

**Ballston Community Public Library  
Board of Trustees Meeting Agenda  
November 29, 2023**

- 1) Call to order
- 2) Minutes of November 1, 2023 Meeting
- 3) Minutes of November 13, 2023 Special Meeting
- 4) Report of Special Funds
- 5) Monthly Financial Reports
- 6) Approval of Bills
- 7) Librarians' Reports
- 8) Reports of Committees

- a) Town Liaisons
- b) Election Committee
- c) Policy Committee
- d) Budget & Finance Committee
- e) Building and Grounds Committee

**9) Unfinished Business**

- a) Ballston Legislation & Transition

**10) New Business**

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

- a) **RESOLUTION 23-106** Consider approving the Transition Status Report to the Town of Ballston.
- b) **RESOLUTION 23-107** Remove Julia Stone as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643.
- c) **RESOLUTION 23-108** Consider transferring \$5,000 from LIBRARY MATERIALS - NYS Other Materials to LIBRARY MATERIALS - E-books.
- d) **RESOLUTION 23-109** Consider approving Policy P5350 Programming..

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

**11) Executive Session to discuss attorney-client privileged legal matters**

**12) Adjournment**

November Voucher Signer: Steve Burchett

Special Meeting Board of Trustees Wednesday, November 29 at 8:00 PM

Charlton Town Board: Monday, December 11 at 7:30 PM

Ballston Town Board: Tuesday, December 12 at 6:30 PM

# Ballston Community Public Library Board of Trustees Meeting Minutes November 1, 2023

**1) Call to order** This meeting was called to order at 7:01 by President Julia Stone.

**Attendance:**  Rebecca Verhayden, Director  Alyssa Harvey, Head of Youth Services  Jenn Richard, Head of Adult Services

Trustees present: Bill Bechtel, Steve Burchett, Ed Guider, Kate Schofield, Julia Stone

Trustees excused: none

Trustees unexcused: none

**2) Minutes of September 27, 2023** Motion by Steve Burchett to approve minutes, seconded by Bill Bechtel. Passed Unanimously.

**3) Minutes of October 11, 2023 Special Meeting** minutes were motioned to approve by Ed Guider, seconded by Bill Bechtel, passed unanimously.

**4) Minutes of October 11, 2023 Public Hearing** Motion to approve minutes of the Public Hearing minutes was motioned by Ed Guider, seconded by Julia Stone, passed unanimously.

**5) Minutes of October 11, 2023 Budget Presentation** Motion to approve minutes of Budget Presentation was made by Ed Guider, seconded by Bill Bechtel, passed unanimously.

**6) Minutes of October 18, 2023 Special Meeting** Motion to approve Special Meeting minutes was made by Kate Schofield, seconded by Ed Guider, passed unanimously.

**7) Report of Special Funds** See meeting documentation

**8) Monthly Financial Reports** See meeting documentation

**9) Approval of Bills** Bills were reviewed by Julia Stone.

- Can we move our water bill to early pay? If we have a late meeting, the payment ends up

being late. It only needs to be paid twice a year.

Motion to approve bills by Steve, seconded by Ed Guider, passed unanimously.

**10) Librarians' Reports** See meeting documentation

### 11) Reports of Committees

- a) Town Liaisons - none
- b) Communication Committee - Information regarding libraries upcoming vote have been distributed to multiple community outlets.
- c) Election Committee
  - See documentation for draft of the ballot.
  - We have staff and tools needed for the day of the vote.
  - Election day- polls open at 7, close at 9
  - Trustees cannot be involved with election day activities at the library
- d) Personnel Committee
  - Discussed increasing HSA, see resolution 23-906
- e) Budget & Finance Committee
  - Rebecca Verhayden presented the budget to the Town of Charlton Public Hearing and requested an increase in funding for the library.

### 12) Unfinished Business

- a) Ballston Legislation & Transition
  - President Julia Stone met with representatives from the Town of Ballston regarding transfer of the ownership of the library land parcels and building.
  - Quarterly meetings will not be held any longer. Meetings will be held as needed. The Transition Status Report will also cease; the last report will be November.

### 13) New Business None

*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.*  
None

**a) RESOLUTION 23-095** Consider approving monthly Transition Status Report to the Town of Ballston.

-Motion by Ed Guider, seconded by Ed Bechtel and passed unanimously.

**b) RESOLUTION 23-096** Consider increasing the Library's HSA matching contribution funding to \$1,575 for employees under 55 years old, and \$2,075 for employees 55 years and older for employees enrolled in the Library's High Deductible Health Plan.

-Motion by Ed Guider, seconded by Bill Bechtel and passed unanimously.

**c) RESOLUTION 23-097** WHEREAS the board has reviewed the draft ballot and found it to meet the requirements of the enabling legislation;

BE IT RESOLVED that the ballot setting for the budget proposition and nominees for library trustee is approved as to form.

-Motion by Bill Bechtel, seconded by Ed Guider and passed unanimously.

**d) RESOLUTION 23-098** WHEREAS the legislation governing the election of new trustees in 2023 requires the board to appoint an election chairperson, election inspectors, and ballot clerks; and

WHEREAS the legislation allows for the board to fix by resolution the compensation for such workers; and

WHEREAS the board has confirmed the rates in the County for such services; **BE IT RESOLVED** that the below-listed qualified residents shall be appointed to serve during the Library's November 14, 2023 election per the Legislation as provided below:

Patricia Demarle as Chairperson, for \$250,

David Vonie, as election inspector and ballot clerk, for \$200,

Kerry Wintsch, as election inspector and ballot clerk, for \$200.

-Motion by Julia Stone, seconded by Kate Schofield and passed unanimously.

**e) RESOLUTION 23-099** Consider approving a meal cost of \$150 from the Library Trustee Fund Balance for the designated election officials.

-Motion by Steve Burchett, seconded by Ed Guider and passed unanimously.

**f) RESOLUTION 23-100** Consider amending resolution 22-018 from February 1, 2023 Board of Trustees Meeting and renumber it as 23-018.

-Motion by Ed Guider, seconded by Bill Bechtel and passed unanimously.

**g) RESOLUTION 23-101** Consider approving the date change of the December Library Board of Trustees Meeting from Wednesday, December 27, 2023, to Wednesday, January 3, 2024, at 7:00 PM.

-Motion by Julia Stone, seconded by Steve Burchett and passed unanimously.

**h) RESOLUTION 23-102** Upon review by the Library's attorney, consider signing the Memorandum of Understanding between Saratoga County Department of Health and the Ballston Community Public Library.

-Motion by Kate Schofield, seconded by Ed Guider and passed unanimously.

**i) RESOLUTION 23-103** Consider rescinding Resolution 23-090 due to an error in the dollar amount.

-Motion by Steve Burchett, seconded Bill Bechtel by and passed unanimously.

**j) RESOLUTION 23-104** Consider approving a snow removal contract for the parking lot plowing and salting for the Winter 2023-2024 season with Pro-Cut Landscaping, Inc. in the amount of \$6,990.

-Motion by Ed Guider, seconded by Julia Stone and passed unanimously.

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

None

#### **14) Executive Session to discuss attorney-client privileged legal matters**

-President Stone determined it was not necessary to enter Executive Session.

**15) Adjournment** Motion to adjourn at 7:53 by Steve Burchett, seconded by Bill Bechtel, unanimously approved.

**Ballston Community Public Library**  
**Special Board of Trustees Meeting Notes**  
**November 13, 2023 at 11:00 AM**

1) **Call to order:** The meeting was called to order at 11:03 am by President Julia Stone.

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

Trustees present: Bill Bechtel, Ed Guider, Kate Schofield, Julia Stone

Trustees excused: none

Trustees unexcused: Steve Burchett

Town Representatives: none

2)

a) **RESOLUTION 23-105** WHEREAS the legislation governing the election of new trustees in 2023 requires the board to appoint an election chairperson, election inspectors, and ballot clerks;

and WHEREAS the legislation allows for the board to fix by resolution the compensation for such workers;

and WHEREAS the board has confirmed the rates in the County for such services;

and WHEREAS on November 1, 2023, the board voted to appoint three qualified people and set their respective rates; and

WHEREAS the board finds it must appoint a new official and acknowledge the resignation of current ones;

BE IT RESOLVED that the below-listed qualified resident shall be appointed to serve during the Library's November 14, 2023 election per the Legislation as provided below:

Cheryl Collamer, as election inspector and ballot clerk, for \$200; and Carol Blowers, as election inspector and ballot clerk, for \$200; and

BE IT FURTHER RESOLVED that the Board regrettably accepts the resignation of Kerry Wintsch and David Vonie as official, and thanks them for their willingness to so serve.

Motion to approve by Ed Guider, seconded by Bill Bechtel. Unanimously approved.

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

None

3) **Adjournment** Motion to adjourn by Ed Guider, seconded by Kate Schofield. Unanimously approved. Meeting adjourned at 11:06 am.

4) Charlton Town Board: Monday, November 13 at 7:30 PM

Ballston Town Board: Tuesday, November 14 at 6:30 PM

Library Trustee Election & Budget Vote: Tuesday, November 14 7:00 AM – 9:00 PM

Board of Trustees Meeting: Wednesday, November 29 at 7:00 PM

Special Meeting Board of Trustees Wednesday, November 29 at 8:00 PM

November Voucher Signer: Steve Burchett

Ballston Community Public Library Programming Policy	DATE ADOPTED:
Related Policy: 5300	Position responsible from compliance: Director

"Programming" is an event or occurrence presented at or by the library in furtherance of the Library's Plan of Service.

Examples of Library Programming are:

- "Story Hour"
- Craft events
- Book or topical discussions
- Trainings
- Celebrations related to library services
- Community Events

Consistent with the Library's Purchasing Policy (5300), the procurement of services in furtherance of library programming is a direct responsibility of the Director or another library staff member designated by or with the approval of the Director, who shall ensure all relevant policies are followed when arranging such services.

To enable assessment and future decision-making, the library shall monitor the amount of people who participate in programming.

Input from those residing within the library's area of service regarding library programming may be directed to the library director in writing, for consideration by the board, who are responsible for adopting the Plan of Service.

Consistent with the library's obligations under state and federal law, contracts for pending events will not be cancelled due to objections regarding the identity or viewpoint of the contract provider.

# Ballston Community Public Library

## Abstract (less Early Pays)

As of November 30, 2023

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
<b>Alyssa Harvey</b>				
11/07/2023	11.4.23	mileage reimb to/from NYLA conf	105.32	Bill
<b>Total for Alyssa Harvey</b>			<b>\$105.32</b>	
<b>Amazon-pay by invoice</b>				
11/15/2023	1RQG-WJf4-9GNF	misc supplies billing period 10.15.23-11.14.23	471.58	Bill
<b>Total for Amazon-pay by invoice</b>			<b>\$471.58</b>	
<b>Baker &amp; Taylor</b>				
800-340-5370				
10/09/2023	5018567452-B	3 books - PAID VIA TRUSTEE FUND	98.74	Bill
11/17/2023	5018577603-A	31 books	495.89	Bill
11/17/2023	5018577603-B	1 book - PAID VIA TRUSTEE FUND	22.19	Bill
11/24/2023	5018600104-B	1 book - PAID VIA TRUSTEE FUND	33.93	Bill
11/24/2023	5018600104-A	20 books	317.93	Bill
10/09/2023	5018567452-A	22 books	316.36	Bill
10/16/2023	5018581991	51 books	798.11	Bill
10/16/2023	5018585192	9 books	89.24	Bill
10/18/2023	5018588229	33 books	498.12	Bill
10/19/2023	5018596184	29 books	400.29	Bill
10/31/2023	5018610666	38 books	586.11	Bill
11/07/2023	5018622036	47 books	745.12	Bill
10/18/2023	0003289974	credit 1 book	-16.95	Vendor Credit
<b>Total for Baker &amp; Taylor</b>			<b>\$4,385.08</b>	
<b>Burnt Hills Hardware</b>				
518-399-8141				
09/27/2023	8254595	3 key copies	8.97	Bill
<b>Total for Burnt Hills Hardware</b>			<b>\$8.97</b>	
<b>Butler Rowland Mays Architects, LLP</b>				
(518) 885-1255				
10/27/2023	Inv#1-2023	consulting svcs rooftop access	800.00	Bill
<b>Total for Butler Rowland Mays Architects, LLP</b>			<b>\$800.00</b>	
<b>Carol Blowers</b>				
(518) 461-4070				
11/14/2023	11.14.23	election inspector & ballot svcs	200.00	Bill
<b>Total for Carol Blowers</b>			<b>\$200.00</b>	
<b>CDPHP</b>				
11/12/2023	233160031547	Dec2023 prem health/dental AH & RV, dental JK	1,454.16	Bill
<b>Total for CDPHP</b>			<b>\$1,454.16</b>	
<b>Cengage Learning Inc. / Gale</b>				
248-699-4253				
11/08/2023	82961965	2 books	51.73	Bill
10/10/2023	82801431	5 books	144.70	Bill
11/07/2023	82956083	4 books	112.46	Bill
11/07/2023	82956053	6 books	167.94	Bill
11/09/2023	82966888	7 books	180.68	Bill



DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
10/27/2023	82901915	3 books	66.74	Bill
10/11/2023	82811197	2 books	51.73	Bill
11/14/2023	82980119	3 books	78.72	Bill
10/12/2023	82818715	5 books	122.95	Bill
10/18/2023	82851395	3 books	78.72	Bill
11/06/2023	82951200	9 books	257.16	Bill
<b>Total for Cengage Learning Inc. / Gale</b>			<b>\$1,313.53</b>	
Charlton Septic Service (518) 399-1323				
11/15/2023	2023-741	pump septic tank	250.00	Bill
<b>Total for Charlton Septic Service</b>			<b>\$250.00</b>	
Cheryl Collamer (518) 937-8994				
11/14/2023	11.14.23	election inspector & ballot svcs	200.00	Bill
<b>Total for Cheryl Collamer</b>			<b>\$200.00</b>	
Clifton Park-Halfmoon Public Library				
11/06/2023	11.6.2023	CPH lost book pd @ BUR	12.99	Bill
<b>Total for Clifton Park-Halfmoon Public Library</b>			<b>\$12.99</b>	
Demco Inc. (800) 752-7614				
11/02/2023	7392819	labels 5 boxes	68.40	Bill
<b>Total for Demco Inc.</b>			<b>\$68.40</b>	
EBSCO 732-542-8600				
11/01/2023	9247883	prepd 2023 for 2024 mag subs renewal JE1483	1,448.52	Bill
11/01/2023	2301311	CREDIT applied to renewal - prepd 2023 for 2024 (see JE1483)	-28.14	Vendor Credit
<b>Total for EBSCO</b>			<b>\$1,420.38</b>	
ELM USA, Inc.				
11/01/2023	62346	Oct 2023 usage	25.00	Bill
<b>Total for ELM USA, Inc.</b>			<b>\$25.00</b>	
Highmark BlueShield of Northeastern New York				
11/06/2023	231106335447986	Dec 2023 prem medical J Kaplan	199.00	Bill
<b>Total for Highmark BlueShield of Northeastern New York</b>			<b>\$199.00</b>	
Joseph P. Mangione, Inc. 518-272-4080 X10				
10/30/2023	522103	front door exit bar repair	243.00	Bill
<b>Total for Joseph P. Mangione, Inc.</b>			<b>\$243.00</b>	
Julia Stone				
11/14/2023	231114-02-8	poll wkrs dinner reimbursement - pd by Julia Stone	71.24	Bill
<b>Total for Julia Stone</b>			<b>\$71.24</b>	
Julie Paul				
10/26/2023	10.26.2023	cookie decorating	300.00	Bill
<b>Total for Julie Paul</b>			<b>\$300.00</b>	
Mail 'N' More 518.399.3279				
10/31/2023	13493	postage - Elm disc cleaner return	38.30	Bill
<b>Total for Mail 'N' More</b>			<b>\$38.30</b>	
Matthew Bitley (518) 423-1855				

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
11/16/2023	Inv# 01	BCPL logo file production / style guide creation	200.00	Bill
<b>Total for Matthew Bitley</b>			<b>\$200.00</b>	
Midwest Tape, LLC 800-875-2785				
10/23/2023	504534629	9 DVD/ADB	323.41	Bill
10/31/2023	504569530	2 DVD/ADB	74.98	Bill
10/31/2023	504578175	Hoopla Oct 2023	1,256.78	Bill
10/16/2023	504491263	10 DVD/ADB	476.90	Bill
11/07/2023	504602315	2 DVD/ADB	79.98	Bill
11/13/2023	504623337	4 DVD/ADB	157.46	Bill
<b>Total for Midwest Tape, LLC</b>			<b>\$2,369.51</b>	
Nature's Way Pest Control 518-745-5958				
10/25/2023	79244	svc 10.25.2023	81.00	Bill
<b>Total for Nature's Way Pest Control</b>			<b>\$81.00</b>	
NightRider Janitorial Services (518) 782-9999				
11/01/2023	Nov23091	library cleaning	2,321.00	Bill
<b>Total for NightRider Janitorial Services</b>			<b>\$2,321.00</b>	
NYS & Local Employees' Retirement System				
11/13/2023	51521 ERS-2024	2024 annual invoice (4.1.22-3.31.23) prepay by 12/15/2023 for discount	30,576.00	Bill
<b>Total for NYS &amp; Local Employees' Retirement System</b>			<b>\$30,576.00</b>	
Patricia DeMarle (518) 301-0771				
11/14/2023	11.14.23	election chairperson svcs	250.00	Bill
<b>Total for Patricia DeMarle</b>			<b>\$250.00</b>	
Rebecca Verhayden				
11/16/2023	11.16.23	mileage to/from SALS & NYLA reimb	61.97	Bill
<b>Total for Rebecca Verhayden</b>			<b>\$61.97</b>	
Simmons Elevator Co. 518-882-1445				
10/19/2023	48284	QTR 4 2023 elevator maint	410.79	Bill
<b>Total for Simmons Elevator Co.</b>			<b>\$410.79</b>	
Southern Adirondack Library System 518-584-7300				
10/23/2023	BUR 10232023	Malwarebytes endpoint prot - add'l license	9.68	Bill
11/01/2023	2023-10BUR	Oct2023 monthly fee/circ renewals	1,887.17	Bill
11/01/2023	BUR 11092023	HP Smart Elite One & support; Office Pro Plus software	1,311.32	Bill
<b>Total for Southern Adirondack Library System</b>			<b>\$3,208.17</b>	
Staples				
11/08/2023	3552115265	1 case copy paper	33.50	Bill
11/09/2023	3552180801	2 toners, HP414X cyan & HP414Xyellow	471.02	Bill
10/18/2023	3550252105	HP 410A magenta toner	103.15	Bill
<b>Total for Staples</b>			<b>\$607.67</b>	
The Daily Gazette Co. Inc.				
11/10/2023	11.10.2023	52 weeks subscription renewal	522.85	Bill
11/14/2023	2503084	election 11/14 notice ad	26.79	Bill
<b>Total for The Daily Gazette Co. Inc.</b>			<b>\$549.64</b>	

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
The Library Store, Inc. (800) 548-7204				
08/23/2023	648496	label-lock label protectors	122.07	Bill
<b>Total for The Library Store, Inc.</b>			<b>\$122.07</b>	
WhoFi.com (405) 509-8742				
11/28/2023	2710	electronic calendar Dec2023 thru Nov2024	1,250.00	Bill
<b>Total for WhoFi.com</b>			<b>\$1,250.00</b>	
Zoobean, Inc 412.532.6267				
11/12/2023	27472	beanstack plus yr 2of3 - Dec2023 thru Nov2024	795.00	Bill
<b>Total for Zoobean, Inc</b>			<b>\$795.00</b>	
<b>TOTAL</b>			<b>\$54,369.77</b>	

**Ballston Community Public Library**  
**EARLY PAYS**  
November 2023

<u>Date</u>	<u>Transaction Type</u>	<u>Num</u>	<u>Name</u>	<u>Memo/Description</u>	<u>Amount</u>
11/06/2023	Bill Payment (Check)	707	Twin Bridges Waste & Recycling, LLC	Cust# 50-99967 7	\$74.75
11/13/2023	Bill Payment (Check)	716	NATIONAL GRID	Acct# 02461-44007	\$2,429.52
11/13/2023	Bill Payment (Check)	717	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	\$279.94
11/16/2023	Check	708	VISA	Visa acct# 2867	\$845.48

TOTAL **\$3,629.69**

11/27/2023 12:02

# Ballston Community Public Library

## Petty Cash Activity October - November, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE	
<b>Petty Cash on hand</b>								
Beginning Balance								100.00
10/01/2023	Check	PC	Party	Book Club supplies purchased by	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY	-6.30	93.70	
		O/H	City	MJB	COSTS			
11/29/2023	Check	0709	Cash	Nov2023 PC reimb	11000 BSNB LIBRARY General Fund (1164)	6.30	100.00	
<b>Total for Petty Cash on hand</b>							<b>\$0.00</b>	
<b>TOTAL</b>							<b>\$0.00</b>	

**Ballston Community Public 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)
<b>Revenue</b>				
<b>BALLSTON TAXES</b>				
17.1001.41.000.0.000 Real Property Taxes				
<b>Total BALLSTON TAXES</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>CHARLTON LIBRARY SVCS</b>				
17.2360.41.000.0.000 Library Services to Other Governments				
<b>Total CHARLTON LIBRARY SVCS</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>LIBRARY CHARGES</b>				
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				
<b>Total LIBRARY CHARGES</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>LIBRARY SYSTEM GRANTS</b>				
17.2760.41.001.0.000 Library System Grants - LLSA				
17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants				
<b>Total LIBRARY SYSTEM GRANTS</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>MISC REVENUE</b>				
17.2401.41.000.0.000 INTEREST & EARNINGS			186.21	0.69
17.2705.41.000.0.000 Gifts / Donations / Reimbursements				19.48
17.2770.41.000.0.000 Other Unclassified Revenues			35,271.00	
<b>Total MISC REVENUE</b>	\$ 35,271.00	\$ 186.21	\$ 0.69	\$ 629.86
<b>Total Revenue</b>	\$ 35,271.00	\$ 186.21	\$ 0.69	\$ 629.86
<b>Gross Profit</b>				
	\$ 35,271.00	\$ 186.21	\$ 0.69	\$ 629.86
<b>Expenditures</b>				
<b>BENEFITS</b>				
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)				
<b>Total BENEFITS</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES				
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES			63.00	
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS			73,908.82	
<b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>	\$ 73,971.82	\$ 0.00	\$ 0.00	\$ 0.00

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	Add'l Fund Bal FDIC 5150	TRUSTEE FUND (1596)
<b>LIBRARY MATERIALS</b>				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print				447.73
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				
<b>Total LIBRARY MATERIALS</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 447.73
<b>LIBRARY PERSONNEL SERVICES</b>				
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)				
<b>Total LIBRARY PERSONNEL SERVICES</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>OFFICE EXPENSES</b>				
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				150.00
<b>Total OFFICE EXPENSES</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00
<b>OPERATION EXPENSE</b>				
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE				
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				
17.1620.54.074.0.000 Professional Services - ELECTION EXPENSES				71.24
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				
17.7410.54.049.0.000 Uncategorized Expenditure	20.87			
17.7410.54.077.0.000 TRASH REMOVAL SERVICES				
<b>Total OPERATION EXPENSE</b>	\$ 20.87	\$ 0.00	\$ 0.00	\$ 71.24
<b>SPECIAL ITEMS</b>				
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA				
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library				
<b>Total SPECIAL ITEMS</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Expenditures</b>	\$ 73,992.69	\$ 0.00	\$ 0.00	\$ 668.97
<b>Net Operating Revenue</b>	-\$ 38,721.69	\$ 186.21	\$ 0.69	-\$ 39.11
<b>Net Revenue</b>	-\$ 38,721.69	\$ 186.21	\$ 0.69	-\$ 39.11

# Ballston Community Public Library Director's Report

November 2023

## Circulation Statistics

### October 2023

Circulation Statistics	Current Month	2023 to Date	2022 Total
Items Added to Collection	442	3,625	4,719
Number of Physical Items Circulated	8,768	94,003	98,808
Overdrive/Libby Circulation	1,361	12,084	12,343
Hoopla Circulation	544	4,757	5,868
New Patron Registrations	84	451	537
Curbside Appointments	1	26	100
Patrons in the Building	3,807	41,330	42,564

## Programs & Events

### October 2023

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2023 Total	Participants 2023 Total	Number Offered 2022 Total	Participants 2022 Total
Preschool	17	416	141	3,593	176	3,324
Elementary	7	103	58	828	68	1,125
Teen	4	25	30	150	24	303
Adult	13	118	84	1,018	56	477
Family	8	205	61	3,198	38	2,612
Outreach	4	156	56	1,801	66	2,960
<b>TOTALS</b>	<b>53</b>	<b>1,023</b>	<b>430</b>	<b>10,588</b>	<b>428</b>	<b>10,801</b>

**Youth Services Programming:** Youth Services staff is winding down on programming for the year. We've started to move forward on the spring calendar and have begun to talk about next year's Summer Reading Program. For the month of November, we had our weekly 4 story times (9 total), a Saturday story time, 3 Read to Seamus the Dog sessions, a Tween craft, a Grab 'N Go Craft, a Teen Craft, a Kid's Craft, 6 book clubs, and a STEM Challenge.

**Adult Programming:** Holiday backdrops were a favorite as usual this year! Spring scheduling has begun, and Rick Reynolds will be doing a tour of Anchor Diamond Park in May!

## Staff & Volunteers

- The Friends of the Library has accepted the resignation of Melia Gordon as Co-President effective November 14, 2023. Heather Kosnick has been appointed to fill the vacancy.

## Facility Update

- The Library is exploring quotes and options for the outdoor sign.



## Technology

### October 2023

Technology Statistics	Current Month	2023 to Date	2022 to Date
Public Computer Sessions	148	1,420	1,527
WiFi Sessions (unique users)	662	7,155	7,081

## Meetings & Professional Development

- **Mary Jane Baumbach, Clerk:** American Association of School Librarians: Kristallnacht: A Teachable Moment 11/8
- **Charity Canfield, Substitute:** KnowBe4 QR Code Training 11/27
- **Alyssa Harvey, Head of Youth Services:** NYLA Conference Curators Meeting 11/1, YSS Conference Planning Committee Meeting 11/1, NYLA Conference: NYLA Membership Meeting, YSS Membership Meeting, Rethinking Summer Reading, Active Programming for Families, Drop STEM Why We Need STEAM, YSS Empire State Award Luncheon, Get Them To Show Up, Post Pandemic: Rekindling Your Passion, Intellectual Freedom Breakfast, and YSS Table Talks 11/1-11/4
- **Keira Kohler, Page:** KnowBe4 QR Code Training 11/17
- **Mary Pietrow, Page:** KnowBe4 QR Code Training 11/14
- **Jenn Richard, Head of Adult Services:** NYLA Conference: NYLA - Keynote Speaker, Small Libraries, Big Data, Reignite Your Programming: Executing a Yearlong Series, Professional Branding: Your Values, Your Vision, Friend-Raising to Revive and Rekindle Growth, Fundraising Refresh, Fun Trustee Scenarios for Serious Legal Compliance, ABCs of Best Practices for Friends Groups, Losses & Gains: A Data Privacy Update 11/2-11/4
- **Rebecca Verhayden, Director:** NYLA Conference: Communication Skills for Developing Leaders & It Takes A Community 11/1, Board of Trustees 11/1, Policy Committee Meeting 11/9, Town of Charlton Meeting 11/13, Friends of the Library 11/14, SALS Directors Council 11/15

[Rebecca Verhayden, Director 11/28/2023](#)

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 November 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. Both houses passed bill on 5/31/23 and 6/21/23, respectively. On August 23, 2023, Governor Hochul signed the bill into law as Chapter 336.

On October 25, 2023, Library Trustee Stone, Town Councilman Carota, and Town Supervisor Connolly met; they agreed that it would make sense to do a transfer of the land and building from Town of Ballston to the Library. Supervisor Connolly will add this transfer item to the Town’s 2024 Priority List. In the interim, Town Councilman Carota and Town Supervisor Connolly would like to do a nominal lease. Trustee Stone has requested Attorney Adams to contact Attorney Ryan to explore the most cost-effective way forward. In addition, the continuation of “quarterly” meetings and this monthly status report were discussed; the consensus was a meeting can occur when necessary and this report will no longer need to be provided.

On November 14, 2023, the Library held an election and as a result, trustees were elected and the proposed budget passed (see election results chart).

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	Election Occurred 11/14/23
E	Trustee Appointment	Appointed by Town	Special District Guidelines/Public Vote Administered by Library	Election Occurred 11/14/23
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.	Draft Lease
K	Land Ownership	Owned by Town	Transfer to be pursued.	Draft Lease
L	Sidewalk Clearance/ Landscaping	Administered by Library	Administered by Library	Complete

Reference	Service	Pre-Transition State	Post-Transition State	Status
M	Parking Lot Snow Plowing/ Lawn Mowing	Performed by Town - transitioned to Library in winter 2020/2021	Administered by Library	Complete
N	Governance/ Compliance Guidance	Administered by Town	Administered by Library	Complete
O	On-going Legal Support	Administered by Town	Administered by Library	Complete
P	Policies	Town and Library blend	Administered by Library	Complete

Table 1. Capture of Services

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

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

C. Library Funds, and the Accounts where those funds reside, are described in the Director’s report in the posted minutes of the Library Board of Trustees meeting.

<https://burnthills.sals.edu/>

The most recent Library-generated financial report was reviewed in the Public Meeting of the Library Board of Trustees on November 29, 2023. Further, the Library will continue to provide the Town with updated additional detailed monthly financial reports and account reconciliations that had been identified by the Town.

D. The tax levy is collected by the Town on residents’ tax bills.

E. The Library Trustees are now elected by the Library's Special District, serving the Town of Ballston, excluding the Village of Ballston Spa. An election was held on November 14, 2023.

F. Employee Medical Benefits/WC/Retirement/Disability; beginning on January 1, 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. Since the Library's legislation has been successfully updated, Attorney Adams and Attorney Ryan will explore the most cost-effective way forward. A draft lease is in the preliminary stages; ultimately though, as discussed by Library Trustee Stone, Town Councilman Carota, and Town Supervisor Connolly on October 25, 2023, a transfer is anticipated and will be prioritized for 2024.

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. Both houses passed bill on 5/31/23 and 6/21/23, respectively. On August 23, 2023, Governor Hochul signed the bill into law as Chapter 336.

On October 25, 2023, Library Trustee Stone, Town Councilman Carota, and Town Supervisor Connolly met; they agreed that it would make sense to do a transfer of the land and building from Town of Ballston to the Library. Supervisor Connolly will add this transfer item to the Town's 2024 Priority List. In the interim, Town Councilman Carota and Town Supervisor Connolly would like to do a nominal lease; Attorney Ryan and Attorney Adams are drafting a lease.

On November 14, 2023, the Library held an election and as a result, trustees were elected and proposed budget passed (see election results chart).

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**  
**Budget vs. Actuals: 2023 BUDGET**  
 January - December 2023

	General Checking (1164) Rev/Exp			
	Actual	Budget	Remaining	%
<b>Revenue</b>				
<b>BALLSTON TAXES</b>			0.00	
17.1001.41.000.0.000 Real Property Taxes	646,053.46	646,051.00	-2.46	0.00%
<b>Total BALLSTON TAXES</b>	<b>\$ 646,053.46</b>	<b>\$ 646,051.00</b>	<b>-\$ 2.46</b>	<b>0.00%</b>
<b>CHARLTON LIBRARY SVCS</b>			0.00	
17.2360.41.000.0.000 Library Services to Other Governments	35,535.00	54,000.00	18,465.00	34.19%
<b>Total CHARLTON LIBRARY SVCS</b>	<b>\$ 35,535.00</b>	<b>\$ 54,000.00</b>	<b>\$ 18,465.00</b>	<b>34.19%</b>
<b>LIBRARY CHARGES</b>			0.00	
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	2,223.93	3,000.00	776.07	25.87%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	187.55		-187.55	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	1,446.20	1,900.00	453.80	23.88%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	0.00		0.00	
<b>Total LIBRARY CHARGES</b>	<b>\$ 3,857.68</b>	<b>\$ 4,900.00</b>	<b>\$ 1,042.32</b>	<b>21.27%</b>
<b>LIBRARY SYSTEM GRANTS</b>			0.00	
17.2760.41.001.0.000 Library System Grants - LLSA	3,201.00	3,194.00	-7.00	-0.22%
17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants	3,170.80		-3,170.80	
<b>Total LIBRARY SYSTEM GRANTS</b>	<b>\$ 6,371.80</b>	<b>\$ 3,194.00</b>	<b>-\$ 3,177.80</b>	<b>-99.49%</b>
<b>MISC REVENUE</b>			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	14,218.03	6,000.00	-8,218.03	-136.97%
17.2770.41.000.0.000 Other Unclassified Revenues	3,953.21		-3,953.21	
17.9999.41.000.0.000 Budget Fund Balance Draw		16,000.00	16,000.00	100.00%
<b>Total MISC REVENUE</b>	<b>\$ 18,171.24</b>	<b>\$ 22,028.00</b>	<b>\$ 3,856.76</b>	<b>17.51%</b>
<b>Total Revenue</b>	<b>\$ 709,989.18</b>	<b>\$ 730,173.00</b>	<b>\$ 20,183.82</b>	<b>2.76%</b>
<b>Gross Profit</b>	<b>\$ 709,989.18</b>	<b>\$ 730,173.00</b>	<b>\$ 20,183.82</b>	<b>2.76%</b>
<b>Expenditures</b>				
<b>BENEFITS</b>			0.00	
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION	28,159.00	25,000.00	-3,159.00	-12.64%
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)	2,917.93	3,211.00	293.07	9.13%
17.9060.58.052.0.000 HSA (ER Contribution)	3,237.47	4,550.00	1,312.53	28.85%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	2,800.56	3,888.00	1,087.44	27.97%
17.9060.58.054.0.000 HEALTH INS OPT OUT	1,562.62	1,800.00	237.38	13.19%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	12,967.79	22,916.00	9,948.21	43.41%
<b>Total BENEFITS</b>	<b>\$ 51,645.37</b>	<b>\$ 61,365.00</b>	<b>\$ 9,719.63</b>	<b>15.84%</b>
<b>LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>			0.00	
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	7,064.73	9,000.00	1,935.27	21.50%
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES	2,699.94	1,000.00	-1,699.94	-169.99%
<b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>	<b>\$ 9,764.67</b>	<b>\$ 10,000.00</b>	<b>\$ 235.33</b>	<b>2.35%</b>
<b>LIBRARY MATERIALS</b>			0.00	
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	50,903.88	62,000.00	11,096.12	17.90%
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	2,406.48	1,800.00	-606.48	-33.69%
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	11,936.69	11,000.00	-936.69	-8.52%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	8,480.82	16,000.00	7,519.18	46.99%
<b>Total LIBRARY MATERIALS</b>	<b>\$ 80,099.74</b>	<b>\$ 95,900.00</b>	<b>\$ 15,800.26</b>	<b>16.48%</b>

	Actual	Budget	Remaining	% Remaining
<b>LIBRARY PERSONNEL SERVICES</b>		884.00	884.00	100.00%
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	159,289.73	182,754.00	23,464.27	12.84%
17.7410.51.031.0.000 CLERICAL STAFF	137,620.80	158,723.00	21,102.20	13.29%
17.7410.51.032.0.000 PAGES	20,276.57	28,912.00	8,635.43	29.87%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	24,849.71	28,402.00	3,552.29	12.51%
<b>Total LIBRARY PERSONNEL SERVICES</b>	<b>\$ 342,036.81</b>	<b>\$ 399,675.00</b>	<b>\$ 57,638.19</b>	<b>14.42%</b>
<b>OFFICE EXPENSES</b>			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	5,717.95	4,000.00	-1,717.95	-42.95%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	4,023.46	3,500.00	-523.46	-14.96%
17.7410.54.041.0.000 POSTAGE / MAILINGS	264.47	250.00	-14.47	-5.79%
17.7410.54.042.0.000 PUBLICITY / Promotion	999.34	1,000.00	0.66	0.07%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	12,233.46	14,000.00	1,766.54	12.62%
<b>Total OFFICE EXPENSES</b>	<b>\$ 23,238.68</b>	<b>\$ 22,750.00</b>	<b>-\$ 488.68</b>	<b>-2.15%</b>
<b>OPERATION EXPENSE</b>			0.00	
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE	2,700.00	3,000.00	300.00	10.00%
17.1620.54.010.0.000 Professional Services - LEGAL	14,455.00	10,000.00	-4,455.00	-44.55%
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	12,940.50	5,500.00	-7,440.50	-135.28%
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	6,641.45	12,247.00	5,605.55	45.77%
17.1620.54.074.0.000 Professional Services - ELECTION EXPENSES	3,658.95		-3,658.95	
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	3,007.72	2,000.00	-1,007.72	-50.39%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	27,438.63	17,500.00	-9,938.63	-56.79%
17.7410.54.010.0.000 Professional Services - IT (SALS)	18,871.70	22,646.00	3,774.30	16.67%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	3,290.34	3,000.00	-290.34	-9.68%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	2,689.56	3,000.00	310.44	10.35%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	453.48	500.00	46.52	9.30%
17.7410.54.039.0.000 CUSTODIAL SERVICES	25,159.19	27,540.00	2,380.81	8.64%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	891.85	3,200.00	2,308.15	72.13%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	120.38	250.00	129.62	51.85%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	819.51	500.00	-319.51	-63.90%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	4,701.91	6,200.00	1,498.09	24.16%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	822.25	900.00	77.75	8.64%
<b>Total OPERATION EXPENSE</b>	<b>\$ 128,662.42</b>	<b>\$ 124,483.00</b>	<b>-\$ 4,179.42</b>	<b>-3.36%</b>
<b>SPECIAL ITEMS</b>			0.00	
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA	4,251.06	5,000.00	748.94	14.98%
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%
<b>Total SPECIAL ITEMS</b>	<b>\$ 14,043.99</b>	<b>\$ 16,000.00</b>	<b>\$ 1,956.01</b>	<b>12.23%</b>
<b>Total Expenditures</b>	<b>\$ 649,491.68</b>	<b>\$ 730,173.00</b>	<b>\$ 80,681.32</b>	<b>11.05%</b>
<b>Net Operating Revenue</b>	<b>\$ 60,497.50</b>	<b>\$ 0.00</b>	<b>-\$ 60,497.50</b>	
<b>Net Revenue</b>	<b>\$ 60,497.50</b>	<b>\$ 0.00</b>	<b>-\$ 60,497.50</b>	

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**BALLSTON COMMUNITY PUBLIC LIBRARY**

**TRUSTEE FUND (1596) SUMMARY**

11/27/2023 12:08

**FUND NAME**

Richard E. Wittnebel	\$23.55
BH Women's Club	\$74.76
Conklin	\$4,776.74
Asa Kaplan	\$302.90
Tibbitts	\$38.88
McQueen	\$11.26
DeAngelo	\$51.04
Carol Brower	\$345.00
Ruth Glasser	\$57.40
Undesignated	\$6,113.72
<b>TOTAL</b>	<b>\$11,795.25</b>

**Ballston Community Public Library Trustee Fund (1596) Register**

11/27/2023 12:08

Date	Check Number	Description	Fund	With- drawal Amount	Deposit Amount	Account Balance
2023		beginning 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
5.31.2023		interest earned	UNDESIGNATED		\$1.94	\$11,407.49
6.5.2023	672	donation	UNDESIGNATED		\$610.38	\$12,017.87
6.28.2023	1012	reimb J Stone	UNDESIGNATED	\$150.00		\$11,867.87
6.28.2023	1011	B&T books	Conklin	\$32.99		\$11,834.88
6.30.2023		interest earned	UNDESIGNATED		\$1.96	\$11,836.84
7.31.2023		interest earned	UNDESIGNATED		\$2.03	\$11,838.87
8.30.2023	1013	B&T books	Conklin	\$30.97		\$11,807.90
8.31.2023		interest earned	UNDESIGNATED		\$2.01	\$11,809.91
9.27.2023	1014	B&T books	Conklin	\$18.60		\$11,791.31
9.29.2023		interest earned	UNDESIGNATED		\$1.94	\$11,793.25
10.31.2023		interest earned	UNDESIGNATED		\$2.00	\$11,795.25