

Board of Trustees
Town of Ballston Community Library
Ballston, NY

March 30, 2022
Resolution 22-033

Dear Trustee Applicant,

For over 60 years, the staff and Trustees of the Town of Ballston Community Library (ToBCL) have been carrying out the Library's mission to develop and maintain facilities, resources, and services to meet the ongoing needs of all persons for education, personal enrichment, and recreation. The Library's connection with the Community has never been stronger. The Trustees of the Library Board are critical in continuing that tradition by helping the Library evolve as technology advances and the served community grows.

The Library has two Trustee positions opening up this summer. Both begin on July 1, 2022. This note and attachments are offered to provide you a basic understanding of the role and experience of Trustees, the context of the Library and the framework for the path forward. It is recommended that you review the contents before applying.

We, the current Board of Trustees of the Town of Ballston Community Library, appreciate your interest in volunteering as a Trustee. Please reach out with any questions.


Thank you,

The Board of Trustees
Town of Ballston Community Library

Attachments:

- ToBCL Trustee Application Form
- ToBCL 2022 Trustee Insights
- ToBCL Fact Sheet
- 2022 ToBCL Report to the Public
- 2021 ToBCL Long Range Plan

Cc: ToBCL Board of Trustees
Rebecca Darling



TOWN OF BALLSTON
COMMUNITY LIBRARY
COMMITTED AND CONNECTED

Thank you for your interest in the Town of Ballston Community Library. The Library will have a vacancy on its Board of Trustees in July. To assist us in identifying qualified candidates, persons interested in being considered for an appointment to the Board are asked to fill out a brief questionnaire.

Board members must be residents of the Town of Ballston, residing outside the Village of Ballston Spa, and cannot be employed by or do business with the Library. Trustees are appointed by the Ballston Town Board for five year terms. Upon receipt of the form you may be contacted to schedule an interview. Please return this completed form to:

Town of Ballston Community Library
2 Lawmar Lane
Burnt Hills, NY 12027

Name:

Address:

Phone Number Home: (518)

Work: (518)

Employment Status:

Educational Background:

[over]

Please outline your interests and/or community activities:

Why are you interested in being appointed to the Board of Trustees?

What strengths do you feel you would bring to the Board?

Town of Ballston Community Library Trustees Insights

March 30, 2022

The Process:

- Review the content of this package
- ASK QUESTIONS. Throughout this process, ask any questions you have.
- Complete the Application and submit it to the Library (Director or Circulation Desk) prior to April 20, 2022. The Director will reach out to you confirming receipt. [Please be aware that your application will be shared with the Trustees and others responsible for the selection process.]
- You will be added to the distribution for notifications of Library Trustee Meetings (though the public is always welcome to attend). It is encouraged you join as possible to better understand Board operations.
- Trustees may meet with you or pose questions in meetings regarding your interest, application and candidacy. The aim of these questions is to establish collective understanding of the match between candidates and the Board.
- Based on the application, participation and discussion, the Board of Trustees will recommend select candidates for advancement in the process. Library Policy P7300 cites the principal desirable qualifications for selection:
 1. Interest in the library, the community and the library's relationship to the community.
 2. Readiness to devote time and effort to carrying out the duties of a trustee.
 3. Recognition of the library's importance as center of community culture.
 4. Close acquaintance with the community's social and economic condition and groups within the community.
 5. Ability to work well with others.
 6. An open mind, intellectual curiosity and respect for opinions of others.

7. Initiative and courage to plan and carry out policies, and withstand pressures and prejudices.
 8. Devotion to the library's welfare and progress is the most important qualification.
- The application forms of recommended candidates will be reviewed with the Town Supervisor (and others the Supervisor may engage).
 - The Town Supervisor will likely want to meet with you.
 - The Board of Trustees will endorse two candidates through Library Resolution at the May 25, 2022 Library Trustee meeting and submit them to the Town for consideration in the June 14, 2022 Town Board Meeting.
 - Appointment is done by the Town Supervisor based on the outcome of the resolution by the Town Board.
 - Candidate-Elects are encouraged to join the June 29, 2022 Library Board meeting, though their terms won't begin until July 1, 2022.

Before you apply:

1. Ensure that you are a resident of the Town of Ballston Library District – to determine this, review your 2022 Property Tax Statement from January. You are a resident if it includes a line that says:

LB001 Library

2. Review the content provided in this packet.
3. Fill out the attached application.

What you should know:

The NYLA Trustee Handbook is very informative and should be perused. It is a resource that Trustees often rely on as a reference. It can be found at:

<https://www.nysl.nysed.gov/libdev/trustees/handbook/>

ToBCL has 7 Trustees. They are appointed by the Town of Ballston Town Board. The appointment is for five years, and Trustees may serve up to two terms. The Board is open and efficient and is respectful with each other. The Board enjoys a favorable relationship with the Library Staff, and interacts frequently with the Library Leadership Team (Library Director, Adult Services Librarian and Youth Services Librarian).

Library Policy P7200 cites the duties and responsibilities of the Library Board. They are:

1. Employ a competent and qualified librarian.
2. Determine and adopt written policies to govern the operations and programs of the library.
3. Determine the purpose of the library and secure adequate funds to carry on the library's program.
4. Know the programs and needs of the library in relation to the community; keep abreast of standards and library trends.
5. Establish support and participate in a planned public relations program.
6. Assist in the preparation of the annual budget.
7. Know local and state laws and actively support library legislation in the state and nation.
8. Establish among library policies those dealing with book and material selection.
9. Attend all board meetings and see that accurate records are kept on file at the library.
10. Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
11. Be aware of the services of the state library extension agency.
12. Report regularly to the governing officials and the general public.

In practice, as a Trustee, you should plan to:

- Attend the Trustee Monthly Library Board of Trustees Meeting (Last Wednesday of every month – 7:00 to ~8:30)
- Attend periodic Trustee Meetings on special topics (usually in the evenings; typically, ~ 30 minutes)
- Participate on two or three of the 6 subcommittees (Buildings and Grounds; Budget and Finance; Long Range Planning; Personnel; Policy; Nominating)
- Perform standard operating obligations on a rotating basis among Trustees (and phased to avoid overlap)
 - Attend the Monthly Town of Ballston Town Board meeting. (Second Tuesday of every month – 6:30 to ~8:30)
 - Attend the Monthly Town of Charlton Town Board meeting. (Second Monday of every month – 7:30 to ~8:15)
 - Review the individual invoices of Library expenditures for propriety and self-consistency. (~90 minutes)
- Participate in at least two hours of Trustee Training every year. Numerous free training sessions are readily available from NYLA.
- Participate in event driven efforts and meetings that arise periodically.
- Perform some underlying efforts to support Board activities

In all, you should plan to commit at least an hour a week to your role as a Trustee, and recognize that the needs of the role are not uniformly spread across the year.

The ToBCL is currently executing an effort to update its charter to enable operations that reflect modern Library norms. Administration of Library operations services is now being performed by the Library. The ToBCL Trustees are working with the Supervisor of the Town of Ballston to complete this Transition.

Town of Ballston Community Library Fact Sheet

March 30, 2022

Library Website: <https://tobllibrary.sals.edu>

Library Phone: 518-399-8174

Library Director: Rebecca Darling

Board of Trustees President: Steve Zarelli

Board of Trustees Vice President: Michelle Hernandez

Board of Trustees Treasurer: Steve Burchett

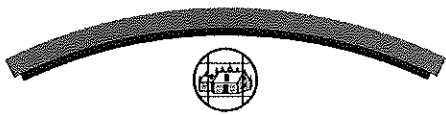
Board of Trustees Secretary: Sue Tomlinson

Trustees: Julia Stone, Carolyn Speenburgh, Tom Shaginaw

The terms of Mr. Zarelli and Mr. Shaginaw end in June 2022.

Officer appointments are established annually. This is done in the June Trustee meeting (June 30, 2022).

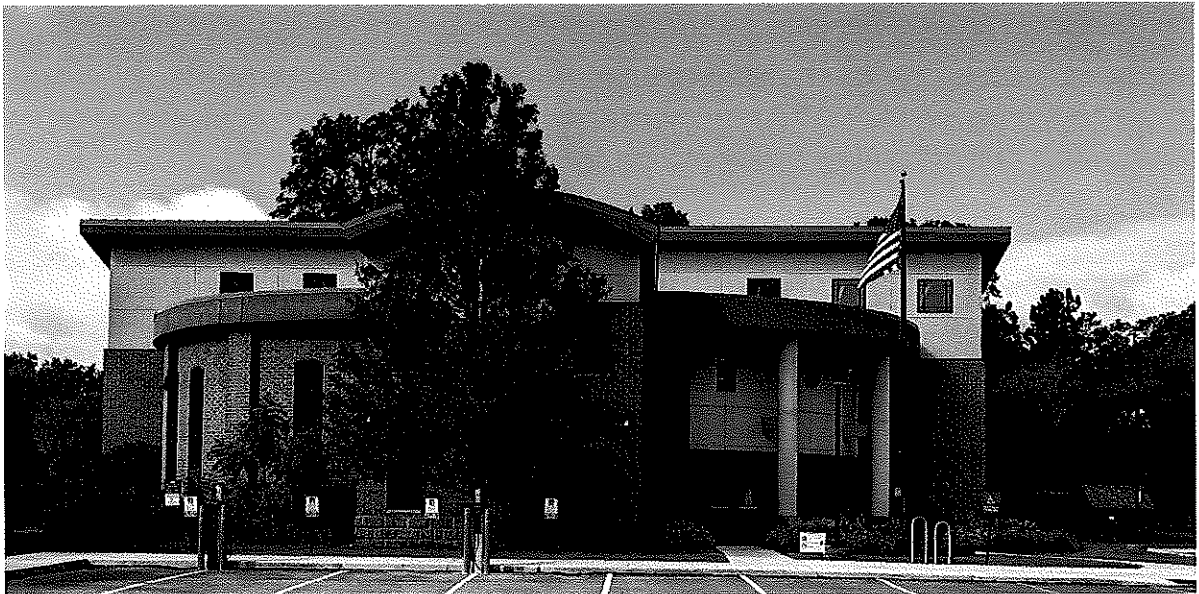
The Library Charter, Library Policies can be found on the Library Website.

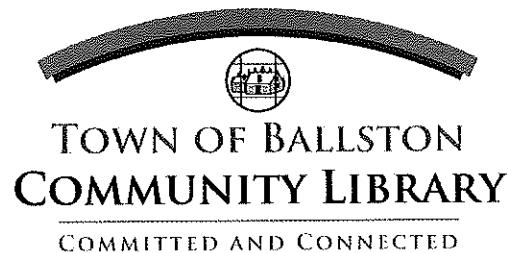

TOWN OF BALLSTON
COMMUNITY LIBRARY

COMMITTED AND CONNECTED

2 Lawmar Lane Burnt Hills, New York 12027

Town of Ballston Community Library
Strategic Plan
2021-2025



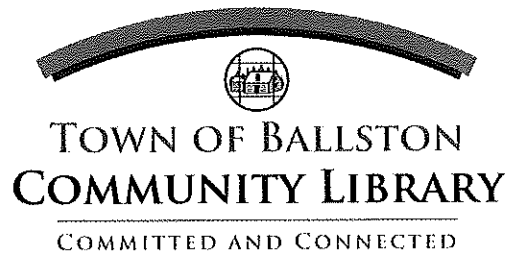


2 Lawmar Lane Burnt Hills, New York 12027

PLANNING SUMMARY

The Town of Ballston Community Library's mission is to develop and maintain facilities, resources, and services to meet the ongoing needs of all persons for education, personal enrichment, and recreation.

- In order to achieve this mission, the Library has identified the following goals:
 - The Library will be a comfortable, welcoming and well-maintained facility.
 - The Library will maintain a diverse and inclusive collection that meets the educational and recreational needs of the community.
 - The Library will provide diverse and inclusive programming that meets the educational and recreational needs of the community.
- To formulate these goals, trustees and library staff attended a series of online workshops, solicited input from the community, and held meetings to discuss results of those discussions and plan for the formatting of the report.
- The Long-Range Planning Committee consisted of library director Rebecca Darling and trustees Susan Tomlinson, Julia Stone, Michelle Hernandez and board president Steve Zarelli.



2 Lawmar Lane Burnt Hills, New York 12027

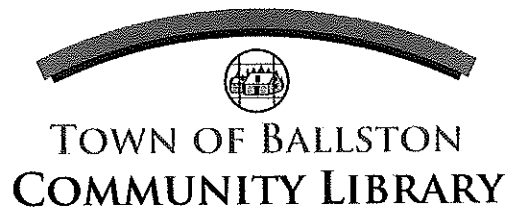
HISTORY OF THE ORGANIZATION & LANDSCAPE REVIEW

The Burnt Hills-Ballston Lake Rotary and the Burnt Hills Women's Club formed a Library Association in 1952. In 1953 a building drive began when the Townley Family donated land at the corner of Lakehill Road and Lawmar Lane in Burnt Hills. In the meantime, the Library opened in 1954 in the basement of Our Lady of Grace Church. The Town of Ballston Community Library opened at its current location on Lawmar Lane as a Special District Library and joined the Southern Adirondack Library System in 1958. A second building project was undertaken and a much larger facility was built on the same property in 2001. In 2020 and 2021 the Library and the Town worked together to transition Library operations to the present-day definition of a Special District Library.

The Town of Ballston Community Library is chartered to serve the Town of Ballston, outside of the Village of Ballston Spa. Through a contract it also serves the Town of Charlton, outside the Galway School District.

According to the 2020 Census, the Town of Ballston has a population of 11,464. 94.7% of the residents are white and 18% are over the age of 65. The median household income is \$95,000 and the median home value is \$290,000. 93.7% of households have a computer and 92% have broadband internet. The Town of Charlton has a population of 4,328. 97.2% of the residents are white and 27.5% are over the age of 65. The median household income is \$106,935 and the median home value is \$291,900. 92.5% of households have a computer and 89.4% have broadband internet.

The Town of Ballston Community Library serves as a community meeting place. Its location near the Burnt Hills-Ballston Lake High School and Stevens Elementary School make it a popular destination for local students. The Library offers educational and recreational programs and frequently attracts patrons from outside the service area.



COMMITTED AND CONNECTED

2 Lawmar Lane Burnt Hills, New York 12027

MISSION STATEMENT

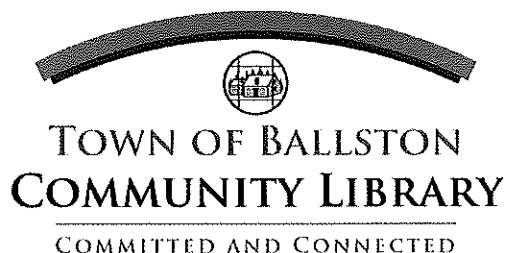
The Town of Ballston Community Library shall develop and maintain facilities, resources, and services to meet the ongoing needs of all persons for education, personal enrichment, and recreation.

VISION STATEMENT

The Town of Ballston Library shall be the center of knowledge and life enrichment for all members of the growing community.

VALUES STATEMENT

The Library Trustees will adopt policies to achieve long-range goals of recognition, support and sustainability for the library through excellent service, outreach and leadership.



2 Lawmar Lane Burnt Hills, New York 12027

PLAN PROCESS

Library trustees and staff attended a series of online workshops provided by the Southern Adirondack Library System to prepare for the information gathering necessary to create the plan. The community participated in exercises designed to solicit their input regarding their vision of what the community should look like. Several committee meetings were held to discuss the results of those discussions and to organize the design of the plan.

COMMUNITY ASPIRATIONS

Community input indicated that the Library should:

- Foster a community that is supportive, kind, accepting, and engaged
- Provide a safe and comfortable space that welcomes diversity and inclusion for all abilities, ethnic, religious and socioeconomic groups, and abilities across a wide spectrum of ages

STRATEGIC PRIORITIES

Focus on improvement of layout and arrangement

- Introduction of outdoor seating as an extension of the library (Fall 2021)
- Addition of local history room (Spring 2022)

Focus on diversity

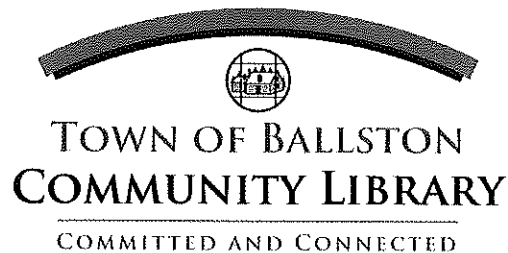
- Provide a gathering place for the community to connect

Focus on building community relationships

- Foster relationships with local businesses to enhance library programming and Friends of the Library fund-raisers
- Work with schools by promoting summer reading and book clubs
- Collaborate with scouts and community organizations on improvement projects

Resources necessary to accomplish priorities

- Outdoor seating, provided by local Scout, as an option for outdoor programming
- Local history room funded by 2018 NYS construction grant
- LED lighting upgrade in children's room funded by 2021 NYS construction grant




2 Lawmar Lane Burnt Hills, New York 12027

OUTCOMES, GOALS, & OBJECTIVES

GOAL 1: The Library will be a comfortable, welcoming and well-maintained facility.

- Project Leader
 - Library Board of Trustees
 - Library Director
- Objective
 - The Library will strive to be a comfortable, welcoming and well-maintained facility through building maintenance and upgrades in order to meet the needs of the community, with a focus on the patron experience.
- Action Steps
 - Clarify relationship with the Town of Ballston and consider feasibility of a Memorandum of Understanding (MOU) detailing roles and responsibilities of Town and Library Boards
 - Review annual operations plan, schedule, and maintenance budget and analyze facility operations budget and expenditures on a rolling five year basis in order to plan for future needs and increase efficiency
 - Identify repair and replacement funding sources for facility upgrades, taking into account cost-savings, energy-efficiency potentials and future community needs
 - Upgrade lighting to improve patron experience and energy efficiency
 - Create comfortable flexible spaces for patrons, library programs and outside groups to utilize; identify funding opportunities and community partners in this effort
 - Utilize national, state and local library resources for staff training
- Measurement/Evaluation
 - Annual review of the Library budget and expenditures
 - Periodic comparison of utility bills to previous years' bills with a goal of at least 10% reduction in energy usage
 - Review program offerings and attendance
 - Periodic patron surveys and feedback




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GOAL 2: The Library will maintain a diverse and inclusive collection that meets the educational and recreational needs of the community, and will investigate and implement new sources and emerging formats as they become available.

- Project Leader
 - Library Director
 - Head of Adult Services Librarian
 - Head of Youth Services Librarian
- Objective
 - The Library staff will select, maintain, and support access to content, in accessible formats, on subjects by diverse authors and creators that meet the needs, interests, and abilities of all patrons.
- Action Steps
 - Review the Library's Collection Development Policy
 - Develop a diverse collection, in accordance with the American Library Association's Library Bill of Rights, which requires:
 - Selecting content in multiple formats
 - Seeking content created by and representative of marginalized and under-represented groups
 - Evaluating how items in the collection are cataloged, labeled, and displayed
 - Including content in multiple languages
 - Providing resources in formats that meet the needs of users with disabilities
- Measurement/Evaluation
 - Annual review of circulation statistics of library collections with a focus on diversity and inclusivity
 - Monthly review of displays and promotional materials with a focus on diversity and inclusivity
 - Periodic patron surveys and feedback

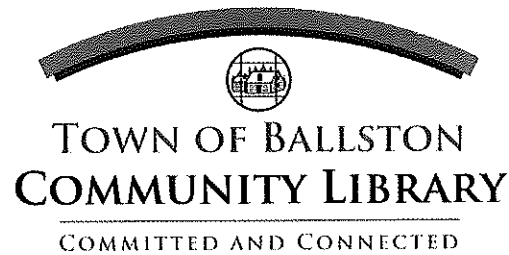


TOWN OF BALLSTON
COMMUNITY LIBRARY
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2 Lawmar Lane Burnt Hills, New York 12027

GOAL 3: The Library will provide diverse and inclusive programming that meets the educational and recreational needs of the community.

- Project Leader:
 - Library Director
 - Head of Adult Services
 - Head of Youth Services
- Objective
 - The Library will provide diverse and inclusive programming that meets the educational and recreational needs of the community, especially those who may experience language or literacy-related barriers, economic distress, cultural or social isolation, physical or attitudinal barriers, racism, discrimination on the basis of appearance, ethnicity, immigrant status, religious background, sexual orientation, gender identity, or gender expression.
- Action Steps/Activities
 - Provide programs which accurately and authentically reflect the cultural perspectives of diverse communities
 - Bring the Library to diverse communities through outreach and partnerships at cultural events and community-based organizations
- Measurement/Evaluation
 - Review program offerings and attendance
 - Add two new programs annually with an emphasis on diversity and inclusivity
 - Patron surveys and feedback



2 Lawmar Lane Burnt Hills, New York 12027

RESOURCE IDENTIFICATION

To achieve success, it will be necessary to obtain sustainable funding through the customary annual sources of tax revenues and the Town of Charlton contract for services. Friends of the Library fund-raising activities and grant-funding opportunities will supplement these traditional funds. In addition, Planned Giving will be explored as a future opportunity.

Increased funding is necessary to:

- Expand continuing education for staff development
- Arrange for outside program contractors
- Purchase more library materials to support the Long Range Plan goals
- Provide necessary upgrades to the facility

The above-established goals will be prioritized in the budget development process.



TOWN OF BALLSTON COMMUNITY LIBRARY

COMMITTED AND CONNECTED

2020 Annual Report to the Public



Library services looked a little different in 2020 but our mission was the same. The Library continued to provide access to quality materials through Hoopla, Libby and Curbside Delivery. We adapted our programs to provide safe outdoor events and virtual story times, book clubs, cooking classes and more!



2 Lawmar Lane, Burnt Hills, New York 12027 (518) 399-8174

Temporary Hours:

Monday & Thursday 1 PM—7 PM

Tuesday, Wednesday, Friday 9 AM—4 PM

Saturday 9 AM—1 PM

<http://toblibrary.sals.edu>

web.toblibrary@gmail.com



@toblibrary


2020 REPORT TO OUR COMMUNITY

21,461
VISITORS





Wifi

5,355
TIMES ACCESSED

eBook

16,381
DOWNLOADS

Pandemic Response
2,555 CURBSIDE DELIVERIES




Card Holders
 **6,279**

- Provided free Wi-Fi in the parking lot,
- Curbside service and Grab N Go kits and
- Virtual programming



Throughout the year Library staff have worked to provide safe access to quality materials and programs

Programs



277
PROGRAMS
4,274
ATTENDANCE

Items Borrowed

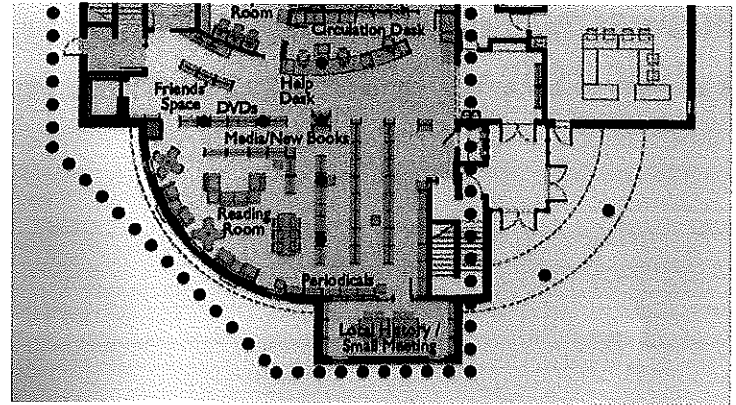



49,737

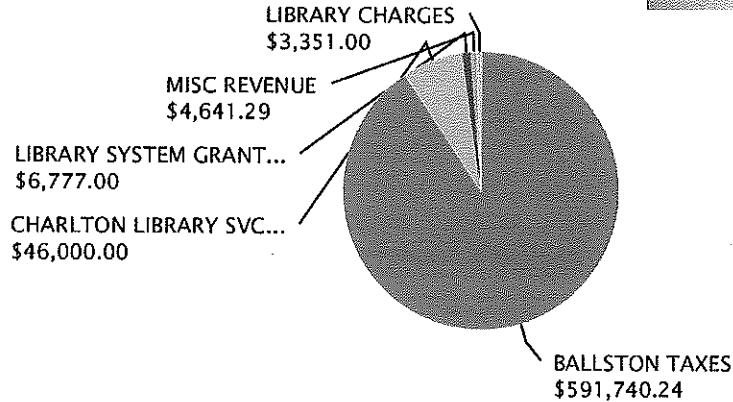
71,565
Items in the Collections

Library Finances

In 2020 The Town of Ballston Community Library received a grant of \$96,845 from the New York State Division of Library Development. We will break ground Fall 2021 to create a new Local History Room and upgrade the Library's existing light fixtures to LED.

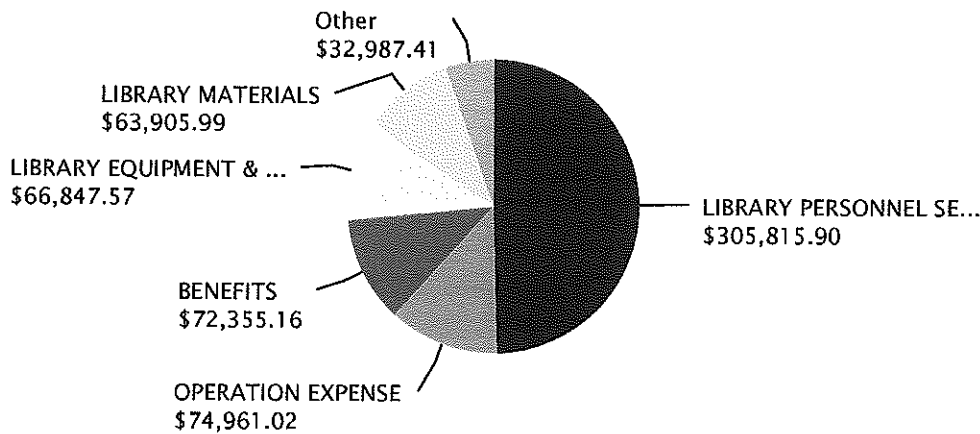


Revenue By Category



%	Category	(\$)Amount
90.69%	BALLSTON TAXES	591,740.24
7.05%	CHARLTON LIBRARY SVCS	46,000.00
1.04%	LIBRARY SYSTEM GRANTS	6,777.00
0.71%	MISC REVENUE	4,641.29
0.51%	LIBRARY CHARGES	3,351.00

Expenditure By Category



%	Category	(\$)Amount
49.58%	LIBRARY PERSONNEL SERVICES	305,815.90
12.15%	OPERATION EXPENSE	74,961.02
11.73%	BENEFITS	72,355.16
10.84%	LIBRARY EQUIPMENT & CAPITAL OUTLAY	66,847.57
10.36%	LIBRARY MATERIALS	63,905.99
5.35%	Other	32,987.41

A Note from Steve Zarelli, President of the Library Board of Trustees:

For many years our slogan has been, "Committed and Connected." We are passionately committed to continuously evolving to meet the ever-changing needs of our community. When we crafted this mission around 10 years ago, I don't think anyone would have imagined that it would help keep us focused in the midst of a global pandemic.

You'll see the details in the infographic in this report, but the headline is this: we proudly continued to serve the community through the darkest days of the pandemic. We quickly ramped up digital content access, we held virtual events, offered curbside pickup and outdoor programming and much more. We did this while keeping employees and patrons safe by following state and CDC Guidelines.

The Library Board of Trustees would like to recognize and thank the dedication and perseverance of the library staff who we consider to be essential to the health and vibrancy of our community.

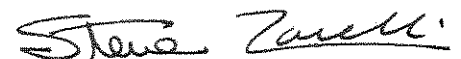
Other important changes...

- Congratulations to Rebecca Darling, our long-time Head of Youth Services, who was promoted to Director.
- Welcome to Alyssa Harvey, who began as our new Head of Youth Services Librarian on May 3.
- And a big thank you to Deb Fiedler who retired after more than 10 years of excellent service.

Undaunted, we have big plans for 2021, including the construction of a Local History Meeting Room, which will be funded in large part with a NYS Grant. We're also adding electric car charging stations, also funded by a grant.

Lastly, in 2020, the Library Trustees took a hard look at the policies and practices that govern our operations. We found that we needed more definition, especially in areas that characterize the roles and responsibilities between the Library Board and the Town of Ballston. Working with the Ballston Town Board, the Library is transitioning to a "Special District" model that will ensure governance with transparency and clarity. Rest assured, this is an administrative transition that will not affect our services or the patron experience.

Thank you for your support and we are always open to your feedback.



Library Board of Trustees

Steve Zarelli, President
Michelle Hernandez, Vice President
Susan Tomlinson, Secretary
Stephen Burchett, Treasurer
Thomas Shaginaw, Trustee
Carolyn Speenburgh, Trustee
Julia Stone, Trustee

Library Management Team

Rebecca Verhayden Darling, Director
Alyssa Harvey, Head of Youth Services
Jennifer Richard, Head of Adult Services

Town Representatives

John Antoski, Town of Ballston
Doug Ranaletto, Town of Charlton

Library Staff

Mary Jane Baumbach
Erin Bishop
Meghan Center
Carol Chaisson
Rong-Jane Chen
Michelle Dannenhoffer-Cau
Deborah Fiedler
Linda Fieldhouse
Erin Knight
Elizabeth Lafergola
Hannah Moore
Amelia Grace Morrow
William Newsom
Pati Pericone
Terry Riley
Kelly Shaginaw
Charity Shillito
Ruta Tomik

Many thanks to the Friends of the Library for their unwavering and dedicated support of the library, many of their traditional fundraisers were paused for 2020 but the Friends continue to meet and support the library.