

**Ballston Community Public Library
Board of Trustees Meeting Agenda
April 26, 2023**

- 1) Call to order**
- 2) Minutes of March 29, 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
 - c) Policy Committee
 - d) Nominating Committee
 - e) Budget & Finance Committee
- 8) Unfinished Business**
 - a) Local History & Lighting Construction Project
 - b) Ballston Legislation & Transition
 - c) Trustee Vacancy
 - d) Wellness Hours
- 9) New Business**
 - a) Annual Report to the Public

*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.*

- b) **RESOLUTION 23-032** Consider amending motion 22-030 appointing William Bechtel to the following Board of Trustee Committees; Budget & Finance, Building & Grounds, and Policy to renumber it as 23-030.
- c) **RESOLUTION 23-033** Consider amending motion 22-031 an amendment to the Ballston Community Public Library Bylaws' Trustees' Annual Calendar for the month of April: Distribution of Annual Report to Public to renumber it as 23-031.
- d) **RESOLUTION 23-034** Consider approving monthly Transition Status Report to the Town of Ballston.

- e) **RESOLUTION 23-035** Consider appointing Calli Powell to the part-time position of Library Assistant for the Ballston Community Public Library at an hourly rate of \$23 effective May 1, 2023.
- f) **RESOLUTION 23-036** Consider accepting the resignation of Krysten Rodrigues, circulation clerk, effective April 29, 2023.
- g) **RESOLUTION 23-037** Consider approving amended Policy 2720 Continuation of Operations Policy.
- h) **RESOLUTION 23-038** Consider moving the Library to Stage 6 of Policy 2720 Continuation of Operations Policy effective immediately.
- i) **RESOLUTION 23-039** Consider updating all library policies and procedures to the legal name of Ballston Community Public Library.
- j) **RESOLUTION 23-040** Consider approving 2022 Annual Report to the Public.
- k) **RESOLUTION 23-041** Consider appointing Charity Canfield to the part-time position of circulation clerk at an hourly rate of \$14.50 effective May 1, 2023.

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

- 10) Executive Session to discuss Trustee Vacancy**
- 11) Executive Session to discuss attorney-client privileged legal matters**
- 12) Adjournment**

April Voucher Signer: Bill Bechtel

Charlton Town Board Meeting: Monday, May 8 at 7:30 PM

Ballston Town Board Meeting: Tuesday, May 9 at 6:30 PM

May Voucher Signer: Kate Schofield

Ballston Community Public Library
Board of Trustees Monthly Meeting Minutes
March 29, 2023

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

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

Trustees Present via Zoom: none

Trustees excused: none

Trustees unexcused: none

Town Representatives: none

Call to order: The meeting was called to order at 7:00 p.m. by President Julia Stone.

Minutes of February 22, 2023 monthly meeting: On a motion by Carolyn Speenburgh, seconded by Kate Schofield, the minutes of the February 22, 2023 meeting were unanimously approved.

Minutes of March 8, 2023 special meeting: On a motion by Julia Stone, seconded by Steve Burchett, the minutes of the March 8, 2023 special meeting were approved unanimously.

Report of Special Funds: Special funds for March, 2023 were reviewed.

Monthly Financial Reports: Financial reports for March, 2023 were reviewed.

Approval of Bills: On a motion by Sue Tomlinson, seconded by Carolyn Speenburgh, the bills for March, 2023 were unanimously approved.

Librarians Reports: Attached.

Reports of Committees:

- a) Town Liaisons: none
- b) Personnel Committee: Draft of annual performance review for Director Verhayden was prepared and will be presented to Trustees for discussion in Executive Session. Staffing updates will be covered under Resolutions 23-028 and 23-029.
- c) Policy Committee: Amendment to the Bylaws' Trustees Annual Calendar will be covered in the resolution listed below.

Unfinished Business:

- a) Reopening Plan update - no change
- b) Local History and Lighting Construction Project - Good progress has been made on the punchlist; Lisa Hayes of Butler Rowland Mays Architects, LLP has urged Gallo to complete a few remaining items. Roland J. Down repaired rooftop unit 6, but the Local History Room was still cold. Also, there is internal taping inside lighting which is casting a shadow, so Gallo is filing a claim with the manufacturer to send a replacement and/or have it fixed. On a recommendation by Sage Engineering, the thermostat outside the Local History Room was moved inside it, but the room is still cold. We will continue to pursue a solution. Sage Engineering has a proposed 4-step plan to resolve the issue. The Building Department of the Town of Ballston will soon come to inspect

the room; meanwhile, we can begin using it. A ribbon-cutting is anticipated for May. The Town of Charlton picked up the old local history cabinets and they're being rehoused at Charlton Community Center.

- c) Ballston Legislation and Transition - On March 20, 2023, attorneys for the Town and the Library met to review the draft legislation. They agreed on minor changes, and it was sent to Sam Torrey in Assemblywoman Mary Beth Walsh's office. Once approved there, it will come to the Library Board and the Town Board to review. President Stone, Director Verhayden, and trustees Bill Bechtel and Kate Schofield attended a virtual meeting with Erica Freudenberger and Sara Dallas from SALS, who had good input regarding informing patrons of the changes.
- d) Trustee Vacancy - Edward Guider has applied to become a Library Trustee. He spoke briefly about his other volunteer activities and reasons for wanting to be of service to the library and the community.

New Business:

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

RESOLUTION 23-027 Consider approving monthly Transition Status Report to the Town of Ballston. On a motion by Sue Tomlinson, with second by Kate Schofield, the monthly Transition Status Report was unanimously approved to be sent to the Town of Ballston.

RESOLUTION 23-028 Consider appointing Tricia Bitley to the part-time position of Account Clerk/Typist as Office Manager for the Ballston Community Public Library at an hourly rate of \$20.00, effective April 3, 2023. Motion made by Steve Burchett, seconded by Julia Stone, and passed with all in favor.

RESOLUTION 23-029 Consider appointing William Newsom III to the part-time position of Library Clerk at the Ballston Community Public Library at an hourly rate of \$14.79 effective April 3, 2023. Motion was made by Bill Bechtel, seconded by Carolyn Speenburgh, and passed unanimously.

RESOLUTION 22-030 Consider appointing William Bechtel to the following Board of Trustee Committees: Budget and Finance, Building and Grounds, Policy. Motion was made by Julia Stone, seconded by Steve Burchett, and passed unanimously.

RESOLUTION 22-031 Consider an amendment to the Ballston Community Public Library Bylaws Trustees' Annual Calendar for the month of April: Distribution of the Annual Report to the Public. Motion was made by Kate Schofield, seconded by Julia Stone, and passed with all in favor.

Privilege of the Floor on any topic (limit 3 minutes): None

Executive Session: At 7:46 p.m., on a motion by Carolyn Speenburgh, seconded by Sue Tomlinson, trustees voted unanimously to enter Executive Session to discuss the director performance evaluation. At 8:11 p.m. on a motion by Carolyn Speenburgh seconded by Steve Burchett, trustees voted unanimously to exit Executive Session, where no votes were taken.

Executive Session: At 8:12 p.m., on a motion by Steve Burchett with second by Bill Bechtel, trustees voted unanimously to enter Executive Session to discuss attorney-client privileged legal matters (as amended from the agenda). At 9:08 p.m., on a motion by Carolyn Speenburgh seconded by Kate Schofield, trustees voted unanimously to exit Executive Session, where no votes were taken.

Adjournment: At 9:09 p.m., on a motion by Steve Burchett with second by Bill Bechtel, trustees voted unanimously to adjourn the meeting.

TOB Library NEW Trustee Account (xxx1596)

4/24/2023 11:20

Date	Check Number	Description	Fund	With-drawal Amount	Deposit Amount	Account Balance
						\$11,608.26
1.31.2023		interest earned	UNDESIGNATED		1.97	\$11,610.23
2.28.2023		interest earned	UNDESIGNATED		1.78	\$11,612.01
3.29.2023	1010	B&T books	Conklin	210.31		\$11,401.70
3.31.2023		interest earned	UNDESIGNATED		1.97	\$11,403.67

TRUSTEES FUNDS SUMMARY (xxx1596)

4/24/2023 11:20

FUND NAME

Richard E. Wittnebel	\$23.55
BH Women's Club	\$74.76
Conklin	\$4,859.30
Asa Kaplan	\$302.90
Tibbitts	\$38.88
McQueen	\$11.26
DeAngelo	\$51.04
Carol Brower	\$345.00
Ruth Glasser	\$57.40
Undesignated	\$5,639.58

TOTAL \$11,403.67

Town of Ballston Community Library

Abstract

As of April 30, 2023

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Alyssa Harvey				
04/03/2023	4.3.2023	mileage reimb 6 trips to/from E. Glenville preschool & Mayfair Nursery	34.60	Bill
Total for Alyssa Harvey			\$34.60	
Amazon-pay by invoice				
04/15/2023	1DHL-6VMV-DPG9	misc items - see invoice	179.32	Bill
Total for Amazon-pay by invoice			\$179.32	
Baker & Taylor 800-340-5370				
03/29/2023	5018240790	24 books	366.28	Bill
03/10/2023	5018229748	33 books	411.36	Bill
03/13/2023	5018223464	34 books	416.53	Bill
03/27/2023	5018252346	25 books	305.19	Bill
04/10/2023	5018245411	43 books	517.63	Bill
04/07/2023	5018285024	41 books	584.38	Bill
04/04/2023	5018275247	34 books	454.35	Bill
03/15/2023	5018212245	47 books	671.92	Bill
03/23/2023	5018260461	42 books	529.39	Bill
Total for Baker & Taylor			\$4,257.03	
Ballston Spa Public Library				
04/03/2023	3.7.2023	BAL lost book 0000800680472 fee pd @ BUR	10.98	Bill
Total for Ballston Spa Public Library			\$10.98	
CDPHP				
04/12/2023	231020034408	May 2023 Health/Dental A Harvey & R Darling; Dental J Kaplan	1,294.14	Bill
Total for CDPHP			\$1,294.14	
Cengage Learning Inc. / Gale 248-699-4253				
03/15/2023	80890616	1 book	27.74	Bill
03/15/2023	80890249	3 books	83.22	Bill
04/05/2023	81009201	2 books	51.73	Bill
04/05/2023	81010258	6 books	149.19	Bill
03/15/2023	80889830	1 book	29.24	Bill
03/23/2023	80937312	1 book	26.99	Bill
03/23/2023	80936930	1 book	28.49	Bill
03/23/2023	80937607	1 book	29.24	Bill
03/22/2023	80928594	7 books	163.49	Bill
03/16/2023	80898782	3 books	77.97	Bill
Total for Cengage Learning Inc. / Gale			\$667.30	
Crandall Public Library				
04/03/2023	3.7.2023	GLE lost bk 000507683688 pd @ BUR	16.00	Bill
Total for Crandall Public Library			\$16.00	

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
ELM USA, Inc.				
04/04/2023	57352	Mar2023 usage	25.00	Bill
Total for ELM USA, Inc.			\$25.00	
Highmark BlueShield of Northeastern New York				
04/06/2023	230406308811310	May 2023 medical J Kaplan	199.00	Bill
Total for Highmark BlueShield of Northeastern New York			\$199.00	
Mail 'N' More 518.399.3279				
03/20/2023	13051	B&T return postage	5.50	Bill
Total for Mail 'N' More			\$5.50	
Mary Sanders Shartle				
04/20/2023	4.20.2023	memoir writing 6 classes @ \$80.00 ea.	480.00	Bill
Total for Mary Sanders Shartle			\$480.00	
Mechanicville District Public Library (518) 664-4646				
03/10/2023	3.7.2023	MEC lost book 0007700810520 fee pd @ BUR	22.95	Bill
Total for Mechanicville District Public Library			\$22.95	
Midwest Tape, LLC 800-875-2785				
04/11/2023	503631802	1 DVD/ADB	44.99	Bill
03/20/2023	503529435	1 DVD/ADB	44.99	Bill
03/31/2023	503585387	Hoopla Mar 2023	1,099.94	Bill
Total for Midwest Tape, LLC			\$1,189.92	
Nature's Way Pest Control 518-745-5958				
03/20/2023	17338	svc 3.20.2023	78.00	Bill
04/13/2023	22097	svc 4.13.2023	78.00	Bill
Total for Nature's Way Pest Control			\$156.00	
NightRider Janitorial Services (518) 782-9999				
04/01/2023	APR23111	April 2023 cleaning	2,295.00	Bill
Total for NightRider Janitorial Services			\$2,295.00	
Repeat Business Systems, Inc. (518) 869-8116				
04/05/2023	894643	B/W, Color and logistics surcharge	181.57	Bill
Total for Repeat Business Systems, Inc.			\$181.57	
Schoharie Crossing State Historic Site				
03/28/2023	3.28.2023	Sacandaga Canal Program	30.00	Bill
Total for Schoharie Crossing State Historic Site			\$30.00	
Simmons Elevator Co. 518-882-1445				
03/14/2023	46632	2023 QTR 2 elev maint	410.79	Bill
Total for Simmons Elevator Co.			\$410.79	
Southern Adirondack Library System 518-584-7300				
04/20/2023	5.15.2023	65th annual trustee mtg - registrants 5 @ 30.00 ea + 1 complimentary	150.00	Bill
04/03/2023	2023-3BUR	Mar2023 monthly fee/circ renewals	1,887.17	Bill

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
01/30/2023	BUR 1302023	overdrive	459.93	Bill
04/04/2023	BUR 4042023	patron/barcode labels (6000)	148.89	Bill
Total for Southern Adirondack Library System			\$2,645.99	
Staples				
04/04/2023	3534927290	copy paper, toners - HP201X BLK & HP410A YEL	204.98	Bill
04/06/2023	3535072400	mechanical pencils	4.72	Bill
04/06/2023	3535072406	legal pads, blk sharpie pens	35.33	Bill
Total for Staples			\$245.03	
The Law Office of Stephanie Adams, PLLC 716.464.33386				
04/14/2023	2578	svcs 3.1.23-3.31.23	2,125.00	Bill
Total for The Law Office of Stephanie Adams, PLLC			\$2,125.00	
Town of Ballston Water Dept.				
03/31/2023	3.31.2023	water usage 90 days 12/29/2022-3/29/2023	131.32	Bill
Total for Town of Ballston Water Dept.			\$131.32	
Twin Bridges Waste & Recycling, LLC (518) 267-3400				
04/01/2023	April2023	April 2023 svc	74.75	Bill
Total for Twin Bridges Waste & Recycling, LLC			\$74.75	
Waterford Public Library				
03/07/2023	3.7.2023	WAT lost book 0000900775834 fee pd @ BUR	5.99	Bill
Total for Waterford Public Library			\$5.99	
TOTAL			\$16,683.18	

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

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	Add'l Fund Bal FDIC 5150	TRUSTEE FUND (1596)
Revenue				
BALLSTON TAXES				
17.1001.41.000.0.000 Real Property Taxes				
Total BALLSTON TAXES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Other Governments				
Total CHARLTON LIBRARY SVCS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY CHARGES				
17.2082.41.000.0.000 LIBRARY CHARGES - Not Specified				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees				
17.2082.41.005.0.000 LIBRARY CHARGES - Fines				
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR				
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR				
Total LIBRARY CHARGES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY SYSTEM GRANTS				
17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants				
Total LIBRARY SYSTEM GRANTS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
MISC REVENUE				
17.2401.41.000.0.000 INTEREST & EARNINGS			56.37	5.72
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	\$ 56.37	\$ 0.69	\$ 5.72
Total Revenue	\$ 35,271.00	\$ 56.37	\$ 0.69	\$ 5.72
Gross Profit	\$ 35,271.00	\$ 56.37	\$ 0.69	\$ 5.72
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				210.31
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	\$ 210.31

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	Add'l Fund Bal FDIC 5150	TRUSTEE FUND (1596)
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 Professinal 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	\$ 210.31
Net Operating Revenue	\$ 35,271.00	\$ 56.37	\$ 0.69	-\$ 204.59
Net Revenue	\$ 35,271.00	\$ 56.37	\$ 0.69	-\$ 204.59

PREPARATION DATE: Monday, Apr 24, 2023 08:26:23 AM GMT-7 - Accrual Basis

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

General Cking 1164				
	Actual	Budget	Remaining	%
				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	11,845.00	54,000.00	42,155.00	78.06%
Total CHARLTON LIBRARY SVCS	\$ 11,845.00	\$ 54,000.00	\$ 42,155.00	78.06%
LIBRARY CHARGES			0.00	
17.2082.41.000.0.000 LIBRARY CHARGES - Not Specified	-16.00		16.00	
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	860.01	3,000.00	2,139.99	71.33%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	30.76		-30.76	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	554.18	1,900.00	1,345.82	70.83%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	24.01		-24.01	
Total LIBRARY CHARGES	\$ 1,452.96	\$ 4,900.00	\$ 3,447.04	70.35%
LIBRARY SYSTEM GRANTS			0.00	
17.2760.41.001.0.000 Library System Grants - LLSA		3,194.00	3,194.00	100.00%
17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants	3,000.00		-3,000.00	
Total LIBRARY SYSTEM GRANTS	\$ 3,000.00	\$ 3,194.00	\$ 194.00	6.07%
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	12,298.08	6,000.00	-6,298.08	-104.97%
17.2770.41.000.0.000 Other Unclassified Revenues	2,185.61		-2,185.61	
17.9999.41.000.0.000 Budget Fund Balance Draw		16,000.00	16,000.00	100.00%
Total MISC REVENUE	\$ 14,483.69	\$ 22,028.00	\$ 7,544.31	34.25%
Total Revenue	\$ 676,833.76	\$ 730,173.00	\$ 53,339.24	7.31%
Gross Profit	\$ 676,833.76	\$ 730,173.00	\$ 53,339.24	7.31%
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)	2,436.00	4,550.00	2,114.00	46.46%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	1,166.90	3,888.00	2,721.10	69.99%
17.9060.58.054.0.000 HEALTH INS OPT OUT	553.84	1,800.00	1,246.16	69.23%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	5,468.86	22,916.00	17,447.14	76.14%
Total BENEFITS	\$ 45,730.14	\$ 61,365.00	\$ 15,634.86	25.48%
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	15,986.30	62,000.00	46,013.70	74.22%
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	4,102.48	2,500.00	-1,602.48	-64.10%
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	3,208.04	11,000.00	7,791.96	70.84%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	1,551.68	16,000.00	14,448.32	90.30%
Total LIBRARY MATERIALS	\$ 28,167.75	\$ 95,900.00	\$ 67,732.25	70.63%

	Actual	Budget	Remaining	% Remaining
LIBRARY PERSONNEL SERVICES		884.00	884.00	100.00%
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	56,457.12	182,754.00	126,296.88	69.11%
17.7410.51.031.0.000 CLERICAL STAFF	44,729.43	158,723.00	113,993.57	71.82%
17.7410.51.032.0.000 PAGES	6,200.05	28,912.00	22,711.95	78.56%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	8,593.34	28,402.00	19,808.66	69.74%
Total LIBRARY PERSONNEL SERVICES	\$ 115,979.94	\$ 399,675.00	\$ 283,695.06	70.98%
OFFICE EXPENSES			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	1,894.60	4,000.00	2,105.40	52.64%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	1,377.25	3,500.00	2,122.75	60.65%
17.7410.54.041.0.000 POSTAGE / MAILINGS	10.09	250.00	239.91	95.96%
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	3,748.73	14,000.00	10,251.27	73.22%
Total OFFICE EXPENSES	\$ 7,080.67	\$ 22,750.00	\$ 15,669.33	68.88%
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	5,395.00	10,000.00	4,605.00	46.05%
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	8,024.50	5,500.00	-2,524.50	-45.90%
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	391.46	12,247.00	11,855.54	96.80%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	1,003.57	2,000.00	996.43	49.82%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	10,836.38	17,500.00	6,663.62	38.08%
17.7410.54.010.0.000 Professional Services - IT (SALS)	5,661.51	22,646.00	16,984.49	75.00%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,214.07	3,000.00	785.93	26.20%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	979.00	3,000.00	2,021.00	67.37%
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	9,180.00	27,540.00	18,360.00	66.67%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES		3,200.00	3,200.00	100.00%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	52.29	250.00	197.71	79.08%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	340.44	500.00	159.56	31.91%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	3,403.33	6,200.00	2,796.67	45.11%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	299.00	900.00	601.00	66.78%
Total OPERATION EXPENSE	\$ 47,980.13	\$ 124,483.00	\$ 76,502.87	61.46%
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	\$ 254,274.12	\$ 730,173.00	\$ 475,898.88	65.18%
Net Operating Revenue	\$ 422,559.64	\$ 0.00	-\$ 422,559.64	
Net Revenue	\$ 422,559.64	\$ 0.00	-\$ 422,559.64	

PREPARATION DATE: Monday, Apr 24, 2023 07:10:09 AM GMT-7 - Accrual Basis

Ballston Community Public Library
EARLY PAYS & PC OH Reimbursement
April 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount
04/17/2023	Bill Payment (Check)	510	NATIONAL GRID	Acct# 02461-44007	\$3,122.64
04/17/2023	Bill Payment (Check)	511	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	\$279.97
04/26/2023	Check		Cash	April 2023 PC O/H reimb	\$40.67
					\$3,443.28

Monday, Apr 24, 2023 07:46:09 AM GMT-7

Ballston Community Public Library Director's Report

April 2023

Circulation Statistics

March 2023

Circulation Statistics	Current Month	2023 to Date	2022 Total
Items Added to Collection	393	784	4,719
Number of Physical Items Circulated	8,530	25,908	98,808
Overdrive/Libby Circulation	1,196	3,528	12,343
Hoopla Circulation	498	1,460	5,868
New Patron Registrations	42	108	537
Curbside Appointments	2	6	100
Patrons in the Building	4,136	11,415	42,564

Programs & Events

March 2023

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2023 Total	Participants 2023 Total	Number Offered 2022 Total	Participants 2022 Total
Preschool	19	538	42	1,156	176	3,324
Elementary	7	80	19	220	68	1,125
Teen	3	8	9	37	24	303
Adult	13	144	21	439	56	477
Family	4	184	12	1,007	38	2,612
Outreach	5	87	5	87	66	2,960
TOTALS	51	1,041	108	2,802	428	10,801

Youth Services Programming: At the end of March and beginning of April, Alyssa visited some local Nursery Schools and Preschools to do guest story times and talk about the library. During the month of April we offered our 4 weekly story times, 1 Saturday story time, 10 Teen Book Boxes, 1 STEM Obstacle Course, 3 Read to Seamus the Therapy dog events, 5 book clubs, 1 Teen craft, 1 Kid's craft, 1 Grab 'N Go Craft, 1 Story Crafters event, and a Guess the Jellybeans Contest. The Summer Reading Program youth calendar has been finalized and all promotional materials have been made for the events. Alyssa has finished the school handouts and will be sending them to the Superintendent's office for approval and distribution. Week-long school visits for Charlton Heights, Stevens, and Pashley have been scheduled in late May and throughout June. Rainbow decorations have been purchased for the Children's Room and the promotional video has been planned. Alyssa is working on ordering supplies and prizes, finalizing paperwork with the performers, and setting up the summer reading website on Beanstack. We have begun to hand out Teen Volunteer applications for this summer. We will select our volunteers on May 23.

Adult Programming: In March there were 13 adult programs, and April had 11 adult programs. Small Towns, Big Read was very successful, and I am working on planning next year! Through the end of March, there have been 295 attendees at Adult programs. I am wrapping up scheduling programs for Summer Reading. Programs will include Basic Emergency Skills with Ballston Lake EMS, another program with Schoharie Crossing Historic Site, a calligraphy class, a drawing class, a food prep demonstration, and of course our 3 Adult Book Clubs each month.

Organizational Goals

- All employee annual evaluations are now complete.
- The Library is working with it's accounting firm UHY to file the AUD with the NYS Comptroller before the May 1, 2023 deadline.

Staff & Volunteers

- We are currently accepting Library Page applications to fill the upcoming vacant spot.
- Krysten's last day with us is April 27th. Krysten has been with us for just about a year, and will be greatly missed!
- Pati Pericone is retiring after more than 20 years with the Library! She has been a very reliable employee, and will be sorely missed. But we wish her a great retirement, and fun times with her husband, kids, and grandkids!
- Calli Powell is joining us as our new Library Assistant, filling the vacancy left by Michelle Dannenhoffer-Cau. We are very excited to have her join us.
- Charity Canfield is transitioning from Page to Clerk, and it is great to be able to have her stay with us!

Facility Update

- We have worked with Roland J. Down on the heat and air conditioning.
- Gallo Construction was on site and waxed the floors and did other clean up on the punch list. There are a few light fixtures that need repair and we are waiting on the manufacturer.

Technology

March 2023

Technology Statistics	Current Month	2023 to Date	2022 to Date
Public Computer Sessions	145	376	1,527
WiFi Sessions (unique users)	704	2,179	7,081

Policy Review

- Policy Committee met to review and update the Reopening Safety Plan, now renamed P2720 Continuation of Operations.

Meetings & Professional Development

- **Rong-Jane Chen, Library Assistant:** KnowBe4 Refresher Training 4/24
- **Alyssa Harvey, Head of Youth Services:** NYLA Conference Curators Meeting 4/18
- **Jenn Richard, Head of Adult Services:** Board of Trustees 3/29, Friends of the Library 4/4
- **Rebecca Verhayden, Director:** SALS Communications Plan Meeting 3/29, Board of Trustees 3/29, NYLA Legislation Meeting 3/30, Director Evaluation 4/19, Policy Committee 4/19, Burnt Hills Forward Engagement Workshop 4/20, SALS Directors Council 4/21, Legal Meeting 4/24, Town of Ballston 4/25

Rebecca Verhayden, Director 4/24/2023

BALLSTON COMMUNITY PUBLIC LIBRARY
WELLNESS FIRST QUARTER 2023

