

**Town of Ballston Community Library
Board of Trustees Meeting Agenda
May 25, 2022**

- 1) Call to order**
- 2) Minutes of April 27, 2022 Meeting**
- 3) Minutes of May 4, 2022 Meeting**
- 4) Report of Special Funds**
- 5) Monthly Financial Reports**
- 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
 - d) Library Tax Levy and Fund Balance
- 10) New Business**
 - a) Trustee Applicants
- 11) Executive Session: Personnel Matters**

*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.*

- a) **RESOLUTION 22-040** Consider approving the proposed Collection Development Policy P3000
- b) **RESOLUTION 22-041** Consider approving the proposed slate of Officers for The Library Board of Trustees 2022/2023
- c) **RESOLUTION 22-042** Consider recommending the slate of candidates for Library Board of Trustees for consideration to the Town of Ballston Board
- d) **RESOLUTION 22-043** Consider approving monthly Transition status report to the Town of Ballston.

- e) **RESOLUTION 22-044** Consider accepting the resignation of Laura Heinrich, circulation clerk, effective May 12, 2022
- f) **RESOLUTION 22-045** Consider appointing BLANK as a circulation clerk at \$13.46 per hour starting May 31, 2022

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

12) Executive Session: Legal Issues

13) Adjournment

May Voucher Signer: Julia Stone

Town of Charlton Town Board Meeting: Monday, June 13 at 7:30 PM

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

June Voucher Signer: Steve Burchett

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
Hybrid Meeting – Zoom and In-Person
April 27, 2022**

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

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

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

Town of Ballston Representative – [x]Michael Carota

Town of Charlton Representative – []Chris Tasse

Privilege of the Floor: Wes DeVoe, Joanne DeVoe

Minutes of April 6, 2022 Meeting: On a motion by Tom Shaginaw with second from Julia Stone, trustees voted unanimously to approve the minutes of the April 6, 2022 special meeting.

Minutes of March 30, 2022 meeting: On a motion by Julia Stone with second from Tom Shaginaw, trustees voted unanimously to approve the minutes of the March 30, 2022 monthly meeting.

Report of Special Funds: Special funds for April were reviewed.

Monthly Financial Report: Financial statements for April were reviewed.

Approval of Bills: The April bills, reviewed and signed by Carolyn Speenburgh, were unanimously approved on a motion by Steve Burchett with second from Sue Tomlinson.

Librarians' Reports: appended at end of minutes.

Reports of Committees:

Policy Committee: Policy P2710, Health and Safety, was briefly summarized by President Steve Zarelli.

Nominating Committee: Trustee feedback regarding next year's officer position is being gathered by Trustee Tom Shaginaw. He will continue to do so, and will prepare a slate of officers for consideration in June.

Unfinished Business:

Reopening Plan Update: The Library moved into Phase 5 of the reopening plan as of April 1, 2022. A mixture of inside, outdoor, and virtual programming will be held. Some libraries with high transmission COVID rates have gone back to requiring masks and canceling indoor events. Director Darling stated that the library will continue to monitor the positivity rate in Saratoga County and consider possible changes.

Local History Room and Lighting Construction Project: Because of upcoming space needs for Summer Reading, the project has been postponed until the fall. Architects Butler, Rowland, Mayes and contractor Gallo Construction have agreed to this schedule change. There will be increases in the project's costs due to storage of materials and higher labor rates. The movers will come back on May 11 to return shelves that were moved out to accommodate the construction; library staff will replace the books.

Ballston Legislation and Transition: Trustee Shaginaw provided a Library perspective in response to comments about the Library made by the Town Supervisor in the April 26, 2022 Town Board meeting.

The Library Trustees:

- Are happy to inform the public of the facts of the matter
- Agree that it is preferable to focus on the resolution of the transition going forward
- Look forward to the special town meeting with the Library that the Supervisor introduced last night

Additionally, the Library Trustees:

- Are appreciative of the support of the community
- Are pleased with the community reaction to the letter, the communication channel that opened in response to that reaction, and the resulting immediate progress in plans on the effort
- Note that both Town and Library view themselves as directly accountable to the public for the Library District funds
- Continue to welcome the Supervisor to share tangible content about the Library "problems" he has observed. This feedback is viewed as an opportunity to learn and improve, but actual content has been sparse

The Library will continue to update the public with the progress and resolution of issues on this effort and encourage the Town to do the same.

The Library Board of Trustees is hopeful that the Town and Library can establish mutually acceptable clarity in the interaction between the organizations.

New Business:

Library Tax Levy and Fund Balance: Town Supervisor Connolly stated in last night's Town Board meeting that the Town will release the library's tax levy to the library on Monday, May 2, 2022. The Town and the Library will discuss release of the Library's Fund Balance. It will be released at a mutually agreeable time.

Privilege of the floor in items for consideration and action this evening: None.

RESOLUTION 22-035: To approve the proposed Health & Safety Policy P2710

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on April 27, 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		x		
Julia Stone	x		x		
Total	7	0	7	0	0

I, Trustee Carolyn Speenburgh, offer the following resolution and move its adoption:

To Approve Health & Safety Policy P2710.

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does approve Policy P2710.

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

RESOLUTION 22-036: To approve monthly Transition status report to the Town of Ballston

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on April 27, 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		x		
Julia Stone	x		x		
Total	7	0	7	0	0

I, Trustee Julia Stone, offer the following resolution and move its adoption:

To Approve monthly Transition status report to the Town of Ballston.

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does approve monthly Transition status report to the Town of Ballston.

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

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.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on April 27, 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		x		
Julia Stone	x		x		
Total	7	0	7	0	0

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

To Approve 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.

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

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

Wes DeVoe, Westside Drive, Ballston Lake spoke of his concerns regarding the letter to the public the Library released via email and Facebook, about the difficulties the Library is having making progress with financial and procedural issues with the Town of Ballston. Mr. DeVoe expressed dismay at the tone of the letter, and asked whether the claims the Library made in it were true. He was thanked for his interest and concern. President Zarelli clarified one of the concerns listed in the letter, about the claim that the Town did not increase her pay to Director's salary when she was named the Library's new director. The pay discrepancy did not last indefinitely, but for a five-month period of time, after which the Town recognized her as library director and paid her as such.

Joanne DeVoe, also of Westside Drive, Ballston Lake, spoke and expressed her regret that the situation had come to the point where the Trustees felt they had no other option than to publicly announce the situation with the Town. She stated that she believed that the statements the Library made in the letter were true and wondered about how the Trustees decided to make a public statement.

Adjournment: at 7:51 p.m., on a motion by Carolyn Speenburgh with second from Julia Stone, trustees voted with all in favor to adjourn the meeting.

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.

TRUSTEES FUNDS SUMMARY (XXX1596)

5/23/2022 12:00

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 \$4,964.43

TOTAL

\$5,869.22

TOB Library NEW Trustee Account (xxx1596)

5/23/2022 11:52

Date	Check Number	Description	Fund	With- drawal Amount	clrd	Deposit Amount	Account Balance
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
4.29.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,869.22
				2022 Beg Balance			\$5,466.25

Town of Ballston Community Library

Abstract (less Early Pays)

As of May 31, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Amazon.com				
04/08/2022	456446377783	Youth Summer Reading Program supplies	341.84	Bill
04/20/2022	455596896466	Youth Program supplies	123.05	Bill
05/04/2022	537696349598	Youth Program supplies	22.98	Bill
05/04/2022	743946955988	Youth Program supplies	53.89	Bill
04/09/2022	999863939987	Youth Summer Reading Program supplies	26.97	Bill
05/02/2022	473664464988	Adult & child face masks	26.88	Bill
04/10/2022	448584695387	Youth Summer Reading Program supplies	17.99	Bill
Total for Amazon.com			\$613.60	
Baker & Taylor				
800-340-5370				
04/18/2022	5017674977	22 books	266.94	Bill
04/13/2022	5017677840	4 books	48.65	Bill
05/04/2022	5017707601	90 books	1,442.25	Bill
04/14/2022	5017667039	38 books	511.86	Bill
04/25/2022	5017687414	25 books	308.29	Bill
05/02/2022	5017701419	25 books	278.97	Bill
05/02/2022	5017704560	17 books	197.19	Bill
Total for Baker & Taylor			\$3,054.15	
Brodart Co.				
800-233-8467				
05/09/2022	602623	new removeable CLASS labels	60.96	Bill
Total for Brodart Co.			\$60.96	
CDPHP				
05/13/2022	221330038289	June 2022 AH & RD & JK	1,684.28	Bill
Total for CDPHP			\$1,684.28	
Cengage Learning Inc. / Gale				
248-699-4253				
04/18/2022	77628764	2 books	50.98	Bill
04/18/2022	77628404	4 books	107.21	Bill
04/18/2022	77628321	1 book	21.69	Bill
04/18/2022	77627795	4 books	110.21	Bill
05/11/2022	77729913	1 book	23.99	Bill
05/12/2022	77736383	3 books	65.10	Bill
05/13/2022	77741621	2 books	50.23	Bill
04/18/2022	77627673	3 books	84.72	Bill
04/21/2022	77646526	4 books	80.48	Bill
04/27/2022	77677863	1 book	26.99	Bill
04/18/2022	77629720	6 books	146.19	Bill
Total for Cengage Learning Inc. / Gale			\$767.79	
Collaborative Summer Library Program				
(866) 657-8556				
03/29/2022	20959	SR promo, misc & staff t-shirts	181.81	Bill

Town of Ballston Community Library

Abstract (less Early Pays)

As of May 31, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Total for Collaborative Summer Library Program			\$181.81	
Highmark BlueShield of Northeastern New York				
05/10/2022	2221300048616	June 2022 medical J Kaplan	201.00	Bill
Total for Highmark BlueShield of Northeastern New York			\$201.00	
Hometown Turf - Shaun Zepf				
(518) 338-7486				
04/30/2022	5048	2022 spring/fall clean ups & wkly mowing	2,700.00	Bill
Total for Hometown Turf - Shaun Zepf			\$2,700.00	
HOOPLA by Midwest Tape				
04/30/2022	502048821	April 2022 HOOPLA	1,000.19	Bill
Total for HOOPLA by Midwest Tape			\$1,000.19	
Midwest Tape				
800-875-2785				
04/06/2022	501929754	5 DVD/ADB	150.95	Bill
05/09/2022	502088941	11 DVD/ADB	389.89	Bill
05/03/2022	502056554	24 DVD/ADB	940.51	Bill
Total for Midwest Tape			\$1,481.35	
Nature's Way Pest Control				
518-745-5958				
05/12/2022	572985	svc 5/12/2022	78.00	Bill
Total for Nature's Way Pest Control			\$78.00	
NightRider Janitorial Services				
(518) 782-9999				
05/02/2022	MAY22149	May 2022 library cleaning	2,295.00	Bill
Total for NightRider Janitorial Services			\$2,295.00	
Sanico, Inc.				
(607) 773-0321				
04/21/2022	257106	qty 12 toilet tissue, qty 6 paper towels	157.65	Bill
Total for Sanico, Inc.			\$157.65	
Simmons Elevator Co.				
518-882-1445				
04/12/2022	43695	Apr, May & June 2022 elev maint	410.79	Bill
Total for Simmons Elevator Co.			\$410.79	
Southern Adirondack Library System				
518-584-7300				
05/11/2022	2022-4BUR	April 2022 monthly fee/circ renewals	1,747.63	Bill
05/03/2022	5.3.2022	2022 SALS Sexual Harassment Prev Training	380.16	Bill
Total for Southern Adirondack Library System			\$2,127.79	
Staples				
05/04/2022	3507127062	HP 414A cyan toner	75.04	Bill
04/22/2022	3505785870	HP 414X blk toner, case facial tissue	153.33	Bill
04/27/2022	3506161406	case copy paper	43.01	Bill

Town of Ballston Community Library

Abstract (less Early Pays)

As of May 31, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Total for Staples			\$271.38	
The Law Office of Stephanie Adams, PLLC				
716.464.33386				
05/09/2022	2000	svcs 4/1/2022-4/29/2022	2,243.75	Bill
Total for The Law Office of Stephanie Adams, PLLC			\$2,243.75	
The Saratogian				
(888) 599-0499				
05/19/2022	5.19.2022	52 wks 6/5/22-6/4/23 M-Sund & NO Special Editions	371.15	Bill
Total for The Saratogian			\$371.15	
Twin Bridges Waste & Recycling				
(518) 267-3400				
05/01/2022	MAY2022	May 2022 svc	74.75	Bill
Total for Twin Bridges Waste & Recycling			\$74.75	
TOTAL			\$19,775.39	

Town of Ballston Community Library
May Bills - Early Pays
As of May 16, 2022

	<u>Date</u>	<u>Transacti on Type</u>	<u>Num</u>	<u>Due Date</u>	<u>Amount</u>
Total for Direct Energy Business	05/13/2022	Bill	HS23032142	05/16/2022	\$ 216.89
Total for National Grid	05/12/2022	Bill	May2022	05/16/2022	\$ 1,359.42
Total for Spectrum Business	05/12/2022	Bill	948178401051222	05/16/2022	\$ 279.94
	05/01/2022	Bill	MAY2022.2867	05/16/2022	
Total for VISA	05/01/2022	Bill	MAY2022.2867	05/16/2022	\$ 403.46
TOTAL					<u>\$ 2,259.71</u>

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Checks mailed 5/16/2022

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	619,773.14	619,773.00	-0.14	-0.00 %
Total BALLSTON TAXES	619,773.14	619,773.00	-0.14	-0.00 %
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 %
Total CHARLTON LIBRARY SVCS	11,500.00	52,900.00	41,400.00	78.26 %
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	792.09	3,000.00	2,207.91	73.60 %
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	2,344.00	10,868.00	8,524.00	78.43 %
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials	421.83	1,544.00	1,122.17	72.68 %
Total LIBRARY CHARGES	3,557.92	15,412.00	11,854.08	76.91 %
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 %
MISC REVENUE				
17.2401.41.000.0.000 INTEREST & EARNINGS	0.08		-0.08	
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	2,500.51		-2,500.51	
17.2770.41.000.0.000 Other Unclassified Revenues	2,240.00		-2,240.00	
Total MISC REVENUE	4,740.59		-4,740.59	
Total Revenue	\$639,571.65	\$690,045.00	\$50,473.35	7.31 %
GROSS PROFIT	\$639,571.65	\$690,045.00	\$50,473.35	7.31 %
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, PFL, Wkr Comp INS (EE/ER cost)	4,899.38	5,130.00	230.62	4.50 %
17.9060.58.052.0.000 HSA (ER Contribution)	3,425.04	2,300.00	-1,125.04	-48.91 %
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	1,412.28	3,600.00	2,187.72	60.77 %
17.9060.58.054.0.000 HEALTH INS OPT OUT	692.30	3,600.00	2,907.70	80.77 %
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	8,485.80	8,884.00	398.20	4.48 %
Total BENEFITS	25,246.43	60,714.00	35,467.57	58.42 %
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	
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	12,002.97	9,000.00	-3,002.97	-33.37 %
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	23,306.89	60,000.00	36,693.11	61.16 %
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	1,255.22	1,800.00	544.78	30.27 %
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	5,079.62	16,000.00	10,920.38	68.25 %
Total LIBRARY MATERIALS	36,612.35	92,100.00	55,487.65	60.25 %
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	63,839.13	174,716.00	110,876.87	63.46 %
17.7410.51.031.0.000 CLERICAL STAFF	51,850.96	142,956.00	91,105.04	63.73 %
17.7410.51.032.0.000 PAGES	5,710.30	27,456.00	21,745.70	79.20 %
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	9,670.40	26,402.00	16,731.60	63.37 %

Town of Ballston Community Library

Budget vs. Actuals / Library Acct xxx1164

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total LIBRARY PERSONNEL SERVICES	131,070.79	371,530.00	240,459.21	64.72 %
OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	901.79	4,000.00	3,098.21	77.46 %
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	1,474.64	3,800.00	2,325.36	61.19 %
17.7410.54.041.0.000 POSTAGE / MAILINGS	119.10	400.00	280.90	70.23 %
17.7410.54.042.0.000 PUBLICITY / Promotion	235.15	883.00	647.85	73.37 %
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	3,487.67	12,500.00	9,012.33	72.10 %
Total OFFICE EXPENSES	6,218.35	21,583.00	15,364.65	71.19 %
OPERATION EXPENSE				
17.1620.54.010.0.000 Professional Services - LEGAL	3,862.50		-3,862.50	
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.)	9,004.98	17,500.00	8,495.02	48.54 %
17.7410.54.010.0.000 Professional Services - IT (SALS)	6,990.52	22,795.00	15,804.48	69.33 %
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	1,075.16	4,000.00	2,924.84	73.12 %
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	11,475.00	27,540.00	16,065.00	58.33 %
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	1,413.68	2,998.00	1,584.32	52.85 %
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	4,710.58	23,575.00	18,864.42	80.02 %
17.7410.54.049.0.000 Uncategorized Expenditure	61.21		-61.21	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	373.75	1,000.00	626.25	62.63 %
Total OPERATION EXPENSE	53,255.01	121,108.00	67,852.99	56.03 %
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	12,026.21	8,010.00	-4,016.21	-50.14 %
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	12,151.21	14,010.00	1,858.79	13.27 %
Total Expenditures	\$276,557.11	\$690,045.00	\$413,487.89	59.92 %
NET OPERATING REVENUE	\$363,014.54	\$0.00	\$ -363,014.54	0.00%
Other Expenditures				
Other Miscellaneous Expenditure	12.00		-12.00	
Total Other Expenditures	\$12.00	\$0.00	\$ -12.00	0.00%
NET OTHER REVENUE	\$ -12.00	\$0.00	\$12.00	0.00%
NET REVENUE	\$363,002.54	\$0.00	\$ -363,002.54	0.00%

Town of Ballston Community Library - new Petty Cash BSNB (1533)
Account QuickReport
January - December 2022

BSNB PETTY CASH (1533)		Date	Transaction Type	Num	Name	Memo/Description	Account	Cir	Amount	Balance
		01/21/2022	Journal Entry	Bank balance (1185)			BSNB PETTY CASH (1533)	R	-6.00	-6.00
		02/04/2022	Journal Entry	Bank balance (1201)		overdraft charge	BSNB PETTY CASH (1533)	R	-10.00	-16.00
		02/07/2022	Journal Entry	Bank balance (1200)		refund - overdraft	BSNB PETTY CASH (1533)	R	6.00	-10.00
		02/07/2022	Journal Entry	Bank balance (1202)		overdraft refund	BSNB PETTY CASH (1533)	R	10.00	0.00
		02/10/2022	Check	2550	Town of Ballston Community Library	close out acct / deposit to new PC acct 1000661533	BSNB PETTY CASH (1533)	R	405.61	405.61
		02/15/2022	Deposit			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	Check	190	Cash	Jan-Mar 2022 PC reimb	BSNB PETTY CASH (1533)	R	47.74	399.66
		03/31/2022	Journal Entry	Bank balance (1218)		SC balance requirement fee	BSNB PETTY CASH (1533)	R	-6.00	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
		04/29/2022	Journal Entry	Bank balance (1226)		SC balance requirement fee	BSNB PETTY CASH (1533)	R	-6.00	387.66
		04/29/2022	Journal Entry	Bank balance (1227)		BSNB earnings allowance adjustment	BSNB PETTY CASH (1533)	R	0.03	387.69
Total for BSNB PETTY CASH (1533)										
TOTAL										

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Town of Ballston Community Library - Petty Cash On Hand Transaction Report January - December 2022

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
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 O/H	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 O/H	Mary Jane Baumback	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 O/H		reimb PC O/H Dec 2021 expenses	Petty Cash - BSNB Bank (5534) (deleted)	3.99	32.81
03/10/2022	Check	PC O/H	Baumback, MaryJane	book club supplies - 2 Michael's receipts	17,7410.54,044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-10.32	22.49
03/31/2022	Check	191	Cash	reimb MJB 3/10/2022	11000 BSNB LIBRARY General Fund (1164)	77.51	100.00
04/14/2022	Check	PC O/H	Mary Jane Baumback	Jan-Mar 2022 PC on/hand reimb	17,7410.54,044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-6.25	93.75
04/25/2022	Check	PC O/H	Mary Jane Baumback	Dollar Tree - book club supplies	17,7410.54,044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-3.49	90.26
				Walmart receipt - book club supplies			

Total for Petty Cash on hand
TOTAL

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