

Suzanne Krodel

To: Board of Finance
Subject: FW: library building maintenance & documents to POST
Attachments: Library Maintenance FY 2018-2022.20211214.xlsx

From: Dick Weingart <richard.weingart@snet.net>
Sent: Wednesday, December 8, 2021 12:16 PM
To: Sandra Horning <LibraryDirector@chaplinct.org>
Cc: Valerie Garrison <vgarrison@chaplinct.org>
Subject: Re: library building maintenance

Thank you Sandy, this is good for now. I'll bring this to the BOF Monday night and will let you know their decision.

Val, would you please fill out a budget transfer form and leave the amounts blank? Cheers.

Best, Dick.

On Wednesday, December 8, 2021, 11:56:38 AM EST, Sandra Horning <librarydirector@chaplinct.org> wrote:

Hi Dick and Val,

Per my discussion with Dick, I'm writing to update the board about the library's building maintenance budget line. The current maintenance budget is \$6,200 and due to ongoing air and heating issues, we have already overspent that amount. In October we had no heat or air, and the repair required a new blower motor and compressor for a total of \$4,138.81. In October we also had numerous fire alarms go off in the basement, and this repair was \$1,268.00. For a large part of November, we had an overheating problem, with the temperature of the library being over 80 degrees at points, even when the building was unoccupied. This required Stafford Mechanical to come out twice to look at the complex heating software that manages the thermostats. Thankfully, it was finally fixed the Wednesday before Thanksgiving. Val, do you have the bill for those repairs/visits yet? In addition to the above, we had dark stains coming through the ceiling. Dave investigated and it turned out the stains were from mice. It turns out we have a huge infestation. Dave is working on a contract for an exterminator. The first estimate was over \$500 for the first visit, and around \$1,000 for the yearly contract. As it is only December and we have quite bit of fiscal year remaining, I wanted to notify the BOF that this budget line will need additional funding. Please let me know if you need any more information.

Thanks,
Sandy

Sandra Horning, Library Director
Chaplin Public Library
130 Chaplin Street
Chaplin, CT 06235

(860) 455-9424

librarydirector@chaplinct.org

www.chaplinpubliclibrary.org

Town of Chaplin
Transaction Detail By Account
 July 2017 through June 2018

6:55 PM

12/14/2021

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
35000 - Library							
35107 - Building Maintenance - Lib							
Bill	10/17/2017	182454	Prides Corner Farms Inc.	Landscaping Bushes	1,103.40		1,103.40
Bill	12/08/2017		The Home Depot	Mailbox	24.97		1,128.37
Bill	01/19/2018		The Home Depot	Pine	4.36		1,132.73
Bill	02/05/2018	113-2642307-6348215	Cardmember Service	Sloan Valve Repair Kit Urinal	39.99		1,172.72
Bill	02/19/2018	C8213	Action Air Systems, Inc.	December 2017 through February 2018 Mainten	236.88		1,409.60
Bill	03/07/2018	10772	Absolute Alarm Co. of Windham, LLC	03/04/2018 - Emergency Service Call and 03/05	412.50		1,822.10
Bill	04/13/2018	5025466	The Home Depot	Home Depot - 50% GE Replacement Gasket Kit	19.96		1,842.06
Bill	04/14/2018	2018-1	Chowanec Well Drilling LLC	50% Replace Pump with Goulds Submersible P	965.00		2,807.06
Bill	04/18/2018	10805	Absolute Alarm Co. of Windham, LLC	04/17/2018 Service Call	75.00		2,882.06
Bill	04/27/2018	42021	H & S Carpet and Janitorial, LLC	Toilet Tissue	33.10		2,915.16
Bill	05/01/2018	10814	Absolute Alarm Co. of Windham, LLC	50% Annual Fire Monitoring w/Test	230.00		3,145.16
Bill	05/16/2018	569591	Tractor Supply Company	50% Pressure Switch Low Level	10.00		3,155.16
Bill	05/24/2018	C8344	Action Air Systems, Inc.	Maintenance for March 2018 through May 2018	236.88		3,392.04
Bill	05/26/2018		Chaplin Public Library	WalMart - Bait for Ant Problem	3.37		3,395.41
Bill	06/15/2018	83120	State of Connecticut	Boiler/Water Heater Inspection	26.67		3,422.08
Total 35107 - Building Maintenance - Lib					3,422.08	0.00	3,422.08
Total 35000 - Library					3,422.08	0.00	3,422.08
TOTAL					3,422.08	0.00	3,422.08

Town of Chaplin
Transaction Detail By Account
 July 2018 through June 2019

6:53 PM

12/14/2021

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
35000 - Library							
35107 - Building Maintenance - Lib							
Bill	07/31/2018	C8404	Action Air Systems, Inc.	June - August 2018 Maintenance	236.88		236.88
Bill	08/27/2018	10-947430	Econo Signs LLC	Signs	66.16		303.04
Bill	08/31/2018	42347	H & S Carpet and Janitorial, LLC	Two Paper Towel Dispensers and Case of Large	66.00		369.04
Bill	10/15/2018	S32537	Action Air Systems, Inc.	No Heat in Library - Wire to Control Repair	245.00		614.04
Bill	12/27/2018	267113	Chowanec Well Drilling LLC	50% Drilled Well	3,235.00		3,849.04
Bill	01/01/2019	760261	Phoenix Environmental Laboratories, Inc.	50% New Well Testing	134.00		3,983.04
Bill	01/02/2019	01022019	The Home Depot	Home Depot - 50% Water Filters	16.97		4,000.01
Bill	01/03/2019	50920	Mystic Air Quality Consultants, Inc.	Asbestos Inspection in Boiler Room - Exterior Br	515.00		4,515.01
Bill	01/11/2019	S32674	Action Air Systems, Inc.	No Heat in Library - Replaced Wiring	242.50		4,757.51
Bill	01/12/2019	01122019	Chowanec Well Drilling LLC	50% State of CT 12 Hour Yield Test and Docum	750.00		5,507.51
Bill	01/29/2019	01292019	The Home Depot	Home Depot - 50% Great Stuff Gaps & Cracks	5.97		5,513.48
Bill	01/30/2019	267113	Chowanec Well Drilling LLC	50% Installation of Pumping System as per Quo	2,384.50		7,897.98
Bill	01/31/2019	01312019	The Home Depot	Home Depot - Library Faucet and Toilet Repair I	107.73		8,005.71
Bill	02/04/2019	02042019	The Home Depot	Home Depot - Fill Valves and Flush Value - Refl	77.55		8,083.26
Credit	02/04/2019	02042019	The Home Depot	Home Depot - Library Faucet Repairs - Returns		21.81	8,061.45
Credit	02/04/2019	02042019	The Home Depot	Home Depot - Returns - Library Toilet Repair Kits		39.96	8,021.49
Bill	02/06/2019	02062019	Molochnick Builders	Wrapped Fascia with Aluminum and Install End	430.00		8,451.49
Bill	04/30/2019	42835	H & S Carpet and Janitorial, LLC	Paper Towels and Toilet Tissue	84.00		8,535.49
Bill	05/09/2019	11170	Absolute Alarm Co. of Windham, LLC	05/08/2019 Service Call - 50% Senior Center	407.50		8,942.99
Total 35107 - Building Maintenance - Lib					9,004.76	61.77	8,942.99
Total 35000 - Library					9,004.76	61.77	8,942.99
TOTAL					9,004.76	61.77	8,942.99

Town of Chaplin
Transaction Detail By Account
 July 2019 through June 2020

6:52 PM

12/14/2021

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
35000 - Library							
35107 - Building Maintenance - Lib							
Bill	07/14/2019	178	LJ Plants & Landscaping	Maintenance of Landscaping and Plants	601.95		601.95
Bill	07/28/2019	43054	H & S Carpet and Janitorial, LLC	Toilet Tissue and Hand Soap	84.50		686.45
Bill	07/31/2019	C8755	Action Air Systems, Inc.	Maintenance July 2019-September 2019	137.50		823.95
Bill	08/16/2019	S33458	Action Air Systems, Inc.	Cleaned Condenser Coil	241.90		1,065.85
Bill	08/29/2019	08292019	The Home Depot	Home Depot - Flashing for Gutter	6.13		1,071.98
Bill	09/02/2019	195	LJ Plants & Landscaping	Maintenance of Landscaping and Plants	300.00		1,371.98
Bill	09/30/2019	43193	H & S Carpet and Janitorial, LLC	Large Trash Bags	52.80		1,424.78
Bill	10/21/2019	C8850	Action Air Systems, Inc.	Preventive Maintenance for the Month of Octobe	137.50		1,562.28
Bill	11/18/2019	461	DRC Electric LLC	Installed 2 Head LED Flood Lights for Handicap	848.44		2,410.72
Bill	11/29/2019	43419	H & S Carpet and Janitorial, LLC	Med Trash Bags	51.75		2,462.47
Bill	12/30/2019	486	DRC Electric LLC	Installed New Digital Time Clock for Exterior Ligt	325.00		2,787.47
Bill	01/21/2020	01152020LIB	Fire Alarm Specialty Design, LLC	Semi-Annually Contract for Testing and Inspecti	300.00		3,087.47
Bill	04/15/2020	251	LJ Plants & Landscaping	Maintenance of Landscaping and Plants	300.00		3,387.47
Bill	06/18/2020	565	DRC Electric LLC	New CAT6 Wire Installation	755.00		4,142.47
Bill	06/26/2020	94335	State of Connecticut	Boiler/Water Heater Inspection/Certificate Fee	40.00		4,182.47
Total 35107 - Building Maintenance - Lib					<u>4,182.47</u>	<u>0.00</u>	<u>4,182.47</u>
Total 35000 - Library					<u>4,182.47</u>	<u>0.00</u>	<u>4,182.47</u>
TOTAL					<u>4,182.47</u>	<u>0.00</u>	<u>4,182.47</u>

Town of Chaplin
Transaction Detail By Account
 July 2020 through June 2021

6:50 PM

12/14/2021

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
35000 - Library							
35107 - Building Maintenance - Lib							
Bill	07/18/2020	301	LJ Plants & Landscaping	Maintenance of Landscaping and Plants	300.00		300.00
Bill	07/22/2020	C9107	Action Air Systems, Inc.	1 of 2 Preventative Maintenance per Contract F\	275.00		575.00
Bill	08/14/2020	1647	Art's Septic Tank Service	Pump Two 2) 1500 Gallon Tanks (50%)	270.00		845.00
Bill	09/13/2020	319	LJ Plants & Landscaping	Maintenance of Landscaping and Plants	300.00		1,145.00
Bill	11/21/2020	352	LJ Plants & Landscaping	Fall Cleanup - Cleaning/Pruning	300.00		1,445.00
Bill	01/31/2021	00138	Action Air Systems, Inc.	Bi-Annual Preventative Maintenance Inspection	137.50		1,582.50
Bill	02/16/2021	10822	Fire Alarm Specialty Design, LLC	Annual Test and Inspection Fire Alarm, 90 Minu	600.00		2,182.50
Bill	03/30/2021	782	DRC Electric LLC	Install New Wifi Extenders	1,675.00		3,857.50
Bill	06/26/2021	411	LJ Plants & Landscaping	Maintenance - Pine Mulch Installed	744.45		4,601.95
Total 35107 - Building Maintenance - Lib					4,601.95	0.00	4,601.95
Total 35000 - Library					4,601.95	0.00	4,601.95
TOTAL					4,601.95	0.00	4,601.95

Town of Chaplin
Transaction Detail By Account
 July 1 through December 14, 2021

6:44 PM

12/14/2021

Accrual Basis

	Type	Date	Num	Name	Memo	Debit	Credit	Balance
35000 - Library								
35107 - Building Maintenance - Lib								
	Bill	09/10/2021	435	LJ Plants & Landscaping	General Maintenance	300.00		300.00
	Bill	09/22/2021	11597	Fire Alarm Specialty Design, LLC	Replace 2W-B smoke detector above Librarians	430.12		730.12
	Bill	10/19/2021	11725	Fire Alarm Specialty Design, LLC	Zone 3 Issue - Basement Alarm Repairs	1,268.08		1,998.20
	Bill	10/29/2021	01190	Action Air Systems, Inc.	Blower Motor and Compressors	4,138.81		6,137.01
	Bill	11/28/2021	461	LJ Plants & Landscaping	General Maintenance - Cleaning/Pruning	300.00		6,437.01
						6,437.01	0.00	6,437.01
						6,437.01	0.00	6,437.01
						6,437.01	0.00	6,437.01
						6,437.01	0.00	6,437.01

Total 35107 - Building Maintenance - Lib

Total 35000 - Library

TOTAL