



**Board of Trustees Meeting
June 8, 2026 6:00 pm
Board Room**

Watch here: <https://www.youtube.com/@bethlehempubliblibrary9609>
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. 2-4, p. 6)**
- **Financial report (p. 7-16)**
 - **Treasurer's update (p. 7)**
- **Personnel report (p. 17)**
 - **Personnel actions**
- **Director's report (p. 18-29)**
- **UHLS report**
- **Friends report**
- **New business**
 - **59 Borthwick project (p. 30-38)**
 - **Trustee email**
 - **Nominating committee**
 - **Social Media policy (p. 39-40)**
 - **Recording policy (p. 41-43)**
 - **Other new business**
- **Old business**
 - **Boiler project update**
 - **Long Range Plan Committee report**
 - **Other old business**
- **Future business**
- **Public participation**
- **Adjournment**
 - **Next board meeting: July 13, 2026 6:00 pm**
 - **Next Friends of the Library meeting: June 15, 2026 6:30 pm**

MINUTES OF THE BOARD OF TRUSTEES MEETING
 BETHLEHEM PUBLIC LIBRARY (BOARD ROOM)
 Monday May 11, 2026 (DRAFT)

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

Geoffrey Kirkpatrick, director
 Kristen Roberts, public information specialist

EXCUSED: Sarah Patterson

GUESTS: Phil Berardi, assistant director/head of operations
 Chris McGinty, assistant director/Public Services
 Jen Crawford, confidential secretary
 Chris O'Brien
 Claire Crawford
 Mary Service
 Bruce Phillips

S. Whiting presented the library's proposed 2026-27 spending plan. She said a small portion of reserves has been allocated to the budget to keep the levy within the state-mandated tax cap. M. Walsh noted that healthcare cost increases are significant and much higher than expected. C. Brancatella said previous board conversations about the budget are available to watch on the library's YouTube channel.

President C. Brancatella called the meeting to order at 6:03pm.

PUBLIC PARTICPATION

There were no public comments at this time.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by M. Walsh with a SECOND by J. Adams, the board unanimously approved the minutes from the Monday April 13 regular board meeting.

On a MOTION by G. Sacco with a SECOND by L. DiBetta, the board approved the minutes the Wednesday April 29 Long Range Planning Committee meeting. M. Walsh abstained.

H-Fund resolution

C. Brancatella said she was moving this topic up from new business so that all present board members would have the opportunity to vote. S. Whiting said the purpose of the resolution is to have

board approval for the movement of funds from the general operating fund to one designated for capital projects. She said the board approved a transfer a couple of months for boiler project. She said the transfer of \$52,000 is to cover the rest of the expenses that are due. C. Brancatella noted that these are anticipated expenses, and the boiler project has till come in well under budget.

On a MOTION by M. Kissinger with a SECOND by G. Sacco, the board unanimously approved the transfer of \$52,000 from the general fund to the capital reserve fund to cover costs associated with the boiler project.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report.

- C. Brancatella reminded the public that the library's fiscal year runs from July to June.
- G. Sacco asked why the library needed to wait for the state budget to pass before receiving the final portion of tax revenue funds. G. Kirkpatrick said that the amount represents taxes that remain unpaid by property holders and that the state budget must pass before they can "make whole" the entities waiting for that revenue.
- J. Adams asked about the increase in photocopier revenue and whether that was related to the new service that allows people to print from home to the library. S. Whiting said those trends are hard to project. G. Kirkpatrick said the year-end stats on computer use might provide a little more information.

On a MOTION by J. Adams with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 30 April 2026 (Checks disbursed in April 2026 based on pre-approval \$65,119.35; Checks disbursed in April 2026 relating to payroll \$220,803.55; Checks being submitted for approval \$105,644.28; Checks being submitted for approval – Capital Project Fund \$72,699.81; Total: \$464,266.99).

PERSONNEL REPORT

There were no personnel actions requested. G. Kirkpatrick said there appeared to be a small typo in a previously approved position.

DIRECTOR'S REPORT

The board noted the director's report.

- Progress club volunteers will be planting red, white and blue annuals in keeping with the America 250 theme.
- G. Kirkpatrick shared usage stats for the library's expanded digital newspaper holdings. He noted that we are seeing good use year over year. Of the Newsbank holdings, the Times Union is the most used, but the service also allows access to the Daily Gazette and other New York newspapers.
- G. Sacco noted all of the wonderful comments patrons wrote on a recent Library Week display. She said they should be used as part of the library's marketing.
- J. Adams and M. Walsh thanked the librarians who attended the PLA conference for their write-ups.
- L. DiBetta and G. Sacco said it would be nice to try to create a "bridge" for teens from the Delmar Marketplace to the library through advertising or other efforts.

UHLS REPORT

There was no UHLS update at this time.

FRIENDS REPORT

J. Adams said the Friends have been discussing what their storage space needs might be. She reminded everyone that the book sale would take place this weekend. She said the branded mug idea has been tabled for now.

C. Brancatella said the building committee will continue the storage discussion and said a construction manager might be able to provide additional insight.

NEW BUSINESS

Friends book sale fundraiser

C. Brancatella noted that people can make donations to the sale on Thursday.

Other new business

There was no other new business discussed.

OLD BUSINESS

Boiler project update

G. Kirkpatrick said the project is very close to being done. After a replacement part was installed, the boiler has been tested and is running. He noted that the boiler helps control the humidity in the main part of the library. J. Adams asked if it was more efficient. G. Kirkpatrick said that it is, but that is likely to not result in any cost savings with current energy prices. C. Brancatella said the board did a good job ushering the boiler project through once it was identified as the top building need.

59 Borthwick project update

G. Kirkpatrick said he expects to have a demolition design to the board in time for a vote at the June meeting. He said they are still talking about preserving utilities and what that entails, along with potential placement of a storage shed. C. Brancatella said the building committee would be further discussing those topics at the next meeting.

Long Range Plan Committee report

M. Kissinger said the committee discussed the approach they wanted to take with the document. He said the goal is to have something for the full board to review by the September or October meeting. He urged fellow board members to share their preliminary comments with the committee by June 1.

Other old business

There was no other old business discussed.

FUTURE BUSINESS

G. Sacco asked if there was something she could share with others about the library's programming for the 250th anniversary of the United States.

M. Kissinger said the county has a lot of resources that could be useful for planning themed events. G. Kirkpatrick noted that the Friends are running a bus trip up to Fort Ticonderoga later in the summer as a special event.

PUBLIC PARTICIPATION

There was no public participation at this time.

ADJOURNMENT

On a MOTION by J. Adams with a SECOND by M. Walsh, the board unanimously voted to adjourn the regular meeting at 6:52pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
C. Brancatella, board president

DRAFT

MINUTES OF THE BUILDING COMMITTEE MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM)
Tuesday May 12, 2026 **DRAFT**

PRESENT: Jill Adams
Caroline Brancatella
Sarah Patterson
Gail Sacco

Geoffrey Kirkpatrick, director

C. Brancatella called the meeting to order at 7:03pm.

DISCUSSION OF THE DEMOLITION OF 59 BORTHWICK

The committee reviewed 50% design development plans for the demolition. They discussed safety and timing in regards to the Summer Reading Program.

There were questions about how long the project is expected to take. G. Kirkpatrick said he would pursue answers from CSArch as the design gets closer to completion. The committee discussed coordinating the project with Town Hall due to its proximity.

The library's attorney has advised the SEQR process from the bond project proposal would not have to be revisited, and the NYS Historic Preservation Office opinion is still in effect.

Committee members felt strongly that final design plans must be returned to the board by June 1 to give them time to for review and comment before the June 8 regular board meeting.

ADJOURNMENT

The committee meeting adjourned at 7:48pm. No actions were taken.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
C. Brancatella, board president

Treasurer's Report

June 8, 2026

Revenue and Expense Report

Revenue is expected to exceed the budget by roughly \$40,000, due primarily to additional interest earnings, pilot revenue, contributions and fees collected. However, if we elect to forgo the carryover funds budgeted from last year, we will break even. Expenses overall, are currently 1% underbudget. A surplus is projected, but not as large as in past years.

Investments

The \$500,000 treasury bill comes due on June 11. We plan to reinvest it in another treasury bill with an expected interest rate around 3.66%.

Fund Balance

As of June 30, 2025, the fund balance is \$3,633,318. Of this amount, approximately \$1.3 million is needed to fund operations for the first quarter of the year, until tax revenue is received.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 5/31/26

	BALANCE					BALANCE
	<u>4/30/2026</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>EARNINGS</u>	<u>TRANSFERS</u>	<u>5/31/2026</u>
TD Bank General Fund	197,200.37	82,524.85	(272,905.98)	(671.45)	221,400.37	227,548.16
TD Bank Payroll	0.00		(228,599.63)	-	228,599.63	0.00
TD Bank Money Market	950,646.70	-		1,486.47	(94,000.00)	858,133.17
TD Bank Treasury Bill	516,751.77		-	1,600.81	-	518,352.58
TD Bank Capital Project Fund	1,573.00	-	(72,699.81)		94,000.00	22,873.19
Metropolitan Bank Opened 7/03/25	2,879,101.16	-	-	6,649.74	(450,000.00)	2,435,750.90
Key Bank Checking	12,375.42	2,224.73	(217.49)		-	14,382.66
TOTAL:	<u>4,557,648.42</u>	<u>84,749.58</u>	<u>(574,422.91)</u>	<u>9,065.57</u>	<u>-</u>	<u>4,077,040.66</u>

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

11 MONTHS ENDED 5/31/26

FISCAL YEAR 2025-2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 11 MO. ENDED 5/31/2026	Percent YTD 5/31/2026	ANNUAL BUDGET 2024-2025	YTD PRIOR 11 MO. ENDED 5/31/2026	Percent YTD 5/31/2026
Real Property Taxes	4,711,910	4,711,912	100.0%	4,592,100	4,591,904	100.0%
PILOT	225,000	234,291	104.1%	239,000	277,968	116.3%
Fines	3,000	2,960	98.7%	3,000	2,338	77.9%
Interest on Deposits	121,500	120,577	99.2%	90,000	164,539	182.8%
Lost Book Payments	11,500	11,110	96.6%	8,500	11,471	135.0%
Friends of BPL Contributions	10,000	19,473	194.7%	7,000	6,818	97.4%
Gifts and Donations	10,000	9,013	90.1%	8,000	8,004	100.0%
Photocopier	10,500	14,958	142.5%	8,000	12,130	151.6%
State Aid	26,500	26,989	101.8%	26,000	26,362	101.4%
Grants	-	3,656	0.0%	-	5,920	0.0%
Miscellaneous Income	800	5,996	749.5%	500	640	127.9%
Carryover add'l PILOT FY 24-25	38,000					
Total Revenue	5,168,710	5,160,934	99.8%	4,982,100	5,108,094	102.5%
EXPENSES						
Salaries	2,783,914	2,565,263	92.1%	2,547,087	2,423,560	95.2%
Retirement	376,102	390,285	103.8%	324,242	323,915	99.9%
Health Insurance	430,000	435,064	101.2%	398,000	360,315	90.5%
Other Benefits	240,194	213,267	88.8%	238,965	194,224	81.3%
Subtotal Salaries & Benefits	3,830,210	3,603,879	94.1%	3,508,294	3,302,014	94.1%
Library Materials - Print	290,000	207,008	71.4%	294,000	220,674	75.1%
Library Materials - Electronic & Audio	290,500	250,156	86.1%	281,000	262,633	93.5%
Subtotal Library Material	580,500	457,164	78.8%	575,000	483,307	84.1%
Operations	633,000	562,819	88.9%	643,900	472,282	73.3%
Capital Expenditures	100,000	76,971	77.0%	100,000	10,473	10.5%
Contingency	25,000	-		35,000	-	
Total Expenses	5,168,710	4,700,833	90.9%	4,862,194	4,268,076	87.8%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

11 MONTHS ENDED 5/31/26

FISCAL YEAR 2025 - 2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 11 MO. ENDED 5/31/2026	Percent YTD 5/31/2026	ANNUAL BUDGET 2024-2025	YTD PRIOR 11 MO. ENDED 5/31/2026	Percent YTD 5/31/2026
Salaries & Benefits						
Salaries-Librarians	1,378,299	1,311,268	95.1%	1,252,089	1,214,016	97.0%
Salaries-Support Staff	1,206,163	1,065,766	88.4%	1,226,399	1,031,212	84.1%
Salaries-Custodians	199,452	188,229	94.4%	188,505	178,333	94.6%
Subtotal Salaries	2,783,914	2,565,263	92.1%	2,666,993	2,423,560	90.9%
Retirement	376,102	390,285	103.8%	324,242	323,915	99.9%
Health Ins.	430,000	435,064	101.2%	398,000	360,315	90.5%
SocSec/Medicare	212,694	191,340	90.0%	206,465	180,150	87.3%
Worker's Comp.	20,000	19,732	98.7%	20,000	12,581	62.9%
Unemployment	5,000	-	0.0%	10,000	-	0.0%
Disability Ins.	2,500	2,195	87.8%	2,500	1,493	59.7%
Subtotal Salaries & Benefits	3,830,210	3,603,879	94.1%	3,628,200	3,302,014	91.0%
Library Materials						
Adult books	171,000	121,913	71.3%	171,000	133,370	78.0%
Periodicals	14,000	11,706	83.6%	18,000	11,598	64.4%
YS Books	85,000	56,070	66.0%	85,000	60,089	70.7%
Special Collections	20,000	17,319	86.6%	20,000	15,617	78.1%
Subtotal Print Materials	290,000	207,008	71.4%	294,000	220,674	75.1%
Audiobooks	15,000	12,942	86.3%	20,000	14,741	73.7%
E-Collections	201,000	193,470	96.3%	201,000	195,556	97.3%
Electronic Resources	50,000	29,636	59.3%	31,000	33,187	107.1%
YS Audiobooks	4,500	1,483	32.9%	4,500	4,202	93.4%
YS Media	-	-	0.0%	2,500	880	35.2%
AS Media	20,000	12,626	63.1%	22,000	14,068	63.9%
Subtotal Electronic & Audio	290,500	250,156	86.1%	281,000	262,633	93.5%
Subtotal Library Materials	580,500	457,164	78.8%	575,000	483,307	84.1%
Operations						
Copiers and supplies	14,000	14,191	101.4%	15,000	15,173	101.2%
Office supplies	17,000	14,681	86.4%	20,000	10,885	54.4%
Custodial supplies	22,000	20,159	91.6%	20,000	20,116	100.6%
Postage	22,000	16,267	73.9%	22,000	16,963	77.1%
Printing & Marketing	35,000	31,423	89.8%	43,200	36,869	85.3%
Van lease & oper.	2,500	449	17.9%	4,000	951	23.8%
Gas and Electric	65,000	79,574	122.4%	75,000	65,364	87.2%
Telecom & Cloud Svcs	25,000	26,270	105.1%	24,000	21,430	89.3%
Water	3,000	2,739	91.3%	3,000	1,868	62.3%
Taxes-sewer & water	3,500	3,094	88.4%	3,500	2,927	83.6%
Refund property taxes	5,000	1,795	35.9%	5,000	4,557	91.1%
Prof. Services	30,000	12,731	42.4%	40,000	6,172	15.4%
Contract Services	50,000	43,428	86.9%	50,000	25,358	50.7%
Insurance	36,000	35,733	99.3%	35,000	30,881	88.2%
Bank Fees	2,500	7,346	293.8%	1,700	6,038	355.2%
Travel/Conference	10,000	8,190	81.9%	3,500	6,681	190.9%
Memberships	3,000	3,443	114.8%	3,000	3,648	121.6%
Special Programs	45,000	29,231	65.0%	42,000	22,733	54.1%
Furniture & Equipment	30,000	21,712	72.4%	30,000	23,917	79.7%
IT Hardware & Software	55,000	46,637	84.8%	50,000	20,306	40.6%
Bld & Grnd. Repair	40,000	32,699	81.7%	40,000	17,189	43.0%
Furn/Equip Repair	4,000	2,013	50.3%	3,000	3,820	127.3%
Miscellaneous	6,500	5,074	78.1%	6,500	5,210	80.1%
Audit Service	25,000	23,000	92.0%	25,000	25,750	103.0%
Accounting Service	22,000	20,659	93.9%	22,000	20,065	91.2%
UHLAN fees	60,000	60,282	100.5%	57,500	57,412	99.8%
Subtotal Operations	633,000	562,819	88.9%	643,900	472,282	73.3%
Capital Expenditures	100,000	76,971	77.0%	100,000	10,473	10.5%
Contingency	25,000	-	0.0%	35,000	-	0.0%
TOTAL	5,168,710	4,700,833	90.9%	4,982,100	4,268,076	85.7%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN MAY 2026 BASED ON PRE-APPROVAL	\$	59,293.10
CHECKS DISBURSED IN MAY 2026 RELATING TO PAYROLL	\$	336,568.23
CHECKS BEING SUBMITTED FOR APPROVAL	\$	85,780.78
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	7,959.57

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 42: PREAPPROVED DISB (MAY 26) For Dates 5/1/2026 - 5/31/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43166	05/01/2026	1965	**VOID** PATRICIA GEROU		-555.00
43638	05/01/2026	1831	CDPHP UNIVERSAL BENEFITS, INC.		36,136.93
43639	05/01/2026	1080	COMMISSIONER OF MOTOR VEHICLES	260568	98.50
43640	05/01/2026	2395	CSEA EMPLOYEE BENEFIT FUND		163.74
43641	05/01/2026	720	MVP HEALTH PLAN, INC.		14,538.72
43642	05/01/2026	1607	VERIZON BUSINESS FIOS	260001	169.79
43643	05/04/2026	1965	PATRICIA GEROU		555.00
43683	05/05/2026	2385	MICHAEL BRUNK	260590	145.79
43684	05/21/2026	1424	AFLAC NEW YORK		464.57
43685	05/21/2026	2386	GEOFF HOFFMAN	260618	350.00
43686	05/21/2026	2426	JPMORGAN CHASE BANK NA	260619	1,885.33
43687	05/21/2026	2501	MARY DUGAN	260617	23.53
43688	05/21/2026	1570	NATIONAL GRID		4,857.42
43689	05/21/2026	1607	VERIZON BUSINESS FIOS	260001	89.00
43690	05/21/2026	1607	VERIZON BUSINESS FIOS	260001	199.99
43691	05/21/2026	1607	VERIZON BUSINESS FIOS	260001	169.79
Number of Transactions: 16				Warrant Total:	59,293.10
				Vendor Portion:	59,293.10

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 - 43: PAYROLL (MAY 26) For Dates 5/1/2026 - 5/31/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43637	05/01/2026	712	CIVIL SERVICE EMPL ASSOC INC.		961.33
43682	05/15/2026	712	CIVIL SERVICE EMPL ASSOC INC.		981.36
43692	05/29/2026	712	CIVIL SERVICE EMPL ASSOC INC.		964.83
101113	05/01/2026	709	BPL SPECIAL PAYROLL ACCOUNT		74,527.39
101114	05/01/2026	710	NYS INCOME TAX BUREAU		4,245.31
101115	05/01/2026	1946	IRS - PAYROLL TAX PMT		23,909.81
101116	05/01/2026	2003	NEW YORK STATE DEFERRED		3,705.09
101117	05/15/2026	709	BPL SPECIAL PAYROLL ACCOUNT		75,804.23
101118	05/15/2026	710	NYS INCOME TAX BUREAU		4,313.00
101119	05/15/2026	1946	IRS - PAYROLL TAX PMT		24,338.97
101120	05/15/2026	2003	NEW YORK STATE DEFERRED		3,639.16
101121	05/29/2026	709	BPL SPECIAL PAYROLL ACCOUNT		78,268.01
101122	05/29/2026	710	NYS INCOME TAX BUREAU		4,493.05
101123	05/29/2026	730	NYS EMPLOYEES RETIREMENT SYSTE		7,374.55
101124	05/29/2026	1946	IRS - PAYROLL TAX PMT		25,294.29
101125	05/29/2026	2003	NEW YORK STATE DEFERRED		3,747.85
Number of Transactions: 16				Warrant Total:	336,568.23
				Vendor Portion:	336,568.23

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 SCHEDULE (JUN 26) For Dates 6/9/2026 - 6/9/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43698	06/09/2026	30	ALBANY PUBLIC LIBRARY-MAIN BR	260615	25.00
43699	06/09/2026	2420	AMAZON CAPITAL SERVICES INC	260606	3,867.48
43700	06/09/2026	1337	AMERICAN CITY BUSINESS JOURNALS	260602	200.00
43701	06/09/2026	2545	AMY BARRESI	260433	275.00
43702	06/09/2026	1984	ANDY MORSE	260503	475.00
43703	06/09/2026	2531	ANNA LAROSE	260451	100.00
43704	06/09/2026	2457	AQUATIC ALLIES	260012	154.99
43705	06/09/2026	90	BETHLEHEM CENTRAL HIGH SCHOOL	260597	64.82
43706	06/09/2026	2568	CART-AWAY, LLC A WASTE CONNECTIONS COMPANY	260612	509.98
43707	06/09/2026	2459	CHLOE WHITTAKER	260580	250.00
43708	06/09/2026	2366	CORNING MUSEUM OF GLASS	260629	300.00
43709	06/09/2026	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	*See Detail Report	771.42
43710	06/09/2026	1220	DEMCO, INC	*See Detail Report	1,212.71
43711	06/09/2026	2564	DITTO SALES, INC. D/B/A VERSTEEL	260525	12,132.71
43712	06/09/2026	1991	EASTERN MANAGED PRINT NETWORK LLC	260003	620.01
43713	06/09/2026	1741	MICHAEL ECK	260578	200.00
43714	06/09/2026	1532	ENVISION WARE, INC.	260645	884.51
43715	06/09/2026	1986	FIRSTLIGHT FIBER	260460	753.38
43716	06/09/2026	2361	FUN EXPRESS, LLC	260601	24.97
43717	06/09/2026	1930	HEWITT'S GARDEN CENTERS INC.	260644	99.96
43718	06/09/2026	959	INFO USA MARKETING, INC (SUBSIDIARY OF DATA AXLE INC.)	260593	353.00
43719	06/09/2026	2518	INGRAM LIBRARY SERVICES LLC	*See Detail Report	32,114.55
43720	06/09/2026	2500	JAMES PETER KETTERER	260581	500.00
43721	06/09/2026	2322	KANOPY INC.	260016	2,782.00
43722	06/09/2026	2261	LIBRARY IDEAS, LLC	260605	702.42
43723	06/09/2026	1691	TOM LINDSAY	260579	200.00
43724	06/09/2026	1284	MARK GAMSJAGER	260551	700.00
43725	06/09/2026	2476	MICHAEL KELLEY	260636	500.00
43726	06/09/2026	2569	MICHIGAN STATE UNIVERSITY	260616	20.00
43727	06/09/2026	1024	MIDWEST TAPE LLC	*See Detail Report	3,828.34
43728	06/09/2026	1921	MOTION PICTURE LICENSING CORP.	260608	324.47
43729	06/09/2026	2088	NYSID	260599	79.68
43730	06/09/2026	2094	OTC BRANDS, INC.	260603	783.70
43731	06/09/2026	2356	OTIS ELEVATOR COMPANY	260609	175.00
43732	06/09/2026	1823	OVER DRIVE INC.	260635	1,092.46
43733	06/09/2026	2456	PAUL JOSSMAN	260577	200.00
43734	06/09/2026	450	PHILLIPS HARDWARE INC	260007	292.81
43735	06/09/2026	1661	RCS COMMUNITY LIBRARY	260613	26.99
43736	06/09/2026	1490	REPEAT BUSINESS	260073	181.11
43737	06/09/2026	2543	RICHARD WANG	260553	150.00
43738	06/09/2026	505	ROEMER WALLENS GOLD & MINEAUX	260640	840.00
43739	06/09/2026	1951	S & S WORLDWIDE INC.	260621	13.16

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 46: BILL SCHEDULE (JUN 26) For Dates 6/9/2026 - 6/9/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43740	06/09/2026	1633	SAND LAKE TOWN LIBRARY	*See Detail Report	30.85
43741	06/09/2026	2287	SCHENECTADY CO. HISTORICAL SOCIETY	260571	100.00
43742	06/09/2026	2507	SCIENCE PLUS INC.	260498	400.00
43743	06/09/2026	1439	SMILEMAKERS	260626	22.98
43744	06/09/2026	2251	SPECTRUM/CHARTER COMMUNICATIONS	260101	120.00
43745	06/09/2026	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	3,204.44
43746	06/09/2026	2154	STERICYCLE, INC.	*See Detail Report	72.72
43747	06/09/2026	2408	SUSANNAH STRUMFELD	260610	600.00
43748	06/09/2026	2526	SUSTAINABLE LIBRARIES INITIATIVE	260632	200.00
43749	06/09/2026	2340	T-MOBILE	260032	994.39
43750	06/09/2026	2250	TECH LOGIC CORPORATION	260598	1,348.36
43751	06/09/2026	2203	THE LIBRARY STORE, INC.	260313	5,035.03
43752	06/09/2026	2273	THOMAS COLE NATIONAL HISTORICAL SITE	260628	100.00
43753	06/09/2026	1161	TOWN OF BETHLEHEM	260638	580.77
43754	06/09/2026	2344	ULINE, INC.	*See Detail Report	582.26
43755	06/09/2026	2448	UNCHARTED WILD C/O ADAM BORNT	260558	600.00
43756	06/09/2026	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	752.20
43757	06/09/2026	1607	VERIZON BUSINESS FIOS	260001	90.34
43758	06/09/2026	1968	VERIZON WIRELESS	260004	62.50
43759	06/09/2026	746	VOORHEESVILLE PUBLIC LIBRARY	260614	28.00
43760	06/09/2026	645	W W GRAINGER INC	*See Detail Report	1,865.31
43761	06/09/2026	2182	W.M. BIERS INC.	260642	209.00
Number of Transactions: 64				Warrant Total:	85,780.78
				Vendor Portion:	85,780.78

*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 - 10: BILL SCHEDULE (H FUND) - JUN 26 For Dates 6/8/2026 - 6/8/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
10017	06/08/2026	2532	COLLINS + SCOVILLE ARCHITECTURE ENGINEERING	260465	7,959.57
Number of Transactions: 1				Warrant Total:	7,959.57
				Vendor Portion:	7,959.57

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

June 8, 2026 - Board of Trustee Meeting											
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours if Changed	Salary/Rate	Previous or Current Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
Previously Approved to Fill											
Library Clerk, Part-Time	Circulation Services	9.57 hrs/wk		\$18.83/hour	D. Janse	4/8/2026	4/13/2026				
Action Requested											
Library Page Part-Time	Collection Maintenance	10.1 hrs/wk		\$16.00/hour	A. Kall	6/1/2026					
Positions Held											
Library Page Part-Time	Collection Maintenance	5.4 hrs/wk	11.4 hrs/wk	\$16.00/hour	A. Glass	8/18/2025	8/11/2025				
Library Page, Part-Time	Collection Maintenance	12.8 hrs/wk		\$16.00/hour	H. Voorhaar	3/19/2026	3/9/2026				

Director's Report June 2026

Building and Grounds

The boiler project is not complete. We are waiting for our contractors to fully integrate the boiler into the Building Management System software. This is the final item on the punch list, when that is complete, we can closeout the project officially.

I worked with our representatives from CSArch to prepare the bid documents for the 59 Borthwick demolition. If the project design is approved by the board we will proceed with publication and all steps necessary for the public bidding process. This would allow for a bid award at the July board meeting.

Members of the Progress Club braved the rain to help the Maintenance staff plant flowers in the Progress Club garden and around the library property. Thanks, as always, to the members for their continued support of the beautiful library grounds.

Technical Services

A total of 3,111 items were added to the collection in May. This follows another exceptionally active month in April when 2,707 items were added. Technical Services staff are performing physical processing work that would traditionally have been completed by Baker & Taylor, which went out of business last year. It will take time before the other library vendors will be able to pick up all the processing work done by B&T. Despite the added workload, Technical Services staff have continued to process and prepare materials for circulation without impacting patron access to new books.

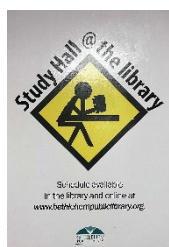
Information Technology

The library is replacing its existing security camera system with a new Verkada system. The previous system had significantly exceeded its expected service life and was becoming increasingly difficult to rely on. This project will replace all existing cameras. These enhancements are an important infrastructure upgrade that strengthens the library's ability to document incidents and review activity when necessary. This vendor was chosen because of the high commitment to privacy and security and is used by several area school districts and municipalities for those reasons.

Adult Services

The 2026 edition of the annual Seed Library concluded this month. Running from March 2 to June 1 this year, we provided 3,866 seed packets to 482 families. People continue to enjoy the seed library with positive comments shared with us throughout the season. We had some support for the project from volunteers who helped package and label seeds, but fewer than in years past. Many thanks to the staff who helped package seeds this year.

Study Spaces at the Library – AP exams brought many teens from the high school to the library looking for study space the first two weeks in May. Tables, carrels and study rooms were in demand and busy. Study rooms had waitlists a number of times. We reserved and set up the Board Room for study hall during the busiest times to help meet the increased demand for study space. A total of 126 students utilized the rooms we set up for study hall during this period. Based on the demand we saw this week and in previous years, we have also booked study hall in June for final exams.



Conversation Clubs

- French Conversation Club (5/7, 5/21) – An open-ended program for folks looking to practice speaking French in a casual setting. We continue to have steady turnout for this series.

Responsible staff: Robert. Attendance: 8, 9

- Spanish Conversation Club (5/6, 5/20) – An open-ended program for folks looking to practice speaking Spanish in a casual setting.

Responsible staff: Robert. Attendance: 8, 3

DayBooks: *The Berry Pickers* (5/4) – We discussed *The Berry Pickers* by Amanda Peters at this month's edition of our afternoon book discussion series. Attendance is back up this month. Slightly more mixed feedback on the book, but an overall good discussion.

Responsible staff: Erin. Attendance: 17

Decoupage Flower Pots (5/28) – We had good attendance at this adult craft program where we created one-of-a-kind decorative flower pots using the art of decoupage. We transformed simple pots by layering colorful paper and patterned napkins, sealing designs to create a durable, beautiful finish.

Responsible staff: Kyle. Attendance: 17

Listen and Learn: Grant & Twain - Authors & Friends (5/8) – Mark Hansen, volunteer with the Ulysses S. Grant Cottage Historical site, joined us to discuss the influential relationship between President Grant and Mark Twain in this installment of our Listen & Learn Friday morning program series. Our speaker was well-prepared and engaging; many attendees stopped to tell us how much they enjoyed his talk after the presentation.

Responsible staff: Sarah. Attendance: 58



Listen and Learn: The Confident Inaccuracies of Adriaen van der Donck (5/22) – Fiona Lyons from the Crailo Historic Site visited to discuss 17th century New Netherland colonist Adriaen van der Donck and some of his writings, including *A Description of New Netherland*. The presenter did a nice job and attendees seemed to enjoy the second installment of our Listen & Learn program series for the month of May.

Responsible staff: Robert. Attendance: 20

Mahjong (5/28) – Mahjong continues to be popular. Beginners met in the Board Room and the Small Meeting Room to continue their lessons. They worked through activities, quizzes, and worksheets to familiarize themselves with the basics of Mahjong. Experienced players met in the Community Room and were matched up in groups of 4 to play

Responsible staff: Luke. Attendance: 29

Trivia (5/10) – The second round of trivia was well-attended and very fun. Seven teams competed for a custom, 3D-printed trophy and answered questions from four categories including: movies, math, adventure and business. Thank you to the IT Department for assistance with the 3D printer.

Responsible staff: Luke. Attendance: 30

Virtual Author Talks & Associated Archived Recordings (ongoing) – We offered three live talks this month, including:

- Author Talk with Marjan Kamali: *The Lion Women of Tehran* (5/7).
Live Attendance: 22
- Author Talk: Dr. Patrick K. Porter and Ruchika Sikri (5/14).
Live Attendance: 24
- *Beyond Belief*: Author Talk with Nir Eyal (5/19).
Live Attendance: 3

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

- *On a Mission: The History of US Women Astronauts* with Smithsonian Curator Emerita Valerie Neal.
30-day Viewing Total: 16
- *On Writing Action-Packed and Suspenseful Spycraft* with Brad Taylor.
30-day Viewing Total: 13
- *How Exploration, Uncertainty, and Risk Help Us Find Meaning* with Author Alex Hutchinson.
30-day Viewing Total: 15

Youth Services

Youth Services staff dedicated the month of May to finalizing materials spending and making collection development decisions in preparation for the end of the fiscal year. As part of the ongoing reorganization of the Children's Place, the nonfiction collection was carefully and thoroughly weeded over several months. This process allowed staff to consolidate the collection and remove three shelving units, creating valuable additional space for meeting tables and expanded play areas for patrons. We are also excited to introduce a new truck-shaped shelf, which features a curated selection of picture books and nonfiction titles about vehicles. These updates mark an exciting step forward in the transformation of the Children's Place.



Creation Station: May Flowers (5/2 - 5/8) – Drop-in craft in the Children’s Place. The May craft prompted children to create their own superhero in the Children’s Place to take home. Responsible staff: Alex D. Attendance: 156



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

- Weekly Series
 - Tiny Tots (3 sessions) – Attendance: 24, 21, 25
 - Music and Movement (5 sessions) – Attendance: 38, 61, 36, 53, 46
 - Family Play Time (2 sessions) – Attendance: 38, 25
 - Family Story Time (2 sessions) – Attendance: 33, 21
 - Pre-K Story Time (2 sessions) – Attendance: 18, 14
- PJ Story Time (1 session) – Attendance: 3
- Saturday Story Time Series
 - Saturday Story Time (2 sessions) – Attendance: 36, 25
- Sensory Story Time Series
 - Sensory Play Time (1 session) – Attendance: 12
 - Sensory Story and Play Time (1 session) – Attendance: 6

Free Comic Book Day (5/2) – The library hosted a fun and exciting Free Comic Book Day this year. The Superhero Storytime was especially well attended, with just the right number of masks and plastic capes for the children attending. In the children’s area there were three activity stations including free comics, a create-your-own paper superhero craft, and comic-themed coloring sheets. The teen area featured free comics, decorated bookmark crafting from recycled manga, and creative comic activities. Responsible staff: Alex D. Attendance: 157

Get Growing Story Time and Craft (5/8) – The Story Time program focused on themes of gardens, animals, and children through books and songs, creating an

engaging and interactive experience. Following the story portion, participants took part in a hands-on craft activity where caregivers traced each child's outline onto large paper to create life-sized paper dolls, which the children then personalized using markers, crepe paper, and patterned scrapbook paper. Responsible staff: Elnora B. Attendance: 38



Paws to Read (5/4) – The Paws to Read program on the 4th was held outdoors for the first time, and attendees enjoyed the pleasant weather. Featuring Chewbacca, the therapy dog for a Star Wars themed session. Fourteen people attended, including two new families. The children from these families practiced reading aloud to Chewbacca. Responsible staff: Shannon M. Attendance 14

Royal Tea Party (5/11) – The library hosted a Royal Tea Party attended by 40 participants, many of whom came dressed in royal attire. Children enjoyed cookies and iced tea while listening to *Never Trumpet with a Crumpet* by Amy Gibson, *Tiny Cedric* by Sally Lloyd-Jones, and *The Princess and the Pony* by Kate Beaton. After story time, everyone paraded to the Children's Place to make crown crafts. Responsible staff: Shannon M. Attendance: 40

Saturday Sculpture: Pinch Pots (5/30) – Children and their caregivers enjoyed a creative activity using air-dry clay and a variety of tools to craft small pots and other sculptures. They decorated their creations with beads, feathers, and pompoms, resulting in unique and imaginative pieces. Responsible staff: Elnora B. Attendance: 20



Sensory Story Time (5/22) – Sensory Play Time gives children a fun, hands-on experience with a variety of engaging materials. Favorite activities included playing with toy cars and trucks, blocks, the tunnel, and an assortment of balls and squishy toys, while the liquid tiles remained especially popular. The newly added Play-Doh was also a hit, providing another creative outlet for sensory exploration. Responsible staff: Shannon M. Attendance: 12

Stay and Play Story Time (5/26) – We had a great turnout despite it being the day after a holiday weekend and a beautiful 80-degree day. Many caregivers had questions about the regular story time schedule. Choosing a shorter story time of about 15–20 minutes worked well for this program. The children especially enjoyed and responded enthusiastically to the play time portion of the program. Responsible staff: Lauren K. Attendance: 30



Teen DIY: Air Plant Terrariums (5/7) – Every teen who registered for the program attended, making it a particularly successful event. Participants had a wonderful time creating terrariums using a variety of colorful sand, showing strong

engagement and creativity throughout. The library staff were pleasantly surprised by the response to this program. We look forward to offering more opportunities like this in the future. Responsible staff: Mary D. Attendance: 18

Outreach

Glenmont Art and Ice Cream Night (5/28) – Despite some excessive wind, the event was a success, with at least 272 attendees. Many children showed interest in the summer reading prizes on display. Staff took the opportunity to remind students and staff about the upcoming summer reading program and other summer library events. Responsible staff: Mary D. Attendance: 272

St. Thomas School: Career Day (5/27) – Youth Services staff visited to share information about library jobs, while also promoting the Summer Reading Program. They engaged students from pre-K through 8th grade, distributing bookmarks, stickers, and pencils. The team highlighted summer reading prizes and upcoming programs, encouraging children to participate and reminding them of the many fun library events available throughout the summer. Responsible staff: Alex D. Attendance: 285

Walk and Roll Fest Bethlehem (5/16) – The 2026 Walk and Roll Fest Bethlehem took place on a beautiful day, drawing a great crowd. Staff distributed color-changing pencils, bookmarks, and other materials, along with the latest issue of *Footnotes* to highlight spring and summer library offerings and promote the 2026 summer reading program. It was a fun and engaging event, and we are grateful to the Bethlehem Police Department, Bethlehem Parks and Recreation, and the Bethlehem Bicycle and Pedestrian Committee for including us once again. Responsible staff: Lauren K. Attendance: 180

2026 National Senior Health & Fitness Day (5/27) – We tabled at the National Senior Health & Fitness Day event at Elm Avenue Park hosted by the Town of Bethlehem Senior Services and Parks and Recreation Departments. The event featured fitness demonstrations, wellness resources, and opportunities for community connection for seniors.

Responsible staff: Robert, Frank. Engagement: 20

Meeting and Miscellany

We had the closing meeting for our workers compensation safety audit. We are in very good shape with the only outstanding point being the completed emergency

procedures manual. Our goal is to have the manual to the trustees for the July meeting. After the manual is available to the staff, we can close out the audit officially.

The Friends May book sale/fundraiser attracted 1,637 visitors and generated \$7,311.70 in donations. Attendance increased by 133 visitors, or nearly 9%, compared to the May 2025 sale, which drew 1,504 visitors and was held entirely indoors.



The rain stopped in time for us to have a great time at the Memorial Day Parade. Thanks for Sarah and Michelle for coming to represent the board. We also had a good turnout for the Friends of the Library, staff, and volunteers to help us hand out free book coupons and Memorial Day themed handouts.



Continuing Education and Committee Work

Phil

Minimum Standards for Libraries

AI Policy for Libraries: A Practical Intensive for Leaders

Director Handbook Book Club: Getting off to a Good Start

Automation Advisory Committee

Geoff

Minimum Standards Session NYSL – Confidentiality of Library Records

Minimum Standards Session NYSL – Personnel, Disaster Preparedness, and Financial Controls

Kyle

Where is AI in 2026, and where is it going? offered by WebJunction

Elnora

American Museum of Natural History Volunteer Training and Engaging all

Audience Members – Presented by Collaborative Summer Library Program, 5/6

How to Channel Your Inner Archaeologist this Summer: Webinar for Librarians! –

Presented by American Institute of Archeology

Lauren

Where is AI in 2026, and where is it Going? – Presented by WebJunction

Shannon

All Fired Up About Reading: Camp Read-a-Rama – Presented by American Library Association

Collaborative Social Media Marketing webinar – Presented by Capital District Library Council

Creating Lists – Presented by Upper Hudson Library Association

Library Collection				2024-25	Current Total
Adult fiction				28,103	27,579
Adult non-fiction				28,974	28,572
Adult audio				4,748	3,325
Adult video				7,685	6,307
Young adult fiction				5,030	4,705
Young adult nonfiction				664	625
Young adult audiobooks				295	286
Children's fiction				30,514	30,856
Children's non-fiction				15,416	11,729
Children's audiobooks				1,528	1,237
Children's video				1,055	597
OverDrive - UHLS Shared				161,068	183,462
e-magazines				5,934	6,685
Electronic (games, ereaders)				398	386
Total				291,412	306,351
Library Programs	May-26	May-25	% change	2024-25	F-Y-T-D
Programs	88	84	4.8%	860	898
Program attendance	1,566	2702	-42.0%	24,760	22,380
Outreach Programs	5	9	-44.4%	71	52
Outreach Attendance	3,872	4478	-13.5%	12,569	11,434
Circulation	May-26	May-25	% change	2024-25	F-Y-T-D
Adult fiction	12,766	13,459	-5.1%	151,877	149,513
Adult non-fiction	6,577	6,755	-2.6%	75,666	72,593
Adult audio	6,895	7,058	-2.3%	70,190	73,552
Adult video	4,590	4,877	-5.9%	58,933	57,149
Magazines	4,941	3,000	64.7%	29,371	46,851
Young adult fiction	1,130	1,259	-10.2%	16,405	14,573
Young adult nonfiction	76	107	-29.0%	1,049	1,139
Young adult audiobooks	293	309	-5.2%	3,129	3,133
Children's fiction	9,592	11,115	-13.7%	135,923	124,881
Children's non-fiction	2,929	3,017	-2.9%	34,053	34,527
Children's audiobooks	1,148	1,328	-13.6%	15,159	14,274
Children's video	169	247	-31.6%	4,398	3,171
Electronic (games, ereaders)	424	533	-20.5%	6,325	5,750
Total	51,530	53,064	-2.9%	602,478	601,106
Interlibrary Loan	May-26	May-25	% change	2024-25	F-Y-T-D
Borrowed from others	4,806	5,451	-11.8%	62,096	61,342
Loaned to others	4,382	4,384	0.0%	52,037	47,992
Miscellaneous	May-26	May-25	% change	2024-25	F-Y-T-D
Visits to our home page	64,560	41,245	56.5%	361,097	677,503
Public use of meeting rooms	19	25	-24.0%	376	298
Public meeting attendance	311	283	9.9%	3,973	3,581
Staff use & library programs	79	60	31.7%	757	823
Study room sessions	501	493	1.6%	4,767	5,005
Tech room/ Studio use	0	5	-100.0%	85	37
Door count	19,349	17,081	13.3%	209,786	211,612
Registered BPL borrowers	79	129	-38.8%	1,187	1,177
Computer signups	1,426	1,154	23.6%	14,914	15,796
Museum Pass use	119	121	-1.7%	1,365	1,502
E-book use	6,306	7,086	-11.0%	72,557	69,840
E-audiobook use	7,082	6,570	7.8%	65,776	72,561
E-periodical use	4,747	2,855	66.3%	27,000	44,450
Streaming video use	1,695	1,713	-1.1%	19,281	20,176
BCSD use via Overdrive	463	387	19.6%	2,654	2,985
Equipment	668	481	38.9%	4,304	7,052
Wireless Use	9,440	10,506	-10.1%	106,181	97,087

Project Timeline

- CSArch will submit permit request to Town Building Dept.
- Wed, 6/3 – Building Committee met. Copy of documents sent to attorney for review.
- Mon, 6/8 - Approval of design at BOT meeting.
- Fri, 6/12 - Ads to TU/Spotlight for bid.
- Wed, 6/17 10am - Pre-bid Walk-Through.
- Wed, 7/8 2pm – Bid Opening-Board Room
- Fri, 7/10 - Recommendation of bidder to BOT.
- Mon, 7/13 - BOT to award bid.
- Contractor will pull building permit once bid awarded.

BETHLEHEM PUBLIC LIBRARY

59 BORTHWICK AVE, DELMAR, NY 12054

HOUSE DEMOLITION AND SITE WORK

ISSUED FOR BID: 06/12/2026

CSARCH - ARCHITECTS & M.E.P. ENGINEERS

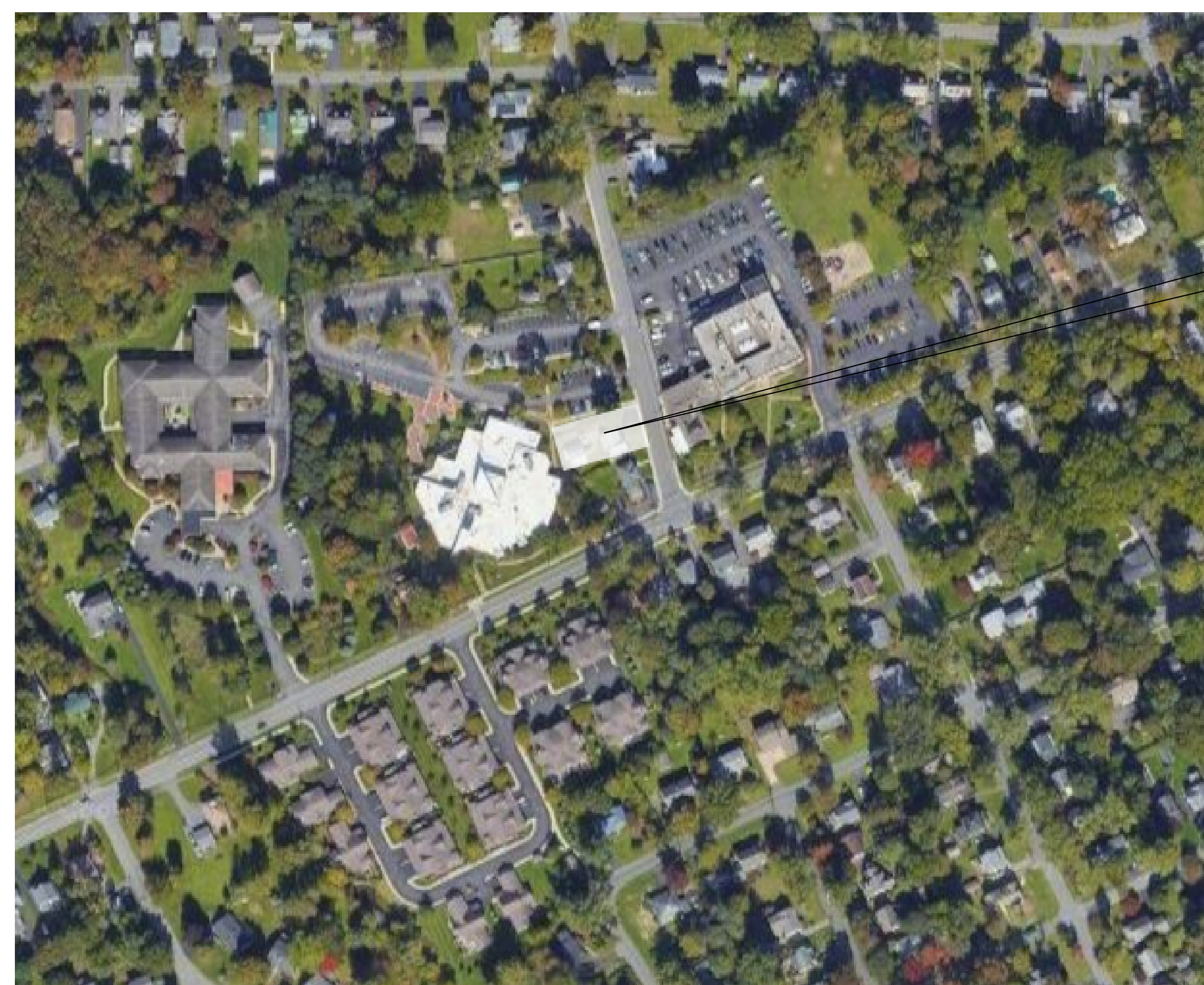
DRAWING LIST

GENERAL DRAWINGS	
G001	SYMBOLS, ABBREVIATIONS, AND MISC
CIVIL	
C111	EXISTING CONDITIONS PLAN
ARCHITECTURAL DEMOLITION DRAWINGS	
AD111	SITE DEMOLITION PLAN
ARCHITECTURAL DRAWINGS	
A111	SITE NEW WORK PLAN

HOUSE DEMOLITION AND SITE WORK

THE DESIGN OF THIS PROJECT CONFORMS TO APPLICABLE PROVISIONS OF THE NEW YORK STATE UNIFORM FIRE PREVENTION AND BUILDING CODE, THE NEW YORK STATE ENERGY CONSERVATION CONSTRUCTION CODE, AND THE MANUAL OF PLANNING STANDARDS OF THE NEW YORK STATE EDUCATION DEPARTMENT.

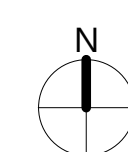
CSArch PROJECT NO. 232-2601



BETHLEHEM PUBLIC LIBRARY HOUSE
59 BORTHWICK AVE, DELMAR, NY 12054

VICINITY MAP

NTS





EXISTING GARAGE AND GREENHOUSE



EXISTING GARAGE AND GREENHOUSE



EXISTING ENTRY STAIR AND ENTRANCE



EXISTING TWO-STORY RESIDENTIAL STRUCTURE



EXISTING ASPHALT DRIVEWAY



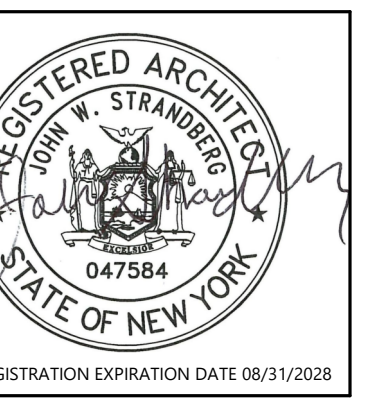
EXISTING BRICK STOCKPILE



1
EXISTING CONDITIONS PLAN
C111 1" = 10'-0"

It is a violation of Title VIII, Article 147 of NYS Education Law for any person, unlicensed architect, to alter any item on a set of drawings or specifications prepared by law to affix his or her seal and the notation "altered by" followed by his or her signature and a specific description of the alterations made.

BETHLEHEM PUBLIC LIBRARY
59 BORTHWICK AVE, DELMAR, NY 12054
HOUSE DEMOLITION AND SITE WORK



DATE	DESCRIPTION

Drawn By:
Checked By:
Proj. #:
CSArch Proj. #: 232-2601
Issued for Bid: 06/12/2026

Sheet Title
EXISTING CONDITIONS PLAN

Sheet No.
C111
CONSTRUCTION DOCUMENTS

SECTION 001113 - ADVERTISEMENT FOR BIDS

PROJECT INFORMATION

1.1 THE Owner (HEREINAFTER REFERRED TO AS Owner):

A. Bethlehem Public Library

B. Address:

451 Delaware Ave
 Delmar, NY 12054
 (518) 439-9314

1.2 AND THE Architect (HEREINAFTER REFERRED TO AS Architect):

A. CSArch

B. Address:

40 Beaver Street
 Albany, NY 12207
 518-463-8068

BID INFORMATION

2.1 Sealed bids will be received until the time indicated below. Bids received after this time will not be accepted and returned to the Bidder unopened. Bids will be opened publicly and read aloud after specified receipt time. An abstract of Bids received will be made available via www.csarchplanroom.com.

Due Date/ Time	07-08-2026 at 02:00 pm
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Location	TBD
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# of copies	2
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BIDDING DOCUMENTS

3.1 It is the intention of this Project to be both environmentally and fiscally conscious of paper use and consumption. Therefore, documents will be distributed as digital sets. Bidding Documents, Drawings, and Specifications may be viewed online free of charge beginning 06-12-2026 at www.csarchplanroom.com under 'Public Projects', or electronically downloaded for a non-refundable fee of one-hundred dollars (\$100.00).

- 3.2 Complete sets of Bidding Documents, Drawings, and Specifications, on compact disc (CD) or USB flash drive may be obtained from Rev, 28 Church Street, Warwick, New York 10990 Tel: (845) 544-3440, upon depositing the sum of one-hundred dollars (\$100.00). Checks or money orders shall be made payable to Bethlehem Public Library.
- 3.3 Bidder must provide Bid Security in the amount and form, per the terms indicated in Section *Instructions to Bidders*. All Bids will remain subject to acceptance for forty-five (45) days following the receipt of Bids. The Owner may, in its sole discretion, reject any Bid and return Bid Security prior to that date.
- 3.4 A Pre-Bid Conference will be held at 10:00am Eastern Standard Time, 06/17/2026 at the Bethlehem Public Library Board Room. Attendance of this meeting is recommended as the Owner, Architect and/or consultants will be present to discuss the Project. Attendees should anticipate 30 minutes Q & A session.
- 3.5 Bids shall not include New York State sales and compensating use taxes on materials and supplies incorporated into the Work, as the Owner being exempt therefrom. Bidders must comply with New York State Department of Labor Prevailing Wage Rate Schedule and conditions of employment.

PLAN CENTERS

- 4.1 Bidding/Contract Documents (drawings and project manuals) may be examined as of 06-12-2026 at the following locations:

CSArch

40 Beaver Street

Albany, NY 12207

Phone: 518-463-8068

Attn: John Strandberg, AIA

Note: Examination by appointment only.

Bethlehem Public Library

451 Delaware Ave

Delmar, NY 12054

Phone: (518) 439-9314

Attn: Geoffrey Kirkpatrick

This project is publicly funded. The Bidders must comply with New York State Department of Labor Prevailing Wage Rate Schedule and conditions of employment.

The Bethlehem Public Library reserves the right to waive any informalities or irregularities in the Bids received, and/ or to reject all Bids without explanation.

By Order of: Bethlehem Public Library, Board of Trustees

END OF SECTION 001113

BOARD RESOLUTION

MOTION, THAT THE BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$30,000 FROM THE GENERAL FUND TO THE CAPITAL PROJECTS (H) FUND TO COVER COSTS ASSOCIATED WITH THE 59 BORTHWICK PROJECT.

ACTION OF THE BOARD: _____

MOTION PRESENTED BY: _____

MOTION SECONDED BY: _____

DATED: _____

BETHLEHEM PUBLIC LIBRARY

SOCIAL MEDIA POLICY

Policy adopted November 8, 2010
Revised May 14, 2018

Bethlehem Public Library uses ~~carefully chosen~~ social media platforms ~~to provide a forum~~ to facilitate the sharing of ideas, ~~opinions~~ and information about library-related subjects, ~~issues and events~~, including ~~events those that are officially~~ co-sponsored with other organizations. The library's social media sites are ~~not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a~~ limited public forum for discussing library services, programs, events, and materials. Posts and comments are moderated by designated library staff, ~~and the library reserves the right, within its~~ It is at the Library's sole discretion, not to post and to remove submissions or comments that are unlawful or violate ~~any of the Library's policies, this policy.~~

By utilizing ~~and/or~~ posting on the library's social media sites, users agree to comply with all library policies including, but not limited to, the Harassment Policy, the Sexual Harassment Policy, the Patron Conduct Policy and this Social Media Policy.

See the library's Privacy Policy for information about what the library does with information gathered through social media.

Rules for commenting and posting

- Comments that contain illegal, abusive, vulgar, offensive, threatening or harassing language, personal attacks of any kind, or offensive terms that target specific individuals or groups are prohibited. Individuals are fully responsible for libelous or defamatory comments.
- Comments and posts should be related to the issue or topic discussed.
- Duplicate posts from the same individual will be removed.
- Solicitation for donations, memberships, or services requiring a fee for any non-library purpose is not allowed.
- Spam and commercial content will be removed. Links to sites that are not related to the discussion are viewed as spam and will result in the comment being removed.
- Individuals should not post anything that they do not have the right to post. The library follows a notice and takedown procedure for complaints of copyright violation under the Digital Millennium Copyright Act.
- The library is not responsible for patron-generated comments/content. A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement or agreement by Bethlehem Public Library.
- As with any library resource, parents and guardians are responsible for supervising their children's use of the library's social media sites.

Violations of this policy

Postings that the library in its sole discretion, deems unpermitted under this policy, may be removed in whole or in part by the library immediately upon discovery without prior notice. The library reserves the right to block users who have posted in violation of this policy on more than one occasion. Users may

appeal this decision in writing to the Board of Trustees [at trustees@bethpl.org](mailto:trustees@bethpl.org) by mail or electronically by [the contact form on the library website](#).

Field Code Changed

Reporting violations

Users may report violations of the library's social media site's policies to the library by contacting the administrators of Bethlehem Public Library's social media sites by emailing information@bethpl.org.

Administering library social media

- Social media accounts representing the library are only created by Bethlehem Public Library staff through approval from the director. Names of pages or accounts should not be changed and should clearly represent Bethlehem Public Library.
- All content is reviewed [\(by who?\)](#) and is subject to being edited or deleted.
- Where possible, social media pages should link to Bethlehem Public Library's official website and this social media policy.

Photo, and video Recording policy

Policy adopted the by Board of Trustees September 14, 2015

Photographing, video recording, broadcasting, and streaming in the library building and property must be conducted safely, in a way that respects library staff and does not disrupt routine library operations. For the sake of clarity, all of the aforementioned activities are referred to in the rest of this document as "Recording".

The Library reserves the right at all times to refuse any recording that will negatively impact safety, patron privacy, employee work conditions, and/or routine library operations.

Exterior Recordings

Taking recordings outside of the library building or on the library grounds does not require permission. However, the activity may not impede the entering or exiting of patrons or staff to or from the library building.

Commercial Recordings

Commercial recordings are not allowed on library property.

Recording of Materials and Resources

The library permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when making recordings of copyrighted materials.

Recordings taken by library staff

The Bethlehem Public Library reserves the right to use photographs or videos taken at the library for news and promotional purposes in printed materials, and online content, and in other communications related to the Mission of the Library.

No royalty, fee, or other compensation shall be payable to any person by reason of such use.

- All library patrons consent to the use of their photo taken at the library or during library events, unless they specifically inform staff of an objection to such use.
- ~~Staffers~~ Library staff and volunteers taking recordings will be clearly identifiable as library employees or volunteers by a visible nametag.

- ~~Staffers~~ **Library staff** will make every attempt to inform visitors before a program takes place that photographs **or recordings** may be taken. This could be an announcement at the beginning of the event or as part of the registration process for sign-up only programs.
- As a courtesy, ~~staffers~~ **library staff** will attempt to secure the verbal consent of a photo subject's **parent or** caregiver if that subject is a minor.
- No names will be utilized in conjunction with photos without express written consent.
- Signs informing the public of this policy will be ~~visibly~~ posted throughout the library.

~~Photos and videos~~ **Recordings** taken by the news media

Members of the media are asked to notify the library's Public Information Specialist in advance when possible or upon entering the library to alert library staff of the intent to photograph or video record to avoid potential interruption of library services and operations.

- News media may publish names, likenesses, and images taken during library events **as long as they are part of a "newsworthy context."**
- Images and recordings may not be used for commercial purposes.
- Members of the media are expected to display identification that clearly indicates which news organization they are affiliated with.
- ~~Photographers and videographers are asked to check in with the library's public information specialist or program coordinator.~~

Recordings taken by the general public

Members of the general public are permitted to take photos or recordings in open, public areas of the library for personal, non-commercial use.

- As a courtesy, patrons (especially those accompanying minors) and staff should be consulted before being photographed or recorded. If a patron does not wish to be photographed/recorded, they must notify the photographer/videographer to that effect.
- The general public has the right to record Library staff as public employees carrying out their duties in public spaces but does not have the right to interfere with those duties.
- To protect the privacy of library patrons and staff, photos and video recordings are restricted or prohibited in certain library locations including but not limited to restrooms, areas reserved for staff use only, and closed events / meetings.
- Harassing, intimidating, threatening, Interrogating and demanding answers from any individual inside the library or invading the privacy of library users by filming and recording their reading, browsing activity, or other rights to privacy in the library is prohibited.
- Blocking library collections, aisles, walkways, stairwells, doors, or exits is prohibited.
- Library property or that of visiting patrons shall not be moved or relocated.

- Patrons shall not be required to relocate or move to accommodate recordings. 43
- The use of photographic equipment (i.e. tripods or lighting) is prohibited unless approved by the Library Director.
- Library staff reserve the right to ask any individual or group to cease the taking of photos or recordings when it appears to compromise public or staff safety/security or interfere with library operations.

Library Board Meetings

Pursuant to New York State Open Meetings Law, any person may record by audio or video the proceedings of the Library Board meetings open to the public. The equipment used to photograph, broadcast, webcast, or otherwise record, shall not disrupt or interfere with the process of the meeting.

Failure to Comply

The library reserves the right to ask any individual or group violating this policy to cease the taking of any recordings and may be asked to put away their equipment or leave the Library.

Damages and Liability

Any person or group using the Library for recording, shall be held responsible for negligent, willful, or accidental damage to the Library building, grounds, collections or furniture caused by such person or group.

This policy applies only to open, public events. Closed events such as meeting room checkout and study rooms are closed room and meeting use.

RESOLUTION NO. 2603

Adopted June 8, 2026

**HONORING MICHELLE WALSH
FOR HER 7 YEARS OF SERVICE ON
THE BETHLEHEM PUBLIC LIBRARY BOARD OF TRUSTEES**

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

WHEREAS, Bethlehem Public Library has been grateful for the service of Michelle Walsh as library trustee for the past 7 years; and

WHEREAS, Ms. Walsh has served as trustee on the Bethlehem Public Library Board of Trustees for 7 years, acting as vice president for 5 of those years, as well as chair of the Finance Committee; and

WHEREAS, Ms. Walsh intends to step down from the Bethlehem Public Library Board of Trustees after 7 years of service; and

WHEREAS, Bethlehem Public Library desires to recognize, honor and thank Ms. Walsh for her leadership, dedication, professionalism and hard work toward the betterment of the library.

NOW, THEREFORE, BE IT RESOLVED, that Bethlehem Public Library extends its most heartfelt appreciation and best wishes to Michelle Walsh. She has admirably served the library as trustee and board vice president, among her many contributions.

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

Geoffrey Kirkpatrick,
Library Director



Caroline Brancatella,
Board President