

**Ballston Community Public Library  
Board of Trustees Meeting Agenda  
September 27, 2023**

- 1) Call to order**
- 2) Minutes of August 30, 2023 Meeting**
- 3) Report of Special Funds**
- 4) Monthly Financial Reports**
- 5) Approval of Bills**
- 6) Librarians' Reports**
- 7) Reports of Committees**

- a) Town Liaisons
- b) Budget & Finance Committee
- c) Building & Grounds Committee
- d) Policy Committee
- e) Communication Committee
- f) Election Committee

**8) Unfinished Business**

- a) Ballston Legislation & Transition
- b) Trustee Vacancy

**9) New Business**

- a) Sara Dallas, Director of Southern Adirondack Library System
- b) NYCLASS

*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.*

- c) **RESOLUTION 23-084** Consider approving monthly Transition Status Report to the Town of Ballston.
- d) **RESOLUTION 23-085** Consider accepting the proposed changes to P5400 Emergency Purchases effective 12/1/23.
- e) **RESOLUTION 23-086** Consider accepting the proposed changes to P6000 Facilities, P6100 Equipment and Facilities, and P6200 Meeting Space Use Policy effective 12/1/23.
- f) **RESOLUTION 23-087** Consider accepting the proposed changes to P7250 Trustee Appointment Policy effective 12/1/23.
- g) **RESOLUTION 23-088** WHEREAS the Board finds it is a best practice to standardize and simplify the use of pronouns in board-approved documents (bylaws, policies, reports);

BE IT RESOLVED that the Board shall update and standardize such documents to use gender-neutral language when the opportunity arises.

- h) **RESOLUTION 23-089** Consider entering into a snow removal contract for the sidewalks and entry way for the Winter 2023-2024 season with Hometown Turf in the amount of \$5,300.
- i) **RESOLUTION 23-090** Consider entering into a snow removal contract for parking lot plowing and salting for the Winter 2023-2024 season with Pro-Cut Landscaping, INC in the amount of \$6,790.
- j) **RESOLUTION 23-091** Consider entering into a lawn care contract including mowing, spring and fall clean-up with Hometown Turf for the 2024 season in the amount of \$4,450.
- k) **RESOLUTION 23-092** Consider approving an election cost up to ***AMOUNT TO BE DETERMINED***, which includes mailer printing, ballot printing, election worker cost, and election worker dinner.
- l) **RESOLUTION 23-093** Consider appointing Angela Morrow to the part-time position of clerk, at an hourly rate of \$14.50, effective October 6, 2023.
- m) **RESOLUTION 23-094** WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (“Section 119-o”) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, town and villages, and districts] to enter into, amend, cancel and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers and duties on a cooperative or contract basis;

WHEREAS, the Ballston Community Public Library wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019;

WHEREAS, the Ballston Community Public Library wishes to satisfy the safety and liquidity needs of their funds;

Now, therefore, it is hereby resolved as follows:

That Rebecca Verhayden, Director of Ballston Community Public Library is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Agreement

Amended and Restated as of March 28, 2019.

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

## 10) Adjournment

September Voucher Signer: Ed Guider

Charlton Town Board Meeting: Tuesday, October 10 at 7:30 PM

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

Library Public Hearing: Wednesday, October 11 at 7:00 PM

Library Budget Workshop: Wednesday, October 11 at 7:20 PM

Board of Trustees Meeting: Wednesday, October 25 at 7:00 PM

Trustee Election & Budget Vote: Tuesday, November 14 7:00 AM – 9:00 PM

October Voucher Signer: Bill Bechtel

# Ballston Community Public Library Board of Trustees Meeting Minutes August 30, 2023

**1) Call to order** The meeting was called to order at 7:03 by President Julia Stone

**Attendance:** [x]Rebecca Verhayden, Director [x] Alyssa Harvey, Head of Youth Services  
[x] Jenn Richard, Head of Adult Services

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

Trustees excused: Steve

Burchett

Trustees unexcused: none

Town Representatives: none

**2) Minutes of July 31, 2023 Meeting** A motion to approve the minutes was made by Julia Stone as amended, adding Ed Guider as the motion maker for the June 2023 meetings, seconded by Bill Bechtel and passed unanimously.

**3) Report of Special Funds** see attached

**4) Monthly Financial Reports** see attached

**5) Approval of Bills** Bill's were reviewed by Julia Stone. Motion to approve by Ed Guider, seconded by Kate Schofield and passed unanimously.

**6) Librarians' Reports** See attached

**7) Reports of Committees**

a) Town Liaisons- none

b) Budget & Finance Committee- Budget is completed and summery given

c) Personnel- two open clerk positions. One will be filled in mid September

d) Policy- none

e) Communication- Will begin to work on communicating to public regarding newly passed legislation. Postcard aiming to go out end of September.

f) Election- Public hearing regarding election will be held October 11<sup>th</sup> 2023. Election will be held November 14<sup>th</sup> 2023.

**8) Unfinished Business**

a) Ballston Legislation & Transition

-The bill was signed and the transition report has been updated

b) Trustee Vacancy

-We had an interested person but has not fully committed yet. Still looking for candidates.

-Trustee signature to run for office due by October 4<sup>th</sup> by 5pm

c) Rebranding & Marketing

-See attached

**9) New Business**

a) Trustee Continuing Education Requirement

- As of December 31 each trustee needs two hours of training

b) 2024 Holiday Schedule- see attached

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

*None*

- c) **RESOLUTION 23-074** Consider approving monthly Transition Status Report to the Town of Ballston. A motion was made by Bill Bechtel, seconded by Ed Guider and unanimously approved.
- d) **RESOLUTION 23-075** Consider accepting the resignation of Mary Hayden, page, effective August 14, 2023. A motion was made by Kate Schofield, seconded by Julia Stone and unanimously approved
- e) **RESOLUTION 23-076** Consider accepting the resignation of Lindsay Kosnick, page, effective August 16, 2023. A motion was made by Ed Guider, seconded by Bill Bechtel and unanimously approved
- f) **RESOLUTION 23-077** Consider accepting the resignation of Charity Canfield, clerk, effective August 11, 2023. A motion was made by Julia Stone, seconded by Ed Guider and unanimously approved
- g) **RESOLUTION 23-078** Consider appointing Melissa Gardner to the part-time position of clerk, at an hourly rate of \$14.50, effective September 14, 2023. A motion was made by Bill Bechtel, seconded by Ed Guider and unanimously approved
- h) **RESOLUTION 23-079** Consider accepting the 2024 budget as proposed by the Budget & Finance Committee. A motion was made by Ed Guider, seconded by Julia and was unanimously approved
- i) **RESOLUTION 23-080** Consider approving the proposed 2024 Holiday Closing Schedule for the Ballston Community Public Library. A motion was made by Julia Stone, seconded by Kate Schofield and unanimously approved
- j) **RESOLUTION 23-081** Consider approving a new library logo as presented. A motion was made by Ed Guider, seconded by Julia Stone and unanimously approved
- k) **RESOLUTION 23-082** Whereas legislation signed into law by the Governor on August 23 amended chapter 203 (the "Legislation") of the laws of 1957 to confirm the existence of a library district and to allow for the voters of that district to elect library trustees and authorize a budget for 2024, to be raised by a levy of the taxpayers of the district; and

Whereas the board has set the date of the election and budget vote as November 14, 2023; and

Whereas the board has received a petition signed by not less than 25 voters qualified to vote requesting a public hearing as required by the "Legislation"; and

Whereas the board will hold the hearing on October 11, 2023, at 7:00 PM, at Ballston Community Public Library, 2 Lawmar Lane, Burnt Hills, NY 12027;

BE IT RESOLVED that the board directs the Election Committee and Director to publish notice of the meeting as required by the Legislation A motion was made by Bill Bechtel, seconded by Kate Schofield and unanimously approved

- 1) **RESOLUTION 23-083** WHEREAS on October 11, 2023, the Board of Trustees of the Ballston Community Public Library shall hold a hearing as required by Chapter 203 of the Laws of 1957, as amended in 2023 (the "Hearing") in anticipation of a vote and election to be held on November 14, 2023; and

WHEREAS during such Hearing the Board shall offer and consider input from the public regarding the status of the legislation creating the special library district; and

WHEREAS during such Hearing the Board shall offer and consider input from the public regarding the proposed change from appointed to elected leadership; and

WHEREAS during such Hearing the Board shall offer and consider input from the public regarding the proposed budget; and

WHEREAS the Board has confirmed with the Town of Ballston that in the event the proposed budget does not pass, the levy shall be replicated from the previous year, assuring the Library of operational funds for 2024; and

WHEREAS the Board desires to ensure that the Library is prepared in the event the budget is authorized by the voters, and seven trustees are elected with terms to start December 1, 2023;

THEREFORE BE IT RESOLVED that, contingent on the above-referenced budget being authorized and trustees being elected, the current Board of the Ballston Community Public Library hereby amends the Bylaws as shown in the "tracked changes" version attached to this Resolution, with such amendment to go into effect December 1, 2023; and

BE IT FURTHER RESOLVED that the current Board affirms it has reviewed all fiscal and operational policies and confirmed that such policies may carry forward in full force and effect as the Board converts from having appointed to elected trustees; and

BE IT FURTHER RESOLVED that the Board has confirmed that the Library's Charter does not need to be amended to conform to any new conditions, and the corporate existence of the Library shall be unchanged, regardless of the outcome of the budget and election votes.

Motion was made by Ed Guider, seconded by Julia Stone and unanimously approved

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

*None*

10)**Adjournment At 8:07** Julia made a motion to end meeting, seconded by Ed Guider and unanimously approved

August Voucher Signer: Julia Stone

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

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

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

September Voucher Signer: Ed Guider

BALLSTON COMMUNITY PUBLIC LIBRARY		
TRUSTEE FUND SUMMARY		
9/25/2023 9:37		
FUND NAME		
Richard E. Wittnebel		\$23.55
BH Women's Club		\$74.76
Conklin		\$4,776.74
Asa Kaplan		\$302.90
Tibbitts		\$38.88
McQueen		\$11.26
DeAngelo		\$51.04
Carol Brower		\$345.00
Ruth Glasser		\$57.40
Undesignated		\$6,109.78
TOTAL		\$11,791.31

## Ballston Community Public Library Trustee Fund Register

9/25/2023 9:37

Date	Check Number	Description	Fund	With-drawal Amount	Deposit Amount	Account Balance
						\$11,608.26
1.31.2023		interest earned	UNDESIGNATED		\$1.97	\$11,610.23
2.28.2023		interest earned	UNDESIGNATED		\$1.78	\$11,612.01
3.29.2023	1010	B&T books	Conklin	\$210.31		\$11,401.70
3.31.2023		interest earned	UNDESIGNATED		\$1.97	\$11,403.67
4.28.2023		interest earned	UNDESIGNATED		\$1.88	\$11,405.55
5.31.2023		interest earned	UNDESIGNATED		\$1.94	\$11,407.49
6.5.2023	672	donation	UNDESIGNATED		\$610.38	\$12,017.87
6.28.2023	1012	reimb J Stone	UNDESIGNATED	\$150.00		\$11,867.87
6.28.2023	1011	B&T books	Conklin	\$32.99		\$11,834.88
6.30.2023		interest earned	UNDESIGNATED		\$1.96	\$11,836.84
7.31.2023		interest earned	UNDESIGNATED		\$2.03	\$11,838.87
8.30.2023	1013	B&T books	Conklin	\$30.97		\$11,807.90
8.31.2023		interest earned	UNDESIGNATED		\$2.01	\$11,809.91
9.27.2023	1014	B&T books	Conklin	\$18.60		\$11,791.31



# Ballston Community Public Library

## Abstract (less Early Pays)

As of September 30, 2023

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Amazon-pay by invoice				
09/15/2023	1GFT-NJ63-6N61	office, custodial & program supplies	400.88	Bill
<b>Total for Amazon-pay by invoice</b>			<b>\$400.88</b>	
Baker & Taylor 800-340-5370				
08/30/2023	5018509917	59 books	792.24	Bill
08/22/2023	5018498010	27 books	338.70	Bill
08/31/2023	5018517845	40 books	483.83	Bill
09/11/2023	5018528218	27 books	383.08	Bill
08/30/2023	5018509917-A	1 book (pd by Trustee/Conklin Fund)	18.60	Bill
08/16/2023	5018490257	34 books	477.42	Bill
<b>Total for Baker &amp; Taylor</b>			<b>\$2,493.87</b>	
CDPHP				
09/12/2023	232550036481	Sept2023 med/dental AH & RV; dental JK	1,294.14	Bill
<b>Total for CDPHP</b>			<b>\$1,294.14</b>	
Cengage Learning Inc. / Gale 248-699-4253				
08/28/2023	82018193	4 books	99.00	Bill
09/11/2023	82454644	7 books	195.68	Bill
09/06/2023	82322798	2 books	51.73	Bill
09/06/2023	82323853	6 books	151.44	Bill
<b>Total for Cengage Learning Inc. / Gale</b>			<b>\$497.85</b>	
ELM USA, Inc.				
09/07/2023	60986	Aug 2023 usage	25.00	Bill
<b>Total for ELM USA, Inc.</b>			<b>\$25.00</b>	
Highmark BlueShield of Northeastern New York				
09/06/2023	230906327950307	Oct 2023 prem medical J Kaplan	199.00	Bill
<b>Total for Highmark BlueShield of Northeastern New York</b>			<b>\$199.00</b>	
Midwest Tape, LLC 800-875-2785				
09/08/2023	504328411	4 DVD/ADB	206.96	Bill
09/05/2023	504306730	5 DVD/ADB	212.95	Bill
08/22/2023	504241907	7 DVD/ADB	312.43	Bill
08/25/2023	504263527	7DVD/ADB	261.43	Bill
08/31/2023	504294877	Hoopla August 2023	1,461.96	Bill
09/05/2023	504312172	credit 1 DVD/ADB	-22.49	Vendor Credit
<b>Total for Midwest Tape, LLC</b>			<b>\$2,433.24</b>	
NightRider Janitorial Services (518) 782-9999				
09/01/2023	SEPT23094	Sept 2023 cleaning	2,321.00	Bill
08/31/2023	AUG-CR#2	svc missed 8/25/2023 - credit calculated at 26 days per mo.	-89.27	Vendor Credit
<b>Total for NightRider Janitorial Services</b>			<b>\$2,231.73</b>	

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Rebecca Verhayden				
09/13/2023	9.13.23	mileage to/from BH-BL BPA mtg	4.19	Bill
<b>Total for Rebecca Verhayden</b>			<b>\$4.19</b>	
Roland J. Down (518) 399-9126				
08/06/2023	129094156	svc 8/16/2023 roof top units (unable to complete maint due to unsafe roof conditions)	450.00	Bill
07/06/2023	122534603	svc 7/6/2023 internal / external diagnostic	391.50	Bill
05/04/2023	1193747	svc 4/28/2023 no heat repair	440.10	Bill
<b>Total for Roland J. Down</b>			<b>\$1,281.60</b>	
Sanico, Inc. (607) 773-0321				
09/12/2023	303882	dispenser paper towels qty 6	74.82	Bill
<b>Total for Sanico, Inc.</b>			<b>\$74.82</b>	
Southern Adirondack Library System 518-584-7300				
09/01/2023	2023-8BUR	Aug2023 monthly fee/circ renewals	1,887.17	Bill
<b>Total for Southern Adirondack Library System</b>			<b>\$1,887.17</b>	
Tech II Business Services 518.587.1565				
09/20/2023	50011682	new phone @ office mgr desk	592.88	Bill
<b>Total for Tech II Business Services</b>			<b>\$592.88</b>	
The Law Office of Stephanie Adams, PLLC 716.464.33386				
09/08/2023	2856	svcs 8/1/2023-8/30/2023	1,825.00	Bill
<b>Total for The Law Office of Stephanie Adams, PLLC</b>			<b>\$1,825.00</b>	
<b>TOTAL</b>			<b>\$15,241.37</b>	

**Ballston Community Public Library**  
**EARLY PAYS**  
Sep-23

Date	Transaction Type	Num	Name	Memo/Description	Amount
09/05/2023	Bill Payment (Check)	657	NATIONAL GRID	Acct# 02461-44007	\$2,508.85
09/05/2023	Bill Payment (Check)	658	Twin Bridges Waste & Recycling, LLC	Cust# 50-99967 7	\$74.75
09/11/2023	Bill Payment (Check)	659	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	\$279.94
09/11/2023	Check	660	VISA	Visa acct #2867	\$577.14
09/19/2023	Check	661	VISA	Visa acct #2867	\$0.03
TOTAL					\$3,440.71

9/21/2023 12:22

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

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	Add'l Fund Bal FDIC 5150	TRUSTEE FUND (1596)
Revenue				
BALLSTON TAXES				
17.1001.41.000.0.000 Real Property Taxes				
Total BALLSTON TAXES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Other Governments				
Total CHARLTON LIBRARY SVCS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees				
17.2082.41.005.0.000 LIBRARY CHARGES - Fines				
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR				
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR				
Total LIBRARY CHARGES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY SYSTEM GRANTS				
17.2760.41.001.0.000 Library System Grants - LLSA				
17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants				
Total LIBRARY SYSTEM GRANTS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
MISC REVENUE				
17.2401.41.000.0.000 INTEREST & EARNINGS		149.18	0.69	15.54
17.2705.41.000.0.000 Gifts / Donations / Reimbursements				610.38
17.2770.41.000.0.000 Other Unclassified Revenues	35,271.00			
Total MISC REVENUE	\$ 35,271.00	\$ 149.18	\$ 0.69	\$ 625.92
Total Revenue	\$ 35,271.00	\$ 149.18	\$ 0.69	\$ 625.92
Gross Profit	\$ 35,271.00	\$ 149.18	\$ 0.69	\$ 625.92
Expenditures				
BENEFITS				
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION				
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)				
17.9060.58.052.0.000 HSA (ER Contribution)				
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)				
17.9060.58.054.0.000 HEALTH INS OPT OUT				
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)				
Total BENEFITS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES				
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES	63.00			
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	73,569.22			
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 73,632.22	\$ 0.00	\$ 0.00	\$ 0.00
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print				292.87
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals				
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers				
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books				
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases				
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials				
Total LIBRARY MATERIALS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 292.87

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	Add'l Fund Bal FDIC 5150	TRUSTEE FUND (1596)
<b>LIBRARY PERSONNEL SERVICES</b>				
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)				
<b>Total LIBRARY PERSONNEL SERVICES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>OFFICE EXPENSES</b>				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS				
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS				
17.7410.54.041.0.000 POSTAGE / MAILINGS				
17.7410.54.042.0.000 PUBLICITY / Promotion				
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS				150.00
<b>Total OFFICE EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 150.00</b>
<b>OPERATION EXPENSE</b>				
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE				
17.1620.54.010.0.000 Professional Services - LEGAL				
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL				
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE				
17.7410.51.033.0.000 Professional Services - PAYROLL Processing				
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)				
17.7410.54.010.0.000 Professional Services - IT (SALS)				
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS				
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING				
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)				
17.7410.54.039.0.000 CUSTODIAL SERVICES				
17.7410.54.040.0.000 CUSTODIAL SUPPLIES				
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT				
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT				
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M				
17.7410.54.049.0.000 Uncategorized Expenditure	9.45			
17.7410.54.077.0.000 TRASH REMOVAL SERVICES				
<b>Total OPERATION EXPENSE</b>	<b>\$ 9.45</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>SPECIAL ITEMS</b>				
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA				
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library				
<b>Total SPECIAL ITEMS</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Expenditures</b>	<b>\$ 73,641.67</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 442.87</b>
<b>Net Operating Revenue</b>	<b>-\$ 38,370.67</b>	<b>\$ 149.18</b>	<b>\$ 0.69</b>	<b>\$ 183.05</b>
<b>Net Revenue</b>	<b>-\$ 38,370.67</b>	<b>\$ 149.18</b>	<b>\$ 0.69</b>	<b>\$ 183.05</b>

9/25/2023 10:52

**Ballston Community Public Library**  
**Budget vs. Actuals: 2023 BUDGET**  
January - December 2023

General Checking (1164) Rev/Exp				
	Actual	Budget	Remaining	% Remaining
Revenue				
BALLSTON TAXES			0.00	
17.1001.41.000.0.000 Real Property Taxes	646,053.46	646,051.00	-2.46	0.00%
Total BALLSTON TAXES	\$ 646,053.46	\$ 646,051.00	-\$ 2.46	0.00%
CHARLTON LIBRARY SVCS			0.00	
17.2360.41.000.0.000 Library Services to Other Governments	23,690.00	54,000.00	30,310.00	56.13%
Total CHARLTON LIBRARY SVCS	\$ 23,690.00	\$ 54,000.00	\$ 30,310.00	56.13%
LIBRARY CHARGES			0.00	
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	1,813.54	3,000.00	1,186.46	39.55%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	168.15		-168.15	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	1,153.12	1,900.00	746.88	39.31%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	0.00		0.00	
Total LIBRARY CHARGES	\$ 3,134.81	\$ 4,900.00	\$ 1,765.19	36.02%
LIBRARY SYSTEM GRANTS			0.00	
17.2760.41.001.0.000 Library System Grants - LLSA	3,201.00	3,194.00	-7.00	-0.22%
17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants	3,000.00		-3,000.00	
Total LIBRARY SYSTEM GRANTS	\$ 6,201.00	\$ 3,194.00	-\$ 3,007.00	-94.15%
MISC REVENUE			0.00	
17.2401.41.000.0.000 INTEREST & EARNINGS		28.00	28.00	100.00%
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	14,149.57	6,000.00	-8,149.57	-135.83%
17.2770.41.000.0.000 Other Unclassified Revenues	3,953.21		-3,953.21	
17.9999.41.000.0.000 Budget Fund Balance Draw		16,000.00	16,000.00	100.00%
Total MISC REVENUE	\$ 18,102.78	\$ 22,028.00	\$ 3,925.22	17.82%
Total Revenue	\$ 697,182.05	\$ 730,173.00	\$ 32,990.95	4.52%
Gross Profit	\$ 697,182.05	\$ 730,173.00	\$ 32,990.95	4.52%
Expenditures				
BENEFITS			0.00	
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION	31,785.25	25,000.00	-6,785.25	-27.14%
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)	3,172.93	3,211.00	38.07	1.19%
17.9060.58.052.0.000 HSA (ER Contribution)	3,017.67	4,550.00	1,532.33	33.68%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	2,333.80	3,888.00	1,554.20	39.97%
17.9060.58.054.0.000 HEALTH INS OPT OUT	1,285.70	1,800.00	514.30	28.57%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	10,696.05	22,916.00	12,219.95	53.32%
Total BENEFITS	\$ 52,291.40	\$ 61,365.00	\$ 9,073.60	14.79%
LIBRARY EQUIPMENT & CAPITAL OUTLAY			0.00	
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	5,791.15	9,000.00	3,208.85	35.65%
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES	2,699.94	1,000.00	-1,699.94	-169.99%
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 8,491.09	\$ 10,000.00	\$ 1,508.91	15.09%
LIBRARY MATERIALS			0.00	
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	40,202.05	62,000.00	21,797.95	35.16%
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	2,269.39	2,600.00	330.61	12.72%
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	2,319.34	1,800.00	-519.34	-28.85%
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books	4,102.48	2,500.00	-1,602.48	-64.10%
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	9,396.60	11,000.00	1,603.40	14.58%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	7,047.42	16,000.00	8,952.58	55.95%
Total LIBRARY MATERIALS	\$ 65,337.28	\$ 95,900.00	\$ 30,562.72	31.87%

	Actual	Budget	Remaining	% Remaining
<b>LIBRARY PERSONNEL SERVICES</b>		884.00	884.00	100.00%
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	131,061.17	182,754.00	51,692.83	28.29%
17.7410.51.031.0.000 CLERICAL STAFF	111,124.18	158,723.00	47,598.82	29.99%
17.7410.51.032.0.000 PAGES	17,521.77	28,912.00	11,390.23	39.40%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	20,440.23	28,402.00	7,961.77	28.03%
<b>Total LIBRARY PERSONNEL SERVICES</b>	<b>\$ 280,147.35</b>	<b>\$ 399,675.00</b>	<b>\$ 119,527.65</b>	<b>29.91%</b>
<b>OFFICE EXPENSES</b>			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	4,410.67	4,000.00	-410.67	-10.27%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	3,369.83	3,500.00	130.17	3.72%
17.7410.54.041.0.000 POSTAGE / MAILINGS	146.07	250.00	103.93	41.57%
17.7410.54.042.0.000 PUBLICITY / Promotion	219.61	1,000.00	780.39	78.04%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	11,137.18	14,000.00	2,862.82	20.45%
<b>Total OFFICE EXPENSES</b>	<b>\$ 19,283.36</b>	<b>\$ 22,750.00</b>	<b>\$ 3,466.64</b>	<b>15.24%</b>
<b>OPERATION EXPENSE</b>			0.00	
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE	2,700.00	3,000.00	300.00	10.00%
17.1620.54.010.0.000 Professional Services - LEGAL	12,805.00	10,000.00	-2,805.00	-28.05%
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	8,024.50	5,500.00	-2,524.50	-45.90%
17.1620.54.012.0.000 Professional Services - HUMAN RESOURCES		500.00	500.00	100.00%
17.1620.54.013.0.000 Professional Services - PR		6,000.00	6,000.00	100.00%
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE	3,750.48	12,247.00	8,496.52	69.38%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	2,396.05	2,000.00	-396.05	-19.80%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	20,332.49	17,500.00	-2,832.49	-16.19%
17.7410.54.010.0.000 Professional Services - IT (SALS)	15,097.36	22,646.00	7,548.64	33.33%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	3,069.96	3,000.00	-69.96	-2.33%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	2,611.70	3,000.00	388.30	12.94%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	303.58	500.00	196.42	39.28%
17.7410.54.039.0.000 CUSTODIAL SERVICES	20,517.19	27,540.00	7,022.81	25.50%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	885.91	3,200.00	2,314.09	72.32%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	205.68	250.00	44.32	17.73%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	598.15	500.00	-98.15	-19.63%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	4,126.12	6,200.00	2,073.88	33.45%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	672.75	900.00	227.25	25.25%
<b>Total OPERATION EXPENSE</b>	<b>\$ 98,096.92</b>	<b>\$ 124,483.00</b>	<b>\$ 26,386.08</b>	<b>21.20%</b>
<b>SPECIAL ITEMS</b>			0.00	
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA	43.56	5,000.00	4,956.44	99.13%
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	9,792.93	10,000.00	207.07	2.07%
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	100.00%
<b>Total SPECIAL ITEMS</b>	<b>\$ 9,836.49</b>	<b>\$ 16,000.00</b>	<b>\$ 6,163.51</b>	<b>38.52%</b>
<b>Total Expenditures</b>	<b>\$ 533,483.89</b>	<b>\$ 730,173.00</b>	<b>\$ 196,689.11</b>	<b>26.94%</b>
<b>Net Operating Revenue</b>	<b>\$ 163,698.16</b>	<b>\$ 0.00</b>	<b>-\$ 163,698.16</b>	
<b>Net Revenue</b>	<b>\$ 163,698.16</b>	<b>\$ 0.00</b>	<b>-\$ 163,698.16</b>	

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# Ballston Community Public Library Director's Report

September 2023

## Circulation Statistics

### August 2023

Circulation Statistics	Current Month	2023 to Date	2022 Total
Items Added to Collection	445	2,874	4,719
Number of Physical Items Circulated	11,132	76,637	98,808
Overdrive/Libby Circulation	1,257	9,563	12,343
Hoopla Circulation	639	3,666	5,868
New Patron Registrations	60	324	537
Curbside Appointments	5	21	100
Patrons in the Building	4,925	33,807	42,564

## Programs & Events

### August 2023

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2023 Total	Participants 2023 Total	Number Offered 2022 Total	Participants 2022 Total
Preschool	13	258	109	2,815	176	3,324
Elementary	4	90	45	666	68	1,125
Teen	3	17	24	121	24	303
Adult	5	49	64	848	56	477
Family	4	226	47	2,732	38	2,612
Outreach	0	0	52	1,645	66	2,960
<b>TOTALS</b>	<b>29</b>	<b>640</b>	<b>341</b>	<b>8,827</b>	<b>428</b>	<b>10,801</b>

**Youth Services Programming:** Youth programs slowed down a bit with the school year starting again. In September we offered 4 story times each week, 1 Saturday story time, an afterschool Kid's Craft, a Teen craft, 5 book clubs, 2 Read to Seamus the Dog events, 1 Story Crafters event, 1 STEM program, 1 Grab 'N Go Craft, and 1 Tween Craft. The Tween program is new starting this month. We saw a lot of "tween" age kids this summer looking for programs that were for "older kids" than what our afterschool crafts and STEM are for, so we've added a new monthly program for their age group (10-14 years old). Attached you'll find the final Summer Reading Program report for Children and Teens.

**Adult Programming:** There were 5 adult programs in August with 49 attendees. Coming up for Adult programming are a tour of the site of the former Forest Park on Ballston Lake, cookie decorating, Paint with Patrice, a Fitness class with Sorella Spa, and much more!





## Staff & Volunteers

- Our newest clerk has started and is quickly learning the ropes, and another clerk is on the agenda for tonight to be approved for hiring. That will put circulation back up to full staffing levels!
- All of our new Library Pages have been trained and seem to be adjusting well to their new schedules and responsibilities.

## Facility Update

- The Building and Grounds Committee has reviewed several proposals for snow and lawn care contracts and will make a recommendation to the Board for the upcoming seasons.

## Technology

### August 2023

Technology Statistics	Current Month	2023 to Date	2022 to Date
Public Computer Sessions	170	1,127	1,527
WiFi Sessions (unique users)	707	5,756	7,081

## Meetings & Professional Development

- **Carol Chaisson, Clerk:** SALS Patron Registration Training 8/24, SALS Tech Processing Training 8/30, SALS LEAP Training 8/31
- **Melissa Gardner, Clerk:** KnowBe4 Training 9/15, SALS Security Policy 9/15
- **Alyssa Harvey, Head of Youth Services:** Board of Trustees 8/30, SALS Patron Registration Refresher 8/30, SALS Processing Refresher Training 8/30
- **Hailey Pezzolessi, Page:** KnowBe4 Training, SALS Security Policy
- **Mary Pietrow, Page:** KnowBe4 Training, SALS Security Policy
- **Jenn Richard, Head of Adult Services:** Board of Trustees 8/30, Friends of the Library 9/5, Adult Program Swap 9/19
- **Terry Riley, Account Clerk:** KnowBe4 Refresher Training 9/7
- **Rebecca Verhayden, Director:** Board of Trustees 8/30, Friends of the Library 9/5, Communication Committee Meeting 9/7, Charlton Town Board 9/11, Ballston Town Board 9/12, JA Council 9/13, BH-BL BPA Meeting 9/13

Rebecca Verhayden, Director 9/25/2023

# SUMMER READING PROGRAM

2023

**June 26 - August 12**

Children and Teens could still log minutes until September 5th. The final totals were then sent to the local schools for "top reader" awards to be given out.

## **Preschool:**

105 registrations  
80,001 minutes read

## **Elementary:**

437 registrations  
459,447 minutes read

## **Teens:**

137 registrations  
200,901 minutes read

## **Totals:**

679 registrations  
740,349 minutes read



## **Community Partners**

BH-BL Schools, Friends of the Library, Gil's Garage, Jenkins Park, Elmer Smith Park, Little Troy Park, Ballston Lake EMS, and Southern Adirondack Library System



# SUMMER READING PROGRAM

2023

## Youth Summer Reading Participants

2023 - 679  
2022 - 695  
2021 - 610  
2020 - 474  
2019 - 1,079  
2018 - 1,076  
2017 - 769  
2016 - 695  
2015 - 654  
2014 - 572  
2013 - 416  
2012 - 571  
2011 - 457



## Youth Programs

### Preschool:

38 programs  
884 attendance

### Elementary:

16 programs  
310 attendance

### Teens:

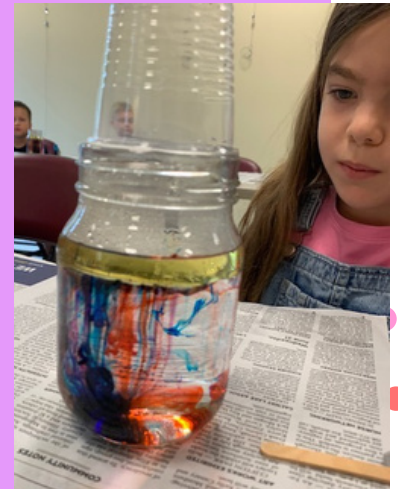
9 programs  
69 attendance

### Family:

25 programs  
1,296 attendance

### Totals:

88 programs  
2,559



## CONTINGENT POLICY REVISION of SECTION VII P7250

Replace current content of P7250 with:

### C. Trustee Election and Appointment Policy

1. Trustees of the Ballston Community Public Library are elected by the voters of the Special District that supports the Library. Trustees are elected on an annual basis to three-year terms, and terms are staggered to ensure a consistent presence of experienced trustees on the Board.
2. To be elected or appointed as a trustee, a person must be at least 18 years of age, will be a qualified voter and a resident of the Special District. Trustees may serve two consecutive elected terms, after which there must be a break as set by the bylaws before they are eligible to be nominated or appointed again.
3. Every year, the Library shall make nominating petitions available to individuals seeking nomination as a candidate for a library trustee, per the charter and bylaws of the Library.
4. Every year, the Library shall arrange for elections per the charter and bylaws.
4. When a trustee position is vacated and must be filled, the trustees and staff will publicize the opening to residents of the Special District via the Library's website, signage at the Library, and other means suitable as determined by the Board of Trustees and Library Director. Such publicity will include a description of the role, requirements and desired attributes of the role, and application process and timing including the application deadline. Eligible residents of the Special District must complete and submit an application to the Library, before the application deadline, to be considered. The trustees will assess applications against the desired characteristics cited in policy P7300 towards the aim cited in policy P7200. Replacement trustees shall be approved via a motion by the Board. Appointed trustees may only serve until a replacement trustee is elected at the next regular election (a replacement trustee is eligible to be nominated).
5. Elected and appointed trustees will be briefed on library operations and applicable regulations immediately but cannot perform the role of trustee until they complete the conflict of interest form and the oath of office as required by law.

#### D. EMERGENCY PURCHASES

P5400

Exceptions to the above spending limits include extreme emergencies and building and maintenance costs. The Library Director or designee may authorize an emergency purchase. These are not cash/check purchases and would follow the usual process for payment including an invoice and voucher. In the case of immediate payment requirements, the director or designee may use a personal credit card and request reimbursement.

1. An emergency purchase, especially one that circumvents normal purchasing procedures, shall be presented to the Board as soon as practical.
2. Verbal approval must be obtained from either the President or the Treasurer of the Board of Trustees ~~or the Town of Ballston Town Supervisor~~ if the purchase exceeds the budgeted amount available in that line and/or the contingency line.
3. An "emergency purchase" is defined as a purchase needed to address either: a) a circumstance that constitutes a threat to public safety, life or property; or b) a condition that requires immediate intervention.

Amended November 28, 2018

Contingent Revision Prepared September 8, 2023

Amended on DATE

## A.EQUIPMENT AND FACILITIES

### P6100

1. Library equipment is available for use by charitable corporations based in the Library's area of service groups with the prior approval of the Library coordinated through the Director~~Director~~. This includes and applies only to the Community Room, the P.A. System and the multimedia projector.

## B.MEETING SPACE USE POLICY

### P6200

1. Consistent with the Library's mission, ~~t~~The Library is pleased to be able to offer three meeting spaces for use by charitable corporations (not-for-profit, education, religious) based in the Library's area of service, for events that are open to the community~~community groups which offer philanthropic, civic, educational or cultural programs~~. Reservations may be made in person or online on a first-come, first-served basis. Application forms must be filled out by an authorized representative (usually an officer) of the charitable corporation of the organization seeking to use the space. Such charitable corporations~~individuals~~ shall accept responsibility for any damages to library equipment and furnishings which may occur. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved~~by the Library Board if the Board deems extenuating circumstances are involved~~. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

2. The following are general rules of use for reserved meeting spaces:

- a. All meetings must be open to the public.
- b. Groups must follow maximum occupancy limits set by the Town of Ballston Building Department.
- c. Spaces may be reserved no more than forty-five days in advance.
- d. Use of the spaces is limited to 24 times per year for each charitable corporation~~organization~~.
- e. ~~This is not a rental arrangement; the Library is able to terminate a pre-arranged reservation without notice~~It is understood that library programming will have first priority in space use.
- f. There will be no charge to the charitable corporation for use of the meeting spaces.
- g. No admission, "suggested donation" or other fee ~~may be charged by the corporation using the space~~group, and fund-raising activities may not be conducted on site.
- h. Meeting spaces ~~may not be used for retail sales or sales of services~~are not available for purely social or commercial functions.
- i. Refreshments, with the exception of alcoholic beverages, may be served ~~and shall be provided by the group.~~
- j. The charitable corporation~~people~~ using the meeting space shall be responsible for setting up before and after use and leave it in neat, clean, orderly condition. Failure to abide by this requirement will require the Library to deny further uses, and, per the reservation agreement, may result in financial liability~~n; if not, a cleaning fee may be charged.~~
- k. The Library is not responsible for any equipment, supplies, materials, or other items brought to the Library by any group or individual attending a meeting.

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l. Charitable corporations using the space are required to supply a certificate of insurance naming the Library as additional insured and they will indemnify the Library, its trustees and employees for Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

m. A meeting may be terminated if it is, in the sole discretion of the Library, regarded as found by the Director to be disruptive to regular library services.

n. The Community Room has a separate outside entrance and groups with an established history of respectful and compliant use may enter a signed agreement to be entrusted with a key for after-hours access may be used after hours with the consent of the Director.

o. The Library Board reserves the right to refuse an application if the intended use violates any Library policy.

p. Consistent with the requirements of both the Library and any charitable entity using the space, no political activity may be conducted on site.

p. Library equipment is available for use by charitable corporations based in the Library's area of service groups with the prior approval of the Library coordinated through the Director. This includes and applies only to the Community Room, the P.A. System and the multimedia projector.

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## **Municipal Cooperation Resolution**

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o ("Section 119-o") empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, town and villages, and districts] to enter into, amend, cancel and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers and duties on a cooperative or contract basis;

WHEREAS, the Ballston Community Public Library wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019;

WHEREAS, the Ballston Community Public Library wishes to assure the safety and liquidity needs of their funds;

Now, therefore, it is hereby resolved as follows:

That Rebecca Verhayden, Director of Ballston Community Public Library is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Agreement

Amended and Restated as of March 28, 2019.

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Contact Signature

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Title

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Printed Name

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Date



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

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

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

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

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

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

Bill S6669 is in the Senate; that progress can be tracked in real time on The New York State Senate website. Both houses passed bill on 5/31/23 and 6/21/23, respectively. On August 23, 2023, Governor Hochul signed the bill into law as Chapter 336.

Reference	Service	Pre-Transition State	Post-Transition State	Status
A	Payroll	Administered by Town	Administered by Library	Complete
B	Bill Paying	Administered by Town	Administered by Library	Complete
C	Funds/Bank Accounts	Held by Town	Held by Library	Complete
D	Annual Budgeting Process	Town Process/Approved by Town	Special District Guidelines/ Public Vote as required	Election Scheduled 11/14/23
E	Trustee Appointment	Appointed by Town	Special District Guidelines/Public Vote Administered by Library	Election Scheduled 11/14/23
F	Employee Medical Benefits /WC/Retirement/ Disability	Administered by Town	Administered by Library	Complete
G	HR Administration	Administered by Town	Administered by Library	Complete
H	Insurance Coverage (Building, D&O)	Administered by Town	Administered by Library	Complete
I	Building Maintenance	Administered by Library	Administered by Library	Complete
J	Building Ownership	Owned by Town	Transfer to be pursued.	Meeting to be scheduled
K	Land Ownership	Owned by Town	Transfer to be pursued.	Meeting to be scheduled
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 September 19, 2023. Further, on September 27, 2023, the Library provided the Town with updated additional detailed monthly financial reports and account reconciliations that had been identified by the Town.

D. The tax levy is currently authorized to be included on the budget submitted by the Town Board, and paid only by those in the district served. After Transition, the Library Tax will continue to be collected by the Town on residents' tax bills. The proposed legislation will authorize a process by which a budget is directly approved by voters of the Special District Library. An election is scheduled for November 14, 2023.

E. Historically, the Library Trustees are appointed by the Town Board. Constituents in the Library's Special District (serving the Town of Ballston, excluding the Village of Ballston Spa) will be eligible to vote to select Library Trustees. An election is scheduled for November 14, 2023.

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

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

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

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

J & K. The Library premises are owned by the Town, but restricted by deed to the use of the Library. The Library and Town coordinate on property-related issues. The Library Board of

Trustees passed a resolution in the September 28, 2022 meeting to consider entering into a lease agreement with Town for use of the library building. The Library wishes to confirm the terms of its occupancy of the library building to ensure clarity regarding key operational issues. Therefore, the Library shall explore a written agreement with the Town. **A meeting will be scheduled to determine the next steps.**

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

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

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

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

**Summary:**

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

As of April 2023, the Town Board and the Library Board adopted resolutions supporting the submission of draft legislation to be put forward in the current legislative session. Currently, Bill A7082 is in the Assembly and Bill S6669 is in the Senate; that progress can be tracked in real time on The New York State Senate website. Both houses passed bill on 5/31/23 and 6/21/23, respectively. On August 23, 2023, Governor Hochul signed the bill into law as Chapter 336.

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