

Town of Ballston Community Library
Board of Trustees Meeting Minutes
June 29, 2022

Call to order: The meeting was called to order at 7:02 p.m. by President Steve Zarelli.

Present: [x]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian, [x]Alyssa Harvey, Youth Services Librarian.

Trustees: []Steve Burchett, [x]Michelle Hernandez, [x]Tom Shaginaw, [x]Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson, [x]Steve Zarelli

Town of Ballston Representative – []Michael Carota

Town of Charlton Representative – []Chris Tasse

Guests: Katherine Schofield, Jennifer Redinger

Minutes of May 25, 2022: On a motion by Tom Shaginaw with second by Julia Stone, the minutes of the May 25, 2022 monthly meeting were unanimously approved.

Minutes of June 1, 2022, 7:00 p.m. Special Meeting: On a motion by Tom Shaginaw with second by Carolyn Speenburgh, the minutes of the June 1, 2022 7 p.m. special meeting were unanimously approved.

Minutes of June 1, 2022, 7:05 p.m. Special Meeting: On a motion by Tom Shaginaw with second by Julia Stone, the minutes of the June 1, 2022 7:05 p.m. special meeting were unanimously approved.

Report of Special Funds: Special funds for June 2022 were reviewed.

Monthly Financial Reports: Financial reports for June 2022 were reviewed. Director Darling noted that Brian from UHY will be coming to the library in July to get all of our bank accounts into Quickbooks.

Approval of Bills: The June bills, reviewed by Tom Shaginaw, were unanimously approved on a motion by Carolyn Speenburgh, with second by Sue Tomlinson.

Librarians' Reports: See attached. Additionally, Ms. Richard noted that there were more than 300 attendees at our Summer Reading kick-off at Elmer Smith Park on June 27. The Library wishes to thank the Town of Charlton for allowing us to hold this event there.

Reports of Committees:

Policy: The committee met and worked on updates for Equipment and Facilities Policy P6100 and Meeting Room Use Policy P6200. The updates will be voted on during New Business, Resolution 22-048.

Nominating: Kate Schofield and Jennifer Redinger were approved to become Library Trustees by the Town of Ballston Board, effective July 1, 2022.

Budget & Finance: The committee has begun work on the 2023 budget, which will need to be approved in the August board meeting, to send to the Town for approval in September. Inflation has the potential to make this year's budget a difficult ask. Director Darling initiated a discussion about overdue fines. All of MVLA has gone fine-free, and patrons are beginning to realize they can return overdue items from our library at the Glenville branch or another MVLA library and not be charged an overdue fee. The impact of eliminating overdue fines on our budget would be approximately \$10,000. We will discuss this further in July.

Building & Grounds: It was noted that the Library is currently double-insured, on the Town's policy as well as under a Library policy. Our attorney, Cole Adams, is working on a lease proposal which would make this double coverage unnecessary. Additionally, Roland J. Down is our new HVAC provider. Apollo Heating and Cooling no longer wanted to provide this service.

Town Liaisons: No reports.

Unfinished Business:

Reopening Plan Update: no change

Local History & Lighting Construction Project: Supervisor Eric Connolly confirmed to President Steve Zarelli that the town wishes to use MJ Construction as owner’s representative for this project. The library board has already approved spending up to \$20,000 to pay for this service from MJ. Director Darling met with attorney Cole Adams on June 22, and asked her to prioritize speaking with Town attorney Deb Kaelin regarding the contract.

Ballston Legislation & Transition: Transition report is attached.

Library Tax Levy and Fund Balance: The library’s fund balance has been transferred to a library bank account. All monies the Town was holding for the Library for 2022 are now held in Library accounts.

New Business:

SALS Construction Grant: SALS will be replacing routers and updating licenses in system libraries. They are pursuing a construction grant and will pay matching fees.

Library Emails: Director Darling will ask SALS Director Sara Dallas about obtaining sals.edu email accounts for trustees. If this is not possible, an alternative would be for trustees to sign up for accounts under an email provider such as Proton mail, recommended by Trustee Tom Shaginaw.

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

New Business:

RESOLUTION 22-048: Consider approving proposed policy updates to P6100 and P6200. Motion was made by Sue Tomlinson, seconded by Carolyn Speenburgh, and passed unanimously.

RESOLUTION 22-049: Consider approving that the Town of Ballston Community Library will participate in the SALS State Aid for Library Construction Broadband wireless project to upgrade the Meraki Routers.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on June 29, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	x		x		
Michelle Hernandez	x		x		
Steve Burchett		x			
Sue Tomlinson	x		x		
Tom Shaginaw	x		x		
Carolyn Speenburgh	x		x		
Julia Stone	x		x		
Total	6	1	6	0	0

I, Trustee Tom Shaginaw, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Town of Ballston Community Library will participate in the SALS State Aid for Library Construction Broadband wireless project to upgrade the Meraki Routers.

Seconded by Trustee Carolyn Speenburgh, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

RESOLUTION 22-050: Consider approving monthly Transition status report to the Town of Ballston. Motion was made by Carolyn Speenburgh, seconded by Steve Zarelli, and passed unanimously.

RESOLUTION 22-051: Consider approving the 2021 Annual Report to the Public. Motion was made by Steve Zarelli, seconded by Sue Tomlinson, and passed unanimously.

RESOLUTION 22-052: Appoint a replacement to fill the final year of Trustee Michelle Hernandez’s term.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on June 29, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	x		x		
Michelle Hernandez	x		x		
Steve Burchett		x			
Sue Tomlinson	x		x		
Tom Shaginaw	x		x		
Carolyn Speenburgh	x		x		
Julia Stone	x		x		
Total	6	1	6	0	0

I, Trustee Tom Shaginaw, offer the following resolution and move its adoption:
BE IT RESOLVED: Whereas, Library Trustee Michelle Hernandez has declared her intention to resign from the Board of Trustees prior to the completion of her term, and

Whereas, that resignation was accepted by the Library Board of Trustees on May 25, 2022 through Resolution 22-041, and,

Whereas, that resignation is slated to take effect on June 30, 2022, 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 names Philip Du to serve as a Trustee of the Town of Ballston Community Library from July 1, 2022 to June 30, 2023, to complete the remainder of Michelle Hernandez’s term.

Seconded by Trustee Julia Stone, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

RESOLUTION 22-053: Name Julia Stone as the President of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on June 29, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	x		x		
Michelle Hernandez	x		x		
Steve Burchett		x			
Sue Tomlinson	x		x		
Tom Shaginaw	x		x		
Carolyn Speenburgh	x		x		
Julia Stone	x		x		
Total	6	1	6	0	0

I, Trustee Steve Zarelli, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library names Julia Stone as President of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

Seconded by Trustee Carolyn Speenburgh, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

RESOLUTION 22-054: Name Carolyn Speenburgh as the Vice-President of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on June 29, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	x		x		
Michelle Hernandez	x		x		
Steve Burchett		x			
Sue Tomlinson	x		x		
Tom Shaginaw	x		x		
Carolyn Speenburgh	x		x		
Julia Stone	x		x		
Total	6	1	6	0	0

I, Trustee Tom Shaginaw, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library names Carolyn Speenburgh as Vice President of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

Seconded by Trustee Steve Zarelli, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

RESOLUTION 22-055: Name Steve Burchett as the Treasurer of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on June 29, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	x		x		
Michelle Hernandez	x		x		
Steve Burchett		x			
Sue Tomlinson	x		x		
Tom Shaginaw	x		x		
Carolyn Speenburgh	x		x		
Julia Stone	x		x		
Total	6	1	6	0	0

I, Trustee Tom Shaginaw, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library names Steve Burchett as Treasurer of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

Seconded by Trustee Steve Zarelli, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

RESOLUTION 22-056: Name Sue Tomlinson as the Secretary of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on June 29, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	x		x		
Michelle Hernandez	x		x		
Steve Burchett		x			
Sue Tomlinson	x		x		
Tom Shaginaw	x		x		
Carolyn Speenburgh	x		x		
Julia Stone	x		x		
Total	6	1	6	0	0

I, Trustee Tom Shaginaw, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library names Sue Tomlinson as Secretary of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

Seconded by Trustee Steve Zarelli, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

RESOLUTION 22-057: Establish the membership of the standing subcommittees of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on June 29, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	x		x		
Michelle Hernandez	x		x		
Steve Burchett		x			
Sue Tomlinson	x		x		
Tom Shaginaw	x		x		
Carolyn Speenburgh	x		x		
Julia Stone	x		x		
Total	6	1	6	0	0

I, Trustee Tom Shaginaw, offer the following resolution and move its adoption:

BE IT RESOLVED that the Board of Trustees of the Town of Ballston Community Library establishes the membership of the standing subcommittees of the Library Board of Trustees for the period from July 1, 2022 to June 30, 2023 as follows:

2022-2023 Standing Committees

Budget and Finance: Steve, Carolyn, Jennifer

Building and Grounds: Steve, Jennifer, Philip

Long Range Planning: Sue, Kate, Philip

Personnel: Carolyn, Philip, Kate

Policy: Sue, Jennifer, Kate

Nominating: Carolyn

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

Seconded by Trustee Steve Zarelli, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

RESOLUTION 22-058: Remove Steve Zarelli as a signer on the following bank accounts:

Fund Balance account (xxxx1567)

Operating Account (xxxx1164)

Trustees Account (xxxx1596)

Capital Account (xxxx1643)

Motion was made by Tom Shaginaw, seconded by Michelle Hernandez, and passed unanimously.

RESOLUTION 22-059: Remove Michelle Hernandez as a signer on the following bank accounts:

Fund Balance account (xxxx1567)

Operating Account (xxxx1164)

Trustees Account (xxxx1596)

Capital Account (xxxx1643)

Motion was made by Tom Shaginaw, seconded by Steve Zarelli, and passed unanimously.

RESOLUTION 22-060: Add Julia Stone as a signer on the following bank accounts:

Fund Balance account (xxxx1567)

Operating Account (xxxx1164)

Trustees Account (xxxx1596)

Capital Account (xxxx1643)

Motion was made by Tom Shaginaw, seconded by Steve Zarelli, and passed unanimously.

RESOLUTION 22-061: Add Carolyn Speenburgh as a signer on the following bank accounts:

Fund Balance account (xxxx1567)

Operating Account (xxxx1164)

Trustees Account (xxxx1596)

Capital Account (xxxx1643)

Motion was made by Tom Shaginaw, seconded by Steve Zarelli, and passed unanimously.

Privilege of the floor on any topic: None.

Adjournment: at 9:17 p.m., on a motion by Michelle Hernandez with second by Tom Shaginaw, trustees voted with all in favor to adjourn the meeting.

VI FACILITIES P6000

A. EQUIPMENT AND FACILITIES P6100

1. Library equipment is available for use by groups with the prior approval of the Director. This includes and applies only to the Community Room, the P.A. System and the multimedia projector.

B. MEETING SPACE USE POLICY P6200

1. The library is pleased to be able to offer three meeting spaces for use by community groups which offer philanthropic, civic, educational or cultural programs. Reservations may be made in person or online on a first-come, first-served basis. Application forms must be filled out by a representative of the organization seeking to use the space. Such individuals shall accept responsibility for any damages to library equipment and furnishings which may occur. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

2. The following are general rules of use for reserved meeting spaces:

- a. All meetings must be open to the public.
- b. Groups must follow maximum occupancy limits set by the Town of Ballston Building Department.
- c. Spaces may be reserved no more than forty-five days in advance.
- d. Use of the spaces is limited to 24 times per year for each organization.
- e. It is understood that library programming will have first priority in space use.
- f. There will be no charge for use of the meeting spaces.
- g. No admission may be charged by the group.
- h. Meeting spaces are not available for purely social or commercial functions.
- i. Refreshments, with the exception of alcoholic beverages, may be served and shall be provided by the group.
- j. The people using the meeting space shall be responsible for setting up before and after use and leave it in neat, clean, orderly condition; if not, a cleaning fee may be charged.
- k. The Library is not responsible for any equipment, supplies, materials, or other items brought to the Library by any group or individual attending a meeting.
- l. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.
- m. A meeting may be terminated if found by the Director to be disruptive to regular library services.
- n. The Community Room has a separate outside entrance and may be used after hours with the consent of the Director.

- o. The Library Board reserve the right to refuse an application if the intended use violates any Library policy.
- p. Library equipment is available for use by groups with the prior approval of the Director. This includes and applies only to the Community Room, the P.A. System and the multimedia projector.

ToBCL 2022-2023 Nominating Committee Report

June 29, 2022

2021-2022 Trustees & Officers

President*	Steve Zarelli	(2022)
Vice-president	Michelle Hernandez	(2023)
Secretary	Sue Tomlinson	(2023)
Treasurer	Stephen Burchett	(2025)
Tom Shaginaw		(2022)
Julia Stone		(2024)
Carolyn Speenburgh		(2024)

2021-2022 Standing Committees

Budget and Finance:	Steve B, Tom, Carolyn
Building and Grounds:	Tom, Steve B, Julia
Long Range Planning:	Sue, Michelle, Julia
Personnel:	Tom, Michelle, Carolyn
Policy:	Michelle, Sue, Julia
Nominating:	Decided in April prior to June 2022 Elections

2022-2023 Proposed Trustees & Officers

President*	Julia Stone	(2024)
Vice-president	Carolyn Speenburgh	(2024)
Secretary	Sue Tomlinson	(2023)
Treasurer	Stephen Burchett	(2025)
Jennifer Redinger		(2027)
Katherine Schofield		(2027)
New Trustee (Hernandez Term)		(2023)

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

Officer recommendations made based on Trustee interests and operational continuity

ToBCL 2022-2023 Nominating Committee Report

June 29, 2022

2022-2023 Proposed Trustees & Officers

President*	Julia Stone	(2024)
Vice-president	Carolyn Speenburgh	(2024)
Secretary	Sue Tomlinson	(2023)
Treasurer	Stephen Burchett	(2025)
	Jennifer Redinger	(2027)
	Katherine Schofield	(2027)
	New Trustee (Hernandez term)	(2023)

Treasurer should be part of B&F
 Long cycle Committee – New Trustee for future

2022-2023 Proposed Standing Committees

Budget and Finance:	Steve, Carolyn, Jennifer
Building and Grounds:	Steve, Jennifer, New
Long Range Planning:	Sue, New, New
Personnel:	Carolyn, New, New
Policy:	Sue, Jennifer, New
Nominating:	Decided in April prior to June 2023 Elections

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

Standing Committee recommendations made based on Officer Placement,
 Trustee interests and operational continuity

Town of Ballston Community Library Director's Report

June 2022

Circulation Statistics

May 2022

Circulation Statistics	Current Month	2022 To Date	2021 Total
Items Added to Collection	343	2,044	4,308
Number of Physical Items Circulated	6,707	35,852	84,190
Overdrive/Libby Circulation	991	5,015	12,218
Hoopla Circulation	537	2,544	4,907
New Patron Registrations	85	191	274
Curbside Appointments	6	41	1,991
Patrons in the Building	3,220	14,873	20,677

Programs & Events

May 2022

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2022 Total	Participants 2022 Total	Number Offered 2021 Total	Participants 2021 Total
Preschool	17	258	73	964	143	2,002
Elementary	6	124	26	483	54	802
Teen	2	65	10	228	19	336
Adult	4	35	13	152	42	595
Family	1	100	8	721	138	2,918
Outreach	1	36	7	519	7	296
TOTALS	31	618	137	3,067	403	6,949

Youth Services Programming: Alyssa met with most of the classes at Charlton Heights, Stevens, and Pashley during June to promote the Summer Reading Program, "Oceans of Possibilities." The program began on June 27 and as of Monday afternoon there were 445 total registered and many had already logged minutes and earned raffle tickets. (Preschool - 82, Elementary - 309, Teen - 54) The entire children's room has been decorated to look like the ocean with lots of seaweed, jellyfish, and sharks. The Youth Services staff is excited for the programs and hopeful for a fun and well attended summer reading program!



Organizational Goals

- Policy Committee met to review the Meeting Rooms Policy.
- Budget and Finance held a budget meeting to prepare for the 2023 budget cycle.

Financials

Account Balances Chart

	Library Held			Town Held	
	Status	Balance		Status	Balance
Fund Balance Account	(xxx1567)	\$0		Fund Balance Account	In place \$300,406 ‡
Operating Account	(xxx1164)	\$401,716.88		Operating Account	In place (Town Fund 17.) unknown
Trustees Account	(xxx1596)	\$5,869.37		Trustees Account	Account closed 9/16/2021
Capital Account	(xxx1643)	\$76,235.04			
Petty Cash Account	(xxx1543)	\$381.72			
Petty Cash On Hand	Lock Box	\$58			
Circulation Tray	Tray	\$75			

Table 2. Summary of Library Funds and Accounts Holding those Funds as 31 May 2022 (unless otherwise noted)

‡ December 31, 2018 value from 2018 Town of Ballston Financial Report (provided by Town Budget Officer (25 January, 2021)).

Staff & Volunteers

- The Teen Volunteers began their shifts on June 28. We have 13 total volunteers who will be working various morning and afternoon shifts and assisting with summer programs.

Facility Update

- Roland J. Down will now be serving the Library's HVAC Units. They are coming to change filters and do a semi-annual inspection. There is an issue with the air conditioning in the Children's Room that they will also be addressing.

Technology

May 2022

Technology Statistics	Current Month	2022 to Date	2021 Total
Public Computer Sessions	168	708	777
WiFi Sessions (unique users)	613	2,356	5,580

Electric Vehicle Chargers

May 2022

EV Charger Statistics	Current Month	2022 to Date	2021 Total
Charging Sessions	39	174	192
Unique Drivers	15	85	80
Energy Dispensed	407 kWh	2,027 kWh	1,850.93 kWh
Average Energy Cost .12 kWh	\$48.84	\$243.24	\$222.11

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	6/27/2022	6.6%

*Saratoga County Percent Positive 7 Day Results per NYS

Meetings & Professional Development

- **Mary Jane Baumbach, Clerk:** Charlton Parade 6/4, Flag Day Parade 6/9
- **Carol Chaisson, Clerk:** Flag Day Parade 6/9
- **Rebecca Darling, Director:** Library Trustees 5/25, ESLN Ask the Lawyer 5/27, Town of Ballston 5/31, BH-BL BPA 6/1, Library Trustees Special Meeting 6/1, Charlton Party in the Park 6/4, Charlton Parade 6/5, Friends of the Library 6/7, Flag Day Parade 6/9, Town of Charlton 6/13, Budget & Finance Meeting 6/14, Town of Ballston 6/14, SALS Director's Council 6/15, Policy Meeting 6/16, Legal Meeting 6/22, UHY 6/28
- **Alyssa Harvey, Head of Youth Services:** Charlton parade 6/5
- **Deborah Fiedler, Substitute:** NYS Harassment Training
- **Jenn Richard, Head of Adult Services:** Library Trustees 5/25, Town of Ballston 5/31. Library Trustees Special Meeting 6/1, Charlton Party in the Park 6/4, Friends of the Library 6/7, Flag Day Parade 6/9, Town of Ballston 6/14
- **Terry Riley, Account Clerk:** NYS Retirement 6/2, NYS Retirement 6/7, NYS Retirement 6/16, UHY 6/28
- **Krysten Rodrigues, Clerk:** Flag Day Parade 6/9
- **Kelly Shaginaw, Substitute:** NYS Harassment Training
- **Charity Shillito, Substitute:** NYS Harassment Training
- **Julia Stone, Trustee:** Trustee Handbook Book Club: PR & Advocacy 6/14
- **Tom Shaginaw, Trustee:** Trustee Handbook Book Club: PR & Advocacy 6/14

Rebecca Verhayden Darling, Director 6/28/2022



**TOWN OF BALLSTON
COMMUNITY LIBRARY**
COMMITTED AND CONNECTED

2021 Annual Report to the Public



In 2021 the Library was thrilled to resume and expand services! We were also lucky enough to add three new staff members to our team; Head of Youth Services Librarian Alyssa Harvey, Library Assistant Michelle Dannehofer-Cau, and Library Clerk Tricia Bitley.



2 Lawmar Lane, Burnt Hills, New York 12027

Library Hours:

Monday, Tuesday & Thursday 9 AM—7 PM
Wednesday & Friday 9 AM—5 PM
Saturday 9 AM—2 PM

<http://toblibrary.sals.edu>

518.399.8174

web.toblibrary@gmail.com

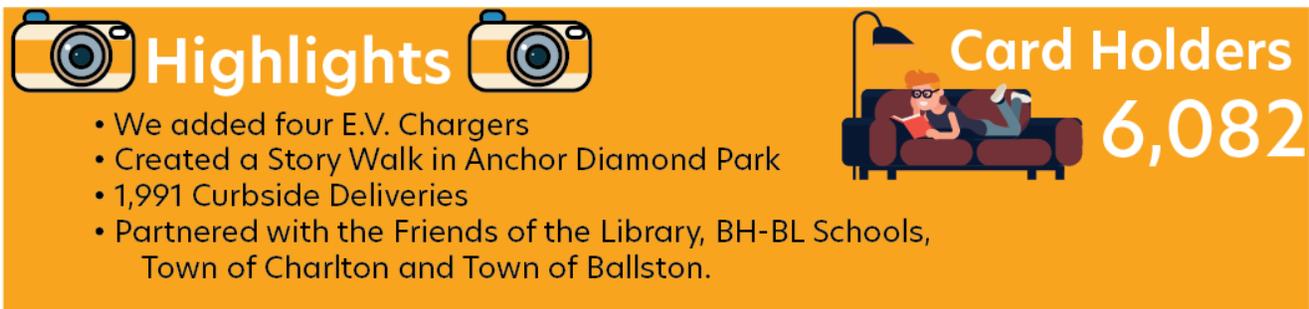


@toblibrary

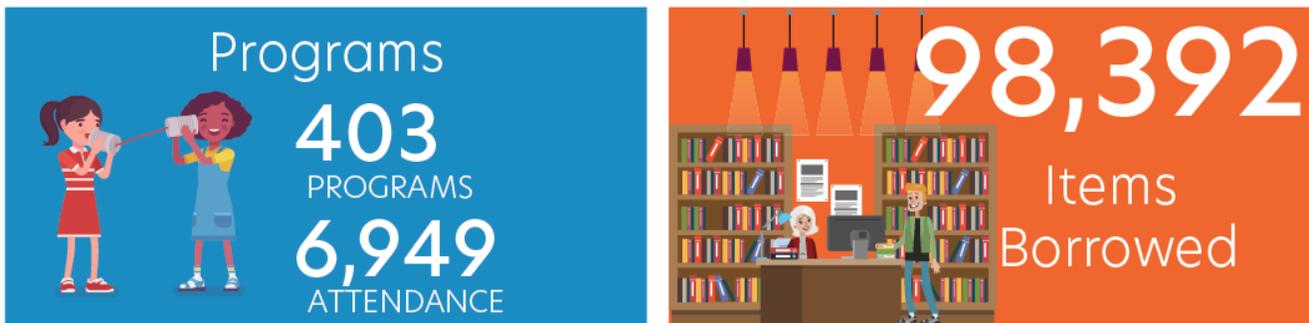


TOWN OF BALLSTON COMMUNITY LIBRARY

REPORT TO OUR COMMUNITY



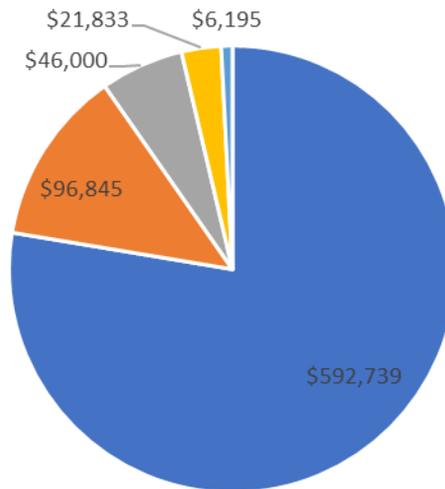
HOW WE GOT IT DONE IN 2021



Library Finances

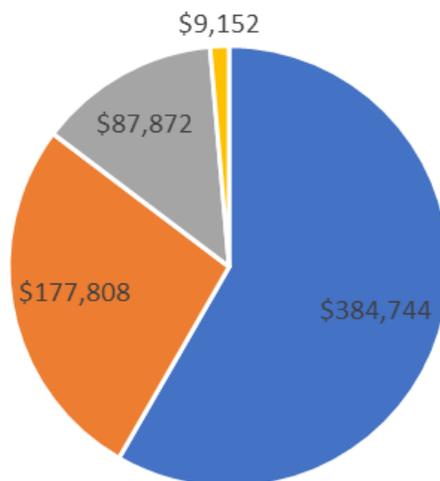
The Library receives funding from several sources. Primarily supported by the residents of the Ballston Tax District (Ballston residents who live outside the Village of Ballston Spa), the Library also contracts with the Town of Charlton to provide service to their residents. In the past few years we've aggressively applied for grants to upgrade our facility and make our building more sustainable. In 2021 a NYSERDA grant fully funded adding four Electric Vehicle Chargers to the Library parking lot. We also were awarded a \$107,000 New York State Construction Grant to build a Local History Room and upgrade to the existing light fixtures to LED. We hope to begin construction in Fall 2023.

2021 Revenue



- Ballston Library District
- NYS Construction Grant
- Town of Charlton
- Donations, Gifts & Grant
- Fines & Fees

2021 Expenditures



- Salary & Benefits
- Building Operation & Maintenance
- Library Materials (Print & Digital)
- Library Programs

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

For the past two years, much of the library's efforts have been focused on continuing to deliver valuable services through the ever-shifting pandemic. I am proud to report that we did not skip a beat; from curbside pickup to online programming, the library never shut down. All the credit goes to the amazing, resilient and passionate staff of your library. We're not completely out of the woods, however, we're optimistic that we can start to focus again on returning to the in-person programs and services that are the hallmark of the Town of Ballston Community Library.

This fall we are scheduled to begin construction on a local history room. Funded in large part by a grant from New York State, this new space will honor the history of our town and also give groups a gathering place in addition to our community room. This is just the latest phase of a journey that started years ago with the reconfiguration of the first floor. The library hears your feedback and has prioritized making changes in response to the community's evolving needs.

This will be my last letter as President of the Library Board of Trustees; I have reached the end of my term, as have two other long-serving trustees, Tom Shaginaw and Michelle Hernandez. It has been an honor and a pleasure to serve our community with an inspiring team of trustees and library staff. I am confident that the Board of Trustees will continue to remain strong, reliably guide the library, and advocate for providing services that exceed expectations. The best is yet to come.

The library is the gem of our community. With your support, it really sparkles.



Board of Trustees

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

Friends of the Library

Melia Gordon, Co-President
Donna Keegan, Co-President
Peggy Sheaffer, Vice President
Stef Leshner, Co-Secretary
Liz Newsom, Co-Secretary
Tim Newell, Treasurer

Town Representatives

Michael Carota, Town of Ballston
Chris Tasse, Town of Charlton

Library Management Team

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

Library Staff

Angelo Aldi	Elizabeth Lafergola
Mary Jane Baumbach	Hannah Moore
Tricia Bitley	Amelia Grace Morrow
Carol Chaisson	William Newsom
Rong-Jane Chen	Pati Pericone
Michelle Dannenhoffer-Cau	Terry Riley
Deborah Fiedler	Krysten Rodrigues
Mary Hayden	Kelly Shaginaw
Erin Knight	Charity Shillito
Lindsay Kosnick	Ruta Tomik