

**Town of Ballston Community Library  
Board of Trustees Meeting Agenda  
March 30, 2022**

- 1) Call to order**
- 2) Minutes of March 9, 2022 Meeting**
- 3) Minutes of March 23, 2022 Meeting**
- 4) Report of Special Funds**
- 5) Monthly Financial Report**
- 6) Approval of Bills**
- 7) Librarians' Reports**
- 8) Reports of Committees**
  - a) Budget & Finance
  - b) Policy
  - c) Nominating
- 9) Unfinished Business**
  - a) Reopening Plan Update
  - b) Local History & Lighting Construction Project
  - c) Ballston Legislation & Transition
- 10) New Business**
  - a) Patron Sleeping Policy
  - b) Kick Off Process to Appoint New Trustees

*Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.)  
Please state your name, address, and the resolution number you are referring to when speaking.*

- c) RESOLUTION 22-028 Consider approving the Joint Automation agreement between Town of Ballston Community Library and the MVLS/SALS Joint Automation Project
- d) RESOLUTION 22-029 Consider appointing a Nominating Committee to identify officer slate for Organizational meeting on June 29, 2022.
- e) RESOLUTION 22-030 Consider approving Policy P5500: Fund Balance and Reserve Fund Policy as part of the Town of Ballston Community Library's Financial Policies.
- f) RESOLUTION 22-031 Consider updating the Library's Reopening Plan and moving to Stage 5 effective April 1, 2022.
- g) RESOLUTION 22-032 Consider approving monthly Transition status report to the Town of Ballston.
- h) RESOLUTION 22-034 Consider providing the Letter from the Board of Trustees to potential Library Trustee Applicants for the Summer 2022 Trustee Appointments.

- 11) **Executive Session: Discuss Director Evaluation (Personnel Matters)**
- 12) **Executive Session: Discussions regarding proposed, pending or current litigation. (Legal matters)**

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

- 13) **Adjournment**

March Voucher Signing: Sue Tomlinson

Town of Charlton Town Board Meeting: Monday, April 11 at 7:30 PM

Town of Ballston Town Board Meeting: Tuesday, April 12 at 6:30 PM

April Voucher Signing: Carolyn Speenburgh

**Town of Ballston Community Library**  
**Board of Trustees Meeting Minutes**  
**March 9, 2022**

**Call to order:** The meeting was called to order at 7:00 p.m. by President Steve Zarelli.

**Present via Zoom:** [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

**Minutes of 3/3/22 monthly meeting:** On a motion by Julia Stone, with second by Steve Zarelli, trustees voted unanimously to approve the minutes of the 3/3/22 monthly meeting as corrected.

**Old Business:**

**Library Safety Plan Update:** No change. Staff and patrons seem comfortable with the change to make masks optional.

**Local History and Lighting Construction Project Update:** A meeting is scheduled for March 14 with the Town to discuss and resolve any concerns the Town has regarding the contract. The Library has sent over documentation requested by the Town.

**Legislative Update:** The status of the legislative process to update the Library's charter will also be discussed at the March 14 meeting, per Supervisor Connolly's comment at the Town Board meeting last night.

**Privilege of the Floor:** none.

**Executive Session to Discuss a Personnel Matter:** At 7:07 p.m., on a motion by Michelle Hernandez with second by Tom Shaginaw, trustees voted unanimously to enter executive session to discuss a personnel matter. At 7:28 p.m., trustees unanimously approved a motion by Julia Stone, which was seconded by Tom Shaginaw, to exit executive session, where no votes were taken.

**New Business: Motion 22-025 Approve raise in hourly salary rate of Michelle Dannenhoffer-Cau:**

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on March 9, 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

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

**22-025 Approve to raise Michelle Dannenhoffer-Cau's hourly pay rate to \$22.00 per hour.**

Seconded by Trustee Carolyn Speenburgh, offered for discussion and duly put to a vote, the results of which appear above.

**Adjournment:** At 7:30 p.m., on a motion by Julia Stone with second from Sue Tomlinson, trustees voted unanimously to adjourn the meeting.

**Minutes respectfully submitted by:** Susan Tomlinson, Secretary



**Town of Ballston Community Library**  
**Board of Trustees Meeting Minutes**  
**March 23, 2022**

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

**Present via Zoom:** [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, [x]Julia Stone, [x]Sue Tomlinson, [x]Steve Zarelli

Town of Ballston Representative – [x]Michael Carota

Town of Charlton Representative – [ ]Chris Tasse

**Executive Session:** At 7:03 p.m., on a motion by Julia Stone, with second from Michelle Hernandez, trustees voted unanimously to enter executive session to discuss legal matters. At 7:46 p.m. Steve Burchett made a motion, which was seconded by Sue Tomlinson and passed with all in favor, to exit executive session, where no votes were taken.

**New Business:**

**Motion 22-026:** Establish a separate account at Ballston Spa National Bank for Capital Improvement funds. On a motion by Tom Shaginaw, with second from Michelle Hernandez, trustees voted unanimously to establish an account at Ballston Spa National Bank for Capital Improvement funds.

**Motion 22-027:** Establish signers for the new Capital Improvements account at Ballston Spa National Bank. On a motion by Julia Stone with second by Tom Shaginaw, trustees voted unanimously to name Treasurer Steve Burchett, President Steve Zarelli, Vice President Michelle Hernandez, and Library Director Rebecca Darling signers on the Capital Improvements account at Ballston Spa National Bank.

**Welcome Town Board member Michael Carota as new Library Liason from the Town:** President Zarelli welcomed Michael Carota, our new liason from the Town Board. Mr. Carota stated that he is looking forward to working with us.

**Adjournment:** At 7:54 p.m., on a motion by Carolyn Speenburgh with second from Sue Tomlinson, trustees voted unanimously to adjourn the meeting.

**Minutes respectfully submitted by:** Susan Tomlinson, Secretary

# TOB Library NEW Trustee Account (xxx1596)

3/28/2022 9:39

Date	Check Number	Description	Fund	With- drawal Amount	clrd	Deposit Amount	Account Balance
1.18.2022	2224	in mem R Glasser (donor Haluska)	Glasser		✓	\$50.00	\$5,466.25
1.18.2022	multiple	in mem C Brower (multi donors)	Brower		✓	\$345.00	\$5,516.25
1.25.2022	1183	in mem R Glasser (donor Landgraf)	Glasser		✓	\$40.00	\$5,861.25
1.31.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,901.25
2.28.2022		interest earned	UNDESIGNATED		✓	\$0.14	\$5,901.39
2.24.2022	1007	Amazon Feb2022 invoice	BHWC	\$16.22			\$5,901.53
2.24.2022	1007	Amazon Feb2022 invoice	Glasser	\$32.60			\$5,885.31
3.1.2022	5230	VanValkenberg	BHWC			\$16.22	\$5,852.71
							\$5,868.93
							\$5,868.93

## TRUSTEES FUNDS SUMMARY (XXX1596)

3/28/2022 9:40

FUND NAME	
Richard E. Wittnebel	\$23.55
BH Women's Club	\$74.76
Asa Kaplan	\$302.90
Tibbitts	\$38.88
McQueen	\$11.26
DeAngelo	\$51.04
Carol Brower	\$345.00
Ruth Glasser	\$57.40
Undesignated	\$4,964.14
TOTAL	\$5,868.93

Town of Ballston Comm Library (NEW)  
Account QuickReport  
All Transactions

Type	Date	Numb	Name	Memo	Amount
LIBRARY EQUIP & CAPITAL OUTLAYS					
7997.52 Lib Bldg Cap Outlays					
Bill	01/14/2022	126877	Accent	POD storage unit - monthly rental (History Room storage)	\$361.11
Bill	1/14/2022	126876	Accent	labor for dismantle shelving (History Room area) Project# 12-322	\$2,500.00
Bill	12/13/2020	Invoice #1	Butler Rowland Mays Architects, LLP	Inv#1 - svc thru 12/13/2020 - Paid April 2021	\$900.00
Bill	03/12/2021	Invoice #2	Butler Rowland Mays Architects, LLP	Inv#2 - svc 12/14/2020 through 3/12/2021	\$1,379.70
Bill	05/31/2021	Invoice# 3	Butler Rowland Mays Architects, LLP	Inv#3 svc 3/13/21 thru 5/31/2021 int renovation history room	\$1,350.00
Bill	08/03/2021	Invoice# 4	Butler Rowland Mays Architects, LLP	Inv#4 svc 6/1/2021-7/31/2021	\$450.00
Bill	12/31/2021	Invoice# 5	Butler Rowland Mays Architects, LLP	Inv#5 8/1/2021-10/29/2021 (inv date 10/29/2021)	\$950.00
Bill	12/09/2021	Invoice# 6	Butler Rowland Mays Architects, LLP	Inv# 6 svc 10/30/2021-12/9/2021	\$650.00
Bill	03/09/2022	Invoice# 7	Butler Rowland Mays Architects, LLP	Inv# 7 thru 3/9/2022	\$450.00
Bill	12/29/2021	Inv #1	Gallo Construction Corp	Payment #1	\$4,377.60
Bill	10/12/2021	2446676	The Daily Gazette Co. Inc.	notice to bid History Room	\$116.55
Total 7997.52 Lib Bldg Cap Outlays					\$13,484.96
Total LIBRARY EQUIP & CAPITAL OUTLAYS					\$13,484.96
TOTAL					\$13,484.96
History Room Grant ck					\$96,845.00
invoices processed / paid					-\$13,484.96
Balance					\$83,360.04
Purchase Order	1005		Accent / Palmieri	furniture	\$25,859.64
Purchase Order	1002		Accent / Exemplis, LLC	chairs	\$3,264.19
Purchase Order	1004		Accent / Kruegar Int. Inc.	"nesting" furniture	\$1,577.32
purchase orders / to be paid					\$30,701.15
Balance with accruals					\$83,360.04
					-\$30,701.15
					\$52,658.89

Transaction Report  
January - February, 2022

Town of Ballston Community Library - new Petty Cash BSNB (1533)

**TOTAL**

# Town of Ballston Community Library - Petty Cash On Hand

Account QuickReport

January - December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
Petty Cash on hand								
	Beginning Balance							93.02
01/10/2022	Check	2548	Cash	2021 Dec PC O/H reimb	Petty Cash on hand		2.99	96.01
01/25/2022	Check	PC O/H	Joann Fabrics	Youth svcs craft supplies	Petty Cash on hand		-64.50	31.51
01/30/2022	Check	PC O/H	Mary Jane Baumback	Michaels - book club supplies	Petty Cash on hand		-2.69	28.82
02/08/2022	Check	PC O/H		reimb PC O/H Dec 2021 expenses	Petty Cash on hand		3.99	32.81
03/10/2022	Check	PC O/H	Baumback, Marylane	book club supplies - 2 Michael's receipts	Petty Cash on hand		-10.32	22.49
				reimb MJB 3/10/2022				
Total for Petty Cash on hand								
TOTAL								



# Town of Ballston Community Library

## March Abstract

As of March 31, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Alyssa Harvey				
03/11/2022	3.11.2022	mileage - 4 trips to/back school visits	22.46	Bill
<b>Total for Alyssa Harvey</b>			<b>\$22.46</b>	
Amazon.com				
03/08/2022	939835634444	Youth Program – crepe paper	4.65	Bill
02/11/2022	446596576567	HGTV subscription 2022	8.00	Bill
02/13/2022	579365668473	Youth Program – river rocks, clothes pins	50.97	Bill
02/21/2022	788537966668	Youth Program – freezer bags grab-n-go	52.62	Bill
03/08/2022	547775476983	Youth Program – note pads, totes, shark cutout, ship house, inflatables	134.05	Bill
<b>Total for Amazon.com</b>			<b>\$250.29</b>	
Baker & Taylor 800-340-5370				
02/24/2022	5017570214	41 books	486.28	Bill
02/24/2022	5017562699	29 books	404.38	Bill
02/05/2022	5017536857	63 books	885.15	Bill
02/16/2022	5017555914	40 books	505.86	Bill
02/14/2022	5017551373	31 books	444.17	Bill
01/31/2022	5017510547	99 books	1,548.42	Bill
02/02/2022	5017523888	22 books	335.66	Bill
02/28/2022	5017515106	41 books	544.48	Bill
03/01/2022	5017577627	39 books	482.73	Bill
03/03/2022	5017585644	30 books	361.22	Bill
02/09/2022	5017541965	22 books	666.38	Bill
02/02/2022	5017528336	28 books	359.85	Bill
03/31/2022	0003256686	credit 1 book - Midnight Hour	-9.23	Vendor Credit
03/31/2022	0003256385	credit 1 book - Silverview	-18.24	Vendor Credit
01/25/2022	0003255964	credit 2 bks (Yummy...; All Her Secrets)	-26.86	Vendor Credit
<b>Total for Baker &amp; Taylor</b>			<b>\$6,970.25</b>	
Belson Outdoors, LLC (800) 323-5664				
02/17/2022	198622	5' bench (Rotary to reimb) resinwood w/cast alum frame Amount includes 301.80 freight chg Library PO 1001	1,333.80	Bill
<b>Total for Belson Outdoors, LLC</b>			<b>\$1,333.80</b>	
Butler Rowland Mays Architects, LLP (518) 885-1255				
03/09/2022	Inv# 7	period billing thru 3/9/2022 - History Room grant ck deposited 1/7/2021	450.00	Bill
<b>Total for Butler Rowland Mays Architects, LLP</b>			<b>\$450.00</b>	
CDPHP				
03/13/2022	220720034272	EE & ER share H/D Ins A Harvey EE & ER share H/D Ins R Darling ER share Health Ins J Kaplan	1,684.28	Bill
<b>Total for CDPHP</b>			<b>\$1,684.28</b>	

# Town of Ballston Community Library

## March Abstract

As of March 31, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
Cengage Learning Inc. / Gale 248-699-4253				
02/23/2022	77342860	1 book	28.49	Bill
03/07/2022	77404820	4 books	108.71	Bill
02/22/2022	77320880	2 books	50.98	Bill
02/23/2022	77342467	1 book	28.49	Bill
02/23/2022	77344036	1 book	23.99	Bill
02/23/2022	77344395	3 books	60.88	Bill
02/18/2022	77300183	6 books	145.44	Bill
02/17/2022	77290469	4 books	107.21	Bill
02/17/2022	77290085	4 books	108.71	Bill
02/16/2022	77281418	6 books	163.44	Bill
03/04/2022	77393460	2 books	53.23	Bill
03/04/2022	77393888	4 books	107.96	Bill
03/07/2022	77405286	2 books	50.23	Bill
03/08/2022	77413053	6 books	146.19	Bill
03/10/2022	77425050	4 books	88.17	Bill
03/15/2022	77448199	2 books	55.48	Bill
03/15/2022	77448631	2 books	56.98	Bill
03/16/2022	77458060	2 books	74.97	Bill
<b>Total for Cengage Learning Inc. / Gale</b>			<b>\$1,459.55</b>	
Commercial Investigations LLC (800) 284-0906				
03/17/2022	FC 9252	late fee on Inv#2022010137 - not rec'd till March 2022	0.22	Bill
01/31/2022	2022010137	background investigation svcs 1/31/2022 invoice not rec'd till 3/24/2022 - late fee \$.22 charged on # RC9252	30.20	Bill
<b>Total for Commercial Investigations LLC</b>			<b>\$30.42</b>	
Dell Marketing L.P.				
03/17/2022	10558894475	VLA Acrobat Pro DC 2022 renewal	182.80	Bill
<b>Total for Dell Marketing L.P.</b>			<b>\$182.80</b>	
ELM USA, Inc.				
03/03/2022	47725	FEB 2022 usage	25.00	Bill
<b>Total for ELM USA, Inc.</b>			<b>\$25.00</b>	
Highmark BlueShield of Northeastern New York				
03/10/2022	220690054927	APRIL 2022 medical J Kaplan (100% ER)	201.00	Bill
<b>Total for Highmark BlueShield of Northeastern New York</b>			<b>\$201.00</b>	
Mail 'N' More 518.399.3279				
02/16/2022	12172	postage to B&T	4.90	Bill
03/07/2022	12005	postage to B&T, 3 bks stamps	46.40	Bill
<b>Total for Mail 'N' More</b>			<b>\$51.30</b>	
Mary Sanders Shartle				

# Town of Ballston Community Library

March Abstract  
As of March 31, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
03/01/2022	2182022	6 weeks writing class	480.00	Bill
<b>Total for Mary Sanders Shartle</b>			<b>\$480.00</b>	
Midwest Tape 800-875-2785				
02/28/2022	501758862	HOOPLA FEB 2022	949.86	Bill
03/09/2022	501795125	2 DVD/ADB	48.73	Bill
03/19/2022	501846816	12 DVD/ADB	447.13	Bill
03/01/2022	501755146	2 DVD/ADB	52.23	Bill
02/21/2022	501718737	1 DVD/ADB	29.99	Bill
02/15/2022	501690027	2 DVD/ADB	64.98	Bill
02/15/2022	501694889	1 DVD/ADB	22.49	Bill
03/16/2022	501829101	1 DVD/ADB	39.99	Bill
<b>Total for Midwest Tape</b>			<b>\$1,655.40</b>	
Nature's Way Pest Control 518-745-5958				
03/10/2022	560604	svc date3/10/2022	78.00	Bill
<b>Total for Nature's Way Pest Control</b>			<b>\$78.00</b>	
New York Library Assoc.				
03/01/2022	REG-0133475	program 4/6/2022 Fishing for Friends	25.00	Bill
<b>Total for New York Library Assoc.</b>			<b>\$25.00</b>	
Penworthy				
02/28/2022	0579513-IN	20 books	306.35	Bill
<b>Total for Penworthy</b>			<b>\$306.35</b>	
Sanico, Inc. (607) 773-0321				
02/11/2022	250383	dispensers, paper products, soaps short pay invoice - wrong paper towels sent	501.61	Bill
<b>Total for Sanico, Inc.</b>			<b>\$501.61</b>	
Saxton's Janitorial				
02/28/2022	1534	Feb 2022 cleaning	2,295.00	Bill
03/21/2022	1535	March 2022 cleaning	2,295.00	Bill
<b>Total for Saxton's Janitorial</b>			<b>\$4,590.00</b>	
ShelterPoint				
03/02/2022	312022-A	late payment fee Inv# 312022 (disability/PFL policy)	35.00	Bill
<b>Total for ShelterPoint</b>			<b>\$35.00</b>	
Simmons Elevator Co. 518-882-1445				
02/28/2022	43336	elevator maint Jan, Feb, Mar 2022	410.79	Bill
<b>Total for Simmons Elevator Co.</b>			<b>\$410.79</b>	
Southern Adirondack Library System 518-584-7300				
03/15/2022	2022-2BUR	Feb 2022 monthly fee/circ renewals	1,747.63	Bill



# Town of Ballston Community Library

March Abstract  
As of March 31, 2022

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE
<b>Total for Southern Adirondack Library System</b>			<b>\$1,747.63</b>	
Staples				
03/01/2022	3501611428	hanging folders, copy paper, HP 201X blk toner	115.72	Bill
<b>Total for Staples</b>			<b>\$115.72</b>	
The Law Office of Stephanie Adams, PLLC				
716.464.33386				
03/08/2022	1908	svcs 2/1/2022 thru 2/25/2022	1,618.75	Bill
<b>Total for The Law Office of Stephanie Adams, PLLC</b>			<b>\$1,618.75</b>	
Wiring Concepts, LLC				
518.885.3202				
02/15/2022	6185	circulation recessed light fixtures replacement	3,670.00	Bill
		\$2,100.00 paid for by SALS Construction Grant ck#013448 deposited 2021		
<b>Total for Wiring Concepts, LLC</b>			<b>\$3,670.00</b>	
<b>TOTAL</b>			<b>\$27,895.40</b>	

Petty Cash Reimb \$ 125.25  
Early Pay s March \$ 4,916.13

TOTAL \$32,936.78

# Town of Ballston Community Library

## EARLY PAY March Abstract

March 1-30, 2022

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT	SPLIT
Direct Energy Energy					
03/15/2022	Bill Payment (Check)		0156	-606.74	11000 BSNB LIBRARY General Fund (1164)
03/11/2022	Bill	948178401031122	HS22928853	606.74	17.7410.54.002.0.000 OPERATION EXPENSE:UTILITIES (Electric, Gas, Water, etc.)
National Grid					
03/15/2022	Bill Payment (Check)		0155	-	11000 BSNB LIBRARY General Fund (1164)
				1,615.83	
03/10/2022	Bill	svc 2/7/2022-3/10/2022	March2022	1,615.83	17.7410.54.002.0.000 OPERATION EXPENSE:UTILITIES (Electric, Gas, Water, etc.)
ShelterPoint					
03/01/2022	Bill Payment (Check)		0153	-	11000 BSNB LIBRARY General Fund (1164)
				2,243.38	
01/19/2022	Bill	DBL/PFL 2022 check to Tim Newall 3/1/2022 to process.	312022	2,243.38	17.9055.58.000.0.000 BENEFITS:DISABILITY INSURANCE (ER cost)
Time Warner Cable / Spectrum Business					
03/15/2022	Bill Payment (Check)		0154	-276.75	11000 BSNB LIBRARY General Fund (1164)
03/11/2022	Bill	svc 3/10/2022-4/9/2022	948178401031122	276.75	17.7410.54.022.0.000 OFFICE EXPENSES:PHONE / COMMUNICATIONS COSTS
VISA					
03/17/2022	Bill Payment (Check)		0157	-173.43	11000 BSNB LIBRARY General Fund (1164)
03/01/2022	Bill	QuickBooks Online 2022 renewal Ceiling Tiles (tax included in error - will be credited on March billing period)	FEB2022	173.43	-Split-

TOTAL \$ 4,916.13

# Town of Ballston Community Library

Budget vs. Actuals / Library Acct xxx1164

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
BALLSTON TAXES				
17.1001.41.000.0.000 Real Property Taxes	200,000.00	619,773.00	419,773.00	67.73 %
<b>Total BALLSTON TAXES</b>	<b>200,000.00</b>	<b>619,773.00</b>	<b>419,773.00</b>	<b>67.73 %</b>
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Other Governments	11,500.00	52,900.00	41,400.00	78.26 %
<b>Total CHARLTON LIBRARY SVCS</b>	<b>11,500.00</b>	<b>52,900.00</b>	<b>41,400.00</b>	<b>78.26 %</b>
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	469.27	3,000.00	2,530.73	84.36 %
17.2082.41.005.0.000 LIBRARY CHARGES - Fines	1,522.49	10,868.00	9,345.51	85.99 %
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials	264.92	1,544.00	1,279.08	82.84 %
<b>Total LIBRARY CHARGES</b>	<b>2,256.68</b>	<b>15,412.00</b>	<b>13,155.32</b>	<b>85.36 %</b>
LIBRARY SYSTEM GRANTS				
17.2760.41.001.0.000 Library System Grants - LLSA		1,960.00	1,960.00	100.00 %
<b>Total LIBRARY SYSTEM GRANTS</b>		<b>1,960.00</b>	<b>1,960.00</b>	<b>100.00 %</b>
MISC REVENUE				
17.2401.41.000.0.000 INTEREST & EARNINGS	0.02		-0.02	
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	1,166.71		-1,166.71	
<b>Total MISC REVENUE</b>	<b>1,166.73</b>		<b>-1,166.73</b>	
<b>Total Revenue</b>	<b>\$214,923.41</b>	<b>\$690,045.00</b>	<b>\$475,121.59</b>	<b>68.85 %</b>
GROSS PROFIT	<b>\$214,923.41</b>	<b>\$690,045.00</b>	<b>\$475,121.59</b>	<b>68.85 %</b>
Expenditures				
BENEFITS				
17.9010.58.000.0.000 NYSLRS CONTRIBUTION (EE & ER)	6,331.63	37,200.00	30,868.37	82.98 %
17.9055.58.000.0.000 DISABILITY INSURANCE (ER cost)	2,243.38	5,130.00	2,886.62	56.27 %
17.9060.58.052.0.000 HSA (ER Contribution)	3,212.52	2,300.00	-912.52	-39.67 %
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	941.52	3,600.00	2,658.48	73.85 %
17.9060.58.054.0.000 HEALTH INS OPT OUT	415.38	3,600.00	3,184.62	88.46 %
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	5,751.44	8,884.00	3,132.56	35.26 %
<b>Total BENEFITS</b>	<b>18,895.87</b>	<b>60,714.00</b>	<b>41,818.13</b>	<b>68.88 %</b>
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	233.06	9,000.00	8,766.94	97.41 %
17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES	1,333.80		-1,333.80	
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS	3,311.11		-3,311.11	
<b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>	<b>4,877.97</b>	<b>9,000.00</b>	<b>4,122.03</b>	<b>45.80 %</b>
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	14,880.46	60,000.00	45,119.54	75.20 %
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	2,359.23	2,800.00	440.77	15.74 %
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	884.07	1,800.00	915.93	50.89 %
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books	2,500.00	2,500.00	0.00	0.00 %
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	2,101.68	9,000.00	6,898.32	76.65 %
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	2,258.67	16,000.00	13,741.33	85.88 %
<b>Total LIBRARY MATERIALS</b>	<b>24,984.11</b>	<b>92,100.00</b>	<b>67,115.89</b>	<b>72.87 %</b>
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	36,959.50	174,716.00	137,756.50	78.85 %
17.7410.51.031.0.000 CLERICAL STAFF	28,640.50	142,956.00	114,315.50	79.97 %
17.7410.51.032.0.000 PAGES	2,991.10	27,456.00	24,464.90	89.11 %
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	5,513.39	26,402.00	20,888.61	79.12 %
<b>Total LIBRARY PERSONNEL SERVICES</b>	<b>74,104.49</b>	<b>371,530.00</b>	<b>297,425.51</b>	<b>80.05 %</b>

# Town of Ballston Community Library

Budget vs. Actuals / Library Acct xxx1164

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>OFFICE EXPENSES</b>				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	439.23	4,000.00	3,560.77	89.02 %
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	914.76	3,800.00	2,885.24	75.93 %
17.7410.54.041.0.000 POSTAGE / MAILINGS	61.10	400.00	338.90	84.73 %
17.7410.54.042.0.000 PUBLICITY / Promotion	53.34	883.00	829.66	93.96 %
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	1,030.40	12,500.00	11,469.60	91.76 %
<b>Total OFFICE EXPENSES</b>	<b>2,498.83</b>	<b>21,583.00</b>	<b>19,084.17</b>	<b>88.42 %</b>
<b>OPERATION EXPENSE</b>				
17.1620.54.010.0.000 Professional Services - LEGAL	1,618.75		-1,618.75	
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	6,990.00		-6,990.00	
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE	3,768.43	15,000.00	11,231.57	74.88 %
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	633.18		-633.18	
17.7410.54.000.0.000 LIBRARY CONTRACTUAL EXPENDITURES (not specified)	30.20		-30.20	
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	5,344.37	17,500.00	12,155.63	69.46 %
17.7410.54.010.0.000 Professional Services - IT (SALS)	3,495.26	22,795.00	19,299.74	84.67 %
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,128.11	5,000.00	2,871.89	57.44 %
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	675.00	4,000.00	3,325.00	83.13 %
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	272.47	1,000.00	727.53	72.75 %
17.7410.54.039.0.000 CUSTODIAL SERVICES	6,885.00	27,540.00	20,655.00	75.00 %
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	1,001.36	2,998.00	1,996.64	66.60 %
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	22.46	200.00	177.54	88.77 %
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	113.42	500.00	386.58	77.32 %
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	1,443.79	23,575.00	22,131.21	93.88 %
17.7410.54.049.0.000 Uncategorized Expenditure	61.21		-61.21	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	74.75	1,000.00	925.25	92.53 %
<b>Total OPERATION EXPENSE</b>	<b>34,557.76</b>	<b>121,108.00</b>	<b>86,550.24</b>	<b>71.47 %</b>
<b>SPECIAL ITEMS</b>				
17.1320.54.007.0.000 AUDITOR - Professional Services (Library)		5,000.00	5,000.00	100.00 %
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	14,682.21	8,010.00	-6,672.21	-83.30 %
17.1990.54.000.0.000 CONTINGENCY BUDGETING ACCOUNT - Library		1,000.00	1,000.00	100.00 %
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)	125.00		-125.00	
<b>Total SPECIAL ITEMS</b>	<b>14,807.21</b>	<b>14,010.00</b>	<b>-797.21</b>	<b>-5.69 %</b>
<b>Total Expenditures</b>	<b>\$174,726.24</b>	<b>\$690,045.00</b>	<b>\$515,318.76</b>	<b>74.68 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$40,197.17</b>	<b>\$0.00</b>	<b>\$ -40,197.17</b>	<b>0.00%</b>
<b>NET REVENUE</b>	<b>\$40,197.17</b>	<b>\$0.00</b>	<b>\$ -40,197.17</b>	<b>0.00%</b>

# Town of Ballston Community Library Director's Report

March 2022

## Circulation Statistics

### February 2022

Circulation Statistics	Current Month	2022 To Date	2021 Total
Items Added to Collection	476	850	4,308
Number of Physical Items Circulated	7,354	13,884	84,190
Overdrive/Libby Circulation	876	1,942	12,218
Hoopla Circulation	481	1,035	4,907
New Patron Registrations	19	39	274
Curbside Appointments	10	29	1,991
Patrons in the Building	2,420	4,870	20,677

## Programs & Events

### February 2022

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2022 Total	Participants 2022 Total	Number Offered 2021 Total	Participants 2021 Total
Preschool	14	203	25	391	143	2,002
Elementary	3	29	9	143	54	802
Teen	2	51	4	82	19	336
Adult	1	7	2	15	42	595
Family	2	150	4	350	138	2,918
Outreach	0	0	0	0	7	296
<b>TOTALS</b>	<b>22</b>	<b>440</b>	<b>44</b>	<b>981</b>	<b>403</b>	<b>6,949</b>

**Youth Services Programming:** Zoom story times and book clubs have continued to be well attended for the most part. Alyssa has finished scheduling all of the summer reading programs and events. Currently the Youth Services team is fine tuning plans for specific events, working on the Beanstack website, and starting to create promotional materials. Alyssa has been working with local school librarians and teachers at Pashley, Stevens, Charlton, and O'Rourke to schedule various school visits and field trips. The Youth Services team is looking forward to the warmer spring weather with the hopes that they can hold some programming outside in the story time space if the Community Room is not available yet.

**Adult Services Programming:** Planning for the Summer Reading Kickoff is well underway. Elmer Smith Park is booked. The face painters are booked, along with yoga, storytime, crafts, a therapy dog, and more! There is a cookie decorating, and a bath-bombs making program for adults scheduled for the summer. Memoir Writing will start up in April at Elmer Smith Park in Charlton.



## Organizational Goals

- Budget & Finance Committee met to review 2021 end of year and 2022/2023 budget.
- Policy Committee reviewed a proposed Fund Balance Policy.

## 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)	\$94,977.04	Operating Account	In place (Town Fund 17.)	unknown
Trustees Account	In place (xxx1596)	\$5,901.53	Trustees Account	Account closed 9/16/2021	
Petty Cash Account	In place	\$380.88			
Petty Cash On Hand	Lock Box	\$58			
Circulation Tray	Tray	\$75			

Table 2. Summary of Library Funds and Accounts Holding those Funds as 29 February 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

- Jenn, Alyssa and Rebecca completed the annual evaluations of all employees this month.
- The Friends are continuing to plan fundraisers including the Spring Fling Raffle Bags and a Spring Book Sale.

## Facility Update

- Spring clean up of the grounds is underway.

## Technology

**February 2022**

Technology Statistics	Current Month	2022 to Date	2021 Total
Public Computer Sessions	105	195	777
WiFi Sessions (unique users)	512	1,058	5,580

## Marketing

**February 2022**

Marketing Statistics	Current Month	2022 to Date	2021 Total
Social Media Posts	69	169	912

## Electric Vehicle Chargers

### February 2022

EV Charger Statistics	Current Month	2022 to Date	2021 Total
Charging Sessions	32	55	192
Unique Drivers	13	34	80
Energy Dispensed	259 kWh	640 kWh	1,850.93 kWh
Average Energy Cost .12 kWh	\$31.08	\$76.80	\$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%
Current Levels	3/26/2022	3.3%

\*Saratoga County Percent Positive 7 Day Results per NYS

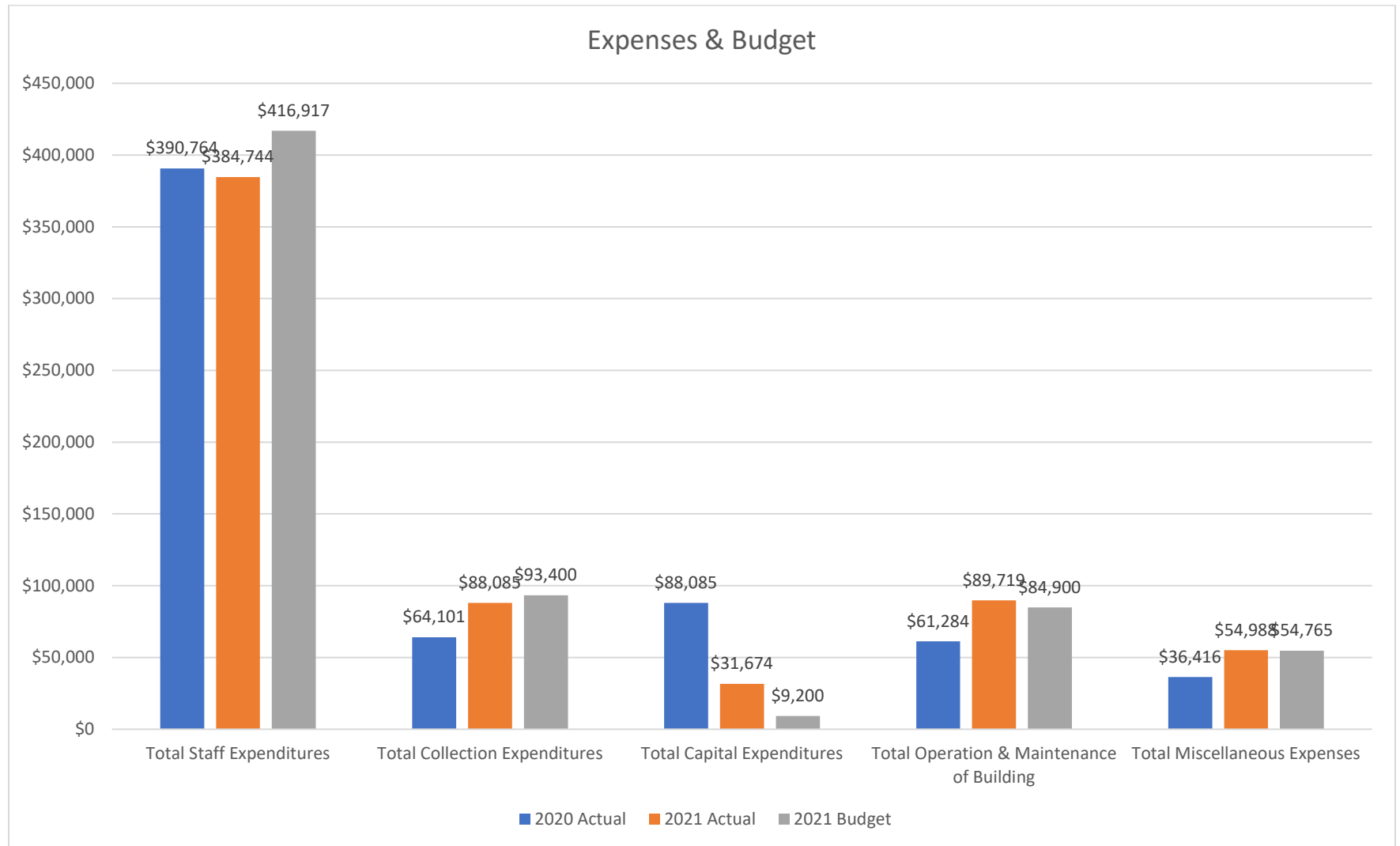
## Meetings & Professional Development

- **Mary Jane Baumbach, Youth Services Clerk:** Youth Services Staff Meeting 3/28
- **Tricia Bitley, Clerk:** SALS ecard training 2/23
- **Rong-Jane Chen, Library Assistant:** Youth Services Staff Meeting 3/28
- **Rebecca Darling, Director:** NYLA Social Media Member Training 2/28, Friends Meeting 3/1, Library Lobby Day Advocacy Meeting with Assemblywoman Walsh's Office 3/2, Library Lobby Day Advocacy Meeting with Senator Tedisco's Office 3/2, ESLN Webinar: Introduction to the Affordable Connectivity Program 3/3, Library Trustees 3/3, Ballston Town Board 3/8, Library Trustees 3/9, SALS training Calm, Cool & Legally Collected 3/11, Charlton Town Board 3/14, JA Council 3/16, WNYLRC Online Workshop on Robert's Rules of Order: Meetings from Agendas to Adjournment 3/17, WNYLRC Online Workshop on Robert's Rules of Order: Bylaws – Writing and Interpreting Them 3/21, UHY 3/21, Cole Prep Meeting 3/21, Town Construction Discussion 3/21, UHY 3/22, SALS Director's Council 3/23, Budget & Finance Committee Meeting 3/23, Library Trustees 3/23
- **Alyssa Harvey, Head of Youth Services:** Library Trustees 3/9, SALS training Calm, Cool & Legally Collected 3/11, Library Trustees 3/23, Youth Services Staff Meeting 3/28
- **Jenn Richard, Head of Adult Services:** Library Trustees 3/3, Ballston Town Board 3/8, Library Trustees 3/9, SALS training Calm, Cool & Legally Collected 3/11, Library Trustees 3/23
- **Tom Shaginaw, Trustee:** Trustee Handbook Book Club: Facilities 2/22
- **Julia Stone, Trustee:** Trustee Handbook Book Club: Facilities 2/22
- **Sue Tomlinson, Trustee:** SALS training Calm, Cool & Legally Collected 3/11

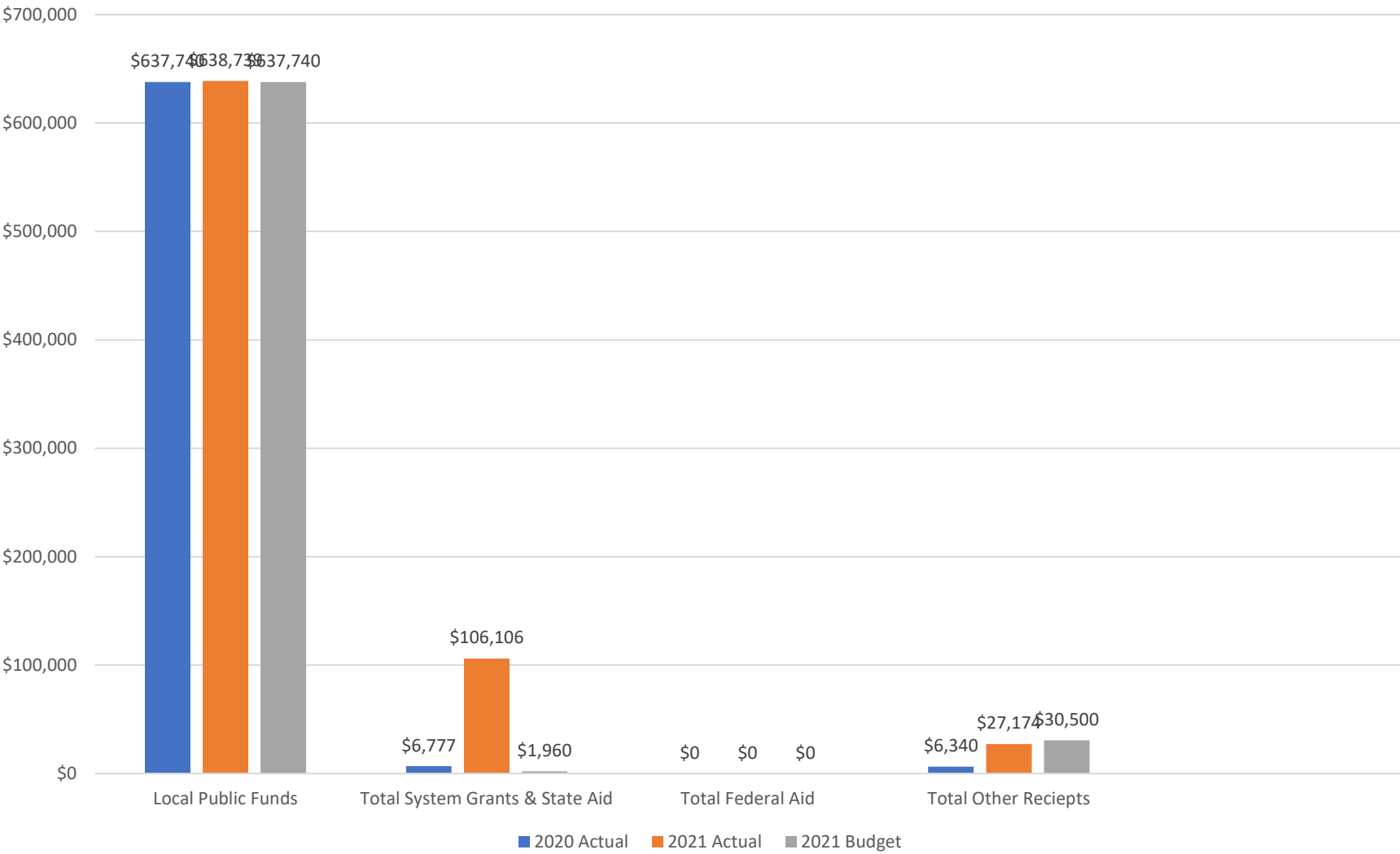
Rebecca Verhayden Darling, Director 3/28/2022



## Budget & Finance 2021 High Level Summary



Revenue & Budget



**Town of Ballston Community Library**

**Fund Balance and Reserve Fund Policy**

**March 30, 2022**

**Purpose:**

The Board of Trustees of the Town of Ballston Community Library is responsible for the appropriate accounting of public funds, the sound management of Library finances, and the adequate funding of services desired by the public. This fund balance policy is adopted to assist the Library Board of Trustees in maintaining a prudent level of financial resources in order to provide essential services, maintain sufficient cash flow, and manage unanticipated occurrences.

The Governmental Accounting Standards Board (GASB) adopted Statement Number 54 which specifies the reporting requirements for fund balances on the balance sheets of Governmental Funds. Statement 54 requires the use of five new classifications: non-spendable, restricted, committed, assigned and unassigned.

**Policy:**

The Board of Trustees has the authority to set up a restricted or committed fund balance by a formal action of the Board. Amendments or modifications to the restricted / committed fund balance must be approved by formal action of the Board of Trustees. Restricted / committed fund balances do not lapse at year end. The formal action required to restrict or commit fund balances shall be by board resolution or majority vote.

The Board of Trustees has the authority to assign fund balances for a specific purpose. For the purpose of fund balance classification, expenditures are to be spent from restricted fund balances first and then unrestricted. Expenditures incurred in the unrestricted fund balance shall be reduced first from the committed fund balance, then from the assigned fund balance and lastly, the unassigned fund balance.

**Review:**

This policy shall be reviewed by the Library Board of Trustees on an annual basis, not later than June of each year.

Board of Trustees  
Town of Ballston Community Library  
Ballston, NY

March 30, 2022  
Resolution 22-034

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 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://burnthills.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.

## Covid-19 Library Reopening Service Plan

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Last updated 7/29/2021 by Library Board of Trustees. Library currently in phase 4.

The following guidelines were approved by the Town of Ballston Community Library Board of Trustees on June 8, 2020 and will be reviewed and revised as updated information is received.

Reopening the Library will be based on a plan that follows county, state, federal, municipal, and CDC guidelines for safe operations, is in coordination with other system libraries, and is contingent on a decision by the Governor to allow non-essential businesses to reopen.

Reopening of the library must match the capacity of the organization, taking into consideration the health and safety of staff and patrons.

Communication of current protocols will be posted at the Library Building, on the Library Website, and on social media outlets.

Factors that need to be taken into consideration when creating a Library Reopening Service Plan include:

- The Governor lifting the PAUSE and allowing non-essential businesses to reopen.
- Staffing capacity – a recognition that some staff may not be able to return to work immediately due to health, family obligations or choice.
- Cleaning protocols that follow the CDC and state guidelines for cleaning and disinfecting the library building.
- Having the necessary materials and supplies to maintain high hygiene standards.
- Adequate PPE for all staff.
- Installation of droplet contamination protection (i.e. plexiglass/acrylic shields) at all public service desks.
- Physical changes in building for social distancing will be completed including removal of chairs at desks and tables, and rearranging the Community Room for materials return.
- The very real concern that there may be a “second wave” which may require an additional closure of the physical building.

## Covid-19 Library Reopening Service Plan

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### **Staff Admission to the Library**

When allowed back in the building, the following will be required of staff members until further notice:

- Strict social distancing protocols of being at least 6 feet apart must be followed.
- Staff must wear a mask when working.
- Staff will be provided with masks and gloves to be used.
- Staff must follow established cleaning protocols for their workstations and shared workstations.
- Staff must stay home if they have any symptoms of COVID-19 and follow established return to work protocols, OR if they have a suspected exposure to a person that has tested positive.

### **Public Admission to the Library**

- Members of the public must, until further notice, wear at least a protective mask or cloth covering that covers their nose and mouth while inside the building.
- The Library will not provide masks to the public.
- Social distancing protocols must be followed. As guidelines change, policies will be updated to reflect current recommended protocols.
- Members of the public who refuse to follow these guidelines will be asked to leave the Library. If a patron refuses to leave, authorities will be called.
- The number of people in the building will be monitored and patrons may be asked to wait to be admitted.

**Note – The timing of the Stages is subject to adjustment depending on any guidance from NYS, the Saratoga County Health Department, the Southern Adirondack Library System, the Town of Ballston, as well as any other relevant circumstances, and public response and need.**

## Covid-19 Library Reopening Service Plan

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### **Stage 1: Staff Return To The Building/Materials Return Begins**

*Operation of the Library is contingent on the State recommendation that the current health crisis has reached a level that it is safe to resume increasing "normal" activities. The Library will reassess and adjust operations to reflect these recommendations as appropriate.*

#### **Staff Hours of Operation**

- Hours M-F 9:30am – 4:00pm
- Work from home where possible and approved by their supervisor

#### **Staff in Building**

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
  - Processing new materials that have been delivered
  - Rearranging furniture in building to accommodate social distancing
  - Shifting of collections
  - Training on curbside delivery policies
  - Training on material quarantine/check-in
  - Material quarantine and check-in

#### **Public Hours of Operation**

- Library facility will remain closed to the public; no hours open to the public

#### **Number of Public in Building**

- XX/sq foot

#### **Safety Measures – Staff**

- Masks must be worn.
- Masks and gloves required for handling recently returned materials.

#### **Materials/Returns**

- Returns only.
- Patrons may return library materials anytime.
- The outside book drop will be the only location returns will be accepted.
- The Community Room will be used to quarantine returned materials.

#### **Services**

- Digital only; telephone and email reference and circulation services

#### **Programs**

- Remote programming via appropriate virtual channel.

## Covid-19 Library Reopening Service Plan

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### **STAGE 2: STAFF IN BUILDING; NO PUBLIC**

*Operation of the Library is contingent on the State recommendation that the current health crisis has reached a level that it is safe to resume increasing "normal" activities. The Library will reassess and adjust operations to reflect these recommendations as appropriate.*

#### **Staff Hours of Operation**

- Hours M-F 10:00am – 4:00pm
- Work from home where possible, and approved by their supervisor.

#### **Staff in Building**

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
  - Processing new materials that have been delivered
  - Rearranging furniture in building to accommodate social distancing
  - Shifting of collections

#### **Public Hours of Operation**

- Library facility will remain closed to the public
- Curbside pickup only

#### **Number of Public in Building**

- XX/sq foot

#### **Safety Measures – Staff**

- Masks must be worn.
- Masks and gloves required for materials handling and curbside pickup
- Workstations cleaned before and after shifts
- Frequent handwashing

#### **Materials / Returns**

- Patrons may return library materials anytime.
- The outside book drop will be the only location returns are accepted.
- The Community Room will be used to quarantine returned materials.
- Curbside pickup hours TBD

#### **Services**

- Digital only; telephone and email reference and circulation services

#### **Programs**

- Remote programming via appropriate virtual channel.

## Covid-19 Library Reopening Service Plan

### **STAGE 3: OPENING OF THE LIBRARY BUILDING TO PUBLIC**

*Operation of the Library is contingent on the State recommendation that the current health crisis has reached a level that it is safe to resume increasing "normal" activities. The Library will reassess and adjust operations to reflect these recommendations as appropriate.*

#### **Staff Hours of Operation**

- Hours Monday & Thursday 9:30 AM – 7:00 PM, Tuesday, Wednesday, Friday 8:30 AM – 4:00 PM
- Work from home where possible and approved by their supervisor.

#### **Staff in Building**

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
  - Processing new materials that have been delivered; curbside delivery
  - Rearranging furniture to accommodate social distancing
  - Shifting of collections

#### **Public Hours of Operation**

- Open to public: Monday & Thursday 1:00 PM – 7:00 PM, Tuesday, Wednesday, Friday 9:00 AM – 4:00 PM
- Curbside Available: Monday & Thursday 1:00 PM -6:30 PM, Tuesday, Wednesday, Friday 9:00AM – 3:30 PM

#### **Number of Public in Building**

- 30 members of the public at a time. Maximum allowable is 50% of total building occupancy including staff. Building capacity is 137, 50% capacity is up to 68 people.
- Public will be allowed into the building to order and pick up materials, browse throughout the building and use public computers.
- Numbers of public in the building will be limited and monitored at the entrance

#### **Safety Measures – Staff**

- Masks must be worn.
- Masks are required for materials handling and curbside pickup
- Workstations cleaned before and after shifts
- Frequent handwashing

#### **Safety Measures – Public**

- Patrons must wear mask to enter building
- Accommodations made for ADA

#### **Materials / Returns**

- Patrons may return library materials anytime.
- The outside book return will be the only place returns will be accepted.
- The Community Room will be used to quarantine returned materials for a number of days based on CDC and NYS guidance

## Covid-19 Library Reopening Service Plan

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### Services

- All service desks operational
- Check out at Circulation Desk
- Telephone and email reference and circulation services
- Notary Public by appointment
- No meeting room use
- Public computers will be available (half of total stations removed) and photocopier, equipment will be cleaned between uses by staff.
- No study tables will be available.

### Programs

- Remote programming via appropriate virtual channel.
- Outdoor programming will be available where social distancing protocols can be maintained.



## Covid-19 Library Reopening Service Plan

### STAGE 4: REGULAR HOURS

*Operation of the Library is contingent on the State recommendation that the current health crisis has reached a level that it is safe to resume increasing "normal" activities. The Library will reassess and adjust operations to reflect these recommendations as appropriate.*

#### Staff Hours of Operation

- Regular hours
- Work from home where possible and approved by their supervisor.

#### Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
  - Processing new materials that have been delivered; curbside delivery
  - Rearranging furniture in building to accommodate social distancing
  - Shifting of collections

#### Public Hours of Operation

- Regular hours
  - Mondays 9:00 AM – 7:00 PM
  - Tuesdays 9:00 AM – 7:00 PM
  - Wednesdays 9:00 AM – 5:00 PM
  - Thursdays 9:00 AM – 7:00 PM
  - Fridays 9:00 AM – 5:00 PM
  - Saturdays 9:00 AM – 2:00 PM
- Curbside pickup available during open hours.

#### Number of Public in Building

- Public will be allowed into the building to access library services and materials.
- Members of the public will continue to social distance.

#### Safety Measures – Staff

- Masks must be worn inside the building, except for fully vaccinated individuals.
- Staff may choose to wear masks at outdoor programs and events but are not required.
- Masks will be required for all following current CDC guidance if Saratoga County is deemed to be of "substantial or high community transmission."
- Workstations cleaned before and after shifts
- Frequent handwashing

#### Safety Measures – Public

- Patrons must wear mask inside the building, except for fully vaccinated individuals.
- Patrons may choose to wear masks at outdoor programs and events but are not required.
- Masks will be required for all following current CDC guidance if Saratoga County is deemed to be of "substantial or high community transmission."

## Covid-19 Library Reopening Service Plan

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- Accommodations made for ADA

### **Materials / Returns**

- Patrons may return library materials anytime.
- Returns will be accepted at the inside or outside book drops.

### **Services**

- All service desks operational
- Check out at Circulation Desk
- Telephone and email reference and circulation services
- No meeting room use
- Public computers will be available (half of stations removed)
- Some public seating available, socially distanced including tables and chairs.

### **Programs**

- Remote programming via appropriate virtual channel.
- In person outdoor programming.

## Covid-19 Library Reopening Service Plan

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### **STAGE 5: LIMITED PROGRAMMING**

*Operation of the Library is contingent on the State recommendation that the current health crisis has reached a level that it is safe to resume increasing “normal” activities. The Library will reassess and adjust operations to reflect these recommendations as appropriate.*

#### **Staff Hours of Operation**

- Regular hours
- Work from home as needed

#### **Staff in Building**

- Staff has the option to wear PPE, but will follow social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework as needed

#### **Public Hours of Operation**

- Regular hours
- Curbside pickup by appointment

#### **Number of Public in Building**

- Public will be allowed into the building to access library services and materials.
- Members of the public will continue to follow current health and safety guidelines

#### **Safety Measures – Staff**

- The Library will follow health and safety guidelines from the CDC and other local authorities; for items including mask wearing, social distancing and capacity requirements
- Workstations cleaned before and after shifts
- Frequent handwashing

#### **Safety Measures – Public**

- The Library will follow health and safety guidelines from the CDC and other local authorities; for items including mask wearing, social distancing and capacity requirements
- Accommodations made for ADA

#### **Materials / Returns**

- Library materials may be returned using indoor or outdoor returns
- Curbside pickup available by appointment

#### **Services**

- All services
- Limited toys or multi-touch items

#### **Meeting/Study Rooms**

- Limited to 80% capacity to allow for social distancing

#### **Programs**

- Remote programming via appropriate virtual channel
- Library programming indoors and outdoors

## Covid-19 Library Reopening Service Plan

### STAGE 6: FULL OPERATION

Full operation of the Library is contingent on the State recommendation that the current health crisis has reached a level that it is safe to resume “normal” activities. At such a time, the Library will resume its regular, pre-COVID-19 hours and work schedule.

Due to the possibility of a recurrence of COVID-19 in the fall, the following precautionary measures are recommended to be continued until at least the end 2020.

- Opening of the building will follow any county, state, federal “back to work” guidance
- Social distancing of computers and equipment
- Social distancing of study tables by removing chairs and re-positioning tables
- Floor markings at service desks to separate patrons from each other and from staff
- Signage asking patrons to wash hands before and after using library equipment
- No toys in public spaces
- Plastic keyboard covers will be put on public computers
- Make sure all surfaces are wiped down before and after programs
- Staff to wash hands before and after desk shifts and programs.
- All devices with hard surfaces (playaways, puzzles, etc) should be wiped down when returned.
- Procedures for processing returned materials will be developed based on best guidance for materials handling.
- Facilities staff will clean daily.
- Consider banning food from the library for a period of time depending on FDA and state guidelines.

# LEGALLY ENFORCEABLE POLICIES

## FOUR TESTS FOR A LEGALLY-ENFORCEABLE LIBRARY POLICY

Public library trustees are responsible for adopting policies to govern use of the library and personnel concerns. Public library policies are enforceable only if they are in writing and adopted formally by the library board in an open meeting. In addition, these policies will be valid only if they meet the four tests of legality, reasonableness, nondiscriminatory application, and measurability. Policies which do not meet these tests could be ruled invalid if challenged in court. Prior to adopting a new policy or when reviewing a current policy, a library board should ask the following questions to test the policy for legal enforceability:

1. **Does the Policy Comply with Current Statutes?** The library board should review the policy to determine whether any provisions would be illegal under state or federal law. For example, a library policy of “no animals or pets allowed” must provide an exception for seeing eye dogs and other support animals. It is not legal for a library to refuse entry to people accompanied by licensed support animals.
2. **Is the Policy Reasonable (including reasonable penalties)?** Some policies, although not illegal per se, could still be ruled invalid because they are unreasonable. For example, state laws usually authorize the library’s governing board to adopt regulations or citizens’ access to the library, which includes setting hours the library is open to the public. Let’s say a library board decides to set the library’s hours as “10:00 a.m. to 11:30 a.m. Monday through Friday.” Although it would not be *illegal* to set such hours, a court could find the policy to be *unreasonable* because in effect it denies library access to citizens who work or go to school during the day.

The library board should also examine proposed policies to determine if any penalties are unreasonable. For example, it would be reasonable for a “no skateboarding in the library” policy to include a “penalty” that violators would be asked to leave for the rest of the day. It would not be reasonable to penalize the skateboarding patrons by banning them from the library “for the rest of their lives.”

3. **Could There Be Discriminatory Application of the Policy?** In order to be legally enforceable, library policies must be applied fairly to all patrons. Courts will invalidate library policies which are not applied equally to all patrons and are used to discriminate against certain groups of patrons. For example, a “no sleeping” policy might be enforced against homeless patrons but not against other patrons (such as the mayor or even a library board member) who drift off while reading in a comfy chair. Some libraries might have “no noise” policies which they enforce only against tables of giggling adolescents but never against tables of loud-speaking adults.

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4. **Is the Policy Measurable?** It is difficult, if not impossible, to enforce a policy fairly if the policy and penalty are not quantifiable. Policies should be written clearly so that library board members, library staff, and library patrons can read a library policy and know what constitutes a "violation" of the policy. For example, if a library has a policy which states that patrons will lose their borrowing privileges if they have "too many overdue books for too long," the definitions of "too many" and "too long" are not clear and may result in unfair application when interpreted by different staff members. On the other hand, a quantifiable policy states that patrons will lose their borrowing privileges if they have "library material which has been overdue for three weeks or longer and if the patron has not returned the material or paid the replacement cost or made arrangements with the library for payment." The policy also provides that the penalty, "loss of borrowing privileges," will continue until the material is returned and/or paid for.

When reviewing and rewriting existing policies, library boards should also ask themselves whether there is still a viable reason to have the policy in the first place. Some boards have eliminated long-standing policies which have outlived their original usefulness to the public library and have opted instead for a more positive image for the library in the community. These include policies such as overdue fines, rental fees, and restrictions of number of materials borrowed at one time.

Source: Adapted from Ruth Dukelow, *Library of Michigan Access*, September-October, 1994.

Agreement between the Mohawk Valley Library System (MVLS) and the Southern  
Adirondack Library System (SALS) Joint Automation Project and the  
**Town of Ballston Community Library**

The Mohawk Valley Library System and the Southern Adirondack Library System have jointly provided integrated automation services to their member libraries since 1983 through the MVLS/SALS Joint Automation Project. The Agreement between the two systems articulates the vision and mission of the Project, stating:

**VISION:** We will achieve excellence in the library and informational services in the eight counties communities through technology.

**MISSION:** MVLS and SALS will collaboratively support and provide access to an integrated automated library system through a joint automation project. We will respond to and assist member libraries with technical support, training and resources by utilizing current and emerging technologies.

The Joint Automation Council was established in 2003 by the two library system boards to “initiate policies and decisions regarding library automation services to the member libraries, recommend policy and advise the two System Boards on issues related to the provision of library automation services including funding”.

The Joint Automation Council is a group of representatives from the member libraries and two systems and an ‘unaffiliated’ party. Libraries are encouraged to participate in the council and in its committees and user groups. A consortium requires all members’ involvement to facilitate shared decision making so that local needs are considered, common policies formed and appropriate budgets developed.

The **Town of Ballston Community Library** understands that the MVLS/SALS Joint Automation Project is a cooperative project, sharing resources over the eight counties served by the two library systems and will work collaboratively with other member libraries, the Joint Automation Council, Joint Automation Staff and system staff to insure the efficient operation and security of the automated system for all participants.

With a shared patron database, each library is expected to enforce confidentiality laws and policies to ensure that all personal information including borrowing, requests, and information searches remain private. The Joint Automation Project requires all library staff, volunteers and trustees to respect every user's privacy. It expects libraries to enact appropriate local policies, procedures and necessary training to protect confidentiality.

Joint Automation Staff is the sole administrator of the ILS (integrated library system) including any central site hardware, software, and network equipment. Joint Automation Staff is the designated official contact with Innovative, our current automation provider for the Polaris ILS.

To facilitate the use of the automated system by the member libraries of the Mohawk Valley Library System and the Southern Adirondack Library System, the Joint

Automation Project provides automation services and support including, but not limited to:

- Provision of an online catalog, circulation, acquisitions, cataloging, and other functionality necessary to support library services
- Development, improvement and support of central site and local networks necessary for access to the ILS and providing library services to patrons
- Security measures including appropriate firewalls to protect the JA network
- Support for telecommunication services to provide staff connectivity to the ILS
- Full technical support of the network
- Support of member library automation needs during library hours and emergency support as needed
- Support of member library computers purchased through JA or with JA approval, including troubleshooting problems
- Loan of equipment for staff computers
- Hardware support for member library computer equipment including peripherals such as keyboards, barcode readers, and printers
- Hardware support for library local area networks, including wireless and other advancements in network technology
- Maintenance of appropriate files, reports, and other Polaris software applications responsive to member library needs
- User accounts on the Polaris System
- Email accounts and OneDrive access for library staff
- A Joint Automation Intranet providing information and support documentation about the automation system and services
- Coordinated purchase of computer equipment, peripherals, bar codes and other associated items
- Assistance with access to databases, if needed
- Consultation services on member library technology needs including wireless initiatives, local area networks, building projects etc.

The provision of these and other services is funded through State Aid and system funds received by the Mohawk Valley Library System and the Southern Adirondack Library System and by fees paid by member libraries. Grant funds are also pursued for specific automation activities.

Project budgets and member library fees are determined by a structure approved by the Joint Automation Council and the MVLS and SALS Boards of Trustees. Member libraries are billed on a monthly basis. Changes in the fee structure are announced by the Joint Automation Council and the two System Directors no later than March 1 of the year preceding any change. Any changes become effective with the January billing (sent in February). Member Library payments to the MVLS/SALS Joint Automation Project represent resources used by that library and do not represent a financial equity in the system.

#### Library Responsibilities:

- Act in conformity with applicable New York State Law and Regulations of the Commissioner of Education
- Develop, approve and enforce a confidentiality policy that protects the privacy of all library users. All staff and volunteers will need to sign a JA security policy.



- Abide by the approved policies of the Joint Automation Project
- Follow system conventions for the entry of patron and item information into the shared database
- Notify Joint Automation staff of problems with network performance or connectivity as soon as possible after the problem is experienced
- Notify Joint Automation staff to report equipment or software problems
- Provide training to library staff that explains the Joint Automation Project and the needs for appropriate security of database records, transactions, and public and staff computers. The library staff member providing this training must have been trained by JA staff or the System trainers.
- Notify the Joint Automation staff as early as possible of impending building or other facility changes or plans that will impact the provision of automated services
- Notify the Joint Automation staff of staff changes
- Pay fees and charges as expeditiously as possible
- Provide a contact person for the library in the event of network problems occurring during library closed hours

This agreement may be terminated by mutual agreement of the parties or a library may choose to withdraw from the Joint Automation Project with 180 days (6 months) notification to both the Joint Automation Council and to the appropriate System Director.

In the event of withdrawal from the Joint Automation Project, the library is entitled to an electronic file(s) of patrons who reside in the chartered area, bibliographic records and item records. These files will be provided by Joint Automation staff in standard format at no charge to the library. Should the library require custom programming of these files, the Joint Automation Council shall determine an equitable charge for this processing. No portion of fees paid will be refunded if a library opts out of the project.

For the **Town of Ballston Community Library**

\_\_\_\_\_  
Board of Trustee President

Date: \_\_\_\_\_

\_\_\_\_\_  
MVLS Board President  
( )

Date: \_\_\_\_\_

\_\_\_\_\_  
SALS Board President  
( )

Date: \_\_\_\_\_

Revised March 2, 2021