

**Ballston Community Public Library  
Board of Trustees Meeting Agenda  
April 29, 2026 7:00 PM**

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

- 1) Call to order
- 2) Minutes of March 25, 2026 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) Library 25<sup>th</sup> Anniversary - ad-hoc committee
- 8) New Business
  - a) Annual Report
  - b) Annual Meeting registration

*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 26-014** BE IT RESOLVED that the Ballston Community Public Library operated in accordance with all provisions of Educational Law and Regulations of the Commissioner and assures that the "Annual Report" was reviewed and accepted by the Library Board of Trustees on 4/29/2026.

**RESOLUTION 26-015** Consider approving up to 10 people to attend the SALS annual meeting on May 18th 2026 at a cost not to exceed \$350.

**RESOLUTION 26-016** Consider approving the transfer of the 2025 end of year balance, \$11,056.05, to the Fund Balance.

**RESOLUTION 26-017** Consider approving the transfer of all bank accounts from Ballston Spa National Bank to Pioneer Bank.

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

## 9) Adjourn

April Voucher Signer: Christine Goss

Charlton Town Board Meeting: Monday, May 11, 2026 at 7:00 PM

Ballston Town Board Meeting: Tuesday, May 12, 2026 at 6:30 PM

Library Board of Trustees: May 27, 2026 at 7:00 PM

May Voucher Signer: Honey Hollen

**Ballston Community Public Library  
Board of Trustees Meeting Minutes  
March 25, 2026**

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

**Attendance:** [x] Courtney Carey, Head of Adult Services, Alyssa Harvey, Head of Youth Services

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

**Trustees absent:** (excused): none

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

**Approval of Minutes of February 25, 2026 meeting:** On a motion by Trustee Margie Morris with a second by Trustee Ben Thackston, the trustees unanimously approved the minutes of the February 25, 2026 monthly meeting.

**Monthly Financial Reports:** Financial reports for March 2026 were reviewed.

**Approval of Bills:** On a motion by Trustee Candy Burchett with a second by Trustee Christine Goss bills for March 2026, as reviewed by Trustee Margie Morris were unanimously approved.

**Librarians' reports:** see meeting documents

**Reports of Committees:**

**Building and Grounds:** Met to discuss the 2026 construction grant. The committee decided that renovating the vestibule would be the highest priority for the grant.

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

**Election:** Discussed the Trustees that would need to run for election in October.

**Long Range Plan:** Did not meet.

**Personnel:** Did not meet.

**Policy:** Director Chadwick is working on one of the policies.

**Bylaws Adhoc:** The subcommittee worked on the bylaws and presented the Board with the changes they've proposed.

**Unfinished Business:**

**Library Building 25th Anniversary:** The current building opened on 9/15/2001 so the Trustees would like to aim for September for an event. The Board will also like to have community participation for the Adhoc subcommittee as well as possibly at the event.

**Harassment Training Reminder:** The Trustees were reminded to attend an annual Harassment training if they hadn't already.

### New Business

**Peace and Quiet Room - Bring on the Spectrum:** The Trustees reviewed the elements that Bring on the Spectrum will bring into the Library's new Peace and Quiet Room,

**Audit Request:** Marta Dauphinee is asking for a professional audit of the Library's books. Director Chadwick will ask UHY for recommendations.

**Director Request to attend NYLA's Spring on the Hill:** Director Chadwick would like to attend this advocacy conference.

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

None.

**RESOLUTION 26-010** Approve moving forward with the renovation of the first floor closet into a Peace and Quiet Room. Painting will be for and completed by the Library, with furnishing and other items provided by Bring on the Spectrum. Motion was made by Trustee Burchett, seconded by Trustee Hollen, and passed unanimously.

**RESOLUTION 26-011** Approve Library Director Kristi Chadwick to attend the NYLA Spring on the Hill on Tuesday, May 19, 2026, at a cost of \$165 for registration plus mileage and parking. Motion was made by Trustee Guider seconded by Trustee Gordon, and passed unanimously.

**RESOLUTION 26-012** Approve Bookkeeper Marta Dauphinee's request to have an audit of the books performed by a licensed firm. Motion was made by Trustee Morris seconded by Trustee Goss, and passed unanimously.

**RESOLUTION 26-013** Approve the hiring of Carline Brodmerkel as Library Assistant - Youth Services starting April 25, 2026 at a rate of 17.25/hr. Motion was made by Trustee Burchett, seconded by Trustee Guider, and passed unanimously.

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

*Melia Gordon mentioned the Trustee Retreat where the Trustees discussed what brought them to the Library. No Library business was discussed at the retreat.*

**Adjournment:** At 7:42 p.m., on a motion by Trustee Ed Thackston with a second by Trustee Candy Burchett, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

# Ballston Community Public Library

## Director's Report

April 2026

### Circulation Statistics

#### March 2026

Circulation Statistics	Current Month	2026 Total	2025 Total
Items Added to Collection	250	775	3,624
Number of Physical Items Circulated	7672	21,793	99,857
Overdrive/Libby Circulation	1957	5136	16,533
Hoopla Circulation	749	2273	9,412
New Patron Registrations	49	107	502
Patrons in the Building	4634	11,886	47,171

### Programs & Events

#### March 2026

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2026 Total	Participants 2026 Total	Number Offered 2025 Total	Participants 2025 Total
Preschool	17	476	44	1226	161	4,536
Elementary	5	46	16	149	57	564
Teen	4	22	8	48	33	175
Adult	7	109	16	174	91	636
Family	4	234	15	420	70	2,686
Outreach	7	222	15	282	53	2,263
<b>TOTALS</b>	<b>34</b>	<b>626</b>	<b>114</b>	<b>2,299</b>	<b>465</b>	<b>10,860</b>

#### Youth Services:

In April we had 14 story times, 3 book clubs, 1 Kid's Craft, 4 Read to Beaker the therapy dog sessions, 1 Tween Craft, 1 Teen Craft, 1 Lego STEM Challenge, 1 Story Crafters Program, a special Gardening Craft with Melissa, a Saturday Children's Author Visit, and a Guess the Jellybeans contest in the Children's Room. The BHBL SE students volunteered 2 times this month and helped retrieve items to fulfill library holds. Alyssa and Jane are in the final stages of planning for Summer Reading. Most of the prizes have been purchased thanks to the Friends of the Library, decor has been purchased, and all PR materials have been made. Alyssa won a Family Literacy Program Kit from WMHT and she will be partnering with them to plan an upcoming program and report the results. We will begin accepting Summer Teen Volunteer applications on May 4.

#### Adult Services:

See separate report (delayed)

**Director:**

I completed the Annual Report for Public and Association Libraries and submitted it to SALS.

We have completed our test to do EDI (automatic) ordering through Ingram and it was successful. We should be able to have on-order records in the system moving forward.

[Staff & Friends of the Library](#)

**Staff:**

Carline Brodmerkel started as the new Youth Services Library Assistant on April 27.

Courtney Carey is out of the library April 27-May 1.

**Friends of the Library:**

See Adult Services report (delayed).

[Facility](#)

The Spring HVAC service with Crisafulli Bros is tentatively scheduled for May 6, dependent on weather.

I spoke with Gwen from Bring on the Spectrum and she will be ordering the items for the Peace & Quiet Room in the near future. My goal is to have the room painted by mid-May.

[Technology](#)

**April 2026**

<b>Technology Statistics</b>	<b>Current Month</b>	<b>2026 Total</b>	<b>2025 Total</b>
<b>Public Computer Sessions</b>	154	422	1,508
<b>WiFi Sessions (unique users)</b>	377	1,030	4,030

[Meetings & Professional Development](#)

Kristi – BPA Meeting (4/1), Town of Charlton meeting (4/13), Town of Ballston meeting (4/14).

Alyssa - Meeting with Scout Nevin for Potential Eagle Project (4/8).

Respectfully,  
Kristi Chadwick  
Library Director



# Ballston Community Public Library

## Abstract (less Early Pays)

As of April 30, 2026

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Ace Pest Control Specialists, Inc. (518) 377-3897					
03/25/2026	21804165	Mar 2026 svc	50.00	Bill	04/29/2026
04/22/2026	21805219	Apr 2026 svc	50.00	Bill	04/29/2026
<b>Total for Ace Pest Control Specialists, Inc.</b>			<b>\$100.00</b>		
Amazon-pay by invoice					
04/15/2026	13YP-4M4Y-3DVG	Misc. see invoices	766.47	Bill	04/29/2026
<b>Total for Amazon-pay by invoice</b>			<b>\$766.47</b>		
Argyle Free Library					
03/01/2026	03012026	ARG lost audiobook pd at BUR	50.00	Bill	04/29/2026
<b>Total for Argyle Free Library</b>			<b>\$50.00</b>		
CDPHP					
04/13/2026	261020057676	MAY 2026 prem Health/Dental (AH) (CC) (KC), Dental (JK)	3,474.37	Bill	04/29/2026
<b>Total for CDPHP</b>			<b>\$3,474.37</b>		
Cengage Learning Inc. / Gale 248-699-4253					
03/10/2026	999102486060	8 book(s)	227.92	Bill	04/29/2026
03/10/2026	999102490808	6 book(s)	176.19	Bill	04/29/2026
03/12/2026	999102496948	1 book(s)	27.74	Bill	04/29/2026
03/14/2026	999102505309	5 book(s)	131.20	Bill	04/29/2026
03/20/2026	999102532038	1 book(s)	28.49	Bill	04/29/2026
03/20/2026	999102532039	1 book(s)	28.49	Bill	04/29/2026
03/20/2026	999102532041	3 book(s)	83.22	Bill	04/29/2026
03/20/2026	999102532043	2 book(s)	56.23	Bill	04/29/2026
03/20/2026	999102534315	2 book(s)	53.23	Bill	04/29/2026
03/25/2026	999102550241	6 book(s)	152.25	Bill	04/29/2026
03/26/2026	999102554384	3 book(s)	87.72	Bill	04/29/2026
03/26/2026	999102555553	2 book(s)	59.23	Bill	04/29/2026
03/27/2026	999102560138	1 book(s)	28.49	Bill	04/29/2026
04/13/2026	999102611929	2 book(s)	57.75	Bill	04/29/2026
04/13/2026	999102614244	1 book(s)	27.00	Bill	04/29/2026
04/14/2026	999102619136	4 book(s)	102.00	Bill	04/29/2026
04/14/2026	999102619149	5 book(s)	142.50	Bill	04/29/2026
<b>Total for Cengage Learning Inc. / Gale</b>			<b>\$1,469.65</b>		
Christin Guilder					
04/16/2026	04162026	Quilling instruction and materials - program date 4/16/26	300.00	Bill	04/29/2026
<b>Total for Christin Guilder</b>			<b>\$300.00</b>		
Collaborative Summer Library Program (866) 657-8556					
02/06/2026	783173	2026 summer reading promotional items	225.76	Bill	04/29/2026
<b>Total for Collaborative Summer Library Program</b>			<b>\$225.76</b>		
Demco Inc. (800) 752-7614					
04/14/2026	7792283	book covers, tape, labels	92.32	Bill	04/29/2026
<b>Total for Demco Inc.</b>			<b>\$92.32</b>		
Highmark BlueShield of Northeastern New York					
04/06/2026	260406435193579	MAY 2026 prem medical J Kaplan	220.00	Bill	04/29/2026



# Ballston Community Public Library

## Abstract (less Early Pays)

As of April 30, 2026

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
<b>Total for Highmark BlueShield of Northeastern New York</b>			<b>\$220.00</b>		
Hometown Turf LLC (518) 338-7486					
04/19/2026	85494	2026 weekly lawn mowing and spring / fall clean ups & landscape bed edging and mulch installation + weekly weeding	4,450.00	Bill	04/29/2026
<b>Total for Hometown Turf LLC</b>			<b>\$4,450.00</b>		
Ingram Content Group (800) 937-0152					
04/06/2026	65688620	book(s) - 3	24.85	Bill	04/29/2026
03/18/2026	95288104	book(s) - 1 (return from inv#95207299)	-7.27	Vendor Credit	
03/19/2026	95317634	book(s) - 3 (returned from inv#93824012)	-41.75	Vendor Credit	
03/22/2026	95353697	book(s) - 7	115.34	Bill	04/29/2026
03/22/2026	95353698	book(s) - 4	85.24	Bill	04/29/2026
03/22/2026	95353699	book(s) - 1	16.55	Bill	04/29/2026
03/22/2026	95353700	book(s) - 1	7.27	Bill	04/29/2026
03/22/2026	95353701	book(s) - 1	10.63	Bill	04/29/2026
03/22/2026	95353702	book(s) - 1	5.03	Bill	04/29/2026
03/22/2026	95353703	book(s) - 3	31.89	Bill	04/29/2026
03/22/2026	95353704	book(s) - 3	29.65	Bill	04/29/2026
03/22/2026	95353705	book(s) - 3	39.89	Bill	04/29/2026
03/22/2026	95353706	book(s) - 1	13.99	Bill	04/29/2026
03/22/2026	95353707	book(s) - 5	49.79	Bill	04/29/2026
03/25/2026	95441670	book(s) -1	10.63	Bill	04/29/2026
03/25/2026	95441671	book(s) -1	11.19	Bill	04/29/2026
03/27/2026	95500404	book(s) -1	16.79	Bill	04/29/2026
03/27/2026	95500405	book(s) -2	46.56	Bill	04/29/2026
03/27/2026	95500406	book(s) -1	21.99	Bill	04/29/2026
03/27/2026	95500407	book(s) -10	152.73	Bill	04/29/2026
03/27/2026	95500408	book(s) -1	10.63	Bill	04/29/2026
03/30/2026	95535466	book(s) -1	18.47	Bill	04/29/2026
03/30/2026	95535467	book(s) -10	156.02	Bill	04/29/2026
03/30/2026	95535468	book(s) -2	9.50	Bill	04/29/2026
03/30/2026	95535469	book(s) -1	10.63	Bill	04/29/2026
03/30/2026	95535470	book(s) -7	44.61	Bill	04/29/2026
03/30/2026	95535471	book(s) -5	71.68	Bill	04/25/2026
03/30/2026	95535472	book(s) -3	28.53	Bill	04/29/2026
03/30/2026	95535473	book(s) -2	22.38	Bill	04/29/2026
04/01/2026	95569759	book(s) -1	15.12	Bill	04/29/2026
04/01/2026	95609805	return/damaged book	-16.23	Vendor Credit	
04/03/2026	95653815	book(s) - 1	10.63	Bill	04/29/2026
04/03/2026	95653816	book(s) - 2	29.82	Bill	04/29/2026
04/03/2026	95653817	book(s) - 1	12.87	Bill	04/29/2026
04/03/2026	95653818	book(s) - 2	19.58	Bill	04/29/2026
04/06/2026	95688614	book(s) - 2	10.06	Bill	04/29/2026
04/06/2026	95688615	book(s) - 1	9.51	Bill	04/29/2026
04/06/2026	95688616	book(s) - 1	11.19	Bill	04/29/2026
04/06/2026	95688617	book(s) - 1	16.80	Bill	04/29/2026
04/06/2026	95688618	book(s) - 8	125.22	Bill	04/29/2026
04/06/2026	95688619	book(s) - 2	10.06	Bill	04/29/2026



# Ballston Community Public Library

## Abstract (less Early Pays)

As of April 30, 2026

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
04/06/2026	95688621	book(s) - 1	9.51	Bill	04/29/2026
04/06/2026	95688622	book(s) - 7	75.51	Bill	04/29/2026
04/06/2026	95688623	book(s) - 3	39.57	Bill	04/29/2026
04/08/2026	95751943	book(s) - 1	10.80	Bill	04/29/2026
04/01/2026	95751944	book(s) - 1	10.63	Bill	04/29/2026
04/08/2026	95751945	book(s) - 1	11.20	Bill	04/29/2026
04/09/2026	95780327	book(s) - 1	14.61	Bill	04/29/2026
04/09/2026	95780328	book(s) - 1	9.51	Bill	04/29/2026
04/09/2026	95780329	book(s) - 1	10.63	Bill	04/29/2026
04/13/2026	95842512	book(s) - 2	32.48	Bill	04/29/2026
04/13/2026	95842513	book(s) - 1	21.99	Bill	04/29/2026
04/13/2026	95842514	book(s) - 11	178.84	Bill	04/29/2026
04/13/2026	95842515	book(s) - 4	30.88	Bill	04/25/2026
04/13/2026	95842516	book(s) - 1	12.31	Bill	04/29/2026
04/13/2026	95842517	book(s) - 2	22.38	Bill	04/25/2026
04/13/2026	95842518	book(s) - 4	39.72	Bill	04/29/2026
04/13/2026	95842519	book(s) - 1	18.71	Bill	04/29/2026
04/13/2026	95842520	book(s) - 3	33.09	Bill	04/29/2026
04/14/2026	95875812	book(s) - 1	10.63	Bill	04/25/2026
04/14/2026	95881216	book(s) - 3	50.37	Bill	04/29/2026
04/14/2026	95881217	book(s) - 1	16.80	Bill	04/25/2026
04/16/2026	95934965	book(s) - 12	209.13	Bill	04/29/2026
04/16/2026	95934966	book(s) - 1	16.80	Bill	04/29/2026
04/16/2026	95934967	book(s) - 1	10.07	Bill	04/29/2026
04/16/2026	95934968	book(s) - 2	28.78	Bill	04/29/2026
04/16/2026	95934969	book(s) - 2	24.06	Bill	04/29/2026
04/16/2026	95934970	book(s) - 5	50.35	Bill	04/29/2026
04/16/2026	95934971	book(s) - 1	16.80	Bill	04/29/2026
04/16/2026	95934972	book(s) - 1	14.61	Bill	04/29/2026
04/16/2026	95934973	book(s) - 1	10.63	Bill	04/29/2026
<b>Total for Ingram Content Group</b>			<b>\$2,309.47</b>		
Internal Revenue Service					
04/20/2026	CP220_04202026	12/31/24 Form 940 - tax and interest	48.56	Bill	04/29/2026
<b>Total for Internal Revenue Service</b>			<b>\$48.56</b>		
Mechanicville District Public Library (518) 664-4646					
03/01/2026	03012026	MEC lost book pd @ BUR	14.95	Bill	04/29/2026
<b>Total for Mechanicville District Public Library</b>			<b>\$14.95</b>		
Midwest Tape, LLC 800-875-2785					
03/23/2026	508613860	2 DVD/ADB	43.48	Bill	04/29/2026
03/30/2026	508650098	3 DVD/ADB	80.97	Bill	04/29/2026
03/31/2026	508660449	Hoopla Mar 2026	1,882.07	Bill	04/29/2026
04/03/2026	508668595	1 Playaway	52.79	Bill	04/29/2026
04/15/2026	508721571	8 Playaway	435.92	Bill	04/29/2026
03/23/2026		2 DVD/ADB	43.48	Bill	04/29/2026
<b>Total for Midwest Tape, LLC</b>			<b>\$2,538.71</b>		
Mohawk Valley Library System					
04/16/2026	5907	BookPage - 12 monthly shipments (100 issues per month) May 2026 - April 2027	552.00	Bill	04/29/2026



# Ballston Community Public Library

Abstract (less Early Pays)

As of April 30, 2026

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
<b>Total for Mohawk Valley Library System</b>			<b>\$552.00</b>		
NightRider Janitorial Services (518) 782-9999					
04/01/2026	APR26067	Apr 2026 svc	2,407.00	Bill	04/29/2026
<b>Total for NightRider Janitorial Services</b>			<b>\$2,407.00</b>		
Repeat Business Systems, Inc. (518) 869-8116					
03/25/2026	1163507	April 2006 contract base rate + logistics surcharge	49.22	Bill	04/29/2026
<b>Total for Repeat Business Systems, Inc.</b>			<b>\$49.22</b>		
Southern Adirondack Library System 518-584-7300					
04/01/2026	111192	MAR2026 monthly fee/ circulation renewal	2,047.82	Bill	04/29/2026
<b>Total for Southern Adirondack Library System</b>			<b>\$2,047.82</b>		
Staples					
04/15/2026	6061095006	copy paper, Febreze	34.55	Bill	04/15/2026
<b>Total for Staples</b>			<b>\$34.55</b>		
<b>TOTAL</b>			<b>\$21,150.85</b>		

**Ballston Community Public Library**  
**EARLY PAYS**  
**March 26 - April 27, 2026**

<u>Date</u>	<u>Transaction Type</u>	<u>Num</u>	<u>Name</u>	<u>Memo/Description</u>	<u>Amount</u>
<b>11000 BSNB LIBRARY General Fund (1164)</b>					
03/27/2026	Expenditure	716318243	ADP, Inc.	processing fees for ck date 3/20/26	139.99
03/31/2026	Bill Payment (Check)	1483	NATIONAL GRID	Gas - 12/9/24-3/10/26 Electric - 1/9/26-3/10/26	13,356.02
04/01/2026	Bill Payment (Check)	1484	Twin Bridges Waste & Recycling, LLC	Apr svc	74.75
04/07/2026	Check	1486	VISA	Visa 2883 March charges	406.63
04/07/2026	Check	1487	VISA	Visa 4350 March charges	235.00
04/08/2026	Bill Payment (Check)	1488	Town of Ballston Water Dept.	Q1 2026	155.16
04/10/2026	Expenditure	717526389	ADP, Inc.	processing fees for ck date 4/3/26	143.31
04/11/2026	Bill Payment (Check)	1485	Farial English	program 4/11/2026	150.00
04/14/2026	Bill Payment (Check)	1489	Spectrum Business/Charter Communications	svc 4/10-5/9/26	309.35
04/14/2026	Bill Payment (Check)	1490	Gardner, Melissa	2 programs	350.00
04/21/2026	Bill Payment (Check)	1491	NATIONAL GRID	Gas/Electric 3/10-4/136/26	3,885.73
04/24/2026	Expenditure	718492777	ADP, Inc.	processing fees for ck date 4/17/26	143.31
<b>TOTAL</b>					<b>19,349.25</b>

# Ballston Community Public Library

Cash Balances per Quickbooks

As of 4/27/26

<u>GL Account</u>	<u>Description</u>	<u>Balance</u>
11000	Checking - General Fund (1164)	\$ 72,364.44
11150	Money Market Fund	\$ 657,050.30
11200	\$ moved from 1164 per FDIC	-
	<b>Subtotal</b>	<b>729,414.74 ***</b>
11100	Capital Improv Fund (1643)	3,951.09
13000	Fund Balance (1567)	141,259.71
11250	Trustee Fund (1596)	16,471.51
11290	Petty Cash on hand	80.00
	<b>Total Cash Balance</b>	<b>\$ 891,177.05</b>

*** Balance prior to 4/29/26 check run	\$ 729,414.74
Check run	(21,150.85)
After check run, the subtotal will be:	<u>708,263.89</u>

# Ballston Community Public Library

## Budget vs. Actuals: FY26 BUDGET - FY26 P&L Classes

January - December 2026

	General Checking			
	Actual	Budget	Remaining	%
<b>Revenue</b>				
<b>BALLSTON TAXES</b>				
17.1001.41.000.0.000 Real Property Taxes	839,327.91	839,327.00	-0.91	0.00%
<b>Total BALLSTON TAXES</b>	<b>\$ 839,327.91</b>	<b>\$ 839,327.00</b>	<b>-\$ 0.91</b>	<b>0.00%</b>
<b>CHARLTON LIBRARY SVCS</b>				
17.2360.41.000.0.000 Library Services to Town of Charlton	12,693.00	51,269.00	38,576.00	75.24%
<b>Total CHARLTON LIBRARY SVCS</b>	<b>\$ 12,693.00</b>	<b>\$ 51,269.00</b>	<b>\$ 38,576.00</b>	<b>75.24%</b>
<b>LIBRARY CHARGES</b>				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	1,214.92	3,000.00	1,785.08	59.50%
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	449.28	2,000.00	1,550.72	77.54%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	51.66		-51.66	
<b>Total LIBRARY CHARGES</b>	<b>\$ 1,715.86</b>	<b>\$ 5,000.00</b>	<b>\$ 3,284.14</b>	<b>65.68%</b>
<b>MISC REVENUE</b>				
17.2401.41.000.0.000 INTEREST & EARNINGS	25.21		-25.21	
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	24.07	8,000.00	7,975.93	99.70%
17.2706.41.000.0.000 Friends of the Library Donations	1,445.02	5,000.00	3,554.98	71.10%
<b>Total MISC REVENUE</b>	<b>\$ 1,494.30</b>	<b>\$ 13,000.00</b>	<b>\$ 11,505.70</b>	<b>88.51%</b>
<b>Total Revenue</b>	<b>\$ 855,231.07</b>	<b>\$ 908,596.00</b>	<b>\$ 53,364.93</b>	<b>5.87%</b>
<b>Gross Profit</b>	<b>\$ 855,231.07</b>	<b>\$ 908,596.00</b>	<b>\$ 53,364.93</b>	<b>5.87%</b>
<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)	2,241.12	38,261.00	36,019.88	94.14%
17.9060.58.052.0.000 HSA (ER Contribution)	3,800.00	9,100.00	5,300.00	58.24%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	1,271.90	6,358.00	5,086.10	80.00%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	13,729.02	36,184.00	22,454.98	62.06%
<b>Total BENEFITS</b>	<b>\$ 30,308.04</b>	<b>\$ 134,845.00</b>	<b>\$ 104,536.96</b>	<b>77.52%</b>
<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%
<b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>	<b>\$ 0.00</b>	<b>\$ 8,000.00</b>	<b>\$ 8,000.00</b>	<b>100.00%</b>
<b>LIBRARY MATERIALS</b>				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	13,327.88	61,000.00	47,672.12	78.15%
17.7410.54.035.0.000 LIBRARY MATERIALS - Periodicals	1,837.53	1,900.00	62.47	3.29%
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	2,799.39	3,500.00	700.61	20.02%
17.7410.54.038.0.000 LIBRARY MATERIALS - Digital Databases	5,629.25	20,000.00	14,370.75	71.85%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	1,042.81	14,000.00	12,957.19	92.55%
<b>Total LIBRARY MATERIALS</b>	<b>\$ 25,988.44</b>	<b>\$ 103,200.00</b>	<b>\$ 77,211.56</b>	<b>74.82%</b>
<b>LIBRARY PERSONNEL SERVICES</b>				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	69,531.65	203,891.00	134,359.35	65.90%
17.7410.51.031.0.000 CLERICAL STAFF	59,023.26	210,686.00	151,662.74	71.99%
17.7410.51.032.0.000 PAGES	7,647.50	33,280.00	25,632.50	77.02%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	10,357.01	0.00	-10,357.01	
<b>Total LIBRARY PERSONNEL SERVICES</b>	<b>\$ 146,559.42</b>	<b>\$ 447,857.00</b>	<b>\$ 301,297.58</b>	<b>67.28%</b>

# Ballston Community Public Library

## Budget vs. Actuals: FY26 BUDGET - FY26 P&L Classes

January - December 2026

	General Checking			
	Actual	Budget	Remaining	%
<b>OFFICE EXPENSES</b>				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	1,573.60	6,000.00	4,426.40	73.77%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	1,317.29	4,000.00	2,682.71	67.07%
17.7410.54.041.0.000 POSTAGE / MAILINGS	173.05	750.00	576.95	76.93%
17.7410.54.042.0.000 PUBLICITY / Promotion	247.24	1,200.00	952.76	79.40%
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS	4,692.91	14,000.00	9,307.09	66.48%
<b>Total OFFICE EXPENSES</b>	<b>\$ 8,004.09</b>	<b>\$ 25,950.00</b>	<b>\$ 17,945.91</b>	<b>69.16%</b>
<b>OPERATION EXPENSE</b>				
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE	4,450.00	5,000.00	550.00	11.00%
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	1,973.15	45,000.00	43,026.85	95.62%
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	1,651.96	4,000.00	2,348.04	58.70%
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)	19,961.12	30,000.00	10,038.88	33.46%
17.7410.54.010.0.000 Professional Services - IT (SALS)	6,143.46	24,574.00	18,430.54	75.00%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	3,203.47	4,300.00	1,096.53	25.50%
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING	902.85	5,000.00	4,097.15	81.94%
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)	449.00	750.00	301.00	40.13%
17.7410.54.039.0.000 CUSTODIAL SERVICES	9,514.00	28,500.00	18,986.00	66.62%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	310.98	2,500.00	2,189.02	87.56%
17.7410.54.045.0.000 Travel Costs		0.00	0.00	
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	95.95	300.00	204.05	68.02%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	289.21	1,000.00	710.79	71.08%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	1,806.79	5,500.00	3,693.21	67.15%
17.7410.54.049.0.000 Uncategorized Expenditure	826.53	0.00	-826.53	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	299.00	1,000.00	701.00	70.10%
<b>Total OPERATION EXPENSE</b>	<b>\$ 59,924.14</b>	<b>\$ 174,424.00</b>	<b>\$ 114,499.86</b>	<b>65.64%</b>
<b>SPECIAL ITEMS</b>				
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA	77.96	1,000.00	922.04	92.20%
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library	14,239.26	12,320.00	-1,919.26	-15.58%
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	
17.9999.00.000.0.000 Lib Fund Surp		0.00	0.00	
<b>Total SPECIAL ITEMS</b>	<b>\$ 14,317.22</b>	<b>\$ 14,320.00</b>	<b>\$ 2.78</b>	<b>0.02%</b>
<b>Total Expenditures</b>	<b>\$ 285,101.35</b>	<b>\$ 908,596.00</b>	<b>\$ 623,494.65</b>	<b>68.62%</b>
<b>Net Operating Revenue</b>	<b>\$ 570,129.72</b>	<b>\$ 0.00</b>	<b>-\$ 570,129.72</b>	
<b>Net Revenue</b>	<b>\$ 570,129.72</b>	<b>\$ 0.00</b>	<b>-\$ 570,129.72</b>	

**Ballston Community Public Library**  
**Cap Imp, Fund Bal & Trustee Rev/Exp Activity**  
 January - December 2026

	CAP IMP (1643) History Rm	FUND BALANCE (1567)	TRUSTEE FUND (1596)
<b>Revenue</b>			
<b>BALLSTON TAXES</b>			
17.1001.41.000.0.000 Real Property Taxes			
<b>Total BALLSTON TAXES</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>CHARLTON LIBRARY SVCS</b>			
17.2360.41.000.0.000 Library Services to Town of Charlton			
<b>Total CHARLTON LIBRARY SVCS</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>LIBRARY CHARGES</b>			
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees			
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR			
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR			
<b>Total LIBRARY CHARGES</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>MISC REVENUE</b>			
17.2401.41.000.0.000 INTEREST & EARNINGS	128.13	753.94	8.13
17.2705.41.000.0.000 Gifts / Donations / Reimbursements			
17.2706.41.000.0.000 Friends of the Library Donations			
17.2770.41.000.0.000 Other Unclassified Revenues		30,000.00	
<b>Total MISC REVENUE</b>	\$ 128.13	\$ 30,753.94	\$ 8.13
<b>Total Revenue</b>	\$ 128.13	\$ 30,753.94	\$ 8.13
<b>Gross Profit</b>	\$ 128.13	\$ 30,753.94	\$ 8.13
<b>Expenditures</b>			
<b>BENEFITS</b>			
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)			
<b>Total BENEFITS</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>LIBRARY MATERIALS</b>			
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			
<b>Total LIBRARY MATERIALS</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>LIBRARY PERSONNEL SERVICES</b>			
17.7410.51.030.0.000 CERTIFIED LIBRARIANS			
17.7410.51.031.0.000 CLERICAL STAFF			
17.7410.51.032.0.000 PAGES			
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)			
<b>Total LIBRARY PERSONNEL SERVICES</b>	\$ 0.00	\$ 0.00	\$ 0.00

**Ballston Community Public Library**  
**Cap Imp, Fund Bal & Trustee Rev/Exp Activity**  
 January - December 2026

		FUND		
	CAP IMP (1643)	BALANCE	TRUSTEE FUND	
	History Rm	(1567)	(1596)	
<b>OFFICE EXPENSES</b>				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS				
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS				
17.7410.54.041.0.000 POSTAGE / MAILINGS				
17.7410.54.042.0.000 PUBLICITY / Promotion				
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS				
<b>Total OFFICE EXPENSES</b>	\$ 0.00	\$ 0.00	\$ 0.00	0.00
<b>OPERATION EXPENSE</b>				
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE				
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL				
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE				
17.7410.51.033.0.000 Professional Services - PAYROLL Processing				
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)				
17.7410.54.010.0.000 Professional Services - IT (SALS)				
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS				
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING				
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)				
17.7410.54.039.0.000 CUSTODIAL SERVICES				
17.7410.54.040.0.000 CUSTODIAL SUPPLIES				
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT				
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT				
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M				
17.7410.54.049.0.000 Uncategorized Expenditure				
17.7410.54.077.0.000 TRASH REMOVAL SERVICES				
<b>Total OPERATION EXPENSE</b>	\$ 0.00	\$ 0.00	\$ 0.00	0.00
<b>SPECIAL ITEMS</b>				
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA				
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library				
<b>Total SPECIAL ITEMS</b>	\$ 0.00	\$ 0.00	\$ 0.00	0.00
<b>Total Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0.00	0.00
<b>Net Operating Revenue</b>	\$ 128.13	\$ 30,753.94	\$ 8.13	
<b>Net Revenue</b>	\$ 128.13	\$ 30,753.94	\$ 8.13	

Monday, Apr 27, 2026 08:00:38 AM GMT-7 - Accrual Basis

<b>BALLSTON COMMUNITY PUBLIC LIBRARY</b>	
<b>TRUSTEE FUND (1596) SUMMARY</b>	
<u>Fund Name</u>	<u>Balance</u>
BH Women's Club	\$136.56
Conklin	\$4,478.91
Barbara Wilson	\$2,730.00
Undesignated	\$9,126.04
TOTAL	<b>\$16,471.51</b>

Ballston Community Public Library Trustee Fund (1596) Register

<b>Date</b>	<b>Check Number</b>	<b>Description</b>	<b>Fund</b>	<b>With- drawal Amount</b>	<b>Deposit Amount</b>	<b>Account Balance</b>
<i>2026 Beginning Balance</i>						\$16,463.38
1/31/2026		interest earned	UNDESIGNATED		2.80	\$16,466.18
2/28/2026		interest earned	UNDESIGNATED		2.53	\$16,468.71
3/31/2026		interest earned	UNDESIGNATED		2.80	\$16,471.51

# Ballston Community Public Library

## Petty Cash Activity

April 1-27, 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
	Petty Cash on hand						
	Beginning Balance						80.00
	<b>Total for Petty Cash on hand</b>						
<b>TOTAL</b>							

**Library directors, please return this form by Friday, May 8**

I (We) plan to attend the SALS business meeting and dinner at the Queensbury Hotel in Glens Falls, New York on Monday, May 18. A check for \$35 per person is enclosed. Each library is eligible for one complimentary meal for one Trustee.

**Library:** \_\_\_\_\_

<b>Attendee</b>	<b>Dinner Choice (chicken, steak, or veg)</b>	<b>Please include any dietary restrictions</b>

**Dinner Options:**

- Chicken piccata served with cauliflower mash and lemon white wine caper sauce.
- Grilled flat iron steak served with roasted garlic mashed potato, pimento chimichurri.
- Chef's choice vegetarian option.

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**Library directors, please return this form and check to:**

Pamela DelSignore  
Southern Adirondack Library System  
22 Whitney Place  
Saratoga Springs, NY 12866

Library directors, please make checks payable to Southern Adirondack Library System.