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**FINKELSTEIN MEMORIAL LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/AUGUST 26, 2026**

- I. Confirmation of quorum, attendance, noting excused and unexcused absences
- II. Meeting called to order
- III. Pledge of Allegiance
- IV. Welcome and recognition of guests
- V. Public Comment
- VI. Approval and/or modification of the Agenda
- VII. Minutes of the Regular Meeting of July 29, 2026
- VIII. Minutes of the Special Meeting of July 13, 2026
- IX. Bill List for August 26, 2026
- X. July 2026 Payroll Journals
- XI. Financial Statement for May 2026
- XII. Financial Summary for August 2026
- XIII. Treasurer Report
- XIV. Library Statistical Report for July 2026
- XV. President's Report
- XVI. Library Director's Report
- XVII. Union Representative Report
- XVIII. Correspondence Received
- XIX. Committee Report:
 - Budget and Finance:
 - Personnel:
 - Advocacy and Fundraising:
 - By-Laws and Policy:

Strategic Planning:
Buildings and Grounds:

XX. New Business:

1. Approve appointment of Emilia Fierro Janeta, Page (Substitute), Youth Services Department, effective Monday, August 24, 2026.
2. Construction Bids

XXI. Unfinished Business

1. Approval of 2026/2027 budget
2. Retirement Incentive
3. AI Platforms for Boards
4. Duties of Secretary
5. Minutes of the Regular Meeting of June 24, 2026
6. Minutes of the Special Meeting of June 5, 2026
7. Minutes of the Regular Meeting of May 27, 2026
8. Minutes of the Special Meeting of April 21, 2026
9. Minutes of the Special Meeting of April 20, 2026
10. RCLS Plan of Service
11. RCLS Direct Access Plan
12. Bylaws
13. Procurement Policy

XXII. Executive Session

1. Personnel and legal matters

XXIII. Adjournment

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES WILL BE HELD ON
WEDNESDAY, September 23, 2026**

**FINKELSTEIN MEMORIAL LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING/JULY 13, 2026**

The special meeting of the Board of Trustees was held both in person and by video conference on Monday, July 13, 2026. The meeting was recorded in accordance with the law.

Board Members Present:

Ms. Darnett Davis, President called the meeting to order at 6:30 p.m. with the following members present by roll call: Ms. Esther Waldman, Vice President, Mr. Yossi Rubinstein, Ms. Yehudis Gottesfeld, Mr. James Johnson, Ms. Oluwasey Banjo, and Mr. Ariel Dahan

Board Members Excused: None

Board Members not Excused: None

Administrative Personnel:

Ms. Laura Wolven, Library Director (virtual), Mr. Andrew Koblick, Business Manager

Others Present in Person:

Many staff members (names not provided), Todd Messner (patron)

Mr. Johnson was asked to lead the recitation of the Pledge of Allegiance and the Pledge of Allegiance was recited.

A **motion** was made by Ms. Waldman, seconded by Mr. Rubinstein and carried with four votes in favor **to amend the agenda to include annual organization meeting as required by the bylaws which stated that the annual meeting must be held concurrent with the first meeting in July.** Ms. Davis, Ms. Banjo, and Mr. Johnson abstained.

Mr. Dahan **confirmed that he took his oath of office** on July 7, 2026.

Confirmation of the oaths of office for the director and clerk to the board were tabled.

Ms. Wolven commented that the meeting was not advertised as the organizational meeting and that the library was unprepared for the organizational meeting. Ms. Davis commented that she was not prepared for an organizational meeting, and was only prepared to vote on the contingency budget and restoring Sunday services. Ms. Waldman reiterated that the bylaws state that the annual meeting is held concurrent with the first meeting in July.

A **motion** was made by Mr. Dahan, seconded by Mr. Rubinstein, and carried with four votes in favor **to appoint Ms. Waldman as President of the Board.** Ms. Davis, Ms. Banjo, and Mr. Johnson abstained.

A **motion** was made by Ms. Waldman, seconded by Mr. Dahan, and carried with four votes in favor **to appoint Mr. Rubinstein as Vice President of the Board**. Ms. Davis, Ms. Banjo, and Mr. Johnson abstained.

Ms. Banjo objected to proceeding with the organizational meeting.

Ms. Davis, Mr. Johnson and staff who were present at the Board meeting excused themselves from the meeting at 6:15 p.m.

Ms. Banjo excused herself from the meeting at 6:18 p.m.

The **nomination for Secretary of the Board was tabled**.

A **motion** was made by Ms. Waldman, seconded by Mr. Rubinstein, and carried with four votes in favor **to appoint Mendy Glick as Treasurer to the Board**.

A **motion** was made by Ms. Waldman, seconded by Mr. Dahan, and carried with four votes in favor **to appoint Baldessari and Coster as the library's auditor**.

A **motion** was made by Ms. Waldman **to continue appointing Stephanie Cole Adams as attorney to the Board**. Motion failed to carry due to lack of a second. Item was tabled to the next meeting.

A **motion** was made by Ms. Waldman, seconded by Ms. Gottesfeld, and carried with four votes in favor to retain Guercio & Guercio (Anthony Fasano) as special counsel to the Board.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld **to have Guercio & Guercio not address any pending appeals with the library**.

A **motion** was made by Ms. Waldman, seconded by Mr. Dahan, and carried with four votes in favor **to allow for the inter-account transfer of funds within the M&T Bank**.

Approval of signatures for vouchers was tabled.

A **motion** was made by Ms. Waldman, seconded by Mr. Dahan, and carried with four votes in favor **to keep M&T Bank as the depository for funds..**

A **motion** was made by Ms. Waldman, seconded by Mr. Rubinstein, and carried with four votes in favor **to set the meeting time and date for the fourth Wednesday of the month at 6:30 p.m. unless changed by the Board**.

Legal advertising was tabled.

Committee assignments were tabled.

Mr. Dahan clarified that that primary distinction between regular meetings and special meetings is that special meetings are scheduled outside of the regular schedule, but otherwise they are just a board meeting.

Ms. Waldman made a statement, clarifying that the Board did not approve nor consider closing the library on Sundays as a means of closing the budget delta.

Ms. Wolven explained that not enough staff have been volunteering to work on Sundays, which is why the library has been closed.

A **motion** was made by Ms. Gottesfeld, seconded by Mr. Rubinstein, and carried with four votes in favor **to pass the following resolution which was read aloud by Ms. Waldman:**

WHEREAS the proposed 26-27 levy was not approved by taxpayers; and

WHEREAS that means that the levy of \$9,408,346 will be collected for the 26-27 fiscal year; and

WHEREAS the library must continue to fulfill its long-range plan and commitments to the community; and

WHEREAS the board wants to ensure it is taking into account the full impacts of fiscal decisions prior to identifying any reductions based on them;

BE IT RESOLVED that effective July 1st, 2026, the Board has approved the amounts of the no-increase budget with the modification of the payroll line items from the 4.5% budget, but removing the budget for salary increases for non-union employees which shall be continued as it was for the 25-26 fiscal year, and adding \$50,000 for books and \$10,000 for additional materials; and

BE IT FURTHER RESOLVED that it is understood that until another solution is reached, the difference is made up using the unrestricted fund balance, but the Board prefers that the permanent budget shall not so rely; and

BE IT FURTHER RESOLVED that the Finance Committee shall meet with senior leadership every two weeks until a solution is reached; and

BE IT FURTHER RESOLVED that it is the intent of the Board to have a proposed permanent budget, the 26-27 permanent budget, by October 1st, 2026; and

BE IT FURTHER RESOLVED that the Board shall direct the Director and her team to prepare proposed solutions as needed to be delivered 3 business days prior to meetings; and

BE IT FURTHER RESOLVED that the committee shall direct a memo of options to be prepared for the regular September meeting, with the intent that the 26-27 permanent budget shall be in place.

Ms. Wolven invited Mr. Dahan to a new trustee orientation.

The air handler bids were tabled to allow for time for the head of Buildings and Grounds to find clarity on the details of the NYS Construction Grant that funded it.

A **motion** was made by Ms. Waldman, seconded by Ms. Gottesfeld, and carried with four votes in favor **to establish a temporary finance committee, chaired by Ms. Waldman and including Mr. Rubinstein, Mr. Dahan, the treasurer, business manager, and director, until such time that formal committees are established.**

A **motion** was made by Mr. Dahan, seconded by Ms. Gottesfeld, and carried with four votes in favor to **add public comment to the agenda.**

Public Comment:

Todd Messner (patron) made a comment regarding apparent breakdown in communication between the staff and the board, and the risks of the interim budget.

Mr. Dahan made a comment regarding his commitment to making the library accessible to everybody and not reduce services if possible.

A **motion** was made by Ms. Waldman, seconded by Ms. Gottesfeld, and carried with four votes in favor to **adjourn at 7:49 p.m.**

THE NEXT REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES WILL BE HELD ON WEDNESDAY, JULY 29, 2026.

Respectfully submitted,

Minutes taken by Esther Waldman.

Esther Waldman

Board President

FINKELSTEIN MEMORIAL LIBRARY
BILL LIST
BOARD OF TRUSTEES MEETING
August 26, 2026

SCHEDULE NUMBER	DESCRIPTION	DATE	AMOUNT
CHECK RUN #787	PAYROLL	JULY 2026	\$594,868.72
CHECK RUN #788	FRINGE BENEFITS	JULY 2026	\$176,994.07
CHECK RUN #789			\$771,862.79
CHECK RUN #790	OPERATING EXPENSES	AUGUST 10, 2026	\$13,013.31
	OPERATING EXPENSES	AUGUST 26, 2026	\$98,773.01
	ACH TRANSACTIONS	AUGUST 26, 2026	\$577.20
	CAPITAL PROJECTS	AUGUST 26, 2026	\$90,041.60
	TOTAL EXPENDITURES		<u>\$974,267.91</u>

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Approval	Approval
Approval	Approval
Approval	Approval
Approval	Approval
Approval	Approval

ACCOUNTS PAYABLE CHECK REGISTER

Finkelstein Memorial Library
FY 2026-2027

Check Register for 8/1/2026 to 8/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Check Run: 787					
49550	08/10/2026	1087 BUG RUNNER EXTERMINATING CO.	Check	No	79.31
		Purchase Order #: 27172 Voucher #: 33388 Invoice #: 64883			79.31
		Invoice Description: Monthly Service			
49551	08/10/2026	3715 Lightpath Fiber Infrastructure LLC	Check	No	1,685.85
		Purchase Order #: 27146 Voucher #: 33389 Invoice #: 105147-260701			1,685.85
		Invoice Description: 7/1/26-7/31/26			
49552	08/10/2026	1650 OPTIMUM	Check	No	91.21
		Purchase Order #: 27085 Voucher #: 33390 Invoice #: 07873-182523-01-5			91.21
		Invoice Description: 8/1/26-8/31/26			
49553	08/10/2026	1364 ORANGE & ROCKLAND UTILITIES	Check	No	10,638.43
		Purchase Order #: 27079 Voucher #: 33391 Invoice #: 76279-10000-2			10,250.89
		Invoice Description: 06/18-07/21 24 Chestnut St Meter: 701072531			
		Purchase Order #: 27079 Voucher #: 33392 Invoice #: 26872-35000-9			214.16
		Invoice Description: 06/17-07/20 19 Madison Ave Elec C&I Priv Overhd LGT			
		Purchase Order #: 27079 Voucher #: 33393 Invoice #: 43050-94000-6			68.67
		Invoice Description: 06/18-07/21 19 S Madison Ave Meter: 500001015			
		Purchase Order #: 27080 Voucher #: 33394 Invoice #: 35017-24000-9			104.71
		Invoice Description: 06/18-07/21 16 Chestnut St Meter: 701099342, 104095922			
49554	08/10/2026	1382 PITNEY BOWES	Check	No	495.39
		Purchase Order #: 27175 Voucher #: 33395 Invoice #: 3322996994			495.39
		Invoice Description: 5/30/26-8/29/26 Lease			
49555	08/10/2026	1382 PITNEY BOWES	Check	No	23.12
		Purchase Order #: 27180 Voucher #: 33396 Invoice #: 8000-9090-0877-0435			23.12
		Invoice Description: Postage/Supplies			
Check Run 787 Check Total					\$13,013.31
Check Run 787 Update Only					\$0.00
Check Run 787 Total					\$13,013.31

Description	Count	Amount (\$)
ACH	0	\$0.00
Bank of America	0	\$0.00
Check	6	\$13,013.31
Strategic Payment Services	0	\$0.00
Wells Fargo	0	\$0.00
Paymode X	0	\$0.00
Update Only	0	\$0.00
GRAND TOTAL	6	\$13,013.31

* Denotes Check Numbers that are out of sequence.

ACCOUNTS PAYABLE CHECK REGISTER

Finkelstein Memorial Library
FY 2026-2027Check Register for 8/1/2026 to 8/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
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The above listed checks are hereby approved for check signing

Authorized Signatures:



(Date)

8/20/26

(Date)

(Date)8/20/26
(Date)_____
(Date)

ACCOUNTS PAYABLE CHECK REGISTER

Finkelstein Memorial Library
FY 2026-2027Check Register for 8/1/2026 to 8/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Check Run: 788					
49556	08/26/2026	3422 EVERON FKA ADT COMMERCIAL	Check	No	1,076.42
		Purchase Order #: 27185 Voucher #: 33527 Invoice #: 161347537			1,076.42
		Invoice Description: Annual Halon System Inspection			
49557	08/26/2026	3396 AMAZON CAPITAL SERVICES, INC	Check	No	3,505.70
		Purchase Order #: 27130 Voucher #: 33434 Invoice #: 1C9W-KJJC-DNMG			17.78
		Invoice Description: Adapter, cable			
		Purchase Order #: 27117 Voucher #: 33435 Invoice #: 1YPR-6MPK-GD7V			271.73
		Invoice Description: Storage bags, sign holder			
		Purchase Order #: 27141 Voucher #: 33436 Invoice #: 1MNY-NN4T-CTH7			6.99
		Invoice Description: Plug for tablets			
		Purchase Order #: 27065 Voucher #: 33437 Invoice #: 1JFN-CPLV-CJCP			40.76
		Invoice Description: Yarn			
		Purchase Order #: 27137 Voucher #: 33438 Invoice #: 1PLD-XW1L-CQTT			1,274.94
		Invoice Description: Book tape, labels, sticky notes			
		Purchase Order #: 27073 Voucher #: 33439 Invoice #: 1K79-LP4T-6L3F			240.44
		Invoice Description: 13 ITEMS			
		Purchase Order #: 27129 Voucher #: 33440 Invoice #: 1C9W-KJJC-9WRY			110.02
		Invoice Description: Cable ties, char, keyboard stickers			
		Purchase Order #: 27097 Voucher #: 33441 Invoice #: 16C9-PD4V-C6V7			127.16
		Invoice Description: Handsoap			
		Purchase Order #: 27090 Voucher #: 33442 Invoice #: 1WW1-WYGL-J4TP			-29.88
		Invoice Description: Credit Memo: 1KPR-YHX1-4PKC			
		Purchase Order #: 27182 Voucher #: 33492 Invoice #: 1GNF-7CXH-393R			62.48
		Invoice Description: Foot rest, markers			
		Purchase Order #: 27173 Voucher #: 33493 Invoice #: 1VCT-QMR7-3NN6			87.29
		Invoice Description: 4 TV Show fillers from June			
		Purchase Order #: 27161 Voucher #: 33494 Invoice #: 1HCK-7WHF-4DWY			352.72
		Invoice Description: DVD players, CD player portable Library of Things			
		Purchase Order #: 27140 Voucher #: 33495 Invoice #: 1GNF-7CXH-3VFL			189.70
		Invoice Description: Ink cartridge			
		Purchase Order #: 27136 Voucher #: 33496 Invoice #: 1FH7-DFPY-4FJ1			566.20
		Invoice Description: 23 BOOKS			
		Purchase Order #: 27163 Voucher #: 33497 Invoice #: 1NHF-4N36-6DLL			187.37
		Invoice Description: Parchment paper, liners, rulers			
49558	08/26/2026	2641 AMI MAGAZINE	Check	No	359.00
		Purchase Order #: 27184 Voucher #: 33418 Invoice #: 0007/2026			359.00
		Invoice Description: Ami1 renewal 8/29/26-7/29/27			
49559	08/26/2026	1156 ARAMSCO - E. A. MORSE & CO., INC.	Check	No	258.84
		Purchase Order #: 26994 Voucher #: 33413 Invoice #: S7714194.003			258.84
		Invoice Description: Can liners			
49560	08/26/2026	1055 BECKERLE LUMBER SUPPLY CO., INC.	Check	No	81.10
		Purchase Order #: 0 Voucher #: 33397 Invoice #: 2608-025160			81.10
		Invoice Description: Paint, Glide Angle			
49561	08/26/2026	1078 BRODART CO. (ADULT BOOKS)	Check	No	6,118.89
		Purchase Order #: 24534 Voucher #: 33444 Invoice #: B7273584			11.06
		Invoice Description: 1 BOOK			
		Purchase Order #: 26472 Voucher #: 33445 Invoice #: B7273584			19.60
		Invoice Description: 1 BOOK			

ACCOUNTS PAYABLE CHECK REGISTER

Finkelstein Memorial Library

FY 2026-2027

Check Register for 8/1/2026 to 8/31/2026 & Check Numbers 0 to 2147483647

Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Purchase Order #:	26568	Voucher #: 33446	Invoice #: B7273584		20.66
Invoice Description:	1 BOOK				
Purchase Order #:	26683	Voucher #: 33447	Invoice #: B7273584		571.72
Invoice Description:	35 BOOKS				
Purchase Order #:	26684	Voucher #: 33448	Invoice #: B7273584		11.40
Invoice Description:	1 BOOK				
Purchase Order #:	26793	Voucher #: 33449	Invoice #: B7273584		441.73
Invoice Description:	22 BOOKS				
Purchase Order #:	26894	Voucher #: 33450	Invoice #: B7273584		66.96
Invoice Description:	4 BOOKS				
Purchase Order #:	26923	Voucher #: 33451	Invoice #: B7273584		115.21
Invoice Description:	7 BOOKS				
Purchase Order #:	26924	Voucher #: 33452	Invoice #: B7273584		18.90
Invoice Description:	1 BOOK				
Purchase Order #:	26926	Voucher #: 33453	Invoice #: B7273584		65.49
Invoice Description:	3 BOOKS				
Purchase Order #:	26988	Voucher #: 33454	Invoice #: B7273584		17.28
Invoice Description:	1 BOOK				
Purchase Order #:	26683	Voucher #: 33455	Invoice #: B7278739		107.24
Invoice Description:	6 BOOKS				
Purchase Order #:	26777	Voucher #: 33456	Invoice #: B7278739		16.20
Invoice Description:	1 BOOK				
Purchase Order #:	26793	Voucher #: 33457	Invoice #: B7278739		644.73
Invoice Description:	39 BOOKS				
Purchase Order #:	26844	Voucher #: 33458	Invoice #: B7278739		120.30
Invoice Description:	4 BOOKS				
Purchase Order #:	26894	Voucher #: 33459	Invoice #: B7278739		255.59
Invoice Description:	10 BOOKS				
Purchase Order #:	26919	Voucher #: 33460	Invoice #: B7278739		63.17
Invoice Description:	4 BOOKS				
Purchase Order #:	26923	Voucher #: 33461	Invoice #: B7278739		71.39
Invoice Description:	3 BOOKS				
Purchase Order #:	26924	Voucher #: 33462	Invoice #: B7278739		75.30
Invoice Description:	5 BOOKS				
Purchase Order #:	26926	Voucher #: 33463	Invoice #: B7278739		69.13
Invoice Description:	2 BOOKS				
Purchase Order #:	26981	Voucher #: 33464	Invoice #: B7278739		24.46
Invoice Description:	1 BOOK				
Purchase Order #:	26988	Voucher #: 33465	Invoice #: B7278739		35.09
Invoice Description:	2 BOOKS				
Purchase Order #:	26993	Voucher #: 33466	Invoice #: B7278739		6.99
Invoice Description:	1 BOOK				
Purchase Order #:	25573	Voucher #: 33467	Invoice #: B7283924		42.01
Invoice Description:	1 BOOK				
Purchase Order #:	26981	Voucher #: 33468	Invoice #: B7283924		81.77
Invoice Description:	3 BOOKS				
Purchase Order #:	26645	Voucher #: 33478	Invoice #: B7290050		14.87
Invoice Description:	1 BOOK				
Purchase Order #:	26683	Voucher #: 33479	Invoice #: B7290050		54.00
Invoice Description:	4 BOOKS				
Purchase Order #:	26777	Voucher #: 33480	Invoice #: B7290050		70.63
Invoice Description:	1 BOOK				
Purchase Order #:	26793	Voucher #: 33481	Invoice #: B7290050		852.53

ACCOUNTS PAYABLE CHECK REGISTER

Finkelstein Memorial Library
FY 2026-2027

Check Register for 8/1/2026 to 8/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
		Invoice Description: 49 BOOKS			
		Purchase Order #: 26844 Voucher #: 33482	Invoice #: B7290050		37.49
		Invoice Description: 1 BOOK			
		Purchase Order #: 26876 Voucher #: 33483	Invoice #: B7290050		37.61
		Invoice Description: 2 BOOKS			
		Purchase Order #: 26894 Voucher #: 33484	Invoice #: B7290050		565.67
		Invoice Description: 35 BOOKS			
		Purchase Order #: 26919 Voucher #: 33485	Invoice #: B7290050		102.70
		Invoice Description: 5 BOOKS			
		Purchase Order #: 26923 Voucher #: 33486	Invoice #: B7290050		93.82
		Invoice Description: 6 BOOKS			
		Purchase Order #: 26924 Voucher #: 33487	Invoice #: B7290050		1,006.76
		Invoice Description: 52 BOOKS			
		Purchase Order #: 26988 Voucher #: 33488	Invoice #: B7290050		69.29
		Invoice Description: 4 BOOKS			
		Purchase Order #: 26923 Voucher #: 33489	Invoice #: B7294932		63.96
		Invoice Description: 3 BOOKS			
		Purchase Order #: 26924 Voucher #: 33490	Invoice #: B7294932		167.44
		Invoice Description: 5 BOOKS			
		Purchase Order #: 26993 Voucher #: 33491	Invoice #: B7294932		8.74
		Invoice Description: 1 BOOK			
49562	08/26/2026	1079 BRODART CO. (JUVENILE BOOKS)	Check	No	1,051.21
		Purchase Order #: 26595 Voucher #: 33469	Invoice #: B7278713		16.62
		Invoice Description: 1 BOOK JUV NEW DEC 2025 BRODART			
		Purchase Order #: 26788 Voucher #: 33470	Invoice #: B7278713		149.22
		Invoice Description: 10 BOOKS Brodart Juv New March 2026			
		Purchase Order #: 26877 Voucher #: 33471	Invoice #: B7278713		126.26
		Invoice Description: 10 BOOKS JUV NEW APRIL 2026 440 ITEMS			
		Purchase Order #: 26941 Voucher #: 33473	Invoice #: B7278713		94.93
		Invoice Description: 8 BOOKS JUV NEW MAY 2026			
		Purchase Order #: 26727 Voucher #: 33474	Invoice #: B7290248		31.90
		Invoice Description: 2 BOOKS BRODART JUV NEW FEB 2026			
		Purchase Order #: 26788 Voucher #: 33475	Invoice #: B7290248		14.87
		Invoice Description: 1 BOOK Brodart Juv New March 2026			
		Purchase Order #: 26877 Voucher #: 33476	Invoice #: B7290248		66.63
		Invoice Description: 4 BOOKS JUV NEW APRIL 2026 440 ITEMS			
		Purchase Order #: 27109 Voucher #: 33477	Invoice #: B7290248		550.78
		Invoice Description: 50 BOOKS Brodart New JUV July 2026			
49563	08/26/2026	3719 BROWN, SUSAN	Check	No	523.84
		Purchase Order #: 0 Voucher #: 33398	Invoice #: Reimbursement		523.84
		Invoice Description: Overpayment July check			
49564	08/26/2026	2300 CANON FINANCIAL SERVICES, INC.	Check	No	2,997.00
		Purchase Order #: 27112 Voucher #: 33499	Invoice #: 43677636		2,997.00
		Invoice Description: 9/1/26-9/30/26			
49565	08/26/2026	1764 CENTER POINT LARGE PRINT	Check	No	53.89
		Purchase Order #: 27021 Voucher #: 33416	Invoice #: 2265672		53.89
		Invoice Description: 2 books			
49566	08/26/2026	3092 CONSOLIDATED COMPUTING INC.	Check	No	6,600.00
		Purchase Order #: 26975 Voucher #: 33504	Invoice #: 7664		4,000.00
		Invoice Description: May-June 2026 Computer Engineering Support			

ACCOUNTS PAYABLE CHECK REGISTER

Finkelstein Memorial Library
FY 2026-2027

Check Register for 8/1/2026 to 8/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
		Purchase Order #: 27145 Voucher #: 33505 Invoice #: 7589			1,200.00
		Invoice Description: July 2026 DATTO			
		Purchase Order #: 27145 Voucher #: 33506 Invoice #: 7646			1,200.00
		Invoice Description: August 2026 DATTO			
		Purchase Order #: 27125 Voucher #: 33507 Invoice #: 7645			200.00
		Invoice Description: August 2026 MY GLUE			
49567	08/26/2026	3674 Dawson, Ashley	Check	No	300.00
		Purchase Order #: 26698 Voucher #: 33517 Invoice #: 12182025			300.00
		Invoice Description: That Kid Film Screening & Panel Discussion			
49568	08/26/2026	3486 Dillard, Lewis Steven	Check	No	750.00
		Purchase Order #: 27092 Voucher #: 33509 Invoice #: July-Aug 2026			750.00
		Invoice Description: Soul Line Dancing			
49569	08/26/2026	2514 ENVISIONWARE, INC	Check	No	5,380.23
		Purchase Order #: 27165 Voucher #: 33520 Invoice #: US-100726			5,380.23
		Invoice Description: 7/1/2026-06/30/2027			
49570	08/26/2026	1188 GALE / CENGAGE LEARNING (HARLEQUIN)	Check	No	152.79
		Purchase Order #: 27051 Voucher #: 33405 Invoice #: 999102960114			28.80
		Invoice Description: 1 book			
		Purchase Order #: 26264 Voucher #: 33406 Invoice #: 999102989076			30.39
		Invoice Description: 1 BOOK			
		Purchase Order #: 27051 Voucher #: 33407 Invoice #: 999102991411			93.60
		Invoice Description: 3 BOOKS			
49571	08/26/2026	1589 HARRIS LOCAL GOVERNMENT	Check	No	7,256.53
		Purchase Order #: 27198 Voucher #: 33550 Invoice #: LGMN00000011482			7,256.53
		Invoice Description: July 2026-June 2027			
49572	08/26/2026	1265 HAVERSTRAW KINGS DAUGHTERS PUBLIC L	Check	No	29.98
		Purchase Order #: 0 Voucher #: 33399 Invoice #: 32835011380582			9.99
		Invoice Description: 1 book			
		Purchase Order #: 0 Voucher #: 33400 Invoice #: 3285011247096			19.99
		Invoice Description: 1 book			
49573	08/26/2026	2662 HEALTHEQUITY - WAGeworks	Check	No	210.00
		Purchase Order #: 27084 Voucher #: 33528 Invoice #: INV9261201			210.00
		Invoice Description: Healthcare - Benefit Period: Jul 2026			
49574	08/26/2026	1281 HF GROUP LLC	Check	No	1,443.75
		Purchase Order #: 27171 Voucher #: 33414 Invoice #: 0022683-IN			1,443.75
		Invoice Description: 2028 Digicover			
49575	08/26/2026	2057 INTERSTATE WASTE SERVICES	Check	No	1,762.72
		Purchase Order #: 27186 Voucher #: 33529 Invoice #: 0012945352			1,762.72
		Invoice Description: 8/1/26-8/31/26			
49576	08/26/2026	2222 JAMCCAR	Check	No	80.00
		Purchase Order #: 26237 Voucher #: 33518 Invoice #: No. 001			80.00
		Invoice Description: 2025 JAMCCAR Ad			
49577	08/26/2026	1251 JANWAY COMPANY	Check	No	1,131.00
		Purchase Order #: 27077 Voucher #: 33412 Invoice #: 258477			1,131.00
		Invoice Description: 500 bags			
49578	08/26/2026	3447 CREATIVEBUG, LLC (JO-ANN STORES, LLC)	Check	No	4,000.00
		Purchase Order #: 27131 Voucher #: 33411 Invoice #: 5107860000112882002			4,000.00

ACCOUNTS PAYABLE CHECK REGISTER

Finkelstein Memorial Library
FY 2026-2027

Check Register for 8/1/2026 to 8/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Invoice Description: creativebug renewal 9/15/26-9/14/27					
49579	08/26/2026	1208 JOHNSON CONTROLS FIRE PROTECTION LP	Check	No	1,302.69
Purchase Order #: 27139 Voucher #: 33525 Invoice #: 25528498					776.22
Invoice Description: 07/01/26-09/30/26 Sprinkler					
Purchase Order #: 27178 Voucher #: 33526 Invoice #: 54314192					526.47
Invoice Description: Emerg.Rpr. for Dry Sys. Alarm Line					
49580	08/26/2026	3525 Johnson, Robin K.	Check	No	750.00
Purchase Order #: 27150 Voucher #: 33514 Invoice #: 07292026					400.00
Invoice Description: Fresh Flower Mandala					
Purchase Order #: 27151 Voucher #: 33515 Invoice #: 08122026					350.00
Invoice Description: Diamond Dot					
49581	08/26/2026	3210 KANOPY, INC	Check	No	530.00
Purchase Order #: 27189 Voucher #: 33498 Invoice #: 513857-PPU					530.00
Invoice Description: Kanopy July 2026 usage					
49582	08/26/2026	1260 KAPCO (KENT ADHESIVE PRODUCTS CO.)	Check	No	960.85
Purchase Order #: 27177 Voucher #: 33415 Invoice #: 1515383					960.85
Invoice Description: Wings, tape					
49583	08/26/2026	2804 KOBLICK, ANDREW	Check	No	400.00
Purchase Order #: 0 Voucher #: 33552 Invoice #: Reimbursement					400.00
Invoice Description: Eye care					
49584	08/26/2026	2883 KOL - AMI INC.	Check	No	643.86
Purchase Order #: 26999 Voucher #: 33417 Invoice #: K 32020B					643.86
Invoice Description: 16 BOOKS					
49585	08/26/2026	1733 LEXIS NEXIS BUSINESS & ACADEMIC PUB	Check	No	145.00
Purchase Order #: 27135 Voucher #: 33408 Invoice #: 49808281					145.00
Invoice Description: NY State Workers Comp 26-27					
49586	08/26/2026	2547 LIBRARY IDEAS LLC	Check	No	0.50
Purchase Order #: 27134 Voucher #: 33409 Invoice #: 131404					0.50
Invoice Description: June usage					
49587	08/26/2026	3715 Lightpath Fiber Infrastructure LLC	Check	No	1,711.14
Purchase Order #: 27146 Voucher #: 33500 Invoice #: 105147-260801					1,711.14
Invoice Description: 08/01/2026-08/31/2026					
49588	08/26/2026	1907 M&T BANK CREDIT CARD PAYMENT PROCES	Check	No	3,224.51
Purchase Order #: 27188 Voucher #: 33533 Invoice #: 188462854660407					46.32
Invoice Description: Costco Gas					
Purchase Order #: 0 Voucher #: 33534 Invoice #: 190200436413541					3.58
Invoice Description: Food Fair					
Purchase Order #: 0 Voucher #: 33535 Invoice #: 191464695541023					40.06
Invoice Description: Costco					
Purchase Order #: 0 Voucher #: 33536 Invoice #: 191742913514681					37.92
Invoice Description: Adobe					
Purchase Order #: 27058 Voucher #: 33537 Invoice #: 192131928092482					649.00
Invoice Description: American Library Association					
Purchase Order #: 27058 Voucher #: 33538 Invoice #: 192131928092490					649.00
Invoice Description: American Library Association					
Purchase Order #: 27188 Voucher #: 33539 Invoice #: 198404299040533					50.75
Invoice Description: Exxon					
Purchase Order #: 0 Voucher #: 33540 Invoice #: 202100141604759					10.00

ACCOUNTS PAYABLE CHECK REGISTER

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Finkelstein Memorial Library
FY 2026-2027

Check Register for 8/1/2026 to 8/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i> Zoom <i>Purchase Order #:</i> 0 <i>Voucher #:</i> 33541 <i>Invoice #:</i> 203000425104089					
					479.88
<i>Invoice Description:</i> Adobe <i>Purchase Order #:</i> 27100 <i>Voucher #:</i> 33542 <i>Invoice #:</i> 205501183880037					
					598.00
<i>Invoice Description:</i> Five Below <i>Purchase Order #:</i> 27099 <i>Voucher #:</i> 33543 <i>Invoice #:</i> 209200309906571					
					293.30
<i>Invoice Description:</i> Target <i>Purchase Order #:</i> 27071 <i>Voucher #:</i> 33544 <i>Invoice #:</i> 209200309906654					
					90.00
<i>Invoice Description:</i> Target <i>Purchase Order #:</i> 27070 <i>Voucher #:</i> 33545 <i>Invoice #:</i> 209200309906738					
					180.00
<i>Invoice Description:</i> Target <i>Purchase Order #:</i> 27188 <i>Voucher #:</i> 33546 <i>Invoice #:</i> 212477406722513					
					43.99
<i>Invoice Description:</i> Costco Gas <i>Purchase Order #:</i> 0 <i>Voucher #:</i> 33547 <i>Invoice #:</i> 08/03					
					52.71
<i>Invoice Description:</i> Interest Charge-Purchases					
49589	08/26/2026	1296 MARTIN RESTORATION, INC.	Check	No	1,250.00
		<i>Purchase Order #:</i> 27162 <i>Voucher #:</i> 33530 <i>Invoice #:</i> 02-2193			1,250.00
		<i>Invoice Description:</i> Emerg. Roof Repairs/ Drain Cleaning			
<i>Invoice Description:</i> 5 dvd, Includes coming soon titles and fillers for missing TV shows <i>Purchase Order #:</i> 26967 <i>Voucher #:</i> 33420 <i>Invoice #:</i> 509182799					
					24.73
<i>Invoice Description:</i> 2 acd <i>Purchase Order #:</i> 27009 <i>Voucher #:</i> 33421 <i>Invoice #:</i> 509182912					
					14.99
<i>Invoice Description:</i> 1 dvd <i>Purchase Order #:</i> 26978 <i>Voucher #:</i> 33422 <i>Invoice #:</i> 509182911					
					144.97
<i>Invoice Description:</i> 3 adb <i>Purchase Order #:</i> 27050 <i>Voucher #:</i> 33423 <i>Invoice #:</i> 509166420					
					305.16
<i>Invoice Description:</i> 9 dvd, Includes coming soon titles and fillers for missing TV shows <i>Purchase Order #:</i> 26978 <i>Voucher #:</i> 33424 <i>Invoice #:</i> 509166409					
					306.94
<i>Invoice Description:</i> 6 adb <i>Purchase Order #:</i> 27050 <i>Voucher #:</i> 33425 <i>Invoice #:</i> 509166425					
					122.95
<i>Invoice Description:</i> 5 dvd, Includes coming soon titles and fillers for missing TV shows <i>Purchase Order #:</i> 27008 <i>Voucher #:</i> 33426 <i>Invoice #:</i> 509166421					
					11.24
<i>Invoice Description:</i> 1 dvd, Binge Box items <i>Purchase Order #:</i> 27009 <i>Voucher #:</i> 33427 <i>Invoice #:</i> 509166422					
					44.98
<i>Invoice Description:</i> 2 dvd <i>Purchase Order #:</i> 27040 <i>Voucher #:</i> 33428 <i>Invoice #:</i> 509166423					
					11.99
<i>Invoice Description:</i> 1 acd <i>Purchase Order #:</i> 27050 <i>Voucher #:</i> 33429 <i>Invoice #:</i> 509217252					
					45.73
<i>Invoice Description:</i> 2 dvd, Includes coming soon titles and fillers for missing TV shows <i>Purchase Order #:</i> 27040 <i>Voucher #:</i> 33430 <i>Invoice #:</i> 509217250					
					11.24
<i>Invoice Description:</i> 1 acd <i>Purchase Order #:</i> 27040 <i>Voucher #:</i> 33431 <i>Invoice #:</i> 509250328					
					11.24
<i>Invoice Description:</i> 1 acd <i>Purchase Order #:</i> 27050 <i>Voucher #:</i> 33432 <i>Invoice #:</i> 509250327					
					64.47
<i>Invoice Description:</i> 3 dvd, Includes coming soon titles and fillers for missing TV shows <i>Purchase Order #:</i> 27181 <i>Voucher #:</i> 33433 <i>Invoice #:</i> 509219520					
					5,621.95
<i>Invoice Description:</i> Hoopla Month Ending 7/31/2026					
49591	08/26/2026	2871 MILLER'S TOUCH CLEANING SVCS. INC	Check	No	4,075.00
		<i>Purchase Order #:</i> 27197 <i>Voucher #:</i> 33549 <i>Invoice #:</i> FML 296			4,075.00

ACCOUNTS PAYABLE CHECK REGISTER

Finkelstein Memorial Library
FY 2026-2027

Check Register for 8/1/2026 to 8/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i> Routine Cleaning					
49592	08/26/2026	3689 Musso, Anthony P.	Check	No	125.00
<i>Purchase Order #:</i> 27101 <i>Voucher #:</i> 33511 <i>Invoice #:</i> 08182026					125.00
<i>Invoice Description:</i> American Revolution in the Hudson Valley					
49593	08/26/2026	3268 NANUET PUBLIC LIBRARY	Check	No	29.75
<i>Purchase Order #:</i> 0 <i>Voucher #:</i> 33443 <i>Invoice #:</i> 32824011173726					29.75
<i>Invoice Description:</i> 32824011178626					
49594	08/26/2026	1473 NEW YORK STATE INSURANCE FUND	Check	No	16,247.67
<i>Purchase Order #:</i> 27199 <i>Voucher #:</i> 33551 <i>Invoice #:</i> 68303589					16,247.67
<i>Invoice Description:</i> 7/11/26-8/12/26 W 778 100-8					
49595	08/26/2026	2419 OVERDRIVE, INC	Check	No	27.50
<i>Purchase Order #:</i> 26586 <i>Voucher #:</i> 33410 <i>Invoice #:</i> 01052DA26162748					27.50
<i>Invoice Description:</i> Ebook					
49596	08/26/2026	3668 Phoenix Theatre Ensemble	Check	No	350.00
<i>Purchase Order #:</i> 26631 <i>Voucher #:</i> 33516 <i>Invoice #:</i> 02112026					350.00
<i>Invoice Description:</i> Afterplay					
49597	08/26/2026	3573 PORT JERVIS FREE LIBRARY	Check	No	25.00
<i>Purchase Order #:</i> 0 <i>Voucher #:</i> 33401 <i>Invoice #:</i> 32833001498540					25.00
<i>Invoice Description:</i> 1 book					
49598	08/26/2026	3293 Rao, Joseph Michael	Check	No	300.00
<i>Purchase Order #:</i> 27105 <i>Voucher #:</i> 33557 <i>Invoice #:</i> 09222026					300.00
<i>Invoice Description:</i> Yankee Stargazers					
49599	08/26/2026	2674 READY RERESH BY NESTLE	Check	No	357.59
<i>Purchase Order #:</i> 27206 <i>Voucher #:</i> 33558 <i>Invoice #:</i> 16H0441206174					357.59
<i>Invoice Description:</i> 7/9/26-8/8/26					
49600	08/26/2026	3712 Rockland Business Women's Network	Check	No	500.00
<i>Purchase Order #:</i> 27052 <i>Voucher #:</i> 33519 <i>Invoice #:</i> 19436					500.00
<i>Invoice Description:</i> RBWN Program Ad (Full-Page, Black/White)					
49601	08/26/2026	3683 Sample, Mark	Check	No	100.00
<i>Purchase Order #:</i> 27104 <i>Voucher #:</i> 33510 <i>Invoice #:</i> 08112026					100.00
<i>Invoice Description:</i> The Life of Adam Clayton Powell Jr.					
49602	08/26/2026	2872 SOUTHEASTERN NY LIBRARY RESOURCE CC	Check	No	230.00
<i>Purchase Order #:</i> 27128 <i>Voucher #:</i> 33508 <i>Invoice #:</i> 10-22-2026					230.00
<i>Invoice Description:</i> 2 Tickets Fall Into Books					
49603	08/26/2026	3186 SHARP Business Systems	Check	No	600.00
<i>Purchase Order #:</i> 27166 <i>Voucher #:</i> 33531 <i>Invoice #:</i> 0000836195					600.00
<i>Invoice Description:</i> Novisign Renewal					
49604	08/26/2026	1704 SUFFERN FREE LIBRARY	Check	No	131.00
<i>Purchase Order #:</i> 0 <i>Voucher #:</i> 33402 <i>Invoice #:</i> 32837005753071					55.00
<i>Invoice Description:</i> 32837004848054, 32837005602021					
<i>Purchase Order #:</i> 0 <i>Voucher #:</i> 33403 <i>Invoice #:</i> 32837004818883					35.00
<i>Invoice Description:</i> 32837005609323, 32837005551996					
<i>Purchase Order #:</i> 0 <i>Voucher #:</i> 33404 <i>Invoice #:</i> 32837005479842					41.00
<i>Invoice Description:</i> 32837005478570					
49605	08/26/2026	3078 TRANE U.S. INC./RENTAL SERVICES	Check	No	9,408.59
<i>Purchase Order #:</i> 27144 <i>Voucher #:</i> 33524 <i>Invoice #:</i> 316031100					9,408.59

ACCOUNTS PAYABLE CHECK REGISTER

Finkelstein Memorial Library
FY 2026-2027

Check Register for 8/1/2026 to 8/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i> Contract 2811074 2 of 5 BMS,Remote Contols/Pane/ Devices					
49606	08/26/2026	1499 UNITED PARCEL SERVICE	Check	No	229.83
<i>Purchase Order #:</i> 27174 <i>Voucher #:</i> 33521 <i>Invoice #:</i> 0000827576276					70.10
<i>Invoice Description:</i> UPS Worldship					
<i>Purchase Order #:</i> 27174 <i>Voucher #:</i> 33522 <i>Invoice #:</i> 0000827576286					119.67
<i>Invoice Description:</i> UPS Worldship					
<i>Purchase Order #:</i> 27174 <i>Voucher #:</i> 33523 <i>Invoice #:</i> 0000827576296					40.06
<i>Invoice Description:</i> UPS Worldship					
49607	08/26/2026	1502 VEOLIA WATER NEW YORK INC	Check	No	1,069.49
<i>Purchase Order #:</i> 27193 <i>Voucher #:</i> 33501 <i>Invoice #:</i> 20008099610000					1,052.44
<i>Invoice Description:</i> Meter: 55250581A, 55250581B,55150677					
<i>Purchase Order #:</i> 27193 <i>Voucher #:</i> 33502 <i>Invoice #:</i> 20002140672181					17.05
<i>Invoice Description:</i> Meter: 55177491					
49608	08/26/2026	1513 VERIZON WIRELESS	Check	No	210.12
<i>Purchase Order #:</i> 27192 <i>Voucher #:</i> 33503 <i>Invoice #:</i> 6149354169					210.12
<i>Invoice Description:</i> 06/24-07/23					
49609	08/26/2026	3136 WHITEMAN OSTERMAN & HANNA LLP	Check	No	1,800.00
<i>Purchase Order #:</i> 27164 <i>Voucher #:</i> 33532 <i>Invoice #:</i> 880964					1,800.00
<i>Invoice Description:</i> Service rendered through 6/30/2026					

Check Run 788 Check Total \$98,773.01
Check Run 788 Update Only \$0.00
Check Run 788 Total \$98,773.01

Description	Count	Amount (\$)
ACH	0	\$0.00
Bank of America	0	\$0.00
Check	54	\$98,773.01
Strategic Payment Services	0	\$0.00
Wells Fargo	0	\$0.00
Paymode X	0	\$0.00
Update Only	0	\$0.00
GRAND TOTAL	54	\$98,773.01

* Denotes Check Numbers that are out of sequence.

The above listed checks are hereby approved for check signing

Authorized Signatures

 8/20/2026
(Date)

(Date)

Andrew Kabele 8/20/2026
(Date)

(Date)

ACCOUNTS PAYABLE CHECK REGISTER

Finkelstein Memorial Library
FY 2026-2027Check Register for 8/1/2026 to 8/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Check Run: 789					
15	08/20/2026	1574 ULVERSCROFT LIMITED.	None	Update	577.20
Purchase Order #: 27147		Voucher #: 33553	Invoice #: 1167165US		288.60
Invoice Description: 10 BOOKS					
Purchase Order #: 27190		Voucher #: 33554	Invoice #: 1167196US		288.60
Invoice Description: 10 BOOKS					
Check Run 789 Total					\$577.20

Description	Count	Amount (\$)
ACH	0	\$0.00
Bank of America	0	\$0.00
Check	0	\$0.00
Strategic Payment Services	0	\$0.00
Wells Fargo	0	\$0.00
Paymode X	0	\$0.00
Update Only	1	\$577.20
GRAND TOTAL	1	\$577.20

* Denotes Check Numbers that are out of sequence.

The above listed checks are hereby approved for check signing

Authorized Signatures:


 8/20/26
(Date)

(Date)

 8/20/2026
(Date)

(Date)

ACCOUNTS PAYABLE CHECK REGISTER

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Finkelstein Memorial Library
FY 2026-2027

Check Register for 8/1/2026 to 8/31/2026 & Check Numbers 0 to 2147483647
Cash Account 30-H2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Check Run: 790					
286	08/26/2026	1257 JOURNAL NEWS (LEGAL ADVERTISING)	Check	No	741.60
		Purchase Order #: 27205 Voucher #: 33556 Invoice #: 0007801787			741.60
		Invoice Description: Jul 1-Jul 31 Legal notices, bids			
287	08/26/2026	2797 VSR MECHANICAL	Check	No	89,300.00
		Purchase Order #: 27195 Voucher #: 33555 Invoice #: 2580			89,300.00
		Invoice Description: 50% Pymnt for Custom Units			
Check Run 790 Check Total					\$90,041.60
Check Run 790 Update Only					\$0.00
Check Run 790 Total					\$90,041.60

Description	Count	Amount (\$)
ACH	0	\$0.00
Bank of America	0	\$0.00
Check	2	\$90,041.60
Strategic Payment Services	0	\$0.00
Wells Fargo	0	\$0.00
Paymode X	0	\$0.00
Update Only	0	\$0.00
GRAND TOTAL	2	\$90,041.60

* Denotes Check Numbers that are out of sequence.

The above listed checks are hereby approved for check signing

Authorized Signatures:

 8/20/26
(Date)

 8/20/2026
(Date)

(Date)

(Date)

FINKELSTEIN MEMORIAL LIBRARY

FINANCIAL STATEMENTS

MAY 2026

(UNAUDITED)

Departments

00-Admin
01-Adult Services
02-Youth Services
03-Circulation
04-Technical Services
05-Buildings and Grounds
06-IT
07-Security
08-AV
09-Enrichment Center

BALANCE SHEET
Period Ending: 05/31/2026

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Finkelstein Memorial Library
FY 2025-2026

Account	Balance (\$)
Fund: 10 General Fund	
Type: Assets	
Cash - M&T Checking Account	857,527.63
Cash - Money Market	225,840.35
Cash-NYLAF General Fund	3,896,232.22
Cash- M&T Passport Processing	974.33
Cash - Credit Card Processing Acct	49,929.47
Cash - Online CC Processing Acct	15,697.82
Cash - Payroll Account	6,669.70
Accounts Receivable	-71.00
Accounts Receivable - Credit Cards	-899.81
Due From Other Funds	121,620.43
	\$5,173,521.14
Type: Assets Total	
Type: Liabilities & Equity	
Liabilities	
Accounts Payable	9.92
Accrued Liabilites	8,246.20
Other Liabilities	471.78
Due to Other Funds	113,920.17
Due to Employees Retirement System	159,851.25
	\$282,499.32
Liabilities Total	
Equity	
CURRENT YEAR FUND BALANCE	1,258,087.64
Fund Balance	3,632,934.16
	\$4,891,021.80
Equity Total	
Type: Liabilities & Equity Total	\$5,173,521.12

BALANCE SHEET
Period Ending: 05/31/2026

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Finkelstein Memorial Library
FY 2025-2026

Account	Balance (\$)
Fund: 20 Trust & Agency Fund	
Type: Assets	
Net Payroll	-138,560.65
Cash	418,678.16
Due From Other Funds	41,985.10
Type: Assets Total	\$322,102.61
Type: Liabilities & Equity	
Liabilities	
Garnishment	-161.94
Short Term Disability	1,219.77
Unreimbursed Med & Dep Care	15,677.11
Long Term Care Insurance	867.00
State Retirement	17,960.36
NY Paid Family Leave	3,467.65
Health Insurance	26,289.96
NY State Withholding Taxes	15,170.93
Federal Withholding Tax	32,148.79
Accident & Cancer Insurance	316.23
Union Dues	2,216.30
Supplemental Dental	1,394.64
Social Security Taxes	56,106.32
Accrued Liabilities	-333.15
Tax Sheltered Annuity	-669.28
Life Insurance	-782.00
Due to Other Funds	151,203.08
Liabilities Total	\$322,091.77
Equity	
Fund Balance	10.86
Equity Total	\$10.86
Type: Liabilities & Equity Total	\$322,102.63

BALANCE SHEET
Period Ending: 05/31/2026

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Finkelstein Memorial Library
FY 2025-2026

Account	Balance (\$)
Fund: 30 Capital Fund	
Type: Assets	
Cash	463,676.11
NYLAF-Capital Fund	2,253,150.13
Due from other funds	19,380.33
Type: Assets Total	\$2,736,206.57
Type: Liabilities & Equity	
Liabilities	
Due to Other Funds	8,059.65
Liabilities Total	\$8,059.65
Equity	
CURRENT YEAR FUND BALANCE	307,219.18
Fund Balance	2,420,927.74
Equity Total	\$2,728,146.92
Type: Liabilities & Equity Total	\$2,736,206.57

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Finkelstein Memorial Library
BUDGET CHANGES REPORT

FY 2025-2026

DATES: 05/01/2026 TO 05/31/2026

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
10-L7410-143-04 PARA-PROFESSIONAL SALARIES P.T. Labor rebalance	3450	05/31/2026	Alafuente	0.00	6,000.00	6,000.00
10-L7410-144-01 CLERICAL SALARIES - F.T. Labor rebalance	3452	05/31/2026	Alafuente	0.00	16,000.00	16,000.00
10-L7410-145-01 CLERICAL SALARIES - P.T. Labor rebalance	3451	05/31/2026	Alafuente	19,120.92	-16,000.00	3,120.92
10-L7410-145-03 CLERICAL SALARIES - P.T. Labor rebalance	3447	05/31/2026	Alafuente	300,158.00	-35,000.00	240,158.00
To provide funding for utilities	3455	05/31/2026	Alafuente	300,158.00	-20,000.00	220,158.00
10-L7410-145-04 CLERICAL SALARIES - P.T. Labor rebalance	3449	05/31/2026	Alafuente	37,700.00	-6,000.00	1,700.00
10-L7410-146-03 PAGE SALARIES Labor rebalance	3448	05/31/2026	Alafuente	55,614.00	35,000.00	115,614.00
10-L7410-200-01 FURNITURE & EQUIPMENT To provide funding for Adult Services Prc	3458	05/31/2026	Alafuente	5,000.00	-1,000.00	4,000.00
10-L7410-200-06 FURNITURE & EQUIPMENT To provide partial funding for VDI	3461	05/31/2026	Alafuente	3,000.00	-3,000.00	0.00
10-L7410-410-01 BOOKS - ADULT To cover Hoopla, Kanopy, Freading for A	3453	05/31/2026	Alafuente	180,000.00	-13,000.00	167,000.00
10-L7410-413-04 BINDERY EXPENSE Not enough money to pay Amazon invoic	3467	05/31/2026	Alafuente	18,000.00	-1,500.00	16,500.00
10-L7410-422-03 VIDEO - DVD'S An AV order was placed in Library Suppli	3444	05/31/2026	Alafuente	0.00	2,206.37	12,206.37
10-L7410-425-01 DIGITAL DOWNLOADS To cover Hoopla, Kanopy, Freading for A	3454	05/31/2026	Alafuente	60,000.00	13,000.00	73,000.00
10-L7410-425-03 DIGITAL DOWNLOADS An AV order was placed in Library Suppli	3441	05/31/2026	Alafuente	0.00	-1,000.00	0.00
10-L7410-428-06 MINOR EQUIPMENT - COMPUTERS To provide partial funding for VDI	3462	05/31/2026	Alafuente	13,500.00	-4,000.00	9,500.00
10-L7410-429-03 MINOR EQUIPMENT An AV order was placed in Library Suppli	3439	05/31/2026	Alafuente	1,000.00	-2,000.00	0.00
10-L7410-430-03 LIBRARY SUPPLIES An AV order was placed in Library Suppli	3443	05/31/2026	Alafuente	3,500.00	2,000.00	5,600.00
10-L7410-430-04 LIBRARY SUPPLIES Not enough money to pay Amazon invoic	3468	05/31/2026	Alafuente	16,000.00	1,500.00	17,500.00
10-L7410-431-06 TELECOMMUNICATIONS To provide partial funding for VDI	3463	05/31/2026	Alafuente	50,000.00	-4,000.00	40,800.00
10-L7410-434-01 PROGRAMS To provide funding for Adult Services Prc	3459	05/31/2026	Alafuente	26,000.00	1,000.00	33,000.00
10-L7410-435-03 PUBLICITY & PUBLICATIONS An AV order was placed in Library Suppli	3440	05/31/2026	Alafuente	1,000.00	-633.37	1,866.63
10-L7410-441-00 MILEAGE & TRAVEL To adjust mileage/travel w/ meetings & m	3445	05/31/2026	Alafuente	4,000.00	-4,000.00	3,600.00

FY 2025-2026

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Finkelstein Memorial Library
BUDGET CHANGES REPORT

DATES: 05/01/2026 TO 05/31/2026

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
10-L7410-442-00 MEETINGS, MEMBERSHIPS & CONFERENCES						
To adjust mileage/travel w/ meetings & m	3446	05/31/2026	Alafuente	24,000.00	4,000.00	33,500.00
10-L7410-445-06 TECH SUPPORT & LICENSES						
To provide partial funding for VDI	3464	05/31/2026	Alafuente	43,000.00	11,000.00	56,000.00
To provide partial funding for VDI	3466	05/31/2026	Alafuente	43,000.00	6,500.00	62,500.00
10-L7410-450-00 UTILITIES						
To provide funding for utilities	3456	05/31/2026	Alafuente	120,000.00	20,000.00	140,000.00
10-L7410-451-03 CIRCULATION-SERVICE CONTRACTS						
An AV order was placed in Library Suppl:	3442	05/31/2026	Alafuente	2,000.00	-573.00	1,427.00
10-L7410-460-09 ENRICHMENT CENTER						
To provide partial funding for VDI	3465	05/31/2026	Alafuente	22,500.00	-6,500.00	16,000.00
					<u>0.00</u>	

BUDGET REPORT BY FUND - REVENUE

Finkelstein Memorial Library

FY 2025-2026

Fiscal Year Start Date: 07/01/2025

Ideal Remaining Percent: 8 %

Current Period End Date: 05/31/2026

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
Fund: 10 General Fund						
10-L2082-000-00 Fines	20,000.00	1,149.59	21,625.43	0.00	-1,625.43	-8
10-L2083-000-00 Library Cards	1,500.00	51.00	612.20	0.00	887.80	59
10-L2084-000-00 Computer Printer Income	12,000.00	1,103.75	15,161.55	0.00	-3,161.55	-26
10-L2089-000-00 Cash Over (Short)	0.00	-12.94	21.15	0.00	-21.15	0
10-L2401-000-00 Interest Income	175,000.40	12,493.23	164,512.48	0.00	10,487.92	6
10-L2451-000-00 Copy Machine Income	2,000.00	324.00	1,491.10	0.00	508.90	25
10-L2670-000-00 Book Sales	0.00	-420.59	-576.24	0.00	576.24	0
10-L2671-000-00 Book Bags - Friends	0.00	-84.00	-77.00	0.00	77.00	0
10-L2673-000-00 Fax Fees	300.00	87.00	619.50	0.00	-319.50	-107
10-L2675-000-00 Passport Processing	0.00	383.66	3,068.93	0.00	-3,068.93	0
10-L2680-000-00 Insurance Recoveries	0.00	0.00	2,074.00	0.00	-2,074.00	0
10-L2690-000-00 Lost & Paid Books & Materials	8,000.00	395.79	10,603.88	0.00	-2,603.88	-33
10-L2705-000-00 Gifts & Donations	1,000.00	0.00	50.00	0.00	950.00	95
10-L2770-000-00 Miscellaneous Income	0.00	125.00	1,470.69	0.00	-1,470.69	0
10-L2771-000-00 Grant Revenue - Local Govern	3,000.00	0.00	3,000.00	0.00	0.00	0
10-L2772-000-00 E-Rate	35,000.00	0.00	12,636.03	0.00	22,363.97	64
10-L2810-000-00 Library Taxes	9,408,346.00	702,187.81	9,345,234.08	0.00	63,111.92	1
10-L3840-000-00 State Aid Llsal/Rcls	30,000.00	0.00	42,790.00	0.00	-12,790.00	-43
10-L3900-000-00 Tax Equalization Fund	369,700.00	0.00	0.00	0.00	369,700.00	100
General Fund Subtotal	10,065,846.40	717,783.30	9,624,317.78	0.00	441,528.62	4
Report Total Revenue	\$10,065,846.40	\$717,783.30	\$9,624,317.78	\$0.00	\$441,528.62	4

BUDGET REPORT BY FUND - EXPENDITURE

Finkelstein Memorial Library

FY 2025-2026

Fiscal Year Start Date: 07/01/2025

Ideal Remaining Percent: 8 %

Current Period End Date: 05/31/2026

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
Fund: 10 General Fund						
10-L7410-141-00 Professional Salaries - F.T.	400,139.00	30,888.79	376,719.03	0.00	23,419.97	6
10-L7410-141-01 Professional Salaires - F.T.	535,976.00	41,450.28	434,270.82	0.00	101,705.18	19
10-L7410-141-02 Professional Salaries - F.T.	451,140.00	31,701.41	415,883.99	0.00	35,256.01	8
10-L7410-141-03 Professional Salaries - F.T.	157,936.00	13,938.59	144,167.06	0.00	13,768.94	9
10-L7410-141-04 Professional Salaries - F.T.	395,715.00	28,129.01	329,110.92	0.00	66,604.08	17
10-L7410-141-06 Professional Salaries - F.T.	128,164.00	9,858.76	115,347.53	0.00	12,816.47	10
10-L7410-142-01 Professional Salaries - P.T.	134,425.00	7,179.22	63,377.67	0.00	71,047.33	53
10-L7410-142-02 Professional Salaries - P.T.	53,560.00	5,211.00	41,509.35	0.00	12,050.65	22
10-L7410-143-01 Para-Professional Salaries	224,661.32	21,943.99	261,414.19	0.00	-36,752.87	-16
10-L7410-143-02 Para-Professional Salaries	181,771.00	16,695.27	180,052.92	0.00	1,718.08	1
10-L7410-143-04 Para-Professional Salaries P.T.	6,000.00	4,608.84	13,939.67	0.00	-7,939.67	-132
10-L7410-143-06 Para-Professional Salaries	65,054.00	5,862.03	67,053.02	0.00	-1,999.02	-3
10-L7410-144-00 Clerical Salaries - F.T.	155,506.00	12,165.32	142,745.56	0.00	12,760.44	8
10-L7410-144-01 Clerical Salaries - F.T.	16,000.00	4,916.52	14,854.93	0.00	1,145.07	7
10-L7410-144-03 Clerical Salaries - F.T.	408,880.00	27,395.73	340,683.25	0.00	68,196.75	17
10-L7410-144-04 Clerical Salaries - F.T.	318,473.00	23,442.16	285,380.80	0.00	33,092.20	10
10-L7410-144-06 Clerical Salaries - F.T.	215,690.00	17,773.38	204,935.83	0.00	10,754.17	5
10-L7410-144-08 Clerical Salaries - F.T.	0.00	0.00	0.00	0.00	0.00	0
10-L7410-145-00 Clerical Salaries - P.T.	70,718.96	3,539.59	42,536.58	0.00	28,182.38	40
10-L7410-145-01 Clerical Salaries - P.T.	3,120.92	0.00	0.00	0.00	3,120.92	100
10-L7410-145-02 Clerical Salaries - P.T.	35,880.00	3,132.00	27,367.92	0.00	8,512.08	24
10-L7410-145-03 Clerical Salaries - P.T.	220,158.00	15,103.83	169,842.42	0.00	50,315.58	23
10-L7410-145-04 Clerical Salaries - P.T.	1,700.00	0.00	412.38	0.00	1,287.62	76
10-L7410-145-06 Clerical Salaries - P.T.	62,712.00	4,554.00	48,287.80	0.00	14,424.20	23
10-L7410-146-02 Page Salaries	83,018.00	6,280.00	73,587.95	0.00	9,430.05	11
10-L7410-146-03 Page Salaries	115,614.00	9,248.33	111,182.13	0.00	4,431.87	4
10-L7410-147-05 Custodial Salaries - F.T.	335,975.00	26,184.02	306,037.18	0.00	29,937.82	9
10-L7410-148-05 Custodial Salaries - P.T.	40,320.00	2,361.41	31,118.42	0.00	9,201.58	23
10-L7410-149-07 Security Salaries	410,468.20	26,862.07	313,979.50	0.00	96,488.70	24
10-L7410-150-05 Courier Salaries - F.T.	49,970.00	3,843.85	47,566.96	0.00	2,403.04	5
10-L7410-200-00 Furniture & Equipment	3,000.00	0.00	436.00	0.00	2,564.00	85
10-L7410-200-01 Furniture & Equipment	4,000.00	0.00	0.00	0.00	4,000.00	100
10-L7410-200-02 Furniture & Equipment	600.00	0.00	576.79	0.00	23.21	4
10-L7410-200-03 Furniture & Equipment	2,000.00	610.63	1,112.45	0.00	887.55	44
10-L7410-200-04 Furniture & Equipment	300.00	0.00	0.00	0.00	300.00	100
10-L7410-200-05 Furniture & Equipment	1,000.00	0.00	0.00	0.00	1,000.00	100
10-L7410-200-06 Furniture & Equipment	0.00	0.00	0.00	0.00	0.00	0
10-L7410-200-08 Furniture & Equipment	0.00	0.00	0.00	0.00	0.00	0
10-L7410-201-00 Computer Equipment	42,627.00	2,997.00	38,599.54	2,997.00	1,030.46	2
10-L7410-201-05 Computer Equipment	1,000.00	0.00	0.00	0.00	1,000.00	100
10-L7410-201-06 Computer Equipment	15,500.00	0.00	4,696.24	760.54	10,043.22	65
10-L7410-201-07 Computer Equipment	6,000.00	0.00	0.00	0.00	6,000.00	100
10-L7410-410-01 Books - Adult	167,000.00	580.94	89,441.82	24,126.37	53,431.81	32
10-L7410-410-02 Books - Children	129,500.00	10,707.80	105,273.54	13,033.18	11,193.28	9
10-L7410-411-01 Services And Annuals	7,000.00	184.96	4,733.23	0.00	2,266.77	32
10-L7410-412-01 Database	43,000.00	0.00	13,995.34	0.00	29,004.66	67
10-L7410-413-02 Books (Teen /Ya)	14,000.00	0.00	9,892.70	27.20	4,080.10	29
10-L7410-413-04 Bindery Expense	16,500.00	0.00	5,567.89	0.00	10,932.11	66
10-L7410-415-01 Periodicals	12,000.00	0.00	9,021.12	0.00	2,978.88	25

BUDGET REPORT BY FUND - EXPENDITURE

Fiscal Year Start Date: 07/01/2025
 Current Period End Date: 05/31/2026

Finkelstein Memorial Library
 FY 2025-2026
 Ideal Remaining Percent: 8 %

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
10-L7410-415-02 Periodicals	250.00	0.00	244.07	0.00	5.93	2
10-L7410-417-00 Computer Software	1,000.00	0.00	0.00	0.00	1,000.00	100
10-L7410-417-02 Computer Software	0.00	0.00	0.00	0.00	0.00	0
10-L7410-417-06 Computer Software	3,200.00	237.92	1,118.76	86.24	1,995.00	62
10-L7410-418-01 Video Games	1,500.00	0.00	0.00	0.00	1,500.00	100
10-L7410-420-01 Audio - Compact Discs	1,000.00	0.00	0.00	0.00	1,000.00	100
10-L7410-420-03 Audio - Compact Discs	2,000.00	11.24	808.49	691.03	500.48	25
10-L7410-420-08 Audio - Compact Discs	0.00	0.00	0.00	0.00	0.00	0
10-L7410-422-01 Video - Dvd'S	3,000.00	0.00	2,000.00	0.00	1,000.00	33
10-L7410-422-02 Av/ Dvd/ Cd	400.00	47.23	389.75	0.00	10.25	3
10-L7410-422-03 Video - Dvd'S	12,206.37	358.38	7,009.64	1,676.08	3,520.65	29
10-L7410-422-08 Video - Dvds	0.00	0.00	0.00	0.00	0.00	0
10-L7410-424-01 Audio Books	10,000.00	0.00	0.00	0.00	10,000.00	100
10-L7410-424-02 Audio Books	4,500.00	0.00	3,022.41	219.42	1,258.17	28
10-L7410-425-01 Digital Downloads	73,000.00	5,840.28	63,237.52	240.47	9,522.01	13
10-L7410-425-08 Digital Downloads	0.00	0.00	0.00	0.00	0.00	0
10-L7410-426-01 Museum Passes	9,000.00	2,050.00	8,369.00	0.00	631.00	7
10-L7410-428-06 Minor Equipment - Computers	9,500.00	0.00	9,294.85	0.00	205.15	2
10-L7410-428-07 Minor Equipment-Computers	1,000.00	0.00	0.00	0.00	1,000.00	100
10-L7410-429-00 Minor Equipment	4,940.00	0.00	3,619.42	213.79	1,106.79	22
10-L7410-429-01 Minor Equipment	1,300.00	0.00	1,026.99	0.00	273.01	21
10-L7410-429-02 Minor Equipment	6,500.00	350.29	2,404.85	3,994.39	100.76	2
10-L7410-429-03 Minor Equipment	0.00	0.00	0.00	0.00	0.00	0
10-L7410-429-04 Minor Equipment	500.00	0.00	0.00	0.00	500.00	100
10-L7410-429-05 Minor Equipment	1,000.00	0.00	189.99	0.00	810.01	81
10-L7410-429-06 Minor Equipment	10,000.00	4,977.88	9,586.06	18.00	395.94	4
10-L7410-429-07 Minor Equipment	2,000.00	0.00	0.00	0.00	2,000.00	100
10-L7410-429-08 Minor Equipment	0.00	0.00	0.00	0.00	0.00	0
10-L7410-430-00 Library Supplies	1,500.00	0.00	287.91	0.00	1,212.09	81
10-L7410-430-01 Library Supplies	5,000.00	0.00	1,026.35	235.91	3,737.74	75
10-L7410-430-02 Library Supplies	3,500.00	164.89	3,173.29	207.46	119.25	3
10-L7410-430-03 Library Supplies	5,600.00	0.00	2,278.08	915.90	2,406.02	43
10-L7410-430-04 Library Supplies	17,500.00	3,425.02	14,109.49	2,821.88	568.63	3
10-L7410-430-06 Library Supplies	1,300.00	0.00	1,097.54	55.52	146.94	11
10-L7410-430-08 Library Supplies	0.00	0.00	0.00	0.00	0.00	0
10-L7410-431-06 Telecommunications	40,800.00	2,084.57	33,104.15	6,250.97	1,444.88	4
10-L7410-432-00 Office Supplies	17,259.00	357.59	10,891.65	395.49	5,971.86	35
10-L7410-433-00 Postage & Freight	18,000.00	532.75	15,152.71	200.26	2,647.03	15
10-L7410-434-00 Programs - Literacy	45,000.00	0.00	22,500.00	0.00	22,500.00	50
10-L7410-434-01 Programs	33,000.00	3,504.09	26,853.09	5,885.00	261.91	1
10-L7410-434-02 Programs	21,500.00	1,213.03	21,457.05	0.00	42.95	0
10-L7410-435-00 Publicity & Publications	12,000.00	6,850.00	8,935.00	80.00	2,985.00	25
10-L7410-435-02 Programs - Young Adult	7,750.00	821.24	6,790.74	648.99	310.27	4
10-L7410-435-03 Publicity & Publications	1,866.63	0.00	1,866.63	0.00	0.00	0
10-L7410-436-00 Computer Network - Anser	124,000.00	0.00	121,766.76	0.00	2,233.24	2
10-L7410-437-02 Grants	0.00	0.00	-3,000.00	0.00	3,000.00	0
10-L7410-438-06 Computer Supplies	1,500.00	0.00	0.00	0.00	1,500.00	100
10-L7410-439-00 Consulting Services	24,000.00	-136.60	6,965.40	8,814.75	8,219.85	34
10-L7410-439-06 Training Program	3,700.00	0.00	2,985.00	0.00	715.00	19
10-L7410-440-04 Book Processing	14,000.00	2.42	5,626.17	781.10	7,592.73	54

BUDGET REPORT BY FUND - EXPENDITURE

Finkelstein Memorial Library

Fiscal Year Start Date: 07/01/2025

FY 2025-2026

Current Period End Date: 05/31/2026

Ideal Remaining Percent: 8 %

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
10-L7410-441-00 Mileage & Travel	3,600.00	0.00	2,709.33	242.07	648.60	18
10-L7410-441-01 Adult Services-Mileage	0.00	0.00	0.00	0.00	0.00	0
10-L7410-441-02 Children'S Services-Mileage	0.00	0.00	0.00	0.00	0.00	0
10-L7410-441-03 Circulation-Mileage	0.00	0.00	0.00	0.00	0.00	0
10-L7410-441-04 Technical Services-Mileage	0.00	0.00	0.00	0.00	0.00	0
10-L7410-441-05 Buildings & Grounds-Mileage	0.00	0.00	0.00	0.00	0.00	0
10-L7410-441-06 It-Mileage	0.00	0.00	0.00	0.00	0.00	0
10-L7410-442-00 Meetings, Memberships & Cor	33,500.00	1,485.38	27,422.01	3,608.97	2,469.02	7
10-L7410-442-01 Adult Services-Meetings	0.00	0.00	0.00	0.00	0.00	0
10-L7410-442-02 Children'S Services-Meetings	0.00	0.00	0.00	0.00	0.00	0
10-L7410-442-03 Circulation-Meetings	0.00	0.00	0.00	0.00	0.00	0
10-L7410-442-04 Technical Services-Meetings	0.00	0.00	0.00	0.00	0.00	0
10-L7410-442-05 Bulidings & Grounds-Meetings	0.00	0.00	0.00	0.00	0.00	0
10-L7410-442-06 It-Meetings	0.00	0.00	0.00	0.00	0.00	0
10-L7410-442-07 Security-Meetings	0.00	0.00	0.00	0.00	0.00	0
10-L7410-443-00 Payroll Processing	22,000.00	1,869.72	12,485.78	0.00	9,514.22	43
10-L7410-443-04 Technical Services -Maker Spa	13,000.00	199.99	6,781.64	6,217.90	0.46	0
10-L7410-444-06 Computer Services	25,000.00	1,200.00	15,877.76	7,200.00	1,922.24	8
10-L7410-445-01 Tech Support & Licenses	1,500.00	0.00	0.00	0.00	1,500.00	100
10-L7410-445-06 Tech Support & Licenses	62,500.00	0.00	29,219.00	19,228.49	14,052.51	22
10-L7410-446-00 Equipment Repairs	1,000.00	0.00	0.00	0.00	1,000.00	100
10-L7410-448-00 Credit Card Fees	7,000.00	316.30	3,255.01	0.00	3,744.99	53
10-L7410-449-00 Grant Writing Expenses	0.00	0.00	0.00	0.00	0.00	0
10-L7410-450-00 Utilities	140,000.00	9,818.77	123,249.72	3,990.89	12,759.39	9
10-L7410-450-09 Utilities-Enrichment Center	10,000.00	528.90	5,023.40	476.60	4,500.00	45
10-L7410-451-03 Circulation-Service Contracts	1,427.00	0.00	1,427.00	0.00	0.00	0
10-L7410-451-05 Bldg. Maintenance-Service Co	170,000.00	3,287.11	130,808.55	19,592.40	19,599.05	12
10-L7410-451-09 Bldg Maint/Contracts-Enrichme	3,000.00	0.00	0.00	0.00	3,000.00	100
10-L7410-452-05 Building Repairs & Maintenanc	80,000.00	13,083.10	48,338.70	20,173.32	11,487.98	14
10-L7410-452-07 Security Equipment Repairs	5,000.00	0.00	298.07	0.00	4,701.93	94
10-L7410-453-05 Snow Removal Contracts	9,400.00	7,500.00	10,500.00	0.00	-1,100.00	-12
10-L7410-454-00 Liability Insurance	106,000.00	4,447.00	93,761.45	0.00	12,238.55	12
10-L7410-454-07 Security Contracts	30,000.00	0.00	9,173.84	0.00	20,826.16	69
10-L7410-456-05 Custodial Supplies	25,250.00	235.67	20,326.64	1,033.84	3,889.52	15
10-L7410-457-05 Grounds Supplies	0.00	0.00	108.35	0.00	-108.35	0
10-L7410-458-07 Security Supplies	6,300.00	300.96	4,730.08	920.86	649.06	10
10-L7410-460-09 Enrichment Center	16,000.00	1,129.00	1,129.00	0.00	14,871.00	93
10-L7410-461-05 B&G- Gas For Van	3,000.00	190.18	2,342.33	9.82	647.85	22
10-L7410-470-07 Security-Training	4,000.00	0.00	0.00	0.00	4,000.00	100
10-L7410-900-00 Sewer Taxes	11,000.00	0.00	10,935.82	0.00	64.18	1
10-L7410-901-00 Annual Budget Vote	16,000.00	10,976.90	11,813.19	0.00	4,186.81	26
10-L7410-903-00 Professional & Legal Fees	54,500.00	27,575.00	45,361.50	0.00	9,138.50	17
10-L9010-800-00 Employees Retirement	640,000.00	0.00	639,405.00	0.00	595.00	0
10-L9030-800-00 Social Security	350,000.00	29,438.19	336,943.42	0.00	13,056.58	4
10-L9040-800-00 Workers Compensation	78,000.00	1,277.04	55,252.75	19,747.25	3,000.00	4
10-L9050-800-00 Unemployment Insurance	17,350.00	0.00	15,653.64	0.00	1,696.36	10
10-L9055-800-00 Disability Insurance	17,500.00	0.00	19,710.87	0.00	-2,210.87	-13
10-L9060-800-00 Health Insurance	1,800,000.00	125,590.81	1,378,785.04	0.00	421,214.96	23
10-L9089-800-00 Tuition Reimbursement	2,675.00	0.00	500.00	0.00	2,175.00	81
General Fund Subtotal	10,065,846.40	692,492.97	8,366,230.14	177,819.35	1,521,796.91	15

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BUDGET REPORT BY FUND - EXPENDITURE

Fiscal Year Start Date: 07/01/2025
Current Period End Date: 05/31/2026

Finkelstein Memorial Library
FY 2025-2026
Ideal Remaining Percent: 8 %

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
Report Total Expenditure	\$10,065,846.40	\$692,492.97	\$8,366,230.14	\$177,819.35	\$1,521,796.91	15

BUDGET REPORT BY FUND - REVENUE

Fiscal Year Start Date: 07/01/2025
Current Period End Date: 05/31/2026

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Finkelstein Memorial Library
FY 2025-2026
Ideal Remaining Percent: 8 %

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
Fund: 30 Capital Fund						
30-H2401-000-00 Interest Income	0.00	7,313.64	80,802.12	0.00	-80,802.12	0
30-H2705-000-00 Gifts & Donations	0.00	0.00	500.00	0.00	-500.00	0
30-H2771-000-00 Grant Revenue	0.00	0.00	212,448.00	0.00	-212,448.00	0
30-H9810-000-00 Grants	0.00	0.00	347,203.00	0.00	-347,203.00	0
Capital Fund Subtotal	0.00	7,313.64	640,953.12	0.00	-640,953.12	0
Report Total Revenue	\$0.00	\$7,313.64	\$640,953.12	\$0.00	\$-640,953.12	0

BUDGET REPORT BY FUND - EXPENDITURE

Fiscal Year Start Date: 07/01/2025
Current Period End Date: 05/31/2026

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Finkelstein Memorial Library
FY 2025-2026
Ideal Remaining Percent: 8 %

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
Fund: 30 Capital Fund						
30-H1620-200-00 Boiler Project	0.00	0.00	21,278.10	8,500.00	-29,778.10	0
30-H1620-295-00 Folding Wall	0.00	0.00	0.00	34,800.00	-34,800.00	0
30-H1620-297-00 Hvac Project	0.00	152.10	152.10	0.00	-152.10	0
30-H1620-660-00 Addition	0.00	0.00	218,573.00	29,000.00	-247,573.00	0
30-H1620-680-00 Geothermal	0.00	0.00	25,760.00	0.00	-25,760.00	0
30-H1620-700-00 Security Camera	0.00	0.00	45,759.18	0.00	-45,759.18	0
30-H1620-710-00 Badge Readers System	0.00	0.00	22,211.56	0.00	-22,211.56	0
30-H1620-800-00 2Nd Floor Bathroom	0.00	0.00	0.00	8,600.00	-8,600.00	0
Capital Fund Subtotal	0.00	152.10	333,733.94	80,900.00	-414,633.94	0
Report Total Expenditure	\$0.00	\$152.10	\$333,733.94	\$80,900.00	\$-414,633.94	0

Finkelstein Memorial Library
Financial Summary
August 2026

Overall

-2026-2027 -

-July 2026 YTD expenses of \$832K

New/Old Business

-Outstanding invoices-WOH, Sky-Packets need to be released

-Need for 2nd signatory-checks being held

Other Items of Interest

-2024/2025 Audit in Process-Field work completed

STATISTICAL REPORT

JULY 2026	2026	2025	DIFFERENCE	CUMULATIVE 2026	CUMULATIVE 2025	DIFFERENCE
ADULT BOOKS	21,091	20,849	242	132,289	222,280	-89,991
YOUNG ADULT BOOKS	2,748	2,611	137	19,429	25,314	-5,885
JUVENILE BOOKS	23,730	23,132	598	153,777	258,382	-104,605
ILL-SEAL/OCLC (requested)	3	26	-23	35	198	-163
ILL-SEAL/OCLC (loaned)	2	2	0	66	56	10
ILL ANSWER-borrowed	3,892	3,650	242	26,423	38,915	-12,492
ILL ANSWER-loaned	3,131	4,209	-1,078	24,475	40,952	-16,477
CHECK IN- DISCHARGE	58,381	61,374	-2,993	380,897	669,170	-288,273
SERIALS	239	249	-10	1991	3,539	-1,548
AUDIOBOOKS	136	117	19	682	1,188	-506
MUSIC CDS	81	139	-58	807	1,419	-612
CD-ROMS	3	1	2	10	16	-6
DVD-VIDEO	2,109	2,179	-70	11,847	22,253	-10,406
BLU RAY DISCS	33	67	-34	254	4,935	-4,681
VIDEOGAMES	53	52	1	247	576	-329
EQUIPMENT	114	130	-16	578	1,179	-601
TOTAL CIRCULATION	115,746	118,787	-3,041	753,807	1,290,372	-536,565
REFERENCE QUESTIONS						
ADULT	1,363	1,445	-82	8,716	15,844	-7,128
JUVENILE	730	867	-137	5265	9,755	-4,490
AUDIO VISUAL	41	54	-13	236	431	-195
IT SERVICES	254	230	24	2131	2,679	-548
TELEPHONE ASSISTED						
ADULT	2,265	2,135	130	14,200	25,632	-11,432
JUVENILE	46	56	-10	260	639	-379
AUDIO VISUAL	2	2	0	14	20	-6
IT SERVICES	73	78	-5	778	1,174	-396
# OF JUV. PROGRAMS	47	51	-4	271	474	-203
ATTENDANCE	1153	1,344	-191	10927	15,937	-5,010
# OF ADULT PROGRAMS	36	45	-9	277	337	-60
ATTENDANCE	832	1,447	-615	5,541	10,124	-4,583
MAKERSPACE (AS & YS) PROGRAMS	13	0	13	52	49	3
MAKERSPACE ATTENDANCE	34	0	34	332	174	158
ESL PROGRAMS	0	0	0	111	34	77
ATTENDANCE	38	0	38	2115	3,744	-1,629
FML GENERAL PROGRAMS	0	0	0	0	0	0
ATTENDANCE	0	0	0	0	0	0
UNPLANNED CLOSURES	4	0	4	0	0	0
HOURS USED	16	0	16	0	0	0
INSIDERS CLUB-deliveries homes	65	46	19	314	378	-64
INSIDERS CLUB-deliveries items	313	176	137	1570	1,441	129
Pick Up-Wesley Hills patrons	224	203	21	1284	2,134	-850
WEB SITE VISITS	15,373	15,090	283	88,421	153,770	-65,349
MUSEUM PASSES	52	59	-7	214	417	-203
EV Station Total Transactions	92	N/A	N/A	437	N/A	N/A
EV Station KW Hours	2,516.93	N/A	N/A	14,156.28	N/A	N/A
EV Station Profit	\$340.80	N/A	N/A	\$1,838.92	N/A	N/A
FML ATTENDANCE	17,398	18,892	-1,494	104,332	178,367	-74,035

REGISTRATION REPORT FOR JULY 2026

	PREVIOUS REGISTRATION	NEW REGISTRATION	TOTAL REGISTRATION
ADULT	19,652	150	19,779
JUVENILE	5,671	48	5,704
NON RESIDENT	8	0	8
TOTAL			25,876

Director's Report August 2026

Chris Coleman and I met about the New York State construction grant, and then she applied for this year's construction grant using the lowest reasonable bid for the electric.

We received all of the bids for the construction project. They are in the packet.

We posted the RFP for the HVAC maintenance contract. The due date is September 8.

Aviva has cataloged a number of donated Jewish Traditional books.

We have mentioned that Koha doesn't work well with our existing self-checkout machines. However, Koha has improved things for us in another way. John Ballard, who does the book displays, reported that curating displays using Koha is a cinch compared to Symphony. Years ago, each book and CD and DVD had to have its catalog entry manually altered to indicate it had been temporarily taken out of the stacks, and this was a time-consuming process. Then after the display period ended the process had to be reversed, item by item by item. But with Koha the process is steam-lined. You just create a document, scan in the barcodes, and Koha does the rest. Then, after the display has expired, all you need to do is delete the document in one fell swoop. An added attraction of Koha is that any employee with a password can see what the themes and content are of all other RCLS displays.

During July, Adult Services staff answered 1,363 in house reference questions, responded to 2265 telephone calls and to 180 in house 'direction' inquiries. During July we had 347 sign-ins for study rooms.

The employees who signed up to become passport acceptance agents completed phase II training and will continue hands on training for each agent based on their availability.

In July, we received 25 calls and 1 in person inquiries about passports and based on staff availability, we were able to accept only 12 applications. Accepted applications were sent for processing in time.

We collected a total of \$530 as acceptance fees which is a revenue for the library.

Training as a Passport Agent continues, which is a steep learning curve. This reasons for this are, first, the application process is extraordinarily detailed; second, the exacting standards that we must uphold in order to make sure the applications are processed swiftly and without complications; third, the idiosyncrasies of each customer which often guarantees each application has it unique challenges; and, finally, the apparent inability or disinclination of a surprising number of our patrons to follow the prepping instructions we give them over the telephone or in person. '

Here are the Makerspace stats for July 2026:

Programs: 9

Attendees: 38

Makerspace classes with descriptions:

Acrylic Painting – A sailboat print was used as inspiration for July's painting. I showed students how to use acrylic paint and brush techniques to make their own individual painting. 7 of 8 patrons attended.

Decoupage Shells – Using a Mod Podge, students decorated shells. This was one of the easier crafts taught in the Makerspace to encourage patrons participating in the Summer Reading Program to take a Makerspace class. Materials, shells and designer napkins, were donated by one of the students. 2 classes were held and 6 patrons attended each, total of 12.

English Paper Piecing – This is an introduction to quilting. Beginners learn how to attach hexagon patches together to create a coaster for their first project. Students who continue with this craft can add on to their existing piece or start a new project. 9 patrons attended earlier in the month and 2 attended later in the month (low enrollment due to poor air quality from the Wildfires in Canada.)

Needle Felting – Using a special needle to entangle and shape fibers, beginners learn the basics by crafting simple felt hearts and returning students can take on a hanging plant project. Creativity is encouraged. 6 patrons attended.

Stamp Carving – Students are taught how to make their own rubber stamp using a pink eraser and chisels. 2 patrons attended.

Sticker Making for Staff – Students learned how to make a sticker sheet using the Liene Machine. This photo and sticker printer is a combination of a dye sublimation printer with a built-in die-cutter. 4 staff attended.

Celia, our case manager, has recently changed her availability and is now here every Monday from 10-7 pm in Study Room 7 on the 2nd floor. Celia is available on Wednesday mornings as well. Celia can answer questions about citizenship, ESL classes and most anything having to do with Literacy Solutions. (She is fluent in Spanish). She helps clients fill out forms for social services, benefits and job applications.

July Case Management Stats

Clients / Contacts 20

Total Sessions (phone and in person) 20

Total Services 49

Tutoring in July

Hours tutoring: 1.5 hours

Tutors 1

Students 1

Sessions 1

ESOL Classes

Registration for the Fall classes starts in August.

Approximately 98 documents for 69 patrons were notarized in July

Kyle helped 3 patrons with Tech help and setup for eReader services in July

We continue to invite local community service organizations to host tables in our lobby that provide information on vital community resources. Ex; nutrition, medical insurance and other social services.

Summer Reading

There were 62 registrations for the adult summer reading program as of 7/29. Approx. 8 people have completed the scavenger hunt (they just get a pen, but shows them where we have our collections).

Rockland-Works Job Fair at FML (on Thursday, July 23, Fielding Room):

- Richard attended (2-3p.m.); collected flyers and posted them on FML job board and made copies available to patrons who are seeking training and / or jobs.

FML's seed library: 47 seed packets checked out

313 items were delivered to 65 households in July

Digitization of the Village of Spring Valley 1940's Time Capsule:

- Richard did extensive research to identify resources needed for the project:
 1. Digital camera - already available at FML – purchased by Charlie (of YS).
 2. Canon EOS R7 User Manual (for the digital camera) - ordered from Amazon and cataloged by TS.
 3. ALA book on digitization - Richard requested ILL and Paul has processed the request; waiting for ILL.
 4. Selected ALA, PLA, and New York State websites (to combine with contents from ALA book on digitization) as resources to apply to this project.

- Laurie attended the LARC Adult services meeting, July 23 at 10:00 am via Zoom
 - Roundtable Discussion: Book Clubs
 - Update on LARC Initiatives
 - Revolutionary Rockland, the Local Author Fair, and the 5K.

Upcoming Museum Passes Highlights and Updates

National September 11 Memorial & Museum

“It has been 25 years since 9/11 and the National September 11 Memorial and Museum has many programs and ways to remember and educate others online and at the museum. [911memorial.org/marking-25th-anniversary](https://www.911memorial.org/marking-25th-anniversary)
<https://www.911memorial.org/marking-25th-anniversary>”

52 Museum Passes were checked out by patrons:

- 9/11 Museum -4
- Boscobel -1
- Discovery Museum -1
- Guggenheim -1
- Hudson Highlands -1
- Intrepid -9
- Jewish Museum -1
- Mid-Hudson Discovery -2
- Mohonk Preserve -3
- MoMA -2
- Museum Village -7

- NY Hall of Science -6
- Stamford Museum & Nature Ct. -2
- Storm King -4
- Westchester Children's Museum -8

1 Intrepid Museum pass (\$500), Brooklyn Botanic Garden (\$150) and 9/11 Memorial and Museum (\$500).

Statistical report for Author Alerts service 8/1:

- Patrons currently using the service: 22
- Total number of alerts across all patrons: 189
- Alerts sent in Jul 2026: 28
- Unique authors being tracked: 179

1.54K total clients used wireless with 2.81 TB of user traffic. There were 15,373 Unique Web Site Visits

o 2,123 sessions on Public Computers in the building

There were 568 items checked out using the self-checkouts and 10 items renewed

45 Hotspots were checked out and 7 Chromebooks.

\$541.00 collected in cash for printing and faxing and \$797.15 credit card usage. There has been a marked increase since we got the credit card machine.

It's been a busy summer as always. Jessica and Elizabeth managed to save \$1,300 on SRC prizes this year. We had some very well attended programs especially our littles programs and craft programs for older kids. They have become stable fan favorites. Mark went through the seasonal whirlwind of activity for the marketing and scheduling of the next block of programming. Sabine had a positive conversation with the Director of Konbit Neg Lakay about collaboration and promotions. In their downtime teen volunteers made bookmarks for distribution to our Insider's Club patrons.

Youth Services July Statistics:

Reference Stats:

Telephone Calls: 46
 Reference Questions: 730
 Directional: 101
 Technical Assistance: 32

Volunteer Statistics:

Number of Volunteers: 49 - Total Hours: 513.25

Room Count:

Total Number of Patrons in Children's Room: 5,609
 Total Number of Patrons in Teen Room: 580

Device Statistics:

Children's Computers: 97
 YA Computers: 47
 AWE Computers: 403
 Switch: 0
 Chromebook: 8

Total Program Statistics:

1. Number of Children's Programs: 38 - Total Attendance: 960
2. Number of Teen Programs: 9 - Total Attendance: 193
3. Number of Makerspace Programs: 4 - Total Attendance: 34

In-Library Programs:

1. Baby Lap Time (session 1 - 12 attendees), (session 2 - 11 attendees), (session 3 - 13 attendees), (session 4 - 13 attendees), (session 5 - 13 attendees) - Total Attendance: 62
2. Battle of the Books Team Meeting (session 1 - 0 attendees), (session 2 - 1 attendee), (session 3 - 0 attendees) - Total Attendance: 1
3. Buddies Book Club (session 1 - 3 attendees), (session 2 - 0 attendees) - Total Attendance: 3
4. Reading Buddies (session 1 - 2 attendees), (session 2 - 2 attendees), (session 3 - 2 attendees), (session 4 - 4 attendees), (session 5 - 2 attendees), (session 6 - 4 attendees), (session 7 - 2 attendees), (session 8 - 2 attendees), (session 9 - 1 attendee) - Total Attendance: 21
5. Toddler Time (session 1 - 16 attendees), (session 2 - 16 attendees), (session 3 - 18 attendees), (session 4 - 23 attendees) - Total Attendance: 73

6. Crafty Creations (session 1 - 7 attendees), (session 2 - 7 attendees), (session 3 - 23 attendees) - Total Attendance: 37
7. Let's Get Crafty (session 1 - 29 attendees), (session 2 - 12 attendees), (session 3 - 15 attendees) - Total Attendance: 56
8. Mini Makers (session 1 - 17 attendees), (session 2 - 12 attendees) - Total Attendance: 29
9. Preschool Playtime (session 1 - 0 attendees), (session 2 - 17 attendees) - Total Attendance: 17
10. Create Your Own Fern-rarium! - Total Attendance: 0
11. Dino-rama! - Total Attendance: 2
12. Intro to D&D - Total Attendance: 1
13. Library Card Art Design - Total Attendance: 7
14. Paper Mache Creatures - Total Attendance: 1
15. Sew Simple: Star Pillow - Total Attendance: 5
16. Summer Sensory Playtime - Total Attendance: 25
17. Teen Makers: Library Card Contest - Total Attendance: 0
18. Zumbini with Tina - Total Attendance: 28

Passive Programs:

1. 1000 Books Before Kindergarten - Total Attendance: 4
2. America 250 - Total Attendance: 15
3. Children's Summer Reading Challenge - Total Attendance: 374
4. Teen's Summer Reading Challenge - Total Attendance: 188
5. Library Card Contest - Total Attendance: 11

AV AND KOHA WORK

AV Statistics / submitted by Maura Curran

Discs repaired

Adult DVD & Blu-ray: 67, BCD: 3, CD: 3, Games: 1

Children's DVD: 11, BCD: 20,

Total: 105

Fifteen Binge Boxes are completed and with TS ready to process. Annabel is also assisting with assembling the final product. Started working on weeding the oversized DVDs and CDs to make room for Library of Things storage.

So far no patrons have returned a LARC Revolutionary Rockland form yet though the display case in the Circ Desk is gaining attention.

Updated message bee to create widgets for staff development closures, LARC's Revolutionary Rockland, and being closed on Sundays.

Patty was able to work with Envisionwaire to limit check out of specific items at the self-checkout machines. This is another step in ensuring the machines are working correctly. Cesar and Elyse were able to hang the fishing rod holders on Saturday the 11th without interrupting staff helping patrons. She made a "teaser" sign stating "coming soon" with a photograph of a fish. This is another grant funded initiative to begin a library of things.

Juliana Anderson's Report Short Staffing Day:

One day presented a significant staffing challenge. Two full-time staff members called out, another full-time staff member was already scheduled to be on vacation, and one additional full-time staff member arrived approximately one hour and twenty minutes late. Arlene was not scheduled to begin her shift until 3:00 p.m.

When I arrived that morning, Tamar and I were the only Circulation staff members available. I completed all of the behind-the-scenes responsibilities while Tamar managed the circulation desk, checked in materials, and even completed a Wesley Call while outside.

Kathleen Preston was absolutely amazing throughout the day. She took some interlibrary loan books upstairs and sent Maria Torres to help check in materials. The situation became especially challenging when Andrea went to lunch because it was also time for Tamar to leave, as she had been scheduled to do.

Maria Torres stepped in wherever she was needed, checking in materials, answering phone calls in the back, and assisting patrons at the circulation desk. Once Arlene arrived, the workload became much more manageable. Even then, Kathleen Preston stopped by to make sure we would be adequately staffed for the remainder of the evening.

Technical Services was outstanding throughout the day. Their willingness to step in and assist across departments made an incredibly difficult staffing situation manageable, and we truly could not have gotten through the day without their support.

Adult Services Programs July 2026

Knit & Crochet Group – July 7

= 6

Free

Knit & Crochet Group – July 14

= 6

Free

Knit & Crochet Group – July 21

= 6

Free

Knit & Crochet Group – July 28

= 6

Free

Soul Line Dancing – July 10

= 29

\$150

Soul Line Dancing – July 24

= 32

\$150

A Taste of Eden: A Celebration of Jewish Storytelling – July 1

= 29

Free

America 250- Ice & Ideals: The Miracle on Ice & Politics in Sports – July 7

= 19

Free

Ways to Avoid Fraud & Scams – July 13

= 17

Free

America 250- The Constitution Speaks – July 14

= 20

Free

Future-Proof Your Career – July 15

= 44

Free

Defensive Driving – July 20 & July 22

= 40

Free

American Summer Favorites – July 21

= 20

\$225

Future-Proof Your Career – July 22

= 43

Free

Job Fair – July 23

= 149

Free

Leading the Change: Inside the Mission of NAMI – July 26

#33

\$250

A Jewish Refugee in New York Book Talk – July 28

= 4

Understanding Epilepsy & Dispelling the Myths – July 28

= 7

Free

Future-Proof Your Career – July 29

= 45

Free

Tables = 16

= 278

August Finance Committee Meeting Minutes

Date: August 7, 2026

Time: 10:13 AM- 11:03 AM

Location: Finkelstein Memorial Library Meeting Room / Virtual

Attendees:

Esther Waldman (Chairperson), Yossi Rubinstein (Vice President), Ariel Dahan (Virtual), Mendy Glick (Treasurer), Laura Wolven (Director), Andrew Koblick (Business Manager), Rafael Mirabel (Staff), Elizabeth Portillo (Staff)

I. Call to Order

The finance committee meeting was called to order at 10:13 AM.

II. Unfinished Business

All items under unfinished business were **NOT ADDRESSED** for non-urgency

III. New Business

- **Offsite Programs**

- A report was requested for the schedule and cost of offsite programs. This was previously requested in the last meeting, but has not yet been received
- Cost report should include mileage, supplies, and substitute coverage for staff who are offsite for the programs.
- Library staff said they could provide a list of programs as well as meeting forms which have hours and mileage recorded, as well as a reimbursement travel report from Smartfusion.
- Library staff stated that offsite programs will only continue at one school and tabling at events

- **Saturdays**

- Laura provided a calculation that closing on Saturdays could **save \$14,000** in subbing and staff costs.
- Laura will reach out to the Division of Library Development to find out if Sunday hours count toward the State Minimum Standards required hours, or if we will have to open early due to Saturday closures.

- **Limited Services**

- According to library staff, limiting certain services will not save enough money to make it worthwhile
- **Limited Sundays**
 - Encouraging self-checkout and hiring more security subs, can help decrease the cost of Sundays
 - Minimum staff required per Sunday, according to the Director: 2 YS, 2AS, 3 Security, 1 IT, 1 B&G, 5 Circ
- **Holiday Sundays**
 - The library has already been closed on 5 Sundays (7/1, 7/12, 7/19, 7/26, and 8/2)
 - The Committee calculated the cost per Sunday to be between \$3800 and \$4800 per Sunday. The committee settled on using \$4300 per Sunday for the purposes of savings calculations
 - The Committee suggests closing on the following 7 Sundays as well: 9/6 Labor Day Weekend, 9/13 Rosh Hashana, 9/20 Erev Yom Kippur, 9/27 Sukkot, 10/4 Simchat Torah, 12/27 Sunday after Christmas, 5/30 Memorial Day Weekend
 - **Total Estimated Savings: \$51,600**
 - Committee requested a new budget spreadsheet with funding for 40 Sundays.
- **Errors in the Interim Budget Spreadsheet**
 - Committee continues to be unable to reconcile the numbers, because the written explanation of the errors or differences in numbers, which has been requested, has not been provided.
- **Non Union Staff Raises**
 - In the meeting Mr. Koblick agreed that the total savings for eliminating the 2.5% increase for non-union staff is about **\$34,213.65**
 - Committee asked about stopping steps and longevity for non-union staff as well. That would save an additional **\$16,023.88**. The director will reach out to the attorney (Mr. Fasano) about it.
 - Mr. Koblick warned that doing so may result in poor staff retention.
 - The Committee discussed providing some raise/acknowledgement to those non-union staff whose performance evaluation was "Excellent."
- **Programs**
 - A full Smartfusion report on what was included in "Programs" was requested.
- **IT**
 - Not discussed. Will be discussed at the next meeting.

IV. Other Discussion Items

- **Board Email** – the library has an email address for the Board that is not monitored. Suggestion to give access to that account to the President and Vice President.

V. Adjournment

- Total Proposed Savings: **about \$99,813.65 - \$115,837.53**
- The next Finance Committee Meeting will be held on August 21, at 10:00AM

VI. Requested for Next Meeting

- Offsite Programs Report - Schedule and cost, including staff hours, mileage, supplies, and substitute coverage for staff who are offsite for the programs.
 - Meeting Forms
 - Smartfusion report for Reimbursement and Travel
- Reply from Division of Library Development regarding minimum required hours
- Budget Spreadsheet with 40 Sundays, and no raises for non-union staff.
- Errors Report - Written explanation of the errors in the Interim Budget.
- Response from Mr. Fasano regarding steps and longevity for non-union staff.
- Smartfusion report for "Programs"
- A breakdown of all aggregated numbers in the budget spreadsheet

VII. Action Items

- Proposed Resolution to close on Saturdays and Holiday Sundays
WHEREAS, balancing the Library's budget is of utmost importance; and
WHEREAS, patron usage of the Library on Saturdays is relatively low compared to other days of operation; and
WHEREAS, patron usage of the Library on certain holiday Sundays is relatively low compared to other days of operation; and
WHEREAS, closing the Library on Saturdays is expected to result in estimated savings of approximately \$14,000 for fiscal year 2026–2027; and
WHEREAS, closing the Library on each of the identified holiday Sundays is expected to result in estimated savings of approximately \$4,300 per Sunday for fiscal year 2026–2027;
BE IT RESOLVED, that the Library shall be closed to the public on Saturdays, effective _____; and
BE IT FURTHER RESOLVED, that the Library shall also be closed to the public on the following Sundays:
 - September 6, 2026 – Labor Day Weekend

- September 13, 2026 – Rosh Hashana
- September 20, 2026 – Erev Yom Kippur
- September 27, 2026 – Sukkot
- October 4, 2026 – Simchat Torah
- December 27, 2026 – Sunday following Christmas
- May 30, 2027 – Memorial Day Weekend

BE IT FURTHER RESOLVED, that, in order to maintain compliance with applicable New York State minimum service standards, the Library shall maintain a regular weekly schedule of public service hours as follows, effective _____:

- **Sunday:** 1:00 p.m.–5:00 p.m.
- **Monday–Thursday:** 8:30 a.m.–9:00 p.m.
- **Friday:** 8:30 a.m.–6:30 p.m.
- **Saturday:** Closed

(edit the hours if Sunday counts. We can open 9:00)

- Motion to give access to the email address fmlboard@rcs.org to the President and Vice President of the board.

Respectfully submitted,
Esther Waldman

Bids for Addition

Electric	General Construction	Mechanical	Plumbing
Fanshawe \$714,000	Rudna \$5,454,912		Lombardo \$633,093
Valentine \$1,218,175	Pierotti \$9,084,600	Hauser \$2,921,000	Hauser \$799,346
		Lombardo \$2,779,679	VSR \$410,200

We received a total of 9 bids for the addition. There were 2 for electric, 2 general construction, 2 for mechanical and 3 for plumbing.

The architect's recommendation is to accept:

Rudna General Construction for \$5,454,912

Fanshawe Electric for \$714,000

And Joe Lombardo for plumbing for \$633,093.

And reject:

Valentine's electric for \$1,218,175

Pierotti General Construction for \$9,084,600

Both Hauser Bros (\$2,921,000) and Lombardo Plumbing's (\$2,779,679) mechanical bids

VSR plumbing \$410,200 (it was the lowest bid, but did not meet the specs of the project including fire sprinklers)

Hauser Plumbing \$799,346.

Mr. Esmay recommends re-bidding the mechanical portion of the project as he believes both of these bids are too high. He suggests the board authorize a re-bid as this portion is not as urgent as the general construction is.

DOCUMENT 004116 - BID FORM - STIPULATED SUM (MULTIPLE-PRIME CONTRACT)**PART 1 - GENERAL****1.1 BID INFORMATION**

- A. Bidder: Rudna Construction Inc
- B. Prime Contract: General Construction ^{Contract} (Insert Prime Contract name).
- C. Project Name: **New Community Center for the Finkelstein Memorial Library.**
- D. Project Location: **Finkelstein Memorial Library
24 Chestnut Street
Spring Valley, NY 10977**
- E. Owner: **Finkelstein Memorial Library.**
- F. Architect: **Michael Esmay, Architect.**
- G. M/E/P/FP Engineer: **OLA Consulting Engineers.**

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Multiple-Prime (Single-Trade) Contract for General Construction Contract (Insert Prime Contract name) Work: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Michael Esmay, Architect (Insert Architect's or M/E/P/FP Engineer's name), having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment, and services necessary to complete the construction of General Construction Contract (Insert Prime Contract name) Work for above-named Project, in accordance with the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. Five Million Four Hundred Fifty-Four Thousand ^{Nine Hundred Twelve} Dollars
(\$ 5,454,912.00)

**NEW COMMUNITY CENTER
FINKELSTEIN MEMORIAL LIBRARY
SPRING VALLEY, NY**

**BID FORM - STIPULATED SUM (MULTIPLE-
PRIME CONTRACT)
004116 - 1
REVISED ADDENDUM #4 JULY 23, 2026**

1.3 BID SECURITY.

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within **10** days after a written Notice of Award, if offered within **60** days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached Bid Security, as liquidated damages for such failure as follows:

1. In the following amount constituting 5 percent of the Base Bid amount above:
- a. Two Hundred Seventy-Two Thousand Dollars Seven Hundred Forty-Five Dollars and Sixty cents
 (\$ 272,745.60).

- B. Form of Bid Security: Bidder has attached the following:

1. ☒ AIA Document A310-2010, "Bid Bond."
 2. ☐ Cashier's check.
 3. ☐ Certified check.

- C. In the event Owner does not offer a Notice of Award within the time limits stated above, Owner will return to the undersigned the cashier's check, certified check, or bid bond.

1.4 TIME OF COMPLETION

- A. Time of Completion:

1. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect, and to substantially complete the Work within 365 calendar days.
2. **Construction Milestone:** The undersigned Bidder acknowledges that the portion of the Building on the First Floor identified as "**Volunteer Counseling Services**" (Refer to Drawing T2 "Code Data Plans" for location) shall be constructed such as to be occupiable by September 2027.

1.5 ACKNOWLEDGMENT OF ADDENDA

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

1. Addendum No. 1, dated July 9, 2026.
 2. Addendum No. 2, dated July 17, 2026.
 3. Addendum No. 3, dated July 22, 2026.
 4. Addendum No. 4, dated July 23, 2026.

NEW COMMUNITY CENTER
 FINKELSTEIN MEMORIAL LIBRARY
 SPRING VALLEY, NY

BID FORM - STIPULATED SUM (MULTIPLE-
 PRIME CONTRACT)
 004116 - 2
 REVISED ADDENDUM #4 JULY 23, 2026

1.6 CONTRACTOR'S LICENSE

- A. The undersigned further states that it is a duly licensed Contractor, for the type of work proposed, in **Rockland County, NY**, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.7 SUBMISSION OF BID

- A. Respectfully submitted this 29th day of July, 2026 (Insert month and year).
- B. Submitted by: Rudna Construction Inc (Name of bidding firm or corporation).
- C. Authorized Signature: [Signature] (Handwritten signature).
- D. Signed by: Sviatoslav Marchyshak (Type or print name).
- E. Title: President (Owner/Partner/President/Vice President).
- F. Witnessed by: [Signature] (Bob Patel) (Handwritten signature).
- G. Attest: [Signature] (Handwritten signature).
- H. By: Lilia Kurinna (Type or print name).
- I. Attester Title: Corporate Secretary (Corporate Secretary or
- J. Street Address: 17 Clyde Road, Suite 203
- K. City, State, Zip: Somerset, New Jersey 08873
- L. Phone: 908-300-7261
- M. License No.: 13VH 13 629000

NEW COMMUNITY CENTER
FINKELSTEIN MEMORIAL LIBRARY
SPRING VALLEY, NY

BID FORM - STIPULATED SUM (MULTIPLE-
PRIME CONTRACT)
004116 - 3
REVISED ADDENDUM #4 JULY 23, 2026

N. Federal ID No.: 33-1932223

O. (Affix Corporate Seal Here)

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF DOCUMENT 004116

NEW COMMUNITY CENTER
FINKELSTEIN MEMORIAL LIBRARY
SPRING VALLEY, NY

BID FORM - STIPULATED SUM (MULTIPLE-
PRIME CONTRACT)
004116 - 4
REVISED ADDENDUM #4 JULY 23, 2026

DOCUMENT 004116 - BID FORM - STIPULATED SUM (MULTIPLE-PRIME CONTRACT)**PART 1 - GENERAL****1.1 BID INFORMATION**

- A. Bidder: Fanshawe, Inc. dba Rockland Electric
- B. Prime Contract: Electrical (Insert Prime Contract name).
- C. Project Name: **New Community Center for the Finkelstein Memorial Library.**
- D. Project Location: **Finkelstein Memorial Library
24 Chestnut Street
Spring Valley, NY 10977**
- E. Owner: **Finkelstein Memorial Library.**
- F. Architect: **Michael Esmay, Architect.**
- G. M/E/P/FP Engineer: **OLA Consulting Engineers.**

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Multiple-Prime (Single-Trade) Contract for Electrical (Insert Prime Contract name) Work: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Fanshawe, Inc. dba Rockland Electric (Insert Architect's or M/E/P/FP Engineer's name), having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment, and services necessary to complete the construction of New Community Center for Finkelstein Memorial Library (Insert Prime Contract name) Work for above-named Project, in accordance with the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. Seven hundred fourteen thousand Dollars
(\$ 714,000)

**NEW COMMUNITY CENTER
FINKELSTEIN MEMORIAL LIBRARY
SPRING VALLEY, NY**

**BID FORM - STIPULATED SUM (MULTIPLE-
PRIME CONTRACT)
004116 - 1
REVISED ADDENDUM #4 JULY 23, 2026**

1.3 BID SECURITY.

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached Bid Security, as liquidated damages for such failure as follows:
1. In the following amount constituting 5 percent of the Base Bid amount above:
 - a. 5% of amount bid
Thirty Five thousand Seven hundred Dollars
(\$ 35,700 -)
 - B. Form of Bid Security: Bidder has attached the following:
 1. ☒ AIA Document A310-2010, "Bid Bond."
 2. ☐ Cashier's check.
 3. ☐ Certified check.
 - C. In the event Owner does not offer a Notice of Award within the time limits stated above, Owner will return to the undersigned the cashier's check, certified check, or bid bond.

1.4 TIME OF COMPLETION

- A. Time of Completion:
1. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect, and to substantially complete the Work within 365 DAYS calendar days.
 2. **Construction Milestone:** The undersigned Bidder acknowledges that the portion of the Building on the First Floor identified as "Volunteer Counseling Services" (Refer to Drawing T2 'Code Data Plans' for location) shall be constructed such as to be occupiable by September 2027.

1.5 ACKNOWLEDGMENT OF ADDENDA

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:
1. Addendum No. 1, dated 07/09/2026
 2. Addendum No. 2, dated 07/17/2026
 3. Addendum No. 3, dated 07/22/2026
 4. Addendum No. 4, dated 07/23/2026

NEW COMMUNITY CENTER
FINKELSTEIN MEMORIAL LIBRARY
SPRING VALLEY, NY

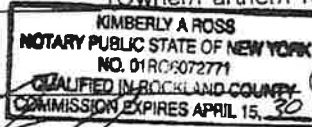
BID FORM - STIPULATED SUM (MULTIPLE-
PRIME CONTRACT)
004116 - 2
REVISED ADDENDUM #4 JULY 23, 2026

1.6 CONTRACTOR'S LICENSE

- A. The undersigned further states that it is a duly licensed Contractor, for the type of work proposed, in **Rockland County, NY**, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.7 SUBMISSION OF BID

- A. Respectfully submitted this 29th day of July, 2026 (Insert month and year).
- B. Submitted by: Fanshawe, Inc. dba Rockland Electric (Name of bidding firm or corporation).
- C. Authorized Signature: [Handwritten Signature] (Handwritten signature).
- D. Signed by: John Fanshawe (Type or print name).
- E. Title: President (Owner/Partner/President/Vice President).
- F. Witnessed by: [Handwritten Signature] (Handwritten signature).
- G. Attest: [Handwritten Signature] (Handwritten signature).
- H. By: George Fanshawe (Type or print name).
- I. Attester Title: Vice President, Secretary, Treasurer (Corporate Secretary or Treasurer).
- J. Street Address: 143 Main Street, 1st Floor
- K. City, State, Zip: Nanuet, NY 10954
- L. Phone: 845-627-3232
- M. License No.: 319



**NEW COMMUNITY CENTER
FINKELSTEIN MEMORIAL LIBRARY
SPRING VALLEY, NY**

**BID FORM - STIPULATED SUM (MULTIPLE-
PRIME CONTRACT)
004116 - 3
REVISED ADDENDUM #4 JULY 23, 2026**

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N. Federal ID No.:
13-3079532

O. (Affix Corporate Seal Here)

PART 2 - PRODUCTS (Not Used)
PART 3 - EXECUTION (Not Used)

END OF DOCUMENT 004116

NEW COMMUNITY CENTER
FINKELSTEIN MEMORIAL LIBRARY
SPRING VALLEY, NY

BID FORM - STIPULATED SUM (MULTIPLE-
PRIME CONTRACT)
004116 - 4
REVISED ADDENDUM #4 JULY 23, 2026

DOCUMENT 004116 - BID FORM - STIPULATED SUM (MULTIPLE-PRIME CONTRACT)**PART 1 - GENERAL****1.1 BID INFORMATION**

- A. Bidder: Joe Lombardo Plumbing & Heating of Rockland Inc
- B. Prime Contract: Plumbing Contract (Insert Prime Contract name).
- C. Project Name: **New Community Center for the Finkelstein Memorial Library.**
- D. Project Location: **Finkelstein Memorial Library
24 Chestnut Street
Spring Valley, NY 10977**
- E. Owner: **Finkelstein Memorial Library.**
- F. Architect: **Michael Esmay, Architect.**
- G. M/E/P/FP Engineer: **OLA Consulting Engineers.**

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Multiple-Prime (Single-Trade) Contract for Plumbing (Insert Prime Contract name) Work: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Ronald J. Lombardo (Insert Architect's or M/E/P/FP Engineer's name), having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment, and services necessary to complete the construction of Joe Lombardo Plumbing & Heating of Rockland Inc (Insert Prime Contract name) Work for above-named Project, in accordance with the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. six hundred thirty-three thousand ninety-three Dollars

(\$ 633,093.00).

**NEW COMMUNITY CENTER
FINKELSTEIN MEMORIAL LIBRARY
SPRING VALLEY, NY**

**BID FORM - STIPULATED SUM (MULTIPLE-
PRIME CONTRACT)
004116 - 1
REVISED ADDENDUM #4 JULY 23, 2026**

1.3 BID SECURITY.

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached Bid Security, as liquidated damages for such failure as follows:
1. In the following amount constituting 5 percent of the Base Bid amount above:
 - a. thirty-six thousand nine hundred----- Dollars
 (\$ 36,900.00)
 - B. Form of Bid Security: Bidder has attached the following:
 1. ☒ AIA Document A310-2010, "Bid Bond."
 2. ☐ Cashier's check.
 3. ☐ Certified check.
 - C. In the event Owner does not offer a Notice of Award within the time limits stated above, Owner will return to the undersigned the cashier's check, certified check, or bid bond.

1.4 TIME OF COMPLETION

- A. Time of Completion:
1. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect, and to substantially complete the Work within 423 calendar days.
 2. **Construction Milestone:** The undersigned Bidder acknowledges that the portion of the Building on the First Floor identified as "Volunteer Counseling Services" (Refer to Drawing T2 'Code Data Plans' for location) shall be constructed such as to be occupiable by September 2027.

1.5 ACKNOWLEDGMENT OF ADDENDA

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:
1. Addendum No. 1, dated July 9, 2026
 2. Addendum No. 2, dated July 17, 2026
 3. Addendum No. 3, dated July 22, 2026
 4. Addendum No. 4, dated July 23, 2026

NEW COMMUNITY CENTER
FINKELSTEIN MEMORIAL LIBRARY
SPRING VALLEY, NY

BID FORM - STIPULATED SUM (MULTIPLE-
PRIME CONTRACT)
004116 - 2
REVISED ADDENDUM #4 JULY 23, 2026

1.6 CONTRACTOR'S LICENSE

- A. The undersigned further states that it is a duly licensed Contractor, for the type of work proposed, in **Rockland County, NY**, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.7 SUBMISSION OF BID

- A. Respectfully submitted this 29th day of July 2026 (Insert month and year).
- B. Submitted by: Joe Lombardo Plumbing & Heating of Rockland Inc. (Name of bidding firm or corporation).
- C. Authorized Signature: [Signature] (Handwritten signature).
- D. Signed by: Ronald J. Lombardo (Type or print name).
- E. Title: President (Owner/Partner/President/Vice President).
- F. Witnessed by: [Signature] Karen Panarella (Handwritten signature).
- G. Attest: [Signature] Michele Rood (Handwritten signature).
- H. By: Ronald J. Lombardo (Type or print name).
- I. Attester Title: President (Corporate Secretary or President).
- J. Street Address: 321 Spook Rock Road Suite 109A
- K. City, State, Zip: Suffern, New York 10901
- L. Phone: 845-357-6537
- M. License No.: CP-P-01000

NEW COMMUNITY CENTER
FINKELSTEIN MEMORIAL LIBRARY
SPRING VALLEY, NY

BID FORM - STIPULATED SUM (MULTIPLE-
PRIME CONTRACT)
004116 - 3
REVISED ADDENDUM #4 JULY 23, 2026

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N. Federal ID No.: 13-3778089

O. (Affix Corporate Seal Here)

PART 2 - PRODUCTS (Not Used)
PART 3 - EXECUTION (Not Used)

END OF DOCUMENT 004116

NEW COMMUNITY CENTER
FINKELSTEIN MEMORIAL LIBRARY
SPRING VALLEY, NY

BID FORM - STIPULATED SUM (MULTIPLE-
PRIME CONTRACT)
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REVISED ADDENDUM #4 JULY 23, 2026

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Joe Lombardo Plumbing & Heating

Estimate Summary

Job Name :	FML
Project No:	FINFELSTEIN LIBRARY
Estimator:	NICO

Date :	RON UPDATED 3-17-26
Trade:	PLUMBING
Bid Type:	Base Bid
Bid Date:	7/24/2026

Labor & Materials

WASTE, VENT & STORM

		Cost	Hours
101	UG-SV W&V & STORM	\$ 8,966	21.2
102	no estimate	\$ -	0.0
103	UG-ACID	\$ -	0.0
104	UG-PVC	\$ -	0.0
105	UG-SDR	\$ -	0.0
106	AG-NH W&V	\$ 158,221	404.6
107	AG-ACID	\$ -	0.0
108	AG-PVC	\$ -	0.0
109	AG-DWV	\$ -	0.0
110	AG-XH	\$ -	0.0

PIPING

		Cost	Hours
501	Hot Water Supply & Return	\$ -	0.0
502	Chilled Water	\$ -	0.0
503	No Estimate	\$ -	0.0
504	Refig & Cond Piping	\$ -	0.0
505	Ag-Sprinkler	\$ -	0.0
506	Med Gases	\$ -	0.0
507	Compressed Air	\$ -	0.0
508	Tower Water	\$ -	0.0
509	Vacuum	\$ -	0.0
510	Victaulic	\$ -	0.0
511	Hydronic Piping	\$ -	0.0
512	No Estimate	\$ -	0.0
513	Vic Copper	\$ -	0.0

DOMESTIC WATER

		Cost	Hours
201	UG-DUCT DOM.	\$ -	0.0
202	UG-DOM.	\$ -	0.0
203	AG-DOM.	\$ 112,614	264.7
204	AG-DI-PVDF	\$ -	0.0
205	AG-DI-S.S.	\$ -	0.0
206	AG-Lav Waste	\$ -	0.0
207	COPPER PROPRESS	\$ -	0.0

MECHANICAL EQUIPMENT

		Cost	Hours
601	Unit Heaters-Ventilators	\$ -	0.0
602	Air Handling Unit	\$ -	0.0
603	Condensers	\$ -	0.0
604	Boiler	\$ -	0.0
605	Heat Exchanger	\$ -	0.0
606	Rigging	\$ -	0.0
607	Pumps	\$ -	0.0
608	HVAC Equipment	\$ -	0.0
609	Hot Water Heating Equip	\$ 52,970	27.0

GAS

		Cost	Hours
301	UG-GAS WELD	\$ -	0.0
302	AG-GAS-WELD	\$ -	0.0
303	AG-GAS-SCREW	\$ 133	0.3
303	AG-GAS-TRAC PIPE	\$ -	0.0

SUBCONTRACTORS

		Cost	Hours
701	Refig Charging	\$ -	0.0
702	Temp Control	\$ -	0.0
703	Subcontractor Insulation	\$ -	0.0
704	Sheet Metal	\$ -	0.0
705	Test & Balance	\$ -	0.0
706	Sprinkler	\$ 152,417	4.6
707	Firestopping	\$ -	0.0
708	Core Drilling	\$ -	0.0
709	Excavation	\$ -	0.0
710	Afw Piping	\$ -	0.0
711	Rigging	\$ -	0.0
712	Electrical	\$ -	0.0
713	Asbestos	\$ -	0.0
718	Water Treatment	\$ -	0.0

WAGE SCHEDULE

County	Wage	Benefits	Total
Rockland	\$55.20	\$50.49	\$105.69
Westchester	\$66.98	\$47.44	\$114.42

PLUMBING EQUIPMENT

		Cost	Hours
401	Fixtures	\$ 63,375	95.0
402	Rpz	\$ -	0.0
403	Water Heater	\$ -	0.0
404	Eject. Pumps	\$ -	0.0
405	Booster Pumps	\$ -	0.0
406	Final Connect	\$ -	0.0
407	Interceptors	\$ -	0.0

MISCELLANEOUS

		Cost	Hours
801	Demo Concrete & Patch	\$ -	0.0
802	Core Drilling	\$ 4,351	1.2
803	Insulation	\$ 27,500	0.0
804	Punch List	\$ -	0.0
805	Trailers	\$ -	0.0
806	Lifts	\$ 5,198	0.0
807	Firestopping	\$ -	0.0

Project Cost	Costs	Hours
	\$ 585,744	818.56
OCP/Builder's Risk	2.50% \$ 5,000	
Pollution Insurance	2.50%	
Allowances	\$ 20,000	20.000
Tools	0.05% \$ 293	
Drafting	2.00% \$ 11,715	
Project Subtotal	\$ 622,752	

Allowance Schedule

Number	Description	Allowance
1		\$ -
2		\$ -
3		\$ -
4		\$ -
5		\$ -
6		\$ -
		\$ -

Bonding

Bond 2.5% 1st 100k (<100k = 2.5K Min)	2.50% \$ 2,500
Job cost less 100k	\$ 522,752
Bond >100k	1.50% \$ 7,841
Bond Cost	\$ 10,341

Total Bid Amount \$ 633,092.92 818.56195

Finkelstein Memorial Library Retirement Incentive DRAFT

Purpose of the Incentive

The Finkelstein Memorial Library ("Library") is committed to providing quality programs and services for our community. This retirement incentive is offered by the Library to qualified employees in an effort to reduce the Library's overall personnel expenses.

Retirement Incentive

The Library's retirement incentive will consist of a one-time lump sum payment equal to \$500 credited per year of Full time equivalent employment, to a maximum of \$15,000. This will be in addition to any payout or any other benefit, including, but not limited to, continuation of health insurance benefits that the employee may be entitled to as per the collective bargaining agreement in effect as of the date this is agreed to. The retirement incentive will not add to the employee's Final Average Salary for purposes of calculating benefits under the New York State & Local Retirement System.

Qualified Individuals

All Library employees who are eligible for retirement without penalty from the Library under the New York State & Local Retirement System as of July 1, 2026 are eligible for the Library's retirement incentive. The retirement incentive will cover qualified individuals who elect to resign for the purpose of retirement from the Library effective on or before December 31, 2026. However, anyone wishing to participate must write a letter of intent to the library by November 30, 2026. No extensions will be given.

Notice Requirements

To participate in the retirement incentive, individuals must submit a formal letter of resignation for the purpose of retirement to Leah Levine.

This notice of intent to retire must be received and date stamped by Leah Levine no later than November 30, 2026 at 4:15 PM. The letter of retirement must be sent via email to Leah Levine with the subject line RETIREMENT INCENTIVE.

The incentive will not be available to employees who have already retired from the Library, meaning the employee's last day of employment has passed, or have already submitted a letter of intent to retire prior to July 1, 2026.

Consulting

Exempt employees with special expertise may also be granted the opportunity to return as a consultant for no more than 10 hrs/week and no more than \$75/hr.

Questions

If you have questions, please contact Leah Levine at ext. 266.

AI platforms for Boards

Company	Annual Fee	Generates minutes	Committee mtgs	Fully digital board packet	Limited users
Diligent	\$6,000	Yes	yes	yes	No
OnBoard	\$3,900 with optional add-ons	Yes	yes	yes	Yes- 12 but can be increased for a fee
Copilot	\$6,500	Yes	no	no	Yes -- fee for 12
Crowd Strike	No	No	no	No	No
Board Effect	\$13,500	Yes	yes	yes	No
Boardable Basic	\$20.99/user per month	No	Yes	Yes	Fee is per user
Boardable Premium	\$35.99/user per month	Yes	Yes	Yes	\$5182.56/yr for 12

Duties of the Secretary

From the New York State Handbook for Library Trustees, "The **Secretary** is responsible for ensuring an accurate and timely record of all meetings of the Board is created and that the issuance of the notice of all meetings as per Open Meetings Law is carried out, as well as performing other duties associated with that office."

Minutes will be taken by the Clerk to the Board and sent to the secretary. The secretary shall review, correct and edit the minutes for inclusion in the following month's board packet.

Other duties include:

- Ensuring that resolutions, policies, committee appointments, and other governance documents are updated to accurately reflect actions taken by the Board;
- Certifying or signing documents when such certification or signature is required or authorized;
- Maintaining or coordinating the Board's official correspondence and notices

The Secretary will be elected along with the other officers of the board at the Organizational meeting annually.

**FINKELSTEIN MEMORIAL LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/JUNE 24, 2026**

The regular monthly meeting of the Board of Trustees was held both in person and by video conference on Wednesday, June 24, 2026. The meeting was recorded in accordance with law.

Board Members Present:

Ms. Darnett Davis, President called the meeting to order at 6:33 p.m. with the following members present by roll call: Mr. James Johnson, Ms. Esther Waldman, Vice President, Ms. Oluwasey Banjo, Ms. Joan Soskin, Ms. Yehudis Gottesfeld (arrived at 6:39 p.m.), and Mr. Yossi Rubinstein (arrived at 6:37 p.m.).

Board Members Excused: None

Board Members not excused: None

Administrative Personnel:

Ms. Laura Woven, Library Director, Ms. Beth Zambito, Assistant Director, Mr. Andrew Koblick, Business Manager, Ms. Leah Levine, Library Clerk.

Others Present in person:

Jeffrey Liz, staff.

Mendy Glick, Library Treasurer (zoom, and then arrived in person at 6:51 p.m.)

Others Present via zoom:

Stephanie Cole Adams (Library Attorney), Abigail Toral (staff), Cesar Vasquez (staff), Judy Joseph (staff), Kathleen Preston (staff), Susan Daley (Union President), Robert Rowe (staff), Parveen Rahmet (staff), Michelle Gutierrez (staff), Dipa Thakkar (staff), Juliana Anderson (staff), Elizabeth Marcus (staff), Shirley Mills (staff), Nathalie Jean Paul (staff), Orion Morgan (staff), Arlene (last name not provided), Dan Ameruoso (staff), Laurie Needell (staff), D (name not provided), P (name not provided), moms iphone (name not provided).

The Pledge of Allegiance was recited.

A motion was made by Ms. Waldman, seconded by Mr. Rubinstein and carried unanimously to **approve the modifications of the agenda to add a presentation by Ms. Davis recognizing Ms. Soskin's last board meeting and her hard work and contribution to the Library.**

Ms. Soskin was presented a clock for her outstanding contributions to the Library on behalf of the board of trustees.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to **have a version of the May 27, 2026 minutes be created to have resolutions and necessary information, including topics that were discussed by the next board meeting.**

A motion was made by Ms. Waldman, seconded by Mr. Johnson and carried unanimously to **approve the minutes of the Special Meeting of June 5, 2026.**

A motion was made by Ms. Waldman, seconded by Ms. Davis and carried unanimously to **approve the bill list for June 24, 2026 that was received in the board packet.**

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to **hold the Corporate Business bill for Sky Packets until the Finance Committee can discuss it and review it.**

A motion was made by Ms. Gottesfeld, seconded by Mr. Rubinstein and carried unanimously to **approve the June 2026 miscellaneous bill run without the approval the Corporate Business bill.**

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to **approve the Payroll Journals for January 2, 2026, June 5, 2026 and June 18, 2026 (recorded as process date of June 16, 2026).**

A motion was made by Ms. Waldman, seconded by Ms. Davis and carried unanimously to **approve the Financial Statement for April 2026 with clarification on budget transfers. Not just transfers, but within particular budget lines.**

A motion was made by Ms. Davis, seconded by Mr. Rubinstein and carried unanimously to **move the next regular board meeting scheduled for July 15, 2026 to July 29, 2026.**

Treasurer's Report: Mr. Glick thanked Mr. Koblick for helping with the bank reconciliation, and that things are moving along.

Library Statistical Report: The May 2026 report was presented.

President's Report: The report was sent out to the board.

Library Director's Report: Report was presented. AI policy was discussed.

Union Report:

Ms. Daley clarified Ms. Wildman's question about staff present during the Special Meeting of June 5, 2026. Staff attending the meeting were on their 15-minute break. Ms. Daley commented she was glad to see the approval of the budget on the agenda, commented on schedule changes, and the Administrative Assistant for Administration was discussed.

Public Comment: None.

Correspondence Received: Ms. Davis confirmed during the graduation at the Kidsnet Child Care program, recognition was presented to the Finkelstein Memorial Library and will be presented at a later date. Ms. Waldman forwarded correspondence to the Director and Board President from a company that has access to publishers and would like to work for the Library. Ms. Waldman proceeded to read the correspondence. Ms. Waldman also informed the board she was visited by a patron seeking to speak with Ms. Soskin, and raised concerns regarding elderly people in the community.

Committee Report:

Budget and Finance: Esther Waldman, Vice President, Chair:

A motion was made by the Finance Committee, seconded by Ms. Gottesfeld and carried unanimously to **have the President, Director, and Clerk to the Board look into a program called diligent to find out what it does and to look into other programs that may be cheaper.**

Minutes/Regular Meeting of June 24, 2026**3**

A motion was made by the Finance Committee, seconded by Ms. Gottesfeld and carried unanimously to approve the treasurer to reconcile all accounts separately.

Personnel: Darnett Davis, President, Chair: None

Advocacy and Fundraising: Yehudis Gottesfeld, Chair: None.

By-Laws and Policy: Esther Waldman, Vice President, Chair: Tabled

Buildings and Grounds: Yossi Rubinstein, Chair: None

Ad Hoc Committee: Yehudis Gottesfeld, Yosi Rubinstein, Oluwaseiy Banjo: Regarding the Whittman, Osterman and Hannah bill.

Budget cuts were discussed.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to revoke the resolution to put forth June of 2025 to automatically give exempt staff raises in accordance with the union contract.

A motion was made by Ms. Waldman, seconded by Mr. Rubinstein and carried unanimously to change the agenda and move into executive session for the purposes of getting legal advice and discussing personnel matters.

The Board moved into executive session at 8:42 p.m.

Clerk to the Board was removed from this session, minutes not recorded for motion to come out of executive session and action motion.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to adjourn the meeting. (confirmed by video recording)

The meeting of the board of trustees was adjourned at 8:59 p.m. (confirmed by video recording)

THE NEXT REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES WILL BE HELD ON WEDNESDAY, JULY 29, 2026.

Respectfully submitted.

Minutes taken by Leiah Levine: Minutes reviewed and prepared by Oluwasey Banjo, Secretary of the Board

Darnett Davis
Board President

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**FINKELSTEIN MEMORIAL LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING/JUNE 5, 2026**

The special meeting of the Board of Trustees was held both in person and by video conference on Wednesday, June 5, 2026. The meeting was recorded in accordance with law.

Board Members Present:

Ms. Darnett Davis, President called the meeting to order at 11:03 a.m. with the following members present by roll call: Ms. Esther Waldman, Vice President, Ms. Yehudis Gottesfeld, Mr. James Johnson, Mr. Yossi Rubinstein (zoom), Ms. Oluwasey Banjo (arrived on zoom after the meeting was called to order).

Board Members Excused: Ms. Joan Soskin

Board Members not excused: None

Administrative Personnel:

Ms. Laura Wolven, Library Director, Ms. Beth Zambito, Assistant Director, Mr. Andrew Koblick, Business Manager, Ms. Leiah Levine, Library Clerk.

Others Present in person:

Staff Memebers: Orion Morgan, Rosario Melendez, Ashley Leiva, Robert Rowe, Michelle Gutierrez, Abigail Toral, Anthony Schmarge, Maria Torres, Terrence Dyer, Stephen Coopersmith, Maura Curran, Devorah Sterzer, Elizabeth Portillo, Maddelyn Curbelo, Susanne Daley, Roseline Willis, Parveen Rahmet, Sahn Siongco, Dipa Thakkar, Denis Sutton, Laurie Needell, Elizabeth Marcus, Lubna Faisal, Mudassir Ahmed, Andrea Jones, Juliana Anderson, Elyse Stoller, John Ninivaggi, Aviva Rosenberg, Alexandra Burckardt, Nicole Schmarge, Ana Cabrera, Maribeth Durivage, Kyle Craig, Juanita Greene, Judy Joseph, Marc Bromberg, Ameliese Lafuente.

Others Present via zoom:

Stephanie Cole Adams (Library Attorney), Nathan Feist, Paralegal, Kathleen Ipad.

The Pledge of Allegiance was recited.

Approval and/ or modification of the agenda was made:

A **motion** was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to **move executive towards the end of the agenda due to the amount of in person attendance.**

Ms. Wolven suggested adding the VDI licenses to unfinished business.

Minutes/Special Meeting of June 5, 2026

2

Reports for updates on items requested in prior meetings was discussed:

- a. The March 2026 bill list signatures confirmed.
- b. Sunday statistics were discussed and Ms. Wolven produced documents for the meeting.
- c. Personnel Committee met with Union representatives on 4/29/26 by request, and there was a discussion.
- d. Director, President, Clerk- Diligent workshop will be Tuesday, June 9, 2026, and Ms. Wolven will update the board at the next meeting.
- e. Ad hoc Committee regarding the Whitman, Osterman & Hannah LLP legal bill from the 5/27/26 meeting is still in progress.
- f. Finance Committee discussed an updated version of the January 2, 2026 payroll journal, and updates on different errors found and corrected.
- g. Finance Committee discussed the fiscal controls template sent by Ms. Cole Adam that, will be reviewed once the budget is settled.

Unfinished Business:

A **motion** was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to **not approve the 3rd floor wall as of now.** *The Library is working with tight budgets, and does not need to take on new projects.*

A **motion** was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to **not approve the Maker Space windows at this time until the budget is settled.**

A Resolution for the Retirement Incentive was suggested by Ms. Cole Adams.

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried unanimously to; **Be it Resolved that the board will move forward with the steps to consider implementing the Retirement Incentive.**

A **motion** was made by Ms. Waldman, seconded by Mr. Johnson and carried unanimously to **approve the Procurement Policy draft sent by Ms. Cole Adams with the knowledge that it will likely change in a couple of months.**

The Tablets for the board was discussed and distributed to board members present.

A **motion** was made by Ms. Gottesfeld, seconded by Mr. Johnson and carried unanimously to **approve the second payment for VDI, and if the Library can look into finding a service that combines the two (desktop and server licenses), so ideally the bill can be cheaper.**

Minutes/Special Meeting of June 5, 2026**3**

A **motion** was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to **enter executive session to discuss personnel matters.**

The Board moved into executive session at 11:20 a.m. for "the medical, financial, credit, or employment history of a particular person leading to their removal, suspension, dismissal, demotion, promotion, or appointment."

The Clerk to the board was removed during this session. Motions and time confirmed by Ms. Waldman.

A **motion** was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to **move out of executive session.**

The board moved out of executive session at 11:33 a.m.

A **motion** was made by Ms. Davis, seconded by Ms. Gottesfeld and carried unanimously to **adjourn.**

The meeting of the board of trustees was adjourned at 11:34 a.m. Confirmed by Ms. Waldman.

THE NEXT REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES WILL BE HELD ON WEDNESDAY, JUNE 24, 2026.

Respectfully submitted.

Minutes taken by Leiah Levine: Minutes reviewed and prepared by Oluwasey Banjo, Secretary of the Board

Darnett Davis
Board President

**FINKELSTEIN MEMORIAL LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/MAY 27, 2026**

The regular monthly meeting of the Board of Trustees was held both in person and by video conference on Wednesday, May 27, 2026. The meeting was recorded in accordance with law.

Board Members Present:

Ms. Darnett Davis, President called the meeting to order at 6:33 p.m. with the following members present by roll call: Mr. James Johnson, Ms. Esther Waldman, Vice President, Ms. Oluwasey Banjo, Ms. Joan Soskin, Ms. Yehudis Gottesfeld (arrived at 6:33 p.m. after Ms. Davis called the meeting to order), and Mr. Yossi Rubinstein (zoom).

Board Members Excused: None

Board Members not excused: None

Administrative Personnel:

Ms. Laura Wolven, Library Director, Ms. Beth Zambito, Assistant Director, Mr. Andrew Koblick, Business Manager, Ms. Leah Levine, Library Clerk.

Others Present in person:

Grace Riario (Executive Director of the Ramapo Catskill Library System), John Ninivaggi, staff.

Others Present via zoom:

Stephanie Cole Adams (Library Attorney), Kathleen Preston (staff), Rafael Mirabal (staff), Arelene, Juliana Anderson (staff), Laurie Needell (staff), Parveen Rahmet (staff), Judy Joseph (staff), Susanne Daley (Union President), Jeff Liz (staff), Dipa Thakkar (staff), Robert Rowe (staff), Nathalie Jean Paul (staff), Michelle Gutierrez (staff), Dan Amerouso (staff), Orion Morgain (staff), Paul Gubernick (staff), Cliverltz Alexis (patron).

The Pledge of Allegiance was recited.

A motion was made by Ms. Waldman, seconded by Mr. Johnson and carried unanimously to **approve the modifications of the agenda to add executive session towards the end of the meeting, noting the Director's Report and President's Report be added to the agenda, and to address actions from committee reports from April and May.**

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to **approve the Minutes of the Public Hearing of April 29, 2026.**

A motion was made by Ms. Waldman, seconded by Mr. Johnson and carried unanimously to **request Leah Levine, Clerk to the Board of Trustees to take the minutes of the May 27, 2026 meeting.**

A motion was made by Ms. Davis, seconded by Ms. Soskin and carried unanimously to **have the Library Attorney, Stephanie Cole Adams and Grace Riario, Director of RCLS speak freely during the meeting if there are any items that are not clear, and can be corrected.**

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to **approve the Minutes of the Regular Meeting of April 29, 2026 with the recommended changes.**

Minutes/Regular Meeting of May 27, 2026

Clarification on the motion regarding the Library Clerk taking minutes was discussed.

A motion was made by Ms. Waldman, seconded by Ms. Davis and carried unanimously to **approve the Minutes of the Special Meeting of May 12, 2026, with the amendment of Ms. Waldman's recusal recorded.**

A motion was made by Ms. Waldman, seconded by Mr. Johnson and carried unanimously to **approve the Minutes of the Second Special Meeting of May 12, 2026 with the correction of the spelling of Mr. Rubinstein's name.**

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to **approve the Minutes of the Special Meeting of May 13, 2026.**

Questions regarding the Library Budget Vote procedures were discussed

Questions regarding Legal Fees subtotaling to \$20,075.00 from Library Attorney, Whitman Osterman & Hannah LLP were discussed. Ms. Waldman recused herself during this discussion.

Conflict of interest was discussed.

A motion was made by Ms. Gottesfeld, seconded by Mr. Johnson and carried with 6 votes yes to have Ms. Gottesfeld, Mr. Rubinstein and Ms. Banjo look into the Whiteman, Osterman and Hannah legal bill and report back to the board before the next meeting. Ms. Waldman recused herself from this vote.

A motion was made by Ms. Gottesfeld, seconded by Mr. Johnson and carried unanimously to **approve the bill list for May 27, 2026 without the legal bill from Whitman Osterman & Hannah LLP.**

A motion was made by Ms. Waldman, seconded by Mr. Johnson and carried unanimously to approve the miscellaneous bill list of May 27, 2026.

A motion was made by Ms. Gottesfeld, seconded by Ms. Davis and carried unanimously to approve the transfer of \$1 Million from NYCLASS (New York Cooperative Liquid Assets Securities System) to the M&T General Fund, contingent upon needs before the next board meeting.

The Library budget was mentioned, and will be discussed further during the Finance Committee Meeting held at 9:15 a.m. on Friday, May 29, 2026.

Internal controls and fiscal policies were discussed.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously for the director and or one of her employees to look into the January 2, 2026 payroll journal and come back to the board with answer on overtime before the next board meeting.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the payroll journals for January 16, 2026, January 30, 2026, February 13, 2026, February 27, 2026, March 13, 2026, May 8, 2026, and May 22, 2026.

Budget transfers were discussed.

Minutes/Regular Meeting of May 27, 2026

3

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to retract Ms. Waldman's original motion, and to make a motion for the attorney to send the finance committee the template that was referenced, (policy from the comptroller), so that the finance committee can review it, and then bring recommendations to the board at the next meeting.

A motion was made by Ms. Gottesfeld, seconded by Mr. Johnson and carried unanimously to approve the Financial Statement for March 2026.

Treasurer's Report: Mr. Glick submitted his report to Ms. Davis. There were concerns on the report regarding reconciliation and access were addressed.

A motion was made by Ms. Gottesfeld, seconded by Ms. Waldman and carried unanimously to give the Treasurer access to the credit card accounts.

Library Statistical Report: The April 2026 report was presented.

Union Report:

Ms. Daley asked if there was a special meeting date scheduled for after the Finance Committee meeting for Friday, May 29, 2026 to approve whatever is discussed in regards to changes with staff, hours, or any changes made. Ms. Waldman responded commenting on seeing how the finance committee meeting goes before a decision is made.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to for Mr. Koblick to destroy the approved check for M&T bank, and pay the bill online for 5/28/2026 to avoid incurring late fees and interest, and to make payments online moving forward.

Public Comment: None.

Correspondence Received: None.

Library Director's Report: Report was presented.

A revote on the Library Budget was discussed.

Limitations in the procurement policy was discussed.

A motion was made by Ms. Gottesfeld, seconded by Ms. Waldman and carried unanimously to allow the Library Director to give 24-hour notice to inform the board via email, if something unexpected were to happen. Example: things like repair, or printing that is over the limit, but needs to be sent out.

Ms. Cole Adams commented on urgent procurements in order for the Director to make quick decisions.

Committee Report:

Budget and Finance: Esther Waldman, Vice President, Chair:

Minutes/Regular Meeting of May 27, 2026

A motion was made by the Finance Committee, seconded by Ms. Gottesfeld and carried unanimously to have the President, Director, and Clerk to the Board look into a program called diligent to find out what it does and to look into other programs that may be cheaper.

A motion was made by the Finance Committee, seconded by Ms. Gottesfeld and carried unanimously to approve the treasurer to reconcile all accounts separately.

The fiscal controls template was discussed.

A motion was made by the Finance Committee to approve a letter to be sent to the Library Treasurer Mr. Glick regarding past approved overtime payment to him in the amount of \$18.75 to be applied to the next invoice submitted for the Library. Clarification is needed regarding payment.

A request was made for the Treasurer and Mr. Koblick to meet.

A request was made for the Director to gather all documents related to Sky packets.

Personnel: Darnett Davis, President, Chair: personnel items will be discussed during executive session.

Advocacy and Fundraising: Yehudis Gottesfeld, Chair: None.

By-Laws and Policy: Esther Waldman, Vice President, Chair:

A motion was made by the By-Laws and Policy Committee, seconded by Ms. Gottesfeld and carried unanimously to approve the Attorney Communication Resolution, with the addition of the Assistant Director, Head of Human Resources, to access the attorney for personnel matters within a budget limit of \$5,000. – See Resolution 1

A motion was made by the By-Laws and Policy Committee, seconded by Ms. Gottesfeld and carried unanimously to approve eliminating remote work effective June 30, 2026. – See Resolution 2

A motion was made by the By-Laws and Policy Committee, seconded by Ms. Gottesfeld and carried unanimously to approve the Gifts and Donation Policy.

A motion was made by the By-Laws and Policy Committee, seconded by Ms. Gottesfeld and carried unanimously to approve the Security Camera Policy.

A motion was made by the By-Laws and Policy Committee, seconded by Ms. Gottesfeld and carried unanimously to approve the ACH Policy draft.

Procurement Policy was referred back to committee.

Personnel Policy Manual was referred back to committee.

Social Media Policy draft was referred back to committee. Recommended by Ms. Cole Adams. Ms. Cole Adams commented there are a couple of changes that are very critical.

Minutes/Regular Meeting of May 27, 2026

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New Business:

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the appointment of Efrain Pinzon, Custodian I (PT), Buildings & Grounds Department, effective Monday, April 27, 2026.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the 2025 Annual Report.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the to discontinue 15 computers from RCLS support.

Budget Vote Procedures document was tabled.

A motion was made by Ms. Davis, seconded by Ms. Gottesfeld and carried 5 yes, 1 no to appoint Ms. Banjo as Secretary to the Board of Trustees. Ms. Waldman voted no, Mr. Rubinstein was not present via zoom during this vote.

Unfinished Business:

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the appointment of Randy Peralta, Clerk-Typist (Substitute), IT Department, effective, Wednesday, March 25, 2026.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the appointment of Zionna Hosty, Page (Substitute), Youth Services Department, effective Wednesday, April 15, 2026.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the appointment of Juliana Munoz, Librarian I, Youth Services Department, effective Wednesday, April 15, 2026.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the minutes of the Special Meeting of January 7, 2026.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the minutes of the Regular Meeting of February 25, 2026.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the minutes of the Special Meeting of March 17, 2026.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the minutes of the Regular Meeting of March 25, 2026 with noted changes.

The Minutes of the Special Meeting of April 20, 2026 were tabled.

The Minutes of the Special Meeting of April 21, 2026 were tabled.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried to enter executive session to discuss personnel matter related to a specific employee.

Minutes/Regular Meeting of May 27, 2026

The Board moved into executive session at 8:54 p.m.

Clerk to the Board was removed from this session, minutes not recorded for motion to come out of executive session and action motion on adjournment.

**THE NEXT REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES WILL BE HELD ON
WEDNESDAY, JUNE 24, 2026.**

Respectfully submitted.

Minutes taken by Leiah Levine: Minutes reviewed and prepared by Oluwasey Banjo, Secretary of the Board

Darnett Davis
Board President

**FINKELSTEIN MEMORIAL LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING/APRIL 21, 2026
MINUTES**

The special meeting of the Board of Trustees was held both in person and by video conference on Tuesday, April 21, 2026.

Ms. Darnett Davis, President called the meeting to order at 9:10 a.m. with the following members present:
Ms. Esther Waldman, Vice President, Mr. James Johnson, Ms. Oluwaseyi Banjo, Ms. Joan Soskin, Ms. Yhudis Gottesfeld (arrived late)

Board Members excused:

Mr. Yossi Rubinstein

Administrative Personnel:

Ms. Laura Wolven, Library Director, Ms. Beth Zambito, Assistant Library Director.

Others Present via zoom:

Ms. Stephanie A. Cole Adams, Library Attorney, Mr. Nathan Feist, Paralegal.

A **motion** was made by Ms. Soskin, seconded by Ms. Waldman and carried to **approve the agenda**.

Resolution one, passed at the Special Board Meeting on April 20, 2026, was discussed. The Clerk to the Board is complying with the directive.

1. **BE IT RESOLVED** that the board directs the Library Clerk to prepare a spreadsheet of the following information: the candidates name, address, age, date and time of submission, manner of receipt, number of qualifying signatures, and if the person is a duly nominated candidate, after which the Library Clerk shall follow the procedure for the generation of ballots.

Resolution 2 and 3 were presented- See Resolution

2. **BE IT RESOLVED** that the Library Board having learned that the Library's Charter provides that replacement trustees are appointed for the remainder of the unexpired term, the Board shall follow the Charter, and Trustee Oluwaseyi Banjo will complete the unexpired term previously occupied by Goldie Golding until the expiration of that term which shall be June 30, 2030.

3. **BE IT RESOLVED** that the board gratefully acknowledges trustee Oluwaseyi Banjo's acceptance of her term ending June 30, 2026, as intended at the time of her appointment.

Ms. Banjo has accepted the term ending June 30, 2030, as represented by the second resolution.



A motion was made by Ms. Davis to approve the second resolution, confirming that Ms. Oluwaseyi Banjo will serve until June 30, 2030 and was duly put to a vote on roll call, results of which are as follows:

Darnett Davis, President	VOTING Yes
Yehudis Gottefeld	VOTING No
Esther Waldman	VOTING No
James Johnson	VOTING Yes
Joan Soskin	VOTING Yes
Oluwaseyi Banjo	VOTING Yes

Motion carries with 4 votes Yes, 2 votes No.

The questions about procedures were addressed. The Library will draw lots to determine location of the remaining candidates on the ballot.

A motion was made by Ms. Davis, seconded by Ms. Soskin and carried to adjourn.

The meeting of the board of trustees was adjourned at 9:43 a.m.

THE NEXT REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES WILL BE HELD ON WEDNESDAY, APRIL 29, 2026, FOLLOWING THE PUBLIC HEARING.

Respectfully submitted.

Leiah Levine
Clerk to the Board of Trustees

Darnett Davis
Board President

**FINKELSTEIN MEMORIAL LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING/APRIL 20, 2026
MINUTES**

The special meeting of the Board of Trustees was held both in person and by video conference on Monday, April 20, 2026. The meeting was recorded in accordance with law.

Ms. Darnett Davis, President called the meeting to order at 11:36 a.m. with the following members present:

Ms. Esther Waldman, Vice President, Mr. Yossi Rubinstein, Mr. James Johnson, Ms. Oluwaseyi Banjo, Ms. Joan Soskin (zoom)

Board Members absent:

Ms. Yehudis Gottesfeld

Administrative Personnel:

Ms. Laura Wolven, Library Director, Ms. Beth Zambito, Assistant Library Director, Ms. Leiah Levine, Clerk to the Board.

Present:

Terrence Dyer, Security Staff

Others Present via zoom:

Ms. Stephanie A. Cole Adams, Library Attorney, Mr. Nathan Feist, Paralegal.

A motion was made by Ms. Waldman, seconded by Mr. Rubinstein and carried to **approve the agenda.**

A motion was made by Ms. Waldman, seconded by Ms. Davis and carried to **move into executive session.**

The board moved into executive session at 11:40 a.m.

Legal advice regarding the Trustee Election was discussed.

A motion was made by Ms. Waldman, seconded by Ms. Davis and carried to **move out of executive session.**

The board moved out of executive session at 12:54 p.m.

RESOLUTIONS:

A motion was made by Ms. Waldman, seconded by Ms. Davis and carried to **approve the Library Clerk to prepare a spreadsheet and follow the procedure for the generation of ballots. – See Resolution.**

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried **that the Library Board follow the Library Charter.** – See Resolution.

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried **that the board acknowledges trustee Oluwaseyi Banjo's acceptance of term.** – See Resolution.

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried to **hold a Special Meeting on Tuesday, April 21, 2026 at 6:30 p.m. to confirm names on the ballot for the Annual Budget Vote and Trustee Election.**

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried to **adjourn.**

The meeting of the board of trustees was adjourned at 1:00 p.m.

THE NEXT REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES WILL BE HELD ON WEDNESDAY, APRIL 29, 2026, FOLLOWING THE PUBLIC HEARING.

Respectfully submitted.

Leiah Levine
Clerk to the Board of Trustees

Darnett Davis
Board President



PLAN OF SERVICE 2027 – 2031

Approved by the RCLS Board of Trustees – XXX
Approved by Division of Library Development – XXXX

Section 1. General Information

- 1.1 Name of System – Ramapo Catskill Library System
- 1.2 Street Address – 619 Route 17M
- 1.3 City – Middletown
- 1.4 Zip Code – 10940
- 1.5 Four Digit Zip Code Extension – 4395
- 1.6 Telephone Number – 845-243-3747
- 1.7 Name of System Director – Grace Riario
- 1.8 Email Address of the System Director – griario@rcls.org
- 1.9 System Home Page URL – www.rcls.org
- 1.10 URL of Current List of Members – <https://guides.rcls.org/memberlibraries>
- 1.11 Date of Establishment – 1959
- 1.12 Date of Absolute Charter – 1965
- 1.13 Name of Central Library – Newburgh Free Library
- 1.14 Square Mileage of Service Area – 2,459
- 1.15 Population of System Service Area – 858,351 (2020 US Census)
- 1.16 Type of System – Public Library System (PLS)

Section 2 – System Governance and Membership

- 2.1 URL of Current Governing Bylaws – [https://guides.rcls.org/Board of Trustees/Bylaws](https://guides.rcls.org/Board_of_Trustees/Bylaws)
- 2.2 System Board Appointment/Election - Indicate whether the System Board Members are appointed or elected (select one).

E – System Board Members are elected

- 2.3 Indicate by whom the System Board Members are elected –

Each library represented at the System Annual Meeting shall vote as a unit. At least one trustee of each member library desiring to vote must be present in person to cast the vote for the participating library.

- 2.4 Advisory Groups –

- a. Member Directors' Organization
- b. Coordinated Outreach Services Advisory Group
- c. Central Library Advisory Committee/System Service Committee

Other (specify using state notes)

Section 3 -Description of Planning, Approval, Evaluation, and Revision Process for All Sections of the Plan of Service.

- 3.1 Provide a summary describing the processes used to assess member needs in the development of the Plan of Service.

RCLS engaged an independent consultant to design and administer a questionnaire to gather comprehensive feedback on RCLS services, programs, and anticipated member library needs. The questionnaire was distributed to trustees, administrators, and staff from all member libraries. In addition, the consultant facilitated twenty-one focus groups between August and October 2025. All trustees and library employees were invited to participate and share input on existing services and programs, as well as on the evolving needs of member libraries. Focus groups were conducted in both virtual and in-person formats to maximize participation and accessibility.

- 3.2 Identify the groups involved in the development of the Plan of Service and each group's role.

- 1. RCLS Board Plan of Service Committee, which is made up of three RCLS board members, three members of the Directors' Association, two members of the RCLS Team, and the Executive Director – developed a request of proposal to hire an independent consultant to develop a questionnaire, facilitate focus groups, and analyze member library trustees and staff feedback to prepare a report which will be used to develop the first draft of the RCLS 2027-2031 Plan of Services.

2. Three consultants responded to the request for proposal, and the RCLS Board of Trustees' Plan of Service Committee reviewed and made a recommendation to hire Supernova Consultants to assist with the gathering and analysis of member libraries' feedback.
3. In November 2025, the RCLS Board of Trustees' Plan of Service Committee received the Consultant's report and began developing the first draft of the 2027-2031 Plan of Service.
4. Directors' Association's System Services Committee was provided with the first draft of the 2027-2031 Plan of Service and the consultant's report regarding the feedback received from member libraries on February 10, 2026.
5. Directors' Association's System Services Committee reviewed and commented on the first draft of the 2027-2031 Plan of Service on February 17, 2026
6. Directors' Association's System Services Committee reviewed and approved the second draft of the 2027-2031 Plan of Service on March 16, 2026, to be passed on for approval by the Directors' Association at their April 2026 meeting.
7. Members of the Directors' Association were encouraged to attend and provide feedback during the System Services meetings in February and March.
8. The final draft of the 2027-2031 Plan of Services was approved by the Directors' Association on April 8, 2026.
9. The approved Directors' Association 2027-2031 Plan of Service was distributed to member Library directors and Library Board presidents to be shared and approved by the member library Boards with a deadline for response of Friday, August 7, 2026.
10. The RCLS Board approved the 2027-2031 Plan of Services on

3.3 Describe the planning process for the 2027-2031 Central Library Plan.

1. RCLS shared the independent consultant report regarding the member libraries' feedback with the Director of the Central Library in February 2026.
2. RCLS Executive Director met with the Central Library Director and Staff to review the draft of the 2027-2032 Central Library Plan.
3. Members of the Directors' Association were encouraged to attend and provide feedback during the System Services meetings in February.
4. The Directors' Association's System Services Committee was provided with the first draft of the 2027-2031 Central Library Plan on March 16, 2026, for review and feedback.

5. The Central Library Board approved the 2027-2031 Central Library Plan on XXX

6. The RCLS Board approved the 2027-2031 Central Library Plan on XXX

3.4 Describe the integration of the 2027-2031 Central Library Plan with the system's Plan of Service.

The 2027-2031 Central Library Plan will work with the RCLS Plan of Service to support professional development and resource-sharing goals.

3.5 Provide the URL of the 2027-2031 Central Library Plan.

3.6 Describe the planning process for the 2027-2031 Direct Access Plan.

1. The RCLS Executive Director and the Chair of the Directors' Association Direct Access Committee met to review the 2027-2031 Direct Access Plan and ensure that the Plan met requirements.
2. Directors' Association's Direct Access Committee was provided with the first draft of the 2027-2031 Direct Access Plan on February 9, 2026.
3. Directors' Association's Direct Access Committee reviewed and commented on the second draft of the 2027-2031 Direct Access Plan on March 12, 2026
4. Directors' Association's Direct Access Committee reviewed and approved the third draft of the 2027-2031 Direct Access Plan on April 14, 2026, to be passed on for approval by the Directors' Association for their May 2026 meeting.
5. The final draft of the 2027-2031 Direct Access Plan was approved by the Directors' Association on xxx
6. The approved Directors' Association 2027-2031 Direct Access Plan was distributed to member Library directors and Library Board presidents to be shared and approved by the member library Boards with a deadline for response of Friday, August 7, 2026.
7. The RCLS Board approved the 2027-2031 Plan of Services on XXXX

3.7 Describe the integration of the 2027-2031 Direct Access Plan with the system's Plan of Service.

The 2027-2031 Direct Access Plan is designed to strengthen and sustain the shared library ecosystem across the Ramapo Catskill Library System service area by ensuring that all member

libraries participate equitably in resource sharing. Through this plan, costs and responsibilities are distributed fairly among the system's forty-six member libraries, reflecting both the collective value of shared access and the principle that a cooperative system is strongest when all members contribute. This approach supports systemwide access for community members while maintaining fiscal responsibility and long-term sustainability for libraries of varying sizes and capacities.

3.8 Provide the URL of the 2027-2031 Direct Access Plan.

3.16 Describe the information to be collected in order to determine members' satisfaction with the system's services.

An annual survey will be distributed to member library administrators to gather feedback on service usage and satisfaction.

Two Town Hall events will be scheduled yearly to provide an opportunity for member library trustees and staff to have an open conversation with the RCLS team.

3.17 Provide the URL of the proposed blank annual member survey.

3.18 Describe how the information on customer satisfaction will be used to shape the system's plan in the next year or in the following planning cycle.

The satisfaction of the majority of member library trustees and staff is essential to the continuation of any service or program. If a majority of members express dissatisfaction with a service, we will either discontinue it or modify it to better meet the needs of the membership.

3.19 Describe the process for revising the system's Plan of Service for submission to the New York State Education Department

If changes are required, a draft of these changes would be prepared and shared with the Directors' Association System Services Committee, Directors' Association, member library Boards of Trustees, and the RCLS Board of Trustees. Once all of the groups provided their feedback, we would modify the draft as required, submit it to the RCLS Board for approval, and send the approved draft to DLD for approval.

Section 4. Mission Statement, Objectives, Outcomes, and Evaluation Methods

4.1 The Ramapo Catskill Library System Mission Statement RCLS

We deliver high-quality, cost-effective consolidated and cooperative services to support member libraries in meeting the needs of their communities.

4.3 Goal 1 – Resource Sharing

Integrated Library System (ILS)

Goal Statement: Enhance and maintain existing automation services and assist member libraries in implementing emerging technologies to improve library service and cooperation.

Objective: Assist member libraries in identifying, assessing, and implementing new material formats and unique collections to enhance the libraries' offerings.

Activities: Includes tasks such as:

- Adding new shelving locations.
- Establishing MARC records for titles in new formats.
- Develop MARC records for unique collections.
- Ensure new formats are visible on the discovery layer.

Outcomes: 2027 Library staff will be able to implement and access new material formats and unique collections.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Library staff at libraries reporting indicate that they are able to implement and access new material formats and unique collections.

Note: repeat in 2028, 2029, 2030, and 2031.

4.3.1 Goal 1 – Resource Sharing

Integrated Library System (ILS): Managing

Goal Statement: Enhance and maintain existing web-based services and assist member libraries in implementing emerging technologies to improve library service and cooperation.

Objective: Maintain a current, integrated library system (ILS) for inventory control, material tracking, and the facilitation of access to the collections of member libraries participating in the ILS consortium from within the library and through remote access.

Activities: Includes tasks such as:

- Configuring the discovery layer.
- Managing and maintaining ILS software.
- Maintaining user documentation.
- Acting as a liaison with the ILS vendor and broader community.

Outcomes: 2027 Library staff will be able to use the web-based ILS to easily track and manage items in their collections.

Evaluation Method: 2027 Library staff will have access to the web-based system 95% during library hours.

Library staff at libraries reporting indicate 95% success in catalog searches for materials with complete catalog records.

Library staff at 80% of libraries reporting indicate that they are using reports generated by the ILS to manage their collections.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%)

4.4 Goal 1 – Resource Sharing

RCLS Delivery Service

Goal Statement: Offer a clearly defined set of cost-effective, coordinated delivery services designed to enhance local library achievement and maximize the value of local funds expended.

Objective: Maintain a cost-effective delivery system to meet the demand for the transfer of materials among RCLS libraries and support ILL with the libraries from other library systems.

Activities include tasks such as:

- Monitor daily delivery statistics; evaluate annually; adjust routes as required.
- Maintain delivery fleet; oversee vehicle and supply purchases.
- Consult with member libraries on delivery access during new construction and/or renovations to support the delivery of library materials.

Outcomes: 2027 Library staff are able to receive and send library materials from libraries within RCLS.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Staff at 80% of libraries reporting indicate satisfaction with the delivery service.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%)

4.4.1 Goal 1 – Resource Sharing

Interlibrary Loan

Goal Statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Objective: Monitor electronic interlibrary loan activity to assess the impact on delivery and the equity of borrowing and lending among the libraries.

Activities: Includes tasks such as:

- Produce statistical reports of borrowing and lending among libraries.
- Adjust the borrowing routing algorithm.
- Maintain ILS settings that define sharing rules.

Outcomes: 2027 Library staff will see a balance between their ILL borrowing and lending activity.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Library staff at libraries reporting indicate a loaning/borrowing balance.

Note: repeat in 2028, 2029, 2030, and 2031.

4.4.2 Goal 1- Resource Sharing

Interlibrary Loan

Goal Statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Coordinate Central Library and System activities to provide a broad range of services and online resources to support equity of access for all residents.

Objective: Facilitate System interlibrary loans between member libraries and out-of-system libraries that allow access to resources unavailable within the System.

Activities: Includes tasks such as:

- Coordinate all ILL activities for materials requested from OCLC libraries.
- Organize training and support for regional ILL (e.g. SEAL).

Outcomes: Library staff can provide library users access to resources and materials unavailable at the local library or within the RCLS system.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Staff at 80% of libraries reporting indicate they are satisfied with ILL services.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.4.3 Goal 1 – Resource Sharing

Interlibrary Loan

Goal statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended. This goal is dependent upon timely responses from the facility.

Objective: Provide service to the Federal Correctional Institute, Otisville, NY (FCI) through interlibrary loans from RCLS libraries and the New York State Library.

Activities: Includes (but not limited to) tasks such as:

- Process ILL requests except when ILL guidelines are not met by the facility

Outcome: 2027 Library materials are available to dedicated library staff at the Otisville Federal Correctional Facility.

Note: repeat in 2028, 2029, 2030 and 2031.

Evaluation Method: 2027 FCI library staff report they are satisfied with the ILL service.

Note: repeat in 2028, 2029, 2030 and 2031

4.5 Goal 1 – Resource Sharing

Shared Electronic Collection

Goal: Coordinate Central Library and System activities to provide a broad range of services and online resources to support equity of access for all residents.

Objective: Offer cost-effective hosting of and/or access to enhanced Web-based resources.

Activities: Includes tasks such as:

- Working with the vendors to maintain the interfaces.
- Selecting and administering the content pool.
- Collaborating with the vendor to enhance the product(s).

Outcomes: 2027 Library staff can make streaming library materials available to their users.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 The staff at 80% of libraries reporting indicate that they know how to access digital content and can explain this procedure to their users.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.6 Goal 1 - Resource Sharing

Supporting Technology

Goal Statement: Offer a clearly defined set of cost-effective, consolidated, and coordinated IT services designed to support local library business operations and maximize the value of local funds expended.

Objective: Offer member libraries IT services based on an IT agreement and a menu of services.

Activities: Includes tasks such as:

- Collaborate with member libraries' administration to select an annual IT menu of services that meet their business operations' needs.
- Consult with the administration of member libraries on IT infrastructure needs.
- Administer and manage the Library's Internet Service Provider (ISP) connectivity, including administrative access to the ISP account and ISP-provided equipment (e.g., the cable modem), to ensure reliable service and appropriate security controls.

Outcomes: Library administration has access to RCLS IT services and IT support staff after signing on to the service.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Staff at 80% of libraries reporting indicate they are satisfied with IT services

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.10 Goal 2 – Client Groups

Adult Literacy

Goal Statement: Offer a clearly defined set of cost-effective, consolidated, and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Objective: Offer adult literacy programs and services within the service area.

Activities: Includes tasks such as:

- Provide opportunities for member libraries to learn best literacy practices.
- Offer training sessions.
- Collaborate with member libraries to develop services that meet local community needs.

Intended Results: 2027 Library staff are aware of or have participated in RCLS literacy educational sessions or services.

Note: repeat in 2028, 2029, 2030, and 2031.

4.11 Goal 2 – Client Groups

Coordinated Outreach

Goal Statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Objective: Facilitate information and consulting for member library staff to provide services addressing the New York State-designated Outreach populations' needs and issues.

Activities: Includes tasks such as:

- Conduct Coordinated Outreach Services Advisory Group (COSAG) meetings and activities that focus on the New York State-designated Outreach populations' needs and issues.
- Provide information that will enhance local library services to New York State-designated Outreach populations.
- Coordinate model program opportunities directed to target groups and hosted by member libraries.
- Supply information and encourage member libraries to use or take advantage of the New York State Talking Book and Braille Library services.

Outcome: 2027 Library staff are able to address the needs of the different New York State-designated Outreach target groups.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Staff at 80% of libraries reporting indicate that they are able to address the needs of the different New York State-designated Outreach target groups.

Note: repeat in 2028(85%), 2029 (85%), 2030 (90%), 2031(90%)

4.12 Goal 2 – Client Groups

Correctional Facilities (State and County)

Goal Statement: Coordinate Central Library and System activities to provide a broad range of services and online resources to support equity of access for all residents.

Objective: Provide educational opportunities and a forum for correctional library staff to exchange information and programs in facilities to enhance their offerings.

Activities: Includes tasks such as:

- Coordinate regional and local meetings to discuss issues, concerns, needs, etc.
- Offer training sessions and support materials.
- Organize Statewide training opportunities.
- Develop programs for the facilities to offer.

Outcomes: 2027 Correctional library staff improve their understanding of the skills needed to deliver library services and programs to their clients.

Note: repeat in 2028, 2029, 2030 and 2031

Evaluation Method: 2027 Staff at 80% of correctional libraries reporting indicate that they have participated in the educational opportunities and forums provided.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.12.1 Goal 2 – Client Groups

Correctional Facilities (State and County)

Goal Statement: Coordinate Central Library and System activities to provide a broad range of services and online resources to support equity of access for all residents.

Objective: Facilitate interlibrary loans for correctional institutions within the RCLS service area.

Activities: Includes tasks such as:

- Processing ILL requests for state correctional institutions.
- Develop collections to enhance correctional facility libraries' ILL services through collaboration between and among RCLS Staff and Correctional Facilities' librarians.

Outcomes: 2027 Correctional library staff have access to library materials from RCLS and other system libraries and the New York State Library.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Staff at 80% of correctional libraries reporting indicate that they are satisfied with the interlibrary loan service provided by RCLS.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

Correctional Facilities (State and County)

Goal Statement: Coordinate Central Library and System activities to provide a broad range of services and online resources to support equity of access for all residents.

Objective: Facilitate the acquisition of materials and educational services for correctional facility libraries.

Activities: The following activities depend on funding allocation. Includes tasks such as:

- Coordinate the purchase of materials and programs.
- Organize the purchase of conference tickets and accommodation for the New York Library Association Conference.
- Business Office consulting services.

Outcomes: 2027 Correctional library staff acquire materials and programs as needed.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Staff at 80% of correctional libraries reporting indicate they are satisfied with purchasing and support services supplied by RCLS.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.13 Goal 2 – Client Groups

Youth Services

Goal Statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Maintain and promote effective means of communication with and among member libraries to encourage cooperation.

Objective: Support projects and services to enhance youth services. Activities: Includes tasks such as:

- Participate in county library association meetings and activities.
- Coordinate roundtables and discussion groups as well as provide support, consultation, and advice to the officers and participants of the member library youth services groups.
- Consult with the youth services library staff regarding publishing trends and publishing houses.
- Manage and maintain unique collections to support youth services programming.
- Collaborate with Central Library staff to maintain and develop an eContent collection that meets the needs of the youth.

Outcomes: 2027 Youth services staff have the information and support required to provide services to children and teens.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Youth services staff at 80% of libraries reporting indicate that they have the information and resources needed to manage programs and services for children and teens.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.14 Goal 2 – Client Groups

Early Literacy (Birth to School Age with Parents/Caregivers)

Goal Statement: Offer a clearly defined set of cost-effective early literacy services designed to enhance local library early literacy needs and maximize the value of local funds expended.

Objective: Offer early literacy programs, services, and materials to assist member libraries in developing and/or enhancing their early literacy programs.

Activities: The following activities depend on funding allocation. Includes tasks such as:

- Support staff development at member libraries to help them incorporate early literacy initiatives.
- Cooperate with member library staff to develop tools to educate families about early literacy.
- Provide consulting services to member library staff regarding early literacy techniques.

Outcomes: 2027 Library staff are aware of the programs and services offered by RCLS to assist them in developing and/or enhancing their early literacy programs.

Note: repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Staff at 80% of libraries reporting indicate that they are aware of the programs and services offered by RCLS to help them develop and/or enhance their early literacy programs.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.16 Goal 3 – Professional Development and Training

Library Administration and Staff

Goal Statement: Provide opportunities to member libraries' staff and administration for the RCLS Plan of Service 2027-2031

RCLS Board Approved XX/XX/XX

training, networking, and skills development needed to support library service and wholly encourage participation in opportunities offered by regional, state, and national organizations.

Objective: Coordinate or provide member library staff and administration with opportunities for training, networking, and skills development.

Activities: Includes tasks such as:

- Coordinate, arrange for, inform, or provide training, networking, and skills development, roundtables, or discussion groups.
- Organize and conduct ILS and emerging technology training sessions.
- Provide staff training on the enhanced discovery layer.
- Develop and maintain a menu of educational sessions for library staff.
- Foster leadership opportunities for library staff via educational offerings.
- Provide an orientation to educate member libraries' staff about RCLS services.
- Maintain a subscription to an online training platform to provide remote training.

Outcomes: 2027 Provide opportunities to member libraries' administrators and staff for the training and skills development needed to support library service and career advancement.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Library administrators and staff at 80% of libraries reporting indicate that they are satisfied with the opportunities to receive training and skills development.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.16.1 Goal 3 – Professional Development and Training

Library Trustees

Goal Statement: Provide opportunities to member libraries' trustees for the training and skills development needed to support library governance.

Objective: Actively promote educational resources available to all trustees and encourage member library trustees to join and participate in state and national organizations.

Activities: Includes tasks such as:

- Provide trustee-related state and national organization information.
- Maintain an electronic mailing group for trustees.
- Provide and promote in-person and virtual local trustee training opportunities.
- Offer trustee training materials in the form of the Handbook for Library Trustees.
- Encourage library trustees to engage in collaboration and communication via open forums.
- Assist library trustees in meeting state educational requirements and governance best practices.

Outcomes: 2027 Library trustees are aware of and know how to access information about the national, state, and regional trustee resources and training opportunities.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Library trustees at 80% of libraries reporting indicate that they are aware of the national, state, and regional organizations that support libraries and library services, and know how to access trustee resources and training opportunities.

Note: repeat in 2028 (80%), 2029 (85%), 2030 (90%), 2031(90%)

4.17 Goal 4 – Consulting Services

Consulting and Development Services

Goal Statement: RCLS will maintain knowledge and information pertaining to state laws and initiatives that directly affect member libraries.

Objective: Provide consulting services to support member libraries in areas such as management and personnel administration, finances, youth services, adult services, community engagement, technology, trustee development, and Education law to assist member libraries in achieving service excellence.

Activities: Includes tasks such as:

- Provide consulting services about library-related policy, management, operational issues, state laws, and regulations, etc.
- Provide consulting services about library budget, financial policies, sustainable funding, E-Rate, and the Tax Cap / Tax Freeze calculations and filings.
- RCLS staff actively participate in local, regional, state, and national organizations when funding is available.

Outcomes: 2027 Library administrators and staff report they have the information they require to support excellent library service.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Library administrators and staff at 80% of libraries reporting indicate they are satisfied with the consultant services provided by RCLS staff.

Note: repeat in 2028 (80%), 2029 (85%), 2030 (85%), 2031 (90%)

4.17.1 Goal 4 – Consulting Services

Financial Consulting

Goal Statement: Enhance and maintain existing automation services and assist member libraries in implementing emerging technologies to improve library service and cooperation.

Objective: Provide technical support for all member libraries to assist them in maintaining an accurate record of their financial information.

Activities: Includes tasks such as:

- Provide advice on related financial software, such as QuickBooks, and on applications for the Annual Report/Construction Grant processes.
- Consult with member library staff and trustees on developing the library budget and funds related to capital projects.

Outcomes: 2027 Library trustees, administrators, and staff will have access to consulting support.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Library trustees, administrators, and staff will initiate an average of twenty interactions with RCLS consulting services a month.

Library administrators and staff at 80% of libraries reporting indicate they are satisfied with the consulting services provided by RCLS staff.

Note: repeat in 2028 (80%), 2029 (85%), 2030 (85%), 2031 (90%)

4.17.2 Goal 4 – Consulting Services

Marketing Consulting

Goal Statement: Enhance and maintain knowledge and information pertaining to marketing and social media initiatives that directly affect member libraries.

Objective: Provide consulting services to support member libraries in marketing activities.

Activities: Includes tasks such as:

- Collaborate with member libraries in developing marketing materials.
- Communicate the value of library service to local and state stakeholders.
- Promote library services and programs to community members within the RCLS service area.

Outcomes: 2027 Library staff will have access to marketing consulting services to support their marketing efforts.

Evaluation Method: 2027 Library staff will initiate an average of twenty interactions with RCLS consulting services staff per month.

Note: repeat in 2028, 2029, 2030 and 2031

4.17.3 Goal 4 – Consulting Services

Social Media Campaigns and Communication

Goal Statement: Educate trustees and library staff about the importance of communicating and using social media campaign tools effectively.

Objectives: Educate trustees and library staff about projects and initiatives that highlight social media as a tool to strengthen the library's online presence and connect with their community.

Activities: Includes tasks such as:

- Consult with member library staff on their social media campaigns.
- Develop and sponsor continuing education opportunities using social media platforms to promote library services and programs.
- Collaborate with member library staff to foster social media best practices.

Outcomes: 2027 Trustees and library staff are aware of the RCLS consulting services.

Note: Repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Trustees and library staff at 50% of libraries reporting indicate that they are aware of social media campaigns and best practices, and 20% of libraries had, on average, five interactions per month with the RCLS consulting services staff.

Note: Repeat in 2028 (60%), 2029 (65%), 2030 (70%), 2031 (75%)

4.17.4 Goal 4 – Consulting Services

Sustainability Consulting

Goal Statement: Educate trustees and library staff about the importance of striving for sustainability within the library.

Objectives: Educate trustees and library staff about projects and initiatives that highlight the triple bottom line of sustainability by employing environmentally sound, socially equitable, and economically feasible practices.

Activities: Includes tasks such as:

- Consult with member library staff on the sustainable practices that fit local needs.
- Develop and sponsor continuing education programs on sustainability.
- Maintain an electronic mailing list for library staff to share ideas and projects.
- Mentor member library staff to foster sustainable practices within the library environment.

Outcomes: 2027 Trustees, administrators, and library staff are aware of the importance of sustainability and RCLS sustainability consulting services.

Note: Repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Trustees and library staff at 50% of libraries reporting indicate that they are aware of sustainability initiatives, and 20% of libraries had on average five interactions per month with the RCLS consulting services staff.

Note: Repeat in 2028 (60%), 2029 (65%), 2030 (70%), 2031 (75%)

4.17.5 Goal 4 – Consulting Services

Advocacy Consulting

Goal Statement: Educate trustees and library staff about the importance of continuous advocacy and partnership with local, state and federal elected officials.

Objectives: Educate trustees and library staff about projects and initiatives that highlight the importance of building strong relationships with local, state and federal officials.

Activities: Includes tasks such as:

- Promote the benefits of continuous library advocacy.
- Consult with member library staff about the legislative process and libraries' financial requests.
- Develop and sponsor continuing education programs on advocacy.
- Maintain an electronic mailing list for library staff to share ideas and projects that promote library advocacy.

Outcomes: 2027 Trustees and library staff are aware of the importance of library advocacy.

Note: Repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Trustees and library staff at 80% of libraries reporting indicate that they are aware of the advocacy consulting services.

Note: Repeat in 2028 (80%), 2029 (80%), 2030 (85%), 2031 (85%)

4.17.6 Goal 4 – Consulting Services

Community Engagement and Partnerships Development

Goal Statement: Educate trustees and library staff about the importance of continuous engagement and partnership with local and state mission-aligned organizations and agencies.

Objectives: Educate trustees and library staff about projects and initiatives that highlight the importance of building strong relationships and participation with local and state mission-aligned organizations and agencies.

Activities: Includes tasks such as:

- Promote the benefits of continuous community engagement practices.

- Develop and sponsor continuing education programs about outreach to the New York State-designated Outreach target population.
- Provide an electronic mailing list for library staff to share ideas and projects that promote localized services.
- Assist member library staff with creating and maintaining local organization relationships.
- If funding is available, create a path forward to offering County social services to member libraries.
- If funding is available, explore other platforms of communication.

Outcomes: 2027 Trustees and library staff are aware of the importance of organization and agencies' partnership and local participation and 15% of libraries had on average ten interactions per month with the RCLS consulting services staff.

Note: Repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Trustees and library staff at 80% of libraries reporting indicate that they are aware of opportunities to partner with local organizations and agencies.

Note: Repeat in 2028 (80%), 2029 (80%), 2030 (85%), 2031 (85%)

4.17.7 Goal 4 – Consulting Services

Human Resources

Goal Statement: Assist trustees and library administration with employment concerns and best practices.

Objectives: Educate trustees and library staff about best human resources practices and the importance of following State and federal laws that govern libraries as an employer.

Activities: Includes tasks such as:

- Promote the benefits of continuous engagement in best human resources practices.
- Organize continuing education opportunities.
- Provide an electronic mailing list for library staff to share human resources information.
- Consult with the administration of member libraries on human resources concerns.

Outcomes: 2029 Trustees and library staff are aware of the importance of human resources best practices, and 20% of libraries, on average, have 10 interactions per month with RCLS consulting services staff.

Note: Repeat in 2030 and 2031

Evaluation Method: 2029 Trustees and library staff at 20% of libraries reporting indicate that they are aware of the human resources consulting services and find the service valuable.

Note: Repeat in 2029 (20%), 2030 (25%), 2031 (30%)

4.17.8 Goal 4 – Consulting Services

ILS Open-Source Development

Goal Statement: Improve the functionality and features of Open-Source Software for the benefit of member libraries.

Objectives: Address current pain points and develop feature enhancements for Open Source ILS Software.

Activities: Includes tasks such as:

- Work with an established committee to identify and prioritize bugs and most-requested feature enhancements.
- Promote discussion in the Open-Source community regarding identified bugs and enhancements.
- Collaborate with established developers to address bugs and build new features.
- Deliver bug fixes and feature enhancements for member libraries and the wider open-source community.

Outcomes: 2028 Library administration and library staff are aware of the mechanisms to suggest open-source ILS feature enhancements.

Evaluation Method: 2028, 20% of Library staff can name an enhancement championed and developed by RCLS.

Note: Repeat in 2028 (20%), 2029 (30%), 2030 (40%), 2031 (50%)

4.18 Goal 5 – Coordinated Services for Members

System-wide Database Access

Goal Statement: Coordinate Central Library and System activities to provide a broad range of services and online resources to support equity of access for all residents.

Objective: Negotiate and fund, in cooperation with the Central Library, a broad range of licensed electronic products, in addition to the State-wide resources available through NOVELNY, to provide access to all library users within the service area with high-quality information resources from libraries for access while at work or home.

Activities: Includes tasks such as:

- Continued funding of system-wide selected electronic resources contingent upon state funding.

Outcomes: 2027 Library staff continue to have access to NOVELNY databases and to

databases that fall outside NOVELNY's coverage.

Note: repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Library staff at libraries reporting indicates that 85% of users are satisfied with the databases available System-wide.

Note: repeat in 2028 (85%), 2029 (90%), 2030 (90%), 2031 (90%)

4.18.1 Goal 5 – Coordinated Services for Members

Group Licensing of Electronic Resources

Goal Statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Objective: Negotiate group licensing of electronic products on behalf of sub-sets of member libraries, upon request, to provide additional resources to their patrons from the libraries.

Activities: Includes tasks such as:

- Technical support for access to selected databases.
- Acquire useful system-wide and local library metrics from database providers.
- Collaborate with member libraries to develop a database pool.

Outcomes: 2027 Library staff will be able to take advantage of group purchasing discounts for electronic databases beyond those licensed on a system-wide basis.

Note: repeat in 2028, 2029, 2030 and 2031

Evaluation Method: 2027 Library staff at libraries reporting indicate that 80% of users are satisfied with the databases available locally.

Note: Repeat in 2028 (80%), 2029 (80%), 2030 (85%), 2031 (85%)

4.18.2 Goal 5 – Coordinated Services for Members

Group Purchasing of Goods

Goal Statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Objective: Negotiate consortium discounts for goods and services to support summer reading and other services, as developed, when it will be a financial benefit to twenty-five or more member libraries.

Activities: Includes tasks such as:

- Coordinate purchase of services, materials, supplies, equipment and programs.

Outcomes: 2027 Library staff are able to purchase selected materials and supplies at discounted prices to support summer reading and other designated programs.

Note: repeat in 2028, 2029, 2030 and 2031

Evaluation Method: 2027 Library staff at 80% of libraries reporting indicate they have saved time and money by taking advantage of cooperative group purchasing.

Note: repeat in 2027 (80%), 2028 (85%), 2029 (90%), 2030 (95%)

4.18.3 Goal 5 – Coordinated Services for Members

Centralized Cataloging Services

Goal statement: Offer a clearly defined set of cost-effective centralized cataloging services designed to enhance local library holdings and maximize the value of local funds expended.

Objective: Administer a system-wide shared catalog through a centralized cataloging department that provides easy access to member libraries' materials and unique collections.

Activities: Includes tasks such as:

- Administer the software and resources to support cataloging.
- Catalog material formats using standard cataloging practices.
- Create and maintain system-wide cataloging standards that are compatible with new standards while integrating local practices.
- Upgrade existing records to facilitate access to materials within the System.
- Maintain RDA cataloging standards as ILS development permits.

Outcomes: 2027 Library staff can find and retrieve materials at any library within RCLS.

Note: repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Staff at 80% of libraries reporting indicate that they are satisfied with the shared catalog.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031(90%)

4.18.4 Goal 5 – Coordinated Services for Members

Streaming Resources

Goal: Coordinate Central Library and System activities to provide a broad range of services

RCLS Plan of Service 2027-2031

RCLS Board Approved XX/XX/XX

and web-based resources to support equity of access for residents.

Objective: Offer cost-effective hosting of and/or access to enhanced web-based resources.

Activities: Includes tasks such as:

- Working with the vendors to maintain the interfaces.
- Selecting and administering the content pool.
- Collaborating with vendors to enhance the product.
- System-wide database access support.

Outcomes: 2027 Library staff are able to make electronic databases and streaming library materials available to their users.

Note: repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 The staff at 70% of libraries reporting indicate that they know how to access digital content and can explain this procedure to their users.

Note: repeat in 2028 (80%), 2029 (80%), 2030 (85%), 2031 (85%)

4.19 Goal 6 – Communication and Awareness

Awareness

Goal Statement: Encourage and support member libraries in their efforts to increase community awareness about public library programs and services.

Actively work to increase awareness of the value and importance of library services and to strengthen member libraries' advocacy efforts.

Objective: Encourage the participation of RCLS staff and trustees in local, regional, state, and national forums that support the System's mandate and afford the opportunity to advocate on behalf of librarians, libraries, and library services.

Activities: Includes tasks such as:

- Promote activities that support regional, state, and national advocacy efforts.
- Provide member libraries with an orientation to RCLS through headquarters tours and town hall meetings.
- Support library awareness efforts through online tools.
- Cooperate with state advocacy efforts to support library systems and libraries.

Outcomes: 2027 Library trustees, administrators and staff have the necessary information to be effective advocates for their library, RCLS and library services in NYS.

Evaluation Method: 2027 Library trustees, administrators, and staff at 80% of libraries reporting say that they have the skills and information to effectively advocate on behalf of

librarians, libraries, RCLS, and library services.

Note: repeat in 2028 (80%), 2029 (80%), 2030 (85%), 2031 (85%)

4.19.1 Goal 6 – Communication and Awareness

Communications among member libraries

Goal Statement: Maintain and promote effective means of communication with and among member libraries to encourage cooperation.

Objective: Maintain, evaluate, and modify communication tools to facilitate member libraries' engagement.

Activities: Includes tasks such as:

- Facilitate library trustees and staff service groups as a platform for discussion.
- Encourage committees within RCLS to collaborate on activities system-wide.

Outcomes: 2027 Library staff can easily access publications, policy statements, schedules, guidelines, and committee work minutes online.

NOTE: repeat in each year 2028, 2029, 2030 and 2031

Evaluation Method: 2027 Library staff at 80% of libraries reporting satisfaction with access to documents.

Note: repeat in 2028 (80%), 2029 (80%), 2030 (85%), 2031 (85%)

4.19.2 Goal 6 – Communication and Awareness

Communications among member libraries or branch libraries

Goal Statement: Maintain and promote effective means of communication with and among member libraries to encourage and facilitate collaboration.

Objective: Offer, maintain, evaluate, and modify, as required, Web-based and voice interactive communication systems through the use of email, electronic discussion groups, and voice mail to enhance communication with and among member libraries.

Activities: Includes tasks such as:

- Administer email services at RCLS headquarters.
- Maintain and develop email discussion groups.
- Maintain email directories.
- Develop and maintain email account policies as appropriate.

Outcomes: 2027 Library trustees, administrators, and staff who use the service have the information and support they require to communicate using the services.

NOTE: repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Library trustees, administrators, and staff at 80% of libraries that use the services report satisfaction with the communication service available.

Note: repeat in 2028 (90%), 2029 (90%), 2030 (95%), 2031 (95%)

4.20 Goal 7 – Collaborative Efforts with Other Library Systems and Organizations

Cooperative efforts with other library systems

Goal Statement: Maintain an organizational environment that allows RCLS to partner with other library systems and organizations.

Objective: Initiate projects with other systems and organizations to expand access to resources and build partnerships that help sustain high-quality services.

Activities: Includes (but not limited to) tasks such as:

- Active participation in Southeastern ILL system (Southeastern Access to Libraries).
- Co-sponsor continuing education programs.
- Serve on other System and organization advisory boards, councils, and committees.
- Coordinate services with other organizations.
- Partner with other library systems and organizations to host educational events.

Outcomes: 2027 Library trustees, administrators and staff have access to additional resources and services through partnerships with other organizations and systems.

Note: repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Library trustees, administrators, and staff at 80% of libraries reporting say that expanded resources through RCLS partnerships with other organizations have helped to improve local services.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%)

4.21 Goal 8 - Construction

Goal Statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Provide opportunities to member libraries' administration and trustees for skills development needed to support construction initiatives and to learn about projects that lead to efficient utilization of the library building, resulting in energy conservation.

Objective: Assist libraries with renovation and new construction projects that will facilitate effective library service, improve operational efficiency and meet minimum New York State Public Library Standards.

Activities: Includes tasks such as:

- Facilitate workshops with library administration and trustees to prepare a plan of service, gather community input, and promote public support.
- Provide consulting services for the integration of technology within the library building.
- Provide consulting services in the preparation of the New York State Construction Grant application.
- Provide consulting services for the optimization of building space and education about facility trends.
- Educate libraries' trustees and administrators about ways to improve building efficiency, energy conservation and green initiatives.

Outcomes: 2027 Library administration and trustees acknowledge RCLS consulting services staff and training were helpful to them during renovation/construction.

Note: repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Library trustees, administrators, and staff at 80% of libraries reporting indicate they know where to obtain the information, skills, and resources required to complete a building project and improve building efficiency and energy conservation.

NOTE: repeat in 2028 (85%), 2029 (85%), 2030 (85%) and 2031 (85%)

4.23 Assurance

The library system's Plan of Service was developed in accordance with provisions of Education Law and the Regulations of the Commissioner and the requirements of the New York State Library, and it was reviewed and approved by the library system board on (date – mm/dd/yyyy).

4.24 Approval - For NYSL Use Only

The library system's Plan of Service was reviewed and approved by the New York State Education Department on (date – mm/dd/yyyy).

4.25 Revision Assurance

The library system's Plan of Service was revised in accordance with provisions of Education Law and the Regulations of the Commissioner and the requirements of the New York State Library, and it was reviewed and approved by the library system board on (date – mm/dd/yyyy).

4.26 Revision Approval - For NYSL Use Only

The library system's revised Plan of Service was reviewed and approved by the New York State Education Department on (date – mm/dd/yyyy).



**RAMAPO
CATSKILL
LIBRARY
SYSTEM**

Free Direct Access Plan 2027 - 2031

I. INTRODUCTION

The Free Direct Access Plan (The Plan) is a State-approved agreement between the Ramapo Catskill Library System (RCLS) and the State Education Department's Division of Library Development of the New York State Library and is required by Commissioner's Regulation §90.3(a) through (d)(4).

RCLS encompasses three counties: Orange, Rockland, Sullivan, and a portion of southern Ulster County, with forty-six public libraries. The total population within the System's service area is 858,351.

II. FREE DIRECT ACCESS PLAN

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

All residents of the RCLS service area are entitled to library cards from their home libraries, defined as those libraries supported by the municipalities or districts in which the residents live.

The Plan recognizes the need for communities to provide tax support for library services to their residents and further acknowledges that communities that do so should neither be expected nor required to provide free library services to residents of communities that do not provide tax support for library services.

Individuals residing in jurisdictions with populations of over 10,000 are subject to the terms of the Regulations of the Commissioner of Education §90.3 (d)(2)(i). Anyone living in the RCLS service area is entitled to walk-in, on-site Access to all library materials at any member library, and use of computers with Access to the Internet (per NYCRR Title 8 - §90.3(a) through (d), (4)).

However, the following limitations may be imposed, as per Section (d)(2)(iii) of Commissioner's Regulation §90.3 and the Division of Library Development Guidelines:

1. Member libraries may give preference to the residents of their taxing district for attendance at library programs.
2. Member libraries may give preference to the residents of their taxing district in the use of computer and Internet resources.
3. Member libraries may give preference to the residents and organizations of their taxing district in the reservation and use of meeting rooms.

The entitlement to library services and borrowing privileges outlined in this Plan shall be forfeited by any individuals who fail to observe the rules and regulations or follow the policies of the RCLS member libraries and/or RCLS.

2. Describe how the System will assure that those persons living within the System boundaries in an area where a member library chooses to withdraw from the System, or where a chartered and registered library was never a member of the System, will be served by the System.

All chartered and registered libraries now within RCLS boundaries are members of the System. Should a member library choose to withdraw from the System, residents from that library's service area would continue to be eligible to borrow materials purchased with Central Book Aid, and to access the NOVELNY and System-funded electronic databases.

Residents served by newly chartered and registered libraries that have not joined the System will be served by RCLS in the same manner as stated in Section 1.

3. Describe what the System considers "serious inequities and hardships" and the criteria used by the System to make the determination.

RCLS considers "serious inequities and hardships" to be those conditions that adversely affect residents of the chartered areas of member libraries and/or significantly deprive resident borrowers of the opportunity to borrow library materials, relying instead on the collections, services, and funds of neighboring member libraries. There is no other service in New York State in which residents of one taxing jurisdiction are expected to support services for residents of another taxing jurisdiction.

Should a member library want to provide the residents of an unserved jurisdiction with full library services, it must enter into a contract with the unserved jurisdiction. The unserved jurisdiction is not to pass the cost to individuals residing within the jurisdiction as per Commissioner Regulation §90.3. The minimum contract rate with the unserved jurisdiction must be equal to the local per capita expenditure or two thirds (2/3) of the median per capita expenditure, whichever is higher, for the county in which the library is located.

This rate is to be adjusted annually based on the most recent Annual Report data.

All contracts are encouraged to be submitted to RCLS for review prior to signing. RCLS will ensure that the contract meets all criteria defined above.

Member libraries that choose to provide the residents of an unserved jurisdiction with local library services only, with no direct access rights, may set their own contract rate or can provide this service without a contract.

"Serious inequities and hardships" also occur when the patrons of one member library excessively use the services of a neighboring library. See Section 4.

FINKELSTEIN MEMORIAL LIBRARY

BY-LAWS

1. NAME

The name of this East Ramapo School District Public Library shall be the FINKELSTEIN MEMORIAL LIBRARY as chartered by the New York State Regents Authority, August 24, 1962.

2. PRINCIPAL PLACE OF BUSINESS

The principal place of business of the library, which is chartered to serve the East Ramapo Central School District, shall be located in Spring Valley, Rockland County, New York.

3. OBJECT

The purpose of this library shall be to serve all of the people in the area that is taxed for its support; to provide materials for loan, to provide information, reference and research assistance and guidance through the library's multiple resources; and to conduct programs of an educational, cultural, informational and recreational nature that will provide both enjoyment and enrichment to its patrons.

4. BOARD OF TRUSTEES

The Board of Trustees of the library shall consist of seven elected, non-salaried members, four of whom shall constitute a quorum for voting purposes. Each trustee has one vote, irrespective of the office held, and must be present in person or on camera when participating virtually to have their vote counted.

To be qualified to be a trustee, one must be a citizen of the United States, a resident of the district for thirty days prior to the annual election and eighteen years of age or older as of the date of the annual election.

5. ELECTION OF TRUSTEES AND BUDGET VOTE

The election of trustees shall be held each year at the same time as the proposed budget vote is placed before the voters of the district. Said vote shall take place between April 1 and June 30.

If no library budget is to be voted upon, the trustee vote will be at a date set by the Board of Trustees and, in the absence of any designated date by the Board of Trustees, as a separate proposition at the time of the school district budget and Board of Education vote.

The term of a trustee shall commence on the first day of July, next following the annual library district vote at which the trustee is elected. The elected trustee must take the oath of office and it must be filed with the county clerk within the first 30 days of the term, by July 31.

6. VACANCY IN BOARD

Should a vacancy occur in the Board of Trustees during the term of a trustee, the Board of Trustees shall appoint someone to fill the seat until the next election is held, at which time a candidate shall run for the unexpired term of office of the seat that was vacated. A trustee appointed to the board must take the oath of office and it must be filed with the county clerk within the first 30 days of the term.

a. Absence from three consecutive meetings and/or fifty percent (50%) of meetings in a fiscal year shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action, the President shall notify the absent Board Member in writing of the conditions of this deferral.

b. The Board may remove a Trustee by majority vote for misconduct, incapacity, ineligibility, neglect of duty, or refusal to carry into effect the library's educational purpose as provided in Education Law 226; subdivision 8.

7. TERM OF TRUSTEES

Each elected board member shall serve for a five-year term of office, unless altered *by termination or removal*. One or two seats shall become vacant each year.

8. POWERS AND DUTIES OF BOARD OF TRUSTEES

The Board of Trustees shall have all powers and duties as given to trustees of educational institutions by the Education Law of the State of New York.

No Board member by virtue of his/her office shall exercise any administrative responsibility concerning the Library nor, as an individual, command the services of any library employee.

9. ANNUAL MEETING

The annual meeting of the library Board shall be held concurrently with the first meeting in July.

10. OFFICERS OF THE LIBRARY

The library shall have a President of the Board of Trustees, a Vice President of the Board of Trustees, and a Secretary, all of whom shall be appointed by the Board of Trustees at the annual meeting.

11. MEETINGS

The regular meetings of the Board shall be on the fourth Wednesday of each month at 6:30 P.M. at the principal office of the library, and on videoconferencing software, unless otherwise changed by the Board. There must be an in-person quorum in order to hold the meeting. There will be at least 10 meetings per year.

Special meetings shall be called by the President, upon his/her own initiative or at the written request of four members of the Board, who may schedule the board meeting and proceed. Written notice of each special meeting shall be given at least three days prior to the date of such special meeting, which notice shall set forth the purpose of the special meeting.

All meetings of the Board are open to the public in conformance with the "open meeting" and "Sunshine Laws" of the State of New York.

12. COMMITTEES

At the annual meeting, the President shall appoint the members of the standing committees on Budget and Finance, Personnel, Advocacy and Fundraising, By-Laws and Policy, Strategic Planning, and Buildings and Grounds.

From time to time, the President shall appoint the members of any additional committees deemed necessary by the President or majority vote of the board.

13. CLERK TO THE BOARD

The Clerk to the Board shall oversee the annual trustee election and budget vote, keep a true and accurate record of all meetings of the Board, issue all notices required by law and shall perform such other duties as are generally associated with that office.

14. TREASURER

The Treasurer shall have the powers and duties of treasurers of educational institutions as set forth in the Education Law of the State of New York.

The Treasurer must prepare a report of receipts and disbursements along with a statement of bank account reconciliations. The Treasurer is not required to attend the Board meeting, but certainly may do so at the pleasure of the Board.

15. LIBRARY DIRECTOR

The Library Director shall be appointed by the Board at a salary to be determined by the Board. The Library Director shall be charged with the responsibility for the daily operation of the library and shall serve as the executive and Administrative Officer of the library on behalf of the Board and under the review and direction of the Board.

The director shall recommend to the Board the appointment and specify the duties of all other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of library materials, for the financial operation within the limitations of the budgeted appropriations and for the efficiency of library service to the public.

The Library Director shall also have such other and further duties as directed by the Board of Trustees.

16. AMENDMENT

These By-Laws may be amended by the vote of at least four (4) members of the Board.

Approved at the _____ Meeting of the Board of Trustees

Finklestein Memorial Library Procurement Policy and Procedures	Positions responsible for compliance: Board, Treasurer, Director, Business Manager
Reviewed by the board every: 5 years or less.	Approved by the Board of Trustees in February, 2019, revised on DATE

Purpose

This Policy & Procedures govern how the library purchases goods and services ("procurement").

Policy

As a "school district public library", the Library follow the below laws governing procurement:

- Education Law 259
- Education Law 226
- The applicable fiscal requirements of Education Law Title II.

The Library also seeks to apply the "internal controls" (good internal practices) advised by the Office of the State Comptroller, who audits public libraries.

At the same time, the Library must be able to make purchases in a timely and responsive manner.

To follow the law while meeting the Library's operational needs, it is the policy of the Library to use the below Procedures.

Procedures

1. All expenditures of Library funds (regardless of the source) must be approved by the Board at a meeting with a quorum and recorded in the minutes. Such approval shall be a standing item in the board agenda, and the warrants for approval shall be prepared by the Treasurer and included in the board packet.

2. To enable a steady stream of purchase orders prior to approval for payment, the Director (or an employee designated by the Director) is authorized to order up to \$6,000.00 per transaction from a particular source, up to a total of the amount

Second draft prepared by The Law Office of Stephanie Adams, PLLC on October 27, 2025, after input from FML. This footer should be deleted in the final version. 1

budgeted for the fiscal year. Such transactions shall be initiated via "purchase order" (form attached as "A"), or by a signed contract with the vendor.

Commented [LMW-F1]: We no longer use physical requisition forms. This should be replaced with "purchasing software, currently Smartfusion"

3. The Director and Treasurer shall ensure that all funds to be used to pay for goods and services arranged via purchase order are encumbered within 1 business day of the order.

4. With the exception of utility bills, shipping costs, and postage, commitment to pay for goods and services in excess of \$6,000.00 (Six Thousand) must always be pre-approved by the Board, prior to a purchase order. This includes order with contemporaneous payment via EFT, ACH, credit or debit card.

5. The board must vote to approve any contract for \$6,000.00/year and over, including but not limited to contracts for construction, ongoing services, and acceptance of conditional money (grants) to be used to pay for procurements. Consistent with this Policy, the Director may sign contracts up to \$5,999.99/year without a Board vote. The President or Director may sign contracts \$6,000.000/year and up only after approval by the Board. Whenever deemed appropriate by the Board or Director, contracts are reviewed by the Library's attorney prior to board consideration, so the board may rely on the attorney's assessment.

6. All payments except utility bills, shipping costs, and postage must be approved by the board using the warrant form (attached as "B") prior to payment. Utility bills, shipping costs, and postage, must be approved using a warrant form at the meeting following their expenditure.

NOTE: The Library does not maintain petty cash as allowed by Education Law 259.

7. With certain exceptions ("sole source", or when using state-approved contractors), purchases of goods in excess of \$20,000.00 and contracts for public work (e.g. construction) in excess of \$35,000.00 must be acquired in accordance with competitive bidding requirements (starting with a formal "Request for Proposals").

For all procurements in excess of \$5,000.00 for goods and services that are not unique ("sole source"), and do not require competitive bidding, the Library must obtain two written quotes and select the lowest bidder that upon review will provide the best option for the quoted price.

For all procurements in excess of \$10,000.00 for goods and services that are not unique ("sole source") and do not require competitive bidding, the Library must obtain three written quotes, and select the lowest bidder that upon review will provide the best option for the quoted price.

NOTE: For purposes of this section, the total purchases of one type of good or service from one vendor within a fiscal year is one procurement.

For avoidance of doubt:

Amount	Required Process	Exception
Construction over \$35,000.00	Competitive bidding (RFP) Prevailing Wage Rate	Sole source
Goods over \$20,000.00	Competitive bidding (RFP)	Sole source
All procurements \$10,000 and more.	Competitive bidding: three quotes	Sole source
All procurements \$5,000.00 to \$9,999.99	Competitive bidding: two quotes	Sole source
All contracts obligating the Library to \$6,000.00 or more/year	Board must vote to approve prior to signature by the President or Director	None
All contracts obligating the Library to \$5,999.00 or less/year	Director may sign contracts consistent with this Policy	Affiliation agreements, even with no financial obligation, must be approved by the Board.

8. All construction contracts must require the contractor to pay the Prevailing Wage Rate (note: the requirement to pay the Prevailing Wage Rate on service contracts does not apply to public libraries).

9. When possible, the Library will use the following internal controls for procurement:

- Where practical, the approval to purchase goods or services should be authorized by personnel other than the employee requesting the purchase.
- When possible, the approval to purchase should also be segregated from the receiving of goods and services.
- All purchasing forms are to be sequentially numbered.

Second draft prepared by The Law Office of Stephanie Adams, PLLC on October 27, 2025, after input from FML. This footer should be deleted in the final version 3

- Complete street addresses and Social Security numbers (or federal tax ID numbers) should be obtained for all vendors and entered into the vendor master file.
- When goods or services are delivered, receiving or packaging slips are to be verified against the quantity, type, and condition of the goods received.
- Amounts received should also be compared to amounts ordered, as described on the purchase requisition or purchase order.
- Verified receiving slips should be forwarded to the person responsible for preparing the claim voucher.
- When possible, the responsibility for the receipt and verification of items ordered should be segregated from the employee who requested or authorized the purchase.
- The Board shall alert the Treasurer in advance as to any underlying documentation it needs to see to evaluate an expenditure for approval.
- All EFT or ACH transactions shall be made using Positive Pay.

It is understood that these are best practices and not legal requirements.

10. For ease of operations, the Library Director is authorized to transfer between budget lines up to \$5,000.00 without prior authorization by the Board; such transfer shall be approved by the board at the regular meeting following it. There is no annual cap on such Director-initiated transfers, but such a transfer shall not be made out of funds designated for personnel-related expenses, for fulfillment of grants, nor capital funding.

11. Before the close of the fiscal year, the Treasurer will review all outstanding encumbrances and determine if amounts designated should be continued, adjusted, or cancelled.

"A"

PO form

"B"

Approval warrant

Commented [LMW-F2]: See comment above

Commented [LMW-F3]: Cover sheet of the bill list shall serve as the approval warrant.