

**Ballston Community Public Library
Board of Trustees Meeting Agenda
May 29, 2024**

- 1) Call to order**
- 2) Minutes of April 24, 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
 - b) JA Update
 - c) NYCLASS
 - d) 2025 Budget
 - e) New Copier
 - f) Cleaning Services
- 9) New Business**
 - a) Brick pavers maintenance
 - b) Parking Lot quotes
 - c) Floor Cleaning

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

- d) **RESOLUTION 24-045** Remove Jennifer Richard as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643.
- e) **RESOLUTION 24-046** Add Kristi Chadwick as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643.

*Privilege of the floor on any topic. Please state your name, and town you reside in.
(Limit 3 mins.)*

10) Adjournment

May Voucher Signer: Candy Burchett

Charlton Town Board Meeting: Monday, June 10 at 7:30 PM

Ballston Town Board Meeting: Tuesday, June 11 at 6:30 PM

Library Board of Trustees: Wednesday, June 29 at 7:00 PM

June Voucher Signer: TBD

**Ballston Community Public Library
Board of Trustees Meeting Minutes
April 24, 2024**

Call to order: The meeting was called to order at 7:00 p.m. by President Kate Schofield.

Attendance: [x] Jenn Richard, Interim Director, [x] Alyssa Harvey, Youth Services Librarian.

Trustees present: Kate Scholfield, Ed Guider, Melia Gordon, Candy Burchett, Margie Morris, Aiden Thomas McKenna.

Trustees absent (excused): Steve Burchett

Trustees absent (unexcused): none

Approval of Minutes of March 27, 2024 meeting: On a motion by Trustee Aidan Thomas McKenna with a second by Trustee Margie Morris, the trustees unanimously approved the minutes of the March 27, 2024 monthly meeting.

Monthly Financial Reports: Financial reports for April 2024 were reviewed.

Approval of Bills: On a motion by Trustee Candy Burchett with a second by Trustee Melia Gordon, the bills for April 2024, as reviewed by Margie Morris, were unanimously approved.

Librarians' reports: see meeting documents

Reports of Committees:

Town Liaisons: no reports

Election Committee: Committee is tentatively looking at the 2nd Wednesday of October for the Fall 2024 trustee election and budget vote.

Budget and Finance Committee: Committee has planned to set up a meeting to discuss the next steps in planning the 2025 budget.

Personnel Committee: Committee announced that Kristi Chadwick accepted the Library Director position with a start date of May 27, 2024.

Friends of the Library: see Librarians' reports in Meeting Documents

Unfinished Business:

Transition and Building: President Schofield has been in touch with our Attorney Cole Adams regarding the next steps toward purchase of the library building and property.

Save the Date: The SALS Annual Meeting and dinner will be held on Monday, May 20, 2024 in Lake George.

JA Update: Questions regarding the Schenectady County Public Library's decision to withdraw from JA (Joint Automation) have been forwarded to the SCPL.

New Business:

NYCLASS: no update

Cleaning Service: There was discussion if the board should hire staff to provide cleaning services.

New Copier: The current library copier is not working well and has not been replaced since 2015 or 2016. There was discussion of whether to rent or buy a new one.

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

None.

RESOLUTION 24-043 Consider approving up to 12 people to attend the SALS Annual Meeting on Monday, May 20th, at a cost not to exceed \$360. Motion was made by Trustee Gordon, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 24-044 Consider approving the hire of Kristi Chadwich, with a start date of May 27, 2024, at an annual salary of \$78,000, and beginning with 3 weeks of vacation time. Motion was made by Trustee Guider, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 24-045 Name Candy Burchett as the Secretary of the Library Board of Trustees for a period of April 24, 2024 – November 30, 2024. Motion was made by Trustee Morris, seconded by Trustee McKenna, and passed unanimously.

RESOLUTION 24-046 Consider approving Candy Burchett for the Long Term Plan, Policy, and Election/Nomination Committees. Motion was made by Trustee Guider, seconded by President Schofield, and passed unanimously.

RESOLUTION 24-047 Consider approving Margie Morrie for the Long Term Plan, Policy, and Personnel Committees. Motion was made by Trustee C. Burchett, seconded by Trustee Gordon, and passed unanimously.

RESOLUTION 24-048 Consider approving up to \$6000 for the purchase of a new copier. Motion was made by Trustee Gordon, seconded by President Schofield, and passed unanimously.

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

None.

Adjournment: At 7:58 p.m., on a motion by Trustee McKenna with a second by Trustee Guider, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

Ballston Community Public Library

Abstract (less Early Pays)

As of May 31, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Ace Pest Control Specialists, Inc. (518) 377-3897					
05/08/2024	21785461	May 2024 svc	50.00	Bill	05/29/2024
Total for Ace Pest Control Specialists, Inc.			\$50.00		
Alyssa Harvey					
05/21/2024	5.21.24	mileage reimb 83.6 miles to/from SALS annual meeting	56.01	Bill	05/29/2024
Total for Alyssa Harvey			\$56.01		
Amazon-pay by invoice					
05/15/2024	1GJG-736P-JR49	Misc. see invoices	1,636.43	Bill	05/29/2024
04/15/2024	1LVJ-71JM-1RC9 A	Misc. see invoices	20.79	Bill	05/29/2024
05/15/2024	1WL-4KQF-MJMJ	Misc. program supplies	-16.99	Vendor Credit	
Total for Amazon-pay by invoice			\$1,640.23		
Baker & Taylor 800-340-5370					
04/24/2024	5018875718	72 books	1,114.36	Bill	05/29/2024
05/07/2024	5018892442	33 books	410.77	Bill	05/29/2024
05/01/2024	5018886446	42 books	577.16	Bill	05/29/2024
04/10/2024	5018853057	32 books	495.41	Bill	05/29/2024
04/10/2024	5018848406	23 books	361.32	Bill	05/29/2024
04/22/2024	5018865939	26 books	340.93	Bill	05/29/2024
04/02/2024	5018836861	21 books	331.84	Bill	05/29/2024
Total for Baker & Taylor			\$3,631.79		
CDPHP					
05/13/2024	241340030267	June 2024 prem Health/Dental (AH), Dental (JK)	744.27	Bill	05/29/2024
Total for CDPHP			\$744.27		
Cengage Learning Inc. / Gale 248-699-4253					
05/08/2024	84272914	5 books	143.95	Bill	05/29/2024
05/10/2024	84285114	6 books	158.19	Bill	05/29/2024
05/10/2024	84283956	2 books	53.98	Bill	05/29/2024
04/23/2024	84221725	2 books	53.98	Bill	05/29/2024
04/24/2024	84227053	2 books	53.98	Bill	05/29/2024
04/25/2024	84231473	6 books	140.24	Bill	05/29/2024
05/07/2024	84266860	7 books	200.18	Bill	05/29/2024
05/08/2024	84273318	5 books	146.20	Bill	05/29/2024
Total for Cengage Learning Inc. / Gale			\$950.70		
Deborah Czech (518) 350-4080					
04/25/2024	1017	Plant based cooking class & groceries	250.00	Bill	05/29/2024
Total for Deborah Czech			\$250.00		
Highmark BlueShield of Northeastern New York					
05/06/2024	240506357880963	June 2024 prem medical J Kaplan	206.00	Bill	05/29/2024
Total for Highmark BlueShield of Northeastern New York			\$206.00		
Hometown Turf LLC (518) 338-7486					
04/27/2024	6692	2024 weekly lawn mowing and spring / fall clean ups & landscape bed edging and mulch installation + 3 seasonal annual plantings	4,450.00	Bill	05/29/2024
Total for Hometown Turf LLC			\$4,450.00		
Midwest Tape, LLC 800-875-2785					

Ballston Community Public Library

Abstract (less Early Pays)

As of May 31, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
04/29/2024	505404201	3 DVD/ADB	114.97	Bill	05/29/2024
05/17/2024	505490407	4 DVD/ADB	169.46	Bill	05/29/2024
04/30/2024	505412286	Hoopla Apr 2024	1,498.84	Bill	05/29/2024
04/08/2024	505302339	1 DVD/ADB	44.99	Bill	05/29/2024
05/14/2024	505468648	1 DVD/ADB	44.99	Bill	05/29/2024
Total for Midwest Tape, LLC			\$1,873.25		
NightRider Janitorial Services (518) 782-9999					
05/01/2024	MAY24082	May 2024 svc - Monthly fee increased \$48	2,369.00	Bill	05/29/2024
Total for NightRider Janitorial Services			\$2,369.00		
Simmons Elevator Co. 518-882-1445					
04/19/2024	49828	QTR 2 2024 maintenance	410.79	Bill	05/29/2024
Total for Simmons Elevator Co.			\$410.79		
Southern Adirondack Library System 518-584-7300					
05/23/2024	BUR 5232024	Sexual Harassment Prevention Training 29 participants	501.12	Bill	05/29/2024
05/01/2024	2024-4 BUR	Apr 2024 monthly fee/ circulation renewal	1,952.36	Bill	05/29/2024
Total for Southern Adirondack Library System			\$2,453.48		
Staples					
04/24/2024	6001398720	toner HP 131X Hi Yield Black	86.34	Bill	05/29/2024
04/16/2024	6001228236	scotch tape and carton of RR board 22x28	38.75	Bill	05/29/2024
Total for Staples			\$125.09		
The Saratogian (888) 599-0499					
05/15/2024	5.15.2024	52 wks / 6/4/24-6/3/25 Monday-Sunday / no special editions / expiration date subject to change	371.15	Bill	05/29/2024
Total for The Saratogian			\$371.15		
TOTAL			\$19,581.76		

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			
17.3840.42.000.0.000 STATE AID, Libraries			
Total LIBRARY SYSTEM GRANTS	\$ 0.00	\$ 0.00	\$ 0.00
MISC REVENUE			
17.2401.41.000.0.000 INTEREST & EARNINGS		73.31	8.00
17.2705.41.000.0.000 Gifts / Donations / Reimbursements			526.63
17.2770.41.000.0.000 Other Unclassified Revenues	10,761.00		
Total MISC REVENUE	\$ 10,761.00	\$ 73.31	\$ 534.63
Total Revenue	\$ 10,761.00	\$ 73.31	\$ 534.63
Gross Profit	\$ 10,761.00	\$ 73.31	\$ 534.63
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
LIBRARY MATERIALS			
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			
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases			
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials			
Total LIBRARY MATERIALS	\$ 0.00	\$ 0.00	\$ 0.00

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	TRUSTEE FUND (1596)
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			
17.7410.51.033.0.000 Professional Services - PAYROLL Processing			
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)			
17.7410.54.010.0.000 Professinal 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	18.41		
17.7410.54.077.0.000 TRASH REMOVAL SERVICES			
Total OPERATION EXPENSE	\$ 18.41	\$ 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	\$ 18.41	\$ 0.00	\$ 0.00
Net Operating Revenue	\$ 10,742.59	\$ 73.31	\$ 534.63
Net Revenue	\$ 10,742.59	\$ 73.31	\$ 534.63

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

General Checking (1164) Rev/Exp				
	Actual	Budget	Remaining	% Remaining
Revenue				
BALLSTON TAXES				
17.1001.41.000.0.000 Real Property Taxes	701,852.42	701,400.00	-452.42	-0.06%
Total BALLSTON TAXES	\$ 701,852.42	\$ 701,400.00	-\$ 452.42	-0.06%
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Other Governments	12,200.00	54,000.00	41,800.00	77.41%
Total CHARLTON LIBRARY SVCS	\$ 12,200.00	\$ 54,000.00	\$ 41,800.00	77.41%
DASNY Grants		0.00	0.00	
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	1,065.57	3,000.00	1,934.43	64.48%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	58.35	0.00	-58.35	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	617.52	2,000.00	1,382.48	69.12%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	0.00	0.00	0.00	
Total LIBRARY CHARGES	\$ 1,741.44	\$ 5,000.00	\$ 3,258.56	65.17%
LIBRARY SYSTEM GRANTS				
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	
Total LIBRARY SYSTEM GRANTS	\$ 283.88	\$ 3,194.00	\$ 2,910.12	91.11%
MISC REVENUE				
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	2,921.67	10,000.00	7,078.33	70.78%
17.2770.41.000.0.000 Other Unclassified Revenues	1,263.31		-1,263.31	
17.9999.41.000.0.000 Budget Fund Balance Draw		11,000.00	11,000.00	100.00%
Total MISC REVENUE	\$ 4,184.98	\$ 28,500.00	\$ 24,315.02	85.32%
Total Revenue	\$ 720,262.72	\$ 792,094.00	\$ 71,831.28	9.07%
Gross Profit	\$ 720,262.72	\$ 792,094.00	\$ 71,831.28	9.07%
Expenditures				
BENEFITS				
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)	3,627.06	4,000.00	372.94	9.32%
17.9060.58.052.0.000 HSA (ER Contribution)	3,542.28	5,150.00	1,607.72	31.22%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	1,442.28	4,660.00	3,217.72	69.05%
17.9060.58.054.0.000 HEALTH INS OPT OUT	761.53	1,800.00	1,038.47	57.69%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	5,241.55	28,645.00	23,403.45	81.70%
Total BENEFITS	\$ 22,258.70	\$ 75,259.00	\$ 53,000.30	70.42%
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
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				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	21,304.39	61,000.00	39,695.61	65.07%
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	2,056.38	1,800.00	-256.38	-14.24%
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	1,856.78	1,800.00	-56.78	-3.15%
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	6,005.38	11,848.00	5,842.62	49.31%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	4,377.69	14,000.00	9,622.31	68.73%
Total LIBRARY MATERIALS	\$ 39,100.62	\$ 93,948.00	\$ 54,847.38	58.38%

General Checking (1164) Rev/Exp

	Actual	Budget	Remaining	% Remaining
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	74,896.04	193,615.00	118,718.96	61.32%
17.7410.51.031.0.000 CLERICAL STAFF	75,080.23	183,848.00	108,767.77	59.16%
17.7410.51.032.0.000 PAGES	9,267.16	31,200.00	21,932.84	70.30%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	14,047.70	31,263.00	17,215.30	55.07%
Total LIBRARY PERSONNEL SERVICES	\$ 173,291.13	\$ 439,926.00	\$ 266,634.87	60.61%
OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	1,858.44	3,000.00	1,141.56	38.05%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	1,765.94	3,500.00	1,734.06	49.54%
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	4,330.57	14,000.00	9,669.43	69.07%
Total OFFICE EXPENSES	\$ 8,251.07	\$ 21,250.00	\$ 12,998.93	61.17%
OPERATION EXPENSE				
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE	4,450.00	3,000.00	-1,450.00	-48.33%
17.1620.54.010.0.000 Professional Services - LEGAL	1,675.00	5,000.00	3,325.00	66.50%
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	2,688.27	10,000.00	7,311.73	73.12%
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	1,531.72	3,000.00	1,468.28	48.94%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	12,671.40	30,000.00	17,328.60	57.76%
17.7410.54.010.0.000 Professional Services - IT (SALS)	7,809.44	23,429.00	15,619.56	66.67%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,795.55	3,000.00	204.45	6.81%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	1,383.13	3,000.00	1,616.87	53.90%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	225.00	500.00	275.00	55.00%
17.7410.54.039.0.000 CUSTODIAL SERVICES	11,611.73	27,540.00	15,928.27	57.84%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	469.67	2,500.00	2,030.33	81.21%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	53.58	250.00	196.42	78.57%
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	1,795.91	5,000.00	3,204.09	64.08%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	373.75	900.00	526.25	58.47%
Total OPERATION EXPENSE	\$ 57,007.95	\$ 136,419.00	\$ 79,411.05	58.21%
SPECIAL ITEMS				
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	8,958.15	9,792.00	833.85	8.52%
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	\$ 8,988.05	\$ 16,292.00	\$ 7,303.95	44.83%
Total Expenditures	\$ 308,897.52	\$ 792,094.00	\$ 483,196.48	61.00%
Net Operating Revenue	\$ 411,365.20	\$ 0.00	-\$ 411,365.20	
Net Revenue	\$ 411,365.20	\$ 0.00	-\$ 411,365.20	

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Ballston Community Public Library
EARLY PAYS
MAY 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
05/10/2024	Bill Payment (Check)	879	NATIONAL GRID	Acct# 02461-44007	2,015.89
05/10/2024	Bill Payment (Check)	880	Twin Bridges Waste & Recycling, LLC	Cust# 50-99967 7	74.75
05/10/2024	Bill Payment (Check)	881	Southern Adirondack Library System	66th annual trustee mtg - 10 registrants @ \$30.00 ea + 1 complimentary	300.00
05/14/2024	Check	882	VISA	x2867 AH April 2024 charges	37.10
05/14/2024	Check	884	VISA	x2875 JR April 2024 charges	74.95
05/14/2024	Bill Payment (Check)	885	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	284.94
TOTAL					2,787.63

5/28/2024 11:24

BALLSTON COMMUNITY PUBLIC LIBRARY		
TRUSTEE FUND (1596) SUMMARY		
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		\$7,100.88
TOTAL		\$12,627.55

Ballston Community Public Library Trustee Fund (1596) Register

Date	Check Number	Description	Fund	With-drawal Amount	Deposit Amount	Account Balance
1.31.2024		interest earned	UNDESIGNATED		\$2.05	\$12,094.97
2.29.2024		interest earned	UNDESIGNATED		\$1.92	\$12,096.89
3.31.2024		interest earned	UNDESIGNATED		\$2.05	\$12,098.94
4.30.2024		interest earned	UNDESIGNATED		\$1.98	\$12,100.92
5.13.2024	714	Spring 2024 FOL book sale	UNDESIGNATED		\$526.63	\$12,627.55

Reported:

5/28/2024 11:52

Ballston Community Public Library Director's Report

May 2024

Circulation Statistics

April 2024

Circulation Statistics	Current Month	2024 to Date	2023 Total
Items Added to Collection	277	1,196	4,093
Number of Physical Items Circulated	7,966	26,458	110,749
Overdrive/Libby Circulation	1,406	6,399	14,985
Hoopla Circulation	647	2,586	5,871
New Patron Registrations	35	146	519
Patrons in the Building	5,476	14,669	48,020

Programs & Events

April 2024

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2024 Total	Participants 2024 Total	Number Offered 2023 Total	Participants 2023 Total
Preschool	15	430	59	1,091	167	4,190
Elementary	8	93	30	381	70	1,050
Teen	4	15	11	37	37	176
Adult	11	79	25	140	103	1,162
Family	8	631	23	1,178	72	3,608
Outreach	4	82	7	219	56	1,801
TOTALS	50	1,330	155	3,046	505	11,987

Youth Services Programming: In the month of May we had our 4 weekly story times (15 total), a Saturday story time, 1 Grab 'N Go Craft (70 bags), a Kid's Craft, a Tween Craft, a Story Crafters program, a Teen Craft, 4 book club meetings, and a Goodnight Moon vs. The Very Hungry Caterpillar vote in the Children's Room. Alyssa has filmed, edited, and uploaded the Summer Reading Promo Video for this year. It is currently live on our YouTube page and will be posted on Facebook on May 31. Alyssa has finalized her school visit schedule with Pashley, Stevens, and Charlton Heights. She will visit schools June 3 - 21. Most of the Summer Reading prizes have been purchased and the Beanstack website is finished except for a few last prize drawings. Youth Services staff is ready for the Summer Reading Program to begin!

Adult Programming: In May, we held an American Red Cross Blood Drive, and had 27 units collected! I am also wrapping up our contracted number of classes for the Senior Planet program we were a part of, the last few classes will be offered in the beginning of June. The American Sign Language class is off and running, and reviews so far have been wonderful! Rick Reynolds led another great program in Anchor Diamond Park, where we had 18 attendees! Planning for Adult Summer Reading is almost done, and we have locked down a new food truck for Kickoff!

Staff & Volunteers

Friends of the Library: The Friends will be taking over the installation of the StoryWalk. The Sheridan family was gracious enough to handle that for the last few years, and have given it to the Friends for the future. The Friends

and the Library are grateful for their work over the years! The Friends were also nice enough to purchase a few folding tables and some chairs to be used for events offsite. They are lighter, and easier to travel with. They also had their Spring Book Sale the first week of May, and it was a rousing success as usual!

Staff: Kristi Chadwick, our new Director, started Tuesday, May 28th, and is off to a great start!

Facility Update

- We are in the process of filing our Project Amendment form for our FY 2022 Grant, which will be to do the Community Room lights, as well as the outdoor lights, and the electronic sign at the road.
- We are beginning to receive quotes for the parking lot, brick pavers, and floor and rug cleaning.

Technology

April 2024

Technology Statistics	Current Month	2024 to Date	2023 to Date
Public Computer Sessions	147	513	1,790
WiFi Sessions (unique users)	326	1,531	8,199

Meetings & Professional Development

- Alyssa – Harassment Training – 5/14, SALS Annual Meeting – 5/20, NYLA Fall Conference Planning Committee Meeting 5/1, SALS YS Meeting 5/22
- Mary Jane – Harassment Training – 5/11, SALS Annual Meeting 5/20
- Jane – Harassment Training – 5/10
- Jenn – Friends Meeting – 5/7, NYLA Friends Meeting – 5/9, Harassment Training – 5/14, Charlton Town Meeting – 5/13, Ballston Town Meeting – 5/14, SALS Director Meeting – 5/15, SALS Annual Meeting – 5/20, LibAnswers for Public Libraries – 5/22
- Hannah – Harassment Training – 5/13
- Melissa – Harassment Training – 5/9
- Angela – Harassment Training – 5/10
- Billy – Harassment Training – 5/13
- Cindy – Harassment Training – 5/10
- Elizabeth – Harassment Training – 5/20
- Erin – Harassment Training – 5/11, Repair Training – 5/8
- Carol – Harassment Training – 5/9
- Sam – Harassment Training – 5/17
- Kiera – Harassment Training – 5/17
- Mary – Harassment Training – 5/14
- Jena – Harassment Training – 5/14
- Deb – Harassment Training – 5/15
- Marta – Harassment Training – 5/17

Respectfully,

Jenn Richard, Interim Director 5/28/2024



831 Route 67,Bldg 39A
Ballston Spa, NY 12020
518-490-2190

Estimate

Date

4/9/2024

Town of Ballston Community Library
Tricia Bitley
2 Lawmar Ln.
Burnt Hills, NY 12027

Description	Qty	Total
Parking Lot Sealing Edge Parking Lot of Grass Blow Off Debris From Surface Apply 1 Coat of Commercial Grade Sealer to Parking Lot NYS DOT Approved Material Ribbon off Area for 24-48 Hours Approximately 19,212 Square Feet *Tax Exempt Pending Form*	1	3,266.00
Parking Lot Sealing Edge Parking Lot of Grass Blow Off Debris From Surface Apply 1 Coat of Commercial Grade Sealer to Parking Lot NYS DOT Approved Material Ribbon off Area for 24-48 Hours Approximately 19,212 Square Feet *Optional Second Coat, But Highly Recommended*	1	2,305.00
Re-Stripe Parking Lot		1,850.00

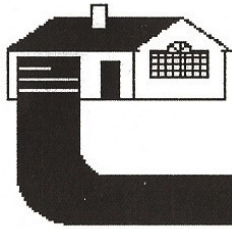
Customer Phone

518-399-8174

Subtotal \$7,421.00

Sales Tax (7.0%) \$0.00

Total \$7,421.00



J & J Super Seal, LLC

Seal Coating

P.O. Box 179

Rexford, NY 12148

384-2217

GAP MASTICS REPAIR AND SPECS

GAP Brand Mastics combine the flexibility and adhesion of rubberized asphalt sealants with the strength and load bearing qualities of engineered aggregates. The result provides a stable, flexible repair that bonds firmly with existing pavement to seal out water and prevent further damage for years to come.

Mastics have proven itself to be an effective solution for many common pavement maintenance issues including: 3000 pounds of mastic

- Wide Cracks
- Depressions/Ruts
- Pot Holes
- Alligator/Spider Web Cracking
- Around Drains, Manholes & other Solid Structures
- Shoulders and Seams
- Rough Drive Surfaces

Company: BH-BL Community Library

Contact: Tricia Bitley

Address: 2 Lawmar Lane Burnt Hills NY 12027

Phone: 518-399-8174

Amount	\$9000.00
Tax	\$
Total	\$9000.00

James Giammattei

James Giammattei

J&J Super Seal, LLC



Specialists in Advanced Pavement Maintenance

Call or Text James: 518-857-2133

Website: jjsuperseal.com

Email: jjsuperseal@nycap.rr.com

Proposal Submitted To: BH-BL Community Library	Phone Work: 518-399-8174 Cell:	Date: May 16, 2024
Street: 2 Lawmar Lane	Job Number:	
City, State, Zip Code: Burnt Hills NY 12027	Job Location:	
Contact: Tricia/Jen	Email: tbitley@sals.edu	
<input checked="" type="checkbox"/> 1. Furnish all materials, labor and insurance to perform Advanced Pavement Maintenance to all asphalt areas comprising a total of All <u>square feet.</u> (Google Earth Pro).		
<input checked="" type="checkbox"/> 2. Air compress and thoroughly clean all structural cracks and seams lineal feet Fill to refusal with hot-poured, rubberized joint seal in strict accordance with Federal Specification SS-S-164, SS-S-140C, ASTM D-3405 & FAA Specification P-605, Type 111.		
<input checked="" type="checkbox"/> 3. Power brush, air blow and thoroughly clean all surfaces. Prime oil & fuel derivative spots.		
<input checked="" type="checkbox"/> 4. Furnish & Install rubberized sand slurry Craftco Action Pave AE Classic with Targel Plus.		
<input type="checkbox"/> 5. Sawcut		
<input checked="" type="checkbox"/> 6. Pavement markings with ADA striping specs. _____		
We propose hereby to furnish material & labor - complete in accordance with above specifications for the sum of: <u>Five thousand five hundred</u> dollars (\$ <u>5500</u>).		
Signature: <u>James Giammattei</u>		

The undersigned by signing this document understands and promises to pay J&J Superseal, LLC, the stated amount, together with interest at the rate of 1.5% per month compounded should this account become 30 days past due, and all costs of collection and a reasonable attorney's fee in the event this account becomes a collectable account. Also note: that should the individual, company or corporation listed above under, (proposal submitted to) be unable to fulfill its contractual obligations of payment, that the individual who has signed the (acceptance of proposal) portion of this proposal will be personally be held responsible for full payment of agreed upon work.

Double coat -hand applied

Signature _____

Signature _____

Payment to be made as follows: 100% upon completion
unless otherwise specified

— P.O. Box 179 Rexford, NY 12148 —



PROPOSAL SUBMITTED TO Town of Ballston Community Library	PHONE 518-399-8174	DATE May 1, 2024
STREET 2 Lawmar Ln.	Contact Person Tricia Bitley, tbitley@sals.edu	
CITY, STATE AND ZIP Burnt Hills, NY 12027	JOB LOCATION 2 Lawmar Ln., Burnt Hills, NY 12027	

We hereby submit specifications and estimates for:

Asphalt Maintenance Proposal

To Include:

- Cleaning of and filling of linear cracks with hot crack filler.
- Parking area to be blown free of dirt and debris prior to sealing.
- Application of Crafcro Asphalt Emulsion Sealer to asphalt surface.
- Re-stripe existing lines on the parking area.

Total: \$3,995.00

Option 1: Additional 2nd Coat of Sealer Applied to Increase Longevity of Sealer Application.

This option would add \$1,000.00 to the above price. ____ Check Here

Option 2: Asphalt repairs to the parking lot to include the following areas:

- The hole at the southern exit driveway where it meets the road.
- Around one catch basin in the main lot.
- At the bottom of the handicap spots in the main lot.
- In the area of employee parking and along the southern edge of the exit driveway

This option would add \$3,465.00 to the above price. ____ Check Here

Net 15

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications, involving extra costs will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Malta Asphalt not responsible for "Acts of God," and assumes no liability for naturally occurring conditions.

Authorized

Signature _____ *Jason Kaczmarek* _____

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlines above. I have read the attached Terms and Conditions and understand them.

Signature: _____

Date of Acceptance: _____