

**Ballston Community Public Library
Board of Trustees Meeting Agenda
April 26, 2023**

- 1) Call to order**
- 2) Minutes of March 29, 2023 Meeting**
- 3) Report of Special Funds**
- 4) Monthly Financial Reports**
- 5) Approval of Bills**
- 6) Librarians' Reports**
- 7) Reports of Committees**
 - a) Town Liaisons
 - b) Personnel Committee
 - c) Policy Committee
 - d) Nominating Committee
 - e) Budget & Finance Committee
- 8) Unfinished Business**
 - a) Local History & Lighting Construction Project
 - b) Ballston Legislation & Transition
 - c) Trustee Vacancy
 - d) Wellness Hours
- 9) New Business**
 - a) Annual Report to the Public

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

- b) **RESOLUTION 23-032** Consider amending motion 22-030 appointing William Bechtel to the following Board of Trustee Committees; Budget & Finance, Building & Grounds, and Policy to renumber it as 23-030.
- c) **RESOLUTION 23-033** Consider amending motion 22-031 an amendment to the Ballston Community Public Library Bylaws' Trustees' Annual Calendar for the month of April: Distribution of Annual Report to Public to renumber it as 23-031.
- d) **RESOLUTION 23-034** Consider approving monthly Transition Status Report to the Town of Ballston.

- e) **RESOLUTION 23-035** Consider appointing Calli Powell to the part-time position of Library Assistant for the Ballston Community Public Library at an hourly rate of \$23 effective May 1, 2023.
- f) **RESOLUTION 23-036** Consider accepting the resignation of Krysten Rodrigues, circulation clerk, effective April 29, 2023.
- g) **RESOLUTION 23-037** Consider approving amended Policy 2720 Continuation of Operations Policy.
- h) **RESOLUTION 23-038** Consider moving the Library to Stage 6 of Policy 2720 Continuation of Operations Policy effective immediately.
- i) **RESOLUTION 23-039** Consider updating all library policies and procedures to the legal name of Ballston Community Public Library.
- j) **RESOLUTION 23-040** Consider approving 2022 Annual Report to the Public.
- k) **RESOLUTION 23-041** Consider appointing Charity Canfield to the part-time position of circulation clerk at an hourly rate of \$14.50 effective May 1, 2023.

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

- 10) Executive Session to discuss Trustee Vacancy**
- 11) Executive Session to discuss attorney-client privileged legal matters**
- 12) Adjournment**

April Voucher Signer: Bill Bechtel

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

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

May Voucher Signer: Kate Schofield

Ballston Community Public Library
Board of Trustees Monthly Meeting Minutes
March 29, 2023

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

Trustees present: Bill Bechtel, Steve Burchett, Kate Schofield, Carolyn Speenburgh, Julia Stone, Sue Tomlinson

Trustees Present via Zoom: none

Trustees excused: none

Trustees unexcused: none

Town Representatives: none

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

Minutes of February 22, 2023 monthly meeting: On a motion by Carolyn Speenburgh, seconded by Kate Schofield, the minutes of the February 22, 2023 meeting were unanimously approved.

Minutes of March 8, 2023 special meeting: On a motion by Julia Stone, seconded by Steve Burchett, the minutes of the March 8, 2023 special meeting were approved unanimously.

Report of Special Funds: Special funds for March, 2023 were reviewed.

Monthly Financial Reports: Financial reports for March, 2023 were reviewed.

Approval of Bills: On a motion by Sue Tomlinson, seconded by Carolyn Speenburgh, the bills for March, 2023 were unanimously approved.

Librarians Reports: Attached.

Reports of Committees:

- a) Town Liaisons: none
- b) Personnel Committee: Draft of annual performance review for Director Verhayden was prepared and will be presented to Trustees for discussion in Executive Session. Staffing updates will be covered under Resolutions 23-028 and 23-029.
- c) Policy Committee: Amendment to the Bylaws' Trustees Annual Calendar will be covered in the resolution listed below.

Unfinished Business:

- a) Reopening Plan update - no change
- b) Local History and Lighting Construction Project - Good progress has been made on the punchlist; Lisa Hayes of Butler Rowland Mays Architects, LLP has urged Gallo to complete a few remaining items. Roland J. Down repaired rooftop unit 6, but the Local History Room was still cold. Also, there is internal taping inside lighting which is casting a shadow, so Gallo is filing a claim with the manufacturer to send a replacement and/or have it fixed. On a recommendation by Sage Engineering, the thermostat outside the Local History Room was moved inside it, but the room is still cold. We will continue to pursue a solution. Sage Engineering has a proposed 4-step plan to resolve the issue. The Building Department of the Town of Ballston will soon come to inspect

the room; meanwhile, we can begin using it. A ribbon-cutting is anticipated for May. The Town of Charlton picked up the old local history cabinets and they're being rehoused at Charlton Community Center.

- c) Ballston Legislation and Transition - On March 20, 2023, attorneys for the Town and the Library met to review the draft legislation. They agreed on minor changes, and it was sent to Sam Torrey in Assemblywoman Mary Beth Walsh's office. Once approved there, it will come to the Library Board and the Town Board to review. President Stone, Director Verhayden, and trustees Bill Bechtel and Kate Schofield attended a virtual meeting with Erica Freudenberger and Sara Dallas from SALS, who had good input regarding informing patrons of the changes.
- d) Trustee Vacancy - Edward Guider has applied to become a Library Trustee. He spoke briefly about his other volunteer activities and reasons for wanting to be of service to the library and the community.

New Business:

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

RESOLUTION 23-027 Consider approving monthly Transition Status Report to the Town of Ballston. On a motion by Sue Tomlinson, with second by Kate Schofield, the monthly Transition Status Report was unanimously approved to be sent to the Town of Ballston.

RESOLUTION 23-028 Consider appointing Tricia Bitley to the part-time position of Account Clerk/Typist as Office Manager for the Ballston Community Public Library at an hourly rate of \$20.00, effective April 3, 2023. Motion made by Steve Burchett, seconded by Julia Stone, and passed with all in favor.

RESOLUTION 23-029 Consider appointing William Newsom III to the part-time position of Library Clerk at the Ballston Community Public Library at an hourly rate of \$14.79 effective April 3, 2023. Motion was made by Bill Bechtel, seconded by Carolyn Speenburgh, and passed unanimously.

RESOLUTION 22-030 Consider appointing William Bechtel to the following Board of Trustee Committees: Budget and Finance, Building and Grounds, Policy. Motion was made by Julia Stone, seconded by Steve Burchett, and passed unanimously.

RESOLUTION 22-031 Consider an amendment to the Ballston Community Public Library Bylaws Trustees' Annual Calendar for the month of April: Distribution of the Annual Report to the Public. Motion was made by Kate Schofield, seconded by Julia Stone, and passed with all in favor.

Privilege of the Floor on any topic (limit 3 minutes): None

Executive Session: At 7:46 p.m., on a motion by Carolyn Speenburgh, seconded by Sue Tomlinson, trustees voted unanimously to enter Executive Session to discuss the director performance evaluation. At 8:11 p.m. on a motion by Carolyn Speenburgh seconded by Steve Burchett, trustees voted unanimously to exit Executive Session, where no votes were taken.

Executive Session: At 8:12 p.m., on a motion by Steve Burchett with second by Bill Bechtel, trustees voted unanimously to enter Executive Session to discuss attorney-client privileged legal matters (as amended from the agenda). At 9:08 p.m., on a motion by Carolyn Speenburgh seconded by Kate Schofield, trustees voted unanimously to exit Executive Session, where no votes were taken.

Adjournment: At 9:09 p.m., on a motion by Steve Burchett with second by Bill Bechtel, trustees voted unanimously to adjourn the meeting.

TOB Library NEW Trustee Account (xxx1596)

4/24/2023 11:20

Date	Check Number	Description	Fund	With-drawal Amount	Deposit Amount	Account Balance
						\$11,608.26
1.31.2023		interest earned	UNDESIGNATED		1.97	\$11,610.23
2.28.2023		interest earned	UNDESIGNATED		1.78	\$11,612.01
3.29.2023	1010	B&T books	Conklin	210.31		\$11,401.70
3.31.2023		interest earned	UNDESIGNATED		1.97	\$11,403.67

TRUSTEES FUNDS SUMMARY (xxx1596)

4/24/2023 11:20

FUND NAME

Richard E. Wittnebel	\$23.55
BH Women's Club	\$74.76
Conklin	\$4,859.30
Asa Kaplan	\$302.90
Tibbitts	\$38.88
McQueen	\$11.26
DeAngelo	\$51.04
Carol Brower	\$345.00
Ruth Glasser	\$57.40
Undesignated	\$5,639.58

TOTAL \$11,403.67

Town of Ballston Community Library

Abstract

As of April 30, 2023

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Alyssa Harvey				
04/03/2023	4.3.2023	mileage reimb 6 trips to/from E. Glenville preschool & Mayfair Nursery	34.60	Bill
Total for Alyssa Harvey			\$34.60	
Amazon-pay by invoice				
04/15/2023	1DHL-6VMV-DPG9	misc items - see invoice	179.32	Bill
Total for Amazon-pay by invoice			\$179.32	
Baker & Taylor 800-340-5370				
03/29/2023	5018240790	24 books	366.28	Bill
03/10/2023	5018229748	33 books	411.36	Bill
03/13/2023	5018223464	34 books	416.53	Bill
03/27/2023	5018252346	25 books	305.19	Bill
04/10/2023	5018245411	43 books	517.63	Bill
04/07/2023	5018285024	41 books	584.38	Bill
04/04/2023	5018275247	34 books	454.35	Bill
03/15/2023	5018212245	47 books	671.92	Bill
03/23/2023	5018260461	42 books	529.39	Bill
Total for Baker & Taylor			\$4,257.03	
Ballston Spa Public Library				
04/03/2023	3.7.2023	BAL lost book 0000800680472 fee pd @ BUR	10.98	Bill
Total for Ballston Spa Public Library			\$10.98	
CDPHP				
04/12/2023	231020034408	May 2023 Health/Dental A Harvey & R Darling; Dental J Kaplan	1,294.14	Bill
Total for CDPHP			\$1,294.14	
Cengage Learning Inc. / Gale 248-699-4253				
03/15/2023	80890616	1 book	27.74	Bill
03/15/2023	80890249	3 books	83.22	Bill
04/05/2023	81009201	2 books	51.73	Bill
04/05/2023	81010258	6 books	149.19	Bill
03/15/2023	80889830	1 book	29.24	Bill
03/23/2023	80937312	1 book	26.99	Bill
03/23/2023	80936930	1 book	28.49	Bill
03/23/2023	80937607	1 book	29.24	Bill
03/22/2023	80928594	7 books	163.49	Bill
03/16/2023	80898782	3 books	77.97	Bill
Total for Cengage Learning Inc. / Gale			\$667.30	
Crandall Public Library				
04/03/2023	3.7.2023	GLE lost bk 000507683688 pd @ BUR	16.00	Bill
Total for Crandall Public Library			\$16.00	

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
ELM USA, Inc.				
04/04/2023	57352	Mar2023 usage	25.00	Bill
Total for ELM USA, Inc.			\$25.00	
Highmark BlueShield of Northeastern New York				
04/06/2023	230406308811310	May 2023 medical J Kaplan	199.00	Bill
Total for Highmark BlueShield of Northeastern New York			\$199.00	
Mail 'N' More 518.399.3279				
03/20/2023	13051	B&T return postage	5.50	Bill
Total for Mail 'N' More			\$5.50	
Mary Sanders Shartle				
04/20/2023	4.20.2023	memoir writing 6 classes @ \$80.00 ea.	480.00	Bill
Total for Mary Sanders Shartle			\$480.00	
Mechanicville District Public Library (518) 664-4646				
03/10/2023	3.7.2023	MEC lost book 0007700810520 fee pd @ BUR	22.95	Bill
Total for Mechanicville District Public Library			\$22.95	
Midwest Tape, LLC 800-875-2785				
04/11/2023	503631802	1 DVD/ADB	44.99	Bill
03/20/2023	503529435	1 DVD/ADB	44.99	Bill
03/31/2023	503585387	Hoopla Mar 2023	1,099.94	Bill
Total for Midwest Tape, LLC			\$1,189.92	
Nature's Way Pest Control 518-745-5958				
03/20/2023	17338	svc 3.20.2023	78.00	Bill
04/13/2023	22097	svc 4.13.2023	78.00	Bill
Total for Nature's Way Pest Control			\$156.00	
NightRider Janitorial Services (518) 782-9999				
04/01/2023	APR23111	April 2023 cleaning	2,295.00	Bill
Total for NightRider Janitorial Services			\$2,295.00	
Repeat Business Systems, Inc. (518) 869-8116				
04/05/2023	894643	B/W, Color and logistics surcharge	181.57	Bill
Total for Repeat Business Systems, Inc.			\$181.57	
Schoharie Crossing State Historic Site				
03/28/2023	3.28.2023	Sacandaga Canal Program	30.00	Bill
Total for Schoharie Crossing State Historic Site			\$30.00	
Simmons Elevator Co. 518-882-1445				
03/14/2023	46632	2023 QTR 2 elev maint	410.79	Bill
Total for Simmons Elevator Co.			\$410.79	
Southern Adirondack Library System 518-584-7300				
04/20/2023	5.15.2023	65th annual trustee mtg - registrants 5 @ 30.00 ea + 1 complimentary	150.00	Bill
04/03/2023	2023-3BUR	Mar2023 monthly fee/circ renewals	1,887.17	Bill

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
01/30/2023	BUR 1302023	overdrive	459.93	Bill
04/04/2023	BUR 4042023	patron/barcode labels (6000)	148.89	Bill
Total for Southern Adirondack Library System			\$2,645.99	
Staples				
04/04/2023	3534927290	copy paper, toners - HP201X BLK & HP410A YEL	204.98	Bill
04/06/2023	3535072400	mechanical pencils	4.72	Bill
04/06/2023	3535072406	legal pads, blk sharpie pens	35.33	Bill
Total for Staples			\$245.03	
The Law Office of Stephanie Adams, PLLC 716.464.33386				
04/14/2023	2578	svcs 3.1.23-3.31.23	2,125.00	Bill
Total for The Law Office of Stephanie Adams, PLLC			\$2,125.00	
Town of Ballston Water Dept.				
03/31/2023	3.31.2023	water usage 90 days 12/29/2022-3/29/2023	131.32	Bill
Total for Town of Ballston Water Dept.			\$131.32	
Twin Bridges Waste & Recycling, LLC (518) 267-3400				
04/01/2023	April2023	April 2023 svc	74.75	Bill
Total for Twin Bridges Waste & Recycling, LLC			\$74.75	
Waterford Public Library				
03/07/2023	3.7.2023	WAT lost book 0000900775834 fee pd @ BUR	5.99	Bill
Total for Waterford Public Library			\$5.99	
TOTAL			\$16,683.18	

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

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	Add'l Fund Bal FDIC 5150	TRUSTEE FUND (1596)
Revenue				
BALLSTON TAXES				
17.1001.41.000.0.000 Real Property Taxes				
Total BALLSTON TAXES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Other Governments				
Total CHARLTON LIBRARY SVCS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY CHARGES				
17.2082.41.000.0.000 LIBRARY CHARGES - Not Specified				
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				
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR				
Total LIBRARY CHARGES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY SYSTEM GRANTS				
17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants				
Total LIBRARY SYSTEM GRANTS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
MISC REVENUE				
17.2401.41.000.0.000 INTEREST & EARNINGS			56.37	5.72
17.2705.41.000.0.000 Gifts / Donations / Reimbursements				
17.2770.41.000.0.000 Other Unclassified Revenues	35,271.00			
Total MISC REVENUE	\$ 35,271.00	\$ 56.37	\$ 0.69	\$ 5.72
Total Revenue	\$ 35,271.00	\$ 56.37	\$ 0.69	\$ 5.72
Gross Profit	\$ 35,271.00	\$ 56.37	\$ 0.69	\$ 5.72
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	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print				210.31
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals				
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers				
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books				
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases				
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials				
Total LIBRARY MATERIALS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 210.31

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	Add'l Fund Bal FDIC 5150	TRUSTEE FUND (1596)
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	\$ 0.00	\$ 0.00	\$ 0.00
OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS				
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS				
17.7410.54.041.0.000 POSTAGE / MAILINGS				
17.7410.54.042.0.000 PUBLICITY / Promotion				
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS				
Total OFFICE EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
OPERATION EXPENSE				
17.1620.54.010.0.000 Professional Services - LEGAL				
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL				
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE				
17.7410.51.033.0.000 Professional Services - PAYROLL Processing				
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)				
17.7410.54.010.0.000 Professional Services - IT (SALS)				
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				
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT				
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT				
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	\$ 0.00	\$ 0.00	\$ 0.00
SPECIAL ITEMS				
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA				
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library				
Total SPECIAL ITEMS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 210.31
Net Operating Revenue	\$ 35,271.00	\$ 56.37	\$ 0.69	-\$ 204.59
Net Revenue	\$ 35,271.00	\$ 56.37	\$ 0.69	-\$ 204.59

PREPARATION DATE: Monday, Apr 24, 2023 08:26:23 AM GMT-7 - Accrual Basis

Town of Ballston Community Library
Budget vs. Actuals: 2023 BUDGET
January - December 2023

General Cking 1164				
	Actual	Budget	Remaining	%
				Remaining
Revenue				
BALLSTON TAXES			0.00	
17.1001.41.000.0.000 Real Property Taxes	646,052.11	646,051.00	-1.11	0.00%
Total BALLSTON TAXES	\$ 646,052.11	\$ 646,051.00	-\$ 1.11	0.00%
CHARLTON LIBRARY SVCS			0.00	
17.2360.41.000.0.000 Library Services to Other Governments	11,845.00	54,000.00	42,155.00	78.06%
Total CHARLTON LIBRARY SVCS	\$ 11,845.00	\$ 54,000.00	\$ 42,155.00	78.06%
LIBRARY CHARGES			0.00	
17.2082.41.000.0.000 LIBRARY CHARGES - Not Specified	-16.00		16.00	
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	860.01	3,000.00	2,139.99	71.33%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	30.76		-30.76	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	554.18	1,900.00	1,345.82	70.83%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	24.01		-24.01	
Total LIBRARY CHARGES	\$ 1,452.96	\$ 4,900.00	\$ 3,447.04	70.35%
LIBRARY SYSTEM GRANTS			0.00	
17.2760.41.001.0.000 Library System Grants - LLSA		3,194.00	3,194.00	100.00%
17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants	3,000.00		-3,000.00	
Total LIBRARY SYSTEM GRANTS	\$ 3,000.00	\$ 3,194.00	\$ 194.00	6.07%
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	12,298.08	6,000.00	-6,298.08	-104.97%
17.2770.41.000.0.000 Other Unclassified Revenues	2,185.61		-2,185.61	
17.9999.41.000.0.000 Budget Fund Balance Draw		16,000.00	16,000.00	100.00%
Total MISC REVENUE	\$ 14,483.69	\$ 22,028.00	\$ 7,544.31	34.25%
Total Revenue	\$ 676,833.76	\$ 730,173.00	\$ 53,339.24	7.31%
Gross Profit	\$ 676,833.76	\$ 730,173.00	\$ 53,339.24	7.31%
Expenditures				
BENEFITS			0.00	
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION	31,785.25	25,000.00	-6,785.25	-27.14%
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)	4,319.29	3,211.00	-1,108.29	-34.52%
17.9060.58.052.0.000 HSA (ER Contribution)	2,436.00	4,550.00	2,114.00	46.46%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	1,166.90	3,888.00	2,721.10	69.99%
17.9060.58.054.0.000 HEALTH INS OPT OUT	553.84	1,800.00	1,246.16	69.23%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	5,468.86	22,916.00	17,447.14	76.14%
Total BENEFITS	\$ 45,730.14	\$ 61,365.00	\$ 15,634.86	25.48%
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	15,986.30	62,000.00	46,013.70	74.22%
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	2,269.39	2,600.00	330.61	12.72%
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	4,102.48	2,500.00	-1,602.48	-64.10%
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	3,208.04	11,000.00	7,791.96	70.84%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	1,551.68	16,000.00	14,448.32	90.30%
Total LIBRARY MATERIALS	\$ 28,167.75	\$ 95,900.00	\$ 67,732.25	70.63%

	Actual	Budget	Remaining	% Remaining
LIBRARY PERSONNEL SERVICES		884.00	884.00	100.00%
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	56,457.12	182,754.00	126,296.88	69.11%
17.7410.51.031.0.000 CLERICAL STAFF	44,729.43	158,723.00	113,993.57	71.82%
17.7410.51.032.0.000 PAGES	6,200.05	28,912.00	22,711.95	78.56%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	8,593.34	28,402.00	19,808.66	69.74%
Total LIBRARY PERSONNEL SERVICES	\$ 115,979.94	\$ 399,675.00	\$ 283,695.06	70.98%
OFFICE EXPENSES			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	1,894.60	4,000.00	2,105.40	52.64%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	1,377.25	3,500.00	2,122.75	60.65%
17.7410.54.041.0.000 POSTAGE / MAILINGS	10.09	250.00	239.91	95.96%
17.7410.54.042.0.000 PUBLICITY / Promotion	50.00	1,000.00	950.00	95.00%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	3,748.73	14,000.00	10,251.27	73.22%
Total OFFICE EXPENSES	\$ 7,080.67	\$ 22,750.00	\$ 15,669.33	68.88%
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	5,395.00	10,000.00	4,605.00	46.05%
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	8,024.50	5,500.00	-2,524.50	-45.90%
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	391.46	12,247.00	11,855.54	96.80%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	1,003.57	2,000.00	996.43	49.82%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	10,836.38	17,500.00	6,663.62	38.08%
17.7410.54.010.0.000 Professional Services - IT (SALS)	5,661.51	22,646.00	16,984.49	75.00%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,214.07	3,000.00	785.93	26.20%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	979.00	3,000.00	2,021.00	67.37%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	199.58	500.00	300.42	60.08%
17.7410.54.039.0.000 CUSTODIAL SERVICES	9,180.00	27,540.00	18,360.00	66.67%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES		3,200.00	3,200.00	100.00%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	52.29	250.00	197.71	79.08%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	340.44	500.00	159.56	31.91%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	3,403.33	6,200.00	2,796.67	45.11%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	299.00	900.00	601.00	66.78%
Total OPERATION EXPENSE	\$ 47,980.13	\$ 124,483.00	\$ 76,502.87	61.46%
SPECIAL ITEMS			0.00	
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA	43.56	5,000.00	4,956.44	99.13%
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	\$ 9,335.49	\$ 16,000.00	\$ 6,664.51	41.65%
Total Expenditures	\$ 254,274.12	\$ 730,173.00	\$ 475,898.88	65.18%
Net Operating Revenue	\$ 422,559.64	\$ 0.00	-\$ 422,559.64	
Net Revenue	\$ 422,559.64	\$ 0.00	-\$ 422,559.64	

PREPARATION DATE: Monday, Apr 24, 2023 07:10:09 AM GMT-7 - Accrual Basis

Ballston Community Public Library
EARLY PAYS & PC OH Reimbursement
April 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount
04/17/2023	Bill Payment (Check)	510	NATIONAL GRID	Acct# 02461-44007	\$3,122.64
04/17/2023	Bill Payment (Check)	511	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	\$279.97
04/26/2023	Check		Cash	April 2023 PC O/H reimb	\$40.67
					\$3,443.28

Monday, Apr 24, 2023 07:46:09 AM GMT-7

Ballston Community Public Library Director's Report

April 2023

Circulation Statistics

March 2023

Circulation Statistics	Current Month	2023 to Date	2022 Total
Items Added to Collection	393	784	4,719
Number of Physical Items Circulated	8,530	25,908	98,808
Overdrive/Libby Circulation	1,196	3,528	12,343
Hoopla Circulation	498	1,460	5,868
New Patron Registrations	42	108	537
Curbside Appointments	2	6	100
Patrons in the Building	4,136	11,415	42,564

Programs & Events

March 2023

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2023 Total	Participants 2023 Total	Number Offered 2022 Total	Participants 2022 Total
Preschool	19	538	42	1,156	176	3,324
Elementary	7	80	19	220	68	1,125
Teen	3	8	9	37	24	303
Adult	13	144	21	439	56	477
Family	4	184	12	1,007	38	2,612
Outreach	5	87	5	87	66	2,960
TOTALS	51	1,041	108	2,802	428	10,801

Youth Services Programming: At the end of March and beginning of April, Alyssa visited some local Nursery Schools and Preschools to do guest story times and talk about the library. During the month of April we offered our 4 weekly story times, 1 Saturday story time, 10 Teen Book Boxes, 1 STEM Obstacle Course, 3 Read to Seamus the Therapy dog events, 5 book clubs, 1 Teen craft, 1 Kid's craft, 1 Grab 'N Go Craft, 1 Story Crafters event, and a Guess the Jellybeans Contest. The Summer Reading Program youth calendar has been finalized and all promotional materials have been made for the events. Alyssa has finished the school handouts and will be sending them to the Superintendent's office for approval and distribution. Week-long school visits for Charlton Heights, Stevens, and Pashley have been scheduled in late May and throughout June. Rainbow decorations have been purchased for the Children's Room and the promotional video has been planned. Alyssa is working on ordering supplies and prizes, finalizing paperwork with the performers, and setting up the summer reading website on Beanstack. We have begun to hand out Teen Volunteer applications for this summer. We will select our volunteers on May 23.

Adult Programming: In March there were 13 adult programs, and April had 11 adult programs. Small Towns, Big Read was very successful, and I am working on planning next year! Through the end of March, there have been 295 attendees at Adult programs. I am wrapping up scheduling programs for Summer Reading. Programs will include Basic Emergency Skills with Ballston Lake EMS, another program with Schoharie Crossing Historic Site, a calligraphy class, a drawing class, a food prep demonstration, and of course our 3 Adult Book Clubs each month.

Organizational Goals

- All employee annual evaluations are now complete.
- The Library is working with it's accounting firm UHY to file the AUD with the NYS Comptroller before the May 1, 2023 deadline.

Staff & Volunteers

- We are currently accepting Library Page applications to fill the upcoming vacant spot.
- Krysten's last day with us is April 27th. Krysten has been with us for just about a year, and will be greatly missed!
- Pati Pericone is retiring after more than 20 years with the Library! She has been a very reliable employee, and will be sorely missed. But we wish her a great retirement, and fun times with her husband, kids, and grandkids!
- Calli Powell is joining us as our new Library Assistant, filling the vacancy left by Michelle Dannenhoffer-Cau. We are very excited to have her join us.
- Charity Canfield is transitioning from Page to Clerk, and it is great to be able to have her stay with us!

Facility Update

- We have worked with Roland J. Down on the heat and air conditioning.
- Gallo Construction was on site and waxed the floors and did other clean up on the punch list. There are a few light fixtures that need repair and we are waiting on the manufacturer.

Technology

March 2023

Technology Statistics	Current Month	2023 to Date	2022 to Date
Public Computer Sessions	145	376	1,527
WiFi Sessions (unique users)	704	2,179	7,081

Policy Review

- Policy Committee met to review and update the Reopening Safety Plan, now renamed P2720 Continuation of Operations.

Meetings & Professional Development

- **Rong-Jane Chen, Library Assistant:** KnowBe4 Refresher Training 4/24
- **Alyssa Harvey, Head of Youth Services:** NYLA Conference Curators Meeting 4/18
- **Jenn Richard, Head of Adult Services:** Board of Trustees 3/29, Friends of the Library 4/4
- **Rebecca Verhayden, Director:** SALS Communications Plan Meeting 3/29, Board of Trustees 3/29, NYLA Legislation Meeting 3/30, Director Evaluation 4/19, Policy Committee 4/19, Burnt Hills Forward Engagement Workshop 4/20, SALS Directors Council 4/21, Legal Meeting 4/24, Town of Ballston 4/25

Rebecca Verhayden, Director 4/24/2023

CONTINUATION OF OPERATIONS POLICY

P2720

Last updated 4/26/2023 by Library Board of Trustees. Library currently in phase 6.

The following guidelines were approved by the Ballston Community Public Library Board of Trustees on June 8, 2020 and will be reviewed and revised as updated information is received.

Continued service of the Library will be based on a plan that follows county, state, federal, municipal, and CDC guidelines for safe operations, is in coordination with other system libraries, and is contingent on a decision by the Governor to allow non-essential businesses to reopen.

Reopening of the library must match the capacity of the organization, taking into consideration the health and safety of staff and patrons.

Communication of current protocols will be posted at the Library Building, on the Library Website, and on social media outlets.

Factors that need to be taken into consideration when creating a Library Continuation of Service Plan include:

- The Governor allowing non-essential businesses to reopen.
- Staffing capacity – a recognition that some staff may not be able to return to work immediately due to health, family obligations or choice.
- Cleaning protocols that follow CDC and state guidelines for cleaning and disinfecting the library building.
- Having the necessary materials and supplies to maintain high hygiene standards.
- Adequate PPE for all staff.
- Installation of droplet contamination protection (i.e. plexiglass/acrylic shields) at all public service desks.
- Completion of building changes for social distancing, including removal of chairs at desks and tables, and rearranging the Community Room for materials return.
- Recurrence may require a building closure.

Staff Admission to the Library

When allowed back in the building, the following will be required of staff members until further notice:

- Strict social distancing protocols of being at least 6 feet apart must be followed.
- Staff must wear a mask when working.
- Staff will be provided with masks and gloves to be used.
- Staff must follow established cleaning protocols for their workstations and shared workstations.
- Staff must stay home if they have any symptoms and follow established return to work protocols, OR if they have a suspected exposure to a person that has tested positive.

Public Admission to the Library

- Members of the public must, until further notice, wear at least a protective mask or cloth covering that covers their nose and mouth while inside the building.
- The Library will not provide masks to the public.
- Social distancing protocols must be followed. As guidelines change, policies will be updated to reflect current recommended protocols.
- Members of the public who refuse to follow these guidelines will be asked to leave the Library. If a patron refuses to leave, authorities will be called.
- The number of people in the building will be monitored and patrons may be asked to wait to be admitted.

Note - The timing of the Stages is subject to adjustment depending on any guidance from NYS, the Saratoga County Health Department, the Southern Adirondack Library System, the Town of Ballston, as well as any other relevant circumstances, and public response and need.

STAGE 1: STAFF RETURNS TO THE BUILDING, MATERIALS RETURN BEGINS

Operation of the Library is contingent on the State recommendation that the current health crisis has reached a level at which it is safe to resume increasing “normal” activities. The Library will reassess and adjust operations to reflect these recommendations as appropriate.

Staff Hours of Operation

- Hours M-F 9:30 a.m. – 4:00 p.m.
- Work from home where possible and approved

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines.
- Staff will be scheduled in shifts and will continue to telework where possible.
- Staff will be expected to complete job-specific duties and tasks that may include:
 - o Processing new materials received;
 - o Rearranging furniture in building to accommodate social distancing;
 - o Shifting of collections;
 - o Training on curbside delivery policies;
 - o Training on material quarantine/check-in;
 - o Material quarantine and check-in.

Public Hours of Operation

- Library facility will remain closed to the public.

Public in Building

- None

Safety Measures – Staff

- Masks must be worn.
- Masks and gloves required for handling recently returned materials.

Materials/Returns

- Only material returns will be permitted.
- The outside book drop will be the only location where returns are accepted, and will be accessible 24/7.
- The Community Room will be used to quarantine returned materials.

Services

- Digital only; telephone and email reference and circulation services

Programs

- Remote programming via appropriate virtual channel.

STAGE 2: STAFF IN BUILDING; NO PUBLIC

Operation of the Library is contingent on the State recommendation that the current health crisis has reached a level at which it is safe to resume increasing “normal” activities. The Library will reassess and adjust operations to reflect these recommendations as appropriate.

Staff Hours of Operation

- Hours M-F 10:00 a.m. – 4:00 p.m.
- Staff will work from home where possible and approved by their supervisor.

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines.
- Staff will be scheduled in shifts and will continue to telework where possible.
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered;
 - Rearranging furniture in building to accommodate social distancing;
 - Shifting of collections.

Public Hours of Operation

- Library facility will remain closed to the public.
- Curbside pickup only for material loans.

Public in Building

- None

Safety Measures – Staff

- Masks must be worn.
- Masks and gloves required for materials handling and curbside pickup.
- Workstations will be cleaned before and after shifts.
- Staff will follow enhanced hygiene protocols including frequent handwashing.

Materials/Returns

- Patrons may return library materials anytime.
- The outside book drop will be the only location where returns are accepted.
- The Community Room will be used to quarantine returned materials.
- Curbside pickup hours TBD.

Services

- Digital only; telephone and email reference and circulation services.

Programs

- Remote programming via appropriate virtual channel.

STAGE 3: OPENING OF THE LIBRARY BUILDING TO PUBLIC

Operation of the Library is contingent on the State recommendation that the current health crisis has reached a level at which it is safe to resume increasing “normal” activities. The Library will reassess and adjust operations to reflect these recommendations as appropriate.

Staff Hours of Operation

- Hours Monday & Thursday 9:30 a.m. – 7:00 p.m., Tuesday, Wednesday, Friday 8:30 a.m. – 4:00 p.m.
- Work from home where possible and approved by their supervisor.

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines.
- Staff will be scheduled in shifts and will continue to telework where possible.
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered; curbside delivery;
 - Rearranging furniture to accommodate social distancing;
 - Shifting of collections.

Public Hours of Operation

- Open to public: Monday & Thursday 1:00 p.m. – 7:00 p.m., Tuesday, Wednesday, Friday 9:00 a.m. – 4:00 p.m.
- Curbside pickup available: Monday & Thursday 1:00 p.m. – 6:30 p.m., Tuesday, Wednesday, Friday 9:00 a.m. – 3:30 p.m.

Public in Building

- 30 members of the public at a time. Maximum allowable is 50% of total building occupancy including staff. Building capacity is 137, 50% capacity is up to 68 people.
- Public will be allowed into the building to order and pick up materials, browse throughout the building and use public computers.
- Number of public in the building will be limited and monitored at the entrance.

Safety Measures – Staff

- Masks must be worn.
- Masks are required for materials handling and curbside pickup.
- Workstations will be cleaned before and after shifts.
- Staff will follow enhanced hygiene protocols including frequent handwashing.

Safety Measures – Public

- Patrons must wear a mask to enter building.
- Accommodations can be made for ADA compliance.

Materials/Returns

- Patrons may return library materials anytime.
- The outside book return will be the only place where returns are accepted.
- The Community Room will be used to quarantine returned materials for a number of days based on CDC and NYS guidance.

Services

- All service desks operational
- Check out at Circulation Desk
- Telephone and email reference and circulation services
- Notary Public by appointment
- No meeting room use
- Public computers available (half of total stations removed)
- Photocopier, equipment cleaned between uses by staff
- No study tables

Programs

- Remote programming via appropriate virtual channel
- Outdoor programming where social distancing protocols can be maintained

STAGE 4: REGULAR HOURS

Operation of the Library is contingent on the State recommendation that the current health crisis has reached a level at which it is safe to resume increasing “normal” activities. The Library will reassess and adjust operations to reflect these recommendations as appropriate.

Staff Hours of Operation

- Regular hours
- Work from home where possible and approved by their supervisor.

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines.
- Staff will be scheduled in shifts and will continue to telework where possible.
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered; curbside delivery;
 - Rearranging furniture in building to accommodate social distancing;
 - Shifting of collections.

Public Hours of Operation

- Regular hours
 - Mondays 9:00 a.m. – 7:00 p.m.
 - Tuesdays 9:00 a.m. – 7:00 p.m.
 - Wednesdays 9:00 a.m. – 5:00 p.m.
 - Thursdays 9:00 a.m. – 7:00 p.m.
 - Fridays 9:00 a.m. – 5:00 p.m.
 - Saturdays 9:00 a.m. – 2:00 p.m.
- Curbside pickup available during open hours.

Public in Building

- Public will be allowed into the building to access library services and materials.
- Members of the public will continue to social distance.

Safety Measures – Staff

- Masks must be worn inside the building, except for fully vaccinated individuals.
- Masks are optional at outdoor programs and events.
- Masks will be required for all following current CDC guidance if Saratoga County is deemed to be of “substantial or high community transmission.”
- Workstations will be cleaned before and after shifts.
- Staff will follow enhanced hygiene protocols including frequent handwashing.

Safety Measures – Public

- Patrons must wear masks inside the building, except for fully vaccinated individuals.
- Masks are optional at outdoor programs and events.
- Masks will be required for all following current CDC guidance, if Saratoga County is deemed to be of “substantial or high community transmission.”
- Accommodations can be made for ADA compliance.

Materials/Returns

- Patrons may return library materials anytime.
- Returns will be accepted at the inside or outside book drops.

Services

- All service desks operational
- Check out at Circulation Desk
- Telephone and email reference and circulation services
- No meeting room use
- Public computers will be available (half of stations removed)
- Some public seating available, socially distanced

Programs

- Remote programming via appropriate virtual channel
- In person outdoor programming

STAGE 5: LIMITED PROGRAMMING

Operation of the Library is contingent on the State recommendation that the current health crisis has reached a level at which it is safe to resume increasing “normal” activities. The Library will reassess and adjust operations to reflect these recommendations as appropriate.

Staff Hours of Operation

- Regular hours
- Work from home as needed

Staff in Building

- Staff has the option to wear PPE, but will follow social distancing guidelines.
- Staff will be scheduled in shifts and will continue to telework where possible.

Public Hours of Operation

- Regular hours
- Curbside pickup by appointment

Public in Building

- Public will be allowed into the building to access library services and materials.
- Members of the public will continue to follow current health and safety guidelines.

Safety Measures – Staff

- The Library will follow health and safety guidelines from the CDC and other local authorities for items including mask wearing, social distancing and capacity requirements.
- Workstations will be cleaned before and after shifts.
- Staff will follow enhanced hygiene protocols including frequent handwashing.

Safety Measures – Public

- The Library will follow health and safety guidelines from the CDC and other local authorities for items including mask wearing, social distancing and capacity requirements.
- Accommodations can be made for ADA compliance.

Materials/Returns

- Library materials may be returned using indoor or outdoor returns
- Curbside pickup available by appointment

Services

- All services
- Limited toys or multi-touch items

Meeting/Study Rooms

- Limited to 80% capacity to allow for social distancing

Programs

- Remote programming via appropriate virtual channel
- Indoor and outdoor programming

Stage 6: Full Operation

Full operation of the Library is contingent upon the State recommendation that the current health crisis has reached a level at which it is safe to resume “normal” activities.

Staff Hours of Operation

- Regular hours
- Work from home as needed

Staff in Building

- Staff has the option to wear PPE and will follow social distancing guidelines.
- Staff will be scheduled in shifts and will continue to telework where possible.

Public Hours of Operation

- Regular hours
- Curbside pickup by appointment

Public in Building

- Public will be allowed into the building to access library services and materials.
- Members of the public will continue to follow current health and safety guidelines.

Safety Measures – Staff

- The Library will follow health and safety guidelines from the CDC and other local authorities for items including mask wearing, social distancing and capacity requirements.
- Workstations will be cleaned before and after shifts.
- Staff will follow enhanced hygiene protocols including frequent handwashing.

Safety Measures – Public

- The Library will follow health and safety guidelines from the CDC and other local authorities for items including mask wearing, social distancing and capacity requirements.
- Accommodations can be made for ADA compliance.

Materials/Returns

- Library materials may be returned using indoor or outdoor returns.
- Curbside pickup is available by appointment.

Services

- All services
- Toys or multi-touch items accessible to the public

Meeting/Study Rooms

- Open to the public

Programs

- Remote programming via appropriate virtual channel
- Indoor and outdoor programming

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 April 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 in 2023 to establish clear operational guidelines between the Town Board and the Library Board of Trustees. The Library Trustees are working with the Town Board as well as the appropriate stakeholders to initiate the legislative process which will provide direct accountability to the voters of the Library District.

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.

On November 1, 2022, Library Trustee Stone, Town 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. 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; Town Board discussed it and no issues were presented regarding this initiative. At the January 10, 2023 Town Board Meeting, Town Supervisor Connolly acknowledged receiving a Home Rule Resolution Draft from the Library. On February 16, 2023, a Stakeholder Meeting was held to discuss the legislative amendment process. Town Attorney Ryan reviewed the 2022 draft legislation and raised points where he would like the language to be updated so that it is acceptable to both Town and Library; Town Attorney Ryan and Library Attorney Adams plan to meet to make these revisions; a tentative timeline was suggested during this meeting as follows:

- Now to End of February - Make edits to current 2022 draft
- Beginning of March – Both parties to review and analyze
- Mid to End of March – Approved and finalized Legislation introduced into Assembly by Sam Torrey (Chief of Staff for Assemblywoman Marybeth Walsh) for Number; Additional discussion as needed at Town Board Agenda Meeting (3/28/23)
- Beginning of April – Anticipated Home Rule Resolution at Town Board Meeting (4/11/23); paperwork to be finalized by Sam

On March 20, 2023, Attorney Ryan and Attorney Adams met to discuss draft legislation revisions; Attorney Adams addressed the details discussed and Attorney Ryan approved those changes. Sam Torrey recently requested to review the draft prior to both Boards doing a final review. Therefore, on March 28, 2023, Attorney Adams sent her the draft for her review. This modifies the above sequence.

At the April 25, 2023 Town Board Agenda Meeting, the Town Board adopted a resolution supporting the Library Board's submission of draft legislation to be put forward in the current legislative session.

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 April 26, 2023. Further, on April 12, 2023, the Library provided the Town with updated additional detailed monthly Financial reports and account reconciliations that had been identified by the Town.

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 proposed legislation will authorize 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; this is currently on hold pending legislation.

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.

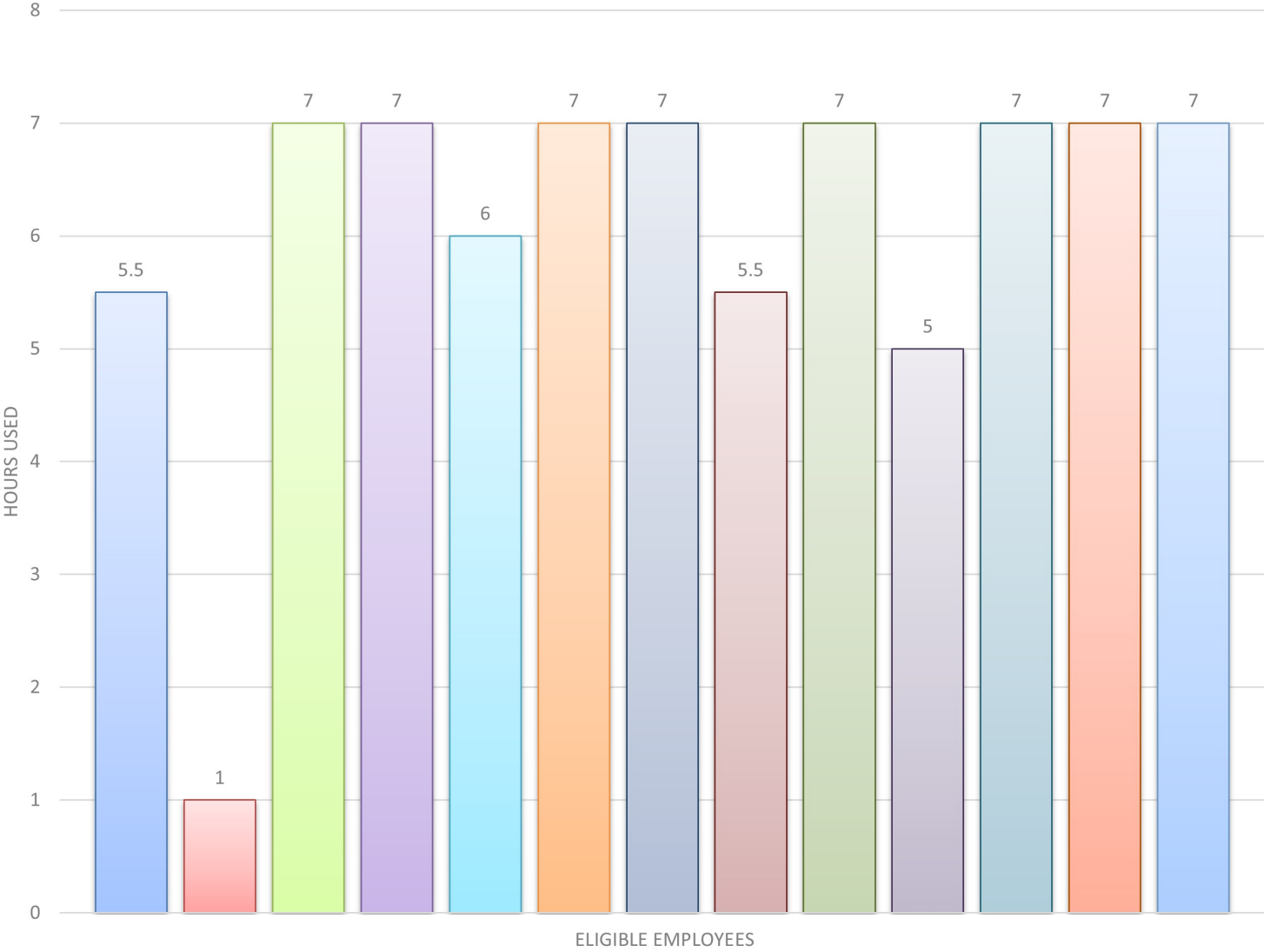
Summary:

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 in 2023 to establish clear operational guidelines between the Town Board and the Library Board of Trustees. The Library Trustees are working with the Town Board as well as the appropriate stakeholders to initiate the legislative process which will provide 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.

BALLSTON COMMUNITY PUBLIC LIBRARY
WELLNESS FIRST QUARTER 2023



2022 by the Numbers

18,211 digital items borrowed from Libby & Hoopla

98,908 physical items borrowed

15% increase in circulation over 2021

25 Museum Passes made possible by the Friends of the Library

428 programs with 10,801 patrons in attendance

537 new library card holders

42,564 visitors to the building

40% reduction in electricity usage by converting to LED lighting

Fine free as of September 2022



Open Hours

Monday, Tuesday, Thursday
9:00 AM - 7:00 PM

Wednesday & Friday
9:00 AM - 5:00 PM

Saturday
9:00 AM - 2:00 PM

Contact Us

Phone
518-399-8174

Online
www.bcpl.sals.edu



@BurntHillsLibrary

Address
2 Lawmar Lane
Burnt Hills, NY 12027

Director
Rebecca Verhayden
rverhayden@sals.edu



Ballston Community Public Library

2022 Annual Report to the Public

Mission Statement:

The Ballston Community Public Library shall develop and maintain facilities, resources, and services to meet the ongoing needs of all persons for education, personal enrichment, and recreation.



2022 Financials

Revenue

Town of Ballston	\$619,773
Town of Charlton	\$46,000
Library Charges	\$7,792
Grants	\$3,194
Other	\$12,580
Total Revenues	\$689,339

Expenses

Salaries	\$358,821
Benefits	\$55,293
Collection	\$91,358
Programs	\$12,373
Operations	\$144,724
Capital Improvements	\$162,290
Total Expenses	\$824,859

Local History Room & LED Lighting Construction Project

Revenue

2019 NYS Construction Grant	\$96,845
2022 NYS Construction Grant	\$35,271
Library Fund Balance	\$74,000
Expenses as of 12/31/22	\$161,034

Construction expected to be complete May 2023!

Board of Trustees

Julia Stone, President
 Carolyn Speenburgh, Vice President
 Sue Tomlinson, Secretary
 Steve Burchett, Treasurer
 Bill Bechtel
 Kate Schofield

A message from the President of the Board of Trustees

The Library is a pillar of our community. Acknowledging the needs of our patrons remains our primary focus. The Library's budget and policy drive that focus. We've improved the patron experience by upgrading to LED lighting as well as going fine-free. Also, the addition of the local history room will soon become a great contribution and resource for our community.

The Library has begun making strides towards a legislative update on how a special district currently operates. With the help of the Town and other key stakeholders, we have been able to work together and move this initiative forward; we will keep the public informed of that progress. Since the Library has been known by several names over the course of its existence, beginning in 2023, we will be returning to its original name of Ballston Community Public Library, which was established in 1957.

I am a proud member of the Library Board of Trustees. I am grateful for the Library staff, Friends of Library, and Trustees; they are an integral part of the Library's success. I'm equally thankful for our patrons for their continual feedback and support. I look forward to the year ahead!

Julia's Signature Here