

**Town of Ballston Community Library  
Board of Trustees Meeting  
December 29, 2021**

**Agenda**

- 1) Call to order
- 2) Minutes of December 22, 2021 Meeting
- 3) Report of Special Funds
- 4) Monthly Financial Report
- 5) Approval of Bills
- 6) Old Business
  - a) Library Reopening Plan
  - b) Library/Town Transition Update
  - c) Local History Room Update
- 7) New Business
- 8) Executive Session: Discuss Legal Matters
- 9) Adjournment

# Town of Ballston Community Library Director's Report

December 2021

## Circulation Statistics

### November 2021

| Circulation Statistics              | Current Month | 2021 YTD | 2020 Total |
|-------------------------------------|---------------|----------|------------|
| Items Added to Collection           | 554           | 3,921    | 2,791      |
| Number of Physical Items Circulated | 7,518         | 77,163   | 49,737     |
| Overdrive/Libby Circulation         | 883           | 10,581   | 13,164     |
| Hoopla Circulation                  | 449           | 4,858    | 3,217      |
| New Patron Registrations            | 17            | 248      | 108        |
| Curbside Appointments               | 9             | 1,982    | 2,555      |
| Patrons in the Building             | 2,531         | 18,562   | 21,461     |

## Programs & Events

### November 2021

| Programs      | Number Offered Current Month | Participants Current Month | Number Offered 2021 YTD | Participants 2021 YTD | Number Offered 2020 Total | Participants 2020 Total |
|---------------|------------------------------|----------------------------|-------------------------|-----------------------|---------------------------|-------------------------|
| Preschool     | 10                           | 82                         | 130                     | 1,917                 | 105                       | 1,767                   |
| Elementary    | 4                            | 33                         | 49                      | 758                   | 31                        | 489                     |
| Teen          | 2                            | 76                         | 17                      | 305                   | 18                        | 99                      |
| Adult         | 6                            | 40                         | 41                      | 587                   | 30                        | 291                     |
| Family        | 2                            | 196                        | 136                     | 2,768                 | 6                         | 140                     |
| Outreach      | 1                            | 17                         | 7                       | 296                   | 37                        | 1,488                   |
| <b>TOTALS</b> | <b>25</b>                    | <b>444</b>                 | <b>380</b>              | <b>6,631</b>          | <b>227</b>                | <b>4,274</b>            |



## Organizational Goals

- The Long-Range Plan is complete and approved. The new Employee Benefits Handbook is also approved. The Policy Committee will be working to update the current policies based on guidance from New York State and SALS.

## 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) | \$101,834.59 <sup>†</sup> | Operating Account    | In place (Town Fund 17.) | \$47,461.16* |
| Trustees Account     | In place (xxx1596) | \$5,466.11                | Trustees Account     | Account closed 9/16/2021 |              |
| Petty Cash Account   | In place           | \$0                       | 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 November, 2021 (unless otherwise noted)

<sup>†</sup> Principally from Department of Library Development State Aid for Library Construction Grant

<sup>‡</sup> 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 Bookkeeper (2 December, 2021)

## Staff & Volunteers

- The Friends of the Library's next meeting will be held Tuesday, January 4 at 7:00 PM.

## Facility Update

- The Local History Project planning continues to move forward. Library staff met with Accent Furniture and Butler Rowland Mays to coordinate next steps and finalize selection of new furnishings.

## Technology

**November 2021**

| Technology Statistics        | Current Month | 2021 YTD | 2020 Total |
|------------------------------|---------------|----------|------------|
| Public Computer Sessions     | 95            | 702      | 964        |
| WiFi Sessions (unique users) | 550           | 5,063    | 5,355      |

## Marketing

### November 2021

| Marketing Statistics | Current Month | 2021 YTD                             | 2020 Total    |
|----------------------|---------------|--------------------------------------|---------------|
| Social Media Posts   | 58            | 871                                  | Not Available |
| Website Visits       | 2,416         | 29,568<br>(does not include January) | 77,869        |

## Electric Vehicle Chargers

### October 2021

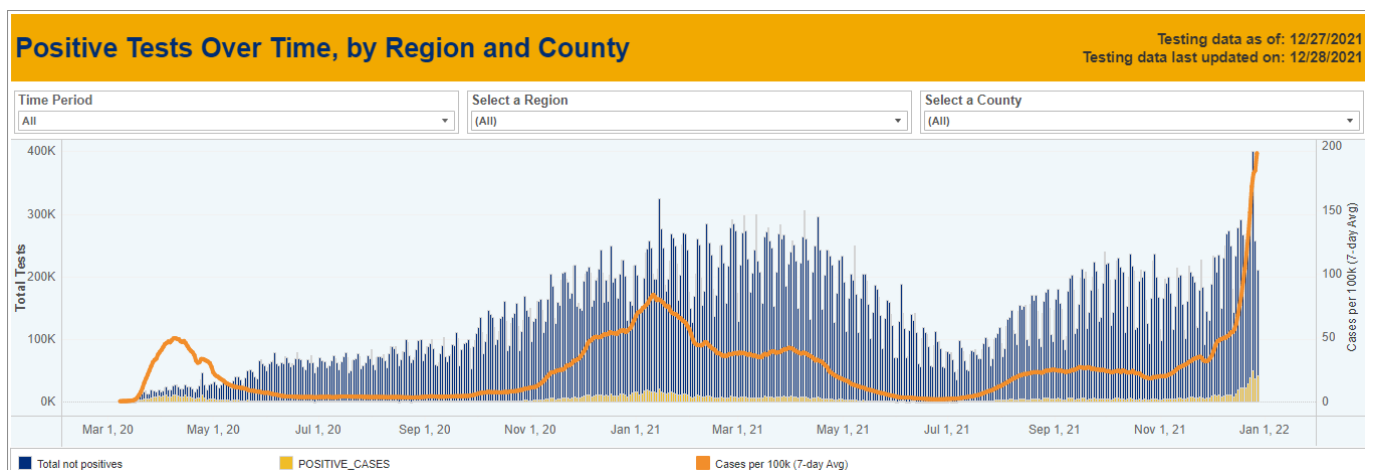
| EV Charger Statistics       | Current Month | 2021 YTD     | 2020 Total |
|-----------------------------|---------------|--------------|------------|
| Charging Sessions           | 24            | 163          | N/A        |
| Unique Drivers              | 12            | 67           | N/A        |
| Energy Dispensed            | 354 kWh       | 1,507.93 kWh | N/A        |
| Average Energy Cost .12 kWh | \$42.48       | \$180.95     | N/A        |

## Policy Review

- 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                             | 12/28/2021 | 10.7%            |

\*Saratoga County Percent Positive Results per NYS



## Meetings & Professional Development

- Mary Jane Baumbach, Library Clerk: Library Staff Meeting
- Tricia Bitley, Library Clerk: Library Staff Meeting
- Carol Chaisson, Library Clerk: Library Staff Meeting
- Rong-Jane Chen, Library Assistant: Library Staff Meeting
- Michelle Dannenhoffer-Cau, Library Assistant: Library Staff Meeting
- Rebecca Darling, Director: Board of Trustees, Ballston Town Board, SALS Directors Council, , SALS JA Meeting, Library Staff Meeting, Construction Meeting
  - NYLA Virtual Conference:
    - How to Hire and Inspire (and Occasionally Fire) Library Employees, Legally!
    - Supporting Local Businesses During/After Covid
    - Environmental Programming in the Virtual World
    - ABCs of Best Practices for Friends Groups
    - Library Construction 101
    - Fundraising Without Book Sales
    - Tackle a Construction Project Successfully!
    - Beginner's Guide to Being a Woman in Charge
    - Library of Things 101
    - Graphic Design for Small Libraries
- Mary Hayden, Library Page: Library Staff Meeting
- Alyssa Harvey, Head of Youth Services: Board of Trustees, Library Staff Meeting, Construction Meeting, Summer Reading Program Symposium, Creating Safety Plans with LGBTQ+ Youth, Curious About Library Supervision
- Lindsay Kosnick, Library Page: Library Staff Meeting
- Elizabeth Lafergola, Library Clerk: Library Staff Meeting
- Hannah Moore, Library Clerk: Library Staff Meeting
- Amelia Grace Morrow, Library Page: Library Staff Meeting
- Jenn Richard, Head of Adult Services: Board of Trustees, Ballston Town Board, Friends of the Library, Library Staff Meeting, Construction Meeting, Canva 2021 Graphic Design Class
- Terry Riley, Account Clerk: Library Staff Meeting
- Ruta Tomik, Substitute: Library Staff Meeting

Rebecca Verhayden Darling, Director 12/28/2021

11:12 AM

12/28/21

Town of Ballston Comm Library (NEW)

Check Detail

December 1 - 28, 2021

| Type            | Num        | Date       | Name                                | Account                        | Paid Amount | Original Amount |
|-----------------|------------|------------|-------------------------------------|--------------------------------|-------------|-----------------|
| Bill Pmt -Check | 108        | 12/16/2021 | Charlton Heights PTA                | Library Checking xxx1164       |             | -1,700.00       |
| Bill            | 12.16.2021 | 12/16/2021 |                                     | Lib Prog Del Costs 7410.54.044 | -1,700.00   | 1,700.00        |
| TOTAL           |            |            |                                     |                                | -1,700.00   | 1,700.00        |
| Bill Pmt -Check | 109        | 12/27/2021 | Butler Rowland Mays Architects, LLP | Library Checking xxx1164       |             | -650.00         |
| Bill            | Invoice# 6 | 12/09/2021 |                                     | 7997.52 Lib Bldg Cap Outlays   | -650.00     | 650.00          |
| TOTAL           |            |            |                                     |                                | -650.00     | 650.00          |

# Town of Ballston Community Library

## Abstract

As of December 31, 2021

| DATE   | NUM          | AMOUNT            | TRANSACTION TYPE |
|--|--------------|-------------------|------------------|
| <b>Advantage Disposal</b>                            |              |                   |                  |
| 518-355-6615   |              |                   |                  |
| 12/07/2021   | DEC2021      | 74.75             | Bill             |
| <b>Total for Advantage Disposal</b>                  |              | <b>\$74.75</b>    |                  |
| <b>Amazon.com</b>                                    |              |                   |                  |
| 11/30/2021   | 684458885986 | 32.92             | Bill             |
| 11/30/2021   | 696884335463 | 10.99             | Bill             |
| 11/19/2021   | 977955578987 | 22.39             | Bill             |
| 11/10/2021   | 574754667855 | 46.00             | Bill             |
| 11/29/2021   | 483854495869 | 25.63             | Bill             |
| 11/10/2021   | 558849734774 | 29.94             | Bill             |
| 11/13/2021   | 464549468487 | 13.88             | Bill             |
| 11/10/2021   | 563649659497 | 22.49             | Bill             |
| 11/14/2021   | 498776867734 | 41.36             | Bill             |
| 11/18/2021   | 434898439843 | 17.99             | Bill             |
| 11/18/2021   | 668744756488 | 16.95             | Bill             |
| 11/19/2021   | 453686989764 | 129.69            | Bill             |
| 11/19/2021   | 686585349989 | 14.78             | Bill             |
| 12/28/2021   | 112291WTCM-0 | -0.30             | Vendor Credit    |
| <b>Total for Amazon.com</b>                          |              | <b>\$424.71</b>   |                  |
| <b>Baker &amp; Taylor</b>                            |              |                   |                  |
| 800-340-5370   |              |                   |                  |
| 11/23/2021   | 5017356650   | 237.46            | Bill             |
| 12/02/2021   | 5017408213   | 409.05            | Bill             |
| 12/02/2021   | 5017413520   | 386.80            | Bill             |
| 12/10/2021   | 5017390825   | 339.20            | Bill             |
| 12/13/2021   | 5017434505   | 1,024.48          | Bill             |
| 12/13/2021   | 5017437197   | 447.11            | Bill             |
| 11/29/2021   | 5017397492   | 200.81            | Bill             |
| 11/09/2021   | 5017319903   | 431.23            | Bill             |
| 11/12/2021   | 5017327464   | 334.84            | Bill             |
| 11/18/2021   | 5017346319   | 756.42            | Bill             |
| 11/19/2021   | 5017382007   | 146.21            | Bill             |
| 11/20/2021   | 5017375860   | 553.23            | Bill             |
| 11/23/2021   | 5017363086   | 274.23            | Bill             |
| 12/28/2021   | 0003250133   | -15.67            | Vendor Credit    |
| <b>Total for Baker &amp; Taylor</b>                  |              | <b>\$5,525.40</b> |                  |
| <b>BlueShield of Northeastern New York</b>           |              |                   |                  |
| 12/10/2021   |              | 201.00            | Bill             |
| <b>Total for BlueShield of Northeastern New York</b> |              | <b>\$201.00</b>   |                  |
| <b>CDPHP</b>   |              |                   |                  |
| 12/13/2021   | 213470041063 | 2,280.75          | Bill             |
| <b>Total for CDPHP</b>                               |              | <b>\$2,280.75</b> |                  |

# Town of Ballston Community Library

## Abstract

As of December 31, 2021

| DATE  | NUM         | AMOUNT            | TRANSACTION TYPE |
|---|-------------|-------------------|------------------|
| <b>Cengage Learning Inc. / Gale</b>           |             |                   |                  |
| 248-699-4253                                  |             |                   |                  |
| 11/18/2021                                    | 76200083    | 102.89            | Bill             |
| 11/18/2021                                    | 76199063    | 56.98             | Bill             |
| 12/03/2021                                    | 76258760    | 54.73             | Bill             |
| 12/07/2021                                    | 76275031    | 167.27            | Bill             |
| 12/06/2021                                    | 76269392    | 55.48             | Bill             |
| 12/03/2021                                    | 76261991    | 77.97             | Bill             |
| 11/16/2021                                    | 76187234    | 28.49             | Bill             |
| 12/03/2021                                    | 76259232    | 111.71            | Bill             |
| 12/03/2021                                    | 76260428    | 50.23             | Bill             |
| 12/03/2021                                    | 76261476    | 119.20            | Bill             |
| 11/17/2021                                    | 76193065    | 75.72             | Bill             |
| <b>Total for Cengage Learning Inc. / Gale</b> |             | <b>\$980.67</b>   |                  |
| <b>Demco Software</b>                         |             |                   |                  |
| 12/14/2021                                    | INV00013634 | 525.10            | Bill             |
| <b>Total for Demco Software</b>               |             | <b>\$525.10</b>   |                  |
| <b>Direct Energy</b>                          |             |                   |                  |
| 12/09/2021                                    | HS12782038  | 496.70            | Bill             |
| <b>Total for Direct Energy</b>                |             | <b>\$496.70</b>   |                  |
| <b>EBSCO</b>                                  |             |                   |                  |
| 732-542-8600                                  |             |                   |                  |
| 11/03/2021                                    | 9229423     | 1,713.23          | Bill             |
| 08/13/2021                                    | 2200381     | -406.01           | Vendor Credit    |
| <b>Total for EBSCO</b>                        |             | <b>\$1,307.22</b> |                  |
| <b>ELM USA, Inc.</b>                          |             |                   |                  |
| 12/03/2021                                    | 45611       | 25.00             | Bill             |
| <b>Total for ELM USA, Inc.</b>                |             | <b>\$25.00</b>    |                  |
| <b>LibraryWorks, Inc.</b>                     |             |                   |                  |
| (240) 354-1281                                |             |                   |                  |
| 12/01/2021                                    | 2991        | 98.00             | Bill             |
| <b>Total for LibraryWorks, Inc.</b>           |             | <b>\$98.00</b>    |                  |
| <b>Mail 'N' More</b>                          |             |                   |                  |
| 518.399.3279                                  |             |                   |                  |
| 11/08/2021                                    | 11934       | 56.70             | Bill             |
| <b>Total for Mail 'N' More</b>                |             | <b>\$56.70</b>    |                  |
| <b>Midwest Tape Exchange</b>                  |             |                   |                  |
| 800-875-2785                                  |             |                   |                  |
| 11/23/2021                                    | 501314223   | 287.42            | Bill             |
| 12/13/2021                                    | 501408023   | 237.43            | Bill             |
| 11/23/2021                                    | 501339871   | 74.27             | Bill             |
| 11/30/2021                                    | 501354135   | 908.23            | Bill             |
| 12/06/2021                                    | 501366827   | 354.14            | Bill             |



# Town of Ballston Community Library

## Abstract

As of December 31, 2021

| DATE  | NUM             | AMOUNT             | TRANSACTION TYPE |
|---|-----------------|--------------------|------------------|
| <b>Total for Midwest Tape Exchange</b>                  |                 | <b>\$1,861.49</b>  |                  |
| National Grid<br>800-664-6729                           |                 |                    |                  |
| 12/08/2021  | DEC2021         | 1,554.92           | Bill             |
| <b>Total for National Grid</b>                          |                 | <b>\$1,554.92</b>  |                  |
| Nature's Way Pest Control<br>518-745-5958               |                 |                    |                  |
| 12/09/2021  | 550502          | 78.00              | Bill             |
| <b>Total for Nature's Way Pest Control</b>              |                 | <b>\$78.00</b>     |                  |
| Public Sector HR Consultants LLC<br>(518) 399-4512      |                 |                    |                  |
| 11/30/2021  | 4535            | 1,691.63           | Bill             |
| <b>Total for Public Sector HR Consultants LLC</b>       |                 | <b>\$1,691.63</b>  |                  |
| Saxton's Janitorial                                     |                 |                    |                  |
| 12/21/2021  | 1479            | 2,295.00           | Bill             |
| <b>Total for Saxton's Janitorial</b>                    |                 | <b>\$2,295.00</b>  |                  |
| Staples   |                 |                    |                  |
| 12/01/2021  | 3494184243      | 7.17               | Bill             |
| 12/01/2021  | 3494184242      | 203.65             | Bill             |
| 11/16/2021  | 3492812281      | 78.09              | Bill             |
| 11/19/2021  | 3493016759      | 106.51             | Bill             |
| 11/18/2021  | 3492948661      | 5.09               | Bill             |
| <b>Total for Staples</b>                                |                 | <b>\$400.51</b>    |                  |
| Terry Riley   |                 |                    |                  |
| 12/20/2021  | 12.20.21        | 48.02              | Bill             |
| <b>Total for Terry Riley</b>                            |                 | <b>\$48.02</b>     |                  |
| Time Warner Cable / Spectrum Business<br>1-877-636-3278 |                 |                    |                  |
| 12/11/2021  | 948178401121121 | 274.94             | Bill             |
| <b>Total for Time Warner Cable / Spectrum Business</b>  |                 | <b>\$274.94</b>    |                  |
| <b>TOTAL</b>  |                 | <b>\$20,120.51</b> |                  |

Petty Cash Rems \$ 2.99

# Town of Ballston Community Library

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

January - December 2021

|  | TOTAL               |                     |                    |                 |
|--|---------------------|---------------------|--------------------|-----------------|
|  | ACTUAL              | BUDGET              | REMAINING          | % OF BUDGET     |
| <b>Revenue</b>   |                     |                     |                    |                 |
| <b>BALLSTON TAXES</b>  |                     |                     |                    |                 |
| 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> |
| <b>CHARLTON LIBRARY SVCS</b>                                       |                     |                     |                    |                 |
| 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>  |
| <b>LIBRARY CHARGES</b>   |                     |                     |                    |                 |
| 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>   |
| <b>LIBRARY SYSTEM GRANTS</b>                                       |                     |                     |                    |                 |
| 17.2760.41.001.0.000 Library System Grants - LLSA                  | 3,159.00            | 1,960.00            | -1,199.00          | 161.17 %        |
| 17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants     | 5,822.00            |                     | -5,822.00          |                 |
| <b>Total LIBRARY SYSTEM GRANTS</b>                                 | <b>8,981.00</b>     | <b>1,960.00</b>     | <b>-7,021.00</b>   | <b>458.21 %</b> |
| <b>MISC REVENUE</b>  |                     |                     |                    |                 |
| 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>\$652,441.98</b> | <b>\$680,700.00</b> | <b>\$28,258.02</b> | <b>95.85 %</b>  |
| <b>GROSS PROFIT</b>  | <b>\$652,441.98</b> | <b>\$680,700.00</b> | <b>\$28,258.02</b> | <b>95.85 %</b>  |
| <b>Expenditures</b>  |                     |                     |                    |                 |
| <b>17 OFFICE EXPENSES</b>  |                     |                     |                    |                 |
| 17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS                   | 5,181.39            | 5,500.00            | 318.61             | 94.21 %         |
| 17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS                  | 3,833.88            | 3,000.00            | -833.88            | 127.80 %        |
| 17.7410.54.041.0.000 POSTAGE / MAILINGS                            | 378.06              | 600.00              | 221.94             | 63.01 %         |
| 17.7410.54.042.0.000 PUBLICITY / Promotion                         | 493.77              | 1,700.00            | 1,206.23           | 29.05 %         |
| 17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS                | 9,055.95            | 11,500.00           | 2,444.05           | 78.75 %         |
| <b>Total 17 OFFICE EXPENSES</b>                                    | <b>18,943.05</b>    | <b>22,300.00</b>    | <b>3,356.95</b>    | <b>84.95 %</b>  |
| <b>BENEFITS</b>  |                     |                     |                    |                 |
| 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            | 19,215.32           | 20,498.00           | 1,282.68           | 93.74 %         |
| 17.9035.58.000.0.000 MEDICARE CONTRIBUTION COSTS                   | 4,493.93            | 4,794.00            | 300.07             | 93.74 %         |
| 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)       | 4,188.03            | 19,935.00           | 15,746.97          | 21.01 %         |
| 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                   | 3,372.82            |                     | -3,372.82          |                 |
| 17.9060.58.054.0.000 HEALTH INSURANCE OPT OUT (Town Funded)        | 3,450.00            | 3,600.00            | 150.00             | 95.83 %         |
| <b>Total BENEFITS</b>  | <b>62,743.62</b>    | <b>85,309.00</b>    | <b>22,565.38</b>   | <b>73.55 %</b>  |
| <b>LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>                      |                     |                     |                    |                 |
| 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> |
| <b>LIBRARY MATERIALS</b>   |                     |                     |                    |                 |
| 17.7410.54.034.0.000 LIBRARY MATERIALS - Print                     | 53,147.63           | 60,000.00           | 6,852.37           | 88.58 %         |
| 17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals               | 1,813.03            | 3,000.00            | 1,186.97           | 60.43 %         |
| 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 %        |

# Town of Ballston Community Library

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

January - December 2021

|  | TOTAL               |                     |                      |                 |
|--|---------------------|---------------------|----------------------|-----------------|
|  | ACTUAL              | BUDGET              | REMAINING            | % OF BUDGET     |
| 17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases             | 9,420.23            | 7,500.00            | -1,920.23            | 125.60 %        |
| 17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials           | 14,643.95           | 17,000.00           | 2,356.05             | 86.14 %         |
| <b>Total LIBRARY MATERIALS</b>   | <b>84,879.02</b>    | <b>93,400.00</b>    | <b>8,520.98</b>      | <b>90.88 %</b>  |
| <b>LIBRARY PERSONNEL SERVICES</b>                                      |                     |                     |                      |                 |
| 17.7410.51.030.0.000 LIBRARY PERSONNEL SERVICES - Certified Librarians | 154,267.13          | 173,123.00          | 18,855.87            | 89.11 %         |
| 17.7410.51.031.0.000 LIBRARY PERSONNEL SERVICES - Clerical Staff       | 147,828.50          | 130,485.00          | -17,343.50           | 113.29 %        |
| 17.7410.51.032.0.000 LIBRARY PERSONNEL SERVICES - Pages                | 16,995.38           | 27,000.00           | 10,004.62            | 62.95 %         |
| <b>Total LIBRARY PERSONNEL SERVICES</b>                                | <b>319,091.01</b>   | <b>330,608.00</b>   | <b>11,516.99</b>     | <b>96.52 %</b>  |
| <b>OPERATION EXPENSE</b>   |                     |                     |                      |                 |
| 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)  | 16,022.70           |                     | -16,022.70           |                 |
| 17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)            | 16,564.97           | 17,500.00           | 935.03               | 94.66 %         |
| 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               | 2,013.40            | 2,800.00            | 786.60               | 71.91 %         |
| 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                                | 31,653.83           | 1,500.00            | -30,153.83           | 2,110.26 %      |
| 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                             | 244.35              | 200.00              | -44.35               | 122.18 %        |
| 17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT          | 640.22              | 13,200.00           | 12,559.78            | 4.85 %          |
| 17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M              | 15,575.48           | 16,700.00           | 1,124.52             | 93.27 %         |
| 17.7410.54.077.0.000 TRASH REMOVAL SERVICES                            | 806.00              | 1,000.00            | 194.00               | 80.60 %         |
| <b>Total OPERATION EXPENSE</b>   | <b>118,889.44</b>   | <b>105,115.00</b>   | <b>-13,774.44</b>    | <b>113.10 %</b> |
| <b>SPECIAL ITEMS</b>   |                     |                     |                      |                 |
| 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)              | 1,692.93            |                     | -1,692.93            |                 |
| 17.9999.00.000.0.000 Lib Fund Surp                                     |                     | 22,518.00           | 22,518.00            |                 |
| <b>Total SPECIAL ITEMS</b>   | <b>13,350.41</b>    | <b>34,768.00</b>    | <b>21,417.59</b>     | <b>38.40 %</b>  |
| <b>Total Expenditures</b>  | <b>\$640,673.49</b> | <b>\$680,700.00</b> | <b>\$40,026.51</b>   | <b>94.12 %</b>  |
| NET OPERATING REVENUE  | <b>\$11,768.49</b>  | <b>\$0.00</b>       | <b>\$ -11,768.49</b> | <b>0.00%</b>    |
| NET REVENUE  | <b>\$11,768.49</b>  | <b>\$0.00</b>       | <b>\$ -11,768.49</b> | <b>0.00%</b>    |

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

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|  | Jan - Dec 21 |
|--|--------------|
| <b>Ordinary Income/Expense</b>                   |              |
| <b>Income</b>                                    |              |
| <b>LIBRARY CHARGES</b>                           |              |
| Lib Chgs - Copier 2082.41.004                    | 1,262.68     |
| Lib Chgs - Fines 2082.41.005                     | 4,128.83     |
| Lib Chgs - Lost 2082.41.006                      | 816.38       |
|  | 6,207.89     |
| <b>Total LIBRARY CHARGES</b>                     | 6,207.89     |
| <b>REVENUE</b>                                   |              |
| Gifts & Donations 2705.41.000                    | 669.92       |
| Other Cash Grants 2760.41.003                    | 97,124.60    |
| Unclassified Rev 2770.41.000                     | 2,374.65     |
|  | 100,169.17   |
| <b>Total REVENUE</b>                             | 100,169.17   |
| <b>Total Income</b>                              | 106,377.06   |
| <b>Expense</b>                                   |              |
| <b>LIBRARY EQUIP &amp; CAPITAL OUTLAYS</b>       |              |
| 7997.52 Lib Bldg Cap Outlays                     | 4,846.25     |
|  | 4,846.25     |
| <b>Total LIBRARY EQUIP &amp; CAPITAL OUTLAYS</b> | 4,846.25     |
| <b>OFFICE EXPENSES</b>                           |              |
| Lib Prog Del Costs 7410.54.044                   | 1,700.00     |
| Office Supplies&Mat 7410.54.001                  | 342.78       |
|  | 2,042.78     |
| <b>Total OFFICE EXPENSES</b>                     | 2,042.78     |
| <b>Payroll Expenses</b>                          | 0.00         |
|  | 0.00         |
| <b>Total Expense</b>                             | 6,889.03     |
| <b>Net Ordinary Income</b>                       | 99,488.03    |
| <b>Net Income</b>                                | 99,488.03    |

**TRUSTEES FUNDS SUMMARY (XXX1596)**

12/28/2021 11:05

**FUND NAME**

|                             |                   |
|-----------------------------|-------------------|
| <b>Richard E. Wittnebel</b> | <b>\$23.55</b>    |
| <b>BH Women's Club</b>      | <b>\$74.76</b>    |
| <b>Asa Kaplan</b>           | <b>\$302.90</b>   |
| <b>Tibbitts</b>             | <b>\$38.88</b>    |
| <b>McQueen</b>              | <b>\$11.26</b>    |
| <b>DeAngelo</b>             | <b>\$51.04</b>    |
| <b>Undesignated</b>         | <b>\$4,963.72</b> |

**TOTAL** **\$5,466.11**

**TOB Library NEW Trustee Account (xxx1596)**

12/28/2021 11:06

| Date       | Check Number     | Description                                | Fund         | Withdrawal Amount | clrd | Deposit Amount | Account Balance |
|------------|------------------|--|--------------|-------------------|------|----------------|-----------------|
|            |                  |  |              |                   |      |                | \$0.00          |
| 1.7.2021   | 2453             | donation Shaginaw                          | UNDESIGNATED |                   | ✓    | \$500.00       | \$500.00        |
| 1.7.2021   | 2240             | donation Petrillose                        | UNDESIGNATED |                   | ✓    | \$50.00        | \$550.00        |
| 1.7.2021   | cash             | donation Anonymous                         | UNDESIGNATED |                   | ✓    | \$10.00        | \$560.00        |
| 1.20.2021  | bank debit       | Harland ck order qty 80                    | UNDESIGNATED | \$27.00           | ✓    |                | \$533.00        |
| 1.20.2021  | bank debit       | Harland dep slip order 1 pk                | UNDESIGNATED | \$16.63           | ✓    |                | \$516.37        |
| 2.11.2021  | PC ck#2534       | Whitman donation                           | UNDESIGNATED |                   | ✓    | \$15.00        | \$531.37        |
| 2.26.2021  |                  | interest earned                            | UNDESIGNATED |                   | ✓    | \$0.01         | \$531.38        |
| 3.2.2021   | 8609             | McQueen Fund/donor J Aronson-Hanson        | McQueen      |                   | ✓    | \$100.00       | \$631.38        |
| 3.8.2021   | 785624           | GE Match (Shaginaw)                        | UNDESIGNATED |                   | ✓    | \$500.00       | \$1,131.38      |
| 3.22.2021  | 101              | CHECK VOIDED                               |              |                   | ⊖    |                | \$1,131.38      |
| 3.22.2021  | T ck# 1002       | Amazon.com (1/2 McQueen memorial)          | McQueen      | \$44.00           | ✓    |                | \$1,087.38      |
| 3.31.2021  |                  | interest earned                            | UNDESIGNATED |                   | ✓    | \$0.03         | \$1,087.41      |
| 4.6.2021   | 2338             | donation P. Petrillose                     | UNDESIGNATED |                   | ✓    | \$50.00        | \$1,137.41      |
| 4.30.2021  |                  | interest earned                            | UNDESIGNATED |                   | ✓    | \$0.03         | \$1,137.44      |
| 5.10.2021  | ck#5094          | BH Wom Club (VanValkenburg)                | BHWC         |                   | ✓    | \$30.00        | \$1,167.44      |
| 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                | UNDESIGNATED |                   | ✓    | \$419.33       | \$5,465.85      |
| 10.29.2021 |                  | interest earned                            | UNDESIGNATED |                   | ✓    | \$0.13         | \$5,465.98      |
| 11.30.2021 |                  | interest earned                            | UNDESIGNATED |                   | ✓    | \$0.13         | \$5,466.11      |