

**Ballston Community Public Library
Board of Trustees Meeting Agenda
July 31, 2023**

- 1) Call to order**
- 2) Minutes of June 28, 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) Budget & Finance Committee
- c) Personnel
- d) Election

8) Unfinished Business

- a) Ballston Legislation & Transition
- b) Trustee Vacancy
- c) Rebranding & Marketing

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 23-069** Consider approving monthly Transition Status Report to the Town of Ballston.
- b) **RESOLUTION 23-070** Consider accepting the resignation of Amelia Grace Morrow, page, effective July 28, 2023.
- c) **RESOLUTION 23-071** Consider appointing Hailey Pezzolesi to the part-time position of page, at an hourly rate of \$14.20, effective August 14, 2023.
- d) **RESOLUTION 23-072** Consider appointing Mary Pietrow to the part-time position of page, at an hourly rate of \$14.20, effective August 14, 2023.
- e) **RESOLUTION 23-073** BE IT RESOLVED, that the Election Committee shall meet until a board of trustees elected by the voters of the special district begin their terms of office, to effect the following: 1) an orderly election of new trustees; 2) a vote on a library budget.

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

10) Adjournment

July Voucher Signer: Kate Schofield

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

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

August Voucher Signer: Julia Stone

Ballston Community Public Library
Board of Trustees Monthly Meeting Minutes
June 28, 2023

Call to order: The meeting was called to order at 7:03 p.m. by President Julia Stone.

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

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

Trustees excused: none

Trustees unexcused: none

Town Representatives: none

Minutes of May 31, 2023: A motion to approve the minutes of the May 31, 2023 monthly meeting was made by Steve Burchett and seconded by Ed Guider, and passed unanimously.

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

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

Approval of Bills: The June bills, reviewed by Julia Stone, were unanimously approved on a motion by Steve Burchett, with second by Bill Bechtel.

Librarians' Reports: See attached.

Reports of Committees:

Town Liaisons: no report.

Personnel: no report.

Nominating: Ed Guider has been nominated to fill the position of Board Vice President for 2023-2024. The slate of officers will be voted on in Resolutions 23-057 through 23-060.

Budget & Finance: The Budget & Finance Committee is making progress toward a budget for 2024. Treasurer Burchett stated that only a few budget line amounts have yet to be finalized. He expects the final budget will come in below the adjusted tax cap of 6%.

Unfinished Business:

Local History & Lighting Construction Project: The Local History Room passed its final inspection on June 26. Director Verhayden has submitted the final report for the 2020 grant, ahead of the July 1 due date.

Ballston Legislation & Transition: Having already passed in the State Senate, the legislation to update our charter unanimously passed in the State Assembly. It will return to the Senate for Governor Hochul's signature. The timing of this is unclear; Ms. Verhayden and President Stone will meet tomorrow with our attorney, Cole Adams, and Erica Freudenberger of SALS, to discuss.

New Business:

Upcoming Trustee Vacancies: There will be 2 trustee vacancies as of July 1. Guest Maryellen Symer has spoken with President Stone, and is visiting tonight to learn about the board.

Rebranding & Marketing: We have received and reviewed samples of work from Cindy Turgeon and Matt Bitley to consider for selecting a designer for the Library's new logo. After some discussion of various aspects of the designers' work, trustees felt that we should proceed with Cindy Turgeon to design the logo.

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

New Business:

RESOLUTION 23-053 Consider approving monthly Transition Status Report to the Town of Ballston. Motion was made by Kate Schofield, seconded by Carolyn Speenburgh, and passed unanimously.

RESOLUTION 23-054 Consider accepting the resignation of Calli Powell, library assistant, effective June 21, 2023. Motion was made by Ed Guider, seconded by Bill Bechtel, and passed unanimously.

RESOLUTION 23-055 Consider appointing Keira Kohler to the part-time position of page at a rate of \$14.20 per hour effective July 24, 2023. Motion was made by Julia Stone, seconded by Steve Burchett, and passed unanimously.

RESOLUTION 23-056 Consider provisionally appointing Erin Knight to the part-time position of library assistant at a rate of \$23 per hour effective July 3, 2023. Motion was made by Julia Stone, seconded by Steve Burchett, and passed unanimously.

RESOLUTION 23-057 Name Julia Stone as the President of the Library Board of Trustees for the period from July 1, 2023 to June 30, 2024. Motion was made by Steve Burchett, seconded by Carolyn Speenburgh, and passed unanimously.

RESOLUTION 23-058 Name Ed Guider as the Vice-President of the Library Board of Trustees for the period from July 1, 2023 to June 30, 2024. Motion was made by Sue Tomlinson, seconded by Bill Bechtel, and passed unanimously.

RESOLUTION 23-059 Name Kate Schofield as the Secretary of the Library Board of Trustees for the period from July 1, 2023 to June 30, 2024. Motion was made by Carolyn Speenburgh, seconded by Ed Guider, and passed unanimously.

RESOLUTION 23-060 Name Steve Burchett as the Treasurer of the Library Board of Trustees for the period from July 1, 2023 to June 30, 2024. Motion was made by Steve Burchett, seconded by Kate Schofield, and passed unanimously.

RESOLUTION 23-061 Establish the membership of the standing subcommittees of the Library Board of Trustees for the period from July 1, 2023 to June 30, 2024. Motion was made by Carolyn Speenburgh, seconded by Ed Guider, and passed unanimously.

RESOLUTION 23-062 Consider appointing Kate Schofield to the following Board of Trustee Legislative Committee: Election. Motion was made by Bill Bechtel, seconded by Julia Stone, and passed unanimously.

RESOLUTION 23-063 Consider removing Kate Schofield from the following Board of Trustee Legislative Committee: Communication. Motion was made by Julia Stone, seconded by Carolyn Speenburgh, and passed unanimously.

RESOLUTION 23-064 Consider accepting the resignation of Carolyn Speenburgh from Ballston Community Public Library Board of Trustees effective 6/30/23. Motion was made by Carolyn

Speenburgh, seconded by Steve Burchett, and passed unanimously.

RESOLUTION 23-065 Remove Carolyn Speenburgh as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion was made by Bill Bechtel, seconded by Steve Burchett, and passed unanimously.

RESOLUTION 23-066 Add Ed Guider as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion was made by Kate Schofield, seconded by Bill Bechtel, and passed unanimously.

RESOLUTION 23-067 Consider closing the Ballston Community Public Library at 5:00 PM on Thursday, July 6, 2023 for the BH-BL Flag Day Parade. Motion was made by Julia Stone, seconded by Ed Guider, and passed unanimously.

RESOLUTION 23-068 Consider adding Wellness Hours as a regular benefit beginning July 1, 2023 following the six-month trial period. Motion was made by Steve Burchett, seconded by Kate Schofield, and passed unanimously.

Plantings: Bill Bechtel offered to plant some hostas to fill in empty spots in the garden beds. Director Verhayden indicated that his help would be welcome, and the trustees agreed this is a good idea.

Privilege of the floor on any topic. (Limit 3 mins.)
None.

Adjournment: At 8:10 p.m., on a motion by Sue Tomlinson with second from Carolyn Speenburgh, trustees voted unanimously to adjourn the meeting.

Town of Ballston Community Library

Abstract (leas Early Pays)

As of July 31, 2023

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Albany Times Union				
518-454-5454	(circul			
07/18/2023	7.18.23	52 wk sub renewal 7/20/23-7/19/24 - 7day/no prem issues	910.00	Bill
Total for Albany Times Union			\$910.00	
Alyssa Harvey				
06/20/2023	6.20.23	reimb to/from 9 school visits	36.02	Bill
Total for Alyssa Harvey			\$36.02	
Amazon-pay by invoice				
07/15/2023	1HVJ-MNRN-4R6C	misc office & program supplies, 1 circ book	335.48	Bill
Total for Amazon-pay by invoice			\$335.48	
Baker & Taylor				
800-340-5370				
06/15/2023	5018397074	12 books	133.68	Bill
06/21/2023	5018404425	24.books	303.28	Bill
06/21/2023	5018401657	56 books	935.79	Bill
06/14/2023	5018393668	39 books	543.59	Bill
06/06/2023	5018382306	42 books	539.00	Bill
06/26/2023	5018411074	71 books	1,017.10	Bill
07/06/2023	5018428519	67 books	1,044.64	Bill
06/23/2023	5018415401	23 books	256.06	Bill
06/29/2023	0003284782	credit 1 DVD/ADB	-8.50	Vendor Credit
06/29/2023	0003284783	1 book	-6.08	Vendor Credit
Total for Baker & Taylor			\$4,758.56	
Bolton Free Library				
07/05/2023	7.5.2023	BOL lost book pd @ BUR	16.99	Bill
Total for Bolton Free Library			\$16.99	
CDPHP				
07/13/2023	231940034079	Aug2023 prem: Med/Den A H & RV; Dental JK	1,294.14	Bill
Total for CDPHP			\$1,294.14	
Cengage Learning Inc. / Gale				
248-699-4253				
07/10/2023	81539602	2 books	51.73	Bill
06/08/2023	81358396	2 books	51.73	Bill
07/11/2023	81547645	6 books	151.44	Bill
06/21/2023	81432724	3 books	77.97	Bill
06/26/2023	81457117	10 books	223.49	Bill
06/09/2023	81365848	6 books	151.44	Bill
Total for Cengage Learning Inc. / Gale			\$707.80	
Demco Inc.				
(800) 752-7614				
06/08/2023	7321204	3 rolls removable box labels	43.92	Bill
Total for Demco Inc.			\$43.92	
ELM USA, Inc.				
07/05/2023	59475	June 2023 usage	25.00	Bill

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Total for ELM USA, Inc.			\$25.00	
Gayatri Hingwala (513) 348-5171				
07/11/2023	7.11.23	farm fresh cooking class	264.56	Bill
Total for Gayatri Hingwala			\$264.56	
George J. Steele (518) 944-0254				
07/25/2023	2023-0233	mammals program	220.00	Bill
Total for George J. Steele			\$220.00	
Highmark BlueShield of Northeastern New York				
07/06/2023	230706320322827	Aug2023 prem Medical J Kaplan	199.00	Bill
Total for Highmark BlueShield of Northeastern New York			\$199.00	
Hometown Turf LLC (518) 338-7486				
07/01/2023	6129	landscape - bed edging / mulch / planting	1,750.00	Bill
Total for Hometown Turf LLC			\$1,750.00	
Mail 'N' More 518.399.3279				
06/30/2023	13206	postage, SR supplies, annual rpt copies	341.91	Bill
Total for Mail 'N' More			\$341.91	
Midwest Tape, LLC 800-875-2785				
06/30/2023	504009052	4 DVD/ADB	179.96	Bill
07/07/2023	504035145	8 DVD/ADB	356.42	Bill
07/14/2023	504072067	3 DVD/ADB	142.97	Bill
06/30/2023	504012351	Hoopla June 2023	1,205.01	Bill
06/19/2023	503956021	16 DVD/ADB	747.84	Bill
06/23/2023	503972557	17 DVD/ADB	786.58	Bill
06/16/2023	503952003	credit 1 DVD/ADB ref inv#503760866	-32.24	Vendor Credit
Total for Midwest Tape, LLC			\$3,386.54	
Nature's Way Pest Control 518-745-5958				
06/28/2023	38767	svc 6.28.2023	78.00	Bill
Total for Nature's Way Pest Control			\$78.00	
NightRider Janitorial Services (518) 782-9999				
07/01/2023	JUL23102	July2023 library cleaning	2,321.00	Bill
Total for NightRider Janitorial Services			\$2,321.00	
Patrice Jarvis-Weber				
06/20/2023	6.20.23	2 painting classes	425.00	Bill
Total for Patrice Jarvis-Weber			\$425.00	
Rebecca Verhayden				
06/29/2023	6.29.29	reimb mileage 2 trips	26.34	Bill
Total for Rebecca Verhayden			\$26.34	
Repeat Business Systems, Inc. (518) 869-8116				
07/06/2023	916498	Ricoh copier b/w & color	132.71	Bill
Total for Repeat Business Systems, Inc.			\$132.71	
S&J Enterprises of Gloversville, Inc.				

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
518.762.5520				
06/14/2023	10297	small clear liners	37.64	Bill
Total for S&J Enterprises of Gloversville, Inc.			\$37.64	
Sanchez, Anita				
07/20/2023	72023	children's author visit	175.00	Bill
Total for Sanchez, Anita			\$175.00	
Sanico, Inc.				
(607) 773-0321				
06/28/2023	296777	azure foam dispenser hand soap	123.26	Bill
Total for Sanico, Inc.			\$123.26	
Southern Adirondack Library System				
518-584-7300				
07/11/2023	BUR 7112023	5 monitors, 5 support pkgs	6,204.80	Bill
07/03/2023	2023-6BUR	June2023 monthly fee/circ renewals	1,887.17	Bill
Total for Southern Adirondack Library System			\$8,091.97	
Staples				
07/06/2023	3542111948	HP 131A yellow, HP 414X black	226.93	Bill
Total for Staples			\$226.93	
Stillwater Public Library				
(518) 664-6255				
07/17/2023	7.17.2023	STI lost book pd @ BUR	12.99	Bill
Total for Stillwater Public Library			\$12.99	
The New York Times				
06/25/2023	365117102325	1 yr renewal 6/22/23 - 6/19/24	1,038.25	Bill
Total for The New York Times			\$1,038.25	
The Puppet People				
518-393-2268				
07/11/2023	7.11.23	Pirate of Book Island puppet performance	350.00	Bill
Total for The Puppet People			\$350.00	
Town of Ballston Water Dept.				
06/30/2023	6.30.2023	library water usage 33/29/2023-6/28/2023	36.48	Bill
Total for Town of Ballston Water Dept.			\$36.48	
Twin Bridges Waste & Recycling, LLC				
(518) 267-3400				
07/01/2023	JULY2023	svc June 2023	74.75	Bill
Total for Twin Bridges Waste & Recycling, LLC			\$74.75	
WP Code, LLC				
07/13/2023	7.13.23	coding program	300.00	Bill
Total for WP Code, LLC			\$300.00	
TOTAL			\$27,740.24	

Town of Ballston Community Library

Cap Imp, Fund Bal & Trustee Rev/Exp

January - December 2023

Monday, Jul 24, 2023 08:38:47 AM

	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		111.56	0.69	11.50
17.2705.41.000.0.000 Gifts / Donations / Reimbursements				610.38
17.2770.41.000.0.000 Other Unclassified Revenues		35,271.00		
Total MISC REVENUE	\$ 35,271.00	\$ 111.56	\$ 0.69	\$ 621.88
Total Revenue	\$ 35,271.00	\$ 111.56	\$ 0.69	\$ 621.88
Gross Profit	\$ 35,271.00	\$ 111.56	\$ 0.69	\$ 621.88
Expenditures				
BENEFITS				
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION				
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)				
17.9060.58.052.0.000 HSA (ER Contribution)				
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)				
17.9060.58.054.0.000 HEALTH INS OPT OUT				
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)				
Total BENEFITS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES				
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES		63.00		
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS		73,569.22		
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 73,632.22	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print				243.30
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals				

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	Add'l FUND BAL FDIC 5150	TRUSTEE FUND (1596)
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	\$ 243.30
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS				
17.7410.51.031.0.000 CLERICAL STAFF				
17.7410.51.032.0.000 PAGES				
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)				
Total LIBRARY PERSONNEL SERVICES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS				
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS				
17.7410.54.041.0.000 POSTAGE / MAILINGS				
17.7410.54.042.0.000 PUBLICITY / Promotion				
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS				150.00
Total OFFICE EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00
OPERATION EXPENSE				
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE				
17.1620.54.010.0.000 Professional Services - LEGAL				
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL				
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE				
17.7410.51.033.0.000 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				
17.7410.54.040.0.000 CUSTODIAL SUPPLIES				
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT				
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT				
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M				
17.7410.54.077.0.000 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	\$ 73,632.22	\$ 0.00	\$ 0.00	\$ 393.30
Net Operating Revenue	-\$ 38,361.22	\$ 111.56	\$ 0.69	\$ 228.58
Net Revenue	-\$ 38,361.22	\$ 111.56	\$ 0.69	\$ 228.58

Town of Ballston Community Library

Budget vs. Actuals: 2023 BUDGET

January - December 2023

Tuesday, Jul 25, 2023 09:36:35 AM GMT-7 - Accrual Basis

General Checking (1164)				
	Actual	Budget	Remaining	%
Revenue				
BALLSTON TAXES			0.00	
17.1001.41.000.0.000 Real Property Taxes	646,053.46	646,051.00	-2.46	0.00%
Total BALLSTON TAXES	\$ 646,053.46	\$ 646,051.00	-\$ 2.46	0.00%
CHARLTON LIBRARY SVCS			0.00	
17.2360.41.000.0.000 Library Services to Other Governments	23,690.00	54,000.00	30,310.00	56.13%
Total CHARLTON LIBRARY SVCS	\$ 23,690.00	\$ 54,000.00	\$ 30,310.00	56.13%
LIBRARY CHARGES			0.00	
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	1,383.30	3,000.00	1,616.70	53.89%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	87.80		-87.80	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	912.23	1,900.00	987.77	51.99%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	0.00		0.00	
Total LIBRARY CHARGES	\$ 2,383.33	\$ 4,900.00	\$ 2,516.67	51.36%
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	14,131.04	6,000.00	-8,131.04	-135.52%
17.2770.41.000.0.000 Other Unclassified Revenues	3,953.21		-3,953.21	
17.9999.41.000.0.000 Budget Fund Balance Draw		16,000.00	16,000.00	100.00%
Total MISC REVENUE	\$ 18,084.25	\$ 22,028.00	\$ 3,943.75	17.90%
Total Revenue	\$ 693,211.04	\$ 730,173.00	\$ 36,961.96	5.06%
Gross Profit	\$ 693,211.04	\$ 730,173.00	\$ 36,961.96	5.06%
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)	3,422.83	3,211.00	-211.83	-6.60%
17.9060.58.052.0.000 HSA (ER Contribution)	2,797.87	4,550.00	1,752.13	38.51%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	1,867.04	3,888.00	2,020.96	51.98%
17.9060.58.054.0.000 HEALTH INS OPT OUT	1,008.78	1,800.00	791.22	43.96%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	8,584.33	22,916.00	14,331.67	62.54%
Total BENEFITS	\$ 49,466.10	\$ 61,365.00	\$ 11,898.90	19.39%
LIBRARY EQUIPMENT & CAPITAL OUTLAY			0.00	
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	5,791.15	9,000.00	3,208.85	35.65%
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES	2,699.94	1,000.00	-1,699.94	-169.99%
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 8,491.09	\$ 10,000.00	\$ 1,508.91	15.09%
LIBRARY MATERIALS			0.00	
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	30,860.60	62,000.00	31,139.40	50.22%
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	2,319.34	1,800.00	-519.34	-28.85%
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books	4,102.48	2,500.00	-1,602.48	-64.10%
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	6,653.92	11,000.00	4,346.08	39.51%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	4,504.49	16,000.00	11,495.51	71.85%
Total LIBRARY MATERIALS	\$ 50,710.22	\$ 95,900.00	\$ 45,189.78	47.12%

	Actual	Budget	Remaining	% Remaining
LIBRARY PERSONNEL SERVICES		884.00	884.00	100.00%
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	102,721.67	182,754.00	80,032.33	43.79%
17.7410.51.031.0.000 CLERICAL STAFF	86,034.04	158,723.00	72,688.96	45.80%
17.7410.51.032.0.000 PAGES	12,803.82	28,912.00	16,108.18	55.71%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	15,977.72	28,402.00	12,424.28	43.74%
Total LIBRARY PERSONNEL SERVICES	\$ 217,537.25	\$ 399,675.00	\$ 182,137.75	45.57%
OFFICE EXPENSES			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	3,329.38	4,000.00	670.62	16.77%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	2,217.07	3,500.00	1,282.93	36.66%
17.7410.54.041.0.000 POSTAGE / MAILINGS	146.07	250.00	103.93	41.57%
17.7410.54.042.0.000 PUBLICITY / Promotion	219.61	1,000.00	780.39	78.04%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	9,742.00	14,000.00	4,258.00	30.41%
Total OFFICE EXPENSES	\$ 15,654.13	\$ 22,750.00	\$ 7,095.87	31.19%
OPERATION EXPENSE			0.00	
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE	2,700.00	3,000.00	300.00	10.00%
17.1620.54.010.0.000 Professional Services - LEGAL	8,780.00	10,000.00	1,220.00	12.20%
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	2,350.88	12,247.00	9,896.12	80.80%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	1,702.67	2,000.00	297.33	14.87%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	15,478.58	17,500.00	2,021.42	11.55%
17.7410.54.010.0.000 Professional Services - IT (SALS)	11,323.02	22,646.00	11,322.98	50.00%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	3,069.96	3,000.00	-69.96	-2.33%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	1,518.56	3,000.00	1,481.44	49.38%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	303.58	500.00	196.42	39.28%
17.7410.54.039.0.000 CUSTODIAL SERVICES	16,143.00	27,540.00	11,397.00	41.38%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	636.16	3,200.00	2,563.84	80.12%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	143.87	250.00	106.13	42.45%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	548.15	500.00	-48.15	-9.63%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	3,559.33	6,200.00	2,640.67	42.59%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	523.25	900.00	376.75	41.86%
Total OPERATION EXPENSE	\$ 76,805.51	\$ 124,483.00	\$ 47,677.49	38.30%
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	9,792.93	10,000.00	207.07	2.07%
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	100.00%
Total SPECIAL ITEMS	\$ 9,836.49	\$ 16,000.00	\$ 6,163.51	38.52%
Total Expenditures	\$ 428,500.79	\$ 730,173.00	\$ 301,672.21	41.32%
Net Operating Revenue	\$ 264,710.25	\$ 0.00	-\$ 264,710.25	
Net Revenue	\$ 264,710.25	\$ 0.00	-\$ 264,710.25	

Ballston Community Public Library
EARLY PAYS General Fund (1164)
July 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount
07/10/2023	Bill Payment (Check)	591	CDPHP	Group# 40023260	\$1,294.14
07/13/2023	Check	593	VISA	Visa Acct #2883 Visa Acct #2883	\$25.00
07/13/2023	Check	594	VISA	Visa Acct #2875 Visa Acct #2875	\$50.00
07/13/2023	Bill Payment (Check)	595	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	\$279.94
TOTAL					\$1,649.08

Thursday, Jul 20, 2023 11:07:48 AM GMT-7

TOB Library NEW Trustee Account (XXX1596)

7/24/2023 10:35

Date	Check Number	Description	Fund	With-drawal Amount	Deposit Amount	Account Balance
						\$11,608.26
1.31.2023		interest earned	UNDESIGNATED		\$1.97	\$11,610.23
2.28.2023		interest earned	UNDESIGNATED		\$1.78	\$11,612.01
3.29.2023	1010	B&T books	Conklin	\$210.31		\$11,401.70
3.31.2023		interest earned	UNDESIGNATED		\$1.97	\$11,403.67
4.28.2023		interest earned	UNDESIGNATED		\$1.88	\$11,405.55
5.31.2023		interest earned	UNDESIGNATED		\$1.94	\$11,407.49
6.5.2023	672	donation	UNDESIGNATED		\$610.38	\$12,017.87
6.28.2023	1012	reimb J Stone	UNDESIGNATED	\$150.00		\$11,867.87
6.28.2023	1011	B&T books	Conklin	\$32.99		\$11,834.88
6.30.2023		interest earned	UNDESIGNATED		\$1.96	\$11,836.84

TRUSTEES FUNDS SUMMARY (XXX1596)

7/24/2023 10:35

FUND NAME

Richard E. Wittnebel \$23.55

BH Women's Club \$74.76

Conklin \$4,826.31

Asa Kaplan \$302.90

Tibbitts \$38.88

McQueen \$11.26

DeAngelo \$51.04

Carol Brower \$345.00

Ruth Glasser \$57.40

Undesignated \$6,105.74

TOTAL \$11,836.84

Ballston Community Public Library Director's Report

July 2023

Circulation Statistics

June 2023

Circulation Statistics	Current Month	2023 to Date	2022 Total
Items Added to Collection	393	1,894	4,719
Number of Physical Items Circulated	8,900	53,861	98,808
Overdrive/Libby Circulation	1,247	7,010	12,343
Hoopla Circulation	513	2,973	5,868
New Patron Registrations	49	225	537
Curbside Appointments	3	13	100
Patrons in the Building	4,046	23,788	42,564

Programs & Events

June 2023

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2023 Total	Participants 2023 Total	Number Offered 2022 Total	Participants 2022 Total
Preschool	5	172	76	2,103	176	3,324
Elementary	1	46	31	402	68	1,125
Teen	2	14	16	69	24	303
Adult	7	45	47	683	56	477
Family	9	594	31	2,030	38	2,612
Outreach	41	998	52	1,645	66	2,960
TOTALS	65	1,869	253	6,932	428	10,801

Youth Services Programming: We are over halfway through the Summer Reading Program and things have been going well. Youth programs have been fairly well attended and as of 7/21 we have 662 total registrants for ages 0-18. The Summer Reading Program will end on August 12 but kids can still input their minutes until September when their final totals will be sent to their school librarians. Alyssa and the Youth Staff have begun working on their fall programming plans and the September schedule has been finalized.

Adult Programming: 211 adults signed up for Summer Reading. Programming is going well, and will wrap up in a few weeks. Through the end of June, I have had 539 adult participants at programs.

Staff & Volunteers

- Keira, our new library page will start her training on July 25 and Amelia will spend her last day with us on July 28. We are hoping to approve the hire of two new pages who will start in August, when the remainder of our page staff heads off to college.
- Charity Canfield's last day as a clerk is 8/11/23.

Facility Update

- We are exploring options for roof access to ensure that the HVAC units can be serviced in all weather.
- We are procuring multiple estimate

Technology

June 2023

Technology Statistics	Current Month	2023 to Date	2022 to Date
Public Computer Sessions	149	811	1,527
WiFi Sessions (unique users)	684	4,361	7,081

Meetings & Professional Development

- **Tricia Bitley, Office Manager:** SALS Polaris LEAP Training 7/17, Election Committee Meeting 7/17, SALS Patron Registration Training 7/24
- **Mary Jane Baumbach, Clerk:** SALS Polaris LEAP Training 7/18
- **Charity Canfield, Clerk:** SALS Polaris LEAP Training 6/28, SALS Patron Registration Training 7/20
- **Rong-Jane Chen, Library Assistant:** SALS Polaris Leap Training 6/28
- **Alyssa Harvey, Head of Youth Services:** Board of Trustees 6/28
- **Elizabeth Lafergola, Clerk:** KnowBe4: USB Training 7/3, SALS Polaris Leap Training 7/19
- **Hannah More, Clerk:** SALS Polaris LEAP Training 7/20, SALS Patron Registration Training 7/24
- **William Newsom, Clerk:** SALS Polaris LEAP Training 7/8, SALS Patron Registration Training 7/24
- **Melissa Owen, Clerk:** SALS Polaris LEAP Training 7/11
- **Jenn Richard, Head of Adult Services:** Board of Trustees 6/28, OATS Quarterly Meeting 7/20, SALS Polaris LEAP Training 7/22
- **Rebecca Verhayden, Director:** Board of Trustees 6/28, Legal Meeting with LOSA 6/29, SALS Polaris LEAP Training 7/6, Charlton Town Board 7/10, Ballston Town Board 7/11, SALS JA Meeting 7/12, Election Committee 7/12, Election Committee 7/17, Burnt Hills Forward 7/18, SALS Directors Council 7/18, SALS Patron Registration Training 7/21

Rebecca Verhayden, Director 7/25/2023

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 July 2023 are highlighted yellow.** Clerical updates are not highlighted. Transition efforts status is provided in Table 1 and summarized in the descriptive text.

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

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

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

On March 20, 2023, Attorney Ryan and Attorney Adams met to discuss draft legislation revisions; Attorney Adams addressed the details discussed and Attorney Ryan approved those changes. Sam Torrey recently requested to review the draft prior to both Boards doing a final review. Therefore, on March 28, 2023, Attorney Adams sent her the draft for her review. This modifies the above sequence.

At the April 25, 2023 Town Board Agenda Meeting, the Town Board adopted a resolution supporting the Library Board's submission of draft legislation to be put forward in the current legislative session. The Library Board also adopted a resolution at their April 26, 2023 monthly meeting. Recently that was submitted to bill drafting, bills have been numbered and introduced by Assemblywoman Marybeth Walsh and Senator Jim Tedisco. Bill A7082 is in the Assembly and

Bill S6669 is in the Senate; that progress can be tracked in real time on The New York State Senate website. Both houses passed bill on 5/31/23 and 6/21/23, respectively. The final step is to be sent to Governor Hochul for her signature. Governor Hochul has until 12/31/23 to request the bill and once she has the bill, within 10 days of receiving it, she can sign, veto, or give it pocket veto. The Board determined that the cutoff date to move forward with an election this fall will be 8/30/23; if Governor Hochul does not sign by that date, then an election will not be held until fall 2024.

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 July 31, 2023. Further, on July 17, 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.

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.

As of April 2023, the Town Board and the Library Board adopted resolutions supporting the submission of draft legislation to be put forward in the current legislative session. Currently, Bill A7082 is in the Assembly and Bill S6669 is in the Senate; that progress can be tracked in real time on The New York State Senate website. Both houses passed bill on 5/31/23 and 6/21/23, respectively. The final step is to be sent to Governor Hochul for her signature. Governor Hochul has until 12/31/23 to request the bill and once she has the bill, within 10 days of receiving it, she can sign, veto, or give it pocket veto. The Board determined that the cutoff date to move forward with an election this fall will be 8/30/23; if Governor Hochul does not sign by that date, then an election will not be held until fall 2024.

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