



## **Board of Trustees Meeting Monday May 11, 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. 2-6, p. 7)**
- **Financial report (p. 8-17)**
  - **Treasurer's update (p. 8)**
- **Personnel report**
  - **Personnel actions (p. 18)**
- **Director's report (p. 19-41)**
- **UHLS report**
- **Friends report**
- **New business**
  - **H-Fund resolution (p. 42)**
  - **Friends book sale fundraiser (Saturday May 16<sup>th</sup>) (p. 43)**
  - **Other new business**
- **Old business**
  - **Boiler project update**
  - **59 Borthwick project update**
  - **Long Range Plan Committee report**
  - **Other old business**
- **Future business**
- **Public participation**
- **Adjournment**

**Next board meeting: June 8, 2026 6:00 pm**

**Next Friends of the Library meeting: June 15, 2026 6:30 pm**

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM)  
Monday April 13, 2026 (DRAFT)

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

Geoffrey Kirkpatrick, director  
Kristen Roberts, public information specialist

EXCUSED: Laura DiBetta  
Mark Kissinger

GUESTS: Phil Berardi, assistant director/head of operations  
Chris McGinty, assistant director/Public Services  
Tanya Choppy, accounts clerk  
Robert McDonnell  
Bruce Phillips

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

PUBLIC PARTICPATION  
There were no public comments at this time.

#### REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by M. Walsh with a SECOND by J. Adams, the board unanimously approved the minutes with the deletion as noted from the Monday March 9 regular board meeting.

#### FINANCIAL REPORT

##### *Treasurer's update*

S. Whiting presented her report.

- She noted that she expects to end the fiscal year with salaries right on target, however benefits will be over budget.
- S. Whiting said she expects that the underspent lines in the budget will offset the ones that are over.
- She noted that as the library starts spending more of fund balance on building projects, interest earnings will go down because there will be less money for investments.

On a MOTION by G. Sacco with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 31 March 2026 (Checks disbursed in March 2026 based on pre-approval \$63,612.08; Checks disbursed in March 2026 relating to payroll \$222,436.54; Checks

being submitted for approval \$147,008.09; Checks being submitted for approval – Capital Project Fund \$32,092.75; Total: \$405,149.46).

## PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick asked for approval to backfill a part-time clerk position but noted that he will hold off on posting it so administration can assess what is actually needed. He said that in the coming year, the library will look very carefully at every position that comes open.

On a MOTION by G. Sacco with a SECOND by J. Adams, the board unanimously voted to approve the following position:

- Library clerk, part-time, permanent, 9.57hours/week, \$18.83/hour or per contract

## DIRECTOR'S REPORT

The board noted the director's report.

- M. Walsh said that the new genre section for children's books is a great idea. She asked if it would focus on one topic at a time or if it will rotate. G. Kirkpatrick said there would be about five genres at a time featuring popular topics and that some would stay and some would rotate.
- The new shelves featuring new releases are up and moveable.
- Mahjong continues to be very popular, with players spread across multiple rooms for different skill levels.
- M. Walsh noted the low attendance at the senior outreach program and asked if it was worth the employee time and additional resources. She said it might be worth revisiting whether those resources could be best used some other way. S. Patterson noted that if staffing decreases, it would be better to have employees in the building.
- G. Sacco asked if there might be a better way to highlight/display the Library of Things collection because she finds the shelves very confusing to browse. M. Walsh suggested that a sign or graphic might help. G. Kirkpatrick said the library was in the process of moving the collections around to make them more visible and accessible.
- M. Walsh asked if the library had looked into circulating WiFi hotspots that could go out of country. G. Kirkpatrick said the ones currently circulating work in North America, but that ones that had rangers farther outside that were cost prohibitive.

## UHLS REPORT

There was no UHLS update at this time.

## FRIENDS REPORT

J. Adams said the Friends will be meeting the following week. She said she wasn't sure yet if there was a final decision made on whether they would selling mugs, but noted that the profit margin would be very small.

## NEW BUSINESS

### *NYS annual report*

G. Kirkpatrick said there was a bit of a scramble to get the numbers to Upper Hudson but it has been reviewed by Upper Hudson and will be submitted to the state on April 16. C. Brancatella noted that much of the information is in the monthly report that is part of the board packet. G. Kirkpatrick said that Bethlehem's circulation numbers per capita got flagged for further explanation because they were higher

than expected. He said that number has been historically high because the community is highly engaged with the library.

On a MOTION by S. Patterson with a SECOND by M. Walsh, the board unanimously approved the NYS Annual Report for submission.

#### *Long range plan*

C. Brancatella said she was looking to set up a Long Range Planning committee meeting sometime before the next regular board meeting. She encouraged the board to read through the current one and make markups or suggestions to discuss as the process moves forward. G. Sacco encouraged trustees to think about “who we are as a library.”

#### *Policies*

C. Brancatella said that there are a number of policies that library administration has assessed that need updates. She said she, S. Patterson and J. Adams would each be reviewing three of those with staff to find out what needs to be modified. They would be marking up the policies based on that feedback and bringing about two to three to the coming meetings for the full board to comment on.

#### *Other new business*

There was no other new business discussed.

#### OLD BUSINESS

##### *Boiler project update*

G. Kirkpatrick said all the installation is completed and the library is now waiting for the electricians to hook everything up to the HVAC hub followed by any necessary testing.

##### *59 Borthwick project update*

G. Kirkpatrick said the architects expect to have design development documents shortly for the board to review. The bidding process would then follow. C. Brancatella asked if the entire board wanted to review the documents or if it should be done on the building committee level. G. Kirkpatrick said that in the interest of moving the process along quickly, he would recommend a building committee review because it might be easier to assemble quickly on a tight schedule. C. Brancatella said the full board would be kept apprised of the process and are welcome to weigh in.

C. Brancatella asked the board if they wanted to engage a construction manager for the process as they have in past projects. G. Sacco said she supports that because there may be questions that come up about site and safety and it would be good to have an external entity monitoring that. G. Kirkpatrick said he would seek out a proposal and bring it back to the board.

C. Brancatella said the library would be using the neighborhood e-mail list to keep the people living nearby informed of anything during the process that might affect them.

##### *Other old business*

M. Walsh asked what the plan was for the items that are currently being stored in the Borthwick property. G. Kirkpatrick said that as staff weeds the collection, they will also be looking at weeding what is in there. He said the biggest challenge will be finding space for the records that the library is required to keep. He said there is some work being done to digitize them. M. Walsh asked if there should be a conversation with the Friends about potential storage needs now or in the future. J. Adams said she would relay those thoughts to the Friends.

## FUTURE BUSINESS

There was no future business discussed.

## PUBLIC PARTICIPATION

There was no public participation at this time.

## EXECUTIVE SESSION

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board unanimously voted to enter into executive session at 6:54pm to discuss the employment history of a particular individual.

On a MOTION by G. Sacco with a SECOND by M. Walsh, the board unanimously voted to leave executive session at 7:47pm. No action was taken.

## ADJOURNMENT

On a MOTION by J. Adams with a SECOND by S. Patterson, the board unanimously voted to adjourn the regular meeting at 7:48pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
C. Brancatella, board president

## BOARD ACTIONS:

On a MOTION by M. Walsh with a SECOND by J. Adams, the board unanimously approved the minutes with the deletion as noted from the Monday March 9 regular board meeting.

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DRAFT

MINUTES OF THE LONG RANGE PLANNING COMMITTEE MEETING  
BETHLEHEM PUBLIC LIBRARY (STORY ROOM)  
Wednesday April 29, 2026 (DRAFT)

PRESENT: Mark Kissinger  
Laura DiBetta  
Gail Sacco  
Caroline Brancatella

Geoffrey Kirkpatrick, director

M. Kissinger called the meeting to order at 6:00pm.

DISCUSSION OF THE LONG-RANGE PLAN

The committee discussed the process for developing a long-range plan and decided they would prefer it as one documents with the building and services plans included in the same overarching goals. They decided they would work toward a document that was more strategic and less task oriented. They discussed having a separate yearly document of library actions as an appendix.

The committee discussed the library as a “third space” and a place for lifelong learning. They talked about promoting inclusivity in a broader sense, as well as an increasing community need for social services.

ADJOURNMENT

The committee meeting adjourned at 7:07pm. No actions were taken.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
C. Brancatella, board president

## **Treasurer's Report**

**May 11, 2026**

### Revenue and Expense Report

Expenses overall, are tracking about 2% underbudget, although some areas are overbudget, the largest being gas and electric at 32%, or approximately \$10,000. Other operational expenses are underbudget by about 5%, or about \$30,000. Library materials continue to be underbudget at this point by about 16% but this will change as many materials are purchased closer to year end. On the revenue side, we are waiting to receive the final portion of tax revenue (about \$80,000) once the state budget passes. Overall, we predict a surplus, but not as large as in past years.

### 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 4/30/26**

	<b>BALANCE</b>					<b>BALANCE</b>
	<b>3/31/2026</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>EARNINGS</b>	<b>TRANSFERS</b>	<b>4/30/2026</b>
TD Bank General Fund	173,316.43	7,440.15	(282,450.66)	(625.22)	299,519.67	197,200.37
TD Bank Payroll	0.00		(150,480.33)	-	150,480.33	0.00
TD Bank Money Market	1,078,941.04	-		1,705.66	(130,000.00)	950,646.70
TD Bank Treasury Bill	515,197.58		-	1,554.19	-	516,751.77
TD Bank Capital Project Fund	3,665.75	-	(32,092.75)		30,000.00	1,573.00
Metropolitan Bank Opened 7/03/25	3,221,058.37	-	-	8,042.79	(350,000.00)	2,879,101.16
Key Bank Checking	9,673.43	2,921.70	(219.71)		-	12,375.42
<b>TOTAL:</b>	<b>5,001,852.60</b>	<b>10,361.85</b>	<b>(465,243.45)</b>	<b>10,677.42</b>	<b>-</b>	<b>4,557,648.42</b>

**BETHLEHEM PUBLIC LIBRARY**

**REVENUE & EXPENSE REPORT**

**10 MONTHS ENDED 4/30/26**

FISCAL YEAR 2025-2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 10 MO. ENDED 4/30/2026	Percent YTD 4/30/2026	ANNUAL BUDGET 2024-2025	YTD PRIOR 10 MO. ENDED 4/30/2025	Percent YTD 4/30/2025
Real Property Taxes	4,711,910	4,631,621	98.3%	4,592,100	4,591,904	100.0%
PILOT	225,000	234,291	104.1%	239,000	277,968	116.3%
Fines	3,000	2,791	93.0%	3,000	2,173	72.4%
Interest on Deposits	121,500	112,440	92.5%	90,000	132,687	147.4%
Lost Book Payments	11,500	10,410	90.5%	8,500	10,455	123.0%
Friends of BPL Contributions	10,000	19,473	194.7%	7,000	6,365	90.9%
Gifts and Donations	10,000	8,980	89.8%	8,000	7,863	98.3%
Photocopier	10,500	13,603	129.6%	8,000	10,911	136.4%
State Aid	26,500	26,989	101.8%	26,000	26,362	101.4%
Grants	-	3,656	0.0%	-	5,920	0.0%
Miscellaneous Income	800	5,905	738.1%	500	508	101.7%
Carryover add'l PILOT FY 24-25	38,000					
<b>Total Revenue</b>	<b>5,168,710</b>	<b>5,070,158</b>	<b>98.1%</b>	<b>4,982,100</b>	<b>5,073,118</b>	<b>101.8%</b>
<b>EXPENSES</b>						
Salaries	2,783,914	2,244,469	80.6%	2,547,087	2,119,935	83.2%
Retirement	376,102	390,285	103.8%	324,242	323,915	99.9%
Health Insurance	430,000	389,326	90.5%	398,000	325,164	81.7%
Other Benefits	240,194	189,332	78.8%	238,965	171,621	71.8%
Subtotal Salaries & Benefits	3,830,210	3,213,412	83.9%	3,508,294	2,940,635	83.8%
Library Materials - Print	290,000	172,236	59.4%	294,000	193,537	65.8%
Library Materials - Electronic & Audio	290,500	216,058	74.4%	281,000	206,054	73.3%
Subtotal Library Material	580,500	388,294	66.9%	575,000	399,591	69.5%
Operations	633,000	517,188	81.7%	643,900	415,071	64.5%
Capital Expenditures	100,000	76,971	77.0%	100,000	8,550	8.6%
Contingency	25,000	-		35,000	-	
<b>Total Expenses</b>	<b>5,168,710</b>	<b>4,195,865</b>	<b>81.2%</b>	<b>4,862,194</b>	<b>3,763,848</b>	<b>77.4%</b>

**BETHLEHEM PUBLIC LIBRARY**

**EXPENSES REPORT - DETAIL**

**10 MONTHS ENDED 4/30/26**

FISCAL YEAR 2025 - 2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 10 MO. ENDED 4/30/2026	Percent YTD 4/30/2026	ANNUAL BUDGET 2024-2025	YTD PRIOR 10 MO. ENDED 4/30/2025	Percent YTD 4/30/2025
<b>Salaries &amp; Benefits</b>						
Salaries-Librarians	1,378,299	1,147,606	83.3%	1,252,089	1,063,851	85.0%
Salaries-Support Staff	1,206,163	932,088	77.3%	1,226,399	900,337	73.4%
Salaries-Custodians	199,452	164,775	82.6%	188,505	155,746	82.6%
<b>Subtotal Salaries</b>	<b>2,783,914</b>	<b>2,244,469</b>	<b>80.6%</b>	<b>2,666,993</b>	<b>2,119,935</b>	<b>79.5%</b>
Retirement	376,102	390,285	103.8%	324,242	323,915	99.9%
Health Ins.	430,000	389,326	90.5%	398,000	325,164	81.7%
SocSec/Medicare	212,694	167,406	78.7%	206,465	157,547	76.3%
Worker's Comp.	20,000	19,732	98.7%	20,000	12,581	62.9%
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>3,213,412</b>	<b>83.9%</b>	<b>3,628,200</b>	<b>2,940,635</b>	<b>81.0%</b>
<b>Library Materials</b>						
Adult books	171,000	99,764	58.3%	171,000	113,869	66.6%
Periodicals	14,000	11,706	83.6%	18,000	11,598	64.4%
YS Books	85,000	43,846	51.6%	85,000	55,143	64.9%
Special Collections	20,000	16,921	84.6%	20,000	12,927	64.6%
<b>Subtotal Print Materials</b>	<b>290,000</b>	<b>172,236</b>	<b>59.4%</b>	<b>294,000</b>	<b>193,537</b>	<b>65.8%</b>
Audiobooks	15,000	12,772	85.1%	20,000	14,577	72.9%
E-Collections	201,000	165,042	82.1%	201,000	150,819	75.0%
Electronic Resources	50,000	25,636	51.3%	31,000	25,010	80.7%
YS Audiobooks	4,500	1,483	32.9%	4,500	1,758	39.1%
YS Media	-	-	0.0%	2,500	880	35.2%
AS Media	20,000	11,126	55.6%	22,000	13,011	59.1%
<b>Subtotal Electronic &amp; Audio</b>	<b>290,500</b>	<b>216,058</b>	<b>74.4%</b>	<b>281,000</b>	<b>206,054</b>	<b>73.3%</b>
<b>Subtotal Library Materials</b>	<b>580,500</b>	<b>388,294</b>	<b>66.9%</b>	<b>575,000</b>	<b>399,591</b>	<b>69.5%</b>
<b>Operations</b>						
Copiers and supplies	14,000	13,295	95.0%	15,000	13,897	92.6%
Office supplies	17,000	14,315	84.2%	20,000	9,270	46.4%
Custodial supplies	22,000	17,366	78.9%	20,000	18,697	93.5%
Postage	22,000	15,795	71.8%	22,000	15,864	72.1%
Printing & Marketing	35,000	26,083	74.5%	43,200	32,738	75.8%
Van lease & oper.	2,500	350	14.0%	4,000	917	22.9%
Gas and Electric	65,000	74,716	114.9%	75,000	65,364	87.2%
Telecom & Cloud Svcs	25,000	23,193	92.8%	24,000	19,331	80.5%
Water	3,000	2,739	91.3%	3,000	1,868	62.3%
Taxes-sewer & water	3,500	3,094	88.4%	3,500	2,927	83.6%
Refund property taxes	5,000	1,795	35.9%	5,000	4,557	91.1%
Prof. Services	30,000	12,731	42.4%	40,000	5,077	12.7%
Contract Services	50,000	43,428	86.9%	50,000	24,775	49.5%
Insurance	36,000	35,733	99.3%	35,000	30,881	88.2%
Bank Fees	2,500	6,469	258.7%	1,700	5,339	314.1%
Travel/Conference	10,000	8,190	81.9%	3,500	5,181	148.0%
Memberships	3,000	515	17.2%	3,000	819	27.3%
Special Programs	45,000	27,005	60.0%	42,000	16,800	40.0%
Furniture & Equipment	30,000	19,273	64.2%	30,000	15,693	52.3%
IT Hardware & Software	55,000	31,630	57.5%	50,000	17,951	35.9%
Bld & Grnd. Repair	40,000	28,613	71.5%	40,000	10,415	26.0%
Furn/Equip Repair	4,000	2,013	50.3%	3,000	3,820	127.3%
Miscellaneous	6,500	4,906	75.5%	6,500	4,368	67.2%
Audit Service	25,000	23,000	92.0%	25,000	25,750	103.0%
Accounting Service	22,000	20,659	93.9%	22,000	20,065	91.2%
UHLAN fees	60,000	60,282	100.5%	57,500	42,709	74.3%
<b>Subtotal Operations</b>	<b>633,000</b>	<b>517,188</b>	<b>81.7%</b>	<b>643,900</b>	<b>415,071</b>	<b>64.5%</b>
Capital Expenditures	100,000	76,971	77.0%	100,000	8,550	8.6%
Contingency	25,000	-	0.0%	35,000	-	0.0%
<b>TOTAL</b>	<b>5,168,710</b>	<b>4,195,865</b>	<b>81.2%</b>	<b>4,982,100</b>	<b>3,763,848</b>	<b>75.5%</b>

# BETHLEHEM PUBLIC LIBRARY

## DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN APRIL 2026 BASED ON PRE-APPROVAL	\$	65,119.35
CHECKS DISBURSED IN APRIL 2026 RELATING TO PAYROLL	\$	220,803.55
CHECKS BEING SUBMITTED FOR APPROVAL	\$	105,644.28
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	72,699.81

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 38: PREAPPROVED (APR 26) For Dates 4/1/2026 - 4/30/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43525	04/28/2026	2021	**VOID** STEPHENTOWN MEMORIAL LIBRARY	260450	-25.00
43554	04/01/2026	1831	CDPHP UNIVERSAL BENEFITS, INC.		36,136.93
43555	04/01/2026	2395	CSEA EMPLOYEE BENEFIT FUND		163.74
43556	04/01/2026	720	MVP HEALTH PLAN, INC.		14,538.72
43557	04/01/2026	2061	UNITED HEALTHCARE INSURANCE CO		192.45
43558	04/01/2026	1607	VERIZON BUSINESS FIOS	260001	187.40
43559	04/01/2026	1607	VERIZON BUSINESS FIOS	260001	104.06
43627	04/09/2026	2567	ALEXANDER DESOURDY	260543	1,844.13
43628	04/09/2026	2566	SHANNON MCLAUGHLIN	260544	1,895.30
43629	04/09/2026	2137	WEX BANK	260015	45.34
43631	04/13/2026	1581	UNITED STATES POSTAL SERVICE	260011	1,800.00
43632	04/21/2026	2426	JPMORGAN CHASE BANK NA	260556	3,011.89
43633	04/21/2026	2061	UNITED HEALTHCARE INSURANCE CO		192.45
43634	04/21/2026	1607	VERIZON BUSINESS FIOS	260001	169.79
43635	04/23/2026	1424	AFLAC NEW YORK		464.57
43636	04/23/2026	1570	NATIONAL GRID		4,397.58
<b>Number of Transactions: 16</b>				<b>Warrant Total:</b>	<b>65,119.35</b>
				<b>Vendor Portion:</b>	<b>65,119.35</b>

### 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 - 37: PAYROLL (APR 26) For Dates 4/1/2026 - 4/30/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43553	04/03/2026	712	CIVIL SERVICE EMPL ASSOC INC.		961.33
43630	04/17/2026	712	CIVIL SERVICE EMPL ASSOC INC.		961.33
101104	04/03/2026	709	BPL SPECIAL PAYROLL ACCOUNT		75,056.48
101105	04/03/2026	710	NYS INCOME TAX BUREAU		4,257.44
101106	04/03/2026	1946	IRS - PAYROLL TAX PMT		24,081.14
101107	04/03/2026	2003	NEW YORK STATE DEFERRED		3,531.70
101108	04/17/2026	709	BPL SPECIAL PAYROLL ACCOUNT		75,423.85
101109	04/17/2026	710	NYS INCOME TAX BUREAU		4,268.00
101110	04/17/2026	730	NYS EMPLOYEES RETIREMENT SYSTE		4,663.97
101111	04/17/2026	1946	IRS - PAYROLL TAX PMT		24,002.88
101112	04/17/2026	2003	NEW YORK STATE DEFERRED		3,595.43
<b>Number of Transactions: 11</b>				<b>Warrant Total:</b>	<b>220,803.55</b>
				<b>Vendor Portion:</b>	<b>220,803.55</b>

### 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 - 41: BILL SCH (MAY 26) For Dates 5/12/2026 - 5/12/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43644	05/12/2026	1256	ACCUCUT, LLC	260554	450.00
43645	05/12/2026	30	ALBANY PUBLIC LIBRARY-MAIN BR	260573	62.49
43646	05/12/2026	2420	AMAZON CAPITAL SERVICES INC	260569	4,560.62
43647	05/12/2026	2346	BRAINFUSE ONLINE INSTRUCTION	260574	4,000.00
43648	05/12/2026	2200	CCB TECHNOLOGY, INC.	260484	6,234.00
43649	05/12/2026	634	CSLP	260565	271.20
43650	05/12/2026	1434	DELL MARKETING L.P.	260500	6,137.98
43651	05/12/2026	1220	DEMCO, INC	260517	2,055.00
43652	05/12/2026	1991	EASTERN MANAGED PRINT NETWORK LLC	260003	641.51
43653	05/12/2026	2109	ERIC CARLE MUSEUM OF PICTURE BOOK ART	260582	150.00
43654	05/12/2026	1986	FIRSTLIGHT FIBER	260460	762.02
43655	05/12/2026	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	65.99
43656	05/12/2026	2518	INGRAM LIBRARY SERVICES LLC	*See Detail Report	32,670.63
43657	05/12/2026	2322	KANOPY INC.	260016	1,407.00
43658	05/12/2026	2201	LANE PRESS OF ALBANY	260009	4,090.00
43659	05/12/2026	2558	MICHAEL AIKEY	260408	100.00
43660	05/12/2026	1024	MIDWEST TAPE LLC	*See Detail Report	971.03
43661	05/12/2026	2172	NATIONAL MUSEUM OF RACING AND HALL OF FAME	260583	150.00
43662	05/12/2026	404	NEW YORK LIBRARY ASSOC	260559	2,500.00
43663	05/12/2026	2560	NYS OFFICE OF PARKS, RECREATION & HISTORIC PRESERVATION	260462	30.00
43664	05/12/2026	2356	OTIS ELEVATOR COMPANY	260562	3,318.00
43665	05/12/2026	1823	OVER DRIVE INC.	*See Detail Report	10,122.77
43666	05/12/2026	2224	PARKS/SCHUYLER MANSION	260584	25.00
43667	05/12/2026	2563	PATRICIA SPENCER	260524	300.00
43668	05/12/2026	450	PHILLIPS HARDWARE INC	260007	39.98
43669	05/12/2026	2058	RENSSELAER PUBLIC LIBRARY	260572	25.00
43670	05/12/2026	1490	REPEAT BUSINESS	260073	254.26
43671	05/12/2026	2421	SENTRON ASSOCIATES INC.	260010	472.16
43672	05/12/2026	2251	SPECTRUM/CHARTER COMMUNICATIONS	260101	120.00
43673	05/12/2026	2038	STAPLES BUSINESS ADVANTAGE	260311	51.30
43674	05/12/2026	2347	SYSTEMS TECHNOLOGY GROUP INC.	260561	100.00
43675	05/12/2026	2340	T-MOBILE	260032	951.35
43676	05/12/2026	2396	UNIQUE MANAGEMENT SERVICES, INC.	260545	1,250.00
43677	05/12/2026	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	17,038.32
43678	05/12/2026	1968	VERIZON WIRELESS	260004	62.48
43679	05/12/2026	2473	VIRTUIT SYSTEMS, INC.	260549	2,293.92
43680	05/12/2026	645	W W GRAINGER INC	*See Detail Report	1,896.32
43681	05/12/2026	2015	WATERVLIET PUBLIC LIBRARY	260546	13.95

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 41: BILL SCH (MAY 26) For Dates 5/12/2026 - 5/12/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 38				Warrant Total:	105,644.28
				Vendor Portion:	105,644.28

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

### Certification of Warrant

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

\_\_\_\_\_  
Date Signature Title

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 9: BILL SCH (MAY 26) - H FUND For Dates 5/12/2026 - 5/12/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
10014	05/12/2026	2553	BPI MECHANICAL SERVICES	260251	69,776.55
10015	05/12/2026	2532	COLLINS + SCOVILLE ARCHITECTURE ENGINEERING	250644	2,420.00
10016	05/12/2026	2272	GLOBAL EQUIPMENT COMPANY INC.	260528	503.26
<b>Number of Transactions: 3</b>				<b>Warrant Total:</b>	<b>72,699.81</b>
				<b>Vendor Portion:</b>	<b>72,699.81</b>

### 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

May 11, 2026 - Board of Trustee Meeting											
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
<b>Previously Approved to Fill</b>											
Library Clerk, Part-Time	Circulation Services	9.57 hrs/wk		\$18.83/hour	D. Janse	4/8/2026	4/13/2026				
<b>Action Requested</b>											
None											
<b>Positions Held</b>											
Library Page Part-Time	Collection Maintenance	5.4 hrs/wk	11.4 hrs/wk	\$16.00/hour	A. Glass	8/18/2026	8/11/2026				
Library Page, Part-Time	Collection Maintenance	12.8 hrs/wk		\$16.00/hour	H. Voorhaar	3/19/2026	3/9/2026				

# Director's Report May 2026

## Building and Grounds

The boiler project is complete with the exception of a low water cut-off sensor that was bad and needs to be replaced. After the new part is installed, we will begin project closeout with the NYS Education Department and the NYS Department of Labor.

I met with our reps from CSArch to discuss the design and project timeline for the 59 Borthwick house demolition project. We will go over all of these details at the May 12 Building Committee meeting. Final designs should be delivered and available to the board before the June meeting for final approval. Due to the complexity of the demolition, including the presence of asbestos siding, I have asked for a proposal from Schoolhouse for construction management services.

Kevin and Mike from the Maintenance Department accompanied a group of volunteers from the Delmar Progress Club to a local nursery to purchase annual plants for library grounds. We are excited to continue this long-term partnership and thank the members of the DPC for continuing to support the beautiful plantings at the library each year. The group is coordinating with Kevin for a planting day for the annuals.

## Adult Services

We recently upgraded our online subscription to the Times Union newspaper to include a large number of other digital newspapers from around New York State as part of NewsBank's America's News. Bethlehem cardholders may access the subscription from home using their library card, while anyone can access it in the library. Access to the larger collection was provided beginning in March this year and the upgrade has been popular. Here is a snapshot of the number of times our subscription was accessed:

Sessions													
YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2026	403	373	615	419	0	0	0	0	0	0	0	0	1810
2025	4	60	210	284	246	244	276	338	344	407	356	367	3136

Here are the most popular newspapers accessed by our patrons measured by the number of pages viewed per newspaper by month for 2026.

NewsBank News Collection - 2026													
Publication	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL ↓
All Publications	9241	8393	13094	11382	0	0	0	0	0	0	0	0	42110
Times Union, The (Albany, NY)	9241	8371	11738	10516	0	0	0	0	0	0	0	0	39866
Daily Gazette, The (Schenectady, NY)	0	22	559	576	0	0	0	0	0	0	0	0	1157
New York Post (NY)	0	0	293	119	0	0	0	0	0	0	0	0	412
Buffalo News, The (NY)	0	0	163	75	0	0	0	0	0	0	0	0	238
Post-Standard, The (Syracuse, NY)	0	0	120	28	0	0	0	0	0	0	0	0	148
Observer-Dispatch (Utica, NY)	0	0	105	21	0	0	0	0	0	0	0	0	126
Post-Star, The (Glens Falls, NY)	0	0	59	2	0	0	0	0	0	0	0	0	61
Malone Telegram, The (NY)	0	0	21	0	0	0	0	0	0	0	0	0	21
Watertown Daily Times (NY)	0	0	4	12	0	0	0	0	0	0	0	0	16

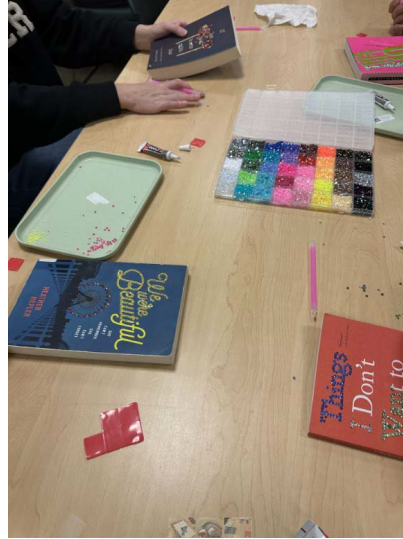
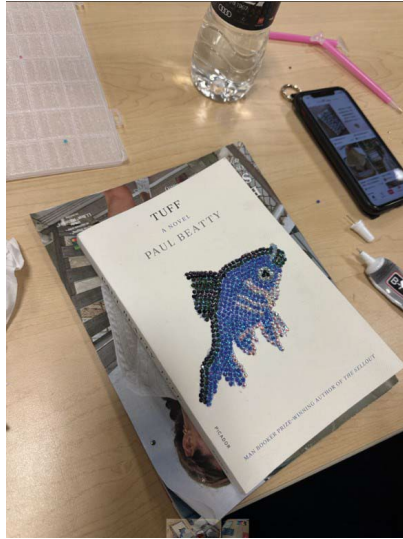
Providing technology help to patrons is a priority. Librarians scheduled 15 one-on-one, hour-long appointments to help answer their technology questions this month. We helped patrons with basic computer use and navigation; smartphone setup, navigation and app management; setting up Zoom meetings; formatting PowerPoint presentations; navigating the UHLS app; file, email storage, and organization; and Windows 11 installation and set-up.

Beginning Genealogy at the Library (4/23) –We provided participants with an overview of our family history collections, including digital resources such as Ancestry.com, and then demonstrated how to use these collections. We last offered this program in November 2025.

Responsible staff: Robert. Attendance: 7

Book Bedazzling (4/30) –We invited participants to give their favorite reads a sparkling makeover and decorate book covers with tiny gems. Participants were asked to bring their favorite book to bedazzle, but we had extras on hand just in case.

Responsible staff: Kyle. Attendance: 18



BHA Speaker Series: A Short History of the Bicycle (4/21) – The bicycle is an incredibly simple machine by today’s standards, but it took a long time to develop. David Chinery presented the history of bicycles from 1815 to 1900, including the draisine, the velocipede, the boneshaker, the high wheel, and the safety bicycle. He also explored the social changes bicycles brought about for both men and women. Responsible staff: Luke. Attendance: 38

Community Paint Night (4/28) – A painting program series where we provide supplies including acrylic paint, canvas, and brushes along with step-by-step video instruction. Budding painters followed along to create a sleeping sloth painting of their own.

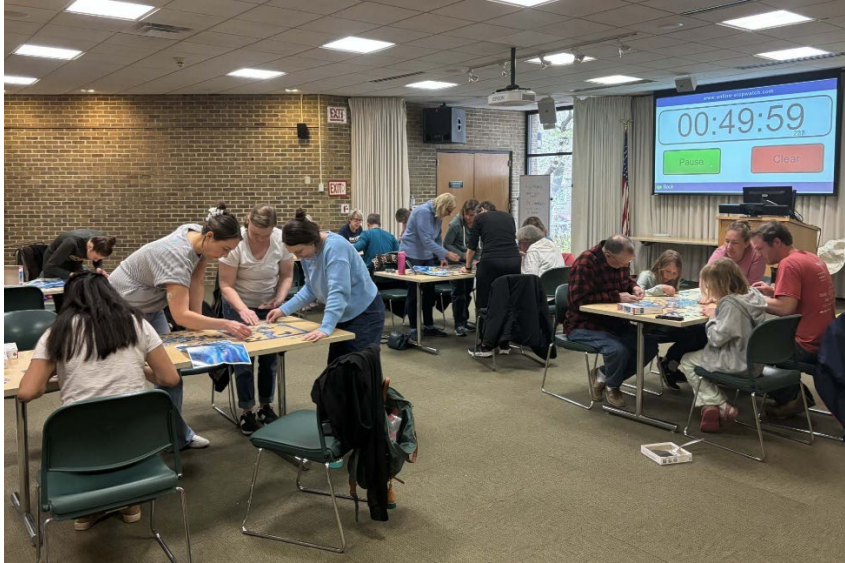
Responsible staff: Robert. Attendance: 19



Competitive Puzzling: Bonus Edition (4/25) – Puzzle solvers were invited again this month to work solo or in a group to see who could solve a 500-piece puzzle fastest and become the reigning library puzzle champion. This program series

continues to be a popular draw for people from multiple age groups with excellent overall attendance.

Responsible staff: Erin. Attendance: 22



Indie Lens Pop Up: The Librarians (4/22) – We celebrated libraries and National Library Week with a special screening of the new PBS documentary, *The Librarians*. This film spotlights librarians across the U.S., examining how book review policies are shaping their communities. Following the screening, we had a short discussion about censorship, the American Library Association’s recent report on 2025 Book Ban data, and librarianship.

Responsible staff: Sarah. Attendance: 15

Listen and Learn: Duo Envol (4/17) – Duo Envol, a local flute and cello duo, performed a variety of pieces, including original arrangements and classics from Bach and Mendelssohn, in this music installment of our Listen & Learn Friday morning program series. They also played along with a couple of original videos of their own creation that were particularly well-received.

Responsible staff: Sarah. Attendance: 22



Mahjong (4/9) – The fourth session of Mahjong was successful and well-attended. Beginners gathered in the Board Room and the Small Meeting Room to continue their lessons. They worked through hands-on activities, quizzes, and worksheets to familiarize themselves with the basics of Mahjong. Experienced players met in the Community Room and were matched up in groups of 4 to play.  
Responsible staff: Luke. Attendance: 25

Native Plants in the Landscape with Master Gardener Carole Henry (4/23) – Cornell Cooperative Extension's Carole Henry discussed why native plants are important to our ecosystem and how to incorporate them into home landscapes, highlighting the differences between Keystone, Host and Pollinator plants and the importance of each.  
Responsible staff: Kyle. Attendance: 35



Tea in History (4/16) – Presenters from Short & Stout Tea presented a historical discussion of tea. Tea is the second most popular beverage in the world, second only second to water. Its origin dates back 5,000 years and encompasses the world. A fun, interactive session that included a tasting of three teas with historical context provided.

Responsible staff: Sarah. Attendance: 22

Virtual Author Talks & Associated Archived Recordings (ongoing) –

We offered three live talks this month, including:

- On a Mission: The History of US Women Astronauts with Smithsonian Curator Emerita Valerie Neal (4/2).

Live Attendance: 8

- On Writing Action-Packed and Suspenseful Spycraft with Brad Taylor (4/14).

Live Attendance: 5

- How Exploration, Uncertainty, and Risk Help Us Find Meaning with Author Alex Hutchinson (4/16).

Live Attendance: 3

- On Writing Beloved Characters and Powerful Portrayals of Resilience in Virtual Conversation with Jason Reynolds (4/30).

Live Attendance: 2

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

- Unlock the Hidden Power of Dreams with Sleep Expert Michelle Carr.

30-day Viewing Total: 25

- Book Portals and Journeys of Literary Magic with Kate Quinn.

30-day Viewing Total: 21

- BHA Speaker Series: James Selkirk and Wartime Community.

30-day Viewing Total: 21

- America's Failed Response to the Opioid Crisis with Author Shoshana Walter.

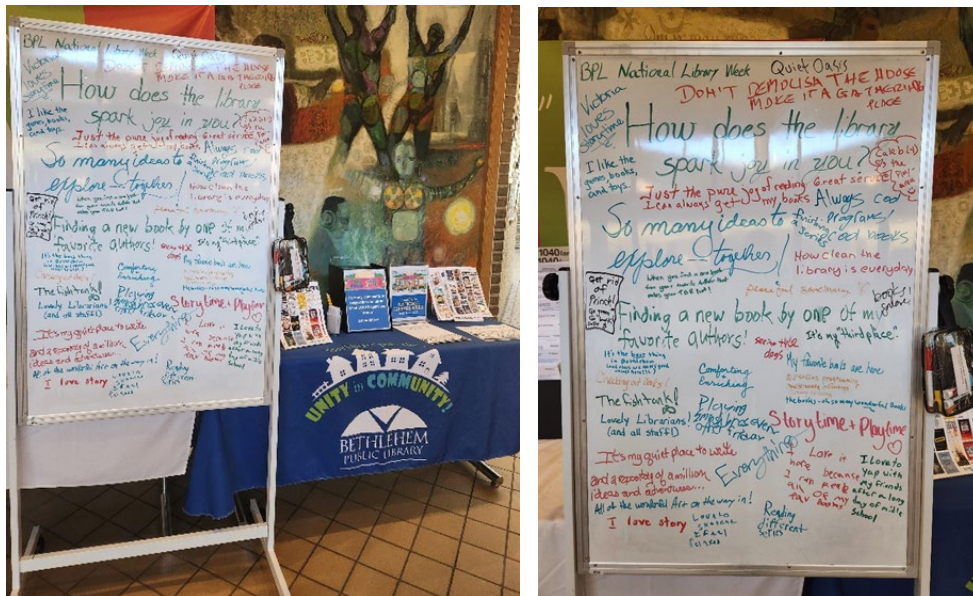
30-day Viewing Total: 18

Who Would Win Bracket, Spring 2026 (3/5-4/9) – One of our most popular contest brackets. We invited patrons of all ages to participate as classic literary characters went head-to-head for bragging rights in Bethlehem's Who Would Win Bracket. The matchups were not just about feats of strength, we invited participants to dream up their own contest. The characters could be competing in a marathon, a spelling bee, a boxing match or a pie eating contest. We had 912 people participate and vote for their favorite character. Winnie-the-Pooh was the grand champion.

Responsible staff: Robert

## Youth Services

In recognition of National Library Week, a display table was set up in the hallway in front of the mural. The table featured ALA flyers, including the list of the 11 most banned books of 2025, coloring sheets, a promotional flyer for our screening of *The Librarians*, and reading lists connected to the documentary. A nearby whiteboard asked, “How does the library spark joy in you?” The whiteboard received numerous positive comments highlighting appreciation for the library’s collections, programs, space, and staff.



Over the past five months, Youth Services staff have conducted a weeding of the collection across all genres. Heavily used and worn copies were replaced, and much-needed shelf space was created to accommodate new materials. The nonfiction collection received thorough attention in preparation for the removal of some shelving.

Creation Station: May Flowers (4/6 - 4/12) – Drop-in craft in the Children’s Place. The April craft prompted children to create their own paper flowers in the Children’s Place to take home. Responsible staff: Elnora B. Attendance: 121



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

#### Weekly Series

Tiny Tots (3 sessions) – Attendance: 39, 41, 38

Music and Movement (7 sessions) – Attendance: 67, 68, 61, 62, 64, 47, 55

Family Play Time (5 sessions) – Attendance: 41, 24, 17, 34, 27

Family Story Time (4 sessions) – Attendance: 32, 25, 36, 23

Pre-K Story Time (4 sessions) – Attendance: 20, 4, 13, 25

PJ Story Time (1 session) – Attendance: 10

#### Saturday Story Time Series

Saturday Story Time (4 sessions) – Attendance: 24, 19, 7, 11

#### Sensory Story Time Series

Sensory Play Time (1 session) – Attendance: 6

Sensory Story and Play Time (1 session) – Attendance: 28

Bethlehem Central School District Student Art Show Closing Receptions (4/29) – We held two receptions for the student art show: one for elementary and middle school students, and one for high school students. All students who attended were able to take their artwork home with them. Someone from New York has expressed interest in purchasing one of the pieces—*two ballerinas fighting on the floor*. Responsible staff: Mary D. Attendance: 78

Library Backstage Pass (4/18) – Children began the program by creating name tags before jumping into activities. They learned how to “sort a cart,” a task they especially enjoyed and completed collaboratively. Participants then took turns leading various parts of a story time using big books, puppets, and flannel boards. Additional stations included coloring and activity sheets, as well as a display of items from the Library of Things. We also played a brief “How Well Do You

Know Your Family?” game. The program concluded with a visit to return books to “Bookie,” followed by a stop at the Circulation Desk, where children observed clerks checking in materials and sorting them into the appropriate bins and carts. Both parents and children were highly engaged and asked many questions throughout the program. Responsible staff: Elnora B. Attendance: 14

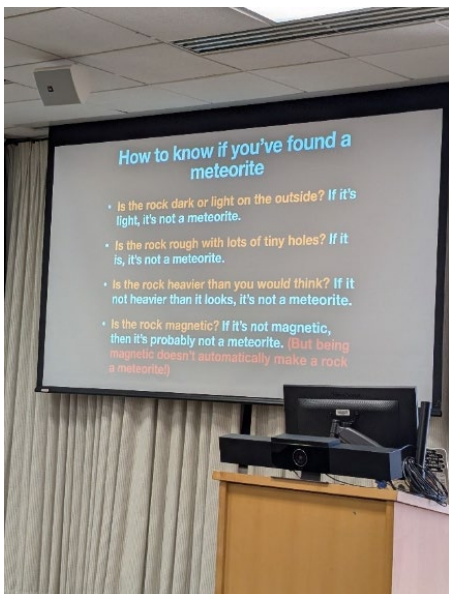


Library Play Time (4/20) – To celebrate National Library Week, we hosted a special playtime featuring items from our Library of Things collection. A Toniebox and a Yoto Player were set out for patrons who were curious to try them, giving families a hands-on introduction to these popular devices. We also shared flyers highlighting museum passes, Hoopla BingePasses, and other eContent available through the library. While parents and caregivers explored these offerings, children enjoyed playtime with blocks, balls, a crawl-through tunnel, toy animals, and our always-popular liquid tiles. The event offered something engaging for everyone while highlighting the many resources the library has to offer. Responsible staff: Shannon M. Attendance: 17

Meet Jacquelin Dembar Greene, Author of the American Girl Doll Series (4/7) – Jacquelin “Jackie” Dembar Greene shared insights into her writing process for the American Girl *Rebecca Rubin* series, beginning with how she selected the character and worked closely with a historian to ensure historical accuracy. She spoke about visiting many of the New York City locations featured in the books and brought several period-related artifacts to pass around the audience, including a fur piece, a shawl typical of the era, and a Kewpie doll. Jackie encouraged questions throughout the presentation, creating an engaging and interactive experience. Copies of the books as well as the Rebecca Rubin doll were made available for patrons to check out, and cookies were served following the program. Responsible staff: Elnora B. Attendance: 10



Meteorite or Meteor-Wrong! (4/10) – Participants attended this engaging program presented by Dr. Mindy Townsend, an astronomer from the Dudley Observatory at Siena University. Dr. Townsend brought eight mineral and rock samples and gave a brief introduction on identifying meteorites. Participants then rotated among four tables, recording observations and determining whether each specimen was a meteorite. Older children completed the activity quickly. Artemis II coloring sheets and crayons were provided to keep them engaged while others finished. At the conclusion of the program, Dr. Townsend reviewed the answers, and several participants eagerly returned to examine the meteorites again. The program was both educational and enjoyable. Responsible staff: Lauren K. Attendance: 24



One Tiny Turtle – Presented by WMHT (4/9) – All registrants and waitlisted families were able to attend the program. Five additional children arrived, and staff was able to accommodate them by 10:10 a.m. Barbara Lucas began with a short educational film about loggerhead turtles, after which the children “retold” the story by holding up laminated story cards in sequence. Participants completed two turtle-themed crafts and went home with a take-home bag containing educational activities and a copy of *One Tiny Turtle* by Nicola Davies. The program was designed to support school readiness skills, including fine motor development and story comprehension. Parent feedback was incredibly positive. Responsible staff: Elnora B. Attendance: 46



Page to Screen Club: Matilda (4/6) – Patrons were invited to read the selected novel, attend a film screening, and participate in a facilitated group discussion comparing the book to its screen adaptation. Discussions typically explore themes, narrative structure, characterization, and adaptation-specific considerations such as abridgment, omissions, additions, and tonal adjustments for different audiences. While this session was well attended initially, half of the audience departed before the film concluded, and those who remained declined to participate in the discussion. Given the continued decline in attendance and engagement for this series, we have decided to discontinue it in favor of offering a Teen Book Club during the summer months. Responsible staff: Alex D. Attendance: 10

Sensory Play Story Time (4/17) – Continuing our bug theme, we started by exploring *Worms for Lunch* by Leonid Gore, guessing which animals might enjoy worms for their midday meal. The children then eagerly helped the Very Hungry Caterpillar munch his way through the story. Between books, we sang a playful turtle rhyme and got moving by dancing with shaky eggs to Laurie Berkner’s “Bumblebee (Buzz Buzz).” We wrapped up the program with plenty of hands-on fun as the kids explored all the sensory toys during playtime. Responsible staff: Shannon M. Attendance: 28

## Outreach

Elsmere Elementary: Picture Book Art (4/2) – This session marked the final class for this series, and the feedback from students was overwhelmingly positive—several expressed that they did not want the class to end. We read *Cat Nap* by Brian Lies and used drawing reference books to fuel ideas on how to create magnets. Staff assured them that we would see them at the library. The students especially enjoyed working with a variety of art media, and with watercolor. The two-step dragon project emerged as a clear favorite. Parent volunteers also shared their appreciation for the wide range of materials used throughout the program and noted how meaningful it was that the class was offered free of charge. Responsible staff: Elnora B. Attendance: 12



Hamagrael Elementary After School Gaming (4/14) – Staff introduced a wide variety of games, with *Bananagrams*, *Five Second Rule*, and *Chronology* emerging as the most popular. Several additional games were provided by a parent volunteer, and staff plan to request that these titles be added to the library's circulating collection. This program remains especially important as one of the few free after-school options available to local youth. Overall, the collaboration has been successful, and we look forward to continuing it and pursuing similar partnerships in the future. Responsible staff: Alex D. Attendance: 14

YMCA Healthy Kids Day (4/18) – We had a wonderful time participating in this year's YMCA Healthy Kids Day at the Bethlehem YMCA. Our staff shared copies of the latest issue of *Footnotes* to highlight upcoming library programs and services. We also brought along summer reading-themed materials to remind families that Summer Reading 2026 is just around the corner. In addition, we handed out Bethlehem Public Library-branded pencils and bookmarks. We look

forward to taking part in this event again next year. Responsible staff: Michelle C.  
Attendance: 92

## **Information Technology**

Princh, our new remote printing service continues to be popular. Last month it accounted for approximately 15% of pages printed. 11,096 total pages printed and paid for with 1,724 pages printed using the print-from-home option.

In April 2024, the U.S. Department of Justice issued a rule to strengthen accessibility of web content and mobile applications for people with disabilities. This rule clarified what digital accessibility standards state and local governments must use to fulfill their responsibilities under the ADA. This requires public libraries to ensure that their web content and web apps, including websites, forms, documents, and digital services, are accessible to people with disabilities and meet the WCAG 2.1 standard for compliance.

In April 2026 the compliance deadline for the Bethlehem Public Library, based on population, was extended from April 2027 to April 2028. Digital upgrades at the Bethlehem Public Library have been underway for several months. Even with the extension, we will continue our existing upgrade schedule and will be compliant ahead of the deadline.

## **Meeting and Miscellany**

Several library staff met with representatives from the Town of Bethlehem and Bethlehem Environmental Commons (BeECO) to hash out the details for our collaboration later this Fall to bring an art exhibit and program series to the library. The exhibit and programs will focus on the importance of farmers and farming to our community and society.

## **Continuing Education and Committee Work**

Phil - Minimum Standards for Libraries - Overview and New Additions by *New York State Library*

- AI Policy for Libraries: A Practical Intensive for Leaders by *Library 2.0*

Geoff - NYLA Continuing Education Committee - 5/4

- Friends of Libraries Section Board Meeting - 4/29

Erin - met with a UAlbany library school grad student for an interview about libraries and librarianship for a class assignment. The graduate student was from Bethlehem and a frequent BPL library user.

Jennifer - Winning Library Grants: Turning Community Needs into Funded Projects, webinar, 4/7, offered by WebJunction

Robert - Navigating Misinformation in One-on-One Patron Interactions, webinar, 4/10, offered by WebJunction

Alex - Public Library Association 2026 Conference 4/1-4/3 (report attached)

Dan - Youth Advisory Council Meeting – Presented by Upper Hudson Library System, 4/21

Elnora - Youth Advisory Council Meeting – Presented by Upper Hudson Library System, 4/21

Lauren - Dinosaurs 101 for Librarians: How to Teach Paleontology – Presented by Collaborative Summer Library Program, 4/8

Mary - Dinosaurs 101 for Librarians with Raoul Seroy – Presented by American Museum of Natural History & Collaborative Summer Library Program, 4/13

Shannon - Public Library Association 2026 Conference 4/1-4/3 (report attached)  
- Story Time Bootcamp – Presented by Mid-Hudson Library System & Upper Hudson Library System, 4/15  
- Helping Patrons Preserve Digital Memories – Presented by Core-American Library Association

Tracey - *All Aboard! Practical Approaches to Effective Library Onboarding* (Tarida Anantachai, Director, Talent Management at the NC State University Libraries)

Webinar, 4/9/26

- *Selection to Separation: Hiring and Parting Ways Respectfully* (Amanda Perrine, Executive Director of Onondaga County Public Libraries)

Webinar, 4/21/26

<b>Library Collection</b>				<b>2024-25</b>	<b>Current Total</b>
Adult fiction				28,103	27,162
Adult non-fiction				28,974	27,871
Adult audio				4,748	3,400
Adult video				7,685	6,292
Young adult fiction				5,030	4,733
Young adult nonfiction				664	626
Young adult audiobooks				295	286
Children's fiction				30,514	29,797
Children's non-fiction				15,416	11,585
Children's audiobooks				1,528	1,360
Children's video				1,055	598
OverDrive - UHLS Shared				161,068	180,537
e-magazines				5,934	6,643
Electronic (games, ereaders)				398	375
<b>Total</b>				<b>291,412</b>	<b>301,265</b>
<b>Library Programs</b>	<b>Apr-26</b>	<b>Apr-25</b>	<b>% change</b>	<b>2024-25</b>	<b>F-Y-T-D</b>
Programs	94	84	11.9%	860	810
Program attendance	2701	2702	0.0%	24,760	20,814
Outreach Programs	3	7	-57.1%	71	47
Outreach Attendance	118	751	-84.3%	12,569	7,562
<b>Circulation</b>	<b>Apr-26</b>	<b>Apr-25</b>	<b>% change</b>	<b>2024-25</b>	<b>F-Y-T-D</b>
Adult fiction	13,060	13,479	-3.1%	151,877	136,747
Adult non-fiction	6,730	7,149	-5.9%	75,666	66,016
Adult audio	6,792	6,623	2.6%	70,190	66,657
Adult video	4,668	5,280	-11.6%	58,933	52,559
Magazines	5,115	2,945	73.7%	29,371	41,910
Young adult fiction	1,241	1,486	-16.5%	16,405	13,443
Young adult nonfiction	77	92	-16.3%	1,049	1,063
Young adult audiobooks	279	315	-11.4%	3,129	2,840
Children's fiction	10,578	12,087	-12.5%	135,923	115,289
Children's non-fiction	3,504	3,227	8.6%	34,053	31,598
Children's audiobooks	1,236	1,462	-15.5%	15,159	13,126
Children's video	176	355	-50.4%	4,398	3,002
Electronic (games, ereaders)	589	567	3.9%	6,325	5,326
<b>Total</b>	<b>54,045</b>	<b>55,067</b>	<b>-1.9%</b>	<b>602,478</b>	<b>549,576</b>
<b>Interlibrary Loan</b>	<b>Apr-26</b>	<b>Apr-25</b>	<b>% change</b>	<b>2024-25</b>	<b>F-Y-T-D</b>
Borrowed from others	5,179	5,713	-9.3%	62,096	56,536
Loaned to others	4,230	4,717	-10.3%	52,037	43,610
<b>Miscellaneous</b>	<b>Apr-26</b>	<b>Apr-25</b>	<b>% change</b>	<b>2024-25</b>	<b>F-Y-T-D</b>
Visits to our home page	80,535	29,376	174.2%	361,097	612,943
Public use of meeting rooms	34	32	6.3%	376	279
Public meeting attendance	423	329	28.6%	3,973	3,270
Staff use & library programs	82	66	24.2%	757	744
Study room sessions	463	427	8.4%	4,767	4,504
Tech room/ Studio use	0	3	-100.0%	85	37
Door count	19,895	18,843	5.6%	209,786	192,263
Registered BPL borrowers	96	128	-25.0%	1,187	1,098
Computer signups	1,657	1,493	11.0%	14,914	14,370
Museum Pass use	117	116	0.9%	1,365	1,383
E-book use	6,254	7,007	-10.7%	72,557	63,534
E-audiobook use	6,774	6,253	8.3%	65,776	65,479
E-periodical use	4,942	2,691	83.6%	27,000	39,703
Streaming video use	1,608	1,619	-0.7%	19,281	18,481
BCSD use via Overdrive	337	447	-24.6%	2,654	2,522
Equipment	737	375	96.5%	4,304	6,384
Wireless Use	8,843	10,236	-13.6%	106,181	87,647

**American Library Association – Public Library Association Conference 2026**  
**4/1/2026-4/3/2026**

**Alex Desourdy**

Thanks to the generosity of the Library's Administration and Board, I was permitted to attend the PLA Conference. I was able to attend many sessions and earn plenty of Professional Development Continuing Education credits to put towards renewing my Librarian Certification with the State Education Department. I hope to utilize examples presented by fellow librarians and skills learned to improve programs and collections at Bethlehem Public Library in the future.

Opening Session with Bryan Stevenson

The opening ceremony aspired to be inspirational; Author, Lawyer and Justice Initiative Founder Bryan Stevenson stated that he was proud to be in and supporting Minneapolis and touched on the George Floyd and the recent ICE incidents; "A Federal invasion of national significance..." He Quoted Walt Whitman "We together project the future." Then he spoke on his life's work; a commitment to public good, being a democratic warrior, that "1 in 3 black babies born will go to prison in their lifetime" ... He tried to bring it around to libraries with a line about the "Power of Proximity" and that "To be effective we need to be where people live" "Pressing on the higher ground". Apparently a "Library is a hug", but "Proximity is not enough" we need to "Challenge narratives of politics of fear and anger." Back on his mission/purview, there are 13 states without a minimum age for trying as an adult. We should not accept the narrative. We need to change the narrative about race; the narrative presumption of dangerousness or guilt. In Germany all students must show knowledge of the Holocaust to graduate... The (justifiable) implication that our education system is substandard when it comes to teaching our youth of our historical shortcomings as a nation.

While I respect the man and his work the whole speech seemed meandering and only tangentially related to libraries beyond the whole "things are politically terrible right now and we need to do better" attitude I personally have felt unable to escape since 2016. A very dour kick-off.

Activating Teen Services with Cejay Johnson, Marie Guenette, and Kristy Calhoun

While the presenters were all from smaller libraries with populations of 15,000 or less, I still felt that some of what they discussed could pertain to our institution and patrons. They discussed external barriers and teen engagement, transportation limitations and budget restrictions. They encouraged leveraging connections, networking with schools and businesses to form a wider support system. Something they discussed that I thought we could utilize with minimal effort and cost is a "Teen Resource Access Map" Something we could implement physically in the teen department as well as digitally on our website. Also working 'backwards' (my thought not theirs, and not meant as a negative) by contacting non-profits and communicating our resources and how they meet their goals in an effort to get them to refer people to us. They advocate "becoming part of the furniture 'put your face in front of their face'" through outreach via schools/parks & rec centers (something I feel like we have had minimal success with in the past). Build a community outside your community... Don't let scope narrow or think about what isn't possible.

Specific Ideas thrown out were "Learn to DJ for Teens", Gamifying BookTalks (judge that cover, book trivia...), Read-Aloud Graphic Novel Book Club, Lunchtime Craft (Outreach?), Bring informal

poles to outreach, ask challenges and barriers. Pride in the Park instead of Drag Storyhour, but not rainbow picnic (don't confuse younger kids looking for rainbows, be clear and specific).

They discussed internal barriers & advocacy: Teen Stereotypes & Bias, how teen spaces and presences are not prioritized (sometimes it feels like this is us). Stereotypes of teens that "these are just bad kids" which is detrimental to teens who are often already marginalized. "Any kid inside the library is a library kid." Fight internal pushback, build relationships to form internal allies. Be the squeaky wheel. If they are not coming to you, you need to come to them. Advocate for Teen-focused space (Mary has been on this for years).

"Start the wheel and keep it turning... Small changes can lead to larger things..."

They also brought up *interactive displays*, which is something that came up in my LJ/SJ Beter Literacy through Manga course.

Additional ideas sparked during the presentation; Why not advertise teen programs/services in study spaces? Butcher paper for doodling on the study tables.

Not Your Typical Maker Space: Creating STEAM-Based Summer Progress for Youth with Marcus Brown & Kiesha Collins

In a rather impressive case study Kansas City Public Library has built the Kansas City Digital Media Lab a "hands-on learning environment that uses storytelling, art, digital media, and other maker activities to engage youth ages 12-18." They offer access to resources and expertise that align with their interests including art (traditional & digital), production (music, podcast, beats), maker activities (including bike repair), arts & crafts (bracelets, button making...). With a moto/slogan HOMAGO (Hang Out, Mess Around, Geek Out) they nevertheless teach that "You have to be an active participant in your own learning." "Deep learning requires commitment, persistence & play". Much like our Upcycle jewelry program, they provide opportunities for teens to use tools (many for the first time).

"Connected learning integrates personal interests, supportive relationships, and access to opportunities. It is learning in an age of abundant access to information and social connections that grow from the diverse interests and assets of young people. 21<sup>st</sup> century learning: Communication, creativity, collaboration, and critical thinking.

While they have open hours, one-off programs, and short-term projects (RC cars, drones, model planes...), they also have an extensive 3-week commitment summer camp program. Last year's summer program was run as a record label; music people composed, art people made album covers...

While it would be quite an uphill battle to implement a similar program here, it could be possible. The problem would be ensuring enough interest beforehand. They do recommend libraries "Test interest before you invest". It could be costly and potentially wasteful to adopt a 'build it and they will come' attitude.

Beyond the Binder: Summer Reading Strategies with Keturah Cappadonia and Arnessa Dowell

Even more than Activating Teen Services this session seemed particularly focused on the ruralness of the libraries discussed, and the discussion was disappointingly unsubstantial;

“Why Summer Reading Matters”: preventing summer reading loss (slide/slump) which can be the equivalent of one month of learning lost while out of school.

Measuring success beyond attendance; reading minutes, registered readers, outreach partnerships. They advocate using one unit of measurement for reader experience, equity and consistency (20 min a day), equal & equitable, levels the playing field, encourages pleasure reading and supports diversity. Everything counts; books, graphic novels, magazines, audio, eBooks, family reading, reading subtitles...

\*Utilize Outreach opportunities including school resource night.

\*Partner with local businesses to sponsor prizes, promotional support, provide coupons

\*Track Minutes for equity, using a binary; “Did I read 20 minutes today”

How to Empower and Inform Communities Using Media and Information Literacy with Stacey Wedlake (20 minute mini-session) <<https://cip.uw.edu/eic/>> <<https://cip.uw.edu/cic/>>

SIFT: Stop, Investigate, Find, Trace. Watch out for the 7 big emotions; emotions override critical thinking. “Information ecosystems leverage our vulnerabilities to keep us engaged.” Escape Rooms used to teach media literacy in person & virtual. \*I have used escape rooms to teach catalog skills in the past.\*

Train ourselves and our patrons to ask “Does this illicit an emotional response?” and to examine the motives behind making you feel that way.

Children’s & Young Adult Publishers Book Buzz: Union Square & Co., Sourcebooks, Simon & Schuster, Charlesbridge, Wednesday Books, Flatiron, Tor teen, and Hachette Book Group.

I received some recommendations, including titles with star reviews, I have included in April INGRAM carts.

Storytelling Festivals: Building Community Connections on Large or Small Scales with Courtney Waters, Rebecca Maue, Angie Bayne <[storynet.org](http://storynet.org)> <[storytelling.org](http://storytelling.org)>

A very interesting pair of case studies of libraries that organized annual storytelling festivals; to connect us to others, build communities, to be educational & informative, to allow us to understand ourselves & others, to pass down wisdom & share knowledge, to preserve culture & traditions, to foster empathy, and to present interactive art. Types of storytellers included oral storytelling, personal narratives, moth storytelling, historical interpretations, traditional folktales, spoken word, poetry, puppetry, dance, and music. Storytellers were found locally, in-state, regionally, nationally, and internationally. Work was done with partnerships with cultural centers, performing arts organizations, storytelling organizations, repertory theaters, organizations that help marginalized residents, associations and schools for the deaf (events often had ASL interpreters who were provided transcripts in advance).

While the scope of these festivals is a little intimidating, I would be interested in trying this here. They could be scaled back to several possible levels;

We could have a small event on the green with 3 performers over the course of a few hours. It could even be in place of a normal summer concert event.

We could partner with the town parks department to hold a several-hour event with 4 or more performers at Elm Ave Park, again this could even be in place of one of our traditional Thursdays in the park event, just slightly longer/larger. If smaller scale projects are successful, or we are ambitious enough to collaborate with Albany or UHLS, we could try a full-scale Storytelling festival at Washington Park.

In the event of a multi-day festival, they would recommend allowing a slot for (vetted) armatures open-mic style.

Local(ish) headliners we could consider; (either) Bruchac, Arm of the Sea Theater Troupe, Playhouse Stage Company, Bill Harley (not local)...

#### How to Amplify Local Voices with Listening Booth with Natalie Hauff (20 min micro-session)

A novel idea; to provide the public with listening booths (inside or outside the library, or at large in the community) where they can sit and listen to community members' stories. The stories presented can be audio only or video, short or long, a single option at a time at each location or presented as many stories as possible to choose from depending on the complexity of the technology utilized. The simplest version presented was a phone booth, where the receiver could be picked up and the listener would be presented with a simple 10 minute story.

We easily place a listening booth in our lobby, the nook behind the elevator, on the plaza by the bike racks (especially if we do run power out there for the e-bikes), or with appropriate outreach/community collaboration by the 4-corners or one of the town parks.

While the presenter talked about refugees, immigrants, and other disenfranchised, I immediately thought of utilizing the Library of Congress' Veteran's History Project to present local service person's testimonials, or other recordings from their folklife center as a trial run before moving on to fresh recordings.

#### Libraries as Launchpads: Helping with Next Steps in Education with Erin MacFarlane, Judy Reno, and Lorena Mejia

While I was expecting a smaller scale implementation of assistance with college readiness, application, and finance, what was presented was a full resource center; a separate staffed facility. College Depot began in 2009 with the goal of providing college access to those of lower socio-economic backgrounds or are otherwise underrepresented. They provide SAT/ACT prep, as well as assistance with transcripts, admissions, scholarships and other financial aid. Rather than start as a part of the library, it was independent then became a part of the Phoenix Library in 2011, and has had several upgrades and expansions since, include the inclusion of aid with trade/apprenticeships in 2017 (increasing in staff from 6 to 17 by 2026).

I'm not entirely convinced the need is significant enough in our area to devote entire staff positions to a program like this, but we could certainly fold some of this kind of assistance into tech help-based services. Apparently, apart from individual donations, grants and other government funding, a good source of capital for this sort of program can be State Lottery, whose profits are redirected into state education.

#### How to Create Engaging Displays that Connect with your Community with Stacy Lienemann (20 min micro-session)

This was surprisingly deep to start; \*How do we get people to identify themselves, deeply, as readers and lifelong learners? \* How do we create doors into content with our collections? \* How can we help people learn new things in a post-COVID, Phone-addicted, AI-reliant world? \*How do we create meaning/community in our libraries?...

With engaging displays apparently;

“Bookish Destinations” are available on the visitor’s timetable, feature unique experiences, use interactive exhibitions to draw visitors in as they actively engage with content. They are based on one theme or author but explore a variety of topics that connect with them. Make their focus relevant and connect to a visitor’s identity. “Create paths for people to find their way to our collection’s ideas.” “Highlight topics that connect with our community” “Make storytelling accessible.”

\*To be fair beyond our hesitancy to go bold or really stretch our creativity with displays, they tend to feel by the numbers or transactional. \*

How GenZ use (and Don’t use) Public Libraries: New Data & Analysis Data Highlights with Kathi Inman Berens and Rachel Noorda

As the title would suggest, this was a data heavy statistical study of generation-specific library use. Gen Z (‘97-’12) are currently between 13 and 29, or in library terms, teens, young adults, and new adults. According to this study Gen Z;

67% visit the library every year, 66% identify as readers, Librarians are their #3 preferred way to discuss books (waning trust in social media), 10% said Librarians were their # preference and 36% discover materials through the library. Gen Z are \*’digital natives”, but prefer print \*are ethically aware & socially conscious, but pirate and use AI tools \*exhibit a slow decline in pleasure reading, but identify as readers. \*Piracy is too convenient; however, pirates are often superusers (they borrow from us often, and come to us first, but will not hesitate to pirate items they cannot get quickly or easily through the library). **69% think a week is too long to wait for anything, and 28% don’t borrow because of the wait.** 60% of pirates see it as a feature of the digital culture, and not a crime. There is a general decline of using social media purchasing books, but it is still used for discovery. Minorities and BIPOC readers borrow and pirate more.

*Overall, Gen Z are still using the library as a third space, do appreciate Librarians as points of discovery, but will only borrow if we have what they want on hand, so if we want their circulation we need to borrow extra copies/licenses of the materials they want.*

Heritage Ambassadors: Building Community with Artists and Libraries with Eva Raison, Janel Peterson, and Adwoa Adusei <static.bklynlibrary.org/prod/public/inline-documents/Heritage Ambassador Program Resource Guide\_Brooklyn Public Library.pdf> <-77 page report

Brooklyn is multicultural & multilingual; 80% of Brooklyn residents speak a second language...

The Heritage Ambassadors program “promotes cultural exchange and helps preserve intangible heritage” Changing from transactional to relationship-based exchange; facilitating support for traditional artists, art council and sustaining communities...

“HAP offers opportunities to diverse artists and lets audiences find out different things that maybe they wouldn’t expect from a library. Its about making good connections.

Its about "Designing with, not designing for" training artists to be facilitators.

A "cohort" made with group training (6 month workshop w/ stipend): \* archiving \*  
Interviewing/oral history training \*pitching to funder workshop \*grant writing and funding  
\*digital marketing (tech kits) With documentation and research each ambassador is asked to  
develop programing: \*Individual events \*series of performances \*demonstrations \*workshops  
\*exhibitions

After the grant funding dried up, the program was scaled back.

Essentially the library is paying an artist for a year to develop library programs.

I'm not knowledgeable enough about our community or its demographics to understand if this is  
adaptable to our library, even on an incredibly small scale.

Reality Check: The Art of the Nonfiction Readers Advisory with Jessica Curtis

A disappointingly boilerplate discussion of readers advisory, with very little to make it nonfiction  
specific. Is your nonfiction reader task oriented, education oriented, entertainment oriented...  
Look at the appeal factors: Pace -> Character -> storyline -> tone -> writing style -> narrative ->  
subject -> type -> appeal... Bios tend to be entire life while memoirs tend to be snapshots.  
Discussions of genres & subgenres... "Stuff Matters"

Crossover Appeal: Books that work for Teens and Adults with Mary Van Akin  
(Michelle Jabès Corpora, Emiko Jean, Marissa Meyer, and Randy Ribay)

Apparently, I didn't read the fine print, because I thought this was a book buzz and it turned out  
to be an author roundtable pannel discussion. Marissa Mayer was discussing "Escape Game" a  
murder mystery that takes place on a reality gameshow set. Randy Rebi was discussing "Nest of  
Tongues a Buffy style horror tale told from the perspective of sibling Manananggal, creatures  
from Philipino mythology. Emmi Kogine was discussing "Love me Tomorrow" about a teen  
dealing with divorce who starts recieving letters from the future a la "The Lakehouse". Micheal  
Davis-Korpra was discussing "She Knows all the Names" the sequel to her book "His Face is the  
Sun", which focuses heavily on Egyptian mythology.

Gateway to Reading: Boosting Literacy with Resource Kits and Workshops with Laura Polak,  
Kristen Sorth, Nicole Clawson, and Meredith Murray

The Gateway to Reading kits are bundles of books that circulate as a set a la library of things  
items. Schuylerville, RCS, East Greenbush and MANY other libraries do this. Unlike many of  
those, these go beyond the "story time in a bag" model and are carefully curated content with  
research-based support towards specific reading levels with decodables, resource and  
supportive activity guides. The work behind it seems very time heavy, and I personally would  
rather assemble "story time kits" like RCS, but this is very adaptable for our library if we choose.

## **Shannon McLaughlin, Public Library Association 2026 National Conference**

My sincerest thanks to the Board and the Bethlehem Public Library for allowing me the opportunity to attend the 2026 PLA Conference in Minneapolis, Minnesota. It was my first national conference and a great learning experience.

### **Opening Session**

PLA President Dr. Brandy McNeil began the conference with the Dakota translation of Minnesota meaning “land where the waters reflect the sky” and it really set the tone of the conference for me, thinking about how libraries reflect community values. This was further supported with an appearance by the mayor of Minneapolis, Jacob Frey, who, when reflecting on recent events in the city, showed great admiration for the resilience of its people and the part public libraries played in helping people get through it all. Prominent lawyer and social justice activist Bryan Stevenson then spoke, talking about his love of reading and his concern as the access to knowledge and information becomes more obstructed and less valued. He encouraged us to push against these narratives so that libraries can continue to be portals to a more just society and beacons of hope.

### **Beyond Drag Queen Storytime**

LGBTQ programs don't have to be limited to Pride Month. You can celebrate “Queer All Year” through displays, programs, collections, reading lists, and more. Not everyone is able to proudly or loudly celebrate, though, as there has been increasingly more legislation and discrimination against the LGBTQ community as of late, causing some libraries to revert to more subtle forms of support and operation such as using local organizations for more targeted advertising and not putting identifiable stickers on LGBTQ books.

### **Advocacy at the Core of ALA's Next 150 Years**

ALA President Sam Helmick and others reflected on the rise in legislation censoring books and penalizing librarians/libraries, warning that “First they come for the books, then they come for the funding. When one group is targeted we all suffer.” They emphasized advocacy, mobilizing, organizing, and building community.

### **Global Stories, Local Voices: Bilingual Literacy Through Culture**

Exposing children and families to different cultures encourages empathy, discovery, imagination, critical thinking, and socialization. One of the speakers established a culture in a box concept with World Traveling Trunks and the other has had great success in bringing in other multilingual coworkers and community members to share their cultures.

### **Big Ideas with Dr. Ruha Benjamin**

Dr. Benjamin asked such questions as “Who gets to create?” and “What are the systems we are actually being included in?” She encouraged us to “unlearn intelligence as smartness, innovations as social progress, technology as self-propelled, deep learning as statistical, power as subjugation, imagination as superfluous, human nature as selfish.” She also talked about A.I. and especially its racial bias, calling on us to foster a different kind of A.I. in Abundant Imagination.

## **From Anxiety to Action: Building Stronger Communities and Libraries**

Presented with help from the Sustainable Libraries Certification Program, the high percentage of loneliness reported in adults and especially young adults was focused on, and many examples of programs to help strengthen communities were given. One of the examples given was the Bethlehem Public Library's own "Kindness Matters" initiative.



## **Trust & Verify: Information Reliability in the Age of AI, SEO, and Algorithms**

"AI is like what if a computer was also Amelia Bedelia?" Provided explanations on misinformation, disinformation, malinformation, SEO (Search Engine Optimization), algorithms, and how to recognize and counteract them.

## **Beyond Storytime: Community Building Through Music, Play, and Partnerships**

Talked about and gave examples of activities to do after storytime, including Music and Movement, process art, age-level play, craft, sensory activities, sign-language, family rhythms

## **Making Space for Teens in the Library**

Teens are often underserved, with limited library space and resources. The guiding principles of this session were teen ownership and agency over library spaces and services, equity of access, teen autonomy, and self-directed exploration.

## **The Revolution Will Not Be Alphabetized**

Explored strategies librarians have and can use to uphold intellectual freedom and access.

## **Sensory Adventures: Creating Inclusive Library Experiences on Any Budget**

Discussed how to put together a Sensory Museum program for teens and adults with developmental, cognitive, and intellectual disabilities (DCID).

## **Closing Session**

Chef Sean Sherman, a member of the Oglala Lakota tribe who opened Minnesota's first full service Indigenous restaurant, gave a brief history of the impact of colonization on the Indigenous people of North America and talked about his mission to revitalize Indigenous food systems.

**BOARD RESOLUTION**

MOTION, THAT THE BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$52,000 FROM THE GENERAL FUND TO THE CAPITAL RESERVE FUND TO COVER COSTS ASSOCIATED WITH BOILER REPLACEMENT PROJECT.

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

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

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

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

Friends of Bethlehem Public Library

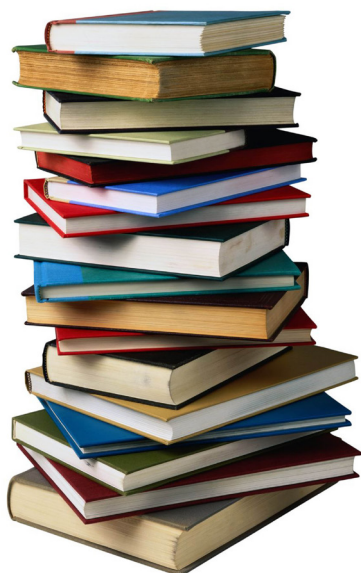
# BOOK SALE

Fundraiser

**SATURDAY, MAY 16**

**10AM-4:30PM**

451 Delaware Ave., Delmar



Pricing is cash-only by suggested donation. The Friends will not be able to make change.