



**Board of Trustees Meeting**  
**Monday October 14, 2025 6:00 pm (Tuesday Meeting)**  
**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. 7-16)
  - Treasurer's update (p. 7)
- Personnel report (p. 17)
  - Personnel actions
- Director's report (p. 18-27)
- UHLS report
- Friends report
- New business
  - Boiler project update
  - Library T-shirt proposal
  - Borthwick property discussion
  - Other new business
- Old business
  - Other old business
- Future business
- Public participation
- Executive session
- Adjournment

Next board meeting: November 10, 2025 6:00 pm

Next Friends of the Library meeting: October 20, 2025 6:30 pm

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**  
Monday September 8, 2025

PRESENT: Jill Adams  
Caroline Brancatella  
Laura DiBetta  
Mark Kissinger (remote)  
Sarah Patterson  
Gail Sacco (remote)  
Michelle Walsh  
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director  
Kristen Roberts, public information specialist

EXCUSED:

GUESTS: Phil Berardi, assistant director/head of operations  
Tanya Choppy, accounts clerk  
Jennifer Crawford, confidential secretary  
Sylvia Taylor, library employee  
Chris O'Brien, library employee and union representative  
C.J. Goodwin, Schoolhouse Construction

President C. Brancatella called the meeting to order at 6:01pm.

#### PUBLIC PARTICIPATION

Library employee C. O'Brien spoke during the public comment period and shared some thoughts on the language about the dress code in the proposed staff handbook update.

#### REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by J. Adams with a SECOND by S. Patterson, the board approved the minutes from the Monday August 12 regular board meeting. J. Adams, C. Brancatella, L. DiBetta, M. Kissinger, S. Patterson and G. Sacco voted in favor. M. Walsh abstained.

#### FINANCIAL REPORT

##### *Treasurer's update*

S. Whiting presented her report.

- The auditors are currently at the library finalizing their field work. The finance committee will meet some time in October to review the prepared financial statement from auditors.
- L. DiBetta asked about a two of the budget lines. One was for accounting services, which is an annual fee paid to BOCES for the accounting software we use, and the other was the workers comp line. S. Whiting noted that it was slightly over because it was based on the

previous year's salaries. T. Choppy said that the library typically receives credits that will reduce the amount in spring.

- The library's investments with Metropolitan Bank earned over \$5,000 in interest last month.

On a MOTION by M. Walsh with a SECOND by L. DiBetta, the board unanimously approved the Financial Statement dated 31 August 2025 (Checks disbursed in August 2025 based on pre-approval \$91,905.06; Checks disbursed in August 2025 relating to payroll \$218,565.86; Checks being submitted for approval \$53,912.27; CapProject Fund Checks \$0; Total: \$364,474.19).

## PERSONNEL REPORT

The board noted the personnel report. There were no personnel actions requested at this time. A previously approved page position continues to be held.

## DIRECTOR'S REPORT

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

- G. Kirkpatrick noted the great attendance at the library's summer programs.
- He said the number of people participating in the adult summer reading program was especially high this year. C. Brancatella asked what might have contributed to the jump in participation. G. Kirkpatrick said that a lot of it had to do with the prizes, which were sponsored by the Friends of the Library, supporting programming and marketing. M. Walsh said she was particularly impressed by the rainbow-themed prize baskets.
- The new Yoto devices reach a wider age range than the Tonieboxes and have been a popular addition to the library's collection. C. Brancatella asked if people can check out the cards individually or if they come with the device. P. Berardi said both options are available.
- The new Upper Hudson app has launched and has been customized by P. Berardi, who is working to restore all of the functions that the old app was capable of.
- L. DiBetta noted some missing data for computer signups.
- G. Sacco asked if there was a way for the library to have a more visible presence at the Thursdays in the Park events, such as a prominent banner because she feels like the library's and the Friends' roles in the partnership are being overlooked.
- G. Sacco praised the Summer Reading Challenge and said her granddaughter was very proud of completing it. She said she it might be nice if some of the programs took place outside summer camp hours so more children could attend.

## UHLS REPORT

M. Kissinger said the board has not yet had a meeting since he joined. G. Kirkpatrick said that the biggest Upper Hudson news is the launch of the new app and the upcoming catalog switchover. M. Walsh asked if users of the old app would see a prompt telling them to download the new version. G. Kirkpatrick said Upper Hudson had asked for that but was unable to get the old app developer to do so.

## FRIENDS REPORT

J. Adams said she will be attending the Friends' October meeting. She has met with Friends' president Mary Service. The book sale will be held Sept. 27, with book donations accepted on the 25<sup>th</sup>.

C. Brancatella noted that donations must be in good condition. G. Kirkpatrick said the Friends are still looking for book sale volunteers.

## NEW BUSINESS

### *Boiler replacement project resolutions*

C.J. Goodwin presented a breakdown of the boiler construction costs and contingencies. He noted that while the estimate with all of the contingencies and escalation estimates is \$300,000, he doesn't expect the final total to be anywhere near that amount.

M. Walsh asked why there was such a large escalation of costs in the estimate if the boiler replacement is anticipated to be short-term project. C.J. Goodwin said that the project had not yet gone through SED approval and there were still some final asbestos assessments to be made so he wanted to prepare an estimate that was conservative to avoid the need for the board to have to vote again if a significant change order came through. He also noted that tariffs could impact the cost of piping. Whatever is left unspent of the project estimate will remain in the library's general fund.

The board reviewed the necessary resolutions to proceed with the boiler project. M. Walsh noted that the library board acts as a body and asked that the wording in both resolutions be changed to reflect that. The amended language would strike the phrase "... or, in the opinion of the President, desirable..."

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board approved a resolution, as amended, finding that the boiler replacement project constitutes a Type II Action under SEQR and no further review is required. J. Adams, C. Brancatella, M. Kissinger, S. Patterson, G. Sacco and M. Walsh voted in favor. L. DiBetta abstained.

On a MOTION by S. Patterson with a SECOND by L. DiBetta, the board unanimously approved a resolution, as amended, approving the scope of the boiler replacement project and directing the expenditure of an amount not to exceed \$300,000 less any grants received to fund the project.

C. Brancatella asked if there would be additional board action required for the project once the proposal receives SED approval. C.J. Goodwin said the board would need to officially accept the contract. G. Kirkpatrick said that the school district will need to authorize the library to submit the project to SED. He said school officials are aware of the project.

### *Property history*

G. Kirkpatrick presented information about the history of the library property, including the acquisition of additional parcels. He said that both the library building and the original property belong to the School District. The three parcels purchased after the library was built belong to the library.

L. DiBetta said that it was clear the original shape of property was never going to be sustainable over the long term so it makes sense that previous boards would have tried to acquire additional space.

C. Brancatella said the compiled information provides good context for the board and public. She noted the 59 Borthwick purchase is part of the history of trying to address the space constraints of the original parcel. J. Adams said it made sense to put the library in central location even with the challenges of the space.

*PILOT update*

G. Kirkpatrick said the library has retained counsel and a letter will be going out shortly to express the library's interest in being part of the PILOT discussions.

*Other new business*

There was no other new business at this time.

## OLD BUSINESS

*Staff handbook*

C. Brancatella noted that concerns about the language regarding the dress code had been raised during the public comment portion of the meeting. She also noted that the document had been reviewed by an attorney and contained a lot of legal language. L. DiBetta said it might be more user friendly if the sections with a lot of legal language were moved toward the end of the document and sections of more interest to new employees were near the front. G. Kirkpatrick said the document would be accessible online, with hyperlinks to pertinent sections.

The board continued their discussion about the dress code requirements, specifically what constituted a graphic T-shirt. They agreed that it can be difficult to define, and while they want to be accommodating to staff, they did not feel like concert T-shirts and other types of graphic T-shirts should be part of the library work attire. Many board members felt that the language regarding "tight and revealing" clothing when not in reference to the nature of the work being done was unnecessary and should be removed. G. Sacco asked if there was anything in the dress code that would prohibit religious head coverings. G. Kirkpatrick said religious head coverings have never been prohibited at the library.

C. Brancatella asked if the board felt they had reached enough of a consensus to be able to approve the handbook, with the understanding that it is a document that can be revisited as the need arises. The board agreed to remove the portion about "tight and revealing" clothing and rearrange the sections to make it more user friendly.

On a MOTION by J. Adams with a SECOND by S. Patterson, the board unanimously approved the updated Staff Handbook as amended.

*Other old business*

There was no other old business at this time.

## FUTURE BUSINESS

There was no future business discussed.

## PUBLIC PARTICIPATION

Library employees S. Taylor and C. O'Brien addressed the board regarding the dress code in the staff handbook. S. Taylor asked if the board would consider another round of library T-shirts for employees. C. Brancatella said it was something that could be discussed at the next board meeting.

## ADJOURNMENT

On a MOTION by L. DiBetta with a SECOND by J. Adams, the board unanimously voted to adjourn the regular meeting at 7:50pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
C. Brancatella, board president

## BOARD ACTIONS

On a MOTION by J. Adams with a SECOND by S. Patterson, the board approved the minutes from the Monday August 12 regular board meeting. J. Adams, C. Brancatella, L. DiBetta, M. Kissinger, S. Patterson and G. Sacco voted in favor. M. Walsh abstained.

On a MOTION by M. Walsh with a SECOND by L. DiBetta, the board unanimously approved the Financial Statement dated 31 August 2025 (Checks disbursed in August 2025 based on pre-approval \$91,905.06; Checks disbursed in August 2025 relating to payroll \$218,565.86; Checks being submitted for approval \$53,912.27; CapProject Fund Checks \$0; Total: \$364,474.19).

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## **Treasurer's Report**

**October 14, 2025**

### Revenue and Expense Report

Revenue has remained pretty static for the first quarter of the year. As of this writing we have not received our share of tax revenue from the school district, but expect it very shortly. The interest rate on our investments at Metropolitan Bank dropped from 4.2% to 3.92% in October, due to the drop in the Fed rate. Expenses are consistent with last year at this time.

### Property Insurance

We met with our insurance broker to review property coverage on the building. He ran an analysis which calculates replacement value and confirmed that replacement value of the building is approximately \$10 million. This means replacing exactly what we have in accordance with current building codes, with no updates to materials, design, etc.

### Fund Balance

As of June 30, 2024, the fund balance is \$3,928,140. After the audit is completed and we close the books on fiscal 2024-2025, we will add the surplus, which is expected to be around \$345,000, to this balance. Of this amount, approximately \$1.35 million is needed to fund operations for the first quarter of the year, until tax revenue is received.

Sharon Whiting CPA  
District Library Treasurer

## BETHLEHEM PUBLIC LIBRARY

## CASH &amp; INVESTMENTS SUMMARY

AS OF 9/30/25

	<b>BALANCE</b>					<b>BALANCE</b>
	<b>8/31/2025</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>EARNINGS</b>	<b>TRANSFERS</b>	<b>9/30/2025</b>
TD Bank General Fund	150,237.00	4,030.61	(177,476.75)	(486.54)	202,210.47	178,514.79
TD Bank Payroll	0.00		(147,789.53)	-	147,789.53	0.00
TD Bank Money Market	927,907.65	-		1,158.73	(350,000.00)	579,066.38
TD Bank Treasury Bill	504,339.00		-	1,795.20	-	506,134.20
TD Bank Capital Project Fund	39,044.24	-	-		-	39,044.24
Metropolitan Bank Opened 7/03/25	1,510,421.88	-	-	5,174.95	-	1,515,596.83
Key Bank Checking	7,617.08	1,589.39	(204.51)		-	9,001.96
TOTAL:	<u>4,164,365.17</u>	<u>5,620.00</u>	<u>(325,470.79)</u>	<u>10,562.31</u>	<u>-</u>	<u>3,855,076.69</u>

Checks outstanding greater than 90 days old:

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



# BETHLEHEM PUBLIC LIBRARY

## REVENUE & EXPENSE REPORT

3 MONTHS ENDED 9/30/25

FISCAL YEAR 2025-2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 3 MO. ENDED 9/30/2025	Percent YTD 9/30/2025	ANNUAL BUDGET 2024-2025	YTD PRIOR 3 MO. ENDED 9/30/2024	Percent YTD 9/30/2024
Real Property Taxes	4,711,910	-	0.0%	4,592,100	-	0.0%
PILOT	225,000	-	0.0%	239,000	-	0.0%
Fines	3,000	775	25.8%	3,000	648	21.6%
Interest on Deposits	121,500	20,533	16.9%	90,000	21,941	24.4%
Lost Book Payments	11,500	3,104	27.0%	8,500	3,574	42.0%
Friends of BPL Contributions	10,000	4,640	46.4%	7,000	4,158	59.4%
Gifts and Donations	10,000	287	2.9%	8,000	921	11.5%
Photocopier	10,500	3,493	33.3%	8,000	3,169	39.6%
State Aid	26,500	24,290	91.7%	26,000	23,726	91.3%
Grants	-	500	0.0%	-	240	0.0%
Miscellaneous Income	800	594	74.3%	500	97	19.5%
<b>Total Revenue</b>	<b>5,130,710</b>	<b>58,216</b>	<b>1.1%</b>	<b>4,982,100</b>	<b>58,475</b>	<b>1.2%</b>
<b>EXPENSES</b>						
Salaries	2,783,914	607,152	21.8%	2,547,087	572,534	22.5%
Retirement	376,102	-	0.0%	324,242	-	0.0%
Health Insurance	430,000	103,292	24.0%	398,000	93,616	23.5%
Other Benefits	240,194	72,089	30.0%	238,965	60,958	25.5%
Subtotal Salaries & Benefits	3,830,210	782,533	20.4%	3,508,294	727,108	20.7%
Library Materials - Print	290,000	25,119	8.7%	294,000	50,341	17.1%
Library Materials - Electronic & Audio	290,500	46,075	15.9%	281,000	36,205	12.9%
Subtotal Library Material	580,500	71,193	12.3%	575,000	86,546	15.1%
Operations	633,000	151,489	23.9%	643,900	135,348	21.0%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	25,000	-		35,000	-	
Total Expenses	5,168,710	1,005,215	19.4%	4,862,194	949,002	19.5%

## BETHLEHEM PUBLIC LIBRARY

## EXPENSES REPORT - DETAIL

3 MONTHS ENDED 9/30/25

FISCAL YEAR 2025 - 2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 3 MO. ENDED 9/30/2025	Percent YTD 9/30/2025	ANNUAL BUDGET 2024-2025	YTD PRIOR 3 MO. ENDED 9/30/2024	Percent YTD 9/30/2024
<b>Salaries &amp; Benefits</b>						
Salaries-Librarians	1,378,299	312,389	22.7%	1,252,089	288,581	23.0%
Salaries-Support Staff	1,206,163	251,006	20.8%	1,226,399	242,304	19.8%
Salaries-Custodians	199,452	43,758	21.9%	188,505	41,648	22.1%
<b>Subtotal Salaries</b>	<b>2,783,914</b>	<b>607,152</b>	<b>21.8%</b>	<b>2,666,993</b>	<b>572,534</b>	<b>21.5%</b>
Retirement	376,102	-	0.0%	324,242	-	0.0%
Health Ins.	430,000	103,292	24.0%	398,000	93,616	23.5%
SocSec/Medicare	212,694	46,384	21.8%	206,465	43,463	21.1%
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	1,456	58.2%	2,500	1,493	59.7%
<b>Subtotal Salaries &amp; Benefits</b>	<b>3,830,210</b>	<b>782,533</b>	<b>20.4%</b>	<b>3,628,200</b>	<b>727,108</b>	<b>20.0%</b>
<b>Library Materials</b>						
Adult books	171,000	17,760	10.4%	171,000	36,311	21.2%
Periodicals	14,000	104	0.7%	18,000	-	0.0%
YS Books	85,000	5,108	6.0%	85,000	11,766	13.8%
Special Collections	20,000	2,147	10.7%	20,000	2,264	11.3%
<b>Subtotal Print Materials</b>	<b>290,000</b>	<b>25,119</b>	<b>8.7%</b>	<b>294,000</b>	<b>50,341</b>	<b>17.1%</b>
Audiobooks	15,000	2,298	15.3%	20,000	5,059	25.3%
E-Collections	201,000	41,736	20.8%	201,000	25,820	12.8%
Electronic Resources	50,000	-	0.0%	31,000	-	0.0%
YS Audiobooks	4,500	-	0.0%	4,500	1,098	24.4%
YS Media	-	-	0.0%	2,500	322	12.9%
AS Media	20,000	2,041	10.2%	22,000	3,906	17.8%
<b>Subtotal Electronic &amp; Audio</b>	<b>290,500</b>	<b>46,075</b>	<b>15.9%</b>	<b>281,000</b>	<b>36,205</b>	<b>12.9%</b>
<b>Subtotal Library Materials</b>	<b>580,500</b>	<b>71,193</b>	<b>12.3%</b>	<b>575,000</b>	<b>86,546</b>	<b>15.1%</b>
<b>Operations</b>						
Copiers and supplies	14,000	2,983	21.3%	15,000	2,244	15.0%
Office supplies	17,000	1,877	11.0%	20,000	1,554	7.8%
Custodial supplies	22,000	2,723	12.4%	20,000	4,374	21.9%
Postage	22,000	4,829	21.9%	22,000	2,227	10.1%
Printing & Marketing	35,000	2,496	7.1%	43,200	6,898	16.0%
Van lease & oper.	2,500	120	4.8%	4,000	63	1.6%
Gas and Electric	65,000	22,122	34.0%	75,000	16,286	21.7%
Telecom & Cloud Svcs	25,000	4,536	18.1%	24,000	5,085	21.2%
Water	3,000	1,019	34.0%	3,000	811	27.0%
Taxes-sewer & water	3,500	-	0.0%	3,500	-	0.0%
Refund property taxes	5,000	119	2.4%	5,000	2,819	56.4%
Prof. Services	30,000	3,438	11.5%	40,000	1,309	3.3%
Contract Services	50,000	1,074	2.1%	50,000	1,800	3.6%
Insurance	36,000	39,127	108.7%	35,000	33,451	95.6%
Bank Fees	2,500	1,982	79.3%	1,700	1,335	78.5%
Travel/Conference	10,000	1,285	12.8%	3,500	1,520	43.4%
Memberships	3,000	-	0.0%	3,000	50	1.7%
Special Programs	45,000	8,771	19.5%	42,000	6,408	15.3%
Furniture & Equipment	30,000	981	3.3%	30,000	3,726	12.4%
IT Hardware & Software	55,000	9,414	17.1%	50,000	2,345	4.7%
Bld & Grnd. Repair	40,000	1,696	4.2%	40,000	1,354	3.4%
Furn/Equip Repair	4,000	622	15.6%	3,000	1,369	45.6%
Miscellaneous	6,500	1,245	19.1%	6,500	1,093	16.8%
Audit Service	25,000	4,000	16.0%	25,000	3,500	14.0%
Accounting Service	22,000	20,328	92.4%	22,000	19,723	89.7%
UHLAN fees	60,000	14,703	24.5%	57,500	14,003	24.4%
<b>Subtotal Operations</b>	<b>633,000</b>	<b>151,489</b>	<b>23.9%</b>	<b>643,900</b>	<b>135,348</b>	<b>21.0%</b>
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	25,000	-	0.0%	35,000	-	0.0%
<b>TOTAL</b>	<b>5,168,710</b>	<b>1,005,215</b>	<b>19.4%</b>	<b>4,982,100</b>	<b>949,002</b>	<b>19.0%</b>

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

CHECKS DISBURSED IN SEPTEMBER 2025 BASED ON PRE-APPROVAL	\$	52,684.38
CHECKS DISBURSED IN SEPTEMBER 2025 RELATING TO PAYROLL	\$	218,669.63
CHECKS BEING SUBMITTED FOR APPROVAL	\$	83,643.52
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	4,788.00

**BETHLEHEM PUBLIC LIBRARY****Check Warrant Report For A - 9: PREAPPROVED DISBURS (SEPT 25) For Dates 9/1/2025 - 9/30/2025**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42883	09/10/2025	2297	**VOID** CAPITAL REGION INDEPENDENT MEDIA		-92.00
42983	09/10/2025	2130	**VOID** MUSEUM OF INNOVATION & SCIENCE	260025	-209.48
43079	09/01/2025	1831	CDPHP UNIVERSAL BENEFITS, INC.		34,641.14
43080	09/01/2025	720	MVP HEALTH PLAN, INC.		7,885.08
43081	09/01/2025	1607	VERIZON BUSINESS FIOS	260001	169.79
43082	09/01/2025	1607	VERIZON BUSINESS FIOS	260001	68.54
43083	09/01/2025	1607	VERIZON BUSINESS FIOS	260001	169.79
43126	09/10/2025	2297	CAPITAL REGION INDEPENDENT MEDIA		92.00
43127	09/10/2025	2130	MUSEUM OF INNOVATION & SCIENCE	260025	209.48
43128	09/10/2025	559	STATE INSURANCE FUND (NYSIF WORKERS' COMP)	260084	918.93
43129	09/10/2025	1607	VERIZON BUSINESS FIOS	260001	199.99
43131	09/16/2025	1424	AFLAC NEW YORK		220.04
43132	09/16/2025	2137	WEX BANK	260015	67.84
43133	09/22/2025	2426	JPMORGAN CHASE BANK NA	260136	2,238.83
43134	09/22/2025	1607	VERIZON BUSINESS FIOS	260001	169.79
43135	09/24/2025	1570	NATIONAL GRID		5,612.02
43136	09/24/2025	2395	CSEA EMPLOYEE BENEFIT FUND		163.74
43137	09/24/2025	2061	UNITED HEALTHCARE INSURANCE CO		158.86

**Number of Transactions: 18****Warrant Total: 52,684.38****Vendor Portion: 52,684.38****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 - 11: PAYROLL DISBURS (SEPT 25) For Dates 9/1/2025 - 9/30/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43084	09/05/2025	712	CIVIL SERVICE EMPL ASSOC INC.		978.80
43130	09/19/2025	712	CIVIL SERVICE EMPL ASSOC INC.		978.80
101037	09/05/2025	709	BPL SPECIAL PAYROLL ACCOUNT		74,691.86
101038	09/05/2025	710	NYS INCOME TAX BUREAU		4,435.69
101039	09/05/2025	1946	IRS - PAYROLL TAX PMT		24,399.76
101040	09/05/2025	2003	NEW YORK STATE DEFERRED		3,484.19
101041	09/19/2025	709	BPL SPECIAL PAYROLL ACCOUNT		73,097.67
101042	09/19/2025	710	NYS INCOME TAX BUREAU		4,378.51
101043	09/19/2025	730	NYS EMPLOYEES RETIREMENT SYSTE		4,543.86
101044	09/19/2025	1946	IRS - PAYROLL TAX PMT		24,065.12
101045	09/19/2025	2003	NEW YORK STATE DEFERRED		3,615.37
Number of Transactions: 11				Warrant Total:	218,669.63
				Vendor Portion:	218,669.63

### 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 - 13: BILL SCHEDULE (OCT 25) For Dates 10/15/2025 - 10/15/2025**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43145	10/15/2025	1018	ALBANY INSTITUTE HISTORY & ART	260161	200.00
43146	10/15/2025	2420	AMAZON CAPITAL SERVICES INC	260131	2,666.97
43147	10/15/2025	2539	AMIGO MOBILITY INTERNATIONAL INC.	260092	3,241.00
43148	10/15/2025	2457	AQUATIC ALLIES	260012	124.99
43149	10/15/2025	77	BAKER & TAYLOR , INC.	*See Detail Report	10,566.12
43150	10/15/2025	1186	BAKER AND TAYLOR ENTERTAINMENT	250710	59.77
43151	10/15/2025	2342	BOOK DEPOT	260103	271.24
43152	10/15/2025	1887	BPAS - ACCOUNTS RECEIVABLE	260125	2,000.00
43153	10/15/2025	103	BRODART INC	260111	28.37
43154	10/15/2025	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	260140	553.11
43155	10/15/2025	1693	CASTLETON PUBLIC LIBRARY	260120	17.00
43156	10/15/2025	827	PHYLLIS CHAMBERS		555.00
43157	10/15/2025	2459	CHLOE WHITTAKER	260118	250.00
43158	10/15/2025	2533	COMALLI GROUP, INC.	*See Detail Report	4,060.00
43159	10/15/2025	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	260005	339.21
43160	10/15/2025	1220	DEMCO, INC	260122	388.66
43161	10/15/2025	1463	EAST GREENBUSH COMM LIBRARY	260146	12.99
43162	10/15/2025	1991	EASTERN MANAGED PRINT NETWORK LLC	260003	737.13
43163	10/15/2025	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.	260134	4,882.75
43164	10/15/2025	1532	ENVISION WARE, INC.	260117	842.33
43165	10/15/2025	2361	FUN EXPRESS, LLC	260124	35.97
43166	10/15/2025	1965	PATRICIA GEROU		555.00
43167	10/15/2025	745	MARY HARTMAN		555.00
43168	10/15/2025	1930	HEWITT'S GARDEN CENTERS INC.	260143	291.00
43169	10/15/2025	2322	KANOPY INC.	260016	3,082.00
43170	10/15/2025	2201	LANE PRESS OF ALBANY	260009	2,245.00
43171	10/15/2025	2352	MALWAREBYTES INC.	260121	2,893.50
43172	10/15/2025	2181	MARINELLO CONSTRUCTION COMPANY INC.	250661	10,045.00
43173	10/15/2025	1024	MIDWEST TAPE LLC	*See Detail Report	3,983.12
43174	10/15/2025	1172	ANNE B MOSHER		555.00
43175	10/15/2025	1328	MOVIE LICENSING USA	260119	233.00
43176	10/15/2025	1088	NASSAU FREE LIBRARY	260115	23.99
43177	10/15/2025	2148	NORTHEAST PEST CONTROL	260013	199.00
43178	10/15/2025	2088	NYSID	260123	164.68
43179	10/15/2025	2094	OTC BRANDS, INC.	*See Detail Report	1,493.54
43180	10/15/2025	1823	OVER DRIVE INC.	*See Detail Report	5,170.76
43181	10/15/2025	458	PITNEY BOWES INC	260008	99.00
43182	10/15/2025	2451	QUENCH	260142	308.41
43183	10/15/2025	2541	RENSSELAER LIBRARIES INTERLIBRARY LOAN	260112	50.15
43184	10/15/2025	1490	REPEAT BUSINESS	260073	253.51
43185	10/15/2025	1767	SCHOLASTIC, INC.	*See Detail Report	220.83

**BETHLEHEM PUBLIC LIBRARY****Check Warrant Report For A - 13: BILL SCHEDULE (OCT 25) For Dates 10/15/2025 - 10/15/2025**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43186	10/15/2025	1439	SMILEMAKERS	260128	77.92
43187	10/15/2025	2251	SPECTRUM/CHARTER COMMUNICATIONS	260101	120.00
43188	10/15/2025	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	683.32
43189	10/15/2025	2154	STERICYCLE, INC.	260014	23.09
43190	10/15/2025	2340	T-MOBILE	260032	986.91
43191	10/15/2025	2437	THE CORNER GATEWAY, LLC	260113	122.00
43192	10/15/2025	2117	THE HYDE COLLECTION	260160	100.00
43193	10/15/2025	2344	ULINE, INC.	260110	156.86
43194	10/15/2025	632	UPPER HUDSON LIBRARY SYSTEM	260162	15,247.80
43195	10/15/2025	1968	VERIZON WIRELESS	260004	100.49
43196	10/15/2025	645	W W GRAINGER INC	260006	1,408.05
43197	10/15/2025	1593	WILLIAM K. SANFORD LIBRARY	260116	19.99
43198	10/15/2025	2259	WORLD AWARENESS CHILDREN'S MUSEUM	260038	293.00
43199	10/15/2025	2546	ZACHERY PORLIER	260158	49.99

**Number of Transactions: 55****Warrant Total: 83,643.52****Vendor Portion: 83,643.52**

\*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 - 3: BILL SCH H FUND (OCT 25) For Dates 10/15/2025 - 10/15/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
10000	10/15/2025	2542	ALPINE ENVIRONMENTAL SERVICES	260135	1,400.00
10001	10/15/2025	2532	COLLINS + SCOVILLE ARCHITECTURE ENGINEERING	250644	3,388.00
Number of Transactions: 2				Warrant Total:	4,788.00
				Vendor Portion:	4,788.00

## 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



October 14, 2025 - Board of Trustee Meeting											
<b>Personnel Report</b>											
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
<u>Previously Approved to Fill</u>											
<u>Action Requested</u>											
None											
<u>Positions Held</u>											
Library Page PT	Collection Maintenance	11.4 hrs/wk		\$15.50/hour	A. Glass	8/18/2025					

## **Director's Report October 2025**

### **Building and Grounds**

The boiler replacement project has been reviewed and approved by the NYS Education Department. The building permit and approval documents are in hand. Our consultants at CSArch and Schoolhouse construction are now assembling the bid package.

Alpine Environment completed a focused hazardous materials survey of the boiler room in anticipation of our boiler replacement project.

We met with the library's insurance broker to discuss the building valuation and coverage under our current insurance policy.

A tree stump from a neighbor's property fell through the fence in the rear parking lot. No people were hurt and no cars were damaged. The Maintenance Department staff fixed the fence quickly with a panel that the library already had on hand.

### **Circulation and Technical Services**

There has been a major disruption of the book distribution market for libraries. It appears that Baker & Taylor will cease operations. The team from our Technical Services department pivoted quickly to ensure that new books were ordered from alternative suppliers. Thanks to the hard work of the library staff, our patrons should notice little disruption.

Vlogging kits have been ordered and will soon be available to borrow from the Library of Things. The kits will include a gimbal stabilizer along with microphones and adapters to allow the use of either Android or Apple phones.

To complement the vlogging kits, a new podcasting kit has also been ordered. This kit includes a high-quality microphone and should be easy enough for beginners to use while also delivering professional grade sound. It also includes headphones, a pop filter and assorted connectors.

## **Summer Reading wrap-up**

Summer Reading 2025 was enjoyable, and a busy season for the BPL staff. We registered 823 participants overall. We had some exciting and interesting programs over the summer including Repco Wildlife Adventures, our weekly Story Romp series, MiSci Forensic Science, and Book Bricks. Our most popular program this summer at the library was The Best and Brightest Magic Show with 136 people in attendance. We also collaborated with Bethlehem Parks and Recreation Department for the Thursdays in the Park series. They hosted a variety of live music and family-oriented programs. Each installment of Thursdays in the Park was well-organized, with the highest attendance being the 700 people who attended the August 7 Fantasy First Character Entertainment program.

Summary of summer reading activity for 2025:

Pre K – 123 registered, 472 reading points were logged, 27 finished the challenge.

K-5 – 318 registered, 2224 reading points were logged, 40 finished the challenge.

Teens – 99 registered, 1,685 reading points were logged, 14 finished the challenge.

Adults – 283 registered, 2,350 reading points we logged, 26 finished the challenge.

## **Youth Services**

Creation Station: Pencil Pals (9/8- 9/14) – Drop-in craft in the Children's Place. The September 2025 craft prompted children to create their own personal pencil topper in the Children's Place to take home. Responsible staff: Elnora B.  
Attendance: 79



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

- Weekly Series
  - o Tiny Tots (3 sessions) – Attendance: 31, 51, 42
  - o Music and Movement (6 sessions) – Attendance: 63, 40, 67, 53, 55, 76
  - o Family Play Time (2 sessions) – Attendance: 25, 15
  - o Family Story Time (2 sessions) – Attendance: 41, 30
  - o Pre-K Story Time (3 sessions) – Attendance: 12, 9, 19
- Saturday Story Time Series
  - o Saturday Story Time (2 sessions) – Attendance: 27, 10
- Sensory Story Time Series
  - o Sensory Play Time (1 session) – Attendance: 27

Early Reader's Club (9/20) – Early Reader's Club is a pilot program that two members of the Youth Services Department have developed. The goal of this program is to encourage early childhood literacy through regular library meetings. Participants listen to stories and songs, then snack and socialize while caregivers discuss books and reading habits. Responsible staff: Elnora B. Attendance: 17

Gabby's Dollhouse Craft: Cat Masks (9/23) – This program was a hit! Most kids were out of school on September 23, plus it was rainy and cool. We had a mix of younger and older kids, which was a bit unexpected. The room was full for the program. We had so many participants that staff had to make more copies of the scavenger hunt pages. Later in the week, we had a patron request for scavenger hunts more frequently. Responsible staff: Lauren K. Attendance: 77

Hot-Air Balloon Craftapalooza (9/19) – Participants had a fun time making paper hot-air balloons. Their creations popped off the construction paper or were entirely 3-D. We used construction paper, string, and cardboard rolls. The kids particularly enjoyed adding star stickers and cotton ball clouds to the background. Responsible staff: Shannon M. Attendance: 13

Kids Build (9/23) – This non-structured, free play program focuses on creativity and creation using a variety of different building and construction sets. Participants could pick one of the various stations in the Community Room and then had time to create whatever they wanted before moving to their next station. Responsible staff: Alex D. Attendance: 55

Music and Movement (9/4, 9/9, 9/11, 9/16, 9/18, 9/30) – We are back in the swing of things with weekly Music and Movement programs after the summer hiatus. Responsible staff: Alex D., Elnora B. and Lauren K. Attendance: 63, 40, 67, 53, 55, 76

Paws to Read (9/22) – This program continues to grow in popularity with our patrons and staff. Reading to these gentle animals gives some of our younger patrons a chance to practice reading aloud in a judgement-free setting. Responsible staff: Shannon M. Attendance: 20

PJ Story Time (9/15) – This program is a chance for kids to attend an evening story time in their pajamas. We will conduct PJ Story Time once a month to see if it catches on. If popular, we may add an extra session each month. Responsible staff: Elnora B. Attendance: 10

Sensory Story Time (9/5) – Staff read the colorful cat books; “Cat’s Colors” by Jane Cabrera and “Fluffy McWhiskers Cuteness Explosion” by Stephen W. In between books, we danced our sillies out. We followed this with playtime. Responsible staff: Shannon M. Attendance: 27

Super Smash Bros. (9/15) – We had 15 teens in the room, and they had a blast. This is gradually becoming a more popular teen library program. Responsible staff: Mary D. Attendance: 15

There is a Llama in the Library (9/2) – It was a beautiful day and there was a great turnout. Everyone loved learning about Nimbus the llama and petting him. We handed out copies of *Footnotes* as well as llama stickers. Responsible staff: Elnora B. Attendance: 350



## Adult Services

Luke B. compiled a list of digital resources for a Genealogy Resources Bookmark. It includes library subscriptions and free online resources with special emphasis on the NYS and the Capital District. The bookmark is available to patrons at the Information Desk.





**GENEALOGY RESOURCES**

Find what you're looking for with these library collections

**Genealogy databases**

- **Ancestry** (in-library access only)
- **Fold3\***
- **Heritage Quest\***

\* BPL library card required

**Local history resources**

- **Spotlight:** 1955-2023 (digitization ongoing)
- **BCSD Yearbooks:** Full text: 1929-1989 / Indexed: 1929-2019
- **Obituary Index:** Albany County Post: 1927-957 / Spotlight: 1983-current
- **Marriage Index:** Albany County Post: 1927-1957

➔  
More resources on the other side

**BETHLEHEM PUBLIC LIBRARY**  
451 DELAWARE AVE., DELMAR  
(518) 439-9314 • www.bethpl.org




**Online collections**

- **NYS Digital Heritage:** nyheritage.org  
Content from 400+ libraries, museums, archives, and other cultural institutions
- **NYS Historic Newspapers:** nyshistoricnewspapers.org  
Historic newspapers from every county in NY
- **Fulton History:** fultonhistory.com  
Newspapers, photographs, postcards and ephemera
- **New York Times\*:** bethpl.org/access-the-new-york-times  
Full access to current and back issues
- **Albany Times Union\*:** bethpl.org/ebooks-emagazines  
1986-present
- **Troy Record:** troy.advantage-preservation.com  
Troy Record (2012-2021) / Northern Budget (1797-1798) / American Spy (1791-1797)
- **Albany Public Library Digital Collections:** albanypubliclibrary.org
- **NYS Library Digital Collections:** nysl.nysed.gov/scandocs
- **NYS Archives Digital Collections:** digitalcollections.archives.nysed.gov
- **NYPL Digital Collections:** digitalcollections.nypl.org
- **Brooklyn Public Library Digital Collections:** bklynlibrary.org/digitalcollections
- **Legacy Obituaries:** legacy.com/us/obituaries
- **FamilySearch:** familysearch.org  
Free access to genealogical records from more than 110 countries

\* BPL library card required

We scheduled more one-on-one tech help appointments to help patrons with their technology questions. We had 15 appointments, an increase from 9 last month. Topics included the new UHLS app, email, general iPhone use, transitioning from an older Kindle, scanning documents for archival purposes, and cloud photo storage.

**BHA Speaker Series: The 80th Anniversary of D-Day (9/16)** – This charismatic presentation covered the situation in Europe on the eve of the invasion, some of the events of the day, the reasons why the Allies succeeded, and how the news reached America. Richard Muggeo, a retired history teacher from Catskill and a board member of the Greene County Historical Society, also discussed his visit to Normandy to pay his respects at the American cemetery overlooking Omaha Beach.

Responsible Staff: Luke. Attendance: 74

Competitive Puzzling (9/14) – How fast can you puzzle? Puzzle solvers were invited back to work solo or in a group to see who could solve a 500-piece puzzle fastest and become the reigning library puzzle champion.

Responsible Staff: Erin. Attendance: 30



In Stitches (9/17) – Knitters, crocheters, and fiber artists of all levels were invited to join us for this monthly, open crafting program where we provide some community supplies for everyone to use. We filled up the Board Room with 90 minutes of crafting and chatting.

Responsible Staff: Sarah. Attendance: 14

Listen and Learn: Travelogue of Scotland, England and France (9/19) – A good group joined us for a travel program highlighting historic sites in Scotland, England and France.

Responsible Staff: Robert. Attendance: 28

Table Tennis: Open Play (9/2) – A wide range of ages and skill levels participated in the Library's first table tennis event. Two tables were set up in the Community Room for drop-in play. We watched Olympic table tennis highlights on the projection screen during the program.

Responsible Staff: Luke. Attendance: 12

## Outreach

Bethlehem Middle School PTO (9/30) – Staff visited Bethlehem Middle School on September 30 during the monthly PTO meeting. We gave a quick presentation, which covered the Library of Things, databases, and upcoming library programs. We had volunteer applications and the current issue of *Footnotes* on hand. We look forward to more school outreach events like this. Responsible staff: Shannon M. Attendance: 25



Five Rivers Fall Festival (9/20) – Staff had a fun time attending this year’s Five Rivers Fall Festival. We brought various giveaways. We also handed out free book coupons and copies of *Footnotes*. We are eager to participate in this event again next year. Responsible staff: Deanna R., Elnora B. Attendance: 575

## **Collections**

Several collections were moved this month. The Large Print collection was swapped with the DVD collection. Patron demand for Large Print books in our community continues to rise and DVD is dropping. The switch will allow for an expansion of the Large Print collection. We also moved the DVD shelves about two feet forward which makes the shelves more accessible which was an issue with the Large Print collection as well.

Video and board games have moved to the back side of the Young Adult collection.

## **Meetings and Miscellany**

I had meetings at UHLS for both the Econtent Advisory Council and the Central Library Advisory Committee. CLAC approved the proposed budget for spending the Central Library Development Grant funds from the state. The budget includes an additional online newspaper for cardholders as well as funds for OverDrive and the UHLS Libraries app. The budget is up for final approval by the Albany Public Library Board and the UHLS Board.

I attended a training focused on using the Library of Things to help the community recover from disasters. Room constraints prohibit us from implementing many of these solutions but it was interesting to hear about how different libraries are supporting their communities. I feel there is value in exploring battery-powered satellite-based Wi-Fi that could be deployed during disaster recovery.

The Shelves of Support display has been upgraded. An original bookcase from the Delmar Library was donated by the family of Dr. Walter and Mrs. Sidelle Friedman. We are using this shelf to display the re-created books honoring some significant donations to the library. There is plenty of room to accommodate more books in the future.



Geoffrey Kirkpatrick, Library Director

Library Collection				2024-25	Current Total
Adult fiction				28,103	27,050
Adult non-fiction				28,974	27,739
Adult audio				4,748	3,720
Adult video				7,685	6,425
Young adult fiction				5,030	4,756
Young adult nonfiction				664	667
Young adult audiobooks				295	282
Children's fiction				30,514	29,454
Children's non-fiction				15,416	14,536
Children's audiobooks				1,528	1,433
Children's video				1,055	902
OverDrive - UHLS Shared				161,068	165,584
e-magazines				5,934	6,243
Electronic (games, ereaders)				398	373
Total				291,412	289,164
Library Programs	Sep-25	Sep-24	% change	2024-25	F-Y-T-D
Programs	72	66	9.1%	860	189
Program attendance	1,812	2,317	-21.8%	24,760	4,779
Outreach Programs	2	4	-50.0%	71	11
Outreach Attendance	600	796	-24.6%	12,569	2,615
Circulation	Sep-25	Sep-24	% change	2024-25	F-Y-T-D
Adult fiction	13,668	14,090	-3.0%	151,877	44,110
Adult non-fiction	6,717	6,577	2.1%	75,666	21,015
Adult audio	6,511	6,127	6.3%	70,190	20,238
Adult video	5,159	4,907	5.1%	58,933	15,882
Magazines	3,083	2,471	24.8%	29,371	9,180
Young adult fiction	1,415	1,531	-7.6%	16,405	4,855
Young adult nonfiction	143	91	57.1%	1,049	461
Young adult audiobooks	279	275	1.5%	3,129	822
Children's fiction	11,884	12,590	-5.6%	135,923	36,999
Children's non-fiction	3,185	3,028	5.2%	34,053	9,543
Children's audiobooks	1,319	1,257	4.9%	15,159	4,292
Children's video	289	428	-32.5%	4,398	856
Electronic (games, ereaders)	563	586	-3.9%	6,325	1,707
Total	54,215	53,958	0.5%	602,478	169,960
Interlibrary Loan	Sep-25	Sep-24	% change	2024-25	F-Y-T-D
Borrowed from others	5,921	5,512	7.4%	62,096	17,799
Loaned to others	4,122	4,698	-12.3%	52,037	12,649
Miscellaneous	Sep-25	Sep-24	% change	2024-25	F-Y-T-D
Visits to our home page	50,856	29,295	73.6%	361,097	126,826
Public use of meeting rooms	27	37	-27.0%	376	65
Public meeting attendance	301	365	-17.5%	3,973	588
Staff use & library programs	81	62	30.6%	757	189
Study room sessions	386	356	8.4%	4,767	1,226
Tech room/ Studio use	3	14	-78.6%	85	19
Door count	18,262	16,832	8.5%	209,786	55,991
Registered BPL borrowers	119	86	38.4%	1,187	365
Computer signups	1,311	1,480	-11.4%	14,914	4,011
Museum Pass use	132	132	0.0%	1,365	648
E-book use	6,341	6,205	2.2%	72,557	19,817
E-audiobook use	6,331	5,744	10.2%	65,776	19,603
E-magazine use	2,887	2,243	28.7%	27,000	8,493
Streaming video use	1,726	1,619	6.6%	19,281	5,209
BCSD use via Overdrive	254	188	35.1%	2,654	381
Equipment	642	356	80.3%	4,304	1,787
Wireless Use	9,260	9,240	0.2%	106,181	30,444