

**Ballston Community Public Library  
Board of Trustees Meeting Agenda  
June 28, 2023**

- 1) Call to order**
- 2) Minutes of May 31, 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) Personnel Committee
  - c) Nominating Committee
  - d) Budget & Finance Committee
- 8) Unfinished Business**
  - a) Local History & Lighting Construction Project
  - b) Ballston Legislation & Transition
- 9) New Business**
  - a) Upcoming Trustee Vacancy 2023-2028
  - b) Rebranding & Marketing

*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 23-053** Consider approving monthly Transition Status Report to the Town of Ballston.
- d) **RESOLUTION 23-054** Consider accepting the resignation of Calli Powell, library assistant, effective June 21, 2023.
- e) **RESOLUTION 23-055** Consider appointing Keira Kohler to the part-time position of page at a rate of \$14.20 per hour effective July 24, 2023.
- f) **RESOLUTION 23-056** Consider provisionally appointing Erin Knight to the part-time position of library assistant at a rate of \$23 per hour effective July 3, 2023.
- g) **RESOLUTION 23-057** Name Julia Stone as the President of the Library Board of Trustees for the period from July 1, 2023 to June 30, 2024.
- h) **RESOLUTION 23-058** Name Ed Guider as the Vice-President of the Library Board of Trustees for the period from July 1, 2023 to June 30, 2024.
- i) **RESOLUTION 23-059** Name Kate Schofield as the Secretary of the Library Board of Trustees for the period from July 1, 2023 to June 30, 2024.

- j) **RESOLUTION 23-060** Name Steve Burchett as the Treasurer of the Library Board of Trustees for the period from July 1, 2023 to June 30, 2024.
- k) **RESOLUTION 23-061** Establish the membership of the standing subcommittees of the Library Board of Trustees for the period from July 1, 2023 to June 30, 2024.
- l) **RESOLUTION 23-062** Consider appointing Kate Schofield to the following Board of Trustee Legislative Committee: Election.
- m) **RESOLUTION 23-063** Consider removing Kate Schofield from the following Board of Trustee Legislative Committee: Communication.
- n) **RESOLUTION 23-064** Consider accepting the resignation of Carolyn Speenburgh from Ballston Community Public Library Board of Trustees effective 6/30/23.
- o) **RESOLUTION 23-065** Remove Carolyn Speenburgh as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643.
- p) **RESOLUTION 23-066** Add Ed Guider as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643.
- q) **RESOLUTION 23-067** Consider closing the Ballston Community Public Library at 5:00 PM on Thursday, July 6, 2023 for the BH-BL Flag Day Parade.
- r) **RESOLUTION 23-068** Consider adding Wellness Hours as a regular benefit beginning July 1, 2023 following the six-month trial period.

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

## **10) Adjournment**

June Voucher Signer: Julia Stone

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

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

July Voucher Signer: Kate Schofield

**Ballston Community Public Library**  
**Board of Trustees Monthly Meeting Minutes**  
**May 31, 2023**

**Call to order:** The meeting was called to order at 7:10 p.m. by President Julia Stone.

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

Trustees present: Bill Bechtel, Steve Burchett, Ed Guider, Kate Schofield, Carolyn Speenburgh, Julia Stone, Sue Tomlinson

Trustees excused: none

Trustees unexcused: none

Town Representatives: Mike Carota

**Minutes of April 26, 2023:** A motion to approve the minutes of the April 26, 2023 monthly meeting was made by Carolyn Speenburgh and seconded by Steve Burchett, and passed unanimously.

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

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

**Approval of Bills:** The April bills, reviewed by Kate Schofield, were unanimously approved on a motion by Steve Burchett, with second by Julia Stone.

**Librarians' Reports:** See attached.

**Reports of Committees:**

**Town Liaisons:** Councilman Carota reported that the legislative update to the Library's charter has gone to a third reading in the Senate. He is looking forward to participating in Summer Reading with his child.

**Personnel:** There will be two resolutions presented tonight regarding staffing. Trustees will consider appointing Samantha Nielsen as part-time Page, and Melissa Owen as part-time Library Clerk.

**Nominating:** Carolyn Speenburgh presented a draft slate of officers for 2023-2024. Trustees are asked to consider the slate and come prepared to vote on it in the June monthly meeting. Proposed slate: for President, Julia Stone; for Vice President, Carolyn Speenburgh; for Treasurer, Steve Burchett; for Secretary, Kate Schofield.

**Budget & Finance:** The Budget & Finance Committee has begun examining the budget spreadsheet and populating it with current figures. A Budget & Finance committee meeting is scheduled for tomorrow, June 1, at 1pm.

**Unfinished Business:**

**Local History & Lighting Construction Project:** A broken light fixture still needs to be replaced. The final construction report to NYS and final payment are due on June 30. The heating problem with unit 6 has been diagnosed and corrected by Roland J. Down. A ribbon-cutting ceremony for the Local History Room was held on May 31 at 6pm. Trustees, former trustees, Town of Ballston supervisor Eric Connolly, Town of Charlton Supervisor Joe Grasso, Town of Ballston Councilman Mike Carota, architect for the project Lisa Hayes, library staff and members of the public were in attendance. Refreshments were served after the ceremony.

**Ballston Legislation & Transition:** Director Verhayden reported that the legislation to update our charter unanimously passed in the State Senate. In the Assembly, the bill has been referred to Ways and Means.

Report to the Public: Trustees reviewed the Annual Report to the Public. A vote will be taken to approve it under New Business.

**New Business:**

SALS Trustee of the Year: Former Trustees Steve Zarelli and Tom Shaginaw were named Trustees of the Year at the SALS Annual Meeting and dinner on May 15. The library is very appreciative of their efforts toward getting our charter updated.

Upcoming Trustee Vacancies 2023-2028: Trustees will vote tonight to recommend Ed Guider to the Town of Ballston to serve as Library Trustee for a five-year term beginning July 1, 2023. There will be an open Trustee position as of July 1, 2023 as Sue Tomlinson is completing the second of her two five-year terms. Trustees are encouraged to contact people they know who might be interested in serving.

Rebranding & Marketing: The Library has earmarked \$6,000 in the 2023 budget to hire professional help in redesigning the Library's logo to reflect our name as per originally chartered, the Ballston Community Public Library. Two new committees will be formed, Communication and Election. If legislation passes, this will allow the trustees to further communicate with the public on that progress as well as begin the election process. Director Verhayden will reach out to two local business professionals and request that they provide a portfolio and pricing quote for our consideration.

*Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.)*  
None.

**RESOLUTION 23-043** Consider approving monthly Transition Status Report to the Town of Ballston. Motion was made by Sue Tomlinson, seconded by Steve Burchett, and passed unanimously.

**RESOLUTION 23-044** Consider appointing Ed Guider to the following Board of Trustee Committees: Building and Grounds, Personnel, and Long-Range Plan. Motion was made by Carolyn Speenburgh, seconded by Julia Stone, and passed unanimously.

**RESOLUTION 23-045** Consider appointing Melissa Owen to the part-time position of Library Clerk, effective June 6 at an hourly rate of \$14.50. Motion was made by Kate Schofield, seconded by Carolyn Speenburgh, and passed unanimously.

**RESOLUTION 23-046** Consider appointing Samantha Nielsen to the part-time position of Page, effective June 1 at an hourly rate of \$14.20. Motion was made by Kate Schofield, seconded by Steve Burchett, and passed unanimously.

**RESOLUTION 23-047** Consider approving 2022 Annual Report to the Public. Motion was made by Julia Stone, seconded by Bill Bechtel, and passed unanimously.

**RESOLUTION 23-048** Be it resolved that the Board of the Trustees of the Ballston Community Public Library does recommend Edward Guider to the Town of Ballston Board for appointment as Library Trustee for the available term effective July 1, 2023-June 30, 2028. Motion was made by Julia Stone, seconded by Kate Schofield, and passed unanimously.

**RESOLUTION 23-049** Consider approving up to \$150 for the Local History Room Ribbon Cutting costs which will come from the Trustee Fund. Motion was made by Carolyn Speenburgh, seconded by Steve Burchett, and passed unanimously.

**RESOLUTION 23-050** Consider appointing Carolyn Speenburgh and Bill Bechtel to the following Board of Trustee Legislative Committee: Election. Motion was made by Sue Tomlinson, seconded by Carolyn Speenburgh, and passed unanimously.

**RESOLUTION 23-051** Consider appointing Steve Burchett, Ed Guider and Kate Schofield to the following Board of Trustee Legislative Committee: Communication. Motion was made by Ed Guider, seconded by Bill Bechtel, and passed unanimously.

**RESOLUTION 23-052** WHEREAS, reading is a foundational skill, critical to future learning and to exercising our democratic freedoms; and

WHEREAS, libraries provide access to books that offer teachable moments for readers of all ages and expand our understanding of people with different backgrounds, ideas, and beliefs; and

WHEREAS, books are tools for understanding complex issues; and

WHEREAS, limiting young people's access to books does not protect them from life's complex and challenging issues; and

WHEREAS, young people deserve to see themselves reflected in a library's collection; and  
WHEREAS, librarians are professionals trained to not impose their own thoughts and opinions on which ideas are right, but to make knowledge and ideas available so that people have the freedom to choose what to read; and  
WHEREAS, removing and banning books from public libraries or public schools is a slippery slope to government censorship and the erosion of our country's commitment to freedom of expression; and  
WHEREAS, a large majority of Americans across the political spectrum oppose book bans; and  
WHEREAS, librarians are professionals trained to not impose their own thoughts and opinions on which ideas are right, but to make knowledge and ideas available so that people have the freedom to choose what to read;  
WHEREAS, book bans harm communities; then  
THEREFORE, BE IT RESOLVED that the Library Trustees of the Ballston Community Public Library endorse the following statement:  
Individuals should be trusted to make their own decisions about what they read and believe. Further, parents should not be making decisions for other parents' children about what they read. We are united against book bans.  
THEREFORE, BE IT FURTHER RESOLVED that we as Ballston Community Public Library will act to protect the rights of all to access a variety of books, in schools, in libraries, in bookstores, online, and elsewhere. Motion was made by Bill Bechtel, seconded by Carolyn Speenburgh, and passed unanimously.

*Privilege of the floor on any topic:*

None.

**New Business:**

Trustee Bill Bechtel is a member of Saratoga Arts, which leases their building from the city of Saratoga Springs. Bill offered to investigate that arrangement to explore how our library might effect a similar agreement with the Town of Ballston.

**Adjournment:** At 8:30 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

## Abstract

As of June 30, 2023

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Amazon-pay by invoice				
06/15/2023	17RP-XRWY-GQLP	5/15/23-6/14/23 misc purchases	962.52	Bill
<b>Total for Amazon-pay by invoice</b>			<b>\$962.52</b>	
Baker & Taylor				
800-340-5370				
05/26/2023	5018365242	16 books	170.62	Bill
05/15/2023	5018335244	38 books	573.18	Bill
05/26/2023	5019353912	22 books	302.63	Bill
05/25/2023	5018360124	21 books	249.81	Bill
06/05/2023	5018375329	23 books	330.18	Bill
05/25/2023	5018344161A	1 book PAY FROM TRUSTEE FUND / Conklin	32.99	Bill
05/25/2023	5018344161B	25 books	310.70	Bill
<b>Total for Baker &amp; Taylor</b>			<b>\$1,970.11</b>	
Cengage Learning Inc. / Gale				
248-699-4253				
06/07/2023	81349322	6 books	170.19	Bill
06/07/2023	81349561	2 books	53.98	Bill
06/06/2023	81340256	6 books	168.69	Bill
05/25/2023	81250933	4 books	92.25	Bill
<b>Total for Cengage Learning Inc. / Gale</b>			<b>\$485.11</b>	
Collaborative Summer Library Program				
(866) 657-8556				
03/31/2023	284569	2023 summer reading promotional items	84.61	Bill
<b>Total for Collaborative Summer Library Program</b>			<b>\$84.61</b>	
ELM USA, Inc.				
06/01/2023	58715	May 2023 usage	25.00	Bill
<b>Total for ELM USA, Inc.</b>			<b>\$25.00</b>	
Highmark BlueShield of Northeastern New York				
06/06/2023	230606316472466	July 2023 premium medical J Kaplan	199.00	Bill
<b>Total for Highmark BlueShield of Northeastern New York</b>			<b>\$199.00</b>	
Hometown Turf LLC				
(518) 338-7486				
04/29/2023	5857	2023 weekly lawn mowing and spring / fall clean ups	2,700.00	Bill
<b>Total for Hometown Turf LLC</b>			<b>\$2,700.00</b>	
Julia Stone				
05/31/2023	5.31.23	reimb refreshments PAY FROM TRUSTEE FUND History Room ceremony	150.00	Bill
<b>Total for Julia Stone</b>			<b>\$150.00</b>	
Jumpin' Jaimie Entertainment LLC				
(732) 687-1644				
06/26/2023	6.26.23	music & puppets program 6.26.2023	400.00	Bill
<b>Total for Jumpin' Jaimie Entertainment LLC</b>			<b>\$400.00</b>	
Mail 'N' More				

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
518.399.3279				
04/30/2023	13069A	2 rolls postage stamps	135.98	Bill
04/30/2023	13069B	Congress Reproduction plaque - History Room	63.00	Bill
<b>Total for Mail 'N' More</b>			<b>\$198.98</b>	
Midwest Tape, LLC				
800-875-2785				
05/31/2023	503872072	Hoopla May 2023	1,139.22	Bill
06/05/2023	503879429	2 DVD/ADB	57.48	Bill
05/09/2023	503760866	1 DVD/ADB	32.24	Bill
06/09/2023	503912348	13 DVD/ADB	471.12	Bill
<b>Total for Midwest Tape, LLC</b>			<b>\$1,700.06</b>	
NightRider Janitorial Services				
(518) 782-9999				
06/01/2023	Jun23106	library cleaning June 2023	2,321.00	Bill
<b>Total for NightRider Janitorial Services</b>			<b>\$2,321.00</b>	
Penworthy				
800-262-2665 x208				
06/12/2023	0591580-IN	24 books	555.70	Bill
<b>Total for Penworthy</b>			<b>\$555.70</b>	
Ponies For Hire, LLC				
(518) 872-9406				
06/28/2023	7.19.23	SR program 6/19/2023	500.00	Bill
<b>Total for Ponies For Hire, LLC</b>			<b>\$500.00</b>	
Rebecca Verhayden				
06/06/2023	6.6.2023	mileage to/from SALS & BRM	29.22	Bill
<b>Total for Rebecca Verhayden</b>			<b>\$29.22</b>	
Southern Adirondack Library System				
518-584-7300				
05/11/2023	BUR 5122023	Sexual Harassment Prevention Training 21 participants	362.88	Bill
06/01/2023	2023-5BUR	May2023 monthly fee/circ renewals	1,887.17	Bill
06/06/2023	BUR 6062023	Sexual Harassment Prevention Training 2 add'l participants	34.56	Bill
<b>Total for Southern Adirondack Library System</b>			<b>\$2,284.61</b>	
Staples				
06/01/2023	3539573499	HP 131A CYAN	66.41	Bill
05/23/2023	3538588384	1 case copier paper	48.46	Bill
<b>Total for Staples</b>			<b>\$114.87</b>	
The Law Office of Stephanie Adams, PLLC				
716.464.33386				
05/25/2023	2631	svcs 4.6.2023 - 4.28.2023	2,235.00	Bill
06/13/2023	2690	svcs 5/3/2023-5/26/2023	1,150.00	Bill
<b>Total for The Law Office of Stephanie Adams, PLLC</b>			<b>\$3,385.00</b>	
Twin Bridges Waste & Recycling, LLC				
(518) 267-3400				
06/01/2023	JUNE2023	svc June 2023	74.75	Bill
<b>Total for Twin Bridges Waste &amp; Recycling, LLC</b>			<b>\$74.75</b>	
<b>TOTAL</b>			<b>\$18,140.54</b>	

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

	CAP IMP (1643) History Rm	FUND BALANC E (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>				
17.2082.41.000.0.000 LIBRARY CHARGES - Not Specified				
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		93.36	0.69	9.54
17.2705.41.000.0.000 Gifts / Donations / Reimbursements				610.38
17.2770.41.000.0.000 Other Unclassified Revenues	35,271.00			
<b>Total MISC REVENUE</b>	\$ 35,271.00	\$ 93.36	\$ 0.69	\$ 619.92
<b>Total Revenue</b>	\$ 35,271.00	\$ 93.36	\$ 0.69	\$ 619.92
<b>Gross Profit</b>	\$ 35,271.00	\$ 93.36	\$ 0.69	\$ 619.92
<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 EQUIPMENT &amp; CAPITAL OUTLAY</b>				
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			
<b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>	\$ 73,632.22	\$ 0.00	\$ 0.00	\$ 0.00
<b>LIBRARY MATERIALS</b>				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print				243.30
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				



	CAP IMP (1643) History Rm	FUND BALANC E (1567)	Add'l Fund Bal FDIC 5150	TRUSTEE FUND (1596)	
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials					
Total LIBRARY MATERIALS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 243.30	
LIBRARY PERSONNEL SERVICES					
17.7410.51.030.0.000 CERTIFIED LIBRARIANS					
17.7410.51.031.0.000 CLERICAL STAFF					
17.7410.51.032.0.000 PAGES					
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)					
Total LIBRARY PERSONNEL SERVICES	\$ 0.00	\$ 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					150.00
Total OFFICE EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	
OPERATION EXPENSE					
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 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					
17.7410.54.040.0.000 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					
17.7410.54.077.0.000 TRASH REMOVAL SERVICES					
Total OPERATION EXPENSE	\$ 0.00	\$ 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	\$ 0.00	
Total Expenditures	\$ 73,632.22	\$ 0.00	\$ 0.00	\$ 393.30	
Net Operating Revenue	-\$ 38,361.22	\$ 93.36	\$ 0.69	\$ 226.62	
Net Revenue	-\$ 38,361.22	\$ 93.36	\$ 0.69	\$ 226.62	

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

General Checking (1164)				
	Actual	Budget	Remaining	% 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	
17.2082.41.000.0.000 LIBRARY CHARGES - Not Specified	-16.00		16.00	
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	1,190.65	3,000.00	1,809.35	60.31%
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	59.75		-59.75	
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	677.99	1,900.00	1,222.01	64.32%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	44.96		-44.96	
<b>Total LIBRARY CHARGES</b>	<b>\$ 1,957.35</b>	<b>\$ 4,900.00</b>	<b>\$ 2,942.65</b>	<b>60.05%</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	3,000.00		-3,000.00	
<b>Total LIBRARY SYSTEM GRANTS</b>	<b>\$ 3,000.00</b>	<b>\$ 3,194.00</b>	<b>\$ 194.00</b>	<b>6.07%</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	13,428.22	6,000.00	-7,428.22	-123.80%
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%
<b>Total MISC REVENUE</b>	<b>\$ 17,381.43</b>	<b>\$ 22,028.00</b>	<b>\$ 4,646.57</b>	<b>21.09%</b>
<b>Total Revenue</b>	<b>\$ 680,235.89</b>	<b>\$ 730,173.00</b>	<b>\$ 49,937.11</b>	<b>6.84%</b>
<b>Gross Profit</b>	<b>\$ 680,235.89</b>	<b>\$ 730,173.00</b>	<b>\$ 49,937.11</b>	<b>6.84%</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)	3,603.31	3,211.00	-392.31	-12.22%
17.9060.58.052.0.000 HSA (ER Contribution)	2,633.02	4,550.00	1,916.98	42.13%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	1,599.28	3,888.00	2,288.72	58.87%
17.9060.58.054.0.000 HEALTH INS OPT OUT	801.09	1,800.00	998.91	55.50%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	6,370.66	22,916.00	16,545.34	72.20%
<b>Total BENEFITS</b>	<b>\$ 46,792.61</b>	<b>\$ 61,365.00</b>	<b>\$ 14,572.39</b>	<b>23.75%</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	2,699.94	1,000.00	-1,699.94	-169.99%
<b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>	<b>\$ 2,699.94</b>	<b>\$ 10,000.00</b>	<b>\$ 7,300.06</b>	<b>73.00%</b>
<b>LIBRARY MATERIALS</b>			0.00	
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	25,382.66	62,000.00	36,617.34	59.06%
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	1,421.01	1,800.00	378.99	21.06%
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	5,448.91	11,000.00	5,551.09	50.46%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	2,322.96	16,000.00	13,677.04	85.48%

Total LIBRARY MATERIALS	\$ 40,947.41	\$ 95,900.00	\$ 54,952.59	57.30%
LIBRARY PERSONNEL SERVICES		884.00	884.00	100.00%
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	81,661.19	182,754.00	101,092.81	55.32%
17.7410.51.031.0.000 CLERICAL STAFF	69,667.78	158,723.00	89,055.22	56.11%
17.7410.51.032.0.000 PAGES	9,030.17	28,912.00	19,881.83	68.77%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	12,758.72	28,402.00	15,643.28	55.08%
Total LIBRARY PERSONNEL SERVICES	\$ 173,117.86	\$ 399,675.00	\$ 226,557.14	56.69%
OFFICE EXPENSES			0.00	
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	2,554.66	4,000.00	1,445.34	36.13%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	1,937.13	3,500.00	1,562.87	44.65%
17.7410.54.041.0.000 POSTAGE / MAILINGS	146.07	250.00	103.93	41.57%
17.7410.54.042.0.000 PUBLICITY / Promotion	134.61	1,000.00	865.39	86.54%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	7,350.62	14,000.00	6,649.38	47.50%
Total OFFICE EXPENSES	\$ 12,123.09	\$ 22,750.00	\$ 10,626.91	46.71%
OPERATION EXPENSE			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	8,780.00	10,000.00	1,220.00	12.20%
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	576.94	12,247.00	11,670.06	95.29%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	1,446.79	2,000.00	553.21	27.66%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	15,442.10	17,500.00	2,057.90	11.76%
17.7410.54.010.0.000 Professional Services - IT (SALS)	9,435.85	22,646.00	13,210.15	58.33%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,656.31	3,000.00	343.69	11.46%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	1,518.56	3,000.00	1,481.44	49.38%
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	13,822.00	27,540.00	13,718.00	49.81%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	475.26	3,200.00	2,724.74	85.15%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	81.51	250.00	168.49	67.40%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	390.44	500.00	109.56	21.91%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	3,481.33	6,200.00	2,718.67	43.85%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	448.50	900.00	451.50	50.17%
Total OPERATION EXPENSE	\$ 69,583.67	\$ 124,483.00	\$ 54,899.33	44.10%
SPECIAL ITEMS			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%
Total SPECIAL ITEMS	\$ 9,836.49	\$ 16,000.00	\$ 6,163.51	38.52%
Total Expenditures	\$ 355,101.07	\$ 730,173.00	\$ 375,071.93	51.37%
Net Operating Revenue	\$ 325,134.82	\$ 0.00	-\$ 325,134.82	
Net Revenue	\$ 325,134.82	\$ 0.00	-\$ 325,134.82	

**Ballston Community Public Library**  
**EARLY PAYS June 2023**  
**Library General Checking (1164) & Cap Imp (1643)**

	Date	Transaction Type	Num	Name	Memo/Description	Amount
11000 BSNB LIBRARY General Fund (1164)	06/12/2023	Bill Payment (Check)	568	NATIONAL GRID	Acct# 02461-44007	\$2,266.36
	06/12/2023	Bill Payment (Check)	569	Spectrum Business/Charter Communications	Acct# 8358 21 127 0071313	\$279.94
	06/12/2023	Check	570	VISA	Visa xxxxx2883	\$145.00
	06/12/2023	Check	571	VISA	Visa xxxxx2867	\$134.88
11100 Capital Improv Fund (1643)						
	06/08/2023	Bill Payment (Check)	113	Gallo Construction Corp	Project: 21153	\$73,119.22
TOTAL						\$75,945.40

Monday, Jun 12, 2023 09:45:24 AM GMT-7

**TOB Library NEW Trustee Account (xxx1596)**

6/20/2023 11:58

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

**TRUSTEES FUNDS SUMMARY (XXX1596)**

6/20/2023 11:58

**FUND NAME**

Richard E. Wittnebel \$23.55

BH Women's Club \$74.76

Conklin \$4,826.31

Asa Kaplan \$302.90

Tibbitts \$38.88

McQueen \$11.26

DeAngelo \$51.04

Carol Brower \$345.00

Ruth Glasser \$57.40

Undesignated \$6,103.78

**TOTAL** \$11,834.88

# Ballston Community Public Library Director's Report

June 2023

## Circulation Statistics

### May 2023

Circulation Statistics	Current Month	2023 to Date	2022 Total
Items Added to Collection	342	1,501	4,719
Number of Physical Items Circulated	8,072	44,961	98,808
Overdrive/Libby Circulation	1,037	5,763	12,343
Hoopla Circulation	513	2,460	5,868
New Patron Registrations	21	176	537
Curbside Appointments	2	10	100
Patrons in the Building	3,868	19,742	42,564

## Programs & Events

### May 2023

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2023 Total	Participants 2023 Total	Number Offered 2022 Total	Participants 2022 Total
Preschool	16	432	71	1,931	176	3,324
Elementary	5	61	30	356	68	1,125
Teen	2	4	14	55	24	303
Adult	8	86	40	638	56	477
Family	4	169	22	1,436	38	2,612
Outreach	42	1,098	49	1,548	66	2,960
<b>TOTALS</b>	<b>77</b>	<b>1,850</b>	<b>226</b>	<b>5,964</b>	<b>428</b>	<b>10,801</b>

**Youth Services Programming:** The Summer Reading Program is underway and the Youth Services staff is excited for the next 7 weeks of programs. The Children's Room and Teen areas have been decorated with lots of colorful decor and rainbows. Prizes have been purchased and donated and 14 teen volunteers have been trained and are ready to help with programs. Youth Services has 86 programs planned for this summer. Throughout the end of May and most of June Alyssa visited Charlton Heights, Pashley, and Stevens schools. She spoke with over 900 children in various grades about the summer reading program. As of Friday, 6/23, we had 66 Preschoolers, 245 Elementary, and 77 Teens signed up for the summer reading program. We are confident those numbers will grow quickly during the first week of the program.

**Adult Programming:** Summer Reading is underway, with 121 adult registered as of 6/22/23! There will be 14 programs for adults over the course of Summer Reading. Planning for fall has begun, with programs like Memoir Writing, Cookie Decorating, going to the Charlton Seniors to do a technology class, Ted Lasso trivia at Cupola, and more to come!



## Staff & Volunteers

- Three of our pages will be leaving later this summer and Alyssa has offered the upcoming open positions to three individuals. After the library board's approval, Kiera Kohler will be the first to start in late July.
- Erin Knight will be moving into the vacated Librarian Assistant position. Calli Powell's last day was June 21st, and we wish her the best of luck at her new job.

## Friends of the Library

- The Friends of the Library had their June meeting, and will begin meeting again in September. The Friends decorated a truck and marched with the Library in the Charlton Founders Day parade, and plan to attend the rescheduled parade in Ballston as well! There will also be a Friends tent at Kickoff, and they will sell some leftover Board Games.

## Facility Update

- The Local History Room final reports have been finalized.
- The front gardens have been cleaned up and mulched.

## Technology

### May 2023

Technology Statistics	Current Month	2023 to Date	2022 to Date
<b>Public Computer Sessions</b>	138	662	1,527
<b>WiFi Sessions (unique users)</b>	740	3,677	7,081

## Meetings & Professional Development

- **Mary Jane Baumbach, Clerk:** KnowBe4: USB Training 6/12
- **Charity Canfield, Clerk:** KnowBe4 Refresher Training 6/2, KnowBe4: USB Training 6/15
- **Carol Chaisson, Clerk:** KnowBe4: USB Training 6/7
- **Alyssa Harvey, Head of Youth Services:** KnowBe4: USB Training 6/8, "The Librarians Guide to Homelessness" Webinar 6/22
- **Erin, Knight, Clerk:** KnowBe4: USB Training 6/15
- **Hannah Moore, Clerk:** KnowBe4: USB Training 6/7
- **Samantha Nielsen, Page:** Preventing Discrimination & Harassment: NY Employees Edition V5 6/9
- **William Newsom, Clerk:** KnowBe4: USB Training 6/5
- **Melissa Owen, Clerk:** KnowBe4: USB Training 6/7, KnowBe4: Mouse Overs 6/7, KnowBe4: Security Awareness Training 6/7
- **Jenn Richard, Head of Adult Services:** Board of Trustees 5/31, Preventing Discrimination & Harassment: NY Managers Edition V5 6/1, Friends of the Library 6/6, KnowBe4: USB Training 6/15
- **Terry Riley, Account Clerk:** KnowBe4: USB Training 6/13
- **Kelly Shaginaw, Substitute:** Preventing Discrimination & Harassment: NY Employees Edition V5 5/31
- **Rebecca Verhayden, Director:** Board of Trustees 5/31, Budget and Finance Committee 6/1, YALSA Under Scrutiny: Helping Staff Feel Safe and Empowered in the Face of Book Challenges 6/2, Town of Ballston Accounting Meeting 6/5, Saratoga County NARCAN Training 6/5, Friends of the Library 6/6, Town of Charlton 6/12, Town of Ballston 6/13, KnowBe4: USB Training 6/14, SALS Directors Council Meeting 6/16

Rebecca Verhayden, Director 6/26/2023



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 June 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. The final step is to be sent to Governor Hochul for her signature.

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 June 28, 2023. Further, on June 26, 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.

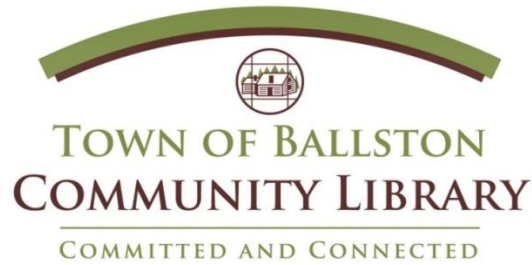
P. Previously, the Library employed Policies of both Town and Library, with the Library leveraging Town policies for many administrative and non-Library specific operations. The Library no longer references Town policies.

**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.

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. The final step is to be sent to Governor Hochul for her signature.

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



2 Lawmar Lane Burnt Hills, New York 12027

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## **Board of Trustees Officers & Committees**

### **July 1, 2023 – June 30, 2024**

#### **Officer Positions**

**President:** Julia Stone

**Vice President:** Ed Guider

**Treasurer:** Steve Burchett

**Secretary:** Kate Schofield

#### **Standing Committees**

**Budget and Finance:** Steve Burchett, Bill Bechtel, Ed Guider

**Building and Grounds:** Steve Burchett, Bill Bechtel

**Long Range Planning:** Ed Guider, Trustee vacancy

**Personnel:** Bill Bechtel, Kate Schofield

**Policy:** Ed Guider, Kate Schofield, Trustee vacancy

**Nominating:** TBD