

**Ballston Community Public Library
Board of Trustees Meeting Agenda
January 31, 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 24-021** Consider approving the agreement between Town of Ballston Community Library and the MVLS/SALS Joint Automation Project.
- b) **RESOLUTION 24-022** Consider approving agreement between the Town of Charlton and the Ballston Community Public Library.
- c) **RESOLUTION 24-023** Consider approving the proposed meeting rules policy.
- d) **RESOLUTION 24-024** Consider accepting the resignation of Terry Riley, Account Clerk, effective February 1, 2024. Terry will stay on as a substitute to train the new Account Clerk.
- e) **RESOLUTION 24-025** Consider appointing Marta Dauphinee as a part-time Account Clerk/Bookkeeper, at an hourly rate of \$21 effective February 5, 2024.
- f) **RESOLUTION 24-026** Consider accepting the resignation of Hailey Pezzolesi, Library Page effective February 5, 2024.
- g) **RESOLUTION 24-027** Consider approving the proposal of services from Ace Handyman Services in the amount of \$2,380.
- h) **RESOLUTION 24-028** WHEREAS the Ballston Community Public Library Board of Trustees has determined that a lease with the option to take title to the building and grounds of the Library in 2024 is in the best interests of the library;

BE IT RESOLVED that the President is authorized to sign the "Lease and Agreement" reviewed at the January 31, 2024 board meeting and included in the board packet; and

BE IT FURTHER RESOLVED that upon the full execution of the lease and agreement, the Library shall work with the Town to effect the transfers contemplated by the Lease and Agreement until such transfers are effected.

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

9) Executive Session: Legal

10) Adjournment

January Voucher Signer: Steve Burchett

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

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

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

February Voucher Signer: Melia Gordon

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
Board of Trustees Monthly Meeting Minutes
January 3, 2024**

Call to order: The meeting was called to order at 7:01 p.m. by Ed Guider.

Attendance: [x]Rebecca Verhayden, Director; [x]Jenn Richard, Adult Services Librarian, []Alyssa Harvey, Youth Services Librarian.

Trustees present: Steve Burchett, Melia Gordon, Ed Guider, Aidan Thomas McKenna, Kate Schofield, Sue Tomlinson

Trustees excused: none

Trustees unexcused: none

Town Representatives: none

Minutes of November 29, 2023: On a motion by Trustee Gordon, with second by Trustee Burchett, the minutes of the November 29, 2023 monthly meeting were approved.

Report of Special Funds: Special funds for December 2023 were reviewed.

Monthly Financial Reports: Financial reports for December 2023 were reviewed.

Approval of Bills: The December bills, reviewed by Sue Tomlinson, were unanimously approved on a motion by Trustee Burchett, with second by Trustee McKenna.

Librarians' Reports: See Librarians' Reports in Meeting Documents.

Town Liasons – no report.

Friends of the Library – see Librarians' Reports in Meeting Documents.

Unfinished Business

Transition and Building – the Town is in agreement with the transfer of ownership of the land and building to the Library. Our attorney Cole Adams and the town's attorney Bill Ryan will prepare a final draft of the lease agreement for trustees to vote on Jan. 31, 2024. The Town will vote to approve the lease at their February meeting. The sale, for \$1.00, will be finalized by the end of 2024, possibly as soon as June.

New Business

Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.) None.

RESOLUTION 24-001 Consider approving the Organizational Resolutions 24-002 through 24-012 and appointments for 2024. Motion made by Trustee McKenna with second by Trustee Guider, and passed unanimously.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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

RESOLUTION 24-013 Name Kate Schofield as President of the Library Board of Trustees for the period of December 1, 2023 – November 30, 2024. Motion made by Trustee Burchett, seconded by Trustee Gordon, and passed unanimously.

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. Motion made by Trustee Guider, seconded by Trustee McKenna, and passed unanimously.

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. Motion made by Trustee Gordon, seconded by President Schofield, and passed unanimously.

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. Motion made by Trustee Burchett, seconded by Trustee Gordon, and passed unanimously.

RESOLUTION 24-017 Consider approving the slate of committees as presented. Motion made by Trustee Tomlinson, seconded by Trustee Guider, and passed unanimously.

RESOLUTION 24-018 Add Kate Schofield as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion made by Trustee Guider, seconded by Trustee Tomlinson, and passed unanimously.

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. Motion made by Trustee Gordon, seconded by President Schofield, and passed unanimously.

RESOLUTION 24-020 Remove Trustee Guider as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion made by Trustee Guider, seconded by Trustee Burchett, and passed unanimously.

Privilege of the floor on any topic. (Limit 3 mins.) None.

Executive Session, Legal Matter: None.

Adjournment: At 7:37 p.m., on a motion by Trustee Gordon with second by Trustee McKenna, the meeting was adjourned.

Minutes respectfully submitted by Sue Tomlinson, Secretary

TRUSTEE FUND (1596) SUMMARY**1/29/2024 11:34****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 \$6,566.25****TOTAL \$12,092.92**

Ballston Community Public Library Trustee Fund (1596) Register

1/29/2024 11:34

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
12.29.2023		interest earned	UNDESIGNATED		\$2.03	\$12,092.92

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

	General Checking (1164)			
	Actual	Budget	Remaining	% Remaining
Revenue				
BALLSTON TAXES			0.00	
17.1001.41.000.0.000 Real Property Taxes	701,400.86	701,400.00	-0.86	0.00%
Total BALLSTON TAXES	\$ 701,400.86	\$ 701,400.00	-\$ 0.86	0.00%
CHARLTON LIBRARY SVCS			0.00	
17.2360.41.000.0.000 Library Services to Other Governments		54,000.00	54,000.00	100.00%
Total CHARLTON LIBRARY SVCS	\$ 0.00	\$ 54,000.00	\$ 54,000.00	100.00%
DASNY Grants		0.00	0.00	
LIBRARY CHARGES			0.00	
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	145.95	3,000.00	2,854.05	95.14%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	16.45	0.00	-16.45	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	101.31	2,000.00	1,898.69	94.93%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR		0.00	0.00	
Total LIBRARY CHARGES	\$ 263.71	\$ 5,000.00	\$ 4,736.29	94.73%
LIBRARY SYSTEM GRANTS			0.00	
17.2760.41.001.0.000 Library System Grants - LLSA		3,194.00	3,194.00	100.00%
17.3840.42.000.0.000 STATE AID, Libraries	283.33		-283.33	
Total LIBRARY SYSTEM GRANTS	\$ 283.33	\$ 3,194.00	\$ 2,910.67	91.13%
MISC REVENUE			0.00	
17.2401.41.000.0.000 INTEREST & EARNINGS		7,500.00	7,500.00	100.00%
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	2,334.52	10,000.00	7,665.48	76.65%
17.9999.41.000.0.000 Budget Fund Balance Draw		11,000.00	11,000.00	100.00%
Total MISC REVENUE	\$ 2,334.52	\$ 28,500.00	\$ 26,165.48	91.81%
Total Revenue	\$ 704,282.42	\$ 792,094.00	\$ 87,811.58	11.09%
Gross Profit	\$ 704,282.42	\$ 792,094.00	\$ 87,811.58	11.09%
Expenditures				
BENEFITS			0.00	
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION	7,644.00	31,004.00	23,360.00	75.35%
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)	4,077.16	4,000.00	-77.16	-1.93%
17.9060.58.052.0.000 HSA (ER Contribution)	2,121.14	5,150.00	3,028.86	58.81%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	480.76	4,660.00	4,179.24	89.68%
17.9060.58.054.0.000 HEALTH INS OPT OUT	138.46	1,800.00	1,661.54	92.31%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	2,577.28	28,645.00	26,067.72	91.00%
Total BENEFITS	\$ 17,038.80	\$ 75,259.00	\$ 58,220.20	77.36%
LIBRARY EQUIPMENT & CAPITAL OUTLAY			0.00	
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES		9,000.00	9,000.00	100.00%
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES		0.00	0.00	
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS		0.00	0.00	
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 0.00	\$ 9,000.00	\$ 9,000.00	100.00%
LIBRARY MATERIALS			0.00	
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	5,179.92	61,000.00	55,820.08	91.51%
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	1,540.38	1,800.00	259.62	14.42%
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	1,485.63	1,800.00	314.37	17.47%
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books		3,500.00	3,500.00	100.00%
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases		11,848.00	11,848.00	100.00%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	2,195.82	14,000.00	11,804.18	84.32%
Total LIBRARY MATERIALS	\$ 10,401.75	\$ 93,948.00	\$ 83,546.25	88.93%

	Actual	Budget	Remaining	% Remaining
LIBRARY PERSONNEL SERVICES			0.00	
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	14,848.30	193,615.00	178,766.70	92.33%
17.7410.51.031.0.000 CLERICAL STAFF	11,079.38	183,848.00	172,768.62	93.97%
17.7410.51.032.0.000 PAGES	1,565.85	31,200.00	29,634.15	94.98%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	3,363.74	31,263.00	27,899.26	89.24%
Total LIBRARY PERSONNEL SERVICES	\$ 30,857.27	\$ 439,926.00	\$ 409,068.73	92.99%
OFFICE EXPENSES			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	391.81	3,000.00	2,608.19	86.94%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	349.93	3,500.00	3,150.07	90.00%
17.7410.54.041.0.000 POSTAGE / MAILINGS	9.73	250.00	240.27	96.11%
17.7410.54.042.0.000 PUBLICITY / Promotion		500.00	500.00	100.00%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	391.25	14,000.00	13,608.75	97.21%
Total OFFICE EXPENSES	\$ 1,142.72	\$ 21,250.00	\$ 20,107.28	94.62%
OPERATION EXPENSE			0.00	
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE		3,000.00	3,000.00	100.00%
17.1620.54.010.0.000 Professional Services - LEGAL		5,000.00	5,000.00	100.00%
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	7,374.00	12,500.00	5,126.00	41.01%
17.1620.54.012.0.000 Professional Services - HUMAN RESOURCES		300.00	300.00	100.00%
17.1620.54.013.0.000 Professional Services - PR		5,000.00	5,000.00	100.00%
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE	9.99	10,000.00	9,990.01	99.90%
17.1620.54.074.0.000 Professional Services - ELECTION EXPENSES		1,000.00	1,000.00	100.00%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	59.95	3,000.00	2,940.05	98.00%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	938.69	30,000.00	29,061.31	96.87%
17.7410.54.010.0.000 Professional Services - IT (SALS)		23,429.00	23,429.00	100.00%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,463.88	3,000.00	536.12	17.87%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	326.00	3,000.00	2,674.00	89.13%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	75.00	500.00	425.00	85.00%
17.7410.54.039.0.000 CUSTODIAL SERVICES	2,321.00	27,540.00	25,219.00	91.57%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES		2,500.00	2,500.00	100.00%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT		250.00	250.00	100.00%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	99.80	500.00	400.20	80.04%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	804.12	5,000.00	4,195.88	83.92%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	74.75	900.00	825.25	91.69%
Total OPERATION EXPENSE	\$ 14,547.18	\$ 136,419.00	\$ 121,871.82	89.34%
SPECIAL ITEMS			0.00	
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA	29.90	5,500.00	5,470.10	99.46%
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	8,689.15	9,792.00	1,102.85	11.26%
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	100.00%
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)		0.00	0.00	
Total SPECIAL ITEMS	\$ 8,719.05	\$ 16,292.00	\$ 7,572.95	46.48%
Total Expenditures	\$ 82,706.77	\$ 792,094.00	\$ 709,387.23	89.56%
Net Operating Revenue	\$ 621,575.65	\$ 0.00	-\$ 621,575.65	
Net Revenue	\$ 621,575.65	\$ 0.00	-\$ 621,575.65	

Ballston Community Public Library
EARLY PAYS

January 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
01/04/2024	Bill Payment (Check)	784	CDPHP	Group# 40023260	\$1,454.16
01/11/2024	Bill Payment (Check)	789	NATIONAL GRID	Acct# 02461-44007	\$3,754.79
01/04/2024	Bill Payment (Check)	786	ShelterPoint Life	Policy# D654224	\$1,559.17
01/11/2024	Bill Payment (Check)	788	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	\$279.94
01/11/2024	Bill Payment (Check)	790	Town of Ballston Water Dept.	Acct# 01-0586-00	\$33.31
01/04/2024	Bill Payment (Check)	785	Twin Bridges Waste & Recycling, LLC	Cust# 50-99967 7	\$74.75
01/11/2024	Check	787	VISA	Visa acct# 2867	\$74.95

TOTAL **\$7,231.07**

1/23/2024 12:53

Ballston Community Public Library

Abstract (less Early Pays)

As of January 31, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Ace Pest Control Specialists, Inc. (518) 377-3897				
01/12/2024	21782174	Jan2024 svc	50.00	Bill
Total for Ace Pest Control Specialists, Inc.			\$50.00	
Alarm & Suppression, Inc. 518-399-5110				
01/11/2024	INV23638	replaced smoke detector	343.33	Bill
Total for Alarm & Suppression, Inc.			\$343.33	
Amazon-pay by invoice				
01/15/2024	1XMG-3C3H-D93T	2024 expenses - see invoice	788.38	Bill
Total for Amazon-pay by invoice			\$788.38	
Baker & Taylor 800-340-5370				
12/20/2023	5018683410	70 books	773.94	Bill
12/14/2023	5018676484	32 books	408.25	Bill
01/04/2024	5018702226	23 books	267.59	Bill
01/02/2024	5018694395	26 books	345.35	Bill
01/15/2024	5018712042	61 books	1,024.59	Bill
01/15/2024	5018714965	34 books	466.15	Bill
Total for Baker & Taylor			\$3,285.87	
CDPHP				
01/13/2024	240130031255	Feb2024 prem Health/Dental RV & AH, Dental JK	1,454.16	Bill
Total for CDPHP			\$1,454.16	
Cengage Learning Inc. / Gale 248-699-4253				
01/10/2024	83214411	2 books	51.73	Bill
01/16/2024	83324668	1 book	28.49	Bill
01/16/2024	83399581	3 books	77.97	Bill
01/09/2024	83185260	3 books	81.72	Bill
12/18/2023	83071916	3 books	78.72	Bill
12/20/2023	83080150	2 books	48.38	Bill
01/02/2024	83104436	2 books	46.50	Bill
01/09/2024	83184663	4 books	111.71	Bill
01/09/2024	83184855	2 books	52.48	Bill
01/10/2024	83215372	5 books	122.95	Bill
Total for Cengage Learning Inc. / Gale			\$700.65	
Highmark BlueShield of Northeastern New York				
01/08/2024	240108343440444	Feb2024 prem JK	206.00	Bill
Total for Highmark BlueShield of Northeastern New York			\$206.00	
Mail 'N' More 518.399.3279				
12/31/2023	13617	2 rolls postage stamps	132.00	Bill
Total for Mail 'N' More			\$132.00	
Midwest Tape, LLC				

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
800-875-2785				
12/28/2023	504847463	1 DVD/ADB	49.99	Bill
12/18/2023	504798694	1 DVD/ADB	22.49	Bill
01/19/2024	504937521	7 DVD/ADB	167.18	Bill
12/31/2023	504859992	Hoopla Dec2023	1,267.70	Bill
01/25/2024	504671844	credit 1 DVD/ADB	-26.24	Vendor Credit
01/25/2024	504730373	credit 1 DVD/ADB	-59.99	Vendor Credit
Total for Midwest Tape, LLC			\$1,421.13	
NightRider Janitorial Services (518) 782-9999				
01/02/2024	JAN24087	Jan2024 cleaning	2,321.00	Bill
Total for NightRider Janitorial Services			\$2,321.00	
Penworthy 800-262-2665 x208				
01/14/2024	0595944-IN	3 STEAM kits - FOL to reimb	378.97	Bill
Total for Penworthy			\$378.97	
Playaway Products LLC 877-893-0808 x266				
01/12/2024	450471	36 wonderbooks w/audio (FOL to reimb)	1,948.64	Bill
Total for Playaway Products LLC			\$1,948.64	
Repeat Business Systems, Inc. (518) 869-8116				
01/05/2024	962850-A	QTR 1 2024 B/W base rate & logistics surchg	99.80	Bill
12/31/2023	962850-B	QTR 4 2023 color usage	95.91	Bill
Total for Repeat Business Systems, Inc.			\$195.71	
Simmons Elevator Co. 518-882-1445				
01/12/2024	49002	QTR 1 2024 maintenance	410.79	Bill
Total for Simmons Elevator Co.			\$410.79	
Southern Adirondack Library System 518-584-7300				
12/31/2023	2023-12BUR	Dec2023 monthly/fee circ renewals	1,887.17	Bill
01/24/2024	BUR 1242024	2024 deep freeze maint renewal	110.60	Bill
Total for Southern Adirondack Library System			\$1,997.77	
TOTAL			\$15,634.40	

Ballston Community Public Library

Cap Imp, Fund Bal & Trustee Rev/Exp Activity

January - December 2024

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

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	TRUSTEE FUND (1596)
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers			
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books			
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases			
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials			
Total LIBRARY MATERIALS	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY PERSONNEL SERVICES			
17.7410.51.030.0.000 CERTIFIED LIBRARIANS			
17.7410.51.031.0.000 CLERICAL STAFF			
17.7410.51.032.0.000 PAGES			
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)			
Total LIBRARY PERSONNEL SERVICES	\$ 0.00	\$ 0.00	\$ 0.00
OFFICE EXPENSES			
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS			
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS			
17.7410.54.041.0.000 POSTAGE / MAILINGS			
17.7410.54.042.0.000 PUBLICITY / Promotion			
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS			
Total OFFICE EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
OPERATION EXPENSE			
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE			
17.1620.54.010.0.000 Professional Services - LEGAL			
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL			
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE			
17.1620.54.074.0.000 Professional Services - ELECTION EXPENSES			
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			
17.7410.54.077.0.000 TRASH REMOVAL SERVICES			
Total OPERATION EXPENSE	\$ 0.00	\$ 0.00	\$ 0.00
SPECIAL ITEMS			
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA			
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library			
Total SPECIAL ITEMS	\$ 0.00	\$ 0.00	\$ 0.00
Total Expenditures	\$ 0.00	\$ 0.00	\$ 0.00
Net Operating Revenue	\$ 0.00	\$ 0.00	\$ 0.00
Net Revenue	\$ 0.00	\$ 0.00	\$ 0.00

Ballston Community Public Library

Budget vs. Actuals: 2023 BUDGET

January - December 2023 (updated 1.25.2024)

General Checking (1164)				
	Actual	Budget	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	8.01		-8.01	
Total LIBRARY CHARGES	\$ 4,304.83	\$ 4,900.00	\$ 595.17	12.15%
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	\$ 722,786.47	\$ 730,173.00	\$ 7,386.53	1.01%
Gross Profit	\$ 722,786.47	\$ 730,173.00	\$ 7,386.53	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)	3,233.39	3,211.00	-22.39	-0.70%
17.9060.58.052.0.000 HSA (ER Contribution)	3,402.32	4,550.00	1,147.68	25.22%
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	1,770.31	1,800.00	29.69	1.65%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	12,603.82	22,916.00	10,312.18	45.00%
Total BENEFITS	\$ 51,969.40	\$ 61,365.00	\$ 9,395.60	15.31%
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	55,310.26	62,000.00	6,689.74	10.79%
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%

	Actual	Budget	Remaining	% Remaining
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	14,517.74	11,000.00	-3,517.74	-31.98%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	8,572.79	16,000.00	7,427.21	46.42%
Total LIBRARY MATERIALS	\$ 92,179.14	\$ 95,900.00	\$ 3,720.86	3.88%
LIBRARY PERSONNEL SERVICES		884.00	884.00	100.00%
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	180,461.15	182,754.00	2,292.85	1.25%
17.7410.51.031.0.000 CLERICAL STAFF	156,181.57	158,723.00	2,541.43	1.60%
17.7410.51.032.0.000 PAGES	22,761.57	28,912.00	6,150.43	21.27%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	28,874.93	28,402.00	-472.93	-1.67%
Total LIBRARY PERSONNEL SERVICES	\$ 388,279.22	\$ 399,675.00	\$ 11,395.78	2.85%
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	566.42	250.00	-316.42	-126.57%
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	\$ 27,048.27	\$ 22,750.00	-\$ 4,298.27	-18.89%
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 Professinal Services - ELECTION EXPENSES	3,658.95		-3,658.95	
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	3,565.16	2,000.00	-1,565.16	-78.26%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	33,918.39	17,500.00	-16,418.39	-93.82%
17.7410.54.010.0.000 Professinal Services - IT (SALS)	22,646.04	22,646.00	-0.04	0.00%
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	915.42	500.00	-415.42	-83.08%
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	\$ 145,478.00	\$ 124,483.00	-\$ 20,995.00	-16.87%
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	\$ 728,261.69	\$ 730,173.00	\$ 1,911.31	0.26%
Net Operating Revenue	-\$ 5,475.22	\$ 0.00	\$ 5,475.22	
Net Revenue	-\$ 5,475.22	\$ 0.00	\$ 5,475.22	

Ballston Community Public Library

Cap Imp, Fund Bal & Trustee Rev/Exp

January - December 2023 (updated 1.25.2024)

	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		223.24	0.69	23.45
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	\$ 223.24	\$ 0.69	\$ 1,153.63
Total Revenue	\$ 35,271.00	\$ 223.24	\$ 0.69	\$ 1,153.63
Gross Profit	\$ 35,271.00	\$ 223.24	\$ 0.69	\$ 1,153.63
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	32.43			
17.7410.54.077.0.000 TRASH REMOVAL SERVICES				
Total OPERATION EXPENSE	\$ 32.43	\$ 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	\$ 74,004.25	\$ 0.00	\$ 0.00	\$ 668.97
Net Operating Revenue	-\$ 38,733.25	\$ 223.24	\$ 0.69	\$ 484.66
Net Revenue	-\$ 38,733.25	\$ 223.24	\$ 0.69	\$ 484.66

TRUSTEE FUND (1596) SUMMARY	
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1/25/2024 12:58

FUND NAME

Richard E. Wittnebel	\$23.55
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BH Women's Club	\$74.76
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Conklin	\$4,621.88
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Ass. Karlar	4393.00
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Asa Kaplan	\$302.90
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Tibbitts	\$38.88
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McQueen	\$11.26
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McQueen	\$11.20
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DeAngelo	\$51.04
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Carol Brower	\$345.00
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	\$12,092.92
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Ballston Community Public Library Trustee Fund (1596) Register

Jan-Dec 2023

1/25/2024 13:00

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
12.29.2023		interest earned	UNDESIGNATED		\$2.03	\$12,092.92

Ballston Community Public Library Privilege of the Floor Policy

During two designated portions of each meeting of the Ballston Community Public Library Board of Trustees (the “Board”), members of the public are granted “privilege of the floor.” The first such portion, “Privilege of the floor only on items for consideration and action,” allows members of the public attending a Board meeting to comment on items listed on the agenda for said meeting. The second such portion, “Privilege of the floor on any topic,” allows members of the public attending a Board meeting to comment on any matters they wish to raise. Each portion is limited to thirty (30) minutes. To speak during these portions of a Board meeting, members of the public:

1. must print their names and towns of residence on a sign-in sheet provided by the Board before the start of each meeting;
2. shall only speak when called upon;
3. must state their names and towns of residence for the record when they begin speaking;
4. shall be limited to three minutes when called upon and given a warning at the two-minute mark;
5. shall only be allowed one opportunity to speak and may not yield the balance of their time to any other speaker; and
6. shall not interrupt, threaten, intimidate, or harass any other person and shall abide by the Ballston Community Public Library Code of Conduct.

The President of the Board or, in the President’s absence, the Vice President of the Board shall be responsible for enforcing these rules and may designate another trustee or library employee to assist. Members of the public found to be in violation of these rules may be asked to leave and may be suspended from speaking at or attending Board meetings for a designated period. Those so suspended shall have a right to appeal the suspension to the Board, who shall evaluate the suspension and reply within sixty (60) days.

The privilege of the floor provides an opportunity to express views and raise questions. To enable a deliberative process by the Board, a question may not answered during the Board meeting at which said question was raised. Members of the public who require accommodation to participate in the meeting pursuant to the Americans with Disabilities Act are encouraged to request accommodation in advance by calling the library at (518) 399-8174 or e-mailing bur-director@sals.edu.

AGREEMENT BETWEEN THE
TOWN OF CHARLTON
AND THE
BALLSTON COMMUNITY PUBLIC LIBRARY

THIS AGREEMENT made this day, January 31, 2024, by and between the Town of Charlton, a municipal corporation, with its offices at 758 Charlton Road, Town of Charlton, Charlton, New York, hereinafter referred to as the “Town”, and the Ballston Community Public Library with its offices at 2 Lawmar Lane, Burnt Hills, New York, hereinafter referred to as the “Library” as follows:

WITNESSTH:

WHEREAS, per Section 256 of the Education Law, a town may contract with the trustees of a public library registered by the regents to furnish library services to the people of the municipality, district or reservation for whose benefit the contract is made, under such terms and conditions as may be stated in such contract; and

WHEREAS, also per Section 256 of the Education Law, the amount agreed to be paid for such services under such contract shall be a charge upon the municipal government which agrees to make the payment and shall be paid directly to the treasurer of the public library; and

WHEREAS, the Town of Charlton feels that the general welfare and education of the citizens of the Town of Charlton would benefit from library services provided , and

WHEREAS, the Town Board has budgeted for the fiscal year 2024 the sum of Forty-Eight Thousand Eight Hundred Dollars (\$48,800) for the payment for library services to be rendered by the Library, and

NOW THEREFORE, in consideration of the mutual undertaking herein set forth, the parties do hereby agree as follows:

1. The Library shall provide general library services, including available books and magazines, in accordance with existing library policies and by-laws to the citizens of the Town of Charlton.
2. The Library shall submit to the Town a report of library activities during the preceding 2023 calendar year on or before 30th April 2024.
3. In payment for general library services provided by the Library, the Town shall pay to the Library the sum of Forty-Eight Thousand Eight Hundred Dollars (\$48,800) for the period of January 1, 2024 through December 31, 2024.
4. The Library shall not assign, transfer, or encumber its rights under the Agreement without the Town’s prior written consent thereto.
5. The relationship of the Library to the Town is that of an independent contractor. The Library shall conduct itself in accordance with such status, and it will neither hold itself out as nor claim to be an employee or agent of the Town, and it will not make any claim, demand or application to, or for any right or privilege applicable to, an employee or agent of the Town, including, but not limited to, Workers Compensation coverage, unemployment insurance benefits, social security coverage or retirement benefits or credits.
6. Library agrees to hold harmless the Town from any claim arising out of Library acts or omissions.
7. To ensure the amount paid by the Town is rationally related to the library services used, the board of the library shall meet with representatives of the Town to assess the amount for the 2024 contract.

IN WITNESS WHEREOF, the parties hereto have hereunto signed this agreement on the 31st day of January, 2024.

Dated:

TOWN OF CHARLTON

By:

Supervisor

Dated:

BALLSTON COMMUNITY PUBLIC LIBRARY

By:

President

Ballston Community Public Library Director's Report

January 2024

Circulation Statistics

December 2023

Circulation Statistics	Current Month	2023 to Date	2022 Total
Items Added to Collection	239	4,093	4,719
Number of Physical Items Circulated	8,027	110,749	98,808
Overdrive/Libby Circulation	1,409	14,985	12,343
Hoopla Circulation	548	5,871	5,868
New Patron Registrations	28	519	537
Curbside Appointments	2	30	100
Patrons in the Building	3,202	48,020	42,564

Programs & Events

December 2023

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2023 Total	Participants 2023 Total	Number Offered 2022 Total	Participants 2022 Total
Preschool	14	289	167	4,190	176	3,324
Elementary	5	64	70	1,050	68	1,125
Teen	4	14	37	176	24	303
Adult	6	83	103	1,162	56	477
Family	5	228	72	3,608	38	2,612
Outreach	0	0	56	1,801	66	2,960
TOTALS	34	678	505	11,987	428	10,801

Youth Services Programming: We introduced a new passive "I Spy" program where patrons of all ages could look at all of the random items that had been put in our front display case and try to fill out a sheet with some corresponding "I Spy" book style questions. Alyssa will pick a few random winners out of all the correct sheets to get a special prize. For the month of January, we had our weekly 4 story times (14 total), a Saturday story time, 3 Read to Seamus the Dog sessions, a Tween craft, a Grab 'N Go Craft (70 bags), a Tween craft, a Teen craft, a Kid's craft, 6 book clubs, a Story Crafters program, and a STEM Challenge. Alyssa visited with the East Glenville Preschool on January 19 and did a fun Snowman story time with their preschoolers. Summer Reading Program planning is underway and youth services staff have a rough idea of all the programs they'd like to offer this summer, an application for Jenkins Park to be used for outdoor story time is being finished, and Alyssa has scheduled all of her Elementary school visits for this upcoming June.



Adult Programming: Adult Program planning is in full swing with a lot of things in the works for the next few months. After attending a zoom with other libraries, new ideas are hopefully in the works! Senior Planet Computer classes are still going, Getting Started with Canva was January 29th, and more are coming.

Staff & Volunteers

Friends of the Library: The Friends of the Library are working on Mini Golf, and have just received a donated quilt to raffle off! Their Facebook page is growing nicely, and they have also released a summary of some of their stats and information from last year, and how they supported the Library and Library services and programming!

Board of Trustees: The Trustees advertised for new Trustees and received three applications.

Staff: Terry Riley's last full day with the library will be Thursday, February 1. Terry will be missed and we appreciate her dedication and attention to detail throughout the past eight years. Terry will stay on to train her replacement. Marta Dauphinee will start as the new Account Clerk/Bookkeeper on February 5. Hailey Pezzolesi's last day as a library page will be February 5.



Facility Update

- To finalize the Children's LED Construction Grant we are getting estimates to spend the remaining balance of grant funds. We are exploring changing the last few old lights over to LED. This includes the community room and all exterior lighting.

Technology

December 2023

Technology Statistics	Current Month	2023 to Date	2022 to Date
Public Computer Sessions	144	1,790	1,527
WiFi Sessions (unique users)	350	8,199	7,081

- SALS Computer Support staff came and installed a new staff computer on 1/25.

Meetings & Professional Development

- **Tricia Bitley, Office Manager:** KnowBe4 New User and Annual Training 2024 1/17
- **Mary Jane Baumbach, Clerk:** Creating Welcoming Spaces for LGBT+ patrons 1/11
- **Carol Chaisson, Clerk:** KnowBe4 New User and Annual Training 2024 1/17
- **Rong-Jane Chen, Library Assistant:** KnowBe4 New User and Annual Training 2024 1/19

- **Melissa Gardner, Clerk:** KnowBe4 New User and Annual Training 2024 1/18
- **Alyssa Harvey, Head of Youth Services:** Friends of the Library ½, KnowBe4 New User and Annual Training 2024 1/17
- **Erin Knight, Library Assistant:** KnowBe4 New User and Annual Training 2024 1/18
- **Keira Kohler, Page:** KnowBe4 New User and Annual Training 2024 1/20
- **Elizabeth Lafergola, Clerk:** KnowBe4 New User and Annual Training 2024 1/17
- **Hannah Moore, Clerk:** KnowBe4 New User and Annual Training 2024 1/18
- **Angela Morrow, Clerk:** KnowBe4 New User and Annual Training 2024 1/16
- **Billy Newsom, Clerk:** KnowBe4 New User and Annual Training 2024 1/16
- **Sam Nielsen, Page:** KnowBe4 New User and Annual Training 2024 1/18
- **Melissa Owen, Clerk:** KnowBe4 New User and Annual Training 2024 1/17
- **Hailey Pezzolesi, Page:** KnowBe4 New User and Annual Training 2024 1/17
- **Mary Pietrow, Page:** KnowBe4 New User and Annual Training 2024 1/18
- **Jenn Richard, Head of Adult Services:** Friends of the Library ½, Board of Trustees 1/3, KnowBe4 New User and Annual Training 2024 1/16, Adult Program Swap 1/17
- **Terry Riley, Account Clerk: KnowBe4 New User and Annual Training 2024 1/18**
- **Rebecca Verhayden, Director:** BH-BL BPA Meeting 1/3, Legal Meeting with Town of Ballston 1/3, Board of Trustees 1/3, Town of Charlton 1/8, SALS JA Council 1/10, Election Committee Meeting 1/10, CDLC Tech Talk: Instagram 1/10, KnowBe4 New User and Annual Training 2024 1/16

[Rebecca Verhayden, Director 1/29/2024](#)

Agreement between the Mohawk Valley Library System (MVLS) and the Southern
Adirondack Library System (SALS) Joint Automation Project and the
Ballston Community Public Library

The Mohawk Valley Library System and the Southern Adirondack Library System have jointly provided integrated automation services to their member libraries since 1983 through the MVLS/SALS Joint Automation Project. The Agreement between the two systems articulates the vision and mission of the Project, stating:

VISION: We will achieve excellence in the library and informational services in the eight counties communities through technology.

MISSION: MVLS and SALS will collaboratively support and provide access to an integrated automated library system through a joint automation project. We will respond to and assist member libraries with technical support, training and resources by utilizing current and emerging technologies.

The Joint Automation Council was established in 2003 by the two library system boards to “initiate policies and decisions regarding library automation services to the member libraries, recommend policy and advise the two System Boards on issues related to the provision of library automation services including funding”.

The Joint Automation Council is a group of representatives from the member libraries and two systems and an ‘unaffiliated’ party. Libraries are encouraged to participate in the council and in its committees and user groups. A consortium requires all members’ involvement to facilitate shared decision making so that local needs are considered, common policies formed and appropriate budgets developed.

The **Ballston Community Public Library** understands that the MVLS/SALS Joint Automation Project is a cooperative project, sharing resources over the eight counties served by the two library systems and will work collaboratively with other member libraries, the Joint Automation Council, Joint Automation Staff and system staff to insure the efficient operation and security of the automated system for all participants.

With a shared patron database, each library is expected to enforce confidentiality laws and policies to ensure that all personal information including borrowing, requests, and information searches remain private. The Joint Automation Project requires all library staff, volunteers and trustees to respect every user's privacy. It expects libraries to enact appropriate local policies, procedures and necessary training to protect confidentiality.

Joint Automation Staff is the sole administrator of the ILS (integrated library system) including any central site hardware, software, and network equipment. Joint Automation Staff is the designated official contact with Innovative, our current automation provider for the Polaris ILS.

To facilitate the use of the automated system by the member libraries of the Mohawk Valley Library System and the Southern Adirondack Library System, the Joint

Automation Project provides automation services and support including, but not limited to:

- Provision of an online catalog, circulation, acquisitions, cataloging, and other functionality necessary to support library services
- Development, improvement and support of central site and local networks necessary for access to the ILS and providing library services to patrons
- Security measures including appropriate firewalls to protect the JA network
- Support for telecommunication services to provide staff connectivity to the ILS
- Full technical support of the network
- Support of member library automation needs during library hours and emergency support as needed
- Support of member library computers purchased through JA or with JA approval, including troubleshooting problems
- Loan of equipment for staff computers
- Hardware support for member library computer equipment including peripherals such as keyboards, barcode readers, and printers
- Hardware support for library local area networks, including wireless and other advancements in network technology
- Maintenance of appropriate files, reports, and other Polaris software applications responsive to member library needs
- User accounts on the Polaris System
- Email accounts and OneDrive access for library staff
- A Joint Automation Intranet providing information and support documentation about the automation system and services
- Coordinated purchase of computer equipment, peripherals, bar codes and other associated items
- Assistance with access to databases, if needed
- Consultation services on member library technology needs including wireless initiatives, local area networks, building projects etc.

The provision of these and other services is funded through State Aid and system funds received by the Mohawk Valley Library System and the Southern Adirondack Library System and by fees paid by member libraries. Grant funds are also pursued for specific automation activities.

Project budgets and member library fees are determined by a structure approved by the Joint Automation Council and the MVLS and SALS Boards of Trustees. Member libraries are billed on a monthly basis. Changes in the fee structure are announced by the Joint Automation Council and the two System Directors no later than March 1 of the year preceding any change. Any changes become effective with the January billing (sent in February). Member Library payments to the MVLS/SALS Joint Automation Project represent resources used by that library and do not represent a financial equity in the system.

Library Responsibilities:

- Act in conformity with applicable New York State Law and Regulations of the Commissioner of Education
- Develop, approve and enforce a confidentiality policy that protects the privacy of all library users. All staff and volunteers will need to sign a JA security policy.

- Abide by the approved policies of the Joint Automation Project
- Follow system conventions for the entry of patron and item information into the shared database
- Notify Joint Automation staff of problems with network performance or connectivity as soon as possible after the problem is experienced
- Notify Joint Automation staff to report equipment or software problems
- Provide training to library staff that explains the Joint Automation Project and the needs for appropriate security of database records, transactions, and public and staff computers. The library staff member providing this training must have been trained by JA staff or the System trainers.
- Notify the Joint Automation staff as early as possible of impending building or other facility changes or plans that will impact the provision of automated services
- Notify the Joint Automation staff of staff changes
- Pay fees and charges as expeditiously as possible
- Provide a contact person for the library in the event of network problems occurring during library closed hours

This agreement may be terminated by mutual agreement of the parties or a library may choose to withdraw from the Joint Automation Project with 180 days (6 months) notification to both the Joint Automation Council and to the appropriate System Director.

In the event of withdrawal from the Joint Automation Project, the library is entitled to an electronic file(s) of patrons who reside in the chartered area, bibliographic records and item records. These files will be provided by Joint Automation staff in standard format at no charge to the library. Should the library require custom programming of these files, the Joint Automation Council shall determine an equitable charge for this processing. No portion of fees paid will be refunded if a library opts out of the project.

For the **Ballston Community Public Library**

Board of Trustee President

Date: _____

MVLS Board President
()

Date: _____

SALS Board President
()

Date: _____

Revised March 2, 2021



Proposal for Services

Tricia Bitley

Proposal for:

Town of Ballston Community Library

2 Lawmar Lane

Burnt Hills, NY 12027

Description of Services and Charges

Scope of Work:

- First floor office
 - Relocate cabinets from one location on the wall to another.
 - Repair wall where cabinets were previously located.
 - Paint the office walls. Paint to be Benjamin Moore; color and finish to be advised by client.
- First floor bathrooms
 - Repair walls as needed in and around both bathrooms.
 - Paint both bathrooms, walls only. Paint to be Benjamin Moore; color and finish to be advised by client.
 - Optional-not quoted here-Tile under mirrors to protect wall from water splatter caused by sink usage.
- Second floor children's library
 - Mount two Trees (wall will need to be blocked to mount securely).

Total for services:

- Labor for the above: \$2050.00
- Materials: \$330.00
- Total: \$2,380.00—quote assumes tax exemption

Thank you for the opportunity to provide you with a proposal for your project. We look forward to being your Handyman.

Sincerely,

Owen Peterson

Owen Peterson