

**Ballston Community Public Library
Board of Trustees Meeting Agenda
July 31, 2024**

- 1) Call to order
- 2) Minutes of June 26, 2024 Meeting
- 3) Report of Special Funds
- 4) Monthly Financial Reports
- 5) Approval of Bills
- 6) Librarians' Reports
- 7) Reports of Committees
 - a) Town Liaisons
 - b) Election Committee
 - c) Budget & Finance Committee
 - d) Personnel Committee
 - e) Buildings & Grounds
 - f) Long-Range Plan
 - g) Friends of the Library
- 8) Unfinished Business
 - a) JA Update
 - b) NYCLASS
 - c) 2025 Budget
 - d) Transition and Building Update
 - e) HVAC system

9) New

Business

*Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.)
Please state your name, town you reside in, and the resolution number you are referring to when speaking.*

RESOLUTION 24-047 Consider accepting the resignation of Jenn Richard, Head of Adult Services, effective August 9, 2024.

RESOLUTION 24-048 Consider appointing Carol Chaisson as Interim Library Assistant, effective August 12, 2024 at an hourly rate of \$21.

RESOLUTION 24-049 Consider transferring 35 hours of sick time from Jenn Richard to Kristi Chadwick.

RESOLUTION 24-050 Consider transferring 35 hours of sick time from Jenn Richard to Alyssa Harvey.

RESOLUTION 24-051 Consider accepting the resignation of Mary Pietrow, Page, effective August 8, 2024.

RESOLUTION 24-052 Consider accepting the resignation of Samantha Neilsen, Page, effective August 17, 2024.

RESOLUTION 24-053 Consider appointing Elysia Bechand as Page, effective August 1, 2024 at an hourly rate of \$15.

RESOLUTION 24-054 Consider appointing Rosemary DiMarco as Page, effective August 8, 2024 at an hourly rate of \$15.

RESOLUTION 24-055 Consider updating the Business Officers for TCM Bank, N.A., to add Kristi Chadwick, Marta Dauphinee, and Kate Schofield and empower them to make any necessary changes to this business account.

RESOLUTION 24-056 Consider setting Wednesday, October 9, 2024 as the date for the trustee election and budget vote.

*Privilege of the floor on any topic. Please state your name, and town you reside in.
(Limit 3 mins.)*

10) Adjournment

July Voucher Signer: Melia Gordon

Charlton Town Board Meeting: Monday, August 12 at 7:30 PM

Ballston Town Board Meeting: Tuesday, August 13 at 6:30 PM

Library Board of Trustees: Wednesday, August 28 at 7:00 PM

August Voucher Signer: TBD

**Ballston Community Public Library
Board of Trustees Meeting Minutes
June 26, 2024**

Call to order: The meeting was called to order at 7:01 p.m. by President Kate Schofield.

Attendance: [x] Kristi Chadwick, Director [x] Jenn Richard, Adult Services Librarian,
[x] Alyssa Harvey, Youth Services Librarian.

Trustees present: Kate Schofield, Ed Guider, Melia Gordon, Candy Burchett, Margie Morris, Aiden Thomas McKenna.

Trustees absent (excused): none

Trustees absent (unexcused): Steve Burchett

Approval of Minutes of May 29, 2024 meeting: On a motion by Trustee Ed Guider with a second by Trustee Margie Morris, the trustees unanimously approved the minutes of the May 29, 2024 monthly meeting.

Monthly Financial Reports: Financial reports for June 2024 were reviewed.

Approval of Bills: On a motion by Trustee Melia Gordon with a second by Trustee Candy Burchett, the bills for May 2024, as reviewed by Margie Morris were unanimously approved.

Librarians' reports: see meeting documents

Reports of Committees:

Town Liaisons: no reports

Election Committee: The committee will meet before the next Board meeting.

Budget and Finance Committee: Committee is finishing up final details and plans to meet to finalize the proposed budget.

Personnel Committee: no reports

Friends of the Library: see Librarians' report in Meeting Documents

Unfinished Business:

JA Update: no update .

NYCLASS: no update

2025 Budget: see Budget and Finance committee report.

Cleaning Services: Library staff will put exploring other options on hold to consider the best route to take.

Brick Pavers Maintenance: Tabled so that the Building and Grounds subcommittee can meet to discuss the quotes gathered.

Parking Lot Quotes: The Building and Grounds will also discuss the parking lot quotes.

Floor Cleaning: Library Staff have a couple of quotes for this but would like to get a more details about what the quotes cover.

Funds Balance: \$110,920.56 as of May 31, 2024

New Business:

HVAC Maintenance: The current vendor is no longer willing to service the Library's HVAC system. Library staff has contacted 2 companies to come look at the HVAC system but does not have quotes yet.

Transition and Building: President Scofield has met with the attorney. The lease is through December 2024. Barring anything unusual the transition should be finished September or October of 2025. President Scofield also emailed the town for their information and closing cost quotes.

Privilege of the floor ONLY on the items for consideration and action this evening. (Limit 3 minutes). Please state your name, Town, and the resolution number you are referring to when speaking.

Privilege of the floor on any topic (Limit 3 minutes.)

None.

Adjournment: At 7:56 p.m., on a motion by Trustee Guider with a second by Trustee M. Morris, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

Ballston Community Public Library

Abstract (less Early Pays)

As of July 31, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Ace Pest Control Specialists, Inc.					
(518) 377-3897					
07/10/2024	231787571	July 2024 svc	50.00	Bill	07/31/2024
Total for Ace Pest Control Specialists, Inc.			\$50.00		
Albany Times Union					
518-454-5454 (circul					
07/08/2024	07082024	52 wk sub renewal 7/5/24-7/4/25 - 7day/no prem issues Received renewal notice in the mail, however this is for 2 months. Called to get a 1 year rate on 7/8/24. They said to pay the rate \$962/ year and noted in their files. Subscription expired on 7/5/24.	962.00	Bill	07/31/2024
Total for Albany Times Union			\$962.00		
Alec C. Davis					
07/09/2024	07092024	patron refund for lost book	22.95	Bill	07/31/2024
Total for Alec C. Davis			\$22.95		
Alyssa Harvey					
06/27/2024	6.27.24	mileage reimb trips to/from BHBL Elementary Schools during June 2024	41.68	Bill	07/31/2024
Total for Alyssa Harvey			\$41.68		
Amazon-pay by invoice					
07/15/2024	1P74-WVJT-V1JY	Misc. see invoices	493.57	Bill	07/31/2024
Total for Amazon-pay by Invoice			\$493.57		
Baker & Taylor					
800-340-5370					
06/12/2024	5018986884	29 books	446.25	Bill	07/31/2024
07/15/2024	5018982105	32 books	467.84	Bill	07/31/2024
06/24/2024	5018955796	31 books	474.34	Bill	07/31/2024
06/24/2024	5018947615	24 books	377.94	Bill	07/31/2024
07/08/2024	5018964742	70 books	1,132.87	Bill	07/31/2024
07/12/2024	5018975621	46 books	680.31	Bill	07/31/2024
Total for Baker & Taylor			\$3,579.55		
CDPHP					
07/12/2024	241950026859	August 2024 prem Health/Dental (AH), Dental (JK), Health/Dental (KC)	1,980.89	Bill	07/31/2024
Total for CDPHP			\$1,980.89		
Cengage Learning Inc. / Gale					
248-699-4253					
06/24/2024	84581511	11 books	263.99	Bill	07/31/2024
06/17/2024	84546008	2 books	53.98	Bill	07/31/2024
06/18/2024	84552663	2 books	53.23	Bill	07/31/2024
07/08/2024	84653042	2 books	53.23	Bill	07/31/2024
07/09/2024	84662963	6 books	176.19	Bill	07/31/2024
07/10/2024	84669194	5 books	129.70	Bill	07/31/2024
07/11/2024	84675522	5 books	149.20	Bill	07/31/2024
07/11/2024	84675959	5 books	140.95	Bill	07/31/2024
Total for Cengage Learning Inc. / Gale			\$1,020.47		
Highmark BlueShield of Northeastern New York					
07/08/2024	240708365366775	August 2024 prem medical J Kaplan	206.00	Bill	07/31/2024
Total for Highmark BlueShield of Northeastern New York			\$206.00		
Kristi Chadwick					
06/25/2024	06252024	mileage reimb June	34.98	Bill	07/31/2024
Total for Kristi Chadwick			\$34.98		
Midwest Tape, LLC					

Ballston Community Public Library

Abstract (less Early Pays)

As of July 31, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
800-875-2785					
07/01/2024	505698889	1 DVD/ADB	44.99	Bill	07/31/2024
06/12/2024	505591026	7 DVD/ADB	295.93	Bill	07/31/2024
07/19/2024	505780797	1 DVD/ADB	49.99	Bill	07/31/2024
06/03/2024	505566885	1 DVD/ADB	44.99	Bill	07/31/2024
06/24/2024	505666080	8 DVD/ADB	426.92	Bill	07/31/2024
06/14/2024	505620537	12 DVD/ADB	564.88	Bill	07/31/2024
06/30/2024	505702281	Hoopla June 2024	1,511.20	Bill	07/31/2024
07/03/2024	505711571	2 DVD/ADB	84.98	Bill	07/31/2024
Total for Midwest Tape, LLC			\$3,023.88		
NightRider Janitorial Services (518) 782-9999					
07/01/2024	JUL24079	July 2024 svc	2,369.00	Bill	07/31/2024
Total for NightRider Janitorial Services			\$2,369.00		
Patrice Jarvis-Weber (518) 696-3399					
06/27/2024	06272024	paint w/patrice program	250.00	Bill	07/31/2024
Total for Patrice Jarvis-Weber			\$250.00		
Schoharie Crossing State Historic Site					
07/16/2024	521-24-BCPL	"Through the Mire" 7/16/24 program	30.00	Bill	07/31/2024
Total for Schoharie Crossing State Historic Site			\$30.00		
Simmons Elevator Co. 518-882-1445					
07/21/2024	50630	QTR 3 2024 maintenance	410.79	Bill	07/31/2024
Total for Simmons Elevator Co.			\$410.79		
Southern Adirondack Library System 518-584-7300					
07/01/2024	7272	June 2024 monthly fee/ circulation renewal	1,952.36	Bill	07/31/2024
07/09/2024	BUR 7092024	3 Laptops - HP Smart Buy Plus ProBook One & support; VLA Office Pro Plus LTSC 2021 (7); Malwarebytes software (5)	3,281.49	Bill	07/31/2024
Total for Southern Adirondack Library System			\$5,233.85		
Staples					
07/09/2024	6006480074	toner HP 131A magenta	83.82	Bill	07/31/2024
06/12/2024	6004454067	Labels, 8.5 x 14 copy paper	31.41	Bill	07/31/2024
Total for Staples			\$115.23		
The Association for Small & Rural Libraries (206) 453-3579					
07/08/2024	73060	K Chadwick - 2024 Conference (9/11-9/14/2024)	245.00	Bill	07/31/2024
Total for The Association for Small & Rural Libraries			\$245.00		
The Library Store, Inc. (800) 548-7204					
06/25/2024	693518	500 library patron cards w/key tags	1,055.75	Bill	07/31/2024
Total for The Library Store, Inc.			\$1,055.75		
The New York Times					
07/01/2024	365117102425	1 yr renewal 6/20/2024 - 6/18/2025	1,131.00	Bill	07/31/2024
Total for The New York Times			\$1,131.00		
The Wonder Room					
07/23/2024	07232024	2 children's programs (7/2/24 & 7/23/24)	250.00	Bill	07/31/2024
Total for The Wonder Room			\$250.00		
UTICA NATIONAL INSURANCE GROUP					

Ballston Community Public Library

Abstract (less Early Pays)

As of July 31, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
(800) 598-8422					
07/12/2024	07122024	wkr comp 2023 add'l prem after audit	38.00	Bill	07/31/2024
Total for UTICA NATIONAL INSURANCE GROUP			\$38.00		
TOTAL			\$22,544.59		

Ballston Community Public Library
EARLY PAYS
 June 28 - July 31, 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
06/28/2024	Bill Payment (Check)	923	Ponies For Hire, LLC	6/28/24 program	550.00
07/03/2024	Bill Payment (Check)	924	Twin Bridges Waste & Recycling, LLC	Cust# 50-99967 7	74.75
07/03/2024	Bill Payment (Check)	925	Anita Sanchez	7/5/2024 "Nature's crayons" program	175.00
07/03/2024	Bill Payment (Check)	926	Fancy Face Creations	face painting for SR kick-off	350.00
07/08/2024	Bill Payment (Check)	927	Michael Russo	Magic Show for Summer Reading Program	225.00
07/12/2024	Check	928	VISA	Visa June charges JR x 2875	642.58
07/12/2024	Check	929	VISA	Visa June 2024 AH x2883	200.00
07/12/2024	Bill Payment (Check)	930	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	284.94
07/15/2024	Bill Payment (Check)	931	NATIONAL GRID	Acct# 02461-44007	1,867.01
07/17/2024	Bill Payment (Check)	933	Town of Ballston Water Dept.	Acct# 01-0586-00	34.97
07/18/2024	Bill Payment (Check)	932	Kathryn L Ceceri	STEAM Crochet Workshop for Teens 7/18/24	400.00
07/24/2024	Bill Payment (Check)	934	Jumpin' Jaimie Entertainment LLC	7/24/24 2pm show	400.00
07/31/2024	Bill Payment (Check)	935	Planetarium Adventures	7/31/2024 - 2 programs	275.00
07/31/2024	Bill Payment (Check)	936	Terri Roben	music & movement program 6 sessions	360.00
TOTAL					\$ 5,839.25

Ballston Community Public Library
Budget vs. Actuals: 2024 BUDGET
 January - December 2024

General Checking (1164) Rev/Exp				
	Actual	Budget	Remaining	% Remaining
Revenue				
BALLSTON TAXES			0.00	
17.1001.41.000.0.000 Real Property Taxes	701,852.42	701,400.00	-452.42	-0.06%
Total BALLSTON TAXES	\$ 701,852.42	\$ 701,400.00	-\$ 452.42	-0.06%
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Other Governments	24,400.00	54,000.00	29,600.00	54.81%
Total CHARLTON LIBRARY SVCS	\$ 24,400.00	\$ 54,000.00	\$ 29,600.00	54.81%
DASNY Grants		0.00	0.00	
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	1,485.02	3,000.00	1,514.98	50.50%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	102.05	0.00	-102.05	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	825.38	2,000.00	1,174.62	58.73%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	46.77	0.00	-46.77	
Total LIBRARY CHARGES	\$ 2,459.22	\$ 5,000.00	\$ 2,540.78	50.82%
LIBRARY SYSTEM GRANTS				
17.2760.41.001.0.000 Library System Grants - LLSA	3,327.00	3,194.00	-133.00	-4.16%
17.3840.42.000.0.000 STATE AID, Libraries	283.88		-283.88	
Total LIBRARY SYSTEM GRANTS	\$ 3,610.88	\$ 3,194.00	-\$ 416.88	-13.05%
MISC REVENUE				
17.2401.41.000.0.000 INTEREST & EARNINGS		7,500.00	7,500.00	100.00%
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	3,320.53	10,000.00	6,679.47	66.79%
17.2770.41.000.0.000 Other Unclassified Revenues	1,414.31		-1,414.31	
17.9999.41.000.0.000 Budget Fund Balance Draw		11,000.00	11,000.00	100.00%
Total MISC REVENUE	\$ 4,734.84	\$ 28,500.00	\$ 23,765.16	83.39%
Total Revenue	\$ 737,057.36	\$ 792,094.00	\$ 55,036.64	6.95%
Gross Profit	\$ 737,057.36	\$ 792,094.00	\$ 55,036.64	6.95%
Expenditures				
BENEFITS				
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION	7,644.00	31,004.00	23,360.00	75.35%
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)	3,452.90	4,000.00	547.10	13.68%
17.9060.58.052.0.000 HSA (ER Contribution)	4,642.28	5,150.00	507.72	9.86%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	1,923.04	4,660.00	2,736.96	58.73%
17.9060.58.054.0.000 HEALTH INS OPT OUT	1,038.45	1,800.00	761.55	42.31%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	9,419.83	28,645.00	19,225.17	67.12%
Total BENEFITS	\$ 28,120.50	\$ 75,259.00	\$ 47,138.50	62.64%
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	2,772.00	9,000.00	6,228.00	69.20%
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES		0.00	0.00	
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS		0.00	0.00	
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 2,772.00	\$ 9,000.00	\$ 6,228.00	69.20%
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	29,454.63	61,000.00	31,545.37	51.71%
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	2,056.38	1,800.00	-256.38	-14.24%
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	2,870.24	1,800.00	-1,070.24	-59.46%
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books	3,500.00	3,500.00	0.00	0.00%
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	8,937.82	11,848.00	2,910.18	24.56%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	5,890.37	14,000.00	8,109.63	57.93%
Total LIBRARY MATERIALS	\$ 52,709.44	\$ 93,948.00	\$ 41,238.56	43.90%

Ballston Community Public Library
Budget vs. Actuals: 2024 BUDGET
 January - December 2024

General Checking (1164) Rev/Exp				
	Actual	Budget	Remaining	% Remaining
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	104,818.11	193,615.00	88,796.89	45.86%
17.7410.51.031.0.000 CLERICAL STAFF	100,733.95	183,848.00	83,114.05	45.21%
17.7410.51.032.0.000 PAGES	12,818.41	31,200.00	18,381.59	58.92%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	19,133.67	31,263.00	12,129.33	38.80%
Total LIBRARY PERSONNEL SERVICES	\$ 237,504.14	\$ 439,926.00	\$ 202,421.86	46.01%
OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	4,391.70	3,000.00	-1,391.70	-46.39%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	2,335.82	3,500.00	1,164.18	33.26%
17.7410.54.041.0.000 POSTAGE / MAILINGS	9.73	250.00	240.27	96.11%
17.7410.54.042.0.000 PUBLICITY / Promotion	877.44	500.00	-377.44	-75.49%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	9,870.04	14,000.00	4,129.96	29.50%
Total OFFICE EXPENSES	\$ 17,484.73	\$ 21,250.00	\$ 3,765.27	17.72%
OPERATION EXPENSE				
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE	4,450.00	3,000.00	-1,450.00	-48.33%
17.1620.54.010.0.000 Professional Services - LEGAL	1,675.00	5,000.00	3,325.00	66.50%
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	7,374.00	12,500.00	5,126.00	41.01%
17.1620.54.012.0.000 Professional Services - HUMAN RESOURCES		300.00	300.00	100.00%
17.1620.54.013.0.000 Professional Services - PR		5,000.00	5,000.00	100.00%
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE	2,688.27	10,000.00	7,311.73	73.12%
17.1620.54.074.0.000 Professional Services - ELECTION EXPENSES		1,000.00	1,000.00	100.00%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	2,180.10	3,000.00	819.90	27.33%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	14,573.38	30,000.00	15,426.62	51.42%
17.7410.54.010.0.000 Professional Services - IT (SALS)	11,714.16	23,429.00	11,714.84	50.00%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	3,923.92	3,000.00	-923.92	-30.80%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	1,753.13	3,000.00	1,246.87	41.56%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	404.00	500.00	96.00	19.20%
17.7410.54.039.0.000 CUSTODIAL SERVICES	16,349.73	27,540.00	11,190.27	40.63%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	673.57	2,500.00	1,826.43	73.06%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	130.24	250.00	119.76	47.90%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	99.80	500.00	400.20	80.04%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	2,306.70	5,000.00	2,693.30	53.87%
17.7410.54.049.0.000 Uncategorized Expenditure	4.99		-4.99	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	523.25	900.00	376.75	41.86%
Total OPERATION EXPENSE	\$ 70,824.24	\$ 136,419.00	\$ 65,594.76	48.08%
SPECIAL ITEMS				
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA	1,954.90	5,500.00	3,545.10	64.46%
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	8,958.15	9,792.00	833.85	8.52%
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	100.00%
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)		0.00	0.00	
Total SPECIAL ITEMS	\$ 10,913.05	\$ 16,292.00	\$ 5,378.95	33.02%
Total Expenditures	\$ 420,328.10	\$ 792,094.00	\$ 371,765.90	46.93%
Net Operating Revenue	\$ 316,729.26	\$ 0.00	-\$ 316,729.26	
Net Revenue	\$ 316,729.26	\$ 0.00	-\$ 316,729.26	

Ballston Community Public Library
Cap Imp, Fund Bal & Trustee Rev/Exp Activity
 January - December 2024

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	TRUSTEE FUND (1596)
Revenue			
BALLSTON TAXES			
17.1001.41.000.0.000 Real Property Taxes			
Total BALLSTON TAXES	\$ 0.00	\$ 0.00	\$ 0.00
CHARLTON LIBRARY SVCS			
17.2360.41.000.0.000 Library Services to Other Governments			
Total CHARLTON LIBRARY SVCS	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY CHARGES			
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees			
17.2082.41.005.0.000 LIBRARY CHARGES - Fines			
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR			
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR			
Total LIBRARY CHARGES	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY SYSTEM GRANTS			
17.2760.41.001.0.000 Library System Grants - LLSA			
17.3840.42.000.0.000 STATE AID, Libraries			
Total LIBRARY SYSTEM GRANTS	\$ 0.00	\$ 0.00	\$ 0.00
MISC REVENUE			
17.2401.41.000.0.000 INTEREST & EARNINGS		110.28	12.17
17.2705.41.000.0.000 Gifts / Donations / Reimbursements			526.63
17.2770.41.000.0.000 Other Unclassified Revenues	10,761.00		
Total MISC REVENUE	\$ 10,761.00	\$ 110.28	\$ 538.80
Total Revenue	\$ 10,761.00	\$ 110.28	\$ 538.80
Gross Profit	\$ 10,761.00	\$ 110.28	\$ 538.80
Expenditures			
BENEFITS			
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION			
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)			
17.9060.58.052.0.000 HSA (ER Contribution)			
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)			
17.9060.58.054.0.000 HEALTH INS OPT OUT			
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)			
Total BENEFITS	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY EQUIPMENT & CAPITAL OUTLAY			
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES			
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY MATERIALS			
17.7410.54.034.0.000 LIBRARY MATERIALS - Print			
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals			
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers			
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books			
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases			
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials			
Total LIBRARY MATERIALS	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY PERSONNEL SERVICES			

Ballston Community Public Library
Cap Imp, Fund Bal & Trustee Rev/Exp Activity
 January - December 2024

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	TRUSTEE FUND (1596)
17.7410.51.030.0.000 CERTIFIED LIBRARIANS			
17.7410.51.031.0.000 CLERICAL STAFF			
17.7410.51.032.0.000 PAGES			
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)			
Total LIBRARY PERSONNEL SERVICES	\$ 0.00	\$ 0.00	\$ 0.00
OFFICE EXPENSES			
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS			
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS			
17.7410.54.041.0.000 POSTAGE / MAILINGS			
17.7410.54.042.0.000 PUBLICITY / Promotion			
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS			
Total OFFICE EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
OPERATION EXPENSE			
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE			
17.1620.54.010.0.000 Professional Services - LEGAL			
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL			
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE			
17.7410.51.033.0.000 Professional Services - PAYROLL Processing			
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)			
17.7410.54.010.0.000 Professional Services - IT (SALS)			
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS			
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING			
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)			
17.7410.54.039.0.000 CUSTODIAL SERVICES			
17.7410.54.040.0.000 CUSTODIAL SUPPLIES			
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT			
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT			
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M			
17.7410.54.049.0.000 Uncategorized Expenditure	25.47		
17.7410.54.077.0.000 TRASH REMOVAL SERVICES			
Total OPERATION EXPENSE	\$ 25.47	\$ 0.00	\$ 0.00
SPECIAL ITEMS			
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA			
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library			
Total SPECIAL ITEMS	\$ 0.00	\$ 0.00	\$ 0.00
Total Expenditures	\$ 25.47	\$ 0.00	\$ 0.00
Net Operating Revenue	\$ 10,735.53	\$ 110.28	\$ 538.80
Net Revenue	\$ 10,735.53	\$ 110.28	\$ 538.80

BALLSTON COMMUNITY PUBLIC LIBRARY	
TRUSTEE FUND (1596) SUMMARY	
Fund Name	Balance
Richard E. Wittnebel	\$23.55
BH Women's Club	\$74.76
Conklin	\$4,621.88
Asa Kaplan	\$302.90
Tibbitts	\$38.88
McQueen	\$11.26
DeAngelo	\$51.04
Carol Brower	\$345.00
Ruth Glasser	\$57.40
Undesignated	\$7,105.05
TOTAL	\$12,631.72

Ballston Community Public Library Trustee Fund (1596) Register

Date	Check Number	Description	Fund	With- drawal Amount	Deposit Amount	Account Balance
1.31.2024		interest earned	UNDESIGNATED		\$2.05	\$12,094.97
2.29.2024		interest earned	UNDESIGNATED		\$1.92	\$12,096.89
3.31.2024		interest earned	UNDESIGNATED		\$2.05	\$12,098.94
4.30.2024		interest earned	UNDESIGNATED		\$1.98	\$12,100.92
5.13.2024	714	Spring 2024 FOL boo	UNDESIGNATED		\$526.63	\$12,627.55
5.31.2024		interest earned	UNDESIGNATED		\$2.10	\$12,629.65
6.30.2024		interest earned	UNDESIGNATED		\$2.07	\$12,631.72

Ballston Community Public Library

Cash Balances per Quickbooks

As of 7/31/24

GL Account	Description	Balance
11000	General Fund (1164)	\$ 226,365.07
11200	\$ moved from 1164 per FDIC	<u>166,131.49</u>
Subtotal		392,496.56
11100	Capital Improv Fund (1643)	11,812.11
13000	Fund Balance (1567)	110,944.74
	Trustee Fund (1596)	<u>12,631.72</u>
Total Cash Balance		<u><u>\$ 527,885.13</u></u>

Ballston Community Public Library Director's Report

July 2024

Circulation Statistics

June 2024

Circulation Statistics	Current Month	2024 to Date	2023 Total
Items Added to Collection	224	1787	4,093
Number of Physical Items Circulated	9359	43,414	110,749
Overdrive/Libby Circulation	1472	9332	14,985
Hoopla Circulation	676	3869	5,871
New Patron Registrations	44	221	519
Patrons in the Building	5539	25,633	48,020

Programs & Events

June 2024

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2024 Total	Participants 2024 Total	Number Offered 2023 Total	Participants 2023 Total
Preschool	6	182	80	1,658	167	4,190
Elementary	3	45	38	476	70	1,050
Teen	3	30	17	74	37	176
Adult	8	53	59	411	103	1,162
Family	6	419	32	1,744	72	3,608
Outreach	53	1392	60	1,611	56	1,801
TOTALS	79	698	207	5,974	505	11,987

Youth Services Programming: We were very busy in July with the Summer Reading Program. During this month we've done 19 story times, 5 Music Medley programs, 2 special Toddler programs, 3 book clubs, 3 teen programs, 3 tween programs, 5 kids' craft programs, 8 special events, 2 STEM challenges, one Grab 'N Go Craft (70 bags), one Passive Pinwheel program, 3 Read to Seamus the Dog events, and a Family Bingo night. As of July 24, our Reading Program Registration was: Ages 0-5 - 129, Ages 6-11 - 402, and Ages 12-18 -82. With a total of 613 registered. We have passed out lots of free ice cream cards, free Applebee's meals, and hundreds of free books. Weekly raffle prizes are going well and our final prizes will be awarded on August 3.

Adult Programming: Summer Reading is going great! There are 206 adults registered as of 7/22/2024! I have started scheduling programs into the fall. For a few new programs, I have Mary Jo Bradley coming in to do some watercolor classes. The StoryWalk went up in Anchor Diamond with some help from a few Friends of the Library, and we have set up a QR code to help track people that do the StoryWalk. I am also working on wrapping up things I can and getting everything ready to hand over to the next Adult Services Librarian.

Staff & Volunteers

Staff:

Jenn Richard has resigned her position as Head of Adult Services effective August 9. We have received the Librarian II list from Saratoga County and sent the canvass letters.

Due to the transition between Jenn and a new staff member I have asked Carol Chaisson if she would once again serve as interim library assistant/Person in Charge until the new Head of Adult Services is hired.

Pages Mary Pietrow and Samantha Neilsen have resigned their positions effective August 8 and 17, respectively. Alyssa interviewed 13 candidates for the two Page positions, which were offered and accepted by Rosemary DiMarco and Elysia Bechand. After Board approval, Rosemary will start August 8 and Elysia will start August 1.

Friends of the Library: No meetings in July/August

Facility Update

The fire alarm at the library has gone off twice: Friday, July 5 after hours and Tuesday, July 23 early morning. The fire department responded both times. No issues were found and the alarm sensors that activated were dusted.

The amendment for the 2023 Children's Lighting Grant has been approved. Next steps are to schedule the changeouts of the rest of the library lighting to LED and replace the outdoor sign.

Technology

June 2024

Technology Statistics	Current Month	2024 to Date	2023 Total
Public Computer Sessions	80	593	1,790
WiFi Sessions (unique users)	316	2147	8,199

The library received three laptops as part of the semi-annual purchase from SALS. Kristi and Alyssa each have one.

Meetings & Professional Development

Kristi – 7/8 Charlton Town Meeting; 7/9 Ballston Town Meeting; 7/31 Board of Trustees Meeting.

Jenn – 7/31 Board of Trustees Meeting.

Alyssa -

Marta -

Carol -

Erin -

Cindy –

Angela -

Billy -

Hannah -

Melissa O. -

Elizabeth -

MaryJane -

Jane -

Keira -
Samantha -
Mary -
Jena -
Charity -
Deb -
Kelly -
Melissa G -

Respectfully,
Kristi Chadwick
Library Director

BALLSTON COMMUNITY PUBLIC LIBRARY PETITION FOR LIBRARY BOARD OF TRUSTEES CANDIDATE

The staff and Trustees of the Ballston Community Public Library have been fulfilling the library's mission to develop and maintain facilities, resources, and services to meet the ongoing needs of all persons for education, personal enrichment, and recreation.

The library is currently recruiting people interested in running for election to serve as Trustees for the public election on Wednesday, October 9, 2024. There is one (1) two-year term and two (2) three-year terms up for election.

If you are a resident of the Town of Ballston (outside the Village of Ballston Spa) and a registered voter, with varied experience and skills including finance, advocacy, policy development, governance, planning and fundraising, then help the Ballston Community Public Library continue to fulfill its mission.

Please attend an upcoming Board meeting to learn more about becoming a trustee of the Ballston Community Public Library.

Library Trustee duties include:

- Advocacy
- Governance
- Planning and Evaluation
- Personnel
- Financial Oversight and Securing Sustainable Funding

Trustees serve terms of three years and attend monthly meetings at the library at 7 PM on the last Wednesday of each month. In addition to regular meetings, all trustees are required to serve on committees and complete two hours of trustee education annually.

Interested parties must:

- Gather a minimum of twenty-five (25) signatures from registered voters in the Town of Ballston (outside the Village of Ballston Spa), which must be confirmed by the Board of Election, before being added to the October 9 ballot.
- Submit a Trustee Candidate Biography outlining their background and qualifications

Signatures and candidate biographies must be delivered by **5 PM on Monday, September 9, 2024** to:

ATTN: Candy Burchett, Secretary of Board of Trustees
Ballston Community Public Library
2 Lawmar Lane
Burnt Hills, NY 12027

LATE PETITIONS CANNOT BE ACCEPTED

BALLSTON COMMUNITY PUBLIC LIBRARY PETITION FOR LIBRARY BOARD OF TRUSTEES CANDIDATE

We, the undersigned qualified voters of the Ballston Community Public Library Special District, Burnt Hills, New York, residing at, do hereby nominate: _____ (Candidate's name) of _____ (Number and street address), _____ (Town), New York, as a candidate for the office of Trustee of the Ballston Community Public Library to be voted on at the special district election to be held on Wednesday, October 9, 2024 at the Ballston Community Public Library to fill one (1) term. Term length will be staggered from two (2) to three (3) years, depending on the number of votes received.

#	Date	Name (Print)	Signature	Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Statement of Witness

I, _____ (Name of Witness), state that I am a registered voter of the Town of Ballston (outside of the Village of Ballston Spa) and eligible to sign this petition. I currently reside at _____ in the Town of Ballston. Each of the individuals whose names are subscribed to this petition sheet containing ____ (fill in number) signatures subscribed the same in my presence on the date above, indicated and identified themselves to be the individual who signed this sheet.

Date: _____

Signature of Witness



SERVICE PROPOSAL

B&B Plumbing Inc

25 Station Lane, Unit A
Saratoga Springs, NY 12866
Office Phone: (518) 584-4440

Proposal Number: 18
Date: 07/16/2024

Revision:

Proposal Description:

Ballston Community Public Library, RTU Maintenance

To:
Ballston Comm Public Library
2 Lawmar Lane
Burnt Hills, NY 12027

Job Site:
2 Lawmar Lane, Burnt Hills, NY 12027
Job No.: 24-9997

Proposal Issued By:	Phone:	E-mail:
Jeff Palmer	(518) 584-4440	jeffrey@bbphsaratoga.com

Recipients:	Phone:	E-mail:
Kristi Chadwick	(518) 399-8174	kchadwick@sals.edu

Scope:	Proposal
B&B Plumbing and Heating proposes to clean and service Six (6) Rooftop Units.	
Labor:	\$ 2,500.00
Material (belts, filters, etc.) will be additional.	

Proposal Total:	\$ 2,500.00
------------------------	--------------------

Options, Exclusions and Other:

*Please provide documentation of Tax Exempt status, if applicable.

Payment Terms:

Due upon completion

Sales Tax:

*See Note Above

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge (or credit) over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. The owner shall carry fire, tornado and other necessary insurance. B&B Plumbing is fully insured. B&B Plumbing's workers are fully covered by Workers Compensation insurance.

The Subcontractor reserves the right to substitute materials and/or equipment due to shortages, delay or discontinuance, and such substitutions shall be of similar quality and utility. If there is an increase in the actual cost of the labor or materials charged to the Subcontractor in excess of 5% subsequent to making this Agreement due to the impact of labor or material shortages over which the Subcontractor has no control, the Subcontractor shall notify the Contractor of the cost increase and upon Contractor's consent, the price set forth in this Agreement shall be increased to reflect the price increase and additional direct cost to the Subcontractor. The notice under this section and the Contractor's consent will be effective by email notification. A written change order or amendment to the contract will be provided and signed within a reasonable time thereafter. Subcontractor will submit written documentation of the increased charges to the Contractor upon request. Deviations from the approved construction drawings and specifications that are not material and do not affect



SERVICE PROPOSAL

B&B Plumbing Inc

25 Station Lane, Unit A
Saratoga Springs, NY 12866
Office Phone: (518) 584-4440

Proposal Number: 18
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Proposal Description:
Ballston Community Public Library, RTU Maintenance

To:
Ballston Comm Public Library
2 Lawmar Lane
Burnt Hills, NY 12027

Job Site:
2 Lawmar Lane, Burnt Hills, NY 12027
Job No.: 24-9997

Proposal Issued By:	Phone:	E-mail:
Jeff Palmer	(518) 584-4440	jeffrey@bbphsaratoga.com

Recipients:	Phone:	E-mail:
Kristi Chadwick	(518) 399-8174	kchadwick@sals.edu

Scope:	Proposal
B&B Plumbing and Heating proposes to perform Spring and Fall Maintenance to clean and service Six (6) Rooftop Units.	
Labor:	\$ 5,000.00
Material (belts, filters, etc.) will be additional.	

Proposal Total:	\$ 5,000.00
------------------------	--------------------

Options, Exclusions and Other:

*Please provide documentation of Tax Exempt status, if applicable.

Payment Terms:

Due upon completion

Sales Tax:

*See Note Above

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge (or credit) over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. The owner shall carry fire, tornado and other necessary insurance. B&B Plumbing is fully insured. B&B Plumbing's workers are fully covered by Workers Compensation insurance.

The Subcontractor reserves the right to substitute materials and/or equipment due to shortages, delay or discontinuance, and such substitutions shall be of similar quality and utility. If there is an increase in the actual cost of the labor or materials charged to the Subcontractor in excess of 5% subsequent to making this Agreement due to the impact of labor or material shortages over which the Subcontractor has no control, the Subcontractor shall notify the Contractor of the cost increase and upon Contractor's consent, the price set forth in this Agreement shall be increased to reflect the price increase and additional direct cost to the Subcontractor. The notice under this section and the Contractor's consent will be effective by email notification. A written change order or amendment to the contract will be provided and signed within a reasonable time thereafter. Subcontractor will submit written documentation of the increased charges to the Contractor upon request.

6/19/2024

Proposal

Ballston Community Public Library

(518) 399-8174

2 Lawmar Lane

Burnt Hills, NY 12027

Scope of Work:

We offer to provide all labor, materials, and equipment to maintain equipment on yearly basis. Equipment will be serviced 2 times per year, (6) roof top units will be serviced once in the fall before the heating season and once in the spring before the cooling season.

Additional labor may be invoiced initially for excessive build up on equipment due to a lack of maintenance

Spring service will include:

- Clean both evaporator and condenser coils
- Replace filters
- Check belts and adjust or replace as necessary
- Check all electrical connections, relays and contactors
- Check refrigerant pressures and levels and look for any apparent signs of leaks
- Grease all motors, bearings, and pulleys
- Check thermostat for proper operation and adjust if necessary

Fall service to include:

- Clean burners and burner compartment
- Replace filters
- Check belts and adjust or replace as necessary
- Check all electrical connections, relays and contactors
- Grease motors, bearings, and pulleys
- Check heat exchangers for damage or cracks
- Check for gas leak and test gas pressure

.....
We propose to furnish labor and material – complete in accordance with the above specifications for the sum of:

Six thousand one hundred fifty dollars and forty-six cents..... \$6,150.46 plus tax
.....



By: Erin Santarcangelo
Commercial Service Group

**** SINCE 1939 ****
Bonded & Insured

By: _____
Authorized Representative

NYS Certified WBE

Quote for Landscaping around the Building

Bitley, Tricia <tbitley@sals.edu>

Tue 5/28/2024 12:38 PM

To: Chadwick, Kristi <kchadwick@sals.edu>

Kristi,

Shawn is the owner of Hometown Turf, we have a contract with them for this year and the next two years for mowing/weed whacking the grass, and the landscaping in the front of the building right in front of the entry way. The landscaping around the building has not been touched in a few years, it now is over grown and a bit of an eye sore to the property. Shawn gave us a couple different options and costs for what we could do his email is forwarded below. I'm working on getting a couple more quotes from other landscapers in the area.

Thanks,

Tricia Bitley
Office Manager

Ballston Community Public Library
518.399.8174
<http://bcpl.sals.edu>
2 Lawmar Lane, Burnt Hills, NY 12027

From: Shaun Zepf <shaun@hometownturf.com>
Sent: Friday, May 24, 2024 5:47 AM
To: Bitley, Tricia <tbitley@sals.edu>
Subject: Re: Hello!

Good morning,

I stopped by yesterday, but didn't catch you or Jenn.

All 3 options include removing of all material and grading along the Lawmar side of the building.

Option 1: Grass - Install 4 yards of topsoil, grade, seed and straw \$2750

Option 2: Mulch with plantings - Install fabric, black mulch and plants / shrubs \$4000-5000

Option 3: Decorative stone with plantings - Install fabric, #2/3 round stones and plants / shrubs \$4500-5500

The range on the mulch and stone factors in the cost of the plants and this can have a wide price range from inexpensive perennials to more expensive shrubs and trees.

A 4th option is also possible which would be to decrease the size of the bed and make 30-50% of it grass and the rest could be mulch or stones with plantings / shrubs.

Hopefully this gives you a starting point to work with and if you have any further questions we can meet to discuss. Take care and have a great day!

Shaun Zepf
Hometown Turf Lawn Care
shaun@hometownturf.com
518-338-7486

On May 22, 2024, at 11:38 AM, Bitley, Tricia <tbitley@sals.edu> wrote:

Shawn,

Just checking in to see if you had put together our quote.

Thanks,

Tricia Bitley
Office Manager



Date Printed 6/28/2024
Date Estimate Created 6/28/2024
Estimate for Tricia Bitley

Estimate # 4053
Estimate Valid Until 7/28/2024

WESSCAPES: A LANDSCAPE TRANSFORMATION COMPANY

Tricia,

Below is your estimate for ! We've made the process as user-friendly as possible. Just follow the step-by-step instructions below:

1. Review your estimate (If you don't see any of your requested services or if you have any questions please let us know right away).
2. If everything in the quote looks good, move onto step 3! If it doesn't, deselect any services you don't want by un-checking the box in the left hand column.
3. Scroll to the very bottom of this estimate and click on the box that says "Click here to sign estimate" and use your mouse cursor or finger to sign the proposal. Click Save.
4. Type your name into the "Printed Name" line above your electronic signature.
5. Click the red box that says "Accept Proposal".
6. You should see a screen that says "Finished! You have accepted the proposal. We will now set up your services."
7. You're done!

Step One: Review Your Services		Step Two: Accept And Sign Below	
Service Name	Estimate Description	Amount	
LM, Mulch-N-More	<p>Mulch-N-More (ST):</p> <ul style="list-style-type: none"> Includes all landscaping beds against and around main building Pruning of all ornamental shrubs/ small trees in maintained landscape beds <ul style="list-style-type: none"> Only includes those shrubs/ small trees that can be reached from standing height on the ground or with a 10' pruning ladder. Larger trees that require a bucket lift would incur a separate and additional cost. Weeding of all mulched beds Edging of all mulched beds <ul style="list-style-type: none"> Edging to be completed by machine or by hand, depending on job scope Mulching of Previously Mulched Landscape Beds <ul style="list-style-type: none"> Estimate includes up to 10 cubic yards of premium black mulch Clean up and haul away all debris off-site (unless on-site composting for biodegradable debris is designated by customer) 	6040.14	
LM, Late Summer Spruce-Up	<p>Late Summer Spruce-Up, September/ Early October:</p> <ul style="list-style-type: none"> Pruning of all ornamental shrubs/ small trees in maintained landscape beds <ul style="list-style-type: none"> Only includes those shrubs/ small trees that can be reached from standing height on the ground or with a 10' pruning ladder. Larger trees that require a bucket lift would incur a separate and additional cost. Weeding of all mulched beds Edging of all mulched beds <ul style="list-style-type: none"> Edging to be touched up by machine or by hand, depending on job scope Clean up and haul away all debris off-site (unless on-site composting for biodegradable debris is designated by customer) <p>Please Note: Pricing only valid with Mulch-N-More (Price will increase if Mulch-N-More is eliminated)</p>	1982.40	

We sincerely appreciate the opportunity to serve your landscaping needs! It remains our goal to provide the very best possible service in the Greater Capital Region. If you have any questions about our estimate, or need to get in contact with us, please feel free to email us at transformations@wesscapes.com or call at 518-817-7927!

This signature line for hard copy only, see below for electronic signature

o

Thank you for the opportunity to quote this for you!

Wesscapes
518-817-7927
Wesscapes.com

*Your satisfaction is 100% guaranteed. If your satisfaction is not achieved upon the completion of the job, please notify Wesscapes so that we may resolve any issues to your satisfaction.

**Timing and scheduling of all tasks are left to Wesscapes' discretion. Due to the nature of a weather-contingent business, scheduling issues may arise that are out of Wesscapes' control.

***Wesscapes requires 14-day advance written notice for any and all cancellations of upcoming service(s), either by USPS or email. Wesscapes reserves the right to charge up to 100% of the total price for any service that is completed by the customer, whether in full or partially, by themselves or by another third party, after already signing up for said service via this contract or any other contract through Wesscapes, and who neglects to inform Wesscapes of any service cancellation based upon our 14 day notice cancellation policy.

****Payment Terms: Net 15 payments without penalty. Late payments received after 15 days from the date of invoice will be subject to a \$35 late fee or 2% of the overall balance (compounded monthly), whichever is greater. Customer agrees to and is responsible for all legal



MALTA ASPHALT
LAWN & LANDSCAPE SERVICES

Jason Kaczmarek, *Proprietor*

RESIDENTIAL / COMMERCIAL
FREE ESTIMATES
(518) 899-1168

P. O. Box 764
Round Lake, NY 12151

- SEALCOATING
- HOT CRACK REPAIR
- ASPHALT PATCHWORK
- LAWN MOWING
- FALL & SPRING CLEANUPS
- MULCH INSTALLATION
- HYDROSEEDING
- TREE & BRUSH CHIPPING
- SNOW PLOWING

PROPOSAL SUBMITTED TO Town of Ballston Community Library	PHONE 518-399-8174	DATE July 15, 2024
STREET 2 Lawmar Ln.	Contact Person Tricia Bitley, tbitley@sals.edu	
CITY, STATE AND ZIP Burnt Hills, NY 12027	JOB LOCATION 2 Lawmar Ln., Burnt Hills, NY 12027	

We hereby submit specifications and estimates for:

Landscaping Around the Building

To Include:

- Decreasing the size of the landscaping bed on the east side of the building by half to make the area low maintenance and more visually appealing.
- Removing the existing shrubs and landscaping.
- Install sod on the ½ where the landscaping bed was to establish grass, install a mix of washed river rock stone 3” in size on the ½ where we are keeping the landscaping bed with a mix of low maintenance shrubs such as hydrangea, black-eyed Susan flowers and ornamental grasses.
- Cutting the burning bushes on the south side of the building down to a manageable size. These will look “sticky” for a season but they are very resilient and will grow back. These will be more than half their existing size.

Total for this project: \$3,690.00

Payment to be as follows:

Net 15

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications, involving extra costs will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Malta Asphalt not responsible for “Acts of God,” and assumes no liability for naturally occurring conditions.

Authorized

Signature

Jason Kaczmarek

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlines above. I have read the attached Terms and Conditions and understand them.

Signature: _____

Date of Acceptance: _____

ESTIMATE

Birch Enterprises LLC
221 Hetcheltown Rd
Schenectady, NY 12302

johnbirch1590@gmail.com

Burnt hills library Tricia

Bill to
Tricia Bitley
2 lawmar lane
Burnt hills, ny 12027

Ship to
Tricia Bitley
2 lawmar lane
Burnt hills, ny 12027

Estimate details

Estimate no.: 1309
Estimate date: 05/13/2024

#	Date	Product or service	Description	SKU	Qty	Rate	Amount
1.		Services	PAVER ENTRANCE -using paver shampoo solution, wash pad removing film of salt and other build up -pull up sections of shifted pavers specifically the areas where the joints completely washed out. -reset base and relay in said sections -re-sand using polymeric sand in sections requiring application *caution will be taken but the guarantee protection of printed pavers will not be granted given the existing conditions* MATERIALS AND LABOR COMBINED		1	\$1,700.00	\$1,700.00
						Total	\$1,700.00



Prepared For

Tricia Bitley
2 Lawmar Lane
Burnt Hills, New York 12027
(518) 399-8174

Brick & Mortar Construction

91 West St
Ballston Spa, New York 12020
Phone: (518) 226-1880
Email: bamconstruction518@gmail.com

Estimate # 336

Date 05/29/2024

Description	Rate	Quantity	Total
General Labor	\$3,000.00	1	\$3,000.00
Labor for cleaning bricks, filling joints, replacement of any bricks and washing			
Subtotal			\$3,000.00
Total			\$3,000.00

Proposal



Davco Masonry, LLC.
 2107 4th Avenue
 Watervliet, New York 12189
 Phone (518) 271-8467
 sales@davcomasonry.com

Owners
 David Hartman
 Matthew Morrissey

Proposal Submitted To:			Phone No:	Date:
Ballston Community Public Library				7-16-24
Street Address:			Job Name:	
2 Lawmar Lane			Brick	
City:	State:	Zip Code:	Job Contact:	
Burnt Hills	NY	12027	Tricia	
Architect:		Date of Plans:	Job Contact eMail:	
N/A		N/A		

Proposal to supply all labor, materials, and equipment to perform all work as listed below:

Refer to following page for details of work

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

No tax charge customer, Capital Improvement form required.

\$50,280

Payment to be made as follows:

50% upon starting - 25% after removals/framing - 25% upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance and are fully vaccinated against Covid-19. All work carries an industry standard 1-year warranty, excluding stress fractures due to frost/thaw and curing cycles, as well as deterioration due to the use of caustic (i.e., fertilizer) and/or de-icing products such as salt or calcium chloride. Signed Contract will have a 10% or \$1000 fee for cancelling contract, larger amount will be use

Customer Signature:

Date:

Customer Understands: All Concrete cracks. Davco applies industry standard processes and materials to minimize cracking. Davco does not guarantee against cracks and does not consider cracks to be defective materials or workmanship. Masonry work is inherently a dirty job. Davco will pick up construction debris at the end of each job. Touch up cleaning by customer is not considered a failure by Davco to perform all steps as outlined in proposal. Davco kindly asks that customer does not stand behind out workers and ask questions throughout the day. All questions should be directed towards Davco Owners only.

Davco Masonry, LLC. Signature:

Note: This proposal may be withdrawn by us if not accepted in 15 days.



J & R's Carpet Cleaning, Inc.

Tricia Bitley
 Ballston Spa Community Public Library
 2 Lawmar Ln
 Ballston, NY 12027

☎ (518) 399-8174
 ✉ tbitley@sals.edu

ESTIMATE	#147
ESTIMATE DATE	May 29, 2024
SERVICE DATE	May 28, 2024
TOTAL	\$3,467.40

CONTACT US

313 Ushers Rd, 1
 Ballston Lake, NY 12019

☎ (518) 877-9055
 ✉ jandrscarpetcleaning@gmail.com

ESTIMATE

Services	qty	unit price	amount
Carpet Cleaning - Carpets cleaned Childrens Library	1.0	\$483.00	\$483.00
Carpet Cleaning - Carpets cleaned Main carpeted area upstairs outside of childrens library	1.0	\$852.00	\$852.00
Carpet Cleaning - Carpets cleaned All downstairs carpets(including behind desk area etc)	1.0	\$1,606.80	\$1,606.80
Tile and Grout Cleaning - Tile and Grout 3 bathrooms, entry hallway, main lobby, and entry vestibule tile and grout	1.0	\$465.60	\$465.60
Area Rug Cleaning - Area Rug Cleaning On Site 9x12 area rug cleaned on location	1.0	\$60.00	\$60.00

Services subtotal: \$3,467.40

Subtotal \$3,467.40

Total \$3,467.40



5-8-2024

Ballston Community Public Library

Scope of Work: Carpet Cleaning

- All carpets will be pre-sprayed with high enzyme solution to break down heavy soiled areas.
- Any stains, gum or heavy soiled areas will be agitated by hand before hot water extraction process starts.
- All carpets will be hot water extracted.
- Air moving fans will be used throughout the entire process.

Cost of Services:

1st Floor \$1,245.90
2nd Floor \$1,055.40

Respectfully Submitted,

Pauly Zimmerman

Director of Building Services



5-8-2024

Ballston Community Public Library

Scope of Work: Tile Floor Scrub

- All tile flooring including bathrooms will be machine scrubbed.
- Tile and grout solution will be used to break down soiled areas, floors will be thoroughly rinsed.
- Fans will be used to ensure floors are drying

Cost of Service: \$400.00 Tax exempt

Respectfully Submitted,

Pauly Zimmerman

Director of Building Services



NIGHTRIDER
JANITORIAL SERVICES

5-8-2024

Ballston Community Public Library

Scope of Work: Strip & Wax VCT Flooring

- VCT flooring will be stripped and waxed.
- Floors will be machine scrubbed and prepped.
- 4-5 coats of high shine high traffic finish will be applied to freshly prepped flooring.
- Fans will be used to ensure floors are drying

Cost of Service:

Kitchen	\$250.00
Meeting Room	\$900.00
Stair Landings	\$375.00 tax exempt

Respectfully Submitted,

Pauly Zimmerman

Director of Building Services

The Original
HOFFMAN
 CLEANING

ESTIMATE	#294
SERVICE DATE	Jun 4, 2024
TOTAL	\$2,178.41

2 Lawmar Ln
 Ballston, NY 12027

CONTACT US
 16 Jupiter Lane Suite 6, Suite 6
 Albany, NY 12205

☎ (518) 451-9410
 ✉ lbitley@hcf.com

☎ (518) 451-9410
 ✉ info@hoffmancarpetcleaning.com

ESTIMATE

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
COMMERCIAL TILE	558.3	\$0.95	\$530.39
Uncategorized - Commercial Carpet Service	6214.0	\$0.18	\$1,118.52
Commercial Carpet Service			
LINOLIUM	1059.0	\$0.50	\$529.50

Services subtotal: \$2,178.41

Subtotal	\$2,178.41
Tax (Albany County 8%)	\$0.00
Total	\$2,178.41

*3% CHARGE ON ALL CREDIT CARD PAYMENTS

*REMEMBER OUR 100% GUARANTEE! If you're not happy we're not happy - any questions or concerns please call us immediately & let us know!



PROPOSAL SUBMITTED TO Town of Ballston Community Library	PHONE 518-399-8174	DATE May 1, 2024
STREET 2 Lawmar Ln.	Contact Person Tricia Bitley, tbitley@sals.edu	
CITY, STATE AND ZIP Burnt Hills, NY 12027	JOB LOCATION 2 Lawmar Ln., Burnt Hills, NY 12027	

We hereby submit specifications and estimates for:

Asphalt Maintenance Proposal

To Include:

- Cleaning of and filling of linear cracks with hot crack filler.
- Parking area to be blown free of dirt and debris prior to sealing.
- Application of Crafcoc Asphalt Emulsion Sealer to asphalt surface.
- Re-stripe existing lines on the parking area.

Total: \$3,995.00

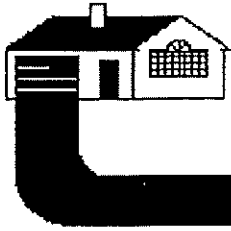
Option 1: Additional 2nd Coat of Sealer Applied to Increase Longevity of Sealer Application.

This option would add \$1,000.00 to the above price. ____ Check Here

Option 2: Asphalt repairs to the parking lot to include the following areas:

- The hole at the southern exit driveway where it meets the road.
- Around one catch basin in the main lot.
- At the bottom of the handicap spots in the main lot.
- In the area of employee parking and along the southern edge of the exit driveway

This option would add \$3,465.00 to the above price. ____ Check Here



J & J Super Seal, LLC

P.O. Box 179

Rexford, NY 12148

384-2217

GAP MASTICS REPAIR AND SPECS

GAP Brand Mastics combine the flexibility and adhesion of rubberized asphalt sealants with the strength and load bearing qualities of engineered aggregates. The result provides a stable, flexible repair that bonds firmly with existing pavement to seal out water and prevent further damage for years to come.

Mastics have proven itself to be an effective solution for many common pavement maintenance issues including: 3000 pounds of mastic

- Wide Cracks
- Depressions/Ruts
- Pot Holes
- Alligator/Spider Web Cracking
- Around Drains, Manholes & other Solid Structures
- Shoulders and Seams
- Rough Drive Surfaces

Company: BH-BL Community Library

Contact: Tricia Bitley

Address: 2 Lawmar Lane Burnt Hills NY 12027

Phone: 518-399-8174

Amount	\$9000.00
Tax	\$
Total	\$9000.00

James Giammattei

James Giammattei

J&J Super Seal, LLC



Specialists in Advanced Pavement Maintenance
 Call or Text James: 518-857-2133
 Website: jjsuperseal.com
 Email: jjsuperseal@nycap.rr.com

Propsoal Submitted To: BH-BL Community Library	Phone Work: 518-399-8174 Cell:	Date: May 16,2024
Street: 2 Lawmar Lane	Job Number:	
City, State, Zip Code: Burnt Hills NY 12027	Job Location:	
Contact: Tricia/Jen	Email: tbitley@sals.edu	
<input checked="" type="checkbox"/> 1. Furnish all materials, labor and insurance to perform Advanced Pavement Maintenance to all asphalt areas comprising a total of All <u>square feet.</u> (Google Earth Pro). <input checked="" type="checkbox"/> 2. Air compress and thoroughly clean all structural cracks and seams lineal feet Fill to refusal with hot-poured, rubberized joint seal in strict accordance with Federal Specification SS-S-164, SS-S-140C, ASTM D-3405 & FAA Specification P-605, Type 111. <input checked="" type="checkbox"/> 3. Power brush, air blow and thoroughly clean all surfaces. Prime oil & fuel derivative spots. <input checked="" type="checkbox"/> 4. Furnish & Install rubberized sand slurry Craftco Action Pave AE Classic with Targel Plus. <input type="checkbox"/> 5. Sawcut <input checked="" type="checkbox"/> 6. Pavement markings with ADA striping specs. _____		
We propose hearby to furnish material & labor - complete in accordance with above specifications for the sum of: <u>Five thousand five hundred</u> dollars (\$ <u>5500</u>). Signature: <u>James Gianmattei</u>		

The undersigned by signing this document understands and promises to pay J&J Superseal, LLC, the stated amount, together with interest at the rate of 1.5% per month compounded should this account become 30 days past due, and all costs of collection and a reasonable attorney's fee in the event this account becomes a collectable account. Also note: that should the individual, company or corporation listed above under, (proposal submitted to) be unable to fulfill its contractual obligations of payment, that the individual who has signed the (acceptance of proposal) portion of this proposal will be personally be held responsible for full payment of agreed upon work.

Double coat -hand applied

Signature _____

Signature _____

Payment to be made as follows: 100% upon completion
 unless otherwise specified

– P.O. Box 179 Rexford, NY 12148 –



831 Route 67, Bldg 39A
 Ballston Spa, NY 12020
 518-490-2190

Estimate

Date
4/9/2024

Town of Ballston Community Library
 Tricia Bitley
 2 Lawmar Ln.
 Burnt Hills, NY 12027

Description	Qty	Total
Parking Lot Sealing Edge Parking Lot of Grass Blow Off Debris From Surface Apply 1 Coat of Commercial Grade Sealer to Parking Lot NYS DOT Approved Material Ribbon off Area for 24-48 Hours Approximately 19,212 Square Feet *Tax Exempt Pending Form*	1	3,266.00
Parking Lot Sealing Edge Parking Lot of Grass Blow Off Debris From Surface Apply 1 Coat of Commercial Grade Sealer to Parking Lot NYS DOT Approved Material Ribbon off Area for 24-48 Hours Approximately 19,212 Square Feet *Optional Second Coat, But Highly Recommended*	1	2,305.00
Re-Stripe Parking Lot		1,850.00

Customer Phone
518-399-8174

Subtotal	\$7,421.00
Sales Tax (7.0%)	\$0.00
Total	\$7,421.00