

Lake Placid Public Library Budget Vote

Preparation for the Vote:

- *The LP Public Library vote is held on the second Tues. in May
- *The LPPL Director completes the tax cap form on the NYS Comptroller website to calculate maximum allowable levy.
- *The LPPL Board and Director work together to create a prospective budget in Jan., Feb., and March and vote for approval at the April Board meeting.
- *A legal notice is submitted to the LP News in the beginning of March to run the last 2 weeks of March and the 1st week of April. The legal notice states date, time and location of the vote; Board of Trustee vacancies, incumbents, and prospective candidates; petitions need to be filed with the School District Clerk no later than 30 days preceding the vote; and the availability of the budget to any taxpayer upon request.
- *A press release is submitted to the LP News to run the last week of April.
- *Budget notice is provided through word of mouth, fliers, social media, email, and website in addition to newspaper notices.

Day of the Vote:

- *The vote takes place at the library from 10:00am-6:00pm. A Board member monitors the sign-in sheet and ballots, answers questions about the posted budget, and monitors the deposit of the ballot into the ballot box.
- *A Board member and the director count the ballots, validate the sign-in sheet names and addresses, and complete the official count and sign.

After the Vote:

- *The director submits the ballots, voter sign-in sheet, and official count to the School District Clerk. The director submits the salary letter and budget to the School District Treasurer.
- *The Director submits any Oaths of Office and a list of Board Members and Officers to the Essex County Clerk.