

**Town of Ballston Community Library
Board of Trustees Meeting Agenda
November 30, 2022**

- 1) Call to order**
- 2) Minutes of October 26, 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) Personnel
 - d) 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
 - f) Rotary Proposal
 - g) Landscaping Proposal
 - h) Trustee Vacancy
 - i) Wellness Hours
- 9) New Business**

*Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.)
Please state your name, address, and the resolution number you are referring to when speaking.*

- a) **RESOLUTION 22-080** Consider approving Saratoga Arts' Art in Public Places Program Venue Agreement for 2023 and 2024.

- b) **RESOLUTION 22-081** Consider setting a public hearing for Chapter 56 Section 103-a, permitting the Town of Ballston Community Library to adopt a resolution authorizing the limited use of video conferencing for Wednesday, December 28 at 6:45 PM.
- c) **RESOLUTION 22-082** Consider approving Sidewalk Snow Removal contract for 2022-2023 season with Hometown Turf in the amount of \$5300.00
- d) **RESOLUTION 22-083** Consider approving monthly Transition Status Report to the Town of Ballston.
- e) **RESOLUTION 22-084** Consider approving a Wellness Hours Pilot Program from 1/1/2023-7/1/2023.

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

10) Adjournment

November Voucher Signer: Julia Stone

Charlton Town Board Meeting: Monday, December 12 at 7:30 PM

Ballston Town Board Meeting: Tuesday, December 13 at 6:30 PM

December Voucher Signer: Carolyn Speenburgh

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

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

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

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

Town of Ballston Representative – []Michael Carota

Town of Charlton Representative – []Chris Tasse

Minutes of September 28, 2022: On a motion by Jennifer Redinger with second by Philip Du, the minutes of the September 28, 2022 monthly meeting were approved as amended.

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

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

Approval of Bills: The October bills, reviewed by Kate Schofield, were unanimously approved on a motion by Sue Tomlinson, with second by Philip Du.

Librarians' Reports: See attached.

Reports of Committees:

Policy: No report.

Budget & Finance: The Town of Ballston will finalize their budget on November 9. Charlton will finalize theirs on November 14.

Town Liaisons: No reports.

Unfinished Business:

Reopening Plan Update: No change.

Local History & Lighting Construction Project: We have been awarded a second grant from New York State to provide funding for the \$39,000 lighting upgrade in the second story of the library. Gallo has asked for a punch list so they can proceed toward finalizing construction.

Ballston Legislation & Transition: No update.

Saratoga Arts: The proposed contract with Saratoga Arts has been sent to our attorney, Cole Adams, who is reviewing it and will give her feedback.

Open Meetings Law: We will need a policy to specify extraordinary circumstances under which a Trustee may attend a meeting virtually. The Policy Committee will meet to discuss.

New Business:

Snow Removal Contract: We were happy with Pro-Cut's services for removal in 2021-2022 and will consider passing a resolution to again retain their services in 2022-2023.

Garden Clean-up: Clean-up of the library gardens was undertaken in the spring, but weeds have returned. Rotary does not wish to resume care for the gardens except around the digital sign. We have a quote for \$3,100-\$3,300 to do work on the side lawn facing Lawmar to remove flowers, trim back bushes, and seed with grass seed next spring, 2023. Director Darling will secure more estimates to consider in the November Board Meeting.

Rotary Proposal: Trustees reviewed a proposal from the Burnt Hills/Ballston Lake Rotary Club to create a flagstone patio around the bench, the rock, and the Peace Pole. Director Darling feels that it is a very nice offer, but is concerned about the flagstones creating a slip hazard when wet or snow-covered, about maintenance of the flagstones, and the possibility of heaving.

Trustee Vacancy: Trustee Jennifer Redinger is moving to the Town of Charlton, and will no longer be eligible to continue as Library Trustee. Trustees discussed re-opening the search and reaching out to recent applicants.

Wellness Hours: As suggested by Director of SALS, Sara Dallas, during her recent visit, Director Darling presented information about a program being instituted at some public libraries to offer employees "Wellness Hours" on a quarterly basis. Employees could secure paid time-off from work to attend to mental or physical wellness needs. The hours must be pre-scheduled and receive permission of a supervisor. Staff does not have to give a reason for the time-off request. The Personnel Committee will meet to consider.

Trustee Training: President Stone reminded trustees of a webinar on Roberts Rules on October 27, 2022. Director Darling mentioned that ALA offers a Trustee Academy of 6 webinars. She will send information about registering.

Hybrid Meeting Options: The Policy Committee will meet to discuss an Extraordinary Circumstance policy under which a trustee would be permitted to attend a Board meeting virtually.

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

None.

RESOLUTION 22-076: Consider approving monthly Transition Status Report to the Town of Ballston. Motion was made by Philip Du, seconded by Julia Stone, and passed with all in favor.

RESOLUTION 22-077: Consider entering into a contract with Pro-Cut Landscaping Services, Inc. for November 1, 2022-April 1, 2023 for snow removal at a cost of \$6,790. Motion was made by Sue Tomlinson, seconded by Jennifer Redinger, and passed unanimously.

RESOLUTION 22-078: Consider accepting the resignation of Trustee Jennifer Redinger effective November 14, 2022. Motion was made by Julia Stone and seconded by Kate Schofield. It passed unanimously.

RESOLUTION 22-079: Consider approving an additional \$1,000 from the Library Fund Balance for the Southern Adirondack Library System's eContent. Motion was made by Sue Tomlinson, seconded by Jennifer Redinger, and passed with all in favor.

Privilege of the floor on any topic:

Trustee Redinger expressed sadness at having to resign as Trustee. She was thanked for her service, and will be missed.

Adjournment: At 8:07 p.m., on a motion by Jennifer Redinger with second by Philip Du, trustees voted with all in favor to adjourn the meeting.

Town of Ballston Community Library Director's Report

November 2022

Circulation Statistics

October 2022

Circulation Statistics	Current Month	2022 To Date	2021 Total
Items Added to Collection	316	3,879	4,308
Number of Physical Items Circulated	8,804	82,007	84,190
Overdrive/Libby Circulation	1,052	10,268	12,218
Hoopla Circulation	475	4,968	4,907
New Patron Registrations	79	479	274
Curbside Appointments	13	93	1,991
Patrons in the Building	3,581	35,072	20,677

Programs & Events

October 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	399	153	2,839	143	2,002
Elementary	7	98	54	977	54	802
Teen	2	3	21	298	19	336
Adult	8	45	41	352	42	595
Family	2	140	32	2,336	138	2,918
Outreach	3	112	65	2,564	7	296
TOTALS	40	797	366	9,366	403	6,949

Youth Services Programming: Youth Services staff is looking ahead to January and has started planning our 2023 programs. For the month of November, we offered our 4 weekly story times, a Saturday story time, a Kid's Craft program, two Origami programs, a Story Crafters program, a Grab 'N Go craft, a Shredded Book Contest, and 6 book clubs

Adult Programming: Adult Programming is going strong up to the end of the year. Photo Backdrops are back by popular demand, along with our book clubs, Scrabble, puzzles, and a Red Cross Blood Drive in December. Spring program planning has begun!



Organizational Goals

- The Policy Committee met to review New York State Open Meetings Law policies on November 2, 2022.

Financials

Account Balances Chart

Account Name	Status	Balance
Fund Balance Account	(xxx1567)	\$260,539
Operating Account	(xxx1164)	\$178,870
Trustees Account	(xxx1596)	\$11,655
Capital Account	(xxx1643)	\$39,893
Petty Cash On Hand	Lock Box	\$58
Circulation Tray	Tray	\$75

Summary of Library Funds and Accounts Holding those Funds as 31 October 2022. All Library funds are held in Library held accounts as of 16 June 2022.

Staff & Volunteers

- The Friends of the Library are holding several upcoming events and are looking for volunteers. They are participating in the BH-BL BPA Holiday Drive Through on November 29 from 6:00 PM – 7:15 PM at the High School. They are also planning for Library Mini Golf to return in February 2023. A BHBL Dinner Fundraiser in March 2023, Spring Fling Raffle Baskets April 2023 and the Spring Book Sale in May 2023.
- Angelo Aldi is now a substitute page and Mary Hayden is back to working normal library page hours.

Facility Update

- Work on the Local History Room and LED lighting project is in the punch list stage. The new LED fixtures have been installed and the Local History Room is complete. We are still waiting on final furniture pieces from one vendor.
- While the upstairs was closed to the public we took the opportunity to rearrange the shelving and seating areas to provide more table workspaces on the second floor.
- The thermostats have been relocated and four were replaced with new units.
- The Fall Clean Up of the property is complete.
- We are soliciting quotes for the side garden clean up in Spring 2023.

Technology

October 2022

Technology Statistics	Current Month	2022 to Date	2021 Total
Public Computer Sessions	116	1,279	777
WiFi Sessions (unique users)	656	5,742	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	11/28/2022	5.2%

*Saratoga County Percent Positive 7 Day Results per NYS

Meetings & Professional Development

- **Rebecca Verhayden Darling, Director:** NYSED: Open Meetings Law Webinar 10/25, SALS League of Extraordinary Directors 10/26, Board of Trustees 10/26, Policy Committee 11/2, UHY 11/7, Mid-Hudson Library System: Effective Meetings Utilizing Parliamentary Procedure 11/8, SALS: JA Council 11/9, Town of Charlton 11/14, BH Forward 11/15, SALS Directors Council 11/16, SALS Word Press Accessibility 11/17
 - **NYLA Conference:** Leading Locally: Contributing to Your Community 11/2, Keynote Address: The Beautiful Revolutionary Future 11/3, 1st Amendment Audits at Your Library 11/3 Innovations in Sustainable Libraries 11/4, Library Marketing in a Changing World 11/4, Warp, Weft, Board, Director 11/4 Inaugural Awards Banquet 11/4, Marketing for Small Libraries 11/5, You've Got Mail: Services to Homebound Patrons 11/5
- **Alyssa Harvey, Head of Youth Services:** Board of Trustees 10/26
 - **NYLA Conference:** NYLA Conference Curators Meeting 11/2, NYLA YSS Board Meeting 11/2, NYLA Ann Gibson Scholarship Reception 11/2, NYLA Membership Meeting 11/3, NYLA Keynote Address 11/3, NYLA Beyond Baby and Me 11/4, NYLA YSS Empire State Award Luncheon 11/4, NYLA Think Outside the Book 11/4, NYLA Inaugural Awards Banquet 11/4, NYLA Intellectual Freedom Breakfast 11/5, NYLA YSS Table Talks 11/5, NYLA Blurring the Line Between Collections and Program 11/5, and NYLA YSS Booth Coverage.
- **Jenn Richard, Head of Adult Services:** Board of Trustees 10/26
 - **NYLA Conference:** Keynote Address: The Beautiful Revolutionary Future 11/3, Keeping It Friendly: Connecting Staff and Friends 11/4, Easy and Secure Remote Printing 11/4, Warp, Weft, Board, Director 11/4 Inaugural Awards Banquet 11/4, Intellectual Freedom Breakfast 11/5, Marketing for Small Libraries 11/5, RAC Vision Plan 11/5
- **Terry Riley, Account Clerk:** UHY 11/7
- **Julia Stone, Trustee:** Mid-Hudson Library System: Effective Meetings Utilizing Parliamentary Procedure

Rebecca Verhayden Darling, Director 11/28/2022

Town of Ballston Community Library

Abstract

As of November 30, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Alyssa Harvey				
11/05/2022	11.5.2022	4 trips to/from NYLA conference	87.00	Bill
Total for Alyssa Harvey			\$87.00	
Amazon-pay by invoice				
10/15/2022	1CKN-4R6K-XKPP	billing period 9/15/2022-10/14/2022	1,345.21	Bill
11/15/2022	17HM-FLWX-3RGX	billing period 10/15/22-11/14/22	479.26	Bill
11/30/2022	1NNL-49YP-XRD	credit billing period 9/15/2022-10/14/2022	-23.49	Vendor Credit
Total for Amazon-pay by invoice			\$1,800.98	
Amazon.com				
10/31/2022	485468843933	Youth Programs supplies	24.95	Bill
10/23/2022	975643969446	Youth Programs supplies	39.96	Bill
10/21/2022	577936768856	Youth Programs supplies	74.10	Bill
10/10/2022	645634336755	youth program supplies	5.71	Bill
10/22/2022	986393858699	Youth Programs supplies	4.29	Bill
Total for Amazon.com			\$149.01	
Baker & Taylor 800-340-5370				
11/25/2022	5017991881	39 books	533.64	Bill
10/06/2022	5017973000	24 books	319.60	Bill
10/06/2022	5017975521	63 books	1,046.16	Bill
10/18/2022	5017983457	22 books	320.87	Bill
11/02/2022	5018020051	28 books	391.39	Bill
11/03/2022	5017998110	65 books	728.13	Bill
11/04/2022	5018004000	23 books	299.82	Bill
10/04/2022	0003271349	1 book - 150 years racing.....	-19.35	Vendor Credit
Total for Baker & Taylor			\$3,620.26	
Ballston Spa Library				
11/10/2022	11.10.2022	Ballston Spa lost bk pd @ BUR	12.95	Bill
Total for Ballston Spa Library			\$12.95	
Brodart Co. 800-233-8467				
10/30/2022	M102076	McNaughton Feb 2023 through Jan 2024; 2% discount for early pay 2023 exp \$1924.23 2024 exp \$174.93	2,099.16	Bill
Total for Brodart Co.			\$2,099.16	
Butler Rowland Mays Architects, LLP (518) 885-1255				
11/14/2022	Inv# 9	billing period 8/10/2022-11/14/2022 PAY FROM CAP IMP FUND - History Room expense	2,255.00	Bill
Total for Butler Rowland Mays Architects, LLP			\$2,255.00	

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
CDPHP				
11/12/2022	223160036458	Dec 2022 A Harvey & R Darling Med/Dental; Dec 2022 J Kaplan Dental	1,294.14	Bill
Total for CDPHP			\$1,294.14	
Cengage Learning Inc. / Gale 248-699-4253				
11/07/2022	79622505	3 books	69.74	Bill
11/08/2022	79627497	7 books	194.93	Bill
11/09/2022	79633171	6 books	162.69	Bill
11/09/2022	79633604	6 books	164.19	Bill
11/11/2022	79644720	6 books	150.69	Bill
11/11/2022	79643742	2 books	52.48	Bill
10/19/2022	79504931	2 books	50.23	Bill
10/20/2022	79512999	4 books	88.50	Bill
10/24/2022	79535921	1 book	28.49	Bill
10/24/2022	79536263	2 books	57.73	Bill
10/24/2022	79537316	1 book	28.49	Bill
Total for Cengage Learning Inc. / Gale			\$1,048.16	
Darling, Rebecca2				
11/16/2022	11.16.2022	mileage reimb 6 trips 10/31/2022 thru 11/16/2022	114.87	Bill
Total for Darling, Rebecca2			\$114.87	
Demco Inc. (800) 752-7614				
11/09/2022	7216943	labels and display	144.46	Bill
Total for Demco Inc.			\$144.46	
EBSCO 732-542-8600				
11/04/2022	9237399	2023 magazine renewals	1,669.39	Bill
Total for EBSCO			\$1,669.39	
ELM USA, Inc.				
11/01/2022	53601	Oct 2022 usage	25.00	Bill
Total for ELM USA, Inc.			\$25.00	
Highmark BlueShield of Northeastern New York				
11/09/2022	223130048634	Dec 2022 J Kaplan medical prem	201.00	Bill
Total for Highmark BlueShield of Northeastern New York			\$201.00	
Hometown Turf - Shaun Zepf (518) 338-7486				
11/17/2022	5711	2022-23 sidewalks snow removal - Nov 2022 thru Mar 2023	5,300.00	Bill
Total for Hometown Turf - Shaun Zepf			\$5,300.00	
HOOPLA by Midwest Tape				
10/31/2022	502902572	Hoopla Oct 2022	1,000.78	Bill
Total for HOOPLA by Midwest Tape			\$1,000.78	
Julie Paul				
10/18/2022	10.18.22	cookie decorating program	300.00	Bill
Total for Julie Paul			\$300.00	
Krizan, Kimberly				
11/21/2022	11.21.22	4 classes Tone & Fit	160.00	Bill
Total for Krizan, Kimberly			\$160.00	
Midwest Tape, LLC				

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
800-875-2785				
10/28/2022	502883386	11 DVD/ADB	395.39	Bill
11/03/2022	502911254	8 DVD/ADB	322.42	Bill
11/11/2022	502941196	6 DVD/ADB	193.69	Bill
10/18/2022	502832261	8 DVD/ADB	319.92	Bill
10/21/2022	502854497	15 DVD/ADB	631.10	Bill
Total for Midwest Tape, LLC			\$1,862.52	
MJ ENGINEERING AND LAND SURVEYING, P.C. (518) 371-0799				
10/14/2022	Inv# 2	Cap Imp Fund - Proj MJ1078.064 - svcs 9/12, 9/14, 9/19, 9/26 Library construction admin	725.00	Bill
11/17/2022	Inv# 3	Cap Imp Fund - Proj MJ1078.064 - svcs 10/11 & 10/24, Library construction admin	300.00	Bill
Total for MJ ENGINEERING AND LAND SURVEYING, P.C.			\$1,025.00	
Nature's Way Pest Control 518-745-5958				
11/21/2022	625583	svc 11.21.2022	78.00	Bill
Total for Nature's Way Pest Control			\$78.00	
NightRider Janitorial Services (518) 782-9999				
11/01/2022	NOV22127	Nov2022 library cleaning	2,295.00	Bill
Total for NightRider Janitorial Services			\$2,295.00	
NYS & Local Retirement System				
11/09/2022	51521ERS-2023	2023 annual invoice allocation period 1/1/2022-3/31/2022 chg to 2023 budget	5,227.00	Bill
11/15/2022	30180ERS-2023	2023 annual invoice period 1/1/2021-12/31/2021 billed via Town location code 30180	18,562.48	Bill
11/01/2022	07036	initial participation cost Inv#07036 - chg to 2023 & 2024 budgets - credit toward 51521ERS2024 invoice -	35,411.00	Bill
Total for NYS & Local Retirement System			\$59,200.48	
Palmieri Furniture Limited				
08/24/2022	104055066	Cap Imp Fund - History Room shelving, delivery & installation; invoice received 10.31.2022.	25,859.64	Bill
Total for Palmieri Furniture Limited			\$25,859.64	
Sanico, Inc. (607) 773-0321				
10/14/2022	273720	dispenser paper towels & handsoap; TP	310.76	Bill
Total for Sanico, Inc.			\$310.76	
Sebco (800) 223-3251				
11/04/2022	208085	56 books	1,204.76	Bill
Total for Sebco			\$1,204.76	
Simmons Elevator Co. 518-882-1445				
10/01/2022	45091	elevator maint Oct, Nov, Dec 2022; elevator battery - emerg alarm/light	450.79	Bill
Total for Simmons Elevator Co.			\$450.79	
Southern Adirondack Library System 518-584-7300				
11/03/2022	BUR 1132022	malwarebytes endpoint protection - 1 additional license	7.64	Bill

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
11/16/2022	BUR 11162022	VLA Office Pro Plus 2021 all languages-qty1	60.67	Bill
11/21/2022	BUR 11212022	CASSIE Renewal 13 PAC 12/15/2022-12/14/2023	325.90	Bill
11/01/2022	2022-10BUR	Oct 2022 monthly fee/circulation renewals	1,747.63	Bill
10/27/2022	BUR 10272022	overdrive additional 2022 contribution	1,000.00	Bill
Total for Southern Adirondack Library System			\$3,141.84	
Staples				
10/12/2022	3520295750	HP 201X black toner	68.14	Bill
10/18/2022	3520718085	1 case paper towels	49.34	Bill
10/18/2022	3520718084	HP414Xmagenta, HP414Xyellow; AA batteries, 2023 wall calendar	345.99	Bill
Total for Staples			\$463.47	
Twin Bridges Waste & Recycling (518) 267-3400				
11/01/2022	Nov2022	Nov 2022 svc	74.75	Bill
Total for Twin Bridges Waste & Recycling			\$74.75	
UHY Advisors, Inc.				
11/11/2022	6204242693	svcs June 2022 thru Oct 2022	5,187.50	Bill
Total for UHY Advisors, Inc.			\$5,187.50	
Zoobean Inc 412.532.6267				
11/12/2022	27113	year 1 of 3 - Beanstack Plus 12/12/2022 to 12/11/2023	795.00	Bill
Total for Zoobean Inc			\$795.00	
TOTAL			\$123,231.67	

Town of Ballston Community Library

Statement of Activity by Class

January - November, 2022

	CAP IMP (1643) History Rm	FDIC 5150 (Fund Bal)	FUND BALANCE (1567)	TRUSTEE FUND (1596)	GEN CKING (1164)	2022 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	\$ 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	\$ 0.00	\$ 34,500.00	\$ 52,900.00	\$ 34,500.00
LIBRARY CHARGES							
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees				1,688.36		3,000.00	1,688.36
17.2082.41.005.0.000 LIBRARY CHARGES - Fines				4,609.57		10,868.00	4,609.57
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR				1,277.78		1,544.00	1,277.78
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR				0.00			0.00
Total LIBRARY CHARGES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,575.71	\$ 15,412.00	\$ 7,575.71
LIBRARY SYSTEM GRANTS							
17.2760.41.001.0.000 Library System Grants - LLSA				3,194.00		1,960.00	3,194.00
Total LIBRARY SYSTEM GRANTS	\$ 0.00	\$ 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		19.79	49.10	5.05	0.25		74.19
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					2,335.92		2,335.92
Total MISC REVENUE	\$ 0.00	\$ 19.79	\$ 49.10	\$ 6,252.88	\$ 5,119.68	\$ 0.00	\$ 11,441.45
Total Revenue	\$ 0.00	\$ 19.79	\$ 49.10	\$ 6,252.88	\$ 670,162.53	\$ 690,045.00	\$ 676,484.30
Gross Profit	\$ 0.00	\$ 19.79	\$ 49.10	\$ 6,252.88	\$ 670,162.53	\$ 690,045.00	\$ 676,484.30
Expenditures							
BENEFITS							
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION				24,894.11		37,200.00	24,894.11
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)				4,115.95		2,300.00	4,115.95
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)				2,824.56		3,600.00	2,824.56
17.9060.58.054.0.000 HEALTH INS OPT OUT				1,592.29		3,600.00	1,592.29
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)				16,157.38		8,884.00	16,157.38
Total BENEFITS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 54,483.67	\$ 60,714.00	\$ 54,483.67

	CAP IMP (1643) History Rm	FDIC 5150 (Fund Bal)	FUND BALANCE (1567)	TRUSTEE FUND (1596)	GEN CKING (1164)	2022 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					25,245.00	27,540.00	25,245.00
17.7410.54.040.0.000 CUSTODIAL SUPPLIES					2,219.85	2,998.00	2,219.85
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT					269.73	200.00	269.73
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT					759.80	500.00	759.80
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M					4,050.16	23,575.00	4,050.16
17.7410.54.049.0.000 Uncategorized Expenditure					103.21		103.21
17.7410.54.077.0.000 TRASH REMOVAL SERVICES					953.87	1,000.00	953.87
Total OPERATION EXPENSE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 103,889.44	121,108.00	\$ 103,889.44
SPECIAL ITEMS							
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA					5,187.50	5,000.00	5,187.50
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	
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	\$ 0.00	\$ 17,338.71	14,010.00	\$ 17,338.71
Total Expenditures	\$ 150,207.45	\$ 0.00	\$ 0.00	\$ 114.50	\$ 598,363.33	690,045.00	\$ 748,685.28
Net Operating Revenue	\$ 150,207.45	\$ 19.79	\$ 49.10	\$ 6,138.38	\$ 71,799.20	0.00	\$ 72,200.98
Net Revenue	\$ 150,207.45	\$ 19.79	\$ 49.10	\$ 6,138.38	\$ 71,799.20	0.00	\$ 72,200.98

Town of Ballston Community Library
Check Detail / EARLY PAYS
November 1-15, 2022

11000 BSNB LIBRARY General Fund (1164)	Date	Transaction Type	Num	Name	Memo/Description	Amount
	11/07/2022	Bill Payment (Check)	365	NATIONAL GRID	Acct# 02461-44007	\$2,279.59
	11/14/2022	Bill Payment (Check)	367	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	\$279.94
	11/15/2022	Bill Payment (Check)	368	NATIONAL GRID	Acct# 02461-44007	\$2,238.03
	11/15/2022	Check	369	VISA	11.1.2022 Visa 2867	\$374.90
TOTAL						\$5,172.46

Tuesday, Nov 15, 2022 11:01:13 AM GMT-8

TRUSTEES FUNDS SUMMARY (XXX1596)**11/28/2022 12:56****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	\$5,629.98
TOTAL	\$11,604.38

TOB Library NEW Trustee Account (xxx1596)

11/28/2022 12:57

Date	Check Number	Description	Fund	With- drawal Amount	clrd	Deposit Amount	Account Balance
1.18.2022	2224	in mem R Glasser (donor Haluska)	Glasser		✓	\$50.00	\$5,466.25
1.18.2022	multiple	in mem C Brower (multi donors)	Brower		✓	\$345.00	\$5,516.25
1.25.2022	1183	in mem R Glasser (donor Landgraf)	Glasser		✓	\$40.00	\$5,861.25
1.31.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,901.25
2.28.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,901.39
2.24.2022	1007	Amazon Feb2022 invoice	BHWC	\$16.22	✓	\$0.14	\$5,901.53
2.24.2022	1007	Amazon Feb2022 invoice	Glasser	\$32.60	✓	\$16.22	\$5,885.31
3.1.2022	5230	VanValkenberg check	BHWC		✓	\$0.15	\$5,852.71
3.31.2022		interest earned	UNDESIGNATED		✓	\$0.15	\$5,868.93
4.29.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,869.08
5.31.2022		interest earned	UNDESIGNATED		✓	\$0.15	\$5,869.22
6.7.2022	621	spring2022 FOL book sale	UNDESIGNATED		✓	\$311.40	\$5,869.37
6.7.2022	1634	in mem D Conklin	Conklin		✓	\$120.00	\$6,180.77
6.21.2022		VanValkenberg check - Conklin	BHWC		✓	\$15.29	\$6,300.77
6.30.2022		interest earned	UNDESIGNATED		✓	\$0.15	\$6,316.06
6.30.2022	1008	Amaz inv - BHWC - conklin	BHWC	\$15.29	✓	\$0.16	\$6,316.21
7.29.2022		interest earned	UNDESIGNATED		✓	\$0.16	\$6,300.92
8.15.2022		4 checks in mem D Conklin	Conklin		✓	\$5,000.00	\$6,301.08
9.21.2022		interest earned	UNDESIGNATED		✓	\$0.23	\$11,301.08
9.30.2022		interest earned	UNDESIGNATED		✓	\$1.81	\$11,301.31
10.3.2022	634	FOL 1/2 proceeds fall book sale	UNDESIGNATED		✓	\$349.67	\$11,303.12
10.27.2022	1009	B&T 2 bks	Conklin	50.39			\$11,652.79
10.31.2022		interest earned	UNDESIGNATED		✓	\$1.98	\$11,602.40
							\$11,604.38

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

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

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

In a May 2, 2022 meeting with Library Trustees Zarelli and Shaginaw, and Councilman Carota, Town Supervisor Connolly 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).

On November 1, 2022 Library Trustee Stone, Councilman Carota, and Town Supervisor Connolly met and discussed home rule for legislation, the status of a potential lease agreement, and dual building insurance. The Town Supervisor addressed the above by reaching out to the Town Board members; the Library Trustees will await Town Board feedback and follow up accordingly.

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

Reference	Service	Pre-Transition State	Post-Transition State	Status
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 the Director's report in the posted minutes of the Library Board of Trustees meeting.
<https://burnthills.sals.edu/>.

The most recent Library-generated financial report was reviewed in the Public Meeting of the Library Board of Trustees on November 30, 2022. Further, on November 14, 2022, the Library provided the Town with updated additional detailed monthly Financial reports and account reconciliations that had been identified by the Town.

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

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

On June 16, 2022, the Town Comptroller contacted the President and Treasurer of the Library Board of Trustees, stating the Town's decision to transfer the Fund Balance to the Library. The

Library President subsequently received a check for \$334,493.82 and the money was deposited into the library account that had been established for this purpose.

The Town and Library must coordinate the input of data to the NYS Office of the State Comptroller (OSC) Annual Update Document (AUD). In 2021, and prior years, the Town AUD submission included the account information for the Library. In 2022, reporting on 2021 Accounts must reflect both those held by the Town for the Library, and those of held by the Library. The Town Bookkeeper reached out to the Library on April 25, 2022 to indicate that the Town will submit the joint (Town and Library) AUD and to request initial information to support this action. The Library learned on June 23, 2022 that the Town filed the AUD with the OSC on April 27, 2022 and is looking into the details of the content.

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

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

In the May 2, 2022, meeting, Town Supervisor Connolly requested that the new Library Board of Trustees (3 new trustees appointed as of 7/1/22) revisit the idea of modifying the Legislation to the Special District Library definition. Consequently, the Library Board of Trustees passed a resolution in the July 27, 2022 meeting recommitting to a charter update.

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

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

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

and the Library are maintaining insurance for the premises and collection. The Library's budget is being used to pay for both. This is the topic of ongoing evaluation and discussion.

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

J & K. The Library premises are owned by the Town, but restricted by deed to the use of the Library. The Library and Town coordinate on property-related issues. The Library Board of Trustees passed a resolution in the September 28, 2022 meeting to consider entering into a lease agreement with Town for use of the library building. The Library wishes to confirm the terms of its occupancy of the library building to ensure clarity regarding key operational issues. Therefore, the Library shall explore a written agreement with the Town, to be finalized before the start of 2023.

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

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

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

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

Summary:

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

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

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

Town of Ballston Community Library – Staff Wellness Hours Pilot 2023

Question	Answer
Who is eligible for Wellness Hours?	All regular, full, or part-time staff members working 11 or more regularly scheduled hours are eligible for wellness hours.
Is there a list of approved activities for which Wellness Hours can be used?	No. Wellness hours may be used for activities supporting the prevention, treatment and/or promotion of your emotional/mental, financial, environmental, intellectual, social, occupational, physical, and spiritual well-being and, as such, we cannot provide a full list. Some examples include, but are not limited to: <ul style="list-style-type: none"> • Wellness events (e.g., 5K) • Care Circles • Affinity Group Meetings • Online or in-person learning (e.g., finance, mental health) • Preventative visits • Meditation • Fitness sessions • Mental Health Crisis* • Public/National Tragedy* *Exceptions to the requested/planned ahead wellness activities.
Is documentation required to utilize Wellness Hours?	No. Documentation is not required. However, the expectation is that you will utilize this program for its intended purpose.
Are there increments in which Wellness Hours can be used?	Yes, the minimum amount of time you can request is one hour. Maximum cannot exceed 7 hours per quarter.
Will unused Wellness Hours roll over to the next quarter?	No. To encourage you in habits of regular care, we are providing these hours by quarter. The hours will not roll over to the next quarter.
Can I use Wellness Hours if I need to call off work on the same day?	No. Wellness Hours are intended to be utilized for health-promotion activities which should be scheduled ahead of time. These hours count towards your weekly scheduled hours, meaning they cannot be used for overtime.
Is there a designated accrual bank for Wellness Hours?	Yes, an accrual bank is visible in ADP.
Can Wellness Hours be used for dependents?	No, Wellness Hours are provided for staff-focused wellness needs.
Will Wellness Hours be paid out at the end of employment?	No, these hours are not eligible for payout. <i>(Ian will need to confirm NYS law on this)</i>
How far in advance do I need to request use of my Wellness Hours?	Request Wellness Hours through your supervisor just as you would other time off. Time off should be requested at least one week in advance, and whether coverage is needed should be confirmed with the employee's supervisor.
How many Wellness Hours do staff accrue each quarter? Is it different for 15h, 17.5h, and 35h staff?	No, all eligible staff will accrue 7 Wellness Hours per quarter, regardless of full-time employee (FTE) status.
This sounds like the definition of vacation or sick hours. How are these different?	Wellness Hours are a quarterly benefit that accrue and are to be used for a specific purpose, whereas vacation or unpaid time off can be used for any reason. In addition to this, Wellness Hours are a pilot program and only apply to Town of Ballston Community Library employees.
Can exempt staff enter these hours themselves?	Yes. Pre-approved hours will be noted on both the employee's Time Sheet, as well as the Time Off Log, which is then attached to your Time Sheet when submitted.
Can these hours be combined with sick or vacation time?	No, the Wellness Hours benefit's intention of self-care needs to be honored and cannot be added to extend planned or emergent time off.
Can these hours be used to cover a full day off?	Yes, all a staff member's Wellness Hours can be used for one day or one shift off.
Is there tracking or penalty if folks don't use these hours?	No penalty will occur due to non-usage of the Wellness Hours. However, we will access data and feedback to ensure this program is working, to make self-care a cultural reality and to help decide to continue the Wellness Hours benefit beyond the pilot program.

At what point will these hours start accruing?	January 1, 2023. This is a pilot program and will run for 6 months from January 1, 2023, through July 1, 2023.
Do I have to use Wellness Hours for my scheduled doctor or therapist appointments? Or can I continue to use my PTO?	Usage of Wellness Hours is at an employee's discretion. You are not mandated to use them and can use them for any wellness related purpose, i.e., if you want to use your Wellness Hours for healthy meal planning, meditation, and fitness training you can still utilize your PTO for scheduled appointments.
Can I attend wellness opportunities on unpaid time?	Yes, of course! The Wellness Hours program is intended to give you space for wellness during your regular (paid) work time, but we hope you're finding ways to incorporate wellness into all aspects of your life.
If I am injured while participating in Wellness Hours, will I be covered by Workers Compensation?	No, the Wellness Hours program is a voluntary program, and self-care activities taken outside of the Town of Ballston Community Library branch/property will not be covered by Workers Compensation. Staff will need to follow up with their medical plan's healthcare provider if an injury occurs.
Can I enter my own Wellness Hours into my timesheet?	Yes. Pre-approved hours will be noted on both the employee's Time Sheet, as well as the Time Off Log, which is then attached to your Time Sheet when submitted.



Maggs Lawn & Landscape LLC

PO Box 2953 | Glenville, New York 12325-2953

(518) 772-9399 | maggslawnandlandscape24@gmail.com | maggslawnandlandscape.com

RECIPIENT:

Rebecca Darling

2 Lawmar Lane

Ballston, New York 12027

Quote #441

Sent on

Nov 21, 2022

Total

\$2,113.25

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Bed Renovation	<p>Remove existing plant material in bed space as discussed and leaving one shrub located in the corner. All plant material will be removed off site.</p> <p>Top dress bed space with new top soil, keep grade sloping away from the building.</p> <p>Seed will be spread onto new top soil and raked in.</p> <p>Straw will be spread over seed.</p> <p>Black Aluminum edging will be placed along rock edge near foundation of building to separate new seed from existing stone drip edge.</p>	1	\$1,975.00	\$1,975.00

This quote is valid for the next 30 days, after which values may be subject to change.

Subtotal	\$1,975.00
NY - Saratoga (7.0%)	\$138.25
Total	\$2,113.25

Sent: Sunday, October 16, 2022 4:19 PM

To: Darling, Rebecca

Subject: Re: Fall Clean Up

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