

**TOWN OF BALLESTON COMMUNITY LIBRARY  
PROPOSED BUDGET FOR 1963**

	1962	1962 <del>1963</del>	PROPOSED 1963
A. SALARY - LIBRARIAN AND STAFF	\$3400	2572.72	\$4200.00
B. SALARY OF CUSTODIAN	500		600.00
C. OFFICE AND TRAVELING EXPENSES (INCL. PETTY CASH)	300	145.29	250.00
D. POSTAGE AND PUBLICITY	50		50.00
E. BOOKS, PERIODICALS, BINDING	2500.	1251.50	3000.00
F. MAINTENANCE OF BUILDING	1175		1561.00

FOLLOWING FOR 1963

Dehumidifier	110.00
Sils -basement floor	332.00
Light fixtures	144.00
Sidewalk to Basement Door	100.00
Shelving	425.00
Air Conditioner plus insulation	<u>450.00</u>
<b>Total</b>	<b>1561.00</b>

G. HEAT AND LIGHT	800	458.57	800.00
H. TELEPHONE	185	97.04	185.00
I. INSURANCE	150.	131.11	150.00
J. CUSTODIAL SUPPLIES	100		100.00
K. LIBRARY EQUIPMENT	500	1,178.72	500.00
L. SOCIAL SECURITY- TOWN SHARE	100	80.41	125.00

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	\$ 19110	\$6,008.00	\$11,581.00
<b>ESTIMATED FINES</b>	<b>750</b>		<b>750.00</b>

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<b>BUDGET FROM TAXES</b>	<b>\$115.50</b>		<b>\$10,831.00</b>
<b>BALANCE AS OF AUG. 8 '62</b>		<b>5,036.78</b>	

<b>TOTAL BUDGET - 1962</b>		
BALANCE	1307.02	
TAXES	9115.50	
FINES TO AUG.	622.26	
<b>TOTAL</b>	<b>\$11044.78</b>	

**THE UNIVERSITY OF THE STATE OF NEW YORK  
THE STATE EDUCATION DEPARTMENT**

To: Mr. Prentiss

Date: May 29, 1963

From: Miss Vedder

Subject: Application for an Absolute Charter to replace the Provisional Charter of the ~~Town~~ of Ballston Community <sup>Public</sup> Library, Burnt Hills

At a regular meeting of the board of trustees on May 28, 1963 at which all trustees were present it was voted to apply for an absolute charter and the following information was presented to the Library Extension Division Consultant to support their request:

1. Complete inventory of equipment with estimated value
2. Statement of characteristics of the community
3. List showing library activities and services with indication of time allotted
4. List of staff with qualifications
5. Organization chart showing division of duties and responsibilities
6. Comparison of tax support, circulation, book stock for past five years
7. Check of book stock to determine quality of book selection
8. Collection of representative publicity releases
9. Statement of Board policies
10. Board's Statement of future plans and reasons why the Board feels that an Absolute Charter should be granted.

The accompanying copy of the 1962 annual report of the library with the supporting documents submitted by the trustees clearly indicate remarkable progress in building a library (from an idea to satisfactory realization) in an active, middle economic but highly educated community. From the beginning, a large proportion of the people have been actively engaged in supporting and using the library which started in 1956 as an association library but within two years (June 27, 1958) had changed to the Town of Ballston Community Library (supported from taxes levied on the Town of Ballston exclusive of the Village of Ballston Spa which has its own public library). Present income is over \$2.25 per capita and is largely from town support, although if new needs present themselves, the trustees are able to secure additional support from Friends of the Library, Service Groups, Individuals. Town support has increased each year.

The library meets and exceeds all minimum standards for libraries under 5,000 population. The trustees are aware of a growing population trend and new demands on the library and have formulated plans and a time-table for accomplishing:

1. Expansion of facilities

Basement is currently being developed into a children's room and plans call for an addition to the building.

2. Improving physical and operational equipment

New shelving and furniture  
Gaylord charging machine  
New charging desk and chairs  
Air conditioner

3. Strengthening staff by addition of professional children's librarian

4. Constantly developing the library collection in quality, quantity and variety of materials

~~I strongly recommend that the outstanding library interest and support of this community be recognized by the granting of an Absolute Charter.~~

Although, as indicated, this library is truly a community library with an active, interested board of trustees, it should also be noted that much of the recent progress in strengthening the quality of the library collection and library services is due in large measure to the expert professional direction of the librarian, Mrs. Elizabeth F. Kelly who retired from a position of greater responsibility but prefers to keep active in library work.

I strongly recommend that the outstanding work of the community, trustees and librarian in developing this library be recognized by the granting of an Absolute Charter.

Marion H. Vedder  
(by m e H)

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Marion H. Vedder

STATE LIBRARY

RECEIPTS

Description	Code	Amount
Unexpended balance from previous year (Sum of code 73 of previous year's report)	08	1,357.02
Local tax funds	10	9,115.50
Library system grant (Total)	11	1,260.61
State grant - cash	12	0
State grant - reference books	13	0
Federal grant - reference books	14	0
Federal grant - reference books, travel funds, interest funds and book deposits	15	0
Gifts - all or part of grant or endowment funds	16	0
Income from rental collection	17	906.54
Income from other sources (including fees, less, number)	18	11,282.65
Total receipts (Do not include code 09)	19	12,639.67

SOURCE OF LOCAL TAX FUNDS

Unit	Code	Name of Unit	Population	Amounts
County or counties	91			
Town	92	TOWN OF BALHARON	5752	9,115.50
Village	93			
City	94			
School district	95			

This report is based on the CALENDAR YEAR 1962

I hereby certify that to the best of my knowledge and belief this is a true and accurate report.

Date: Jan. 16, 1963 Librarian's signature: X

Name of library: Barré Hillis, New York  
 Location of library: B2-101-1-0280-1

EXPENDITURES

Description	Code	Amount	Subtotal
Library Materials			
Books	21	1,573.29	
Films	22	0	
Phonograph Records	23	0	
Sale Reference Book Aid	24	0	
Other	25	1,418.58	
Subtotal			2,991.87
Operating Expenses			
Rent	31	0	
Utilities	32	732.70	
Insurance	33	131.11	
Library supplies & postage	34	201.64	
Printing & Postage	35	231.44	
Other	36	69.45	
Subtotal			1,366.34
Salaries			
Library staff	41	3,328.54	
Custodial staff	42	600.00	
Retirement Share of Social Security	43	122.78	
Subtotal			4,051.32
Capital Expenses			
Building (and major repairs)	51	0	
Land	52	875.53	
Equipment	53	1,106.52	
Subtotal			2,072.05
Balance on hand December 31 (difference between codes 61 and 19)	72		2,158.00
Amounts invested in bonds or transferred to interest accounts this year	73		0
Amount returned to village or town	74		0
Cash balance on hand (code 72 minus codes 73 and 74)	75		2,158.00
Total and balance (code 61 plus code 72 = 88)	88		12,639.67

LAWS OF NEW YORK.—By Authority

CHAPTER 203

AN ACT to authorize the town of Ballston, Saratoga county, to establish a public library for that part of the town located outside of the incorporated village of Ballston Spa

Became a law March 28, 1957, with the approval of the Governor. Passed, by a majority vote, three-fifths being present

*The People of the State of New York, represented in Senate and Assembly, do enact as follows:*

Section 1. Notwithstanding the provisions of any general or local law to the contrary, the town of Ballston, Saratoga county, is hereby authorized, by action of a majority of its electors residing outside of the limits of the village of Ballston Spa, to establish a public library with or without branches, and such town is hereby authorized to raise money by tax, to equip and maintain such library or libraries and to provide a building or rooms for its or their use. Such tax shall be a charge upon the taxable property of that part of the town outside of the limits of the village of Ballston Spa. Such town is hereby authorized to acquire real or personal property for the purposes of such library or libraries by gift, grant, devise, bequest or condemnation. Except as otherwise provided by this act, the provisions of the education law relating to public libraries shall be applicable to a public library established in pursuance of this act.

§ 2. This act shall take effect immediately.

EXPLANATION — Matter in *italics* is new; matter in brackets [ ] is old law to be omitted.

STATE OF NEW YORK, }  
Department of State. } ss:

I have compared the preceding with the original law on file in this office, and do hereby certify that the same is a correct transcript therefrom and of the whole of said original law.

CARMINE G. DESAPIO,  
Secretary of State



Statement

Field. The library is for the free use for both lending and reference of [specify locality to be served]

..... containing ..... inhabitants.

There are available to these people ..... other free libraries. [If there are any, give name and location of each]

.....  
 .....  
 .....

Location. The library will be kept in [describe rooms, building and its location] .....

Hours. The library will be kept open not less than ..... hours each on ..... days of each week.

Resources. In addition to the property named in the inventory, an annual appropriation of \$.....

Cross out what does not apply {Is expected from} {Has been voted by}

Additional income during the year anticipated from gifts, subscriptions or other sources \$.....

Total \$.....

[Do not omit estimate of income]

Expenses. We expect to pay out during the year:

For books ..... \$.....  
 serials .....  
 salary of librarian .....  
 salary of assistants, if any .....  
 rent .....  
 fuel and light .....

For janitor ..... \$.....  
 insurance .....  
 cases, furniture and fittings .....  
 stationery and other supplies .....  
 printing, postage and other .....  
 incidentals .....  
 Total \$.....

M. M.

In combing the Charter file for  
Burnt Hills I discovered that they  
already are Registered so I noted it on  
the Kardex file. I suspect that the Cert. of  
Registration may also have been sent some  
where else. Anyhow I'm embarrassed  
that Mrs Kelly had to fill out the extra  
form but I'll try to explain to them  
and ask that they "hunt" for the Certif.  
or request a new one.



At a legal meeting of the trustees of the said library, held May 28, 1963,

at which there were present the following trustees, [Write names in full] John T. ...

Chester M. Clarke

W. E. ...  
Carl ...

being a quorum of the full board, it was voted, that, inasmuch as public interests will be promoted by such action, the presiding officer of this board [Insert name of such officer] John T. ...

..... be hereby directed to apply to the Regents of The University of the State of New York for the registration of this library under the name of [Give the exact corporate name of the library. If a branch library give name of library followed by name of branch.] .....

Now, therefore, I [Insert name] John T. ... as presiding officer of the ..... Library, and in its behalf, do hereby request the Regents of The University of the State of New York to register the said library as maintaining a proper standard.

Respectfully submitted,

John T. ...

Presiding officer

STATE OF NEW YORK

*Saratoga*

COUNTY } SS

*Jessie M. Townley*

[Presiding officer]

and

[Secretary]

being duly sworn,

each for .....self deposes and says that ..... has read the foregoing petition and knows its contents; that its statements of facts therein are in all respects true as ..... verily believes, and that the said ..... is now the presiding officer of the said library and the said ..... is its secretary.

*Jessie M. Townley*

Presiding officer

Secretary

Subscribed and sworn to before me this

*29* day of *March* 19 *63*

*Robert Kitchin*

THE BALLSTON COMMUNITY PUBLIC LIBRARY

Voted, That

1. A provisional charter, valid for a term of five years, is granted incorporating Joseph Burke, William W. Egan, Virginia Link, Edna Coons and Jessie E. Townley and their associates and successors in office as a free public library in and for that portion of the town of Ballston, Saratoga County, located outside of the limits of the village of Ballston <sup>Spa</sup> in accordance with the vote establishing said library pursuant to authority conferred by Chapter 203 of the Laws of 1957, under the corporate name of The Ballston Community Public Library, to be located at Ballston Lake, county of Saratoga and State of New York.

2. The library shall be administered by a board of five trustees, to be at first the persons who are named herein as incorporators, whose terms were fixed by lot so that such terms of said trustees, in the order in which they are named hereinabove, shall expire on December 31 in the years 1959, 1960, 1961, 1962 and 1963. Thereafter, as such terms expire, their successors shall be appointed by the town board of the town of Ballston for a full term of five years. Vacancies due to cause other than expiration of term shall be filled for the balance of the unexpired term by the board of trustees.

3. Such provisional charter will be made absolute if within five years the corporation shall have acquired sufficient property available for its use and support and be maintaining, to the

satisfaction of the Regents, a library of proper standard. Prior to the expiration of said five-year period an application for the renewal of such provisional charter or for an absolute charter will be entertained by the Regents, but in the event that such an application is not made, then at the expiration of said term of five years such provisional charter shall terminate and become void and shall be surrendered to the Regents.

July 7, 1958

Edward A. Tracy, Esq.  
22 Front Street  
Ballston Spa, New York

Dear Mr Tracy:

This is to advise that the Board of Regents, at its meeting on June 27, 1958, formally voted to grant a provisional charter, valid for a term of five years, to The Ballston Community Public Library. Copy of the vote adopted is enclosed.

I understand that the Library Extension Division of this Department will communicate with the president of the board of trustees of the library concerning the incorporation.

Sincerely yours

Charles A. Brind, Jr

EDWARD A. TRACY  
ATTORNEY-AT-LAW  
22 FRONT STREET  
BALLSTON SPA, N. Y.

MAY 28 1958  
LAW DIVISION

May 27, 1958

RECEIVED  
LAW DIVISION  
MAY 28 1958

New York State Board of Regents  
State Education Building  
Albany, New York

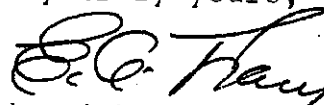
Re: Library Charter

Gentlemen:

I enclose application for Charter for a library district created by action of the town board of the Town of Ballston, pursuant to Chapter 203 of the laws of 1957 and a referendum subsequently held.

I further enclose certified copy of the resolution creating the district and my check payable to your order in the sum of \$10. At your convenience please forward Charter to me.

Very truly yours,

  
Edward A. Tracy

EAT:dg  
Enc. (2)

EDWARD A. TRACY  
ATTORNEY-AT-LAW  
22 FRONT STREET  
BALLSTON SPA, N. Y.

RECEIVED  
LAW DIVISION

JUN 17 1958

June 16, 1958

State Education Department,  
Educational Building,  
Albany, New York.

Attention: Miss Eastman

Gentlemen:-

Pursuant to telephone call from Mr. Jehu and my conversation with Miss Eastman this morning please be advised that it is acceptable to the Town of Ballston, if the Charter which was applied for under the name of "Town of Ballston Community Library District No. 1", should be issued in the name of "The Ballston Community Public Library.

The other Charter will be surrendered upon receipt of this one.

I trust that this Charter will be granted during June and thanking you for your cooperation, I am

Very truly yours,

  
Edward A. Tracy

EAT:mpg

enc (1)

P.S. I am in receipt of a letter from Mr. Brind requesting a copy of the application, I am enclosing it with this letter, would you be good enough to see that he gets it. Thank you very much. EAT.

*working on file # 1-58*

EDWARD A. TRACY  
ATTORNEY-AT-LAW  
22 FRONT STREET  
BALLSTON SPA, N. Y.

June 26, 1958

Educational Department,  
Board of Regents,  
Educational Building,  
Albany, N. Y.

Re: Town of Ballston Community Library

Attention: Miss Eastman

Gentlemen:-

Pursuant to your request of yesterday this letter will advise you that the Directors of the above Library have determined by meeting that their terms will be as follows:-

Mrs. Townley = five years  
Mrs. Coons = four years  
Mrs. Link = three years  
Mr. Egan = two years and  
Mr. Burke = one year

Trusting that this is the information that you desire, I am

Very truly yours,

*E. A. Tracy*  
Edward A. Tracy

EAT:mpg

RECEIVED  
LAW DIVISION

JUN 30 1958



At a meeting of the Town Board of the Town of Ballston, Saratoga County, N.Y., held at the Odd Fellows Hall in Burnt Hills, N.Y. on the 5th day of May, 1958.

Present: Alexander Stewart, Supervisor  
John Sebast, Justice of the Peace  
George Bates, Councilman  
Scott Brown Jr. Councilman

Moved by: *Councilman Geo Bates*  
Seconded By: *Councilman Scott Brown Jr*

WHEREAS by Chapter 203 of the Laws of 1957 the Town Board of the Town of Ballston was, subject to a referendum, granted authority to establish a public library and to raise money by tax to equip and maintain such library, such tax to be a charge upon the taxable property of that part of the Town outside of the limits of the Village of Ballston Spa., N.Y., and

WHEREAS by action of a majority of its electors residing outside of the Village of Ballston Spa. N.Y. as expressed in a referendum on the question held on the 5th day of November, 1957 said Town Board was duly authorized to establish said public library and to raise money by tax for its equipment and maintenance, and

WHEREAS the Burnt Hills-Ballston Lake Library Association, a private group, are offering to donate to the said Town for the purposes hereinbefore mentioned, a certain library building, and are further offering to complete the construction of said building on or before the 1<sup>st</sup> day of September, 1958,

NOW, THEREFORE, BE IT RESOLVED, that pursuant to the authority conferred by Chapter 203 of the Laws of 1957 and of the referendum held on November 5, 1957.

1. That a public library District be, and it hereby is, established under the name and style of "Town of Ballston Community Library District No. 1."
2. That said district shall be composed of an area comprising all of the Town of Ballston exclusive of that portion of said Town which is within the limits of the Village of Ballston Spa. N.Y.
3. That the Town Board accept, for library purposes, the lot and building offered by the Burnt Hills-Ballston Lake Library Association effective June 1, 1958.
4. That the Town Board borrow sufficient funds to operate said library as such until the end of fiscal year 1958.
5. That Virginia Link, Edna Coens, Jessie E. Townley, Joseph E. Burke and William W. Egan be appointed Trustees thereof under the terms and provisions of the Education Law and that said Trustees forthwith obtain a Charter from the Education Department.

6. That the Supervisor, Clerk and Town officers be authorized and directed to execute any and all documents and papers necessary to consummate the terms and directions of this Resolution.

Alex Stewart: - *yes*  
John Sebast: *yes*  
George Bates: *yes*  
Scott Brown Jr.: *yes*

State of New York)  
County of Saratoga) ss)  
Town of Ballston)

I, Herbert C. Ketchum, residing at Ballston Lake, N.Y., do hereby certify that I am the duly elected, qualified and acting Town Clerk of the Town of Ballston; that I have compared the foregoing Resolution with the original thereof duly passed and entered in the minutes of said Town of Ballston on the 5th day of May, 1958; that the same is a true, complete and correct copy of said original Resolution in its entirety and that said original was duly passed on said 5th day of May, 1958 at a duly called meeting of said Town Board.

*Herbert C. Ketchum*

TOWN CLERK,  
TOWN OF BALLSTON

SEAL

Foundation, to be located in Watkins Glen, county of Schuyler and State of New York.

- 2. The purposes for which such corporation is formed are:
  - a. To collect materials which will interpret the American way of life;
  - b. To promote research in, to publish and to disseminate information relating to the history and development of the American people;
  - c. To conduct research studies, exhibits, meetings, museum displays and other standard curatorial, historical and educational activities appropriate to the purposes of the corporation; and
  - d. To develop interests leading to the establishment of American heritage memorials for enhancing the democratic way of life.

3. The persons named as incorporators shall constitute the first board of trustees. The board shall have power to adopt bylaws, including therein provisions fixing the method of election and the term of office of trustees and shall have power also, by vote of three-fourths of all the members of the board of trustees, to change the number of trustees, to be not more than 25 nor less than 5.

4. The corporation hereby created shall be a nonstock corporation organized and operated exclusively for educational purposes, and no part of its earnings or net income shall inure to the benefit of any individual and no officer, member or employee of the corporation shall receive or be entitled to receive any pecuniary profit from the operations thereof, except reasonable compensation for services.

5. The principal office of the corporation is to be located in Watkins Glen, county of Schuyler and State of New York.

6. The Commissioner of Education is designated as the representative of the corporation upon whom process in any action or proceeding against it may be served.

7. Such provisional charter will be made absolute if within five years the corporation shall acquire resources and equipment available for its use and support and sufficient and suitable for its chartered purposes in the judgment of the Regents of the University and be maintaining an institution of educational usefulness and character satisfactory to them. Prior to the expiration of said five-year period an application for the renewal of such provisional charter or for an absolute charter will be entertained by the Regents, but in the event that such an application is not made, then at the expiration of said term of five years such provisional charter shall terminate and become void and shall be surrendered to the Regents.

**The Ballston Community Public Library. Voted, That**

1. A provisional charter, valid for a term of five years, is granted incorporating Joseph Burke, William W. Egan, Virginia Link, Edna Coons and Jessie E. Townley and their associates and successors in office as a free public library in and for that portion of the town of Ballston, Saratoga County, located outside of the limits of the village of Ballston Spa, in accordance with the vote establishing said library pursuant to authority conferred by chapter 203 of the Laws of 1957, under the corporate name of The Ballston Community Public Library, to be located at Ballston Lake, county of Saratoga and State of New York.

2. The library shall be administered by a board of five trustees, to be at first the persons who are named herein as incorporators, whose terms were fixed by lot so that such terms of said trustees, in the order in which

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 ed at Ballston Lake.

five trustees, to be  
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 the order in which

are named hereinabove, shall expire on December 31 in the years 1960, 1961, 1962 and 1963. Thereafter, as such terms expire, their successors shall be appointed by the town board of the town of Ballston for a full term of five years. Vacancies due to cause other than expiration of term shall be filled for the balance of the unexpired term by the board of trustees.

Such provisional charter will be made absolute if within five years the corporation shall have acquired sufficient property available for its support and be maintaining, to the satisfaction of the Regents, a library of proper standard. Prior to the expiration of said five-year period an application for the renewal of such provisional charter or for an absolute charter will be entertained by the Regents, but in the event that such an application is not made, then at the expiration of said term of five years the provisional charter shall terminate and become void and shall be surrendered to the Regents.

**Greece Public Library. Voted, That**

A provisional charter, valid for a term of two years, is granted incorporating Donald H. Macdonald, Kendrick S. French, Dorothy H. Frear, W. Hoyt and Robert B. Wegman and their associates and successors in office as a free public library, in accordance with the vote establishing the same, under the corporate name of Greece Public Library, to be located in Greece, Monroe County.

The library shall be administered by a board of five trustees, to be chosen first the persons who are named herein as incorporators, whose terms shall be fixed by lot so that such terms of said trustees, in the order in which they are named hereinabove, shall expire on December 31 in the years 1959, 1960, 1961 and 1962. Thereafter, as such terms expire, their successors shall be appointed by the town board of the incorporated Town of Greece for a full term of five years. Vacancies due to cause other than expiration of term shall be filled for the balance of the unexpired term by the board of trustees.

Such provisional charter will be made absolute if within two years the corporation shall have acquired sufficient property available for its support and be maintaining, to the satisfaction of the Regents, a library of proper standard. Prior to the expiration of said two-year period an application for the renewal of such provisional charter or for an absolute charter will be entertained by the Regents, but in the event that such an application is not made, then at the expiration of said term of two years such provisional charter shall terminate and become void and shall be surrendered to the Regents.

**International Fire Administration Institute. Voted, That**

A provisional charter, valid for a term of five years, is granted incorporating Donald S. Charles, Arthur H. Lintelman, Reynold C. Malmquist, Vera A. Mitchell, William J. Scott and B. Richter Townsend and their associates and successors as an educational corporation under the corporate name of International Fire Administration Institute, the operations of the corporation to be conducted in the United States and in foreign countries.

The purposes for which the corporation is formed are:

- a. To engage in research and otherwise obtain material for the preparation of courses of study in fire administration and subjects related thereto, and to prepare such courses of study;