

**Ballston Community Public Library
Board of Trustees Meeting Agenda
May 31, 2023**

- 1) Call to order**
- 2) Minutes of April 26, 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) Nominating Committee
 - d) Budget & Finance Committee
- 8) Unfinished Business**
 - a) Local History & Lighting Construction Project
 - b) Ballston Legislation & Transition
 - c) Annual Report to the Public
- 9) New Business**
 - a) SALS 2022 Trustee of the Year
 - b) Upcoming Trustee vacancies 2023-2028
 - c) Rebranding & Marketing

*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.*

- d) **RESOLUTION 23-043** Consider approving monthly Transition Status Report to the Town of Ballston.
- e) **RESOLUTION 23-044** Consider appointing Ed Guider to the following Board of Trustee Committees: Building and Grounds, Personnel, and Long-Range Plan.
- f) **RESOLUTION 23-045** Consider appointing Melissa Owen to the part-time position of Library Clerk, effective June 6 at an hourly rate of \$14.50.
- g) **RESOLUTION 23-046** Consider appointing Samantha Nielsen to the part-time position of Page, effective June 1 at an hourly rate of \$14.20.
- h) **RESOLUTION 23-047** Consider approving 2022 Annual Report to the Public.
- i) **RESOLUTION 23-048** Be it resolved that the Board of the Trustees of the Ballston Community Public Library does recommend Edward Guider to the Town of Ballston Board

for appointment as Library Trustee for the available term effective July 1, 2023-June 30, 2028.

- j) **RESOLUTION 23-049** Consider approving up to \$150 for the Local History Room Ribbon Cutting costs which will come from the Trustee Fund.
- k) **RESOLUTION 23-050** Consider appointing Carolyn Speenburgh, Bill Bechtel, and Ed Guider to the following Board of Trustee Legislative Committee: Election.
- l) **RESOLUTION 23-051** Consider appointing Steve Burchett and Kate Schofield to the following Board of Trustee Legislative Committee: Communication.
- m) **RESOLUTION 23-052** WHEREAS, reading is a foundational skill, critical to future learning and to exercising our democratic freedoms; and
WHEREAS, libraries provide access to books that offer teachable moments for readers of all ages and expand our understanding of people with different backgrounds, ideas, and beliefs; and
WHEREAS, books are tools for understanding complex issues; and
WHEREAS, limiting young people's access to books does not protect them from life's complex and challenging issues; and
WHEREAS, young people deserve to see themselves reflected in a library's collection; and
WHEREAS, librarians are professionals trained to not impose their own thoughts and opinions on which ideas are right, but to make knowledge and ideas available so that people have the freedom to choose what to read; and
WHEREAS, removing and banning books from public libraries or public schools is a slippery slope to government censorship and the erosion of our country's commitment to freedom of expression; and
WHEREAS, a large majority of Americans across the political spectrum oppose book bans; and
WHEREAS, librarians are professionals trained to not impose their own thoughts and opinions on which ideas are right, but to make knowledge and ideas available so that people have the freedom to choose what to read;
WHEREAS, book bans harm communities; then
THEREFORE, BE IT RESOLVED that the [members] of this [organization/governing body] endorse the following statement:
Individuals should be trusted to make their own decisions about what they read and believe. Further, parents should not be making decisions for other parents' children about what they read. We are united against book bans.
THEREFORE, BE IT FURTHER RESOLVED that we as Ballston Community Public Library will act to protect the rights of to access a variety of books, in schools, in libraries, in bookstores, online, and elsewhere

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

10) Adjournment

May Voucher Signer: Kate Schofield

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

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

June Voucher Signer: Julia Stone

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

General Checking (1164)				
	Actual	Budget	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	1,036.16	3,000.00	1,963.84	65.46%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	36.31		-36.31	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	651.01	1,900.00	1,248.99	65.74%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	24.01		-24.01	
Total LIBRARY CHARGES	\$ 1,731.49	\$ 4,900.00	\$ 3,168.51	64.66%
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	12,299.29	6,000.00	-6,299.29	-104.99%
17.2770.41.000.0.000 Other Unclassified Revenues	3,885.61		-3,885.61	
17.9999.41.000.0.000 Budget Fund Balance Draw		16,000.00	16,000.00	100.00%
Total MISC REVENUE	\$ 16,184.90	\$ 22,028.00	\$ 5,843.10	26.53%
Total Revenue	\$ 678,813.50	\$ 730,173.00	\$ 51,359.50	7.03%
Gross Profit	\$ 678,813.50	\$ 730,173.00	\$ 51,359.50	7.03%
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)	3,731.09	3,211.00	-520.09	-16.20%
17.9060.58.052.0.000 HSA (ER Contribution)	2,523.12	4,550.00	2,026.88	44.55%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	1,400.28	3,888.00	2,487.72	63.98%
17.9060.58.054.0.000 HEALTH INS OPT OUT	662.63	1,800.00	1,137.37	63.19%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	6,574.56	22,916.00	16,341.44	71.31%
Total BENEFITS	\$ 46,676.93	\$ 61,365.00	\$ 14,688.07	23.94%
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	2,699.94	1,000.00	-1,699.94	-169.99%
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 2,699.94	\$ 10,000.00	\$ 7,300.06	73.00%
LIBRARY MATERIALS			0.00	
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	22,404.73	62,000.00	39,595.27	63.86%
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	1,421.01	1,800.00	378.99	21.06%
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	4,309.69	11,000.00	6,690.31	60.82%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	1,762.12	16,000.00	14,237.88	88.99%
Total LIBRARY MATERIALS	\$ 36,269.42	\$ 95,900.00	\$ 59,630.58	62.18%

	Actual	Budget	Remaining	% Remaining
LIBRARY PERSONNEL SERVICES		884.00	884.00	100.00%
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	67,546.91	182,754.00	115,207.09	63.04%
17.7410.51.031.0.000 CLERICAL STAFF	56,406.06	158,723.00	102,316.94	64.46%
17.7410.51.032.0.000 PAGES	7,517.87	28,912.00	21,394.13	74.00%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	10,484.63	28,402.00	17,917.37	63.08%
Total LIBRARY PERSONNEL SERVICES	\$ 141,955.47	\$ 399,675.00	\$ 257,719.53	64.48%
OFFICE EXPENSES			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	2,263.55	4,000.00	1,736.45	43.41%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	1,657.19	3,500.00	1,842.81	52.65%
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	5,855.82	14,000.00	8,144.18	58.17%
Total OFFICE EXPENSES	\$ 9,836.65	\$ 22,750.00	\$ 12,913.35	56.76%
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	549.46	12,247.00	11,697.54	95.51%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	1,199.48	2,000.00	800.52	40.03%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	13,175.74	17,500.00	4,324.26	24.71%
17.7410.54.010.0.000 Professional Services - IT (SALS)	7,548.68	22,646.00	15,097.32	66.67%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,536.43	3,000.00	463.57	15.45%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	1,121.12	3,000.00	1,878.88	62.63%
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	11,501.00	27,540.00	16,039.00	58.24%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	475.26	3,200.00	2,724.74	85.15%
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	365.44	500.00	134.56	26.91%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	3,481.33	6,200.00	2,718.67	43.85%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	373.75	900.00	526.25	58.47%
Total OPERATION EXPENSE	\$ 55,999.06	\$ 124,483.00	\$ 68,483.94	55.01%
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	9,792.93	10,000.00	207.07	2.07%
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	100.00%
Total SPECIAL ITEMS	\$ 9,836.49	\$ 16,000.00	\$ 6,163.51	38.52%
Total Expenditures	\$ 303,273.96	\$ 730,173.00	\$ 426,899.04	58.47%
Net Operating Revenue	\$ 375,539.54	\$ 0.00	-\$ 375,539.54	
Net Revenue	\$ 375,539.54	\$ 0.00	-\$ 375,539.54	

PREPARATION DATE: Thursday, May 25, 2023 09:57:03 AM GMT-7 - Accrual Basis

TOB Library NEW Trustee Account (xxx1596)

5/25/2023 12:40

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
4.28.2023		interest earned	UNDESIGNATED		1.88	\$11,405.55

TRUSTEES FUNDS SUMMARY (XXX1596)

5/25/2023 12:40

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 \$5,641.46

TOTAL \$11,405.55

Town of Ballston Community Library

Abstract (less Early Pays)

As of May 31, 2023

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Alyssa Harvey				
04/28/2023	4.28.23	mileage reimb 87.2 miles to/from NYLA YSS conf	57.12	Bill
Total for Alyssa Harvey			\$57.12	
Amazon-pay by invoice				
05/15/2023	1X4K-CWYN-LCGF	4/15/23-5/14/23 misc purchases	1,297.28	Bill
Total for Amazon-pay by invoice			\$1,297.28	
Baker & Taylor 800-340-5370				
04/19/2023	5018305557	43 books	664.95	Bill
05/09/2023	5018268136	37 books	485.91	Bill
05/09/2023	5018272269	20 books	317.42	Bill
05/10/2023	5018297087	2 books	344.42	Bill
05/10/2023	5018326287	22 books	291.18	Bill
05/11/2023	5018290620	23 books	313.59	Bill
05/15/2023	5018313548	31 books	477.35	Bill
05/15/2023	5018318002	26 books	403.64	Bill
04/19/2023	5018302641	32 books	453.71	Bill
05/03/2023	0003281535	credit 1 book	-10.55	Vendor Credit
Total for Baker & Taylor			\$3,741.62	
Brodart Co. 800-233-8467				
05/02/2023	623386	S tape book binding qty 10	105.00	Bill
Total for Brodart Co.			\$105.00	
Butler Rowland Mays Architects, LLP (518) 885-1255				
05/22/2023	Inv #4	svc 6.1.21-7.31.21; inv orig processed Aug2021 QBD but payment not sent in error - (QBO JE1260 adjmt to match Town 2021 AUD)	450.00	Bill
Total for Butler Rowland Mays Architects, LLP			\$450.00	
CDPHP				
05/13/2023	231330032977	June2023 prem health/dental AH & RV; June2023 prem dental JK	1,294.14	Bill
Total for CDPHP			\$1,294.14	
Cengage Learning Inc. / Gale 248-699-4253				
05/02/2023	81120585	3 books	85.47	Bill
04/18/2023	81062879	3 books	78.72	Bill
05/04/2023	81130817	2 books	51.73	Bill
04/11/2023	81033048	2 books	59.23	Bill
04/11/2023	81032198	4 books	113.96	Bill
05/20/2023	81120798	8 books	224.92	Bill
05/17/2023	81195649	3 books	77.97	Bill
04/11/2023	81033508	2 books	53.98	Bill
05/04/2023	81131859	6 books	151.44	Bill
04/21/2023	81077133	9 books	211.47	Bill
05/02/2023	81120080	4 books	115.46	Bill

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Total for Cengage Learning Inc. / Gale			\$1,224.35	
Cupola Coffee, LLC				
05/09/2023	5.6.23	trivia @ cupola	100.00	Bill
Total for Cupola Coffee, LLC			\$100.00	
Demco Inc.				
(800) 752-7614				
04/18/2023	7295192	2 artificial trees for children's room	1,126.53	Bill
Total for Demco Inc.			\$1,126.53	
ELM USA, Inc.				
05/05/2023	58080	April 2023 usage	25.00	Bill
Total for ELM USA, Inc.			\$25.00	
Highmark BlueShield of Northeastern New York				
05/08/2023	230508312628786	June 2023 prem medical J Kaplan	199.00	Bill
Total for Highmark BlueShield of Northeastern New York			\$199.00	
Lakeshore				
(800) 424-4772				
04/19/2023	619980041923	easel, book tree, misc chairs / seats children's programs	1,573.41	Bill
Total for Lakeshore			\$1,573.41	
Midwest Tape, LLC				
800-875-2785				
04/18/2023	503660638	1 DVD/ADB	39.99	Bill
04/30/2023	503722517	Hoopla Apr 2023	1,101.65	Bill
05/16/2023	503796400	1 DVD/ADB	39.99	Bill
04/24/2023	503690748	4 DVD/ADB	130.46	Bill
Total for Midwest Tape, LLC			\$1,312.09	
Nature's Way Pest Control				
518-745-5958				
05/24/2023	30192	svc 5.24.2023	78.00	Bill
Total for Nature's Way Pest Control			\$78.00	
NightRider Janitorial Services				
(518) 782-9999				
05/01/2023	MAY23111	May2023 library cleaning	2,321.00	Bill
Total for NightRider Janitorial Services			\$2,321.00	
Patrice Jarvis-Weber				
04/18/2023	4.18.2023	painting class program 4.18.23	325.00	Bill
Total for Patrice Jarvis-Weber			\$325.00	
S&J Enterprises of Gloversville, Inc.				
518.762.5520				
05/16/2023	10100	garbage bags: blk 43x47-1 case; clear10x8x24 - 1 case	88.24	Bill
Total for S&J Enterprises of Gloversville, Inc.			\$88.24	
Sanico, Inc.				
(607) 773-0321				
05/15/2023	292354	1 case paper towels & 2 cases TP	196.42	Bill
03/24/2023	287490	1 case paper towels, 2 cases TP	190.60	Bill
Total for Sanico, Inc.			\$387.02	
Schoharie Crossing State Historic Site				
05/22/2023	5.22.23	program 5.22.23 Dewitt's Duel	30.00	Bill
Total for Schoharie Crossing State Historic Site			\$30.00	
Sebco				

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
(800) 223-3251				
04/22/2023	209655	67 books	1,426.34	Bill
Total for Sebco			\$1,426.34	
Southern Adirondack Library System				
518-584-7300				
05/08/2023	5.15.2023B	65th SALS Annual Trustee Mtg - qty 2	60.00	Bill
05/11/2023	BUR 5112023	Office Pro Plus (5) & Malwarebtes Endpoint Prot Lic (1)	322.36	Bill
05/01/2023	2023-4BUR	Apr2023 monthly fee/circ renewals	1,887.17	Bill
Total for Southern Adirondack Library System			\$2,269.53	
Staples				
04/21/2023	3536050018	misc office supplies	45.85	Bill
04/25/2023	3536335648	HP 414X magenta-children's room hi volume	166.75	Bill
05/03/2023	3537311902	misc office supplies	37.76	Bill
Total for Staples			\$250.36	
The Saratogian				
(888) 599-0499				
05/04/2023	5.4.2023	52 wks / 6/4/23-6/3/24 Mon-Sund / no special editions / expiration date subject to change	371.15	Bill
Total for The Saratogian			\$371.15	
Twin Bridges Waste & Recycling, LLC				
(518) 267-3400				
05/01/2023	May2023	May 2023 svc	74.75	Bill
Total for Twin Bridges Waste & Recycling, LLC			\$74.75	
UTICA NATIONAL INSURANCE GROUP				
(800) 598-8422				
05/12/2023	5.12.2023- WComp2022	wkr comp 2022 add'l prem after audit	501.00	Bill
Total for UTICA NATIONAL INSURANCE GROUP			\$501.00	
TOTAL			\$20,627.93	

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

	CAP IMP (1643) History Rm	FUND BALANC E (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		74.56	0.69	7.60
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	\$ 74.56	\$ 0.69	\$ 7.60
Total Revenue	\$ 35,271.00	\$ 74.56	\$ 0.69	\$ 7.60
Gross Profit	\$ 35,271.00	\$ 74.56	\$ 0.69	\$ 7.60
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 EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES				
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	450.00			
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 450.00	\$ 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
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						
17.7410.54.040.0.000 CUSTODIAL SUPPLIES						
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	\$	450.00	\$	0.00	\$	0.00 \$ 210.31
Net Operating Revenue	\$	34,821.00	\$	74.56	\$	0.69 -\$ 202.71
Net Revenue	\$	34,821.00	\$	74.56	\$	0.69 -\$ 202.71

Tuesday, May 30, 2023 07:18:28 AM GMT-7 - Accrual Basis

Ballston Community Public Library
EARLY PAYS MAY 2023
1100 BSN Library General Fund (1164)

Date	Transaction Type	Num	Name	Memo/Description	Amount
05/15/2023	Bill Payment (Check)	539	NATIONAL GRID	Acct# 02461-44007	\$2,339.36
05/15/2023	Bill Payment (Check)	540	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	\$279.94
05/18/2023	Check	541	VISA	Visa 2882 AH April 2023 chgs	\$422.52
05/18/2023	Check	542	VISA	Visa 2867 RV April 2023 chgs	\$10.00
TOTAL					\$3,051.82

Thursday, May 18, 2023 07:50:32 AM GMT-7

Ballston Community Public Library Director's Report

May 2023

Circulation Statistics

April 2023

Circulation Statistics	Current Month	2023 to Date	2022 Total
Items Added to Collection	375	1,159	4,719
Number of Physical Items Circulated	8,981	34,889	98,808
Overdrive/Libby Circulation	1,198	4,726	12,343
Hoopla Circulation	487	1,947	5,868
New Patron Registrations	47	155	537
Curbside Appointments	2	8	100
Patrons in the Building	4,459	15,874	42,564

Programs & Events

April 2023

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2023 Total	Participants 2023 Total	Number Offered 2022 Total	Participants 2022 Total
Preschool	13	343	55	1,499	176	3,324
Elementary	6	75	25	295	68	1,125
Teen	3	14	12	51	24	303
Adult	11	113	32	552	56	477
Family	6	260	18	1,267	38	2,612
Outreach	2	363	7	450	66	2,960
TOTALS	41	1,168	149	4,114	428	10,801

Youth Services Programming: During the month of May we offered our normal 4 weekly story times, a Saturday story time, 6 book clubs, a STEM challenge, a Guess the Character contest, one Grab 'N Go craft, a Kid's Craft, a Teen Craft, and a Story Crafters event. We are currently in the home stretch for the start of the Summer Reading Program. All planning, calendars, PR, contracts, etc. have been finalized. Alyssa will visit the local schools to promote the summer program starting on May 30 until June 23. Patrons can begin registering for the program on June 1 and sign up for events on June 17. The official start to the program is June 26. We will begin decorating the Children's Room in rainbows starting on June 10. The Summer Reading Program will last 7 weeks and we are offering at least one youth program every single week-day during that time, but most days we will have 2-3 events happening throughout our open hours. The program will end on August 12 and the last youth summer events will occur on August 17. Children can continue to log their reading until September 5 and then their final numbers will be sent to their appropriate schools. Youth staff is looking forward to another great summer program.

Adult Programming: April had 11 Adult Programs with 113 attendees. The 2 programs about the Hillside cemetery were very well received. May has also been very busy with another Trivia night at Cupola, a Red Cross Blood Drive, a Celtic/Folk music program, our 3 book clubs, another Erie Canal program put on by Schoharie Crossing Historic Site, and a program at Gil's garage!

Organizational Goals

- The Library's Annual Update Document (AUD) was filed with New York State on April 27. We worked with UHY to reconcile the 2022 financial records and file all required reports.

Staff & Volunteers

- Alyssa has been conducting interviews to fill our current page position and the three positions that will be open in August. Samantha Nielsen was offered and has accepted the first open position. She will start her training at the beginning of June.
- Pati Pericone has retired after 21 years with the Library. We wish her a happy retirement!
- Interviews to hire a clerk to replace our retired clerk have wrapped up.

Facility Update

- Roland J. Down was able to fix the heat issue in the Local History Room on April 28.

Technology

April 2023

Technology Statistics	Current Month	2023 to Date	2022 to Date
Public Computer Sessions	148	524	1,527
WiFi Sessions (unique users)	758	2,937	7,081

Friends of the Library

- The Friends held their spring book sale May 4-6th. It was their most successful book sale in a few years! The Spring Raffle was also up through April as well, and the drawing was held on May 6th. The Friends are again planning to participate in both the Flag Day parade as well as the Founder's Day parade in Charlton. They have also graciously agreed to co-sponsor the Summer Reading Kickoff at Elmer Smith Park again, and will set up a tent, and help out with some volunteers.

Meetings & Professional Development

- **Tricia Bitley, Office Manager:** Preventing Discrimination & Harassment: NY Employees Edition V5 5/15
- **Mary Jane Baumbach, Clerk:** Youth Services SRP Meeting 5/22, Preventing Discrimination & Harassment: NY Employees Edition V5 5/30
- **Steve Burchett, Trustee:** SALS Annual Trustee Meeting 5/15
- **Charity Canfield, Clerk:** Preventing Discrimination & Harassment: NY Employees Edition V5 5/15
- **Carol Chaisson, Clerk:** Preventing Discrimination & Harassment: NY Employees Edition V5 5/17
- **Rong- Jane Chen, Library Assistant:** Preventing Discrimination & Harassment: NY Employees Edition V5 5/15, Youth Services SRP Meeting 5/22
- **Deb Fiedler, Substitute:** Preventing Discrimination & Harassment: NY Employees Edition V5 5/30
- **Alyssa Harvey, Head of Youth Services:** Board of Trustees 4/26, YSS Spring Conference 4/28, Friends of the Library 5/2, NYLA Conference Curators Meeting 5/18, Preventing Discrimination & Harassment: NY Managers Edition Harassment Training 5/19, Youth Services SRP Meeting 5/22/2023
- **Mary Hayden, Page:** Preventing Discrimination & Harassment: NY Employees Edition V5 5/22
- **Erin Knight, Clerk:** KnowBe4 Training 5/1, Preventing Discrimination & Harassment: NY Employees Edition V5 5/19
- **Lindsey Kosnick, Page:** Preventing Discrimination & Harassment: NY Employees Edition V5 5/23
- **Hannah Moore, Clerk:** Preventing Discrimination & Harassment: NY Employees Edition V5 5/22
- **Amelia Grace Morrow, Page:** Preventing Discrimination & Harassment: NY Employees Edition V5 5/26

- **Billy Newsom, Clerk:** KnowBe4 Training 5/1, Preventing Discrimination & Harassment: NY Employees Edition V5 5/17
- **Calli Powell, Library Assistant:** KnowBe4 Training 5/1, Preventing Discrimination & Harassment: NY Employees Edition V5 5/15
- **Jenn Richard, Head of Adult Services:** Board of Trustees 4/26, Friends of the Library 5/2, Annual Trustee Meeting 5/15, Town of Charlton 5/22
- **Terry Riley, Account Clerk:** UHY 4/27, Preventing Discrimination & Harassment: NY Employees Edition V5 5/23
- **Kate Schofield, Trustee:** SALS Annual Trustee Meeting 5/15
- **Julia Stone, Trustee:** SALS Annual Trustee Meeting 5/15
- **Sue Tomlinson, Trustee:** Public Library Association (PLA) Webinar on CRAFT & HOBBY 5/2, SALS Annual Trustee Meeting 5/15
- **Ruta Tomik, Substitute:** Preventing Discrimination & Harassment: NY Employees Edition V5 5/27
- **Rebecca Verhayden, Director:** Board of Trustees 4/26, UHY 4/27, Friends of the Library 5/2, Legislation Legal Update Meeting 5/4, Town of Charlton 5/8, Town of Ballston 5/9, JA Project 5/10, SALS Annual Trustee Meeting 5/15, SALS Directors Council 5/17, Town of Charlton 5/22, Preventing Discrimination & Harassment: NY Managers Edition Harassment Training 5/24

Rebecca Verhayden, Director 5/29/2023

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 May 2023 are highlighted yellow. Clerical updates are not highlighted. Transition efforts status is provided in Table 1 and summarized in the descriptive text.

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. The Library Board also adopted a resolution at their April 26, 2023 monthly meeting. Recently that was submitted to bill drafting, bills have been numbered and introduced by Assemblywoman Marybeth Walsh and Senator Jim Tedisco. Bill A7082 is in the Assembly and

Bill S6669 is in the Senate; that progress can be tracked in real time on The New York State Senate website.

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 May 31, 2023. Further, on May 16, 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.

As of April 2023, the Town Board and the Library Board adopted resolutions supporting the submission of draft legislation to be put forward in the current legislative session. Currently, Bill A7082 is in the Assembly and Bill S6669 is in the Senate; that progress can be tracked in real time on The New York State Senate website.

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

2022 by the Numbers

Fine free as of
September 2022

4 Electric Vehicle chargers

18,211 digital items borrowed
from Libby & Hoopla

98,908 physical items borrowed

15% increase in circulation
over 2021

428 programs with 10,801
patrons in attendance

42,564 visitors to the building

537 new library card holders

25 Museum Passes made possible
by the Friends of the Library

40% reduction in electricity usage
by converting to LED lighting



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

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2 Lawmar Lane
Burnt Hills, NY 12027

Director
Rebecca Verhayden
rverhayden@sals.edu

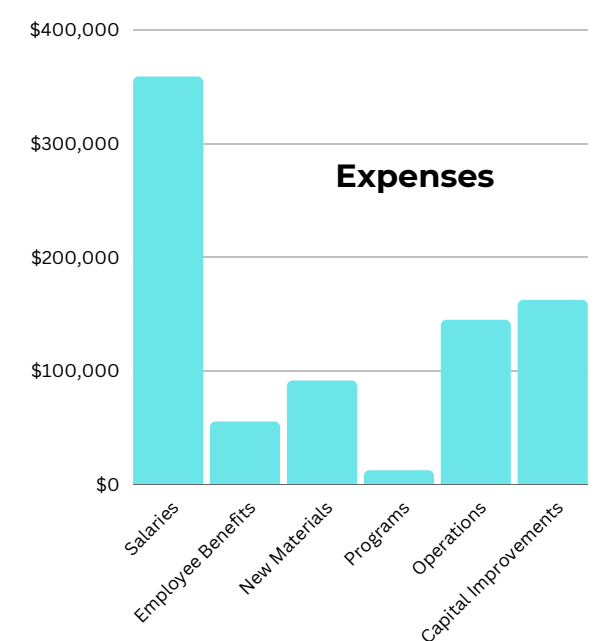
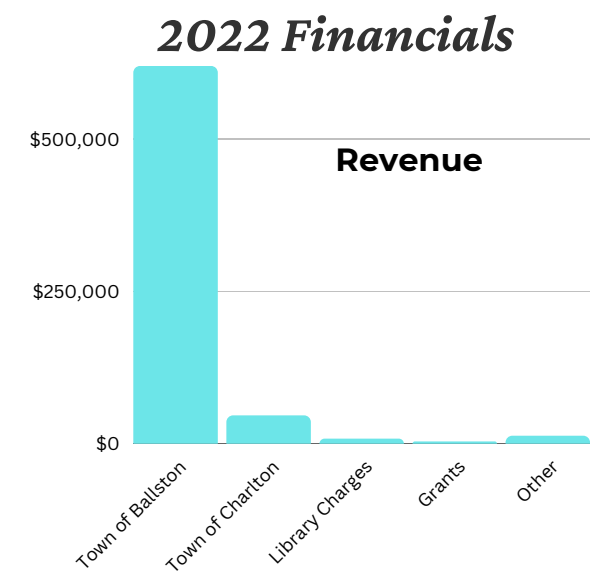


Ballston Community Public Library

2022 Annual Report to the Public



Local History Room



Board of Trustees

Julia Stone, President
 Carolyn Speenburgh, Vice President
 Sue Tomlinson, Secretary
 Steve Burchett, Treasurer
 Bill Bechtel
 Ed Guider
 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 to 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.

For 2022, Tom Shaginaw and Steve Zarelli received recognition and were awarded the SALS Trustee of the Year. Also, a special thanks to long-time employee Pati Pericone, who recently retired and trustee Sue Tomlinson, whose second term ends June 2023, for their valued service to our community.

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!