

**Ballston Community Public Library
Board of Trustees Meeting Agenda
October 29, 2025, 7:00 PM**

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

- 1) Call to order
- 2) Minutes of September 24, 2025 Budget Hearing
- 3) Minutes of September 24, 2025 Meeting
- 4) Monthly Financial Reports
- 5) Approval of Bills
- 6) Librarians' Reports
- 7) Reports of Committees
 - a) Budget & Finance
 - b) Buildings & Grounds
 - c) Election
 - d) Long-Range Plan
 - e) Personnel
 - f) Policy
- 8) Unfinished Business
 - a) FY2022 Construction Grant
- 9) New Business
 - a) Board Officer nominations
 - b) 2026 Board Committees
 - c) Final 2025 Board meetings date changes
 - d) Friends MOU
 - e) Memo from Attorney Stephanie Adams regarding Town of Ballston's proposed Camping Law

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 25-036 Consider accepting the Memorandum of Understanding between the Friends of the Ballston Community Public Library and The Ballston Community Public Library. President Gordon is authorized to sign on behalf of the Library.

RESOLUTION 25-037 Consider hiring Courtney Carey as Librarian II – Head of Adult Services with a start date of December 1, 2025 and an annual salary of \$56,000.

RESOLUTION 25-038 Consider accepting the resignation of Ciara Nugent as Page effective November 10, 2025.

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

10) Adjournment

October Voucher Signer: Candy Burchett

Charlton Town Board Meeting: Monday, November 10, 2025 at 7:00 PM

Ballston Town Board Meeting: Wednesday, November 12, 2025 at 6:30 PM

Library Board of Trustees: November 19, 2025 at 7:00 PM

November Voucher Signer: TBD

Ballston Community Public Library
Budget Presentation Minutes
September 24, 2025

Call to order: The meeting was called to order at 6:45 p.m. by President Melia Gordon.

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

Trustees present: Margie Morris, Melia Gordon, Ed Guider, Steve Burchett (arrived at 6:58 p.m.)

Trustees absent (excused): Candy Burchett, Kate Schofield.

Trustees absent (unexcused): none

Public present: Christine Goss, Tom Shaginaw, Julia Stone.

2026 Proposed Library Budget Presentation – Treasurer Margie Morris presented the 2026 proposed library budget. See meeting documents.

Trustee Guider asked if the summary of increases are due to increasing the Building Maintenance line and increases in employee compensation and benefits. Treasurer Morris agreed. President Gordon also noted that once projects have been prioritized that looking for grants will also be a priority. Ms. Stone encouraged the library to explore grants for projects.

Privilege of the floor ONLY on the items for consideration and action this evening. (Limit 3 minutes). Please state your name and town when speaking.

None

Adjournment: At 6:59 p.m., President Melia Gordon adjourned the meeting.

Minutes respectfully submitted by Kristi Chadwick, Director.

**Ballston Community Public Library
Board of Trustees Meeting Agenda
September 24, 2025**

Call to order: The meeting was called to order at 7:01pm by President Melia Gordon.

Attendance: Kristi Chadwick, Director; Alyssa Harvey, Youth Services Manager

Trustees Present: Melia Gordon, Ed Guider, Steve Burchett, Margie Morris

Trustees Absent: (excused) Candy Burchett, Kate Schofield

Trustees Absent: (unexcused) none

Approval of Minutes of August 27, 2025 Meeting: On a motion by Trustee Ed Guider with a second by Trustee Melia Gordon, the trustees unanimously approved the minutes of the August 27, 2025 monthly meeting.

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

Approval of Bills: On a motion by Trustee Margie Morris with a second by Trustee Ed Guider, bills for September 2025, as reviewed by Trustee Ed Guider, were unanimously approved.

Librarians' Reports: see meeting documents

Reports of Committees

Budget & Finance: no meeting

Buildings & Grounds: no meetings - need to talk about sidewalk

Election: resolution for chairperson and clerks

Long-Range Plan: survey closed, will call for a meeting

Personnel: interview today for Adult Services Manager, two more will be held on Friday

Policy: no meeting

Friends of the Library: New co-presidents. Book Sale was a success. Raffle Baskets will be out until 10/18/25.

Unfinished Business:

Director Review: Melia reviewed results of evaluation, everyone is pleased with Kristi's performance as Director.

New Business:

2025 Draft Ballot review: No corrections

Crisafulli Bros. - new contract: Approximately \$400 over last year's 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.

None.

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.

Alternates: Diane McNamara and Leah Renzi

Motion was made by Trustee Guider, seconded by Trustee S. Burchett and passed unanimously.

RESOLUTION 25-033 Consider approving a meal cost of up to \$150 from the Fund Balance for the designated election officials. Motion was made by Trustee Gordon, seconded by Trustee Morris and passed unanimously.

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. Motion was made by Trustee Guider, seconded by Trustee S. Burchett and passed unanimously.

RESOLUTION 25-035 Consider approving the yearly contract for HVAC service with Crisafulli Bros. in the amount of \$6750.46. Motion was made by Trustee Morris, seconded by Trustee Gordon and passed unanimously.

Privilege of the floor on any topic. Please state your name, and town you reside in.

(Limit 3 mins.)

Julia Stone, Kingsley Road - requested, going forward, all budget documents be added to the website prior to the meeting. She thanked Steve Burchett for his years of service to the library.

9) Adjournment: At 7:26 p.m., on a motion by Trustee Guider, with a second by Trustee S. Burchett, the meeting was adjourned.

Minutes respectfully submitted by Margie Morris, Trustee.



Ballston Community Public Library

Abstract (less Early Pays)

As of October 31, 2025

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Ace Pest Control Specialists, Inc. (518) 377-3897					
10/08/2025	21800480	Oct 2025 svc	50.00	Bill	10/29/2025
Total for Ace Pest Control Specialists, Inc.			\$50.00		
Amazon-pay by invoice					
10/15/2025	1N9F-XQFH-3FC3	Misc. see invoices	1,045.72	Bill	10/29/2025
Total for Amazon-pay by invoice			\$1,045.72		
Baker & Taylor 800-340-5370					
09/03/2025	2039264489	23 books	376.48	Bill	10/29/2025
09/11/2025	2039274382	14 books	235.65	Bill	10/29/2025
09/22/2025	2039279363	3 books	65.06	Bill	10/29/2025
10/03/2025	2039285173	1 book	6.38	Bill	10/29/2025
Total for Baker & Taylor			\$683.57		
CDPHP					
10/13/2025		NOV 2025 prem Health/Dental (AH), Dental (JK), Health/Dental (KC)	2,223.09	Bill	10/29/2025
Total for CDPHP			\$2,223.09		
Cengage Learning Inc. / Gale 248-699-4253					
10/11/2025	999101299639	1 book(s)	23.25	Bill	10/29/2025
09/13/2025	999101348529	6 book(s)	176.19	Bill	10/29/2025
09/15/2025	999101377807	2 book(s)	56.23	Bill	10/29/2025
09/15/2025	999101413850	4 book(s)	103.46	Bill	10/29/2025
09/25/2025	999101497890	4 book(s)	111.71	Bill	10/29/2025
09/30/2025	999101533903	6 book(s)	155.99	Bill	10/29/2025
Total for Cengage Learning Inc. / Gale			\$626.83		
Cheryl Collamer (518) 937-8994					
10/08/2025	10082025.election	election inspector/ballot clerk	260.00	Bill	10/29/2025
Total for Cheryl Collamer			\$260.00		
Crandall Public Library					
10/01/2025	10012025	GLE lost book pd @ BUR	29.99	Bill	10/29/2025
Total for Crandall Public Library			\$29.99		
Crisafulli Bros. Plumbing & Heating Contractors, Inc. (518) 240-1897					
10/14/2025	458932	1st Half of maintenance contract - Fall	3,375.23	Bill	10/29/2025
Total for Crisafulli Bros. Plumbing & Heating Contractors, Inc.			\$3,375.23		
David Vonie					
10/08/2025	10082025.election	election inspector/ballot clerk	260.00	Bill	10/29/2025
Total for David Vonie			\$260.00		
Highmark BlueShield of Northeastern New York					
10/06/2025	251006415675549	NOV 2025 prem medical J Kaplan	198.00	Bill	10/29/2025
Total for Highmark BlueShield of Northeastern New York			\$198.00		
Kristi Chadwick					
09/24/2025	09242025	mileage reimb Aug-Sept; Reimb for mileage, meals, air fare and hotel for ARSL Conference; BPA mtg	2,336.67	Bill	10/29/2025
10/22/2025	10222025 mileage	mileage reimb Oct	92.89	Bill	10/29/2025



Ballston Community Public Library

Abstract (less Early Pays)

As of October 31, 2025

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Total for Kristi Chadwick			\$2,429.56		
Midwest Tape, LLC 800-875-2785					
09/16/2025	507751023	2 DVD/ADB	53.23	Bill	10/29/2025
09/30/2025	507818048	7 DVD/ADB	302.08	Bill	10/29/2025
09/30/2025	507822454	Hoopla Sept 2025	1,778.76	Bill	10/29/2025
10/13/2025	507880154	2 DVD/ADB	69.98	Bill	10/29/2025
Total for Midwest Tape, LLC			\$2,204.05		
NightRider Janitorial Services (518) 782-9999					
10/01/2025	OCT25071	October 2025 svc	2,369.00	Bill	10/29/2025
Total for NightRider Janitorial Services			\$2,369.00		
Patricia DeMarle (518) 301-0771					
10/08/2025	10082025.election	election chairperson svcs	285.00	Bill	10/29/2025
Total for Patricia DeMarle			\$285.00		
Repeat Business Systems, Inc. (518) 869-8116					
09/29/2025	11194533	October 2025 contract base rate + logistics surcharge	49.22	Bill	10/29/2025
Total for Repeat Business Systems, Inc.			\$49.22		
Sebco (800) 223-3251					
10/07/2025	215586	51 books	1,257.97	Bill	10/29/2025
Total for Sebco			\$1,257.97		
Southern Adirondack Library System 518-584-7300					
10/01/2025	10946	Sep 2025 monthly fee/ circulation renewal	2,064.53	Bill	10/29/2025
Total for Southern Adirondack Library System			\$2,064.53		
Staples					
09/24/2025	6043118083	toner HP 201x HY BLACK	79.16	Bill	10/29/2025
Total for Staples			\$79.16		
The Daily Gazette Co. Inc.					
09/11/2025	33892	election notice ad posted 9/9-9/11/25	26.40	Bill	10/29/2025
Total for The Daily Gazette Co. Inc.			\$26.40		
Zoobean, Inc 412.532.6267					
09/30/2025	35699	beanstack plus yr 3of3 - Dec 2025 thru Nov2026 (price includes a 3% early pay discount)	809.71	Bill	10/29/2025
Total for Zoobean, Inc			\$809.71		
TOTAL			\$20,327.03		

Ballston Community Public Library
EARLY PAYS
October 2025

Date	Transaction Type	Num	Name	Memo/Description	Amount
11000 BSNB LIBRARY General Fund (1164)					
10/01/2025	Bill Payment (Check)	1330	Albany Times Union	6 month subscription	730.39
10/03/2025	Bill Payment (Check)	1331	Twin Bridges Waste & Recycling	Oct service	74.75
10/07/2025	Bill Payment (Check)	1332	VISA	VISA 2883 September charges	345.00
10/07/2025	Bill Payment (Check)	1333	VISA	VISA 4350 September charges	257.25
10/10/2025	Bill Payment (Check)	1334	New York State Unemployment Insurance	Additional Unemployment Insurance Q3 2025	588.16
10/14/2025	Bill Payment (Check)	1335	NATIONAL GRID	svc 9/9-10/8/25	1,787.63
10/14/2025	Bill Payment (Check)	1336	Spectrum Business	svc 10/10/2025 - 11/9/2025	295.00
10/15/2025	Bill Payment (Check)	1337	Town of Ballston Water Dept.	Q3 water bill	146.58
TOTAL EARLY PAY:					\$ 4,224.76

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

	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		164.75	21.51
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	\$ 164.75	\$ 2,873.01
Total Revenue	\$ 0.00	\$ 164.75	\$ 2,873.01
Gross Profit	\$ 0.00	\$ 164.75	\$ 2,873.01
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

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

	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			
17.1620.54.074.0.000 Professinal Services - ELECTION EXPENSES			99.19
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	54.00		
17.7410.54.077.0.000 TRASH REMOVAL SERVICES			
Total OPERATION EXPENSE	\$ 54.00	\$ 0.00	\$ 99.19
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	\$ 54.00	\$ 0.00	\$ 99.19
Net Operating Revenue	-\$ 54.00	\$ 164.75	\$ 2,773.82
Net Revenue	-\$ 54.00	\$ 164.75	\$ 2,773.82

Ballston Community Public Library

Budget vs. Actuals: 2025 BUDGET

January - December 2025

Total General Checking (x1164)				
	Actual	Budget	Remaining	% 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	3,921.66	3,000.00	-921.66	-30.72%
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	1,543.01	2,000.00	456.99	22.85%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	-38.25	0.00	38.25	
Total LIBRARY CHARGES	\$ 5,440.82	\$ 5,000.00	-\$ 440.82	-8.82%
LIBRARY SYSTEM GRANTS (deleted)				
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 (deleted)	\$ 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	5,805.27	10,000.00	4,194.73	41.95%
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	0.00	
Total MISC REVENUE	\$ 10,862.09	\$ 10,000.00	-\$ 862.09	-8.62%
Total Revenue	\$ 807,098.55	\$ 819,592.00	\$ 12,493.45	1.52%
Gross Profit	\$ 807,098.55	\$ 819,592.00	\$ 12,493.45	1.52%
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)	1,131.42	4,000.00	2,868.58	71.71%
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)	2,178.00	5,728.00	3,550.00	61.98%
17.9060.58.054.0.000 HEALTH INS OPT OUT	0.00	1,800.00	1,800.00	100.00%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	23,363.88	32,598.00	9,234.12	28.33%
Total BENEFITS	\$ 40,479.12	\$ 89,909.00	\$ 49,429.88	54.98%
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	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	\$ 41,292.96	\$ 9,000.00	-\$ 32,292.96	-358.81%
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	42,685.73	61,000.00	18,314.27	30.02%
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	1,763.00	1,800.00	37.00	2.06%
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers	3,221.77	2,800.00	-421.77	-15.06%
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	16,075.93	17,000.00	924.07	5.44%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	9,437.96	13,000.00	3,562.04	27.40%
Total LIBRARY MATERIALS	\$ 76,064.59	\$ 98,600.00	\$ 22,535.41	22.86%

Ballston Community Public Library
Budget vs. Actuals: 2025 BUDGET
January - December 2025

	Total General Checking (x1164)			
	Actual	Budget	Remaining	% Remaining
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	148,138.24	187,082.00	38,943.76	20.82%
17.7410.51.031.0.000 CLERICAL STAFF	142,779.32	191,100.00	48,320.68	25.29%
17.7410.51.032.0.000 PAGES	20,200.56	32,240.00	12,039.44	37.34%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	35,415.46	31,397.00	-4,018.46	-12.80%
Total LIBRARY PERSONNEL SERVICES	\$ 346,533.58	\$ 441,819.00	\$ 95,285.42	21.57%
OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	5,089.20	4,500.00	-589.20	-13.09%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	3,012.59	4,000.00	987.41	24.69%
17.7410.54.041.0.000 POSTAGE / MAILINGS	635.20	250.00	-385.20	-154.08%
17.7410.54.042.0.000 PUBLICITY / Promotion	791.93	1,000.00	208.07	20.81%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	12,808.07	14,000.00	1,191.93	8.51%
Total OFFICE EXPENSES	\$ 22,336.99	\$ 23,750.00	\$ 1,413.01	5.95%
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	0.00	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	0.00	300.00	300.00	100.00%
17.1620.54.013.0.000 Professional Services - PR	0.00	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 Professional Services - ELECTION EXPENSES	831.40	1,000.00	168.60	16.86%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	3,575.16	4,000.00	424.84	10.62%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	19,036.93	30,000.00	10,963.07	36.54%
17.7410.54.010.0.000 Professional Services - IT (SALS)	18,580.77	24,774.00	6,193.23	25.00%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	3,186.09	4,000.00	813.91	20.35%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	4,363.73	3,000.00	-1,363.73	-45.46%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	822.90	500.00	-322.90	-64.58%
17.7410.54.039.0.000 CUSTODIAL SERVICES	23,600.00	27,540.00	3,940.00	14.31%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	1,169.83	2,500.00	1,330.17	53.21%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	349.79	300.00	-49.79	-16.60%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	813.67	500.00	-313.67	-62.73%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	9,218.82	5,000.00	-4,218.82	-84.38%
17.7410.54.049.0.000 Uncategorized Expenditure	0.00	0.00	0.00	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	747.50	900.00	152.50	16.94%
Total OPERATION EXPENSE	\$ 124,592.26	\$ 139,314.00	\$ 14,721.74	10.57%
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	0.00	1,000.00	1,000.00	100.00%
17.3989.54.081.0.000 COVID-19 COSTS (Other Public Safety)	0.00	0.00	0.00	
Total SPECIAL ITEMS	\$ 12,151.61	\$ 17,200.00	\$ 5,048.39	29.35%
Total Expenditures	\$ 663,451.11	\$ 819,592.00	\$ 156,140.89	19.05%
Net Operating Revenue	\$ 143,647.44	\$ 0.00	-\$ 143,647.44	
Net Revenue	\$ 143,647.44	\$ 0.00	-\$ 143,647.44	

Ballston Community Public Library

Petty Cash Activity

September 24 - October 28, 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

Cash Balances per Quickbooks

As of 10/28/2025

GL Account	Description	Balance
11000	General Fund (1164)	\$ 249,980.01
11200	\$ moved from 1164 per FDIC	22,080.15
Subtotal		272,060.16 ***
11100	Capital Improv Fund (1643)	36.56
13000	Fund Balance (1567)	110,221.01
11250	Trustee Fund (1596)	15,195.93
11290	Petty Cash on hand	70.00
Total Cash Balance		\$ 397,583.66

*** Balance prior to 10/29/2025 check run.

Expected check run total is **\$20,327.03**

After check run, the subtotal above will be **\$251,733.13**.

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	\$8,350.46
TOTAL	\$15,195.93

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
8.31.25		interest earned	UNDESIGNATED		\$2.58	\$15,193.43
9.30.25		interest earned	UNDESIGNATED		\$2.50	\$15,195.93

Ballston Community Public Library

Director's Report

October 2025

Circulation Statistics

September 2025

Circulation Statistics	Current Month	2025 Total	2024 Total
Items Added to Collection	164	2826	3,930
Number of Physical Items Circulated	8,471	77,766	93,004
Overdrive/Libby Circulation	1285	12,539	18,244
Hoopla Circulation	754	6737	8,003
New Patron Registrations	83	390	482
Patrons in the Building	4610	36,970	53,346

Programs & Events

September 2025

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2025 Total	Participants 2025 Total	Number Offered 2024 Total	Participants 2024 Total
Preschool	17	381	121	3,488	161	3,948
Elementary	5	48	42	439	80	973
Teen	2	17	25	133	41	220
Adult	3	13	78	573	94	759
Family	2	62	52	2,169	85	3,221
Outreach	7	161	45	2,235	69	1,783
TOTALS	36	682	363	9,037	530	10,904

Youth Services:

In October we provided 18 story times, 3 book clubs, 1 Saturday story time, 1 Kid's Craft, 4 Read to Beaker the therapy dog sessions, 1 Teen Craft, 1 Tween Craft, 1 STEM Challenge, 1 Story Crafters program, a Pumpkin coloring activity in the Children's Room and a Family Bingo Night. The BHBL SE Students volunteered 4 times this month and helped retrieve items to fulfill library holds. Youth Services staff has finished all program planning for this year and have started to look ahead to 2026 planning.

Adult Services:

SALS kicked off its NEA Big Read with a virtual visit from author Mary Roach speaking with me about her book *Fuzz* on October 8. We will also have a community book discussion of *Fuzz* on Tuesday, October 28.

Director:

The book vendor Baker & Taylor has announced that it will be shutting down by the end of 2025. Many SALS libraries, including us, have used them as our main book supplier. We are currently setting up with Ingram, which offers nearly identical services, and will learn the system iPage over the next couple of months. To fill in until we are established, we are placing orders with Amazon. They are currently offering nearly the same hardcover discount to libraries as other vendors on state contract.

I have been taking the Senior Planet Training so that we can have someone on staff able to give technology classes to older patrons. This was indicated of interest in the Planning Survey.

I will be holding two Community Conversations in November to allow the public to come in and contribute more to the next long-range plan. They will be held Wednesday, November 5 at 2:00 PM and Thursday, November 13 at 6:00 PM.

I am taking the online Notary Public course through SUNY Adirondack to prepare for receiving my Notary Public certification. SALS is offering reimbursement of the class, test fee, and filing charges. I hope to complete this before the end of the year.

I will be on vacation from November 3-7.

Staff & Volunteers

Staff:

After interviewing three final candidates with the Personnel Committee, Courtney Carey has accepted the position of Librarian II – Head of Adult Services. She will begin on Monday, December 1.

Page Ciara Nugent has offered her resignation. Her last day will be November 10.

Friends of the Library:

The Friends meeting was October 7 at 7:00 pm. The Friends Raffle baskets ended on October 18. The Friends are still trying to separate the Venmo transactions between the Book Sale and the Raffle Baskets so final totals will be given at the next Friend's Meeting. The Friends approved the MOU and have submitted it to the Library Board of Trustees to be approved. In the future the new co-Presidents hope to look through the Friend by-laws and see if anything needs to be changed or updated. The Friends will have a spot in the Holiday Drive Thru at the High School on December 2. The new co-Presidents shared that some of their goals for the next year are to revive the Friends floats for the local parades and try to get more community involvement in Friends programs and fundraising. There will be another Friends Raffle in November - it will be for a quilt that was kindly donated to the library. The Friends are also looking to cut back on the number of Museum passes that they purchase for the library as they are getting less money in on the fundraisers than they used to get. The next Friends of the Library meeting will be 11/4 at 7:00 pm.

Facility

Crisafulli Brothers came to do the fall maintenance for the HVAC. We are having Ace Hardware services come to look at the front door and Community Room door regarding latching issues.

Technology

September 2025

Technology Statistics	Current Month	2025 Total	2024 Total
Public Computer Sessions	131	1,127	1,259
WiFi Sessions (unique users)	341	3,134	4,092

Meetings & Professional Development

Kristi – Senior Planet Training (Tuesdays 10/7-28); Rural Libraries Roundtable (10/9); Ballston Town Hearing and Meeting (10/14); SALS Directors Meeting (10/21).

Alyssa - Friends of the Library Meeting (10/7); Super Charged Story Times Webinar Series (10/8, 10/15, 10/22, 10/29).

Respectfully,
Kristi Chadwick
Library Director

Memorandum of Understanding
Between Friends of the Ballston Community Public Library
and the Ballston Community Public Library

The following will constitute an operating agreement between the Friends of the Ballston Community Public Library (Friends) and the Ballston Community Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501c3 organization, however, it is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

The Library agrees to share with the Friends the Library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

The Library agrees to provide written proposals for funding requests to be reviewed at Friends meetings.

The Library agrees to report to the Friends when funding requests are fulfilled.

The Library agrees to assist the Friends with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

The Friends agree to publicly support the Library and its policies.

The Friends agree to include a member from the Library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

The Friends agree that monies raised will be spent for library programs, services, other Library or Friends defined needs, and Library supported events. Parties agree that money received by the Friends should be used to support the Library and/or the Library system, and that those funds should supplement, but not supplant public funding.

The Friends agree that the library administration has the final say in accepting or declining any and all gifts made to the Library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future.

THIS AGREEMENT is entered into on _____ by and between:

The President of the Friends of the Library: _____

The Director of the Ballston Community Public Library: _____

The President of the Board of Trustees of the Ballston Community Public Library: _____

The Law Office of Stephanie Adams, PLLC

Stephanie A. Adams, Member
Stuart B. Shapiro, Of Counsel

Kelly E. Coughlin, Of Counsel
Samantha I.V. White, Of Counsel



Via email only to kchadwick@sals.edu

To: The Board of Trustees of the Ballston Community Public Library
Library Director Kristi Chadwick

From: Stephanie A. Adams

Date: October 8, 2025

Re: Memo on the Proposed Local Law Prohibiting “Camping”
*****Not attorney-client privileged—intended for public review*****

To the Board of Trustees and Library Director:

You have requested my review of the Town of Ballston’s proposed local law prohibiting “camping.”

As you may know, the U.S. Supreme Court recently ruled that certain prohibitions of “camping,” focused on camping by those without alternate housing, do not violate the Eighth Amendment (prohibiting cruel and unusual punishment). My review considers this new standard.

Here is my analysis: While that federal case law has opened up some avenues for regulating “camping,” the Town of Ballston’s proposed law will not withstand scrutiny under an equal protection analysis. Because its definitions and scope are overly broad and vague, the proposed law cannot succeed in its objectives unless it is selectively enforced.

These defects also create a risk that the law would selectively apply to activity at the Ballston Community Public Library.

This conclusion and further analysis are set out in the below proposed script for the Library to use to frame its input at the upcoming public hearing on October 14th.

For clarity, supporting or opposing a law can be considered “lobbying.” Lobbying by a public library is allowed by law (just don’t spend lots of money on it). Lobbying is different from “electioneering” (campaigning near a polling place) and “political activity” (supporting a candidate for office), which is barred by law.

I appreciate that the Board will want to use its unique voice if it decides to make a public comment. I have left room at the top for an introduction by the speaker and kept the composition simple so it may be easily customized. I will be alert to provide expedited review of any substantive changes before October 14.

In the event that the board wishes to adopt a resolution to enter the comment into the public record, a resolution is as follows.



BE IT RESOLVED, that [NAME] shall present the Library's position on the proposed local law regarding camping at the public hearing on October 14.

Thank you for entrusting me with this analysis.

—Cole

Proposed script for October 14th public hearing

[Intro by speaker]

The Ballston Community Public Library is the proud owner of the building and land at 2 Lawmar Lane in the Town of Ballston.

The library is an entity distinct from the town and serves a library district created by state law.

A board of trustees elected by the residents of the district governs the library.

The board entrusts our library director, Kristi Chadwick, with day-to-day leadership of the library's programs and services.

Part of the responsibility and authority held by the board is oversight of the library's property. This includes setting the rules for access and use.

The board and its attorney have reviewed the proposed local law.

Our conclusion is that while we appreciate the public health and safety goals of the proposed local law, **it is much too broad and vague to protect our community.**

Laws that are overly broad or vague are subject to challenge under the state and federal constitutions. When that happens, tax dollars are spent on lawyers rather than on improving streets and services.

Here is how the proposed law fails us under the 2024 standard set by the U.S. Supreme Court in *City of Grants Pass v. Johnson*:

Section "a" of the definition of "camping" is far too broad. Reading it carefully, you can see that it would prohibit a parent from taking a nap or eating fast food in a parked car while waiting to pick up their child from school.

Section "b" of the definition states that the formula for "camping" is met "regardless of intent," meaning that a nap would be "camping," even if that tired, hungry parent is just trying to get a second wind before bringing the kids to soccer practice.



Just as worrisome is the proposed law's vague definition of "Prohibited Public Places," which includes private property that is "readily accessible to the general public." This means that a private property owner can't host a neighborhood barbecue or open their yard for local families to bring blankets and telescopes to watch a meteor shower without risking a fine of at least \$100 dollars and possible imprisonment.

Some people will think: *"Well, someone quietly enjoying the stars at 2 AM with permission to be on private property is not the person we're going to arrest and fine."*

That is exactly the problem—a vague or overly broad law only works with selective enforcement. **Selective enforcement means something is unfair.**

And finally, the library has to address the elephant in the room: that this law is an attempt to combat the impacts of homelessness, untreated mental health conditions, and addiction.

Unlike many businesses in town, the library has a mandate under state regulations to serve ALL in our community. Everyone.

To do this, the library uniformly and fairly applies rules forbidding activities that would make our library less welcoming.

We require visitors to treat the property with respect, to not sit on the sidewalks, to not litter, and to not obstruct access.

We prohibit sleeping in the library because we don't want to make it normal to have unconscious people in our space, even if they just need a nap. We enforce this regardless of who is napping.

But everyone is allowed to eat a sandwich while reading or using our free wi-fi from the benches in front of the library or in a parked car while using the library's free vehicle charging station. That is part of our service to the community.

This law would forbid those things.

For that reason, the library's board of trustees vigorously opposes this law. To be clear, the board supports thoughtful and careful ordinances, initiatives, and programs to promote human health, and to limit trespass, vandalism, damage to public property, and littering.

Just as important, the library welcomes partnerships with community groups on the front lines of serving those at risk due to the rising costs of housing and the problems created by untreated mental health conditions and addiction.

As a community, we can do better. Please reject this proposed law.