

**Ballston Community Public Library  
Board of Trustees Meeting Agenda  
March 29, 2023**

- 1) Call to order**
- 2) Minutes of February 22, 2023 Meeting**
- 3) Minutes of March 8, 2023 Meeting**
- 4) Report of Special Funds**
- 5) Monthly Financial Reports**
- 6) Approval of Bills**
- 7) Librarians' Reports**
- 8) Reports of Committees**
  - a) Town Liaisons
  - b) Personnel Committee
  - c) Policy Committee
- 9) Unfinished Business**
  - a) Reopening Plan Update
  - b) Local History & Lighting Construction Project
  - c) Ballston Legislation & Transition
  - d) Trustee Vacancy
- 10) 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 23-027** Consider approving monthly Transition Status Report to the Town of Ballston.
- b) **RESOLUTION 23-028** Consider appointing Tricia Bitley to the part-time position of Account Clerk/Typist as Office manager for the Ballston Community Public Library at an hourly rate of \$20 effective April 3, 2023.
- c) **RESOLUTION 23-029** Consider appointing William Newsom III to the part-time position of Library Clerk at the Ballston Community Public Library at an hourly rate of \$14.79 effective April 3, 2023
- d) **RESOLUTION 22-030** Consider appointing William Bechtel to the following Board of Trustee Committees; Budget & Finance, Building & Grounds, and Policy.
- e) **RESOLUTION 22-031** Consider an amendment to the Ballston Community Public Library Bylaws' Trustees' Annual Calendar for the month of April: Distribution of Annual Report to Public.

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

- 11) Executive Session to discuss Director Performance Evaluation**
- 12) Executive Session to discuss current litigation.**
- 13) Adjournment**

March Voucher Signer: Julia Stone

Charlton Town Board Meeting: Monday, April 10 at 7:30 PM

Ballston Town Board Meeting: Tuesday, April 11 at 6:30 PM

April Voucher Signer: Bill Bechtel

**Ballston Community Public Library Trustees**  
**July 1, 2022 through June 30, 2023**  
**with term and date of oath of office**

**Bechtel, William** **2027 (remained of Redinger term)**  
(c) 518-399-1206 3/16/2023  
[wiltbec@gmail.com](mailto:wiltbec@gmail.com)  
37 Beechwood Drive  
Burnt Hills, NY 12027

**Burchett, Stephen** **2025 (1<sup>st</sup> term)**  
(c) 551-482-3477 6/29/2020  
[steve@poweranalyticssoftware.com](mailto:steve@poweranalyticssoftware.com)  
166 Charlton Road  
Ballston Spa, NY 12020

**Schofield, Kate** **2027 (1<sup>st</sup> term)**  
(c) 518-698-4237 7/25/2022  
[kschofield0407@gmail.com](mailto:kschofield0407@gmail.com)  
14 Townley Drive  
Burnt Hills, NY 12027

**Speenburgh, Carolyn** **2024 (1<sup>st</sup> Term)**  
(c) 617-372-6581 7/1/2019  
[csollecito@gmail.com](mailto:csollecito@gmail.com)  
3 Miller Court  
Burnt Hills, NY 12027

**Stone, Julia** **2024 (1<sup>st</sup> Term)**  
(c) 518-409-0148 8/28/2019  
[jaosterhout@gmail.com](mailto:jaosterhout@gmail.com)  
315 Kingsley Road  
Burnt Hills, NY 12027

**Tomlinson, Sue** **2023 (2<sup>nd</sup> term)**  
(c) 518-461-7976 7/1/2018  
[Sue.Tomlinson@yahoo.com](mailto:Sue.Tomlinson@yahoo.com)  
429 Devils Lane  
Ballston Spa, NY 12020

**Vacant** **2023**

Library Director: Rebecca Verhayden, (c) 518-669-0454, [rverhayden@sals.edu](mailto:rverhayden@sals.edu)

**2022-2023 Trustees & Officers**

<b>President</b>	Julia Stone	(2024)		
<b>Vice-president</b>	Carolyn Speenburgh	(2024)	William Bechtel	(2027)
<b>Secretary</b>	Sue Tomlinson	(2023)	Kate Schofield	(2027)
<b>Treasurer</b>	Stephen Burchett	(2025)	Vacant	(2023)

### **2022-2023 Standing Committees**

<b>Budget and Finance:</b>	Carolyn, Bill, Steve
<b>Building and Grounds:</b>	Steve, Bill
<b>Long Range Planning:</b>	Kate, Sue
<b>Personnel:</b>	Carolyn, Kate
<b>Policy:</b>	Bill, Kate, Sue
<b>Nominating:</b>	Carolyn

*\*Board President is an ad hoc member of all committees*

### **Bill Signing**

Bills are generally signed on the Friday prior to the last Tuesday of the month. The trustee bill signer attends the following Town of Ballston board meeting (second Tuesday of the month), e.g., if you sign bills in August, you attend the September board meeting where invoices you reviewed are approved.

#### **2022**

July:	Steve
August:	Philip
September:	Jennifer
October:	Kate
November:	Julia
December:	Carolyn

#### **2023**

January:	Sue
February:	Steve
March:	Julia
April:	Bill
May:	Kate
June:	Julia

### **2022-2023 Town Board Meeting Representatives**

**Ballston** – Second Tuesday of the month at 6:30 pm – Trustee bill signer attends

**Ballston Agenda Meeting** - Last Tuesday of the month at 6:30 pm – Director attends

**Charlton** – Second Monday of the month at 7:30 pm – Trustee bill signer attends & Director

#### **2022**

August:	Steve
September:	Philip
October:	Jennifer
November:	Kate
December:	Julia

#### **2023**

January:	Carolyn
February:	Sue
March:	Steve
April:	Julia
May:	Bill
June:	Kate
July:	Julia

**Director and President or Treasurer attend the Charlton and Ballston Budget Meetings in the fall.**

**Town of Ballston Liaison** – Michael Carota mcarota@townofballstonny.org

**Town of Charlton Liaison** – Chris Tasse councilmantasse@townofcharlton.org

**Ballston Community Public Library  
Board of Trustees Monthly Meeting Minutes  
February 22, 2023**

**Call to order:** The meeting was called to order at 7:01 p.m. by President Julia Stone.

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

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

Trustees present via Zoom (non-voting, did not count toward quorum): Steve Burchett

Trustees unexcused: Philip Du

Town Representatives: none

**Minutes of February 1, 2023 Monthly (January) Meeting:** On a motion by Carolyn Speenburgh, with second by Kate Schofield, the minutes of the February 1, 2023 monthly meeting were approved.

**Report of Special Funds:** Special funds for February 2023 were reviewed.

**Monthly Financial Reports:** Financial reports for February 2023 were reviewed.

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

**Librarians' Reports:** See attached.

**Reports of Committees:**

**Town Liaisons:** No reports.

**Personnel Committee:** The personnel committee met and formulated some recommendations which will be presented as Resolutions 23-021, 23-022, 23-023.

**Unfinished Business:**

**Reopening Plan Update:** No change.

**Local History & Lighting Construction Project:** Sage Engineering and Roland J. Down each came to look at the heating issue in the Local History Room. It has been determined that Unit 6 is not operating properly in heat mode. A new thermostat and wiring are the first steps toward rectifying the issue.

**Ballston Legislation & Transition:** The Legislative Launch Meeting was held on Feb. 16, 2023, and went well. In attendance were representatives from the Library and the Town, Southern Adirondack Library System, NYS Library Development, Assemblywoman Carrie Woerner, Senator Iwen Chu, representatives from Assemblywoman Mary Beth Walsh's and Senator Jim Tedisco's offices. Draft legislation was discussed and everyone agreed to pursue changes to allow the charter update to move forward. The Town will do a Home Rule Resolution once a bill number has been assigned by the Legislature.

**Trustee Vacancy:** Staff and Trustees will mention the Trustee vacancy to attendees at mini golf February 24-25, and it will be posted on the outside electronic board. Additionally, Director Verhayden will check with SALS to see if they have suggestions for publicizing the vacancy.

**Wellness Hours:** The program has been going very well. Many staff members have utilized the time.

**New Business:**

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

None.

RESOLUTION 23-019 Consider approving monthly Transition Status Report to the Town of Ballston. Motion was made by Carolyn Speenburgh, seconded by Kate Schofield, and passed with all in favor.

RESOLUTION 23-020 WHEREAS the Library is chartered as the "Ballston Community Public Library", and the board intends to retain that name as the library explores updating its legislation and charter; BE IT RESOLVED that the board shall make especial efforts to ensure all official documents in effect now or developed in the future refer to the Library as the "Ballston Community Public Library" (the "Chartered Name") consistently, and any documents not using the Chartered Name shall be updated to use the Chartered Name when it is prudent to do so.

Motion was made by Kate Schofield, seconded by Carolyn Speenburgh, and passed unanimously.

RESOLUTION 23-021 Consider creating the part-time position of Account Clerk/Typist as Office Manager for the Ballston Community Public Library at an hourly rate of \$20 an hour.

Motion was made by Julia Stone, seconded by Sue Tomlinson, and passed unanimously.

RESOLUTION 23-022 Consider appropriating \$1,000 from Contingency and \$7,575 from Fund Balance to fund the position of Account Clerk/Typist for the remainder of 2023.

Motion was made by Carolyn Speenburgh, seconded by Julia Stone, and passed with all in favor.

RESOLUTION 23-023 Consider approving a raise in salary for Terry Riley from \$19.90 per hour to \$21 per hour effective 2/20/2023.

Motion was made by Sue Tomlinson, seconded by Kate Schofield, and passed unanimously.

RESOLUTION 23-024 BE IT RESOLVED that Ballston Community Public Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report", as amended, was reviewed and accepted by the Library Board of Trustees on 2/22/2023.

Motion was made by Carolyn Speenburgh, seconded by Kate Schofield, and passed with all in favor.

*Privilege of the floor on any topic:*

None.

**Executive Session:** at 7:40 p.m., on a motion by Carolyn Speenburgh with second by Kate Schofield, trustees voted unanimously to enter executive session to discuss the dismissal or removal of a particular person (as amended from the agenda). At 7:47 p.m., on a motion by Carolyn Speenburgh with second from Julia Stone, trustees voted unanimously to exit executive session, where no votes were taken.

**Adjournment:** At 8:00 p.m., on a motion by Carolyn Speenburgh with second by Julia Stone, trustees voted unanimously to adjourn the meeting.

**Ballston Community Public Library  
Board of Trustees Special Meeting Minutes  
March 8, 2023**

**Call to order:** The meeting was called to order at 7:00 p.m. by President Julia Stone.

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

Trustees present: Steve Burchett, Kate Schofield, Julia Stone, Sue Tomlinson

Trustees present via Zoom: none

Trustees excused: Carolyn Speenburgh

Trustees unexcused:

Town Representatives: none

**New Business:**

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

None.

RESOLUTION 23-025 Consider accepting the resignation of Philip Du as Library Trustee from the Library Board of Trustees effective immediately.

Motion made by Steve Burchett, seconded by Kate Schofield, and passed unanimously.

RESOLUTION 23-026 Whereas, Library Trustee Jennifer Redinger resigned from the Board of Trustees prior to the completion of her term, and

Whereas, that resignation was accepted by the Library Board of Trustees through Resolution 22-079, and

Whereas, the Library Charter specifies that in such cases, the Library Board of Trustees is responsible for naming a replacement Trustee to complete that term,

NOW, THEREFORE, the Library Board appoints Bill Bechtel to serve as a Trustee of the Ballston Community Public Library from March 8, 2023 to June 30, 2027, to complete the remainder of Jennifer Redinger's term.

Motion made by Sue Tomlinson, seconded by Julia Stone, and passed as amended with all in favor.

**Adjournment:** At 7:03 p.m., on a motion by Steve Burchett with second by Kate Schofield, trustees voted unanimously to adjourn the meeting.

**Town of Ballston Community 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)
<b>Revenue</b>				
<b>BALLSTON TAXES</b>				
17.1001.41.000.0.000 Real Property Taxes				
<b>Total BALLSTON TAXES</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>CHARLTON LIBRARY SVCS</b>				
17.2360.41.000.0.000 Library Services to Other Governments				
<b>Total CHARLTON LIBRARY SVCS</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>LIBRARY CHARGES</b>				
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				
<b>Total LIBRARY CHARGES</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>LIBRARY SYSTEM GRANTS</b>				
17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants				
<b>Total LIBRARY SYSTEM GRANTS</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>MISC REVENUE</b>				
17.2401.41.000.0.000 INTEREST & EARNINGS		37.57	0.69	3.75
17.2705.41.000.0.000 Gifts / Donations / Reimbursements				
17.2770.41.000.0.000 Other Unclassified Revenues	35,271.00			
<b>Total MISC REVENUE</b>	\$ 35,271.00	\$ 37.57	\$ 0.69	\$ 3.75
<b>Total Revenue</b>	\$ 35,271.00	\$ 37.57	\$ 0.69	\$ 3.75
<b>Gross Profit</b>	\$ 35,271.00	\$ 37.57	\$ 0.69	\$ 3.75
<b>Expenditures</b>				
<b>BENEFITS</b>				
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)				
<b>Total BENEFITS</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>LIBRARY MATERIALS</b>				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print				210.31
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				
<b>Total LIBRARY MATERIALS</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 210.31
<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)						
Total LIBRARY PERSONNEL SERVICES	\$	0.00	\$	0.00	\$	0.00
OFFICE EXPENSES						
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS						
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS						
17.7410.54.041.0.000 POSTAGE / MAILINGS						
17.7410.54.042.0.000 PUBLICITY / Promotion						
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS						
Total OFFICE EXPENSES	\$	0.00	\$	0.00	\$	0.00
OPERATION EXPENSE						
17.1620.54.010.0.000 Professional Services - LEGAL						
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL						
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE						
17.7410.51.033.0.000 Professional Services - PAYROLL Processing						
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)						
17.7410.54.010.0.000 Professinal Services - IT (SALS)						
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS						
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING						
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)						
17.7410.54.039.0.000 CUSTODIAL SERVICES						
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT						
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT						
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M						
17.7410.54.077.0.000 TRASH REMOVAL SERVICES						
Total OPERATION EXPENSE	\$	0.00	\$	0.00	\$	0.00
SPECIAL ITEMS						
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA						
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library						
Total SPECIAL ITEMS	\$	0.00	\$	0.00	\$	0.00
Total Expenditures	\$	0.00	\$	0.00	\$	210.31
Net Operating Revenue	\$	35,271.00	\$	37.57	\$	0.69
Net Revenue	\$	35,271.00	\$	37.57	\$	0.69

Friday, Mar 24, 2023 09:20:57 AM GMT-7 - Accrual Basis

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

General Checking (1164)				
	Actual	Budget	Remaining	%
<b>Revenue</b>				
<b>BALLSTON TAXES</b>			0.00	
17.1001.41.000.0.000 Real Property Taxes	646,052.11	646,051.00	-1.11	0.00%
<b>Total BALLSTON TAXES</b>	<b>\$ 646,052.11</b>	<b>\$ 646,051.00</b>	<b>-\$ 1.11</b>	<b>0.00%</b>
<b>CHARLTON LIBRARY SVCS</b>			0.00	
17.2360.41.000.0.000 Library Services to Other Governments	11,845.00	54,000.00	42,155.00	78.06%
<b>Total CHARLTON LIBRARY SVCS</b>	<b>\$ 11,845.00</b>	<b>\$ 54,000.00</b>	<b>\$ 42,155.00</b>	<b>78.06%</b>
<b>LIBRARY CHARGES</b>			0.00	
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	717.51	3,000.00	2,282.49	76.08%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	29.36		-29.36	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	453.75	1,900.00	1,446.25	76.12%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	72.54		-72.54	
<b>Total LIBRARY CHARGES</b>	<b>\$ 1,273.16</b>	<b>\$ 4,900.00</b>	<b>\$ 3,626.84</b>	<b>74.02%</b>
<b>LIBRARY SYSTEM GRANTS</b>			0.00	
17.2760.41.001.0.000 Library System Grants - LLSA		3,194.00	3,194.00	100.00%
17.2760.41.003.0.000 LIBRARY SYSTEM GRANTS - Other Cash Grants	1,500.00		-1,500.00	
<b>Total LIBRARY SYSTEM GRANTS</b>	<b>\$ 1,500.00</b>	<b>\$ 3,194.00</b>	<b>\$ 1,694.00</b>	<b>53.04%</b>
<b>MISC REVENUE</b>			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	1,470.13	6,000.00	4,529.87	75.50%
17.2770.41.000.0.000 Other Unclassified Revenues	1,000.00		-1,000.00	
17.9999.41.000.0.000 Budget Fund Balance Draw		16,000.00	16,000.00	100.00%
<b>Total MISC REVENUE</b>	<b>\$ 2,470.13</b>	<b>\$ 22,028.00</b>	<b>\$ 19,557.87</b>	<b>88.79%</b>
<b>Total Revenue</b>	<b>\$ 663,140.40</b>	<b>\$ 730,173.00</b>	<b>\$ 67,032.60</b>	<b>9.18%</b>
<b>Gross Profit</b>	<b>\$ 663,140.40</b>	<b>\$ 730,173.00</b>	<b>\$ 67,032.60</b>	<b>9.18%</b>
<b>Expenditures</b>				
<b>BENEFITS</b>			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)	4,319.29	3,211.00	-1,108.29	-34.52%
17.9060.58.052.0.000 HSA (ER Contribution)	2,326.10	4,550.00	2,223.90	48.88%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	933.52	3,888.00	2,954.48	75.99%
17.9060.58.054.0.000 HEALTH INS OPT OUT	415.38	1,800.00	1,384.62	76.92%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	4,413.00	22,916.00	18,503.00	80.74%
<b>Total BENEFITS</b>	<b>\$ 44,192.54</b>	<b>\$ 61,365.00</b>	<b>\$ 17,172.46</b>	<b>27.98%</b>
<b>LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>			0.00	
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES		9,000.00	9,000.00	100.00%
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES		1,000.00	1,000.00	100.00%
<b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>	<b>\$ 0.00</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>100.00%</b>
<b>LIBRARY MATERIALS</b>			0.00	
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	11,011.45	62,000.00	50,988.55	82.24%
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	1,049.86	1,800.00	750.14	41.67%
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books	3,642.55	2,500.00	-1,142.55	-45.70%
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	2,108.10	11,000.00	8,891.90	80.84%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	1,461.70	16,000.00	14,538.30	90.86%
<b>Total LIBRARY MATERIALS</b>	<b>\$ 21,543.05</b>	<b>\$ 95,900.00</b>	<b>\$ 74,356.95</b>	<b>77.54%</b>
<b>LIBRARY PERSONNEL SERVICES</b>		884.00	884.00	100.00%

17.7410.51.030.0.000 CERTIFIED LIBRARIANS	42,342.84	182,754.00	140,411.16	76.83%
17.7410.51.031.0.000 CLERICAL STAFF	32,379.08	158,723.00	126,343.92	79.60%
17.7410.51.032.0.000 PAGES	4,499.60	28,912.00	24,412.40	84.44%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	6,367.42	28,402.00	22,034.58	77.58%
<b>Total LIBRARY PERSONNEL SERVICES</b>	<b>\$ 85,588.94</b>	<b>\$ 399,675.00</b>	<b>\$ 314,086.06</b>	<b>78.59%</b>
<b>OFFICE EXPENSES</b>			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	1,452.98	4,000.00	2,547.02	63.68%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	1,097.31	3,500.00	2,402.69	68.65%
17.7410.54.041.0.000 POSTAGE / MAILINGS	4.59	250.00	245.41	98.16%
17.7410.54.042.0.000 PUBLICITY / Promotion	50.00	1,000.00	950.00	95.00%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	3,203.03	14,000.00	10,796.97	77.12%
<b>Total OFFICE EXPENSES</b>	<b>\$ 5,807.91</b>	<b>\$ 22,750.00</b>	<b>\$ 16,942.09</b>	<b>74.47%</b>
<b>OPERATION EXPENSE</b>			0.00	
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE		3,000.00	3,000.00	100.00%
17.1620.54.010.0.000 Professional Services - LEGAL	3,270.00	10,000.00	6,730.00	67.30%
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	323.08	12,247.00	11,923.92	97.36%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	759.11	2,000.00	1,240.89	62.04%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	7,582.42	17,500.00	9,917.58	56.67%
17.7410.54.010.0.000 Professinal Services - IT (SALS)	3,774.34	22,646.00	18,871.66	83.33%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,214.07	3,000.00	785.93	26.20%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	829.00	3,000.00	2,171.00	72.37%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	199.58	500.00	300.42	60.08%
17.7410.54.039.0.000 CUSTODIAL SERVICES	6,885.00	27,540.00	20,655.00	75.00%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES		3,200.00	3,200.00	100.00%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	17.69	250.00	232.31	92.92%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	133.87	500.00	366.13	73.23%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	2,836.54	6,200.00	3,363.46	54.25%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	224.25	900.00	675.75	75.08%
<b>Total OPERATION EXPENSE</b>	<b>\$ 37,073.45</b>	<b>\$ 124,483.00</b>	<b>\$ 87,409.55</b>	<b>70.22%</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	9,291.93	10,000.00	708.07	7.08%
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	100.00%
<b>Total SPECIAL ITEMS</b>	<b>\$ 9,335.49</b>	<b>\$ 16,000.00</b>	<b>\$ 6,664.51</b>	<b>41.65%</b>
<b>Total Expenditures</b>	<b>\$ 203,541.38</b>	<b>\$ 730,173.00</b>	<b>\$ 526,631.62</b>	<b>72.12%</b>
<b>Net Operating Revenue</b>	<b>\$ 459,599.02</b>	<b>\$ 0.00</b>	<b>-\$ 459,599.02</b>	
<b>Net Revenue</b>	<b>\$ 459,599.02</b>	<b>\$ 0.00</b>	<b>-\$ 459,599.02</b>	

# TOB Library NEW Trustee Account (xxx1596)

3/24/2023 12:43

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

## TRUSTEES FUNDS SUMMARY (XXX1596)

3/24/2023 12:43

### 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	\$5,637.61
TOTAL	\$11,612.01

# Town of Ballston Community Library

## Abstract

As of March 31, 2023

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Amazon-pay by invoice				
02/15/2023	1H9R-RN6F-4WR4	see Feb invoice - FOL REIMB \$143.17	916.05	Bill
03/15/2023	1H9V-6766-3ND9	misc program supplies; file folders	749.47	Bill
<b>Total for Amazon-pay by invoice</b>			<b>\$1,665.52</b>	
Baker & Taylor 800-340-5370				
02/06/2023	5018145906	27 books	329.76	Bill
02/01/2023	5018134510	24 books	231.97	Bill
02/07/2023	5018150340-A	3 books-Trustee/Conklin fund	89.63	Bill
02/07/2023	5018150340-B	22 books	285.10	Bill
02/13/2023	5018156300	27 books	274.37	Bill
02/14/2023	5018153119	16 books	160.25	Bill
02/16/2023	5018164217	22 books	309.11	Bill
02/21/2023	5018170838	32 books	480.17	Bill
02/22/2023	5018161604	105 books	1,714.05	Bill
02/27/2023	5018179647-A	4 books - Trustee/Conklin fund	120.68	Bill
02/27/2023	5018179647-B	23 books	368.29	Bill
03/01/2023	5018188645	32 books	441.08	Bill
03/03/2023	5018193858	22 books	284.15	Bill
03/06/2023	5018203757	23 books	315.81	Bill
<b>Total for Baker &amp; Taylor</b>			<b>\$5,404.42</b>	
Brodart Co. 800-233-8467				
03/10/2023	620395	C-Vue prot clear 5 pk ( qty 5)	183.60	Bill
<b>Total for Brodart Co.</b>			<b>\$183.60</b>	
CDPHP				
03/13/2023	230720034608	April2023 prem Health/Dental A Harvey & R Verhayden; Dental only J Kaplan	1,294.14	Bill
<b>Total for CDPHP</b>			<b>\$1,294.14</b>	
Cengage Learning Inc. / Gale 248-699-4253				
03/08/2023	80855826	5 books	134.95	Bill
03/07/2023	80848865	2 books	54.73	Bill
03/07/2023	80848268	6 books	166.44	Bill
02/08/2023	80648723	2 books	51.73	Bill
02/08/2023	80649713	6 books	149.94	Bill
02/10/2023	80673924	4 books	90.73	Bill
02/27/2023	80791895	2 books	46.50	Bill
02/07/2023	80631109	4 books	109.46	Bill
02/14/2023	80710834	3 books	77.97	Bill
03/02/2023	80825911	2 books	51.73	Bill
03/02/2023	80826901	8 books	149.94	Bill

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
<b>Total for Cengage Learning Inc. / Gale</b>			<b>\$1,084.12</b>	
Cupola Coffee, LLC				
03/04/2023	3.4.23	program 90's trivia @ cupola	100.00	Bill
<b>Total for Cupola Coffee, LLC</b>			<b>\$100.00</b>	
ELM USA, Inc.				
03/07/2023	56608	Feb 2023 usage	25.00	Bill
<b>Total for ELM USA, Inc.</b>			<b>\$25.00</b>	
Gayatri Hingwala (513) 348-5171				
03/13/2023	3.13.23	program Coffee House Favorites	336.77	Bill
<b>Total for Gayatri Hingwala</b>			<b>\$336.77</b>	
Highmark BlueShield of Northeastern New York				
03/06/2023	230306304663117	April 2023 medical prem J Kaplan	199.00	Bill
<b>Total for Highmark BlueShield of Northeastern New York</b>			<b>\$199.00</b>	
Julie Paul				
03/20/2023	3.20.23	program cookie decoration	300.00	Bill
<b>Total for Julie Paul</b>			<b>\$300.00</b>	
Midwest Tape, LLC 800-875-2785				
03/09/2023	503477428	4 DVD/ADB	149.96	Bill
02/24/2023	503420244	2 DVD/ADB	61.48	Bill
02/13/2023	503366792	2 DVD/ADB	44.98	Bill
02/17/2023	503383322	2 DVD/ADB	35.23	Bill
03/03/2023	503452741	4 DVD/ADB	118.21	Bill
02/28/2023	503441122	Hoopla Feb 2023	1,047.18	Bill
<b>Total for Midwest Tape, LLC</b>			<b>\$1,457.04</b>	
Nature's Way Pest Control 518-745-5958				
02/28/2023	13283	svc 2.28.2023	78.00	Bill
<b>Total for Nature's Way Pest Control</b>			<b>\$78.00</b>	
NightRider Janitorial Services (518) 782-9999				
03/01/2023	MAR23116	Mar2023 lib cleaning	2,295.00	Bill
<b>Total for NightRider Janitorial Services</b>			<b>\$2,295.00</b>	
Patrice Jarvis-Weber				
03/14/2023	3.14.23	paint class - 10 participants	250.00	Bill
<b>Total for Patrice Jarvis-Weber</b>			<b>\$250.00</b>	
Penworthy 800-262-2665 x208				
02/15/2023	058299-IN	44 books	760.85	Bill
<b>Total for Penworthy</b>			<b>\$760.85</b>	
Saratoga Springs Public Library (518) 584-7860				
02/28/2023	2.28.2023	SAR lost bk pd @ BUR	13.59	Bill
<b>Total for Saratoga Springs Public Library</b>			<b>\$13.59</b>	
Schenectady County				
02/21/2023	2.21.2023	BNV lost book pd @ BUR	13.99	Bill

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
<b>Total for Schenectady County</b>			<b>\$13.99</b>	
Southern Adirondack Library System 518-584-7300				
03/15/2023	2023-2BUR	Feb2023 monthly fee/circ renewals	1,887.17	Bill
02/27/2023	BUR 2272023	additional overdrive 2023 contribution (Sar Cnty grant ck)	1,000.00	Bill
<b>Total for Southern Adirondack Library System</b>			<b>\$2,887.17</b>	
Staples				
03/07/2023	3532484506	misc office supplies	91.31	Bill
02/28/2023	3531796803	2 toners, HP304A Yellow & magenta	145.12	Bill
02/07/2023	3530062409	paper towels, copy paper, sharpies, 2 toners	221.76	Bill
<b>Total for Staples</b>			<b>\$458.19</b>	
Suzi's Solutions				
03/02/2023	3.2.23	program dream catcher	80.00	Bill
<b>Total for Suzi's Solutions</b>			<b>\$80.00</b>	
Tech II Business Services 518.587.1565				
02/15/2023	50010440	svc 1.31.2023	187.50	Bill
<b>Total for Tech II Business Services</b>			<b>\$187.50</b>	
The Law Office of Stephanie Adams, PLLC 716.464.33386				
03/15/2023	2524	svcs 2/7/23-2/28/23	2,120.00	Bill
<b>Total for The Law Office of Stephanie Adams, PLLC</b>			<b>\$2,120.00</b>	
Twin Bridges Waste & Recycling, LLC (518) 267-3400				
03/01/2023	Mar2023	Mar2023 svc	74.75	Bill
<b>Total for Twin Bridges Waste &amp; Recycling, LLC</b>			<b>\$74.75</b>	
W.B. Mason Co., Inc. (508) 436-1689				
02/16/2023	236356775	25 bags ice melt	724.75	Bill
<b>Total for W.B. Mason Co., Inc.</b>			<b>\$724.75</b>	
<b>TOTAL</b>			<b>\$21,993.40</b>	

**Ballston Community Public Library**  
**EARLY PAYS March 2023**  
**11000 BSNB LIBRARY General Fund (1164)**

Date	Transaction Type	Num	Name	Memo/Description	Amount
03/09/2023	Check	479	VISA	Feb2023 2867 RV	\$90.00
03/09/2023	Check	480	VISA	Feb2023 Visa 2875 JR	\$548.25
03/09/2023	Check	481	VISA	Feb 2023 Visa 2883 AH	\$335.00
03/13/2023	Bill Payment (Check)	482	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	\$279.94
03/16/2023	Bill Payment (Check)	484	NATIONAL GRID	Acct# 02461-44007	\$3,180.52
TOTAL					<b>\$4,433.71</b>

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# Ballston Community Public Library Director's Report

March 2023

## Circulation Statistics

### February 2023

Circulation Statistics	Current Month	2023 to Date	2022 Total
Items Added to Collection	228	391	4,719
Number of Physical Items Circulated	8,980	17,378	98,808
Overdrive/Libby Circulation	1,180	2,332	12,343
Hoopla Circulation	479	962	5,868
New Patron Registrations	41	66	537
Curbside Appointments	2	4	100
Patrons in the Building	4,180	7,279	42,564

## Programs & Events

### February 2023

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2023 Total	Participants 2023 Total	Number Offered 2022 Total	Participants 2022 Total
Preschool	11	312	26	618	176	3,324
Elementary	7	79	12	140	68	1,125
Teen	4	23	6	29	24	303
Adult	5	135	8	151	56	477
Family	6	678	8	823	38	2,612
Outreach	0	0	0	0	66	2,960
<b>TOTALS</b>	<b>33</b>	<b>1,227</b>	<b>60</b>	<b>1,761</b>	<b>428</b>	<b>10,801</b>

**Youth Services Programming:** In March we offered our four weekly story times and one Saturday story time, a guess the character contest, two craft programs, one STEM program, two Read to Seamus the therapy dog sessions, one teen craft, and a Grab 'N Go craft. The Youth Services staff has completed the summer calendars and our Summer Reading Program is almost completely scheduled out. We are waiting to hear back from the Sherriff's department and the local fire house to see if we can get them to visit the library for a "community helpers" event. Alyssa visited the East Glenville Christian Preschool to do a guest story time for them, she has been invited back to visit in April. She will also be visiting Mayfair Nursery School at the end of March.

**Adult Programming:** Programming for Small Towns, Big Read is going great, and all feedback received so far has been positive, and patrons have already asked about doing it again next year! We also hosted a dreamcatcher making program, and a Canal program put on by the Schoharie Historic Crossing Site.



## Organizational Goals

- The Library and the Town of Ballston continue to coordinate on updating the Library's charter.
- The Library's Annual Report to the New York State Department of Education was filed by SALS on 3/15/2023.
- The Library has been granted an extension to file it's AUD with the New York State Comptroller by 5/1/2023.

## Staff & Volunteers

- We are working with Saratoga County Civil Service to fill the open Library Assistant Position.
- Annual employee evaluations are underway and will be complete by the end of March.

## Facility Update

- Roland J. Down and Gallo are expected to be at the Library the week of 3/27 to address the final punch list and heating issues.

## Technology

### February 2023

Technology Statistics	Current Month	2023 to Date	2022 to Date
Public Computer Sessions	109	231	1,527
WiFi Sessions (unique users)	732	1,423	7,081

## 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	3/25/2023	4.8%

\*Saratoga County Percent Positive 7 Day Results per NYS

## Meetings & Professional Development

- **Tricia Bitley, Clerk:** KnowBe4 New User and Annual Training 2023 3/8
- **Mary Jane Baumbach, Youth Services Clerk:** Youth Services Staff Meeting 3/20
- **Carol Chaisson, Clerk:** Basic Book Repair for Libraries 2/22
- **Rong-Jane Chen, Library Assistant:** Youth Services Staff Meeting 3/20
- **Alyssa Harvey, Head of Youth Services:** Board of Trustees 2/22, Teen Summer Reading Workshop 3/2, Youth Services Staff Meeting 3/20
- **Jenn Richard, Head of Adult Services:** KnowBe4 New User and Annual Training 2023 2/22, Board of Trustees 2/22, Friends of the Library 3/7, Town of Charlton 3/13
- **Terry Riley, Account Clerk:** UHY 3/21
- **Carolyn Speenburgh, Trustee:** Trustee Handbook Book Club: Open Meetings Law 2/21
- **Sue Tomlinson, Trustee:** Trustee Handbook Book Club: Open Meetings Law 2/21
- **Rebecca Verhayden, Director:** Board of Trustees 2/22, Town of Ballston 2/28, BH-BL BPA 3/1, Friends of the Library 3/7, Ballston Comptroller 3/14, SALS Directors Council 3/15, Town of Ballston 3/16, UHY 3/21, BH Forward 3/21, Town of Ballston 3/28

Rebecca Verhayden, Director 3/25/2023

Ballston Community Public Library  
BYLAWS OF THE BOARD OF TRUSTEES

Preamble

The Ballston Community Public 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.

#### Schedule A: Trustees' Annual Calendar

The routine responsibilities of the Board shall include:

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

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

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 March 2023 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 in 2023 to establish clear operational guidelines between the Town Board and the Library Board of Trustees. The Library Trustees are working with the Town Board as well as the appropriate stakeholders to initiate the legislative process which will provide direct accountability to the voters of the Library District.

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.**

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
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 March 29, 2023. Further, on March 9, 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. 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; this is currently on hold pending legislation.

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 in 2023 to establish clear operational guidelines between the Town Board and the Library Board of Trustees. The Library Trustees are working with the Town Board as well as the appropriate stakeholders to initiate the legislative process which will provide 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.