

**Ballston Community Public Library
Board of Trustees Meeting Agenda
June 26, 2024**

- 1) Call to order**
- 2) Minutes of May 29, 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) JA Update
 - b) NYCLASS
 - c) 2025 Budget
 - d) Cleaning Services
 - e) Brick pavers maintenance
 - f) Parking Lot quotes
 - g) Floor Cleaning
- 9) New Business**
 - a) HVAC maintenance
 - b) Transition and Building update

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.

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

10) Adjournment

June Voucher Signer: Margie Morris

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

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

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

July Voucher Signer: TBD

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

Call to order: The meeting was called to order at 7:01 p.m. by President Kate Schofield.

Attendance: [x] Kristi Chadwick, Director [x] Jenn Richard, Adult Services Librarian

Trustees present: Kate Scholfield, Ed Guider, Melia Gordon, Candy Burchett, Margie Morris, Steve Burchett.

Trustees absent (excused): Aiden Thomas McKenna

Trustees absent (unexcused): none

Approval of Minutes of April 24, 2024 meeting: On a motion by Trustee Margie Morris with a second by Trustee Candy Burchett, the trustees unanimously approved the minutes of the April 24, 2024 monthly meeting.

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

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

Librarians' reports: see meeting documents

Reports of Committees:

Town Liaisons: no reports

Election Committee: no reports

Budget and Finance Committee: Committee has planned to meet with Library Director Kristi Chadwick for the next steps in budget planning.

Personnel Committee: no reports

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

Unfinished Business:

Transition and Building: President Schofield did not hear back from our Attorney Cole Adams regarding the next steps toward the purchase of the library building and property. President Schofield plans to call to connect with the attorney.

JA Update: An inquiry was made to New York State regarding Schenectady County Public Library's withdrawal from Joint Automation (JA) and NYS has indicated that SCPL may withdrawal if it chooses. It is believed that hopefully SCPL's withdrawal should not have a large impact to the Ballston Community Public Library.

NYCLASS: no update

2025 Budget: see Budget and Finance committee report.

New Copier: The new copier arrived at the library on May 29, 2024.

Cleaning Services: Library staff is currently looking at alternative options for cleaning services and gathering quotes.

New Business:

Brick Pavers Maintenance: It is unknown when the brick pavers in front of the library have last undergone maintenance. Because of this, some of the bricks have shifted, some of the polymeric sand has eroded away, and the bricks could use cleaning. As they are memorial bricks, they cannot be pressure washed. Library staff is working on gathering quotes.

Parking Lot Quotes: The parking lot needs a lot of maintenance and repairs, including pothole fills. Three quotes were gathered for the Boards' consideration.

Floor Cleaning Quotes: Library staff are still collecting quotes.

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.

Trustee Steve Burchett mentioned that there have been some complaints to him regarding usage the EV charging station after hours and on weekends. The Board discussed why this service is offered and what the benefits to the community are.

The above discussion also transitioned into other ideas for lending items.

RESOLUTION 24-045 Consider removing Jennifer Richard as a signer on the following Ballston Community Public Library bank accounts ending in -1567, -1164, -1596, and -1643. Motion was made by Trustee Morris, seconded by Trustee S. Burchett, and passed unanimously.

RESOLUTION 24-046 Consider adding Kristi Chadwick as a signer on the following Ballston Community Public Library bank accounts ending in -1567, -1164, -1596, and -1643. Motion was made by Trustee Morris, seconded by Trustee Gordon, and passed unanimously.

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

None.

Adjournment: At 8:04 p.m., on a motion by Trustee Guider with a second by Trustee C. Burchett, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

Ballston Community Public Library
Director’s Report

June 2024

Circulation Statistics

May 2024			
Circulation Statistics	Current Month	2024 to Date	2023 Total
Items Added to Collection	367	1563	4,093
Number of Physical Items Circulated	7597	34055	110,749
Overdrive/Libby Circulation	1461	7860	14,985
Hoopla Circulation	607	3193	5,871
New Patron Registrations	31	177	519
Patrons in the Building	5,425	20,094	48,020

Programs & Events

May 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	385	74	1,476	167	4,190
Elementary	5	50	35	431	70	1,050
Teen	3	7	14	44	37	176
Adult	13	109	51	358	103	1,162
Family	3	147	26	1,325	72	3,608
Outreach	0	0	7	219	56	1,801
TOTALS	39	698	207	3,853	505	11,987

Youth Services Programming: In the month of June, Alyssa visited all 3 Elementary Schools (Stevens, Pashley, and Charlton Heights) to promote the Summer Reading Program. She did 53 visits for 1,312 children. Youth Services programming offered a Saturday story time, 2 Grab 'N Go Crafts (140 bags), 1 Kid's Art program, 1 Tween Art Program, and 1 book club meeting. Event registration is filling up for most of our summer programs and events. As of Monday, 6/24, our Reading Program Registration was: Ages 0-5 - 72, Ages 6-11 - 243, and Ages 12-18 - 44. Several children have already stopped into the library to pick up their first earned prizes!

Adult Programming: Summer Reading is off and running, with over 120 adults registered as of 6/24/24. Images are hung up in 6 locations around Ballston and Charlton for the Summer Reading Scavenger Hunt. The American Sign Language Class is almost wrapped up and has had rave reviews from participants. The Friends and the Library participated in the Charlton Founder's Day Parade and the Ballston Flag Day Parade. The Friends of the Library generously agreed to fund a pilot of Pinch, which is a mobile printing service. I am in the process of getting it up and running.

Staff & Volunteers

Staff: Volunteer training began for teens to assist with the Summer Reading program. We will have 2 library pages leaving this summer and Alyssa will begin the hiring process in July.

Friends of the Library: Kristi attended the June 4 meeting to introduce herself to the Friends. They discussed the Friends float for the Charlton and Ballston parades, set a time for donations for the Fall book sale (Aug 13-Sep13), and approved paying for a one-year contract with Princh for printing from wireless devices.

Facility Update

We continue to get quotes for carpet/floor cleaning. Roland J Down has decided to no longer offer service to the Library, so we are getting quotes for an HVAC maintenance service contract from several vendors. We are also looking at quotes for landscaping services for the flower beds and overgrown areas on the Lamar Street side, and we thank Trustee Guider for his work on the side bed and removal of maple saplings.

The grant amendment for the Children’s Lighting project was submitted on June 19th. We are waiting on approval of the amendment.

Technology

May 2024			
Technology Statistics	Current Month	2024 to Date	2023 Total
Public Computer Sessions	122	513	1,790
WiFi Sessions (unique users)	300	1831	8,199

Meetings & Professional Development

Kristi – 5/29 - Board Meeting; 6/1-2, Founder’s Day Weekend (Charlton); 6/4 - Friends’ Meeting; 6/5 - BH-BL BPA Meeting; 6/10 - Charlton Town Meeting; 6/11 - Ballston Town Meeting; 6/13 - Ballston Flag Day Parade; 6/17 - NonFiction Book Club; 6/24 - Summer Kick Off; Harassment Training; KnowBe4 Training.

Jenn - 5/29 - Board Meeting; 6/1-2, Founder’s Day Weekend (Charlton); 6/13 - Ballston Flag Day Parade; 6/24 - Summer Kick Off; KnowBe4 Training.

Alyssa - Summer Reading Program – Elementary Schools; KnowBe4 Training; Summer Kick Off.

Tricia - KnowBe4 Training

Marta - KnowBe4 Training

Carol - KnowBe4 Training

Erin - KnowBe4 Training; Summer Kick Off

Cindy – Summer Kick Off

Angela - KnowBe4 Training; Summer Kick Off

Billy - KnowBe4 Training

Hannah - KnowBe4 Training

Melissa - KnowBe4 Training

Elizabeth -

MaryJane -

Jane - KnowBe4 Training

Keira - KnowBe4 Training

Samantha - KnowBe4 Training; Summer Kick Off
Mary - KnowBe4 Training
Jena - KnowBe4 Training
Charity -
Deb - KnowBe4 Training
Kelly -
Melissa G -

Respectfully,
Kristi Chadwick
Library Director
6/24/2024

Ballston Community Public Library

Abstract (less Early Pays)

As of June 30, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Ace Pest Control Specialists, Inc. (518) 377-3897					
06/12/2024	21786633	June 2024 svc	50.00	Bill	06/26/2024
Total for Ace Pest Control Specialists, Inc.			\$50.00		
AJ Signs (518) 399-9291					
05/15/2024	45421	2 banners (2'x8' and 36"x84" pop up)	310.62	Bill	06/26/2024
Total for AJ Signs			\$310.62		
Amazon-pay by invoice					
06/15/2024	1PQC-Q4WF-XMQ3	Misc. see invoices	1,079.62	Bill	06/26/2024
Total for Amazon-pay by invoice			\$1,079.62		
Baker & Taylor 800-340-5370					
05/21/2024	5018907573	32 books	500.65	Bill	06/26/2024
05/21/2024	5018912555	36 books	293.64	Bill	06/26/2024
06/06/2024	5018927574	31 books	481.63	Bill	06/26/2024
05/14/2024	5018898371	22 books	317.30	Bill	06/26/2024
05/16/2024	5018904404	34 books	591.75	Bill	06/26/2024
05/20/2024	5018921301	26 books	407.08	Bill	06/26/2024
Total for Baker & Taylor			\$2,592.05		
CDPHP					
06/12/2024	241640029655	July 2024 prem Health/Dental (AH), Dental (JK), Health/Dental (KC) Retroactive June 2024 premium Health/Dental (KC)	3,217.51	Bill	06/26/2024
Total for CDPHP			\$3,217.51		
Cengage Learning Inc. / Gale 248-699-4253					
06/05/2024	84462834	4 books	114.71	Bill	06/26/2024
05/22/2024	84359334	2 books	54.73	Bill	06/26/2024
05/28/2024	84395041	6 books	147.00	Bill	06/26/2024
06/07/2024	84479648	2 books	53.23	Bill	06/26/2024
06/07/2024	84480753	5 books	129.70	Bill	06/26/2024
06/04/2024	84451009	6 books	173.19	Bill	06/26/2024
06/05/2024	84462400	7 books	203.18	Bill	06/26/2024
05/23/2024	84365579	1 book	26.24	Bill	06/26/2024
Total for Cengage Learning Inc. / Gale			\$901.98		
Highmark BlueShield of Northeastern New York					
06/08/2024	240606361678445	July 2024 prem medical J Kaplan	206.00	Bill	06/26/2024
Total for Highmark BlueShield of Northeastern New York			\$206.00		
Krizan, Kimberly					
05/21/2024	5.21.24	fitness for mind/body - 4 sessions	240.00	Bill	06/26/2024
Total for Krizan, Kimberly			\$240.00		

Ballston Community Public Library

Abstract (less Early Pays)

As of June 30, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Leah LaFera					
(845) 232-1696					
05/30/2024	5.30.24	Lux Skin Lab Class	350.00	Bill	06/26/2024
Total for Leah LaFera			\$350.00		
Mary Sanders Shartle					
05/23/2024	06042024	memoir writing 5 classes @ \$80.00 ea.	400.00	Bill	06/26/2024
Total for Mary Sanders Shartle			\$400.00		
Midwest Tape, LLC					
800-875-2785					
05/31/2024	505560760	Hoopla May 2024	1,421.24	Bill	06/26/2024
Total for Midwest Tape, LLC			\$1,421.24		
New York Library Association					
(518) 432-6952					
05/30/2024	1571	K Chadwick NYLA membership & roundtable	110.00	Bill	06/26/2024
Total for New York Library Association			\$110.00		
NightRider Janitorial Services					
(518) 782-9999					
06/01/2024	JUN24080	June 2024 svc	2,369.00	Bill	06/26/2024
Total for NightRider Janitorial Services			\$2,369.00		
Southern Adirondack Library System					
518-584-7300					
06/01/2024	MAY2024	May 2024 monthly fee/ circulation renewal	1,952.36	Bill	06/26/2024
06/07/2024	BUR 6072024	50GB External Hard Drive	52.99	Bill	06/26/2024
Total for Southern Adirondack Library System			\$2,005.35		
Staples					
05/16/2024	6002412263	Toner HP 131a yellow ink, calculator tape rolls	88.02	Bill	06/26/2024
05/30/2024	6003343283	Envelopes (500ct)	21.97	Bill	06/26/2024
06/04/2024	6004008492	Sharpie markers, toner HP 131A magenta	94.56	Bill	06/26/2024
05/23/2024	6002727274	toner HP 201X HY black	190.84	Bill	06/26/2024
05/23/2024	6002727272	toner HP 414X Hi Yield Magenta, HP 131A Cyan, 9x12 and 12x18 constr. paper	340.78	Bill	06/26/2024
Total for Staples			\$736.17		
UHY Advisors, Inc.					
03/31/2024	620441667	advisory svcs Jan 2024 through Feb 2024 and assistance with AUD	1,925.00	Bill	06/26/2024
Total for UHY Advisors, Inc.			\$1,925.00		
TOTAL			\$17,914.54		

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		92.10	10.10
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	\$ 92.10	\$ 536.73
Total Revenue	\$ 10,761.00	\$ 92.10	\$ 536.73
Gross Profit	\$ 10,761.00	\$ 92.10	\$ 536.73
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			
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			
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

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)
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 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	21.94		
17.7410.54.077.0.000 TRASH REMOVAL SERVICES			
Total OPERATION EXPENSE	\$ 21.94	\$ 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	\$ 21.94	\$ 0.00	\$ 0.00
Net Operating Revenue	\$ 10,739.06	\$ 92.10	\$ 536.73
Net Revenue	\$ 10,739.06	\$ 92.10	\$ 536.73

6/24/2024 10:54

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			0.00	
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	1,198.24	3,000.00	1,801.76	60.06%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	74.35	0.00	-74.35	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	695.47	2,000.00	1,304.53	65.23%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	7.79	0.00	-7.79	
Total LIBRARY CHARGES	\$ 1,975.85	\$ 5,000.00	\$ 3,024.15	60.48%
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	2,922.63	10,000.00	7,077.37	70.77%
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	\$ 4,185.94	\$ 28,500.00	\$ 24,314.06	85.31%
Total Revenue	\$ 720,498.09	\$ 792,094.00	\$ 71,595.91	9.04%
Gross Profit	\$ 720,498.09	\$ 792,094.00	\$ 71,595.91	9.04%
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)	3,573.62	4,000.00	426.38	10.66%
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)	1,682.66	4,660.00	2,977.34	63.89%
17.9060.58.054.0.000 HEALTH INS OPT OUT	830.76	1,800.00	969.24	53.85%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	8,186.84	28,645.00	20,458.16	71.42%
Total BENEFITS	\$ 25,460.16	\$ 75,259.00	\$ 49,798.84	66.17%
LIBRARY EQUIPMENT & CAPITAL OUTLAY			0.00	
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	52.99	9,000.00	8,947.01	99.41%
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	\$ 52.99	\$ 9,000.00	\$ 8,947.01	99.41%
LIBRARY MATERIALS			0.00	
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	24,808.41	61,000.00	36,191.59	59.33%
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	7,426.62	11,848.00	4,421.38	37.32%
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	\$ 44,025.88	\$ 93,948.00	\$ 49,922.12	53.14%

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

General Checking (1164) Rev/Exp				
	Actual	Budget	Remaining	% Remaining
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	82,454.40	193,615.00	111,160.60	57.41%
17.7410.51.031.0.000 CLERICAL STAFF	81,752.83	183,848.00	102,095.17	55.53%
17.7410.51.032.0.000 PAGES	10,114.66	31,200.00	21,085.34	67.58%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	15,504.81	31,263.00	15,758.19	50.41%
Total LIBRARY PERSONNEL SERVICES	\$ 189,826.70	\$ 439,926.00	\$ 250,099.30	56.85%
OFFICE EXPENSES			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	3,034.16	3,000.00	-34.16	-1.14%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	2,050.88	3,500.00	1,449.12	41.40%
17.7410.54.041.0.000 POSTAGE / MAILINGS	9.73	250.00	240.27	96.11%
17.7410.54.042.0.000 PUBLICITY / Promotion	877.44	500.00	-377.44	-75.49%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	6,091.24	14,000.00	7,908.76	56.49%
Total OFFICE EXPENSES	\$ 12,063.45	\$ 21,250.00	\$ 9,186.55	43.23%
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	1,857.41	3,000.00	1,142.59	38.09%
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)	9,761.80	23,429.00	13,667.20	58.33%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,915.43	3,000.00	84.57	2.82%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	1,508.13	3,000.00	1,491.87	49.73%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	404.00	500.00	96.00	19.20%
17.7410.54.039.0.000 CUSTODIAL SERVICES	13,980.73	27,540.00	13,559.27	49.23%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	594.93	2,500.00	1,905.07	76.20%
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	1,845.91	5,000.00	3,154.09	63.08%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	448.50	900.00	451.50	50.17%
Total OPERATION EXPENSE	\$ 62,328.89	\$ 136,419.00	\$ 74,090.11	54.31%
SPECIAL ITEMS				
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA	1,954.90	5,500.00	3,545.10	64.46%
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	\$ 10,913.05	\$ 16,292.00	\$ 5,378.95	33.02%
Total Expenditures	\$ 344,671.12	\$ 792,094.00	\$ 447,422.88	56.49%
Net Operating Revenue	\$ 375,826.97	\$ 0.00	-\$ 375,826.97	
Net Revenue	\$ 375,826.97	\$ 0.00	-\$ 375,826.97	

6/24/24 10:44 AM

Ballston Community Public Library
EARLY PAYS
June 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
06/05/2024	Bill Payment (Check)	902	Kelly Gowan	Program at BCPL	133.98
06/11/2024	Bill Payment (Check)	903	Twin Bridges Waste & Recycling, LLC	Cust# 50-99967 7	74.75
06/11/2024	Bill Payment (Check)	904	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	284.94
06/11/2024	Check	905	VISA	JR Visa Acct #2875	666.25
06/11/2024	Check	906	VISA	RD Visa Acct #2867	119.88
TOTAL					1,279.80

6/24/24 10:29 AM

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			\$7,102.98
		TOTAL		\$12,629.65
Reported: 6/24/2024 10:35				

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 boo	UNDESIGNATED		\$526.63	\$12,627.55
5.31.2024		interest earned	UNDESIGNATED		\$2.10	\$12,629.65



ESTIMATE	#294
SERVICE DATE	Jun 4, 2024
TOTAL	\$2,178.41

2 Lawmar Ln
Ballston, NY 12027

☎ (518) 394-9174
✉ tbitley@hcs.edu

CONTACT US

16 Jupiter Lane Suite 6, Suite 6
Albany, NY 12205

☎ (518) 451-9410
✉ info@hoffmancarpetcleaning.com

ESTIMATE

Service	Sq. Ft.	Unit Price	Amount
COMMERCIAL TILE	558.3	\$0.95	\$530.39
Uncategorized - Commercial Carpet Service	6214.0	\$0.18	\$1,118.52
Commercial Carpet Service			
LINOLIUM	1059.0	\$0.50	\$529.50

Services subtotal: \$2,178.41

Subtotal \$2,178.41

Tax (Albany County 8%) \$0.00

Total \$2,178.41

*3% CHARGE ON ALL CREDIT CARD PAYMENTS

*REMEMBER OUR 100% GUARANTEE! If you're not happy we're not happy - any questions or concerns please call us immediately & let us know!



5-8-2024

Ballston Community Public Library

Scope of Work: Carpet Cleaning

- All carpets will be pre-sprayed with high enzyme solution to break down heavy soiled areas.
- Any stains, gum or heavy soiled areas will be agitated by hand before hot water extraction process starts.
- All carpets will be hot water extracted.
- Air moving fans will be used throughout the entire process.

Cost of Services:

1 st Floor	\$1,245.90
2 nd Floor	\$1,055.40

Respectfully Submitted,

Pauly Zimmerman

Director of Building Services



5-8-2024

Ballston Community Public Library

Scope of Work: Tile Floor Scrub

- All tile flooring including bathrooms will be machine scrubbed.
- Tile and grout solution will be used to break down soiled areas, floors will be thoroughly rinsed.
- Fans will be used to ensure floors are drying

Cost of Service: **\$400.00** Tax exempt

Respectfully Submitted,

Pauly Zimmerman

Director of Building Services



5-8-2024

Ballston Community Public Library

Scope of Work: Strip & Wax VCT Flooring

- VCT flooring will be stripped and waxed.
- Floors will be machine scrubbed and prepped.
- 4-5 coats of high shine high traffic finish will be applied to freshly prepped flooring.
- Fans will be used to ensure floors are drying

Cost of Service:

Kitchen	\$250.00
Meeting Room	\$900.00
Stair Landings	\$375.00 tax exempt

Respectfully Submitted,

Pauly Zimmerman

Director of Building Services



J & R's Carpet Cleaning, Inc.

Tricia Bitley
Ballston Spa Community Public Library
2 Lawmar Ln
Ballston, NY 12027

(518) 399-8174
tbitley@sals.edu

ESTIMATE	#147
ESTIMATE DATE	May 29, 2024
SERVICE DATE	May 28, 2024
TOTAL	\$3,467.40

CONTACT US
313 Ushers Rd, 1
Ballston Lake, NY 12019

(518) 877-9055
jandrscarpetcleaning@gmail.com

ESTIMATE

Services	qty	unit price	amount
Carpet Cleaning - Carpets cleaned Childrens Library	1.0	\$483.00	\$483.00
Carpet Cleaning - Carpets cleaned Main carpeted area upstairs outside of childrens library	1.0	\$852.00	\$852.00
Carpet Cleaning - Carpets cleaned All downstairs carpets(including behind desk area etc)	1.0	\$1,606.80	\$1,606.80
Tile and Grout Cleaning - Tile and Grout 3 bathrooms, entry hallway, main lobby, and entry vestibule tile and grout	1.0	\$465.60	\$465.60
Area Rug Cleaning - Area Rug Cleaning On Site 9x12 area rug cleaned on location	1.0	\$60.00	\$60.00

Services subtotal: \$3,467.40

Subtotal \$3,467.40

Total \$3,467.40