to approve hiring Nugent and Haeussler, PC as auditors for the 2023-2024 year, not to exceed \$8,850, was made by Meghann Chyla, seconded by Lynn Daniels, and approved as follows: approved = 3.

A motion to approve moving \$2,000 from the Youth Summer Reading Supplies budget line to the Professional Fees Summer Reading budget line by Matt Rettig, seconded by Meghann Chyla. The reason is to enable the hiring of higher caliber presenters for the program. The motion was approved by those present with one additional proxy vote in favor.

A motion to move a part-time librarian position to a full-time position was made by Meghann Chyla, seconded by Lynn Daniels. Discussion: By moving the Adult librarian from part-time to full-time there will be an equal number of full-time librarians in Adult Services and Youth Services. There would be an increase in the salary budget line of \$16,000. The change would be reviewed after 26 weeks. A vote to approve the change of a part-time librarian to a full-time librarian in Adult Services. Motion approved by those present with one additional proxy vote in favor.

**Policy Committee:** The Handbook was sent to the CPL attorney. The Committee is working on Governance – Board of Trustees in order to update language and the Board roster which has not been updated since the year 2000.

**Building, Garden, Grounds, and Sustainability Committee:** The Committee reviewed the Pros and Cons associated with Community Solar. It was discussed among Committee members that perhaps CPL should hold making a decision until the Central Hudson figures become clear after the new HVAC system is in place. The Committee will revisit this again in March 2024—six months after installation of the new HVAC system.

**Friends:** A successful Book Sale was held.

**Personnel Committee:** A motion to approve the hiring of David J. Phillips IV as Librarian I was made by Lynn Daniels, and seconded by Matt Rettig. Discussion: Mr. Phillips began as Head of Adult Services on August 7, 2023. A vote to approve the hiring of David J. Phillips IV was approved as follows: approved = 4; abstain = 1.

**Strategic Planning Committee:** The Committee met to begin preparing a one-page outline of the Strategic Plan.

**IX. Unfinished Business:** None

**X. New Business:** None

**XI. Adjournment:** A motion to adjourn the Regular Board meeting was made by Matt Rettig, seconded by Meghann Chyla, and unanimously approved. The meeting adjourned at 7:32 p.m.

**The next Regular Board Meeting will be held on Wednesday, September 13, 2023 at 7:00 p.m. (at Village Hall in the Community Room).**

# Cornwall Public Library

## Warrant #2

August 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
		Aflac		\$ -93.70
		Ashcraft Lock & Door		\$ -125.00
		Barrons		\$ -26.00
		Belsito Communications, Inc		\$ -75.00
		Benninger Landscaping LTD		\$ -900.00
		Blackstone Publishing		\$ -496.71
		Brodart Co.- McN		\$ -0.22
		Cengage Learning Inc/Gale		\$ -121.50
		Central Hudson Gas & Electric Corp		\$ -2,630.25
		Cornwall Public Library Payroll		\$ -55,160.38
		Culligan of Newburgh		\$ -50.00
		David J Phillips IV		\$ -77.00
		Elan Financial Services		\$ -5,233.93
		Elizabeth Fisher		\$ -83.89
		Flanagan Tree Service LLC		\$ -400.00
		Foreign Affairs		\$ -54.95
		Hannaford		\$ -35.13
		hoopla		\$ -809.90
		Ingram Library Services		\$ -59.01
		Ireland of the Welcomes		\$ -33.00
		JNJ Pest Control		\$ -280.00
		Leif Signs,LLC		\$ -120.00
		Lock Around the Clock		\$ -70.00
		Marangi Disposal		\$ -166.40
		Nationwide NYS Deffered		\$ -1,200.00
		NET 2 PHONE		\$ -241.65
		Newburgh Free Library		\$ -44.67
		NYS & Local Retirement		\$ -630.86
		NYS Health Insurance Pending Acct		\$ -5,316.04
		Orlane Dubreus		\$ -25.00
		Overdrive Inc		\$ -1,496.32
		Pam Stockton		\$ -30.12
		Prestige Mechanical & Construction Corp.		\$ -862.50
		Richard Dambra		\$ -250.00
		RPC Electric		\$ -2,300.00
		Safe & Sound		\$ -330.00
		Science News		\$ -59.00
		Sky & Telescope		\$ -57.75
		Smithsonian		\$ -39.00
		Staples		\$ -574.83
		Suffern Free Library		\$ -16.00
		The New Yorker		\$ -169.99
		Thrall Public Library of Middletown & Walkill		\$ -9.99
		Toshiba		\$ -526.45
		Utica National Insurance Group		\$ -3,679.00

# Cornwall Public Library

Warrant #2

August 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
	Verizon			\$ -369.99
	Verizon- Wireless			\$ -15.08
	Womans Day			\$ -24.97
	<b>TOTAL</b>			<b>\$ -85,371.18</b>

# Cornwall Public Library

Full Budget vs. Actuals (as of Aug 2023 - 17% of FY)

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
4002 Local Public Funds		1,427,933.00	-1,427,933.00	
4082 Income	1,530.84	1,000.00	530.84	153.08 %
4401 Interest Income	418.91	500.00	-81.09	83.78 %
4706 Friends of the Cornwall Public Library	2,282.16	13,500.00	-11,217.84	16.90 %
4760 Grants/Other	4,639.00		4,639.00	
4840 RCLS- LLSA		4,810.00	-4,810.00	
<b>Total Revenue</b>	<b>\$8,870.91</b>	<b>\$1,447,743.00</b>	<b>\$ -1,438,872.09</b>	<b>0.61 %</b>
<b>GROSS PROFIT</b>	<b>\$8,870.91</b>	<b>\$1,447,743.00</b>	<b>\$ -1,438,872.09</b>	<b>0.61 %</b>
<b>Expenditures</b>				
6010 Retirement		55,700.00	-55,700.00	
6030.8 FICA/Medicare Expense	9,508.10	69,393.00	-59,884.90	13.70 %
6060 Worker's Compensation	3,679.00	7,500.00	-3,821.00	49.05 %
6090 Health Insurance	9,272.27	101,852.00	-92,579.73	9.10 %
6141 Professional Library	28,729.71	211,516.00	-182,786.29	13.58 %
6142 Clerical Salary	94,401.70	532,050.00	-437,648.30	17.74 %
6143 Treasurer Salary	1,224.05	6,365.00	-5,140.95	19.23 %
6144 Custodial Salary	3,504.90	27,838.00	-24,333.10	12.59 %
7410 Books	3,696.45	61,850.00	-58,153.55	5.98 %
7410.9 McNaughton	1,221.50	7,329.00	-6,107.50	16.67 %
7411 Movie License		700.00	-700.00	
7412 Video/Music/Books on Tape	10,050.12	45,900.00	-35,849.88	21.90 %
7413 Serials/Reference	2,455.60	19,240.00	-16,784.40	12.76 %
<b>7430 Supplies</b>				
7430.1 Library Supplies		6,300.00	-6,300.00	
7430.11 Book Processing	74.83	2,200.00	-2,125.17	3.40 %
7430.2 Office Supplies	2,065.15	11,000.00	-8,934.85	18.77 %
7430.30 Program Supplies- Adult	479.16	3,500.00	-3,020.84	13.69 %
7430.31 Program Supplies- YA	-80.11	2,000.00	-2,080.11	-4.01 %
7430.32 Program Supplies- JUV	72.23	1,500.00	-1,427.77	4.82 %
7430.33 Summer Reading	139.31	10,500.00	-10,360.69	1.33 %
7430.34 Program Supplies- Outreach		3,000.00	-3,000.00	
<b>Total 7430 Supplies</b>	<b>2,750.57</b>	<b>40,000.00</b>	<b>-37,249.43</b>	<b>6.88 %</b>
7431 Telephone	1,034.01	4,900.00	-3,865.99	21.10 %
7432 Square Processing Fees	7.02	100.00	-92.98	7.02 %
7433 Postage and Shipping	199.02	4,900.00	-4,700.98	4.06 %
7434 Printing		10,000.00	-10,000.00	
7435 7435- Travel/Conference	200.73	4,500.00	-4,299.27	4.46 %
<b>7437 Professional Fees</b>				
7437.1 Prof Fees- Office	1,693.74	22,050.00	-20,356.26	7.68 %
7437.2 Prof Fees- Adult Programs		6,000.00	-6,000.00	
7437.3 Professional Fees- YA		2,000.00	-2,000.00	
7437.4 Professional Fees- Juv	200.00	4,000.00	-3,800.00	5.00 %

# Cornwall Public Library

Full Budget vs. Actuals (as of Aug 2023 - 17% of FY)

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7437.5 Professional Fees- Summer Reading Program	850.00	5,000.00	-4,150.00	17.00 %
7437.6 Professional Fees- Outreach	250.00	2,500.00	-2,250.00	10.00 %
<b>Total 7437 Professional Fees</b>	<b>2,993.74</b>	<b>41,550.00</b>	<b>-38,556.26</b>	<b>7.21 %</b>
7438 Dues	305.00	1,500.00	-1,195.00	20.33 %
7450 Utilities/Fuel	6,382.45	35,000.00	-28,617.55	18.24 %
7451 Custodial Supplies	211.51	3,500.00	-3,288.49	6.04 %
7452 Repairs to Building	4,017.50	24,048.00	-20,030.50	16.71 %
7454 Building Insurance		13,500.00	-13,500.00	
7455 RCLS	13,845.75	77,472.00	-63,626.25	17.87 %
7469 Service Contracts	3,705.70	39,540.00	-35,834.30	9.37 %
8010 Capital Purchase	46,039.19		46,039.19	
<b>Total Expenditures</b>	<b>\$249,435.59</b>	<b>\$1,447,743.00</b>	<b>\$ -1,198,307.41</b>	<b>17.23 %</b>
NET OPERATING REVENUE	\$ -240,564.68	\$0.00	\$ -240,564.68	0.00%
NET REVENUE	\$ -240,564.68	\$0.00	\$ -240,564.68	0.00%



# Cornwall Public Library

## Statement of Activity - Report by class

July - August, 2023

	CAPITAL PURCHASES	OPERATING	TOTAL
<b>Revenue</b>			
4082 Income		1,530.84	\$1,530.84
4401 Interest Income		418.91	\$418.91
4706 Friends of the Cornwall Public Library		2,282.16	\$2,282.16
4760 Grants/Other		4,639.00	\$4,639.00
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$8,870.91</b>	<b>\$8,870.91</b>
<b>GROSS PROFIT</b>			
	<b>\$0.00</b>	<b>\$8,870.91</b>	<b>\$8,870.91</b>
<b>Expenditures</b>			
6030.8 FICA/Medicare Expense		7,774.37	\$7,774.37
6060 Worker's Compensation		3,679.00	\$3,679.00
6090 Health Insurance		9,272.27	\$9,272.27
6141 Professional Library		22,345.47	\$22,345.47
6142 Clerical Salary		78,155.83	\$78,155.83
6143 Treasurer Salary		979.24	\$979.24
6144 Custodial Salary		2,979.60	\$2,979.60
7410 Books		3,696.45	\$3,696.45
7410.9 McNaughton		1,221.50	\$1,221.50
7412 Video/Music/Books on Tape		10,050.12	\$10,050.12
7413 Serials/Reference		2,455.60	\$2,455.60
7430 Supplies			\$0.00
7430.11 Book Processing		74.83	\$74.83
7430.2 Office Supplies		2,065.15	\$2,065.15
7430.30 Program Supplies- Adult		479.16	\$479.16
7430.31 Program Supplies- YA		-80.11	\$ -80.11
7430.32 Program Supplies -JUV		72.23	\$72.23
7430.33 Summer Reading		139.31	\$139.31
<b>Total 7430 Supplies</b>		<b>2,750.57</b>	<b>\$2,750.57</b>
7431 Telephone		1,034.01	\$1,034.01
7432 Square Processing Fees		7.02	\$7.02
7433 Postage and Shipping		199.02	\$199.02
7435 7435- Travel/Conference		200.73	\$200.73
7437 Professional Fees			\$0.00
7437.1 Prof Fees- Office		1,693.74	\$1,693.74
7437.4 Professional Fees- Juv		200.00	\$200.00
7437.5 Professional Fees- Summer Reading Program		850.00	\$850.00
<b>Total 7437 Professional Fees</b>		<b>2,743.74</b>	<b>\$2,743.74</b>
7438 Dues		305.00	\$305.00
7450 Utilities/Fuel		6,382.45	\$6,382.45
7451 Custodial Supplies		211.51	\$211.51
7452 Repairs to Building		4,017.50	\$4,017.50
7455 RCLS		13,845.75	\$13,845.75
7469 Service Contracts		3,705.70	\$3,705.70
8010 Capital Purchase	46,039.19		\$46,039.19
<b>Total Expenditures</b>	<b>\$46,039.19</b>	<b>\$178,012.45</b>	<b>\$224,051.64</b>

# Cornwall Public Library

## Statement of Activity - Report by class

July - August, 2023

	CAPITAL PURCHASES	OPERATING	TOTAL
NET OPERATING REVENUE	\$ -46,039.19	\$ -169,141.54	\$ -215,180.73
NET REVENUE	\$ -46,039.19	\$ -169,141.54	\$ -215,180.73

## August 2023 Director's Report

### Personnel

- FH let go from Circulation Dept. on 8/4
- DP started on 8/7
- I'm pleased to see how David is hitting the ground running. There's already been a patron who called saying he's a wonderful addition to our staff

### Budget/Financial

- Luann requested an extension for filing the NYS Comptroller's Report

### Programming

- SRP finished up with activities on August 3<sup>rd</sup> with the All Together Fun & Games Finale.
- Story Time at the market will continue through the fall.
- 8/10 Lead Mystery Book Discussion at 2 PM.
- Brenda continues to coordinate spaces for the book groups, and other programs to use during the closure.

### Building and Grounds

- 8/3 Flannery came and removed 4 trees (1-Streetside, 2-parking lot edge, 3-in front of one of the Handicapped signs, 4-hanging from the wires on the east side of the building) cost \$400
- Staff have been packing up items to bring to Munger Cottage & /or to store in the POD
- August 17 & 18, Building Closed; Matt R & Dashawn moved sofa & upholstered chairs from the Youth Services area to POD
- August 21 & 22 Moved items to Munger Cottage. Had RCLS set up an intranet system for the staff computers
- August 23, tried to get phones working consistently. Asked Rebecca to work on it while I was on Vacation from 8/23-8/29
- August 31--I took my first hard hat tour of CPL during the construction. Everything is on schedule at this point; I approved the color for the staff kitchen cabinets.

### Monthly Statistics August 2023 (previous month in parentheses):

Registered borrowers: 7,690 (7,654); Direct Access/Circulation: 7,955 (12,033);  
ILL Borrows: 2,007 (1,837); ILL Loans: 210 (1,138); Item Count: 75,015 (75,001);  
Wi-Fi: 4,686 (8,577); **Libby (Overdrive)** checkouts: 3,688 (3,569); Overdrive  
unique users: 707 (723). **Freegal Music Service:** CKO: 60 Users:8; downloads: 8 by  
3 patrons **Hoopla:** CKO: 355 Users: 114

**Meetings Attended:** 8/2-Dept. Heads Meeting; 8/3-Josh & Town employees re: Munger Cottage Usage; 8/9 Director's Association Meeting, Finance Committee Meeting, Board meeting; 8/11 Art Walk with Brenda & the Friends; 8/17 ILS Committee Meeting, Construction meeting; 8/31 Construction Meeting, Policy Committee Meeting. **Webinars attended:** 8/4 The Culturally Competent Manager; 8/16 Climate Action Planning; 8/30 Workplace Presentation Skills; 8/30 Develop your Teams by Building on Strengths

## Adult Programming & Outreach Projects: August 2023

Date	Title	Attendance
8/4/23	Teddy Bear Picnic with Barnaby Benjamin Bear	69
8/8/23	Community Blood Drive (Great Give Back, in Community Room)	49
8/9/23	MSLC/ Diabetes: Knowledge is Power	29
8/11/23	GCCC/ Art Walk (community outreach)	150
Total:		297
Creative Writers Workshop: 8/7-7, 8/14-6, 8/21-6, 8/28-6		Total: 25
8/17/23 Great Decisions		Total: 4
Book Talks:		
8/02/23	Member's Choice: Master Slave Husband Wife, by Ilyon Woo	6
8/10/23	Mystery Book Group: The Lincoln Lawyer, by Michael Connell	11
8/10/23	Teen Book Group: Almost American Girl, by Robin Ha	2
8/16/23	Out & About Book Group: The Rose Code, by Kate Quinn	13
8/24/23	Book Chat & Chocolate: No Two Persons by Erica Bavermeister	7
Total:		39
Notary Services Month of August:		Total: 49
Homebound Delivery Services:		Total: 4

### Highlights & Tidbits:

The lazy days of Summer were certainly not visible with the Adult Programming and Outreach offerings coupled with the move to Munger for the month of August. We started off the month with the Gould Family: Teddy Bear Picnic with Barnaby Benjamin Bear storybook reading by author Loretta Gould and sketching of Barnaby by artist Paul Gould. There were 38 kids and 31 adults (69) very happy and content to be enjoying the outside time being truly entertained. And oh yes, 100-year-old Barnaby Benjamin Bear was onsite enjoying every moment of attention!

The Goulds generously distributed Barnaby refrigerator magnets and sketches of Barnaby signed by Paul. They also worked with Jane Harkinson in the bookstore to sell the book with a 20% giveback (\$35.00) to the Friends.

Matt Soltis was on hand to assist with set-up too. But kudos to Liz who was a little skeptical at first but who flawlessly helped put all the pieces together in a masterful way. I truly enjoyed the joint effort of working with her to offer such a sensational community program.

A few days later we kicked off the Great Give Back with the Blood Donation drive. Blood donation is the act of giving life. We had a full house (49) and collected much-needed whole blood for those in need. The plan is to partner with the NYBC early in 2024 to continue the kindness of giving.

Summer was not slowing down attendance at our next program, Diabetes...Knowledge is Power, with 29 early bird attendees. The presenter's style, content and comfort level with the material was easy to follow and received good grades from the participants. We already have our next sequel scheduled for early October at the request of the attendees.

And when we thought that it wouldn't get any better, the outreach with the Greater Cornwall Chamber of Commerce sponsored Art Walk had well over 150 people stopping at our table of Nita Klein artwork. We worked with the Friends to raise \$146.00 that evening bringing the total that we directly made an impact to this endeavor of \$763.00. Much appreciation to all of the Friends, and helpers Nate, Samantha and Matt; much applause to you, Charlotte, for all the time & energy you expended on the entire event. The next Art Walk is Friday, September 8th.

Moving forward there are MANY great programs already scheduled over the next several months. My concern is that we have to PROMOTE, PROMOTE, PROMOTE and the fact that we are not physically in our library building is not a reason not to get the word out by the staff. Flyers have to be given out, posted, discussed and highlighted with patrons, and perhaps 2 eblasts, etc.

Lastly, many thanks to the Town Hall & Village Hall staff for so diligently working with all the hullabaloo created by our temporary location at Munger and to all of our staff for coming together.

Brenda

**Youth Services – End-of-Month Statistics –August 2023**

<u>Date</u>	<u>Program</u>	<u>Chil dren</u>	<u>Adults</u>	<u>Teens</u>	<u>Attendance</u>
8/1	Family storytime	21	14		35
8/2	PJ storytime	18	14		32
8/2	Farmer's Market Storytime	26	15	3	44
8/2	ChatterBooks Book Group	8		1	9
8/3	SRP Fun & Games Finale	57	32		89
8/10	Teen Book Group			2	2

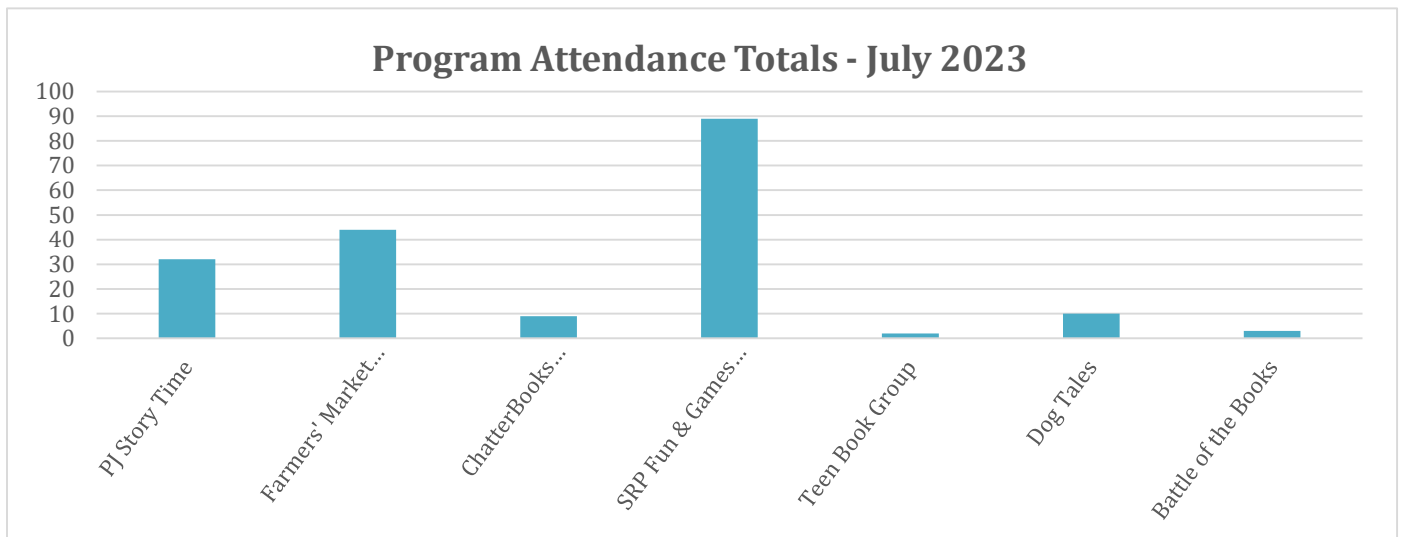
8/14	Dog tales	10			10
8/26	Battle of the Books			3	3
8/30	Fall Market Storytime	25	14		39

**Total** **263**

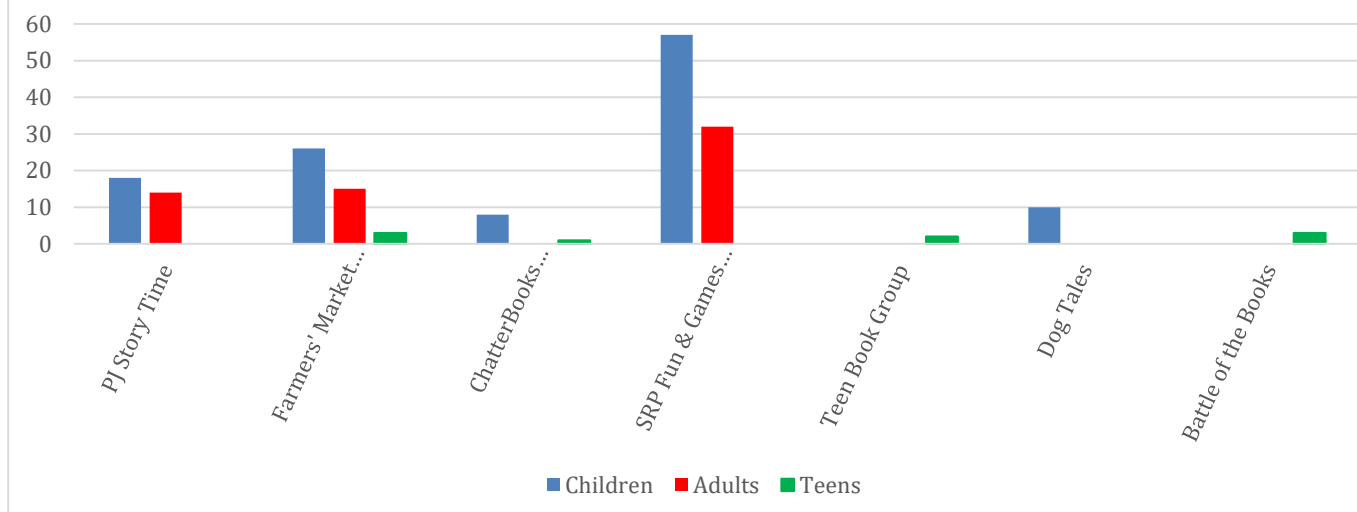
<b>Date</b>	<b>Meetings &amp;</b>	<b>Attendee</b>
8/2	Manager's Meeting	Liz & Lisa
8/8	Youth Services Mtg	Liz, Lisa & Rebecca
8/9	CLOUSC-Skoufis Award Ceremony at Walden	Liz
8/21	Assist in Move to Munger	Lisa & Rebecca
8/21	Webinar: Social Media 201	Rebecca
8/24	Library Visits (Washingtonville & Goshen)	Liz & Lisa
8/26	Battle of the Books	Liz & Lisa

**Questions at the Reference Desk:** (through 8/16/23)

Reference: 137; Circulation 107; Tech 15; Telephone 34, programs 14; Summer Reading Program 82



## Program Attendance Demographics - July 2023



### Reflections:

Whoosh! After the Summer Reading Program All Together Fun and Games Finale with a Teddy Bear Picnic (featuring the Gould Family arranged by Brenda) tagged on the next day, it was time to put together the SRP report. (These stats often make us feel more fatigued but also proud.) In this condensed, but still ambitious, summer we had 439 people registered for the Children's Summer Reading program with 24 teens volunteering 155.25 hours!

Again...Whoosh! Into the throes of anticipating what we might need while in our temporary location & packing up our spaces in a sensible manner so that the public could use the library right up until the moment we actually closed on Thursday, August 17. Who knew a Wednesday in mid-August could be so busy? More packing and lifting and shoving and cramming ensued. This was not a painless undertaking, and relocation to just up-the-hill was filled with glitches, frustration, re-wiring, and plenty of 20/20 hindsight.

As of this writing, we are open for holds pick-ups and drop-offs, and we are planning 11:30am Fall Market Story Times into the beginning of October.

Respectfully submitted,

ekf

9/1/23

## **Circulation Report-August 2023**

The circulation team has been working seamlessly to give a warm greeting to all who walk through the doors. We have a reduced capacity at Munger Cottage, but we are never without excellent customer service.

When patrons ask if we have computers available for them to use, or a browsing section, we do tell them no. However, we always point out that their library card is welcome in all the other 46 libraries within the RCLS system. We then hand them a brochure listing all RCLS libraries, with the four closest libraries highlighted. Their eyes usually light up when they realize that they are not walking out the door empty-handed. We may not have all the services they require, but we will always have the best customer service (from the circ team, to reference, or youth services) we work cohesively to give the best possible library experience.

Sincerely,

Ellen Winchell  
Service Desk Manager

## **Adult Services Report August 1-31, 2023**

Building Closed August 17-23

Munger Cottage August 23-31 (limited reference services)

(Submitted by David J. Phillips IV, 9/7/23)

**Reference:** *Reference Questions:* 82; *Tech Assists:* 44; *1-on-1 Tech Help:* 10; *Circ/Curbside Assists:* 72; *Directional:* 13; *Reader's Advisory:* 4; *ILL/SEAL:* 3; *Pull List:* 122; *Printing:* 46; *Phone:* 32; *Virtual Ref:* 1;  
**Notary Service:** 49

**Database Stats:** NoveList Plus Searches: 3; NoveList PlusK-8: 0; EBSCO Master FILE Premier: 3; Gale Virtual Ref. Library: 1; Ancestry: 102 (163)

**NYTimes Digital Subscription Stats:** In-House Library usage sessions 41; page views 142 ; articles read 55 Offsite Code redemptions 122; usage sessions 682; page views 3168; articles read 731

**PC Usage:** Adults: 254; Childrens: 12; Laptop: 6; PC Reservations: 4; Guest Passes: 34

**HOME DELIVERIES:** New Sign Ups: 0; Unique Patrons: 0; Deliveries: 4; Items Delivered: 4

**SUMMER READING:** Record number of registrants – 58; Two winners - 1 Grand Prize Winner and 1 winner chosen at random. Our sincerest thanks to the Friends of the Library for supporting it!!!

**REFERENCE ROUNDUP:** Dawn - Members Choice Book Club - begins 9/6/2023; David - Sports Book Club - First session 9/26/2023; Andrew - Monday Night Movie set to restart in October; Pamela - Teen Tech Club - set to start in October

**Upcoming Conferences and Webinars (Dave):** I should hear in the middle of the month about the PLS scholarship to attend the NYLA Conference in November.



9/6/2023 Future-Proof Your Library, Niche Academy  
9/11/2023 Understanding & Embracing Collection Development Policies & Procedures  
9/12/2023 RCLS IT Innovation Committee Meeting ALSC  
9/13/2023 The Basics of Helping Library Patrons with Social Media, Niche Academy  
9/14/2023 Disabilities Awareness Program, RCLS  
9/18/2023 Training Frontline Staff to Deal with Book Challenges Effectively ALSC  
10/19/2023 Libraries as Community Resilience Hubs, RCL

September 2023 Construction bills

PODS	523.00
Collier	315.00
Collier	829.00
Collier	482.00
MDS	14213.42
MDS	119408.38
Profex	99959.00
Rockland Electric	20045.00
	255774.80

**TO (OWNER):** Cornwall Public Library  
 395 Hudson St  
 Cornwall, NY 12518

**PROJECT:** Cornwall Public Library- HVAC

**APPLICATION NO:** 2  
**PERIOD TO:** 8/31/2023

**DISTRIBUTION TO:**  
 - OWNER  
 - ARCHITECT  
 - CONTRACTOR

**FROM (CONTRACTOR):** MDS HVAC-R Inc.  
 192 Plains Road  
 Walden, NY 12586

**VIA (ARCHITECT):** Blake Engineering PLLC  
 1898 County Route 1  
 Westtown, NY 10998

**ARCHITECT'S PROJECT NO:** SED# 44-03-01-06-6-00

**CONTRACT FOR:** CT#2 Mechanical Construction #17142

**CONTRACT DATE:** 3/23/2023

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

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.

- 1. ORIGINAL CONTRACT SUM ..... \$ 425,315.00
- 2. Net Change by Change Orders ..... \$ 0.00
- 3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 425,315.00
- 4. TOTAL COMPLETED AND STORED TO DATE ..... \$ 142,705.17

**CONTRACTOR:** MDS HVAC-R Inc.  
 192 Plains Road Walden, NY 12586

- 5. RETAINAGE:
  - a. 5.00 % of Completed Work \$ 7,135.25
  - b. 0.00 % of Stored Material \$ 0.00

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 \_\_\_\_\_ / President  
 State of: NY  
 County of: Orange  
 Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_  
 Notary Public:  
 My Commission Expires : \_\_\_\_\_

- Total retainage (Line 5a + 5b) ..... \$ 7,135.25
- 6. TOTAL EARNED LESS RETAINAGE ..... \$ 135,569.92  
 (Line 4 less Line 5 Total)

- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
 (Line 6 from prior Certificate) ..... \$ 16,161.54
- 8. CURRENT PAYMENT DUE ..... \$ 119,408.38
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE  
 (Line 3 less Line 6) \$ 289,745.08

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated; the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... \$ \_\_\_\_\_

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

**ARCHITECT:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 By: \_\_\_\_\_

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.

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

**AIA Type Document**  
**Application and Certification for Payment**

**TO (OWNER):** Cornwall Public Library  
395 Hudson St  
Cornwall, NY 12518

**PROJECT:** Cornwall Public Library- HVAC

**APPLICATION NO:** 2  
**PERIOD TO:** 8/31/2023

**DISTRIBUTION TO:**  
- OWNER  
- ARCHITECT  
- CONTRACTOR

**FROM (CONTRACTOR):** MDS HVAC-R Inc.  
192 Plains Road  
Walden, NY 12586

**VIA (ARCHITECT):** Blake Engineering PLLC  
1898 Courty Route 1  
Westtown, NY 10998

**ARCHITECT'S PROJECT NO:** SED# 44-03-01-06-6-00

**CONTRACT FOR:** CT#2 Mechanical Construction #17142

**CONTRACT DATE:** 3/23/2023

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
<b>General Condition</b>									
1	BONDS AND INSURANCE	12,759.00	12,759.00	0.00	0.00	12,759.00	100.00	0.00	637.95
2	MOBILIZATION	7,500.00	0.00	7,500.00	0.00	7,500.00	100.00	0.00	375.00
3	DEMobilIZATION	7,500.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00
4	FIELD SUPERVISION/LAYOUT	7,500.00	0.00	1,875.00	0.00	1,875.00	25.00	5,625.00	93.75
5	TEMPORARY FACILITIES	4,253.15	0.00	1,063.29	0.00	1,063.29	25.00	3,189.86	53.16
6	SUBMITTALS	8,506.30	4,253.15	4,253.15	0.00	8,506.30	100.00	0.00	425.32
7	MEETING ATTENDANCE	4,253.15	0.00	1,063.29	0.00	1,063.29	25.00	3,189.86	53.16
8	PROJECT CLOSEOUT	4,253.15	0.00	0.00	0.00	0.00	0.00	4,253.15	0.00
9	RECORD DRAWINGS/ CONSTRUCTION PROGRESS	7,500.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00
10	PUNCHLIST	6,379.73	0.00	0.00	0.00	0.00	0.00	6,379.73	0.00
11	CLEAN-UP	4,253.15	0.00	1,063.29	0.00	1,063.29	25.00	3,189.86	53.16
12	TEST & BALANCE	7,000.37	0.00	0.00	0.00	0.00	0.00	7,000.37	0.00
13	SYSTEM COMMISSIONING	4,500.00	0.00	0.00	0.00	0.00	0.00	4,500.00	0.00
<b>HVAC</b>									
14	DEMO	25,000.00	0.00	20,000.00	0.00	20,000.00	80.00	5,000.00	1,000.00
15	CONCRETE PAD	7,500.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00
16	VRF EQUIPMENT	68,000.00	0.00	68,000.00	0.00	68,000.00	100.00	0.00	3,400.00
17	VRF LABOR	9,500.00	0.00	2,375.00	0.00	2,375.00	25.00	7,125.00	118.75
18	ERV EQUIPMENT	35,000.00	0.00	0.00	0.00	0.00	0.00	35,000.00	0.00
19	ERV LABOR	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00

**AIA Type Document**  
**Application and Certification for Payment**

**TO (OWNER):** Cornwall Public Library  
395 Hudson St  
Cornwall, NY 12518

**PROJECT:** Cornwall Public Library- HVAC

**APPLICATION NO:** 2  
**PERIOD TO:** 8/31/2023

**DISTRIBUTION TO:**  
\_ OWNER  
\_ ARCHITECT  
\_ CONTRACTOR

**FROM (CONTRACTOR):** MDS HVAC-R Inc.  
192 Plains Road  
Walden, NY 12586

**VIA (ARCHITECT):** Blake Engineering PLLC  
1898 Courty Route 1  
Westtown, NY 10998

**ARCHITECT'S PROJECT NO:** SED# 44-03-01-06-6-00

**CONTRACT FOR:** CT#2 Mechanical Construction #17142

**CONTRACT DATE:** 3/23/2023

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
20	RGD MATERIAL	6,500.00	0.00	0.00	0.00	0.00	0.00	6,500.00	0.00
21	RGD LABOR	1,760.00	0.00	0.00	0.00	0.00	0.00	1,760.00	0.00
22	DUCTWORK MATERIAL	31,000.00	0.00	7,750.00	0.00	7,750.00	25.00	23,250.00	387.50
23	DUCTWORK INSTALL	76,127.00	0.00	0.00	0.00	0.00	0.00	76,127.00	0.00
24	REFRIGERANT PIPE MATERIAL	11,000.00	0.00	5,500.00	0.00	5,500.00	50.00	5,500.00	275.00
25	REFRIGERANT PIPE INSTALL	27,270.00	0.00	0.00	0.00	0.00	0.00	27,270.00	0.00
26	REFRIGERANT	2,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00
27	INSULATION MATERIAL	12,000.00	0.00	3,000.00	0.00	3,000.00	25.00	9,000.00	150.00
28	INSULATION LABOR	15,000.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00
29	CONTROL COORDINATION	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
30	HANGING MATERIAL	4,500.00	0.00	2,250.00	0.00	2,250.00	50.00	2,250.00	112.50

**REPORT TOTALS**      \$425,315.00      \$17,012.15      \$125,693.02      \$0.00      \$142,705.17      33.55      \$282,609.83      \$7,135.25

**TO (OWNER):** Cornwall Public Library  
395 Hudson St  
Cornwall, NY 12518

**PROJECT:** Cornwall Public Lib -Plum Base

**APPLICATION NO:** 2  
**PERIOD TO:** 8/31/2023

**DISTRIBUTION TO:**  
- OWNER  
- ARCHITECT  
- CONTRACTOR

**FROM (CONTRACTOR):** MDS HVAC-R Inc.  
192 Plains Road  
Walden, NY 12586

**VIA (ARCHITECT):** Blake Engineering PLLC  
1898 County Route 1  
Westtown, NY 10998

**ARCHITECT'S PROJECT NO:** SED# 44-03-01-06-6-00

**CONTRACT FOR:** #4 Plumbing Construction-Base/alt1/alt3

**CONTRACT DATE:** 3/23/2023

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

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.

- 1. ORIGINAL CONTRACT SUM ..... \$ 72,141.00
- 2. Net Change by Change Orders ..... \$ 2,887.23
- 3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 75,028.23
- 4. TOTAL COMPLETED AND STORED TO DATE ..... \$ 16,309.50

**CONTRACTOR:** MDS HVAC-R Inc.  
192 Plains Road Walden, NY 12586

- 5. RETAINAGE:
  - a. 5.00 % of Completed Work \$ 815.48
  - b. 0.00 % of Stored Material \$ 0.00

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Dominick Diviesti / President  
State of: NY  
County of: Orange  
Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_  
Notary Public: \_\_\_\_\_  
My Commission Expires : \_\_\_\_\_

- Total retainage (Line 5a + 5b) ..... \$ 815.48
- 6. TOTAL EARNED LESS RETAINAGE ..... \$ 15,494.02  
(Line 4 less Line 5 Total)

- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
(Line 6 from prior Certificate) ..... \$ 1,280.60
- 8. CURRENT PAYMENT DUE ..... \$ 14,213.42
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6) \$ 59,534.21

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

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

**AMOUNT CERTIFIED** ..... \$ \_\_\_\_\_

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

ARCHITECT: \_\_\_\_\_  
By: \_\_\_\_\_ Date: \_\_\_\_\_

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	2,887.23	0.00
Total approved this Month	0.00	0.00
TOTALS	2,887.23	0.00
NET CHANGES by Change Order	2,887.23	

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.

**TO (OWNER):** Cornwall Public Library  
395 Hudson St  
Cornwall, NY 12518

**PROJECT:** Cornwall Public Lib -Plum Base

**APPLICATION NO:** 2  
**PERIOD TO:** 8/31/2023

**DISTRIBUTION TO:**  
- OWNER  
- ARCHITECT  
- CONTRACTOR

**FROM (CONTRACTOR):** MDS HVAC-R Inc.  
192 Plains Road  
Walden, NY 12586

**VIA (ARCHITECT):** Blake Engineering PLLC  
1898 County Route 1  
Westtown, NY 10998

**ARCHITECT'S PROJECT NO:** SED# 44-03-01-06-6-00

**CONTRACT FOR:** #4 Plumbing Construction-Base/alt1/alt3

**CONTRACT DATE:** 3/23/2023

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
<b>GENERAL CONDITIONS/BASE BID</b>									
1	BONDS AND INSURANCE	1,011.00	1,011.00	0.00	0.00	1,011.00	100.00	0.00	50.55
2	MOBILIZATION	4,500.00	0.00	4,500.00	0.00	4,500.00	100.00	0.00	225.00
3	DEMobilIZATION	4,500.00	0.00	0.00	0.00	0.00	0.00	4,500.00	0.00
4	FIELD SUPERVISION/LAYOUT	674.00	0.00	168.50	0.00	168.50	25.00	505.50	8.43
5	TEMPORARY FACILITIES	337.00	0.00	84.25	0.00	84.25	25.00	252.75	4.21
6	SUBMITTALS	674.00	337.00	337.00	0.00	674.00	100.00	0.00	33.70
7	MEETING ATTENDANCE	337.00	0.00	84.25	0.00	84.25	25.00	252.75	4.21
8	PROJECT CLOSEOUT	337.00	0.00	0.00	0.00	0.00	0.00	337.00	0.00
9	RECORD DRAWINGS/ CONSTRUCTION PROGRESS	674.00	0.00	0.00	0.00	0.00	0.00	674.00	0.00
10	PUNCHLIST	505.00	0.00	0.00	0.00	0.00	0.00	505.00	0.00
11	CLEAN-UP	337.00	0.00	0.00	0.00	0.00	0.00	337.00	0.00
12	DEMO	5,250.00	0.00	3,937.50	0.00	3,937.50	75.00	1,312.50	196.88
13	CONDENSATE PIPE MATERIAL	3,435.00	0.00	0.00	0.00	0.00	0.00	3,435.00	0.00
14	CONDENSATE PIPE LABOR	8,528.00	0.00	0.00	0.00	0.00	0.00	8,528.00	0.00
15	CONDENSATE PIPE INSULATION MATERIAL	900.00	0.00	0.00	0.00	0.00	0.00	900.00	0.00
16	CONDENSATE PIPE INSULATION LABOR	1,308.00	0.00	0.00	0.00	0.00	0.00	1,308.00	0.00
17	HANGING MATERIAL	400.00	0.00	100.00	0.00	100.00	25.00	300.00	5.00
<b>SUBTOTAL BASE BID</b>		33,707.00	1,348.00	9,211.50	0.00	10,559.50	31.33	23,147.50	527.98

**ALTERNATE #1**

**AIA Type Document  
Application and Certification for Payment**

**TO (OWNER):** Cornwall Public Library  
395 Hudson St  
Cornwall, NY 12518

**PROJECT:** Cornwall Public Lib -Plum Base

**APPLICATION NO:** 2  
**PERIOD TO:** 8/31/2023

**DISTRIBUTION TO:**  
- OWNER  
- ARCHITECT  
- CONTRACTOR

**FROM (CONTRACTOR):** MDS HVAC-R Inc.  
192 Plains Road  
Walden, NY 12586

**VIA (ARCHITECT):** Blake Engineering PLLC  
1898 County Route 1  
Westtown, NY 10998

**ARCHITECT'S PROJECT NO:** SED# 44-03-01-06-6-00

**CONTRACT FOR:** #4 Plumbing Construction-Base/alt1/alt3

**CONTRACT DATE:** 3/23/2023

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
18	DEMO	5,000.00	0.00	5,000.00	0.00	5,000.00	100.00	0.00	250.00
19	PLUMBING FIXTURES	18,115.00	0.00	0.00	0.00	0.00	0.00	18,115.00	0.00
20	PLUMBING FIXTURES INSTALL	12,611.00	0.00	0.00	0.00	0.00	0.00	12,611.00	0.00
	<b>SUBTOTAL ALTERNATE #1</b>	<b>35,726.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>14.00</b>	<b>30,726.00</b>	<b>250.00</b>
	<b>ALTERNATE #3</b>								
21	DEMO	750.00	0.00	750.00	0.00	750.00	100.00	0.00	37.50
22	PLUMBING FIXTURES	890.00	0.00	0.00	0.00	0.00	0.00	890.00	0.00
23	PLUMBING FIXTURES INSTALL	1,068.00	0.00	0.00	0.00	0.00	0.00	1,068.00	0.00
	<b>SUBTOTAL ALTERNATE #3</b>	<b>2,708.00</b>	<b>0.00</b>	<b>750.00</b>	<b>0.00</b>	<b>750.00</b>	<b>27.70</b>	<b>1,958.00</b>	<b>37.50</b>
24	PCO-01 Soap Dispensers	2,887.23	0.00	0.00	0.00	0.00	0.00	2,887.23	0.00
	<b>REPORT TOTALS</b>	<b>\$75,028.23</b>	<b>\$1,348.00</b>	<b>\$14,961.50</b>	<b>\$0.00</b>	<b>\$16,309.50</b>	<b>21.74</b>	<b>\$58,718.73</b>	<b>\$815.48</b>





371 E. Main St Middletown, NY 10940 Ph# 845-346-0010

**Project #** 5.23  
**Project Name** Cornwall Public Library HVAC Replacement  
**Potential Change Order** 1  
**Owner Change Order**  
**Date submitted** 9.7.23

**Description:** Design, coordinate, supply and deliver 4'x8' project sign to CPL. This work was requested by Charlotte Dunaief.

**Attachments:** D & M Signs Invoice - 8.18.23

**Cost Breakdown:**

Trade	Scope of Work	Total labor	total material	equipment / dumpsters	lump sum	total cost
D & M Signs	Fabricate 4'x8' project sign			\$ -	\$ 480	\$ 480
Collier Construction LLC - T&M	Bill Conklin, APM time - 2 hours Site visit to coordinate sign placement, sign design and outreach to D&M	\$ 130		\$ -		\$ 130
Collier Construction LLC - T&M	Steve Coon, SPM time -1.5 hours Review draft of sign before fabrication, drive to shop for pickup and delivery to job site	\$ 147		\$ -		\$ 147
Notes / Exclusions	This proposal only covers the direct costs incurred by Collier Construction LLC in performing the work. Should this proposal cause unanticipated costs on other work under this contract, these impact costs will be identified, quantified and claimed when fully known					
					sub total	\$ 757
				15 % O&P on reimbursible items	15%	\$ 72
					<b>Total</b>	<b>\$ 829</b>

**Approved by:**

CPL

**Approved by:**

Collier Construction



**D&M Signs, Inc.**  
 35 Dolson Avenue  
 Suite A  
 Middletown, NY 10940

(845) 343-9727

# INVOICE

thesignguy@frontiernet.net

Fb.me/DnMSigns

**Bill To**

**Collier Construction**  
 371 East Main Street  
 Middletown, NY 10940  
 845-346-0010

**Invoice #**

Collier0823

**Date**

8/18/2023

**Terms**

Net 30

**Due Date**

9/17/2023

**P.O. No.**

**Other**

Qty	Item ...	Description	Price Per	Amount
1	SGN	SIGN: 8' x 4'	480.00	480.00T

**PLEASE REMIT PAYMENT TO THE ABOVE  
 ADDRESS  
 THANK YOU FOR YOUR BUSINESS**

Subtotal \$480.00

Sales Tax (8.125%) \$39.00

Payments/Credits \$0.00

**Balance Due \$519.00**



371 E. Main St Middletown, NY 1094

**Project #** 5.23  
**Project Name** Cornwall Public Library HVAC Replacement  
**Potential Change Order** 2  
**Owner Change Order**  
**Date submitted** 9/7/2023

**Description:** Cost of printing site plans and delivering to job site.

**Attachments:** Printeks Construction Documentation Services Invoice #1 - 6/21/23

**Cost Breakdown:**

Trade	Scope of Work	Total labor	total material	equipment / dumpsters	lump sum	total cost
Printeks Construction Documentaion Services	Printing of (6) - 30x42 and (62) - 24x36			\$ -	\$ 222	\$ 222
Collier Construction LLC - T&M	Bill Conklin, APM time - 1 hours Drive time to pick up and deliver items to CPL	\$ 60		\$ -		\$ 60
Notes / Exclusions	This proposal only covers the direct costs incurred by Collier Construction LLC in performing the work. Should this proposal cause unanticipated costs on other work under this contract, these impact costs will be identified, quantified and claimed when fully known					
					sub total	\$ 282
				15 % O&P on reimbursible items	15%	\$ 33
				<b>Total</b>		<b>\$ 315</b>

**Approved by:** Cornwall Public Library

**Approved by:** Collier Construction

**Printeks Construction Documentation Services**

25 Wallkill Avenue  
Montgomery, NY 12549  
(845) 294-0877  
support@printeks.us.com  
www.printeks.us.com



# INVOICE

**INVOICE #** 23-1130  
**DATE** 06/21/2023  
**DUE DATE** 06/21/2023  
**TERMS** Due on receipt

**BILL TO**

Erik Collier  
Collier Construction LLC  
114 Shawanga Lodge Road  
Bloomingburg, NY 12721

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

**PROJECT**

Cornwall Public Library CM

ACTIVITY	QTY	RATE	AMOUNT
WIDE FORMAT:BLACK/WHITE ON 20LB BOND (\$0.483/SF):B/W-20LB 30x42 2 sets	6	4.23	25.38T
WIDE FORMAT:BLACK/WHITE ON 20LB BOND (\$0.483/SF):B/W-20LB 24x36 2 sets	62	2.90	179.80T

Cornwall Public Library CM

SUBTOTAL	205.18
TAX	16.67
TOTAL	221.85
<b>BALANCE DUE</b>	<b>\$221.85</b>



371 E. Main St Middletown, NY 1094

Project # 5.23  
 Project Name Cornwall Public Library HVAC Replacement  
 Potential Change Order 3  
 Owner Change Order  
 Date submitted 9/7/2023

Description: Home Depot: Plan, shop, purchase and drive time of materials to safeguard items inside the library.  
 (Boxes, tape, plastic, protective wrap)

Attachments: Home Depot - 8.18.23 Invoice #1

Cost Breakdown:

Trade	Scope of Work	Total labor	equipment / total material dumpsters	lump sum	total cost
Home Depot	Materials procured to safeguard card catalog, atlases, library cards, and computers in the childrens area and main computer bank.		\$ -	\$ 341	\$ 341
Collier Construction LLC - T&M	Bill Conklin, APM time - 1.5 hours Drive and shopping time to pick up and deliver items to CPL	\$ 90	\$ -		\$ 90
Notes / Exclusions	This proposal only covers the direct costs incurred by Collier Construction LLC in performing the work. Should this proposal cause unanticipated costs on other work under this contract, these impact costs will be identified, quantified and claimed when fully known				
				sub total	\$ 431
			15 % O&P on reimbursible items	15%	\$ 51
				<b>Total</b>	<b>\$ 482</b>

Approved by: Cornwall Public Library

Approved by: Collier Construction



371 E. Main St Middletown, NY 10940 Ph# 845-346-0010

**Project #** 5.23  
**Project Name** Cornwall Public Library HVAC Replacement  
**Potential Change Order** 4  
**Owner Change Order**  
**Date submitted** 9/7/2023

**Description:** PODS Order and Delivery  
 Rental Period - 8/8/23 - 9/7/23

**Attachments:** PODS Invoice #1 Authorization

**Cost Breakdown:**

Trade	Scope of Work	Total labor	equipment / total material dumpsters	lump sum	total cost
PODS	PODS delivery, monthly rental charge, and insurance -		\$ -	\$ 350	\$ 350
Collier Construction LLC - T&M	Bill Conklin, APM time - 2 hours Drive to site, coordinate PODS placement	\$ 120	\$ -		\$ 120
Notes / Exclusions	This proposal only covers the direct costs incurred by Collier Construction LLC in performing the work. Should this proposal cause unanticipated costs on other work under this contract, these impact costs will be identified, quantified and claimed when fully known				
				sub total	\$ 470
			15 % O&P on reimbursible items	15%	\$ 53
			<b>Total</b>		<b>\$ 523</b>

**Approved by:** Cornwall Public Library

**Approved by:** Collier Construction



PODS Enterprises LLC  
 PO Box 791003  
 Baltimore MD 21279-1003  
 USA

**Invoice No. PODS005627594**  
 Customer Account 164655904  
 Invoice Date 08/08/2023  
 Due Date 08/08/2023  
 Payment Terms RECEIPT  
 Order No. 4421818

Enrolled in Autopay. Payment will be processed on 08/08/2023  
 Page 1 of 1

**THANK YOU FOR CHOOSING PODS!**

Collier Construction  
  
 371 E MAIN ST  
 Middletown NY 10940  
 USA

	Our Business Team is available Monday - Friday, 8:00am - 8:00pm Saturday 9:00am - 5:30pm EST. You can reach us by Phone at 1-866-667-5573		Visit Business.PODS.com to get a quote for your next business move or storage need.
	The Business Solution Team can also be reached by email at bizservice@pods.com		

Order #: 4421818 PO #: 395 HUDSON ST		Qty	Price	Discount	Amount	Tax Amt	Total
Container ID 90059BX	Container Only Protection Option - Monthly Fee 08/08/23 - 09/07/23	1	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00
Container ID 90059BX	Deliver Empty Container to Your Location 08/08/23 395 HUDSON ST, Cornwall NY 12518, USA	1	\$109.00	\$10.90	\$98.10	\$0.00	\$98.10
Container ID 90059BX	Monthly Rental of Container at Your Location 08/08/23 - 09/07/23 395 HUDSON ST, Cornwall, NY 12518	1	\$269.00	\$26.90	\$242.10	\$0.00	\$242.10
<b>Subtotal</b>					<b>\$350.20</b>	<b>\$0.00</b>	<b>\$350.20</b>

**Important Information**  
 PODS provides an essential service and will continue to meet our customers' needs as scheduled.

Invoice Subtotal	\$350.20
Tax Subtotal	\$0.00
<b>Invoice Total (USD)</b>	<b>\$350.20</b>



PODS Enterprises LLC  
 PO Box 791003  
 Baltimore MD 21279-1003  
 USA

**Make checks payable to:  
 PODS Enterprises LLC**

**Customer account number 164655904**  
**Invoice amount \$350.20**  
**Due Date 08/08/2023**

Enrolled in Autopay. Payment will be processed on 08/08/2023

Collier Construction  
  
 371 E MAIN ST  
 Middletown NY 10940  
 USA

**Invoice No. PODS005627594**

Total Amount Enclosed

\$

1646559043PODS005627594000350008

# CONTINUATION SHEET -- INVOICE #3

APPLICATION AND CERTIFICATION FOR PAYMENT, G703

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.

CONTRACTOR: **Collier Construction LLC**

PROJECT DESCRIPTION: **CPL HVAC Replacement Project**

OWNER'S PROJECT NO: **SED# 44-03-01-06-6-009-006**

COLLIER PROJECT NO: **5.23**

PERIOD TO: **09/30/23**

A ITEM NO.	B Cost Code	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G ÷ C)	I BALANCE TO FINISH (C - G)	J RETAINAGE 0%
				FROM PREVIOUS APPLICATIONS	THIS PERIOD					
1		JULY 2023 CM Services	\$ 6,933	\$ 6,933			\$ 6,933	100.00%	\$ (0)	
2		August 2023 CM Services	\$ 9,904	\$ 9,904			\$ 9,904	100.00%	\$ -	\$ -
3		September 2023 CM Services	\$ 15,846	\$ -	\$ 15,846		\$ 15,846	100.00%	\$ 0	\$ -
4		October 2023 CM Services	\$ 6,933	\$ -	\$ -		\$ -	0.00%	\$ 6,933	\$ -
5		Change Orders								
6		POD Rental								
7		D&M Project Signage								
8		Home Depot moving boxes								
8		Printeks								
9		<b>GRAND TOTALS</b>	<b>\$ 39,616</b>	<b>\$ 6,933</b>	<b>\$ 15,846</b>	<b>\$ -</b>	<b>\$ 32,683</b>	<b>82.50%</b>	<b>\$ 6,933</b>	<b>-</b>



# DRAFT AIA® Document G732™ - 2019

## Application and Certificate for Payment, Construction Manager as Adviser Edition

**TO OWNER:** Cornwall Public Library  
395 Hudson St.  
Cornwall, NY 12518

**PROJECT:** Cornwall Library  
395 Hudson St. Cornwall, NY 12518

**APPLICATION NO:** 002

**DISTRIBUTION:** OWNER  
CONSTRUCTION MANAGER  
ARCHITECT  
CONTRACTOR  
FIELD  
OTHER

**PERIOD TO:** August 31, 2023

**FROM CONTRACTOR:** Profex Inc  
264 North Plank Rd.  
Newburgh, NY 12550

**VIA CONSTRUCTION MANAGER:**

**CONTRACT DATE:**

**PROJECT NOS:** Blake / Profex /

**VIA ARCHITECT:** Blake Engineering

**CONTRACT FOR:** General Construction

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM.....	\$335,400.00
2. NET CHANGES IN THE WORK.....	\$0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$335,400.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703) .....	\$117,599.00
<b>5. RETAINAGE:</b>	
a. <u>5</u> % of Completed Work (Column D + E on G703: <u>\$117,599.00</u> ) = <u>\$5,879.95</u>	
b. <u>0</u> % of Stored Material (Column F on G703: <u>\$0.00</u> ) = <u>\$0.00</u>	
Total Retainage (Lines 5a + 5b, or Total in Column I on G703) .....	\$5,879.95
6. TOTAL EARNED LESS RETAINAGE.....	\$111,719.05
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$11,760.05
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	\$99,959.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 minus Line 6)	\$223,680.95

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: \_\_\_\_\_  
 State of: NY  
 County of: Orange  
 Subscribed and sworn to before  
 me this \_\_\_\_\_ day of \_\_\_\_\_  
 Notary Public:  
 My Commission expires: \_\_\_\_\_

### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this 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..... \$99,959

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

#### CONSTRUCTION MANAGER:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
**ARCHITECT:** (NOTE: If multiple Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By: \_\_\_\_\_ Date: \_\_\_\_\_

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.

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this month including Construction Change Directives	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES IN THE WORK		\$0.00

# AIA® Document G703® - 1992

## Continuation Sheet

AIA Document G702, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 002  
 APPLICATION DATE: August 31, 2023  
 PERIOD TO: August 31, 2023  
 ARCHITECT'S PROJECT NO: SED# 44-03-01-06-6-009-006

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G ÷ C)			
	Base Bid Alternate #1 & #4	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
1	Bond	5,100.00	5,100.00	0.00	0.00	5,100.00	100.00%	0.00	0.00
2	Insurance	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%	0.00	0.00
3	Mobilization	15,000.00	0.00	15,000.00	0.00	15,000.00	100.00%	0.00	0.00
4	Supervision	7,025.00	0.00	2,000.00	0.00	2,000.00	28.47%	5,025.00	0.00
5	Temp Facilities	3,000.00	0.00	1,000.00	0.00	1,000.00	33.33%	2,000.00	0.00
6	Submittals	1,945.00	1,945.00	0.00	0.00	1,945.00	100.00%	0.00	0.00
7	Meetings	4,000.00	0.00	2,500.00	0.00	2,500.00	62.50%	1,500.00	0.00
8	Closeout	3,350.00	0.00	0.00	0.00	0.00	0.00%	3,350.00	0.00
9	Documents	1,000.00	0.00	0.00	0.00	0.00	0.00%	1,000.00	0.00
10	Punch List	5,030.00	0.00	0.00	0.00	0.00	0.00%	5,030.00	0.00
11	Cleanup	3,350.00	0.00	0.00	0.00	0.00	0.00%	3,350.00	0.00
12	Demo	31,800.00	0.00	30,000.00	0.00	30,000.00	94.34%	1,800.00	0.00
13	ACT Labor	58,000.00	0.00	0.00	0.00	0.00	0.00%	58,000.00	0.00
14	ACT Material	33,000.00	0.00	33,000.00	0.00	33,000.00	100.00%	0.00	0.00
15	Metal Frame/Duroc Labor	5,900.00	0.00	0.00	0.00	0.00	0.00%	5,900.00	0.00
16	Metal Frame/Duroc Material	4,900.00	0.00	0.00	0.00	0.00	0.00%	4,900.00	0.00
17	SAB Labor	1,000.00	0.00	0.00	0.00	0.00	0.00%	1,000.00	0.00
18	SAB Material	1,000.00	0.00	0.00	0.00	0.00	0.00%	1,000.00	0.00
19	Epoxy Labor	5,500.00	0.00	0.00	0.00	0.00	0.00%	5,500.00	0.00
20	Epoxy Material	3,500.00	0.00	0.00	0.00	0.00	0.00%	3,500.00	0.00
21	Ceramic Tile Labor	30,600.00	0.00	0.00	0.00	0.00	0.00%	30,600.00	0.00

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 User Notes:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G + C)		
22	Ceramic Tile Material	15,000.00	0.00	15,000.00	0.00	15,000.00	100.00%	0.00	0.00
23	B-Room Partitions Labor	2,100.00	0.00	0.00	0.00	0.00	0.00%	2,100.00	0.00
24	B-Room Partitions Material	4,400.00	0.00	0.00	0.00	0.00	0.00%	4,400.00	0.00
25	B-Room Accessories Labor	2,400.00	0.00	0.00	0.00	0.00	0.00%	2,400.00	0.00
26	B-Room Accessories Material	5,600.00	0.00	0.00	0.00	0.00	0.00%	5,600.00	0.00
27	Vanities Labor	2,400.00	0.00	0.00	0.00	0.00	0.00%	2,400.00	0.00
28	Vanities Material	5,900.00	0.00	0.00	0.00	0.00	0.00%	5,900.00	0.00
29	Kitchen Cabinets Labor	3,800.00	0.00	0.00	0.00	0.00	0.00%	3,800.00	0.00
30	Kitchen Cabinets Material	11,000.00	0.00	0.00	0.00	0.00	0.00%	11,000.00	0.00
31	Paint Labor	10,000.00	0.00	0.00	0.00	0.00	0.00%	10,000.00	0.00
32	Paint Material	4,000.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	0.00
33		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	<b>GRAND TOTAL</b>	<b>\$295,600.00</b>	<b>\$12,045.00</b>	<b>\$98,500.00</b>	<b>\$0.00</b>	<b>\$110,545.00</b>	<b>37.40%</b>	<b>\$185,055.00</b>	<b>\$0.00</b>

D  
R  
A  
F  
T

# AIA® Document G703® - 1992

## Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 001  
 APPLICATION DATE: August 31, 2023  
 PERIOD TO: August 31, 2023  
 ARCHITECT'S PROJECT NO: SED 44-03-01-06-6-009-006

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G ÷ C)		
	Alternate #2 & #4	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
34	Submittals	334.00	334.00	0.00	0.00	334.00	100.00%	0.00	0.00
35	Close Out	400.00	0.00	0.00	0.00	0.00	0.00%	400.00	0.00
36	Documents	500.00	0.00	0.00	0.00	0.00	0.00%	500.00	0.00
37	Punch List	600.00	0.00	0.00	0.00	0.00	0.00%	600.00	0.00
38	Clean Up	400.00	0.00	0.00	0.00	0.00	0.00%	400.00	0.00
39	Demo	4,000.00	0.00	3,500.00	0.00	3,500.00	87.50%	500.00	0.00
40	Epoxy Labor	6,000.00	0.00	0.00	0.00	0.00	0.00%	6,000.00	0.00
41	Epoxy Material	7,500.00	0.00	0.00	0.00	0.00	0.00%	7,500.00	0.00
42	Ceramic Tile Labor	5,800.00	0.00	0.00	0.00	0.00	0.00%	5,800.00	0.00
43	Ceramic Tile Material	3,220.00	0.00	3,220.00	0.00	3,220.00	100.00%	0.00	0.00
44	B Room Accessories Labor	1,000.00	0.00	0.00	0.00	0.00	0.00%	1,000.00	0.00
45	B Room Accessories Material	2,100.00	0.00	0.00	0.00	0.00	0.00%	2,100.00	0.00
46	Vanity/Blocking Labor	2,446.00	0.00	0.00	0.00	0.00	0.00%	2,446.00	0.00
47	Vanity/Blocking Material	3,500.00	0.00	0.00	0.00	0.00	0.00%	3,500.00	0.00
48	Paint Labor	1,600.00	0.00	0.00	0.00	0.00	0.00%	1,600.00	0.00
49	Paint Material	400.00	0.00	0.00	0.00	0.00	0.00%	400.00	0.00
50		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	<b>GRAND TOTAL</b>	<b>\$39,800.00</b>	<b>\$334.00</b>	<b>\$6,720.00</b>	<b>\$0.00</b>	<b>\$7,054.00</b>	<b>17.72%</b>	<b>\$32,746.00</b>	<b>\$0.00</b>

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 User Notes:



CERDOMIUS  
HAPPY FLOORS DISTRIBUTOR  
MIAMI FL 33133  
23/06/23  
01164238

*cornwall Profex*

QUICKY RET.  
516 M  
00617191

6020-C  
CERDOMIUS  
MIAMI FL 33133  
01 40

WRAP  
for  
NOREEN

GAZZINI

SAMPLE BOARD  
PARTS

599





1445

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1445

1445



2230

203338



2230

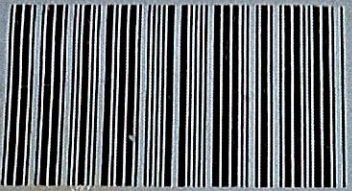
1445  
2230

1445

1445

2230

License Plate:



P136727

To Location:

Receipt ID: BLIND130203

MFG Date: 3/3/2023 12:59:47 AM

CST

Item: BP1445

Batch: 09

Line: DIV

Quantity:

32.00 CTN

**Armstrong** CEILING SOLUTIONS  
 Issue No. BP-5852 R3407-1TypeXLD

**UL** CLASSIFIED  
 Acoustical Material  
 Surface Burning Characteristics  
 FHC 25/50

Also classified for Acoustical Properties  
 in accordance with UL 723 & CANULC S102  
 Also classified for Acoustical Properties  
 in accordance with ASTM C423  
 AC min 35 in accordance with ASTM E1414

24 in x 24 in x 1 in (nominal)  
 610 mm x 610 mm x 40 ft  
 WHITE  
 10 Pieces

**NOTE: Item!**

Made in the United States of America by Armstrong World Ind. Inc., Lancaster, PA 17603

14



**Armstrong**

CEILING SOLUTIONS

Issue No. BP-5852 R3407-Type XLD



Acoustical Material  
Surface Burning  
Characteristics  
FHC 25/50

Tested in accordance with ASTM E 84  
Also classified as Class 1 Acoustical Properties  
FHC 60 in accordance with ASTM E 413

# 1445

09

24 in X 24 in x 1 in (nominal)  
610 mm x 610 mm x 25 mm  
WHITE  
10 Pieces  
40 ft<sup>2</sup>  
Zone™ High NRC Sq  
L/N 15/16" Grid  
Ultima® Health

**NOTE: Item is directional**

Made in Mexico by Armstrong World  
06 - 001 2023 21:18.58

206397



7300  
00E7

Armstrong  
ceiling solutions







# PAYMENT APPLICATION

<b>TO:</b> Cornwall Public Library 395 Hudson Street Cornwall, NY 12518 Attn:	<b>PROJECT NAME AND LOCATION:</b> Cornwall Library - HVAC SED# 44-03-01-06-6-009-006 395 Hudson Street Cornwall, NY 12518	<b>APPLICATION #</b> 1 <b>PERIOD THRU</b> 08/25/2023 <b>PROJECT #s:</b> 02 - Electrical <b>DATE OF CONTRACT:</b> 03/08/2023	Distribution to: <input type="checkbox"/> OWNER <input type="checkbox"/> CONSTRUCTION MANAGER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/>
<b>FROM:</b> Fanshawe, Inc. - Rockland Electric 143 Main Street 1st Floor Nanuet, NY 10954	<b>ARCHITECT:</b> Blake Engineering, PLLC 1898 County Route 1 Westtown, NY 10998		
<b>FOR:</b> #2 - Electrical	<b>CONSTRUCTION MANAGER:</b> Collier Construction LLC		

## CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.  
 Continuation Page is attached.

1. <b>CONTRACT AMOUNT</b>	\$124,500.00
2. <b>SUM OF ALL CHANGE ORDERS</b>	\$0.00
3. <b>CURRENT CONTRACT AMOUNT</b> (Line 1 +/- 2)	\$124,500.00
4. <b>TOTAL COMPLETED AND STORED</b> (Column G on Continuation Page)	\$21,100.00
5. <b>RETAINAGE:</b>	
a. 5.00% of Completed Work (Columns D + E on Continuation Page)	\$1,055.00
b. 5.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$1,055.00
6. <b>TOTAL COMPLETED AND STORED LESS RETAINAGE</b> (Line 4 minus Line 5 Total)	\$20,045.00
7. <b>LESS PREVIOUS PAYMENT APPLICATIONS</b>	\$0.00
8. <b>PAYMENT DUE</b>	\$20,045.00
9. <b>BALANCE TO COMPLETION</b> (Line 3 minus Line 6)	\$104,455.00

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$0.00	\$0.00
<b>TOTALS</b>	\$0.00	\$0.00
<b>NET CHANGES</b>	\$0.00	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: Fanshawe, Inc. - Rockland Electric

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 George Fanshawe, Vice President

State of: New York

County of: Rockland

Subscribed and sworn to before  
 me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public: Kimberly A Ross

My Commission Expires: April 15, 2026

## CERTIFICATION

The Construction Manager and Architect's signatures below are their assurance to Owner, concerning the payment herein applied for, that: (1) they have inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Construction Manager and Architect know of no reason why payment should not be made.

**CERTIFIED AMOUNT**..... \_\_\_\_\_

*(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)*

CONSTRUCTION MANAGER:

By: \_\_\_\_\_ Date: \_\_\_\_\_

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

**CONTINUATION PAGE**

PROJECT: Cornwall Library - HVAC  
 SED# 44-03-01-06-6-009-006

APPLICATION #: 1  
 DATE OF APPLICATION: 08/22/2023  
 PERIOD THRU: 08/25/2023  
 PROJECT #s: 02 - Electrical

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD		% COMP. (G / C)			
1	Cornwall Public Library - Base Project								
2	Performance and Payment Bonds	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100%	\$0.00	
3	Project Insurance	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	100%	\$0.00	
4	Mobilization & Demobilization	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100%	\$0.00	
5	Field Supervision and Layout	\$2,000.00	\$0.00	\$400.00	\$0.00	\$400.00	20%	\$1,600.00	
6	Temporary Facilities	\$1,500.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	80%	\$300.00	
7	Submittals	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,000.00	
8	Meeting Attendance	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,000.00	
9	Project Closeout	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,000.00	
10	Record Drawings and Construction Progress Documentation	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,000.00	
11	Punch List	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,500.00	
12	Clean-up	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,000.00	
13	Mechanical Equipment Disconnects Labor	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,000.00	
14	Lighting Tie up/Protect or Remve/Store Labor	\$14,000.00	\$0.00	\$14,000.00	\$0.00	\$14,000.00	100%	\$0.00	
15	Lighting Reinstall Labor	\$18,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$18,000.00	
16	Lighting Reinstall Material	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,000.00	
	<b>SUB-TOTALS</b>	\$55,500.00	\$0.00	\$21,100.00	\$0.00	\$21,100.00	38%	\$34,400.00	

**CONTINUATION PAGE**

PROJECT: Cornwall Library - HVAC  
 SED# 44-03-01-06-6-009-006

APPLICATION #: 1  
 DATE OF APPLICATION: 08/22/2023  
 PERIOD THRU: 08/25/2023  
 PROJECT #s: 02 - Electrical

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD		% COMP. (G / C)			
17	Low Voltage Device Tie up/Protect or Removal Labor	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,000.00	
18	Low Voltage Device Reinstall Labor	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,000.00	
19	Mechanical Equipment Circuitry Rough-In Labor	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$24,000.00	
20	Mechanical Equipment Circuitry Rough-in Material	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$9,000.00	
21	Mechanical Equipment Connections Labor	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,000.00	
22	Mechanical Equipment Connections Material	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,000.00	
23	Fire Alarm Equipment Labor	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,000.00	
24	Fire Alarm Equipment Material	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,500.00	
25	Fire Alarm Rough-in Labor	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,500.00	
26	Fire Alarm Rough-in Material	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$500.00	
	SUB-TOTALS	\$107,000.00	\$0.00	\$21,100.00	\$0.00	\$21,100.00	20%	\$85,900.00	
	SUB-TOTALS	\$107,000.00	\$0.00	\$21,100.00	\$0.00	\$21,100.00	20%	\$85,900.00	



**CONTINUATION PAGE**

PROJECT: Cornwall Library - HVAC  
 SED# 44-03-01-06-6-009-006

APPLICATION #: 1  
 DATE OF APPLICATION: 08/22/2023  
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Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD		% COMP. (G / C)			
101	Alternate 1								
102	Panelboard & Light Control Disconnect/Removals Labor	\$5,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,400.00	
103	Panelboard & Light Control Reinstallation Labor	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,000.00	
104	Panelboard & Light Control Reinstallation Material	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$500.00	
105	New Circuitry Rough Labor	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,500.00	
106	New Circuitry Rough Material	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$500.00	
107	Final Equipment Connections Labor	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$750.00	
108	Final Equipment Connections Material	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$250.00	
	SUB-TOTALS	\$14,900.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$14,900.00	
201	Alternate 2								
202	Alternate two	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$600.00	
	SUB-TOTALS	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$600.00	
301	Alternate 3								
302	Alternate three	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,000.00	
	SUB-TOTALS	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,000.00	
	<b>TOTALS</b>	\$124,500.00	\$0.00	\$21,100.00	\$0.00	\$21,100.00	17%	\$103,400.00	



September 5, 2023

Dear Member Library Board Presidents and Directors:

I'm pleased to announce that the RCLS Board of Trustees approved the 2024 Operating Budget on August 16, 2023, with a 0% increase to the member library service fee despite no increase to State Aid for libraries. RCLS continues to keep its operational costs from further impacting the library budgets for another year by using RCLS unallocated funds.

The most significant contributor to the RCLS 2024 Budget is the investment rate increase and the transfer of \$173,000 from the RCLS General Fund Balance to support the services and programs RCLS provides to member libraries. This increase will help offset some of the 6.6% purchasing power lost due to the Governor's lack of investment in State Aid for libraries.

Have you noticed that your library catalog has a new look? The new look is a product called Aspen Discovery from ByWater Solutions. This product was purchased in 2023 and paid for one year with the ILS unallocated funds saved. In 2024, the new product is the primary reason behind the increase in ILS services support costs, plus a 0.6% increase in operational costs. Please refer to Schedule B for the amount of your library's contribution for 2024.

RCLS staff, library directors, and library staff explored the possibility of switching the Integrated Library System from proprietary software provided by SirsiDynix to open-source software offered by one of three potential vendors: Mobius, Equinox, and ByWater Solutions. A committee was created to investigate these products and make a recommendation. If the member library boards approve this change by December 2023, it will represent a shift in the member library staff's relationship with this vital piece of software. The cost of this possible migration will be paid with the saved ILS Capital funds, with no additional cost to member libraries in 2024.

RCLS will continue supporting member libraries by providing continuing education opportunities to staff and trustees in 2024. RCLS is also increasing the investment in building strong relationships with our elected officials through the addition of a full-time Government Relations Specialist to the RCLS staff. In 2024, RCLS is committed to continuing our sustainability efforts and assisting member libraries with their own goals by having a full-time Sustainability consultant as part of the RCLS Team.

The RCLS Chief Financial Officer, Stephen Hofer, and I would like to invite all member library Trustees and Directors to participate in one of the scheduled budget discussions. We hope these discussions will be mutually beneficial and informative to everyone. Please note that registration for attendance at the Budget Discussions is required to ensure that a link to the virtual conversation is provided to you via email a day prior to the date.

The scheduled dates are:

**Budget Discussion- Wednesday, September 20, 2023 (6:30PM – 7:30PM)**

**Budget Discussion- Monday, September 25, 2023 (6:30PM – 7:30PM)**

Finally, please find the following essential documents included with this letter for your review.

1. 2024 General and ILS Budgets & 2024 RCLS Service Fee
2. 2024 Budget Highlights Reference Guide
3. 2024 ILS Services Support Cost (displaying each member's RCLS ILS Service contribution)
4. 2024 Budget Voting Ballot **(due by November 30, 2023)**

I look forward to a continued productive working relationship. Thank you for your time. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Grace Riario". The signature is fluid and cursive, with a long horizontal stroke at the end.

Grace Riario  
Executive Director



# Ramapo Catskill Library System

## 2024 General and ILS Budgets

08/16/23 RCLS Board Approved

Income	2023 BUDGET			2024 BUDGET			\$ Change			% Change		
	GENERAL	ILS	TOTAL	GENERAL	ILS	TOTAL	GENERAL	ILS	TOTAL	GENERAL	ILS	TOTAL
NYS Aid Library Systems	\$ 2,039,800	\$ -	\$ 2,039,800	\$ 2,044,300	\$ -	\$ 2,044,300	\$ 4,500	\$ -	\$ 4,500	0%	-	0%
NYS Aid Member Libraries	740,200	-	740,200	741,700	-	741,700	1,500	-	1,500	0%	-	0%
NYS Aid Other Agencies	64,300	-	64,300	64,400	-	64,400	100	-	100	0%	-	0%
NYS Construction Aid	132,800	-	132,800	-	-	-	(132,800)	-	(132,800)	-100%	-	-100%
ILS Services Support	-	568,300	568,300	-	615,800	615,800	-	47,500	47,500	-	8%	8%
Goods & Services	306,900	10,800	317,700	342,200	16,800	359,000	35,300	6,000	41,300	12%	56%	13%
RCLS Service Fee	127,800	-	127,800	127,800	-	127,800	-	-	-	0%	-	0%
NYLA Advocacy & Donations	5,000	-	5,000	2,500	-	2,500	(2,500)	-	(2,500)	-50%	-	-50%
Interest	4,000	2,000	6,000	60,000	4,900	64,900	56,000	2,900	58,900	1400%	145%	982%
E-Rate Funding	-	12,400	12,400	-	5,000	5,000	-	(7,400)	(7,400)	-	-60%	-60%
Transfer from General Fund Balance	(155,000)	-	(155,000)	173,200	-	173,200	328,200	-	328,200	-212%	-	0%
Transfer from ILS Fund Balance	-	50,900	50,900	-	-	-	-	(50,900)	(50,900)	-	-100%	-100%
<b>Total Income</b>	<b>\$ 3,265,800</b>	<b>\$ 644,400</b>	<b>\$ 3,910,200</b>	<b>\$ 3,556,100</b>	<b>\$ 642,500</b>	<b>\$ 4,198,600</b>	<b>\$ 290,300</b>	<b>\$ (1,900)</b>	<b>\$ 288,400</b>	<b>9%</b>	<b>0%</b>	<b>7%</b>
<b>Expense</b>												
Payroll Expenses	\$ 1,186,900	\$ 215,100	\$ 1,402,000	\$ 1,329,900	\$ 223,300	\$ 1,553,200	\$ 143,000	\$ 8,200	\$ 151,200	12%	4%	11%
Employee Benefits	634,500	103,900	738,400	762,000	116,000	878,000	127,500	12,100	139,600	20%	12%	19%
Equipment, Furniture & Fixtures	30,000	-	30,000	-	-	-	(30,000)	-	(30,000)	-100%	-	-100%
Vehicle Purchases	-	-	-	30,000	-	30,000	30,000	-	30,000	-	-	-
Library Materials	332,400	-	332,400	333,100	100	333,200	700	100	800	0%	-	0%
Office Supplies	12,500	3,500	16,000	17,700	1,300	19,000	5,200	(2,200)	3,000	42%	-63%	19%
Telecommunications	900	12,400	13,300	1,600	11,000	12,600	700	(1,400)	(700)	78%	-11%	-5%
Postage	1,400	-	1,400	1,400	-	1,400	-	-	-	0%	-	0%
Marketing & Promotion	15,300	-	15,300	23,500	-	23,500	8,200	-	8,200	54%	-	54%
Advocacy Costs	16,100	-	16,100	17,800	-	17,800	1,700	-	1,700	11%	-	11%
Travel	39,000	4,400	43,400	40,500	7,100	47,600	1,500	2,700	4,200	4%	61%	10%
Contracts with Libraries	305,400	-	305,400	340,700	-	340,700	35,300	-	35,300	12%	-	12%
Professional Fees	35,100	3,200	38,300	39,400	2,100	41,500	4,300	(1,100)	3,200	12%	-34%	8%
Continuing Ed - RCLS Staff	5,100	1,800	6,900	1,500	300	1,800	(3,600)	(1,500)	(5,100)	-71%	-83%	-74%
RCLS Programs	64,200	-	64,200	43,000	-	43,000	(21,200)	-	(21,200)	-33%	-	-33%
Membership Dues	5,000	200	5,200	5,400	200	5,600	400	-	400	8%	-	8%
Software/Hardware Maint. & Subs	51,400	247,600	299,000	41,400	234,600	276,000	(10,000)	(13,000)	(23,000)	-19%	-5%	-8%
Cataloging Tools	26,700	-	26,700	32,700	-	32,700	6,000	-	6,000	22%	-	22%
Building Repairs & Maint	121,500	11,800	133,300	102,200	13,300	115,500	(19,300)	1,500	(17,800)	-16%	13%	-13%
Vehicle Maint. & Operation	39,300	-	39,300	47,600	-	47,600	8,300	-	8,300	21%	-	21%
NYS Aid	323,100	-	323,100	304,700	-	304,700	(18,400)	-	(18,400)	-6%	-	-6%
Transfers To Other Funds	20,000	40,500	60,500	40,000	33,200	73,200	20,000	(7,300)	12,700	100%	-18%	21%
<b>Total Expense</b>	<b>\$ 3,265,800</b>	<b>\$ 644,400</b>	<b>\$ 3,910,200</b>	<b>\$ 3,556,100</b>	<b>\$ 642,500</b>	<b>\$ 4,198,600</b>	<b>\$ 290,300</b>	<b>\$ (1,900)</b>	<b>\$ 288,400</b>	<b>9%</b>	<b>0%</b>	<b>7%</b>
<b>Net Activity</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>						

# Ramapo Catskill Library System

## 2024 RCLS Services Fee - 0% Increase

08/16/23 RCLS Board Approved

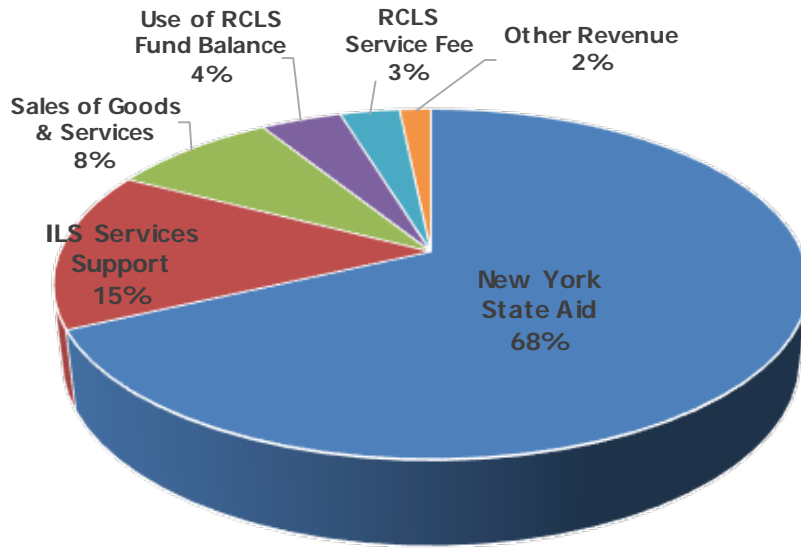
Library Name	Minimum Fee	2022 Population Annual Report Question 1.24	% of Total Population	Fee Based on Population	2022 Debt Service Annual Report Question 12.31	2022 Expenditures Annual Report Q12.32 less Debt Service Q12.31	% of Total Expenditures	Fee Based on Expenditures	TOTAL 2024 FEE	Service Fee as a % of Total Expenditures	Library	Total 2023 Fee	\$ Change From 2023	% Change From 2023
Albert Wisner Public Library	\$ 1,250	23,453	3.03%	\$ 1,047	\$ -	\$ 1,366,561	2.18%	\$ 754	\$ 3,052	0.22%	WAR	\$ 3,145	\$ (93)	-3%
Blauvelt Free Library	1,250	5,548	0.72%	248	-	879,995	1.41%	486	1,983	0.23%	BLV	1,989	(6)	0%
Chester Public Library	1,250	12,646	1.64%	565	-	638,400	1.02%	352	2,167	0.34%	CHS	2,185	(18)	-1%
Cornwall Public Library	1,250	17,395	2.25%	777	-	1,123,083	1.80%	620	2,647	0.24%	COR	2,700	(53)	-2%
Cragmoor Free Library	1,250	433	0.06%	19	-	75,689	0.12%	42	1,311	1.73%	CRG	1,309	2	0%
Daniel Pierce Library	1,250	6,070	0.79%	271	-	515,146	0.82%	284	1,805	0.35%	GRH	1,837	(32)	-2%
Ellenville Public Library and Museum	1,250	12,454	1.61%	556	-	910,235	1.45%	502	2,309	0.25%	EPL	2,422	(113)	-5%
Ethelbert B. Crawford Public Library	1,250	19,614	2.54%	876	355,862	912,965	1.46%	504	2,630	0.29%	MTC	2,596	34	1%
Fallsburg Library	1,250	12,045	1.56%	538	-	299,254	0.48%	165	1,953	0.65%	FBR	1,935	18	1%
Finkelstein Memorial Library	1,250	135,449	17.52%	6,049	-	8,278,114	13.23%	4,568	11,867	0.14%	FML	10,911	956	9%
Florida Public Library	1,250	5,132	0.66%	229	-	462,319	0.74%	255	1,734	0.38%	FPL	1,748	(14)	-1%
Gardiner Library	1,250	5,610	0.73%	251	61,277	299,221	0.48%	165	1,666	0.56%	GAR	1,670	(4)	0%
Goshen Public Library And Historical Society	1,250	19,260	2.49%	860	496,444	1,759,485	2.81%	971	3,081	0.18%	GOS	2,996	85	3%
Greenwood Lake Public Library	1,250	5,920	0.77%	264	-	1,162,432	1.86%	641	2,156	0.19%	GRL	2,246	(90)	-4%
Haverstraw Kings Daughters Public Library	1,250	34,360	4.44%	1,535	630,748	5,351,119	8.55%	2,953	5,737	0.11%	HAV	5,654	83	1%
Highland Falls Library	1,250	3,684	0.48%	165	-	264,686	0.42%	146	1,561	0.59%	HFL	1,586	(25)	-2%
Josephine-Louise Public Library	1,250	6,818	0.88%	305	-	562,793	0.90%	311	1,865	0.33%	WAL	1,924	(59)	-3%
Liberty Public Library	1,250	10,626	1.37%	475	152,200	305,665	0.49%	169	1,893	0.62%	LIB	1,911	(18)	-1%
Livingston Manor Free Library	1,250	3,298	0.43%	147	-	239,032	0.38%	132	1,529	0.64%	LIV	1,519	10	1%
Mamakating Library District	1,250	10,718	1.39%	479	23,564	293,811	0.47%	162	1,891	0.64%	MAM	1,887	4	0%
Moffat Library Of Washingtonville	1,250	25,789	3.34%	1,152	673,750	1,213,687	1.94%	670	3,072	0.25%	WAS	3,058	14	0%
Monroe Free Library	1,250	21,387	2.77%	955	90,553	1,289,574	2.06%	712	2,917	0.23%	MFL	2,925	(8)	0%
Montgomery Free Library	1,250	3,834	0.50%	171	-	77,211	0.12%	43	1,464	1.90%	MNG	1,466	(2)	0%
Nanuet Public Library	1,250	14,199	1.84%	634	-	2,608,760	4.17%	1,440	3,324	0.13%	NAN	3,356	(32)	-1%
New City Free Library	1,250	46,916	6.07%	2,095	-	4,343,898	6.94%	2,397	5,742	0.13%	NWC	5,824	(82)	-1%
Newburgh Free Library	1,250	68,215	8.82%	3,047	-	4,979,372	7.96%	2,748	7,044	0.14%	NFL	7,293	(249)	-3%
Nyack Library	1,250	14,148	1.83%	632	435,875	2,637,315	4.22%	1,455	3,337	0.13%	NYK	3,380	(43)	-1%
Orangeburg Library	1,250	4,565	0.59%	204	-	626,465	1.00%	346	1,800	0.29%	ORG	1,810	(10)	-1%
Palisades Free Library	1,250	810	0.10%	36	-	478,430	0.76%	264	1,550	0.32%	PAL	1,561	(11)	-1%
Pearl River Public Library	1,250	15,574	2.01%	696	-	2,860,472	4.57%	1,579	3,524	0.12%	PRL	3,422	102	3%
Piermont Library District	1,250	2,517	0.33%	112	-	428,678	0.69%	237	1,599	0.37%	PMT	1,580	19	1%
Pine Bush Area Public Library District	1,250	14,571	1.88%	651	11,974	284,227	0.45%	157	2,058	0.72%	PBL	2,203	(145)	-7%
Port Jervis Free Library	1,250	17,073	2.21%	763	-	878,375	1.40%	485	2,497	0.28%	PTJ	2,656	(159)	-6%
Roscoe Free Library	1,250	1,772	0.23%	79	-	112,554	0.18%	62	1,391	1.24%	ROS	1,405	(14)	-1%
Rose Memorial Library Association	1,250	14,813	1.92%	662	-	656,677	1.05%	362	2,274	0.35%	STP	2,247	27	1%
Sloatsburg Public Library	1,250	3,036	0.39%	136	-	436,975	0.70%	241	1,627	0.37%	SLO	1,649	(22)	-1%
Suffern Free Library	1,250	30,869	3.99%	1,379	414,019	2,499,506	4.00%	1,379	4,008	0.16%	SUF	3,983	25	1%
Sunshine Hall Free Library	1,250	2,196	0.28%	98	-	95,745	0.15%	53	1,401	1.46%	ELD	1,406	(5)	0%
Tappan Library	1,250	6,673	0.86%	298	-	772,828	1.24%	426	1,974	0.26%	TAP	1,950	24	1%
Thrall Public Library District of Middletown	1,250	59,174	7.65%	2,643	-	3,525,191	5.63%	1,945	5,838	0.17%	MID	5,721	117	2%
Tomkins Cove Public Library	1,250	1,841	0.24%	82	-	226,420	0.36%	125	1,457	0.64%	TCL	1,440	17	1%
Tuxedo Park Library	1,250	3,811	0.49%	170	-	612,788	0.98%	338	1,758	0.29%	TUX	1,782	(24)	-1%
Valley Cottage Free Library	1,250	9,038	1.17%	404	-	2,258,684	3.61%	1,246	2,900	0.13%	VCL	2,943	(43)	-1%
Walkkill Public Library	1,250	8,036	1.04%	359	-	312,213	0.50%	172	1,781	0.57%	WAK	1,746	35	2%
West Nyack Free Library	1,250	9,655	1.25%	431	-	1,079,333	1.73%	596	2,277	0.21%	WNY	2,346	(69)	-3%
Western Sullivan Public Library	1,250	9,794	1.27%	437	-	937,618	1.50%	517	2,205	0.24%	WSPL	2,306	(101)	-4%
Woodbury Public Library	1,250	12,197	1.58%	545	-	631,240	1.01%	348	2,143	0.34%	CVL	2,173	(30)	-1%
<b>TOTALS</b>	<b>\$ 58,750</b>	<b>773,036</b>		<b>\$ 34,525</b>	<b>\$ 3,346,266</b>	<b>\$ 62,564,241</b>		<b>\$ 34,525</b>	<b>\$ 127,800</b>	<b>0.20%</b>		<b>\$ 127,800</b>	<b>\$ -</b>	<b>0%</b>

Same as 2023

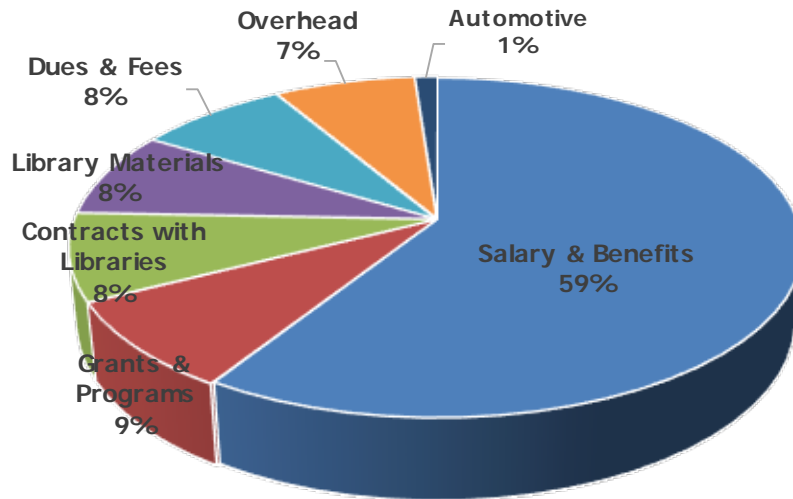
## 2024 RCLS Budget Highlights Reference Guide 09/01/23

### *The 4 most interesting things about the 2024 RCLS Budget*

1. Despite no budgeted increase in State Aid to Library Systems and 2023 inflation hovering around 6.6%, the RCLS Board of Trustees has approved a budget with no increase in the RCLS Service Fee, for the third year in a row.
2. ILS Services Support has increased by \$47,500 or 7.7%. Of this increment, the ASPEN Discovery, approved by the Directors' Association, accounts for \$44,000 or 7.1%, while the remaining \$3,500 or 0.6% pertains to increased operational expenses.
3. With rising interest rates, RCLS took action to secure a much better rate of return. Total interest is budgeted to increase by 982% or \$58,900 in 2024.
4. RCLS has two new positions, a Governmental Relations Specialist and Sustainability Coordinator to help support member libraries.



State Aid	\$ 2,850,400
ILS Services Support	615,800
Sales of Goods & Services	359,000
Use of RCLS Fund Balance	173,200
RCLS Service Fee	127,800
Other Revenue	67,400
E-Rate Funding	5,000
<b>TOTAL REVENUE</b>	<b>\$ 4,198,600</b>



Salary & Benefits	\$ 2,431,200
Grants & Programs	347,700
Contracts with Libraries	340,700
Library Materials	333,200
Dues & Fees	323,100
Overhead	301,900
Automotive	47,600
Transfer to Reserves	73,200
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 4,198,600</b>

# REFERENCE GUIDE: 2024 BUDGET HIGHLIGHTS

## INCOME

### **NYS STATE AID**

The 2024 Budget for NYS State Aid is based on the actual funding that was received in 2023.

### **ILS SERVICES SUPPORT**

As a non-profit organization, RCLS employs a cost recovery approach to calculate ILS Services Support Costs. Any surplus funds are strategically channeled into an unallocated fund earmarked for driving future ILS innovations. Notably, our adept use of economies of scale translates to substantial cost savings in ILS operations. A prime example of our commitment is the comprehensive support we extend to ILS Services, including the provision of 2.5 full-time RCLS cataloging staff members.

[ILS Services Support Costs - Schedule B](#) provides detailed cost information, per library. The formula considers a 3-year average of circulation and holdings, and a minimum support amount.

### **GOODS & SERVICES**

This line consists of estimated revenue for services and pass-through purchases, such as: System-Wide E-Content Pool at \$205,800; Consumer Report Pool at \$39,000; movie licensing at \$16,500, a new service Tutor.com at \$37,000; etc. This is where the purchasing power of the consortium provides outstanding returns on public funds for member libraries. The offsetting expense code is Contracts with Libraries.

ILS Goods & Services consists of two pass-through purchases: Hoopla Connector at \$5,800 and SymphonyWeb licenses at \$5,000.

### **RCLS SERVICE FEE**

Despite no budgeted increase in State Aid to Libraries and 2023 inflation hovering around 6.6%, the RCLS Board of Trustees has approved a budget with no increase in the RCLS 2024 Service Fee, for the third year in a row.

### **INTEREST INCOME**

With rising interest rates, RCLS took action to secure a much better rate of return. Total interest is budgeted to increase by 982% or \$58,900.

### **TRANSFER FROM FUND BALANCE**

The RCLS Board of Trustees approved the use of \$173,200 from the RCLS General Fund Balance to support the services provided to member libraries..



# REFERENCE GUIDE: 2024 BUDGET HIGHLIGHTS

## EXPENSES

### PAYROLL EXPENSES

The table below details the Payroll allocation for General and ILS Services. RCLS has a total of 27 Full-Time Equivalents (FTE): 19.7 FTE are General, and 2.6 FTE are ILS Services. RCLS has two new positions, a Governmental Relations Specialist and Sustainability Coordinator to help support member libraries.

Job Title	General	ILS Services
Executive Director	95%	0%
Chief Financial Officer	80%	10%
Asst. Fiscal Officer	30%	25%
Software Analyst and Admin.	5%	95%
Software Support Specialist	10%	70%
IT Manager and Network Admin.	18%	25%
Assistant Network Administrator	3%	30%
<b>% of Total Payroll</b>	<b>68%</b>	<b>11%</b>

### EMPLOYEE BENEFITS

Benefits are budgeted to increase by \$139,600 or 19% overall, almost entirely due to health insurance. Benefits are allocated to General and ILS Services based on the percentage of total payroll for each Service.

### HOSPITALIZATION

The New York State Health Insurance Plan (NYSHIP) is budgeted to increase by 23%. This is due to new employees and a budgeted 10% increase in premiums.

### RETIREMENT

The RCLS employer contribution to the NYS Retirement System is budgeted to increase 15%.

### EQUIPMENT, FURNITURE & FIXTURES (over \$2,500)

There are no purchases budgeted for 2024.

## REFERENCE GUIDE: 2024 BUDGET HIGHLIGHTS

### VEHICLE PURCHASES

RCLS intends to purchase a new hybrid consultants' vehicle for General use.

### LIBRARY MATERIALS

Central Library Service Aid (CLSA) from NYS is budgeted at \$331,600 and supports library services and the purchase of eligible library materials.

### OFFICE SUPPLIES

As well as typical office supplies, PC's, laptops, and equipment costing under \$2,500 are budgeted in this expense line. The overall budget has increased by \$3,000.

### TELECOMMUNICATIONS

This line has decreased by \$(700).

### MARKETING & PROMOTION and ADVOCACY COSTS

RCLS plans to continue and expand efforts to promote and advocate for libraries with another \$9,900 in support for these two budget lines.

### TRAVEL

The increase in ILS Travel is for the Software Analyst & Administrator and Software Support Specialist to attend an ILS Conference and one employee to attend the NYLA Conference.

### CONTRACTS WITH LIBRARIES

On the General side of the budget this account includes \$205,800 for the E-Content Pool and \$104,400 for other pass-through purchases such as the Database Pool and movie licenses. The new Tutor.com service accounts for the increase in this line.

### PROFESSIONAL FEES

Included in this line are payroll processing fees, general purpose attorney, Propay Fees and CPA audit costs. The increase is due to increased costs for payroll and auditing.

### CONTINUING ED – RCLS Staff

Continuing Education reduction of (\$5,100) is because there is no NYS Library Systems Directors' Organization conference in 2024.

### RCLS PROGRAMS

This line shows a \$(21,200) decrease. This decrease is due to the elimination of the Minisink Valley Public Library Initiative and EDI activities are now part of RCLS community engagement efforts.

## REFERENCE GUIDE: 2024 BUDGET HIGHLIGHTS

### SOFTWARE/HARDWARE MAINT. & SUBS

This includes hardware and software support, both annual contracts and multi-year contracts under \$2,500. The General side shows a \$(10,000) decrease due to better-than-expected negotiations on a software purchase.

ILS Software/Hardware Maint. & Subs costs include hardware and software support, both annual contracts and multi-year contracts under \$2,500. The ILS software has been budgeted at \$128,400, which is \$100 more than last year. A \$44,000 annual subscription cost for ASPEN is budgeted this year, while last year's budget included ASPEN implementation costs, which is why this line has reduced by \$(13,000).

Costs to migrate to a new ILS system will be budgeted in the 2024 ILS Capital Budget.

### CATALOGING TOOLS

RCLS is investing \$5,000 to enhance the shared catalog to ensure Equity, Diversity and Inclusion (EDI) are reflected in our core business.

### BUILDING REPAIRS & MAINT

#### FUELS AND UTILITIES

We continue to enjoy savings from RCLS upgrading to LED lighting and reduced energy costs by participating in MEGA, a third-party energy reseller for governmental agencies. Utilities are budgeted to increase by only \$600.

#### OTHER OPERATION & MAINTENANCE

Includes the following: trash removal, cleaning the building, groundskeeping, snow plowing and sanding, fire extinguisher maintenance, septic cleaning, fire and burglar alarm protection and other miscellaneous items.

#### REPAIRS TO BUILDING

The \$(17,800) reduction in this line is because the RCLS Board of Trustees created the RCLS Building Improvement Capital Fund, moving all large building repairs/improvements out of the Operating Budget.

### NYS Aid

The \$(18,400) decrease in NYS Aid is a result of NYS Coordinated Outreach Funds being assigned to support the RCLS staff that provide this service.

### TRANSFER TO OTHER FUNDS

The ILS Services transfer to ILS Capital Fund has been reduced by \$(7,300) in 2024.

The \$20,000 increase on the General side is to support the newly created RCLS Building Improvement Capital Fund.



RAMAPO  
CATSKILL  
LIBRARY  
SYSTEM

## 2024 Budget Ballot

The Board of Trustees of the \_\_\_\_\_  
Library on this day \_\_\_\_\_ of \_\_\_\_\_ 2023 approved a  
resolution to

accept

not to accept

the Ramapo Catskill Library System 2024 RCLS Budget.

---

Board President *(signature)*

Please return by 4 p.m.

**Thursday, November 30, 2023**

to

Grace Riario, Executive Director  
Ramapo Catskill Library System



**RAMAPO CATSKILL LIBRARY SYSTEM**  
**2024 ILS Services Support Costs - Schedule B**  
 08/16/23 RCLCS Board Approved

Total ILS Support Formula (A + (C + D = E) + F) = ILS Support

Library Name	Minimum Support Amount	3-Year Average Circulation	3-Year Average Holdings	3-Year Circulation + Holdings Usage	3-Year Usage Support	2024 Total ILS Support	Library	2023 ILS Service Support	\$ Increase (Decrease) from 2023	% Increase (Decrease) from 2023
Albert Wisner Public Library	\$ 1,750	181,443	125,576	307,019	\$ 18,690	\$ 20,440	WAR	\$ 18,920	\$ 1,520	8%
Blauvelt Free Library	1,250	39,014	84,256	123,270	7,500	8,750	BLV	7,840	910	12%
Chester Public Library	1,250	52,148	98,972	151,120	9,200	10,450	CHS	9,590	860	9%
Cornwall Public Library	1,750	138,648	124,035	262,683	15,990	17,740	COR	16,240	1,500	9%
Cragmoor Free Library	750	3,166	56,525	59,691	3,630	4,380	CRG	3,850	530	14%
Daniel Pierce Library	1,250	27,805	88,411	116,216	7,070	8,320	GRH	7,530	790	10%
Ellenville Public Library and Museum	1,250	31,585	106,928	138,513	8,430	9,680	EPL	8,910	770	9%
Ethelbert B. Crawford Public Library	1,250	47,727	87,334	135,060	8,220	9,470	MTC	9,140	330	4%
Fallsburg Library	750	19,237	73,374	92,612	5,640	6,390	FBR	5,890	500	8%
Finkelstein Memorial Library	4,000	491,212	302,320	793,532	48,310	52,310	FML	47,410	4,900	10%
Florida Public Library	1,250	26,805	77,567	104,372	6,350	7,600	FPL	6,870	730	11%
Gardiner Library	1,250	39,178	68,375	107,553	6,550	7,800	GAR	6,320	1,480	23%
Goshen Public Library And Historical Society	1,750	121,778	157,815	279,593	17,020	18,770	GOS	15,990	2,780	17%
Greenwood Lake Public Library	1,250	32,209	108,127	140,335	8,540	9,790	GRL	9,060	730	8%
Haverstraw Kings Daughters Public Library	2,500	179,428	203,805	383,233	23,330	25,830	HAV	24,090	1,740	7%
Highland Falls Library	1,250	26,917	81,131	108,049	6,580	7,830	HFL	7,080	750	11%
Josephine-Louise Public Library	1,250	41,484	85,101	126,585	7,710	8,960	WAL	8,150	810	10%
Liberty Public Library	750	25,234	72,968	98,202	5,980	6,730	LIB	5,960	770	13%
Livingston Manor Free Library	750	6,834	60,229	67,063	4,080	4,830	LIV	4,300	530	12%
Mamakating Library District	750	25,552	69,573	95,125	5,790	6,540	MAM	5,770	770	13%
Moffat Library Of Washingtonville	1,250	96,644	88,811	185,455	11,290	12,540	WAS	11,550	990	9%
Monroe Free Library	1,750	99,613	110,913	210,526	12,820	14,570	MFL	13,910	660	5%
Montgomery Free Library	750	16,125	71,760	87,886	5,350	6,100	MNG	5,500	600	11%
Nanuet Public Library	1,750	120,461	172,685	293,146	17,840	19,590	NAN	18,270	1,320	7%
New City Free Library	3,250	397,270	192,054	589,324	35,870	39,120	NWC	40,080	(960)	-2%
Newburgh Free Library	2,500	162,610	240,780	403,390	24,560	27,060	NFL	24,410	2,650	11%
Nyack Library	1,750	124,003	163,807	287,809	17,520	19,270	NYK	17,230	2,040	12%
Orangeburg Library	1,250	35,791	94,579	130,370	7,940	9,190	ORG	8,350	840	10%
Palisades Free Library	750	21,507	71,021	92,528	5,630	6,380	PAL	5,670	710	13%
Pearl River Public Library	1,750	109,653	120,944	230,597	14,040	15,790	PRL	15,370	420	3%
Piermont Library District	750	15,679	62,225	77,904	4,740	5,490	PMT	4,930	560	11%
Pine Bush Area Public Library District	1,250	38,252	73,635	111,886	6,810	8,060	PBL	7,310	750	10%
Port Jervis Free Library	1,250	50,927	93,871	144,798	8,810	10,060	PTJ	8,920	1,140	13%
Roscoe Free Library	750	5,461	62,410	67,871	4,130	4,880	ROS	4,260	620	15%
Rose Memorial Library Association	1,250	36,410	80,815	117,226	7,140	8,390	STP	7,800	590	8%
Sloatsburg Public Library	1,250	23,468	89,339	112,807	6,870	8,120	SLO	7,300	820	11%
Suffern Free Library	2,500	230,962	209,559	440,521	26,820	29,320	SUF	29,720	(400)	-1%
Sunshine Hall Free Library	750	12,920	71,945	84,865	5,170	5,920	ELD	5,230	690	13%
Tappan Library	1,250	59,535	80,562	140,097	8,530	9,780	TAP	8,580	1,200	14%
Thrall Public Library District of Middletown	2,500	170,460	283,399	453,859	27,630	30,130	MID	29,810	320	1%
Tomkins Cove Public Library	1,250	14,056	88,917	102,973	6,270	7,520	TCL	6,260	1,260	20%
Tuxedo Park Library	1,250	32,011	75,843	107,854	6,570	7,820	TUX	7,040	780	11%
Valley Cottage Free Library	1,750	95,996	165,292	261,288	15,910	17,660	VCL	16,150	1,510	9%
Wallkill Public Library	1,250	37,684	66,811	104,495	6,360	7,610	WAK	6,260	1,350	22%
West Nyack Free Library	1,250	73,647	100,387	174,034	10,590	11,840	WNY	10,520	1,320	13%
Western Sullivan Public Library	1,250	63,127	123,840	186,968	11,380	12,630	WSPL	11,300	1,330	12%
Woodbury Public Library	1,250	33,137	83,768	116,905	7,120	8,370	CVL	7,710	660	9%
<b>TOTALS</b>	<b>\$ 67,500</b>	<b>3,734,810</b>	<b>5,272,395</b>	<b>9,007,205</b>	<b>\$ 548,320</b>	<b>\$ 615,800</b>		<b>\$ 568,350</b>	<b>\$ 47,470</b>	<b>8%</b>

1

Minimum Support Amount based on Column E 3-Year Circulation + Holdings Usage	
25,000 - 49,999	\$ 250
50,000 - 99,999	750
100,000 - 199,999	1,250
200,000 - 349,999	1,750
350,000 - 499,999	2,500
500,000 - 649,999	3,250
650,000 - 849,999	4,000
850,000 - 1,049,999	4,500
1,050,000 - 1,299,999	5,000

The ILS Support Costs have increased by \$47,470 (8%) over the 2023 ILS Budget. Of this increase, \$44,000 (8%) is ASPEN included in ILS fees per the Director's Association. The remaining \$3,470 (0%) represents an increase in operating costs.

If your Library has an increase greater or less than the 8% average (Column 1 on this sheet), it is because the 3 year average of Circulation (Column 2 on the back of this sheet) and Holdings (Column 3 on the back of this sheet) percentages are greater or less than their respective average.

# RAMAPO CATSKILL LIBRARY SYSTEM

## 2024 ILS Service Support 3-Year Circulation and Holdings Average Calculation

8/16/2023

2020, 2021 & 2022 data is from the approved NYS Annual Reports

Columns C & D carry-over to the Participant's ILS Service Support Costs - Schedule B

NYS Annual Report Question #s Library Name	C				2020			2021			2022			D		2		3	
	2020 Q4.16 Circulation	2021 Q4.16 Circulation	2022 Q4.16 Circulation	3-Year Average Circulation	(Q2.25 Holdings	- Q2.19) = Electronic	Holdings	(Q2.25 Holdings	- Q2.19) = Electronic	Holdings	(Q2.25 Holdings	- Q2.19) = Electronic	Holdings	3-Year Average Holdings	Library	2023 Circ. Avg. Increase (Decrease)	2023 % Increase (Decrease)	2023 Holding Avg. Increase (Decrease)	2023 % Increase (Decrease)
Albert Wisner Public Library	184,825	164,212	195,292	181,443	339,002	210,675	128,327	342,587	220,346	122,241	351,391	225,231	126,160	125,576	WAR	(11,376)	-6%	(513)	0%
Blauvelt Free Library	34,558	40,473	42,010	39,014	295,946	210,675	85,271	302,448	220,346	82,102	310,626	225,231	85,395	84,256	BLV	(1,212)	-3%	2,080	2%
Chester Public Library	43,994	55,977	56,473	52,148	308,617	210,675	97,942	318,901	220,346	98,555	325,650	225,231	100,419	98,972	CHS	(5,112)	-10%	1,389	1%
Cornwall Public Library	140,225	122,017	153,702	138,648	331,514	210,675	120,839	345,053	220,346	124,707	351,789	225,231	126,558	124,035	COR	(9,650)	-7%	3,337	3%
Cragmoor Free Library	2,856	3,258	3,385	3,166	263,818	210,675	53,143	276,974	220,346	56,628	285,035	225,231	59,804	56,525	CRG	(393)	-12%	2,582	5%
Daniel Pierce Library	21,046	29,423	32,946	27,805	298,786	210,675	88,111	307,877	220,346	87,531	314,821	225,231	89,590	88,411	GRH	(2,227)	-8%	1,791	2%
Ellenville Public Library and Museum	26,781	30,376	37,597	31,585	317,379	210,675	106,704	326,600	220,346	106,254	333,058	225,231	107,827	106,928	EPL	(5,531)	-18%	1,858	2%
Ethelbert B. Crawford Public Library	41,543	49,782	51,855	47,727	296,309	210,675	85,634	307,750	220,346	87,404	314,194	225,231	88,963	87,334	MTC	(13,598)	-28%	2,213	3%
Fallsburg Library	25,613	14,139	17,960	19,237	282,595	210,675	71,920	293,669	220,346	73,323	300,111	225,231	74,880	73,374	FBR	(4,727)	-25%	1,946	3%
Finkelstein Memorial Library	355,826	498,293	619,518	491,212	504,109	210,675	293,434	523,982	220,346	303,636	535,120	225,231	309,889	302,320	FML	(20,650)	-4%	8,184	3%
Florida Public Library	27,572	24,619	28,223	26,805	286,453	210,675	75,778	297,282	220,346	76,936	305,218	225,231	79,987	77,567	FPL	(2,324)	-9%	2,345	3%
Gardiner Library	29,750	39,871	47,913	39,178	277,501	210,675	66,826	289,102	220,346	68,756	294,773	225,231	69,542	68,375	GAR	2,174	6%	1,985	3%
Goshen Public Library And Historical Society	116,844	117,818	130,671	121,778	364,676	210,675	154,001	377,009	220,346	156,663	389,104	226,322	162,782	157,815	GOS	10,367	9%	4,773	3%
Greenwood Lake Public Library	37,959	26,426	32,241	32,209	319,299	210,675	108,624	327,699	220,346	107,353	333,634	225,231	108,403	108,127	GRL	(5,000)	-16%	388	0%
Haverstraw Kings Daughters Public Library	227,147	135,172	175,965	179,428	413,822	210,675	203,147	421,839	220,346	201,493	432,006	225,231	206,775	203,805	HAV	(16,787)	-9%	(432)	0%
Highland Falls Library	20,812	26,365	33,575	26,917	290,216	210,675	79,541	301,087	220,346	80,741	308,343	225,231	83,112	81,131	HFL	(2,301)	-9%	2,011	2%
Josephine-Louise Public Library	47,860	32,821	43,771	41,484	292,843	210,675	82,168	305,255	220,346	84,909	313,456	225,231	88,225	85,101	WAL	(4,511)	-11%	3,035	4%
Liberty Public Library	26,996	20,480	28,226	25,234	281,134	210,675	70,459	293,422	220,346	73,076	300,599	225,231	75,368	72,968	LIB	(1,111)	-4%	2,646	4%
Livingston Manor Free Library	6,240	7,033	7,228	6,834	269,998	210,675	59,323	279,708	220,346	59,362	287,236	225,234	62,002	60,229	LIV	(396)	-6%	1,557	3%
Mamakating Library District	19,611	28,954	28,091	25,552	280,690	210,675	70,015	288,600	220,346	68,254	295,681	225,231	70,450	69,573	MAM	(923)	-4%	2,746	4%
Moffat Library Of Washingtonville	103,699	85,384	100,848	96,644	296,216	210,675	85,541	308,189	220,346	87,843	318,281	225,231	93,050	88,811	WAS	(9,664)	-10%	3,951	4%
Monroe Free Library	88,771	104,884	105,184	99,613	322,977	210,675	112,302	329,458	220,346	109,112	336,556	225,231	111,325	110,913	MFL	(14,780)	-15%	(429)	0%
Montgomery Free Library	13,598	16,212	18,566	16,125	280,584	210,675	69,909	291,851	220,346	71,505	299,098	225,231	73,867	71,760	MNG	(2,687)	-17%	2,362	3%
Nanuet Public Library	126,710	100,443	134,230	120,461	381,073	210,675	170,398	394,425	220,400	174,025	398,863	225,231	173,632	172,685	NAN	(15,753)	-13%	2,151	1%
New City Free Library	399,535	463,902	328,372	397,270	427,449	232,968	194,481	415,708	220,346	195,362	411,551	225,231	186,320	192,054	NWC	(79,373)	-20%	(1,215)	-1%
Newburgh Free Library	173,946	99,452	214,432	162,610	464,847	210,675	254,172	457,627	220,346	237,281	456,119	225,231	230,888	240,780	NFL	452	0%	(3,859)	-2%
Nyack Library	123,364	97,556	151,088	124,003	373,514	210,675	162,839	382,977	220,346	162,631	391,181	225,231	165,950	163,807	NYK	(1,815)	-1%	2,224	1%
Orangeburg Library	30,388	36,864	40,122	35,791	301,875	210,675	91,200	314,548	220,346	94,202	323,566	225,231	98,335	94,579	ORG	(4,608)	-13%	3,090	3%
Palisades Free Library	18,805	22,076	23,640	21,507	281,506	210,675	70,831	289,318	220,346	68,972	298,490	225,231	73,259	71,021	PAL	(950)	-4%	2,038	3%
Pearl River Public Library	116,684	101,699	110,576	109,653	344,839	210,675	134,164	334,606	220,346	114,260	339,639	225,231	114,408	120,944	PRL	(14,605)	-13%	(7,758)	-6%
Piermont Library District	16,972	13,818	16,247	15,679	272,614	210,675	61,939	282,750	220,346	62,404	287,563	225,231	62,332	62,225	PMT	(691)	-4%	981	2%
Pine Bush Area Public Library District	31,476	41,176	42,103	38,252	282,437	210,694	71,743	293,326	220,346	72,980	301,412	225,231	76,181	73,635	PBL	(3,216)	-8%	2,590	4%
Port Jervis Free Library	36,127	46,538	70,116	50,927	302,433	210,675	91,758	313,191	220,346	92,845	322,241	225,231	97,010	93,871	PTJ	(75)	0%	2,467	3%
Roscoe Free Library	4,596	6,217	5,571	5,461	270,697	210,675	60,022	282,697	220,346	62,351	290,087	225,231	64,856	62,410	ROS	(177)	-3%	2,811	5%
Rose Memorial Library Association	32,571	39,844	36,816	36,410	290,446	210,675	79,771	300,293	220,346	79,947	307,959	225,231	82,728	80,815	STP	(6,840)	-19%	2,360	3%
Sloatsburg Public Library	21,101	25,016	24,287	23,468	297,436	210,675	86,761	308,272	220,346	87,926	318,561	225,231	93,330	89,339	SLO	(1,812)	-8%	2,333	3%
Suffern Free Library	266,589	186,072	240,224	230,962	437,272	210,675	226,597	436,142	220,346	215,796	411,515	225,231	186,284	209,559	SUF	(37,392)	-16%	(13,611)	-6%
Sunshine Hall Free Library	11,399	13,732	13,628	12,920	279,287	210,675	68,612	295,338	220,346	74,992	297,462	225,231	72,231	71,945	ELD	(488)	-4%	2,159	3%
Tappan Library	51,092	62,501	65,012	59,535	288,826	210,675	78,151	300,253	220,346	79,907	308,860	225,231	83,629	80,562	TAP	1,129	2%	2,933	4%
Thrall Public Library District of Middletown	175,442	189,556	146,383	170,460	506,086	210,675	295,411	500,209	220,346	279,863	500,807	225,884	274,923	283,399	MID	(34,445)	-20%	(4,811)	-2%
Tomkins Cove Public Library	13,379	14,836	13,952	14,056	299,112	210,675	88,437	309,201	220,346	88,855	314,690	225,231	89,459	88,917	TCL	(1,068)	-8%	1,750	2%
Tuxedo Park Library	29,005	32,429	34,598	32,011	283,952	210,675	73,277	296,164	220,346	75,818	303,666	225,231	78,435	75,843	TUX	(2,860)	-9%	3,252	4%
Valley Cottage Free Library	72,327	89,599	126,061	95,996	374,203	210,675	163,528	383,202	220,346	162,856	394,724	225,231	169,493	165,292	VCL	(8,970)	-9%	2,857	2%
Walkill Public Library	31,459	39,667	41,926	37,684	275,420	210,675	64,745	286,699	220,346	66,353	294,567	225,231	69,336	66,811	WAK	(374)	-1%	2,601	4%
West Nyack Free Library	67,251	72,888	80,801	73,647	309,910	210,675	99,235	320,873	220,346	100,527	326,630	225,231	101,399	100,387	WNY	(962)	-1%	2,837	3%
Western Sullivan Public Library	60,881	58,831	69,670	63,127	332,834	210,675	122,159	343,721	220,346	123,375	351,218	225,231	125,987	123,840	WSPL	(2,229)	-4%	2,657	2%
Woodbury Public Library	29,421	32,587	37,402	33,137	293,453	210,675	82,778	303,615	220,346	83,269	310,488	225,231	85,257	83,768	CVL	(3,331)	-10%	377	0%
<b>TOTALS</b>	<b>3,584,646</b>	<b>3,561,288</b>	<b>4,058,497</b>	<b>3,734,810</b>	<b>15,186,005</b>	<b>9,924,037</b>	<b>5,261,968</b>	<b>15,601,497</b>	<b>10,356,316</b>	<b>5,245,181</b>	<b>15,897,639</b>	<b>10,587,604</b>	<b>5,310,035</b>	<b>5,272,395</b>		<b>(342,871)</b>	<b>-9%</b>	<b>65,018</b>	<b>1%</b>

# The Good Idea Fund

## Grant Request Form

Proposals need to be submitted to the Director by the end of each quarter in order to be considered.

Deadline dates are: March 23, June 22, September 21 and December 21, 2018. Requests will be considered at the following board meeting. Grants will be issued for a minimum of \$500 and should be for one-time expenses that fall outside the parameters of the annual operating budget. Projects will be funded that enhance the programming or services of the library.

1. Your Name:

Elizabeth Fisher

2. Your Financial Request:

\$ 1240.00 \* this depends upon end of summer sale  
got discount - logo printing was more  
got tax exempt. 8/19/23 ekf

3. Project this grant will fund:

Stainless Steel Water Bottles w/library logo

4. Is this grant for technology, products, furniture, equipment, or services?

products, patron goodwill

5. Is any portion of this request funded by another source? If so, please identify.

No

6. Who is the intended audience for this request?

150 patrons to enter library after HVAC construction

7. Please describe your project. What is the anticipated outcome of this project?

How will you measure this?

Water bottles will entice people to use the new self-filling water station, spread the word about it & the library and bring more people into the library

8. What goal or objective does this pertain to in the 2017-2022 Strategic Plan?

Non-Plastic water bottles will highlight the library's intentions for environmental sustainability

9. Please complete attached Budget Form. (over)

Budget Form

Description of Item or Service	Provider of Item or Services	Quantity or Unit of Cost	Proposed Expenditure
100 stainless steel water Bottles w/ library logo	DISCOUNT MUGS	100	\$ \$1240 * see #2

Your Signature: Elizabeth K. Fisher Date: 8-15-23

Director's Signature: CA Dunaway Date: 8-15-23

Approved by Board of Trustees:  YES  NO Date: \_\_\_\_\_

NOTES: \* price may vary due to end of summer sale





"Barbie"  
"

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Thank you for your order!  
**Order Number DM5648562**

We will now proceed with your order.  
If you have any questions, please call 1-800-579-7152.

Estimated Delivery Date  
**August 28 - 29, 2023**



**SB117 - Silver (100pcs.)**

Price:	\$1,316.00
Setup Charge:	\$99.00
<hr/>	
Subtotal:	\$1,415.00
Shipping:	\$0.00
<b>Item Total:</b>	<b>\$1,415.00</b>

Your Order Summary

Coupon ( ENDSUM23 ) Discount Total -\$175.00

**Grand Total:** **\$1,240.00**

You've earned \$62.00 MugBucks for this purchase

## **Strategic Planning Report**

The Strategic Planning Committee met Monday, August 21, 2023, to refine a flier that provides a visual summary of the strategic plan for distribution. The goal is to have a flier that also allows easy means of further public input by integrating QR codes linked to Google forms created with the current goals in mind as well as with an eye to the future. Google forms for the community and for staff are in development, so the flier isn't complete yet. The form for the community was edited and the group would like to have a flowchart style survey that asks 3 questions and then asks the respondent if they have time to answer more questions. Based on responses to that question, three different paths are available--no further questions, further questions later (emailed) or further questions now. We are researching how to do this best in a digital format.