

**Town of Ballston Community Library  
Board of Trustees Meeting Agenda  
September 28, 2022**

- 1) Call to order**
- 2) Minutes of August 31, 2022 Meeting**
- 3) Report of Special Funds**
- 4) Monthly Financial Reports**
- 5) Approval of Bills**
- 6) Librarians' Reports**
- 7) Reports of Committees**
  - a) Policy
  - b) Budget & Finance
  - c) Town Liaisons
- 8) Unfinished Business**
  - a) Reopening Plan Update
  - b) Local History & Lighting Construction Project
  - c) Ballston Legislation & Transition
  - d) Saratoga Arts
- 9) New Business**
  - a) Sara Dallas, Director of Southern Adirondack Library System
  - b) 2023 Holiday Closing Schedule
  - c) Open Meetings Law
  - d) Building Lease

*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.*

- e) **RESOLUTION 22-073** Consider approving monthly Transition Status Report to the Town of Ballston.
- f) **RESOLUTION 22-074** Consider approving changes to Policy P1000 B. and C.
- g) **RESOLUTION 22-075** Consider approving Saratoga Arts' Art in Public Places Program Venue Agreement for 2023 and 2024.

- h) **RESOLUTION 22-076** Consider approving Town of Ballston Community Library's 2023 Holiday Closing Schedule.
- i) **RESOLUTION 22-077** WHEREAS the Library wishes to confirm the terms of its occupancy of the library building, which is owned by the Town of Ballston, to ensure clarity regarding key operational issues;

BE IT RESOLVED that the Library shall explore a written agreement with the Town, to be finalized before the start of 2023.

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

**10) Executive Session: Legal Issues**

**11) Adjournment**

September Voucher Signer: Jennifer Redinger

Charlton Town Board Meeting: Tuesday, October 11 at 7:30 PM

Ballston Town Board Meeting: Tuesday, October 11 at 6:30 PM

October Voucher Signer: Kate Schofield

**Town of Ballston Community Library**  
**Board of Trustees Meeting Minutes**  
**August 31, 2022**

**Call to order:** The meeting was called to order at 7:03 p.m. by President Julia Stone.

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

Trustees: [x]Steve Burchett, [ ]Philip Du, [x]Jennifer Redinger, [x]Kate Schofield, [x] Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson

Town of Ballston Representative – [ ]Michael Carota

Town of Charlton Representative – [ ]Chris Tasse

**Minutes of July 27, 2022:** On a motion by Carolyn Speenburgh with second by Kate Schofield, the minutes of the July 27, 2022 monthly meeting were approved.

**Report of Special Funds:** Special funds for August 2022 were reviewed.

**Monthly Financial Reports:** Financial reports for August 2022 were reviewed.

**Approval of Bills:** The August bills, reviewed by Philip Du, were unanimously approved on a motion by Julia Stone, with second by Carolyn Speenburgh.

**Librarians' Reports:** See attached. Additionally, Director Darling mentioned the possibility of contracting with Saratoga Arts to take over the selection of artists and the hanging of their work in the Community Room. All art will be for sale; interested purchases will need to go through Saratoga Arts.

**Reports of Committees:**

**Policy:** Changes to P2100 were summarized.

**Budget & Finance:** Trustees reviewed the committee's budget draft for 2022-2023.

**Town Liaisons:** No reports.

**Unfinished Business:**

**Reopening Plan Update:** no change

**Local History & Lighting Construction Project:** The Town Board has passed two resolutions clearing the way for President Julia Stone to sign the contract with Gallo Construction. It is expected that work on the project will begin after Labor Day.

**Ballston Legislation & Transition:** Transition report is attached.

**New Business:**

**Fine Free Presentation:** With passage of **Resolutions 22-067** and **22-068**, we will join major SALS libraries and all MVLA libraries in going fine-free as of September 1. We will also be forgiving prior fines, but will continue to assess fees for lost or damaged materials.

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

**RESOLUTION 22-064:** Consider approving corrections made to July Transition Status Report to the Town.

Motion was made by Carolyn Speenburgh, seconded by Jennifer Redinger, and passed with all in favor.

**RESOLUTION 22-065:** Consider approving monthly Transition Status Report to the Town of Ballston. Motion was made by Steve Burchett, seconded by Sue Tomlinson, and passed unanimously.

**RESOLUTION 22-066:** Consider approving the update to Policy P2100 as recommended by the Policy Committee.

Motion was made by Sue Tomlinson, seconded by Kate Schofield, and passed with all in favor.

**RESOLUTION 22-067:** Consider going fine-free effective, 9/1/22.

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on August 31, 2022, there were:**

	Present	Absent	Aye	Nay	Abstain
Julia Stone	x		x		
Carolyn Speenburgh	x		x		
Steve Burchett	x		x		
Sue Tomlinson	x		x		
Philip Du		x			
Jennifer Redinger	x		x		
Kate Schofield	x		x		
Total	6	1	6	0	0

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

BE IT RESOLVED: that the Town of Ballston Community Library go fine-free, effective 9/1/22.

WHEREAS, patrons are still responsible for lost and damaged materials.

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

**RESOLUTION 22-068:** Consider waiving already-accrued Town of Ballston Community Library fines, effective 9/1/22.

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on August 31, 2022, there were:**

	Present	Absent	Aye	Nay	Abstain
Julia Stone	x		x		
Carolyn Speenburgh	x		x		
Steve Burchett	x		x		
Sue Tomlinson	x		x		
Philip Du		x			
Jennifer Redinger	x		x		
Kate Schofield	x		x		
Total	6	1	6	0	0

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

BE IT RESOLVED: that the Town of Ballston Community Library waive already-accrued Town of Ballston Community Library fines, effective 9/1/22.

WHEREAS, patrons are still responsible for lost and damaged materials.

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

**RESOLUTION 22-069:** Consider approving the proposed budget for Fiscal Year 2023.

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on August 31, 2022, there were:**

	Present	Absent	Aye	Nay	Abstain
Julia Stone	x		x		
Carolyn Speenburgh	x		x		
Steve Burchett	x		x		
Sue Tomlinson	x		x		
Philip Du		x			
Jennifer Redinger	x		x		
Kate Schofield	x		x		
Total	6	1	6	0	0

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

BE IT RESOLVED: that the Town of Ballston Community Library approve the proposed budget for Fiscal Year 2023.

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

**RESOLUTION 22-070:** Consider approving an unpaid Parental Leave of Absence for Tricia Bitley from September 7, 2022 to March 1, 2023. Motion was made by Sue Tomlinson, with second from Carolyn Speenburgh, and passed unanimously.

**RESOLUTION 22-071:** Consider accepting the resignation of Mary Hayden, Library Page, effective 8/20/22. Motion was made by Julia Stone, seconded by Carolyn Speenburgh. It passed with all in favor.

**RESOLUTION 22-072:** Consider hiring Charity Shillito as a Library Page, effective September 1, 2022. Motion made by Steve Burchett, seconded by Sue Tomlinson, and passed unanimously.

*Privilege of the floor on any topic:* None.

**Executive Session:** At 8:28 p.m., on a motion by Carolyn Speenburgh with second from Steve Burchett, trustees voted unanimously to enter executive session to discuss legal matters.

At 8:35 p.m., on a motion by Carolyn Speenburgh with second from Steve Burchett, trustees voted unanimously to exit executive session, where no votes were taken.

**Adjournment:** At 8:36 p.m., on a motion by Steve Burchett with second by Julia Stone, trustees voted with all in favor to adjourn the meeting.

**TRUSTEES FUNDS SUMMARY (XXX1596)****9/20/2022 12:42****FUND NAME**

Richard E. Wittnebel	\$23.55
BH Women's Club	\$74.76
Conklin	\$5,120.00
Asa Kaplan	\$302.90
Tibbitts	\$38.88
McQueen	\$11.26
DeAngelo	\$51.04
Carol Brower	\$345.00
Ruth Glasser	\$57.40
Undesignated	\$5,276.52

**TOTAL****\$11,301.31**

# Town of Ballston Community Library

## NEW Trustee Fund (1596)

January - December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
New TRUSTEE Fund (1596)								
Beginning Balance								5,466.00
01/01/2022	Journal Entry	Bank balance (1268)		to correct initial deposit entry	New TRUSTEE Fund (1596)	R	0.25	5,466.25
01/18/2022	Journal Entry	Bank balance (1261)		in memory R Glasser (donor Haluska)	New TRUSTEE Fund (1596)	R	50.00	5,516.25
01/18/2022	Journal Entry	Bank balance (1262)		in memory C Brower (multi donors)	New TRUSTEE Fund (1596)	R	345.00	5,861.25
01/25/2022	Journal Entry	Bank balance (1263)		in memory R Glasser (donor Landgraf)	New TRUSTEE Fund (1596)	R	40.00	5,901.25
01/31/2022	Journal Entry	Bank balance (1264)		interest earned (undesignated)	New TRUSTEE Fund (1596)	R	0.14	5,901.39
02/24/2022	Journal Entry	Bank balance (1266)		amaz Feb2022 inv - BHWG - The House on Vespar Sands ck#1007	New TRUSTEE Fund (1596)	R	-48.82	5,852.57
02/28/2022	Journal Entry	Bank balance (1265)		interest earned (undesignated)	New TRUSTEE Fund (1596)	R	0.14	5,852.71
03/01/2022	Journal Entry	Bank balance (1267)		BHWG - VanValkenberg ck#5230	New TRUSTEE Fund (1596)	R	16.22	5,868.93
03/31/2022	Journal Entry	Bank balance (1269)		interest earned Trustee Fund	New TRUSTEE Fund (1596)	R	0.15	5,869.08
04/29/2022	Journal Entry	Bank balance (1270)		interest earned (undesignated)	New TRUSTEE Fund (1596)	R	0.14	5,869.22
05/31/2022	Journal Entry	Bank balance (1271)		interest earned Trustee Fund	New TRUSTEE Fund (1596)	R	0.15	5,869.37
06/07/2022	Journal Entry	Bank balance (1273)		in memory D Conklin	New TRUSTEE Fund (1596)	R	120.00	5,989.37
06/07/2022	Journal Entry	Bank balance (1272)		Spring2022 FOL book sale proceeds	New TRUSTEE Fund (1596)	R	311.40	6,300.77
06/21/2022	Journal Entry	Bank balance (1274)		BHWG in memory D Conklin	New TRUSTEE Fund (1596)	R	15.29	6,316.06
06/30/2022	Journal Entry	Bank balance (1276)		BHWG in mem D Conklin amaz inv	New TRUSTEE Fund (1596)	R	-15.29	6,300.77
06/30/2022	Journal Entry	Bank balance (1275)		interest earned Trustee Fund	New TRUSTEE Fund (1596)	R	0.15	6,300.92
07/29/2022	Journal Entry	Bank balance (1279)		interest earned Trustee fund	New TRUSTEE Fund (1596)	R	0.16	6,301.08
08/15/2022	Journal Entry	Bank balance (1282)		D Conklin mem fund - 4 checks	New TRUSTEE Fund (1596)	R	5,000.00	11,301.08
08/31/2022	Deposit	INTEREST		Interest Earned Trustee Fund	New TRUSTEE Fund (1596)	R	0.23	11,301.31
Total for New TRUSTEE Fund (1596)							\$5,835.31	
TOTAL							\$5,835.31	

# Town of Ballston Community Library - Petty Cash On Hand

Transaction Report  
January - September, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Petty Cash on hand							
	Beginning Balance						4.01
01/01/2022	Journal Entry	Bank balance (1300)		adjustment to true up balance which was affected due to JE1260 to match Town 2021 AUD	-Split-	93.00	97.01
01/10/2022	Check	2548	Cash	2021 Dec PC O/H reimb	Petty Cash - BSNB Bank (5534) CLOSED (deleted)	2.99	100.00
01/12/2022	Check	PC O/H	Mary Jane Baumbach	reimb MJB program craft supplies michaels receipt 12/31/2021	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-3.99	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 Baumbach	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) CLOSED (deleted)	3.99	32.81
03/10/2022	Check	PC O/H	Baumbach, 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 Baumbach	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 Baumbach	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 Baumbach	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 Baumbach	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	reimburse - 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 Baumbach	reimb Michaels receipt - SR book club supplies	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-5.58	70.93
07/28/2022	Check	0293	Cash	April-June 2022 PC O/H reimb	11000 BSNB LIBRARY General Fund (1164)	18.49	89.42
Total for Petty Cash on hand						\$85.41	
TOTAL						\$85.41	

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

## Transaction Report January - September, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
BSNB PETTY CASH (1533)						
01/21/2022	Journal Entry		Bank balance (1185)		-6.00	-6.00
02/04/2022	Journal Entry		Bank balance (1201)	overdraft charge	-10.00	-16.00
02/07/2022	Journal Entry		Bank balance (1200)	refund - overdraft	6.00	-10.00
02/07/2022	Journal Entry		Bank balance (1202)	overdraft refund	10.00	0.00
02/10/2022	Check	2550	Town of Ballston Community Library	close out acct / deposit to new PC acct 1000661533	405.61	405.61
02/15/2022	Deposit			patron paid cash for lost Hudson Falls item	28.99	434.60
02/16/2022	Expenditure	2.16.2022	Harland Clarke	Petty Cash checks	-47.74	386.86
02/24/2022	Expenditure	101	Hudson Falls Free Library	patron paid cash for lost item owned by Hudson Falls Library	-28.99	357.87
02/28/2022	Journal Entry		Bank balance (1203)	SC balance requirement fee	-6.00	351.87
02/28/2022	Journal Entry		Bank balance (1199)	SC earnings Allowance Adjustment	0.02	351.89
03/08/2022	Journal Entry		Bank balance (1219)	SC earnings allowance adjustment	0.03	351.92
03/31/2022	Journal Entry		Bank balance (1218)	SC balance requirement fee	-6.00	345.92
03/31/2022	Check	0190	Cash	Jan-Mar 2022 PC reimb	47.74	393.66
04/14/2022	Expenditure	102		patron paid cash for lost Whithall Library item	-1.95	391.71
04/18/2022	Deposit			patron paid cash for lost Whithall Library item	1.95	393.66
04/25/2022	Check	103	Schoharie Free Library	Schoharie lost item pd for at BUR	-14.99	378.67
04/25/2022	Deposit			Schoharie lost item pd for at BUR	14.99	393.66
04/29/2022	Journal Entry		Bank balance (1227)	SC earnings allowance adjustment	0.03	393.69
04/29/2022	Journal Entry		Bank balance (1226)	SC balance requirement fee	-6.00	387.69
05/31/2022	Journal Entry		Bank balance (1235)	SC balance requirement fee	-6.00	381.69
05/31/2022	Journal Entry		Bank balance (1236)	SC earnings allowance adjustment	0.03	381.72
06/30/2022	Journal Entry		Bank balance (1250)	SC balance requirement fee	-6.00	375.72
06/30/2022	Journal Entry		Bank balance (1251)	SC earnings allowance adjustment	0.03	375.75
07/05/2022	Deposit			SCP/Glenville lost bk pd @ BUR	13.99	389.74
07/05/2022	Check	104	Schenectady County	SCP/Glenville lost bk pd @ BUR	-13.99	375.75
07/12/2022	Check	105	Clifton Park-Halfmoon Public Library	CPH lost bk pd @ BUR	-14.95	360.80
07/22/2022	Deposit			CPH lost bk pd @ BUR	14.95	375.75
07/28/2022	Transfer			Petty Cash reimb July2022	30.00	405.75
07/29/2022	Deposit	INTEREST		SC earnings allowance adjustment	0.03	405.78
07/29/2022	Journal Entry		Bank balance (1278)	SC balance requirement fee	-6.00	399.78
08/22/2022	Check	106	Schenectady County Public Library	lost fee pd @ BUR item 0000414567255	-19.93	379.85
08/31/2022	Journal Entry		Bank balance (1291)	SC balance requirement fee	-6.00	373.85
08/31/2022	Journal Entry		Bank balance (1290)	SC earnings allowance adjustment	0.05	373.90

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
09/01/2022	Check	107		reimb michaels receipt posterboard pd for on personal Visa	-44.36	329.54
09/01/2022	Deposit			Schdy Library lost item paid @ BUR	19.93	349.47
09/12/2022	Check	108	Schuylerville Library	SVP lost fee pd @ BUR	-2.99	346.48
				circ clerk accepted \$2.00 for \$2.99 lost fee - \$.99 waived internally.		
09/15/2022	Deposit			SVP lost fee pd @ BUR	2.00	348.48
				circ clerk rec'd \$2.00 for \$2.99 lost fee - \$.99 waived internally		
<b>Total for BSNB PETTY CASH (1533)</b>					<b>\$348.48</b>	
<b>TOTAL</b>					<b>\$348.48</b>	

# Town of Ballston Community Library

## EARLY PAYS Bills/Applied Payments Detail

September 2022

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT	SPLIT
Spectrum Business/Charter Communications					
09/13/2022	Bill Payment (Check)		0322	-279.94	11000 BSNB LIBRARY General Fund (1164)
09/10/2022	Bill	svc 09/10/2022- 10/09/2022	0071313091022	279.94	17.7410.54.022.0.000 OFFICE EXPENSES:PHONE / COMMUNICATIONS COSTS

# Town of Ballston Community Library

## Statement of Activity by Class

January - September, 2022

	FUND BALANCE (1567)	HistoryRoom	TRUSTEE FUND (1596)	LIBRARY GEN CKING (1164)	2022 BUDGET	TOTAL
Revenue						
BALLSTON TAXES						
17.1001.41.000.0.000 Real Property Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 619,773.14	\$ 619,773.00	\$ 619,773.14
Total BALLSTON TAXES						0.00
CHARLTON LIBRARY SVCS						
17.2360.41.000.0.000 Library Services to Other Governments	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,500.00	\$ 52,900.00	\$ 34,500.00
Total CHARLTON LIBRARY SVCS						0.00
LIBRARY CHARGES						
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,500.00	\$ 52,900.00	\$ 34,500.00
17.2082.41.005.0.000 LIBRARY CHARGES - Fines				1,440.51	3,000.00	1,440.51
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials				4,581.77	10,868.00	4,581.77
Total LIBRARY CHARGES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,960.33	\$ 15,412.00	\$ 6,960.33
LIBRARY SYSTEM GRANTS						
17.2760.41.001.0.000 Library System Grants - LLSA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,194.00	\$ 1,960.00	\$ 3,194.00
Total LIBRARY SYSTEM GRANTS						0.00
MISC REVENUE						
17.2401.41.000.0.000 INTEREST & EARNINGS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,194.00	\$ 1,960.00	\$ 3,194.00
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	20.91		1.26	0.22		22.39
17.2770.41.000.0.000 Other Unclassified Revenues			5,898.16	2,763.51		8,661.67
Total MISC REVENUE	\$ 20.91	\$ 0.00	\$ 5,899.42	\$ 5,003.73	\$ 0.00	\$ 10,924.06
Total Revenue	\$ 20.91	\$ 0.00	\$ 5,899.42	\$ 669,431.20	\$ 690,045.00	\$ 675,351.53
Expenditures						
BENEFITS						
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION				6,331.63	37,200.00	6,331.63
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)				4,899.38	5,130.00	4,899.38
17.9060.58.052.0.000 HSA (ER Contribution)				3,903.35	2,300.00	3,903.35
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)				2,353.80	3,600.00	2,353.80
17.9060.58.054.0.000 HEALTH INS OPT OUT				1,315.37	3,600.00	1,315.37
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)				13,813.16	8,884.00	13,813.16
Total BENEFITS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 32,616.69	\$ 60,714.00	\$ 32,616.69

	FUND BALANCE (1567)	HistoryRoom	TRUSTEE FUND (1596)	LIBRARY GEN CKING (1164)	2022 BUDGET	TOTAL
LIBRARY EQUIPMENT & CAPITAL OUTLAY						0.00
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES				6,421.93	9,000.00	6,421.93
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		120,777.81				120,777.81
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 0.00	\$ 120,777.81	\$ 0.00	\$ 7,755.73	\$ 9,000.00	\$ 128,533.54
LIBRARY MATERIALS						0.00
17.7410.54.034.0.000 LIBRARY MATERIALS - Print			64.11	40,119.53	60,000.00	40,183.64
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals				2,467.23	2,800.00	2,467.23
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers				2,154.07	1,800.00	2,154.07
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books				2,500.00	2,500.00	2,500.00
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases				6,243.46	9,000.00	6,243.46
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials				9,955.06	16,000.00	9,955.06
Total LIBRARY MATERIALS	\$ 0.00	\$ 0.00	\$ 64.11	\$ 63,439.35	\$ 92,100.00	\$ 63,503.46
LIBRARY PERSONNEL SERVICES						0.00
17.7410.51.030.0.000 CERTIFIED LIBRARIANS				122,599.05	174,716.00	122,599.05
17.7410.51.031.0.000 CLERICAL STAFF				103,029.40	142,956.00	103,029.40
17.7410.51.032.0.000 PAGES				13,953.72	27,456.00	13,953.72
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)				18,811.78	26,402.00	18,811.78
Total LIBRARY PERSONNEL SERVICES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 258,393.95	\$ 371,530.00	\$ 258,393.95
OFFICE EXPENSES						0.00
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS				2,838.36	4,000.00	2,838.36
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS				2,594.40	3,800.00	2,594.40
17.7410.54.041.0.000 POSTAGE / MAILINGS				237.10	400.00	237.10
17.7410.54.042.0.000 PUBLICITY / Promotion				281.95	883.00	281.95
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS				8,219.82	12,500.00	8,219.82
Total OFFICE EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 14,171.63	\$ 21,583.00	\$ 14,171.63
OPERATION EXPENSE						0.00
17.1620.54.010.0.000 Professional Services - LEGAL				4,756.00		4,756.00
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				3,904.49	15,000.00	3,904.49
17.7410.51.033.0.000 Professional Services - PAYROLL Processing				1,457.57		1,457.57
17.7410.54.000.0.000 LIBRARY CONTRACTUAL EXPENDITURES (not specified)				30.20		30.20

	FUND BALANCE (1567)	History/Room	TRUSTEE FUND (1596)	LIBRARY GEN CKING (1164)	2022 BUDGET	TOTAL
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)				14,099.42	17,500.00	14,099.42
17.7410.54.010.0.000 Professional Services - IT (SALS)				13,981.04	22,795.00	13,981.04
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS				2,792.87	5,000.00	2,792.87
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING				1,999.16	4,000.00	1,999.16
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)				376.89	1,000.00	376.89
17.7410.54.039.0.000 CUSTODIAL SERVICES				20,655.00	27,540.00	20,655.00
17.7410.54.040.0.000 CUSTODIAL SUPPLIES				1,909.09	2,998.00	1,909.09
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT				67.86	200.00	67.86
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT				544.16	500.00	544.16
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M				6,183.37	23,575.00	6,183.37
17.7410.54.049.0.000 Uncategorized Expenditure				97.21		97.21
17.7410.54.077.0.000 TRASH REMOVAL SERVICES				672.75	1,000.00	672.75
Total OPERATION EXPENSE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 80,517.08	\$ 121,108.00	\$ 80,517.08
SPECIAL ITEMS						
17.1320.54.007.0.000 AUDITOR					5,000.00	0.00
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library				12,026.21	8,010.00	12,026.21
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library					1,000.00	0.00
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)				125.00	0.00	125.00
Total SPECIAL ITEMS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,151.21	\$ 14,010.00	\$ 12,151.21
Total Expenditures	\$ 0.00	\$ 120,777.81	\$ 64.11	\$ 469,045.64	\$ 690,045.00	\$ 589,887.56

Total Revenue / Budget  
Total Expense / Budget

\$ 669,431.20  
\$ 469,045.64

690,045.00  
690,045.00

Friday, Sep 23, 2022 10:22:51 AM GMT-7 - Accrual Basis

# Town of Ballston Community Library

## Abstract

As of September 30, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Alyssa Harvey				
08/23/2022	8.23.22	9 trips to/from program locations	27.38	Bill
<b>Total for Alyssa Harvey</b>			<b>\$27.38</b>	
Amazon.com				
08/25/2022	887676355464	Youth Programs supplies	11.49	Bill
09/07/2022	544897569558	Batteries; circulation receipt tape	71.98	Bill
09/07/2022	679563448387	Book – for circulation	18.59	Bill
08/11/2022	738785465437	Youth Programs supplies	48.75	Bill
08/11/2022	983584965579	Youth Programs supplies	5.99	Bill
08/20/2022	673567484438	Youth Programs supplies	74.57	Bill
08/22/2022	665854538454	Youth Programs supplies	22.99	Bill
<b>Total for Amazon.com</b>			<b>\$254.36</b>	
CDPHP				
09/12/2022	222550037882	Oct 2022 medical/dental A Harvey, R Darling; Dental J Kaplan	1,684.28	Bill
<b>Total for CDPHP</b>			<b>\$1,684.28</b>	
Cengage Learning Inc. / Gale 248-699-4253				
09/07/2022	78990534	8 books	222.67	Bill
09/08/2022	79027113	2 books	51.73	Bill
09/09/2022	79055419	6 books	150.69	Bill
09/12/2022	79117578	6 books	134.98	Bill
09/06/2022	78945220	5 books	137.20	Bill
08/19/2022	78369061	2 books	44.25	Bill
08/29/2022	78680597	4 books	93.75	Bill
09/06/2022	78945688	3 books	83.22	Bill
<b>Total for Cengage Learning Inc. / Gale</b>			<b>\$918.49</b>	
ELM USA, Inc.				
09/02/2022	52176	usage Aug 2022	25.00	Bill
<b>Total for ELM USA, Inc.</b>			<b>\$25.00</b>	
Gallo Construction Corp				
09/21/2022	Inv# 4	History Room Construction - period to 9/30/2022	28,234.67	Bill
<b>Total for Gallo Construction Corp</b>			<b>\$28,234.67</b>	
Highmark BlueShield of Northeastern New York				
09/09/2022	222520052551	Oct 2022 medical J Kaplan	201.00	Bill
<b>Total for Highmark BlueShield of Northeastern New York</b>			<b>\$201.00</b>	
HOOPLA by Midwest Tape				
08/31/2022	502615757	Hoopla Aug 2022	1,019.35	Bill
<b>Total for HOOPLA by Midwest Tape</b>			<b>\$1,019.35</b>	
Joseph P. Mangione, Inc. 518-272-4080 X10				
09/06/2022	518056-01	front door exit bar svc	142.50	Bill
<b>Total for Joseph P. Mangione, Inc.</b>			<b>\$142.50</b>	
Midwest Tape, LLC				

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
800-875-2785				
09/06/2022	502634114	1 DVD/ADB	26.24	Bill
08/22/2022	502564562	4 DVD/ADB	149.96	Bill
09/06/2022	502637571	7 DVD/ADB	256.18	Bill
08/26/2022	502585652	13 DVD/ADB	522.12	Bill
09/13/2022	502667327	8 DVD/ADB	408.42	Bill
<b>Total for Midwest Tape, LLC</b>			<b>\$1,362.92</b>	
Nature's Way Pest Control				
518-745-5958				
09/19/2022	610507	svc 9/19/2022	78.00	Bill
<b>Total for Nature's Way Pest Control</b>			<b>\$78.00</b>	
NightRider Janitorial Services				
(518) 782-9999				
09/01/2022	SEP22132	Sept 2022 library cleaning	2,295.00	Bill
<b>Total for NightRider Janitorial Services</b>			<b>\$2,295.00</b>	
S&J Enterprises of Gloversville, Inc.				
518.762.5520				
09/01/2022	86659	2 boxes poly bags CRPXC32	74.89	Bill
<b>Total for S&amp;J Enterprises of Gloversville, Inc.</b>			<b>\$74.89</b>	
Southern Adirondack Library System				
518-584-7300				
09/06/2022	2022-8BUR	Aug 2022 monthly fee/circ renewals	1,747.63	Bill
<b>Total for Southern Adirondack Library System</b>			<b>\$1,747.63</b>	
Staples				
08/26/2022	3516131845	1 case copy paper	43.01	Bill
08/26/2022	3516131844	HP 201X toner yellow	75.59	Bill
<b>Total for Staples</b>			<b>\$118.60</b>	
Twin Bridges Waste & Recycling				
(518) 267-3400				
09/01/2022	Sept2022	svc sept 2022	74.75	Bill
<b>Total for Twin Bridges Waste &amp; Recycling</b>			<b>\$74.75</b>	
<b>TOTAL</b>			<b>\$38,258.82</b>	

# Town of Ballston Community Library Director's Report

September 2022

## Circulation Statistics

### August 2022

Circulation Statistics	Current Month	2022 To Date	2021 Total
Items Added to Collection	334	3,178	4,308
Number of Physical Items Circulated	9,747	65,065	84,190
Overdrive/Libby Circulation	1,064	8,189	12,218
Hoopla Circulation	514	4,065	4,907
New Patron Registrations	51	370	274
Curbside Appointments	7	74	1,991
Patrons in the Building	3,409	27,523	20,677

## Programs & Events

### August 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	443	117	2,102	143	2,002
Elementary	6	88	42	810	54	802
Teen	3	25	17	291	19	336
Adult	5	24	29	278	42	595
Family	7	421	27	2,052	138	2,918
Outreach	23	495	59	2,379	7	296
<b>TOTALS</b>	<b>61</b>	<b>1,496</b>	<b>278</b>	<b>7,912</b>	<b>403</b>	<b>6,949</b>

**Youth Services Programming:** The Summer Reading Program officially ended on September 5 the final numbers were:

Preschool: 121 registrations - 83,863 minutes read

Elementary: 463 registrations - 546,295 minutes read

Teen: 111 registrations - 208,260 minute read

During the month of September, we offered 4 weekly story times, 2 after school craft programs, 1 after school STEM program, 5 book clubs, 1 Grab 'N Go craft, 1 teen art program, and 1 Saturday story time. We held a fun contest in the Children's room this month where kids and adults could try and guess what shredded picture book was in a clear jar. A winner was picked randomly out of all of the correct guesses. We also had one home school group visit the library on September 28. They were given a tour, were able to get library cards, and had a question-and-answer session with Miss Alyssa.



**Adult Programming:** Fall programming has started up, and in October there will be an Adult Painting program, the Jigsaw Puzzle Social Hour, a Cookie Decorating Program, a weekly fitness program, the Library's 3 adult book clubs, and a new program, a Scrabble drop-in! Winter programming is being planned, including a new Community Reads program!

## Organizational Goals

- The Policy Committee met to review Policy P100 B and C.

## Financials

**Account Balances Chart**

Account Name	Status	Balance
Fund Balance Account	(xxx1567)	\$260,514
Operating Account	(xxx1164)	\$260,558
Trustees Account	(xxx1596)	\$11,301
Capital Account	(xxx1643)	\$148.657
Petty Cash Account	(xxx1543)	\$400
Petty Cash On Hand	Lock Box	\$58
Circulation Tray	Tray	\$75

Table 2. Summary of Library Funds and Accounts Holding those Funds as 30 August 2022. All Library funds are held in Library held accounts as of 16 June 2022.

## Staff & Volunteers

- Volunteers from the Friends of the Library worked to set up, run and take down the Fall Book Sale. The Friends are working on several fundraisers for the upcoming year.

## Facility Update

- The Rotary held a ceremony to dedicated the Peace Pole on September 24 at the Library.
- Work on the Local History Room and LED lighting project continues. Construction meetings with Gallo Construction, Butler Rowland Mays, MJ Engineering and the Library were held September 13 and 26. The project is expected to be completed by early November.

## Technology

**August 2022**

Technology Statistics	Current Month	2022 to Date	2021 Total
Public Computer Sessions	104	1,044	777
WiFi Sessions (unique users)	682	4,411	5,580

## Electric Vehicle Chargers

**August 2022**

EV Charger Statistics	Current Month	2022 to Date	2021 Total
Charging Sessions	22	297	192
Unique Drivers	14	139	80
Energy Dispensed	202 kWh	3,233 kWh	1,850.93 kWh

<b>Average Energy Cost .12 kWh</b>	\$24.24	\$387.96	\$222.11
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## Policy Review

- Reopening Plan (Safety Plan)

<b>Library Action</b>	<b>Date</b>	<b>Positivity Rate*</b>
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	9/26/2022	9.9%

\*Saratoga County Percent Positive 7 Day Results per NYS

## Meetings & Professional Development

- **Rebecca Verhayden Darling, Director:** Board of Trustees 8/31, Friends of the Library 9/6, Town of Ballston Budget Workshop 9/8, Construction Meeting 9/12, Town of Charlton 9/12, Town of Ballston 9/13, NY State Library Webinar: StoryWalks® for the Win-Win-Win: Programming, Partnerships, Pandemic-Friendly 9/17, DRI/NY Forward Webinar: Application 9/20, DRI/NY Forward Webinar: Introduction/Community Inventory 9/20, BH Forward Committee 9/20, SALS Directors Council 9/21, DRI/NY Forward Webinar: Visioning, Goal Setting, & Outreach 9/22, DRI/NY Forward Webinar: Community Needs Assessment 9/23, DRI/NY Forward Webinar: Placemaking Strategies and Early Project Identification 9/24, Construction Meeting 9/26
- **Jenn Richard, Head of Adult Services:** Board of Trustees 8/31

Rebecca Verhayden Darling, Director 9/26/2022

**2023 Holiday Closing Schedule  
Town of Ballston Community Library**

New Year's Day	Monday, January 2 (Observed)
Martin Luther King Jr. Day	Monday, January 16
Presidents' Day	Monday, February 20
Memorial Day	Monday, May 29
Flag Day Parade	Thursday, June 8 closing at 5:00 PM
Juneteenth	Monday, June 19
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Columbus Day	Monday, October 10
Veteran's Day	Saturday, November 11
Thanksgiving Eve	Wednesday, November 22 closing at 2:00 PM
Thanksgiving Day	Thursday, November 23
Thanksgiving Holiday	Friday, November 24
Thanksgiving Holiday	Saturday, November 25
Christmas Day	Monday, December 25

## 2023 Fulltime Employee Paid Holidays Town of Ballston Community Library

New Year's Day	Monday, January 2 (Observed)
Martin Luther King Jr. Day	Monday, January 16
Lincoln's Birthday	Sunday, February 12*
Presidents' Day	Monday, February 20
Memorial Day	Monday, May 29
Flag Day Parade	Thursday, June 8 closing at 5:00 PM
Juneteenth	Monday, June 19
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Columbus Day	Monday, October 10
Veteran's Day	Saturday, November 11*
Thanksgiving Eve	Wednesday, November 22 closing at 2:00 PM
Thanksgiving Day	Thursday, November 23
Thanksgiving Holiday	Friday, November 24
Thanksgiving Holiday	Saturday, November 25
Christmas Eve	Sunday, December 24*
Christmas Day	Monday, December 25
New Year's Eve	Sunday, December 31*

### 4 Floating Holidays

\*Floating Holidays for Salaried Staff (Lincoln's Birthday, Veterans Day, Christmas Eve, New Year's Eve)

**B. OFFICERS**

1. The officers of the Board, all of whom shall be trustees, shall be a President, a Vice President, a Secretary, and a Treasurer.
2. Officers shall be elected yearly by a majority vote of the Board at the time of the regular meeting in the month of June and shall commence their terms July 1.
3. Officers of the Board are eligible to serve no more than four (4) consecutive one-year terms in the same office.
4. The President shall preside at all meetings and shall have the usual powers of a presiding officer; shall appoint all committees; shall certify all bills approved by the Board; and shall authorize calls for any special meetings.
5. The Vice President shall act as President in the absence or disability of the President.
6. In case both the President and Vice President are absent from a meeting, any member may call the meeting to order, and the members present (there being a quorum) shall select a Chairman pro tem.
7. In case the President resigns or leaves the Board for any reason, the Vice President shall automatically become President.
8. As soon as a Vice President becomes President, a new Vice President shall be elected by the Board at its next meeting.
9. The Secretary shall have charge of the records of the Board and shall keep the minutes of its meetings. A copy of the minutes shall be kept in the library and shall be available for public study.
10. The Treasurer shall monitor special library funds separate from those budgeted and shall act as a financial advisor to the Board and Library Director.

Amended 6/27/18

**C. MEETINGS**

1. The regular monthly meeting of the Library Board shall be held on the last Wednesday of each month at an hour and place designated by the Board. The President may change the time or day of the regularly scheduled meeting, if necessary, with proper notice to the board. Any such change shall be publicly posted in the library. The Board shall operate in accordance with the Open Meetings Law (New York State Public Officers Law Article 7).
2. The order of business shall be
  - a. Call to order

- b. Minutes of the preceding meeting(s)
- c. Report of special funds
- d. Monthly financial report of expenditures and receipts
- e. Approval of bills
- f. Report of Library Director/Librarians
- g. Reports of committees
- h. Unfinished business
- i. Privilege of the floor ONLY on items for consideration and action this evening.
- j. New business
- k. Privilege of the floor on any topic
- l. Executive session
- m. Adjournment

3. The annual meeting shall be held at the time of the regular meeting in the month of June, and officers for the following year shall be elected.

4. Special meetings may be called by the President or upon the written request of four trustees for the transaction of business stated in the call for the meeting.

5. Four trustees shall constitute a quorum and a majority vote of the full board shall be necessary for the approval of motions and for the transaction of business.

6. In the absence of a quorum of four Trustees at the monthly meeting, the President may poll the membership by email on issues requiring immediate attention. Such decisions shall be ratified at the next monthly meeting. Receipt of email messages by the board shall be verified by the President.