Marlboro Free Library
Board Meeting Minutes –June 2, 2025 at 7:00pm
Meeting #6

Marlboro Free Library

I. Call to Order: Board President, Denise Garofalo, called the meeting to order at 7:00 p.m.

II. Pledge to the Flag: Benjamin Kolansky led the Pledge to the Flag.

III. Attendance: Denise Garofalo, Kelli Kavanaugh, Cheryl Werba, Anita Jean McMonigle, Benjamin Kolansky, and Library Director & Recording Secretary- Lindsay Jankovitz.

IV. Visitor's Forum

None present.

V. Approval of Minutes

a. Board Meeting Minutes- May 5, 2025

RESOLUTION 103-6-2-25
A motion was made by Kelli Kavanaugh and seconded by Cheryl Werba to approve the May 5, 2025 board meeting minutes.

VOICE VOTE: 4-0-1 (1 abstention Benjamin Kolansky) CARRIED

b. Annual Meeting Minutes- May 5, 2025

RESOLUTION 104-6-2-25
A motion was made by Anita Jean McMonigle and seconded by Kelli Kavanaugh to approve the May 5, 2025 Annual Meeting Minutes.

VOICE VOTE: 4-0-1 (1 abstention Benjamin Kolansky) CARRIED

VI. Report of Secretary

A thank you was sent to Cindy Storno at the Marlboro Central School District for her assistance with the Library's Trustee Election.

VII. Treasurer's Report

a. April 2025

The board received and reviewed the April 2025 Treasurer's Report. The official report will be kept on file at the Library.

VIII. Director's Report (Jankovitz)

a. Director's Report

A copy of the Director's Report is attached to the meeting minutes.

IX. Standing Committees

i. Finance (McMonigle & Kolansky)

a. Cash Disbursements- April 2025 & May 2025

RESOLUTION 105-6-2-25
A motion was made by Benjamin Kolansky and seconded by Anita Jean McMonigle to approve the April 2025 Cash Disbursements and May 2025 Cash Disbursements.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. Budget Status Report (Monthly Profit & Loss Budget vs. Actual)

The board received and reviewed the Monthly Profit & Loss Budget vs. Actual Report.

c. Library Audit

The Library's audit is scheduled to occur on July 16, 2025 by Nugent & Haeussler, P.C. Confirmation Letters will be distributed to the board as soon as they are received from the auditor.

ii. Personnel (Garofalo)

a. Karen Mills Resignation

RESOLUTION 106-6-2-25
A motion was made by Kelli Kavanaugh and seconded by Benjamin Kolansky to accept the resignation of Karen Mills.

VOICE VOTE: 5-0-0 ALL YES CARRIED

b. Tessa DeBella Tuition Reimbursement

RESOLUTION 107-6-2-25
A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle to approve Tessa DeBella's Tuition Reimbursement request in the amount of $1,413.00.

VOICE VOTE: 5-0-0 ALL YES CARRIED

c. Discussion of Worker's Compensation Claim

RESOLUTION 108-6-2-25
At 7:14 p.m., a motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to enter executive session to discuss matters related to a specific employee's workers' compensation claim, as it involves the medical, financial, credit, or employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person

At the request of the board, the Library Director was invited to remain for the Executive Session.

VOICE VOTE: 5-0-0 ALL YES CARRIED

No action was taken during Executive Session.

RESOLUTION 109-6-2-25
At 7:15 p.m., a motion was made by Benjamin Kolansky and seconded by Anita Jean McMonigle to return to regular session.

VOICE VOTE: 5-0-0 ALL YES CARRIED

d. New Library Page Hire

RESOLUTION 110-6-2-25

A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle to approve the hire of Ava Todisco as Library Page.

VOICE VOTE: 5-0-0 ALL YES CARRIED

iii. Policy Manual (Garofalo)

a. Children in the Workplace Policy- 1st Reading

RESOLUTION 111-6-2-25

A motion was made by Kelli Kavanaugh and seconded by Benjamin Kolansky to approve the first reading of the Library's Children in the Workplace Policy.

VOICE VOTE: 5-0-0 ALL YES CARRIED

iv. Friends of the Library (Werba)

The Friends of the Marlboro Library participated in the Town of Marlboro's Memorial Day Parade.

v. Building & Grounds (Kavanaugh)

No report.

vi. Liaison to the Ulster Co. Library Association (Jankovitz)

No report.

vii. Technology (Garofalo)

No report.

viii. **Planning (Kavanaugh)**

No report.

X. Old Business

No report.

XI. New Business

a. **Trustee Election Results**
   1. **Cheryl Werba: 550 votes- elected to a 5 year-term**
   2. **5 write-ins on the ballot: Matthew Espeso, Jeff Hacker, Cheryl Werba, David Dawes, and Ted Nugent. 1 vote each.**

b. **Invitation to Bid- Legal Notice published in the *Southern Ulster Times***
   i. **May 29, 2025**
   ii. **June 5, 2025**

c. **Storage Pod**

RESOLUTION 112-6-2-25
A motion was made by Cheryl Werba and seconded by Kelli Kavanaugh to allow the Library Director to order a storage pod to remain on the Library's property for the duration of the construction and renovation project. The price should not exceed $3,500.00.

VOICE VOTE: 5-0-0 ALL YES CARRIED

d. **New Hire- Part-Time Library Clerk- Diana Burke**

RESOLUTION 113-6-2-25
A motion was made by Kelli Kavanaugh and seconded by Benjamin Kolansky to approve the hire of Diana Burke as Part-Time Library Clerk.

VOICE VOTE: 5-0-0 ALL YES CARRIED

e. **New Hire- Substitute Library Clerk- Elizabeth Ferrer-Alfonso**

RESOLUTION 114-6-2-25
A motion was made by Anita Jean McMonigle and seconded by Cheryl Werba to approve the hire of Elizabeth Alfonso-Ferrer as Substitute Library Clerk.

VOICE VOTE: 5-0-0 ALL YES CARRIED

XII. Next Board Meeting Date- Reorganization Meeting with Regular Board Meeting to immediately follow- Monday, July 7, 2025 at 7:00pm.

XIII. Motion to Adjourn

RESOLUTION 115-6-2-25
At 7:31 p.m., a motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to adjourn the meeting.

VOICE VOTE: 5-0-0 ALL YES CARRIED

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library

Board Meeting Agenda –June 2, 2025 at 7:00pm

Meeting #6

Marlboro Free Library

I. **Call to Order**

II. **Pledge to the Flag**

III. **Visitor's Forum**

IV. **Approval of Minutes**
   a. **Board Meeting Minutes- May 5, 2025**
   b. **Annual Meeting Minutes- May 5, 2025**

V. **Report of Secretary**

VI. **Treasurer's Report**
   a. **April 2025**

VII. **Director's Report (Jankovitz)**
   a. **Director's Report**

VIII. **Standing Committees**

   i. **Finance (McMonigle & Kolansky)**
      a. **Cash Disbursements- April 2025 & May 2025**
      b. **Budget Status Report (Monthly Profit & Loss Budget vs. Actual)**
      c. **Audit Scheduled for July 16, 2025**

   ii. **Personnel (Garofalo)**
      a. **Karen Mills Resignation**
      b. **Tessa DeBella Tuition Reimbursement**

c. **Discussion of Worker's Compensation Claim**
d. **New Library Page Hire: Ava Todisco**

iii. **Policy Manual (Garofalo)**
a. **Children in the Workplace Policy- 1st Reading**

iv. **Friends of the Library (Werba)**

v. **Building & Grounds (Kavanaugh)**

vi. **Liaison to the Ulster Co. Library Association (Jankovitz)**

vii. **Technology (Garofalo)**

viii. **Planning (Kavanaugh)**

IX. **Old Business**

X. **New Business**
a. **Trustee Election Results**
1. **Cheryl Werba: 550 votes- elected to a 5 year-term**
2. **5 write-ins on the ballot: Matthew Espeso, Jeff Hacker, Cheryl Werba, David Dawes, and Ted Nugent. 1 vote each.**
b. **Invitation to Bid**

XI. **Next Board Meeting Date- Reorganization Meeting: Monday, July 7 at 7:00pm with Regular Board Meeting to immediately follow.**

XII. **Motion to Adjourn**

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library
Board Meeting Minutes –May 5, 2025
Meeting will immediately follow the Library's Annual Meeting & Reading of the Budget at 6:00 p.m.

Meeting #5

Marlboro Free Library

I. **Call to Order:** Board President, Denise Garofalo, called the meeting to order at 6:13 p.m.

II. **Pledge to the Flag:** Kelli Kavanaugh led the Pledge to the Flag.

III. **Attendance:** Denise Garofalo, Kelli Kavanaugh, Cheryl Werba, Anita Jean McMonigle, Lois Diorio, and Recording Secretary & Library Director, Lindsay Jankovitz.

Excused: Benjamin Kolansky

Guest: Meghan Brennen from Butler Rowland Mays Architects

IV. **Visitor's Forum**

None present.

V. **Guest Speaker: Meghan Brennen**
Meghan Brennen discussed with the board the Library's upcoming expansion and renovation project. During this presentation, Meghan discussed the bidding process, project budget and timeline, recommendations for future improvements, and answered any questions. The director will follow up with the Library's insurance agent for a Builder's Risk Insurance Policy.

VI. **Approval of Minutes**

a. **Board Meeting Minutes- April 7, 2025**

RESOLUTION 93-5-5-25
A motion was made by Cheryl Werba and seconded by Kelli Kavanaugh to approve the April 7, 2025 board meeting minutes.

VOICE VOTE: 4-0-0 ALL YES CARRIED

b. Special Meeting of the Planning Committee Minutes- April 24, 2025

RESOLUTION 94-5-5-25
A motion was made by Kelli Kavanaugh and seconded by Cheryl Werba to approve the April 24, 2025 Special Meeting of the Planning Committee Minutes.

VOICE VOTE: 4-0-0 ALL YES CARRIED

VII. Report of Secretary

No report.

VIII. Treasurer's Report

a. March 2025

The board received and reviewed the March 2025 Treasurer's Report. The official report will be kept on file at the Library.

IX. Director's Report (Jankovitz)

a. Director's Report
A copy of the Director's Report is attached to the meeting minutes.

b. Updated Marlboro Free Library Expansion and Renovation Document

The Marlboro Library's Expansion and Renovation document has been updated. The director asked the board to review the document and share any feedback with her by the end of the week.

c. DASNY Paperwork

The Library received the paperwork required for the DASNY SAM grant.

RESOLUTION 95-5-5-25
A motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to authorize the Library Director to execute and sign the paperwork for the DASNY SAM grant.

VOICE VOTE: 4-0-0 ALL YES CARRIED

X. Standing Committees

i. Finance (McMonigle & Kolansky)

a. Cash Disbursements- April 2025

Tabled until June's board meeting.

b. Budget Status Report (Monthly Profit & Loss Budget vs. Actual)

The board received and reviewed the Monthly Profit & Loss Budget vs. Actual Report.

ii. Personnel (Garofalo)

a. Amber Mason Resignation

RESOLUTION 96-5-5-25
A motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to accept the resignation of Amber Mason.

VOICE VOTE: 4-0-0 ALL YES CARRIED

RESOLUTION 97-5-5-25
At 7:13 p.m., a motion was made by Kelli Kavanaugh and seconded by Cheryl Werba to enter executive session to discuss matters leading to the appointment, employment, promotion, discipline, suspension, dismissal, or removal of a particular person.

At the request of the board, the Library Director and Lois Diorio were invited to remain for the Executive Session.

VOICE VOTE: 4-0-0 ALL YES CARRIED

No action was taken during Executive Session.

RESOLUTION 98-5-5-25
At 7:34 p.m., a motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to return to regular session.

VOICE VOTE: 4-0-0 ALL YES CARRIED

RESOLUTION 99-5-5-25
A motion was made by Cheryl Werba and seconded by Kelli Kavanaugh to approve the resignation of Emily Amoia, effective May 31st, 2025.

VOICE VOTE: 4-0-0 ALL YES CARRIED

iii. Policy Manual (Garofalo)

a. Vacation Policy

RESOLUTION 100-5-5-25
A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle to approve the second reading of the revisions made to the Library's Vacation Policy. The first reading occurred at the April 2025 Board Meeting.

VOICE VOTE: 4-0-0 ALL YES CARRIED

iv. Friends of the Library (Werba)

The Friends of the Marlboro Library's Tea Party Fundraiser was held on May 3, and was a great success.

v. Building & Grounds (Kavanaugh)

a. Hazardous Materials Survey Report
A copy of the official report is attached to the minutes.

vi. Liaison to the Ulster Co. Library Association (Jankovitz)

No updates.

vii. Technology (Garofalo)

No updates.

viii. Planning (Kavanaugh)

No updates.

XI. Old Business

a. Water Bill update

In response to the board's April inquiry regarding the water bills for the vacant properties, Lois Diorio contacted the water department. The charges were for water hookups. The department has placed a hold on the account, and future bills should stop. If another bill arrives, the board may consider sending a letter stating there are no plans to build on the properties. However, this would require the Library to undergo the full permitting process if plans change. The length of the hold is unclear.

b. Attorney Conflict of Interest Waiver for DASNY

The Conflict of Interest Waiver for the DASNY SAM grant from the Library's Attorney, Robert Schofield, is attached to the minutes. The board approved a resolution acknowledging and accepting this conflict at the April 2025 board meeting.

c. Additional Resolution Wording from Attorney

The Library's Attorney, Robert Schofield, recommended the board make the following motion:

RESOLUTION 101-5-5-25
MOTION, made by Kelli Kavanaugh, seconded by Cheryl Werba, to authorize and direct the President and/or the Library Director to execute any and all documents necessary or desirable to receive the SAM grant associated with the Library capital project, and to ratify any documents heretofore executed by the by the President or the Library Director for such purpose(s).

VOICE VOTE: 4-0-0 ALL YES CARRIED

d. Reorganization Meeting date and time discussion

The Library's Reorganization Meeting will be held on Monday, July 7 at 7:00pm, with the regular board meeting immediately following.

e. Professional Fundraiser

After extensive research, the board has decided not to pursue a professional fundraiser.

XII. New Business

a. Resolution to Approve the Annual Report to the Community

RESOLUTION 101-5-5-25

A motion was made by Cheryl Werba and seconded by Kelli Kavanaugh to approve the 2024-2025 Annual Report to the Community.

VOICE VOTE: 4-0-0 ALL YES CARRIED

b. Invitation to Bid

RESOLUTION 102-5-5-25

A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle for Butler Rowland Mays to go out to bid for the project.

VOICE VOTE: 4-0-0 ALL YES CARRIED

XIII. Next Board Meeting Date- Monday, June 2, 2025 at 7:00pm.

XIV. Motion to Adjourn

Board President, Denise Garofalo, adjourned the meeting at 7:54 p.m.

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library

Annual Meeting Minutes– May 5, 2025 at 6:00pm

Marlboro Free Library

I. **Call to Order:** Board President, Denise Garofalo, called the meeting to order at 6:00 p.m.

II. **Pledge to the Flag:** Meghan Brennen led the Pledge to the Flag.

III. **Attendance:** Denise Garofalo, Kelli Kavanaugh, Cheryl Werba, Anita Jean McMonigle, Lois Diorio, and Recording Secretary & Library Director, Lindsay Jankovitz.

Excused: Benjamin Kolansky

Guest: Architect, Meghan Brennen, from Butler Rowland Mays Architects.

IV. **Resolution for voice vote for recording the votes of the meeting**

RESOLUTION 87-5-5-25

Denise Garofalo recommended a voice vote for recording the votes of the meeting. A motion was made by Cheryl Werba and seconded by Anita Jean McMonigle to approve the use of voice vote for recording the votes of the meeting.

VOICE VOTE: 4-0-0 ALL YES CARRIED

V. **Reading of the minutes of the Annual Meeting- May 6, 2024**

RESOLUTION 88-5-5-25
A motion was made by Kelli Kavanaugh and seconded by Anita Jean McMonigle to dispense with the reading of the minutes of the May 6, 2024 Annual Meeting.

VOICE VOTE: 4-0-0 ALL YES CARRIED

VI. Resolution to approve the minutes of the May 5, 2024 Annual Meeting

RESOLUTION 89-5-5-25

A motion was made by Cheryl Werba and seconded by Kelli Kavanaugh to approve the minutes of the May 6, 2024 Annual Meeting as presented.

VOICE VOTE: 4-0-0 ALL YES CARRIED

VII. Reading of the Call of the Meeting

RESOLUTION 90-5-5-25
A motion was made by Anita Jean McMonigle and seconded by Cheryl Werba to dispense with the reading of the Call of the Meeting.

VOICE VOTE: 4-0-0 ALL YES CARRIED

VIII. Reading of the Petitions

Board President, Denise Garofalo, announced that Cheryl Werba submitted a petition for the one open board seat due to Cheryl Werba's term expiration. This will be her second five-year term.

IX. The President's Report

Board President, Denise Garofalo, read her report to the community. A copy is attached to the minutes.

X. Reading of the Budget

Board President, Denise Garofalo, noted that questions will be taken at the end of the budget reading.

Denise Garofalo read the following Proposition:

"The necessary financial sum to meet the estimated expenditures of the Marlboro Free Library will not increase, and remain at the 2024-2025 amount of $1,015,466.00 for the fiscal year of 2025-2026. The appropriation [in total] for Library purposes is considered a continuing mandated appropriation which does not have to be voted on each year [EDUCATION LAW, Section 259[1], UNLESS it is increased by the adoption of another larger appropriation. The Board of Education is authorized to levy taxes for the Marlboro Free Library.

Resolved, that the Board of Trustees of the Marlboro Free Library be authorized to expend the amount of $1,015,446.00 to meet the estimated expenditures for the fiscal year of 2025-2026, and in addition levy a tax in the amount of $40,000.00 for a planned balance of the period of time July 1, 2025 through September 30, 2025. The Library is on year 3 of 6 of the Building Proposition."

Reading of the Budget

RESOLUTION 91-5-5-25

A motion was made by Kelli Kavanaugh and seconded by Cheryl Werba to dispense with a line-by-line reading of the proposed library budget for 2025-2026, and proceed with a reading of the totals of all categories.

VOICE VOTE: 4-0-0 ALL YES CARRIED

A reading of the budget totals began with salaries and continued to the end of the document.

The total anticipated amount to be raised by taxes was read by Denise Garofalo- $947,198.00 to support the annual budget; $40,000.00 for Year 3 of 6 of the previously approved proposition (6- yr. proposition approved 5/2023), and $40,000.00 for the planned balance for the period, July 1, 2025 through September 30, 2025.

XI. Visitor's Forum

None present.

XII. Adjournment

RESOLUTION 92-5-5-25
A motion was made by Kelli Kavanaugh and was seconded by Anita Jean McMonigle to adjourn the meeting at 6:12 p.m.

Respectfully submitted,

Lindsay Jankovitz

Directors Report- June 2025

Facilities/ Operation

- I met with the fire department to update the Knox Box located by our front sliders. For future reference, the Knox Box is connected to our alarm system. Neither we nor the fire department had this on record. We have now placed an updated contact list inside, and verified that the key stored within is still current.
- The catch basin behind the dumpster has been cleaned out. A significant amount of buildup was removed, which should help prevent potential drainage issues.
- The Marlborough Arts Coalition will be installing apples around town. The town will be installing an apple on the Library's property near 9W for the summer.
- Steve Rowland led the Library's Pre-Bid Walk Through on Wednesday, May 28th.
- Site plans and drawings for the Library's construction project were brought to the Building Department on Wednesday, May 28th to start the review for permitting.
- The Library received the Geotechnical Survey Report on Thursday, May 29th.

Grants

- Starting July 1st, the Southeastern Library Resource Council will provide member libraries with free access to the Foundation Directory. Our Library has signed up to participate. The Library will receive one login for staff use only.
- I contacted the Community Foundations of the Hudson Valley regarding our construction project. They will keep the project in mind for any relevant funding opportunities. The Foundation will also be sending us an invitation to apply for one of their grants opening in July. While it will not support capital expenses, it may be a valuable for other needs.

Staff

- Tessa DeBella will be taking her notary exam on June 12. Tessa also graduated from SUNY Albany and has received her MLIS. She has applied for her Public Librarian Certificate from NYS.
- Interviews were conducted throughout May to fill current and upcoming staff vacancies. Pages Roland Lin and Emma Stoebling will be heading off to college soon.
- Starting in July, Tessa DeBella will be Recording Secretary.
- Staff highlights:
    - Ashley Poulin: Ashley will now be in charge of our local history collection. She has a lot of good plans for the collection moving forward, and has shown a lot of enthusiasm for it.
    - Lois Diorio has been a tremendous support during this transition period. She has taken a lot of initiative in getting organized for our construction project.
- I will be away on a preapproved vacation from July 20-27, 2025. Tessa DeBella and Lois Diorio will both be available while I am away. I will be in checking in with staff during this time. The architect has also ensured me that no major construction will happen during this time.

Budget Year 2024-2025
APRIL 2025

Check Listing
Cash Disbursements
All Funds

Marlboro Free Library
CHECK LISTING - ALL FUNDS
April 2025

	Account	Date	Num	Name	Memo	Amount
Apr 25	**General Fund**					
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11313	BACKSTAGE LIBRARY WORKS	MICROFILMING OF SOUTHERN ULSTER TIMES	-456.23
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11314	BRODART COMPANY	ADULT JUVENILE BOOKS	-2,385.61
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11315	CATHERINE COSMAN	2Q2025 TREASURER STIPEND 2024-2025 BUDGET YEAR	-250.00
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11316	CHRISTINA JENNERICH	CELL SUPPORT JAN FEB MAR 2025	-257.40
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11317	DEPEW ENERGY COMPANY	#2 FUEL MFL	-739.96
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11318	LAMELA SANITATION	TRASH REMOVAL - MARCH 2025	-221.71
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11319	LEAF	BIZHUB C250I PUBLIC PRINTER	-199.29
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11320	MCSD PAYROLL ACCOUNT	PAYROLL OF 3/28/2025	-19,512.60
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11321	MID-HUDSON LIBRARY SYSTEM	2Q2025 ASSESSMENT	-2,513.38
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11322	MIDWEST TAPE, LLC	HOOPLA - ACCOUNT DEPOSIT 7/1/2024-6/30/2025	-1,000.00
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11323	MILTON HARDWARE	CUSTODIAL SUPPLIES - MAR 2025	-27.27
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11324	POSTMASTER US POSTAL SERVICE/BMEU	BULK MAIL PERMIT/ONE YEAR	-350.00
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11325	MEET ME IN MARLBOROUGH	VOID: 2025 MEMBERSHIP	0.00
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11326	ISECTRA, LLC	TECH SUPPORT MARCH 2025	-1,190.81
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11327	VERIZON	TELEPHONE SERVICE APRIL 2025	-203.19
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11328	A T & T	LONG DISTANCE SERVICE MARCH 2025	-145.72
	L200 · GENERAL FUND/KEY BANK ACCT	04/07/2025	11329	CHARTER COMMUNICATIONS	INTERNET SERVICES 4/1-4/30/2025	-169.98
	L200 · GENERAL FUND/KEY BANK ACCT	04/14/2025	11330	FIRST-CITIZENS BANK & TRUST CO	BIZHUB C3350I FAX MACHINE LEASE	-136.96
	L200 · GENERAL FUND/KEY BANK ACCT	04/14/2025	11331	MCSD PAYROLL ACCOUNT	PAYROLL OF 4/11/2025	-19,872.92
	L200 · GENERAL FUND/KEY BANK ACCT	04/14/2025	11332	POSTMASTER US POSTAL SERVICE/BMEU	POSTAGE - BULK MAIL ACCT - PERMIT #	-800.00
	L200 · GENERAL FUND/KEY BANK ACCT	04/14/2025	11333	SAFECO ALARM SYSTEMS INC	SETUP NEW DIRECTOR WITH ACCESS	-195.00
	L200 · GENERAL FUND/KEY BANK ACCT	04/21/2025	11334	CENTRAL HUDSON	MFL- 1251 RT 9W 3/13-4/9/2025	-842.22
	L200 · GENERAL FUND/KEY BANK ACCT	04/21/2025	11335	KEY BANK MASTERCARD	VOID:	0.00
	L200 · GENERAL FUND/KEY BANK ACCT	04/21/2025	11336	LEAF	2 KONICA C250I COPIER LEASE	-667.68
	L200 · GENERAL FUND/KEY BANK ACCT	04/21/2025	11337	MILK STREET MAGAZINE	MILK STREET SUBSCRIPTION - 1 YR	-34.95
	L200 · GENERAL FUND/KEY BANK ACCT	04/21/2025	11338	SC DESIGNS AND APPAREL	PROGRAMS - TEEN ADVISORY GROUP T-SHIRTS	-150.00
	L200 · GENERAL FUND/KEY BANK ACCT	04/21/2025	11339	UTICA NATIONAL INSURANCE GROUP	MFL INSURANCE INSTALLMENT PAYMENT	-25.00
	L200 · GENERAL FUND/KEY BANK ACCT	04/21/2025	11340	KEY BANK MASTERCARD	KEY MC ENDING - 3/10-4/9/2025	-476.27
	L200 · GENERAL FUND/KEY BANK ACCT	04/21/2025	11341	KEY BANK MASTERCARD	KEY MC ENDING 3/12-4/9/2025	-212.00
	L200 · GENERAL FUND/KEY BANK ACCT	04/25/2025	11342	MEET ME IN MARLBOROUGH	2025 MEMBERSHIP	-50.00
						-52,888.35
Apr 25	**Building Fund**					
	H200 · BUILDING FUND/KEY BANK ACCT	04/07/2025	129	BUTLER ROWLAND MAYS ARCHITECTS, LLP	INV #5 BRMA Project No. - ARCHITECT FEES	-88,159.48

Budget Year 2024-2025
MAY 2025

Check Listing
Cash Disbursements
All Funds

Marlboro Free Library
CHECK LISTING - ALL FUNDS
May 2025

	Account	Date	Num	Name	Memo	Amount
May 25						
	L200 · GENERAL FUND/KEY BANK ACCT	05/08/2025	11343	A T & T	LONG DISTANCE SERVICE APRIL 2025	-192.70
	L200 · GENERAL FUND/KEY BANK ACCT	05/08/2025	11344	CHARTER COMMUNICATIONS	INTERNET SERVICES 5/1-5/31/2025	-169.98
	L200 · GENERAL FUND/KEY BANK ACCT	05/08/2025	11345	JOHN ROSETT	BOOK PURCHASE	-20.00
	L200 · GENERAL FUND/KEY BANK ACCT	05/08/2025	11346	LAMELA SANITATION	TRASH REMOVAL - APRIL 2025	-221.71
	L200 · GENERAL FUND/KEY BANK ACCT	05/08/2025	11347	LEAF	BIZHUB C250i PUBLIC PRINTER	-199.29
	L200 · GENERAL FUND/KEY BANK ACCT	05/08/2025	11348	MCSD PAYROLL ACCOUNT	PAYROLL OF 4/25/2025	-19,489.52
	L200 · GENERAL FUND/KEY BANK ACCT	05/08/2025	11349	MCSD PAYROLL ACCOUNT	PAYROLL OF 5/9/2025	-20,629.63
	L200 · GENERAL FUND/KEY BANK ACCT	05/08/2025	11350	NEW YORK LIBRARY ASSN. (NYLA)	NYLA MEMBERSHIP - 5/2025-5/2026 1 YR RENEWAL	-800.00
	L200 · GENERAL FUND/KEY BANK ACCT	05/08/2025	11351	VERIZON	TELEPHONE SERVICE MAY 2025	-201.49
	L200 · GENERAL FUND/KEY BANK ACCT	05/21/2025	11352	CENTRAL HUDSON	MFL- 1251 RT 9W 4/8-5/9/2025	-896.71
	L200 · GENERAL FUND/KEY BANK ACCT	05/21/2025	11353	DEPEW ENERGY COMPANY	#2 FUEL MFL	-698.51
	L200 · GENERAL FUND/KEY BANK ACCT	05/21/2025	11354	FIRST-CITIZENS BANK & TRUST CO	BIZHUB C3350I FAX MACHINE LEASE	-136.96
	L200 · GENERAL FUND/KEY BANK ACCT	05/21/2025	11355	ISECTRA, LLC	TECH SUPPORT APRIL 2025	-987.50
	L200 · GENERAL FUND/KEY BANK ACCT	05/21/2025	11356	KEY BANK MASTERCARD	KEY MASTERCARD 4/10-5/9/2025	-1,952.10
	L200 · GENERAL FUND/KEY BANK ACCT	05/21/2025	11357	LEAF	2 KONICA C250I COPIER LEASE	-667.68
	L200 · GENERAL FUND/KEY BANK ACCT	05/21/2025	11358	MCSD PAYROLL ACCOUNT	PAYROLL OF 5/23/2025	-19,283.47
	L200 · GENERAL FUND/KEY BANK ACCT	05/21/2025	11359	PROSPECT PRINTING COMPANY	SPRING/SUMMER 2025 NEWSLETTER	-702.56
	L200 · GENERAL FUND/KEY BANK ACCT	05/21/2025	11360	UTICA NATIONAL INSURANCE GROUP	MFL INSURANCE INSTALLMENT PAYMENT	-25.00
						-67,274.81
May 25	**Building Fund**					
	H200 · BUILDING FUND/KEY BANK ACCT 013	04/28/2025	130	AMBIENT ENVIRONMENTAL, INC.	PROJECT 250304AB-MFL HAZARDOUS MATERIALS SURVEY	-5,614.00

Marlboro Free Library
Profit & Loss Budget vs. Actual
July 2024 through May 2025

	Jul '24 - May 25	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
4160 · Appropriated Fund Balance	0.00	41,250.00	-41,250.00
L4100 · REAL PROPERTY TAXES			
L1001 · REAL PROPERTY TAXES	987,198.00	987,198.00	0.00
L2771 · PILOTS(Payments in Lieu of Tax)	46,146.74	28,000.00	18,146.74
Total L4100 · REAL PROPERTY TAXES	1,033,344.74	1,015,198.00	18,146.74
L4120 · CHARGES FOR SERVICES			
L2082LC · LCF LATE CHARGES/FINES	106.19	286.00	-179.81
L2082NR · NR NON-RESIDENT FEES	150.00	150.00	0.00
L2082PA · PASS PASSPORT CHARGES	11,587.80	13,000.00	-1,412.20
Total L4120 · CHARGES FOR SERVICES	11,843.99	13,436.00	-1,592.01
L4130 · USE OF MONEY & PROPERTY			
L2401 · INTUSA KEY USA/DIRECT INTEREST	0.00	740.00	-740.00
Total L4130 · USE OF MONEY & PROPERTY	0.00	740.00	-740.00
L4140 · SALES OF PROP & COMP FOR LOSS			
L2650 · SEMAT SALES OF EXCESS MATERIAL	95.00	1,500.00	-1,405.00
L2665 · SEEQUIP SALE OF EXCESS EQUIPMEN	0.00	385.00	-385.00
L2670S · SAM SAM USE	2,061.59	2,500.00	-438.41
L2690LC · LOST LIBRARY CARDS	160.95	120.00	40.95
L2690LI · LOST ITEMS	421.26	500.00	-78.74
Total L4140 · SALES OF PROP & COMP FOR LOSS	2,738.80	5,005.00	-2,266.20
L4150 · GIFTS & DONATIONS			
L2705 · GFDON MISC GEN FUND DONATIONS	218.55	500.00	-281.45
L2705GF · GENERAL FUND DONATIONS	1,500.00	1,500.00	0.00
Total L4150 · GIFTS & DONATIONS	1,718.55	2,000.00	-281.45
L4160 · MISCELLANEOUS REVENUE			
L2701 · REFUND PRIOR YR EXPENSES	2,349.42	10,000.00	-7,650.58
L2770B · SCAN REVENUE	527.20	500.00	27.20
L2770BS · BOOK SALES REVENUE	463.65	1,200.00	-736.35
L2770C · COPY REVENUE	1,672.41	1,985.00	-312.59
L2770CD · COMPUTER SUPPLY REVENUE	0.00	332.00	-332.00
L2770F · FAX REVENUE	1,678.90	3,000.00	-1,321.10
L2770PP · PAY PHONE REVENUE/COSTUME CHG	10.10	50.00	-39.90
L2770RM · REMISC MISC REIMBURSEMENTS	1,223.86	500.00	723.86
Total L4160 · MISCELLANEOUS REVENUE	7,925.54	17,567.00	-9,641.46
L4190 · COUNTY SOURCES			
L4049 · LOCAL LIBRARY SERVICES AID	5,809.00	3,000.00	2,809.00
Total L4190 · COUNTY SOURCES	5,809.00	3,000.00	2,809.00
Total Income	1,063,380.62	1,098,196.00	-34,815.38
Gross Profit	1,063,380.62	1,098,196.00	-34,815.38
Expense			
G5100 · GRANT FUND EXPENSE			
L7410. · 439GA GRANT FUND MISC EXPENSE	1,651.96		
Total G5100 · GRANT FUND EXPENSE	1,651.96		
L5000 · GENERAL FUND INTERFUND TRANSFER			
L7410gj · 720FCR CAPITAL RESERVE	3,000.00	3,000.00	0.00
L5000 · GENERAL FUND INTERFUND TRANSFER - Other	40,000.00	40,000.00	0.00
Total L5000 · GENERAL FUND INTERFUND TRANSFER	43,000.00	43,000.00	0.00
L5100 · PERSONNEL			
L7410.1 · SALARIES	406,394.29	482,240.00	-75,845.71
Total L5100 · PERSONNEL	406,394.29	482,240.00	-75,845.71
L5110 · EQUIPMENT			
L7410.2 · L7410.203B EQUIPMENT	0.00	2,400.00	-2,400.00
Total L5110 · EQUIPMENT	0.00	2,400.00	-2,400.00

Marlboro Free Library
Profit & Loss Budget vs. Actual
July 2024 through May 2025

	Jul '24 - May 25	Budget	$ Over Budget
L5120 · BOOKS			
L7410aa · 206 CD ROM PROD & ON-LINE SERV	4,622.95	4,645.00	-22.05
L7410ab · 410BA ADULT TITILES	10,444.65	23,183.00	-12,738.35
L7410ac · 410BJ JUVENILE TITLES	4,506.98	6,965.00	-2,458.02
L7410ad · 410BLH LOCAL HISTORY TITLES	78.99	500.00	-421.01
L7410ae · 410BR REFERENCE TITLES	120.64	1,000.00	-879.36
Total L5120 · BOOKS	19,774.21	36,293.00	-16,518.79
L5130 · AUDIO-VISUAL MATERIAL			
L7410ba · 411VT VIDEOTAPES/DVD	456.30	3,000.00	-2,543.70
L7410bb · 412CS COMPUTER SOFTWARE	6,512.68	7,440.00	-927.32
Total L5130 · AUDIO-VISUAL MATERIAL	6,968.98	10,440.00	-3,471.02
L5140 · AUDIO BOOKS & BOOK BINDING			
L7410cb · 414 AUDIO BOOKS	3,000.00	6,000.00	-3,000.00
Total L5140 · AUDIO BOOKS & BOOK BINDING	3,000.00	6,000.00	-3,000.00
L5150 · PERIODCALS & MICROFORM			
L7410da · 413A MICROFORM/FICHE;CD ROM	1,311.76	2,000.00	-688.24
L7410db · 413B PERIODICALS	2,071.01	3,000.00	-928.99
L7410dc · 413D NEWSPAPERS	652.25	1,500.00	-847.75
Total L5150 · PERIODCALS & MICROFORM	4,035.02	6,500.00	-2,464.98
L5160 · SUPPLIES,SERVICES,ARTS&CRAFTS			
L7410ea · 430AC ARTS & CRAFTS SUPPLIES	2,147.16	3,000.00	-852.84
L7410eb · 430C COPY SUPPLIES/SERVICE	2,537.89	14,000.00	-11,462.11
L7410ec · 430M OFFICE SUPPLIES	2,520.82	5,560.00	-3,039.18
L7410ed · 430SS SPECIAL SERVICES	8,555.00	11,805.00	-3,250.00
Total L5160 · SUPPLIES,SERVICES,ARTS&CRAFTS	15,760.87	34,365.00	-18,604.13
L5170 · MISCELLANEOUS EXPENSE			
L7410fa · 431 TELEPHONE	4,412.45	4,796.00	-383.55
L7410fb · 433 POSTAGE	3,778.12	5,505.00	-1,726.88
L7410fc · 434 PUBLICITY & PRINTING	3,020.23	3,335.00	-314.77
L7410fd · 435 TRAVEL	110.00	1,500.00	-1,390.00
L7410fe · 437 GUEST SPEAKERS	3,402.37	5,000.00	-1,597.63
L7410ff · 438 MEMBERSHIPS	2,934.00	3,500.00	-566.00
Total L5170 · MISCELLANEOUS EXPENSE	17,657 17	23,636.00	-5,978.83
L5180 · OPERATION & MAINT OF BUILDING			
L7410ga · 439 RENTAL,REPAIR,MAINTENANCE	42,177.16	44,656.00	-2,478.84
L7410gb · 450 FUEL & UTILITIES	17,990.34	20,358.00	-2,367.66
L7410gc · 451 CUSTODIAL SUPPLIES	2,771.77	3,378.00	-606.23
L7410gd · 452 REPAIRS TO BUILDING	6,743.49	18,985.00	-12,241.51
L7410gf · 454 INSURANCE	10,446.04	12,000.00	-1,553.96
L7410gg · 720F REPAIR/RESERVE	47,315.00	47,821.00	-506.00
L7410gh · 900C CONFERENCE	1,138.79	3,500.00	-2,361.21
L7410gi · 900L LEGAL FEES	1,000.00	2,000.00	-1,000.00
Total L5180 · OPERATION & MAINT OF BUILDING	129,582.59	152,698.00	-23,115.41
L5190 · EMPLOYEE BENEFITS			
L9010.0 · N.Y.S. RETIREMENT	0.00	69,721.00	-69,721.00
L9030.8 · SOCIAL SECURITY	29,959.03	36,892.00	-6,932.97
L9040.8 · WORKERS COMPENSATION INSURANCE	1,677.27	3,165.00	-1,487.73
L9050.8 · UNEMPLOYMENT INSURANCE	0.00	500.00	-500.00
L9060.8 · HEALTH/DENTAL INSURANCE	0.00	190,346.00	-190,346.00
Total L5190 · EMPLOYEE BENEFITS	31,636.30	300,624.00	-268,987.70
L5200 · DEBT SERVICES			
L9788.6 · LEASE PRINCIPLE	7,574.03	0.00	7,574.03
L9788.7 · LEASE INTEREST	1,302.97	0.00	1,302.97
Total L5200 · DEBT SERVICES	8,877.00	0.00	8,877.00
Total Expense	688,338.39	1,098,196.00	-409,857.61
Net Ordinary Income	375,042.23	0.00	375,042.23
Net Income	**375,042.23**	**0.00**	**375,042.23**

Newburgh, NY 12550
May 6, 2025

Lindsay Jankovitz, Director
Marlboro Free Library
1251 Rt. 9W
Marlboro, NY 12542

Dear Lindsay,

Please accept my resignation effective the close of business June 14, 2025. It has been a pleasure working with you and others at the library.

Sincerely,

Karen Mills

Karen Mills

Tessa DeBella

I am pursing a Master's degree from the University of Albany in Information Science. As a part-time graduate student, I have earned 36 credits toward my master's degree and will be graduating. This past semester, spring 2025, I completed 3 credits. Total tuition for 3 credits equals $1,758.99. There is a $45 payment plan fee. Totaling for $1,803.99 for the spring 2025 semester. Accompanied with this letter is my spring 2025 account activity, payment plan, unofficial transcript, & Pre-Credit tuition & fees for spring 2025.

APPROVED FOR $1,413.00

Per-Credit Tuition and Fee Rates for Spring 2025

Tuition and fees are subject to change without prior notice by official action of the SUNY Board of Trustees.

NYS Graduate Rates

dit Hours	1cr	2cr	3cr	4cr	5cr	6cr	7cr	8cr	9cr	10cr	11cr	12cr+	Fall 2024 / Spring 2025
ion: Masters & PHD	471.00	942.00	1,413.00	1,884.00	2,355.00	2,826.00	3,297.00	3,768.00	4,239.00	4,710.00	5,181.00	$ 5,655.00	$ 11,310.0
ion: MBA	635.00	1,270.00	1,905.00	2,540.00	3,175.00	3,810.00	4,445.00	5,080.00	5,715.00	6,350.00	6,985.00	$ 7,615.00	$ 15,230.0
ion: MSW	545.00	1,090.00	1,635.00	2,180.00	2,725.00	3,270.00	3,815.00	4,360.00	4,905.00	5,450.00	5,995.00	$ 6,540.00	$ 13,080.0
versity Fee	11.46	22.92	34.38	45.84	57.30	68.76	80.22	91.68	103.14	114.60	126.06	$ 137.50	$ 275.0
nprehensive Service Fee (1)	62.83	125.66	188.49	251.32	314.15	376.98	439.81	502.64	565.47	628.30	691.13	$ 754.00	$ 1,508.0
demic Excellence Fee	26.04	52.08	78.12	104.16	130.20	156.24	182.28	208.32	234.36	260.40	286.44	$ 312.50	$ 625.0
duate Student Association Fee	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	$ 45.00	$ 90.0
dent Alumni Partnership Fee (2)	Not Charged to Students Enrolled in Less Than					50.00	50.00	50.00	50.00	50.00	50.00	$ 50.00	$ 100.0
al Tuition & Fees: Masters & PHD	$ 616.33	$ 1,187.66	$ 1,758.99	$ 2,330.32	$ 2,901.65	$ 3,522.98	$ 4,094.31	$ 4,665.64	$ 5,236.97	$ 5,808.30	$ 6,379.63	$ 6,954.00	$ 13,908.0
al Tuition & Fees: MBA	$ 780.33	$ 1,515.66	$ 2,250.99	$ 2,986.32	$ 3,721.65	$ 4,506.98	$ 5,242.31	$ 5,977.64	$ 6,712.97	$ 7,448.30	$ 8,183.63	$ 8,914.00	$ 17,828.0
al Tuition & Fees: MSW (1)	$ 690.33	$ 1,335.66	$ 1,980.99	$ 2,626.32	$ 3,271.65	$ 3,966.98	$ 4,612.31	$ 5,257.64	$ 5,902.97	$ 6,548.30	$ 7,193.63	$ 7,839.00	$ 15,678.0

Out-of-State Graduate Rates

dit Hours	1cr	2cr	3cr	4cr	5cr	6cr	7cr	8cr	9cr	10cr	11cr	12cr+	Fall 2024 / Spring 2025
ion: Masters & PHD	1,040.00	2,080.00	3,120.00	4,160.00	5,200.00	6,240.00	7,280.00	8,320.00	9,360.00	10,400.00	11,440.00	$ 12,485.00	$ 24,970.0
ion: MBA	1,099.00	2,198.00	3,297.00	4,396.00	5,495.00	6,594.00	7,693.00	8,792.00	9,891.00	10,990.00	12,089.00	$ 13,185.00	$ 26,370.0
ion: MSW	953.00	1,906.00	2,859.00	3,812.00	4,765.00	5,718.00	6,671.00	7,624.00	8,577.00	9,530.00	10,483.00	$ 11,440.00	$ 22,880.0
versity Fee	11.46	22.92	34.38	45.84	57.30	68.76	80.22	91.68	103.14	114.60	126.06	$ 137.50	$ 275.0
nprehensive Service Fee (1)	62.83	125.66	188.49	251.32	314.15	376.98	439.81	502.64	565.47	628.30	691.13	$ 754.00	$ 1,508.0
demic Excellence Fee	26.04	52.08	78.12	104.16	130.20	156.24	182.28	208.32	234.36	260.40	286.44	$ 312.50	$ 625.0
duate Student Association Fee	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	$ 45.00	$ 90.0
dent Alumni Partnership Fee (2)	Not Charged to Stud					50.00	50.00	50.00	50.00	50.00	50.00	$ 50.00	$ 100.0
al Tuition & Fees: Masters & PHD	$ 1,185.33	$ 2,325.66	$ 3,465.99	$ 4,606.32	$ 5,746.65	$ 6,936.98	$ 8,077.31	$ 9,217.64	$ 10,357.97	$ 11,498.30	$ 12,638.63	$ 13,784.00	$ 27,568.0
al Tuition & Fees: MBA	$ 1,244.33	$ 2,443.66	$ 3,642.99	$ 4,842.32	$ 6,041.65	$ 7,290.98	$ 8,490.31	$ 9,689.64	$ 10,888.97	$ 12,088.30	$ 13,287.63	$ 14,484.00	$ 28,968.0
al Tuition & Fees: MSW (1)	$ 1,098.33	$ 2,151.66	$ 3,204.99	$ 4,258.32	$ 5,311.65	$ 6,414.98	$ 7,468.31	$ 8,521.64	$ 9,574.97	$ 10,628.30	$ 11,681.63	$ 12,739.00	$ 25,478.0

:U (Graduate Student Employees Union) status is provided by the Office of Human Resources Management. Eligible graduate students who are represented by the GSEU are charged at the GSEU Comprehensive Service Fee Rate.

:U Comp Fee	49.38	98.76	148.14	197.52	246.90	296.28	345.66	395.04	444.42	493.80	543.18	$ 592.50	$ 1,185.0

The Comprehensive Service Fee covers the University's cost of providing most Health Center services, access to technology, and transportation services.

Student Alumni Partnership Fee (optional)					$50.00/Semester								Waiv

ıt Degree Programs

W/MPH and MSW/CRJ Joint Degree Programs - Students begin being charged the MSW rate when they initially enroll in a MSW course, even if they are enrolled in a mix of MSW and non-MSW courses during the same term.
W/PhD Joint Degree Program - Students enrolled in this program must first complete the MSW portion of the program prior to transitioning into the PhD portion of the program. Per SUNY, these students should be charged the MSW rate for the MSW degree and then the d rate once they transition into the PhD segment of the program.

ırse Fees

dents who register for any one of the courses listed below will also be billed for the corresponding course fee on their Tuition Invoice. Course fees are used solely to support the additional costs for materials, supplies and special services related to the course.

ırse Fees

ı-Degree Graduates

ı Degree graduate students are charged fees at the graduate level according to the number of credits registered for. Tuition is charged by level of course (graduate or undergraduate) and number of course credits registered for to a maximum tuition of $5,655 for NYS dents and $12,485 for Non-NYS residents.

cription of Fees

6/10/24S

UNIVERSITY AT ALBANY
State University of New York

Payment History for Tessa Debella (Student Account)

Show 10 **entries** **Search:**

Description	Date	Code	Amount($)
E-MasterCard Payment	2/17/25	[redacted]	1,352.99
E-MasterCard Payment	1/16/25	[redacted]	451.00

Showing 1 to 2 of 2 entries

Previous 1 Next

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Report Results

Return

Unofficial Academic Transcript

Name : Tessa Debella

Student ID:

Address :

Marlboro, NY 125425010

United States

Print Date : 2025-05-19

- - - - - Beginning of Graduate Record - - - - -

Summer 2022

CIST	571	Literature for Children	3.00	3.00 A	12.000	
	TERM GPA :	4.000	TERM TOTALS :	3.00	3.00	12.000

Fall 2022

CIST	601	The Information Environment	3.00	3.00 B	9.000	
	TERM GPA :	3.000	TERM TOTALS :	3.00	3.00	9.000

Spring 2023

CIST	602	Info & Knowledge Organization	3.00	3.00 A	12.000	
	TERM GPA :	4.000	TERM TOTALS :	3.00	3.00	12.000

Summer 2023

CIST	677	Creatng Innovtrs: Mkr Movement	3.00	3.00 A	12.000	
	TERM GPA :	4.000	TERM TOTALS :	3.00	3.00	12.000

Fall 2023

CIST	605	Information Sources & Services	3.00	3.00 A	12.000
CIST	608	Research Methods	3.00	3.00 A	12.000
	TERM GPA : 4.000	TERM TOTALS :	6.00	6.00	24.000

Spring 2024

CIST	578	Literature for Young Adults	3.00	3.00 A	12.000
CIST	614	Admin of Information Agencies	3.00	3.00 B+	9.900
	TERM GPA : 3.650	TERM TOTALS :	6.00	6.00	21.900

Summer 2024

CIST	603	Information Processing	3.00	3.00 A-	11.100
	TERM GPA : 3.700	TERM TOTALS :	3.00	3.00	11.100

Fall 2024

CIST	560	Information and Public Policy	3.00	3.00 A	12.000
CIST	649	Info Lit Instrctn:Theory&Tech	3.00	3.00 C	6.000
	TERM GPA : 3.000	TERM TOTALS :	6.00	6.00	18.000

Spring 2025

CIST	678	Internship Information Science	3.00	3.00 S	
	TERM GPA : 0.000	TERM TOTALS :	3.00	3.00	0.000

Return

Marlboro Free Library
Children in the Workplace Policy

The purpose of this policy is to provide guidance on and outline the circumstances and conditions under which minor dependent children of employees (or minor children within the care of custody of an employee) may be present within the Marlboro Free Library (Library) workplace. This policy applies to employees for whom the need to bring dependent children to the workplace may arise. This policy does not apply to a minor child's participation in Library-sponsored programs or attendance at Library-sponsored events to which children and/or families may be invited. Similarly, participation in an approved educational event that permits children to observe and/or participate in parents' or guardians' work activities is permitted. Please note that children of employees left unattended in the Library are subject to the Library's Safe Child and Vulnerable Adult Policy.

The Library values a workplace culture that fosters a healthy and appropriate balance between workplace obligations and family demands. In keeping with this value, the Library has established the following policy to provide guidance on when and under what circumstances children can appropriately be present in the Library workplace, including the staff workroom.

Whenever is operationally practicable, the Library Director or others in a supervisory role should honor an employee's request for flexibility to meet unexpected family needs that may require an employee's attention during normal working hours. So long as operational conditions and workloads will reasonably permit, the Library Director or others in a supervisory role are expected to work with employees in order that such unexpected needs can be met by using breaks, lunch periods, flexible work schedules, adjusted hours, vacation leave or other alternative work arrangements, without impacting Library hours or workplace responsibilities.

It is inappropriate for any Library staff member to use library facilities as an alternative to regular childcare. Infrequent emergency situations, such as the sickness of a babysitter, or for short periods when a child may stop to visit or wait for transportation, are acceptable. However, regular and extended presence of children during work hours is not permitted due to the potential for interruption of work or Library activities, as well as the potential for such presence to negatively impact productivity and/or present avoidable exposure to safety risks, confidentiality, and/or potential legal liability. Bringing children to the workplace on a frequent basis, such as during school breaks or before/after school is not permitted. Likewise, a child who is ill and thus unable to attend school or day care may not be brought to the workplace.

Subject to the limitations described in this Policy, visits by children of employees are permissible, provided that advance supervisory approval is sought and obtained by the employee. Approval is at the sole discretion of the Library Director. During any such visits, minor children may not be left unsupervised, nor may they be placed under the supervision of other employees. Visits should generally be no longer than one (1) hour, and generally not on consecutive days.

The presence of the child may not disrupt the work environment or negatively affect the productivity of the employee who brought the child, the employee's colleagues, or Library patrons.

Violations of the policy can result in disciplinary actions, including potential termination.

Based on policies in Arizona, Massachusetts, New York, and Rhode Island

Trustees for Board of Education
Vote for One

237 309

	Machine #1	Machine #2	Absentee	Early Mail Vote	Total
Cheryl Werba	197	316	32	5	550
Total:	197	316	32	5	550

TOTAL NUMBER OF PEOPLE VOTED: 550

BUDGET, BOND AND BOARD OF TRUSTEE VOTE – MAY 20, 2025
Write In Candidates

Machine #1					
Machine #2	Matthew Espejo	Jeff Hacker	Cheryl Werba	David Davies	Ted Nugent
Absentees					
Early Mail Vote					

Total: 5

Attest - District Clerk
Marlboro CSD

DOCUMENT 00 11 16
INVITATION TO BID

Owner:
Marlboro Free Library
1251 Route 9W
Marlboro, NY 12542

Architect:
Butler Rowland Mays Architects, LLP
57 West High Street
Ballston Spa, NY 12020

Date: 20 May 2025

Contractors are invited to submit a prime contract offer to the Owner located at the above address before 1:00PM on June 11, 2025 for the following project:

PRIME CONTRACT BID PACKAGES

Marlboro Free Library –Addition and Interior Renovations

Contract No. 1 – General Construction
Contract No. 2 – Plumbing
Contract No. 3 – Mechanical
Contract No. 4 – Electrical

Bids will be opened and publicly read aloud at 1:00PM on June 11, 2025 at the Marlboro Free Library.

Bidders must submit a bid form and inclusive attachments, enclosed in clearly labeled envelopes, for the contract for which a bid is submitted.

This document invites contractors to bid on an Individual Prime Contract to complete the Addition and Interior Renovations to the existing Marlboro Free Library.

Bid Documents for the Stipulated Sum Contracts will be distributed as digital sets. Bidding Documents, Drawings and Specifications may be viewed online free of charge beginning **May 20, 2025** at www.revplans.biddyhq.com under "Public Projects', or electronically downloaded for a non-refundable charge of one hundred dollars ($100.00). Complete sets of Bidding Documents, Drawings, and Specifications, on compact disc (CD) may be obtained from **Rev**, 28 Church Street, Unit 7, Warwick, NY 10990 Tel: 1-877-272-0216 for an additional fee.

The project is tax exempt and State prevailing wage rates will apply.

Your firm will be required to provide Bid security in the form of a Bid Bond in the amount of a sum no less than 10 percent of the Bid Price. Performance Bond and Payment Bond for 100% of the Contract Sum will be required prior to executing the Construction Contract. Failure to submit the Bid Bond with the Bid is cause for rejection.

Refer to other Bidding requirements described in Document 00 21 13 Instructions to Bidders.

A pre-bid meeting and walk-through will be scheduled for 11:00AM on Wednesday, May 28, 2025 at the Library's entrance.

Submit your offer on the Bid Form provided. Bidders are required to complete Bid Form entirely. Bidders may provide additional required information as appropriate.

Your offer will be required to be submitted under a condition of irrevocability for a period of forty-five (45) calendar days after submission.

The Owner expressly reserves the right to accept or reject any or all bids submitted in response to this bid solicitation.

Proposed Library Addition

Geotechnical Engineering Report

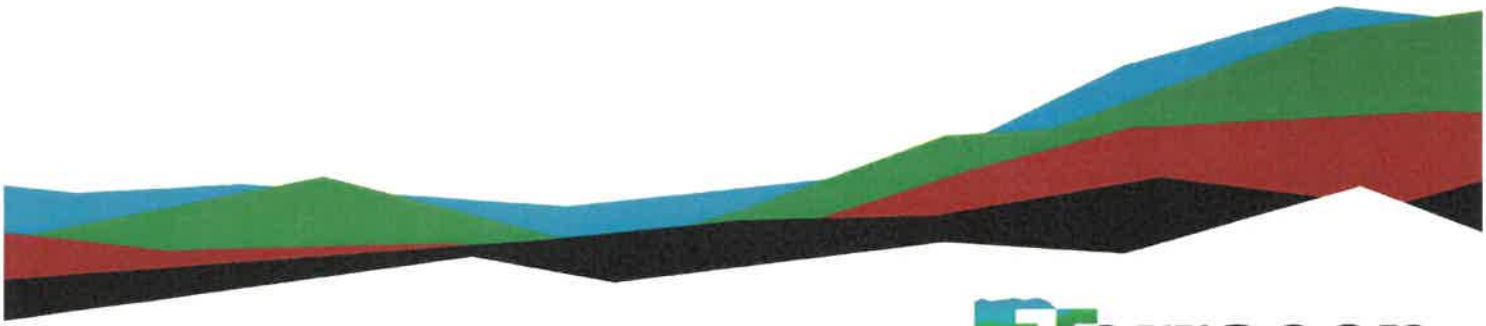
May 27, 2025 | Terracon Project No. JB235288

Prepared for:

Marlboro Free Library

1251 US Route 9W

Marlboro, NY 12542



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May 27, 2025

Marlboro Free Library
1251 US Route 9W
Marlboro, NY 12542

Attn: Ms. Christina Jennerich, Director
p: (845) 236-7272
e: staff@marlborolibrary.org

c/o: Meghan Brennen at Butler Rowland Mays Architects
p: (518) 885-1255 ext.210
e: brennenm@brmarchitects.com

Re: Geotechnical Engineering Report
Proposed Library Addition
1251 US Route 9W
Marlboro, New York
Terracon Project No. JB235288

Dear Ms. Jennerich:

We have completed the Geotechnical Engineering services for the referenced project in general accordance with Terracon proposal no. PJB235288 REV1 which was authorized on March 4, 2025. This report presents the findings of the subsurface exploration and provides geotechnical recommendations concerning earthwork and the design and construction of foundations, floor slabs and pavements for the proposed project.

We appreciate the opportunity to be of service to you. If you have any questions concerning this report or if we may be of further service, please contact us at your convenience.

Sincerely,
Terracon Consultants – NY, Inc.

Christopher J. Norton, P.E.
Sr. Geotechnical Engineer

John S. Hutchison, P.E.
Sr. Geotechnical Engineer

John T. Odorisio, P.E
Geotechnical Department Manager

Table of Contents

Introduction 1
Site Conditions 1
Project Description 2
Subsurface Characterization 3
Subsurface Profile 4
Surface Materials and Fill Soils 4
Native Soils 4
Glacial Till 4
Groundwater Conditions 5
Seismic Site Class 5
Seismic Site Classification 5
Geotechnical Overview 6
General 6
Earthwork 7
Site Preparation 7
Excavation Considerations 8
Fill Material Types 8
Fill Compaction Requirements 9
Grading and Drainage 9
Construction Observation and Testing 9
Shallow Foundations 10
Design Parameters – Compressive Loads 10
Foundation Construction Considerations 11
Floor Slabs 12
Floor Slab Design Parameters 12
Floor Slab Construction Considerations 12
Earth Retaining Wall Design 13
Design Parameters 13
Subsurface Drainage for Earth Retaining Walls 13
Pavements 14
Flexible Pavement Design 14
Temporary Construction Access Roadways 15
Pavement Drainage 15
Pavement Maintenance 15
Frost Considerations 16
General Comments 16
Laboratory Testing 2

Figures

GeoModel

Attachments

Exploration and Testing Procedures
Site Location and Exploration Plans
Exploration and Laboratory Results
Supporting Information

Note: This report was originally delivered in a web-based format. **Blue Bold** text in the report indicates a referenced section heading. The PDF version also includes hyperlinks which direct the reader to that section and clicking on the Terracon logo will bring you back to this page. For more interactive features, please view your project online at **client.terracon.com**.

Introduction

This report presents the results of our subsurface exploration and geotechnical engineering services performed for the proposed addition to the Marlboro Free Library located at 1251 US Route 9W in Marlboro, New York. The purpose of these services was to provide information and geotechnical engineering recommendations relative to:

- Subsurface soil conditions
- Groundwater conditions
- Seismic site classification per IBC
- Site preparation and earthwork
- Foundation design and construction
- Floor slab design and construction
- Pavement design and construction
- Lateral earth pressures
- Frost considerations

The geotechnical engineering scope of services for this project included the advancement of two exploratory test borings to depths between 20.2 and 20.3 feet below existing site grades, limited laboratory testing of recovered soil samples, an engineering evaluation of the conditions encountered and preparation of this report.

Figures indicating the site and test boring locations are included as the attached **Site Location** and **Exploration Plan**, respectively.

Site Conditions

Existing conditions at the site are summarized in the following table.

Item	Description
Parcel Information	The project site is located at 1251 US Route 9W in the town of Marlborough (hamlet of Marlboro), New York. Approximate geographic coordinates: 41.6026° N, 73.9730° W. See **Site Location**.
Existing Improvements	Existing library building, with associated paved parking and landscaped grounds.

Item	Description
Current Ground Cover	Generally maintained lawn, landscaping and/or sidewalks at the location of the proposed addition.
Existing Topography	The topographic information furnished for our use indicates existing grades in the area of the proposed addition are between the elevations of about 194 and 200 feet. West of the existing building, grades continue uphill to elevations between 210 and 220 feet along West Street.

Publicly available historical aerial imagery indicates that the existing structure was constructed sometime after 1983. Prior to development, the site appears to have been a cleared earthen field with tress from at least 1959 until the construction of the existing building.

Project Description

Our understanding of the project is summarized as follows.

Item	Description
Information Provided	As furnished in an email request for proposal from BRM on November 7, 2023 and subsequent correspondence, including the following: ▪ RFP documents prepared by BRM dated November 1, 2023 and January 29, 2025. ▪ Topographic Sketch Plan by Engineering & Surveying Properties dated October 13, 2023. ▪ Overall Floor Plan with proposed addition dated 08/28/23.
Project Description	The project entails construction of an addition to the north end of the existing library building.
Proposed Structure	Plans call for a single-story structure, 4,084 sq.ft. in plan area, which will directly adjoin the existing library building.
Building Construction	Not specified. Assumed to be slab-on-grade ground floor (i.e., non-basement) with wood and/or steel framing and conventional shallow spread foundations.
Finished Floor Elevation	Not specified. Assumed to match finish floor of the existing building at elevation 196.7 feet.

Item	Description
Maximum Loads	No building load information was provided. We have assumed foundation loads will not exceed the following: ▪ Columns – 100 kips ▪ Walls – 5 kips per linear foot (klf) ▪ Floors – 150 pounds per square foot (psf)
Grading/Slopes	The proposed grading information furnished for our use indicates cuts up to about 4 feet and fills up to about 3 feet will be required for construction.
Below-Grade Structures	None indicated.
Free-Standing Retaining Walls	None indicated. However, depending on final grading, portions of the proposed addition foundation walls may retain earth.
Pavements	A preferred pavement surfacing has not been identified to us as part of the preliminary information. We have provided recommendations for both flexible (asphalt) and rigid (concrete) pavement sections herein. The assumed pavement design period is 20 years.
Building Code	2020 Building Code of NYS.

If any of the above information is incorrect, please let us know so we can review the conclusions and recommendations provided in this report for applicability to the actual design and update the report as appropriate.

As the design of the project progresses and site grading plans and building loads are fully developed, we should be retained to assess this site-specific information relative to the recommendations contained herein.

Subsurface Characterization

We have developed a general characterization of the subsurface conditions based upon our review of the subsurface exploration, laboratory data, geologic setting, and our understanding of the project. This characterization, termed GeoModel, forms the basis of our geotechnical calculations and evaluation of the site. Conditions observed at each exploration point are indicated on the individual subsurface logs. The subsurface logs can be found in the **Exploration Results** attachment to this report, together with the results of whatever laboratory testing was performed, and the GeoModel can be found in the **Figures** section.

Subsurface Profile

The following model layers were identified within the subsurface profile. For more detail concerning the model layers with their respective depths at each boring location, refer to the GeoModel.

Model Layer	Layer Name	General Description
1	**Fill**	Silty Sand with Gravel
2	**Native Course-Grained Soil**	Silty Sand with Gravel, Silty Gravel with Sand, Silty Sand, loose to dense
3	**Glacial Till**	Native Silt, Poorly Graded Gravel with Silt and Sand, with various amounts of cobbles and rock fragments noted, medium dense to dense and hard

Surface Materials and Fill Soils

Test boring B-1 was completed within the parking lot to the north of the library, and test boring B-2 was completed in the maintained mulch area at the northeast corner of the building. Beneath the surficial 6 inches of asphalt and 4 inches of mulch, fill soils were encountered at each of the locations investigated, extending to a depth of approximately 4 feet below the existing ground surface. In general, the fill soils were found to consist of silty sand with gravel.

Native Soils

Underlying the existing fills were native course-grained soils, characterized as silty sand with gravel, silty gravel with sand, and silty sand. Cobbles were occasionally noted therein. The native coarse-grained soils were judged to be loose to medium dense in relative density based on measured SPT 'N' values. The native coarse-grained soils extended to depths from approximately 10 to 15 feet below existing grade.

Glacial Till

Beneath the native course-grained soils were deposits consisting of glacial till, characterized as silt and poorly graded gravel with silt and sand, with embedded cobbles and rock fragments. The till was judged to be medium dense to very dense in relative density where primarily gravel and a consistency of hard where primarily silt on the basis of measured SPT N-values.

Groundwater Conditions

Groundwater observations and measurements were made as the boreholes were completed. It should be noted that, in some instances, these measurements may not reflect actual groundwater depth as adequate time may not have passed upon completion of sampling for groundwater to achieve a static level in the augers prior to the measurements being taken.

Measurable groundwater was encountered in each boring at depths of approximately 10.0 and 17.4 feet below the existing ground surface, respectively. Based upon our experience in the project area, the ground water elevation encountered in boring B-2 at 17.4 feet is believed to represent or be near the true groundwater table elevation. The shallower groundwater encountered in B-1 is believed to be a perched water condition. Perched water levels develop when surface water (i.e., precipitation or runoff) enters the subsurface through surficial soils and becomes trapped, or perched, on top of less permeable soils such as the underlying dense glacial till.

Groundwater conditions, and the extent of any perched water, should be expected to vary with seasonal fluctuations in precipitation and runoff. Additionally, grade adjustments on and around the site, as well as surrounding drainage improvements, may affect the water table. The possibility of groundwater level fluctuations should be considered when developing the design and construction plans for the project.

Seismic Site Class

The seismic design requirements for buildings and other structures are based on Seismic Design Category. Assignment of Site Class is required to determine the Seismic Design Category for a structure. The Site Class is based on the upper 100 feet of the site profile defined by a weighted average value of either shear wave velocity, standard penetration resistance or undrained shear strength in accordance with Section 20.4 of ASCE 7 and the International Building Code (IBC).

Seismic Site Classification

In our estimation, the seismic Site Class is D. This determination is made based upon the soil and bedrock conditions encountered at the site and the results of the SPT testing. Additional deeper borings or geophysical testing may be performed to confirm the conditions below the current boring depth, if desired.

Geotechnical Overview

General

The project site is considered suitable for support of the proposed library addition using conventional shallow spread foundations and slab-on-grade design. Based on the conditions disclosed by our investigation, we offer the following general conclusions.

- New foundations may be supported on undisturbed native soils, or on Structural Fill which is placed over the native soils after the removal of all existing fill, remains of former structures or otherwise unsuitable materials which may be found. Existing fills should not be relied upon for new foundation support.

- Assuming that existing fill soils throughout the site are similar in composition to those revealed by the test borings, consideration may be given to support of new floor slabs over the existing fills provided the subgrade surfaces are proof-rolled and stabilized as may be required. It should be understood the proof-rolling will lessen, but not eliminate, the possibility that settlement of floor slabs constructed over the existing fills may occur over time and require periodic maintenance. We recommend some amount of undercutting of the existing subgrade be anticipated and budgeted for in the event clearly unsuitable materials are encountered.

- The soils excavated onsite should generally be suitable for reuse as new fill and backfill once cleansed of any oversize particles, unsuitable debris or organics, subject to the approval of the Geotechnical Engineer and based upon the conditions encountered at the time of construction.

- Groundwater is in general anticipated to be below foundation excavation depths and should not be a significant factor in planning for design and construction of the building addition. If perched water is encountered during construction, it is expected to be limited in volume and standard sump and pump methods should be sufficient for its removal. Dewatering is a means and methods consideration for the contractor.

The following sections of this report provide more specific recommendations to assist in planning for the geotechnical aspects of the project. We should be provided with the opportunity to review plans and specifications prior to their release for bidding to confirm that our recommendations were properly understood and implemented, and to allow us to refine our recommendations, if warranted, based upon the final design.

The **General Comments** section provides an understanding of the report limitations.

Earthwork

Earthwork is anticipated to include concrete and pavement stripping, clearing and grubbing, stabilization of subgrade surfaces as necessary, foundation excavation and associated site fill and backfill.

The following sections provide recommendations for use in the preparation of specifications for the work. The recommendations include critical quality criteria as necessary to render the site in the state considered suitable in our geotechnical engineering evaluation for foundations, floor slabs and pavements.

Construction site safety is the sole responsibility of the contractor, who controls the means, methods, and sequencing of construction operations. Under no circumstances shall the information provided herein be interpreted to mean Terracon is assuming responsibility for construction site safety or the contractor's activities; such responsibility is neither implied nor shall it be inferred.

Site Preparation

Site preparation should begin with stripping of existing concrete and pavements, topsoil and other surface materials as applicable from the proposed building area. Any old foundations, slabs or below grade structures that may be found should be removed in their entirety from beneath the proposed building area, extending at least five feet beyond its perimeter. Outside the proposed building area, any foundation remains or old structures should be removed to a depth of at least two feet below new pavement surfaces.

Should the owner elect to leave the existing fills in place beneath the building addition floor slabs, proof-rolling and stabilization of the subgrades as described herein will lessen but cannot eliminate the risk of settlement. If this uncertainty cannot be accepted, the existing fills should be removed and replaced in their entirety as part of the site preparation. Some quantity of removal/replacement of the existing fills should be anticipated and considered in project budgeting in the event clearly unsuitable materials are encountered.

Prior to placing new fills to raise site grades, and/or after cuts are made to the plan subgrade elevations, the subgrades should be proof-rolled using a steel drum roller with a static weight of at least 7 tons. The roller should operate in its vibratory mode, unless requested otherwise by the Geotechnical Engineer observing the work, and travel at a speed not exceeding three feet per second (two miles per hour). The roller should complete at least two passes over all subgrade surfaces in opposing directions. The method of proof-rolling may be modified by the Geotechnical Engineer based upon the conditions disclosed at the time of construction.

Soft areas identified by the proof-rolling should be investigated to determine the cause and stabilized accordingly. These investigations may include the excavation of test pits. If existing fills are found and determined by to be unsuitable by the Geotechnical Engineer, they should be removed and replaced as deemed necessary.

Excavation Considerations

Excavations must be performed in accordance with OSHA 29 CFR, Part 1926, Subpart P and its appendices, along with any state and local codes, as applicable. The contractor should be aware that slope height, slope inclination, and excavation depth should in no instance exceed OSHA regulations. Flatter slopes than those stipulated by the regulations or temporary shoring may be required depending upon the excavation depth, soil/groundwater conditions encountered and other external factors. OSHA regulations are strictly enforced and if they are not followed, the owner, contractor, and/or earthwork and utility subcontractor could be liable and subject to substantial penalties.

Excavations should be completed so as not to undermine the foundations of adjacent structures or utilities that are to remain in place. In general, excavations should not encroach within a zone of influence defined by a line extending out and down from any existing structures at an inclination of 1V:1.5H. Excavations that encroach within this zone should be sheeted, shored and/or braced as required to support the soil and adjacent structure loads, or the structure should be underpinned to establish bearing at a deeper level. It should be understood that the native soils on this site contain cobbles and boulders, which may influence temporary shoring types and their adequacy. The contractor should be cognizant of the subsurface conditions when determining suitable means of excavation and excavation support.

Additionally, excavations should be maintained free of groundwater, such that work proceeds in the dry. Surface water should be intercepted and diverted outside the limits of work to minimize runoff into excavations, and excavated subgrades should be shaped and sloped to shed precipitation to these drainage features. Dewatering is a means and methods consideration for the contractor.

Fill Material Types

Imported Structural Fill should be used as fill/backfill in and around the proposed building addition and associated features. The fill should consist of imported sand and gravel which meets the limits of gradation given below. Any imported materials should be free of recycled concrete, asphalt, bricks, glass, and pyritic shale rock.

Imported Structural Fill	
Sieve Size	**Percent Finer**
3"	100
¼"	30 to 75
No. 40	5 to 40
No. 200	0 to 10

As previously indicated, provisional reuse of excavated site soils as may be considered if approved by the Geotechnical Engineer and pending the conditions encountered at the time of construction. Any reuse of the onsite soils would require that excessively silty/clayey material, organics, oversized particles or whatever otherwise unsuitable material that may be found therein be separated and reused in non-sloping landscape areas only or wasted off-site as appropriate.

Fill Compaction Requirements

New Structural Fill placed to raise site grades or for foundation backfill should be placed in uniform loose layers no more than about one-foot thick where heavy vibratory compaction equipment is used. Thinner lifts should be used where hand-operated equipment is required for compaction. Each lift should be compacted to no less than 95 percent of the material's maximum dry density as determined by the Modified Proctor Compaction Test, ASTM D1557. In landscape areas, the compaction requirement may be relaxed to 90 percent of maximum dry density

Grading and Drainage

All proposed grades should be configured to provide effective drainage away from the new addition during and after construction, with such drainage maintained throughout the life of the structure. Water retained next to buildings can result in soil movements greater than those outlined in this report, which may in turn lead to unsatisfactory differential floor slab and/or foundation displacements, cracked slabs and walls, or roof leaks.

Construction Observation and Testing

The earthwork efforts should be monitored under the direction of the Geotechnical Engineer. Monitoring should include documentation of adequate removal of surface materials and unsuitable fills, proof-rolling, and mitigation of any areas identified as needing improvement through proof-rolling. Each lift of new Structural Fill should be satisfactorily placed and compacted prior to placement of additional lifts.

The monitoring should also include evaluation of foundation bearing grades and subgrades for floor slabs. If unanticipated conditions are encountered, the Geotechnical Engineer should prescribe mitigation options.

It should be understood that subsurface conditions will be more fully known when the site is excavated. The continuation of the Geotechnical Engineer into the construction phase of the project will allow for validation of the subsurface conditions assumed to exist for this study and in the development of the design recommendations in this report, along with assessing any variations, providing interim recommendations as necessary and reviewing associated design changes.

Shallow Foundations

If the site has been prepared in accordance with the recommendations outlined previously in the **Earthwork** section and under the **Foundation Construction Considerations** below, the following parameters may be assumed in the design of conventional shallow spread foundations.

Design Parameters – Compressive Loads

Item	Description
Maximum Net Allowable Bearing Pressure [1, 2]	3,000 pounds per square foot (psf)
Required Bearing Stratum [3]	Undisturbed native soils, or upon Structural Fill which is placed over the native soils after removal of existing fill or whatever otherwise unsuitable material may be found.
Minimum Foundation Dimensions	Columns: 24 inches Continuous: 18 inches
Ultimate Coefficient of Sliding Friction [4]	0.35 (concrete on native soils) 0.45 (concrete on Structural Fill)
Minimum Embedment below Finished Grade [5]	Exterior footings: 48 inches Interior footings in heated areas: 24 inches Interior footings in unheated areas: 48 inches
Estimated Total Settlement from Structural Loads [2]	Less than about (1) inch

Item	Description
Estimated Differential Settlement [2, 6]	About 3/4 of total settlement

1. The maximum net allowable bearing pressure is the pressure in excess of the minimum surrounding overburden pressure at the footing base elevation. Values assume that exterior grades are no steeper than 20% within 10 feet of structure.
2. Values provided are for maximum loads noted in **Project Description**.
3. The bearing grades should be prepared per the recommendations presented below in the **Foundation Construction Considerations**.
4. Can be used to compute sliding resistance where foundations are placed on suitable soil/materials. Should be disregarded for foundations subject to net uplift conditions.
5. Embedment necessary to minimize the effects of frost and/or seasonal water content variations. Interior footings in heated area may be seated at the 24-inch depth if allowed by local building codes. For sloping ground, maintain depth below the lowest adjacent exterior grade within 5 horizontal feet of the structure.
6. Differential settlements are noted for equivalent-loaded foundations and bearing elevation as measured over a span of 50 feet.

Where existing and new foundations will abut, they should match (or nearly match) in bearing elevation. If new foundations are to be positioned lower than existing foundations, the new foundation should not encroach within a zone extending out and down from the base of the existing foundation at an inclination of 1V:1.5H. Excavations that encroach within this zone should be sheeted, shored and/or braced as required to support the soil and existing structure loads. If new foundations are positioned within this zone, the existing foundations should be underpinned or extended deeper to establish bearing at a lower level. Additionally, new foundations should be positioned so as not to impose new loads upon existing foundation walls unless the walls are designed to accommodate the added load.

Foundation Construction Considerations

The foundations may be seated directly on undisturbed native soils, or on Structural Fill placed over the native soils after all topsoil and existing fill is removed, along with whatever remains of former structures or otherwise unsuitable materials that may be found. If over-excavation is required beneath the foundations to remove unsuitable material, the excavation should extend horizontally beyond each side of the foundation a distance equal to at least one-half the depth of the undercut below the final bearing grade elevation. Replacement material should meet the specification and compaction guidelines for Structural Fill as outlined herein.

Foundation bearing grades should be proof-compacted using a mechanical or large reversible plate tamper to densify the soils loosened by the excavation process unless otherwise directed by the Geotechnical Engineer observing the grades. If groundwater seepage occurs, proof-compacting should be eliminated, and a minimum six-inch thick

base of clean crushed stone should be provided to establish a more uniform and stable base for construction and to assist in dewatering. The stone should be an ASTM C33 Blend 57 aggregate which is enveloped in a non-woven synthetic filter fabric meeting the requirements of NYSDOT standard specifications table 737-01C for drainage geotextile.

All final bearing grades should be relatively firm, stable, and free of loose soil, mud, water and frost. The Geotechnical Engineer should approve the condition of the foundation bearing grades immediately prior to placement of reinforcing steel and concrete.

Floor Slabs

Floor Slab Design Parameters

New interior floor slabs should be constructed upon a minimum six-inch thick subbase course which conforms to the requirements for NYSDOT Type 2 Subbase or ASTM C33 Blend 57 aggregate. Consideration should be given to using a thicker subbase course in areas subject to heavier loads and/or use, or those exposed to freezing temperatures.

The use of a vapor retarder along with a base course of ASTM C33 Blend 57 aggregate should be considered beneath concrete slabs on grade covered with wood, tile, carpet, or other moisture sensitive or impervious coverings, or when the slab will support equipment sensitive to moisture.

When conditions warrant the use of a vapor retarder, the slab designer should refer to ACI 302 and/or ACI 360 for procedures and cautions regarding its use and placement. Saw-cut control joints should be placed in the slab to help control the location and extent of cracking. For additional recommendations refer to the ACI Design Manual.

Floor slab subgrades should be prepared as outlined in the Earthwork section herein. Under these conditions, a modulus of subgrade reaction equal to 150 pounds per cubic inch (psi/in) may be assumed at the top of the stone base layer for slab design purposes.

Floor Slab Construction Considerations

Even with the base course recommended above, we caution that the subgrades may not support repeated heavy construction traffic or telehandlers without suffering rutting and weaving that may be especially severe during wet seasons. If the grades are to be repeatedly traversed by these types of equipment, they should be reinforced as necessary to support them. Areas which become disturbed should be excavated and stabilized accordingly.

The Geotechnical Engineer should approve the condition of floor slab subgrades immediately prior to placement of the subbase course. Attention should be paid to high traffic areas that were rutted and disturbed earlier, and to areas where backfilled trenches are located.

Earth Retaining Wall Design

Design Parameters

All permanent earth-retaining foundation walls or structures should be designed to resist the lateral pressures generated by earth backfill along with any temporary or permanent surcharge loads. Active earth pressures may be assumed for walls that are free to deflect as the backfill is placed. At-rest earth pressures should be assumed for all building or structure walls that are braced prior to backfilling or applying surcharge loads. The following design parameters are provided to assist in calculating lateral earth pressures, whichever apply, and to analyze the stability of unbraced walls by sliding and overturning.

- Soil angle of internal friction - 30 degrees
- Coefficient of At-Rest earth pressure (k_o) - 0.50
- Coefficient of Active earth pressure (k_a) - 0.33
- Coefficient of Passive earth pressure (k_p) - 3.0
- Total unit weight of compacted soil - 130 pcf
- Coefficient of sliding friction – 0.35 (concrete on native soils)
  0.45 (concrete on Structural Fill)

The recommended design parameters assume that retaining wall backfill consists of imported Structural Fill as described in the **Earthwork** section herein (excavated onsite materials should not be reused for this purpose), idealized non-sloping conditions on each side of the wall, and that the backfill remains permanently well-drained. Water must not be allowed to collect against the wall unless the wall is designed to accommodate the added hydrostatic pressure. Drainage system recommendations are provided below.

Subsurface Drainage for Earth Retaining Walls

Earth retaining walls should be provided with a foundation level drain which may consist of a nominal 4-inch diameter perforated PVC or corrugated HDPE pipe embedded at the base of a minimum 12-inch wide column of clean crushed stone (e.g., ASTM C33 Blend 57 stone). The stone should be enveloped in an appropriate non-woven filter fabric (meeting NYSDOT standard specifications table 737-01C for drainage geotextile) to inhibit siltation. Backfill soils behind the crushed stone drainage layer should consist of

imported Structural Fill. The drain line should be sloped to provide positive gravity drainage to daylight, a stormwater system, or to a sump pit and pump.

Pavements

Flexible Pavement Design

The pavement sections presented below were developed in general accord with AASHTO procedures using a reduced subgrade strength and local experience to account for frost, and to keep the anticipated pavement heave and cracking within generally tolerable limits. A subgrade resilient modulus (M_r) equal to 4,000 psi has been assumed for design purposes. Our design parameters assume the existing fills will be left in place and stabilized as detailed in the **Earthwork** section of this report. As previously indicated, the owner must accept some degree of risk for pavement settlement if the existing fills are left in place, which may require periodic maintenance.

Two conventional pavement sections were developed, a Light Duty section for automobile parking areas, and a Heavy Duty section for entrance drives or areas subject to routine truck traffic. For design purposes, it has been assumed that the pavement design life is 20 years, and that daily equivalent single axle loads (ESALs) are equal to 1 for the Light Duty section and 25 for the Heavy Duty section. If the traffic loads vary from these, we should be provided the opportunity to refine the pavement section accordingly.

All materials should meet the requirements specified in the latest edition of the New York State Department of Transportation (NYSDOT) Standard Specifications for Construction and Materials.

Flexible Pavement Design				
Layer	Material Description	NYSDOT Item Number	Thickness (inches)	
			Light Duty	Heavy Duty
Top	Asphaltic Concrete	402.127303	1.5	1.5
Binder	Asphaltic Concrete	402.257903	2.0	3.0
Subbase	Crusher-Run Stone	Section 733.04, Type 2	8	12
Fabric	Stabilization Geotextile	Section 737-01, Table E	Single Ply	Single Ply

Rigid concrete pavements, if any, should be provided with a minimum six-inch thick base of crusher-run stone (NYSDOT section 733-04, Type 2 material) placed over a stabilization geotextile. The pavements may be designed assuming a modulus of subgrade reaction equal to 150 pounds per cubic inch at the top of the base layer.

Temporary Construction Access Roadways

The recommended pavement sections are not intended to support heavy construction equipment loads which may require thicker sections. The contractor should construct temporary haul routes and construction roadways onsite as appropriate for the weather conditions and the equipment in use, with consideration to the soil conditions encountered in specific areas. Construction traffic should not be routed across the recommended pavement sections unless augmented accordingly.

Pavement Drainage

Accumulation of water on pavement subgrades should be avoided by grading the subgrade to a slope of at least two percent, and/or by providing edge swales or underdrains. Failure to provide adequate drainage will shorten pavement life.

Pavement Maintenance

All pavements require periodic care, and preventive maintenance should be planned and provided for through an on-going pavement management program. Maintenance

activities are intended to slow the rate of pavement deterioration and to preserve the pavement investment. Maintenance consists of both localized maintenance (e.g., crack and joint sealing and patching) and global maintenance (e.g., surface sealing). Settlement of pavements due to consolidation of the existing fills may also occur and require periodic maintenance.

Frost Considerations

Frost may penetrate beneath sidewalks and pavements (or building slabs in unheated areas) and cause them to heave, and resulting displacements may be differential, particularly where sidewalks and pavements meet building doorways and along curbs. To limit heave and the creation of such uneven joints to generally tolerable magnitudes for most winters, a 16 inch thick base of ASTM C33 Blend 57 crushed stone should be placed beneath sensitive sidewalk or pavement areas, along with an underdrain to relieve any collected waters. The crushed stone should be separated from the surrounding soils with a non-woven synthetic filter fabric meeting the requirements of NYSDOT standard specifications table 737-01C for drainage geotextile.

General Comments

Our analysis and opinions are based upon our understanding of the project, the geotechnical conditions in the area, and the data obtained from our site exploration. Variations will occur between exploration points or due to the modifying effects of construction or weather. The nature and extent of such variations may not become evident until during or after construction. Terracon should be retained as the Geotechnical Engineer, where noted in this report, to provide observation and testing services during pertinent construction phases. If variations appear, we can provide further evaluation and supplemental recommendations. If variations are noted in the absence of our observation and testing services on-site, we should be immediately notified so that we can provide evaluation and supplemental recommendations.

Our Scope of Services does not include, either specifically or by implication, any environmental or biological (e.g., mold, fungi, bacteria) assessment of the site or identification or prevention of pollutants, hazardous materials or conditions. If the owner is concerned about the potential for such contamination or pollution, other studies should be undertaken.

Our services and any correspondence are intended for the sole benefit and exclusive use of our client for specific application to the project discussed and are accomplished in accordance with generally accepted geotechnical engineering practices with no third-party beneficiaries intended. Any third-party access to services or correspondence is solely for information purposes to support the services provided by Terracon to our client. Reliance upon the services and any work product is limited to our client and is not

intended for third parties. Any use of or reliance on the provided information by third parties is done solely at their own risk. No warranties, either express or implied, are intended or made.

Site characteristics as provided are for design purposes and not to estimate excavation cost. Any use of our report in that regard is done at the sole risk of the excavating cost estimator as there may be variations on the site that are not apparent in the data that could significantly impact excavation cost. Any parties charged with estimating excavation costs should seek their own site characterization for specific purposes to obtain the specific level of detail necessary for costing. Site safety and cost estimating, including excavation support and dewatering requirements/design, are the responsibility of others.

Construction and site development have the potential to affect adjacent properties. Such impacts can include damages due to vibration, modification of groundwater/surface water flow during construction, foundation movement due to undermining or subsidence from excavation, as well as noise or air quality concerns. Evaluation of these items on nearby properties are commonly associated with contractor means and methods and are not addressed in this report. The owner and contractor should consider performing a preconstruction/precondition survey of surrounding development. If changes in the nature, design, or location of the project are planned, our conclusions and recommendations shall not be considered valid unless we review the changes and either verify or modify our conclusions in writing.

Figures

Contents:

GeoModel

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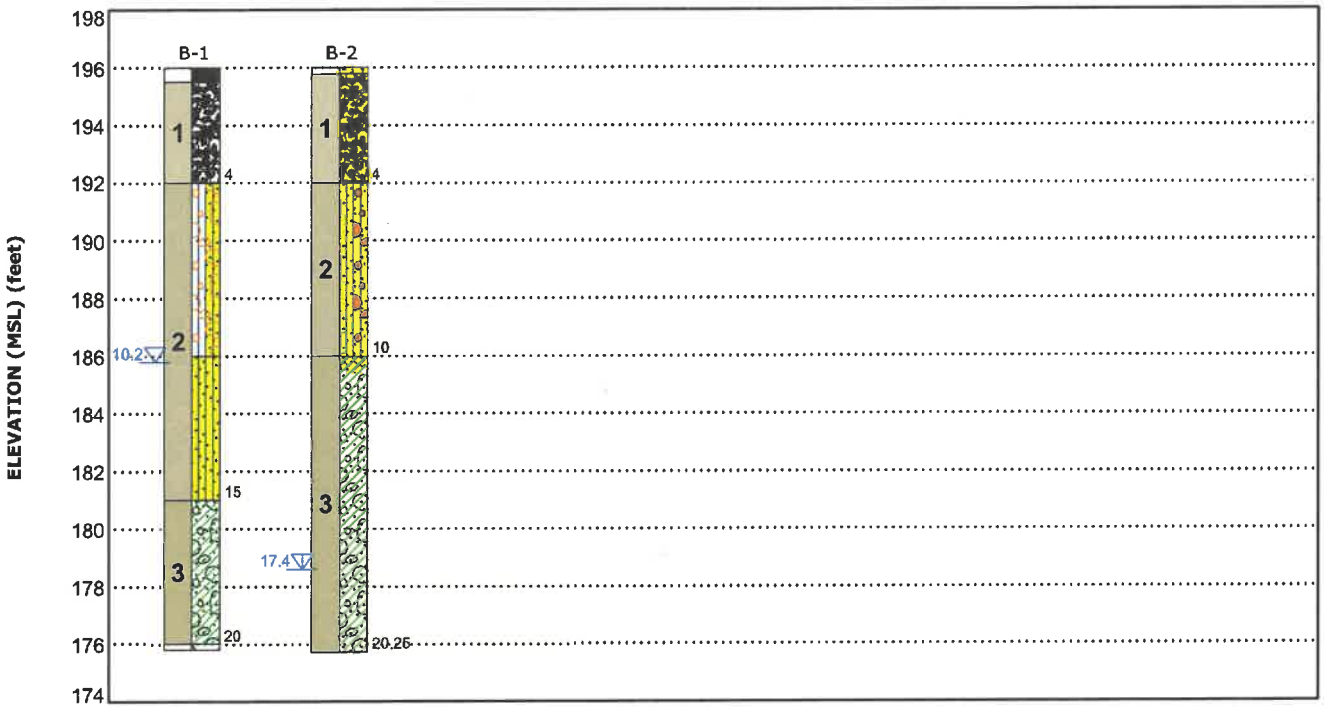
Terracon Project No. JB235288

Terracon
30 Corporate Cir Ste 201
Albany, NY

GeoModel



This is not a cross section. This is intended to display the Geotechnical Model only. See individual logs for more detailed conditions.

Model Layer	Layer Name	General Description
1	**Fill**	Silty Sand with Gravel
2	**Native Course-Grained Soil**	Silty Sand with Gravel, Silty Gravel with Sand, Silty Sand, loose to dense
3	**Glacial Till**	Native Silt, Poorly Graded Gravel with Silt and Sand, with various amounts of cobbles and rock fragments noted, medium dense to dense and hard

Legend	
Asphalt	Fill
Silty Gravel with Sand	Silty Sand
Glacial Till	Weathered Rock
Topsoil	Silty Sand with Gravel

▽ First Water Observation
▽ Second Water Observation

Groundwater levels are temporal. The levels shown are representative of the date and time of our exploration. Significant changes are possible over time.
Water levels shown are as measured during and/or after drilling. In some cases, boring advancement methods mask the presence/absence of groundwater. See individual logs for details.

NOTES:
Layering shown on this figure has been developed by the geotechnical engineer for purposes of modeling the subsurface conditions as required for the subsequent geotechnical engineering for this project.
Numbers adjacent to soil column indicate depth below ground surface.

Attachments

Exploration and Testing Procedures

Field Exploration

Number of Borings	Approximate Boring Depth (feet)	Location
2	20.2 to 20.3	Proposed building addition footprint

Boring Layout and Elevations: The test boring locations were selected and were established in the field by Terracon using a hand-held GPS unit (estimated horizontal accuracy of ±10 feet), taped measurements and/or visual reference from existing site features (within the limitations of access, existing structures and underground/overhead utilities).

Ground surface elevations at the test boring locations were estimated using the topographic mapping provided for our use. If more precise locations or elevations are desired, the as-completed test locations should be surveyed.

Subsurface Exploration Procedures: The test borings were completed using a standard rotary drill rig equipped with hollow stem augers. As the augers were advanced, the soils were sampled at intervals of five feet or less in accordance with the Standard Method for Penetration Test and Split-Barrel Sampling of Soils, ASTM D1586. In the split-barrel sampling procedure, a standard 2-inch outer diameter split-barrel sampling spoon is driven into the ground by a 140-pound automatic hammer falling 30-inches per blow. The number of blows required to advance the sampling spoon between 6 and 18-inches of penetration is recorded as the Standard Penetration Test (SPT) resistance value. The SPT resistance values, also referred to as N-values, are indicated on the boring logs at the corresponding test depths. Upon completion of drilling, the boreholes were backfilled with auger cuttings, sand and/or concrete cylinders, and the ground surface at each location was restored.

Our exploration team prepared field boring logs as part of the drilling operations. These field logs included visual descriptions of the materials encountered during drilling and our interpretation of the subsurface conditions between samples. The sampling depths, penetration lengths, water level measurements and other information as applicable were recorded on the field boring logs.

The soil samples were placed in appropriate containers and taken to our laboratory for visual classification by a geologist or geotechnical engineer. The soils were described based on the material's color, texture, plasticity, moisture condition, etc. Soil classifications are in general accordance with the Unified Soil Classification System (USCS) as summarized herein. Final boring logs were prepared, and they represent the

Geotechnical Engineer's interpretation based on the field logs and visual classifications, along with whatever laboratory testing was performed.

Laboratory Testing

Selected samples recovered from the test borings were submitted for laboratory testing as part of the subsurface investigation, to confirm the visual classifications and to provide quantitative index properties for use in the geotechnical evaluation. This testing was performed in general accordance with the following standard methods:

- ASTM D2216 - Standard Test Methods for Laboratory Determination of Water (Moisture) Content of Soil and Rock by Mass (5 samples tested)
- ASTM D422 - Standard Test Method for Particle-Size Analysis of Soils (w/o hydrometer – 5 samples tested)

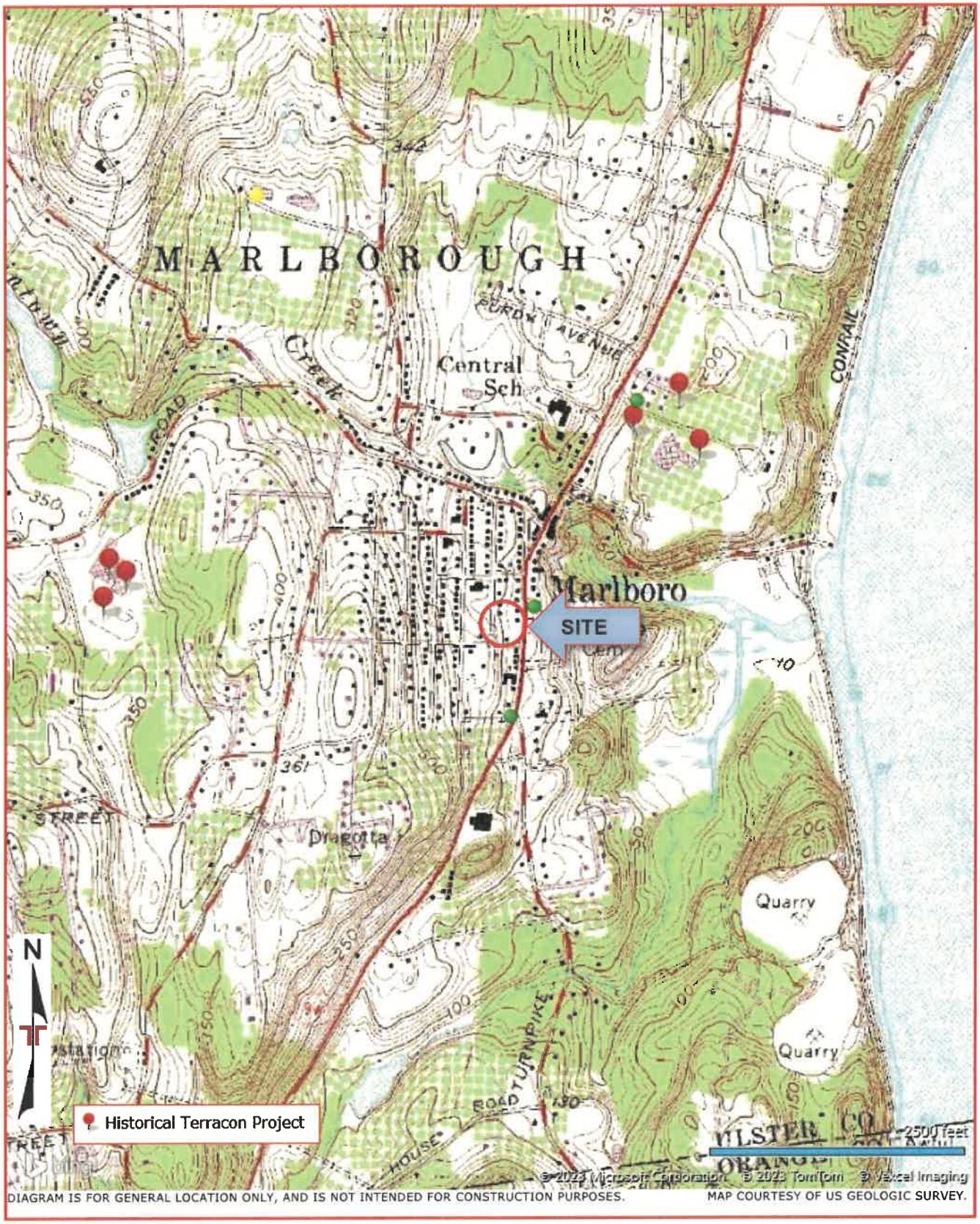
Site Location and Exploration Plans

Contents:

Site Location Plan
Exploration Plan

Note: All attachments are one page unless noted above.

Site Location



Exploration Plan

DIAGRAM IS FOR GENERAL LOCATION ONLY, AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES. BASE MAP FURNISHED BY CLIENT.

Exploration and Laboratory Results

Contents:

Boring Logs (2 pages)
Laboratory Test Results (2 pages)

Note: All attachments are one page unless noted above.

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Boring Log No. B-1

Location: See Exploration Plan

Latitude: 41.6027° Longitude: -73.9731°

Approximate Elevation: 196 (Ft.)

Model Layer	Depth (Ft.)	Description	Elevation	Depth (Ft.)	Water Level Observations	Sample Type	Recovery (In.)	Field Test Results	Water Content (%)
	0.5	**6" ASPHALT**, pavement at ground surface	195.5						
1		**FILL - SILTY SAND WITH GRAVEL**, black and brown					8	23-5-3-1 N=8	
							4	3-3-8-14 N=11	12.9
	4.0		192						
2		**SILTY GRAVEL WITH SAND (GM)**, brown, loose to medium dense driller notes cobbles between 5 and 10 feet		5			13	7-3-3-4 N=6	
							14	5-7-7-4 N=14	10.7
	10.0		186						
		SILTY SAND (SM), trace gravel, brown, medium dense		10	▽		11	12-6-5-9 N=11	16.5
	15.0		181						
3		**SILT (ML)**, trace clay, brown, hard, cobbles noted by driller, (GLACIAL TILL)		15			12	62-29-50/3"	
	20.0		176						
	20.2	**WEATHERED SHALE**, gray, very dense, rock fragments (presumed bedrock)	175.8	20			2	50/2"	
		Boring Terminated at 20.2 Feet							

See Exploration and Testing Procedures for a description of field and laboratory procedures used and additional data (If any).

See Supporting Information for explanation of symbols and abbreviations.

Elevation Reference: Elevations were interpolated from a topographic site plan.

Water Level Observations
▽ Perched water

Drill Rig
CME 750X

Hammer Type
Automatic

Driller
Caleb Schindler

Notes

Advancement Method
2 1/4" ID HSA

Abandonment Method
Boring backfilled with soil cuttings upon completion.

Logged by
BG

Boring Started
03-27-2025

Boring Completed
03-27-2025

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Terracon
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Albany, NY

Boring Log No. B-2

Location: See Exploration Plan

Latitude: 41.6027° Longitude: -73.9729°

Depth (Ft.) | Approximate Elevation: 196 (Ft.)

Model Layer	Graphic Log	Depth (Ft.)	Water Level Observations	Sample Type	Recovery (In.)	Field Test Results	Water Content (%)
1		0.3 / 195.75 **MULCH**, at ground surface **FILL - SILTY SAND WITH GRAVEL**, trace organics, brown, loose			11	WH-2-3-3 N=5	17.6
					18	5-13-19-21 N=32	10.6
2		4.0 / 192 **SILTY SAND WITH GRAVEL (SM)**, brown, medium dense to dense, driller noted occasional cobbles			12	15-14-14-6 N=28	
		no recovery, evidently pushed a cobble			0	4-3-2-3 N=5	
		10.0 / 186 **POORLY GRADED GRAVEL WITH SILT AND SAND (GP-GM)**, brown, medium dense to dense, (GLACIAL TILL)			11	20-17-17 N=34	11.0
3		no recovery, evidently pushed a cobble	▽		0	26-11-9-10 N=20	
		20.3 / 175.75			4	50/3"	
		Boring Terminated at 20.3 Feet					

Depth (Ft.): 5, 10, 15, 20

See Exploration and Testing Procedures for a description of field and laboratory procedures used and additional data (If any).

See Supporting Information for explanation of symbols and abbreviations.

Elevation Reference: Elevations were interpolated from a topographic site plan.

Water Level Observations

▽ While drilling

Drill Rig
CME 750X

Hammer Type
Automatic

Driller
Caleb Schindler

Notes

Advancement Method
2 1/4" ID HSA

Abandonment Method
Boring backfilled with soil cuttings upon completion.

Logged by
BG

Boring Started
03-27-2025

Boring Completed
03-27-2025

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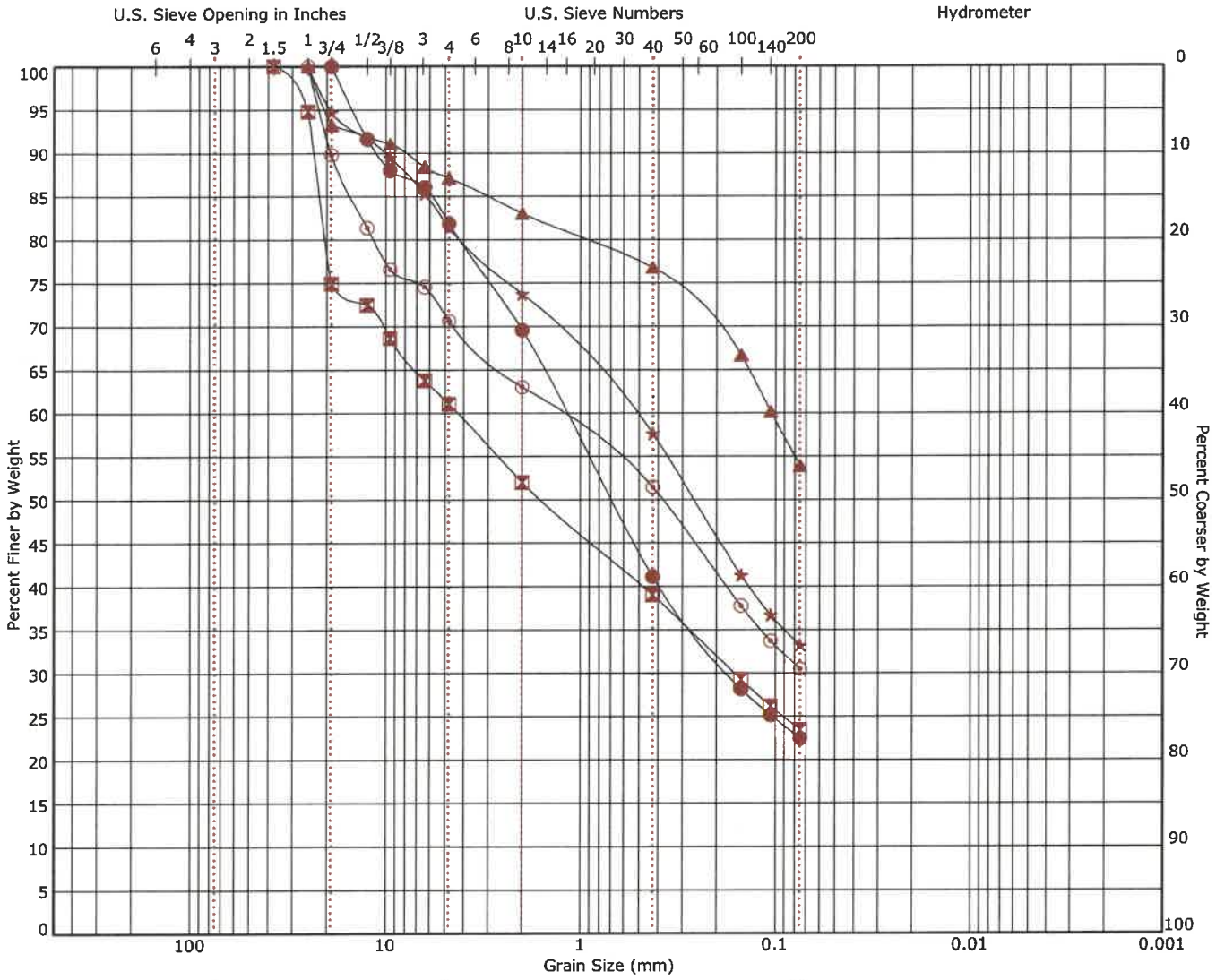
Grain Size Distribution

ASTM D422 / ASTM C136 / AASHTO T27



Cobbles	Gravel		Sand			Silt or Clay
	coarse	fine	coarse	medium	fine	

Boring ID		Depth (Ft)	Description	USCS	LL	PL	PI	Cc	Cu
●	B-1	2 - 4	SILTY SAND with GRAVEL	SM					
■	B-1	6 - 8	SILTY GRAVEL with SAND	GM					
▲	B-1	10 - 12	SILTY SAND	SM					
★	B-2	0 - 2	SILTY SAND with GRAVEL	SM					
◉	B-2	2 - 4	SILTY SAND with GRAVEL	SM					

Boring ID		Depth (Ft)	D_{100}	D_{60}	D_{30}	D_{10}	%Cobbles	%Gravel	%Sand	%Fines	%Silt	%Clay
●	B-1	2 - 4	19	1.188	0.174		0.0	18.1	59.4	22.5		
■	B-1	6 - 8	37.5	4.283	0.162		0.0	38.9	37.6	23.5		
▲	B-1	10 - 12	25	0.105			0.0	12.9	33.2	53.9		
★	B-2	0 - 2	25	0.534			0.0	18.6	48.2	33.2		
◉	B-2	2 - 4	25	1.335			0.0	29.3	40.2	30.5		

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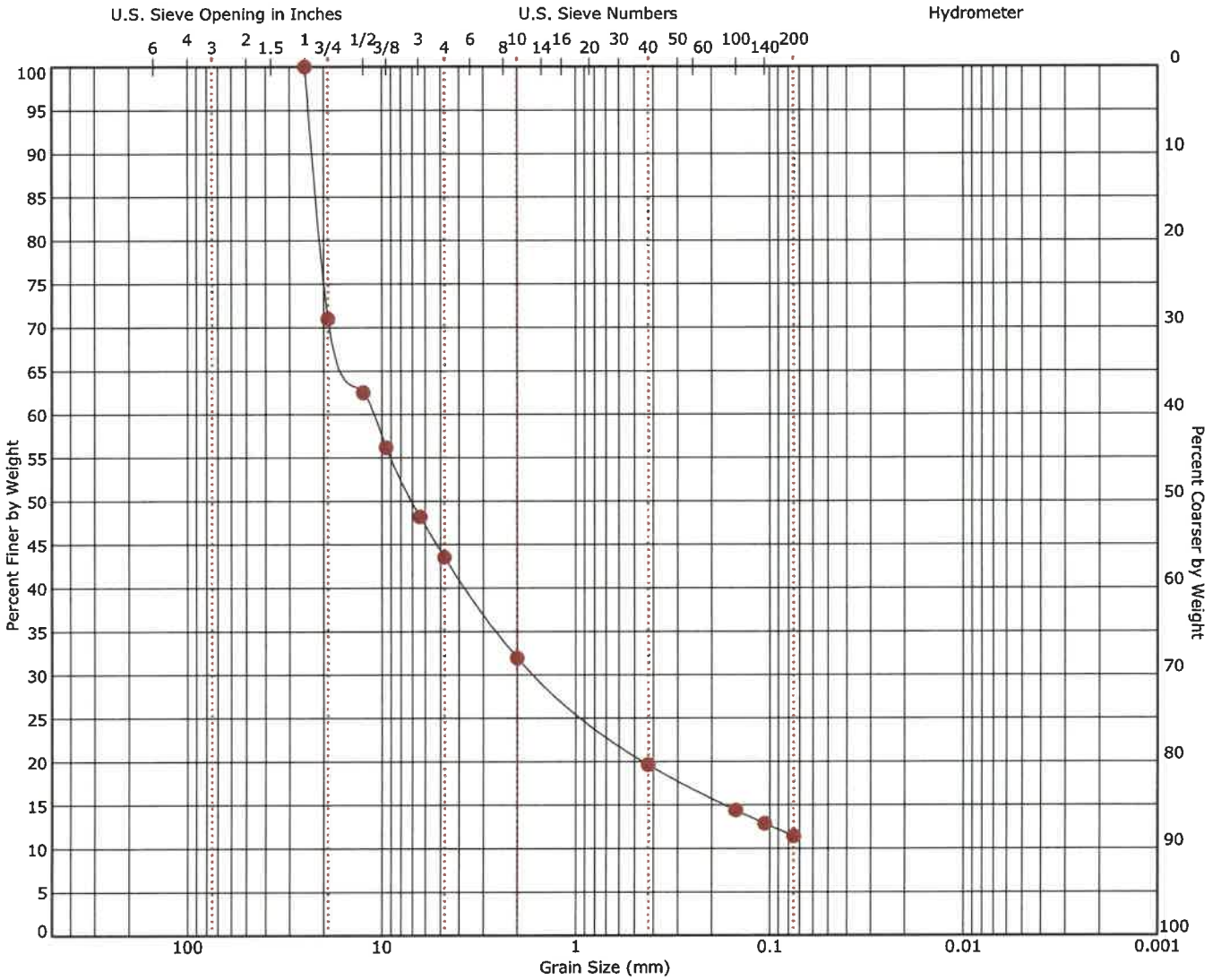
Grain Size Distribution

ASTM D422 / ASTM C136 / AASHTO T27



Cobbles	Gravel		Sand			Silt or Clay
	coarse	fine	coarse	medium	fine	

Boring ID	Depth (Ft)	Description	USCS	LL	PL	PI	Cc	Cu
B-2	10 - 11.5	POORLY GRADED GRAVEL with SILT and SAND	SP-SM				4.08	208.77

Boring ID	Depth (Ft)	D_{100}	D_{60}	D_{30}	D_{10}	%Cobbles	%Gravel	%Sand	%Fines	%Silt	%Clay
B-2	10 - 11.5	25	11.209	1.567		0.0	56.5	32.1	11.4		

Supporting Information

Contents:

General Notes
Unified Soil Classification System

Note: All attachments are one page unless noted above.

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General Notes

Sampling

Standard Penetration Test

Water Level

- Water Initially Encountered
- Water Level After a Specified Period of Time
- Water Level After a Specified Period of Time
- Cave In Encountered

Water levels indicated on the soil boring logs are the levels measured in the borehole at the times indicated. Groundwater level variations will occur over time. In low permeability soils, accurate determination of groundwater levels is not possible with short term water level observations.

Field Tests

N	Standard Penetration Test Resistance (Blows/Ft.)
(HP)	Hand Penetrometer
(T)	Torvane
(DCP)	Dynamic Cone Penetrometer
UC	Unconfined Compressive Strength
(PID)	Photo-Ionization Detector
(OVA)	Organic Vapor Analyzer

Descriptive Soil Classification

Soil classification as noted on the soil boring logs is based Unified Soil Classification System. Where sufficient laboratory data exist to classify the soils consistent with ASTM D2487 "Classification of Soils for Engineering Purposes" this procedure is used. ASTM D2488 "Description and Identification of Soils (Visual-Manual Procedure)" is also used to classify the soils, particularly where insufficient laboratory data exist to classify the soils in accordance with ASTM D2487. In addition to USCS classification, coarse grained soils are classified on the basis of their in-place relative density, and fine-grained soils are classified on the basis of their consistency. See "Strength Terms" table below for details. The ASTM standards noted above are for reference to methodology in general. In some cases, variations to methods are applied as a result of local practice or professional judgment.

Location And Elevation Notes

Exploration point locations as shown on the Exploration Plan and as noted on the soil boring logs in the form of Latitude and Longitude are approximate. See Exploration and Testing Procedures in the report for the methods used to locate the exploration points for this project. Surface elevation data annotated with +/- indicates that no actual topographical survey was conducted to confirm the surface elevation. Instead, the surface elevation was approximately determined from topographic maps of the area.

Strength Terms

Relative Density of Coarse-Grained Soils
(More than 50% retained on No. 200 sieve.)
Density determined by Standard Penetration Resistance

Relative Density	Standard Penetration or N-Value (Blows/Ft.)
Very Loose	0 - 3
Loose	4 - 9
Medium Dense	10 - 29
Dense	30 - 50
Very Dense	> 50

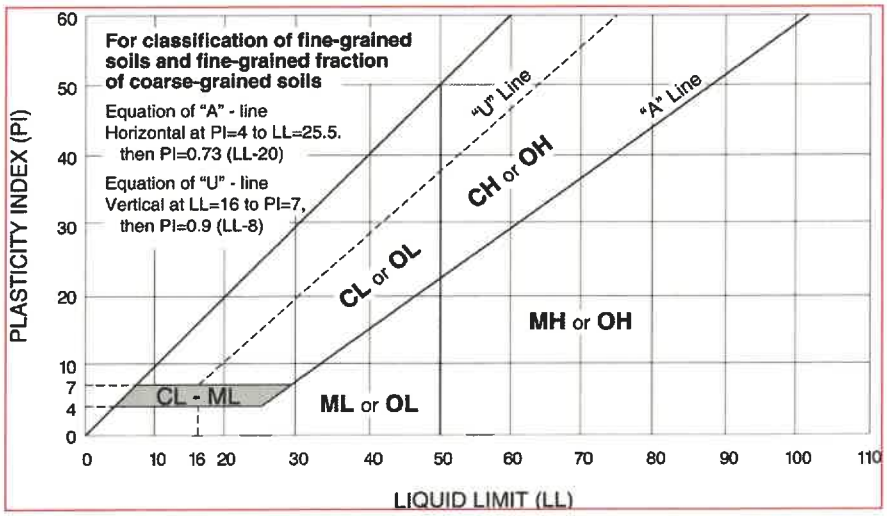
Consistency of Fine-Grained Soils
(50% or more passing the No. 200 sieve.)
Consistency determined by laboratory shear strength testing, field visual-manual procedures or standard penetration resistance

Consistency	Unconfined Compressive Strength Qu (tsf)	Standard Penetration or N-Value (Blows/Ft.)
Very Soft	less than 0.25	0 - 1
Soft	0.25 to 0.50	2 - 4
Medium Stiff	0.50 to 1.00	5 - 8
Stiff	1.00 to 2.00	9 - 15
Very Stiff	2.00 to 4.00	16 - 30
Hard	> 4.00	> 30

Relevance of Exploration and Laboratory Test Results

Exploration/field results and/or laboratory test data contained within this document are intended for application to the project as described in this document. Use of such exploration/field results and/or laboratory test data should not be used independently of this document.

Unified Soil Classification System

Criteria for Assigning Group Symbols and Group Names Using Laboratory Tests [A]				Soil Classification	
				Group Symbol	Group Name [B]
Coarse-Grained Soils: More than 50% retained on No. 200 sieve	**Gravels:** More than 50% of coarse fraction retained on No. 4 sieve	**Clean Gravels:** Less than 5% fines [C]	Cu≥4 and 1≤Cc≤3 [E]	GW	Well-graded gravel [F]
			Cu<4 and/or [Cc<1 or Cc>3.0] [E]	GP	Poorly graded gravel [F]
		Gravels with Fines: More than 12% fines [C]	Fines classify as ML or MH	GM	Silty gravel [F, G, H]
			Fines classify as CL or CH	GC	Clayey gravel [F, G, H]
	Sands: 50% or more of coarse fraction passes No. 4 sieve	**Clean Sands:** Less than 5% fines [D]	Cu≥6 and 1≤Cc≤3 [E]	SW	Well-graded sand [I]
			Cu<6 and/or [Cc<1 or Cc>3.0] [E]	SP	Poorly graded sand [I]
		Sands with Fines: More than 12% fines [D]	Fines classify as ML or MH	SM	Silty sand [G, H, I]
			Fines classify as CL or CH	SC	Clayey sand [G, H, I]
Fine-Grained Soils: 50% or more passes the No. 200 sieve	**Silts and Clays:** Liquid limit less than 50	**Inorganic:**	PI > 7 and plots above "A" line [J]	CL	Lean clay [K, L, M]
			PI < 4 or plots below "A" line [J]	ML	Silt [K, L, M]
		Organic:	$\frac{LL\ oven\ dried}{LL\ not\ dried} < 0.75$	OL	Organic clay [K, L, M, N]
					Organic silt [K, L, M, O]
	Silts and Clays: Liquid limit 50 or more	**Inorganic:**	PI plots on or above "A" line	CH	Fat clay [K, L, M]
			PI plots below "A" line	MH	Elastic silt [K, L, M]
		Organic:	$\frac{LL\ oven\ dried}{LL\ not\ dried} < 0.75$	OH	Organic clay [K, L, M, P]
					Organic silt [K, L, M, Q]
Highly organic soils:	Primarily organic matter, dark in color, and organic odor			PT	Peat

[A] Based on the material passing the 3-inch (75-mm) sieve.
[B] If field sample contained cobbles or boulders, or both, add "with cobbles or boulders, or both" to group name.
[C] Gravels with 5 to 12% fines require dual symbols: GW-GM well-graded gravel with silt, GW-GC well-graded gravel with clay, GP-GM poorly graded gravel with silt, GP-GC poorly graded gravel with clay.
[D] Sands with 5 to 12% fines require dual symbols: SW-SM well-graded sand with silt, SW-SC well-graded sand with clay, SP-SM poorly graded sand with silt, SP-SC poorly graded sand with clay.
[E] $Cu = D_{60}/D_{10}$ $\quad Cc = \frac{(D_{30})^2}{D_{10} \times D_{60}}$
[F] If soil contains ≥ 15% sand, add "with sand" to group name.
[G] If fines classify as CL-ML, use dual symbol GC-GM, or SC-SM.
[H] If fines are organic, add "with organic fines" to group name.
[I] If soil contains ≥ 15% gravel, add "with gravel" to group name.
[J] If Atterberg limits plot in shaded area, soil is a CL-ML, silty clay.
[K] If soil contains 15 to 29% plus No. 200, add "with sand" or "with gravel," whichever is predominant.
[L] If soil contains ≥ 30% plus No. 200 predominantly sand, add "sandy" to group name.
[M] If soil contains ≥ 30% plus No. 200, predominantly gravel, add "gravelly" to group name.
[N] PI ≥ 4 and plots on or above "A" line.
[O] PI < 4 or plots below "A" line.
[P] PI plots on or above "A" line.
[Q] PI plots below "A" line.