



**Board of Trustees Annual Organizational Meeting
Monday July 14, 2025 6:00 pm
Board Room**

Watch here: <https://www.youtube.com/@bethlehempubliclibrary9609>

Public comments can be submitted here: <https://www.bethpl.org/contact-us/contact-the-director/>

Board packet information can be accessed here: <https://www.bethpl.org/board-of-trustees/>

Library Mission Statement

Bethlehem Public Library values its responsibility to enhance the general welfare and quality of life in the community and region it serves. The library pursues excellence in its mission: to provide equal and uncensored access to resources and services that encourage lifelong learning, cultural enrichment, and professional growth.

Agenda

- **Call to order**
- **Trustee oath of office**
- **Election of board officers**
- **Public participation**
- **Committee appointments**
- **Board annual authorizations (p. 3)**
- **Holidays and closings (p. 4)**
- **Annual ethics/conflict of interest statement**
- **Board meeting schedule for 2026 (p. 5)**
- **Review of previous meeting minutes (p. 6-11)**
- **Financial report (p. 12-22)**
 - Treasurer's update (p. 12)**
- **Personnel report (p. 23)**
 - Personnel actions**
- **Director's report (p. 24-31)**
- **UHLS report**
- **Friends report**
- **New business**
 - **Boiler project presentation**
 - **Construction manager proposal – boiler project (p. 32-34)**
 - **BCSD PILOT MOA Non-renewal**

- **Attorney retainer agreement**
 - **Fish tank update**
 - **Other new business**
- **Old business**
 - **Trustee training**
 - **Building Committee - update**
 - **Board engagement**
 - **Other old business**
- **Future business**
- **Public participation**
- **Adjournment**

Next board meeting: August 11, 2025 6:00 pm

Next Friends of the Library meeting: August 18, 2025 6:30 pm

Board Authorizations 2025-26

Library Attorneys

Roemer, Wallens, Gold & Mineaux, LLP - Primarily personnel matters, sexual harassment training
 Whiteman Osterman and Hanna, LLP -General library matters, districting, construction, SEQR, NYS Ed.
 Bond, Schoneneck and King -Contract negotiations, staff handbook, personnel
 The Law Office of Stephanie Adams PLLC -Library policies, first amendment questions, civil service,
 general matters

Library Insurance Broker

Amsure Associates
 Marshall and Sterling

Library Auditors

Marvin and Company (*Last RFP 2019 – contract started July 2019*)

Official Bank Depositories for Library Funds

TD Bank (*Last RFP 2014 – contract started July 2014*)
 M&T Bank
 Key Bank
 NBT Bank
 Pioneer Bank
 Metropolitan Commercial Bank

Official Newspapers

The Spotlight
Albany Times-Union

Board Meeting Dates

Official business – generally the second Monday of the
 month Special meetings – called as needed

Authorizations

The Treasurer of the Board is to verify payrolls for the library.
 A petty cash fund of \$100 is established.
 The Treasurer, Account Clerk II and Director are authorized to enter into an agreement with TD Bank for electronic transfers of funds between library accounts effective July 1, 2014.
 The following payroll-related transactions may be transferred electronically: IRS, NYS Tax, NYS Deferred Comp.
 The Board authorizes payment of some time-sensitive bills by hand-drawn check between Board meetings.
 Wire transfers between authorized financial institutions are allowed.

Bonding

The Director, Account Clerk II and Board Treasurer are bonded for \$1,000,000.
 The Staff Assistant who prepares bank deposits is bonded for \$35,000.
 The Messengers are bonded for \$35,000.

HOLIDAYS AND OTHER CLOSINGS DRAFT

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2025

Wednesday, January 1	New Year's Day	Closed
Monday, January 20	MLK, Jr. Day	Open 9-9
Monday, February 17	Presidents' Day	Open 9-9
Sunday, April 20	Easter Sunday	Closed
Saturday, May 24		Closed
Sunday, May 24		Closed
Monday, May 26	Memorial Day	Closed
Thursday, June 19	Juneteenth	Closed
CLOSED SUNDAYS IN JULY AND AUGUST		
Friday, July 4	Independence Day	Closed
Saturday, August 30		Closed
Sunday, August 31		Closed
Monday, September 1	Labor Day	Closed
Sunday, September 7: SUNDAY HOURS RESUME		
Monday, October 13	Columbus Day	Open 9-9
Tuesday, November 11	Veterans Day	Open 9-9
Wednesday, November 26		Open 9-5
Thursday, November 27	Thanksgiving	Closed
Friday, November 28		Open 9-5
Friday, December 5	Staff Development Day	Closed
Wednesday, December 24	Christmas Eve	Closed
Thursday, December 25	Christmas Day	Closed
Wednesday, December 31	New Year's Eve	Open 9-3
Thursday, January 1, 2026	New Year's Day	Closed

2026 proposed

Thursday, January 1	New Year's Day	Closed
Monday, January 19	MLK, Jr. Day	Open 9-9
Monday, February 16	Presidents' Day	Open 9-9
Sunday, April 5	Easter Sunday	Closed
Saturday, May 23		Closed
Sunday, May 24		Closed
Monday, May 25	Memorial Day	Closed
Friday, June 19	Juneteenth	Closed
CLOSED SUNDAYS IN JULY AND AUGUST		
Saturday, July 4	Independence Day	Closed
Saturday, September 5		Closed
Sunday, September 6		Closed
Monday, September 7	Labor Day	Closed
Sunday, September 13: SUNDAY HOURS RESUME		
Monday, October 12	Columbus Day	Open 9-9
Wednesday, November 11	Veterans Day	Open 9-9
Wednesday, November 25		Open 9-5
Thursday, November 26	Thanksgiving	Closed
Friday, November 27		Open 9-5
Friday, December 4	Staff Development Day	Closed
Thursday, December 24	Christmas Eve	Closed
Friday, December 25	Christmas Day	Closed
Thursday, December 31	New Year's Eve	Open 9-3
Friday, January 1, 2026	New Year's Day	Closed

Red indicates days that are part of the union contract.

Bethlehem Public Library Board Meetings 2026 (start time 6pm/DRAFT)

January 12

February 9

March 9

April 13

May 11

June 8

July 13

August 10

September 14

October 13 (Tuesday)

November 9

December 14



MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**
Monday June 9, 2025

PRESENT: Caroline Brancatella
Laura DiBetta
Mark Kissinger
Sarah Patterson
Gail Sacco
Lisa Scoons
Michelle Walsh
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, public information specialist

EXCUSED:

GUESTS: Phil Berardi, assistant director/head of operations
Tanya Choppy, accounts clerk
Tracey McShane,
Susan Ungerman
Michelle Sanders
Daniel Sanders
Robert McDonnell
Dee Levy

President M. Kissinger called the budget presentation to order at 6:01pm.

PUBLIC PARTICIPATION

Two members of the public spoke during the public comment period. A recording of the meeting is available on YouTube.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by L. DiBetta with a SECOND by M. Walsh the board unanimously approved the minutes from the Monday May 12 regular board meeting.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report. She noted that the library will most likely be able to add to the fund balance at the end of the fiscal year.

- G. Sacco asked about the increase in revenue from the photocopier line. T. Choppy said that an additional photocopier was added recently and that both are well used.

- M. Kissinger said that actual interest earnings were well over the projected amount. S. Whiting says she tries to budget conservatively for interest revenue because a lot can happen over the year that can impact that number.

On a MOTION by C. Brancatella with a SECOND by M. Walsh the board unanimously approved the Financial Statement dated 31 May 2025 (Checks disbursed in May 2025 based on pre-approval \$48,284.62; Checks disbursed in May 2025 relating to payroll \$317,927.67; Checks being submitted for approval \$123,304.04; CapProject Fund Checks \$0; Total: \$489,516.33).

PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick said that in preparation for the next fiscal year, the only open position remaining on the report is the Librarian I that the board had already approved for backfill. Held positions will no longer be reported, and the library is considered to be at full staffing with what we have. G. Kirkpatrick said the board can review needs in the future if circulation patterns change. There were no personnel actions requested.

DIRECTOR'S REPORT

The board noted the director's report. Additional items:

- Biggs the dog returned to the library to follow up on the earlier treatment for bedbugs. He sniffed around and gave the library a clean bill of health. G. Kirkpatrick said he may increase the frequency of his visits in the next few months just for additional peace of mind. C. Brancatella thanked G. Kirkpatrick and staff for their quick handling of the incident and messaging to the public. She noted that bedbugs are a real possibility for libraries everywhere. G. Kirkpatrick said that the incident has given staff some additional insight into how bedbugs get into libraries and where to focus future staff training. M. Walsh noted that staff already had a process in place to deal with such an issue, and that preparation made a difference.
- G. Kirkpatrick noted the library's school outreach efforts.
- The library's Tonie collection has expanded and is quite popular with borrowers. M. Walsh asked if there were plans to buy more. G. Kirkpatrick said they would be looking at adding more in the new fiscal year. L. Scoons asked if other area libraries were circulating Tonies. P. Berardi said that he believes Bethlehem is the only one in the UHLS that is, but Saratoga has a collection as well. C. Brancatella noted that there is a similar product called a Yoto.
- G. Kirkpatrick said that HILL has become a committee of Friends and is working on a web presence.
- The library continues to investigate healthcare consortium options and is planning some upcoming meeting with union representatives to discuss it further.
- The board discussed numbers of website visitors. G. Kirkpatrick said those numbers can fluctuate wildly due to bot behavior.
- M. Kissinger touted the jump in library card signups over the past month. G. Kirkpatrick said that was likely due to increased outreach efforts.

UHLS REPORT

L. Scoons noted that the annual celebration would be held Wednesday, and it would be an opportunity to meet Chris Sagas, the new director of UHLS.

NEW BUSINESS

Request for reconsideration

M. Kissinger said the board is being asked to review a patron's appeal of G. Kirkpatrick's decision to not withdraw an image from the library's online collection of Spotlight newspapers.

G. Kirkpatrick said the library has received such requests in the past, but they generally focused on how crime was reported in the past. In all instances, the library boards at the time declined to make any changes. G. Kirkpatrick said that there is no legal guidance in this area, and the library would comply with any court order if it were to come to that. He asked the board to think about what circumstances in the future might make the board consider removing information from the Spotlight collection.

G. Sacco said the library does not own the information in the Spotlight and are hosting past issues as an archival database. Because of that, she said she does not support making any changes to it.

On a MOTION by G. Sacco with a SECOND by C. Brancatella, the board unanimously upheld the director's decision to not remove an image from the library's Spotlight archive at a patron's request.

Long Range Plan

G. Kirkpatrick said that the current Long Range Plan is expiring this year, and he asked the board how they would like to proceed in developing a new plan.

C. Brancatella suggested that the document have one primary author and that board members review the draft and make suggestions in August, at which time the author will go through and make any necessary adjustments. G. Kirkpatrick suggested the board extend the current plan until the end of the year to allow the board time to work on a new one.

C. Brancatella suggested that the July agenda include further discussion about the process with an end goal of having it ready to vote on at the December meeting.

On a MOTION by M. Walsh with a SECOND by L. DiBetta, the board unanimously vote to extend the current Long Rang Plan through the first board meeting in December 2025 to allow time to discuss and write a new one.

Investment Policy

S. Whiting said she had been looking into other allowable investment tools for the library. Metropolitan Commercial Bank offers a Deposit Placement Program that invests deposits across multiple banks at no greater than the limit for FDIC coverage. This is a permitted investment through NYS law, and S. Whiting said she thinks it is something the library should take advantage of while interest rates are still favorable. She requested an update to library policy in order to pursue this. The finance committee has discussed it and recommends the addition of this option to the policy.

On a MOTION by M. Walsh with a SECOND by C. Brancatella, the board unanimously accepted revisions to the library's Investment Policy.

Construction manager proposal – boiler project

A proposal was not yet prepared as of the board meeting.

M/C Salaries

G. Kirkpatrick said that union salaries are dictated by the contract and are automatic, but Management Confidential must be approved by the board each fiscal year. The increases proposed are the same as those received by the union staff.

On a MOTION by L. Scoons with a SECOND by L. DiBetta, the board voted unanimously to approve the 2025-26 salary schedule for management confidential employees not covered by the union contract.

Other new business

G. Kirkpatrick said he had a request from a patron who was interested in a bench with a plaque to honor his spouse. He said the library does not currently have any space for an additional bench at this time and asked the board if they were interested in identify new areas where that might be possible. C. Brancatella said that it was a lovely idea, but there is a finite amount of space. She said it might be a good idea to come up with a standard memorial item that can be offered in perpetuity or a list of available opportunities, such as a bird bath or feeder. M. Kissinger said concert seating on the Green might be another option. M. Walsh said she really likes the memorial benches and there might be some additional space once the house on Borthwick is taken down. G. Kirkpatrick said the library is currently refurbishing a donated shelf from the old Adams Street location that will create a more robust and noticeable "Shelves of Support." Some sort of seating for concerts. This is something the friends seem interested in fundraising for.

C. Brancatella suggested that the topic might be compelling enough to address in the Long Range Plan.

S. Patterson said, as secretary, she has received some emails asking about who is responsible for election enforcement and was wondering where to direct the inquiries. G. Kirkpatrick said that library elections are part of the school district and excluded from being under purview of county board election. Questions should go to the district's chief election inspector.

L. DiBetta noted that some of the published candidate information varied and wondered if in the future there could be a way to standardize how we collect information. G. Kirkpatrick said the library does not edit or correct the information submitted by candidates. He said the information was originally gathered because there was no other place to read about the candidates. He asked the board if that was something the library even needed to continue doing. G. Sacco suggested adding a disclaimer to the information that it contains the candidates' unedited responses.

C. Brancatella suggested that ensuring library neutrality in elections might be another aspect covered in the Long Range Plan discussion because library boards are now being asked to take positions on things they were never an issue before.

OLD BUSINESS

Nominating Committee – update

S. Patterson said the committee is in the process of putting together a slate for the July meeting.

Trustee training

G. Kirkpatrick said he investigated the details of an organization membership to ALA. It would cost \$600 per year and give the library the ability to purchase training for board. M. Walsh said the price gave her pause. G. Sacco said that some of the content available through ALA can not be found elsewhere, and she would like to try it out for a year. M. Walsh agreed that the content is excellent, but

the board only needs to fulfill a two-hour training each year. L. Scoons noted that trustee training is also available through UHLS.

G. Kirkpatrick noted that the board has a preference to do the required training collectively. L. Scoons said attending the NYLA conference counts as training hours. G. Sacco said that there aren't a lot of courses on offer at NYLA for trustees.

After further discussion, L. DiBetta said that it appeared that the board was in favor of moving forward with training through Upper Hudson for this year.

Building Committee – update

G. Kirkpatrick said he was in conversation with C.J. from Schoolhouse Construction about what a construction manager's role would entail for the upcoming boiler replacement project. He said he will come back with a couple of proposals.

Board engagement

The board discussed putting out a survey asking the public how they would prefer to interact with them.

M. Walsh said that past surveys have produced unreliable results and she wasn't sure what a new survey would accomplish. C. Brancatella agreed that surveys are imperfect, but could be useful to get some feedback. L. DiBetta said it was just a chance for the board to gather some information, and it wouldn't prevent them from interacting in other ways. S. Patterson said the board might as well send out the survey to just gather information and decide how to use that information, knowing the inherent flaws in the process.

M. Kissinger said that the board has tried a lot of ways to get public input, but they needed to think about getting in touch with people who aren't already engaged. L. Scoons said that it sounded like a good goal for the long-range plan.

The board discussed putting out regular updates in the library's e-news and Footnotes newsletter. Not every newsletter but a quarterly thing.

On a MOTION by S. Patterson with a SECOND by L. DiBetta, the board voted to put a survey out to the public asking how they would prefer to interact with the board. S. Patterson, L. DiBetta, C. Brancatella, M. Kissinger and L. Scoons voted in favor. G. Sacco and M. Walsh were opposed.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

M. Kissinger thanked L. Scoons for her 10 years on the board and her work on the Upper Hudson board and shared a resolution recognizing her service. L. Scoons said it had been an honor to serve.

On a MOTION by M. Kissinger with a SECOND by C. Brancatella, the board voted unanimously to pass a resolution of recognition in honor of L. Scoons who has served on the board for two terms of five years each.

PUBLIC PARTICIPATION

One member of the public spoke during the public comment period. A recording of the meeting is available on YouTube.

EXECUTIVE SESSION

On a MOTION by M. Kissinger with a SECOND by M. Walsh, the board unanimously voted to enter into executive session at 7:53 to discuss the employment history of a particular individual.

On a MOTION by L. Scoons with a SECOND by S. Patterson, the board unanimously voted to exit executive session at 8:44.

ADJOURNMENT

On a MOTION by L. Scoons with a SECOND by S. Patterson, the board unanimously voted to adjourn the regular meeting at 8:45pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report

July 14, 2025

Revenue and Expense Report

The revenue and expense report for the fiscal year ended June 30, 2025 shows a surplus of \$368,664. Contributing to this surplus are \$81,600 in interest earned over the amount that was budgeted, \$39,000 in additional PILOT revenue, \$115,000 in unused capital expenditures and contingency, \$62,400 in salary and benefits savings and \$65,000 savings in operational costs. There will be a few year-end adjustments such as accrued payroll and retirement that will likely reduce net revenue somewhat. The final net revenue total will be added to the fund balance, bringing that total over \$4.2 million. Salaries and benefits are 1.1% under budget and total expenses are 4.7% under budget for the year.

Investments

We invested \$1.1 million in the deposit placement program with Metropolitan Commercial Bank in July. It took some time to set up the account, which is why it does not appear on the June cash and investment summary. We also invested \$500,000 in a six-month T-Bill at 4.175% to provide additional diversification.

Fund Balance

As of June 30, 2025, the fund balance is \$3,928,140. Of this amount, approximately \$1.35 million is needed to fund operations for the first quarter of the year, until tax revenue is received.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT
EXPLANATION OF VARIANCES

FISCAL YEAR 2024-2025

	ANNUAL BUDGET	ACTUAL	DOLLAR VARIANCE	PERCENT VARIANCE	EXPLANATION
REVENUE	2024-2025	2024-2025			
Real Property Taxes	4,592,100	4,591,904	(196)	0.00%	
PILOT	239,000	277,968	38,968	16.30%	Add'l PSEG pilot paymt rec'd
Fines	3,000	2,478	(522)	-17.40%	
Interest on Deposits	90,000	171,573	81,573	90.64%	Interest rates steady at approx 4%, budgeted conservatively
Lost Book Payments	8,500	11,986	3,486	41.01%	
Friends of BPL Contributions	7,000	7,623	623	8.89%	
Gifts and Donations	8,000	8,031	31	0.39%	Hungerford-\$5,000, Storch-\$1,000
Photocopier	8,000	13,317	5,317	66.46%	2 copiers now avail for public use
State Aid	26,000	26,362	362	1.39%	
Grants	-	6,420	6,420	-	UHLS, special legislative grant-\$1,500
Miscellaneous Income	500	758	258	51.59%	
Total Revenue	4,982,100	5,118,420	136,320	2.74%	
EXPENSES					
Salaries	2,666,993	2,638,360	28,633	1.07%	
Retirement	324,242	323,915	327	0.10%	
Health Insurance	398,000	394,912	3,088	0.78%	
Other Benefits	238,965	208,600	30,365	12.71%	
Subtotal Salaries & Benefits	3,628,200	3,565,787	62,413	1.72%	
Library Materials - Print	294,000	259,737	34,263		
Library Materials - Electronic & Audio	281,000	315,047	(34,047)		
Subtotal Library Materials	575,000	574,784	216	0.04%	
Operations	643,900	579,248	64,652	10.04%	Prof fees chgd to H Fund, special projects, bldg repairs
Capital Expenditures	100,000	29,937	70,063	70.06%	Chairs, filing cabinets, new picnic tables
Contingency	35,000	-	35,000	100.00%	Did not use contingency
Total Expenses	4,982,100	4,749,756	232,344	4.66%	
Net Surplus (Deficit)	-	368,664	368,664		

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 6/30/25

	BALANCE					BALANCE
	5/31/2025	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	6/30/2025
TD Bank General Fund	218,100.78	9,125.44	(278,545.35)	(280.44)	211,899.48	160,299.91
TD Bank Payroll	0.00		(138,100.52)	-	138,100.52	0.00
TD Bank Money Market	1,806,624.53	-		3,896.37	1,313,609.36	3,124,130.26
TD Bank Treasury Bill	1,135,329.34		-	1,055.33	(635,891.07)	500,493.60
TD Bank Capital Project Fund	49,934.24	-	-		-	49,934.24
TD Bank 2 mo. CD Closed 6/28/25	1,024,798.32			2,919.97	(1,027,718.29)	0.00
Key Bank Checking	16,445.47	1,780.23	(266.20)		-	17,959.50
TOTAL:	4,251,232.68	10,905.67	(416,912.07)	7,591.23	(0.00)	3,852,817.51

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$18,632* of Storch Fund money

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

12 MONTHS ENDED 6/30/25

FISCAL YEAR 2024-2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 12 MO. ENDED 6/30/2025	Percent YTD 6/30/2025	ANNUAL BUDGET 2023-2024	YTD PRIOR 12 MO. ENDED 6/30/2024	Percent YTD 6/30/2024
Real Property Taxes	4,592,100	4,591,904	100.0%	4,401,969	4,401,969	100.0%
PILOT	239,000	277,968	116.3%	241,523	239,259	99.1%
Fines	3,000	2,478	82.6%	3,000	2,381	79.4%
Interest on Deposits	90,000	171,573	190.6%	35,000	205,950	588.4%
Lost Book Payments	8,500	11,986	141.0%	7,500	12,348	164.6%
Friends of BPL Contributions	7,000	7,623	108.9%	-	7,903	0.0%
Gifts and Donations	8,000	8,031	100.4%	4,000	19,204	480.1%
Photocopier	8,000	13,317	166.5%	7,000	12,134	173.3%
State Aid	26,000	26,362	101.4%	26,000	25,367	97.6%
Grants	-	6,420	0.0%	-	-	0.0%
Miscellaneous Income	500	758	151.6%	-	1,125	0.0%
Total Revenue	4,982,100	5,118,420	102.7%	4,725,992	4,927,640	104.3%
EXPENSES						
Salaries	2,666,993	2,638,360	98.9%	2,547,087	2,488,141	97.7%
Retirement	324,242	323,915	99.9%	280,440	278,828	99.4%
Health Insurance	398,000	394,912	99.2%	372,300	350,814	94.2%
Other Benefits	238,965	208,600	87.3%	227,365	203,780	89.6%
Subtotal Salaries & Benefits	3,628,200	3,565,787	98.3%	3,427,192	3,321,564	96.9%
Library Materials - Print	294,000	259,737	88.3%	292,000	297,477	101.9%
Library Materials - Electronic & Audio	281,000	315,047	112.1%	283,000	290,741	102.7%
Subtotal Library Material	575,000	574,783	100.0%	575,000	588,218	102.3%
Operations	643,900	579,248	90.0%	605,800	604,906	99.9%
Capital Expenditures	100,000	29,937	29.9%	100,000	20,473	20.5%
Contingency	35,000	-		35,000	-	
Total Expenses	4,982,100	4,749,756	95.3%	4,742,992	4,535,161	95.6%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

12 MONTHS ENDED 6/30/25

FISCAL YEAR 2024 - 2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 12 MO. ENDED 6/30/2025	Percent YTD 6/30/2025	ANNUAL BUDGET 2023-2024	YTD PRIOR 12 MO. ENDED 6/30/2024	Percent YTD 6/30/2024
Salaries & Benefits						
Salaries-Librarians	1,252,089	1,315,291	105.0%	1,178,184	1,229,418	104.3%
Salaries-Support Staff	1,226,399	1,128,494	92.0%	1,190,063	1,075,889	90.4%
Salaries-Custodians	188,505	194,576	103.2%	178,840	182,835	102.2%
Subtotal Salaries	2,666,993	2,638,360	98.9%	2,547,087	2,488,141	97.7%
Retirement	324,242	323,915	99.9%	280,440	278,828	99.4%
Health Ins.	398,000	394,912	99.2%	372,300	350,814	94.2%
SocSec/Medicare	206,465	194,525	94.2%	194,865	182,283	93.5%
Worker's Comp.	20,000	12,581	62.9%	20,000	9,735	48.7%
Unemployment	10,000	-	0.0%	10,000	11,083	110.8%
Disability Ins.	2,500	1,493	59.7%	2,500	679	27.1%
Subtotal Salaries & Benefits	3,628,200	3,565,787	98.3%	3,427,192	3,321,564	96.9%
Library Materials						
Adult books	171,000	156,246	91.4%	171,000	188,992	110.5%
Periodicals	18,000	11,860	65.9%	21,000	11,390	54.2%
YS Books	85,000	71,318	83.9%	85,000	80,550	94.8%
Special Collections	20,000	20,313	101.6%	15,000	16,546	110.3%
Subtotal Print Materials	294,000	259,737	88.3%	292,000	297,477	101.9%
Audiobooks	20,000	20,126	100.6%	20,000	23,731	118.7%
E-Collections	201,000	235,558	117.2%	196,000	193,600	98.8%
Electronic Resources	31,000	36,842	118.8%	31,000	48,076	155.1%
YS Audiobooks	4,500	4,317	95.9%	4,000	4,362	109.0%
YS Media	2,500	1,195	47.8%	2,000	1,347	67.3%
AS Media	22,000	17,009	77.3%	30,000	19,626	65.4%
Subtotal Electronic & Audio	281,000	315,047	112.1%	283,000	290,741	102.7%
Subtotal Library Materials	575,000	574,783	100.0%	575,000	588,218	102.3%
Operations						
Copiers and supplies	15,000	17,220	114.8%	15,000	13,183	87.9%
Office supplies	20,000	12,631	63.2%	20,000	13,511	67.6%
Custodial supplies	20,000	23,236	116.2%	20,000	19,574	97.9%
Postage	22,000	19,518	88.7%	22,000	19,556	88.9%
Printing & Marketing	43,200	43,715	101.2%	35,000	46,272	132.2%
Van lease & oper.	4,000	979	24.5%	4,000	1,892	47.3%
Gas and Electric	75,000	75,593	100.8%	75,000	59,267	79.0%
Telecom & Cloud Svcs	24,000	23,477	97.8%	24,000	24,259	101.1%
Water	3,000	2,417	80.6%	3,000	2,667	88.9%
Taxes-sewer & water	3,500	2,927	83.6%	3,400	2,871	84.4%
Refund property taxes	5,000	4,557	91.1%	5,000	3,275	65.5%
Prof. Services	40,000	6,572	16.4%	30,000	30,613	102.0%
Contract Services	50,000	49,275	98.6%	50,000	45,126	90.3%
Insurance	35,000	30,881	88.2%	30,000	29,581	98.6%
Bank Fees	1,700	6,510	382.9%	1,400	1,808	129.1%
Travel/Conference	3,500	6,681	190.9%	3,500	8,569	244.8%
Memberships	3,000	3,648	121.6%	3,000	3,068	102.3%
Special Programs	42,000	27,196	64.8%	35,000	47,660	136.2%
Furniture & Equipment	30,000	29,260	97.5%	30,000	25,360	84.5%
IT Hardware & Software	50,000	51,262	102.5%	50,000	55,939	111.9%
Bld & Grnd. Repair	40,000	27,029	67.6%	40,000	43,630	109.1%
Furn/Equip Repair	3,000	4,419	147.3%	2,000	3,157	157.8%
Miscellaneous	6,500	5,933	91.3%	6,500	9,388	144.4%
Audit Service	25,000	25,750	103.0%	24,000	19,250	80.2%
Accounting Service	22,000	20,065	91.2%	20,000	19,706	98.5%
UHLAN fees	57,500	58,496	101.7%	54,000	55,726	103.2%
Subtotal Operations	643,900	579,248	90.0%	605,800	604,906	99.9%
Capital Expenditures	100,000	29,937	29.9%	100,000	20,473	20.5%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,982,100	4,749,756	95.3%	4,742,992	4,535,161	95.6%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN JUNE 2025 BASED ON PRE-APPROVAL	\$	91,192.42
CHECKS DISBURSED IN JUNE 2025 RELATING TO PAYROLL	\$	202,149.41
CHECKS BEING SUBMITTED FOR APPROVAL	\$	136,087.45
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	6,352.50

BETHLEHEM PUBLIC LIBRARY**Check Warrant Report For A - 44: PREAPPROVED (JUN 25) For Dates 6/1/2025 - 6/30/2025**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42314	06/04/2025	2137	**VOID** WEX BANK	250012	-1.38
42713	06/04/2025	2467	**VOID** LAUREN KOZILSKI	250500	-48.55
42868	06/01/2025	1831	CDPHP UNIVERSAL BENEFITS, INC.		36,086.16
42869	06/01/2025	2395	CSEA EMPLOYEE BENEFIT FUND		162.12
42870	06/01/2025	720	MVP HEALTH PLAN, INC.		7,885.08
42871	06/01/2025	1570	NATIONAL GRID		4,731.07
42872	06/01/2025	2061	UNITED HEALTHCARE INSURANCE CO		164.37
42873	06/01/2025	1607	VERIZON BUSINESS FIOS	250018	169.79
42874	06/01/2025	1607	VERIZON BUSINESS FIOS	250018	124.99
42875	06/03/2025	1581	UNITED STATES POSTAL SERVICE	*See Detail Report	1,600.00
42876	06/03/2025	1607	VERIZON BUSINESS FIOS	250018	89.00
42920	06/12/2025	2015	**VOID** WATERVLIET PUBLIC LIBRARY	250641	-10.99
42923	06/04/2025	2467	LAUREN KOZILSKI	250500	48.55
42925	06/12/2025	1865	FLEURY RISK MANAGEMENT LLC	250668	2,700.32
42926	06/12/2025	715	KEY BANK	250481	1,750.00
42927	06/12/2025	2113	NYSIF DISABILITY BENEFITS	250672	1,455.54
42928	06/12/2025	559	STATE INSURANCE FUND (NYSIF WORKERS' COMP)	250673	23,330.14
42929	06/12/2025	2340	T-MOBILE	250017	978.00
42930	06/12/2025	1161	TOWN OF BETHLEHEM	250670	549.82
42931	06/12/2025	1607	VERIZON BUSINESS FIOS	250018	199.99
42932	06/12/2025	2137	WEX BANK	250012	29.61
42933	06/17/2025	2426	JPMORGAN CHASE BANK NA	*See Detail Report	2,902.43
42934	06/17/2025	2066	KEVIN COFFEY	250681	19.19
42936	06/24/2025	1424	AFLAC NEW YORK		220.04
42937	06/24/2025	1981	DUDLEY OBSERVATORY	250700	200.00
42938	06/24/2025	1570	NATIONAL GRID		5,498.34
42939	06/24/2025	1742	BARRY O'KEEFE	250701	200.00
42940	06/24/2025	2061	UNITED HEALTHCARE INSURANCE CO		158.79

Number of Transactions: 28**Warrant Total: 91,192.42****Vendor Portion: 91,192.42**

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

_____	_____	_____
Date	Signature	Title

BETHLEHEM PUBLIC LIBRARY



Check Warrant Report For A - 47: PAYROLL TRUST & AGENCY (JUN 25) For Dates 6/1/2025 - 6/30/2025

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42924	06/13/2025	712	CIVIL SERVICE EMPL ASSOC INC.		902.68
42935	06/27/2025	712	CIVIL SERVICE EMPL ASSOC INC.		943.81
101010	06/13/2025	709	BPL SPECIAL PAYROLL ACCOUNT		67,747.04
101011	06/13/2025	710	NYS INCOME TAX BUREAU		3,997.35
101012	06/13/2025	1946	IRS - PAYROLL TAX PMT		21,895.20
101013	06/13/2025	2003	NEW YORK STATE DEFERRED		2,912.96
101014	06/27/2025	709	BPL SPECIAL PAYROLL ACCOUNT		70,353.48
101015	06/27/2025	710	NYS INCOME TAX BUREAU		4,030.49
101016	06/27/2025	730	NYS EMPLOYEES RETIREMENT SYSTE		4,203.97
101017	06/27/2025	1946	IRS - PAYROLL TAX PMT		22,201.38
101018	06/27/2025	2003	NEW YORK STATE DEFERRED		2,961.05
Number of Transactions: 11				Warrant Total:	202,149.41
				Vendor Portion:	202,149.41

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

_____	_____	_____
Date	Signature	Title

BETHLEHEM PUBLIC LIBRARY**Check Warrant Report For A - 2: BILL SCH (JUL 25) For Dates 7/15/2025 - 7/15/2025**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42949	07/15/2025	30	ALBANY PUBLIC LIBRARY-MAIN BR	250707	25.00
42950	07/15/2025	2242	ALPHA CARD SYSTEMS	250678	123.98
42951	07/15/2025	2420	AMAZON CAPITAL SERVICES INC	250687	4,529.85
42952	07/15/2025	2531	ANNA LAROSE	250610	100.00
42953	07/15/2025	2264	B&H FOTO & ELECTRONICS CORP	250662	14.99
42954	07/15/2025	77	BAKER & TAYLOR , INC.	*See Detail Report	17,302.46
42955	07/15/2025	1186	BAKER AND TAYLOR ENTERTAINMENT	250704	39.42
42956	07/15/2025	2342	BOOK DEPOT	250676	227.40
42957	07/15/2025	1337	BUSINESS JOURNALS	250659	170.00
42958	07/15/2025	697	CAPITAL REGION BOCES	260000	20,327.66
42959	07/15/2025	827	PHYLLIS CHAMBERS		555.00
42960	07/15/2025	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	250003	339.21
42961	07/15/2025	1154	CRISAFULLI BROTHERS	250722	2,739.05
42962	07/15/2025	2428	DANIEL MAY	260027	40.00
42963	07/15/2025	2492	DAVID GRAPKA	260020	625.00
42964	07/15/2025	1220	DEMCO, INC	*See Detail Report	8,911.24
42965	07/15/2025	2529	DESIGN+	250611	250.00
42966	07/15/2025	2529	DESIGN+	260026	250.00
42967	07/15/2025	1981	DUDLEY OBSERVATORY	260017	200.00
42968	07/15/2025	1991	EASTERN MANAGED PRINT NETWORK LLC	250005	60.50
42969	07/15/2025	1741	MICHAEL ECK	260022	160.00
42970	07/15/2025	1986	FIRSTLIGHT FIBER	250006	192.54
42971	07/15/2025	1965	PATRICIA GEROU		555.00
42972	07/15/2025	2272	GLOBAL EQUIPMENT COMPANY INC.	250656	4,131.35
42973	07/15/2025	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	46.00
42974	07/15/2025	745	MARY HARTMAN		555.00
42975	07/15/2025	2322	KANOPY INC.	250014	1,517.00
42976	07/15/2025	2201	LANE PRESS OF ALBANY	*See Detail Report	6,615.00
42977	07/15/2025	1691	TOM LINDSAY	260021	180.00
42978	07/15/2025	2127	MASS MoCA	260028	275.00
42979	07/15/2025	1905	MATTHEW MCELLIGOTT	250612	300.00
42980	07/15/2025	1024	MIDWEST TAPE LLC	*See Detail Report	3,458.95
42981	07/15/2025	380	MORNINGSTAR	250708	2,388.00
42982	07/15/2025	1172	ANNE B MOSHER		555.00
42983	07/15/2025	2130	MUSEUM OF INNOVATION & SCIENCE	260025	209.48
42984	07/15/2025	2534	NEW YORK SOCIETY LIBRARY	250720	35.00
42985	07/15/2025	1654	NORTH GREENBUSH PUBLIC LIBRARY	250717	15.95
42986	07/15/2025	1823	OVER DRIVE INC.	*See Detail Report	4,054.74
42987	07/15/2025	2456	PAUL JOSSMAN	260023	160.00
42988	07/15/2025	450	PHILLIPS HARDWARE INC	250011	294.47
42989	07/15/2025	2530	PIONEER REPTILES, LLC	250613	650.00
42990	07/15/2025	458	PITNEY BOWES INC	250683	125.91

BETHLEHEM PUBLIC LIBRARY**Check Warrant Report For A - 2: BILL SCH (JUL 25) For Dates 7/15/2025 - 7/15/2025**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42991	07/15/2025	458	PITNEY BOWES INC	250019	248.51
42992	07/15/2025	2430	PLAYAWAY PRODUCTS LLC	250684	114.97
42993	07/15/2025	1490	REPEAT BUSINESS	*See Detail Report	170.76
42994	07/15/2025	2507	SCIENCE PLUS INC.	260019	350.00
42995	07/15/2025	2421	SENTRON ASSOCIATES INC.	*See Detail Report	580.58
42996	07/15/2025	2129	SOLUTIONS BY DESIGN, INC.	*See Detail Report	15,588.61
42997	07/15/2025	2482	SPRINGSHARE LLC	250721	332.33
42998	07/15/2025	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	557.96
42999	07/15/2025	2154	STERICYCLE, INC.	260014	23.09
43000	07/15/2025	2211	STORM KING ART CENTER	260030	250.00
43001	07/15/2025	2340	T-MOBILE	260032	992.11
43002	07/15/2025	2436	THE LAW OFFICE OF STEPHANIE A. ADAMS, PLLC	*See Detail Report	400.00
43003	07/15/2025	2328	UNIFIRST CORPORATION	250009	309.87
43004	07/15/2025	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	29,199.01
43005	07/15/2025	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	1,224.18
43006	07/15/2025	1968	VERIZON WIRELESS	260004	100.49
43007	07/15/2025	2511	VITAL RECORDS CONTROL	250702	64.85
43008	07/15/2025	746	VOORHEESVILLE PUBLIC LIBRARY	250694	27.99
43009	07/15/2025	645	W W GRAINGER INC	*See Detail Report	1,244.89
43010	07/15/2025	1884	W.B. MASON CO., INC.	250691	352.10
43011	07/15/2025	1891	WENDELL, MARTY	260024	650.00
Number of Transactions: 63				Warrant Total:	136,087.45
				Vendor Portion:	136,087.45

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

_____	_____	_____
Date	Signature	Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 1: BILL SCH (JUL 25) H FUND For Dates 7/15/2025 - 7/15/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1244	07/15/2025	2532	COLLINS + SCOVILLE ARCHITECTURE ENGINEERING	250644	6,352.50
Number of Transactions: 1				Warrant Total:	6,352.50
				Vendor Portion:	6,352.50

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

_____	_____	_____
Date	Signature	Title

[illegible]

Director's Report July 2025

We received a letter from the school district that they are not renewing the memo of agreement about PILOT funds for the library. Previously, under the terms of the agreement, the school district would negotiate on the library's behalf for PILOT funds and distribute a proportionate share to the library. The school district will keep the library budget whole for the 2025-26 fiscal year. The library will need to pursue PILOT funds separately from the school district going forward. The cash for the largest PILOT for this year will be received in December.

Building and Grounds

I worked with staff from the BCSD Facilities Department to begin the NYS Education Department review of the library's boiler replacement project. An SED control number has been assigned by the state for the project. The new SED online portal requires that we go through the school district to enter new projects.

New shade "sails" have been installed in the island between parking lots 1 and 4. These should provide some shade in that area until the new tree grows large enough.

Adult Services

Book Bundles – The library provides a Book Bundle service where librarians select 10 books or media items for patrons to pick up. We currently offer Adult, Children, Educator, Media, Story Time, and Teen Book Bundles. Adult Book Bundles continue to be the most popular. Over the past year, we filled 54 Adult, 24 Children, 22 Story Time, 10 Teen, 7 Educator, and 3 Media Bundle requests.

Seed Library– The 2025 edition of the Seed Library concluded this month. We provided 4,300 seed packets to 732 families. Volunteer support for the project was strong. They helped package and label seeds.

Summer Reading 2025 – The Adult Summer Reading challenge is off to a great start. In the first two weeks we have had 212 people sign up to participate. This year's theme is Color Our World. Sarah has put together 5 color-themed prize baskets for adult readers to compete for this year: Get RED-y for the Day,

ORANGE You Glad It's Summer, YELLOW Out There, Jolly GREEN Thumb, Books & BLUE Skies Ahead.



Competitive Puzzling (6/7) –Puzzle solvers were invited back to work solo or in a group to see who could solve their puzzle fastest and become the reigning library puzzle champion. We had a great turnout and a fun afternoon.
Responsible Staff: Erin. Attendance: 21



Community Paint Night (6/24) – A painting program series where we provide supplies including acrylic paint, canvas, and brushes along with step-by-step video instruction. Budding painters followed along to create a seascape painting of their own.
Responsible staff: Robert. Attendance: 18



Day Books: *Prophet Song* (6/2) – We discussed *Prophet Song* by Paul Lynch at the June edition of our popular monthly afternoon book discussion series. We will be

choosing books with somewhat lighter subjects for upcoming months, as well as trying to incorporate some participant-nominated books.

Responsible Staff: Erin. Attendance: 18

Empowered Caregiver: Responding to Dementia-Related Behaviors (6/9) – An educator from the Alzheimer's Association of Northeastern New York visited the library and discussed how people living with dementia may use behaviors to communicate their needs and feelings. Participants learned how dementia can change a person's behavior, possible triggers, and person-centered care approaches to address these behaviors. This program was the second part of the Empowered Caregiver series that began in May.

Responsible Staff: Luke. Attendance: 7

In Stitches (6/11) – Our third session. We invited knitters, crocheters, and fiber artists of all levels to join us for this monthly, open crafting program where we provide some community supplies for everyone to use.

Responsible Staff: Sarah. Attendance: 11

Resume Writing Workshop (6/22) – We provided resume samples and discussed best practices for resume writing and design. Participants were given laptops and worked on the creation of a new resume.

Responsible Staff: Luke. Attendance: 3

Spanish Conversation Club (6/4 & 6/25) – With the success of French Conversation Club, we elected to try a Spanish version. Our Conversation Clubs are open-ended programs for folks looking to practice speaking a particular language. We have had a great turnout for Spanish Conversation Club and hosted a lively group of participants with a good mix of people with different levels of language competency. A fun program.

Responsible Staff: Robert. Attendance: 12, 12

Circulation and Technical Services

Door count, wireless use, computer signups, and study room sessions saw increases year over year. Patrons are continuing to increase their on-site use of library resources.

Several of the American Girl dolls from the Library of Things collections returned from their visits to the doll hospital refreshed and ready for the summer.

Youth Services

Creation Station: Popsicles (6/3 - 6/8) – Drop-in craft in the Children’s Place. In celebration of summer, the June Creation Station craft prompted children to create their own paper popsicles using various craft supplies. Responsible staff: Alex D. Attendance: 104

Best and Brightest Magic Show (6/27) – We kicked off Summer Reading 2025 with some wholesome family fun. Children and caregivers enjoyed a special show on The Green featuring local magician and clown Jackie Reynolds. Jackie took everyone through a fun and interactive presentation. A few lucky participants even had the chance to help Jackie with some of her more involved magic tricks. Jackie ended her show by giving each child their own balloon. The group then followed Jackie’s step by step process of creating a balloon animal (a dog) to take home with them. We look forward to more interactive programming like this throughout the summer. Staff also registered several patrons for summer reading before and after the program. Responsible staff: Dan B. Attendance: 136



Little Vikings (6/13) – Everyone had a wonderful time at our Little Vikings program. Participants had the opportunity to make their own shields using cardboard and paper. Once they had completed that, they could make their own paper dragon to take home. Responsible staff: Shannon M. Attendance: 42

Music and Movement Summer Reading Kick-Off (6/27) – We hosted a special Music and Movement session out on The Green to launch Summer Reading 2025 for our youngest patrons. This was offered as our early literacy program of the day.

Shannon and Alex led the group through a series of songs and dances. The musical part of the program was followed by giant Connect 4 and some balloon games. Staff set up a summer reading registration table near the library entrance. We registered new patrons and handed out bookmarks and reading trackers.
Responsible staff: Alex D., Shannon M. Attendance: 44

Sensory Play Time (6/6) – June’s Sensory Play Time had a good turnout. Participants enjoyed open-ended play while having the opportunity to explore different objects and textures. We plan to start a recurring sensory program for all ages this coming fall. There has been an overall uptick in the number of patrons attending our sensory programs. We plan to expand on this type of programming for both children and adults. Responsible staff: Shannon M. Attendance: 23

This or That Story Time (6/3) – This story time (aimed at Pre-K, but open to older kids) was a way to have the participants lead the program, plus have some fun! Staff let the kids (and adults) vote on the books we read. The winners were *Are You Big?* and *Are You Small?* – both by Mo Willems. The titles were so popular that we read both. A patron even checked out the book once the program was over. Responsible staff: Lauren K. Attendance: 34

Outreach

Bethlehem Pride Fest (6/21) – Robert and Cyndee from Adult Services, along with Sylvia, Allison and Jessica from Circulation attended the 2nd annual Bethlehem Pride Fest in Delmar on June 21. A library volunteer also joined us to help out at this busy event. We had promotional materials for summer reading, Footnotes, bubbles, flags, stickers, bracelets, and a “Borrow a Boa” bin. We also brought an interactive display board titled: What can your library do for you? where folks could post suggestions. Circulation gave out 24 Pride-themed library cards, registered 15 new patrons, and updated 25 accounts. The event was a lot of fun and very well-attended. Our interaction count was high, and everyone was happy to see the library at the event.

Responsible Staff: Robert, Cyndee, Sylvia, Allison, Jessica. Interactions: 543

Bethlehem Middle School Outreach (6/4, 6/5) – BPL staff visited Bethlehem Middle School on June 4 and 5. Throughout each day, Grade 6 classes came to the school’s Library and Media Center where staff gave a short presentation on the upcoming summer reading program as well as upcoming library events, how to get a library card, how to borrow eBooks and other content through Libby and Hoopla. Staff also reminded them about some of the items in the Library of Things, and

how to volunteer at the library. Responsible staff: Shannon M. Attendance: 161, 152

Eagle Elementary School Field Day (6/20) – Staff attended the yearly Field Day event at Eagle Elementary. We set up an outreach table with a selection of books that the kids could win along with mood pencils and information about Summer Reading 2025. Lauren explained the program to several children and caregivers, reminding them that they can also register for summer reading online, if they prefer that over the paper tracker. Responsible staff: Lauren K. Attendance: 530



Elsmere Elementary School Outreach (6/3, 6/12) – Staff visited Elsmere Elementary to remind students about all the fun activities happening at the library over the summer. We shared copies of the July/August Footnotes. We also had copies of the summer reading game cards on display for the students to look at. We had a member of the Circulation Department with us for each visit. They signed up several students for new library cards. Responsible staff: Elnora B. Attendance: 166

Get Outdoors & Get Together (6/14) – BPL staff had a wonderful time taking part in the annual Get Outdoors & Get Together. This year's program took place at the Five Rivers Environmental Education Center. BPL staff brought a take-and-make craft for kids as well as program flyers, bookmarks, and BPL notepads to give away. Staff reminded patrons about upcoming library programs, including summer reading. This program was created through a partnership between The Office for People with Developmental Disabilities, NYS State Parks, DEC, the Office of the Chief Disability Officer, the Office of Mental Health, the Justice Center, and the Department of Veterans Services. We look forward to more collaborations like this in the future. Responsible staff: Alex D. Attendance: 88

Hamagrael Elementary School Field Day (6/13) – Mary attended the Hamagrael Elementary Field Day on June 13. She brought color changing pencils, an

assortment of prize book examples, and Gerald, the library mascot. The students were excited to see Gerald. Responsible staff: Mary D. Attendance: 343

Thursdays in the Park (6/12, 6/26) – The Thursdays in the Park series is off to a great start for 2025. On June 12, local magician Shaun Robinson provided a performance for an audience of 200. Mary and Sylvia brought the pop-up library for the June 26 program. Sylvia created 13 new library cards for patrons while Mary interacted with 22 patrons throughout the night. Responsible staff: Mary D. Attendance: 200, 83

Meetings and Miscellany

Longtime Friends of the Library President Jeremy Johannesen is retiring from his position. Mary Service has agreed to complete the remaining term as President and took over the position at their last meeting. I wish to thank Jeremy for his many years of dedicated service to the Friends and the library. I am looking forward to continuing our excellent relationship with the Friends.

I attended the UHLS Annual Celebration in June. I was pleased to see Lisa Scoons honored for her service as a library trustee and as a trustee of the Upper Hudson Library System.

We received notice from the NYS Librarian that federal IMLS funds were received for 2025. The year 2026 is very much up in the air at this point, so the impact on the staff at the Division of Library Development next year is unknown at this time.

Geoffrey Kirkpatrick, Library Director

Library Collection				2023-24	Current Total
Adult fiction				28,367	28,103
Adult non-fiction				29,529	28,974
Adult audio				5,001	4,748
Adult video				7,892	7,685
Young adult fiction				4,653	5,030
Young adult nonfiction				611	664
Young adult audiobooks				290	295
Children's fiction				29,846	30,514
Children's non-fiction				15,642	15,416
Children's audiobooks				1,652	1,528
Children's video				1,164	1,055
OverDrive - UHLS Shared				136,558	161,068
e-magazines				5,439	5,934
Electronic (games, ereaders)				385	398
Total				267,029	291,412
Library Programs	Jun-25	Jun-24	% change	2023-24	F-Y-T-D
Programs	77	61	26.2%	915	937
Program attendance	1,743	1,214	43.6%	26,209	26,503
Outreach Programs	15	18	-16.7%	104	86
Outreach Attendance	3,550	3,115	14.0%	17,204	16,119
Circulation	Jun-25	Jun-24	% change	2023-24	F-Y-T-D
Adult fiction	13,543	13,715	-1.3%	164,971	165,420
Adult non-fiction	7,016	6,739	4.1%	85,990	82,989
Adult audio	6,538	6,024	8.5%	69,337	76,913
Adult video	5,084	4,781	6.3%	67,542	64,017
Magazines	3,144	2,375	32.4%	30,266	32,827
Young adult fiction	1,395	1,691	-17.5%	17,921	17,800
Young adult nonfiction	107	86	24.4%	1,484	1,156
Young adult audiobooks	302	238	26.9%	3,384	3,431
Children's fiction	11,113	12,041	-7.7%	147,338	147,036
Children's non-fiction	2,892	2,887	0.2%	37,789	36,945
Children's audiobooks	1,259	1,333	-5.6%	16,153	16,418
Children's video	289	364	-20.6%	6,059	4,687
Electronic (games, ereaders)	495	673	-26.4%	8,428	6,820
Total	53,177	52,947	0.4%	656,662	656,459
Interlibrary Loan	Jun-25	Jun-24	% change	2023-24	F-Y-T-D
Borrowed from others	5,354	5,335	0.4%	72,475	67,450
Loaned to others	4,388	4,382	0.1%	55,610	56,425
Miscellaneous	Jun-25	Jun-24	% change	2023-24	F-Y-T-D
Visits to our home page	37,595	29,254	28.5%	454,330	398,692
Public use of meeting rooms	25	34	-26.5%	395	401
Public meeting attendance	399	431	-7.4%	4,901	4,372
Staff use & library programs	55	62	-11.3%	861	812
Study room sessions	427	388	10.1%	4,846	5,194
Tech room/ Studio use	7	13	-46.2%	97	92
Door count	17,801	17,922	-0.7%	221,744	227,587
Registered BPL borrowers	143	104	37.5%	1,095	1,330
Computer signups	1,267	1,287	-1.6%	14,751	16,181
Museum Pass use	164	149	10.1%	1,359	1,529
E-book use	6,702	6,549	2.3%	75,317	79,259
E-audiobook use	6,351	5,690	11.6%	62,498	72,127
E-magazine use	2,916	2,135	36.6%	27,587	29,916
Streaming video use	1,734	1,386	25.1%	17,158	21,015
BCSD use via Overdrive	376	232	62.1%	2,197	3,030
Equipment	534	407	31.2%	4,625	4,838
Wireless Use	10,776	9,973	8.1%	112,669	116,957

CM Proposal Summary

July 11, 2025

Schoolhouse Construction Shall Provide Part-Time Professional CM Services, per the Outline of this Proposal Summary, in Support of Bethlehem Public Library's Boiler Replacement Project in 2025.

I. CM Base Proposal – Boiler Replacement Project

A. Pre-Construction Services

➤ Project Coordination and Scheduling

- Provide a QA/QC Comments on the SED Submission Documents provided by the Architect.
- Provide an Estimate of the SED Submission Documents provided by the Architect.
- Attend coordination meetings between the CM, Architect, and Bethlehem Library Staff as needed. It is anticipated that three meetings will be needed:
 - Estimate Review
 - Pre-Construction Walk through during bid.
 - Bid Award
- Develop Front-End Bid Documents including:
 - Preliminary Schedule
 - Phasing and Logistics as needed
 - ~~Coordination of 3rd Party Monitoring and Testing Companies as needed.~~
- ~~All Materials and Equipment to be Confirmed for Compliance by Plans, Specifications, and Approved Submittals~~

B. Construction Phase Services

➤ ~~Demolition and Utility Disconnects~~

- ~~Oversee Removal of Existing Boiler and Associated Utilities — Electrical Feeds, Mechanical and Domestic Piping, Gas Piping, Etc.~~
- ~~Coordinate Removals with the Districts Heating Needs (As Applicable)~~
- ~~Oversee removal of hazardous materials for roof connections in the boiler room.~~

➤ **~~New Construction~~**

- ~~Manage Installation of New Boiler Equipment~~
- ~~Oversee Installation of New Breeching and Associated Utility Connections
— Mechanical and Gas Piping, Electrical Feeds, Etc.~~
- ~~Lead Project Kick-Off and Provide Coordination Meetings as Necessary
Throughout the Construction Phase~~
- ~~Coordinate Regular On-Site Activities with all Pertinent Parties~~
- ~~Record Project Documentation from Third-Party Firms, Contractors, NYSDOL,
and any other Pertinent Parties~~
- ~~Review and Scrutinize any Change Proposals from Contractors~~
- ~~Monitor and Scrutinize any Change Work Performed on a Time and Material
Basis~~
- ~~Assist Design Team in Managing Project Budget~~
- ~~Promote Contractor Compliance with Filing of PW30s with NYSDOL, if
Necessary~~
- ~~Promote Timely Attention and Resolution to Any Field Issues~~

C. Construction Closeout Phase Services

- ~~Enforce Provision of As-Built Drawings and Final Testing Records~~
- ~~Enforce Owner Training on New Equipment~~
- ~~Support Design Team with Contract Closeout~~
 - ~~Advise on Release of Retainage~~
 - ~~Final Releases of Liens~~
 - ~~Any Applicable Warranties on Installations~~

II. CM Services - Terms and Conditions

A. Pre-Construction Phase Services

- **Part-Time Project Management Support**
- **Anticipated Duration – Approximately 2-6 Weeks**

~~B. Construction Phase Services~~

- ~~Part Time Project Management – As Required to Adequately Support the
Project (Estimated 2-4 Days On Site per Week, as Needed)~~
- ~~Anticipated Duration of Demolition and Construction Activities –
Approximately 8-12 Weeks~~
- ~~Additional On-Site Time is Anticipated to Address Punchlist and Install any
Remaining Long-Lead Components that May Arrive Following the Primary
Period of Installation~~

~~C. Construction Closeout and Equipment Commissioning~~

- ~~➤ Part Time Project Management Support~~
- ~~➤ Anticipated Duration – Approximately 4 – 6 Weeks for Final Invoicing, Contract Closeout, Etc. – Fall 2025 (As Needed for NYSED Closeout – December 2025)~~

D. CM Travel and Resources

- Includes Travel Expenses, Cameras, Cell Phones, Laptop Computers, and Personal Protective Equipment (PPE) - Hard Hats, Safety Glasses, Ear Protection, Etc.
- It is Assumed that the Design Team and/or District Will Provide Necessary Reproductions of the Drawings, Specifications, and Other Documentation that is Needed to Support Schoolhouse's Services throughout the Project
- It Is Understood that BPL Will Provide Temporary On-Site Office Space and Access to Office Resources for Schoolhouse's Usage in Support of the Project

III. Proposed Construction Management Fee

Below is a Breakdown of Professional Construction Management Services in Support of the Boiler Replacement Project (2025) at Bethlehem Public Library.

I. Proposed Construction Management Fee

- Pre-Construction Services = \$6,500
- ~~Construction Phase Services = \$22,000~~
- ~~Project Closeout = \$3,500~~
- Should any assistance be needed following the completion of pre-construction. Schoolhouse Construction will be available on an Hourly rate as previously agreed upon. Please note that Hourly Rates are updated at the beginning of each calendar year.

Total Professional CM Fee = \$6,500
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Schoolhouse Construction: _____
Eric P. Robert, President

Date: _____

Accepted by Bethlehem Public Library: _____

Date: _____

Schoolhouse Construction Services LLC

20850 State Highway 28
Delhi, NY 13753