

**Ballston Community Public Library  
Board of Trustees Meeting Agenda  
August 27, 2025, 7:00 PM**

Zoom Link: <https://us02web.zoom.us/j/83978434589>

- 1) Call to order
- 2) Minutes of July 30, 2025 Meeting
- 3) Monthly Financial Reports
- 4) Approval of Bills
- 5) Librarians' Reports
- 6) Reports of Committees
  - a) Budget & Finance
  - b) Buildings & Grounds
  - c) Election
  - d) Long-Range Plan
  - e) Personnel
  - f) Policy
- 7) Unfinished Business
  - a) AFLAC Presentation
  - b) Director Review
- 8) New Business
  - a) Front Sidewalk
  - b) Budget Hearing
  - c) 2026 Holiday Schedule

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

**RESOLUTION 25-030** Consider hiring Melissa Gardner as Library Clerk, effective September 8, 2025, at the rate of \$16.21/hour.

**RESOLUTION 25-031** Consider approving the 2026 Holiday Schedule.

*Privilege of the floor on any topic. Please state your name, and town you reside in.  
(Limit 3 mins.)*

**9) Adjournment**

August Voucher Signer: Candy Burchett

Charlton Town Board Meeting: Monday, August 11, 2025 at 7:00 PM

Ballston Town Board Meeting: Tuesday, August 12, 2025 at 6:30 PM

Library 2026 Budget Presentation: September 24, 2025 at 6:45 PM

Library Board of Trustees: September 24, 2025 at 7:00 PM

September Voucher Signer: Ed Guider

**Ballston Community Public Library  
Board of Trustees Meeting Minutes  
July 30, 2025**

**Call to order:** The meeting was called to order at 7:00 p.m. by Secretary Candy Burchett.

**Attendance:** [x] Kristi Chadwick, Director, Alyssa Harvey, Head of Youth Services.

**Trustees present:** [x] Candy Burchett, Margie Morris, Kate Scofield, Ed Guider

**Trustees absent:** (excused): Melia Gordon, Steve Burchett

**Trustees absent:** (unexcused): none

**Approval of Minutes of June 25, 2025 meeting:** On a motion by Trustee Margie Morris with a second by Trustee Kate Scofield, the trustees unanimously approved the minutes of the June 25, 2025 monthly meeting.

**Approval of Minutes of July 3, 2025 Special meeting:** On a motion by Trustee Kate Scofield with a second by Trustee Margie Morris, the trustees unanimously approved the minutes of the July 3, 2025 special meeting.

**Monthly Financial Reports:** Financial reports for July 2025 were reviewed.

**Approval of Bills:** On a motion by Trustee Candy Burchett with a second by Trustee the Ed Guider bills for June 2025, as reviewed by Trustee Melia Gordon were unanimously approved.

**Librarians' reports:** see meeting documents

**Reports of Committees:**

**Town Liaisons:** no report

**Budget and Finance:** no report

**Building and Grounds:** no report

**Election:** no report

**Long Range Plan:** The survey is ready and will be posted on the 1st Monday in August. The committee will meet sometime in August.

**Personnel:** please see New Business

**Policy:** Has a policy to present at the September meeting.

**Friends of the Library:** See Librarian's report.

**Unfinished Business:**

**Director Review:** The review is in progress and will be presented in September.

**Parking Lot Work** - The parking lot work is finished and came in under budget.

**HVAC** - Crisafulli Bros scheduled to work on the HVAC system on August 8th.

**Roof** - The work was completed in the rain, causing some leaks. Allstars will be out to look at it.

**Elevator** - Service was completed.

**EV Chargers** - This is still being worked on.

**Saratoga Arts** - The contract has been signed. Artists will change every other month.

**Lighting Grant** - The sign has been completed. The final grant paper work will be submitted.

**New Business:**

**AFLAC presentation:** Two representatives spoke with Director Chadwick and offered to do a presentation to the Board. They will be scheduled for the September meeting.

**Mural Sketches:** The mural mock ups were presented. The feedback from staff and the board was that more of the Library's colors and logo should be included.

**2026 Budget:** The budget presentation will be at the September meeting.

**Policy Updates:** Kristi Chadwick presented the changes to the Collection Development and Management Policy.

*Privilege of the floor ONLY on items for consideration and action this evening (Limit 3 minutes.)*

none.

**RESOLUTION 25-026** Consider approving the hire of Ciara Nugent as Page, effective August 4, 2025. Motion was made by Trustee K. Schofield, seconded by Trustee Guider, and passed unanimously.

**RESOLUTION 25-027** WHEREAS the adoption of the 2026 budget for the Ballston Community Public Library requires a Tax Levy increase that exceeds the tax cap imposed the state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

WHEREAS, General Municipal Law Section 3-c expressly permits the Library Board of Trustees to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members;

**At a Meeting of the Board of Trustees of the Ballston Community Public Library, New York, on July 30, 2025, there were:**

	Present	Absent	Yay	Nay	Abstain
Kate Schofield	X		X		
Melia Gordon		X			
Ed Guider	X		X		
Steve Burchett		X			
Candy Burchett	X		X		
Margie Morris	X		X		
Total	4	2	4	0	0

I, Trustee Candy Burchett, offer the following resolution and move its adoption:

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

BE IT RESOLVED that the Board of Trustees voted and approved to exceed the tax levy limit for 2026 by at least the sixty percent of the Board of Trustees as required by state law on July 30, 2025.

**RESOLUTION 25-028** Consider approving the 2026 Library Budget as presented.

**At a Meeting of the Board of Trustees of the Ballston Community Public Library, New York, on July 30, 2025, there were:**

	Present	Absent	Yay	Nay	Abstain
<b>Kate Schofield</b>	<b>X</b>		<b>X</b>		
<b>Melia Gordon</b>		<b>X</b>			
<b>Ed Guider</b>	<b>X</b>		<b>X</b>		
<b>Steve Burchett</b>		<b>X</b>			
<b>Candy Burchett</b>	<b>X</b>		<b>X</b>		

<b>Margie Morris</b>	<b>X</b>		<b>X</b>		
<b>Total</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>

I, Trustee Margie Morris, offer the following resolution and move its adoption:

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

**RESOLUTION 25-029** Consider amending the Collection Development and Management Policy as presented. Motion was made by Trustee Morris, seconded by Trustee Schofield, and passed unanimously.

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

Director Chadwick mentioned that patron Nancy Makayla offered a Rose of Sharon to replace the fallen tree. The Buildings and Ground subcommittee will discuss

**Adjournment:** At 7:56 p.m., on a motion by Trustee Ed Guider with a second by Trustee Candy, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.



# Ballston Community Public Library

Abstract (less Early Pays)

As of August 31, 2025

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
AJ Signs					
(518) 399-9291					
07/29/2025	50882	2'x5' sign with new BCPL name & logo	30,195.00	Bill	08/27/2025
Total for AJ Signs			\$30,195.00		
Alarm & Suppression, Inc.					
518-399-5110					
07/29/2025	INV95625	Replace Wireless Receiver	696.00	Bill	08/27/2025
Total for Alarm & Suppression, Inc.			\$696.00		
All Star Roofing LLC					
(518) 818-9639					
07/16/2025	1871	Full Roof Replacement (less \$200 discount)	6,300.00	Bill	08/27/2025
Total for All Star Roofing LLC			\$6,300.00		
Amazon-pay by invoice					
08/15/2025	1XJ7-3DCX-GDRN	Misc. see invoices	757.99	Bill	08/27/2025
Total for Amazon-pay by invoice			\$757.99		
Baker & Taylor					
800-340-5370					
06/24/2025	203147480	26 books	421.34	Bill	08/27/2025
06/27/2025	2039155057	36 books	496.77	Bill	08/27/2025
07/01/2025	2039159914	11 books	196.97	Bill	08/27/2025
07/07/2025	2039168540	31 books	455.50	Bill	08/27/2025
07/14/2025	2039181468	59 books	863.85	Bill	08/27/2025
07/21/2025	2039190490	35 books	519.41	Bill	08/27/2025
07/25/2025	2039200755	33 books	454.01	Bill	08/27/2025
08/05/2025	2039214626	78 books	1,253.59	Bill	08/27/2025
08/07/2025	2039224038	28 books	457.75	Bill	08/27/2025
07/09/2025	5019591783	1 books	12.11	Bill	08/27/2025
07/21/2025	5019604861	1 book	16.73	Bill	08/27/2025
Total for Baker & Taylor			\$5,148.03		
CDPHP					
08/13/2025	252250026736	SEP 2025 prem Health/Dental (AH), Dental (JK), Health/Dental (KC)	2,223.09	Bill	08/27/2025
Total for CDPHP			\$2,223.09		
Cengage Learning Inc. / Gale					
248-699-4253					
06/24/2025	999100618072	3 book(s)	83.97	Bill	08/27/2025
06/24/2025	999100620388	3 book(s)	82.47	Bill	08/27/2025
06/25/2025	999100625491	3 book(s)	83.97	Bill	08/27/2025
06/25/2025	999100628836	5 book(s)	119.99	Bill	08/27/2025
07/15/2025	999100702084	6 book(s)	173.94	Bill	08/27/2025
07/15/2025	999100702085	2 book(s)	56.23	Bill	08/27/2025
07/15/2025	999100705161	8 book(s)	227.17	Bill	08/27/2025
07/16/2025	999100708344	6 book(s)	159.69	Bill	08/27/2025
07/25/2025	999100734673	3 book(s)	83.22	Bill	08/27/2025
07/25/2025	999100734674	1 book(s)	27.74	Bill	08/27/2025
07/28/2025	999100741801	3 book(s)	81.72	Bill	08/27/2025
07/31/2025	999100757762	6 book(s)	148.87	Bill	08/27/2025
08/02/2025	999100765460	2 book(s)	40.49	Bill	08/27/2025
08/08/2025	999100780859	2 book(s)	56.23	Bill	08/27/2025
08/08/2025	999100783025	4 book(s)	113.96	Bill	08/27/2025



# Ballston Community Public Library

Abstract (less Early Pays)

As of August 31, 2025

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
08/11/2025	999100790442	7 book(s)	197.93	Bill	08/27/2025
08/12/2025	999100792490	5 book(s)	131.20	Bill	08/27/2025
<b>Total for Cengage Learning Inc. / Gale</b>			<b>\$1,868.79</b>		
Crisafulli Bros. Plumbing & Heating Contractors, Inc. (518) 240-1897					
08/01/2025	44624	Replacement of 2 broken heat exchangers	6,954.50	Bill	08/27/2025
<b>Total for Crisafulli Bros. Plumbing &amp; Heating Contractors, Inc.</b>			<b>\$6,954.50</b>		
Highmark BlueShield of Northeastern New York					
08/06/2025	250806410128014	SEP 2025 prem medical J Kaplan	198.00	Bill	08/27/2025
<b>Total for Highmark BlueShield of Northeastern New York</b>			<b>\$198.00</b>		
Internal Revenue Service					
08/18/2025	CP220-8182025	12/31/22 Form 940 - additional taxes (+interest & penalty) due	8,546.03	Bill	08/27/2025
<b>Total for Internal Revenue Service</b>			<b>\$8,546.03</b>		
Midwest Tape, LLC 800-875-2785					
07/22/2025	507487030	4 DVD/ADB	180.96	Bill	08/27/2025
07/22/2025	507488008	1 DVD/ADB	26.99	Bill	08/27/2025
07/28/2025	507515994	6 DVD/ADB	278.19	Bill	08/27/2025
07/31/2025	507536813	Hoopla July 2025	1,798.55	Bill	08/27/2025
08/04/2025	507545871	6 DVD/ADB	278.69	Bill	08/27/2025
08/04/2025	507545873	3 DVD/ADB	77.22	Bill	08/27/2025
<b>Total for Midwest Tape, LLC</b>			<b>\$2,640.60</b>		
NightRider Janitorial Services (518) 782-9999					
08/01/2025	AUG25072	Aug 2025 svc	2,369.00	Bill	08/27/2025
<b>Total for NightRider Janitorial Services</b>			<b>\$2,369.00</b>		
Playaway Products LLC 877-893-0808 x266					
07/11/2025	505969	1 wonderbook w/audio	66.49	Bill	08/27/2025
<b>Total for Playaway Products LLC</b>			<b>\$66.49</b>		
Repeat Business Systems, Inc. (518) 869-8116					
07/29/2025	1104899	August 2025 contract base rate + logistics surcharge	49.22	Bill	08/27/2025
<b>Total for Repeat Business Systems, Inc.</b>			<b>\$49.22</b>		
SCHOLASTIC INC. (800) 621-1115					
07/10/2025	73476133	48 books for summer reading prizes	287.76	Bill	08/27/2025
<b>Total for SCHOLASTIC INC.</b>			<b>\$287.76</b>		
Simmons Elevator Co. 518-882-1445					
08/05/2025	53759	oil change - per proposal	3,720.00	Bill	08/27/2025
<b>Total for Simmons Elevator Co.</b>			<b>\$3,720.00</b>		
Southern Adirondack Library System 518-584-7300					
08/01/2025	8034	July 2025 monthly fee/ circulation renewal	2,064.53	Bill	08/27/2025
<b>Total for Southern Adirondack Library System</b>			<b>\$2,064.53</b>		
<b>TOTAL</b>			<b>\$74,085.03</b>		



**Ballston Community Public Library**  
**EARLY PAYS**  
August 2025

Date	Transaction Type	Num	Name	Memo/Description	Amount
<b>11000 BSNB LIBRARY General Fund (1164)</b>					
08/01/2025	Bill Payment (Check)	1278	Paint-n-Gogh	Summer program	200.00
08/05/2025	Bill Payment (Check)	1279	Twin Bridges Waste & Recycling, LLC	Cust# 50-99967 7	74.75
08/06/2025	Bill Payment (Check)	1280	Terri Roben	Summer program	390.00
08/07/2025	Bill Payment (Check)	1281	The Wonder Room	2 programs	250.00
08/07/2025	Bill Payment (Check)	1282	Cynthia Carter	Summer program	600.00
08/18/2025	Bill Payment (Check)	1283	Internal Revenue Service	ID#: 47-2517356 Tax period: 3/31/24 Form:941	6,576.77
08/18/2025	Bill Payment (Check)	1284	NATIONAL GRID	Acct# 02461-44007	4,901.51
08/18/2025	Bill Payment (Check)	1285	Spectrum Business	September service	295.00
08/20/2025	Check	1286	VISA	x2883 AH JULY 2025	90.00
08/20/2025	Check	1287	VISA	x4350 KC JULY 2025	122.21
<b>TOTAL EARLY PAY</b>					<b>\$ 13,500.24</b>

# Ballston Community Public Library

## Budget vs. Actuals: 2025 BUDGET

January - December 2025

### Revenue

#### BALLSTON TAXES

17.1001.41.000.0.000 Real Property Taxes

Total BALLSTON TAXES

#### CHARLTON LIBRARY SVCS

17.2360.41.000.0.000 Library Services to Other Governments

Total CHARLTON LIBRARY SVCS

DASNY Grants

#### LIBRARY CHARGES

17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees

17.2082.41.005.0.000 LIBRARY CHARGES - Fines

17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR

17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR

Total LIBRARY CHARGES

#### LIBRARY SYSTEM GRANTS

17.2760.41.001.0.000 Library System Grants - LLSA

Total LIBRARY SYSTEM GRANTS

#### MISC REVENUE

17.2401.41.000.0.000 INTEREST & EARNINGS

17.2705.41.000.0.000 Gifts / Donations / Reimbursements

17.2770.41.000.0.000 Other Unclassified Revenues

17.9999.41.000.0.000 Budget Fund Balance Draw

Total MISC REVENUE

Total Revenue

Gross Profit

### Expenditures

#### BENEFITS

17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION

17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)

17.9060.58.052.0.000 HSA (ER Contribution)

17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)

17.9060.58.054.0.000 HEALTH INS OPT OUT

17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)

Total BENEFITS

#### LIBRARY EQUIPMENT & CAPITAL OUTLAY

17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES

17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES

17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS

Total LIBRARY EQUIPMENT & CAPITAL OUTLAY

#### LIBRARY MATERIALS

17.7410.54.034.0.000 LIBRARY MATERIALS - Print

17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals

17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers

17.7410.54.037.0.000 LIBRARY MATERIALS - E-books

17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases

17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials

Total LIBRARY MATERIALS

Total General Checking (1164)				
Actual	Budget	Remaining	% Remaining	
750,398.24	750,398.00	-0.24	0.00%	
<b>\$ 750,398.24</b>	<b>\$ 750,398.00</b>	<b>-\$ 0.24</b>	<b>0.00%</b>	
		0.00		
24,888.00	51,000.00	26,112.00	51.20%	
<b>\$ 24,888.00</b>	<b>\$ 51,000.00</b>	<b>\$ 26,112.00</b>	<b>51.20%</b>	
	0.00	0.00		
3,230.63	3,000.00	-230.63	-7.69%	
14.40	0.00	-14.40		
1,192.90	2,000.00	807.10	40.36%	
86.45	0.00	-86.45		
<b>\$ 4,524.38</b>	<b>\$ 5,000.00</b>	<b>\$ 475.62</b>	<b>9.51%</b>	
3,065.40	3,194.00	128.60	4.03%	
<b>\$ 3,065.40</b>	<b>\$ 3,194.00</b>	<b>\$ 128.60</b>	<b>4.03%</b>	
0.00	0.00	0.00		
5,640.03	10,000.00	4,359.97	43.60%	
5,056.82		-5,056.82		
	0.00	0.00		
<b>\$ 10,696.85</b>	<b>\$ 10,000.00</b>	<b>-\$ 696.85</b>	<b>-6.97%</b>	
<b>\$ 793,572.87</b>	<b>\$ 819,592.00</b>	<b>\$ 26,019.13</b>	<b>3.17%</b>	
<b>\$ 793,572.87</b>	<b>\$ 819,592.00</b>	<b>\$ 26,019.13</b>	<b>3.17%</b>	
9,524.50	38,358.00	28,833.50	75.17%	
1,324.04	4,000.00	2,675.96	66.90%	
4,281.32	7,425.00	3,143.68	42.34%	
1,782.00	5,728.00	3,946.00	68.89%	
	1,800.00	1,800.00	100.00%	
19,927.86	32,598.00	12,670.14	38.87%	
<b>\$ 36,839.72</b>	<b>\$ 89,909.00</b>	<b>\$ 53,069.28</b>	<b>59.03%</b>	
4,797.96	9,000.00	4,202.04	46.69%	
	0.00	0.00		
36,495.00	0.00	-36,495.00		
<b>\$ 41,292.96</b>	<b>\$ 9,000.00</b>	<b>-\$ 32,292.96</b>	<b>-358.81%</b>	
36,829.40	61,000.00	24,170.60	39.62%	
1,763.00	1,800.00	37.00	2.06%	
2,527.13	2,800.00	272.87	9.75%	
2,880.20	3,000.00	119.80	3.99%	
12,497.07	17,000.00	4,502.93	26.49%	
8,674.02	13,000.00	4,325.98	33.28%	
<b>\$ 65,170.82</b>	<b>\$ 98,600.00</b>	<b>\$ 33,429.18</b>	<b>33.90%</b>	

# Ballston Community Public Library

## Budget vs. Actuals: 2025 BUDGET

January - December 2025

Total General Checking (1164)				
	Actual	Budget	Remaining	% Remaining
<b>LIBRARY PERSONNEL SERVICES</b>				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	126,640.40	187,082.00	60,441.60	32.31%
17.7410.51.031.0.000 CLERICAL STAFF	115,173.28	191,100.00	75,926.72	39.73%
17.7410.51.032.0.000 PAGES	16,240.29	32,240.00	15,999.71	49.63%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	30,814.10	31,397.00	582.90	1.86%
<b>Total LIBRARY PERSONNEL SERVICES</b>	<b>\$ 288,868.07</b>	<b>\$ 441,819.00</b>	<b>\$ 152,950.93</b>	<b>34.62%</b>
<b>OFFICE EXPENSES</b>				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	4,465.64	4,500.00	34.36	0.76%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	2,422.59	4,000.00	1,577.41	39.44%
17.7410.54.041.0.000 POSTAGE / MAILINGS	469.55	250.00	-219.55	-87.82%
17.7410.54.042.0.000 PUBLICITY / Promotion	641.93	1,000.00	358.07	35.81%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	12,405.47	14,000.00	1,594.53	11.39%
<b>Total OFFICE EXPENSES</b>	<b>\$ 20,405.18</b>	<b>\$ 23,750.00</b>	<b>\$ 3,344.82</b>	<b>14.08%</b>
<b>OPERATION EXPENSE</b>				
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE	4,450.00	4,000.00	-450.00	-11.25%
17.1620.54.010.0.000 Professional Services - LEGAL		4,500.00	4,500.00	100.00%
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	7,374.00	12,500.00	5,126.00	41.01%
17.1620.54.012.0.000 Professional Services - HUMAN RESOURCES		300.00	300.00	100.00%
17.1620.54.013.0.000 Professional Services - PR		4,000.00	4,000.00	100.00%
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE	23,971.67	10,000.00	-13,971.67	-139.72%
17.1620.54.074.0.000 Professional Services - ELECTION EXPENSES		1,000.00	1,000.00	100.00%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	2,670.49	4,000.00	1,329.51	33.24%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	11,721.84	30,000.00	18,278.16	60.93%
17.7410.54.010.0.000 Professional Services - IT (SALS)	14,451.71	24,774.00	10,322.29	41.67%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,869.11	4,000.00	1,130.89	28.27%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	1,705.16	3,000.00	1,294.84	43.16%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	795.72	500.00	-295.72	-59.14%
17.7410.54.039.0.000 CUSTODIAL SERVICES	18,862.00	27,540.00	8,678.00	31.51%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	858.68	2,500.00	1,641.32	65.65%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	200.06	300.00	99.94	33.31%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	523.33	500.00	-23.33	-4.67%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	5,693.59	5,000.00	-693.59	-13.87%
17.7410.54.049.0.000 Uncategorized Expenditure			0.00	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	598.00	900.00	302.00	33.56%
<b>Total OPERATION EXPENSE</b>	<b>\$ 96,745.36</b>	<b>\$ 139,314.00</b>	<b>\$ 42,568.64</b>	<b>30.56%</b>
<b>SPECIAL ITEMS</b>				
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA	35.25	5,000.00	4,964.75	99.30%
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	12,116.36	11,200.00	-916.36	-8.18%
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)		0.00	0.00	
<b>Total SPECIAL ITEMS</b>	<b>\$ 12,151.61</b>	<b>\$ 17,200.00</b>	<b>\$ 5,048.39</b>	<b>29.35%</b>
<b>Total Expenditures</b>	<b>\$ 561,473.72</b>	<b>\$ 819,592.00</b>	<b>\$ 258,118.28</b>	<b>31.49%</b>
<b>Net Operating Revenue</b>	<b>\$ 232,099.15</b>	<b>\$ 0.00</b>	<b>-\$ 232,099.15</b>	
<b>Net Revenue</b>	<b>\$ 232,099.15</b>	<b>\$ 0.00</b>	<b>-\$ 232,099.15</b>	

**Ballston Community Public Library**  
**Cap Imp, Fund Bal & Trustee Rev/Exp Activity**  
January - December 2025

	CAP IMP (1643)		FUND BALANCE (1567)	TRUSTEE FUND (1596)
Revenue				
BALLSTON TAXES				
17.1001.41.000.0.000 Real Property Taxes				
Total BALLSTON TAXES	\$	0.00	\$	0.00
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Other Governments				
Total CHARLTON LIBRARY SVCS	\$	0.00	\$	0.00
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees				
17.2082.41.005.0.000 LIBRARY CHARGES - Fines				
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR				
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR				
Total LIBRARY CHARGES	\$	0.00	\$	0.00
LIBRARY SYSTEM GRANTS				
17.2760.41.001.0.000 Library System Grants - LLSA				
Total LIBRARY SYSTEM GRANTS	\$	0.00	\$	0.00
MISC REVENUE				
17.2401.41.000.0.000 INTEREST & EARNINGS			127.91	16.43
17.2705.41.000.0.000 Gifts / Donations / Reimbursements				2,801.50
17.2770.41.000.0.000 Other Unclassified Revenues				
Total MISC REVENUE	\$	0.00	\$	127.91
Total Revenue	\$	0.00	\$	127.91
Gross Profit	\$	0.00	\$	127.91
Expenditures				
BENEFITS				
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION				
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)				
17.9060.58.052.0.000 HSA (ER Contribution)				
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)				
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)				
Total BENEFITS	\$	0.00	\$	0.00
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES				
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS				
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$	0.00	\$	0.00
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print				
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals				
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers				
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books				
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases				
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials				
Total LIBRARY MATERIALS	\$	0.00	\$	0.00

**Ballston Community Public Library**  
**Cap Imp, Fund Bal & Trustee Rev/Exp Activity**  
January - December 2025

	CAP IMP (1643)	FUND BALANCE (1567)	TRUSTEE FUND (1596)
<b>LIBRARY PERSONNEL SERVICES</b>			
17.7410.51.030.0.000 CERTIFIED LIBRARIANS			
17.7410.51.031.0.000 CLERICAL STAFF			
17.7410.51.032.0.000 PAGES			
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)			
<b>Total LIBRARY PERSONNEL SERVICES</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>OFFICE EXPENSES</b>			
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS			
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS			
17.7410.54.041.0.000 POSTAGE / MAILINGS			
17.7410.54.042.0.000 PUBLICITY / Promotion			
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS			
<b>Total OFFICE EXPENSES</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>OPERATION EXPENSE</b>			
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE			
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL			
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE			
17.7410.51.033.0.000 Professional Services - PAYROLL Processing			
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)			
17.7410.54.010.0.000 Professional Services - IT (SALS)			
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS			
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING			
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)			
17.7410.54.039.0.000 CUSTODIAL SERVICES			
17.7410.54.040.0.000 CUSTODIAL SUPPLIES			
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT			
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT			
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M			
17.7410.54.049.0.000 Uncategorized Expenditure	42.00		
17.7410.54.077.0.000 TRASH REMOVAL SERVICES			
<b>Total OPERATION EXPENSE</b>	\$ 42.00	\$ 0.00	\$ 0.00
<b>SPECIAL ITEMS</b>			
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA			
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library			
<b>Total SPECIAL ITEMS</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Expenditures</b>	\$ 42.00	\$ 0.00	\$ 0.00
<b>Net Operating Revenue</b>	-\$ 42.00	\$ 127.91	\$ 2,817.93
<b>Net Revenue</b>	-\$ 42.00	\$ 127.91	\$ 2,817.93

# Ballston Community Public Library

## Petty Cash Activity

August 1-22, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Petty Cash on hand							
Beginning Balance							70.00
Total for Petty Cash on hand							
TOTAL							

BALLSTON COMMUNITY PUBLIC LIBRARY	
TRUSTEE FUND (1596) SUMMARY	
<u>Fund Name</u>	<u>Balance</u>
BH Women's Club	\$136.56
Conklin	\$4,478.91
Barbara Wilson	\$2,230.00
Undesignated	\$8,345.38
TOTAL	\$15,190.85

### Ballston Community Public Library Trustee Fund (1596) Register

Date	Check Number	Description	Fund	With-drawal Amount	Deposit Amount	Account Balance
2025 Beginning Balance						\$13,314.12
1.31.25		interest earned	UNDESIGNATED		\$2.26	\$13,316.38
2.18.25		DONATION	Burnt Hills Womens Club		\$80.00	\$13,396.38
2.28.25		interest earned	UNDESIGNATED		\$2.05	\$13,398.43
3.31.25		interest earned	UNDESIGNATED		\$2.28	\$13,400.71
4.30.25	1017	MIDWEST TAPE	Conklin	\$42.99		\$13,357.72
4.30.25	1018	PLAYAWAY	DeAngelo	\$51.04		\$13,306.68
4.30.25	1018	PLAYAWAY	Tibbits	\$38.88		\$13,267.80
4.30.25	1018	PLAYAWAY	Kaplan	\$302.90		\$12,964.90
4.30.25	1018	PLAYAWAY	McQueen	\$11.26		\$12,953.64
4.30.25	1018	PLAYAWAY	Brower	\$345.00		\$12,608.64
4.30.25	1018	PLAYAWAY	Glasser	\$57.40		\$12,551.24
4.30.25	1019	BAKER & TAYLOR	Burnt Hills Wome	\$18.20		\$12,533.04
4.30.25		interest earned	UNDESIGNATED		\$2.20	\$12,535.24
5.9.25		Spring 2025 FOL book sale	UNDESIGNATED		\$541.50	\$13,076.74
5.21.25		DONATION	Barbara Wilson		\$2,180.00	\$15,256.74
5.28.25	1020	MIDWEST TAPE	Conklin	\$69.98		\$15,186.76
5.31.25		interest earned	UNDESIGNATED		\$2.46	\$15,189.22
6.24.25		DONATION	Barbara Wilson		\$50.00	\$15,239.22
6.25.25	1021	BAKER & TAYLOR	Conklin	\$30.00		\$15,209.22
6.25.25	1021	BAKER & TAYLOR	Wittnebel	\$23.55		\$15,185.67
6.30.25		interest earned	UNDESIGNATED		\$2.60	\$15,188.27
7.31.25		interest earned	UNDESIGNATED		\$2.58	\$15,190.85

## Ballston Community Public Library

Cash Balances per Quickbooks

As of 8/22/25

GL Account	Description	Balance
11000	General Fund (1164)	\$ 241,227.51
11200	\$ moved from 1164 per FDIC	173,623.25
<b>Subtotal</b>		<b>414,850.76 ***</b>
11100	Capital Improv Fund (1643)	48.56
13000	Fund Balance (1567)	110,165.46
11250	Trustee Fund (1596)	15,190.85
11290	Petty Cash on hand	70.00
<b>Total Cash Balance</b>		<b>\$ 540,325.63</b>

\*\*\* Balance prior to 8/27/25 check run.

Expected check run total is **\$74,085.03**

After check run, the subtotal above will be **\$340,765.73**



# Concrete Service Agreement

August 11, 2025

Ballston Community Public Library  
Board of Trustees  
2 Lawmar Lane  
Burnt Hills, NY 12027

Subject: Proposal for Sidewalk Repair Services

Dear Members of the Board of Trustees,

We appreciate the opportunity to review the necessary repair work at the Ballston Community Public Library and thank you for considering JMB Howard Enterprises for this project. A site visit was conducted at 10:30 a.m. on Saturday, August 9, 2025, to assess the section of the sidewalk that has heaved and created a trip hazard.

Enclosed please find our detailed Concrete Service Agreement outlining the scope of work, materials, and terms for the project. Our team at JMB Howard Enterprises is committed to completing this work with the highest level of professionalism, safety, and quality workmanship, ensuring the repair is durable and blends seamlessly with the existing sidewalk.

The proposed contract price for this work is \$4,950.00, with payment terms of Net 30 days from the date of invoice.

If you have any questions or require further information, please do not hesitate to contact us at (518) 742-6955. We look forward to working with you to improve the safety and accessibility of your facility.

Sincerely,

**Jesse Howard**

# Concrete Service Agreement

Date: August 11, 2025

**Contractor:**

JMB Howard Enterprises  
21 Fieldview Road South  
Queensbury, NY 12804  
(518) 742-6955

**Client:**

Ballston Community Public Library  
Board of Trustees  
2 Lawmar Lane  
Burnt Hills, NY 12027

## SCOPE OF WORK

Contractor shall provide all labor, materials, tools, and equipment necessary to repair the identified section of the sidewalk that has heaved, creating a trip hazard. The scope of work shall include:

### 1. Site Preparation

- Identify and mark the affected sidewalk section in coordination with the client.
- Protect surrounding areas to prevent damage during repair operations.
- Utilize safety cones or caution tape to maintain pedestrian safety during work.

### 2. Demolition & Removal

- Saw-cut and remove the heaved concrete section to the agreed dimensions.
- Remove all debris from the job site and dispose of it in accordance with local regulations.

### 3. Subgrade & Forming

- Inspect and correct any subgrade issues contributing to the heaving.
- Compact the subgrade to 100% compaction.
- Install proper forms to ensure correct slope and alignment with existing sidewalk sections.

### 4. Concrete Installation

- Pour new 4000 PSI concrete with air entrainment for freeze-thaw durability.
- Strike off, float, and finish the surface to match the surrounding sidewalk texture (broom finish unless otherwise specified).
- Apply picture-frame edging to match existing style.

### 5. Curing & Cleanup

- Apply curing compound to ensure proper hydration and strength development.
- Remove all debris, forms, and protective materials upon completion.
- Final inspection with the client.

# Concrete Service Agreement

## PRICE & PAYMENT TERMS

Total Contract Price: \$4,950.00

Terms: Net 30 days from the date of invoice.

Payment shall be made by check or electronic transfer to the Contractor.

## GENERAL WORKMANSHIP GUIDELINES

- All work shall be completed in a professional manner and in compliance with applicable building codes and industry standards.
- Contractor shall maintain a clean and safe job site at all times.
- All concrete work shall be performed in weather conditions suitable for proper curing.

## EXCLUSIONS

This agreement does not include:

- Earthwork or grading outside the described repair area.
- Structural design or engineering services.
- Permits, inspections, or fees (unless specifically included in writing).
- Landscaping repair or replacement outside immediate repair footprint.

## WARRANTY

Contractor warrants the work against defects in materials and workmanship for a period of one (1) year from the date of completion. Damage caused by abuse, neglect, extreme weather, or conditions beyond Contractor's control is not covered.

## INSURANCE

Contractor shall maintain liability and workers' compensation insurance for the duration of the project. Certificates of insurance will be provided upon request.

## MEDIATION / ARBITRATION

In the event of a dispute arising from this agreement, both parties agree first to attempt resolution through direct negotiation. If unresolved, the matter shall be submitted to binding arbitration in Saratoga County, NY, with each party bearing its own legal costs.

## ACCEPTANCE

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Contractor is authorized to perform the work as specified.

Client:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Contractor:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

# PROPOSAL

Page # \_\_\_\_\_ of \_\_\_\_\_ pages

**518 Concrete LLC**  
67 Orchard Street  
Canajoharie, NY 13317  
518-921-2126  
518concrete@gmail.com

CO/TRISTAR

Proposal Submitted To: <b>BALLSTON COMMUNITY PUBLIC LIBRARY</b>	Job Name: <b>SIDEWALK REPAIR</b>	Job #:
Address: <b>2 LAWMAR LANE BAPTIST HILLS, N.Y.</b>	Job Location: <b>8-8-2025</b>	Date of Plans: <b>TBD</b>
Phone #: <b>(518) 399-8174 EXT 6</b>	Fax #:	Architect:

We hereby submit specifications and estimates for:

TARE OUT OLD RISEN SIDEWALK  
TOTAL 20' X 5' X 4"  
DISPOSE OLD CONCRETE  
CRUSHER STONE BASE COMPACTED  
WIRE MESH  
NEW ADR HANDICAP ☒  
3 YARDS CONCRETE 4500 PSI (MIXER)  
BROOM FINISH  
EXPANSION  
LABOR / CLEAN-UP  
TOTAL COST - \$4,850

We propose hereby to furnish material and labor complete in accordance with the above specification's for the sum of:

\$ \_\_\_\_\_ Dollars

with payments to be made as follows: \_\_\_\_\_

Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully Submitted

Note - this proposal may be withdrawn by us if not accepted within 30 days.

## ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature

Signature

Date of Acceptance \_\_\_\_\_

---

**Sidewalk issue, The Concrete Team**

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**From** James Denney <jim@theconcreteteam.com>

**Date** Fri 8/15/2025 4:06 PM

**To** Chadwick, Kristi <kchadwick@sals.edu>

**Caution:** This email appears to have originated from outside the organization. Do not open attachments or click links from unknown or unexpected sources.

Kristi,

I reviewed my photos and project area with my business partner. We are both in agreement on your best solution. It does not involve us, but we think that this recommendation is the best course of action for you.





We recommend that the concrete in the blue rectangle in the photo above be removed and replaced. The second option is grinding down the trip hazards, but aesthetically this is less appealing, although it may be

less expensive than replacement. Given the outstanding exterior appearance of the facility, including the walkways, landscaping and parking areas, I think aesthetics would trump any modest cost savings.

Due to the integrated curb, and the likelihood that the trip hazard is created from heaving, raising is not the optimal solution. It would require saw cutting through the entire depth of the curb in at least two locations, possibly three. That curb probably goes a number of inches below the asphalt surface. It would be much more disruptive and difficult van replacement.

As we discussed, to eliminate moisture intrusion, which can result in heaving, as well as erosion that would result in settlement, I highly recommend that you keep the joints properly sealed at all times.

Please keep us in mind for future projects. I hope that this is helpful to you.

Have a wonderful weekend!

Jim

Jim Denney  
The Concrete Team  
Capital Region 518-688-1122  
Central NY 315-458-1715

# DRAFT

## 2026 Holiday Closing Schedule Ballston Community Public Library

New Year's Day	Thursday, January 1
Martin Luther King Jr. Day	Monday, January 19
Presidents' Day	Monday, February 16
Memorial Day	Monday, May 25
Flag Day Parade	Thursday, June 11 closing at 5:00 PM
Juneteenth	Friday, June 19
Independence Day	Saturday, July 4
Labor Day	Monday, September 7
Indigenous Peoples' Day	Monday, October 12
Veterans Day	Wednesday, November 11
Thanksgiving Eve	Wednesday, November 25 closing at 2:00 PM
Thanksgiving Day	Thursday, November 26
Thanksgiving Holiday	Friday, November 27
Christmas Eve	Wednesday, December 24
Christmas Day	Thursday, December 25
Christmas Holiday	Friday, December 26
New Year's Eve	Thursday, December 31

## 2026 Fulltime Employee Paid Holidays Ballston Community Public Library



## DRAFT

New Year's Day	Thursday, January 1
Martin Luther King Jr. Day	Monday, January 19
*Lincoln's Birthday	Thursday, February 12
Presidents' Day	Monday, February 16
Memorial Day	Monday, May 25
Juneteenth	Friday, June 19
Independence Day	Saturday, July 4
Labor Day	Monday, September 7
Indigenous Peoples' Day	Monday, October 12
Veterans Day	Wednesday, November 11
Thanksgiving Eve	Wednesday, November 25 closing at 2:00 PM
Thanksgiving Day	Thursday, November 26
Thanksgiving Holiday	Friday, November 27
Christmas Eve	Wednesday, December 24
Christmas Day	Thursday, December 25
Christmas Holiday	Friday, December 26
New Year's Eve	Wednesday, December 31

\*Floating Holiday for Fulltime Staff (Lincoln's Birthday)