

**Town of Ballston Community Library  
Board of Trustees Meeting Agenda  
February 23, 2022**

- 1) Call to order**
- 2) Minutes of February 9, 2022 Meeting**
- 3) Minutes of February 16, 2022 Meeting**
- 4) Report of Special Funds**
- 5) Monthly Financial Report**
- 6) Approval of Bills**
- 7) Librarians' Reports**
- 8) Reports of Committees**
- 9) Old Business**
  - a) Reopening Plan Update
  - b) Local History & Lighting Construction Project
- 10) New Business**
  - a) Continuing Education for Trustees
  - b) Ballston Legislative Kickoff Meeting
  - c) RESOLUTION 22-021 – BE IT RESOLVED that The Town of Ballston Community Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on 2/23/2022.
  - d) RESOLUTION 22-022 BE IT RESOLVED, that the Town of Ballston Community Library, Location code 51521, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body: All employees standard work day is seven hours.
- 11) Executive Session: Discuss Legal Matters**
- 12) Adjournment**

February Voucher Signing: Tom Shaginaw

Town of Ballston Town Board Meeting: Tuesday, March 8 at 6:30 PM

Town of Charlton Town Board Meeting: Monday, March 14 at 7:30 PM

March Voucher Signing: Sue Tomlinson

**Town of Ballston Community Library**  
**Board of Trustees Meeting Minutes**  
**February 9, 2022**

**Call to order:** The meeting was called to order at 7:01 p.m. by President Steve Zarelli.

**Present via Zoom:** [x]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian, [x]Alyssa Harvey, Youth Services Librarian.

Trustees: [x]Steve Burchett, [ ]Michelle Hernandez, [x]Tom Shaginaw, [x]Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson, [x]Steve Zarelli

Town of Ballston Representative – [ ]Michael Carota

Town of Charlton Representative – [ ]Chris Tasse

**Old Business:**

**Reopening Plan:** no changes. Director Darling stated that there will be a SALS directors council is meeting on Friday, and after hearing that discussion, we will reassess.

**Local History and Lighting Construction Project Update:**

Town attorney Deb Kaelin and Supervisor Connelly are reviewing our documentation. President Zarelli stated that we have followed the State’s procurement process, including a sealed bid process, and it is the Board’s hope that we can get these wrinkles ironed out quickly and the Town will approve the contract. We’re eager to move forward with this project which will improve services for residents of the Town.

**New Business:**

President Zarelli reviewed Resolution 22-020, listed below in its entirety, with Trustees.

Resolution 22-020 BE IT RESOLVED that to provide mutual awareness of fiscal operations until the Legislation Update takes effect, the Library Board of Trustees (BOT) will generate and provide courtesy copies to the Town Board of financial reports as follows:

- A. Bank reconciliations signed as approved by a BOT officer (typically the BOT Treasurer), for all bank accounts under the control of the BOT, by the 15th of each following month;
- B. NYSLRS (New York State and Local Retirement System) report (from NYSLRS web portal) of transmission/submission of Library employee retirement data from monthly payroll, by the 15th of each following month;
- C. Monthly financial Statements in a routine format developed by the Library's accounting firm, by the 15th of each following month;
- D. Federal 941 and NYS 45 quarterly payroll tax reports for the 1st and 2nd quarters of the current year, within 10 business days of completion;

E. Proof of Insurance on Building with Town listed as an additional insured and Town to be notified if insurance lapses, on a no less than annual basis, and upon any material change in coverage terms or carrier;

F. Annually audited Financial Statements and Report no later than 15 days after receipt by the BOT;

G. Plan of Service no later than 15 days after submission to New York State Education Department;

H. Annual Report to New York State Library Development no later than 15 days after submission to New York State Education Department;

I. The final report and direction from the New York State Comptroller regarding audit of the Library, no later than 15 days after receipt by the Library;

J. The Library shall provide a monthly summary to the Town Board advising of status of change to enabling legislation, charter, and bylaws.

A vote was taken, but because of a procedural error, the resolution will need to be voted on again at the next meeting.

**Executive Session:** At 7:18 p.m., on a motion by Steve Burchett, seconded by Carolyn Speenburgh, trustees voted unanimously to enter executive session to discuss legal matters. At 8:08 p.m., Tom Shaginaw made a motion, which was seconded by Steve Zarelli and passed with all in favor, to exit executive session, where no votes were taken.

**New Business:** Ms. Darling stated that work has begun on the installation of the first floor LED lighting, funded in part by the remainder of the SALS Construction Challenge grant to replace the automatic door opener to the Children's Room. The work should be completed soon.

**Adjournment:** At 8:11 p.m., on a motion by Sue Tomlinson with second from Steve Zarelli, trustees voted with all in favor to adjourn the meeting.

**Minutes respectfully submitted by:** Susan Tomlinson, Secretary

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
February 16, 2022**

**Call to order:** The meeting was called to order at 7:02 p.m. by President Steve Zarelli.

**Present via Zoom:** [x]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian, [x]Alyssa Harvey, Youth Services Librarian.

Trustees: [ ]Steve Burchett, [x]Michelle Hernandez, [x]Tom Shaginaw, [x]Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson, [x]Steve Zarelli

Town of Ballston Representative – [ ]Michael Carota

Town of Charlton Representative – [ ]Chris Tasse

**Minutes of 1/26/22 monthly meeting:** On a motion by Michelle Hernandez, with second by Steve Zarelli, trustees voted unanimously to approve the minutes of the 1/26/22 monthly meeting as corrected.

**Minutes of 2/2/22 monthly meeting:** On a motion by Tom Shaginaw, with second by Carolyn Speenburgh, trustees voted unanimously to approve the minutes of the 2/2/22 special meeting.

**Old Business:**

**Reopening Plan:** no changes. We will continue to follow the CDC guidelines, which are expected to change next week.

**Local History and Lighting Construction Project Update:** Director Darling has had productive conversations with architect Lisa Hayes and contractor Michael Gallo, and we are pushing the start date of this project to the first week of March. There will be a no-cost change order. We are waiting on the Town to approve the contract so the work can begin. Director Darling will check with the Town to make sure they have everything they need, and to make sure there will be a resolution on the agenda for 2/22/22 for them to take up.

**New Business:**

President Zarelli reviewed Resolution 22-020, listed below, in its entirety, with Trustees.

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on February 16, 2022, there were:**

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	X		X		
Michelle Hernandez	X		X		
Steve Burchett		X			
Sue Tomlinson	X		X		
Tom Shaginaw	X		X		
Carolyn Speenburgh	X		X		
Julia Stone	X		X		
<b>Total</b>	<b>6</b>	<b>1</b>	<b>6</b>		<b>0</b>

I, Tom Shaginaw, offer the following resolution and move its adoption:

**Resolution 22-020: To provide mutual awareness of fiscal operations until the Legislation Update takes place.**

BE IT RESOLVED that to provide mutual awareness of fiscal operations until the Legislation Update takes effect, the Library Board of Trustees (BOT) will generate and provide courtesy copies to the Town Board of financial reports as follows:

A. Bank reconciliations signed as approved by a BOT officer (typically the BOT Treasurer), for all bank accounts under the control of the BOT, by the 15th of each following month;

B. NYSLRS (New York State and Local Retirement System) report (from NYSLRS web portal) of transmission/submission of Library employee retirement data from monthly payroll, by the 15th of each following month;

C. Monthly financial Statements in a routine format developed by the Library's accounting firm, by the 15th of each following month;

D. Federal 941 and NYS 45 quarterly payroll tax reports for the 1st and 2nd quarters of the current year, within 10 business days of completion;

E. Proof of Insurance on Building with Town listed as an additional insured and Town to be notified if insurance lapses, on a no less than annual basis, and upon any material change in coverage terms or carrier;

F. Annually audited Financial Statements and Report no later than 15 days after receipt by the BOT;

G. Plan of Service no later than 15 days after submission to New York State Education Department;

H. Annual Report to New York State Library Development no later than 15 days after submission to New York State Education Department;

I. The final report and direction from the New York State Comptroller regarding audit of the Library, no later than 15 days after receipt by the Library;

J. The Library shall provide a monthly summary to the Town Board advising of status of change to enabling legislation, charter, and bylaws.

Seconded by Trustee Julia Stone, offered for discussion and duly put to a vote, the results of which appear above.

**New Business:** There was conversation regarding the sufficiency of the financial reports sent to the Town at their request, and the release of funds to the Library at month-end. President Zarelli will send an email to the Town tomorrow to confirm status of those two matters.

**Executive Session:** At 7:24 p.m., on a motion by Sue Tomlinson, seconded by Michelle Hernandez, trustees voted unanimously to enter executive session to discuss legal matters. At 7:31 p.m., Julia Stone made a motion, which was seconded by Steve Zarelli and passed with all in favor, to exit executive session, where no votes were taken.

**Adjournment:** At 7:32 p.m., on a motion by Julia Stone with second from Tom Shaginaw, trustees voted with all in favor to adjourn the meeting.

**Minutes respectfully submitted by:** Susan Tomlinson, Secretary

# Town of Ballston Community Library

Budget vs. Actuals / Town Acct xxx6779

January - December 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Revenue</b>				
<b>BALLSTON TAXES</b>				
17.1001.41.000.0.000 Real Property Taxes	592,739.43	591,740.00	-999.43	-0.17 %
<b>Total BALLSTON TAXES</b>	<b>592,739.43</b>	<b>591,740.00</b>	<b>-999.43</b>	<b>-0.17 %</b>
<b>CHARLTON LIBRARY SVCS</b>				
17.2360.41.000.0.000 Library Services to Other Governments	46,000.00	46,000.00	0.00	0.00 %
<b>Total CHARLTON LIBRARY SVCS</b>	<b>46,000.00</b>	<b>46,000.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>LIBRARY CHARGES</b>				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees		3,000.00	3,000.00	100.00 %
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	1.35	6,000.00	5,998.65	99.98 %
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials	11.95	1,500.00	1,488.05	99.20 %
<b>Total LIBRARY CHARGES</b>	<b>13.30</b>	<b>10,500.00</b>	<b>10,486.70</b>	<b>99.87 %</b>
<b>LIBRARY SYSTEM GRANTS</b>				
17.2760.41.001.0.000 Library System Grants - LLSA	3,159.00	1,960.00	-1,199.00	-61.17 %
17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants	5,822.00		-5,822.00	
<b>Total LIBRARY SYSTEM GRANTS</b>	<b>8,981.00</b>	<b>1,960.00</b>	<b>-7,021.00</b>	<b>-358.21 %</b>
<b>MISC REVENUE</b>				
17.2401.41.000.0.000 INTEREST & EARNINGS	1.66		-1.66	
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	146.77		-146.77	
17.2770.41.000.0.000 Other Unclassified Revenues	16,059.82		-16,059.82	
17.9999.41.000.0.000 Budget Fund Balance Draw		30,500.00	30,500.00	100.00 %
<b>Total MISC REVENUE</b>	<b>16,208.25</b>	<b>30,500.00</b>	<b>14,291.75</b>	<b>46.86 %</b>
<b>Total Revenue</b>	<b>\$663,941.98</b>	<b>\$680,700.00</b>	<b>\$16,758.02</b>	<b>2.46 %</b>
<b>GROSS PROFIT</b>	<b>\$663,941.98</b>	<b>\$680,700.00</b>	<b>\$16,758.02</b>	<b>2.46 %</b>
<b>Expenditures</b>				
<b>BENEFITS</b>				
17.610.21.45.0.000 Health/Dental Insurance-employee share (payroll deduction)	0.00		0.00	
17.9010.58.000.0.000 STATE RETIREMENT CONTRIBUTION COSTS	27,286.94	31,000.00	3,713.06	11.98 %
17.9010.58.001.0.000 Retirement (Kaplan) (deleted)		2,227.00	2,227.00	100.00 %
17.9055.58.000.0.000 DISABILITY INSURANCE employer	961.16	980.00	18.84	1.92 %
17.9060.58.051.0.000 HEALTH / DENTAL INS (ER share)	4,188.03	19,935.00	15,746.97	78.99 %
17.9060.58.052.0.000 HSA ER Contribution		2,275.00	2,275.00	100.00 %
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees-employer	3,171.82		-3,171.82	
17.9060.58.054.0.000 HEALTH INS OPT OUT	3,450.00	3,600.00	150.00	4.17 %
<b>Total BENEFITS</b>	<b>39,057.95</b>	<b>60,017.00</b>	<b>20,959.05</b>	<b>34.92 %</b>
<b>LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	3,096.50	9,000.00	5,903.50	65.59 %
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES	645.00	200.00	-445.00	-222.50 %
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	19,035.44		-19,035.44	
<b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>	<b>22,776.94</b>	<b>9,200.00</b>	<b>-13,576.94</b>	<b>-147.58 %</b>
<b>LIBRARY MATERIALS</b>				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	54,808.68	60,000.00	5,191.32	8.65 %
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	1,813.03	3,000.00	1,186.97	39.57 %
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	854.18	900.00	45.82	5.09 %
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books	5,000.00	5,000.00	0.00	0.00 %
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	10,395.65	7,500.00	-2,895.65	-38.61 %
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	15,000.59	17,000.00	1,999.41	11.76 %
<b>Total LIBRARY MATERIALS</b>	<b>87,872.13</b>	<b>93,400.00</b>	<b>5,527.87</b>	<b>5.92 %</b>
<b>LIBRARY PERSONNEL SERVICES</b>				

# Town of Ballston Community Library

Budget vs. Actuals / Town Acct xxx6779

January - December 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
17.7410.51.030.0.000 LIBRARY PERSONNEL SERVICES - Certified Librarians	154,267.19	173,123.00	18,855.81	10.89 %
17.7410.51.031.0.000 LIBRARY PERSONNEL SERVICES - Clerical Staff	149,488.73	130,485.00	-19,003.73	-14.56 %
17.7410.51.032.0.000 LIBRARY PERSONNEL SERVICES - Pages	17,207.88	27,000.00	9,792.12	36.27 %
17.9030.58.000.0.000 SOCIAL SECURITY - employer	20,035.90	20,498.00	462.10	2.25 %
17.9035.58.000.0.000 MEDICARE employer	4,685.81	4,794.00	108.19	2.26 %
<b>Total LIBRARY PERSONNEL SERVICES</b>	<b>345,685.51</b>	<b>355,900.00</b>	<b>10,214.49</b>	<b>2.87 %</b>
<b>OFFICE EXPENSES</b>				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	5,530.16	5,500.00	-30.16	-0.55 %
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	3,916.38	3,000.00	-916.38	-30.55 %
17.7410.54.041.0.000 POSTAGE / MAILINGS	378.06	600.00	221.94	36.99 %
17.7410.54.042.0.000 PUBLICITY / Promotion	493.77	1,700.00	1,206.23	70.95 %
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	9,152.44	11,500.00	2,347.56	20.41 %
<b>Total OFFICE EXPENSES</b>	<b>19,470.81</b>	<b>22,300.00</b>	<b>2,829.19</b>	<b>12.69 %</b>
<b>OPERATION EXPENSE</b>				
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE	630.00	1,500.00	870.00	58.00 %
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE	14,491.54	21,500.00	7,008.46	32.60 %
17.7410.54.000.0.000 LIBRARY CONTRACTUAL EXPENDITURES (not specified)	18,657.45		-18,657.45	
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	18,154.24	17,500.00	-654.24	-3.74 %
17.7410.54.010.0.000 Professional Services - IT (SALS)	22,795.20	17,715.00	-5,080.20	-28.68 %
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,862.89	5,000.00	2,137.11	42.74 %
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	2,013.40	2,800.00	786.60	28.09 %
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	148.77	1,500.00	1,351.23	90.08 %
17.7410.54.039.0.000 CUSTODIAL SERVICES	31,653.83	1,500.00	-30,153.83	-2,010.26 %
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	1,279.66	5,000.00	3,720.34	74.41 %
17.7410.54.045.0.000 Travel Costs	955.34		-955.34	
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	244.35	200.00	-44.35	-22.18 %
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	678.06	13,200.00	12,521.94	94.86 %
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	15,575.48	16,700.00	1,124.52	6.73 %
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	806.00	1,000.00	194.00	19.40 %
<b>Total OPERATION EXPENSE</b>	<b>130,946.21</b>	<b>105,115.00</b>	<b>-25,831.21</b>	<b>-24.57 %</b>
<b>SPECIAL ITEMS</b>				
17.1320.54.007.0.000 AUDITOR - Professional Services (Library)	5,197.22	4,250.00	-947.22	-22.29 %
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	6,749.51	7,000.00	250.49	3.58 %
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	100.00 %
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)	1,820.07		-1,820.07	
17.9999.00.000.0.000 Lib Fund Surp		22,518.00	22,518.00	100.00 %
<b>Total SPECIAL ITEMS</b>	<b>13,766.80</b>	<b>34,768.00</b>	<b>21,001.20</b>	<b>60.40 %</b>
<b>Total Expenditures</b>	<b>\$659,576.35</b>	<b>\$680,700.00</b>	<b>\$21,123.65</b>	<b>3.10 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$4,365.63</b>	<b>\$0.00</b>	<b>\$ -4,365.63</b>	<b>0.00%</b>
<b>NET REVENUE</b>	<b>\$4,365.63</b>	<b>\$0.00</b>	<b>\$ -4,365.63</b>	<b>0.00%</b>

# Town of Ballston Community Library

Budget vs. Actuals / Library Acct xxx1164

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Revenue</b>				
<b>BALLSTON TAXES</b>				
17.1001.41.000.0.000 Real Property Taxes	100,000.00	619,773.00	519,773.00	83.87 %
<b>Total BALLSTON TAXES</b>	<b>100,000.00</b>	<b>619,773.00</b>	<b>519,773.00</b>	<b>83.87 %</b>
<b>CHARLTON LIBRARY SVCS</b>				
17.2360.41.000.0.000 Library Services to Other Governments		52,900.00	52,900.00	100.00 %
<b>Total CHARLTON LIBRARY SVCS</b>		<b>52,900.00</b>	<b>52,900.00</b>	<b>100.00 %</b>
<b>LIBRARY CHARGES</b>				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	176.92	3,000.00	2,823.08	94.10 %
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	534.64	10,868.00	10,333.36	95.08 %
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials	136.00	1,544.00	1,408.00	91.19 %
<b>Total LIBRARY CHARGES</b>	<b>847.56</b>	<b>15,412.00</b>	<b>14,564.44</b>	<b>94.50 %</b>
<b>LIBRARY SYSTEM GRANTS</b>				
17.2760.41.001.0.000 Library System Grants - LLSA		1,960.00	1,960.00	100.00 %
<b>Total LIBRARY SYSTEM GRANTS</b>		<b>1,960.00</b>	<b>1,960.00</b>	<b>100.00 %</b>
<b>MISC REVENUE</b>				
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	495.71		-495.71	
<b>Total MISC REVENUE</b>	<b>495.71</b>		<b>-495.71</b>	
<b>Total Revenue</b>	<b>\$101,343.27</b>	<b>\$690,045.00</b>	<b>\$588,701.73</b>	<b>85.31 %</b>
<b>GROSS PROFIT</b>	<b>\$101,343.27</b>	<b>\$690,045.00</b>	<b>\$588,701.73</b>	<b>85.31 %</b>
<b>Expenditures</b>				
<b>BENEFITS</b>				
17.9010.58.000.0.000 STATE RETIREMENT CONTRIBUTION COSTS	6,331.63	37,200.00	30,868.37	82.98 %
17.9055.58.000.0.000 DISABILITY INSURANCE employer		5,130.00	5,130.00	100.00 %
17.9060.58.052.0.000 HSA ER Contribution	3,106.26	2,300.00	-806.26	-35.05 %
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees-employer	706.14	3,600.00	2,893.86	80.39 %
17.9060.58.054.0.000 HEALTH INS OPT OUT	276.92	3,600.00	3,323.08	92.31 %
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	4,384.26	8,884.00	4,499.74	50.65 %
<b>Total BENEFITS</b>	<b>14,805.21</b>	<b>60,714.00</b>	<b>45,908.79</b>	<b>75.61 %</b>
<b>LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	558.96	9,000.00	8,441.04	93.79 %
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	2,861.11		-2,861.11	
<b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>	<b>3,420.07</b>	<b>9,000.00</b>	<b>5,579.93</b>	<b>62.00 %</b>
<b>LIBRARY MATERIALS</b>				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	5,969.38	60,000.00	54,030.62	90.05 %
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	2,351.23	2,800.00	448.77	16.03 %
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	884.07	1,800.00	915.93	50.89 %
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books	2,500.00	2,500.00	0.00	0.00 %
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	1,151.82	9,000.00	7,848.18	87.20 %
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	1,553.13	16,000.00	14,446.87	90.29 %
<b>Total LIBRARY MATERIALS</b>	<b>14,409.63</b>	<b>92,100.00</b>	<b>77,690.37</b>	<b>84.35 %</b>
<b>LIBRARY PERSONNEL SERVICES</b>				
17.7410.51.030.0.000 LIBRARY PERSONNEL SERVICES - Certified Librarians	23,519.69	174,716.00	151,196.31	86.54 %
17.7410.51.031.0.000 LIBRARY PERSONNEL SERVICES - Clerical Staff	18,713.27	142,956.00	124,242.73	86.91 %
17.7410.51.032.0.000 LIBRARY PERSONNEL SERVICES - Pages	1,892.20	27,456.00	25,563.80	93.11 %

# Town of Ballston Community Library

Budget vs. Actuals / Library Acct xxx1164

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA - employer taxes	3,591.44	26,402.00	22,810.56	86.40 %
<b>Total LIBRARY PERSONNEL SERVICES</b>	<b>47,716.60</b>	<b>371,530.00</b>	<b>323,813.40</b>	<b>87.16 %</b>
<b>OFFICE EXPENSES</b>				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	275.77	4,000.00	3,724.23	93.11 %
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	638.01	3,800.00	3,161.99	83.21 %
17.7410.54.041.0.000 POSTAGE / MAILINGS	9.80	400.00	390.20	97.55 %
17.7410.54.042.0.000 PUBLICITY / Promotion	53.34	883.00	829.66	93.96 %
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	297.79	12,500.00	12,202.21	97.62 %
<b>Total OFFICE EXPENSES</b>	<b>1,274.71</b>	<b>21,583.00</b>	<b>20,308.29</b>	<b>94.09 %</b>
<b>OPERATION EXPENSE</b>				
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	6,990.00		-6,990.00	
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE		15,000.00	15,000.00	100.00 %
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	405.80		-405.80	
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	3,121.80	17,500.00	14,378.20	82.16 %
17.7410.54.010.0.000 Professional Services - IT (SALS)	1,747.63	22,795.00	21,047.37	92.33 %
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	1,500.65	5,000.00	3,499.35	69.99 %
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	650.00	4,000.00	3,350.00	83.75 %
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	272.47	1,000.00	727.53	72.75 %
17.7410.54.039.0.000 CUSTODIAL SERVICES	2,295.00	27,540.00	25,245.00	91.67 %
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	499.75	2,998.00	2,498.25	83.33 %
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT		200.00	200.00	100.00 %
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	88.42	500.00	411.58	82.32 %
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	955.00	23,575.00	22,620.00	95.95 %
17.7410.54.049.0.000 Uncategorized Expenditure	50.98		-50.98	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	74.75	1,000.00	925.25	92.53 %
<b>Total OPERATION EXPENSE</b>	<b>18,652.25</b>	<b>121,108.00</b>	<b>102,455.75</b>	<b>84.60 %</b>
<b>SPECIAL ITEMS</b>				
17.1320.54.007.0.000 AUDITOR - Professional Services (Library)		5,000.00	5,000.00	100.00 %
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	14,682.21	8,010.00	-6,672.21	-83.30 %
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	100.00 %
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)	125.00		-125.00	
<b>Total SPECIAL ITEMS</b>	<b>14,807.21</b>	<b>14,010.00</b>	<b>-797.21</b>	<b>-5.69 %</b>
<b>Total Expenditures</b>	<b>\$115,085.68</b>	<b>\$690,045.00</b>	<b>\$574,959.32</b>	<b>83.32 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -13,742.41</b>	<b>\$0.00</b>	<b>\$13,742.41</b>	<b>0.00%</b>
<b>NET REVENUE</b>	<b>\$ -13,742.41</b>	<b>\$0.00</b>	<b>\$13,742.41</b>	<b>0.00%</b>

# Town of Ballston Community Library

## Bills and Applied Payments

February 2022

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT	SPLIT
<b>Direct Energy</b>					
02/14/2022	Bill Payment (Check)		0128	-687.53	11000 BSNB LIBRARY General Fund (1164)
02/09/2022	Bill	svc 1/12/2022-2/8/2022	HS22878500	687.53	17.7410.54.002.0.000 OPERATION EXPENSE:UTILITIES (Electric, Gas, Water, etc.)
<b>National Grid</b>					
02/14/2022	Bill Payment (Check)		0129	- 1,766.37	11000 BSNB LIBRARY General Fund (1164)
02/08/2022	Bill	elec svc 1/7/-2/7 & gas svc 1/11-2/8	Feb2022	1,766.37	17.7410.54.002.0.000 OPERATION EXPENSE:UTILITIES (Electric, Gas, Water, etc.)
<b>Time Warner Cable / Spectrum Business</b>					
02/14/2022	Bill Payment (Check)		0130	-279.07	11000 BSNB LIBRARY General Fund (1164)
02/04/2022	Bill	svc 2/10/2022-3/9/2022 includes \$4.13 late fee incurred as spectrum miss-applied Dec2021 payment.	948178401021122	279.07	17.7410.54.022.0.000 OFFICE EXPENSES:PHONE / COMMUNICATIONS COSTS

# Town of Ballston Community Library

## Abstract

As of February 28, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
<b>Alarm &amp; Supression</b>				
518-399-5110				
02/07/2022	41517	2022 alarm monitoring svc	336.00	Bill
<b>Total for Alarm &amp; Supression</b>			<b>\$336.00</b>	
<b>Amazon.com</b>				
01/04/2022	555338696734	AAA batteries - 36 pack	10.99	Bill
01/19/2022	455846375886	455846375886	35.96	Bill
01/19/2022	494563773577	1 book	19.99	Bill
01/19/2022	548575385655	1 book	11.98	Bill
01/19/2022	797439975536	2 books	23.98	Bill
01/22/2022	468554643976	Stickers – youth program supplies	11.78	Bill
01/08/2022	834875787758	Misc youth program supplies	61.91	Bill
01/22/2022	478885898769	Misc youth program supplies	104.00	Bill
01/09/2022	739845646888	Gallon bags for youth program	28.53	Bill
01/18/2022	447893897957	Phenol free receipt paper	99.96	Bill
01/19/2022	933694739547	Rattail cord – youth program supply	17.98	Bill
01/09/2022	938739364644	Origami paper – youth programs	6.40	Bill
<b>Total for Amazon.com</b>			<b>\$433.46</b>	
<b>American Library Association</b>				
1.800.545.2433				
02/01/2022	2.1.2022	A Harvey yearly renewal 3/1/2022-2/28/2023 JE1182 2023 prepaid	114.00	Bill
<b>Total for American Library Association</b>			<b>\$114.00</b>	
<b>Anna Mularczyk</b>				
02/16/2022	2.16.2022	refund to patron who paid for a missing game piece which was later found at the library	19.99	Bill
<b>Total for Anna Mularczyk</b>			<b>\$19.99</b>	
<b>Baker &amp; Taylor</b>				
800-340-5370				
01/21/2022	5017505972	113 books	1,253.47	Bill
01/18/2022	5017500864	13 books	206.66	Bill
01/06/2022	5017462262	26 books	365.64	Bill
01/10/2022	5017482227	18 books	262.97	Bill
<b>Total for Baker &amp; Taylor</b>			<b>\$2,088.74</b>	
<b>BookPage</b>				
1-615-292-8926 x34				
02/25/2022	S58300	March 2022 thru Dec 2022 Jan 2023 thru Feb 2023 JE1182	648.00	Bill
<b>Total for BookPage</b>			<b>\$648.00</b>	
<b>CDPHP</b>				
02/10/2022	220410037215	March 2022 coverage Health/Dental A Harvey March 2022 coverage Health/Dental R Darling March 2022 Dental J Kaplan	1,684.28	Bill

# Town of Ballston Community Library

## Abstract

As of February 28, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
<b>Total for CDPHP</b>			<b>\$1,684.28</b>	
Cengage Learning Inc. / Gale 248-699-4253				
01/18/2022	76652495	6 books	146.19	Bill
02/02/2022	77100491	3 books	74.97	Bill
02/08/2022	77197260	2 books	50.23	Bill
01/19/2022	76696511	4 books	109.46	Bill
01/19/2022	76697792	4 books	106.46	Bill
01/20/2022	76738325	4 books	108.71	Bill
02/09/2022	77213689	4 books	83.98	Bill
01/24/2022	76849572	1 book	21.00	Bill
01/18/2022	76651765	2 books	50.23	Bill
<b>Total for Cengage Learning Inc. / Gale</b>			<b>\$751.23</b>	
Crandall Public Library				
01/26/2022	1.26.2022	Crandall Library CD lost at BUR	24.99	Bill
<b>Total for Crandall Public Library</b>			<b>\$24.99</b>	
ELM USA, Inc.				
02/04/2022	47045	Jan 2022 usage	25.00	Bill
<b>Total for ELM USA, Inc.</b>			<b>\$25.00</b>	
Highmark BlueShield of Northeastern New York				
02/07/2022	220380048922	health ins March 2022 J Kaplan	201.00	Bill
<b>Total for Highmark BlueShield of Northeastern New York</b>			<b>\$201.00</b>	
Mail 'N' More 518.399.3279				
01/31/2022	12062	returns to B&T copying & name badge (Laura)	63.14	Bill
<b>Total for Mail 'N' More</b>			<b>\$63.14</b>	
Midwest Tape 800-875-2785				
02/01/2022	501625724	6 DVD/ADB	162.69	Bill
02/08/2022	501658812	3 DVD/ADB	74.97	Bill
01/17/2022	501562456	6 DVD/ADB	209.44	Bill
01/25/2022	501594547	1 DVD/ADB	39.99	Bill
01/31/2022	50160327	HOOPLA Jan 2022	1,151.82	Bill
<b>Total for Midwest Tape</b>			<b>\$1,638.91</b>	
Nature's Way Pest Control 518-745-5958				
01/13/2022	554100	svc 1/13/2022	75.00	Bill
02/10/2022	557349	svc 2/10/2022	78.00	Bill
<b>Total for Nature's Way Pest Control</b>			<b>\$153.00</b>	
New York Library Assoc.				
02/07/2022	REG-0133192	NYLA 2022 YSS conf 4/8/2022 for A Harvey	135.00	Bill

# Town of Ballston Community Library

## Abstract

As of February 28, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
02/16/2022	0132971	2022 Organization Membership (RD, JC, MD, AH, JR) plus membership add-on (RD, AH, JR)	405.00	Bill
<b>Total for New York Library Assoc.</b>			<b>\$540.00</b>	
Simmons Elevator Co. 518-882-1445				
01/07/2022	43007	provide access to elevator hoistway for yearly fire alarm inspection	466.00	Bill
<b>Total for Simmons Elevator Co.</b>			<b>\$466.00</b>	
Southern Adirondack Library System 518-584-7300				
12/31/2021	2021-12BUR	Dec 2021 monthly fee/circ renewals 2021 expense pd via TOWN gen fund	1,899.60	Bill
02/10/2022	10390	2022 Deep Freeze Maint renewals (qty 14)	108.64	Bill
02/14/2022	2022-1BUR	Jan 2022 monthly fee/circ renewals	1,747.63	Bill
02/11/2022	2.11.2022	2022 Overdrive Contribution	2,500.00	Bill
02/02/2022	10351	HP laserJet Pro M404dn printer	233.06	Bill
02/02/2022	10345	Cassis PAC support/update 2022 renewal - qty 13	325.90	Bill
<b>Total for Southern Adirondack Library System</b>			<b>\$6,814.83</b>	
Staples				
02/19/2022	3497796920	batteries, file folders, pencils, note pads	47.47	Bill
01/28/2022	3498442416	HP 414X HY blk toner	117.35	Bill
<b>Total for Staples</b>			<b>\$164.82</b>	
UHY LLP				
12/31/2021	620413813	svcs June 2021 thru Dec 2021 rec'd too late for Jan2022 abstract payment paid Feb 2022 abstract TOWN Gen Fund	1,000.00	Bill
<b>Total for UHY LLP</b>			<b>\$1,000.00</b>	
UTICA NATIONAL INSURANCE GROUP (800) 598-8422				
02/09/2022	FEB2022	commercial umbrella policy #5501513 & #5492279	595.00	Bill
<b>Total for UTICA NATIONAL INSURANCE GROUP</b>			<b>\$595.00</b>	
VISA (800) 883-0131				
02/01/2022	JAN2022	BH BL BPA mtg Jan 2022	15.00	Bill
<b>Total for VISA</b>			<b>\$15.00</b>	
W.B. Mason Co., Inc. 888-WB-Mason				
01/24/2022	226917354	recd 14 bags on 1.24.2022 Credit #CM0577823 issued for 11 bags but not applied as backordered 11 bags were rec'd on 1.28.2022	499.75	Bill
<b>Total for W.B. Mason Co., Inc.</b>			<b>\$499.75</b>	
<b>TOTAL</b>			<b>\$18,277.14</b>	



Ballston Spa National Bank  
 PO Box 70  
 Ballston Spa, NY 12020-0070

Customer Service  
 518-885-6781

BankLink 24  
 518-885-6782

www.bsnb.com

00006347-0017685-0001-0002-MIMR8900130131224728

TOWN OF BALLSTON COMMUNITY LIBRARY  
 2 LAWMAR LN  
 BURNT HILLS NY 12027-9538

Page: 1

*NEW CKING*

Account Number: 1000661164  
 Statement Date: 1/31/22  
 Enclosures: 9

Account Name	Account Number	Interest Paid In 2021	Balance
MUNICIPAL CHECKING	1000661164	.00	152,494.62
MUNICIPAL CHECKING	TOWN OF BALLSTON COMMUNITY LIBRARY		Acct 1000661164
	Beginning Balance	1/01/22	102,352.34
	Deposits / Misc Credits	5	75,687.20
	Withdrawals / Misc Debits	14	25,544.92
	** Ending Balance	1/31/22	152,494.62 **
	Service Charge		.00
	Average Balance		148,690
	Average Collected Balance		148,670
	Minimum Balance		101,702
	Enclosures		9

TRANSACTION HISTORY

Date	Activity Description	Deposits	Withdrawals	Balance
1/04	CHECK #109		650.00	101,702.34
1/10	DEPOSIT	<i>Town check</i> 74,655.33		176,357.67
1/10	DEPOSIT	226.00		176,583.67
1/13	ADP WAGE PAY/WAGE PAY		4,812.42	171,771.25
1/13	ADP Tax/ADP Tax		1,241.97	170,529.28
1/18	DEPOSIT	495.71		171,024.99
1/18	DEPOSIT	166.95		171,191.94
1/18	CHECK #110		167.45	171,024.49
1/20	CHECK #112		279.12	170,745.37
1/20	CHECK #50001		241.25	170,504.12
1/21	ADP PAYROLL FEES/ADP - FEES		106.89	170,397.23
1/25	DEPOSIT	143.21		170,540.44
1/25	CHECK #111		500.45	170,039.99
1/27	ADP WAGE PAY/WAGE PAY		9,937.41	160,102.58
1/27	ADP Tax/ADP Tax		3,072.68	157,029.90
1/28	CHECK #108		1,700.00	155,329.90
1/31	CHECK #127		950.00	154,379.90
1/31	CHECK #116		1,684.28	152,695.62
1/31	CHECK #117		201.00	152,494.62



Member FDIC



Ballston Spa National Bank  
 PO Box 70  
 Ballston Spa, NY 12020-0070

Customer Service  
 518-885-6781  
 BankLink 24  
 518-885-6782  
 www.bsnb.com

Page: 2

TOWN OF BALLSTON COMMUNITY LIBRARY

Account Number: 1000661164  
 Statement Date: 1/31/22

CHECKS

\* indicates skip in check numbers

Date	Check No.	Amount	Date	Check No.	Amount	Date	Check No.	Amount
1/28	108	1,700.00	1/25	111	500.45	1/31	117	201.00
1/04	109	650.00	1/20	112	279.12	1/31	127*	950.00
1/18	110	167.45	1/31	116*	1,684.28	1/20	50001*	241.25



Member FDIC

**TRUSTEES FUNDS SUMMARY (XXX1596)**

2/18/2022 15:59

**FUND NAME**

Richard E. Wittnebel	\$23.55
BH Women's Club	\$58.54
Asa Kaplan	\$302.90
Tibbitts	\$38.88
McQueen	\$11.26
DeAngelo	\$51.04
Carol Brower	\$345.00
Ruth Glasser	\$57.40
Undesignated	\$4,964.00
<b>TOTAL</b>	<b>\$5,852.57</b>

**TOB Library NEW Trustee Account (xxx1596)**

2/22/2022 14:05

Date	Check Number	Description	Fund	Withdrawal Amount	clrd	Deposit Amount	Account Balance	Account# / name
<b>2021 Beg Balance</b>								
						\$0.00	\$0.00	17.2401.41.000.0.000 Gift & Donations
1.7.2021	2453	donation Shaginaw	UNDESIGNATED		✓	\$500.00	\$500.00	17.2401.41.000.0.000 Gift & Donations
1.7.2021	2240	donation Petrillose	UNDESIGNATED		✓	\$50.00	\$550.00	17.2401.41.000.0.000 Gift & Donations
1.7.2021	cash	donation Anonymous	UNDESIGNATED		✓	\$10.00	\$560.00	17.2401.41.000.0.000 Gift & Donations
1.20.2021	bank debit	Harland ck order qty 80	UNDESIGNATED	\$27.00	✓		\$533.00	17.7410.54.001.0.000 Office Supplies & Materials
1.20.2021	bank debit	Harland dep slip order 1 pk	UNDESIGNATED	\$16.63	✓		\$516.37	17.7410.54.001.0.000 Office Supplies & Materials
2.11.2021	PC ck#2534	Whitman donation	UNDESIGNATED		✓	\$15.00	\$531.37	17.2401.41.000.0.000 Gift & Donations
2.26.2021		interest earned	UNDESIGNATED		✓	\$0.01	\$531.38	17.2401.41.000.0.000 Interest & Earnings
3.2.2021	8609	McQueen Fund/donor J Aronson-Hanson	McQueen		✓	\$100.00	\$631.38	17.2401.41.000.0.000 Gift & Donations
3.8.2021	785624	GE Match (Shaginaw)	UNDESIGNATED		✓	\$500.00	\$1,131.38	17.2401.41.000.0.000 Gift & Donations
3.22.2021	101	CHECK VOIDED	UNDESIGNATED		✓		\$1,131.38	17.2401.41.000.0.000 Gift & Donations
3.22.2021	T ck# 1002	Amazon.com (1/2 McQueen memorial)	McQueen	\$44.00	⊗		\$1,087.38	17.7410.54.034.0.000 Library Materials - Print
3.31.2021		interest earned	UNDESIGNATED		✓	\$0.03	\$1,087.41	17.2401.41.000.0.000 Interest & Earnings
4.6.2021	2338	donation P. Petrillose	UNDESIGNATED		✓	\$50.00	\$1,137.41	17.2401.41.000.0.000 Gift & Donations
4.30.2021		interest earned	UNDESIGNATED		✓	\$0.03	\$1,137.44	17.2401.41.000.0.000 Interest & Earnings
5.10.2021	ck#5094	BH Wom Club (VanValkenburg)	BHWC		✓	\$30.00	\$1,167.44	17.2401.41.000.0.000 Gift & Donations
5.31.2021		interest earned thru 5/31/21	UNDESIGNATED		✓	\$0.03	\$1,167.47	17.2401.41.000.0.000 Interest & Earnings
6.29.2021	627	Susannah Rieffel 5th graduation donation	RIEFFEL		✓	\$50.00	\$1,217.47	17.2401.41.000.0.000 Gift & Donations
6.30.2021		interest earned	UNDESIGNATED		✓	\$0.03	\$1,217.50	17.2401.41.000.0.000 Interest & Earnings
6.30.2021	T ck#1003	Amazon.com inv# 958945784463	McQueen	\$22.25	✓		\$1,195.25	17.7410.54.034.0.000 Library Materials - Print
6.30.2021	T ck#1003	amazon.com credit# 7854974855383	McQueen	-\$1.00	✓		\$1,196.25	17.7410.54.034.0.000 Library Materials - Print
7.27.2021	T ck#1004	Amazon.com inv# 455879743987	RIEFFEL	\$49.95	✓		\$1,146.30	17.7410.54.034.0.000 Library Materials - Print
7.27.2021	T ck#1004	Amazon.com inv# 994985576377	BHWC	\$30.00	✓		\$1,116.30	17.7410.54.034.0.000 Library Materials - Print
7.30.2021		interest earned	UNDESIGNATED		✓	\$0.03	\$1,116.33	17.2401.41.000.0.000 Interest & Earnings
8.25.2021	T ck#1005	CHECK VOIDED	UNDESIGNATED		✓		\$1,116.33	17.2401.41.000.0.000 Interest & Earnings
8.25.2021	T ck#1006	Amazon.com inv#577499896559	McQueen	\$23.49	✓		\$1,092.84	17.7410.54.034.0.000 Library Materials - Print
8.31.2021		interest earned	UNDESIGNATED		✓	\$0.03	\$1,092.87	17.2401.41.000.0.000 Interest & Earnings
9/30/2021		interest earned	UNDESIGNATED		✓	\$0.03	\$1,092.90	17.2401.41.000.0.000 Interest & Earnings
10.4.2021	BSNB ck# 1271986	orig Trustee (201826102) closure 9/16/2021	SPLIT FUNDS		✓	\$3,953.62	\$5,046.52	TRANSFER FROM TRUSTEE FUND ACCT#6102
10.12.2021	FOL ck#583	1/2 Fall Book Sale proceeds	UNDESIGNATED		✓	\$419.33	\$5,465.85	17.2401.41.000.0.000 Gift & Donations
10.29.2021		interest earned	UNDESIGNATED		✓	\$0.13	\$5,465.98	17.2401.41.000.0.000 Interest & Earnings
11.30.2021		interest earned	UNDESIGNATED		✓	\$0.13	\$5,466.11	17.2401.41.000.0.000 Interest & Earnings
12.31.2021		interest earned	UNDESIGNATED		✓	\$0.14	\$5,466.25	17.2401.41.000.0.000 Interest & Earnings
<b>2021 End Balance</b>						<b>\$5,466.25</b>		tlr reconciled

**TOB Library NEW Trustee Account (xxx1596)**

2/18/2022 15:36

Date	Check Number	Description	Fund	With-drawal Amount	clrd	Deposit Amount	Account Balance
		2022 Beg Balance					\$5,466.25
1.18.2022	2224	in mem R Glasser (donor Haluska)	Glasser		✓	\$50.00	\$5,516.25
1.18.2022	multiple	in mem C Brower (multi donors)	Brower		✓	\$345.00	\$5,861.25
1.25.2022	1183	in mem R Glasser (donor Landgraf)	Glasser		✓	\$40.00	\$5,901.25
1.31.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,901.39
2.24.2022	1007	Amazon Feb2022 invoice	BHWC	\$16.22			\$5,885.17
2.24.2022	1007	Amazon Feb2022 invoice	Glasser	\$32.60			\$5,852.57
							<b>\$5,852.57</b>

# Town of Ballston Community Library Director's Report

February 2022

## Circulation Statistics

### January 2022

Circulation Statistics	Current Month	2022 To Date	2021 Total
Items Added to Collection	374	374	4,308
Number of Physical Items Circulated	6,530	6,530	84,190
Overdrive/Libby Circulation	1066	1066	12,218
Hoopla Circulation	554	554	4,907
New Patron Registrations	20	20	274
Curbside Appointments	19	19	1,991
Patrons in the Building	2,450	2,450	20,677

## Programs & Events

### January 2022

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2022 Total	Participants 2022 Total	Number Offered 2021 Total	Participants 2021 Total
Preschool	11	188	11	188	143	2,002
Elementary	6	114	6	114	54	802
Teen	2	31	2	31	19	336
Adult	1	8	1	8	42	595
Family	2	200	2	200	138	2,918
Outreach	0	0	0	0	7	296
<b>TOTALS</b>	<b>22</b>	<b>541</b>	<b>22</b>	<b>541</b>	<b>403</b>	<b>6,949</b>

All children's and teen program planning for March and April is finished. We have booked all of our "performer" programs for this summer. We will be working with Jumpin' Jamie, Ukulele Julie, Mad Science, and Uncharted Wild, LLC. Alyssa has started working on the June, July, and August calendars to plan STEM and Craft activities. And school visits are currently being scheduled with various teachers and school librarians.

Summer Reading prep for the Oceans of Possibilities program is in full swing! Performers, presentations, craft programs, and other extraordinary programs will be offered for participants. Programming will run from late June until early August, and logging minutes will continue until the beginning of September for students.



## Organizational Goals

- Budget & Finance Committee met to review 2021 end of year and 2022/2023 budget.

## Financials

**Account Balances Chart**

	Library Held			Town Held	
	Status	Balance		Status	Balance
Fund Balance Account	In place (xxx1567)	\$0		Fund Balance Account	In place \$300,406 ‡
Operating Account	In place (xxx1164)	\$15,494.62 <sup>†</sup>		Operating Account (Town Fund 17.)	In place \$3,965.23*
Trustees Account	In place (xxx1596)	\$5,901.39		Trustees Account	Account closed 9/16/2021
Petty Cash Account	In place	\$406			
Petty Cash On Hand	Lock Box	\$58			
Circulation Tray	Tray	\$75			

Table 2. Summary of Library Funds and Accounts Holding those Funds as of 31 January 2022 (unless otherwise noted)

<sup>†</sup> Principally from Department of Library Development State Aid for Library Construction Grant

<sup>‡</sup> December 31, 2018 value from 2018 Town of Ballston Financial Report (provided by Town Budget Officer (25 January, 2021)).

\* Value provided by Library Account Clerk (11 February 2022).

## Staff & Volunteers

- The Friends of the Library raised \$400 with the Pizza Works Fundraiser in January. On March 16<sup>th</sup> they are planning a dinner with Burnt Hills-Ballston Lake Schools Food Services.

## Facility Update

- Thanks to a grant from the Southern Adirondack Library System, the Library was able to replace the lights in the entry way. The new lights are energy efficient LEDs and the entry is much brighter.
- All of the Library's paper and cleaning products will now be provided by SANICO

## Technology

**January 2022**

Technology Statistics	Current Month	2022 to Date	2021 Total
Public Computer Sessions	90	90	777
WiFi Sessions (unique users)	546	546	5,580

## Marketing

### January 2022

Marketing Statistics	Current Month	2022 to Date	2021 Total
Social Media Posts	100	100	912
Website Visits	unknown	unknown	94,549

## Electric Vehicle Chargers

### January 2022

EV Charger Statistics	Current Month	2022 to Date	2021 Total
Charging Sessions	33	33	192
Unique Drivers	21	21	80
Energy Dispensed	381 kWh	381 kWh	1,850.93 kWh
Average Energy Cost .12 kWh	\$45.72	\$45.72	\$222.11

## Policy Review

- Reopening Plan (Safety Plan)

Library Action	Date	Positivity Rate*
Building Closed to Public	3/16/2020	2.6%
Staff Begin Working Remotely	3/23/2020	7.3%
Staff Begin to Return to Building	6/15/2020	0.3%
Curbside Services Start	6/29/2020	0.3%
Open for Pop-in	9/14/2020	1.0%
Return to Curbside Only	12/21/2020	7.1%
Reopening for Pop-In	3/1/2021	2.4%
Drop Capacity Restrictions/expand services	6/21/2021	0.8%
Masks Optional for Vaccinated Individuals	7/6/2021	0.3%
Masks for All per CDC	7/30/2021	4.6%
Current Levels	2/21/2022	4.0%

\*Saratoga County Percent Positive 7 Day Results per NYS

## Meetings & Professional Development

- **Angelo Aldi, Page:** SALS ecard training
- **Mary Jane Baumbach, Youth Services Clerk:** CSLP Summer Reading Program Workshop Webinar
- **Carol Chaisson, Processing Clerk:** SALS ecard training
- **Rong-Jane Chen, Library Assistant:** SALS ecard training
- **Rebecca Darling, Director:** Board of Trustees, Ballston Town Board, Ballston Town Agenda, Friends of the Library, SALS Directors Council, SALS JA Meeting, UHY Meeting, ADP Training, Budget & Finance Committee Meeting, BH-BL BPA State of the Towns, SALS Annual Report Party, NYLA Advocacy Day Training, NYS Retirement System Onboarding, NYLA Advocacy Fundamentals: Empowerment Through Self Advocacy, NYLA Advocacy Fundamentals: Understanding the Budget from the State to Local Levels, SALS ecard training, NYLA Advocacy Day Fundamentals: From Your Hometown to the Capital,
- **Alyssa Harvey, Head of Youth Services:** Board of Trustees, Mental Health & Wellness 101 CNY Library Resources Webinar, SALS ecard training, CSLP Summer Reading Program Workshop Webinar, YSS NYLA Conference Planning Meeting, "Let's Talk Race" Library Toolkits Webinar
- **Laura Heinrich, Clerk:** SALS ecard training
- **Erin Knight, Clerk:** SALS ecard training
- **Elizabeth Lafergola, Clerk:** SALS ecard training
- **Hannah Moore, Clerk:** SALS ecard training
- **Pati Pericone, Clerk:** SALS ecard training
- **Jenn Richard, Head of Adult Services:** Board of Trustees, Ballston Town Board, Charlton Town Board, SALS ecard training
- **Terry Riley, Account Clerk:** UHY Meeting, ADP Training, NYS Retirement Onboarding Meeting
- **Tom Shaginaw, Trustee:** Trustee Handbook Book Club: Budgets & Finance
- **Ruta Tomik, Substitute:** SALS ecard training

Rebecca Verhayden Darling, Director 2/22/2022