



Board of Trustees Meeting

Monday January 12, 2026 6:00 pm

Board Room

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

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

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

Library Mission Statement

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

Agenda

- Call to order
- Public participation
- Review of previous meeting minutes (p. 1-5)
 - Financial report (p. 6-15)
 - Treasurer's update (p. 6)
- Personnel report (p. 16)
 - Personnel actions
- Director's report (p. 17-27)
- UHLS report
- Friends report
- New business
 - Director's evaluation
 - Boiler project – update
 - Staff recognition
 - Other new business
- Old business
 - Borthwick property
 - Other old business
- Future business
 - Budget update
- Public participation
- Adjournment

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

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

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

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

Geoffrey Kirkpatrick, director
Kristen Roberts, public information specialist

EXCUSED: Gail Sacco

GUESTS: Phil Berardi, assistant director/head of operations
Tanya Choppy, accounts clerk
Jennifer Crawford, confidential secretary
Chris McGinty, assistant director/Public Services
Bruce Phillips

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

PUBLIC PARTICPATION

There was no public comment at this time.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by M. Walsh with a SECOND by L. DiBetta, the board unanimously approved the minutes from the Monday November 10 regular board meeting.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report.

- M. Kissinger asked about the balance total in the cash and investments summary. S. Whiting said that total includes revenue received to date, less funds that have already been spent on operations. M. Kissinger also asked about the transfers detailed in the same summary. T. Choppy said that in November, there is a larger-than-usual transfer to pay the library's retirement account bill.

On a MOTION by S. Patterson with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 30 November 2025 (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; CapProject Fund Checks \$1,846.90; Total: \$761,182.43).

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 thanked the maintenance crew for their work on the new aquarium in the Children's Place, the Friends for purchasing the aquascaping and the fish, and Larry Powers who donated the tank.
- G. Kirkpatrick said that technical services staffers have done a great job ordering books and transitioning to a new vendor following the shutdown of Baker and Taylor. He noted that Bethlehem will be one of the first local libraries set up with Ingram.
- There is continued high attendance at the library's youth programs.
- M. Walsh asked about Bethlehem being mentioned at one of the NYLA programs for their public participation policy. G. Kirkpatrick said a director from another system positively mentioned the public hearings regarding the drag story hour and Miko Peled talk because they gave people an opportunity to have their say.

UHLS REPORT

M. Kissinger said there isn't a meeting in December.

FRIENDS REPORT

J. Adams said the Friends will hold their annual meeting the following week, where they will select officers. C. Brancatella noted that the Friends meetings are open to the public and a good opportunity to get involved with the library. Meetings are held in the Community Room.

NEW BUSINESS

Boiler project update

Representatives have been in the building starting to coordinate how to get the air handlers to put out more heat while the boiler is being replaced. G. Kirkpatrick said the contracts are all signed and work on the boiler will likely start soon. M. Kissinger asked if there would be any impact on patrons during the project. G. Kirkpatrick said that some areas of the library might experience temperature fluctuations until it is back online, but the construction shouldn't impact public areas.

S. Whiting said that any time the board needs to transfer money to the capital reserve fund, it must be done by board resolution.

On a MOTION by L. DiBetta with a SECOND by M. Walsh, the board authorized the transfer of \$150,000 from the general fund to the capital reserve fund to cover costs associated with the boiler replacement project.

Children's area

C. Brancatella noted that there had been some comments on local family social media groups about the state of the toys and carpet in the children's play area in the library. She noted that the toys are replaced regularly but they do experience a lot of wear and tear. C. Brancatella noted that the recent bond project included a significant overhaul of the children's space. Although the bond did not pass, the children's area remains part of the discussion. G. Kirkpatrick said there is also a bin for parents to place toys that are in need of cleaning. C. Brancatella said the board might consider ways to move those

passive discussions into a more constructive sphere. G. Kirkpatrick said the children's area is a fixed space, so staffers are always looking at ways to balance the collection space with play space and other needs. L. DiBetta said the carpet in the area remains on the list of priorities for updates.

Statistics and staff development day

G. Kirkpatrick gave an overview of the training provided at staff development day.

Other new business

C. Brancatella said the board has been talking about ways for the public to interact with the board. The communications committee has been looking at some dates in February for a coffee and conversation with board members and library Friends.

OLD BUSINESS

Borthwick property

C. Brancatella said there has been some discussion about a communications strategy related to the Borthwick property. She said the communications committee met recently and discussed a general timeline. It is possible that the house could come down as early as the beginning of the summer. She noted that the actual content of the communication hasn't been finalized.

C. Brancatella said that the committee is recommending an early March presentation to the public about the property before seeking additional written feedback. She said the board should finalize what information will be part of that initial presentation by the February meeting. She noted that whatever is done with the space, it will remain flexible if other needs arise in the coming years.

M. Walsh asked how long the demo process would take. G. Kirkpatrick said he is currently seeking proposals for a plan for demolition and added that it would not fall under SED approval but would need approval from the town. In response to a question from M. Walsh, G. Kirkpatrick said six months sounded like a reasonable timeframe. M. Walsh asked if it wouldn't make more sense to start that process before hosting public events and table displays about it. She asked if that would be holding up the actual demo. C. Brancatella said that both the communication and the planning pieces would happen at the same time, and the work the board had done for the 2024 bond proposal will help streamline the process since there are no significant roadblocks anticipated. She noted that the communications piece would let the public know what is happening before the building comes down.

G. Kirkpatrick said he is working on the premise that it would be demolition to a grassy lot and that discussion about the uses of that space will be ongoing.

M. Walsh said that if the board were to put some ideas before the public about the use of that space, it would be helpful to have some cost estimates as well. C. Brancatella said they could probably get some ballpark figures. She also asked the board to be thinking about those potential uses for the space as they will be discussing them as a full board at the next two meetings.

L. DiBetta said there is also a space limitation that needs to be considered. She noted that the planning process could help the board identify a list of the community's priorities.

M. Walsh said that staff should also have input about how the space is used. She added that the board should be clear that the presentations on the space are presentations and not debates.

J. Adams asked about the acreage of the property. G. Kirkpatrick said he believes it is about a quarter acre. He noted that the actual demolition should be quick. C. Brancatella said that a neighborhood email list will be used to inform those living near the library.

Other old business

G. Kirkpatrick noted an email request sent to some of the trustees regarding an article in the Spotlight archives. He noted that he told the individual that the next step would be an appeal to the board.

M. Walsh said she has an opposing opinion on the board having a social media presence. She said she sees some pitfalls, including the uncontrolled negativity that can take place in that format, as well as the blurring of the lines between personal opinions and official opinions. She added that the library should be the ones promoting events, services and community engagement, and that the board should be promoting governance.

S. Patterson said that during her library training she learned about the library's social media policy that governs some of that conduct.

FUTURE BUSINESS

There was no future business discussed.

PUBLIC PARTICIPATION

C. McGinty thanked the board for providing cookies at the staff development day training.

ADJOURNMENT

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

Prepared by
Kristen Roberts, recording secretary

Cosigned by
C. Brancatella, board president

BOARD ACTIONS:

On a MOTION by M. Walsh with a SECOND by L. DiBetta, the board unanimously approved the minutes from the Monday November 10 regular board meeting.

On a MOTION by S. Patterson with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 30 November 2025 (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; CapProject Fund Checks \$1,846.90; Total: \$761,182.43).

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Treasurer's Report

January 12, 2026

Revenue and Expense Report

As of December 31, overall expenses are tracking right on budget. Salaries and benefits are over by about 5%, but that should be smoothed out as the year progresses since retirement was paid in full in November. Gas and electric is over budget by about 11%, and we expect health insurance to be overbudget as we begin to pay 2026 rates.

Fund Balance

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

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 12/31/25

	BALANCE 11/30/2025	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	BALANCE 12/31/2025
TD Bank General Fund	626,145.12	7,063.44	(229,059.72)	(521.00)	(168,631.59)	234,996.25
TD Bank Payroll	0.00		(168,631.59)	-	168,631.59	0.00
TD Bank Money Market	1,797,730.87	-		3,134.95	-	1,800,865.82
TD Bank Treasury Bill	509,444.10		-	1,417.28	-	510,861.38
TD Bank Capital Project Fund	24,496.05	-	(1,846.90)		-	22,649.15
Metropolitan Bank Opened 7/03/25	3,531,354.35	-	-	10,996.42	-	3,542,350.77
Key Bank Checking	12,930.43	2,127.79	(219.81)		-	14,838.41
TOTAL:	6,502,100.92	9,191.23	(399,758.02)	15,027.65	-	6,126,561.78

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$19,632* of Storch Fund money

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

6 MONTHS ENDED 12/31/25

FISCAL YEAR 2025-2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 6 MO. ENDED 12/31/2025	Percent YTD 12/31/2025	ANNUAL BUDGET 2024-2025	YTD PRIOR 6 MO. ENDED 12/31/2025	Percent YTD 12/31/2025
Real Property Taxes	4,711,910	4,631,621	98.3%	4,592,100	4,407,316	96.0%
PILOT	225,000	234,291	104.1%	239,000	240,049	100.4%
Fines	3,000	1,593	53.1%	3,000	1,271	42.4%
Interest on Deposits	121,500	67,909	55.9%	90,000	89,744	99.7%
Lost Book Payments	11,500	5,718	49.7%	8,500	6,354	74.7%
Friends of BPL Contributions	10,000	8,091	80.9%	7,000	5,365	76.6%
Gifts and Donations	10,000	8,611	86.1%	8,000	6,630	82.9%
Photocopier	10,500	7,571	72.1%	8,000	6,314	78.9%
State Aid	26,500	24,290	91.7%	26,000	26,362	101.4%
Grants	-	500	0.0%	-	4,382	0.0%
Miscellaneous Income	800	945	118.2%	500	282	56.4%
Carryover add'l PILOT FY 24-25	38,000					
Total Revenue	5,168,710	4,991,140	96.6%	4,982,100	4,794,069	96.2%
EXPENSES						
Salaries	2,783,914	1,390,924	50.0%	2,547,087	1,310,878	51.5%
Retirement	376,102	390,285	103.8%	324,242	323,915	99.9%
Health Insurance	430,000	204,131	47.5%	398,000	176,036	44.2%
Other Benefits	240,194	130,979	54.5%	238,965	115,646	48.4%
Subtotal Salaries & Benefits	3,830,210	2,116,319	55.3%	3,508,294	1,926,475	54.9%
Library Materials - Print	290,000	98,405	33.9%	294,000	124,353	42.3%
Library Materials - Electronic & Audio	290,500	104,589	36.0%	281,000	114,722	40.8%
Subtotal Library Material	580,500	202,994	35.0%	575,000	239,075	41.6%
Operations	633,000	269,803	42.6%	643,900	259,665	40.3%
Capital Expenditures	100,000	30,655	30.7%	100,000	-	0.0%
Contingency	25,000	-		35,000	-	
Total Expenses	5,168,710	2,619,772	50.7%	4,862,194	2,425,215	49.9%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

6 MONTHS ENDED 12/31/25

FISCAL YEAR 2025 - 2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 6 MO. ENDED 12/31/2025	Percent YTD 12/31/2025	ANNUAL BUDGET 2024-2025	YTD PRIOR 6 MO. ENDED 12/31/2025	Percent YTD 12/31/2025
Salaries & Benefits						
Salaries-Librarians	1,378,299	709,314	51.5%	1,252,089	658,124	52.6%
Salaries-Support Staff	1,206,163	579,949	48.1%	1,226,399	556,694	45.4%
Salaries-Custodians	199,452	101,660	51.0%	188,505	96,060	51.0%
Subtotal Salaries	2,783,914	1,390,924	50.0%	2,666,993	1,310,878	49.2%
Retirement	376,102	390,285	103.8%	324,242	323,915	99.9%
Health Ins.	430,000	204,131	47.5%	398,000	176,036	44.2%
SocSec/Medicare	212,694	104,535	49.1%	206,465	98,151	47.5%
Worker's Comp.	20,000	24,249	121.2%	20,000	16,002	80.0%
Unemployment	5,000	-	0.0%	10,000	-	0.0%
Disability Ins.	2,500	2,195	87.8%	2,500	1,493	59.7%
Subtotal Salaries & Benefits	3,830,210	2,116,319	55.3%	3,628,200	1,926,475	53.1%
Library Materials						
Adult books	171,000	58,615	34.3%	171,000	74,749	43.7%
Periodicals	14,000	4,077	29.1%	18,000	11,546	64.1%
YS Books	85,000	23,847	28.1%	85,000	31,215	36.7%
Special Collections	20,000	11,867	59.3%	20,000	6,843	34.2%
Subtotal Print Materials	290,000	98,405	33.9%	294,000	124,353	42.3%
Audiobooks	15,000	6,922	46.1%	20,000	6,694	33.5%
E-Collections	201,000	90,744	45.1%	201,000	82,320	41.0%
Electronic Resources	50,000	-	0.0%	31,000	16,252	52.4%
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	5,870	29.3%	22,000	7,375	33.5%
Subtotal Electronic & Audio	290,500	104,589	36.0%	281,000	114,722	40.8%
Subtotal Library Materials	580,500	202,994	35.0%	575,000	239,075	41.6%
Operations						
Copiers and supplies	14,000	6,303	45.0%	15,000	6,639	44.3%
Office supplies	17,000	5,745	33.8%	20,000	5,966	29.8%
Custodial supplies	22,000	8,912	40.5%	20,000	10,409	52.0%
Postage	22,000	8,866	40.3%	22,000	9,938	45.2%
Printing & Marketing	35,000	6,571	18.8%	43,200	11,281	26.1%
Van lease & oper.	2,500	250	10.0%	4,000	173	4.3%
Gas and Electric	65,000	42,341	65.1%	75,000	30,052	40.1%
Telecom & Cloud Svcs	25,000	12,736	50.9%	24,000	10,188	42.4%
Water	3,000	2,214	73.8%	3,000	1,309	43.6%
Taxes-sewer & water	3,500	-	0.0%	3,500	-	0.0%
Refund property taxes	5,000	119	2.4%	5,000	2,859	57.2%
Prof. Services	30,000	4,320	14.4%	40,000	5,077	12.7%
Contract Services	50,000	2,754	5.5%	50,000	7,116	14.2%
Insurance	36,000	39,127	108.7%	35,000	33,451	95.6%
Bank Fees	2,500	3,635	145.4%	1,700	2,653	156.1%
Travel/Conference	10,000	3,658	36.6%	3,500	3,628	103.7%
Memberships	3,000	515	17.2%	3,000	520	17.3%
Special Programs	45,000	15,755	35.0%	42,000	10,783	25.7%
Furniture & Equipment	30,000	6,497	21.7%	30,000	12,144	40.5%
IT Hardware & Software	55,000	13,373	24.3%	50,000	8,670	17.3%
Bld & Grnd. Repair	40,000	6,988	17.5%	40,000	5,633	14.1%
Furn/Equip Repair	4,000	1,764	44.1%	3,000	3,269	109.0%
Miscellaneous	6,500	6,751	103.9%	6,500	5,427	83.5%
Audit Service	25,000	20,875	83.5%	25,000	24,750	99.0%
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%
Subtotal Operations	633,000	269,803	42.6%	643,900	259,665	40.3%
Capital Expenditures	100,000	30,655	30.7%	100,000	-	0.0%
Contingency	25,000	-	0.0%	35,000	-	0.0%
TOTAL	5,168,710	2,619,772	50.7%	4,982,100	2,425,215	48.7%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN DECEMBER 2025 BASED ON PRE-APPROVAL	\$	55,733.38
CHECKS DISBURSED IN DECEMBER 2025 RELATING TO PAYROLL	\$	251,207.55
CHECKS BEING SUBMITTED FOR APPROVAL	\$	127,802.24
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	17,504.80

BETHLEHEM PUBLIC LIBRARY**Check Warrant Report For A - 22: PREAPPROVED DISB (DEC 25) For Dates 12/1/2025 - 12/31/2025**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43282	12/01/2025	1831	CDPHP UNIVERSAL BENEFITS, INC.		34,737.08
43283	12/01/2025	720	MVP HEALTH PLAN, INC.		7,885.08
43284	12/01/2025	2061	UNITED HEALTHCARE INSURANCE CO		158.79
43326	12/03/2025	2395	CSEA EMPLOYEE BENEFIT FUND		163.74
43327	12/03/2025	1581	UNITED STATES POSTAL SERVICE	260011	1,800.00
43329	12/11/2025	2510	JENNIFER CRAWFORD	260278	45.98
43330	12/11/2025	1161	TOWN OF BETHLEHEM	260279	1,195.08
43331	12/11/2025	1607	VERIZON BUSINESS FIOS	260001	199.99
43332	12/11/2025	1607	VERIZON BUSINESS FIOS	260001	89.00
43333	12/11/2025	2137	WEX BANK	260015	63.76
43335	12/22/2025	1424	AFLAC NEW YORK		220.04
43336	12/22/2025	2426	JPMORGAN CHASE BANK NA	260301	1,785.49
43337	12/22/2025	1570	NATIONAL GRID		7,191.32
43338	12/22/2025	2061	UNITED HEALTHCARE INSURANCE CO		198.03
Number of Transactions: 14				Warrant Total:	55,733.38
				Vendor Portion:	55,733.38

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 - 23: PAYROLL (DEC 25) For Dates 12/1/2025 - 12/31/2025**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43328	12/12/2025	712	CIVIL SERVICE EMPL ASSOC INC.		1,000.53
43334	12/26/2025	712	CIVIL SERVICE EMPL ASSOC INC.		1,000.53
101068	12/12/2025	709	BPL SPECIAL PAYROLL ACCOUNT		92,951.77
101069	12/12/2025	710	NYS INCOME TAX BUREAU		6,089.98
101070	12/12/2025	1946	IRS - PAYROLL TAX PMT		32,967.33
101071	12/12/2025	2003	NEW YORK STATE DEFERRED		3,731.93
101072	12/26/2025	709	BPL SPECIAL PAYROLL ACCOUNT		75,679.82
101073	12/26/2025	710	NYS INCOME TAX BUREAU		4,540.49
101074	12/26/2025	730	NYS EMPLOYEES RETIREMENT SYSTE		4,791.85
101075	12/26/2025	1946	IRS - PAYROLL TAX PMT		24,818.62
101076	12/26/2025	2003	NEW YORK STATE DEFERRED		3,634.70
Number of Transactions: 11				Warrant Total:	251,207.55
				Vendor Portion:	251,207.55

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 - 25: BILL SCHEDULE (JAN 26) For Dates 1/13/2026 - 1/13/2026



Check #	Check Date	Vendor ID Vendor Name	PO Number	Check Amount
43344	01/13/2026	1256 ACCUCUT, LLC	*See Detail Report	320.48
43345	01/13/2026	30 ALBANY PUBLIC LIBRARY-MAIN BR	260318	18.00
43346	01/13/2026	2420 AMAZON CAPITAL SERVICES INC	260302	2,230.04
43347	01/13/2026	2531 ANNA LAROSE	260159	100.00
43348	01/13/2026	2264 B&H FOTO & ELECTRONICS CORP	260275	86.05
43349	01/13/2026	719 BETHLEHEM CENTRAL SCHOOL DIST	260300	46.24
43350	01/13/2026	997 BOND, SCHOENECK & KING, PLLC	260319	1,323.75
43351	01/13/2026	1578 BRUNSWICK LIBRARY	260299	20.00
43352	01/13/2026	117 CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	260314	553.11
43353	01/13/2026	827 PHYLLIS CHAMBERS		555.00
43354	01/13/2026	2162 CHILDREN'S MUSEUM AT SARATOGA	260327	300.00
43355	01/13/2026	2078 COUNTY WASTE & RECYCLING SERVICE, INC.	260005	724.92
43356	01/13/2026	1220 DEMCO, INC	*See Detail Report	3,810.27
43357	01/13/2026	2529 DESIGN+	260195	275.00
43358	01/13/2026	1463 EAST GREENBUSH COMM LIBRARY	260297	27.99
43359	01/13/2026	1991 EASTERN MANAGED PRINT NETWORK LLC	260003	705.42
43360	01/13/2026	195 EBSCO INFORMATION SERVICES	260281	7,078.22
43361	01/13/2026	1986 FIRSTLIGHT FIBER	260280	797.82
43362	01/13/2026	1965 PATRICIA GEROU		555.00
43363	01/13/2026	2272 GLOBAL EQUIPMENT COMPANY INC.	260267	167.95
43364	01/13/2026	745 MARY HARTMAN		555.00
43365	01/13/2026	2518 **CONTINUED** INGRAM LIBRARY SERVICES LLC		0.00
43366	01/13/2026	2518 **CONTINUED** INGRAM LIBRARY SERVICES LLC		0.00
43367	01/13/2026	2518 **CONTINUED** INGRAM LIBRARY SERVICES LLC		0.00
43368	01/13/2026	2518 INGRAM LIBRARY SERVICES LLC	*See Detail Report	20,485.35
43369	01/13/2026	297 INTERNATIONAL BUILT-IN SYSTEMS	260305	276.00
43370	01/13/2026	2322 KANOPI INC.	260016	3,320.00
43371	01/13/2026	2201 LANE PRESS OF ALBANY	260009	2,245.00
43372	01/13/2026	2261 LIBRARY IDEAS, LLC	260296	584.72
43373	01/13/2026	1024 MIDWEST TAPE LLC	*See Detail Report	2,199.63
43374	01/13/2026	2313 MMB+CO ACCOUNTING	260104	2,125.00
43375	01/13/2026	1172 ANNE B MOSHER		555.00
43376	01/13/2026	2088 NYSID	260316	165.16
43377	01/13/2026	2094 OTC BRANDS, INC.	*See Detail Report	618.43
43378	01/13/2026	1823 OVER DRIVE INC.	260329	403.90
43379	01/13/2026	458 PITNEY BOWES INC	260008	250.99
43380	01/13/2026	2430 PLAYAWAY PRODUCTS LLC	260265	373.44
43381	01/13/2026	1210 PROQUEST LLC	260332	2,732.13
43382	01/13/2026	1490 REPEAT BUSINESS	260073	114.84
43383	01/13/2026	984 RESERVE ACCOUNT-PITNEY BOWES	260320	1,000.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 25: BILL SCHEDULE (JAN 26) For Dates 1/13/2026 - 1/13/2026



Check #	Check Date	Vendor ID Vendor Name	PO Number	Check Amount
43384	01/13/2026	2543 RICHARD WANG	260141	150.00
43385	01/13/2026	1951 S & S WORLDWIDE INC.	260253	74.91
43386	01/13/2026	2421 SENTRON ASSOCIATES INC.	260010	463.81
43387	01/13/2026	2251 SPECTRUM/CHARTER COMMUNICATIONS	260101	120.00
43388	01/13/2026	2482 SPRINGSHARE LLC	260335	99.48
43389	01/13/2026	2038 STAPLES BUSINESS ADVANTAGE	*See Detail Report	1,115.99
43390	01/13/2026	2154 STERICYCLE, INC.	260014	23.09
43391	01/13/2026	2436 THE LAW OFFICE OF STEPHANIE A. ADAMS, PLLC	260277	762.50
43392	01/13/2026	2340 T-MOBILE	260032	949.19
43393	01/13/2026	2307 TRANE U.S. INC.	*See Detail Report	39,962.00
43394	01/13/2026	632 UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	16,438.00
43395	01/13/2026	1607 VERIZON BUSINESS FIOS	260001	89.00
43396	01/13/2026	1607 VERIZON BUSINESS FIOS	260001	199.99
43397	01/13/2026	1968 VERIZON WIRELESS	260004	109.11
43398	01/13/2026	645 **CONTINUED** W W GRAINGER INC		0.00
43399	01/13/2026	645 W W GRAINGER INC	*See Detail Report	2,163.72
43400	01/13/2026	1884 W.B. MASON CO., INC.	260268	352.10
43401	01/13/2026	2423 YOUNG LANDSCAPES LLC	260149	7,029.50

*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.

BETHLEHEM PUBLIC LIBRARY**Check Warrant Report For H - 6: BILL SCHEDULE (H FUND) - JAN 26 For Dates 1/13/2026 - 1/13/2026**

Check #	Check Date	Vendor ID Vendor Name	PO Number	Check Amount
10007	01/13/2026	2553 BPI MECHANICAL SERVICES	260251	14,804.80
10008	01/13/2026	2532 COLLINS + SCOVILLE ARCHITECTURE ENGINEERING	250644	605.00
10009	01/13/2026	2499 SCHOOLHOUSE CONSTRUCTION SERVICES LLC	260034	2,095.00
Number of Transactions: 3			Warrant Total:	17,504.80
			Vendor Portion:	17,504.80

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

January 12, 2026 - Board of Trustee Meeting

16

Personnel Report

Title	Dept.	Current Hours to be Approved	Former Hours if Changed	Salary/Rate	Previous or Current Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
Previously Approved to Fill											
Action Requested											
Library Clerk, Part-Time	Circulation Services	11.67 hrs/wk		\$18.83/hour or per contract	A. Van Cleve	1/22/2026					
Library Clerk, Full-Time	Circulation Services	35 hrs/wk		\$34,270/annual or per contract	A. Russo	1/16/2025					
Positions Held											
Library Page PT	Collection Maintenance	11.4 hrs/wk		\$15.50/hour	A. Glass	8/18/2025					

Director's Report

January 2026

Building and Grounds

A key component for the boiler installation is backordered, and the project has been paused in accordance with our engineer's recommendation. We did not want to remove the boiler without knowing that all parts are readily available. Trenching for the floor drain is complete.

It has been a cold, snowy, and icy month. The maintenance crew did an excellent job clearing the ice to keep access to the library as safe as possible. The Friends of the Library purchased a new gear dryer as a thank you to the maintenance staff.

Youth Services

Staff evaluated the use of space and the variety of toys in the Children's Place. We kept statistics for use of the play space throughout the day. The library replaced several of the larger toys.

Creation Station: Paper Poinsettia (12/1 - 12/7) – Drop-in craft in the Children's Place. The December 2025 craft prompted children to create their own paper poinsettia in the Children's Place to take home. Responsible staff: Alex D. Attendance: 94



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

- Weekly Series
 - Tiny Tots (2 sessions) – Attendance: 32, 24
 - Music and Movement (5 sessions) – Attendance: 71, 51, 38, 42, 63
 - Family Play Time (3 sessions) – Attendance: 25, 19 31
 - Family Story Time (3 sessions) – Attendance: 38, 29, 29
 - Pre-K Story Time (3 sessions) – Attendance: 39, 27 23
- PJ Story Time (1 session) – Attendance: 10
- Saturday Story Time Series
 - Saturday Story Time (2 sessions) – Attendance: 5, 15
- Sensory Story Time Series
 - Sensory Play Time (1 session) – Attendance: 5

Bethlehem Early Reader's Club (12/13) – This joint program between members of the Youth Services staff is an effort to shift from the quantitative focus of programs like Rubber Ducky Club and 1,000 Books Before Kindergarten, to a more qualitative approach. The group reads stories and sings songs like a normal story time. We also put greater emphasis on early literacy tips and developing skilled reading strategies. Responsible staff: Alex D. Attendance: 11

Curiosity Club (12/9) – The December installment of Curiosity Club saw was conducted by an educator from the MiSci Science Museum in Schenectady. Participants learned about the distinct phases of the moon. Participants had the chance to draw each major phase of the moon using paper and crayons. Responsible staff: Elnora Attendance: 25



DIY Solstice Lanterns (12/20) – Participants created simple solstice lanterns using tracing paper, colored pencils/crayons, washi tape, and battery-powered tea lights. Responsible staff: Lauren Attendance: 31

Let Your Yoga Dance (12/27) – Kids and adults had fun with a winter-themed yoga session. Attendees cycled through various movements and poses using scarves and ribbons. Responsible staff: Shannon M. Attendance: 14

Music and Movement (12/4, 12/9, 12/11, 12/16, 12/18) – Attendance has been great despite the wintry weather. Children and caregivers enjoy dancing to their favorite story time tunes. Responsible staff: Alex D., Elnora B. & Lauren K. Attendance: 71, 51, 38, 42, 63

Paws to Read (12/15, 12/29) – This program continues to grow in popularity with our patrons and staff. We have seen some new patrons who have come to the library just to read to their favorite furry friends. Responsible staff: Shannon M. Attendance: 13, 19



Pokémon Adventure (12/29) – Participants gathered in the Community Room to create their own endless Pokémons cards using paper, crayons, and glue. Staff guided children and their parents through the tutorial. Once that part of the program was complete, patrons had a chance to try the Pokémons scavenger hunt in the Children's Place. We left the scavenger hunt up for the remainder of the week. Responsible staff: Lauren K. Attendance: 60

Service Dog Story Time (12/30) – Library patrons learned about service dogs and what they do at work. Lauren led the program and started things off by reading two books about service animals and how they help people. Next, participants were given a chance to ask Lizzie, a BPL staff member, questions about owning a service dog. Responsible staff: Lauren K. Attendance: 35

Welcome Winter Story Time and Craft (12/12) – We celebrated the winter weather with a fun story time program. Staff started the program by reading Elizabeth Verdick's book *Small Walt*. Next, participants had a chance to create their own mixed media winter scene using paper, paint, cotton balls, and glue. Responsible staff: Elnora B. Attendance: 27



Adult Services

Interlibrary Loan – Interlibrary loan (ILL) continues to be a valuable and popular service for obtaining esoteric or out-of-print material for patrons of the library. In calendar year 2025, we borrowed 385 items from outside the Upper Hudson Library System for our patrons and loaned 165 items to non-UHLS libraries. Recently, a regular user of interlibrary loan wrote to express their gratitude: *“Let me take the time to send my sincerest thanks to you and the whole ILL staff there for the tremendous service you render. A big part of me would be utterly bereft without the access to the books and articles you made possible for me to obtain this year. By my count, it was 29 books and 12 articles, materials I would otherwise have had little chance of seeing. Ken Burns was mistaken. National parks are only the country's second-best idea. Its best was and will always be the public library”*

A Little Sunday Music: Arch Stanton Jazz Quartet (12/7) – The Quartet performed a new suite of music inspired by the famous novel “The Sheltering Sky” by Paul Bowles, created with a grant from the Albany County Arts and Culture program. The Day Books discussion group read and discussed “The Sheltering Sky” at the

Dec. 1 meeting. A big thank you to the Friends of Bethlehem Public Library who generously sponsor the library's Little Sunday Music series.

Responsible staff: Erin. Attendance: 112



Competitive Puzzling (12/6) – 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. Turnout for this program was exceptional. Last December we also a big crowd... there's something about December weekends.

Responsible staff: Erin. Attendance: 47



Day Books: "The Sheltering Sky" (12/1) – Leading up to the Sunday, 12/7 performance by the Arch Stanton Jazz Quartet of music inspired by "The Sheltering Sky," we discussed Paul Bowles' 1949 book about alienation and existential despair. Responsible staff: Erin & Frank. Attendance: 17

Emergency Preparedness Course (12/22) – The program highlighted the tools and resources necessary to prepare for any type of disaster and how to respond accordingly and recover as quickly as possible. Developing a family emergency plan and stocking up on emergency supplies were covered. As part of the Citizen Preparedness Corps program, a program led by the NYS Division of Homeland Security and Emergency Services (DHSES), participants in the program received a NYS certification at the conclusion of the program. Responsible staff: Lauren & Kyle. Attendance: 8

In Stitches (12/14) – 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, including yarn in basic colors, hooks/needles, basic notions/tools. We had a great turnout for the final In Stitches of the year. Everyone who attended this month was a “regular” in that they had attended at least once before. Responsible staff: Sarah. Attendance: 14

Inclusive Gaming (12/15) – We hosted our regular gaming event for adults of all ages and abilities again this month. In addition to having some fun playing familiar games, the program is designed to bring people together by creating a space with activities suitable for the inclusion of those with learning differences, special circumstances, or special needs. Responsible staff: Robert. Attendance: 30

Library eContent: Libby, Hoopla, Kanopy and More! (12/9) – We hosted an in-person version of this program in November and were surprised to find a much higher turnout for the virtual program this month, we only had three in-person attendees last month. We included accessing the New York Times and Times Union this time, which remain hot topics of discussion. Responsible staff: Sarah. Attendance: 10

Nature Inspired Air-Dry Clay Ornaments (12/11) – We invited the community to join us on a Thursday evening to craft unique ornaments using air-dry clay and seasonal foliage such as pine sprigs and herbs. Responsible staff: Kyle. Attendance: 12



Scanning, Storing and Sharing Photos (12/21) – Excellent attendance at this tech program where we demonstrated the process of scanning physical photos with the library's Epson FastFoto and Epson bar-style scanners. We also discussed ways to organize and rename photos in batches and then worked through the process of setting up a Google Photos account and uploading photos to the cloud. Responsible staff: Luke. Attendance: 23

Spanish Conversation Club (12/3, 12/17) – An open-ended program for folks looking to practice speaking Spanish in a casual setting. Turnout for this program has been steadily increasing. Responsible staff: Robert & Kyle. Attendance: 13, 12

Virtual Author Talks & Associated Archived Recordings

We offered one live talk this month, including:

- The Retirement Plan: Author Talk with Sue Hincenbergs (12/2). **Live Attendance: 13**

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

- Community, Power, and the Search for Indigenous Identity with Award-Winning Journalist Joseph Lee. **30-day Viewing Total: 19**
- The Search for Truth and the Persistence of Love Across Time with Novelist Amanda Peters. **30-day Viewing Total: 35**
- Unlock the Secret Language of Connection with Supercommunicator Charles Duhigg. **30-day Viewing Total: 66**

Watercolor Birch Trees (12/4) – A fun, relaxing program painting winter birch trees with watercolor. We covered a couple different methods for creating the trees, including using masking tape and cardboard cards. Responsible staff: Kyle. Attendance: 12



Circulation, Technical Services, and Collection Maintenance

Bethlehem Public Library launched a new catalog offering greater customization and enhanced customer experience. Rather than using the UHLS default interface, the library developed a custom landing page. This has allowed the experience to remain consistent with the Library's existing website design, branding, and navigation.



A grid of book covers for New Adult, New Kids, and New Teen categories. The New Adult row includes 'BEACH READS' by Alison Brennan, 'DEADLY DEEDS' by Rhys Bowen, 'THE PROBLEM WITH PLASTIC' by Kennedy Ryan, 'FROSTLINES' by Neely Nomad, 'RELL' by James Lee Burke, 'Shop Through Books' by Eva Gates, 'DON'T FORGET ME, LITTLE BESIE' by Valérie Léwater, and 'AQUATICS' by Neil Shea. The New Kids row includes 'NEW YORK' by Scholastic, 'ILLINOIS' by Scholastic, 'MY GENDER MY RULE' by Andy Raufer, 'WHERE IS PINEAPPLELAND?' by Scholastic, 'WHERE IS GEORGIA?' by Scholastic, 'WHERE IS CALIFORNIA?' by Scholastic, and 'WHERE IS OHIO?' by Scholastic. The New Teen row includes 'JUDY BLUME' by Scholastic, 'SHINY HAPPY PEOPLE' by Scholastic, 'STORM AND FURY' by J.T. Ellison, 'LAST SEEN' by J.T. Ellison, and 'THE WILDEST DREAMS BOOKSHOP' by Grace Page.



The library recently purchased a UV flashlight as a preventive maintenance tool to support collection maintenance. Staff have used the UV flashlight to help determine when materials should receive additional attention or be withdrawn from circulation. It helps staff ensure materials remain in good condition for patron use.

The library continues to see strong engagement with the new digital newspaper subscriptions, with 910 Bethlehem patrons accessing the New York Times in December. System-wide the New York Times was accessed 3,425 times. On Jan. 1, the library newsletter debuted the Wall Street Journal with a reminder about the New York Times. These received 227 and 202 clicks respectively. Following this announcement, the Wall Street Journal was accessed 155 times system-wide, with 131 of those uses by Bethlehem patrons.

Outreach

Bethlehem Holiday Parade (12/6) – Bethlehem staff decorated the library van with holiday lights to take part in the annual Bethlehem Holiday Parade. We greeted many library patrons from the car and received many cheers of “we love the library” from the crowd. We look forward to taking part in this event again next year. We plan to create a library-themed float to include in the parade for 2026. Responsible staff: Dan B. Attendance: 200

Bethlehem First Night 2026 (12/31) – We joined the community at the Four Corners in Delmar for the Annual First Night Celebration, organized by the Bethlehem Chamber of Commerce. It was much colder this year than last, but we still had a great time interacting with the community. Staff members were joined by Polly from the Friends of the Library. Responsible staff: Robert and Geoff. Engagement: 520



Preparations are under way for the return of our annual Seed Library. It will make its return in early March!

Meetings and Miscellany

There was an incident at the library where the Automated External Defibrillator (AED) had to be deployed for a patron. Quick action on the part of the staff and public, along with excellent care from first responders lead to a positive outcome. The pads on the unit have been replaced and the device has been redeployed in the cabinet near the bookdrop in the hallway. Extra pads were ordered to decrease downtime should there be a similar incident in the future.

Library Advocacy Day will be held on Tuesday, Feb. 3, 2026. UHLS is setting up meetings with state representatives. I will send out the schedule to all board members as soon as it is finalized by UHLS.

Geoffrey Kirkpatrick, Library Director

Library Collection				2024-25	Current Total
Adult fiction				28,103	27,860
Adult non-fiction				28,974	28,179
Adult audio				4,748	3,752
Adult video				7,685	6,442
Young adult fiction				5,030	4,812
Young adult nonfiction				664	677
Young adult audiobooks				295	282
Children's fiction				30,514	30,216
Children's non-fiction				15,416	14,937
Children's audiobooks				1,528	1,417
Children's video				1,055	921
OverDrive - UHLS Shared				161,068	171,011
e-magazines				5,934	6,559
Electronic (games, ereaders)				398	378
Total				291,412	297,443
Library Programs		Dec-25	Dec-24	% change	2024-25
Programs		73	77	-5.2%	860
Program attendance		1555	1,833	-15.2%	24,760
Outreach Programs		2	5	-60.0%	71
Outreach Attendance		720	1,106	-34.9%	12,569
Circulation		Dec-25	Dec-24	% change	2024-25
Adult fiction		12,827	12,907	-0.6%	151,877
Adult non-fiction		5,978	6,545	-8.7%	75,666
Adult audio		6,316	6,106	3.4%	70,190
Adult video		5,004	5,356	-6.6%	58,933
Magazines		4,457	2,780	60.3%	29,371
Young adult fiction		1,230	1,332	-7.7%	16,405
Young adult nonfiction		72	89	-19.1%	1,049
Young adult audiobooks		280	245	14.3%	3,129
Children's fiction		10,222	11,487	-11.0%	135,923
Children's non-fiction		2,594	2,586	0.3%	34,053
Children's audiobooks		1,195	1,290	-7.4%	15,159
Children's video		380	623	-39.0%	4,398
Electronic (games, ereaders)		470	564	-16.7%	6,325
Total		51,025	51,910	-1.7%	602,478
Interlibrary Loan		Dec-25	Dec-24	% change	2024-25
Borrowed from others		5,450	5,387	1.2%	62,096
Loaned to others		4,470	4,521	-1.1%	52,037
Miscellaneous		Dec-25	Dec-24	% change	2024-25
Visits to our home page		57,275	38,192	50.0%	361,097
Public use of meeting rooms		27	21	28.6%	376
Public meeting attendance		311	277	12.3%	3,973
Staff use & library programs		66	58	13.8%	757
Study room sessions		396	378	4.8%	4,767
Tech room/ Studio use		4	5	-20.0%	85
Door count		17,060	21,729	-21.5%	209,786
Registered BPL borrowers		95	106	-10.4%	1,187
Computer signups		1,299	1,112	16.8%	14,914
Museum Pass use		89	80	11.3%	1,365
E-book use		6,017	6,429	-6.4%	72,557
E-audiobook use		6,279	5,598	12.2%	65,776
E-magazine use		4,105	2,576	59.4%	27,000
Streaming video use		1,771	1,803	-1.8%	19,281
BCSD use via Overdrive		256	132	93.9%	2,654
Equipment		554	338	63.9%	4,304
Wireless Use		7,257	11,847	-38.7%	106,181
					55,185



■ COMMUNITY

AED, training revives patron with cardiac incident

Decision to buy defibrillator may have saved a life

BY MEREDITH SAVITT
news@spotlightnews.com

DELMAR — December 17 was an ordinary day at the Bethlehem Town Library until about 3:00 p.m. when Library Executive Director Geoffrey Kirkpatrick heard a patron yell there was an emergency in the hall. Kirkpatrick, who had been standing at the information desk, went out the Library's internal sliding doors to see what was going on, but did not expect to see what he found.

A patron, who appeared to be in his 70s, was lying on his back about half way down the hallway. Kirkpatrick said between five and 10 patrons were there and some were already calling 911. Kirkpatrick saw the individual was breathing irregularly, but then he stopped breath-



Bethlehem Public Library

File Photo

ing and started turning blue.

"There was no eye contact, nothing," Kirkpatrick said. He said he loosened the individual's shirt to check for a pulse but again found nothing. Luckily, Head of Circulation Sylvia Taylor, who had followed Kirkpatrick into the hallway had already grabbed the Library's Automated External Defibrillator.

The Library's AED, which is a high tech model with built-in artificial intelligence, provided explicit verbal instructions, first directing the placing of the pads and then warning everyone

to remove hands from and step back from the individual as it delivered an electrical shock. After delivering the electric shock, the AED instructed to begin chest compressions.

It wasn't working. Kirkpatrick said he and Taylor were taking turns doing the chest compressions when miraculously another patron walked in to return his wife's library books and immediately identified himself as a doctor and took over.

The chest compressions continued without result. The AED analyzing the situation again gave a second stand down

instruction and administered another electric shock followed by a directive to start chest compressions. Kirkpatrick said the doctor took the person's pulse, continued chest compressions and remained "calm, cool and collected."

Bethlehem police arrived and a moment later four EMTs immediately descended on the situation and were able to take the person out on a stretcher to the hospital.

Kirkpatrick said it was only about three minutes from the time he entered the hallway to the time the EMTs arrived, but it seemed much longer. In that three minutes, the AED administered two shocks to the individual, which may very well have been what kept him alive until the EMTs got there moments later.

"When something like this happens, you feel very powerless, but it is wonderful to know the AED is there because it gives you something you can do," Kirkpatrick ex-

plained.

He lauded library staff for doing their job, keeping patrons calm and quietly guiding children out of a side exit. "I couldn't be more proud of them," Kirkpatrick said.

The library purchased the AED for about \$2700, including training, about two years ago and has not had to use it until now. Kirkpatrick said the decision to purchase a sophisticated AED was made because it is so easy to operate that no one will be too intimidated to use it.

The library keeps the AED in the hallway by the book return so anyone can grab it if needed. While training is helpful, Kirkpatrick said the AED can be operated safely without any. "I already knew it was an amazing piece of technology, but seeing it work live has given me a new level of confidence," Kirkpatrick said.

Kirkpatrick plans to spread the word about the AED's efficacy to his

fellow library directors. "It's a very good idea to have one in a place where so many people are gathering," he said.

Delmar-Bethlehem Emergency Medical Services Executive Director & Chief Steve Kroll told Spotlight that the patron was not in cardiac arrest when EMS arrived. He anticipated a long recovery for the patient.

Kirkpatrick said the library has been given no information on the individual's condition and does not even know the individual's name. Staff and patrons are both asking how he is doing. Kirkpatrick said he at least feels the AED gave the individual a chance because he left the library alive and was being transported to the hospital.

"It would be the third happiest day of my life if that patron came walking through the doors and into the Library," Kirkpatrick said.