

**Ballston Community Public Library
Board of Trustees Meeting Agenda
February 22, 2023**

- 1) Call to order
- 2) Minutes of February 1, 2023 Meeting
- 3) Report of Special Funds
- 4) Monthly Financial Reports
- 5) Approval of Bills
- 6) Librarians' Reports
- 7) Reports of Committees
 - a) Town Liaisons
 - b) Personnel Committee
- 8) Unfinished Business
 - a) Reopening Plan Update
 - b) Local History & Lighting Construction Project
 - c) Ballston Legislation & Transition
 - d) Trustee Vacancy
 - e) Wellness Hours

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 23-019** Consider approving monthly Transition Status Report to the Town of Ballston.
- b) **RESOLUTION 23-020** WHEREAS the Library is chartered as the "Ballston Community Public Library", and the board intends to retain that name as the library explores updating its legislation and charter;
BE IT RESOLVED that the board shall make especial efforts to ensure all official documents in effect now or developed in the future refer to the Library as the "Ballston Community Public Library" (the "Chartered Name") consistently, and any documents not using the Chartered Name shall be updated to use the Chartered Name when it is prudent to do so.
- c) **RESOLUTION 23-021** Consider creating the part-time position of Account Clerk/Typist as Office Manager for the Ballston Community Public Library at an hourly rate of \$20 an hour.
- d) **RESOLUTION 23-022** Consider appropriating \$1,000 from Contingency and \$7,575 from Fund Balance to fund the position of Account Clerk/Typist for the remainder of 2023.

- e) **RESOLUTION 23-023** Consider approving a raise in salary for Terry Riley from \$19.90 per hour to \$21 per hour effective 2/20/2023.
- f) **RESOLUTION 23-024** BE IT RESOLVED that Ballston Community Public 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 of Trustees on 2/22/2023.

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

10) Executive Session: Personnel Matter

11) Adjournment

February Voucher Signer: Sue Tomlinson

Charlton Town Board Meeting: Monday, March 13 at 7:30 PM

Ballston Town Board Meeting: Tuesday, March 14 at 6:30 PM

March Voucher Signer: Julia Stone

Town of Ballston Community Library
Board of Trustees Monthly Meeting Minutes
February 1, 2023 (postponed from Jan. 25 due to weather)

Call to order: The meeting was called to order at 7:01 p.m. by President Julia Stone.

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

Trustees present: Steve Burchett, Kate Schofield, Carolyn Speenburgh, Julia Stone, Sue Tomlinson

Trustees excused:

Trustees unexcused: Philip Du

Town Representatives: none

Minutes of December 28, 2022 Public Hearing: On a motion by Carolyn Speenburgh, with second by Steve Burchett, the minutes of the December 28, 2022 public hearing were approved.

Minutes of December 28, 2022 Monthly Meeting: On a motion by Julia Stone, with second by Carolyn Speenburgh, the minutes of the December 28, 2022 monthly meeting were approved.

Report of Special Funds: Special funds for January 2023 were reviewed.

Monthly Financial Reports: Financial reports for January 2023 were reviewed.

Approval of Bills: The January bills, reviewed by Steve Burchett, were unanimously approved on a motion by Sue Tomlinson, with second by Kate Schofield.

Librarians' Reports: See attached.

Reports of Committees:

Town Liaisons: No reports.

Unfinished Business:

Reopening Plan Update: No change.

Local History & Lighting Construction Project: The room is substantially complete, but heat is still not working. Sage Engineering is coming with the architect on Feb. 2 to try to determine the reason it is cold in there. The electrician needs to return to complete the punchlist.

Ballston Legislation & Transition: Carolyn Speenburgh and Director Verhayden attended the Town of Ballston meeting in January. Assemblywoman Walsh indicated that she does not need to wait for a formal resolution from the Town to proceed. There will be a kick-off meeting on Feb. 16, 2023, 12 p.m., with stakeholders. Representatives from Assemblywoman Walsh's office, Assemblyman Tedisco's office, the Town of Ballston, the Library's legal team, Sara Dallas from SALS, and the NYS Librarian Lauren Moore have all confirmed they will attend. The purpose of the meeting is to plan next steps toward getting the draft legislation from 2022 revised, if necessary, home rule resolution from town, and on its way to a vote by the legislature and approval by the governor.

Trustee Vacancy: President Stone asked the Town to post the trustee vacancy on their social media which they have. She welcomed potential trustee applicant Bill Bechtel to the meeting, who spoke a bit about his background.

New Business:

Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.)

None.

RESOLUTION 23-001 Consider approving the Organizational Resolutions 23-002 through 23-012 and appointments for 2023. Motion was made by Steve Burchett, seconded by Carolyn Speenburgh, and passed unanimously.

RESOLUTION 23-002 BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that all meetings of the Board of Trustees shall be held in accordance with the latest edition of Robert's Rules of Order.

RESOLUTION 23-003 BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the meetings of the Board of Trustees shall be held in the Town of Ballston Community Library located at 2 Lawmar Lane, Ballston, Saratoga County or any video conferencing platform that allows public participation and transcription in accordance with New York State Open Meetings Law. The regular monthly meeting shall be held at 7:00 p.m. on the last Wednesday of each month.

RESOLUTION 23-004 BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the Ballston Spa National Bank shall be the official depository for Library funds and, BE IT FURTHER RESOLVED that the funds may be withdrawn, and checks may be signed, in accordance with the provisions of the procedures established by the Board of Trustees.

RESOLUTION 23-005 BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that salaries for Library Employees for 2023 are approved and established in the 2023 budget and that all other salaries and hourly rates for the 2023 budget and any subsequent resolutions be approved with longevity awards to be applied during the year as earned and BE IT FURTHER RESOLVED that the payroll schedule be bi-weekly for all hourly and salaried employees.

RESOLUTION 23-006 BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the official newspaper as required by NYS Education Department Law shall be The Daily Gazette.

RESOLUTION 23-007 BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that Library Employees shall be compensated at the rate for standard mileage allowance established by the Internal Revenue Service for the approved use of their personal automobiles in the performance of their official duties.

RESOLUTION 23-008 BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that all overnight trips shall require prior approval by the Board of Trustees and BE IT FURTHER RESOLVED that all other conference attendance shall require prior authorization of the Director and BE IT FURTHER RESOLVED that reasonable expense reimbursement for conferences shall be approved by the Director. Any conference enrollee who cannot attend without cause will reimburse the Library for any costs incurred by the Library. Any late fee is the sole responsibility of the conference enrollee.

RESOLUTION 23-009 BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the agenda and meeting documents be posted on the Library Website and the Library Bulletin Board 24 hours prior to the meeting.

RESOLUTION 23-010 BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that all official meeting minutes must be written and mailed or electronically distributed to appropriate parties within 14 days of applicable meeting.

RESOLUTION 23-011 BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library authorizes the Library Director, with Treasurer written concurrence, to make transfers between accounts in the current budget to keep accounts properly funded and the Library Director will report transfers to the Board of Trustees.

RESOLUTION 23-012 WHEREAS the Board of Trustees of the Town of Ballston Community Library requires varied professional services from experts that are appropriately licensed and registered in New York State; and BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library

designates and appoints the following firms, subject to approval of contracts by the Library's Attorney, or independent counsel:

Firm	Professional Service
UHY, LLC	Accounting Services
The Law Office of Stephanie Adams (LOSA), PLLC	Legal Services
Public Sector HR, LLC	Human Resources Consultant

RESOLUTION 23-013 Consider approving monthly Transition Status Report to the Town of Ballston as amended. Motion was made by Carolyn Speenburgh, seconded by Steve Burchett, and passed with all in favor.

RESOLUTION 23-014 Consider approving the agreement between Town of Ballston Community Library and the MVLS/SALS Joint Automation Project. Motion was made by Sue Tomlinson, seconded by Steve Burchett, and passed unanimously.

RESOLUTION 23-015 Consider accepting the resignation of Michelle Dannenhoffer-Cau, effective January 25, 2023 from the position of Library Assistant, with Ms. Dannenhoffer-Cau remaining on as a substitute employee. Motion was made by Julia Stone, seconded by Carolyn Speenburgh, and passed with all in favor.

RESOLUTION 22-016 Consider approving the Memorandum of Understanding with the Southern Adirondack Library System to participate in the Senior Planet OATS program. Motion was made by Kate Schofield, seconded by Steve Burchett, and passed unanimously.

RESOLUTION 23-017 Consider approving agreement between the Town of Charlton and the Town of Ballston Community Library. Motion was made by Sue Tomlinson, seconded by Carolyn Speenburgh, and passed with all in favor.

THIS AGREEMENT made this day, January 25, 2023, by and between the Town of Charlton, a municipal corporation, with its offices at 758 Charlton Road, Town of Charlton, Charlton, New York, hereinafter referred to as the "Town", and the Town of Ballston Community Library with its offices at 2 Lawmar Lane, Burnt Hills, New York, hereinafter referred to as the "Library" as follows:

WITNESSTH:

WHEREAS, per Section 256 of the Education Law, a town may contract with the trustees of a public library registered by the regents to furnish library services to the people of the municipality, district or reservation for whose benefit the contract is made, under such terms and conditions as may be stated in such contract; and

WHEREAS, also per Section 256 of the Education Law, the amount agreed to be paid for such services under such contract shall be a charge upon the municipal government which agrees to make the payment and shall be paid directly to the treasurer of the public library; and

WHEREAS, the Town of Charlton feels that the general welfare and education of the citizens of the Town of Charlton would benefit from library services provided, and

WHEREAS, the Town Board has budgeted for the fiscal year 2023 the sum of Forty-Seven Thousand Three Hundred Eighty Dollars (\$47,380) for the payment for library services to be rendered by the Library, and

NOW THEREFORE, in consideration of the mutual undertaking herein set forth, the parties do hereby agree as follows:

1. The Library shall provide general library services, including available books and magazines, in accordance with existing library policies and by-laws, to the citizens of the Town of Charlton.
2. The Library shall submit to the Town a report of library activities during the preceding 2022 calendar year on or before 30th April 2023.
3. In payment for general library services provided by the Library, the Town shall pay to the Library the sum of Forty-Seven Thousand Three Hundred Eighty Dollars (\$47,380) for the period of January 1, 2023 through December 31, 2023.
4. The Library shall not assign, transfer, or encumber its rights under the Agreement without the Town's prior written consent thereto.
5. The relationship of the Library to the Town is that of an independent contractor. The Library shall conduct itself in accordance with such status, and it will neither hold itself out as nor claim to be an employee or agent of the Town, and it will not make any claim, demand or application to, or for any right or privilege applicable to, an employee or agent of the Town, including, but not limited to, Workers Compensation coverage, unemployment insurance benefits, social security coverage or retirement benefits or credits.
6. Library agrees to hold harmless the Town from any claim arising out of Library acts or omissions.
7. To ensure the amount paid by the Town is rationally related to the library services used, the board of the library shall meet with representatives of the Town to assess the amount for the 2024 contract.

Motion was made by Sue Tomlinson, seconded by Carolyn Speenburgh, and passed with all in favor.

RESOLUTION 22-018 Consider increasing the Library's HSA matching contribution funding to \$1,425 for employees under 55 years old, and \$1,925 for employees 55 years and older for employees enrolled in the Library's High Deductible Health Plan. Motion was made by Carolyn Speenburgh, seconded by Kate Schofield, and unanimously passed as amended.

Privilege of the floor on any topic:

None.

Adjournment: At 8:00 p.m., on a motion by Carolyn Speenburgh with second by Julia Stone, trustees voted unanimously to adjourn the meeting.

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 January 2023 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, Town Supervisor Connolly 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).

On November 1, 2022 Library Trustee Stone, Councilman Carota, and Town Supervisor Connolly met and discussed home rule for legislation, the status of a potential lease agreement, and dual building insurance. The Town Supervisor addressed the above by reaching out to the Town Board members; the Library Trustees will await Town Board feedback and follow up accordingly. **At the December 27, 2022 Town Board Agenda Meeting, the Library requested a Home Rule Resolution from the Town Board that would allow an update of the current charter to that of a true special district; no issues were presented by the Town Board regarding this initiative. At the January 10, 2023 Town Board Meeting, Supervisor Connolly acknowledged receiving a Home Rule Resolution Draft from the Library; a proposed resolution anticipated for the next scheduled Town Board Meeting (2/14/23).**

Reference	Service	Pre-Transition State	Post-Transition State	Status
A	Payroll	Administered by Town	Administered by Library	Complete
B	Bill Paying	Administered by Town	Administered by Library	Complete
C	Funds/Bank Accounts	Held by Town	Held by Library	Complete
D	Annual Budgeting Process	Town Process/Approved by Town	Special District Guidelines/ Public Vote as required	ON HOLD
E	Trustee Appointment	Appointed by Town	Special District Guidelines/Public Vote Administered by Library	ON HOLD
F	Employee Medical Benefits /WC/Retirement/ Disability	Administered by Town	Administered by Library	Complete
G	HR Administration	Administered by Town	Administered by Library	Complete
H	Insurance Coverage (Building, D&O)	Administered by Town	Administered by Library	Complete
I	Building Maintenance	Administered by Library	Administered by Library	Complete
J	Building Ownership	Owned by Town	Transfer to be pursued.	FUTURE
K	Land Ownership	Owned by Town	Transfer to be pursued.	FUTURE
L	Sidewalk Clearance/ Landscaping	Administered by Library	Administered by Library	Complete
M	Parking Lot Snow Plowing/ Lawn Mowing	Performed by Town - transitioned to Library in winter 2020/2021	Administered by Library	Complete
N	Governance/ Compliance Guidance	Administered by Town	Administered by Library	Complete
O	On-going Legal Support	Administered by Town	Administered by Library	Complete
P	Policies	Town and Library blend	Administered by Library	Complete

Table 1. Capture of Services

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

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

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

The most recent Library-generated financial report was reviewed in the Public Meeting of the Library Board of Trustees on February 1, 2023 (originally scheduled for January 25, 2023). Further, on January 11, 2023, 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, Town Supervisor Connolly requested that the new Library Board of Trustees (3 new trustees appointed as of 7/1/22) revisit the idea of modifying the Legislation to the Special District Library definition. Consequently, the Library Board of Trustees passed a resolution in the July 27, 2022 meeting recommitting to a charter update.

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

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

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

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

J & K. The Library premises are owned by the Town, but restricted by deed to the use of the Library. The Library and Town coordinate on property-related issues. The Library Board of Trustees passed a resolution in the September 28, 2022 meeting to consider entering into a lease agreement with Town for use of the library building. The Library wishes to confirm the terms of its occupancy of the library building to ensure clarity regarding key operational issues. Therefore, the Library shall explore a written agreement with the Town, to be finalized before the start of 2023.

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.

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

	General Cking 1164			
	Actual	Budget	Remaining	%
Revenue				
BALLSTON TAXES			0.00	
17.1001.41.000.0.000 Real Property Taxes	646,052.11	646,051.00	-1.11	0.00%
Total BALLSTON TAXES	\$ 646,052.11	\$ 646,051.00	-\$ 1.11	0.00%
CHARLTON LIBRARY SVCS			0.00	
17.2360.41.000.0.000 Library Services to Other Governments		54,000.00	54,000.00	100.00%
Total CHARLTON LIBRARY SVCS	\$ 0.00	\$ 54,000.00	\$ 54,000.00	100.00%
LIBRARY CHARGES			0.00	
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	416.56	3,000.00	2,583.44	86.11%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	27.66		-27.66	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	375.31	1,900.00	1,524.69	80.25%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	0.00		0.00	
Total LIBRARY CHARGES	\$ 819.53	\$ 4,900.00	\$ 4,080.47	83.27%
LIBRARY SYSTEM GRANTS			0.00	
17.2760.41.001.0.000 Library System Grants - LLSA		3,194.00	3,194.00	100.00%
Total LIBRARY SYSTEM GRANTS	\$ 0.00	\$ 3,194.00	\$ 3,194.00	100.00%
MISC REVENUE			0.00	
17.2401.41.000.0.000 INTEREST & EARNINGS		28.00	28.00	100.00%
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	276.19	6,000.00	5,723.81	95.40%
17.2770.41.000.0.000 Other Unclassified Revenues	1,000.00		-1,000.00	
17.9999.41.000.0.000 Budget Fund Balance Draw		16,000.00	16,000.00	100.00%
Total MISC REVENUE	\$ 1,276.19	\$ 22,028.00	\$ 20,751.81	94.21%
Total Revenue	\$ 648,147.83	\$ 730,173.00	\$ 82,025.17	11.23%
Gross Profit	\$ 648,147.83	\$ 730,173.00	\$ 82,025.17	11.23%
Expenditures				
BENEFITS			0.00	
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION	31,785.25	25,000.00	-6,785.25	-27.14%
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)	4,319.29	3,211.00	-1,108.29	-34.52%
17.9060.58.052.0.000 HSA (ER Contribution)	2,216.20	4,550.00	2,333.80	51.29%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	700.14	3,888.00	3,187.86	81.99%
17.9060.58.054.0.000 HEALTH INS OPT OUT	276.92	1,800.00	1,523.08	84.62%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	3,357.14	22,916.00	19,558.86	85.35%
Total BENEFITS	\$ 42,654.94	\$ 61,365.00	\$ 18,710.06	30.49%
LIBRARY EQUIPMENT & CAPITAL OUTLAY			0.00	
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES		9,000.00	9,000.00	100.00%
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES		1,000.00	1,000.00	100.00%
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 0.00	\$ 10,000.00	\$ 10,000.00	100.00%
LIBRARY MATERIALS			0.00	
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	3,907.01	62,000.00	58,092.99	93.70%
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	2,269.39	2,600.00	330.61	12.72%
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	1,049.86	1,800.00	750.14	41.67%
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books	2,642.55	2,500.00	-142.55	-5.70%
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	1,060.92	11,000.00	9,939.08	90.36%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	1,051.84	16,000.00	14,948.16	93.43%
Total LIBRARY MATERIALS	\$ 11,981.57	\$ 95,900.00	\$ 83,918.43	87.51%
LIBRARY PERSONNEL SERVICES		884.00	884.00	100.00%
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	28,228.56	182,754.00	154,525.44	84.55%

17.7410.51.031.0.000 CLERICAL STAFF	22,035.63	158,723.00	136,687.37	86.12%
17.7410.51.032.0.000 PAGES	2,820.45	28,912.00	26,091.55	90.24%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	4,308.81	28,402.00	24,093.19	84.83%
Total LIBRARY PERSONNEL SERVICES	\$ 57,393.45	\$ 399,675.00	\$ 342,281.55	85.64%
OFFICE EXPENSES			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	628.00	4,000.00	3,372.00	84.30%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	629.87	3,500.00	2,870.13	82.00%
17.7410.54.041.0.000 POSTAGE / MAILINGS	4.59	250.00	245.41	98.16%
17.7410.54.042.0.000 PUBLICITY / Promotion	50.00	1,000.00	950.00	95.00%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	519.40	14,000.00	13,480.60	96.29%
Total OFFICE EXPENSES	\$ 1,831.86	\$ 22,750.00	\$ 20,918.14	91.95%
OPERATION EXPENSE			0.00	
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE		3,000.00	3,000.00	100.00%
17.1620.54.010.0.000 Professional Services - LEGAL	1,150.00	10,000.00	8,850.00	88.50%
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	7,299.75	5,500.00	-1,799.75	-32.72%
17.1620.54.012.0.000 Professional Services - HUMAN RESOURCES		500.00	500.00	100.00%
17.1620.54.013.0.000 Professional Services - PR		6,000.00	6,000.00	100.00%
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE	301.09	12,247.00	11,945.91	97.54%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	301.63	2,000.00	1,698.37	84.92%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	4,401.90	17,500.00	13,098.10	74.85%
17.7410.54.010.0.000 Professional Services - IT (SALS)	1,887.17	22,646.00	20,758.83	91.67%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	1,957.40	3,000.00	1,042.60	34.75%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	814.00	3,000.00	2,186.00	72.87%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	199.58	500.00	300.42	60.08%
17.7410.54.039.0.000 CUSTODIAL SERVICES	4,590.00	27,540.00	22,950.00	83.33%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES		3,200.00	3,200.00	100.00%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	17.69	250.00	232.31	92.92%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	108.87	500.00	391.13	78.23%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	2,758.54	6,200.00	3,441.46	55.51%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	149.50	900.00	750.50	83.39%
Total OPERATION EXPENSE	\$ 25,937.12	\$ 124,483.00	\$ 98,545.88	79.16%
SPECIAL ITEMS			0.00	
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA	43.56	5,000.00	4,956.44	99.13%
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	9,291.93	10,000.00	708.07	7.08%
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	100.00%
Total SPECIAL ITEMS	\$ 9,335.49	\$ 16,000.00	\$ 6,664.51	41.65%
Total Expenditures	\$ 149,134.43	\$ 730,173.00	\$ 581,038.57	79.58%
Net Operating Revenue	\$ 499,013.40	\$ 0.00	-\$ 499,013.40	
Net Revenue	\$ 499,013.40	\$ 0.00	-\$ 499,013.40	

Tuesday, Feb 21, 2023 06:28:08 AM GMT-8 - Accrual Basis

Town of Ballston Community Library
Abstract
As of February 28, 2023

	Date	Num	Memo/Description	Amount	Transaction Type
Alarm & Suppression, Inc.					
	01/23/2023	44503	2023 annual fire alarm inspection 1/19/2023	600.00	Bill
	01/31/2023	44865B	2023 alarm monitoring	336.00	Bill
Total for Alarm & Suppression, Inc.				936.00	
Baker & Taylor					
	01/19/2023	5018112042	36 books	393.15	Bill
	01/26/2023	5018117329	20 books	238.40	Bill
Total for Baker & Taylor				631.55	
BookPage					
	02/25/2023	S64203	12 mos / 100 copies per mo	720.00	Bill
Total for Bookpage				720.00	
Brodart Co.					
	01/05/2023	616464	c-vue prots covers	45.28	Bill
Total for Brodart Co.				45.28	
Burnt Hills Hardware					
	12/15/2022	248273	misc hardware	11.98	Bill
Total for Burnt Hills Hardware				11.98	
CDPHP					
	02/10/2023	230410034827	A H & R V health/dental; JK dental	1,294.14	Bill
Total for CDPHP				1,294.14	
Cengage Learning Inc. / Gale					
	02/06/2023	80612088	4 books	110.21	Bill
	02/06/2023	80612589	6 books	164.94	Bill
	01/20/2023	80204611	2 books	46.48	Bill
	01/19/2023	80177992	3 books	78.72	Bill
Total for Cengage Learning Inc./Gale				400.35	
ELM USA, Inc.					
	02/03/2023	55839	Jan2023 usage	25.00	Bill
Total for ELM USA, Inc.				25.00	
Findaway/Playaway					
	01/23/2023	418528	9 playaway	352.93	Bill
Total for Findawya/Playaway				352.93	
Highmark BlueShield of Northeastern New York					
	02/06/2023	230206300831144	Mar 2023 medical J Kaplan	199.00	Bill
Total for Highmark Blue Shield of NENY				199.00	
Mail 'N' More					
	01/31/2023	12812	1 roll stamps, 1 box envelopes	92.99	Bill
	01/31/2023	12862	stamps, plastic wrap, bookmarks	265.99	Bill
Total for Mail 'N' More				358.98	
Midwest Tape, LLC					
	02/02/2023	503319204	7 DVD/ADB	302.93	Bill
	01/31/2023	503311780	Hoopla Jan 2023	1,060.92	Bill
	01/27/2023	503292111	6 DVD/ADB	246.94	Bill
	01/17/2023	503243181	1 DVD/ADB	39.99	Bill

Total for Midwest Tape, LLC				1,650.78
NightRider Janitorial Services				
	02/01/2023	FEB23118	Feb 2023 cleaning	2,295.00 Bill
Total for NightRider Janitorial Services				2,295.00
Repeat Business Systems, Inc.				
	01/10/2023	871950-A	B/W base rate 1.6.23-4.5.23, surcharge 7%	83.87 Bill
	12/31/2022	871950-B	color usage 10.6.22-1.5.23 (2022 expense)	36.43 Bill
Total for Repeat Business Systems, Inc.				120.30
Roland J. Down				
	02/06/2023	1147174	diagnostic & repair svc 2.6.23	206.10 Bill
Total for Roland J. Down				206.10
Simmons Elevator Co.				
	01/17/2023	45934	2023 qtr 1 elev maint	410.79 Bill
	01/19/2023	46045	1/19/2023 elev lift assist for Alarm testing	583.75 Bill
Total for Simmons Elevator Co.				994.54
Southern Adirondack Library System				
	01/24/2023	BUR 1242023	2023 deep freeze maint renewal qty 14	110.60 Bill
	02/15/2023	BUR 2152023	2023 overdrive contribution	2,642.55 Bill
	02/06/2023	2023-1BUR	Jan 2023 monthly fee/circulation renewals	1,887.17 Bill
Total for Southern Adirondack Library System				4,640.32
The Law Office of Stephanie Adams, PLLC				
	02/10/2023	2471	svcs 1/2/2023-1/30/2023	1,150.00 Bill
	12/31/2022	2424	svcs 12.1.22-12.28.22	300.00 Bill
Total for Law Office of Stephanie Adams, PLLC				1,450.00
Twin Bridges Waste & Recycling, LLC				
	02/01/2023	Feb2023	Feb 2023 svc	74.75 Bill
Total for Twin Bridges				74.75
UTICA NATIONAL INSURANCE GROUP				
	02/09/2023	FEB2023-WComp	2023 wkrs comp	2,192.00 Bill
Total for UTICA NATIONAL INSURANCE GROUP				2,192.00
TOTAL				18,599.00

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

	CAP IMP (1643)	FUND BALANCE (1567)	Add'l Fund Bal FDIC (5150)	TRUSTEE FUND (1596)
Revenue				
BALLSTON TAXES				
17.1001.41.000.0.000 Real Property Taxes				
Total BALLSTON TAXES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees				
17.2082.41.005.0.000 LIBRARY CHARGES - Fines				
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR				
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR				
Total LIBRARY CHARGES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
MISC REVENUE				
17.2401.41.000.0.000 INTEREST & EARNINGS		20.60	0.69	1.97
17.2705.41.000.0.000 Gifts / Donations / Reimbursements				
17.2770.41.000.0.000 Other Unclassified Revenues	35,271.00			
Total MISC REVENUE	\$ 35,271.00	\$ 20.60	\$ 0.69	\$ 1.97
Total Revenue	\$ 35,271.00	\$ 20.60	\$ 0.69	\$ 1.97
Gross Profit	\$ 35,271.00	\$ 20.60	\$ 0.69	\$ 1.97
Expenditures				
BENEFITS				
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION				
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)				
17.9060.58.052.0.000 HSA (ER Contribution)				
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)				
17.9060.58.054.0.000 HEALTH INS OPT OUT				
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)				
Total BENEFITS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print				
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals				
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers				
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books				
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases				
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials				
Total LIBRARY MATERIALS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS				
17.7410.51.031.0.000 CLERICAL STAFF				
17.7410.51.032.0.000 PAGES				
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)				
Total LIBRARY PERSONNEL SERVICES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS				
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS				
17.7410.54.041.0.000 POSTAGE / MAILINGS				

17.7410.54.042.0.000 PUBLICITY / Promotion							
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS							
Total OFFICE EXPENSES	\$	0.00	\$	0.00	\$	0.00	\$ 0.00
OPERATION EXPENSE							
17.1620.54.010.0.000 Professional Services - LEGAL							
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL							
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE							
17.7410.51.033.0.000 Professional Services - PAYROLL Processing							
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)							
17.7410.54.010.0.000 Professional Services - IT (SALS)							
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS							
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING							
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)							
17.7410.54.039.0.000 CUSTODIAL SERVICES							
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT							
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT							
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M							
17.7410.54.077.0.000 TRASH REMOVAL SERVICES							
Total OPERATION EXPENSE	\$	0.00	\$	0.00	\$	0.00	\$ 0.00
SPECIAL ITEMS							
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA							
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library							
Total SPECIAL ITEMS	\$	0.00	\$	0.00	\$	0.00	\$ 0.00
Total Expenditures	\$	0.00	\$	0.00	\$	0.00	\$ 0.00
Net Operating Revenue	\$	35,271.00	\$	20.60	\$	0.69	\$ 1.97
Net Revenue	\$	35,271.00	\$	20.60	\$	0.69	\$ 1.97

Tuesday, Feb 21, 2023 06:44:31 AM GMT-8 - Accrual Basis

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

	General Cking 1164			
	Actual	Budget	Remaining	%
Revenue				
BALLSTON TAXES			0.00	
17.1001.41.000.0.000 Real Property Taxes	646,052.11	646,051.00	-1.11	0.00%
Total BALLSTON TAXES	\$ 646,052.11	\$ 646,051.00	-\$ 1.11	0.00%
CHARLTON LIBRARY SVCS			0.00	
17.2360.41.000.0.000 Library Services to Other Governments		54,000.00	54,000.00	100.00%
Total CHARLTON LIBRARY SVCS	\$ 0.00	\$ 54,000.00	\$ 54,000.00	100.00%
LIBRARY CHARGES			0.00	
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	416.56	3,000.00	2,583.44	86.11%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	27.66		-27.66	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	375.31	1,900.00	1,524.69	80.25%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	0.00		0.00	
Total LIBRARY CHARGES	\$ 819.53	\$ 4,900.00	\$ 4,080.47	83.27%
LIBRARY SYSTEM GRANTS			0.00	
17.2760.41.001.0.000 Library System Grants - LLSA		3,194.00	3,194.00	100.00%
Total LIBRARY SYSTEM GRANTS	\$ 0.00	\$ 3,194.00	\$ 3,194.00	100.00%
MISC REVENUE			0.00	
17.2401.41.000.0.000 INTEREST & EARNINGS		28.00	28.00	100.00%
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	276.19	6,000.00	5,723.81	95.40%
17.2770.41.000.0.000 Other Unclassified Revenues	1,000.00		-1,000.00	
17.9999.41.000.0.000 Budget Fund Balance Draw		16,000.00	16,000.00	100.00%
Total MISC REVENUE	\$ 1,276.19	\$ 22,028.00	\$ 20,751.81	94.21%
Total Revenue	\$ 648,147.83	\$ 730,173.00	\$ 82,025.17	11.23%
Gross Profit	\$ 648,147.83	\$ 730,173.00	\$ 82,025.17	11.23%
Expenditures				
BENEFITS			0.00	
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION	31,785.25	25,000.00	-6,785.25	-27.14%
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)	4,319.29	3,211.00	-1,108.29	-34.52%
17.9060.58.052.0.000 HSA (ER Contribution)	2,216.20	4,550.00	2,333.80	51.29%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	700.14	3,888.00	3,187.86	81.99%
17.9060.58.054.0.000 HEALTH INS OPT OUT	276.92	1,800.00	1,523.08	84.62%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	3,357.14	22,916.00	19,558.86	85.35%
Total BENEFITS	\$ 42,654.94	\$ 61,365.00	\$ 18,710.06	30.49%
LIBRARY EQUIPMENT & CAPITAL OUTLAY			0.00	
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES		9,000.00	9,000.00	100.00%
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES		1,000.00	1,000.00	100.00%
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 0.00	\$ 10,000.00	\$ 10,000.00	100.00%
LIBRARY MATERIALS			0.00	
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	3,907.01	62,000.00	58,092.99	93.70%
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	2,269.39	2,600.00	330.61	12.72%
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	1,049.86	1,800.00	750.14	41.67%
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books	2,642.55	2,500.00	-142.55	-5.70%
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	1,060.92	11,000.00	9,939.08	90.36%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	1,051.84	16,000.00	14,948.16	93.43%
Total LIBRARY MATERIALS	\$ 11,981.57	\$ 95,900.00	\$ 83,918.43	87.51%
LIBRARY PERSONNEL SERVICES		884.00	884.00	100.00%
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	28,228.56	182,754.00	154,525.44	84.55%

17.7410.51.031.0.000 CLERICAL STAFF	22,035.63	158,723.00	136,687.37	86.12%
17.7410.51.032.0.000 PAGES	2,820.45	28,912.00	26,091.55	90.24%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	4,308.81	28,402.00	24,093.19	84.83%
Total LIBRARY PERSONNEL SERVICES	\$ 57,393.45	\$ 399,675.00	\$ 342,281.55	85.64%
OFFICE EXPENSES			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	628.00	4,000.00	3,372.00	84.30%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	629.87	3,500.00	2,870.13	82.00%
17.7410.54.041.0.000 POSTAGE / MAILINGS	4.59	250.00	245.41	98.16%
17.7410.54.042.0.000 PUBLICITY / Promotion	50.00	1,000.00	950.00	95.00%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	519.40	14,000.00	13,480.60	96.29%
Total OFFICE EXPENSES	\$ 1,831.86	\$ 22,750.00	\$ 20,918.14	91.95%
OPERATION EXPENSE			0.00	
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE		3,000.00	3,000.00	100.00%
17.1620.54.010.0.000 Professional Services - LEGAL	1,150.00	10,000.00	8,850.00	88.50%
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	7,299.75	5,500.00	-1,799.75	-32.72%
17.1620.54.012.0.000 Professional Services - HUMAN RESOURCES		500.00	500.00	100.00%
17.1620.54.013.0.000 Professional Services - PR		6,000.00	6,000.00	100.00%
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE	301.09	12,247.00	11,945.91	97.54%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	301.63	2,000.00	1,698.37	84.92%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	4,401.90	17,500.00	13,098.10	74.85%
17.7410.54.010.0.000 Professional Services - IT (SALS)	1,887.17	22,646.00	20,758.83	91.67%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	1,957.40	3,000.00	1,042.60	34.75%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	814.00	3,000.00	2,186.00	72.87%
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17.7410.54.040.0.000 CUSTODIAL SUPPLIES		3,200.00	3,200.00	100.00%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	17.69	250.00	232.31	92.92%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	108.87	500.00	391.13	78.23%
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17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	100.00%
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Total Expenditures	\$ 149,134.43	\$ 730,173.00	\$ 581,038.57	79.58%
Net Operating Revenue	\$ 499,013.40	\$ 0.00	-\$ 499,013.40	
Net Revenue	\$ 499,013.40	\$ 0.00	-\$ 499,013.40	

Tuesday, Feb 21, 2023 06:28:08 AM GMT-8 - Accrual Basis

TOB Library NEW Trustee Account (XXX1596)

2/21/2023 11:36

Date	Check Number	Description	Fund	Withdrawal Amount	Deposit Amount	Account Balance
				2023	Beg Bal	\$11,608.26
1.31.2023		interest earned	UNDESIGNATED		1.97	\$11,610.23

TRUSTEES FUNDS SUMMARY (XXX1596)

2/21/2023 11:37

FUND NAME

Richard E. Wittnebel	\$23.55
BH Women's Club	\$74.76
Conklin	\$5,069.61
Asa Kaplan	\$302.90
Tibbitts	\$38.88
McQueen	\$11.26
DeAngelo	\$51.04
Carol Brower	\$345.00
Ruth Glasser	\$57.40
Undesignated	\$5,635.83
TOTAL	\$11,610.23

Town of Ballston Community Library
EARY PAYS FEB 2023
11000 BSNB LIBRARY General Fund (1164)

Date	Transaction Type	Num	Name	Memo/Description	Amount
02/13/2023	Bill Payment (Check)	456	NATIONAL GRID	Acct# 02461-44007	\$3,459.48
02/13/2023	Bill Payment (Check)	457	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	\$279.94
02/13/2023	Check	458	VISA	Jan2023 (2867)charges less credit	\$243.45
				TOTAL	\$3,982.87

Ballston Community Public Library Director's Report

February 2023

Circulation Statistics

January 2023

Circulation Statistics	Current Month	2023 to Date	2022 Total
Items Added to Collection	163	163	4,719
Number of Physical Items Circulated	8,398	8,398	98,808
Overdrive/Libby Circulation	1,152	1,152	12,343
Hoopla Circulation	483	483	5,868
New Patron Registrations	25	25	537
Curbside Appointments	2	2	100
Patrons in the Building	3,099	3,099	42,564

Programs & Events

January 2023

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2023 Total	Participants 2023 Total	Number Offered 2022 Total	Participants 2022 Total
Preschool	15	306	15	306	176	3,324
Elementary	5	61	5	61	68	1,125
Teen	2	6	2	6	24	303
Adult	3	16	3	16	56	477
Family	2	145	2	145	38	2,612
Outreach	0	0	0	0	66	2,960
TOTALS	27	534	27	534	428	10,801

Youth Services Programming: We introduced a new Teen Book Club in February called "Teen Book Boxes." Every other month we have 10 themed boxes available for registration. In each box is a free paperback book, stickers, a bookmark, and a surprise item. So far it has been a hit and seems to be attracting teens to other programs we've offered this month. We are excited to try it again in April. In addition to the new book club we also had 6 other book clubs, 4 weekly story times, a Saturday story time, a Grab 'N Go craft, 2 afterschool craft programs, a STEM program, 2 Teen craft programs, 2 Read to Seamus the therapy dog sessions, and a Bookmark Design Contest. Youth Services staff has contacted most of the performers for the upcoming Summer Reading Program. We are currently working on finalizing the last few events of the summer calendar.

Adult Programming: March is going to be a busy month with the Small Towns, Big Read programs, along with Memoir Writing with Mary Sanders Shartle starting back up as well. An educator from the Schoharie Crossing Historic Site will be here at the end of March to do a program about the Erie Canal. In April there will be 2 programs about the Hillside Cemetery, one a tour onsite, the other an educational program here at the Library. Planning for Summer Reading is still underway.

Organizational Goals

- Representatives from the Library and the Town met with the Southern Adirondack Library System, NYS Library Development, Assemblywoman Carrie Woerner, Senator Iwen Chu, representatives from Assemblywoman Marybeth Walsh's Office and from Senator Jim Tedisco's office. Draft legislation was discussed and everyone agreed to pursue changes to allow the charter update to move forward.

Financials

Account Balances Chart

Account Name	Status	Balance
Fund Balance Account	(xxx1567)	\$110,632
Operating Account	(xxx1164)	\$62,452
Trustees Account	(xxx1596)	\$11,610
Capital Account	(xxx1643)	\$45,081
Petty Cash On Hand	Lock Box	\$58
Circulation Tray	Tray	\$75

Summary of Library Funds and Accounts Holding those Funds as 31 January 2023. All Library funds are held in Library held accounts as of 16 June 2022.

Staff & Volunteers

- We are working with Saratoga County Civil Service to fill the open Library Assistant Position.

Facility Update

- Sage Engineering and Roland J. Down each came to look at the heating issue in the Local History Room. It has been determined that Unit 6 is not operating properly in heat mode. A new thermostat and wiring are the first step to rectifying the issue.

Technology

January 2023

Technology Statistics	Current Month	2023 to Date	2022 to Date
Public Computer Sessions	122	122	1,527
WiFi Sessions (unique users)	691	691	7,081

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	2/16/2023	7.1%

*Saratoga County Percent Positive 7 Day Results per NYS

Meetings & Professional Development

- **Mary Jane Baumbach, Youth Services Clerk:** KnowBe4 New User and Annual Training 2023 2/6, Youth Services Staff Meeting 2/13
- **Charity Canfield, Page:** KnowBe4 New User and Annual Training 2023 2/6
- **Carol Chaisson, Clerk:** KnowBe4 New User and Annual Training 2023 2/7
- **Rong-Jane Chen, Library Assistant:** KnowBe4 New User and Annual Training 2023 2/6, Youth Services Staff Meeting 2/13
- **Alyssa Harvey, Head of Youth Services:** Exploring Race and Representation in Picture Books Webinar (1/26), NYLA YSS Board Meeting (1/27), NYLA YSS Conference Committee Meeting (1/31), KnowBe4 New User and Annual Training 2023 2/10, Library Youth Staff Meeting (2/13), Children's Summer Reading Workshop (2/15)
- **Mary Hayden, Page:** KnowBe4 New User and Annual Training 2023 2/10
- **Erin Knight, Clerk:** KnowBe4 New User and Annual Training 2023 2/3
- **Lindsay Kosnick, Page:** KnowBe4 New User and Annual Training 2023 2/15
- **Elizabeth Lafergola, Clerk:** KnowBe4 New User and Annual Training 2023 2/3
- **Hannah Moore, Clerk:** KnowBe4 New User and Annual Training 2023 2/16
- **Amelia Grace Morrow, Page:** KnowBe4 New User and Annual Training 2023 2/17
- **William Newsom, Substitute:** KnowBe4 New User and Annual Training 2023 2/1
- **Jenn Richard, Head of Adult Services:** Board of Trustees 2/1, Friends of the Library 2/7, OATS Training 2/10, Town of Charlton 2/13, OATS Training 2/14, OATS 2/21
- **Terry Riley, Account Clerk:** KnowBe4 New User and Annual Training 2023 2/9, UHY Accounting Meeting 2/16
- **Kyrsten Rodrigues, Clerk:** KnowBe4 New User and Annual Training 2023 2/7
- **Rebecca Verhayden, Director:** Board of Trustees 2/1, KnowBe4 New User and Annual Training 2023 2/4, Friends of the Library 2/7, SALS Annual Report Party 2/9, Legal Meeting 2/10, Personnel 2/13, BH Forward 2/13, Town of Charlton 2/13, Town of Ballston 2/14, UHY Accounting Meeting 2/16, Ballston Legislative Launch Meeting 2/16, SALS Directors Council 2/17

Rebecca Verhayden, Director 2/17/2023

This is an update on the Transition of the Library to a Special District Library (as currently defined by New York State Education Department (NYSED)). **Content updates for February 2023 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 in 2023 to establish clear operational guidelines between the Town Board and the Library Board of Trustees. The Library Trustees are working with the Town Board as well as the appropriate stakeholders to initiate the legislative process which will provide direct accountability to the voters of the Library District.

All of the previously shared or Town administered services on behalf of the Library have transitioned to full Library administration. Library operations do not rely on Town administration, and, in the future, will not, unless, and except as, *ad hoc* efficiencies in collaborating are identified by the Library and the Town.

On November 1, 2022 Library Trustee Stone, Town Councilman Carota, and Town Supervisor Connolly met and discussed home rule for legislation, the status of a potential lease agreement, and dual building insurance. The Town Supervisor addressed the above by reaching out to the Town Board members. At the December 27, 2022 Town Board Agenda Meeting, the Library requested a Home Rule Resolution from the Town Board that would allow an update of the current charter to that of a true special district; Town Board discussed it and no issues were presented regarding this initiative. At the January 10, 2023 Town Board Meeting, Town Supervisor Connolly acknowledged receiving a Home Rule Resolution Draft from the Library. **On February 16, 2023, a Stakeholder Meeting was held to discuss the legislative amendment process. Town Attorney Ryan reviewed the 2022 draft legislation and raised points where he would like the language to be updated so that it is acceptable to both Town and Library; Town Attorney Ryan and Library Attorney Adams plan to meet to make these revisions; a tentative timeline was suggested during this meeting as follows:**

- **Now to End of February - Make edits to current 2022 draft**
- **Beginning of March – Both parties to review and analyze**
- **Mid to End of March – Approved and finalized Legislation introduced into Assembly by Sam Torrey (Chief of Staff for Assemblywoman Marybeth Walsh) for Number; Additional discussion as needed at Town Board Agenda Meeting (3/28/23)**
- **Beginning of April – Anticipated Home Rule Resolution at Town Board Meeting (4/11/23); paperwork to be finalized by Sam**

Reference	Service	Pre-Transition State	Post-Transition State	Status
A	Payroll	Administered by Town	Administered by Library	Complete
B	Bill Paying	Administered by Town	Administered by Library	Complete
C	Funds/Bank Accounts	Held by Town	Held by Library	Complete
D	Annual Budgeting Process	Town Process/Approved by Town	Special District Guidelines/ Public Vote as required	ON HOLD
E	Trustee Appointment	Appointed by Town	Special District Guidelines/Public Vote Administered by Library	ON HOLD
F	Employee Medical Benefits /WC/Retirement/ Disability	Administered by Town	Administered by Library	Complete
G	HR Administration	Administered by Town	Administered by Library	Complete
H	Insurance Coverage (Building, D&O)	Administered by Town	Administered by Library	Complete
I	Building Maintenance	Administered by Library	Administered by Library	Complete
J	Building Ownership	Owned by Town	Transfer to be pursued.	FUTURE
K	Land Ownership	Owned by Town	Transfer to be pursued.	FUTURE
L	Sidewalk Clearance/ Landscaping	Administered by Library	Administered by Library	Complete
M	Parking Lot Snow Plowing/ Lawn Mowing	Performed by Town - transitioned to Library in winter 2020/2021	Administered by Library	Complete
N	Governance/ Compliance Guidance	Administered by Town	Administered by Library	Complete
O	On-going Legal Support	Administered by Town	Administered by Library	Complete
P	Policies	Town and Library blend	Administered by Library	Complete

Table 1. Capture of Services

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

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

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

The most recent Library-generated financial report was reviewed in the Public Meeting of the Library Board of Trustees on February 22, 2023. Further, on February 13, 2023, the Library provided the Town with updated additional detailed monthly Financial reports and account reconciliations that had been identified by the Town.

D. The tax levy is currently authorized to be included on the budget submitted by the Town Board, and paid only by those in the district served. After Transition, the Library Tax will continue to be collected by the Town on residents' tax bills. The proposed legislation will authorize a process by which a budget is directly approved by voters of the Special District Library. The delay in the Legislative process required to execute the Transition means that the Pre-Transition budget process will remain in effect for the 2023 Budgeting cycle.

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

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

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

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

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

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

J & K. The Library premises are owned by the Town, but restricted by deed to the use of the Library. The Library and Town coordinate on property-related issues. The Library Board of

Trustees passed a resolution in the September 28, 2022 meeting to consider entering into a lease agreement with Town for use of the library building. The Library wishes to confirm the terms of its occupancy of the library building to ensure clarity regarding key operational issues. Therefore, the Library shall explore a written agreement with the Town; this is currently on hold pending legislation.

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

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

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

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

Summary:

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

Despite the setback of missing the 2022 legislative cycle, the Library Board of Trustees is continuing the effort in 2023 to establish clear operational guidelines between the Town Board and the Library Board of Trustees. The Library Trustees are working with the Town Board as well as the appropriate stakeholders to initiate the legislative process which will provide 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.