



## Board of Trustees Meeting Monday December 8, 2025 6:00 pm Board Room

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

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

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

### Library Mission Statement

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

### Agenda

- Call to order
- Public participation
- Review of previous meeting minutes (p. 2-6)
  - Financial report (p. 8-16)
  - Treasurer's update (p. 7)
- Personnel report (p. 17)
  - Personnel actions
- Director's report (p. 18-33)
- UHLS report
- Friends report
- New business
  - Boiler project – update (p. 34)
  - Children's area
  - Statistics and staff development day
  - Other new business
- Old business
  - Borthwick property
  - Other old business
- Future business
- Public participation
- Adjournment

Next board meeting: January 12, 2026 6:00 pm

Next Friends of the Library meeting: December 15, 2025 6:30 pm (Annual Meeting)

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**  
Monday November 10, 2025

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, public information specialist

EXCUSED:

GUESTS: Phil Berardi, assistant director/head of operations  
Tanya Choppy, accounts clerk  
Jennifer Crawford, confidential secretary  
Chris McGinty, assistant director/Public Services  
Rachel Reynolds, auditor, MMB&Co  
Mike Strohecker, CSArch  
CJ Goodwin, Schoolhouse Construction

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

PUBLIC PARTICIPATION

There was no public comment at this time.

AUDIT PRESENTATION

Prior to the presentation, C. Brancatella noted that the audit had been reviewed by the finance committee. R. Reynolds shared some slides describing the audit process and identifying some of the terms used. She noted that in communication with library management, there were no disagreements or uncorrected misstatements. She said the library received an unqualified opinion, which is the highest level of opinion.

L. DiBetta said she was happy that the auditor explained that risks are inherent and does not mean the library is doing anything wrong.

G. Sacco thanked S. Whiting, T. Choppy and G. Kirkpatrick for being meticulous with library funds.

On a MOTION by G. Sacco with a SECOND by M. Walsh, the board voted unanimously to accept the draft financial report from the auditors.

## REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by M. Walsh with a SECOND by J. Adams, the board unanimously approved the minutes from the Tuesday October 14 regular board meeting.

## FINANCIAL REPORT

*Treasurer's update*

S. Whiting presented her report.

On a MOTION by M. Walsh with a SECOND by L. DiBetta, the board unanimously approved the Financial Statement dated 31 October 2025 (Checks disbursed in October 2025 based on pre-approval \$55,240.87; Checks disbursed in October 2025 relating to payroll \$341,401.05; Checks being submitted for approval \$72,789.43; CapProject Fund Checks \$8,086.70; Total: \$477,518.05).

## PERSONNEL REPORT

The board noted the personnel report. There were no personnel actions requested at this time.

## DIRECTOR'S REPORT

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

- G. Kirkpatrick said that he was pleased that the recently completed inventory showed very few missing items. He said staff has begun the process anew and are able to do a live inventory with items right on the shelf.
- M. Walsh asked if the items noted as missing had been checked out and not returned. G. Kirkpatrick said that it doesn't as those items can be tracked separately. He said the missing items from the inventory included those that have been mis-shelved or taken without being checked out.
- M. Walsh said she was pleased with the Red Cross blood drive held at the library, and noted the space in the Community Room was tight. G. Kirkpatrick said the library blood drives are successful because a lot of people feel comfortable at the library.
- C. Brancatella noted that the library recently shared a list of resources for those experiencing food insecurity or those wanting to help.
- G. Kirkpatrick said that the Delmar Progress Club recently met at the library, and their members filled a laundry cart of goods to donate to the food pantry.
- L. DiBetta asked if usage of the online New York Times is counted as a digital checkout. G. Kirkpatrick said the library does have numbers on that, and he will be looking into how to include that in the stats report.
- He noted that Upper Hudson will soon be adding a database called Comix Plus that would provide access to a number of graphic novels from various publishers.

## UHLS REPORT

M. Kissinger said he would be attending the meeting on Wednesday.

## FRIENDS REPORT

J. Adams said she pitched the idea of a T-shirt sale, and one of the Friends is considering taking that on. They were happy to hear about the decision to take down the Borthwick house and would like

some talking points on what went into that decision. They would love to have a consolidated storage space for their stuff, most of which is related to the book sale. The Friends' annual meeting will be held in December.

## NEW BUSINESS

### *Boiler project update*

C. Goodwin said the library received three bids for the boiler replacement project. He said that after the bids were opened, he conducted a post-bid review process. He noted that his recommended bidder did not provide a \$25,000 contingency in the bid amount. He said after further discussion, the bidder agreed to cover \$12,500 of any change order costs, and the library would cover additional costs. The contingency is in place so that the contractor can continue work on a project up to a certain amount in the event of a change order without having to wait for board approval.

C. Goodwin said he has worked with the bidder on previous school district projects and found them to be reliable.

M. Kissinger asked if there is there any way the library would be on the hook for more than the contingency? C. Goodwin said that could happen if they run through all of the contingency.

G. Sacco asked what would happen to the contingency funds if they were not all used. C. Goodwin said they would be returned to the library. He noted that he's never had a project that hasn't had some form of change.

On a MOTION by G. Sacco with a SECOND by M. Walsh, the board approved the proposal presented by Schoolhouse Construction Services for the replacement of the library's boiler with work to be done by BPI Mechanical for a base bid contract amount of \$149,966. J. Adams, C. Brancatella, L. DiBetta, S. Patterson, G. Sacco and M. Walsh voted in favor. M Kissinger was opposed.

The board chose to move up the discussion of the Borthwick property at this time in order to ask C. Goodwin some questions before he left.

### *Borthwick property use discussion*

C. Brancatella noted that the board had voted in October to take down the Borthwick house. The board asked C. Goodwin for a rough estimate of the demolition costs. He said that, including the necessary abatement, the cost would be around \$200,000. He noted that costs look reasonably stable if the work is done before the end of the year.

The board also discussed the cost of re-milling and paving the parking lot and fixing the existing sink hole. Previous estimates had set the cost at about \$550,000.

When asked why those prices seemed so high, C. Goodwin said that a large component is that library work must be done at prevailing wage, which means it can be much more expensive than work done on personal property.

The board asked S. Whiting if it would make fiscal sense to do both of the projects in this fiscal year based on money available in the fund balance. S. Whiting said that there is approximately \$2.3 million available in the fund balance for projects, and while she would not advise spending all of it, she believes the board could do both projects and allocate around \$250,000 for improvements to the Borthwick site post-teardown. She noted that while she expects the year-end surplus in the budget to shrink, there will likely still be one, which will be added to the fund balance.

C. Brancatella asked the board if they were in favor of pursuing both of the projects and how much of a budget they wanted to look at for improvement of the Borthwick site. She suggested

establishing a budget and then working backward in order to set realistic expectations about what can be done.

G. Kirkpatrick said that he reached out to the town to see if some of the paving work could be done in partnership. He noted that the town has been very willing to work with the library on past projects, but something this size might be hard to fit into their already busy schedule.

On a MOTION by M. Kissinger with a SECOND by M. Walsh, the board unanimously voted to move forward with planning and executing the rehabilitation of the library parking lot using money already in the fund balance.

C. Brancatella asked board members about a budget for Borthwick green space improvements. M. Walsh said she would hesitate to budget for anything until they know the final cost of the teardown and parking lot updates.

L. DiBetta said there might be opportunities to secure grants to help cover some of the cost.

C. Brancatella said she believes the public will want a chance to weigh in on the use of the site and would like to involve the public in the discussion early in 2026. She said a big part of the discussion would be how much money the library has available to spend. G. Kirkpatrick said that the library would be clearly communicating that this project is not an expansion.

The board agreed that it was important to be clear that the money will be coming from library reserves and not a bond vote.

M. Walsh said she doesn't see why the project needs so much public participation as it is being done with existing funds. C. Brancatella said that the house removal will be a very visible project, and she expects there will be questions about how the space is going to be used.

L. DiBetta suggest using terms like "modest" or "small scale" to describe the improvements rather than a number. C. Brancatella said the communications committee would continue to discuss the messaging.

- Board members mentioned the following ideas for the green space:
- Putting up an awning for smaller outdoor programs
- Native plant garden
- Sensory garden
- Community garden
- Free food fridge
- Book donation bin area
- Storage for Friends' book sales
- Labyrinth
- Reading circle
- Solar-powered picnic tables

### *Program policy*

A revision of the policy was presented to clarify some wording about sales at library events that S. Patterson noted was ambiguous. G. Kirkpatrick said that library staff are currently looking at broader revisions to the policy. M. Kissinger and L. DiBetta said the wording in the draft was confusing. The board agreed that they wanted to clarify that book or music sales can only take place at library-sponsored event, but felt the language change could take place when a fully revised version of the policy will come to vote.

*Long Range Plan discussion*

C. Brancatella said the board had discussed at the last meeting extending the current long-range plan to give the planning committee time to think about the next one. G. Kirkpatrick said a long-range plan is the library's foundational document for goal setting.

On a MOTION by M. Kissinger with a SECOND by S. Patterson, the board unanimously voted to extend the current long-range plan through the end of 2026.

*New York State and Local Retirement System annual payment*

The board discussed the annual bill and noted that it had increased. G. Kirkpatrick said the library would see a small reduction for paying it before the December early deadline.

On a MOTION by G. Sacco with a SECOND by L. DiBetta, the board unanimously approved the annual payment to the state retirement system in the amount of \$390,285.

*Other new business*

G. Kirkpatrick presented a proposal for PLA attendance in Minneapolis in 2026. He said he would like to send two people to attend.

On a MOTION by L. DiBetta with a SECOND by J. Adams, the board unanimously approved the request to send two individuals to the PLA conference in 2026.

OLD BUSINESS

*Borthwick property use discussion*

Discussed earlier in the meeting.

*Other old business*

There was no other old business at this time.

FUTURE BUSINESS

There was no future business discussed.

PUBLIC PARTICIPATION

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

ADJOURNMENT

On a MOTION by M. Walsh with a SECOND by J. Adams, the board unanimously voted to adjourn the regular meeting at 8:14pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
C. Brancatella, board president

## **Treasurer's Report**

**December 8, 2025**

### Revenue and Expense Report

We have received 98% of our tax revenue collected by the school district. The remainder, or about \$80,000, is expected in April. Overall expenses are tracking on budget at this point. Gas and electric is over budget by about 8%, so we will be keeping an eye on that.

### Investments

We have a \$500,000 Treasury Bill that is due on December 11. We plan to roll it over into a new six-month T-Bill. Interest rates have been dropping and are currently about 3.7%.

### Fund Balance

As of June 30, 2025, the fund balance is \$3,633,318. Of this amount, approximately \$1.3 million is needed to fund operations for the first quarter of the year, until tax revenue is received.

Sharon Whiting CPA  
District Library Treasurer

## BETHLEHEM PUBLIC LIBRARY

## CASH &amp; INVESTMENTS SUMMARY

AS OF 11/30/25

	<b>BALANCE</b>					<b>BALANCE</b>
	<b>10/31/2025</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>EARNINGS</b>	<b>TRANSFERS</b>	<b>11/30/2025</b>
TD Bank General Fund	141,182.89	484,462.15	(587,384.54)	201.17	587,683.45	626,145.12
TD Bank Payroll	0.00		(152,316.55)	-	152,316.55	0.00
TD Bank Money Market	2,534,128.66	-		3,602.21	(740,000.00)	1,797,730.87
TD Bank Treasury Bill	507,909.00		-	1,535.10	-	509,444.10
TD Bank Capital Project Fund	34,256.24	-	(9,760.19)		-	24,496.05
Metropolitan Bank Opened 7/03/25	3,520,784.80	-	-	10,569.55	-	3,531,354.35
Key Bank Checking	11,062.83	2,074.65	(207.05)		-	12,930.43
TOTAL:	<u>6,749,324.42</u>	<u>486,536.80</u>	<u>(749,668.33)</u>	<u>15,908.03</u>	<u>-</u>	<u>6,502,100.92</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

5 MONTHS ENDED 11/30/25

FISCAL YEAR 2025-2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 5 MO. ENDED 11/30/2025	Percent YTD 11/30/2025	ANNUAL BUDGET 2024-2025	YTD PRIOR 5 MO. ENDED 11/30/2024	Percent YTD 11/30/2024
Real Property Taxes	4,711,910	4,631,621	98.3%	4,592,100	4,407,316	96.0%
PILOT	225,000	234,291	104.1%	239,000	240,049	100.4%
Fines	3,000	1,349	45.0%	3,000	883	29.4%
Interest on Deposits	121,500	45,156	37.2%	90,000	35,335	39.3%
Lost Book Payments	11,500	5,115	44.5%	8,500	4,596	54.1%
Friends of BPL Contributions	10,000	4,640	46.4%	7,000	5,253	75.0%
Gifts and Donations	10,000	7,186	71.9%	8,000	1,438	18.0%
Photocopier	10,500	6,291	59.9%	8,000	4,470	55.9%
State Aid	26,500	24,290	91.7%	26,000	23,726	91.3%
Grants	-	500	0.0%	-	2,240	0.0%
Miscellaneous Income	800	748	93.4%	500	122	24.5%
Carryover add'l PILOT FY 24-25	38,000					
<b>Total Revenue</b>	<b>5,168,710</b>	<b>4,961,187</b>	<b>96.0%</b>	<b>4,982,100</b>	<b>4,725,429</b>	<b>94.8%</b>
<b>EXPENSES</b>						
Salaries	2,783,914	1,149,561	41.3%	2,547,087	1,082,041	42.5%
Retirement	376,102	390,285	103.8%	324,242	323,915	99.9%
Health Insurance	430,000	173,121	40.3%	398,000	149,678	37.6%
Other Benefits	240,194	113,118	47.1%	238,965	98,787	41.3%
Subtotal Salaries & Benefits	3,830,210	1,826,084	47.7%	3,508,294	1,654,422	47.2%
Library Materials - Print	290,000	59,434	20.5%	294,000	91,039	31.0%
Library Materials - Electronic & Audio	290,500	81,864	28.2%	281,000	79,415	28.3%
Subtotal Library Material	580,500	141,299	24.3%	575,000	170,453	29.6%
Operations	633,000	239,032	37.8%	643,900	227,871	35.4%
Capital Expenditures	100,000	16,780	16.8%	100,000	-	0.0%
Contingency	25,000	-		35,000	-	
<b>Total Expenses</b>	<b>5,168,710</b>	<b>2,223,195</b>	<b>43.0%</b>	<b>4,862,194</b>	<b>2,052,746</b>	<b>42.2%</b>

## BETHLEHEM PUBLIC LIBRARY

## EXPENSES REPORT - DETAIL

5 MONTHS ENDED 11/30/25

FISCAL YEAR 2025 - 2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 5 MO. ENDED 11/30/2025	Percent YTD 11/30/2025	ANNUAL BUDGET 2024-2025	YTD PRIOR 5 MO. ENDED 11/30/2024	Percent YTD 11/30/2024
<b>Salaries &amp; Benefits</b>						
Salaries-Librarians	1,378,299	587,138	42.6%	1,252,089	542,346	43.3%
Salaries-Support Staff	1,206,163	479,007	39.7%	1,226,399	460,639	37.6%
Salaries-Custodians	199,452	83,415	41.8%	188,505	79,056	41.9%
<b>Subtotal Salaries</b>	<b>2,783,914</b>	<b>1,149,561</b>	<b>41.3%</b>	<b>2,666,993</b>	<b>1,082,041</b>	<b>40.6%</b>
Retirement	376,102	390,285	103.8%	324,242	323,915	99.9%
Health Ins.	430,000	173,121	40.3%	398,000	149,678	37.6%
SocSec/Medicare	212,694	86,673	40.8%	206,465	81,292	39.4%
Worker's Comp.	20,000	24,249	121.2%	20,000	16,002	80.0%
Unemployment	5,000	-	0.0%	10,000	-	0.0%
Disability Ins.	2,500	2,195	87.8%	2,500	1,493	59.7%
<b>Subtotal Salaries &amp; Benefits</b>	<b>3,830,210</b>	<b>1,826,084</b>	<b>47.7%</b>	<b>3,628,200</b>	<b>1,654,422</b>	<b>45.6%</b>
<b>Library Materials</b>						
Adult books	171,000	39,997	23.4%	171,000	59,122	34.6%
Periodicals	14,000	104	0.7%	18,000	-	0.0%
YS Books	85,000	10,553	12.4%	85,000	25,834	30.4%
Special Collections	20,000	8,780	43.9%	20,000	6,083	30.4%
<b>Subtotal Print Materials</b>	<b>290,000</b>	<b>59,434</b>	<b>20.5%</b>	<b>294,000</b>	<b>91,039</b>	<b>31.0%</b>
Audiobooks	15,000	5,953	39.7%	20,000	5,834	29.2%
E-Collections	201,000	69,650	34.7%	201,000	65,362	32.5%
Electronic Resources	50,000	-	0.0%	31,000	-	0.0%
YS Audiobooks	4,500	1,052	23.4%	4,500	1,758	39.1%
YS Media	-	-	0.0%	2,500	322	12.9%
AS Media	20,000	5,209	26.0%	22,000	6,138	27.9%
<b>Subtotal Electronic &amp; Audio</b>	<b>290,500</b>	<b>81,864</b>	<b>28.2%</b>	<b>281,000</b>	<b>79,415</b>	<b>28.3%</b>
<b>Subtotal Library Materials</b>	<b>580,500</b>	<b>141,299</b>	<b>24.3%</b>	<b>575,000</b>	<b>170,453</b>	<b>29.6%</b>
<b>Operations</b>						
Copiers and supplies	14,000	5,599	40.0%	15,000	5,211	34.7%
Office supplies	17,000	4,639	27.3%	20,000	4,398	22.0%
Custodial supplies	22,000	6,922	31.5%	20,000	7,560	37.8%
Postage	22,000	7,066	32.1%	22,000	7,834	35.6%
Printing & Marketing	35,000	6,499	18.6%	43,200	9,250	21.4%
Van lease & oper.	2,500	187	7.5%	4,000	109	2.7%
Gas and Electric	65,000	32,632	50.2%	75,000	25,514	34.0%
Telecom & Cloud Svcs	25,000	8,196	32.8%	24,000	9,309	38.8%
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	2,577	6.4%
Contract Services	50,000	2,660	5.3%	50,000	3,640	7.3%
Insurance	36,000	39,127	108.7%	35,000	33,451	95.6%
Bank Fees	2,500	2,916	116.6%	1,700	2,266	133.3%
Travel/Conference	10,000	2,888	28.9%	3,500	3,598	102.8%
Memberships	3,000	-	0.0%	3,000	50	1.7%
Special Programs	45,000	14,421	32.0%	42,000	10,363	24.7%
Furniture & Equipment	30,000	6,117	20.4%	30,000	10,221	34.1%
IT Hardware & Software	55,000	13,169	23.9%	50,000	7,804	15.6%
Bld & Grnd. Repair	40,000	6,988	17.5%	40,000	5,400	13.5%
Furn/Equip Repair	4,000	1,644	41.1%	3,000	3,058	101.9%
Miscellaneous	6,500	3,554	54.7%	6,500	3,399	52.3%
Audit Service	25,000	19,500	78.0%	25,000	21,500	86.0%
Accounting Service	22,000	20,328	92.4%	22,000	19,723	89.7%
UHLAN fees	60,000	29,406	49.0%	57,500	28,006	48.7%
<b>Subtotal Operations</b>	<b>633,000</b>	<b>239,032</b>	<b>37.8%</b>	<b>643,900</b>	<b>227,871</b>	<b>35.4%</b>
Capital Expenditures	100,000	16,780	16.8%	100,000	-	0.0%
Contingency	25,000	-	0.0%	35,000	-	0.0%
<b>TOTAL</b>	<b>5,168,710</b>	<b>2,223,195</b>	<b>43.0%</b>	<b>4,982,100</b>	<b>2,052,746</b>	<b>41.2%</b>

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

CHECKS DISBURSED IN NOVEMBER 2025 BASED ON PRE-APPROVAL	\$	443,323.38
CHECKS DISBURSED IN NOVEMBER 2025 RELATING TO PAYROLL	\$	225,261.77
CHECKS BEING SUBMITTED FOR APPROVAL	\$	90,750.38
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	1,846.90

**BETHLEHEM PUBLIC LIBRARY****Check Warrant Report For A - 17: PREAPPROVED (NOV 25) For Dates 11/1/2025 - 11/30/2025**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
10005	11/18/2025	2426	JPMORGAN CHASE BANK NA	260227	1,673.49
42803	11/03/2025	2457	**VOID** AQUATIC ALLIES		-70.00
42921	11/03/2025	1716	**VOID** WESTERLO PUBLIC LIBRARY		-25.00
43074	11/24/2025	2536	**VOID** MAVERICK FARMS LLAMAS LLC	260039	-125.00
43215	11/01/2025	1831	CDPHP UNIVERSAL BENEFITS, INC.		34,737.08
43216	11/01/2025	720	MVP HEALTH PLAN, INC.		7,885.08
43217	11/01/2025	1607	VERIZON BUSINESS FIOS	260001	169.79
43270	11/18/2025	2457	AQUATIC ALLIES		70.00
43271	11/18/2025	2426	JPMORGAN CHASE BANK NA	260228	2,945.60
43272	11/18/2025	1570	NATIONAL GRID		4,907.33
43273	11/18/2025	730	NYS EMPLOYEES RETIREMENT SYSTE	260231	390,285.00
43274	11/18/2025	1607	VERIZON BUSINESS FIOS	260001	169.79
43275	11/18/2025	1607	VERIZON BUSINESS FIOS	260001	199.99
43276	11/18/2025	1607	VERIZON BUSINESS FIOS	260001	89.00
43277	11/18/2025	2137	WEX BANK	260015	66.19
43278	11/18/2025	1716	WESTERLO PUBLIC LIBRARY		25.00
43278	11/18/2025	1716	**VOID** WESTERLO PUBLIC LIBRARY		-25.00
43279	11/18/2025	1424	AFLAC NEW YORK		220.04
43281	11/24/2025	2536	NICOLE TRUMAN	260039	125.00

**Number of Transactions: 19****Warrant Total: 443,323.38****Vendor Portion: 443,323.38****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 - 19: PAYROLL (NOV 25) For Dates 11/1/2025 - 11/30/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43269	11/14/2025	712	CIVIL SERVICE EMPL ASSOC INC.		1,000.53
43280	11/28/2025	712	CIVIL SERVICE EMPL ASSOC INC.		1,000.53
101059	11/14/2025	709	BPL SPECIAL PAYROLL ACCOUNT		76,307.43
101060	11/14/2025	710	NYS INCOME TAX BUREAU		4,562.19
101061	11/14/2025	1946	IRS - PAYROLL TAX PMT		24,970.24
101062	11/14/2025	2003	NEW YORK STATE DEFERRED		3,685.45
101063	11/28/2025	709	BPL SPECIAL PAYROLL ACCOUNT		76,009.12
101064	11/28/2025	710	NYS INCOME TAX BUREAU		4,538.38
101065	11/28/2025	730	NYS EMPLOYEES RETIREMENT SYSTE		4,620.07
101066	11/28/2025	1946	IRS - PAYROLL TAX PMT		24,933.99
101067	11/28/2025	2003	NEW YORK STATE DEFERRED		3,633.84
Number of Transactions: 11				Warrant Total:	225,261.77
				Vendor Portion:	225,261.77

### 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 - 21: BILL SCH (DEC 25) For Dates 12/9/2025 - 12/9/2025**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43285	12/09/2025	30	ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	38.00
43286	12/09/2025	2420	AMAZON CAPITAL SERVICES INC	260233	2,839.82
43287	12/09/2025	2531	ANNA LAROSE	260154	100.00
43288	12/09/2025	2457	AQUATIC ALLIES	260012	70.00
43289	12/09/2025	2264	B&H FOTO & ELECTRONICS CORP	*See Detail Report	2,237.75
43290	12/09/2025	77	BAKER & TAYLOR , INC.	250709	116.39
43291	12/09/2025	89	BETHLEHEM CHAMBER OF COMMERCE	260229	515.00
43292	12/09/2025	997	BOND, SCHOENECK & KING, PLLC	260249	670.00
43293	12/09/2025	1315	CITY GLASS COMPANY	260133	13,875.00
43294	12/09/2025	1220	DEMCO, INC	260225	376.99
43295	12/09/2025	2529	DESIGN+	260195	275.00
43296	12/09/2025	1991	EASTERN MANAGED PRINT NETWORK LLC	260003	493.15
43297	12/09/2025	195	EBSCO INFORMATION SERVICES	260059	3,972.66
43298	12/09/2025	2552	EDDIE'S AQUARIUM CENTRE INC.	260252	2,900.00
43299	12/09/2025	1986	FIRSTLIGHT FIBER	*See Detail Report	2,987.82
43300	12/09/2025	2170	FRIENDS OF HILDENE	260263	250.00
43301	12/09/2025	787	GUILDERLAND PUBLIC LIBRARY	260216	20.95
43302	12/09/2025	2518	**CONTINUED** INGRAM LIBRARY SERVICES LLC		0.00
43303	12/09/2025	2518	**CONTINUED** INGRAM LIBRARY SERVICES LLC		0.00
43304	12/09/2025	2518	INGRAM LIBRARY SERVICES LLC	*See Detail Report	30,046.32
43305	12/09/2025	1024	MIDWEST TAPE LLC	*See Detail Report	1,301.59
43306	12/09/2025	2313	MMB+CO ACCOUNTING	260104	1,375.00
43307	12/09/2025	2130	MUSEUM OF INNOVATION & SCIENCE	260217	209.48
43308	12/09/2025	2431	ONONDAGA COUNTY PARKS	260261	55.00
43309	12/09/2025	1823	OVER DRIVE INC.	*See Detail Report	21,094.07
43310	12/09/2025	450	PHILLIPS HARDWARE INC	260007	182.87
43311	12/09/2025	2058	RENSSELAER PUBLIC LIBRARY	260250	23.00
43312	12/09/2025	1490	REPEAT BUSINESS	260073	50.54
43313	12/09/2025	2282	ROGER HELD PIANO SERVICE	260214	120.00
43314	12/09/2025	2251	SPECTRUM/CHARTER COMMUNICATIONS	260101	120.00
43315	12/09/2025	2482	SPRINGSHARE LLC	260223	89.91
43316	12/09/2025	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	447.42
43317	12/09/2025	2154	STERICYCLE, INC.	260014	23.09
43318	12/09/2025	2340	T-MOBILE	260032	973.13
43319	12/09/2025	2437	THE CORNER GATEWAY, LLC	260218	72.00
43320	12/09/2025	2436	THE LAW OFFICE OF STEPHANIE A. ADAMS, PLLC	260230	212.50
43321	12/09/2025	2296	THE WILD CENTER	260262	350.00
43322	12/09/2025	632	UPPER HUDSON LIBRARY SYSTEM	260222	274.18
43323	12/09/2025	1607	VERIZON BUSINESS FIOS	260001	169.79
43324	12/09/2025	746	VOORHEESVILLE PUBLIC LIBRARY	260241	15.00

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 21: BILL SCH (DEC 25) For Dates 12/9/2025 - 12/9/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43325	12/09/2025	645	W W GRAINGER INC	260006	1,806.96
Number of Transactions: 41				Warrant Total:	90,750.38
				Vendor Portion:	90,750.38

\*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 - 5: BILL SCH (DEC 25) H FUND For Dates 12/9/2025 - 12/9/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
10006	12/09/2025	2532	COLLINS + SCOVILLE ARCHITECTURE ENGINEERING	250644	1,846.90
Number of Transactions: 1				Warrant Total:	1,846.90
				Vendor Portion:	1,846.90

## 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



December 8, 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 December 2025

### Building and Grounds

The boiler project implementation team met on Nov. 25 to discuss our plan for kicking off the project. Reps from CSArch and BPI did a walkthrough and discussed library needs and specifics with our team. The project is scheduled to begin imminently. We will be without a boiler for about a month. There may be some library spaces that will be cold, but most of the common areas and offices will continue to receive their heat from the rooftop air handlers. As far as public areas, the hallways and the study rooms are likely to be impacted. Luckily, December is our slowest month.

The long-awaited fish tank has been installed in the Children's Place. The tank has met with an enthusiastically positive response from our youngest patrons. This installation was a collaborative project. The tank and base were donated by Larry Powers; the Friends of the Library funded the aquascape, filter and pump, and fish for the tank; and our maintenance department did a lot of work to modify the base to help keep children away from the filter and pump, which were placed underneath.



## Adult Services

**Book Display: On Native Land** – To celebrate Native American Heritage Month, Sarah created a book display at the back of the Information Desk highlighting native culture. She used Native Land Digital (<https://native-land.ca/>) to identify the tribal lands that run through our town, including territories of the Mohawk, Haudenosaunee and Stockbridge-Munsee Mohican.



**A Little Sunday Music: Musicians of Ma'alwyck (11/16)** – The Musicians of Ma'alwyck returned to the library for a wonderful performance of music by legendary American composer David Amram. The Friends of Bethlehem Public Library generously sponsor the series.

Responsible staff: Erin & Luke. Attendance: 73

**American Red Cross Blood Drive (11/4)** – We collaborated with the American Red Cross to host a blood drive at the library again this year. Our goal for the event was 37 donors, and we surpassed that with 41.

Responsible staff: Sarah.

**Beginning Genealogy at the Library (11/4, 11/14)** – We provided participants with an overview of our family history collections, including digital resources such as Ancestry.com. We offered both evening and afternoon sessions to accommodate as many people as possible, resulting in an even attendance distribution across both events.

Responsible staff: Robert. Attendance: 10, 9

**BHA Speaker Series: FDR and the Hudson Valley (11/18)** – In partnership with the Bethlehem Historical Association, we offered a local history program

highlighting FDR and his connection to the Hudson River Valley. The Roosevelt Estate in Hyde Park was a place where FDR's ideals, ambitions, and character were shaped. Presented by Jeffrey Urbin, the Education Specialist and Director of the Pare Lorentz Film Center at the Franklin D. Roosevelt Presidential Library and Museum in Hyde Park.

Responsible staff: Luke. Attendance: 89

Fall Wreath Workshop (11/8) –

We made autumn-themed wreaths out of natural materials collected locally. Everything was provided to construct a festive fall wreath from scratch.

Responsible staff: Alex. Attendance: 17



French Conversation Club (11/6, 11/13) – We offered two sessions of this interactive program again this month. We continue to have strong interest and good turnout.

Responsible staff: Robert. Attendance: 16, 21

Listen and Learn: American Revolution's Battle of Bennington (11/7) – We hosted David Pitlyk, administrator of Bennington Battlefield for the New York State Office of Parks, Recreation and Historic Preservation, for this installment of our Listen & Learn Friday morning program series. David was an excellent presenter, very knowledgeable, answered lots of questions, and had conversations with a number of patrons after the program concluded.

Responsible staff: Frank & Sarah. Attendance: 51

Listen and Learn: Lower Maintenance Perennial Gardening (11/21) –

Judith Fetterley, Master Gardener with the Albany County Cornell Cooperative Extension joined us and highlighted the basics of lower-maintenance gardening, including designing a lower-maintenance garden, simplifying and editing existing plantings, and suggestions of plants that require less maintenance.

Responsible staff: Robert. Attendance: 61

Mason Jar Bath Soak (11/6) –



The community was invited to make a soothing bath soak using Epsom salts, dried botanicals and essential oils for themselves or as a gift. We had a nice attendance at this relaxing, evening craft program.

Responsible staff: Kyle. Attendance: 11

Spice Sharing: Cloves (11/17) –

This program series has held up well over the last few years. We have a great base of people who come every month, and almost always have at least one newcomer to the group. We haven't met once this year without at least one person bringing something they made with the spice of the month.

Responsible staff: Erin. Attendance: 10

Virtual Author Talks & Associated Archived Recordings (ongoing) –

We offered a diverse group of four live talks this month, including:

- Community, Power, and the Search for Indigenous Identity with Award-Winning Journalist Joseph Lee (11/5). **Live Attendance: 7**
- The Search for Truth and the Persistence of Love Across Time with Novelist Amanda Peters (11/13). **Live Attendance: 7**
- Unlock the Secret Language of Connection with Supercommunicator Charles Duhigg (11/18). **Live Attendance: 26**

We also added four virtual author talk recordings this month including:

- Nuestra América: Stories of 30 Inspiring Latinas/Latinos Who Have Shaped the United States with Smithsonian Educators. **30-day Viewing Total: 17**
- 10 Years of Daring Heists and Lovable Outcasts in YA Fantasy with Leigh Bardugo. **30-day Viewing Total: 25**
- Finding My Way with Nobel Peace Prize Laureate Malala Yousafzai. **30-day Viewing Total: 42**
- Courtly Intrigue and Whispers as Weapons with Historical Fiction Queen Philippa Gregory. **30-day Viewing Total: 28**

## Circulation, Technical Services, and Collection Maintenance

Staff have continued working with Ingram to incorporate their system into our electronic ordering process. A follow-up meeting was held with Ingram representatives on site to finalize account configuration. We are fortunate to have been selected as a pilot library for their new system, which should streamline ordering and improve data integration with Sierra. We expect to be fully set up by January.

The new UHLS mobile app continues to see strong and steady use by Bethlehem patrons. From July through November, 754 unique devices accessed the app. Monthly activity remains consistently high with roughly 470–480 devices active each month. The most frequently used features were related to core library functions such as: searching for materials, viewing item details, and managing user accounts.

## Youth Services

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

- Weekly Series
  - o Tiny Tots (2 sessions) – Attendance: 42, 45
  - o Music and Movement (4 sessions) – Attendance: 70, 75, 75, 60
  - o Family Play Time (4 sessions) – Attendance: 30, 21, 14, 30
  - o Family Story Time (3 sessions) – Attendance: 27, 45, 15
  - o Pre-K Story Time (4 sessions) – Attendance: 37, 24, 21, 32
- Saturday Story Time Series
  - o Saturday Story Time (5 sessions) – Attendance: 9, 19, 25, 19, 11
- Sensory Story Time Series
  - o Sensory Play Time (1 session) – Attendance: 17
  - o Sensory Story Time (1 session) – Attendance: 18

*A Wicked: For Good* Celebration (11/22) – In celebration of the release of the new *Wicked* movie, the library hosted a fun-filled afternoon of themed crafts and activities. Children enjoyed having their faces painted like the beloved characters, thanks to the talented artists from Stellar-NY. Although registration was required, we were delighted to welcome several drop-in guests and accommodate them. Responsible staff: Shannon M. Attendance: 17

Chess Club (11/3, 11/17) – We have welcomed several new participants, many of whom already have some experience playing. Their parents are excited about the chance for their children to engage with peers in a fun, social setting. Extending the length of the program has provided greater flexibility for families juggling multiple extracurricular activities, making it easier for siblings to participate. Responsible staff: Alex D. Attendance: 6, 9

Dog Man Trivia Party (11/5) – To celebrate Children’s Book Week, we hosted a lively Dog Man craft and trivia party. Participants enjoyed selecting their favorite snacks from a library-provided assortment before diving into some Dog Man-

themed crafts. The finale of the program was the Dog Man trivia challenge. Responsible staff: Dan B. Attendance: 21

Fall Leaf Mosaics (11/15) – Children and teens had an awesome time at our Fall Leaf Mosaic program. Participants used foil, paper, paint pens, and string to bring their incredible creations to life. Responsible staff: Lauren K. Attendance: 30



Folded Book Hedgehogs (11/14) – Teens transformed discarded paperback novels into charming “book hedgehogs” using glue and scissors. The creative process was a big hit. Responsible staff: Mary D. Attendance: 5

Pajama Story Time (11/10) – A group of neighborhood parents and children attended PJ Story Time and had a wonderful time. Several participants who joined us in October encouraged friends to come to the November session, which helped boost attendance. Responsible staff: Elnora B., Attendance: 24

Pop-Up Play Time (11/26) – Staff put together this play time program for any families who needed something to do on the Wednesday before Thanksgiving. We promoted the program through the library’s social media channels and had a great turnout. Many parents and caregivers expressed their appreciation for adding this program to the schedule. Responsible staff: Lauren K. Attendance: 38

Teen Resume Workshop (11/4) – A small but engaged group of teens participated in this workshop. Lauren guided attendees through Cypress Resume and JobNow, highlighting features such as customizable templates, live expert chats, and other helpful resources. We also explored free resume templates available in Google Docs and Microsoft Word as a solid starting point. Responsible staff: Lauren K. Attendance: 6

WMHT Presents: How Do Dinosaurs Say Goodnight? (11/11) – Barbara Lukas from WMHT hosted a special story time program featuring the book *How Do Dinosaurs Say Goodnight* by Jane Yolen. Following the reading and movie adaptation, she led children through creative, dinosaur-themed crafts. Every child received a copy of the book along with a bag of fun activity ideas to take home. Responsible staff: Elnora B. Attendance: 43

## **Outreach**

Glenmont Abbey Village (11/20) – Robert visited this age 55+ community to promote library services and programs and had some good conversations with folks interested in volunteering, tech assistance, and book discussions. Responsible Staff: Robert. Attendance: 6

Bethlehem Central High School (11/25) – Youth Services staff visited Bethlehem Central High School to host an outreach table aimed at connecting with students. We highlighted library programs and after-school activities. Many students browsed the book display, while others picked up flyers for upcoming events. We hope this will encourage teens to explore what the library has to offer. Responsible staff: Mary D. Attendance: 163

Hamagrael Elementary School (11/18) – For our final outreach session at Hamagrael Elementary, staff encouraged participants to collaborate on a single large LEGO structure. However, most children preferred working on individual projects. This experience sparked a new idea: developing a mini-STEM program where kids design and build spinning tops using LEGO. We look forward to more outreach events soon. Responsible staff: Alex D. Attendance: 15

## **Meetings and Miscellany**

I am grateful that the board continues to support library staff attendance at the New York Library Association Annual Conference each year. Reports are attached.

Geoffrey Kirkpatrick, Library Director



## NYLA Conference Report 2025

Thank you for the opportunity to attend the NYLA conference this year. As always, it is a great opportunity for networking, meeting with vendors, and participating in Continuing Education classes.

### **Becoming a Learning Leader presented by Ryan Hawk**

This year's Malcolm Hill lecture focused on active leadership. First define the leader's personal ethos. Have a front-line obsession and a bias for action. Leaders must understand what happens on the ground. Courage and confidence must be balanced with curiosity and humility. Leaders cannot be neutral, they are always either giving energy or taking energy from the group. Do what others won't to achieve what others can't. The more difficult things that you accomplish, the more confidence you will have. Be a high agency person. Nothing earth-shattering here but lectures like this are a good reminder to be deliberate about what type of leader you want to be.

### **Advocating for Silent Needs presented by Sine Rofofsky from SUNY Schenectady**

Care and deliberation is required when assisting patrons who cannot advocate loudly for themselves. Ask if help is needed before offering assistance. Example of patron who spurns larger libraries because they can be overstimulating, ironically found the sensory room in a large local library overwhelming. People are frequently advocating for needs but aren't saying anything. Have signs that people can point to. Be aware that genre stickers can be off-putting for some patrons who may want to read books in that genre (hearts on the romance books). Number aisles for ease of access. Balance signage, too many can be overwhelming. Use data to see patterns of use or not-use. Use empathy and observation to uncover silent needs.

### **PLS Author Author**

Fun presentation by author Colleen Oakley. Not from a genre I typically read but she gave a lively talk about her creative process.

### **Trustee Handbook Book Club for Directors**

This was an excellent presentation by two NYS Library System directors. They addressed difficult and complex questions submitted by public library directors from around the state. At the presentation, they released the pdf of the Handbook for New Library Directors which is an excellent resource for public library directors, focused on the complexities of libraries in New York State.

- Be familiar with the library's foundational documents, like the charter and the library system charter.

- Have a social media policy

- Our library was called out specifically for the way we handled public comments.

- Amend personnel policies about whether and how AI is allowed in library work

- Separate operational goals and focus on strategy in the long-range plan

- Have a compliance calendar

### **Do Digital Readers Make a Sound?**

This program presented by three librarians from the Nassau Library System focused on the results of a survey of digital library patrons. They created a short email survey of their digital patrons, questions about use no demographics. They sent out 99,000 emails and received a 10% response rate, which was excellent.

- Topline findings:

There is a voracious user base for a beloved service with users who initially hesitate to call out faults.

Clear need to educate users on how digital services and the platform works (requested upgrades that already existed)

Wait times are too long and lending periods are too short

When not using digital resources, digital users tended to gravitate towards material services rather than library programs or other experiences

Responses:

Created children's and teen digital reading collections

Used results for talking points with library boards (budgeting)

Alerted users to long wait times for items with high demand, low availability (digital shelf sitters)

Leaned on Cost per Circ model when possible

Future plans:

Increase public education about unfair pricing models

Work with state partners and other systems to address pricing models

Raise awareness of in-person services to digital readers

I also hosted the Friends of Libraries Section booth in my new role as VP/President Elect for the section. This is a great opportunity to talk with librarians, trustees, and Friends about NYLA and what FLS does.

I talked with many vendors on the conference vendor floor. Including the NYS Library, several architects including Ashley McGraw, furniture vendors, and calendaring/meeting room systems.

Geoff Kirkpatrick

2025 NYLA Conference, Thursday, November 6, 2025, 1-5:15pm  
Submitted by: Frank Somers

Thank you to the Board of Trustees and the library administration for the opportunity to attend. At the conference, I participated in two 1.25-hour long workshops: *Bridging Digital Divides with Tech Help* and *Integrating Makerspace Technology for Library Business*.

I enjoyed both workshops and took some good information away from each, but there were no dramatic takeaways since our library has already done most everything they recommend.

#### *Bridging Digital Divides with Tech Help*

As technology continues to evolve, libraries play a crucial role in ensuring that patrons of all ages can confidently navigate the digital world. This session explored best practices for providing accessible, inclusive, and engaging tech help, whether you're providing one-on-one tech assistance or leading a group workshop. The presenter also discussed successful outreach efforts to extend digital literacy efforts outside the library by partnering with senior centers, schools, workforce development programs, and other local organizations.

#### *Integrating Makerspace Technology for Library Business*

The presentation explored how libraries can leverage makerspace technologies available for patron use, such as 3D printers, laser cutters, and digital design tools, to produce library resources in-house. According to the presenters, by having both patrons and staff utilize makerspace equipment, libraries maximize the potential of makerspaces which, ultimately, saves money. They recommended various pieces of equipment, discussed how to make the case for equipment purchases, explained return on investment, and discussed what a makerspace and the associated technology can do to enhance the library at a low cost.

Thank you for giving me the opportunity to present alongside Mary Fellows at the NYLA conference. We had a good turnout of participants (over 60 people) for our presentation, Aging at Work: Strategies for Embracing Becoming a "Work Elder".

The presentation included a lot of audience engagement to begin having a candid conversation about aging at work.

We received a lot of positive feedback on the session. My favorite comment was "I think that was the bravest presentation I've ever been to!" Mary and I were asked us if we were planning to offer more on this topic, while another person suggested that we present this at the Long Island library conference.

On a personal level, this presentation allowed me the opportunity to do a lot of self-reflection on where I am in this stage of my life, my work/life balance, and the significant work that I provide to this library.

### **Presentation Description**

It's a shift that surprises us all in a long career: becoming a work elder. Yet navigating this change in status can challenge our self-confidence and perspective, leaving us uncertain about where and how we can now best contribute. In this session, participants will learn strategies to address common challenges of late-stage work life, including ageism, and to identify opportunities and activities that foster meaning, value, and acceptance. They will also learn to leverage the practical knowledge and discernment, of great value to organizations, that are the unique province of work elders.

### **Learning Objectives**

1. Learn strategies to address common challenges of late-stage work life, including ageism, change in stamina and focus, and the fatigue of recurring patterns.
2. Identify opportunities and activities that foster meaning, value, and acceptance, including seeking a younger mentor, redefining success, doubling down on a growth-oriented mindset, and sharing the work elder experience.
3. Leverage the practical knowledge and discernment built over years of service to help your library and coworkers thrive.

Christine McGinty

Anne Coletta, NYLA 2025 Conference, November 7, 2025

Thank you to the Board and the Bethlehem Public Library for allowing me the opportunity to improve my professional skills by attending the 2025 NYLA Conference in Saratoga Springs, New York. This year, I focused on leadership (LAMS, Leadership & Management Section) and technology (SMART, Section on Management of Information Resources and Technology) sessions.

**Library of Things: Budget Friendly to Big Time** (PLS) was presented by Michelle Samuel, Head of Adult Services & Information, Oceanside Library, and Rebecca Alberto, Adult Services Librarian, Oceanside Public Library. The presenters led a discussion on the value of having a Library of Things collection and how it aligns with the mission of public libraries and engages new users. They presented how Oceanside Library launched their Library of Things, and how they sustain and market the collection. The presenters also solicited discussion from attendees as to how we fund, build, and market our collections. I was interested in some of the items discussed, but we do not have enough storage space for all of them. For example, I am interested in “adapted toys for children with disabilities.” However, I am concerned with sanitation/hygiene/liability issues with the kitchen appliances. I will develop a list of suggestions to submit. One important takeaway from this session is to scale the collection thoughtfully and intentionally.

**Navigating the Future: Embracing Emerging Technologies** (SMART) was presented by Anthony Giansante, Head of Emerging Technology, John Jermain Memorial Library; Steve Alcalde, Head of Computers and Technology, Rogers Memorial Library; and Sara Fade, Librarian II, Middle County Public Library. This session focused more on library professionals teaching emerging technologies and promoting digital literacy, rather than on covering what technologies seem to be on the horizon. Although the session was focused on making digital technology more accessible to the public (through equipment in the library, library programs/services, and Library of Things items), I was somewhat dismayed that the presenters did not consider accessibility in their program itself, and I provided that feedback in my survey for both the program and the conference as a whole. The most valuable thing I took away from this presentation was information about various librarian forums and other resources for technology information.

**J'accuse! Imposteur! Directing with Imposter Syndrome** (LAMS, PLS) was presented by Jessica Pacciotti, Library Director, Warner Library, and applied to all levels of management, not just directorship. It was a quick but thorough overview of Imposter Syndrome and who it affects. It is surprising who it affects – she included quotes from the likes of Meryl Streep, Tom Hanks,

Maya Angelou, and John Steinbeck. Imposter Syndrome is not a medical or psychological diagnosis and does not appear in the DSM-5. It is more accurate to call it “Imposter Phenomenon,” and it most commonly appears around times of transition in life. After sharing her own experience, the presenter also covered how to identify and deal with reactions that come from imposter syndrome, such as overworking, perfectionism, intrusive thoughts, false comparisons, or low self-esteem.

**Cardholder Signup Policies: Access in Practice** (LAMS, PLS) was presented by Amy Mikel, Senior Director of Customer Experience, Brooklyn Public Library, and attorney Stephanie Cole Adams. In 2023, Brooklyn Public Library began researching public library card sign-up policies. They studied established practices and looked into how often libraries revised or reevaluated their cardholder policies. Their published findings are available at <http://www.bklynlib.org/library-study>. This is the first known national dataset in this area of study. They also convened a national working group to develop a framework of best practices and recommendations for libraries when developing policy/process for cardholder sign up. The presenters also went over barriers to access and how to create official workarounds to overcome some of those barriers. I am proud to say that Bethlehem Public Library has addressed the top-level recommendations provided by the presenters. The latter part of the presentation covered how New York's laws and regulations impact how a NYSED-registered public library can assess, develop, and implement its cardholder policy and goals (the flowchart provided is well over my head in legalese, but the format is fairly easy to follow).

Once again, I thank the Board of Trustees for allowing me to attend the 2025 NYLA Conference. It gave me a chance to network with other librarians and to add to my professional knowledge.

Respectfully submitted,  
Anne Coletta

## **NYLA Conference and Trade Show 2025**

I appreciate the Bethlehem Public Library Board of Trustees for supporting my attendance at the 2025 New York Library Association Conference and Trade Show. This year's theme, *Actionable Advocacy*, emphasized practical strategies for advancing library initiatives. The conference provided valuable opportunities to network with colleagues, exchange ideas, and strengthen our commitment to public service.

### **Keynote Address – Michaela Blei, Ph.D.**

Dr. Blei, former Director of Education at *The Moth*, delivered an insightful keynote on the power of storytelling in library advocacy. She highlighted the importance of concise, impactful narratives—an essential skill for securing funding and engaging stakeholders. Her remarks underscored the challenge librarians face in balancing detail with brevity.

### **Session: Bridging Digital Divides with Tech Help**

Kenneth Roman, Librarian at George F. Johnson Memorial Library, led a session on technology assistance, with a focus on senior citizens. The discussion explored best practices for supporting older patrons and concluded with group exercises comparing services offered across libraries. The group exercises were followed by an extended question and answer period where many colleagues shared their experiences and tools they use when handling tech assistance for senior citizens.

### **Vendor Highlights**

- ***Center for Responsive Schools***: Discussed new products and the potential addition of the *Adventures of the Center City Kids* series to BPL's collection.
- ***Mason Crest Publishing***: Reviewed upcoming nonfiction titles for children and teens.

**New York Library Association's 2025 conference****November 2025****Submitted by: Philip Berardi**

I appreciate the opportunity to have attended the New York Library Association's 2025 conference, *Actionable Advocacy*. Attending local conferences is an excellent opportunity to discuss regional issues, ideas, and solutions. This event is also a great way to strengthen relationships with our colleagues and vendors.

This year I attended *Bridging Digital Divides with Tech Help* with speaker Kenneth Roman. The session explored practices for providing tech help with an accessibility and inclusion focus. It was reaffirming to hear that our staff already provide many of the strategies for addressing common technology challenges such as one-on-one tech assistance, group workshops, and self-paced learning resources. The session also underscored the need for extending AI literacy which became the sole focus of the Q&A.

**Trade Show**

This year I had scheduled meeting with Ingram and Brodart to discuss continued onboarding and our workflow needs. We were able to review outstanding setup questions and clarify some expectations. These meetings help keep the onboarding process on track.

With the changes to the UHLS catalog and the review by the Automation Advisory committee, I was able schedule an introduction with our regional rep. This will be helpful once the Vega platform replaces Encore and the Library is allowed to customize the catalog for Bethlehem.



Library Collection				2024-25	Current Total
Adult fiction				28,103	27,520
Adult non-fiction				28,974	28,073
Adult audio				4,748	3,739
Adult video				7,685	6,430
Young adult fiction				5,030	4,866
Young adult nonfiction				664	674
Young adult audiobooks				295	282
Children's fiction				30,514	30,147
Children's non-fiction				15,416	14,860
Children's audiobooks				1,528	1,432
Children's video				1,055	919
OverDrive - UHLS Shared				161,068	169,257
e-magazines				5,934	6,451
Electronic (games, ereaders)				398	374
Total				291,412	295,024
Library Programs	Nov-25	Nov-24	% change	2024-25	F-Y-T-D
Programs	88	85	3.5%	860	366
Program attendance	1,769	2,151	-17.8%	24,760	9,756
Outreach Programs	7	5	40.0%	71	29
Outreach Attendance	273	36	658.3%	12,569	5,858
Circulation	Nov-25	Nov-24	% change	2024-25	F-Y-T-D
Adult fiction	13,117	12,492	5.0%	151,877	70,576
Adult non-fiction	6,364	6,441	-1.2%	75,666	33,665
Adult audio	6,493	6,194	4.8%	70,190	33,311
Adult video	5,230	5,497	-4.9%	58,933	26,543
Magazines	4,318	2,912	48.3%	29,371	16,981
Young adult fiction	1,244	1,327	-6.3%	16,405	7,253
Young adult nonfiction	98	104	-5.8%	1,049	663
Young adult audiobooks	287	251	14.3%	3,129	1,429
Children's fiction	11,612	12,597	-7.8%	135,923	60,023
Children's non-fiction	2,988	2,982	0.2%	34,053	15,327
Children's audiobooks	1,309	1,252	4.6%	15,159	6,835
Children's video	428	532	-19.5%	4,398	1,655
Electronic (games, ereaders)	495	578	-14.4%	6,325	2,622
Total	53,983	53,159	1.6%	602,478	276,883
Interlibrary Loan	Nov-25	Nov-24	% change	2024-25	F-Y-T-D
Borrowed from others	5,495	5,165	6.4%	62,096	29,208
Loaned to others	4,077	4,598	-11.3%	52,037	21,218
Miscellaneous	Nov-25	Nov-24	% change	2024-25	F-Y-T-D
Visits to our home page	50,070	32,877	52.3%	361,097	220,814
Public use of meeting rooms	24	35	-31.4%	376	122
Public meeting attendance	328	366	-10.4%	3,973	1,362
Staff use & library programs	83	71	16.9%	757	350
Study room sessions	478	423	13.0%	4,767	2,220
Tech room/ Studio use	2	8	-75.0%	85	24
Door count	19,081	18,744	1.8%	209,786	94,188
Registered BPL borrowers	103	98	5.1%	1,187	571
Computer signups	1,359	1,264	7.5%	14,914	6,866
Museum Pass use	118	97	21.6%	1,365	923
E-book use	6,092	5,801	5.0%	72,557	31,796
E-audiobook use	6,413	5,634	13.8%	65,776	32,276
E-magazine use	4,120	2,704	52.4%	27,000	15,866
Streaming video use	1,968	1,981	-0.7%	19,281	9,236
BCSD use via Overdrive	202	217	-6.9%	2,654	888
Equipment	665	383	73.6%	4,304	3,161
Wireless Use	8,352	9,194	-9.2%	106,181	47,928

## **BOARD RESOLUTION**

MOTION, THAT THE BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$150,000 FROM THE GENERAL FUND TO THE CAPITAL RESERVE FUND TO COVER COSTS ASSOCIATED WITH BOILER REPLACEMENT PROJECT.

ACTION OF THE BOARD:\_\_\_\_\_

MOTION PRESENTED BY:\_\_\_\_\_

MOTION SECONDED BY:\_\_\_\_\_

DATED:\_\_\_\_\_