

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

- 1) Call to order
- 2) Minutes of July 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) Buildings & Grounds
 - f) Long-Range Plan
 - g) Friends of the Library
- 8) Unfinished Business
 - a) JA Update
 - b) 2025 Budget
 - c) Transition and Building Update
- 9) New Business
 - a) Fire Alarms
 - b) 2025 Holiday Schedule
 - c) Cleaner Quote

*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.*

RESOLUTION 24-057 Consider accepting the 2025 Budget as proposed by the Budget & Finance Committee.

RESOLUTION 24-058 Consider approving the 2025 Holiday Schedule as presented.

RESOLUTION 24-059 WHEREAS the fiscal plans for 2024 contemplated \$13,751.00 of the 2024 levy being retained and applied to the 2025 budget, but such contemplation was not effected,

BE IT RESOLVED that \$13,751 shall be taken from the unrestricted fund balance to be used in the 2025 operational budget.

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

- 10) Adjournment

August Voucher Signer: Candy Burchett

Charlton Town Board Meeting: Monday, September 9 at 7:30 PM

Ballston Town Board Meeting: Tuesday, September 10 at 6:30 PM

Library Board of Trustees: Wednesday, September 25 at 7:00 PM

September Voucher Signer: TBD

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

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

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

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

Trustees absent (excused): Steve Burchett, Kate Scholfield,

Trustees absent (unexcused): none

Approval of Minutes of May 29, 2024 meeting: On a motion by Trustee Melia Gordon with a second by Trustee Margie Morris, the trustees unanimously approved the minutes of the June 26, 2024 monthly meeting.

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

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

Librarians' reports: see meeting documents

Reports of Committees:

Town Liaisons: no reports

Election Committee: The committee proposed a date of Wednesday, October 9th to be the election date with the second Wednesday in October set as the election day going forward. Those interested in running for a Board of Trustee position can start collecting signatures as of August 1, 2024 with those being due on September 9, 2024. Petitions will be available at the library or online. Terms for those elected will start on November 1st.

Budget and Finance Committee: It was discovered that when the library became its own entity, the process for determining the tax levy changed. As the vote for the tax district happened after the submission of the budget, it was determined that the library exceeded its 2024 tax levy, per the new formula. As there was no override vote, the library will have an offset, which will reduce the 2025 tax levy. The draft 2025 budget must also be sent to the Town by August 1 each year.

Personnel Committee: Saratoga County provided a civil service list for the Librarian II position vacated by Jenn Richard. The list was exhausted, so the library will be able to post the position to the public.

Buildings and Grounds: The committee suggests that the library's HVAC system be the top priority, with the next priorities being the parking lot, pavers, and cleaning in that order. The committee also recommended the board consider the Crisafulli Brother's quote.

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

Unfinished Business:

JA Update: no update

NYCLASS: no update

2025 Budget: See above. Additionally, Trustee Morris asked if there will be an increase in the ebooks budget category and there will be a small increase.

Transition and Building: The Library is still waiting for the title search and abstract from the town.

HVAC System: The board will consider a resolution to fund maintenance for the HVAC System.

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.

RESOLUTION 24-047 Consider accepting the resignation of Jenn Richard, Head of Adult Services, effective August 9, 2024. Motion was made by Trustee Thomas McKenna, seconded by Trustee C. Burchett, and passed unanimously.

RESOLUTION 24-048 Consider appointing Carol Chaisson as Interim Library Assistant, effective August 12, 2004 at an hourly rate of \$21. Motion was made by Trustee Morris, seconded by Trustee Gordon, and passed unanimously.

RESOLUTION 24-049 Consider transferring 35 hours of sick time from Jenn Richard to Kristi Chadwick. Motion was made by Trustee Morris, seconded by Trustee Guider, and passed unanimously.

RESOLUTION 24-050 Consider transferring 35 hours of sick time from Jenn Richard to Alyssa Harvey. Motion was made by Trustee C. Burchett, seconded by Trustee Gordon, and passed unanimously.

RESOLUTION 24-051 Consider accepting the resignation of Mary Pietrow, Page, effective August 8, 2024. Motion was made by Trustee Thomas McKenna, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 24-052 Consider accepting the resignation of Samantha Neilsen, Page, effective August 17, 2024. Motion was made by Trustee Gordon, seconded by Trustee C. Burchett, and passed unanimously.

RESOLUTION 24-053 Consider appointing Elysia Bechand as Page, effective August 1, 2024 at an hourly rate of \$15. Motion was made by Trustee Guider, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 24-054 Consider appointing Rosemary DiMarco as Page, effective August 8, 2024 at an hourly rate of \$15. Motion was made by Trustee C. Burchett, seconded by Trustee Gordon, and passed unanimously.

RESOLUTION 24-055 Consider updating the Business Officers for TCM Bank, N.A., to add Kristi Chadwick, Marta Dauphinee, and Kate Schofield and empower them to make any necessary changes to this business account. Motion was made by Trustee Gordon, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 24-056 Consider setting Wednesday, October 9, 2024 as the date for the trustee election and budget vote. Motion was made by Trustee Thomas McKenna, seconded by Trustee Gordon, and passed unanimously.

RESOLUTION 24-057 Consider accepting the bid from Crisafulli Brothers in the amount of \$6150.46 for one year of maintenance on the HVAC system. Motion was made by Trustee C. Burchett, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 24-058 Consider allocating up to \$1700 for a title search and abstract. Motion was made by Trustee Gordon, seconded by Trustee Guider, and passed unanimously.

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

Sue Tomlinson of the Town of Guilderland expressed her thanks to Adult Services Librarian Richards for her years of service to the Library. Trustee Gordon echoed those thanks on behalf of the Board of Trustees.

Adjournment: At 8:38 p.m., on a motion by Trustee Gordon with a second by Trustee Thomas McKenna, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

Ballston Community Public Library

Abstract (less Early Pays)

As of August 31, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Ace Pest Control Specialists, Inc.					
(518) 377-3897					
08/14/2024	21788591	Aug 2024 svc	50.00	Bill	08/28/2024
Total for Ace Pest Control Specialists, Inc.			\$50.00		
Alarm & Suppression, Inc.					
518-399-5110					
07/30/2024	INV51426	Replaced Sensor Service - \$270.00 Part - \$66.00	336.00	Bill	08/28/2024
08/06/2024	INV52529	False Alarm/ Cleaned Device	270.00	Bill	08/28/2024
08/09/2024	INV53114	Replace Devices	336.00	Bill	08/28/2024
Total for Alarm & Suppression, Inc.			\$942.00		
Alyssa Harvey					
08/08/2024	080824	mileage reimb trips to/from Little Troy Park and Jenkins Park between 7/8-8/8/24	27.73	Bill	08/28/2024
Total for Alyssa Harvey			\$27.73		
Amazon-pay by invoice					
08/15/2024	1JXK-43C6-7PJH	Misc. see invoices	324.41	Bill	08/28/2024
Total for Amazon-pay by invoice			\$324.41		
Baker & Taylor					
800-340-5370					
07/25/2024	5019018948	27 books	437.71	Bill	08/28/2024
08/06/2024	5019040459	28 books	502.71	Bill	08/28/2024
07/22/2024	5018991825	19 books	282.40	Bill	08/28/2024
08/08/2024	5019026342	43 books	625.36	Bill	08/28/2024
07/30/2024	5019011778	29 books	541.15	Bill	08/28/2024
07/26/2024	5019007677	35 books	600.49	Bill	08/28/2024
08/09/2024	5019034164	51 books	754.82	Bill	08/28/2024
07/17/2024	5018989297	68 books	1,131.04	Bill	08/28/2024
07/24/2024	5018998202	79 books	1,057.46	Bill	08/28/2024
Total for Baker & Taylor			\$5,933.14		
CDPHP					
08/13/2024	242260029345	September 2024 prem Health/Dental (AH), Dental (JK), Health/Dental (KC)	1,980.89	Bill	08/28/2024
Total for CDPHP			\$1,980.89		
Cengage Learning Inc. / Gale					
248-699-4253					
08/07/2024	54769782	5 books	171.69	Bill	08/28/2024
07/29/2024	84736172	4 books	102.74	Bill	08/28/2024
07/24/2024	84721055	2 books	53.98	Bill	08/28/2024
07/24/2024	84721018	2 books	53.98	Bill	08/28/2024
08/06/2024	84763190	6 books	170.19	Bill	08/28/2024
08/07/2024	84769921	6 books	145.45	Bill	08/28/2024
Total for Cengage Learning Inc. / Gale			\$698.03		
Demco Inc.					
(800) 752-7614					
07/19/2024	7509215	6 boxes of Labels @ 11.49 each + \$10.95 s&h	79.89	Bill	08/28/2024
Total for Demco Inc.			\$79.89		
George J. Steele					
(518) 944-0254					
08/05/2024	2024-0317	navigating with a magnetic compass program	225.00	Bill	08/28/2024
Total for George J. Steele			\$225.00		

Ballston Community Public Library

Abstract (less Early Pays)

As of August 31, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Highmark BlueShield of Northeastern New York					
08/06/2024	240806368950251	September 2024 prem medical J Kaplan	206.00	Bill	08/28/2024
Total for Highmark BlueShield of Northeastern New York			\$206.00		
Mary Jo Bradley					
08/28/2024	082824	3 Watercolor classes	165.00	Bill	08/28/2024
Total for Mary Jo Bradley			\$165.00		
Midwest Tape, LLC					
800-875-2785					
08/02/2024	505840249	3 DVD/ADB	124.97	Bill	08/28/2024
07/31/2024	505843253	Hoopla July 2024	1,673.03	Bill	08/28/2024
07/25/2024	505811239	6 DVD/ADB	210.44	Bill	08/28/2024
Total for Midwest Tape, LLC			\$2,008.44		
NightRider Janitorial Services					
(518) 782-9999					
08/20/2024	AUG24078	Aug 2024 svc	2,369.00	Bill	08/28/2024
Total for NightRider Janitorial Services			\$2,369.00		
Southern Adirondack Library System					
518-584-7300					
08/06/2024	7366	4 Computers - HP Smart Buy Pro SFF & support	3,304.00	Bill	08/28/2024
08/01/2024	7326	July 2024 monthly fee/ circulation renewal	1,952.36	Bill	08/28/2024
Total for Southern Adirondack Library System			\$5,256.36		
TOTAL			\$20,265.89		

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

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	TRUSTEE FUND (1596)
Revenue			
BALLSTON TAXES			
17.1001.41.000.0.000 Real Property Taxes			
Total BALLSTON TAXES	\$ 0.00	\$ 0.00	\$ 0.00
CHARLTON LIBRARY SVCS			
17.2360.41.000.0.000 Library Services to Other Governments			
Total CHARLTON LIBRARY SVCS	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY CHARGES			
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees			
17.2082.41.005.0.000 LIBRARY CHARGES - Fines			
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR			
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR			
Total LIBRARY CHARGES	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY SYSTEM GRANTS			
17.2760.41.001.0.000 Library System Grants - LLSA			
17.3840.42.000.0.000 STATE AID, Libraries			
Total LIBRARY SYSTEM GRANTS	\$ 0.00	\$ 0.00	\$ 0.00
MISC REVENUE			
17.2401.41.000.0.000 INTEREST & EARNINGS		129.07	14.31
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	\$ 129.07	\$ 540.94
Total Revenue	\$ 10,761.00	\$ 129.07	\$ 540.94
Gross Profit	\$ 10,761.00	\$ 129.07	\$ 540.94
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	29.00		
17.7410.54.077.0.000 TRASH REMOVAL SERVICES			
Total OPERATION EXPENSE	\$ 29.00	\$ 0.00	\$ 0.00
SPECIAL ITEMS			
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA			
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library			
Total SPECIAL ITEMS	\$ 0.00	\$ 0.00	\$ 0.00
Total Expenditures	\$ 29.00	\$ 0.00	\$ 0.00
Net Operating Revenue	\$ 10,732.00	\$ 129.07	\$ 540.94
Net Revenue	\$ 10,732.00	\$ 129.07	\$ 540.94

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

	General Checking (1164) Rev/Exp			
	Actual	Budget	Remaining	% Remain ing
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	24,400.00	54,000.00	29,600.00	54.81%
Total CHARLTON LIBRARY SVCS	\$ 24,400.00	\$ 54,000.00	\$ 29,600.00	54.81%
DASNY Grants		0.00	0.00	
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	1,956.82	3,000.00	1,043.18	34.77%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	137.05	0.00	-137.05	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	914.36	2,000.00	1,085.64	54.28%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	64.76	0.00	-64.76	
Total LIBRARY CHARGES	\$ 3,072.99	\$ 5,000.00	\$ 1,927.01	38.54%
LIBRARY SYSTEM GRANTS				
17.2760.41.001.0.000 Library System Grants - LLSA	3,327.00	3,194.00	-133.00	-4.16%
17.3840.42.000.0.000 STATE AID, Libraries	283.88		-283.88	
Total LIBRARY SYSTEM GRANTS	\$ 3,610.88	\$ 3,194.00	-\$ 416.88	-13.05%
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 / Donatons / Reimbursements	3,923.23	10,000.00	6,076.77	60.77%
17.2770.41.000.0.000 Other Unclassified Revenues	1,414.31		-1,414.31	
17.9999.41.000.0.000 Budget Fund Balance Draw		11,000.00	11,000.00	100.00%
Total MISC REVENUE	\$ 5,337.54	\$ 28,500.00	\$ 23,162.46	81.27%
Total Revenue	\$ 738,273.83	\$ 792,094.00	\$ 53,820.17	6.79%
Gross Profit	\$ 738,273.83	\$ 792,094.00	\$ 53,820.17	6.79%
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)	3,325.13	4,000.00	674.87	16.87%
17.9060.58.052.0.000 HSA (ER Contribution)	4,842.28	5,150.00	307.72	5.98%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	2,163.42	4,660.00	2,496.58	53.57%
17.9060.58.054.0.000 HEALTH INS OPT OUT	1,176.91	1,800.00	623.09	34.62%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	10,890.66	28,645.00	17,754.34	61.98%
Total BENEFITS	\$ 30,042.40	\$ 75,259.00	\$ 45,216.60	60.08%
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	6,076.00	9,000.00	2,924.00	32.49%
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	\$ 6,076.00	\$ 9,000.00	\$ 2,924.00	32.49%
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	36,085.80	61,000.00	24,914.20	40.84%
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	2,870.24	1,800.00	-1,070.24	-59.46%
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	10,610.85	11,848.00	1,237.15	10.44%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	6,225.78	14,000.00	7,774.22	55.53%
Total LIBRARY MATERIALS	\$ 61,349.05	\$ 93,948.00	\$ 32,598.95	34.70%

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	123,615.54	193,615.00	69,999.46	36.15%
17.7410.51.031.0.000 CLERICAL STAFF	115,015.50	183,848.00	68,832.50	37.44%
17.7410.51.032.0.000 PAGES	15,465.91	31,200.00	15,734.09	50.43%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	21,865.35	31,263.00	9,397.65	30.06%
Total LIBRARY PERSONNEL SERVICES	\$ 275,962.30	\$ 439,926.00	\$ 163,963.70	37.27%
OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	4,620.28	3,000.00	-1,620.28	-54.01%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	2,620.76	3,500.00	879.24	25.12%
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	10,435.76	14,000.00	3,564.24	25.46%
Total OFFICE EXPENSES	\$ 18,563.97	\$ 21,250.00	\$ 2,686.03	12.64%
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	2,505.79	3,000.00	494.21	16.47%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	14,573.38	30,000.00	15,426.62	51.42%
17.7410.54.010.0.000 Professional Services - IT (SALS)	13,666.52	23,429.00	9,762.48	41.67%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	3,923.92	3,000.00	-923.92	-30.80%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	1,753.13	3,000.00	1,246.87	41.56%
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	18,718.73	27,540.00	8,821.27	32.03%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	760.28	2,500.00	1,719.72	68.79%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	157.97	250.00	92.03	36.81%
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	3,298.70	5,000.00	1,701.30	34.03%
17.7410.54.049.0.000 Uncategorized Expenditure	4.99		-4.99	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	598.00	900.00	302.00	33.56%
Total OPERATION EXPENSE	\$ 76,672.48	\$ 136,419.00	\$ 59,746.52	43.80%
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	\$ 479,579.25	\$ 792,094.00	\$ 312,514.75	39.45%
Net Operating Revenue	\$ 258,694.58	\$ 0.00	-\$ 258,694.58	
Net Revenue	\$ 258,694.58	\$ 0.00	-\$ 258,694.58	

Ballston Community Public Library
EARLY PAYS
August 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
08/13/2024	Bill Payment (Check)	959	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	\$ 284.94
08/13/2024	Bill Payment (Check)	960	Twin Bridges Waste & Recycling, LLC	Cust# 50-99967 7	\$ 74.75
08/14/2024	Check	961	VISA	Visa x2875 JR - July 2024	\$ 166.66
				TOTAL	\$ 526.35

Ballston Community Public Library

Cash Balances per Quickbooks

As of 8/23/2024

<u>GL Account</u>	<u>Description</u>	<u>Balance</u>
11000	General Fund (1164)	\$ 248,979.72 ***
11200	\$ moved from 1164 per FDIC	<u>106,677.83</u>
Subtotal		355,657.55
11100	Capital Improv Fund (1643)	11,808.58
13000	Fund Balance (1567)	110,963.53
	Trustee Fund (1596)	<u>12,633.86</u>
Total Cash Balance		<u><u>\$ 491,063.52</u></u>

*** Balance does not include 8/28/2024 checks totaling \$20,265.89
After check run, the subtotal above will be \$335,391.66

BALLSTON COMMUNITY PUBLIC LIBRARY	
TRUSTEE FUND (1596) SUMMARY	
<u>Fund Name</u>	<u>Balance</u>
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	\$7,107.19
TOTAL	\$12,633.86

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
6.30.2024		interest earned	UNDESIGNATED		\$2.07	\$12,631.72
7.31.2024		interest earned	UNDESIGNATED		\$2.14	\$12,633.86

Ballston Community Public Library

Director's Report

August 2024

Circulation Statistics

July 2024

Circulation Statistics	Current Month	2024 to Date	2023 Total
Items Added to Collection	440	2,227	4,093
Number of Physical Items Circulated	10,530	53,944	110,749
Overdrive/Libby Circulation	1531	10,863	14,985
Hoopla Circulation	720	4,589	5,871
New Patron Registrations	71	292	519
Patrons in the Building	5745	31,378	48,020

Programs & Events

July 2024

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2024 Total	Participants 2024 Total	Number Offered 2023 Total	Participants 2023 Total
Preschool	24	650	104	2308	167	4,190
Elementary	13	253	51	729	70	1,050
Teen	6	72	23	146	37	176
Adult	6	51	65	462	103	1,162
Family	13	649	45	2393	72	3,608
Outreach	0	0	60	1611	56	1,801
TOTALS	62	1,675	269	7649	505	11,987

Youth Services Programming:

We had a great end to the Summer Reading Program this month! During August we had 7 story times, 1 book club, 3 teen programs, 1 tween program, 2 special events, 1 Kid's craft program, 2 Read to Seamus the Dog events, and one Grab 'N Go Craft (70 bags). As of August 23, our Summer Reading Program participation was: Ages 0-5 - 132, Ages 6-11 - 408, and Ages 12-18 - 85. All final raffle prizes were awarded on August 3. Children and Teens can still submit minutes on Beanstack until September 3 and then Alyssa will send the final minute totals to each school. Alyssa will create a final Summer Reading report for the September Board meeting.

Adult Programming:

The Summer Reading Program ended with 213 total adults participating. In August there were 5 programs offered for adults, including our book clubs. We are looking into October for fall programming as the Friends Book Sale will be a focus during September.

Staff & Volunteers

Staff:

Jenn Richard's last day was August 9. We are advertising a new Head of Adult Services & Circulation as the Civil Service list was exhausted. We have two applicants as of now with a deadline of August 30, although the committee is discussing extending the deadline.

Our 2 new pages, Ellie and Rosemary have started and are well into their training. We were sad to see Sam and Mary leave but wish them well at college!

Friends of the Library:

Donations for the Fall Booksale are underway! The Library will be taking donations until September 14. The Friends next meeting is Tuesday, September 3 at 7 PM.

Facility Update

Crisafulli Bros. serviced the HVAC system on August 22. They will service it again in Spring 2025 as part of the contract.

We have had several issues with the alarm system sending false alarms to the fire department. We have replaced three sensors that were triggered. On the week of the 5th they responded four times for false alarms. On Aug 12 I met with Fire Chief Greg Bradtke to discuss the issues and how to mitigate for the future. His suggestions were: move to a HEPA filtered vacuum, as bag vacuums release dust; see if a higher/smaller mesh or HEPA filter could be installed on the HVAC, also check belts as particulates come off them as they age; clean air ducts (there is no record of this being done to anyone's memory).

The Chief asked if there could be two master keys in their lockbox, as due to the locked hallway/backroom it is hard to navigate if only one key is available.

The Chief also asked that a Library keyholder be able to respond if an alarm goes off. This helps with direct communication and information flow. Right now only Alyssa and I are on the alarm response, and we both live outside of the community. I would like to see if we could have 1-2 trustees be active keyholder/responders if needed, or discuss options.

Technology

June 2024

Technology Statistics	Current Month	2024 to Date	2023 Total
Public Computer Sessions	114	707	1,790
WiFi Sessions (unique users)	355	2502	8,199

The library received four new computers ordered during the spring SALS purchase. These replaced two circulation terminals and two public computer terminals.

Meetings & Professional Development

Kristi – 8/8: Simon & Schuster Fall Library Preview; 8/12: Charlton Town meeting; 8/19: SALS/JA Director Meeting; 8/20: SALS Directors' Council; 8/22: JA: SCPL Update meeting, ARSL Conference Committee meeting.

Ellie – 8/24: KnowBe4 training

Rosemary – 8/17: KnowBe4 training

Respectfully,
Kristi Chadwick
Library Director

Library 2025 Budget

2024 Budget

2024 Expected

2025 Budget

Fund: 17 - LIBRARY FUND

Revenue				
17.1001.41.000.0.000	REAL PROPERTY TAXES	\$ 701,400	\$ 701,400	\$ 705,045
17.2082.41.004.0.000	LIBRARY CHARGES - Copier Fees	\$ 3,000	\$ 3,000	\$ 3,000
17.2082.41.005.0.000	LIBRARY CHARGES - Fines	\$ -	\$ 148	\$ -
17.2082.41.006.0.000	LIBRARY CHARGES - Lost Materials	\$ 2,000	\$ 2,000	\$ 1,950
17.2360.41.000.0.000	LIBRARY SERVICES TO OTHER GOVERNMENTS	\$ 54,000	\$ 48,800	\$ 56,000
17.2401.41.000.0.000	INTEREST & EARNINGS	\$ 7,500	\$ -	\$ -
17.2705.41.000.0.000	GIFTS & DONATIONS	\$ 10,000	\$ 10,000	\$ 8,000
17.2760.41.001.0.000	LIBRARY SYSTEM GRANTS - LLSA	\$ 3,194	\$ 3,194	\$ 3,111
17.2760.41.002.0.000	LIBRARY SYSTEM GRANTS - Additional Aid	\$ -	\$ -	\$ -
17.2760.41.003.0.000	LIBRARY SYSTEM GRANTS - Other Cash Grants	\$ -	\$ -	\$ -
17.2770.41.000.0.000	OTHER UNCLASSIFIED REVENUES	\$ -	\$ 1,263	\$ -
17.9999.41.000.0.000	BUDGET FUND BALANCE DRAW	\$ 11,000	\$ 11,000	\$ 13,751
Revenue Total:		\$ 792,094	\$ 780,805	\$ 790,857
Expense				
ExpCategory: 51 - PERSONAL SERVICES				
17.7410.51.030.0.000	LIBRARY PERSONAL SERVICES - Certified Librarians	\$ 193,028	\$ 191,900	\$ 187,114
17.7410.51.031.0.000	LIBRARY PERSONAL SERVICES - Clerical Staff	\$ 183,783	\$ 185,741	\$ 185,253
17.7410.51.032.0.000	LIBRARY PERSONAL SERVICES - Pages	\$ 31,200	\$ 31,200	\$ 32,240
	LIBRARY PERSONAL SERVICES - Longevity Raises	\$ 652	\$ 652	\$ 150
ExpCategory: 51 - PERSONAL SERVICES Total:		\$ 408,663	\$ 409,493	\$ 404,757
ExpCategory: 52 - EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000	LIBRARY COMPUTER / PRINTER PURCHASES	\$ 9,000	\$ 9,000	\$ 6,000
17.7410.52.033.0.000	LIBRARY FURNITURE PURCHASES	\$ -	\$ -	\$ -
17.7997.52.000.0.000	LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	\$ -	\$ -	\$ -
ExpCategory: 52 - EQUIPMENT & CAPITAL OUTLAY Total:		\$ 9,000	\$ 9,000	\$ 6,000
ExpCategory: 54 - CONTRACTUAL EXPENDITURES				
17.1320.54.007.0.000	PROFESSIONAL SERVICES - AUDITOR & CPA	\$ 5,500	\$ 3,900	\$ 5,000
	PROFESSIONAL SERVICES - LEGAL	\$ 5,000	\$ 3,500	\$ 4,000
17.1620.54.009.0.000	PROFESSIONAL SERVICES - GROUNDS MAINTENANCE	\$ 3,000	\$ 3,000	\$ 3,500
	PROFESSIONAL SERVICES - SNOW REMOVAL	\$ 12,500	\$ 14,748	\$ 13,000
	PROFESSIONAL SERVICES - HUMAN RESOURCES	\$ 300	\$ 300	\$ 300
	PROFESSIONAL SERVICES - PAYROLL PROCESSING	\$ 3,000	\$ 3,714	\$ 3,500
	PROFESSIONAL SERVICES - PR	\$ 5,000	\$ 5,000	\$ 3,000
	Election Expenses	\$ 1,000	\$ 1,000	\$ 1,000
17.1620.54.073.0.000	BUILDING REPAIRS & MAINTENANCE	\$ 10,000	\$ 5,376	\$ 8,000
17.1910.54.023.0.000	UNALLOCATED INSURANCE - Library	\$ 9,792	\$ 9,792	\$ 11,200
17.1990.54.000.0.000	CONTINGENCY BUDGETING ACCOUNT - Library	\$ 1,000	\$ 1,000	\$ 1,000
17.3989.54.081.0.000	COVID-19 COSTS (Other Public Safety)	\$ -	\$ -	\$ -
17.7410.54.001.0.000	OFFICE SUPPLIES & MATERIALS	\$ 3,000	\$ 6,068	\$ 3,500
17.7410.54.002.0.000	UTILITIES (Electric, Gas, Water, etc.)	\$ 30,000	\$ 30,000	\$ 30,000
17.7410.54.010.0.000	PROFESSIONAL SERVICES - IT	\$ 23,429	\$ 23,429	\$ 24,774
17.7410.54.018.0.000	SOFTWARE LICENSES / SUBSCRIPTIONS	\$ 3,000	\$ 3,000	\$ 3,000
17.7410.54.019.0.000	PROFESSIONAL DEVELOPMENT / TRAINING	\$ 3,000	\$ 3,000	\$ 2,500
17.7410.54.022.0.000	PHONE / COMMUNICATIONS COSTS	\$ 3,500	\$ 4,100	\$ 3,500
17.7410.54.025.0.000	DUES / SUBSCRIPTIONS (non-software)	\$ 500	\$ 500	\$ 500
17.7410.54.034.0.000	LIBRARY MATERIALS - Print	\$ 61,000	\$ 61,000	\$ 57,500
17.7410.54.035.0.000	LIBRARY MATERIALS - Periodicals	\$ 1,800	\$ 2,056	\$ 1,400
17.7410.54.036.0.000	LIBRARY MATERIALS - Newspapers	\$ 1,800	\$ 1,857	\$ 1,900
17.7410.54.037.0.000	LIBRARY MATERIALS - E-books	\$ 3,500	\$ 3,500	\$ 3,500
17.7410.54.038.0.000	LIBRARY MATERIALS - Digital Databases	\$ 11,848	\$ 14,853	\$ 13,000
17.7410.54.039.0.000	CUSTODIAL SERVICES	\$ 27,540	\$ 27,540	\$ 27,540
17.7410.54.040.0.000	CUSTODIAL SUPPLIES	\$ 2,500	\$ 2,500	\$ 2,500

Ballston Community Public Library

17.7410.54.041.0.000	POSTAGE / MAILINGS	\$ 250	\$ 250	\$ 250
17.7410.54.042.0.000	PUBLICITY / Promotion	\$ 500	\$ 1,754	\$ 650
17.7410.54.044.0.000	LIBRARY PROGRAM DELIVERY COSTS	\$ 14,000	\$ 14,000	\$ 13,000
17.7410.54.046.0.000	MILEAGE REIMBURSEMENT	\$ 250	\$ 250	\$ 300
17.7410.54.047.0.000	MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	\$ 500	\$ 500	\$ 500
17.7410.54.048.0.000	MAINTENANCE CONTRACTS - Building O&M	\$ 5,000	\$ 5,000	\$ 5,000
17.7410.54.077.0.000	TRASH REMOVAL SERVICES	\$ 900	\$ 900	\$ 900
17.7410.54.078.0.000	LIBRARY MATERIALS - NYS Other Materials	\$ 14,000	\$ 14,000	\$ 10,000
ExpCategory: 54 - CONTRACTUAL EXPENDITURES Total:		\$ 267,909	\$ 271,387	\$ 259,214
		\$ 94,448	\$ 97,766	\$ 87,800
ExpCategory: 58 - EMPLOYEE BENEFITS				
17.9010.58.000.0.000	STATE RETIREMENT CONTRIBUTION COSTS	\$ 31,004	\$ 31,004	\$ 38,372
	Retirement Benefits (medical for S. Kaplan)	\$ 4,660	\$ 5,033	\$ 5,728
17.9030.58.000.0.000	SOCIAL SECURITY CONTRIBUTION COSTS	\$ 25,337	\$ 25,389	\$ 25,095
17.9035.58.000.0.000	MEDICARE CONTRIBUTION COSTS	\$ 5,926	\$ 5,938	\$ 5,869
17.9055.58.000.0.000	DISABILITY /WORKERS COMP INSURANCE COSTS	\$ 4,000	\$ 4,000	\$ 4,000
17.9060.58.051.0.000	HEALTH / DENTAL INSURANCE	\$ 28,645	\$ 28,645	\$ 32,598
17.9060.58.052.0.000	H.S.A.	\$ 5,150	\$ 5,150	\$ 7,425
17.9060.58.054.0.000	HEALTH INSURANCE OPT OUT	\$ 1,800	\$ 1,800	\$ 1,800
ExpCategory: 58 - EMPLOYEE BENEFITS Total:		\$ 106,522	\$ 106,958	\$ 120,886
Expense Total:		\$ 792,094	\$ 796,838	\$ 790,857

\$ 16,033 \$ (0)

BALLSTON COMMUNITY PUBLIC LIBRARY

	Non-Summer		Summer		2024 Budget		2025 Budget		2024 to 2025 Delta		
	Weeks	Hrs/Week	Weeks	Hrs/Week	\$/Hr	Salary	\$/Hr	Salary	Salary Increase	% Increase	\$/Hr Increase
Certified Librarians											
Kristi Chadwick, Director II, Director						\$78,000		\$80,340	\$2,340	3.00	0.54
Alyssa Harvey, Librarian II, Head of Youth Services						\$53,664		\$55,274	\$1,610	3.00	0.49
New Hire, Librarian II, Head of Adult Services						\$50,000		\$51,500	\$1,500	3.00	0.50
Sub Total:						\$181,664		\$187,114	\$5,450		
Clerical Staff											
Clerk 1											
Hannah Moore	50	17.5	0	0	16.48	\$14,418	17.02	\$14,894	\$476	3.30	0.54
Melissa Owen	50	17.5	0	0	14.98	\$13,106	15.47	\$13,539	\$433	3.3%	0.49
William Newson	50	15	0	0	15.28	\$11,459	15.78	\$11,837	\$378	3.3%	0.50
Elizabeth Lafergola	50	15	0	0	15.55	\$11,664	16.07	\$12,049	\$385	3.3%	0.51
Angela Morrow	50	15	0	0	14.98	\$11,234	15.47	\$11,605	\$371	3.3%	0.49
Cindy Carter	50	15	0	0	14.98	\$11,234	15.47	\$11,605	\$371	3.3%	0.49
Sub Total:						\$73,115		\$75,528	\$2,413		
Clerk 2											
Carol Chaisson PC	50	17.5	0	0	16.78	\$14,681	17.33	\$15,166	\$484	3.30	0.55
Mary Jane Baumback YSC	50	17.5	0	0	18.96	\$16,586	19.58	\$17,133	\$547	3.3%	0.63
Sub Total:						\$31,267		\$32,299	\$1,032		
Persons in Charge											
Erin Knight, Library Assistant	50	17.5	0	0	23.76	\$20,789	24.54	\$21,475	\$686	3.30	0.78
Rong-Jane Chen Library Assistant	50	17.5	0	0	21.32	\$18,654	22.02	\$19,270	\$616	3.3%	0.70
Tricia Biley OM	50	16	0	0	20.66	\$16,528	21.34	\$17,073	\$545	3.3%	0.68
Marta Dauphinee AC	50	17.5	0	0	21.69	\$18,981	22.41	\$19,608	\$626	3.3%	0.72
Sub Total:						\$74,953		\$77,426	\$2,473		
Subs											
Kelly Shaginaw, Clerk Sub	0	0	0	0	15.32	\$0	15.82	\$0	\$0		
Charity Canfield, Clerk Sub	0	0	0	0	15.60	\$0	16.11	\$0	\$0		
Deborah Fiedler, Library Assistant Sub	0	0	0	0	21.30	\$0	22.00	\$0	\$0		
Sub Total:						\$0		\$0	\$0		
Clerical Total:											
						\$179,335		\$185,253	\$5,918		
Pages											
Jena Goldman	40	10	8	15	15.00	\$7,800	15.50	\$8,060	\$260	3.3%	0.50
Kiera Kohler	40	10	8	15	15.00	\$7,800	15.50	\$8,060	\$260	3.3%	0.50
Elysia Berchand	40	10	8	15	15.00	\$7,800	15.50	\$8,060	\$260	3.3%	0.50
Rosemary DeMarco	40	10	8	15	15.00	\$7,800	15.50	\$8,060	\$260	3.3%	0.50
Sub Total:						\$31,200		\$32,240	\$1,040		
TOTAL:						\$392,199		\$404,607	\$12,408	3.2%	

Ending Reciprocal Holds

For the purposes of this document, SCPL refers to all branches of the Schenectady County Public Library.

What is a reciprocal hold?

A reciprocal hold is one where a request is placed for pickup at one library, and the request is filled by an item owned by another library.

Why are we ending reciprocal holds between SCPL and all other MVLS/SALS member libraries?

Ending reciprocal holds prior to SCPL's exit from Polaris will allow for an easier transition of material back to their assigned locations. An ad hoc committee was formed by the Joint Automation Council and charged to explore what the approach shall be to ending reciprocal holds between SCPL and other MVLS/SALS libraries.

This committee was tasked with recommending a date (or date relative to SCPL's exit date) to end reciprocal holds between SCPL and all other MVLS/SALS member libraries to accomplish the following:

- Allow as many items as possible to return to their assigned locations before SCPL's exit
- Ensure that patrons who checked out MVLS/SALS library items at SCPL branches receive overdue/billing notices
- Limit the number of MVLS/SALS library items being returned to SCPL after SCPL's exit, possibly causing patrons to exceed limits, be charged fines, or limit service
- Limit the number of SCPL items being returned at other MVLS/SALS libraries after SCPL's exit to minimize the implications in SCPL's new ILS
- Minimize the number of items that will not be able to be tracked electronically while in transit after SCPL's exit
- Minimize disruption of service to patrons of all MVLS and SALS libraries, including SCPL, as much as possible during the transition

When will reciprocal holds between SCPL and all other MVLS/SALS libraries end?

The ad hoc committee recommended a date of 4 months prior to SCPL's exit from JA to end reciprocal holds between SCPL and all other MVLS/SALS member libraries. Based on SCPL's recent extension of their withdrawal date from JA to December 31, 2024, reciprocal holds will end on August 31, 2024.

What will happen when reciprocal holds between SCPL and all other MVLS/SALS member libraries ends?

After August 31, 2024, all holds for pickup at any SCPL branch will only be filled by items owned by SCPL. All holds for pickup at any other MVLS/SALS member library will be filled by any eligible items from all libraries except SCPL.

What happens to holds that were placed prior to August 31, 2024?

Holds placed prior to August 31, 2024 will be subject to the same rules as above. This may mean that some holds will never be filled, as there may no longer be any eligible items.

What will patrons/staff see when searching the PAC/catalog?

Patrons and staff will continue to have the same search experience. However, if an attempt is made to place a hold, depending on the eligible items and the choice of pickup location, the hold may not be able

to be placed successfully. If staff are placing the hold on behalf of the patron via the Polaris client or LEAP, staff should make it clear that, if they choose to override the warning that there are no eligible items and place the hold anyway, the hold may never be filled. If the only available items on a bib are at SCPL locations, staff could suggest the patron pick up those items at SCPL and vice versa.

What about delivery?

There will be no immediate changes to the delivery service.

Can patrons from my library place a hold on an SCPL item and pick it up at SCPL?

Yes (based on individual library policies and limits)

Can SCPL patrons place a hold for my item and pick it up at another MVLS/SALS member library?

Yes (based on individual library policies and limits)

DRAFT

2025 Holiday Closing Schedule Ballston Community Public Library

New Year's Day	Wednesday, January 1
Martin Luther King Jr. Day	Monday, January 20
Presidents' Day	Monday, February 17
Memorial Day	Monday, May 26
Flag Day Parade	Thursday, June 12 closing at 5:00 PM
Juneteenth	Thursday, June 19
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Indigenous Peoples' Day	Monday, October 13
Veterans Day	Monday, November 10
Thanksgiving Eve	Wednesday, November 26 closing at 2:00 PM
Thanksgiving Day	Thursday, November 27
Thanksgiving Holiday	Friday, November 28
Thanksgiving Holiday	Saturday, November 29
Christmas Eve	Wednesday, December 24
Christmas Day	Thursday, December 25
New Year's Eve	Wednesday, December 31

DRAFT

2025 Fulltime Employee Paid Holidays Ballston Community Public Library

New Year's Day	Wednesday, January 1
Martin Luther King Jr. Day	Monday, January 20
Lincoln's Birthday	Wednesday, February 12
Presidents' Day	Monday, February 17
Memorial Day	Monday, May 26
Juneteenth	Thursday, June 19
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Indigenous Peoples' Day	Monday, October 13
Veterans Day	Tuesday, November 11
Thanksgiving Eve	Wednesday, November 26 closing at 2:00 PM
Thanksgiving Day	Thursday, November 27
Thanksgiving Holiday	Friday, November 28
Thanksgiving Holiday	Saturday, November 29
Christmas Eve	Wednesday, December 24
Christmas Day	Thursday, December 25
New Year's Eve	Wednesday, December 31

1 Floating Holidays

*Floating Holidays for Salaried Staff (Lincoln's Birthday)