

January 2025

Ballston Spa Public Library

Circulation Statistics

Days Open: 22

Item Circulation By Collection

Collection	Checkouts		
	2025	2024	2023
Adult Fiction	1169	1155	1002
Adult Nonfiction	344	410	386
Audios	83	137	144
Children's Fiction	710	927	801
Children's Nonfiction	205	201	193
e-Content	775	846	797
Magazines	10	2	9
Movies	221	298	372
Multi-Media	7	3	2
Miscellaneous Items	12	25	34
Total:	3536	4004	3740

In-House Statistics

Internet Usage	Wi-Fi Usage	Reference Questions
136	138 month/11 daily avg.	303

Patrons Registered

Patron Code	Registered
Juvenile	0
Juvenile with Restrictions	1
Regular	12
Retired	2
Self-Registered	9
Total:	25

Items Received to Fill BSPL's Requests: 892

BSPL's Items Transferred to Fill Requests (@ other libraries): 421

Items Added

Material Types	Amounts
Print Materials (Adt. & Juv.)	74
A/V Materials	0
Total:	74

Hoopla Statistics

January 2025

- 168 circulations
- Spent \$355.09
- Average cost of circulation was \$2.11
- Average circulation was 2.9
- 14 new accounts

Circulation by Format

Format	Amount Downloaded
Audiobooks	97
Bingepass	1
Comics	10
eBooks	24
Music	2
Movies	11
TV	4

Ballston Spa Public Library Staff Meeting Minutes

Date: February 5, 2025

Time: 4:00-5:00 **Attendance:** Andrea, Denise, Kristen, MaryAnn, Rachel and Sherri

I. Old Business

1. Storytime MaryAnn

Storytime is going well and attendance remains steady. We talked about returning to the community room once construction ends.

2. Bulletin Board Rachel

The next theme is "Reading is Sweet" (candy themed)

3. Grants Kristen

Kristen discussed re-requesting funds in May from some of the foundations.

4. Construction project updates Andrea

Andrea told the staff what to expect over the next two weeks. Drywall is getting hung this week and siding is supposed to start next week.

5. Tattoo Fundraiser Sherri

One of the owners from Two Pricks (Rebecca) is working on literary themed designs. There will be set prices with the library receiving a percentage of the proceeds. They're thinking of running the fundraiser for 2 weeks.

6. Tax Appointment procedure check-in

Andrea reviewed the tax appointment procedures with the staff.

7. Blind Date With A Book reminders Kristen

Kristen talked about writing down books taken out so she can re-request the titles and keeping a tally of participants.

II. New Business

1. SALS training

Staff needs to take cybersecurity training per SALS requirement.

a. Due March 5th

2. Summer Reading Club (Theme- Color Our World)

The staff brainstormed some initial ideas for the summer: -rainbow STEM program, mandala coloring sheet designed from Betsy at Nourish, wall-sized or table sized community coloring sheet

3. Facilities Maintenance: Volunteers Needed

The staff will be mindful of straightening out entryways. Outdated flyers will be discarded, dropped off boxes of donations will be brought to the circulation desk for review etc.

III. Discussion

- **Sherri mentioned having a “Go Fish” patron recommended titles for the summer. Andrea will reach out to the librarian at Malta Ave. to see if her students would want to fill out fish shaped book recommendations that the library would supply.**
- **Museum passes are very popular. The staff talked about applying for a Stewart’s Matching Grant to purchase passes to other local museums.**

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Monthly Audits

Print & Media Expenditures:

Baker & Taylor	\$479.77 (LL.7410.405.000 Supplies)
Midwest Tape	\$26.24 (LL.7410.405.000 Supplies)
SEBCO Books (kid's books)	\$535.77 (LL.7410.405.000 Supplies)
Center Point Large Print	\$99.48 (LL.7410.405.000 Supplies)

Supplies

W.B. Mason	\$189.79 (LL.7410.405.000 Supplies)
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Utilities

National Grid	\$1012.11 (LL.7410.402.000 Contracts)
National Grid (electrical upgrade)	\$1766.30 (LL.7410.207.000 Building Improvements)

Miscellaneous Expenditures:

Pitney Bowes (postage for overdues)	\$19.32 (LL.7410.405.000 Supplies)
Butler Rowland Mays Architects	\$5798.18 (HH.1440.200.101)
County Waste	\$14.00 (LL.7410.402.000 Contracts)
DeLage Landen (Copier Lease)	\$140.00 (LL.7410.402.000 Contracts)
Hoopla	\$262.42 (LL.7410.400.000 Contracts)

Construction Expenditures:

Bunkoff General Contractors	\$72,405.00 (HH.3989.000.101 State Aid)
Mazzone Plumbing & Heating	\$3825.65 HH.3989.000.101 State Aid)

Monthly Receipts

Fines and other fees	\$102.50
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Librarian's Report

Storytime, at BACC every Thursday, 10am. For children 18 months-5 years old.

1/9	1/16	1/23	1/30
10 kids	10 kids	12 kids	8 kids
<u>8</u> adults	<u>9</u> adults	<u>11</u> adults	<u>6</u> adults
18	19	23	14

Other Events:

Paws 2 Read, 1/11 at 12pm, 7 kids participated

Fiber Arts Meet-Up, 1/18 at 1pm, 6 adults attended.

Afternoon Book Discussion Group, 1/22 at 3:30pm, 6 adults discussed, *The Bear and the Nightingale* by Katherine Arden

Building News:

DPW temporarily filled the area with missing bricks with Great Stuff spray foam.

Respectfully submitted,

Andrea Simmons