

**Town of Ballston Community Library  
Board of Trustees Meeting Agenda  
April 27, 2022**

- 1) Call to order**
- 2) Minutes of March 30, 2022 Meeting**
- 3) Minutes of April 6, 2022 Meeting**
- 4) Report of Special Funds**
- 5) Monthly Financial Report**
- 6) Approval of Bills**
- 7) Librarians' Reports**
- 8) Reports of Committees**
  - a) Policy
  - b) Nominating
- 9) Unfinished Business**
  - a) Reopening Plan Update
  - b) Local History & Lighting Construction Project
  - c) Ballston Legislation & Transition
- 10) New Business**
  - a) Library Tax Levy and Fund Balance

*Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.)  
Please state your name, address, and the resolution number you are referring to when speaking.*

- b) **RESOLUTION 22-035** Consider approving the proposed Health & Safety Policy P2710
- c) **RESOLUTION 22-036** Consider approving monthly Transition status report to the Town of Ballston.
- d) **RESOLUTION 22-037 WHEREAS**, throughout the years of 2020 and 2021, the Library and the Town of Ballston were actively planning for the Library to assume full custody of all Library funds held by the Town (the "Library Funds"); and

**WHEREAS**, by November of 2021, the Library was expecting to receive said custody of the Library Funds, and maintained the proper policies and accounts for the same; and

**WHEREAS** the Library and Town have not established the timing and manner of the transfer of Library Funds; and

**WHEREAS** the Library Funds are critical to the operation of the Library;

**BE IT RESOLVED** that the board hereby ratifies the request for full transfer of all Library Funds, including funds levied for the current tax year and the fund surplus representing all accumulated monies from prior fiscal years, from the Town to the Library; and

**BE IT FURTHER RESOLVED** that the Library properly regards these funds as responsibility of this board and the property of the Town of Ballston Community Library.

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

## **11) Adjournment**

April Voucher Signer: Carolyn Speenburgh

Town of Charlton Town Board Meeting: Monday, May 9 at 7:30 PM

Town of Ballston Town Board Meeting: Tuesday, May 10 at 6:30 PM

May Voucher Signer: Julia Stone

**Town of Ballston Community Library**  
**Board of Trustees Meeting Minutes**  
**March 30, 2022**

**Call to order:** The meeting was called to order at 7:02 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, [ ]Michelle Hernandez, [x]Tom Shaginaw, [x]Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson, [x]Steve Zarelli

Town of Ballston Representative – [x]Michael Carota

Town of Charlton Representative – [ ]Chris Tasse

**Minutes of March 9 Meeting:** On a motion by Tom Shaginaw with second from Carolyn Speenburgh, trustees voted unanimously to approve the minutes of the March 9 special meeting.

**Minutes of March 23 Meeting:** On a motion by Julia Stone with second from Tom Shaginaw, trustees voted with all in favor to approve the minutes of the March 23 special meeting.

**Report of Special Funds:** Special funds for March were reviewed.

**Monthly Financial Report:** Financial statements for March were reviewed.

**Approval of Bills:** The March bills, reviewed and signed by Sue Tomlinson, were unanimously approved on a motion by Julia Stone with second by Steve Burchett.

**Librarians' Reports:** appended at end of minutes.

**Reports of Committees:**

Budget and Finance Committee:

- The Budget and Finance committee met in March. They prepared a comparison of expenses and budget/revenue and budget for 2021 and 2022, and discussed the 2022 outlook. They drafted a Fund Balance policy which will be voted on under New Business.
- Treasurer Steve Burchett reviewed the process and timeline for annual budget development. The goal is to submit the 2023 library budget to the Town by September 1.
- Committee member Carolyn Speenburgh reviewed some aspects of budget planning, and asked Trustees to think about possible adjustments to the budget to bring library services in line with our 2021-2025 Long Range Plan.

Policy Committee:

- In March, Ms. Darling asked Trustees to consider the current COVID-19 status and the possibility of moving to Phase 5 of the Library Reopening Plan. Trustees agree that conditions such as the county positivity rate support the library entering Phase 5. The primary difference in this phase is the option of holding programs in the library, where appropriate, as well as virtually and outdoors. A vote to update the Reopening Plan and move to Phase 5 will be addressed under New Business.
- Policy P5500, Fund Balance and Reserve Fund Policy will be considered under New Business.

Nominating Committee:

- Tom Shaginaw volunteered to head up the 2022 Nominating Committee.

## **Unfinished Business:**

Reopening Plan Update: See Policy Committee report.

Local History and Lighting Construction Project: We have received no updates from the Town regarding approving the contract with Gallo Construction. Town Board Member Carota will follow up on topics discussed in the meeting with attorney Cole Adams. Gallo Construction is understandably nervous regarding the status of the project.

Ballston Legislation and Transition: We have run out of time to submit draft legislation to Assemblywoman Mary Beth Walsh and Senator Jim Tedisco for consideration during this legislative session. Trustee appointments and budget preparation will happen in 2022 as they have previously.

## **New Business:**

Patron Sleeping Policy: Concerns have been expressed about occasions when a patron has fallen asleep in the library during open hours. Director Darling reviewed other area libraries' policies and consulted with our attorney regarding adopting a "No Sleeping" policy. The matter is complicated, and Attorney Cole Adams recommends that we consider creating a policy centered around patrons' health and safety. The committee will meet in April to draft this policy.

Kick-off Process to Appoint New Trustees: Two Trustee positions will be open for a 5-year term beginning July 1. Trustee Shaginaw discussed a possible timeline for solicitation of applicants, and shared a Trustee Applicant information packet which would be distributed to them to more fully inform applicants what their duties would entail. Trustees reviewed the packet contents and made some suggestions for edits, which will be implemented.

Resolution 22-028: Consider approving the Joint Automation agreement between the Town of Ballston Community Library and the MVLS/SALS Joint Automation Project: Motion was made by Steve Burchett, seconded by Carolyn Speenburgh, and passed unanimously.

Resolution 22-029: Consider appointing Tom Shaginaw as Nominating Committee to identify officer slate for organizational meeting on June 29, 2022: Motion was made by Steve Burchett, seconded by Steve Zarelli, and passed with five "Aye" votes, no "Nays" and one abstention.

Resolution 22-030: Consider approving Policy P5500: Fund Balance and Reserve Fund Policy as part of the Town of Ballston Community Library's financial policies: Motion was made by Julia Stone, seconded by Tom Shaginaw, and passed with all in favor.

Resolution 22-031: Consider updating the Library's Reopening Plan and moving to Stage 5 effective April 1, 2022: Motion was made by Sue Tomlinson, seconded by Steve Burchett, and passed unanimously.

Resolution 22-032: Consider approving monthly Transition Status report to send to the Town of Ballston: Trustee Shaginaw read aloud the items which have changed since the February report. Motion was made by Julia Stone, seconded by Carolyn Speenburgh, and passed with all in favor.

Resolution 22-033: Consider providing the Letter from the Board of Trustees to potential Library Trustee Applicants for the Summer 2022 Trustee Appointments as amended: Motion was made by Steve Burchett, seconded by Julia Stone, and passed unanimously.

**Executive Session to Discuss Director Evaluation (Personnel Matters):** At 8:47 p.m., on a motion by Tom Shaginaw with second from Sue Tomlinson, trustees voted unanimously to enter executive session to discuss the Director's evaluation. At 9:07 p.m. on a motion by Tom Shaginaw with second from Julia Stone, trustees voted unanimously to exit executive session, where no votes were taken.

**Executive Session: Discuss regarding proposed, pending or current litigation:** At 9:08 p.m., on a motion by Julia Stone with second from Carolyn Speenburgh, trustees voted unanimously to enter executive session to discuss legal matters. At 9:57, on a motion by Steve Burchett with second from Carolyn Speenburgh, trustees voted unanimously to exit executive session, where no votes were taken.

**Adjournment:** At 9:57 p.m., on a motion by Julia Stone with second from Steve Burchett, trustees voted unanimously to adjourn the meeting.

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

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
April 6, 2022**

**Call to order:** The meeting was called to order at 7:02 p.m. by President Steve Zarelli.

**Present:** [x]Rebecca Darling, Director; [ ]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 – [ ]Chris Tasse

Privilege of the Floor: none

**Executive Session: Discuss Legal Matters:** At 7:03 p.m., on a motion by Julia Stone with second from Sue Tomlinson, trustees voted unanimously to enter executive session to discuss legal matters. At 8:30 p.m., on a motion by Steve Burchett with second from Michelle Hernandez, trustees voted unanimously to exit executive session, where no votes were taken.

**Resolution 22-034 To accept the terms of the grant awarded in October 2020, and the monies awarded, by the NYS Education Department for a Local History Room and possible LED Lighting project:**

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on April 6, 2022, there were:**

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	X		X		
Michelle Hernandez	X		X		
Steve Burchett	X		X		
Sue Tomlinson	X		X		
Tom Shaginaw	X		X		
Carolyn Speenburgh		X			
Julia Stone	X		X		
Total	6	1	6	0	0

I, Trustee Michelle Hernandez, offer the following resolution and move its adoption:

**To Accept the NYS Education Department Construction Grant for a local history room and LED lighting upgrade.**

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does hereby accept the terms of the grant awarded in October 2020, and the monies awarded, by the NYS Education Department for a Local History Room and possible LED Lighting project.

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

**Adjournment:** at 8:32 p.m., on a motion by Steve Burchett with second from Julia Stone, trustees voted with all in favor to adjourn the meeting.

**TRUSTEES FUNDS SUMMARY (XXX1596)**

4/25/2022 13:44

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	\$57.40
Undesignated	\$4,964.29
TOTAL	\$5,869.08

# TOB Library NEW Trustee Account (xxx1596)

4/25/2022 13:42

Date	Check Number	Description	Fund	With- drawal Amount	clrd	Deposit Amount	Account Balance
					2022 Beg Balance	\$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
1.31.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,901.39
2.28.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,901.53
2.24.2022	1007	Amazon Feb2022 invoice	BHWC	\$16.22	✓		\$5,885.31
2.24.2022	1007	Amazon Feb2022 invoice	Glasser	\$32.60	✓		\$5,852.71
3.1.2022	5230	VanValkenberg	BHWC		✓	\$16.22	\$5,868.93
3.31.2022		interest earned	UNDESIGNATED		✓	\$0.15	\$5,869.08
							\$5,869.08



# Town of Ballston Community Library - new Petty Cash BSNB (1533)

Account QuickReport  
January - April, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
<b>BSNB PETTY CASH (1533)</b>								
01/21/2022	Journal Entry	Bank balance (1185)		overdraft charge	BSNB PETTY CASH (1533)	R	-6.00	-6.00
02/04/2022	Journal Entry	Bank balance (1201)		refund - overdraft	BSNB PETTY CASH (1533)	R	-10.00	-16.00
02/07/2022	Journal Entry	Bank balance (1200)		overdraft refund	BSNB PETTY CASH (1533)	R	6.00	-10.00
02/07/2022	Journal Entry	Bank balance (1202)			BSNB PETTY CASH (1533)	R	10.00	0.00
02/10/2022	Check	2550		close out acct / deposit to new PC acct 1000661533	BSNB PETTY CASH (1533)	R	405.61	405.61
02/15/2022	Deposit		Town of Ballston Community Library	patron paid cash for lost Hudson Falls item	BSNB PETTY CASH (1533)	R	28.99	434.60
02/16/2022	Expenditure	2,16.2022	Harland Clarke	Petty Cash checks	BSNB PETTY CASH (1533)	R	-47.74	386.86
02/24/2022	Expenditure	101	Hudson Falls Free Library	patron paid cash for lost item owned by Hudson Falls Library	BSNB PETTY CASH (1533)	R	-28.99	357.87
02/28/2022	Journal Entry	Bank balance (1199)		SC earnings Allowance Adjustment	BSNB PETTY CASH (1533)	R	0.02	357.89
02/28/2022	Journal Entry	Bank balance (1203)		SC balance requirement fee	BSNB PETTY CASH (1533)	R	-6.00	351.89
03/08/2022	Journal Entry	Bank balance (1219)		BSNB earnings allowance adjustment	BSNB PETTY CASH (1533)	R	0.03	351.92
03/31/2022	Journal Entry	Bank balance (1218)		SC balance requirement fee	BSNB PETTY CASH (1533)	R	-6.00	345.92
03/31/2022	Check	0190	Cash	Jan-Mar 2022 PC reimb	BSNB PETTY CASH (1533)	R	47.74	393.66
04/14/2022	Expenditure	102		patron paid cash for lost Whithall Library item	BSNB PETTY CASH (1533)	R	-1.95	391.71
04/18/2022	Deposit			patron paid cash for lost Whithall Library item	BSNB PETTY CASH (1533)	R	1.95	393.66
04/25/2022	Deposit			Schoharie lost item pd for at BUR	BSNB PETTY CASH (1533)	R	14.99	408.65
04/25/2022	Check	103	Schoharie Free Library	Schoharie lost item pd for at BUR	BSNB PETTY CASH (1533)	R	-14.99	393.66
<b>Total for BSNB PETTY CASH (1533)</b>								
<b>TOTAL</b>								

# Town of Ballston Community Library - Petty Cash On Hand

Transaction Report  
January - April, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Petty Cash on hand							
Beginning Balance							93.02
01/10/2022	Check	2548	Cash	2021 Dec PC O/H reimb	Petty Cash - BSNB Bank (5534) (deleted)	2.99	96.01
01/25/2022	Check	PC	Joann Fabrics	Youth svcs craft supplies	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-64.50	31.51
01/30/2022	Check	PC	Mary Jane	Michaels - book club supplies	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-2.69	28.82
02/08/2022	Check	PC	Baumbach	reimb PC O/H Dec 2021 expenses	Petty Cash - BSNB Bank (5534) (deleted)	3.99	32.81
03/10/2022	Check	PC	Baumbach, MaryJane	book club supplies - 2 Michael's receipts	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-10.32	22.49
				reimb MJB 3/10/2022			
03/31/2022	Check	0191	Cash	Jan-Mar 2022 PC on/hand reimb	11000 BSNB LIBRARY General Fund (1164)	77.51	100.00
04/14/2022	Check	PC	Mary Jane	Dollar Tree - book club supplies	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-6.25	93.75
04/25/2022	Check	PC	Mary Jane	5017603631	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-3.49	90.26
			Baumbach				
Total for Petty Cash on hand							
TOTAL							

# Town of Ballston Community Library

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	200,000.00	619,773.00	419,773.00	67.73 %
<b>Total BALLSTON TAXES</b>	<b>200,000.00</b>	<b>619,773.00</b>	<b>419,773.00</b>	<b>67.73 %</b>
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Other Governments	11,500.00	52,900.00	41,400.00	78.26 %
<b>Total CHARLTON LIBRARY SVCS</b>	<b>11,500.00</b>	<b>52,900.00</b>	<b>41,400.00</b>	<b>78.26 %</b>
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	628.33	3,000.00	2,371.67	79.06 %
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	2,051.65	10,868.00	8,816.35	81.12 %
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials	315.90	1,544.00	1,228.10	79.54 %
<b>Total LIBRARY CHARGES</b>	<b>2,995.88</b>	<b>15,412.00</b>	<b>12,416.12</b>	<b>80.56 %</b>
LIBRARY SYSTEM GRANTS				
17.2760.41.001.0.000 Library System Grants - LLSA		1,960.00	1,960.00	100.00 %
<b>Total LIBRARY SYSTEM GRANTS</b>		<b>1,960.00</b>	<b>1,960.00</b>	<b>100.00 %</b>
MISC REVENUE				
17.2401.41.000.0.000 INTEREST & EARNINGS	0.05		-0.05	
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	1,166.71		-1,166.71	
17.2770.41.000.0.000 Other Unclassified Revenues	2,240.00		-2,240.00	
<b>Total MISC REVENUE</b>	<b>3,406.76</b>		<b>-3,406.76</b>	
<b>Total Revenue</b>	<b>\$217,902.64</b>	<b>\$690,045.00</b>	<b>\$472,142.36</b>	<b>68.42 %</b>
GROSS PROFIT	<b>\$217,902.64</b>	<b>\$690,045.00</b>	<b>\$472,142.36</b>	<b>68.42 %</b>
Expenditures				
BENEFITS				
17.9010.58.000.0.000 NYSLRS CONTRIBUTION (EE & ER)	6,331.63	37,200.00	30,868.37	82.98 %
17.9055.58.000.0.000 DISABILITY INSURANCE (ER cost)	2,243.38	5,130.00	2,886.62	56.27 %
17.9060.58.052.0.000 HSA (ER Contribution)	3,318.78	2,300.00	-1,018.78	-44.29 %
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	1,176.90	3,600.00	2,423.10	67.31 %
17.9060.58.054.0.000 HEALTH INS OPT OUT	553.84	3,600.00	3,046.16	84.62 %
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	7,118.62	8,884.00	1,765.38	19.87 %
<b>Total BENEFITS</b>	<b>20,743.15</b>	<b>60,714.00</b>	<b>39,970.85</b>	<b>65.83 %</b>
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	233.06	9,000.00	8,766.94	97.41 %
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES	1,333.80		-1,333.80	
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	10,436.11		-10,436.11	
<b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>	<b>12,002.97</b>	<b>9,000.00</b>	<b>-3,002.97</b>	<b>-33.37 %</b>
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	19,484.95	60,000.00	40,515.05	67.53 %
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	2,359.23	2,800.00	440.77	15.74 %
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	0.00	0.00 %
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	2,111.39	9,000.00	6,888.61	76.54 %
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	2,598.08	16,000.00	13,401.92	83.76 %
<b>Total LIBRARY MATERIALS</b>	<b>29,937.72</b>	<b>92,100.00</b>	<b>62,162.28</b>	<b>67.49 %</b>
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	50,399.33	174,716.00	124,316.67	71.15 %
17.7410.51.031.0.000 CLERICAL STAFF	40,122.74	142,956.00	102,833.26	71.93 %
17.7410.51.032.0.000 PAGES	4,403.50	27,456.00	23,052.50	83.96 %
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	7,586.08	26,402.00	18,815.92	71.27 %

# Town of Ballston Community Library

Budget vs. Actuals / Library Acct xxx1164

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Total LIBRARY PERSONNEL SERVICES</b>	<b>102,511.65</b>	<b>371,530.00</b>	<b>269,018.35</b>	<b>72.41 %</b>
OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	542.57	4,000.00	3,457.43	86.44 %
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	1,194.70	3,800.00	2,605.30	68.56 %
17.7410.54.041.0.000 POSTAGE / MAILINGS	119.10	400.00	280.90	70.23 %
17.7410.54.042.0.000 PUBLICITY / Promotion	53.34	883.00	829.66	93.96 %
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	2,497.49	12,500.00	10,002.51	80.02 %
<b>Total OFFICE EXPENSES</b>	<b>4,407.20</b>	<b>21,583.00</b>	<b>17,175.80</b>	<b>79.58 %</b>
OPERATION EXPENSE				
17.1620.54.010.0.000 Professional Services - LEGAL	1,618.75		-1,618.75	
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	6,990.00		-6,990.00	
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE	3,761.99	15,000.00	11,238.01	74.92 %
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	863.28		-863.28	
17.7410.54.000.0.000 LIBRARY CONTRACTUAL EXPENDITURES (not specified)	30.20		-30.20	
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	7,428.87	17,500.00	10,071.13	57.55 %
17.7410.54.010.0.000 Professinal Services - IT (SALS)	5,242.89	22,795.00	17,552.11	77.00 %
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,128.11	5,000.00	2,871.89	57.44 %
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	695.00	4,000.00	3,305.00	82.63 %
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	9,180.00	27,540.00	18,360.00	66.67 %
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	1,256.03	2,998.00	1,741.97	58.10 %
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	22.46	200.00	177.54	88.77 %
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	219.12	500.00	280.88	56.18 %
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	1,521.79	23,575.00	22,053.21	93.54 %
17.7410.54.049.0.000 Uncategorized Expenditure	61.21		-61.21	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	299.00	1,000.00	701.00	70.10 %
<b>Total OPERATION EXPENSE</b>	<b>41,591.17</b>	<b>121,108.00</b>	<b>79,516.83</b>	<b>65.66 %</b>
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	14,682.21	8,010.00	-6,672.21	-83.30 %
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	
<b>Total SPECIAL ITEMS</b>	<b>14,807.21</b>	<b>14,010.00</b>	<b>-797.21</b>	<b>-5.69 %</b>
<b>Total Expenditures</b>	<b>\$226,001.07</b>	<b>\$690,045.00</b>	<b>\$464,043.93</b>	<b>67.25 %</b>
NET OPERATING REVENUE	<b>\$ -8,098.43</b>	<b>\$0.00</b>	<b>\$8,098.43</b>	<b>0.00%</b>
Other Expenditures				
Other Miscellaneous Expenditure	6.00		-6.00	
<b>Total Other Expenditures</b>	<b>\$6.00</b>	<b>\$0.00</b>	<b>\$ -6.00</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$ -6.00</b>	<b>\$0.00</b>	<b>\$6.00</b>	<b>0.00%</b>
NET REVENUE	<b>\$ -8,104.43</b>	<b>\$0.00</b>	<b>\$8,104.43</b>	<b>0.00%</b>



# Town of Ballston Community Library

Abstract (less EARLY PAYS)

As of April 30, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Amazon.com				
03/12/2022	469337456658	youth SR program supplies	149.47	Bill
03/10/2022	43965439354	adult craft supplies	19.98	Bill
03/12/2022	469846754385	youth SR program supplies	6.99	Bill
03/12/2022	547967648484	youth SR program supplies	11.99	Bill
03/14/2022	748397556853	youth SR program supplies	31.89	Bill
03/17/2022	597444666779	adult craft supplies	124.75	Bill
03/17/2022	979588936985	adult craft supplies	35.98	Bill
03/18/2022	456777537979	adult craft supplies	47.90	Bill
03/20/2022	657886534733	adult craft supplies	87.80	Bill
04/09/2022	865499683895	youth SR program supplies	36.48	Bill
04/08/2022	578784765553	youth SR program supplies	5.99	Bill
03/22/2022	457575895735	youth SR program supplies	81.77	Bill
03/24/2022	773988593834	adult craft supplies	35.98	Bill
04/07/2022	468765957784	youth SR program supplies	10.97	Bill
04/06/2022	495393536665	youth SR program supplies	12.08	Bill
03/10/2022	645556398536	adult craft supplies	59.85	Bill
03/28/2022	459877675546	adult craft supplies	17.99	Bill
04/03/2022	468988489786	youth SR program supplies	280.38	Bill
<b>Total for Amazon.com</b>			<b>\$1,058.24</b>	
Baker & Taylor				
800-340-5370				
04/01/2022	5017639469	25 books	371.42	Bill
04/06/2022	5017651720	43 books	546.45	Bill
03/08/2022	5017593313	25 books	358.24	Bill
03/14/2022	5017603631	28 books	268.52	Bill
03/17/2022	5017612272	104 books	1,614.48	Bill
03/22/2022	5017621706	27 books	357.53	Bill
03/24/2022	5017628370	25 books	337.58	Bill
01/05/2022	5017327464*	manual credit inv#5017327464	-10.00	Vendor Credit
03/09/2022	0003258490	credit 1 book - Chasing History....	-21.99	Vendor Credit
<b>Total for Baker &amp; Taylor</b>			<b>\$3,822.23</b>	
CDPHP				
04/12/2022	221020035759	May 2022 Med/Den A Harvey May 2022 Med/Den R Darling May 2022 Medical J Kaplan	1,684.28	Bill
<b>Total for CDPHP</b>			<b>\$1,684.28</b>	
Cengage Learning Inc. / Gale				
248-699-4253				
03/21/2022	77480760	4 books	84.66	Bill
03/25/2022	77507804	2 books	56.98	Bill
03/25/2022	77509134	1 book	28.49	Bill
04/12/2022	77602133	2 books	42.00	Bill
03/25/2022	77509551	2 books	54.73	Bill

# Town of Ballston Community Library

Abstract (less EARLY PAYS)

As of April 30, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
<b>Total for Cengage Learning Inc. / Gale</b>			<b>\$266.86</b>	
ELM USA, Inc.				
04/04/2022	48469	Mar 2022 usage	25.00	Bill
<b>Total for ELM USA, Inc.</b>			<b>\$25.00</b>	
Gallo Construction Corp				
04/20/2022	Inv# 2	History Room Construction	7,125.00	Bill
<b>Total for Gallo Construction Corp</b>			<b>\$7,125.00</b>	
Highmark BlueShield of Northeastern New York				
04/10/2022	220990050215	May 2022 - medical JKaplan	201.00	Bill
<b>Total for Highmark BlueShield of Northeastern New York</b>			<b>\$201.00</b>	
HOOPLA by Midwest Tape				
03/31/2022	501912323	Mar 2022 HOOPLA	909.41	Bill
04/08/2022	501943152	credit for unauthorized patron borrows apply to hoopla inv# 501912323	-899.70	Vendor Credit
<b>Total for HOOPLA by Midwest Tape</b>			<b>\$9.71</b>	
Mail 'N' More				
518.399.3279				
04/01/2022	12249	1 roll postage stamps	58.00	Bill
<b>Total for Mail 'N' More</b>			<b>\$58.00</b>	
Midwest Tape				
800-875-2785				
04/15/2022	501977115	1 DVD/ADB	44.99	Bill
03/25/2022	501878740	7 DVD/ADB	274.43	Bill
04/12/2022	501960688	1 DVD/ADB	19.99	Bill
<b>Total for Midwest Tape</b>			<b>\$339.41</b>	
Nature's Way Pest Control				
518-745-5958				
04/14/2022	565997	svc 4/14/2022	78.00	Bill
<b>Total for Nature's Way Pest Control</b>			<b>\$78.00</b>	
Repeat Business Systems, Inc.				
(518) 869-8116				
04/06/2022	801920	B/W 4/6/2022-7/5/2022 color 1/6/2022-4/5/2022	80.70	Bill
<b>Total for Repeat Business Systems, Inc.</b>			<b>\$80.70</b>	
Sanico, Inc.				
(607) 773-0321				
04/08/2022	255984	dispenser paper towels qty 6	59.05	Bill
02/18/2022	251091	2 paper towel dispensers	195.62	Bill
<b>Total for Sanico, Inc.</b>			<b>\$254.67</b>	
Saxton's Janitorial				
04/20/2022	1551	April 2022 library cleaning	2,295.00	Bill
<b>Total for Saxton's Janitorial</b>			<b>\$2,295.00</b>	

# Town of Ballston Community Library

Abstract (less EARLY PAYS)

As of April 30, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
SCHOLASTIC INC. (800) 621-1115				
03/30/2022	37967591	22 books	515.40	Bill
<b>Total for SCHOLASTIC INC.</b>			<b>\$515.40</b>	
Southern Adirondack Library System 518-584-7300				
04/11/2022	2022-3BUR	Mar 2022 monthly fee/circ renewals	1,747.63	Bill
<b>Total for Southern Adirondack Library System</b>			<b>\$1,747.63</b>	
Staples				
04/01/2022	3504101062	size D batteries qty 12	21.32	Bill
03/25/2022	3503314329	HP 414A yel toner, staples	82.02	Bill
<b>Total for Staples</b>			<b>\$103.34</b>	
Town of Ballston Water Dept. 03/31/2022 3.31.2022				
		2022 invoice - water usage thru 3/30/2022	123.44	Bill
<b>Total for Town of Ballston Water Dept.</b>			<b>\$123.44</b>	
Twin Bridges Waste & Recycling (518) 267-3400				
03/01/2022	MAR2022	Mar2022 svc - invoice rec'd 4/18/2022	74.75	Bill
04/01/2022	APR2022	April 2022 svc - invoice rec'd 4/18/2022	74.75	Bill
02/01/2022	FEB2022	Feb 2022 svc - invoice rec'd 4/18/2022	74.75	Bill
<b>Total for Twin Bridges Waste &amp; Recycling</b>			<b>\$224.25</b>	
<b>TOTAL</b>			<b>\$20,012.16</b>	

# Town of Ballston Community Library

## EARLY PAY Bill Payment List Summary

April 1-25, 2022

DATE	NUM	VENDOR	AMOUNT
11000 BSNB LIBRARY General Fund (1164)			
04/14/2022	0193	Direct Energy Energy	-309.74
04/14/2022	0194	National Grid	-1,651.32
04/14/2022	0195	Spectrum Business	-279.94
04/14/2022	0196	VISA	-332.33
04/14/2022	0197	VISA	-80.34
<b>Total for 11000 BSNB LIBRARY General Fund (1164)</b>			<b>\$ -2,653.67</b>



# Town of Ballston Community Library Director's Report

April 2022

## Circulation Statistics

### March 2022

Circulation Statistics	Current Month	2022 To Date	2021 Total
Items Added to Collection	523	1,373	4,308
Number of Physical Items Circulated	8,285	22,169	84,190
Overdrive/Libby Circulation	1,112	3,054	12,218
Hoopla Circulation	470	1,505	4,907
New Patron Registrations	33	72	274
Curbside Appointments	3	32	1,991
Patrons in the Building	3,489	8,359	20,677

## Programs & Events

### March 2022

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2022 Total	Participants 2022 Total	Number Offered 2021 Total	Participants 2021 Total
Preschool	18	204	43	595	143	2,002
Elementary	7	173	16	316	54	802
Teen	2	46	6	128	19	336
Adult	2	58	4	72	42	595
Family	1	100	5	450	138	2,918
Outreach	5	130	5	130	7	296
TOTALS	35	711	79	1,692	403	6,949

**Youth Services Programming:** We had our first story times in the Children's Room and Book Clubs in the Teen area. So far, they have gone very well and attendance has been similar to the Zoom story times. Most of the supplies and prizes have been purchased for the Summer Reading Program. Most of the summer PR is finished and uploaded to the calendar. The Friends of the Library will be helping with a teacher/school supply drive this summer, once we figure out the dates for that it should be the last thing added to the calendar. We are currently working on "revamping" the Volunteering program and changing the application process. We plan on having a smaller group this summer to help out with events. So far Youth Services is on track to be ready for registration to begin on June 1.

**Adult Services Programming:** Memoir Writing is meeting weekly in Elmer Smith Park.



### Organizational Goals

- Policy Committee met to review a Health and Safety Policy.
- Personnel Committee conducted the Director’s Annual Evaluation.

### 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)	\$163,871.95		Operating Account	In place (Town Fund 17.)	unknown
Trustees Account	In place (xxx1596)	\$5,869.08		Trustees Account	Account closed 9/16/2021	
Petty Cash Account	In place	\$393.66				
Petty Cash On Hand	Lock Box	\$58				
Circulation Tray	Tray	\$75				

Table 2. Summary of Library Funds and Accounts Holding those Funds as 31 March 2022 (unless otherwise noted)

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

### Staff & Volunteers

- The Friends of the Library are holding the Spring Fling Raffle. They will also begin collecting donations soon for the Spring Book Sale to be held May 19-21 at the Library.

### Facility Update

- The Local History Room and LED Light Upgrade is delayed due to the Town of Ballston. To avoid any impact on Summer Reading the entire project will be postponed until Fall 2022. We are working with Gallo Construction, Accent Furniture and Butler, Rowland, Mays to coordinate.
- The Electric Vehicle Chargers were closed for about a week due to a concern raised by the Town of Ballston Building Inspector. New York State Code Enforcement has decided the chargers are code compliant and the chargers have reopened for public use.

## Technology

### March 2022

Technology Statistics	Current Month	2022 to Date	2021 Total
Public Computer Sessions	188	383	777
WiFi Sessions (unique users)	685	1,743	5,580

All public computers are back available for use. Some stations had been previously removed from use to maintain social distancing in the lab. Also, the Cassie software that allows the public computers to print has been updated, and all are back in working order, after a brief printing outage for some computers. A computer order was submitted in early April to replace public and staff computers that will be out of warranty soon. That order will come in a few months.

## Electric Vehicle Chargers

### March 2022

EV Charger Statistics	Current Month	2022 to Date	2021 Total
Charging Sessions	54	109	192
Unique Drivers	21	55	80
Energy Dispensed	735 kWh	1,375 kWh	1,850.93 kWh
Average Energy Cost .12 kWh	\$88.20	\$165.00	\$222.11

## 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%
Masks Optional per CDC	2/26/2022	3.5%
Return of Indoor Programming	4/1/2022	3.3%
Current Levels	4/23/2022	12.0%

### Meetings & Professional Development

- **Mary Jane Baumbach, Youth Services Clerk:** Youth Services Meeting 4/25
- **Rong-Jane Chen, Library Assistant:** Youth Services Meeting 4/25
- **Rebecca Darling, Director:** Library Trustees 3/30, Friends of the Library 4/5, SALS League of Extraordinary Director's 4/5, Legal Meeting 4/5, BH-BL BPA Meeting 4/6, NYLA Fishing For Friends Webinar 4/6, Director's Evaluation 4/8, EBSCO Marketing Tips Webinar 4/9, Town of Charlton Meeting 4/11, NYSLRS Employer Education Session A 4/12, Town of Ballston Meeting 4/12. NYSLRS Employer Education Session B 4/13, SALS Director's Council 4/13, Policy Committee Meeting 4/13
- **Alyssa Harvey, Head of Youth Services:** Library Trustees 3/30, SALS YS Meeting 4/1, Board Special Meeting 4/6, NYLA YSS Conference 4/8, Youth Services Meeting 4/25
- **Jenn Richard, Head of Adult Services:** Library Trustees 3/30, Friends of the Library 4/5, Town of Ballston 4/12, Legal Meeting 4/22
- **Julia Stone, Trustee:** Trustee Handbook Book Club: Policy and Risk Management 3/29

Rebecca Verhayden Darling, Director 4/25/2022

The Town of Ballston Community Library is a welcoming, service-oriented, and inclusive space for all. To promote the health and safety of those using our library, the following possible medical events will result in the staff checking on patrons and calling 911 if necessary:

- Any perceived or actual loss of sustained coherence or consciousness;
- Any library patron exhibiting signs that they may require emergency medical attention, who does not expressly instruct staff that immediate medical attention is not required;
- Any person requesting emergency medical response.

### **Definitions**

For this policy, "loss of sustained coherence or consciousness" is the inability to communicate meaningfully with library employees in the user's primary language.

For this policy, express instructions to staff that "immediate medical attention is not required" may be disregarded at the considered discretion of the library employees; such a decision will be based on consideration of: the specific facts of the situation, respect for the agency of the user, and respect for the mission and operational needs of the library.

**ADA** If a library patron has a medical condition that can potentially result in perceived or actual loss of coherence or consciousness, you may use the library's ADA Accommodations policy to arrange reasonable accommodations so your library experience is not unnecessarily impacted by this policy. For example, if a library patron has narcolepsy and wishes to be woken in the event they fall asleep, the library can consider a reasonable accommodation such as allowing the patron to use a specific type of alarm in an otherwise quiet space.

### **Specific Situations**

Whenever possible, the Library uses the following specific guidelines from the CDC with respect to common medical events that can impact coherence or consciousness:

#### **Seizures**

Seizures do not usually require emergency medical attention. Only call 911 if one or more of these are true:

- The person has never had a seizure before;
- The person has difficulty breathing or waking after the seizure;
- The seizure lasts longer than 5 minutes;
- The person has another seizure soon after the first one;

- The person is hurt during the seizure;
- The seizure happens in water;
- The person has a health condition like diabetes, heart disease, or is pregnant.

#### Suspected opioid overdose

Call 911 if an overdose is suspected.

#### Severely Low Blood Sugar

Blood sugar below 55 mg/dL is considered severely low. If any of the following happens, you should call 911:

- A person with low blood sugar passes out;
- A person with low blood sugar needs a second dose of glucagon;
- A person with low blood sugar had glucagon but are still confused;
- A person with low blood sugar stays too low 20 minutes after treatment or doesn't respond to the usual treatments.

#### Concussion

Signs and symptoms of a dangerous concussion can include:

- One pupil larger than the other;
- Drowsiness or inability to wake up;
- A headache that gets worse and does not go away;
- Slurred speech, weakness, numbness, or decreased coordination;
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching);
- Unusual behavior, increased confusion, restlessness, or agitation;
- Loss of consciousness (passed out/knocked out).

Even a brief loss of consciousness should be taken seriously. Call 911.