Board of Trustees Meeting
Monday November, 9 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)**
- **Presentation of the annual audit**
- **Financial report (p. 7-16)**
  - **Treasurer's update (p. 7)**
- **Personnel report (p. 17)**
  - **Personnel actions (p. 18-32)**
- **Director's report**
- **UHLS report**
- **Friends report**
- **New business**
  - **New York State and Local Retirement System invoice (p. 33-35)**
  - **UHLAN Contract (p. 36-43)**
  - **Staff Development Day**
  - **Shed**
  - **Finance Committee meeting**
  - **Other new business**
- **Old business**
  - **59 Borthwick demolition project update**
  - **Long Range Plan**
  - **Affiliation agreement draft (p. 44-47)**
  - **Other old business**
- **Future business**
- **Public participation**
- **Adjournment**

Next board meeting: Monday December 14, 2026 6:00 pm
Next Friends of the Library meeting: December 21, 2026 6:30 pm (Annual Meeting)

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

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

Geoffrey Kirkpatrick, director
Kristen Roberts, public information specialist

EXCUSED: Gail Sacco

GUESTS: Phil Berardi, assistant director/head of operations
Chris McGinty, assistant director/Public Services
Tanya Choppy, accounts clerk
Jen Crawford, confidential secretary
Mary Service
Claire Crawford
Bruce Phillips
Lynne Lenhardt
Rose Marie Carey
Ronnie Blendell
Jane O'Neill
Mary Bigelow
Nan Rabinow
Barbara Kavanagh
Maryalice Svare

President C. Brancatella called the meeting to order at 6:02pm.

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 M. Kissinger with a SECOND by L. DiBetta, the board unanimously approved the minutes from the Monday September 14 regular board meeting.

FINANCIAL REPORT

Treasurer's update

DRAFT

S. Whiting presented her report.

- She noted that the auditor's report will take place in November and will be a relatively brief outline as the document is quite extensive.
- L. DiBetta asked about the $11,000 payment to Solutions by Design. T. Choppy said that was for the replacement of WiFi transmitters around town that had reached end of life.

On a MOTION by L. DiBetta with a SECOND by J. Adams, the board unanimously approved the Financial Statement dated 30 September 2026 (Checks disbursed in August 2026 based on pre-approval $61,284.27; Checks disbursed in August 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; Total: $344,599.32).

PERSONNEL REPORT

The board noted the personnel report. There were no requested actions. C. Brancatella noted the two positions that are on hold.

DIRECTOR'S REPORT

The board noted the director's report.

- The library will be conducting an accessibility audit in November because, while it meets ADA standards, that does not mean the same as accessible friendly. M. Kissinger asked if it would include the parking lot. G. Kirkpatrick said that it does, along with the approaches and doors, as well as shelving.
- The restarted story times are already seeing good attendance.
- There has been some discussions with the middle school and Parks and Recreation about how to provide after school opportunities for tweens and younger teens, and to find out what they are looking for. There was some talk about the Pit, the now closed space at the middle school. J. Adams said she was glad there is interest from all of the organizations. L. DiBetta said it would be great if the school could push some of the libraries after school programs.
- Facebook is now limiting the number of links organizations can include in their posts without paying a monthly fee. The fee is currently too high to justify the service, but there is some talk that nonprofits and government organizations may get an exemption or a different pricing structure.
- L. DiBetta thanked C. McGinty for compiling the data from the kids' survey.

UHLS REPORT

G. Kirkpatrick said the UHLS board is currently focusing a lot of attention on construction grant allocation. He also noted that the longtime head of IT at UHLS is retiring, and G. Kirkpatrick is on the search committee.

FRIENDS REPORT

J. Adams said the Friends' fall book sale was very successful, bringing in about $8,300. She thanked the volunteers, especially organizers Barbara Kling and Claire Crawford, for all their work. She said the Friends will also be holding a small-scale book sale in January. In honor of National Friends of Libraries Week, J. Adams presented a resolution recognizing the Friends for their support. A video highlighting the Friends will shared the following week.

On a MOTION by C. Brancatella with a SECOND by J. Adams, the board unanimously approved a resolution recognizing the Friends of Bethlehem Public Library for their ongoing support of the library.

DRAFT

NEW BUSINESS

LGS-1 records retention schedule and subject matter list

G. Kirkpatrick said the library first adopted a records retention schedule in 2019, and adopted the LGS-1 standard in 2020. A copy of the LGS-1 is available on the library website. G. Kirkpatrick asked the board to renew the LGS-1 and approve a subject matter list that outlines the type of records the library keeps and what can be FOILed by the public. He said that going forward, those renewals will be part of the library's annual authorizations. M. Kissinger asked whether certain types of files, such as whistleblower files and benefit leave files, can be requested. C. Brancatella said the list includes what can be requested, but those requests are still subject to FOIL guidelines. G. Kirkpatrick said that the library tries to include as many of those documents online as possible so that they are available without the need to FOIL.

On a MOTION by S. Patterson with a SECOND by M. Kissinger, the board unanimously recertified the LGS-1 as the official records retention schedule for the library.

On a MOTION by C. Brancatella with a SECOND by J. Adams, the board unanimously approved the subject matter list related to the records retention schedule.

IDA/PILOT

G. Kirkpatrick said the library received notice from the IDA that there would be some language changes to the tax exemption/PILOT guidelines. He responded and noted that should there be PILOT negotiations, the library is a party and expects to be a part of the process. He also said that if the library were deemed an exempt special district (like fire and water), they would expect tax receipts for that portion. He told the the IDA the school district would not be negotiating on the library's behalf.

As a note of history, C. Brancatella said that last year the library negotiated a PILOT agreement. Before that, the library had an MOU with the school district that they would negotiate on our behalf. There is no longer an MOU with the school district. Now as other PILOTs could come up, different districts in the town are going to be exempted and get their money from tax dollars. She said the problem is the language changes to the agreement don't say what is happening to the library, and there is some concern that it would fall into a gray area. The IDA wasn't open to changing the language, she noted, and in the absence of specific language in the law, it would be a good idea for the board to remind everyone where we are to make sure the library's voice is represented. She suggested that board members make themselves aware of new PILOT programs and have a presence at IDA meetings. L. DiBetta said she wouldn't want the library to be left out of everything or some other entity getting money that should be going to the library. C. Brancatella suggested a rotating schedule of monitoring IDA activity.

Delmar Progress Club meeting room request

G. Kirkpatrick said that the Delmar Progress Club has requested an exemption to the meeting room policy to have the library block out a regular meeting for them in the Community Room at a fixed day of the week/month and time from 9 a.m.-noon.

J. Adams said that one of the constraints is the popularity of the early literacy programs in the morning and asked if there was another daytime block that would be more convenient and not conflict with library programs. G. Kirkpatrick said that Fridays would be the most available.

DRAFT

L. DiBetta said that she would prefer not to grant an exemption to the policy, but would consider discussing what would be considered an affiliated entity. G. Kirkpatriack said that currently, The Friends of Bethlehem Public Library are the only library-affiliated group. The board discussed exemption versus affiliation. C. Brancatella said she would prefer to not create an exemption because it weakens the policy. She asked how the board would determine who becomes an affiliated entity. M. Kissinger said he was open to exploring an exemption or affiliation and noted that the board had agreed to regularly review the meeting room policy.

C. Brancatella said that if the board were to consider a group an affiliated entity, she would want to look at its bylaws and purpose to be sure their missions were aligned. She noted that the Friends do a lot to support the library. She proposed that the board review and circulate a copy of the Friends agreement and a formal request to the Progress Club for their bylaws, as well as a proposal of what they were seeking.

M. Kissinger said he wasn't sure what possible negatives could come from granting an exemption. G. Kirkpatrick said there could be backlash from other groups not granted the same consideration. M. Kissinger said he was prepared to deal with that. C. Brancatella said that she was concerned that an arbitrary exemption to policy could damage board credibility. L. DiBetta wanted to make sure that library programming takes precedence.

The board discussed the history of the demand for library meeting space, noting that it has become increasingly sought after as there is no availability at other public venues. M. Kissinger said that other town entities have walked away from the problem leaving the library alone to solve it. J. Adams said it underscores how space is a true need in the community.

Other new business

There was no other new business at this time.

OLD BUSINESS

59 Borthwick demolition project update

G. Kirkpatrick said the building permit application has been submitted, and he is expecting to have a permit issued shortly, at which point demolition can move forward.

Long Range Plan Committee report

C. Brancatella noted that the board passed the first part of the long-range plan in August, and she presented the second part, which covers specific action items, to the board for a first read. She said the committee is seeking feedback from the full board. G. Kirkpatrick said he was specifically interested in whether there were any things that were not included that should be.

M. Kissinger said he had some questions about who identifies unrepresented voices and suggested some wording changes to the section about media literacy.

K. McNamara said that she would like to see a yearly Community Day included in the plan.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

There was no future business discussed at this time.

PUBLIC PARTICIPATION

There was no public participation at this time.

DRAFT

EXECUTIVE SESSION

On a MOTION by C. Brancatella with a SECOND by L. DiBetta, the board unanimously voted to enter into executive session at 7:44pm regarding the employment history of a particular individual.

On a MOTION by L. DiBetta with a SECOND by M. Kissinger, the board unanimously voted to leave executive session at 8:05pm.

On a MOTION by M. Kissinger with a SECOND by K. McNamara, the board unanimously voted to provide salary adjustments for certain staff as presented by the director.

ADJOURNMENT

On a MOTION by J. Adams with a SECOND by L. DiBetta, the board unanimously voted to adjourn the regular meeting at 8:07pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
C. Brancatella, board president

DRAFT

Treasurer's Report

November 9, 2026

Revenue and Expense Report

We've received 95% of our tax revenue from the school district and have invested most of it in our account at Metropolitan Bank. Expenses are tracking 5% underbudget but it is still early in the year and expenses aren't necessarily paid evenly throughout the year.

Fund Balance

As of June 30, 2026, the fund balance is $3,393,730. Of this amount, approximately $1.3 million is needed to fund operations for the first quarter of the year, until tax revenue is received.

Changes to the fund balance for fiscal 2025-2026 are as follows:

Beginning fund balance	$3,633,318
Net revenue (loss)	(47,362)
Capital fund expenditures	(192,226)
Ending fund balance	$3,393,730

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 10/31/26

	BALANCE 9/30/2026	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	BALANCE 10/31/2026
TD Bank General Fund	182,876.90	4,669,798.37	(233,803.31)	(697.13)	(4,533,952.25)	84,222.58
TD Bank Payroll	0.00		(233,952.25)	-	233,952.25	0.00
TD Bank Money Market	858,873.27	-		3,440.75	841,600.00	1,703,914.02
TD Bank Treasury Bill	524,188.64		-	1,895.57	-	526,084.21
TD Bank Capital Project Fund	73.10	-	(2,340.98)		2,400.00	132.12
Metropolitan Bank	928,702.08	-	-	9,071.68	3,456,000.00	4,393,773.76
Key Bank Checking	12,774.10	3,278.10	(212.12)		-	15,840.08
TOTAL:	2,507,488.09	4,673,076.47	(470,308.66)	13,710.87	0.00	6,723,966.77

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

4 MONTHS ENDED 10/31/26

FISCAL YEAR 2026-2027

	ANNUAL BUDGET 2026-2027	YTD ACTUAL 4 MO. ENDED 10/31/2026	Percent YTD 10/31/2026	ANNUAL BUDGET 2025-2026	YTD PRIOR 4 MO. ENDED 10/31/2025	Percent YTD 10/31/2025
Real Property Taxes	4,899,451	4,641,874	94.7%	4,711,910	4,390,161	93.2%
PILOT	179,360	-	0.0%	225,000	-	0.0%
Fines	3,000	1,345	44.8%	3,000	1,108	36.9%
Interest on Deposits	125,000	28,566	22.9%	121,500	30,783	25.3%
Lost Book Payments	11,500	5,078	44.2%	11,500	4,147	36.1%
Friends of BPL Contributions	10,000	4,592	45.9%	10,000	4,640	46.4%
Gifts and Donations	10,000	2,126	21.3%	10,000	910	9.1%
Photocopier	13,000	6,933	53.3%	10,500	5,047	48.1%
State Aid	26,500	24,305	91.7%	26,500	24,290	91.7%
Grants	-	210	0.0%	-	500	0.0%
Miscellaneous Income	1,000	490	49.0%	800	649	81.1%
Use of Fund Balance	223,000	-		38,000		
Total Revenue	5,501,811	4,715,519	85.7%	5,168,710	4,462,235	86.3%
EXPENSES						
Salaries	2,928,965	955,782	32.6%	2,547,087	932,299	36.6%
Retirement	448,656	-	0.0%	376,102	-	0.0%
Health Insurance	562,500	172,827	30.7%	430,000	139,593	32.5%
Other Benefits	255,390	91,888	36.0%	240,194	97,100	40.4%
Subtotal Salaries & Benefits	4,195,511	1,220,496	29.1%	3,593,383	1,168,992	32.5%
Library Materials - Print	277,000	60,731	21.9%	290,000	40,665	14.0%
Library Materials - Electronic & Audio	284,000	57,521	20.3%	290,500	73,776	25.4%
Subtotal Library Material	561,000	118,252	21.1%	580,500	114,441	19.7%
Operations	645,300	197,211	30.6%	633,000	187,050	29.5%
Capital Expenditures	100,000	-	0.0%	100,000	14,105	14.1%
Contingency	-	-		35,000	-	
Total Expenses	5,501,811	1,535,959	27.9%	4,941,883	1,484,589	30.0%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

4 MONTHS ENDED 10/31/26

FISCAL YEAR 2026 - 2027

	ANNUAL BUDGET 2026-2027	YTD ACTUAL 4 MO. ENDED 10/31/2026	Percent YTD 10/31/2026	ANNUAL BUDGET 2025-2026	YTD PRIOR 4 MO. ENDED 10/31/2025	Percent YTD 10/31/2025
Salaries & Benefits						
Salaries-Librarians	1,444,929	492,101	34.1%	1,378,299	476,980	34.6%
Salaries-Support Staff	1,262,725	392,711	31.1%	1,206,163	387,735	32.1%
Salaries-Custodians	221,311	70,970	32.1%	199,452	67,585	33.9%
Subtotal Salaries	**2,928,965**	**955,782**	**32.6%**	**2,783,914**	**932,299**	**33.5%**
Retirement	448,656	-	0.0%	376,102	-	0.0%
Health Ins.	562,500	172,827	30.7%	430,000	139,593	32.5%
SocSec/Medicare	223,890	73,169	32.7%	212,694	70,656	33.2%
Worker's Comp.	24,000	17,864	74.4%	20,000	24,249	121.2%
Unemployment	5,000	-	0.0%	5,000		0.0%
Disability Ins.	2,500	854	34.2%	2,500	2,195	87.8%
Subtotal Salaries & Benefits	**4,195,511**	**1,220,496**	**29.1%**	**3,830,210**	**1,168,992**	**30.5%**
Library Materials						
Adult books	165,000	38,561	23.4%	171,000	27,823	16.3%
Periodicals	14,000	261	1.9%	14,000	104	0.7%
YS Books	80,000	18,974	23.7%	85,000	9,147	10.8%
Special Collections	18,000	2,934	16.3%	20,000	3,592	18.0%
Subtotal Print Materials	**277,000**	**60,731**	**21.9%**	**290,000**	**40,665**	**14.0%**
Audiobooks	11,500	4,446	38.7%	15,000	4,824	32.2%
E-Collections	210,000	46,447	22.1%	201,000	65,237	32.5%
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	3,927	26.2%	20,000	3,715	18.6%
Subtotal Electronic & Audio	**284,000**	**57,521**	**20.3%**	**290,500**	**73,776**	**25.4%**
Subtotal Library Materials	**561,000**	**118,252**	**21.1%**	**580,500**	**114,441**	**19.7%**
Operations						
Copiers and supplies	15,000	6,197	41.3%	14,000	4,279	30.6%
Office supplies	16,000	5,028	31.4%	17,000	3,135	18.4%
Custodial supplies	23,000	6,107	26.6%	22,000	4,878	22.2%
Postage	22,000	5,274	24.0%	22,000	6,728	30.6%
Printing & Marketing	39,000	6,951	17.8%	35,000	4,900	14.0%
Van lease & oper.	2,500	206	8.2%	2,500	120	4.8%
Gas and Electric	85,000	26,886	31.6%	65,000	27,725	42.7%
Telecom & Cloud Svcs	25,000	9,487	37.9%	25,000	6,372	25.5%
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	3,231	20.8%	30,000	3,438	11.5%
Contract Services	52,000	1,431	2.8%	50,000	1,760	3.5%
Insurance	41,000	38,397	93.7%	36,000	39,127	108.7%
Bank Fees	5,000	3,342	66.8%	2,500	2,708	108.3%
Travel/Conference	8,000	2,702	33.8%	10,000	1,388	13.9%
Memberships	3,000	-	0.0%	3,000	-	0.0%
Special Programs	40,000	15,033	37.6%	45,000	11,649	25.9%
Furniture & Equipment	30,000	5,238	17.5%	30,000	4,240	14.1%
IT Hardware & Software	55,000	11,283	20.5%	55,000	13,174	24.0%
Bld & Grnd. Repair	35,000	497	1.4%	40,000	6,836	17.1%
Furn/Equip Repair	4,000	649	16.2%	4,000	989	24.7%
Miscellaneous	6,500	650	10.0%	6,500	1,434	22.1%
Audit Service	26,000	11,500	44.2%	25,000	6,000	24.0%
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**	**197,211**	**30.6%**	**633,000**	**187,050**	**29.5%**
Capital Expenditures	100,000		0.0%	100,000	14,105	14.1%
Contingency	-	-	0.0%	25,000	-	0.0%
TOTAL	**5,501,811**	**1,535,959**	**27.9%**	**5,168,710**	**1,484,589**	**28.7%**

BETHLEHEM PUBLIC LIBRARY

DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN OCTOBER 2026 BASED ON PRE-APPROVAL	$	66,442.32
CHECKS DISBURSED IN OCTOBER 2026 RELATING TO PAYROLL	$	346,217.87
CHECKS BEING SUBMITTED FOR APPROVAL	$	90,586.38
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	$	855.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 12: PREAPPROVED (OCT 26) For Dates 10/1/2026 - 10/31/2026

NVISION

12

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43568	10/14/2026	1137	**VOID** CORNELL COOPERATIVE EXTENSION		-75.00
43573	10/14/2026	1981	**VOID** DUDLEY OBSERVATORY		-200.00
43796	10/14/2026	1981	**VOID** DUDLEY OBSERVATORY	270025	-200.00
43990	10/01/2026	1831	CDPHP UNIVERSAL BENEFITS, INC.		35,666.82
43991	10/01/2026	720	MVP HEALTH PLAN, INC.		14,538.72
43992	10/01/2026	1570	NATIONAL GRID		6,317.55
43993	10/01/2026	1581	UNITED STATES POSTAL SERVICE	270005	1,800.00
43994	10/01/2026	1607	VERIZON BUSINESS FIOS	270001	89.00
43995	10/01/2026	1607	VERIZON BUSINESS FIOS	270001	199.99
43996	10/01/2026	1607	VERIZON BUSINESS FIOS	270001	169.79
44042	10/08/2026	2066	KEVIN COFFEY	270175	213.79
44043	10/08/2026	559	NYSIF WORKERS' COMP	270174	217.51
44045	10/14/2026	1137	CORNELL COOPERATIVE EXTENSION		75.00
44046	10/14/2026	1981	DUDLEY OBSERVATORY		200.00
44047	10/14/2026	1981	DUDLEY OBSERVATORY	270025	200.00
44048	10/20/2026	2426	JPMORGAN CHASE BANK NA	270187	649.54
44049	10/20/2026	1607	VERIZON BUSINESS FIOS	270001	169.79
44050	10/20/2026	2137	WEX BANK	270004	88.00
44051	10/27/2026	1570	NATIONAL GRID		5,501.06
44053	10/28/2026	1424	AFLAC NEW YORK		464.57
44054	10/28/2026	2395	CSEA EMPLOYEE BENEFIT FUND		163.74
44055	10/28/2026	2061	UNITED HEALTHCARE INSURANCE CO		192.45

Number of Transactions: 22

Warrant Total:	**66,442.32**
Vendor Portion:	**66,442.32**

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 - 14: PAYROLL (OCT 26) For Dates 10/1/2026 - 10/31/2026

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43989	10/02/2026	712	CIVIL SERVICE EMPL ASSOC INC.		964.83
44044	10/16/2026	712	CIVIL SERVICE EMPL ASSOC INC.		964.83
44052	10/30/2026	712	CIVIL SERVICE EMPL ASSOC INC.		964.83
101162	10/02/2026	709	BPL SPECIAL PAYROLL ACCOUNT		76,115.43
101163	10/02/2026	710	NYS INCOME TAX BUREAU		4,430.81
101164	10/02/2026	1946	IRS - PAYROLL TAX PMT		24,906.71
101165	10/02/2026	2003	NEW YORK STATE DEFERRED		4,258.55
101166	10/16/2026	709	BPL SPECIAL PAYROLL ACCOUNT		77,289.52
101167	10/16/2026	710	NYS INCOME TAX BUREAU		4,499.48
101168	10/16/2026	1946	IRS - PAYROLL TAX PMT		25,227.88
101169	10/16/2026	2003	NEW YORK STATE DEFERRED		4,340.60
101170	10/30/2026	709	BPL SPECIAL PAYROLL ACCOUNT		80,547.30
101171	10/30/2026	710	NYS INCOME TAX BUREAU		4,749.85
101172	10/30/2026	730	NYS EMPLOYEES RETIREMENT SYSTE		5,813.00
101173	10/30/2026	1946	IRS - PAYROLL TAX PMT		26,595.02
101174	10/30/2026	2003	NEW YORK STATE DEFERRED		4,549.23

Number of Transactions: 16

Warrant Total:	**346,217.87**
Vendor Portion:	**346,217.87**

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 - 18: BILL SCHED (NOV 26) For Dates 11/10/2026 - 11/10/2026

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
44060	11/10/2026	2574	AARON CASS	270112	50.00
44061	11/10/2026	30	ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	55.00
44062	11/10/2026	2420	AMAZON CAPITAL SERVICES INC	270196	4,138.39
44063	11/10/2026	2531	ANNA LAROSE	270098	100.00
44064	11/10/2026	2457	AQUATIC ALLIES	270012	150.00
44065	11/10/2026	719	BETHLEHEM CENTRAL SCHOOL DIST	270212	2,590.53
44066	11/10/2026	2461	CHILDREN'S MUSEUM AT HOLYOKE	270204	300.00
44067	11/10/2026	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	270015	385.71
44068	11/10/2026	1986	FIRSTLIGHT NETWORKS, LLC	270002	769.42
44069	11/10/2026	2170	FRIENDS OF HILDENE	270207	250.00
44070	11/10/2026	787	GUILDERLAND PUBLIC LIBRARY	270190	14.00
44071	11/10/2026	2518	INGRAM LIBRARY SERVICES LLC	*See Detail Report	21,215.19
44072	11/10/2026	2322	KANOPY INC.	*See Detail Report	2,098.00
44073	11/10/2026	2578	KATE MCDONNELL	270179	325.00
44074	11/10/2026	2201	LANE PRESS OF ALBANY	270006	2,250.00
44075	11/10/2026	2527	LCR CONSULTING	270180	165.00
44076	11/10/2026	2576	LUCIA BYRD	270145	375.00
44077	11/10/2026	1024	MIDWEST TAPE LLC	*See Detail Report	1,597.66
44078	11/10/2026	2313	MMB+CO ACCOUNTING	270089	11,750.00
44079	11/10/2026	2130	MUSEUM OF INNOVATION & SCIENCE	270206	600.00
44080	11/10/2026	2121	NYSPSP	270195	307.12
44081	11/10/2026	1823	OVER DRIVE INC.	*See Detail Report	19,716.51
44082	11/10/2026	2563	PATRICIA SPENCER	270101	100.00
44083	11/10/2026	478	QUILL.COM	270197	62.50
44084	11/10/2026	1490	REPEAT BUSINESS	270058	317.66
44085	11/10/2026	2092	SENSOURCE, INC	270193	1,320.00
44086	11/10/2026	2421	SENTRON ASSOCIATES INC.	270019	535.78
44087	11/10/2026	2251	SPECTRUM/CHARTER COMMUNICATIONS	270010	120.00
44088	11/10/2026	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	769.03
44089	11/10/2026	2154	STERICYCLE, INC.	270007	24.24
44090	11/10/2026	2340	T-MOBILE	270011	968.37
44091	11/10/2026	2437	THE CORNER GATEWAY, LLC	270203	100.00
44092	11/10/2026	2296	THE WILD CENTER	270209	350.00
44093	11/10/2026	632	UPPER HUDSON LIBRARY SYSTEM	270008	15,438.00
44094	11/10/2026	1607	VERIZON BUSINESS FIOS	270001	89.00
44095	11/10/2026	1968	VERIZON WIRELESS	270003	62.54
44096	11/10/2026	746	VOORHEESVILLE PUBLIC LIBRARY	270188	11.99
44097	11/10/2026	645	W W GRAINGER INC	270016	596.19
44098	11/10/2026	2044	WMHT	270073	60.00
44099	11/10/2026	1991	XEROX BUSINESS SOLUTIONS	270013	458.55

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount

Number of Transactions: 40

Warrant Total:	**90,586.38**
Vendor Portion:	**90,586.38**

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

Certification of Warrant

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

Date	Signature	Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 6: BILL SCHED - H FUND (NOV 26) For Dates 11/10/2026 - 11/10/2026

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
10025	11/10/2026	2532	COLLINS + SCOVILLE ARCHITECTURE|ENGINEERING	260465	855.00

Number of Transactions: 1

Warrant Total: 855.00

Vendor Portion: 855.00

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

November 9, 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											
Action Requested - Request to Fill											
Library Clerk Part-Time	Circulation Services	15.75 hrs/wk		$19.44/hour	E. Cartagena	11/25/2026					
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
November 2026

Building and Grounds

Much of this month's efforts were invested in working toward the 59 Borthwick demolition project. The project is nearing completion. It is late in the season for grass seed but our contractor will attempt to seed the property. We will leave up the plastic barrier fence to protect any new growth.

We have had a number of incidents this month involving patrons flushing odd items in the toilets. Most notably, someone removed items from the sharps disposal container in the restroom and flushed them down the toilet. This led not only to a blocked toilet but a block further down in the sewer line that required us to close the library until professionals could come and clear the block. We are working with the Bethlehem police and the library's security cameras to investigate.

An unfortunate side effect of having to close the library was the rescheduling of the library's pre-school trick or treat event on October 30. While the sewer line was being cleared Geoff, Phil, and Phil's wife stood in the parking lot and handed out books and coloring books to the children that came to the library for the event. We were able to hand out those items to 38 children. The rescheduled trick or treat event happened on Monday, November 2. Special thanks to all the staff who dressed up again and helped make it a great event.

Adult Services

Great Give Back (10/5-10/16) – We participated again this year, collecting household cleaning supplies, toiletries, paper towels and pet food as well as some shelf-stable food products. The community donated over 5 boxes of supplies that were delivered to the Bethlehem Food Pantry located at Town Hall on October 26. The food pantry is available to all Bethlehem residents and provides meals along with other essentials to local families in need.
Responsible Staff: Jennifer

Authentic News or Misinformation? (10/6) – Mary Miller from the New York Newspapers Foundation's News Media Literacy Program discussed the challenges with navigating today's fast-changing media landscape. Attendees learned how to confidently find reliable news sources, spot misinformation, and better understand how journalists gather and report the news.

Responsible staff: Luke. Attendance: 15

BHA Speaker Series: Echoes Along the Erie Canal and the Unearthing of Albany's Lock One (10/20) – This month was a special double-feature presentation. Musician Donna Trunzo traced the history of the Erie Canal through stories and music, including a live performance of several canal songs. Associate Professor of Civil Engineering at SUNY Polytechnic, F. Andrew Wolfe, discussed his 20 years of effort to uncover the Erie Canal's Lock #1 on the Albany waterfront. This program was recorded and made available on the Library's YouTube channel.
Responsible staff: Luke. Attendance: 45

Competitive Puzzling (10/4) – This program series continues to be a popular draw for people from multiple age groups with excellent overall attendance.
Responsible staff: Erin. Attendance: 43



French Conversation Club (10/14, 10/28) – An open-ended program for folks looking to practice speaking French in a casual setting.
Responsible staff: Robert. Attendance: 15, 16

Italian Conversation Club (10/7, 10/21) – NEW THIS MONTH (after multiple patron requests). An open-ended program for folks looking to practice speaking Italian in a casual setting.
Responsible staff: Robert. Attendance: 7, 4

Spanish Conversation Club (10/7, 10/21) – An open-ended program for folks looking to practice speaking Spanish in a casual setting.
Responsible staff: Robert. Attendance: 6, 7

Crafternoon: Rope Ghosts (10/8) – A craft program for adults where we made a cute "macrame" ghost - with no actual macrame skills required - using rope, felt, and hot glue. Of note, easier adult crafts that don't require as many fine motor skills, such as this one, are increasingly being attended by differently abled adults and their aides/caregivers (usually in a pair and not as part of the larger groups we usually see in the library).
Responsible staff: Sarah. Attendance: 14



Our Farms, Our Future – In partnership with Bethlehem Environmental Commons, American Farmland Trust and Town of Bethlehem, we hosted the American Farmland Trust's travelling exhibit, ***Our Farms, Our Future***, in our hallway and a series of programs to celebrate New York farmers this month. ***Our Farms, Our Future*** tells the story of New York's farms in transition, as a third of our state's farmers are now 65 and older and own two million acres of farmland that will be changing hands in the coming years. This massive shift in land ownership is unprecedented, and the pace of farmland loss to development is increasing, jeopardizing local farms. The exhibit and programs were offered to bring awareness about the issues facing local farms and farmers and how these issues can be addressed to protect NY farmland.

10/5 – **DayBooks.** – At the recommendation of Bethlehem Environmental Commons, we discussed *Kuni: A Japanese Vision and Practice for Urban-Rural Reconnection by Richard McCarthy and Tsuyoshi Sekihara* this month to support Our Farms, Our Future.
Responsible staff: Erin. Attendance: 18

10/8 – **Our Farms, Our Future: Exhibit Opening Reception.** Refreshments were provided and attendees had the opportunity to view the exhibit and speak with American Farm Trust staff and local partners.
Responsible Staff: Robert. Attendance: 47

10/15 – **Film Screening: "Common Ground**." We screened "Common Ground" (Redux), a thought-provoking documentary that explores the vital connections between agriculture, healthy soils, food systems, and the choices that shape our landscapes, communities, and future. Following the film, participants were invited to stay for a facilitated discussion to share perspectives and explore what the film's themes mean for our community and local experience.
Responsible staff: Robert. Attendance: 10

10/22 – **Farm Transition and Panel Discussion.** Transitioning farmland and farm business can be a complicated and lengthy process; however, a successful transition to a new generation of farmers is critical to ensure a thriving farm and food sector to feed New Yorkers. To support farm transitions, we screened a short documentary followed by a panel discussion with several local area farmers who shared their own farm transition stories and plans.
Responsible staff: Robert. Attendance: 16

10/30 – **Our Farms, Our Stories**. Every farm has a story. We invited the public to gather at the library for an evening of live storytelling from New York farmers. Storytellers shared true personal stories drawn from their own experiences on the land. The event concluded the Our Farms, Our Future exhibit and our month-long celebration of New York farmers. Stories were shared by members of American Farmland Trust's Growing Farmer Voices cohort. Community members were also invited to share their own farm stories.
Responsible staff: Robert. Attendance: 23

Listen and Learn program series:

Slow Art and the Fenimore Art Museum (10/2) – A representative from the Fenimore highlighted pieces from their collection and hosted a discussion to help participants more deeply consider and appreciate works of art. Overall attendance was lower than expected, but participants were very engaged.
Responsible staff: Robert. Attendance: 8

Food History (10/16) – Elizabeth Jakubowski, Head of Manuscripts and Special Collections at the New York State Library, presented a fascinating journey

through periods of America's culinary history using recipes, cookbooks, manuscripts, and other historical materials. From 18th-century hearth cooking to the convenience foods of the 1950s, the presenter discussed how changing tastes, technologies, immigration, agriculture and cultural traditions shaped what Americans ate – and what those meals reveal about everyday life. Responsible staff: Robert. Attendance: 20

Senior Planet: Using Google Drive (10/5) – The first Senior Planet program. In this hands-on workshop, we covered the basics of Google Drive (free cloud storage available to anyone with a Gmail account). We demonstrated how to create and upload folders, organize files within folders, and share folders with others. Participants were very complimentary and particularly liked the individualized attention and assistance with Google Drive on mobile apps.
Responsible staff: Erin. Attendance: 5

Virtual Author Talks and Associated Archived Recordings (ongoing) –
We offered three live talks this month & 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.

Courage, Choice, and What Comes Next with Dystopian Icon Veronica Roth (10/1).
Live Attendance: 7
Art in Flight: Reinventing Postmodernism with Smithsonian Curator Carolyn Russo (10/8).
Live Attendance: 2
Liberated Love: Rewiring Your Heart for Authentic Connection with Mark Groves (10/27).
Live Attendance: 7
We also added five virtual author-talk recordings this month including:
The Democracy We Must Keep: Why the Ideas that Built America Still Matter with David O. Stewart
30-day Viewing Total: 13
Writing the Nightmare: A Ship Called Sickness and One Unforgettable Space Crew with Daniel Kraus
30-day Viewing Total: 22
The Comeback Conversation: Shifting from Surviving to Thriving with Yasmine Cheyenne
30-day Viewing Total: 19
Where the Paletero Man Goes: A Journey of Neighborhood, Music, and Art with Lucky Diaz
30-day Viewing Total: 9

Paletero Man: un viaje por el barrio, la música y el arte con Lucky Diaz
30-day Viewing Total: 8

Youth Services

Creation Station: DIY Fall Trees (10/5 - 10/11) – Drop-in craft in the Children's Place. The October craft prompted children to create their own paper trees to take home. Children enjoyed decorating their creations.
Responsible staff: Lauren K. Attendance: 91
Early Literacy Programs (Responsible staff: Mary D., Alex D., Shannon M., & Lauren K., Elnora B.)
Weekly Series
Tiny Tots (4 sessions) – Attendance: 28, 10, 21, 26
Music and Movement (9 sessions) – Attendance: 39, 41, 30, 22, 43, 38, 26, 39, 35
Family Play Time (5 sessions) – Attendance: 19, 26, 13, 38, 38
Family Story Time (4 sessions) – Attendance: 18, 24, 28, 28
Pre-K Story Time (5 sessions) – Attendance: 10, 8, 7, 12, 10
PJ Story Time (1 session) – Attendance: 12
Saturday Story Time Series
Saturday Story Time (5 session) – Attendance: 5, 2, 11, 9, 18
Sensory Story Time Series
Sensory Play Time (1 session) – Attendance: 20
Sensory Story and Play Time (1 session) – Attendance: 5

Bats at the Library (10/5) – Audrey Trossen from the Emma Treadwell Thacher Nature Center taught us all about bats with a story time and interactive activities. Children were invited to act like a bat and look for fake insects, take a walk outside to listen for sounds in nature, conduct an experiment with baking soda and water to learn about where the bats at Thacher live.
Responsible staff: Shannon M. Attendance: 10

Curiosity Club Mini Monster (10/6) – Attendees enjoyed making monsters that fit in a small tin, (Altoids Mints sized), complete with beds, teddy bears, and decorations for the tiny homes. A child who took their monster home to finish recently showed staff a picture of how it turned out. Her mother said she loves playing with it!
Responsible Staff: Elnora B. Attendance: 6




DIY Pearl Ghost Decor (10/16) – A fun pearl-bedazzled take on ghost decor. Teens in grades 6-12 were welcome to use stencils or free hand a ghost on a black canvas board and then fill in the shape with pearl beads in a variety of sizes. Various methods of gluing were available.
Responsible Staff: Mary D. Attendance: 14

Fall Story Time and Craft (10/23) – This was a fall themed story time with songs and scarves. Children have learned a few of the fall songs from attending our other story times, so they had fun singing them. Children decorated "fall scenes" with paint and cut out pumpkins. Process art is designed to leave the selection of materials and design decisions up to the child. Many children are fascinated by mixing paint and watching it change colors. The process is always more important than the final piece. One adult patron told staff that she liked that we offer painting with the little ones as she is hesitant to make a mess at home.
Responsible Staff: Elnora B. Attendance: 21




Witch Hat Atelier Palm Quire Workshop (10/19) – *Witch Hat Atelier* is a popular manga and anime series that we have in our print and digital collections. This workshop allowed participants to craft their own notebook out of leather, card

stock, parchment, waxed thread, leather cord, and buttons or snaps. Thanks to the enthusiastic assistance of both teen and adult volunteers, the library was able to provide pre-cut leather pieces for those intimidated by the process. As most participants were familiar with the source material, staff also used the opportunity to host an informal book discussion.
Responsible Staff: Alex D. Attendance: 6






Yarn Monsters (10/12) – Kids came and made all sorts of monsters, princesses, and more! They wrapped their cardboard tubes in colorful yarn and then added googly eyes, feathers, and pipe cleaners to further decorate their creations. Some made wacky pom-pom hairstyles, and others even made capes out of yarn and pieces of paper plates.
Responsible staff: Shannon M. Attendance: 26

Tri-Village Nursery School (10/29) – Two classes from the Tri-Village Nursery School came at separate times during the morning for a visit to the library. The classes enjoyed a dinosaur-themed story time with books and music followed by a dinosaur sticker sheet activity before having their snacks and departing. Staff from Tri-Village later told Shannon that “the children and staff returned to school absolutely beaming and couldn’t stop talking about what an amazing time they had with you!”
Responsible staff: Shannon M. Attendance: 19, 18



Outreach

Elm Avenue Park Trunk or Treat (10/21) – We saw so many great costumes and gave away a ton of our jumping spiders! The weather was beautiful for this year's event. Our Bluey trunk was extremely popular for photos (especially our cardboard stand-up Bluey). The most popular costumes were Spiderman, and Skye from Paw Patrol, although there were quite a few black cats and dinosaurs too. Thank you to the Friends of Bethlehem Public Library for taking part in the event. Thank you to Bethlehem Parks and Recreation for partnering with us on this fun event. Responsible Staff: Lauren K., Sam K., and Dan B. Attendance: 1326







Elsmere Elementary School Trunk-or-Treat (10/23) – Staff set up the Bluey themed decorations and giveaway table smoothly and on time. There did appear to be fewer trunks than in years previous, and many more families than last year, the

weather was much nicer this year. Many kids came back to the library's table multiple times. Positive vibes and appreciative comments were abundant.
Responsible Staff: Alex D. Attendence: 444





Halloween Hay Day (10/18) – It was a nice and sunny fall day at Elm Avenue Park. Families enjoyed stopping by the library's table to pick out some Halloween crafts along with some pencils, notepads and frisbees. Bookmarks, including those with our upcoming story times, were also taken.
Responsible staff: Shannon M. Attendance: 113



Halloween Story Walk at Elm Ave Park (10/14) – Dressed in costume, staff handed out treats to families as they stopped along the story stroll path. Staff enjoyed seeing families in costume and having brief chats with the families we knew from the library.
Responsible Staff: Elnora B., Dan B., Deanna S. Attendance: 272

Hamagrael Elementary After School Enrichment Program: Writer's Workshop (10/15, 10/22, 10/29) – Library staff facilitated young writers by providing physical materials, writing prompts, outline and brainstorming guidelines, advice, and editorial oversite, as they work towards a collaborative publication; *The Hamagraelean*. Interestingly, about half of the writers are opting to create graphic novel stories, while the rest are creating traditional prose works. At the end of the

program, each writer will receive a copy as well as the school library and Bethlehem Public Library.
Responsible Staff: Alex D. Attendance: 7, 7, 7

Slingerlands Elementary Trunk or Treat (10/28) – This trunk or treat had two shifts; the first one for grades K-2, and the second for grades 3-5. Staff gave away snap bracelets, which were a big hit with both the students and the parents! The fuzzier the bracelet, the more popular they were. The weather cooperated, although it did get cold towards the end of the evening. Next year we can do a trunk design with battery lights, as it gets dark quickly.
Responsible Staff: Lauren K., Sam K. Attendance: 575



Information Technology

The Library's IT Department recently addressed security vulnerabilities involving PHP, a programming language used by the Library's website. These vulnerabilities were considered critical because they could potentially allow unauthorized access to the website or compromise the website. IT has since resolved the vulnerabilities and secured the Library's website. During this process, several attempts to log into the website using staff email addresses were identified. These attempts are suspected to have been automated activity by bots probing for potential weaknesses.

Meeting and Miscellany

Geoff and Mark Kissinger attended a public comment session for the Bethlehem IDA on October 29. The proposed project is for a 90-unit senior-housing complex. The library's comments focused on the library's continuing request to have the library's tax levy either explicitly included in any PILOT agreement, or explicitly excluded which would have the developer paying the standard tax rate on the

assessed value. This is particularly important as residents of a large senior living apartment would definitely use the library.

Continuing Education and Committee Work

Eva, Library Clerk
- September 14: Expert Voices Together: Basic Digital Safety for Library Staff
- September 24: Introduction to Unconscious Bias & Inclusion Behavioral Workshop

Phil Berardi, Assistant Director
- Automation Advisory Committee, UHLS, 10/20

Geoff Kirkpatrick
- NYLA Council Meeting, November 11
- Friends of Libraries Section Board Meeting. 10/14

Frank
- COURSE 101: How to Handle Problematic Behavior and Enforce Rules, webinar, 10/28, offered by Ryan Dowd.

Sarah
- COURSE 101: How to Handle Problematic Behavior and Enforce Rules, webinar, 10/28, offered by Ryan Dowd.
- UHLS Equity Committee, virtual meeting, 10/28

Dan
- Webinar: How to Handle Problematic Behavior and Enforce Rules – Conflict Prevention and De-Escalation School, 10/29

Elnora
- Webinar: How to Handle Problematic Behavior and Enforce Rules – Conflict Prevention and De-Escalation School, 10/30

Mary
- Greatest of All Time Teen Services Meetup – Report attached

Mary Dugan

Greatest of All Time Teen Services Meetup

October 20, 2026 – East Greenbush Public Library

Presented by Mohawk Valley, Southern Adirondack & Upper Hudson Library Systems

10/30/26

GOAT 2026: Greatest of All Time Teen Services Meetup

The GOAT meetup was a great continuing education event. It brought teen librarians from three library systems together to share ideas and experiences with teen services.

The opening session was a presentation by Dr. Delicia Tiera Greene on adolescent literacy and the adolescent reading crisis facing the nation. Dr. Greene had a lot of great insight into how reading, and reading ability, can reflect on a teen's overall cognitive, social, emotional, and cultural well-being. She discussed specific challenges facing teen literacy, library engagement, and ways we might be able to counteract some of them.

Breakout #1 was separated by library size and gave librarians a chance to discuss programs that have been successful for us in the past and ones that we are excited to try in the future. There were many great ideas in this session, and it was helpful to get feedback on programs that worked in other places but may not have worked here. There was also a lot of discussion about Teen Advisory Boards, and how to get them involved in programming.

Breakout #2 focused on teen mental health. We discussed ways to promote mental health services that are inconspicuous, so that anyone who needs them does not need to feel judged or stigmatized for looking at that material. There were many ideas for stress relief and self-care for teens; one librarian suggested we all take a teen mental health first aid course. Another important aspect that we discussed was taking care of yourself when you have hard conversations with teens, they can get heavy very quickly and you need to be able to take care of yourself afterwards as well.

Breakout #3 focused on community partnerships. This discussion was more varied; some libraries do not have many/any, and others have great relationships. It can feel selfish to say, but it is important to identify what the library is getting out of the

relationship. It is also important to be aware when a community partner is just using the library to better themselves, rather than creating a symbiotic relationship.

We ended the day discussing why we do what we do. It was an entertaining discussion about teens being one weird, brutally honest, and funny bunch. Overall, I am very appreciative of getting the chance to go to this event. It was insightful, fun, and educational. I came away with some great innovative ideas for our teen services.

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	**Oct-26**	**Oct-25**	**% change**	**2025-26**	**F-Y-T-D**
Programs	93	89	4.5%	976	301
Program attendance	1,598	3,208	-50.2%	23,730	8,938
Outreach Programs	10	11	-9.1%	65	22
Outreach Attendance	3,281	2,970	10.5%	13,501	5,229
Circulation	**Oct-26**	**Oct-25**	**% change**	**2025-26**	**F-Y-T-D**
Adult fiction	12,541	13,349	-6.1%	162,364	55,598
Adult non-fiction	6,323	6,286	0.6%	79,323	27,372
Adult audio	6,839	6,580	3.9%	80,793	28,637
Adult video	4,780	5,431	-12.0%	60,653	20,972
Periodicals	5,450	3,483	56.5%	53,685	19,887
Young adult fiction	1,258	1,154	9.0%	15,696	5,670
Young adult nonfiction	78	104	-25.0%	1,225	390
Young adult audiobooks	220	320	-31.3%	3,405	1,115
Children's fiction	11,096	11,412	-2.8%	134,806	48,575
Children's non-fiction	2,688	2,796	-3.9%	37,282	12,660
Children's audiobooks	1,028	1,234	-16.7%	15,426	5,455
Children's video	206	371	-44.5%	3,334	795
Electronic (games, ereaders)	459	420	9.3%	6,132	1,966
Total	52,966	52,940	0.0%	654,124	229,092
Interlibrary Loan	**Oct-26**	**Oct-25**	**% change**	**2025-26**	**F-Y-T-D**
Borrowed from others	5,705	5,914	-3.5%	66,172	23,377
Loaned to others	4,501	4,492	0.2%	52,351	17,961
Miscellaneous	**Oct-26**	**Oct-25**	**% change**	**2025-26**	**F-Y-T-D**
Visits to our home page	71,447	43,918	62.7%	743,848	256,091
Public use of meeting rooms	27	33	-18.2%	328	92
Public meeting attendance	394	446	-11.7%	4,191	1,308
Staff use & library programs	89	78	14.1%	887	301
Study room sessions	473	516	-8.3%	5,509	1,646
Door count	20,192	19,116	5.6%	227,587	80,083
Registered BPL borrowers	83	103	-19.4%	1,330	382
Computer signups	1,706	1,496	14.0%	17,349	6,621
Museum Pass use	135	157	-14.0%	1,533	755
E-book use	5,684	5,887	-3.4%	79,556	25,234
E-audiobook use	6,812	6,260	8.8%	72,312	28,633
E-periodical use	5,257	3,253	61.6%	30,228	20,388
Streaming video use	1,753	2,059	-14.9%	21,015	7,755
Equipment	610	709	-14.0%	4,838	2,630
Wireless Use	11,210	9,132	22.8%	109,698	46,429

BETHLEHEM PUBLIC LIBRARY

51463 ERS - 2027 Annual Invoice **SEE PAYMENT INSTRUCTIONS BELOW**

Payment of this Invoice must be received by the Retirement System on or before February 01, 2027. If paying the prepay amount, payment must be received on or before December 15, 2026. Unpaid balances accrue interest at the rate of 5.90%. If you have questions, please contact the Employer Information line at 1-866-805-0990 or 518-474-7736. Select #1 from the menu, enter your location code at the prompt and choose the Employer Billing option.

	Payment Due February 01, 2027	Prepayment Due December 15, 2026
Total Amount Due :	**$446,243**	**$443,057**

Contribution Stabilization Program
(Chapter 57, Laws of 2010)

Minimum Amount Due Under This Program:		**$425,956**	**$422,770**
Maximum Amount to Amortize:	$20,287		

Contribution Details

Tier	Plan ID	Options	Salary	Rate	Regular Pension Contribution**	GTLI
2	75I	41J165	$12,567	26.20%	$3,205	$88
3	A14	41J165	$53,844	21.30%	$11,092	$377
4	A15	41J165	$1,102,505	21.30%	$227,116	$7,718
5	A15	41J165	$51,272	18.30%	$9,024	$359
6	A15	41J100	$1,227,622	13.70%	$159,591	$8,593
6	A15	41J165	$142,254	13.80%	$18,635	$996
	Subtotal:		**$2,590,065**		**$428,663**	**$18,130**

**Regular Pension Bill without GTLI - Uses March 31, 2026 Salaries with Final Rates

2027 Regular Pension Contribution, Including GTLI	**$446,793**

Invoice Details

	Due February 01, 2027 Payments	divide by factor	Pre Pay December 15, 2026 Payments
Adjustments			
Prior Years' Adjustment	-$550	1.007191	-$546
Total Adjustments	-$550		-$546
Total Adjustments and Installments	**-$550**		**-$546**
2027 Regular Pension Contribution	$446,793	1.007191	$443,603
Total Amount Due	**$446,243**		**$443,057**

ACH and Wiring Instructions

- Before sending your ACH or Wire please send an Email to NYSLRS_Billing@osc.ny.gov
- In your email be sure to include the following:
  - Date of Payment
  - Amount of Payment
  - Employer Name
  - Location Code
  - Retirement System (ERS or PFRS)
- Be advised that your ACH or Wire can take up to two business days to process.
- ACH or Wire payments can be made out to:
  - JPMorgan Chase
  - ABA #021 000 021
  - A/C638357702
  - In the Wire Description, please include Location Code and Retirement System (ERS/PFRS)

Pay By Check Instructions

- Make Checks Payable to: New York State and Local Employees' Retirements System
- Please fill out the following.

- Location Code _____
- Amount Paid $_____
- Tear at the dotted line above and include this slip in the envelope with your check.

AGREEMENT FOR UPPER HUDSON LIBRARY ACCESS NETWORK (UHLAN) SERVICES 20273-20296

The Upper Hudson Library System (hereinafter referred to as "UHLS") and the

(hereinafter referred to as the "Library") agree as follows:

I. **TERM OF AGREEMENT** - The Agreement is effective on the 1st day of January 20273, and continues in force for a period of three (3) years through December 31, 2029 unless superseded by a new agreement6. If a new agreement is not in place on December 31, 20296, the current agreement will remain in effect until a new agreement is approved. This agreement may be terminated by either party upon one hundred eighty (180) days written notice to the other.

II. **PURPOSE** - UHLS maintains a comprehensive suite of services to support all UHLS member libraries in providing library service to their communities. The member libraries of UHLS pay the UHLAN Fee to UHLS to help support this suite of services. The purpose of this Agreement is to generally outline the scope of services to be provided by UHLS to the Library, the structure of the UHLAN Fee, and the responsibilities of both parties.

III. **UHLS SERVICES** - The suite of services described below will be available to the Library throughout the term of this agreement, within the limits of UHLS' resources, capacity, and expertise. UHLS and the Library mutually agree to communicate with each other on matters related to UHLS services to ensure the highest level of service to the member libraries and to library users.

A. Library Automation Services

1. Provide, maintain and support a fully functional ILS that provides member libraries' users access to; and member libraries' staff access to and input into~~and their user's access and control of~~ the shared collections of the member libraries, including standard and custom reporting on collection and circulation activity.

2. Provides a ~~multi-modal~~ system for notifying library users of the status of their library account activity.

3. Provide support for member libraries to create and maintain their library's website. 4. Provide consulting, training and support for member libraries to organize and manage their local library automation infrastructure.

B. Resource Sharing Services

1. Provide, maintain and support an efficient and effective regularly scheduled delivery to each member library location to facilitate the timely sharing of material among the member libraries.
2. Provide, maintain and support interlibrary loan services for the member libraries to facilitate access to resources and collections outside of the UHLS service area.

C. Shared System Advisory Network

1. Provide, maintain, and support a network composed of the UHLS Directors Association, advisory councils and committees, and other structures as needed, to give every member library the opportunity to share its ideas, suggestions, and feedback on System services and programs with UHLS.

D~~C~~. Digital Collection Services ¶

1. Provide, maintain and support access to the shared digital collections of the member libraries.
2. Provide, maintain and support access to online resources which are available to all of the member libraries, as identified by UHLS in consultation with the Shared System Advisory Network.

E~~D~~. Continuing Education and Consulting Services

1. Provide continuing education and professional development services to member library directors, staff and trustees, as identified by UHLS and the member libraries through the Shared System Advisory Network.
2. Provide consulting services for member libraries to help them provide the best library service possible to their communities. This includes member library directors, staff, volunteers, and trustees.

~~E. Shared System Advisory Network ¶~~

~~1. Provide, maintain, and support a network composed of the UHLS Directors Association, advisory councils and committees, and other structures as needed, to give every member library the opportunity to share its ideas, suggestions, and feedback on System services ¶ and programs with UHLS.~~

IV. RESPONSIBILITIES OF THE PARTIES

A. Responsibilities of UHLS

1. Provide, maintain and support the services for the library as described in Section III of

this agreement, within the limits of UHLS' resources, capacity, and expertise;

2. Serve as the sole contact with the ILS vendor, the delivery service vendor, and any other vendor which UHLS contracts with to provide other supported library services;
3. Maintain the connections, software and hardware required to support the ILS and all other supported library services; ¶
2-
4. Provide, maintain and support services, policies, and practices to encourage member libraries to maximize the sharing of their collections and resources with all library users in the UHLS service area;
5. Provide trained staff to maintain and support the ILS and all other supported library services, within the limits of UHLS' resources, capacity, and expertise;
6. Enter into such maintenance contracts as needed for hardware and software to assure a reasonable level of reliability and responsiveness of the ILS and all other supported library services;
7. Provide training to the Library staff, both initially and on an on-going basis, sufficient to allow them to make full use of the ILS and all other supported library services;
8. Provide statistical reports on the Library's use of the ILS and all other supported library automation services as requested by the Library;
9. Provide free of charge, patron registration cards for use by the Library;
10. Provide at the Library's expense, UHLAN borrowers' cards and barcode labels (patron and item) as requested by the Library;
11. Send quarterly bills for the UHLAN fee at the beginning of each quarter on a calendar year basis; and
12. Provide, maintain and support a Shared System Advisory Network composed of the UHLS Directors Association and a variety of advisory councils and advisory committees, etc. to give member libraries multiple opportunities to share feedback and input with UHLS on the System's programs and services.

B. **Responsibilities of the Library**

1. Purchase, install, and maintain at its own expense the equipment and connections used by the Library to access the ILS and all other supported library services;
2. Consult with the appropriate UHLS staff before purchasing or entering into any agreement for the use of hardware, software, or supplies intended to interface with the ILS (e.g. point of sale systems, SIP licenses, scanners, etc.), to ensure compatibility;
3. Purchase all supplies necessary for the Library's use of the ILS and all other supported library services;
4. Provide reasonable access to the premises of the Library to allow UHLS staff or persons acting on behalf of UHLS to assist the Library in the maintenance of the ILS and all other supported library services, as necessary;
5. Make appropriate members of its staff available for training in the proper and efficient use of the ILS and all other supported library services;
6. Add, delete, and maintain bibliographic, item and patron records in the ILS according to established policies and procedures;
7. Assume responsibility for all costs for delivering notices to its borrowers as part of the Library's use of the ILS;
8. Provide schedule and policy changes which impact the ILS to UHLS upon adoption of those changes by the Library;

DRAFT

9. Pay all bills sent by UHLS within sixty (60) days of receipt;
10. Participate, within the library's capacity, in the Shared System Advisory Network, including the UHLS Directors Association, advisory councils and advisory committees, etc. and;
11. Make every effort to maximize the sharing of the Library's collections and resources with all library users in the UHLS service area, within the limits of the policies and practices of the Library.

V. AUTHORITY

A. This agreement acknowledges that the Library is an autonomous organization with its own governing board, decision making authority, and funding structure; and that it has the primary responsibility to provide library service to the residents of its chartered service area; and to all other residents of the UHLS service area, as required by New York State law and regulations.

B. This agreement acknowledges that UHLS is an autonomous organization with its own governing board, decision making authority, and funding structure; and that it has the primary responsibility to provide services to all of the UHLS member libraries in order to improve and enhance library service for all residents of the UHLS service area.

C. UHLS holds the final authority for the establishment of policies governing the overall maintenance and management of the ILS (this does not include the library's individual borrowing and usage policies and practices), and the allocation of all other UHLS resources (UHLS budget and UHLS staff), following consultation with the member libraries through the Shared System Advisory Network.

VI. WARRANTIES, ASSURANCES AND DISCLAIMERS - UHLS represents and warrants to the Library that the ILS and all other supported library services will be available for use by the Library except during maintenance. UHLS will make every reasonable effort to ensure the reliability and responsiveness of the ILS and all other supported library services and to enforce all performance warranties available under its contracts with vendors. At any time when UHLS is closed and the Library may be open, support will be available on an on-call basis. When scheduled maintenance will make the ILS or any other supported library service unavailable, UHLS will notify the

Library as far in advance as practicable. The parties agree that neither the Library nor UHLS will be held liable for any inconvenience or loss of service, materials, or revenues caused by failures or irregularities of any part of the ILS, other supported library services, or the telecommunications network, whatever the cause.

VII. OWNERSHIP AND TITLE TO ILS COMPONENTS AND DATA

A. UHLS will be responsible for providing fully licensed use of an Integrated Library System (ILS) for UHLS and its member libraries. If the ILS is based on proprietary software, the vendor retains ownership of the ILS and the ILS is licensed by UHLS for use by UHLS and the Library.

B. UHLS retains full ownership and title to the UHLAN MARC database. The Library has the right to request and receive from UHLS a machine-readable copy of any or all of its own holdings in the UHLAN MARC database, including full MARC records.

C. UHLS retains full ownership and title to the patron database. The Library has the right to request and receive from UHLS a machine-readable copy of any or all of the patron records for which it is the home Library.

D. UHLS will protect the confidentiality of all library records as required by NYS (CPLR) 4509 and all other appropriate laws and statutes.

E. UHLS retains full ownership and title to all equipment purchased by UHLS for use with the ILS.

F. The Library retains full ownership and title to all equipment purchased by the Library for use with the ILS.

VIII. CHARGES AND PAYMENTS

A. The annual UHLAN Fee assessed to the Library for the term of this Agreement is based on an equity formula comprised of a **Service Fee** and a **Circulation Fee** for each Library. All

library specific information used to determine the Library's fee is taken from the previous calendar year's *NYS Annual Report for Public and Association Libraries*. The **Service Fee** is based on the library's Total Operating Receipts as reported by each Library. The fee is calculated by each library's percent of the total receipts. This component of the equity formula uses total operating receipts as a measure of a library's overall capacity to support system services.

5

The **Circulation Fee** is based on the Total Circulation of Materials (which includes digital content circulation) as reported by the Library. This fee is calculated using a per circulation transaction charge ~~of $.10 and the same per circulation charge will be used for each year of the term of this agreement~~. This component of the equity formula uses circulation as a general measure of a library's use of system services (ILS, delivery, digital collection management, etc.).

The total UHLAN Fee is calculated by adding the Service Fee and the Circulation Fee, which is then adjusted to ensure some level of budgeting predictability for both parties. In year one of this agreement~~Throughout the term of this agreement~~, each library's annual fee increase is capped at no more than 5% of the previous year's fee and no library's annual fee can be less than the previous year's fee. ~~In year one of this agreement, all libraries not reaching the 5% threshold of the prior UHLAN Agreement's fee increase will be assessed a 2% increase over the previous year's fee.~~ In years two and three of this agreement,, each library's annual fee will be capped at 10% of the previous year's fee with a minimum fee increase of 5% for all libraries. ~~The fee for libraries whose within this range will be cannot be less than the~~ ¶

~~previous year's fee~~. The UHLAN Fee for each ~~subsequent~~ year of this agreement will be calculated using the figures from the previous calendar year's *NYS Annual Report for Public and Association Libraries*. All member libraries will be notified of their assessed fees for the next calendar year no later than July 1 of the current year. The UHLAN Fee rate chart for the current year will be posted on the UHLS website.

B. UHLS will bill the Library for its UHLAN Fee on a quarterly basis and the Library agrees to pay all bills sent by UHLS within sixty (60) days of receipt.

C. All changes in the UHLAN Fee and/or the UHLAN agreement for future terms will be established by UHLS, in consultation with the Shared System Advisory Network and with the approval of the UHLS Board of Trustees.

IX. <u>DEFENSE AND INDEMNIFICATION:</u>

A. UHLS agrees to defend, indemnify, and hold harmless the Library from all suits, claims, and proceedings arising out of the activities carried on by UHLS in connection with this

Agreement, to the extent of UHLS's responsibility for such claims, damages, and losses, except for those claims, suits or proceedings arising solely out of the negligence of the Library.

B. The Library hereby agrees to defend, indemnify, and hold harmless UHLS from all suits, claims, and proceedings arising out of the activities carried on by the Library in connection with this Agreement, to the extent of the Library's responsibility for such claims, damages, and losses, except for those claims, suits, or proceedings arising solely out of the negligence of UHLS.

X. <u>NONAPPROPRIATION</u> - Notwithstanding anything in this Agreement to the contrary, the Library shall not be deemed in default under this Agreement in the event no funds or insufficient funds are appropriated and budgeted for or otherwise unavailable by any means whatsoever in any fiscal period for the implementation of this Agreement. The library shall immediately notify UHLS of such occurrence and this agreement shall terminate on the last day of the fiscal period for which appropriations were received.

XI. MODIFICATIONS - This Agreement may only be modified by mutual agreement of the parties in writing.

XII. SEVERABILITY - If any provision of this Agreement is held invalid, such invalidity will not affect any other provision of this Agreement which can be considered valid without the invalid provision and to this end, the provisions of this Agreement are severable.

DRAFT

Agreement commencement date: January 1, 20277

For the _____Library

By: _____ Title:

_____ Date:

_____

For the Upper Hudson Library System:

By: _____

Title: UHLS Board President

Date: _____

AFFILIATION AGREEMENT BETWEEN BETHLEHEM PUBLIC LIBRARY AND [NAME OF AFFILIATE]

This agreement (the "Agreement") dated [DATE] between the Bethlehem Public Library (the "Library") and [NAME OF AFFILIATE] (the "Affiliate") is intended to further the missions of both the Library and the Affiliate through mission-driven collaboration, shared commitments, and terms for collaboration between the Library and the Affiliate. Library and Affiliate may be referred to individually as a "Party" or collectively as the "Parties."

WHEREAS, the mission of the Library is to *"*provide equal and uncensored access to resources and services that encourage lifelong learning, cultural enrichment, and professional growth" ("The Library Mission")*;* and

WHEREAS, Affiliate is a [TYPE OF ORGANIZATION] with a documented mission that includes [DESCRIPTION OF MISSION] (the "Affiliate Mission"); and

WHEREAS, the Library's Meeting Room Access and Use Policy, as amended, permits the Bethlehem Library Board of Trustees (the "Library Board") to enter into affiliation arrangements with entities whose stated mission aligns with the Library Mission; and

WHEREAS, the Board has determined that the Affiliate Mission aligns with the Library Mission; and

WHEREAS, the Board acknowledges the Affiliate's [STATE ADDITIONAL CONTEXT FOR AFFILIATION SUCH AS HISTORICAL OR ONGOING RELATIONSHIP BETWEEN LIBRARY AND AFFILIATE]; and

WHEREAS, Affiliate desires to enter into a formal relationship with the Library to pursue mission-driven collaboration and shared commitments;

NOW, THEREFORE, in consideration of the premises and mutual promises herein stated, the Library and the Affiliate hereby agree as follows:

Obligations of the Parties

1. Mission-Driven Activities. The Library and the Affiliate shall engage in certain activities, collaborations, and partnerships that reflect the synergy of the Library Mission and the Affiliate Mission (the "Mission-Driven Activities"). Such Mission-Driven Activities shall include, but may not be limited to the following:

[DESCRIPTION OF MISSION-DRIVEN ACTIVITIES]

2. Affiliate Governing Documents. Affiliate hereby warrants and represents that it has provided to the Library true and current versions of its governing documents, which shall include, but not be limited to the Affiliate's (i) certificate of incorporation or similar document; (ii) bylaws or similar document; (iii) proof of tax status; (iv) current list of board members, officers, or similar positions; (v) proof of registration with the New York State Office of the Attorney General Charities Bureau; (vi) conflict of interest policy; and (vii) a copy of the Affiliate's mission statement as approved by the Affiliate's governing body. In the event that any of these documents are amended or otherwise modified during the term of this Agreement, Affiliate shall submit such amendment or modification to the Library as soon as practical, but in no event later than thirty (30) days from the date of the change.

3. Governing Boards. To avoid any real or perceived conflict of interest, an individual who serves on both the Affiliate's governing board and the Library Board shall recuse themselves from voting, on both boards, on all matters related to the relationship between the Library and the Affiliate.

4. Affiliate Liaison. Affiliate shall designate a member of its governing body to act as a liaison to the Library for purposes of communication and operational coordination. Affiliate shall submit the name, position, phone number, and e-mail of such liaison in writing to the Library Director, who shall serve as the Affiliate and liaison's primary point of contact regarding this Agreement. Any changes to the identity or information related to the Affiliate's liaison shall be communicated in writing to the Library Director within seven (7) days of such change.

5. Library Policies and Exceptions. In consideration of the affiliation contemplated by this Agreement, the Library may, in its sole discretion, permit the Affiliate to operate on Library grounds subject to exceptions from certain Library policies, rules, and procedures. Notwithstanding anything to the contrary in this Agreement, the Library's Patron Conduct and Harassment Policies shall apply to the Affiliate in their entirety, without exception.

6. Affiliate' Use of Library Space. Provided that such use is consistent with Library operations, the Library agrees to allow the Affiliate to use Library Space, as that term is defined in the Library's Meeting Room Access and Use Policy, on specific days and times mutually agreed upon by the Library and the Affiliate. The Parties agree that Library operations, as determined in the sole discretion of the Library Director, shall take precedence over any Affiliate use of Library Space. If Library operations will disrupt a mutually agreed upon use of Library Space, the Library Director or staff designee shall notify the Affiliate as soon as practical and make reasonable efforts to provide an alternative use of Library Space.

7. Publicity and Use of Names . Each Party consents to the use of its name for communications, fund-raising, and operations consistent with this Agreement. Whenever possible, as a courtesy, each Party shall make reasonable efforts to share with the other any co-branded marketing, outreach, or other materials that reflect the affiliation between the Parties. Except as otherwise prohibited by law, if requested by the Affiliate, the Library agrees to publicize the Affiliate's events in the Library's newsletters, website, social media, press releases, and similar channels, and to provide public space for the Affiliate's membership brochures and promotional materials. The Library shall not be responsible for creating such content or materials; the Affiliate shall provide all such content and materials to the Library. Upon the Library's request, the Affiliate agrees to publicize Library events through its own communication channels.

8. **Modification**. This Agreement may not be amended, assigned or otherwise modified without the written consent of both Parties.

9. Volunteers. Volunteers provided by Affiliate to Library shall remain volunteers of, and shall not be deemed employees, agents, or representatives of the Library. The Library shall have sole discretion and authority to direct, coordinate, supervise, and manage all volunteer activities and efforts undertaken on its behalf. Nothing in this Agreement shall be construed to create an employment relationship between the volunteers and the Library.

10. Term and Termination. The term of this Agreement shall commence on [DATE] and continue for a period of one (1) year and shall be automatically renewed for successive one (1) year terms unless the Library gives written notice of non-renewal to Affiliate upon at least ninety (90) days prior to the expiration of the current term.

11. **Breach**. In the event that the Library, in its sole discretion, determines that Affiliate has breached the terms set forth herein, Library may terminate the Agreement immediately upon written notice to Affiliate.

12. Dispute Resolution. In the event of any dispute, controversy, or claim arising out of or relating to this Agreement, the parties shall first attempt to resolve such dispute through good faith discussions and negotiations. Each party agrees to act in good faith and use commercially reasonable efforts to reach an amicable resolution.

13. **Relationship of the Parties**. Each Party shall have the exclusive right to select, engage, manage, supervise and control any persons hired or engaged by it, unless otherwise stated herein, and shall be responsible for all obligations and discharge all liabilities imposed upon it by federal, state and municipal laws and regulations. Notwithstanding any other provision of this paragraph, this Agreement does not create a joint venture arrangement. Library and Affiliate are and will not be deemed to be partners, joint venturers, co-venturers, or employer and employee, and no Party shall be liable either primarily or as guarantor for the debts or other obligations of any other Party.

14. **Board Resolution**. The Library Board passed a resolution approving this Agreement on **[DATE]**.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above written by duly authorized representatives of the parties.

BETHLEHEM PUBLIC LIBRARY

By: _____

Name: _____

Title: _____

[AFFILIATE NAME]

By: _____

Name: _____

Title: _____