Board of Trustees Meeting
October 14, 2026 6:00 pm (Tuesday Meeting)
Board Room

Watch here: https://www.youtube.com/@bethlehempubliclibrary9609
Public comments can be submitted here: https://www.bethpl.org/contact-us/contact-the-director/
Board packet information can be accessed here: https://www.bethpl.org/board-of-trustees/

Library Mission Statement

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

Agenda

- **Call to order**
- **Public participation**
- **Review of previous meeting minutes**
- **Financial report**
  - **Treasurer's update**
- **Personnel report**
  - **Personnel actions**
- **Director's report**
- **UHLS report**
- **Friends report**
  - **Friends of Libraries Week**
- **New business**
  - **LGS-1 records retention schedule and subject matter list**
  - **IDA/PILOT**
  - **Delmar Progress Club meeting room request**
  - **Other new business**
- **Old business**
  - **59 Borthwick demolition project update**
  - **Long Range Plan Committee report**
  - **Other old business**
- **Future business**
- **Public participation**
- **Adjournment**

Next board meeting: Monday November 9, 2026 6:00 pm
Next Friends of the Library meeting: October 19, 2026 6:30 pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM)
Monday September 14, 2026 (DRAFT)

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

Geoffrey Kirkpatrick, director
Kristen Roberts, public information specialist

EXCUSED:

GUESTS: Phil Berardi, assistant director/head of operations
Chris McGinty, assistant director/Public Services
Tanya Choppy, business manager
Tracey McShane, personnel administrator
Nan Rabinow, Delmar Progress Club
Mary Service
Claire Crawford

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

PUBLIC PARTICPATION

One member of the public addressed the board. A recording of the meeting is available on YouTube.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by J. Adams with a SECOND by K. McNamara, the board unanimously approved the minutes from the Monday August 10 regular board meeting.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report.

- She noted that the audit went smoothly.
- G. Sacco asked about the timeline for receiving tax revenue from the school district. T. Choppy said almost all of it is received by mid-October. For the remainder – the unpaid taxes – the school district disperses that once the state has made them whole sometime in early spring.
- M. Kissinger asked about the checks on the bill schedule made out to individuals. T. Choppy said those were for performers/events held over the summer.

DRAFT

- L. DiBetta noted that some of the expenses lines are already at 75% with the library only a couple of months in the fiscal year. S. Whiting said that those expenses, audit and insurance, are a one-time fee for the whole year.

On a MOTION by L. DiBetta with a SECOND by M. Kissinger, the board unanimously approved the Financial Statement dated 31 August 2026 (Checks disbursed in August 2026 based on pre-approval $103,245.49; Checks disbursed in August 2026 relating to payroll $226,052.24; Checks being submitted for approval $98,397.29; Checks being submitted for approval – Capital Project Fund $1,999.57; Total: $429,694.59).

PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick said he is requesting to fill a recently vacated page position, and noted it is not unusual to have pages leave at the end of summer. G. Sacco asked about the hours. G. Kirkpatrick said they are primarily afternoon, evening and weekend hours.

On a MOTION by S. Patterson with a SECOND by K. McNamara, the board unanimously voted to approve the following positions:

- Library page, part-time, permanent, 10.1 hours/week, $16.00/hour or per contract.

DIRECTOR'S REPORT

The board noted the director's report.

- Circulation numbers haven't been this high since July 2019.
- Reciprocal lending with other systems through the Libby app has been streamlined to now search for a title in other library systems automatically. Those RLA stats have already doubled in the past month since it has been implemented so more people are benefitting from the service without having to manually opt in. G. Sacco asked if the ability for reciprocal patrons to borrow from the Upper Hudson collection is having an impact on our borrowers. G. Kirkpatrick said that it only involves titles that are available when the search is made and it doesn't allow outside borrowers to put a hold on popular titles.
- The retro library card design has been popular with a number of print-on-demand requests.
- Conversation clubs have been popular with some requests for an evening session. Staff are looking into whether this is feasible.
- Mah Jongg continues to be popular as groups are independently forming after participants learn to play. J. Adams said it is a great service to the community.
- A lot of the summer programs had to be held inside because of unpredictable weather.
- Erin Meyer completed the Senior Planet Train the Trainer program AARP program and is now certified to offer a wide array of training one-on-one and groups.
- G. Kirkpatrick said that a lot of staff time and effort went into the Summer Reading Challenge. G. Sacco said she thought the prizes were better this year but the finish rate was not great. G. Kirkpatrick noted that there was a drop off from sign up to completion. He said he had some parents say the challenge was too easy and others who felt the opposite. G. Sacco suggested that the library consider logging reading minutes so children could pick books that interest them instead of something that just falls into a category. She also noted that the Summer Reading software was confusing and hard to use. G. Kirkpatrick said that some libraries are moving back to paper tracking for that reason.
- C. Brancatella noted that the high door count last month didn't include the very successful Community Day, which they would discuss in more detail at the next meeting.

DRAFT

UHLS REPORT

G. Sacco said she is on the services committee. She said there will be a meeting to discuss cooperative lending of print books, in addition to ebooks, with other library systems. She said UHLS Director Chris Sagaas is being very cautious about what might be agreed to. Upper Hudson is also looking into the feasibility of forming a health care consortium.

She noted that some area libraries have received money from their Assembly representatives and noted that might be something to pursue for future projects.

G. Kirkpatrick said the health care consortium discussions are in the very early stages but noted there are some models for it around the state. C. Brancatella said it is good to be realistic about the timeframe as the approval process could take years.

FRIENDS REPORT

J. Adams said that C. McGinty had presented a wish list to the Friends, and she will update the board on the discussions. She reminded everyone about the upcoming book sale and donation day and noted that volunteers were still need for Thursday and Saturday.

The Friends have also approved the purchase of 12-by-24-foot shed for the Borthwick lot.

NEW BUSINESS

Community Day report/survey

G. Kirkpatrick said the survey combined in-house responses with ones that were received via a link that went out in the e-news. He said that the results were not unexpected, but it was good to get public comments.

- For the first time, the website ranked higher than the Footnotes newsletter as the place people received their library news.
- G. Sacco noted that most of responses were from people who live in Delmar so that could explain the higher ranking for the location and other items.
- The teen space received the most lukewarm ranking of all the areas.
- Helpfulness of staff was highly rated.
- G. Sacco suggested taking a deeper dive into the collection diversity topic.
- C. Brancatella said there was some good information in the survey but it is important to remember that the results are from people who responded to the survey and not necessarily the community at large.
- L. DiBetta said the children surveys are fantastic, with heart-warming comments and some really good ideas.

Parking lot paving

G. Kirkpatrick noted that parking lot paving was the third item on the board's building priorities list and something they should be thinking about as the Borthwick property demolition wraps up. He noted it would involve milling, paving and filling the sinkhole in Lot 1. The general layout of the lot would remain the same. He said the project should be pretty straightforward but potentially expensive. L. DiBetta asked if they could explore the installation of EV car charges as part of the project.

Story Hour Room and Studio

G. Kirkpatrick said that use of the studio space is extremely limited, and it has been serving as storage for book sale items since May. He was recommending that it be closed permanently and converted to storage space. He also said he would be looking at making the story hour room bookable to

DRAFT

the community as meeting rooms are in high demand and the story times have outgrown that room anyway.

Other new business

G. Kirkpatrick said that the erratic behavior of an individual who frequently comes into the library has become increasingly aggressive and edged into harassment. This individual has been banned for a period of time previously. G. Kirkpatrick requested a new ban for 18 months. G. Sacco asked how a ban was enforced. G. Kirkpatrick said that if the individual comes onto library property, law enforcement would be called. L. DiBetta asked if the police were prepared to handle someone with this individual's issues. G. Kirkpatrick said they are familiar with this person. He said he has a contact address and would be notifying this person of the board's decision. C. Brancatella said that it is not a decision made lightly, but every effort has been made to resolve this ongoing issue.

> On a MOTION by G. Sacco with a SECOND by J. Adams, the board unanimously voted to ban Tessy Nedy from the library for 18 months due to repeated violations of the harassment and patron conduct policies.

OLD BUSINESS

59 Borthwick demolition project update

Water and sewer at the property have both been capped. Contractors needed to remove one panel of sidewalk, but the concrete pad has since been poured back in to meet town specifications. We are still waiting on National Grid to schedule a time for gas shutoff. All utilities must be capped before a building permit can be issued.

Recording policy – discussion/staff reaction

G. Kirkpatrick said that he had talked to staff about the recording policy discussion. The general consensus of staff was that a blanket policy would be harder to enforce. They were concerned about the time it would take to enforce and the negative perception that it would create. He said he will continue to talking with the attorney to determine the library's obligation in protecting the confidentiality of library records. He noted that the library has to protect people's rights to privacy, but it has to be enforceable.

C. Brancatella noted the restrictive draft from the attorney and said the board is trying to find a happy medium that is less nuanced for staff to enforce but would allow innocuous recordings. L. DiBetta asked if it was something that could be added to the patron conduct policy. M. Kissinger asked what sort of expectation of privacy is there in a public library. L. DiBetta said that she wants to be able to tell someone they need to stop recording her or her family if they are uncomfortable. G. Sacco said that if a person doesn't want their child filmed, then they are responsible for finding a space where it isn't happening. C. Brancatella noted that any policy regarding recording is going to be slightly imperfect, but the goal is to have something that protects patrons and can be enforced by staff.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

S. Patterson said the board should consider the request made by the Progress Club during public comment that they be allowed to book out ahead of time meeting space at a regular monthly time. C. Brancatella said that what they are asking for is an exception to the policy. G. Kirkpatrick said that the times they are looking at are when the library is holding children's story times. J. Adams asked if they

DRAFT

were an affiliated entity. G. Kirkpatrick said the only library affiliated group is the Friends of the Library. C. Brancatella said that the questions they were looking at were: 1. Does the board want to make an exception to the policy and what sort of precedence does that set? 2. Do we discuss what's involved with making them an affiliated group? And 3. Does the policy need to be changed?

M. Kissinger said it is time to review the meeting room policy anyway. C. Brancatella said that the board can continue to discuss it as an agenda line at the October meeting.

PUBLIC PARTICIPATION

There was no public participation at this time.

ADJOURNMENT

On a MOTION by G. Sacco with a SECOND by L. DiBetta, the board unanimously voted to adjourn the regular meeting at 7:46pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
C. Brancatella, board president

DRAFT

Treasurer's Report

October 13, 2026

Revenue and Expense Report

Expenses are consistent with last year at this time. We received our state aid grant on October 1 and our share of tax revenue from the school district on October 9. We will be investing the majority of the tax revenue in our account with Metropolitan Bank and then drawing on it monthly as needed to pay expenses.

We have been notified that the interest rate for Metropolitan Bank will be increasing slightly in October from 3.45% in accordance with the increase in the Fed rate.

We received the draft financial statements and I am in the process of reviewing them. The Finance Committee is expected to meet at the end of October and the auditors will present their report to the board at the November board meeting.

Fund Balance

As of June 30, 2025, the fund balance is $3,633,318. This amount will change after the audit is completed. Any surplus or deficit will be added to or subtracted from this total. 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 9/30/26

	BALANCE 8/31/2026	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	BALANCE 9/30/2026
TD Bank General Fund	91,541.90	2,509.29	(233,834.76)	(634.03)	323,294.50	182,876.90
TD Bank Payroll	0.00		(151,705.50)	-	151,705.50	0.00
TD Bank Money Market	859,462.76	-		1,410.51	(2,000.00)	858,873.27
TD Bank Treasury Bill	522,757.71		-	1,430.93	-	524,188.64
TD Bank Capital Project Fund	72.67	-	(1,999.57)		2,000.00	73.10
Metropolitan Bank	1,400,846.97	-	-	2,855.11	(475,000.00)	928,702.08
Key Bank Checking	10,301.98	2,691.62	(219.50)		-	12,774.10
TOTAL:	2,884,983.99	5,200.91	(387,759.33)	5,062.52	-	2,507,488.09

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

3 MONTHS ENDED 9/30/26

FISCAL YEAR 2026-2027

	ANNUAL BUDGET 2026-2027	YTD ACTUAL 3 MO. ENDED 9/30/2026	Percent YTD 9/30/2026	ANNUAL BUDGET 2025-2026	YTD PRIOR 3 MO. ENDED 9/30/2025	Percent YTD 9/30/2025
Real Property Taxes	4,899,451	-	0.0%	4,711,910	-	0.0%
PILOT	179,360	-	0.0%	225,000	-	0.0%
Fines	3,000	1,033	34.4%	3,000	775	25.8%
Interest on Deposits	125,000	16,053	12.8%	121,500	20,533	16.9%
Lost Book Payments	11,500	3,458	30.1%	11,500	3,104	27.0%
Friends of BPL Contributions	10,000	4,592	45.9%	10,000	4,640	46.4%
Gifts and Donations	10,000	1,577	15.8%	10,000	287	2.9%
Photocopier	13,000	5,005	38.5%	10,500	3,493	33.3%
State Aid	26,500	-	0.0%	26,500	24,290	91.7%
Grants	-	-	0.0%	-	500	0.0%
Miscellaneous Income	1,000	364	36.4%	800	594	74.3%
Use of Fund Balance	223,000	-		38,000		
Total Revenue	5,501,811	32,082	0.6%	5,168,710	58,216	1.1%
EXPENSES						
Salaries	2,928,965	626,986	21.4%	2,547,087	607,152	23.8%
Retirement	448,656	-	0.0%	376,102	-	0.0%
Health Insurance	562,500	127,780	22.7%	430,000	103,292	24.0%
Other Benefits	255,390	67,042	26.3%	240,194	72,089	30.0%
Subtotal Salaries & Benefits	4,195,511	821,808	19.6%	3,593,383	782,533	21.8%
Library Materials - Print	277,000	44,364	16.0%	290,000	25,119	8.7%
Library Materials - Electronic & Audio	284,000	51,381	18.1%	290,500	46,075	15.9%
Subtotal Library Material	561,000	95,745	17.1%	580,500	71,193	12.3%
Operations	645,300	151,608	23.5%	633,000	151,489	23.9%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	-	-		35,000	-	
Total Expenses	5,501,811	1,069,162	19.4%	4,941,883	1,005,215	20.3%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

3 MONTHS ENDED 9/30/26

FISCAL YEAR 2026 - 2027

	ANNUAL BUDGET 2026-2027	YTD ACTUAL 3 MO. ENDED 9/30/2026	Percent YTD 9/30/2026	ANNUAL BUDGET 2025-2026	YTD PRIOR 3 MO. ENDED 9/30/2025	Percent YTD 9/30/2025
Salaries & Benefits						
Salaries-Librarians	1,444,929	327,453	22.7%	1,378,299	312,389	22.7%
Salaries-Support Staff	1,262,725	253,430	20.1%	1,206,163	251,006	20.8%
Salaries-Custodians	221,311	46,102	20.8%	199,452	43,758	21.9%
Subtotal Salaries	**2,928,965**	**626,986**	**21.4%**	**2,783,914**	**607,152**	**21.8%**
Retirement	448,656	-	0.0%	376,102	-	0.0%
Health Ins.	562,500	127,780	22.7%	430,000	103,292	24.0%
SocSec/Medicare	223,890	48,541	21.7%	212,694	46,384	21.8%
Worker's Comp.	24,000	17,647	73.5%	20,000	24,249	121.2%
Unemployment	5,000	-	0.0%	5,000		0.0%
Disability Ins.	2,500	854	34.2%	2,500	1,456	58.2%
Subtotal Salaries & Benefits	**4,195,511**	**821,808**	**19.6%**	**3,830,210**	**782,533**	**20.4%**
Library Materials						
Adult books	165,000	27,737	16.8%	171,000	17,760	10.4%
Periodicals	14,000	261	1.9%	14,000	104	0.7%
YS Books	80,000	14,806	18.5%	85,000	5,108	6.0%
Special Collections	18,000	1,560	8.7%	20,000	2,147	10.7%
Subtotal Print Materials	**277,000**	**44,364**	**16.0%**	**290,000**	**25,119**	**8.7%**
Audiobooks	11,500	2,546	22.1%	15,000	2,298	15.3%
E-Collections	210,000	43,615	20.8%	201,000	41,736	20.8%
Electronic Resources	45,000	1,560	3.5%	50,000	-	0.0%
YS Audiobooks	2,500	1,142	45.7%	4,500	-	0.0%
YS Media	-	-	0.0%	-	-	0.0%
AS Media	15,000	2,518	16.8%	20,000	2,041	10.2%
Subtotal Electronic & Audio	**284,000**	**51,381**	**18.1%**	**290,500**	**46,075**	**15.9%**
Subtotal Library Materials	**561,000**	**95,745**	**17.1%**	**580,500**	**71,193**	**12.3%**
Operations						
Copiers and supplies	15,000	4,063	27.1%	14,000	2,983	21.3%
Office supplies	16,000	3,299	20.6%	17,000	1,877	11.0%
Custodial supplies	23,000	5,090	22.1%	22,000	2,723	12.4%
Postage	22,000	3,375	15.3%	22,000	4,829	21.9%
Printing & Marketing	39,000	6,951	17.8%	35,000	2,496	7.1%
Van lease & oper.	2,500	118	4.7%	2,500	120	4.8%
Gas and Electric	85,000	15,067	17.7%	65,000	22,122	34.0%
Telecom & Cloud Svcs	25,000	7,691	30.8%	25,000	4,536	18.1%
Water	3,000	845	28.2%	3,000	1,019	34.0%
Taxes-sewer & water	3,500	-	0.0%	3,500	-	0.0%
Refund property taxes	5,000	-	0.0%	5,000	119	2.4%
Prof. Services	15,500	1,675	10.8%	30,000	3,438	11.5%
Contract Services	52,000	1,021	2.0%	50,000	1,074	2.1%
Insurance	41,000	38,397	93.7%	36,000	39,127	108.7%
Bank Fees	5,000	2,466	49.3%	2,500	1,982	79.3%
Travel/Conference	8,000	2,702	33.8%	10,000	1,285	12.8%
Memberships	3,000	-	0.0%	3,000	-	0.0%
Special Programs	40,000	12,242	30.6%	45,000	8,771	19.5%
Furniture & Equipment	30,000	4,710	15.7%	30,000	981	3.3%
IT Hardware & Software	55,000	(197)	-0.4%	55,000	9,414	17.1%
Bld & Grnd. Repair	35,000	144	0.4%	40,000	1,696	4.2%
Furn/Equip Repair	4,000	649	16.2%	4,000	622	15.6%
Miscellaneous	6,500	522	8.0%	6,500	1,245	19.1%
Audit Service	26,000	4,500	17.3%	25,000	4,000	16.0%
Accounting Service	22,000	20,840	94.7%	22,000	20,328	92.4%
UHLAN fees	63,300	15,438	24.4%	60,000	14,703	24.5%
Subtotal Operations	**645,300**	**151,608**	**23.5%**	**633,000**	**151,489**	**23.9%**
Capital Expenditures	100,000		0.0%	100,000		0.0%
Contingency	-	-	0.0%	25,000	-	0.0%
TOTAL	**5,501,811**	**1,069,162**	**19.4%**	**5,168,710**	**1,005,215**	**19.4%**

BETHLEHEM PUBLIC LIBRARY

DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN SEPTEMBER 2026 BASED ON PRE-APPROVAL	$	61,284.27
CHECKS DISBURSED IN SEPTEMBER 2026 RELATING TO PAYROLL	$	225,878.70
CHECKS BEING SUBMITTED FOR APPROVAL	$	55,095.37
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	$	2,340.98

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 9: PREAPPROVED DISB (SEPT 26) For Dates 9/1/2026 - 9/30/2026

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43918	09/01/2026	1831	CDPHP UNIVERSAL BENEFITS, INC.		35,666.82
43919	09/01/2026	720	MVP HEALTH PLAN, INC.		14,538.72
43920	09/01/2026	1607	VERIZON BUSINESS FIOS	270001	169.79
43922	09/01/2026	2575	VILLAGE VOLUNTEERS FIFE & DRUM CORPS	270108	500.00
43978	09/14/2026	2066	KEVIN COFFEY	270132	69.40
43979	09/14/2026	2383	MARK POLI	270134	350.00
43980	09/14/2026	1607	VERIZON BUSINESS FIOS	270001	199.99
43981	09/14/2026	1607	VERIZON BUSINESS FIOS	270001	89.00
43982	09/21/2026	1424	AFLAC NEW YORK		464.57
43983	09/21/2026	2426	JPMORGAN CHASE BANK NA	270142	2,578.00
43984	09/21/2026	2011	UTICA NATIONAL INSURANCE GROUP	270148	6,075.00
43985	09/21/2026	1607	VERIZON BUSINESS FIOS	270001	169.79
43986	09/22/2026	2395	CSEA EMPLOYEE BENEFIT FUND		163.74
43987	09/22/2026	2061	UNITED HEALTHCARE INSURANCE CO		192.45
43988	09/22/2026	2577	SUSAN SANDISON	270146	57.00

Number of Transactions: 15

Warrant Total: 61,284.27

Vendor Portion: 61,284.27

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 - 10: PAYROLL (SEPT 26) For Dates 9/1/2026 - 9/30/2026

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43921	09/04/2026	712	CIVIL SERVICE EMPL ASSOC INC.		964.83
43977	09/18/2026	712	CIVIL SERVICE EMPL ASSOC INC.		964.83
101153	09/04/2026	709	BPL SPECIAL PAYROLL ACCOUNT		75,720.80
101154	09/04/2026	710	NYS INCOME TAX BUREAU		4,403.70
101155	09/04/2026	1946	IRS - PAYROLL TAX PMT		24,961.46
101156	09/04/2026	2003	NEW YORK STATE DEFERRED		4,232.10
101157	09/18/2026	709	BPL SPECIAL PAYROLL ACCOUNT		75,984.70
101158	09/18/2026	710	NYS INCOME TAX BUREAU		4,422.74
101159	09/18/2026	730	NYS EMPLOYEES RETIREMENT SYSTE		4,938.83
101160	09/18/2026	1946	IRS - PAYROLL TAX PMT		24,980.89
101161	09/18/2026	2003	NEW YORK STATE DEFERRED		4,283.82

Number of Transactions: 11

Warrant Total: 225,858.70

Vendor Portion: 225,858.70

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 - 15: BILL SCHED (OCT 26) For Dates 10/13/2026 - 10/13/2026

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43997	10/13/2026	30	ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	20.00
43998	10/13/2026	1935	ALTAMONT FREE LIBRARY	270162	25.00
43999	10/13/2026	2420	AMAZON CAPITAL SERVICES INC	270158	2,136.88
44000	10/13/2026	94	BLACKSTONE AUDIO BOOKS	270153	428.66
44001	10/13/2026	2342	BOOK DEPOT	270141	199.40
44002	10/13/2026	1887	BPAS - ACCOUNTS RECEIVABLE	270147	7,000.00
44003	10/13/2026	1578	BRUNSWICK LIBRARY	270159	5.00
44004	10/13/2026	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	270176	553.11
44005	10/13/2026	827	PHYLLIS CHAMBERS		619.50
44006	10/13/2026	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	270015	385.71
44007	10/13/2026	1434	DELL MARKETING L.P.	270154	330.88
44008	10/13/2026	1220	DEMCO, INC	270149	764.81
44009	10/13/2026	2418	ELIZABETH HUNTLEY	270088	400.00
44010	10/13/2026	2562	FRIENDS OF ULYSSES S. GRANT COTTAGE	270095	100.00
44011	10/13/2026	1965	PATRICIA GEROU		619.50
44012	10/13/2026	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	32.99
44013	10/13/2026	745	MARY HARTMAN		619.50
44014	10/13/2026	2518	INGRAM LIBRARY SERVICES LLC	*See Detail Report	14,828.01
44015	10/13/2026	2322	KANOPY INC.	270020	1,660.00
44016	10/13/2026	1024	MIDWEST TAPE LLC	*See Detail Report	2,790.48
44017	10/13/2026	1172	ANNE B MOSHER		619.50
44018	10/13/2026	2130	MUSEUM OF INNOVATION & SCIENCE	270074	213.14
44019	10/13/2026	1654	NORTH GREENBUSH PUBLIC LIBRARY	270161	15.99
44020	10/13/2026	2088	NYSID	270164	85.48
44021	10/13/2026	2094	OTC BRANDS, INC.	*See Detail Report	1,027.59
44022	10/13/2026	1823	OVER DRIVE INC.	270169	1,171.12
44023	10/13/2026	450	PHILLIPS HARDWARE INC	270017	77.75
44024	10/13/2026	458	PITNEY BOWES INC	270018	99.00
44025	10/13/2026	1490	REPEAT BUSINESS	270058	511.10
44026	10/13/2026	505	ROEMER WALLENS GOLD & MINEAUX	270167	56.00
44027	10/13/2026	1767	SCHOLASTIC, INC.	270140	164.00
44028	10/13/2026	2129	SOLUTIONS BY DESIGN, INC.	270121	11,026.96
44029	10/13/2026	2251	SPECTRUM/CHARTER COMMUNICATIONS	270010	120.00
44030	10/13/2026	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	971.55
44031	10/13/2026	2154	STERICYCLE, INC.	270007	24.24
44032	10/13/2026	2340	T-MOBILE	270011	985.60
44033	10/13/2026	2173	THE OLANA PARTNERSHIP	270170	150.00
44034	10/13/2026	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	270150	11.95
44035	10/13/2026	2344	ULINE, INC.	270165	95.38
44036	10/13/2026	1968	VERIZON WIRELESS	270003	62.52
44037	10/13/2026	645	W W GRAINGER INC	*See Detail Report	1,605.32

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 15: BILL SCHED (OCT 26) For Dates 10/13/2026 - 10/13/2026

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
44038	10/13/2026	2405	WARREN SIEME	270113	125.00
44039	10/13/2026	2305	WHITEMAN OSTERMAN & HANNA LLP	270177	1,500.00
44040	10/13/2026	1593	WILLIAM K. SANFORD LIBRARY	270160	16.99
44041	10/13/2026	1991	XEROX BUSINESS SOLUTIONS	270013	839.76

Number of Transactions: 45

Warrant Total: 55,095.37

Vendor Portion: 55,095.37

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

Certification of Warrant

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

Date	Signature	Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 5: BILL SCHED - OCT 26 (H FUND) For Dates 10/13/2026 - 10/13/2026

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
10023	10/13/2026	2532	COLLINS + SCOVILLE ARCHITECTURE|ENGINEERING	260465	615.98
10024	10/13/2026	2572	SPECTRUM ENVIRONMENTAL ASSOCIATES, INC.	270081	1,725.00

Number of Transactions: 2

Warrant Total: 2,340.98

Vendor Portion: 2,340.98

Certification of Warrant

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

Date	Signature	Title

October 13, 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
Previously Approved to Fill											
Library Clerk, Part-Time	Circulation Services	11.2 hrs/wk	9.57 hrs/wk	$19.44/hour	D. Janse	4/8/2026	4/13/2026	Filled	L. Sorensen	10/5/2026	Internal
Library Page, Part-Time	Collection Maintenance	10.1 hrs/wk		$16.00/hour	T. Ilardi	9/9/2026	9/14/2026	Filled	C. George	10/5/2026	Hire
Action Requested - Request to Fill											
No Action Requested											
Positions Held											
Library Page, Part-Time	Collection Maintenance	5.4 hrs/wk	11.4 hrs/wk	$16.00/hour	A. Glass	8/18/2025	8/11/2025				
Library Page, Part-Time	Collection Maintenance	12.8 hrs/wk		$16.00/hour	H. Voorhaar	3/19/2026	3/9/2026				

Director's Report
October 2026

Building and Grounds

We are working with Capital District Center for Independence to provide an accessibility audit for the library. We are trying to identify where the layout of the building is not as easily accessible or as user-friendly as we would like. The on-site portion of the audit will take place in November.

The garden plantings have been converted over to more cold tolerant plants for the fall. There is only a short stretch until the first frost kills off many of the plants so now is a good time to take the opportunity to walk around the library property.

Youth Services

Creation Station: Big Pencil Craft (9/8 - 9/13) – Drop-in craft in the Children's Place. The September craft prompted children to create their own big paper pencil in the Children's Place to take home. Children enjoyed decorating their creations. Responsible staff: Shannon M. Attendance: 43

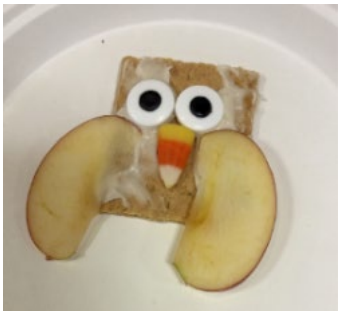
Early Literacy Programs (Responsible staff: Mary D., Alex D., Shannon M., Lauren K., Elnora B.)

Weekly Series
Tiny Tots (4 sessions) – Attendance: 38, 38, 43, 35
Music and Movement (8 sessions) – Attendance: 75, 58, 58, 66, 55, 38, 60, 38
Family Play Time (5 sessions) – Attendance: 36, 24, 15, 30, 14
Family Story Time (4 sessions) – Attendance: 28, 20, 27, 25
Pre-K Story Time (3 sessions) – Attendance: 12, 6, 6
PJ Story Time (1 session) – Attendance: 8

Saturday Story Time Series
Saturday Story Time (1 session) – Attendance: 5

Sensory Story Time Series
Sensory Play Time (1 session) – Attendance: 35
Sensory Story and Play Time (1 session) – Attendance: 17

Fall Fun for Family and Friends (9/26) – Youth Services and Adult Services teamed up to create a wonderful intergenerational story time and craft program for late September. Staff partnered with the Town of Bethlehem Senior Services for this event. We developed a story time, family snacks, and craft that everyone could enjoy together. Senior Services provided a van to transport the senior guests. We have discussed the possibility of doing a similar program again. Responsible staff: Elnora, Robert Attendance: 33



Family Play Time (9/3, 9/9, 9/23, 9/25, 9/30) – Family Play Time continues to see decent attendance numbers. Children are given a chance to build and play freely. This program also gives attendees an opportunity to interact with other children in a casual setting. Responsible staff: Lauren K., Mary D. Attendance: 36, 24, 15, 30, 14

Sensory Play Time (9/2) – We had a respectable number of kids come in to play with the variety of toys that were put out. The liquid tiles are always a big hit along with the Play-Doh. A couple of kids learned about coloring over the pattern squares. Many just bounced from toy to toy. Responsible staff: Shannon M. Attendance: 35

Sensory Story Time and Play Time (9/14) – We had a good crowd for our first Sensory Story Time and Play of the new school year. First, we read *Dog's Colorful Day* by Emma Dodd where we practiced colors and counted to 10. Then, we stretched to "Head, Shoulder, Knees and Toes," and danced to "Shake My Sillies Out" before playing with more dots when we read the big book version of *Press Here* by Hervé Tullet. Several kids came up to help press the dots. To finish off the story time portion, we had fun with scarves before getting into play time. Responsible staff: Shannon M. Attendance: 14

Circulation and Technical Services

Community Day was a significant part of September's activity, with 1,713 people visiting the Main Library and 1,683 items checked out on September 1. That single day accounted for nearly 9% of the month's visits.

September as a whole saw increased use compared with last year. Circulation totaled 56,037 checkouts, 3.4% higher than September 2025. Door count increased 7.6%, while wireless use was up 20.7%. Several digital services also saw higher use than last September, with streaming video increasing 25.7%, Hoopla 19.3%, Kanopy 17.5%, and eAudiobooks 10.3%. Overall OverDrive circulation increased 4.3%.

Bethlehem regularly receives more materials from other UHLS libraries than it sends out. Even so, the 5,925 borrows in September represented only 16% of physical circulation, with Bethlehem's own collection accounting for the remaining 84%. Our librarians work to build a collection that responds to local interests and demand, while resource sharing gives patrons access to materials from throughout UHLS.

Adult Services

Fall Bracket Challenge, Second-biggest Blockbusters – This fall, we asked patrons to pick the BEST of the second-highest earning films from 1994-2025. Patrons were invited each week to select their favorite film from each pairing. Voting took place online or with paper ballots available in person at the Second-biggest Blockbusters display we set up in the library. In total, 801 people participated and voted for their favorite. “Forrest Gump” was the grand champion.
Responsible staff: Robert.

BHA Speaker Series: Joseph Bettys - Revolutionary War Patriot, Traitor, and Desperado (9/15) – Presenter Michael Aikey, retired librarian and former director of the New York State Military Museum and Veterans Research Center in Saratoga Springs, discussed the life and times of Joseph Bettys, an infamous though largely-forgotten figure of the Revolutionary War. Bettys was well-known in upstate New York for several generations after the War due to his active service as a British Spy.
Responsible staff: Luke. Attendance: 62

French Conversation Club (9/9, 9/30) – An open-ended program for folks looking to practice speaking French in a casual setting. We continue to have steady turnout for this series.
Responsible staff: Robert. Attendance: 11, 13

Spanish Conversation Club (9/2, 9/23) – An open-ended program for folks looking to practice speaking Spanish in a casual setting.
Responsible staff: Robert. Attendance: 6, 5

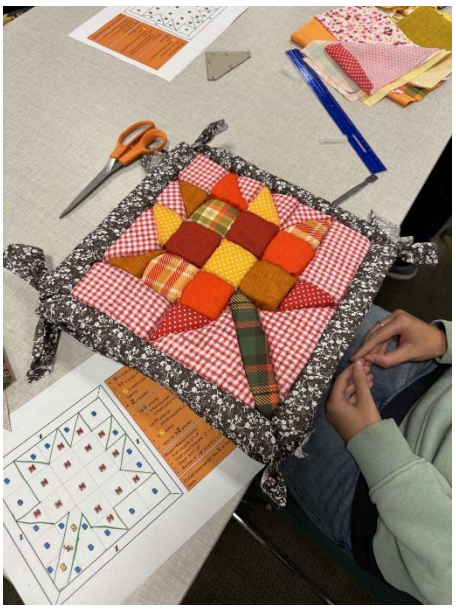
DayBooks (9/14) – We discussed *The Road to Tender Hearts* by Annie Hartnett at this month's edition of our afternoon book discussion series.
Responsible staff: Erin. Attendance: 19

Get Started with Genealogy at the Library (9/3) – Those interested in family history were invited to begin their genealogy journey at the library. 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. Engagement was excellent and we received a lot of great questions. We last offered this program in April 2026.
Responsible staff: Robert. Attendance: 11

Life at Ground Zero: A Local Insider's Perspective on the Aftermath (9/8) – Slingerlands resident, Chris Rosetti, discussed his experience participating in the clean-up effort at Ground Zero in the weeks and months following 9/11. Personal photographs and artifacts from his time at the worksite were included in the presentation. We received a number of positive comments about the program from patrons.
Responsible staff: Luke. Attendance: 35

Listen and Learn: The Hudson River Schools of Art and Their Ice Age Origins (9/11) – Retired professors and local popular science authors, Robert and Johanna Titus, discussed the important connection between ice age glaciers and geology in the Catskill Mountains to the 19th century cultural Renaissance in the Hudson Valley region.
Responsible staff: Robert. Attendance: 23

No-Sew Quilt Block: Fall Leaf (9/9) – A craft program for adults where we used a classic, simple quilt block pattern and assorted scrap fabric to create a festive piece of fall décor, no needle or thread required.
Responsible staff: Sarah. Attendance: 14



Spice Sharing: Smoked Paprika (9/28) –Participants pick up a sample packet of spice, along with a few recipes that feature it and then meet to discuss their experience and share recipes. We had a nice turnout for this one.
Responsible Staff: Erin. Attendance: 12

Visible Mending Workshop (9/13) – We collaborated with the Troy Sew Shop to provide instruction on sewing, visible mending, and discuss why mending is essential to the sustainability movement and how taking the time to mend can have a big impact on both the environment and self-reliance.
Responsible staff: Sarah. Attendance: 14

Virtual Author Talks & Associated Archived Recordings (ongoing) –
We offered three live talks this month and made three recordings available. One thing noted over the past few months is that, oftentimes, more patrons view the archived recordings than attend the live author talk.
• The Democracy We Must Keep: Why the Ideas that Built America Still Matter with David O. Stewart (9/1).
Live Attendance: 20
• Writing the Nightmare: A Ship Called Sickness and One Unforgettable Space Crew with Daniel Kraus (9/8).
Live Attendance: 6
• The Comeback Conversation: Shifting from Surviving to Thriving with Yasmine Cheyenne (9/17).
Live Attendance: 7
We also added three virtual author talk recordings this month including:
• The Legacy of Julia Child's Kitchen with Smithsonian Curator Paula J. Johnson

30-day Viewing Total: 11
• Like a Wave We Break: Overcoming Burnout to Lead with Resilience and Alignment featuring Jane Chen
30-day Viewing Total: 14
• High Altitudes and High Stakes: A Miss Marple Mystery with Lucy Foley
30-day Viewing Total: 38

Outreach

Pop-Up Library at the Delmar Farmer's Market (9/12) – We brought the pop-up library to the market again this month to promote library services, upcoming programs, and check out books. We gave away frisbees, pencils, tote bags, and free book vouchers. The weather was excellent and people were happy to see the library out in the community. Responsible Staff: Luke and Regina. Interactions: 128

Community Resource Fair, the Spinney at Van Dyke (9/24) – We brought our collection of outreach books and promotional materials to this age 55+ community to showcase what the library has to offer. We had a good number of residents stop by. Robert was joined by Lars from the Circulation Department, who was a big help.
Responsible staff: Robert and Lars. Engagement: 17

Five Rivers Fall Festival (9/19) – We had an awesome time taking part in this fun annual event. We handed out frisbees, slap bracelets, bags (drawstring and paper), take-home crafts, and bookmarks. The drawstring bags and frisbees were popular with the public. All frisbees, drawstring bags, and slap bracelets were taken before the end of the event. We brought books for children to read under trees (our task for the Get Offline, Go Outside challenge hosted by Five Rivers). Most of the books were taken by the end of the day, including a few of the middle grade/YA titles. Responsible staff: Deanna R. and Shannon M. Attendance: 380

Story Time Adventure at New York State Museum (9/2) – We had a wonderful time conducting a story time at the New York State Museum. In the spirit of the museum, Alex read the two Dakota Crumb books about an Indiana Jones style mouse who hunts for treasure to display in her miniature exhibit hidden beneath the larger human institution. The whole event was a big hit with adults and kids. We look forward to working with the New York State Museum again in the future. Responsible staff: Alex Attendance: 22

Meeting and Miscellany

The Friends September book sale raised approximately $8,300, compared with $7,312 at the May sale. Perfect weather allowed the Friends to make full use of the Library's plaza and grounds, with additional materials available in the meeting rooms. Door counts also reflected strong activity, with more than 1,200 people in the sale areas during the first hour.

We were able to offer a staff flu/COVID shot clinic in September. This is a convenient way to offer this service to the staff.

The library received notice that the Bethlehem IDA was reworking their Uniform Tax Exemption Policy. I talked with the IDA chair and sent over some comments. My position was that there should be clarity in whether taxes for the library levy were eligible to be abated. Most special districts, like fire districts or sewer districts, are explicitly exempted from PILOT agreements. The Town of Bethlehem and the Bethlehem Central School District are explicitly included in

PILOT agreements. The library is in a bit of a grey area. In most ways it would be simpler for the library to be treated like the other special districts, but I would be pleased with a bit more clarity either way.

In last year's budget, the state passed a law allowing for property tax exemptions in certain cases. I have guidance from our attorney that for school district public libraries like Bethlehem, if the school district board elects to reduce property taxes for a group (volunteer fire fighters, disabled veterans, etc.) then the reduction would apply to library taxes as well automatically without the need for the library board to pass a separate resolution.

I met with staff from Bethlehem Middle School and Bethlehem Parks and Recreation to discuss the needs of middle school students in town with an eye towards learning more about where there are opportunities for the library to offer programming for that population.

A recent change by Facebook has impacted the library's ability to use the service as effectively. The library's account is now limited to including only two web links a month in our posts. Many of our Facebook posts include links to library pages specific to the services and events that we are highlighting. There is discussion that some nonprofits and government entities may be exempted from this rule change in the future, but for now people may notice fewer Facebook posts or a change in the types of posts from the library.

Continuing Education and Committee Work

Phil Berardi, Assistant Director
- September 14: Automation Advisory Committee
- September 22: New York Digital Government Summit
- September 25: Director Handbook Book Club

Geoff Kirkpatrick
- Central Library Advisory Council (UHLS), 9/8

Robert
- Seed libraries: Basics and beyond, webinar recording
- The potential and peril of generative AI, webinar, 9/10,

Sarah - UHLS Equity Committee, 9/24

Lauren - Webinar: KnowBe4 Training – How to Identify AI Spam/ Phishing, 9/8

Mary - Webinar: Build Your Own Escape Room, 9/14

Sylvia Taylor, Circulation Supervisor - Circulation Advisory Committee, 9/2

Anne Coletta, Technical Services Supervisor - Cataloging Advisory Committee, 9/3

Community Appreciation Day

We had a fun, action-packed Community Appreciation Day on September 1. This all-day celebration took place throughout the library and was designed to show our appreciation for the community and the patrons who support us year-round. The event brought families, children, and community members together for a day filled with creativity, games, entertainment, and treats.

We started off the day with a special installment of Music and Movement. We had a mix of folks who usually attend other story times, and new folks, which was nice to see! This program ran about 15 minutes longer than it usually does because the kids were having so much fun. We did our cooldown song twice, so participants could use up their extra energy.

Youth Services staff hosted a “Bling Your Dino” activity in the Children's Place, where children were invited to decorate paper dinosaur cutouts with a variety of colorful stickers and embellishments. In addition, flowerpots were available for decorating. The craft station remained busy throughout the day. Staff were delighted to hear one young visitor declaring that it was the “best day to come to the library.”

During the morning, the Community Room was transformed into a space for active play with a variety of children's lawn games. Youth Services staff set up ring toss, inflatable bowling, lava tiles, ball toss games, and four-square for children and caregivers to play together. Every child who participated received a prize. All the activities were well received, but inflatable bowling quickly emerged as the favorite and kept participants entertained throughout the morning.
After lunch, the fun continued with carnival-style games in the Community Room. Staff expanded the activity lineup by introducing a duck-flipping game featuring an inflatable kiddie pool, which proved especially popular. Children tested their luck and skills by searching for the right duck. Each participant was given a plastic medal to take home.

We served 145 bags of popcorn before the magic show started. We set up the machine outside, next to the library garage doors. We had patrons asking for bags of delicious smelling popcorn before they were even brought in to be served. We plan to use the popcorn machine on a more regular basis.

The afternoon entertainment featured a wonderful performance by Jackie the Magician in the Community Room. Known for her highly interactive style, Jackie engaged children and caregivers alike through audience participation and hands-on involvement throughout the show. The performance generated plenty of laughter and excitement.

The evening Ice Cream Social attracted a tremendous turnout from the community. Over one hundred sundae cups were distributed, and patrons expressed sincere appreciation for the treat. The ice cream sundae kits were generously donated by Stewart's, whose support helped make the event possible. Special thanks are also due to the members of the Bethlehem Public Library Board, who volunteered to scoop and distribute servings of ice cream.

To end the day, we had a performance by The Village Volunteers Fife and Drum Corps. They came dressed in 18th century garb and further set the scene with a small tent and faux campfire. They played a selection of martial music from the early history of the United States, including "Yankee Doodle," and even played a medley of modern songs that included "I'm Shipping Up to Boston" and "Rocky Road to Dublin." Along the way, members of the Corp gave the history and background of the songs they were playing, as well as the history of the Village Volunteers Fife and Drum Corps itself. Responsible staff: All staff Attendance: 862

Jackie

Kids' Library Survey

Community Appreciation Day (September 1, 2026)

179 surveys collected

AGES:

2 years	3 years	4 years	5 years	6 years	7 years	8 years	9 years	10 years	11 years	12 years	13 years	14 years	15 years
3	11	16	18	19	17	14	11	8	9	5	0	1	1

GRADES:

PreK	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
22	17	19	19	15	8	11	8	5	0	1	1

SCHOOL:

Eagle	Elsmere	Glenmont	Hamagrael	Slingerlands	BCMS	BCHS	St. Thomas
16	14	9	10	11	10	0	4

Beth Children's School PreK	Tri-Village Nursery School	Circle of Friends	St. Stephen's Pre-K Academy	HOME	Other
6	2	1	2	9	29

Our Library is welcoming.

127 replies. .

All 127 answered YES.

I like our Library.

131 replies. .

All 131 answered YES.

I find what I am looking for at the library/

131 replies.

117 YES 12 in-between/both 2 NO

I enjoy coming to library programs.

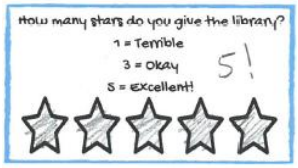
126 replies.

115 YES 4 in-between/both 6 NO

1 commented that they "don't come to library programs".

How many stars do you give the library?

1 = Terrible
3 = Okay
5 = Excellent!



Overall average = 4.74

Preschool average = 4.85
Grades K-5 average = 4.71
Teens (grades 6-12) = 4.8

When I go to the library, I feel…

127 replies

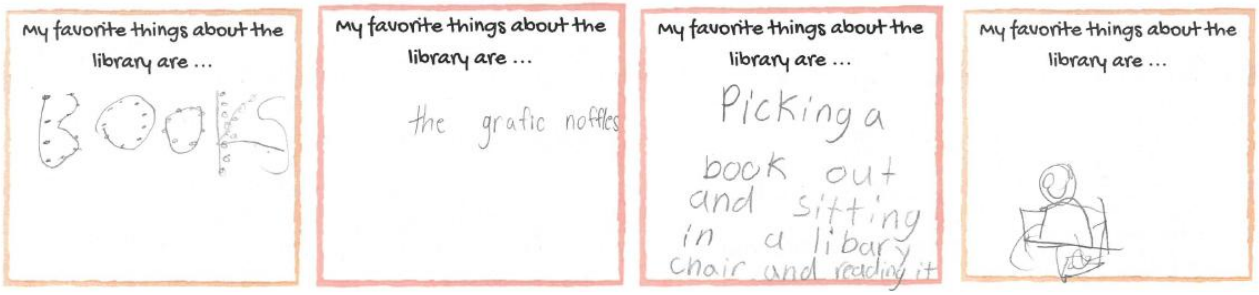
96 people **27 people** **1 peoplenone**
76% **21%** **1%**

3 people (2%) *replied between*

My favorite things about the library are…

Top answer:

Books (reading, borrowing, selection, collections, etc.). – (106 responses)



Followed by:

Play area, toys, and games. (46 responses)
Fish (fish tank). (15 responses)
Activities, Crafts, Coloring in the Children's Place. (13 responses)

One idea I have for the library is…

Top answer:

More toys and games, including Legos, magnet wall, riding toys, and Barbies. (21 responses)

Other ideas include:

Get more books, such as Bluey and graphic novels (13)
Bigger children's area, including play space (8)
Playground (3)
More fish, including more sharks (3)
Cotton candy (3)

The responses were creative, such as this response for a dodge [ball] club and having dragons.

Our library needs books about…

Top answer:

Animals, including Legos, magnet wall, riding toys, and Barbies. (21 responses)

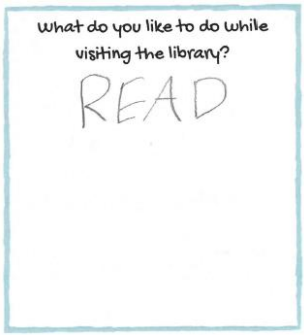
The teens (grades 6-12) top answer was more romance (5) and LGBTQ+ (2) books.

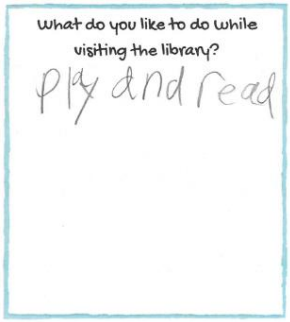
From our Dodge club friend.

What do you like to do while visiting the library?

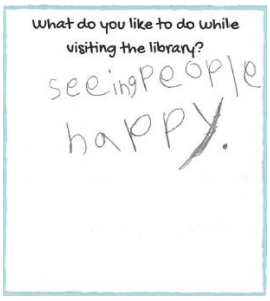
Books / reading
Play (toys and games)
Color, do crafts, activities, or drawing
Look at the fish.

The top answers coincide with the *My Favorite Things* question.





Best comment:



I would be interested in programs about…

- Animal related (15)
- Science related (nature, STEM, rocks & minerals, space, scientists, robots) (11)
- Arts and crafts (10)
- Music (5)
- Cooking / baking (4)
- Magic / magician / magic show (4)

How could the library make it more fun for kids?

- More toys and games (24)
- More activities / programs (16)
- Bigger children's space, including more comfy nooks, more play space, and space for neurodivergent children (5)
- Playground (4)

Also mentioned:

- Bean bags (3)
- Legos (3)
- Trampoline (1)

Other comments:

Grandmother speaking here: We bring our granddaughter (20 mos. old) to the library now and it's refreshing to see how much the children's area has grown and expanded. Our adult children think fondly of their hours spent here

We used to come to the preschool programs but stopped about a year ago. It was the exact same program each week. We started going to Voorheesville library where they had a different theme each week.

Library Collection				2025-26	Current Total
Adult fiction				28,334	27,563
Adult non-fiction				28,745	27,020
Adult audio				3,346	3,137
Adult video				6,405	6,056
Young adult fiction				4,786	4,617
Young adult nonfiction				634	644
Young adult audiobooks				286	285
Children's fiction				30,196	30,207
Children's non-fiction				11,742	11,803
Children's audiobooks				1,254	1,226
Children's video				597	550
OverDrive - UHLS Shared				185,961	194,550
e-magazines				6,724	6,900
Electronic (games, ereaders)				388	387
Total				309,398	314,945
Library Programs	**Sep-26**	**Sep-25**	**% change**	**2025-26**	**F-Y-T-D**
Programs	86	72	19.4%	976	208
Program attendance	3,076	1,812	69.8%	23,730	7,340
Outreach Programs	3	2	50.0%	65	12
Outreach Attendance	525	600	-12.5%	13,501	1,948
Circulation	**Sep-26**	**Sep-25**	**% change**	**2025-26**	**F-Y-T-D**
Adult fiction	13,566	13,668	-0.7%	162,364	43,057
Adult non-fiction	6,794	6,717	1.1%	79,323	21,049
Adult audio	6,906	6,511	6.1%	80,793	21,798
Adult video	5,516	5,159	6.9%	60,653	16,192
Periodicals	4,106	3,083	33.2%	53,685	14,437
Young adult fiction	1,316	1,415	-7.0%	15,696	4,412
Young adult nonfiction	72	143	-49.7%	1,225	312
Young adult audiobooks	288	279	3.2%	3,405	895
Children's fiction	12,476	11,884	5.0%	134,806	37,479
Children's non-fiction	3,081	3,185	-3.3%	37,282	9,972
Children's audiobooks	1,300	1,319	-1.4%	15,426	4,427
Children's video	151	289	-47.8%	3,334	589
Electronic (games, ereaders)	465	563	-17.4%	6,132	1,507
Total	56,037	54,215	3.4%	654,124	176,126
Interlibrary Loan	**Sep-26**	**Sep-25**	**% change**	**2025-26**	**F-Y-T-D**
Borrowed from others	5,952	5,921	0.5%	66,172	17,672
Loaned to others	4,585	4,122	11.2%	52,351	13,460
Miscellaneous	**Sep-26**	**Sep-25**	**% change**	**2025-26**	**F-Y-T-D**
Visits to our home page	51,971	50,856	2.2%	743,848	184,644
Public use of meeting rooms	18	27	-33.3%	328	65
Public meeting attendance	327	301	8.6%	4,191	914
Staff use & library programs	88	81	8.6%	887	212
Study room sessions	350	386	-9.3%	5,509	1,173
Door count	19,648	18,262	7.6%	227,587	59,891
Registered BPL borrowers	113	119	-5.0%	1,330	299
Computer signups	1,634	1,311	24.6%	17,349	4,915
Museum Pass use	136	132	3.0%	1,533	620
E-book use	6,069	6,341	-4.3%	79,556	19,550
E-audiobook use	6,985	6,331	10.3%	72,312	21,821
E-periodical use	5,270	2,887	82.5%	30,228	15,131
Streaming video use	2,170	1,726	25.7%	21,015	6,002
Equipment	628	642	-2.2%	4,838	2,020
Wireless Use	11,175	9,260	20.7%	109,698	35,219

RESOLUTION NO. 2604
Adopted October 13, 2026

HONORING THE FRIENDS OF BETHLEHEM PUBLIC LIBRARY FOR THEIR DECADES OF SUPPORTING THE LIBRARY AND THE COMMUNITY

WHEREAS, the Bethlehem Public Library, within its charter, maintains the power and authority to adopt such ordinances and resolutions as it shall deem proper in the exercise of its powers; and

WHEREAS, Bethlehem Public Library has been grateful for the generosity of the Friends and their decades-long support of library programs, such as the summer and winter concert series, as well as their investment in the newly completed imaginative play area for children; and

WHEREAS, the Friends of Bethlehem Public Library financially support the museum pass collection and the Summer Reading Challenge, as well as volunteer their time at many of the library's community events; and

WHEREAS, in recognition of National Friends of Libraries week, which is observed October 18-24, 2026, Bethlehem Public Library desires to honor and thank the Friends for their hard work toward the betterment of the library.

NOW, THEREFORE, BE IT RESOLVED, that Bethlehem Public Library extends its most heartfelt appreciation to Friends of Bethlehem Public Library.

BE IT FINALLY RESOLVED, that this Resolution shall be entered into the Bethlehem Public Library minutes, and a certified copy containing the library seal be given to The Friends in evidence of Bethlehem Public Library's admiration and gratitude for their contribution.

Geoffrey Kirkpatrick,
Library Director

BETHLEHEM
PUBLIC LIBRARY

Caroline Brancatella,
Board President

List of records maintained by Bethlehem Public Library

Maintained pursuant to NYS Public Officers Law § 87(3)(c)

Note: not all listed records are available pursuant to the Freedom of Information Law

Items below and other records are subject to the library's record retention schedule as adopted by the library board of trustees

Board

- Annual Reports
- Bylaws
- Charter
- Trustee Oaths of Office
- Conflict of Interest Reports
- Board Meeting Agendas
- Board Meeting Minutes
- Resolutions
- Long Range Plans
- Whistleblower Reports

Financial Records

- Annual independent auditor reports
- Accounts Payable Records
- Bank Reconciliations
- Bank Statements
- Investment Statements
- Cash Activity Reports
- Depreciation Schedule
- List of Monthly Warrants
- Budget Documents
- Year to Date Reports/Balance Sheet, Revenue & Expense Statements
- Year-End Financial Statements

Contracts/Purchasing

- Bidders proposal files
- Contract Files
- Purchase Orders

Employment Information

- Collective bargaining agreements
- Personnel files
- Payroll/Timekeeping Records
- Benefit leave files

Policies and Procedures

- Policies
- Employee Handbook
- Emergency Response and Training Manual

Bethlehem Public Library Strategic Action Plan (2027–2030)

Connecting Our Community - Inclusion

Action Item	Details	Timeline	Lead	Success Measure
Audit collections for diverse voices and experiences.	Audit collections and review purchasing practices to ensure that a broad range of voices, identities, and experiences is represented in the Library collection.	Ongoing	Library Director and Library Staff	Identify gaps in Library collection and regularly acquire materials that address identified gaps. Within Strategic Plan timeframe, all collections will be audited at least once.
Expand programming.	Develop programs that address topics and communities that have been historically underrepresented in the Library's offerings.	Ongoing	Library Director and Library Staff	Offer at least one new program each quarter focused on an underrepresented topic or community. Gather feedback and evaluate impact regularly.
Review the Library's accessibility.	Annual review the building, collections, and services to identify modifications that improve access for people with a range of physical, sensory, and cognitive abilities.	Annual	Library Staff and Board Building Committee	Complete and document an annual accessibility review, identify priority improvements, and track action taken in response.

DRAFT

Connecting Our Community - Fellowship and Learning

Action Item	Details	Timeline	Lead	Success Measure
Focus on teen/tween demographic.	Develop welcoming Library spaces and programming for tweens and teens, with an emphasis on after-school hours.	2027–2030	Library Staff	Explore expanding teen-centered Library space using existing building layout and increase engaging teen-based programming.

Community Outreach

Action Item	Details	Timeline	Lead	Success Measure
Expand Library Board outreach across Bethlehem.	Hold a Board meeting, or Board engagement in Bethlehem Library District locations outside Delmar.	Annual	Library Board	Complete at least one Board meeting or Board engagement outside Delmar each year.
Build and expand partnerships to address community needs.	Identify needs beyond traditional library services and explore partnerships with community organizations.	2027–2030	Library Director and Library Staff	Establish or expand community partnerships. Document new partnerships community impact annually, report to the Board.

DRAFT

Access to Resources and Services

Action Item	Details	Timeline	Lead	Success Measure
Expand digital content through budget allocations and partnerships.	Allocate sufficient funds for meet community demand. Collaborate with other library organizations to expand shared catalogs and services and advocate for affordable digital content from publishers.	Ongoing	Board, Library Director, and Library Staff	Expand holdings for existing digital content based on Community demand and available partnerships. Allocate funds accordingly. Monthly statistical reporting and annual review.
Connect patrons with health resources.	Partner with qualified groups or individuals to offer programs on how to locate and access a variety of health services.	Annual	Library Staff	Offer at least one health resource program series each year. Gather feedback and evaluate impact regularly.
Offer educational programming on advanced technology such as artificial intelligence (“AI”)	Develop a series of age-appropriate programs that help community members understand advanced technologies.	Annual	Library Staff	Offer at least 1 advanced technology education program series each year. Gather feedback and evaluate impact regularly.

DRAFT

Lifelong Learning & Civic Engagement

Action Item	Details	Timeline	Lead	Success Measure
Promote literacy at every age.	Continue early-literacy programs and expand offerings that help young adults, adults, and older adults begin or renew a reading habit.	Quarterly	Library Staff	Offer at least one quarterly program aimed at re-engaging readers. Conduct weekly early literacy programs.
Help patrons navigate government documentation.	Explore programs that help patrons understand processes involving government documents and services, including passports, citizenship, name changes and voter registration.	Annual	Library Staff	Offer at least one government-documentation program each year. Gather feedback and evaluate impact regularly.
Continue to promote media literacy.	Continue to offer programs that educate the public about how to operate and engage with various forms of media.	Annual	Library Staff	Expand with at least one program that teaches patrons how to operate or engage with a form of media each year. Gather feedback and evaluate impact regularly.

DRAFT

Operations and Governance

Action Item	Details	Timeline	Lead	Success Measure
Establish AI policy for Library operations.	Develop AI policy.	By the end of 2027	Board, with staff input	Adopt an AI policy and review as necessary.
Strengthen and expand staff engagement with patrons.	Develop and implement training that equips staff to welcome, assist, and connect with patrons consistently.	2026–2027	Library Director and Library Staff	Complete at least two staff trainings on patron engagement. Gather community feedback. Address in performance appraisals.

DRAFT

Library Building and Grounds

Action Item	Details	Timeline	Lead	Success Measure
Reduce the Library's carbon footprint.	Select and pursue at least one sustainability initiative each year.	Annual	Board	Approve and implement at least one specific sustainability initiative each year.
Sustainable use of Borthwick greenspace	Among other uses, commit to at least one annual use of Borthwick green space that addresses environmental sustainability.	Annual	Staff	Annually implement one program or project on Borthwick greenspace grounded in environmental awareness/concerns. Gather feedback and evaluate impact regularly.
Assess Library's Physical Needs	Develop a plan to improve the physical space of the Library.	Ongoing	Library Board	Make physical adjustments to Library building to address at least one unmet community need.

DRAFT