

**Ballston Community Public Library  
Board of Trustees Meeting Agenda  
February 28, 2024**

- 1) Call to order
- 2) Minutes of January 31, 2024 Meeting
- 3) Report of Special Funds
- 4) Monthly Financial Reports
- 5) Approval of Bills
- 6) Librarians' Reports
- 7) Reports of Committees
  - a) Town Liaisons
  - b) Election Committee
  - c) Budget & Finance Committee
  - d) Personnel Committee
  - e) Friends of the Library
- 8) Unfinished Business
  - a) Transition and Building
- 9) New Business
  - a) Trustee Candidates

*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.*

- b) **RESOLUTION 24-029** Consider accepting the resignation of Rebecca Verhayden, Director, effective March 1, 2024.
- c) **RESOLUTION 24-030** Remove Rebecca Verhayden as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643.
- d) **RESOLUTION 24-031** Consider appointing Jennifer Richard as Interim Director, effective March 2, 2024 at an annual salary of \$77,000.
- e) **RESOLUTION 24-032** Add Jennifer Richard as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643.
- f) **RESOLUTION 24-033** Consider appointing Carol Chaisson as Interim Library Assistant, effective March 2, 2024 at an hourly rate of \$21.
- g) **RESOLUTION 24-034** Consider transferring 35 hours of sick time from Rebecca Verhayden to Alyssa Harvey.
- h) **RESOLUTION 23-035** Consider transferring 35 hours of sick to from Rebecca Verhayden to Jennifer Richard.

- i) **RESOLUTION 24-036** Consider appoint Jena Goldman to the position of page at an hourly rate of \$15 effective March 5, 2024.
- j) **RESOLUTION 24-037** BE IT RESOLVED that Ballston Community Public Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board of Trustees on 2/28/2024

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

**10) Executive Session: Personnel**

**11) Adjournment**

February Voucher Signer: Melia Gordon

Charlton Town Board Meeting: Monday, March 11 at 7:30 PM

Ballston Town Board Meeting: Tuesday, March 12 at 6:30 PM

Library Board of Trustees: Wednesday, March 27 at 7:00 PM

March Voucher Signer: Kate Schofield

**Ballston Community Public Library  
Board of Trustees Monthly Meeting Minutes  
January 31, 2024**

**Call to order:** The meeting was called to order at 7:01 p.m. by Trustee Burchett.

**Attendance:** [x]Rebecca Verhayden, Director; [x]Jenn Richard, Adult Services Librarian, [x]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 January 3, 2024:** On a motion by Trustee Burchett, with second by Trustee McKenna, the minutes of the January 3, 2024 monthly meeting were unanimously approved.

**Report of Special Funds:** Special funds for January 2024 were reviewed.

**Monthly Financial Reports:** Financial reports for January 2024 were reviewed.

**Approval of Bills:** The December bills, reviewed by Steve Burchett, were unanimously approved on a motion by Trustee Gordon, with second by Trustee Guider.

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

**Reports of Committees:**

Town Liaisons – no report.

Friends of the Library – Mini golf will run Feb. 23-24. We will raffle off a beautiful donated quilt in early March.  
Friends' Facebook page is up and running.

Policy – see Resolution 24-023.

**Unfinished Business**

Transition and Building – the Town and the Library are moving ahead in preparation for the transfer of ownership of the land and building to the Library. See Resolution 24-028.

**New Business**

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

**RESOLUTION 24-021** Consider approving agreement between Town of Ballston Community Library and the MVLS/SALS Joint Automation Project. Motion made by Trustee Tomlinson with second by Trustee Gordon, and passed unanimously.

**RESOLUTION 24-022** Consider approving agreement between Town of Charlton and the Ballston Community Public Library. Motion made by Trustee Gordon with second by President Schofield, and passed unanimously.

**RESOLUTION 24-023** Consider approving the proposed meeting rules policy (see meeting documents). Motion made by Trustee McKenna with second by Trustee Burchett and passed unanimously.

**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. Motion made by Trustee Burchett, seconded by Trustee Guider, and passed unanimously.

**RESOLUTION 24-025** Consider appointing Marta Dauphinee as part-time Account Clerk/Bookkeeper, at an hourly rate of \$21, effective February 5, 2024. Motion made by Trustee Gordon, seconded by Trustee Burchett, and passed unanimously.

**RESOLUTION 24-026** Consider accepting the resignation of Hailey Pezzolesi, Library Page, effective February 5, 2024. Motion made by Trustee Tomlinson, seconded by President Schofield, and passed unanimously.

**RESOLUTION 24-027** Consider approving the proposal of services from Ace Handyman Services in the amount of \$2,380. Motion made by Trustee Burchett, seconded by Trustee McKenna, and passed unanimously.

**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;

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on January 31, 2024, there were:**

|                      | Present  | Absent   | Aye      | Nay      | Abstain  |
|----------------------|----------|----------|----------|----------|----------|
| Kate Schofield       | X        |          | X        |          |          |
| Steve Burchett       | X        |          | X        |          |          |
| Melia Gordon         | X        |          | X        |          |          |
| Ed Guider            | X        |          | X        |          |          |
| Aidan Thomas McKenna | X        |          | X        |          |          |
| Sue Tomlinson        | X        |          | X        |          |          |
| <b>Total</b>         | <b>6</b> | <b>0</b> | <b>6</b> | <b>0</b> | <b>0</b> |

I, Trustee Steve Burchett, offer the following resolution and move its adoption:

**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.

Seconded by Trustee Aidan Thomas McKenna, offered for discussion and duly put to a vote, the results of which appear above.

**Executive Session, Legal Matter:** None.

*Privilege of the floor on any topic. (Limit 3 mins.)* Trustee applicants introduced themselves, and discussed their reasons for wanting to serve as trustee.

**Adjournment:** At 7:59 p.m., on a motion by Trustee Guider with second by President Schofield, the meeting was adjourned.

Minutes respectfully submitted by Sue Tomlinson, Secretary

| BALLSTON COMMUNITY PUBLIC LIBRARY |  |              |                    |
|-----------------------------------|--|--------------|--------------------|
| TRUSTEE FUND (1596) SUMMARY       |  |              |                    |
| 2/27/2024 11:43                   |  |              |                    |
| 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                      |  |              | \$6,568.30         |
|                                   |  | <b>TOTAL</b> | <b>\$12,094.97</b> |

| Ballston Community Public Library Trustee Fund (1596) Register |              |  |                 |              |                    |                |                 |
|----------------------------------------------------------------|--------------|--|-----------------|--------------|--------------------|----------------|-----------------|
| 2/27/2024 11:43                                                |              |  |                 |              |                    |                |                 |
| Date                                                           | Check Number |  | Description     | Fund         | With-drawal Amount | Deposit Amount | Account Balance |
| 1.31.2024                                                      |              |  | interest earned | UNDESIGNATED |                    | \$2.05         | \$12,094.97     |

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

|                                                                   | General Checking (1164) Rev/Exp |                      |                     |                |
|-------------------------------------------------------------------|---------------------------------|----------------------|---------------------|----------------|
|                                                                   | Actual                          | Budget               | Remaining           | Remaining %    |
| <b>Revenue</b>                                                    |                                 |                      |                     |                |
| <b>BALLSTON TAXES</b>                                             |                                 |                      | 0.00                |                |
| 17.1001.41.000.0.000 Real Property Taxes                          | 701,852.42                      | 701,400.00           | -452.42             | -0.06%         |
| <b>Total BALLSTON TAXES</b>                                       | <b>\$ 701,852.42</b>            | <b>\$ 701,400.00</b> | <b>-\$ 452.42</b>   | <b>-0.06%</b>  |
| <b>CHARLTON LIBRARY SVCS</b>                                      |                                 |                      | 0.00                |                |
| 17.2360.41.000.0.000 Library Services to Other Governments        |                                 | 54,000.00            | 54,000.00           | 100.00%        |
| <b>Total CHARLTON LIBRARY SVCS</b>                                | <b>\$ 0.00</b>                  | <b>\$ 54,000.00</b>  | <b>\$ 54,000.00</b> | <b>100.00%</b> |
| <b>DASNY Grants</b>                                               |                                 | 0.00                 | 0.00                |                |
| <b>LIBRARY CHARGES</b>                                            |                                 |                      | 0.00                |                |
| 17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees                | 303.90                          | 3,000.00             | 2,696.10            | 89.87%         |
| 17.2082.41.005.0.000 LIBRARY CHARGES - Fines                      | 21.05                           | 0.00                 | -21.05              |                |
| 17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR          | 170.27                          | 2,000.00             | 1,829.73            | 91.49%         |
| 17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR      |                                 | 0.00                 | 0.00                |                |
| <b>Total LIBRARY CHARGES</b>                                      | <b>\$ 495.22</b>                | <b>\$ 5,000.00</b>   | <b>\$ 4,504.78</b>  | <b>90.10%</b>  |
| <b>LIBRARY SYSTEM GRANTS</b>                                      |                                 |                      | 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                         | 283.88                          |                      | -283.88             |                |
| <b>Total LIBRARY SYSTEM GRANTS</b>                                | <b>\$ 283.88</b>                | <b>\$ 3,194.00</b>   | <b>\$ 2,910.12</b>  | <b>91.11%</b>  |
| <b>MISC REVENUE</b>                                               |                                 |                      | 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           | 2,342.19                        | 10,000.00            | 7,657.81            | 76.58%         |
| 17.9999.41.000.0.000 Budget Fund Balance Draw                     |                                 | 11,000.00            | 11,000.00           | 100.00%        |
| <b>Total MISC REVENUE</b>                                         | <b>\$ 2,342.19</b>              | <b>\$ 28,500.00</b>  | <b>\$ 26,157.81</b> | <b>91.78%</b>  |
| <b>Total Revenue</b>                                              | <b>\$ 704,973.71</b>            | <b>\$ 792,094.00</b> | <b>\$ 87,120.29</b> | <b>11.00%</b>  |
| <b>Gross Profit</b>                                               | <b>\$ 704,973.71</b>            | <b>\$ 792,094.00</b> | <b>\$ 87,120.29</b> | <b>11.00%</b>  |
| <b>Expenditures</b>                                               |                                 |                      |                     |                |
| <b>BENEFITS</b>                                                   |                                 |                      | 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)   | 3,963.60                        | 4,000.00             | 36.40               | 0.91%          |
| 17.9060.58.052.0.000 HSA (ER Contribution)                        | 2,242.28                        | 5,150.00             | 2,907.72            | 56.46%         |
| 17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)       | 721.14                          | 4,660.00             | 3,938.86            | 84.52%         |
| 17.9060.58.054.0.000 HEALTH INS OPT OUT                           | 276.92                          | 1,800.00             | 1,523.08            | 84.62%         |
| 17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)            | 3,734.78                        | 28,645.00            | 24,910.22           | 86.96%         |
| <b>Total BENEFITS</b>                                             | <b>\$ 18,582.72</b>             | <b>\$ 75,259.00</b>  | <b>\$ 56,676.28</b> | <b>75.31%</b>  |
| <b>LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>                     |                                 |                      | 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                |                |
| <b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>               | <b>\$ 0.00</b>                  | <b>\$ 9,000.00</b>   | <b>\$ 9,000.00</b>  | <b>100.00%</b> |
| <b>LIBRARY MATERIALS</b>                                          |                                 |                      | 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             | 0.00                | 0.00%          |
| 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      | 2,301.48                        | 14,000.00            | 11,698.52           | 83.56%         |
| <b>Total LIBRARY MATERIALS</b>                                    | <b>\$ 14,007.41</b>             | <b>\$ 93,948.00</b>  | <b>\$ 79,940.59</b> | <b>85.09%</b>  |

|                                                                  | Actual               | Budget               | Remaining             | %<br>Remaining |
|------------------------------------------------------------------|----------------------|----------------------|-----------------------|----------------|
| <b>LIBRARY PERSONNEL SERVICES</b>                                |                      |                      | 0.00                  |                |
| 17.7410.51.030.0.000 CERTIFIED LIBRARIANS                        | 29,719.83            | 193,615.00           | 163,895.17            | 84.65%         |
| 17.7410.51.031.0.000 CLERICAL STAFF                              | 25,706.81            | 183,848.00           | 158,141.19            | 86.02%         |
| 17.7410.51.032.0.000 PAGES                                       | 3,418.35             | 31,200.00            | 27,781.65             | 89.04%         |
| 17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)              | 5,870.87             | 31,263.00            | 25,392.13             | 81.22%         |
| <b>Total LIBRARY PERSONNEL SERVICES</b>                          | <b>\$ 64,715.86</b>  | <b>\$ 439,926.00</b> | <b>\$ 375,210.14</b>  | <b>85.29%</b>  |
| <b>OFFICE EXPENSES</b>                                           |                      |                      | 0.00                  |                |
| 17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS                 | 459.44               | 3,000.00             | 2,540.56              | 84.69%         |
| 17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS                | 629.87               | 3,500.00             | 2,870.13              | 82.00%         |
| 17.7410.54.041.0.000 POSTAGE / MAILINGS                          | 9.73                 | 250.00               | 240.27                | 96.11%         |
| 17.7410.54.042.0.000 PUBLICITY / Promotion                       | 286.39               | 500.00               | 213.61                | 42.72%         |
| 17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS              | 826.37               | 14,000.00            | 13,173.63             | 94.10%         |
| <b>Total OFFICE EXPENSES</b>                                     | <b>\$ 2,211.80</b>   | <b>\$ 21,250.00</b>  | <b>\$ 19,038.20</b>   | <b>89.59%</b>  |
| <b>OPERATION EXPENSE</b>                                         |                      |                      | 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              | 2,463.27             | 10,000.00            | 7,536.73              | 75.37%         |
| 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  | 462.30               | 3,000.00             | 2,537.70              | 84.59%         |
| 17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)      | 4,316.97             | 30,000.00            | 25,683.03             | 85.61%         |
| 17.7410.54.010.0.000 Professional Services - IT (SALS)           | 1,952.36             | 23,429.00            | 21,476.64             | 91.67%         |
| 17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS           | 2,538.88             | 3,000.00             | 461.12                | 15.37%         |
| 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                          | 4,642.00             | 27,540.00            | 22,898.00             | 83.14%         |
| 17.7410.54.040.0.000 CUSTODIAL SUPPLIES                          | 207.74               | 2,500.00             | 2,292.26              | 91.69%         |
| 17.7410.54.046.0.000 MILEAGE REIMBURSEMENT                       | 27.86                | 250.00               | 222.14                | 88.86%         |
| 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        | 1,235.12             | 5,000.00             | 3,764.88              | 75.30%         |
| 17.7410.54.077.0.000 TRASH REMOVAL SERVICES                      | 149.50               | 900.00               | 750.50                | 83.39%         |
| <b>Total OPERATION EXPENSE</b>                                   | <b>\$ 25,870.80</b>  | <b>\$ 136,419.00</b> | <b>\$ 110,548.20</b>  | <b>81.04%</b>  |
| <b>SPECIAL ITEMS</b>                                             |                      |                      | 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             | 8,985.15             | 9,792.00             | 806.85                | 8.24%          |
| 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                  |                |
| <b>Total SPECIAL ITEMS</b>                                       | <b>\$ 9,015.05</b>   | <b>\$ 16,292.00</b>  | <b>\$ 7,276.95</b>    | <b>44.67%</b>  |
| <b>Total Expenditures</b>                                        | <b>\$ 134,403.64</b> | <b>\$ 792,094.00</b> | <b>\$ 657,690.36</b>  | <b>83.03%</b>  |
| <b>Net Operating Revenue</b>                                     | <b>\$ 570,570.07</b> | <b>\$ 0.00</b>       | <b>-\$ 570,570.07</b> |                |
| <b>Net Revenue</b>                                               | <b>\$ 570,570.07</b> | <b>\$ 0.00</b>       | <b>-\$ 570,570.07</b> |                |

2/27/2024 11:19

**Ballston Community Public Library**  
**Cap Imp, Fund Bal & Trustee Rev/Exp Activity**  
 January - December 2024

|                                                                 | CAP IMP (1643)<br>History Rm | FUND<br>BALANCE<br>(1567) | TRUSTEE FUND<br>(1596) |
|-----------------------------------------------------------------|------------------------------|---------------------------|------------------------|
| <b>Revenue</b>                                                  |                              |                           |                        |
| <b>BALLSTON TAXES</b>                                           |                              |                           |                        |
| 17.1001.41.000.0.000 Real Property Taxes                        |                              |                           |                        |
| <b>Total BALLSTON TAXES</b>                                     | \$ 0.00                      | \$ 0.00                   | \$ 0.00                |
| <b>LIBRARY CHARGES</b>                                          |                              |                           |                        |
| 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        |                              |                           |                        |
| <b>Total LIBRARY CHARGES</b>                                    | \$ 0.00                      | \$ 0.00                   | \$ 0.00                |
| <b>LIBRARY SYSTEM GRANTS</b>                                    |                              |                           |                        |
| 17.3840.42.000.0.000 STATE AID, Libraries                       |                              |                           |                        |
| <b>Total LIBRARY SYSTEM GRANTS</b>                              | \$ 0.00                      | \$ 0.00                   | \$ 0.00                |
| <b>MISC REVENUE</b>                                             |                              |                           |                        |
| 17.2401.41.000.0.000 INTEREST & EARNINGS                        |                              | 18.78                     | 2.05                   |
| 17.2705.41.000.0.000 Gifts / Donations / Reimbursements         |                              |                           |                        |
| 17.2770.41.000.0.000 Other Unclassified Revenues                | 10,761.00                    |                           |                        |
| <b>Total MISC REVENUE</b>                                       | \$ 10,761.00                 | \$ 18.78                  | \$ 2.05                |
| <b>Total Revenue</b>                                            | \$ 10,761.00                 | \$ 18.78                  | \$ 2.05                |
| <b>Gross Profit</b>                                             | \$ 10,761.00                 | \$ 18.78                  | \$ 2.05                |
| <b>Expenditures</b>                                             |                              |                           |                        |
| <b>BENEFITS</b>                                                 |                              |                           |                        |
| 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)          |                              |                           |                        |
| <b>Total BENEFITS</b>                                           | \$ 0.00                      | \$ 0.00                   | \$ 0.00                |
| <b>LIBRARY MATERIALS</b>                                        |                              |                           |                        |
| 17.7410.54.034.0.000 LIBRARY MATERIALS - Print                  |                              |                           |                        |
| 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                |                              |                           |                        |
| 17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials    |                              |                           |                        |
| <b>Total LIBRARY MATERIALS</b>                                  | \$ 0.00                      | \$ 0.00                   | \$ 0.00                |
| <b>LIBRARY PERSONNEL SERVICES</b>                               |                              |                           |                        |
| 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)             |                              |                           |                        |
| <b>Total LIBRARY PERSONNEL SERVICES</b>                         | \$ 0.00                      | \$ 0.00                   | \$ 0.00                |



|                                                                 | CAP IMP (1643)<br>History Rm | FUND<br>BALANCE<br>(1567) | TRUSTEE FUND<br>(1596) |
|-----------------------------------------------------------------|------------------------------|---------------------------|------------------------|
| <b>OFFICE EXPENSES</b>                                          |                              |                           |                        |
| 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             |                              |                           |                        |
| <b>Total OFFICE EXPENSES</b>                                    | \$ 0.00                      | \$ 0.00                   | \$ 0.00                |
| <b>OPERATION EXPENSE</b>                                        |                              |                           |                        |
| 17.1620.54.011.0.000 Professional Services - SNOW REMOVAL       |                              |                           |                        |
| 17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE             |                              |                           |                        |
| 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                  |                              | 5.79                      |                        |
| 17.7410.54.077.0.000 TRASH REMOVAL SERVICES                     |                              |                           |                        |
| <b>Total OPERATION EXPENSE</b>                                  | \$ 5.79                      | \$ 0.00                   | \$ 0.00                |
| <b>SPECIAL ITEMS</b>                                            |                              |                           |                        |
| 17.1320.54.007.0.000 Professional Services - AUDITOR & CPA      |                              |                           |                        |
| 17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library            |                              |                           |                        |
| <b>Total SPECIAL ITEMS</b>                                      | \$ 0.00                      | \$ 0.00                   | \$ 0.00                |
| <b>Total Expenditures</b>                                       | \$ 5.79                      | \$ 0.00                   | \$ 0.00                |
| <b>Net Operating Revenue</b>                                    | \$ 10,755.21                 | \$ 18.78                  | \$ 2.05                |
| <b>Net Revenue</b>                                              | \$ 10,755.21                 | \$ 18.78                  | \$ 2.05                |

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**Ballston Community Public Library**  
**EARLY PAYS**  
February 2024

| <b>Date</b>  | <b>Transaction Type</b> | <b>Num</b> | <b>Name</b>                              | <b>Memo/Description</b>                   | <b>Amount</b>   |
|--------------|-------------------------|------------|------------------------------------------|-------------------------------------------|-----------------|
| 02/12/2024   | Bill Payment (Check)    | 809        | Spectrum Business/Charter Communications | Acct# 8358 21 127 0071313                 | 279.94          |
| 02/12/2024   | Bill Payment (Check)    | 811        | NATIONAL GRID                            | Acct# 02461-44007                         | 3,378.28        |
| 02/13/2024   | Bill Payment (Check)    | 812        | Ace Handyman Services                    | Painting of office and bathrooms,<br>etc. | 2,380.00        |
| 02/14/2024   | Bill Payment (Check)    | 813        | Twin Bridges Waste & Recycling, LLC      | Cust# 50-99967 7                          | 74.75           |
| 02/16/2024   | Check                   | 815        | VISA                                     | Visa Account #2875                        | 100.00          |
| 02/16/2024   | Check                   | 816        | VISA                                     | Visa acct #2883                           | 488.54          |
| 02/16/2024   | Check                   | 814        | VISA                                     | Visa account #2867                        | 445.09          |
| <b>TOTAL</b> |                         |            |                                          |                                           | <b>7,146.60</b> |

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# Ballston Community Public Library

## Abstract (less Early Pays)

As of February 29, 2024

| DATE                                                          | NUM             | MEMO/DESCRIPTION                               | AMOUNT             | TRANSACTION TYPE |
|---------------------------------------------------------------|-----------------|------------------------------------------------|--------------------|------------------|
| Ace Pest Control Specialists, Inc.<br>(518) 377-3897          |                 |                                                |                    |                  |
| 02/09/2024                                                    | 21782737        | Feb2024 svc                                    | 50.00              | Bill             |
| <b>Total for Ace Pest Control Specialists, Inc.</b>           |                 |                                                | <b>\$50.00</b>     |                  |
| Alarm & Suppression, Inc.<br>518-399-5110                     |                 |                                                |                    |                  |
| 02/15/2024                                                    | INV29930        | 2024 Monitoring - Annual Subscription          | 336.00             | Bill             |
| 02/20/2024                                                    | INV30406        | Replaced batteries during inspection           | 45.00              | Bill             |
| <b>Total for Alarm &amp; Suppression, Inc.</b>                |                 |                                                | <b>\$381.00</b>    |                  |
| Alyssa Harvey                                                 |                 |                                                |                    |                  |
| 02/07/2024                                                    | 2.7.24          | mileage reimb to/from East Glenville Preschool | 9.64               | Bill             |
| <b>Total for Alyssa Harvey</b>                                |                 |                                                | <b>\$9.64</b>      |                  |
| Amazon-pay by invoice                                         |                 |                                                |                    |                  |
| 02/15/2024                                                    | 1TLK-C37X-FYML  | Misc. see invoices                             | 490.33             | Bill             |
| <b>Total for Amazon-pay by invoice</b>                        |                 |                                                | <b>\$490.33</b>    |                  |
| CDPHP                                                         |                 |                                                |                    |                  |
| 02/11/2024                                                    | 240420031239    | Mar2024 prem Health/Dental RV & AH, Dental JK  | 1,454.16           | Bill             |
| <b>Total for CDPHP</b>                                        |                 |                                                | <b>\$1,454.16</b>  |                  |
| Highmark BlueShield of Northeastern New York                  |                 |                                                |                    |                  |
| 02/06/2024                                                    | 240206347123439 | Mar2024 prem medical J Kaplan                  | 206.00             | Bill             |
| <b>Total for Highmark BlueShield of Northeastern New York</b> |                 |                                                | <b>\$206.00</b>    |                  |
| NightRider Janitorial Services<br>(518) 782-9999              |                 |                                                |                    |                  |
| 02/01/2024                                                    | Feb24087        | Feb 2024 svc                                   | 2,321.00           | Bill             |
| <b>Total for NightRider Janitorial Services</b>               |                 |                                                | <b>\$2,321.00</b>  |                  |
| Patrice Jarvis-Weber<br>(518) 696-3399                        |                 |                                                |                    |                  |
| 02/05/2024                                                    | 2.5.24          | paint w/patrice program                        | 250.00             | Bill             |
| <b>Total for Patrice Jarvis-Weber</b>                         |                 |                                                | <b>\$250.00</b>    |                  |
| Rebecca Verhayden                                             |                 |                                                |                    |                  |
| 02/02/2024                                                    | 2.8.24          | mileage to/from SALS Saratoga                  | 18.22              | Bill             |
| <b>Total for Rebecca Verhayden</b>                            |                 |                                                | <b>\$18.22</b>     |                  |
| Southern Adirondack Library System<br>518-584-7300            |                 |                                                |                    |                  |
| 02/07/2024                                                    | BUR2072024      | Overdrive 2024 Contribution                    | 3,500.00           | Bill             |
| 02/01/2024                                                    | 2021-1 BUR      | Jan 2024 monthly fee/ circulation renewal      | 1,952.36           | Bill             |
| <b>Total for Southern Adirondack Library System</b>           |                 |                                                | <b>\$5,452.36</b>  |                  |
| UTICA NATIONAL INSURANCE GROUP<br>(800) 598-8422              |                 |                                                |                    |                  |
| 02/09/2024                                                    | 2024            | Commercial Pkg Endorsement Policy #5492279     | 296.00             | Bill             |
| <b>Total for UTICA NATIONAL INSURANCE GROUP</b>               |                 |                                                | <b>\$296.00</b>    |                  |
| <b>TOTAL</b>                                                  |                 |                                                | <b>\$10,928.71</b> |                  |

# Ballston Community Public Library Director's Report

February 2024

## Circulation Statistics

### January 2024

| Circulation Statistics              | Current Month | 2024 to Date | 2023 Total |
|-------------------------------------|---------------|--------------|------------|
| Items Added to Collection           | 324           | 324          | 4,093      |
| Number of Physical Items Circulated | 9,232         | 9,232        | 110,749    |
| Overdrive/Libby Circulation         | 1,717         | 1,717        | 14,985     |
| Hoopla Circulation                  | 639           | 639          | 5,871      |
| New Patron Registrations            | 44            | 44           | 519        |
| Patrons in the Building             | 3,521         | 3,521        | 48,020     |

## Programs & Events

### January 2024

| Programs      | Number Offered Current Month | Participants Current Month | Number Offered 2024 Total | Participants 2024 Total | Number Offered 2023 Total | Participants 2023 Total |
|---------------|------------------------------|----------------------------|---------------------------|-------------------------|---------------------------|-------------------------|
| Preschool     | 14                           | 308                        | 14                        | 308                     | 167                       | 4,190                   |
| Elementary    | 7                            | 102                        | 7                         | 102                     | 70                        | 1,050                   |
| Teen          | 2                            | 6                          | 2                         | 6                       | 37                        | 176                     |
| Adult         | 3                            | 16                         | 3                         | 16                      | 103                       | 1,162                   |
| Family        | 3                            | 165                        | 3                         | 165                     | 72                        | 3,608                   |
| Outreach      | 1                            | 29                         | 1                         | 29                      | 56                        | 1,801                   |
| <b>TOTALS</b> | <b>30</b>                    | <b>626</b>                 | <b>30</b>                 | <b>626</b>              | <b>505</b>                | <b>11,987</b>           |

**Youth Services Programming:** Alyssa visited with the East Glenville Preschool on February 6 and did a fun Penguin story time with their preschoolers. For the month of February, we had our 4 weekly story times (14 total), a Saturday Story Time, 4 Read to Seamus the Dog sessions, 1 Grab 'N Go Craft (70 bags), a Family Bingo Night, a Guess the Candy Hearts Contest, 10 Teen Book Boxes, a Kid's Craft, a Tween Craft, a Cabin Fever Games program, a Story Crafters program, a Teen Craft, and 6 book club meetings. Youth Services have finished planning all of the Summer Reading Program events and are working to finalize the calendar. Alyssa's application to use Jenkins Park for story time was approved and she is working with Little Troy Park to schedule 4 additional "swimming" story times with them.

**Adult Programming:** We are planning for upcoming programs and will continue to offer Senior Planet programs.

## Staff & Volunteers

**Friends of the Library:** The Friends of the Library raised over \$3,000 and had 500 golfers for Library Mini Golf on February 23 & 24. Eighteen local businesses sponsored golf and many volunteers came out to make it happen.

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

**Staff:** We have offered Jena Goldman our open page position. After the Library Board's approval, she will start on Tuesday, March 5th.

## 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

### January 2024

| Technology Statistics        | Current Month | 2024 to Date | 2023 to Date |
|------------------------------|---------------|--------------|--------------|
| Public Computer Sessions     | 106           | 106          | 1,790        |
| WiFi Sessions (unique users) | 492           | 492          | 8,199        |

## Meetings & Professional Development

- **Mary Jane Baumbach, Clerk:** Youth Services Library Staff SRP Meeting (2/5)
- **Tricia Bitely, Office Manager:** UHY Financial Meeting 2/14
- **Rong-Jane Chen, Library Assistant:** Youth Services Library Staff SRP Meeting (2/5),
- **Marta Dauphinee, Book Keeper:** Know Be4 Annual Training 2/5, UHY Financial Meeting 2/14
- **Alyssa Harvey, Head of Youth Services:** Board of Trustees 1/31, Youth Services Library Staff SRP Meeting (2/5), NYLA YSS Committee Meeting (2/6), CSLP Summer Reading Workshop (2/15).
- **Jenn Richard, Head of Adult Services:** Board of Trustees 1/31
- **Kelly Shaginaw, Substitute:** KnowBe4 Annual Training 2/
- **Rebecca Verhayden, Director:** Board of Trustees 1/31, Friends of the Library 2/6, BH-BL BPA Meeting 2/7, Personnel Committee Meeting 2/7, Town of Charlton 2/12, Town of Ballston 2/13, UHY Financial Meeting 2/14

Rebecca Verhayden, Director 2/27/2024