

**Ballston Community Public Library  
Board of Trustees Meeting Agenda  
November 20, 2024, 7:00 PM**

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

- 1) Call to order
- 2) Minutes of October 30, 2024 Meeting
- 3) Monthly Financial Reports
- 4) Approval of Bills
- 5) Librarians' Reports
- 6) Reports of Committees
  - a) Town Liaisons
  - b) Budget & Finance
  - c) Buildings & Grounds
  - d) Election
  - e) Long-Range Plan
  - f) Personnel
  - g) Policy
  - h) Friends of the Library
- 7) Unfinished Business
  - a) JA Update
  - b) Transition and Building Update
- 8) New Business
  - a) Insurance – Tim Newell
  - b) Trustees' Bylaws
  - c) Trustee Training Certification

*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 24-072** Consider approving the amended bylaws as presented.

**RESOLUTION 24-073** Consider approving the Organizational Resolutions 24-074 through 24-084.

**RESOLUTION 24-074** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that all meetings of the Board of Trustees shall be held in accordance with the latest edition of Robert's Rules of Order.

**RESOLUTION 24-075** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the meetings of the Board of Trustees shall be held in the Ballston Community Public

Library located at 2 Lawmar Lane, Ballston, Saratoga County or any video conferencing platform that allows public participation and transcription in accordance with New York State Open Meetings Law. The regular monthly meeting shall be held at 7:00 p.m. on the last Wednesday of each month.

**RESOLUTION 24-076** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library the Ballston Spa National Bank shall be the official depository for Library funds and, BE IT FURTHER RESOLVED that the funds may be withdrawn, and checks may be signed, in accordance with the provisions of the procedures established by the Board of Trustees.

**RESOLUTION 24-077** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that salaries for Library Employees for 2025 are approved and established in the 2025 budget and that all other salaries and hourly rates for the 2025 budget and any subsequent resolutions be approved with longevity awards to be applied during the year as earned and BE IT FURTHER RESOLVED that the payroll schedule be bi-weekly for all hourly and salaried employees.

**RESOLUTION 24-078** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the official newspaper as required by NYS Education Department Law shall be The Daily Gazette.

**RESOLUTION 24-079** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that Library Employees shall be compensated at the rate for standard mileage allowance established by the Internal Revenue Service for the approved use of their personal automobiles in the performance of their official duties.

**RESOLUTION 24-080** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that all overnight trips shall require prior approval by the Board of Trustees and BE IT FURTHER RESOLVED that all other conference attendance shall require prior authorization of the Director and BE IT FURTHER RESOLVED that reasonable expense reimbursement for conferences shall be approved by the Director. Any conference enrollee who cannot attend without cause will reimburse the Library for any costs incurred by the Library. Any late fee is the sole responsibility of the conference enrollee.

**RESOLUTION 24-081** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the agenda and meeting documents be posted on the Library Website and the Library Bulletin Board 24 hours prior to the meeting.

**RESOLUTION 24-082** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that all official meeting minutes must be written and mailed or electronically distributed to appropriate parties within 14 days of applicable meeting.

**RESOLUTION 24-083** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library authorizes the Library Director, with Treasurer written concurrence, to make transfers between

accounts in the current budget to keep accounts properly funded and the Library Director will report transfers to the Board of Trustees.

**RESOLUTION 24-084** WHEREAS the Board of Trustees of the Ballston Community Public Library requires varied professional services from experts that appropriately licensed and registered in New York State; and BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library designates and appoints the following firms, subject to approval of contracts by the Library's Attorney, or independent counsel:

Firm	Professional Service
UHY, LLC	Accounting Services
The Law Office of Stephanie Adams (LOSA), PLLC	Legal Services
Public Sector HR, LLC	Human Resources Consultant

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

**9) Adjournment**

November Voucher Signer: Melia Gordon  
Charlton Town Board Meeting: Monday, December 9 at 7:30 PM  
Ballston Town Board Meeting: Tuesday, December 10 at 6:30 PM  
Library Board of Trustees: December 18, 2024  
December Voucher Signer: TBD

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

**Call to order:** The meeting was called to order at 7:02 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, Ed Guider.

Trustees absent (excused): none

Trustees absent (unexcused): none

**Approval of Minutes of September 25, 2024 meeting:** On a motion by Trustee Melia Gordon with a second by Trustee Steve Burchett, the trustees unanimously approved the minutes of the September 25, 2024 monthly meeting.

**Approval of Minutes of October 1, 2024 special meeting:** On a motion by Trustee Candy Burchett with a second by Trustee Kate Schofield, the trustees unanimously approved the minutes of the October 1, 2024 special meeting.

**Approval of Minutes of October 18, 2024 special meeting:** On a motion by Trustee Margie Morris with a second by Trustee Ed Guider, the trustees unanimously approved the minutes of the October 18, 2024 special meeting.

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

**Approval of Bills:** On a motion by Trustee Candy Burchett with a second by Steve Burchett, the bills for October 2024, as reviewed by Aiden Thomas McKenna were unanimously approved.

**Librarians' reports:** see meeting documents

**Reports of Committees:**

**Town Liaisons:** no reports

**Election Committee:** The budget passed by a typical margin and has been submitted to the town.

**Budget and Finance Committee:** Please see above

**Personnel Committee:** no reports

**Buildings and Grounds:** no update

**Long Range Plan:** no update

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

**Unfinished Business:**

**JA Update:** The library has been getting books for interlibrary loans from other libraries and has found that there has not much been trouble with borrowing. A few book clubs have had to switch books, but that seems to be the only issue so far.

**Transition and Building:** Discussion in Executive session

**New Business:**

**Board Officer Nominations:** The Board of Trustees have nominated the following: Trustee Melia Gordon for President, Trustee Steve Burchett for Vice President, Trustee Candy Burchett for Secretary, and Trustee Margie Morris for Treasurer.

**Pro Cut – snow removal contract:** A contract for snow removal for November 1, 2024 – April 1, 2025 in the amount of \$6,990.00 was presented to the board.

**Alarm and Suppression – Smoke Detector Replacement:** Library staff requested a quote to repair the old smoke detectors in the library and was provided one from Alarm & Suppression, Inc.

**2025 Community Art Project mural proposal –** An artist approached the library to possibly create a mural using grants from the Saratoga Arts Center through the NYS Arts Council. This artist has been creating murals for over 20 years and the library is their first choice to create a mural using this grant. The board was interested in moving forward with this.

**TCM Bank –** TCM did not accept the original resolution to add Kristi Chadwick as a Business Officer. Director Chadwick requested to rescind the previous resolution and to do a new resolution adding Kristi Chadwick, Library, Director and Marta Dauphinee, Account Clerk as Business Officers.

**Final 2024 Board Meetings – move dates:** Because of the holidays, the board has decided to move the final 2024 board meetings to 11/20/24 and 12/18/24.

*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 24-067** 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. Motion was made by Trustee Morris, seconded by Trustee Thomas McKenna, and passed unanimously.

**RESOLUTION 24-068** Consider accepting the snowplowing contract from Pro Cut Landscape Services for November 1, 2024 – April 1, 2024 at a cost of \$6,990. Motion was made by Trustee C. Burchett, seconded by Trustee Gordon, and passed unanimously.

**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. Motion was made by Trustee S. Burchett, seconded by Trustee Gordon, and passed unanimously.

**RESOLUTION 24-070** Consider vacating Resolution 24-055 in regard to TCM Bank due to change in Library Board of Trustee Officers. Motion was made by Trustee Thomas McKenna, seconded by Trustee Gordon, and passed unanimously.

**RESOLUTION 24-071** Consider appointing Kristi Chadwick, Library Director and Marta Dauphinee, Account Clerk, as Business Officers for TCM Bank. Motion was made by Trustee Gordon, seconded by Trustee C. Burchett, and passed unanimously.

**RESOLUTION 24-072** Consider accepting the alarm repair contract from Alarm & Suppression, Inc for services at a cost of \$2395. Motion was made by Trustee S. Burchett, seconded by Trustee Guider, and passed unanimously.

**RESOLUTION 24-073** Name Melia Gordon as President of the Library Board of Trustees for the period of November 1, 2024 – October 31, 2025. Motion made by Trustee Thomas McKenna, seconded by Trustee Morris, and passed unanimously.

**RESOLUTION 24-074** Name Steve Burchett as the Vice-President of the Library Board of Trustees for the period from November 1, 2024 – October 31, 2025. Motion made by Trustee C. Burchett, seconded by Trustee Morris, and passed unanimously.

**RESOLUTION 24-074** Name Candy Burchett as the Secretary of the Library Board of Trustees for the period of November 1, 2024 – October 31, 2025. Motion made by Trustee Morris, seconded by S. Burchett, and passed unanimously.

**RESOLUTION 24-076** Name Margie Morris as the Treasurer of the Library Board of Trustees for the period of November 1, 2024 – October 31, 2025. Motion made by Trustee Thomas McKenna, seconded by Trustee C. Burchett, and passed unanimously.

**RESOLUTION 24-077** Consider approving the slate of committees as presented. Motion made by Trustee Guider, seconded by Trustee S. Burchett, and passed unanimously.

**RESOLUTION 24-078** Add Melia Gordon as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion made by C. Burchett, seconded by Trustee Schofield, and passed unanimously.

**RESOLUTION 24-079** Add Margie Morris as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion made by Trustee Ed Guider, seconded by S. Burchett, and passed unanimously.

**RESOLUTION 24-080** Remove Kate Schofield as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion made by Trustee Morris, seconded by Trustee Melia, and passed unanimously.

**RESOLUTION 24-081** Remove Aidan Thomas McKenna as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion made by Trustee Morris, seconded by Trustee Guider, and passed unanimously.

**RESOLUTION 24-082** WHEREAS, the Town of Ballston (hereinafter "the Town"), and the Ballston Community Public Library (hereinafter "the Library"), entered into a Lease and Agreement dated January 31, 2024 (hereinafter "the Agreement"), which Agreement anticipated the conveyance of the premises upon which the Library sits along with the adjacent parking lot (hereinafter "the Premises); and

WHEREAS, the Town has informed the Library that it is prepared to convey the Premises pursuant to the Agreement terms, on or about December 1, 2024; and

WHEREAS, an abstract of title has been obtained and title exam performed; and

WHEREAS, the Board of Trustees has had the opportunity to review all documentation heretofore had herein, including, but not limited to:

1. Lease and Agreement
2. Abstract of Title (Exhibit "A")
3. Preliminary Title (Exhibit "B")
4. Proposed Deed (Exhibit "C")
5. 1997 Survey (Exhibit "D")

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the Proposed Deed and the Library shall accept conveyance of the premises, commonly known as 2 Lawmar Lane, together with the adjacent parking lot, as set forth therein; and

BE IT FURTHER RESOLVED that conveyance shall be accepted subject to all restrictions record as noted in the Preliminary Title Report; and

BE IT THEREFORE RESOLVED that Melia Gordon is authorized to sign any documents necessary to effectuate the transfer of the Premises. Motion made by Trustee S. Burchett, seconded by Trustee Guider, and passed unanimously.

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

None

**Executive Session – Legal** The board entered executive session at 8:17 p.m. and exited at 8:29 p.m. with no votes taken.

**Adjournment:** At 8:32 p.m., on a motion by Trustee Thomas McKenna with a second by Trustee S. Burchett, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.



**Ballston Community Public Library**  
**EARLY PAYS**  
 November 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
11/06/2024	Bill Payment (Check)	1027	Twin Bridges Waste & Recycling, LLC	November svc	74.75
11/12/2024	Bill Payment (Check)	1028	Spectrum Business/Charter Communications	11/10/2024-12/9/2024 svc	284.94
11/13/2024	Check	1029	VISA	X2867 October 2024 expenses	159.90
11/13/2024	Check	1031	VISA	X2875 October 2024 expenses	125.46
<b>TOTAL</b>					<b>645.05</b>



# Ballston Community Public Library

Abstract (less Early Pays)

As of November 30, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
<b>Ace Pest Control Specialists, Inc.</b>				
(518) 377-3897				
10/09/2024	21790262	Oct 2024 svc	50.00	Bill
11/13/2024	21791169	Nov 2024 svc	50.00	Bill
<b>Total for Ace Pest Control Specialists, Inc.</b>			<b>\$100.00</b>	
<b>Alarm &amp; Suppression, Inc.</b>				
518-399-5110				
11/13/2024	64163	Replace Batteries - service date 11/7/24	295.00	Bill
<b>Total for Alarm &amp; Suppression, Inc.</b>			<b>\$295.00</b>	
<b>Alyssa Harvey</b>				
11/12/2024	11122024	mileage reimb to/from NYLA conf	385.64	Bill
<b>Total for Alyssa Harvey</b>			<b>\$385.64</b>	
<b>Amazon-pay by invoice</b>				
11/15/2024	1G4C-FGWD-9KTL	Misc. see invoices	529.20	Bill
<b>Total for Amazon-pay by invoice</b>			<b>\$529.20</b>	
<b>Baker &amp; Taylor</b>				
800-340-5370				
10/17/2024	5019164648	27 books	426.78	Bill
10/22/2024	5019172827	20 books	318.41	Bill
10/24/2024	5019178634	23 books	292.19	Bill
10/31/2024	5019189817	31 books	460.40	Bill
<b>Total for Baker &amp; Taylor</b>			<b>\$1,497.78</b>	
<b>CDPHP</b>				
11/12/2024	243170026333	December - 2024 prem Health/Dental (AH), Dental (JK), Health/Dental (KC) - Rates changed as of 12/1/24	2,223.09	Bill
<b>Total for CDPHP</b>			<b>\$2,223.09</b>	
<b>Cengage Learning Inc. / Gale</b>				
248-699-4253				
10/22/2024	85863131	2 books	54.73	Bill
10/23/2024	85863901	2 books	53.98	Bill
10/28/2024	85891065	9 books	207.37	Bill
11/05/2024	85928622	6 books	173.19	Bill
11/05/2024	85929161	3 books	86.22	Bill
11/06/2024	85934427	2 books	53.98	Bill
11/06/2024	85935515	6 books	156.69	Bill
11/07/2024	85939761	4 books	116.96	Bill
<b>Total for Cengage Learning Inc. / Gale</b>			<b>\$903.12</b>	
<b>Demco Inc.</b>				
(800) 752-7614				
10/24/2024	7557135	Removable Labels (4 packs of 100)+ Yellow Label Protectors ( 4 boxes	80.32	Bill



# Ballston Community Public Library

Abstract (less Early Pays)

As of November 30, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
		of 250)		
<b>Total for Damco Inc.</b>			<b>\$80.32</b>	
EBSCO				
732-542-8600				
01/01/2024	2401120	CREDIT applied to renewal - prepd 2024 for 2025	-19.50	Vendor Credit
03/13/2024	2402057	CREDIT applied to renewal - prepd 2024 for 2025	-23.42	Vendor Credit
11/15/2024	9264067	prepd 2024 for 2025 magazine subs renewal	1,281.92	Bill
<b>Total for EBSCO</b>			<b>\$1,239.00</b>	
Galway Public Library				
11/01/2024	11012024	GAL lost book pd @ BUR	20.00	Bill
<b>Total for Galway Public Library</b>			<b>\$20.00</b>	
Highmark BlueShield of Northeastern New York				
11/06/2024	241106379945701	December 2024 prem medical J Kaplan	206.00	Bill
<b>Total for Highmark BlueShield of Northeastern New York</b>			<b>\$206.00</b>	
Hometown Turf LLC				
(518) 338-7486				
11/06/2024	7403	Winter 24-25 sidewalk snow removal	5,300.00	Bill
<b>Total for Hometown Turf LLC</b>			<b>\$5,300.00</b>	
Kristi Chadwick				
11/15/2024	hsa 11152024	HSA EE contribution paychecks dated 10/4/24	100.00	Bill
<b>Total for Kristi Chadwick</b>			<b>\$100.00</b>	
Mail 'N' More				
518.399.3279				
10/31/2024	14189	2 rolls of stamps, postage to B&T and Warren Hunting Smith Library + Roll of shrink wrap	203.29	Bill
<b>Total for Mail 'N' More</b>			<b>\$203.29</b>	
Midwest Tape, LLC				
800-875-2785				
10/28/2024	506254016	5 DVD/ADB	279.95	Bill
10/31/2024	506273285	Hoopla October 2024	1,582.48	Bill
11/04/2024	506286894	3 DVD/ADB	114.97	Bill
<b>Total for Midwest Tape, LLC</b>			<b>\$1,977.40</b>	
NATIONAL GRID				
800-664-6729				
11/12/2024	November2024	svc 8/10/24-10/9/24 (2 months)	4,131.75	Bill
<b>Total for NATIONAL GRID</b>			<b>\$4,131.75</b>	
NightRider Janitorial Services				
(518) 782-9999				
11/01/2024	NOV24074	Nov 2024 svc	2,369.00	Bill
<b>Total for NightRider Janitorial Services</b>			<b>\$2,369.00</b>	



# Ballston Community Public Library

Abstract (less Early Pays)

As of November 30, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
<b>NYS &amp; Local Employees' Retirement System</b>				
11/12/2024	51521 ERS - 2025	2025 annual invoice (4/1/23 - 3/31/24) Prepay by 12/15/2024 for discount	38,098.00	Bill
<b>Total for NYS &amp; Local Employees' Retirement System</b>			<b>\$38,098.00</b>	
<b>Playaway Products LLC</b>				
877-893-0808 x266				
10/09/2024	477199	20 wonderbooks w/audio	1,157.80	Bill
<b>Total for Playaway Products LLC</b>			<b>\$1,157.80</b>	
<b>Pro-Cut Landscape Services, Inc.</b>				
(518) 399-7443				
10/31/2024	53341	winter 2024-25 parking lot snow plowing Installment 1 of 2	3,495.00	Bill
<b>Total for Pro-Cut Landscape Services, Inc.</b>			<b>\$3,495.00</b>	
<b>Repeat Business Systems, Inc.</b>				
(518) 869-8116				
10/29/2024	1038069	October 2024 contract base rate + logistics surcharge	42.80	Bill
<b>Total for Repeat Business Systems, Inc.</b>			<b>\$42.80</b>	
<b>Schenectady County Public Library</b>				
11/01/2024	11012024	ROT lost bk pd @ BUR	17.99	Bill
<b>Total for Schenectady County Public Library</b>			<b>\$17.99</b>	
<b>Southern Adirondack Library System</b>				
518-584-7300				
11/01/2024	7485	October 2024 monthly fee/ circulation renewal	1,952.36	Bill
<b>Total for Southern Adirondack Library System</b>			<b>\$1,952.36</b>	
<b>Staples</b>				
10/23/2024	6014874426	sharpies, Kleenex & folders	58.57	Bill
<b>Total for Staples</b>			<b>\$58.57</b>	
<b>Technical Video, Inc.</b>				
10/31/2024	504585	Service call for the projector on 10/31/24	187.50	Bill
<b>Total for Technical Video, Inc.</b>			<b>\$187.50</b>	
<b>TOTAL</b>			<b>\$66,570.61</b>	

<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	\$7,783.01
<b>TOTAL</b>	<b>\$13,309.68</b>

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

<b>Date</b>	<b>Check Number</b>	<b>Description</b>	<b>Fund</b>	<b>With- drawal Amount</b>	<b>Deposit Amount</b>	<b>Account Balance</b>
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
10.31.2024		interest earned	UNDESIGNATED		\$2.24	\$13,309.68

## Ballston Community Public Library

Cash Balances per Quickbooks

As of 11/19/2024

<u>GL Account</u>	<u>Description</u>	<u>Balance</u>
11000	General Fund (1164)	\$ 210,561.52
11200	\$ moved from 1164 per FDIC	-
<b>Subtotal</b>		<b>210,561.52 ***</b>
11100	Capital Improv Fund (1643)	11,797.99
13000	Fund Balance (1567)	111,019.32
	Trustee Fund (1596)	13,309.68
<b>Total Cash Balance</b>		<b><u>\$ 346,688.51</u></b>

\*\*\* Balance does not include 11/20/2024 checks totaling \$66,570.61  
After check run, the subtotal above will be \$143,990.91

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

	General Checking (1164) Rev/Exp			
	Actual	Budget	Remaining	% Remaining
<b>Revenue</b>				
<b>BALLSTON TAXES</b>				
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>				
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>
DASNY Grants		0.00	0.00	
<b>LIBRARY CHARGES</b>				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	2,779.33	3,000.00	220.67	7.36%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	181.45	0.00	-181.45	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	1,181.67	2,000.00	818.33	40.92%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	29.54	0.00	-29.54	
<b>Total LIBRARY CHARGES</b>	<b>\$ 4,171.99</b>	<b>\$ 5,000.00</b>	<b>\$ 828.01</b>	<b>16.56%</b>
<b>LIBRARY SYSTEM GRANTS</b>				
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>				
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	6,021.53	10,000.00	3,978.47	39.78%
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>\$ 7,553.80</b>	<b>\$ 28,500.00</b>	<b>\$ 20,966.20</b>	<b>73.50%</b>
<b>Total Revenue</b>	<b>\$ 753,789.09</b>	<b>\$ 792,094.00</b>	<b>\$ 38,304.91</b>	<b>4.84%</b>
<b>Gross Profit</b>	<b>\$ 753,789.09</b>	<b>\$ 792,094.00</b>	<b>\$ 38,304.91</b>	<b>4.84%</b>
<b>Expenditures</b>				
<b>BENEFITS</b>				
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION	36,217.50	31,004.00	-5,213.50	-16.82%
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)	3,040.05	4,000.00	959.95	24.00%
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)	2,884.56	4,660.00	1,775.44	38.10%
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)	15,545.35	28,645.00	13,099.65	45.73%
<b>Total BENEFITS</b>	<b>\$ 64,006.65</b>	<b>\$ 75,259.00</b>	<b>\$ 11,252.35</b>	<b>14.95%</b>
<b>LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>				
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	
<b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>	<b>\$ 12,123.35</b>	<b>\$ 9,000.00</b>	<b>-\$ 3,123.35</b>	<b>-34.70%</b>
<b>LIBRARY MATERIALS</b>				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	50,108.37	61,000.00	10,891.63	17.86%
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	2,871.60	1,800.00	-1,071.60	-59.53%
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	15,201.40	11,848.00	-3,353.40	-28.30%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	10,889.36	14,000.00	3,110.64	22.22%
<b>Total LIBRARY MATERIALS</b>	<b>\$ 84,455.11</b>	<b>\$ 93,948.00</b>	<b>\$ 9,492.89</b>	<b>10.10%</b>

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

January - December 2024

General Checking (1164) Rev/Exp				
	Actual	Budget	Remaining	% Remaining
<b>LIBRARY PERSONNEL SERVICES</b>				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	154,614.18	193,615.00	39,000.82	20.14%
17.7410.51.031.0.000 CLERICAL STAFF	157,217.55	183,848.00	26,630.45	14.49%
17.7410.51.032.0.000 PAGES	20,817.16	31,200.00	10,382.84	33.28%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	27,783.67	31,263.00	3,479.33	11.13%
<b>Total LIBRARY PERSONNEL SERVICES</b>	<b>\$ 360,432.56</b>	<b>\$ 439,926.00</b>	<b>\$ 79,493.44</b>	<b>18.07%</b>
<b>OFFICE EXPENSES</b>				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	5,450.35	3,000.00	-2,450.35	-81.68%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	3,475.58	3,500.00	24.42	0.70%
17.7410.54.041.0.000 POSTAGE / MAILINGS	547.33	250.00	-297.33	-118.93%
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	11,598.40	14,000.00	2,401.60	17.15%
<b>Total OFFICE EXPENSES</b>	<b>\$ 21,949.10</b>	<b>\$ 21,250.00</b>	<b>-\$ 699.10</b>	<b>-3.29%</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	3,039.81	5,000.00	1,960.19	39.20%
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	12,290.00	12,500.00	210.00	1.68%
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	3,467.86	3,000.00	-467.86	-15.60%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	24,570.91	30,000.00	5,429.09	18.10%
17.7410.54.010.0.000 Professional Services - IT (SALS)	19,523.60	23,429.00	3,905.40	16.67%
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	3,797.91	3,000.00	-797.91	-26.60%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	358.18	500.00	141.82	28.36%
17.7410.54.039.0.000 CUSTODIAL SERVICES	25,734.58	27,540.00	1,805.42	6.56%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	1,242.52	2,500.00	1,257.48	50.30%
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	880.78	500.00	-380.78	-76.16%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	7,602.11	5,000.00	-2,602.11	-52.04%
17.7410.54.049.0.000 Uncategorized Expenditure	4.99		-4.99	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	822.25	900.00	77.75	8.64%
<b>Total OPERATION EXPENSE</b>	<b>\$ 115,600.96</b>	<b>\$ 136,419.00</b>	<b>\$ 20,818.04</b>	<b>15.26%</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>\$ 669,480.78</b>	<b>\$ 792,094.00</b>	<b>\$ 122,613.22</b>	<b>15.48%</b>
<b>Net Operating Revenue</b>	<b>\$ 84,308.31</b>	<b>\$ 0.00</b>	<b>-\$ 84,308.31</b>	
<b>Net Revenue</b>	<b>\$ 84,308.31</b>	<b>\$ 0.00</b>	<b>-\$ 84,308.31</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 - 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			
<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		184.86	20.76
17.2705.41.000.0.000 Gifts / Donations / Reimbursements			1,196.00
17.2770.41.000.0.000 Other Unclassified Revenues		10,761.00	
<b>Total MISC REVENUE</b>	\$ 10,761.00	\$ 184.86	\$ 1,216.76
<b>Total Revenue</b>	\$ 10,761.00	\$ 184.86	\$ 1,216.76
<b>Gross Profit</b>			
	\$ 10,761.00	\$ 184.86	\$ 1,216.76
<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			
17.7410.52.033.0.000 LIBRARY FURNITURE 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>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<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>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<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	39.59		
17.7410.54.077.0.000 TRASH REMOVAL SERVICES			
<b>Total OPERATION EXPENSE</b>	<b>\$ 39.59</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<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>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Expenditures</b>	<b>\$ 39.59</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Net Operating Revenue</b>	<b>\$ 10,721.41</b>	<b>\$ 184.86</b>	<b>\$ 1,216.76</b>
<b>Net Revenue</b>	<b>\$ 10,721.41</b>	<b>\$ 184.86</b>	<b>\$ 1,216.76</b>

# Ballston Community Public Library

## Director's Report

November 2024

### Circulation Statistics

October 2024

Circulation Statistics	Current Month	2024 to Date	2023 Total
Items Added to Collection	386	3,484	4,093
Number of Physical Items Circulated	6,797	78,016	110,749
Overdrive/Libby Circulation	1,457	15,346	14,985
Hoopla Circulation	672	6,565	5,871
New Patron Registrations	18	424	519
Patrons in the Building	4,348	44,579	48,020

### Programs & Events

October 2024

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2024 Total	Participants 2024 Total	Number Offered 2023 Total	Participants 2023 Total
Preschool	18	556	141	3393	167	4,190
Elementary	7	51	69	890	70	1,050
Teen	4	18	34	206	37	176
Adult	7	81	86	686	103	1,162
Family	7	225	62	2834	72	3,608
Outreach	3	21	67	1771	56	1,801
<b>TOTALS</b>	<b>46</b>	<b>952</b>	<b>459</b>	<b>9780</b>	<b>505</b>	<b>11,987</b>

#### Youth Services Programming:

During the month of November we did 8 weekly story times, 1 Saturday story times, 5 book clubs, 1 teen program, 1 tween program, 1 Story Crafters program, 1 kid's craft, 1 STEM Challenge, 1 Grab 'N Go Craft (50 bags), 1 Children's Author Visit, a Guess the Character contest, and 8 Family Holiday Photo sessions. The High School SED students volunteered at the library once this month and helped retrieve books from the send list.

#### Adult Programming:

During the month of November we held our three book clubs: Judy's Book Club, Chapter Chat, and NonFiction Addiction.

### Staff & Volunteers

Staff:

Alyssa Harvey attended the NYLA Annual Conference November 6-9. Don LaPlant started on Monday, November 18.

**Friends of the Library:**

The Friends will have a pop-up book sale on Saturday, December 7 from 9a-2p. They are also participating in the Holiday Drive Through at the BHBL High School.

**Facility Update**

Clune Electric completed the interior lighting change. They are waiting on parts to complete the outside lighting.

Alarm and Suppression came to look at the multiple loss of supervision notifications we are getting. They believe it is the radio receiver that is the communicator for the panic buttons; it is old and at end of life. We may need to get it replaced.

**Technology**

**October 2024**

Technology Statistics	Current Month	2024 to Date	2023 Total
Public Computer Sessions	132	1,047	1,790
WiFi Sessions (unique users)	331	3,481	8,199

**Meetings & Professional Development**

Kristi – 11/12: Town of Ballston Meeting, Town of Charlton Meeting; 11/20: Board Meeting; 11/21: NF Book Club.

Alyssa – 11/6 - 11/9 NYLA Conference: Conference Ambassadors Meeting, NYLA Membership Meeting, Keynote Address, Reboot Teen Services with T3I, YSS Table Talks, YSS Empire State Award Luncheon, YSS Membership Meeting, Every Book Their Reader: Censorship & Trauma, Passive Programs to Actively Engage Patrons, and Launch Your Library's Youth-driven Community Newspaper. Alyssa presented at the YSS Table Talks and shared information about the Teen Book Boxes.

Don- 11/18 KnowBe4 Training

Respectfully,  
Kristi Chadwick  
Library Director