

**Town of Ballston Community Library
Board of Trustees Meeting Agenda
June 29, 2022**

- 1) Call to order
- 2) Minutes of May 25, 2022 Meeting
- 3) Minutes of June 1, 2022 7:00 PM Special Meeting
- 4) Minutes of June 1, 2022 7:05 PM Special Meeting
- 5) Report of Special Funds
- 6) Monthly Financial Reports
- 7) Approval of Bills
- 8) Librarians' Reports
- 9) Reports of Committees
 - a) Policy
 - b) Nominating
 - c) Budget & Finance
 - d) Building & Groundds
 - e) Town Liaisons
- 10) Unfinished Business
 - a) Reopening Plan Update
 - b) Local History & Lighting Construction Project
 - c) Ballston Legislation & Transition
 - d) Library Tax Levy and Fund Balance
- 11) New Business
 - a) SALS Construction Grant

*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 22-048** Consider approving the proposed policies updated to P6100 and P6200
- c) **RESOLUTION 22-049** Consider approving SALS Construction Grant Application

- d) **RESOLUTION 22-050** Consider approving monthly Transition status report to the Town of Ballston.
- e) **RESOLUTION 22-051** Consider approving the 2021 Annual Report to the Public
- f) **RESOLUTION 22-052** Consider approving that the Town of Ballston Community Library will participate in the SALS State Aid for Library Construction Broadband wireless project to upgrade the Meraki Routers.
- g) **RESOLUTION 22-053** Whereas, Library Trustee Michelle Hernandez has declared her intention to resign from the Board of Trustees prior to the completion of her term, and

Whereas, that resignation was accepted by the Library Board of Trustees on May 25, 2022 through Resolution 22-xxx, and,

Whereas, that resignation is slated to take effect on June 30, 2022, and

Whereas, the Library Charter specifies that in such cases, the Library Board of Trustees is responsible for naming a replacement Trustee to complete that term,

NOW, THEREFORE, the Library Board names _____ to serve as a Trustee of the Town of Ballston Community Library from July 1, 2022 to June 30, 2023, to complete the remainder of Michelle Hernandez's term.

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

12) Executive Session: Legal Issues

13) Adjournment

June Voucher Signer: Tom Shaginaw

Town of Charlton Town Board Meeting: Monday, July 11 at 7:30 PM

Town of Ballston Town Board Meeting: Tuesday, July 12 at 6:30 PM

July Voucher Signer: Steve Burchett

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

Call to order: The meeting was called to order at 7:07 p.m. by President Steve Zarelli.

Present: [x]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian, []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: []Michael Carota

Town of Charlton Representative: []Chris Tasse

Guests: Philip Du, Jennifer Redinger, Katherine Schofield

Minutes of April 27, 2022 Meeting: On a motion by Julia Stone with second from Steve Burchett, trustees voted unanimously to approve the minutes of the April 27, 2022 special meeting.

Minutes of May 4, 2022 meeting: On a motion by Tom Shaginaw with second from Steve Burchett, trustees voted unanimously to approve the minutes of the May 4, 2022 monthly meeting as amended.

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

Monthly Financial Report: Financial statements for May were reviewed.

Approval of Bills: The May bills, reviewed and signed by Julia Stone, were unanimously approved on a motion by Tom Shaginaw with second from Steve Burchett.

Librarians' Reports: appended at end of minutes.

Reports of Committees:

Policy Committee: The policy committee, Director Darling and attorney Cole Adams reviewed the library's Collection Development policy, Policy P3000, and made minor changes. Trustees will vote this evening to approve P3000.

Nominating Committee: Trustee Shaginaw, having communicated with all current Library Trustees, has prepared a slate of officers for Trustees to vote on during the June monthly meeting. The proposed 2022-2023 officers are:

President: Julia Stone

Vice President: Carolyn Speenburgh

Treasurer: Steve Burchett

Secretary: Sue Tomlinson

Committee appointments will be announced in June when the new Trustees have been appointed.

Unfinished Business:

Reopening Plan Update: no change

Local History Room and Lighting Construction Project: On May 2, President Zarelli and Trustee Shaginaw met with Supervisor Connelly and Councilman Carota to discuss issues between the Library and the Town. The conversation was productive and important issues were resolved. The tax levy was released to the library. Construction project items remain under discussion. Library attorney Stephanie (Cole) Adams' opinion is that the Town's request for an Owner's Representative is not unreasonable. Trustees will vote on this tonight.

Ballston Legislation and Transition: The May 2 meeting between representatives of the Library Board and the Town resulted in de-prioritizing this issue until the Fall, when newly-appointed Library Trustees will have had a chance to familiarize themselves with the Library's position. President Zarelli gave the Trustee applicants a bit of background regarding the charter update project's history over the past several years.

Library Tax Levy and Fund Balance: The tax levy has been released by the Town to the Library. The Library and the Town will seek joint guidance from the Office of the State Controller regarding custody of the Library's Fund Balance.

New Business:

Trustee Applicants: Four applications have been submitted for Trustee positions. Three of the applicants attended tonight's meeting: Philip Du, Jennifer Redinger and Katherine Schofield. Each gave a bit of background on themselves and shared reasons why they would like to serve on the Library Board. We will try to set up a brief meeting with the fourth applicant, Ryan Krampert, soon.

Executive Session to discuss Personnel Matters: At 8:17 p.m., Trustees entered executive session to discuss personnel matters. At 9:19 p.m., on a motion by Tom Shaginaw with second from Julia Stone, Trustees voted to exit executive session, where no votes were taken.

RESOLUTION 22-040: Consider approving Collection Development Policy P3000

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on May 25, 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 Sue Tomlinson, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does approve Policy P3000.

Seconded by Trustee Carolyn Speenburgh, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

RESOLUTION 22-041 Consider accepting the resignation of Michelle Hernandez, Library Trustee

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on May 25, 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:

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does accept the resignation of Michelle Hernandez, Library Trustee.

Seconded by Trustee Carolyn Speenburgh, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

RESOLUTION 22-042: To recommend Katherine Schofield and Jennifer Redinger to the Town of Ballston Board for appointment as Library Trustees for the two available terms that begin July, 2022. (2022-2027)

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on May 25, 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 Sue Tomlinson, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does recommend Katherine Schofield and Jennifer Redinger to the Town of Ballston Board for appointment as Library Trustees for the two available terms that begin July, 2022. (2022-2027)

Seconded by Trustee Carolyn Speenburgh, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

RESOLUTION 22-043: 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 May 25, 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 Sue Tomlinson, offer the following resolution and move its adoption:

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. The motion passed with all in favor.

RESOLUTION 22-044 Consider accepting the resignation of Laura Heinrich, circulation clerk, effective May 12, 2022

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on May 25, 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 Michelle Hernandez, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library accepts the resignation of Laura Heinrich, circulation clerk, effective May 12, 2022.

Seconded by Trustee Steve Zarelli, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

RESOLUTION 22-045 Regarding the "Owner's Representative" for the library's Local History Room and LED Lighting upgrade project

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on May 25, 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 Tom Shaginaw, offer the following resolution and move its adoption:

Resolution 22-045: WHEREAS, the Town as the owner of the building and property the Library operates within and on has determined it would like an "Owner's Representative" on site for the History Room/LED Project (the "Project") to be effected by the Library; and

WHEREAS the Town has assured the Library that the cost of their Owner's Representative will not exceed \$20,000.00; and

WHEREAS the Library wishes to encourage the prudent use of funds for the Project, which was determined by the Town to be of such minimal impact on the structure as to not warrant a building permit; therefore

BE IT RESOLVED that the Board of Trustees authorizes the use of up to \$20,000.00 of library funds, held in the Library's "surplus fund balance" currently in the custody of the Town, for the purpose of the Town compensating an "Owner's Representative" for the Project, on the condition that the Town share the itemized invoices for such services, and obtain the authorization of the Library's Treasurer prior to expenditure to be compensated through such authorized funding.

Seconded by Trustee Steve Zarelli, offered for discussion and duly put to a vote, the results of which appear above. The motion passed unanimously.

Privilege of the floor on any topic (Limit 3 mins.) None.

Executive Session to discuss legal matters: At 9:28 p.m., on a motion by Tom Shaginaw with second from Steve Zarelli, trustees voted to enter executive session to discuss legal issues.

At 9:30 p.m., on a motion by Steve Burchett with second from Michelle Hernandez, trustees voted to exit executive session, where no votes were taken.

Adjournment: at 9:31 p.m., on a motion by Steve Burchett with second from Carolyn Speenburgh, trustees voted with all in favor to adjourn the meeting.

Town of Ballston Community Library
Board of Trustees Meeting Minutes
June 1, 2022

Call to order: The meeting was called to order at 7:02 p.m. by Julia Stone.

Appointment of Chair Pro Tem: In the absence of both President Steve Zarelli and Vice President Michelle Hernandez, Trustee Tom Shaginaw nominated Julia Stone to act as Chair Pro Tem. Motion was seconded by Sue Tomlinson and passed unanimously.

Present via Zoom: ☒Rebecca Darling, Director; ☒Jenn Richard, Adult Services Librarian, ☐Alyssa Harvey, Youth Services Librarian.

Trustees: ☒Steve Burchett, ☐Michelle Hernandez, ☒Tom Shaginaw, ☒Carolyn Speenburgh, ☒Julia Stone, ☒Sue Tomlinson, ☐Steve Zarelli

Town of Ballston Representative – ☐Michael Carota

Town of Charlton Representative – ☐Chris Tasse

Guests: Philip Du, Ryan Krampert, Katherine Schofield

Privilege of the floor on items for consideration and action this evening: none.

New Business:

Resolution 22-046: Consider hiring Krysten Rodrigues as a circulation clerk beginning June 2, 2022 at a rate of \$13.46 per hour. Motion was made by Carolyn Speenburgh, seconded by Steve Burchett, and passed unanimously.

Resolution 22-047: Consider hiring William Newsom III as a substitute circulation clerk, beginning June 2, 2022 at a rate of \$13.46 per hour. Motion was made by Tom Shaginaw, seconded by Carolyn Speenburgh, and passed with all in favor.

Privilege of the floor on any topic: none.

Adjournment: at 7:06 p.m., on a motion by Carolyn Speenburgh with second by Tom Shaginaw, trustees voted with all in favor to adjourn the meeting.

Town of Ballston Community Library
Board of Trustees Meeting Minutes
June 1, 2022

Call to order: The meeting was called to order at 7:07 p.m. by Julia Stone.

Appointment of Chair Pro Tem: In the absence of both President Steve Zarelli and Vice President Michelle Hernandez, Trustee Tom Shaginaw nominated Julia Stone to act as Chair Pro Tem. Motion was seconded by Sue Tomlinson and passed unanimously.

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

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

Town of Ballston Representative – []Michael Carota

Town of Charlton Representative – []Chris Tasse

Guests: Philip Du, Ryan Krampert, Katherine Schofield

Privilege of the floor on items for consideration and action this evening: none.

Unfinished Business:

Trustee Applicants: Applicant Ryan Krampert told trustees a bit about her interest in the library and reasons for wanting to serve on the Board of Trustees. Trustees asked a few questions and thanked her for her interest in serving.

Privilege of the floor on any topic: none.

Adjournment: at 7:28 p.m., on a motion by Carolyn Speenburgh with second by Steve Burchett, trustees voted with all in favor to adjourn the meeting.

TRUSTEES FUNDS SUMMARY (XXX1596)

6/27/2022 14:02

FUND NAME

Richard E. Wittnebel	\$23.55
BH Women's Club	\$74.76
Conklin	\$120.00
Asa Kaplan	\$302.90
Tibbitts	\$38.88
McQueen	\$11.26
DeAngelo	\$51.04
Carol Brower	\$345.00
Ruth Glasser	\$57.40

Undesignated \$5,275.98

TOTAL

\$6,300.77

TOB Library NEW Trustee Account (xxx1596)

6/27/2022 14:02

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	\$5,466.25
1.18.2022	multiple	in mem C Brower (multi donors)	Brower		✓	\$345.00	\$5,516.25
1.25.2022	1183	in mem R Glasser (donor Landgraf)	Glasser		✓	\$40.00	\$5,861.25
1.31.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,901.25
2.28.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,901.39
2.24.2022	1007	Amazon Feb2022 invoice	BHWC	\$16.22	✓		\$5,901.53
2.24.2022	1007	Amazon Feb2022 invoice	Glasser	\$32.60	✓		\$5,885.31
3.1.2022	5230	VanValkenberg check	BHWC		✓	\$16.22	\$5,852.71
3.31.2022		interest earned	UNDESIGNATED		✓	\$0.15	\$5,868.93
4.29.2022		interest earned	UNDESIGNATED		✓	\$0.15	\$5,869.08
5.31.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,869.22
6.7.2022	621	spring2022 FOL book sale	UNDESIGNATED			\$0.15	\$5,869.37
6.7.2022	1634	in mem D Conklin	UNDESIGNATED			\$311.40	\$6,180.77
6.21.2022		VanValkenberg check - Conklin	Conklin			\$120.00	\$6,300.77
6.30.2022	1008	Amaz inv - BHWC - conklin	BHWC	\$15.29		\$15.29	\$6,316.06
							\$6,300.77

Town of Ballston Community Library

Statement of Activity by Class

January - June, 2022

	HISTORYROOM- GRANT	NOT SPECIFIED	TOTAL
Revenue			
BALLSTON TAXES			\$0.00
17.1001.41.000.0.000 Real Property Taxes		619,773.14	\$619,773.14
Total BALLSTON TAXES		619,773.14	\$619,773.14
CHARLTON LIBRARY SVCS			\$0.00
17.2360.41.000.0.000 Library Services to Other Governments		11,500.00	\$11,500.00
Total CHARLTON LIBRARY SVCS		11,500.00	\$11,500.00
LIBRARY CHARGES			\$0.00
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees		992.16	\$992.16
17.2082.41.005.0.000 LIBRARY CHARGES - Fines		3,393.55	\$3,393.55
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials		649.18	\$649.18
Total LIBRARY CHARGES		5,034.89	\$5,034.89
MISC REVENUE			\$0.00
17.2401.41.000.0.000 INTEREST & EARNINGS		0.11	\$0.11
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		4,740.62	\$4,740.62
Total Revenue	\$0.00	\$641,048.65	\$641,048.65
GROSS PROFIT	\$0.00	\$641,048.65	\$641,048.65
Expenditures			
BENEFITS			\$0.00
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION		6,331.63	\$6,331.63
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)		4,899.38	\$4,899.38
17.9060.58.052.0.000 HSA (ER Contribution)		3,531.30	\$3,531.30
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)		1,647.66	\$1,647.66
17.9060.58.054.0.000 HEALTH INS OPT OUT		830.76	\$830.76
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)		9,852.98	\$9,852.98
Total BENEFITS		27,093.71	\$27,093.71
LIBRARY EQUIPMENT & CAPITAL OUTLAY			\$0.00
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES		508.05	\$508.05
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	10,436.11	1,841.85	\$12,277.96
LIBRARY MATERIALS			\$0.00
17.7410.54.034.0.000 LIBRARY MATERIALS - Print		27,219.63	\$27,219.63
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals		2,467.23	\$2,467.23
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers		1,255.22	\$1,255.22
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books		2,500.00	\$2,500.00
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases		2,111.39	\$2,111.39
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials		7,110.15	\$7,110.15
Total LIBRARY MATERIALS		42,663.62	\$42,663.62

	HISTORYROOM- GRANT	NOT SPECIFIED	TOTAL
LIBRARY PERSONNEL SERVICES			\$0.00
17.7410.51.030.0.000 CERTIFIED LIBRARIANS		77,278.93	\$77,278.93
17.7410.51.031.0.000 CLERICAL STAFF		63,442.29	\$63,442.29
17.7410.51.032.0.000 PAGES		6,885.12	\$6,885.12
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)		11,722.83	\$11,722.83
Total LIBRARY PERSONNEL SERVICES		159,329.17	\$159,329.17
OFFICE EXPENSES			\$0.00
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS		1,649.20	\$1,649.20
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS		1,754.58	\$1,754.58
17.7410.54.041.0.000 POSTAGE / MAILINGS		177.10	\$177.10
17.7410.54.042.0.000 PUBLICITY / Promotion		235.15	\$235.15
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS		4,093.68	\$4,093.68
Total OFFICE EXPENSES		7,909.71	\$7,909.71
OPERATION EXPENSE			\$0.00
17.1620.54.010.0.000 Professional Services - LEGAL		4,449.75	\$4,449.75
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	\$3,761.99
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.)		10,305.04	\$10,305.04
17.7410.54.010.0.000 Professinal Services - IT (SALS)		8,738.15	\$8,738.15
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS		2,792.87	\$2,792.87
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING		1,109.16	\$1,109.16
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)		376.89	\$376.89
17.7410.54.039.0.000 CUSTODIAL SERVICES		13,770.00	\$13,770.00
17.7410.54.040.0.000 CUSTODIAL SUPPLIES		1,527.22	\$1,527.22
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT		22.46	\$22.46
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT		269.12	\$269.12
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M		5,538.58	\$5,538.58
17.7410.54.049.0.000 Uncategorized Expenditure		79.21	\$79.21
17.7410.54.077.0.000 TRASH REMOVAL SERVICES		448.50	\$448.50
Total OPERATION EXPENSE		61,072.42	\$61,072.42
SPECIAL ITEMS			\$0.00
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library		12,026.21	\$12,026.21
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)		125.00	\$125.00
Total SPECIAL ITEMS		12,151.21	\$12,151.21
Total Expenditures	\$10,436.11	\$312,061.69	\$322,497.80
NET OPERATING REVENUE	\$ -10,436.11	\$328,986.96	\$318,550.85
NET REVENUE	\$ -10,436.11	\$328,986.96	\$318,550.85

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	992.16	3,000.00	2,007.84	66.93 %
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	3,393.55	10,868.00	7,474.45	68.77 %
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials	649.18	1,544.00	894.82	57.95 %
Total LIBRARY CHARGES	5,034.89	15,412.00	10,377.11	67.33 %
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	0.11		-0.11	
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	4,740.62		-4,740.62	
Total Revenue	\$641,048.65	\$690,045.00	\$48,996.35	7.10 %
GROSS PROFIT	\$641,048.65	\$690,045.00	\$48,996.35	7.10 %
Expenditures				
BENEFITS				
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION	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)	3,584.45	2,300.00	-1,284.45	-55.85 %
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	1,647.66	3,600.00	1,952.34	54.23 %
17.9060.58.054.0.000 HEALTH INS OPT OUT	899.99	3,600.00	2,700.01	75.00 %
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	9,711.62	8,884.00	-827.62	-9.32 %
Total BENEFITS	27,074.73	60,714.00	33,639.27	55.41 %
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	508.05	9,000.00	8,491.95	94.36 %
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	12,277.96	9,000.00	-3,277.96	-36.42 %
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	27,219.63	60,000.00	32,780.37	54.63 %
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	2,467.23	2,800.00	332.77	11.88 %
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	7,110.15	16,000.00	8,889.85	55.56 %
Total LIBRARY MATERIALS	42,663.62	92,100.00	49,436.38	53.68 %
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	83,998.83	174,716.00	90,717.17	51.92 %
17.7410.51.031.0.000 CLERICAL STAFF	68,464.78	142,956.00	74,491.22	52.11 %
17.7410.51.032.0.000 PAGES	7,479.12	27,456.00	19,976.88	72.76 %
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	12,679.92	26,402.00	13,722.08	51.97 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Total LIBRARY PERSONNEL SERVICES	172,622.65	371,530.00	198,907.35	53.54 %
OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	1,649.20	4,000.00	2,350.80	58.77 %
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	1,754.58	3,800.00	2,045.42	53.83 %
17.7410.54.041.0.000 POSTAGE / MAILINGS	177.10	400.00	222.90	55.73 %
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	4,093.68	12,500.00	8,406.32	67.25 %
Total OFFICE EXPENSES	7,909.71	21,583.00	13,673.29	63.35 %
OPERATION EXPENSE				
17.1620.54.010.0.000 Professional Services - LEGAL	4,449.75		-4,449.75	
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.)	10,305.04	17,500.00	7,194.96	41.11 %
17.7410.54.010.0.000 Professinal Services - IT (SALS)	8,738.15	22,795.00	14,056.85	61.67 %
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,792.87	5,000.00	2,207.13	44.14 %
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	1,109.16	4,000.00	2,890.84	72.27 %
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	376.89	1,000.00	623.11	62.31 %
17.7410.54.039.0.000 CUSTODIAL SERVICES	13,770.00	27,540.00	13,770.00	50.00 %
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	1,527.22	2,998.00	1,470.78	49.06 %
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	269.12	500.00	230.88	46.18 %
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	5,538.58	23,575.00	18,036.42	76.51 %
17.7410.54.049.0.000 Uncategorized Expenditure	79.21		-79.21	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	448.50	1,000.00	551.50	55.15 %
Total OPERATION EXPENSE	61,072.42	121,108.00	60,035.58	49.57 %
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	\$335,772.30	\$690,045.00	\$354,272.70	51.34 %
NET OPERATING REVENUE	\$305,276.35	\$0.00	\$ -305,276.35	0.00%
NET REVENUE	\$305,276.35	\$0.00	\$ -305,276.35	0.00%

Town of Ballston Community Library

Abstract

As of June 30, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Amazon.com				
06/04/2022	494737567537	puzzle mat, book - Murders at Fleat House, face masks - children & adults	81.95	Bill
05/17/2022	754993593378	ECHALLENGE compatible, removable adhesive	65.67	Bill
05/29/2022	434699486486	2022-23 Amaz Prime renewal Jun2022 thru Dec2022 & prepaid Jan2023 thru May2023	179.00	Bill
05/31/2022	993867355745	Youth Programs supplies	59.96	Bill
05/11/2022	466354834659	Youth Programs – bk If Grandma Were Here	20.96	Bill
06/05/2022	465373833638	Youth Programs supplies	14.95	Bill
06/02/2022	639756547463	book - Empty Shoes by the Door	12.95	Bill
06/02/2022	963775846789	Youth Programs supplies	12.99	Bill
05/25/2022	567946835453	Youth Programs supplies	45.92	Bill
06/02/2022	577789877444	25 pack maxtek, progo 50 pack DVD cases	54.39	Bill
06/04/2022	563753765644	Youth Programs supplies	6.08	Bill
06/08/2022	437493956959	Youth Programs supplies	25.96	Bill
06/04/2022	584893587444	Youth Programs supplies	29.81	Bill
05/13/2022	963536369587	Credit memo–bk If Grandma Were Here (arrived damaged)	-19.35	Vendor Credit
Total for Amazon.com			\$591.24	
Baker & Taylor 800-340-5370				
05/19/2022	5017729502	35 books	411.31	Bill
05/10/2022	5017716886	25 books	328.52	Bill
Total for Baker & Taylor			\$739.83	
Brodart Co. 800-233-8467				
05/05/2022	602384	disc cases	112.91	Bill
05/25/2022	603734	class labels, easy covers	176.50	Bill
05/19/2022	CY92038	credit for damaged disc cases - item discontinued & no replacement	-4.86	Vendor Credit
Total for Brodart Co.			\$284.55	
CDPHP				
06/12/2022	221630041751	July 2022 Health/Dental A Harvey July 2022 Health/Dental R Darling July 2022 Health/Dental R Darling	1,684.28	Bill
Total for CDPHP			\$1,684.28	
Cengage Learning Inc. / Gale 248-699-4253				
05/25/2022	77817941	1 book	25.49	Bill
06/06/2022	77913163	1 book	27.74	Bill
06/06/2022	77913764	1 book	25.49	Bill
06/06/2022	77940822	2 books	42.00	Bill
06/06/2022	77914017	1 book	23.99	Bill
05/19/2022	77778640	4 books	81.86	Bill
05/25/2022	77818249	5 books	137.20	Bill
05/25/2022	77818586	4 books	110.21	Bill

Town of Ballston Community Library

Abstract

As of June 30, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
05/26/2022	77818995	6 books	164.94	Bill
05/26/2022	77828079	5 books	120.70	Bill
05/27/2022	77836235	2 books	50.98	Bill
05/27/2022	77837090	1 book	28.49	Bill
06/10/2022	77948638	6 books	146.19	Bill
Total for Cengage Learning Inc. / Gale			\$985.28	
Demco Inc. (800) 752-7614				
05/10/2022	7137937	label protectors	184.68	Bill
Total for Demco Inc.			\$184.68	
ELM USA, Inc.				
06/07/2022	50168	May 2022 usage	25.00	Bill
05/02/2022	49228	April 2022 usage	25.00	Bill
Total for ELM USA, Inc.			\$50.00	
Fancy Face Creations				
06/24/2022	6.27.2022	face painting SR kickoff 7/27	225.00	Bill
Total for Fancy Face Creations			\$225.00	
Highmark BlueShield of Northeastern New York				
06/09/2022	221600049605	July 2022 medical J Kaplan	201.00	Bill
Total for Highmark BlueShield of Northeastern New York			\$201.00	
Mail 'N' More 518.399.3279				
05/31/2022	12332	1 roll stamps	58.00	Bill
Total for Mail 'N' More			\$58.00	
Midwest Tape 800-875-2785				
05/27/2022	502173653	8 DVD/ADB	335.92	Bill
06/13/2022	502246946	18 DVD/ADB	817.57	Bill
05/17/2022	502122149	8 DVD/ADB	306.17	Bill
05/23/2022	502147586	9 DVD/ADB	391.91	Bill
06/07/2022	502217812	4 DVD/ADB	178.96	Bill
Total for Midwest Tape			\$2,030.53	
Nature's Way Pest Control 518-745-5958				
06/09/2022	580959	svc 6/9/2022	78.00	Bill
Total for Nature's Way Pest Control			\$78.00	
NightRider Janitorial Services (518) 782-9999				
06/09/2022	June22139	June 2022 library cleaning @ no charge - carpet cleaning upstairs 5/24/2022 due to fish tank leak	2,295.00	Bill
Total for NightRider Janitorial Services			\$2,295.00	
Penworthy				

Town of Ballston Community Library

Abstract

As of June 30, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
06/09/2022	0582450-IN	8 books	155.11	Bill
Total for Penworthy			\$155.11	
Roland J. Down (518) 399-9126				
06/24/2022	7.1.2022	1 year Commercial Svc HVAC July2022 TO July 2023	1,500.00	Bill
Total for Roland J. Down			\$1,500.00	
Sanico, Inc. (607) 773-0321				
06/21/2022	262949	TP qty 12 , paper towels qty 6	113.54	Bill
Total for Sanico, Inc.			\$113.54	
Sebco (800) 223-3251				
05/27/2022	206568	96 books	1,989.58	Bill
Total for Sebco			\$1,989.58	
Southern Adirondack Library System 518-584-7300				
05/31/2022	BUR 5-31-22	Star Mechanics TSP654II thermal printer	274.99	Bill
06/02/2022	2022-5BUR	May 2022 monthly fee/circulation renewals	1,747.63	Bill
05/20/2022	BUR 5-20-22	VLA office Pro Plus qty 7	544.88	Bill
		Malwarebytes Endpoint Prot Licenses qty 7		
Total for Southern Adirondack Library System			\$2,567.50	
Staples				
05/10/2022	3507526291	HP 414A magenta toner	75.04	Bill
06/10/2022	3510035187	copy paper, fabric band-aids	51.10	Bill
Total for Staples			\$126.14	
The Law Office of Stephanie Adams, PLLC 716.464.33386				
06/08/2022	2044	svcs 5/12/2022 through 5/27/2022	587.25	Bill
Total for The Law Office of Stephanie Adams, PLLC			\$587.25	
Twin Bridges Waste & Recycling (518) 267-3400				
06/01/2022	JUNE2022	June 2022 svc	74.75	Bill
Total for Twin Bridges Waste & Recycling			\$74.75	
TOTAL			\$16,521.26	

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

Account QuickReport

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
BSNB PETTY CASH (1533)								
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	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
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
05/31/2022	Journal Entry	Bank balance (1235)		SC balance requirement fee	BSNB PETTY CASH (1533)	R	-6.00	381.69
05/31/2022	Journal Entry	Bank balance (1236)		BSNB earnings allowance adjustment	BSNB PETTY CASH (1533)	R	0.03	381.72
Total for BSNB PETTY CASH (1533)							\$381.72	
TOTAL							\$381.72	

Town of Ballston Community Library

Early Pays
As of June 13, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Direct Energy Business				
06/10/2022	HS23077634	svc 5/12/2022-6/9/2022 gas supplier	30.39	Bill
Total for Direct Energy Business			\$30.39	
National Grid				
800-664-6729				
06/09/2022	June2022	svc 5/9/2022-6/9/2022 includes Ambit	1,269.67	Bill
Total for National Grid			\$1,269.67	
Spectrum Business				
(877) 519-1263				
06/01/2022	0071313061122	svc 6/10/2022-7/9/2022	279.94	Bill
Total for Spectrum Business			\$279.94	
VISA				
(800) 883-0131				
06/01/2022	June2022.2867	Dropbox 1 yr subscription - 5/21/2022-5/20/2023 6 Summer Reading gift cards (purchased @ Target) BHBL BPA June mtg	294.88	Bill
Total for VISA			\$294.88	
TOTAL			\$1,874.88	

Town of Ballston Community Library

Transaction Report

January 1 - June 28, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
LIBRARY EQUIPMENT & CAPITAL OUTLAY								
LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS								
HistoryRoom-GRANT								
01/14/2022	Bill	126876	Accent	labor for dismantle shelving (History Room area) Project# 12-322	17.7997.52.000.0.000 LIBRARY EQUIPMENT & CAPITAL OUTLAY:LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	20000 ACCOUNTS PAYABLE	2,500.00	2,500.00
01/14/2022	Bill	126877	Accent	POD storage unit - monthly rental (History Room storage)	17.7997.52.000.0.000 LIBRARY EQUIPMENT & CAPITAL OUTLAY:LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	20000 ACCOUNTS PAYABLE	361.11	2,861.11
03/09/2022	Bill	Inv# 7	Butler Rowland Mays Architects, LLP	period billing thru 3/9/2022 - BRMA Proj# 19 42 18 History Room	17.7997.52.000.0.000 LIBRARY EQUIPMENT & CAPITAL OUTLAY:LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	20000 ACCOUNTS PAYABLE	450.00	3,311.11
04/20/2022	Bill	Inv# 2	Gallo Construction Corp	History Room Construction	17.7997.52.000.0.000 LIBRARY EQUIPMENT & CAPITAL OUTLAY:LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	20000 ACCOUNTS PAYABLE	7,125.00	10,436.11
Total for HistoryRoom-GRANT							\$10,436.11	
Total for LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS							\$10,436.11	
Total for LIBRARY EQUIPMENT & CAPITAL OUTLAY							\$10,436.11	
TOTAL							\$10,436.11	

Town of Ballston Community Library - Petty Cash On Hand

Transaction Report
January - December 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 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 reimb MJB 3/10/2022	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-10.32	22.49
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 O/H	Mary Jane Baumback	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 O/H	Mary Jane Baumback	Walmart receipt - book club supplies	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-3.49	90.26
06/14/2022	Check	PC O/H	Mary Jane Baumback	Dollar Tree SR supplies - MJB reimb	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-3.75	86.51
Total for Petty Cash on hand						\$ -6.51	
TOTAL						\$ -6.51	

Town of Ballston Community Library Director's Report

June 2022

Circulation Statistics

May 2022

Circulation Statistics	Current Month	2022 To Date	2021 Total
Items Added to Collection	343	2,044	4,308
Number of Physical Items Circulated	6,707	35,852	84,190
Overdrive/Libby Circulation	991	5,015	12,218
Hoopla Circulation	537	2,544	4,907
New Patron Registrations	85	191	274
Curbside Appointments	6	41	1,991
Patrons in the Building	3,220	14,873	20,677

Programs & Events

May 2022

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2022 Total	Participants 2022 Total	Number Offered 2021 Total	Participants 2021 Total
Preschool	17	258	73	964	143	2,002
Elementary	6	124	26	483	54	802
Teen	2	65	10	228	19	336
Adult	4	35	13	152	42	595
Family	1	100	8	721	138	2,918
Outreach	1	36	7	519	7	296
TOTALS	31	618	137	3,067	403	6,949

Youth Services Programming: Alyssa met with most of the classes at Charlton Heights, Stevens, and Pashley during June to promote the Summer Reading Program, "Oceans of Possibilities." The program began on June 27 and as of Monday afternoon there were 445 total registered and many had already logged minutes and earned raffle tickets. (Preschool - 82, Elementary - 309, Teen - 54) The entire children's room has been decorated to look like the ocean with lots of seaweed, jellyfish, and sharks. The Youth Services staff is excited for the programs and hopeful for a fun and well attended summer reading program!



Organizational Goals

- Policy Committee met to review the Meeting Rooms Policy.
- Budget and Finance held a budget meeting to prepare for the 2023 budget cycle.

Financials

Account Balances Chart

	Library Held			Town Held	
	Status	Balance		Status	Balance
Fund Balance Account	(xxx1567)	\$0		Fund Balance Account	In place \$300,406 ‡
Operating Account	(xxx1164)	\$401,716.88		Operating Account	In place (Town Fund 17.) unknown
Trustees Account	(xxx1596)	\$5,869.37		Trustees Account	Account closed 9/16/2021
Capital Account	(xxx1643)	\$76,235.04			
Petty Cash Account	(xxx1543)	\$381.72			
Petty Cash On Hand	Lock Box	\$58			
Circulation Tray	Tray	\$75			

Table 2. Summary of Library Funds and Accounts Holding those Funds as 31 May 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 Teen Volunteers began their shifts on June 28. We have 13 total volunteers who will be working various morning and afternoon shifts and assisting with summer programs.

Facility Update

- Roland J. Down will now be serving the Library's HVAC Units. They are coming to change filters and do a semi-annual inspection. There is an issue with the air conditioning in the Children's Room that they will also be addressing.

Technology

May 2022

Technology Statistics	Current Month	2022 to Date	2021 Total
Public Computer Sessions	168	708	777
WiFi Sessions (unique users)	613	2,356	5,580

Electric Vehicle Chargers

May 2022

EV Charger Statistics	Current Month	2022 to Date	2021 Total
Charging Sessions	39	174	192
Unique Drivers	15	85	80
Energy Dispensed	407 kWh	2,027 kWh	1,850.93 kWh
Average Energy Cost .12 kWh	\$48.84	\$243.24	\$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%
Masks Optional per Trustee Vote	5/4/2022	12.0%
Current Level	6/27/2022	6.6%

*Saratoga County Percent Positive 7 Day Results per NYS

Meetings & Professional Development

- **Mary Jane Baumbach, Clerk:** Charlton Parade 6/4, Flag Day Parade 6/9
- **Carol Chaisson, Clerk:** Flag Day Parade 6/9
- **Rebecca Darling, Director:** Library Trustees 5/25, ESLN Ask the Lawyer 5/27, Town of Ballston 5/31, BH-BL BPA 6/1, Library Trustees Special Meeting 6/1, Charlton Party in the Park 6/4, Charlton Parade 6/5, Friends of the Library 6/7, Flag Day Parade 6/9, Town of Charlton 6/13, Budget & Finance Meeting 6/14, Town of Ballston 6/14, SALS Director's Council 6/15, Policy Meeting 6/16, Legal Meeting 6/22, UHY 6/28
- **Alyssa Harvey, Head of Youth Services:** Charlton parade 6/5
- **Deborah Fiedler, Substitute:** NYS Harassment Training
- **Jenn Richard, Head of Adult Services:** Library Trustees 5/25, Town of Ballston 5/31. Library Trustees Special Meeting 6/1, Charlton Party in the Park 6/4, Friends of the Library 6/7, Flag Day Parade 6/9, Town of Ballston 6/14
- **Terry Riley, Account Clerk:** NYS Retirement 6/2, NYS Retirement 6/7, NYS Retirement 6/16, UHY 6/28
- **Krysten Rodrigues, Clerk:** Flag Day Parade 6/9
- **Kelly Shaginaw, Substitute:** NYS Harassment Training
- **Charity Shillito, Substitute:** NYS Harassment Training
- **Julia Stone, Trustee:** Trustee Handbook Book Club: PR & Advocacy 6/14
- **Tom Shaginaw, Trustee:** Trustee Handbook Book Club: PR & Advocacy 6/14

Rebecca Verhayden Darling, Director 6/28/2022

VI FACILITIES P6000

A. EQUIPMENT AND FACILITIES P6100

1. Library equipment is available for use by groups with the prior approval of the Director. This includes and applies only to the Community Room, the P.A. System and the multimedia projector.

B. MEETING SPACE USE POLICY P6200

1. The library is pleased to be able to offer three meeting spaces for use by community groups which offer philanthropic, civic, educational or cultural programs.

Reservations may be made in person or online on a first-come, first-served basis. Application forms must be filled out by a representative of the organization seeking to use the space. Such individuals shall accept responsibility for any damages to library equipment and furnishings which may occur. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

2. The following are general rules of use for reserved meeting spaces:

- a. All meetings must be open to the public.
- b. Groups must follow maximum occupancy limits set by the Town of Ballston Building Department.
- c. Spaces may be reserved no more than forty-five days in advance.
- d. Use of the spaces is limited to 24 times per year for each organization.
- e. It is understood that library programming will have first priority in space use.
- f. There will be no charge for use of the meeting spaces.
- g. No admission may be charged by the group.
- h. Meeting spaces are not available for purely social or commercial functions.
- i. Refreshments, with the exception of alcoholic beverages, may be served and shall be provided by the group.
- j. The people using the meeting space shall be responsible for setting up before and after use and leave it in neat, clean, orderly condition; if not, a cleaning fee may be charged.
- k. The Library is not responsible for any equipment, supplies, materials, or other items brought to the Library by any group or individual attending a meeting.
- l. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.
- m. A meeting may be terminated if found by the Director to be disruptive to regular library services.
- n. The Community Room has a separate outside entrance and may be used after hours with the consent of the Director.

- o. The Library Board reserve the right to refuse an application if the intended use violates any Library policy.
- p. Library equipment is available for use by groups with the prior approval of the Director. This includes and applies only to the Community Room, the P.A. System and the multimedia projector.

ToBCL 2022-2023 Nominating Committee Report

June 29, 2022

2021-2022 Trustees & Officers

President* Steve Zarelli (2022)

Vice-president Michelle Hernandez (2023)

Secretary Sue Tomlinson (2023)

Treasurer Stephen Burchett (2025)

Tom Shaginaw (2022)

Julia Stone (2024)

Carolyn Speenburgh (2024)

2021-2022 Standing Committees

Budget and Finance: Steve B, Tom, Carolyn

Building and Grounds: Tom, Steve B, Julia

Long Range Planning: Sue, Michelle, Julia

Personnel: Tom, Michelle, Carolyn

Policy: Michelle, Sue, Julia

Nominating: Decided in April prior to
June 2022 Elections

2022-2023 Proposed Trustees & Officers

President* Julia Stone (2024)

Vice-president Carolyn Speenburgh (2024)

Secretary Sue Tomlinson (2023)

Treasurer Stephen Burchett (2025)

Jennifer Redinger (2027)

Katherine Schofield (2027)

New Trustee (Hernandez Term) (2023)

**Board President is an ad hoc member of all committees*

Officer recommendations made based on Trustee interests and operational continuity

ToBCL 2022-2023 Nominating Committee Report

June 29, 2022

2022-2023 Proposed Trustees & Officers

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Treasurer Stephen Burchett (2025)

Jennifer Redinger (2027)

Katherine Schofield (2027)

New Trustee (Hernandez term) (2023)

2022-2023 Proposed Standing Committees

Budget and Finance: Steve, Carolyn, Jennifer

Building and Grounds: Steve, Jennifer, New

Long Range Planning: Sue, New, New

Personnel: Carolyn, New, New

Policy: Sue, Jennifer, New

Nominating: Decided in April prior to
June 2023 Elections

Treasurer should be part of B&F

Long cycle Committee – New Trustee for future

**Board President is an ad hoc member of all committees*

Standing Committee recommendations made based on Officer Placement,
Trustee interests and operational continuity

This is an update on the Transition of the Library to a Special District Library (as currently defined by New York State Education Department (NYSED)). **Content updates for June 2022 are highlighted yellow.** Clerical updates are not highlighted. Transition efforts status is provided in Table 1 and summarized in the descriptive text.

Despite the setback of missing the 2022 legislative cycle, the Library Board of Trustees is continuing the effort to establish clear operational guidelines between the Town Board and the Library Board of Trustees. The Library Trustees hope that the Town Board will join them in this endeavor and consider providing direct accountability to the voters of the Library District.

The Library and the Town continue to discuss the Transition effort for possible implementation through the 2023 session of the NYS Assembly. All of the previously shared or Town administered services on behalf of the Library have transitioned to full Library administration. Library operations do not rely on Town administration, and, in the future, will not, unless, and except as, *ad hoc* efficiencies in collaborating are identified by the Library and the Town and a mutually agreed upon, separate contract is put in place.

In a May 2, 2022 meeting with Library Trustees Zarelli and Shaginaw, and Councilman Carota, the Town Supervisor requested that the Library Board of Trustees revisit the idea of modifying the Legislation to modify the Special District Library definition after the Board Membership changes (July 1, 2022).

Reference	Service	Pre-Transition State	Post-Transition State	Status
A	Payroll	Administered by Town	Administered by Library	Complete
B	Bill Paying	Administered by Town	Administered by Library	Complete
C	Funds/Bank Accounts	Held by Town	Held by Library	Complete
D	Annual Budgeting Process	Town Process/Approved by Town	Special District Guidelines/ Public Vote as required	ON HOLD
E	Trustee Appointment	Appointed by Town	Special District Guidelines/Public Vote Administered by Library	ON HOLD
F	Employee Medical Benefits /WC/Retirement/ Disability	Administered by Town	Administered by Library	Complete
G	HR Administration	Administered by Town	Administered by Library	Complete
H	Insurance Coverage (Building, D&O)	Administered by Town	Administered by Library	Complete
I	Building Maintenance	Administered by Library	Administered by Library	Complete
J	Building Ownership	Owned by Town	Transfer to be pursued.	FUTURE

Reference	Service	Pre-Transition State	Post-Transition State	Status
K	Land Ownership	Owned by Town	Transfer to be pursued.	FUTURE
L	Sidewalk Clearance/ Landscaping	Administered by Library	Administered by Library	Complete
M	Parking Lot Snow Plowing/ Lawn Mowing	Performed by Town - transitioned to Library in winter 2020/2021	Administered by Library	Complete
N	Governance/ Compliance Guidance	Administered by Town	Administered by Library	Complete
O	On-going Legal Support	Administered by Town	Administered by Library	Complete
P	Policies	Town and Library blend	Administered by Library	Complete

Table 1. Capture of Services

A. Payroll has been transitioned – Library is processing payroll.

B. Since January 1, 2022, the Library process is being used to administer all new Library procurements. This will continue for future procurements.

C. Library Funds, and the Accounts where those funds reside, are described in the Director's report in the posted minutes of the Library Board of Trustees meeting.
<https://burnthills.sals.edu/>.

The most recent Library-generated financial report was reviewed in the Public Meeting of the Library Board of Trustees on June 29, 2022. Further, on June 15, 2022, the Library provided the Town with updated additional detailed monthly Financial reports and account reconciliations that had been identified by the Town.

To facilitate continued Library operations, the Town transferred two tranches of 2022 Library Tax Levy to the Library's Treasurer. These transfers occurred on January 7 and March 7, 2022.

On April 25, 2022, the Library Board of Trustees wrote to the Town to initiate the transfer of the remainder of Library District 2022 taxes and of the Library Fund. On May 2, 2022, the Supervisor handed the Library BOT President the balance of the 2022 Library District taxes.

On June 16, 2022, the Town Comptroller contacted the President and Treasurer of the Library Board of Trustees, stating the Town's decision to transfer the Fund Balance to the Library. The Library President subsequently received a check for \$334,493.82 and the money was deposited into the library account that had been established for this purpose.

The Town and Library must coordinate the input of data to the NYS Office of the State Comptroller (OSC) Annual Update Document (AUD). In 2021, and prior years, the Town AUD submission included the account information for the Library. In 2022, reporting on 2021

Accounts must reflect both those held by the Town for the Library, and those of held by the Library. The Town Bookkeeper reached out to the Library on April 25, 2022 to indicate that the Town will submit the joint (Town and Library) AUD and to request initial information to support this action. The Library learned on June 23, 2022 that the Town filed the AUD with the OSC on April 27, 2022 and is looking into the details of the content.

D. The tax levy is currently authorized to be included on the budget submitted by the Town Board, and paid only by those in the district served. After Transition, the Library Tax will continue to be collected by the Town on residents' tax bills. The legislation that was being drafted would have authorized a process by which a budget is directly approved by voters of the Special District Library. The delay in the Legislative process required to execute the Transition means that the Pre-Transition budget process will remain in effect for the 2023 Budgeting cycle.

E. Historically, the Library Trustees are appointed by the Town Board. This is specified in the existing Library Charter. NYSED specifies an election-based approach for selecting Trustees in Special District Libraries. The Transition will modify the existing Library Charter in this regard. Constituents in the Library's Special District (serving the Town of Ballston, excluding the Village of Ballston Spa) will be eligible to vote to select Library Trustees.

In June 2022, the terms of two Trustees (Zarelli, Shaginaw) will expire. Neither is eligible for re-appointment; each having served the maximum terms allowed. New Trustees have been identified and appointed using the process that had been previously employed. The new Trustees are Katherine Schofield and Jennifer Redinger. They were approved by the Town Board in the June 14, 2022 Town Board Meeting (Resolutions 22-182, 22-183).

Additionally, Michelle Hernandez, a current Trustee with one year remaining in her term has declared her intent to resign from the Board of Trustees, effective June 30, 2022. According to the Library Charter, in such cases, the Library Board is responsible for the appointment of a Trustee to finish the current term. Though not compelled to do so, the Library Board intends to fill the role immediately. The Library Board will inform the Town of the selected individual through resolution. That resolution will ask the Town to support the administrative incorporation of this Trustee as they would with a typical Town appointed Trustee.

In the May 2, 2022, meeting, the Town Supervisor requested that the new Library Board of Trustees revisit the idea of modifying the Legislation to modify the Special District Library definition. The new Board of Trustees will revisit.

F. Employee Medical Benefits/WC/Retirement/Disability; beginning on the 1 January 2022, the Library manages this in accordance with local Civil Service rules and guidelines. The last elements of the NYS Retirement have been completed.

G. HR Administration; Beginning on January 1, 2022, the Library manages HR Administration in accordance with local Civil Service rules and guidelines and that handbook.

H. The Library premises and contents have been previously insured through the Town, and paid by Library funds. Presently, the Library has secured its own insurance for the Library's premises and contents that went into effect on January 1, 2022. The process for insuring the building may change as (and, if) building ownership evolves. A copy of the applicable insurance policies has been provided to the Town by the Library. In June, it was discovered that both the Town and the Library are maintaining insurance for the premises and collection. The Library's budget is being used to pay for both. This is the topic of ongoing evaluation and discussion.

I. Building Maintenance is coordinated and paid for by the Library. Capital improvements are coordinated and paid for by the Library, with notice to and upon leave of the Town as property owner.

J & K. The Library premises are owned by the Town, but restricted by deed to the use of the Library. The Library and Town coordinate on property-related issues. Transfer of ownership is sought within 2022.

L & M. Snow removal and landscaping are administered and paid by the Library.

N. The Library has retained an accountant for the fiscal reports it must file with the State and share with the public and other services.

O. On-going Legal Support of the Library was previously provided by Town, but is currently administered and paid by the Library.

P. Previously, the Library employed Policies of both Town and Library, with the Library leveraging Town policies for many administrative and non-Library specific operations. The Library no longer references Town policies.

Summary:

This document describes the aims and activities of the Transition of the Library to a Special District Library (using the Contemporary Definition). It specifically targets the roles of the Town and the Library relative to operations and governance.

Despite the setback of missing the 2022 legislative cycle, the Library Board of Trustees is continuing the effort to establish clear operational guidelines between the Town Board and the Library Board of Trustees. The Library Trustees hope that the Town Board will join them in this endeavor as it provides direct accountability to the voters of the Library District.

The Town and Library serve shared constituents. It is imperative that this transition results in minimal disruption for patrons and employees.