

**Ballston Community Public Library
Board of Trustees Meeting Agenda
October 30, 2024**

Zoom Link: <https://us02web.zoom.us/j/83978434589>

- 1) Call to order
- 2) Minutes of September 25, 2024 Meeting
- 3) Minutes of October 1, 2024 Special Meeting
- 4) Minutes of October 18, 2024 Special Meeting
- 5) Monthly Financial Reports
- 6) Approval of Bills
- 7) Librarians' Reports
- 8) 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
- 9) Unfinished Business
 - a) JA Update
 - b) Transition and Building Update
- 10) New Business
 - a) Board officer nominations
 - b) Pro Cut – snow removal contract
 - c) Alarm and Suppression – Smoke Detector Replacement
 - d) 2025 Community Art Project mural proposal
 - e) TCM Bank – change Business Officers
 - f) Final 2024 Board Meetings – move dates

*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 24-067 Consider hiring Don LaPlant as Librarian II – Head of Adult Services, with a start date of November 18, 2024, and an annual salary of \$54,000.

RESOLUTION 24-068 Consider accepting the snowplowing contract from Pro-Cut Landscape Services for Nov 1, 2024 – Apr 1, 2025 at a cost of \$6,990.

RESOLUTION 24-069 Consider accepting the proposal for Gilbert VanGuilder Land Surveyors, through Attorney Stephanie Cole Adams, for a new land survey at a cost of \$3,000.

RESOLUTION 24-070 Consider vacating Resolution 24-055 in regards to TCM Bank due to change in Library Board of Trustee Officers.

RESOLUTION 24-071 Consider appointing Kristi Chadwick, Library Director and Marta Dauphinee, Account Clerk, as Business Officers for TCM Bank.

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

11) Executive Session - Legal

12) Adjournment

October Voucher Signer: Aidan Thomas McKenna

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

Charlton Town Board Meeting: Tuesday, November 12 at 7:30 PM

Library Board of Trustees: TBD

November Voucher Signer: TBD

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

Call to order: The meeting was called to order at 7:31 p.m. by President Kate Schofield.

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

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

Trustees absent (excused): Ed Guider

Trustees absent (unexcused): none

Approval of Minutes of August 28, 2024 meeting: On a motion by Trustee Margie Morris with a second by Trustee Steve Burchett, the trustees unanimously approved the minutes of the August 28, 2024 monthly meeting.

Approval of Minutes of September 5, 2024 special meeting: On a motion by Trustee Candy Burchett with a second by Trustee Aidan Thomas McKenna, the trustees unanimously approved the minutes of the September 5, 2024 special 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 Margie Morris, the bills for May 2024, as reviewed by Kate Schofield were unanimously approved.

Librarians' reports: see meeting documents

Reports of Committees:

Town Liaisons: no reports

Election Committee: Trustee Melia Gordon has updated the spreadsheet of dates for the 2025 election. An election chairperson, election inspectors and an alternate have been scheduled, ballots have been set and will be approved at a special meeting on 10/01/24.

Budget and Finance Committee: Please see the Budget Presentation on 9/25/24.

Personnel Committee: There have been 3 interviews scheduled for the open Adult Services Library position.

Buildings and Grounds: no update

Long Range Plan: no update

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

Unfinished Business:

JA Update: As of 8/31/24 holds have been stopped. Card holders can still borrow items, but they must be picked up at the respective library.

Transition and Building: The attorney is hoping to have a report for the October or November meeting.

New Business:

Trustee Candidate Introductions: Candidates for the three open Board of Trustee positions introduced themselves. Trustee Margie Morris, Trustee Melia Gordon, Trustee Candy Burchett, and Cassandra Venditti spoke on why they would like to remain on or join the board.

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 24-062 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 inspection and ballot clerk.

Motion was made by Trustee Gordon, seconded by Trustee Thomas McKenna, and passed unanimously.

Resolution 24-063 Consider approving a meal cost of up to \$150 from the Funds Balance for the designated election officials. Motion was made by Trustee C. Burchett, seconded by Trustee Morris, and passed unanimously.

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

None

Adjournment: At 8:00 p.m., on a motion by Trustee Morris with a second by Trustee Thomas McKenna, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

**Ballston Community Public Library
Board of Trustees Special Meeting Minutes
October 1, 2024**

Call to order: The meeting was called to order at 1:43 p.m. by President Kate Schofield.

Attendance: [x] Kristi Chadwick, Director

Trustees present: Kate Schofield, Margie Morris, Aiden Thomas McKenna, Melia Gordon.

Trustees absent (excused): Steve Burchett, Ed Guider, Candy Burchett

Trustees absent (unexcused): none

Approval of the 2025 Ballot:

RESOLUTION 24-063 WHEREAS the Board has reviewed the draft ballot and found it to meet the requirements of the enabling legislation;

BE IT RESOLVED that the ballot setting the budget proposition and nominees for library trustees is approved as to form.

Motion made by Trustee Gordon, seconded by Trustee McKenna, and passed unanimously.

Adjournment: At 1:44 p.m., on a motion by Trustee McKenna with a second by Trustee Gordon, the meeting was adjourned.

Minutes respectfully submitted by Margie Morris, Trustee.

**Ballston Community Public Library
Board of Trustees Special Meeting Minutes
October 18, 2024**

Call to order: The meeting was called to order at 5:51 p.m. by President Kate Schofield.

Attendance: [x] Kristi Chadwick, Director

Trustees present: Kate Schofield, Ed Guider, Candy Burchett, Margie Morris, Steve Burchett

Trustees absent (excused): Aiden Thomas McKenna, Melia Gordon.

Trustees absent (unexcused): none

Executive Session to discuss personnel matters: At 5:52 p.m., on a motion by Trustee S. Burchett, with second by Trustee Morris, trustees voted unanimously to enter Executive Session to discuss personnel matters.

At 6:14 p.m., on a motion by Trustee S. Burchett with second from Trustee Schofield, trustees voted unanimously to exit Executive Session, where no votes were taken.

RESOLUTION 24-064 Consider increasing Alyssa Harvey's 2024 salary rate from \$54,811 annually to \$55,811 annually. Motion was made by Trustee C. Burchett, seconded by Trustee Guider, and passed unanimously.

RESOLUTION 24-065 Consider increasing Kristi Chadwick's 2024 salary rate from \$78,000 annually to \$79,200 annually. Motion was made by Trustee Morris, seconded by Trustee S. Burchett, and passed unanimously.

Adjournment: At 6:16 p.m., on a motion by Trustee Morris with a second by Trustee S. 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	% Remaining
Revenue				
BALLSTON TAXES				
17.1001.41.000.0.000 Real Property Taxes	701,852.42	701,400.00	-452.42	-0.06%
Total BALLSTON TAXES	\$ 701,852.42	\$ 701,400.00	-\$ 452.42	-0.06%
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Other Governments	36,600.00	54,000.00	17,400.00	32.22%
Total CHARLTON LIBRARY SVCS	\$ 36,600.00	\$ 54,000.00	\$ 17,400.00	32.22%
DASNY Grants		0.00	0.00	
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	2,655.82	3,000.00	344.18	11.47%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	179.45	0.00	-179.45	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	1,141.70	2,000.00	858.30	42.92%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	53.54	0.00	-53.54	
Total LIBRARY CHARGES	\$ 4,030.51	\$ 5,000.00	\$ 969.49	19.39%
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 / Donations / Reimbursements	5,118.17	10,000.00	4,881.83	48.82%
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%
Total MISC REVENUE	\$ 6,650.44	\$ 28,500.00	\$ 21,849.56	76.67%
Total Revenue	\$ 752,744.25	\$ 792,094.00	\$ 39,349.75	4.97%
Gross Profit	\$ 752,744.25	\$ 792,094.00	\$ 39,349.75	4.97%
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)	3,134.79	4,000.00	865.21	21.63%
17.9060.58.052.0.000 HSA (ER Contribution)	5,142.28	5,150.00	7.72	0.15%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	2,644.18	4,660.00	2,015.82	43.26%
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)	13,832.32	28,645.00	14,812.68	51.71%
Total BENEFITS	\$ 33,574.48	\$ 75,259.00	\$ 41,684.52	55.39%
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	11,492.00	9,000.00	-2,492.00	-27.69%
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES	631.35	0.00	-631.35	
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS		0.00	0.00	
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 12,123.35	\$ 9,000.00	-\$ 3,123.35	-34.70%
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	47,707.47	61,000.00	13,292.53	21.79%
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	1,884.38	1,800.00	-84.38	-4.69%
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	13,618.92	11,848.00	-1,770.92	-14.95%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	9,336.64	14,000.00	4,663.36	33.31%
Total LIBRARY MATERIALS	\$ 79,073.65	\$ 93,948.00	\$ 14,874.35	15.83%

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

General Checking (1164) Rev/Exp
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	Actual	Budget	Remaining	% Remaining
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	144,047.98	193,615.00	49,567.02	25.60%
17.7410.51.031.0.000 CLERICAL STAFF	143,636.09	183,848.00	40,211.91	21.87%
17.7410.51.032.0.000 PAGES	18,957.16	31,200.00	12,242.84	39.24%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	25,816.15	31,263.00	5,446.85	17.42%
Total LIBRARY PERSONNEL SERVICES	\$ 332,457.38	\$ 439,926.00	\$ 107,468.62	24.43%
OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	5,249.24	3,000.00	-2,249.24	-74.97%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	3,190.64	3,500.00	309.36	8.84%
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	11,173.50	14,000.00	2,826.50	20.19%
Total OFFICE EXPENSES	\$ 20,870.85	\$ 21,250.00	\$ 379.15	1.78%
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	3,039.81	5,000.00	1,960.19	39.20%
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	948.62	1,000.00	51.38	5.14%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	3,278.04	3,000.00	-278.04	-9.27%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	20,439.16	30,000.00	9,560.84	31.87%
17.7410.54.010.0.000 Professional Services - IT (SALS)	17,571.24	23,429.00	5,857.76	25.00%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	3,988.18	3,000.00	-988.18	-32.94%
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)	331.00	500.00	169.00	33.80%
17.7410.54.039.0.000 CUSTODIAL SERVICES	23,365.58	27,540.00	4,174.42	15.16%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	1,098.94	2,500.00	1,401.06	56.04%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	190.39	250.00	59.61	23.84%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	650.48	500.00	-150.48	-30.10%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	7,207.11	5,000.00	-2,207.11	-44.14%
17.7410.54.049.0.000 Uncategorized Expenditure	4.99		-4.99	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	747.50	900.00	152.50	16.94%
Total OPERATION EXPENSE	\$ 100,785.58	\$ 136,419.00	\$ 35,633.42	26.12%
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	\$ 589,798.34	\$ 792,094.00	\$ 202,295.66	25.54%
Net Operating Revenue	\$ 162,945.91	\$ 0.00	-\$ 162,945.91	
Net Revenue	\$ 162,945.91	\$ 0.00	-\$ 162,945.91	

Ballston Community Public Library
EARLY PAYS
October 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
10/08/2024	Bill Payment (Check)	1002	Twin Bridges Waste & Recycling, LLC	October Service	74.75
10/09/2024	Credit Card Payment	1003	VISA	VISA X2875 JR SEPT 2024	94.55
10/16/2024	Bill Payment (Check)	1004	Spectrum Business/Charter Communications	svc 10/10/2024 - 11/9/2024	284.94
10/18/2024	Bill Payment (Check)	1005	Town of Ballston Water Dept.	Q3 2024 Water Bill	134.77

TOTAL	\$ 589.01
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Ballston Community Public Library

Abstract (less Early Pays)

As of October 31, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Alarm & Suppression, Inc. 518-399-5110					
09/25/2024	58437	Replace Device	372.40	Bill	10/30/2024
Total for Alarm & Suppression, Inc.			\$372.40		
Amazon-pay by invoice					
10/15/2024	1V97-HN3P-JYTW	Misc. see invoices	359.62	Bill	10/30/2024
Total for Amazon-pay by invoice			\$359.62		
Baker & Taylor 800-340-5370					
09/17/2024	0003304122	Aug 2024 Data Issue	-51.11	Vendor Credit	
09/19/2024	5019123244	45 books	663.77	Bill	10/30/2024
09/26/2024	5019132484	50 books	781.93	Bill	10/30/2024
10/07/2024	5019142176	20 books	379.10	Bill	10/30/2024
10/14/2024	5019151920	28 books	460.15	Bill	10/30/2024
10/14/2024	5019155507	22 books	327.73	Bill	10/30/2024
Total for Baker & Taylor			\$2,561.57		
CDPHP					
10/13/2024	242870028701	November 2024 prem Health/Dental (AH), Dental (JK), Health/Dental (KC)	1,980.89	Bill	10/30/2024
Total for CDPHP			\$1,980.89		
Cengage Learning Inc. / Gale 248-699-4253					
09/05/2024	85336538	4 books	116.96	Bill	10/30/2024
09/05/2024	85337683	3 books	80.97	Bill	10/30/2024
09/05/2024	85364440	5 books	129.70	Bill	10/30/2024
09/19/2024	85631983	1 book	26.99	Bill	10/30/2024
09/19/2024	85632194	3 books	82.47	Bill	10/30/2024
09/25/2024	85692387	2 books	59.23	Bill	10/30/2024
09/25/2024	85692846	3 books	92.22	Bill	10/30/2024
09/26/2024	85704906	6 books	145.50	Bill	10/30/2024
10/02/2024	85748690	4 books	96.00	Bill	10/30/2024
10/08/2024	85780606	5 books	145.45	Bill	10/30/2024
10/08/2024	85781100	7 books	198.68	Bill	10/30/2024
10/09/2024	85787703	8 books	235.42	Bill	10/30/2024
10/10/2024	85793594	1 books	26.24	Bill	10/30/2024
10/11/2024	85799782	5 books	131.95	Bill	10/30/2024
Total for Cengage Learning Inc. / Gale			\$1,567.78		
Cheryl Collamer (518) 937-8994					
10/09/2024	10.09.24.Election	election inspector/ballot clerk	260.00	Bill	10/30/2024
Total for Cheryl Collamer			\$260.00		
David Vonie					
10/09/2024	10.09.24.Election	election inspector/ballot clerk	260.00	Bill	10/30/2024
Total for David Vonie			\$260.00		
Highmark BlueShield of Northeastern New York					
10/07/2024	241007376197424	November 2024 prem medical J Kaplan	206.00	Bill	10/30/2024
Total for Highmark BlueShield of Northeastern New York			\$206.00		



Ballston Community Public Library

Abstract (less Early Pays)

As of October 31, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Johnstown Public Library					
10/22/2024	10222024	JOH Lost book pd @ BUR	32.00	Bill	10/30/2024
Total for Johnstown Public Library			\$32.00		
Kristi Chadwick					
10/28/2024	102822024	mileage reimb Oct & Election Clerks' meals reimb	122.71	Bill	10/30/2024
Total for Kristi Chadwick			\$122.71		
Lakeshore Learning Materials, LLC					
(800) 424-4772					
10/08/2024	185373100824	9x12 Rug for Story Time (FOL to reimburse)	631.35	Bill	10/30/2024
Total for Lakeshore Learning Materials, LLC			\$631.35		
Midwest Tape, LLC					
800-875-2785					
09/20/2024	506072823	4 DVD/ADB	127.96	Bill	10/30/2024
09/30/2024	506121744	1 DVD/ADB	42.99	Bill	10/30/2024
10/01/2024	506126106	Hoopla SETPEMBER 2024	1,374.10	Bill	10/30/2024
10/07/2024	506151905	5 DVD/ADB	205.45	Bill	10/30/2024
10/14/2024	506187705	3 DVD/ADB	122.22	Bill	10/30/2024
10/14/2024	506187707	1 DVD/ADB	24.74	Bill	10/30/2024
10/16/2024	506199718	2 DVD/ADB return for credit	-85.98	Vendor Credit	
10/21/2024	506222091	3 DVD/ADB	149.97	Bill	10/30/2024
Total for Midwest Tape, LLC			\$1,961.45		
NightRider Janitorial Services					
(518) 782-9999					
10/01/2024	OCT24075	OCT 2024 svc, credit for 9/19 no show	2,277.85	Bill	10/30/2024
Total for NightRider Janitorial Services			\$2,277.85		
Patricia DeMarle					
(518) 301-0771					
10/09/2024	10.09.24.Election	election chairperson svcs	285.00	Bill	10/30/2024
Total for Patricia DeMarle			\$285.00		
Repeat Business Systems, Inc.					
(518) 869-8116					
06/11/2024	1003242	QTR 2 2024 Color usage charge (4/6/2024 thru 5/29/2024, date we received new printer)	43.68	Bill	10/30/2024
06/26/2024	1006913	July 2024 contract base rate + logistics surcharge	43.23	Bill	10/30/2024
07/26/2024	1014184	August 2024 contract base rate + logistics surcharge	43.23	Bill	10/30/2024
08/27/2024	1022592	September 2024 contract base rate, June-Aug 2024 Color Usage + logistics surcharge	179.49	Bill	10/30/2024
09/30/2024	1030395	September 2024 contract base rate + logistics surcharge	43.23	Bill	10/30/2024
05/29/2024	666758	Printer- Ricoh IM C2510	5,416.00	Bill	10/30/2024
04/05/2024	986860	QTR 2 2024 B/W base rate & logistics surchg	158.73	Bill	10/30/2024
05/29/2024	999766	June 2024 contract base rate + logistics surcharge	43.23	Bill	10/30/2024
10/08/2024	CM 61789	Credit to fix invoice pricing to agree to contract	-4.14	Vendor Credit	
Total for Repeat Business Systems, Inc.			\$5,966.68		
Sebco					
(800) 223-3251					
10/02/2024	213609	42 books	979.58	Bill	10/30/2024
Total for Sebco			\$979.58		



Ballston Community Public Library

Abstract (less Early Pays)

As of October 31, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Simmons Elevator Co. 518-882-1445					
10/11/2024	51325	QTR 4 2024 maintenance	410.79	Bill	10/30/2024
Total for Simmons Elevator Co.			\$410.79		
SMPR Title Agency					
09/03/2024	S-88361	Title Search for 2 Lawmar Lane Search# S-88361	1,364.81	Bill	10/30/2024
Total for SMPR Title Agency			\$1,364.81		
Southern Adirondack Library System 518-584-7300					
10/01/2024	7429	September 2024 monthly fee/ circulation renewal	1,952.36	Bill	10/30/2024
Total for Southern Adirondack Library System			\$1,952.36		
Staples					
09/27/2024	6012905601	toner HP 414X HY yellow	144.40	Bill	10/30/2024
10/16/2024	6014464057	toner HP 201X HY black & copy paper	98.85	Bill	10/30/2024
Total for Staples			\$243.25		
Zoobean, Inc 412.532.6267					
10/12/2024	27473	beanstack plus yr 2of3 - Dec 2024 thru Nov2025 (price includes a 3% early pay discount)	771.10	Bill	10/30/2024
Total for Zoobean, Inc			\$771.10		
TOTAL			\$24,567.19		

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	\$7,780.77
TOTAL	\$13,307.44

Ballston Community Public Library Trustee Fund (1596) Register

Date	Check Number	Description	Fund	With- drawal Amount	Deposit Amount	Account Balance
1.31.2024		interest earned	UNDESIGNATED		\$2.05	\$12,094.97
2.29.2024		interest earned	UNDESIGNATED		\$1.92	\$12,096.89
3.31.2024		interest earned	UNDESIGNATED		\$2.05	\$12,098.94
4.30.2024		interest earned	UNDESIGNATED		\$1.98	\$12,100.92
5.13.2024	714	Spring 2024 FOL book sale	UNDESIGNATED		\$526.63	\$12,627.55
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
9.30.2024		interest earned	UNDESIGNATED		\$2.07	\$12,638.07
10.4.2024	733	Fall 2024 FOL book sales	UNDESIGNATED		\$669.37	\$13,307.44

Ballston Community Public Library

Cash Balances per Quickbooks

As of 10/29/2024

<u>GL Account</u>	<u>Description</u>	<u>Balance</u>
11000	General Fund (1164)	\$ 249,648.87
11200	\$ moved from 1164 per FDIC	<u>11,801.52</u>
Subtotal		261,450.39 ***
11100	Capital Improv Fund (1643)	11,801.52
13000	Fund Balance (1567)	111,000.52
	Trustee Fund (1596)	<u>13,307.44</u>
Total Cash Balance		<u><u>\$ 397,559.87</u></u>

*** Balance does not include 10/30/2024 checks totaling **\$24,567.19**
After check run, the subtotal above will be **\$236,883.20**

**Pro-Cut Landscape Services Inc.
PO Box 341
Burnt Hills, NY 12027**

Proposed Snowplowing Contract For Ballston Community Public Library

Location: 2 Lawmar Lane
Burnt Hills, NY 12027

Dates of Contract: Nov. 1, 2024 - April 1, 2025

Contract to include the following services:

Snowplowing

1. Lot to be serviced as a preferred commercial property.
2. Snow to be cleared and/or salted per snow event.
3. Lot salted as needed.
4. Snow removal can be done upon request for additional charge, above contract.

Notes: Contractor is fully insured and will maintain proper coverage.
Contractor cannot assume responsibility of scratches on curbs or asphalt surfaces.

Contract

Above work will be performed for **\$6,990.00**
Payments made in 2 equal installments of **\$3,495.00**
Due on the 1st of the month. 11/1/24 and 1/1/25
A 2% finance charge will be compounded to any invoice which is 30 days past due
Price does not include walks, contractor collaborates with Hometown Turf for this

Terms of Agreement: Please sign and return this agreement. A copy will be returned to you for your records. By signing this agreement, you state that you are the owner or representative of the property listed above.

Contractor Date_____

Owner/Representative Date_____



ALARM & SUPPRESSION, Inc.

- Fire & Life Safety Professionals -

Licensed by the
NYS Dept of State
License No.: 1200034322

Licensed by the
State of Vermont
License No.: ES-949



We support and
Encourage NICET
certification

331 Ushers Road, Suite #3, Ballston Lake, New York 12019
Phone: 518.399.5110 - Fax: 518.399.8702 - www.alarmandsuppression.com

TO: Ballston Community Public Library
ATTN: Tricia Bitley
PHONE: 518-399-8174
EMAIL: tbitley@sals.edu

DATE: September 25, 2024
FROM: Jay Benoit (518)399-5110 ext 123
PAGES: 1 (including this page)

RE: Smoke Detector Replacement
A&S Quote # 8622

Thank you for the opportunity to provide a quote for the replacement of smokes at the above location.

FIRE ALARM EQUIPMENT

16 2 W-B Smoke detectors
1 Lot Labor /Repair /Testing

Total Price \$2,395.00

Exceptions are:
Sales Tax
Permits

Licensed by the NYS Dept. of State and the Vermont Division of Public Safety

AUTHORIZED DISTRIBUTORS FOR FIKE & NOTIFIER
AMERICAN EXPRESS, MASTER CARD & VISA ACCEPTED