

Cornwall Public Library
October 11, 2023, 7:00 PM
Regular Meeting Agenda

I. Roll

II. Approval of Agenda

III. Approval of the Minutes-September 12, 2023; Approval of Special Meeting Minutes-Oct. 3, 2023

IV. Financial Review

a. Approval of Warrant # 3

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 5 Construction invoices totaling \$ 390,439.96.

4. Friends

5. Personnel Committee: Motion to accept the resignation of Ilona Velasquez, effective October 10, 2023. Discuss having Devora Lindeman ESQ review the employee handbook and the estimate for the work.

6. Strategic Planning Committee

IX. Unfinished Business

X. New Business: Discussion of update to barrel ceiling: adding expansion joints and painting the ceiling. Waiting on plans from Broderick and quote from contractor.

XI. Executive Session to discuss a personnel issue

XII. Adjournment

Next Regular Board Meeting Weds. November 8, 2023, 7 PM

**Cornwall Public Library Board of Trustees Meeting
September 13, 2023 7:45 p.m.**

Minutes

Meeting was called to order by Stephanie Wolf at 7:45 p.m.

I. Roll:

Trustees Present: Stephanie Wolf (President), Melissa Greaves-Kulisek (Secretary), Matt Rettig, Lynn Daniels

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

Trustees Excused: Meghann Chyla (Vice President), Julia Dahl, Michelle Query

Public: Rebecca Barth, Elizabeth Fisher

II. **Approval of Agenda:** A motion to approve the agenda was made by Melissa Greaves-Kulisek, and seconded by Matt Rettig. Discussion: Request to add *Good Idea Fund* to New Business. A vote to approve the amended agenda of the Regular Board Meeting for September 13, 2023, was unanimous.

III. **Approval of the Minutes:** A motion to approve minutes of the Regular Board Meeting of August 9, 2023, was made by Lynn Daniels, seconded by Matt Rettig, and unanimously approved. Excused Trustee Michelle Query voted by proxy.

IV. **Financial Review:** A motion to approve Warrant #2 in the amount of \$85,371.18 was made by Melissa Greaves-Kulisek, and seconded by Lynn Daniels. Discussion: A question regarding payment to Prestige Mechanical and Construction Corp in the amount of \$862.50 was raised. Is it part of the Capital Project? No. The payment is for the repair(s) to the leak in the public men's room, and air conditioning. A question regarding payment of \$2,300.00 to RPC Electric to prepare the temporary space at Munger Cottage to support the electrical needs required for operating the Library during construction was raised. Is it part of the Capital Project? Yes. The work is necessary to operate out of Munger Cottage. The Board also noted that there are three pay periods on the Warrant. A vote to approve payment of Warrant #2 in the amount of \$85,371.18 was unanimous. Excused Trustee Michelle Query voted by proxy.

V. **Public Remarks:** One hundred 26 oz. aluminum water bottles with CPL logo were ordered and received. The water bottles will be given to the first 100 patrons returning to the Library after the completion of the Capital Project. The Director will ask The Friends if they are interested in purchasing the same water bottles to use as a fundraiser. Members of the Board suggested that CPL staff also receive the bottles.

VI. Communications and Donations: The Friends have been bringing treats for the staff during the temporary re-location. The Director has sent a formal thank you to The Friends for their kindness.

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

Munger Cottage: The space is tight but the staff is making the best of the situation; some have been working from home when possible to free up desk space.

There have been many CPL books being returned. Currently, RCLS has 40 boxes stored at its location and cannot take more. Boxes are also being stored at Munger Cottage using the area under staff desks and along the wall(s). Question: Could this dilemma have been avoided? Probably not, since CPL could not restrict patrons from borrowing books ahead of the move. Also, the CPL collection was closed to ILL before the move so most of the returns now are not from other libraries in the system. Question: Could some of the books be stored at the Library among the stacks? No. The furniture is stored there during construction. Question: What about the POD in the parking lot or an additional POD? The current POD is full, and it would not be a wise decision to store the books in a POD given the temperature/moisture changes that could occur as it would be damaging to the books. The previous director of the Newburgh Library offered the use of space but she has since left the Library at Newburgh. Question: Can the returned CPL books be circulated to patrons in order to reduce the number of books being stored? No. The CPL collection is frozen during construction so no books may be checked out until the re-opening of the Library.

It was decided that the Director will speak to the construction manager to see if some of the boxes could be brought back to the building now. Before that happens, an inquiry to RCLS to find out if they would do the physical move must occur.

The Director thanked the staff for the work they did to bring the office equipment and materials to Munger Cottage. Special thanks to Rebecca Barth for getting the phones up and running. Brenda Goldfarb continues to work on finding appropriate alternate locations for programming.

Daily reports are being received indicating the progress of the Project.

The new head of Adult Services is doing well.

Four trees that were in serious shape were removed from the areas near the parking lot and on the street side of the building.

VIII. Committee Reports:

Finance Committee: The Committee met to review the fund balance for the Capital Fund. There are sufficient funds to pay the invoices received to date. CCSD will cut

a check for 50% of the tax money due to the Library; the check should be received by September 18.

Policy Committee: The Committee met to review the “Governance of the Board.” There is still more work to do. The Employee Handbook was sent to the lawyer recommended by RCLS.

Building, Garden, Grounds, and Sustainability Committee: No Committee report.

The Construction Manager has been responsive and provides daily progress reports on the Project. One issue that has come up is the sheetrock seams on the vaulted ceilings have separated. While everything is currently securely covered it may be a good time to consider how to repair the seams. An estimate for the work will be obtained. Also, the Committee is requesting an estimate for the floor in the vestibule.

A motion to approve payment of nine construction invoices totaling \$255,774.80 was made by Melissa Greaves-Kulisek, and seconded by Matt Rettig. Discussion: Are the invoices on schedule in terms of the costs already incurred? Yes. A vote to approve payment of nine construction invoices totaling \$255,774.80 was unanimous. Excused Trustee Michelle Query voted by proxy.

Friends: None

Personnel Committee: None

Strategic Planning Committee: None

IX. Unfinished Business: None

X. New Business: A motion to approve payment of \$1,415.00 for the purchase of 100 aluminum water bottles as part of the *Good Ideas Fund* was made by Lynn Daniels, seconded by Melissa Greaves-Kulisek, and unanimously approved.

XI. Adjournment: A motion to adjourn the Regular Board meeting was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and unanimously approved. The meeting adjourned at 8:43 p.m.

The next Regular Board Meeting will be held on

Wednesday, October 11, 2023 at 7:00 p.m.

Cornwall Public Library
October 3, 2023, 7:00 PM
Special Meeting Minutes

Call to order 7:04

I. Roll: Present - Stephanie Wolf; Meghann Chyla; Lynn Daniels; Michelle Query;
Melissa Greaves-Kulisek; Matt Rettig. Excused: Julia Dahl.

Also present - Charlotte A Dunaief, Director & minutes.

II. Approval of Agenda: Motion to amend Agenda to include information to the Board from the Executive committee made by Meghann Chyla and seconded by Melissa Greaves-Kulisek; all six present voted in favor of the amended agenda.

III. Motion to Approve \$ 25,519.94 to remove tiling from entryway & hall and replace with epoxy flooring. Motion made by Lynn Daniels, seconded by Melissa Greaves-Kulisek.

Stephanie Wolf reviewed the HVAC budget and expenses, as well as some additional anticipated expenses. Additional discussion ensued. The motion passed; all six board members present voted in favor of the motion.

V. Executive Board informational discussion – The Executive Committee informed the rest of the board that they met with staff members on October 2nd, and will have another “meet and greet” on October 5th.

IV. Adjournment

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

Cornwall Public Library

Warrant #3

September 2023

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
		Aflac		\$ -93.70
		Benninger Landscaping LTD		\$ -900.00
		Blackstone Publishing		\$ -548.70
		Brodart Co.- McN		\$ -610.75
		Cengage Learning Inc/Gale		\$ -241.49
		Central Hudson Gas & Electric Corp		\$ -771.17
		Charlotte Dunaief		\$ -66.57
		Cornwall Public Library Payroll		\$ -49,639.99
		Culligan of Newburgh		\$ -50.00
		Elan Financial Services		\$ -1,293.42
		Elizabeth Fisher		\$ -87.78
		Finkelstein Memorial Library		\$ -26.99
		Florida Public Library		\$ -16.50
		Harper's Magazine		\$ -33.97
		hoopla		\$ -707.53
		Ingram Library Services		\$ -16.58
		J&G Law, LLP		\$ -50.00
		Linda L Israel		\$ -494.70
		Lock Around the Clock		\$ -70.00
		Lois Kohlman		\$ -494.70
		Marangi Disposal		\$ -166.40
		Marie C Clark		\$ -494.70
		Mother Jones		\$ -20.00
		Nationwide NYS Deffered		\$ -1,200.00
		NET 2 PHONE		\$ -182.94
		NYS Health Insurance Pending Acct		\$ -5,316.04
		Overdrive Inc		\$ -1,595.58
		P&P Quick Copy Center		\$ -43.47
		Pam Stockton		\$ -66.66
		Patricia Rovello		\$ -494.70
		Rebecca Barth		\$ -17.68
		The Horn Book Magazine		\$ -72.00
		Time		\$ -72.00
		Toshiba		\$ -574.37
		Verizon		\$ -440.66
		Verizon- Wireless		\$ -15.08
		Village of Cornwall on Hudson		\$ -72.00
		Wini White		\$ -494.70
		TOTAL		\$ -67,553.52

Cornwall Public Library

Budget vs. Actuals: FY 2023-2024 - Operating Expenses (25% of FY)

July - September, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4002 Local Public Funds	713,966.50	1,427,933.00	-713,966.50	50.00 %
4082 Income	1,503.36	1,000.00	503.36	150.34 %
4401 Interest Income	687.27	500.00	187.27	137.45 %
4706 Friends of the Cornwall Public Library	4,232.83	13,500.00	-9,267.17	31.35 %
4760 Grants/Other	4,639.00		4,639.00	
4840 RCLS- LLSA		4,810.00	-4,810.00	
Total Revenue	\$725,028.96	\$1,447,743.00	\$ -722,714.04	50.08 %
GROSS PROFIT	\$725,028.96	\$1,447,743.00	\$ -722,714.04	50.08 %
Expenditures				
6010 Retirement	658.49	55,700.00	-55,041.51	1.18 %
6030.8 FICA/Medicare Expense	13,822.60	69,393.00	-55,570.40	19.92 %
6060 Worker's Compensation	3,679.00	7,500.00	-3,821.00	49.05 %
6090 Health Insurance	13,943.49	101,852.00	-87,908.51	13.69 %
6141 Professional Library	35,473.46	211,516.00	-176,042.54	16.77 %
6142 Clerical Salary	111,717.08	532,050.00	-420,332.92	21.00 %
6143 Treasurer Salary	1,468.86	6,365.00	-4,896.14	23.08 %
6144 Custodial Salary	4,004.45	27,838.00	-23,833.55	14.38 %
7410 Books	4,680.97	61,850.00	-57,169.03	7.57 %
7410.9 McNaughton	1,832.25	7,329.00	-5,496.75	25.00 %
7411 Movie License		700.00	-700.00	
7412 Video/Music/Books on Tape	12,501.01	45,900.00	-33,398.99	27.24 %
7413 Serials/Reference	2,657.01	19,240.00	-16,582.99	13.81 %
7430 Supplies				
7430.1 Library Supplies		6,300.00	-6,300.00	
7430.11 Book Processing	111.71	2,200.00	-2,088.29	5.08 %
7430.2 Office Supplies	2,176.91	11,000.00	-8,823.09	19.79 %
7430.30 Program Supplies- Adult	530.94	3,500.00	-2,969.06	15.17 %
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	
Total 7430 Supplies	2,950.99	40,000.00	-37,049.01	7.38 %
7431 Telephone	1,672.69	4,900.00	-3,227.31	34.14 %
7432 Square Processing Fees	7.02	100.00	-92.98	7.02 %
7433 Postage and Shipping	296.81	4,900.00	-4,603.19	6.06 %
7434 Printing	75.26	10,000.00	-9,924.74	0.75 %
7435 7435- Travel/Conference	385.86	4,500.00	-4,114.14	8.57 %
7437 Professional Fees				
7437.1 Prof Fees- Office	2,204.06	22,050.00	-19,845.94	10.00 %
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

Budget vs. Actuals: FY 2023-2024 - Operating Expenses (25% of FY)

July - September, 2023

	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		2,500.00	-2,500.00	
Total 7437 Professional Fees	3,254.06	41,550.00	-38,295.94	7.83 %
7438 Dues	305.00	1,500.00	-1,195.00	20.33 %
7450 Utilities/Fuel	7,225.62	35,000.00	-27,774.38	20.64 %
7451 Custodial Supplies	243.29	3,500.00	-3,256.71	6.95 %
7452 Repairs to Building	4,167.48	24,048.00	-19,880.52	17.33 %
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	5,466.47	39,540.00	-34,073.53	13.83 %
Total Expenditures	\$246,334.97	\$1,447,743.00	\$ -1,201,408.03	17.02 %
NET OPERATING REVENUE	\$478,693.99	\$0.00	\$478,693.99	0.00%
NET REVENUE	\$478,693.99	\$0.00	\$478,693.99	0.00%

Cornwall Public Library

Statement of Activity - Capital Expenses & Operating

July - September, 2023

	CAPITAL PURCHASES	OPERATING	TOTAL
Revenue			
4002 Local Public Funds		713,966.50	\$713,966.50
4082 Income		1,503.36	\$1,503.36
4401 Interest Income		687.27	\$687.27
4706 Friends of the Cornwall Public Library		4,232.83	\$4,232.83
4760 Grants/Other		4,639.00	\$4,639.00
Total Revenue	\$0.00	\$725,028.96	\$725,028.96
GROSS PROFIT			
	\$0.00	\$725,028.96	\$725,028.96
Expenditures			
6010 Retirement		658.49	\$658.49
6030.8 FICA/Medicare Expense		13,822.60	\$13,822.60
6060 Worker's Compensation		3,679.00	\$3,679.00
6090 Health Insurance		13,943.49	\$13,943.49
6141 Professional Library		35,473.46	\$35,473.46
6142 Clerical Salary		111,717.08	\$111,717.08
6143 Treasurer Salary		1,468.86	\$1,468.86
6144 Custodial Salary		4,004.45	\$4,004.45
7410 Books		4,680.97	\$4,680.97
7410.9 McNaughton		1,832.25	\$1,832.25
7412 Video/Music/Books on Tape		12,501.01	\$12,501.01
7413 Serials/Reference		2,657.01	\$2,657.01
7430 Supplies			\$0.00
7430.11 Book Processing		111.71	\$111.71
7430.2 Office Supplies		2,176.91	\$2,176.91
7430.30 Program Supplies- Adult		530.94	\$530.94
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
Total 7430 Supplies		2,950.99	\$2,950.99
7431 Telephone		1,672.69	\$1,672.69
7432 Square Processing Fees		7.02	\$7.02
7433 Postage and Shipping		296.81	\$296.81
7434 Printing		75.26	\$75.26
7435 7435- Travel/Conference		385.86	\$385.86
7437 Professional Fees			\$0.00
7437.1 Prof Fees- Office		2,204.06	\$2,204.06
7437.4 Professional Fees- Juv		200.00	\$200.00
7437.5 Professional Fees- Summer Reading Program		850.00	\$850.00
Total 7437 Professional Fees		3,254.06	\$3,254.06
7438 Dues		305.00	\$305.00
7450 Utilities/Fuel		7,225.62	\$7,225.62
7451 Custodial Supplies		243.29	\$243.29
7452 Repairs to Building		4,167.48	\$4,167.48
7455 RCLS		13,845.75	\$13,845.75

Cornwall Public Library

Statement of Activity - Capital Expenses & Operating

July - September, 2023

	CAPITAL PURCHASES	OPERATING	TOTAL
7469 Service Contracts		5,466.47	\$5,466.47
8010 Capital Purchase	317,659.99		\$317,659.99
Total Expenditures	\$317,659.99	\$246,334.97	\$563,994.96
NET OPERATING REVENUE	\$ -317,659.99	\$478,693.99	\$161,034.00
NET REVENUE	\$ -317,659.99	\$478,693.99	\$161,034.00

September 2023 Director's Report

Personnel

- 9/20 interviewed for possible open Circulation shifts, no candidate chosen.
Posted job on RCLS website & door to Munger
- Accepted I.V.'s letter of resignation, effective October 10, 2023

Budget/Financial

- Picked up the first half of the Tax receipts funds from CCSD in check format and deposited it on 9/18, the remainder to be received in October

Programming

- Story Time at the market will continue through the fall.
- Fall Festival moved to Sunday, October 8 due to inclement weather
- 9/21 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

- 9/7, 14 & 28 Attended Construction Meeting with Erik of Collier
- Construction appears to be on schedule
- Asked for quotes on 1) Repair of seams in Barrel ceiling 2) tile floor in entry and hallway and epoxy floor in entry and hallway

Monthly Statistics September 2023 (previous month in parentheses):

Registered borrowers: 7,705 (7,690); Direct Access/Circulation: 2,447 (7,955);
ILL Borrows: 2,358 (2,007); ILL Loans: 6 (210); Item Count: 69,221 (75,015);
Wi-Fi: 0 (4,686);

Libby (Overdrive) checkouts: 3,426 (3,688); Overdrive unique users: 714(707).

Freemusic Service: CKO: (60) Users: (8); downloads: (8) by (3) patrons

Hoopla: CKO: (355) Users: (114)

Meetings Attended: 9/7 Construction Meeting; 9/13 Director's Association Meeting, and Board Meeting; 9/28 ILS Committee Meeting, 9/14 Construction meeting; 9/18 Strategic Planning Committee Meeting; 9/19 Staff Meeting; 9/20 phone Meeting with Broderick (Engineer) re Lighting; 9/20 Meeting with Lawyer D.L about Employee Handbook; 9/26 Committee Meeting; 9/28 ILS Committee Meeting.

Webinars attended: 9/5 Toxic Positivity in the Work Place; 9/7 Records Retention Session with Attorney sponsored by RCLS; 9/8 RCLS Annual Meeting & Breakfast (with Pat R); 9/26 Climate Action Planning part 2.

Youth Services – End-of-Month Statistics – September 2023

<u>PROGRAM NAME:</u>	<u>DATE:</u>	<u>CHILDREN</u>	<u>ADULTS</u>	<u>TEENS</u>	<u>ATTENDANCE</u>
		:	:	:	<u>TOTAL</u>
Fall Market Story Time	9/6, 9/13, 9/20, 9/27	28	31		59
					59

MEETINGS & OUTREACH:

<u>MEETINGS & OUTREACH:</u>	<u>DATE:</u>	<u>ATTENDEE:</u>
Toxic Positivity Webinar	9/5	Lisa
Fire Safety Training	9/6	Lisa & Rebecca
Active Shooter Video	9/6	Lisa & Rebecca
Director/Board Member Roles Training (Grace Riario)	9/6	Lisa & Rebecca
CLOUSC Meeting	9/18	Liz
Staff Meeting	9/19	Liz & Rebecca
Resources, Services & Creating Inclusive Programming Wkshp	9/22	Liz
NYS Sexual Harassment Prevention Training	9/28	Rebecca
American Psychological Association webinar	9/28	Lisa

Reflections:

I never really thought of our library as a brick-and-mortar entity, rather more like a community - until recently. During the HVAC construction and while in our satellite location at Munger Cottage, the importance of that structure, especially for Youth Services, has become evident. The library programs we provide for children aren't only about a particular program; along with programming space, they require a safe space and engaging items for the family members who pass the time while waiting for the program participant to finish reading to a dog, working on a craft project or conducting an experiment.

Kids programming also needs "stuff." A children's book group is not all about sitting quietly in chairs and discussing the read material - well maybe it is for about 10 minutes, if you're lucky! Instead, children's book groups are about breathing life into the words and pictures with hands-on representations and experiences with the subject matter.

Our current temporary location provides neither space for waiting families and their needs nor space for programming materials. While this continues to be a frustrating time for Youth Services, we are looking forward to providing our community with an improved area and programming in our library structure as soon as possible!

Respectfully submitted, ekf 10/2/23

Adult Services Report September 1-30, 2023
Munger Cottage 1-30 (limited reference services)
 (Submitted by David J. Phillips IV, 10/5/2023)

REFERENCE: (previous month in bold) Reference Questions: 86, 82, ; Tech Assists: 0, 44; 1-on-1 Tech Help: 3, 10; Circ/Curbside Assists: 23, 72; Directional: 3, 13; Reader's Advisory: 0, 4; ILL/SEAL: 6, 3; Pull List: 0 (N/A,) 122; Printing: 0 (N/A,) 46; Phone: 44, 32; Virtual Ref: 0, 1;

Notary Service: 3, 49

Database Stats: (previous month in bold) NoveList Plus Searches: 12, 3; NoveList PlusK-8: 0, 0; EBSCO Master FILE Premier: 0, 3; Gale Virtual Ref. Library: 1, 1; Ancestry: 0, 102 Freegal: 4, 0 Tutor.com: Stats not received by 4:00 pm 10/5/2023 (no stats for August)

NYTimes Digital Subscription Stats: (previous month in bold) In-House Library usage sessions (N/A,) 41; page views (N/A,) 142; articles read (N/A,) 55 Offsite Code redemptions 116, 122; usage sessions 682, 682; page views 2995, 3168; articles read 754, 731
 PC Usage: (no stats this month. PCs not at Munger.

Adult Programming & Outreach Projects: Sept 2023

Date	Title	Attendance
9/19/23	Digging at Shiloh: My Experience with Associates for Biblical Research	91
9/30/23	Athens to Venice Presentation: Dr. Alexander Groce West Point educator & document discussion	25
		Total: 116
	Creative Writers Workshop: 9/11-5, 9/18-6	Total: 11
9/21/23	Great Decisions: Global Famine	Total: 3
	Book Talks:	
9/6/23	Member's Choice: The Wager by David Gramm	4
9/13/23	Out & About Book Group: The Five: The Untold Lives of the Women Killed by Jack the Ripper by Hallie Rubenhold	12
9/21/23	Mystery Book Group: magpie Murders By A Horowitz	10
9/28/23	Book Chat & Chocolate: Discussion of Current Reads	6
		Total: 32
	Notary Services Total: 3	
	Homebound Delivery Services:	Total: 5
9/6/23	Staff Continuing Education: Fire Safety by Kurt Hahn	14
9/6/23	Trustee: Board vs Director Role by Grace Riario	15
		Total: 29

9/12/23 Cornwall Clean Up Crew: Business Meeting
Outreach Community Room Use

Total: 16

Highlights & Tidbits:

The move to Munger Cottage during the HVAC renovation did not dampen my efforts to provide great programs & continued outreach for our community. And our Cornwall Library community was grateful for all of our happenings.

'Offer it and they will come' was absolutely true for the Digging at Shiloh archeological presentation by local community member Dr. David Goldfarb. He shared fascinating stories from his personal experience participating in an archeological dig at Shiloh, Israel to over 91 very interested and enthused attendees. Needless to say, I was very impressed by our speaker!

Moving forward, there are many wonderful programs but without promotion! promotion! promotion! on the part of our staff, missed opportunities for our community will be the outcome.

I look forward to providing great programming and am very grateful for the support and encouragement that you give me and the staff.

I collected \$47.00 for Friends donations on 9/30/23.

Brenda

HVAC/ Restroom Totals Through Oct 2023

Blake Engineering	\$39,000.00
Collier Construction	\$41,765.00
Fanshawe/ Rockland E	\$69,929.50
MDS HVAC	\$384,480.40
Profex Inc	\$211,925.05
	\$747,099.95

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

PROJECT: Cornwall Public Library- HVAC

APPLICATION NO: 3
PERIOD TO: 9/30/2023

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 \$ 355,904.48

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

5. RETAINAGE:

- a. 5.00 % of Completed Work \$ 17,795.22
- 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 _____ 20
Notary Public:
My Commission Expires :

- Total retainage (Line 5a + 5b) \$ 17,795.22
- 6. TOTAL EARNED LESS RETAINAGE \$ 338,109.26
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

- (Line 6 from prior Certificate) \$ 135,569.92
- 8. CURRENT PAYMENT DUE \$ 202,539.34

9. BALANCE TO FINISH, INCLUDING RETAINAGE

- (Line 3 less Line 6) \$ 87,205.74

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: _____

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	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: 3 PERIOD TO: 9/30/2023	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
General Condition									
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	7,500.00	0.00	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	1,875.00	3,750.00	0.00	5,625.00	75.00	1,875.00	281.25
5	TEMPORARY FACILITIES	4,253.15	1,063.29	2,126.57	0.00	3,189.86	75.00	1,063.29	159.49
6	SUBMITTALS	8,506.30	8,506.30	0.00	0.00	8,506.30	100.00	0.00	425.32
7	MEETING ATTENDANCE	4,253.15	1,063.29	2,126.57	0.00	3,189.86	75.00	1,063.29	159.49
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	1,063.29	2,126.57	0.00	3,189.86	75.00	1,063.29	159.49
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
HVAC									
14	DEMO	25,000.00	20,000.00	5,000.00	0.00	25,000.00	100.00	0.00	1,250.00
15	CONCRETE PAD	7,500.00	0.00	7,500.00	0.00	7,500.00	100.00	0.00	375.00
16	VRF EQUIPMENT	68,000.00	68,000.00	0.00	0.00	68,000.00	100.00	0.00	3,400.00
17	VRF LABOR	9,500.00	2,375.00	7,125.00	0.00	9,500.00	100.00	0.00	475.00
18	ERV EQUIPMENT	35,000.00	0.00	35,000.00	0.00	35,000.00	100.00	0.00	1,750.00
19	ERV LABOR	1,500.00	0.00	1,500.00	0.00	1,500.00	100.00	0.00	75.00

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: 3
PERIOD TO: 9/30/2023

DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR

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

VIA (ARCHITECT): Blake Engineering PLLC
1898 Courmy 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	6,500.00	0.00	6,500.00	100.00	0.00	325.00
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	7,750.00	23,250.00	0.00	31,000.00	100.00	0.00	1,550.00
23	DUCTWORK INSTALL	76,127.00	0.00	60,901.60	0.00	60,901.60	80.00	15,225.40	3,045.08
24	REFRIGERANT PIPE MATERIAL	11,000.00	5,500.00	5,500.00	0.00	11,000.00	100.00	0.00	550.00
25	REFRIGERANT PIPE INSTALL	27,270.00	0.00	24,543.00	0.00	24,543.00	90.00	2,727.00	1,227.15
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	3,000.00	9,000.00	0.00	12,000.00	100.00	0.00	600.00
28	INSULATION LABOR	15,000.00	0.00	11,250.00	0.00	11,250.00	75.00	3,750.00	562.50
29	CONTROL COORDINATION	5,000.00	0.00	3,750.00	0.00	3,750.00	75.00	1,250.00	187.50
30	HANGING MATERIAL	4,500.00	2,250.00	2,250.00	0.00	4,500.00	100.00	0.00	225.00
REPORT TOTALS		\$425,315.00	\$142,705.17	\$213,199.31	\$0.00	\$355,904.48	83.68	\$69,410.52	\$17,795.22

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

PROJECT: Cornwall Public Lib -Plum Base

APPLICATION NO: 3
PERIOD TO: 9/30/2023

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 \$	48,811.75

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

5. RETAINAGE:

a. 5.00 % of Completed Work	\$	2,440.61
b. 0.00 % of Stored Material	\$	0.00

Total retainage (Line 5a + 5b) \$ 2,440.61

6. TOTAL EARNED LESS RETAINAGE \$ 46,371.14
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ 15,494.02

8. CURRENT PAYMENT DUE \$ 30,877.12

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$ 28,657.09

By: _____ Date: _____

Dominick DiViesti / President

State of: NY

County of: Orange

Subscribed and Sworn to before me this _____ Day of _____ 20

Notary Public:

My Commission Expires : _____

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: _____

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	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	

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: 3
PERIOD TO: 9/30/2023

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
GENERAL CONDITIONS/BASE BID									
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	4,500.00	0.00	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	168.50	337.00	0.00	505.50	75.00	168.50	25.28
5	TEMPORARY FACILITIES	337.00	84.25	168.50	0.00	252.75	75.00	84.25	12.64
6	SUBMITTALS	674.00	674.00	0.00	0.00	674.00	100.00	0.00	33.70
7	MEETING ATTENDANCE	337.00	84.25	168.50	0.00	252.75	75.00	84.25	12.64
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	252.75	0.00	252.75	75.00	84.25	12.64
12	DEMO	5,250.00	3,937.50	0.00	0.00	3,937.50	75.00	1,312.50	196.88
13	CONDENSATE PIPE MATERIAL	3,435.00	0.00	3,435.00	0.00	3,435.00	100.00	0.00	171.75
14	CONDENSATE PIPE LABOR	8,528.00	0.00	8,528.00	0.00	8,528.00	100.00	0.00	426.40
15	CONDENSATE PIPE INSULATION MATERIAL	900.00	0.00	900.00	0.00	900.00	100.00	0.00	45.00
16	CONDENSATE PIPE INSULATION LABOR	1,308.00	0.00	1,308.00	0.00	1,308.00	100.00	0.00	65.40
17	HANGING MATERIAL	400.00	100.00	300.00	0.00	400.00	100.00	0.00	20.00
	SUBTOTAL BASE BID	33,707.00	10,559.50	15,397.75	0.00	25,957.25	77.01	7,749.75	1,297.88

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: 3
PERIOD TO: 9/30/2023

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	5,000.00	0.00	0.00	5,000.00	100.00	0.00	250.00
19	PLUMBING FIXTURES	18,115.00	0.00	16,303.50	0.00	16,303.50	90.00	1,811.50	815.18
20	PLUMBING FIXTURES INSTALL	12,611.00	0.00	0.00	0.00	0.00	0.00	12,611.00	0.00
	SUBTOTAL ALTERNATE #1	35,726.00	5,000.00	16,303.50	0.00	21,303.50	59.63	14,422.50	1,065.18
	ALTERNATE #3								
21	DEMO	750.00	750.00	0.00	0.00	750.00	100.00	0.00	37.50
22	PLUMBING FIXTURES	890.00	0.00	801.00	0.00	801.00	90.00	89.00	40.05
23	PLUMBING FIXTURES INSTALL	1,068.00	0.00	0.00	0.00	0.00	0.00	1,068.00	0.00
	SUBTOTAL ALTERNATE #3	2,708.00	750.00	801.00	0.00	1,551.00	57.27	1,157.00	77.55
24	PCO-01 Soap Dispensers	2,887.23	0.00	0.00	0.00	0.00	0.00	2,887.23	0.00
	REPORT TOTALS	\$75,028.23	\$16,309.50	\$32,502.25	\$0.00	\$48,811.75	65.06	\$26,216.48	\$2,440.61

Invoice #4

APPLICATION AND CERTIFICATION FOR PAYMENT G702

PAGE ONE OF TWO PAGES

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

PROJECT: **Cornwall Public Library**
HVAC Replacement Project
SED# 44-03-01-06-6-009-006

Application No: **4**
 Period to: **October 30, 2023**

Distribution to:
 OWNER
 CONTRACTOR
 LENDER

FROM GENERAL CONTRACTOR: **Collier Construction LLC**
371 E. Main St
Middletown, NY 10949

ARCHITECT: **Blake Engineering, PLLC**
1898 CR1
Westtown, NY 10998

Contract Date: **June 20, 2023**

CONTRACT: **5.23**

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$	39,616
2. Net change by Change Orders	\$	\$2,149
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	41,765
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	41,765
5. RETAINAGE:		
a. _____ 0% of Completed Work (Column D + E on G703)	-	
b. _____ 0 % of Stored Material (Column F on G703)	-	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	-
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	41,765
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	34,832
8. CURRENT PAYMENT DUE	\$	6,933
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	-

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 2,149	\$0
Total approved this Month	\$0	\$0
TOTALS	\$2,149	\$0
NET CHANGES by Change Order	\$2,149	

CERTIFICATE FOR PAYMENT

The undersigend 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.

GENERAL CONTRACTOR: **Collier Construction LLC**

By: _____ Date: _____

State of: _____ County of: _____
 Subscribed and sworn to before me this _____ day of _____, 2023
 Notary Public:
 My Commission expires: _____

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the 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
 AMOUNT CERTIFIED: _____
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
 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.

CONTINUATION SHEET -- INVOICE #4

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: **10/30/23**

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	\$ -	\$ 6,933		\$ 6,933	100.00%	\$ (0)	\$ -
		Change Orders								
5		D&M Project Sign #1	\$ 859	\$ 859	\$ -		\$ 859	100.00%	\$ -	\$ -
6		Printeks - Reprographics #2	\$ 315	\$ 315	\$ -		\$ 315	100.00%	\$ -	\$ -
7		Home Depot moving boxes #3	\$ 452	\$ 452	\$ -		\$ 452	100.00%	\$ -	\$ -
8		PODS 8-8-thru 9-7 #4	\$ 523	\$ 523	\$ -		\$ 523	100.00%	\$ -	\$ -
9		PODS 9-7 thru #5	\$ -	\$ -	\$ -		\$ -		\$ -	\$ -
10		GRAND TOTALS	\$ 41,765	\$ 34,832	\$ 6,933	\$ -	\$ 41,765	100.00%	\$ -	\$ -

PAYMENT APPLICATION

TO: Cornwall Public Library 395 Hudson Street Cornwall, NY 12518 Attn:	PROJECT NAME AND LOCATION: Cornwall Library - HVAC SED# 44-03-01-06-6-009-006 395 Hudson Street Cornwall, NY 12518	APPLICATION # 2 PERIOD THRU 09/22/2023 PROJECT #s: 02 - Electrical DATE OF CONTRACT: 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"/>
FROM: Fanshawe, Inc. - Rockland Electric 143 Main Street 1st Floor Nanuet, NY 10954	ARCHITECT: Blake Engineering, PLLC 1898 County Route 1 Westtown, NY 10998	CONSTRUCTION MANAGER: Collier Construction LLC	
FOR: #2 - Electrical			

CONTRACTOR'S SUMMARY OF WORK

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

1. CONTRACT AMOUNT	\$124,500.00
2. SUM OF ALL CHANGE ORDERS	\$0.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$124,500.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$73,610.00
5. RETAINAGE:	
a. 5.00% of Completed Work (Columns D + E on Continuation Page)	\$3,680.50
b. 5.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$3,680.50
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$69,929.50
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$20,045.00
8. PAYMENT DUE	\$49,884.50
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$54,570.50

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES	\$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 #: 2
 DATE OF APPLICATION: 09/19/2023
 PERIOD THRU: 09/22/2023
 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		
2	Performance and Payment Bonds	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100%	\$0.00	
3	Project Insurance	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100%	\$0.00	
4	Mobilization & Demobilization	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100%	\$0.00	
5	Field Supervision and Layout	\$2,000.00	\$400.00	\$600.00	\$0.00	\$1,000.00	50%	\$1,000.00	
6	Temporary Facilities	\$1,500.00	\$1,200.00	\$300.00	\$0.00	\$1,500.00	100%	\$0.00	
7	Submittals	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100%	\$0.00	
8	Meeting Attendance	\$1,000.00	\$0.00	\$500.00	\$0.00	\$500.00	50%	\$500.00	
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	\$4,800.00	\$0.00	\$4,800.00	80%	\$1,200.00	
14	Lighting Tie up/Protect or Remve/Store Labor	\$14,000.00	\$14,000.00	\$0.00	\$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	
SUB-TOTALS		\$55,500.00	\$21,100.00	\$8,200.00	\$0.00	\$29,300.00	53%	\$26,200.00	

CONTINUATION PAGE

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

APPLICATION #: 2
 DATE OF APPLICATION: 09/19/2023
 PERIOD THRU: 09/22/2023
 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	\$1,600.00	\$0.00	\$1,600.00	80%	\$400.00	
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	\$19,200.00	\$0.00	\$19,200.00	80%	\$4,800.00	
20	Mechanical Equipment Circuitry Rough-in Material	\$9,000.00	\$0.00	\$7,200.00	\$0.00	\$7,200.00	80%	\$1,800.00	
21	Mechanical Equipment Connections Labor	\$5,000.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	50%	\$2,500.00	
22	Mechanical Equipment Connections Material	\$3,000.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	50%	\$1,500.00	
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	\$21,100.00	\$40,200.00	\$0.00	\$61,300.00	57%	\$45,700.00	
	SUB-TOTALS	\$107,000.00	\$21,100.00	\$40,200.00	\$0.00	\$61,300.00	57%	\$45,700.00	

CONTINUATION PAGE

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

APPLICATION #: 2
 DATE OF APPLICATION: 09/19/2023
 PERIOD THRU: 09/22/2023
 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)			
101	Alternate 1								
102	Panelboard & Light Control Disconnect/Removals Labor	\$5,400.00	\$0.00	\$4,860.00	\$0.00	\$4,860.00	90%	\$540.00	
103	Panelboard & Light Control Reinstallation Labor	\$6,000.00	\$0.00	\$5,400.00	\$0.00	\$5,400.00	90%	\$600.00	
104	Panelboard & Light Control Reinstallation Material	\$500.00	\$0.00	\$450.00	\$0.00	\$450.00	90%	\$50.00	
105	New Circuitry Rough Labor	\$1,500.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	80%	\$300.00	
106	New Circuitry Rough Material	\$500.00	\$0.00	\$400.00	\$0.00	\$400.00	80%	\$100.00	
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	\$12,310.00	\$0.00	\$12,310.00	83%	\$2,590.00	
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	
	TOTALS	\$124,500.00	\$21,100.00	\$52,510.00	\$0.00	\$73,610.00	59%	\$50,890.00	

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: 003	Distribution to:
				PERIOD TO: September 30, 2023	OWNER: <input type="checkbox"/>
FROM CONTRACTOR:	Profex Inc 264 North Plank Rd. Newburgh, NY 12550	VIA CONSTRUCTION MANAGER:		CONTRACT DATE:	CONSTRUCTION MANAGER: <input type="checkbox"/>
				PROJECT NOS: Blake Engineering / Profex Inc /	ARCHITECT: <input type="checkbox"/>
CONTRACT FOR:	General Construction	VIA ARCHITECT:	Blake Engineering		CONTRACTOR: <input type="checkbox"/>
					FIELD: <input type="checkbox"/>
					OTHER: <input type="checkbox"/>

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.

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	\$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)	\$223,079.00	
5. RETAINAGE:		
a. <u>5.00</u> % of Completed Work (Column D + E on G703)	\$11,153.95	
b. <u>0</u> % of Stored Material (Column F on G703)	\$0.00	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$11,153.95	
6. TOTAL EARNED LESS RETAINAGE	\$211,925.05	
(Line 4 minus Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$111,719.05	
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$100,206.00	
9. BALANCE TO FINISH, INCLUDING RETAINAGE		
(Line 3 minus Line 6)	\$123,474.95	

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 \$100,206.00

(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

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:	003
APPLICATION DATE:	September 20, 2023
PERIOD TO:	September 30, 2023
ARCHITECT'S PROJECT NO:	SED# 44-03-01-06-6-009-006

A	B	C	D		E	F	G		H	I
			WORK COMPLETED				TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)		
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
	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	15,000.00	0.00	0.00	15,000.00	100.00%	0.00	0.00	
4	Supervision	7,025.00	2,000.00	1,500.00	0.00	3,500.00	49.82%	3,525.00	0.00	
5	Temp Facilities	3,000.00	1,000.00	1,000.00	0.00	2,000.00	66.67%	1,000.00	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	2,500.00	1,000.00	0.00	3,500.00	87.50%	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	30,000.00	0.00	0.00	30,000.00	94.34%	1,800.00	0.00	
13	ACT Labor	58,000.00	0.00	43,500.00	0.00	43,500.00	75.00%	14,500.00	0.00	
14	ACT Material	33,000.00	33,000.00	0.00	0.00	33,000.00	100.00%	0.00	0.00	
15	Metal Frame/Duroc Labor	5,900.00	0.00	5,900.00	0.00	5,900.00	100.00%	0.00	0.00	
16	Metal Frame/Duroc Material	4,900.00	0.00	4,900.00	0.00	4,900.00	100.00%	0.00	0.00	
17	SAB Labor	1,000.00	0.00	1,000.00	0.00	1,000.00	100.00%	0.00	0.00	
18	SAB Material	1,000.00	0.00	1,000.00	0.00	1,000.00	100.00%	0.00	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	30,600.00	0.00	30,600.00	100.00%	0.00	0.00	
22	Ceramic Tile Material	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00	0.00	
23	B-Room Partitions	2,100.00	0.00	0.00	0.00	0.00	0.00%	2,100.00	0.00	

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)			
	Labor								
24	B-Room Partitions Material	4,400.00	0.00	4,400.00	0.00	4,400.00	100.00%	0.00	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	5,600.00	0.00	5,600.00	100.00%	0.00	0.00
27	Vanities Labor	2,400.00	0.00	2,400.00	0.00	2,400.00	100.00%	0.00	0.00
28	Vanities Material	5,900.00	0.00	5,900.00	0.00	5,900.00	100.00%	0.00	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
	GRAND TOTAL	\$295,600.00	\$110,545.00	\$108,700.00	\$0.00	\$219,245.00	74.17%	\$76,355.00	\$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:

003

APPLICATION DATE:

September 20, 2023

PERIOD TO:

September 30, 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)			
	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	3,500.00	0.00	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	0.00	0.00	0.00	0.00%	3,220.00	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
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	GRAND TOTAL	\$39,800.00	\$3,834.00	\$0.00	\$0.00	\$3,834.00	9.63%	\$35,966.00	\$0.00