



## Board of Trustees Meeting

### Monday February 9, 2026 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
- Public participation
- Review of previous meeting minutes (p. 2-6)
- Financial report (p. 7-17)
  - Treasurer's update (p. 7)
  - 2026-27 Draft budget (p. 18-19)
- Personnel report (p. 20)
  - Personnel actions
- Director's report (p. 21-31)
- UHLS report
- Friends report
- New business
  - Other new business
- Old business
  - Borthwick property process discussion
    - Borthwick property architect's proposal (p. 32-33)
  - Boiler project – update
  - Director evaluation – update
  - Other old business
- Future business
- Public participation
- Adjournment

Next board meeting: March 9, 2026 6:00 pm

Next Friends of the Library meeting: February 16, 2026 6:30 pm

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM)  
Monday January 12, 2026 **DRAFT**

PRESENT: Jill Adams  
Caroline Brancatella  
Laura DiBetta  
Mark Kissinger  
Sarah Patterson  
Gail Sacco  
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  
Jennifer Crawford, confidential secretary  
Robert McDonnell  
Bruce Phillips

President C. Brancatella called the meeting to order at 6pm.

**PUBLIC PARTICPATION**

There was no public comment at this time.

**REVIEW OF PREVIOUS MEETING MINUTES**

On a MOTION by M. Walsh with a SECOND by J. Adams, the board unanimously approved the minutes from the Monday December 8 regular board meeting.

**FINANCIAL REPORT**

*Treasurer's update*

S. Whiting presented her report.

- Overall, the library expenses are tracking on budget. S. Whiting said she does expect some lines to be over by the end of the fiscal year.
- M. Kissinger asked about the increases in healthcare. G. Kirkpatrick said that the CDPHP plan offered went up by 20%. C. Brancatella said those increases and other fiscal trends are something the board will be discussing as the 2026-27 budget is prepared.
- M. Walsh asked if the increases in gas and electric costs were a surprise. G. Kirkpatrick said the rates are higher across the board, and that could be due to a number of factors. S. Whiting said the budget line had been reduced in the previous year because it had been consistently underbudget.
- G. Sacco asked if the library's investments were protected from a potentially volatile market. S. Whiting said that all of the investments are insured.

On a MOTION by L. DiBetta with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 31 December 2025 (Checks disbursed in December 2025 based on pre-approval \$55,733.38; Checks disbursed in December 2025 relating to payroll \$251,207.55; Checks being submitted for approval \$127,802.24; CapProject Fund Checks \$17,504.80; Total: \$452,247.97).

## PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick said he was seeking to refill two positions in the Circulation Department following a retirement and a resignation.

On a MOTION by S. Patterson with a SECOND by L. DiBetta, the board unanimously voted to approve the following positions:

- Library clerk, part-time, permanent, 11.67 hours/week, \$18.83/hour or per contract
- Library clerk, full-time, permanent, 35 hours/week, \$34,270/annual or per contract

## DIRECTOR'S REPORT

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

- In December, staff tracked the use of toys in the Children's Area and found that on several days, more than 100 people used the space. He said staff will be rearranging some of the collections to open up some more space.
- M. Walsh asked how people generally access ILL services. G. Kirkpatrick said they can speak to a librarian at the Information Desk or fill out a form available online. M. Walsh asked if there could be additional language on the website that lets people know that if they can't find what they're looking for in the catalog, the library might be able to get it through ILL. G. Kirkpatrick said that would be a good idea.
- G. Kirkpatrick pointed to some early stats about heavy Bethlehem patron use of the newly launched digital Wall Street Journal. He noted that Bethlehem patrons are very in touch with the variety of services available through the library and take advantage of them. G. Sacco said that she was able to save \$500 on the cost of a subscription, and she appreciates how the WSJ balances out the New York Times subscription.
- M. Walsh said she heard some praise about a recent library program about scanning and organizing a digital photo archive and asked if it would be repeated. G. Kirkpatrick said it would, as the topic of digital archives is really important to people. M. Walsh asked if there was a way for someone to request a repeat of a popular program. G. Kirkpatrick said a person could use the contact form online or the suggestion box at the Information Desk. G. Sacco said that a recorded or virtual option might be nice for those who are unable to get to the library building.
- M. Kissinger said he has heard some interest in programs about AI. G. Kirkpatrick said staff received AI training at the recent Staff Development Day to make sure everyone is up to speed. There is an AI program already scheduled for February.

## UHLS REPORT

M. Kissinger said the UHLS board would be meeting later in the week.

## FRIENDS REPORT

J. Adams said at the December meeting, the Friends held their annual officer elections and honored Polly Hartman, who was stepping down as vice president but would remain on the board of directors. She said the Friends were very interested in the discussion surrounding the Borthwick property. She said some of the Friends were planning to attend the February 25 Cookies and Coffee with

the Board event. She noted that a staff member had suggested a story time yurt as an idea for the Borthwick property.

## NEW BUSINESS

### *Director's evaluation*

G. Sacco and S. Patterson will be spearheading the review as part of the Personnel Committee. G. Sacco said the format would be conversational with an assessment and look at future goals. G. Kirkpatrick asked them to let him know if they needed anything from him. S. Patterson said she expects to have something in the next couple of weeks.

### *Boiler project – update*

G. Kirkpatrick said the old boiler is still in place, but needed parts are arriving and work is scheduled to start next Monday. During the construction, the library will be without a boiler for about a week.

### *Staff recognition*

C. Brancatella said she wanted to publicly thank the staffers who assisted with the medical emergency at the library in late December: G. Kirkpatrick and Sylvia Taylor for using the AED; Sylvia for doing chest compressions; and Frank Somers and Erin Meyer for maintaining communication with emergency personnel. She made a plea to other organizations to consider getting an AED and training. G. Kirkpatrick thanked the board for approving the AED purchase.

### *Other new business*

There was no other new business discussed.

## OLD BUSINESS

### *Borthwick property*

C. Brancatella opened the discussion about what the board would like to see on the Borthwick property following the demolition of the structure. She said the idea was to refine and narrow down some concepts that they could present to the public.

G. Sacco asked if the ideas would go to the building committee for review or straight from the board to the public. She said she would rather look at the parcel in relation to overall building needs and not on its own.

The board talked about the prior decisions that led up to the current discussion, as well as the role of the building and communication committees.

M. Walsh noted that while a majority of the board agreed to move forward with coming up with ideas to present to the public, it was not a consensus. She said she believes the director and staff should be the ones to decide how to use the space.

G. Kirkpatrick said the demolition process is moving forward following the board's vote last year to tear down the Borthwick structure. He said if some potential uses for the green space will need infrastructure like electricity and utilities, it would be easier to address sooner rather than later.

C. Brancatella said she was looking to collect ideas from the group to compile a list of additional information needed to move things forward.

S. Patterson suggested a labyrinth and presented a few examples.

M. Kissinger said a Zen-like outdoor reading space for the public would be nice. He shared some examples of whimsical bench ideas. He said it might also be a good opportunity to create space for book storage for the Friends.

M. Walsh said she supported a book storage area and said it would be useful to prep the area for future plumbing or electricity needs. She also suggested a simple awning.

G. Sacco said she would like to see it as a grassy green space. She said she would ultimately like to see the entrance to the main part of the library moved to be more accessible to the parking lot, and the Borthwick property may at some point be useful to that goal. She noted safety concerns about keeping children away from Borthwick traffic.

L. DiBetta also liked the garden concept, and said there are a number of ways to make it interactive. She said it would also be a good opportunity to partner with volunteers. She added that a community fridge that provides fresh produce for free would meet a need in the community.

J. Adams also suggested looking into a Farm to Library Program. She said she supported a garden for outdoor reading and relaxing.

C. Brancatella said her idea was a historical garden that could be used to grow things that would have been cultivated during a certain historic time frame. She said this could tie in with a lot of programming opportunities.

G. Kirkpatrick shared some images of book sheds to point out that the storage structures can also be aesthetically pleasing. He also suggested some type of awning or covered space and outdoor tables.

The final list of the ideas discussed included:

- A garden. Several types were put forward, including a reading garden, a community garden, a historical garden, pollinator garden, native garden, a hedge maze, sensory garden, garden to produce fresh veggies, etc.
- Storage space for the Friends of the Library book sale.
- A grassy lawn reserved for future library use (possibly including picnic tables with umbrellas).
- Free food fridge.
- Shaded space/small space for outdoor programs. This could include an awning or other similar structure. It could be used for programs, or just a space for patrons to sit outside.

C. Brancatella said the next step would be to figure out what information they would need to communicate these ideas to the public, including the dimensions of the space, as well as the size of any proposed structure.

G. Sacco said it is important to communicate to the public that the current structure has been evaluated by architects and declared unfit for library use, and that is why it is coming down. C. Brancatella said the board would be looking at a communication strategy for the public in early spring. S. Patterson said that they should also seek staff feedback.

#### *Other old business*

G. Sacco said she felt the Coffee and Cookies with the Board event only targets people who live in Delmar and suggested that, in the future, the board look at ways to engage people in Glenmont and Slingerlands for broader input. She said it is something that should be part of the long-range plan discussion.

## FUTURE BUSINESS

### *Budget update*

G. Kirkpatrick said that in order to meet school district election guidelines, the board will need to approve a 2026-27 budget by the March meeting. S. Whiting said she will start work on it within the week and should have something to review by the end of January or first week of February.

M. Walsh asked if there are estimates for the demolition of the Borthwick structure. G. Kirkpatrick said he has some preliminary numbers.

C. Brancatella asked if the library was expecting any significant increases in cost. S. Whiting said it will likely be a challenging budget year.

M. Kissinger requested an email with a list of all upcoming board meetings and events.

## PUBLIC PARTICIPATION

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

## ADJOURNMENT

On a MOTION by G. Sacco with a SECOND by L. DiBetta, the board unanimously voted to adjourn the regular meeting at 8:11pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
C. Brancatella, board president

## BOARD ACTIONS:

On a MOTION by M. Walsh with a SECOND by J. Adams, the board unanimously approved the minutes from the Monday December 8 regular board meeting.

On a MOTION by L. DiBetta with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 31 December 2025 (Checks disbursed in December 2025 based on pre-approval \$55,733.38; Checks disbursed in December 2025 relating to payroll \$251,207.55; Checks being submitted for approval \$127,802.24; CapProject Fund Checks \$17,504.80; Total: \$452,247.97).

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On a MOTION by G. Sacco with a SECOND by L. DiBetta, the board unanimously voted to adjourn the regular meeting at 8:11pm.

## Treasurer's Report

**February 9, 2026**

### Revenue and Expense Report

Expenses are tracking on budget. Salaries and benefits are over by about 4% but that should be smoothed out as the year progresses since retirement was paid in full in November. Gas and electric is over budget by about 16% and we expect health insurance to be overbudget as we begin to pay 2026 rates. Note that we've spent \$64,000 of the capital improvements line to date. This includes expenditures for replacing the skylights above the information desk and replacing a cracked window (\$16k), furnace repair (\$34k), new patio off of the staff kitchen (\$10k) and electrical work in the staff kitchen (\$4k).

### Budget

Included in the packet is the draft budget for FY 2026-2027. The projected levy limit increases by 3.76%. Expected PILOT revenue decreases by \$45,640. Other budget pressures include greater than normal increases in both health insurance and retirement. Although salaries are increasing by 5.2%, total salaries and benefits are increasing by 9.54%. (By comparison, last year's increase was 5.6%). Although we made some reasonable cuts to the budget that don't impact services, we still have a shortfall of \$225,000 that will have to come from the fund balance. I am working on a forecast to help us to close the gap as we move forward. We can't sustain yearly withdrawals from the fund balance to balance the budget.

I've also included a summary of fund balance activity over the past 10 years that shows how the fund balance has grown and how it has been used for capital projects.

### Fund Balance

As of June 30, 2025, the fund balance is \$3,633,318. Of this amount, approximately \$1.3 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

## CASH &amp; INVESTMENTS SUMMARY

AS OF 1/31/26

	BALANCE 12/31/2025	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	BALANCE 1/31/2026
TD Bank General Fund	234,996.25	8,378.35	(260,633.18)	(372.58)	215,847.62	198,216.46
TD Bank Payroll	0.00		(146,152.38)	-	146,152.38	0.00
TD Bank Money Market	1,800,865.82	-		2,541.20	(350,000.00)	1,453,407.02
TD Bank Treasury Bill	510,861.38		-	1,460.95	-	512,322.33
TD Bank Capital Project Fund	22,649.15	-	(17,504.80)		-	5,144.35
Metropolitan Bank Opened 7/03/25	3,542,350.77	-	-	10,232.26	-	3,552,583.03
Key Bank Checking	14,838.41	2,217.45	(217.44)		(12,000.00)	4,838.42
<b>TOTAL:</b>	<b>6,126,561.78</b>	<b>10,595.80</b>	<b>(424,507.80)</b>	<b>13,861.83</b>	<b>-</b>	<b>5,726,511.61</b>

Checks outstanding greater than 90 days old:

## BETHLEHEM PUBLIC LIBRARY

## REVENUE &amp; EXPENSE REPORT

7 MONTHS ENDED 1/31/26

FISCAL YEAR 2025-2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 7 MO. ENDED 1/31/2026	Percent YTD 1/31/2026	ANNUAL BUDGET 2024-2025	YTD PRIOR 7 MO. ENDED 1/31/2025	Percent YTD 1/31/2025
Real Property Taxes	4,711,910	4,631,621	98.3%	4,592,100	4,407,316	96.0%
PILOT	225,000	234,291	104.1%	239,000	240,049	100.4%
Fines	3,000	1,962	65.4%	3,000	1,591	53.0%
Interest on Deposits	121,500	80,683	66.4%	90,000	103,388	114.9%
Lost Book Payments	11,500	6,898	60.0%	8,500	7,286	85.7%
Friends of BPL Contributions	10,000	9,184	91.8%	7,000	6,365	90.9%
Gifts and Donations	10,000	8,651	86.5%	8,000	7,658	95.7%
Photocopier	10,500	9,016	85.9%	8,000	7,518	94.0%
State Aid	26,500	24,290	91.7%	26,000	26,362	101.4%
Grants	-	500	0.0%	-	5,920	0.0%
Miscellaneous Income	800	5,436	679.5%	500	383	76.7%
Carryover add'l PILOT FY 24-25	38,000					
<b>Total Revenue</b>	<b>5,168,710</b>	<b>5,012,531</b>	<b>97.0%</b>	<b>4,982,100</b>	<b>4,813,837</b>	<b>96.6%</b>
<b>EXPENSES</b>						
Salaries	2,783,914	1,602,399	57.6%	2,547,087	1,514,371	59.5%
Retirement	376,102	390,285	103.8%	324,242	323,915	99.9%
Health Insurance	430,000	246,381	57.3%	398,000	213,572	53.7%
Other Benefits	240,194	146,551	61.0%	238,965	130,589	54.6%
Subtotal Salaries & Benefits	3,830,210	2,385,615	62.3%	3,508,294	2,182,448	62.2%
Library Materials - Print	290,000	120,610	41.6%	294,000	136,747	46.5%
Library Materials - Electronic & Audio	290,500	121,915	42.0%	281,000	125,511	44.7%
Subtotal Library Material	580,500	242,526	41.8%	575,000	262,257	45.6%
Operations	633,000	334,642	52.9%	643,900	298,918	46.4%
Capital Expenditures	100,000	64,244	64.2%	100,000	-	0.0%
Contingency	25,000	-		35,000	-	
<b>Total Expenses</b>	<b>5,168,710</b>	<b>3,027,027</b>	<b>58.6%</b>	<b>4,862,194</b>	<b>2,743,623</b>	<b>56.4%</b>

## BETHLEHEM PUBLIC LIBRARY

## EXPENSES REPORT - DETAIL

7 MONTHS ENDED 1/31/26

FISCAL YEAR 2025 - 2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 7 MO. ENDED 1/31/2026	Percent YTD 1/31/2026	ANNUAL BUDGET 2024-2025	YTD PRIOR 7 MO. ENDED 1/31/2025	Percent YTD 1/31/2025
<b>Salaries &amp; Benefits</b>						
Salaries-Librarians	1,378,299	818,331	59.4%	1,252,089	761,894	60.8%
Salaries-Support Staff	1,206,163	666,541	55.3%	1,226,399	641,465	52.3%
Salaries-Custodians	199,452	117,527	58.9%	188,505	111,013	58.9%
<b>Subtotal Salaries</b>	<b>2,783,914</b>	<b>1,602,399</b>	<b>57.6%</b>	<b>2,666,993</b>	<b>1,514,371</b>	<b>56.8%</b>
Retirement	376,102	390,285	103.8%	324,242	323,915	99.9%
Health Ins.	430,000	246,381	57.3%	398,000	213,572	53.7%
SocSec/Medicare	212,694	120,106	56.5%	206,465	113,094	54.8%
Worker's Comp.	20,000	24,249	121.2%	20,000	16,002	80.0%
Unemployment	5,000	-	0.0%	10,000	-	0.0%
Disability Ins.	2,500	2,195	87.8%	2,500	1,493	59.7%
<b>Subtotal Salaries &amp; Benefits</b>	<b>3,830,210</b>	<b>2,385,615</b>	<b>62.3%</b>	<b>3,628,200</b>	<b>2,182,448</b>	<b>60.2%</b>
<b>Library Materials</b>						
Adult books	171,000	74,327	43.5%	171,000	82,228	48.1%
Periodicals	14,000	4,077	29.1%	18,000	11,546	64.1%
YS Books	85,000	29,531	34.7%	85,000	35,172	41.4%
Special Collections	20,000	12,676	63.4%	20,000	7,801	39.0%
<b>Subtotal Print Materials</b>	<b>290,000</b>	<b>120,610</b>	<b>41.6%</b>	<b>294,000</b>	<b>136,747</b>	<b>46.5%</b>
Audiobooks	15,000	8,528	56.9%	20,000	12,233	61.2%
E-Collections	201,000	95,468	47.5%	201,000	85,676	42.6%
Electronic Resources	50,000	9,810	19.6%	31,000	16,252	52.4%
YS Audiobooks	4,500	1,426	31.7%	4,500	1,758	39.1%
YS Media	-	-	0.0%	2,500	322	12.9%
AS Media	20,000	6,683	33.4%	22,000	9,270	42.1%
<b>Subtotal Electronic &amp; Audio</b>	<b>290,500</b>	<b>121,915</b>	<b>42.0%</b>	<b>281,000</b>	<b>125,511</b>	<b>44.7%</b>
<b>Subtotal Library Materials</b>	<b>580,500</b>	<b>242,526</b>	<b>41.8%</b>	<b>575,000</b>	<b>262,257</b>	<b>45.6%</b>
<b>Operations</b>						
Copiers and supplies	14,000	8,375	59.8%	15,000	7,630	50.9%
Office supplies	17,000	7,016	41.3%	20,000	6,879	34.4%
Custodial supplies	22,000	10,897	49.5%	20,000	12,510	62.6%
Postage	22,000	10,581	48.1%	22,000	12,213	55.5%
Printing & Marketing	35,000	8,909	25.5%	43,200	17,980	41.6%
Van lease & oper.	2,500	250	10.0%	4,000	173	4.3%
Gas and Electric	65,000	48,169	74.1%	75,000	35,483	47.3%
Telecom & Cloud Svcs	25,000	15,511	62.0%	24,000	13,195	55.0%
Water	3,000	2,214	73.8%	3,000	1,309	43.6%
Taxes-sewer & water	3,500	3,094	88.4%	3,500	2,927	83.6%
Refund property taxes	5,000	165	3.3%	5,000	3,407	68.1%
Prof. Services	30,000	6,406	21.4%	40,000	5,077	12.7%
Contract Services	50,000	10,807	21.6%	50,000	12,198	24.4%
Insurance	36,000	39,127	108.7%	35,000	33,451	95.6%
Bank Fees	2,500	4,205	168.2%	1,700	3,226	189.8%
Travel/Conference	10,000	3,895	39.0%	3,500	3,654	104.4%
Memberships	3,000	515	17.2%	3,000	520	17.3%
Special Programs	45,000	18,856	41.9%	42,000	12,085	28.8%
Furniture & Equipment	30,000	12,859	42.9%	30,000	17,178	57.3%
IT Hardware & Software	55,000	14,816	26.9%	50,000	9,308	18.6%
Bld & Grnd. Repair	40,000	13,958	34.9%	40,000	5,711	14.3%
Furn/Equip Repair	4,000	1,764	44.1%	3,000	3,700	123.3%
Miscellaneous	6,500	4,082	62.8%	6,500	5,622	86.5%
Audit Service	25,000	23,000	92.0%	25,000	25,750	103.0%
Accounting Service	22,000	20,328	92.4%	22,000	19,723	89.7%
UHLAN fees	60,000	44,844	74.7%	57,500	28,006	48.7%
<b>Subtotal Operations</b>	<b>633,000</b>	<b>334,642</b>	<b>52.9%</b>	<b>643,900</b>	<b>298,918</b>	<b>46.4%</b>
Capital Expenditures	100,000	64,244	64.2%	100,000	-	0.0%
Contingency	25,000	-	0.0%	35,000	-	0.0%
<b>TOTAL</b>	<b>5,168,710</b>	<b>3,027,027</b>	<b>58.6%</b>	<b>4,982,100</b>	<b>2,743,623</b>	<b>55.1%</b>

**BETHLEHEM PUBLIC LIBRARY****DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN JANUARY 2026 BASED ON PRE-APPROVAL	\$	60,103.79
CHECKS DISBURSED IN JANUARY 2026 RELATING TO PAYROLL	\$	218,879.53
CHECKS BEING SUBMITTED FOR APPROVAL	\$	105,669.74
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	1,210.00

**BETHLEHEM PUBLIC LIBRARY****Check Warrant Report For A - 26: PREAPPROVED (JAN 26) For Dates 1/1/2026 - 1/31/2026**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43339	01/01/2026	1831	CDPHP UNIVERSAL BENEFITS, INC.		8,461.98
43340	01/01/2026	2395	CSEA EMPLOYEE BENEFIT FUND		163.74
43341	01/01/2026	1607	VERIZON BUSINESS FIOS	260001	169.79
43342	01/01/2026	1607	VERIZON BUSINESS FIOS	260001	169.79
43402	01/13/2026	1831	CDPHP UNIVERSAL BENEFITS, INC.		25,689.00
43403	01/13/2026	2385	MICHAEL BRUNK	260373	131.22
43404	01/13/2026	1161	TOWN OF BETHLEHEM	260339	3,093.78
43406	01/20/2026	2426	JPMORGAN CHASE BANK NA	260379	2,803.32
43407	01/20/2026	1607	VERIZON BUSINESS FIOS	260001	169.79
43408	01/22/2026	1576	MARSHALL & STERLING EMPLOYEE BENEFITS	260380	10,441.41
43409	01/22/2026	1570	NATIONAL GRID		8,345.40
43410	01/22/2026	1424	AFLAC NEW YORK		464.57

**Number of Transactions: 12****Warrant Total: 60,103.79**  
**Vendor Portion: 60,103.79****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 - 27: PAYROLL JAN 26 For Dates 1/1/2026 - 1/31/2026**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43343	01/09/2026	712	CIVIL SERVICE EMPL ASSOC INC.		1,043.56
43405	01/23/2026	712	CIVIL SERVICE EMPL ASSOC INC.		1,043.56
101077	01/09/2026	709	BPL SPECIAL PAYROLL ACCOUNT		74,628.70
101078	01/09/2026	710	NYS INCOME TAX BUREAU		4,358.54
101079	01/09/2026	1946	IRS - PAYROLL TAX PMT		24,073.94
101080	01/09/2026	2003	NEW YORK STATE DEFERRED		3,561.27
101081	01/23/2026	709	BPL SPECIAL PAYROLL ACCOUNT		73,936.05
101082	01/23/2026	710	NYS INCOME TAX BUREAU		4,338.59
101083	01/23/2026	730	NYS EMPLOYEES RETIREMENT SYSTE		4,500.22
101084	01/23/2026	1946	IRS - PAYROLL TAX PMT		23,852.34
101085	01/23/2026	2003	NEW YORK STATE DEFERRED		3,542.76
<b>Number of Transactions: 11</b>				<b>Warrant Total:</b>	<b>218,879.53</b>
				<b>Vendor Portion:</b>	<b>218,879.53</b>

**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.

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Date

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Signature

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Title

## BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 29: BILL SCH (FEB 26) For Dates 2/10/2026 - 2/10/2026



Check #	Check Date	Vendor ID Vendor Name	PO Number	Check Amount
43415	02/10/2026	1531 A-J LAWN SPRINKLER CO., INC.	260347	190.00
43416	02/10/2026	30 ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	102.00
43417	02/10/2026	2420 AMAZON CAPITAL SERVICES INC	260381	3,674.68
43418	02/10/2026	2479 AMELIA PARK CHILDRENS MUSEUM	260422	275.00
43419	02/10/2026	2531 ANNA LAROSE	260298	100.00
43420	02/10/2026	2457 AQUATIC ALLIES	260012	179.98
43421	02/10/2026	2505 ASSABET INTERACTIVE, LLC	260356	850.00
43422	02/10/2026	719 BETHLEHEM CENTRAL SCHOOL DIST	260340	1,630.08
43423	02/10/2026	89 BETHLEHEM CHAMBER OF COMMERCE	260378	875.00
43424	02/10/2026	2257 CANAJOHARIE LIBRARY & ART GALLERY	260418	85.00
43425	02/10/2026	2200 CCB TECHNOLOGY, INC.	*See Detail Report	2,662.50
43426	02/10/2026	1991 EASTERN MANAGED PRINT NETWORK LLC	260003	427.69
43427	02/10/2026	195 EBSCO INFORMATION SERVICES	260337	6,580.17
43428	02/10/2026	2528 ERIK BARRAGAN	260182	175.00
43429	02/10/2026	1986 FIRSTLIGHT FIBER	260371	763.49
43430	02/10/2026	2272 GLOBAL EQUIPMENT COMPANY INC.	*See Detail Report	6,076.86
43431	02/10/2026	1694 GRAFTON COMMUNITY LIBRARY	260416	8.00
43432	02/10/2026	787 GUILDERLAND PUBLIC LIBRARY	*See Detail Report	29.94
43433	02/10/2026	1147 HAMILTON NEWS CO, INC.	260390	7,629.34
43434	02/10/2026	2518 **CONTINUED** INGRAM LIBRARY SERVICES LLC		0.00
43435	02/10/2026	2518 **CONTINUED** INGRAM LIBRARY SERVICES LLC		0.00
43436	02/10/2026	2518 INGRAM LIBRARY SERVICES LLC	*See Detail Report	9,181.38
43437	02/10/2026	2212 IROQUOIS INDIAN MUSEUM	260421	50.00
43438	02/10/2026	2201 LANE PRESS OF ALBANY	260372	4,431.43
43439	02/10/2026	2436 LAW OFFICE OF STEPHANIE A. ADAMS, PLLC	260346	125.00
43440	02/10/2026	2558 MICHAEL AIKEY	260408	100.00
43441	02/10/2026	1024 MIDWEST TAPE LLC	*See Detail Report	3,121.92
43442	02/10/2026	2094 OTC BRANDS, INC.	260369	38.29
43443	02/10/2026	1823 OVER DRIVE INC.	*See Detail Report	14,007.52
43444	02/10/2026	2224 PARKS/SCHUYLER MANSION	260338	30.00
43445	02/10/2026	450 PHILLIPS HARDWARE INC	260007	159.95
43446	02/10/2026	2559 PRINCH A/S	260412	1,199.00
43447	02/10/2026	478 QUILL.COM	*See Detail Report	1,095.96
43448	02/10/2026	2058 RENSSELAER PUBLIC LIBRARY	260377	25.00
43449	02/10/2026	1490 REPEAT BUSINESS	260073	238.09
43450	02/10/2026	1951 S & S WORLDWIDE INC.	260367	107.93
43451	02/10/2026	1767 SCHOLASTIC, INC.	260399	126.48
43452	02/10/2026	2247 SHORT AND STOUT TEA COMPANY LLC	260239	150.00
43453	02/10/2026	1439 SMILEMAKERS	260382	74.93
43454	02/10/2026	2251 SPECTRUM/CHARTER COMMUNICATIONS	260101	120.00

**BETHLEHEM PUBLIC LIBRARY****Check Warrant Report For A - 29: BILL SCH (FEB 26) For Dates 2/10/2026 - 2/10/2026**

Check #	Check Date	Vendor ID Vendor Name	PO Number	Check Amount
43455	02/10/2026	2038 STAPLES BUSINESS ADVANTAGE	260368	366.57
43456	02/10/2026	2154 STERICYCLE, INC.	260014	23.09
43457	02/10/2026	2437 THE CORNER GATEWAY, LLC	260355	75.00
43458	02/10/2026	2307 TRANE U.S. INC.	260348	6,617.67
43459	02/10/2026	1722 TROY PUBLIC LIBRARY-MAIN BRANCH	260415	1.00
43460	02/10/2026	2344 ULINE, INC.	260336	1,466.81
43461	02/10/2026	632 UPPER HUDSON LIBRARY SYSTEM	260352	18,387.74
43462	02/10/2026	1954 USS SLATER DE 766	260420	175.00
43463	02/10/2026	1692 VALLEY FALLS FREE LIBRARY	260410	18.99
43464	02/10/2026	638 VALUE LINE PUBLISHING LLC	260391	3,250.00
43465	02/10/2026	2258 VENTFORT HALL MUSEUM & GUILDED AGE MANSION	260419	125.00
43466	02/10/2026	1607 VERIZON BUSINESS FIOS	260001	89.00
43467	02/10/2026	1607 VERIZON BUSINESS FIOS	260001	169.79
43468	02/10/2026	1968 VERIZON WIRELESS	260004	62.50
43469	02/10/2026	746 VOORHEESVILLE PUBLIC LIBRARY	260414	26.00
43470	02/10/2026	645 **CONTINUED** W W GRAINGER INC		0.00
43471	02/10/2026	645 W W GRAINGER INC	*See Detail Report	3,587.98
43472	02/10/2026	2305 WHITEMAN OSTERMAN & HANNA LLP	260202	4,500.00
43473	02/10/2026	1593 WILLIAM K. SANFORD LIBRARY	260413	29.99
<b>Number of Transactions: 59</b>			<b>Warrant Total:</b>	<b>105,669.74</b>
			<b>Vendor Portion:</b>	<b>105,669.74</b>

\*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 - 7: BILL SCHED (H FUND) - FEB 26 For Dates 2/10/2026 - 2/10/2026**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
10010	02/10/2026	2532	COLLINS + SCOVILLE ARCHITECTURE ENGINEERING	250644	1,210.00
<b>Number of Transactions: 1</b>				<b>Warrant Total:</b>	<b>1,210.00</b>
				<b>Vendor Portion:</b>	<b>1,210.00</b>

**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.

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Date

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Signature

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Title

## Fund Balance History

	Budget Surplus	Capital Projects Spending	Net Change to Fund Balance	Fund Balance End of Year
6/30/2015				2,513,898
6/30/2016	419,051	(62,112)	356,939	2,870,837
6/30/2017	191,076	(44,459)	146,617	3,017,454
6/30/2018	322,070	(679,585)	(357,515)	2,659,939
6/30/2019	363,551	(15,021)	348,530	3,008,469
6/30/2020	373,796	(40,272)	333,524	3,341,993
6/30/2021	368,103	-	368,103	3,710,096
6/30/2022	421,180	-	421,180	4,131,276
6/30/2023	501,776	(242,672)	259,104	4,390,380
6/30/2024	392,479	(854,719)	(462,240)	3,928,140
6/30/2025	348,439	(643,261)	(294,822)	3,633,318
Average budget surplus	370,152		-	
Fund balance at 6/30/25	3,633,318			
Funds needed for 1st qtr	<u>1,300,000</u>			
Available	2,333,318			

### Notes

We are likely to have a surplus for FY26 at least as much as the budgeted withdrawal of \$225,000

For that reason we won't need to withdraw the full amount

We can easily afford the boiler project and the removal of the the house

We may need to reconsider what we can spend on future projects going forward, after we see what FY 28 will look like

Bethlehem Public Library

Draft Budget

2026-2027

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	2024-2025 Actual Results	2025-2026 Budget	6 Months Actual	2026-2027 Proposed Budget	Increase (Decrease)	% Change	Notes
<b>EXPENSES</b>							
<b>Salaries &amp; Benefits</b>							
-150 Librarians	\$1,315,978	\$1,378,299	\$709,314	\$1,444,929	\$66,630	4.83%	2% turnover allow. Included
-160 Support Staff	\$1,131,414	\$1,206,163	\$579,949	\$1,262,725	\$56,562	4.69%	1% turnover allow. Included
-170 Custodians	\$195,048	\$199,452	\$101,660	\$221,311	\$21,859	10.96%	\$9k custodial services misclassified last year as staff
-200 Retirement	\$340,507	\$376,102	\$390,285	\$448,656	\$72,554	19.29%	Cost estimate received from NYS Comptroller
-210 Soc Sec/Medicare	\$194,525	\$212,694	\$104,535	\$223,890	\$11,196	5.26%	Proportional change
-220 Worker's Comp	\$12,581	\$20,000	\$24,249	\$24,000	\$4,000	20.00%	Estimated
-230 Unemp. Insurance	\$0	\$5,000	\$0	\$5,000	\$0	0.00%	Estimated
-240 Health Insurance	\$394,912	\$430,000	\$206,648	\$562,500	\$132,500	30.81%	Assumes 15% increase @1/1/2027, FY26 underbudgeted
-250 Disability Insurance	\$1,493	\$2,500	\$2,195	\$2,500	\$0	0.00%	
<b>Total-Salaries &amp; Benefits</b>	<b>\$3,586,458</b>	<b>\$3,830,210</b>	<b>\$2,118,835</b>	<b>\$4,195,511</b>	<b>\$365,301</b>	<b>9.54%</b>	<b>Overall increase in salaries is 5.2%</b>
<b>Library Materials</b>							
-300 Books	\$156,246	\$171,000	\$58,615	\$165,000	(\$6,000)	-3.51%	Adjustment based on prior year spending, shift to downloadable materials
-305 Audio Books (physical)	\$20,126	\$15,000	\$6,922	\$11,500	(\$3,500)	-23.33%	Continued shift to downloadable audio books
-307 E-collections	\$235,558	\$201,000	\$90,744	\$210,000	\$9,000	4.48%	Increase in downloadable and streaming materials
-310 Electronic Resources	\$36,842	\$50,000	\$0	\$45,000	(\$5,000)	-10.00%	Adjustment based on prior year spending
-313 Periodicals	\$11,860	\$14,000	\$4,077	\$14,000	\$0	0.00%	
-350 Children's Books	\$71,318	\$85,000	\$23,847	\$80,000	(\$5,000)	-5.88%	Adjustment based on prior year spending
-355 Children's Audio Books	\$4,317	\$4,500	\$1,052	\$2,500	(\$2,000)	-44.44%	Continued shift to downloadable audio books
-356 Children's Media	\$1,195	\$0	\$0	\$0	\$0	0.00%	
-370 Special Collections	\$20,313	\$20,000	\$11,867	\$18,000	(\$2,000)	-10.00%	Adjustment based on current spending
-380 Media	\$17,009	\$20,000	\$5,870	\$15,000	(\$5,000)	-25.00%	Decreased demand due to streaming, purchasing fewer extra DVD copies
<b>Total-Materials</b>	<b>\$574,784</b>	<b>\$580,500</b>	<b>\$202,994</b>	<b>\$561,000</b>	<b>(\$19,500)</b>	<b>-3.36%</b>	
<b>Operations</b>							
-400 Photocopiers/Supplies	\$17,280	\$14,000	\$6,303	\$15,000	\$1,000	7.14%	Increased costs
-401 Office Supplies & Expense	\$12,631	\$17,000	\$5,745	\$16,000	(\$1,000)	-5.88%	Estimate based on prior year
-402 Custodial Supplies	\$23,236	\$22,000	\$8,912	\$23,000	\$1,000	4.55%	Increased costs
-403 Postage	\$19,518	\$22,000	\$8,866	\$22,000	\$0	0.00%	
-404 Printing & Marketing	\$43,715	\$35,000	\$6,571	\$39,000	\$4,000	11.43%	Increased paper costs, includes 2 staff tee shirt purchases
-405 Van Operation	\$979	\$2,500	\$250	\$2,500	\$0	0.00%	Planned van maintenance
-420 Gas & Electric	\$75,593	\$65,000	\$39,824	\$85,000	\$20,000	30.77%	Electricity cost increases
-421 Telecomm & Cloud Services	\$23,477	\$25,000	\$12,736	\$25,000	\$0	0.00%	
-422 Water	\$2,417	\$3,000	\$2,214	\$3,000	\$0	0.00%	
-423 Taxes-Sewer & Water	\$2,927	\$3,500	\$0	\$3,500	\$0	0.00%	
-430 Refund of Real Property Taxes	\$4,557	\$5,000	\$119	\$5,000	\$0	0.00%	Usually a result of an error on Star credit
-450 Professional Services	\$6,572	\$30,000	\$4,320	\$15,500	(\$14,500)	-48.33%	Fewer legal services anticipated
-451 Contractual Services	\$49,275	\$50,000	\$2,754	\$52,000	\$2,000	4.00%	Includes HVAC, plowing, and elevator maintenance contracts
-452 Insurance	\$30,881	\$36,000	\$39,127	\$41,000	\$5,000	13.89%	Projecting an increase in rates
-453 Bank Fees	\$6,510	\$2,500	\$3,635	\$5,000	\$2,500	100.00%	Credit card processing fees, bank fees on checking account
-454 Conferences & Training	\$6,681	\$10,000	\$3,658	\$8,000	(\$2,000)	-20.00%	Includes staff development day
-455 Memberships	\$3,648	\$3,000	\$515	\$3,000	\$0	0.00%	
-456 Special Programs	\$27,196	\$45,000	\$15,755	\$40,000	(\$5,000)	-11.11%	Adjusted based on spending
-460 Furniture & Equipment	\$29,260	\$30,000	\$6,497	\$30,000	\$0	0.00%	
-461 IT Hardware & Software	\$51,262	\$55,000	\$13,373	\$55,000	\$0	0.00%	Upgrades to hardware and replacements as needed, software
-462 Building & Grounds Repairs	\$27,029	\$40,000	\$6,988	\$35,000	(\$5,000)	-12.50%	Carpet cleaning, seal coat, bulbs, supplies
-463 Equipment/Furniture Repairs	\$4,419	\$4,000	\$1,764	\$4,000	\$0	0.00%	Maintenance equipment repairs

Bethlehem Public Library

Draft Budget

2026-2027

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	2024-2025 Actual Results	2025-2026 Budget	6 Months Actual	2026-2027 Proposed Budget	Increase (Decrease)	% Change	Notes
-464 Miscellaneous	\$6,266	\$6,500	\$6,751	\$6,500	\$0	0.00%	Incidentals, paymts to other libraries for lost books, offset by lost book revenue
-481 Audit Services	\$25,750	\$25,000	\$20,875	\$26,000	\$1,000	4.00%	Increase in audit fees and full actuarial valuation for GASB/OPEB report
-482 Accounting Services	\$20,065	\$22,000	\$20,328	\$22,000	\$0	0.00%	
485 UHLAN Fees & Services	\$58,496	\$60,000	\$29,406	\$63,300	\$3,300	5.50%	Planned increase in library system fees
-490 Capital Expenditures	\$29,937	\$100,000	\$30,655	\$100,000	\$0	0.00%	Upgrades and building needs
-495 Contingency	\$0	\$25,000	\$0	\$0	(\$25,000)	-100.00%	Remove
<b>Total-Operations</b>	<b>\$609,577</b>	<b>\$758,000</b>	<b>\$297,941</b>	<b>\$745,300</b>	<b>(\$12,700)</b>	<b>-1.68%</b>	
<b>TOTAL EXPENSES</b>	<b>\$4,770,819</b>	<b>\$5,168,710</b>	<b>\$2,619,770</b>	<b>\$5,501,811</b>	<b>\$333,101</b>	<b>6.44%</b>	
<b>INCOME</b>							
PILOT	\$277,968	\$225,000	\$234,291	\$179,360	(\$45,640)	-20.28%	Estimate received from BCSD
State Aid	\$26,362	\$26,500	\$24,290	\$24,500	(\$2,000)	-7.55%	Estimated state aid
Interest	\$172,411	\$121,500	\$67,909	\$125,000	\$3,500	2.88%	Interest rates expected to moderate
Fines	\$2,478	\$3,000	\$1,593	\$3,000	\$0	0.00%	Fines for museum passes and library of things
Photocopiers	\$13,317	\$10,500	\$7,571	\$13,000	\$2,500	23.81%	Photocopier charges
Lost book payments	\$11,986	\$11,500	\$5,718	\$11,500	\$0	0.00%	Charges for lost or damaged items
Friends contributions	\$7,623	\$10,000	\$8,091	\$10,000	\$0	0.00%	
Gifts and donations	\$8,031	\$10,000	\$8,611	\$10,000	\$0	0.00%	Estimate based on past experience
Grants	\$6,420	\$0	\$500	\$0	\$0	0.00%	
Miscellaneous	\$758	\$800	\$945	\$1,000	\$200	25.00%	Nonresident library card fees, room rentals, misc other
Carryover of additional pilot	\$0	\$38,000	\$0	\$0	(\$38,000)	0.00%	
Use of fund balance				\$225,000	\$225,000		Needed to balance the budget
<b>TOTAL INCOME</b>	<b>\$527,354</b>	<b>\$456,800</b>	<b>\$359,519</b>	<b>\$602,360</b>	<b>\$145,560</b>	<b>31.87%</b>	
<b>Total Expenses</b>	<b>\$4,770,819</b>	<b>\$5,168,710</b>	<b>\$2,619,770</b>	<b>\$5,501,811</b>	<b>\$333,101</b>	<b>10.43%</b>	
<b>Total Income</b>	<b>\$527,354</b>	<b>\$456,800</b>	<b>\$359,519</b>	<b>\$602,360</b>	<b>\$145,560</b>	<b>54.45%</b>	
<b>Total Levy (expenses less income)</b>	<b>\$4,591,904</b>	<b>\$4,711,910</b>	<b>\$2,260,251</b>	<b>\$4,899,451</b>	<b>\$187,541</b>	<b>6.69%</b>	
Actual expenses less income	\$4,243,465						
Surplus	\$348,439						
<b>NYS Cap Limit- official</b>		<b>\$4,721,910</b>		<b>\$4,899,451</b>		<b>3.76%</b>	
<b>Unused Cap</b>		\$10,000		\$0			

**February 9, 2026 - Board of Trustee Meeting**

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**Personnel Report**

<b>Title</b>	<b>Dept.</b>	<b>Current Hours to be Approved</b>	<b>Former Hours if Changed</b>	<b>Salary/Rate</b>	<b>Previous or Current Incumbent</b>	<b>End Date</b>	<b>BOT Approved to Fill</b>	<b>Status</b>	<b>Name</b>	<b>Start Date</b>	<b>Type</b>
<b>Previously Approved to Fill</b>											
Library Clerk, Part-Time	Circulation Services	11.67 hrs/wk		\$18.83/hour or per contract	A. Van Cleve	1/22/2026	1/12/2026	Filled	D. Janse	2/9/2026	Internal Schedule Change
Library Clerk, Full-Time	Circulation Services	35 hrs/wk		\$34,270/annual or per contract	A. Russo	1/16/2026	1/12/2026	Filled	K. Dubin	2/9/2026	Internal Schedule Change
<b>Action Requested</b>											
Library Clerk, Part-Time	Circulation Services	13.57 hrs/wk		\$18.83/hour or per contract	D. Janse	2/8/2026					
Library Clerk, Part-Time	Circulation Services	11.67 hrs/wk		\$18.83/hour or per contract	K. Dubin	2/8/2026					
Library Clerk, Part-Time	Circulation Services	11.67 hrs/wk		\$18.83/hour or per contract	K. Kruggel	2/12/2026					
Library Page, Part-Time	Collection Maintenance	12.8 hrs/wk		\$16.00/hour	E. Carter	2/9/2026					
<b>Positions Held</b>											
Library Page Part-Time	Collection Maintenance	11.4 hrs/wk		\$16.00/hour	A. Glass	8/18/2025					

## Director's Report

### January 2026

#### Building and Grounds

I have been asked a few times by trustees and patrons about an architects' assessment of the Borthwick property. This was included as part of the 2020 Butler Rowland Mays Master Planning Survey. Below is the relevant quote from that report.

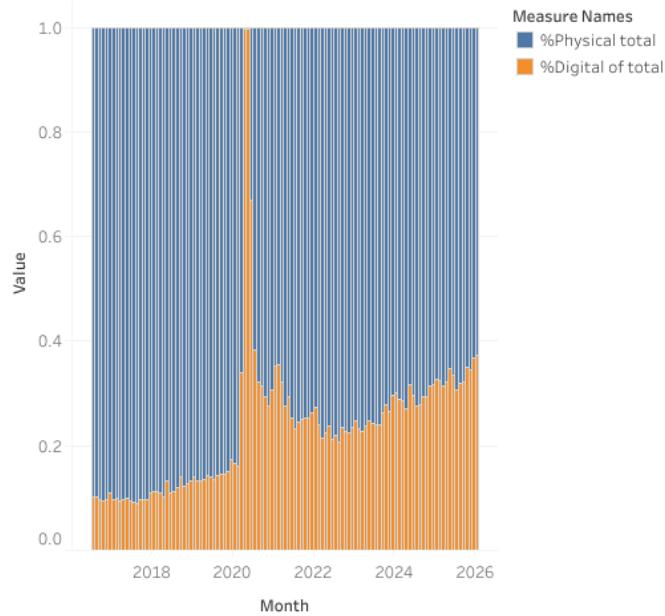
“The adjacent house on Borthwick Avenue was purchased by the Library for future use of the property. It is currently being used for storage, but is not an asset to the Library as a structural building. The best use of the property is likely demolition and future utilization of the property for building or parking expansion, or better access to the library’s existing parking, curbside pickup, or a new drive-up service window. The flexibility afforded by this property will allow for the redesign of site flow and safety, intuitive patron usage, and staff access.”

The boiler replacement is on hold until temperatures rise somewhat. The project is scheduled as a winter replacement but the recent temperatures have been significantly lower than recent years. The new boiler has been delivered along with necessary installation parts. The asbestos layer in the roof will not need to be disturbed. Instead, the new low-temperature exhaust flue will be run up the existing metal flue and out the roof. Because it will run through the existing piping, no abatement is necessary. This change was approved by our engineer and is code-compliant.

#### Circulation, Technical Services, and Collection Maintenance

From 2016 through 2019, digital circulation represented a smaller share of overall circulation, roughly 10%-15% of total circulation. In 2020, the digital share increased sharply to 100% as pandemic-related disruptions limited access to physical materials. While physical circulation has since rebounded, the increase of the proportion of circulation that is digital has not slowed down. Digital checkouts now account for one-third of total circulation. The number of checkouts of digital material is higher now than during the height of the pandemic.

### Circulation % Digital



## Youth Services

Creation Station: Cupcakes & Color (1/5 - 1/11) – Drop-in craft in the Children's Place. The January 2026 craft prompted children to create their own paper cupcakes in the Children's Place to take home. Responsible staff: Mary D. Attendance: 108



Early Literacy Programs (Responsible staff: Mary D., Alex D., Shannon M., & Lauren K., Elnora B.)

- Weekly Series
  - o Tiny Tots (4 sessions) – Attendance: 44, 24, 26, 29
  - o Music and Movement (8 sessions) – Attendance: 75, 63, 65, 62, 79, 64, 44, 58

- o Family Play Time (5 sessions) – Attendance: 6, 23, 22, 34, 32
- o Family Story Time (4 sessions) – Attendance: 24, 21, 27, 26
- o Pre-K Story Time (4 sessions) – Attendance: 19, 40, 17, 12
- PJ Story Time (1 session) – Attendance: 13
- Saturday Story Time Series
  - o Saturday Story Time (5 sessions) – Attendance: 29, 18, 10, 15, 16
- Sensory Story Time Series
  - o Sensory Play Time (1 session) – Attendance: 9
  - o Sensory Story and Play Time (1 session) – Attendance: 11

Blacklight Glow Party for Teens (1/2) We had 25 teens in attendance, including a couple of curious onlookers. Ping pong was a major hit. We could have used a few additional blacklights. The tonic lemonade was a crowd pleaser, and popcorn was the favorite snack of the night. Responsible staff: Mary D. Attendance: 25

Curiosity Club – Sock Snowmen (1/13) – Children made snowmen by stuffing socks with rice and dividing them into 3 parts. They added faces and decorated each snowman's hat. Unfortunately, attendance at the event was small. We have changed the time of the Curiosity Club series from 3pm to 3:30pm, hoping to make it easier for elementary children to attend. Responsible staff: Elnora Attendance: 5



Music and Movement (1/6, 1/8, 1/13, 1/15, 1/20, 1/22, 1/27, 1/29) – Children and caregivers enjoy dancing to their favorite story time tunes. Even when program attendance seems to be lower due to wintry weather, Music and Movement shows consistently high participation numbers. Responsible staff: Alex D., Elnora B. & Lauren K. Attendance: 75, 63, 65, 62, 79, 64, 44, 58

Not a Box – Story Time and Play (1/30) – This program started with a story time that focused on a construction theme and featured the children's book “Not a Box” by Antoinette Portis. Participants used rhythm sticks during the songs. Once story time wrapped up, the building began. Staff were satisfied with the decent attendance despite the chilly weather. Responsible staff: Elnora B. Attendance: 9



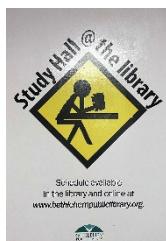
Saturday Story Time (1/3, 1/10, 1/17, 1/24, 1/31) – We have seen an overall increase in the number of people attending our story time programs on Saturday. Staff have noted that these participants tend to people who we do not see during the week. This series gives families who are unable to visit us during the week a chance to attend an early literacy program. Responsible staff: Alex D., Elnora B. & Lauren K. Attendance: 29, 18, 10, 15, 16

Story Time and Parachute Play (1/16) – This program was designed mostly for 2-3-year-olds. Staff began the program with a short story time, using some big books which are interactive and encourage the children to sing along. Some parents requested that we do this program again, so we have decided to do another installment this coming summer. Responsible staff: Elnora B. Attendance: 38

Wiry Winter Sculptures (1/3) – We had decent attendance for this family-oriented program. Participants were given various supplies including air dry clay, pipe cleaners, cotton balls, ribbon, and googly eyes. Responsible staff: Elnora B. Attendance: 22

## Adult Services

Study Spaces at the Library – Bethlehem High School mid-term exams brought many teens to the library looking for study space the third week of January. Tables, carrels and study rooms were in demand and very busy beginning the afternoon of January 15-22. Study rooms had extensive waitlists a number of times. We reserved and set up the Community or Board rooms for study hall during the busiest times to help meet the increased demand for study space. A total of 256 students utilized the rooms we set up for study hall during this period. Based on the demand we saw this week and in previous years, we have also booked space for



Study Hall in May for AP (Advanced Placement) exams and in June for final exams.

Unfortunately, there have been many complaints about the new public catalog. A lot of functionality and ease-of-use we took for granted with our last catalog has been lost with the switch. Service desk staff have spent a lot of time working with confused, unhappy patrons who are under the impression that BPL is directly responsible for the change.

Accordion Books with Ruby Silvious (1/9) – Local artist Ruby Silvious was invited back to lead a special painting workshop where participants created accordion books, exploring the unique structure and its creative possibilities for storytelling, collage, and other artistic expressions.

Responsible staff: Sarah. Attendance: 9



Competitive Puzzling (1/11) – Puzzle solvers were invited this month to work solo or in a group to see who could solve a 500-piece puzzle fastest and become the reigning library puzzle champion. This program series continues to be a popular draw for people from multiple age groups with excellent overall attendance. We always have a waitlist.

Responsible staff: Erin. Attendance: 38

Circular Weaving (1/22) – A Thursday evening craft program for adults looking to try something new, with no experience needed. We provided the materials and guided crafters through the basics.

Responsible staff: Kyle. Attendance: 14

Day Books: BYO Book (1/5) – Participants were invited to Bring Your Own Book to discuss at this special January meeting of Day Books. BYO Book is always popular with the group.

Responsible staff: Erin. Attendance: 17

Drop-In Tech Help: Apple Devices (1/7) – We invited people having trouble with Apple devices to drop by with their iPhone, iPad, or Macbook for help to get them

back on track. As a department we have been experimenting with different ways to assist patrons with technology and the drop-in format of this program worked well and was very efficient.

Responsible staff: Sarah. Attendance: 6

Dungeons & Dragons for Adults (1/15, 1/28) – Interest in our monthly gaming series for adults to play the 5<sup>th</sup> edition of Dungeons & Dragons continues to be strong.

Responsible Staff: Luke. Attendance: 7, 7

French Conversation Club (1/8, 1/22) – An open-ended program for folks looking to practice speaking French in a casual setting. We continue to have strong turnout for this program series.

Responsible staff: Robert. Attendance: 19, 17

Inclusive Gaming (1/19) – We hosted our regular gaming event for adults of all ages and abilities again this month. In addition to having some fun playing familiar games, the program is designed to bring people together by creating a space with activities suitable for the inclusion of those with learning differences, special circumstances, or special needs.

Responsible staff: Robert. Attendance: 16



Mahjong (1/29) – There is very strong community interest in the Mahjong. Our first program expanded into both meeting rooms. Beginners gathered in the Community Room to meet with a volunteer instructor. They worked through hands-on activities, quizzes, and worksheets to familiarize themselves with the basics of Mahjong. Experienced players met in the Board Room and were matched up in groups of 4 to play. Mahjong will continue as a monthly program.

Responsible staff: Luke. Attendance: 36

Short Stack Book Club (1/8) – We launched a new evening book discussion this month exploring short stories, novellas, and bite-sized non-fiction, all around 200 pages. Perfect for busy schedules, short attention spans, or anyone who just wants

to read more without the time commitment. This month, we discussed “Orbital” by Samantha Harvey.

Responsible staff: Kyle. Attendance: 4

### **Virtual Author Talks & Associated Archived Recordings**

We offered three live talks this month:

- The Creative and Compassionate Art of Seeing Others Deeply with David Brooks (1/13). Live Attendance: 100
- Nature, Art, and Service as Medicine with Journalist Julia Hotz (1/20). Live Attendance: 33
- Secrets and Second Chances with Liz Moore (1/28). Live Attendance: 148

We also added one virtual author talk recording this month:

- Scheming Wives and High-Stakes Hilarity with Sue Hincenbergs. 30-day Viewing Total: 23

### **Outreach**

Bethlehem Parks and Recreation Winter Carnival (1/31) – It was a lively, snow-filled day at Elm Avenue Park. Families of all sizes gathered to enjoy ice skating, sledding and festive treats. The library was on site to share information about upcoming programs and events, and staff led a cozy winter-themed craft for children to work on while warming up indoors. Responsible staff: Shannon M. Attendance: 192

Senior Outreach, The Spinney at Van Dyke (1/21) – We brought our outreach collection of books and other items to this age 55+ community in January. We had a small number of residents stop by, but it was bitterly cold outside and it is likely residents did not want to make the trek through the cold to the community’s Clubhouse to visit us. Robert was joined by Melissa from the Circulation Department, who was a big help.

Responsible staff: Robert & Melissa. Engagement: 4



## Meetings and Miscellany

The Children's Place is due for an update. While significant construction and renovations are not currently on the table, we have been planning collection moves to accommodate current use of the space. The use of the play space has increased dramatically and is a safety issue at times. High use of the space typically occurs in conjunction with our expanded Early Literacy Programs for preschool children. First steps will include moving the picture book collection closer to the service desk, freeing up space closer to the windows, weeding books that have not circulated in more than a year, and some new furniture for kids.



We are looking at parsing the studio back into two spaces. The first space would be a bookable room available for studio work but also open to multiple other uses. The back of the space would be walled off and used for storage of Community Room furniture, which would remove some furniture storage racks increasing space for programs.

## Continuing Education and Committee Work

Sarah

UHLS Equity Committee Meeting, 1/22

Alex

Promoting Literacy Through Manga – Presented by School Library Journal, 1/22

Dan

Summer Reading Program Workshop – Presented by Mohawk Valley Library System & Upper Hudson Library System, 1/15

The Summer Reading Workshop 2026, themed *Unearth a Story*, offered a full day of professional development at the Schenectady County Public Library on January 15. The workshop featured sessions on combating the “summer slide,” boosting youth engagement, and increasing circulation through displays, conversations, and new resources (Comics Plus). Librarians shared strategies for attracting families. A panel discussion provided valuable knowledge from four librarians with years of experience. The day concluded with a wonderful performer showcase featuring a range of program vendors. I look forward to attending this workshop again next year.

Elnora

Summer Reading Program Workshop – Presented by Mohawk Valley Library System & Upper Hudson Library System, 1/15

SRC Schenectady: 5hrs I attended with Dan Barker and Chris McGinty and was worthwhile. The chance to meet with colleagues and share program ideas and practical tips was helpful and a lot of fun. We were also introduced to performers, both virtually and in person. We are working on booking a few of them for this summer or to keep in mind for a later date.

Shannon

Chapter Books and Early Readers – Presented by Booklist, 1/22

Geoff

NYLA Continuing Education Committee – 1/26

Friends of Libraries Section Board Meeting – 1/21

NYLA Advocacy Day – 2/3

Phil  
NYLA Advocacy Day – 2/3  
Geoffrey Kirkpatrick, Library Director

Library Collection				2024-25	Current Total
Adult fiction				28,103	27,969
Adult non-fiction				28,974	28,031
Adult audio				4,748	3,574
Adult video				7,685	6,489
Young adult fiction				5,030	4,814
Young adult nonfiction				664	677
Young adult audiobooks				295	285
Children's fiction				30,514	30,226
Children's non-fiction				15,416	14,882
Children's audiobooks				1,528	1,432
Children's video				1,055	840
OverDrive - UHLS Shared				161,068	172,403
e-magazines				5,934	6,559
Electronic (games, ereaders)				398	379
Total				291,412	298,560
Library Programs	Jan-26	Jan-25	% change	2024-25	F-Y-T-D
Programs	83	75	10.7%	860	522
Program attendance	2,090	2,091	0.0%	24,760	13,401
Outreach Programs	2	4	-50.0%	71	33
Outreach Attendance	192	323	-40.6%	12,569	6,770
Circulation	Jan-26	Jan-25	% change	2024-25	F-Y-T-D
Adult fiction	14,068	14,085	-0.1%	151,877	97,471
Adult non-fiction	6,535	7,369	-11.3%	75,666	46,178
Adult audio	7,048	6,817	3.4%	70,190	46,675
Adult video	5,181	6,045	-14.3%	58,933	36,728
Magazines	5,181	3,103	67.0%	29,371	26,619
Young adult fiction	1,293	1,270	1.8%	16,405	9,776
Young adult nonfiction	80	64	25.0%	1,049	815
Young adult audiobooks	279	281	-0.7%	3,129	1,988
Children's fiction	11,254	11,988	-6.1%	135,923	81,499
Children's non-fiction	3,251	3,326	-2.3%	34,053	21,172
Children's audiobooks	1,219	1,452	-16.0%	15,159	9,249
Children's video	228	332	-31.3%	4,398	2,263
Electronic (games, ereaders)	503	563	-10.7%	6,325	3,595
Total	56,120	56,695	-1.0%	602,478	384,028
Interlibrary Loan	Jan-26	Jan-25	% change	2024-25	F-Y-T-D
Borrowed from others	5,820	5,671	2.6%	62,096	40,478
Loaned to others	4,691	5,143	-8.8%	52,037	30,379
Miscellaneous	Jan-26	Jan-25	% change	2024-25	F-Y-T-D
Visits to our home page	72,248	34,957	106.7%	361,097	350,337
Public use of meeting rooms	29	43	-32.6%	376	178
Public meeting attendance	329	459	-28.3%	3,973	2,002
Staff use & library programs	82	74	10.8%	757	498
Study room sessions	539	563	-4.3%	4,767	3,155
Tech room/ Studio use	4	6	-33.3%	85	32
Door count	20,645	20,847	-1.0%	209,786	131,893
Registered BPL borrowers	99	102	-2.9%	1,187	765
Computer signups	1,393	1,502	-7.3%	14,914	9,558
Museum Pass use	84	94	-10.6%	1,365	1,096
E-book use	6,812	7,232	-5.8%	72,557	44,625
E-audiobook use	6,966	6,518	6.9%	65,776	45,521
E-periodical use	5,072	2,871	76.7%	27,000	25,043
Streaming video use	1,972	1,973	-0.1%	19,281	12,979
BCSD use via Overdrive	322	241	33.6%	2,654	1,466
Equipment	654	353	85.3%	4,304	4,369
Wireless Use	7,532	9,085	-17.1%	106,181	62,717

February 2, 2026

Mr. Geoff Kirkpatrick, Library Director  
Bethlehem Public Library  
445 Delaware Ave  
Delmar, NY 12054

RE: Professional Architectural and Engineering Services  
Demolition and Site Modifications at 59 Borthwick Ave

Dear Mr. Kirkpatrick:

On behalf of CSArch, we are pleased to provide this proposal for building demolition and limited site modifications at 59 Borthwick Ave. We appreciate the trust that Bethlehem Public Library is placing in CSArch.

#### **STATEMENT OF UNDERSTANDING**

The Bethlehem Public Library owns the property at 59 Borthwick Ave including the house and other accessory structures. The house is currently used as storage. BPL would like to demolish the house and other structures for potential expansion of outdoor use on the property. The property is not associated with the Bethlehem Central School District and therefore any work on the property will be permitted by the Town of Bethlehem and not NYSED.

There is the desire to explore maintaining electric and water service on the property if achievable. Electric may be easier to provide than water. The foundations should be removed and backfilled. Fencing at the property will be expanded. At this time, grading changes at the site will not be made.

It is assumed that BPL has a hazardous materials report and a site survey. If additional information is required, it will be additional to this proposal.

#### **SCOPE OF SERVICES**

CSArch will provide design, bidding, and construction administration services to execute the scope outlined in the Statement of Understanding. The documents will be prepared for a public bid. Construction administration services will be provided including submittal review, responding to contractor questions, conducting project meetings, and processing payment applications and other required paperwork. We will assign appropriate staff. We do not anticipate requiring any consultants for this project.

**PROFESSIONAL FEE**

We propose that compensation for the work identified be a stipulated sum of \$22,900 broken down as follows.

Design	\$15,900
Bidding	\$ 1,300
Construction Administration	\$ 5,700
 TOTAL FEE	 \$22,900

**REIMBURSABLES / PAYMENTS**

Reimbursable expenses include costs incurred by the Architect in the interest of the project. These include, postage, reproductions, hazardous and other material testing, and are in addition to our professional fees. These expenses are invoiced at cost plus a ten percent (10%) administrative mark-up.

**SCHEDULE**

We will begin work on this project upon execution of a signed agreement. We understand the goal is to have the construction work commence after July 1, 2026 and be complete by September 30, 2026.

**INSURANCE**

The firm carries the following insurance coverage:

Professional Liability / \$5 Million per claim / \$10 Million aggregate  
 General Liability / \$2 Million  
 Automobile Liability / \$1 Million  
 Excess/Umbrella Liability / \$5 Million  
 Workers' Compensation and Employers' Liability / \$1 Million

Copies of our certificates of insurance can be provided upon request.

**FORM OF CONTRACT**

If this proposal is acceptable, please acknowledge your acceptance by signing below and returning one copy to me. We will consider this our notice to proceed. We will prepare an AIA B104 agreement similar to the agreement that we used for the boiler project.

If you have any questions, or if we can be of further assistance, please do not hesitate to contact me at (518) 898-9801.