



## 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 PARTICIPATION

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 &amp; INVESTMENTS SUMMARY

AS OF 12/31/25

|                                  | <b>BALANCE</b>      |                 |                      |                  |                  | <b>BALANCE</b>      |
|----------------------------------|---------------------|-----------------|----------------------|------------------|------------------|---------------------|
|                                  | <b>11/30/2025</b>   | <b>RECEIPTS</b> | <b>DISBURSEMENTS</b> | <b>EARNINGS</b>  | <b>TRANSFERS</b> | <b>12/31/2025</b>   |
| 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:                           | <u>6,502,100.92</u> | <u>9,191.23</u> | <u>(399,758.02)</u>  | <u>15,027.65</u> | <u>-</u>         | <u>6,126,561.78</u> |

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<br>BUDGET<br>2025-2026 | YTD ACTUAL<br>6 MO. ENDED<br>12/31/2025 | Percent<br>YTD<br>12/31/2025 | ANNUAL<br>BUDGET<br>2024-2025 | YTD PRIOR<br>6 MO. ENDED<br>12/31/2025 | Percent<br>YTD<br>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<br>BUDGET<br>2025-2026 | YTD ACTUAL<br>6 MO. ENDED<br>12/31/2025 | Percent<br>YTD<br>12/31/2025 | ANNUAL<br>BUDGET<br>2024-2025 | YTD PRIOR<br>6 MO. ENDED<br>12/31/2025 | Percent<br>YTD<br>12/31/2025 |
|---|-------------------------------|---|------------------------------|-------------------------------|--|------------------------------|
| <b>Salaries &amp; Benefits</b>          |                               |   |                              |                               |  |                              |
| 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%                        |
| <b>Subtotal Salaries</b>                | <b>2,783,914</b>              | <b>1,390,924</b>                        | <b>50.0%</b>                 | <b>2,666,993</b>              | <b>1,310,878</b>                       | <b>49.2%</b>                 |
| 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%                        |
| <b>Subtotal Salaries &amp; Benefits</b> | <b>3,830,210</b>              | <b>2,116,319</b>                        | <b>55.3%</b>                 | <b>3,628,200</b>              | <b>1,926,475</b>                       | <b>53.1%</b>                 |
| <b>Library Materials</b>                |                               |   |                              |                               |  |                              |
| 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%                        |
| <b>Subtotal Print Materials</b>         | <b>290,000</b>                | <b>98,405</b>                           | <b>33.9%</b>                 | <b>294,000</b>                | <b>124,353</b>                         | <b>42.3%</b>                 |
| 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%                        |
| <b>Subtotal Electronic &amp; Audio</b>  | <b>290,500</b>                | <b>104,589</b>                          | <b>36.0%</b>                 | <b>281,000</b>                | <b>114,722</b>                         | <b>40.8%</b>                 |
| <b>Subtotal Library Materials</b>       | <b>580,500</b>                | <b>202,994</b>                          | <b>35.0%</b>                 | <b>575,000</b>                | <b>239,075</b>                         | <b>41.6%</b>                 |
| <b>Operations</b>                       |                               |   |                              |                               |  |                              |
| 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%                        |
| <b>Subtotal Operations</b>              | <b>633,000</b>                | <b>269,803</b>                          | <b>42.6%</b>                 | <b>643,900</b>                | <b>259,665</b>                         | <b>40.3%</b>                 |
| Capital Expenditures                    | 100,000                       | 30,655                                  | 30.7%                        | 100,000                       | -                                      | 0.0%                         |
| Contingency                             | 25,000                        | -                                       | 0.0%                         | 35,000                        | -                                      | 0.0%                         |
| <b>TOTAL</b>                            | <b>5,168,710</b>              | <b>2,619,772</b>                        | <b>50.7%</b>                 | <b>4,982,100</b>              | <b>2,425,215</b>                       | <b>48.7%</b>                 |

**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.

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| _____ | _____     | _____ |
| 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.

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| _____ | _____     | _____ |
| 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      | KANOPY 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          |
| <b>Number of Transactions: 58</b> |            |           |  | <b>Warrant Total:</b>  | <b>127,802.24</b> |
|                                   |            |           |  | <b>Vendor Portion:</b> | <b>127,802.24</b> |

\*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.

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|-------|-----------|-------|
| _____ | _____     | _____ |
| Date  | Signature | Title |

# 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<br>ARCHITECTURE ENGINEERING | 250644          | 605.00       |
| 10009                     | 01/13/2026 | 2499      | SCHOOLHOUSE CONSTRUCTION SERVICES<br>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 |
|   |                        |                              |                         |                                 |                               |           |                      |        |      |            |      |
| <u>Previously Approved to Fill</u>          |                        |                              |                         |                                 |                               |           |                      |        |      |            |      |
|   |                        |                              |                         |                                 |                               |           |                      |        |      |            |      |
|   |                        |                              |                         |                                 |                               |           |                      |        |      |            |      |
| <u>Action Requested</u>                     |                        |                              |                         |                                 |                               |           |                      |        |      |            |      |
| 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 |                      |        |      |            |      |
|   |                        |                              |                         |                                 |                               |           |                      |        |      |            |      |
| <u>Positions Held</u>                       |                        |                              |                         |                                 |                               |           |                      |        |      |            |      |
|   |                        |                              |                         |                                 |                               |           |                      |        |      |            |      |
| 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
  - o Tiny Tots (2 sessions) – Attendance: 32, 24
  - o Music and Movement (5 sessions) – Attendance: 71, 51, 38, 42, 63
  - o Family Play Time (3 sessions) – Attendance: 25, 19 31
  - o Family Story Time (3 sessions) – Attendance: 38, 29, 29
  - o Pre-K Story Time (3 sessions) – Attendance: 39, 27 23
- PJ Story Time (1 session) – Attendance: 10
- Saturday Story Time Series
  - o Saturday Story Time (2 sessions) – Attendance: 5, 15
- Sensory Story Time Series
  - o 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 Pokémon 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 Pokémon 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:

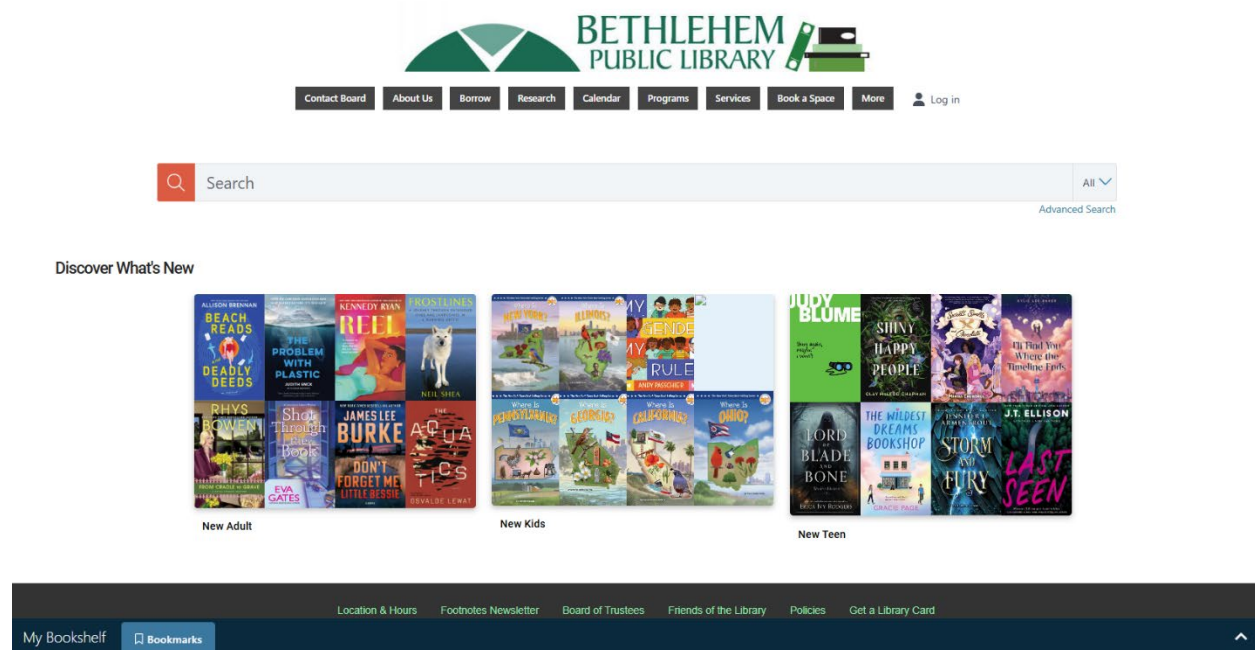
- Community, Power, and the Search for Indigenous Identity with Award-Winning Journalist Joseph Lee. **30-day Viewing Total: 19**
- The Search for Truth and the Persistence of Love Across Time with Novelist Amanda Peters. **30-day Viewing Total: 35**
- Unlock the Secret Language of Connection with Supercommunicator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



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 | F-Y-T-D       |
| Programs                     | 73     | 77     | -5.2%    | 860     | 439           |
| Program attendance           | 1555   | 1,833  | -15.2%   | 24,760  | 11,311        |
| Outreach Programs            | 2      | 5      | -60.0%   | 71      | 31            |
| Outreach Attendance          | 720    | 1,106  | -34.9%   | 12,569  | 6,578         |
| Circulation                  | Dec-25 | Dec-24 | % change | 2024-25 | F-Y-T-D       |
| Adult fiction                | 12,827 | 12,907 | -0.6%    | 151,877 | 83,403        |
| Adult non-fiction            | 5,978  | 6,545  | -8.7%    | 75,666  | 39,643        |
| Adult audio                  | 6,316  | 6,106  | 3.4%     | 70,190  | 39,627        |
| Adult video                  | 5,004  | 5,356  | -6.6%    | 58,933  | 31,547        |
| Magazines                    | 4,457  | 2,780  | 60.3%    | 29,371  | 21,438        |
| Young adult fiction          | 1,230  | 1,332  | -7.7%    | 16,405  | 8,483         |
| Young adult nonfiction       | 72     | 89     | -19.1%   | 1,049   | 735           |
| Young adult audiobooks       | 280    | 245    | 14.3%    | 3,129   | 1,709         |
| Children's fiction           | 10,222 | 11,487 | -11.0%   | 135,923 | 70,245        |
| Children's non-fiction       | 2,594  | 2,586  | 0.3%     | 34,053  | 17,921        |
| Children's audiobooks        | 1,195  | 1,290  | -7.4%    | 15,159  | 8,030         |
| Children's video             | 380    | 623    | -39.0%   | 4,398   | 2,035         |
| Electronic (games, ereaders) | 470    | 564    | -16.7%   | 6,325   | 3,092         |
| Total                        | 51,025 | 51,910 | -1.7%    | 602,478 | 327,908       |
| Interlibrary Loan            | Dec-25 | Dec-24 | % change | 2024-25 | F-Y-T-D       |
| Borrowed from others         | 5,450  | 5,387  | 1.2%     | 62,096  | 34,658        |
| Loaned to others             | 4,470  | 4,521  | -1.1%    | 52,037  | 25,688        |
| Miscellaneous                | Dec-25 | Dec-24 | % change | 2024-25 | F-Y-T-D       |
| Visits to our home page      | 57,275 | 38,192 | 50.0%    | 361,097 | 278,089       |
| Public use of meeting rooms  | 27     | 21     | 28.6%    | 376     | 149           |
| Public meeting attendance    | 311    | 277    | 12.3%    | 3,973   | 1,673         |
| Staff use & library programs | 66     | 58     | 13.8%    | 757     | 416           |
| Study room sessions          | 396    | 378    | 4.8%     | 4,767   | 2,616         |
| Tech room/ Studio use        | 4      | 5      | -20.0%   | 85      | 28            |
| Door count                   | 17,060 | 21,729 | -21.5%   | 209,786 | 111,248       |
| Registered BPL borrowers     | 95     | 106    | -10.4%   | 1,187   | 666           |
| Computer signups             | 1,299  | 1,112  | 16.8%    | 14,914  | 8,165         |
| Museum Pass use              | 89     | 80     | 11.3%    | 1,365   | 1,012         |
| E-book use                   | 6,017  | 6,429  | -6.4%    | 72,557  | 37,813        |
| E-audiobook use              | 6,279  | 5,598  | 12.2%    | 65,776  | 38,555        |
| E-magazine use               | 4,105  | 2,576  | 59.4%    | 27,000  | 19,971        |
| Streaming video use          | 1,771  | 1,803  | -1.8%    | 19,281  | 11,007        |
| BCSD use via Overdrive       | 256    | 132    | 93.9%    | 2,654   | 1,144         |
| Equipment                    | 554    | 338    | 63.9%    | 4,304   | 3,715         |
| 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  
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**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.