



Board of Trustees
Monday August 11, 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/>

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. 2-8)
 - Financial report (p. 9-18)
 - Treasurer's update (p. 9)
 - Personnel report (p. 19)
 - Personnel actions
 - Director's report (p. 20-29)
 - UHLS report
 - Friends report
 - New business
 - Meeting Room Access and Use Policy (p. 30-37)
 - Solicitation and Distribution Policy (p. 38-39)
 - Communications Committee - update
 - Staff Handbook
 - Other new business
 - Old business
 - Trustee training
 - Other old business
 - Future business
 - Public participation
 - Adjournment
- Next board meeting: September 8, 2025 6:00 pm
 Next Friends of the Library meeting: August 18, 2025 6:30 pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**
Monday July 14, 2025

PRESENT: Jill Adams
Caroline Brancatella
Laura DiBetta
Mark Kissinger (Remote)
Sarah Patterson
Gail Sacco
Michelle Walsh
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, public information specialist (Remote)

EXCUSED:

GUESTS: Phil Berardi, assistant director/head of operations
Tanya Choppy, accounts clerk
Chris O'Brien, library employee and union president
C.J. Goodwin, Schoolhouse Construction
Mike Strohecker, CSArch

Vice President M. Walsh called the meeting to order at 6:04pm.

TRUSTEE OATHS OF OFFICE

M. Walsh administered the oath of office to trustee-elect L. DiBetta.

ELECTION OF BOARD OFFICERS

S. Patterson presented the nominating committee's slate of officers.

The slate of officers proposed for 2025-26:

- President: Caroline Brancatella
- Vice President: Sarah Patterson
- Secretary: Laura DiBetta
- UHLS representative: Mark Kissinger

On a MOTION by G. Sacco with a SECOND by L. DiBetta, the board unanimously accepted the 2025-26 officer slate as presented.

C. Brancatella noted that J. Adams was en route to the meeting and will be sworn in when she arrives.

PUBLIC PARTICIPATION

C. Brancatella shared a statement about the purpose of public participation and ways to get in touch with board.

C. O'Brien introduced himself and said he would be serving his second four-year term as union president.

COMMITTEE APPOINTMENTS

C. Brancatella said that the bylaws for the library required the following committees: personnel, finance, building and nominating. She said the library had previously establish a policy committee, which is not required by the bylaws, and she is recommending that policy review goes back to the full board.

She recommended the establishment of three new committees: director evaluation, long-range planning and communications.

M. Walsh reiterated that any board member may attend any committee meeting without necessarily holding a seat on one. L. DiBetta noted that if there are four or more board members attending a committee meeting, then that meeting is open to the public.

On a MOTION by S. Patterson with a SECOND by M. Walsh, the board unanimously agreed to establish/renew the following committees in addition to those required by the bylaws: director evaluation committee, long-range planning committee and communications committee.

Committee members are:

- Personnel: S. Patterson, G. Sacco
- Finance: L. DiBetta, G. Sacco, M. Kissinger, M. Walsh
- Building: J. Adams, S. Patterson, G. Sacco
- Nominating: M. Kissinger, M. Walsh, L. DiBetta
- Director evaluation: Same as personnel
- Long-range planning: TBD
- Communications: L. DiBetta, M. Kissinger, J. Adams

BOARD ANNUAL AUTHORIZATIONS

G. Kirkpatrick presented the authorizations for the 2025-26 fiscal year. G. Sacco said that \$100 for petty cash seemed low. G. Kirkpatrick said it is rarely used as there are purchasing cards to pay for program supplies. T. Choppy said it has been at \$100 for more than a decade and it has never had to be replenished more than once a year.

On a MOTION by L. DiBetta with a SECOND by S. Patterson, the board unanimously approved the 2025-26 authorizations as presented.

HOLIDAYS AND CLOSINGS

G. Kirkpatrick presented the proposed list of library closings for the 2026 calendar year. He noted that the listed items in red represented contractually negotiated closings.

L. DiBetta asked if the October 12 holiday can be listed as Columbus Day/Indigenous Peoples Day to be more inclusive. C. Brancatella said that she was unsure if the board could make that change as it is listed in the union contract as Columbus Day. M. Walsh said that changing the designation might

ruffle some feathers. G. Kirkpatrick said trustees could vote to make that change if it is the will of the board.

On a MOTION by G. Sacco with a SECOND by L. DiBetta, the board voted unanimously to adopt the holidays and closings schedule for 2026 and to list the October 12 holiday as Columbus Day/Indigenous Peoples Day in the official calendar.

C. Brancatella administered the oath of office to J. Adams.

ANNUAL ETHICS/CONFLICT OF INTEREST STATEMENT

Ethics statements were distributed to the trustees for signing and will be filed in the public record.

C. Brancatella said that in the interest of transparency, she wanted to note that her husband is an employee of SED on a government relations team. She said he has no role in the decision-making of policies overseeing the library, so it is not a formal conflict but something she wanted to disclose.

2026 BOARD MEETING SCHEDULE

The board reviewed the proposed meeting schedule for the 2026 calendar year. M. Walsh asked if there was any conflict with the school district's spring break. K. Roberts said she reviewed the calendar for any conflicts with the school district and Jewish holidays and found none.

On a MOTION by M. Walsh with a SECOND by L. DiBetta, the board voted unanimously to adopt the board meeting schedule as presented for 2026.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by M. Walsh with a SECOND by S. Patterson the board approved the minutes from the Monday June 9 regular board meeting. C. Brancatella, L. DiBetta, M. Kissinger, S. Patterson, G. Sacco and M. Walsh voted in favor; J. Adams abstained.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report. She presented a preliminary year-end explanation of variances in the revenue and expenses report. She said those numbers are not final until the pending audit is concluded, but it looks like the library will see a surplus of about \$369,000. She said some of the surplus is from additional income from interest rates and PILOT revenue. She noted that the salaries and benefits line was on target but may see some small adjustments after the audit regarding accruals for payroll and pension expense.

- G. Kirkpatrick said he was proud of the work that went into spending the materials line within \$216 of what was budgeted.
- Auditors will be at the library to start their preliminary work in the coming week. A final report will be presented to the board in November after review by the finance
- G. Kirkpatrick noted that when the board votes to approve the financial report, they are authorizing the disbursement of all the checks listed in the board packet. C. Brancatella said that any questions about the disbursements can be brought to the board, and a detailed report is also available on the Board of Trustees page online.

On a MOTION by L. DiBetta with a SECOND by M. Walsh the board unanimously approved the Financial Statement dated 30 June 2025 (Checks disbursed in June 2025 based on pre-approval \$91,192.42; Checks disbursed in June 2025 relating to payroll \$202,149.41; Checks being submitted for approval \$136,087.45; CapProject Fund Checks \$6,352.50; Total: \$435,781.78).

PERSONNEL REPORT

The board noted the personnel report.

On a MOTION by M. Walsh with a SECOND by L. DiBetta, the board unanimously voted to approve the following position:

- Library Page, part-time, permanent, 9.8 hours/week, \$15.50/hour

C. Brancatella said she was also requesting a vote for a salary adjustment for G. Kirkpatrick.

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board unanimously voted to approve a salary adjustment for G. Kirkpatrick as part of the M/C salary schedule.

DIRECTOR'S REPORT

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

- The librarian-curated Book Bundles remain a popular service. Every time they are mentioned in the e-news or on social media, there is a flurry of requests.
- Summer Reading signups for adults are really strong this year. The raffle prizes sponsored by the Friends.
- There continues to be year over year increases in physical use of the library post pandemic.
- IMLS funds have been received for 2025 in full. There had been some question about whether the funding that had been released would be recalled. The funding for 2026 remains uncertain.
- A wrap-up of end of year library use numbers will be presented next month. Circulation remains pretty steady year over year with continued increases in digital use.
- G. Sacco said that art programs and other events for adults, particularly older adults, are directly related to core library services because they provide mental stimulation and socialization.
- L. DiBetta said she has heard from some people that there is a feeling that there isn't much for older people to do in the community.
- G. Sacco said she would like to see more of a library presence at the Thursdays in the Park collaboration with the town, such as a banner communicating the library's sponsorship of the series.
- G. Sacco asked if there was a way to see which part of the community makes up the biggest segment of digital borrowing. G. Kirkpatrick said he would see if there is a way to get those stats while keeping the data anonymous.

UHLS REPORT

M. Kissinger noted that he would be serving as the next UHLS board member. G. Kirkpatrick said that the library catalog would be moving to a new platform in the coming months. He also noted that the UHLS mobile app would also be changing at the end of the month.

FRIENDS REPORT

C. Brancatella discussed what the Friends of the Library do. She noted that the board does not have the authority to tell the Friends what to do, but they would like to increase communication between the two groups. J. Adams has offered to be the board's Friends liaison and will attend the group's regular meeting. C. Brancatella said that the Friends' longtime president Jeremy Johannesen has stepped down and Mary Service would be serving as the new president. The Friends have donated a sum of money to support a new fish tank in the Children's Place.

NEW BUSINESS

Boiler project presentation

Mike Strohecker, a mechanical engineer at CSArch, presented the preliminary boiler project drawings that will be finalized for SED approval. He noted that the new boiler would be located in the same spot as the old one and a new flue will go out the side wall instead of through roof.

M. Walsh asked if the flue will be visible from the outside. M. Strohecker said it will look like a white vent. G. Sacco asked if cold air would be coming into the boiler room when it is below freezing outside. M. Strohecker said that sub-zero air would not be coming into the room itself.

J. Adams asked if there would be any hazardous materials to deal with. G. Kirkpatrick said that some asbestos would need to be abated as part of the project.

G. Sacco asked about the expected lifespan of the boiler and whether there is a warranty on it. M. Strohecker said the lifespan was 20-30 years and he would look into the warranty question.

M. Strohecker said the boiler works by condensing water from a vapor to a liquid, so plans include adding a trench to the floor to allow drainage and not be a trip hazard.

G. Kirkpatrick said the board would vote on the official plans at the August meeting which would allow the project to move forward to SED review.

Construction manager proposal – boiler project

C.J. Goodwin from Schoolhouse Construction, presented a proposal to offer construction manager services for the boiler project. He noted that in preliminary discussions, the board had found a full on-site construction manager presence would be cost-prohibitive for the relatively small process. He offered a scaled-down version of services that would help get the project through the bid process and then be available on an hourly basis as it moves to completion.

G. Kirkpatrick noted that when the library replaced the HVAC system, a construction manager was not part of the project and, in retrospect, that expertise would have been helpful. He said that having that service pre-construction would put his mind at ease.

M. Walsh asked if the bid process would be as complicated as it was for the HVAC project. G. Kirkpatrick said the process is the same whether the project is big or small. M. Walsh said that was one of her concerns with doing all of these projects piecemeal.

On a MOTION by G. Sacco with a SECOND by L. DiBetta, the board unanimously voted to hire C.J. Goodwin from Schoolhouse Construction to provide pre-construction services in the amount of \$6,500.

BCSD PILOT MOA non-renewal

C. Brancatella said that the library has historically received a percentage of the PILOT money that is negotiated through the Bethlehem IDA. In the early 2000s the library was going to be in on the negotiations for a significant PILOT for PSEG. School district representatives suggested at the time that they would negotiate for the PILOT and give the library a proportionate share of the money. An MOU was passed at the time outlining the relationship. In exchange, the library agreed to pay back any funds if a court judgement reduced someone's property taxes. The MOU was most recently renewed 3 years ago. In 2015, the requirement for the library to pay back its share of reduced property taxes has become law. The school district has since said it will not be renewing the MOU. That means that the library will once again be required to negotiate for its own PILOT share. Bob Schofield, an attorney who has represented Albany Public Library in its PILOT negotiations, has agreed to represent Bethlehem Public Library in future discussions. It is still unclear if the substantial PSEG PILOT will be extended. C. Brancatella noted that it would not be catastrophic to the library budget to lose the PILOT, but the library has a right to be at the negotiating table. G. Kirkpatrick said he was proposing that the library reach out to the IDA with an attorney and reestablish that relationship and make them aware of the library's legal status.

M. Kissinger asked that any outreach be done both verbally and in writing so there is a clear record.

Attorney retainer agreement

Bob Schofield from Whiteman Osterman & Hanna has offered to represent the library on general matters. He is no longer the school district's general counsel but is still authorized to work with them. Conversations with him are ongoing but there is not yet an updated proposal. The library would need a retainer agreement to use his services in PILOT negotiations.

Fish tank update

G. Kirkpatrick said that the library was interested in using the \$1,500 allocated by Assemblyman Scott Bendett to put toward a new 175-gallon fish tank in the Children's Place with the Friends sponsoring the rest of the project. He said that as these plans were being formed, an individual from Dave's Glass approached the library about donating a fish tank of that same size. The individual wanted to have something on the tank that would say that it was donated by Dave's Glass.

J. Adams asked what would be the downside. She said it strengthens relationship with people who love library and reminds people they could give to library. L. DiBetta said that before promoting a commercial entity, she would like to know more about the business and whether it would come into conflict with the library's values and mission. She said she would like to see something that would let the library remove such a sponsorship if needed.

M. Walsh said she has done business with Dave's Glass and was very happy with them. She noted that she didn't like how quickly the discussion had turned to the negative about the potential gift. She said she was in favor of putting the company's name on the gift.

G. Sacco noted that the library's gift and donations policy already gives the board the right to terminate sponsorship.

The board agreed to accept the donation of the tank if it is suitable for the space. G. Kirkpatrick said the library could put together an agreement outlining the parameters and the size of the plaque noting the donation.

S. Patterson said she would like to see some additional clarity in the policy outlining the parameters of gifts and donations.

Other new business

There was no other new business discussed.

OLD BUSINESS

Trustee training

G. Kirkpatrick said he signed up for a group viewing rate for ALA's United for Libraries training. He said the trustees can decide what session they would like to view and choose the date to satisfy their required yearly trustee training. G. Sacco asked if there could be food provided as well.

Building Committee – update

There were no updates at this time.

Board engagement

C. Brancatella said the board has been discussing how to best interact with the public and encourage engagement. She said further discussion may fall to the newly formed communications committee.

The board asked if the engagement survey that had been reviewed at the previous meeting had been sent out. K. Roberts said it is ready and can be promoted in the upcoming weekly e-newsletter.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

There was no future business discussed.

PUBLIC PARTICIPATION

There was no public comment at this time.

ADJOURNMENT

On a MOTION by M. Walsh with a SECOND by L. DiBetta, the board unanimously voted to adjourn the regular meeting at 8:04pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report

August 11, 2025

Revenue and Expense Report

One month into the new fiscal year and there is not a lot of activity other than contractually obligated expenses. Expenses are on par with last year at this time and are about 2% underbudget. The auditors will be at the library the week of Sept 9 to finish up field work. We expect to have the audited financial statements for review at the November board meeting.

Investments

We invested \$1.5 million in the deposit placement program with Metropolitan Commercial Bank in July and have earned over \$4,200 in interest so far.

Fund Balance

As of June 30, 2024, the fund balance is \$3,928,140. After the audit is completed and we close the books on fiscal 2024-2025, we will add the surplus, which is expected to be around \$345,000, to this balance. 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 7/31/25

| | BALANCE | | | | | BALANCE |
|----------------------------------|---------------------|-----------------|----------------------|------------------|------------------|---------------------|
| | 6/30/2025 | RECEIPTS | DISBURSEMENTS | EARNINGS | TRANSFERS | 7/31/2025 |
| TD Bank General Fund | 160,299.91 | 3,434.08 | (258,588.16) | (444.29) | 218,926.96 | 123,628.50 |
| TD Bank Payroll | 0.00 | | (146,073.04) | - | 146,073.04 | 0.00 |
| TD Bank Money Market | 3,124,130.26 | - | | 2,850.59 | (1,851,000.00) | 1,275,980.85 |
| TD Bank Treasury Bill | 500,493.60 | | - | 1,734.00 | - | 502,227.60 |
| TD Bank Capital Project Fund | 49,934.24 | - | (6,352.50) | | - | 43,581.74 |
| Metropolitan Bank Opened 7/03/25 | - | - | - | 4,225.70 | 1,501,000.00 | 1,505,225.70 |
| Key Bank Checking | 17,959.50 | 2,548.15 | (194.18) | | (15,000.00) | 5,313.47 |
| TOTAL: | <u>4,877,615.83</u> | <u>5,982.23</u> | <u>(411,207.88)</u> | <u>11,285.97</u> | <u>-</u> | <u>4,483,676.15</u> |

Checks outstanding greater than 90 days old:

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

REVENUE & EXPENSE REPORT

1 MONTHS ENDED 7/31/25

FISCAL YEAR 2025-2026

| | ANNUAL BUDGET 2025-2026 | YTD ACTUAL 1 MO. ENDED 7/31/2025 | Percent YTD 7/31/2025 | ANNUAL BUDGET 2024-2025 | YTD PRIOR 1 MO. ENDED 7/31/2024 | Percent YTD 7/31/2024 |
|--|-------------------------------|--|-----------------------------|-------------------------------|---------------------------------------|-----------------------------|
| Real Property Taxes | 4,711,910 | - | 0.0% | 4,592,100 | - | 0.0% |
| PILOT | 225,000 | - | 0.0% | 239,000 | - | 0.0% |
| Fines | 3,000 | 321 | 10.7% | 3,000 | 291 | 9.7% |
| Interest on Deposits | 121,500 | 7,076 | 5.8% | 90,000 | 7,136 | 7.9% |
| Lost Book Payments | 11,500 | 1,635 | 14.2% | 8,500 | 2,133 | 25.1% |
| Friends of BPL Contributions | 10,000 | - | 0.0% | 7,000 | - | 0.0% |
| Gifts and Donations | 10,000 | 178 | 1.8% | 8,000 | 68 | 0.9% |
| Photocopier | 10,500 | 1,253 | 11.9% | 8,000 | 929 | 11.6% |
| State Aid | 26,500 | - | 0.0% | 26,000 | 23,726 | 91.3% |
| Grants | - | 500 | 0.0% | - | 240 | 0.0% |
| Miscellaneous Income | 800 | 85 | 10.7% | 500 | - | 0.0% |
| Total Revenue | 5,130,710 | 11,049 | 0.2% | 4,982,100 | 34,523 | 0.7% |
| EXPENSES | | | | | | |
| Salaries | 2,783,914 | 184,937 | 6.6% | 2,547,087 | 181,022 | 7.1% |
| Retirement | 376,102 | - | 0.0% | 324,242 | - | 0.0% |
| Health Insurance | 430,000 | 35,731 | 8.3% | 398,000 | 33,135 | 8.3% |
| Other Benefits | 240,194 | 40,072 | 16.7% | 238,965 | 32,169 | 13.5% |
| Subtotal Salaries & Benefits | 3,830,210 | 260,740 | 6.8% | 3,508,294 | 246,326 | 7.0% |
| Library Materials - Print | 290,000 | 525 | 0.2% | 294,000 | 2,883 | 1.0% |
| Library Materials - Electronic & Audio | 290,500 | 14,496 | 5.0% | 281,000 | 12,794 | 4.6% |
| Subtotal Library Material | 580,500 | 15,021 | 2.6% | 575,000 | 15,677 | 2.7% |
| Operations | 633,000 | 53,700 | 8.5% | 643,900 | 48,354 | 7.5% |
| Capital Expenditures | 100,000 | - | 0.0% | 100,000 | - | 0.0% |
| Contingency | 25,000 | - | | 35,000 | - | |
| Total Expenses | 5,168,710 | 329,461 | 6.4% | 4,862,194 | 310,357 | 6.4% |

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

1 MONTHS ENDED 7/31/25

FISCAL YEAR 2025 - 2026

| | ANNUAL BUDGET 2024-2025 | YTD ACTUAL 1 MO. ENDED 7/31/2025 | Percent YTD 7/31/2025 | ANNUAL BUDGET 2024-2025 | YTD PRIOR 1 MO. ENDED 7/31/2024 | Percent YTD 7/31/2024 |
|---|-------------------------------|--|-----------------------------|-------------------------------|---------------------------------------|-----------------------------|
| Salaries & Benefits | | | | | | |
| Salaries-Librarians | 1,378,299 | 97,637 | 7.1% | 1,252,089 | 93,635 | 7.5% |
| Salaries-Support Staff | 1,206,163 | 73,958 | 6.1% | 1,226,399 | 74,570 | 6.1% |
| Salaries-Custodians | 199,452 | 13,342 | 6.7% | 188,505 | 12,816 | 6.8% |
| Subtotal Salaries | 2,783,914 | 184,937 | 6.6% | 2,666,993 | 181,022 | 6.8% |
| Retirement | 376,102 | - | 0.0% | 324,242 | - | 0.0% |
| Health Ins. | 430,000 | 35,731 | 8.3% | 398,000 | 33,135 | 8.3% |
| SocSec/Medicare | 212,694 | 15,286 | 7.2% | 206,465 | 14,784 | 7.2% |
| Worker's Comp. | 20,000 | 23,330 | 116.7% | 20,000 | 16,002 | 80.0% |
| Unemployment | 5,000 | - | 0.0% | 10,000 | - | 0.0% |
| Disability Ins. | 2,500 | 1,456 | 58.2% | 2,500 | 1,383 | 55.3% |
| Subtotal Salaries & Benefits | 3,830,210 | 260,740 | 6.8% | 3,628,200 | 246,326 | 6.8% |
| Library Materials | | | | | | |
| Adult books | 171,000 | - | 0.0% | 171,000 | 2,058 | 1.2% |
| Periodicals | 14,000 | - | 0.0% | 18,000 | - | 0.0% |
| YS Books | 85,000 | - | 0.0% | 85,000 | - | 0.0% |
| Special Collections | 20,000 | 525 | 2.6% | 20,000 | 825 | 4.1% |
| Subtotal Print Materials | 290,000 | 525 | 0.2% | 294,000 | 2,883 | 1.0% |
| Audiobooks | 15,000 | - | 0.0% | 20,000 | - | 0.0% |
| E-Collections | 201,000 | 14,496 | 7.2% | 201,000 | 12,794 | 6.4% |
| Electronic Resources | 50,000 | - | 0.0% | 31,000 | - | 0.0% |
| YS Audiobooks | 4,500 | - | 0.0% | 4,500 | - | 0.0% |
| YS Media | - | - | 0.0% | 2,500 | - | 0.0% |
| AS Media | 20,000 | - | 0.0% | 22,000 | - | 0.0% |
| Subtotal Electronic & Audio | 290,500 | 14,496 | 5.0% | 281,000 | 12,794 | 4.6% |
| Subtotal Library Materials | 580,500 | 15,021 | 2.6% | 575,000 | 15,677 | 2.7% |
| Operations | | | | | | |
| Copiers and supplies | 14,000 | - | 0.0% | 15,000 | 103 | 0.7% |
| Office supplies | 17,000 | - | 0.0% | 20,000 | 106 | 0.5% |
| Custodial supplies | 22,000 | 52 | 0.2% | 20,000 | - | 0.0% |
| Postage | 22,000 | - | 0.0% | 22,000 | 9 | 0.0% |
| Printing & Marketing | 35,000 | 251 | 0.7% | 43,200 | 4,564 | 10.6% |
| Van lease & oper. | 2,500 | 11 | 0.5% | 4,000 | - | 0.0% |
| Gas and Electric | 65,000 | 8,337 | 12.8% | 75,000 | 4,460 | 5.9% |
| Telecom & Cloud Svcs | 25,000 | 1,846 | 7.4% | 24,000 | 1,195 | 5.0% |
| Water | 3,000 | - | 0.0% | 3,000 | - | 0.0% |
| Taxes-sewer & water | 3,500 | - | 0.0% | 3,500 | - | 0.0% |
| Refund property taxes | 5,000 | - | 0.0% | 5,000 | - | 0.0% |
| Prof. Services | 30,000 | - | 0.0% | 40,000 | - | 0.0% |
| Contract Services | 50,000 | 23 | 0.0% | 50,000 | 195 | 0.4% |
| Insurance | 36,000 | 2,700 | 7.5% | 35,000 | - | 0.0% |
| Bank Fees | 2,500 | 638 | 25.5% | 1,700 | 528 | 31.1% |
| Travel/Conference | 10,000 | - | 0.0% | 3,500 | 65 | 1.9% |
| Memberships | 3,000 | - | 0.0% | 3,000 | - | 0.0% |
| Special Programs | 45,000 | 4,114 | 9.1% | 42,000 | 3,240 | 7.7% |
| Furniture & Equipment | 30,000 | 255 | 0.8% | 30,000 | - | 0.0% |
| IT Hardware & Software | 55,000 | 114 | 0.2% | 50,000 | (19) | 0.0% |
| Bld & Grnd. Repair | 40,000 | 252 | 0.6% | 40,000 | - | 0.0% |
| Furn/Equip Repair | 4,000 | - | 0.0% | 3,000 | - | 0.0% |
| Miscellaneous | 6,500 | 75 | 1.2% | 6,500 | 180 | 2.8% |
| Audit Service | 25,000 | - | 0.0% | 25,000 | - | 0.0% |
| Accounting Service | 22,000 | 20,328 | 92.4% | 22,000 | 19,723 | 89.7% |
| UHLAN fees | 60,000 | 14,703 | 24.5% | 57,500 | 14,003 | 24.4% |
| Subtotal Operations | 633,000 | 53,700 | 8.5% | 643,900 | 48,354 | 7.5% |
| Capital Expenditures | 100,000 | - | 0.0% | 100,000 | - | 0.0% |
| Contingency | 25,000 | - | 0.0% | 35,000 | - | 0.0% |
| TOTAL | 5,168,710 | 329,461 | 6.4% | 4,982,100 | 310,357 | 6.2% |

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

| | | |
|--|----|------------|
| CHECKS DISBURSED IN JULY 2025 BASED ON PRE-APPROVAL | \$ | 53,606.17 |
| CHECKS DISBURSED IN JULY 2025 RELATING TO PAYROLL | \$ | 214,967.58 |
| CHECKS BEING SUBMITTED FOR APPROVAL | \$ | 43,518.66 |
| CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND | \$ | 4,537.50 |

BETHLEHEM PUBLIC LIBRARY**Check Warrant Report For A - 1: PREAPPROVED DISBURS - JUL 25 For Dates 7/1/2025 - 7/31/2025**

| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|---------|------------|-----------|--------------------------------|-----------|--------------|
| 42941 | 07/01/2025 | 1831 | CDPHP UNIVERSAL BENEFITS, INC. | | 34,785.05 |
| 42942 | 07/01/2025 | 2395 | CSEA EMPLOYEE BENEFIT FUND | | 163.74 |
| 42943 | 07/01/2025 | 720 | MVP HEALTH PLAN, INC. | | 7,885.08 |
| 42944 | 07/01/2025 | 2064 | UNITED STATES TREASURY | | 83.28 |
| 42945 | 07/01/2025 | 1607 | VERIZON BUSINESS FIOS | 260001 | 169.79 |
| 42946 | 07/01/2025 | 1607 | VERIZON BUSINESS FIOS | 260001 | 169.79 |
| 42947 | 07/01/2025 | 1607 | VERIZON BUSINESS FIOS | 260001 | 124.99 |
| 43012 | 07/15/2025 | 1040 | ALBANY COUNTY CLERK | 260029 | 10.00 |
| 43013 | 07/16/2025 | 1607 | VERIZON BUSINESS FIOS | 260001 | 89.00 |
| 43014 | 07/16/2025 | 1607 | VERIZON BUSINESS FIOS | 260001 | 199.99 |
| 43015 | 07/16/2025 | 1607 | VERIZON BUSINESS FIOS | 260001 | 1.00 |
| 43015 | 07/16/2025 | 1607 | **VOID** VERIZON BUSINESS FIOS | 260001 | -1.00 |
| 43016 | 07/16/2025 | 1607 | VERIZON BUSINESS FIOS | 260001 | 2.00 |
| 43016 | 07/16/2025 | 1607 | **VOID** VERIZON BUSINESS FIOS | 260001 | -2.00 |
| 43018 | 07/22/2025 | 2426 | JPMORGAN CHASE BANK NA | 260049 | 1,045.76 |
| 43019 | 07/24/2025 | 1424 | AFLAC NEW YORK | | 220.04 |
| 43020 | 07/24/2025 | 2395 | CSEA EMPLOYEE BENEFIT FUND | | 163.74 |
| 43021 | 07/24/2025 | 1570 | NATIONAL GRID | | 8,337.13 |
| 43022 | 07/24/2025 | 2061 | UNITED HEALTHCARE INSURANCE CO | | 158.79 |

Number of Transactions: 19**Warrant Total: 53,606.17****Vendor Portion: 53,606.17****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 - 3: PAYROLL (JUL 25) For Dates 7/1/2025 - 7/31/2025



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|----------------------------|------------|-----------|--------------------------------|-----------------|--------------|
| 42948 | 07/11/2025 | 712 | CIVIL SERVICE EMPL ASSOC INC. | | 943.81 |
| 43017 | 07/25/2025 | 712 | CIVIL SERVICE EMPL ASSOC INC. | | 978.80 |
| 101019 | 07/11/2025 | 709 | BPL SPECIAL PAYROLL ACCOUNT | | 72,861.34 |
| 101020 | 07/11/2025 | 710 | NYS INCOME TAX BUREAU | | 4,262.66 |
| 101021 | 07/11/2025 | 1946 | IRS - PAYROLL TAX PMT | | 23,484.71 |
| 101022 | 07/11/2025 | 2003 | NEW YORK STATE DEFERRED | | 3,121.31 |
| 101023 | 07/25/2025 | 709 | BPL SPECIAL PAYROLL ACCOUNT | | 73,211.70 |
| 101024 | 07/25/2025 | 710 | NYS INCOME TAX BUREAU | | 4,330.20 |
| 101025 | 07/25/2025 | 730 | NYS EMPLOYEES RETIREMENT SYSTE | | 4,447.39 |
| 101026 | 07/25/2025 | 1946 | IRS - PAYROLL TAX PMT | | 23,890.09 |
| 101027 | 07/25/2025 | 2003 | NEW YORK STATE DEFERRED | | 3,435.57 |
| Number of Transactions: 11 | | | | Warrant Total: | 214,967.58 |
| | | | | Vendor Portion: | 214,967.58 |

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 - 7: BILL SCHEDULE (AUG 25) For Dates 8/12/2025 - 8/12/2025**

| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|---------|------------|-----------|---|--------------------|--------------|
| 43033 | 08/12/2025 | 1935 | ALTAMONT FREE LIBRARY | 260046 | 7.50 |
| 43034 | 08/12/2025 | 2420 | AMAZON CAPITAL SERVICES INC | 260033 | 3,243.34 |
| 43035 | 08/12/2025 | 41 | AMERICAN LIBRARY ASSOC. | 260035 | 119.75 |
| 43036 | 08/12/2025 | 2531 | ANNA LAROSE | 260018 | 100.00 |
| 43037 | 08/12/2025 | 2457 | AQUATIC ALLIES | 260012 | 70.00 |
| 43038 | 08/12/2025 | 77 | BAKER & TAYLOR , INC. | *See Detail Report | 9,668.22 |
| 43039 | 08/12/2025 | 719 | BETHLEHEM CENTRAL SCHOOL DIST | 260067 | 119.15 |
| 43040 | 08/12/2025 | 997 | BOND, SCHOENECK & KING, PLLC | 260051 | 2,310.00 |
| 43041 | 08/12/2025 | 117 | CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC. | 260055 | 553.13 |
| 43042 | 08/12/2025 | 1690 | COHOES PUBLIC LIBRARY | 260062 | 27.00 |
| 43043 | 08/12/2025 | 2078 | COUNTY WASTE & RECYCLING SERVICE, INC. | 260005 | 339.21 |
| 43044 | 08/12/2025 | 1434 | DELL MARKETING L.P. | 250699 | 4,416.76 |
| 43045 | 08/12/2025 | 1463 | EAST GREENBUSH COMM LIBRARY | 260045 | 54.99 |
| 43046 | 08/12/2025 | 1991 | EASTERN MANAGED PRINT NETWORK LLC | *See Detail Report | 1,200.27 |
| 43047 | 08/12/2025 | 1986 | FIRSTLIGHT FIBER | 260072 | 192.66 |
| 43048 | 08/12/2025 | 787 | GUILDERLAND PUBLIC LIBRARY | *See Detail Report | 65.98 |
| 43049 | 08/12/2025 | 2322 | KANOPY INC. | 260016 | 1,446.00 |
| 43050 | 08/12/2025 | 2527 | LCR CONSULTING | *See Detail Report | 1,127.50 |
| 43051 | 08/12/2025 | 1024 | MIDWEST TAPE LLC | *See Detail Report | 2,966.24 |
| 43052 | 08/12/2025 | 2148 | NORTHEAST PEST CONTROL | 260063 | 199.00 |
| 43053 | 08/12/2025 | 1823 | OVER DRIVE INC. | *See Detail Report | 8,595.14 |
| 43054 | 08/12/2025 | 2451 | QUENCH | 260064 | 357.60 |
| 43055 | 08/12/2025 | 478 | QUILL.COM | 260052 | 147.36 |
| 43056 | 08/12/2025 | 1490 | REPEAT BUSINESS | 260073 | 31.62 |
| 43057 | 08/12/2025 | 984 | RESERVE ACCOUNT-PITNEY BOWES | 260053 | 2,000.00 |
| 43058 | 08/12/2025 | 2421 | SENTRON ASSOCIATES INC. | 260054 | 530.24 |
| 43059 | 08/12/2025 | 2038 | STAPLES BUSINESS ADVANTAGE | *See Detail Report | 1,472.29 |
| 43060 | 08/12/2025 | 2154 | STERICYCLE, INC. | 260014 | 23.09 |
| 43061 | 08/12/2025 | 2380 | TROY GROUP, INC. | *See Detail Report | 722.51 |
| 43062 | 08/12/2025 | 632 | UPPER HUDSON LIBRARY SYSTEM | 260047 | 156.00 |
| 43063 | 08/12/2025 | 1692 | VALLEY FALLS FREE LIBRARY | 260060 | 37.99 |
| 43064 | 08/12/2025 | 1968 | VERIZON WIRELESS | 260004 | 100.49 |
| 43065 | 08/12/2025 | 645 | W W GRAINGER INC | 260006 | 978.63 |
| 43066 | 08/12/2025 | 1593 | WILLIAM K. SANFORD LIBRARY | 260044 | 20.00 |
| 43067 | 08/12/2025 | 2259 | WORLD AWARENESS CHILDREN'S MUSEUM | 260066 | 119.00 |

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 7: BILL SCHEDULE (AUG 25) For Dates 8/12/2025 - 8/12/2025



| Check # | Check Date | Vendor ID | Vendor Name | PO Number | Check Amount |
|----------------------------|------------|-----------|-------------|-----------------|--------------|
| Number of Transactions: 35 | | | | Warrant Total: | 43,518.66 |
| | | | | Vendor Portion: | 43,518.66 |

*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 - 2: BILL SCHED (H FUND) - AUG 25 For Dates 8/1/2025 - 8/31/2025



| Check # | Check Date | Vendor ID | Vendor Name | Check Description | | | |
|------------|---------------------|---|----------------|-------------------|-----------------|------------|--|
| Account | Account Description | Explanation | Invoice Number | PO Number | Check Amount | Liquidated | |
| 1245 | 08/12/2025 | 2532 COLLINS + SCOVILLE ARCHITECTURE ENGINEERING | | | | | |
| H 2110.240 | ARCHITECT'S COSTS | | 8447 | 250644 | 4,537.50 | 4,537.50 | |
| | | | | | Check Total: | 4,537.50 | |
| | | | | | Warrant Total: | 4,537.50 | |
| | | | | | Vendor Portion: | 4,537.50 | |

Number of Transactions: 1

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 July 2025

Building and Grounds

A fan motor on one of the rooftop units began to wear out and made quite a racket from the roof. The offending motor was disabled by an HVAC technician. The unit will operate with only one motor for a short time, which is not ideal but better than the noisy alternative. Two new fan motors have been ordered and will be installed when they arrive.

We have been in contact with both our construction manager and our architect as they finalized designs for the boiler project. We may need some additional hazardous materials testing on some pipe wrap in order to complete the design. The next steps include the approval of the formal project scope, the SEQR process, and submission to the NYS Education Department for review.

Circulation and Technical Services

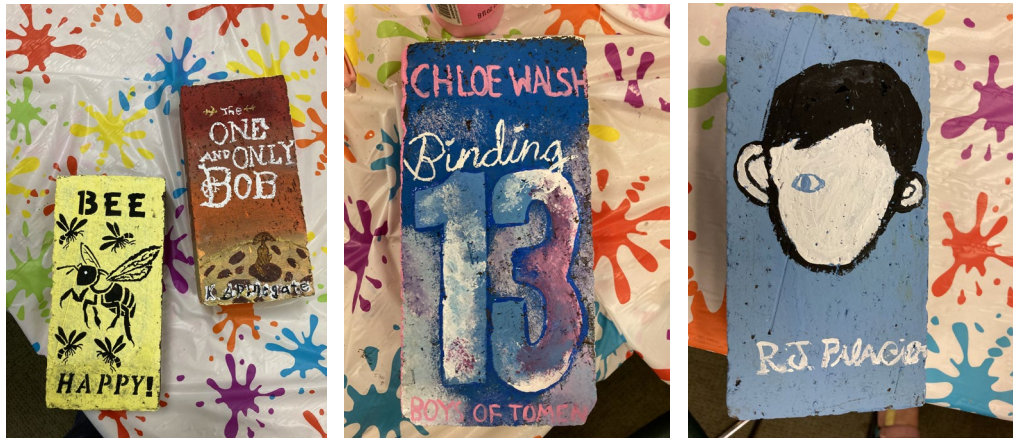
Self-checkout has steadily grown since its launch in May 2018. Over time, usage has increased to an average of 11% of checkouts, with recent months consistently reaching the 15-17% range. July 2025 saw self-checkout at 17% of all circulation — nearly 1 in 6 items.

Museum passes circulated a total of 256 times this month, 10 individual passes were used 11 or more times. This marks the highest level of museum pass use since the start of the pandemic. Last month, 162 patrons took advantage of this resource.

Youth Services

In July, we increased our efforts to hand-sell the summer reading program to patrons when they entered the Children's Place or approached the desk. As a result, more than 500 children and teens signed up for summer reading so far this year.

Book Bricks (7/3, 7/30) – Patrons of all ages had the chance to repurpose one of the bricks from the library's front plaza area and paint them to look like their favorite book. This program has been in the works for a long time and the response from patrons and staff was very enthusiastic. Responsible staff: Mary D.
Attendance: 14, 21



MiSci Museum Presents: Forensic Science (7/28) – Staff from MiSci Museum of Innovation and Science guided participants through the details behind forensic science and its uses in everyday life. Everyone taking part in the program even learned how to separate DNA from a strawberry. We had several children on the waitlist for this program. Thankfully we were able to make room for everyone. Responsible staff: Elnora B. Attendance: 27

Mystery Art Series (7/8, 7/15, 7/22) – For this series, staff selected art projects and items from our supply closet put them on our mini prize wheel and let the kids spin to determine what we worked with. We had four teenage volunteers to assist with set-up and cleanup, which was great. The series covered watercolors, oil pastels and pillow making. Responsible staff: Lauren K. Attendance: 8, 7, 3

Nebula Art Spin (7/2) – Dr. Mindy Townsend from the Dudley Observatory at Siena came and taught K-5 kids all about nebulae and how astronomers use various kinds of light to see what elements stars are made of. Registrations filled up quickly and we had to turn some folks away because we were full. Responsible staff: Lauren K. Attendance: 32



Ninja Turtles (7/30) – Preschool age children and their caregivers had an awesome time creating costumes and accessories inspired by the Teenage Mutant Ninja Turtles franchise. Participants enjoyed making turtle shells out of paper plates. Responsible staff: Shannon M. Attendance: 19

Paws to Read (7/14) – This program continues to grow in popularity with our patrons and staff. We have seen a steady increase in attendance since last fall. Children and caregivers love visiting the library to read to their favorite furry friends. Responsible staff: Shannon M. Attendance: 24

Repcos Wildlife Encounters (7/16) – We learned about all types of reptiles on July 16 when Repco Wildlife Encounters visited the library. Children and caregivers had the chance to touch a few of the animals during the interactive portion of the program. Due to the high level of interest, we ran this program twice in one day. We had a total attendance of 122 people. Responsible staff: Dan B., Lauren K. Attendance: 122



Sing, Dance and Play with Mr. Erik (7/14) – Erik Barrigan led our preschool-aged patrons and their caregivers through a fun and energetic bilingual music and

movement program. Everyone had an awesome time singing and dancing with Mr. Erik. He sang songs in both English and Spanish, often telling a brief story about the origin of the music or lyrics of a piece. We are already planning to have Erik make a return visit this winter. Responsible staff: Dan B. Attendance: 51



Story Romp (7/10, 7/17, 7/24, 7/31) – This program is a mash up of traditional story time, Music & Movement, and free play. It gives children and caregivers a chance to connect during the summer months, while we are taking a break from our regular weekly storytime programs. We try to hold the program on the Green if the weather allows. Attendance was great, and feedback has been solid. Responsible staff: Alex D. Attendance: 52, 42, 42, 64

Bethlehem Police Department Poster Contest – we continued our collaboration for this year's National Night Out Poster Contest. The contest theme this year was Public Safety. The library acted as the contest's voting site with the posters and ballot box on display in our lobby from July 31-August 3. The contest winners were then announced during National Night Out on August 5.

Adult Services

Beginning Genealogy at the Library (7/7) – We invited budding genealogists for an overview of the family history resources offered at the library, including Ancestry and Fold3.

Responsible staff: Robert. Attendance: 14

Emergency Preparedness Course (7/7) – The program highlighted the tools and resources necessary to prepare for any type of disaster, how to respond accordingly, and recover as quickly as possible. As part of the Citizen Preparedness Corps program, a program led by the NYS Division of Homeland Security and Emergency Services (DHSES), participants in the program received a NYS certification at the conclusion of the program.
Responsible staff: Lauren & Luke. Attendance: 14

Evenings on the Green (7/9, 7/16, 7/23, 7/30) – This annual music performance series is hosted outdoors on the Green and is generously supported by the Friends of Bethlehem Public Library (a big thank you to them for providing both financial support & refreshments!). Always popular, we had great turnout for some fun performances this year despite some very hot and humid weather.
Responsible staff: Erin & Luke.

- 7/8 – **The Rumble Kings.** Local band from Delmar that has been active in the area for nearly two decades. They entertained us with traditional rockabilly and surf music from the '50s and '60s. Attendance: 85
- 7/15 – **British Vinyl.** A five-piece band based right here in the Capital Region, performed British Invasion classics from the 1960s to early 1970s. Attendance: 62
- 7/22 – **Lost Radio Rounders.** This Eddies Award-nominated acoustic trio offered family-friendly, historic American music with insightful, fact-filled introductions, plenty of humor, and opportunities for singing along. Attendance: 92
- 7/29 – **Marty Wendell.** Marty has been making music for over 60 years with records, radio, TV and concert tours. His records cover an eclectic mix of influences from folk and country to roots and rockabilly. Attendance: 59



French Conversation Club (7/10 & 7/24) – An open-ended program series for folks looking to practice speaking in French. Participants were invited to bring their personal abilities and chat with others in a safe, casual setting. We continue to have excellent turnout for this program with a good mix of people with different levels of language competency.

Responsible staff: Robert. Attendance: 16, 13

History of the Altamont Fair (7/1) – For over 130 years, the Altamont Fair has been a summertime staple in the Capital Region. We invited Douglas Cornwell from the Altamont Fair's History Committee to share the storied history of one of our area's most treasured summer traditions and answer any questions.

Responsible staff: Sarah & Robert. Attendance: 25

In Stitches (7/9) – Our fourth session. We invited knitters, crocheters, and fiber artists of all levels to join us for this monthly, open crafting program where we provide some community supplies for everyone to use, including yarn in basic colors, hooks/needles, basic notions/tools.

Responsible Staff: Sarah. Attendance: 12

Leaf Painting with Ruby Silvius (7/8) – To celebrate this year's Summer Reading program, we invited the public to Color Our World and join local artist Ruby Silvius for a special painting workshop where participants learned to paint patterns on dried and pressed leaves using acrylic gouache and markers. We'll be hosting Ruby again on 8/9 when she'll present *Painting Birches on Tea Bags*.

Responsible staff: Sarah & Jennifer. Attendance: 10



Needle Felting: Summer Popsicles (7/2) – We invited the public to join us for a night of felt-tastic fun and beat the summer heat with a fun popsicle craft.

Responsible Staff: Sarah. Attendance: 17



Town Hall Gardens (7/21) – Carole Henry, Albany County CCE Master Gardener Coordinator, and Judith Fetterley, Master Gardener, Albany County offered an interesting and informative program on the new Beneficial Pollinator Garden at the Bethlehem Town Hall next door. They discussed how the garden was designed to benefit pollinators and wildlife, highlighted the plants that comprise the garden, revealed why they are important, and how everyone can incorporate native plants into their garden at home.

Responsible Staff: Erin. Attendance: 12



Outreach

Thursdays in the Park (7/3, 7/10) – The Thursdays in the Park series continued to have strong numbers throughout July. We have reference and circulation staff lined up to attend the three final dates in August. We will be bringing to pop-up library to all three August dates.

7/3 – **Jester Jim** brought items to juggle as well as other props to entertain the whole family. There was rain earlier in the day, so the program was moved underneath the big pavilion at Elm Street Park. Responsible staff: Mary D. Attendance: 103

7/10 – **Union Depot** gave a fun performance with a mix of 60s and 70s rock covers with some 90s Alternative added for good measure. The weather was nice during the event. Several families brought their dinner to the park and sat to watch the band while they enjoyed their meals. Responsible staff: Dan B. Attendance: 221

Biking Burgers & Beverages (7/17) – Robert joined the Bethlehem Chamber of Commerce at this 3rd annual family-friendly celebration along the Albany County Helderberg-Hudson Rail Trail in Delmar. We set up our tent at a stop along the trail to promote the library with publicity materials, giveaways and our outdoor Connect 4. It was an extremely hot and humid Thursday afternoon which likely impacted the number of people out for the event. Responsible staff: Robert. Interactions: 55

Pop-Up Library at the Delmar Farmer's Market (7/12) – Erin & Cyndee brought the pop-up library to the Market. A great event! We interacted with a lot of people who were very excited to see us. Responsible Staff: Erin & Cyndee. Interactions: 241

Information Technology

A considerable amount of time was dedicated by the IT department staff to implementing a new cloud communications platform for the library. One-on-one support from the IT staff was crucial for the transition to cloud-based phones. Some improvements include a standard outgoing phone number for the library, voicemail-to-email, a dedicated curbside pickup number, and access to phone statistics. This month, the library logged 2,648 minutes of active calls, with a peak of six simultaneous calls.

Last month, several Verizon IP addresses, including ours, were blocked by a server at our circulation software vendor. This caused a disruption in access to our checkout system. This significantly impacted critical operations at both the reference and circulation desks. In response, IT secured a second internet connection through Spectrum to serve as a backup for library internet traffic. Having two internet service providers ensures greater network reliability and

continuity of service. Because of network changes facilitated by the phone system upgrade our second Verizon FIOS line will be discontinued.

Meetings and Miscellany

The Upper Hudson Library System launched a new library app. Users will have to download the new one in order to continue to access the catalog on a smartphone. We have publicized these changes for the public. A new web-based catalog is coming in the near future as well.

New websites have been launched for the Friends of the Library and for the Humanities Institute for Lifelong Learning.

The Friends of the Library hosted their first bus trip to Tanglewood to see a performance by Yo-Yo Ma.

Geoffrey Kirkpatrick, Library Director

| Library Collection | | | | 2024-25 | Current Total |
|------------------------------|--------|--------|----------|---------|---------------|
| Adult fiction | | | | 28,103 | 28,090 |
| Adult non-fiction | | | | 28,974 | 28,369 |
| Adult audio | | | | 4,748 | 4,439 |
| Adult video | | | | 7,685 | 7,063 |
| Young adult fiction | | | | 5,030 | 5,037 |
| Young adult nonfiction | | | | 664 | 666 |
| Young adult audiobooks | | | | 295 | 295 |
| Children's fiction | | | | 30,514 | 30,633 |
| Children's non-fiction | | | | 15,416 | 15,471 |
| Children's audiobooks | | | | 1,528 | 1,530 |
| Children's video | | | | 1,055 | 969 |
| OverDrive - UHLS Shared | | | | 161,068 | 161,540 |
| e-magazines | | | | 5,934 | 6,111 |
| Electronic (games, ereaders) | | | | 398 | 399 |
| Total | | | | 291,412 | 290,612 |
| Library Programs | Jul-25 | Jul-24 | % change | 2024-25 | F-Y-T-D |
| Programs | 61 | 67 | -9.0% | 860 | 61 |
| Program attendance | 1,215 | 1,434 | -15.3% | 24,760 | 1,215 |
| Outreach Programs | 4 | 6 | -33.3% | 71 | 4 |
| Outreach Attendance | 620 | 692 | -10.4% | 12,569 | 620 |
| Circulation | Jul-25 | Jul-24 | % change | 2024-25 | F-Y-T-D |
| Adult fiction | 15,272 | 15,634 | -2.3% | 151,877 | 15,272 |
| Adult non-fiction | 7,319 | 7,216 | 1.4% | 75,666 | 7,319 |
| Adult audio | 6,814 | 6,340 | 7.5% | 70,190 | 6,814 |
| Adult video | 5,512 | 5,514 | 0.0% | 58,933 | 5,512 |
| Magazines | 2,829 | 2,154 | 31.3% | 29,371 | 2,829 |
| Young adult fiction | 1,780 | 2,135 | -16.6% | 16,405 | 1,780 |
| Young adult nonfiction | 151 | 116 | 30.2% | 1,049 | 151 |
| Young adult audiobooks | 269 | 328 | -18.0% | 3,129 | 269 |
| Children's fiction | 12,898 | 13,332 | -3.3% | 135,923 | 12,898 |
| Children's non-fiction | 3,378 | 3,250 | 3.9% | 34,053 | 3,378 |
| Children's audiobooks | 1,479 | 1,599 | -7.5% | 15,159 | 1,479 |
| Children's video | 298 | 421 | -29.2% | 4,398 | 298 |
| Electronic (games, ereaders) | 631 | 750 | -15.9% | 6,325 | 631 |
| Total | 58,630 | 58,789 | -0.3% | 602,478 | 58,630 |
| Interlibrary Loan | Jul-25 | Jul-24 | % change | 2024-25 | F-Y-T-D |
| Borrowed from others | 6,077 | 6,030 | 0.8% | 62,096 | 6,077 |
| Loaned to others | 4,458 | 4,875 | -8.6% | 52,037 | 4,458 |
| Miscellaneous | Jul-25 | Jul-24 | % change | 2024-25 | F-Y-T-D |
| Visits to our home page | 37,595 | 31,445 | 19.6% | 361,097 | 37,595 |
| Public use of meeting rooms | 16 | 25 | -36.0% | 376 | 16 |
| Public meeting attendance | 188 | 219 | -14.2% | 3,973 | 188 |
| Staff use & library programs | 58 | 66 | -12.1% | 757 | 58 |
| Study room sessions | 430 | 412 | 4.4% | 4,767 | 430 |
| Tech room/ Studio use | 7 | 10 | -30.0% | 85 | 7 |
| Door count | 19,653 | 19,667 | -0.1% | 209,786 | 19,653 |
| Registered BPL borrowers | 122 | 115 | 6.1% | 1,187 | 122 |
| Computer signups | 1,267 | 1,382 | -8.3% | 14,914 | 1,267 |
| Museum Pass use | 258 | 177 | 45.8% | 1,365 | 258 |
| E-book use | 6,760 | 6,685 | 1.1% | 72,557 | 6,760 |
| E-audiobook use | 6,592 | 5,904 | 11.7% | 65,776 | 6,592 |
| E-magazine use | 2,589 | 1,949 | 32.8% | 27,000 | 2,589 |
| Streaming video use | 1,807 | 1,620 | 11.5% | 19,281 | 1,807 |
| BCSD use via Overdrive | 83 | 46 | 80.4% | 2,654 | 83 |
| Equipment | 615 | 429 | 43.4% | 4,304 | 615 |
| Wireless Use | 11,441 | 9,979 | 14.7% | 106,181 | 11,441 |

| | |
|--|---|
| Bethlehem Public Library Meeting Room Access and Use Policy | Adopted: June 10, 2024 for implementation on July 1, 2024 |
| Position responsible for compliance: Director, Bethlehem Library Board of Trustees | Reviewed by Trustees: Quarterly for the first year after adoption. Annually thereafter. |

I. Purpose

To further its mission to serve the needs of the Bethlehem community and Bethlehem Library cardholders, and make optimal use of its facilities, the Bethlehem Public Library (the “Library”) makes space (“Library Space”) available to Bethlehem Library cardholders, affiliated entities, and local charitable groups per this Bethlehem Public Library Meeting Room Access and Use Policy (the “Policy”). It is the goal of the Library to provide a welcoming space for community learning. The Library adheres to the principles of the American Library Association’s policy statement *Meeting Rooms: An Interpretation of the Library Bill of Rights*, which states that facilities should be made available “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

II. Application

This Policy is limited to use of the Library’s Board Room and the Community Room.

III. Key Considerations

1. Any individual or group (a “User”) may request use of Library Space through the Library’s website. Library Space is available for use during the Library’s normal hours of operation. Use should not be scheduled for the first hour the Library is open if extensive setup is necessary. Library Space must be vacated fifteen (15) minutes before the Library’s closing time (8:45 p.m. or 4:45 p.m., as applicable). If use extends beyond the Library’s usual closing time, the User will be charged a \$50 service fee and suspended from use of Library Space for a period of one (1) year.

2. The Library sets legal criteria to qualify for the use of Library Space under this Policy. For example, the Library sets the times Library Space is available for patrons to use. It is the Library Director’s (the “Director”), or their designee’s responsibility to determine if a proposed User meets such criteria. Any person who disagrees with the Director’s determination regarding access to Library Space may appeal that determination to the Library Board of Trustees (the “Library Board”). Such appeal must be submitted in writing no more than seven (7) days from receipt of the denial. The appeal should include a written statement asserting why the proposed use of Library Space meets the criteria set forth in this Policy

3. Library programs and events take precedence over all other use of Library Space. Upon written notice to a User, the Library may pre-empt reservations for Library Space if the Library Space is needed for Library purposes. In such cases, the Library will make every effort to

find alternative space within the Library for the User or re-schedule the reserved use of the Library Space.

4. Users shall be responsible for reading, understanding, and enforcing this and any other applicable Library Policy. All Users of Library Space must ~~sign and submit~~ acknowledge to the Library a written acknowledgement of their understanding of this Policy and their responsibilities under it. ~~Such acknowledgement is attached to this Policy as Exhibit A (the "User Acknowledgement").~~ If a User is a group, the group shall designate an individual eighteen (18) years or older to act as the group's representative (the "Designated User") and execute the Acknowledgement ~~Form~~. For the purposes of this Policy, any reference to a "User" shall also be a reference to a "Designated User." ~~The User Acknowledgement shall be valid for a period of one (1) year, after which another User Acknowledgement must be executed.~~ A User shall not be permitted to reserve Library Space until ~~a signed User~~ the Acknowledgement is submitted.

5. The Library must be notified through the Library website's reservation system of cancellations of Library Space reservations as soon as the Library User is aware of the need to cancel, but no less than twenty-four (24) hours before the reserved time. Failure to notify the Library of cancelled reservations more than three (3) times in a calendar year may result in a loss of Library Space privileges for up to one (1) year.

6. As a condition of use, and upon conferring with law enforcement, the Library may require a User to provide security for a proposed use of Library Space to address a heightened risk of disruption of Library operations due to the proposed event. The Library will keep a written record of the reason(s) for any decision to require security. The User's contract for the provision of security services at the applicable event must include a waiver of liability and indemnification of the Library, and the Library must be named as an additional insured on the security company's certificate of insurance, a copy of which must be provided by the User to the Library in advance. If the requirement for security cannot be met, the applicable event can ~~not~~ be held at the Library. Whenever possible, an assessment of security needs will be performed at least a week in advance of a proposed use of Library Space, but to protect the overall mission of the Library to serve the community, the Library will exercise this condition at any time before the start of an event. Any decision of the Library to require a User to provide security may be appealed in writing to the Library Board within seven (7) days of the User's notification of such decision. Any appeal of a decision to require security will be finalized within sixty (60) days of receipt.

7. No publicity of any use of Library Space shall be released before the User's reservation has been approved via a notification from the Library's online reservation system. ~~All press releases, social media posts intended to advertise a meeting or event to the general public, and other publicity items mentioning the Library as a location of any event must be submitted to the Library prior to their intended distribution or publication date.~~ Excepting Affiliated Entities, as described later in this Policy, use of Library Space may not be publicized in a manner that indicates Library sponsorship, affiliation, or support of the intended activity. All publicity must include the following statement "This program is neither sponsored by nor affiliated with the Bethlehem Public Library. The viewpoints of any speakers are solely those of the speaker and not the Library, the Library staff, or the Library Board of Trustees." Users may not use the name,

telephone number, e-mail address, or physical address of the Library as the official address or headquarters of their organization.

8. Library Space is not intended for personal social events such as birthday parties, baby showers, and other personal celebrations.

IV. Permitted Uses of Library Space

A. *Library Card Holders “Room Check out”*

1. Library Space may be reserved for small group use through “Room Check Out” by Bethlehem Public Library cardholders on the Library website.

2. The purpose of Room Check Out is for Bethlehem Library cardholders to use Library Space for a specific purpose such as a small meeting or discussion group that is not required to be open to the public.

3. Library Space made available under the Room Check Out process is limited to a maximum attendance of twenty-five (25) people in ~~either~~ the Board Room or thirty (30) people in the Community Room and a minimum attendance of four (4) people for the Board Room and six (6) people for the Community Room.

4. Room Check Out reservations will not be accepted more than six (6) months in advance and must be made more than five (5) days before the Room Checkout. Library Space may be available for day-of Room Check Out without a reservation on a first-come, first-served basis. Day-of use is not guaranteed and will be granted based on availability, Library needs, and other existing reservations. Furniture may not be moved for day-of use.

5. If a User is more than thirty (30) minutes late for a reserved time the reserved Library Space may be made available for other Users.

6. To ensure broad access, Room Check Out is limited to one reservation per Bethlehem Library cardholder per month.

7. Users acting in coordination with each other may not reserve Library Space through Room Checkout for more than four (4) continuous hours on any one day.

B. *Community Organization Use*

1. Library Space is available for reservation through the Library’s website by not-for-profit entities with a stated mission of serving the local community (“Community Organization.”). For the purposes of this Policy, a “Community Organization” shall be defined as an entity affiliated with a mailing address in Albany County that is either: (i) a 501(c)(3) non-profit, charitable entity registered with the Internal Revenue Service and/or (ii) a charitable entity registered with the New York State Attorney General’s Charities Bureau; and/or (iii) a not-for-profit entity registered with the New York Department of State Internal Revenue Service documentation showing a current

501(c)(3) designation or New York Attorney General Charities Bureau documentation showing current registration is required to complete a reservation. Political groups that meet these guidelines are allowed to reserve space under the Community Organization use. Please note: some political activities on library property are restricted by policy and law. Refer to the library's Solicitation and Distribution Policy for more specific guidance.

2. The purpose of Community Organization use of Library Space is to gather for a specific purpose such as a meeting or a presentation that must be open to the public.

3. Library Space made available for Community Room use is limited to a maximum attendance of twenty-five (25) people and a minimum of four (4) people in the Board Room and a maximum of sixty-five (65) and a minimum of six (6) people in the Community Room.

4. Reservations for use of Library Space will not be accepted from Community Organizations more than six (6) months in advance, but must be made more than five (5) days before the intended use of Library Space.

5. If a User is more than thirty (30) minutes late for a reserved time the reserved Library Space may be made available for other Users.

6. To ensure broad access, Community Organizations are permitted (1) one reservation to use Library Space per calendar month.

7. A Community Organization may collaborate or sponsor with other groups to reserve a space (Sponsoring Community Organization). The reservation must be made by the Sponsoring Community Organization under the terms of this policy. The Sponsoring Community Organization must disclose all collaborating groups and organizations. Failure to disclose a sponsorship shall result in suspension of ~~a~~ the Sponsoring Community Organization's right to reserve Library Space under this Policy for not less than one (1) year.

C. *Facility Use Contracts*

1. Individuals or entities, including those that do not meet the definition of Community Organization, seeking use of Library Space on a one-time or recurring basis for a gathering they do not wish to be open to all Library patrons may enter into a "Facility Use Contract," as developed by the Library and subject to payment of a uniform rental fee.

2. Library Space made available under a Facility Use Contract is limited to a maximum attendance of twenty-five (25) people in the Board Room and sixty-five (65) people in the Community Room.

3. Reservations for use of Library Space under a Facility Use Contract will not be accepted more than six (6) months in advance, but must be made more than forty-five (45) business days before the intended use of Library Space.

4. To ensure broad access, groups and individuals may reserve space under a Facility Use Contract once every forty-five (45) days

5. Individuals or groups seeking a Facility Use Contract must submit a completed “Application for Facility Use,” available on the Library’s website. Filling out this form does not guarantee that the Library will provide the requested Library Space.

6. Once an “Application for Facility Use” is accepted by the Library, the User or Designated User, and the Library must execute a Facility Use Contract.

7. Users may not advertise or promote use of Library Space under a Facility Use Contract using the name or address of the Library until a Facility Use Contract is executed by all parties and the applicable fee is paid.

8. A rental fee chart shall be posted on the Library’s website or otherwise made available upon request. Payment of any rental fee is due at time of confirmation of reservation.

D. *Affiliated Entities*

“Affiliated Entities” are those entities that, through a written and duly signed agreement with the Library (an “Affiliation Agreement”), offer events, services, and programs at the Library, in affiliation with the Library. *Unlike other uses of Library Space, Affiliation Agreements may allow for sales and other generally restricted activities, as determined by the Affiliation Agreement. Executed Affiliation Agreements are part of the public record and may be reviewed upon request.*

E. *Required Training and Announcement*

1. For use of Library Space under the Community Organization or Facility Use Contract provisions above, the User or Designated User shall be required to complete a Library training regarding this Policy prior to use of Library Space. The training will be made available by video to view through a home computer or personal device or may be viewed at the Library. The video will be made available in at least the two most common languages spoken in the Bethlehem School District based on data provided by the School District, or as otherwise required by law. ~~Training expires after one (1) calendar year or when a group appoints a new Designated User, after which it must be re-completed.~~

~~2. Prior to the start of use of a Library Space under the Community Organization or Facility Use Contract provisions above, the User or Designated User shall read out an announcement using a standardized script provided by the Library, stating the rules for use of the Library Space. This statement will include the fact that Library staff have the authority to end the event, or to direct the Designated User to end the event, if the policy parameters set out in the statement are not met.~~

V. Prohibited Uses of Library Space

1. The following items/activities are prohibited when using Library Space:

- Any use of glitter

- The use or consumption of alcohol
- The use of smoking mechanisms, including, but not limited to cigarettes and vapes
- The use of open flames
- The use of machinery that produces smoke
- Gambling activities that include the wagering of transferrable funds

2. With the exception of the Friends of the Bethlehem Library, no person may use any part of the Library or the Library grounds to engage in any activity that includes the exchange of money. This includes, but is not limited to, the sale of goods or services, promotional giveaways and raffles, and the sale of membership in any group, regardless of the group's not-for-profit status.

3. Any person found to be performing prohibited activities in Library Space will face consequences under this Policy and the Patron Conduct Policy, including, but not limited to a suspension of use of Library Space, and if such use is criminal, may be referred to law enforcement or another appropriate authority.

VI. General Rules for Room Use

1. These "General Rules" supplement all other Library policies, as applicable, including, but not limited to the Patron Conduct Policy and Solicitation and Distribution Policy. Violation of this Policy may also be addressed as a violation of any other applicable Library policy.

2. The Library cannot provide operators for audiovisual equipment. Library staff may provide instruction for operation of equipment as needed, with advance notice. Library Space set-up configurations can be selected at the time of booking. Special set-up requests may be accommodated within reason depending on availability of staff. Changes in set-ups and equipment requirements must be submitted in writing to the Director at least forty-eight (48) hours in advance of the reserved time. Users may request instruction for operation of equipment from Library staff no less than five (5) days prior to use of the Library Space. Such instruction shall be scheduled at the convenience of the Library.

3. Users should check in at the Information Desk when they arrive for a reservation. Library staff will make the applicable Library Space available as soon as they are reasonably able, but in no event prior to the reserved time.

4. The Library Director, staff, and any member of the Library's Board, shall have access to all Library Space at all times. The Library retains the right to monitor all use of Library Space to ensure compliance with this and other Library policies.

5. No use of Library Space event may impede the business of the Library, other patrons' use of the Library, or the ability of patrons and staff to move freely about the Library. Overflow crowds for any use of Library Space shall not be permitted in the hallways. The User or Designated User shall ask all persons creating an overflow crowd to leave. If such overflow crowd does not disperse in a timely manner, subject to a verbal warning, the Library reserves the

right to ask those refusing to disperse to leave the Library premises (including the Library building and outside grounds) for the day.

6. If Groups or individuals refuse to comply with verbal directions from Library staff the Bethlehem Police will be contacted to escort the group or individuals from library property. This paragraph shall also apply to instances in which a User fails to vacate Library Space after the end of their reserved time.

7. If there is an injury to any person, or damage to property during use of Library Space, the User or Designated User must alert the Library staff. If there is an emergency, the User or Designated User must call 911 first, then notify Library staff.

8. All children under the age of nine (9) present in Library Space accessed under this Policy must be accompanied by an adult aged eighteen (18) years or older-, with at least one (1) supervising adult for every eight (8) children under the age of 9. At no time shall children under the age of 9 be left alone or unsupervised in a reserved room. A minimum of two adults is recommended for any group.

9. The Library does not provide storage space for Users during events and assumes no responsibility for equipment or personal articles belonging to individuals using Library Space.

10. The Library does not supply food, beverages, utensils or supplies. Library Space must be left clean and all trash put in receptacles. The Library will charge a minimum of \$50 if extra custodial service is necessary. All food, beverages, and supplies must be removed from the Library refrigerator at the end of the meeting. The Library will not accept donations of leftover food or beverages.

11. To screen a film or other recording, a User must secure public performance rights and provide the Library with proof of such rights before the reservation will be confirmed. The reservation will be held in pending status until seven (7) days prior to the planned use of Library Space. If the rights have not been secured by this time the pending reservation will be canceled. The Library is not responsible for securing these rights, nor is it liable for a User's violation of copyright or other law.

12. The Library reserves the right to interrupt, stop, or cancel an event when, in the sole judgment of the Library, such an act is necessary in the interests of public safety and/or use is in violation of this policy. User waives any claim for damages or compensation should the event be interrupted, terminated, or cancelled."

VII. Violations of Policy

1. Violations of any part of this or any other applicable Library policy during the planning, publicity, use, or aftermath of any use of Library Space shall be grounds for denial of future Library Space use of the individual, group, User or Designated User who reserved the room and/or signed User Acknowledgement Form. Such denial may be for a time period of one (1) one year or permanently for repeated violation. Any revocation of privileges will be sent to the User or

Designated User in writing no later than seven (7) days following the event that gave rise to the revocation. Such revocation may be *appealed* to the Library's Board in writing within fourteen (14) days following the User's receipt of written notice of the revocation.

BETHELEHEM PUBLIC LIBRARY

SOLICITATION AND DISTRIBUTION POLICY

Policy adopted by the Board of Trustees November 13, 2000

Policy revised by the Board of Trustees February 13, 2012

Policy revised by the Board of Trustees May 11, 2015

Policy revised by the Board of Trustees August xx, 2025

Solicitation of the public or staff is not permitted inside the library building. This restriction does not apply to dissemination of material at a duly approved meeting consistent with the library's meeting room policy. By law, the grounds outside the library are considered a limited public forum, and as such, are governed by the First Amendment.

General rules and guidelines

- Use of the library grounds is limited to noncommercial activities. Items, products or services may not be offered for sale at any time.
- Areas of the library building and property may not be available ~~During during~~ library scheduled events, ~~the Green area and the stage may not be available for the public.~~
- Individuals or groups may not impede anyone's access to the library through physical or implied restraint, nor may their activities interfere in any way with another person's use of library services.
- Space is available for passive distribution of information on a first-come, first-serve basis.
- A small portable table or mobile literature rack can be used, so long as it does not physically block access to the library or is left unattended.
- Leaving pamphlets and leaflets on vehicles in the parking lot is not allowed.
- Some political activities are restricted, examples are:

Allowed

Regular meetings of duly registered political committees (of any party)

Regular meetings of unregistered groups united around a common political purpose or theme

Informational sessions by elected officials distinct from campaign events

"Know your Candidates" events presented by a non-partisan group and open to all candidates

Voter registration activities separate from support for a particular candidate

Not allowed

Campaign events for a particular candidate or slate of candidates

Fundraising events by political groups

Use of reserved library space for campaign support activities (preparing mailings, posters, and other content relating to a political candidate)

Soliciting signatures on petitions for a particular candidate or ballot initiative on library property