

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

- 1) Call to order
- 2) Minutes of June 29, 2022 Meeting
- 3) Report of Special Funds
- 4) Monthly Financial Reports
- 5) Approval of Bills
- 6) Librarians' Reports
- 7) Reports of Committees
 - a) Budget & Finance
 - b) Town Liaisons
- 8) Unfinished Business
 - a) Reopening Plan Update
 - b) Local History & Lighting Construction Project
 - c) Ballston Legislation & Transition
- 9) New Business
 - a) Fine Free Presentation

*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 22-062** Consider approving monthly Transition status report to the Town of Ballston.
- c) **RESOLUTION 22-063** Recommit to cooperation between the Town of Ballston Community Library and the Town of Ballston Town Board in updating the Library's charter to conform to the NYS Education Department contemporary definition of a Special District Library.

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

10) Executive Session: Legal Issues

11) Adjournment

July Voucher Signer: Steve Burchett

Town of Charlton Town Board Meeting: Monday, August 8 at 7:30 PM

Town of Ballston Town Board Meeting: Tuesday, August 9 at 6:30 PM

August Voucher Signer: Philip Du

Town of Ballston Community Library
Board of Trustees Meeting Minutes
June 29, 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: []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: Katherine Schofield, Jennifer Redinger

Minutes of May 25, 2022: On a motion by Tom Shaginaw with second by Julia Stone, the minutes of the May 25, 2022 monthly meeting were unanimously approved.

Minutes of June 1, 2022, 7:00 p.m. Special Meeting: On a motion by Tom Shaginaw with second by Carolyn Speenburgh, the minutes of the June 1, 2022 7 p.m. special meeting were unanimously approved.

Minutes of June 1, 2022, 7:05 p.m. Special Meeting: On a motion by Tom Shaginaw with second by Julia Stone, the minutes of the June 1, 2022 7:05 p.m. special meeting were unanimously approved.

Report of Special Funds: Special funds for June 2022 were reviewed.

Monthly Financial Reports: Financial reports for June 2022 were reviewed. Director Darling noted that Brian from UHY will be coming to the library in July to get all of our bank accounts into Quickbooks.

Approval of Bills: The June bills, reviewed by Tom Shaginaw, were unanimously approved on a motion by Carolyn Speenburgh, with second by Sue Tomlinson.

Librarians' Reports: See attached. Additionally, Ms. Richard noted that there were more than 300 attendees at our Summer Reading kick-off at Elmer Smith Park on June 27. The Library wishes to thank the Town of Charlton for allowing us to hold this event there.

Reports of Committees:

Policy: The committee met and worked on updates for Equipment and Facilities Policy P6100 and Meeting Room Use Policy P6200. The updates will be voted on during New Business, Resolution 22-048.

Nominating: Kate Schofield and Jennifer Redinger were approved to become Library Trustees by the Town of Ballston Board, effective July 1, 2022.

Budget & Finance: The committee has begun work on the 2023 budget, which will need to be approved in the August board meeting, to send to the Town for approval in September. Inflation has the potential to make this year's budget a difficult ask. Director Darling initiated a discussion about overdue fines. All of MVLA has gone fine-free, and patrons are beginning to realize they can return overdue items from our library at the Glenville branch or another MVLA library and not be charged an overdue fee. The impact of eliminating overdue fines on our budget would be approximately \$10,000. We will discuss this further in July.

Building & Grounds: It was noted that the Library is currently double-insured, on the Town's policy as well as under a Library policy. Our attorney, Cole Adams, is working on a lease proposal which would make this double coverage unnecessary. Additionally, Roland J. Down is our new HVAC provider. Appolo Heating and Cooling no longer wanted to provide this service.

Town Liaisons: No reports.

Unfinished Business:

Reopening Plan Update: no change

Local History & Lighting Construction Project: Supervisor Eric Connolly confirmed to President Steve Zarelli that the town wishes to use MJ Construction as owner's representative for this project. The library board has already approved spending up to \$20,000 to pay for this service from MJ. Director Darling met with attorney Cole Adams on June 22, and asked her to prioritize speaking with Town attorney Deb Kaelin regarding the contract.

Ballston Legislation & Transition: Transition report is attached.

Library Tax Levy and Fund Balance: The library's fund balance has been transferred to a library bank account. All monies the Town was holding for the Library for 2022 are now held in Library accounts.

New Business:

SALS Construction Grant: SALS will be replacing routers and updating licenses in system libraries. They are pursuing a construction grant and will pay matching fees.

Library Emails: Director Darling will ask SALS Director Sara Dallas about obtaining sals.edu email accounts for trustees. If this is not possible, an alternative would be for trustees to sign up for accounts under an email provider such as Proton mail, recommended by Trustee Tom Shaginaw.

Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.) None.

New Business:

RESOLUTION 22-048: Consider approving proposed policy updates to P6100 and P6200. Motion was made by Sue Tomlinson, seconded by Carolyn Speenburgh, and passed unanimously.

RESOLUTION 22-049: 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.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on June 29, 2022, there were:

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

I, Trustee Tom Shaginaw, offer the following resolution and move its adoption:

BE IT RESOLVED: 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.

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 22-050: Consider approving monthly Transition status report to the Town of Ballston. Motion was made by Carolyn Speenburgh, seconded by Steve Zarelli, and passed unanimously.

RESOLUTION 22-051: Consider approving the 2021 Annual Report to the Public. Motion was made by Steve Zarelli, seconded by Sue Tomlinson, and passed unanimously.

RESOLUTION 22-052: Appoint a replacement to fill the final year of Trustee Michelle Hernandez's term.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on June 29, 2022, there were:

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

I, Trustee Tom Shaginaw, offer the following resolution and move its adoption:

BE IT RESOLVED: 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 22-041, 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 Philip Du 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.

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

RESOLUTION 22-053: Name Julia Stone as the President of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on June 29, 2022, there were:

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

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

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library names Julia Stone as President of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

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 22-054: Name Carolyn Speenburgh as the Vice-President of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on June 29, 2022, there were:

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

I, Trustee Tom Shaginaw, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library names Carolyn Speenburgh as Vice President of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

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 22-055: Name Steve Burchett as the Treasurer of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on June 29, 2022, there were:

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

I, Trustee Tom Shaginaw, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library names Steve Burchett as Treasurer of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

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 22-056: Name Sue Tomlinson as the Secretary of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on June 29, 2022, there were:

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

I, Trustee Tom Shaginaw, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library names Sue Tomlinson as Secretary of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

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 22-057: Establish the membership of the standing subcommittees of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on June 29, 2022, there were:

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

I, Trustee Tom Shaginaw, offer the following resolution and move its adoption:

BE IT RESOLVED that the Board of Trustees of the Town of Ballston Community Library establishes the membership of the standing subcommittees of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023 as follows:

2022-2023 Standing Committees

Budget and Finance: Steve, Carolyn, Jennifer

Building and Grounds: Steve, Jennifer, Philip

Long Range Planning: Sue, Kate, Philip

Personnel: Carolyn, Philip, Kate

Policy: Sue, Jennifer, Kate

Nominating: Carolyn

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

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 22-058: Remove Steve Zarelli as a signer on the following bank accounts:

Fund Balance account (xxxx1567)

Operating Account (xxxx1164)

Trustees Account (xxxx1596)

Capital Account (xxxx1643)

Motion was made by Tom Shaginaw, seconded by Michelle Hernandez, and passed unanimously.

RESOLUTION 22-059: Remove Michelle Hernandez as a signer on the following bank accounts:

Fund Balance account (xxxx1567)

Operating Account (xxxx1164)

Trustees Account (xxxx1596)

Capital Account (xxxx1643)

Motion was made by Tom Shaginaw, seconded by Steve Zarelli, and passed unanimously.

RESOLUTION 22-060: Add Julia Stone as a signer on the following bank accounts:

Fund Balance account (xxxx1567)

Operating Account (xxxx1164)

Trustees Account (xxxx1596)

Capital Account (xxxx1643)

Motion was made by Tom Shaginaw, seconded by Steve Zarelli, and passed unanimously.

RESOLUTION 22-061: Add Carolyn Speenburgh as a signer on the following bank accounts:

Fund Balance account (xxxx1567)

Operating Account (xxxx1164)

Trustees Account (xxxx1596)

Capital Account (xxxx1643)

Motion was made by Tom Shaginaw, seconded by Steve Zarelli, and passed unanimously.

Privilege of the floor on any topic: None.

Adjournment: at 9:17 p.m., on a motion by Michelle Hernandez with second by Tom Shaginaw, trustees voted with all in favor to adjourn the meeting.

Town of Ballston Community Library

Abstract less Early Pays

As of July 31, 2022

| DATE | NUM | MEMO/DESCRIPTION | AMOUNT | TRANSACTION TYPE |
|---|--------------|--|-------------------|---------------------|
| Albany Times Union 518-454-5454 (circul Alyssa Harvey | | | \$910.00 | |
| 06/29/2022 | 6.22.2022 | 30.8 miles @ \$.585 per mile - school visits | 18.02 | Bill |
| Total for Alyssa Harvey | | | \$18.02 | |
| Amazon.com | | | | |
| 06/15/2022 | 884499787959 | SR supplies | 14.18 | Bill |
| 06/18/2022 | 788399997584 | SR kick-off | 135.92 | Bill |
| 06/25/2022 | 595865467843 | Youth Programs supplies | 28.97 | Bill |
| 06/26/2022 | 499934884376 | SR supplies | 42.94 | Bill |
| 06/26/2022 | 649675639435 | Youth Programs supplies | 44.99 | Bill |
| 06/27/2022 | 685464376576 | adult non-fiction 1 book | 18.99 | Bill |
| 06/28/2022 | 437476937568 | SR supplies | 8.69 | Bill |
| 06/29/2022 | 448946444497 | SR supplies | 9.99 | Bill |
| 07/01/2022 | 885388998867 | receipt tape | 59.98 | Bill |
| 06/15/2022 | 483887498584 | Band-aids | 13.94 | Bill |
| 07/06/2022 | 763988494996 | Magnetic hooks | 7.99 | Bill |
| 07/06/2022 | 986363346393 | SR supplies | 9.98 | Bill |
| 07/07/2022 | 779847766743 | 4 books | 51.88 | Bill |
| Total for Amazon.com | | | \$448.44 | |
| Baker & Taylor 800-340-5370 | | | | |
| 06/16/2022 | 5017779474 | 64 books | 959.86 | Bill |
| 07/06/2022 | 5017817295 | 16 books | 198.28 | Bill |
| 06/09/2022 | 5017757518 | 25 books | 349.77 | Bill |
| 06/14/2022 | 5017773499 | 25 books | 199.51 | Bill |
| 06/30/2022 | 5017805459 | 78 books | 1,085.92 | Bill |
| 06/15/2022 | 5017768546 | 24 books | 293.71 | Bill |
| 07/06/2022 | 5017815287 | 35 books | 423.20 | Bill |
| 06/21/2022 | 5017787052 | 23 books | 294.81 | Bill |
| 06/06/2022 | 5017734619 | 11 books | 129.30 | Bill |
| 06/24/2022 | 5017795869 | 27 books | 391.44 | Bill |
| 06/06/2022 | 5017745926 | 26 books | 305.15 | Bill |
| Total for Baker & Taylor | | | \$4,630.95 | |
| Burnt Hills Hardware 518-399-8141 | | | | |
| 06/27/2022 | 244442 | rope SR kick off supplies; mouse traps | 20.98 | Bill |
| Total for Burnt Hills Hardware | | | \$20.98 | |
| CDPHP | | | | |
| 07/13/2022 | 221940042609 | Aug 2022 Health/Dental A Harvey & R Darling; Dental J Kaplan | 1,684.28 | Bill |
| Total for CDPHP | | | \$1,684.28 | |
| Cengage Learning Inc. / Gale 248-699-4253 | | | | |

| DATE | NUM | MEMO/DESCRIPTION | AMOUNT | TRANSACTION TYPE |
|---|--------------|--|-------------------|---------------------|
| 06/22/2022 | 78020412 | 3 books | 74.97 | Bill |
| 07/07/2022 | 78029403 | 4 books | 113.21 | Bill |
| 06/27/2022 | 78050137 | 4 books | 86.09 | Bill |
| 06/27/2022 | 78050803 | 1 book | 25.49 | Bill |
| 06/16/2022 | 77988082 | 2 books | 52.48 | Bill |
| 06/23/2022 | 78027839 | 1 book | 28.49 | Bill |
| 06/23/2022 | 78028751 | 3 books | 86.22 | Bill |
| 06/16/2022 | 77988914 | 3 books | 78.72 | Bill |
| 06/23/2022 | 78029087 | 2 books | 55.48 | Bill |
| 06/24/2022 | 78037408 | 1 book | 24.74 | Bill |
| 06/16/2022 | 77988571 | 3 books | 81.72 | Bill |
| 07/12/2022 | 78147419 | 6 books | 150.69 | Bill |
| 07/11/2022 | 78138747 | 2 books | 51.73 | Bill |
| 07/11/2022 | 78137946 | 4 books | 110.21 | Bill |
| 07/11/2022 | 78138341 | 3 books | 79.47 | Bill |
| Total for Cengage Learning Inc. / Gale | | | \$1,099.71 | |
| ELM USA, Inc. | | | | |
| 07/18/2022 | 50964 | repair disc cleaning maching | 45.00 | Bill |
| Total for ELM USA, Inc. | | | \$45.00 | |
| George J. Steele (518) 944-0254 | | | | |
| 07/22/2022 | 2022-0196 | pond exploration program 7/29/2022 | 220.00 | Bill |
| Total for George J. Steele | | | \$220.00 | |
| Highmark BlueShield of Northeastern New York | | | | |
| 07/10/2022 | 221900046817 | Aug 2022 medical J Kaplan | 201.00 | Bill |
| Total for Highmark BlueShield of Northeastern New York | | | \$201.00 | |
| HOOPLA by Midwest Tape | | | | |
| 06/30/2022 | 502334123 | Hoopla June 2022 | 1,058.39 | Bill |
| 05/31/2022 | 502192854 | Hoopla May 2022 (inv rec'd 7.6.2022) | 1,014.43 | Bill |
| Total for HOOPLA by Midwest Tape | | | \$2,072.82 | |
| Jodi Fitz, LLC 518-441-1181 | | | | |
| 07/18/2022 | 7.18.2022 | author visit program - reading & planting activity 7/18/2022 | 241.60 | Bill |
| Total for Jodi Fitz, LLC | | | \$241.60 | |
| Jumpin' Jaimie Entertainment LLC (732) 687-1644 | | | | |
| 07/07/2022 | 7722 | music & puppet show 7/7/22 | 350.00 | Bill |
| Total for Jumpin' Jaimie Entertainment LLC | | | \$350.00 | |
| Kruegar International, Inc. 800-454-9796 x2142 | | | | |
| 05/12/2022 | 14386874 | table & chairs - History Room | 1,577.32 | Bill |
| Total for Kruegar International, Inc. | | | \$1,577.32 | |
| Midwest Tape, LLC 800-875-2785 | | | | |
| 06/27/2022 | 502314938 | 6 DVD/ADB | 304.94 | Bill |
| 07/01/2022 | 502335635 | 10 DVD/ADB | 350.65 | Bill |
| 06/20/2022 | 502282560 | 2 DVD/ADB | 52.48 | Bill |
| 07/07/2022 | 502362580 | 4 DVD/ADB | 136.46 | Bill |

| DATE | NUM | MEMO/DESCRIPTION | AMOUNT | TRANSACTION TYPE |
|---|------------|--|--------------------|---------------------|
| Total for Midwest Tape, LLC | | | \$844.53 | |
| Nature's Way Pest Control 518-745-5958 | | | | |
| 07/18/2022 | 591654 | svc 7/18/2022 | 78.00 | Bill |
| Total for Nature's Way Pest Control | | | \$78.00 | |
| NightRider Janitorial Services (518) 782-9999 | | | | |
| 07/07/2022 | JUL22137 | July 2022 library cleaning | 2,295.00 | Bill |
| Total for NightRider Janitorial Services | | | \$2,295.00 | |
| Repeat Business Systems, Inc. (518) 869-8116 | | | | |
| 07/06/2022 | 824214 | B/W 7/6/22-10/5/22,color 4/6/22-7/5/22, 7% logistics surcharge | 180.04 | Bill |
| Total for Repeat Business Systems, Inc. | | | \$180.04 | |
| Roben, Terri 518-399-2080 | | | | |
| 07/26/2022 | 7.26.2022 | music medley programs 7/5, 7/12, 7/19, 7/26 | 240.00 | Bill |
| Total for Roben, Terri | | | \$240.00 | |
| Sanchez, Anita | | | | |
| 07/20/2022 | 7.20.2022 | children's author talk / book reading 7/20/22 | 175.00 | Bill |
| Total for Sanchez, Anita | | | \$175.00 | |
| Southern Adirondack Library System 518-584-7300 | | | | |
| 07/12/2022 | 2022-6BUR | June 2022 monthly fee/circulation renewals | 1,747.63 | Bill |
| Total for Southern Adirondack Library System | | | \$1,747.63 | |
| Staples | | | | |
| 06/24/2022 | 3510958162 | 2 toners HP 414X cyan, yellow, case paper towels (paper towels never rec'd & was reshipped - see Credit memo# 3511243717 & inv# 3511243720 | 369.98 | Bill |
| 06/28/2022 | 3511243720 | case paper towels | 49.34 | Bill |
| 06/28/2022 | 3511243717 | credit case paper towels Inv# 3510958162 | -49.34 | Vendor Credit |
| Total for Staples | | | \$369.98 | |
| The New York Times | | | | |
| 06/26/2022 | 6.26.2022 | 1 yr subscription 7 day svc 6/23/2022 - 6/21/2023 | 1,038.71 | Bill |
| Total for The New York Times | | | \$1,038.71 | |
| Town of Ballston Water Dept. | | | | |
| 06/30/2022 | 6.30.2022 | usage 3/30/22-6/29/22 | 24.34 | Bill |
| Total for Town of Ballston Water Dept. | | | \$24.34 | |
| Twin Bridges Waste & Recycling (518) 267-3400 | | | | |
| 07/01/2022 | JULY2022 | July 2022 svc | 74.75 | Bill |
| Total for Twin Bridges Waste & Recycling | | | \$74.75 | |
| TOTAL | | | \$20,588.10 | |

Town of Ballston Community Library

Bill Payment List Summary

July 1-18, 2022

| DATE | NUM | VENDOR | AMOUNT |
|---|------|------------------------|---------------------|
| 11000 BSNB LIBRARY General Fund (1164) | | | |
| 07/12/2022 | 0266 | Spectrum Business | -279.94 |
| 07/18/2022 | 0267 | National Grid | -1,469.90 |
| 07/18/2022 | 0268 | Direct Energy Business | -27.62 |
| Total for 11000 BSNB LIBRARY General Fund (1164) | | | \$ -1,777.46 |

Town of Ballston Community Library

Budget vs. Actuals / Library

January - July, 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 | 23,000.00 | 52,900.00 | 29,900.00 | 56.52 % |
| Total CHARLTON LIBRARY SVCS | 23,000.00 | 52,900.00 | 29,900.00 | 56.52 % |
| LIBRARY CHARGES | | | | |
| 17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees | 1,093.67 | 3,000.00 | 1,906.33 | 63.54 % |
| 17.2082.41.005.0.000 LIBRARY CHARGES - Fines | 3,805.32 | 10,868.00 | 7,062.68 | 64.99 % |
| 17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials | 756.14 | 1,544.00 | 787.86 | 51.03 % |
| Total LIBRARY CHARGES | 5,655.13 | 15,412.00 | 9,756.87 | 63.31 % |
| 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 | 1.68 | | -1.68 | |
| 17.2705.41.000.0.000 Gifts / Donations / Reimbursements | 2,763.51 | | -2,763.51 | |
| 17.2770.41.000.0.000 Other Unclassified Revenues | 2,240.00 | | -2,240.00 | |
| Total MISC REVENUE | 5,005.19 | | -5,005.19 | |
| Total Revenue | \$653,433.46 | \$690,045.00 | \$36,611.54 | 5.31 % |
| GROSS PROFIT | \$653,433.46 | \$690,045.00 | \$36,611.54 | 5.31 % |
| 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) | 3,690.75 | 2,300.00 | -1,390.75 | -60.47 % |
| 17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs) | 1,883.04 | 3,600.00 | 1,716.96 | 47.69 % |
| 17.9060.58.054.0.000 HEALTH INS OPT OUT | 1,038.45 | 3,600.00 | 2,561.55 | 71.15 % |
| 17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share) | 11,078.80 | 8,884.00 | -2,194.80 | -24.71 % |
| Total BENEFITS | 28,922.05 | 60,714.00 | 31,791.95 | 52.36 % |
| 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 | 12,013.43 | | -12,013.43 | |
| Total LIBRARY EQUIPMENT & CAPITAL OUTLAY | 13,855.28 | 9,000.00 | -4,855.28 | -53.95 % |
| LIBRARY MATERIALS | | | | |
| 17.7410.54.034.0.000 LIBRARY MATERIALS - Print | 33,021.16 | 60,000.00 | 26,978.84 | 44.96 % |
| 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 | 2,154.07 | 1,800.00 | -354.07 | -19.67 % |
| 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 | 4,184.21 | 9,000.00 | 4,815.79 | 53.51 % |
| 17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials | 7,954.68 | 16,000.00 | 8,045.32 | 50.28 % |
| Total LIBRARY MATERIALS | 52,281.35 | 92,100.00 | 39,818.65 | 43.23 % |
| LIBRARY PERSONNEL SERVICES | | | | |
| 17.7410.51.030.0.000 CERTIFIED LIBRARIANS | 97,438.63 | 174,716.00 | 77,277.37 | 44.23 % |
| 17.7410.51.031.0.000 CLERICAL STAFF | 80,076.30 | 142,956.00 | 62,879.70 | 43.99 % |
| 17.7410.51.032.0.000 PAGES | 9,719.82 | 27,456.00 | 17,736.18 | 64.60 % |
| 17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes) | 14,786.31 | 26,402.00 | 11,615.69 | 44.00 % |

| | TOTAL | | | |
|---|---------------------|---------------------|-----------------------|----------------|
| | ACTUAL | BUDGET | REMAINING | % REMAINING |
| Total LIBRARY PERSONNEL SERVICES | 202,021.06 | 371,530.00 | 169,508.94 | 45.62 % |
| OFFICE EXPENSES | | | | |
| 17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS | 2,112.08 | 4,000.00 | 1,887.92 | 47.20 % |
| 17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS | 2,034.52 | 3,800.00 | 1,765.48 | 46.46 % |
| 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 | 5,641.51 | 12,500.00 | 6,858.49 | 54.87 % |
| Total OFFICE EXPENSES | 10,200.36 | 21,583.00 | 11,382.64 | 52.74 % |
| 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.) | 11,826.90 | 17,500.00 | 5,673.10 | 32.42 % |
| 17.7410.54.010.0.000 Professional Services - IT (SALS) | 10,485.78 | 22,795.00 | 12,309.22 | 54.00 % |
| 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 | 16,065.00 | 27,540.00 | 11,475.00 | 41.67 % |
| 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 | 40.48 | 200.00 | 159.52 | 79.76 % |
| 17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT | 494.16 | 500.00 | 5.84 | 1.17 % |
| 17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M | 5,616.58 | 23,575.00 | 17,958.42 | 76.18 % |
| 17.7410.54.049.0.000 Uncategorized Expenditure | 85.21 | | -85.21 | |
| 17.7410.54.077.0.000 TRASH REMOVAL SERVICES | 523.25 | 1,000.00 | 476.75 | 47.68 % |
| Total OPERATION EXPENSE | 67,038.72 | 121,108.00 | 54,069.28 | 44.65 % |
| 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 | \$386,470.03 | \$690,045.00 | \$303,574.97 | 43.99 % |
| NET OPERATING REVENUE | \$266,963.43 | \$0.00 | \$ -266,963.43 | 0.00% |
| NET REVENUE | \$266,963.43 | \$0.00 | \$ -266,963.43 | 0.00% |

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

Account QuickReport

January - July, 2022

| 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 (1202) | overdraft refund | BSNB PETTY CASH (1533) | R | 10.00 | -6.00 |
| 02/07/2022 | Journal Entry | | Bank balance (1200) | refund - overdraft | BSNB PETTY CASH (1533) | R | 6.00 | 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 (1203) | SC balance requirement fee | BSNB PETTY CASH (1533) | R | -6.00 | 351.87 |
| 02/28/2022 | Journal Entry | | Bank balance (1199) | SC earnings Allowance Adjustment | BSNB PETTY CASH (1533) | R | 0.02 | 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 | 0190 | 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 (1227) | BSNB earnings allowance adjustment | BSNB PETTY CASH (1533) | R | 0.03 | 393.69 |
| 04/29/2022 | Journal Entry | | Bank balance (1226) | SC balance requirement fee | BSNB PETTY CASH (1533) | R | -6.00 | 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 |
| 06/30/2022 | Journal Entry | | Bank balance (1251) | BSNB earnings allowance adjustment | BSNB PETTY CASH (1533) | R | 0.03 | 381.75 |
| 06/30/2022 | Journal Entry | | Bank balance (1250) | SC balance requirement fee | BSNB PETTY CASH (1533) | R | -6.00 | 375.75 |
| 07/05/2022 | Deposit | | | SCP/Glenville lost bk pd @ BUR | BSNB PETTY CASH (1533) | | 13.99 | 389.74 |
| 07/05/2022 | Check | 104 | Schenectady County | SCP/Glenville lost bk pd @ BUR | BSNB PETTY CASH (1533) | | -13.99 | 375.75 |
| 07/12/2022 | Check | 105 | Clifton Park-Halfmoon Public Library | CPH lost bk pd @ BUR | BSNB PETTY CASH (1533) | | -14.95 | 360.80 |
| 07/22/2022 | Deposit | | | CPH lost bk pd @ BUR | BSNB PETTY CASH (1533) | | 14.95 | 375.75 |
| Total for BSNB PETTY CASH (1533) | | | | | | | \$375.75 | |
| TOTAL | | | | | | | \$375.75 | |

Town of Ballston Community Library - Petty Cash On Hand

Transaction Report

January - July, 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 |
| 07/05/2022 | Check | PC O/H | Mary Jane Baumback | SR kickoff babywipes - Hannaford receipt (6/27/2022) | 17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS | -5.00 | 81.51 |
| 07/13/2022 | Check | PC O/H | Terry L Riley | 5 circulation money bags | 17.7410.54.001.0.000 OFFICE EXPENSES:OFFICE SUPPLIES & MATERIALS | -5.00 | 76.51 |
| 07/17/2022 | Check | PC O/H | Mary Jane Baumback | reimb Michaels receipt - SR book club supplies | 17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS | -5.58 | 70.93 |
| Total for Petty Cash on hand | | | | | | \$ -22.09 | |
| TOTAL | | | | | | \$ -22.09 | |

Town of Ballston Community Library

Statement of Activity by Class

January - July, 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 | | 23,000.00 | \$23,000.00 |
| Total CHARLTON LIBRARY SVCS | | 23,000.00 | \$23,000.00 |
| LIBRARY CHARGES | | | \$0.00 |
| 17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees | | 1,093.67 | \$1,093.67 |
| 17.2082.41.005.0.000 LIBRARY CHARGES - Fines | | 3,805.32 | \$3,805.32 |
| 17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials | | 756.14 | \$756.14 |
| Total LIBRARY CHARGES | | 5,655.13 | \$5,655.13 |
| MISC REVENUE | | | \$0.00 |
| 17.2401.41.000.0.000 INTEREST & EARNINGS | | 1.68 | \$1.68 |
| 17.2705.41.000.0.000 Gifts / Donations / Reimbursements | | 2,763.51 | \$2,763.51 |
| 17.2770.41.000.0.000 Other Unclassified Revenues | | 2,240.00 | \$2,240.00 |
| Total MISC REVENUE | | 5,005.19 | \$5,005.19 |
| Total Revenue | \$0.00 | \$653,433.46 | \$653,433.46 |
| GROSS PROFIT | \$0.00 | \$653,433.46 | \$653,433.46 |
| 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) | | 3,690.75 | \$3,690.75 |
| 17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs) | | 1,883.04 | \$1,883.04 |
| 17.9060.58.054.0.000 HEALTH INS OPT OUT | | 1,038.45 | \$1,038.45 |
| 17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share) | | 11,078.80 | \$11,078.80 |
| Total BENEFITS | | 28,922.05 | \$28,922.05 |
| 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 | 12,013.43 | | \$12,013.43 |
| Total LIBRARY EQUIPMENT & CAPITAL OUTLAY | 12,013.43 | 1,841.85 | \$13,855.28 |
| LIBRARY MATERIALS | | | \$0.00 |
| 17.7410.54.034.0.000 LIBRARY MATERIALS - Print | | 33,021.16 | \$33,021.16 |
| 17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals | | 2,467.23 | \$2,467.23 |
| 17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers | | 2,154.07 | \$2,154.07 |
| 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 | | 4,184.21 | \$4,184.21 |
| 17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials | | 7,954.68 | \$7,954.68 |
| Total LIBRARY MATERIALS | | 52,281.35 | \$52,281.35 |
| LIBRARY PERSONNEL SERVICES | | | \$0.00 |
| 17.7410.51.030.0.000 CERTIFIED LIBRARIANS | | 97,438.63 | \$97,438.63 |
| 17.7410.51.031.0.000 CLERICAL STAFF | | 80,076.30 | \$80,076.30 |
| 17.7410.51.032.0.000 PAGES | | 9,719.82 | \$9,719.82 |
| 17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes) | | 14,786.31 | \$14,786.31 |
| Total LIBRARY PERSONNEL SERVICES | | 202,021.06 | \$202,021.06 |
| OFFICE EXPENSES | | | \$0.00 |
| 17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS | | 2,112.08 | \$2,112.08 |
| 17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS | | 2,034.52 | \$2,034.52 |

| | HISTORYROOM-GRANT | NOT SPECIFIED | TOTAL |
|---|----------------------|---------------------|---------------------|
| 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 | | 5,641.51 | \$5,641.51 |
| Total OFFICE EXPENSES | | 10,200.36 | \$10,200.36 |
| 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.) | | 11,826.90 | \$11,826.90 |
| 17.7410.54.010.0.000 Professional Services - IT (SALS) | | 10,485.78 | \$10,485.78 |
| 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 | | 16,065.00 | \$16,065.00 |
| 17.7410.54.040.0.000 CUSTODIAL SUPPLIES | | 1,527.22 | \$1,527.22 |
| 17.7410.54.046.0.000 MILEAGE REIMBURSEMENT | | 40.48 | \$40.48 |
| 17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT | | 494.16 | \$494.16 |
| 17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M | | 5,616.58 | \$5,616.58 |
| 17.7410.54.049.0.000 Uncategorized Expenditure | | 85.21 | \$85.21 |
| 17.7410.54.077.0.000 TRASH REMOVAL SERVICES | | 523.25 | \$523.25 |
| Total OPERATION EXPENSE | | 67,038.72 | \$67,038.72 |
| 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 | \$12,013.43 | \$374,456.60 | \$386,470.03 |
| NET OPERATING REVENUE | \$ -12,013.43 | \$278,976.86 | \$266,963.43 |
| NET REVENUE | \$ -12,013.43 | \$278,976.86 | \$266,963.43 |

TRUSTEES FUNDS SUMMARY (XXX1596)**7/22/2022 13:33****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 | \$5,276.13 |

TOTAL**\$6,300.92**

TOB Library NEW Trustee Account (xxx1596)

7/22/2022 13:34

| Date | Check Number | Description | Fund | With-drawal Amount | cird | Deposit Amount | Account Balance |
|-----------|--------------|-----------------------------------|--------------|--------------------|------------------|----------------|-----------------|
| | | | | | 2022 Beg Balance | \$5,466.25 | |
| 1.18.2022 | 2224 | in mem R Glasser (donor Haluska) | Glasser | | ✓ | \$50.00 | \$5,516.25 |
| 1.18.2022 | multiple | in mem C Brower (multi donors) | Brower | | ✓ | \$345.00 | \$5,861.25 |
| 1.25.2022 | 1183 | in mem R Glasser (donor Landgraf) | Glasser | | ✓ | \$40.00 | \$5,901.25 |
| 1.31.2022 | | interest earned | UNDESIGNATED | | ✓ | \$0.14 | \$5,901.39 |
| 2.28.2022 | | interest earned | UNDESIGNATED | | ✓ | \$0.14 | \$5,901.53 |
| 2.24.2022 | 1007 | Amazon Feb2022 invoice | BHWC | \$16.22 | ✓ | | \$5,885.31 |
| 2.24.2022 | 1007 | Amazon Feb2022 invoice | Glasser | \$32.60 | ✓ | | \$5,852.71 |
| 3.1.2022 | 5230 | VanValkenberg check | 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 |
| 5.31.2022 | | interest earned | UNDESIGNATED | | ✓ | \$0.15 | \$5,869.37 |
| 6.7.2022 | 621 | spring2022 FOL book sale | UNDESIGNATED | | ✓ | \$311.40 | \$6,180.77 |
| 6.7.2022 | 1634 | in mem D Conklin | Conklin | | ✓ | \$120.00 | \$6,300.77 |
| 6.21.2022 | | VanValkenberg check - Conklin | BHWC | | ✓ | \$15.29 | \$6,316.06 |
| 6.30.2022 | | interest earned | UNDESIGNATED | | ✓ | \$0.15 | \$6,316.21 |
| 6.30.2022 | 1008 | Amaz inv - BHWC - conklin | | \$15.29 | | | \$6,300.92 |

Town of Ballston Community Library Director's Report

July 2022

Circulation Statistics

June 2022

| Circulation Statistics | Current Month | 2022 To Date | 2021 Total |
|-------------------------------------|---------------|--------------|------------|
| Items Added to Collection | 357 | 2,401 | 4,308 |
| Number of Physical Items Circulated | 8,815 | 44,667 | 84,190 |
| Overdrive/Libby Circulation | 992 | 6,007 | 12,218 |
| Hoopla Circulation | 511 | 3,055 | 4,907 |
| New Patron Registrations | 57 | 248 | 274 |
| Curbside Appointments | 14 | 60 | 1,991 |
| Patrons in the Building | 3,644 | 18,517 | 20,677 |

Programs & Events

June 2022

| Programs | Number Offered Current Month | Participants Current Month | Number Offered 2022 Total | Participants 2022 Total | Number Offered 2021 Total | Participants 2021 Total |
|---------------|------------------------------|----------------------------|---------------------------|-------------------------|---------------------------|-------------------------|
| Preschool | 6 | 113 | 79 | 1,077 | 143 | 2,002 |
| Elementary | 0 | 0 | 26 | 483 | 54 | 802 |
| Teen | 1 | 16 | 11 | 244 | 19 | 336 |
| Adult | 3 | 19 | 16 | 171 | 42 | 595 |
| Family | 6 | 713 | 14 | 1,424 | 138 | 2,918 |
| Outreach | 15 | 1,090 | 22 | 1,609 | 7 | 296 |
| TOTALS | 31 | 1,951 | 168 | 5,008 | 403 | 6,949 |

Youth Services Programming: We have 642 kids and teens signed up for the summer reading program. 113 Preschool age, 434 Elementary age, and 95 Teens. Kids have been working hard on logging minutes and completing our special challenges.

Our programs have been going great and we've seen full attendance at almost every event. We've had a lot of positive patron feedback about our programs, performers, and story times so far. We've also seen a lot more traffic in the Children's Room and have handed out several raffle prizes already. The "prize winning" portion of the Summer Reading Program will end on August 20 but children and teens will still be able to log their minutes until September 5.

Adult Programming: Jigsaw Puzzle Social Hour is going well, Cookie Decorating for Adults was a full 20 people, and Ballston Lake: Its Story with Rick Reynolds was also very popular.



Organizational Goals

- Budget and Finance held a budget meeting to prepare for the 2023 budget cycle.

Financials

Account Balances Chart

| | Status | Balance |
|----------------------|-----------|--------------|
| Fund Balance Account | (xxx1567) | \$334,496.90 |
| Operating Account | (xxx1164) | \$341,286.01 |
| Trustees Account | (xxx1596) | \$6,316.21 |
| Capital Account | (xxx1643) | \$76,235.04 |
| Petty Cash Account | (xxx1543) | \$375.75 |
| Petty Cash On Hand | Lock Box | \$58 |
| Circulation Tray | Tray | \$75 |

Table 2. Summary of Library Funds and Accounts Holding those Funds as 30 June 2022 (unless otherwise noted). All Library funds are held in Library held accounts as of 16 June 2022.

‡ December 31, 2021 value provided by Town Comptroller (16 June 2022)

Staff & Volunteers

- A group of Library Volunteers, organized by Sue Van Slyck and Mary Alice Nyhan, are working at the Library on Tuesday, July 26th to weed the gardens and trim bushes.

Facility Update

- A group of volunteers is coordinating a garden clean-up day on July 26th at the Library.

Technology

June 2022

| Technology Statistics | Current Month | 2022 to Date | 2021 Total |
|------------------------------|---------------|--------------|------------|
| Public Computer Sessions | 140 | 848 | 777 |
| WiFi Sessions (unique users) | 687 | 3,043 | 5,580 |

Electric Vehicle Chargers

June 2022

| EV Charger Statistics | Current Month | 2022 to Date | 2021 Total |
|-----------------------------|---------------|--------------|--------------|
| Charging Sessions | 51 | 225 | 192 |
| Unique Drivers | 22 | 107 | 80 |
| Energy Dispensed | 520 kWh | 2,547 kWh | 1,850.93 kWh |
| Average Energy Cost .12 kWh | \$62.40 | \$305.64 | \$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 | 7/25/2022 | 9.6% |

*Saratoga County Percent Positive 7 Day Results per NYS

Meetings & Professional Development

- **Rebecca Darling, Director:** Library Trustees 6/28, SALS Joint Automation Council 7/13, Budget & Finance 7/14, Town of Ballston 7/26
- **Alyssa Harvey, Head of Youth Services:** Library Trustees 6/28
- **Jenn Richard, Head of Adult Services:** Library Trustees 6/28, Town of Charlton 7/11, Town of Ballston 7/12

Rebecca Verhayden Darling, Director 7/25/2022

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 July 2022 are highlighted yellow.** Clerical updates are not highlighted. Transition efforts status is provided in Table 1 and summarized in the descriptive text.

Prior to the March 8, 2022 Town Board Meeting, the Transition to a Special District Library was identified as the mutually preferable path by the Town and Library.

However, over the past several months, the Town Supervisor and Town Attorney have expressed concerns regarding Transition. They had provided no explanation or actual content of those concerns in response to repeated requests by the Library Board of Trustees.

The March 8, 2022 Town Board Meeting was attended by six Library Trustees. During the Privilege of the Floor, the Trustees asked the Supervisor to reaffirm support of the Transition. This was based on Library Resolution 22-024 which had passed unanimously in the March 3, 2022 public meeting of the Library Board of Trustees. In response, the Town Supervisor did not reaffirm commitment to the Transition, and, again, voiced the existence of Town concerns. On March 21st, 2022, in a meeting held to discuss the Local History Room Construction Contracting Process, Town representatives provided initial insights into the concerns they harbor. The Library has responded to the concerns cited regarding the Construction Contracts and Process. Discussion on broader Transition concerns have begun.

The delay in identifying Transition concerns has made it impossible for the proposed Legislation to be submitted to the NYS Assembly in time for consideration in the 2022 Legislative session.

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.

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).

The Transition requires changes from existing operations relative to Town administrative support. Multiple shared services, along with their pre-Transition and post-Transition states, are identified in Table 1 below. **Most of these changes have been completed.** 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.

| 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 |
| 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 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 July 27, 2022. Further, on July 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 turned over \$100,000 (less Library expenses or obligations outstanding in the Town process) to Library's Treasurer, in advance of receipt of tax levy funds. This transfer occurred on January 7, 2022. A second \$100,000 tranche was received on March 7, 2022.

On April 25, 2022, the Library Board of Trustees wrote to the Town to initiate the transfer the remainder of Library District 2022 taxes and the Library Fund, fund balance by May 2, 2022. 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. Education Law requires that taxes for library purposes be levied and collected annually with general taxes of the municipality or school district which established the library. 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. The vote will be conducted in accordance with legislation that was being drafted by a group that includes Deb Kaelin (Town Attorney), Kelly Stewart (Former Town Board member), Cole Adams (Library Attorney), and representatives from the Library (Staff and Trustees).

The effort to create Legislation to modify the Library's charter has missed the timing window to enter the 2022 NYS Assembly Legislative Session.

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. The Library Board appointed Philip Du to fill the remaining term from July 1, 2022-June 30, 2023. Michelle Hernandez's resignation was accepted by the Town Board on July 12, 2022. Philip Du's Oath of Office was sworn by the Ballston Town Clerk on July 14, 2022.

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 BOT 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 the 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 the 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:

The goal of this document is to describe 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.

As a result of process delays, the legislation required to enact this Transition was not submitted in time to be considered by the State Assembly in the 2022 Legislative session.

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.