

**Ballston Community Public Library
Board of Trustees Meeting Agenda
November 1, 2023**

- 1) Call to order
- 2) Minutes of September 27, 2023 Meeting
- 3) Minutes of October 11, 2023 Special Meeting
- 4) Minutes of October 11, 2023 Public Hearing
- 5) Minutes of October 11, 2023 Budget Presentation
- 6) Minutes of October 18, 2023 Special Meeting
- 7) Report of Special Funds
- 8) Monthly Financial Reports
- 9) Approval of Bills
- 10) Librarians' Reports
- 11) Reports of Committees
 - a) Town Liaisons
 - b) Communication Committee
 - c) Election Committee
 - d) Personnel Committee
 - e) Budget & Finance Committee
- 12) Unfinished Business
 - a) Ballston Legislation & Transition
- 13) 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 23-095** Consider approving monthly Transition Status Report to the Town of Ballston.
- 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.
- 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.

- 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.
- e) **RESOLUTION 23-099** Consider approving a meal cost of \$150 from the Library Trustee Fund Balance for the designated election officials.
- f) **RESOLUTION 23-100** Consider amending resolution 22-018 from February 1, 2023 Board of Trustees Meeting and renumber it as 23-018.
- 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.
- 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.
- i) **RESOLUTION 23-103** Consider rescinding Resolution 23-090 due to an error in the dollar amount.
- 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.

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

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

15) Adjournment

October Voucher Signer: Julia Stone

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

Board of Trustees Meeting Minutes

September 27, 2023

1) Call to order Meeting was called to order at 7:02 by President Julia Stone

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

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

Trustees excused: none

Trustees unexcused: none

Town Representatives: none

2) Minutes of August 30, 2023 Bill Bechtel motioned to approve August minutes. Ed Guider seconded and passed unanimously.

3) Report of Special Funds See meeting document

4) Monthly Financial Reports See meeting document

5) Approval of Bills Ed reviewed bills. Kate Schofield motioned to approve, Steve Burchett seconded and passed unanimously.

6) Librarians' Reports See meeting document

7) Reports of Committees

a) Town Liaisons - none

b) Budget & Finance Committee

-Rebecca gave a presentation on the budget to both the Town of Ballston and Town of Charlton.

c) Building & Grounds Committee

-Have quotes for snow removal and lawn clean up.

d) Policy Committee

-Updated policies that relate to election. Changes will take effect December 1st. Updates were made to Meeting Space Use Policy, Emergency Purchases Policy, and Trustee Appointment Policy. Also, they have a recommendation regarding the use of pronouns throughout library policy and procedure. See meeting documents.

e) Personnel Committee

-A new employee started. The Library is looking to hire one more clerk.

f) Communication Committee

-Trustees had an informal booth at the book sale to let people know about trustee openings and the upcoming election. Fifty fliers have been placed in the community to inform residents about the election. An Election/Hearing Mailer will be sent out this week. The Hearing Notice

was in the newspaper yesterday, today, and will be in tomorrow. The Committee will also request Town to advertise as well.

g) Election Committee

- Tricia and Rebecca met with the Saratoga Board of Elections and since they provided little guidance on how to validate petitions the committee is investigating how to review petitions to ensure appropriate signatures have been collected.

8) Unfinished Business

a) Ballston Legislation & Transition

- Trustees need to address the Library's land parcels and building with the Town as they are the owners.

b) Trustee Vacancy

- October 13th is the deadline for petitions to be submitted to run for a trustee position.

9) New Business

a) Sara Dallas, Director of Southern Adirondack Library System (SALS)

- Gave overview of SALS and what they provide. Sara mentioned trustee training and that Niche Academy was a resource for training, and also, discussed the significance of Unite Against Book Bans. In addition, Sara recommended that the Board review their library policies.

b) NYCLASS

- The benefits of joining NYCLASS were presented by Steve.

*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

c) **RESOLUTION 23-084** Consider approving monthly Transition Status Report to the Town of Ballston.

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

d) **RESOLUTION 23-085** Consider accepting the proposed changes to P5400 Emergency Purchases effective 12/1/2023.

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

e) **RESOLUTION 23-086** Consider accepting the proposed changes to P6000 Facilities, P6100 Equipment and Facilities, and P6200 Meeting Space Use Policy effective 12/1/2023.

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

f) **RESOLUTION 23-087** Consider accepting the proposed changes to P7250 Trustee Appointment Policy effective 12/1/2023.

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

g) **RESOLUTION 23-088** WHEREAS the Board finds it is a best practice to standardize and simplify the use of pronouns in board-approved documents (bylaws, policies, reports); BE

IT RESOLVED that the Board shall update and standardize such documents to use gender-neutral language when the opportunity arises.

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

h) **RESOLUTION 23-089** Consider entering into a snow removal contract for the sidewalks and entry way for the Winter 2023-2024 season with Hometown Turf in the amount of \$5,300.

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

i) **RESOLUTION 23-090** Consider entering into 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 \$6,790.

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

j) **RESOLUTION 23-091** Consider entering into a lawn care contract including mowing, spring and fall clean-up with Hometown Turf for the 2024 season in the amount of \$4,450.

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

k) **RESOLUTION 23-092** Consider approving a public hearing and election mailer at a cost of \$2845.99

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

l) **RESOLUTION 23-093** Consider appointing Angela Morrow to the part-time position of clerk, at an hourly rate of \$14.50, effective October 6, 2023.

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

m) **RESOLUTION 23-094** WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (“Section 119-o”) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, town and villages, and districts] to enter into, amend, cancel and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers and duties on a cooperative or contract basis;

WHEREAS, the Ballston Community Public Library wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019;

WHEREAS, the Ballston Community Public Library wishes to satisfy the safety and liquidity needs of their funds;

Now, therefore, it is hereby resolved as follows:

That Rebecca Verhayden, Director of Ballston Community Public Library is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Agreement

Amended and Restated as of March 28, 2019.

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

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

Steven Anderson, 901 Charton Rd, Village of Charton. Steven expressed that he would like more of the new books to be authored by men.

10) Executive Session to discuss attorney-client privileged legal matters

- Went into Executive Session at 8:04pm. Motion by Bill Bechtel, seconded by Steve Burchett and passed unanimously.
- Exited Executive Session at 8:17pm where no decisions were made.

11) Adjournment Motion by Steve Burchett, seconded by Julia Stone and passed unanimously.

September Voucher Signer: Ed Guider

Charlton Town Board Meeting: Tuesday, October 10 at 7:30 PM

Ballston Town Board Meeting: Tuesday, October 10 at 6:30 PM

Library Special Meeting: Wednesday, October 11 at 6:30PM

Library Public Hearing: Wednesday, October 11 at 7:00 PM

Library Budget Presentation: Wednesday, October 11 at 7:20 PM Library Board of

Trustees Meeting: Wednesday, October 25 at 7:00 PM Library Trustee Election &

Budget Vote: Tuesday, November 14 7:00 AM – 9:00 PM October Voucher Signer:

Bill Bechtel

**Ballston Community Public Library Special Meeting of Board of Trustees Minutes
October 11, 2023 at 6:30 PM**

1) Call to order: This meeting was called to order at 6:31 by President Julia Stone.

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

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

Trustees excused: Steve Burchett

Trustees unexcused: none

2) Review of Trustee Ballot Petitions:

Katherine Schofield reviewed submitted petitions.

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

3) Adjournment: At 6:59 on a motion by Julia Stone with a second by Ed Guider, trustees voted unanimously to adjourn the meeting.

Library Public Hearing: Wednesday, October 11 at 7:00 PM

Library Budget Presentation: Wednesday, October 11 at 7:20 PM

Library Board of Trustees Meeting: Wednesday, October 25 at 7:00 PM

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

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

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

NOTICE OF PUBLIC HEARING

For input from the public regarding the status of the legislation creating the special library district, the proposed change to elected leadership and the proposed budget.

PLEASE TAKE NOTICE that the Ballston Community Public Library will hold a Public Hearing on Wednesday, October 11, at 7:00 p.m. at the Library Community Room, 2 Lawmar Lane, Burnt Hills, New York 12027 as required by Chapter 203 of the Laws of 1957, as amended in 2023 (the "Hearing") in anticipation of a vote and election to be held on November 14, 2023. At such public hearing, all persons will be given an opportunity to be heard. Written and oral statements will be taken at that time. Time limitations may be imposed for each oral statement, if necessary.

Dated: August 30, 2023

By the order of the Board of Trustees
Ballston Community Public Library

1) Call to order: The meeting was called to order at 7:00pm by President Julia Stone.
Attendance: [x]Rebecca Verhayden, Director [] Alyssa Harvey, Head of Youth Services []
Jenn Richard, Head of Adult Services
Trustees present: Bill Bechtel, Ed Guider, Kate Schofield, Julia Stone
Trustees excused: Steve Burchett
Trustees unexcused: none

2) Reading of the Notice of Public Hearing: Notice was read by President Julia Stone.

Public comment. Please state name and address when speaking.

Peggy Grout, 91 Scotchbush Road, Burnt Hills: Would people running for the Board of Trustees be stating their perspectives?

William Filimon, 162 Westside Drive, Burnt Hills: Can you explain why snow removal and utilities doubled for the 2024 budget?

Kelly Shaginaw, 16 Long Creek Drive, Burnt Hills; Kelly wanted to thank trustees and praise the library overall.

3) Adjournment: At 7:08pm the meeting was closed by President Julia Stone.

Library Board of Trustees Meeting: Wednesday, October 25 at 7:00 PM

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

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

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

Ballston Community Public Library
Budget Presentation Minutes
October 11, 2023 at 7:20 PM

1) Call to order: The meeting was called to order at 7:21 by President Julia Stone.

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

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

Trustees excused: Steve Burchett

Trustees unexcused: none

2) 2024 Proposed Budget Presentation:

Director Rebecca Verhayden presented the 2024 proposed budget. See meeting documents.

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.

-Kelly Shaginaw, 16 Long Creek Drive, Burnt Hills

Question- Can the library do a funding campaign?

Answer- Rebecca Verhayden explained that the library cannot fundraise but that The Friends of the Library is chartered to fundraise.

-Aidan Thomas, 33 Forest Road, Burnt Hills

Question- Can you explain how fine free works?

Answer- Rebecca Verhayden explained fine free returns.

- Ed Guider, Trustee

Question- How do eBooks work?

Answer- Rebecca Verhayden explained both the funding stream for eBooks and also how to borrow an eBook.

3) Adjournment: At 7:39 Ed Guider motioned to adjourn the meeting and Bill Bechtel seconded. Trustees voted unanimously to adjourn.

Library Board of Trustees Meeting: Wednesday, October 25 at 7:00 PM

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

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

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

**Ballston Community Public Library Special Meeting of Board of Trustees Minutes
October 18, 2023 at 12:00 PM**

1) Call to order- Meeting was called to order by Board President, Julia Stone, at 11:59 am.

Attendance: [x]Rebecca Verhayden, Director [] Alyssa Harvey, Head of Youth Services [] Jenn Richard, Head of Adult Services
Trustees present: Bill Bechtel, Ed Guider, Kate Schofield, Julia Stone
Trustees excused: Steve Burchett
Trustees unexcused: none

2) Executive Session to discuss attorney-client privileged legal matters.

- Julia Stone requested to enter Executive Session to discuss legal matters. Motion made by Bill Bechtel, seconded by Ed Guider and passed unanimously.
- Entered Executive Session at 12pm.
- Motion to exit Executive Session was made by Kate Schofield, seconded by Ed Guider and passed unanimously.
- Exited the Executive Session at 12:16pm. No decisions were made.

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

None.

3) Adjournment

- Julia Stone motioned to adjourn the meeting, Bill Bechtel seconded and passed unanimously.

Library Board of Trustees Meeting: Wednesday, October 25 at 7:00 PM

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

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

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

Ballston Community Public Library
EARLY PAYS
Oct-23

Date	Transaction Type	Num	Name	Memo/Description	Amount
10/03/2023	Bill Payment (Check)	676	NATIONAL GRID (Aug-Sept 2023 usage)	Acct# 02461-44007	\$2,480.36
10/16/2023	Bill Payment (Check)	682	NATIONAL GRID (Sept-Oct 2023 usage)	Acct# 02461-44008	\$2,059.72
10/03/2023	Bill Payment (Check)	677	Twin Bridges Waste & Recycling, LLC	Cust# 50-99967 7	\$74.75
10/12/2023	Check	678	VISA	Visa acct# 2875	\$330.00
10/12/2023	Check	681	VISA	Visa acct# 2867	\$948.95
10/12/2023	Bill Payment (Check)	680	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	\$279.94

TOTAL \$6,173.72

10/17/2023 8:06

BALLSTON COMMUNITY PUBLIC LIBRARY		
TRUSTEE FUND (1596) SUMMARY		
10/23/2023 11:14		
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		\$6,111.72
TOTAL		\$11,793.25

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
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
						\$11,793.25

Ballston Community Public Library

Abstract (less Early Pays)

As of October 31, 2023

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Amazon-pay by invoice				
10/15/2023	11WQ-63C6-YJVJ	billing period 9/15/23 to 10/14/2023	593.81	Bill
Total for Amazon-pay by invoice			\$593.81	
Baker & Taylor 800-340-5370				
09/25/2023	5018551073	20 books	269.51	Bill
10/02/2023	5018562191	27 books	410.95	Bill
09/28/2023	5018555953	26 books	404.54	Bill
09/26/2023	5018545412	85 books	1,289.98	Bill
09/18/2023	5018538721	40 books	597.25	Bill
Total for Baker & Taylor			\$2,972.23	
Butler Rowland Mays Architects, LLP (518) 885-1255				
10/01/2023	Inv# 10	svc 5/1/23- 9/29/23	339.60	Bill
Total for Butler Rowland Mays Architects, LLP			\$339.60	
CDPHP				
10/17/2023	232870033007	Nov2023 prem Health/Dental RV & AH, Dental JK	1,294.14	Bill
Total for CDPHP			\$1,294.14	
Cengage Learning Inc. / Gale 248-699-4253				
09/20/2023	82623668	3 books	77.97	Bill
09/12/2023	82487364	7 books	198.68	Bill
10/09/2023	82793924	5 books	140.20	Bill
09/11/2023	82454825	6 books	173.94	Bill
10/09/2023	82793694	6 books	167.94	Bill
09/26/2023	82687149	10 books	241.49	Bill
Total for Cengage Learning Inc. / Gale			\$1,000.22	
Crandall Public Library				
10/14/2023	10.14.2023	GLE lost book pd @ BUR	47.99	Bill
Total for Crandall Public Library			\$47.99	
ELM USA, Inc.				
10/04/2023	61654	Sept 2023 usage	25.00	Bill
Total for ELM USA, Inc.			\$25.00	
Highmark BlueShield of Northeastern New York				
10/06/2023	231006331814261	Nov2023 prem health JK	199.00	Bill
Total for Highmark BlueShield of Northeastern New York			\$199.00	
Hometown Turf LLC (518) 338-7486				
10/18/2023	6452	2023-24 (5 mos) sidewalk snow removal	5,300.00	Bill
08/31/2023	6341	shrub/tree trim - brush removal	700.00	Bill
Total for Hometown Turf LLC			\$6,000.00	
Mail 'N' More 518.399.3279				

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
08/31/2023	13365	postage	5.50	Bill
09/30/2023	13381	gen postage, election prep/postage	2,920.59	Bill
Total for Mail 'N' More			\$2,926.09	
Midwest Tape, LLC 800-875-2785				
10/09/2023	504465032	5 DVD/ADB	185.70	Bill
09/26/2023	504405649	1 DVD/ADB	39.99	Bill
09/19/2023	504358279	2 DVD/ADB	94.98	Bill
09/30/2023	504430481	Hoopla Sept 2023	1,283.31	Bill
Total for Midwest Tape, LLC			\$1,603.98	
Nature's Way Pest Control 518-745-5958				
09/27/2023	85501	\$81.00 svc 9.27.2023; \$3.00 due from inv# 85416 inv# 69652 replaced with this invoice	84.00	Bill
Total for Nature's Way Pest Control			\$84.00	
NightRider Janitorial Services (518) 782-9999				
10/01/2023	Oct23093	Oct2023 library cleaning	2,321.00	Bill
Total for NightRider Janitorial Services			\$2,321.00	
Penworthy 800-262-2665 x208				
10/09/2023	0594226-IN	9 books	252.16	Bill
Total for Penworthy			\$252.16	
Pro-Cut Landscape Services, Inc. (518) 399-7443				
10/04/2023	NOV2023-24	winter 2023-24 parking lot snow plowing	6,990.00	Bill
Total for Pro-Cut Landscape Services, Inc.			\$6,990.00	
Rebecca Verhayden				
10/10/2023	10.10.2023	mileage/pking SALS conf Lake George	64.12	Bill
Total for Rebecca Verhayden			\$64.12	
Repeat Business Systems, Inc. (518) 869-8116				
10/05/2023	939139	Ricoh copier QTR 3 color, QTR 4 B/W, usage fee	171.36	Bill
Total for Repeat Business Systems, Inc.			\$171.36	
Sebco (800) 223-3251				
10/10/2023	211075	44 books	903.98	Bill
Total for Sebco			\$903.98	
Southern Adirondack Library System 518-584-7300				
10/05/2023	BUR 1005203	item/patron barcode labels (1000)	24.39	Bill
10/02/2023	2023-9BUR	Sept2023 monthly fee/circ renewals	1,887.17	Bill
Total for Southern Adirondack Library System			\$1,911.56	
Staples				
09/19/2023	3547831906	misc office supplies	67.80	Bill
10/05/2023	3549395367	HP 414X HY blk toner	172.40	Bill

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Total for Staples			\$240.20	
Tech II Business Services				
518.587.1565				
10/10/2023	50011809	updates & changes 9/28/2023	93.75	Bill
Total for Tech II Business Services			\$93.75	
The Daily Gazette Co. Inc.				
09/28/2023	2501813	pubic hearing notice ad	76.80	Bill
Total for The Daily Gazette Co. Inc.			\$76.80	
The Law Office of Stephanie Adams, PLLC				
716.464.33386				
10/05/2023	2909	svcs 9/1/2023-9/28/2023	1,650.00	Bill
Total for The Law Office of Stephanie Adams, PLLC			\$1,650.00	
Town of Ballston Water Dept.				
09/28/2023	9.28.2023	QTR 3 water usage & biannual sprinkler fee	136.54	Bill
Total for Town of Ballston Water Dept.			\$136.54	
UHY Advisors, Inc.				
10/10/2023	620434120	advisory svcs Jan thru Sept 2023	4,207.50	Bill
Total for UHY Advisors, Inc.			\$4,207.50	
TOTAL			\$36,105.03	

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)
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				
17.2082.41.004.0.000 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				
17.2760.41.001.0.000 Library System Grants - LLSA				
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		167.39	0.69	17.48
17.2705.41.000.0.000 Gifts / Donations / Reimbursements				610.38
17.2770.41.000.0.000 Other Unclassified Revenues	35,271.00			
Total MISC REVENUE	\$ 35,271.00	\$ 167.39	\$ 0.69	\$ 627.86
Total Revenue	\$ 35,271.00	\$ 167.39	\$ 0.69	\$ 627.86
Gross Profit	\$ 35,271.00	\$ 167.39	\$ 0.69	\$ 627.86
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				
17.7410.52.021.0.000 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		
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 73,971.82	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print				292.87
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				

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	Add'l Fund Bal FDIC 5150	TRUSTEE FUND (1596)
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials				
Total LIBRARY MATERIALS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 292.87
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				150.00
Total OFFICE EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00
OPERATION EXPENSE				
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				
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	15.16			
17.7410.54.077.0.000 TRASH REMOVAL SERVICES				
Total OPERATION EXPENSE	\$ 15.16	\$ 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	\$ 73,986.98	\$ 0.00	\$ 0.00	\$ 442.87
Net Operating Revenue	-\$ 38,715.98	\$ 167.39	\$ 0.69	\$ 184.99
Net Revenue	-\$ 38,715.98	\$ 167.39	\$ 0.69	\$ 184.99

Ballston Community Public Library

Budget vs. Actuals: 2023 BUDGET

January - December 2023

General Checking (1164)				
	Actual	Budget	Remaining	% Remaining
Revenue				
BALLSTON TAXES			0.00	
17.1001.41.000.0.000 Real Property Taxes	646,053.46	646,051.00	-2.46	0.00%
Total BALLSTON TAXES	\$ 646,053.46	\$ 646,051.00	-\$ 2.46	0.00%
CHARLTON LIBRARY SVCS			0.00	
17.2360.41.000.0.000 Library Services to Other Governments	35,535.00	54,000.00	18,465.00	34.19%
Total CHARLTON LIBRARY SVCS	\$ 35,535.00	\$ 54,000.00	\$ 18,465.00	34.19%
LIBRARY CHARGES			0.00	
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	2,031.73	3,000.00	968.27	32.28%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	168.15		-168.15	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	1,287.04	1,900.00	612.96	32.26%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	0.00		0.00	
Total LIBRARY CHARGES	\$ 3,486.92	\$ 4,900.00	\$ 1,413.08	28.84%
LIBRARY SYSTEM GRANTS			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	
Total LIBRARY SYSTEM GRANTS	\$ 6,371.80	\$ 3,194.00	-\$ 3,177.80	-99.49%
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	14,211.22	6,000.00	-8,211.22	-136.85%
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%
Total MISC REVENUE	\$ 18,164.43	\$ 22,028.00	\$ 3,863.57	17.54%
Total Revenue	\$ 709,611.61	\$ 730,173.00	\$ 20,561.39	2.82%
Gross Profit	\$ 709,611.61	\$ 730,173.00	\$ 20,561.39	2.82%
Expenditures				
BENEFITS			0.00	
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION	5,227.00	25,000.00	19,773.00	79.09%
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)	3,047.14	3,211.00	163.86	5.10%
17.9060.58.052.0.000 HSA (ER Contribution)	3,127.57	4,550.00	1,422.43	31.26%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	2,567.18	3,888.00	1,320.82	33.97%
17.9060.58.054.0.000 HEALTH INS OPT OUT	1,424.16	1,800.00	375.84	20.88%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	11,751.91	22,916.00	11,164.09	48.72%
Total BENEFITS	\$ 27,144.96	\$ 61,365.00	\$ 34,220.04	55.76%
LIBRARY EQUIPMENT & CAPITAL OUTLAY			0.00	
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	5,791.15	9,000.00	3,208.85	35.65%
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	\$ 8,491.09	\$ 10,000.00	\$ 1,508.91	15.09%
LIBRARY MATERIALS			0.00	
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	45,360.13	62,000.00	16,639.87	26.84%
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	2,319.34	1,800.00	-519.34	-28.85%
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	10,679.91	11,000.00	320.09	2.91%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	7,368.09	16,000.00	8,631.91	53.95%
Total LIBRARY MATERIALS	\$ 72,099.34	\$ 95,900.00	\$ 23,800.66	24.82%

	Actual	Budget	Remaining	% Remaining
LIBRARY PERSONNEL SERVICES		884.00	884.00	100.00%
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	145,175.45	182,754.00	37,578.55	20.56%
17.7410.51.031.0.000 CLERICAL STAFF	123,991.67	158,723.00	34,731.33	21.88%
17.7410.51.032.0.000 PAGES	18,874.32	28,912.00	10,037.68	34.72%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	22,612.14	28,402.00	5,789.86	20.39%
Total LIBRARY PERSONNEL SERVICES	\$ 310,653.58	\$ 399,675.00	\$ 89,021.42	22.27%
OFFICE EXPENSES			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	4,865.97	4,000.00	-865.97	-21.65%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	3,743.52	3,500.00	-243.52	-6.96%
17.7410.54.041.0.000 POSTAGE / MAILINGS	226.17	250.00	23.83	9.53%
17.7410.54.042.0.000 PUBLICITY / Promotion	219.61	1,000.00	780.39	78.04%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	11,511.15	14,000.00	2,488.85	17.78%
Total OFFICE EXPENSES	\$ 20,566.42	\$ 22,750.00	\$ 2,183.58	9.60%
OPERATION EXPENSE			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	5,339.48	12,247.00	6,907.52	56.40%
17.1620.54.074.0.000 Professinal Services - ELECTION EXPENSES	2,922.79		-2,922.79	
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	2,579.66	2,000.00	-579.66	-28.98%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	25,009.11	17,500.00	-7,509.11	-42.91%
17.7410.54.010.0.000 Professinal Services - IT (SALS)	16,984.53	22,646.00	5,661.47	25.00%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	3,069.96	3,000.00	-69.96	-2.33%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	2,554.58	3,000.00	445.42	14.85%
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	22,838.19	27,540.00	4,701.81	17.07%
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	326.92	250.00	-76.92	-30.77%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	794.51	500.00	-294.51	-58.90%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	4,210.12	6,200.00	1,989.88	32.09%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	747.50	900.00	152.50	16.94%
Total OPERATION EXPENSE	\$ 118,818.18	\$ 124,483.00	\$ 5,664.82	4.55%
SPECIAL ITEMS			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%
Total SPECIAL ITEMS	\$ 14,043.99	\$ 16,000.00	\$ 1,956.01	12.23%
Total Expenditures	\$ 571,817.56	\$ 730,173.00	\$ 158,355.44	21.69%
Net Operating Revenue	\$ 137,794.05	\$ 0.00	-\$ 137,794.05	
Net Revenue	\$ 137,794.05	\$ 0.00	-\$ 137,794.05	

Ballston Community Public Library Director's Report

October 2023

Circulation Statistics

September 2023

Circulation Statistics	Current Month	2023 to Date	2022 Total
Items Added to Collection	309	3,183	4,719
Number of Physical Items Circulated	8,598	85,235	98,808
Overdrive/Libby Circulation	1,160	10,723	12,343
Hoopla Circulation	547	4,213	5,868
New Patron Registrations	43	367	537
Curbside Appointments	4	25	100
Patrons in the Building	3,716	37,523	42,564

Programs & Events

September 2023

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2023 Total	Participants 2023 Total	Number Offered 2022 Total	Participants 2022 Total
Preschool	15	362	124	3,177	176	3,324
Elementary	6	59	51	725	68	1,125
Teen	2	4	26	125	24	303
Adult	5	52	71	900	56	477
Family	6	261	53	2,993	38	2,612
Outreach	0	0	52	1,645	66	2,960
TOTALS	34	738	377	9,565	428	10,801

Youth Services Programming: Youth Services staff has finished planning all programs for 2023 and will be gearing up to start 2024 program planning and Summer Reading Prep. The Stevens Kindergarten classes visited the library earlier this month for 4 field trips. They had a short tour of the library, a brief story time, and then were able to check out a book with their new library cards. For the month of October, we offered our regular 4 story times every week, 7 book clubs, 1 STEM program, 1 after school craft, a Grab 'N Go Craft, 1 Tween activity, 1 Teen craft, a Family Bingo Game Night, 3 Read to Seamus the Dog events, and 1 Story Crafters program. To celebrate the annular solar eclipse that happened on October 14, we passed out solar eclipse glasses for two weeks and then had a special solar system family craft on that Saturday, right before the eclipse began. Our 2nd annual Halloween Story Time party will be on October 28 and we are excited to see everyone's costumes this year!

Adult Programming: Fall has been a mix of returning programs, and a few new ones! Town Historian Rick Reynolds led a tour of the former site of Forest Park, which existed on the southern end of Ballston Lake in the early 1900's, with 20 people attending. Memoir Writing with Mary Sanders Shartle is back, along with a great exercise class with Kimberly from Sorella Spa. In November there will be a few Senior Planet computer classes, along with the return of the Photo Backdrops!

Staff & Volunteers

- Angela Morrow has started as a circulation clerk.

Facility Update

- Wiring Concepts came to the Library in Mid-October to take care of several issues. The outdoor lighting is now working correctly again. A light in the kitchen is broken and will be replaced with a new LED light. A ballast in the downstairs bathroom is no longer working, we will replace the fixture with a new LED light.

Technology

September 2023

Technology Statistics	Current Month	2023 to Date	2022 to Date
Public Computer Sessions	145	1,272	1,527
WiFi Sessions (unique users)	737	6,493	7,081

Meetings & Professional Development

- **Tricia Bitley, Office Manager:** Saratoga County Board of Elections 9/27
- **Mary Jane Baumbach, Clerk:** KnowBe4 QR Code Training 10/16
- **Tricia Bitley, Office Manager:** KnowBe4 QR Code Training 10/16
- **Carol Chaisson, Clerk:** KnowBe4 QR Code Training 10/17
- **Rong-Jane Chen, Library Assistant:** KnowBe4 QR Code Training 10/16
- **Deborah Fiedler, Substitute:** KnowBe4 QR Code Training 10/19
- **Melissa Gardner, Clerk:** KnowBe4 QR Code Training 10/19
- **Alyssa Harvey, Head of Youth Services:** Books Opening Doors: Prisons, Libraries and the Resources We Share 10/12, KnowBe4 QR Code Training 10/17
- **Erin Knight, Library Assistant:** KnowBe4 QR Code Training 10/17
- **Elizabeth Lafergola, Clerk:** KnowBe4 QR Code Training 10/18
- **Hannah Moore, Clerk:** KnowBe4 QR Code Training 10/16
- **Angela Morrow, Clerk:** KnowBe4 QR Code Training 10/17
- **William Newsom, Clerk:** KnowBe4 QR Code Training 10/16
- **Melissa Owen, Clerk:** KnowBe4 QR Code Training 10/16
- **Hailey Pezzolesi, Page:** KnowBe4 QR Code Training 10/18
- **Jenn Richard, Head of Adult Services:** Senior OATS 9/27, Board of Trustees 9/27, BH-BL BPA 10/10, KnowBe4 QR Code Training 10/16
- **Terry Riley, Account Clerk:** KnowBe4 QR Code Training 10/16
- **Rebecca Verhayden, Director:** Saratoga County Board of Elections 9/27, Legal Team Meeting 9/27, Board of Trustees 9/27, Charlton School 9/27, Friends of the Library 10/3, NYLA Sustainable Libraries Initiative 10/6, SALS Rural Libraries Round Table 10/10, Town of Ballston 10/10, Town of Charlton 10/10, Board of Trustees Special Meeting 10/11, Public Hearing 10/11, 2024 Budget Presentation 10/11, KnowBe4 QR Code Training 10/16, Board of Trustees Special Meeting 10/18, SALS Directors Council 10/20
Library Journal Project Management Fundamentals for Librarians: Project Management 101 for Your Library 10/5, Foundational Methods for Library Project Management 10/5, Engaging Your Team to Execute Projects 10/12, Where Do I Begin? How to Initiate Projects 10/12, Set Yourself Up for Success: How to Plan Your Projects 10/22, Maintaining Progress Pt. 1: Monitoring and Controlling Projects 10/22

Rebecca Verhayden, Director 10/23/2023

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 October 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 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.

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 Scheduled 11/14/23
E	Trustee Appointment	Appointed by Town	Special District Guidelines/Public Vote Administered by Library	Election Scheduled 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.	Meeting on 10/25/23
K	Land Ownership	Owned by Town	Transfer to be pursued.	Meeting on 10/25/23
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 1, 2023. Further, the Library will 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 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. An election is scheduled for November 14, 2023.

E. Historically, the Library Trustees are appointed by the Town Board. 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. An election is scheduled for 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.

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.

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
2024 Budget Vote and Trustee Election

Item No.1 - 2024 Library Budget

Shall the sum of \$701,400 be raised by the Town of Ballston, Saratoga County, New York, by an annual levy of an ad valorem tax upon the taxable real property within the Ballston Community Public Library District to be paid over to the Trustees of the District for the purpose of funding the planned operating budget of the Library of \$792,094.

☐ **Yes**

☐ **No**

Item No. 2 – Ballston Community Trustee Candidates

Vote for up to six (6):

☐ **Steve Burchett**

☐ **Melia Gordon**

☐ **Ed Guider**

☐ **Aidan McKenna**

☐ **Kate Schofield**

☐ **Sue Tomlinson**

Naloxbox Program Memorandum of Understanding

This Memorandum of Understanding is entered into by and between **Saratoga County Department of Health (SCDOH)** and **Ballston Community Public Library** located at 2 Lawmar Lane, Burnt Hills, NY 12027.

THE PURPOSE OF THIS AGREEMENT

The purpose of this Memorandum of Understanding (MOU) is to show an intended relationship between the SCDOH and Ballston Community Public Library to provide opioid overdose rescue kits (“NaloxBoxes”) Ballston Community Public Library’s 2 Lawmar Lane, Burnt Hills, NY 12027 location in Saratoga County, NY. SCDOH operates a New York State registered Opioid Overdose Prevention Program, which allows it to distribute Naloxone, train individuals in the use of the drug and to provide education and support to the public, as needed.

SCDOH agrees to:

- Purchase and maintain a sufficient number of storage containers and necessary mounting hardware.
- Include the following items in each storage container and to replace these items as needed:
 - 2 boxes which each include (2) 4mg Naloxone nasal sprays
 - Rescue breathing face shields
 - Directions for administration in English and Spanish
 - Information about New York State’s Good Samaritan Law
- Taken together, the storage container and its contents are known as a “NaloxBox” opioid overdose rescue kit.
- Assess the condition of the storage containers, mounting hardware and “NaloxBox” opioid overdose rescue kits on an annual basis or upon request from Ballston Community Public Library.
- Provide Ballston Community Public Library employees with annual training (or upon request) on how to identify an overdose and how to appropriately respond.

Ballston Community Public Library agrees to:

- Designate a point person who will routinely and regularly assess the state and condition of the NaloxBoxes. The point person will report to SCDOH if the box needs to be refilled or is damaged.
- Monitor the NaloxBox and make a good faith effort to ensure that Narcan is consistently available within the box. Ideally, each location will check boxes at a minimum weekly, if not more frequently. In addition, the Ballston Community Public Library will determine if they would like a signed sheet for the checking of the boxes on a regular basis.
- Report to SCDOH if Narcan was used (even if just one dose), taken, damaged, nearing its expiration date, or has expired. SCDOH will replenish the Naloxone for the NaloxBoxes within 1-2 business days.
- Will reach out to SCDOH for assistance with training new staff, as needed.

The business can contact SCDOH by email at opioids@saratogacountyny.gov, or by phone at 518-478-5870.

PICTURE OF NALOXBOX



TERMINATION

Any party may terminate this Agreement for any reason within thirty (30) days of written notice. If the program is terminated by the Ballston Community Public Library at any time the NaloxBox must be returned to SCDOH within ten (10) business days.

SIGNATURES

My signature indicates agreement with the above stated Memorandum of Understanding:

Daniel Kuhles, MD MPH, Commissioner
Saratoga County Department of Health

Date

Rebecca Verhayden, Library Director
Ballston Community Public Library

Date