



Board of Trustees Meeting Monday March 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. 7-15)
 - Treasurer's update (p. 7)
- Personnel report (p. 16)
 - Personnel actions
- Director's report (p. 17-27)
- UHLS report
- Friends report
- New business
 - Spotlight archive request (p. 28)
 - Other new business
- Old business
 - 2026-27 Draft budget (p. 29-31)
 - Boiler project – update (p. 32)
 - Borthwick/Communications update
 - Director evaluation update
 - Other old business
- Future business
- Public participation
- Adjournment
 - Next board meeting: April 13, 2026 6:00 pm
 - Next Friends of the Library meeting: April 20, 2026 6:30 pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM)
Monday February 9, 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
Chris McGinty, assistant director/Public Services
Tanya Choppy, accounts clerk
Jennifer Crawford, confidential secretary
Mary Service, president of the Friends of Bethlehem Public Library
Claire Crawford
Patty Caporta
Bruce Phillips
Asim Husain

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

PUBLIC PARTICIPATION

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

C. Brancatella reminded everyone that the board would be hosting a cookies and coffee event at the library on Feb. 25.

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 January 12 regular board meeting.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report.

- M. Kissinger asked about the increase in the Miscellaneous Income line. T. Choppy said that the line usually covers payments for exam proctoring, USB drives, etc. She noted that the large

increase was from a donation from the Hungerford Foundation. S. Whiting said that it should be filed under the Gifts and Donations.

- In response to a question from G. Sacco, T. Choppy said that about 10% of the state aid allocation hasn't come in yet, but it is expected to.

On a MOTION by L. DiBetta with a SECOND by S. Patterson, the board unanimously approved the Financial Statement dated 31 January 2026 (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; CapProject Fund Checks \$1,210.00; Total: \$385,863.06).

2026-27 draft budget

C. Brancatella noted that the draft budget has been discussed and reviewed by the finance committee. S. Whiting noted that a few modifications were made based on that discussion.

S. Whiting said the coming fiscal year was a difficult one to budget because projected expenses exceed the levy increase amount. She noted that contractual increases in salaries, as well as larger-than-expected increases retirement and health insurance costs have been a budgeting challenge. She said that in order to balance the budget the library may have to use money from the fund balance to cover the \$225,000 shortfall. She said that in the past, the library has ended the fiscal year with a surplus, and if that happens in 2026-27, then there might not be a need to use the entire \$225,000 from the fund balance.

G. Sacco noted that the budget does not exceed the state-mandated tax cap. She said the library is facing the same economic pressures that everyone is facing right now, including health insurance increases.

C. Brancatella said that S. Whiting is very conservative in her estimates, and the finance committee has talked about not overreacting based on a single budget year. She said they will continue to watch how things are trending and will know more next year. S. Whiting said she will try to work on a forecast, but it has been difficult with so many unknowns.

M. Kissinger asked about the increase in health insurance costs. S. Whiting said that, when budgeting, the library only knows the actual costs for July-December and has to rely on estimates for the second half of the fiscal year, so bigger-than-expected increases can have a major impact. Health insurance renewal runs on a calendar year while the fiscal year runs from July-June. This year, health insurance costs increased 20%. L. DiBetta asked if that could be included in the explanation next to the budget line. G. Kirkpatrick said that additional factors make that health insurance line hard to estimate, including new employees jumping on the plan or others switching to it during open enrollment.

M. Kissinger asked if the budget deviates too much from the goal to spend a certain percentage on the collection. G. Kirkpatrick said it is down a little this year but still about 12% of the budget. C. Brancatella noted that the library hasn't changed spending or estimates in any areas, and that the main driver of budget are things that are out of our control, such as health care and retirement costs.

The board will vote on the draft budget at the March meeting, and it will be presented in the May/June Footnotes newsletter.

S. Whiting noted that she included a fund balance report in the packet to show its history and how it has grown over the years. She said the library needs to keep \$1.3 million in reserve to fun operations from the end of the fiscal year until the receipt of property taxes at the end of the calendar year. She said that leaves about \$2.3 million to use toward the boiler and other capital

projects, to use toward boiler and Borthwick property. She said they should be thinking about what they can do without depleting the fund.

S. W said that budgeting for interest income is also challenge to predict, and if something were to happen to the market, the library may not be able to rely on interest income.

PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick said that the two positions approved last month were filled internally, so he was requesting to backfill those newly open positions, as well as that of another part-time clerk due to a recent retirement. He was also requesting to fill a part-time page position in anticipation of that employee moving to one of the clerk positions.

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

- Library clerk, part-time, permanent, 13.57 hours/week, \$18.83/hour or per contract
- Library clerk, part-time, permanent, 11.67 hours/week, \$18.83/hour or per contract
- Library clerk, part-time, permanent, 11.67 hours/week, \$18.83/hour or per contract
- Library page, part-time, permanent, 12.8 hours/week, \$16.00/hour or per contract

DIRECTOR'S REPORT

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

- G. Kirkpatrick said he was sharing the architect's assessment of the Borthwick property in response to some questions he's been getting.
- Digital circulation accounts for about one-third of total circulation. The library is circulating more digitally than at any time during the pandemic. G. Kirkpatrick said that number includes e-books, audiobooks, downloadable video through Kanopy and Hoopla and e-periodicals. Bethlehem patrons have been very quick to adopt e-magazines and newspaper.
- The January mid-term exam study traffic was very busy with lots of teens. The library opened up additional rooms when possible.
- The new public catalog has met with some mixed reviews. It was purchase by the consortium because the old catalog had reached the end of its lifespan. Staff are working to get the wrinkles out.
- G. Kirkpatrick said there will be some changes to the physical layout of the children's place to accommodate changing use patterns.
- Staff is looking at parsing the studio area back into two spaces, in order to store some of the chair and table racks, allowing for more space in the community room.
- G. Kirkpatrick noted that the stat report shows public use of the meeting rooms is decreasing because the library is increasing the number of early literacy programs, so the rooms are less available to public.

UHLS REPORT

M. Kissinger said the meeting is coming up. C. Brancatella said that Upper Hudson participated in the recent Library Advocacy Day, which was a great opportunity to talk about the value of libraries.

FRIENDS REPORT

J. Adams said she would be attending the meeting the following Monday.

NEW BUSINESS

Other new business

C. Brancatella said the Long Range Planning committee recently met and hope to have a new plan for the board to consider by fall.

OLD BUSINESS

Borthwick property discussion

C. Brancatella opened the discussion by noting that the board had committed to vote on a rough plan for the Borthwick property once the house has been demolished so that it could be communicated to the public in March. She noted that the board had brainstormed some ideas at the previous meeting and had heard from staff about their interests for the space.

She said that although a free food fridge had been one of the ideas, discussions with the town indicated that there might be plans to meet that need. She also noted that during the public comment period, the Friend's president indicated that their organization might not have the infrastructure in place at this time to manage a book sale/storage area. She proposed removing those two concepts from the list.

M. Walsh said that she would still like the board to consider some type of electrified storage space, as the library will be losing significant off-site storage when the house comes down. She said she believes there is room on the property for both a garden/green space/flex space and storage.

L. DiBetta asked that since the board had significantly narrowed down the list, did they even need to have a vote. She said that the board could come up with a general concept for the space and ask for feedback and discussion from the public on the details. She said she is interested in engaging the public in what to do with the space instead of telling them what is going to be done.

C. Brancatella said that the end goal is that when house taken down, people will have an idea of what that space is to become. She said the communications committee will meet to propose what might be included in the March meeting about the property.

M. Kissinger questioned the need to gather extensive public feedback for something relatively small in scope. He said it's not a process the board uses for library programming. G. Sacco asked how the board might move forward with people being disappointed if their feedback is not part of the final project.

S. Patterson said she believes the board should present a plan to the public and get feedback on the details. J. Adams added that they could present several vision boards and take the feedback as it comes rather than asking specific questions.

Gs motion to. LD and storage take off if possible. MK friendly amendment.

On a MOTION by G. Sacco with a SECOND by L. DiBetta, the board unanimously agreed to move forward with creating a welcoming space that includes both flexible space and garden space for the Borthwick property, as well as exploring options for the storage needs of the library.

Borthwick property architect's proposal

M. Kissinger said he was concerned with some of the "squishy" language in the contract, specifically the "desire to explore" water and electricity possibilities. He said that if that was something the board wants, it should be a more concrete directive. G. Kirkpatrick said the proposal was for the design to remove the house as directed by the board in 2025. He said there could be costs associated with preserving the electricity or water or both and that is something the board had wanted to explore.

S. Patterson said she doesn't think water hookups would be necessary and the board could just indicate they want electricity. She noted that opinions could change if it adds a lot of cost.

M. Kissinger said he would like to see the language changed to affirmatively say the library would like to retain electricity and what would be associated with maintain water.

On a MOTION by G. Sacco with a SECOND by M. Walsh, the board unanimously voted to accept a proposal from CSArch, with the amended language discussed, for design, bidding and construction administration fees related to the Borthwick property demolition in the amount of \$22,900.

Boiler project – update

G. Kirkpatrick said the boiler project has been on pause because of the extreme cold. It will resume as soon as winter weather returns to normal. He said the boiler and all associated parts are on site, and work on the drain is complete. He said a positive change is that there will no longer be a need for asbestos abatement. Contractors will be able to use an existing metal flue to run the new exhaust through so the mastic layer in roof will not be disturbed.

Director evaluation – update

S. Patterson said that she has sent out email to the board with feedback due on Friday.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

There was no future business at this time.

PUBLIC PARTICIPATION

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

ADJOURNMENT

On a MOTION by L. DiBetta with a SECOND by M. Walsh, the board unanimously voted to adjourn the regular meeting at 8:04pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
C. Brancatella, board president

Treasurer's Report

March 9, 2026

Revenue and Expense Report

Expenses overall, are tracking on budget but there are some areas where we are overbudget. Salaries and benefits are over by about 3%, mostly attributed to health insurance which is overbudget by 4%. Gas and electric is over budget by about 29%. On the revenue side, we received close to \$4,500 in PEG funds from the town which has been credited to miscellaneous revenue and we also received a special legislative grant of \$3,076.

Budget

Included in the packet is the final 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%. After making some reasonable cuts to the budget that don't impact services, we still have a shortfall of \$223,000 that will likely come from the fund balance.

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 & INVESTMENTS SUMMARY

AS OF 2/28/26

	BALANCE					BALANCE
	<u>1/31/2026</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>EARNINGS</u>	<u>TRANSFERS</u>	<u>2/28/2026</u>
TD Bank General Fund	198,216.46	11,331.86	(262,716.55)	(477.90)	199,196.72	145,550.59
TD Bank Payroll	0.00		(150,803.28)	-	150,803.28	0.00
TD Bank Money Market	1,453,407.02	-		1,704.41	(378,000.00)	1,077,111.43
TD Bank Treasury Bill	512,322.33		-	1,378.07	-	513,700.40
TD Bank Capital Project Fund	5,144.35	-	(29,478.60)		28,000.00	3,665.75
Metropolitan Bank Opened 7/03/25	3,552,583.03	-	-	9,177.95	-	3,561,760.98
Key Bank Checking	4,838.42	1,980.15	(240.25)		-	6,578.32
TOTAL:	<u>5,726,511.61</u>	<u>13,312.01</u>	<u>(443,238.68)</u>	<u>11,782.53</u>	<u>-</u>	<u>5,308,367.47</u>

Checks outstanding greater than 90 days old:

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

8 MONTHS ENDED 2/28/26

FISCAL YEAR 2025-2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 8 MO. ENDED 2/28/2026	Percent YTD 2/28/2026	ANNUAL BUDGET 2024-2025	YTD PRIOR 8 MO. ENDED 2/28/2025	Percent YTD 2/28/2025
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	2,173	72.4%	3,000	1,591	53.0%
Interest on Deposits	121,500	91,565	75.4%	90,000	103,388	114.9%
Lost Book Payments	11,500	7,563	65.8%	8,500	7,286	85.7%
Friends of BPL Contributions	10,000	12,314	123.1%	7,000	6,365	90.9%
Gifts and Donations	10,000	8,812	88.1%	8,000	7,658	95.7%
Photocopier	10,500	10,196	97.1%	8,000	7,518	94.0%
State Aid	26,500	26,989	101.8%	26,000	26,362	101.4%
Grants	-	3,577	0.0%	-	5,920	0.0%
Miscellaneous Income	800	5,468	683.5%	500	383	76.7%
Carryover add'l PILOT FY 24-25	38,000					
Total Revenue	5,168,710	5,034,568	97.4%	4,982,100	4,813,837	96.6%
EXPENSES						
Salaries	2,783,914	1,816,421	65.2%	2,547,087	1,718,565	67.5%
Retirement	376,102	390,285	103.8%	324,242	323,915	99.9%
Health Insurance	430,000	302,863	70.4%	398,000	253,568	63.7%
Other Benefits	240,194	162,317	67.6%	238,965	145,586	60.9%
Subtotal Salaries & Benefits	3,830,210	2,671,886	69.8%	3,508,294	2,441,633	69.6%
Library Materials - Print	290,000	140,531	48.5%	294,000	151,960	51.7%
Library Materials - Electronic & Audio	290,500	167,263	57.6%	281,000	161,859	57.6%
Subtotal Library Material	580,500	307,794	53.0%	575,000	313,819	54.6%
Operations	633,000	393,998	62.2%	643,900	333,041	51.7%
Capital Expenditures	100,000	64,244	64.2%	100,000	-	0.0%
Contingency	25,000	-		35,000	-	
Total Expenses	5,168,710	3,437,922	66.5%	4,862,194	3,088,494	63.5%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

8 MONTHS ENDED 2/28/26

FISCAL YEAR 2025 - 2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 8 MO. ENDED 2/28/2026	Percent YTD 2/28/2026	ANNUAL BUDGET 2024-2025	YTD PRIOR 8 MO. ENDED 2/28/2025	Percent YTD 2/28/2025
Salaries & Benefits						
Salaries-Librarians	1,378,299	927,704	67.3%	1,252,089	865,664	69.1%
Salaries-Support Staff	1,206,163	755,570	62.6%	1,226,399	726,913	59.3%
Salaries-Custodians	199,452	133,147	66.8%	188,505	125,987	66.8%
Subtotal Salaries	2,783,914	1,816,421	65.2%	2,666,993	1,718,565	64.4%
Retirement	376,102	390,285	103.8%	324,242	323,915	99.9%
Health Ins.	430,000	302,863	70.4%	398,000	253,568	63.7%
SocSec/Medicare	212,694	135,873	63.9%	206,465	128,090	62.0%
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%
Subtotal Salaries & Benefits	3,830,210	2,671,886	69.8%	3,628,200	2,441,633	67.3%
Library Materials						
Adult books	171,000	80,589	47.1%	171,000	90,928	53.2%
Periodicals	14,000	11,706	83.6%	18,000	11,546	64.1%
YS Books	85,000	32,505	38.2%	85,000	40,476	47.6%
Special Collections	20,000	15,731	78.7%	20,000	9,010	45.0%
Subtotal Print Materials	290,000	140,531	48.5%	294,000	151,960	51.7%
Audiobooks	15,000	10,059	67.1%	20,000	12,372	61.9%
E-Collections	201,000	127,864	63.6%	201,000	116,417	57.9%
Electronic Resources	50,000	19,641	39.3%	31,000	20,682	66.7%
YS Audiobooks	4,500	1,426	31.7%	4,500	1,758	39.1%
YS Media	-	-	0.0%	2,500	483	19.3%
AS Media	20,000	8,274	41.4%	22,000	10,147	46.1%
Subtotal Electronic & Audio	290,500	167,263	57.6%	281,000	161,859	57.6%
Subtotal Library Materials	580,500	307,794	53.0%	575,000	313,819	54.6%
Operations						
Copiers and supplies	14,000	9,178	65.6%	15,000	8,741	58.3%
Office supplies	17,000	10,151	59.7%	20,000	8,134	40.7%
Custodial supplies	22,000	13,254	60.2%	20,000	12,867	64.3%
Postage	22,000	12,381	56.3%	22,000	13,858	63.0%
Printing & Marketing	35,000	14,290	40.8%	43,200	18,830	43.6%
Van lease & oper.	2,500	250	10.0%	4,000	829	20.7%
Gas and Electric	65,000	62,273	95.8%	75,000	43,159	57.5%
Telecom & Cloud Svcs	25,000	18,058	72.2%	24,000	15,169	63.2%
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	1,795	35.9%	5,000	4,557	91.1%
Prof. Services	30,000	11,031	36.8%	40,000	5,077	12.7%
Contract Services	50,000	11,010	22.0%	50,000	12,667	25.3%
Insurance	36,000	39,127	108.7%	35,000	33,451	95.6%
Bank Fees	2,500	4,876	195.0%	1,700	3,866	227.4%
Travel/Conference	10,000	3,895	39.0%	3,500	4,840	138.3%
Memberships	3,000	515	17.2%	3,000	520	17.3%
Special Programs	45,000	19,961	44.4%	42,000	13,890	33.1%
Furniture & Equipment	30,000	18,587	62.0%	30,000	17,178	57.3%
IT Hardware & Software	55,000	20,150	36.6%	50,000	9,473	18.9%
Bld & Grnd. Repair	40,000	23,373	58.4%	40,000	5,711	14.3%
Furn/Equip Repair	4,000	1,975	49.4%	3,000	3,700	123.3%
Miscellaneous	6,500	4,388	67.5%	6,500	4,105	63.2%
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	42,709	74.3%
Subtotal Operations	633,000	393,998	62.2%	643,900	333,041	51.7%
Capital Expenditures	100,000	64,244	64.2%	100,000	-	0.0%
Contingency	25,000	-	0.0%	35,000	-	0.0%
TOTAL	5,168,710	3,437,922	66.5%	4,982,100	3,088,494	62.0%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN FEBRUARY 2026 BASED ON PRE-APPROVAL	\$	114,496.96
CHECKS DISBURSED IN FEBRUARY 2026 RELATING TO PAYROLL	\$	221,621.73
CHECKS BEING SUBMITTED FOR APPROVAL	\$	49,675.41
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND		

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 30: PREAPPROVED (FEB 26) For Dates 2/1/2026 - 2/28/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
10011	02/24/2026	2553	BPI MECHANICAL SERVICES	260251	28,268.60
43240	02/05/2026	2130	**VOID** MUSEUM OF INNOVATION & SCIENCE	260178	-209.48
43411	02/01/2026	1831	CDPHP UNIVERSAL BENEFITS, INC.		37,839.20
43412	02/01/2026	2061	UNITED HEALTHCARE INSURANCE CO		197.96
43413	02/01/2026	2395	CSEA EMPLOYEE BENEFIT FUND		163.74
43440	02/10/2026	2558	**VOID** MICHAEL AIKEY	260408	-100.00
43474	02/05/2026	1581	UNITED STATES POSTAL SERVICE	260011	1,800.00
43476	02/17/2026	2426	JPMORGAN CHASE BANK NA	260443	1,367.31
43477	02/17/2026	720	MVP HEALTH PLAN, INC.		29,077.44
43478	02/17/2026	2340	T-MOBILE	260032	973.11
43479	02/17/2026	1607	VERIZON BUSINESS FIOS	260001	199.99
43480	02/19/2026	1424	AFLAC NEW YORK		464.57
43481	02/19/2026	1570	NATIONAL GRID		14,103.44
43482	02/19/2026	2061	UNITED HEALTHCARE INSURANCE CO		181.29
43483	02/19/2026	1607	VERIZON BUSINESS FIOS	260001	169.79
Number of Transactions: 15				Warrant Total:	114,496.96
				Vendor Portion:	114,496.96

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 - 31: PAYROLL (FEB 26) For Dates 2/1/2026 - 2/28/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43414	02/06/2026	712	CIVIL SERVICE EMPL ASSOC INC.		1,011.83
43475	02/20/2026	712	CIVIL SERVICE EMPL ASSOC INC.		991.80
43475	02/28/2026	712	**VOID** CIVIL SERVICE EMPL ASSOC INC.		-991.80
43535	02/28/2026	712	CIVIL SERVICE EMPL ASSOC INC.		991.80
101086	02/06/2026	709	BPL SPECIAL PAYROLL ACCOUNT		75,667.41
101087	02/06/2026	710	NYS INCOME TAX BUREAU		4,422.01
101088	02/06/2026	1946	IRS - PAYROLL TAX PMT		24,377.00
101089	02/06/2026	2003	NEW YORK STATE DEFERRED		3,516.05
101090	02/20/2026	709	BPL SPECIAL PAYROLL ACCOUNT		75,135.87
101091	02/20/2026	710	NYS INCOME TAX BUREAU		4,328.53
101092	02/20/2026	730	NYS EMPLOYEES RETIREMENT SYSTE		4,561.37
101093	02/20/2026	1946	IRS - PAYROLL TAX PMT		24,268.25
101094	02/20/2026	2003	NEW YORK STATE DEFERRED		3,341.61
Number of Transactions: 13				Warrant Total:	221,621.73
				Vendor Portion:	221,621.73

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 - 33: BILL SCH (MAR 26) For Dates 3/10/2026 - 3/10/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43488	03/10/2026	2547	ALBANY BARN INC.	260183	350.00
43489	03/10/2026	2420	AMAZON CAPITAL SERVICES INC	260442	3,590.89
43490	03/10/2026	2531	ANNA LAROSE	260298	100.00
43491	03/10/2026	2457	AQUATIC ALLIES	260012	169.99
43492	03/10/2026	2166	BERKSHIRE BOTANICAL GARDEN	260454	150.00
43493	03/10/2026	697	CAPITAL REGION BOCES	260000	331.50
43494	03/10/2026	2484	CHAPMAN MUSEUM	260448	50.00
43495	03/10/2026	1625	CHENEY LIBRARY	260435	16.00
43496	03/10/2026	2459	CHLOE WHITTAKER	260345	250.00
43497	03/10/2026	1137	CORNELL COOPERATIVE EXTENSION	260341	50.00
43498	03/10/2026	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	260005	385.71
43499	03/10/2026	1220	DEMCO, INC	260440	154.95
43500	03/10/2026	1991	EASTERN MANAGED PRINT NETWORK LLC	260003	177.52
43501	03/10/2026	2169	EMPIRE STATE AEROSCIENCES MUSEUM	260446	75.00
43502	03/10/2026	1986	FIRSTLIGHT FIBER	260460	762.68
43503	03/10/2026	787	GUILDERLAND PUBLIC LIBRARY	260459	15.99
43504	03/10/2026	1918	HANCOCK SHAKER VILLAGE	260447	250.00
43505	03/10/2026	2518	**CONTINUED** INGRAM LIBRARY SERVICES LLC		0.00
43506	03/10/2026	2518	INGRAM LIBRARY SERVICES LLC	*See Detail Report	16,876.34
43507	03/10/2026	2556	JACQUELINE GREENE	260353	300.00
43508	03/10/2026	2322	KANOPY INC.	260016	1,671.00
43509	03/10/2026	2201	LANE PRESS OF ALBANY	260009	2,245.00
43510	03/10/2026	1024	MIDWEST TAPE LLC	*See Detail Report	2,037.15
43511	03/10/2026	1698	MOHAWK VALLEY LIBRARY SYSTEM	260431	56.00
43512	03/10/2026	2130	MUSEUM OF INNOVATION & SCIENCE	260343	209.48
43513	03/10/2026	2519	NEWSBANK, INC.	260457	4,195.00
43514	03/10/2026	2121	NYSPP	260426	116.29
43515	03/10/2026	2094	OTC BRANDS, INC.	260395	496.09
43516	03/10/2026	1823	OVER DRIVE INC.	260455	1,509.20
43517	03/10/2026	1621	PETERSBURGH PUBLIC LIBRARY	260453	10.00
43518	03/10/2026	2554	REBECCA RUTH HALL	260342	500.00
43519	03/10/2026	1490	REPEAT BUSINESS	260073	49.89
43520	03/10/2026	2287	SCHENECTADY CO. HISTORICAL SOCIETY	260449	65.00
43521	03/10/2026	2421	SENTRON ASSOCIATES INC.	260010	515.18
43522	03/10/2026	2247	SHORT AND STOUT TEA COMPANY LLC	260239	150.00
43523	03/10/2026	2251	SPECTRUM/CHARTER COMMUNICATIONS	260101	120.00
43524	03/10/2026	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	1,268.76
43525	03/10/2026	2021	STEPHENTOWN MEMORIAL LIBRARY	260450	25.00
43526	03/10/2026	2544	STOCKCHECKS, INC.	260461	54.00
43527	03/10/2026	2437	THE CORNER GATEWAY, LLC	260445	122.00
43528	03/10/2026	2344	ULINE, INC.	260439	242.69
43529	03/10/2026	632	UPPER HUDSON LIBRARY SYSTEM	260452	475.20
43530	03/10/2026	746	VOORHEESVILLE PUBLIC LIBRARY	260458	29.99

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 33: BILL SCH (MAR 26) For Dates 3/10/2026 - 3/10/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43531	03/10/2026	645	W W GRAINGER INC	*See Detail Report	1,234.07
43532	03/10/2026	1884	W.B. MASON CO., INC.	260456	352.10
43533	03/10/2026	1593	WILLIAM K. SANFORD LIBRARY	260429	15.00
43534	03/10/2026	2423	YOUNG LANDSCAPES LLC	*See Detail Report	7,854.75
Number of Transactions: 47				Warrant Total:	49,675.41
				Vendor Portion:	49,675.41

*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

March 9, 2026 - Board of Trustee Meeting											
											16
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours if Changed	Salary/Rate	Previous or Current Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
Previously Approved to Fill											
Library Clerk, Part-Time	Circulation Services	13.57 hrs/wk		\$18.83/hour or per contract	D. Janse	1/11/2026	2/9/2026	Filled	E. Carter	2/10/2026	Internal
Library Clerk, Part-Time	Circulation Services	11.67 hrs/wk		\$18.83/hour or per contract	K. Dubin	2/8/2026	2/9/2026	Filled	L. Sorensen	3/4/2026	Hire
Library Clerk, Part-Time	Circulation Services	11.67 hrs/wk		\$18.83/hour or per contract	K. Kruggel	2/12/2026	2/9/2026	Filled	C. Tarullo	2/17/2026	Hire
Library Page, Part-Time	Collection Maintenance	14.3 hrs/wk	12.8 hrs/wk	\$16.00/hour	E. Carter	2/9/2026	2/9/2026	Filled	E. Cromling	3/12/2026	Hire
Action Requested											
Library Page, Part-Time	Collection Maintenance	12.8 hrs/wk		\$16.00/hour	F. Green	3/16/2026					
Library Page, Part-Time	Collection Maintenance	12.8 hrs/wk		\$16.00/hour	H. Voorhaar	3/19/2026					
Positions Held											
Library Page Part-Time	Collection Maintenance	5.4 hrs/wk	11.4 hrs/wk	\$16.00/hour	A. Glass	8/18/2025					

Director's Report January 2026

Building and Grounds

Kevin and I met with members of the Delmar Progress Club last month to plan for their continued support of the library gardens. In addition to the generous financial support that the club provides each year for planting annuals, members have volunteered to help maintain and plan the library's gardens for more than 20 years. The club expressed a strong commitment to continuing our relationship that began more than 100 years ago when the club founded the library. We are excited to work with the members in this new phase of our partnership. The club is working on a red, white and blue theme for the library's gardens in honor of the country's 250th anniversary.

The installation phase of the boiler project is set to start on March 9. By the time the board meets, I should have an update on the progress. In consultation with our engineer and contractor, I decided to delay the installation of the boiler until the worst of the cold snap was finished. Much of the library's heating need are served by the rooftop units. The hallways, boiler room and garage are the spaces primarily heated with the boiler. Much of the prep work has already been accomplished and necessary parts are on site.

We met with representative from CSArch for the kickoff meeting for the 59 Borthwick house demolition project. We provided the necessary site surveys and hazardous materials reports to the design team. These reports and surveys were completed as part of the previous design work.

Adult Services

We launched a remote printing service this month. It allows patrons to send prints to the library from their home or from their mobile devices in the library. Patrons are able to retrieve their prints with a release code at a printing station near the Information Desk. Since the service launched on February 26, 33 patrons have used the system.

The Seed Library launched on March 2. The department has been busy this past month getting things ready. Seeds are bought in bulk and repackaged, so there is a lot of prep work involved. Many thanks to the volunteers and staff from all departments who help count and package seeds! The Capital Region chapter of

Wild Ones also donated a collection of native seeds which will be available to the public.

A Little Sunday Music: Kevin McKrell (2/15) – Pioneering American Celtic folk artist and Capital District native, Kevin McKrell joined us for a wonderful performance on a sunny and cold afternoon. Turnout was tremendous, with a number of people enjoying the performance from the hallway. A big thank you to Kevin for donating his time and talent to perform at the Library. The Library's Little Sunday Music series is also generously supported by the Friends of Bethlehem Public Library.

Responsible staff: Erin. Attendance: 126



A.I. & the Environment (2/26) – Elena Fernandez, a SUNY Albany PhD Candidate in Atmospheric Science, whose research focuses on artificial intelligence applications to weather, provided a comprehensive presentation on all aspects of artificial intelligence with a particular emphasis on environmental impacts. The presenter incorporated videos, commercials and real-life examples into the program and discussed how to use A.I. responsibly and advocate for responsible usage. Turnout was relatively small, but the group size made the presentation and discussion approachable and lively. People had good questions.

Responsible staff: Kyle. Attendance: 11

BHA Speaker Series: Women in World War II (2/10) – Richard Muggeo from the Greene County Historical Society presented a lively overview of the role women played in the war, and a look at the specific role women played in seven countries involved in the war. This talk included a handout that lists women from Greene County who contributed to the war effort. A recording of this program can be found on the Library's YouTube channel.

Responsible staff: Luke. Attendance: 57

Chinese Calligraphy Workshop (2/7) – Richard Wang of the Chinese Community Center of The Capital District presented techniques for the ancient traditional art of calligraphy and helped participants create their own works. The instructor was excellent and we received a lot of positive feedback from participants.

Responsible staff: Kyle. Attendance: 10

Community Paint Night (2/24) – 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 sleeping sloth painting of their own.

Responsible staff: Robert. Attendance: 17



In Stitches (2/25) – Knitters, crocheters, and fiber artists of all levels were invited to join us for our monthly, open crafting program where we provide some supplies for everyone to use, including yarn, hooks/needles, basic notions/tools. We had lower turnout than usual, likely due to the difficult weather conditions.

Responsible staff: Sarah. Attendance: 9

Needle Felting: Heart Garland (2/4) – We had a good group join us for a great night of needle felting as we made felt heart shapes using cookie cutters to create a festive garland. This was the first time we used the cookie-cutter method and it was a huge hit. We're planning to use this method again for the Needle Felting: Mini Flower Wreath program upcoming in March.

Responsible staff: Sarah. Attendance: 18



Spanish Conversation Club (2/4, 2/18) – An open-ended program for folks looking to practice speaking Spanish in a casual setting. We continue to have strong turnout for this program series.

Responsible staff: Robert. Attendance: 11, 7

Spice Sharing: Ginger (2/2) – Our culinary program series showcasing a particular spice. Participants pick up a sample packet of spice, along with a few recipes that feature it and then meet to discuss their experience and share recipes. Attendees are welcome to bring samples of what they made, but it is not required to participate. Ginger proved to be a good PR spice and brought in a number of new people to the series who are now signed up for our next month's installment highlighting Caraway.

Responsible staff: Erin. Attendance: 14

Trivia Night (2/3) – The return of Trivia Night was a lot of fun. We had to add an extra table due to high attendance. Seven teams competed for a custom trivia trophy and Bethlehem Library swag. The evening came down to a tie-breaking question at the end. Trivia will return again in May.

Responsible staff: Luke. Attendance: 31

Virtual Author Talks & Associated Archived Recordings (ongoing) –

We offered three live talks this month, including:

- Swashbuckling Heroines and High Seas Adventures with Novelist Vanessa Riley (2/5).

Live Attendance: 8

- Mojos, Mermaids, Medicine, and 400 Years of Black Women’s Magic with Dr. Lindsey Stewart (2/12).

Live Attendance: 8

- Smithson’s Gamble: The Incredible History Behind the World’s Largest Museum with Smithsonian Curator Emeritus Tom Crouch (2/24).

Live Attendance: 36

We also added one virtual author talk recording this month including:

- The Creative and Compassionate Art of Seeing Others Deeply with David Brooks.

30-day Viewing Total: 72

- Nature, Art, and Service as Medicine with Journalist Julia Hotz.

30-day Viewing Total: 32

- Secrets and Second Chances with Liz Moore.

30-day Viewing Total: 122

Circulation, Technical Services, and Collection Maintenance

If we remove OverDrive magazine circulation from the statistics year over year circulation shows a 2.88% total decrease. Compare this with door count which is up 7.5% year over year. We are seeing more people coming to the library but not necessarily a proportionate increase in circulation as we would have expected in the past. This shows the impact of the increasing digital circulation and changing needs of the people coming to the physical building. Physical circulation remained stable with 33,712 items checked out and 4,195 items loaned to other libraries. Meeting this demand required staff to manage 46,568 individual item transactions.

Youth Services

Creation Station: Winter Hat Decorations (2/2 - 2/8) – Drop-in craft in the Children’s Place. The February craft prompted children to create their own winter hat decoration in the Children’s Place to take home. Responsible staff: Shannon M.
Attendance: 119

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

- Weekly Series
 - o Tiny Tots (3 sessions) – Attendance: 18, 32, 31
 - o Music and Movement (6 sessions) – Attendance: 41, 42, 43, 69, 42, 63

- o Family Play Time (3 sessions) – Attendance: 40, 29, 27
- o Family Story Time (3 sessions) – Attendance: 27, 25, 35
- o Pre-K Story Time (3 sessions) – Attendance: 31, 18, 17
- PJ Story Time (1 session) – Attendance: 3
- Saturday Story Time Series
 - o Saturday Story Time (3 sessions) – Attendance: 21, 25, 26
- Sensory Story Time Series
 - o Sensory Play Time (1 session) – Attendance: 33
 - o Sensory Story and Play Time (1 session) – Attendance: 0

Bilingual Story Time with Mr. Erik (2/20) – Erik Barragan led preschool-aged children and their caregivers in an energetic bilingual music and movement program. He sang in both English and Spanish, adding short stories about the origins of each song. Responsible staff: Elnora B. Attendance: 102



Horse Crafts (2/19) – Kids made hobby horses out of construction paper horse heads, googly eyes, and paper towel rolls, out of the letter "H" with paper and yarn. The hobby horses were a big hit and with every craft the kids put their own creative spin on it, adding unicorn horns, harnesses, and fun manes. Responsible staff: Shannon M. Attendance: 33

Jordan Taylor Hill: Drumming, Dancing & Storytelling (2/18) – Jordan introduced a mix of drumming styles and rhythms from both Africa and the Caribbean. Jordan invited audience members to try the various drums, while the rest clapped and tapped along to the patterns he taught. Jordan had the whole group up and moving — first to a Caribbean dance and then an African one. Responsible staff: Elnora B. Attendance: 80



Messy Valentine Art and Story Time (2/13) – This process-art program offered a variety of materials, including paint, decorative paper, and other creative supplies. Parents and children enjoyed making multiple Valentine creations together. Responsible staff: Elnora B. Attendance: 28



Mo Willems Celebration (2/17) – This multistage program featured a two-person series of Elephant & Piggie skits, followed by a craft-and-snack break where participants created “Make Your Own Elephant” and “Make Your Own Piggie” projects and enjoyed frosted animal cookies. The event concluded with a screening of Don’t Let the Pigeon Do Storytime! As with the earlier offering in 2024, attendance was high enough that we initially had to turn some families away at the door. As the event progressed and some attendees left early, we were able to welcome more participants into the room. We received a great deal of positive feedback. Responsible staff: Alex D. & Elnora B. Attendance: 123



Elephant and Piggie are looking for books in the library. Obviously, Piggie cannot read very well yet.

Stay Safe! (2/20) – The Delmar Fire Co. visited to teach children about fire safety, prevention, and the tools firefighters use on the job. Because most attendees were elementary-aged, the firefighters emphasized key safety practices — staying low, getting out quickly, never hiding, and, most importantly, not going back inside once they have escaped. They also showed how they put on their firefighting gear and explained the purpose of each piece of equipment. We are grateful to the Delmar Fire Company for partnering with us on the program. Responsible staff: Lauren K. Attendance: 16



Sensory Play Time (2/27) – The kids had lots of toys to choose from and enjoyed going from one toy to the next. Many liked going back and forth across the liquid tiles, collecting squishies, making towers with the blocks, and playing with the sensory balls especially. For those wanting to take a break from what was out on the floor, there was coloring, Play-Doh, and sensory mats and tubes on the tables along the walls. Responsible staff: Shannon M. Attendance: 33

Meetings and Miscellany

The Friends of the Library have agreed to fully fund the purchase of new furniture and toys for the Children’s Place. The first phase of shelving moves has been

completed. The picture book shelves have been moved closer to the service desk which opens up more space for collaborative play.

Shelves for the new book area have been ordered. The new shelves will be similar in design to the current shelves but will be mobile to allow easy reconfiguration of the area.

Continuing Education and Committee Work

Alex - Promoting Literacy Through Manga – Presented by School Library Journal

Frank - Collaborative Summer Library Reading (CSLP) – Statistics Committee, virtual meeting

Sarah –UHLS Equity Committee

Geoff - NYLA Continuing Education Committee meeting
 - NYLA Friends of Libraries Section meeting
 - NYS Division of Library Development webinar Forming a More Perfect Union: Library Construction Projects and NYS State Funding

Phil - Western New York Library Resources Council: *E-Accessibility, WCAG 2.1, Title II, and Your Library (in NY)*
 - TechSoup: *AI Impact Hour for Nonprofits*

Responding to ICE at the Library: Real World Approaches (Public Library Association Webinar) – Dan, Elnora, Mary, Shannon, Frank, Luke, Robert, Sarah, Chris, Geoff, Phil, Tracey

Geoffrey Kirkpatrick, Library Director



Library Collection				2024-25	Current Total
Adult fiction				28,103	27,818
Adult non-fiction				28,974	27,747
Adult audio				4,748	3,559
Adult video				7,685	6,453
Young adult fiction				5,030	4,842
Young adult nonfiction				664	678
Young adult audiobooks				295	286
Children's fiction				30,514	30,563
Children's non-fiction				15,416	14,345
Children's audiobooks				1,528	1,423
Children's video				1,055	766
OverDrive - UHLS Shared				161,068	175,342
e-magazines				5,934	6,548
Electronic (games, ereaders)				398	369
Total				291,412	300,739
Library Programs	Feb-26	Feb-25	% change	2024-25	F-Y-T-D
Programs	92	85	8.2%	860	614
Program attendance	2,399	2,340	2.5%	24,760	15,800
Outreach Programs	0	4	-100.0%	71	33
Outreach Attendance	0	30	-100.0%	12,569	6,770
Circulation	Feb-26	Feb-25	% change	2024-25	F-Y-T-D
Adult fiction	12,639	12,978	-2.6%	151,877	110,110
Adult non-fiction	6,213	6,837	-9.1%	75,666	52,391
Adult audio	6,174	6,074	1.6%	70,190	52,849
Adult video	4,608	5,522	-16.6%	58,933	41,336
Magazines	4,568	2,877	58.8%	29,371	31,187
Young adult fiction	1,161	1,225	-5.2%	16,405	10,937
Young adult nonfiction	76	82	-7.3%	1,049	891
Young adult audiobooks	271	258	5.0%	3,129	2,259
Children's fiction	11,153	11,776	-5.3%	135,923	92,652
Children's non-fiction	3,071	3,195	-3.9%	34,053	24,243
Children's audiobooks	1,228	1,385	-11.3%	15,159	10,477
Children's video	288	269	7.1%	4,398	2,551
Electronic (games, ereaders)	522	511	2.2%	6,325	4,117
Total	51,972	52,989	-1.9%	602,478	436,000
Interlibrary Loan	Feb-26	Feb-25	% change	2024-25	F-Y-T-D
Borrowed from others	5,115	5,335	-4.1%	62,096	45,593
Loaned to others	4,206	4,463	-5.8%	52,037	34,585
Miscellaneous	Feb-26	Feb-25	% change	2024-25	F-Y-T-D
Visits to our home page	75,321	60,484	24.5%	361,097	425,658
Public use of meeting rooms	32	35	-8.6%	376	210
Public meeting attendance	384	379	1.3%	3,973	2,386
Staff use & library programs	82	67	22.4%	757	580
Study room sessions	412	365	12.9%	4,767	3,567
Tech room/ Studio use	5	10	-50.0%	85	37
Door count	19,032	17,705	7.5%	209,786	150,925
Registered BPL borrowers	102	103	-1.0%	1,187	867
Computer signups	1,518	1,303	16.5%	14,914	11,076
Museum Pass use	97	105	-7.6%	1,365	1,193
E-book use	6,035	6,623	-8.9%	72,557	50,660
E-audiobook use	6,144	5,839	5.2%	65,776	51,665
E-periodical use	4,354	2,681	62.4%	27,000	29,397
Streaming video use	1,633	1,801	-9.3%	19,281	14,612
BCSD use via Overdrive	322	255	26.3%	2,654	1,788
Equipment	564	333	69.4%	4,304	4,933
Wireless Use	7,353	7,769	-5.4%	106,181	70,070

Hi Geoff,

I hope all is well. I'm reaching out once more regarding our previous request on behalf of our client, . I've attached a copy of the previous email request for reference. We appreciate the time and consideration the Board of Trustees has already given regarding the outdated article shared in the following library pdf link:

We certainly understand the importance of preserving historical records. However, maintaining an accurate historical record necessarily requires that archived material correspond to — and remain consistent with — the content as maintained by the original publisher. When an archive preserves a version of an article that no longer reflects the version published by the news source itself, the result is not preservation of history, but rather the continued circulation of material that is outdated, uncorrected, and no longer verifiable through the originating publication.

News organizations have an ethical duty to ensure accuracy not only at the time of publication, but throughout the life of a story. Many outlets, including Spotlight News, follow the Society of Professional Journalists' Code of Ethics, which emphasizes that journalists should take responsibility for the accuracy of their work, gather and update information as stories develop, correct errors, and show compassion for those who may be affected by news coverage — particularly when dealing with juveniles or individuals whose matters were later dismissed.

In this case, Spotlight News redacted 's name from the article because he was 17 years old at the time — a juvenile afforded privacy protections — and because the matter ultimately resulted in dismissal and record sealing. The PDF currently hosted in the archive reflects an earlier, uncorrected version of the article. By continuing to display that version, the archive is disseminating content that the publisher itself determined should be modified. That divergence renders the archived version inaccurate in its present context and inconsistent with the publisher's ethical corrections.

Importantly, Spotlight News has now gone even further and unpublished the article entirely. Here is the link to the now deleted article:

At this stage, the library archive is hosting content that the original publisher no longer makes available. We respectfully submit that aligning the archive with the current status of the article as maintained by its owner would better serve the principles of accuracy, integrity, and responsible stewardship of information.

We are not asking that history be rewritten. Rather, we are asking that the archive reflect the actions of the original publisher — the entity that owns the content and bears responsibility for its ethical maintenance.

We remain grateful for your continued consideration and would respectfully ask the Board to revisit this issue in light of these additional developments. Please let us know if we can provide any further documentation or clarification.

Thank you again for your time and professionalism.

Bethlehem Public Library
Draft Budget
2026-2027

	2024-2025 Budget	2024-2025 Actual Results	2025-2026 Budget	6 Months Actual	2026-2027 Proposed Budget	Increase (Decrease)	% Change	Notes
EXPENSES								
Salaries & Benefits								
-150 Librarians	\$1,252,089	\$1,315,978	\$1,378,299	\$709,314	\$1,444,929	\$66,630	4.83%	2% turnover allow. Included
-160 Support Staff	\$1,226,399	\$1,131,414	\$1,206,163	\$579,949	\$1,262,725	\$56,562	4.69%	1% turnover allow. Included
-170 Custodians	\$188,505	\$195,048	\$199,452	\$101,660	\$221,311	\$21,859	10.96%	\$9k custodial services misclassified last year as staff
-200 Retirement	\$324,242	\$340,507	\$376,102	\$390,285	\$448,656	\$72,554	19.29%	Cost estimate received from NYS Comptroller
-210 Soc Sec/Medicare	\$206,465	\$194,525	\$212,694	\$104,535	\$223,890	\$11,196	5.26%	Proportional change
-220 Worker's Comp	\$20,000	\$12,581	\$20,000	\$24,249	\$24,000	\$4,000	20.00%	Estimated
-230 Unemp. Insurance	\$10,000	\$0	\$5,000	\$0	\$5,000	\$0	0.00%	Estimated
-240 Health Insurance	\$398,000	\$394,912	\$430,000	\$206,648	\$562,500	\$132,500	30.81%	Assumes 15% increase @1/1/2027, includes budget correction for FY26
-250 Disability Insurance	\$2,500	\$1,493	\$2,500	\$2,195	\$2,500	\$0	0.00%	
Total-Salaries & Benefits	\$3,628,200	\$3,586,458	\$3,830,210	\$2,118,835	\$4,195,511	\$365,301	9.54%	Overall increase in salaries is 5.2%
Library Materials								
-300 Books	\$171,000	\$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)	\$20,000	\$20,126	\$15,000	\$6,922	\$11,500	(\$3,500)	-23.33%	Continued shift to downloadable audio books
-307 E-collections	\$201,000	\$235,558	\$201,000	\$90,744	\$210,000	\$9,000	4.48%	Increase in downloadable and streaming materials
-310 Electronic Resources	\$31,000	\$36,842	\$50,000	\$0	\$45,000	(\$5,000)	-10.00%	Adjustment based on prior year spending
-313 Periodicals	\$18,000	\$11,860	\$14,000	\$4,077	\$14,000	\$0	0.00%	
-350 Children's Books	\$85,000	\$71,318	\$85,000	\$23,847	\$80,000	(\$5,000)	-5.88%	Adjustment based on prior year spending
-355 Children's Audio Books	\$4,500	\$4,317	\$4,500	\$1,052	\$2,500	(\$2,000)	-44.44%	Continued shift to downloadable audio books
-356 Children's Media	\$2,500	\$1,195	\$0	\$0	\$0	\$0	0.00%	
-370 Special Collections	\$20,000	\$20,313	\$20,000	\$11,867	\$18,000	(\$2,000)	-10.00%	Adjustment based on current spending
-380 Media	\$22,000	\$17,009	\$20,000	\$5,870	\$15,000	(\$5,000)	-25.00%	Decreased demand due to streaming, purchasing fewer extra DVD copies
Total-Materials	\$575,000	\$574,784	\$580,500	\$202,994	\$561,000	(\$19,500)	-3.36%	
Operations								
-400 Photocopiers/Supplies	\$15,000	\$17,280	\$14,000	\$6,303	\$15,000	\$1,000	7.14%	Increased costs
-401 Office Supplies & Expense	\$20,000	\$12,631	\$17,000	\$5,745	\$16,000	(\$1,000)	-5.88%	Estimate based on prior year
-402 Custodial Supplies	\$20,000	\$23,236	\$22,000	\$8,912	\$23,000	\$1,000	4.55%	Increased costs
-403 Postage	\$22,000	\$19,518	\$22,000	\$8,866	\$22,000	\$0	0.00%	
-404 Printing & Marketing	\$43,200	\$43,715	\$35,000	\$6,571	\$39,000	\$4,000	11.43%	Increased paper costs, includes 2 staff tee shirt purchases
-405 Van Operation	\$4,000	\$979	\$2,500	\$250	\$2,500	\$0	0.00%	Planned van maintenance
-420 Gas & Electric	\$75,000	\$75,593	\$65,000	\$39,824	\$85,000	\$20,000	30.77%	Electricity cost increases
-421 Telecomm & Cloud Services	\$24,000	\$23,477	\$25,000	\$12,736	\$25,000	\$0	0.00%	
-422 Water	\$3,000	\$2,417	\$3,000	\$2,214	\$3,000	\$0	0.00%	
-423 Taxes-Sewer & Water	\$3,500	\$2,927	\$3,500	\$0	\$3,500	\$0	0.00%	
-430 Refund of Real Property Taxes	\$5,000	\$4,557	\$5,000	\$119	\$5,000	\$0	0.00%	Usually a result of an error on Star credit
-450 Professional Services	\$40,000	\$6,572	\$30,000	\$4,320	\$15,500	(\$14,500)	-48.33%	Fewer legal services anticipated
-451 Contractual Services	\$50,000	\$49,275	\$50,000	\$2,754	\$52,000	\$2,000	4.00%	Includes HVAC, plowing, and elevator maintenance contracts
-452 Insurance	\$35,000	\$30,881	\$36,000	\$39,127	\$41,000	\$5,000	13.89%	Projecting an increase in rates
-453 Bank Fees	\$1,700	\$6,510	\$2,500	\$3,635	\$5,000	\$2,500	100.00%	Credit card processing fees, bank fees on checking account
-454 Conferences & Training	\$3,500	\$6,681	\$10,000	\$3,658	\$8,000	(\$2,000)	-20.00%	Includes staff development day
-455 Memberships	\$3,000	\$3,648	\$3,000	\$515	\$3,000	\$0	0.00%	
-456 Special Programs	\$42,000	\$27,196	\$45,000	\$15,755	\$40,000	(\$5,000)	-11.11%	Adjusted based on spending
-460 Furniture & Equipment	\$30,000	\$29,260	\$30,000	\$6,497	\$30,000	\$0	0.00%	
-461 IT Hardware & Software	\$50,000	\$51,262	\$55,000	\$13,373	\$55,000	\$0	0.00%	Upgrades to hardware and replacements as needed, software
-462 Building & Grounds Repairs	\$40,000	\$27,029	\$40,000	\$6,988	\$35,000	(\$5,000)	-12.50%	Carpet cleaning, seal coat, bulbs, supplies
-463 Equipment/Furniture Repairs	\$3,000	\$4,419	\$4,000	\$1,764	\$4,000	\$0	0.00%	Maintenance equipment repairs

Bethlehem Public Library
Draft Budget
2026-2027

	2024-2025 Budget	2024-2025 Actual Results	2025-2026 Budget	6 Months Actual	2026-2027 Proposed Budget	Increase (Decrease)	% Change	Notes
-464 Miscellaneous	\$6,500	\$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	\$25,000	\$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	\$22,000	\$20,065	\$22,000	\$20,328	\$22,000	\$0	0.00%	
485 UHLAN Fees & Services	\$57,500	\$58,496	\$60,000	\$29,406	\$63,300	\$3,300	5.50%	Planned increase in library system fees
-490 Capital Expenditures	\$100,000	\$29,937	\$100,000	\$30,655	\$100,000	\$0	0.00%	Upgrades and building needs
-495 Contingency	\$35,000	\$0	\$25,000	\$0	\$0	(\$25,000)	-100.00%	Remove
Total-Operations	\$778,900	\$609,577	\$758,000	\$297,941	\$745,300	(\$12,700)	-1.68%	
TOTAL EXPENSES	\$4,982,100	\$4,770,819	\$5,168,710	\$2,619,770	\$5,501,811	\$333,101	6.44%	
INCOME								
PILOT	\$239,000	\$277,968	\$225,000	\$234,291	\$179,360	(\$45,640)	-20.28%	Estimate received from BCSD
State Aid	\$26,000	\$26,362	\$26,500	\$24,290	\$26,500	\$0	0.00%	Estimated state aid
Interest	\$90,000	\$172,411	\$121,500	\$67,909	\$125,000	\$3,500	2.88%	Interest rates expected to moderate
Fines	\$3,000	\$2,478	\$3,000	\$1,593	\$3,000	\$0	0.00%	Fines for musuem passes and library of things
Photocopiers	\$8,000	\$13,317	\$10,500	\$7,571	\$13,000	\$2,500	23.81%	Photocopier charges
Lost book payments	\$8,500	\$11,986	\$11,500	\$5,718	\$11,500	\$0	0.00%	Charges for lost or damaged items
Friends contributions	\$7,000	\$7,623	\$10,000	\$8,091	\$10,000	\$0	0.00%	
Gifts and donations	\$8,000	\$8,031	\$10,000	\$8,611	\$10,000	\$0	0.00%	Estimate based on past experience
Grants	\$0	\$6,420	\$0	\$500	\$0	\$0	0.00%	
Miscellaneous	\$500	\$758	\$800	\$945	\$1,000	\$200	25.00%	Nonresident library card fees, room rentals, misc other
Carryover of additional pilot	\$0	\$0	\$38,000	\$0	\$0	(\$38,000)	0.00%	
Use of fund balance					\$223,000	\$223,000		Needed to balance the budget
TOTAL INCOME	\$390,000	\$527,354	\$456,800	\$359,519	\$602,360	\$145,560	31.87%	
Total Expenses	\$4,982,100	\$4,770,819	\$5,168,710	\$2,619,770	\$5,501,811	\$333,101	6.44%	
Total Income	\$390,000	\$527,354	\$456,800	\$359,519	\$602,360	\$145,560	31.87%	
Total Levy (expenses less income)	\$4,592,100	\$4,591,904	\$4,711,910	\$2,260,251	\$4,899,451	\$187,541	3.98%	
Actual expenses less income		\$4,243,465						
Surplus		\$348,439						
NYS Cap Limit- official	\$4,599,930		\$4,721,910		\$4,899,451		3.76%	
Unused Cap	\$7,830		\$10,000		\$0			

	2025-26	2026-27	Comments
Salaries and benefits			
Salaries	\$2,783,914	\$2,928,965	Contractual salary increases
Retirement	376,102	448,656	
Payroll taxes	212,694	223,890	
Health insurance	430,000	562,500	Includes a budget correction for current fiscal year; assumes a 15% increase in January 2027
Other insurance	\$27,500	\$31,500	
Total salaries and benefits	\$3,830,210	\$4,195,511	
Library materials	\$580,500	\$561,000	Adjusted to be more in line with actual spending
Operations			
Utilities	\$96,500	\$116,500	Adjusted based on current rates
Office supplies and expenses	55,500	58,000	
Printing and marketing	35,000	39,000	Paper cost increases
Custodial supplies	22,000	23,000	
Insurance	36,000	41,000	
Professional fees, dues and conferences	43,000	26,500	Fewer legal services anticipated
Special programs	45,000	40,000	
Building and equip. maint.	96,500	93,500	Contractual services, building/equipment repairs
Furniture and equipment	30,000	30,000	
IT/hardware and software	55,000	55,000	Upgrades to hardware and replacement as needed
Audit and online accounting services	47,000	48,000	Audit and actuarial and accounting system fees
Online catalog/circ. system	60,000	63,300	Planned increase in library system fees
Other	11,500	11,500	
Capital improvements/contingency	125,000	100,000	
Total operations	\$758,000	\$745,300	
TOTAL EXPENSES	\$5,168,710	\$5,501,811	
Income			
PILOT	\$225,000	\$179,360	
State aid	26,500	26,500	
Interest income	121,500	125,000	Interest for FY 2026 projected at \$135,000, rates anticipated to be slightly lower
Miscellaneous fees	25,800	28,500	
Friends contribution	10,000	10,000	
Gifts and donations	10,000	10,000	
Use of fund balance	38,000	223,000	
TOTAL INCOME	\$456,800	\$602,360	
EXPENSES	\$5,168,710	\$5,501,811	6.44% increase
Minus income	456,800	602,360	
Equals LEVY	\$4,711,910	\$4,899,451	3.98% increase — equals the state cap
Fund balance			
		\$1,300,000	Funds operations from July until taxes received in October
		2,333,318	Designated for capital expenditure and building needs and budget shortfalls
TOTAL FUND BALANCE		\$3,633,318	

Proposed levy increase: 3.98%

For additional financial information, please see the audited financial statements of Bethlehem Public Library online at www.bethlehempubliclibrary.org/about-us/board-of-trustees.



Building Committee 2025 Recap

Minutes from Building Committee meetings are available on the Board of Trustees page

April 1 Building Committee Meeting

<https://www.bethlehempubliclibrary.org/wp-content/uploads/2025/04/approved-building-committee-4.1.25.pdf>

DISCUSS LIBRARY BUILDING NEEDS The board discussed putting projects into different tiers in order to prioritize projects and whether it was better to handle projects one at a time or as part of a larger project.

Four projects were identified as either being higher priority to commence or needing further discussion. These are:

Highest priority

1. Hallway asbestos remediation. Likely to include remediation of roof drains but not the remediation of the high monitor ceiling.
2. Parking lot milling and repaving.

High priority but needs further discussion with the full board due to other aspects/complexities.

1. Carpet
2. House

April 22 Building Committee Meeting

<https://www.bethpl.org/wp-content/uploads/2025/05/approved-building-committee-4.22.25.pdf>

Building project discussions

The committee discussed further building projects, associated costs, and order of projects. After the completion of the boiler the committee decided to recommend that the following projects be pursued in this order:

- Boiler – already in progress
- House demolition and parking lot repaving
- Asbestos abatement of the hallway popcorn ceiling and roof drains

Carpet replacement was recommended to be pursued further in the future when the total amount of reserves was better able to be estimated after the previous projects.