

**Town of Ballston Community Library
Board of Trustees Meeting Agenda
August 30, 2022**

- 1) Call to order**
- 2) Minutes of July 27, 2022 Meeting**
- 3) Report of Special Funds**
- 4) Monthly Financial Reports**
- 5) Approval of Bills**
- 6) Librarians' Reports**
- 7) Reports of Committees**
 - a) Policy
 - b) Budget & Finance
 - c) Town Liaisons
- 8) Unfinished Business**
 - a) Reopening Plan Update
 - b) Local History & Lighting Construction Project
 - c) Ballston Legislation & Transition
 - d) Fine Free
- 9) 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 22-064** Consider approving corrections made to July Transition Status Report to the Town of Ballston.
- b) **RESOLUTION 22-065** Consider approving monthly Transition Status Report to the Town of Ballston.
- c) **RESOLUTION 22-066** Consider approving the update to Policy P2100 as recommended by the Policy Committee
- d) **RESOLUTION 22-067** Consider going fine fee effective 9/1/22. Whereas, patrons are still responsible for lost and damaged materials.
- e) **RESOLUTION 22-068** Consider waiving already accrued Town of Ballston Community Library fines effective 9/1/22. Whereas, patrons are still responsible for lost and damaged materials.
- f) **RESOLUTION 22-069** Consider approving the proposed budget for Fiscal Year 2023.
- g) **RESOLUTION 22-070** Consider approving an unpaid Parental Leave of Absence for Tricia Bitley from September 7, 2022 to March 1, 2023.

- h) **RESOLUTION 22-071** Consider accepting the resignation of Mary Hayden, Library Page effective TBD.
- i) **RESOLUTION 22-072** Consider hiring Charity Shillito as a Library Page effective September 1, 2022.

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

10) Executive Session: Legal Issues

11) Adjournment

August Voucher Signer: Philip Du

Town of Ballston Budget Workshop: Thursday, September 8 at 5:30 PM

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

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

September Voucher Signer: Jennifer Redinger

Town of Ballston Community Library
Board of Trustees Meeting Minutes
July 27, 2022

Call to order: The meeting was called to order at 7:03 p.m. by Vice President Carolyn Speenburgh

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

Trustees: [x]Steve Burchett, [x]Philip Du, []Jennifer Redinger, [x]Kate Schofield, [x] Carolyn Speenburgh, []Julia Stone, [x]Sue Tomlinson

Town of Ballston Representative – []Michael Carota

Town of Charlton Representative – []Chris Tasse

Minutes of June 29, 2022: On a motion by Steve Burchett with second by Carolyn Speenburgh, the minutes of the June 29, 2022 monthly meeting were unanimously approved.

Report of Special Funds: Special funds for July 2022 were reviewed.

Monthly Financial Reports: Financial reports for July 2022 were reviewed.

Approval of Bills: The July bills, reviewed by Carolyn Speenburgh, were unanimously approved on a motion by Sue Tomlinson, with second by Philip Du.

Librarians' Reports: See attached. Additionally, Ms. Harvey noted that the library has arranged with Little Troy Park to hold two Story Hours at the Park on August 8 and August 23. Non-members are invited to stay and swim following the Story Hour, if they wish.

Reports of Committees:

Budget & Finance: Treasurer Burchett has sent updated drafts of the 2022-2023 budget to Trustees. The draft budget includes a 9.7% increase over the 2021-2022 budget, from ~\$620k to ~\$680k. Some of the increase will be spent to increase programming and Hoopla, and to contract with an outside provider for marketing services. \$18,000 of the increase will come from the Library's Fund Balance. Trustees are asked to review the budget, ask any questions via email, and be prepared to vote in August on sending the budget to the Town.

Town Liaisons: No reports.

Unfinished Business:

Reopening Plan Update: no change

Local History & Lighting Construction Project: The Library's and the Town's attorneys are working on an updated contract for construction of the local history room.

Ballston Legislation & Transition: Transition report is attached.

New Business:

Fine Free Presentation: Ms. Harvey stated that the Library expects very positive results if we eliminate fines for overdue items. Trustees had some questions about the impact on the budget, and implementation of the plan. Ms. Harvey will discuss these topics with Director Darling, and Trustees will consider the proposition with an eye to voting on it in the future.

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

RESOLUTION 22-062: Consider approving monthly Transition Status Report to the Town.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on July 27, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Julia Stone		x			
Carolyn Speenburgh	x		x		
Steve Burchett	x		x		
Sue Tomlinson	x		x		
Philip Du	x		x		
Jennifer Redinger		x			
Kate Schofield	x		x		
Total	5	2	5	0	0

I, Trustee Sue Tomlinson, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Town of Ballston Community Library approves sending the monthly Transition Status Report to the Town.

Seconded by Trustee Steve Burchett, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

RESOLUTION 22-063: Recommit to cooperation between the Town of Ballston Community Library and the Town of Ballston Town Board in updating the Library's charter.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on July 27, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Julia Stone		x			
Carolyn Speenburgh	x		x		
Steve Burchett	x		x		
Sue Tomlinson	x		x		
Philip Du	x		x		
Jennifer Redinger		x			
Kate Schofield	x		x		
Total	5	2	5	0	0

I, Trustee Sue Tomlinson, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Town of Ballston Community Library recommit to cooperation between the Town of Ballston Community Library and the Town of Ballston Town Board in updating the Library's charter to conform to the NYS Education Department contemporary definition of a Special District Library.

Seconded by Trustee Carolyn Speenburgh, offered for discussion and duly put to a vote, the results of which appear above. The motion passed unanimously.

Privilege of the floor on any topic: None.

Executive Session: At 7:53 p.m., on a motion by Steve Burchett with second by Kate Schofield, trustees voted unanimously to enter executive session to discuss legal matters.

At 8:07 p.m., on a motion by Philip Du with second from Steve Burchett, trustees voted unanimously to exit executive session, where no votes were taken.

Adjournment: At 8:08 p.m., on a motion by Steve Burchett with second by Philip Du, trustees voted with all in favor to adjourn the meeting.

TRUSTEES FUNDS SUMMARY (XXX1596)**8/29/2022 9:50****FUND NAME**

Richard E. Wittnebel	\$23.55
BH Women's Club	\$74.76
Conklin	\$5,120.00
Asa Kaplan	\$302.90
Tibbitts	\$38.88
McQueen	\$11.26
DeAngelo	\$51.04
Carol Brower	\$345.00
Ruth Glasser	\$57.40
Undesignated	\$5,276.29
TOTAL	\$11,301.08

Town of Ballston Community Library

NEW Trustee Fund (1596)

January - August, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
New TRUSTEE Fund (1596)								
Beginning Balance								
01/01/2022	Journal Entry	Bank balance (1268)		to correct initial deposit entry	New TRUSTEE Fund (1596)	R	0.25	5,466.00
01/18/2022	Journal Entry	Bank balance (1261)		in memory R Glasser (donor Haluska)	New TRUSTEE Fund (1596)	R	50.00	5,466.25
01/18/2022	Journal Entry	Bank balance (1262)		in memory C Brower (multi donors)	New TRUSTEE Fund (1596)	R	345.00	5,516.25
01/25/2022	Journal Entry	Bank balance (1263)		in memory R Glasser (donor Landgraf)	New TRUSTEE Fund (1596)	R	40.00	5,861.25
01/31/2022	Journal Entry	Bank balance (1264)		interest earned (undesignated)	New TRUSTEE Fund (1596)	R	0.14	5,901.39
02/24/2022	Journal Entry	Bank balance (1266)		amaz Feb2022 inv - BHCW - The House on Vespar Sands ck#1007	New TRUSTEE Fund (1596)	R	-48.82	5,852.57
02/28/2022	Journal Entry	Bank balance (1265)		interest earned (undesignated)	New TRUSTEE Fund (1596)	R	0.14	5,852.71
03/01/2022	Journal Entry	Bank balance (1267)		BHCW - VanValkenberg ck#5230	New TRUSTEE Fund (1596)	R	16.22	5,868.93
03/31/2022	Journal Entry	Bank balance (1269)		interest earned Trustee Fund	New TRUSTEE Fund (1596)	R	0.15	5,869.08
04/29/2022	Journal Entry	Bank balance (1270)		interest earned (undesignated)	New TRUSTEE Fund (1596)	R	0.14	5,869.22
05/31/2022	Journal Entry	Bank balance (1271)		interest earned Trustee Fund	New TRUSTEE Fund (1596)	R	0.15	5,869.37
06/07/2022	Journal Entry	Bank balance (1273)		in memory D Conklin	New TRUSTEE Fund (1596)	R	120.00	5,989.37
06/07/2022	Journal Entry	Bank balance (1272)		Spring2022 FOL book sale proceeds	New TRUSTEE Fund (1596)	R	311.40	6,300.77
06/21/2022	Journal Entry	Bank balance (1274)		BHCW in memory D Conklin	New TRUSTEE Fund (1596)	R	15.29	6,316.06
06/30/2022	Journal Entry	Bank balance (1276)		BHCW in mem D Conklin amaz inv	New TRUSTEE Fund (1596)	R	-15.29	6,300.77
06/30/2022	Journal Entry	Bank balance (1275)		interest earned Trustee Fund	New TRUSTEE Fund (1596)	R	0.15	6,300.92
07/29/2022	Journal Entry	Bank balance (1279)		interest earned Trustee fund	New TRUSTEE Fund (1596)	R	0.16	6,301.08
08/15/2022	Journal Entry	Bank balance (1282)		D Conklin mem fund - 4 checks	New TRUSTEE Fund (1596)	R	5,000.00	11,301.08
Total for New TRUSTEE Fund (1596)							\$5,835.08	
TOTAL							\$5,835.08	

Town of Ballston Community Library - new Petty Cash BSNB (1533)

Account QuickReport

January - August, 2022

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT	BALANCE
BSNB PETTY CASH (1533)						
01/21/2022	Journal Entry		overdraft charge	BSNB PETTY CASH (1533)	-6.00	-6.00
02/04/2022	Journal Entry		refund - overdraft	BSNB PETTY CASH (1533)	-10.00	-16.00
02/07/2022	Journal Entry		overdraft refund	BSNB PETTY CASH (1533)	6.00	-10.00
02/07/2022	Journal Entry		close out acct / deposit to new PC acct 1000661533	BSNB PETTY CASH (1533)	10.00	0.00
02/10/2022	Check	Town of Ballston Community Library	patron paid cash for lost Hudson Falls item	BSNB PETTY CASH (1533)	405.61	405.61
02/15/2022	Deposit		Petty Cash checks	BSNB PETTY CASH (1533)	28.99	434.60
02/16/2022	Expenditure	Harland Clarke	patron paid cash for lost item owned by Hudson Falls Library	BSNB PETTY CASH (1533)	-47.74	386.86
02/24/2022	Expenditure	Hudson Falls Free Library	SC earnings Allowance Adjustment	BSNB PETTY CASH (1533)	-28.99	357.87
02/28/2022	Journal Entry		SC balance requirement fee	BSNB PETTY CASH (1533)	0.02	357.89
02/28/2022	Journal Entry		SC earnings allowance adjustment	BSNB PETTY CASH (1533)	-6.00	351.89
03/08/2022	Journal Entry		Jan-Mar 2022 PC reimb	BSNB PETTY CASH (1533)	0.03	351.92
03/31/2022	Check	Cash	SC balance requirement fee	BSNB PETTY CASH (1533)	47.74	399.66
03/31/2022	Journal Entry		patron paid cash for lost Whithall Library item	BSNB PETTY CASH (1533)	-6.00	393.66
04/14/2022	Expenditure		patron paid cash for lost Whithall Library item	BSNB PETTY CASH (1533)	-1.95	391.71
04/18/2022	Deposit		Schoharie lost item pd for at BUR	BSNB PETTY CASH (1533)	1.95	393.66
04/25/2022	Deposit		Schoharie lost item pd for at BUR	BSNB PETTY CASH (1533)	14.99	408.65
04/25/2022	Check	Schoharie Free Library	SC balance requirement fee	BSNB PETTY CASH (1533)	-14.99	393.66
04/29/2022	Journal Entry		SC earnings allowance adjustment	BSNB PETTY CASH (1533)	-6.00	387.66
04/29/2022	Journal Entry		SC balance requirement fee	BSNB PETTY CASH (1533)	0.03	387.69
05/31/2022	Journal Entry		SC earnings allowance adjustment	BSNB PETTY CASH (1533)	-6.00	381.69
05/31/2022	Journal Entry		SC earnings allowance adjustment	BSNB PETTY CASH (1533)	0.03	381.72
06/30/2022	Journal Entry		SC balance requirement fee	BSNB PETTY CASH (1533)	0.03	381.75
06/30/2022	Journal Entry		SCP/Glenville lost bk pd @ BUR	BSNB PETTY CASH (1533)	-6.00	375.75
07/05/2022	Deposit		SCP/Glenville lost bk pd @ BUR	BSNB PETTY CASH (1533)	13.99	389.74
07/05/2022	Check	Schenectady County	CPH lost bk pd @ BUR	BSNB PETTY CASH (1533)	-13.99	375.75
07/12/2022	Check	Clifton Park-Halfmoon Public Library	CPH lost bk pd @ BUR	BSNB PETTY CASH (1533)	-14.95	360.80
07/22/2022	Deposit		Petty Cash reimb July2022	BSNB PETTY CASH (1533)	14.95	375.75
07/28/2022	Transfer		SC earnings allowance adjustment	BSNB PETTY CASH (1533)	30.00	405.75
07/29/2022	Deposit		SC balance requirement fee	BSNB PETTY CASH (1533)	0.03	405.78
07/29/2022	Journal Entry		lost fee pd @ BUR item 0000414567255	BSNB PETTY CASH (1533)	-6.00	399.78
08/22/2022	Check	Schenectady County Public Library		BSNB PETTY CASH (1533)	-19.93	379.85
Total for BSNB PETTY CASH (1533)					\$379.85	
TOTAL					\$379.85	

Petty Cash on hand

Monday, Aug 29, 2022 07:03:42 AM GMT-7 - Accrual Basis

Town of Ballston Community Library

Abstract
As of August 31, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Accent				
(518) 482-4000				
05/16/2022	128447	POD storage use Feb-April 2022	583.32	Bill
		PAY FROM CAP IMP FUND - History Room expense		
Total for Accent			\$583.32	
Amazon.com				
07/13/2022	735889887973	purple rug for children's programs	488.88	Bill
07/21/2022	463476989976	SR program supplies	64.84	Bill
07/21/2022	458765586936	SR program supplies	8.96	Bill
07/11/2022	469697454977	disposable face masks	12.99	Bill
07/09/2022	979695586963	SR program supplies (raffle tickets)	7.77	Bill
07/28/2022	574488633856	disposable face masks	28.98	Bill
07/13/2022	584686637633	board game - Throw Throw Burrito	13.49	Bill
06/28/2022	795449348443	SR program supplies (acrylic gems)	9.98	Bill
		returned for refund		
07/11/2022	488495594995	Handicap door signs	8.75	Bill
07/11/2022	939463343756	adult program supplies	195.85	Bill
08/09/2022	864379788734	acrylic sign holders	22.09	Bill
06/28/2022	836853654368	SR program supplies (Sugar, salt, cups)	38.98	Bill
		sugar never rec'd and refunded		
07/09/2022	447984538656	youth programs supplies	23.87	Bill
07/13/2022	438643954986	REFUND (acrylic gems) Inv#795449348443	-9.98	Vendor Credit
07/13/2022	788335596393	REFUND (sugar) inv#836853654368	-9.62	Vendor Credit
Total for Amazon.com			\$905.83	
Baker & Taylor				
800-340-5370				
08/01/2022	5017847431	22 books	236.90	Bill
08/09/2022	5017863775	27 books	350.68	Bill
08/09/2022	5017866275	25 books	347.39	Bill
08/10/2022	5017871636	13 books	181.86	Bill
08/10/2022	5017891305	20 books	274.61	Bill
08/15/2022	5017883348	24 books	364.59	Bill
07/13/2022	5017827738	23 books	260.06	Bill
07/22/2022	5017851683	132 books	2,121.66	Bill
07/25/2022	5017859133	37 books	469.05	Bill
07/29/2022	5017839259	36 books	450.88	Bill
Total for Baker & Taylor			\$5,057.68	
Butler Rowland Mays Architects, LLP				
(518) 885-1255				
08/09/2022	Inv# 8	billing period 3/10/22 through 8/9/2022	420.00	Bill
		PAY FROM CAP IMP FUND - History Room expense		
Total for Butler Rowland Mays Architects, LLP			\$420.00	
CDPHP				
08/13/2022	222250038009	Sept 2022 Medical/Dental A Harvey & R Darling;	1,684.28	Bill

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Sept 2022 Dental J Kaplan				
Total for CDPHP			\$1,684.28	
Cengage Learning Inc. / Gale 248-699-4253				
07/20/2022	78188746	3 books	77.22	Bill
07/19/2022	78182031	2 books	47.24	Bill
07/19/2022	78180434	1 book	28.49	Bill
08/03/2022	78252231	7 books	178.43	Bill
08/02/2022	78246589	2 books	51.73	Bill
08/17/2022	78339293	3 books	77.22	Bill
07/28/2022	78229337	1 book	26.99	Bill
07/27/2022	78224131	3 books	68.98	Bill
08/12/2022	78294002	1 book	23.25	Bill
08/10/2022	78281596	4 books	108.71	Bill
08/10/2022	78281264	8 books	222.67	Bill
07/13/2022	78154653	3 books	80.97	Bill
08/09/2022	78274658	4 books	111.71	Bill
Total for Cengage Learning Inc. / Gale			\$1,163.61	
ELM USA, Inc.				
08/02/2022	51406	July 2022 usage	25.00	Bill
Total for ELM USA, Inc.			\$25.00	
Exemplis, LLC				
05/05/2022	2520944-1	10 chairs - History Room PAY FROM CAP IMP FUND	3,264.19	Bill
Total for Exemplis, LLC			\$3,264.19	
Findaway/Playaway (877) 893-0808				
08/12/2022	401044	batter cover - 5pk	18.90	Bill
Total for Findaway/Playaway			\$18.90	
Gallo Construction Corp				
06/09/2022	Inv# 3	General Construction - History Room Project 21153 PAY FROM CAP IMP FUND	76,262.20	Bill
Total for Gallo Construction Corp			\$76,262.20	
Highmark BlueShield of Northeastern New York				
08/10/2022	222220046268	Sept 2022 medical J Kaplan	201.00	Bill
Total for Highmark BlueShield of Northeastern New York			\$201.00	
HOOPLA by Midwest Tape				
07/31/2022	502470750	Hoopla July 2022	1,039.90	Bill
Total for HOOPLA by Midwest Tape			\$1,039.90	
Julie Paul				
07/11/2022	7.11.22	cookie decorating program 7/11/2022	300.00	Bill
Total for Julie Paul			\$300.00	
Julie Stepanek (413) 387-5670				
08/03/2022	8.3.2022	ukulele program 8/3/2022	411.00	Bill
Total for Julie Stepanek			\$411.00	
Mad Science of the Capital District (518) 373-2864				
08/10/2022	8.10.22	program @ YMCA 8/10/11	350.00	Bill

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Total for Mad Science of the Capital District			\$350.00	
Mail 'N' More				
518.399.3279				
07/31/2022	12475	30 sets 2021 Annual Report; 1 roll stamps	106.80	Bill
Total for Mail 'N' More			\$106.80	
Midwest Tape, LLC				
800-875-2785				
08/01/2022	502472137	1 DVD/ADB	23.24	Bill
08/08/2022	502493241	4 DVD/ADB	120.96	Bill
07/25/2022	502435330	4 DVD/ADB	120.71	Bill
07/18/2022	502406132	4 DVD/ADB	173.96	Bill
07/28/2022	502455556	2 DVD/ADB	59.98	Bill
08/15/2022	502533503	3 DVD/ADB	106.22	Bill
Total for Midwest Tape, LLC			\$605.07	
Nature's Way Pest Control				
518-745-5958				
08/15/2022	600139	svc 8/15/2022	78.00	Bill
Total for Nature's Way Pest Control			\$78.00	
New York Library Assoc.				
08/19/2022	REG-0136973	NYLA conf 11/2/22-11/5/22 A. Harvey registration	350.00	Bill
Total for New York Library Assoc.			\$350.00	
NightRider Janitorial Services				
(518) 782-9999				
08/04/2022	AUG22136	library cleaning Aug 2022	2,295.00	Bill
Total for NightRider Janitorial Services			\$2,295.00	
Richard, Jennifer				
08/22/2022	8.2.22	reimbursement - SR gift card paid by personal charge card	50.00	Bill
Total for Richard, Jennifer			\$50.00	
Roben, Terri				
518-399-2080				
08/09/2022	8.16.2022	music medley programs 8/2, 8/9 & 8/16	180.00	Bill
Total for Roben, Terri			\$180.00	
Sanico, Inc.				
(607) 773-0321				
08/08/2022	267801	1 case paper towels, 2 cases TP	172.74	Bill
07/21/2022	265567	dispenser paper towels qty 12 (2 cases)	134.24	Bill
Total for Sanico, Inc.			\$306.98	
Simmons Elevator Co.				
518-882-1445				
08/02/2022	44540	elevator maint July, Aug, Sept 2022	410.79	Bill
Total for Simmons Elevator Co.			\$410.79	
Southern Adirondack Library System				
518-584-7300				
08/02/2022	2022-7BUR	July 2022 monthly fee/circulation renewals	1,747.63	Bill
07/25/2022	7252022	7 HP computers, 7 HP monitors, 2 HP monitor mounting brackets	5,913.88	Bill
Total for Southern Adirondack Library System			\$7,661.51	
Staples				
07/27/2022	3513554705	2 HP toners, tape, binder clips	138.57	Bill
Total for Staples			\$138.57	

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
The Law Office of Stephanie Adams, PLLC				
716.464.33386				
07/29/2022	2099	svcs 6/14/22 through 6/23/22	306.25	Bill
Total for The Law Office of Stephanie Adams, PLLC			\$306.25	
Twin Bridges Waste & Recycling				
(518) 267-3400				
08/01/2022	AUG2022	svcs Aug 2022	74.75	Bill
Total for Twin Bridges Waste & Recycling			\$74.75	
Uncharted Wild				
08/08/2022	8.8.2022	Live Animal Presentation - Youth program	300.00	Bill
Total for Uncharted Wild			\$300.00	
TOTAL			\$104,490.63	

EARLn Paup + 2,522.46
 cap. Imp - 80,529.71
 \$ 26,483.38

note: \$ 80,529.71 will be paid from
 Capital Improvement Bank acct
 for History Room expenses

Town of Ballston Community Library

August Early Pays

August 1-15, 2022

DATE	NUM	VENDOR	AMOUNT
11000 BSNB LIBRARY General Fund (1164)			
08/15/2022	0294	Spectrum Business/Charter Communications	-279.94
08/15/2022	0295	NATIONAL GRID	-2,272.52
Total for 11000 BSNB LIBRARY General Fund (1164)			\$-2,552.46

not reflected on
(unpaid) August abstract
report

Town of Ballston Community Library
Profit & Loss
January - August, 2022

	LIBRARY GEN CKING	2022 BUDGET
Revenue		
BALLSTON TAXES		
17.1001.41.000.0.000 Real Property Taxes	619,773.14	619,773.00
Total BALLSTON TAXES	\$ 619,773.14	\$ 619,773.00
CHARLTON LIBRARY SVCS		
17.2360.41.000.0.000 Library Services to Other Governments	23,000.00	52,900.00
Total CHARLTON LIBRARY SVCS	\$ 23,000.00	\$ 52,900.00
LIBRARY CHARGES		
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	1,266.91	3,000.00
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	4,359.47	10,868.00
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials	845.17	1,544.00
Total LIBRARY CHARGES	\$ 6,471.55	\$ 15,412.00
LIBRARY SYSTEM GRANTS		
17.2760.41.001.0.000 Library System Grants - LLSA	3,194.00	1,960.00
Total LIBRARY SYSTEM GRANTS	\$ 3,194.00	\$ 1,960.00
MISC REVENUE		
17.2401.41.000.0.000 INTEREST & EARNINGS	0.17	
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	2,763.51	
17.2770.41.000.0.000 Other Unclassified Revenues	2,240.00	
Total MISC REVENUE	\$ 5,003.68	\$ 0.00
Total Revenue	\$ 657,442.37	\$ 690,045.00
Gross Profit	\$ 657,442.37	\$ 690,045.00
Expenditures		
BENEFITS		
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION	6,331.63	37,200.00
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)	4,899.38	5,130.00
17.9060.58.052.0.000 HSA (ER Contribution)	3,797.05	2,300.00
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	2,118.42	3,600.00
17.9060.58.054.0.000 HEALTH INS OPT OUT	1,176.91	3,600.00
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	12,445.98	8,884.00
Total BENEFITS	\$ 30,769.37	\$ 60,714.00
LIBRARY EQUIPMENT & CAPITAL OUTLAY		
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	6,421.93	9,000.00
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES	1,333.80	
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS		
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 7,755.73	\$ 9,000.00
LIBRARY MATERIALS		
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	39,182.45	60,000.00
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	2,467.23	2,800.00
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	2,154.07	1,800.00
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books	2,500.00	2,500.00
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	5,224.11	9,000.00
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	8,592.14	16,000.00
Total LIBRARY MATERIALS	\$ 60,120.00	\$ 92,100.00

LIBRARY PERSONNEL SERVICES		
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	109,159.25	174,716.00
17.7410.51.031.0.000 CLERICAL STAFF	92,082.63	142,956.00
17.7410.51.032.0.000 PAGES	12,085.92	27,456.00
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	16,796.19	26,402.00
Total LIBRARY PERSONNEL SERVICES	\$ 230,123.99	\$ 371,530.00
OFFICE EXPENSES		
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	2,603.42	4,000.00
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	2,314.46	3,800.00
17.7410.54.041.0.000 POSTAGE / MAILINGS	237.10	400.00
17.7410.54.042.0.000 PUBLICITY / Promotion	281.95	883.00
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	8,052.04	12,500.00
Total OFFICE EXPENSES	\$ 13,488.97	\$ 21,583.00
OPERATION EXPENSE		
17.1620.54.010.0.000 Professional Services - LEGAL	4,756.00	
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	6,990.00	
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE	3,761.99	15,000.00
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	1,101.54	
17.7410.54.000.0.000 LIBRARY CONTRACTUAL EXPENDITURES (not specified)	30.20	
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	14,099.42	17,500.00
17.7410.54.010.0.000 Professional Services - IT (SALS)	12,233.41	22,795.00
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,792.87	5,000.00
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	1,459.16	4,000.00
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	376.89	1,000.00
17.7410.54.039.0.000 CUSTODIAL SERVICES	18,360.00	27,540.00
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	1,834.20	2,998.00
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	40.48	200.00
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	519.16	500.00
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	6,105.37	23,575.00
17.7410.54.049.0.000 Uncategorized Expenditure	91.21	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	598.00	1,000.00
Total OPERATION EXPENSE	\$ 75,149.90	\$ 121,108.00
SPECIAL ITEMS		
17.1320.54.007.0.000 AUDITOR		5,000.00
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	12,026.21	8,010.00
17.7410.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT -Library		1,000.00
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)	125.00	
Total SPECIAL ITEMS	\$ 12,151.21	\$ 14,010.00
Total Expenditures	\$ 429,559.17	\$ 690,045.00
Total Revenue / Budget		
	\$ 657,442.37	\$ 690,045.00
Total Expenses / Budget		
	\$ 429,559.19	\$ 690,045.00
Monday, Aug 29, 2022		

Town of Ballston Community Library Director's Report

August 2022

Circulation Statistics

July 2022

Circulation Statistics	Current Month	2022 To Date	2021 Total
Items Added to Collection	443	2,844	4,308
Number of Physical Items Circulated	10,651	55,318	84,190
Overdrive/Libby Circulation	1,118	7,125	12,218
Hoopla Circulation	496	3,551	4,907
New Patron Registrations	71	319	274
Curbside Appointments	7	67	1,991
Patrons in the Building	5,597	24,114	20,677

Programs & Events

July 2022

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2022 Total	Participants 2022 Total	Number Offered 2021 Total	Participants 2021 Total
Preschool	21	582	100	1,659	143	2,002
Elementary	10	239	36	722	54	802
Teen	3	22	14	266	19	336
Adult	8	83	24	254	42	595
Family	6	207	20	1,631	138	2,918
Outreach	14	275	36	1,884	7	296
TOTALS	62	1,408	217	6,416	403	6,949

Youth Services Programming: The Summer Reading program has officially finished on August 10th. Children and Teens can continue to log minutes until September 5th and then their totals will be sent on to their respective schools. The Youth Services team is taking a short break on programming to gear up for the fall. Our new programs will start on September 6. We have story times, book clubs, grab 'n go's, and after school crafts planned so far.

Adult Programming: In July there were 8 Adult Services Programs attended by 83 patrons. Town of Ballston Historian Rick Reynolds spoke to a group of 22 about the varied history of Ballston Lake, along with how the surrounding area developed and changed over the years. Jigsaw Puzzle Social Hour has been gaining interest with patrons over the month as well, and will continue into the Fall. The Library hosted its 3 running Book Clubs, as well as the ever-popular Cookie Decorating with Julie Paul. Fall programs are getting ready to start in September!



Organizational Goals

- Budget and Finance held a budget meeting to discuss the 2023 budget. The Policy Committee met to review Policy P2100.

Financials

Account Balances Chart

Account Name	Status	Balance
Fund Balance Account	(xxx1567)	\$334,506.28
Operating Account	(xxx1164)	\$306,226.48
Trustees Account	(xxx1596)	\$6,301.08
Capital Account	(xxx1643)	\$76,235.04
Petty Cash Account	(xxx1543)	\$399.78
Petty Cash On Hand	Lock Box	\$58
Circulation Tray	Tray	\$75

Table 2. Summary of Library Funds and Accounts Holding those Funds as 31 July 2022. All Library funds are held in Library held accounts as of 16 June 2022.

Staff & Volunteers

- Volunteers have been sorting book donations for the upcoming Friends Book Sale. More volunteers will be needed to set up for the sale and help sell books. The first Friends meeting of the year will be Tuesday, September 6 at 7:00 PM on Zoom. The Fall Book Sale will be held September 15-17 during regular library hours.
- Mary Hayden's last shift as a library page was on August 20. She will now be a substitute library page. Charity Shillito will be returning as a library page to take over the available hours.
- Tricia Bitley is taking an unpaid leave from September 7, 2022 to March 1, 2023. Current substitutes and staff will cover those hours.

Facility Update

- A group of volunteers from the Rotary and Friends coordinated a Garden Clean Up day on July 26th. There was an issue with the locking mechanism on the front door and the interior key was replaced. A light switch broke in the Children's Room and was replaced. The thermostats have been resetting and causing huge temperature swings, we got an estimate to replace the six thermostats.
- A Pre-Construction meeting was held August 29 with the Library, Town of Ballston, MJ Engineering, Butler Rowland Mays Architects and Gallo Construction. Work on the Local History Room and the LED lighting upgrade should begin in Early September.

Technology

July 2022

Technology Statistics	Current Month	2022 to Date	2021 Total
Public Computer Sessions	92	940	777
WiFi Sessions (unique users)	686	3,729	5,580

Electric Vehicle Chargers

July 2022

EV Charger Statistics	Current Month	2022 to Date	2021 Total
Charging Sessions	50	275	192
Unique Drivers	18	125	80
Energy Dispensed	484 kWh	3,031 kWh	1,850.93 kWh
Average Energy Cost .12 kWh	\$58.08	\$363.72	\$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%
Masks Optional per CDC	2/26/2022	3.5%
Return of Indoor Programming	4/1/2022	3.3%
Masks Optional per Trustee Vote	5/4/2022	12.0%
Current Level	8/27/2022	9.2%

*Saratoga County Percent Positive 7 Day Results per NYS

Meetings & Professional Development

- **Mary Jane Baumbach, Youth Services Clerk:** The Librarian's Guide to Homelessness Webinar 8/18
- **Michelle Dannenhoffer-Cau, Library Assistant:** Saratoga Arts 8/10,
- **Rebecca Verhayden Darling, Director:** Saratoga Arts 8/10, Policy Committee 8/10, Directors Council 8/17, NYLA Webinar Efficient Board Meetings 8/17, NYLA Webinar Group Facilitation 8/18, OSC Webinar Tax Cap Reporting for Local Governments 8/19, Legal 8/19, Budget and Finance Committee 8/23, Town of Ballston Comptroller 8/24, Pre Construction Meeting 8/29
- **Alyssa Harvey, Head of Youth Services:** Library Trustees 7/27
- **Jenn Richard, Head of Adult Services:** Town of Ballston 8/9
- **Terry Riley, Account Clerk:** UHY 8/4

Rebecca Verhayden Darling, Director 8/29/2022

SUMMER READING PROGRAM

2022

June 27th - August 20th

Children and Teens can still log minutes until September 5th. The final totals will then be sent to the local schools for "top reader" awards to be given out.

**79 youth programs
attended by 2,790 people.**



Preschool:

121 registrations

80,612 minutes read

Elementary:

463 registrations

482,389 minutes read

Teens:

111 registrations

198,160 minutes read

Totals:

695 registrations

761,161 minutes read



Community Partners

BH-BL Schools, Friends of the Library, Glenville YMCA, Jenkins Park, Elmer Smith Park, Little Troy Park, and Southern Adirondack Library System

SUMMER READING PROGRAM

2022

Youth Summer Reading Participants

2022 - 695

2021 - 610

2020 - 474

2019 - 1,079

2018 - 1,076

2017 - 769

2016 - 695

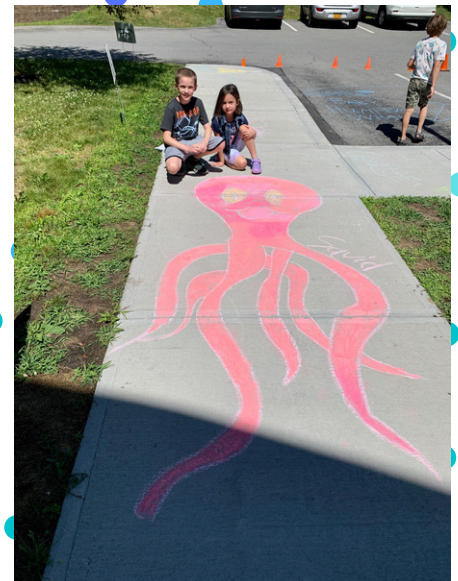
2015 - 654

2014 - 572

2013 - 416

2012 - 571

2011 - 457



A. BORROWING PRIVILEGES P2100

1. To obtain materials from The Town of Ballston Community Library, any resident of the area served by the Southern Adirondack Library System or member of a New York Library Intersystem Borrowing Cooperative (NYLIB) must become a registered borrower. New applicants will be required, and borrowers renewing library cards may be required, to present acceptable proof of address.
2. A child may have a library card when they are five or older. A parent or guardian must sign the application card.
3. Individuals age thirteen or older are not required to obtain the signature of a parent or guardian when registering for a library card.
4. Library privileges may be extended to temporary residents of the local area.
5. The Library is not responsible for any damages to borrower's equipment caused by items borrowed from the library.
6. The loan period for circulating material shall be determined by the Library Director. The Library may limit the number of items that a cardholder may borrow at one time.
7. The Library is unable to extend borrowing privileges to corporate bodies, such as churches, schools, community organizations, clubs or agencies. Members of such groups who reside within the Library's service area may use and borrow, library materials and resources with their personal library card for their organization's use. The individual borrower of such materials shall be personally responsible for the same.

Library 2023 Budget

2022 Budget

2023 Budget

Fund: 17 - LIBRARY FUND

Revenue			
17.1001.4	REAL PROPERTY TAXES	\$ 619,773	\$ 646,051
17.2082.4	LIBRARY CHARGES - Copier Fees	\$ 3,000	\$ 3,000
17.2082.4	LIBRARY CHARGES - Fines	\$ 10,868	\$ -
17.2082.4	LIBRARY CHARGES - Lost Materials	\$ 1,544	\$ 1,900
17.2360.4	LIBRARY SERVICES TO OTHER GOVERNMENTS	\$ 52,900	\$ 54,000
17.2401.4	INTEREST & EARNINGS	\$ -	\$ 28
17.2705.4	GIFTS & DONATIONS	\$ -	\$ 6,000
17.2760.4	LIBRARY SYSTEM GRANTS - LLSA	\$ 1,960	\$ 3,194
17.2760.4	LIBRARY SYSTEM GRANTS - Additional Aid	\$ -	\$ -
17.2760.4	LIBRARY SYSTEM GRANTS - Other Cash Grants	\$ -	\$ -
17.2770.4	OTHER UNCLASSIFIED REVENUES	\$ -	\$ -
17.9999.4	BUDGET FUND BALANCE DRAW	\$ -	\$ 16,000
Revenue Total:		\$ 690,045	\$ 730,173
Expense			
ExpCategory: 51 - PERSONAL SERVICES			
17.7410.5	LIBRARY PERSONAL SERVICES - Certified Librarians	\$ 174,716	\$ 182,754
17.7410.5	LIBRARY PERSONAL SERVICES - Clerical Staff	\$ 142,956	\$ 158,723
17.7410.5	LIBRARY PERSONAL SERVICES - Pages	\$ 27,456	\$ 28,912
	LIBRARY PERSONAL SERVICES - Longevity Raises		\$ 884
ExpCategory: 51 - PERSONAL SERVICES Total:		\$ 345,128	\$ 371,273
ExpCategory: 52 - EQUIPMENT & CAPITAL OUTLAY			
17.7410.5	LIBRARY COMPUTER / PRINTER PURCHASES	\$ 9,000	\$ 9,000
17.7410.5	LIBRARY FURNITURE PURCHASES	\$ -	\$ 1,000
17.7997.5	LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAY	\$ -	
ExpCategory: 52 - EQUIPMENT & CAPITAL OUTLAY Total:		\$ 9,000	\$ 10,000
ExpCategory: 54 - CONTRACTUAL EXPENDITURES			
17.1320.5	PROFESSIONAL SERVICES - AUDITOR & CPA	\$ 5,000	\$ 5,000
	PROFESSIONAL SERVICES - LEGAL		\$ 10,000
17.1620.5	PROFESSIONAL SERVICES - GROUNDS MAINTENANCE	\$ 1,500	\$ 3,000
	PROFESSIONAL SERVICES - SNOW REMOVAL		\$ 5,500
	PROFESSIONAL SERVICES - HUMAN RESOURCES		\$ 500
	PROFESSIONAL SERVICES - PAYROLL PROCESSING		\$ 2,000
	PROFESSIONAL SERVICES - PR		\$ 6,000
17.1620.5	BUILDING REPAIRS & MAINTENANCE	\$ 15,000	\$ 12,247
17.1910.5	UNALLOCATED INSURANCE - Library	\$ 8,010	\$ 10,000
17.1990.5	CONTINGENCY BUDGETING ACCOUNT - Library	\$ 1,000	\$ 1,000
17.3989.5	COVID-19 COSTS (Other Public Safety)	\$ -	\$ -
17.7410.5	OFFICE SUPPLIES & MATERIALS	\$ 4,000	\$ 4,000
17.7410.5	UTILITIES (Electric, Gas, Water, etc.)	\$ 17,500	\$ 17,500
17.7410.5	PROFESSIONAL SERVICES - IT	\$ 22,795	\$ 22,646
17.7410.5	SOFTWARE LICENSES / SUBSCRIPTIONS	\$ 5,000	\$ 3,000
17.7410.5	PROFESSIONAL DEVELOPMENT / TRAINING	\$ 4,000	\$ 3,000
17.7410.5	PHONE / COMMUNICATIONS COSTS	\$ 3,800	\$ 3,500
17.7410.5	DUES / SUBSCRIPTIONS (non-software)	\$ 1,000	\$ 500
17.7410.5	LIBRARY MATERIALS - Print	\$ 60,000	\$ 62,000
17.7410.5	LIBRARY MATERIALS - Periodicals	\$ 2,800	\$ 2,600

Library 2023 Budget

	2022 Budget	2023 Budget
17.7410.5 LIBRARY MATERIALS - Newspapers	\$ 1,800	\$ 1,800
17.7410.5 LIBRARY MATERIALS - E-books	\$ 2,500	\$ 2,500
17.7410.5 LIBRARY MATERIALS - Digital Databases	\$ 9,000	\$ 11,000
17.7410.5 CUSTODIAL SERVICES	\$ 27,540	\$ 27,540
17.7410.5 CUSTODIAL SUPPLIES	\$ 2,998	\$ 3,200
17.7410.5 POSTAGE / MAILINGS	\$ 400	\$ 250
17.7410.5 PUBLICITY / Promotion	\$ 883	\$ 1,000
17.7410.5 LIBRARY PROGRAM DELIVERY COSTS	\$ 12,500	\$ 14,000
17.7410.5 MILEAGE REIMBURSEMENT	\$ 200	\$ 250
17.7410.5 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	\$ 500	\$ 500
17.7410.5 MAINTENANCE CONTRACTS - Building O&M	\$ 23,575	\$ 6,200
17.7410.5 TRASH REMOVAL SERVICES	\$ 1,000	\$ 900
17.7410.5 LIBRARY MATERIALS - NYS Other Materials	\$ 16,000	\$ 16,000
ExpCategory: 54 - CONTRACTUAL EXPENDITURES Total:	\$ 250,301	\$ 259,133
ExpCategory: 58 - EMPLOYEE BENEFITS		
17.9010.5 STATE RETIREMENT CONTRIBUTION COSTS	\$ 37,200	\$ 25,000
Retirement Benefits (medical for S. Kaplan)	\$ 3,600	\$ 3,888
17.9030.5 SOCIAL SECURITY CONTRIBUTION COSTS	\$ 21,398	\$ 23,019
17.9035.5 MEDICARE CONTRIBUTION COSTS	\$ 5,004	\$ 5,383
17.9055.5 DISABILITY /WORKERS COMP INSURANCE COSTS	\$ 5,130	\$ 3,211
17.9060.5 HEALTH / DENTAL INSURANCE	\$ 8,884	\$ 22,916
17.9060.5 H.S.A.	\$ 2,300	\$ 4,550
17.9060.5 HEALTH INSURANCE OPT OUT	\$ 3,600	\$ 1,800
ExpCategory: 58 - EMPLOYEE BENEFITS Total:	\$ 87,116	\$ 89,767
Expense Total:	\$ 691,545	\$ 730,173

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 July 2022 are highlighted yellow.** Clerical updates are not highlighted. Transition efforts status is provided in Table 1 and summarized in the descriptive text.

Despite the setback of missing the 2022 legislative cycle, the Library Board of Trustees is continuing the effort to establish clear operational guidelines between the Town Board and the Library Board of Trustees. The Library Trustees hope that the Town Board will join them in this endeavor and consider providing direct accountability to the voters of the Library District.

The Library and the Town continue to discuss the Transition effort for possible implementation through the 2023 session of the NYS Assembly. 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 and a mutually agreed upon, separate contract is put in place.

In a May 2, 2022 meeting with Library Trustees Zarelli and Shaginaw, and Councilman Carota, the Town Supervisor requested that the Library Board of Trustees revisit the idea of modifying the Legislation to modify the Special District Library definition after the Board Membership changes (July 1, 2022).

Reference	Service	Pre-Transition State	Post-Transition State	Status
A	Payroll	Administered by Town	Administered by Library	Complete
B	Bill Paying	Administered by Town	Administered by Library	Complete
C	Funds/Bank Accounts	Held by Town	Held by Library	Complete
D	Annual Budgeting Process	Town Process/Approved by Town	Special District Guidelines/ Public Vote as required	ON HOLD
E	Trustee Appointment	Appointed by Town	Special District Guidelines/Public Vote Administered by Library	ON HOLD
F	Employee Medical Benefits /WC/Retirement/ Disability	Administered by Town	Administered by Library	Complete
G	HR Administration	Administered by Town	Administered by Library	Complete
H	Insurance Coverage (Building, D&O)	Administered by Town	Administered by Library	Complete
I	Building Maintenance	Administered by Library	Administered by Library	Complete
J	Building Ownership	Owned by Town	Transfer to be pursued.	FUTURE

Reference	Service	Pre-Transition State	Post-Transition State	Status
K	Land Ownership	Owned by Town	Transfer to be pursued.	FUTURE
L	Sidewalk Clearance/ Landscaping	Administered by Library	Administered by Library	Complete
M	Parking Lot Snow Plowing/ Lawn Mowing	Performed by Town - transitioned to Library in winter 2020/2021	Administered by Library	Complete
N	Governance/ Compliance Guidance	Administered by Town	Administered by Library	Complete
O	On-going Legal Support	Administered by Town	Administered by Library	Complete
P	Policies	Town and Library blend	Administered by Library	Complete

Table 1. Capture of Services

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

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

C. Library Funds, and the Accounts where those funds reside, are described in the Director's report in the posted minutes of the Library Board of Trustees meeting.
<https://burnthills.sals.edu/>.

The most recent Library-generated financial report was reviewed in the Public Meeting of the Library Board of Trustees on July 27, 2022. Further, on July 15, 2022, the Library provided the Town with updated additional detailed monthly Financial reports and account reconciliations that had been identified by the Town.

To facilitate continued Library operations, the Town transferred two tranches of 2022 Library Tax Levy to the Library's Treasurer. These transfers occurred on January 7 and March 7, 2022.

On April 25, 2022, the Library Board of Trustees wrote to the Town to initiate the transfer of the remainder of Library District 2022 taxes and of the Library Fund. On May 2, 2022, the Supervisor handed the Library BOT President the balance of the 2022 Library District taxes.

On June 16, 2022, the Town Comptroller contacted the President and Treasurer of the Library Board of Trustees, stating the Town's decision to transfer the Fund Balance to the Library. The Library President subsequently received a check for \$334,493.82 and the money was deposited into the library account that had been established for this purpose.

The Town and Library must coordinate the input of data to the NYS Office of the State Comptroller (OSC) Annual Update Document (AUD). In 2021, and prior years, the Town AUD submission included the account information for the Library. In 2022, reporting on 2021

Accounts must reflect both those held by the Town for the Library, and those of held by the Library. The Town Bookkeeper reached out to the Library on April 25, 2022 to indicate that the Town will submit the joint (Town and Library) AUD and to request initial information to support this action. The Library learned on June 23, 2022 that the Town filed the AUD with the OSC on April 27, 2022 and is looking into the details of the content.

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 legislation that was being drafted would have authorized a process by which a budget is directly approved by voters of the Special District Library. The delay in the Legislative process required to execute the Transition means that the Pre-Transition budget process will remain in effect for the 2023 Budgeting cycle.

E. Historically, the Library Trustees are appointed by the Town Board. This is specified in the existing Library Charter. NYSED specifies an election-based approach for selecting Trustees in Special District Libraries. The Transition will modify the existing Library Charter in this regard. Constituents in the Library's Special District (serving the Town of Ballston, excluding the Village of Ballston Spa) will be eligible to vote to select Library Trustees.

In June 2022, the terms of two Trustees (Zarelli, Shaginaw) will expire. Neither is eligible for re-appointment; each having served the maximum terms allowed. New Trustees have been identified and appointed using the process that had been previously employed. The new Trustees are Katherine Schofield and Jennifer Redinger. They were approved by the Town Board in the June 14, 2022 Town Board Meeting (Resolutions 22-182, 22-183).

Additionally, Michelle Hernandez, a current Trustee with one year remaining in her term has declared her intent to resign from the Board of Trustees, effective June 30, 2022. According to the Library Charter, in such cases, the Library Board is responsible for the appointment of a Trustee to finish the current term. The Library Board appointed Philip Du to fill the remaining term from July 1, 2022-June 30, 2023. Michelle Hernandez's resignation was accepted by the Town Board on July 12, 2022. Philip Du's Oath of Office was sworn in by the Ballston Town Clerk on July 14, 2022.

In the May 2, 2022, meeting, the Town Supervisor requested that the new Library Board of Trustees revisit the idea of modifying the Legislation to modify the Special District Library definition. The new Board of Trustees will revisit.

F. Employee Medical Benefits/WC/Retirement/Disability; beginning on the 1 January 2022, the Library manages this in accordance with local Civil Service rules and guidelines. The last elements of the NYS Retirement have been completed.

G. HR Administration; Beginning on January 1, 2022, the Library manages HR Administration in accordance with local Civil Service rules and guidelines and that handbook.

H. The Library premises and contents have been previously insured through the Town, and paid by Library funds. Presently, the Library has secured its own insurance for the Library's premises and contents that went into effect on January 1, 2022. The process for insuring the building may change as (and, if) building ownership evolves. A copy of the applicable insurance policies has been provided to the Town by the Library. In June, it was discovered that both the Town and the Library are maintaining insurance for the premises and collection. The Library's budget is being used to pay for both. This is the topic of ongoing evaluation and discussion.

I. Building Maintenance is coordinated and paid for by the Library. Capital improvements are coordinated and paid for by the Library, with notice to and upon leave of the Town as property owner.

J & K. The Library premises are owned by the Town, but restricted by deed to the use of the Library. The Library and Town coordinate on property-related issues. Transfer of ownership is sought within 2022.

L & M. Snow removal and landscaping are administered and paid by the Library.

N. The Library has retained an accountant for the fiscal reports it must file with the State and share with the public and other services.

O. On-going Legal Support of the Library was previously provided by Town, but is currently administered and paid by the Library.

P. Previously, the Library employed Policies of both Town and Library, with the Library leveraging Town policies for many administrative and non-Library specific operations. The Library no longer references Town policies.

Summary:

This document describes the aims and activities of the Transition of the Library to a Special District Library (using the Contemporary Definition). It specifically targets the roles of the Town and the Library relative to operations and governance.

Despite the setback of missing the 2022 legislative cycle, the Library Board of Trustees is continuing the effort to establish clear operational guidelines between the Town Board and the Library Board of Trustees. The Library Trustees hope that the Town Board will join them in this endeavor as it provides direct accountability to the voters of the Library District.

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

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 August 2022 are highlighted yellow.** Clerical updates are not highlighted. Transition efforts status is provided in Table 1 and summarized in the descriptive text.

Despite the setback of missing the 2022 legislative cycle, the Library Board of Trustees is continuing the effort to establish clear operational guidelines between the Town Board and the Library Board of Trustees. The Library Trustees hope that the Town Board will join them in this endeavor and consider providing direct accountability to the voters of the Library District.

The Library and the Town continue to discuss the Transition effort for possible implementation through the 2023 session of the NYS Assembly. 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 and a mutually agreed upon, separate contract is put in place.

In a May 2, 2022 meeting with Library Trustees Zarelli and Shaginaw, and Councilman Carota, the Town Supervisor requested that the Library Board of Trustees revisit the idea of modifying the Legislation to modify the Special District Library definition after the Board Membership changes (July 1, 2022).

Reference	Service	Pre-Transition State	Post-Transition State	Status
A	Payroll	Administered by Town	Administered by Library	Complete
B	Bill Paying	Administered by Town	Administered by Library	Complete
C	Funds/Bank Accounts	Held by Town	Held by Library	Complete
D	Annual Budgeting Process	Town Process/Approved by Town	Special District Guidelines/ Public Vote as required	ON HOLD
E	Trustee Appointment	Appointed by Town	Special District Guidelines/Public Vote Administered by Library	ON HOLD
F	Employee Medical Benefits /WC/Retirement/ Disability	Administered by Town	Administered by Library	Complete
G	HR Administration	Administered by Town	Administered by Library	Complete
H	Insurance Coverage (Building, D&O)	Administered by Town	Administered by Library	Complete
I	Building Maintenance	Administered by Library	Administered by Library	Complete
J	Building Ownership	Owned by Town	Transfer to be pursued.	FUTURE

Reference	Service	Pre-Transition State	Post-Transition State	Status
K	Land Ownership	Owned by Town	Transfer to be pursued.	FUTURE
L	Sidewalk Clearance/ Landscaping	Administered by Library	Administered by Library	Complete
M	Parking Lot Snow Plowing/ Lawn Mowing	Performed by Town - transitioned to Library in winter 2020/2021	Administered by Library	Complete
N	Governance/ Compliance Guidance	Administered by Town	Administered by Library	Complete
O	On-going Legal Support	Administered by Town	Administered by Library	Complete
P	Policies	Town and Library blend	Administered by Library	Complete

Table 1. Capture of Services

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

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

C. Library Funds, and the Accounts where those funds reside, are described in the Director's report in the posted minutes of the Library Board of Trustees meeting.
<https://burnthills.sals.edu/>.

The most recent Library-generated financial report was reviewed in the Public Meeting of the Library Board of Trustees on August 31, 2022. Further, on August 15, 2022, the Library provided the Town with updated additional detailed monthly Financial reports and account reconciliations that had been identified by the Town.

To facilitate continued Library operations, the Town transferred two tranches of 2022 Library Tax Levy to the Library's Treasurer. These transfers occurred on January 7 and March 7, 2022.

On April 25, 2022, the Library Board of Trustees wrote to the Town to initiate the transfer of the remainder of Library District 2022 taxes and of the Library Fund. On May 2, 2022, the Supervisor handed the Library BOT President the balance of the 2022 Library District taxes.

On June 16, 2022, the Town Comptroller contacted the President and Treasurer of the Library Board of Trustees, stating the Town's decision to transfer the Fund Balance to the Library. The Library President subsequently received a check for \$334,493.82 and the money was deposited into the library account that had been established for this purpose.

The Town and Library must coordinate the input of data to the NYS Office of the State Comptroller (OSC) Annual Update Document (AUD). In 2021, and prior years, the Town AUD submission included the account information for the Library. In 2022, reporting on 2021

Accounts must reflect both those held by the Town for the Library, and those of held by the Library. The Town Bookkeeper reached out to the Library on April 25, 2022 to indicate that the Town will submit the joint (Town and Library) AUD and to request initial information to support this action. The Library learned on June 23, 2022 that the Town filed the AUD with the OSC on April 27, 2022 and is looking into the details of the content.

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 legislation that was being drafted would have authorized a process by which a budget is directly approved by voters of the Special District Library. The delay in the Legislative process required to execute the Transition means that the Pre-Transition budget process will remain in effect for the 2023 Budgeting cycle.

E. Historically, the Library Trustees are appointed by the Town Board. This is specified in the existing Library Charter. NYSED specifies an election-based approach for selecting Trustees in Special District Libraries. The Transition will modify the existing Library Charter in this regard. Constituents in the Library's Special District (serving the Town of Ballston, excluding the Village of Ballston Spa) will be eligible to vote to select Library Trustees.

In the May 2, 2022 meeting, the Town Supervisor requested that the new Library Board of Trustees (3 new trustees appointed as of 7/1/22) revisit the idea of modifying the Legislation to the Special District Library definition. Consequently, the Board of Trustees passed a resolution in the July 27, 2022 meeting recommitting to a charter update.

F. Employee Medical Benefits/WC/Retirement/Disability; beginning on the 1 January 2022, the Library manages this in accordance with local Civil Service rules and guidelines. The last elements of the NYS Retirement have been completed.

G. HR Administration; Beginning on January 1, 2022, the Library manages HR Administration in accordance with local Civil Service rules and guidelines and that handbook.

H. The Library premises and contents have been previously insured through the Town, and paid by Library funds. Presently, the Library has secured its own insurance for the Library's premises and contents that went into effect on January 1, 2022. The process for insuring the building may change as (and, if) building ownership evolves. A copy of the applicable insurance policies has been provided to the Town by the Library. In June, it was discovered that both the Town and the Library are maintaining insurance for the premises and collection. The Library's budget is being used to pay for both. This is the topic of ongoing evaluation and discussion.

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