

**Ballston Community Public Library  
Board of Trustees Meeting Agenda  
June 24, 2026 7:00 PM**

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

- 1) Call to order
- 2) Minutes of May 27, 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
- 8) New Business
  - a) HVAC maintenance contract – Postler & Jaeckle
  - b) Conference Request – Director Kristi Chadwick

*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 26-021** Consider accepting the proposed contract for HVAC maintenance from Postler & Jaeckle Corporation for \$5304.00 for one year.

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

**9) Adjourn**

June Voucher Signer: Margie Morris  
Charlton Town Board Meeting: Monday, July 13, 2026 at 7:00 PM  
Ballston Town Board Meeting: Tuesday, July 14, 2026 at 6:30 PM  
Library Board of Trustees: July 29, 2026 at 7:00 PM  
July Voucher Signer: Christine Goss

**Ballston Community Public Library  
Board of Trustees Meeting Minutes  
May 27, 2026**

**Call to order:** The meeting was called to order at 7:00 p.m. by President Melia Gordon.

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

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

**Trustees absent:** (excused): Ed Guider

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

**Approval of Minutes of April 29, 2026 meeting:** On a motion by Trustee Margie Morris with a second by Trustee Christine Goss, the trustees unanimously approved the minutes of the April 29, 2026 monthly meeting.

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

**Approval of Bills:** On a motion by Trustee Candy Burchett with a second by Trustee Margie Morris for May 2026, as reviewed by Honey Hollen were unanimously approved.

**Librarians' reports:** see meeting documents

**Reports of Committees:**

**Building and Grounds:** Did not meet, but will need to meet soon.

**Budget and Finance:** The switch to Pioneer Bank is being finalized

**Election:** Did not meet, but will need to discuss the candidate packets so that they will be available for the Summer reading kickoff party.

**Long Range Plan:** Will meet in July to check in

**Personnel:** Will need to meet in June to get the Director performance evaluation started

**Policy:** Did not meet

**Unfinished Business:**

**Library 25th Anniversary - Budget:** Trustees discussed the budget and decided on \$500 which will come from the Trustee Fund. This budget will be reevaluated as needed.

**New Business**

**None**

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

None.

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

**RESOLUTION 26-019** Consider authorizing Kristi Chadwick and Marta Dauphinee for access to Pioneer Link electronic services. Motion was made by Trustee Goss seconded by Trustee Morris, and passed unanimously.

**RESOLUTION 26-020** Consider authorizing up to \$500 for the 25th Anniversary budget from the Trustee Fund. Motion was made by Trustee Burchett seconded by Trustee Hollen, and passed unanimously.

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

None.

**Adjournment:** At 7:29 p.m., on a motion by Trustee Candy Burchett with a second by Trustee Ben Thackston the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.



# Ballston Community Public Library

Abstract (less Early Pays)

As of June 30, 2026

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
Ace Pest Control Specialists, Inc. (518) 377-3897					
06/05/2026	21806563	Bee extermination	50.00	Bill	06/24/2026
<b>Total for Ace Pest Control Specialists, Inc.</b>			<b>\$50.00</b>		
Amazon-pay by invoice					
06/15/2026	1DQX-RGQ6-1H3F	Misc. see invoices	842.94	Bill	06/24/2026
<b>Total for Amazon-pay by invoice</b>			<b>\$842.94</b>		
CDPHP					
06/12/2026	261630058147	JULY2026 prem Health/Dental (AH) (CC) (KC), Dental (JK)	3,474.37	Bill	06/24/2026
<b>Total for CDPHP</b>			<b>\$3,474.37</b>		
Cengage Learning Inc. / Gale 248-699-4253					
05/07/2026	999102678296	13 book(s)	374.25	Bill	06/24/2026
05/14/2026	999102703789	5 book(s)	130.50	Bill	06/24/2026
05/21/2026	999102726853	2 book(s)	57.00	Bill	06/24/2026
05/21/2026	999102726855	2 book(s)	54.00	Bill	06/24/2026
05/22/2026	999102731986	3 book(s)	84.00	Bill	06/24/2026
05/27/2026	999102744458	9 book(s)	226.50	Bill	06/24/2026
<b>Total for Cengage Learning Inc. / Gale</b>			<b>\$926.25</b>		
Clifton Park-Halfmoon Public Library					
06/01/2026	06012026	CPH lost books pd @ BUR	40.71	Bill	06/24/2026
<b>Total for Clifton Park-Halfmoon Public Library</b>			<b>\$40.71</b>		
Demco Inc. (800) 752-7614					
06/05/2026	7817054	book covers, tape, labels	264.89	Bill	06/24/2026
<b>Total for Demco Inc.</b>			<b>\$264.89</b>		
Fancy Face Creations					
04/13/2026	032-26	face painting SR kickoff 6/26/2026	540.00	Bill	06/24/2026
<b>Total for Fancy Face Creations</b>			<b>\$540.00</b>		
Highmark BlueShield of Northeastern New York					
06/08/2026	260608442485057	JULY 2026 prem medical J Kaplan	220.00	Bill	06/24/2026
<b>Total for Highmark BlueShield of Northeastern New York</b>			<b>\$220.00</b>		
Ingram Content Group (800) 937-0152					
05/08/2026	96463973	credit from vendor	-2.08	Vendor Credit	
05/11/2026	96506994	book(s) - 5	53.15	Bill	06/24/2026
05/11/2026	96506995	book(s) - 4	41.96	Bill	06/24/2026
05/11/2026	96506996	book(s) - 1	11.19	Bill	06/24/2026
05/11/2026	96506997	book(s) - 4	43.08	Bill	06/24/2026
05/11/2026	96506998	book(s) - 1	11.76	Bill	06/24/2026
05/11/2026	96506999	book(s) - 6	100.23	Bill	06/24/2026
05/14/2026	96594601	book(s) - 1	5.59	Bill	06/24/2026
05/15/2026	96620823	book(s) - 1	13.67	Bill	06/24/2026
05/18/2026	96649501	AUDIO book(s) - 1	21.99	Bill	06/24/2026
05/18/2026	96649502	book(s) - 1	12.87	Bill	06/24/2026
05/18/2026	96649503	book(s) - 5	51.47	Bill	06/24/2026
05/18/2026	96649504	book(s) - 7	72.17	Bill	06/24/2026
05/18/2026	96649505	book(s) - 1	30.73	Bill	06/24/2026
05/18/2026	96649506	book(s) - 1	8.63	Bill	06/24/2026



# Ballston Community Public Library

## Abstract (less Early Pays)

As of June 30, 2026

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
05/18/2026	96649507	book(s) - 1	16.79	Bill	06/24/2026
05/18/2026	96649508	book(s) - 3	54.49	Bill	06/24/2026
05/19/2026	96695794	book(s) - 1	11.19	Bill	06/24/2026
05/22/2026	96783176	book(s) - 3	31.33	Bill	06/24/2026
05/22/2026	96783177	book(s) - 3	33.01	Bill	06/24/2026
05/22/2026	96783178	book(s) - 1	11.75	Bill	06/24/2026
05/26/2026	96830833	book(s) - 1	24.74	Bill	06/24/2026
05/26/2026	96830834	book(s) - 3	27.97	Bill	06/24/2026
05/26/2026	96830835	book(s) - 3	45.97	Bill	06/24/2026
05/26/2026	96830836	book(s) - 5	52.57	Bill	06/24/2026
05/26/2026	96830837	book(s) - 4	43.13	Bill	06/24/2026
05/26/2026	96830838	book(s) - 3	51.09	Bill	06/24/2026
05/26/2026	96830839	book(s) - 1	8.97	Bill	06/24/2026
05/26/2026	96830840	book(s) - 1	10.07	Bill	06/24/2026
05/26/2026	96830841	book(s) - 5	92.31	Bill	06/24/2026
05/28/2026	96898089	AUDIO book(s) - 7	175.91	Bill	06/24/2026
05/28/2026	96898090	book(s) - 1	5.39	Bill	06/24/2026
05/28/2026	96898091	book(s) - 1	11.19	Bill	06/24/2026
05/29/2026	96923348	book(s) - 8	147.88	Bill	06/24/2026
05/29/2026	96923349	book(s) - 1	18.35	Bill	06/24/2026
05/29/2026	96923350	book(s) - 10	633.68	Bill	06/24/2026
<b>Total for Ingram Content Group</b>			<b>\$1,984.19</b>		
Jani Poppins Bubble Parties (518) 986-2109					
03/04/2026	20260304-02	Summer Reading Kick-off Party 6/29/26- Bubble Party	300.00	Bill	06/24/2026
<b>Total for Jani Poppins Bubble Parties</b>			<b>\$300.00</b>		
Midwest Tape, LLC 800-875-2785					
05/19/2026	5088881089	1 DVD/ADB	26.99	Bill	06/24/2026
05/26/2026	508917588	1 DVD/ADB	26.99	Bill	06/24/2026
05/31/2026	508944603	Hoopla May 2026	1,990.24	Bill	06/24/2026
<b>Total for Midwest Tape, LLC</b>			<b>\$2,044.22</b>		
NightRider Janitorial Services (518) 782-9999					
06/01/2026	JUN26061	June 2026 svc	2,407.00	Bill	06/24/2026
<b>Total for NightRider Janitorial Services</b>			<b>\$2,407.00</b>		
PDT Catering (518) 636-9404					
06/03/2026	06292026	Summer Ready Kickoff Party Food Truck booking fee 6/29/26	350.00	Bill	06/24/2026
<b>Total for PDT Catering</b>			<b>\$350.00</b>		
Playaway Products LLC 877-893-0808 x266					
05/20/2026	534958	3 wonderbooks w/audio	208.97	Bill	06/24/2026
<b>Total for Playaway Products LLC</b>			<b>\$208.97</b>		
Ponies For Hire, LLC (518) 872-9406					
02/13/2026	62926	Summer Reading Kick-off Party - Pony rides/ petting zoo 6/29/26	650.00	Bill	06/24/2026
<b>Total for Ponies For Hire, LLC</b>			<b>\$650.00</b>		
Repeat Business Systems, Inc.					



# Ballston Community Public Library

## Abstract (less Early Pays)

As of June 30, 2026

DATE	NUM	MEMO/DESCRIPTION	AMOUNT	TRANSACTION TYPE	DUE DATE
(518) 869-8116					
05/29/2026		March contract base rate + March - May usage + logistics charge	315.06	Bill	06/24/2026
<b>Total for Repeat Business Systems, Inc.</b>			<b>\$315.06</b>		
Round Lake Library					
06/01/2026	06012026	RDL lost book pd @ BUR	17.99	Bill	06/24/2026
<b>Total for Round Lake Library</b>			<b>\$17.99</b>		
Saratoga Springs Public Library					
(518) 584-7860					
06/01/2026	06012026	SAR lost bks pd @ BUR	27.94	Bill	06/24/2026
<b>Total for Saratoga Springs Public Library</b>			<b>\$27.94</b>		
Southern Adirondack Library System					
518-584-7300					
06/01/2026	111302	May 2026 monthly fee/ circulation renewal	2,047.82	Bill	06/24/2026
<b>Total for Southern Adirondack Library System</b>			<b>\$2,047.82</b>		
Staples					
05/27/2026	6064681493	copy paper, Febreze 2pk	48.26	Bill	06/24/2026
05/27/2026	6064681528	toner HP 201X HY blk	83.12	Bill	06/24/2026
<b>Total for Staples</b>			<b>\$131.38</b>		
<b>TOTAL</b>			<b>\$16,843.73</b>		

**Ballston Community Public Library**  
**EARLY PAYS**  
 June 1-23, 2026

Date	Transaction Type	Num	Name	Memo/Description	Amount
<b>11000 BSNB LIBRARY General Fund (1164)</b>					
06/03/2026	Bill Payment (Check)	1537	Twin Bridges Waste & Recycling, LLC	June service	74.75
06/03/2026	Bill Payment (Check)	1536	Patrice Jarvis-Weber	6/2/26 program	300.00
06/05/2026	Expenditure	722021253	ADP, Inc.	processing fees for ck date 5/29/26	146.63
06/09/2026	Check	1538	VISA	Visa 4350 May 2026 Charges	224.48
06/10/2026	Bill Payment (Check)	1539	Gardner, Melissa	6/10/26 program	100.00
06/10/2026	Bill Payment (Check)	1540	Mary Sanders Shartle	6 week writing program	500.00
06/16/2026	Bill Payment (Check)	1541	Spectrum Business/Charter Communications	svc 6/10-7/9/26	309.11
06/17/2026	Expenditure	723184548	ADP, Inc.	processing fees for ck date 6/12/26	146.63
06/23/2026	Bill Payment (Check)	1542	Albany Times Union	past due amount + 52 week sub	1,595.06
<b>TOTAL EARLY PAYS</b>					<b>\$ 3,396.66</b>

# Ballston Community Public Library

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

January - December 2026

GENERAL CHECKING				
	Actual	Budget	Remaining	% Remaini ng
<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	1,524.22	3,000.00	1,475.78	49.19%
17.2082.41.006.0.000 LIBRARY CHARGE - Lost Materials BUR	642.16	2,000.00	1,357.84	67.89%
17.2082.41.007.0.000 LIBRARY CHARGE - Lost Materials NON-BUR	21.94		-21.94	
<b>Total LIBRARY CHARGES</b>	<b>\$ 2,188.32</b>	<b>\$ 5,000.00</b>	<b>\$ 2,811.68</b>	<b>56.23%</b>
<b>MISC REVENUE</b>				
17.2401.41.000.0.000 INTEREST & EARNINGS	424.55		-424.55	
17.2705.41.000.0.000 Gifts / Donations / Reimbursements	42.35	8,000.00	7,957.65	99.47%
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	1,670.15		-1,670.15	
<b>Total MISC REVENUE</b>	<b>\$ 3,582.07</b>	<b>\$ 13,000.00</b>	<b>\$ 9,417.93</b>	<b>72.45%</b>
<b>Total Revenue</b>	<b>\$ 857,791.30</b>	<b>\$ 908,596.00</b>	<b>\$ 50,804.70</b>	<b>5.59%</b>
<b>Gross Profit</b>	<b>\$ 857,791.30</b>	<b>\$ 908,596.00</b>	<b>\$ 50,804.70</b>	<b>5.59%</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)	2,039.95	38,261.00	36,221.05	94.67%
17.9060.58.052.0.000 HSA (ER Contribution)	3,704.65	9,100.00	5,395.35	59.29%
17.9060.58.053.0.000 MEDICAL BENEFITS - Retirees (ER costs)	1,780.66	6,358.00	4,577.34	71.99%
17.9060.58.059.0.000 HEALTH/DENTAL INS (ER & EE share)	19,818.30	36,184.00	16,365.70	45.23%
<b>Total BENEFITS</b>	<b>\$ 36,609.56</b>	<b>\$ 134,845.00</b>	<b>\$ 98,235.44</b>	<b>72.85%</b>
<b>LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</b>				
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES	27.76	7,000.00	6,972.24	99.60%
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>\$ 27.76</b>	<b>\$ 8,000.00</b>	<b>\$ 7,972.24</b>	<b>99.65%</b>
<b>LIBRARY MATERIALS</b>				
17.7410.54.034.0.000 LIBRARY MATERIALS - Print	20,698.87	61,000.00	40,301.13	66.07%
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	2,682.06	2,800.00	117.94	4.21%
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	9,482.41	20,000.00	10,517.59	52.59%
17.7410.54.078.0.000 LIBRARY MATERIALS - NYS Other Materials	3,608.09	14,000.00	10,391.91	74.23%
<b>Total LIBRARY MATERIALS</b>	<b>\$ 41,108.35</b>	<b>\$ 103,200.00</b>	<b>\$ 62,091.65</b>	<b>60.17%</b>
<b>LIBRARY PERSONNEL SERVICES</b>				
17.7410.51.030.0.000 CERTIFIED LIBRARIANS	92,818.91	203,891.00	111,072.09	54.48%
17.7410.51.031.0.000 CLERICAL STAFF	81,121.64	210,686.00	129,564.36	61.50%
17.7410.51.032.0.000 PAGES	10,459.50	33,280.00	22,820.50	68.57%
17.9060.58.055.0.000 SOC SEC, MEDI, FUTA (ER taxes)	14,017.13	0.00	-14,017.13	
<b>Total LIBRARY PERSONNEL SERVICES</b>	<b>\$ 198,417.18</b>	<b>\$ 447,857.00</b>	<b>\$ 249,439.82</b>	<b>55.70%</b>

# Ballston Community Public Library

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

January - December 2026

GENERAL CHECKING				
	Actual	Budget	Remaining	% Remaining
<b>OFFICE EXPENSES</b>				
17.7410.54.001.0.000 OFFICE SUPPLIES & MATERIALS	2,548.40	6,000.00	3,451.60	57.53%
17.7410.54.022.0.000 PHONE / COMMUNICATIONS COSTS	1,935.75	4,000.00	2,064.25	51.61%
17.7410.54.041.0.000 POSTAGE / MAILINGS	177.86	750.00	572.14	76.29%
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	8,193.16	14,000.00	5,806.84	41.48%
<b>Total OFFICE EXPENSES</b>	<b>\$ 13,102.41</b>	<b>\$ 25,950.00</b>	<b>\$ 12,847.59</b>	<b>49.51%</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	2,132.95	45,000.00	42,867.05	95.26%
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	2,375.16	4,000.00	1,624.84	40.62%
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)	10,239.10	24,574.00	14,334.90	58.33%
17.7410.54.018.0.000 SOFTWARE LICENSES / SUBSCRIPTIONS	3,323.35	4,300.00	976.65	22.71%
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	14,369.89	28,500.00	14,130.11	49.58%
17.7410.54.040.0.000 CUSTODIAL SUPPLIES	521.45	2,500.00	1,978.55	79.14%
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	653.49	1,000.00	346.51	34.65%
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	448.50	1,000.00	551.50	55.15%
<b>Total OPERATION EXPENSE</b>	<b>\$ 71,484.16</b>	<b>\$ 174,424.00</b>	<b>\$ 102,939.84</b>	<b>59.02%</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>\$ 375,066.64</b>	<b>\$ 908,596.00</b>	<b>\$ 533,529.36</b>	<b>58.72%</b>
<b>Net Operating Revenue</b>	<b>\$ 482,724.66</b>	<b>\$ 0.00</b>	<b>-\$ 482,724.66</b>	
<b>Net Revenue</b>	<b>\$ 482,724.66</b>	<b>\$ 0.00</b>	<b>-\$ 482,724.66</b>	

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

January - December 2026

	CAP IMP	FUND BALANCE	TRUSTEE FUND
Revenue			
<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	0.90	1,480.77	15.01
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	
<b>Total MISC REVENUE</b>	\$ 0.90	\$ 31,480.77	\$ 642.01
<b>Total Revenue</b>	\$ 0.90	\$ 31,480.77	\$ 642.01
<b>Gross Profit</b>	\$ 0.90	\$ 31,480.77	\$ 642.01
Expenditures			
<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 EQUIPMENT &amp; CAPITAL OUTLAY</b>			
17.7410.52.021.0.000 LIBRARY COMPUTER / PRINTER PURCHASES			
<b>Total LIBRARY EQUIPMENT &amp; CAPITAL OUTLAY</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

	CAP IMP	FUND BALANCE	TRUSTEE FUND
<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
<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
<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
<b>Total Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>Net Operating Revenue</b>	\$ 0.90	\$ 31,480.77	\$ 642.01
<b>Net Revenue</b>	\$ 0.90	\$ 31,480.77	\$ 642.01

## Ballston Community Public Library

Cash Balances per Quickbooks

As of 6/23/2026

<b>GL Account</b>	<b>Description</b>	<b><i>BSNB</i></b>
		<b><i>Balance</i></b>
11000	Checking - General Fund (1164)	\$ 42,408.08
11150	Money Market Fund	\$ -
11200	\$ moved from 1164 per FDIC	-
<b>Subtotal</b>		<b>42,408.08</b>
13000	Fund Balance (1567)	-
11100	Capital Improv Fund (1643)	-
11250	Trustee Fund (1596)	-
		-
<b>Total Cash Balance</b>		<b>\$ 42,408.08</b>

<b>GL Account</b>	<b>Description</b>	<b><i>Pioneer</i></b>
		<b><i>Balance</i></b>
11010	General Operating	\$ 329.52
11020	Money Market	\$ 577,322.00
11030		-
		<b>577,651.52</b>
10500	Fund Balance	141,986.54
10600	Capital Improv Fund	3,951.50
10700	Trustee Fund	17,105.39
11290	Petty Cash on hand	75.19
		<b>\$ 740,770.14</b>

<b>BALLSTON COMMUNITY PUBLIC LIBRARY</b>	
<b>TRUSTEE FUND 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	\$9,759.92
<b>TOTAL</b>	<b>\$17,105.39</b>

**Ballston Community Public Library Trustee Fund 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
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
5/29/2026		interest earned	UNDESIGNATED		2.86	\$17,104.08
6/15/2026		interest earned	UNDESIGNATED		1.31	\$17,105.39

# Ballston Community Public Library

## Petty Cash Activity

June 1-23, 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Petty Cash on hand							
	Beginning						80.00
	Balance						
06/22/2026	Check	p/c OH	United States Post Office	extra postage due	17.7410.54.041.0.000 OFFICE EXPENSES:POSTAGE / MAILINGS	-4.81	75.19
<b>Total for Petty Cash on hand</b>						<b>\$ -4.81</b>	
<b>TOTAL</b>						<b>\$ -4.81</b>	

# Ballston Community Public Library

## Director's Report

June 2026

### Circulation Statistics

#### May 2026

Circulation Statistics	Current Month	2026 Total	2025 Total
Items Added to Collection	246	1400	3,624
Number of Physical Items Circulated	6652	35,569	99,857
Overdrive/Libby Circulation	1557	8291	16,533
Hoopla Circulation	786	3804	9,412
New Patron Registrations	40	189	502
Patrons in the Building	4231	20,432	47,171

### Programs & Events

#### May 2026

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2026 Total	Participants 2026 Total	Number Offered 2025 Total	Participants 2025 Total
Preschool	13	343	71	1985	161	4,536
Elementary	9	72	32	277	57	564
Teen	3	20	13	80	33	175
Adult	5	38	33	328	91	636
Family	5	76	26	708	70	2,686
Outreach	3	11	21	623	53	2,263
<b>TOTALS</b>	<b>38</b>	<b>560</b>	<b>196</b>	<b>4001</b>	<b>465</b>	<b>10,860</b>

#### Youth Services:

In June we had 1 Saturday story time, 1 Kid's Craft, 1 Tween Craft, 1 Family Bingo Night, a special Grow a Pizza Garden event with Melissa, 1 STEM Challenge, a Bedtime story time, a special Little Ones Swim Safety class with Goldfish School, and 1 Story Crafters program. Alyssa and Jane took a break from regular weekly story times as we do our final prep for Summer Reading to begin. Alyssa started her school visits on June 1 and spent a week each at Stevens, Pashley, and Charlton Heights to talk about the Summer Reading Program. We accepted 12 summer Teen Volunteer applications, and they completed their training on June 8. Alyssa and Courtney also promoted Summer Reading at Charlton's Party in the Park. Staff had a fun dinosaur float in the Charlton Founder's Day parade and the Burnt Hills Flag Day parade. Alyssa was also invited to have a Library table at the Pashley Carnival on June 18. Summer Reading begins on June 29 and our Kickoff Party will be that evening

starting at 4:00 pm at the Elmer Smith Park in Charlton. We will have pony rides, a farm petting zoo, a food truck, crafts, face painting, and a bubble van! As of June 18 we have 218 kids/teens signed up on Beanstack.

**Adult Services:**

See Adult Services report

**Director:**

I have continued to work on the new policies needed for the next Annual Report. I will be sending the draft for the Patron Privacy policy to the Policy committee for review, then to our attorney, then it will come to the full Board. I am also working on the needed disaster plan.

I have sent the 2025 Trustee Candidate packet to the Elections Committee for review and updates. It will be ready and available at the Summer Reading Kick Off Party on June 29.

I met with SALS Executive Director Kim Bolan to discuss our considerations on the vestibule redesign. She recommends that we develop a Facilities Master Plan, including a Needs Assessment, before pursuing grants for projects. This way we can understand what repairs or updates are needed for the building and have them prioritized.

I was on vacation from June 12 – 19 and will be out June 24.

I have had programs accepted at the Association of Rural and Small Libraries 2026 Conference in Montgomery, Alabama in September and the New York Library Association Annual Conference in Saratoga Springs in November.

[Staff & Friends of the Library](#)

**Staff:**

Pages Keira and Rosemary will be leaving us in late July and headed off to college.

**Friends of the Library:**

See Adult Services Report

[Facility](#)

We have received a contract quote from Postler & Jaeckle Corp. for HVAC maintenance.

We had Crisafulli Bros. come in to address slow flushing in the downstairs bathrooms. They snaked the lines and found a few paper towels but no blockages. Toilets were operating normally, then again had the slow flush issue on Friday, June 12.

We also had a locksmith come in to address one bathroom lock that was not working intermittently. He shaved down some of the metal, and it seems to be working regularly.

## Technology

### May 2026

<b>Technology Statistics</b>	<b>Current Month</b>	<b>2026 Total</b>	<b>2025 Total</b>
<b>Public Computer Sessions</b>	115	666	1508
<b>WiFi Sessions (unique users)</b>	387	1765	4030

### Meetings & Professional Development

Kristi – Charlton Town Meeting (6/8), Ballston Town Meeting (6/9), Pioneer Bank Meeting (6/9), Meeting w/SALS Executive Director (6/10), RA webinar (6/10), Bring on the Spectrum Meeting (6/30).

Carline - KnowB4 Training

Alyssa - KnowB4 Training

Ellie - KnowB4 Training

Keira - KnowB4 Training

Rosemary - KnowB4 Training

Sarah - KnowB4 Training

Respectfully,  
Kristi Chadwick  
Library Director

# Head of Adult Services Report to the Board for June 2026

## Community Outreach and Partnerships

The Invasive Species Program is scheduled for July 7<sup>th</sup> at 6:30PM. Addison Kubik of the Capital Region Partnership for Regional Invasive Species Management (PRISM) will be presenting a talk about all things invasive in New York State, with a special focus on the species found right in our own backyards and how to manage them.

Alyssa Harvey and I went to the Elmer Smith Park for Party in the Park on June 6<sup>th</sup> to do outreach.

## Programs and Events

On June 1, I met with the new book club, Next Chapter Society. Sixteen people were in attendance. We discussed *The Forest of Vanishing Stars* by Kristin Harmel. We will be meeting again on Monday, July 6<sup>th</sup> at noon to discuss *The Boys in the Boat* by Daniel James Brown.

As always, Paint with Patrice on June 2<sup>nd</sup> was very successful.

## Staff-Led Initiatives

Cindy Carter has been working hard on a display for the billboard in the entryway and the windows behind the front desk.

## Professional Development

I watched the following webinars:

- Growing Through Conflict: Healthy Workplace Communication
- Building Community Relationships for Better Library Services

## Friends of the Library Report

The Friends of the BCPL met for their monthly meeting on Tuesday, June 6<sup>th</sup>. The fall book sale is scheduled for September 29<sup>th</sup> – October 3<sup>rd</sup>. They will start collecting donations on September 14<sup>th</sup>. They hope to have the raffle baskets up for the September 12<sup>th</sup> celebration.

The Friends voted on new officers and they are as followed:

Co-Presidents: Vacant

Vice President: Peggy Sheaffer

Treasurer: Sarah Roberts

Secretary: Stefanie Leshner

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](mailto:ballstonlibraryfriends@gmail.com) or contact me at the library.

The Friends will be on hiatus for the summer until their September Meeting.

# BALLSTON COMMUNITY PUBLIC LIBRARY PETITION FOR LIBRARY BOARD OF TRUSTEES CANDIDATE

The staff and Trustees of the Ballston Community Public Library have been fulfilling the library's mission to develop and maintain facilities, resources, and services to meet the ongoing needs of all persons for education, personal enrichment, and recreation.

The library is currently recruiting people interested in running for election to serve as Trustees for the public election on Wednesday, October 14, 2026. There are three (3) three-year terms and one (1) two-year term up for election. Terms will be decided by number of votes and begin November 1.

If you are a resident of the Town of Ballston (outside the Village of Ballston Spa) and a registered voter, with varied experience and skills including finance, advocacy, policy development, governance, planning and fundraising, then please help the Ballston Community Public Library continue to fulfill its mission.

Please attend an upcoming Board meeting to learn more about becoming a trustee of the Ballston Community Public Library.

Library Trustee duties include:

- Advocacy
- Governance
- Planning and Evaluation
- Personnel
- Financial Oversight and Securing Sustainable Funding

Trustees usually serve terms of three (3) years and attend monthly meetings at the library at 7 PM on the last Wednesday of each month. In addition to regular meetings, all trustees are required to serve on committees and complete two (2) hours of trustee education annually.

Interested parties must:

- Gather a minimum of twenty-five (25) signatures from registered voters in the Town of Ballston (outside the Village of Ballston Spa), which must be confirmed by the Board of Election, before being added to the October 14 ballot.
- Submit a Trustee Candidate Biography outlining their background and qualifications

Signatures and candidate biographies must be delivered by **5 PM on Monday, September 14, 2026** to:

ATTN: Candy Burchett, Secretary of Board of Trustees  
Ballston Community Public Library  
2 Lawmar Lane  
Burnt Hills, NY 12027

**LATE PETITIONS CANNOT BE ACCEPTED**

# BALLSTON COMMUNITY PUBLIC LIBRARY PETITION FOR LIBRARY BOARD OF TRUSTEES CANDIDATE

We, the undersigned qualified voters of the Ballston Community Public Library Special District, Burnt Hills, New York, residing at, do hereby nominate: \_\_\_\_\_ (*Candidate's name*) of \_\_\_\_\_ (*Number and street address*), \_\_\_\_\_ (*Town*), New York, as a candidate for the office of Trustee of the Ballston Community Public Library to be voted on at the special district election to be held on Wednesday, October 14, 2026 at the Ballston Community Public Library to fill four (4) terms. Term length will be two (2) years or three (3) years.

#	Date	Name (Print)	Signature	Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

### Statement of Witness

I, \_\_\_\_\_ (*Name of Witness*), state that I am a registered voter of the Town of Ballston (outside of the Village of Ballston Spa) and eligible to sign this petition. I currently reside at \_\_\_\_\_ in the Town of Ballston. Each of the individuals whose names are subscribed to this petition sheet containing \_\_\_\_ (*fill in number*) signatures subscribed the same in my presence on the date above, indicated and identified themselves to be the individual who signed this sheet.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

# BALLSTON COMMUNITY PUBLIC LIBRARY PETITION FOR LIBRARY BOARD OF TRUSTEES CANDIDATE

We, the undersigned qualified voters of the Ballston Community Public Library Special District, Burnt Hills, New York, residing at, do hereby nominate: \_\_\_\_\_ (*Candidate's name*) of \_\_\_\_\_ (*Number and street address*), \_\_\_\_\_ (*Town*), New York, as a candidate for the office of Trustee of the Ballston Community Public Library to be voted on at the special district election to be held on Wednesday, October 14, 2026 at the Ballston Community Public Library to fill four (4) terms. Term length will be two (2) years or three (3) years.

#	Date	Name (Print)	Signature	Address
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### Statement of Witness

I, \_\_\_\_\_ (*Name of Witness*), state that I am a registered voter of the Town of Ballston (outside of the Village of Ballston Spa) and eligible to sign this petition. I currently reside at \_\_\_\_\_ in the Town of Ballston. Each of the individuals whose names are subscribed to this petition sheet containing \_\_\_\_ (*fill in number*) signatures subscribed the same in my presence on the date above, indicated and identified themselves to be the individual who signed this sheet.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness



**MAINTENANCE AGREEMENT for BUILDING ENVIRONMENTAL SYSTEMS**

Proposal Number: BC06012026

Proposal Date: June 1, 2026

**BY AND BETWEEN:**

Postler & Jaeckle Corp.  
615 South Avenue  
Rochester, New York 14620

AND

Ballston Community Public Library  
2 Lawmar Lane  
Burnt Hills, NY 12027

Hereinafter CONTRACTOR

Hereinafter CUSTOMER

**SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):**

Ballston Community Public Library  
2 Lawmar Lane  
Burnt Hills, NY 12027

**SERVICES WILL BE PROVIDED FROM THE FOLLOWING P&J BRANCH\*:**

Albany  Binghamton  New Jersey  Pennsylvania  Rochester  Southern Tier  Syracuse

*\*Detailed branch information located on page 4*

**PREVENTIVE MAINTENANCE PROGRAM**

**BELTS:**  Included  NOT Included  Not Applicable  
**FILTERS:**  Included  NOT Included  Not Applicable

**PREVENTIVE MAINTENANCE PROGRAM DESCRIPTION:**

A Preventive Maintenance program provides many benefits: Properly maintained equipment runs more efficiently, which can lower the overall annual operating/repair costs, and may extend the life of the equipment, to name a few.

Our PREVENTIVE MAINTENANCE PROGRAM provides the customer with ongoing scheduled maintenance. The program will be initiated, scheduled, administered, monitored, and updated by Postler & Jaeckle Corp. The service activities will be directed and scheduled, on a regular basis, by our equipment maintenance scheduling program. Throughout this program, the Customer will receive service reports for all work performed.

**TASKING** (Based on Inventory of Equipment – unless otherwise noted in this proposal):

- ◇ A “CUSTOMIZED” TASKING SHEET WILL BE CREATED UPON ACCEPTANCE OF THIS PROPOSAL and UPDATED AS NEEDED.
- ◇ THIS WILL HAVE THE EQUIPMENT INFORMATION, ALONG WITH WHAT SERVICE WILL BE PERFORMED DURING EACH SCHEDULED VISIT.



**MAINTENANCE AGREEMENT for BUILDING ENVIRONMENTAL SYSTEMS**

Proposal Number: BC06012026

Proposal Date: June 1, 2026

**INVENTORY OF EQUIPMENT**

QTY	SYSTEM COMPONENT(S)	MAKE	MODEL# SERIAL#	FILTERS	BELTS	LOCATION
1	RTU	BRYANT	581JP07A125A2A 5014P37539			ROOF
1	RTU	BRYANT	581JP07A125A2A 5014P37538			ROOF
1	RTU	BRYANT	581JP07A125A2A 5014P37537			ROOF
1	RTU	BRYANT	582KP07N110A2A 0619C81564			ROOF
1	RTU	BRYANT	582KP07N110A2A 0819C83561			ROOF
1	RTU	BRYANT	582KP07N110A2A 0819C83562			ROOF




## MAINTENANCE AGREEMENT for BUILDING ENVIRONMENTAL SYSTEMS

Proposal Number: BC06012026

Proposal Date: June 1, 2026

### GENERAL & SPECIAL PROVISIONS/SERVICES:

- ◇ Postler & Jaeckle Corp. will provide necessary tools, material, equipment, labor and trucks required to perform routine maintenance work during normal business hours, 7:00 am- to 4:30 pm, Monday-Friday, except Holidays (unless special arrangements have been made as part of this proposal to perform this work after normal business hours).
-  Emergency service is available 24/7/365 by calling our toll-free number 800-724-4252 or by calling your local branch (you will be prompt to the after-hours service).
- ◇ Contract customers will receive priority response time for emergency service calls.
- ◇ Computerized maintenance tasking will be maintained for your location and will be available upon request.
- ◇ Our customer service representative will be in contact with you on a regular basis to ensure that all work is completed to your satisfaction and all of your questions are answered.
- ◇ Any component(s) found outside of the preventive maintenance scope, where repair or replacement of material is required, will be communicated to the Customer. Postler & Jaeckle Corp. will not commence any repair or replacement work without prior approval from the Customer.
- ◇ Preventive maintenance will be performed as follows:
  - **Filters will be changed 2X a year.**
  - **Belts will be changed 1X a year.**
  - **All RTU's will be PM'd 2X a year.**
- ◇
- ◇
- ◇



## MAINTENANCE AGREEMENT for BUILDING ENVIRONMENTAL SYSTEMS

Proposal Number: BC06012026

Proposal Date: June 1, 2026

### POSTLER & JAECKLE CORP. OVERVIEW

- ◇ All work performed will be done in compliance with all OSHA and state regulations regarding safety. Our EMR Rating's for the past three (3) years (based on our July 1<sup>st</sup> anniversary date) are:  
2020: .73                      2019: .72                      2018: .79
- ◇ We are proud of the several affiliations and associations we made over the years. For our company and our customers, these relationships are excellent sources of knowledge, expertise, and support. We are currently associated with the following groups: ACCA, AWS, MCAA, MSCA, PHCC, & SMACNA to name a few.
- ◇ Visit our website [www.postlerandjaeckle.com](http://www.postlerandjaeckle.com) to find out more about our company and the services we have to offer.
- ◇ Postler & Jaeckle Corp (P&J) started its business in Rochester, New York on June 30, 1964. We have expanded over the years and currently have offices at the following locations:

\*Rochester Office (Corporate)      615 South Ave., Rochester, NY 14620  
(P) 585-423-6200                      (F) 585-423-6241                      (E) [rochservice@postler.com](mailto:rochservice@postler.com)

\*Albany Office                              9 Krey Blvd., Rensselaer, NY 12144  
(P) 518-459-0910                      (F) 518-459-2622                      (E) [albservice@postler.com](mailto:albservice@postler.com)

\*Binghamton Office                      1 Alice Ave., Endicott, NY 13760  
(P) 607-757-0100                      (F) 607-757-0300                      (E) [bingservice@postler.com](mailto:bingservice@postler.com)

\*New Jersey Office                      436 W. Commodore Blvd., Jackson TWSP, NJ 08527  
(P) 570-883-9563                      (F) 570-883-9564                      (E) [paservice@postler.com](mailto:paservice@postler.com)

\*Pennsylvania Office                      503 Yatesville Rd., Pittston, PA 18640  
(P) 570-883-9563                      (F) 570-883-9564                      (E) [paservice@postler.com](mailto:paservice@postler.com)

\*Rochester Plumbing                      615 South Ave., Rochester, NY 14620  
(P) 585-423-6200                      (F) 585-423-6241                      (E) [rochplmbservice@postler.com](mailto:rochplmbservice@postler.com)

\*Southern Tier (Elmira) Office      2000 Lake Rd., Elmira, NY 14903  
(P) 607-739-8303                      (F) 607-739-5823                      (E) [stservice@postler.com](mailto:stservice@postler.com)

\*Lyon's Office (Sheet Metal)          185 S. Geneva St., RT-14, Lyons, NY 14489  
(P) 315-946-3337                      (F) 315-946-0509



## MAINTENANCE AGREEMENT for BUILDING ENVIRONMENTAL SYSTEMS

Proposal Number: BC06012026

Proposal Date: June 1, 2026

### TERMS AND CONDITIONS

1. Customer Shall permit Contractor free and timely access to areas and equipment, as well as allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s), component(s), or part(s) from its scope of responsibility and adjust the annual agreement price accordingly or cancel this Agreement.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs. If the agreement is canceled at any time throughout the agreement term, all work performed during that term will be billed on a time and material basis.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop work under this Agreement without notice and/or cancel this agreement. Should this happen, all work performed that has not yet been paid for will be billed on a time and material basis.
7. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
8. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
9. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option cancel this Agreement or eliminates the involved item of equipment from inclusion on this Agreement.
10. In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
11. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of work.
12. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
13. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agent and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
14. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
15. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this agreement.
16. Contractor's obligation under this proposal and any subsequent contract does not include the indemnification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous material. In the event such substances, wastes and materials are encountered, Contractors sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes, or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
17. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will contractor be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of customer's tenants or clients, or any special, indirect or consequential damages.
18. This Agreement does not include repairs to the system(s), the provisions or installation of components or parts, or service calls requested by the Customer. These services will be charged for at Contractor's rates then in effect.



**MAINTENANCE AGREEMENT for BUILDING ENVIRONMENTAL SYSTEMS**

Proposal Number: BC06012026

Proposal Date: June 1, 2026

**PRICING/TERM PROVISIONS:**

- ◇ Agreement coverage will begin on July 1, 2026. The agreement price will be **\$5,304.00 (Five Thousand Three Hundred and Four dollars and no cents)** per year, payable **\$2,652.00** per inspection, plus any applicable taxes. This Agreement's term will run from July 1, 2026, through June 30, 2027. This agreement is for a One (1) year period.
- ◇ Postler & Jaeckle Corp. reserves the right to adjust this agreement on an annual basis. Any increase will only reflect increases in our labor and material costs but will not exceed 5%; this includes the hourly rate.
- ◇ If this agreement is cancelled before its term, all work done to that time will be billed on a time and material basis.
- ◇ This proposal is the property of Contractor and is provided for Customer's use only. Contractor guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This proposal will become a binding Agreement only after acceptance by Customer and approved by an officer of Contractor as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein. This annual Agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date.

**POSTLER & JAECKLE CORP.**

Ballston Community Public Library

*Bart Callahan*

Service Manager (Signature)

Authorized Representative (Signature)

Print/Type Name Bart Callahan

**Approved:**

Authorized Representative (Print/Type Name)

George Woons  
(Signature)

Vice President, Service Division

Authorized Representative Title (Print/Type)

PO # (if required): \_\_\_\_\_  N/A

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Eagle Scout Service Project Proposal



**Eagle Scout candidate's full legal name** Chloe Quinn Knight

**Please give a name to your project** Native Plant Garden at Ballston Community Public Library

# Instructions for Preparing Your Proposal

## Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. ***It provides sufficient opportunity to meet the Eagle Scout service project requirement.*** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. ***It appears to be feasible.*** You must show the project is realistic for you to carry out.
3. ***Safety issues will be addressed.*** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. ***Action steps for further detailed planning are included.*** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the beginnings of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

**Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.**

## Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

## Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

## Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

## Contact Information

*Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to each other. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.*

### Eagle Scout Candidate

Name: Chloe Knight		Birth date: 7-13-10	
Email Address: chloeqknight@iCloud.com		BSA PID number:	
Address: 19 France Ln	City: Ballston Lake	State: NY	Zip: 12019
Preferred telephone(s): (518)866-1413		Life Board of Review date:	

### Current Unit Information

Check One: <input checked="" type="radio"/> Troop <input type="radio"/> Crew <input type="radio"/> Ship	Unit Number: 3056
Name of District: Mohawk	Name of Council: Twin Rivers

### Unit Leader Check One: Scoutmaster Crew Advisor Skipper

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

### Unit Committee Chair

Name: John Jewell	Preferred telephone(s): (518) 867-9742		
Address:	City:	State:	Zip:
Email Address: johnjewell03@gmail.com			

### Unit Advancement Coordinator

*(If your unit has one)*

Name: Melia Gordon	Preferred telephone(s): (518) 309-2363		
Address:	City:	State:	Zip:
Email Address: boyscouts@meliagordon.com			

### Project Beneficiary

*(Name of religious institution, school or community)*

Name: Ballston Community Public Library	Preferred telephone(s):		
Address: 33 Lawmar Ln	City: Burnt Hills	State: NY	Zip: 12027
Email Address:			

### Project Beneficiary Representative

*(Name of contact person for the project beneficiary)*

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

### Your Council Service Center

Contact Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

### Council or District Project Approval Representative

*(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)*

Name: Mike DiPersio	Preferred telephone(s): (518) 461-9831		
Address:	City:	State:	Zip:
Email Address: cmdipersio@gmail.com			

### Project Coach

*(Your council or district project approval representative may help you learn who this will be.)*

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

## Project Description and Benefit

Briefly describe your project

I propose removing the overgrown gardens along the northeast curved section of the Ballston Community Public Library. My goal would be to create a cleaner and easier to manage space with native flowers that benefit the local ecosystem. The seeds from these plants could also be collected to replenish the stock of seeds in the seed library. I would remove overgrowth and weeds, install edging to prevent the spread of more weeds, and plant native flowers.

### ***Include images on an additional document.***

Tell how your project will be helpful to the beneficiary. Why is it needed?

This project would benefit the library because it would clean up the currently overgrown garden. Not only would this provide improved aesthetics but also improved functionality. It would be easier to maintain and benefit the local ecosystem. It will save the library money, as professional landscaping is expensive. It will also provide seeds for the seed library.

When do you plan to begin carrying out your project?

August 2026

When do you think your project will be completed?

September 2026

## Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)?

From Troops 3056 and 4054, as well as The Friends of the Library and possibly the Rotary.

What do you think will be most difficult about leading them?

Making sure everyone is on the same page with placement and proper planting technique.

## Materials

*Materials are things that become part of the finished project, such as lumber, nails and paint.*

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

- Dirt
- Mulch
- Plants
- Metal edging material
- Weed blocker
- Plant fertilizer (optional)

## Supplies

*Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.*

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

- Gardening gloves
- Drinking water and refreshments
- Snacks

## Tools

*Include tools, and also equipment, that will be borrowed, rented, or purchased.*

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

- Shovels
- Rakes
- Scissors and Pruners
- Wheelbarrow
- Gloves
- Hose and Water source

## Other Needs

*Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc..*

What other needs do you think you might encounter?

- Pickup truck and parking spot

## Permits and Permissions

*Note that property owners should obtain and pay for permits.*

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Permission from Library and NewYork811 (call before digging)

## Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated materials, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter your estimated expenses below  
(include sales tax if applicable)

Materials:	500
Supplies:	50
Tools:	—
Other:	—
<b>Total Costs:</b>	<b>550</b>

**Fundraising:** Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

-Get flowers donated possibly from The Friends of the Library, Rotary, and local nurseries.  
-Raise money by creating merchandise to sell

## Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient. If you have more than 10 phases, attach a separate page with your continued phase list.

1	Fundraising
2	Buying materials
3	Weeding the garden
4	Installing trim and weed blocker
5	Planting the flowers
6	Spreading the mulch
7	
8	
9	
10	

## Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

Helpers will meet at the library; my family and I will handle the transportation of materials and tools.

## Safety Issues

*The Guide to Safe Scouting is an important resource in considering safety issues.*

Describe the hazards and safety concerns of which you and your helpers should be aware.

Read the "[Age Guidelines for Tool Usage](#)" at Scouting.org

Yard tools are approved for all ages.

## Project Planning

*You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.*

List some action steps you will take to prepare your project plan. For example, "Complete a more detailed set of drawings."

Measure garden area to get a better estimate on volume of materials. Finalize plant selection and placement.

**Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.**

<b>Candidate's Promise*</b>		<i>Sign below before you seek the other approvals for your proposal.</i>	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chose as beneficiary.			
Signed		Date	

*\* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project has been approved.*

<b>Unit Leader Approval*</b>		<b>Unit Committee Approval*</b>	
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow them.		This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.	
Signed		Signed	
Date		Date	
Name (Printed)		Name (Printed)	

<b>Beneficiary Approval*</b>		<b>Council or District Approval*</b>	
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) to which we have agreed. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.		I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.	
<p><b>Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."</b></p> <p><b>Yes _____ No _____</b></p>			
Signed		Signed	
Date		Date	
Name (Printed)		Name (Printed)	

*\* While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (\*). Council or district approval, however, must come after the others.*



## Memo

**To:** BCPL Board of Trustees

**From:** Kristi Chadwick, Director

**RE:** ARSL 2026 Conference – Request for Travel

I have had a conference proposal accepted by the Association of Rural & Small Libraries 2026 Annual Conference on Collection Weeding. The Conference is scheduled for September 16-19, 2026 in Montgomery, Alabama. I am also a member of the ARSL Finance Committee this year. This would be my tenth year attending.

The projected costs would be as follows:

Conference Registration (Early Bird by 7/8) - \$300  
Hotel - (Estimate \$180/night, 3 nights) - \$510  
Flight - (Estimate ALB – MGM) - \$600  
TOTAL - \$1410 (plus meal and mileage costs TBD)

Please let me know if you have any further questions.

Thank you.