Ballston Community Public Library Board of Trustees Meeting Agenda September 24, 2025, 7:00 PM

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

- 1) Call to order
- 2) Minutes of August 27, 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) Director Review
- 8) New Business
 - a) 2025 Draft Ballot review
 - b) Crisafulli Bros. new contract

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 25-032 WHEREAS the legislation governing the election of new trustees in 2025 requires the board to appoint an election chairperson, election inspectors, and ballot clerks; and WHEREAS the legislation allows for the board to fix by resolution the compensation for such workers; and WHEREAS the board has confirmed the rates in the County for such services; BE IT RESOLVED that the below-listed qualified residents shall be appointed to serve during the Library's October 8, 2025 election per the Legislation as provided below:

Patricia DeMarle as Chairperson, for \$285, Cheryl Collamer as election inspector and ballot clerk, for \$260, David Vonie as election inspector and ballot clerk, for \$260.

RESOLUTION 25-033 Consider approving a meal cost of up to \$150 from the Fund Balance for the designated election officials.

RESOLUTION 25-034 WHEREAS the Board has reviewed the draft ballot and found it to meet the requirements of the enabling legislation;

BE IT RESOLVED that the ballot setting the budget proposition and nominee for library trustee is approved as to form.

RESOLUTION 25-035 Consider approving the yearly contract for HVAC service with Crisafulli Bros. in the amount of \$6750.46.

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

9) Adjournment

September Voucher Signer: Ed Guider

Charlton Town Board Meeting: Tuesday, October 14, 2025 at 7:00 PM Ballston Town Board Meeting: Tuesday, October 14, 2025 at 6:30 PM

Library Board of Trustees: October 29, 2025 at 7:00 PM

October Voucher Signer: Candy Burchett

Ballston Community Public Library Board of Trustees Meeting Minutes August 27, 2025

<u>Call to order</u>: The meeting was called to order at 7:01 p.m. by President Melia Gordon.

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

<u>Trustees present</u>: [x] Melia Gordon, Candy Burchett, Kate Schofield, Ed Guider

Trustees absent: (excused): Margie Morris, Steve Burchett

Trustees absent: (unexcused): none

Approval of Minutes of July 30, 2025 meeting: On a motion by Trustee Ed Guider with a second by Trustee Kate Schofield, the trustees unanimously approved the minutes of the July 30, 2025 monthly meeting.

Monthly Financial Reports: Financial reports for August 2025 were reviewed.

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

Librarians' reports: see meeting documents

Reports of Committees:

Budget and Finance: no report

Building and Grounds: Will follow up regarding the concrete

Election: Petition packets are out, the ad is ready, and the voter rolls are waiting until closer to the petition due date.

Long Range Plan: The survey is out and Director Chadwick is extending the deadline to 9/15 as there are a lot of responses.

Personnel: Director Chadwick will reach out to the subcommittee

Policy: Will meet after the election.

Friends of the Library: See Librarian's report.

Unfinished Business:

AFLAC presentation: A representative from Aflac presented a supplemental insurance presentation to the board.

Director Review: Pending for next month.

New Business

Front Sidewalk: Please see Buildings and Grounds and the Director's report

Budget Hearing: Scheduled for 6:45 at the September 24th meeting.

2026 Holiday Schedule: There were minor changes to the Thanksgiving and Christmas holiday schedule.

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

none.

RESOLUTION 25-030 Consider hiring Melissa Gardner as Library Clerk, effective September 8, 2025, at the rate of \$16.21/hour. Motion was made by Trustee Guider, seconded by Trustee Schofield, and passed unanimously.

RESOLUTION 25-031 Consider approving the 2026 Holiday Schedule. Motion was made by Trustee Gordon, seconded by Trustee C. Burchett, and passed unanimously.

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

none.

Adjournment: At 7:50 p.m., on a motion by Trustee Kate Schofield with a second by Trustee Melia Gordon, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.





Abstract (less Early Pays)

As of September 30, 2025

| DATE | NUM | MEMO/DESCRIPTION | AMOUNT | TRANSACTION TYPE | DUE DATE |
|---|--|--|--------------------------|---------------------|------------|
| | ntrol Specialists, Inc |). | | | |
| (518) 377-389 | | | | B | |
| 08/13/2025 | | Aug 2025 svc | 50.00 | | 09/24/2025 |
| 09/10/2025 | | Sept 2025 svc | 50.00 | Bill | 09/24/202 |
| | Pest Control Speci | alists, Inc. | \$100.00 | | |
| Alyssa Harve | - | LLA 0005 de la cial de la Carta de la Cart | 00.74 | D'II | 00/04/000 |
| 08/28/2025 | 08282025 | July-Aug 2025 mileage reimb trips to/from Little Troy Park and Jenkins park for Story Time | 33.74 | BIII | 09/24/202 |
| Total for Alys | sa Harvey | | \$33.74 | | |
| Amazon-pay | by invoice | | | | |
| 09/15/2025 | 1MDK-G96Y- X9MW | Misc. see invoices | 553.61 | Bill | 09/24/202 |
| Total for Ama | zon-pay by invoice | | \$553.61 | | |
| Baker & Taylo 800-340-5370 | | | | | |
| | 2039230803 | 31 books | 511.53 | Bill | 09/24/202 |
| | 2039240540 | 27 books | 442.26 | | 09/24/202 |
| | 2039252394 | 52 books | 830.15 | | 09/24/202 |
| | 5019642146 | 2 books | 27.10 | | 09/24/202 |
| Total for Bake | er & Taylor | | \$1,811.04 | | |
| Ballston Spa | Public Library | | | | |
| 09/01/2025 | · · | BAL lost book fee pd @ BUR | 37.99 | Bill | 09/24/202 |
| Total for Balls | ston Spa Public Lib | · | \$37.99 | | |
| CDPHP | | | | | |
| 09/12/2025 | 252550026537 | OCT 2025 prem Health/Dental (AH), Dental (JK), Health/Dental (KC) | 2,223.09 | Bill | 09/24/202 |
| Total for CDF | PHP | | \$2,223.09 | | |
| Cengage Lea 248-699-4253 | rning Inc. / Gale | | | | |
| | 999100794555 | 1 book(s) | 28.49 | Bill | 09/24/202 |
| | 999100883300 | 3 book(s) | 83.22 | | 09/24/202 |
| 08/25/2025 | 999100909792 | 1 book(s) | 26.99 | | 09/24/202 |
| 08/25/2025 | 999100914109 | 2 book(s) | 55.48 | Bill | 09/24/202 |
| | 999101020795 | 1 book(s) | 25.50 | Bill | 09/24/202 |
| | 999101123138 | 3 book(s) | 65.99 | Bill | 09/24/202 |
| 09/10/2025 | 999101307652 | 3 book(s) | 61.50 | Bill | 09/24/202 |
| 09/10/2025 | 999101307654 | 1 book(s) | 24.00 | Bill | 09/24/202 |
| 09/11/2025 | 999101332278 | 6 book(s) | 169.44 | Bill | 09/24/202 |
| | gage Learning Inc. | / Gale | \$540.61 | | |
| | | von. | | | |
| Total for Cen | Halfmoon Public Lib | rary | | | |
| Total for Cen | | CPH lost books pd @ BUR | 22.92 | Bill | 09/24/202 |
| Total for Central Clifton Park-F 09/01/2025 | | CPH lost books pd @ BUR | 22.92 \$22.92 | Bill | 09/24/202 |
| Total for Central Clifton Park-Po9/01/2025 Total for Clifton | 09012025 | CPH lost books pd @ BUR Public Library | | Bill | 09/24/202 |
| Total for Ceng Clifton Park-h 09/01/2025 Total for Clifto Highmark Blu | 09012025 on Park-Halfmoon F eShield of Northea | CPH lost books pd @ BUR Public Library | | | |
| Total for Cene Clifton Park-H 09/01/2025 Total for Clifto Highmark Blu 09/08/2025 | 09012025 on Park-Halfmoon F eShield of Northea 25090841350508 | CPH lost books pd @ BUR Public Library stern New York | \$22.92 | | |
| Total for Cene Clifton Park-H 09/01/2025 Total for Clifto Highmark Blu 09/08/2025 | 09012025 on Park-Halfmoon F eShield of Northea 25090841350508 | CPH lost books pd @ BUR Public Library stern New York 1 OCT 2025 prem medical J Kaplan | \$22.92 198.00 | | |
| Total for Cent Clifton Park-h 09/01/2025 Total for Clifto Highmark Blu 09/08/2025 Total for High | 09012025 on Park-Halfmoon F eShield of Northea 25090841350508 mark BlueShield of | CPH lost books pd @ BUR Public Library stern New York 1 OCT 2025 prem medical J Kaplan | \$22.92 198.00 | | 09/24/202 |
| Total for Cene Clifton Park-h 09/01/2025 Total for Clifto Highmark Blu 09/08/2025 Total for High Mail 'N' More | 09012025 on Park-Halfmoon F reShield of Northea 25090841350508 rmark BlueShield of | CPH lost books pd @ BUR Public Library stern New York 1 OCT 2025 prem medical J Kaplan | \$22.92 198.00 | Bill | |





Abstract (less Early Pays)
As of September 30, 2025

| DATE | NUM | MEMO/DESCRIPTION | AMOUNT | TRANSACTION TYPE | DUE DATE |
|--------------------------------|--------------------------|---|------------|---------------------|------------|
| Total for Mail | 'N' More | | \$165.65 | | |
| Maxim Litvino | ov | | | | |
| 08/29/2025 | 603754 | mural outside of children's room (paid for through grant funding) | 2,500.00 | Bill | 09/24/2025 |
| Total for Max | im Litvinov | | \$2,500.00 | | |
| Midwest Tape 800-875-278 | | | | | |
| 08/11/2025 | 507579544 | 2 DVD/ADB | 74.73 | Bill | 09/24/2025 |
| 08/18/2025 | 507614368 | 2 DVD/ADB | 53.98 | Bill | 09/24/2025 |
| 08/25/2025 | 507646793 | 1 DVD/ADB | 42.99 | Bill | 09/24/2025 |
| 08/29/2025 | 507669801 | 5 DVD/ADB | 129.95 | Bill | 09/24/2025 |
| | 507679038 | Hoopla Aug 2025 | 1,800.10 | | 09/24/2025 |
| | 507691871 | credit for return of 1 DVD inv 507545873 | | Vendor Credit | |
| Total for Midv | vest Tape, LLC | | \$2,074.76 | | |
| NATIONAL G 800-664-6729 | | | | | |
| 09/10/2025 | AUG 2025 | svc 7/9-8/8/2025 | 2,468.94 | Bill | 09/22/2025 |
| 09/11/2025 | SEPT 2025 | svc 8/8-9/9/25 | 2,911.94 | Bill | 09/22/2025 |
| Total for NAT | IONAL GRID | | \$5,380.88 | | |
| NightRider Ja (518) 782-999 | anitorial Services 99 | | | | |
| 09/01/2025 | SEPT25072 | Sep 2025 svc | 2,369.00 | Bill | 09/24/2025 |
| Total for Nigh | tRider Janitorial Se | rvices | \$2,369.00 | | |
| Penworthy 800-262-266 | 5 x208 | | | | |
| | 0610333-IN | 25 books | 436.65 | Bill | 09/24/2025 |
| Total for Pen | | | \$436.65 | | |
| Playaway Pro | • | | • | | |
| 877-893-0808 | | | | | |
| 09/09/2025 | | 1 wonderbook w/audio | 63.99 | Bill | 09/24/2025 |
| Total for Play | away Products LLC | | \$63.99 | | |
| Repeat Busin (518) 869-81 | ness Systems, Inc. | | | | |
| 08/27/2025 | | Sept contract base rate + June-Aug 2025 usage + logistics charge | 241.12 | Bill | 09/24/2025 |
| Total for Rep | eat Business Syster | · · · · · · · · · · · · · · · · · · · | \$241.12 | | |
| Round Lake I | Library | | | | |
| 09/01/2025 | - | RDL lost book pd @ BUR | 19.99 | Bill | 09/24/2025 |
| Total for Rou | nd Lake Library | | \$19.99 | | |
| Saratoga Spr (518) 584-78 | ings Public Library | | | | |
| 09/01/2025 | | SAR lost bk pd @ BUR | 25.00 | Bill | 09/24/2025 |
| | atoga Springs Public | · | \$25.00 | | |
| | rondack Library Sys | - | | | |
| 09/01/2025 | | Aug 2025 monthly fee/ circulation renewal | 2,064.53 | Bill | 09/24/2025 |
| | thern Adirondack Lil | · · · · · · · · · · · · · · · · · · · | \$2,064.53 | | |
| Staples | | | . , | | |
| • | 6037648183 | copy paper, tape dispenser | 30.30 | Bill | 09/24/2025 |
| | | | | | 09/24/2025 |
| 09/11/2025 | 6042221730 | envelopes, copy paper, folders, misc. items | 90.93 | Bill | 09/24/20 |



Ballston Community Public Library

Abstract (less Early Pays)
As of September 30, 2025

| \$637.00 1,620.80 | \$2 | TOTAL Total for The Daily Gazette Co. Inc. |
|-------------------------|--|--|
| 637.00 Bill | 52 weeks subscription renewal- effective 9/26/25 | The Daily Gazette Co. Inc. 09/02/2025 09022025 |
| \$121.23 | 915 | Total for Staples |
| AMOUNT TRANSACTION TYPE | MEMO/DESCRIPTION AMC | DATE NUM |

Ballston Community Public Library EARLY PAYS

September 2025

| Date | Transaction Type | Num | Name | Memo/Description | Amount |
|--------------------|----------------------|------|--|---------------------------|-----------|
| 11000 BSNB LIBRARY | General Fund (1164) | | | | |
| 09/05/2025 | Bill Payment (Check) | 1305 | Twin Bridges Waste & Recycling, LLC | Sept svc | 74.75 |
| 09/15/2025 | Bill Payment (Check) | 1306 | Spectrum Business/Charter Communications | svc 9/10/2025 - 10/9/2025 | 295.00 |
| 09/15/2025 | Credit Card Payment | 1307 | VISA | x4350 August charges | 70.00 |
| | | | | TOTAL EARLY PAY | \$ 439.75 |

Ballston Community Public Library Budget vs. Actuals: 2025 BUDGET

| | | Total General Checking (1164) | | | | | |
|---|----------|-------------------------------|----|------------|-----|------------|-------------|
| | • | Actual | | Budget | Re | emaining | % Remaining |
| Revenue | - | | | | | | |
| BALLSTON TAXES | | | | | | | |
| 17.1001.41.000.0.000 Real Property Taxes | | 750,398.24 | | 750,398.00 | | -0.24 | 0.00% |
| Total BALLSTON TAXES | \$ | 750,398.24 | \$ | 750,398.00 | -\$ | 0.24 | 0.00% |
| CHARLTON LIBRARY SVCS | | | | | | | |
| 17.2360.41.000.0.000 Library Services to Town of Charlton | | 37,332.00 | | 51,000.00 | | 13,668.00 | 26.80% |
| Total CHARLTON LIBRARY SVCS | \$ | 37,332.00 | \$ | 51,000.00 | \$ | 13,668.00 | 26.80% |
| DASNY Grants | | | | 0.00 | | 0.00 | |
| LIBRARY CHARGES | | | | | | | |
| 17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees | | 3,712.45 | | 3,000.00 | | -712.45 | -23.75% |
| 17.2082.41.005.0.000 LIBRARY CHARGES - Fines | | 14.40 | | 0.00 | | -14.40 | |
| 17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR | | 1,423.07 | | 2,000.00 | | 576.93 | 28.85% |
| 17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR | | -19.45 | | 0.00 | | 19.45 | |
| Total LIBRARY CHARGES | \$ | 5,130.47 | \$ | 5,000.00 | -\$ | 130.47 | -2.61% |
| LIBRARY SYSTEM GRANTS | | | | | | 0.00 | |
| 17.2760.41.001.0.000 Library System Grants - LLSA (deleted) | | 3,065.40 | | 3,194.00 | | 128.60 | 4.03% |
| Total LIBRARY SYSTEM GRANTS | \$ | 3,065.40 | \$ | 3,194.00 | \$ | 128.60 | 4.03% |
| MISC REVENUE | | | | | | | |
| 17.2401.41.000.0.000 INTEREST & EARNINGS | | 0.00 | | 0.00 | | 0.00 | |
| 17.2705.41.000.0.000 Gifts / Donations / Reimbursements | | 5,800.21 | | 10,000.00 | | 4,199.79 | 42.00% |
| 17.2770.41.000.0.000 Other Unclassified Revenues | | 5,056.82 | | 0.00 | | -5,056.82 | |
| 17.9999.41.000.0.000 Budget Fund Balance Draw | | | | 0.00 | | 0.00 | |
| Total MISC REVENUE | \$ | 10,857.03 | \$ | 10,000.00 | -\$ | 857.03 | -8.57% |
| Total Revenue | \$ | 806,783.14 | | 819,592.00 | \$ | 12,808.86 | 1.56% |
| Gross Profit | \$ | 806,783.14 | \$ | 819,592.00 | \$ | 12,808.86 | 1.56% |
| Expenditures | | | | | | | |
| BENEFITS | | | | | | | |
| 17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION | | 9,524.50 | | 38,358.00 | | 28,833.50 | 75.17% |
| 17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost) | | 1,230.51 | | 4,000.00 | | 2,769.49 | 69.24% |
| 17.9060.58.052.0.000 HSA (ER Contribution) | | 4,281.32 | | 7,425.00 | | 3,143.68 | 42.34% |
| 17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs) | | 1,980.00 | | 5,728.00 | | 3,748.00 | 65.43% |
| 17.9060.58.054.0.000 HEALTH INS OPT OUT | | | | 1,800.00 | | 1,800.00 | 100.00% |
| 17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share) | | 21,645.87 | | 32,598.00 | | 10,952.13 | 33.60% |
| Total BENEFITS | \$ | 38,662.20 | \$ | 89,909.00 | \$ | 51,246.80 | 57.00% |
| LIBRARY EQUIPMENT & CAPITAL OUTLAY | | , | | , | · | • | |
| 17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES | | 4,797.96 | | 9,000.00 | | 4,202.04 | 46.69% |
| 17.7410.52.033.0.000 LIBRARY FURNITURE PURCHASES | | , | | 0.00 | | 0.00 | |
| 17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS | | 36,495.00 | | 0.00 | | -36,495.00 | |
| Total LIBRARY EQUIPMENT & CAPITAL OUTLAY | <u> </u> | 41,292.96 | \$ | 9,000.00 | -\$ | 32,292.96 | -358.81% |
| LIBRARY MATERIALS | • | , | • | -, | • | 0.00 | |
| 17.7410.54.034.0.000 LIBRARY MATERIALS - Print | | 39,617.70 | | 61,000.00 | | 21,382.30 | |
| 17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals | | 1,763.00 | | 1,800.00 | | 37.00 | |
| 17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers | | 2,686.38 | | 2,800.00 | | 113.62 | |
| 17.7410.54.037.0.000 LIBRARY MATERIALS - E-books | | 2,880.20 | | 3,000.00 | | 119.80 | 3.99% |
| 17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases | | 14,297.17 | | 17,000.00 | | 2,702.83 | |
| 17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials | | 9,012.67 | | 13,000.00 | | 3,987.33 | |
| Total LIBRARY MATERIALS | | 70,257.12 | ¢ | 98,600.00 | \$ | 28,342.88 | |
| TOTAL LIBITARY I WATERIALS | Ψ | 10,231.12 | φ | 30,000.00 | φ | 20,342.00 | 20.13% |

Ballston Community Public Library Budget vs. Actuals: 2025 BUDGET

| | Total General Checking (1164) | | | | | | |
|--|-------------------------------|------------|----|------------|-----|------------|-------------|
| | <u>-</u> | Actual | | Budget | Ren | naining | % Remaining |
| LIBRARY PERSONNEL SERVICES | | | | | | | |
| 17.7410.51.030.0.000 CERTIFIED LIBRARIANS | | 137,389.32 | | 187,082.00 | | 49,692.68 | 26.56% |
| 17.7410.51.031.0.000 CLERICAL STAFF | | 128,355.28 | | 191,100.00 | | 62,744.72 | 32.83% |
| 17.7410.51.032.0.000 PAGES | | 18,201.05 | | 32,240.00 | | 14,038.95 | 43.55% |
| 17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes) | | 32,770.65 | | 31,397.00 | | -1,373.65 | -4.38% |
| Total LIBRARY PERSONNEL SERVICES | \$ | 316,716.30 | \$ | 441,819.00 | \$ | 125,102.70 | 28.32% |
| OFFICE EXPENSES | | | | | | | |
| 17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS | | 4,898.84 | | 4,500.00 | | -398.84 | -8.86% |
| 17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS | | 2,717.59 | | 4,000.00 | | 1,282.41 | 32.06% |
| 17.7410.54.041.0.000 POSTAGE / MAILINGS | | 635.20 | | 250.00 | | -385.20 | -154.08% |
| 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 | | 12,506.84 | | 14,000.00 | | 1,493.16 | 10.67% |
| Total OFFICE EXPENSES | \$ | 21,400.40 | \$ | 23,750.00 | \$ | 2,349.60 | 9.89% |
| OPERATION EXPENSE | | | | | | | |
| 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 | | 26,471.67 | | 10,000.00 | | -16,471.67 | -164.72% |
| 17.1620.54.074.0.000 Professinal Services - ELECTION EXPENSES | | , | | 1,000.00 | | 1,000.00 | 100.00% |
| 17.7410.51.033.0.000 Professional Services - PAYROLL Processing | | 3,022.77 | | 4,000.00 | | 977.23 | 24.43% |
| 17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.) | | 17,102.72 | | 30,000.00 | | 12,897.28 | 42.99% |
| 17.7410.54.010.0.000 Professional Services - IT (SALS) | | 16,516.24 | | 24,774.00 | | 8,257.76 | 33.33% |
| 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 | | 2,050.16 | | 3,000.00 | | 949.84 | 31.66% |
| 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 | | 21,231.00 | | 27,540.00 | | 6,309.00 | 22.91% |
| 17.7410.54.040.0.000 CUSTODIAL SUPPLIES | | 998.95 | | 2,500.00 | | 1,501.05 | 60.04% |
| 17.7410.54.046.0.000 MILEAGE REIMBURSEMENT | | 233.80 | | 300.00 | | 66.20 | 22.07% |
| 17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT | | 764.45 | | 500.00 | | -264.45 | -52.89% |
| 17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M | | 5,793.59 | | 5,000.00 | | -793.59 | -15.87% |
| 17.7410.54.049.0.000 Uncategorized Expenditure | | 2,. 22.22 | | 2,222.22 | | 0.00 | |
| 17.7410.54.077.0.000 TRASH REMOVAL SERVICES | | 672.75 | | 900.00 | | 227.25 | 25.25% |
| Total OPERATION EXPENSE | | 110,346.93 | \$ | 139,314.00 | \$ | 28,967.07 | 20.79% |
| SPECIAL ITEMS | • | ,. | • | , | • | | |
| 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 | |
| Total SPECIAL ITEMS | • | 12,151.61 | \$ | 17,200.00 | • | 5,048.39 | 29.35% |
| otal Expenditures | \$ | 610,827.52 | \$ | 819,592.00 | - | 208,764.48 | 25.47% |
| let Operating Revenue | | 195,955.62 | | 0.00 | | 195,955.62 | 20.77 |
| let Revenue | <u> </u> | 195,955.62 | | 0.00 | | 195,955.62 | |

Ballston Community Public Library Cap Imp, Fund Bal & Trustee Rev/Exp Activity

| | CAP IMP (1643) History Rm | | 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 | \$ | 0.00 |
| CHARLTON LIBRARY SVCS | | | | | | |
| 17.2360.41.000.0.000 Library Services to Town of Charlton | | | | | | |
| Total CHARLTON LIBRARY SVCS | \$ | 0.00 | \$ | 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 | \$ | 0.00 |
| LIBRARY SYSTEM GRANTS (deleted) | | | | | | |
| 17.2760.41.001.0.000 Library System Grants - LLSA (deleted) | | | | | | |
| Total LIBRARY SYSTEM GRANTS (deleted) | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 |
| MISC REVENUE | | | | | | |
| 17.2401.41.000.0.000 INTEREST & EARNINGS | | | | 146.63 | | 19.01 |
| 17.2705.41.000.0.000 Gifts / Donations / Reimbursements | | | | | | 2,851.50 |
| 17.2770.41.000.0.000 Other Unclassified Revenues | | | | | | |
| Total MISC REVENUE | \$ | 0.00 | \$ | 146.63 | \$ | 2,870.51 |
| Total Revenue | \$ | 0.00 | \$ | 146.63 | \$ | 2,870.51 |
| Gross Profit | \$ | 0.00 | \$ | 146.63 | \$ | 2,870.51 |
| 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 | \$ | 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 | \$ | 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 | \$ | 0.00 |
| IVW. EDITAL HATELIAEV | Ψ | 0.00 | Ψ | 0.00 | Ψ | 5.00 |

Ballston Community Public Library Cap Imp, Fund Bal & Trustee Rev/Exp Activity

| | CAP IMP (1643) History Rm | | FUND BALANCE (1567) | | TRUSTEE FUND (1596) | |
|--|------------------------------|-------|---------------------------|--------|------------------------|----------|
| LIBRARY PERSONNEL SERVICES | | | | | | |
| 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) | | | | | | |
| Total LIBRARY PERSONNEL SERVICES | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 |
| OFFICE EXPENSES | | | | | | |
| 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 | | | | | | |
| Total OFFICE EXPENSES | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 |
| OPERATION EXPENSE | | | | | | |
| 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 | | 48.00 | | | | |
| 17.7410.54.077.0.000 TRASH REMOVAL SERVICES | | | | | | |
| Total OPERATION EXPENSE | \$ | 48.00 | \$ | 0.00 | \$ | 0.00 |
| SPECIAL ITEMS | | | | | | |
| 17.1320.54.007.0.000 Professional Services - AUDITOR & CPA | | | | | | |
| 17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library | | | | | | |
| Total SPECIAL ITEMS | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 |
| Total Expenditures | \$ | 48.00 | \$ | 0.00 | \$ | 0.00 |
| Net Operating Revenue | -\$ | 48.00 | \$ | 146.63 | \$ | 2,870.51 |
| Net Revenue | -\$ | 48.00 | \$ | 146.63 | \$ | 2,870.51 |

Ballston Community Public Library

Cash Balances per Quickbooks As of 9/23/2025

| GL Account | Description | Bala | ince | _ |
|-------------------|-----------------------------|------|------------|----------|
| 11000 | General Fund (1164) | \$ | 249,715.85 | _ |
| 11200 | \$ moved from 1164 per FDIC | | 64,206.87 | _ |
| Subtotal | | | 313,922.72 | *** |
| 11100 | Capital Improv Fund (1643) | | 42.56 | |
| 13000 | Fund Balance (1567) | | 110,202.89 | |
| 11250 | Trustee Fund (1596) | | 15,193.43 | |
| 11290 | Petty Cash on hand | | 70.00 | - |
| Total Cash Ba | alance | \$ | 439,431.60 | <u>=</u> |

^{***} Balance prior to 9/24/25 check run.

Expected check run total is \$21,620.80

After check run, the subtotal above will be \$292,301.92.

| 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 | \$8,347.96 | | | | | | |
| | TOTAL \$15,193.43 | | | | | | |

Ballston Community Public Library Trustee Fund (1596) Register

| Date | Check Number | Description | Fund | With- drawal Amount | Deposit Amount | Account Balance |
|------------|-----------------|---------------------------|------------------|---------------------------|-------------------|--------------------|
| 2025 Begin | nning Balance | | | | | \$13,314.12 |
| 1.31.25 | | interest earned | UNDESIGNATED | | \$2.26 | \$13,316.38 |
| 2.18.25 | | DONATION | Burnt Hills Wome | ens 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 |
| 8.31.25 | | interest earned | UNDESIGNATED | | \$2.58 | \$15,193.43 |

Ballston Community Public Library Director's Report

September 2025

Circulation Statistics

August 2025

| Circulation Statistics | Current Month | 2025 Total | 2024 Total |
|---------------------------|----------------------|------------|------------|
| Items Added to Collection | 256 | 2662 | 3,930 |
| Number of Physical Items | 11,032 | 69,295 | 93,004 |
| Circulated | | | |
| Overdrive/Libby | 1370 | 11,254 | 18,244 |
| Circulation | | | |
| Hoopla Circulation | 778 | 5983 | 8,003 |
| New Patron Registrations | 47 | 307 | 482 |
| Patrons in the Building | 3649 | 32,360 | 53,346 |

Programs & Events

August 2025

| Programs | Number Offered Current Month | Participants Current Month | Number Offered 2025 Total | Participants 2025 Total | Number Offered 2024 Total | Participants 2024 Total |
|------------|------------------------------------|-------------------------------|---------------------------------|----------------------------|------------------------------------|----------------------------|
| Preschool | 7 | 159 | 104 | 3,107 | 161 | 3,948 |
| Elementary | 3 | 59 | 37 | 391 | 80 | 973 |
| Teen | 1 | 19 | 23 | 116 | 41 | 220 |
| Adult | 5 | 35 | 75 | 560 | 94 | 759 |
| Family | 6 | 134 | 50 | 2,107 | 85 | 3,221 |
| Outreach | 0 | 0 | 38 | 2,074 | 69 | 1,783 |
| TOTALS | 22 | 406 | 327 | 8,355 | 530 | 10,904 |

Youth Services:

The Summer Reading program officially ended on September 1 and Alyssa compiled detailed minutes reports to send to all 3 Elementary schools and the Middle School. Attached is a final report for Youth Summer Reading 2025. For programming in September we provided, 17 story times, 3 book clubs, 1 Saturday story time, 8 Teen Book Boxes, 1 Kid's Craft, 1 Tween Craft, 1 Lego STEM Challenge, 1 Story Crafters program, and a fun vote in the Children's Room where patrons could choose who they prefer: Clifford the Big Red Dog vs. Maisy the Mouse. Alyssa had some scouts help with putting together the new train table and light table for the Children's Room. The scouts also helped take down the Story Walk in Anchor Diamond Park. We received a lot of positive feedback from hikers, parents, and the Town Parks Board. The BHBL SE Students volunteered 3 times this month and helped retrieve items to fulfill library holds. We also hosted 4 Kindergarten Field Trips from Stevens. All four

classes got a tour of the library, a short story time with Miss Alyssa, and then they got to pick out books and get their first library card.

Adult Services: N/A

Director:

Kristi attended the Charlton and Ballston Town meetings, the Burnt Hills-Ballston Lake Business Professional Association meeting with Starzia Law, and traveled to Albuquerque NM to attend the Association of Small and Rural Libraries (ARSL) Annual Conference.

Staff & Volunteers

Staff:

Melissa Gardner began as permanent PT Library Clerk this month. We are interviewing finalists for the position of Head of Adult Services this week.

Friends of the Library:

The Friends meeting was September 2 at 7:00 pm. Meredith and Aaron have both volunteered to be co-Presidents of the Friends of the Library. At the meeting the Friends discussed discontinuing Thrift Books for the fall book sale and just donating the left-over items to a Bulk Book Warehouse nearby. They also looked at a report for Museum Pass usage to determine which passes to not renew once their subscription has ended. Ruta received donations and put together several raffle baskets that will be on display for a month. She will pull the raffle winners on 10/18. Raffle tickets can be purchased at the Circulation desk. The Friends will no longer be participating in a presentation at NYLA and they have tabled a discussion on their MOU until more members can look through the rough draft. The next Friends of the Library meeting will be 10/7 at 7:00 pm.

Facility

We received a quote for next year's services for the HVAC system from Crisafulli Bros.

Technology

August 2025

| Technology Statistics | Current Month | 2025 Total | 2024 Total |
|---------------------------------|----------------------|------------|------------|
| Public Computer Sessions | 121 | 996 | 1,259 |
| WiFi Sessions (unique users) | 292 | 2,793 | 4,092 |

Meetings & Professional Development

Kristi – Charlton Town Meeting (9/8); Ballston Town Meeting (9/9); BH-BL BPA Meeting (9/10); ARSL Annual Conference (9/16-22)

Alyssa - Meeting with Friends of the Library co-President Meredith (9/16); Meeting with Tom from Sebco (9/17)

Respectfully, Kristi Chadwick Library Director

SUMMER READING PROGRAM



2025



June 30 - August 9

Children and Teens could still log minutes until September 1st. The final totals were then sent to the local schools for "top reader" awards to be given out.









Preschool:

129 registrations 56,959 minutes read

Elementary:

438 registrations 452,392 minutes read

Teens:

92 registrations 155,517 minutes read



659 registrations 664,868 minutes read





Community Partners

BH-BL Schools, Friends of the Library, Jenkins Park, Elmer Smith Park, Little Troy Park, Town of Ballston Parks Board, WMHT, and Southern Adirondack Library System



SUMMER READING PROGRAM

2025

Youth Summer Reading Participants

2025 - 659

2024 - 626

2023 - 679

2022 - 695

2021 - 610

2020 - 474

2019 - 1,079

2018 - 1,076

2017 - 769

2016 - 695

2015 - 654

2014 - 572

2013 - 416

2012 - 571



Summer Reading!



Youth Programs

Preschool:

30 programs 820 attendance

Elementary:

8 programs 177 attendance

Teens:

7 programs 84 attendance

Family:

22 programs1,275 attendance

Totals:

67 programs
2,356 attendance







Teen Volunteers

We had 10 Teen Volunteers assist with our Summer Programs this year. They did a total of 73 hours.

Item No.1 - 2026 Library Budget

annual levy of an ad valorem tax upon the taxable real property within the Ballston Community Shall the sum of \$839,327 be raised by the Town of Ballston, Saratoga County, New York, by an planned operating budget of the Library of \$908,596. Public Library District to be paid over to the Trustees of the District for the purpose of funding the

|--|



PLUMBING / HEATING / COOLING / ELECTRICAL

9/11/2025

Proposal

To: Ballston Community Public Library

Attn: Tricia Bitley / tbitley@sals.edu / 518-399-8174 ext 6

RE: 2 Lawmar Lane, Burnt Hills, NY 12027

Scope of Work

We provide all labor, parts, and materials to maintain equipment on a yearly basis. Six Roof Top Units will be serviced twice a year, once in the Fall before the heating season and once in the Spring before the cooling season.

Additional labor may be invoiced initially for excessive build up on equipment due to a lack of maintenance

Spring and Fall Service will include:

- -Clean both evaporator and condenser coils
- -Replace filters
- -Check belts and adjust or replace as necessary
- -Check all electrical connections, relays, and contactors
- -Check refrigerant pressures and levels and look for an apparent signs of leaks
- -Grease all motors, bearings, and pulleys
- -Check thermostat for proper operation and adjust if necessary
- -Clean burner and burners comparement
- -Check heat exchangers for damage or cracks
- -Check for gas leak and test gas pressures

Six-Thousand-Seven-Hundred-Fifty-Dollars and Forty-Six-Cents...\$6,750.46



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PLUMBING / HEATING / COOLING / ELECTRICAL

| By: | <u>Erin</u> | San | tarcar | nge | <u>lo</u> |
|-----|-------------|------|--------|-----|-----------|
| Con | nmer | cial | Servi | e G | Group |

| By:_ | | |
|------|----------------------------------|--|
| | Authorized Representative | |