

**Ballston Community Public Library  
Board of Trustees Meeting Agenda  
December 18, 2024, 7:00 PM**

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

- 1) Call to order
- 2) Minutes of November 20, 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 - SCPL Update
  - b) Transition and Building Update
- 8) New Business

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

**9) Adjournment**

December Voucher Signer: Candy Burchett  
Charlton Town Board Meeting: Monday, January 13, 2025 at 7:30 PM  
Ballston Town Board Meeting: Tuesday, January 14, 2025 at 6:30 PM  
Library Board of Trustees: January 29, 2025 at 7:00 PM  
January Voucher Signer: TBD

**Ballston Community Public Library  
Board of Trustees Meeting Minutes  
November 20, 2024**

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

**Attendance:** [x] Kristi Chadwick, Director, [x] Don LaPlant, Head of Adult Services, [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 October 30, 2024 meeting:** On a motion by Trustee Margie Morris with a second by Trustee Candy Burchett, the trustees unanimously approved the minutes of the October 30, 2024 monthly meeting.

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

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

**Librarians' reports:** see meeting documents

**Reports of Committees:**

**Town Liaisons:** no reports

**Budget and Finance Committee:** no update

**Buildings and Grounds:** no update

**Election Committee:** no update

**Long Range Plan:** no update

**Personnel Committee:** Trustee Margie Morris is looking into comparable salaries for libraries of the same size as BCPL.

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

**Unfinished Business:**

**JA Update:** Still on going. Holds for SALS members are no longer able to be placed and picked up. BCPL will continue to treat loans to Schenectady residents as out of area loans.

**Transition and Building:** The town approved the resolution to sell the building to the BCPL.

**New Business:**

**Insurance:** Tim Newell went over the insurance information for 2025. The renewal date is January 1, 1025.

**Trustee Bylaws:** The policy committee updated the Trustee bylaws to be in line with the election date.

**Trustee Training Certification:** Trustees must have their 2 hour training certifications completed by 12/31/24.

*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 24-083** Consider approving the amended bylaws as presented. Motion was made by Trustee Morris, seconded by Trustee C. Burchett, and passed with a majority.

**RESOLUTION 24-084** Consider approving the Organizational Resolutions 24-085 – 24-095, excepting Resolution 24-091. Motion was made by Trustee Morris, seconded by Trustee C. Burchett, and passed unanimously.

**RESOLUTION 24-085** 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 24-086** 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 the 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 24-087** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that 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 24-088** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the salaries for Library Employees for 2025 are approved and established in the 2025 budget and that all other salaries and hour rates for the 2025 budget and any subsequent resolution 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 24-089** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the official newspaper as required by NYS Educational Department Law shall be The Daily Gazette.

**RESOLUTION 24-090** 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 24-091** 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. Motion made by Trustee C. Burchett, seconded by S. Burchett, and passed unanimously.

**RESOLUTION 24-92** 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 24-093** 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 24-094** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library authorized 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 24-095** 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

**RESOLUTION 24-096** Consider accepting the legal work contract from The Law Office of Stephanie Adams for services at a cost of \$4000. Motion made by Trustee S. Burchett, seconded by C. Burchett, and passed unanimously.

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

The Board of Trustees extended a welcome to the new Head of Adult Servies, Don LaPlant.

**Adjournment:** At 8:03 p.m., on a motion by Trustee Guider with a second by Trustee S. Burchett, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

# Ballston Community Public Library

## Director's Report

December 2024

### Circulation Statistics

#### November 2024

Circulation Statistics	Current Month	2024 to Date	2023 Total
Items Added to Collection	190	3,674	4,093
Number of Physical Items Circulated	7,543	85,559	110,749
Overdrive/Libby Circulation	1,473	16,819	14,985
Hoopla Circulation	725	7,290	5,871
New Patron Registrations	32	456	519
Patrons in the Building	2,711	50,001	48,020

### Programs & Events

#### November 2024

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2024 Total	Participants 2024 Total	Number Offered 2023 Total	Participants 2023 Total
Preschool	9	288	150	3,681	167	4,190
Elementary	5	43	74	933	70	1,050
Teen	3	2	37	208	37	176
Adult	3	17	89	703	103	1,162
Family	13	219	75	3,053	72	3,608
Outreach	1	6	68	1,777	56	1,801
<b>TOTALS</b>	<b>34</b>	<b>575</b>	<b>493</b>	<b>10,355</b>	<b>505</b>	<b>11,987</b>

#### Youth Services Programming:

During the month of December we have planned 11 weekly story times, 1 Saturday story time, 5 book clubs, 8 Teen Book Boxes, 1 teen program, 1 tween program, 1 Story Crafters program, 1 kid's craft, 1 Grab 'N Go craft (50 bags), a family Bingo Night, and a Snowflake Scavenger Hunt in the Children's Room. The High School SED students volunteered at the library once this month and helped retrieve books from the send list. We held 6 Holiday Card Family photo sessions. Youth Services has finalized the programs and calendars for January and February and are looking ahead to spring plans.

## Adult Programming:

Besides the regular Book Club meetings, I scheduled a Holiday Paper Crafts program for December 19th, and I already have five programs scheduled for January: a new book discussion group, a short fiction writing workshop, an informational session about using Libby, a trivia night, and a presentation by Ballston historian Rick Reynolds.

## Staff & Volunteers

### Staff:

Don LaPlant started on Nov 18 and has acclimated quickly.

We will begin the process of hiring a new Library Assistant to help out with desk coverage in the Children's Room and after school programming.

### Friends of the Library:

Don attended the Friends of the Library meeting. They approved the purchase of the new projector for the Community Room and a Swank Movie License for the Library.

## Facility Update

Clune Electric has finished the lighting project inside and outside the building.

Alarm and Suppression has begun the replacement of the old sensors in the building. They have completed all but the ones in the ceiling of the reading room. They completed their annual inspection on December 16.

During the Thanksgiving storm our crabapple tree near the mailbox tipped over. The upper branches were falling into Lawmar Lane. Tuesday after Thanksgiving the Town of Ballston Highway Department arrived early in the morning and ground up the tree down to the trunk. We thank them for their prompt response.

## Technology

### November 2024

Technology Statistics	Current Month	2024 to Date	2023 Total
Public Computer Sessions	117	1,164	1,790
WiFi Sessions (unique users)	310	3,791	8,199

## Meetings & Professional Development

Kristi – Library Board of Trustees Meeting (11/20), SCPL Meeting (12/6), CDLC LiNX webinar (12/9), SALS NEA Big Read (12/11), SALS Directors' Meeting (12/17)

Alyssa – Library Board of Trustees Meeting (11/20), KnowB4 Training (12/4), CLSP Summer Reading Symposium (12/5), Friends of the Library Meeting (12/10).

Don- Library Board of Trustees Meeting (11/20), SCPL Meeting (12/6), Period Poverty (12/10), SALS NEA Big Read (12/11), CDLC LiNX webinar (12/12)

Respectfully,

Kristi Chadwick

Library Director

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

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
12/09/2024	Bill Payment (Check)	1057	Twin Bridges Waste & Recycling, LLC	December Service		\$ 74.75
12/11/2024	Check	1058	VISA	X2875 November Charges		100.19
12/11/2024	Check	1059	VISA	X2883 November charges		227.67
12/11/2024	Bill Payment (Check)	1061	Spectrum Business/Charter Communications	Svc 12/10/2024-1/9/2025		284.84
<b>TOTAL</b>						<b>\$ 687.45</b>





# Ballston Community Public Library

## Abstract (less Early Pays)

As of December 31, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
<b>Ace Pest Control Specialists, Inc.</b>					
(518) 377-3897					
12/11/2024	21791764	Dec 2024 svc	50.00	Bill	12/18/2024
<b>Total for Ace Pest Control Specialists, Inc.</b>			<b>\$50.00</b>		
<b>Alarm &amp; Suppression, Inc.</b>					
518-399-5110					
12/10/2024	INV67407	Replace Batteries - service date 11/26/24	270.00	Bill	12/18/2024
<b>Total for Alarm &amp; Suppression, Inc.</b>			<b>\$270.00</b>		
<b>Amazon-pay by invoice</b>					
12/15/2024	174J-DP9J-TKW7	Misc. see invoices	386.80	Bill	12/18/2024
<b>Total for Amazon-pay by invoice</b>			<b>\$386.80</b>		
<b>Baker &amp; Taylor</b>					
800-340-5370					
11/06/2024	5019201986	23 books	402.21	Bill	12/18/2024
11/12/2024	5019207425	13 books	152.73	Bill	12/18/2024
11/19/2024	5019216110	24 books	318.48	Bill	12/18/2024
11/26/2024	5019227983	64 books	1,060.30	Bill	12/18/2024
<b>Total for Baker &amp; Taylor</b>			<b>\$1,933.72</b>		
<b>Ballston Spa Public Library</b>					
12/10/2024	12102024	BAL lost book fee pd @ BUR	13.99	Bill	12/18/2024
<b>Total for Ballston Spa Public Library</b>			<b>\$13.99</b>		
<b>CDPHP</b>					
12/13/2024	243480024684	Jan 2025 prem Health/Dental (AH), Dental (JK), Health/Dental (KC), Health/Dental (DL) Retro Dec 2024 Health/Dental (DL)	3,822.27	Bill	12/18/2024
<b>Total for CDPHP</b>			<b>\$3,822.27</b>		
<b>Cengage Learning Inc. / Gale</b>					
248-699-4253					
11/20/2024	85977307	2 books	58.48	Bill	12/18/2024
11/21/2024	85994320	2 books	53.98	Bill	12/18/2024
11/21/2024	85994342	2 books	54.73	Bill	12/18/2024
11/25/2024	86002486	7 books	166.49	Bill	12/18/2024
12/03/2024	86020747	5 books	143.95	Bill	12/18/2024
12/03/2024	86021145	8 books	233.17	Bill	12/18/2024
12/04/2024	86024194	3 books	84.72	Bill	12/18/2024
12/05/2024	86033136	4 books	103.46	Bill	12/18/2024
<b>Total for Cengage Learning Inc. / Gale</b>			<b>\$898.98</b>		
<b>Clifton Park-Halfmoon Public Library</b>					
12/10/2024	12102024	CPH lost books pd @ BUR (2 books)	15.55	Bill	12/18/2024
<b>Total for Clifton Park-Halfmoon Public Library</b>			<b>\$15.55</b>		
<b>Crandall Public Library</b>					
12/10/2024	12102024	GLE lost book pd @ BUR	23.00	Bill	12/18/2024
<b>Total for Crandall Public Library</b>			<b>\$23.00</b>		
<b>Demco Inc.</b>					
(800) 752-7614					
11/27/2024	7573831	30 wire easels for book display, includes \$10.95 shipping	87.45	Bill	12/18/2024
<b>Total for Demco Inc.</b>			<b>\$87.45</b>		
<b>Harold R Clune, Inc.</b>					



# Ballston Community Public Library

## Abstract (less Early Pays)

As of December 31, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
<b>(518) 885-6199 ext.101</b>					
11/21/2024	1013221	Lighting Replacement - Community Room, hallway, exterior	12,700.00	Bill	12/18/2024
<b>Total for Harold R Clune, Inc.</b>			<b>\$12,700.00</b>		
<b>Highmark BlueShield of Northeastern New York</b>					
12/06/2024	241206383678236	Jan 2025 prem medical J Kaplan	198.00	Bill	12/06/2024
<b>Total for Highmark BlueShield of Northeastern New York</b>			<b>\$198.00</b>		
<b>Mail 'N' More</b>					
518.399.3279					
11/30/2024	14278	2 rolls of stamps	146.00	Bill	12/18/2024
<b>Total for Mail 'N' More</b>			<b>\$146.00</b>		
<b>Midwest Tape, LLC</b>					
800-875-2785					
11/12/2024	506326867	1 DVD/ADB	26.24	Bill	12/18/2024
11/18/2024	506349702	3 DVD/ADB	130.97	Bill	12/18/2024
11/22/2024	506375639	4 DVD/ADB	92.46	Bill	12/18/2024
11/30/2024	506413564	Hoopla November 2024	1,695.25	Bill	12/18/2024
12/02/2024	506415361	1 DVD/ADB	26.99	Bill	12/18/2024
<b>Total for Midwest Tape, LLC</b>			<b>\$1,971.91</b>		
<b>NATIONAL GRID</b>					
800-664-6729					
12/09/2024	December 2024	svc 10/9/24-12/9/24 (2 months)	4,017.92	Bill	12/18/2024
<b>Total for NATIONAL GRID</b>			<b>\$4,017.92</b>		
<b>NightRider Janitorial Services</b>					
(518) 782-9999					
12/01/2024	DEC24074	Dec 2024 svc	2,369.00	Bill	12/18/2024
<b>Total for NightRider Janitorial Services</b>			<b>\$2,369.00</b>		
<b>Repeat Business Systems, Inc.</b>					
(518) 869-8116					
11/25/2024	104257	November 2024 contract base rate, Sept-Nov 2024 Color Usage + logistics surcharge	119.85	Bill	12/18/2024
<b>Total for Repeat Business Systems, Inc.</b>			<b>\$119.85</b>		
<b>Southern Adirondack Library System</b>					
518-584-7300					
12/02/2024	7546	November 2024 monthly fee/ circulation renewal	1,952.36	Bill	12/18/2024
12/06/2024	7587	CASSIE renewal term 12/15/24-12/14/25	325.90	Bill	12/18/2024
<b>Total for Southern Adirondack Library System</b>			<b>\$2,278.26</b>		
<b>Staples</b>					
11/14/2024	6016931069	toner HP 414X HY black	193.48	Bill	12/18/2024
11/22/2024	6017459955	toner HP 131A yellow	77.50	Bill	12/18/2024
<b>Total for Staples</b>			<b>\$270.98</b>		
<b>UTICA NATIONAL INSURANCE GROUP</b>					
(800) 598-8422					
12/12/2024	Jan2025	2025 renewal policy #547745; #5492293; #5492279; #5501513	11,817.36	Bill	12/18/2024
<b>Total for UTICA NATIONAL INSURANCE GROUP</b>			<b>\$11,817.36</b>		
<b>WhoFi.com</b>					
(405) 509-8742					
12/01/2024	2838	electronic calendar Dec 2024 thru Nov 2025	1,300.00	Bill	12/18/2024
<b>Total for WhoFi.com</b>			<b>\$1,300.00</b>		



# Ballston Community Public Library

Abstract (less Early Pays)

As of December 31, 2024

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
<b>TOTAL</b>			<b>\$44,691.04</b>		

# Ballston Community Public Library

## Transaction Report

January 1-December 31, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT	BALANCE
Petty Cash on hand							
Beginning Balance							\$100.00
01/08/2024	Check	PC O/H	United States Post Office	grant docs for final 2022 Cap Imp funds	POSTAGE / MAILINGS	-\$9.73	\$90.27
11/22/2024	Check	PC O/H	United States Post Office	mailing ck to NYSLRS - 2024 ER contribution guaranteed 11/25/2024 delivery & return receipt/certified mail	POSTAGE / MAILINGS	-\$19.40	\$70.87
<b>Total for Petty Cash on hand</b>							<b>-\$29.13</b>
							<b>-\$29.13</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	\$7,785.19
<b>TOTAL</b>	<b>\$13,311.86</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
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
11.29.24		interest earned	UNDESIGNATED		\$2.18	\$13,311.86

# 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>				
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	3,108.48	3,000.00	-108.48	-3.62%
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	1,277.60	2,000.00	722.40	36.12%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	0.00	0.00	0.00	
<b>Total LIBRARY CHARGES</b>	<b>\$ 4,567.53</b>	<b>\$ 5,000.00</b>	<b>\$ 432.47</b>	<b>8.65%</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	6,034.13	10,000.00	3,965.87	39.66%
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>\$ 7,566.40</b>	<b>\$ 28,500.00</b>	<b>\$ 20,933.60</b>	<b>73.45%</b>
<b>Total Revenue</b>	<b>\$ 754,197.23</b>	<b>\$ 792,094.00</b>	<b>\$ 37,896.77</b>	<b>4.78%</b>
<b>Gross Profit</b>	<b>\$ 754,197.23</b>	<b>\$ 792,094.00</b>	<b>\$ 37,896.77</b>	<b>4.78%</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)	2,941.38	4,000.00	1,058.62	26.47%
17.9060.58.052.0.000 HSA (ER Contribution)	7,642.28	5,150.00	-2,492.28	-48.30%
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)	15,869.26	28,645.00	12,775.74	44.60%
<b>Total BENEFITS</b>	<b>\$ 66,731.89</b>	<b>\$ 75,259.00</b>	<b>\$ 8,527.11</b>	<b>11.33%</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	52,975.27	61,000.00	8,024.73	13.16%
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	16,896.65	11,848.00	-5,048.65	-42.61%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	11,217.87	14,000.00	2,782.13	19.87%
<b>Total LIBRARY MATERIALS</b>	<b>\$ 89,345.77</b>	<b>\$ 93,948.00</b>	<b>\$ 4,602.23</b>	<b>4.90%</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	168,114.99	193,615.00	25,500.01	13.17%
17.7410.51.031.0.000 CLERICAL STAFF	169,232.49	183,848.00	14,615.51	7.95%
17.7410.51.032.0.000 PAGES	22,392.16	31,200.00	8,807.84	28.23%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	29,846.62	31,263.00	1,416.38	4.53%
<b>Total LIBRARY PERSONNEL SERVICES</b>	<b>\$ 389,586.26</b>	<b>\$ 439,926.00</b>	<b>\$ 50,339.74</b>	<b>11.44%</b>
<b>OFFICE EXPENSES</b>				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	5,882.08	3,000.00	-2,882.08	-96.07%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	3,677.81	3,500.00	-177.81	-5.08%
17.7410.54.041.0.000 POSTAGE / MAILINGS	712.73	250.00	-462.73	-185.09%
17.7410.54.042.0.000 PUBLICITY / Promotion	1,105.11	500.00	-605.11	-121.02%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	11,781.18	14,000.00	2,218.82	15.85%
<b>Total OFFICE EXPENSES</b>	<b>\$ 23,158.91</b>	<b>\$ 21,250.00</b>	<b>-\$ 1,908.91</b>	<b>-8.98%</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	3,471.75	10,000.00	6,528.25	65.28%
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	3,793.55	3,000.00	-793.55	-26.45%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	28,588.83	30,000.00	1,411.17	4.70%
17.7410.54.010.0.000 Professional Services - IT (SALS)	21,475.96	23,429.00	1,953.04	8.34%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	4,110.06	3,000.00	-1,110.06	-37.00%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	3,812.91	3,000.00	-812.91	-27.10%
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	28,103.58	27,540.00	-563.58	-2.05%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	1,391.30	2,500.00	1,108.70	44.35%
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	1,000.63	500.00	-500.63	-100.13%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	7,922.11	5,000.00	-2,922.11	-58.44%
17.7410.54.049.0.000 Uncategorized Expenditure	4.99		-4.99	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	897.00	900.00	3.00	0.33%
<b>Total OPERATION EXPENSE</b>	<b>\$ 125,849.67</b>	<b>\$ 136,419.00</b>	<b>\$ 10,569.33</b>	<b>7.75%</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>\$ 717,708.90</b>	<b>\$ 792,094.00</b>	<b>\$ 74,385.10</b>	<b>9.39%</b>
<b>Net Operating Revenue</b>	<b>\$ 36,488.33</b>	<b>\$ 0.00</b>	<b>-\$ 36,488.33</b>	
<b>Net Revenue</b>	<b>\$ 36,488.33</b>	<b>\$ 0.00</b>	<b>-\$ 36,488.33</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		203.06	22.94
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	\$ 203.06	\$ 1,218.94
<b>Total Revenue</b>	\$ 10,761.00	\$ 203.06	\$ 1,218.94
<b>Gross Profit</b>	\$ 10,761.00	\$ 203.06	\$ 1,218.94
<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>	\$ 12,700.00	\$ 0.00	\$ 0.00



# Ballston Community Public Library

## Cap Imp, Fund Bal & Trustee Rev/Exp Activity

January - December 2024

**LIBRARY MATERIALS**

- 17.7410.54.034.0.000 LIBRARY MATERIALS - Print
- 17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals
- 17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers
- 17.7410.54.037.0.000 LIBRARY MATERIALS - E-books
- 17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases
- 17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials

Total LIBRARY MATERIALS	\$	0.00	\$	0.00	\$	0.00
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**LIBRARY PERSONNEL SERVICES**

- 17.7410.51.030.0.000 CERTIFIED LIBRARIANS
- 17.7410.51.031.0.000 CLERICAL STAFF
- 17.7410.51.032.0.000 PAGES
- 17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)

Total LIBRARY PERSONNEL SERVICES	\$	0.00	\$	0.00	\$	0.00
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**OFFICE EXPENSES**

- 17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS
- 17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS
- 17.7410.54.041.0.000 POSTAGE / MAILINGS
- 17.7410.54.042.0.000 PUBLICITY / Promotion
- 17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS

Total OFFICE EXPENSES	\$	0.00	\$	0.00	\$	0.00
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**OPERATION EXPENSE**

- 17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE
- 17.1620.54.010.0.000 Professional Services - LEGAL
- 17.1620.54.011.0.000 Professional Services - SNOW REMOVAL
- 17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE
- 17.1620.54.074.0.000 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
- 17.7410.54.077.0.000 TRASH REMOVAL SERVICES

Total OPERATION EXPENSE	\$	43.14	\$	0.00	\$	0.00
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**SPECIAL ITEMS**

- 17.1320.54.007.0.000 Professional Services - AUDITOR & CPA
- 17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library

Total SPECIAL ITEMS	\$	0.00	\$	0.00	\$	0.00
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Total Expenditures	\$	12,743.14	\$	0.00	\$	0.00
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Net Operating Revenue	-\$	1,982.14	\$	203.06	\$	1,218.94
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Net Revenue	-\$	1,982.14	\$	203.06	\$	1,218.94
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