

**Ballston Community Public Library  
Board of Trustees Meeting Agenda  
September 25, 2024**

- 1) Call to order
- 2) Minutes of August 28, 2024 Meeting
- 3) Minutes of September 5, 2024 Special Meeting
- 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) Transition and Building Update
- 9) New Business
  - a) Trustee Candidate Introductions

*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 24-062** WHEREAS the legislation governing the election of new trustees in 2024 requires the board to appoint an election chairperson, election inspectors, and ballot clerks; and  
WHEREAS the legislation allows for the board to fix by resolution the compensation for such workers;  
and

WHEREAS the board has confirmed the rates in the County for such services;

BE IT RESOLVED that the below-listed qualified residents shall be appointed to serve during the Library's October 9, 2024 election per the Legislation as provided below:

Patricia DeMarle as Chairperson, for \$285,

Carol Blowers, as election inspector and ballot clerk, for \$260,

Cheryl Collamer, as election inspector and ballot clerk, for \$260.

David Vonie, as alternate election inspector and ballot clerk.

**RESOLUTION 24-063** Consider approving a meal cost of up to \$150 from the Fund Balance for the designated election officials.

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

## **10) Adjournment**

September Voucher Signer: Kate Schofield

Library Trustee Election and Budget Vote: Wednesday, October 9, 7:00 AM - 9:00 PM

Ballston Town Board Meeting: Tuesday, October 8 at 6:30 PM

Charlton Town Board Meeting: Tuesday, October 15 at 7:30 PM

Library Board of Trustees: Wednesday, October 30 at 7:00 PM

October Voucher Signer: TBD

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

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

**Attendance:** [x] Kristi Chadwick, Director [x] Alyssa Harvey, Youth Services Librarian.

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

Trustees absent (excused): Melia Gordon

Trustees absent (unexcused): none

**Approval of Minutes of July 31, 2024 meeting:** On a motion by Trustee Candy Burchett with a second by Trustee Margie Morris, the trustees unanimously approved the minutes of the July 24, 2024 monthly meeting.

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

**Approval of Bills:** On a motion by Trustee Ed Guider with a second by Trustee Steve Burchett, 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 updates

**Budget and Finance Committee:** The 2025 budget needed to be updated to include the correct 2024 salary information.

**Personnel Committee:** The committee is working on filling the Librarian II position vacated by Jenn Richard.

**Buildings and Grounds:** Crisafulli Brother's provided maintenance to the HVAC system. There is an issue with one of the door thresholds causing the door to sometimes not shut all the way.

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

**Unfinished Business:**

**JA Update:** no update

**2025 Budget:** The Board discussed various ways of covering the tax levy shortfall.

**Transition and Building:** The title search and abstract have been sent to the attorney and now the board is waiting for the next steps.

**New Business:**

**Fire Alarms:** The fire alarms have gone off several times. The Fire Chief met with Director Chadwick to discuss suggestions to prevent the false alarms in the future.

**2025 Holiday Schedule:** The holiday schedule is the same as last year with the updated dates.

**Cleaner Quote:** Library staff reached out to other local libraries to see which janitorial companies they use and requested a quote from a company.

*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 24-059** Consider approving the 2025 Holiday Schedule as presented. Motion was made by Trustee S. Burchett, seconded by Trustee Thomas McKenna, and passed unanimously.

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

None

**Adjournment:** At 8:39 p.m., on a motion by Trustee C. Burchett with a second by Trustee S. Burchett, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

**Ballston Community Public Library  
Board of Trustees Special Meeting Minutes  
September 5, 2024**

**Call to order:** The meeting was called to order at 1:30 p.m. by President Kate Schofield.

**Attendance:** [x] Kristi Chadwick, Director

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

Trustees absent (excused): Steve Burchett

Trustees absent (unexcused): none

**Approval of the 2025 Budget:**

**RESOLUTION 24-060** WHEREAS the adoption of the 2025 budget for the Ballston Community Public Library requires a Tax Levy increase that exceeds the tax cap imposed the state law as outlines in General Municipal Law Section 3-c adopted in 2011; and

WHEREAS, General Municipal Law Section 3-c expressly permits the Library Board of Trustees to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members;

**At a Special Meeting of the Board of Trustees of the Ballston Community Public Library, New York, on September 5, 2024, there were:**

	Present	Absent	Yay	Nay	Abstain
Kate Schofield	X		X		
Melia Gordon	X		X		
Ed Guider	X		X		
Aidan McKenna Thomas	X		X		
Candy Burchett	X		X		
Margie Morris	X		X		
Steve Burchett		X			
<b>Total</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>0</b>

I, Trustee Melia Gordon, offer the following resolution and move its adoption:

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

BE IT RESOLVED that the Board of Trustees voted and approved to exceed the tax levy limit for 2025 by at least the sixty percent of the Board of Trustees as required by state law on September 5, 2024.

**RESOLUTION 24-061** Consider approving the 2025 Library Budget as presented.

**At a Special Meeting of the Board of Trustees of the Ballston Community Public Library, New York, on September 5, 2024, there were:**

	Present	Absent	Yay	Nay	Abstain
Kate Schofield	X		X		
Melia Gordon	X		X		
Ed Guider	X		X		
Aidan McKenna Thomas	X		X		
Candy Burchett	X		X		
Margie Morris	X		X		
Steve Burchett		X			
<b>Total</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>0</b>

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

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

**Adjournment:** At 1:40 p.m., on a motion by Trustee Aidan McKenna Thomas with a second by Trustee C. Burchett, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

# Ballston Community Public Library Budget vs. Actuals: 2024 BUDGET

January - December 2024

General Checking (1164) Rev/Exp				
	Actual	Budget	Remaining	%
<b>Revenue</b>				
<b>BALLSTON TAXES</b>			0.00	
17.1001.41.000.0.000 Real Property Taxes	701,852.42	701,400.00	-452.42	-0.06%
<b>Total BALLSTON TAXES</b>	<b>\$ 701,852.42</b>	<b>\$ 701,400.00</b>	<b>-\$ 452.42</b>	<b>-0.06%</b>
<b>CHARLTON LIBRARY SVCS</b>			0.00	
17.2360.41.000.0.000 Library Services to Other Governments	36,600.00	54,000.00	17,400.00	32.22%
<b>Total CHARLTON LIBRARY SVCS</b>	<b>\$ 36,600.00</b>	<b>\$ 54,000.00</b>	<b>\$ 17,400.00</b>	<b>32.22%</b>
<b>DASNY Grants</b>		0.00	0.00	
<b>LIBRARY CHARGES</b>			0.00	
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	2,184.42	3,000.00	815.58	27.19%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	155.80	0.00	-155.80	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	1,084.24	2,000.00	915.76	45.79%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	29.99	0.00	-29.99	
<b>Total LIBRARY CHARGES</b>	<b>\$ 3,454.45</b>	<b>\$ 5,000.00</b>	<b>\$ 1,545.55</b>	<b>30.91%</b>
<b>LIBRARY SYSTEM GRANTS</b>			0.00	
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	
<b>Total LIBRARY SYSTEM GRANTS</b>	<b>\$ 3,610.88</b>	<b>\$ 3,194.00</b>	<b>-\$ 416.88</b>	<b>-13.05%</b>
<b>MISC REVENUE</b>			0.00	
17.2401.41.000.0.000 INTEREST & EARNINGS		7,500.00	7,500.00	100.00%
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	5,102.12	10,000.00	4,897.88	48.98%
17.2770.41.000.0.000 Other Unclassified Revenues	1,532.27		-1,532.27	
17.9999.41.000.0.000 Budget Fund Balance Draw		11,000.00	11,000.00	100.00%
<b>Total MISC REVENUE</b>	<b>\$ 6,634.39</b>	<b>\$ 28,500.00</b>	<b>\$ 21,865.61</b>	<b>76.72%</b>
<b>Total Revenue</b>	<b>\$ 752,152.14</b>	<b>\$ 792,094.00</b>	<b>\$ 39,941.86</b>	<b>5.04%</b>
<b>Gross Profit</b>	<b>\$ 752,152.14</b>	<b>\$ 792,094.00</b>	<b>\$ 39,941.86</b>	<b>5.04%</b>
<b>Expenditures</b>				
<b>BENEFITS</b>				
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)	3,231.07	4,000.00	768.93	19.22%
17.9060.58.052.0.000 HSA (ER Contribution)	5,042.28	5,150.00	107.72	2.09%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	2,403.80	4,660.00	2,256.20	48.42%
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)	12,361.49	28,645.00	16,283.51	56.85%
<b>Total BENEFITS</b>	<b>\$ 31,859.55</b>	<b>\$ 75,259.00</b>	<b>\$ 43,399.45</b>	<b>57.67%</b>
<b>LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>				
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	
<b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>	<b>\$ 6,076.00</b>	<b>\$ 9,000.00</b>	<b>\$ 2,924.00</b>	<b>32.49%</b>
<b>LIBRARY MATERIALS</b>				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	42,598.54	61,000.00	18,401.46	30.17%
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	3,026.24	1,800.00	-1,226.24	-68.12%
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	12,244.82	11,848.00	-396.82	-3.35%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	8,749.29	14,000.00	5,250.71	37.51%
<b>Total LIBRARY MATERIALS</b>	<b>\$ 72,175.27</b>	<b>\$ 93,948.00</b>	<b>\$ 21,772.73</b>	<b>23.18%</b>

# Ballston Community Public Library Budget vs. Actuals: 2024 BUDGET

January - December 2024

General Checking (1164) Rev/Exp				
	Actual	Budget	Remaining	%
<b>LIBRARY PERSONNEL SERVICES</b>				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	133,831.76	193,615.00	59,783.24	30.88%
17.7410.51.031.0.000 CLERICAL STAFF	129,181.20	183,848.00	54,666.80	29.73%
17.7410.51.032.0.000 PAGES	17,250.91	31,200.00	13,949.09	44.71%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	23,825.50	31,263.00	7,437.50	23.79%
<b>Total LIBRARY PERSONNEL SERVICES</b>	<b>\$ 304,089.37</b>	<b>\$ 439,926.00</b>	<b>\$ 135,836.63</b>	<b>30.88%</b>
<b>OFFICE EXPENSES</b>				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	4,836.61	3,000.00	-1,836.61	-61.22%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	2,905.70	3,500.00	594.30	16.98%
17.7410.54.041.0.000 POSTAGE / MAILINGS	380.03	250.00	-130.03	-52.01%
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	11,110.98	14,000.00	2,889.02	20.64%
<b>Total OFFICE EXPENSES</b>	<b>\$ 20,110.76</b>	<b>\$ 21,250.00</b>	<b>\$ 1,139.24</b>	<b>5.36%</b>
<b>OPERATION EXPENSE</b>				
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	26.40	1,000.00	973.60	97.36%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	2,837.48	3,000.00	162.52	5.42%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	20,304.39	30,000.00	9,695.61	32.32%
17.7410.54.010.0.000 Professional Services - IT (SALS)	15,618.88	23,429.00	7,810.12	33.34%
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	3,412.27	3,000.00	-412.27	-13.74%
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	21,087.73	27,540.00	6,452.27	23.43%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	936.62	2,500.00	1,563.38	62.54%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	184.90	250.00	65.10	26.04%
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	6,423.92	5,000.00	-1,423.92	-28.48%
17.7410.54.049.0.000 Uncategorized Expenditure	4.99		-4.99	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	672.75	900.00	227.25	25.25%
<b>Total OPERATION EXPENSE</b>	<b>\$ 92,125.32</b>	<b>\$ 136,419.00</b>	<b>\$ 44,293.68</b>	<b>32.47%</b>
<b>SPECIAL ITEMS</b>				
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	
<b>Total SPECIAL ITEMS</b>	<b>\$ 10,913.05</b>	<b>\$ 16,292.00</b>	<b>\$ 5,378.95</b>	<b>33.02%</b>
<b>Total Expenditures</b>	<b>\$ 537,349.32</b>	<b>\$ 792,094.00</b>	<b>\$ 254,744.68</b>	<b>32.16%</b>
<b>Net Operating Revenue</b>	<b>\$ 214,802.82</b>	<b>\$ 0.00</b>	<b>-\$ 214,802.82</b>	
<b>Net Revenue</b>	<b>\$ 214,802.82</b>	<b>\$ 0.00</b>	<b>-\$ 214,802.82</b>	



**Ballston Community Public Library**  
**EARLY PAYS**  
September 1-24, 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
09/06/2024	Bill Payment (Check)	976	Friends of the Library	Thrift Books	168.97
09/13/2024	Check	977	VISA	x2875 August 2024	187.17
09/13/2024	Check	978	VISA	x2883 August 2024	340.00
09/13/2024	Bill Payment (Check)	979	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	284.94
09/18/2024	Bill Payment (Check)	980	NATIONAL GRID	Acct# 02461-44007	5,731.01
09/17/2024	Bill Payment (Check)	981	Twin Bridges Waste & Recycling, LLC	Cust# 50-99967 7	74.75
09/24/2024	Bill Payment (Check)	982	Anne Baker, LMHC	program	200.00
09/24/2024	Bill Payment (Check)	983	Patrice Jarvis-Weber	program	250.00
				<b>TOTAL</b>	<b>\$ 7,236.84</b>

# Ballston Community Public Library

## Abstract (less Early Pays)

As of September 30, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
<b>Ace Pest Control Specialists, Inc.</b>					
(518) 377-3897					
09/11/2024	21789493	Sept 2024 svc	50.00	Bill	09/25/2024
<b>Total for Ace Pest Control Specialists, Inc.</b>			<b>\$50.00</b>		
<b>Amazon-pay by invoice</b>					
09/15/2024	1749-C791-MVGM	Misc. see invoices	357.12	Bill	09/25/2024
09/16/2024	13QQ-1749-19NP	credit to misc. programs for damaged item	-6.99	Vendor Credit	
<b>Total for Amazon-pay by Invoice</b>			<b>\$350.13</b>		
<b>Baker &amp; Taylor</b>					
800-340-5370					
08/22/2024	5019073230	70 books	989.77	Bill	09/25/2024
08/29/2024	5019085482	25 books	422.48	Bill	09/25/2024
08/28/2024	5019079826	45 books	559.78	Bill	09/25/2024
09/16/2024	5019110884	20 books	302.45	Bill	09/25/2024
09/12/2024	5019104614	14 books	208.15	Bill	09/25/2024
09/05/2024	5019091434	37 books	606.08	Bill	09/25/2024
09/12/2024	5019101813	38 books	688.81	Bill	09/25/2024
08/21/2024	5019064123	70 books	1,018.57	Bill	09/25/2024
08/20/2024	5019051897	29 books	416.27	Bill	09/25/2024
<b>Total for Baker &amp; Taylor</b>			<b>\$5,212.36</b>		
<b>CDPHP</b>					
09/12/2024	242560028915	October 2024 prem Health/Dental (AH), Dental (JK), Health/Dental (KC)	1,980.89	Bill	09/25/2024
<b>Total for CDPHP</b>			<b>\$1,980.89</b>		
<b>Cengage Learning Inc. / Gale</b>					
248-699-4253					
09/03/2024	85265243	5 books	144.40	Bill	09/25/2024
08/08/2024	84776967	2 books	53.98	Bill	09/25/2024
08/09/2024	84782388	5 books	131.95	Bill	09/25/2024
08/12/2024	84789646	5 books	117.00	Bill	09/25/2024
08/20/2024	84871397	2 books	54.73	Bill	09/25/2024
08/21/2024	84904290	2 books	53.98	Bill	09/25/2024
08/26/2024	85010600	5 books	113.98	Bill	09/25/2024
08/27/2024	85057830	1 book	26.99	Bill	09/25/2024
09/03/2024	85265633	6 books	173.19	Bill	09/25/2024
<b>Total for Cengage Learning Inc. / Gale</b>			<b>\$870.20</b>		
<b>Clifton Park-Halfmoon Public Library</b>					
08/30/2024	08302024	CPH lost book pd @ BUR (4 books/magazines)	34.77	Bill	09/25/2024
<b>Total for Clifton Park-Halfmoon Public Library</b>			<b>\$34.77</b>		
<b>Crisafulli Bros. Plumbing &amp; Heating Contractors, Inc.</b>					
(518) 240-1897					
08/23/2024	251461	1st Half of maintenance contract - Fall	3,075.22	Bill	09/25/2024
<b>Total for Crisafulli Bros. Plumbing &amp; Heating Contractors, Inc.</b>			<b>\$3,075.22</b>		
<b>Demco Inc.</b>					
(800) 752-7614					
08/21/2024	7523540	6 DVD single cases + 1 pkg of 25 book cover	121.53	Bill	09/25/2024
<b>Total for Demco Inc.</b>			<b>\$121.53</b>		
<b>Highmark BlueShield of Northeastern New York</b>					
09/06/2024	240906372628587	October 2024 prem medical J Kaplan	206.00	Bill	09/25/2024
<b>Total for Highmark BlueShield of Northeastern New York</b>			<b>\$206.00</b>		
<b>Kristi Chadwick</b>					
09/24/2024	HSA 09242024	HSA EE contribution paychecks dated 7/26-9/20/24	600.00	Bill	09/25/2024

# Ballston Community Public Library

## Abstract (less Early Pays)

As of September 30, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
09/17/2024	09172024	mileage reimb July-Aug Reimb for mileage, dinner, and hotel for ARSL Conference	1,346.07	Bill	09/25/2024
<b>Total for Kristi Chadwick</b>			<b>\$1,946.07</b>		
Mail 'N' More 518.399.3279					
07/31/2024	14035	raffle tickets	7.99	Bill	09/25/2024
08/31/2024	14092	1 roll of stamps	73.00	Bill	09/25/2024
02/29/2024	13718	1 roll postage stamps, return to Baker & Taylor	79.15	Bill	09/25/2024
03/31/2024	13766	Postage to Shaffer Library & Richard Folsom	14.15	Bill	09/25/2024
05/31/2024	13866	1 roll of stamps	68.00	Bill	09/25/2024
06/30/2024	13972	2 rolls postage stamps	136.00	Bill	09/25/2024
<b>Total for Mail 'N' More</b>			<b>\$378.29</b>		
Midwest Tape, LLC 800-875-2785					
09/09/2024	506023062	1 DVD/ADB	34.99	Bill	09/25/2024
09/03/2024	505989928	5 DVD/ADB	166.70	Bill	09/25/2024
08/19/2024	505909019	1 DVD/ADB	26.24	Bill	09/25/2024
08/31/2024	505984502	Hoopla August 2024	1,633.97	Bill	09/25/2024
09/16/2024	506054032	1 DVD/ADB	49.99	Bill	09/25/2024
08/26/2024	505955582	2 DVD/ADB	84.98	Bill	09/25/2024
<b>Total for Midwest Tape, LLC</b>			<b>\$1,996.87</b>		
NightRider Janitorial Services (518) 782-9999					
09/01/2024	SEP24077	Sept 2024 svc	2,369.00	Bill	09/25/2024
<b>Total for NightRider Janitorial Services</b>			<b>\$2,369.00</b>		
Penworthy 800-262-2665 x208					
09/10/2024	0601989_IN	24 books	421.20	Bill	09/25/2024
<b>Total for Penworthy</b>			<b>\$421.20</b>		
Playaway Products LLC 877-893-0808 x266					
08/02/2024	470899	38 wonderbooks w/audio	2,097.62	Bill	09/25/2024
08/05/2024	470947	1 wonderbooks w/audio	62.99	Bill	09/25/2024
<b>Total for Playaway Products LLC</b>			<b>\$2,160.61</b>		
Southern Adirondack Library System 518-584-7300					
09/02/2024	7384	August 2024 monthly fee/ circulation renewal	1,952.36	Bill	09/25/2024
<b>Total for Southern Adirondack Library System</b>			<b>\$1,952.36</b>		
The Daily Gazette Co. Inc.					
09/10/2024	16019	election 10/9 notice ad	26.40	Bill	09/25/2024
09/06/2024	09292024	52 weeks subscription renewal- effective 9/29/24	624.00	Bill	09/25/2024
<b>Total for The Daily Gazette Co. Inc.</b>			<b>\$650.40</b>		
<b>TOTAL</b>			<b>\$23,775.90</b>		

**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)
<b>Revenue</b>			
<b>BALLSTON TAXES</b>			
17.1001.41.000.0.000 Real Property Taxes			
<b>Total BALLSTON TAXES</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>CHARLTON LIBRARY SVCS</b>			
17.2360.41.000.0.000 Library Services to Other Governments			
<b>Total CHARLTON LIBRARY SVCS</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>LIBRARY CHARGES</b>			
17.2082.41.004.0.000 LIBRARY CHARGES - Copler 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			
<b>Total LIBRARY CHARGES</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>LIBRARY SYSTEM GRANTS</b>			
17.2760.41.001.0.000 Library System Grants - LLSA			
17.3840.42.000.0.000 STATE AID, Libraries			
<b>Total LIBRARY SYSTEM GRANTS</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>MISC REVENUE</b>			
17.2401.41.000.0.000 INTEREST & EARNINGS		147.87	16.45
17.2705.41.000.0.000 Gifts / Donations / Reimbursements			526.63
17.2770.41.000.0.000 Other Unclassified Revenues	10,761.00		
<b>Total MISC REVENUE</b>	\$ 10,761.00	\$ 147.87	\$ 543.08
<b>Total Revenue</b>	\$ 10,761.00	\$ 147.87	\$ 543.08
<b>Gross Profit</b>	\$ 10,761.00	\$ 147.87	\$ 543.08
<b>Expenditures</b>			
<b>BENEFITS</b>			
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION			
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)			
17.9060.58.052.0.000 HSA (ER Contribution)			
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)			
17.9060.58.054.0.000 HEALTH INS OPT OUT			
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)			
<b>Total BENEFITS</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>			
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES			
<b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>LIBRARY MATERIALS</b>			
17.7410.54.034.0.000 LIBRARY MATERIALS - Print			
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals			
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers			
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books			
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases			
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials			
<b>Total LIBRARY MATERIALS</b>	\$ 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)
<b>LIBRARY PERSONNEL SERVICES</b>			
17.7410.51.030.0.000 CERTIFIED LIBRARIANS			
17.7410.51.031.0.000 CLERICAL STAFF			
17.7410.51.032.0.000 PAGES			
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)			
<b>Total LIBRARY PERSONNEL SERVICES</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>OFFICE EXPENSES</b>			
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS			
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS			
17.7410.54.041.0.000 POSTAGE / MAILINGS			
17.7410.54.042.0.000 PUBLICITY / Promotion			
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS			
<b>Total OFFICE EXPENSES</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>OPERATION EXPENSE</b>			
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE			
17.1620.54.010.0.000 Professional Services - LEGAL			
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL			
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE			
17.1620.54.074.0.000 Professional Services - ELECTION EXPENSES			
17.7410.51.033.0.000 Professional Services - PAYROLL Processing			
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)			
17.7410.54.010.0.000 Professional Services - IT (SALS)			
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS			
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING			
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)			
17.7410.54.039.0.000 CUSTODIAL SERVICES			
17.7410.54.040.0.000 CUSTODIAL SUPPLIES			
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT			
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT			
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M			
17.7410.54.049.0.000 Uncategorized Expenditure	32.53		
17.7410.54.077.0.000 TRASH REMOVAL SERVICES			
<b>Total OPERATION EXPENSE</b>	\$ 32.53	\$ 0.00	\$ 0.00
<b>SPECIAL ITEMS</b>			
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA			
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library			
<b>Total SPECIAL ITEMS</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Expenditures</b>	\$ 32.53	\$ 0.00	\$ 0.00
<b>Net Operating Revenue</b>	\$ 10,728.47	\$ 147.87	\$ 543.08
<b>Net Revenue</b>	\$ 10,728.47	\$ 147.87	\$ 543.08

<b>BALLSTON COMMUNITY PUBLIC LIBRARY</b>	
<b>TRUSTEE FUND (1596) SUMMARY</b>	
<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	\$7,109.33
<b>TOTAL</b>	<b>\$12,636.00</b>

**Ballston Community Public Library Trustee Fund (1596) Register**

<u>Date</u>	<u>Check Number</u>	<u>Description</u>	<u>Fund</u>	<u>With-drawal Amount</u>	<u>Deposit Amount</u>	<u>Account Balance</u>
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
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
8.31.2024		interest earned	UNDESIGNATED		\$2.14	\$12,636.00

# Ballston Community Public Library

Cash Balances per Quickbooks

As of 9/24/2024

<u>GL Account</u>	<u>Description</u>	<u>Balance</u>	
11000	General Fund (1164)	\$ 242,592.76	***
11200	\$ moved from 1164 per FDIC	<u>71,547.38</u>	
<b>Subtotal</b>		<b>314,140.14</b>	
11100	Capital Improv Fund (1643)	11,805.05	
13000	Fund Balance (1567)	110,982.33	
	Trustee Fund (1596)	<u>12,636.00</u>	
<b>Total Cash Balance</b>		<b><u><u>\$ 449,563.52</u></u></b>	

\*\*\* Balance does not include 9/25/2024 checks totaling \$23,775.90  
After check run, the subtotal above will be **\$290,364.24**

# Ballston Community Public Library

## Director's Report

September 2024

### Circulation Statistics

#### August 2024

Circulation Statistics	Current Month	2024 to Date	2023 Total
Items Added to Collection	519	2,746	4,093
Number of Physical Items Circulated	9058	63,002	110,749
Overdrive/Libby Circulation	1472	12,335	14,985
Hoopla Circulation	719	5,308	5,871
New Patron Registrations	42	334	519
Patrons in the Building	4275	35,653	48,020

### Programs & Events

#### August 2024

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2024 Total	Participants 2024 Total	Number Offered 2023 Total	Participants 2023 Total
Preschool	7	171	111	2479	167	4,190
Elementary	4	65	55	794	70	1,050
Teen	4	37	27	183	37	176
Adult	7	84	72	546	103	1,162
Family	4	93	49	2486	72	3,608
Outreach	0	0	60	1611	56	1,801
<b>TOTALS</b>	<b>26</b>	<b>450</b>	<b>374</b>	<b>8099</b>	<b>505</b>	<b>11,987</b>

#### Youth Services Programming:

We finished the Summer Reading Program on September 2nd. Attached is the final report for Summer Reading 2024. During the month of September we did 12 weekly story times, 1 Saturday story time, 5 book clubs, 1 teen program, 1 tween program, 1 Story Crafters Program, 1 kid's craft, 1 STEM Challenge, one Grab 'N Go Craft (50 bags), 3 Read to Seamus the Dog events, and a "Guess the Storybook Character" contest.

We partnered with BSNB for a Community Partner program where they read a fun story about money and kids got to make and decorate a paper bank. We had a program especially for Parents of Teens and how to deal with the "stress of success" that they experience at school. We had 3 Kindergarten classes visit the library for field trips. Miss Alyssa took them on a tour of the library, explained the different kinds of books they can read, and most students were able to leave with their very first Library Card!



Youth Services has partnered with the High School Special Education Department and has offered a few volunteer opportunities for their students throughout the school year. The students visited once this month and were shown how to retrieve books for the send list and straighten shelves.

**Adult Programming:**

There were three book clubs, watercolors both for adults and for adult and child, and the completion of the Summer Reading Scavenger Hunt.

Staff & Volunteers

**Staff:**

Kristi has completed the initial screening of the applicants for the Adult Services Librarian position. The Personnel Committee, along with Kristi and Erin, will meet with the finalists in early October for final interviews.

Both of the new pages have finished their training and have been doing well with their work and schedules.

Kristi attended the Association of Rural and Small Libraries Annual Conference in early September in Springfield, MA. There were lots of learning opportunities. As she is co-chair of the 2025 Conference Committee, next year the conference will be in Albuquerque, NM.

**Friends of the Library:**

The Friends met on September 3<sup>rd</sup>. The Friends of the Library Book Sale was September 17-21.

Facility Update

We are seeing more light bulbs go out in the Community Room. This is a priority to have retrofitted to new LED lighting through the amended 2023 Grant the Library received.

Technology

**August 2024**

<b>Technology Statistics</b>	<b>Current Month</b>	<b>2024 to Date</b>	<b>2023 Total</b>
<b>Public Computer Sessions</b>	100	807	1,790
<b>WiFi Sessions (unique users)</b>	341	2843	8,199

Meetings & Professional Development

Kristi – 9/3 Friends of the Library Meeting; 9/5 Board of Trustees Special Meeting, 9/11 - 14 Association of Rural and Small Libraries Annual Conference (Springfield MA), 9/19 CDLC Collection Development and Sharing Committee Meeting, 9/24 - Collection Life Cycle webinar (presenter), 9/24 SALS Directors Special Meeting, 9/25 Budget Presentation and Board of Trustees Meeting.

Alyssa – 9/9 NYLA YSS Fall Conference Meeting, 9/12 SALS Youth Services Meeting, 9/16 SEBCO, 9/25 Board of Trustees Meeting.

Respectfully,  
Kristi Chadwick  
Library Director