

Town of Ballston Community Library
Board of Trustees Meeting
October 27, 2021

Agenda

- 1) Call to order
- 2) Minutes of September 29, 2021 Meeting
- 3) Minutes of October 7, 2021 Meeting
- 4) Report of Special Funds
- 5) Monthly Financial Report
- 6) Approval of Bills
- 7) Librarians' Reports
- 8) Reports of Committees
 - a) Long Range Plan
- 9) Old Business
 - a) Reopening Plan Update
 - b) Local History & Lighting Construction Project
 - c) Rotary Peace Pole
 - d) NYS Construction Grant 2021 Application
 - e) 2022 Budget
 - f) Library Calendar
- 10) New Business
 - a) Insurance Presentation by Tim Newell of Newell Family Insurance
 - b) Contract for Snow Removal
 - c) Special Meeting Schedule
 - d) Update Financial Policies
- 11) Executive Session: Discuss Legal Matters
- 12) Adjournment

October Bill Signing: Julia Stone

Town of Ballston Town Board Meeting: Tuesday, November 9 at 6:30 PM
November Bill Signing: Steve Zarelli

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
September 29, 2021**

Call to order: The meeting was called to order at 7:01 p.m. by President Steve Zarelli.

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

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

Town of Ballston Representative – [] John Antoski

Town of Charlton Representative – [] Doug Ranaletto

Guest – Dave Meager, AMSURE

Board Minutes: On a motion by Steve Burchett with a second from Carolyn Speenburgh, the trustees voted to approve the minutes of the August 25, 2021 meeting. There was one abstention.

Report of Special Funds: Special funds for September were reviewed.

Monthly Financial Statements: Financial statements for September were reviewed.

Approval of Bills: The September bills, reviewed and signed by Carolyn Speenburgh, were approved on a motion by Steve Burchett with a second by Sue Tomlinson.

Director's Report: appended at end of minutes.

Reports of Committees:

Long Range Plan: The committee is reviewing the survey responses and the responses from the ASK and Aspiration exercises. We met over Zoom and are beginning to prepare a draft of the written Long Range Plan for presentation to the trustees.

Old Business:

Reopening Plan Update: no change.

Gold Award Project: the project has been completed, and there was very good attendance for the Story Hour held on September 25.

Local History Room and Lighting Construction Project: should be going out to bid in October. Hoping for project completion in Spring 2022.

Rotary Peace Pole: the pole will be erected on October 11, with an unveiling planned for end of October.

NYS Construction Grant 2021 Application: Our application was accepted; approval for the project to upgrade the Children's Room to LED lighting is in the works.

2022 Budget: Our 2022 budget proposal was accepted by the Town as submitted.

New Business:

Resolution to hire Mary Hayden as a page at the Town of Ballston Community Library Beginning October 13, 2021: On a motion by Tom Shaginaw with second from Steve Burchett, trustees voted to approve hiring Mary Hayden as a page beginning October 13, 2021.

Accept the resignation of Charity Shillito, Library Page, on September 17, 2021: Trustees voted, on a motion by Sue Tomlinson, seconded by Carolyn Speenburgh, to accept the resignation of Charity Shillito.

Accept the resignation of Linda Fieldhouse, Library Clerk, on September 29, 2021: Trustees voted, on a motion by Carolyn Speenburgh, seconded by Steve Burchett, to accept the resignation of Linda Fieldhouse.

2022 library calendar: A motion was made by Steve Burchett and seconded by Michelle Hernandez to accept the 2022 library calendar with the edit discussed for January 1. It passed with all in favor.

Jim Meager, AMSURE Insurance: Mr. Meager reviewed information about a plan to insure the library through AMSURE Insurance and answered trustees' questions. The library will secure other proposals before selecting an insurance provider.

CINTAS Contract: CINTAS provides soaps and paper products for the library. Director Darling stated that we have not been satisfied with their service and do not wish to renew the contract, which expires at the end of this year. She will be seeking bids from alternate providers.

Executive session: At 9:02, on a motion by Steve Burchett, with second from Tom Shaginaw, trustees voted to enter executive session to discuss legal matters. At 9:30, Steve Burchett made a motion which was seconded by Carolyn Speenburgh to exit executive session, where no votes were taken.

Adjournment: At 9:31, on a motion by Carolyn Speenburgh, with second from Tom Shaginaw, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Sue Tomlinson, Secretary

Town of Ballston Community Library Director's Report

September 2021

Circulation Statistics

August 2021

Circulation Statistics	Current Month	2021 YTD	2020 Total
Items Added to Collection	266	2,410	2,791
Number of Physical Items Circulated	9,926	55,220	49,737
Overdrive Circulation	955	7,854	13,164
Hoopla Circulation	482	3,467	3,217
New Patron Registrations	34	178	108
Curbside Appointments	22	1,952	2,555
Patrons in the Building	3,261	10,779	21,461

Programs & Events

August 2021

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2021 YTD	Participants 2021 YTD	Number Offered 2020 Total	Participants 2020 Total
Preschool	9	125	90	1,492	105	1,767
Elementary	4	131	35	591	31	489
Teen	2	81	11	165	18	99
Adult	2	22	25	402	30	291
Family	6	230	126	2,226	6	140
Outreach	0	0	5	273	37	1,488
TOTALS	23	589	292	5,149	227	4,274



Story Time with Miss Alyssa



Grab N Go Craft



Llamas at the Library

- The Summer Reading Program ended on September 4th and our final numbers were:
Pre-School: 105 kids - 55, 401 minutes

Elementary: 354 kids - 435,167 minutes

Teen: 107 kids - 151,647 minutes

Grand Total: 610 kids - 642,215 minutes

- Alyssa finished the NY state Summer Reading report and I've been sent next year's manual to begin planning ahead.
- The outdoor story time space has been a hit with our patrons for the last few weeks. Several parents and grandparents have shared that they love being able to go into the library once story time is done.
- Our Grab N Go crafts are still very popular with kids and teens and I will continue to offer 2 for children and 1 for teens each month for the rest of the year.
- Alyssa is excited to do some more fall themed programs throughout October and continue planning events for November and December.
- Memoir Writing at Elmer Smith Park is off and running! That will run through part of October. Jenn attended the vendor Fair at Sorrella Spa on Saturday, September 18th. Jenn booked an outdoor craft program from a connection made at the vendor fair, and that program is scheduled for Saturday, October 16th. And is working on other fall Grab'N Go's, as well as some other programming options.

Organizational Goals

- The Long-Range Planning committee is writing the draft of the Long Range Plan using the survey results and community feedback we received. The goal is to approve the 2021-2025 plan at the October Trustee meeting.

Financials

Account Balances Chart

Library Held			Town Held		
	Status	Balance		Status	Balance
Fund Balance Account	In place (xxx1567)	\$0	Fund Balance Account	In place	\$300,406 ‡
Operating Account	In place (xxx1164)	\$99,291 †	Operating Account	In place (Town Fund 17.)	\$280,696 *
Trustees Account	In place (xxx1596)	\$1,093	Trustees Account	In place (xxx6102)	\$3,954
Petty Cash Account	Not yet established		Petty Cash Account	In place (xxx5534)	\$406
			Petty Cash On Hand	Lock Box	\$58
			Circulation Tray	Tray	\$75

Table 2. Summary of Library Funds and Accounts Holding those Funds as of 30 August, 2021 (unless otherwise noted)

† Principally from Department of Library Development State Aid for Library Construction Grant

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

* Value provided by Town of Ballston Budget Officer (2 August, 2021)

Staff & Volunteers

- A dozen volunteers worked to scan and sort donations for the upcoming Book Sale. The Friends are looking for volunteers to help with the sale September 30-October 2. On October 1, the Kona Ice Truck will be at the sale from 3:00 PM – 5:00 PM and 20% of all sales will go to the Friends.

Facility Update

- Mangione replaced the automatic door opener on September 28. Library staff are working on the grant application to SALS for possible reimbursement.
- The Friends of the Library are researching possible tree replacements for in front of the Library.
- The outdoor program space is now complete and was officially opened with a Gold Award Story Time on September 25.

Technology

August 2021

Technology Statistics	Current Month	2021 YTD	2020 Total
Public Computer Sessions	85	411	964
WiFi Sessions (unique users)	559	3,484	5,355

Marketing

August 2021

Marketing Statistics	Current Month	2021 YTD	2020 Total
Social Media Posts	52	696	Not Available
Website Visits	3,545	21,545 (does not include January)	77,869

Electric Vehicle Chargers

August 2021

EV Charger Statistics	Current Month	2021 YTD	2020 Total
Charging Sessions	21	62	N/A
Unique Drivers	13	28	N/A
Energy Dispensed	259 kWh	432.93 kWh	N/A
Average Energy Cost .12 kWh	\$31.08	\$51.95	N/A

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%
Current Levels	9/29/2021	3.0%

*Saratoga County Percent Positive Results per NYS

Meetings & Professional Development

- Rebecca Darling, Director: Board of Trustees, Budget Committee Meeting, Ballston Town Board, Friends of the Library, Library Works: Strategies for a Successful Directorship
- Alyssa Harvey, Head of Youth Services: Board of Trustees
- Jenn Richard, Head of Adult Services: Board of Trustees, Ballston Town Board, Friends of the Library, SALS Adult Program Swap

Rebecca Verhayden Darling, Director 9/29/2021

Town of Ballston Community Library

Board of Trustees Meeting Minutes

October 7, 2021

Call to order: The meeting was called to order at 7:05 p.m. by Secretary Sue Tomlinson.

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

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

Town of Ballston Representative – []John Antoski

Town of Charlton Representative – []Doug Ranaletto

Board Minutes: Review of the minutes from the September 29, 2021 Board of Trustees meeting was deferred.

Old Business:

Library Insurance: Tim Newell (from Newell Family Insurance) will join the October Trustee meetings to outline insurance options for the Library.

New Business:

New Clerk: On a motion by Tom Shaginaw, with a second from Julia Stone, the trustees unanimously voted to hire Tricia Bitley as Library Clerk effective 1 November 2021 at a rate of \$12.70/hour.

Employee Handbook: On a motion by Tom Shaginaw, with a second by Carolyn Speenburgh, the Trustees unanimously voted to approve Public Sector HR Professional Services to develop an Employee Handbook Development and Implementation at a cost of \$4,000.

Executive Session: At 7:19 on a motion by Carolyn Speenburgh, seconded by Julia Stone, the Trustees voted, without exception, to enter executive session to discuss legal issues.

At 7:25, Tom Shaginaw made a motion, seconded by Carolyn Speenburgh, that was unanimously approved, to exit executive session, where no votes were taken.

Adjournment: At 7:26, on a motion by Julia Stone, with second from Carolyn Speenburgh, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Tom Shaginaw, Trustee

Town of Ballston Community Library - Petty Cash On Hand

Transaction Report
January - December 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Petty Cash on hand							
	Beginning Balance						66.70
01/07/2021	Check	2533	Cash	reimb PC O/H dec 2020	Petty Cash - BSNB Bank	33.30	100.00
02/11/2021	Check	PC O/H	Hannaford	book club supplies - purchased by MJB	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-2.38	97.62
07/06/2021	Check	2539	Cash	PC O/H reimb June 2021	Petty Cash - BSNB Bank	2.38	100.00
07/13/2021	Check	PC O/H	Carol Chaisson	replacement game pieces	17.7410.54.078.0.000 LIBRARY MATERIALS:LIBRARY MATERIALS - NYS Other Materials	-6.76	93.24
07/22/2021	Check	PC O/H	Carol Chaisson	reimb C Chaisson replacement game card - Ticket to Ride reimb C Chaisson replacement game pieces trains - Ticket to Ride	-Split-	-16.15	77.09
08/03/2021	Check	2541	Cash	PC O/H reimb July 2021	Petty Cash - BSNB Bank	22.91	100.00
08/16/2021	Check	PC O/H	Mary Jane Baumbach2	book club crafts - reimb MJB	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-6.00	94.00
09/09/2021	Check	PC O/H	Mary Jane Baumbach2	reimb for book club supplies (Michaels receipt)	17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-6.28	87.72
09/13/2021	Check	PC O/H	Mary Jane Baumbach2		17.7410.54.044.0.000 OFFICE EXPENSES:LIBRARY PROGRAM DELIVERY COSTS	-8.00	79.72
09/21/2021	Check	PC O/H	Mary Jane Baumbach2	reimb for book club supplies: Michaels 9.18.21 receipt Dollar Tree 9/14/21 receipt	-Split-	-7.19	72.53
09/23/2021	Check	PC O/H	Richard, Jennifer	reimb - graphic design course	17.7410.54.019.0.000 OPERATION EXPENSE:PROFESSIONAL DEVELOPMENT / TRAINING	-14.99	57.54
10/05/2021	Check	PC O/H	United States Post Office	2 certified letters to Cintas - non renewal notice mailed 10/5/2021	17.7410.54.041.0.000 OFFICE EXPENSES:POSTAGE / MAILINGS	-14.76	42.78
10/18/2021	Check	2544	Cash	PC Sept 2021 reimbursement PC o/h	Petty Cash - BSNB Bank	42.46	85.24
Total for Petty Cash on hand						\$18.54	
TOTAL						\$18.54	

Town of Ballston Community Library - Petty Cash BSNB

Transaction Report
January - December 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Petty Cash - BSNB Bank							
	Beginning Balance						400.61
01/07/2021	Check	2533	Cash	reimb PC O/H dec 2020	Petty Cash on hand	-33.30	367.31
01/07/2021	Deposit			Deposit	Cash - NBT General Fund:Cash Disbursements	38.30	405.61
02/11/2021	Check	2534	TOB Community Library Trustee Fund	patron pd fine \$1.35 and \$15.00 Trustee donation on one check. Actions: dep patron ck#808 to PC Bank; wrote PC ck#2534 & dep to New Trustee Fund; wrote PC ck#2535 & dep to Town Gen Fund	17.2082.41.005.0.000 LIBRARY CHARGES:LIBRARY CHARGES - Fines	-15.00	390.61
02/11/2021	Check	2535	Town of Ballston Community Library	patron pd fine \$1.35 and \$15.00 Trustee donation on one check. Actions: dep patron ck#808 to PC Bank; wrote PC ck#2534 & dep to New Trustee Fund; wrote PC ck#2535 & dep to Town Gen Fund	17.2082.41.005.0.000 LIBRARY CHARGES:LIBRARY CHARGES - Fines	-1.35	389.26
02/11/2021	Deposit		Steven D Whitman (deleted)	patron pd fine \$1.35 and \$15.00 Trustee donation on one check. Actions: dep patron ck#808 to PC Bank; wrote PC ck#2534 & dep to New Trustee Fund; wrote PC ck#2535 & dep to Town Gen Fund	17.2082.41.005.0.000 LIBRARY CHARGES:LIBRARY CHARGES - Fines	16.35	405.61
03/22/2021	Deposit			SCP - 2 lost books - patron pd cash (PC ck#2536 sent to SCP)	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	60.00	465.61
03/22/2021	Expenditure	2536	Schenectady County Public Library	2 SCP books pd via cash by patron	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	-60.00	405.61
06/03/2021	Check	2537	Deborah Dugan (deleted)	refund of lost book fee paid 3/30/2021 and deposited to Library cking xxx1164 on 4/26/2021. Patron found/returned book June 2021. late fees waived and refund approved by R Darling to be paid via PC ck and PC reimbursed via Town cking xxx 6779.	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	-10.00	395.61
06/28/2021	Check	2538	Sorella Spa & Wellness	vendor fair booth 9/18/2021	17.7410.54.042.0.000 OFFICE EXPENSES:PUBLCITY / Promotion	-40.00	355.61
07/06/2021	Check	2539	Cash	PC O/H reimb June 2021	Petty Cash on hand	-2.38	353.23
07/06/2021	Deposit			reimb deposit	Cash - NBT General Fund:Cash Disbursements	12.38	365.61
07/20/2021	Check	2540	Schenectady County Public Library	SCP lost book 0000419877592 pd @ BUR	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	-12.99	352.62
07/20/2021	Deposit			SCP lost book 0000419877592 pd @ BUR	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	12.99	365.61
08/03/2021	Check	2541	Cash	PC O/H reimb July 2021	Petty Cash on hand	-22.91	342.70
08/03/2021	Deposit			monthly reimb deposit	Cash - NBT General Fund:Cash Disbursements	62.91	405.61
08/16/2021	Deposit			CPH lost bk 0000605389378 pd @ BUR PCd ck# 2542 sent via courier 8/18/2021	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	2.99	408.60
08/17/2021	Check	2542	Clifton Park-Halfmoon Public Library	CPH lost book 0000605389378 pd @ BUR patron pd cash	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	-2.99	405.61
10/12/2021	Check	2543	Clifton Park-Halfmoon Public Library	CPH lost book 000060488694 pd @ BUR patron paid cash	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	-16.95	388.66
10/12/2021	Deposit			CPH lost book 000060488694 pd @ BUR	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	16.95	405.61
10/18/2021	Check	2544	Cash	PC Sept 2021 reimbursement PC o/h	Petty Cash on hand	-42.46	363.15

Town of Ballston Community Library - Petty Cash BSNB

Transaction Report
January - December 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10/18/2021	Deposit			PC Sept 2021 reimbursement for PC o/h	0205336779 Cash - NBT General Fund	42.46	405.61
10/19/2021	Check	2545	Ballston Spa Library	Ballston Spa Library lost bk pd @ BUR patron pd cash - PC ck# 2545 to Ballston Spa Library	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	-10.00	395.61
10/25/2021	Deposit			Ballston Spa lost book pd @ BUR PC ck# 2545 to BAL Library	17.2082.41.006.0.000 LIBRARY CHARGES:LIBRARY CHARGE - Lost Materials	10.00	405.61
Total for Petty Cash - BSNB Bank						\$5.00	
TOTAL						\$5.00	

TOB Library NEW Trustee Account (xxx1596)

10/25/2021 11:40

Date	Check Number	Description	Fund	Withdrawal Amount	clrd	Deposit Amount	Account Balance
							\$0.00
1.7.2021	2453	donation Shaginaw	UNDESIGNATED		✓	\$500.00	\$500.00
1.7.2021	2240	donation Petrillose	UNDESIGNATED		✓	\$50.00	\$550.00
1.7.2021	cash	donation Anonymous	UNDESIGNATED		✓	\$10.00	\$560.00
1.20.2021	bank debit	Harland ck order qty 80	UNDESIGNATED	\$27.00	✓		\$533.00
1.20.2021	bank debit	Harland dep slip order 1 pk	UNDESIGNATED	\$16.63	✓		\$516.37
2.11.2021	PC ck#2534	Whitman donation	UNDESIGNATED		✓	\$15.00	\$531.37
2.26.2021		interest earned	UNDESIGNATED		✓	\$0.01	\$531.38
3.2.2021	8609	McQueen Fund/donor J Aronson-Hanson	McQueen		✓	\$100.00	\$631.38
3.8.2021	785624	GE Match (Shaginaw)	UNDESIGNATED		✓	\$500.00	\$1,131.38
3.22.2021	101	CHECK VOIDED			⊖		\$1,131.38
3.22.2021	T ck# 1002	Amazon.com (1/2 McQueen memorial)	McQueen	\$44.00	✓		\$1,087.38
3.31.2021		interest earned	UNDESIGNATED		✓	\$0.03	\$1,087.41
4.6.2021	2338	donation P. Petrillose	UNDESIGNATED		✓	\$50.00	\$1,137.41
4.30.2021		interest earned	UNDESIGNATED		✓	\$0.03	\$1,137.44
5.10.2021	ck#5094	BH Wom Club (VanValkenburg)	BHWC		✓	\$30.00	\$1,167.44
5.31.2021		interest earned thru 5/31/21	UNDESIGNATED		✓	\$0.03	\$1,167.47
6.29.2021	627	Susannah Rieffel 5th graduation donation	RIEFFEL		✓	\$50.00	\$1,217.47
6.30.2021		interest earned	UNDESIGNATED		✓	\$0.03	\$1,217.50
6.30.2021	T ck#1003	Amazon.com inv# 958945784463	McQueen	\$22.25	✓		\$1,195.25
6.30.2021	T ck#1003	amazon.com credit# 7854974855383	McQueen	-\$1.00	✓		\$1,196.25
7.27.2021	T ck#1004	Amazon.com inv# 455879743987	RIEFFEL	\$49.95	✓		\$1,146.30
7.27.2021	T ck#1004	Amazon.com inv# 994985576377	BHWC	\$30.00	✓		\$1,116.30
7.30.2021		interest earned	UNDESIGNATED		✓	0.03	\$1,116.33
8.25.2021	T ck#1005	CHECK VOIDED			✓		\$1,116.33
8.25.2021	T ck#1006	Amazon.com inv#577499896559	McQueen	\$23.49	✓		\$1,092.84
8.31.2021		interest earned	UNDESIGNATED		✓	0.03	\$1,092.87
9/30/2021		interest earned	UNDESIGNATED		✓	0.03	\$1,092.90
10.4.2021	BSNB ck# 1271986	orig Trustee (201826102) closure 9/16/2021	SPLIT			3953.62	\$5,046.52
10.12.2021	FOL ck#583	1/2 Fall Book Sale proceeds				419.33	\$5,465.85

Town of Ballston Community Library

Budget vs. Actuals 2021: FY_2021 - FY21 P&L

January - October, 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Revenue				
BALLSTON TAXES				
17.1001.41.000.0.000 Real Property Taxes	592,739.43	591,740.00	-999.43	100.17 %
Total BALLSTON TAXES	592,739.43	591,740.00	-999.43	100.17 %
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Other Governments	34,500.00	46,000.00	11,500.00	75.00 %
Total CHARLTON LIBRARY SVCS	34,500.00	46,000.00	11,500.00	75.00 %
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees		3,000.00	3,000.00	
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	1.35	6,000.00	5,998.65	0.02 %
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials	11.95	1,500.00	1,488.05	0.80 %
Total LIBRARY CHARGES	13.30	10,500.00	10,486.70	0.13 %
LIBRARY SYSTEM GRANTS				
17.2760.41.001.0.000 Library System Grants - LLSA	3,159.00	1,960.00	-1,199.00	161.17 %
Total LIBRARY SYSTEM GRANTS	3,159.00	1,960.00	-1,199.00	161.17 %
MISC REVENUE				
17.2401.41.000.0.000 INTEREST & EARNINGS	1.66		-1.66	
17.2705.41.000.0.000 Gifts & Donations	146.77		-146.77	
17.2770.41.000.0.000 Other Unclassified Revenues	16,059.82		-16,059.82	
17.9999.41.000.0.000 Budget Fund Balance Draw		30,500.00	30,500.00	
Total MISC REVENUE	16,208.25	30,500.00	14,291.75	53.14 %
Total Revenue	\$646,619.98	\$680,700.00	\$34,080.02	94.99 %
GROSS PROFIT	\$646,619.98	\$680,700.00	\$34,080.02	94.99 %
Expenditures				
17 OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	3,823.67	5,500.00	1,676.33	69.52 %
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	3,363.82	3,000.00	-363.82	112.13 %
17.7410.54.041.0.000 POSTAGE / MAILINGS	366.06	600.00	233.94	61.01 %
17.7410.54.042.0.000 PUBLICITY / Promotion	437.07	1,700.00	1,262.93	25.71 %
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	7,048.41	11,500.00	4,451.59	61.29 %
Total 17 OFFICE EXPENSES	15,039.03	22,300.00	7,260.97	67.44 %
BENEFITS				
17.9010.58.000.0.000 STATE RETIREMENT CONTRIBUTION COSTS	8,292.06	31,000.00	22,707.94	26.75 %
17.9010.58.001.0.000 Retirement (Kaplan)		2,227.00	2,227.00	
17.9030.58.000.0.000 SOCIAL SECURITY CONTRIBUTION COSTS	16,227.53	20,498.00	4,270.47	79.17 %
17.9035.58.000.0.000 MEDICARE CONTRIBUTION COSTS	3,795.15	4,794.00	998.85	79.16 %
17.9055.58.000.0.000 DISABILITY INSURANCE COSTS	736.58	980.00	243.42	75.16 %
17.9060.58.051.0.000 HEALTH / DENTAL INSURANCE (Town Funded)	2,844.38	19,935.00	17,090.62	14.27 %
17.9060.58.052.0.000 HRA (Health Reimbursement Account Town Share)		2,275.00	2,275.00	
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees	2,937.44		-2,937.44	
17.9060.58.054.0.000 HEALTH INSURANCE OPT OUT (Town Funded)	3,000.00	3,600.00	600.00	83.33 %
Total BENEFITS	37,833.14	85,309.00	47,475.86	44.35 %
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	3,096.50	9,000.00	5,903.50	34.41 %
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES	645.00	200.00	-445.00	322.50 %
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	19,035.44		-19,035.44	
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	22,776.94	9,200.00	-13,576.94	247.58 %
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	39,838.95	60,000.00	20,161.05	66.40 %
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	2,219.04	3,000.00	780.96	73.97 %
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	854.18	900.00	45.82	94.91 %
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books	5,000.00	5,000.00	0.00	100.00 %
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	7,617.78	7,500.00	-117.78	101.57 %

Town of Ballston Community Library

Budget vs. Actuals 2021: FY_2021 - FY21 P&L

January - October, 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	11,782.27	17,000.00	5,217.73	69.31 %
Total LIBRARY MATERIALS	67,312.22	93,400.00	26,087.78	72.07 %
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 LIBRARY PERSONNEL SERVICES - Certified Librarians	121,551.24	173,123.00	51,571.76	70.21 %
17.7410.51.031.0.000 LIBRARY PERSONNEL SERVICES - Clerical Staff	123,215.90	130,485.00	7,269.10	94.43 %
17.7410.51.032.0.000 LIBRARY PERSONNEL SERVICES - Pages	14,779.75	27,000.00	12,220.25	54.74 %
Total LIBRARY PERSONNEL SERVICES	259,546.89	330,608.00	71,061.11	78.51 %
OPERATION EXPENSE				
17.1620.54.009.0.000 Professional Services - Grounds Maintenance	630.00	1,500.00	870.00	42.00 %
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE	5,725.83	21,500.00	15,774.17	26.63 %
17.7410.54.000.0.000 LIBRARY CONTRACTUAL EXPENDITURES (not specified)	13,193.57		-13,193.57	
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	13,223.72	17,500.00	4,276.28	75.56 %
17.7410.54.010.0.000 PROFESSIONAL SERVICES - IT	17,096.40	17,715.00	618.60	96.51 %
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,829.89	5,000.00	2,170.11	56.60 %
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	1,915.40	2,800.00	884.60	68.41 %
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	148.77	1,500.00	1,351.23	9.92 %
17.7410.54.039.0.000 CUSTODIAL SERVICES	27,063.83	1,500.00	-25,563.83	1,804.26 %
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	1,279.66	5,000.00	3,720.34	25.59 %
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	196.33	200.00	3.67	98.17 %
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	478.08	13,200.00	12,721.92	3.62 %
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	10,563.62	16,700.00	6,136.38	63.26 %
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	731.25	1,000.00	268.75	73.13 %
Total OPERATION EXPENSE	95,076.35	105,115.00	10,038.65	90.45 %
SPECIAL ITEMS				
17.1320.54.007.0.000 AUDITOR - Professional Services (Library)	4,610.97	4,250.00	-360.97	108.49 %
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	6,749.51	7,000.00	250.49	96.42 %
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)	1,467.87		-1,467.87	
17.9999.00.000.0.000 Lib Fund Surp		22,518.00	22,518.00	
Total SPECIAL ITEMS	12,828.35	34,768.00	21,939.65	36.90 %
Total Expenditures	\$510,412.92	\$680,700.00	\$170,287.08	74.98 %
NET OPERATING REVENUE	\$136,207.06	\$0.00	\$ -136,207.06	0.00%
NET REVENUE	\$136,207.06	\$0.00	\$ -136,207.06	0.00%

12:23 PM

10/25/21

Accrual Basis

Town of Ballston Community Library
Income / Expenses (NEW Checking xxx1640)
January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
LIBRARY CHARGES	
Lib Chgs - Copier 2082.41.004	973.18
Lib Chgs - Fines 2082.41.005	3,341.30
Lib Chgs - Lost 2082.41.006	617.83
	<hr/>
Total LIBRARY CHARGES	4,932.31
REVENUE	
Gifts & Donations 2705.41.000	623.77
Other Cash Grants 2760.41.003	97,124.60
Unclassified Rev 2770.41.000	2,374.65
	<hr/>
Total REVENUE	100,123.02
Total Income	105,055.33
Expense	
LIBRARY EQUIP & CAPITAL OUTLAYS	
7997.52 Lib Bldg Cap Outlays	4,196.25
	<hr/>
Total LIBRARY EQUIP & CAPITAL OUTLAYS	4,196.25
OFFICE EXPENSES	
Office Supplies&Mat 7410.54.001	342.78
	<hr/>
Total OFFICE EXPENSES	342.78
Total Expense	4,539.03
Net Ordinary Income	100,516.30
Net Income	<hr/> <hr/>

Town of Ballston Community Library

Abstract

As of October 31, 2021

DATE	NUM	AMOUNT	TRANSACTION TYPE
Advantage Disposal			
518-355-6615			
10/06/2021	Oct2021	74.75	Bill
Total for Advantage Disposal		\$74.75	
Baker & Taylor			
800-340-5370			
09/24/2021	5017206366	1,050.95	Bill
09/27/2021	5017214328	539.67	Bill
09/24/2021	5017151567	28.44	Bill
09/13/2021	5017185456	927.31	Bill
09/08/2021	5017176380	401.02	Bill
09/15/2021	5017194381	169.53	Bill
09/14/2021	5017190822	315.10	Bill
Total for Baker & Taylor		\$3,432.02	
Canopy Roofing & Sheetmetal, Inc			
518-605-9858			
09/29/2021	21-2781	595.00	Bill
Total for Canopy Roofing & Sheetmetal, Inc		\$595.00	
CDPHP			
10/13/2021	212860006768	479.58	Bill
Total for CDPHP		\$479.58	
Cengage Learning Inc. / Gale			
248-699-4253			
09/21/2021	75827884	34.30	Bill
09/21/2021	75827237	192.68	Bill
09/20/2021	75809515	194.18	Bill
09/20/2021	75809023	81.72	Bill
10/12/2021	76005780	29.24	Bill
09/28/2021	75900531	23.99	Bill
09/27/2021	75887718	21.00	Bill
10/05/2021	75963689	50.98	Bill
09/23/2021	75856080	146.19	Bill
10/06/2021	75973302	146.19	Bill
09/22/2021	75842743	50.23	Bill
Total for Cengage Learning Inc. / Gale		\$970.70	
CINTAS			
518-213-5566			
10/01/2021	4097551344	92.12	Bill
Total for CINTAS		\$92.12	
Demco			
800-752-7614			
10/05/2021	7018017	378.78	Bill
Total for Demco		\$378.78	

Town of Ballston Community Library

Abstract

As of October 31, 2021

DATE	NUM	AMOUNT	TRANSACTION TYPE
Direct Energy			
10/11/2021	HS12688831	30.96	Bill
Total for Direct Energy		\$30.96	
ELM USA, Inc.			
10/08/2021	44191	25.00	Bill
09/07/2021	42384	25.00	Bill
08/05/2021	41655	25.00	Bill
Total for ELM USA, Inc.		\$75.00	
HUMANA Ins. Co of NY			
10/19/2021	541516551	193.80	Bill
Total for HUMANA Ins. Co of NY		\$193.80	
Innerwood Gallery			
518.399.8504			
08/26/2021	2727	645.00	Bill
Total for Innerwood Gallery		\$645.00	
Jacobs, Beth			
10/07/2021	10.7.2021	125.00	Bill
Total for Jacobs, Beth		\$125.00	
Jenn Winn			
10/16/2021	10.16.21	100.00	Bill
Total for Jenn Winn		\$100.00	
Joseph P. Mangione, Inc.			
518-272-4080 X10 fo			
10/05/2021	513341-01	2,900.00	Bill
Total for Joseph P. Mangione, Inc.		\$2,900.00	
LibraryWorks, Inc.			
(240) 354-1281			
10/05/2021	2785	300.00	Bill
Total for LibraryWorks, Inc.		\$300.00	
Mail 'N' More			
518.399.3279			
09/27/2021	11836	116.00	Bill
Total for Mail 'N' More		\$116.00	
Midwest Tape Exchange			
800-875-2785			
09/28/2021	501046958	254.93	Bill
09/29/2021	501055885	26.24	Bill
10/01/2021	501068306	367.89	Bill
10/12/2021	501115901	248.42	Bill
09/30/2021	501069836	920.78	Bill
09/20/2021	501011251	192.95	Bill
Total for Midwest Tape Exchange		\$2,011.21	

Town of Ballston Community Library

Abstract

As of October 31, 2021

DATE	NUM	AMOUNT	TRANSACTION TYPE
National Grid 800-664-6729 10/08/2021	OCT2021	1,391.11	Bill
Total for National Grid		\$1,391.11	
Nature's Way Pest Control 518-745-5958 10/14/2021	541646	78.00	Bill
Total for Nature's Way Pest Control		\$78.00	
New York Library Assoc. 09/07/2021	REG-0131877	149.00	Bill
Total for New York Library Assoc.		\$149.00	
Public Sector HR Consultants LLC (518) 399-4512 10/15/2021	4514	1,600.00	Bill
Total for Public Sector HR Consultants LLC		\$1,600.00	
Saxton's Janitorial 10/21/2021	1445	2,295.00	Bill
Total for Saxton's Janitorial		\$2,295.00	
Sebco (800) 223-3251 10/12/2021	204097	1,293.77	Bill
Total for Sebco		\$1,293.77	
Southern Adirondack Library System 518-584-7300 10/06/2021	10261	24.31	Bill
10/08/2021	2021-9BUR	1,899.60	Bill
10/06/2021	10288	131.76	Bill
10/06/2021	10.6.21	-49.50	Vendor Credit
Total for Southern Adirondack Library System		\$2,006.17	
Staples 09/15/2021	3487294053	150.08	Bill
09/15/2021	3487294055	36.42	Bill
10/13/2021	3489858480	57.99	Bill
10/07/2021	3460346137	19.26	Bill
09/24/2021	3487959175	28.75	Bill
09/29/2021	3488362192	44.67	Bill
09/29/2021	3488362191	8.74	Bill
09/14/2021	3487202886	37.53	Bill
Total for Staples		\$383.44	
Survey Monkey 10/20/2021	41557564	99.00	Bill
09/20/2021	41382575	99.00	Bill
Total for Survey Monkey		\$198.00	

Town of Ballston Community Library

Abstract

As of October 31, 2021

DATE	NUM	AMOUNT	TRANSACTION TYPE
The Law Office of Stephanie Adams, PLLC			
716.464.33386			
10/18/2021	1697	200.00	Bill
Total for The Law Office of Stephanie Adams, PLLC		\$200.00	
Time Warner Cable			
1-877-636-3278			
10/11/2021	948178401101121	274.94	Bill
Total for Time Warner Cable		\$274.94	
Town of Ballston Water Dept.			
09/29/2021	9.29.21	123.83	Bill
Total for Town of Ballston Water Dept.		\$123.83	
Zoom Video Communications, Inc.			
09/30/2021	INV110150981	14.99	Bill
Total for Zoom Video Communications, Inc.		\$14.99	
TOTAL		\$22,528.17	

Town of Ballston Community Library Director's Report

October 2021

Circulation Statistics

September 2021

Circulation Statistics	Current Month	2021 YTD	2020 Total
Items Added to Collection	485	2,895	2,791
Number of Physical Items Circulated	7,059	62,279	49,737
Overdrive Circulation	899	8,753	13,164
Hoopla Circulation	454	3,921	3,217
New Patron Registrations	32	210	108
Curbside Appointments	15	1,967	2,555
Patrons in the Building	3,053	13,832	21,461

Programs & Events

September 2021

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2021 YTD	Participants 2021 YTD	Number Offered 2020 Total	Participants 2020 Total
Preschool	15	167	105	1,659	105	1,767
Elementary	4	35	39	626	31	489
Teen	2	36	13	201	18	99
Adult	6	67	31	469	30	291
Family	3	235	129	2,461	6	140
Outreach	1	12	6	279	37	1,488
TOTALS	31	552	323	5,695	227	4,274



Teen Grab N Go Craft



Children's Room Display



Chalk Couture Adult Program

- Children's and Teen fall programming have started off well. Our book clubs are back and have been very popular so far. With the addition of the new Graphic Novel Club, we now have book clubs for all grades: Kindergarten-12th.

Our outdoor story time space has been used frequently for programs and patrons have expressed how much they enjoy being able to do programs "at" the library.

Organizational Goals

- The Long-Range Planning committee is working on a draft of the final plan.

Financials

Account Balances Chart

	Library Held			Town Held	
	Status	Balance		Status	Balance
Fund Balance Account	In place (xxx1567)	\$0		Fund Balance Account	In place \$300,406 ‡
Operating Account	In place (xxx1164)	\$100,285.60†		Operating Account	In place (Town Fund 17.) \$218,961*
Trustees Account	In place (xxx1596)	\$1,092.90^		Trustees Account	Account closed 9/16/2021
Petty Cash Account	Not yet established			Petty Cash Account	In place (xxx5534) \$406
				Petty Cash On Hand	Lock Box \$58
				Circulation Tray	Tray \$75

Table 2. Summary of Library Funds and Accounts Holding those Funds as of 30 September, 2021 (unless otherwise noted)

† Principally from Department of Library Development State Aid for Library Construction Grant

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

^ Does not reflect \$3,953.62 - 10/4/2021 check deposit of orig Trustee Fund acct#0201826102 closed by Town 9/16/2021)

* Value provided by Town of Ballston Budget Officer (30 September, 2021)

Staff & Volunteers

Facility Update

- One of the Library building keys held by the Southern Adirondack Library System is not accounted for. SALS is paying for the exterior doors to be rekeyed and Mangione is taking care of that on 10/25/2021.

Technology

September 2021

Technology Statistics	Current Month	2021 YTD	2020 Total
Public Computer Sessions	102	513	964

WiFi Sessions (unique users)	492	3,976	5,355
-------------------------------------	-----	-------	-------

Marketing

September 2021

Marketing Statistics	Current Month	2021 YTD	2020 Total
Social Media Posts	59	755	Not Available
Website Visits	2,907	24,452 (does not include January)	77,869

Electric Vehicle Chargers

September 2021

EV Charger Statistics	Current Month	2021 YTD	2020 Total
Charging Sessions	44	106	N/A
Unique Drivers	14	42	N/A
Energy Dispensed	437 kWh	869.93 kWh	N/A
Average Energy Cost .12 kWh	\$52.44	\$104.39	N/A

Policy Review

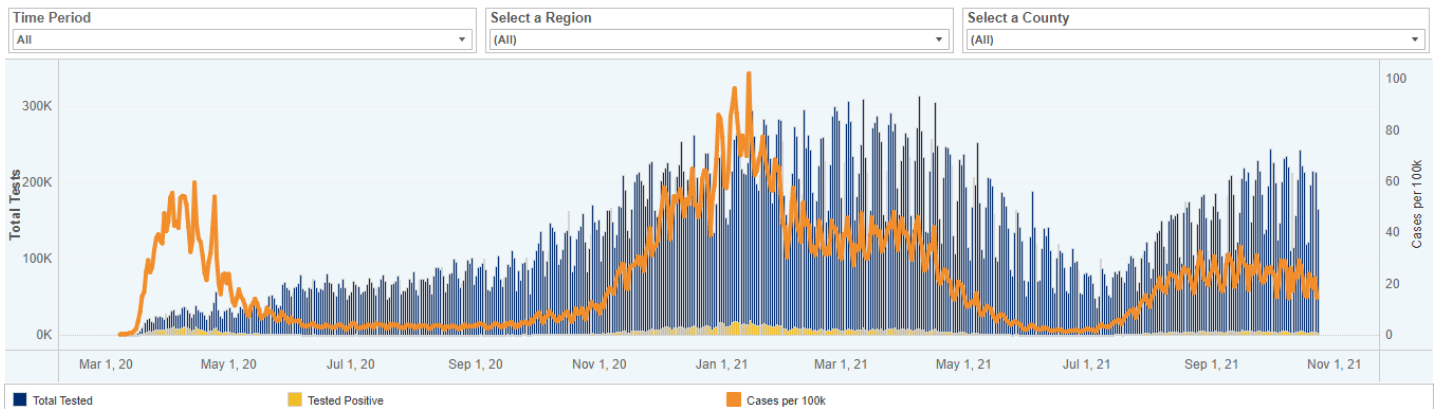
- Reopening Plan (Safety Plan)

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%
Current Levels	10/25/2021	3.2%

*Saratoga County Percent Positive Results per NYS

Positive Tests Over Time, by Region and County

Testing data as of: 10/23/2021
Testing data last updated on: 10/24/2021



Meetings & Professional Development

- Mary Jane Baumbach, Library Clerk: Library Works Training “Dealing with Hostile and Potentially Dangerous Library Users (and Staff) Behaviors”
- Carol Chaisson, Library Clerk: Library Works Training “Dealing with Hostile and Potentially Dangerous Library Users (and Staff) Behaviors”
- Rong-Jane Chen, Library Assistant: Library Works Training “Dealing with Hostile and Potentially Dangerous Library Users (and Staff) Behaviors”
- Rebecca Darling, Director: Board of Trustees, Ballston Town Board, Friends of the Library, SALS Director’s Council, SALS New Directors Training, Library Works Training “Dealing with Hostile and Potentially Dangerous Library Users (and Staff) Behaviors,” How to Train Your Community On Libby
- Alyssa Harvey, Head of Youth Services: Board of Trustees, Library Works Training “Dealing with Hostile and Potentially Dangerous Library Users (and Staff) Behaviors”, Performers and Programs Webinar
- Jenn Richard, Head of Adult Services: Board of Trustees, Ballston Town Board, Friends of the Library
- Terry Riley, Account Clerk: Library Works Training “Dealing with Hostile and Potentially Dangerous Library Users (and Staff) Behaviors”

Rebecca Verhayden Darling, Director 10/25/2021

**2022 Holiday Closing Schedule
Town of Ballston Community Library**

New Year's Day	Friday, December 31 (Observed)
Martin Luther King Jr. Day	Monday, January 17
Presidents' Day	Monday, February 21
Memorial Day	Monday, May 30
Flag Day Parade	Thursday, June 9 closing at 5:00 PM
Juneteenth	Monday, June 20 (Observed)
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Columbus Day	Monday, October 10
Veteran's Day	Friday, November 11
Thanksgiving Eve	Wednesday, November 23 closing at 2:00 PM
Thanksgiving Day	Thursday, November 24
Thanksgiving Holiday	Friday, November 25
Thanksgiving Holiday	Saturday, November 26
Christmas Eve	Saturday, December 24
Christmas Day	Monday, December 26 (Observed)
New Year's Eve	Saturday, December 31

**2022 Fulltime Employee Paid Holidays
Town of Ballston Community Library**

New Year's Day	Friday, December 31 (Observed)
Martin Luther King Jr. Day	Monday, January 17
Presidents' Day	Monday, February 21
Memorial Day	Monday, May 30
Juneteenth	Monday, June 20 (Observed)
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Columbus Day	Monday, October 10
Veteran's Day	Friday, November 11
Thanksgiving Day	Thursday, November 24
Thanksgiving Holiday	Friday, November 25
Christmas Day	Monday, December 26 (Observed)

Floating Holidays:

1 Lincoln's Birthday

Town of Ballston Community Library Snow Removal Options

2021-2022 Winter Season

Hometown Turf Lawn Care

- Hometown Turf will take care of the snow removal and salting of the sidewalks (library will provide the salt) - \$5150
- ProCut Landscape Services will take care of the snow plowing of the parking lot and salting (ProCut will provide salt for the parking lot) - \$6450.

LTS Transportation Services dba Snow-Go

- Requested estimate 10/17/21
- No response as of 10/25/21

Grastorf Enterprises LLC

- Requested estimate 10/17/21
- No response as of 10/25/21

Northwest Snowplowing

- Requested estimate 10/17/21
- No response as of 10/25/21