Ballston Community Public Library Board of Trustees Meeting Agenda June 25, 2025, 7:00 PM

Zoom Link: https://us02web.zoom.us/j/83978434589

- 1) Call to order
- 2) Minutes of May 28, 2025 Meeting
- 3) Monthly Financial Reports
- 4) Approval of Bills
- 5) Librarians' Reports
- 6) Reports of Committees
 - a) Budget & Finance
 - b) Buildings & Grounds
 - c) Election
 - d) Long-Range Plan
 - e) Personnel
 - f) Policy
 - g) Friends of the Library

7) Unfinished Business

- a) Director Review
- b) FY 2022 Construction Grant
- c) Parking lot work

8) New Business

- a) HVAC quotes
- b) Roof quotes
- c) Simmons elevator quote
- d) LDL FY 2026 Construction Grant
- e) EV Charger update
- f) Saratoga Arts contract renewal

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 25-019 Consider accepting the resignation of Library Clerk Alison Felt effective June 18, 2025.

RESOLUTION 25-020 Consider accepting the quote from Simmons elevator for an oil change for the hydraulic system for \$3,720.

RESOLUTION 25-021 Consider approving the contract for Saratoga Arts' Art in Public Space Program for the 2025/2026 calendar years and authorize the Library Director to execute the same.

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

9) Executive Session - Personnel

10) Adjournment

June Voucher Signer: Melia Gordon

Charlton Town Board Meeting: Monday, June 9, 2025 at 7:00 PM Ballston Town Board Meeting: Tuesday, June 10, 2025 at 6:30 PM

Library Board of Trustees: June 25, 2025 at 7:00 PM

July Voucher Signer: Kate Schofield

Ballston Community Public Library Board of Trustees Meeting Minutes May 28, 2025

<u>Call to order</u>: The meeting was called to order at 7:01 p.m. by President Melia Gordon.

Attendance: [x] Kristi Chadwick, Director, Alyssa Harvey, Head of Youth Services

<u>Trustees presen</u>t: [x] Candy Burchett, Margie Morris, Melia Gordon, Steve Burchett, Aidan Thomas

McKenna

Trustees absent: (excused): Kate Schofield

<u>Trustees absent</u>: (unexcused): none

Approval of Minutes of April 30, 2025 meeting: On a motion by Trustee Ed Guider with a second by Trustee Aidan Thomas McKenna, the trustees unanimously approved the minutes of the April 30, 2025 monthly meeting.

Monthly Financial Reports: Financial reports for May 2025 were reviewed.

Approval of Bills: On a motion by Trustee Candy Burchett with a second by Trustee Margie Morris the bills for April 2025, as reviewed by Trustee Melia Gordon were unanimously approved.

Librarians' reports: see meeting documents

Reports of Committees:

Town Liaisons: no report

Budget and Finance: The committee met twice and Trustees Ed Guider and Margie Morris went to the bank to discuss any extra funds over \$250,000. The bank informed the committee that the Library is covered for this. Trustee Margie Morris met with Tim Newell to discuss the Library's umbrella policy.

Building and Grounds: Will meet in the near future.

Election: The committee met to go over timelines and candidate biography and petition sheets.

Long Range Plan: Meeting set for May 29, 2025 to discuss next steps for gathering feedback.

Personnel: Will need to meet to discuss upcoming Staff evaluations.

Policy: The committee met to discuss the collections policy and to review some policies that should be Trustee bylaws.

Friends of the Library: The Friends are working on their Memorandum of Understanding. Alyssa Harvey, Head of Youth Services, will be the new liaison.

Unfinished Business:

Director Review: The personnel committee will need to meet and do Director Kristi Chadwicks annual review.

New Business:

Roof Leak: It was discovered that the Library's roof has a leak. Staff will collect two more quotes for the Trustees review.

HVAC replacement: One of the HVAC units must be replaced before winter and one will only last one more winter. Staff will collect two more quotes for the Trustees review.

Community Arts Grant Mural: This is progressing. It was decided that the mural will be above the Children's Library Door.

Director - ARSL Conference: Director Kristi Chadwick should attend the Association of Rural and Small Libraries Conference.

Trustee Resignation: Trustee Aidan Thomas McKenna cannot devote the time needed as a Board of Trustee Member and must unfortunately resign.

Privilege of the floor ONLY on items for consideration and action this evening (Limit 3 minutes.)

Tom Shaginaw of Town of Ballston, encourages the board to check with UHY for concurrence of transferring funds.

RESOLUTION 25-014 Consider approving Library Director Kristi Chadwick's travel request for the 2025 Association of Rural and Small Libraries Conference, September 17-20, 2025 in Albuquerque, New Mexico. Total Cost is estimated at \$1331, plus expenses. Motion was made by Trustee S. Burchett, seconded by Trustee E. Guider, and passed unanimously.

RESOLUTION 25-015 Consider approving up to 12 people to attend the SALS annual meeting on May 19th 2025 at a cost not to exceed \$360. Motion was made by Trustee Thomas McKenna, seconded by Trustee Gordon and passed unanimously.

RESOLUTION 25-016 Consider accepting the resignation of Trustee Aidan McKenna, effective May 31, 2025. Motion was made by Trustee C. Burchett, seconded by Trustee S. Burchett, and passed unanimously.

RESOLUTION 25-017 Consider transferring the balance in the Fund balance from a money market account making 2% interest to a platinum money market account that will earn considerably more based on the total value pending UHY's concurrence. Motion was made by Trustee C. Burchett, seconded by Trustee S. Burchett, and passed unanimously.

RESOLUTION 25-018 Consider transferring the balance in the Trustee Fund from a money market account making 2% interest to a platinum money market account that will earn considerably more based on the total value pending UHY's concurrence. Motion was made by Trustee S. Burchett, seconded by Trustee Thomas McKenna, and passed unanimously.

None

Adjournment: At 8:04 p.m., on a motion by Trustee Steve Burchett with a second by Trustee Ed Guider, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

Ballston Community Public Library Director's Report

June 2025

Circulation Statistics

May 2025

| Circulation Statistics | Current Month | 2025 Total | 2024 Total |
|---------------------------|---------------|------------|------------|
| Items Added to Collection | 408 | 1725 | 3,930 |
| Number of Physical Items | 7101 | 39104 | 93,004 |
| Circulated | | | |
| Overdrive/Libby | 1366 | 7225 | 18,244 |
| Circulation | | | |
| Hoopla Circulation | 788 | 3754 | 8,003 |
| New Patron Registrations | 36 | 170 | 482 |
| Patrons in the Building | 4178* | 21868 | 53,346 |
| | | | |

^{*(}Figured estimated as battery died partway into May, fixed June 1, 2178 count, +2000 for average)

Programs & Events

May 2025

| Programs | Number Offered Current Month | Participants Current Month | Number Offered 2025 Total | Participants 2025 Total | Number Offered 2024 | Participants 2024 Total |
|------------|------------------------------------|-------------------------------|---------------------------------|----------------------------|---------------------------|----------------------------|
| | | | | | Total | |
| Preschool | 16 | 418 | 74 | 2287 | 161 | 3,948 |
| Elementary | 8 | 35 | 27 | 192 | 80 | 973 |
| Teen | 3 | 6 | 15 | 36 | 41 | 220 |
| Adult | 11 | 90 | 53 | 385 | 94 | 759 |
| Family | 5 | 72 | 22 | 658 | 85 | 3,221 |
| Outreach | 2 | 16 | 21 | 599 | 69 | 1,783 |
| TOTALS | 45 | 637 | 212 | 4157 | 530 | 10,904 |

Youth Services:

During the month of June, we paused some of our regular programming as Alyssa visited all of the local Elementary Schools to promote the Summer Reading Program. She spoke to 1,221 students during the first three weeks of June. Our other programming consisted of a Guess the Character Contest, a Family Bingo Night, 2 Read to Beaker the therapy dog sessions, 1 Story Crafters program, 1 Tween Craft, 2 Teen Volunteer Training sessions, 1 Kid's Craft, and a special Colorful Craft Party. The High School SED students volunteered at the library three times this month and helped retrieve books from the send list. The Summer Reading Program will begin on June 30 and run until August 9. Youth Services staff has decorated the Children's Room to celebrate and promote the program. As of June 20, there are 72 (ages 0-5), 204 (ages 6-11), and 45 (ages 12-18) signed up on Beanstack. The

Story Walk was put up in Anchor Diamond Park on June 19 and we had several scouts, library employees, Friends of the Library, and Park board members help with putting it up. The story stretches down the main trail and ends right before you get to the old farmhouse. The Summer Reading Kickoff Party is on June 30, 4:00 - 6:00 pm, at the Elmer Smith Park in Charlton. There will be crafts, face painting, bubbles, outdoor games, and an ice cream truck.

Adult Services:

In June 2025, I finalized SRP planning including scheduling additional programs, developing marketing materials, finalizing Beanstack settings, and sharing upcoming program info on our social media channels. Adult Programming decreased slightly in June as we were closed for two Thursday evenings due to the Flag Day Parade and the Juneteenth holiday. Nonetheless we presented two Short Fiction Workshops, Recommenders Club, three book club meetings, Trivia Night, Chatty Crafters, and a very successful Social Security seminar presented by Thoroughbred Advisors. The Summer Reading Kickoff party is scheduled for the last day of June. As Head of Circulation, I continued the training of two new library clerks and began the process for hiring another as well as producing two new displays and continuing collection management tasks. Finally, I initiated the implementation of a minor reorganization of our new release shelves and a new policy for spine labels on new items.

Director:

I have continued to work on action items with various committees. This month I drafted the survey for the longrange plan and the first version of the 2026 budget. I participated in the SALS Directors & Trustees session for the SALS Executive Director finalists online.

I have had two presentations accepted for the 2025 ARSL Conference in September, one on delegation and one on soft skills.

Staff & Volunteers

Staff:

Alyssa has sent a job offer for the Page position opening in early August. Alison Felt resigned as Library Clerk effective June 17.

Friends of the Library:

The Friends of the Library met on June 3 for their final meeting until September. They chose dates for the Fall Book Sale (September 16-20) and dates for next year's Mini Golf (February 20-21). On June 7 Alyssa and Aaron from the Friends sat at a table for the Charlton Founder's Day Party in the Park to promote Library programs. The Friends reserved spots in the Charlton and Burnt Hills parades and some Friends and Library employees walked in the parades. Thriftbooks pallets were picked up earlier in June and there are more still to send out later in the summer.

Facility

Quotes have been received for both the HVAC replacements and the roof repair. Another leak was discovered behind the wall in the children's bathroom, causing the paint to slip and wrinkle near the paper towel dispenser.

Malta Asphalt began the parking lot work on June 19, with drain work on June 20. They will schedule to do sealant in the near future.

Simmons Elevator has informed us that the elevator needs an oil replacement. There is also a light out in the elevator.

Technology

May 2025

| Technology Statistics | Current Month | 2025 Total | 2024 Total |
|------------------------------|----------------------|------------|------------|
| Public Computer Sessions | 105 | 585 | 1,259 |
| WiFi Sessions (unique users) | 324 | 1,754 | 4,092 |

Meetings & Professional Development

Kristi – Buildings & Grounds Committee meeting (6/4); Charlton Founders' Day Parade (6/8); Budget & Finance Committee meeting (6/9); Charlton Town Meeting (6/9); Ballston Town Meeting (6/10); Ballston Flag Day parade (6/12); SALS Director Candidates meeting (online – 6/20); Board meeting (6/25)

Alyssa - Board of Trustees Meeting (5/28); Friends of the Library Meeting (6/3); Ballston Flag Day parade (6/12) Keira - Security Policy (6/20)

Respectfully, Kristi Chadwick Library Director







ALL STAR ROOFING EPDM PROPOSAL

MAY 09, 2025

We can help you with Roofing, Siding, Gutters Residential , Commercial

office@allstarroofingny.com 518-609-ROOF

KRISTIE CHADWICK

2 Lawmar Lane Burnt Hills, NY 12027 KChadwick@sals.edu 5183998174x5

INTRODUCTION

Hi Kristie,

We recognize that safeguarding the people and possessions that hold the most value to you is of utmost importance. Your roof serves as the primary shield against the forces of nature, shielding your home from the elements and ensuring that everything inside remains safe and dry.

Thank you for the opportunity to quote on the repairs and improvements to your home. Please find your estimate below along with upgrade options for potential improvements to your project, if applicable.

The following estimate is for:

- 1. Removal and disposal of old materials
- 2. Supply and installation of new materials
- 3. Clean-up of entire work area (all nails and other materials)

We don't want you to be personally liable should a worker happen to get injured therefore, maintain a high safety program for all employees and crews. We carry our own liability insurance.

Once the job is complete, we will perform a thorough inspection of your project to make sure we did everything correctly and up to our strict standards and the site is spotless.

If you have any questions, please give me a call. We always want to provide the best value to our clients. If we are outside your budget, please let me know and we will do our best to work within that.

Kind regards,

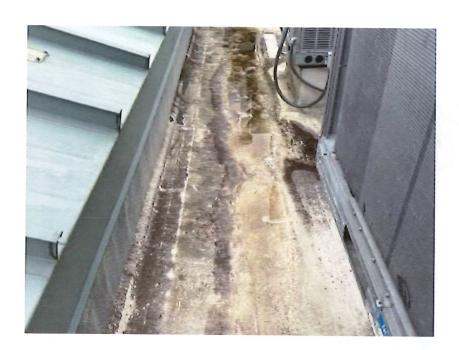
Nicholas Rendo | Roofing Expert nick.allstarcontractorllc@gmail.com 5182489159



INSPECTION







FULL FLAT ROOF REPLACEMENT (EPDM)

| Description | Qty | Unit price | Line total |
|--|-----|------------|------------|
| EPDM Full Roof Replacement | | | |
| -Remove and dispose of 1 Layer of roofing material | | | |
| -Any additional layers found will have an up-charge of \$100 per layer per square | | | |
| -Replace damaged, delaminating, or moldy plywood 1 sheets will be replaced at no additional cost. Additional sheets (installed) will be \$115.00 per sheet of 3/4", \$95 per sheet of 5/8" and \$90 per sheet of 1/2" premium cdx plywood. If bad or rotten plank board or shiplap is found the cost will be \$12.99 a linear foot | | | |
| -Install 1/2 in poly iso | | | |
| -Fasten the subboards with plates and screws | | | |
| -Apply .60 mill epdm rubber membrane | | | |
| -Install termination bar in areas needed | | | |
| -Install RPS and flash HVAC units 3 in total | | | |
| -Install 2 - 3 inch retrofit drain one piece unit. | | | |
| -reuse edge metal so that it matches the rest of the building | 1 | \$6,500.00 | \$6,500.00 |
| -Install 6" cover strip on top of the drip edge | | | |
| -All Star Roofing provides a 10 year workmanship warranty | | | |

Quote subtotal

\$6,500.00

Total

\$6,500.00

20 year manufacturing warranty material only





ROOFING QUOTE

MAY 31, 2025

COMMUNITY PUBLIC LIBRARY

2 Lawmar Lane Burnt Hills, NY 12027

Mike@ReplaceYourRoof.com (518) 690-5600

INTRODUCTION

Hi Christie,

We recognize that safeguarding the people and possessions that hold the most value to you is of utmost importance. Your roof serves as the primary shield against the forces of nature, shielding your home from the elements and ensuring that everything inside remains safe and dry.

Thank you for the opportunity to quote on the repairs and improvements to your home. Please find your estimate below along with upgrade options for potential improvements to your project, if applicable.

The following estimate is for:

- 1. Remove and disposal of old materials
- 2. Supply and install new materials
- 3. Clean up of entire work area (all nails and other materials)

If you have any questions, please give me a call. We always want to provide the best value to our clients. If we are outside your budget, please let me know and we will do our best to work within that.

Kind regards,

Mike Orso Mike@ReplaceYourRoof.com (518) 690-5600

INSPECTION







INO DYNASTY SHINGLES

Description

TPO Flat Roof

New Roof - TPO DESCRIPTION

- For the low slope section on the main structure, holding the AC units.
- · Removing existing flat roof.
- If needed repair decking where necessary.
- Apply 1/2" iso boards using Olympic screws and plates.
- · Apply.060 TPO white over entire surface.
- Flash all walls, units and pipes with same TPO.
- Install drip edge around perimeter of roof where needed and apply cover tape where necessary.
- Includes all reflashing for the roof.
- · Apply termination bar along walls and units where necessary using the proper mechanical fasteners.
- Clean up and dispose all debris.
- 25 Year Workmanship Warranty.
- Clean up and disposal of all debris.

Estimate subtotal \$6,200.00

Total \$6,200.00

ADDITIONAL SERVICES OR UPGRADES

IKO Dynasty Shingles

\$6,200.00

Name: Christie Ballston Community Public

Library

Address: 2 Lawmar Lane, Burnt Hills, NY

Estimates valid for 30 days from date of estimate / A 50% deposit is required before any project begins

Inquire about our additional services

| | Description | Line to | otal |
|-----|--|---|------|
| | Install new 5" Seamless Gutters System. Helps protect run-off. Rust-free aluminum construction allows for ea | your foundation and landscaping from roof sy maintenance | |
| | Job includes cleaning the roof, siding, and gutters. Job includes cleaning out all the gutters after the wast Using wash safe roof wash for the cleaning of the roo Pressure washing all the siding and gutters. We will be properly using the pressure washing at the | | |
| | Pressure Washing • House • Deck • Patio • Gutters • Sofit | | |
| Dep | posit | | |
| | If your mailing address a check please mail to 38 Robert Drive Albany, New York 12205 | | 50% |
| Cus | tomer Comments / Notes | | |
| | | | |

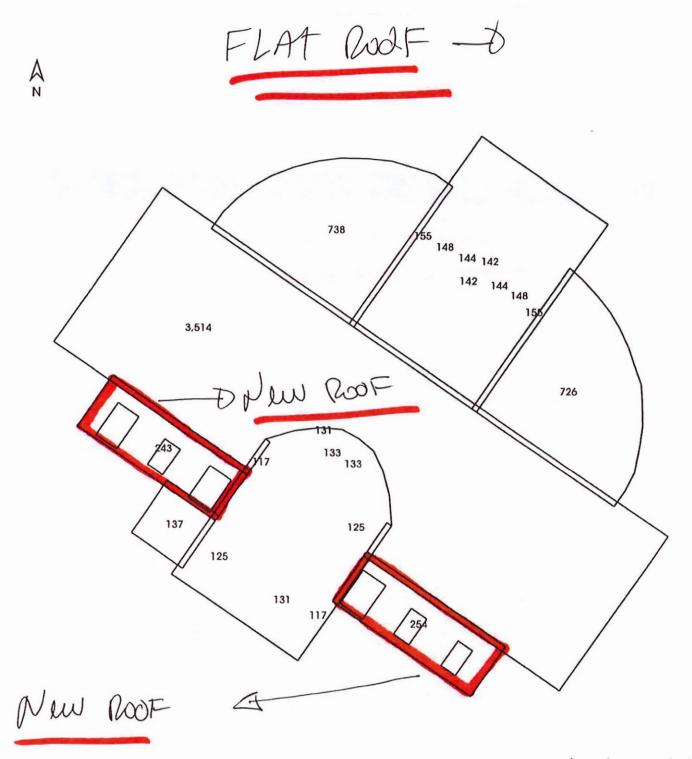


PAULO MARTINS / TOM GENOVESI 705 S. Pearl St., Albany NY 12202 p. 518.599-0142 f. 518.977.4036 e. info@perfectionroofingny.com

www.PerfectionRoofingNY.com

TPO EPDM (0.60)

| Name: BAUSTON COMMUNITY PUBLIC Date: 6-10-25 |
|---|
| Address: 2 LAWMAR LN LIBRARY City: BURNT HILLS State: NY Email: KCHAD WICK & SALS. EDU TBITLEY & SALS. EDU |
| JOB DESCRIPTION: |
| Remove existing roof (price includes removal of 1 layer material) and remove debris from premises |
| INSTALLATION: OF FLAT ROOF |
| New drip edge: 3" Custom Size: 6 |
| Insulation: ½" |
| Screws: Plates |
| Drains: 2" \[3" \[4" \] 4 DRAINS |
| Seam Tape Cover Tape |
| 20 yr. warranty with the manufacturer's warranty on materials. |
| We hereby propose to furnish labor and materials in accordance to the above specifications, for the sum of \$ 11,690 |
| NOTES: |
| |
| |
| 50% Down payment at start of job: \$ Balance upon completion: \$ 11,690 |
| All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to the specifications submitted, per standard practices. All agreements contingent upon strikes, accidents, or delays beyond our control our workers are fully covered by workers' compensation insurance. NOTE: This is an estimate associated to the scope of work to replace the ROOF only. The pricing associated to this estimate expires 90 days from the date of estimate. ******Please refer to our Terms & Conditions attachment for additional information****** |
| Acceptance of Proposal: The above process, specifications and conditions, are satisfactory and are hereby accepted. You are authorized to perform work as specified. Payment will be made as outlined above. By signing below the parties hereto have created an enforceable contract. See Credit Policy Agreement for additional terms. |
| Customer Signature: Date: |
| Thomas Genovesi or Paulo Martins: Date: |
| 1500 |



Areas in square feet

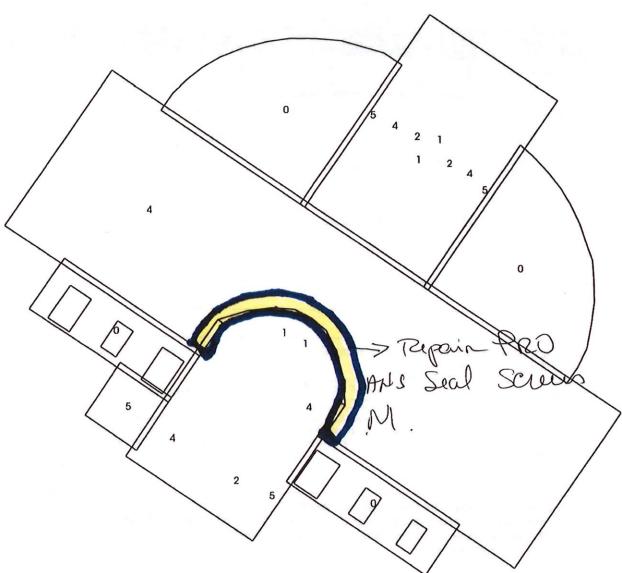


PAULO MARTINS /TOM GENOVESI 705 S. Pearl St., Albany NY 12202 p. 518.599-0142 f. 518.977.4036 info@perfectionroofingny.com www.perfectionroofingny.com

ESTIMATE

| ame: BAUSTON COMMUNITY Public | 6:3nany Date: 6-10-25 |
|--|--|
| ddress: 2 / AWMAN LK | My Phone: 5/8-399-8/79 Zip: 12027 |
| ity: BURNT HILLS State:State:State:State:STALC. EDU | 70 y Zip: 128 24 |
| TBITLEY @ SALS. EDV | |
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| REPAIR: | |
| JOB DESCRIPTION: REPORT PRO | |
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| to Rubbin Yboot. | |
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| 11111 500 - 70201 | |
| · New Saws -77BAG | |
| · New Typan Pro 74 CANS | |
| V | |
| | |
| | |
| 19 | |
| We hereby propose to furnish labor and materials in accorda | nce to the above specifications, for the |
| sum of: \$ 2460 - | |
| 0% Down with balance \$ 2460° du | e upon completion. |
| All material is guaranteed to be as specified. All work to be completed in a specifications submitted, per standard practices. All agreements contingent Our workers are fully covered by worker's compensation insurance. ***The from the date of estimate. | |
| | , |
| Acceptance of Proposal: The above process, specifications hereby accepted. You are authorized to perform work as spabove. By signing below the parties hereto have created an Agreement for additional terms. | ecilien. Pavillelit will be made as oddings |
| Customer Signature: | Date: |
| Thomas Genovesi or | Date: |
| Paulo Martins: | |
| | |

1 Tapain Pr



Pitches in inches per foot



| 5/23/2025 | Proposal |
|--|-----------------------------------|
| To: Ballston Community Public Library Attn: Tricia / tbitley@sals.edu RE: 2 Lawmar Lane, Burnt Hills, NY 12027 | |
| Scope of Work | |
| We provide all labor, parts, and materials to replace Units. Operation of unit will be tested for proper or removed from site and disposed of. | |
| *Note: This proposal may be withdrawn by us if r | not accepted within 7 days. |
| Six-Thousand-Nine-Hundred Fifty-Four-Doll | ars and Fifty-Cents\$6,954.50 |
| CrisafulliBros. PLUMBING & HEATING CONTRACTORS, INC. | ** SINCE 1939 ** Bonded & Insured |
| By: <u>Erin Santarcangelo</u> Commercial Service Group | By:Authorized Representative |



HVAC SERVICE PROPOSAL

CUST: Ballston Community Public Library 2 Lawmar Lane, Burnt Hills, New York 12820 06/02/2025

ATTENTION:

We hereby submit estimates/specifications for the following:
The replacement of one (2) Heat Exchanger in Carrier Roof Top's SN#5014P37538 and 5014P37532. The removal and disposal of the existing heat exchangers. Albany Mechanical Services, Inc. will install the heat exchanger, inducer motor, new gaskets, regulators, support assembly, flame retainer, and a new limit switch. The new Heat Exchangers will be started and checked for proper operation. The new parts installed will have a one-year warranty.

All work will be performed in a timely and professional manner and will meet all manufacturer's specifications, city, and local codes. Albany Mechanical Services, Inc. will furnish and install all products and Services as described for the sum of Seven Thousand, Eight hundred Two dollars and no cents plus tax (\$7,802.00 + tax).

| Respectivity Submitted: Todd Gordon | | |
|--|------|--|
| Service Manager. | | |
| | | |
| CUSTOMER APPROVAL | DATE | |

REFRIGERATION + AIR CONDITIONING + HEATING 17 Retiroed Avenue + Albeny, NY 12205 + (518) 459-5753 + Fev. (518) 459-5757

Date: 6/10/25

Ballston Community Public Library

2 Lawmar Lane Burt Hills, N.Y. 12027

Atten: Trisha

Re: Replacement of Heat Exchangers in two Carrier RTU's

Thank you for giving Colonie Mechanical the opportunity to provide a quote for the above-referenced project.

The scope of our work will include materials and labor for the following:

- Disconnect and remove existing heat exchangers from two existing RTU's.
- · Furnish and install two replacement heat exchangers in existing two RTU's.
- Perform equipment start up, test and commission unit.

Clarifications and/or Exclusions:

- Any applicable sales tax is excluded from the price of this quote. Taxes (if applicable) will be charged additionally to the completed invoice.
- Freight is excluded. Freight (if applicable) will be charged additionally to the completed invoice
- All work will be performed during normal business hours, unless specified
- Any system problems found during testing will be brought to the owner's attention

Colonie Mechanical Contractor's price on this project is \$16,500.00, excluding applicable taxes. Our price is valid for thirty (30) days from the date of this quote. However, due to the volatility of the commodities market, some material items such as copper, steel, wiring, etc. are subject to re-pricing on the day of acceptance.

This project will be invoiced on a Net 30-day basis, from the invoice date. Please see terms and conditions attached.

Please feel free to call with any questions.

| Sincerely, | Approved: |
|-----------------------------|-------------------|
| David Knox - David Knox | Print Name: |
| dknox@coloniemechanical.com | Title: |
| | Purchase Order #: |

SIMMONS ELEVATOR COMPANY 4892 JOCKEY STREET BALLSTON SPA NY 12020

June 17, 2025

Ballston Community Public Library Lake Hill Rd. & Lawmar Lane Burnt Hills, NY 12027 0308

Dear Sir/Madam,

Due to the conditions of the present oil it is necessary to replace the oil. We propose to drain the old hydraulic fluid from the elevator tank and system, clean the tank of residue and remove the soiled rags and old hydraulic fluid from job site. We will then furnish and install new hydraulic fluid, add anti chatter and readjust the valves for proper operation.

The cost for us to perform the above mentioned will be \$3,720.00 plus tax if applicable. Please sign and return as authorization for us to be able to proceed.

Authorized Signature

Sincerely, Steve Hanna Simmons Elevator Company

SIMMONSELEVATOR@GMAIL.COM



Project Guidelines and Timeframes

Construction Home

Project Guidelines and Timeframe

Preparing Your Application

Managing Your Application

Close Your Project

Questions? Contact Us

Sign up for NYS Library News

Construction Project Basics

Funding for State Aid for Library Construction comes from an annual appropriation in the NYS Budget. The minimum allocation per project is \$2,500. There is no set maximum award allocation, although funds are limited by total availability.

Funds have been allocated to public library systems based on formulas in Education Law 273-a. All individual public and association libraries must work with their appropriate library systems to develop and submit online applications.

Project Phases and Numbers

Each time a library submits an application for State Aid for Library Construction, a project number is assigned. A project number is a unique number assigned to a library's project application in a given fiscal year. The middle 2 digits for each project number indicate the fiscal year of the application (23 for 2023, etc.). Applications submitted in summer/fall 2024 are for fiscal year 2024-2025 and will have numbers that look like 0386-25-XXXX.

When a library talks about a construction project with multiple phases, they often refer it as "the renovation project" or "the library construction project." This project might include, as an example:

- Phase 1 (2023): A new children's room
- Phase 2 (2024): Reference room upgrades
- Phase 3 (2025): A new roof

However, only the prices, timetable, and details for the components that are part of the specific phase that is being applied for should be included in that application.

Often, libraries think of multi-year projects in phases and consider all of the phases to be part of a single project. However, the Division of Library Development and DASNY consider each fiscal year application (unique project number) to be a separate project. Finances for each project number must be kept completely separate, and reported only under the corresponding project year.

Construction Timelines

0386-21-**** (\$14 million)

July 1, 2020-June 30, 2026

0386-22-*** (\$34 million)

July 1, 2021-June 30, 2027

0386-23-*** (\$34 million)

July 1, 2022-June 30, 2028

0386-24-*** (\$34 million)

July 1, 2023-June 30, 2029

0386-25-*** (\$44 million)

July 1, 2024-June 30, 2030

Note: Projects now have 6 years to be completed, updated in Chapter 333 of the Laws of NY 2022.

Number of Projects per Library Building

Only one project per library building may be submitted in each fiscal year application cycle for State Aid for Library Construction. A library that has multiple branches may submit an individual application for a project at one branch and an application at each branch. If a library is participating in their system's Coordinated Project that year, they may also submit a separate application for an individual library building. Projects that are complete prior to the due date to the library system are not eligible for funding.

Coordinated Projects

Legislation passed in 2019 allows for a library system to submit a coordinated project application that includes multiple library buildings within the same project. The library system is responsible for the overall management of these projects. Each library system may submit one coordinated project per funding year.

Each coordinated project application must be approved by the board of trustees of the library system and the board of trustees of each participating member library. If a member library has multiple buildings (a main building and branches), each building may be included in a library system coordinated project application.

Library system coordinated projects are eligible for a maximum award of fifty percent of the total project approved costs. Library share may be provided by local libraries and/or the library system.

Types of Projects

Outdoor Projects

Outdoor projects must have a construction focus and cannot comprise repairs or maintenance. Landscaping is only permitted if it is required due to construction.

Parking lots and sidewalks

Installation of new asphalt, concrete, etc. is typically considered construction.

Indoor Projects

Carpet, flooring, and painting

New carpet, flooring, and painting are only eligible for award funding if they are required due to other construction or code.

Furniture

New furniture may be eligible for award funds if it will be furnishing a room or space where construction is happening in this project number.

Asbestos, mold, and lead

Mold testing and abatement, lead testing and abatement, and asbestos surveying and abatement cannot be standalone projects and funding must come from library share.

Acquisition of Property

Libraries are permitted to purchase property with State Aid for Library Construction Funds. Sites may be purchased with or without an existing structure.

Property must be purchased at or below market value. An appraisal is required for any purchase of \$150,000 or more.

It is permissible for a library to purchase a property and demolish an existing building on that property in the same project number. It is also permissible for a library to purchase a project in one project number (fiscal year application cycle) and demolish the building in another project number a year later, as long as another construction component is also included with the demolition (such as pouring a new foundation).

Technology and Security

Computer equipment is eligible for award funds if it is installed within the context of an eligible construction project. For example, if a library constructs a new computer lab and purchases computers for the new lab, that could be eligible. Other eligible items include broadband installation, assistive listening devices and systems, security systems, permanent signage (may be electronic), and generators.

Broadband Projects

Projects involving the purchase, installation or replacement of a library building's broadband services infrastructure, including but not limited to external and internal connections, either as a stand-alone project or as a project component of a larger renovation project, are eligible for State Aid for Library Construction funds. The purchase of initial necessary equipment or the upgrade of existing equipment, such as servers, routers and wireless hubs, are also eligible expenses as part of a broadband project.

Broadband infrastructure projects involving fiber buildout that are eligible for State Aid for Library Construction funds should meet the following criteria:

- 1. Such projects should involve the creation of or the use of a "last mile" fiber buildout to the library(ies) or library system(s) building(s);
- 2. Such projects should either utilize or create fiber connections that have the capacity to deliver Internet services at a connectivity rate of at least 100Mbps for libraries and library systems that serve fewer than 50,000 people and at least 1Gbps for libraries and library systems that serve 50,000 people or more.
- 3. Broadband wireless projects eligible for State Aid for Library Construction funds should create wireless connections that have the capacity to deliver Internet services at a connectivity rate of at least 100Mbps for libraries and library systems that serve fewer than 50,000 people and at least 1Gbps for libraries and library systems that serve 50,000 people or more.
- 4. Such projects could involve hardware purchases, including required servers, for initial installations and for existing installations that have been upgraded to the minimum required connectivity standards indicated in item #3.

Americans with Disabilities Act (ADA)

New and renovated public library and library system buildings are required to be in compliance with all current ADA regulations, which include addressing specific requirements such as assistive listening devices and systems. Priority is given to construction projects that provide improved access to and use of building services by persons with physically handicapping conditions.

Ineligible Components

The following items are ineligible for inclusion in projects that will receive state aid for construction according to 8 NYCRR 90.12:

- 1. Speculative architectural and engineering plans and feasibility studies
- 2. Building consultant studies
- 3. Interest or carrying charges on bonds financing the project
- 4. Purchase of books and other library materials
- 5. Repairs incidental to larger construction activities
- 6. Landscaping that is not a component of an eligible project
- 7. Routine repair and maintenance

Library Share, Award Funds, and Eligibility

Award Funds

Money received from the state as part of a State Aid for Library Construction Project.

Library Share

Money supplied by the library to cover the difference between the total project cost and the amount of award funds received from the state.

Award Funds + Library Share = Total Project Cost

The Process

- 1. Each library proposes a project. The total of all the bids is the total project cost.
- 2. The Library System determines how much money each library receives for a project number, based on a formula and criteria.

 This is the amount of award funds.
- 3. The award funds amount is subtracted from the total project cost. What remains is the library share amount, or what the library is responsible for paying.

Example: Library Share and Award Fund Eligibility for fiscal year 25 Projects (Project Numbers 0386-25-XXXX)

- Work done prior to January 1, 2024 cannot be included in this construction project cycle (ineligible for both award and library share).
- Work done between January 1, 2024 and June 30, 2024 is not eligible for direct construction aid and must be paid for with library share.
- Work done between July 1, 2024 and June 30, 2030 is eligible for award and library share.

Library Share is not the same as a Dollar-for-Dollar Match. The NYS Library is moving to the term "library share" to be more reflective of the various dollar requirements.

The following costs will likely need to be covered by library shares according to 8 NYCRR 90.12:

- 1. Ongoing service fees for telecommunications and broadband services, including but not limited to, help-desk services, training costs, or any other cost incurred after installation
- 2. Software licensing
- 3. Flooring and/or carpeting when not part of a larger construction project in that same room of the library
- 4. Lease payments of any kind
- 5. Interest or debt retirement
- 6. Furniture when not part of a much larger construction project in the same room or rooms of the library and in the same project number

Landscaping, painting, and furniture purchases that are not required due to other construction components cannot be paid by award or library share. They are entirely ineligible to be included in the project.

More on Repairs and Maintenance

DASNY will not approve projects that contain components which they perceive to be repairs or maintenance. For example, "fix cracks in parking lot," would likely be perceived as a repair, whereas installing a new parking lot would qualify as construction.

Additional State Funding for Economically Disadvantaged Communities (90/10)

Chapter 381 of the Laws of 2019 amended Education Law 273-a to allow for additional State funding up to 90% of the total project costs for a library serving economically disadvantaged communities. The law was amended again by Chapter 672 of the Laws of 2021. These amendments allocate to each library system a limited amount of funding to support such projects (funding is capped at 50% of the library system's construction aid allocation.) If a library's application is selected by the system for State funding above 75%, the entire award of the library's project application must come from this capped system allotment of 50%. If a system does not use the entire 50% allotment to fund projects requesting over 75%, then those State funds may be used to support other library projects.

Economically disadvantaged means that the library building that will be the subject of a project application is located in a community that meets a set of criteria as determined by the library system in accordance with Education Law 273-a (2)(e). Criteria determination may be demonstrated through poverty rates, concentrations of English language learners, low high school graduation rates, limited fiscal capacity, or other relevant factors as determined by the public library system.

Information to help determine economically disadvantaged communities:

- Free and Reduced Lunch Statistics (Excel)
- Area Specific Poverty Rate Chart for New York (Excel)
- Chartered service area data from Census.gov

Please note: The New York State Library must approve eligibility for all 90/10 applicants. Poverty rate numbers determined by the system may vary from the data and process that the State Library uses to make their determination. Requests for a determination of eligibility must be made by the system.

If the library meets the poverty rate requirement as determined by the State Library, then the project application must also include the documentation by the library in conjunction with the library system.

Project Cycles and Timelines

State Aid for Library Construction operates on a 6-year project cycle. Below is a sample project timeline for **fiscal year 2024-2025** (0386-25-****). Program years run from July 1 to June 30.

Year 1: July 1, 2024 to June 30, 2025

During year 1, libraries prepare their applications and submit them to the library systems. System due dates range from midsummer to early fall. Library systems review the applications and then submit them to the Division of Library Development by the due date in early October.

All costs incurred starting July 1, 2024 are eligible to be paid with award funds. Costs incurred from January 1, 2024 to June 30, 2024 can be included in the project, but must be paid for with library share funds.

Division of Library Development and then DASNY move the applications through the approval process.

Year 2: July 1, 2025 to June 30, 2026

Awards are announced in late summer or early fall of year 2. Libraries must begin work within 180 days of the award announcement, if they haven't already. The first 90% of the funding is distributed. Libraries submit progress reports and extension requests for any projects that will not be complete by the end of year 2 (June 30, 2025).

Years 3, 4, 5: July 1, 2026 to June 30, 2029

Work continues. Libraries may submit closing documentation whenever project work is complete and all invoices have been paid. The final 10% of funding is distributed to each library upon completion of the closing process. Progress reports and extension requests are required for all projects that have not been closed out by the end of year 5 (June 30, 2029).

Year 6: July 1, 2029-June 30, 2030

All projects must be completed by June 30 of year 6. No additional extensions can or will be granted per Education Law.

The remaining 10% of aid is paid to the library upon successful completion of project and approval of required paperwork, regardless of year. Libraries must have adequate funds to complete the project, as the remaining 10% will not be paid until the project is complete.

Last Updated: March 20, 2025

The New York State Library is part of the <u>Office of Cultural Education</u>, within the <u>New York State Education Department</u>

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Saratoga Arts Contact:

Phone: 518.584.4132 Email: aderusso@saratoga-arts.org

SARATOGA ARTS' ART IN PUBLIC PLACES PROGRAM VENUE AGREEMENT GENERAL INFORMATION

Venue name(s) and address(es):
Ballston Community Public Library
2 Lawmar Ln, Burnt Hills, NY 12027

Exhibitions (Monthly, Bi-monthly, Tri-monthly): Bi-Monthly

Excluded Dates: Months of March and April.

Site Contact: Erin Knight, Kristi Chadwick

Phone: (518)399-8174

Email: EKnight@sals.edu, kchadwick@sals.edu

<u>Period covered by the agreement:</u> Artists participating for the calendar years of 2025 and 2026. The contract begins in January 2025 and ends December 2026.

About Saratoga Arts' Art in Public Places Program

The Art in Public Places Program features monthly, bi-monthly, or trimonthly art exhibitions in various locations around the Capital Region corresponding with an online webpage on www.saratoga-arts.org.

The goal of the program is to present original artwork created by members of Saratoga Arts in publicly accessible spaces throughout the Capital Region. The opportunity to apply to participate in the program is open to all members of Saratoga Arts. From emerging artists who might be presenting their first exhibition to veteran artists with extensive experience - this program is for everybody!

Thank you for being our partner!

Art in Public Places relies on community partners for our program to succeed. Your provision to artists of all ages and skill levels with a platform/venue to exhibit their work, allows us to continue our mission to enrich the region by cultivating a vibrant arts community and by ensuring that the arts are accessible to all.

RESPONSIBILITIES

Artist Responsibilities

- Artists are responsible for the installation, deinstallation, and maintenance of their exhibition, safely and respectfully.
- Artists will sign a waiver distributed by Saratoga Arts indicating they understand neither Saratoga Arts nor any Art in Public Places venue can be held responsible for damage, loss, or theft of artworks on display.
- Artists will refer all inquiries to Saratoga Arts at 518-584-4132 or aderusso@saratoga-arts.org. Artists will NOT contact the venue with questions or concerns.

Venue Responsibilities

- Venues will provide an appropriate, public display space for exhibitions coordinated by Saratoga Arts. Venues will also provide site specs for their exhibition space, including but not limited to complete dimensions of useable space, the minimum/maximum amount of artwork able to be shown, and photographs of the display space.
- Venues can provide an appropriate hanging mechanism for 2D works if they wish. General maintenance of the exhibition space is the responsibility of the venue.
- Venues will refer all inquiries (questions about the artists, the artwork, and/or inquiries about sales or participation) to Saratoga Arts, 518-584-4132 or aderusso@saratoga-arts.org
- Venues will provide a small space for signage and the placement of the checklist.

Saratoga Arts' Responsibilities

- Saratoga Arts will schedule artists, set installation and deinstallation dates, contract with artists, and review all artwork to ensure that it is appropriate for all audiences.
- Saratoga Arts will promote all Art in Public Places exhibitions with a variety of marketing tools including posts on social media, and our weekly newsletter.
- Saratoga Arts will provide all checklists, caption information, and promotional materials for each exhibition, which includes instructions on how to purchase artwork.
- Saratoga Arts will handle all artwork sales and artist payments.
 Saratoga Arts will retain a 30% commission on all artwork sales.
- Saratoga Arts will reach out one week before each exhibition turnover, with the artist's name and date of installation.
- Please note: Occasional last-minute cancellations may occur. In the event of a last-minute cancellation, Saratoga Arts will pursue one of three options to ensure the space is filled: Ask the current artist displaying to extend their exhibition for another month, fill the space with a new artist, or ask the next exhibiting artist to come in early.

ADDENDUM 11/30/2022:

- Prior to any particular exhibit, the SA will assure the Library that the content is appropriate for all ages, and consistent with the library's ethics and policies.
- SA will give immediate priority to working with the Library regarding any concerns about a current exhibit.
- When promoting the Library's exhibition space, the SA will emphasize "Consistent with its mission, the Ballston Community Public Library participates in Saratoga Arts' "Art in Public Places" program to enhance its served community's participation in, and support of, the visual arts. Exhibitions must follow the Library's Policy on "Displays and Exhibits". The collaboration with Saratoga Arts is maintained with attention to the ethics of the American Library Association. Artists should coordinate all communication and needs through Saratoga Arts."

FREQUENTLY ASKED QUESTIONS

Is the artwork for sale? Yes, all exhibited artwork is required to be for sale. If a visitor would like to purchase a piece in your exhibition space, please refer them to Saratoga (aderusso@saratoga-arts.org, (518)584-4132). Artwork can be purchased by calling Saratoga Arts, coming into the Art Center in person, or through our website. Saratoga Arts will also provide all participating venues with signage and a checklist with instructions on how to purchase artwork, with QR codes that link directly to each artist's page on our website.

What happens if the checklist is gone? If you notice that the checklist at the exhibition is missing, please reach out to Saratoga Arts (aderusso@saratoga-arts.org, (518)584-4132).

What if somebody wants to remove artwork from an exhibition? Artwork may not be removed, under any circumstances, unless by the artist or a representative of Saratoga Arts. Purchased artwork must remain in the exhibition until its deinstallation. If an artist comes in to install and the previous artists' work is still on the wall, please contact Saratoga Arts (aderusso@saratoga-arts.org, (518)584-4132.)

An artist called and they want to schedule a reception, what do we do? Art in Public Places venues do not host receptions. Please refer any artist inquiries to Saratoga Arts.

When can we expect artists to be installing and deinstalling their artwork? Art in Public Places Install/Deinstall dates are typically scheduled during the last week of each month. The goal is to give each artist about 30 days for their exhibition. Installation/Deinstallations must occur within the open hours of each venue, and possibly within more specific times provided by the exhibition venue. Venues will be notified by Saratoga Arts no later than a week before each installation with the name of the artist and on which date they will be installed.

MEMBERSHIP

We ask that Art in Public Places venues be current business members of Saratoga Arts in good standing. All <u>non-profit</u> organizations are awarded a

complimentary membership (good for one year) at the Non-Profit Membership level.

<u>VENUE AGREEMENT:</u> This agreement covers 2 years (Beginning in the calendar year 2025 and ending at the conclusion of the calendar year 2026).

- We ask that venues do not cancel mid-season or before the end of their contracted time frame in consideration of the artists participating.
- Any excluded dates must be provided at the time of contract.

VENUE CONTACT:

By signing below, you agree to adhere to all the Venue Responsibilities previously outlined during the period covered by this agreement.

| Name (Sign) | Date |
|------------------------------|--|
| Name (Print) | |
| SITE COORDINATOR, SARAT | OGA ARTS: |
| By signing below Saratoga A | Arts agrees to adhere to all the |
| | outlined during the period covered by this |
| Name (Sign) | Date |
| Name (Print) | |
| For any further questions or | concerns, please contact Saratoga Arts |
| Executive Director: | |
| Amy Bloom—abloom@sarat | oga-arts.org |
| Office: 518-584-4132 | |

Exhibitions Coordinator:

Ally DeRusso—aderusso@saratoga-arts.org

Office: 518-584-4132 ext. 205

Cell: 518-506-9870

Cell: (518) 879-5487