

**Town of Ballston Community Library
Board of Trustees Meeting Agenda
December 28, 2022**

- 1) Call to order**
- 2) Minutes of November 30, 2022 Meeting**
- 3) Report of Special Funds**
- 4) Monthly Financial Reports**
- 5) Approval of Bills**
- 6) Librarians' Reports**
- 7) Reports of Committees**
 - a) Policy
 - b) Town Liaisons
- 8) Unfinished Business**
 - a) Reopening Plan Update
 - b) Local History & Lighting Construction Project
 - c) Ballston Legislation & Transition
 - d) Landscaping Proposal
 - e) Trustee Vacancy
 - f) Wellness Hours
 - g) eContent/ARPA Funds
- 9) New Business**

*Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.)
Please state your name, address, and the resolution number you are referring to when speaking.*

- a) **RESOLUTION 22-084** Consider approving Saratoga Arts' Art in Public Places Program Venue Agreement for 2023 and 2024
- b) **RESOLUTION 22-085** Town of Ballston Community Library WHEREAS, by passing Chapter 56 of the Laws of 2022 ("Chapter 56"), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the Town of Ballston Community Library to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires the Town of Ballston Community Library to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the Town of Ballston Community Library webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the Town of Ballston Community Library authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the Town of Ballston Community Library shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

- c) **RESOLUTION 22-086** Consider approving the updated Town of Ballston Community Library Bylaws of the Trustees
- d) **RESOLUTION 22-087** Consider approving the updated Policy P2300 Displays and Exhibits
- e) **RESOLUTION 22-088** Consider approving Policy P7350 Authorizing Video Conferencing under extraordinary circumstances
- f) **RESOLUTION 22-089** Consider approving Personnel Policy 705 Wellness Hours

- g) **RESOLUTION 22-090** Consider approving monthly Transition Status Report to the Town of Ballston

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

10) Adjournment

December Voucher Signer: Carolyn Speenburgh

Charlton Town Board Meeting: Monday, January 9 at 7:30 PM

Ballston Town Board Meeting: Tuesday, January 10 at 6:30 PM

January Voucher Signer: Sue Tomlinson

Town of Ballston Community Library
Board of Trustees Meeting Minutes
November 30, 2022

Call to order: The meeting was called to order at 7:04 p.m. by President Julia Stone.

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

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

Trustees excused: Philip Du

Trustees unexcused: Steve Burchett

Town Representatives: none

Minutes of October 26, 2022: On a motion by Julia Stone, with second by Kate Schofield, the minutes of the October 26, 2022 monthly meeting were approved.

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

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

Approval of Bills: The November bills, reviewed by Julia Stone, were unanimously approved on a motion by Carolyn Speenburgh, with second by Sue Tomlinson.

Librarians' Reports: See attached.

Reports of Committees:

Policy: The Policy Committee has received our attorney, Cole Adams', feedback regarding our proposed bylaws revision. We will review it and prepare a bylaws revision to present at our monthly meeting in December.

Budget & Finance: The Town of Ballston passed their 2023 budget on November 9, and Charlton passed theirs on November 14.

Personnel: The Personnel Committee met and drew up a chart for a Staff Wellness program, to be piloted for six months starting January 1, 2023. Director Darling and Ms. Richard have had some discussions regarding implementation of the program. They believe it will be well-received by staff.

Town Liaisons: No reports.

Unfinished Business:

Reopening Plan Update: No change.

Local History & Lighting Construction Project: We are waiting delivery of a piece of a cabinet in order to complete installation of the furniture. Once done, Gallo can complete other minor tasks, and finalize the project.

Ballston Legislation & Transition: President Stone and Director Darling met with Attorney Adams. Next steps are to reach out to stakeholders to confirm their commitment to the legislation.

Saratoga Arts: Ms. Adams has suggested some tweaks to the contract with Saratoga Arts. We have forwarded those suggestions to Saratoga Arts and are waiting for their input.

Open Meetings Law: The Policy Committee met and discussed what constitutes "extraordinary circumstances" under which a Trustee may attend a meeting virtually. Current thinking is that out-of-town travel for work will not be considered an extraordinary circumstance; personal and family illness

will. We will schedule a public hearing to adopt a resolution authorizing the limited use of video conferencing at our December meeting, Wednesday, December 28, at 6:45 p. m.

Rotary Proposal: President Stone and Director Darling have discussed the Burnt Hills-Ballston Lake Rotary's proposal for a slate surround around the Peace Pole, and have decided we should table this until a lease arrangement with the Town has been put in place.

Landscaping Proposals: We have received three proposals for landscaping the area between the side of the library and Lawmar Lane. Ms. Darling will reach out to Hometown Turf for clarification of some questions regarding watering and edging the seeded area. The decision has been tabled until December.

Trustee Vacancy: We have received no applications to fill the Trustee Vacancy.

Wellness Hours: Covered under Personnel Committee report.

New Business:

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

None.

RESOLUTION 22-080: Consider setting a public hearing for Chapter 56 Section 103-a, permitting the Town of Ballston Community Library to adopt a resolution authorizing the limited use of video conferencing for Wednesday, December 28 at 6:45 p.m. Motion was made by Kate Schofield, seconded by Carolyn Speenburgh, and passed by unanimous vote.

RESOLUTION 22-081: Consider approving Sidewalk Snow Removal contract for 2022-2023 with Hometown Turf in the amount of \$5,300.00. Motion was made by Sue Tomlinson, seconded by Carolyn Speenburgh, and passed with all in favor.

RESOLUTION 22-082: Consider approving monthly Transition Status Report to the Town of Ballston. Motion was made by Carolyn Speenburgh, seconded by Kate Schofield, and passed unanimously.

RESOLUTION 22-083: Consider approving a Wellness Hours Pilot Program from 1/1/2023 – 7/1/2023. Motion was made by Julia Stone, seconded by Carolyn Speenburgh, and passed with all in favor.

Privilege of the floor on any topic:

None.

Adjournment: At 7:36 p.m., on a motion by Carolyn Speenburgh with second by Kate Schofield, trustees voted unanimously to adjourn the meeting.

TRUSTEES FUNDS SUMMARY (XXX1596)**12/22/2022 14:28****FUND NAME**

Richard E. Wittnebel	\$23.55
BH Women's Club	\$74.76
Conklin	\$5,069.61
Asa Kaplan	\$302.90
Tibbitts	\$38.88
McQueen	\$11.26
DeAngelo	\$51.04
Carol Brower	\$345.00
Ruth Glasser	\$57.40
Undesignated	\$5,631.89
TOTAL	\$11,606.29

TOB Library NEW Trustee Account (xxx1596)

12/22/2022 14:28

Date	Check Number	Description	Fund	With- drawal Amount	clrd	Deposit Amount	Account Balance
				2022 Beg Balance			\$5,466.25
1.18.2022	2224	in mem R Glasser (donor Haluska)	Glasser		✓	\$50.00	\$5,516.25
1.18.2022	multiple	in mem C Brower (multi donors)	Brower		✓	\$345.00	\$5,861.25
1.25.2022	1183	in mem R Glasser (donor Landgraf)	Glasser		✓	\$40.00	\$5,901.25
1.31.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,901.39
2.28.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,901.53
2.24.2022	1007	Amazon Feb2022 invoice	BHWC	\$16.22	✓		\$5,885.31
2.24.2022	1007	Amazon Feb2022 invoice	Glasser	\$32.60	✓		\$5,852.71
3.1.2022	5230	VanValkenberg check	BHWC		✓	\$16.22	\$5,868.93
3.31.2022		interest earned	UNDESIGNATED		✓	\$0.15	\$5,869.08
4.29.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,869.22
5.31.2022		interest earned	UNDESIGNATED		✓	\$0.15	\$5,869.37
6.7.2022	621	spring2022 FOL book sale	UNDESIGNATED		✓	\$311.40	\$6,180.77
6.7.2022	1634	in mem D Conklin	Conklin		✓	\$120.00	\$6,300.77
6.21.2022		VanValkenberg check - Conklin	BHWC		✓	\$15.29	\$6,316.06
6.30.2022		interest earned	UNDESIGNATED		✓	\$0.15	\$6,316.21
6.30.2022	1008	Amaz inv - BHWC - conklin	BHWC	\$15.29	✓		\$6,300.92
7.29.2022		interest earned	UNDESIGNATED		✓	\$0.16	\$6,301.08
8.15.2022		4 checks in mem D Conklin	Conklin		✓	\$5,000.00	\$11,301.08
9.21.2022		interest earned	UNDESIGNATED		✓	\$0.23	\$11,301.31
9.30.2022		interest earned	UNDESIGNATED		✓	\$1.81	\$11,303.12
10.3.2022	634	FOL 1/2 proceeds fall book sale	UNDESIGNATED		✓	\$349.67	\$11,652.79
10.27.2022	1009	B&T 2 bks	Conklin	50.39			\$11,602.40
10.31.2022		interest earned	UNDESIGNATED		✓	\$1.98	\$11,604.38
11.30.2022		interest earned	UNDESIGNATED			\$1.91	\$11,606.29

Town of Ballston Community Library

Abstract

As of December 31, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Amazon-pay by invoice				
12/15/2022	1L6X-PLM7-6JWK	office supplies, print book, programs	310.45	Bill
12/15/2022	14WN-TLL1-6YDH	youth program supplies - return	-18.99	Vendor Credit
Total for Amazon-pay by invoice			\$291.46	
Baker & Taylor 800-340-5370				
11/11/2022	5018038115	58 books	919.27	Bill
11/11/2022	5018033046	52 books	829.95	Bill
11/15/2022	5018052788	23 books	374.92	Bill
11/01/2022	5018044484	1 book	5.99	Bill
11/08/2022	5018012686	32 books	432.79	Bill
11/04/2022	5018047582	3 books	36.65	Bill
Total for Baker & Taylor			\$2,599.57	
CDPHP				
12/13/2022	223470041684	Jan 2023 prem Health/Den RD & AH; Jan 2023 prem Den J Kaplan	1,294.14	Bill
Total for CDPHP			\$1,294.14	
Cengage Learning Inc. / Gale 248-699-4253				
12/12/2022	79757291	7 books	155.61	Bill
12/28/2022	79767649	3 books	84.72	Bill
11/24/2022	79691946	1 book	23.25	Bill
11/28/2022	79696127	1 book	23.25	Bill
11/23/2022	79688483	2 books	52.48	Bill
11/15/2022	79657888	1 book	28.49	Bill
11/15/2022	79657319	1 book	29.24	Bill
12/06/2022	79735018	1 book	25.49	Bill
12/06/2022	79735310	2 books	54.73	Bill
12/06/2022	79735676	4 books	112.46	Bill
12/08/2022	79747459	6 books	150.69	Bill
12/07/2022	79741417	2 books	52.48	Bill
12/06/2022	79736036	4 books	107.96	Bill
Total for Cengage Learning Inc. / Gale			\$900.85	
Charlton Heights PTA				
12/08/2022	12.8.2022	Saratoga Arts Grant reimb 2022 "Unmake a Bully" program	2,240.00	Bill
Total for Charlton Heights PTA			\$2,240.00	
Demco Software				
12/15/2022	INV00014413	electronic calendar Feb 2023 thru Jan 2024	551.35	Bill
Total for Demco Software			\$551.35	
ELM USA, Inc.				
12/02/2022	54392	Nov 2022 usage	25.00	Bill

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Total for ELM USA, Inc.			\$25.00	
Highmark BlueShield of Northeastern New York				
12/13/2022	221213294940595	Jan 2023 prem J Kaplan	199.00	Bill
Total for Highmark BlueShield of Northeastern New York			\$199.00	
HOOPLA by Midwest Tape				
11/30/2022	503039870	Hoopla Nov 2022	915.99	Bill
Total for HOOPLA by Midwest Tape			\$915.99	
Mail 'N' More				
518.399.3279				
08/31/2022	12559	mailing to B&T; color copies for story walk	58.00	Bill
Total for Mail 'N' More			\$58.00	
Midwest Tape, LLC				
800-875-2785				
11/29/2022	503025515	5 DVD/ADB	258.95	Bill
12/12/2022	503086519	2 DVD/ADB	89.98	Bill
12/16/2022	503107613	2 DVD/ADB	52.98	Bill
12/05/2022	503058433	1 DVD/ADB	23.24	Bill
11/21/2022	502990798	2 DVD/ADB	76.98	Bill
Total for Midwest Tape, LLC			\$502.13	
MJ ENGINEERING AND LAND SURVEYING, P.C.				
(518) 371-0799				
12/19/2022	Inv# 4	Proj MJ1078.064 History Room History Room Construction Admin svcs 10/31-11/14, 2022	652.50	Bill
Total for MJ ENGINEERING AND LAND SURVEYING, P.C.			\$652.50	
Nature's Way Pest Control				
518-745-5958				
12/15/2022	628756	svc 12/15/2022	78.00	Bill
Total for Nature's Way Pest Control			\$78.00	
New York Library Assoc.				
12/22/2022	0004093	Inv# 0004093 - BUR 2023 membership	405.00	Bill
Total for New York Library Assoc.			\$405.00	
NightRider Janitorial Services				
(518) 782-9999				
12/01/2022	DEC22124	Dec 2022 cleaning	2,295.00	Bill
Total for NightRider Janitorial Services			\$2,295.00	
Penworthy				
11/29/2022	0586438-IN	22 books	332.38	Bill
Total for Penworthy			\$332.38	
ShelterPoint Life				
12/19/2022	12.19.2022	2022 balance DBL PFL & 2023 deposit 2023 DBL PFL	2,505.18	Bill
Total for ShelterPoint Life			\$2,505.18	
Southern Adirondack Library System				
518-584-7300				
12/01/2022	2022-11BUR	Nov 2022 monthly fee/circ renewals	1,747.63	Bill
12/02/2022	BUR 12022022	mini desktop/hardware, 5 monitors	2,432.77	Bill
Total for Southern Adirondack Library System			\$4,180.40	
The Law Office of Stephanie Adams, PLLC				
716.464.33386				

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
12/08/2022	2363	svcs 11/9/2022 thru 11/29/2022	1,716.00	Bill
Total for The Law Office of Stephanie Adams, PLLC			\$1,716.00	
Twin Bridges Waste & Recycling (518) 267-3400				
12/01/2022	Dec2022	Dec 2022 svc	74.75	Bill
Total for Twin Bridges Waste & Recycling			\$74.75	
TOTAL			\$21,816.70	

Town of Ballston Community Library

EARLY PAYS

December 1-19, 2022

11000 BSNB LIBRARY General Fund (1164)

Date	Transaction Type	CK Num	Name	Memo/Description	Amount
12/01/2022	Check	409	VISA	Nov2022.2867RD	\$127.61
12/15/2022	Check	408	VISA	Nov2022.2883AH	\$38.00
12/15/2022	Check	410	VISA	VISA 2875 JR - Nov2022.2875JR	\$510.62
12/15/2022	Check	406	NATIONAL GRID	Acct# 02461-44007	\$2,808.07
12/15/2022	Check	407	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	\$279.94
12/19/2022	Check	446	UTICA NATIONAL INSURANCE GROUP	Acct# 205249427	\$9,291.93

TOTAL **\$13,056.17**

January - December 2022

REVENUE									
Revenue	CAP IMP (1643) History Rm	FUND BALANCE (1567)	TRUSTEE FUND (1596)	GEN CKING (1164)	2022 Budget	TOTAL			
BALLSTON TAXES						0.00			
17.1001.41.000.0.000 Real Property Taxes					619,773.00	619,773.14			
Total BALLSTON TAXES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 619,773.14	\$ 619,773.00	\$ 619,773.14			
CHARLTON LIBRARY SVCS						0.00			
17.2360.41.000.0.000 Library Services to Other Governments					52,900.00	34,500.00			
Total CHARLTON LIBRARY SVCS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,500.00	\$ 52,900.00	\$ 34,500.00			
LIBRARY CHARGES						0.00			
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees				1,886.41	3,000.00	1,886.41			
17.2082.41.005.0.000 LIBRARY CHARGES - Fines				4,616.77	10,868.00	4,616.77			
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR				1,288.78	1,544.00	1,288.78			
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR				0.00		0.00			
Total LIBRARY CHARGES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,791.96	\$ 15,412.00	\$ 7,791.96			
LIBRARY SYSTEM GRANTS						0.00			
17.2760.41.001.0.000 Library System Grants - LLSA				3,194.00	1,960.00	3,194.00			
Total LIBRARY SYSTEM GRANTS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,194.00	\$ 1,960.00	\$ 3,194.00			
MISC REVENUE						0.00			
17.2401.41.000.0.000 INTEREST & EARNINGS		19.79	72.99	6.96	0.25	99.99			
17.2705.41.000.0.000 Gifts / Donations / Reimbursements				6,247.83	3,865.51	10,113.34			
17.2770.41.000.0.000 Other Unclassified Revenues				2,335.92		2,335.92			
Total MISC REVENUE	\$ 0.00	\$ 19.79	\$ 72.99	\$ 6,254.79	\$ 6,201.68	\$ 12,549.25			
Total Revenue	\$ 0.00	\$ 19.79	\$ 72.99	\$ 6,254.79	\$ 690,045.00	\$ 677,808.35			
Gross Profit	\$ 0.00	\$ 19.79	\$ 72.99	\$ 6,254.79	\$ 690,045.00	\$ 677,808.35			

EXPENDITURES

Expenditures		CAP IMP (1643) History Rm					FUND BALANCE (1567)		TRUSTEE FUND (1596)		GEN CKING (1164)	2022 Budget	TOTAL
BENEFITS													
17.9010.58.000.0.000 NYSILRS ER CONTRIBUTION											24,894.11	37,200.00	24,894.11
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)											5,715.27	5,130.00	5,715.27
17.9060.58.052.0.000 HSA (ER Contribution)											4,275.40	2,300.00	4,275.40
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)											2,824.56	3,600.00	2,824.56
17.9060.58.054.0.000 HEALTH INS OPT OUT											1,799.98	3,600.00	1,799.98
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)											15,783.44	8,884.00	15,783.44
Total BENEFITS							\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 55,292.76	\$ 60,714.00	\$ 55,292.76
LIBRARY EQUIPMENT & CAPITAL OUTLAY													0.00
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES											10,096.44	9,000.00	10,096.44
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES											1,333.80		1,333.80
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS		150,860.25											150,860.25
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY		\$ 150,860.25	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,430.24	\$ 9,000.00	\$ 9,000.00	\$ 162,290.49
LIBRARY MATERIALS													0.00
17.7410.54.034.0.000 LIBRARY MATERIALS - Print									114.50		56,184.92	60,000.00	56,299.42
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals											2,475.23	2,800.00	2,475.23
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers											2,154.07	1,800.00	2,154.07
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books											3,500.00	2,500.00	3,500.00
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases											9,080.98	9,000.00	9,080.98
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials											13,603.91	16,000.00	13,603.91
Total LIBRARY MATERIALS		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 114.50	\$ 86,999.11	\$ 92,100.00	\$ 87,113.61			\$ 0.00
LIBRARY PERSONNEL SERVICES													
17.7410.51.030.0.000 CERTIFIED LIBRARIANS											172,574.58	174,716.00	172,574.58
17.7410.51.031.0.000 CLERICAL STAFF											140,544.96	142,956.00	140,544.96
17.7410.51.032.0.000 PAGES											19,418.52	27,456.00	19,418.52
17.9060.58.055.0.000 SOC SEC, MED, FUTA (ER taxes)											25,920.43	26,402.00	25,920.43
Total LIBRARY PERSONNEL SERVICES		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 358,458.49	\$ 371,530.00	\$ 358,458.49			\$ 0.00
OFFICE EXPENSES													
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS											3,927.63	4,000.00	3,927.63
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS											3,364.23	3,800.00	3,364.23
17.7410.54.041.0.000 POSTAGE / MAILINGS											389.85	400.00	389.85
17.7410.54.042.0.000 PUBLICITY / Promotion											281.95	883.00	281.95
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS											12,304.60	12,500.00	12,304.60
Total OFFICE EXPENSES		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,268.26	\$ 21,583.00	\$ 20,268.26			\$ 0.00

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	TRUSTEE FUND (1596)	GEN CKING (1164)	2022 Budget	TOTAL
OPERATION EXPENSE						0.00
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE				2,700.00		2,700.00
17.1620.54.010.0.000 Professional Services - LEGAL				6,472.00		6,472.00
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL				12,505.00		12,505.00
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE				4,468.25	15,000.00	4,468.25
17.7410.51.033.0.000 Professional Services - PAYROLL Processing				2,158.75		2,158.75
17.7410.54.000.0.000 LIBRARY CONTRACTUAL EXPENDITURES (not specified)				30.20		30.20
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)				23,726.55	17,500.00	23,726.55
17.7410.54.010.0.000 Professional Services - IT (SALS)				19,223.93	22,795.00	19,223.93
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS				2,968.89	5,000.00	2,968.89
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING				2,406.12	4,000.00	2,406.12
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)				376.89	1,000.00	376.89
17.7410.54.039.0.000 CUSTODIAL SERVICES				27,540.00	27,540.00	27,540.00
17.7410.54.040.0.000 CUSTODIAL SUPPLIES				2,219.85	2,998.00	2,219.85
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT				269.73	200.00	269.73
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT				784.80	500.00	784.80
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M				4,128.16	23,575.00	4,128.16
17.7410.54.049.0.000 Uncategorized Expenditure				187.32		187.32
17.7410.54.077.0.000 TRASH REMOVAL SERVICES				1,028.62	1,000.00	1,028.62
Total OPERATION EXPENSE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 121,108.00	\$ 113,195.06
SPECIAL ITEMS						0.00
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA				5,187.50	5,000.00	5,187.50
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library				12,026.21	8,010.00	12,026.21
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library					1,000.00	
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)				125.00		125.00
Total SPECIAL ITEMS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 14,010.00	\$ 17,338.71
Total Expenditures	\$ 150,860.25	\$ 0.00	\$ 0.00	\$ 114.50	\$ 662,982.63	\$ 813,957.38
Net Operating Revenue	-\$ 150,860.25	\$ 19.79	\$ 72.99	\$ 6,140.29	\$ 8,478.15	-\$ 136,149.03
Net Revenue	-\$ 150,860.25	\$ 19.79	\$ 72.99	\$ 6,140.29	\$ 8,478.15	-\$ 136,149.03

Town of Ballston Community Library

Transaction Report 17.7997.52,000.0.000 LIBRARY EQUIPMENT & CAPITAL OUTLAY:LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS
Jan 1, 2021 thru Dec 31, 2022

Date	Transact ion Type	Num	Vendor	Memo/Description	Amount	Recorded in	Check Date	Bank Acct Pd From	Check #
01/14/2022	Bill	126876	Accent	labor for dismantle shelving (History Room area) Project# 12-322	2,500.00	QBO	1/27/2022	Gen Cking 1164	0113
01/14/2022	Bill	126877	Accent	Jan2022 POD storage unit - monthly rental (History Room storage)	361.11	QBO	1/27/2022	Gen Cking 1164	0113
05/16/2022	Bill	128447	Accent	POD storage use Feb-April 2022	583.32	QBO	8/31/2022	Cap Imp 1643	104
				TOTAL \$	3,444.43				
12/13/2020	Bill	Inv# 1	Butler Rowland Mays Architects, LLP	billing period 5/29/2019 - 12/13/2020	\$900.00	QBDesktop	4/28/2021	Gen Cking 1164	0101
03/12/2021	Bill	Inv# 2	Butler Rowland Mays Architects, LLP	billing period 12/14/2020 - 3/12/2021	\$1,379.70	QBDesktop	4/28/2021	Gen Cking 1164	0101
08/03/2021	Bill	Inv# 3	Butler Rowland Mays Architects, LLP	billing period 3/13/21 - 5/31/2021	\$1,350.00	QBDesktop	6/30/2021	Gen Cking 1164	0102
08/03/2021	Bill	Inv# 4	Butler Rowland Mays Architects, LLP	billing period 6/1/2021 - 7/31/2021	\$450.00	QBDesktop	8/3/2021	Gen Cking 1165	0105
10/29/2021	Bill	Inv# 5	Butler Rowland Mays Architects, LLP	billing period 8/1/2021-10/29/2021	950.00	QBD & QBO	12/31/2021	Gen Cking 1166	0127
12/09/2021	Bill	Inv# 6	Butler Rowland Mays Architects, LLP	billing period 10/30/2021-12/9/2021	650.00	QBD & QBO	12/9/2021	Gen Cking 1167	0109
03/09/2022	Bill	Inv# 7	Butler Rowland Mays Architects, LLP	billing period 12/10/2021 - 3/6/2022	450.00	QBO	3/31/2022	Gen Cking 1168	0162
08/09/2022	Bill	Inv# 8	Butler Rowland Mays Architects, LLP	billing period 3/10/22 - 8/9/2022	420.00	QBO	8/31/2022	Cap Imp 1643	103
11/18/2022	Bill	Inv# 9	Butler Rowland Mays Architects, LLP	billing period 8/10/22 - 11/14/2023	2,255.00	QBO	11/30/2022	Ca Imp 1643	108
				TOTAL \$	8,804.70				
10/12/2021	Bill		The Daily Gazette Co. Inc.	notice to bid History Room	\$116.55	QBDesktop	10/27/2021	Gen Cking 1164	0106
				TOTAL \$	116.55				
05/05/2022	Bill	2520944-1	Exemplis, LLC	10 chairs - History Room	3,264.19	QBO	8/31/2022	Cap Imp 1643	105
				TOTAL \$	3,264.19				
12/29/2021	Bill	Inv# 1	Gallo Construction Corp	History Room general construction period to 12/29/2021	4,377.60	QBD & QBO	1/27/2022	Gen Cking 1164	0126
04/20/2022	Bill	Inv# 2	Gallo Construction Corp	History Room Construction period to 4/20/2022	7,125.00	QBO	4/28/2022	Gen Cking 1164	0199
08/09/2022	Bill	Inv# 3	Gallo Construction Corp	General Construction - History Room - period to 6/9/2022	76,262.20	QBO	8/31/2022	Cap Imp 1643	102
08/21/2022	Bill	Inv# 4	Gallo Construction Corp	General Construction - History Room - period to 9/30/2022	28,234.67	QBO	9/29/2022	Cap Imp 1643	106
				TOTAL \$	115,999.47				
05/12/2022	Bill	14386874	Krueger International, Inc.	2 tables - History Room	1,577.32	QBO	7/28/2022	Cap Imp 1643	101
				TOTAL \$	1,577.32				

09/19/2022	Bill	Inv#1	MJ ENGINEERING AND LAND SURVEYING, P.C.	Library Construction Contract Admin svcs thru 9.2.2022	290.00	10/27/2022	Cap Imp 1643	107
10/14/2022	Bill	Inv#2	MJ ENGINEERING AND LAND SURVEYING, P.C.	Library Construction Contract Admin svcs 9.12.2022 thru 9.26.2022	725.00	11/30/2022	Cap Imp 1644	109
11/17/2022	Bill	Inv#3	MJ ENGINEERING AND LAND SURVEYING, P.C.	Library Construction Contract Admin svcs 10.1.2022 & 10.24.2022	300.00	11/30/2022		109
12/19/2022	Bill	Inv#4	MJ ENGINEERING AND LAND SURVEYING, P.C.	Library Construction Contract Admin svcs 10.11.2022 & 10.24.2023	652.50	12/28/2022	Cap Imp 1645	TBD
TOTAL \$					1,967.50			

8/24/2022	Bill	104055086	Palmitier Furniture Limited	History Room Shelving, Delivery & Installation	\$ 25,859.64
TOTAL \$					25,859.64

TOTAL History Room Invoices PAID 1/1/2021 to date	\$ 161,033.80
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Funds allocated for History Room
orig grant check dep to Gen Cking 1164 w/bal transf to Cap Imp Fund
8/30/2022 Transfer to Cap Imp Fund (for History Room)

History Room Grant Rec'd	\$96,845.00
Fund Balance	\$74,000.00
TOTAL \$ approved for History Room project	\$170,845.00

Invoices yet to be received for payment.

TBD	Inv# 5	Gallo Construction Corp	General Construction - History Room - period to 9/30/2023	\$65,740.53	QBO	TBD	Cap Imp 1643	TBD
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12/22/2022 15:11

Town of Ballston Community Library Director's Report

December 2022

Circulation Statistics

November 2022

Circulation Statistics	Current Month	2022 To Date	2021 Total
Items Added to Collection	450	4,329	4,308
Number of Physical Items Circulated	8,655	90,662	84,190
Overdrive/Libby Circulation	1,030	11,298	12,218
Hoopla Circulation	443	5,411	4,907
New Patron Registrations	29	508	274
Curbside Appointments	2	95	1,991
Patrons in the Building	3,507	38,579	20,677

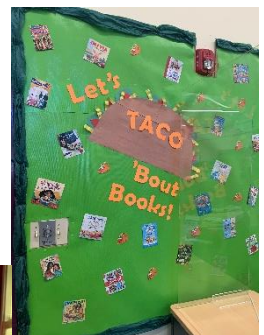
Programs & Events

November 2022

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2022 Total	Participants 2022 Total	Number Offered 2021 Total	Participants 2021 Total
Preschool	11	27	164	3,110	143	2,002
Elementary	7	69	61	1,046	54	802
Teen	1	2	22	300	19	336
Adult	9	74	50	426	42	595
Family	3	167	35	2,503	138	2,918
Outreach	1	396	66	2,960	7	296
TOTALS	32	735	398	10,345	403	6,949

Youth Services Programming: Youth Services programs slowed down a bit for the month of December and we saw a small dip in our attendance numbers, which is normal for the winter months. During December we had our 4 weekly story times, 6 book clubs, 1 Saturday story time, 1 Grab N' Go Craft, 1 Kid's Craft, 1 Teen Craft, 1 STEM program, and we had scheduled a Story Crafters event that was unfortunately canceled due to the weather. Our youth programs are currently planned out into late spring and in January we will begin the Summer Reading 2023 planning.

Adult Programming: I have started planning for the 2023 Summer Reading Kickoff, along with other winter and spring programming. February will see the kickoff the 1st ever Community Reads program, Small Towns, Big Read. The book I have selected for this year is The People We Keep by Allison Larkin. After a kickoff event in February, there will be a slew of programs all based around the book, including our ever-popular cookie decorating, another Paint with Patrice program, trivia, discussion groups, and more! A few events will take place out around Ballston and Charlton at local businesses/locations.



Organizational Goals

- The Policy Committee met to review New York State Open Meetings Law policies, P2300 and a Bylaws update on 12/24.

Financials

Account Balances Chart

Account Name	Status	Balance
Fund Balance Account	(xxx1567)	\$260,587
Operating Account	(xxx1164)	\$123,398
Trustees Account	(xxx1596)	\$11,606
Capital Account	(xxx1643)	\$39,603
Petty Cash On Hand	Lock Box	\$58
Circulation Tray	Tray	\$75

Summary of Library Funds and Accounts Holding those Funds as 30 November 2022. All Library funds are held in Library held accounts as of 16 June 2022.

Staff & Volunteers

- The Friends of the Library are now holding monthly meetings in a Hybrid format. Friends and members of the public can attend in person or via Zoom. Meetings are held the first Tuesday of the month. The Friends met on Tuesday, December 6th at 9:00am. They discussed the Holiday Drive Thru at the High School, an upcoming BHBL Dinner Fundraiser, upcoming Mini Golf (yay!). They also graciously agreed to co-sponsor the upcoming Community Reads program I'm doing, Small Towns, Big Read. 2 new Museum Passes purchased by the Friends have gone into circulation; the Bennington Museum, and the Schenectady County Historical Society.

Facility Update

- The Local History Room and LED Lighting are still in the punch list stage.

Technology

November 2022

Technology Statistics	Current Month	2022 to Date	2021 Total
Public Computer Sessions	109	1388	777
WiFi Sessions (unique users)	689	6,431	5,580

Policy Review

- Reopening Plan (Safety Plan)

Library Action	Date	Positivity Rate*
Building Closed to Public	3/16/2020	2.6%
Staff Begin Working Remotely	3/23/2020	7.3%
Staff Begin to Return to Building	6/15/2020	0.3%

Curbside Services Start	6/29/2020	0.3%
Open for Pop-in	9/14/2020	1.0%
Return to Curbside Only	12/21/2020	7.1%
Reopening for Pop-In	3/1/2021	2.4%
Drop Capacity Restrictions/expand services	6/21/2021	0.8%
Masks Optional for Vaccinated Individuals	7/6/2021	0.3%
Masks for All per CDC	7/30/2021	4.6%
Masks Optional per CDC	2/26/2022	3.5%
Return of Indoor Programming	4/1/2022	3.3%
Masks Optional per Trustee Vote	5/4/2022	12.0%
Current Level	12/20/2022	5.9%

*Saratoga County Percent Positive 7 Day Results per NYS

Meetings & Professional Development

- **Michelle Dannenhoffer-Cau, Library Assistant:** Staff Meeting 12/14
- **Rebecca Verhayden Darling, Director:** Legal 11/28, Personnel Committee 11/28 Board of Trustees 11/30, Friends of the Library 12/6, BH Forward 12/8, SALS: Cyber Liability Insurance Presentation 12/8, Craft & Hobby Demo 12/12, Insurance Policy Review Meeting 12/12, Burnt Hills Forward 12/12, Town of Charlton 12/12, Town of Ballston 12/13, SALS JA 12/14, Policy Committee 12/14, Staff Meeting 12/14
ALA Trustee Academy: Trustee Competencies, Working Effectively with the Library Director, The Library's Budget for Trustees, Everyday Advocacy – Why the Library Matters, Equity, Diversity, Inclusion: What Library Trustees Need to Know, Vendor Negotiation That Supports Patron Privacy and Intellectual Freedom
- **Alyssa Harvey, Head of Youth Services:** Board of Trustees 11/30, CSLP Summer Reading Program 2023 Symposium Webinar 12/8
- **Hannah Moore, Clerk:** Staff Meeting 12/14
- **Jenn Richard, Head of Adult Services:** Board of Trustees 11/30, Friends of the Library 12/6, Craft & Hobby Demo 12/12, Staff Meeting 12/14
- **Krysten Rodrigues, Clerk:** Staff Meeting 12/14

Rebecca Verhayden Darling, Director 12/21/2022

SARATOGA ARTS' ART IN PUBLIC PLACES PROGRAM VENUE AGREEMENT
GENERAL INFORMATION

Venue name(s) and address(es):

Town of Ballston Community Library
2 Lawmar Ln, Burnt Hills, NY 12027

Exhibitions (Monthly/Bimonthly): Monthly

Excluded Dates: Months of April and May.

Site Contact: Michelle Dannenhoffer-Cau, Rebecca Darling

Phone: (518)399-8174

Email: mdannenhoffer-cau@sals.edu, rdarling@sals.edu

Period covered by the agreement: Artists participating for the calendar years of 2023 and 2024. The contract begins in January 2023.

About Saratoga Arts' Art in Public Places Program

The Art in Public Places Program features monthly or bi-monthly art exhibitions in various locations around the Capital Region corresponding with an online webpage on www.saratoga-arts.org.

The goal of the program is to present original artwork created by members of Saratoga Arts in publicly accessible spaces throughout the Capital Region. The opportunity to apply to participate in the program is open to all members of Saratoga Arts. From emerging artists who might be presenting their first exhibition to veteran artists with extensive experience - this program is for everybody!

Thank you for being our partner!

Art in Public Places relies on community partners for our program to succeed. Your provision to artists of all ages and skill levels with a platform/venue to exhibit their work, allows us to continue our mission to enrich the region by cultivating a vibrant arts community and by ensuring that the arts are accessible to all.

RESPONSIBILITIES

Artist Responsibilities

- Artists are responsible for the installation, deinstallation, and maintenance of their exhibition, safely and respectfully.
- Artists will sign a waiver distributed by Saratoga Arts indicating they understand neither Saratoga Arts nor any Art in Public Places venue can be held responsible for damage, loss, or theft of artworks on display.
- Artists will refer all inquiries to Saratoga Arts at 518-584-4132 or exhibitions@saratoga-arts.org. Artists will **NOT** contact the venue with questions or concerns.

Venue Responsibilities

- Venues will provide an appropriate, public display space for exhibitions coordinated by Saratoga Arts. Venues will also provide site specs for their exhibition space, including but not limited to complete dimensions of useable space, the minimum/maximum amount of artwork able to be shown, and photographs of the display space.
- Venues can provide an appropriate hanging mechanism for 2D works if they wish. General maintenance of the exhibition space is the responsibility of the venue.
- Venues will refer all inquiries (questions about the artists, the artwork, and/or inquiries about sales or participation) to Saratoga Arts, 518-584-4132 or exhibitions@saratoga-arts.org
- Venues will provide a small space for signage and the placement of the checklist.

Saratoga Arts' Responsibilities

- Saratoga Arts will schedule artists, set installation and deinstallation dates, contract with artists, and review all artwork to ensure that it is appropriate for all audiences.
- Saratoga Arts will promote all Art in Public Places exhibitions with a variety of marketing tools including posts on social media, and our weekly newsletter.
- Saratoga Arts will provide all checklists, caption information, and promotional materials for each exhibition, which includes instructions on how to purchase artwork.
- Saratoga Arts will handle all artwork sales and artist payments. Saratoga Arts will retain a **30%** commission on all artwork sales.
- Saratoga Arts will reach out one week before each exhibition turnover, with the artist's name and date of installation.
- Please note: Occasional last-minute cancellations may occur. In the event of a last-minute cancellation, Saratoga Arts will pursue one of three options to ensure the space is filled: Ask the current artist displaying to extend their exhibition for another month, fill the space with a new artist, or ask the next exhibiting artist to come in early.

ADDENDUM 11/30/2022:

- Prior to any particular exhibit, the SA will assure the Library that the content is appropriate for all ages, and consistent with the library's ethics and policies.
- SA will give immediate priority to working with the Library regarding any concerns about a current exhibit.
- When promoting the Library's exhibition space, the SA will emphasize "Consistent with its mission, the Ballston Community Public Library participates in Saratoga Arts' "Art in Public Places" program to enhance its served community's participation in, and support of, the visual arts. Exhibitions must follow the Library's Policy on "Displays and Exhibits". The collaboration with Saratoga Arts is maintained with attention to the ethics of the American Library Association. Artists should coordinate all communication and needs through Saratoga Arts."

FREQUENTLY ASKED QUESTIONS

Is the artwork for sale? Yes, all exhibited artwork is required to be for sale. If a visitor would like to purchase a piece in your exhibition space, please refer them to Saratoga (exhibitions@saratoga-arts.org, (518)584-4132). Artwork can be purchased by calling Saratoga Arts, coming into the Art Center in person, or through our website. Saratoga Arts will also provide all participating venues with signage and a checklist with instructions on how to purchase artwork, with QR codes that link directly to each artist's page on our website.

What happens if the checklist is gone? If you notice that the checklist at the exhibition is missing, please reach out to Saratoga Arts (exhibitions@saratoga-arts.org, (518)584-4132).

What if somebody wants to remove artwork from an exhibition? Artwork may not be removed, under any circumstances, unless by the artist or a representative of Saratoga Arts. Purchased artwork must remain in the exhibition until its deinstallation. If an artist comes in to install and the previous artists' work is still on the wall, please contact Saratoga Arts (exhibitions@saratoga-arts.org, (518)584-4132.)

An artist called and they want to schedule a reception, what do we do? Art in Public Places venues do not host receptions. Please refer any artist inquiries to Saratoga Arts.

When can we expect artists to be installing and deinstalling their artwork? Art in Public Places Install/Deinstall dates are typically scheduled during the last week of each month. The goal is to give each artist about 30 days for their exhibition. Installation/Deinstallations must occur within the open hours of each venue, and possibly within more specific times provided by the exhibition venue. Venues will be notified by Saratoga Arts no later than a week before each installation with the name of the artist and on which date they will be installed.

MEMBERSHIP

We ask that Art in Public Places venues be current business members of Saratoga Arts in good standing. All non-profit organizations are awarded a complimentary membership (good for one year) at the Non-Profit Membership level.

VENUE AGREEMENT: This agreement covers 2 years (Beginning in the calendar year 2023 and ending at the conclusion of the calendar year 2024).

- We ask that venues do not cancel mid-season or before the end of their contracted time frame in consideration of the artists participating.
- Any excluded dates must be provided at the time of contract.

VENUE CONTACT:

By signing below, you agree to adhere to all the Venue Responsibilities previously outlined during the period covered by this agreement.

Name (Sign) _____ **Date** _____

Name (Print) _____

SITE COORDINATOR, SARATOGA ARTS:



**SARATOGA
ARTS**

**By signing below Saratoga Arts
agrees to adhere to all the
Responsibilities previously outlined
during the period covered by this**

agreement.

Name (Sign) _____ Date _____

Name (Print) _____

**For any further questions or concerns, please contact Saratoga Arts
Executive Director:**

Louise Kerr – Lkerr@saratoga-arts.org

Office: 518-584-4132 x 206

Cell: 760-7057860

Program Coordinator:

Christian Wechgelaer – cwechgelaer@saratoga-arts.org

Office: 518-584-4132

Cell: 518-791-2657

SARATOGA ARTS' ART IN PUBLIC PLACES PROGRAM GENERAL INFORMATION:

Art in Public Places is a **Member-Exclusive** program featuring art exhibitions online and in various locations around the Capital Region. This program gives local and regional artists an opportunity to showcase and sell their work while exhibiting in publicly accessible spaces.

GUIDELINES:

Applying

- Applications are accepted on a rolling basis throughout the year.
- Artists are accepted based on the venues/months available.
- Exhibiting artists are welcome to apply every year, however, they will not be eligible for the space they exhibited in the year before.
- To be considered for an exhibition, **all art must be appropriate for all audiences.**

Installation/Deinstallation

- All artists are responsible for submitting representative images of the objects they would like to display, an artist statement of 250 words or less, and an image list detailing the title, date, medium, dimensions, and price for each piece, corresponding to image file names two weeks prior to their exhibition.
- Artists are responsible for installing, deinstalling, and maintaining their own exhibition.
- All artworks must be framed **or** ready to hang. A list of the hanging hardware available at each venue is listed below.
- Each venue can accommodate a different amount of work. Capacity details for each venue are listed below.
- Three-dimensional work and sculpture currently are not accepted by any venues.
- Artists will be held responsible for any damage done in the space while installing/deinstalling.

Buying and Selling

- **All artworks must be for sale.** All sales are processed through Saratoga Arts, who retains a 30% commission.
- All artworks must remain in the exhibition for the duration of the show, regardless of the time of purchase.
- All sold artwork must be dropped off at Saratoga Arts by the artist, within a week after their deinstallation.
- Saratoga Arts will create a checklist for each exhibition which includes images of the work, caption info and prices, the artists' statement, and instructions for how to purchase artwork.

Contracts:

- Exhibiting artist contracts and insurance waivers must be signed and sent back to Saratoga Arts, **ASAP** upon receiving confirmation of your exhibition. This submission saves your spot in our calendar.

- Neither Saratoga Arts, nor any exhibition venue, is responsible for damage, loss, or theft of artwork on display. Exhibiting artists must sign a waiver in recognition of this policy.
- By signing the Art in Public Places contract, you signify that you have read and understood all guidelines both pertaining to the Art in Public Places program itself as well as specific venue guidelines.
- Saratoga Arts maintains the right to change exhibition dates and to postpone or cancel exhibitions. In this instance, artists will be notified immediately.

NOTE: Artists in violation of contract will be removed from eligibility for exhibitions at Saratoga Arts.

Questions? Call (518) 584-4132 or email exhibitions@saratoga-arts.org

PARTICIPATING VENUE INFORMATION:

Clifton Park-Halfmoon Public Library (Site A):

Address: 475 Moe Road, Clifton Park, NY 12065

Hours: Monday-Thursday, 9am-7pm, Friday, 9am-5pm, Saturday, 10am-4pm

Specifications:

Second Floor Mezzanine Area: Approximately 15-20 wall pieces, depending on size. Artists exhibit their work on the black, freestanding, cloth covered walls. There is a hanging system installed; artwork must have hanging wire on the back.

The library does not promote artists or their exhibitions in library brochures, nor on internal or outside displays. Artists are not permitted to hold receptions or gatherings in public spaces. Artists who are Library tax district residents ***may*** be able to reserve a room with prior approval through normal room reservation procedures. This does not prohibit small gatherings of friends or family at a specific time to see your exhibition, however food and drink are always prohibited. Artists are not permitted to distribute or leave any advertising materials (card, brochures, etc.) pertaining to their current or future exhibitions at the library.

Clifton Park-Halfmoon Public Library (Site B):

Address: 475 Moe Road, Clifton Park, NY 12065

Hours: Monday-Thursday, 9am-7pm, Friday, 9am-5pm, Saturday, 10am-4pm

Specifications: The wall outside of Children's Library, second floor: Approximately 10 pieces, depending on size. Pre-hanging system is installed; artwork must have hanging wire.

The library does not promote artists or their exhibitions in library brochures, nor on internal or outside displays. Artists are not permitted to hold receptions or gatherings in public spaces. Artists who are Library tax district residents ***may*** be able to reserve a room with prior approval through normal room reservation procedures. This does not prohibit small gatherings of friends or family at a specific time to see your exhibition, however food and drink are always prohibited. Artists are not permitted to distribute or leave any advertising materials (card, brochures, etc.) pertaining to their current or future exhibitions at the library.

Saratoga Springs Train Station

26 Station Lane, Saratoga Springs, NY 12866

Hours: Monday-Friday, 8am-7pm

Specifications: Approximately 5-10 pieces, depending on size. This is a bi-monthly site. Artists are required to bring their own tools and hardware for installation. When artists deinstall, they are responsible for patching holes with light-weight spackling paste and sanding. When artists install, they are responsible for touching up holes with paint. Light-weight spackling paste and paint are supplied by the Train Station.

Saratoga Springs Public Library

49 Henry Street, Saratoga Springs, NY 12866

Hours: Monday – Thursday, 10am-6pm, Friday and Saturday, 10am-5pm

Specifications: Approximately 12-15 pieces, depending on size. Hanging rods are provided on the walls; please be careful when handling these rods. Artwork must have hanging wire or D-rings. Absolutely nothing can be attached to the walls.

Saratoga Springs Visitor's Center

297 Broadway, Saratoga Springs

Hours: Tuesday – Saturday, 9am-5pm

Specifications: Approximately 12-14 pieces, depending on size. Hanging rods and hooks are provided. Works must have hanging wire attached. Hooks and rods can be moved. Per The Visitors Center's preferences, **no artist is to stick anything directly to the walls.**

Uncommon Grounds Saratoga

402 Broadway, Saratoga Springs, NY 12866

Monday – Friday: 6am – 9pm, Saturday – Sunday: 6:30am – 9pm

Uncommon Grounds Clifton Park

9 Clifton Country Rd., Clifton Park, NY 12065

Monday – Friday: 6am – 8pm, Saturday – Sunday: 6:30am – 8pm

Uncommon Grounds Albany

1325 Western Ave. #5, Albany, NY 12203

Monday – Friday: 6am – 8pm, Saturday – Sunday: 6:30am – 8pm

Specifications: Approximately 20-30 pieces, depending on size. A diagram with photographs and dimensions will be provided to every artist exhibiting at each Uncommon Grounds location. Artists are required to plan/curate their exhibition according to the diagrams provided, to ensure a streamlined installation. Each artist must visit their location prior to installation to plan parking, loading/unloading, and to become familiar with the space and the busy restaurant environment.

Artists are required to bring their own tools and hardware for installation; **no screws may be used on the walls**. Artists must complete installation after 5:30PM on their installation date and deinstallation must occur between 3:30PM – 5:30PM on their deinstallation date. If they are not able to come at these times, they must make arrangements for someone else to complete their installation/deinstallation. These venues request artists attach labels for all installed pieces, a template will be sent to each artist by Saratoga Arts. Per company policy, no checklist will be made for artists showing at Uncommon Grounds. There will be a one document providing information located on the wall by food-pick up areas. **Labels must be affixed with wall safe tape, to not damage the walls.**

Contacts:

Saratoga Arts is available for additional support! Please contact the main office at (518)584-4132 or email exhibitions@saratoga-arts.org with any questions or concerns.

FREQUENTLY ASKED QUESTIONS:

Applying:

What are the requirements to exhibit in Art in Public Places? You must be a current member in good standing of Saratoga Arts to participate in the Art in Public Places program. Please see the *Membership* section of our website for more information about membership opportunities.

How are artists selected for Art in Public Places exhibitions? Artists submit applications for review and provide their first, second, and third month

and venue preference. Exhibitions are scheduled based on availability, so preferences may not always be guaranteed.

How do I know if my work is appropriate for all audiences? Every participating venue prohibits images of graphic nudity, depictions of graphic violence, or the use of inappropriate words or slurs. If you are still unsure if your work is appropriate, please reach out to Saratoga Arts.

Installation/Deinstallation:

How many pieces of art can I exhibit? The amount of work varies for each venue, please check the venue specifications section for more details. If you have fewer than 10 pieces to exhibit, please reach out to Saratoga Arts.

How do I know when to install or deinstall my work? Upon receiving confirmation of your exhibition, each artist will receive a contract detailing their dates of installation and deinstallation.

What happens if an artwork falls or becomes crooked? The artist is responsible for the maintenance of their exhibition. If the venue or Saratoga Arts discovers that part of your exhibition needs attention, you will be notified.

What happens if there is artwork on the wall when I get there to install my work? If this occurs, contact Saratoga Arts immediately. Under no circumstances should you take someone else's artwork down.

How do I hang my artwork? Each Art in Public Places venue has a different hanging system. Please view each Venue's specific guidelines prior to installation.

Buying and Selling:

How should I price my artwork? Artwork prices are entirely up to the artist. Take into consideration that Saratoga Arts retains a **30%** commission.

What happens if there is a sale? All sales are facilitated through Saratoga Arts who will reach out to the purchaser and provide the artist with a check in the mail.

Miscellaneous:

Is there an opening reception? No - Art in Public Places venues do not host exhibition receptions.

Can my non-profit organization participate in Art in Public Places?

Yes, with a Non-Profit Membership at Saratoga Arts, you may have only a **collaborative** exhibition of yourself and your organization's members.

Is insurance provided? Neither Saratoga Arts nor each venue holds insurance on the artwork exhibited. Each artist must sign an Insurance Waiver prior to participating and would have to provide insurance themselves if desired.

Town of Ballston Community Library
BYLAWS OF THE BOARD OF TRUSTEES

Preamble

The Town of Ballston Community Library (the "Library") is a special district public library created by a charter granted by the University of the State of New York June 28, 1963.

The Library is governed per its charter, relevant laws and regulations, by an independent, appointed Board of Trustees (the "Board"), who operate as a body as set forth in the bylaws below ("Bylaws").

Bylaws

A. TRUSTEES

1. Trustees have the authority created by the Education Law Sections 226, 255, 259, and 260, and the Not-for-Profit Corporation Law.
2. Trustees, seven in number, and residents of the Town of Ballston, shall be appointed by the Ballston Town Board for a term of five (5) years.
3. Trustees shall be limited to two (2) consecutive full terms of service. "Trustees who have reached their term limit may return to service after an absence of no less than five (5) years."
4. Consistent with Education Law 226, the trustees shall appoint a member to fill out the unexpired term of a trustee.
5. Consistent with Education Law 226, the Board may remove or suspend from office by vote of a majority of the entire Board any trustee or officer on examination and due proof of the truth of a written complaint by any trustee, of misconduct, incapacity or neglect of duty; provided, that at least one week's previous notice of the proposed action shall have been given to the accused and to each trustee.
6. Consistent with Education Law 226, if any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, they shall be deemed to have resigned, and the vacancy shall be filled.
7. Consistent with Education Law 260, no person who is a member of the Town Board shall be eligible for the office of trustee.
8. Consistent with Education Law 260-d, beginning January first, two thousand twenty-three, as required by the New York Education Law, each member of the Board shall be required to complete a minimum of two hours of trustee education annually, and each member shall

demonstrate compliance by filing with the President of the Board of Trustees evidence of completion. Actual and necessary expenses incurred by a member in complying with this section shall be a charge against the Library and the Board may arrange such training.

9. Trustees shall maintain a "Trustees' Annual Calendar", attached to these Bylaws as "A" noting the timing of the Board's routine responsibilities.

B. OFFICERS

1. The officers of the Board, all of whom shall be trustees, shall be a President, a Vice-President, a Secretary, and a Treasurer.

2. Officers shall be elected yearly by a majority vote of the Board at the time of the regular meeting in the month of June and shall commence their terms July 1.

3. Officers of the Board are eligible to serve no more than four (4) consecutive one-year terms in the same office.

4. If trustees believe that it is in the Library's best interest, they may, by a majority vote, allow an officer to remain in office for longer than otherwise allowed herein, however in no event shall such service exceed that trustees' limit set forth in "A".

5. The President shall preside at all meetings and shall have the usual powers of a presiding officer; shall appoint all committees; and shall authorize calls for any special meetings.

6. The Vice-President shall act as President in the absence or inability of the President.

7. In case both the President and Vice-President are absent from a duly called meeting, any member may call the meeting to order, and the members present (there being a quorum) shall select a Chairman *pro tem*.

8. In case the President resigns or leaves the Board for any reason, the Vice President shall automatically become President.

9. As soon as a Vice-President becomes President, a new Vice-President shall be elected by the Board at its next meeting.

10. The Secretary shall have charge of the records of the Board and shall keep the minutes of its meetings, noting excused and unexcused absences. A copy of the approved minutes shall be kept in the Library and shall be available for public study.

11. The Treasurer shall ensure that a) all moneys received from taxes or other public sources for Library purposes shall be kept as a separate library fund by the treasurer of the municipality or district making the appropriation and shall be expended only under direction of the Library trustees on properly authenticated vouchers, and b) that money taxes and other public sources of

support paid over to the Treasurer upon the written demand of its trustees are deposited and secured in the manner provided by section ten of the general municipal law, and c) may invest such moneys in the manner provided by section eleven of such law and the relevant policy of the Library.

C. MEETINGS

1. The regular monthly meeting of the Library Board shall be held on the last Wednesday of each month at an hour and place designated by the Board.

2. The President may change the time or day of the regularly scheduled meeting, if necessary, with proper notice (no less than one week) to the Board. Any such change shall be publicly posted in the Library.

3. The Board shall operate in accordance with the Open Meetings Law (New York State Public Officers Law Article 7).

4. The order of business shall be:

- a. Call to order
- b. Minutes of the preceding meeting
- c. Report of special funds
- d. Monthly financial report of expenditures and receipts
- e. Report of Library Director/Librarians
- f. Reports of committees
- g. Approval of expenditures and receipts
- h. Unfinished business
- i. Privilege of the floor only on items for consideration and action
- j. New business
- k. Privilege of the floor on any topic
- l. Adjournment

5. The annual meeting shall be held at the time of the regular meeting in the month of June, and officers for the following year shall be elected.

6. Special meetings may be called by the President or upon the written request of four trustees for the transaction of business stated in the call for the meeting.

7. Unless otherwise required by these Bylaws or a resolution, the vote of a majority of the trustees present at the time of the vote, if a quorum is present at such time, shall be the act of the Board.

8. A majority of the whole number of current trustees shall be a quorum.

D. BOARD COMMITTEES

1. The Board may consider and act on any matter before it with or without recommendations from a committee. The President shall appoint standing committees, to serve one year, and may appoint ad hoc committees, as described herein. Each committee chairperson shall be responsible for periodic meetings of the committee and shall have an opportunity to report at each regular meeting of the Board. A chairperson and committee members shall be assigned annually by the President. The President shall be a member, ex-officio, of all committees except nomination committees.

2. Standing committees shall include

- a. Policy committee
- b. Building and grounds committee
- c. Budget and finance committee
- d. Personnel committee
- e. Long-range planning committee
- f. Nominating committee

3. All committees shall consist of the President (ex-officio), and trustees appointed by the President and subject to the approval of the Board.

4. The Policy Committee shall formulate and revise rules pertaining to the Library and the procedures of the Board. All committee recommendations shall be submitted to the Board for review and approval at a subsequent meeting.

5. The Personnel Committee shall have general management of all matters pertaining to personnel, subject to the approval of the Board.

6. The Building and Grounds Committee shall consider and determine all matters relative to the physical condition of the building and grounds and to the occupancy and maintenance thereof, subject to the approval of the Board.

7. The Budget and Finance Committee shall have general management of the finances of the Library, subject to the approval of the Board, and shall have the responsibility of presenting an annual budget proposal to the Board.

8. The Long-Range Planning Committee shall periodically review and update the Library's long-range plan, including building, finance, program and mission.

9. The Nominating Committee shall present the full slate of officers to the Board for the Board's approval at the annual meeting in June.

E. LIBRARY DIRECTOR

1. Per Education Law 226(7), the Board shall appoint and fix the salary of a qualified library director who shall be the executive and administrative officer of the Library.
2. The Director shall be held responsible for the proper performance of duties as set forth in the job description provided by the Board.
3. It shall be the duty of the Director to attend all meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library.
4. The Director shall have the right to speak on all matters under the discussion at Board meetings, but shall not have the right to vote thereon.

F. AMENDMENTS to the BYLAWS

After presentation of proposed changes at a previous Board meeting, these Bylaws may be amended at any regular meeting of the Board at which a quorum is present.

G. FREEDOM OF INFORMATION LAW

The Library will respond to all requests for information in compliance with the Freedom of Information Law (New York State Public Officers Law Article 6).

H. ROBERT'S RULES OF ORDER

Unless otherwise specified, the latest edition of ROBERT'S RULES OF ORDER will be the governing manual.

I. CONFLICT OF INTEREST

The Board shall adopt, and oversee the implementation of, and compliance with, a conflict of interest policy to ensure that its directors, officers and key persons act in the Library's best interest and comply with applicable legal requirements, including but not limited to the requirements set forth in section seven hundred fifteen of the Not-for-Profit Corporation Law.

ADVISED ATTACHMENT

Schedule A: Trustees' Annual Calendar

The routine responsibilities of the Board shall include:

Task	Timing and frequency	Responsible parties
Policy Review and Updates	Monthly	Policy Committee, Director
Town Board Updates	Monthly	President, Director
Review vouchers, invoices and sign checks	Monthly	All Trustees
Monthly Financials & Reconciled Bank Statements to Town	Monthly	Treasurer, Director
Set Meeting Agenda	Monthly	President
Confirm annual schedule of Board Meetings	January	President, Director
Conflict of Interest Forms	January	All Trustees
Review Long Range Plan or prepare new one (when applicable)	January	Long Range Plan Committee, Director
Approve NYS Annual Report	February	President, Director
File AUD with NYS	February	Director, Treasurer
Contract with SALS/JA	February	President
Audit Review	March	Budget & Finance Committee
Director Performance Review	March	Personnel Committee
Advertise for New Trustees	March	President, Director
Trustee Candidate List to Town	May	President, Director
Officer Nominations & Elections	May	Nominating Committee
Begin Budget Discussion	May	Budget & Finance Committee
Annual Meeting	June	All Trustees
Oath of Office (when applicable)	July	All Trustees
Present Preliminary Budget	July	Budget & Finance Committee
Construction Grant Submission (when applicable)	August	Building & Grounds Committee, Director
Budget Vote	August	Budget & Finance Committee
Budget Submission to Towns	September	Budget & Finance Committee

Town Budget Workshops	September	Budget & Finance Committee, Director
Approve Holiday Schedule	September	All Trustees
Benefits Review	October	Personnel Committee
Employee Handbook Review	October	Personnel Committee
Review Upcoming Year Insurance Coverage	November	All Trustees
File Proofs of Mandatory Trustee Training (2 hours annually)	December	President, Director

C. DISPLAYS AND EXHIBITS P2300

1. The Library Director may grant the use of the library facilities for temporary public exhibits when such use is in keeping with the purposes of the library. The Library Director will determine scheduling, duration, and assignment of the available display spaces in the library. Exhibits shall be open to the public only during the regular library operating hours unless special arrangements are made.
2. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item exhibited. When the exhibit is installed the exhibitor will provide a full list of the items to be displayed, including the monetary value. All items must remain on display until the end of the show, unless arranged for otherwise in advance. The exhibitor shall remove the exhibit promptly on the agreed upon date.
3. The Library Director will require the exhibitor to assure the Library that the content is appropriate for all ages and consistent with the library's ethics and policies. At the Library Director's discretion, an exhibit may be refused for failure to attain this standard. After an exhibit is accepted, any further concerns will be addressed through a hearing at a special meeting of the board, held at the discretion of the board.
4. Although exhibitors' materials may be available for sale, the attachment of prices or the use of overt commercial devices may not be used in the exhibit or display. Artists may make price lists available. However, the library shall not be responsible for handling any money from the sale of items.

P7350

In compliance with Public Officers Law (POL) § 103-a(2)(a), the Town of Ballston Community Library Board of Trustees, following a public hearing, authorized by resolution on December 28, 2022, the use of videoconferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. Library Board of Trustee members shall be physically present at any meeting of the Board of Trustees unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.

2. For purposes of these procedures, the term “extraordinary circumstances” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.

3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify President of the Board of Trustees no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given. If extraordinary circumstances present themselves on an emergent basis within four days of a meeting, the Board of Trustees shall update its notice as soon as practicable to include that information. If it is not practicable for the Board of Trustees to update its notice, the Board of Trustees may reschedule its meeting.

4. If there is a quorum of members participating at a physical location(s) open to the public, the Board of Trustees may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count toward a quorum of the Board of Trustees but may participate and vote if there is a quorum of members at a physical location(s) open to the public.

5. Except in the case of executive sessions conducted pursuant to POL § 105, the Board of Trustees shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.

6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances. Procedures

for Member Videoconferencing Pursuant to Public Officers Law § 103-a Page 2 of 2 Committee on Open Government.

7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.

8. The Board of Trustees shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the Town of Ballston Community Library website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.

9. If members of the Board of Trustees are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the Board of Trustees shall provide the opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The Board of Trustees shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.

10. Open meetings of the Town of Ballston Community Library Board of Trustees conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, “disability” shall have the meaning defined in Executive Law § 292.

11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a [state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 24 of the Executive Law] if the Board of Trustees determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Board of Trustees to hold an in person meeting.

12. These procedures shall be conspicuously posted on the Town of Ballston Community Library website.

705 Wellness Hours Policy

Policy Statement – The Town of Ballston Community Library promotes wellness among all of its employees. In an effort to provide opportunities for employees to focus on their individual health, the Library has established a wellness hours policy, which allows employees the opportunity to engage in wellness activities during work hours. Examples of wellness activities include exercise programs, nutrition education, stress reduction activities, and health screenings.

Eligibility – All employees who work an average of eleven or more hours per week are eligible to earn wellness credits.

Allowance – An eligible employee will be credited with seven hours of wellness credits on a quarterly basis. Employees will be credited with wellness hours on January 1st, April 1st, July 1st, and October 1st of each year. New employees will be credited with wellness hours credits on a prorated basis, based on the time of year that they have been hired. Wellness hours can only be used after they have been credited. Wellness hours cannot be accumulated, and any wellness hours credits remaining at the end of the quarter will not carry over into the following quarter. Under no circumstance will the Library pay out for unused wellness credits.

Scheduling – An employee must receive approval from the Library Director or the appropriate supervisor prior to using their wellness hours. The Library Director has the final say over the use and scheduling of wellness hours credits. Wellness time off must be requested in advance and cannot be combined with vacation or sick leave.

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

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

The Library and the Town continue to discuss the Transition effort for possible implementation through the 2023 session of the NYS Assembly. All of the previously shared or Town administered services on behalf of the Library have transitioned to full Library administration. Library operations do not rely on Town administration, and, in the future, will not, unless, and except as, *ad hoc* efficiencies in collaborating are identified by the Library and the Town and a mutually agreed upon, separate contract is put in place.

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

On November 1, 2022 Library Trustee Stone, Councilman Carota, and Town Supervisor Connolly met and discussed home rule for legislation, the status of a potential lease agreement, and dual building insurance. The Town Supervisor addressed the above by reaching out to the Town Board members; the Library Trustees will await Town Board feedback and follow up accordingly.

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

Reference	Service	Pre-Transition State	Post-Transition State	Status
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 December 28, 2022. Further, on December 9, 2022, the Library provided the Town with updated additional detailed monthly Financial reports and account reconciliations that had been identified by the Town.

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

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

On June 16, 2022, the Town Comptroller contacted the President and Treasurer of the Library Board of Trustees, stating the Town's decision to transfer the Fund Balance to the Library. The

Library President subsequently received a check for \$334,493.82 and the money was deposited into the library account that had been established for this purpose.

The Town and Library must coordinate the input of data to the NYS Office of the State Comptroller (OSC) Annual Update Document (AUD). In 2021, and prior years, the Town AUD submission included the account information for the Library. In 2022, reporting on 2021 Accounts must reflect both those held by the Town for the Library, and those of held by the Library. The Town Bookkeeper reached out to the Library on April 25, 2022 to indicate that the Town will submit the joint (Town and Library) AUD and to request initial information to support this action. The Library learned on June 23, 2022 that the Town filed the AUD with the OSC on April 27, 2022 and is looking into the details of the content.

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

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

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

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

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

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

and the Library are maintaining insurance for the premises and collection. The Library's budget is being used to pay for both. This is the topic of ongoing evaluation and discussion.

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

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

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

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

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

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

Summary:

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

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

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