

**Ballston Community Public Library  
Board of Trustees Meeting Agenda  
January 27, 2025, 7:00 PM**

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

- 1) Call to order
- 2) Minutes of December 18, 2024 Meeting
- 3) Monthly Financial Reports
- 4) Approval of Bills
- 5) Librarians' Reports
- 6) Reports of Committees
  - a) Town Liaisons
  - b) Friends of the Library
- 7) Unfinished Business
  - a) Transition and Building Update
  - b) Schenectady County Public Library separation from JA
- 8) New Business
  - a) Voucher signers for 2025

*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 25-001** Consider accepting the resignation of William Newsom, Library Clerk, effective February 11, 2025.

**RESOLUTION 25-002** Consider approving agreement between Town of Charlton and the Ballston Community Public Library.

**RESOLUTION 25-003** BE IT RESOLVED that Ballston Community Public Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner and assures that the "Annual Report" was reviewed and accepted by the Library Board of Trustees on 1/29/2025.

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

- 9) Adjournment

January Voucher Signer: Margie Morris

Charlton Town Board Meeting: Monday, February 10, 2025 at 7:00 PM

Ballston Town Board Meeting: Tuesday, February 11, 2025 at 6:30 PM

Library Board of Trustees: February 26, 2025 at 7:00 PM

February Voucher Signer: TBD

# Ballston Community Public Library

## Director's Report

January 2025

### Circulation Statistics

#### December 2024

Circulation Statistics	Current Month	2024 Total	2023 Total
Items Added to Collection	256	3,930	4,093
Number of Physical Items Circulated	7,445	93,004	110,749
Overdrive/Libby Circulation	1,425	18,244	14,985
Hoopla Circulation	713	8,003	5,871
New Patron Registrations	26	482	519
Patrons in the Building	3,345	53,346	48,020

### Programs & Events

#### December 2024

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2024 Total	Participants 2024 Total	Number Offered 2023 Total	Participants 2023 Total
Preschool	11	267	161	3,948	167	4,190
Elementary	6	40	80	973	70	1,050
Teen	4	12	41	220	37	176
Adult	5	56	94	759	103	1,162
Family	10	168	85	3,221	72	3,608
Outreach	1	6	69	1,783	56	1,801
<b>TOTALS</b>	<b>37</b>	<b>549</b>	<b>530</b>	<b>10,904</b>	<b>505</b>	<b>11,987</b>

#### Youth Services:

During the month of January, we had 15 weekly story times, 1 Saturday story time, 3 book clubs, 1 teen program, 1 tween program, 1 Story Crafters program, 1 kid's craft, 1 STEM Lego challenge, and a Guess the Character contest 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. Alyssa visited the East Glensville Christian Preschool on 1/17 and 1/28 and did some fun guest story times for their students. Youth Services has finalized the programs for February and March. We have also begun planning this year's Summer Reading Program. Alyssa has reached out to several performers, compiled a list of crafts and activities to do, and begun the application process to do story times at some of our local parks.

#### Adult Services:

In addition to the three regularly-scheduled book clubs, January programs for adults included a "Get to Know Libby" workshop, Recommenders Club, two Short Fiction Workshop sessions, Trivia Night, Chatty Crafters and a special local history presentation by Rick Reynolds. I began weeding and shifting the adult Large Type collections. I met with the Friends

and helped coordinate scheduling of mini-golf volunteers as well as requesting financial support for a new overhead camera for craft program demonstrations. I've begun scheduling programs for March and for Summer Reading. I met with Alyssa to coordinate Summer Reading Program calendars, the kick-off party, and Beanstack. I've also focused on expanding program promotion by developing monthly program calendars, adding program info to our exterior sign board, and creating an Adult Services page on the BCPL website.

## Staff & Volunteers

### Staff:

We continue to canvass for a Library Assistant in Youth Services.

Billy Newsom has submitted his resignation as Library Clerk. His last day will be Tuesday, February 11.

### Friends of the Library:

The Friends are preparing for the Mini Golf Tournament in February. They are also looking at dates for the Spring Book Sale and wanted to know if they would be able to use the Community Room at the end of April, conflicting with the Board of Trustees normal monthly meeting.

## Facility

In October 2024 the library experienced being tagged by graffiti on the east door on Lawmar Lane. It was reported to Saratoga County Sheriff's Dept at the time. This month there was another series of tagging to businesses on Route 50, which was determined to be the same person as ours. The person has been identified but no business has pressed charges to the juvenile.

The Library has had all the remaining old interior lights and exterior lights changed to LED. This was part of the 2022 Children's LED Construction Grant that was amended in 2024. The amount left on the grant was less than was originally reported, so there will be another grant amendment to remove the electronic sign from the grant proposal and submit the final report for the grant.

## Technology

### December 2024

Technology Statistics	Current Month	2024 Total	2023 Total
Public Computer Sessions	95	1,259	1,790
WiFi Sessions (unique users)	301	4,092	8,199

## Meetings & Professional Development

Kristi – 1/7 - Library Funds meeting; 1/8 - BHBL BPA Meeting; 1/8 - ARSL Committee Chairs meeting; 1/13 - Town of Ballston meeting; 1/15 - United for Libraries Grant Writing Basics webinar; 1/16 - SALS Annual Report webinar; 1/23 - ARSL 2025 Conference Committee meeting.

Alyssa – Volunteering Schedule Meeting with Burnt Hills SED teacher (1/6), Library Staff Funds Meeting with Erin, Kristi, and Don (1/7), Summer Reading Program Meeting with Don (1/8).

Don- 1/7 - Library Funds meeting.

Marta – 1/28 - KnowBe4 Refresher Training V2.

Respectfully,  
Kristi Chadwick  
Library Director



AGREEMENT BETWEEN THE  
TOWN OF CHARLTON  
AND THE  
BALLSTON COMMUNITY PUBLIC LIBRARY

THIS AGREEMENT made this day, January 29, 2025, by and between the Town of Charlton, a municipal corporation, with its offices at 758 Charlton Road, Town of Charlton, Charlton, New York, hereinafter referred to as the "Town", and the Ballston Community Public Library with its offices at 2 Lawmar Lane, Burnt Hills, New York, hereinafter referred to as the "Library" as follows:

WITNESSTH:

WHEREAS, per Section 256 of the Education Law, a town may contract with the trustees of a public library registered by the regents to furnish library services to the people of the municipality, district or reservation for whose benefit the contract is made, under such terms and conditions as may be stated in such contract; and

WHEREAS, also per Section 256 of the Education Law, the amount agreed to be paid for such services under such contract shall be a charge upon the municipal government which agrees to make the payment and shall be paid directly to the treasurer of the public library; and

WHEREAS, the Town of Charlton feels that the general welfare and education of the citizens of the Town of Charlton would benefit from library services provided, and

WHEREAS, the Town Board has budgeted for the fiscal year 2025 the sum of Forty-Nine Thousand Seven Hundred Seventy-Six Dollars (\$49,776) for the payment for library services to be rendered by the Library, and

NOW THEREFORE, in consideration of the mutual undertaking herein set forth, the parties do hereby agree as follows:

1. The Library shall provide general library services, including available books and magazines, in accordance with existing library policies and by-laws to the citizens of the Town of Charlton.
2. The Library shall submit to the Town a report of library activities during the preceding 2024 calendar year on or before 30<sup>th</sup> April 2025.
3. In payment for general library services provided by the Library, the Town shall pay to the Library the sum of Forty-Nine Thousand Seven Hundred Seventy-Six Dollars (\$49,776) for the period of January 1, 2025 through December 31, 2025.
4. The Library shall not assign, transfer, or encumber its rights under the Agreement without the Town's prior written consent thereto.
5. The relationship of the Library to the Town is that of an independent contractor. The Library shall conduct itself in accordance with such status, and it will neither hold itself out as nor claim to be an employee or agent of the Town, and it will not make any claim, demand or application to, or for any right or privilege applicable to, an employee or agent of the Town, including, but not limited to, Workers Compensation coverage, unemployment insurance benefits, social security coverage or retirement benefits or credits.
6. Library agrees to hold harmless the Town from any claim arising out of Library acts or omissions.
7. To ensure the amount paid by the Town is rationally related to the library services used, the board of the library shall meet with representatives of the Town to assess the amount for the 2025 contract.

IN WITNESS WHEREOF, the parties hereto have hereunto signed this agreement on the 29<sup>th</sup> day of January, 2025.

Dated:

TOWN OF CHARLTON

By:

\_\_\_\_\_  
Supervisor

Dated:

THE BALLSTON COMMUNITY PUBLIC  
LIBRARY

By:

\_\_\_\_\_  
President

