

**Ballston Community Public Library  
Board of Trustees Meeting Agenda  
January 28, 2026 7:00 PM**

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

- 1) Call to order**
- 2) Minutes of December 17, 2025 Meeting**
- 3) Monthly Financial Reports**
- 4) Approval of Bills**
- 5) Librarians' Reports**
- 6) Committees' Reports**
  - a) Building & Grounds
  - b) Budget & Finance
  - c) Election
  - d) Long Range Plan
  - e) Personnel
  - f) Policy
- 7) Unfinished Business**
  - a) Honey Hollen - committees
- 8) New Business**
  - a) Town of Charlton 2026 Contract
  - b) Conflict of Interest Attestations
  - c) Library 2026 Action Plan
  - d) Library Building 25<sup>th</sup> Anniversary

*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 25-062** Approve the Town of Charlton 2026 contract and authorize the Board President to execute the same.

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

**9) Adjourn**

January Voucher Signer: Candy Burchett  
Charlton Town Board Meeting: Monday, February 9, 2026 at 7:00 PM  
Ballston Town Board Meeting: Tuesday, February 10, 2026 at 6:30 PM

Library Board of Trustees: February 25, 2026 at 7:00 PM

February 2026 Voucher Signer: Christine Goss

**Ballston Community Public Library**  
**Board of Trustees Meeting Minutes**  
**December 17, 2025**

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

**Attendance:** [x] Kristi Chadwick, Director [x] Courtney Carey, Head of Adult Services

**Trustees present:** [x] Melia Gordon, Candy Burchett, Ed Guider, Margie Morris, Christine Goss, Honey Hollen

**Trustees absent:** (excused):

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

**Approval of Minutes of November 19, 2025 meeting:** On a motion by Trustee Margie Morris with a second by Trustee Christine Goss, the trustees unanimously approved the minutes of the November 19, 2025 monthly meeting.

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

**Approval of Bills:** On a motion by Trustee Candy Burchett with a second by Trustee Margie Morris bills for December 2025, as reviewed by Trustee Margie Morris were unanimously approved.

**Librarians' reports:** see meeting documents

**Reports of Committees:**

**Budget and Finance:** Did not meet.

**Building and Grounds:** Did not meet.

**Election:** Did not meet.

**Long Range Plan:** Please see below.

**Personnel:** Nothing to report

**Policy:** Did not meet.

**Unfinished Business:**

**BSNB accounts:** Trustees Gordon and Morris along with Library staff finalized opening an interest bearing money market account.

**Trustee Training 2025:** A reminder to Trustees that they must have 2 hours of training before 12/31/25.

**Insurance Presentation:** Tim Newell presented to the Board insurance options for 2026.

**New Business**

**2026-2030 Strategic Plan Presentation** - Director Chadwick presented the 2026-2030 Strategic Plan to the board.

**Trustee Self-Assessments** - Trustee Melia Gordon went over the Trustee's self-assessments.

**Library Advocacy Day** - Director Kristi Chadwick would like to attend both the Library Advocacy Day and Preadvocacy meetup. The cost of an overnight stay would be approximately \$225.

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

None.

**RESOLUTION 25-060** Motion to approve the 2026 - 2030 Long Range Plan. Motion was made by Trustee Morris, seconded by Trustee Gordon, and passed unanimously.

**RESOLUTION 25-061** Consider closing the Library at 12:00 p.m. on February 11, 2026 for a staff development day. Motion was made by Trustee Guider seconded by Trustee Burchett, and passed unanimously.

**RESOLUTION 25-062** Consider increasing the Umbrella policy from \$1 million to \$2 million per the recommendations of the Trustee handled discussions. Motion was made by Trustee Goss, seconded by Trustee Morris, and passed unanimously.

**RESOLUTION 25-063** Consider switching the Cyber Security Policy carrier from Utica to Cowbell Insurance. Motion was made by Trustee Burchett, seconded by Trustee Goss, and passed unanimously.

**RESOLUTION 25-064** Consider approving a budget of up to \$225 for the Director Kristi Chadwick to attend the NYLA Advocacy Prep Day and Advocacy Day at the State Capital on February 2 -3, 2026. Motion was made by Trustee Morris, seconded by Trustee Guider, and passed unanimously.

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

*None*

**Adjournment:** At 8:07 p.m., on a motion by Trustee Candy Burchett with a second by Trustee Christine Goss, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

# Ballston Community Public Library

## Director's Report

January 2026

### Circulation Statistics

#### December 2025

Circulation Statistics	Current Month	2025 Total	2024 Total
Items Added to Collection	228	3,624	3,930
Number of Physical Items Circulated	7,623	99,857	93,004
Overdrive/Libby Circulation	1385	16,533	18,244
Hoopla Circulation	845	9,412	8,003
New Patron Registrations	33	502	482
Patrons in the Building	3,323	47,171	53,346

### Programs & Events

#### December 2025

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2025 Total	Participants 2025 Total	Number Offered 2024 Total	Participants 2024 Total
Preschool	11	238	161	4,536	161	3,948
Elementary	5	33	57	564	80	973
Teen	2	12	33	175	41	220
Adult	1	7	91	636	94	759
Family	6	135	70	2,686	85	3,221
Outreach	2	6	53	2,263	69	1,783
<b>TOTALS</b>	<b>27</b>	<b>431</b>	<b>465</b>	<b>10,860</b>	<b>530</b>	<b>10,904</b>

### Youth Services:

In January we provided 15 story times, 10 Teen Book Boxes, 3 book clubs, 1 Kid's Craft, 4 Read to Beaker the therapy dog sessions, 1 Tween Craft, 1 STEM Challenge, 1 Story Crafters Program, and a Guessing Game in the Children's room that ran all month. Alyssa partnered with the local PBS station, WMHT, and they provided a Saturday program promoting Family Literacy with a story time, activity, crafts, and free books. The BHBL SE Students volunteered 3 times this month and helped retrieve items to fulfill library holds. Alyssa visited the East Glenville Preschool twice to do outreach story times for their 3-year-old and 4-year-old classes. Youth Services has finished most of the spring program planning and Alyssa has begun planning for this year's Summer Reading Program and contacting performers for special events.

**Adult Services:**

Report is attached.

**Director:**

Annual Online Training has been launched by SALS this month. SALS also invited library directors to join the interviews for the new JA Director, following Michele Largeteau's retirement.

We are finalizing the year-end financial reports so that I can begin the Annual Financial Report for the state. SALS has notified libraries that a decision is being made on the new platform for the Annual Report and we will have a training in early February.

I have met with representatives from the program Bring On The Spectrum to evaluate the library for a Peace & Quiet library space that they sponsor. This is a place where program (or other) participants will have a space if they need any type of decompression, with fidgets and other neurodiverse tools. If approved, we will be part of the second phase of libraries.

## Staff & Volunteers

**Staff:**

Alyssa has started interviewing to fill the open Page position. Jenna Wickham left her Youth Services Assistant position on January 20 and Alyssa will be accepting applications to fill this position until the end of February.

**Friends of the Library:**

See Adult Services report.

## Facility

Alarm & Suppression completed their annual review of the system on January 21, along with Simmons Elevator.

After numerous communications with ChargePoint, our second station is now active and working. We are in the process of getting the first station in the records.

## Technology

### December 2025

Technology Statistics	Current Month	2025 Total	2024 Total
Public Computer Sessions	127	1,508	1,259
WiFi Sessions (unique users)	267	4,030	4,092

## Meetings & Professional Development

Kristi – SALS Directors meeting (1/6), Town of Charlton meeting (1/12), Town of Ballston meeting (1/13), CDLC Collection Development & Sharing Committee meeting (1/15), KnowBe4 Annual Training (1/22), Alternative Funding for Digital Services webinar (1/22).

Alyssa - Friends Meeting (1/6), KnowB4 Training (1/21), Summer Reading Program Meeting with Courtney (1/23)

Courtney - see report.

Respectfully,  
Kristi Chadwick  
Library Director

## **Head of Adult Services Report to the Board for January 2026**

### **Community Outreach and Partnerships**

In January, I focused on strengthening connections within the communities served by the Library by attending monthly Town Meetings in Charlton and Ballston. At the Charlton Town Meeting, I connected with a representative from the local Senior Group and am exploring opportunities to increase the use of library space for senior-focused programming.

At the Ballston Town Meeting, I met Kelly Jasinski, a member of the Green Committee, and plan to follow up to identify potential collaboration opportunities. I also attended the Ballston Parks and Recreation meeting to introduce myself and begin building relationships, with plans to attend future meetings to further explore partnerships and programming opportunities.

On January 21, I attended the Gaming Interest Group meeting at the Capital District Library Council in Latham, NY. This meeting provided the opportunity to connect with regional librarians and collaborate on ideas and best practices for offering game nights in our communities.

### **Programs and Events**

A monthly Nutrition Workshop series is scheduled to run from January through April. Attendance at the inaugural session was low; however, I am exploring additional outreach strategies and remain hopeful for increased participation in February.

The Paint with Patrice program was very successful, generating strong attendance and valuable connections with participants. These interactions present opportunities for future programming. Patrice is scheduled to return on June 2.

On February 5, the Library will host a Citizens Preparedness Program presented by the National Guard, focused on preparing for natural disasters. Please help spread the word to increase attendance.

On February 12, we will host Cookie Decorating with Julie, a popular program that has already reached full capacity.

### **Staff-Led Initiatives**

Library Clerk Cindy Carter has agreed to lead a two-week crocheting workshop, a program she has successfully facilitated in the past. The sessions will be held on February 19 and February 26 at 6:00 p.m.

Library Clerk Melissa Gardner has been working with me to establish and prepare for the launch of a Seed Library and to develop seasonal gardening programs. She has assumed primary responsibility for outreach efforts, proactively contacting community partners and utilizing established contacts to secure seed donations. The first gardening program is planned for March.

### **Friends of the Library**

The Friends of the BCPL met on January 6 at 7:00 p.m. I am working toward becoming the new liaison to the Friends and have been attending meetings regularly. I have taken a lead role in assisting with the planning and coordination of their upcoming Mini Golf Event, scheduled for February 20 and 21. The Friends are currently seeking additional sponsors for the event. Individuals or businesses interested in sponsoring a hole or tee may be directed to the Friends page on the Library's website to complete a sponsorship form or may pick up a form at the circulation desk. In addition, the Friends have begun exploring other potential fundraising opportunities and special events, including bus trips, to offer to the local community. They have also held their first subcommittee meeting to begin editing and updating their bylaws. The next Friends of the BCPL meeting is scheduled for February 3 at 7:00 p.m.

AGREEMENT BETWEEN THE  
TOWN OF CHARLTON  
AND THE  
BALLSTON COMMUNITY PUBLIC LIBRARY

THIS AGREEMENT made this day, January 28, 2026, by and between the Town of Charlton, a municipal corporation, with its offices at 758 Charlton Road, Town of Charlton, Charlton, New York, hereinafter referred to as the "Town", and the Ballston Community Public Library with its offices at 2 Lawmar Lane, Burnt Hills, New York, hereinafter referred to as the "Library" as follows:

WITNESSTH:

WHEREAS, per Section 256 of the Education Law, a town may contract with the trustees of a public library registered by the regents to furnish library services to the people of the municipality, district or reservation for whose benefit the contract is made, under such terms and conditions as may be stated in such contract; and

WHEREAS, also per Section 256 of the Education Law, the amount agreed to be paid for such services under such contract shall be a charge upon the municipal government which agrees to make the payment and shall be paid directly to the treasurer of the public library; and

WHEREAS, the Town of Charlton feels that the general welfare and education of the citizens of the Town of Charlton would benefit from library services provided, and

WHEREAS, the Town Board has budgeted for the fiscal year 2026 the sum of Fifty Thousand Seven Hundred Seventy-Two Dollars (\$50,772) for the payment for library services to be rendered by the Library, and

NOW THEREFORE, in consideration of the mutual undertaking herein set forth, the parties do hereby agree as follows:

1. The Library shall provide general library services, including available books and magazines, in accordance with existing library policies and by-laws to the citizens of the Town of Charlton.
2. The Library shall submit to the Town a report of library activities during the preceding 2025 calendar year on or before 30<sup>th</sup> April 2026.
3. In payment for general library services provided by the Library, the Town shall pay to the Library the sum of Fifty Thousand Seven Hundred Seventy-Two Dollars (\$50,772) for the period of January 1, 2026 through December 31, 2026.
4. The Library shall not assign, transfer, or encumber its rights under the Agreement without the Town's prior written consent thereto.
5. The relationship of the Library to the Town is that of an independent contractor. The Library shall conduct itself in accordance with such status, and it will neither hold itself out as nor claim to be an employee or agent of the Town, and it will not make any claim, demand or application to, or for any right or privilege applicable to, an employee or agent of the Town, including, but not limited to, Workers Compensation coverage, unemployment insurance benefits, social security coverage or retirement benefits or credits.
6. Library agrees to hold harmless the Town from any claim arising out of Library acts or omissions.
7. To ensure the amount paid by the Town is rationally related to the library services used, the board of the library shall meet with representatives of the Town to assess the amount for the 2026 contract.

IN WITNESS WHEREOF, the parties hereto have hereunto signed this agreement on the 28<sup>th</sup> day of January, 2026.

Dated:

TOWN OF CHARLTON

By:

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Supervisor

Dated:

THE BALLSTON COMMUNITY PUBLIC  
LIBRARY

By:

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President



# Ballston Community Public Library

## DRAFT Action Plan 2026

Approved by the Board of Trustees:

### Strategic Priority 1: Community

Objective	Action Items (Liaison)	Time Frame
1. Establish and expand partnerships with community stakeholders	Meet with organizations supporting community members with disabilities to gather insight and information on community. (Head/Adult Services)	Q1 & Q2 2026
	Continue work with Burnt Hills-Ballston Lake Business & Professionals Association to connect with area business members. (Director)	All 2026
2. Increase library representation in local and regional events and experiences	Attend Town Committee meetings to learn about intersection of library services to committees' missions and events. (Head/Adult Services, Director)	All 2026
3. Establish the facility as a comfortable space for all ages and lifestyles	Consolidate computer stations to first floor computer lab. (Director)	Q1 2026
	Investigate study pods for more small meeting space on second floor. (Director)	Q1 & Q2 2026

## Strategic Priority 2: Services

Objective	Action Items (Liaison)	Time Frame
1. Develop and increase programming for all ages and abilities.	Increase adult programming to at least two additional programs per month, beyond book clubs. (Head/Adult)	All 2026
	Identify programming for patrons with disabilities. (Head/Adult)	Q2 2026
	Create celebratory programming for library building's 25 <sup>th</sup> year. (Director/Trustees)	Q1 & Q2 2026
2. Ensure collections are current and representative of the community needs.	Begin expanding the Library of Things: seed library, garden tools, outdoor games. (Head/Adult, Director)	All 2026
	Analyze adult nonfiction collection for gaps and currency. (Director)	Q2 2026
	Review Large Type subscriptions with circulation analysis. (Head/Adult)	Q3 2026
3. Curate information applicable to community members and make it available at the library.	Update Community Board policy to ensure timely local information is presented. (Director/Policy Committee)	Q2 2026
	Review brochure board for information gaps. (Director, Dept Heads)	Q2 2026
	Identify most requested local information in Ballston and Charlton	Q1 & Q2 2026

	areas. (Director, Dept Heads, staff input)	
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## Strategic Priority 3: Communication

Objective	Action Items (Liaison)	Time Frame
1. Develop a marketing plan to reach all community members and beyond.	Evaluate current marketing done by the library. (Director)	Q2 2026
	Investigate other libraries for examples of marketing plans and social media. (Director)	Q3 2026
2. Deliver library services and information throughout the wider community.	Investigate existing community information networks that the library can use. (Director, Dept Heads)	Q1 & Q2 2026
	Identify community members that cannot reach library services. (Head/Adult, Director)	Q2 & Q3 2026
3. Ensure all staff have current, solid knowledge of all policies, procedures, and information.	Create and schedule all staff meetings at least two times per year. (Director)	Q1 2026
	Review policy updates and changes with all staff for clear understanding and actions. (Director, Dept Heads)	All 2026



# Ballston Community Public Library

## Abstract (less Early Pays)

As of January 31, 2026

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Alyssa Harvey					
01/27/2026	012726	Jan 2026 mileage reimb trips to/from East Glenville Preschool	10.16	Bill	01/28/2026
<b>Total for Alyssa Harvey</b>			<b>\$10.16</b>		
Amazon-pay by invoice					
12/18/2025	1196-T6LK-3NCW	REFUND OF BOOK ORDER	-6.49	Vendor Credit	
12/18/2025	13LG-7N3C-N94K	REFUND OF BOOK ORDER	-7.99	Vendor Credit	
12/18/2025	166Q-HVK1-N4NL	REFUND OF BOOK ORDER	-5.98	Vendor Credit	
01/15/2026	1GXD-CDDM-6F4R	Misc. see invoices	936.15	Bill	01/28/2026
12/18/2025	1HR7-W4PG-M7CG	REFUND OF BOOK ORDER	-5.98	Vendor Credit	
12/31/2025	1J6T-77YP-FJCR	REFUND of membership fees	-79.94	Vendor Credit	
12/18/2025	1QH3-HPP-N1QV	REFUND OF BOOK ORDER	-7.48	Vendor Credit	
<b>Total for Amazon-pay by invoice</b>			<b>\$822.29</b>		
CDPHP					
01/13/2026	260130059523	FEB 2026 prem Health/Dental (AH) (CC) (KC), Dental (JK)	3,508.75	Bill	01/28/2026
<b>Total for CDPHP</b>			<b>\$3,508.75</b>		
Cengage Learning Inc. / Gale					
248-699-4253					
11/21/2025	999101736971	2 book(s)	56.23	Bill	01/28/2026
12/05/2025	999101764852	7 book(s)	200.93	Bill	01/28/2026
12/05/2025	999101767169	7 book(s)	141.70	Bill	01/28/2026
12/10/2025	999101775786	1 book(s)	27.74	Bill	01/28/2026
12/11/2025	9991017775254	5 book(s)	123.00	Bill	01/28/2026
12/11/2025	999101779656	4 book(s)	103.46	Bill	01/28/2026
12/18/2025	999101799913	3 book(s)	83.97	Bill	01/28/2026
12/21/2025	999101804140	2 book(s)	55.48	Bill	01/28/2026
12/23/2025	999101808701	1 book(s)	27.74	Bill	01/28/2026
12/30/2025	999101814261	3 book(s)	78.00	Bill	01/28/2026
<b>Total for Cengage Learning Inc. / Gale</b>			<b>\$898.25</b>		
Cornell Cooperative Extension - Saratoga County					
518.885.8995 ext2220					
01/14/2026	011426	1/14/26 Adult Program - Nutrition workshop	35.00	Bill	01/28/2026
<b>Total for Cornell Cooperative Extension - Saratoga County</b>			<b>\$35.00</b>		
Demco Inc.					
(800) 752-7614					
11/03/2025	7721287	Book covers	74.52	Bill	01/28/2026
<b>Total for Demco Inc.</b>			<b>\$74.52</b>		
EBSCO					
732-542-8600					
10/29/2025	9277025.1	prep 2025 for 2026 magazine subs renewal	54.00	Bill	01/28/2026
<b>Total for EBSCO</b>			<b>\$54.00</b>		
Highmark BlueShield of Northeastern New York					
01/06/2026	260106425324972	FEB 2026 prem medical J Kaplan	220.00	Bill	01/28/2026
<b>Total for Highmark BlueShield of Northeastern New York</b>			<b>\$220.00</b>		
Mail 'N' More					
518.399.3279					
12/31/2025	15074	1 roll stamps	78.00	Bill	01/28/2026
<b>Total for Mail 'N' More</b>			<b>\$78.00</b>		
Marta Dauphinee					
12/31/2025	12312025	mileage reimbursement August - December 2025	25.20	Bill	01/28/2026



# Ballston Community Public Library

## Abstract (less Early Pays)

As of January 31, 2026

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
<b>Total for Marta Dauphinee</b>					<b>\$25.20</b>
Midwest Tape, LLC					
800-875-2785					
12/02/2025	508108637	2 DVD/ADB	50.98	Bill	01/28/2026
12/31/2025	508252532	Hoopla Dec 2025	1,716.45	Bill	01/28/2026
<b>Total for Midwest Tape, LLC</b>					<b>\$1,767.43</b>
NightRider Janitorial Services					
(518) 782-9999					
01/01/2026	JAN26069	January 2026 svc	2,369.00	Bill	01/28/2026
<b>Total for NightRider Janitorial Services</b>					<b>\$2,369.00</b>
Patrice Jarvis-Weber					
(518) 696-3399					
01/15/2026	011526	paint w/Patrice program 1/15/26	300.00	Bill	01/28/2026
<b>Total for Patrice Jarvis-Weber</b>					<b>\$300.00</b>
Playaway Products LLC					
877-893-0808 x266					
01/06/2026	521225	3 wonderbooks w/audio	206.97	Bill	01/28/2026
<b>Total for Playaway Products LLC</b>					<b>\$206.97</b>
Pro-Cut Landscape Services, Inc.					
(518) 399-7443					
01/01/2026	56524	winter 2025-26 parking lot snow plowing Installment 2 of 2	3,650.00	Bill	01/28/2026
<b>Total for Pro-Cut Landscape Services, Inc.</b>					<b>\$3,650.00</b>
Repeat Business Systems, Inc.					
(518) 869-8116					
01/01/2026	1141006	January 2006 contract base rate + logistics surcharge	49.22	Bill	01/28/2026
<b>Total for Repeat Business Systems, Inc.</b>					<b>\$49.22</b>
Sebco					
(800) 223-3251					
12/10/2025	215890	8 books	179.68	Bill	01/28/2026
<b>Total for Sebco</b>					<b>\$179.68</b>
Simmons Elevator Co.					
518-882-1445					
01/06/2026	55118	QTR 1 2026 maintenance	410.79	Bill	01/28/2026
<b>Total for Simmons Elevator Co.</b>					<b>\$410.79</b>
Southern Adirondack Library System					
518-584-7300					
12/31/2025	11091	Dec 2025 monthly fee/ circulation renewal	2,064.53	Bill	01/28/2026
<b>Total for Southern Adirondack Library System</b>					<b>\$2,064.53</b>
Staples					
12/11/2025	6050277413	copier paper, batteries, toilet paper + purell hand sanitizer	128.63	Bill	01/28/2026
<b>Total for Staples</b>					<b>\$128.63</b>
WMHT Educational Telecommunications, Inc.					
01/24/2026	012426	Family Literacy Program 1/24/26	60.00	Bill	01/28/2026
<b>Total for WMHT Educational Telecommunications, Inc.</b>					<b>\$60.00</b>
<b>TOTAL</b>					<b>\$16,912.42</b>

**Ballston Community Public Library**  
**EARLY PAYS**

December 18, 2025 - January 27, 2026

Date	Transaction Type	Num	Name	Memo/Description	Amount
<b>11000 BSNB LIBRARY General Fund (1164)</b>					
12/23/2025	Bill Payment (Check)	1404	UTICA NATIONAL INSURANCE GROUP	2026 premiums	12,350.26
12/31/2025	Check	1405	Cash	June-Dec 2025 PC O/H reimb	40.48
01/12/2026	Bill Payment (Check)	1406	Twin Bridges Waste & Recycling, LLC	January 2026 svc	74.75
01/13/2026	Check	1407	VISA	December charges x4350	145.00
01/13/2026	Bill Payment (Check)	1408	ShelterPoint Life	2026 DBL coverage	2,790.92
01/21/2026	Bill Payment (Check)	1410	Town of Ballston Water Dept.	Acct# 01-0586-00	46.26
01/21/2026	Bill Payment (Check)	1409	Spectrum Business	1/10-2/9/26 svc	295.00
01/21/2026	Bill Payment (Check)	1411	NATIONAL GRID	Acct# 02461-44007	2,354.14
<b>TOTAL</b>				<b>\$ 18,096.81</b>	

# Ballston Community Public Library

## Budget vs. Actuals: FY26 BUDGET

January - December 2026

Gen Checking (1164)					
	Actual	Budget	Remaining	%	Remaining
<b>Revenue</b>					
<b>BALLSTON TAXES</b>					
17.1001.41.000.0.000 Real Property Taxes		839,327.00	839,327.00	100.00%	
Total BALLSTON TAXES	\$ 0.00	\$ 839,327.00	\$ 839,327.00	100.00%	
<b>CHARLTON LIBRARY SVCS</b>					
17.2360.41.000.0.000 Library Services to Town of Charlton		51,269.00	51,269.00	100.00%	
Total CHARLTON LIBRARY SVCS	\$ 0.00	\$ 51,269.00	\$ 51,269.00	100.00%	
<b>LIBRARY CHARGES</b>					
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees		196.20	3,000.00	2,803.80	93.46%
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR		73.96	2,000.00	1,926.04	96.30%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR		32.74		-32.74	
Total LIBRARY CHARGES	\$ 302.90	\$ 5,000.00	\$ 4,697.10	93.94%	
<b>MISC REVENUE</b>					
17.2705.41.000.0.000 Gifts / Donations / Reimbursements		0.60	8,000.00	7,999.40	99.99%
17.2706.41.000.0.000 Friends of the Library Donations		5,000.00	5,000.00	100.00%	
Total MISC REVENUE	\$ 0.60	\$ 13,000.00	\$ 12,999.40	100.00%	
Total Revenue	\$ 303.50	\$ 908,596.00	\$ 908,292.50	99.97%	
<b>Gross Profit</b>	\$ 303.50	\$ 908,596.00	\$ 908,292.50	99.97%	
<b>Expenditures</b>					
<b>BENEFITS</b>					
17.9010.58.000.0.000 NYSLRS ER CONTRIBUTION		9,266.00	44,942.00	35,676.00	79.38%
17.9055.58.000.0.000 DISABILITY, PFL, Wkr Comp INS (EE/ER cost)		2,678.13	38,261.00	35,582.87	93.00%
17.9060.58.052.0.000 HSA (ER Contribution)		3,000.00	9,100.00	6,100.00	67.03%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)		508.76	6,358.00	5,849.24	92.00%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)		6,198.66	36,184.00	29,985.34	82.87%
Total BENEFITS	\$ 21,651.55	\$ 134,845.00	\$ 113,193.45	83.94%	
<b>LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>					
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES		7,000.00	7,000.00	100.00%	
17.7997.52.000.0.000 LIBRARY BUILDING & EQUIPMENT CAPITAL OUTLAYS		1,000.00	1,000.00	100.00%	
Total LIBRARY EQUIPMENT & CAPITAL OUTLAY	\$ 0.00	\$ 8,000.00	\$ 8,000.00	100.00%	
<b>LIBRARY MATERIALS</b>					
17.7410.54.034.0.000 LIBRARY MATERIALS - Print		10.80	61,000.00	60,989.20	99.98%
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals		1,469.53	1,900.00	430.47	22.66%
17.7410.54.036.0.000 LIBRARY MATERIALS - Newspapers		1,351.58	2,800.00	1,448.42	51.73%
17.7410.54.037.0.000 LIBRARY MATERIALS - E-books			3,500.00	3,500.00	100.00%
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases			20,000.00	20,000.00	100.00%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials		233.46	14,000.00	13,766.54	98.33%
Total LIBRARY MATERIALS	\$ 3,065.37	\$ 103,200.00	\$ 100,134.63	97.03%	
<b>LIBRARY PERSONNEL SERVICES</b>					
17.7410.51.030.0.000 CERTIFIED LIBRARIANS		15,296.10	203,891.00	188,594.90	92.50%
17.7410.51.031.0.000 CLERICAL STAFF		11,484.19	210,686.00	199,201.81	94.55%
17.7410.51.032.0.000 PAGES		1,239.50	33,280.00	32,040.50	96.28%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)		1,983.69	0.00	-1,983.69	
Total LIBRARY PERSONNEL SERVICES	\$ 30,003.48	\$ 447,857.00	\$ 417,853.52	93.30%	

# Ballston Community Public Library

## Budget vs. Actuals: FY26 BUDGET

January - December 2026

Gen Checking (1164)				
	Actual	Budget	Remaining	%
<b>OFFICE EXPENSES</b>				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	86.16	6,000.00	5,913.84	98.56%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	383.47	4,000.00	3,616.53	90.41%
17.7410.54.041.0.000 POSTAGE / MAILINGS	750.00	750.00	750.00	100.00%
17.7410.54.042.0.000 PUBLICITY / Promotion	1,200.00	1,200.00	1,200.00	100.00%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	412.90	14,000.00	13,587.10	97.05%
<b>Total OFFICE EXPENSES</b>	<b>\$ 882.53</b>	<b>\$ 25,950.00</b>	<b>\$ 25,067.47</b>	<b>96.60%</b>
<b>OPERATION EXPENSE</b>				
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE		5,000.00	5,000.00	100.00%
17.1620.54.010.0.000 Professional Services - LEGAL		1,000.00	1,000.00	100.00%
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL	8,046.67	12,500.00	4,453.33	35.63%
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		2,000.00	2,000.00	100.00%
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE		45,000.00	45,000.00	100.00%
17.1620.54.074.0.000 Professional Services - ELECTION EXPENSES		1,200.00	1,200.00	100.00%
17.7410.51.033.0.000 Professional Services - PAYROLL Processing	203.26	4,000.00	3,796.74	94.92%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	2,354.14	30,000.00	27,645.86	92.15%
17.7410.54.010.0.000 Professional Services - IT (SALS)		24,574.00	24,574.00	100.00%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	2,665.10	4,300.00	1,634.90	38.02%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	75.00	5,000.00	4,925.00	98.50%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)		750.00	750.00	100.00%
17.7410.54.039.0.000 CUSTODIAL SERVICES	2,369.00	28,500.00	26,131.00	91.69%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	79.27	2,500.00	2,420.73	96.83%
17.7410.54.045.0.000 Travel Costs		0.00	0.00	0.00%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	10.16	300.00	289.84	96.61%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	49.22	1,000.00	950.78	95.08%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	410.79	5,500.00	5,089.21	92.53%
17.7410.54.049.0.000 Uncategorized Expenditure		0.00	0.00	0.00%
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	74.75	1,000.00	925.25	92.53%
<b>Total OPERATION EXPENSE</b>	<b>\$ 16,337.36</b>	<b>\$ 174,424.00</b>	<b>\$ 158,086.64</b>	<b>90.63%</b>
<b>SPECIAL ITEMS</b>				
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA		1,000.00	1,000.00	100.00%
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	12,350.26	12,320.00	-30.26	-0.25%
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	0.00%
17.9999.00.000.0.000 Lib Fund Surp		0.00	0.00	0.00%
<b>Total SPECIAL ITEMS</b>	<b>\$ 12,350.26</b>	<b>\$ 14,320.00</b>	<b>\$ 1,969.74</b>	<b>13.76%</b>
<b>Total Expenditures</b>	<b>\$ 84,290.55</b>	<b>\$ 908,596.00</b>	<b>\$ 824,305.45</b>	<b>90.72%</b>
<b>Net Operating Revenue</b>	<b>-\$ 83,987.05</b>	<b>\$ 0.00</b>	<b>\$ 83,987.05</b>	
<b>Net Revenue</b>	<b>-\$ 83,987.05</b>	<b>\$ 0.00</b>	<b>\$ 83,987.05</b>	

# Ballston Community Public Library

## Petty Cash Activity

December 18, 2025 - January 31, 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
	Petty Cash on hand						
	Beginning						59.52
	Balance						
12/31/2025	Check	1405	Cash	June-Dec 2025 PC O/H reimb	11000 BSNB LIBRARY General Fund (1164)	40.48	100.00
	<b>Total for Petty Cash on hand</b>						<b>\$40.48</b>
	<b>TOTAL</b>						<b>\$40.48</b>

## **Ballston Community Public Library**

Cash Balances per Quickbooks

As of 1/27/2026

<b>GL Account</b>	<b>Description</b>	<b>Balance</b>
11000	Checking - General Fund (1164)	\$ 58,566.50
11150	Money Market Fund	\$ -
11200	\$ moved from 1164 per FDIC	<hr/> -
<b>Subtotal</b>		<b>58,566.50 ***</b>
11100	Capital Improv Fund (1643)	3,950.60
13000	Fund Balance (1567)	110,505.77
11250	Trustee Fund (1596)	16,463.38
11290	Petty Cash on hand	<hr/> 100.00
<b>Total Cash Balance</b>		<b>\$ 189,586.25</b> <hr/>

\*\*\* Balance prior to 1/28/26 check run  
Check run 1/28/26  
After check run, the subtotal will be:

\$ 58,566.50
(16,912.42)
<hr/> 41,654.08

# 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	\$2,730.00
Undesignated	\$9,117.91
<b>TOTAL</b>	<b>\$16,463.38</b>

### 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 Wom	\$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
10.31.25		interest earned	UNDESIGNATED		\$2.58	\$15,198.51
11.14.25	1022	VISA - dinner for BOT electio	UNDESIGNATED	84.19		\$15,114.32
11.18.25		Fall 2025 FOL book sale	UNDESIGNATED		\$843.74	\$15,958.06
11.28.25		interest earned	UNDESIGNATED		2.55	\$15,960.61
12.5.25		DONATION	Barbara Wilson		\$500.00	\$16,460.61
12.31.25		interest earned	UNDESIGNATED		\$2.77	\$16,463.38