

Ballston Community Public Library
Board of Trustees Meeting Agenda
January 3, 2024

- 1) Call to order
- 2) Report of Special Funds
- 3) Monthly Financial Reports
- 4) Approval of Bills
- 5) Librarians' Reports
- 6) Reports of Committees
 - a) Town Liaisons
 - b) Friends of the Library
- 7) Unfinished Business
 - a) Transition and Building
- 8) New Business

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

- a) **RESOLUTION 24-001** Consider approving the Organizational Resolutions 24-002 through 24-012 and appointments for 2024.
- b) **RESOLUTION 24-002** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that all meetings of the Board of Trustees shall be held in accordance with the latest edition of Robert's Rules of Order.
- c) **RESOLUTION 24-003** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the meetings of the Board of Trustees shall be held in the Ballston Community Public Library located at 2 Lawmar Lane, Ballston, Saratoga County or any video conferencing platform that allows public participation and transcription in accordance with New York State Open Meetings Law. The regular monthly meeting shall be held at 7:00 p.m. on the last Wednesday of each month.
- d) **RESOLUTION 24-004** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library the Ballston Spa National Bank shall be the official depository for Library funds and, BE IT FURTHER RESOLVED that the funds may be withdrawn, and checks may be signed, in accordance with the provisions of the procedures established by the Board of Trustees.
- e) **RESOLUTION 24-005** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that salaries for Library Employees for 2024 are approved and established in the 2024 budget and that all other salaries and hourly rates for the 2024 budget and any subsequent resolutions be approved with longevity awards to be applied

during the year as earned and BE IT FURTHER RESOLVED that the payroll schedule be bi-weekly for all hourly and salaried employees.

- f) **RESOLUTION 24-006** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the official newspaper as required by NYS Education Department Law shall be The Daily Gazette.
- g) **RESOLUTION 24-007** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that Library Employees shall be compensated at the rate for standard mileage allowance established by the Internal Revenue Service for the approved use of their personal automobiles in the performance of their official duties.
- h) **RESOLUTION 24-008** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that all overnight trips shall require prior approval by the Board of Trustees and BE IT FURTHER RESOLVED that all other conference attendance shall require prior authorization of the Director and BE IT FURTHER RESOLVED that reasonable expense reimbursement for conferences shall be approved by the Director. Any conference enrollee who cannot attend without cause will reimburse the Library for any costs incurred by the Library. Any late fee is the sole responsibility of the conference enrollee.
- i) **RESOLUTION 24-009** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the agenda and meeting documents be posted on the Library Website and the Library Bulletin Board 24 hours prior to the meeting.
- j) **RESOLUTION 24-010** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that all official meeting minutes must be written and mailed or electronically distributed to appropriate parties within 14 days of applicable meeting.
- k) **RESOLUTION 24-011** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library authorizes the Library Director, with Treasurer written concurrence, to make transfers between accounts in the current budget to keep accounts properly funded and the Library Director will report transfers to the Board of Trustees.
- l) **RESOLUTION 24-012** WHEREAS the Board of Trustees of the Ballston Community Public Library requires varied professional services from experts that appropriately licensed and registered in New York State; and BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library designates and appoints the following firms, subject to approval of contracts by the Library's Attorney, or independent counsel:

Firm	Professional Service
UHY, LLC	Accounting Services
The Law Office of Stephanie Adams (LOSA), PLLC	Legal Services
Public Sector HR, LLC	Human Resources Consultant

- m) **RESOLUTION 24-013** Name Kate Schofield as President of the Library Board of Trustees for the period of December 1, 2023 – November 30, 2024.
- n) **RESOLUTION 24-014** Name Steve Burchett as the Vice-President of the Library Board of Trustees for the period from December 1, 2023 – November 30, 2024.
- o) **RESOLUTION 24-015** Name Sue Tomlinson as the Secretary of the Library Board of Trustees for the period of December 1, 2023 – November 30, 2024.
- p) **RESOLUTION 24-016** Name Aidan Thomas McKenna as the Treasurer of the Library Board of Trustees for the period of December 1, 2023 – November 30, 2024.

- q) **RESOLUTION 24-017** Consider approving the slate of committees as presented.
- r) **RESOLUTION 24-018** Add Kate Schofield as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643
- s) **RESOLUTION 24-019** Add Aidan Thomas McKenna as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643
- t) **RESOLUTION 24-020** Remove Ed Guider as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643

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

9) Executive Session: Legal

10) Adjournment

December Voucher Signer: Sue Tomlinson

Charlton Town Board Meeting: Monday, January 8 at 7:30 PM

Ballston Town Board Meeting: Tuesday, January 9 at 6:30 PM

Library Board of Trustees: Wednesday, January 31 at 7:00 PM

January Voucher Signer: Steve Burchett

Meeting Rules

- 1) Only speak if you “have the floor” during designated privilege of the floor times.
- 2) When speaking, please state your name and address for the record.
- 3) Three-minute limit to speak with warning at two-minute mark. Submit additional comments or questions in writing to the Library Board.
- 4) Address comments to the Board, not the audience. Speak slowly, loudly, and clearly.
- 6) One person speaks at a time – no side discussions.
- 7) One time allowance to speak to the Board. No “donation” or aggregation of times from others.
- 8) No foul language or swearing. No insulting, offensive, or threatening remarks.
- 9) There is no discussion between the public and the Board. There will be no response to your comments or questions from the Board at the meeting.
- 10) The Library Board of Trustees members welcome you to send additional comments and concerns to the Library Director at bur-director@sals.edu.

Ballston Community Public Library

Abstract (less Early Pays)

As of December 31, 2023

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Ace Pest Control Specialists, Inc. (518) 377-3897				
12/12/2023	21781379	initial svc & bait stations	225.00	Bill
Total for Ace Pest Control Specialists, Inc.			\$225.00	
Alarm & Suppression, Inc. 518-399-5110				
12/21/2023	INV22738	annual fire alarm inspection	750.00	Bill
Total for Alarm & Suppression, Inc.			\$750.00	
Amazon-pay by invoice				
12/15/2023	1RQG-WJ4-9GNF	USA flag & misc office supplies & youth program supplies	486.95	Bill
Total for Amazon-pay by invoice			\$486.95	
Baker & Taylor 800-340-5370				
12/04/2023	5018652587	27 books	449.75	Bill
11/14/2023	5018634187	20 books	331.29	Bill
12/07/2023	5018660648	2 books	242.33	Bill
11/29/2023	5018649469	33 books	558.02	Bill
12/11/2023	5018667114	38 books	524.68	Bill
12/27/2023	003286138	1 book	-24.06	Vendor Credit
Total for Baker & Taylor			\$2,082.01	
Brodart Co. 800-233-8467				
10/29/2023	M208544	svc for Feb2024 thru Jan2025 applying 2% prepay discount as invoice not rec'd till 12.5.2023	2,099.16	Bill
Total for Brodart Co.			\$2,099.16	
Cengage Learning Inc. / Gale 248-699-4253				
11/17/2023	83013574	4 books	95.63	Bill
12/06/2023	83038706	6 books	170.19	Bill
12/07/2023	83043611	2 books	51.73	Bill
12/08/2023	83047585	6 books	151.44	Bill
12/05/2023	83035581	8 books	227.17	Bill
11/17/2023	82990759	7 books	163.48	Bill
12/05/2023	83035283	4 books	109.46	Bill
Total for Cengage Learning Inc. / Gale			\$969.10	
Charlton Heights PTA				
12/21/2023	12.21.2023	2023 Charlton Heights "Unmake a Bully" grant program sponsored by Sar Arts	1,700.00	Bill
Total for Charlton Heights PTA			\$1,700.00	
Demco Inc. (800) 752-7614				
12/04/2023	7406654	easy cover II book cover	110.94	Bill
Total for Demco Inc.			\$110.94	
Mail 'N' More				

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
518.399.3279				
11/30/2023	13522	2 rolls stamps; return to Midwest	137.65	Bill
Total for Mail 'N' More			\$137.65	
Midwest Tape, LLC 800-875-2785				
11/20/2023	504612849	1 DVD/ADB	19.49	Bill
11/30/2023	504721254	Hoopla Nov2023	1,313.35	Bill
Total for Midwest Tape, LLC			\$1,332.84	
NightRider Janitorial Services (518) 782-9999				
12/01/2023	DEC23089	Dec 2023 svc	2,321.00	Bill
Total for NightRider Janitorial Services			\$2,321.00	
Patrice Jarvis-Weber				
11/30/2023	11.30.23	paint w/patrice program	225.00	Bill
Total for Patrice Jarvis-Weber			\$225.00	
Rebecca Verhayden				
12/06/2023	12.7.2023	mileage to/from Ballston Spa & Warrensburg	73.23	Bill
Total for Rebecca Verhayden			\$73.23	
Schenectady County Public Library				
12/06/2023	12.6.2023	SCPL lost bk pd @ BUR	99.89	Bill
Total for Schenectady County Public Library			\$99.89	
Sebco (800) 223-3251				
11/28/2023	211397	2 books	45.98	Bill
Total for Sebco			\$45.98	
Simmons Elevator Co. 518-882-1445				
12/21/2023	48848	provided elevator hoistway access for alarm & supp inspection	573.75	Bill
Total for Simmons Elevator Co.			\$573.75	
Southern Adirondack Library System 518-584-7300				
12/01/2023	2023-11BUR	Nov2023 monthly/fee circ renewals	1,887.17	Bill
12/08/2023	BUR 12082023	CASSIE renewal term 12/15/23-12/14/24	325.90	Bill
Total for Southern Adirondack Library System			\$2,213.07	
Staples				
12/05/2023	3554119018	wall calendar & BIC pens	28.40	Bill
11/18/2023	3552832292	50 bags ice melt - sidewalks	622.50	Bill
Total for Staples			\$650.90	
The Law Office of Stephanie Adams, PLLC 716.464.33386				
12/06/2023	3022	svcs 11/8/2023-11/29/2023	1,150.00	Bill
Total for The Law Office of Stephanie Adams, PLLC			\$1,150.00	
The Library Store, Inc. (800) 548-7204				
11/27/2023	848843	250 library patron card w/key tags	527.87	Bill
Total for The Library Store, Inc.			\$527.87	
TOTAL			\$17,774.34	

Ballston Community Public Library
Cap Imp, Fund Bal & Trustee Rev/Exp
 January - December 2023

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	Add'l Fund Bal FDIC 5150	TRUSTEE FUND (1596)
Revenue				
BALLSTON TAXES				
17.1001.41.000.0.000 Real Property Taxes				
Total BALLSTON TAXES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Other Governments				
Total CHARLTON LIBRARY SVCS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees				
17.2082.41.005.0.000 LIBRARY CHARGES - Fines				
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR				
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR				
Total LIBRARY CHARGES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY SYSTEM GRANTS				
17.2760.41.001.0.000 Library System Grants - LLSA				
17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants				
Total LIBRARY SYSTEM GRANTS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
MISC REVENUE				
17.2401.41.000.0.000 INTEREST & EARNINGS		204.42	0.69	21.42
17.2705.41.000.0.000 Gifts / Donations / Reimbursements				1,130.18
17.2770.41.000.0.000 Other Unclassified Revenues	35,271.00			
Total MISC REVENUE	\$ 35,271.00	\$ 204.42	\$ 0.69	\$ 1,151.60
Total Revenue	\$ 35,271.00	\$ 204.42	\$ 0.69	\$ 1,151.60
Gross Profit	\$ 35,271.00	\$ 204.42	\$ 0.69	\$ 1,151.60
Expenditures				
BENEFITS				
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION				
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)				
17.9060.58.052.0.000 HSA (ER Contribution)				
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)				
17.9060.58.054.0.000 HEALTH INS OPT OUT				
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)				
Total BENEFITS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES				
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES		63.00		
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS		73,908.82		
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 73,971.82	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print				447.73
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals				
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers				
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books				

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	Add'l Fund Bal FDIC 5150	TRUSTEE FUND (1596)
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases				
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials				
Total LIBRARY MATERIALS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 447.73
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS				
17.7410.51.031.0.000 CLERICAL STAFF				
17.7410.51.032.0.000 PAGES				
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)				
Total LIBRARY PERSONNEL SERVICES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS				
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS				
17.7410.54.041.0.000 POSTAGE / MAILINGS				
17.7410.54.042.0.000 PUBLICITY / Promotion				
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS				150.00
Total OFFICE EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00
OPERATION EXPENSE				
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE				
17.1620.54.010.0.000 Professional Services - LEGAL				
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL				
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE				
17.1620.54.074.0.000 Professional Services - ELECTION EXPENSES				71.24
17.7410.51.033.0.000 Professional Services - PAYROLL Processing				
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)				
17.7410.54.010.0.000 Professional Services - IT (SALS)				
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS				
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING				
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)				
17.7410.54.039.0.000 CUSTODIAL SERVICES				
17.7410.54.040.0.000 CUSTODIAL SUPPLIES				
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT				
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT				
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M				
17.7410.54.049.0.000 Uncategorized Expenditure		26.64		
17.7410.54.077.0.000 TRASH REMOVAL SERVICES				
Total OPERATION EXPENSE	\$ 26.64	\$ 0.00	\$ 0.00	\$ 71.24
SPECIAL ITEMS				
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA				
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library				
Total SPECIAL ITEMS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Expenditures	\$ 73,998.46	\$ 0.00	\$ 0.00	\$ 668.97
Net Operating Revenue	-\$ 38,727.46	\$ 204.42	\$ 0.69	\$ 482.63
Net Revenue	-\$ 38,727.46	\$ 204.42	\$ 0.69	\$ 482.63

Ballston Community Public Library
Budget vs. Actuals: 2023 BUDGET
 January - December 2023

	General Checking (1164)			
	Actual	Budget	Remaining	%
				Remaining
Revenue				
BALLSTON TAXES			0.00	
17.1001.41.000.0.000 Real Property Taxes	646,053.46	646,051.00	-2.46	0.00%
Total BALLSTON TAXES	\$ 646,053.46	\$ 646,051.00	-\$ 2.46	0.00%
CHARLTON LIBRARY SVCS			0.00	
17.2360.41.000.0.000 Library Services to Other Governments	47,380.00	54,000.00	6,620.00	12.26%
Total CHARLTON LIBRARY SVCS	\$ 47,380.00	\$ 54,000.00	\$ 6,620.00	12.26%
LIBRARY CHARGES			0.00	
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	2,483.09	3,000.00	516.91	17.23%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	221.75		-221.75	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	1,591.98	1,900.00	308.02	16.21%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	0.00		0.00	
Total LIBRARY CHARGES	\$ 4,296.82	\$ 4,900.00	\$ 603.18	12.31%
LIBRARY SYSTEM GRANTS			0.00	
17.2760.41.001.0.000 Library System Grants - LLSA	3,201.00	3,194.00	-7.00	-0.22%
17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants	3,170.80		-3,170.80	
Total LIBRARY SYSTEM GRANTS	\$ 6,371.80	\$ 3,194.00	-\$ 3,177.80	-99.49%
MISC REVENUE			0.00	
17.2401.41.000.0.000 INTEREST & EARNINGS		28.00	28.00	100.00%
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	14,723.17	6,000.00	-8,723.17	-145.39%
17.2770.41.000.0.000 Other Unclassified Revenues	3,953.21		-3,953.21	
17.9999.41.000.0.000 Budget Fund Balance Draw		16,000.00	16,000.00	100.00%
Total MISC REVENUE	\$ 18,676.38	\$ 22,028.00	\$ 3,351.62	15.22%
Total Revenue	\$ 722,778.46	\$ 730,173.00	\$ 7,394.54	1.01%
Gross Profit	\$ 722,778.46	\$ 730,173.00	\$ 7,394.54	1.01%
Expenditures				
BENEFITS			0.00	
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION	28,159.00	25,000.00	-3,159.00	-12.64%
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)	3,296.92	3,211.00	-85.92	-2.68%
17.9060.58.052.0.000 HSA (ER Contribution)	3,347.37	4,550.00	1,202.63	26.43%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	2,800.56	3,888.00	1,087.44	27.97%
17.9060.58.054.0.000 HEALTH INS OPT OUT	1,701.08	1,800.00	98.92	5.50%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	12,734.96	22,916.00	10,181.04	44.43%
Total BENEFITS	\$ 52,039.89	\$ 61,365.00	\$ 9,325.11	15.20%
LIBRARY EQUIPMENT & CAPITAL OUTLAY			0.00	
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	7,064.73	9,000.00	1,935.27	21.50%
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES	2,699.94	1,000.00	-1,699.94	-169.99%
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 9,764.67	\$ 10,000.00	\$ 235.33	2.35%
LIBRARY MATERIALS			0.00	
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	54,000.97	62,000.00	7,999.03	12.90%
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	2,269.39	2,600.00	330.61	12.72%
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	2,406.48	1,800.00	-606.48	-33.69%
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books	9,102.48	2,500.00	-6,602.48	-264.10%
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	13,250.04	11,000.00	-2,250.04	-20.45%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	8,500.31	16,000.00	7,499.69	46.87%
Total LIBRARY MATERIALS	\$ 89,529.67	\$ 95,900.00	\$ 6,370.33	6.64%

	Actual	Budget	Remaining	% Remaining
LIBRARY PERSONNEL SERVICES		884.00	884.00	100.00%
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	173,404.01	182,754.00	9,349.99	5.12%
17.7410.51.031.0.000 CLERICAL STAFF	149,597.71	158,723.00	9,125.29	5.75%
17.7410.51.032.0.000 PAGES	21,856.32	28,912.00	7,055.68	24.40%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	26,971.92	28,402.00	1,430.08	5.04%
Total LIBRARY PERSONNEL SERVICES	\$ 371,829.96	\$ 399,675.00	\$ 27,845.04	6.97%
OFFICE EXPENSES			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	6,159.43	4,000.00	-2,159.43	-53.99%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	4,233.41	3,500.00	-733.41	-20.95%
17.7410.54.041.0.000 POSTAGE / MAILINGS	434.42	250.00	-184.42	-73.77%
17.7410.54.042.0.000 PUBLICITY / Promotion	1,299.84	1,000.00	-299.84	-29.98%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	14,789.17	14,000.00	-789.17	-5.64%
Total OFFICE EXPENSES	\$ 26,916.27	\$ 22,750.00	-\$ 4,166.27	-18.31%
OPERATION EXPENSE			0.00	
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE	2,700.00	3,000.00	300.00	10.00%
17.1620.54.010.0.000 Professional Services - LEGAL	15,605.00	10,000.00	-5,605.00	-56.05%
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	13,563.00	5,500.00	-8,063.00	-146.60%
17.1620.54.012.0.000 Professional Services - HUMAN RESOURCES		500.00	500.00	100.00%
17.1620.54.013.0.000 Professional Services - PR		6,000.00	6,000.00	100.00%
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE	6,641.45	12,247.00	5,605.55	45.77%
17.1620.54.074.0.000 Professional Services - ELECTION EXPENSES	3,658.95		-3,658.95	
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	3,441.50	2,000.00	-1,441.50	-72.08%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	31,068.98	17,500.00	-13,568.98	-77.54%
17.7410.54.010.0.000 Professional Services - IT (SALS)	20,758.87	22,646.00	1,887.13	8.33%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	3,302.88	3,000.00	-302.88	-10.10%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	2,701.56	3,000.00	298.44	9.95%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	453.48	500.00	46.52	9.30%
17.7410.54.039.0.000 CUSTODIAL SERVICES	27,480.19	27,540.00	59.81	0.22%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	985.21	3,200.00	2,214.79	69.21%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	193.61	250.00	56.39	22.56%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	819.51	500.00	-319.51	-63.90%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	6,250.66	6,200.00	-50.66	-0.82%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	897.00	900.00	3.00	0.33%
Total OPERATION EXPENSE	\$ 140,521.85	\$ 124,483.00	-\$ 16,038.85	-12.88%
SPECIAL ITEMS			0.00	
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA	4,251.06	5,000.00	748.94	14.98%
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	9,291.93	10,000.00	708.07	7.08%
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	100.00%
Total SPECIAL ITEMS	\$ 13,542.99	\$ 16,000.00	\$ 2,457.01	15.36%
Total Expenditures	\$ 704,145.30	\$ 730,173.00	\$ 26,027.70	3.56%
Net Operating Revenue	\$ 18,633.16	\$ 0.00	-\$ 18,633.16	
Net Revenue	\$ 18,633.16	\$ 0.00	-\$ 18,633.16	

1/2/2024 11:59

Ballston Community Public Library
EARLY PAYS
December 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount
12/14/2023	Bill Payment (Check)	757	Highmark BlueShield of Northeastern New York	Acct# 1005342719000	\$206.00
12/07/2023	Bill Payment (Check)	751	Krizan, Kimberly	Oct 2023 program	\$315.00
12/14/2023	Bill Payment (Check)	756	NATIONAL GRID	Acct# 02461-44007	\$3,630.35
12/07/2023	Bill Payment (Check)	750	Southern Adirondack Library System	add'l overdrive 2023 contrib	\$5,000.00
12/11/2023	Bill Payment (Check)	749	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	\$279.94
12/05/2023	Bill Payment (Check)	747	Twin Bridges Waste & Recycling, LLC	Cust# 50-99967 7	\$74.75
12/19/2023	Bill Payment (Check)	759	UTICA NATIONAL INSURANCE GROUP	Acct# 205249427	\$11,327.15
12/12/2023	Check	753	VISA	Visa acct# 2883	\$44.00
12/12/2023	Check	754	VISA	Visa acct# 2875	\$58.51
12/12/2023	Check	755	VISA	Visa acct# 2867	\$473.42
				12/19/2023 9:28	TOTAL \$21,409.12

Ballston Community Public Library

Petty Cash Activity

November 30 - December 31, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE	
Petty Cash on hand								
	Beginning Balance						100.00	
11/30/2023	Check	105	United States Post Office	mailing ck to NYSLRS - 2024 ER contribution guaranteed 12/1/2023 delivery & signature required	17.7410.54.041.0.000 OFFICE EXPENSES:POSTAGE / MAILINGS	-32.30	67.70	
12/27/2023	Check	0758	Cash	Dec 2023 PC O/H reimb	11000 BSNB LIBRARY General Fund (1164)	32.30	100.00	
Total for Petty Cash on hand						\$0.00		
TOTAL						\$0.00		

BALLSTON COMMUNITY PUBLIC LIBRARY

TRUSTEE FUND (1596) SUMMARY

12/26/2023 9:01

FUND NAME

Richard E. Wittnebel \$23.55

BH Women's Club \$74.76

Conklin \$4,621.88

Asa Kaplan \$302.90

Tibbitts \$38.88

McQueen \$11.26

DeAngelo \$51.04

Carol Brower \$345.00

Ruth Glasser \$57.40

Undesignated \$6,564.22

TOTAL \$12,090.89

Ballston Community Public Library Trustee Fund (1596) Register

12/26/2023 9:01

Date	Check Number	Description	Fund	With- drawal Amount	Deposit Amount	Account Balance
2023		beginning balance				\$11,608.26
1.31.2023		interest earned	UNDESIGNATED		\$1.97	\$11,610.23
2.28.2023		interest earned	UNDESIGNATED		\$1.78	\$11,612.01
3.29.2023	1010	B&T books	Conklin	\$210.31		\$11,401.70
3.31.2023		interest earned	UNDESIGNATED		\$1.97	\$11,403.67
4.28.2023		interest earned	UNDESIGNATED		\$1.88	\$11,405.55
5.31.2023		interest earned	UNDESIGNATED		\$1.94	\$11,407.49
6.5.2023	672	donation	UNDESIGNATED		\$610.38	\$12,017.87
6.28.2023	1012	reimb J Stone	UNDESIGNATED	\$150.00		\$11,867.87
6.28.2023	1011	B&T books	Conklin	\$32.99		\$11,834.88
6.30.2023		interest earned	UNDESIGNATED		\$1.96	\$11,836.84
7.31.2023		interest earned	UNDESIGNATED		\$2.03	\$11,838.87
8.30.2023	1013	B&T books	Conklin	\$30.97		\$11,807.90
8.31.2023		interest earned	UNDESIGNATED		\$2.01	\$11,809.91
9.27.2023	1014	B&T books	Conklin	\$18.60		\$11,791.31
9.29.2023		interest earned	UNDESIGNATED		\$1.94	\$11,793.25
10.31.2023		interest earned	UNDESIGNATED		\$2.00	\$11,795.25
11.29.2023	1016	reimb J Stone	UNDESIGNATED	\$71.24		\$11,724.01
11.29.2023	1015	B&T books	Conklin	\$154.86		\$11,569.15
11.30.2023		interest earned	UNDESIGNATED		\$1.94	\$11,571.09
12.11.2023		donation	UNDESIGNATED		\$519.80	\$12,090.89

Ballston Community Public Library Director's Report

December 2023

Circulation Statistics

November 2023

Circulation Statistics	Current Month	2023 to Date	2022 Total
Items Added to Collection	229	3,854	4,719
Number of Physical Items Circulated	8,719	102,722	98,808
Overdrive/Libby Circulation	1,492	13,576	12,343
Hoopla Circulation	566	5,323	5,868
New Patron Registrations	40	491	537
Curbside Appointments	21	28	100
Patrons in the Building	3,488	44,818	42,564

Programs & Events

November 2023

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2023 Total	Participants 2023 Total	Number Offered 2022 Total	Participants 2022 Total
Preschool	12	308	153	3,901	176	3,324
Elementary	7	68	65	986	68	1,125
Teen	3	12	33	162	24	303
Adult	13	238	97	1,256	56	477
Family	6	182	67	3,380	38	2,612
Outreach	0	0	56	1,801	66	2,960
TOTALS	41	808	471	11,486	428	10,801

Youth Services Programming: Youth Services staff has had a great year of programming and we are excited to start up again in 2024! Our spring program has been planned up to April and we are having started discussing the base plans for the Summer Reading Program. For the month of December, we had our weekly 4 story times (12 total), a Saturday story time, 4 Read to Seamus the Dog sessions, a Tween craft, a Grab 'N Go Craft (100 bags), a Teen Craft, a Kid's Craft, 5 book clubs, 9 Teen Book Boxes, a Story Crafters program, and a STEM Challenge. We also did one passive voting program in the Children's Room where everyone could vote on their favorite Christmas movie: The Grinch vs. Elf.



Adult Programming: November was a big month for Adult program attendance with 238 attendees at 13 programs! The holiday photo backdrops had huge attendance again this year, and continues to get rave reviews from patrons! Spring planning is in full swing, and will include some returning favorites, along with hopefully a few new offerings! I have also started the initial planning for Summer Reading.



Staff & Volunteers

Friends of the Library: The Friends met the beginning of December, and are gearing up for Mini Golf in February, as well as their Spartan Catering fundraiser in March. The Librarians will be working on a plan for next year for the support we might be needing from the Friends over the course of the year. The Friends have starting working on their own Annual Report to give some stats and information to the community, and they are looking at some new ways to grow their membership, as well as new fun ways to engage with the community!

Board of Trustees: Assemblywoman Mary Beth Walsh presented the Trustees of the past and present Trustees of the Library with a pen certificate commemorating the updated charter being signed into law by Governor Hochul.

Staff: Terry Riley will be leaving the library after many years as the Account Clerk. Terry has been a valuable member of our team and will be missed. We wish her the best on her new endeavor!

Facility Update

- The Nalox Box provided by Saratoga County Department of Health has been installed in the hallway near the downstairs bathrooms.
- The 2020 NYS Construction Grant: Local History Room & LED Lighting has been accepted by New York State. We will now receive the final payment for the project.

Technology

November 2023

Technology Statistics	Current Month	2023 to Date	2022 to Date
Public Computer Sessions	119	1,646	1,527
WiFi Sessions (unique users)	694	7,849	7,081

- The New Meraki Wireless Router has been installed. This was funded by a New York State Construction Grant that the Southern Adirondack Library System Coordinated.

Meetings & Professional Development

- **Steve Burchett, Trustee:** MHLS Trustee Essentials: Trustee Training Essentials 12/31
- **Ed Guider, Trustee:** NYS DLD: What You Need To Know About NYS Public Library Certification 12/28, NYS DLD: Performers and Programs Database 12/28
- **Melia Gordon, Trustee:** Trustees Handbook Book Club: Duties and Responsibilities 12/15. Trustees Handbook Book Club: Library Board Meetings 12/16
- **Alyssa Harvey, Head of Youth Services:** Board of Trustees 11/29, CSLP Summer Reading Symposium 12/7
- **Aidan Thomas McKenna, Trustee:** MHLS Trustee Education: Trustee Essentials 12/21, Trustee Handbook Bookclub: Library Board Meetings 12/27
- **Jenn Richard, Head of Adult Services:** Board of Trustees 11/29, Friends of the Library 12/5, Outreach Webinar 12/8
- **Kate Schofield, Trustee:** Trustee Handbook Book Club: Equity, Diversity, Inclusion, Access & Justice 12/13
- **Kelly Shaginaw, Substitute:** KnowBe4 QR Code Training 11/30
- **Rebecca Verhayden, Director:** Board of Trustees 11/29, Friends of the Library 12/5, SALS Rural Libraries Roundtable 12/6, Town of Charlton 12/11, Town of Ballston 12/12, SALS JA Council 12/13, Insurance Meeting with Newell Insurance 12/14

Rebecca Verhayden, Director 1/2/2023



2 Lawmar Lane, Burnt Hills, NY 12027
518.399.8174

2024 Board of Trustees Committee Assignments

Committees (President is an ad hoc member of all committees):

Building & Grounds: Ed Guider, Melia Gordon & Steve Burchett

Budget & Finance: Aidan Thomas McKenna, Ed Guider & Melia Gordon

Election/Nominating: Melia Gordon & Steve Burchett

LRP: Steve Burchett & Sue Tomlinson

Personnel: Aidan Thomas McKenna, Ed Guider & Sue Tomlinson

Policy: Aidan Thomas McKenna & Sue Tomlinson