



**Board of Trustees Meeting
Monday February 10, 2025 6:00 pm
Board Room**

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

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

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

Agenda

- **Call to order**
- **Public participation**
- **Review of previous meeting minutes (p. 2, p. 3-6)**
- **Financial report (p. 7-16)**
 - **Treasurer's update (p. 7)**
- **Personnel report**
 - **Personnel actions (p. 17)**
- **Director's report (p. 18-24)**
- **UHLS report**
- **New business**
 - **Draft budget 2025-26 (p. 25-26)**
 - **Boiler replacement engineer RFP**
 - **Other new business**
- **Old business**
 - **Building Committee – update**
 - **Policy Committee – update**
 - **Other old business**
- **Future business**
- **Public participation**
- **Adjournment**
 - **Next board meeting: March 10, 2025 6:00 pm**
 - **Next Friends of the Library meeting: March 10, 2025 6:30 pm**

MINUTES OF THE BOARD OF TRUSTEES BUILDING COMMITTEE MEETING
BETHLEHEM PUBLIC LIBRARY (STORY HOUR ROOM) **DRAFT**
Monday January 27, 2024

PRESENT: Caroline Brancatella
Mark Kissinger
Sarah Patterson
Gail Sacco
Lisa Scoons
Michelle Walsh

Geoffrey Kirkpatrick, director

EXCUSED: Laura DiBetta

GUESTS: Phil Berardi, Assistant director/head of Circulation and Technical Services
Chris McGinty, Assistant Director of Public Services
Kevin Coffey, Building and Grounds Supervisor
Dan Barker, Librarian III/YS Department Head
Robert McDonnell
Oliver Holmes

President M. Kissinger called the meeting to order at 6pm.

NEW BUSINESS

Discuss library building needs

G. Kirkpatrick presented a list of building maintenance issues to the board. Each item on the list was discussed in detail.

The committee expressed interest in further exploring replacing the boiler. Consensus of the committee was to discuss this issue at the February board meeting.

The committee is interested in having firmer prices for the items on the list where possible to help with the prioritization process.

Other new business

There was no other new business discussed.

ADJOURNMENT

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**
Monday January 13, 2024

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

Geoffrey Kirkpatrick, director
Kristen Roberts, public information specialist

EXCUSED:

GUESTS: Phil Berardi, assistant director/head of Circulation and Technical Services
Tanya Choppy, accounts clerk
Jennifer Crawford, confidential secretary
Tracey McShane
Anne Moore
Rick Bird
Jessica Ross
Bonnie Goldsmith
Robert McDonnell
Oliver Holmes
Jim Moshier

President M. Kissinger called the meeting to order at 6:02pm.

PUBLIC PARTICPATION

There was no public participation at this time.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by S. Patterson with a SECOND by C. Brancatella, the board unanimously approved the minutes from the Monday December 9 regular board meeting.

FINANCIAL REPORT

Treasurer's update

G. Sacco said she wanted to confirm that part of the fund balance is there to cover expenses from the end of the fiscal year in June until the library receives the money from tax payments in the fall.

S. Whiting said a finance committee meeting will be set up shortly before the February board meeting to discuss the 2025-2026 budget proposal.

M. Kissinger asked about the \$2,926.60 payment to the Town of Bethlehem. T. Choppy said that represents the library's share of special district taxes.

On a MOTION by G. Sacco with a SECOND by L. DiBetta, the board unanimously approved the Financial Statement dated 31 December 2024 (Checks disbursed in December 2024 based on pre-approval \$45,509.39; Checks disbursed in December 2024 relating to payroll \$237,097.77; Checks being submitted for approval \$55,490.33; CapProject Fund Checks \$75,332.55; Total: \$413,430.04).

PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick said the library would be filling the previously approved part-time clerk position but the other open positions were currently on hold.

PERSONNEL ACTIONS

There were no personnel actions requested.

DIRECTOR'S REPORT

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

- The window in the Children's Place has been replaced. The old window was not tempered glass but the new one is. The external entrance door was fixed on Friday.
- The new online system for museum passes has been implemented and patrons have adapted to the platform quickly.
- M. Kissinger noted that the addition of the Zoomax reader and Spanish and Chinese welcome emails ties in with the library's long-range plan goals for increased accessibility.
- G. Kirkpatrick said the Library Consortium author talks continue to be popular and allow the library to connect with more authors of national note. This will be the third year that the library has subscribed to this service. G. Sacco said that many of the talks had coincided with what her book group was reading and that she also like that there are YA and children's authors included in the lineup.
- G. Kirkpatrick thanked staff for their work on the day of the vote for directing the crowds and keeping people out of the cold. He noted that the door count for December was especially high because of the vote.
- M. Walsh said she was glad to see the addition of a second public copier. She also said that she had seen a social media conversation directing someone to the fax machine in the library.
- C. Brancatella thanked G. Kirkpatrick and the staff for making the time to participate in the town holiday events.
- M. Kissinger asked about the 68% increase in registered borrowers in the month of December. G. Kirkpatrick said that might be due to the number of card signups on election day.

UHLS REPORT

L. Scoons said Advocacy Day would take place Feb 5. She said the job posting for UHLS Executive Director was up, and they had received two applications so far. She also noted that there are two new board members from Albany and Troy.

NEW BUSINESS

Assemblyman Scott Bendett Special Legislative Grant

G. Kirkpatrick said the Assemblyman Scott Bendett recently gave the library \$1,546, which was a portion of a \$20,000 legislative grant that was divided equally among the libraries in his district. S. Whiting said it shows up under the budget line that says “grants.” M. Kissinger thanked the assemblyman for looking out for libraries. G. Kirkpatrick said that the money could potentially be used to fund one of the Thursdays in the Park performances or a children’s performer. He also said it could be used to replace some of the play equipment in the Children’s Place.

M. Walsh said that while the repairs that were part of the building proposal are well beyond that price point, she was interested in if that money could be used for some kind of needed repair. G. Kirkpatrick said it could go toward the window replacement in the Children’s Place or the front door repair. G. Sacco asked if there was an area that could use new furnishings. She said she would like to see the money go toward something visible and durable.

C. Brancatella said that if it went toward a performance, the library could invite the assemblyman to attend. She also asked if it could be set aside to replace play equipment as needed.

On a MOTION by C. Brancatella with a SECOND by L. Scoons, the board unanimously voted to set aside the grant money to be put toward the next necessary repair and report on it at the following board meeting.

C. Brancatella said that, despite the allocation of the grant money for repairs, the toys in the Children’s Place will still be replaced as needed.

Director review update

S. Patterson said that the process would have normally begun in December, which means turnaround times for responses might be a little quicker than in the past. She said the personnel committee would be using some of the same forms as had been used in the past. G. Sacco said that it was her understanding that they would not be doing a staff survey, but G. Kirkpatrick would be doing a self-evaluation.

Next steps – post bond vote

M. Kissinger said that based on feedback following the bond vote, he felt that the next step in the building committee discussion would be to prioritize repairs from urgent to less urgent and put together a summary of the cost and scope of those projects to bring back to the full board for discussion at the March meeting.

C. Brancatella agreed and said the board needs to be clear with public that there will not be a quick turnaround to another bond vote, and there was a good chance that it wouldn’t happen in 2025. She said it would be a good idea to work out when a bond vote would take place and create a month-by-month action plan that also identifies public outreach opportunities. She said it is important to define the effort that goes into each step to the public.

L. DiBetta said she has heard from a number of people who are very interested in helping with the outreach and communications piece.

M. Walsh asked G. Kirkpatrick to outline why a May 2025 vote would be impossible. G. Kirkpatrick said that the vote would need a public notice 45 days before the election date, and in order to do that, a proposal would need to be ready for the School Boards April 2 meeting. He said it would be impossible to get a plan ready and complete the SEQR process on that timeline.

L. Scoons asked on the status of the relationship with Ashley McGraw. G. Kirkpatrick said the contract is done, but there are still some final invoices to be delivered. G. Sacco said there may be some aspects of the previous design that would be useful going forward. G. Kirkpatrick said the library has received all of the design documents from them at this time. He said the board will need to decide if that is the firm they want to move forward with on a future plan.

C. Brancatella asked what the timeframe would be if the board decides to conduct another RFP for architect services. G. Kirkpatrick said it would amount to a couple of months at the earliest.

L. DiBetta asked if there were any necessary repairs that would not require outside expertise. G. Kirkpatrick said that almost everything done would require the full SED review process and architect's design, including asbestos removal and boiler replacement.

C. Brancatella said that part of the communication to the public should include details of the bond process because there seems to be a mistaken impression about the soft costs involved and why those things are important. G. Sacco also noted that the library is required to pay prevailing wage.

S. Patterson said the library had received a lot of feedback throughout the design process and should look at where that feedback is coming from.

L. DiBetta said that it is important to understand how much the public would be willing to pay for the things they would like to see as improvements.

C. Brancatella said she would like to thank the public for coming out to vote, and it was so nice to see so many people come to the library to have their voices heard. She encouraged the public to engage with the library as they restart the discussion.

M. Kissinger suggested the board members set up a time before the next regular meeting to meet as a building committee to talk about repairs and prioritization.

G. Sacco thanked the Friends of Library for supporting the bond effort.

Other new business

There was a discussion about continuing trustee office hours on a monthly basis. A sign-up schedule will be sent out for trustees to volunteer.

OLD BUSINESS

L. Scoons said the Policy Committee will be reviewing the meeting room policy and staff handbook. G. Kirkpatrick said that he has a report from staff on the meeting room policy implementation and some comments from the public that he will share.

FUTURE BUSINESS

There was no future business at this time.

PUBLIC PARTICIPATION

Five members of the public 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 C. Brancatella, the board unanimously voted to adjourn the regular meeting at 7:15pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report

February 10, 2025

Revenue and Expense Report

Revenue is stable. We expect to receive the final payment of real property taxes in April. Total expenses are 3% underbudget, compared to about 5% under at this time last year. Salaries are roughly on budget since we are fully staffed.

Investments

The \$2 million three-month CD came due at the end of January. We re-invested \$1 million in a three-month CD at 4.01% and deposited the remaining \$1 million in our money market account for operations. This account earns interest at a lower rate (currently 2.48%) that fluctuates monthly.

Budget

Included in the packet is the draft budget for FY 2025-2026. The projected levy limit increases by 7.51%. The larger than usual increase is due to the termination of the PSEG Pilot (you'll note that expected Pilot revenue decreases by \$229,000). Since this property will now be included on the tax rolls, the NYS cap limit increases by a corresponding amount. This does not necessarily mean that the tax rate for homeowners will increase by the same amount.

This budget does not include any new positions or significant adjustments to supplies and services. Salaries increase by 4.4% and overall salaries and benefits increase by 5.6%, due to increases in retirement and health insurance. The \$35,000 contingency has been eliminated to help balance the budget. We feel it is not needed since we have adequately budgeted for smaller emergencies that might occur.

Fund Balance

As of June 30, 2024, the fund balance is \$3,928,140. 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 1/31/25

	BALANCE					BALANCE
	12/31/2024	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	1/31/2025
TD Bank General Fund	303,943.52	5,924.47	(174,424.74)	(438.09)	105,287.98	240,293.14
TD Bank Payroll	0.00		(144,712.02)	-	144,712.02	0.00
TD Bank Money Market	1,607,576.65	-		3,035.45	721,778.75	2,332,390.85
TD Bank Treasury Bill	1,116,123.09		-	4,040.74	-	1,120,163.83
TD Bank Capital Project Fund	35,257.05	400.00	(75,332.55)		50,000.00	10,324.50
TD Bank 3 mo. CD Closed 1/28/25	2,015,219.62			6,559.13	(2,021,778.75)	0.00
TD Bank 4 mo. CD Opened 1/28/25	-			439.45	1,000,000.00	1,000,439.45
TD Bank 6 mo. CD Opened 10/29/24	1,007,297.90			3,610.27	-	1,010,908.17
Key Bank Checking	6,642.60	2,400.74	(322.30)		-	8,721.04
TOTAL:	6,092,060.43	8,725.21	(394,791.61)	17,246.95	-	5,723,240.98

Checks outstanding greater than 90 days old:

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

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

7 MONTHS ENDED 1/31/25

FISCAL YEAR 2024-2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 7 MO. ENDED 1/31/2025	Percent YTD 1/31/2025	ANNUAL BUDGET 2023-2024	YTD PRIOR 7 MO. ENDED 1/31/2024	Percent YTD 1/31/2024
Real Property Taxes	4,592,100	4,407,316	96.0%	4,401,969	4,300,000	97.7%
PILOT	239,000	240,049	100.4%	241,523	239,259	99.1%
Fines	3,000	1,591	53.0%	3,000	1,503	50.1%
Interest on Deposits	90,000	76,164	84.6%	35,000	91,505	261.4%
Lost Book Payments	8,500	7,286	85.7%	7,500	7,543	100.6%
Friends of BPL Contributions	7,000	6,365	90.9%	-	7,903	0.0%
Gifts and Donations	8,000	11,268	140.9%	4,000	18,471	461.8%
Photocopier	8,000	7,518	94.0%	7,000	6,367	91.0%
State Aid	26,000	26,362	101.4%	26,000	22,830	87.8%
Grants	-	5,920	0.0%	-	-	0.0%
Miscellaneous Income	500	383	76.7%	-	516	0.0%
Total Revenue	4,982,100	4,790,224	96.1%	4,725,992	4,695,897	99.4%
EXPENSES						
Salaries	2,666,993	1,533,102	57.5%	2,547,087	1,412,802	55.5%
Retirement	324,242	323,915	99.9%	280,440	263,799	94.1%
Health Insurance	398,000	213,572	53.7%	372,300	201,269	54.1%
Other Benefits	238,965	130,589	54.6%	227,365	131,313	57.8%
Subtotal Salaries & Benefits	3,628,200	2,201,178	60.7%	3,427,192	2,009,183	58.6%
Library Materials - Print	294,000	136,747	46.5%	292,000	150,319	51.5%
Library Materials - Electronic & Audio	281,000	125,511	44.7%	283,000	131,361	46.4%
Subtotal Library Material	575,000	262,257	45.6%	575,000	281,680	49.0%
Operations	643,900	298,918	46.4%	605,800	318,430	52.6%
Capital Expenditures	100,000	-	0.0%	100,000	11,023	11.0%
Contingency	35,000	-		35,000	-	
Total Expenses	4,982,100	2,762,353	55.4%	4,742,992	2,620,316	55.2%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

7 MONTHS ENDED 1/31/25

FISCAL YEAR 2024 - 2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 7 MO. ENDED 1/31/2025	Percent YTD 1/31/2025	ANNUAL BUDGET 2023-2024	YTD PRIOR 7 MO. ENDED 1/31/2024	Percent YTD 1/31/2024
Salaries & Benefits						
Salaries-Librarians	1,252,089	766,503	61.2%	1,178,184	709,597	60.2%
Salaries-Support Staff	1,226,399	653,895	53.3%	1,190,063	599,213	50.4%
Salaries-Custodians	188,505	112,704	59.8%	178,840	103,992	58.1%
Subtotal Salaries	2,666,993	1,533,102	57.5%	2,547,087	1,412,802	55.5%
Retirement	324,242	323,915	99.9%	280,440	263,799	94.1%
Health Ins.	398,000	213,572	53.7%	372,300	201,269	54.1%
SocSec/Medicare	206,465	113,094	54.8%	194,865	104,721	53.7%
Worker's Comp.	20,000	16,002	80.0%	20,000	14,829	74.1%
Unemployment	10,000	-	0.0%	10,000	11,083	110.8%
Disability Ins.	2,500	1,493	59.7%	2,500	679	27.1%
Subtotal Salaries & Benefits	3,628,200	2,201,178	60.7%	3,427,192	2,009,183	58.6%
Library Materials						
Adult books	171,000	82,228	48.1%	171,000	96,770	56.6%
Periodicals	18,000	11,546	64.1%	21,000	7,988	38.0%
YS Books	85,000	35,172	41.4%	85,000	34,740	40.9%
Special Collections	20,000	7,801	39.0%	15,000	10,820	72.1%
Subtotal Print Materials	294,000	136,747	46.5%	292,000	150,319	51.5%
Audiobooks	20,000	12,233	61.2%	20,000	11,497	57.5%
E-Collections	201,000	85,676	42.6%	196,000	81,832	41.8%
Electronic Resources	31,000	16,252	52.4%	31,000	22,909	73.9%
YS Audiobooks	4,500	1,758	39.1%	4,000	2,047	51.2%
YS Media	2,500	322	12.9%	2,000	1,069	53.5%
AS Media	22,000	9,270	42.1%	30,000	12,007	40.0%
Subtotal Electronic & Audio	281,000	125,511	44.7%	283,000	131,361	46.4%
Subtotal Library Materials	575,000	262,257	45.6%	575,000	281,680	49.0%
Operations						
Copiers and supplies	15,000	7,630	50.9%	15,000	5,483	36.6%
Office supplies	20,000	6,879	34.4%	20,000	6,582	32.9%
Custodial supplies	20,000	12,510	62.6%	20,000	10,118	50.6%
Postage	22,000	12,213	55.5%	22,000	9,787	44.5%
Printing & Marketing	43,200	17,980	41.6%	35,000	18,571	53.1%
Van lease & oper.	4,000	173	4.3%	4,000	1,159	29.0%
Gas and Electric	75,000	35,483	47.3%	75,000	39,081	52.1%
Telecom & Cloud Svcs	24,000	13,195	55.0%	24,000	13,301	55.4%
Water	3,000	1,309	43.6%	3,000	1,498	49.9%
Taxes-sewer & water	3,500	2,927	83.6%	3,400	2,871	84.4%
Refund property taxes	5,000	3,407	68.1%	5,000	1,072	21.4%
Prof. Services	40,000	5,077	12.7%	30,000	17,350	57.8%
Contract Services	50,000	12,198	24.4%	50,000	8,524	17.0%
Insurance	35,000	33,451	95.6%	30,000	32,387	108.0%
Bank Fees	1,700	3,226	189.8%	1,400	848	60.6%
Travel/Conference	3,500	3,654	104.4%	3,500	3,445	98.4%
Memberships	3,000	520	17.3%	3,000	545	18.2%
Special Programs	42,000	12,085	28.8%	35,000	26,869	76.8%
Furniture & Equipment	30,000	17,178	57.3%	30,000	9,646	32.2%
IT Hardware & Software	50,000	9,308	18.6%	50,000	26,914	53.8%
Bld & Grnd. Repair	40,000	5,711	14.3%	40,000	10,575	26.4%
Furn/Equip Repair	3,000	3,700	123.3%	2,000	2,870	143.5%
Miscellaneous	6,500	5,622	86.5%	6,500	3,593	55.3%
Audit Service	25,000	25,750	103.0%	24,000	19,250	80.2%
Accounting Service	22,000	19,723	89.7%	20,000	19,419	97.1%
UHLAN fees	57,500	28,006	48.7%	54,000	26,672	49.4%
Subtotal Operations	643,900	298,918	46.4%	605,800	318,430	52.6%
Capital Expenditures	100,000	-	0.0%	100,000	11,023	11.0%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,982,100	2,762,353	55.4%	4,742,992	2,620,316	55.2%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN JANUARY 2025 BASED ON PRE-APPROVAL	\$	53,510.36
CHECKS DISBURSED IN JANUARY 2025 RELATING TO PAYROLL	\$	210,136.07
CHECKS BEING SUBMITTED FOR APPROVAL	\$	76,535.48
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	224,610.89

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 25: PREAPPROVED DISB - (JAN 25) For Dates 1/1/2025 - 1/31/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42526	01/06/2025	1424	AFLAC NEW YORK		220.04
42527	01/06/2025	1831	CDPHP UNIVERSAL BENEFITS, INC.		36,038.19
42528	01/06/2025	2395	CSEA EMPLOYEE BENEFIT FUND		162.12
42529	01/06/2025	2386	GEOFF HOFFMAN	250360	324.00
42530	01/06/2025	2383	MARK POLI	250351	350.00
42531	01/06/2025	720	MVP HEALTH PLAN, INC.		7,885.08
42532	01/06/2025	1570	NATIONAL GRID		5,431.60
42533	01/06/2025	2061	UNITED HEALTHCARE INSURANCE CO		169.95
42534	01/06/2025	1607	VERIZON BUSINESS FIOS	250018	169.79
42535	01/06/2025	1607	VERIZON BUSINESS FIOS	250018	89.00
42536	01/06/2025	1607	VERIZON BUSINESS FIOS	250018	199.99
42537	01/06/2025	1607	VERIZON BUSINESS FIOS	250018	124.99
42538	01/06/2025	1607	VERIZON BUSINESS FIOS	250018	169.79
42589	01/27/2025	2426	JPMORGAN CHASE BANK NA	*See Detail Report	2,175.82

Number of Transactions: 14

Warrant Total: 53,510.36
Vendor Portion: 53,510.36

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

Certification of Warrant

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

 Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 26: TRUST & AGENCY (JAN 25) For Dates 1/1/2025 - 1/31/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42525	01/10/2025	712	CIVIL SERVICE EMPL ASSOC INC.		990.06
42588	01/24/2025	712	CIVIL SERVICE EMPL ASSOC INC.		990.06
100961	01/10/2025	709	BPL SPECIAL PAYROLL ACCOUNT		72,161.12
100962	01/10/2025	710	NYS INCOME TAX BUREAU		4,164.71
100963	01/10/2025	1946	IRS - PAYROLL TAX PMT		22,707.57
100964	01/10/2025	2003	NEW YORK STATE DEFERRED		2,863.25
100965	01/24/2025	709	BPL SPECIAL PAYROLL ACCOUNT		72,550.90
100966	01/24/2025	710	NYS INCOME TAX BUREAU		4,156.52
100967	01/24/2025	730	NYS EMPLOYEES RETIREMENT SYSTE		4,050.37
100968	01/24/2025	1946	IRS - PAYROLL TAX PMT		22,741.37
100969	01/24/2025	2003	NEW YORK STATE DEFERRED		2,760.14
Number of Transactions: 11				Warrant Total:	210,136.07
				Vendor Portion:	210,136.07

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 - 30: BILL SCH (FEB 25) For Dates 2/11/2025 - 2/11/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42600	02/11/2025	30	ALBANY PUBLIC LIBRARY-MAIN BR	250373	32.00
42601	02/11/2025	2420	AMAZON CAPITAL SERVICES INC	250379	1,637.94
42602	02/11/2025	2457	AQUATIC ALLIES	250001	167.96
42603	02/11/2025	77	BAKER & TAYLOR , INC.	*See Detail Report	12,951.86
42604	02/11/2025	1186	BAKER AND TAYLOR ENTERTAINMENT	*See Detail Report	404.30
42605	02/11/2025	1681	BERNE PUBLIC LIBRARY	250414	29.95
42606	02/11/2025	719	BETHLEHEM CENTRAL SCHOOL DIST	*See Detail Report	1,149.79
42607	02/11/2025	89	BETHLEHEM CHAMBER OF COMMERCE	250406	850.00
42608	02/11/2025	1771	CLCD, LLC	250380	1,229.25
42609	02/11/2025	2428	DANIEL MAY	250274	40.00
42610	02/11/2025	1220	DEMCO, INC	250405	178.29
42611	02/11/2025	1463	EAST GREENBUSH COMM LIBRARY	250412	14.95
42612	02/11/2025	1991	EASTERN MANAGED PRINT NETWORK LLC	250005	744.55
42613	02/11/2025	1986	FIRSTLIGHT FIBER	250006	190.34
42614	02/11/2025	2361	FUN EXPRESS, LLC	250377	59.32
42615	02/11/2025	1576	MARSHALL & STERLING EMPLOYEE BENEFITS	250391	3,535.40
42616	02/11/2025	1024	MIDWEST TAPE LLC	*See Detail Report	657.27
42617	02/11/2025	2513	MUSICIANS OF MA'ALWYCK, INC.	250369	450.00
42618	02/11/2025	2148	NORTHEAST PEST CONTROL	250004	199.00
42619	02/11/2025	2088	NYSID	250402	50.15
42620	02/11/2025	1490	REPEAT BUSINESS	250150	130.13
42621	02/11/2025	1951	S & S WORLDWIDE INC.	250378	105.07
42622	02/11/2025	2512	SCHOHARIE CROSSING STATE HISTORIC SITE	250348	30.00
42623	02/11/2025	2507	SCIENCE PLUS INC.	250265	400.00
42624	02/11/2025	2196	SONNY DAYE INC.	250403	425.00
42625	02/11/2025	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	656.39
42626	02/11/2025	2340	T-MOBILE	250017	930.16
42627	02/11/2025	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	250372	32.94
42628	02/11/2025	2344	ULINE, INC.	250397	92.07
42629	02/11/2025	2328	UNIFIRST CORPORATION	250009	101.32
42630	02/11/2025	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	45,444.46
42631	02/11/2025	638	VALUE LINE PUBLISHING LLC	250381	3,200.00
42632	02/11/2025	2258	VENTFORT HALL MUSEUM & GUILDED AGE MANSION	250409	125.00
42633	02/11/2025	1607	VERIZON BUSINESS FIOS	250018	89.00
42634	02/11/2025	1968	VERIZON WIRELESS	250002	100.49
42635	02/11/2025	746	VOORHEESVILLE PUBLIC LIBRARY	250394	9.99
42636	02/11/2025	645	W W GRAINGER INC	250010	91.14
42637	02/11/2025	2305	WHITEMAN OSTERMAN & HANNA LLP	250398	21,908.50
42637	02/11/2025	2305	**VOID** WHITEMAN OSTERMAN & HANNA LLP	250398	-21,908.50

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 30: BILL SCH (FEB 25) For Dates 2/11/2025 - 2/11/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 39				Warrant Total:	76,535.48
				Vendor Portion:	76,535.48

*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 - 8: BILL SCH (FEB 25 H FUND) For Dates 2/11/2025 - 2/11/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1237	02/11/2025	2452	KENNEY GEOTECHNICAL ENGINEERING SERVICES PLLC	240527	2,300.00
1238	02/11/2025	2424	ASHLEY MCGRAW ARCHITECTS	*See Detail Report	200,402.39
1239	02/11/2025	2305	WHITEMAN OSTERMAN & HANNA LLP	250420	21,908.50
Number of Transactions: 3				Warrant Total:	224,610.89
				Vendor Portion:	224,610.89

*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

February 10, 2025 - Board of Trustee Meeting											
											17
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 PT	Circulation Services	11 hrs/wk	15 hrs/wk	\$18.19/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$18.19/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$15.50/hour	M. Mitchel	5/11/2022	5/9/2022				
Library Page PT	Collection Maintenance	6 hrs/wk		\$15.50/hour	D. Bloom	8/30/2023	9/11/2023				
Library Clerk PT	Circulation Services	9.8 hrs/wk		\$18.19/hour or per contract	J. Zaccagnino	12/6/2024	12/16/2024	Filled			
Action Requested											
Library Page PT	Collection Maintenance	12.8 hrs/wk	15 hrs/wk	\$15.50/hour	G. Bradt	1/15/2025					
Positions Held											
None											

Director's Report February 2025

Building and Grounds

I met with several community members about the boiler. Additionally, we discussed strategies with our current technicians from Trane. We also talked about the strong case for LED lighting upgrades for the building.

The Building Committee met to discuss a list of building maintenance concerns. Among these were the boiler issues, asbestos abatement, lighting replacement, roofing complications, the elevator, and parking lot resurfacing, among others.

Circulation and Technical Services

The American Girl Doll collection is expanding with three new dolls, including Rapunzel and Moana. These dolls are some of the most popular items in our Library of Things, often in high demand and frequently unavailable due to their heavy circulation.

Door count increased by 9.63% and wireless access usage in the main library increased by 15.86% suggesting that more patrons are utilizing on-site resources. Registered OverDrive borrowers grew by 34.69%, digital audiobook use increased by 18.72%, and Hoopla usage surged by 34.21%. Physical circulation was down, demonstrating the continued shift to electronic resources. We also saw a nice increase in museum pass circulation, evidence that our new museum pass software is working well.

Adult Services

January continues to be our most active month for Interlibrary Loan, which is for materials not available within the Upper Hudson Library System. We purchase many of the requested titles but some are not appropriate for the collection due to age, academic focus, or niche interest. In January 2024 we requested 48 items for patrons, with an average month typically having around 30.

The study rooms were very busy the third week of January which was NYS Regents Exam week. We utilized the Board Room, opening an impromptu study hall on one particularly busy evening. It was good to see such a high number of teens using the library to prepare for their exams. We have not seen this level of

use since before 2020. We have booked meeting rooms for study hall this June in anticipation of high demand for study space during finals.

Dark Corners Book Discussion (1/15) – We had a nice turnout, including two newcomers, for this monthly program where we discuss mystery, thriller, horror, and true crime novels. We discussed *Hex* by Thomas Olde Heuvel, a novel that brings the common horror trope of the New England Witch into the modern era. The conversation was lively.

Responsible staff: Sarah R. Attendance 8.

Day Books (1/6) – Our monthly afternoon book discussion series had excellent attendance again this month. *Hello Beautiful* by Ann Napolitano was discussed.

Responsible staff: Graciously covered by Anne C. this month. Attendance: 20.

French Conversation Club (1/23) – An open-ended program series for folks looking to practice speaking in French. Participants were invited to bring their personal abilities and chat with others in a safe, casual setting. We had a good mix of people with different levels of language competency. A fun program.

Responsible staff: Robert W. Attendance: 26

Inclisible Games (1/24) – In collaboration with Inclisible, we hosted a gaming event for adults of all ages and abilities. In addition to having some fun playing familiar games, the program was 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. We had a good turnout and are looking forward to scheduling more of these events.

Responsible staff: Robert W. Attendance: 16

Needle Felting: Owls (1/6) – On a night when it felt like 5 degrees outside, we had great turnout. The craft was fun, and participants picked it up quickly. At the end of the program, everyone lined up their owls (and one capybara) for a group photo.

Responsible staff: Rachael C. Attendance: 14



One-on-One Tech Help, 3 sessions (1/30) – We offered three, 1-hour long technology help sessions on a Thursday evening. All slots were filled, and each session went smoothly. One person needed computer help, one needed smartphone help, and one needed help with a Kindle. We will offer more of these technology help sessions in the future.

Responsible staff: Erin M. Attendance: 3

Virtual Author Talk with TJ Klune: *The Magic of Found Family* (1/15) – In partnership with the Library Speakers Consortium, we invited the public to share a magical moment with New York Times bestselling author TJ Klune as he chatted about his popular *Cerulean Chronicles*, with special emphasis on the newest in the series, *Somewhere Beyond the Sea*. We had great turnout for this virtual program with 74 Bethlehem patrons participating in the live event.

Responsible staff: N/A. Attendance: 74

Youth Services

Creation Station: Hairy Harry or Woolly Wilhelmina (1/6 -1/12) – Drop-in craft in the Children’s Place. The preparation for this program was labor intensive, the response made all of the planning worth it. We are also planning a similar program for this summer. Responsible staff: Alex D. Attendance: 222

Creation Station:

Hairy Harry or

Woolly Wilhelmina



1. Pick out a head
2. color on a face
3. glue on some hair (yarn)



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

- Weekly Series
 - Tiny Tots (4 sessions) – Attendance: 54, 55, 40, 60
 - Music and Movement (8 sessions) – Attendance: 72, 51, 78, 75, 72, 85, 70, 100
 - Family Play Time (3 sessions) – Attendance: 46, 40, 30
 - Family Story Time (3 sessions) – Attendance: 39, 46, 25
 - Pre-K Story Time (4 sessions) – Attendance: 23, 32, 32, 38
- Saturday Story Time Series
 - Saturday Story Time (3 sessions) – Attendance: 21, 48, 38
- Sensory Story Time Series
 - Sensory Play Time (1 session) – Attendance: 16
 - Sensory Story Time (1 session) – Attendance: 16

Chess Club (1/13, 1/27) – Chess Club has developed a dedicated following since it started last year. Staff recently removed the registration requirement to make this a drop-in program, which has contributed to the growing attendance numbers.

Responsible staff: Alex D. Attendance: 22, 16

Dog Man Party (1/20) – This turned out to be the perfect program to have on a day off from school during the winter. 71 people came out to eat snacks, make a Dog Man paper bag puppet, and play trivia. Responsible staff: Beth P., Dan B.

Attendance: 71

Dungeons and Dragons (1/7, 1/14, 1/21, 1/28) – Dungeons and Dragons is a program that is run as a partnership between the library and Bethlehem Parks and Recreation. We have developed a steady following for the series, with several of the same kids returning each week to continue their Dungeons and Dragons campaign. This series will continue through the middle of February. Responsible staff: Shannon M. Attendance: 10, 8, 10, 7

Family Story Time (1/8, 1/15, 1/22) – Family Story Time has been a resounding success, consistently drawing enthusiastic crowds and generating positive feedback. Adults who have attended the program have lauded the engaging presentations, particularly highlighting Mary’s skillful use of voices that help bring the stories to life. Responsible staff: Mary D. Attendance: 39, 46, 25

Music and Movement (1/9, 1/16, 1/23, 1/30) – Attendance continues to stay strong, with a mix of regulars and new faces. This is currently the best attended children’s program at Bethlehem Public Library. Children and caregivers have a great time dancing to their favorite story time tunes. Responsible staff: Alex D. Attendance: 51, 75, 85, 100

Paper Snakes (1/29) – A simple but engaging craft to celebrate Lunar New Year. The instructions included a fun fact explaining the symbolic reason behind the traditional color scheme. Responsible staff: Alex D. Attendance: 57

Paws to Read (1/13) – Participants read to Toby, the therapy dog for January. Parents and caregivers offered some encouragement to some of our younger patrons who were a little nervous. Responsible staff: Shannon M. Attendance: 9

Sensory Story Time (1/10) – January’s Sensory Story Time was bear themed. We read *Brown Bear, Brown Bear What Do You See?* by Bill Martin. Children who were familiar with the book, helped by reading along as a group. Staff incorporated movement and play into this story by having participants use yarn to imitate the unraveling scarf of one of the characters in the book. Responsible staff: Shannon M. Attendance: 16

Outreach

Peregrine Senior Living at Delmar Place (1/16) – A casual, introductory presentation where we reintroduced the library & library services and sought feedback on how we can better serve the community at Peregrine. We will be heading back for another visit in February. Responsible staff: Robert W. Attendance: 20

Bethlehem Parks and Recreation Winter Carnival (1/25) – It was a fun, snowy day at the Elm Street Park. Families of all sizes showed up to enjoy ice skating, sledding, food and even a magician. The library was on hand to tell people about upcoming programs and library events. Library staff hosted a winter-themed craft for the kids to complete while they were inside warming up. We look forward to taking part in this event again next year. Responsible staff: Dan B. Attendance: 300

Gaming at the Pit (Bethlehem Middle School) (1/8 & 1/22) – Youth Services staff visited the Pit twice in the month of January. We had a lot of fun running the gaming program. Sadly, February will be that final month that the Pit will be open. Library staff enjoyed taking part in this program. We look forward to future partnerships with the middle school and Bethlehem Parks and Recreation. Responsible staff: Dan B. & Shannon M. Attendance: 1, 9

Meetings and Miscellany

Special thanks to Michelle, Caroline, and Phil for attending NYLA/UHLS Library Advocacy Day. They met with the libraries legislators to discuss library services and needs.

Geoffrey Kirkpatrick, Library Director

Library Collection				2023-24	Current Total
Adult fiction				28,367	28,521
Adult non-fiction				29,529	29,036
Adult audio				5,001	5,051
Adult video				7,892	7,809
Young adult fiction				4,653	4,946
Young adult nonfiction				611	640
Young adult audiobooks				290	290
Children's fiction				29,846	30,122
Children's non-fiction				15,642	15,319
Children's audiobooks				1,652	1,682
Children's video				1,164	1,051
OverDrive - UHLS Shared				136,558	150,464
e-magazines				5,439	5,694
Electronic (games, ereaders)				385	395
Total				267,029	281,020
Library Programs	Jan-25	Jan-24	% change	2023-24	F-Y-T-D
Programs	75	78	-3.8%	915	519
Program attendance	2,091	1,756	19.1%	26,209	14,427
Outreach Programs	4	3	33.3%	104	45
Outreach Attendance	323	188	71.8%	17,204	7,029
Circulation	Jan-25	Jan-24	% change	2023-24	F-Y-T-D
Adult fiction	14,085	14,329	-1.7%	164,971	98,030
Adult non-fiction	7,369	7,714	-4.5%	85,990	47,645
Adult audio	6,817	6,161	10.6%	69,337	43,958
Adult video	6,045	6,459	-6.4%	67,542	37,589
Magazines	3,103	3,232	-4.0%	30,266	17,835
Young adult fiction	1,270	1,472	-13.7%	17,921	11,044
Young adult nonfiction	64	123	-48.0%	1,484	698
Young adult audiobooks	281	315	-10.8%	3,384	1,980
Children's fiction	11,988	11,953	0.3%	147,338	87,609
Children's non-fiction	3,326	3,419	-2.7%	37,789	20,837
Children's audiobooks	1,452	1,332	9.0%	16,153	9,519
Children's video	332	496	-33.1%	6,059	3,280
Electronic (games, ereaders)	563	788	-28.6%	8,428	4,177
Total	56,695	57,793	-1.9%	656,662	384,201
Interlibrary Loan	Jan-25	Jan-24	% change	2023-24	F-Y-T-D
Borrowed from others	5,671	6,625	-14.4%	72,475	39,567
Loaned to others	5,143	5,190	-0.9%	55,610	33,481
Miscellaneous	Jan-25	Jan-24	% change	2023-24	F-Y-T-D
Visits to our home page	34,957	34,550	1.2%	454,330	225,113
Public use of meeting rooms	43	34	26.5%	395	220
Public meeting attendance	459	408	12.5%	4,901	2,259
Staff use & library programs	74	74	0.0%	861	482
Study room sessions	563	468	20.3%	4,846	3,007
Tech room/ Studio use	6	10	-40.0%	97	61
Door count	20,847	19,016	9.6%	221,744	135,133
Registered BPL borrowers	102	77	32.5%	1,095	736
Computer signups	1,502	1,218	23.3%	14,751	9,449
Museum Pass use	94	43	118.6%	1,359	911
E-book use	7,232	7,036	2.8%	75,317	44,961
E-audiobook use	6,518	5,490	18.7%	62,498	40,826
E-magazine use	2,871	2,963	-3.1%	27,587	16,289
Streaming video use	1,973	1,897	4.0%	17,158	12,249
BCSD use via Overdrive	241	222	8.6%	2,197	1,239
Equipment	353	314	12.4%	4,625	2,684
Wireless Use	9,085	8,143	11.6%	112,669	67,901

EXPENSES	2023-2024 Budget	2023-2024 Actual Results	2024-2025 Budget	6 Months Actual	2025-2026 Proposed Budget	Increase (Decrease)	% Change	Notes
Salaries & Benefits								
-150 Librarians	\$1,178,184	\$1,229,418	\$1,252,089	\$662,732	\$1,378,299	\$126,210	10.08%	3% turnover allow. included, add'l dept head replacing 2 PT librarians
-160 Support Staff	\$1,190,063	\$1,075,889	\$1,226,399	\$569,124	\$1,206,163	(\$20,236)	-1.65%	3% turnover allow. included, 5 PT unfilled positions removed, 1 position elim
-170 Custodians	\$178,840	\$182,835	\$188,505	\$97,752	\$199,452	\$10,947	5.81%	1% turnover allow. included
-200 Retirement	\$280,440	\$278,828	\$324,242	\$323,915	\$376,102	\$51,860	15.99%	Cost estimate received from NYS Comptroller
-210 Soc Sec/Medicare	\$194,865	\$182,283	\$206,465	\$98,151	\$212,694	\$6,229	3.02%	Proportional change
-220 Worker's Comp	\$20,000	\$11,083	\$20,000	\$16,002	\$20,000	\$0	0.00%	Estimated
-230 Unemp. Insurance	\$10,000	\$9,735	\$10,000	\$0	\$5,000	(\$5,000)	-50.00%	Estimated
-240 Health Insurance	\$372,300	\$350,814	\$398,000	\$176,036	\$430,000	\$32,000	8.04%	Assumes 12% increase @1/1/2026 Proj 24-25 \$375,000 (Tracey budgets \$460k)
-250 Disability Insurance	\$2,500	\$679	\$2,500	\$1,493	\$2,500	\$0	0.00%	Estimated
Total-Salaries & Benefits	\$3,427,192	\$3,321,564	\$3,628,200	\$1,945,205	\$3,830,210	\$202,010	5.57%	Overall increase in salaries is 4.4%
Library Materials								
-300 Books	\$171,000	\$188,992	\$171,000	\$74,749	\$171,000	\$0	0.00%	Request was for \$180k
-305 Audio Books (physical)	\$20,000	\$23,731	\$20,000	\$6,694	\$15,000	(\$5,000)	-25.00%	Continued shift to downloadable audio books
-307 E-collections	\$196,000	\$193,599	\$201,000	\$82,320	\$201,000	\$0	0.00%	Request was for \$230k
-310 Electronic Resources	\$31,000	\$48,076	\$31,000	\$16,252	\$50,000	\$19,000	61.29%	Increase in database subscriptions, NYT, TU
-313 Periodicals	\$21,000	\$11,390	\$18,000	\$11,546	\$14,000	(\$4,000)	-22.22%	Request was for \$18k
-350 Children's Books	\$85,000	\$80,550	\$85,000	\$31,215	\$85,000	\$0	0.00%	
-355 Children's Audio Books	\$4,000	\$4,361	\$4,500	\$1,758	\$4,500	\$0	0.00%	
-356 Children's Media	\$2,000	\$1,347	\$2,500	\$322	\$0	(\$2,500)	-100.00%	Decreased demand
-370 Special Collections	\$15,000	\$16,546	\$20,000	\$6,843	\$20,000	\$0	0.00%	Request was for \$22k
-380 Media	\$30,000	\$19,626	\$22,000	\$7,375	\$20,000	(\$2,000)	-9.09%	Decreased demand due to streaming, purchasing fewer extra DVD copies
Total-Materials	\$575,000	\$588,218	\$575,000	\$239,074	\$580,500	\$5,500	0.96%	
Operations								
-400 Photocopiers/Supplies	\$15,000	\$13,183	\$15,000	\$6,639	\$14,000	(\$1,000)	-6.67%	Estimate based on prior year
-401 Office Supplies & Expense	\$20,000	\$13,511	\$20,000	\$5,966	\$17,000	(\$3,000)	-15.00%	Estimate based on prior year
-402 Custodial Supplies	\$20,000	\$19,574	\$20,000	\$10,410	\$22,000	\$2,000	10.00%	Increased costs
-403 Postage	\$22,000	\$19,556	\$22,000	\$9,938	\$22,000	\$0	0.00%	
-404 Printing & Marketing	\$35,000	\$46,272	\$43,200	\$11,281	\$35,000	(\$8,200)	-18.98%	Patron Point software, one time exp, pd in FY23-24
-405 Van Operation	\$4,000	\$1,892	\$4,000	\$173	\$2,500	(\$1,500)	-37.50%	Planned van maintenance
-420 Gas & Electric	\$75,000	\$59,267	\$75,000	\$30,052	\$65,000	(\$10,000)	-13.33%	Estimate adjusted based on current rates
-421 Telecomm & Cloud Services	\$24,000	\$24,259	\$24,000	\$10,188	\$25,000	\$1,000	4.17%	
-422 Water	\$3,000	\$2,667	\$3,000	\$1,309	\$3,000	\$0	0.00%	
-423 Taxes-Sewer & Water	\$3,400	\$2,871	\$3,500	\$0	\$3,500	\$0	0.00%	
-430 Refund of Real Property Taxes	\$5,000	\$3,275	\$5,000	\$2,859	\$5,000	\$0	0.00%	Usually a result of an error on Star credit
-450 Professional Services	\$30,000	\$30,613	\$40,000	\$5,077	\$30,000	(\$10,000)	-25.00%	Expected decrease in professional fees
-451 Contractual Services	\$50,000	\$45,126	\$50,000	\$7,116	\$50,000	\$0	0.00%	Includes HVAC, plowing, and elevator maintenance contracts
-452 Insurance	\$30,000	\$29,581	\$35,000	\$33,451	\$36,000	\$1,000	2.86%	Projecting an increase in rates
-453 Bank Fees	\$1,400	\$1,808	\$1,700	\$2,653	\$2,500	\$800	47.06%	Credit card processing fees, bank fees on checking account
-454 Conferences & Training	\$3,500	\$8,569	\$3,500	\$3,628	\$10,000	\$6,500	185.71%	Increase to pre COVID level, includes staff development day
-455 Memberships	\$3,000	\$3,068	\$3,000	\$520	\$3,000	\$0	0.00%	
-456 Special Programs	\$35,000	\$47,659	\$42,000	\$10,783	\$42,000	\$0	0.00%	Request was for \$50k
-460 Furniture & Equipment	\$30,000	\$25,360	\$30,000	\$12,144	\$30,000	\$0	0.00%	
-461 IT Hardware & Software	\$50,000	\$55,939	\$50,000	\$8,670	\$55,000	\$5,000	10.00%	Upgrades to hardware and replacements as needed, software
-462 Building & Grounds Repairs	\$40,000	\$43,630	\$40,000	\$5,633	\$40,000	\$0	0.00%	Carpet cleaning, seal coat, bulbs, supplies
-463 Equipment/Furniture Repairs	\$2,000	\$3,157	\$3,000	\$3,269	\$4,000	\$1,000	33.33%	Maintenance equipment repairs
-464 Miscellaneous	\$6,500	\$9,388	\$6,500	\$5,427	\$6,500	\$0	0.00%	Incidentals, paymts to other libraries for lost books, offset by lost book revenue

	2023-2024	2023-2024	2024-2025	6 Months	2025-2026	Increase	% Change	Notes
EXPENSES	Budget	Actual Results	Budget	Actual	Proposed Budget	(Decrease)		
-481 Audit Services	\$24,000	\$19,250	\$25,000	\$24,750	\$25,000	\$0	0.00%	Audit fees and actuary fees for GASB/OPEB report
-482 Accounting Services	\$20,000	\$19,706	\$22,000	\$19,723	\$22,000	\$0	0.00%	
485 UHLAN Fees & Services	\$54,000	\$55,725	\$57,500	\$28,006	\$60,000	\$2,500	4.35%	Planned increase in library system fees
-490 Capital Expenditures	\$100,000	\$20,473	\$100,000	\$0	\$100,000	\$0	0.00%	Upgrades and building needs
-495 Contingency	\$35,000	\$0	\$35,000	\$0	\$0	(\$35,000)	-100.00%	Eliminate to help balance budget
Total-Operations	\$740,800	\$625,379	\$778,900	\$259,665	\$730,000	(\$48,900)	-6.28%	
TOTAL EXPENSES	\$4,742,992	\$4,535,161	\$4,982,100	\$2,443,944	\$5,140,710	\$158,610	3.18%	
INCOME								
PILOT	\$241,523	\$239,259	\$239,000	\$240,049	\$10,000	(\$229,000)	-95.82%	Estimate received from BCSD. PSEG Pilot ended. Property added to tax roll
State Aid	\$26,000	\$25,367	\$26,000	\$26,362	\$26,500	\$500	1.92%	Estimated state aid
Interest	\$52,000	\$205,950	\$90,000	\$66,130	\$121,500	\$31,500	35.00%	Rates slightly declining, proj. for FY25 is \$185k, est for FY26 based on 3.5%
Fines	\$3,000	\$2,381	\$3,000	\$1,271	\$3,000	\$0	0.00%	Fines for museum passes and library of things
Photocopiers	\$7,000	\$12,134	\$8,000	\$6,314	\$10,500	\$2,500	31.25%	Photocopier charges
Lost book payments	\$7,500	\$12,348	\$8,500	\$6,354	\$11,500	\$3,000	35.29%	Charges for lost or damaged items
Friends Contributions	\$0	\$7,903	\$7,000	\$5,365	\$10,000	\$3,000	42.86%	Reclass Friends contributions from expense to income
Gifts and donations	\$4,000	\$19,204	\$8,000	\$6,630	\$10,000	\$2,000	25.00%	Estimate based on past experience
Grants				\$4,382	\$0			UHLS, Govt grants, none expected next year
Miscellaneous	\$0	\$1,125	\$500	\$282	\$800	\$300	60.00%	Nonresident library card fees, room rentals, misc other
TOTAL INCOME	\$341,023	\$525,671	\$390,000	\$363,139	\$203,800	(\$186,200)	-47.74%	Decrease due to large reduction in Pilot
Total Expenses	\$4,742,992	\$4,535,161	\$4,982,100	\$2,443,944	\$5,140,710	\$158,610	3.18%	
Total Income	\$341,023	\$525,671	\$390,000	\$363,139	\$203,800	(\$186,200)	-47.74%	
Total Levy (expenses less income)	\$4,401,969	\$4,401,969	\$4,592,100	\$2,080,805	\$4,936,910	\$344,810	7.51%	We are utilizing the \$7,830 of unused cap from last year
Actual expenses less income		\$4,009,490						
Surplus		\$392,479						
NYS Cap Limit- official	\$4,474,499		\$4,599,930		\$4,936,910		7.33%	Increase due to termination of PSEG pilot, property now incl on tax rolls
Unused Cap	\$72,530		\$7,830					