

**Town of Ballston Community Library
Board of Trustees Meeting Agenda
February 1, 2023**

- 1) Call to order**
- 2) Minutes of December 28, 2022 Public Hearing**
- 3) Minutes of December 28, 2022 Meeting**
- 4) Report of Special Funds**
- 5) Monthly Financial Reports**
- 6) Approval of Bills**
- 7) Librarians' Reports**
- 8) Reports of Committees**
 - a) Town Liaisons
- 9) Unfinished Business**
 - a) Reopening Plan Update
 - b) Local History & Lighting Construction Project
 - c) Ballston Legislation & Transition
 - d) Trustee Vacancy
- 10) 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 23-001** Consider approving the Organizational Resolutions 23-002 through 23-012 and appointments for 2023.
- b) **RESOLUTION 23-002** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that all meetings of the Board of Trustees shall be held in accordance with the latest edition of Robert's Rules of Order.
- c) **RESOLUTION 23-003** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the meetings of the Board of Trustees shall be held in the Town of Ballston Community Library located at 2 Lawmar Lane, Ballston, Saratoga County or any video conferencing platform that allows public participation and transcription in accordance with New York State Open Meetings Law. The regular monthly meeting shall be held at 7:00 p.m. on the last Wednesday of each month.
- d) **RESOLUTION 23-004** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the Ballston Spa National Bank shall be the official depository for Library funds and, BE IT FURTHER RESOLVED that the funds may be withdrawn, and

checks may be signed, in accordance with the provisions of the procedures established by the Board of Trustees.

- e) **RESOLUTION 23-005** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that salaries for Library Employees for 2023 are approved and established in the 2023 budget and that all other salaries and hourly rates for the 2023 budget and any subsequent resolutions be approved with longevity awards to be applied during the year as earned and BE IT FURTHER RESOLVED that the payroll schedule be bi-weekly for all hourly and salaried employees.
- f) **RESOLUTION 23-006** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the official newspaper as required by NYS Education Department Law shall be The Daily Gazette.
- g) **RESOLUTION 23-007** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that Library Employees shall be compensated at the rate for standard mileage allowance established by the Internal Revenue Service for the approved use of their personal automobiles in the performance of their official duties.
- h) **RESOLUTION 23-008** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that all overnight trips shall require prior approval by the Board of Trustees and BE IT FURTHER RESOLVED that all other conference attendance shall require prior authorization of the Director and BE IT FURTHER RESOLVED that reasonable expense reimbursement for conferences shall be approved by the Director. Any conference enrollee who cannot attend without cause will reimburse the Library for any costs incurred by the Library. Any late fee is the sole responsibility of the conference enrollee.
- i) **RESOLUTION 23-009** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the agenda and meeting documents be posted on the Library Website and the Library Bulletin Board 24 hours prior to the meeting.
- j) **RESOLUTION 23-010** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that all official meeting minutes must be written and mailed or electronically distributed to appropriate parties within 14 days of applicable meeting.
- k) **RESOLUTION 23-011** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library authorizes the Library Director, with Treasurer written concurrence, to make transfers between accounts in the current budget to keep accounts properly funded and the Library Director will report transfers to the Board of Trustees.
- l) **RESOLUTION 23-012** WHEREAS the Board of Trustees of the Town of Ballston Community Library requires varied professional services from experts that appropriately licensed and registered in New York State; and BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library designates and appoints the following firms, subject to approval of contracts by the Library's Attorney, or independent counsel:

Firm	Professional Service
UHY, LLC	Accounting Services
The Law Office of Stephanie Adams (LOSA), PLLC	Legal Services
Public Sector HR, LLC	Human Resources Consultant

- m) **RESOLUTION 23-013** Consider approving monthly Transition Status Report to the Town of Ballston.
- n) **RESOLUTION 23-014** Consider approving the agreement between Town of Ballston Community Library and the MVLS/SALS Joint Automation Project.
- o) **RESOLUTION 23-015** Consider accepting the resignation of Michelle Dannenhoffer-Cau, effective January 25, 2023 from the position of Library Assistant, with Ms. Dannenhoffer-Cau remaining on as a substitute employee.
- p) **RESOLUTION 22-016** Consider approving the Memorandum of Understanding with the Southern Adirondack Library System to participate in the Senior Planet OATS program.
- q) **RESOLUTION 23-017** Consider approving agreement between the Town of Charlton and the Town of Ballston Community Library.

THIS AGREEMENT made this day, January 25, 2023, by and between the Town of Charlton, a municipal corporation, with its offices at 758 Charlton Road, Town of Charlton, Charlton, New York, hereinafter referred to as the “Town”, and the Town of Ballston Community Library with its offices at 2 Lawmar Lane, Burnt Hills, New York, hereinafter referred to as the “Library” as follows:

WITNESSTH:

WHEREAS, per Section 256 of the Education Law, a town may contract with the trustees of a public library registered by the regents to furnish library services to the people of the municipality, district or reservation for whose benefit the contract is made, under such terms and conditions as may be stated in such contract; and

WHEREAS, also per Section 256 of the Education Law, the amount agreed to be paid for such services under such contract shall be a charge upon the municipal government which agrees to make the payment and shall be paid directly to the treasurer of the public library; and

WHEREAS, the Town of Charlton feels that the general welfare and education of the citizens of the Town of Charlton would benefit from library services provided , and

WHEREAS, the Town Board has budgeted for the fiscal year 2023 the sum of Forty-Seven Thousand Three Hundred Eighty Dollars (\$47,380) for the payment for library services to be rendered by the Library, and

NOW THEREFORE, in consideration of the mutual undertaking herein set forth, the parties do hereby agree as follows:

1. The Library shall provide general library services, including available books and magazines, in accordance with existing library policies and by-laws to the citizens of the Town of Charlton.
2. The Library shall submit to the Town a report of library activities during the preceding 2022 calendar year on or before 30th April 2023.
3. In payment for general library services provided by the Library, the Town shall pay to the Library the sum of Forty-Seven Thousand Three Hundred Eighty Dollars (\$47,380) for the period of January 1, 2023 through December 31, 2023.

4. The Library shall not assign, transfer, or encumber its rights under the Agreement without the Town's prior written consent thereto.
 5. The relationship of the Library to the Town is that of an independent contractor. The Library shall conduct itself in accordance with such status, and it will neither hold itself out as nor claim to be an employee or agent of the Town, and it will not make any claim, demand or application to, or for any right or privilege applicable to, an employee or agent of the Town, including, but not limited to, Workers Compensation coverage, unemployment insurance benefits, social security coverage or retirement benefits or credits.
 6. Library agrees to hold harmless the Town from any claim arising out of Library acts or omissions.
 7. To ensure the amount paid by the Town is rationally related to the library services used, the board of the library shall meet with representatives of the Town to assess the amount for the 2024 contract.
- r) **RESOLUTION 22-018** Consider increasing the Library's HSA matching contribution funding to \$1,425 for employees under 55 years old, and \$1,925 for employees over 55 years old for employees enrolled in the Library's High Deductible Health Plan.

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

11) Adjournment

January Voucher Signer: Sue Tomlinson

Charlton Town Board Meeting: Monday, February 13 at 7:30 PM

Ballston Town Board Meeting: Tuesday, February 14 at 6:30 PM

February Voucher Signer: Steve Burchett

**Town of Ballston Community Library
Board of Trustees Public Hearing Minutes
December 28, 2022**

Call to order: The meeting was called to order at 6:52p.m. by President Julia Stone.

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

Trustees present: Steve Burchett, Kate Schofield, Carolyn Speenburgh, Julia Stone

Trustees excused: Philip Du, Sue Tomlinson

Trustees unexcused: none

Town Representatives: none

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

None.

Resolution No. 22-085

Town of Ballston Community Library WHEREAS, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the Town of Ballston Community Library to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires the Town of Ballston Community Library to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the Town of Ballston Community Library webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the Town of Ballston Community Library authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the Town of Ballston Community Library shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

Adjournment: At 7:01p.m., on a motion by Carolyn Speenburgh with second by Steve Burchett, trustees voted unanimously to adjourn the meeting.

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

Call to order: The meeting was called to order at 7:01p.m. by President Julia Stone.

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

Trustees present: Steve Burchett, Kate Schofield, Carolyn Speenburgh, Julia Stone

Trustees excused: Philip Du, Sue Tomlinson

Trustees unexcused: none

Town Representatives: none

Minutes of November 30, 2022: On a motion by Julia Stone, with second by Kate Schofield, the minutes of the November 30, 2022 monthly meeting were approved.

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

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

Approval of Bills: The December bills, reviewed by Carolyn Speenburgh, were unanimously approved on a motion by Steve Burchett, with second by Julia Stone.

Librarians' Reports: See attached.

Reports of Committees:

Policy: Our attorney, Cole Adams' reviewed the Bylaws of the Board of Trustees as well as Displays and Exhibits Policy and based on her recommendations, changes were made.

Town Liaisons: No reports.

Unfinished Business:

- a) Reopening Plan Update: No changes
- b) Local History & Lighting Construction Project: Library is waiting for next bill to arrive so it can be paid in January. All furniture has been installed. Construction is nearly complete, but heat needs to be fixed and will be relooked at again. Battery backup issue has been fixed. There are still some punch list items for the Electrician to finish. Gallo has been very responsive. Tentative date of Feb 4th is scheduled for ribbon cutting.
- c) Ballston Legislation & Transition: Last evening, Library legislation, lease, and insurance was included in the agenda for discussion. Town is supportive of moving forward with legislation. Home rule resolution will need be prepared and it still needs to be determined who is drafting it. The resolution is on the agenda tentative for January.
- d) Landscaping Proposal: Followed up with Home Town Turf on questions on their proposal. Based on answers and the other proposals, recommendation is move forward with Maggs Landscaping.
- e) Trustee Vacancy: The Library has received a few inquiries. Julia will follow up to those interested. Library will look to market in all available places and ask the Town to advertise as well.
- f) Wellness Hours: Introduced to staff at December staff meeting and received well. Pilot will start in January.

- g) eContent/ARPA Funds: Sarah Dallas requested contribution. Julia reached out to Town of Ballston Supervisor, and it was supported, and funding was confirmed. Library will complete a voucher and send to SALS so they can complete the purchase. Starting in 2024, eContent allocation will be based on actual usage, TOB Library projected rates will increase minimally.

New Business:

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

None.

a) **RESOLUTION 22-084** Consider approving Saratoga Arts' Art in Public Places Program Venue Agreement for 2023 and 2024. Motion was made by Carolyn Speenburgh, seconded by Kate Schofield, and passed by unanimous vote.

b) **RESOLUTION 22-085** Town of Ballston Community Library WHEREAS, by passing Chapter 56 of the Laws of 2022 ("Chapter 56"), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the Town of Ballston Community Library to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires the Town of Ballston Community Library to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring "that a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location or locations where the public can attend"; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting "unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting"; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be "heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon"; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the Town of Ballston Community Library webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the Town of Ballston Community Library authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the Town of Ballston Community Library shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on December 28, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Julia Stone	X		X		
Carolyn Speenburgh	X		X		
Steve Burchett	X		X		
Sue Tomlinson		X			
Philip Du		X			
Kate Schofield	X		X		
Total	4	2	4	0	0

I, Trustee Julia Stone, offer the following Resolution 22-085 and move its adoption:

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does hereby approve videoconferencing for extraordinary circumstances. Seconded by Trustee Kate Schofield, offered for discussion and duly put to a vote, the results of which appear above. The motion passed unanimously.

c) **RESOLUTION 22-086** Consider approving the updated Town of Ballston Community Library Bylaws of the Trustees. Motion was made by Carolyn Speenburgh, seconded by Julia Stone, and passed by unanimous vote.

d) **RESOLUTION 22-087** Consider approving the updated Policy P2300 Displays and Exhibits. Motion was made by Julia Stone, seconded by Kate Schofield, and passed by unanimous vote.

e) **RESOLUTION 22-088** Consider approving Policy P7350 Authorizing Video Conferencing under extraordinary circumstances. Motion was made by Carolyn Speenburgh, seconded by Steve Burchett, and passed by unanimous vote.

f) **RESOLUTION 22-089** Consider approving Personnel Policy 705 Wellness Hours. Motion was made by Steve Burchett, seconded by Julia Stone, and passed by unanimous vote.

g) **RESOLUTION 22-090** Consider approving monthly Transition Status Report to the Town of Ballston. Motion was made by Carolyn Speenburgh, seconded by Kate Schofield, and passed by unanimous vote.

Privilege of the floor on any topic.

None.

Adjournment: At 7:46p.m., on a motion by Carolyn Speenburgh with second by Julia Stone, trustees voted unanimously to adjourn the meeting.

TRUSTEES FUNDS SUMMARY (XXX1596)
1/23/2023 15:25

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	\$5,633.86
TOTAL	\$11,608.26

TOB Library NEW Trustee Account (xxx1596)

1/23/2023 15:28

Date	Check Number	Description	Fund	With-drawal Amount	clrd	Deposit Amount	Account Balance
1.18.2022	2224	in mem R Glasser (donor Haluska)	Glasser		✓	\$50.00	\$5,466.25
1.18.2022	multiple	in mem C Brower (multi donors)	Brower		✓	\$345.00	\$5,516.25
1.25.2022	1183	in mem R Glasser (donor Landgraf)	Glasser		✓	\$40.00	\$5,861.25
1.31.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,901.25
2.28.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,901.39
2.24.2022	1007	Amazon Feb2022 invoice	BHWC	\$16.22	✓		\$5,901.53
2.24.2022	1007	Amazon Feb2022 invoice	Glasser	\$32.60	✓		\$5,885.31
3.1.2022	5230	VanValkenberg check	BHWC		✓	\$16.22	\$5,852.71
3.31.2022		interest earned	UNDESIGNATED		✓	\$0.15	\$5,868.93
4.29.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$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	✓		\$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
11.30.2022		interest earned	UNDESIGNATED		✓	\$1.91	\$11,604.38
12.30.2022		interest earned	UNDESIGNATED		✓	\$1.97	\$11,606.29
							\$11,608.26

Town of Ballston Community Library
Statement of Activity by Class
January - December 2022

	CAP IMP (1643) History Rm	FDIC 5150	FUND BALANCE (1567)	TRUSTEE FUND (1596)	GEN CKING (1164)	2022 BUDGET	TOTAL
Revenue							
BALLSTON TAXES							0.00
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							0.00
17.2360.41.000.0.000 Library Services to Other Governments					46,000.00	52,900.00	46,000.00
Total CHARLTON LIBRARY SVCS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 46,000.00	\$ 52,900.00	\$ 46,000.00
LIBRARY CHARGES							0.00
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees					1,886.41	3,000.00	1,886.41
17.2082.41.005.0.000 LIBRARY CHARGES - Fines					4,616.77	10,868.00	4,616.77
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR					1,288.78	1,544.00	1,288.78
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	\$ 7,791.96	\$ 15,412.00	\$ 7,791.96
LIBRARY SYSTEM GRANTS							0.00
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							0.00
17.2401.41.000.0.000 INTEREST & EARNINGS	4.93	22.49	94.22	8.93	0.25		130.82
17.2705.41.000.0.000 Gifts / Donations / Reimbursements				6,247.83	3,865.51		10,113.34
17.2770.41.000.0.000 Other Unclassified Revenues					2,335.92		2,335.92
Total MISC REVENUE	\$ 4.93	\$ 22.49	\$ 94.22	\$ 6,256.76	\$ 6,201.68	\$ 0.00	\$ 12,580.08
Total Revenue	\$ 4.93	\$ 22.49	\$ 94.22	\$ 6,256.76	\$ 682,960.78	\$ 690,045.00	\$ 689,339.18
Gross Profit	\$ 4.93	\$ 22.49	\$ 94.22	\$ 6,256.76	\$ 682,960.78	\$ 690,045.00	\$ 689,339.18
Expenditures							
BENEFITS							0.00
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)					5,715.27	5,130.00	5,715.27
17.9060.58.052.0.000 HSA (ER Contribution)					4,275.40	2,300.00	4,275.40
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					1,799.98	3,600.00	1,799.98
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)					15,783.44	8,884.00	15,783.44
Total BENEFITS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 55,292.76	\$ 60,714.00	\$ 55,292.76
LIBRARY EQUIPMENT & CAPITAL OUTLAY							0.00
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES					10,096.44	9,000.00	10,096.44
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	150,860.25							150,860.25
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 150,860.25	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,430.24	\$ 9,000.00	\$ 162,290.49
LIBRARY MATERIALS								0.00
17.7410.54.034.0.000 LIBRARY MATERIALS - Print				114.50		59,491.58	60,000.00	59,606.08
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals						2,475.23	2,800.00	2,475.23
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						3,500.00	2,500.00	3,500.00
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases						11,018.59	9,000.00	11,018.59
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials						12,603.72	16,000.00	12,603.72
Total LIBRARY MATERIALS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 114.50		\$ 91,243.19	\$ 92,100.00	\$ 91,357.69
LIBRARY PERSONNEL SERVICES								0.00
17.7410.51.030.0.000 CERTIFIED LIBRARIANS						172,574.58	174,716.00	172,574.58
17.7410.51.031.0.000 CLERICAL STAFF						140,544.96	142,956.00	140,544.96
17.7410.51.032.0.000 PAGES						19,418.52	27,456.00	19,418.52
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)						25,920.43	26,402.00	25,920.43
Total LIBRARY PERSONNEL SERVICES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 358,458.49	\$ 371,530.00	\$ 358,458.49
OFFICE EXPENSES								0.00
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS						3,895.18	4,000.00	3,895.18
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS						3,457.98	3,800.00	3,457.98
17.7410.54.041.0.000 POSTAGE / MAILINGS						389.85	400.00	389.85
17.7410.54.042.0.000 PUBLICITY / Promotion						281.95	883.00	281.95
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS						12,304.60	12,500.00	12,304.60
Total OFFICE EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 20,329.56	\$ 21,583.00	\$ 20,329.56
OPERATION EXPENSE								0.00
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE						2,700.00		2,700.00
17.1620.54.010.0.000 Professional Services - LEGAL						6,472.00		6,472.00
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL						12,505.00		12,505.00
17.1620.54.012.0.000 Professional Services - HUMAN RESOURCES						800.00		800.00
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE						4,575.62	15,000.00	4,575.62
17.7410.51.033.0.000 Professional Services - PAYROLL Processing						2,273.80		2,273.80
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.)						26,583.17	17,500.00	26,583.17
17.7410.54.010.0.000 Professinal Services - IT (SALS)						20,971.56	22,795.00	20,971.56
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS						2,968.89	5,000.00	2,968.89
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING						2,421.12	4,000.00	2,421.12
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						27,540.00	27,540.00	27,540.00
17.7410.54.040.0.000 CUSTODIAL SUPPLIES						2,408.72	2,998.00	2,408.72
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT						269.73	200.00	269.73
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT						809.80	500.00	809.80
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M						4,128.16	23,575.00	4,128.16

17.7410.54.049.0.000 Uncategorized Expenditure	6.00					103.21		109.21
17.7410.54.077.0.000 TRASH REMOVAL SERVICES						1,028.62	1,000.00	1,028.62
Total OPERATION EXPENSE	\$ 6.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 118,966.49	\$ 121,108.00	\$ 118,972.49
SPECIAL ITEMS								0.00
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	0.00
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)						125.00		
Total SPECIAL ITEMS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 17,213.71	\$ 14,010.00	\$ 17,213.71
Total Expenditures	\$ 150,866.25	\$ 0.00	\$ 0.00	\$ 114.50		\$ 672,934.44	\$ 690,045.00	\$ 823,915.19
Net Operating Revenue	-\$ 150,861.32	\$ 22.49	\$ 94.22	\$ 6,142.26		\$ 10,026.34	\$ 0.00	-\$ 134,576.01
Net Revenue	-\$ 150,861.32	\$ 22.49	\$ 94.22	\$ 6,142.26		\$ 10,026.34	\$ 0.00	-\$ 134,576.01

Monday, Jan 23, 2023 12:29:42 PM GMT-8 - Accrual Basis

Town of Ballston Community Library

Abstract

As of January 31, 2023

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Baker & Taylor 800-340-5370				
12/10/2022	5018079951	34 books	453.21	Bill
12/10/2022	5018068795	63 books	1,017.14	Bill
12/10/2022	5018094921	64 books	839.80	Bill
12/12/2022	5018061017	30 books	406.55	Bill
12/28/2022	5018104221	38 books	489.50	Bill
01/05/2023	5018125445	20 books	188.84	Bill
Total for Baker & Taylor			\$3,395.04	
BH BL Business & Professional Association				
01/10/2023	1.10.2023	2023 annual membership renewal	100.00	Bill
Total for BH BL Business & Professional Association			\$100.00	
CDPHP				
01/13/2023	230130033986	Feb2023 Med Dental AH & RVD; Dental JK	1,294.14	Bill
Total for CDPHP			\$1,294.14	
Cengage Learning Inc. / Gale 248-699-4253				
01/09/2023	79897345	7 books	153.71	Bill
12/22/2022	79800567	1 book	23.24	Bill
01/04/2023	79844063	2 books	51.73	Bill
01/11/2023	79960184	4 books	110.21	Bill
12/20/2022	79788700	3 books	77.22	Bill
01/11/2023	79959686	3 books	83.22	Bill
01/11/2023	79960515	3 books	80.22	Bill
01/04/2023	79845028	6 books	150.69	Bill
Total for Cengage Learning Inc. / Gale			\$730.24	
ELM USA, Inc.				
12/31/2022	55059	usage Dec 2022	25.00	Bill
Total for ELM USA, Inc.			\$25.00	
Highmark BlueShield of Northeastern New York				
01/06/2023	230106296539218	Feb2023 Medical J Kaplan	199.00	Bill
Total for Highmark BlueShield of Northeastern New York			\$199.00	
Midwest Tape, LLC 800-875-2785				
12/31/2022	503176050	Hoopla Dec 2022	937.42	Bill
Total for Midwest Tape, LLC			\$937.42	
Nature's Way Pest Control 518-745-5958				
01/18/2023	633077	svc 1.18.2023	78.00	Bill
Total for Nature's Way Pest Control			\$78.00	
NightRider Janitorial Services (518) 782-9999				
01/01/2023	JAN23118	Jan2023 cleaning	2,295.00	Bill

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Total for NightRider Janitorial Services			\$2,295.00	
Noah's Ark Workshop (866) 484-6624				
01/05/2023	30782	2023 SR program supplies	318.77	Bill
Total for Noah's Ark Workshop			\$318.77	
Public Sector HR Consultants LLC (518) 399-4512				
12/31/2022	4551	employee handbook - 3of3	800.00	Bill
Total for Public Sector HR Consultants LLC			\$800.00	
Sanico, Inc. (607) 773-0321				
12/29/2022	279541	custodial paper towels & TP	188.87	Bill
Total for Sanico, Inc.			\$188.87	
Southern Adirondack Library System 518-584-7300				
12/31/2022	2022-12BUR	Dec2022 monthly fee/circ renewals	1,747.63	Bill
Total for Southern Adirondack Library System			\$1,747.63	
Staples				
01/04/2023	3527100865	1 case copier paper	43.01	Bill
01/12/2023	3527656456	1 case facial tissue	35.98	Bill
Total for Staples			\$78.99	
Tech II Business Services 518.587.1565				
12/31/2022	50010253	2023 holiday schedule	93.75	Bill
Total for Tech II Business Services			\$93.75	
Town of Ballston Water Dept.				
12/30/2022	12.30.2022	water usage 9/30/22-12/29/22	29.35	Bill
Total for Town of Ballston Water Dept.			\$29.35	
Twin Bridges Waste & Recycling, LLC (518) 267-3400				
01/01/2023	Jan2023	Jan 2023 svc	74.75	Bill
Total for Twin Bridges Waste & Recycling, LLC			\$74.75	
UTICA NATIONAL INSURANCE GROUP (800) 598-8422				
01/12/2023	Jan2023-WComp	2023 Wkrs Comp Pol# 5547745	438.00	Bill
Total for UTICA NATIONAL INSURANCE GROUP			\$438.00	
W.B. Mason Co., Inc. 888-WB-Mason				
01/05/2023	235318005	25 bags salt	724.75	Bill
Total for W.B. Mason Co., Inc.			\$724.75	
TOTAL			\$13,548.70	

Town of Ballston Community Library
Budget vs. Actuals: 2023 BUDGET - FY23 P&L Classes
January 2023

	Gen Cking 1164			%
	Actual	Budget	Remaining	Remaining
Revenue				
BALLSTON TAXES			0.00	
17.1001.41.000.0.000 Real Property Taxes		646,051.00	646,051.00	100.00%
Total BALLSTON TAXES	\$ 0.00	\$ 646,051.00	\$ 646,051.00	100.00%
CHARLTON LIBRARY SVCS			0.00	
17.2360.41.000.0.000 Library Services to Other Governments		54,000.00	54,000.00	100.00%
Total CHARLTON LIBRARY SVCS	\$ 0.00	\$ 54,000.00	\$ 54,000.00	100.00%
LIBRARY CHARGES			0.00	
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	-57.37	3,000.00	3,057.37	101.91%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	-9.26		9.26	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	-15.93	1,900.00	1,915.93	100.84%
Total LIBRARY CHARGES	-\$ 82.56	\$ 4,900.00	\$ 4,982.56	101.68%
LIBRARY SYSTEM GRANTS			0.00	
17.2760.41.001.0.000 Library System Grants - LLSA		3,194.00	3,194.00	100.00%
Total LIBRARY SYSTEM GRANTS	\$ 0.00	\$ 3,194.00	\$ 3,194.00	100.00%
MISC REVENUE			0.00	
17.2401.41.000.0.000 INTEREST & EARNINGS		28.00	28.00	100.00%
17.2705.41.000.0.000 Gifts / Donations / Reimbursements		6,000.00	6,000.00	100.00%
17.2770.41.000.0.000 Other Unclassified Revenues	1,000.00		-1,000.00	
17.9999.41.000.0.000 Budget Fund Balance Draw		16,000.00	16,000.00	100.00%
Total MISC REVENUE	\$ 1,000.00	\$ 22,028.00	\$ 21,028.00	95.46%
Total Revenue	\$ 917.44	\$ 730,173.00	\$ 729,255.56	99.87%
Gross Profit	\$ 917.44	\$ 730,173.00	\$ 729,255.56	99.87%
Expenditures				
BENEFITS			0.00	
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION	5,227.00	25,000.00	19,773.00	79.09%
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)	2,127.29	3,211.00	1,083.71	33.75%
17.9060.58.052.0.000 HSA (ER Contribution)	2,106.30	4,550.00	2,443.70	53.71%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	466.76	3,888.00	3,421.24	87.99%
17.9060.58.054.0.000 HEALTH INS OPT OUT	138.46	1,800.00	1,661.54	92.31%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	2,301.28	22,916.00	20,614.72	89.96%
Total BENEFITS	\$ 12,367.09	\$ 61,365.00	\$ 48,997.91	79.85%
LIBRARY EQUIPMENT & CAPITAL OUTLAY			0.00	
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES		9,000.00	9,000.00	100.00%
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES		1,000.00	1,000.00	100.00%
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 0.00	\$ 10,000.00	\$ 10,000.00	100.00%
LIBRARY MATERIALS			0.00	
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	818.62	62,000.00	61,181.38	98.68%
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	1,669.39	2,600.00	930.61	35.79%
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	1,049.86	1,800.00	750.14	41.67%
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books		2,500.00	2,500.00	100.00%
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases		11,000.00	11,000.00	100.00%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials		16,000.00	16,000.00	100.00%
Total LIBRARY MATERIALS	\$ 3,537.87	\$ 95,900.00	\$ 92,362.13	96.31%
LIBRARY PERSONNEL SERVICES		884.00	884.00	100.00%
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	14,114.28	182,754.00	168,639.72	92.28%
17.7410.51.031.0.000 CLERICAL STAFF	10,139.40	158,723.00	148,583.60	93.61%

17.7410.51.032.0.000 PAGES	1,343.65	28,912.00	27,568.35	95.35%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	2,458.74	28,402.00	25,943.26	91.34%
Total LIBRARY PERSONNEL SERVICES	\$ 28,056.07	\$ 399,675.00	\$ 371,618.93	92.98%
OFFICE EXPENSES			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	78.99	4,000.00	3,921.01	98.03%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	349.93	3,500.00	3,150.07	90.00%
17.7410.54.041.0.000 POSTAGE / MAILINGS		250.00	250.00	100.00%
17.7410.54.042.0.000 PUBLICITY / Promotion		1,000.00	1,000.00	100.00%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	318.77	14,000.00	13,681.23	97.72%
Total OFFICE EXPENSES	\$ 747.69	\$ 22,750.00	\$ 22,002.31	96.71%
OPERATION EXPENSE			0.00	
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE		3,000.00	3,000.00	100.00%
17.1620.54.010.0.000 Professional Services - LEGAL		10,000.00	10,000.00	100.00%
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	7,299.75	5,500.00	-1,799.75	-32.72%
17.1620.54.012.0.000 Professional Services - HUMAN RESOURCES		500.00	500.00	100.00%
17.1620.54.013.0.000 Professional Services - PR		6,000.00	6,000.00	100.00%
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE		12,247.00	12,247.00	100.00%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	186.58	2,000.00	1,813.42	90.67%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	942.42	17,500.00	16,557.58	94.61%
17.7410.54.010.0.000 Professional Services - IT (SALS)		22,646.00	22,646.00	100.00%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	1,692.80	3,000.00	1,307.20	43.57%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	505.00	3,000.00	2,495.00	83.17%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	74.58	500.00	425.42	85.08%
17.7410.54.039.0.000 CUSTODIAL SERVICES	2,295.00	27,540.00	25,245.00	91.67%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES		3,200.00	3,200.00	100.00%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT		250.00	250.00	100.00%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT		500.00	500.00	100.00%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	828.00	6,200.00	5,372.00	86.65%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	74.75	900.00	825.25	91.69%
Total OPERATION EXPENSE	\$ 13,898.88	\$ 124,483.00	\$ 110,584.12	88.83%
SPECIAL ITEMS			0.00	
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA		5,000.00	5,000.00	100.00%
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	9,291.93	10,000.00	708.07	7.08%
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	100.00%
Total SPECIAL ITEMS	\$ 9,291.93	\$ 16,000.00	\$ 6,708.07	41.93%
Total Expenditures	\$ 67,899.53	\$ 730,173.00	\$ 662,273.47	90.70%
Net Operating Revenue	-\$ 66,982.09	\$ 0.00	\$ 66,982.09	
Net Revenue	-\$ 66,982.09	\$ 0.00	\$ 66,982.09	

Tuesday, Jan 24, 2023 08:39:00 AM GMT-8 - Accrual Basis

Town of Ballston Community Library
Cap Imp, Fund Bal & Trustee Rev/Exp
January 2023

	CAP IMP (1643)
	History Rm
Revenue	
LIBRARY CHARGES	
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	
Total LIBRARY CHARGES	\$ 0.00
MISC REVENUE	
17.2770.41.000.0.000 Other Unclassified Revenues	35,271.00
Total MISC REVENUE	\$ 35,271.00
Total Revenue	\$ 35,271.00
Gross Profit	\$ 35,271.00
Expenditures	
BENEFITS	
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION	
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)	
17.9060.58.052.0.000 HSA (ER Contribution)	
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	
17.9060.58.054.0.000 HEALTH INS OPT OUT	
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	
Total BENEFITS	\$ 0.00
LIBRARY MATERIALS	
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	
Total LIBRARY MATERIALS	\$ 0.00
LIBRARY PERSONNEL SERVICES	
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	
17.7410.51.031.0.000 CLERICAL STAFF	
17.7410.51.032.0.000 PAGES	
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	
Total LIBRARY PERSONNEL SERVICES	\$ 0.00
OFFICE EXPENSES	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	
Total OFFICE EXPENSES	\$ 0.00
OPERATION EXPENSE	
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	

17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING

17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)

17.7410.54.039.0.000 CUSTODIAL SERVICES

17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M

17.7410.54.077.0.000 TRASH REMOVAL SERVICES

Total OPERATION EXPENSE	\$	0.00
SPECIAL ITEMS		
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library		
Total SPECIAL ITEMS	\$	0.00
Total Expenditures	\$	0.00
Net Operating Revenue	\$	35,271.00
Net Revenue	\$	35,271.00

Tuesday, Jan 24, 2023 08:49:33 AM GMT-8 - Accrual Basis

Town of Ballston Community Library
EARLY PAYS
Jan-23
11000 BSNB LIBRARY General Fund (1164)

Date	Transaction Type	Num	Name	Memo/Description	Amount
01/10/2023	Check	432	VISA	Visa acct # 2875	107.37
01/11/2023	Bill Payment (Check)	431	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	279.94
01/11/2023	Bill Payment (Check)	433	NATIONAL GRID	Acct# 02461-44007	3769.69
TOTAL					\$4,157.00

Town of Ballston Community Library Director's Report

January 2023

Circulation Statistics

December 2022

Circulation Statistics	Current Month	2022 To Date	2021 Total
Items Added to Collection	390	4,719	4,308
Number of Physical Items Circulated	8,146	98,808	84,190
Overdrive/Libby Circulation	1,045	12,343	12,218
Hoopla Circulation	457	5,868	4,907
New Patron Registrations	29	537	274
Curbside Appointments	5	100	1,991
Patrons in the Building	3,985	42,564	20,677

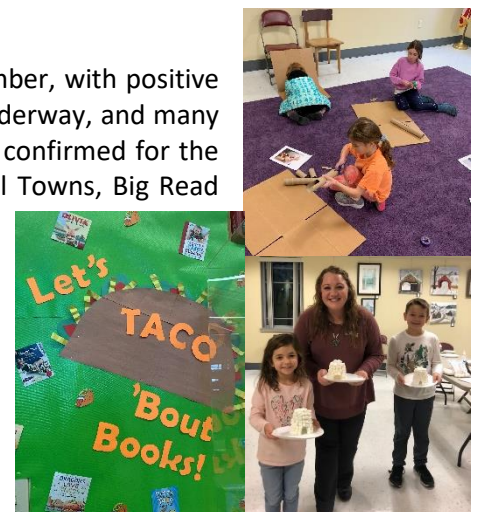
Programs & Events

December 2022

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2022 Total	Participants 2022 Total	Number Offered 2021 Total	Participants 2021 Total
Preschool	12	214	176	3,324	143	2,002
Elementary	7	79	68	1,125	54	802
Teen	2	3	24	303	19	336
Adult	6	51	56	477	42	595
Family	3	109	38	2,612	138	2,918
Outreach	0	0	66	2,960	7	296
TOTALS	30	456	428	10,801	403	6,949

Youth Services Programming: Youth Services staff has begun planning for this year's summer reading program. We currently have 4 events planned and booked so far. During the month of January, we had our weekly 4 story times, a Saturday story time, 6 book clubs, a Shredded Book Contest, a Grab 'N Go Craft, a STEM Challenge, a Story Crafters program, a Kid's Craft, and a Teen Craft.

Adult Programming: Patron-favorite Holiday Photo Backdrop wrapped up in December, with positive feedback. We also ran our 3 Adult Book Clubs. Planning for Summer Reading is underway, and many particulars for the Kickoff are already booked. Final dates and locations are being confirmed for the Small Towns, Big Read programming. Included is a description of what the Small Towns, Big Read program is as a whole. Small Towns, Big Reads is a Community Reading Program designed to bring together the residents of Ballston and Charlton through a shared reading selection. In conjunction with the reading selection are engaging discussion groups, related activities designed to complement the themes and content in the book, culminating with a Zoom author discussion.



Organizational Goals

- The Library is pursuing a charter update and legislation to move to the current definition of a Special District Library. They are working with the Town of Ballston, SALS, NYSED and New York State elected leaders. If successful, this update will allow residents of the Library District to vote directly on the budget and for Library Trustees.

Financials

Account Balances Chart

Account Name	Status	Balance
Fund Balance Account	(xxx1567)	\$160,589
Operating Account	(xxx1164)	\$73,939
Trustees Account	(xxx1596)	\$11,608
Capital Account	(xxx1643)	\$10,462
Petty Cash On Hand	Lock Box	\$58
Circulation Tray	Tray	\$75

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

Staff & Volunteers

- Two students from the Transitions Program at BH-BL High School will be volunteering at the Library with a job coach during the Spring Semester.
- Mary Carrier, a graduate student studying Information Science at SUNY Albany will be an intern at the Library beginning in Mid-February.
- Michelle Dannenhoffer-Cau, Library Assistant, has given her notice effective January 25, 2023, Michelle will remain a substitute.

Facility Update

- The Local History Room and LED Lighting are still in the punch list stage.
- The annual alarm system check was completed on 1/19/2023.

Technology

December 2022

Technology Statistics	Current Month	2022 to Date	2021 Total
Public Computer Sessions	139	1,527	777
WiFi Sessions (unique users)	650	7,081	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	1/19/2023	7.4%

*Saratoga County Percent Positive 7 Day Results per NYS

Meetings & Professional Development

- **Alyssa Harvey, Head of Youth Services:** Code Ninjas 1/5, SALS YSS 1/11, NYLA Conference Curators 1/19
- **Jenn Richard, Head of Adult Services:** Board of Trustees 12/28, Friends of the Library 1/3
- **Kate Schofield, Trustee:** Open Meeting Law Virtual Training 12/31, Proactive Advocacy and Communication for Library Trustees and Staff 12/31
- **Rebecca Verhayden, Director:** Town of Ballston 12/27, Board of Trustees 12/28, Friends of the Library 1/3, BH-BL BPA 1/4, Town of Charlton 1/9, Town of Ballston 1/10, SALS JA Council 1/11, SALS Directors Council 1/18

Rebecca Verhayden, Director 1/23/2023

Agreement between the Mohawk Valley Library System (MVLS) and the Southern
Adirondack Library System (SALS) Joint Automation Project and the
Town of Ballston Community Library

The Mohawk Valley Library System and the Southern Adirondack Library System have jointly provided integrated automation services to their member libraries since 1983 through the MVLS/SALS Joint Automation Project. The Agreement between the two systems articulates the vision and mission of the Project, stating:

VISION: We will achieve excellence in the library and informational services in the eight counties communities through technology.

MISSION: MVLS and SALS will collaboratively support and provide access to an integrated automated library system through a joint automation project. We will respond to and assist member libraries with technical support, training and resources by utilizing current and emerging technologies.

The Joint Automation Council was established in 2003 by the two library system boards to “initiate policies and decisions regarding library automation services to the member libraries, recommend policy and advise the two System Boards on issues related to the provision of library automation services including funding”.

The Joint Automation Council is a group of representatives from the member libraries and two systems and an ‘unaffiliated’ party. Libraries are encouraged to participate in the council and in its committees and user groups. A consortium requires all members’ involvement to facilitate shared decision making so that local needs are considered, common policies formed and appropriate budgets developed.

The **Town of Ballston Community Library** understands that the MVLS/SALS Joint Automation Project is a cooperative project, sharing resources over the eight counties served by the two library systems and will work collaboratively with other member libraries, the Joint Automation Council, Joint Automation Staff and system staff to insure the efficient operation and security of the automated system for all participants.

With a shared patron database, each library is expected to enforce confidentiality laws and policies to ensure that all personal information including borrowing, requests, and information searches remain private. The Joint Automation Project requires all library staff, volunteers and trustees to respect every user's privacy. It expects libraries to enact appropriate local policies, procedures and necessary training to protect confidentiality.

Joint Automation Staff is the sole administrator of the ILS (integrated library system) including any central site hardware, software, and network equipment. Joint Automation Staff is the designated official contact with Innovative, our current automation provider for the Polaris ILS.

To facilitate the use of the automated system by the member libraries of the Mohawk Valley Library System and the Southern Adirondack Library System, the Joint

Automation Project provides automation services and support including, but not limited to:

- Provision of an online catalog, circulation, acquisitions, cataloging, and other functionality necessary to support library services
- Development, improvement and support of central site and local networks necessary for access to the ILS and providing library services to patrons
- Security measures including appropriate firewalls to protect the JA network
- Support for telecommunication services to provide staff connectivity to the ILS
- Full technical support of the network
- Support of member library automation needs during library hours and emergency support as needed
- Support of member library computers purchased through JA or with JA approval, including troubleshooting problems
- Loan of equipment for staff computers
- Hardware support for member library computer equipment including peripherals such as keyboards, barcode readers, and printers
- Hardware support for library local area networks, including wireless and other advancements in network technology
- Maintenance of appropriate files, reports, and other Polaris software applications responsive to member library needs
- User accounts on the Polaris System
- Email accounts and OneDrive access for library staff
- A Joint Automation Intranet providing information and support documentation about the automation system and services
- Coordinated purchase of computer equipment, peripherals, bar codes and other associated items
- Assistance with access to databases, if needed
- Consultation services on member library technology needs including wireless initiatives, local area networks, building projects etc.

The provision of these and other services is funded through State Aid and system funds received by the Mohawk Valley Library System and the Southern Adirondack Library System and by fees paid by member libraries. Grant funds are also pursued for specific automation activities.

Project budgets and member library fees are determined by a structure approved by the Joint Automation Council and the MVLS and SALS Boards of Trustees. Member libraries are billed on a monthly basis. Changes in the fee structure are announced by the Joint Automation Council and the two System Directors no later than March 1 of the year preceding any change. Any changes become effective with the January billing (sent in February). Member Library payments to the MVLS/SALS Joint Automation Project represent resources used by that library and do not represent a financial equity in the system.

Library Responsibilities:

- Act in conformity with applicable New York State Law and Regulations of the Commissioner of Education
- Develop, approve and enforce a confidentiality policy that protects the privacy of all library users. All staff and volunteers will need to sign a JA security policy.

- Abide by the approved policies of the Joint Automation Project
- Follow system conventions for the entry of patron and item information into the shared database
- Notify Joint Automation staff of problems with network performance or connectivity as soon as possible after the problem is experienced
- Notify Joint Automation staff to report equipment or software problems
- Provide training to library staff that explains the Joint Automation Project and the needs for appropriate security of database records, transactions, and public and staff computers. The library staff member providing this training must have been trained by JA staff or the System trainers.
- Notify the Joint Automation staff as early as possible of impending building or other facility changes or plans that will impact the provision of automated services
- Notify the Joint Automation staff of staff changes
- Pay fees and charges as expeditiously as possible
- Provide a contact person for the library in the event of network problems occurring during library closed hours

This agreement may be terminated by mutual agreement of the parties or a library may choose to withdraw from the Joint Automation Project with 180 days (6 months) notification to both the Joint Automation Council and to the appropriate System Director.

In the event of withdrawal from the Joint Automation Project, the library is entitled to an electronic file(s) of patrons who reside in the chartered area, bibliographic records and item records. These files will be provided by Joint Automation staff in standard format at no charge to the library. Should the library require custom programming of these files, the Joint Automation Council shall determine an equitable charge for this processing. No portion of fees paid will be refunded if a library opts out of the project.

For the **Town of Ballston Community Library**

Board of Trustee President

Date: _____

MVLS Board President
()

Date: _____

SALS Board President
()

Date: _____

Revised March 2, 2021

AGREEMENT BETWEEN THE
TOWN OF CHARLTON
AND THE
TOWN OF BALLSTON COMMUNITY LIBRARY

THIS AGREEMENT made this day, January 25, 2023, by and between the Town of Charlton, a municipal corporation, with its offices at 758 Charlton Road, Town of Charlton, Charlton, New York, hereinafter referred to as the “Town”, and the Town of Ballston Community Library with its offices at 2 Lawmar Lane, Burnt Hills, New York, hereinafter referred to as the “Library” as follows:

WITNESSTH:

WHEREAS, per Section 256 of the Education Law, a town may contract with the trustees of a public library registered by the regents to furnish library services to the people of the municipality, district or reservation for whose benefit the contract is made, under such terms and conditions as may be stated in such contract; and

WHEREAS, also per Section 256 of the Education Law, the amount agreed to be paid for such services under such contract shall be a charge upon the municipal government which agrees to make the payment and shall be paid directly to the treasurer of the public library; and

WHEREAS, the Town of Charlton feels that the general welfare and education of the citizens of the Town of Charlton would benefit from library services provided , and

WHEREAS, the Town Board has budgeted for the fiscal year 2023 the sum of Forty-Seven Thousand Three Hundred Eighty Dollars (\$47,380) for the payment for library services to be rendered by the Library, and

NOW THEREFORE, in consideration of the mutual undertaking herein set forth, the parties do hereby agree as follows:

1. The Library shall provide general library services, including available books and magazines, in accordance with existing library policies and by-laws to the citizens of the Town of Charlton.
2. The Library shall submit to the Town a report of library activities during the preceding 2022 calendar year on or before 30th April 2023.
3. In payment for general library services provided by the Library, the Town shall pay to the Library the sum of Forty-Seven Thousand Three Hundred Eighty Dollars (\$47,380) for the period of January 1, 2023 through December 31, 2023.
4. The Library shall not assign, transfer, or encumber its rights under the Agreement without the Town’s prior written consent thereto.
5. The relationship of the Library to the Town is that of an independent contractor. The Library shall conduct itself in accordance with such status, and it will neither hold itself out as nor claim to be an employee or agent of the Town, and it will not make any claim, demand or application to, or for any right or privilege applicable to, an employee or agent of the Town, including, but not limited to, Workers Compensation coverage, unemployment insurance benefits, social security coverage or retirement benefits or credits.
6. Library agrees to hold harmless the Town from any claim arising out of Library acts or omissions.
7. To ensure the amount paid by the Town is rationally related to the library services used, the board of the library shall meet with representatives of the Town to assess the amount for the 2024 contract.

IN WITNESS WHEREOF, the parties hereto have hereunto signed this agreement on the 25th day of January, 2023.

Dated:

TOWN OF CHARLTON

By:

Supervisor

Dated:

THE TOWN OF BALLSTON COMMUNITY
LIBRARY

By:

President

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 January 2023 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. **At the December 27, 2022 Town Board Agenda Meeting, the Library requested a Home Rule Resolution from the Town Board that would allow an update of the current charter to that of a true special district; no issues were presented by the Town Board regarding this initiative. At the January 10, 2023 Town Board Meeting, Supervisor Connolly acknowledged receiving a Home Rule Resolution Draft from the Library; a proposed resolution anticipated for the next scheduled Town Board Meeting (2/14/23).**

Reference	Service	Pre-Transition State	Post-Transition State	Status
A	Payroll	Administered by Town	Administered by Library	Complete
B	Bill Paying	Administered by Town	Administered by Library	Complete
C	Funds/Bank Accounts	Held by Town	Held by Library	Complete
D	Annual Budgeting Process	Town Process/Approved by Town	Special District Guidelines/ Public Vote as required	ON HOLD
E	Trustee Appointment	Appointed by Town	Special District Guidelines/Public Vote Administered by Library	ON HOLD
F	Employee Medical Benefits /WC/Retirement/ Disability	Administered by Town	Administered by Library	Complete
G	HR Administration	Administered by Town	Administered by Library	Complete
H	Insurance Coverage (Building, D&O)	Administered by Town	Administered by Library	Complete
I	Building Maintenance	Administered by Library	Administered by Library	Complete
J	Building Ownership	Owned by Town	Transfer to be pursued.	FUTURE
K	Land Ownership	Owned by Town	Transfer to be pursued.	FUTURE
L	Sidewalk Clearance/ Landscaping	Administered by Library	Administered by Library	Complete
M	Parking Lot Snow Plowing/ Lawn Mowing	Performed by Town - transitioned to Library in winter 2020/2021	Administered by Library	Complete
N	Governance/ Compliance Guidance	Administered by Town	Administered by Library	Complete
O	On-going Legal Support	Administered by Town	Administered by Library	Complete
P	Policies	Town and Library blend	Administered by Library	Complete

Table 1. Capture of Services

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

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

C. Library Funds, and the Accounts where those funds reside, are described in 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 January 25, 2023. Further, on January 11, 2023, 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.

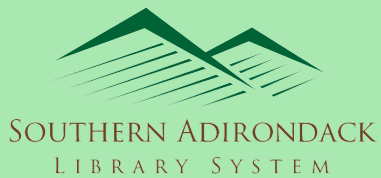
P. Previously, the Library employed Policies of both Town and Library, with the Library leveraging Town policies for many administrative and non-Library specific operations. The Library no longer references Town policies.

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.



Memorandum

OF UNDERSTANDING

SALS HAS BEEN AWARDED \$56,000 TO IMPLEMENT SENIOR PLANET'S OATS PROGRAM. PLEASE COMPLETE AND RETURN THIS MEMORANDUM OF UNDERSTANDING TO SALS BY FEBRUARY 1, 2023.

THERE IS AN ADDITIONAL SENIOR PLANET LICENSING PROGRAM COMMITMENT FORM THAT WILL BE SUBMITTED SEPARATELY.

THIS MOU OUTLINES THE EXPECTATIONS AND RESPONSIBILITIES OF ALL PARTIES.

Senior Planet Responsibilities

- Provide license, training & funding for participating member libraries

SALS Responsibilities

- Implement and administer the Senior Planet grant
- Assemble Technology Kits for use by member libraries
- Schedule deliveries of Technology Kits to member libraries in a timely manner
- Ensure all necessary records and reports for the cohort are submitted to Senior Planet
- Support member libraries in implementing the OATS program (e.g. provide press release templates, training to support initiative)



Southern Adirondack
Library System



22 Whitney Pl
Saratoga Springs, NY



www.sals.edu



518-584-7300

MOU CONTINUED

Participating Library Responsibilities

- Fill two positions to implement the grant (may be done by one or two people):
 - Program lead: Handling all administrative duties (scheduling programs, requesting tech kits, attending monthly cohort meetings, statistical information, and reporting on programs, including collecting anecdotal stories from participants)
 - Trainer: Attending the train-the-trainer series, implementing 15 programs at the library for seniors, attending monthly cohort meetings, ensuring tech kits are returned promptly
- Trainer attends the OATS train-the-trainer series beginning on February 14 or 15, 2023, and completes all out-of-class work
- Implement 15 programs at the library for seniors
- Attend monthly virtual SALS cohort meetings
- Attend four mandatory Senior Planet trainer trainings each year to maintain trainer status
- Ensure tech kits are returned promptly
- File all required reports
- Use the SALS elearning platform to:
 - Access links to OATs documentation
 - Access links to technology kit scheduling
 - Additional resources
- Participating libraries will be given a \$3,000 stipend to cover the costs of up to two staff per library to help implement the program. The first \$1,500 stipend will be given upon completion of the MOU between participating libraries and SALS; the second \$1,500 stipend will be released after staff complete the train-the-trainer sessions. Trainers should be paid a minimum of \$20 an hour for training, reporting & program delivery.
- Completion of the Senior Planet OATS's Licensing Program Commitment Form (link to form will be shared in email).

TIMELINE & DEADLINES

FEBRUARY 2023

- Complete & submit SALS MOU by February 1
- Complete & submit OATS Commitment by February 1
- Once paperwork is submitted, libraries receive \$1,500 from SALS
- Register & attend Train-the-Trainer weekly session (75 minutes).
 - Tuesday Option: 12 pm February 14th – March 14th
 - Wednesday Option: 5 pm February 15 – March 15

MARCH 2023

- Conclude the Train-the-Trainer sessions with Senior Planet
- Complete a practice teaching session prior to the first public class
- Landscape Review: Identify potential community partners to help promote the program
- After completing the Train-the-Trainer sessions, participating libraries will receive \$1,500 from SALS

APRIL 2023

- Establish class schedule (Each library must host a minimum of 15 sessions before July 15, 2024)
- Create marketing plan to promote classes
 - Social media
 - Press release
- Send press release to local press, ask partner organizations to spread the word, recruit adult learners

MAY 2023

- 2 pm May 17, 2023: Senior Planet Quarterly Meeting
- Promote class on social media & with press release
- Host public class
- Collect qualitative & quantitative data on program

JUNE & JULY 2023

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program

AUGUST 2023

- 2 pm August 16, 2023: Senior Planet Quarterly Meeting
- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program

TIMELINE & DEADLINES



SEPTEMBER 2023

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program



OCTOBER 2023

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program
- Prepare & send out PR release about first six months of program



NOVEMBER 2023

- 2 pm November 15: Senior Planet Quarterly Meeting
- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program



DECEMBER 2023 & JANUARY/FEBRUARY 2024

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program



MARCH 2024

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program
- Prepare & send out PR release about first year of program



APRIL, MAY & JUNE 2024

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program



JULY 2024

- Host public class
- Write PR about impact of program
- All final reports must be submitted no later than July 15, 2024.

End of program: July 31, 2024

DEADLINES

- **February 1, 2023:** Submit signed SALS MOU
- **February 1, 2023:** Submit signed Senior Planet Commitment Form
- **February 5, 2023:** Participating libraries with submitted paperwork receive \$1,500
- **February 1, 2023:** Choose which Train-the-Trainer sessions to attend
- **February 14 or 15, 2023:** Begin Senior Planet Train-the-Trainer program
- **April 1, 2023:** Participating libraries that successfully complete Senior Planet training receive final \$1,500
- **July 15, 2024:** Final reports must be submitted to Senior Planet

AGREEMENT

The _____ Library agrees to the terms as outlined in the MOU with SALS above to participate in the Senior Planet OATS program.

Failure to meet the deadlines or complete the training will result in the termination of this MOU and the forfeiture of the allocated funds.

Project Coordinator:

Date:

Director:

Date:

Board President:

Date: