



**Board of Trustees Meeting
Monday June 9, 2025 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/>

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**
- **New business**
 - **Request for Reconsideration**
 - **Long Range Plan**
 - **Investment Policy**
 - **Construction manager proposal – boiler project**
 - **M/C Salaries**
 - **Other new business**
- **Old business**
 - **Nominating Committee - update**
 - **Trustee training**
 - **Building Committee - update**
 - **Board engagement**
 - **Other old business**
- **Future business**
- **Public participation**
- **Adjournment**

Next board meeting: July 14, 2025 6:00 pm (Organizational Meeting)

Next Friends of the Library meeting: June 23, 2025 6:30 pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) DRAFT
Monday May 12, 2025

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

Geoffrey Kirkpatrick, director
Kristen Roberts, public information specialist

EXCUSED: Lisa Scoons

GUESTS: Phil Berardi, assistant director/head of operations
Tanya Choppy, accounts clerk
Jennifer Crawford, confidential secretary
Anne Moore
Meredith Savitt
Robert McDonnell

President M. Kissinger called the budget presentation to order at 6pm.

BUDGET PRESENTATION

S. Whiting presented the 2025-26 budget to the public. She noted that it represents a 2.61% increase in the levy, which is \$10,000 under the tax cap. Key elements of the budget include contractual salary increases and increases in health insurance costs. Operational costs have remained stable, and the budget includes a built in contingency for emergencies. Interest rates remain fairly high so the library will continue to seek positive investment opportunities.

M. Kissinger asked how many employees the budget supports. G. Kirkpatrick said the library is fully staffed with 34 full time and 38 part time employees.

S. Whiting said the budget line for materials has increased to support the purchase of in demand books and electronics.

C. Brancatella said the library has received a lot of questions about the impact of potential federal funding cuts and noted that while it does not directly affect library operations and the budget, it is a detriment to some of the services the library relies on for support. State funding is expected to be just over \$26,000, a relatively small percentage of the library budget.

C. Brancatella said that the bulk of the library's budget goes to support the staff and union-negotiated salaries and benefits. G. Kirkpatrick said that the budget also assumes an increase of 12% in health insurance costs. He said the library typically plans for increases of 8% to 10% but in recent years those costs have jumped dramatically. He said it is one of the biggest unknown factors when preparing a budget.

C. Brancatella also noted that the vote in May is not a building referendum but is a vote for the library's annual operating budget and open trustee seats.

G. Sacco noted that the library was open 72 hours a week and staff spend a considerable amount of time doing outreach work within the town.

G. Kirkpatrick described the challenges of purchasing e-materials and the pricing structure but said that is where the biggest demand is.

The board noted that while the library does have a reserve fund that can be used for capital improvements, a significant percentage must be held aside to cover operating expenses from the end of the fiscal year in June until school district taxes are received in the fall.

M. Walsh said she want to point out the \$185,000 in projected interest earnings for 2024-25 and said that library investments help keep the levy down.

M. Kissinger asked those in attendance if they had any comments or questions about the budget.

Delmar resident Anne Moore asked how the library's health insurance worked and whether retirees get the same coverage as staff. The board answered her questions and noted that a further conversation about health care insurance would be discussed later in the meeting.

G. Sacco said she believed the budget going before voters was a good conservative plan and she thanked everyone who worked on it.

ADJOURNMENT

On a MOTION by C. Brancatella with a SECOND by L. DiBetta, the board unanimously voted to adjourn the budget recap at 6:19pm.

President M. Kissinger called the regular meeting to order at 6:20pm.

PUBLIC PARTICPATION

There was no further public comment at this time.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board unanimously approved the minutes from the Monday April 7 regular board meeting.

On a MOTION by L. DiBetta with a SECOND by C. Brancatella, the board unanimously approved the minutes from the Tuesday April 22 building committee meeting.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report.

On a MOTION by G. Sacco with a SECOND by L. DiBetta, the board unanimously approved the Financial Statement dated 30 April 2025 (Checks disbursed in April 2025 based on pre-approval \$57,235.70; Checks disbursed in April 2025 relating to payroll \$208,208.16; Checks being submitted for approval \$140,082.40; CapProject Fund Checks \$28.77; Total: \$405,555.03).

PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick said he was seeking permission to fill the position of a Librarian 1 who will be leaving in June.

PERSONNEL ACTIONS

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

- Librarian I, full-time, permanent, 35 hours/week, \$60,346/annual or per contract

DIRECTOR'S REPORT

The board noted the director's report. Additional items:

- Additional seating has been added throughout the library to accommodate growing in-person use. L. DiBetta said it was nice to see all the seats in the teen section full on a recent visit.
- Librarians will be holding a lot of outreach visits at the schools in the coming weeks to promote summer reading.
- There continues to be very high attendance at early literacy programs.
- The HELPS program is expected to sunset at the end of 2026. G. Kirkpatrick said that HELPS has temporarily removed the Civil Service exam requirement for competitive jobs. Applicants must still meet the minimum qualifications. He said it widens the applicant pool and reduces some of the barriers to librarianship.
- There is growing demand for e-materials, and G. Kirkpatrick said he was grateful that Upper Hudson had recognized the trend early on and has spent over a decade growing a broad e-collection.
- C. Brancatella thanked library staff for the digital outreach related to Library Week/Month.
- M. Walsh pointed to the library's robust programming and said it was a great way to share the library's educational and creative resources.

UHLS REPORT

G. Kirkpatrick noted that the state budget had recently passed and that Upper Hudson gets most of its operational money from state budget. This money is used to provide courier services, the catalog and online system, and more. Chris Sagas was named the new director and will be starting in June.

G. Kirkpatrick said he will email trustees with the date and time of the annual celebration in June.

NEW BUSINESS

Trustee office hours

M. Kissinger opened a discussion about the experience and whether to continue holding them. L. DiBetta said it was good that the board tried it even though there wasn't much public feedback or participation. She suggested putting out a short survey to find out how people would best like to interact with the board. M. Walsh cautioned that surveys can sometime lead to ambiguous results. She noted that the board is always reachable by email. As board secretary, S. Patterson said she had received and responded to three emails in the past month.

C. Brancatella said that even with the low attendance, interacting with the public provided increased visibility for the board. S. Patterson said the board had also discussed having an informal time to interact with the public before board meetings.

Board members continued to discuss the subject. M. Kissinger suggested trustees continue to think on it and discuss it further at the next meeting. G. Sacco asked if board members could also get name tags.

Trustee training

G. Kirkpatrick said that trustees are required to have two hours of training per year and asked if they preferred to do the training as a group or individually and what they might be interested in. M. Kissinger asked board members to send topics of interest to G. Kirkpatrick. G. Kirkpatrick said he would also forward a list of online training options to board members.

HVAC repair

G. Kirkpatrick said the heating system has experienced issues ever since the system overhaul in 2018, which did not fully connect it to other parts of the system that didn't get worked on. A mechanic came in to evaluate the system and identified problems with the air handlers on the roof and some of the other components. They prepared a proposal to fix it through a NYS contract. G. Kirkpatrick said they were needed repairs as they affect the public portions of the building.

M. Kissinger noted the wording of the proposal that mentions tariffs and asked if the board approved the proposal, would they be on the hook for surprise costs related to tariffs. C. Brancatella said the board should assume that other service contracts with raw materials would include a tariff clause and pay attention to what that might mean.

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board unanimously voted to approve repairs to the library's existing HVAC system not to exceed \$33,589 to be carried out by Trane. If tariffs cause the price to exceed that amount, the board reserves the right to renegotiate.

Boiler replacement design

M. Kissinger said the building committee had received and considered two boiler design proposals: one from Ashley McGraw and another from CSArch. They are recommending the proposal from CSArch as best addressing the library's needs and cost. G. Kirkpatrick said that all of the references were quite positive, and they also included a timeline that may allow the library to apply for a construction grant to help cover the costs of the project.

On a MOTION by L. DiBetta with a SECOND by M. Walsh, the board unanimously voted to move forward with CSArch as the design consultant for boiler replacement work for an estimated fee of \$24,000.

Albany County healthcare consortium

G. Kirkpatrick said that Albany County has been directed by the legislature to create a municipal health consortium that would include smaller government entities to help address the drastic increases in health care costs. The library has the opportunity to join the application but the timeline is still up in air. He said it would be easier to drop out of the discussion at any point than to get in at a later date. He noted that this would allow the library to explore this option, but the union would be part of any final decision.

The board discussed the pros and cons of joining the consortium. G. Sacco said that authorizing the library to enter into the discussion does not commit the library to be a part of it. M. Kissinger said he was not comfortable with a blanket authorization and would want the board to be able to review the final proposal before approval. He said he was worried that the union could block non-union members from

their preferred health care insurance choice. He proposed an amendment that would allow the executive committee of the board a final review and decision.

On a MOTION by C. Brancatella with a SECOND by L. DiBetta, the board approved a resolution to allow Library Director G. Kirkpatrick to explore the feasibility of the Albany County Municipal Cooperative Health Benefits Plan with the caveat that any plan must be approved and reviewed by counsel and the executive committee of the board. C. Brancatella, L. DiBetta, S. Patterson, G. Sacco and M. Walsh voted in favor. M. Kissinger voted against.

Other new business

There was no other new business at this time.

OLD BUSINESS

Building committee update

C. Brancatella said the committee had discussed the two boiler proposals and arrived at a recommendation. They have determined a list of building priorities and recommend combining the house demolition with parking lot paving as the next project.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

M. Kissinger said he wanted to remind everyone about the upcoming Friends book sale, as well as the book drop off on Thursday.

G. Kirkpatrick said he would send out an email about participation in the Memorial Day parade.

PUBLIC PARTICIPATION

One member of the public spoke during the public comment period. A recording of the meeting is available on YouTube.

ADJOURNMENT

On a MOTION by L. DiBetta with a SECOND by M. Walsh, the board unanimously voted to adjourn the regular meeting at 8:02pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report

June 9, 2025

Revenue and Expense Report

Revenue is expected to exceed the budget by roughly \$130,000, due in large part to additional interest earnings of about \$80,000 and additional pilot funds received of \$38,000. Total expenses are about 5.6% underbudget, right in line with last year at this time. Salaries are on budget since we are fully staffed. Although there may be some lines that are slightly overspent, this will be more than offset by other lines that are underspent.

Investments

We are proposing an investment in a deposit placement program with Metropolitan Commercial Bank. This is a program where deposits are invested across multiple banks at no more than the maximum \$250,000 limit for FDIC coverage. The funds are flexible, there is no minimum balance required or limits on withdrawals. It is a permitted investment under NYS general municipal law. The interest rate is very competitive and the flexibility is very attractive, especially with some looming building repair projects.

Fund Balance

As of June 30, 2024, the fund balance is \$3,928,140. Of this amount, approximately \$1.35 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 5/31/25

	BALANCE 4/30/2025	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	BALANCE 5/31/2025
TD Bank General Fund	298,504.97	76,436.45	(288,360.57)	(545.95)	132,065.88	218,100.78
TD Bank Payroll	0.00		(217,934.12)	-	217,934.12	0.00
TD Bank Money Market	1,141,455.44	-		1,918.93	663,250.16	1,806,624.53
TD Bank Treasury Bill	1,131,616.40		-	3,712.94	-	1,135,329.34
TD Bank Capital Project Fund	49,963.01	-	(28.77)		-	49,934.24
TD Bank 3 mo. CD Closed 1/28/25	-			-	-	0.00
TD Bank 4 mo. CD Closed 5/28/25	1,010,253.45			2,996.71	(1,013,250.16)	0.00
TD Bank 6 mo. CD Closed 4/28/25	-			-	-	0.00
TD Bank 2 mo. CD Opened 4/28/25	1,021,328.60			3,469.72	-	1,024,798.32
Key Bank Checking	14,795.50	1,802.38	(152.41)		-	16,445.47
TOTAL:	<u>4,667,917.37</u>	<u>78,238.83</u>	<u>(506,475.87)</u>	<u>11,552.35</u>	<u>0.00</u>	<u>4,251,232.68</u>

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$18,632* of Storch Fund money

REVENUE & EXPENSE REPORT

11 MONTHS ENDED 5/31/25

FISCAL YEAR 2024-2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 11 MO. ENDED 5/31/2025	Percent YTD 5/31/2025	ANNUAL BUDGET 2023-2024	YTD PRIOR 11 MO. ENDED 5/31/2024	Percent YTD 5/31/2024
Real Property Taxes	4,592,100	4,591,904	100.0%	4,401,969	4,401,969	100.0%
PILOT	239,000	277,968	116.3%	241,523	239,259	99.1%
Fines	3,000	2,338	77.9%	3,000	2,229	74.3%
Interest on Deposits	90,000	164,539	182.8%	35,000	185,466	529.9%
Lost Book Payments	8,500	11,471	135.0%	7,500	11,317	150.9%
Friends of BPL Contributions	7,000	6,818	97.4%	-	7,903	0.0%
Gifts and Donations	8,000	8,004	100.0%	4,000	18,841	471.0%
Photocopier	8,000	12,130	151.6%	7,000	11,088	158.4%
State Aid	26,000	26,362	101.4%	26,000	25,367	97.6%
Grants	-	5,920	0.0%	-	-	0.0%
Miscellaneous Income	500	640	127.9%	-	1,029	0.0%
Total Revenue	4,982,100	5,108,094	102.5%	4,725,992	4,904,467	103.8%
EXPENSES						
Salaries	2,666,993	2,442,290	91.6%	2,547,087	2,278,143	89.4%
Retirement	324,242	323,915	99.9%	280,440	263,799	94.1%
Health Insurance	398,000	360,315	90.5%	372,300	325,772	87.5%
Other Benefits	238,965	194,224	81.3%	227,365	189,805	83.5%
Subtotal Salaries & Benefits	3,628,200	3,320,744	91.5%	3,427,192	3,057,519	89.2%
Library Materials - Print	294,000	220,674	75.1%	292,000	244,904	83.9%
Library Materials - Electronic & Audio	281,000	262,633	93.5%	283,000	225,483	79.7%
Subtotal Library Material	575,000	483,307	84.1%	575,000	470,386	81.8%
Operations	643,900	472,282	73.3%	605,800	532,688	87.9%
Capital Expenditures	100,000	10,473	10.5%	100,000	11,023	11.0%
Contingency	35,000	-		35,000	-	
Total Expenses	4,982,100	4,286,806	86.0%	4,742,992	4,071,616	85.8%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

11 MONTHS ENDED 5/31/25

FISCAL YEAR 2024 - 2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 11 MO. ENDED 5/31/2025	Percent YTD 5/31/2025	ANNUAL BUDGET 2023-2024	YTD PRIOR 11 MO. ENDED 5/31/2024	Percent YTD 5/31/2024
Salaries & Benefits						
Salaries-Librarians	1,252,089	1,218,624	97.3%	1,178,184	1,131,639	96.0%
Salaries-Support Staff	1,226,399	1,043,642	85.1%	1,190,063	979,365	82.3%
Salaries-Custodians	188,505	180,024	95.5%	178,840	167,139	93.5%
Subtotal Salaries	2,666,993	2,442,290	91.6%	2,547,087	2,278,143	89.4%
Retirement	324,242	323,915	99.9%	280,440	263,799	94.1%
Health Ins.	398,000	360,315	90.5%	372,300	325,772	87.5%
SocSec/Medicare	206,465	180,150	87.3%	194,865	168,308	86.4%
Worker's Comp.	20,000	12,581	62.9%	20,000	9,735	48.7%
Unemployment	10,000	-	0.0%	10,000	11,083	110.8%
Disability Ins.	2,500	1,493	59.7%	2,500	679	27.1%
Subtotal Salaries & Benefits	3,628,200	3,320,744	91.5%	3,427,192	3,057,519	89.2%
Library Materials						
Adult books	171,000	133,370	78.0%	171,000	157,730	92.2%
Periodicals	18,000	11,598	64.4%	21,000	11,059	52.7%
YS Books	85,000	60,089	70.7%	85,000	61,311	72.1%
Special Collections	20,000	15,617	78.1%	15,000	14,803	98.7%
Subtotal Print Materials	294,000	220,674	75.1%	292,000	244,904	83.9%
Audiobooks	20,000	14,741	73.7%	20,000	16,494	82.5%
E-Collections	201,000	195,556	97.3%	196,000	144,528	73.7%
Electronic Resources	31,000	33,187	107.1%	31,000	41,032	132.4%
YS Audiobooks	4,500	4,202	93.4%	4,000	3,713	92.8%
YS Media	2,500	880	35.2%	2,000	1,189	59.4%
AS Media	22,000	14,068	63.9%	30,000	18,527	61.8%
Subtotal Electronic & Audio	281,000	262,633	93.5%	283,000	225,483	79.7%
Subtotal Library Materials	575,000	483,307	84.1%	575,000	470,386	81.8%
Operations						
Copiers and supplies	15,000	15,173	101.2%	15,000	11,147	74.3%
Office supplies	20,000	10,885	54.4%	20,000	10,051	50.3%
Custodial supplies	20,000	20,116	100.6%	20,000	16,495	82.5%
Postage	22,000	16,963	77.1%	22,000	15,686	71.3%
Printing & Marketing	43,200	36,869	85.3%	35,000	41,944	119.8%
Van lease & oper.	4,000	951	23.8%	4,000	1,841	46.0%
Gas and Electric	75,000	65,364	87.2%	75,000	59,267	79.0%
Telecom & Cloud Svcs	24,000	21,430	89.3%	24,000	21,449	89.4%
Water	3,000	1,868	62.3%	3,000	2,092	69.7%
Taxes-sewer & water	3,500	2,927	83.6%	3,400	2,871	84.4%
Refund property taxes	5,000	4,557	91.1%	5,000	3,266	65.3%
Prof. Services	40,000	6,172	15.4%	30,000	30,613	102.0%
Contract Services	50,000	25,358	50.7%	50,000	21,977	44.0%
Insurance	35,000	30,881	88.2%	30,000	29,581	98.6%
Bank Fees	1,700	6,038	355.2%	1,400	1,358	97.0%
Travel/Conference	3,500	6,681	190.9%	3,500	8,569	244.8%
Memberships	3,000	3,648	121.6%	3,000	3,068	102.3%
Special Programs	42,000	22,733	54.1%	35,000	38,153	109.0%
Furniture & Equipment	30,000	23,917	79.7%	30,000	17,746	59.2%
IT Hardware & Software	50,000	20,306	40.6%	50,000	50,310	100.6%
Bld & Grnd. Repair	40,000	17,189	43.0%	40,000	38,829	97.1%
Furn/Equip Repair	3,000	3,820	127.3%	2,000	3,147	157.4%
Miscellaneous	6,500	5,210	80.1%	6,500	8,548	131.5%
Audit Service	25,000	25,750	103.0%	24,000	19,250	80.2%
Accounting Service	22,000	20,065	91.2%	20,000	19,706	98.5%
UHLAN fees	57,500	57,412	99.8%	54,000	55,726	103.2%
Subtotal Operations	643,900	472,282	73.3%	605,800	532,688	87.9%
Capital Expenditures	100,000	10,473	10.5%	100,000	11,023	11.0%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,982,100	4,286,806	86.0%	4,742,992	4,071,616	85.8%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN MAY 2025 BASED ON PRE-APPROVAL	\$	48,284.62
CHECKS DISBURSED IN MAY 2025 RELATING TO PAYROLL	\$	317,927.67
CHECKS BEING SUBMITTED FOR APPROVAL	\$	123,304.04
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 42: PREAPPROVED DISBURS (MAY 25) For Dates 5/1/2025 - 5/31/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42791	05/01/2025	1831	CDPHP UNIVERSAL BENEFITS, INC.		36,086.16
42792	05/01/2025	720	MVP HEALTH PLAN, INC.		7,885.08
42793	05/01/2025	2340	T-MOBILE	250017	1,053.64
42794	05/01/2025	1607	VERIZON BUSINESS FIOS	250018	89.00
42795	05/01/2025	1607	VERIZON BUSINESS FIOS	250018	124.99
42796	05/01/2025	1607	VERIZON BUSINESS FIOS	250018	169.79
42862	05/15/2025	1607	VERIZON BUSINESS FIOS	250018	199.99
42863	05/15/2025	2137	WEX BANK	250012	34.23
42864	05/21/2025	2426	JPMORGAN CHASE BANK NA	*See Detail Report	2,251.91
42865	05/21/2025	1607	VERIZON BUSINESS FIOS	250018	169.79
42866	05/23/2025	1424	AFLAC NEW YORK		220.04
Number of Transactions: 11				Warrant Total:	48,284.62
				Vendor Portion:	48,284.62

*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 A - 40: PAYROLL TRUST & AGENCY (MAY 25) For Dates 5/1/2025 - 5/31/2025**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42790	05/02/2025	712	CIVIL SERVICE EMPL ASSOC INC.		957.07
42861	05/16/2025	712	CIVIL SERVICE EMPL ASSOC INC.		922.08
42867	05/30/2025	712	CIVIL SERVICE EMPL ASSOC INC.		922.08
100997	05/02/2025	709	BPL SPECIAL PAYROLL ACCOUNT		71,690.84
100998	05/02/2025	710	NYS INCOME TAX BUREAU		4,137.60
100999	05/02/2025	1946	IRS - PAYROLL TAX PMT		22,646.82
101000	05/02/2025	2003	NEW YORK STATE DEFERRED		2,942.82
101001	05/16/2025	709	BPL SPECIAL PAYROLL ACCOUNT		71,441.86
101002	05/16/2025	710	NYS INCOME TAX BUREAU		4,106.36
101003	05/16/2025	1946	IRS - PAYROLL TAX PMT		22,558.10
101004	05/16/2025	2003	NEW YORK STATE DEFERRED		3,006.53
101005	05/30/2025	709	BPL SPECIAL PAYROLL ACCOUNT		74,801.42
101006	05/30/2025	710	NYS INCOME TAX BUREAU		4,362.80
101007	05/30/2025	730	NYS EMPLOYEES RETIREMENT SYSTE		6,582.31
101008	05/30/2025	1946	IRS - PAYROLL TAX PMT		23,835.55
101009	05/30/2025	2003	NEW YORK STATE DEFERRED		3,013.43
Number of Transactions: 16				Warrant Total:	317,927.67
				Vendor Portion:	317,927.67

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 - 46: BILL SCHED (JUN 25) For Dates 6/10/2025 - 6/10/2025**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42877	06/10/2025	30	ALBANY PUBLIC LIBRARY-MAIN BR	250643	9.00
42878	06/10/2025	2420	AMAZON CAPITAL SERVICES INC	250626	6,769.08
42879	06/10/2025	2457	AQUATIC ALLIES	250001	103.97
42880	06/10/2025	2264	B&H FOTO & ELECTRONICS CORP	250605	150.35
42881	06/10/2025	77	BAKER & TAYLOR , INC.	*See Detail Report	14,913.45
42882	06/10/2025	1186	BAKER AND TAYLOR ENTERTAINMENT	250638	14.73
42883	06/10/2025	2297	CAPITAL REGION INDEPENDENT MEDIA	250602	92.00
42884	06/10/2025	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	250003	339.21
42885	06/10/2025	634	CSLP	250618	325.85
42886	06/10/2025	2428	DANIEL MAY	250580	40.00
42887	06/10/2025	1434	DELL MARKETING L.P.	*See Detail Report	10,463.51
42888	06/10/2025	1220	DEMCO, INC	250647	160.88
42889	06/10/2025	1991	EASTERN MANAGED PRINT NETWORK LLC	250005	347.84
42890	06/10/2025	2528	ERIK BARRAGAN	250608	175.00
42891	06/10/2025	1627	FARONICS TECHNOLOGIES USA INC.	250645	925.00
42892	06/10/2025	1986	FIRSTLIGHT FIBER	250006	191.91
42893	06/10/2025	1930	HEWITT'S GARDEN CENTERS INC.	250650	274.32
42894	06/10/2025	2514	JACQUELINE REYNOLDS	250393	400.00
42895	06/10/2025	2523	JOHN C. DUBOIS	250606	300.00
42896	06/10/2025	2524	K T TREE SERVICES, INC.	250570	5,000.00
42897	06/10/2025	2322	KANOPY INC.	250014	1,333.00
42898	06/10/2025	1024	MIDWEST TAPE LLC	*See Detail Report	4,812.96
42899	06/10/2025	1921	MOTION PICTURE LICENSING CORP.	250627	277.32
42900	06/10/2025	1961	NATIONAL BUSINESS FURNITURE, LLC	250564	14,302.49
42901	06/10/2025	2148	NORTHEAST PEST CONTROL	*See Detail Report	498.00
42902	06/10/2025	2088	NYSID	250655	79.68
42903	06/10/2025	2356	OTIS ELEVATOR COMPANY	250651	125.00
42904	06/10/2025	1823	OVER DRIVE INC.	*See Detail Report	33,097.45
42905	06/10/2025	450	PHILLIPS HARDWARE INC	250011	233.05
42906	06/10/2025	478	QUILL.COM	250636	33.18
42907	06/10/2025	1490	REPEAT BUSINESS	250150	24.49
42908	06/10/2025	1951	S & S WORLDWIDE INC.	250629	172.37
42909	06/10/2025	1633	SAND LAKE TOWN LIBRARY	250630	23.00
42910	06/10/2025	1439	SMILEMAKERS	250600	57.94
42911	06/10/2025	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	674.19
42912	06/10/2025	2154	STERICYCLE, INC.	250008	23.09
42913	06/10/2025	2250	TECH LOGIC CORPORATION	250601	1,321.92
42914	06/10/2025	2307	TRANE U.S. INC.	250521	22,478.00
42915	06/10/2025	632	UPPER HUDSON LIBRARY SYSTEM	250649	360.00
42916	06/10/2025	1968	VERIZON WIRELESS	250002	100.49
42917	06/10/2025	2511	VITAL RECORDS CONTROL	250632	64.85
42918	06/10/2025	645	W W GRAINGER INC	*See Detail Report	1,666.48

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 46: BILL SCHED (JUN 25) For Dates 6/10/2025 - 6/10/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42919	06/10/2025	2182	W.M. BIERS INC.	250652	393.00
42920	06/10/2025	2015	WATERVLIET PUBLIC LIBRARY	250641	10.99
42921	06/10/2025	1716	WESTERLO PUBLIC LIBRARY	250609	25.00
42922	06/10/2025	2044	WMHT	250549	120.00
Number of Transactions: 46				Warrant Total:	123,304.04
				Vendor Portion:	123,304.04

*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

[illegible]

Director's Report June 2025

I am happy to report that the library's budget passed with more than 70% of the voters saying yes to the proposition. Laura DiBetta and Jill Adams were elected as trustees. Thanks to all the candidates that chose to run for the board.

Building and Grounds

A live bedbug was found near the public computers last month. It was quickly dispatched by the staff. The library closed for two days for detection and treatment. Thank you to Sarah from Public Services and Dan from Circulation for the quick detection and alerting the admin team. Biggs the bedbug sniffing dog was on the case quickly, and his companion from Northeast Pest Control was able to treat things quickly. Our regular quarterly visit from Biggs had taken place the previous Thursday, and the library was all clear at that time. This gave us a tight timeline and no other evidence beyond the one bedbug was found.



We are taking this as a learning experience and a test of our procedures. We will increase the frequency of training for all staff and incorporate what we learned going forward.

Three trees were removed from various spots around the property. These trees were struggling and had been attacked by ants. Several were hollow, all were dying and one of them had shed several large branches onto a picnic table. Luckily, no one was sitting there when the branches came down. A new tree has been planted in between lots 1 and 4. We will miss the large shade tree in that area while the new one matures. The maintenance staff will install fabric sun shades to provide some cover in that area.



That the boiler replacement project is only the third most important building development speaks to how things were this month. The boiler replacement contract with CSArch has been executed. Representatives had their first site visit to kick off the project.

Youth Services

Creation Station (5/5 - 5/11) – Drop-in craft in the Children’s Place. In celebration of **May the 4th Be with You**, this month’s craft prompted children to create their own droid robot using colored paper and glue. This program received a good response with many children taking part. Responsible staff: Shannon M.
Attendance: 130



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

- Weekly Series
 - Tiny Tots (2 sessions) – Attendance: 49, 48
 - Music and Movement (6 sessions) – Attendance: 91, 76, 92, 64, 81, 59
 - Family Play Time (2 sessions) – Attendance: 27, 10
 - Family Story Time (2 sessions) – Attendance: 34, 14
 - Pre-K Story Time (3 sessions) – Attendance: 28, 31, 15
- Saturday Story Time Series
 - Saturday Story Time (2 sessions) – Attendance: 15, 22
- Sensory Story Time Series
 - Sensory Play Time (1 session) – Attendance: 17
 - Sensory Story Time (1 session) – Attendance: 15

Animal Hospital (5/29) – Children and caregivers enjoyed the Bethlehem Animal Hospital program. Participants brought their favorite stuffed animals to the “check-in” desk, where their animals received their own nametag. After each stuffed animal visited the doctor, participants had a chance to create their own animal mask or color a coloring page. This program was created with the assistance of the Helping Hands Club at Bethlehem Central Middle School.

Responsible staff: Shannon M. Attendance: 15

Lilo & Stitch Party (5/29) – Everyone had a great time at our Lilo and Stitch Party. Participants started out using string, yarn, paper flowers and mini straws to make their own leis. Once everyone was ready, the group got out their maracas and mini ukuleles and we turned up the music for a jam session. We ended the celebration by giving everyone the opportunity to dance through some bubbles and throw around some beach balls. Responsible staff: Shannon M. Attendance: 41

Mother’s Day Gift: Painted Flowerpot (5/6) – Participants had the opportunity to create a fun and useful Mother’s Day gift. Although the program was aimed at the teen and tween audience, we had an entire family attend the program to paint their own flowerpots. Responsible staff: Lauren K. Attendance: 12

Music and Movement (5/1, 5/6, 5/8, 5/13, 5/15, 5/22) – Attendance continues to stay consistently high for this popular weekly program with a mix of regulars and new faces. Children and caregivers always have a great time dancing to their favorite story time tunes. We were even able to conduct a few sessions outside on the Green due to nice weather. Weekly sessions are now finished until September. However, we have planned a few special outdoor sessions for the summer.

Responsible staff: Alex D., Elnora B. & Lauren K. Attendance: 91, 76, 92, 64, 81, 59

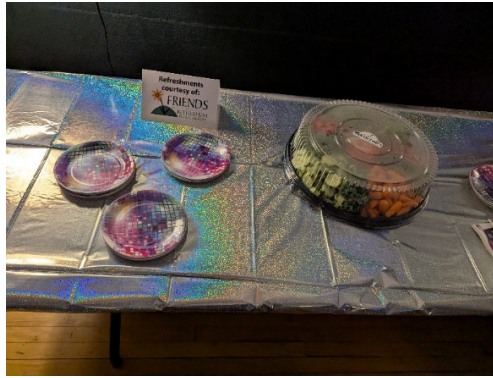
Sensory Play Time (5/30) – May's Sensory Play Time had a good turnout. Participants enjoyed open-ended play while having the opportunity to explore different objects and textures. We plan to start a recurring sensory program for all ages this coming fall. Responsible staff: Shannon M. Attendance: 17

Super Smash Bros. Ultimate Afternoon (5/2, 5/30) – Attendees can join their friends to play Super Smash Brothers Ultimate on the Nintendo Switch. Staff created this program as a way to try and increase teen program attendance at the library. We are off to a slow start, but there seems to be some interested folks who will hopefully continue to join us for future sessions. It is our hope that this program will attract more tweens and teens to the library. Responsible staff: Alex D. Attendance: 0, 8

Adult Services

Bethlehem Senior Disco Party (5/30) – We collaborated with Bethlehem Senior Services, Bethlehem Senior Projects, and the Friends of the Library to put on a 1970's disco themed party with music, dancing, food, and fun at the Bethlehem Town Hall. Everyone had a great time. We received a lot of comments from attendees about how much they loved the decor, and that it was such a fun idea. Kristen was also on hand running a photo station, taking photos, and making prints. The photo station was very popular. We even had people ask if they could still get copies of their pictures after the event was over. Responsible Staff: Robert, Mary, & Kristen. Attendance: 60





Community Paint Night (5/27) – A painting program where we provided the supplies including acrylic paint, canvas, and brushes along with step-by-step video instruction. Budding painters followed along to create a mountain landscape painting of their own.

Responsible staff: Robert. Attendance: 12



History of the Selkirk Railyard (5/13) – Local history programs continue to be very popular with the community. For this program, Randall Bushart presented a discussion of the development of area railroads that led to the creation of the Selkirk Rail Yard in the town of Bethlehem. The Selkirk Rail Yard was part of a larger project called the Castleton Cutoff that opened in November of 1924, with 2024 marking the project's centennial. Bushart, a Selkirk resident, has worked in the railroad industry for 36 years and is a member of the New York Central Railroad Historical Society. This program was recorded and published on the Library's YouTube channel.

Responsible staff: Luke. Attendance: 81

Day Books: A Hudson Valley Reckoning (5/5) & Author in Person: Debra Bruno (5/8) – We discussed *A Hudson Valley Reckoning: Discovering the Forgotten History of Slaveholding in My Dutch American Family* by Debra Bruno at the May edition of our monthly afternoon book discussion series and then hosted the author who presented at a separate program later in the week. There was a lot of community interest in this particular book and both the discussion and author's presentation were very well received.

Responsible Staff: Erin. Attendance: 20, 40

Listen and Learn with The Hammerhead Horns (5/2) – The Hammerhead Horns, a five-piece group that plays old-time barrelhouse blues, ragtime, New Orleans, swing, R&B, torch ballads and gospel, joined us at the latest installment of our Listen & Learn Friday afternoon program series. In addition to wonderful selections of music from the 1920s through the 1960s, they performed some of their own compositions.

Responsible Staff: Robert & Sarah. Attendance: 60

Macrame Flower Coasters (5/31) – We invited the public to join us for a beginner level craft to make macrame flower coasters. Despite heavy rain that may have kept a few people away, we had a good turnout.

Responsible Staff: Rachael. Attendance: 10

Tech Tuesday: Research It at the Library (5/13) – A virtual program held on Zoom where we discussed the various research databases available through the library including, Novelist, Consumer Reports, Value Line, Data Axle, NYT/TU newspapers, and scholarly research (Gale, Britannica). Following the program, we received a nice email from a patron who participated in the program: *"Thank you for your great Zoom presentation this morning. I learned a lot about sources I never used. I am looking forward to using some sites you highlighted and exploring access to medical journals and other health related information."*

Responsible Staff: Sarah. Attendance: 7

Outreach

Book Share at Peregrine Senior Living at Delmar Place (5/12) – We visited our senior neighbors next door to promote library services, upcoming programs, and, of course, talk about books. It was a great visit and we're looking forward to heading back again soon.

Responsible staff: Robert. Attendance: 14

Bethlehem Children's School (5/29) – Staff visited five classes where they conducted a short story time program. Next, they promoted the 2025 Summer Reading Challenge for the students and teachers who were present. Responsible staff: Elnora B. Attendance: 97

Bethlehem Central High School Tabling (5/15) – Staff tabled at Bethlehem High School to remind students and faculty what the library has to offer. Staff checked out a few games for one student. Others also stopped to see what we had available. Students really enjoyed looking at what the Library of Things had to offer them. Responsible staff: Mary D. Attendance: 119

High School Book Bedazzling (5/14) – BPL staff had a great time taking part in the book bedazzling program at Bethlehem High School. There was a small, but enthusiastic group who attended the event. Participants chose their book and then enhanced the cover with decorations before taking it home to read. Responsible staff: Mary D. Attendance: 8

St. Thomas School (5/28) – Youth Services staff tabled at the St. Thomas School on May 28th. We reminded students about the upcoming summer reading program. We also showcased some future library programs and gave away some fun prizes to people who visited our table. The Circulation Department also issued 15 new library cards during the event. Responsible staff: Alex D. Attendance: 125

Walk and Roll Fest (5/17) – Despite weather forecasts predicting clouds and a possible thunderstorm, it turned out to be a beautiful day. Staff handed out the latest edition of Footnotes as well as informational brochures, bookmarks, notepads, stickers, magnets, clips, lanyards, pencils and frisbees. The color-changing pencils and “Kindness Matters” magnets remain the most popular items. We received several “We love the library” comments. Staff also answered questions regarding such subjects as the budget vote, summer reading, and the Library of Things. Responsible staff: Shannon M. Attendance: 92



Circulation and Technical Services

The Circulation Department continued to support Public Services in outreach efforts that extend library access to children in the community. Staff issued a total of 67 new library cards across two school visits.

- St. Thomas the Apostle School: 13 cards prepared in advance and 2 issued on-site
- Elsmere Elementary School (12 classrooms): 37 cards prepared in advance and 15 issued on-site
- 27 registration forms were distributed to the Bethlehem Children's School, laying the groundwork for future engagement.

These outreach efforts reflect the department's ongoing commitment to building strong community connections and supporting equitable access to library resources for youth.

Tonies are screen-free, audio storytelling figures designed for young children. Each figure pairs with a Tonie Box audio player and contains a curated story or musical content, supporting early literacy and independent engagement.

As of June 1, the library owns 92 individual Tonie figures, all added to the collection May 15, 2025. In just over 4 weeks, these items have circulated a total of 130 times, averaging 1.41 checkouts per item despite only being available for part of the reporting period. Many titles have already circulated 2–3 times individually. This strong early performance suggests the Tonie collection fills a gap in our early childhood offerings, aligning well with family borrowing patterns in our community.

Meetings and Miscellany

I attended a meeting hosted by UHLS. Staff from several local nonprofits met with library workers to discuss the best way for libraries to deliver services to people with intellectual disabilities.

Staff members attended a meeting with the web teams from the Friends of the Library and the Humanities Institute for Lifelong Learning. We strategized about the best way to move forward with a robust web presence for these groups.

I attended the organizational meeting of the Albany County REACH healthcare cooperative. Plans are moving forward to apply to the Department of Financial Services for approval to provide health insurance to group members. Plans to have meetings with union representatives as well as trustees over the summer are moving forward.

Geoffrey Kirkpatrick, Library Director

Library Collection				2023-24	Current Total
Adult fiction				28,367	28,183
Adult non-fiction				29,529	28,850
Adult audio				5,001	4,867
Adult video				7,892	7,776
Young adult fiction				4,653	5,031
Young adult nonfiction				611	657
Young adult audiobooks				290	295
Children's fiction				29,846	30,268
Children's non-fiction				15,642	15,328
Children's audiobooks				1,652	1,533
Children's video				1,164	1,053
OverDrive - UHLS Shared				136,558	159,719
e-magazines				5,439	5,934
Electronic (games, ereaders)				385	369
Total				267,029	289,863
Library Programs	May-25	May-24	% change	2023-24	F-Y-T-D
Programs	84	88	-4.5%	915	860
Program attendance	2,702	2,285	18.2%	26,209	24,760
Outreach Programs	9	10	-10.0%	104	71
Outreach Attendance	4,478	4,246	5.5%	17,204	12,569
Circulation	May-25	May-24	% change	2023-24	F-Y-T-D
Adult fiction	13,459	13,188	2.1%	164,971	151,877
Adult non-fiction	6,755	7,009	-3.6%	85,990	75,666
Adult audio	6,813	6,149	10.8%	69,337	70,190
Adult video	4,877	4,631	5.3%	67,542	58,933
Magazines	3,000	2,695	11.3%	30,266	29,371
Young adult fiction	1,259	1,350	-6.7%	17,921	16,405
Young adult nonfiction	107	85	25.9%	1,484	1,049
Young adult audiobooks	309	315	-1.9%	3,384	3,129
Children's fiction	11,115	10,485	6.0%	147,338	135,923
Children's non-fiction	3,017	3,116	-3.2%	37,789	34,053
Children's audiobooks	1,328	1,256	5.7%	16,153	15,159
Children's video	247	347	-28.8%	6,059	4,398
Electronic (games, ereaders)	533	568	-6.2%	8,428	6,325
Total	52,819	51,194	3.2%	656,662	602,478
Interlibrary Loan	May-25	May-24	% change	2023-24	F-Y-T-D
Borrowed from others	5,451	5,392	1.1%	72,475	62,096
Loaned to others	4,384	4,483	-2.2%	55,610	52,037
Miscellaneous	May-25	May-24	% change	2023-24	F-Y-T-D
Visits to our home page	41,245	29,553	39.6%	454,330	361,097
Public use of meeting rooms	25	27	-7.4%	395	376
Public meeting attendance	283	400	-29.3%	4,901	3,973
Staff use & library programs	60	75	-20.0%	861	757
Study room sessions	493	439	12.3%	4,846	4,767
Tech room/ Studio use	5	6	-16.7%	97	85
Door count	17,081	17,229	-0.9%	221,744	209,786
Registered BPL borrowers	129	61	111.5%	1,095	1,187
Computer signups	1,154	1,142	1.1%	14,751	14,914
Museum Pass use	121	127	-4.7%	1,359	1,365
E-book use	7,086	6,573	7.8%	75,317	72,557
E-audiobook use	6,570	5,816	13.0%	62,498	65,776
E-magazine use	2,855	2,455	16.3%	27,587	27,000
Streaming video use	1,713	1,267	35.2%	17,158	19,281
BCSD use via Overdrive	387	514	-24.7%	2,197	2,654
Equipment	481	331	45.3%	4,625	4,304
Wireless Use	10,506	9,598	9.5%	112,669	106,181

BETHLEHEM PUBLIC LIBRARY

INVESTMENT POLICY

Policy adopted by the Board of Trustees October 14, 1997

Policy revised December 12, 2005

Policy revised February 10, 2014

Policy revised August 12, 2019

Policy revised November 12, 2019

Policy reviewed May 9, 2022

Policy revised June, 9, 2025

Scope

This investment policy applies to all monies and other financial resources available for deposit and investment on the Bethlehem Public Library's own behalf.

The Board of Trustees relied upon information contained in the General Municipal Law and in the "Local Government Management Guide", dated as of August 2014 and published by the Office of the New York State Comptroller in drafting this policy.

Objectives

The primary objectives of Bethlehem Public Library's investment activities are, in priority order:

1. conform with all applicable federal, state and other legal requirements;
2. adequately safeguard principal;
3. provide sufficient liquidity to meet all library operating requirements; and,
4. obtain a reasonable rate of return.

Delegation of Authority

The Board of Trustees' responsibility for administration of the investment program is delegated to the Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall be approved by the Board of Trustees and shall include an adequate internal control structure to provide a satisfactory level of accountability. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Bethlehem Public Library to operate effectively.

Investments shall be made with prudence, diligence, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use,,not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or impair their ability to make impartial investment decisions.

Diversification

It is the policy of the Bethlehem Public Library to consider diversifying its deposits and investments by financial institutions, by investment instrument, and by maturity scheduling.

Internal Controls

All monies collected by any officer or employee of Bethlehem Public Library shall be deposited within seven days of receipt, or within the time limit specified in law, whichever is shorter; a record of such deposit shall be conveyed to the Business Manager.

The Treasurer, in coordination with the Board of Trustees, is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations.

Designation of Depositories

The banks and trust companies authorized for the deposit of monies, and the maximum amount which may be kept on deposit at any time are:

Depository name	Maximum Amount
Metropolitan Commercial Bank	\$8,000,000
TD Bank	\$8,000,000
M&T Bank	\$8,000,000
Key Bank	\$8,000,000
NBT Bank	\$2,000,000
Pioneer Bank	\$ 250,000

Collateralizing of Deposits

All deposits and investments of the Bethlehem Public Library, including all demand deposits, certificates of deposit and special time deposits, that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by:

1. A pledge of “eligible securities” with an aggregate “market value” as provided by General Municipal Law (GML) Section 10, that is at least equal to the aggregate amount of deposits from the categories designated in SubSection F of GML Section 10.
2. A pledge of a pro rata portion of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits.
3. An irrevocable letter of credit issued in favor of the Bethlehem Public Library by a federal home loan bank whose commercial paper and other unsecured short-term obligations are rated in the highest rating category by at least one nationally recognized rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

Collateralization and Safekeeping

Eligible securities used for collateralizing deposits shall be held by the depository and/or third party bank or trust company subject to security and custodial agreements in accordance with the provisions of General Municipal Law Section 10.

Permitted Investments

As provided by General Municipal Law Section 11, the Bethlehem Public Library authorizes the Treasurer, the Director or the Business Manager to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

1. Special time deposit accounts
2. Certificates of deposit
3. Obligations of the United States of America (limited to T Notes and T Bills)
4. **Deposit Placement Programs**

Authorized Financial Institutions

All financial institutions with which the Bethlehem Public Library transacts business shall be creditworthy. The Treasurer is responsible for evaluating the financial position and maintaining a list of proposed depositories, trading partners and custodians. Such listing shall be evaluated annually by the Treasurer and approved by the Board of Trustees.

The Bethlehem Public Library shall maintain a list of financial institutions approved for investments and establish appropriate limits to the amount of investments that can be made with each financial institution or dealer.

Annual Review and Amendments

The Bethlehem Public Library Board of Trustees shall review this investment policy annually, and shall have the power to amend this policy at any time.