

**Town of Ballston Community Library
Board of Trustees Meeting Agenda
January 26, 2022**

- 1) Call to order**
- 2) Minutes of January 12, 2022**
- 3) Report of Special Funds**
- 4) Monthly Financial Report**
- 5) Approval of Bills**
- 6) Librarians' Reports**
- 7) Reports of Committees**
 - a) Policy Review
 - i) P4000
 - ii) P7250
- 8) Old Business**
 - a) Reopening Plan Update
 - b) Local History & Lighting Construction Project
 - c) Rotary Peace Pole
- 9) New Business**
 - a) RESOLUTION 22-001 - APPROVE THE ORGANIZATIONAL RESOLUTIONS 22-002 THROUGH 22-014 AND APPOINTMENTS FOR 2022.
 - b) RESOLUTION 22-002 – BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that all meetings of the Board of Trustees shall be held in accordance with the latest edition of Robert's Rules of Order.
 - c) RESOLUTION 22-003 – BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the meetings of the Board of Trustees shall be held in the Town of Ballston Community Library located at 2 Lawmar Lane, Ballston, Saratoga County or any video conferencing platform that allows public participation and transcription. The regular meeting shall be held at 7:00 p.m. on the Last Wednesday of each month.
 - d) RESOLUTION 22-004 – BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the Ballston Spa National Bank shall be the official depository for Library funds and, BE IT FURTHER RESOLVED that the funds may be withdrawn, and checks may be signed, in accordance with the provisions of the procedures established by the Board of Trustees in Library policy P5600.
 - e) RESOLUTION 22-005 – BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that salaries for Library Employees for 2022 are approved and established in the 2022 budget and that all other salaries and hourly rates for the 2022 budget and any subsequent resolutions be approved with longevity awards to be applied

during the year as earned and BE IT FURTHER RESOLVED that the payroll schedule be biweekly for all hourly and salaried employees.

- f) RESOLUTION 22-006 – BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the official newspaper as required by NYS Education Department Law shall be The Daily Gazette.
- g) RESOLUTION 22-007 – BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that Library Employees shall be compensated at the rate of 58.5 cents per mile for the approved use of their personal automobiles in the performance of their official duties.
- h) RESOLUTION 22-008 BE IT RESOLVED that the Library Fee Schedule (attached) will be used for the 2022 calendar year through the 2023 Organizational Meeting.
- i) RESOLUTION 22-009 - BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that all overnight trips shall require prior approval by the Board of Trustees and, BE IT FURTHER RESOLVED that all other conference attendance shall require prior authorization of the Board of Trustees and BE IT FURTHER RESOLVED that reasonable expense reimbursement for conferences shall be approved by the Director. Any conference enrollee who cannot attend without cause will reimburse the Library for any costs incurred by the Library. Any late fee is the sole responsibility of the conference enrollee.
- j) RESOLUTION 22-010 - BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the agenda be posted on the Library Website and the Library Bulletin Board 24 hours prior to the meeting.
- k) RESOLUTION 22-011 - BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that all official meeting minutes must be written and mailed or electronically distributed to appropriate parties within 14 days of applicable meeting.
- l) RESOLUTION 22-012 - BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the fee schedule be amended to include a fee for checks returned by any bank for insufficient funds is to be \$20.00.
- m) RESOLUTION 22-013 - BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library authorizes the Library Director, with Treasurer written concurrence, to make transfers between accounts in the current budget in order to keep accounts properly funded and the Library Director will report transfers to the Board of Trustees.
- n) RESOLUTION 22-014 - WHEREAS the Board of Trustees of the Town of Ballston Community Library requires varied professional services from experts that appropriately licensed and registered in New York State; and, BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community designates and appoints the following firms, subject to approval of contracts by the Library's Attorney, or independent counsel as appropriate:

Firm	Appointment to Library
UHY LLC	Accounting Services
The Law Office of Stephanie Adams (LOSA), PLLC	Legal Services
Public Sector HR, LLC	Human Resources Consultant

- o) 22-015 RESOLUTION to rescind existing Policies P4000-P4700 effective to be replaced with the Town of Ballston Community Library Employee Handbook adopted by resolution of the Library Board of Trustees on December 22, 2021.
- p) 22-016 RESOLUTION to add policy P7250 Trustee Appointment to the Master Policy Manual.
- q) 22-017 RESOLUTION to enter into Professional Services Agreement with Public Sector HR for on demand human resource consulting at a rate of \$185 per hour for 2022.

10) Executive Session: Discuss Legal Matters

11) Adjournment

January Voucher Signing: Michelle Hernandez

Town of Ballston Town Board Meeting: Tuesday, February 8 at 6:30 PM

Town of Charlton Town Board Meeting: Monday, February 14 at 7:30 PM

February Voucher Signing: Tom Shaginaw

Town of Ballston Community Library
Board of Trustees Meeting Minutes
January 12, 2022

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, []Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson, [x]Steve Zarelli

Town of Ballston Representative – []Michael Carota

Town of Charlton Representative – []

Minutes of January 5, 2022 meeting: On a motion by Julia Stone, seconded by Michelle Hernandez, trustees unanimously approved the minutes of the January 5, 2022 meeting.

Old Business:

Reopening Plan: no changes.

Library/Town Transition Update:

- Director Darling and Terry Riley met with ADP and completed forms to get ready for our first payroll with ADP, which will take place on Friday, 1/14/22.
- Ms. Darling, Terry Riley and Tom Shaginaw will meet this week with UHY to get Quickbooks set for 2022.

Local History Room Update: We are still waiting on a signed contract before contractors can start work. Shelving has been taken down to prepare the space. We are just waiting for the Town to sign off.

New Business:

- Michael Carota will be the new library representative from the Town of Ballston. We don't know yet who our Charlton representative will be.
- Inspection of the library's fire and sprinkler system showed a problem. Alarm and Suppression tried to repair the system and was not successful. The Town's Building Department stated that it was not safe to operate the library until the problem was corrected. Alarm and Suppression will try installing another new panel tomorrow morning.

Executive session: At 7:16 p.m., on a motion by Julia Stone, seconded by Tom Shaginaw, trustees voted unanimously to enter executive session to discuss legal matters. At 7:30, Julia Stone made a motion, which was seconded by Sue Tomlinson and passed without exception, to exit executive session, where no votes were taken.

Adjournment: At 7:35, on a motion by Tom Shaginaw with second from Steve Zarelli, trustees voted with all in favor to adjourn the meeting.

Minutes respectfully submitted by: Susan Tomlinson, Secretary

Town of Ballston Community Library

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Budget vs. Actuals / Library Acct xxx1164

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
BALLSTON TAXES				
17.1001.41.000.0.000 Real Property Taxes	100,000.00	619,773.00	519,773.00	83.87 %
Total BALLSTON TAXES	100,000.00	619,773.00	519,773.00	83.87 %
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Other Governments		52,900.00	52,900.00	100.00 %
Total CHARLTON LIBRARY SVCS		52,900.00	52,900.00	100.00 %
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	109.07	3,000.00	2,890.93	96.36 %
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	385.94	10,868.00	10,482.06	96.45 %
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials	41.15	1,544.00	1,502.85	97.33 %
Total LIBRARY CHARGES	536.16	15,412.00	14,875.84	96.52 %
LIBRARY SYSTEM GRANTS				
17.2760.41.001.0.000 Library System Grants - LLSA		1,960.00	1,960.00	100.00 %
Total LIBRARY SYSTEM GRANTS		1,960.00	1,960.00	100.00 %
Total Revenue	\$100,536.16	\$690,045.00	\$589,508.84	85.43 %
GROSS PROFIT	\$100,536.16	\$690,045.00	\$589,508.84	85.43 %
Expenditures				
17 OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS		4,000.00	4,000.00	100.00 %
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	358.94	3,800.00	3,441.06	90.55 %
17.7410.54.041.0.000 POSTAGE / MAILINGS		400.00	400.00	100.00 %
17.7410.54.042.0.000 PUBLICITY / Promotion		883.00	883.00	100.00 %
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	3.99	12,500.00	12,496.01	99.97 %
Total 17 OFFICE EXPENSES	362.93	21,583.00	21,220.07	98.32 %
BENEFITS				
17.610.21.45.0.000 Insurance - Employee share	306.27		-306.27	
17.9010.58.000.0.000 STATE RETIREMENT CONTRIBUTION COSTS	6,331.63	37,200.00	30,868.37	82.98 %
17.9030.58.000.0.000 SOC SECURITY EMPLOYER COSTS	1,111.00	21,398.00	20,287.00	94.81 %
17.9035.58.000.0.000 MEDICARE EMPLOYER COSTS	259.87	5,004.00	4,744.13	94.81 %
17.9055.58.000.0.000 DISABILITY INSURANCE COSTS		5,130.00	5,130.00	100.00 %
17.9060.58.051.0.000 HEALTH / DENTAL INS (Employer share)	2,993.53	8,884.00	5,890.47	66.30 %
17.9060.58.052.0.000 HRA (Health Reimbursement Account Town Share)		2,300.00	2,300.00	100.00 %
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (employer share)	470.76	3,600.00	3,129.24	86.92 %
17.9060.58.054.0.000 HEALTH INS OPT OUT (Employer Funded)	138.46	3,600.00	3,461.54	96.15 %
17.9060.58.055.0.000 FED FUTA employer costs	107.55		-107.55	
Total BENEFITS	11,719.07	87,116.00	75,396.93	86.55 %
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES		9,000.00	9,000.00	100.00 %
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	2,861.11		-2,861.11	
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	2,861.11	9,000.00	6,138.89	68.21 %
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	3,037.50	60,000.00	56,962.50	94.94 %
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	1,811.23	2,800.00	988.77	35.31 %
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	884.07	1,800.00	915.93	50.89 %
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books		2,500.00	2,500.00	100.00 %
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases		9,000.00	9,000.00	100.00 %
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	1,066.04	16,000.00	14,933.96	93.34 %
Total LIBRARY MATERIALS	6,798.84	92,100.00	85,301.16	92.62 %

Town of Ballston Community Library

Budget vs. Actuals / Library Acct xxx1164

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 LIBRARY PERSONNEL SERVICES - Certified Librarians	10,083.45	174,716.00	164,632.55	94.23 %
17.7410.51.031.0.000 LIBRARY PERSONNEL SERVICES - Clerical Staff	7,288.16	142,956.00	135,667.84	94.90 %
17.7410.51.032.0.000 LIBRARY PERSONNEL SERVICES - Pages	708.23	27,456.00	26,747.77	97.42 %
17.7410.51.033.0.000 Payroll Processing Expense	106.89		-106.89	
Total LIBRARY PERSONNEL SERVICES	18,186.73	345,128.00	326,941.27	94.73 %
OPERATION EXPENSE				
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE		15,000.00	15,000.00	100.00 %
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	667.90	17,500.00	16,832.10	96.18 %
17.7410.54.010.0.000 PROFESSIONAL SERVICES - IT		22,795.00	22,795.00	100.00 %
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	1,392.01	5,000.00	3,607.99	72.16 %
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING		4,000.00	4,000.00	100.00 %
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	272.47	1,000.00	727.53	72.75 %
17.7410.54.039.0.000 CUSTODIAL SERVICES	2,295.00	27,540.00	25,245.00	91.67 %
17.7410.54.040.0.000 CUSTODIAL SUPPLIES		2,998.00	2,998.00	100.00 %
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT		200.00	200.00	100.00 %
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	63.42	500.00	436.58	87.32 %
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	6,990.00	23,575.00	16,585.00	70.35 %
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	74.75	1,000.00	925.25	92.53 %
Total OPERATION EXPENSE	11,755.55	121,108.00	109,352.45	90.29 %
SPECIAL ITEMS				
17.1320.54.007.0.000 AUDITOR - Professional Services (Library)		5,000.00	5,000.00	100.00 %
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	14,087.21	8,010.00	-6,077.21	-75.87 %
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	100.00 %
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)	125.00		-125.00	
Total SPECIAL ITEMS	14,212.21	14,010.00	-202.21	-1.44 %
Total Expenditures	\$65,896.44	\$690,045.00	\$624,148.56	90.45 %
NET OPERATING REVENUE	\$34,639.72	\$0.00	\$ -34,639.72	0.00%
NET REVENUE	\$34,639.72	\$0.00	\$ -34,639.72	0.00%

JAN 2022 ABSTRACT (2021 expenses - paid via Town xxx6779)

VENDOR	Date	Num	Amount	PAID VIA
PRO-CUT LANDSCAPE	10/19/2021	44273	3,500.00	TOWN GEN FUND (6779)
J P MANGIONE	10/27/2021	514551-01	495.71	TOWN GEN FUND (6779)
SALS	12/10/2021	2021-11BUR	1,899.60	TOWN GEN FUND (6779)
AMAZON.COM	12/13/2021	639879647368	12.26	TOWN GEN FUND (6779)
AMAZON.COM	12/13/2021	468534855934	95.34	TOWN GEN FUND (6779)
STAPLES	12/14/2021	3495083053	261.47	TOWN GEN FUND (6779)
AMAZON.COM	12/16/2021	689447943593	103.96	TOWN GEN FUND (6779)
BAKER & TAYLOR	12/20/2021	5017400343	966.03	TOWN GEN FUND (6779)
CENGAGE	12/20/2021	76312580	43.40	TOWN GEN FUND (6779)
MIDWEST TAPE	12/20/2021	501438938	336.65	TOWN GEN FUND (6779)
STAPLES	12/21/2021	6495590764	2.88	TOWN GEN FUND (6779)
CENGAGE	12/22/2021	76323351	48.73	TOWN GEN FUND (6779)
AMAZON.COM	12/23/2021	775448855588	77.51	TOWN GEN FUND (6779)
AMAZON.COM	12/23/2021	638477474378	14.99	TOWN GEN FUND (6779)
CENGAGE	12/23/2021	76329293	44.10	TOWN GEN FUND (6779)
BAKER & TAYLOR	12/28/2021	5017448322	379.59	TOWN GEN FUND (6779)
MIDWEST TAPE	12/28/2021	501473097	19.99	TOWN GEN FUND (6779)
BAKER & TAYLOR	12/30/2021	5017465350	169.20	TOWN GEN FUND (6779)
COMMERCIAL INVESTIGATIONS	12/31/2021	2021120129	9.75	TOWN GEN FUND (6779)
DIRECT ENERGY	12/31/2021	HS22833502-A	417.53	TOWN GEN FUND (6779)
ELM USA	12/31/2021	46543	25.00	TOWN GEN FUND (6779)
MIDWEST TAPE	12/31/2021	501492680	975.42	TOWN GEN FUND (6779)
NATIONAL GRID	12/31/2021	Jan2022-A	1,151.05	TOWN GEN FUND (6779)
REPEAT BUSINESS SYSTEMS	12/31/2021	778426-A	12.84	TOWN GEN FUND (6779)
TECH II	12/31/2021	50008186	82.50	TOWN GEN FUND (6779)
S ADAMS LAW OFFICE	12/31/2021	1835	1,625.00	TOWN GEN FUND (6779)
TOWN OF BALLSTON WATER DEPT	12/31/2021	12.31.2021	20.69	TOWN GEN FUND (6779)
PC REIMB	12/31/2021		3.99	TOWN GEN FUND (6779)
			12,795.18	

JAN 2022 ABSTRACT (2022 expenses - paid via Library xxx1164)

BAKER & TAYLOR	01/03/2022	5017421220	845.28	LIBRARY GEN FUND (1164)
ACCENT	01/14/2022	126876	2,500.00	LIBRARY GEN FUND (1164)
ACCENT	01/14/2022	126877	361.11	LIBRARY GEN FUND (1164)
ADP, INC.	01/21/2022	596311991	106.89	LIBRARY GEN FUND (1164)
BH BL BPA	01/19/2022	1.19.2022	100.00	LIBRARY GEN FUND (1164)
CDPHP	01/13/2022	220130032302	1,684.28	LIBRARY GEN FUND (1164)
CENGAGE	01/10/2022	76446118	93.06	LIBRARY GEN FUND (1164)
DIRECT ENERGY	1/13/2022	HS22833502-B	167.45	LIBRARY GEN FUND (1164)
HIGHMARK BLUE SHIELD OF NENY	01/10/2022	220100050437	201.00	LIBRARY GEN FUND (1164)
MIDWEST TAPE	01/04/2022	501507071	1,066.04	LIBRARY GEN FUND (1164)
MIDWEST TAPE	01/10/2022	501523095	911.33	LIBRARY GEN FUND (1164)
NATIONAL GRID	1/11/2022	JAN2022-B	500.45	LIBRARY GEN FUND (1164)
REPEAT BUSINESS SYSTEMS	01/05/2022	778426-B	6.42	LIBRARY GEN FUND (1164)
REPEAT BUSINESS SYSTEMS	01/06/2022	778766	57.00	LIBRARY GEN FUND (1164)
RICHARD, JENNIFER	01/17/2022	220117768547	79.00	LIBRARY GEN FUND (1164)
SAXON'S JANITORIAL	01/17/2022	1497	2,295.00	LIBRARY GEN FUND (1164)
TIME WARNER	1/11/2022	948171401011122	279.12	LIBRARY GEN FUND (1164)
UTICA NATIONAL	01/12/2022	JAN2022	10,727.65	LIBRARY GEN FUND (1164)
			21,981.08	

TRUSTEES FUNDS SUMMARY (XXX1596)

1/25/2022 12:58

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

Carol Brower \$345.00

Ruth Glasser \$90.00

Undesignated \$4,963.72

TOTAL \$5,901.11

TOB Library NEW Trustee Account (xxx1596)

1/25/2022 12:57

Date	Check Number	Description	Fund	Withdrawal Amount	clrd	Deposit Amount	Account Balance
1.7.2021	2453	donation Shaginaw	UNDESIGNATED	✓	\$500.00	\$500.00	\$0.00
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	
12.31.2021		interest earned	UNDESIGNATED	✓	\$0.14	\$5,466.25	
1.18.2022	2224	in mem R Glasser (donor Haluska)	Glasser		\$50.00	\$5,516.25	
1.18.2022	multiple	in mem C Brower (multi donors)	Brower		\$345.00	\$5,861.25	
1.25.2022	1183	in mem R Glasser (donor Landgraf)	Glasser		\$40.00	\$5,901.25	
						\$5,901.25	

QBD

Town of Ballston Community Library
Income / Expenses (LIBRARY Acct xxx1164)
January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
LIBRARY CHARGES	
Lib Chgs - Copier 2082.41.004	1,273.68
Lib Chgs - Fines 2082.41.005	4,166.18
Lib Chgs - Lost 2082.41.006	742.34
Total LIBRARY CHARGES	6,182.20
REVENUE	
Gifts & Donations 2705.41.000	669.92
Other Cash Grants 2760.41.003	97,124.60
Unclassified Rev 2770.41.000	2,374.65
Total REVENUE	100,169.17
Total Income	106,351.37
Expense	
LIBRARY EQUIP & CAPITAL OUTLAYS	
7997.52 Lib Bldg Cap Outlays	10,173.85
Total LIBRARY EQUIP & CAPITAL OUTLAYS	10,173.85
OFFICE EXPENSES	
Lib Prog Del Costs 7410.54.044	1,700.00
Office Supplies&Mat 7410.54.001	342.78
Total OFFICE EXPENSES	2,042.78
Payroll Expenses	0.00
Total Expense	12,216.63
Net Ordinary Income	94,134.74
Net Income	94,134.74

TOB Library Checking Account (xxx1164) recorded QB desktop

1/25/2022 13:11

Date	Check Number	Description	Withdrawal Amount	clrd	Deposit Amount	Account Balance
1.7.2021	7978677	NYS History room grant				\$0.00
1.7.2021	343476	Alb Bus Journal cancellation/refund		✓	\$96,845.00	\$96,845.00
1.7.2021	342733	NY Times cancellation/refund		✓	\$41.56	\$96,886.56
1.20.2021	bank debit	Harland - dep slips order 1 box		✓	\$322.34	\$97,208.90
2.9.2021	3647	Daily Gazette cancellation refund	\$62.82	✓		\$97,146.08
2.11.2021	409	Gene Kregling copy fee income tax		✓	\$140.36	\$97,286.44
2.11.2021	13054	SALS Yth Grant for 2020 programs		✓	\$10.00	\$97,296.44
3.2.2021	4 checks	finest/fees/lost		✓	\$279.60	\$97,576.04
3.8.2021	562	FOL reimb bookpage inv#552044		✓	\$41.15	\$97,617.19
3.8.2021	cash	daily receipts 3/1-3/6		✓	\$588.00	\$98,205.19
3.16.2021	6788059	ambit rebate/refund		✓	\$67.14	\$98,272.33
3.16.2021		daily receipts 3/8-3/13		✓	\$170.39	\$98,442.72
3.22.2021		daily receipts 3/15-3/20		✓	\$54.19	\$98,496.91
3.29.2021	8261	Galway library BUR lost book pd		✓	\$55.05	\$98,551.96
3.29.2021	cash	daily receipts 3/22-3/27		✓	\$6.99	\$98,558.95
4.6.2021	cash / ck	daily receipts 3/29-4/3		✓	\$41.40	\$98,600.35
4.7.2021	bank debit	checks & envelopes via QBO		✓	\$32.80	\$98,633.15
4.12.2021	cash	daily receipts 4/5-4/10	\$279.96	✓		\$98,353.19
4.19.2021	ck 7925	lost materials paid (Frothingham Lib)		✓	\$105.95	\$98,459.14
4.19.2021	cash / ck	daily receipts 4/12/21-4/17/21		✓	\$24.99	\$98,484.13
4.26.2021	ck# 13222	Saratoga Arts (2021 grant-Charlton Heights)		✓	\$153.55	\$98,637.68
4.26.2021	cash / ck	daily receipts 4/19 - 4/24		✓	\$1,700.00	\$100,337.68
4.28.2021	new cking 0101	But Row Mays Inv#1&2 (history room)		✓	\$125.45	\$100,463.13
5.3.2021	cash	daily receipts 4/26 - 5/1	\$2,279.70	✓		\$98,183.43
5.10.2021	cash	daily receipts 5/3-5/8		✓	\$40.90	\$98,224.33
5.24.2021	cash	daily receipts 5/10-5/15		✓	\$83.05	\$98,307.38
5.24.2021	cash	daily receipts 5/17-5/22		✓	\$87.05	\$98,394.43
6.1.2021	cash	misc patron undesignated donations		✓	\$94.30	\$98,488.73
6.1.2021	cash/ck	daily receipts 5/24-5/29		✓	\$25.17	\$98,513.90
6.7.2021	cash	daily receipts 6/1-6/5		✓	\$144.54	\$98,658.44
6.15.2021	cash/ck	daily receipts 6/7-6/12		✓	\$106.75	\$98,765.19
6.21.2021	cash	daily receipts 6/14-6/19		✓	\$86.74	\$98,851.93
6.28.2021	cash/ck	daily receipts 6/21-6/26		✓	\$90.05	\$98,941.98
6.30.2021	new cking 0102	But Row Mays Inv#3 (history room)		✓	\$195.95	\$99,137.93
7.6.2021	cash/ck	daily receipts 6/28-7/3	\$1,350.00	✓		\$97,787.93
7.13.2021	cash/ck	daily receipts 7/6-7/10		✓	\$244.74	\$98,032.67
7.20.2021	cash	daily receipts 7/12-7/17		✓	\$158.26	\$98,190.93
7.26.2021	cash	daily receipts 7/19-7/24		✓	\$215.21	\$98,406.14
7.26.2021	cash	misc patron undesignated donations		✓	\$164.83	\$98,570.97
8.3.20231	cash/ck	daily receipts 7/26-7/31		✓	\$10.60	\$98,581.57
8.3.2021	new cking 0103	VOIDED - error in amt		✓	\$218.40	\$98,799.97
8.3.2021	new cking 0104	patron refund / lost bk returned after pd for	\$0.00	⊗		\$98,799.97
8.9.2021	cash/ck	daily receipts 8/2-8/7	\$16.95	✓		\$98,783.02
8.16.2021	cash/ck	daily receipts 8/9-8/21		✓	\$161.59	\$98,944.61
8.23.2021	cash/ck	daily receipts 8/16-8/21		✓	\$136.45	\$99,081.06
8.25.2021	new cking 0105	But Row Mays Inv#4 (history room)		✓	\$192.60	\$99,273.66
9.7.2021	cash/ck	daily receipts 8/24-9/4	\$450.00	✓		\$98,823.66
9.13.2021	cash/ck	daily receipts 9/7-9/11		✓	\$391.82	\$99,215.48
9.20.2021	cash/ck	daily receipts 9/13-9/18		✓	\$164.92	\$99,380.40
9.27.2021	cash/ck	daily receipts 9/20-9/25		✓	\$191.43	\$99,571.83
10.4.2021	cash/ck	daily receipts 9/27-10/2		✓	\$246.82	\$99,818.65
10.12.2021	cash	daily receipts 10/4-10/9		✓	\$312.36	\$100,131.01
10.18.2021	cash/ck	daily receipts 10/12-10/16		✓	\$160.65	\$100,291.66
10.12.2021	new cking 0106	Gazette ad / History Rm		✓	\$160.99	\$100,452.65
10.25.2021	cash/ck	daily receipts 10/18-10/23	\$116.55	✓		\$100,336.10
11.1.2021	cash/ck	finest/fees/lost 10/25-10/31		✓	\$180.20	\$100,516.30
11.8.2021	cash/ck	finest/fees/lost 11/1-11/6		✓	\$205.79	\$100,722.09
11.16.2021	cash/ck	finest/fees/lost 11/8-11/13		✓	\$125.40	\$100,847.49
11.16.2021	cash	misc patron undesignated donations		✓	\$293.55	\$101,141.04
11.22.2021	cash	finest/fees/lost 11/15-11/21		✓	\$37.00	\$101,178.04
11.29.2021	cash	finest/fees/lost 11/22-11/27		✓	\$146.80	\$101,324.84
11.30.2021	ck#0107	VOIDED - adp set up		✓	\$42.80	\$101,367.64
12.6.2021	cash/ck	finest/fees/lost 11/29-12/4	\$0.00	✓		\$101,367.64
12.13.2021	cash	finest/fees/lost 12/6-12/11		✓	\$126.70	\$101,494.34
12.20.2021	cash	finest/fees/lost 12/13-12/18		✓	\$116.25	\$101,610.59
12.27.2021	cash / ck	finest/fees/lost 12/20-12/23		✓	\$103.35	\$101,713.94
12.27.2021	cash	misc patron undesignated donations		✓	\$114.94	\$101,828.88
12.28.2021	new cking 0108	But Row Mays Inv#6 (history room)		✓	\$9.15	\$101,838.03
12.28.2021	new cking 0109	Charlton Heights PTA (Sar Arts Grant)	\$650.00			\$101,188.03
12.30.2021	cash/ck	finest/fees/lost 12/27-12/29	\$1,700.00	✓		\$99,488.03
12.31.2021	ck# 0127	But Row Mays Inv#5 (history room) pd 1/2022			\$64.31	\$99,552.34
12.31.2021	ck# 0125	Hobart & William Smith Colleges (lost ILL) pd 1/2022	\$950.00			\$98,602.34
12.31.2021	ck# 0126	Gallo Construction (history room) pd 1/2022	\$90.00			\$98,512.34
		TOTAL RETAINED EARNINGS	\$4,377.60			\$94,134.74
						\$94,134.74

Town of Ballston Community Library

Budget vs. Actuals / Town Acct xxx6779

January - December 2021

030

	TOTAL			
	ACTUAL	BUDGET	REMAINING	%
				REMAINING
Revenue				
BALLSTON TAXES				
17.1001.41.000.0.000 Real Property Taxes	592,739.43	591,740.00	-999.43	-0.17 %
Total BALLSTON TAXES	592,739.43	591,740.00	-999.43	-0.17 %
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Other Governments	46,000.00	46,000.00	0.00	0.00 %
Total CHARLTON LIBRARY SVCS	46,000.00	46,000.00	0.00	0.00 %
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees		3,000.00	3,000.00	100.00 %
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	1.35	6,000.00	5,998.65	99.98 %
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials	11.95	1,500.00	1,488.05	99.20 %
Total LIBRARY CHARGES	13.30	10,500.00	10,486.70	99.87 %
LIBRARY SYSTEM GRANTS				
17.2760.41.001.0.000 Library System Grants - LLSA	3,159.00	1,960.00	-1,199.00	-61.17 %
17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants	5,822.00		-5,822.00	
Total LIBRARY SYSTEM GRANTS	8,981.00	1,960.00	-7,021.00	-358.21 %
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	100.00 %
Total MISC REVENUE	16,208.25	30,500.00	14,291.75	46.86 %
Total Revenue	\$663,941.98	\$680,700.00	\$16,758.02	2.46 %
GROSS PROFIT	\$663,941.98	\$680,700.00	\$16,758.02	2.46 %
Expenditures				
17 OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	5,530.16	5,500.00	-30.16	-0.55 %
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	3,916.38	3,000.00	-916.38	-30.55 %
17.7410.54.041.0.000 POSTAGE / MAILINGS	378.06	600.00	221.94	36.99 %
17.7410.54.042.0.000 PUBLICITY / Promotion	493.77	1,700.00	1,206.23	70.95 %
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	9,148.45	11,500.00	2,351.55	20.45 %
Total 17 OFFICE EXPENSES	19,466.82	22,300.00	2,833.18	12.70 %
BENEFITS				
17.610.21.45.0.000 Insurance - Employee share	159.31		-159.31	
17.9010.58.000.0.000 STATE RETIREMENT CONTRIBUTION COSTS	27,286.94	31,000.00	3,713.06	11.98 %
17.9010.58.001.0.000 Retirement (Kaplan)		2,227.00	2,227.00	100.00 %
17.9030.58.000.0.000 SOC SECURITY EMPLOYER COSTS	20,035.90	20,498.00	462.10	2.25 %
17.9035.58.000.0.000 MEDICARE EMPLOYER COSTS	4,685.81	4,794.00	108.19	2.26 %
17.9055.58.000.0.000 DISABILITY INSURANCE COSTS	961.16	980.00	18.84	1.92 %
17.9060.58.051.0.000 HEALTH / DENTAL INS (Employer share)	4,188.03	19,935.00	15,746.97	78.99 %

Town of Ballston Community Library

Budget vs. Actuals / Town Acct xxx6779
January - December 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
17.9060.58.052.0.000 HRA (Health Reimbursement Account Town Share)		2,275.00	2,275.00	100.00 %
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (employer share)	3,372.82		-3,372.82	
17.9060.58.054.0.000 HEALTH INS OPT OUT (Employer Funded)	3,450.00	3,600.00	150.00	4.17 %
Total BENEFITS	64,139.97	85,309.00	21,169.03	24.81 %
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	3,096.50	9,000.00	5,903.50	65.59 %
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES	645.00	200.00	-445.00	-222.50 %
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	19,035.44		-19,035.44	
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	22,776.94	9,200.00	-13,576.94	-147.58 %
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	54,808.68	60,000.00	5,191.32	8.65 %
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	1,813.03	3,000.00	1,186.97	39.57 %
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	854.18	900.00	45.82	5.09 %
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books	5,000.00	5,000.00	0.00	0.00 %
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	10,395.65	7,500.00	-2,895.65	-38.61 %
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	15,000.59	17,000.00	1,999.41	11.76 %
Total LIBRARY MATERIALS	87,872.13	93,400.00	-5,527.87	-5.92 %
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 LIBRARY PERSONNEL SERVICES - Certified Librarians	154,267.19	173,123.00	18,855.81	10.89 %
17.7410.51.031.0.000 LIBRARY PERSONNEL SERVICES - Clerical Staff	149,488.72	130,485.00	-19,003.72	-14.56 %
17.7410.51.032.0.000 LIBRARY PERSONNEL SERVICES - Pages	17,207.88	27,000.00	9,792.12	36.27 %
Total LIBRARY PERSONNEL SERVICES	320,963.79	330,608.00	9,644.21	2.92 %
OPERATION EXPENSE				
17.1620.54.009.0.000 Professional Services - Grounds Maintenance	630.00	1,500.00	870.00	58.00 %
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE	14,491.54	21,500.00	7,008.46	32.60 %
17.7410.54.000.0.000 LIBRARY CONTRACTUAL EXPENDITURES (not specified)	17,657.45		-17,657.45	
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	18,154.24	17,500.00	-654.24	-3.74 %
17.7410.54.010.0.000 PROFESSIONAL SERVICES - IT	20,895.60	17,715.00	-3,180.60	-17.95 %
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,862.89	5,000.00	2,137.11	42.74 %
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	2,013.40	2,800.00	786.60	28.09 %
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	148.77	1,500.00	1,351.23	90.08 %
17.7410.54.039.0.000 CUSTODIAL SERVICES	31,653.83	1,500.00	-30,153.83	-2,010.26 %
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	1,279.66	5,000.00	3,720.34	74.41 %
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	-22.18 %
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	678.06	13,200.00	12,521.94	94.86 %
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	15,575.48	16,700.00	1,124.52	6.73 %
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	806.00	1,000.00	194.00	19.40 %

Town of Ballston Community Library

Budget vs. Actuals / Town Acct xxx6779

January - December 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	%
			REMAINING	
Total OPERATION EXPENSE	128,046.61	105,115.00	-22,931.61	-21.82 %
SPECIAL ITEMS				
17.1320.54.007.0.000 AUDITOR - Professional Services (Library)	4,907.97	4,250.00	-657.97	-15.48 %
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	6,749.51	7,000.00	250.49	3.58 %
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	100.00 %
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)	1,820.07		-1,820.07	
17.9999.00.000.0.000 Lib Fund Surp		22,518.00	22,518.00	100.00 %
Total SPECIAL ITEMS	13,477.55	34,768.00	21,290.45	61.24 %
Total Expenditures	\$656,743.81	\$680,700.00	\$23,956.19	3.52 %
NET OPERATING REVENUE	\$7,198.17	\$0.00	\$-7,198.17	0.00%
NET REVENUE	\$7,198.17	\$0.00	\$-7,198.17	0.00%

Town of Ballston Community Library Director's Report

January 2022

Circulation Statistics

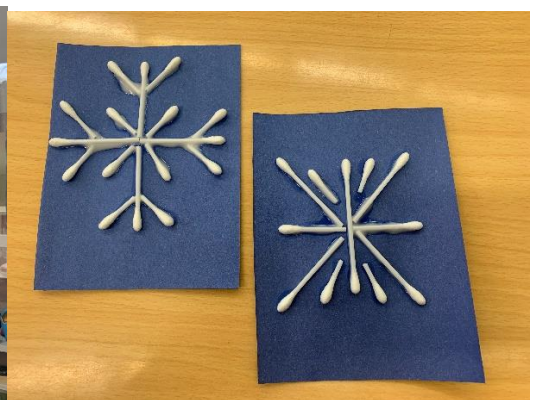
December 2021

Circulation Statistics	Current Month	2021 Total	2020 Total
Items Added to Collection	387	4,308	2,791
Number of Physical Items Circulated	7,027	84,190	49,737
Overdrive/Libby Circulation	888	12,218	13,164
Hoopla Circulation	490	4,907	3,217
New Patron Registrations	26	274	108
Curbside Appointments	9	1,991	2,555
Patrons in the Building	2,115	20,677	21,461

Programs & Events

December 2021

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2021 Total	Participants 2021 Total	Number Offered 2020 Total	Participants 2020 Total
Preschool	13	85	143	2,002	105	1,767
Elementary	5	44	54	802	31	489
Teen	2	31	19	336	18	99
Adult	1	8	42	595	30	291
Family	2	150	138	2,918	6	140
Outreach	0	0	7	296	37	1,488
TOTALS	23	318	403	6,949	227	4,274



Organizational Goals

- The Policy Committee met to review two policies for discussion 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)	\$102,352.34†	Operating Account	In place (Town Fund 17.)	\$47,461.16*
Trustees Account	In place (xxx1596)	\$5,466.25	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 31 December, 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 Bookkeeper (2 December, 2021)

Staff & Volunteers

- The Friends of the Library are having a Fundraiser at Pizza Works on Wednesday, January 26th and will receive 20% of all sales from 4:00 PM – 9 :00 PM for drive in or take out. The Friends were also selected for the Hannaford Blooming For Good program during the month of January at the Via Rossi Hannaford in Ballston Spa. Laura Heinrich joined the staff as a circulation clerk. Jenn Richard passed the Notary Public exam. This was funded by SALS Libraries Mean Business Grant that paid for both the prep class and the test fees.

Facility Update

- The Local History Room Project continues to move forward. The shelves have been taken down and the Large Type and Audiobook collections temporarily relocated.
- Alarm and Suppression conducted the annual inspection of the alarms, fire suppression system and elevator. An issue was identified with the fire suppression panel. They attempted to repair it but ultimately it had to be replaced. Delays with supplies and shipping caused the fire suppression system to be offline temporarily. On the guidance of the Town of Ballston Building Department, we closed the building while repairs were completed. The Library facility closed 4:00 PM on January 11 and reopened 1:00 PM on January 13.



Technology

December 2021

Technology Statistics	Current Month	2021 Total	2020 Total
Public Computer Sessions	75	777	964
WiFi Sessions (unique users)	517	5,580	5,355

Marketing

December 2021

Marketing Statistics	Current Month	2021 Total	2020 Total
Social Media Posts	41	912	Not Available
Website Visits	2,230	31,798 (does not include January)	77,869

Electric Vehicle Chargers

December 2021

EV Charger Statistics	Current Month	2021 Total	2020 Total
Charging Sessions	29	192	N/A
Unique Drivers	13	80	N/A
Energy Dispensed	343 kWh	1,850.93 kWh	N/A
Average Energy Cost .12 kWh	\$41.16	\$222.11	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	1/24/2022	15.9%

*Saratoga County Percent Positive Results per NYS

Meetings & Professional Development

- Rebecca Darling, Director: Board of Trustees, Ballston Town Board, Ballston Town Agenda, Charlton Town Board, SALS Directors Council, SALS JA Meeting, UHY Meeting, ADP Training, Assemblywoman Mary Beth Walsh Legislative Meeting, NYLA Advocacy Fundamentals: From Education to Action, NYLA Advocacy Fundamentals: Building People's Self Advocacy Skills
- Alyssa Harvey, Head of Youth Services: Board of Trustees, Working with Teens and Students as Library Volunteers and Employees, NYLA YSS Conference Planning Committee Meeting, LGBTQ+ Affirming School Policies.
- Jenn Richard, Head of Adult Services: Board of Trustees, Ballston Town Board
- Julia Stone, Trustee: Trustee Handbook Book Club: Budgets & Finance
- Terry Riley, Account Clerk: UHY Meeting, ADP Training

Rebecca Verhayden Darling, Director 1/25/2022

Town of Ballston Community Library Proposed Policy Updates

January 26, 2022

P4000 Personnel Policy

Policies 4000-P4700 rescinded by the Library Board of Trustees and replaced with the Town of Ballston Community Library Employee Handbook adopted by resolution by the Library Board of Trustees on December 21, 2021.

P7350 Trustee Appointment Policy

- A. When a Trustee Position is vacated and must be filled, the Trustees and Staff will publicize the opening to residents of the district via the Library's website, signage at the Library, and other means suitable (as determined by the Board of Trustees and Library Director). Such publicity will include a description of the role, requirements and desired attributes of the role, and application process and timing (including the application deadline).
- B. Eligible residents of the Library Special District must complete and submit the application to the Library, before the application deadline, to be considered.
- C. The Trustees will assess applicants against the desired characteristics cited in Policy P7300, towards the aims cited in Policy P7200. The Trustees will (through motion of the Board) select a Trustee Candidate to promote to the Town of Ballston for formal appointment.
- D. The Trustee Candidate will be briefed on Library operations and applicable regulations immediately, but cannot perform the role of the Trustee until the Town of Ballston process is complete (typically a resolution by the Town Board and swearing in of the individual (Oath of Office)).