

Town of Ballston Community Library
Board of Trustees Meeting Agenda
October 26, 2022

- 1) Call to order**
- 2) Minutes of September 28, 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
 - e) Open Meetings Law
- 9) New Business**
 - a) Snow Removal Contract
 - b) Garden Clean Up
 - c) Rotary Proposal
 - d) Trustee Vacancy
 - e) Wellness Hours
 - f) Trustee Training
 - g) Hybrid Meeting Options

*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.*

- h) **RESOLUTION 22-076** Consider approving monthly Transition Status Report to the Town of Ballston.
- i) **RESOLUTION 22-077** Consider approving Saratoga Arts' Art in Public Places Program Venue Agreement for 2023 and 2024.
- j) **RESOLUTION 22-078** Consider entering into contract with Pro-Cut Landscaping Services Inc. for November 1, 2022 – April 1, 2023 for snow removal at a cost of \$6,790.
- k) **RESOLUTION 22-079** Consider accepting the resignation of Trustee Jennifer Redinger effective November 14, 2022.
- l) **RESOLUTION 22-080** Consider approving an additional \$1,000 from the Library Fund Balance for the Southern Adirondack Library System's eContent.

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

10) Adjournment

October Voucher Signer: Kate Schofield

Charlton Town Board Meeting: Monday, November 14 at 7:30 PM

Ballston Town Board Meeting: Wednesday, November 9 at 6:30 PM

November Voucher Signer: Julia Stone

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

Call to order: The meeting was called to order at 7:00 p.m. by President Julia Stone.

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

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

Town of Ballston Representative – []Michael Carota

Town of Charlton Representative – []Chris Tasse

Guests: Sara Dallas, Director, Southern Adirondack Library System

Minutes of August 31, 2022: On a motion by Carolyn Speenburgh with second by Philip Du, the minutes of the August 31, 2022 monthly meeting were approved.

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

Monthly Financial Reports: Financial reports for September 2022 were reviewed.

Approval of Bills: The September bills, reviewed by Jennifer Redinger, were unanimously approved on a motion by Carolyn Speenburgh, with second by Julia Stone. Trustees discussed the schedule for reviewing the bills.

Librarians' Reports: See attached.

Reports of Committees:

Policy: SALS Director Sara Dallas gave some input regarding the proposed changes to policy P1000, and suggested we have our attorney review it.

Budget & Finance: The Town accepted the budget proposal we submitted on September 27, will vote to approve the tentative budget at their meeting on October 11, and will hold a public hearing on October 25 for the preliminary budget.

Town Liaisons: No reports.

Unfinished Business:

Reopening Plan Update: No change.

Local History & Lighting Construction Project: Construction of the local history room has begun and is on schedule.

Ballston Legislation & Transition: Transition report is attached.

Saratoga Arts: They sent us a final contract to take over managing art displays in our Community Room. Director Darling will ask our attorney Cole Adams to review the contract.

New Business:

Sara Dallas, Director, Southern Adirondack Library System: Director Dallas explained for trustees the relationship between SALS and member libraries, Joint Automation, the SALS budget, cyberinsurance, and new minimum standards for Continuing Ed for trustees, which go into effect for 2023. Additionally,

since Saratoga County reduced SAL's econtent budget, Sara requested our library contribute to econtent in two ways, by increasing OverDrive, and by asking town supervisors if there are ARPA available funds for this.

2023 Holiday Closing Schedule: reviewed.

Open Meetings Law: President Stone attended a webinar regarding the current Open Meetings Law. It is recommended that we have a policy to outline "extraordinary circumstances" under which we may allow meeting remote/virtual attendance at our monthly meetings.

Building Lease: The Town recommends that we have a lease for the building. We agree that this would be appropriate.

Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.)

Tom Shaginaw commented on the Saratoga Arts discussion and asked whether this would be connected to previously discussed marketing efforts.

RESOLUTION 22-073: Consider approving monthly Transition Status Report to the Town of Ballston. Motion was made by Jennifer Redinger, seconded by Carolyn Speenburgh, and passed with all in favor.

RESOLUTION 22-074: Consider approving Town of Ballston Community Library's 2023 Holiday Closing Schedule as amended. Motion was made by Sue Tomlinson, seconded by Philip Du, and passed unanimously.

RESOLUTION 22-075: Consider entering into a lease agreement with the Town for use of the library building in 2023.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on September 28, 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		x		
Jennifer Redinger	x		x		
Kate Schofield		x			
Total	6	1	6	0	0

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

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.

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

Privilege of the floor on any topic: None.

Executive Session: At 8:39 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 8:44 p.m., on a motion by Carolyn Speenburgh with second from Jennifer Redinger, trustees voted unanimously to exit executive session, where no votes were taken.

Adjournment: At 8:45 p.m., on a motion by Carolyn Speenburgh with second by Philip Du, trustees voted with all in favor to adjourn the meeting.

Town of Ballston Community Library

Abstract

As of October 31, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Amazon.com				
09/14/2022	463658587385	Youth Programs supplies	73.82	Bill
09/13/2022	977457379683	Face masks – Adult & Children	25.88	Bill
09/14/2022	973844983364	Youth Programs supplies	7.54	Bill
09/28/2022	966355366594	Youth Programs supplies	19.39	Bill
09/21/2022	583636877764	Youth Programs supplies	47.96	Bill
10/04/2022	473935934659	Youth Programs supplies	75.25	Bill
09/08/2022	766586958459	Book – for circulation – It Ends With Us	15.88	Bill
09/28/2022	879695535366	Youth Programs supplies	121.93	Bill
Total for Amazon.com			\$387.65	
Baker & Taylor				
800-340-5370				
09/13/2022	5017925248	84 books	1,365.94	Bill
09/10/2022	5017920605	66 books	932.41	Bill
09/09/2022	5017912291	33 books	468.77	Bill
09/09/2022	5017906952	34 books	357.41	Bill
09/15/2022	5017941363	21 books	269.98	Bill
09/29/2022	5017968138	25 books	324.30	Bill
09/28/2022	5017956784	47 books	563.22	Bill
09/30/2022	5017962569	41 books	527.77	Bill
09/30/2022	5017962569A	2 books - Conklin Memorial <i>paid from Trustee Fund</i>	<u>50.39</u>	Bill
09/21/2022	5017950860	21 books	258.11	Bill
09/20/2022	5017937449	40 books	533.22	Bill
Total for Baker & Taylor			\$5,651.52	
CDPHP				
10/13/2022	222860035511	Med / 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				
09/21/2022	79275324	4 books	105.71	Bill
10/13/2022	79471509	4 books	107.96	Bill
10/10/2022	79444493	5 books	140.95	Bill
10/05/2022	79415114	2 books	51.73	Bill
10/05/2022	79415698	5 books	122.95	Bill
10/10/2022	79444889	4 books	90.00	Bill
09/21/2022	79276380	1 book	18.74	Bill
10/13/2022	79471038	3 books	81.72	Bill
Total for Cengage Learning Inc. / Gale			\$719.76	
Darling, Rebecca2				
10/20/2022	10.20.22	paint mrks for program	20.00	Bill
Total for Darling, Rebecca2			\$20.00	
Demco Inc.				
(800) 752-7614				

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
09/30/2022	7195051	desk calendar, color tinted label protectors	67.42	Bill
Total for Demco Inc.			\$67.42	
ELM USA, Inc.				
10/06/2022	52949	Sept2022 usage	25.00	Bill
Total for ELM USA, Inc.			\$25.00	
Highmark BlueShield of Northeastern New York				
10/10/2022	222830045519	Nov 2022 J Kaplan Medical	201.00	Bill
Total for Highmark BlueShield of Northeastern New York			\$201.00	
HOOPLA by Midwest Tape				
09/30/2022	502756827	Hoopla Sept 2022	920.75	Bill
Total for HOOPLA by Midwest Tape			\$920.75	
Mail 'N' More 518.399.3279				
10/01/2022	12618	2 rolls stamps; envelopes BUR logo - qty 500	195.00	Bill
Total for Mail 'N' More			\$195.00	
Midwest Tape, LLC 800-875-2785				
09/16/2022	502684122	10 DVD/ADB	467.90	Bill
09/23/2022	502712638	11 DVD/ADB	415.89	Bill
09/29/2022	502749250	5 DVD/ADB	207.20	Bill
10/07/2022	502786523	4 DVD/ADB	193.21	Bill
Total for Midwest Tape, LLC			\$1,284.20	
MJ ENGINEERING AND LAND SURVEYING, P.C. (518) 371-0799				
09/19/2022	Inv# 1	svcs thru 9.2.2022 History Rm construction contract admin; Project MJ#1078.064 <i>PAID from Cap. Imp. Fund</i>	290.00	Bill
Total for MJ ENGINEERING AND LAND SURVEYING, P.C.			\$290.00	
Nature's Way Pest Control 518-745-5958				
10/17/2022	618481	svc 11.17.2022	78.00	Bill
Total for Nature's Way Pest Control			\$78.00	
NightRider Janitorial Services (518) 782-9999				
10/01/2022	OCT22132	Oct 2022 Library cleaning	2,295.00	Bill
Total for NightRider Janitorial Services			\$2,295.00	
Patrice Jarvis-Weber				
10/13/2022	10.13.22	painting program - 10 participants	200.00	Bill
Total for Patrice Jarvis-Weber			\$200.00	
Pro-Cut Landscape Services, Inc. (518) 399-7443				
10/26/2022	NOV2022-23	parking lot snow removal 11/1/2022-4/1/2023	6,790.00	Bill
Total for Pro-Cut Landscape Services, Inc.			\$6,790.00	
Repeat Business Systems, Inc. (518) 869-8116				
10/06/2022	847372	10/6/22-1/5/22 B/W; 7/6/22-10/5/22 Color; surcharge 7%	165.64	Bill
Total for Repeat Business Systems, Inc.			\$165.64	
Southern Adirondack Library System 518-584-7300				

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
10/03/2022	2022-9BUR	Sept 2022 monthly fee/circulation renewals	1,747.63	Bill
09/26/2022	BUR 9262022	Fortres CPU 1 yr maint - qty 13	24.31	Bill
Total for Southern Adirondack Library System			\$1,771.94	
Staples				
10/05/2022	3519835385	copy paper; antibac hand soap refill	59.33	Bill
09/16/2022	3518000263	2 toners: HP131A-yellow; HP131A-magenta	127.70	Bill
09/15/2022	3517897770	6pk clorox wipes; 2 pkgs magic erasers	47.48	Bill
Total for Staples			\$234.51	
Town of Ballston Water Dept.				
09/30/2022	9.30.2022	water usage 6/29/2022 to 9/30/22	131.62	Bill
Total for Town of Ballston Water Dept.			\$131.62	
Twin Bridges Waste & Recycling (518) 267-3400				
10/01/2022	Oct2022	Oct 2022 svc	74.75	Bill
Total for Twin Bridges Waste & Recycling			\$74.75	
TOTAL			\$23,188.04	

EARLY PAYS + 3,136.38
26,324.42

Trustee Fund - 50.39
 Cap Imp Fund - 290.00

paid from
 Gen CKing
 (1164)
 \$25,984.03

Town of Ballston Community Library

EARLY PAYS
October 13-18, 2022

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
NATIONAL GRID						
10/18/2022	Bill Payment (Check)	0343	Yes	Acct# 02461-44007	11000 BSNB LIBRARY General Fund (1164)	-2,301.44
Spectrum Business/Charter Communications						
10/13/2022	Bill Payment (Check)	0340	Yes	Acct# 8358 21 127 0071313	11000 BSNB LIBRARY General Fund (1164)	-279.94
VISA						
10/13/2022	Check	0341	Yes	Visa 2875	11000 BSNB LIBRARY General Fund (1164)	-230.00
10/13/2022	Check	0342	Yes	Visa 2867	11000 BSNB LIBRARY General Fund (1164)	-325.00

\$ 3,136.38

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

Transaction Report
January - October, 2022

Account 10/6/2022

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 (1200)	refund - overdraft	BSNB PETTY CASH (1533)	R	6.00	-10.00
02/07/2022	Journal Entry		Bank balance (1202)	overdraft refund	BSNB PETTY CASH (1533)	R	10.00	0.00
02/10/2022	Check	2550		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		Petty Cash checks	BSNB PETTY CASH (1533)	R	-47.74	386.86
02/24/2022	Expenditure	101	Harland Clarke	patron paid cash for lost item owned by Hudson Falls Library	BSNB PETTY CASH (1533)	R	-28.99	357.87
02/28/2022	Journal Entry		Bank balance (1199)	SC earnings Allowance Adjustment	BSNB PETTY CASH (1533)	R	0.02	357.89
02/28/2022	Journal Entry		Bank balance (1203)	SC balance requirement fee	BSNB PETTY CASH (1533)	R	-6.00	351.89
03/08/2022	Journal Entry		Bank balance (1219)	SC 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 (1226)	SC balance requirement fee	BSNB PETTY CASH (1533)	R	-6.00	387.66
04/29/2022	Journal Entry		Bank balance (1227)	SC earnings allowance adjustment	BSNB PETTY CASH (1533)	R	0.03	387.69
05/31/2022	Journal Entry		Bank balance (1236)	SC earnings allowance adjustment	BSNB PETTY CASH (1533)	R	0.03	387.72
05/31/2022	Journal Entry		Bank balance (1235)	SC balance requirement fee	BSNB PETTY CASH (1533)	R	-6.00	381.72
06/30/2022	Journal Entry		Bank balance (1251)	SC 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)	R	13.99	389.74
07/05/2022	Check	104	Schenectady County	SCP/Glenville lost bk pd @ BUR	BSNB PETTY CASH (1533)	R	-13.99	375.75
07/12/2022	Check	105	Clifton Park-Halfmoon Public Library	CPH lost bk pd @ BUR	BSNB PETTY CASH (1533)	R	-14.95	360.80
07/22/2022	Deposit			CPH lost bk pd @ BUR	BSNB PETTY CASH (1533)	R	14.95	375.75
07/28/2022	Transfer			Petty Cash reimb July 2022	BSNB PETTY CASH (1533)	R	30.00	405.75
07/29/2022	Deposit			SC earnings allowance adjustment	BSNB PETTY CASH (1533)	R	0.03	405.78
07/29/2022	Journal Entry		Bank balance (1278)	SC balance requirement fee	BSNB PETTY CASH (1533)	R	-6.00	399.78
08/22/2022	Check	106	Schenectady County Public Library	lost fee pd @ BUR item 0000414567255	BSNB PETTY CASH (1533)	R	-19.93	379.85
08/31/2022	Journal Entry		Bank balance (1291)	SC balance requirement fee	BSNB PETTY CASH (1533)	R	-6.00	373.85
08/31/2022	Journal Entry		Bank balance (1290)	SC earnings allowance adjustment	BSNB PETTY CASH (1533)	R	0.05	373.90
09/01/2022	Check	107		reimb michael's receipt posterboard pd for on personal Visa	BSNB PETTY CASH (1533)	R	-44.36	329.54
09/01/2022	Check			Schdy Library lost item paid @ BUR	BSNB PETTY CASH (1533)	R	19.93	349.47
09/01/2022	Deposit			SVP lost fee pd @ BUR	BSNB PETTY CASH (1533)	R	-2.99	346.48
09/12/2022	Check	108	Schuylerville Library	circ clerk accepted \$2.00 for \$2.99 lost fee - \$.99 waived internally.	BSNB PETTY CASH (1533)	R	2.00	348.48
09/15/2022	Deposit			SVP lost fee pd @ BUR	BSNB PETTY CASH (1533)	R	0.03	348.51
09/30/2022	Deposit			circ clerk rec'd \$2.00 for \$2.99 lost fee - \$.99 waived internally	BSNB PETTY CASH (1533)	R	-6.00	342.51
09/30/2022	Check			SC earnings allowance adjustment	BSNB PETTY CASH (1533)	R	-342.51	0.00
10/06/2022	Transfer			SC balance requirement fee	BSNB PETTY CASH (1533)	R	-342.51	0.00
10/06/2022	Transfer			Closing entry for PC 1533	BSNB PETTY CASH (1533)	R	-342.51	0.00
Total for BSNB PETTY CASH (1533)								\$0.00
TOTAL								\$0.00

TRUSTEES FUNDS SUMMARY (XXX1596)**10/24/2022 10:15****FUND NAME**

Richard E. Wittnebel	\$23.55
BH Women's Club	\$74.76
Conklin	\$5,069.61
Asa Kaplan	\$302.90
Tibbitts	\$38.88
McQueen	\$11.26
DeAngelo	\$51.04
Carol Brower	\$345.00
Ruth Glasser	\$57.40
Undesignated	\$5,628.00

TOTAL**\$11,602.40**

Town of Ballston Community Library

NEW Trustee Fund (1596)

January - October, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
New TRUSTEE Fund (1596)								
Beginning Balance								
01/01/2022	Journal Entry	Bank balance (1268)		to correct initial deposit entry	New TRUSTEE Fund (1596)	R	0.25	5,466.00
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 - BHCW - 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)		BHCW - 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)		BHCW in memory D Conklin	New TRUSTEE Fund (1596)	R	15.29	6,316.06
06/30/2022	Journal Entry	Bank balance (1275)		interest earned Trustee Fund	New TRUSTEE Fund (1596)	R	0.15	6,316.21
06/30/2022	Journal Entry	Bank balance (1276)		BHCW in mem D Conklin amaz inv	New TRUSTEE Fund (1596)	R	-15.29	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
09/30/2022	Deposit	INTEREST		Interest Earned	New TRUSTEE Fund (1596)	R	1.81	11,303.12
10/03/2022	Journal Entry	Bank balance (1307)		1/2 Fall Booksale Proceeds - Undesignated	New TRUSTEE Fund (1596)		349.67	11,652.79
10/27/2022	Bill Payment (Check)	1009	Baker & Taylor	Acct# 303364 L210401 3 B00000	New TRUSTEE Fund (1596)		-50.39	11,602.40
Total for New TRUSTEE Fund (1596)							\$6,136.40	
TOTAL							\$6,136.40	

Town of Ballston Community Library

Statement of Activity by Class

January - October, 2022

	CAP IMP (1643) Rm	HISTORY BALANCE (1567)	FUND TRUSTEE FUND (1596)	GEN CKING (1164)	Budget	TOTAL
Revenue						
BALLSTON TAXES						
17.1001.41.000.0.000 Real Property Taxes				619,773.14	619,773.00	619,773.14
Total BALLSTON TAXES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 619,773.14	\$ 619,773.00	\$ 619,773.14
CHARLTON LIBRARY SVCS						
17.2360.41.000.0.000 Library Services to Other Governments				34,500.00	52,900.00	34,500.00
Total CHARLTON LIBRARY SVCS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,500.00	\$ 52,900.00	\$ 34,500.00
LIBRARY CHARGES						
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees				1,580.02	3,000.00	1,580.02
17.2082.41.005.0.000 LIBRARY CHARGES - Fines				4,597.07	10,868.00	4,597.07
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials				1,184.87	1,544.00	1,184.87
Total LIBRARY CHARGES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,361.96	\$ 15,412.00	\$ 7,361.96
LIBRARY SYSTEM GRANTS						
17.2760.41.001.0.000 Library System Grants - LL&A				3,194.00	1,960.00	3,194.00
Total LIBRARY SYSTEM GRANTS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,194.00	\$ 1,960.00	\$ 3,194.00
MISC REVENUE						
17.2401.41.000.0.000 INTEREST & EARNINGS		44.22	3.07	0.25		47.54
17.2705.41.000.0.000 Gifts / Donations / Reimbursements			6,247.83	2,783.51		9,031.34
17.2770.41.000.0.000 Other Unclassified Revenues				2,240.00		2,240.00
Total MISC REVENUE	\$ 0.00	\$ 44.22	\$ 6,250.90	\$ 5,023.76	\$ 0.00	\$ 11,318.88
Total Revenue	\$ 0.00	\$ 44.22	\$ 6,250.90	\$ 669,852.86	\$ 690,045.00	\$ 676,147.98
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)				4,009.65	2,300.00	4,009.65
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)				2,589.18	3,600.00	2,589.18
17.9060.58.054.0.000 HEALTH INS OPT OUT				1,453.83	3,600.00	1,453.83
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)				15,180.34	8,884.00	15,180.34
Total BENEFITS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,464.01	\$ 60,714.00	\$ 34,464.01

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	TRUSTEE FUND (1596)	Library Gen Cking (1164)	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	121,067.81					121,067.81
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 121,067.81	\$ 0.00	\$ 0.00	\$ 7,755.73	\$ 9,000.00	\$ 128,823.54
LIBRARY MATERIALS						0.00
17.7410.54.034.0.000 LIBRARY MATERIALS - Print			114.50	46,456.30	60,000.00	46,570.80
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				7,164.21	9,000.00	7,164.21
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials				11,239.26	16,000.00	11,239.26
Total LIBRARY MATERIALS	\$ 0.00	\$ 0.00	\$ 114.50	\$ 71,981.07	\$ 92,100.00	\$ 72,095.57
LIBRARY PERSONNEL SERVICES						0.00
17.7410.51.030.0.000 CERTIFIED LIBRARIANS				135,616.54	174,716.00	135,616.54
17.7410.51.031.0.000 CLERICAL STAFF				113,975.76	142,956.00	113,975.76
17.7410.51.032.0.000 PAGES				15,560.82	27,456.00	15,560.82
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)				20,769.45	26,402.00	20,769.45
Total LIBRARY PERSONNEL SERVICES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 285,922.57	\$ 371,530.00	\$ 285,922.57
OFFICE EXPENSES						0.00
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS				3,148.17	4,000.00	3,148.17
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS				2,874.34	3,800.00	2,874.34
17.7410.54.041.0.000 POSTAGE / MAILINGS				357.10	400.00	357.10
17.7410.54.042.0.000 PUBLICITY / Promotion				281.95	883.00	281.95
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS				8,785.71	12,500.00	8,785.71
Total OFFICE EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,447.27	\$ 21,583.00	\$ 15,447.27
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				1,693.11		1,693.11
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.)				16,400.86	17,500.00	16,400.86
17.7410.54.010.0.000 Professional Services - IT (SALS)				15,728.67	22,795.00	15,728.67
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS				2,817.18	5,000.00	2,817.18
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING				2,014.16	4,000.00	2,014.16

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	TRUSTEE FUND (1596)	Library Gen Cking (1164)	Budget	TOTAL
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				22,950.00	27,540.00	22,950.00
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				734.80	500.00	734.80
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M				9,656.37	23,575.00	9,656.37
17.7410.54.049.0.000 Uncategorized Expenditure				103.21		103.21
17.7410.54.077.0.000 TRASH REMOVAL SERVICES				879.12	1,000.00	879.12
Total OPERATION EXPENSE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 91,012.01	\$ 121,108.00	\$ 91,012.01
SPECIAL ITEMS						0.00
17.1320.54.007.0.000 AUDITOR - Professional Services (Library)					5,000.00	
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library				12,026.21	8,010.00	12,026.21
17.1990.54.000.0.0020 CONTINGENCY BUDGETING ACCOUNT -Library					1,000.00	
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)				125.00		125.00
Total SPECIAL ITEMS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,151.21	\$ 14,010.00	\$ 12,151.21
Total Expenditures	\$ 121,067.81	\$ 0.00	\$ 114.50	\$ 518,733.87	\$ 690,045.00	\$ 639,916.18
Total Gen Cking Revenue / Budget				\$669,852.86	\$690,045.00	
Total Gen Cking Expenses / Budget				\$518,733.87	\$690,045.00	

Monday, Oct 24, 2022 07:53:08 AM GMT-7 - Accrual Basis

Town of Ballston Community Library Director's Report

October 2022

Circulation Statistics

September 2022

Circulation Statistics	Current Month	2022 To Date	2021 Total
Items Added to Collection	385	3,563	4,308
Number of Physical Items Circulated	8,138	73,203	84,190
Overdrive/Libby Circulation	1,027	9,216	12,218
Hoopla Circulation	428	4,493	4,907
New Patron Registrations	30	400	274
Curbside Appointments	7	81	1,991
Patrons in the Building	3,968	31,491	20,677

Programs & Events

September 2022

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2022 Total	Participants 2022 Total	Number Offered 2021 Total	Participants 2021 Total
Preschool	18	338	135	2,440	143	2,002
Elementary	5	69	47	879	54	802
Teen	2	4	19	295	19	336
Adult	4	29	33	307	42	595
Family	3	144	30	2,196	138	2,918
Outreach	3	73	62	2,452	7	296
TOTALS	61	1,496	278	7,912	403	6,949

Youth Services Programming: The Youth Services staff are finalizing their winter program planning at this time. For the month of October, we held our 4 weekly story times, 6 book clubs, a STEM challenge, a Guess the Character Contest, a Teen craft, a Grab 'N Go Craft, an Elementary craft, a story crafters program, and a special Saturday story time. The Kindergarten classes from Stevens visited the library near the end of the month. They had a tour, a short story time, and got to check items out on their brand-new library cards.

Adult Programming: Adult Services held 4 programs in September with 12 attendees. Casual Adult Scrabble is gaining a following. October saw a mix of new programs, and returning favorites. Sorella Spa started hosting a fitness class, we had Paint with Patrice, which was an instructional painting class, and then a perennial favorite, Cookie Decorating with Julie Paul, and the 3 Library Book Clubs.

Organizational Goals

Financials

Account Balances Chart

Account Name	Status	Balance
Fund Balance Account	(xxx1567)	\$260,538
Operating Account	(xxx1164)	\$229,309
Trustees Account	(xxx1596)	\$11,303
Capital Account	(xxx1643)	\$68,128
Petty Cash Account	(xxx1543)	\$343
Petty Cash On Hand	Lock Box	\$58
Circulation Tray	Tray	\$75

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

Staff & Volunteers

Facility Update

- 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 October 11 and 24. The project is expected to be completed by early November.
- ProCut will be doing a full fall clean up of the lawn and the front garden. The Library met with the Rotary to discuss gardening options also.

Technology

September 2022

Technology Statistics	Current Month	2022 to Date	2021 Total
Public Computer Sessions	119	1,163	777
WiFi Sessions (unique users)	675	5,086	5,580

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	10/25/2022	7.6%

*Saratoga County Percent Positive 7 Day Results per NYS

Meetings & Professional Development

- **Rebecca Verhayden Darling, Director:** SALS: League of Extraordinary Directors 9/27, DRI/NY Forward Webinar: Project Development 9/27, Board of Trustees 9/28, DRI/NY Forward Webinar: Implementation of a Revitalization Plan 10/1, BH-BL BPA Meeting 10/5, NYSED Webinar: Media Literacy, Tech Mentoring, and Peer Learning 10/7, Construction Meeting 10/11, Town of Ballston 10/11, Town of Charlton 10/11, NYLA: Engaging Millennials as Friends Volunteers 10/13, BH Forward 10/18, Construction Meeting 10/24, Charlton Town Board 10/24
- **Alyssa Harvey, Head of Youth Services:** Board of Trustees 9/28
- **Jenn Richard, Head of Adult Services:** Board of Trustees 9/28, Construction Meeting 10/24

Rebecca Verhayden Darling, Director 10/25/2022

The digital signature on this message can't be verified. This message has a digital signature, but it wasn't verified because the S/MIME extension isn't installed. Please contact your IT administrator for help installing the extension.

SZ Shaun Zepf <shaun@hometownturf.com>
To: Darling, Rebecca

Sun 10/16/2022 4:19 PM

Hi Rebecca,

I was able to run the numbers on the two projects we discussed.

The cleanup, mulching and planting around the main entrance would be \$1650-1850. This would include removing most every plant except for the hostas and a couple of bushes. Also included would be cleaning out the weeds and old mulch as well as decreasing the landscape bed on the left side and seeding the area. Included in the price is a \$400 plant budget.

The removal of the beds around the building, grading and seeding would be \$3100-3300. This would include removal of all bushes, plants, grasses, weeds. The 4 burning bushes would stay. Approximately 6 yards of topsoil would be added, graded and seeded and straw would be placed on top.

If you have any questions, please let me know. Take care and have a great day!

Shaun Zepf
Hometown Turf Lawn Care
shaun@hometownturf.com
518-338-7486

Pro-Cut Landscape Services Inc.
PO Box 341
Burnt Hills, NY 12027

Proposed Snowplowing Contract For The Town of Ballston Community Library

Location: 2 Lawmar Lane
Burnt Hills, NY 12027

Dates of Contract: Nov. 1, 2022 - April 1, 2023

Contract to include the following services:

Snowplowing

1. Lot to be serviced as a preferred commercial property.
2. Snow to be cleared and/or salted per snow event.
3. Lot salted as needed.
4. Snow removal can be done upon request for additional charge, above contract.

Notes: Contractor is fully insured and will maintain proper coverage.
Contractor cannot assume responsibility of scratches on curbs or asphalt surfaces.

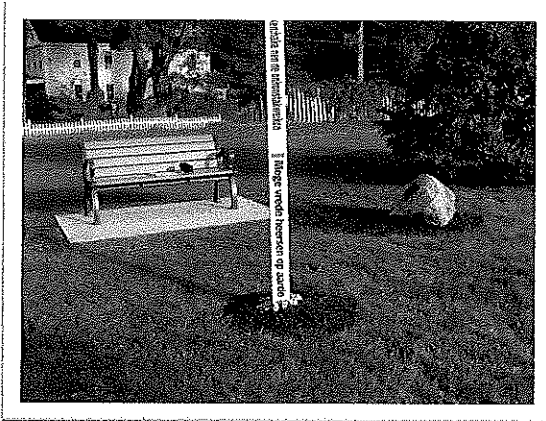
Contract

Above work will be performed for **\$6,790.00**
Payments made in 2 equal installments of **\$3,395.00**
Due on the 1st of the month. 11/1/22 and 1/1/23
A 2% finance charge will be compounded to any invoice which is 30 days past due

Terms of Agreement: Please sign and return this agreement. A copy will be returned to you for your records. By signing this agreement, you state that you are the owner or representative of the property listed above.

Contractor Date_____

Owner/Representative Date_____



LANDSCAPE PROPOSAL

Proposal:

The Peace Pole Committee of the Burnt Hills-Ballston Lake Rotary Club request permission from the BOARD of the Town of Ballston Community Library to:

Create a flagstone patio which would encompass the bench, the rock and the Peace Pole and to do some light landscaping around the rock.

Reason:

1. We feel that left as it is, the area creates a problem for the mowers to get around all three individual elements of the area. A patio would make one large area to mow around.
2. We feel that it would enhance the appearance of the area by creating an inclusive unity of design.
3. We have the unique opportunity to use flagstone which was original to the property of the historic home of painter William Bliss Baker known as "The Castle" on Ballston Lake. (A copy of one of Baker's paintings hangs in the library...gift of current owner.)

Process: The work will be done by Rotarians with the possibility of some hired help

1. Removal of grass in a 12ft.x12ft rounded area (approximate size)
2. Layer of garden cloth to prevent weed growth
3. Layer of gravel/sand
4. Placement of flagstones
5. Peace Pole will be secured in cement at some future date

