

**Ballston Community Public Library
Board of Trustees Meeting Agenda
August 30, 2023**

- 1) Call to order**
- 2) Minutes of July 31, 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) Policy
- e) Communication
- f) Election

8) Unfinished Business

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

9) New Business

a) Trustee Continuing Education Requirement

*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 23-074** Consider approving monthly Transition Status Report to the Town of Ballston.
- c) **RESOLUTION 23-075** Consider accepting the resignation of Mary Hayden, page, effective August 14, 2023.
- d) **RESOLUTION 23-076** Consider accepting the resignation of Lindsay Kosnick, page, effective August 16, 2023.
- e) **RESOLUTION 23-077** Consider accepting the resignation of Charity Canfield, clerk, effective August 11, 2023.
- f) **RESOLUTION 23-078** Consider appointing Melissa Gardner to the part-time position of clerk, at an hourly rate of \$14.50, effective September 14, 2023.
- g) **RESOLUTION 23-079** Consider accepting the 2024 budget as proposed by the Budget & Finance Committee.

- h) **RESOLUTION 23-080** Consider approving the proposed 2024 Holiday Closing Schedule for the Ballston Community Public Library.
- i) **RESOLUTION 23-081** Consider approving a new library logo as presented.
- j) **RESOLUTION 23-082** Be it resolved that the undersigned voters of the special district created by Chapter 203 of the laws of 1957 (residents of the Town of Ballston, excluding the Village of Ballston Spa) hereby petition the board of trustees of the existing Ballston Community Public Library ("the Board") to give notice that on 10/11/23 (a time more than 30 days prior to the election to be held on 11/14/23), the Board shall hold a public hearing regarding the formation and operation of a Public Library district as set forth in New York Senate Bill Number S6669 passed on May 31, 2023,(pertaining to the creation of a special library district), and confirming that such district was already passed by the voters on November 5, 1957.
- k) **RESOLUTION 23-083** Be it resolved that having received a petition signed by not less than 25 voters qualified to vote at a general town election, the board of trustees of the existing Ballston Community Public Library ("the Board") hereby gives notice that on 10/11/23 (a time more than 30 days prior to the election to be held on 11/14/23), the Board shall hold a public hearing regarding the formation per a vote of November 5, 1957, and the prospective operation of the Public Library district pursuant to the 2023 amendment of chapter 203 of the laws of 1957 (pertaining to the creation of a special library district)..

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

Adjournment

August Voucher Signer: Julia Stone

Charlton Town Board Meeting: Monday, September 11 at 7:30 PM

Ballston Town Board Meeting: Tuesday, September 12 at 6:30 PM

Ballston Budget Workshop: Thursday, September 14 at 5:30 PM

September Voucher Signer: Ed Guider

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

1) Call to order The meeting was called to order at 7:12 p.m. by President Julia Stone.

Attendance: [x]Rebecca Verhayden, Director

Trustees present: Bill Bechtel, Ed Guider, Kate Schofield, Julia Stone.

Trustees excused: Steve Burchett

Trustees unexcused: none

Town Representatives: none

2) Minutes of June 28, 2023 Meeting: A motion to approve the minutes of the June 28, 2023 monthly meeting was made and passed unanimously.

3) Report of Special Funds: Special funds for July 2023 were reviewed.

4) Monthly Financial Reports: Financial reports for July 2023 were reviewed

5) Approval of Bills: The July bills, reviewed by Kate Schofield, were unanimously approved on a motion by Julia Stone and seconded by Ed Guider.

6) Librarians' Reports- See attached

7) Reports of Committees

a) Town Liaisons- no report

b) Budget & Finance Committee- The Budget & Finance Committee continues making progress toward a budget for 2024. It is still expected the final budget will come in below the adjusted tax cap of 6%.

c) Personnel- Amelia Grace Morrow has submitted her resignation effective July 28, 2023. There will be resolutions to consider appointing Hailey Pezzolesi to the part-time position of page and Mary Pietrow to the part-time position of page.

d) Election- If the governor signs the library legislation on or before August 30, 2023 elections for the Board of Trustees will be held in 2023. If it is not signed by August 30, 2023 elections will not occur until 2024.

8) Unfinished Business

a) Ballston Legislation & Transition- waiting for legislation to be released to Governor Hochul to sign

b) Trustee Vacancy- There are currently two openings, one full term and one to finish 1 year of a term. Maryellen Symer may be interested in the 1 year vacancy.

c) Rebranding & Marketing- No update

9) New Business: none

*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.*

None

- a) **RESOLUTION 23-069** Consider approving monthly Transition Status Report to the Town of Ballston. Motion was made by Bill Bechtel, seconded by Kate Schofield, and passed unanimously.
- b) **RESOLUTION 23-070** Consider accepting the resignation of Amelia Grace Morrow, page, effective July 28, 2023. Motion was made by Julia Stone, seconded by Bill Bechtel, and passed unanimously.
- 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. Motion was made by Kate Schofield, seconded by Ed Guider, and passed unanimously.
- 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. Motion was made by Julia Stone, seconded by Bill Bechtel, and passed unanimously.
- 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. Motion was made by Ed Guider, seconded by Kate Schofield and passed unanimously.

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

- 10) Adjournment-** At 7:43 p.m., on a motion by Bill Bechtel with second from Kate Schofield, trustees voted unanimously to adjourn the meeting.

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 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

Library 2024 Budget

2023 Budget

Fund: 17 - LIBRARY FUND

Revenue			
	17.1001.41.000.0.000	REAL PROPERTY TAXES	\$ 646,051
	17.2082.41.004.0.000	LIBRARY CHARGES - Copier Fees	\$ 3,000
	17.2082.41.005.0.000	LIBRARY CHARGES - Fines	\$ -
	17.2082.41.006.0.000	LIBRARY CHARGES - Lost Materials	\$ 1,900
	17.2360.41.000.0.000	LIBRARY SERVICES TO OTHER GOVERNMENTS	\$ 54,000
	17.2401.41.000.0.000	INTEREST & EARNINGS	\$ 28
	17.2705.41.000.0.000	GIFTS & DONATIONS	\$ 6,000
	17.2760.41.001.0.000	LIBRARY SYSTEM GRANTS - LLSA	\$ 3,194
	17.2760.41.002.0.000	LIBRARY SYSTEM GRANTS - Additional Aid	\$ -
	17.2760.41.003.0.000	LIBRARY SYSTEM GRANTS - Other Cash Grants	\$ -
	17.2770.41.000.0.000	OTHER UNCLASSIFIED REVENUES	\$ -
	17.9999.41.000.0.000	BUDGET FUND BALANCE DRAW	\$ 16,000
Revenue Total:			\$ 730,173
Expense			
ExpCategory: 51 - PERSONAL SERVICES			
	17.7410.51.030.0.000	LIBRARY PERSONAL SERVICES - Certified Librarians	\$ 182,754
	17.7410.51.031.0.000	LIBRARY PERSONAL SERVICES - Clerical Staff	\$ 158,723
	17.7410.51.032.0.000	LIBRARY PERSONAL SERVICES - Pages	\$ 28,912
		LIBRARY PERSONAL SERVICES - Longevity Raises	\$ 884
ExpCategory: 51 - PERSONAL SERVICES Total:			\$ 371,273
ExpCategory: 52 - EQUIPMENT & CAPITAL OUTLAY			
	17.7410.52.021.0.000	LIBRARY COMPUTER / PRINTER PURCHASES	\$ 9,000
	17.7410.52.033.0.000	LIBRARY FURNITURE PURCHASES	\$ 1,000
	17.7997.52.000.0.000	LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	
ExpCategory: 52 - EQUIPMENT & CAPITAL OUTLAY Total:			\$ 10,000
ExpCategory: 54 - CONTRACTUAL EXPENDITURES			
	17.1320.54.007.0.000	PROFESSIONAL SERVICES - AUDITOR & CPA	\$ 5,000
		PROFESSIONAL SERVICES - LEGAL	\$ 10,000
	17.1620.54.009.0.000	PROFESSIONAL SERVICES - GROUNDS MAINTENANCE	\$ 3,000
		PROFESSIONAL SERVICES - SNOW REMOVAL	\$ 5,500
		PROFESSIONAL SERVICES - HUMAN RESOURCES	\$ 500
		PROFESSIONAL SERVICES - PAYROLL PROCESSING	\$ 2,000
		PROFESSIONAL SERVICES - PR	\$ 6,000
		Election Expenses	
	17.1620.54.073.0.000	BUILDING REPAIRS & MAINTENANCE	\$ 11,828

Library 2024 Budget

		2023 Budget
17.1910.54.023.0.000	UNALLOCATED INSURANCE - Library	\$ 8,010
17.1990.54.000.0.000	CONTINGENCY BUDGETING ACCOUNT - Library	\$ 1,000
17.3989.54.081.0.000	COVID-19 COSTS (Other Public Safety)	\$ -
17.7410.54.001.0.000	OFFICE SUPPLIES & MATERIALS	\$ 4,000
17.7410.54.002.0.000	UTILITIES (Electric, Gas, Water, etc.)	\$ 17,500
17.7410.54.010.0.000	PROFESSIONAL SERVICES - IT	\$ 22,646
17.7410.54.018.0.000	SOFTWARE LICENSES / SUBSCRIPTIONS	\$ 3,000
17.7410.54.019.0.000	PROFESSIONAL DEVELOPMENT / TRAINING	\$ 3,000
17.7410.54.022.0.000	PHONE / COMMUNICATIONS COSTS	\$ 3,500
17.7410.54.025.0.000	DUES / SUBSCRIPTIONS (non-software)	\$ 500
17.7410.54.034.0.000	LIBRARY MATERIALS - Print	\$ 62,000
17.7410.54.035.0.000	LIBRARY MATERIALS - Periodicals	\$ 2,600
17.7410.54.036.0.000	LIBRARY MATERIALS - Newspapers	\$ 1,800
17.7410.54.037.0.000	LIBRARY MATERIALS - E-books	\$ 2,500
17.7410.54.038.0.000	LIBRARY MATERIALS - Digital Databases	\$ 11,000
17.7410.54.039.0.000	CUSTODIAL SERVICES	\$ 27,540
17.7410.54.040.0.000	CUSTODIAL SUPPLIES	\$ 3,200
17.7410.54.041.0.000	POSTAGE / MAILINGS	\$ 250
17.7410.54.042.0.000	PUBLICITY / Promotion	\$ 1,000
17.7410.54.044.0.000	LIBRARY PROGRAM DELIVERY COSTS	\$ 14,000
17.7410.54.046.0.000	MILEAGE REIMBURSEMENT	\$ 250
17.7410.54.047.0.000	MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	\$ 500
17.7410.54.048.0.000	MAINTENANCE CONTRACTS - Building O&M	\$ 6,200
17.7410.54.077.0.000	TRASH REMOVAL SERVICES	\$ 900
17.7410.54.078.0.000	LIBRARY MATERIALS - NYS Other Materials	\$ 16,000
ExpCategory: 54 - CONTRACTUAL EXPENDITURES Total:		\$ 256,724
		\$ 96,400
ExpCategory: 58 - EMPLOYEE BENEFITS		
17.9010.58.000.0.000	STATE RETIREMENT CONTRIBUTION COSTS	\$ 31,900
	Retirement Benefits (medical for S. Kaplan)	\$ 3,888
17.9030.58.000.0.000	SOCIAL SECURITY CONTRIBUTION COSTS	\$ 23,019
17.9035.58.000.0.000	MEDICARE CONTRIBUTION COSTS	\$ 5,383
17.9055.58.000.0.000	DISABILITY /WORKERS COMP INSURANCE COSTS	\$ 3,211
17.9060.58.051.0.000	HEALTH / DENTAL INSURANCE	\$ 22,425
17.9060.58.052.0.000	H.S.A.	\$ 4,550
17.9060.58.054.0.000	HEALTH INSURANCE OPT OUT	\$ 1,800
ExpCategory: 58 - EMPLOYEE BENEFITS Total:		\$ 96,176
Expense Total:		\$ 734,173

BALLSTON COMMUNITY PUBLIC LIBRARY

										2023 to 2024 Delta						
										Salary	%	\$/Hr				
		Non-Summer		Summer		2023 Budget		2024 Budget		Increase	Increase	Increase				
Weeks	Hrs/Week	Weeks	Hrs/Week	\$/Hr	Salary	\$/Hr	Salary									
Certified Librarians																
Rebecca Verhayden, Director II, Director							\$73,967		\$77,813		\$3,846	5.20				
Alyssa Harvey, Librarian II, Head of Youth Services							\$52,101		\$54,811		\$2,709	5.20				
Jenn Richard, Librarian II, Head of Adult Services							\$57,418		\$60,404		\$2,986	5.20				
Sub Total:						\$183,486		\$193,028		\$9,541						
Clerical Staff																
Clerk 1										8.00						
Hannah Moore						50	17.5	0	0	15.95	\$13,958	17.23	\$15,074	\$1,117	8.0%	1.28
Melissa Owen						50	17.5	0	0	14.50	\$12,688	15.66	\$13,703	\$1,015	8.0%	1.16
William Newsom						50	15	0	0	14.79	\$11,093	15.97	\$11,980	\$887	8.0%	1.18
Elizabeth Lafergola						50	15	0	0	15.06	\$11,291	16.26	\$12,195	\$903	8.0%	1.20
New Hire						50	12.5	0	0	14.50	\$9,063	15.66	\$9,788	\$725	8.0%	1.16
New Hire						50	15	0	0	14.50	\$10,875	15.66	\$11,745	\$870	8.0%	1.16
Sub Total:						\$68,967		\$74,484		\$5,517						
Clerk 2										7.00						
Carol Chaisson PC						50	17.5	0	0	16.24	\$14,212	17.38	\$15,207	\$995	7.0%	1.14
Mary Jane Baumbach YSC						50	17.5	0	0	18.35	\$16,056	19.63	\$17,180	\$1,124	7.0%	1.28
Sub Total:						\$30,269		\$32,387		\$2,119						
Persons in Charge										6.00						
Erin Knight, Library Assistant						50	17.5	0	0	23.00	\$20,125	24.38	\$21,333	\$1,208	6.0%	1.38
Rong-Jane Chen Library Assistant						50	17.5	0	0	20.64	\$18,058	21.88	\$19,142	\$1,084	6.0%	1.24
Tricia Bitey OM						50	16	0	0	20.00	\$16,000	21.20	\$16,960	\$960	6.0%	1.20
Terry Riley AC						50	17.5	0	0	21.00	\$18,375	22.26	\$19,478	\$1,103	6.0%	1.26
Sub Total:						\$72,558		\$76,912		\$4,354						
Subs										5.20						
Kelly Shaginaw, Clerk Sub						0	0	0	0	14.83	\$0	15.60	\$0	\$0	5.2%	0.77
Ruta Tomik, Clerk Sub						0	0	0	0	15.77	\$0	16.59	\$0	\$0	5.2%	0.82
Deborah Fiedler, Library Assistant :						0	0	0	0	20.62	\$0	21.69	\$0	\$0	5.2%	1.07
Sub Total:						\$0		\$0		\$0						
Clerical Total						\$171,794		\$183,783		\$11,990						
Pages																
New Hire						40	10	8	15	14.20	\$7,384	15.00	\$7,800	\$416	5.6%	0.80
New Hire						40	10	8	15	14.20	\$7,384	15.00	\$7,800	\$416	5.6%	0.80
New Hire						40	10	8	15	14.20	\$7,384	15.00	\$7,800	\$416	5.6%	0.80
Samantha Nielsen						40	10	8	15	14.20	\$7,384	15.00	\$7,800	\$416	5.6%	0.80
Sub Total:						\$29,536		\$31,200		\$1,664						
TOTAL:						\$384,816		\$408,011		\$23,195 6.0%						

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Start			
\$ 500,000	Rate	0.05	

Start Amount	Withdraw	End Balance	Interest Earned
\$ 500,000	\$41,667	\$ 458,333	\$ 1,909.72
\$ 458,333	\$41,667	\$ 416,667	\$ 1,736.11
\$ 416,667	\$41,667	\$ 375,000	\$ 1,562.50
\$ 375,000	\$41,667	\$ 333,333	\$ 1,388.89
\$ 333,333	\$41,667	\$ 291,667	\$ 1,215.28
\$ 291,667	\$41,667	\$ 250,000	\$ 1,041.67
\$ 250,000	\$41,667	\$ 208,333	\$ 868.06
\$ 208,333	\$41,667	\$ 166,667	\$ 694.44
\$ 166,667	\$41,667	\$ 125,000	\$ 520.83
\$ 125,000	\$41,667	\$ 83,333	\$ 347.22
\$ 83,333	\$41,667	\$ 41,667	\$ 173.61
\$ 41,667	\$41,667	\$ -	\$ -
TOTAL			\$ 11,458.33

Town of Ballston Community Library

Abstract (leas Early Pays)

As of August 31, 2023

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Alyssa Harvey				
08/17/2023	8.17.23	11 trips to/from Story Time locations 6/29 thru 8/17	35.35	Bill
Total for Alyssa Harvey			\$35.35	
Amazon-pay by invoice				
08/15/2023	1WTY-GGRF-93Y6	misc office & program supplies	265.35	Bill
Total for Amazon-pay by invoice			\$265.35	
Baker & Taylor 800-340-5370				
07/26/2023	5018458489	26 books	352.79	Bill
08/01/2023	5018466295	23 books	357.42	Bill
07/19/2023	5018450152 -B	Conklin Memorial book	30.97	Bill
07/20/2023	5018450574	106 books	1,495.36	Bill
08/08/2023	5018476721	20 books	326.84	Bill
07/19/2023	5018450152	20 books	289.24	Bill
		Conklin Memorial book paid separately		
08/01/2023	5018470446	20 books	283.54	Bill
07/19/2023	5018443741	29 books	384.04	Bill
07/17/2023	5018446874	15 books	150.89	Bill
07/26/2023	5018460499	42 books	682.77	Bill
08/10/2023	5018480706	20 books	320.30	Bill
07/20/2023	5018437235	24 books	359.23	Bill
07/25/2023	0003285824	1 book credit	-9.10	Vendor Credit
Total for Baker & Taylor			\$5,024.29	
CDPHP				
08/13/2023	232250031170	Sept 2023 Health/Dental RV & AH, Dental JK	1,294.14	Bill
Total for CDPHP			\$1,294.14	
Cengage Learning Inc. / Gale 248-699-4253				
08/09/2023	81679148	2 books	51.73	Bill
08/07/2023	81665271	7 books	196.43	Bill
08/08/2023	81671275	9 books	253.41	Bill
08/08/2023	81671303	5 books	140.20	Bill
08/11/2023	81692096	7 books	179.93	Bill
07/12/2023	81555530	4 books	110.96	Bill
07/12/2023	81554935	4 books	110.96	Bill
08/16/2023	81726357	3 books	77.97	Bill
07/12/2023	81554696	4 books	112.46	Bill
07/25/2023	81606920	2 books	39.74	Bill
07/28/2023	81632409	1 book	22.50	Bill
07/20/2023	81589224	3 books	78.72	Bill
Total for Cengage Learning Inc. / Gale			\$1,375.01	
Cupola Coffee, LLC				
07/29/2023	7.29.23	Trivia Night program	100.00	Bill

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Total for Cupola Coffee, LLC			\$100.00	
ELM USA, Inc.				
08/02/2023	60142	July 2023 usage	25.00	Bill
Total for ELM USA, Inc.			\$25.00	
Fort Edward Library (518) 747-6743				
08/10/2023	7.17.2023	FTE lost book pd @ BUR 0002700230317	6.99	Bill
Total for Fort Edward Library			\$6.99	
Highmark BlueShield of Northeastern New York				
08/07/2023	230807324066754	Sept 2023 medical J Kaplan	199.00	Bill
Total for Highmark BlueShield of Northeastern New York			\$199.00	
Karen B. Cummings				
07/31/2023	001	2 calligraphy classes 7/31/2023	240.00	Bill
08/07/2023	002	2 drawing classes 8/7/2023	180.00	Bill
Total for Karen B. Cummings			\$420.00	
Midwest Tape, LLC 800-875-2785				
07/21/2023	504099255	20 DVD/ADB	856.80	Bill
08/07/2023	504176654	4 DVD/ADB	186.96	Bill
07/31/2023	504144761	9 DVD/ADB	462.91	Bill
08/15/2023	504209138	2 DVD/ADB	64.98	Bill
07/31/2023	504149329	Hoopla July 2023	1,280.72	Bill
Total for Midwest Tape, LLC			\$2,852.37	
Nature's Way Pest Control 518-745-5958				
07/26/2023	48281	svc 7.26.2023	78.00	Bill
		svc after July2023 abstract submission deadline		
08/23/2023	58416	svc 8.23.2023	78.00	Bill
Total for Nature's Way Pest Control			\$156.00	
New York Library Association (518) 432-6952				
08/11/2023	REG-0142511	2023 Annual Conf 2023 Annual Conf A Harvey11/1/23-11/4/23	375.00	Bill
Total for New York Library Association			\$375.00	
NightRider Janitorial Services (518) 782-9999				
08/01/2023	AUG23100	Aug 2023 library cleaning	2,321.00	Bill
08/21/2023	AUG-CREDIT	credit for missed days 8/14 & 8/15	-178.54	Vendor Credit
Total for NightRider Janitorial Services			\$2,142.46	
Rebecca Verhayden				
07/24/2023	7.24.23	2 trips to/from Sals & Story Time location	22.27	Bill
Total for Rebecca Verhayden			\$22.27	
Roben, Terri 518-399-2080				
08/09/2023	8.9.23	music & movement program 7 sessions	420.00	Bill
Total for Roben, Terri			\$420.00	
Schoharie Crossing State Historic Site				
08/03/2023	BLCL727-2023	Strange History Aug 3 program	30.00	Bill
Total for Schoharie Crossing State Historic Site			\$30.00	

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Simmons Elevator Co.				
518-882-1445				
07/18/2023	47517	2023 QTR 3 elev maint	410.79	Bill
Total for Simmons Elevator Co.			\$410.79	
Southern Adirondack Library System				
518-584-7300				
08/01/2023	2023-7BUR	July 2023 monthly fee/circ renewals	1,887.17	Bill
Total for Southern Adirondack Library System			\$1,887.17	
Staples				
07/27/2023	3543408743	HP 131A magenta toner	79.97	Bill
07/26/2023	3543345774	1 case copy paper	33.50	Bill
07/18/2023	3542800128	HP 131X black toner	76.61	Bill
08/15/2023	3545006344	HP 201X black toner	89.34	Bill
Total for Staples			\$279.42	
The Law Office of Stephanie Adams, PLLC				
716.464.33386				
08/10/2023	2803	svc 7/6/2023-7/24/2023	2,200.00	Bill
Total for The Law Office of Stephanie Adams, PLLC			\$2,200.00	
The Library Store, Inc.				
(800) 548-7204				
08/15/2023	646884	label lock protectors qty 1000	68.03	Bill
Total for The Library Store, Inc.			\$68.03	
Twin Bridges Waste & Recycling, LLC				
(518) 267-3400				
08/01/2023	AUG2023	August 2023 svc	74.75	Bill
Total for Twin Bridges Waste & Recycling, LLC			\$74.75	
TOTAL			\$19,663.39	

Ballston Community Public Library
EARLY PAYS - Gen Cking (1164)
August 1-14, 2023

Date	Transaction Type	Num	Name	Memo/Description	Cir	Amount
08/07/2023	Bill Payment (Check)	629	NATIONAL GRID	Acct# 02461-44007		\$2,345.06
08/14/2023	Check	630	VISA	Visa acct# 2867		\$114.11
08/14/2023	Check	631	VISA	Visa acct # 2883		\$107.91
08/14/2023	Bill Payment (Check)	632	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313		\$279.94
						\$2,847.02

Monday, Aug 14, 2023 06:12:44 AM GMT-7

Town of Ballston Community Library - Petty Cash On Hand

Petty Cash Activity

June - August, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Petty Cash on hand							
Beginning Balance							100.00
06/07/2023	Check	cash	Burnt Hills Hardware	2 keys, padlock	17.1620.54.073.0.000 OPERATION EXPENSE:BUILDING REPAIRS & MAINTENANCE	-23.94	76.06
08/30/2023	Check	0633	Cash	Aug 2023 PC O/H reimb	11000 BSNB LIBRARY General Fund (1164)	23.94	100.00
Total for Petty Cash on hand						\$0.00	
TOTAL						\$0.00	

Town of Ballston Community Library

Cap Imp, Fund Bal & Trustee Rev/Exp

January - December 2023

Monday, Aug 28, 2023 11:59:54 AM

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	Addl 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				
17.2082.41.004.0.000 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				
17.2760.41.001.0.000 Library System Grants - LLSA				
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		130.37	0.69	13.53
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	\$ 130.37	\$ 0.69	\$ 623.91
Total Revenue	\$ 35,271.00	\$ 130.37	\$ 0.69	\$ 623.91
Gross Profit	\$ 35,271.00	\$ 130.37	\$ 0.69	\$ 623.91
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				
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers				

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	Addl Fund Bal FDIC 5150	TRUSTEE FUND (1596)
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				
17.7410.54.049.0.000 Uncategorized Expenditure	3.74			
17.7410.54.077.0.000 TRASH REMOVAL SERVICES				
Total OPERATION EXPENSE	\$ 3.74	\$ 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	\$ 73,635.96	\$ 0.00	\$ 0.00	\$ 393.30
Net Operating Revenue	-\$ 38,364.96	\$ 130.37	\$ 0.69	\$ 230.61
Net Revenue	-\$ 38,364.96	\$ 130.37	\$ 0.69	\$ 230.61

Town of Ballston Community Library

Budget vs. Actuals: 2023 BUDGET

January - December 2023

Monday, Aug 28, 2023 10:55:23 AM

General Checking (1164)				
	Actual	Budget	Remaining	% 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	1,575.79	3,000.00	1,424.21	47.47%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	117.55		-117.55	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	1,153.12	1,900.00	746.88	39.31%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	0.00		0.00	
Total LIBRARY CHARGES	\$ 2,846.46	\$ 4,900.00	\$ 2,053.54	41.91%
LIBRARY SYSTEM GRANTS			0.00	
17.2760.41.001.0.000 Library System Grants - LLSA	3,201.00	3,194.00	-7.00	-0.22%
17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants	3,000.00		-3,000.00	
Total LIBRARY SYSTEM GRANTS	\$ 6,201.00	\$ 3,194.00	-\$ 3,007.00	-94.15%
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	14,140.02	6,000.00	-8,140.02	-135.67%
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	\$ 18,093.23	\$ 22,028.00	\$ 3,934.77	17.86%
Total Revenue	\$ 696,884.15	\$ 730,173.00	\$ 33,288.85	4.56%
Gross Profit	\$ 696,884.15	\$ 730,173.00	\$ 33,288.85	4.56%
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)	3,293.41	3,211.00	-82.41	-2.57%
17.9060.58.052.0.000 HSA (ER Contribution)	2,907.77	4,550.00	1,642.23	36.09%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	2,100.42	3,888.00	1,787.58	45.98%
17.9060.58.054.0.000 HEALTH INS OPT OUT	1,147.24	1,800.00	652.76	36.26%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	9,640.19	22,916.00	13,275.81	57.93%
Total BENEFITS	\$ 50,874.28	\$ 61,365.00	\$ 10,490.72	17.10%
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	37,259.90	62,000.00	24,740.10	39.90%
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	7,934.64	11,000.00	3,065.36	27.87%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	6,076.14	16,000.00	9,923.86	62.02%
Total LIBRARY MATERIALS	\$ 59,961.89	\$ 95,900.00	\$ 35,938.11	37.47%

	Actual	Budget	Remaining	% Remaining
LIBRARY PERSONNEL SERVICES		884.00	884.00	100.00%
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	116,946.89	182,754.00	65,807.11	36.01%
17.7410.51.031.0.000 CLERICAL STAFF	99,420.30	158,723.00	59,302.70	37.36%
17.7410.51.032.0.000 PAGES	15,693.52	28,912.00	13,218.48	45.72%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	18,324.37	28,402.00	10,077.63	35.48%
Total LIBRARY PERSONNEL SERVICES	\$ 250,385.08	\$ 399,675.00	\$ 149,289.92	37.35%
OFFICE EXPENSES			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	4,249.66	4,000.00	-249.66	-6.24%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	2,497.01	3,500.00	1,002.99	28.66%
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	10,914.05	14,000.00	3,085.95	22.04%
Total OFFICE EXPENSES	\$ 18,026.40	\$ 22,750.00	\$ 4,723.60	20.76%
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	10,980.00	10,000.00	-980.00	-9.80%
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	2,148.74	2,000.00	-148.74	-7.44%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	17,823.64	17,500.00	-323.64	-1.85%
17.7410.54.010.0.000 Professional Services - IT (SALS)	13,210.19	22,646.00	9,435.81	41.67%
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	1,968.56	3,000.00	1,031.44	34.38%
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	18,285.46	27,540.00	9,254.54	33.60%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	794.35	3,200.00	2,405.65	75.18%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	201.49	250.00	48.51	19.40%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	573.15	500.00	-73.15	-14.63%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	4,126.12	6,200.00	2,073.88	33.45%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	598.00	900.00	302.00	33.56%
Total OPERATION EXPENSE	\$ 87,158.62	\$ 124,483.00	\$ 37,324.38	29.98%
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	\$ 484,733.85	\$ 730,173.00	\$ 245,439.15	33.61%
Net Operating Revenue	\$ 212,150.30	\$ 0.00	-\$ 212,150.30	
Net Revenue	\$ 212,150.30	\$ 0.00	-\$ 212,150.30	

Accrual Basis

TOB Library NEW Trustee Account (xxx1596)

8/28/2023 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
7.31.2023		interest earned	UNDESIGNATED		\$2.03	\$11,838.87

TRUSTEES FUNDS SUMMARY (XXX1596)

8/28/2023 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 \$6,107.77

TOTAL \$11,838.87

2024 Holiday Closing Schedule Ballston Community Public Library

New Year's Day	Monday, January 1
Martin Luther King Jr. Day	Monday, January 15
Presidents' Day	Monday, February 19
Memorial Day	Monday, May 27
Flag Day Parade	Thursday, June 13 closing at 5:00 PM
Juneteenth	Wednesday, June 19
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Indigenous Peoples' Day	Monday, October 14
Veterans Day	Monday, November 11
Thanksgiving Eve	Wednesday, November 27 closing at 2:00 PM
Thanksgiving Day	Thursday, November 28
Thanksgiving Holiday	Friday, November 29
Thanksgiving Holiday	Saturday, November 30
Christmas Eve	Tuesday, December 24
Christmas Day	Wednesday, December 25
New Year's Eve	Tuesday, December 31

2024 Fulltime Employee Paid Holidays Town of Ballston Community Library

New Year's Day	Monday, January 1
Martin Luther King Jr. Day	Monday, January 15
Lincoln's Birthday	Monday, February 12
Presidents' Day	Monday, February 19
Memorial Day	Monday, May 27
Juneteenth	Wednesday, June 19
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Indigenous Peoples Day	Monday, October 14
Veteran's Day	Monday, November 11
Thanksgiving Eve	Wednesday, November 27 closing at 2:00 PM
Thanksgiving Day	Thursday, November 28
Thanksgiving Holiday	Friday, November 29
Thanksgiving Holiday	Saturday, November 30
Christmas Eve	Tuesday, December 24
Christmas Day	Wednesday, December 25
New Year's Eve	Tuesday, December 31

1 Floating Holidays

*Floating Holidays for Salaried Staff (Lincoln's Birthday)

This is an update on the Transition of the Library to a Special District Library (as currently defined by New York State Education Department (NYSED)). **Content updates for August 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. **On August 23, 2023, Governor Hochul signed the bill into law as Chapter 336.**

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	Election Scheduled 11/14/23
E	Trustee Appointment	Appointed by Town	Special District Guidelines/Public Vote Administered by Library	Election Scheduled 11/14/23
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 August 30, 2023. Further, on August 25, 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. An election is scheduled for November 14, 2023.

E. Historically, the Library Trustees are appointed by the Town Board. 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. An election is scheduled for November 14, 2023.

F. Employee Medical Benefits/WC/Retirement/Disability; beginning on January 1, 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.

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. **On August 23, 2023, Governor Hochul signed the bill into law as Chapter 336.**

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

Ballston Community Public Library Director's Report

August 2023

Circulation Statistics

July 2023

Circulation Statistics	Current Month	2023 to Date	2022 Total
Items Added to Collection	535	2,429	4,719
Number of Physical Items Circulated	11,644	65,505	98,808
Overdrive/Libby Circulation	1,296	8,306	12,343
Hoopla Circulation	544	3,027	5,868
New Patron Registrations	39	264	537
Curbside Appointments	3	16	100
Patrons in the Building	5,094	28,882	42,564

Programs & Events

July 2023

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2023 Total	Participants 2023 Total	Number Offered 2022 Total	Participants 2022 Total
Preschool	20	454	96	2,557	176	3,324
Elementary	10	174	41	576	68	1,125
Teen	5	35	21	104	24	303
Adult	12	116	59	799	56	477
Family	12	476	43	2,506	38	2,612
Outreach	0	0	52	1,645	66	2,960
TOTALS	59	1,255	312	8,187	428	10,801

Youth Services Programming: The Summer Reading Program ended on August 12 but children and teens can still log their minutes until September 4. After that date, Alyssa will send the final minute numbers to the local school librarians and additional prizes may be awarded by the schools. Our final registration numbers for the program were 105 in Preschool, 436 in Elementary, and 136 Teens. Our final Summer Reading Program report will be finished for the September Board Meeting and will include the final minute numbers of each age group and more details about the summer. Youth Services staff have finished planning all fall programming until November and are ready to restart our book clubs and after-school programming.

Adult Programming: Summer Reading 2023 ended with 218 Adults registered! 2022 there were 90 adults registered, so there was a 142% increase from last year to this year! 12 adult programs were held, with a total of 116 attendees. Coming up are a Tour of Forest Park with Rick Reynolds, Paint with Patrice and Cookie Decorating are both coming back, along with Memoir Writing and a Fitness Class with Sorella Spa.

Staff & Volunteers

- Melissa Gardner is on the agenda to be approved as a new hire clerk. We have posted for the one last open clerk spot.

- All of our open page positions have been filled and the new pages have completed most of their training. We were sad to see Amelia, Lindsay, and Mary head off to college but we are happy to welcome our new page staff and look forward to getting to know them better.

Facility Update

- We are in the process of getting multiple quotes for snow removal and lawn care for discussion at the September meeting.
- Rebecca met with Steve Rowland and Lisa Hayes to discuss options for improved access to rooftop HVAC units. Butler Rowland Mays will have options to present to the Board of Trustees this fall.

Technology

July 2023

Technology Statistics	Current Month	2023 to Date	2022 to Date
Public Computer Sessions	146	957	1,527
WiFi Sessions (unique users)	688	5,049	7,081

Meetings & Professional Development

- **Alyssa Harvey, Head of Youth Services:** SALS LEAP Training 8/15
- **Julia Stone, Board of Trustees:** NYLA Defending the Freedom to Read Webinar 8/28
- **Rebecca Verhayden, Director:** Board of Trustees 7/31, Charlton Town Board 8/13, Burnt Hills Forward Committee 8/14, SALS Tech Processing Refresher Training 8/15, Library Budget Meeting 8/22, NYLA Defending the Freedom to Read Webinar 8/28

Rebecca Verhayden, Director 8/29/2023