

**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

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**

Town of Ballston Community Library

Statement of Activity by Class

January - December 2022

	CAP IMP (1643) History Rm	FUND BALANCE FDIC 5150	TRUSTEE FUND (1567)	GEN CKING (1164)	2022 Budget	TOTAL
Revenue						
BALLSTON TAXES						0.00
17.1001.41.000.0.000 Real Property Taxes				619,773.14	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				34,500.00	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	\$ 671,460.78	\$ 690,045.00
Gross Profit	\$ 0.00	\$ 19.79	\$ 72.99	\$ 6,254.79	\$ 671,460.78	\$ 690,045.00
						\$ 677,808.35

EXPENDITURES

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

LIBRARY EQUIPMENT & CAPITAL OUTLAY

17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES

17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES

17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS

Total LIBRARY EQUIPMENT & CAPITAL OUTLAY

LIBRARY MATERIALS

17.7410.54.034.0.000 LIBRARY MATERIALS - Print

17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals

17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers

17.7410.54.037.0.000 LIBRARY MATERIALS - E-books

17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases

17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials

Total LIBRARY MATERIALS

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

OFFICE EXPENSES

17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS

17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS

17.7410.54.041.0.000 POSTAGE / MAILINGS

17.7410.54.042.0.000 PUBLICITY / Promotion

17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS

Total OFFICE EXPENSES

CAP IMP (1643) History Rm	FUND BALANCE	TRUSTEE FUND	GEN CKING (1164)	2022 Budget	TOTAL
FDIC 5150	(1567)	(1596)			

[illegible]

	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

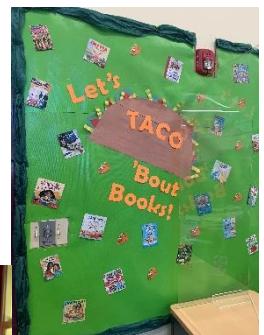
Programs & Events

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

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
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
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
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
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.

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.