

**Ballston Community Public Library
Board of Trustees Meeting Agenda
April 30, 2025, 7:00 PM**

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

- 1) Call to order
- 2) Minutes of March 26, 2025 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) FY2022 Construction Grant – Sign Quotes
 - b) Parking lot quotes
 - c) Director Review
 - d) Budget Vote Date
- 8) New Business
 - a) 2024 Report to the Community
 - b) SALS Annual Trustee Meeting

*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 25-010 Consider approving the 2024 Report to the Community.

RESOLUTION 25-011 Consider approving the hire of Alison Felt as part-time Library Clerk, beginning May 19, at a rate of \$16/hour.

RESOLUTION 25-012 Consider approving the hire of Susan Slovic as part-time Library Clerk, beginning May 20, at a rate of \$16/hour.

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

9) Adjournment

April Voucher Signer: Candy Burchett

Charlton Town Board Meeting: Monday, May 12, 2025 at 7:00 PM

Ballston Town Board Meeting: Tuesday, May 13, 2025 at 6:30 PM

Library Board of Trustees: May 28, 2025 at 7:00 PM

May Voucher Signer: Melia Gordon

**Ballston Community Public Library
Board of Trustees Meeting Minutes
March 26, 2025**

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

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

Trustees present: Candy Burchett, Margie Morris, Aidan Thomas McKenna, Melia Gordon, Ed Guider, Steve Burchett, Kate Schofield

Trustees absent (excused): none

Trustees absent (unexcused): none

Approval of Minutes of February 26, 2025 meeting: On a motion by Trustee Steve Burchett with a second by Trustee Aidan Thomas McKenna, the trustees unanimously approved the minutes of the February 26, 2025 monthly meeting.

Monthly Financial Reports: Financial reports for March 2025 were reviewed.

Approval of Bills: On a motion by Trustee Margie Morris with a second by Trustee Kate Schofield the bills for March 2025, as reviewed by Trustee Steve Burchett were unanimously approved.

Librarians' reports: see meeting documents

Reports of Committees:

Town Liaisons: no report

Budget and Finance: Library Director Kristi Chadwick spoke with UHY regarding audits. She was told that there are no state standards and that it would be up to the library's discretion. Library staff also looked into the history of most of the smaller funds in the Trustee fund and found them to be unspecified. Those funds were then moved into the fund for Wonder Books.

Building and Grounds: The committee met to discuss upcoming priorities and concluded that the parking lot was the current top priority. It was decided that the parking lot should be replaced. Library staff will reach out to gather more quotes for this. Library staff will also collect more quotes for the sign replacement.

Election: Will meet in April to begin preparations for the 2025 election.

Long Range Plan: The committee met to discuss the next steps and is gathering questions for a survey for patrons.

Personnel: Will need to meet to discuss upcoming Staff evaluations..

Policy: The committee met to look at the current Library policies and have begun revising them.

Friends of the Library: Mini golf was a success. Upcoming events include a Swifty Party, the Flag Day Parade, and a book sale.

Unfinished Business:

NYCLASS/NYLAF update: Libraries cannot be a part of NYCLASS. Library Staff and the Board of Trustees will discuss next steps.

FY2022 Construction Grant - Sign: The remainder of the FY2022 construction grant will be used for a new sign in front of the library. Quotes will be gathered for this.

New Business:

SALS Community Grant: The Library will move forward with this grant proposal.

Rick Reynolds - Paul Revere Luminaries: Town Historian, Rick Reynolds, informed the board that April 18th, 2025 is the 250th anniversary of Paul Revere's ride. To commemorate, buildings in the Town of Ballston will light two luminaries on April 18th. Rick Reynolds asked the Library to participate

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

None

RESOLUTION 25-006 Consider approving Director Kristi Chadwick to attend NYLA's Spring on the Hill on May 20th, with an overnight stay on May 19th. Total cost is estimated to be \$404, plus approved expenses. Motion was made by Trustee S. Burchett, seconded by Trustee Thomas McKenna, and passed unanimously.

RESOLUTION 25-007 Consider approving the request from Town of Ballston Historian Rick Reynolds to place luminaries along the Library's front lawn area to celebrate the 250th anniversary of Paul Revere's Ride. Motion was made by Trustee Guider, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 25-008 Consider approving the appointment of Jenna Wickham to the position of Library Assistant at the rate of \$17.25 with the start date of April 14th. Motion was made by Trustee Morris, seconded by Trustee C. Burchett, and passed unanimously.

Adjournment: At 7:57 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
Budget vs. Actuals: 2025 BUDGET
January - December 2025

	Gen. Checking (1164) Rev/Exp			
	Actual	Budget	Remaining	% Remaining
Revenue				
BALLSTON TAXES				
17.1001.41.000.0.000 Real Property Taxes	750,398.24	750,398.00	-0.24	0.00%
Total BALLSTON TAXES	\$ 750,398.24	\$ 750,398.00	-\$ 0.24	0.00%
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Other Governments	12,444.00	51,000.00	38,556.00	75.60%
Total CHARLTON LIBRARY SVCS	\$ 12,444.00	\$ 51,000.00	\$ 38,556.00	75.60%
DASNY Grants		0.00	0.00	
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	1,632.81	3,000.00	1,367.19	45.57%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	8.20	0.00	-8.20	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	581.09	2,000.00	1,418.91	70.95%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	-26.05	0.00	26.05	
Total LIBRARY CHARGES	\$ 2,196.05	\$ 5,000.00	\$ 2,803.95	56.08%
LIBRARY SYSTEM GRANTS			0.00	
17.2760.41.001.0.000 Library System Grants - LLSA		3,194.00	3,194.00	100.00%
Total LIBRARY SYSTEM GRANTS	\$ 0.00	\$ 3,194.00	\$ 3,194.00	100.00%
MISC REVENUE				
17.2401.41.000.0.000 INTEREST & EARNINGS	0.00	0.00	0.00	
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	3,612.81	10,000.00	6,387.19	63.87%
17.2770.41.000.0.000 Other Unclassified Revenues	1,211.41		-1,211.41	
17.9999.41.000.0.000 Budget Fund Balance Draw		0.00	0.00	
Total MISC REVENUE	\$ 4,824.22	\$ 10,000.00	\$ 5,175.78	51.76%
Total Revenue	\$ 769,862.51	\$ 819,592.00	\$ 49,729.49	6.07%
Gross Profit	\$ 769,862.51	\$ 819,592.00	\$ 49,729.49	6.07%
Expenditures				
BENEFITS				
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION	9,524.50	38,358.00	28,833.50	75.17%
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)	1,843.94	4,000.00	2,156.06	53.90%
17.9060.58.052.0.000 HSA (ER Contribution)	3,800.00	7,425.00	3,625.00	48.82%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	990.00	5,728.00	4,738.00	82.72%
17.9060.58.054.0.000 HEALTH INS OPT OUT		1,800.00	1,800.00	100.00%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	12,355.00	32,598.00	20,243.00	62.10%
Total BENEFITS	\$ 28,513.44	\$ 89,909.00	\$ 61,395.56	68.29%
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	3,225.00	9,000.00	5,775.00	64.17%
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES		0.00	0.00	
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS		0.00	0.00	
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 3,225.00	\$ 9,000.00	\$ 5,775.00	64.17%
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	17,723.86	61,000.00	43,276.14	70.94%
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	1,763.00	1,800.00	37.00	2.06%
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	1,918.69	2,800.00	881.31	31.48%
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books	2,880.20	3,000.00	119.80	3.99%
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	5,213.06	17,000.00	11,786.94	69.33%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	3,045.21	13,000.00	9,954.79	76.58%
Total LIBRARY MATERIALS	\$ 32,544.02	\$ 98,600.00	\$ 66,055.98	66.99%

Ballston Community Public Library
Budget vs. Actuals: 2025 BUDGET
January - December 2025

	Gen. Checking (1164) Rev/Exp			
	Actual	Budget	Remaining	% Remaining
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	60,931.60	187,082.00	126,150.40	67.43%
17.7410.51.031.0.000 CLERICAL STAFF	50,077.37	191,100.00	141,022.63	73.80%
17.7410.51.032.0.000 PAGES	7,114.64	32,240.00	25,125.36	77.93%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	4,246.84	31,397.00	27,150.16	86.47%
Total LIBRARY PERSONNEL SERVICES	\$ 122,370.45	\$ 441,819.00	\$ 319,448.55	72.30%
OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	1,705.71	4,500.00	2,794.29	62.10%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	1,242.59	4,000.00	2,757.41	68.94%
17.7410.54.041.0.000 POSTAGE / MAILINGS	235.40	250.00	14.60	5.84%
17.7410.54.042.0.000 PUBLICITY / Promotion	18.33	1,000.00	981.67	98.17%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	3,680.48	14,000.00	10,319.52	73.71%
Total OFFICE EXPENSES	\$ 6,882.51	\$ 23,750.00	\$ 16,867.49	71.02%
OPERATION EXPENSE				
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE		4,000.00	4,000.00	100.00%
17.1620.54.010.0.000 Professional Services - LEGAL		4,500.00	4,500.00	100.00%
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		4,000.00	4,000.00	100.00%
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE	1,121.42	10,000.00	8,878.58	88.79%
17.1620.54.074.0.000 Professional Services - ELECTION EXPENSES		1,000.00	1,000.00	100.00%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	1,298.39	4,000.00	2,701.61	67.54%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	5,359.13	30,000.00	24,640.87	82.14%
17.7410.54.010.0.000 Professional Services - IT (SALS)	6,193.59	24,774.00	18,580.41	75.00%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,749.23	4,000.00	1,250.77	31.27%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	735.00	3,000.00	2,265.00	75.50%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	795.72	500.00	-295.72	-59.14%
17.7410.54.039.0.000 CUSTODIAL SERVICES	9,476.00	27,540.00	18,064.00	65.59%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	403.44	2,500.00	2,096.56	83.86%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	77.28	300.00	222.72	74.24%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	286.21	500.00	213.79	42.76%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	2,107.58	5,000.00	2,892.42	57.85%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	299.00	900.00	601.00	66.78%
Total OPERATION EXPENSE	\$ 38,275.99	\$ 139,314.00	\$ 101,038.01	72.53%
SPECIAL ITEMS				
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA	35.25	5,000.00	4,964.75	99.30%
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	11,817.36	11,200.00	-617.36	-5.51%
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	\$ 11,852.61	\$ 17,200.00	\$ 5,347.39	31.09%
Total Expenditures	\$ 243,664.02	\$ 819,592.00	\$ 575,927.98	70.27%
Net Operating Revenue	\$ 526,198.49	\$ 0.00	-\$ 526,198.49	
Net Revenue	\$ 526,198.49	\$ 0.00	-\$ 526,198.49	

Ballston Community Public Library
Cap Imp, Fund Bal & Trustee Rev/Exp Activity
January - December 2025

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	TRUSTEE FUND (1596)
Revenue			
BALLSTON TAXES			
17.1001.41.000.0.000 Real Property Taxes			
Total BALLSTON TAXES	\$ 0.00	\$ 0.00	\$ 0.00
CHARLTON LIBRARY SVCS			
17.2360.41.000.0.000 Library Services to Other Governments			
Total CHARLTON LIBRARY SVCS	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY CHARGES			
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			
Total LIBRARY CHARGES	\$ 0.00	\$ 0.00	\$ 0.00
MISC REVENUE			
17.2401.41.000.0.000 INTEREST & EARNINGS		54.28	6.59
17.2705.41.000.0.000 Gifts / Donations / Reimbursements			80.00
17.2770.41.000.0.000 Other Unclassified Revenues			
Total MISC REVENUE	\$ 0.00	\$ 54.28	\$ 86.59
Total Revenue	\$ 0.00	\$ 54.28	\$ 86.59
Gross Profit	\$ 0.00	\$ 54.28	\$ 86.59
Expenditures			
BENEFITS			
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)			
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)			
Total BENEFITS	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY EQUIPMENT & CAPITAL OUTLAY			
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES			
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 0.00	\$ 0.00	\$ 0.00
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

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

17.1620.54.011.0.000 Professional Services - SNOW REMOVAL

17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE

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

18.00

17.7410.54.077.0.000 TRASH REMOVAL SERVICES

Total OPERATION EXPENSE

\$	18.00	\$	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

\$	18.00	\$	0.00	\$	0.00
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Net Operating Revenue

-\$	18.00	\$	54.28	\$	86.59
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Net Revenue

-\$	18.00	\$	54.28	\$	86.59
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Ballston Community Public Library

Cash Balances per Quickbooks

As of 4/29/25

GL Account	Description	Balance
11000	General Fund (1164)	\$ 248,471.54
11200	\$ moved from 1164 per FDIC	405,905.92
Subtotal		654,377.46 ***
11100	Capital Improv Fund (1643)	72.56
13000	Fund Balance (1567)	110,110.54
	Trustee Fund (1596)	13,400.71 ****
Total Cash Balance		\$ 777,961.27

*** Balance does not include checks dated 4/30/2025 totaling \$21,228.84.
After check run, the subtotal above will be \$633,148.62.

BALLSTON COMMUNITY PUBLIC LIBRARY	
TRUSTEE FUND (1596) SUMMARY	
<u>Fund Name</u>	<u>Balance</u>
Richard E. Wittnebel	\$23.55
BH Women's Club	\$154.76
Conklin	\$4,621.88
Asa Kaplan	\$302.90
Tibbitts	\$38.88
MacQueen	\$11.26
DeAngelo	\$51.04
Carol Brower	\$345.00
Ruth Glasser	\$57.40
Undesignated	\$7,794.04
TOTAL	\$13,400.71

Ballston Community Public Library Trustee Fund (1596) Register

Date	Check Number	Description	Fund	With-drawal Amount	Deposit Amount	Account Balance
2025 Beginning Balance						\$13,314.12
1.31.25		interest earned	UNDESIGNATED		\$2.26	\$13,316.38
2.18.25		DONATION	Burnt Hills Womens Club		\$80.00	\$13,396.38
2.28.25		interest earned	UNDESIGNATED		\$2.05	\$13,398.43
3.31.25		interest earned	UNDESIGNATED		\$2.28	\$13,400.71

Ballston Community Public Library
EARLY PAYS
 April 2025

Date	Transaction Type	Num	Name	Memo/Description	Amount
11000 BSNB LIBRARY General Fund (1164)					
04/03/2025	Bill Payment (Check)	1158	Christin Guilder	library program	275.00
04/08/2025	Bill Payment (Check)	1159	New York Library Association	2025 Spring Conference - K Chadwick	165.00
04/08/2025	Bill Payment (Check)	1160	Twin Bridges Waste & Recycling, LLC	April Service	74.75
04/08/2025	Check	1161	VISA	March 2025 VISA 4350	59.95
04/11/2025	Bill Payment (Check)	1162	Internal Revenue Service	Tax ID# 47-2517356 [3/31/24] Form 941	9,667.67
04/11/2025	Bill Payment (Check)	1163	NYS Assessment Receivables	Payroll tax fine for Q1 2024	175.05
04/21/2025	Bill Payment (Check)	1164	Town of Ballston Water Dept.	Q1 2025 bill	142.53
04/21/2025	Bill Payment (Check)	1165	Spectrum Business	4/10/-5/9/25 service	295.00
04/22/2025	Bill Payment (Check)	1166	NATIONAL GRID	3/10- 4/8/25 service	1,528.46
04/24/2025	Bill Payment (Check)	1167	Mary Sanders Shartle	library program	500.00
TOTAL EARLY PAY CHECKS					\$ 12,883.41
Petty Cash on hand					
04/11/2025			United States Post Office	mailing cks to IRS and NYS 2024 Q1 payroll taxes sent certified mail	16.40
04/16/2025			El Patron Mexican Grill	gift card prizes for trivia night program	30.00
TOTAL PETTY CASH TRANSACTION!					\$ 46.40



Ballston Community Public Library

Abstract (less Early Pays)

As of April 30, 2025

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Ace Pest Control Specialists, Inc.					
(518) 377-3897					
04/09/2025	21794568	Apr 2025 svc	50.00	Bill	04/30/2025
Total for Ace Pest Control Specialists, Inc.			\$50.00		
Alyssa Harvey					
03/28/2025	032825	mileage reimb to/from Mayfair Preschool	26.88	Bill	04/30/2025
Total for Alyssa Harvey			\$26.88		
Amazon-pay by invoice					
04/15/2025	1QGY-7DTN- FLTW	Misc. see invoices	929.65	Bill	04/30/2025
Total for Amazon-pay by invoice			\$929.65		
Baker & Taylor					
800-340-5370					
03/19/2025	5019405290	31 books	477.89	Bill	04/30/2025
03/25/2025	5019415508	61 books	934.91	Bill	04/30/2025
03/31/2025	5019426835	67 books	1,130.59	Bill	04/30/2025
04/02/2025	5019432789	39 books	527.43	Bill	04/30/2025
04/03/2025	5019437031	21 books	379.15	Bill	04/30/2025
04/09/2025	5019443391	20 books	310.55	Bill	04/30/2025
04/14/2025	5019453793	57 books	973.92	Bill	04/30/2025
04/16/2025	5019457704	15 books	143.43	Bill	04/30/2025
04/17/2025	5019463340	32 books	585.78	Bill	04/30/2025
Total for Baker & Taylor			\$5,463.65		
CDPHP					
04/14/2025	2501050027757	MAY 2025 prem Health/Dental (AH), Dental (JK), Health/Dental (KC), Health/Dental (DL)	3,022.68	Bill	04/30/2025
Total for CDPHP			\$3,022.68		
Cengage Learning Inc. / Gale					
248-699-4253					
03/19/2025	87046279	1 book	28.49	Bill	04/30/2025
03/19/2025	87047220	2 book(s)	53.98	Bill	04/30/2025
03/19/2025	87047383	2 book(s)	54.73	Bill	04/30/2025
03/20/2025	87056565	1 book(s)	30.74	Bill	04/30/2025
03/20/2025	87057186	4 book(s)	116.21	Bill	04/30/2025
03/20/2025	87058397	1 book(s)	28.49	Bill	04/30/2025
03/24/2025	87077256	7 book(s)	166.50	Bill	04/30/2025
Total for Cengage Learning Inc. / Gale			\$479.14		
Highmark BlueShield of Northeastern New York					
04/07/2025	250407397317471	MAY 2025 prem medical J Kaplan	198.00	Bill	04/30/2025
Total for Highmark BlueShield of Northeastern New York			\$198.00		
Kristi Chadwick					
04/28/2025	04282025	mileage reimb APR (town and BHBL BPA meetings) + Reimb for BH-BL BPA meeting	32.46	Bill	04/30/2025
Total for Kristi Chadwick			\$32.46		
Mail 'N' More					
518.399.3279					
03/31/2025	14507	2 rolls of stamps	146.00	Bill	04/30/2025
Total for Mail 'N' More			\$146.00		



Ballston Community Public Library

Abstract (less Early Pays)

As of April 30, 2025

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Midwest Tape, LLC					
800-875-2785					
03/25/2025	506938183	9 DVD/ADB	233.66	Bill	04/30/2025
03/28/2025	506954477	7 DVD/ADB	274.93	Bill	04/30/2025
03/31/2025	506969934	Hoopla March 2025	1,896.75	Bill	04/30/2025
04/07/2025	507000114	10 DVD/ADB	335.90	Bill	04/30/2025
04/14/2025	507032507	2 DVD/ADB	82.98	Bill	04/30/2025
04/17/2025	507048271	7 DVD/ADB	245.93	Bill	04/30/2025
Total for Midwest Tape, LLC			\$3,070.15		
Mohawk Valley Library System					
04/02/2025 5527 BookPage - 12 monthly shipments (100 issues per month) May 2025 - April 2026					
Total for Mohawk Valley Library System			\$528.00		
NightRider Janitorial Services					
(518) 782-9999					
04/01/2025	APR25073	Apr 2025 svc	2,369.00	Bill	04/30/2025
Total for NightRider Janitorial Services			\$2,369.00		
Playaway Products LLC					
877-893-0808 x266					
03/24/2025	494172	17 wonderbooks w/audio - partially paid with memorial funds	931.83	Bill	04/30/2025
Total for Playaway Products LLC			\$931.83		
Repeat Business Systems, Inc.					
(518) 869-8116					
03/25/2025	1074538	April 2025 contract base rate + logistics surcharge	42.80	Bill	04/30/2025
04/24/2025	1082362	May 2025 contract base rate + logistics surcharge	42.80	Bill	04/30/2025
Total for Repeat Business Systems, Inc.			\$85.60		
Saratoga Springs Public Library					
(518) 584-7860					
04/01/2025	02132025	SAR lost bk pd @ BUR	12.95	Bill	04/30/2025
Total for Saratoga Springs Public Library			\$12.95		
Sebco					
(800) 223-3251					
04/16/2025	214635	50 books	1,184.09	Bill	04/30/2025
Total for Sebco			\$1,184.09		
Simmons Elevator Co.					
518-882-1445					
04/21/2025	52824	QTR 2 2025 maintenance	410.79	Bill	04/30/2025
Total for Simmons Elevator Co.			\$410.79		
Southern Adirondack Library System					
518-584-7300					
04/01/2025	7806	Mar 2025 monthly fee/ circulation renewal	2,064.53	Bill	04/30/2025
04/07/2025	7842	Barcode Labels (1,000)	76.98	Bill	04/30/2025
04/25/2025	7893	Sexual Harassment Prevention Training 25 participants	475.00	Bill	04/30/2025
Total for Southern Adirondack Library System			\$2,616.51		
The Saratogian					
(888) 599-0499					
04/25/2025	042525	52 wks / 6/5/25-6/4/26 Monday-Sunday / no special editions / expiration date subject to change	371.15	Bill	04/30/2025



Ballston Community Public Library

Abstract (less Early Pays)

As of April 30, 2025

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Total for The Saratogian			\$371.15		
Town of Inlet Public Library					
04/01/2025	02052025	ILT lost book paid @ BUR	17.99	Bill	04/30/2025
Total for Town of Inlet Public Library			\$17.99		
UTICA NATIONAL INSURANCE GROUP					
(800) 598-8422					
04/11/2025	04112025WC	wkr comp 2024 add'l prem after audit	107.00	Bill	04/30/2025
Total for UTICA NATIONAL INSURANCE GROUP			\$107.00		
TOTAL			\$22,053.52		

Ballston Community Public Library

Director's Report

April 2025

Circulation Statistics

March 2025

Circulation Statistics	Current Month	2025 Total	2024 Total
Items Added to Collection	302	864	3,930
Number of Physical Items Circulated	7238	23,631	93,004
Overdrive/Libby Circulation	1473	4525	18,244
Hoopla Circulation	791	2203	8,003
New Patron Registrations	27	96	482
Patrons in the Building	4145	12,699	53,346

Programs & Events

March 2025

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2025 Total	Participants 2025 Total	Number Offered 2024 Total	Participants 2024 Total
Preschool	16	521	44	1473	161	3,948
Elementary	5	35	15	122	80	973
Teen	2	3	8	21	41	220
Adult	11	103	28	227	94	759
Family	6	102	11	378	85	3,221
Outreach	7	157	13	222	69	1,783
TOTALS	47	921	119	2443	530	10,904

Youth Services:

During the month of April, we had 14 weekly story times, 3 book clubs, 1 teen craft, 1 tween craft, a Family Bingo Night, 1 STEM challenge, 1 Story Crafters program, 8 Teen Book Boxes, 4 Read to Beaker the therapy dog sessions, and an Egg Scavenger Hunt contest in the Children's Room. We had a fun "Swiftie Party" this month as well where we had several themed crafts and the Friends of the Library provided snacks for attendees. The High School SED students volunteered at the library three times this month and helped retrieve books from the send list. Alyssa hosted Lindsay Armbruster, from Cooperative Virtual Learning Academy, and got to Zoom into their morning class meeting and give them a short tour of the Children's Room and talk about upcoming events that the Library has planned for this spring and the Summer Reading Program. Earlier this month Alyssa met with the Friends of the Library and they graciously agreed to help pay for most of the Children's and Teen's prizes for this year's Summer Reading Program. All youth events have been finalized for this summer, all of the youth

promotional materials have been made, most of the prizes have been purchased, and supply lists have been compiled. Alyssa and Kristi will be attending the Glenville YMCA Healthy Kids Day with a table promoting Library programs and collections.

Adult Services:

April has been the busiest month of adult programming in the past six months, with a total of 14 programs including multiple sessions of the popular Memoir Writing workshops and Short Fiction Workshops, four book club meetings, trivia night, and craft classes including Paper Quilling, Shakespearean Sonnets, and Chatty Crafters. I've developed marketing materials for these programs and the monthly program calendar. Beyond programming, I completed the weeding and shifting of CD audiobooks and Playaways, purchasing of Summer Reading Prizes, and building the Adult Summer Reading challenges in Beanstack. As Head of Circulation, I completed the staff evaluation process for the library clerks and library assistant and completed the search process for two new library clerks, who will be joining the team in mid-May 2025. Finally, I have assisted with the sorting and organizing of donations for the Friends upcoming book sale.

Director:

We received notification that the artist planning the mural received their grant. We are tentatively looking at August or September to do the actual painting, but waiting for further updates to ensure the grants will be issued.

We did not receive a SALS 2025 Challenge Grant this year. There were numerous applicants and not everyone could be funded.

Staff & Volunteers

Staff:

Our new Youth Services Library Assistant, Jenna Wickham, started on April 15. Alyssa has been scheduling interviews for an upcoming Library Page opening.

Friends of the Library:

The Friends Book Sale began April 29 and runs through May 3.

Facility

Quotes for the parking lot and the sign have come in for consideration by the Board.

KB-24 Communications stopped in, letting us know that the NEC phone system we have currently is being discontinued and that NEC is leaving North America. If the phones break, there will be no replacements. They discussed options for a new phone system (VOIP) and options for internet service.

Technology

March 2025

Technology Statistics	Current Month	2025 Total	2024 Total
Public Computer Sessions	118	350	1,259
WiFi Sessions (unique users)	391	1,055	4,092

Meetings & Professional Development

Kristi – BH-BL BPA meeting (4/2); Town of Ballston meeting 4/8; Glenville YMCA Healthy Kids Day event (4/26).

Alyssa - Friends Meeting (4/1), Bring on the Spectrum Webinar (4/29), Sensory Story Time Webinar (4/30)

Jenna – SALS Security Policy (4/15), KnowB4 Training (4/15)

Respectfully,

Kristi Chadwick

Library Director

Name / Address

Burnt Hills, NY 12027



Estimate

7205

						Project	
Description				Qty	U/M	Total	
Ballston Community Library Parking Lot 2 Lawman Ln Burnt Hills, NY 12027 Approximately 4,000 SqFt						24,740.00	
1. Box out exisiting blacktop 2. Install crusher run sub-base needed for grade and compact 3. Install 2 1/2" Type 3 compacted Binder 4. Install 1 1/2" Type 6 compacted Asphalt							
1. Saw cut and remove approximately 200 SqFt of Asphalt 2. Form area for 6" concrete pad around storm drain. 3. Install Riser, Mesh and Pour concrete						11,770.00	
					Subtotal	\$36,510.00	
Customer Phone					Sales Tax (7.0%)	\$0.00	
					Total	\$36,510.00	
518-399-8174							

SEALCOATING
PROPOSAL

DATE:

CLARK MYERS
SEALCOATING COMPANY INC.

18 DAVIDS LANE, BURNT HILLS, NY 12027

PHONE: (518) 320.6900

DATE: 4/11/25 SEALCOAT: _____ \$ 2,500
NAME: Braunston Community Public Library HOT POUR CRACKS: YES - 3,000' \$ 1500
ADDRESS: 2 Luman ASPHALT
CITY: Braunston Lake REPLACEMENT: YES \$ 3500
PHONE: 399-8174 TAX: OUTLINED BELOW \$
EMAIL: _____ TOTAL: _____ \$ 7,500

WE HEREBY PROPOSE TO FURNISH ALL THE MATERIALS AND PERFORM
ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

- EDGE AREA
- REMOVE ALL DEBRIS FROM SURFACE AREA
- BRUSH OR SPRAY APPLY SEALCOAT
- INSTALL STAKES & ORANGE RIBBON TO PREVENT TRAFFIC DURING DRY TIME

* Remove & Replace Areas Around Carport Basing with
3" or Compressed Bunches as Discussed.

* Remove & Replace 6'x10' in Lot + 3'x10'
10'x10' & 10'x10' at Exit.

* Apply 1 Time (sealer) & Ann note - No need for 2
Coats.

* Please provide Tax Exempt Certificate.

PAYMENT IN FULL SHALL BE MADE UPON COMPLETION OF WORK PROPOSED.
AFTER SIGNING, PLEASE RETURN ONE COPY.

MICHAEL P. GIBBONS, PRESIDENT

M. Gibbons

ESTIMATOR

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED.
YOU ARE AUTHORIZED TO DO WORK AS SPECIFIED. PAYMENT WILL BE MADE IN FULL UPON COMPLETION.

DATE: _____ SIGNATURE: _____

J&J Super Seal, LLC



Specialists in Advanced Pavement Maintenance

Call or Text James: 518-857-2133

Website: jjsuperseal.com

Email: jjsuperseal@nycap.rr.com

Propsoal Submitted To: BH-BL Community Library	Phone Work: 518-399-8174 Cell:	Date: April 3 ,2025
Street: 2 Lawmar Lane	Job Number:	
City, State, Zip Code: Burnt Hills NY 12027	Job Location:	
Contact: Tricia/Jen	Email: tbitley@sals.edu	
<p><input checked="" type="checkbox"/> 1. Furnish all materials, labor and insurance to perform Advanced Pavement Maintenance to all asphalt areas comprising a total of All <u>square feet.</u> (<u>Google Earth Pro</u>).</p> <p><input checked="" type="checkbox"/> 2. Air compress and thoroughly clean all structural cracks and seams lineal feet Fill to refusal with hot-poured, rubberized joint seal in strict accordance with Federal Specification SS-S-164, SS-S-140C, ASTM D-3405 & FAA Specification P-605, Type 111.</p> <p><input checked="" type="checkbox"/> 3. Power brush, air blow and thoroughly clean all surfaces. Prime oil & fuel derivative spots.</p> <p><input checked="" type="checkbox"/> 4. Furnish & Install rubberized sand slurry Craftco Action Pave AE Classic with Targel Plus.</p> <p><input checked="" type="checkbox"/> 5. Mastic - \$9000.00 Spec sheet included</p> <p><input checked="" type="checkbox"/> 6. Pavement markings with ADA striping specs. _____</p>		
<p>We propose hearby to furnish material & labor - complete in accordance with above specifications for the sum of:</p> <p><u>Fourteen thousand five hundred & 00/100 TE</u> dollars (\$ <u>14,500 TE</u>).</p> <p>Signature: <u>James Giammattei</u> Add \$2500 for drain - with asphalt around it - cement would add \$500</p>		

The undersigned by signing this document understands and promises to pay J&J Superseal, LLC, the stated amount, together with interest at the rate of 1.5% per month compounded should this account become 30 days past due, and all costs of collection and a reasonable attorney's fee in the event this account becomes a collectable account. Also note: that should the individual, company or corporation listed above under, (proposal submitted to) be unable to fulfill its contractual obligations of payment, that the individual who has signed the (acceptance of proposal) portion of this proposal will be personally be held responsible for full payment of agreed upon work.

Double coat -hand applied

Signature _____

Signature _____

Payment to be made as follows: 100% upon completion
unless otherwise specified

— P.O. Box 179 Rexford, NY 12148 —



- SEALCOATING
- HOT CRACK REPAIR
- ASPHALT PATCHWORK
- LAWN MOWING
- FALL & SPRING CLEANUPS
- MULCH INSTALLATION
- HYDROSEEDING
- TREE & BRUSH CHIPPING
- SNOW PLOWING

P.O. Box 764
Round Lake, NY 12151

PROPOSAL SUBMITTED TO Town of Ballston Community Library	PHONE 518-399-8174	DATE March 24, 2025
STREET 2 Lawmar Ln.	Contact Person Tricia Bitley, tbitley@sals.edu	
CITY, STATE AND ZIP Burnt Hills, NY 12027	JOB LOCATION 2 Lawmar Ln., Burnt Hills, NY 12027	

We hereby submit specifications and estimates for:

Asphalt Maintenance Proposal

To Include:

- Cleaning of and filling of linear cracks with hot crack filler.
- Parking area to be blown free of dirt and debris prior to sealing.
- Application of Crafco Asphalt Emulsion Sealer to asphalt surface.
- Re-stripe existing lines on the parking area.

Total: \$4,194.75

Option 1: Additional 2nd Coat of Sealer Applied to Increase Longevity of Sealer Application.

This option would add \$1,000.00 to the above price. ____ Check Here

Option 2: Asphalt repairs to the parking lot to include the following areas:

- The hole at the southern exit driveway where it meets the road.
- At the bottom of the handicap spots in the main lot.
- In the area of employee parking and along the southern edge of the exit driveway

This option would add \$3,375.00 to the above price. ____ Check Here

Option 3:

- Saw cut and remove the asphalt around the 2 storm drains
- Form the area for a 6" thick concrete pad around the storm drains
- Install riser (if needed) & mesh
- Pour & finish with 5000# concrete

This option would add \$1,860.00 to the above price. ____ Check Here



Your Image. Our Everything.

Top Line Ltd. Inc DBA AJ Signs
842 Saratoga Rd.
Burnt Hills, NY 12027 US
+15183999291

ADDRESS

Ballston Community Public
Library

SHIP TO

Ballston Community Public
Library

Estimate 45240

DATE 02/27/2025

ACTIVITY	QTY	COST	TOTAL
Commercial Sign New sign same shape and size as existing, the lettering will be cut out and pushed thru in 3/4" white acrylic with translucent vinyl applied. Sign is installed onto the existing steel. The display will be a watchfire 2'x5' 10mm rgb, this will come with a life of sign cellular data plan. Install is at prevailing wage.	1	30,095.00	30,095.00
Commercial Sign New sign same shape and size as existing, the lettering will be cut out and pushed thru in 3/4" white acrylic with translucent vinyl applied. Sign is installed onto the existing steel. The display will be a watchfire 2'x5' 8mm rgb, this will come with a life of sign cellular data plan. Install is at prevailing wage.	0	34,605.00	0.00
Commercial Sign New sign same shape and size as existing, the lettering will be cut out and pushed thru in 3/4" white acrylic with translucent vinyl applied. Sign is installed onto the existing steel. The display will be a watchfire 2'x5' 6mm rgb, this will come with a life of sign cellular data plan. Install is at prevailing wage.	0	37,395.00	0.00
permits not included if required, assumes tax exempt, form will need to be supplied			
This price reflects a cash discount price There will be a 3.5% convenience fee for all bills paid with a credit/debit card.			
SUBTOTAL			30,095.00
TAX (7%)			0.00


TOTAL

\$30,095.00

All Quotes good for 10 Days. Electric to be brought to sign location by others. Estimate pending technical site survey where applicable. Assumes normal digging conditions. AJ Signs must have full access to site with their equipment unless specified otherwise. All overdue accounts will be subject to finance charges in the amount of 1.5% per month.

DNA Signs Quote for Sign

From Bitley, Tricia <~~tbitley@scs.edu~~>
Date Tue 4/15/2025 7:05 AM
To Chadwick, Kristi <~~kchadwick@scs.edu~~>

 1 attachment (20 KB)
ATT00001.png;

Get Outlook for iOS

~~From: David Nuzzi <Dave@dnasigns.com>~~
Sent: Monday, April 14, 2025 9:20:07 PM
To: Bitley, Tricia <~~tbitley@scs.edu~~>
Cc: Jamey Colaruotolo <~~jamey@vitalsignandgraphics.com~~>
Subject: Re: DNA Signs "Updated Sign for the Public Library"

Caution: This email appears to have originated from outside the organization. Do not open attachments or click links from unknown or unexpected sources.

Tricia,
Sorry for the delay.
So two options:

1. Take the sign back to the shop and basically resurface the entire sign including new paint and changing your new name would be \$5000-\$6000.
2. Replacing it with a brand new sign that is similar in size would be \$20-25k.

Once you decide your preference, we would need to open up the sign and survey it in order to give you a hard quote for the project.

I will personally manage the project including town permit applications as needed.

This quotation and the work will be provided by Vital Signs and Graphics of Cohoes. I encourage you to visit them on Instagram and check out their website for reference of the fantastic work they do. Feel free to contact me anytime to discuss your project further.

Thanks for inviting us to help with your project.

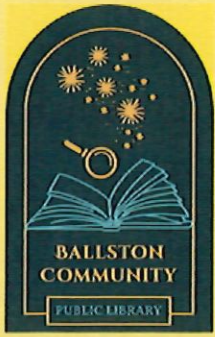
Dave

Dave Nuzzi

Office 518-280-4399

Text 518-229-6135

www.dnasigns.com



Report to the Community 2024

53,346
visitors



93,004
Items
Borrowed



8,003
Hoopla Items
downloaded



14,985
Libby Items
downloaded

Total Card
Holders
5845



Programs
530 Programs
10,904 Attendees

42,882
Items in the
Collection

