

**Town of Ballston Community Library  
Board of Trustees Meeting  
December 1, 2021**

**Agenda**

- 1) Call to order
- 2) Minutes of November 3, 2021 Meeting
- 3) Minutes of November 17, 2021 Meeting
- 4) Minutes of November 23, 2021 Meeting
- 5) Report of Special Funds
- 6) Monthly Financial Report
- 7) Approval of Bills
- 8) Librarians' Reports
- 9) Reports of Committees
  - a) Long Range Plan
- 10) Old Business
  - a) Reopening Plan Update
  - b) Local History & Lighting Construction Project
  - c) Insurance Update
  - d) Retirement Update
  - e) Personnel Policy
- 11) New Business
- 12) Executive Session: Discuss Legal Matters
- 13) Adjournment

November Bill Signing: Steve Zarelli

Town of Ballston Town Board Meeting: Tuesday, December 14 at 6:30 PM

December Bill Signing: Steve Burchett

**Town of Ballston Community Library**  
**Board of Trustees Special Meeting Minutes**  
**November 3, 2021**

**Call to order:** The meeting was called to order at 7:01 p.m. by President Steve Zarelli.

**Present via Zoom:** [x]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian, [ ]Alyssa Harvey, Youth Services Librarian.

Trustees: [ ]Steve Burchett, [x]Michelle Hernandez, [x]Tom Shaginaw, [x]Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson, [x]Steve Zarelli

Town of Ballston Representative – [ ]John Antoski

Town of Charlton Representative – [ ]Doug Ranaletto

**Board Minutes:** On a motion by Julia Stone with a second from Carolyn Speenburgh, the trustees voted without exception to approve the minutes of the October 27, 2021 meeting.

**Executive session:** At 7:02 p.m. on a motion by Michelle Hernandez, seconded by Julia Stone, trustees voted unanimously to enter executive session to discuss legal matters. At 7:30, Sue Tomlinson made a motion, which was seconded by Carolyn Speenburgh and passed unanimously, to exit executive session, where no votes were taken.

**Adjournment:** At 7:31, on a motion by Michelle Hernandez, with second from Tom Shaginaw, trustees voted unanimously to adjourn the meeting.

**Minutes respectfully submitted by:** Sue Tomlinson, Secretary

**Town of Ballston Community Library  
Board of Trustees Special Meeting Minutes  
November 17, 2021**

**Call to order:** The meeting was called to order at 7:03 p.m. by President Steve Zarelli.

**Present via Zoom:** [x]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian, [x]Alyssa Harvey, Youth Services Librarian.

Trustees: [x]Steve Burchett, [x]Michelle Hernandez, [x]Tom Shaginaw, [x]Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson, [x]Steve Zarelli

Town of Ballston Representative – [ ]John Antoski

Town of Charlton Representative – [ ]Doug Ranaletto

**Board Minutes:** On a motion by Tom Shaginaw with a second from Carolyn Speenburgh, the trustees voted without exception to approve the minutes of the November 10, 2021 special meeting.

**Old Business**

**Library Reopening Plan:** The library leadership team is working on a plan for expanding library services, such as reopening the Community Room, however the Saratoga County COVID-19 positivity rate is currently 5.9% and climbing.

**Long Range Plan update:** A draft of the 2021-2025 Long Range Plan has been sent to Erica Freudenberger at SALS for her review. Once her feedback has been received and, if necessary, incorporated, the plan will be submitted to the Board of Trustees for review and approval.

**Personnel Policy Update:** Ian Loehner from Public Sector HR Consultants, LLC, will be sending over an updated personnel policy reflecting the library's feedback.

**SALS Challenge Grant Update:** The library was awarded an Education Grant enabling Head of Youth Services Alyssa Harvey to attend the NYLA convention. In addition, we were awarded \$5,000 for accessibility projects, including replacement of the Children's Room automatic opener.

**Acceptance of Bid for First Floor Small Meeting Room and Lighting Replacement:**

A motion was made by Steve Burchett, with second by Michelle Hernandez, to approve and accept the bid from Gallo Construction Corps. for the First Floor Small Meeting Room & Light Replacement Project No. 19•42•16. The contract will include the base bid in the amount of \$106,700.00, plus Alternate #1 of \$45,700.00 and Alternate #2 of \$29,340.00, thus making the contract total lump sum \$181,740.00. The motion passed with all in favor.

**New Business**

**Library Health Insurance**

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on November 17, 2021 there were:**

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Hernandez	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Steve Burchett	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Sue Tomlinson	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Julia Stone	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Speenburgh	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Tom Shaginaw	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Total			7	0	0

I, Trustee Susan Tomlinson offer the following resolution and move its adoption:

**To consider approving the Library's health insurance policy for 12/1/2021-11/30/2022 with CDPHP Silver available to each full-time employee and their eligible family members.**

NOW, THEREFORE BE IT RESOLVED, that the Library Board of Trustees hereby approve the Library's health insurance policy for 12/1/2021-11/30/2022 with CDPHP Silver available to each full-time employee and their eligible family members. The Library will contribute 85% to the cost of the premium payment for an eligible employee hired before 7/14/2020. The Library will contribute 75% of the cost of the premium payment for an eligible employee hired after 7/14/2020.

Seconded by Trustee Carolyn Speenburgh, offered for discussion and duly put to a vote, the results of which appear above.

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on November 17, 2021 there were:**

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Hernandez	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Steve Burchett	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Sue Tomlinson	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Julia Stone	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Speenburgh	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Tom Shaginaw	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Total			7	0	0

I, Trustee Steve Burchett offer the following resolution and move its adoption:

**To approve the Library's health insurance policy for 12/1/2021-11/30/2022 with BSNENY Forever Blue PPO 770CDPHP Silver offered for eligible retired employees.**

NOW, THEREFORE BE IT RESOLVED, that the Library Board of Trustees hereby approve the Library's health insurance policy for 12/1/2021-11/30/2022 with BSNENY Forever Blue PPO 770 offered for eligible retired employees with 100% of the premium paid by the Town of Ballston Community Library.

Seconded by Trustee Julia Stone, offered for discussion and duly put to a vote, the results of which appear above.

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on November 17, 2021 there were:**

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Hernandez	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Steve Burchett	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Sue Tomlinson	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Julia Stone	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Speenburgh	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Tom Shaginaw	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Total			7	0	0

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I, Trustee \_\_\_\_\_ Susan Tomlinson \_\_\_\_\_ offer the following resolution and move its adoption:

**To approve the Library's Medical Insurance Buy-out for eligible employees.**

NOW, THEREFORE BE IT RESOLVED, that the Library Board of Trustees hereby approve the Library's Medical Insurance Buy-out for eligible employees as currently established through 12/31/2021 at a rate of \$150 per month.

Seconded by Trustee Carolyn Speenburgh, offered for discussion and duly put to a vote, the results of which appear above. Trustees will read through information Director Darling sent to be ready to vote at the November 23 Special Meeting.

**Status of application to NYS Employees' Retirement System:**

Our application has been approved by the New York State Employees' Retirement System to become a registered employer in the System. Documents need to be notarized by an outside notary and submitted to NYSERS with a payment of \$35,411, which has already been budgeted for.

**Executive session:** At 7:38 p.m. on a motion by Michelle Hernandez, seconded by Julia Stone, trustees voted unanimously to enter executive session to discuss legal matters. At 7:54, Steve Burchett made a motion, which was seconded by Julia Stone and passed unanimously, to exit executive session, where no votes were taken.

**Adjournment:** At 7:55, on a motion by Tom Shaginaw, with second from Steve Zarelli, trustees voted unanimously to adjourn the meeting.

**Minutes respectfully submitted by:** Susan Tomlinson, Secretary

**Town of Ballston Community Library  
Board of Trustees Special Meeting Minutes  
November 23, 2021**

**Call to order:** The meeting was called to order at 6:35 p.m. by President Steve Zarelli.

**Present via Zoom:** [ ]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian, [ ]Alyssa Harvey, Youth Services Librarian.

Trustees: [ ]Steve Burchett, [x]Michelle Hernandez, [x]Tom Shaginaw, [x]Carolyn Speenburgh, [ ]Julia Stone, [x]Sue Tomlinson, [x]Steve Zarelli

Town of Ballston Representative – [ ]John Antoski

Town of Charlton Representative – [ ]Doug Ranaletto

**Old Business:**

**NYS Retirement System**

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on November 23, 2021 there were:**

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	X		X	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Hernandez	X		X	<input type="checkbox"/>	<input type="checkbox"/>
Steve Burchett		X		<input type="checkbox"/>	<input type="checkbox"/>
Sue Tomlinson	X		X	<input type="checkbox"/>	<input type="checkbox"/>
Julia Stone		X		<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Speenburgh	X		X	<input type="checkbox"/>	<input type="checkbox"/>
Tom Shaginaw	X		X	<input type="checkbox"/>	<input type="checkbox"/>
Total		2	5	0	0

I, Trustee Tom Shaginaw offer the following resolution and move its adoption:

**To consider participating as an employer in the New York State and Local Employees' Retirement System.**

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does hereby elect to participate as an employer in the New York State and Local Employees' Retirement System and approves inclusion of its officers and employees in such system, in accordance with any and all of the laws governing such participation as set forth in the Retirement and Social Security Law, as presently or hereafter amended, together with any administrative rule, regulation or directive governing the same.

Seconded by Trustee Susan Tomlinson, offered for discussion and duly put to a vote, the results of which appear above.

**Executive session:** At 6:42 p.m. on a motion by Michelle Hernandez, seconded by Steve Zarelli, trustees voted unanimously to enter executive session to discuss legal matters. At 6:51, Michelle Hernandez made a motion, which was seconded by Carolyn Speenburgh and passed unanimously, to exit executive session, where no votes were taken.

**Adjournment:** At 6:52, on a motion by Carolyn Speenburgh, with second from Steve Zarelli, trustees voted unanimously to adjourn the meeting.

**Minutes respectfully submitted by:** Susan Tomlinson, Secretary

# Town of Ballston Community Library

## Abstract

As of November 30, 2021

DATE	TRANSACTION TYPE	NUM	MEMO/DESCRIPTION	AMOUNT
<b>Advantage Disposal</b>				
518-355-6615				
11/05/2021	Bill	NOV2021	svc 12/1/2021-12/31/2021	74.75
<b>Total for Advantage Disposal</b>				<b>\$74.75</b>
<b>Alyssa Harvey</b>				
11/07/2021	Bill	11.7.2021	reimb NYLA conf mileage, food, pking	409.30
<b>Total for Alyssa Harvey</b>				<b>\$409.30</b>
<b>Amazon.com</b>				
11/03/2021	Bill	869786978979	Youth programs - 3 photo bkdrops & stand	372.55
10/31/2021	Bill	897564364966	Youth programs - plastic containers (grab n go)	21.99
10/30/2021	Bill	439968693375	Youth programs - misc seasonal craft supplies	93.24
10/29/2021	Bill	968897759344	Youth programs - large pine cones	38.55
10/29/2021	Bill	763546545638	Youth programs - blk & white felt sheets, googly eyes	32.63
10/29/2021	Bill	446549884877	Youth programs - cotton balls	7.77
10/23/2021	Bill	798888677557	Youth programs - crayons, paper, book	43.08
10/22/2021	Bill	949953635873	Youth programs - flash cards	20.97
10/13/2021	Bill	755544994758	Youth programs - tortoise puppet	22.49
10/13/2021	Bill	536879738488	Book - Chasing Manhattan	18.24
10/13/2021	Bill	456978686455	Youth programs-clay, dog & duck puppet, book	85.45
10/04/2021	Bill	436477484346	adults & kids disposable face masks	162.10
10/02/2021	Bill	845487869634	youth program puppets - frog, bear, piglet, squirrel, t rex, fox, monkey, elephant	247.22
09/28/2021	Bill	585365973857	youth program - moose hand puppet	68.90
09/28/2021	Bill	448798384667	youth programs-goat & hippo hand puppets	71.00
09/22/2021	Bill	657953866377	youth programs- floor tiles	259.96
09/20/2021	Bill	599395974964	youth book club - goodbye summer/hello autumn	14.99
09/20/2021	Bill	589533479857	youth book club supplies - color rounds	5.02
09/16/2021	Bill	787433773594	youth fall programs - misc supplies	199.96
09/15/2021	Bill	468899643776	youth fall programs - pipe cleaners	6.99
09/13/2021	Bill	857666965976	bk - If You Tell (will go into circ after club use)	11.99
<b>Total for Amazon.com</b>				<b>\$1,805.09</b>

Amazon Oct + Nov Invoice

# Town of Ballston Community Library

## Abstract

As of November 30, 2021

DATE	TRANSACTION TYPE	NUM	MEMO/DESCRIPTION	AMOUNT
<b>Baker &amp; Taylor</b>				
800-340-5370				
10/27/2021	Bill	5017291383	4 books	179.10
10/01/2021	Bill	5017222514	20 books	282.34
10/05/2021	Bill	5017246125	36 books	471.99
10/06/2021	Bill	5017232473	29 books	387.44
10/13/2021	Bill	50174259518	20 books	254.14
10/15/2021	Bill	5017251500	31 books	363.39
10/20/2021	Bill	5017266864	27 books	324.89
10/22/2021	Bill	5017274827	28 books	373.71
11/06/2021	Bill	5017337411	30 books	412.75
11/02/2021	Bill	5017303903	23 books	324.83
10/29/2021	Bill	5017311683	22 books	292.28
10/28/2021	Bill	5017293756	18 books	259.76
10/25/2021	Bill	5017296302	8 books	109.08
10/22/2021	Bill	5017282550	107 books	1,570.27
11/30/2021	Vendor Credit	0003249610	1 book returned	-18.84
<b>Total for Baker &amp; Taylor</b>				<b>\$5,587.13</b>
<b>Blue Shield of Northeastern New York</b>				
11/09/2021	Bill	213130045551	Dec 2021 prem Medical J Kaplan; employer pays 100% *previous provider Humana; eff 12/1/2021 new policy with Blue Shield	200.00
<b>Total for Blue Shield of Northeastern New York</b>				<b>\$200.00</b>
<b>Brodart</b>				
800-233-8467				
10/31/2021	Bill	M193056	McNaughton Feb 2022 through Jan 2023; 2% discount for early pay 2022 exp \$1924.23 <i>pd not 2021 abstract Budgets</i> 2023 exp \$174.93 <i>changed to future Budgets</i>	2,099.16
10/11/2021	Bill	589223	2x15 book binding tape qty 10	65.70
10/01/2021	Bill	588617	book binding tape 3x15 - qty 10	99.90
11/09/2021	Bill	591124	book binding tape 3x15-qty 11	109.89



# Town of Ballston Community Library

## Abstract

As of November 30, 2021

DATE	TRANSACTION TYPE	NUM	MEMO/DESCRIPTION	AMOUNT
11/11/2021	Bill	591230	cvue prot sheets, book covers, spine labels	310.85
<b>Total for Brodart</b>				<b>\$2,685.50</b>
BST & Co. CPAs, LLP				
10/31/2021	Bill	374033	2019 audit 9/7/2021 thru 10/19/2021 2020 audit 9/7/2021 thru 10/19/2021	297.00
<b>Total for BST &amp; Co. CPAs, LLP</b>				<b>\$297.00</b>
CDPHP				
11/12/2021	Bill	213160040811	Dec 2021 prem A Harvey -75% of total prem; J Kaplan 100% of total prem) *prev months covered on Town's policy *Eff 12/1/2021 covered on New Library policy employer share 25% deducted by Town's ADP acct Dec 2021 prem only. Eff 1/1/2022, employer share to be deducted by Library's ADP acct.	475.29
<b>Total for CDPHP</b>				<b>\$475.29</b>
Cengage Learning Inc. / Gale 248-699-4253				
11/05/2021	Bill	76149850	7 books	173.18
11/04/2021	Bill	76144321	2 books	50.98
11/03/2021	Bill	76138621	4 books	105.71
11/02/2021	Bill	76132828	3 books	80.97
10/18/2021	Bill	76035834	3 books	80.22
10/21/2021	Bill	76061653	4 books	102.71
10/20/2021	Bill	76053479	5 books	98.69
10/20/2021	Bill	76053349	2 books	50.98
10/19/2021	Bill	76044998	5 books	134.95
10/18/2021	Bill	76036060	3 books	193.43
11/09/2021	Bill	76163065	1 book	28.49
11/02/2021	Bill	76132336	6 books	164.94
<b>Total for Cengage Learning Inc. / Gale</b>				<b>\$1,265.25</b>
Demco Inc. (800) 752-7614				

# Town of Ballston Community Library

## Abstract

As of November 30, 2021

DATE	TRANSACTION TYPE	NUM	MEMO/DESCRIPTION	AMOUNT
11/12/2021	Bill	7040309	label protectors; book stands	138.88
<b>Total for Demco Inc.</b>				<b>\$138.88</b>
Direct Energy				
11/08/2021	Bill	HS12733777	10/9/2021-11/5/2021	145.96
<b>Total for Direct Energy</b>				<b>\$145.96</b>
ELM USA, Inc.				
11/01/2021	Bill	44836	Oct 2021 usage	25.00
<b>Total for ELM USA, Inc.</b>				<b>\$25.00</b>
Hometown Turf - Shaun Zepf				
(518) 338-7486				
11/04/2021	Bill	1080	Nov 2021-Mar 2022 sidewalk snow removal 2021 exp \$2060.00 2022 exp \$3090.00	5,150.00
<b>Total for Hometown Turf - Shaun Zepf</b>				<b>\$5,150.00</b>
Mail 'N' More				
518.399.3279				
10/31/2021	Bill	11833	postage returns B&T, Sebco	12.00
<b>Total for Mail 'N' More</b>				<b>\$12.00</b>
Midwest Tape Exchange				
800-875-2785				
11/09/2021	Bill	501252440	11 DVD/ADB	294.64
11/09/2021	Bill	501247720	1 DVD/ADB	22.49
11/01/2021	Bill	501212755	18 DVD/ADB	652.07
10/15/2021	Bill	501135920	8 DVD/ADB	243.92
10/25/2021	Bill	501177784	10 DVD/ADB	264.40
10/19/2021	Bill	501153054	1 DVD/ADB	26.24
11/12/2021	Bill	501258209	9 DVD/ADB	404.66
10/31/2021	Bill	501211375	HOOPLA Oct 2021	894.22
<b>Total for Midwest Tape Exchange</b>				<b>\$2,802.64</b>

# Town of Ballston Community Library

## Abstract

As of November 30, 2021

DATE	TRANSACTION TYPE	NUM	MEMO/DESCRIPTION	AMOUNT
National Grid				
800-664-6729				
11/05/2021	Bill	NOV2021	svc 10/8/2021-11/5/2021	1,143.67
<b>Total for National Grid</b>				<b>\$1,143.67</b>
NYS & Local Retirement System				
11/01/2021	Bill	11.1.2021	4/1/2020-3/31/2021 contributions 75% charged to 2021 & 25% charged to 2022	25,326.51
<b>Total for NYS &amp; Local Retirement System</b>				<b>\$25,326.51</b>
Pro-Cut Landscape Services, Inc.				
(518) 399-7443				
11/01/2021	Bill	44269	11/1/2021-4/1/2022 pking lot snow removal accrual to 2022 \$3900.00	6,500.00
<b>Total for Pro-Cut Landscape Services, Inc.</b>				<b>\$6,500.00</b>
Repeat Business				
869-8116				
10/06/2021	Bill	756476	4th QTR 2021 B&W svc 10.6.2021-1.5.2022 3rd QTR 2021 color usage svc 7.6.2021-10.5.2021 no accrual for 5 days 2022	112.14
<b>Total for Repeat Business</b>				<b>\$112.14</b>
Richard, Jennifer				
11/06/2021	Bill	11.6.2021	reimb NYLA conf hotel & mileage	490.32
11/05/2021	Bill	11.5.2021	NYLA conf food reimb	55.72
<b>Total for Richard, Jennifer</b>				<b>\$546.04</b>
Saxton's Janitorial				
11/15/2021	Bill	1462	Nov 2021 library cleaning	2,295.00
<b>Total for Saxton's Janitorial</b>				<b>\$2,295.00</b>
Siena Fence Co. Inc.				
5128.371.8723				
11/01/2021	Bill	25012	6' vinyl fence at back parking lot	4,770.00

# Town of Ballston Community Library

## Abstract

As of November 30, 2021

DATE	TRANSACTION TYPE	NUM	MEMO/DESCRIPTION	AMOUNT
<b>Total for Siena Fence Co. Inc.</b>				<b>\$4,770.00</b>
	Simmons Elevator Co.			
518-882-1445				
11/16/2021	Bill	42480	elevator maint Nov & Dec 2021	273.86
<b>Total for Simmons Elevator Co.</b>				<b>\$273.86</b>
	Southern Adirondack Library System			
518-584-7300				
11/10/2021	Bill	2021-10BUR	Oct 2021 monthly/fee circulation renewals	1,899.60
<b>Total for Southern Adirondack Library System</b>				<b>\$1,899.60</b>
	Staples			
10/19/2021	Bill	3490294894	HP 414A cyan toner	75.04
10/27/2021	Bill	3490884316	HP26A toner blk, paper towels, pens, post it notes	164.59
<b>Total for Staples</b>				<b>\$239.63</b>
	Survey Monkey			
10/20/2021	Bill	41557564	svc 10/20/2021 - 11/19/2021 PAID VIA TOWN VISA xxx0173 (nov 2021 visa bill) last chg on Town Visa	99.00
<b>Total for Survey Monkey</b>				<b>\$99.00</b>
	The Law Office of Stephanie Adams, PLLC			
716.464.33386				
11/09/2021	Bill	1747	svcs 10/1/2021 through 10/29/2021	1,137.50
<b>Total for The Law Office of Stephanie Adams, PLLC</b>				<b>\$1,137.50</b>
	Time Warner Cable / Spectrum Business			
1-877-636-3278				
11/11/2021	Bill	94817840111121	svc 11/10/2021-12/9/2021	274.94
<b>Total for Time Warner Cable / Spectrum Business</b>				<b>\$274.94</b>
	Zoobean Inc			
412.532.6267				
11/12/2021	Bill	19115	year 3 of 3 12/12/2021-12/11/2022	795.00

# Town of Ballston Community Library

Abstract  
As of November 30, 2021

DATE	TRANSACTION TYPE	NUM	MEMO/DESCRIPTION	AMOUNT
	Zoobean		2021 exp \$33.00 2022 exp \$762.00	
	<b>Total for Zoobean Inc</b>			<b>\$795.00</b>
10/25/2021	Bill	INV114662878	svc 10/25/2021-10/24/2022 - full yr \$149.90 svc 10/29/21-10/29/21 prepd on Inv#110150981 so \$2.50 credited here accrued \$125.00 to 2022	147.40
	<b>Total for Zoom Video Communications, Inc.</b>			<b>\$147.40</b>
	<b>TOTAL</b>			<b>\$66,634.08</b>

Paid on Nov 2021 abstract  
 + charged to future years' budget B  
 Broadcast M'laugh for \$2,099.16  
 Hamtown Turf \$ 3090.00  
 NYS Retirement \$ 6,331.63  
 Pkw Cut landscape \$ 3900.00  
 Zoobean \$ 762.00  
 Zoom \$ 125.00  
 \$ 16,307.79  
 Tuesday, November 23, 2021 12:20 PM GMT-05:00

9:25 AM

11/29/21

Accrual Basis

**Town of Ballston Community Library**  
**Income / Expenses (NEW Checking xxx1164)**  
January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
LIBRARY CHARGES	
Lib Chgs - Copier 2082.41.004	1,157.43
Lib Chgs - Fines 2082.41.005	3,792.79
Lib Chgs - Lost 2082.41.006	796.43
Total LIBRARY CHARGES	5,746.65
REVENUE	
Gifts & Donations 2705.41.000	660.77
Other Cash Grants 2760.41.003	97,124.60
Unclassified Rev 2770.41.000	2,374.65
Total REVENUE	100,160.02
Total Income	105,906.67
Expense	
LIBRARY EQUIP & CAPITAL OUTLAYS	
7997.52 Lib Bldg Cap Outlays	4,196.25
Total LIBRARY EQUIP & CAPITAL OUTLAYS	4,196.25
OFFICE EXPENSES	
Office Supplies&Mat 7410.54.001	342.78
Total OFFICE EXPENSES	342.78
Total Expense	4,539.03
Net Ordinary Income	101,367.64
Net Income	101,367.64

11/29/2021 9:48

Date	Check Number	Description	Fund	Withdrawal Amount
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Date	Check Number	Description	Fund	Withdrawal Amount	clrd	Deposit Amount	Account Balance
1.7.2021	2453	donation Shaginaw	UNDESIGNATED		✓	\$500.00	\$0.00
1.7.2021	2240	donation Petrillose	UNDESIGNATED		✓	\$50.00	\$500.00
1.7.2021	cash	donation Anonymous	UNDESIGNATED		✓	\$10.00	\$550.00
1.20.2021	bank debit	Harland ck order qty 80	UNDESIGNATED	\$27.00	✓		\$560.00
1.20.2021	bank debit	Harland dep slip order 1 pk	UNDESIGNATED	\$16.63	✓		\$533.00
2.11.2021	PC ck#2534	Whitman donation	UNDESIGNATED		✓	\$15.00	\$516.37
2.26.2021		interest earned	UNDESIGNATED		✓	\$0.01	\$531.37
3.2.2021	8609	McQueen Fund/donor J Aronson-Hanson	McQueen		✓	\$100.00	\$531.38
3.8.2021	785624	GE Match (Shaginaw)	UNDESIGNATED		✓	\$500.00	\$631.38
3.22.2021	101	CHECK VOIDED			⊘		\$1,131.38
3.22.2021	T ck# 1002	Amazon.com (1/2 McQueen memorial)	McQueen	\$44.00	✓		\$1,131.38
3.31.2021		interest earned	UNDESIGNATED		✓	\$0.03	\$1,087.38
4.6.2021	2338	donation P. Petrillose	UNDESIGNATED		✓	\$50.00	\$1,087.41
4.30.2021		interest earned	UNDESIGNATED		✓	\$0.03	\$1,137.41
5.10.2021	ck#5094	BH Wom Club (VanValkenburg)	BHWC		✓	\$30.00	\$1,137.44
5.31.2021		interest earned thru 5/31/21	UNDESIGNATED		✓	\$0.03	\$1,167.47
6.29.2021	627	Susannah Rieffel 5th graduation donation	RIEFFEL		✓	\$50.00	\$1,217.47
6.30.2021		interest earned	UNDESIGNATED		✓	\$0.03	\$1,217.50
6.30.2021	T ck#1003	Amazon.com inv# 958945784463	McQueen	\$22.25	✓		\$1,195.25
6.30.2021	T ck#1003	amazon.com credit# 7854974855383	McQueen	-\$1.00	✓		\$1,196.25
7.27.2021	T ck#1004	Amazon.com inv# 455879743987	RIEFFEL	\$49.95	✓		\$1,146.30
7.27.2021	T ck#1004	Amazon.com inv# 994985576377	BHWC	\$30.00	✓		\$1,116.30
7.30.2021		interest earned	UNDESIGNATED		✓	\$0.03	\$1,116.33
8.25.2021	T ck#1005	CHECK VOIDED			✓		\$1,116.33
8.25.2021	T ck#1006	Amazon.com inv#577499896559	McQueen	\$23.49	✓		\$1,092.84
8.31.2021		interest earned	UNDESIGNATED		✓	\$0.03	\$1,092.87
9/30/2021		interest earned	UNDESIGNATED		✓	\$0.03	\$1,092.90
10.4.2021	BSNB ck# 1271986	orig Trustee (201826102) closure 9/16/2021	SPLIT FUNDS		✓	\$3,953.62	\$5,046.52
10.12.2021	FOL ck#583	1/2 Fall Book Sale proceeds			✓	\$419.33	\$5,465.85
10.29.2021		interest earned			✓	\$0.13	\$5,465.98
							\$5,465.98



**TRUSTEES FUNDS SUMMARY (XXX1596)****11/29/2021 9:47****FUND NAME**

Richard E. Wittnebel	\$23.55
BH Women's Club	\$74.76
Asa Kaplan	\$302.90
Tibbitts	\$38.88
McQueen	\$11.26
DeAngelo	\$51.04
Undesignated	\$4,963.59

**TOTAL****\$5,465.98**



# Town of Ballston Community Library

Budget vs. Actuals 2021: FY\_2021 - FY21 P&L

January - December 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Revenue				
BALLSTON TAXES				
17.1001.41.000.0.000 Real Property Taxes	592,739.43	591,740.00	-999.43	100.17 %
<b>Total BALLSTON TAXES</b>	<b>592,739.43</b>	<b>591,740.00</b>	<b>-999.43</b>	<b>100.17 %</b>
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Other Governments	34,500.00	46,000.00	11,500.00	75.00 %
<b>Total CHARLTON LIBRARY SVCS</b>	<b>34,500.00</b>	<b>46,000.00</b>	<b>11,500.00</b>	<b>75.00 %</b>
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees		3,000.00	3,000.00	
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	1.35	6,000.00	5,998.65	0.02 %
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials	11.95	1,500.00	1,488.05	0.80 %
<b>Total LIBRARY CHARGES</b>	<b>13.30</b>	<b>10,500.00</b>	<b>10,486.70</b>	<b>0.13 %</b>
LIBRARY SYSTEM GRANTS				
17.2760.41.001.0.000 Library System Grants - LLSA	3,159.00	1,960.00	-1,199.00	161.17 %
<b>Total LIBRARY SYSTEM GRANTS</b>	<b>3,159.00</b>	<b>1,960.00</b>	<b>-1,199.00</b>	<b>161.17 %</b>
MISC REVENUE				
17.2401.41.000.0.000 INTEREST & EARNINGS	1.66		-1.66	
17.2705.41.000.0.000 Gifts & Donations	146.77		-146.77	
17.2770.41.000.0.000 Other Unclassified Revenues	16,059.82		-16,059.82	
17.9999.41.000.0.000 Budget Fund Balance Draw		30,500.00	30,500.00	
<b>Total MISC REVENUE</b>	<b>16,208.25</b>	<b>30,500.00</b>	<b>14,291.75</b>	<b>53.14 %</b>
<b>Total Revenue</b>	<b>\$646,619.98</b>	<b>\$680,700.00</b>	<b>\$34,080.02</b>	<b>94.99 %</b>
GROSS PROFIT	<b>\$646,619.98</b>	<b>\$680,700.00</b>	<b>\$34,080.02</b>	<b>94.99 %</b>
Expenditures				
17 OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	4,788.52	5,500.00	711.48	87.06 %
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	3,638.76	3,000.00	-638.76	121.29 %
17.7410.54.041.0.000 POSTAGE / MAILINGS	378.06	600.00	221.94	63.01 %
17.7410.54.042.0.000 PUBLICITY / Promotion	437.07	1,700.00	1,262.93	25.71 %
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	8,664.16	11,500.00	2,835.84	75.34 %
<b>Total 17 OFFICE EXPENSES</b>	<b>17,906.57</b>	<b>22,300.00</b>	<b>4,393.43</b>	<b>80.30 %</b>
BENEFITS				
17.9010.58.000.0.000 STATE RETIREMENT CONTRIBUTION COSTS	27,286.94	31,000.00	3,713.06	88.02 %
17.9010.58.001.0.000 Retirement (Kaplan)		2,227.00	2,227.00	
17.9030.58.000.0.000 SOCIAL SECURITY CONTRIBUTION COSTS	17,745.07	20,498.00	2,752.93	86.57 %
17.9035.58.000.0.000 MEDICARE CONTRIBUTION COSTS	4,150.07	4,794.00	643.93	86.57 %
17.9055.58.000.0.000 DISABILITY INSURANCE COSTS	736.58	980.00	243.42	75.16 %
17.9060.58.051.0.000 HEALTH / DENTAL INSURANCE (Town Funded)	3,285.29	19,935.00	16,649.71	16.48 %
17.9060.58.052.0.000 HRA (Health Reimbursement Account Town Share)		2,275.00	2,275.00	
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees	3,171.82		-3,171.82	
17.9060.58.054.0.000 HEALTH INSURANCE OPT OUT (Town Funded)	3,300.00	3,600.00	300.00	91.67 %
<b>Total BENEFITS</b>	<b>59,675.77</b>	<b>85,309.00</b>	<b>25,633.23</b>	<b>69.95 %</b>
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	3,096.50	9,000.00	5,903.50	34.41 %
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES	645.00	200.00	-445.00	322.50 %
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	19,035.44		-19,035.44	
<b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>	<b>22,776.94</b>	<b>9,200.00</b>	<b>-13,576.94</b>	<b>247.58 %</b>
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	50,919.88	60,000.00	9,080.12	84.87 %
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	2,219.04	3,000.00	780.96	73.97 %
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	854.18	900.00	45.82	94.91 %
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books	5,000.00	5,000.00	0.00	100.00 %
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	8,512.00	7,500.00	-1,012.00	113.49 %

# Town of Ballston Community Library

Budget vs. Actuals 2021: FY\_2021 - FY21 P&L

January - December 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	13,690.69	17,000.00	3,309.31	80.53 %
<b>Total LIBRARY MATERIALS</b>	<b>81,195.79</b>	<b>93,400.00</b>	<b>12,204.21</b>	<b>86.93 %</b>
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 LIBRARY PERSONNEL SERVICES - Certified Librarians	134,637.62	173,123.00	38,485.38	77.77 %
17.7410.51.031.0.000 LIBRARY PERSONNEL SERVICES - Clerical Staff	133,566.40	130,485.00	-3,081.40	102.36 %
17.7410.51.032.0.000 LIBRARY PERSONNEL SERVICES - Pages	15,654.75	27,000.00	11,345.25	57.98 %
<b>Total LIBRARY PERSONNEL SERVICES</b>	<b>283,858.77</b>	<b>330,608.00</b>	<b>46,749.23</b>	<b>85.86 %</b>
OPERATION EXPENSE				
17.1620.54.009.0.000 Professional Services - Grounds Maintenance	630.00	1,500.00	870.00	42.00 %
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE	10,495.83	21,500.00	11,004.17	48.82 %
17.7410.54.000.0.000 LIBRARY CONTRACTUAL EXPENDITURES (not specified)	14,331.07		-14,331.07	
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	14,513.35	17,500.00	2,986.65	82.93 %
17.7410.54.010.0.000 PROFESSIONAL SERVICES - IT	18,996.00	17,715.00	-1,281.00	107.23 %
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,862.89	5,000.00	2,137.11	57.26 %
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	1,915.40	2,800.00	884.60	68.41 %
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	148.77	1,500.00	1,351.23	9.92 %
17.7410.54.039.0.000 CUSTODIAL SERVICES	29,358.83	1,500.00	-27,858.83	1,957.26 %
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	1,279.66	5,000.00	3,720.34	25.59 %
17.7410.54.045.0.000 Travel Costs	955.34		-955.34	
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	196.33	200.00	3.67	98.17 %
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	615.22	13,200.00	12,584.78	4.66 %
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	15,497.48	16,700.00	1,202.52	92.80 %
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	806.00	1,000.00	194.00	80.60 %
<b>Total OPERATION EXPENSE</b>	<b>112,602.17</b>	<b>105,115.00</b>	<b>-7,487.17</b>	<b>107.12 %</b>
SPECIAL ITEMS				
17.1320.54.007.0.000 AUDITOR - Professional Services (Library)	4,907.97	4,250.00	-657.97	115.48 %
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	6,749.51	7,000.00	250.49	96.42 %
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)	1,652.37		-1,652.37	
17.9999.00.000.0.000 Lib Fund Surp		22,518.00	22,518.00	
<b>Total SPECIAL ITEMS</b>	<b>13,309.85</b>	<b>34,768.00</b>	<b>21,458.15</b>	<b>38.28 %</b>
<b>Total Expenditures</b>	<b>\$591,325.86</b>	<b>\$680,700.00</b>	<b>\$89,374.14</b>	<b>86.87 %</b>
NET OPERATING REVENUE	<b>\$55,294.12</b>	<b>\$0.00</b>	<b>\$ -55,294.12</b>	<b>0.00%</b>
NET REVENUE	<b>\$55,294.12</b>	<b>\$0.00</b>	<b>\$ -55,294.12</b>	<b>0.00%</b>

# Town of Ballston Community Library - Petty Cash BSNB

Transaction Report  
January - November, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Petty Cash - BSNB Bank							
	Beginning Balance						400.61
01/07/2021	Check	2533	Cash	reimb PC O/H dec 2020	Petty Cash on hand	-33.30	367.31
01/07/2021	Deposit			Deposit	Cash - NBT General Fund:Cash Disbursements	38.30	405.61
02/11/2021	Check	2534	TOB Community Library Trustee Fund	patron pd fine \$1.35 and \$15.00 Trustee donation on one check. Actions: dep patron ck#808 to PC Bank; wrote PC ck#2534 & dep to New Trustee Fund; wrote PC ck#2535 & dep to Town Gen Fund	17.2082.41.005.0.000 LIBRARY CHARGES:LIBRARY CHARGES - Fines	-15.00	390.61
02/11/2021	Check	2535	Town of Ballston Community Library	patron pd fine \$1.35 and \$15.00 Trustee donation on one check. Actions: dep patron ck#808 to PC Bank; wrote PC ck#2534 & dep to New Trustee Fund; wrote PC ck#2535 & dep to Town Gen Fund	17.2082.41.005.0.000 LIBRARY CHARGES:LIBRARY CHARGES - Fines	-1.35	389.26
02/11/2021	Deposit		Steven D Whitman (deleted)	patron pd fine \$1.35 and \$15.00 Trustee donation on one check. Actions: dep patron ck#808 to PC Bank; wrote PC ck#2534 & dep to New Trustee Fund; wrote PC ck#2535 & dep to Town Gen Fund	17.2082.41.005.0.000 LIBRARY CHARGES:LIBRARY CHARGES - Fines	16.35	405.61
03/22/2021	Deposit			SCP - 2 lost books - patron pd cash (PC ck#2536 sent to SCP)	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	60.00	465.61
03/22/2021	Expenditure	2536	Schenectady County Public Library	2 SCP books pd via cash by patron	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	-60.00	405.61
06/03/2021	Check	2537	Deborah Dugan (deleted)	refund of lost book fee paid 3/30/2021 and deposited to Library cking xxx1164 on 4/26/2021. Patron found/returned book June 2021. late fees waived and refund approved by R Darling to be paid via PC ck and PC reimbursed via Town cking xxx 6779.	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	-10.00	395.61
06/28/2021	Check	2538	Sorella Spa & Wellness	vendor fair booth 9/18/2021	17.7410.54.042.0.000 OFFICE EXPENSES:PUBLCITY / Promotion	-40.00	355.61
07/06/2021	Check	2539	Cash	PC O/H reimb June 2021	Petty Cash on hand	-2.38	353.23
07/06/2021	Deposit			reimb deposit	Cash - NBT General Fund:Cash Disbursements	12.38	365.61
07/20/2021	Check	2540	Schenectady County Public Library	SCP lost book 0000419877592 pd @ BUR	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	-12.99	352.62
07/20/2021	Deposit			SCP lost book 0000419877592 pd @ BUR	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	12.99	365.61
08/03/2021	Check	2541	Cash	PC O/H reimb July 2021	Petty Cash on hand	-22.91	342.70
08/03/2021	Deposit			monthly reimb deposit	Cash - NBT General Fund:Cash Disbursements	62.91	405.61
08/16/2021	Deposit			CPH lost bk 0000605389378 pd @ BUR PCd ck# 2542 sent via courier 8/18/2021	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	2.99	408.60
08/17/2021	Check	2542	Clifton Park-Halfmoon Public Library	CPH lost book 0000605389378 pd @ BUR patron pd cash	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	-2.99	405.61
10/12/2021	Check	2543	Clifton Park-Halfmoon Public Library	CPH lost book 000060488694 pd @ BUR patron paid cash	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	-16.95	388.66
10/12/2021	Deposit			CPH lost book 000060488694 pd @ BUR	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	16.95	405.61
10/18/2021	Check	2544	Cash	PC Sept 2021 reimbursement PC o/h	Petty Cash on hand	-42.46	363.15

# Town of Ballston Community Library - Petty Cash BSNB

Transaction Report  
January - November, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10/18/2021	Deposit			PC Sept 2021 reimbursement for PC o/h	0205336779 Cash - NBT General Fund	42.46	405.61
10/19/2021	Check	2545	Ballston Spa Library	Ballston Spa Library lost bk pd @ BUR patron pd cash - PC ck# 2545 to Ballston Spa Library	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	-10.00	395.61
10/25/2021	Deposit			Ballston Spa lost book pd @ BUR PC ck# 2545 to BAL Library	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	10.00	405.61
11/01/2021	Check	2546	Cash	PC OCT 2021 reimbursement for PC o/h	Petty Cash on hand	-14.76	390.85
11/01/2021	Deposit			PC OCT 2021 reimbursement for PC o/h	0205336779 Cash - NBT General Fund	14.76	405.61
11/16/2021	Check	2547	Saratoga Library	SAR pd @ BUR lost/fines/collection	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	-91.53	314.08
11/16/2021	Deposit			SAR pd @ BUR lost/fines/collection	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	91.53	405.61
<b>Total for Petty Cash - BSNB Bank</b>						<b>\$5.00</b>	
<b>TOTAL</b>						<b>\$5.00</b>	

# Town of Ballston Community Library

## Prepaid Accruals

January - December 2022

	TOTAL	
	ACTUAL	BUDGET
Revenue		
<b>Total Revenue</b>		
GROSS PROFIT	<b>\$0.00</b>	<b>\$0.00</b>
Expenditures		
BENEFITS		
17.9010.58.000.0.000 STATE RETIREMENT CONTRIBUTION COSTS	6,331.63	
<b>Total BENEFITS</b>	<b>6,331.63</b>	
LIBRARY MATERIALS		
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	2,099.16	
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	98.00	
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	884.07	
<b>Total LIBRARY MATERIALS</b>	<b>3,081.23</b>	
OPERATION EXPENSE		
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	831.67	
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	172.47	
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	6,990.00	
<b>Total OPERATION EXPENSE</b>	<b>7,994.14</b>	
SPECIAL ITEMS		
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	3,359.56	
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)	125.00	
<b>Total SPECIAL ITEMS</b>	<b>3,484.56</b>	
<b>Total Expenditures</b>	<b>\$20,891.56</b>	<b>\$0.00</b>
NET OPERATING REVENUE	<b>\$ -20,891.56</b>	<b>\$0.00</b>
NET REVENUE	<b>\$ -20,891.56</b>	<b>\$0.00</b>

# Town of Ballston Community Library

## Prepaid Accruals

January - December 2023

	TOTAL	
	ACTUAL	BUDGET
Revenue		
<b>Total Revenue</b>		
GROSS PROFIT	<b>\$0.00</b>	<b>\$0.00</b>
Expenditures		
LIBRARY MATERIALS		
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	174.93	
<b>Total LIBRARY MATERIALS</b>	<b>174.93</b>	
<b>Total Expenditures</b>	<b>\$174.93</b>	<b>\$0.00</b>
NET OPERATING REVENUE	<b>\$ -174.93</b>	<b>\$0.00</b>
NET REVENUE	<b>\$ -174.93</b>	<b>\$0.00</b>

# Town of Ballston Community Library - Petty Cash On Hand

Transaction Report  
January - November, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Petty Cash on hand							
	Beginning Balance						66.70
01/07/2021	Check	2533	Cash	reimb PC O/H dec 2020	Petty Cash - BSNB Bank	33.30	100.00
02/11/2021	Check	PC O/H	Hannaford	book club supplies - purchased by MJB	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-2.38	97.62
07/06/2021	Check	2539	Cash	PC O/H reimb June 2021	Petty Cash - BSNB Bank	2.38	100.00
07/13/2021	Check	PC O/H	Carol Chaisson	replacement game pieces	17.7410.54.078.0.000 LIBRARY MATERIALS:LIBRARY MATERIALS - NYS Other Materials	-6.76	93.24
07/22/2021	Check	PC O/H	Carol Chaisson	reimb C Chaisson replacement game card - Ticket to Ride reimb C Chaisson replacement game pieces trains - Ticket to Ride	-Split-	-16.15	77.09
08/03/2021	Check	2541	Cash	PC O/H reimb July 2021	Petty Cash - BSNB Bank	22.91	100.00
08/16/2021	Check	PC O/H	Mary Jane Baumbach2	book club crafts - reimb MJB	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-6.00	94.00
09/09/2021	Check	PC O/H	Mary Jane Baumbach2	reimb for book club supplies (Michaels receipt)	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-6.28	87.72
09/13/2021	Check	PC O/H	Mary Jane Baumbach2		17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-8.00	79.72
09/21/2021	Check	PC O/H	Mary Jane Baumbach2	reimb for book club supplies: Michaels 9.18.21 receipt Dollar Tree 9/14/21 receipt	-Split-	-7.19	72.53
09/23/2021	Check	PC O/H	Richard, Jennifer	reimb - graphic design course	17.7410.54.019.0.000 OPERATION EXPENSE:PROFESSIONAL DEVELOPMENT / TRAINING	-14.99	57.54
10/05/2021	Check	PC O/H	United States Post Office	2 certified letters to Cintas - non renewal notice mailed 10/5/2021	17.7410.54.041.0.000 OFFICE EXPENSES:POSTAGE / MAILINGS	-14.76	42.78
10/18/2021	Check	2544	Cash	PC Sept 2021 reimbursement PC o/h	Petty Cash - BSNB Bank	42.46	85.24
11/01/2021	Check	2546	Cash	PC OCT 2021 reimbursement for PC o/h	Petty Cash - BSNB Bank	14.76	100.00
11/02/2021	Check	PC O/H	Mary Jane Baumbach	book club supplies - Michaels	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-2.99	97.01
Total for Petty Cash on hand						\$30.31	
TOTAL						\$30.31	

# Town of Ballston Community Library Director's Report

November 2021

## Circulation Statistics

### October 2021

Circulation Statistics	Current Month	2021 YTD	2020 Total
Items Added to Collection	472	3,367	2,791
Number of Physical Items Circulated	7,816	70,095	49,737
Overdrive/Libby Circulation	945	9,698	13,164
Hoopla Circulation	488	4,409	3,217
New Patron Registrations	21	231	108
Curbside Appointments	6	1,973	2,555
Patrons in the Building	2,199	16,031	21,461

## Programs & Events

### October 2021

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2021 YTD	Participants 2021 YTD	Number Offered 2020 Total	Participants 2020 Total
Preschool	15	176	120	1,835	105	1,767
Elementary	6	99	45	725	31	489
Teen	2	28	15	229	18	99
Adult	4	78	35	547	30	291
Family	5	111	134	2,572	6	140
Outreach	0	0	6	279	37	1,488
<b>TOTALS</b>	<b>32</b>	<b>492</b>	<b>355</b>	<b>6,187</b>	<b>227</b>	<b>4,274</b>



Read to Seamus



Make It Merry Holiday Photo Shoot



Grab N Go Craft



## Organizational Goals

- The Long-Range Planning committee is putting the finishing touches on the Long Range Plan for approval this month.

## Financials

**Account Balances Chart**

	Library Held			Town Held	
	Status	Balance		Status	Balance
Fund Balance Account	In place (xxx1567)	\$0	Fund Balance Account	In place	\$300,406 ‡
Operating Account	In place (xxx1164)	\$101,099.80†	Operating Account	In place (Town Fund 17.)	\$136,306.06*
Trustees Account	In place (xxx1596)	\$5,465.98	Trustees Account	Account closed 9/16/2021	
Petty Cash Account	BSNB is processing application		Petty Cash Account	In place (xxx5534)	\$406
			Petty Cash On Hand	Lock Box	\$58
			Circulation Tray	Tray	\$75

Table 2. Summary of Library Funds and Accounts Holding those Funds as of 30 September, 2021 (unless otherwise noted)

† Principally from Department of Library Development State Aid for Library Construction Grant

‡ December 31, 2018 value from 2018 Town of Ballston Financial Report (provided by Town Budget Officer (25 January, 2021)).

\* Value provided by Town of Ballston Budget Officer (28 October, 2021)

## Staff & Volunteers

- The Friends of the Library are coordinating several upcoming Fundraisers and are participating in the BH-BL BPA Holiday Drive through on November 30 at 6:00 PM.

## Facility Update

- The exterior doors have been rekeyed and the bill was sent to SALS.
- Sienna Fence replaced the old fence with a new six-foot high vinyl fence on November 12.
- The Peace Pole has been installed by the Rotary. A new bench and landscaping will be ordered in the spring.

## Technology

**October 2021**

Technology Statistics	Current Month	2021 YTD	2020 Total
Public Computer Sessions	94	607	964
WiFi Sessions (unique users)	537	4,513	5,355

## Marketing

### October 2021

Marketing Statistics	Current Month	2021 YTD	2020 Total
Social Media Posts	58	813	Not Available
Website Visits	2,700	27,152 (does not include January)	77,869

## Electric Vehicle Chargers

### October 2021

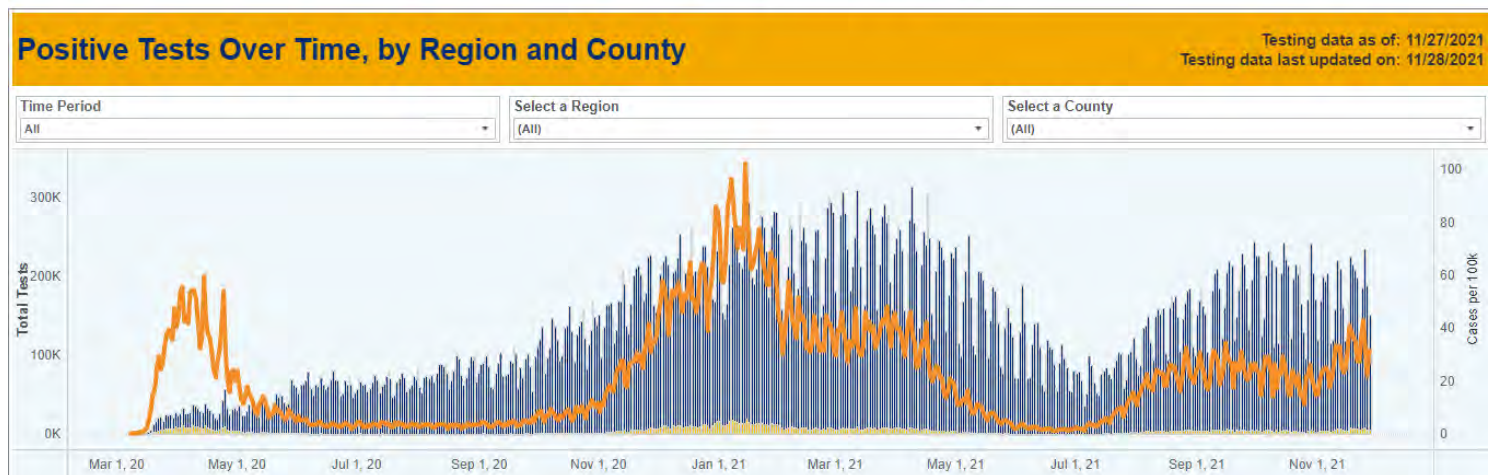
EV Charger Statistics	Current Month	2021 YTD	2020 Total
Charging Sessions	33	139	N/A
Unique Drivers	13	55	N/A
Energy Dispensed	284 kWh	1,153.93 kWh	N/A
Average Energy Cost .12 kWh	\$34.08	\$138.47	N/A

- Reopening Plan (Safety Plan)

Library Action	Date	Positivity Rate*
Building Closed to Public	3/16/2020	2.6%
Staff Begin Working Remotely	3/23/2020	7.3%
Staff Begin to Return to Building	6/15/2020	0.3%
Curbside Services Start	6/29/2020	0.3%
Open for Pop-in	9/14/2020	1.0%
Return to Curbside Only	12/21/2020	7.1%
Reopening for Pop-In	3/1/2021	2.4%
Drop Capacity Restrictions/expand services	6/21/2021	0.8%
Masks Optional for Vaccinated Individuals	7/6/2021	0.3%
Masks for All per CDC	7/30/2021	4.6%
Current Levels	11/29/21	8.4%

\*Saratoga County Percent Positive Results per NYS

POSITIVE TESTS OVER TIME, BY REGION AND COUNTY



## Meetings & Professional Development

- Michelle Dannenhoffer-Cau, Library Assistant: Library Works Training “Dealing with Hostile and Potentially Dangerous Library Users (and Staff) Behaviors,”
- Rebecca Darling, Director: Board of Trustees, Ballston Town Board, Friends of the Library
- Alyssa Harvey, Head of Youth Services: Board of Trustees
  - NYLA Conference, November 4-6 in Syracuse, NY
    - Keynote Address with Robert Kolker
    - ESLN Luncheon - Collective Power for Collective Good with Emily Drabinski
    - Session #1 - Inspiring New Voices in Libraries
    - Session #2 - YSS Table Talks
    - Session #3 - Prioritizing Teen Engagement in a Pandemic
    - Session #4 - Lessons Learned from School Shutdown
    - YSS Empire State Award Luncheon with Brian Selznick
    - Session #5 - Talking to Kids About Race
    - Session #6 - When We're All In, Kids Are In
    - Intellectual Freedom Breakfast - War and Censorship in the 21st Century
- Erin Knight, Library Clerk: Library Works Training “Dealing with Hostile and Potentially Dangerous Library Users (and Staff) Behaviors,” Libby Training
- Elizabeth Lafergola, Library Clerk: Library Works Training “Dealing with Hostile and Potentially Dangerous Library Users (and Staff) Behaviors,”
- Patricia Pericone, Library Clerk: Library Works Training “Dealing with Hostile and Potentially Dangerous Library Users (and Staff) Behaviors”
- Hannah Moore, Library Clerk: Library Works Training “Dealing with Hostile and Potentially Dangerous Library Users (and Staff) Behaviors”
- Jenn Richard, Head of Adult Services: Board of Trustees, Ballston Town Board
  - NYLA Conference, November 4-5 in Syracuse, NY
    - Annual Membership Meeting
    - Keynote Address with Robert Kolker
    - Session #1 - Prioritizing Digital Equality When Everyone Says No
    - Session #2 - Shared Vocabulary for a Supportive Workplace
    - Session #3 - Creating Dandy Displays for Library Lovers
    - Session #4 - Library Trustees (Not) in Legal Jeopardy
    - Session #5 - Friendly Relationships, Working Together for the Library
    - Session #6 - When We're All In, Kids Are In
    - Intellectual Freedom Breakfast - War and Censorship in the 21st Century
- Carolyn Speenburgh, Library Trustee: Trustee Handbook Book Club: Duties & Responsibilities
- Julia Stone, Library Trustee: Trustee Handbook Book Club: Duties & Responsibilities, Trustee Handbook Book Club: Library Board Meetings

Rebecca Verhayden Darling, Director 11/29/2021