

**Ballston Community Public Library
Board of Trustees Meeting Agenda
May 27, 2026 7:00 PM**

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

- 1) Call to order
- 2) Minutes of April 29, 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 25th Anniversary - budget
- 8) New Business

*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 26-018 Consider adding Melia Gordon, Christine Goss, Margie Morris, and Kristi Chadwick as signers on the following Pioneer Bank accounts: accounts ending –0108, -0116, -0124, -0132, -0140.

RESOLUTION 26-019 Consider authorizing Kristi Chadwick and Marta Dauphinee for access to Pioneer Link electronic services.

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

9) Adjourn

May Voucher Signer: Honey Hollen
Charlton Town Board Meeting: Monday, June 8, 2026 at 7:00 PM
Ballston Town Board Meeting: Tuesday, June 9 2026 at 6:30 PM
Library Board of Trustees: June 24, 2026 at 7:00 PM
June Voucher Signer: Margie Morris

**Ballston Community Public Library
Board of Trustees Meeting Minutes
April 29, 2026**

Call to order: The meeting was called to order at 7:02 p.m. by Vice President Christine Goss.

Attendance: [x] Alyssa Harvey, Head of Youth Services

Trustees present: [x] Candy Burchett, Christine Goss, Ed Guider, Margie Morris, Ben Thackston,

Trustees absent: (excused): Melia Gordon, Honey Hollen

Trustees absent: (unexcused): none

Approval of Minutes of March 25, 2026 meeting: On a motion by Trustee Ed Guider with a second by Trustee Margie Morris, the trustees unanimously approved the minutes of the March 25, 2026 monthly meeting.

Monthly Financial Reports: Financial reports for April 2026 were reviewed.

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

Librarians' reports: see meeting documents

Reports of Committees:

Building and Grounds: Did not meet.

Budget and Finance: Trustees Melia Gordon and Margie Morris met with Austin Jesco from Pioneer Bank to discuss their services that would benefit the library. The committee will also start looking at next year's budget. The trustees discussed what to do with the remaining funds in the Fund Balance moving forward and whether the Financial Officer should be reporting on the monthly financials.

Election: Did not meet.

Long Range Plan: Did not meet.

Personnel: Did not meet.

Policy: Did not meet

Bylaws Adhoc: The Trustees would like to see a version of the Bylaws without the edits.

Unfinished Business:

Library Building 25th Anniversary ad-hoc committee: Trustee Margie Morris would like to organize the Adhoc committee. Trustees Christine Goss and Candy Burchett have volunteered to help. The trustees discussed organizations to contact and ways to solicit volunteers.

New Business

Annual Report: Director Kristi Chadwick completed the Library's Annual Report and submitted it for Trustee review.

Annual Meeting: The Trustees were encouraged to sign up for the Annual SALS meeting if they could attend.

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

None.

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 4/29/26. Motion was made by Trustee Burchett, seconded by Trustee Guider, and passed unanimously.

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 . Motion was made by Trustee Morris seconded by Trustee Thackston, and passed unanimously.

RESOLUTION 26-016 Consider approving the transfer of the 2025 end of year balance represented by the net revenue, \$22, 044.96 to the Fund Balance. Motion was made by Trustee Morris seconded by Trustee Thackston, and passed unanimously.

RESOLUTION 26-017 Consider making Pioneer Bank the official depository of Library Funds and approving the transfer of all bank accounts from Ballston Spa National Bank to Pioneer Bank. Motion was made by Trustee Burchett, seconded by Trustee Guider, and passed unanimously.

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

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

Minutes respectfully submitted by Candy Burchett, Secretary.

Ballston Community Public Library

Director's Report

May 2026

Circulation Statistics

April 2026

Circulation Statistics	Current Month	2026 Total	2025 Total
Items Added to Collection	379	1154	3,624
Number of Physical Items Circulated	7124	28,917	99,857
Overdrive/Libby Circulation	1598	6734	16,533
Hoopla Circulation	745	3018	9,412
New Patron Registrations	42	149	502
Patrons in the Building	4315	16,201	47,171

Programs & Events

April 2026

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2026 Total	Participants 2026 Total	Number Offered 2025 Total	Participants 2025 Total
Preschool	14	416	58	1642	161	4,536
Elementary	7	56	23	205	57	564
Teen	2	12	10	60	33	175
Adult	12	116	28	290	91	636
Family	6	212	21	632	70	2,686
Outreach	3	330	18	612	53	2,263
TOTALS	44	1142	158	3441	465	10,860

Youth Services:

In May we had 13 story times, 3 book clubs, 1 Kid's Craft, 4 Read to Beaker the therapy dog sessions, 1 Teen Craft, 1 Lego STEM Challenge, 1 Story Crafters Program, a special May Day craft with Melissa, 10 Teen Book Boxes, a Saturday Children's Book Illustrator Visit, and a Guess the Character contest in the Children's Room. The BHBL SE Students volunteered 3 times this month and helped retrieve items to fulfill library holds. Alyssa and Jane have finished all planning for the Summer Reading Program. Our new Library Assistant, Carline, is planning on taking over a few of the summer programs as well. Starting on June 1, Alyssa will begin her visits to each of the local Elementary schools. She will spend a week at each school promoting the Summer Reading Program. Alyssa and staff also filmed the summer promotional video and it is now uploaded on the Library's YouTube page. We accepted Summer Teen Volunteer applications for 3 weeks and received far more than we had planned. Alyssa and Mary Jane are attempting to create other volunteer opportunities for all of the applicants. June 1 is

when the library's Beanstack site will go live and patrons can begin signing up for the Summer Reading Program. June 8 is when all of the Kids and Teen summer event registrations begin. June 29 the Summer Reading Program will officially begin and we will have our special Kickoff Party at Elmer Smith Park in Charlton and we will have pony rides, a farm petting zoo, a food truck, crafts, face painting, a bubble van, and more!

Adult Services:

See attached report

Director:

I have continued working on weeding the Nonfiction section of the library. We have ordered several items for the Library of Things, and I have worked with Erin to decide how we will display them for the public, along with circulation. These items should be available next month.

I am attending a series of webinars about the change in policy requirements as part of the minimum standards for public libraries. I plan to begin working on the new policies over the summer. I also attended NYLA Spring on the Hill on May 19 to learn more about advocacy at local, state, and federal levels.

We are signed up for the Charlton Founders' Day parade on June 7 and the Ballston Flag Day parade on June 11.

[Staff & Friends of the Library](#)

Staff:

Our new Youth Services Library Assistant, Carline, has finished all of her library training.

Friends of the Library:

See Adult Services Report

[Facility](#)

Crisafulli has notified us that they no longer do commercial HVAC. We are once again searching for someone to do our HVAC maintenance.

Bring on the Spectrum has ordered the items for our new sensory space. We expect final items to arrive by the end of June.

[Technology](#)

April 2026

Technology Statistics	Current Month	2026 Total	2025 Total
Public Computer Sessions	129	551	1508
WiFi Sessions (unique users)	348	1378	4030

[Meetings & Professional Development](#)

Kristi – Minimum Standards Overview webinar (5/1), SALS Directors’ Council (5/5), ARSL Finance Committee (5/12), Town of Ballston meeting (5/12), ALMA May Book Buzz webinar (5/13), RA for All: Flip the Script webinar (5/13), Directors’ Handbook Book Club (5/15), SALS Annual Meeting (5/18), NYLA Spring on the Hill (5/19), Nonfiction Book Club (5/21), Minimum Standards – Library Records webinar (5/22), Minimum Standards – Internal Policies webinar (5/28).

Alyssa - RA for All: Flip the Script and Think Like a Reader Webinar (5/13)

Carline - Security Policy, KnowB4 Training, Polaris Training

Respectfully,
Kristi Chadwick
Library Director

Head of Adult Services Report to the Board for May 2026

Community Outreach and Partnerships

I met with Kelly Jasinski of the Green Committee to discuss scheduling an upcoming Invasive Species Program. We are currently working on finalizing a date and additional details for the program.

I met with Alyssa Harvey to learn about Beanstack (the program we use to track our summer reading challenges) and setup the summer reading challenge for adults. Participants can Pre-register on June 1st.

Programs and Events

Mah Jongg was a very popular and generated significant interest within the community. A meeting will be held on June 4th to discuss the possibility of establishing an ongoing Mah Jongg group at the library. I am hopeful that the group will continue to meet regularly at the library.

On May 4th, I met with members of Judy's former book club to establish a new book club at the library. The meeting was well attended, and we had a productive discussion regarding the structure and direction of the group moving forward. The club's first selection is *The Forest of Vanishing Stars* by Kristin Harmel, and the next meeting is scheduled for June 1st at 1:00 PM.

On May 27th at 10:30 AM, the library will host an Introduction to Yoga Nidra program presented by Molly Beard. The program will provide participants with an introduction to relaxation and meditation techniques designed to reduce stress and promote rest.

Staff-Led Initiatives

Cindy Carter and Susan Slovic have continued working on updating the library's brochure for Libby. The project is nearing completion.

Professional Development

I watched a webinar called *RA for All: Flip the Script and Think Like a Reader*

Friends of the Library Report

The Friends of the BCPL met for their monthly meeting on Tuesday, May 12th. In the meeting they discussed the upcoming parades and summer events. The Friends are looking for volunteers to help with these upcoming events.

Many of the current officers will be stepping down from their positions, and at this time it is unclear whether the current active members will seek to fill these roles.

The Friends group is in need of new active members to help steer the Friends into future. If you know of anyone who might be interested, please have them reach out to the friends at ballstonlibraryfriends@gmail.com or contact me at the Library.

The Friends earned \$1,254.00 from the recent book sale. Their final meeting before the summer break will take place on June 2nd, with meetings resuming again in September.



Ballston Community Public Library

Abstract (less Early Pays)

As of May 31, 2026

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Ace Pest Control Specialists, Inc. (518) 377-3897					
05/11/2026	21805840	May 2026 svc	50.00	Bill	05/27/2026
Total for Ace Pest Control Specialists, Inc.			\$50.00		
Amazon-pay by invoice					
05/15/2026	1DLX-13LW-JCCY	Misc. see invoices	686.97	Bill	05/27/2026
05/15/2026	1YTR-FG1K-KDCD	refund for item returned by carrier	-9.49	Vendor Credit	
Total for Amazon-pay by invoice			\$677.48		
CDPHP					
05/13/2026	261330058136	JUNE 2026 prem Health/Dental (AH) (CC) (KC), Dental (JK)	3,474.37	Bill	05/27/2026
Total for CDPHP			\$3,474.37		
Cengage Learning Inc. / Gale 248-699-4253					
04/15/2026	999102620989	1 book(s)	30.75	Bill	05/27/2026
04/23/2026	999102643196	2 book(s)	57.75	Bill	05/27/2026
04/24/2026	999102647194	3 book(s)	83.25	Bill	05/27/2026
04/28/2026	999102654006	8 book(s)	196.50	Bill	05/27/2026
05/08/2026	999102682328	8 book(s)	231.75	Bill	05/27/2026
05/13/2026	999102696088	2 book(s)	289.50	Bill	05/27/2026
04/23/2026	99910643207	2 book(s)	54.75	Bill	05/27/2026
Total for Cengage Learning Inc. / Gale			\$944.25		
Highmark BlueShield of Northeastern New York					
05/06/2026	26050643868995	JUNE 2026 prem medical J Kaplan	220.00	Bill	05/27/2026
Total for Highmark BlueShield of Northeastern New York			\$220.00		
Ingram Content Group (800) 937-0152					
04/22/2026	96066752	book(s) - 3	37.75	Bill	05/27/2026
04/22/2026	96066753	book(s) - 2	26.62	Bill	05/27/2026
04/22/2026	96066754	book(s) - 6	63.20	Bill	05/27/2026
04/22/2026	96066755	book(s) - 1	11.19	Bill	05/27/2026
04/22/2026	96066756	book(s) - 1	20.63	Bill	05/27/2026
04/22/2026	96066757	book(s) - 2	10.18	Bill	05/27/2026
04/22/2026	96066758	book(s) - 2	27.22	Bill	05/27/2026
04/22/2026	96066759	book(s) - 1	13.97	Bill	05/27/2026
04/22/2026	96066760	book(s) - 1	7.19	Bill	05/27/2026
04/22/2026	96066761	book(s) - 5	46.04	Bill	05/27/2026
04/22/2026	96066762	book(s) - 1	18.47	Bill	05/27/2026
04/22/2026	96066763	book(s) - 8	119.03	Bill	05/27/2026
04/22/2026	96066764	book(s) - 1	10.63	Bill	05/27/2026
04/22/2026	96066765	book(s) - 1	11.19	Bill	05/27/2026
04/22/2026	96066766	book(s) - 1	10.79	Bill	05/27/2026
04/22/2026	96066767	book(s) - 5	43.63	Bill	05/27/2026
04/22/2026	96066768	book(s) - 1	7.79	Bill	05/27/2026
04/24/2026	96124188	book(s) - 1	14.61	Bill	05/27/2026
04/24/2026	96124189	book(s) - 1	10.63	Bill	05/27/2026
04/24/2026	96124190	book(s) - 1	10.63	Bill	05/27/2026



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Abstract (less Early Pays)

As of May 31, 2026

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
04/27/2026	96158739	book(s) - 2	20.14	Bill	05/27/2026
04/27/2026	96158740	book(s) - 1	16.79	Bill	05/27/2026
04/27/2026	96158741	book(s) - 19	261.04	Bill	05/27/2026
05/04/2026	96326674	book(s) - 1	4.47	Bill	05/27/2026
05/04/2026	96326675	book(s) - 4	42.52	Bill	05/27/2026
05/04/2026	96326676	book(s) - 7	62.73	Bill	05/27/2026
05/04/2026	96326677	book(s) - 6	89.30	Bill	05/27/2026
05/04/2026	96326678	book(s) - 3	32.45	Bill	05/27/2026
05/04/2026	96326679	book(s) - 4	44.76	Bill	05/27/2026
05/04/2026	96326680	book(s) - 1	14.55	Bill	05/27/2026
05/04/2026	96326681	book(s) - 12	187.38	Bill	05/27/2026
05/04/2026	96326682	book(s) - 1	5.03	Bill	05/27/2026
05/04/2026	96326683	book(s) - 1	14.61	Bill	05/27/2026
05/04/2026	96326684	book(s) - 2	24.86	Bill	05/27/2026
05/04/2026	96326685	book(s) - 2	16.22	Bill	05/27/2026
05/04/2026	96326686	book(s) - 2	10.06	Bill	05/27/2026
05/04/2026	96326687	book(s) - 1	9.51	Bill	05/27/2026
05/04/2026	96326688	book(s) - 1	10.63	Bill	05/27/2026
05/04/2026	96326689	book(s) - 2	25.18	Bill	05/27/2026
05/04/2026	96326690	book(s) - 3	34.37	Bill	05/27/2026
05/04/2026	96326691	book(s) - 4	42.50	Bill	05/27/2026
05/04/2026	96326692	book(s) - 2	22.94	Bill	05/27/2026
05/05/2026	96373283	book(s) - 18	352.23	Bill	05/27/2026
05/06/2026	96399259	book(s) - 1	11.19	Bill	05/27/2026
05/07/2026	96435359	book(s) - 2	19.47	Bill	05/27/2026
05/07/2026	96435360	book(s) - 34	555.75	Bill	05/27/2026
Total for Ingram Content Group			\$2,452.07		
Kristi Chadwick					
05/22/2026	05222026	mileage/parking to/from SALS annual dinner and NYLA Spring on the Hill, BPA Meeting; mileage to/from Charlton and Ballston town meetings	118.23	Bill	05/27/2026
Total for Kristi Chadwick			\$118.23		
Midwest Tape, LLC 800-875-2785					
04/21/2026	508750742	3 Playaway	174.37	Bill	05/27/2026
04/30/2026	508800535	Hoopla Apr 2026	1,862.92	Bill	05/27/2026
05/11/2026	overpayment	overpayment on last check (#1505 4/29/26)	-43.48	Vendor Credit	
Total for Midwest Tape, LLC			\$1,993.81		
NightRider Janitorial Services (518) 782-9999					
05/01/2026	MAY26066	May 2026 svc	2,407.00	Bill	05/27/2026
Total for NightRider Janitorial Services			\$2,407.00		
Playaway Products LLC 877-893-0808 x266					
05/12/2026	534183	24 wonderbooks w/audio	1,553.26	Bill	05/27/2026
Total for Playaway Products LLC			\$1,553.26		
Repeat Business Systems, Inc. (518) 869-8116					
04/28/2026	1171520	May 2006 contract base rate + logistics surcharge	49.22	Bill	05/27/2026



Ballston Community Public Library

Abstract (less Early Pays)

As of May 31, 2026

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Total for Repeat Business Systems, Inc.			\$49.22		
Sebco (800) 223-3251					
04/09/2026	216498	67 books	1,518.62	Bill	05/27/2026
Total for Sebco			\$1,518.62		
Simmons Elevator Co. 518-882-1445					
04/13/2026	55980	QTR 2 2026 maintenance	410.79	Bill	05/27/2026
Total for Simmons Elevator Co.			\$410.79		
Southern Adirondack Library System 518-584-7300					
05/01/2026	111232	APR 2026 monthly fee/ circulation renewal	2,047.82	Bill	05/27/2026
Total for Southern Adirondack Library System			\$2,047.82		
Staples					
04/24/2026	6061728039	paper towels, manilla folders	48.04	Bill	05/27/2026
05/08/2026	6063334878	toner HP 414X HY magenta	172.38	Bill	05/27/2026
05/08/2026	6063334879	toner HP 414X HY yellow, envelopes, sharpie markers, electronic wipes	212.81	Bill	05/27/2026
Total for Staples			\$433.23		
The Saratogian (888) 599-0499					
05/05/2026	05052026	52 wks / 5/2/26-5/1/27 Monday-Sunday / no special editions / expiration date subject to change	371.15	Bill	05/27/2026
Total for The Saratogian			\$371.15		
Tricia Bitley					
05/01/2026	05012026	mileage for NYSLRS Employer Education Seminar	37.34	Bill	05/27/2026
Total for Tricia Bitley			\$37.34		
TOTAL			\$18,758.64		

Ballston Community Public Library
EARLY PAYS
 May 1-26, 2026

Date	Transaction Type	Num	Name	Memo/Description	Amount
11000 BSNB LIBRARY General Fund (1164)					
05/04/2026	Bill Payment (Check)	1511	Southern Adirondack Library System	5/18/26 Annual Trustee Meeting and Dinner	140.00
05/04/2026	Bill Payment (Check)	1512	Albany Times Union	annual subscription	1,616.51
05/08/2026	Expenditure	719804080	ADP, Inc.	processing fees for ck date 5/1/26	143.31
05/08/2026	Bill Payment (Check)	1513	Twin Bridges Waste & Recycling, LLC	May service	74.75
05/08/2026	Bill Payment (Check)	1514	Gardner, Melissa	5/1/26 program	100.00
05/12/2026	Check	1515	VISA	VISA April charges 2883 AH	125.00
05/12/2026	Check	1516	VISA	VISA April charges 4350 KC	127.47
05/15/2026	Bill Payment (Check)	1517	Spectrum Busines	svc 5/10-6/9/26	309.35
05/22/2026	Expenditure		ADP, Inc.	processing fees for ck date 5/15/26	146.63

TOTAL EARLY PAY	\$ 2,783.02
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Ballston Community Public Library

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

January - December 2026

	GENERAL CHECKING (1164)			
	Actual	Budget	Remaining	% Remaining
Revenue				
BALLSTON TAXES				
17.1001.41.000.0.000 Real Property Taxes	839,327.91	839,327.00	-0.91	0.00%
Total BALLSTON TAXES	\$ 839,327.91	\$ 839,327.00	-\$ 0.91	0.00%
CHARLTON LIBRARY SVCS				
17.2360.41.000.0.000 Library Services to Town of Charlton	12,693.00	51,269.00	38,576.00	75.24%
Total CHARLTON LIBRARY SVCS	\$ 12,693.00	\$ 51,269.00	\$ 38,576.00	75.24%
LIBRARY CHARGES				
17.2082.41.004.0.000 LIBRARY CHARGES - Copier Fees	1,426.12	3,000.00	1,573.88	52.46%
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	538.18	2,000.00	1,461.82	73.09%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	86.64		-86.64	
Total LIBRARY CHARGES	\$ 2,050.94	\$ 5,000.00	\$ 2,949.06	58.98%
MISC REVENUE				
17.2401.41.000.0.000 INTEREST & EARNINGS	25.21		-25.21	
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	39.65	8,000.00	7,960.35	99.50%
17.2706.41.000.0.000 Friends of the Library Donations	1,445.02	5,000.00	3,554.98	71.10%
17.2770.41.000.0.000 Other Unclassified Revenues	1,418.61		-1,418.61	
Total MISC REVENUE	\$ 2,928.49	\$ 13,000.00	\$ 10,071.51	77.47%
Total Revenue	\$ 857,000.34	\$ 908,596.00	\$ 51,595.66	5.68%
Gross Profit	\$ 857,000.34	\$ 908,596.00	\$ 51,595.66	5.68%
Expenditures				
BENEFITS				
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)	2,174.17	38,261.00	36,086.83	94.32%
17.9060.58.052.0.000 HSA (ER Contribution)	3,900.00	9,100.00	5,200.00	57.14%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	1,526.28	6,358.00	4,831.72	75.99%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	16,773.66	36,184.00	19,410.34	53.64%
Total BENEFITS	\$ 33,640.11	\$ 134,845.00	\$ 101,204.89	75.05%
LIBRARY EQUIPMENT & CAPITAL OUTLAY				
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%
LIBRARY MATERIALS				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	18,242.82	61,000.00	42,757.18	70.09%
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	2,783.04	2,800.00	16.96	0.61%
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	7,492.17	20,000.00	12,507.83	62.54%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	3,122.50	14,000.00	10,877.50	77.70%
Total LIBRARY MATERIALS	\$ 36,277.45	\$ 103,200.00	\$ 66,922.55	64.85%
LIBRARY PERSONNEL SERVICES				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	77,248.08	203,891.00	126,642.92	62.11%
17.7410.51.031.0.000 CLERICAL STAFF	66,545.84	210,686.00	144,140.16	68.41%
17.7410.51.032.0.000 PAGES	8,435.50	33,280.00	24,844.50	74.65%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	11,576.24	0.00	-11,576.24	
Total LIBRARY PERSONNEL SERVICES	\$ 163,805.66	\$ 447,857.00	\$ 284,051.34	63.42%

Ballston Community Public Library

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

January - December 2026

	GENERAL CHECKING (1164)			
	Actual	Budget	Remaining	% Remaining
OFFICE EXPENSES				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	1,964.94	6,000.00	4,035.06	67.25%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	1,626.64	4,000.00	2,373.36	59.33%
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	4,947.71	14,000.00	9,052.29	64.66%
Total OFFICE EXPENSES	\$ 8,959.58	\$ 25,950.00	\$ 16,990.42	65.47%
OPERATION EXPENSE				
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	2,011.90	4,000.00	1,988.10	49.70%
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)	8,191.28	24,574.00	16,382.72	66.67%
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	1,259.96	5,000.00	3,740.04	74.80%
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	11,962.89	28,500.00	16,537.11	58.02%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	474.11	2,500.00	2,025.89	81.04%
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT	159.41	300.00	140.59	46.86%
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT	338.43	1,000.00	661.57	66.16%
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M	2,267.58	5,500.00	3,232.42	58.77%
17.7410.54.049.0.000 Uncategorized Expenditure	826.53	0.00	-826.53	
17.7410.54.077.0.000 TRASH REMOVAL SERVICES	373.75	1,000.00	626.25	62.63%
Total OPERATION EXPENSE	\$ 65,949.25	\$ 174,424.00	\$ 108,474.75	62.19%
SPECIAL ITEMS				
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	
Total SPECIAL ITEMS	\$ 14,317.22	\$ 14,320.00	\$ 2.78	0.02%
Total Expenditures	\$ 322,949.27	\$ 908,596.00	\$ 585,646.73	64.46%
Net Operating Revenue	\$ 534,051.07	\$ 0.00	-\$ 534,051.07	
Net Revenue	\$ 534,051.07	\$ 0.00	-\$ 534,051.07	

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)
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			
17.2082.41.006.0.000 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
MISC REVENUE			
17.2401.41.000.0.000 INTEREST & EARNINGS	243.42	1,044.20	10.84
17.2705.41.000.0.000 Gifts / Donations / Reimbursements			
17.2706.41.000.0.000 Friends of the Library Donations			627.00
17.2770.41.000.0.000 Other Unclassified Revenues		30,000.00	
Total MISC REVENUE	\$ 243.42	\$ 31,044.20	\$ 637.84
Total Revenue	\$ 243.42	\$ 31,044.20	\$ 637.84
Gross Profit	\$ 243.42	\$ 31,044.20	\$ 637.84
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 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 2026

	CAP IMP (1643)	FUND BALANCE	TRUSTEE FUND
	History Rm	(1567)	(1596)
LIBRARY PERSONNEL SERVICES			
17.7410.51.030.0.000 CERTIFIED LIBRARIANS			
17.7410.51.031.0.000 CLERICAL STAFF			
17.7410.51.032.0.000 PAGES			
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)			
Total LIBRARY PERSONNEL SERVICES	\$ 0.00	\$ 0.00	\$ 0.00
OFFICE EXPENSES			
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS			
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS			
17.7410.54.041.0.000 POSTAGE / MAILINGS			
17.7410.54.042.0.000 PUBLICITY / Promotion			
17.7410.54.044.0.000 LIBRARY PROGRAM DELIVERY COSTS			
Total OFFICE EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
OPERATION EXPENSE			
17.1620.54.009.0.000 Professional Services - GROUNDS MAINTENANCE			
17.1620.54.011.0.000 Professional Services - SNOW REMOVAL			
17.1620.54.073.0.000 BUILDING REPAIRS & MAINTENANCE			
17.7410.51.033.0.000 Professional Services - PAYROLL Processing			
17.7410.54.002.0.000 UTILITIES (Electric, Gas, Water, etc.)			
17.7410.54.010.0.000 Professional Services - IT (SALS)			
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS			
17.7410.54.019.0.000 PROFESSIONAL DEVELOPMENT / TRAINING			
17.7410.54.025.0.000 DUES / SUBSCRIPTIONS (non-software)			
17.7410.54.039.0.000 CUSTODIAL SERVICES			
17.7410.54.040.0.000 CUSTODIAL SUPPLIES			
17.7410.54.046.0.000 MILEAGE REIMBURSEMENT			
17.7410.54.047.0.000 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT			
17.7410.54.048.0.000 MAINTENANCE CONTRACTS - Building O&M			
17.7410.54.049.0.000 Uncategorized Expenditure			
17.7410.54.077.0.000 TRASH REMOVAL SERVICES			
Total OPERATION EXPENSE	\$ 0.00	\$ 0.00	\$ 0.00
SPECIAL ITEMS			
17.1320.54.007.0.000 Professional Services - AUDITOR & CPA			
17.1910.54.023.0.000 UNALLOCATED INSURANCE - Library			
Total SPECIAL ITEMS	\$ 0.00	\$ 0.00	\$ 0.00
Total Expenditures	\$ 0.00	\$ 0.00	\$ 0.00
Net Operating Revenue	\$ 243.42	\$ 31,044.20	\$ 637.84
Net Revenue	\$ 243.42	\$ 31,044.20	\$ 637.84

Ballston Community Public Library

Cash Balances per Quickbooks

As of 5/26/2026

<u>GL Account</u>	<u>Description</u>	<u>Balance</u>
11000	Checking - General Fund (1164)	\$ 66,451.68
11150	Money Market Fund	\$ 607,165.43
11200	\$ moved from 1164 per FDIC	-
	Subtotal	673,617.11 ***
11100	Capital Improv Fund (1643)	3,951.25
13000	Fund Balance (1567)	141,549.97
11250	Trustee Fund (1596)	17,101.22
11290	Petty Cash on hand	80.00
	Total Cash Balance	\$ 836,299.55

*** Balance prior to 5/27/26 check run	\$ 673,617.11
Check run	(18,758.84)
After check run, the subtotal will be:	<u>654,858.27</u>

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	\$9,755.75
TOTAL	\$17,101.22

Ballston Community Public Library Trustee Fund (1596) Register

Date	Check Number	Description	Fund	With- drawal Amount	Deposit Amount	Account Balance
<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
4/30/2026		interest earned	UNDESIGNATED		2.71	\$16,474.22
5/13/2026		Spring 2026 FOL book sale	UNDESIGNATED		627.00	\$17,101.22

Ballston Community Public Library

Petty Cash Activity

May 1-26, 2026

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