



**Board of Trustees Meeting
July 13, 2026 6:00 pm
Board Room**

Watch here: <https://www.youtube.com/@bethlehempubliclibrary9609>

Public comments can be submitted here: <https://www.bethpl.org/contact-us/contact-the-director/>

Board packet information can be accessed here: <https://www.bethpl.org/board-of-trustees/>

Library Mission Statement

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

Agenda

- Call to order
- Trustee oath of office (p. 2)
- Election of board officers
- Public participation
- Committee appointments
- Board annual authorizations (p. 3)
- Holidays and closings (p. 4)
- Annual ethics/conflict of interest statement (p. 5)
- Board meeting schedule for 2027 (p. 6)
- Review of previous meeting minutes (p. 7-11)
- Financial report (p. 12-22)
 - Treasurer's update (p. 12)
- Personnel report (p. 23)
 - Personnel actions
- Director's report (p. 24-40)
- UHLS report
- Friends report
- New business
 - Demolition bids (p. 41-45)
 - Friends book sale storage shed
 - Other new business
- Old business
 - Boiler project update
 - Long Range Plan Committee report
 - Recording policy – process update
 - Social media policy (p. 46)
 - Other old business
- Future business
- Public participation
- Adjournment

Next board meeting: August 10, 2026 6:00 pm

Next Friends of the Library meeting: August 17, 2026 6:30 pm



ELECTED AND APPOINTED LIBRARY OFFICERS' OATH

I do solemnly swear (affirm) that I will support the Constitution of the United States of America and the Constitution of the State of New York, and that I will faithfully discharge, according to the best of my ability, the duties of the office of

Bethlehem Public Library Trustee

name (please print)

residential address (please print)

signature

Sworn and subscribed before me this _____ day of _____, _____

name and title of subscribing officer (please print)

signature of subscribing officer

beginning date of subscribing officer's term

Board Authorizations 2026-27

Library Attorneys

Roemer, Wallens, Gold & Mineaux, LLP (*primarily personnel matters, sexual harassment training*)
 Whiteman Osterman and Hanna, LLP (*general matters, districting, construction, SEQR, NYS Ed*)
 Bond, Schoneneck and King (*contract negotiations, staff handbook, personnel*)
 The Law Office of Stephanie Adams PLLC (*policies, First Amendment questions, civil service, general matters*)

Library Insurance Broker

Amsure Associates
 Marshall and Sterling

Library Auditors

Marvin and Company (*Last RFP 2019 – contract started July 2019*)

Official Bank Depositories for Library Funds

TD Bank (*Last RFP 2014 – contract started July 2014*)
 M&T Bank
 Key Bank
 NBT Bank
 Pioneer Bank
 Metropolitan Commercial Bank

Official Newspapers

The Spotlight
The Schenectady Gazette

Board Meeting Dates

Official business – generally the second Monday of the month
 Special meetings – called as needed

Authorizations

The Treasurer of the Board is to verify payrolls for the library.
 A petty cash fund of \$100 is established.
 The Treasurer, Account Clerk II and Director are authorized to enter into an agreement with TD Bank for electronic transfers of funds between library accounts effective July 1, 2014.
 The following payroll-related transactions may be transferred electronically: IRS, NYS Tax, NYS Deferred Comp.
 The Board authorizes payment of some time-sensitive bills by hand-drawn check between Board meetings.
 Wire transfers between authorized financial institutions are allowed.
 The Board authorizes payment of certain accounts payable via ACH.

Bonding

The Director, Account Clerk II and Board Treasurer are bonded for \$1,000,000.
 The Staff Assistant who prepares bank deposits is bonded for \$35,000.
 The Messengers are bonded for \$35,000.

HOLIDAYS AND OTHER CLOSINGS DRAFT

2026

Thursday, January 1	New Year's Day	Closed
Monday, January 19	MLK, Jr. Day	Open 9-9
Monday, February 16	Presidents' Day	Open 9-9
Sunday, April 5	Easter Sunday	Closed
Saturday, May 23		Closed
Sunday, May 24		Closed
Monday, May 25	Memorial Day	Closed
Friday, June 19	Juneteenth	Closed
CLOSED SUNDAYS IN JULY AND AUGUST		
Friday, July 3		Closed
Saturday, July 4	Independence Day	Closed
Saturday, September 5		Closed
Sunday, September 6		Closed
Monday, September 7	Labor Day	Closed
Sunday, September 13: SUNDAY HOURS RESUME		
Mon., Oct. 12	Columbus/ Indigenous Peoples Day	Open 9-9
Wednesday, November 11	Veterans Day	Open 9-9
Wednesday, November 25		Open 9-5
Thursday, November 26	Thanksgiving	Closed
Friday, November 27		Open 9-5
Friday, December 4	Staff Development Day	Closed
Thursday, December 24	Christmas Eve	Closed
Friday, December 25	Christmas Day	Closed
Thursday, December 31	New Year's Eve	Open 9-3
Friday, January 1	New Year's Day	Closed

2027 proposed

Friday, January 1	New Year's Day	Closed
Monday, January 18	MLK, Jr. Day	Open 9-9
Monday, February 15	Presidents' Day	Open 9-9
Sunday, March 28	Easter Sunday	Closed
Saturday, May 29		Closed
Sunday, May 30		Closed
Monday, May 31	Memorial Day	Closed
Saturday, June 19	Juneteenth	Closed
CLOSED SUNDAYS IN JULY AND AUGUST		
Sunday, July 4	Independence Day	Closed
Monday, July 5		Closed
Saturday, September 4		Closed
Sunday, September 5		Closed
Monday, September 6	Labor Day	Closed
Sunday, September 12: SUNDAY HOURS RESUME		
Mon., Oct. 11	Columbus/ Indigenous Peoples Day	Open 9-9
Thursday, November 11	Veterans Day	Open 9-9
Wednesday, November 24		Open 9-5
Thursday, November 25	Thanksgiving	Closed
Friday, November 26		Open 9-5
Friday, December 3	Staff Development Day	Closed
Friday, December 24	Christmas Eve	Closed
Saturday, December 25	Christmas Day	Closed
Friday, December 31	New Year's Eve	Closed
Saturday, January 1, 2027	New Year's Day	Closed

Red indicates days that are part of the union contract.



ETHICS STATEMENT FOR LIBRARY TRUSTEES

- Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials, programs and services by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all functions of library trustees.

I agree to abide by this ethics statement.

name (please print) _____

signature _____

date _____

*Adopted by the Board of Directors of the American Library Trustee Association, July 1985
 Adopted by the Board of Directors of the Public Library Association, July 1985
 Amended by the Board of Directors of the American Library Trustee Association, July 1988
 Amendment approved by the Board of Directors of the Public Library Association, January 1989*

*Association for Library Trustees and Advocates (ALTA)
 a division of the American Library Association*

Bethlehem Public Library Board Meetings 2027
(start time 6pm/DRAFT)

January 11

February 8

March 8

April 12

May 10

June 14

July 12

August 9

September 13

October 12 (Tuesday)

November 8

December 13



MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM)
Monday June 8, 2026 (DRAFT)

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

Geoffrey Kirkpatrick, director
Kristen Roberts, public information specialist

EXCUSED: Gail Sacco

GUESTS: Phil Berardi, assistant director/head of operations
Chris McGinty, assistant director/Public Services
Tanya Choppy, accounts clerk
Jen Crawford, confidential secretary
Robert McDonnell
Mary Service
Claire Crawford
Tessy Nedy

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

PUBLIC PARTICPATION

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

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 May 11 regular board meeting.

On a MOTION by S. Patterson with a SECOND by J. Adams, the board approved the minutes the Tuesday May 12 Building Committee meeting.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report.

- C. Brancatella noted that since the passage of the state budget, all real property taxes have been received by the library.
- M. Walsh asked about the process of reinvesting in another treasury bill once the current one comes due. S. Whiting said she will have a couple of days to investigate the rates, which are currently at the 3.66% level before reinvesting. She said she likes to have some variety in the

investments and noted that the Metropolitan investment account allows the library additional flexibility. She added that the invested funds are diminishing slightly as it is spent on building projects.

- M. Kissinger noted that the health insurance budget line is already at 100% and there is still another month in the fiscal year. T. Choppy said that line will be about \$48,000 over because of increasing costs.
- C. Brancatella said that as the library moves into a new fiscal year, the board is encouraged to keep a close eye on the bill schedule.

On a MOTION by L. DiBetta with a SECOND by S. Patterson, the board unanimously approved the Financial Statement dated 31 May 2026 (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; Total: \$489,601.68).

PERSONNEL REPORT

On a MOTION by L. DiBetta with a SECOND by M. Kissinger the board unanimously voted to approve the following positions:

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

DIRECTOR'S REPORT

The board noted the director's report.

- G. Kirkpatrick said the tech services staff has done amazing work processing new items and getting them out on the floor in a timely manner. Since Baker and Taylor is no longer in business, some of the work that had been done there is now done in-house. M. Walsh asked if library staff would be doing that extra work here on out. G. Kirkpatrick said that the library's new book vendor is looking to eventually provide that service but is still in the process of bringing its own staffing up to speed.
- The library will be replacing the security cameras around the building. The new vendor has worked with school districts and has extensive video privacy experience.
- Study spaces are being heavily used by the high schoolers during the season of AP exams and finals. During May and June many of the public rooms at the library are booked out for study hall and not as available to the public.
- The changes to the children's space have received very positive feedback from the public. There are more changes to come with some additional furniture funded by the Friends.
- Regular story times are wrapping up and will be suspended over summer so the librarians can focus on summer reading. There has been some feedback about a desire for summer story times, and staffers are looking at how that might be accommodated in the future.
- M. Walsh said she volunteered at the recent Friends book sale and said there was great energy and it was a lot of fun.
- G. Kirkpatrick said the door count last month was robust, even as circulation dipped slightly. He said those two stats used to go hand in hand, but in recent months they are no longer tied together.
- In response to a question from M. Kissinger, G. Kirkpatrick said staff are looking into a way to most accurately represent e-periodical borrows in the statistics report.

UHLS REPORT

M. Kissinger said the most recent meeting focused on picking the winners of the annual UHLS awards. He noted that the celebration dinner would be held on Wednesday at Love Albany.

FRIENDS REPORT

J. Adams said noted that the Friends had a very successful book sale in May.

NEW BUSINESS

59 Borthwick project

The Building Committee met twice in the past month to discuss plans to manage the demolition of the structure. Main points of discussion have been asbestos abatement, as well as water, gas and electric retention possibilities. The next step will be to put the project out to bid, so that a bid could be awarded as early as the July 13 board meeting.

G. Kirkpatrick said that the board had previously been leaning toward engaging a construction manager for the project, but because the project is relatively small in scale, it might be difficult to find a cost-effective option. There have been early estimates for the final cost of the demolition, but once a bid is awarded, the library will have something closer to a final estimate.

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board unanimously voted to authorize the library to advertise for bids for the demolition of 59 Borthwick. Ave.

On a MOTION by M. Kissinger with a SECOND by L. DiBetta, the board unanimously voted to authorize the transfer of \$30,000 from the general fund to the capital projects (H) fun to cover costs associated with the 59 Borthwick project.

Trustee email

G. Kirkpatrick said that the library makes available emails for trustees, if interested. He noted that if any trustee would like to have a library email, they will have to set up two-factor authentication and receive cyber security training. Board members did not express interest in those individual emails, and G. Kirkpatrick said the library would deactivate old accounts in the coming days.

Nominating committee

The nominating committee would be meeting virtually in the coming weeks and have a slate of officers to present for a July vote.

Social media policy

C. Brancatella noted that the policies presented were in a draft stage. This would be a first read, and there would not be a vote at this meeting. She said the hope is that trustees would review the draft and provide input prior to the next meeting.

S. Patterson said the draft represents efforts to tighten up language, but did not include any substantive change. M. Kissinger suggested using the phrase “designated staff” as the ones who would review content on the site.

L. DiBetta suggested changing the phrase “post” to “comment” when referring to how the public engages with the library’s social media.

Recording policy

S. Patterson said that C. McGinty has shared some of her research of other library policies and a lot of the changes in the draft were based on that information. She said she liked how the term

“recording” simplifies the language. C. Brancatella said the bulk of the policy is aimed at public use, but that there is a section regarding staff recordings. G. Kirkpatrick said the policy is a reminder that library is considered public property so there is no more expectation of privacy than any other public space. He noted that staff still try to work with people who may be uncomfortable. C. Brancatella said the library cannot stop someone from recording in the library unless the manner violates the patron conduct policy. She said the purpose of the policy is to let people know that this is allowed, but also set some parameters. L. DiBetta asked if the best practice might be to require a model consent form for minors. G. Kirkpatrick said he would check with the attorney for guidance.

C. Brancatella asked how the library would enforce a violation of the noncommercial use provision and what that would mean for “influencers.” J. Adams suggested that the very beginning of the policy should state that the library is a public space and there should be no expectation of privacy. C. Brancatella asked the policy committee to incorporate comments from the discussion and recirculate a draft in a week or so to let other people weigh in.

Other new business

There was no other new business discussed.

OLD BUSINESS

Boiler project update

G. Kirkpatrick said the boiler project is very close to be closed out, with just some minor things to tie up.

Long Range Plan Committee report

M. Kissinger said he was waiting for everyone’s feedback and will get a meeting on the calendar before the next board meeting.

Other old business

C. Brancatella said the board will be welcoming a new trustee at the July meeting. She thanked the community for their engagement with the write-in voting process. She noted that M. Walsh will be stepping down at the end of the month after 7 years of service and said her voice and attention to detail was greatly appreciated, as was her willingness to speak up even when she was in the minority.

On a MOTION by M. Kissinger with a SECOND by C. Brancatella, the board unanimously voted to accept a resolution of recognition honoring M. Walsh for her service on the Bethlehem Public Library Board of Trustees.

FUTURE BUSINESS

There was no future business at this time.

EXECUTIVE SESSION

On a MOTION by J. Adams with a SECOND by L. DiBetta, the board unanimously voted to enter into executive session at 7:14pm regarding the employment history of a particular individual.

On a MOTION by J. Adams with a SECOND by L. DiBetta, the board unanimously voted to leave executive session at 7:48pm.

On a MOTION by S. Patterson with a SECOND by M. Walsh, the board unanimously voted to accept the 2026-27 M/C salary schedule, copies of which are available on request.

PUBLIC PARTICIPATION

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

ADJOURNMENT

On a MOTION by M. Walsh with a SECOND by J. Adams, the board unanimously voted to adjourn the regular meeting at 8:52pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
C. Brancatella, board president

DRAFT

Treasurer's Report

July 13, 2026

Revenue and Expense Report

The revenue and expense report for the fiscal year ended June 30, 2026 shows a surplus of \$52,340. Salaries are right on budget while health insurance and retirement are approximately \$61,000 over budget. Expenses overall, are on budget, due to underspending in library materials, capital expenses and contingency, offsetting the overage in employee benefits. The surplus is mainly attributable to additional revenue from interest, contributions and miscellaneous revenue. There will be a few year-end adjustments such as accrued payroll and retirement that will likely reduce net revenue somewhat. The final net revenue total will be added to the fund balance.

Automated Clearing House (ACH) Payments

Included in the authorizations for approval is the use of ACH (Automated Clearinghouse) for many payments that the library makes to vendors. What this means is that a vendor can receive payment directly to their bank account instead of receiving a check in the mail. The process and security protocols are the same as what is done for direct deposit of payroll checks. It is a cleaner, safer, more secure way to deliver payment, given issues with the mail, lost checks, delays in cashing checks, etc. Many vendors, especially those who we regularly deal with, have requested this. Many organizations have moved or are moving in this direction, including the Bethlehem school district. This has been vetted and approved by the Finance Committee

Investments

We purchased a \$528,000 treasury bill on June 12 for \$518,617, at an interest rate of 3.71%. The maturity date is 12/10/26.

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

REVENUE & EXPENSE REPORT
EXPLANATION OF VARIANCES

FISCAL YEAR 2025-2026

	ANNUAL BUDGET	ACTUAL	DOLLAR VARIANCE	PERCENT VARIANCE	EXPLANATION
	2025-2026	2025-2026			
REVENUE					
Real Property Taxes	4,711,910	4,711,912	2	0.00%	
PILOT	225,000	234,291	9,291	4.13%	Add'l PSEG pilot paymt rec'd
Fines	3,000	3,128	128	4.27%	
Interest on Deposits	121,500	138,320	16,820	13.84%	Int. rates steady at approx 3.45%, budgeted conservatively
Lost Book Payments	11,500	11,950	450	3.91%	
Friends of BPL Contributions	10,000	22,304	12,304	123.04%	Fish tank, \$3,500, Book display truck & various toys, \$7,100
Gifts and Donations	10,000	9,164	(836)	-8.36%	Hungerford-\$5,000, Storch-\$1,000, picnic tables- \$1,460
Photocopier	10,500	16,403	5,903	56.22%	2 copiers now avail for public use
State Aid	26,500	26,989	489	1.85%	
Grants	-	3,656	3,656	-	UHLS, special legislative grant-\$3,077
Miscellaneous Income	800	6,092	5,292	661.50%	Town of Beth PEG- \$4,482, CC rebates, vending commissions
Carryover add'l PILOT FY 24-25	38,000	38,000	-	0.00%	
Total Revenue	<u>5,168,710</u>	<u>5,222,209</u>	<u>53,499</u>	<u>1.04%</u>	
EXPENSES					
Salaries	2,783,914	2,778,654	5,260	0.19%	
Retirement	376,102	390,285	(14,183)	-3.77%	
Health Insurance	430,000	476,637	(46,637)	-10.85%	
Other Benefits	240,194	234,985	5,209	2.17%	
Subtotal Salaries & Benefits	<u>3,830,210</u>	<u>3,880,561</u>	<u>(50,351)</u>	<u>-1.31%</u>	
Library Materials - Print	290,000	281,113	8,887		
Library Materials - Electronic & Audio	290,500	285,483	5,017		
Subtotal Library Materials	<u>580,500</u>	<u>566,596</u>	<u>13,904</u>	<u>2.40%</u>	
Operations	633,000	633,608	(608)	-0.10%	Over in util by \$20k, under in prof fees by \$16k, other variances offset
Capital Expenditures	100,000	89,104	10,896	10.90%	Skylights & cracked window, furnace repair, new patio, shelving, new tables
Contingency	25,000	-	25,000	100.00%	Did not use contingency
Total Expenses	<u>5,168,710</u>	<u>5,169,869</u>	<u>(1,159)</u>	<u>-0.02%</u>	
Net Surplus (Deficit) Before Adjustments	<u>-</u>	<u>52,340</u>	<u>52,340</u>		
Adjustments					
PR Accrual					
Retirement accrual					

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 6/30/26

	BALANCE					BALANCE
	<u>5/31/2026</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>EARNINGS</u>	<u>TRANSFERS</u>	<u>6/30/2026</u>
TD Bank General Fund	227,548.16	5,171.50	(245,927.48)	(536.70)	211,958.25	198,213.73
TD Bank Payroll	0.00		(150,041.75)	-	150,041.75	0.00
TD Bank Money Market	858,133.17	-		1,410.63	-	859,543.80
TD Bank Treasury Bill	518,352.58		-	867.42	-	519,220.00
TD Bank Capital Project Fund	22,873.19	-	(7,959.57)		-	14,913.62
Metropolitan Bank Opened 7/03/25	2,435,750.90	-	-	6,227.51	(350,000.00)	2,091,978.41
Key Bank Checking	14,382.66	2,533.97	(287.81)		(12,000.00)	4,628.82
TOTAL:	<u>4,077,040.66</u>	<u>7,705.47</u>	<u>(404,216.61)</u>	<u>7,968.86</u>	<u>-</u>	<u>3,688,498.38</u>

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

12 MONTHS ENDED 6/30/26

FISCAL YEAR 2025-2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 12 MO. ENDED 6/30/2026	Percent YTD 6/30/2026	ANNUAL BUDGET 2024-2025	YTD PRIOR 12 MO. ENDED 6/30/2025	Percent YTD 6/30/2025
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	3,128	104.3%	3,000	2,478	82.6%
Interest on Deposits	121,500	138,320	113.8%	90,000	172,411	191.6%
Lost Book Payments	11,500	11,950	103.9%	8,500	11,986	141.0%
Friends of BPL Contributions	10,000	22,304	223.0%	7,000	7,623	108.9%
Gifts and Donations	10,000	9,164	91.6%	8,000	8,031	100.4%
Photocopier	10,500	16,403	156.2%	8,000	13,317	166.5%
State Aid	26,500	26,989	101.8%	26,000	26,362	101.4%
Grants	-	3,656	0.0%	-	6,420	0.0%
Miscellaneous Income	800	6,092	761.5%	500	758	151.6%
Carryover add'l PILOT FY 24-25	38,000	38,000				
Total Revenue	5,168,710	5,222,209	101.0%	4,982,100	5,119,258	102.8%
EXPENSES						
Salaries	2,783,914	2,778,654	99.8%	2,547,087	2,642,440	103.7%
Retirement	376,102	390,285	103.8%	324,242	340,507	105.0%
Health Insurance	430,000	476,637	110.8%	398,000	394,912	99.2%
Other Benefits	240,194	234,985	97.8%	238,965	208,600	87.3%
Subtotal Salaries & Benefits	3,830,210	3,880,561	101.3%	3,508,294	3,586,459	102.2%
Library Materials - Print	290,000	281,113	96.9%	294,000	259,737	88.3%
Library Materials - Electronic & Audio	290,500	285,483	98.3%	281,000	315,047	112.1%
Subtotal Library Material	580,500	566,596	97.6%	575,000	574,783	100.0%
Operations	633,000	633,608	100.1%	643,900	579,641	90.0%
Capital Expenditures	100,000	89,104	89.1%	100,000	29,937	29.9%
Contingency	25,000	-		35,000	-	
Total Expenses	5,168,710	5,169,869	100.0%	4,862,194	4,770,820	98.1%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

12 MONTHS ENDED 6/30/26

FISCAL YEAR 2025 - 2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 12 MO. ENDED 6/30/2026	Percent YTD 6/30/2026	ANNUAL BUDGET 2024-2025	YTD PRIOR 12 MO. ENDED 6/30/2025	Percent YTD 6/30/2025
Salaries & Benefits						
Salaries-Librarians	1,378,299	1,421,144	103.1%	1,252,089	1,315,978	105.1%
Salaries-Support Staff	1,206,163	1,153,529	95.6%	1,226,399	1,131,413	92.3%
Salaries-Custodians	199,452	203,982	102.3%	188,505	195,048	103.5%
Subtotal Salaries	2,783,914	2,778,654	99.8%	2,666,993	2,642,440	99.1%
Retirement	376,102	390,285	103.8%	324,242	340,507	105.0%
Health Ins.	430,000	476,637	110.8%	398,000	394,912	99.2%
SocSec/Medicare	212,694	207,058	97.4%	206,465	194,525	94.2%
Worker's Comp.	20,000	25,732	128.7%	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	3,880,561	101.3%	3,628,200	3,586,459	98.8%
Library Materials						
Adult books	171,000	168,004	98.2%	171,000	156,246	91.4%
Periodicals	14,000	11,906	85.0%	18,000	11,860	65.9%
YS Books	85,000	81,786	96.2%	85,000	71,318	83.9%
Special Collections	20,000	19,416	97.1%	20,000	20,313	101.6%
Subtotal Print Materials	290,000	281,113	96.9%	294,000	259,737	88.3%
Audiobooks	15,000	17,125	114.2%	20,000	20,126	100.6%
E-Collections	201,000	209,371	104.2%	201,000	235,558	117.2%
Electronic Resources	50,000	34,028	68.1%	31,000	36,842	118.8%
YS Audiobooks	4,500	3,926	87.2%	4,500	4,317	95.9%
YS Media	-	-	0.0%	2,500	1,195	47.8%
AS Media	20,000	21,034	105.2%	22,000	17,009	77.3%
Subtotal Electronic & Audio	290,500	285,483	98.3%	281,000	315,047	112.1%
Subtotal Library Materials	580,500	566,596	97.6%	575,000	574,783	100.0%
Operations						
Copiers and supplies	14,000	19,452	138.9%	15,000	17,280	115.2%
Office supplies	17,000	18,954	111.5%	20,000	12,631	63.2%
Custodial supplies	22,000	23,822	108.3%	20,000	23,236	116.2%
Postage	22,000	18,776	85.3%	22,000	19,518	88.7%
Printing & Marketing	35,000	35,127	100.4%	43,200	43,715	101.2%
Van lease & oper.	2,500	497	19.9%	4,000	979	24.5%
Gas and Electric	65,000	84,829	130.5%	75,000	75,593	100.8%
Telecom & Cloud Svcs	25,000	29,584	118.3%	24,000	23,477	97.8%
Water	3,000	3,319	110.6%	3,000	2,417	80.6%
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	13,879	46.3%	40,000	6,572	16.4%
Contract Services	50,000	45,517	91.0%	50,000	49,275	98.6%
Insurance	36,000	35,733	99.3%	35,000	30,881	88.2%
Bank Fees	2,500	8,092	323.7%	1,700	6,510	382.9%
Travel/Conference	10,000	8,190	81.9%	3,500	6,681	190.9%
Memberships	3,000	3,643	121.4%	3,000	3,648	121.6%
Special Programs	45,000	44,669	99.3%	42,000	27,196	64.8%
Furniture & Equipment	30,000	26,747	89.2%	30,000	29,260	97.5%
IT Hardware & Software	55,000	56,702	103.1%	50,000	51,262	102.5%
Bld & Grnd. Repair	40,000	39,377	98.4%	40,000	27,029	67.6%
Furn/Equip Repair	4,000	2,133	53.3%	3,000	4,419	147.3%
Miscellaneous	6,500	5,732	88.2%	6,500	6,266	96.4%
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	58,496	101.7%
Subtotal Operations	633,000	633,608	100.1%	643,900	579,641	90.0%
Capital Expenditures	100,000	89,104	89.1%	100,000	29,937	29.9%
Contingency	25,000	-	0.0%	35,000	-	0.0%
TOTAL	5,168,710	5,169,869	100.0%	4,982,100	4,770,820	95.8%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN JUNE 2026 BASED ON PRE-APPROVAL	\$	89,246.27
CHECKS DISBURSED IN JUNE 2026 RELATING TO PAYROLL	\$	220,942.18
CHECKS BEING SUBMITTED FOR APPROVAL	\$	94,012.84
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	10,342.65

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 44: PREAPPROVED (JUN 26) For Dates 6/1/2026 - 6/30/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43693	06/01/2026	1831	CDPHP UNIVERSAL BENEFITS, INC.		36,136.93
43694	06/01/2026	720	MVP HEALTH PLAN, INC.		14,538.72
43695	06/01/2026	2061	UNITED HEALTHCARE INSURANCE CO		192.45
43696	06/01/2026	1607	VERIZON BUSINESS FIOS	260001	169.79
43697	06/02/2026	2395	CSEA EMPLOYEE BENEFIT FUND		163.74
43763	06/08/2026	1581	UNITED STATES POSTAL SERVICE	260011	1,800.00
43764	06/11/2026	1865	FLEURY RISK MANAGEMENT LLC	260653	2,289.36
43765	06/11/2026	2066	KEVIN COFFEY	260662	174.14
43766	06/11/2026	2113	NYSIF DISABILITY BENEFITS	260657	1,584.62
43767	06/11/2026	559	STATE INSURANCE FUND (NYSIF WORKERS' COMP)	260658	21,357.28
43768	06/11/2026	1607	VERIZON BUSINESS FIOS	260001	199.99
43769	06/11/2026	2137	WEX BANK	260015	48.50
43770	06/18/2026	1424	AFLAC NEW YORK		464.57
43771	06/18/2026	2426	JPMORGAN CHASE BANK NA	260668	3,226.77
43772	06/18/2026	1570	NATIONAL GRID		5,255.63
43774	06/22/2026	2303	IRONFLOW TECHNOLOGIES INC.	260536	1,117.80
43775	06/22/2026	1607	VERIZON BUSINESS FIOS	260001	169.79
43776	06/23/2026	2395	CSEA EMPLOYEE BENEFIT FUND		163.74
43777	06/23/2026	2061	UNITED HEALTHCARE INSURANCE CO		192.45

Number of Transactions: 19

Warrant Total: 89,246.27

Vendor Portion: 89,246.27

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 47: PAYROLL (JUN 26) For Dates 6/1/2026 - 6/30/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43762	06/12/2026	712	CIVIL SERVICE EMPL ASSOC INC.		964.83
43773	06/26/2026	712	CIVIL SERVICE EMPL ASSOC INC.		964.83
101126	06/12/2026	709	BPL SPECIAL PAYROLL ACCOUNT		73,707.26
101127	06/12/2026	710	NYS INCOME TAX BUREAU		4,228.60
101128	06/12/2026	1946	IRS - PAYROLL TAX PMT		23,815.82
101129	06/12/2026	2003	NEW YORK STATE DEFERRED		3,644.53
101130	06/26/2026	709	BPL SPECIAL PAYROLL ACCOUNT		76,334.49
101131	06/26/2026	710	NYS INCOME TAX BUREAU		4,357.00
101132	06/26/2026	730	NYS EMPLOYEES RETIREMENT SYSTE		4,823.67
101133	06/26/2026	1946	IRS - PAYROLL TAX PMT		24,420.91
101134	06/26/2026	2003	NEW YORK STATE DEFERRED		3,680.24
Number of Transactions: 11				Warrant Total:	220,942.18
				Vendor Portion:	220,942.18

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: BILL SCHEDULE (JUL 26) For Dates 7/14/2026 - 7/14/2026**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43781	07/14/2026	2099	4IMPRINT, INC.	260683	3,820.81
43782	07/14/2026	1531	A-J LAWN SPRINKLER CO., INC.	260709	248.75
43783	07/14/2026	1040	ALBANY COUNTY CLERK	270021	5.00
43784	07/14/2026	30	ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	39.00
43785	07/14/2026	2420	AMAZON CAPITAL SERVICES INC	260677	2,824.56
43786	07/14/2026	2531	ANNA LAROSE	270024	100.00
43787	07/14/2026	2457	AQUATIC ALLIES	*See Detail Report	205.97
43788	07/14/2026	2036	BERLIN FREE TOWN LIBRARY	260694	14.95
43789	07/14/2026	103	BRODART INC	260672	42.87
43790	07/14/2026	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	270029	553.11
43791	07/14/2026	827	PHYLLIS CHAMBERS		619.50
43792	07/14/2026	2533	COMALLI GROUP, INC.	260643	5,378.11
43793	07/14/2026	634	CSLP	260674	231.61
43794	07/14/2026	1434	DELL MARKETING L.P.	260624	1,572.80
43795	07/14/2026	1220	DEMCO, INC	260661	859.81
43796	07/14/2026	1981	DUDLEY OBSERVATORY	270025	200.00
43797	07/14/2026	1991	EASTERN MANAGED PRINT NETWORK LLC	*See Detail Report	1,030.58
43798	07/14/2026	1986	FIRSTLIGHT FIBER	*See Detail Report	754.19
43799	07/14/2026	1965	PATRICIA GEROU		619.50
43800	07/14/2026	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	50.94
43801	07/14/2026	745	MARY HARTMAN		619.50
43802	07/14/2026	1930	HEWITT'S GARDEN CENTERS INC.	260684	131.90
43803	07/14/2026	2518	INGRAM LIBRARY SERVICES LLC	*See Detail Report	37,561.72
43804	07/14/2026	2322	KANOPY INC.	260016	1,382.00
43805	07/14/2026	1155	LAKESHORE LEARNING MATERIALS	*See Detail Report	1,323.05
43806	07/14/2026	2201	LANE PRESS OF ALBANY	260009	2,245.00
43807	07/14/2026	2527	LCR CONSULTING	260703	1,100.00
43808	07/14/2026	2127	MASS MoCA	270030	275.00
43809	07/14/2026	1024	MIDWEST TAPE LLC	*See Detail Report	7,087.61
43810	07/14/2026	380	MORNINGSTAR	260650	2,460.00
43811	07/14/2026	1172	ANNE B MOSHER		619.50
43812	07/14/2026	2148	NORTHEAST PEST CONTROL	260013	199.00
43813	07/14/2026	1823	OVER DRIVE INC.	*See Detail Report	10,545.00
43814	07/14/2026	2224	PARKS/SCHUYLER MANSION	260560	30.00
43815	07/14/2026	2563	PATRICIA SPENCER	270026	100.00
43816	07/14/2026	450	PHILLIPS HARDWARE INC	260007	76.73
43817	07/14/2026	458	PITNEY BOWES INC	260008	248.51
43818	07/14/2026	1210	PROQUEST LLC	260649	1,932.15
43819	07/14/2026	2451	QUENCH	270031	384.36
43820	07/14/2026	478	QUILL.COM	260671	41.38

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 3: BILL SCHEDULE (JUL 26) For Dates 7/14/2026 - 7/14/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43821	07/14/2026	487	RAVENA NEWS HERALD	270032	92.00
43822	07/14/2026	1490	REPEAT BUSINESS	260073	165.31
43823	07/14/2026	505	ROEMER WALLENS GOLD & MINEAUX	260695	308.00
43824	07/14/2026	2282	ROGER HELD PIANO SERVICE	260675	120.00
43825	07/14/2026	1951	S & S WORLDWIDE INC.	*See Detail Report	418.95
43826	07/14/2026	2421	SENTRON ASSOCIATES INC.	260010	460.41
43827	07/14/2026	2251	SPECTRUM/CHARTER COMMUNICATIONS	270010	120.00
43828	07/14/2026	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	185.39
43829	07/14/2026	2021	STEPHENTOWN MEMORIAL LIBRARY	260655	4.95
43830	07/14/2026	2211	STORM KING ART CENTER	270022	250.00
43831	07/14/2026	2340	T-MOBILE	270011	979.10
43832	07/14/2026	2437	THE CORNER GATEWAY, LLC	*See Detail Report	212.00
43833	07/14/2026	2307	TRANE U.S. INC.	260686	345.00
43834	07/14/2026	2344	ULINE, INC.	*See Detail Report	334.13
43835	07/14/2026	632	UPPER HUDSON LIBRARY SYSTEM	260652	277.12
43836	07/14/2026	1607	VERIZON BUSINESS FIOS	270001	169.79
43837	07/14/2026	1607	VERIZON BUSINESS FIOS	270001	89.00
43838	07/14/2026	1607	VERIZON BUSINESS FIOS	270001	199.99
43839	07/14/2026	1968	VERIZON WIRELESS	270003	62.50
43840	07/14/2026	645	W W GRAINGER INC	*See Detail Report	1,007.08
43841	07/14/2026	1884	W.B. MASON CO., INC.	260679	372.70
43842	07/14/2026	2182	W.M. BIERS INC.	260685	173.00
43843	07/14/2026	1593	WILLIAM K. SANFORD LIBRARY	260656	12.95
43844	07/14/2026	2259	WORLD AWARENESS CHILDREN'S MUSEUM	270023	119.00

Number of Transactions: 64

Warrant Total: 94,012.84

Vendor Portion: 94,012.84

*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 - 1: BILL SCHEDULE (JUL 26) H FUND For Dates 7/14/2026 - 7/14/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
10018	07/14/2026	2532	COLLINS + SCOVILLE ARCHITECTURE ENGINEERING	*See Detail Report	9,615.00
10019	07/14/2026	938	GAZETTE NEWSPAPERS	260698	727.65
Number of Transactions: 2				Warrant Total:	10,342.65
				Vendor Portion:	10,342.65

*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

July 13, 2026 - Board of Trustee Meeting											23
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				
Library Page Part-Time	Collection Maintenance	10.1 hrs/wk		\$16.00/hour	A. Kall	6/1/2026	6/8/2026	Filled	T. Iardi	7/6/2026	Hire
Action Requested											
NONE											
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 July 2026

Building and Grounds

Progress continues on the boiler. Representatives from BPI and Trane met with Kevin and our engineer from CSArch to go over project closeout and the punchlist. Several items from the list have been completed, and I anticipate final completion and closeout of the project soon.

We have worked closely with our architects from CSArch to produce the bid package for the 59 Borthwick Ave. demolition. The bids were published, advertised, and the library held a pre-bid walkthrough for contractors. Ultimately, three timely bids were received and the low bidder has been recommended by our architect. Those documents are included in the board packet.

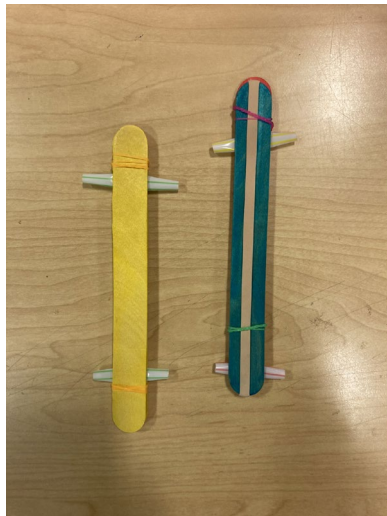
The admin team has worked with the Friends of the Library to coordinate their desire for a shed to store book sale items and related material.

Youth Services

The Youth Services Department dedicated the month to outreach efforts. We focused on promoting the library's Summer Reading program. Throughout June, Youth Services staff visited several local schools, conducting both classroom and library presentations to share information about the exciting activities and events planned for the summer. In addition to school visits, staff participated in community outreach events including the Delmar Farmers Market, Thursdays in the Park, and the Super Story Party at the New York State Museum, helping to connect with families and build enthusiasm for Summer Reading. Staff had an excellent time decorating the Children's Place, aligning with the 2026 "Unearth a Story" summer reading theme.



Creation Station: Rainbow Kazoo (6/1 - 6/7) – Drop-in craft in the Children’s Place. The June craft prompted children to create their own rainbow kazoo to take home. Responsible staff: Alex D. Attendance: 105



Butterfly Story Time and Craft (6/2) – The theme for story time was “Bugs and Butterflies,” including everyone’s favorite *Very Hungry Caterpillar*. Participants had the opportunity to make butterflies from coffee filters, pipe cleaners, and markers. The children loved spraying their butterflies with water to create a “magic” effect. Responsible staff: Elnora B. Attendance: 38



Outdoor Dance Party (6/8) – The weather was great for this outdoor program. We did many interactive songs and dances. Staff brought out the scarves and the wrist ribbons, which were a huge hit. We did everything from “Rocket Ship Run” to “We Are the Dinosaurs.” Responsible staff: Lauren K. Attendance: 42

Parachute Story Time (6/12) – After 15 minutes of active story time, staff divided the participants into two groups. Each group was then given a 15-minute parachute play time. While one group participated in parachute activities, the other group had access to large tunnels and beach balls for free play. Staff incorporated a few calming strategies to help keep the kids calm while they waited for their turn with the parachute. Everyone enjoyed the program. We recently purchased a larger parachute for future programs, which should allow all participants to take part in parachute play at the same time. Responsible staff: Elnora B. Attendance: 62

Paws to Read (6/1) – Therapy dog Lola enjoyed plenty of visitors during the program’s first session on the Green. Children, adults, and families stopped by, meeting her as they came and went from the library. One especially memorable visit came from a six-year-old boy and his grandmother, who attended specifically for the program. The boy spent time reading aloud to Lola, practicing with both a library book he had checked out and one of the books provided for the program. Responsible staff: Shannon M. Attendance: 20

Sing and Dance with Andy the Music Man (6/25) – Children and their caregivers enjoyed an excellent kick off to the 2026 Summer Reading Program on the Green. We had music and dancing by Andy the Music Man. Andy put on an excellent show for everyone who attended. Staff also set up a summer reading sign-up

station on the Green and encouraged participants, both young and old, to take part in the summer reading challenge. Responsible staff: Dan B., Elnora B., Alex D.
Attendance: 187



Summer Reading Kick-Off Party (6/26) – This event for school age children featured face painting, rock painting and freeze pops for snacks. The face painting vendor had an emergency, so she arrived an hour late. We set up two tables of Legos, and the children were happy to play with them if they finished their rock painting early. Once the face painter arrived, she worked nonstop until all the children had their faces done. Elnora provided ideas for the rocks on each table along with the painting supplies; children chose their own rocks. Most of them chose to do their own design, which is always what we hope for. It was a very relaxing atmosphere for the families, and many stayed the entire 2 hours.
Responsible staff Dan B., Elnora B., Lauren K. Attendance: 93



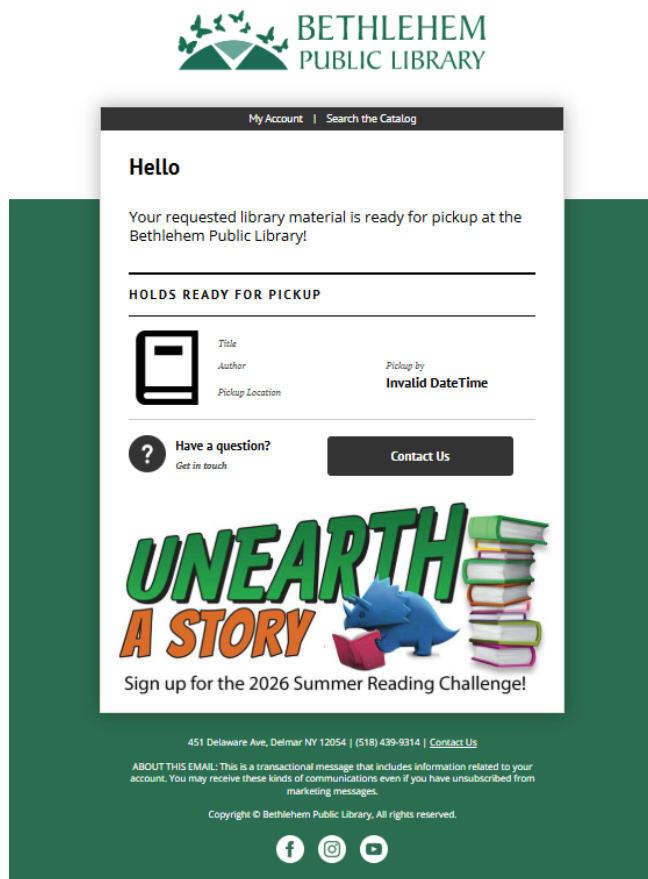
Toy Story Crafts (6/18) – There was a great turnout for our Toy Story-themed crafts on June 18th. Participants had the opportunity to make a slinky dog, paper plate alien mask, color in a felt cowboy and horse, or use scratch art to create a cowboy hat. The alien was the most popular choice. Several participants decided to create more than one craft throughout the program. We will be hosting similar craft programs later in the summer. Responsible staff: Shannon M. Attendance: 34



Information Technology

Prior to the opening of the summer pool season, we replaced multiple end-of-life wireless access points at the Town Hall and Town Park/Pool. Completing the upgrades before the summer season ensured uninterrupted public internet access at both locations. June usage reflected strong demand, with Town Hall Wi-Fi sessions increasing 81% over June 2025 and Pool Wi-Fi sessions increasing 22%.

The switch from PatronPoint to MessageBee for notice and e-newsletter delivery is complete. All transactional email notices including holds, overdues, billed, and renewal notices are now being sent through this system. This platform offers us a chance to have local control of our notice language and to communicate about library services.



Circulation and Technical Services

The fiscal year 2025-2026 saw modest declines in overall circulation despite strong overall use. Total circulation reached 653,725 checkouts, a decrease of 0.04%, from the previous year's 656,459.

Digital collections continued to see growth throughout the year. Overdrive circulation increased from 157,467 to 168,385 checkouts (+6.9%), while Hoopla circulation increased from 24,534 to 27,520 (+12.2%). The library introduced new digital newspaper access, which generated 13,686 checkouts during its first partial year.

The library continued to invest heavily in its physical collections. A total of 53,621 items were added during the year, exceeding last year's 50,556 additions (+6.1%). The number of items added in the system-wide Overdrive consortium also increased substantially from 161,068 to 185,961 items (+13.4%). The total collection, 309,398 items, increased approximately 6% over the previous year.

Annual door count increased from 227,587 to 231,786 visits (+1.8%), while in library wireless internet sessions totaled 109,698, reflecting continued demand for the library as a community destination both inside the building and across outdoor Wi-Fi locations.

The library welcomed 1,278 new Bethlehem Public Library cardholders during the fiscal year, compared with 1,330 the previous year. Additionally, 591 new Overdrive users registered during the year.

Staff continued to support outreach efforts by providing library card registration, account services, and checkout opportunities directly in the community. Across the two outreach events where circulation services were offered, staff issued 29 new library cards, updated 3 existing accounts, and circulated 45 library materials.

Adult Services

Our annual summer reading challenge has started and the library has transformed into a Jurassic wonderland to celebrate this year's paleontological *Unearth a Story* theme. There are sixteen reading challenges to complete this year, with adult participants earning a chance to win one of five themed gift baskets we'll raffle off at the end of the summer. We are off to a great start this summer, with 153 adults enrolled already.

Final exams brought teens from the high school to the library looking for study space this month, although not as many as last month during AP exams. Tables, carrels and study rooms were busy. Study rooms had wait lists 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 81 students utilized the meeting rooms we set up for study hall during this period.

America 250: Songs & Stories with Lost Radio Rounders (6/30) – We kicked off this year's Evenings on the Green concert series with the return of acoustic trio Lost Radio Rounders. The band presented a musical journey through American history, in honor of the nation's 250th year. The Friends of the Library hosted an ice cream social prior to the concert.

Responsible Staff: Erin, Luke. Attendance: 57



Father Abraham's Boys: When We Sent Our Children to War (6/9) –Michael Aikey discussed the lesser-known impacts of the Civil War on the country's children who participated and died in the war in untold numbers. This program was recorded and is available on the Library's YouTube channel.

Responsible staff: Luke. Attendance: 42

Competitive Puzzling (6/7) – This program series continues to be a popular draw for people from multiple age groups with excellent overall attendance. Puzzle solvers were invited to see who could solve a 500-piece puzzle fastest.

Responsible staff: Erin. Attendance: 38



French Conversation Club (6/10, 6/24) – A 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: 12, 9

Spanish Conversation Club (6/3, 6/17) – A program for folks looking to practice speaking Spanish in a casual setting. Responsible staff: Robert. Attendance: 3, 4

Cotton Swab Painting (6/11, 6/18) – We are experimenting a bit with our adult craft/art programs and offered two sessions of the same program this month to help meet demand, we always have full wait lists for these types of programs. For this

program we used cotton swabs to apply paint to canvas, experimenting with dots, textures, blending, and layering techniques. This method is perfect for creating patterns, landscapes, florals, or abstract designs.

Responsible staff: Kyle. Attendance: 20, 15

DIY Paper Making (6/10, 6/11) – For this program, we used recycled paper scraps and botanicals to make unique art paper using the "pour method" of papermaking.

Responsible staff: Sarah. Attendance: 14, 12



Spice Sharing: Turmeric (6/1) – Our culinary program series showcasing a particular spice. Attendees are welcome to bring samples of what they made, but it is not required to participate. We had a great turnout for this one. Lots of food brought in to share, sweet and savory, everyone loves a versatile spice.

Responsible staff: Erin. Attendance: 15

Virtual Author Talks & Associated Archived Recordings (ongoing)

We offered three live talks this month, including:

Author Talk: Smithsonian Curator Mary Savig (6/3).

Live Attendance: 10

Eat Your Ice Cream: Author Talk with Dr. Ezekiel Emanuel (6/9).

Live Attendance: 19

Author Talk: Matt Dinniman (6/11).

Live Attendance: 25

Author Talk with Sana Javeri Kadri and Asha Loupy: Diaspora Spice Co. (6/23).

Live Attendance: 10

We also added three virtual author talk recordings this month including:
 On Courage, Turmoil, and the Transformative Power of Love with
 Marjan Kamali Total: 24

Ancient Wisdom and Modern Technologies for Peak Brain Performance
 with Dr. Patrick K. Porter and Ruchika Sikri Total: 19

Reshape Your Beliefs and Unlock Your True Potential with Nir Eyal
 Total: 19

Listen and Learn: The Confident Inaccuracies of Adriaen van der Donck
 Total: 14

Outreach

Bethlehem Central Middle School Pop-Up Library (6/10) – Sixth grade ELA teachers brought their classes to the Library Media Center throughout the day, and students were able to peruse our offerings, pick up their pre-made library cards, and get pencils and bookmarks. There were also a few students who signed up for library cards on the spot. Special thanks to Liz and Kathie for assisting with this event. Responsible staff: Shannon M. Attendance: 270



Delmar Farmers Market (6/27) – We had a wonderful time participating in the Delmar Farmers Market. We brought our pop-up library, stocked with six crates of books, and several patrons checked out items to take home. One patron was especially delighted to discover her book club's selection for the month on display and happily checked it out. At 10:00 a.m., we hosted story time for children and caregivers. We shared several farm-themed picture books and had a fun time singing, dancing, and enjoying stories together. Throughout the morning, staff distributed Summer Reading game cards to patrons of all ages and encouraged people to attend upcoming July and August programs. Several children also

participated in our Farmers Market Scavenger Hunt. Overall, the Farmers Market was a positive experience. We look forward to participating in the July 25th Farmers Market. Special thanks to Emma for assisting with the event. Responsible staff: Dan B. Attendance: 118



Eagle Elementary Field Day (6/15) – This was originally scheduled for Friday, 6/12, but was rescheduled due to the Heat Advisory. The weather on the new date was fantastic – 70 and sunny with a light wind. The kids were extremely excited to hear about the summer reading theme and frequently asked about Spike the Stegosaurus. Responsible staff: Lauren K. Attendance: 450



Get Outdoors and Get Together (6/13) – The library joined the New York State Department of Environmental Conservation and the State Office of Parks, Recreation and Historic Preservation in partnership with the Office for People with Developmental Disabilities and the Department of Veterans Services at a special event at Five Rivers to connect people to nature and provide increased access to the outdoors. The library provided a prefabricated craft kit, and a bingo-style nature scavenger hunt with colored pencils, bookmarks, and stickers. We were also a stamping location for the children's nature passport activity. We used the opportunity to promote summer reading and library services in general. Responsible staff: Alex D. Attendance: 105

Hamagrael Field Day (6/12) – Many students stopped by the table during their field day activities and got a preview of some of the summer reading prizes. They took a deep interest in the prizes. Some of the younger students tried bartering for prizes with statements of their reading habits. Responsible staff: Shannon M.
Attendance: 136



2026 Bethlehem Pride Festival (6/20) – We attended the 3rd annual Bethlehem Pride Festival at the First United Methodist Church of Delmar. We promoted the library, provided information on Summer Reading and programming and gave away lots of pins, bracelets, tote bags, and frisbees. Over 75 attendees participated in an interactive craft we brought and added a link to a paper “Pride Chain” with hopeful messages which we strung around our pop-up tent.
Responsible Staff: Luke, Donna. Engagement: 428



Super Story Party at the New York State Museum (6/7) – We had a wonderful time taking part in the Super Story Party at the New York State Museum. Staff brought along a “Decorate your Dinosaur” craft. Children and caregivers had the opportunity to use feathers, rhinestones, googly eyes, and other items to customize their own dinosaur to bring home. Staff also had summer reading information on hand as well as our summer mascot, Spike the Stegosaurus. There was an almost

constant flow of people stopping at our table throughout the day, and we were able to interact with many new patrons. We have not participated in this event before. We look forward to attending again next year. Responsible staff: Deanna
Attendance: 155

Three staff members participated in Albany Capital Pride Parade, marching with our Upper Hudson Library System colleagues to celebrate Pride Month.

Meeting and Miscellany

I was disheartened to read the discussion and comments on the Bethlehem Families Facebook site about the library's poor customer service. Hearing from our patrons that our services do not meet their expectations is difficult. I read a book years ago titled *A Complaint is a Gift*, and I am choosing to accept and integrate the comments as such. For the coming year I will work with the library staff to focus on customer service and my service expectations.

I was pleased to welcome a new library page who is working with the library under a youth employment program through Albany County. She will be at the library for six weeks starting in July and ending mid-August. This program is funded through Albany County and coordinated by the Cornell Cooperative Extension.

I gave a tour of the library to Chris Saagas, the Executive Director from the Upper Hudson Library System. This was part of a tour of member libraries during his first year. I also met with Melissa Tacke, the new Youth Services coordinator from UHLS about creating a Friends Council to help bring library friends groups together.

Sara P. and I met with Cole to discuss the proposed Recording Policy. Specifically, she helped us understand her thoughts on limiting recording in the library due to privacy requirements.

Continuing Education and Committee Work

Frank:

Collaborative Summer Reading Program (CSLP) Statistics Committee, virtual meeting,
NY250: Great Give Back, webinar, offered by the New York State Library.

Jennifer: NY250: Great Give Back, webinar, offered by the New York State Library.

Sarah: UHLS Equity Committee, virtual meeting

Dan: Security Awareness Training – Presented by KnowBe4

Elnora: Security Awareness Training – Presented by KnowBe4

Lauren: Graphic Novels Book Buzz Part I – Presented by Booklist

Mary: Fall Youth Preview Part II – Presented by Booklist

How to Lead an Effective Meeting – Presented by RRLC Public Speaking Training Series

Shannon: Security Awareness Training – Presented by KnowBe4

Phil: Equity Committee, UHLS

Directors Association, UHLS

Minimum Standards for Libraries - Selection and Reconsideration Policies, NYSL

Automation Advisory Committee, UHLS

Geoff: Minimum Standards for Libraries - Selection and Reconsideration Policies

New York Library Association - Continuing Education Committee

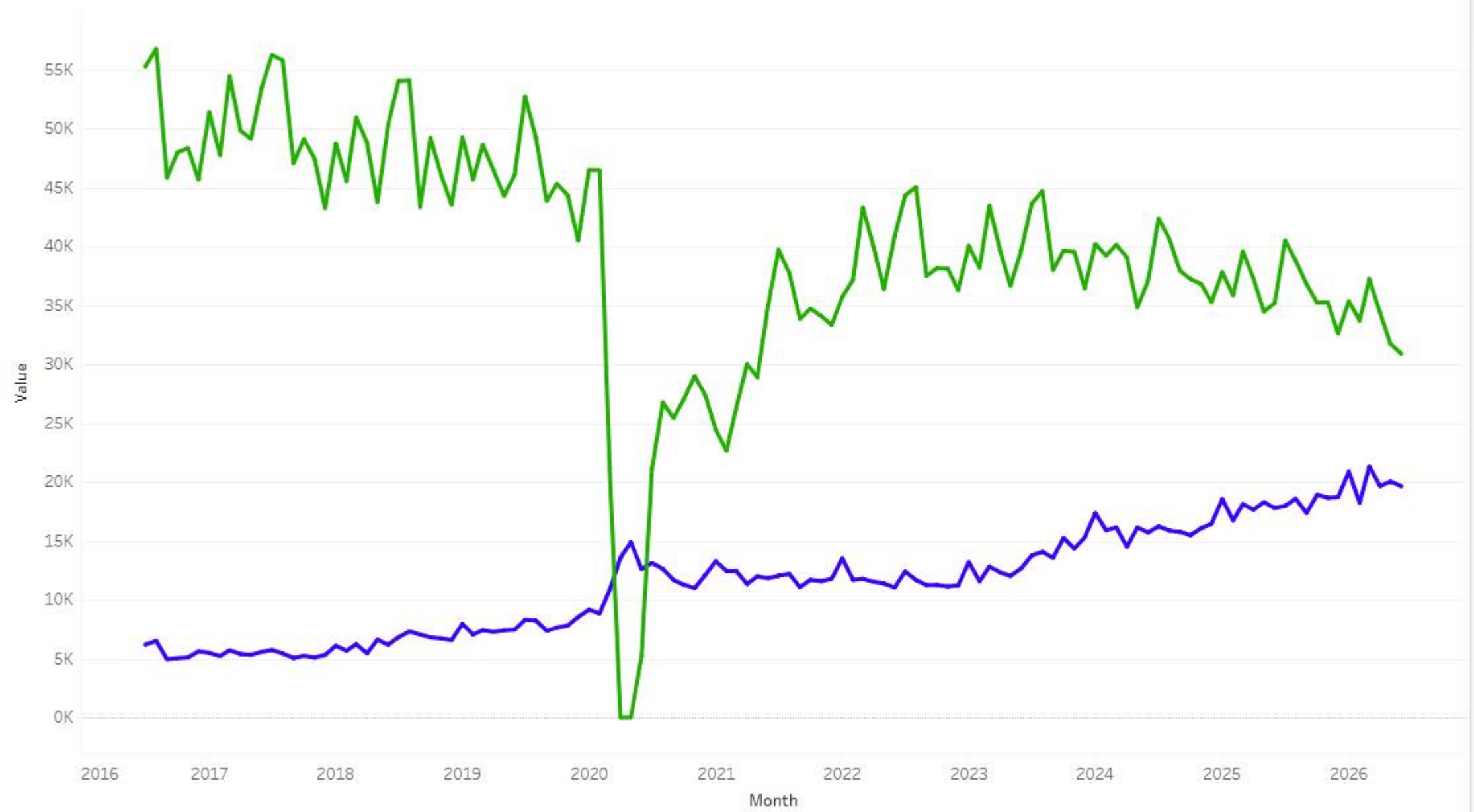
Security Awareness Training – KnowBe4

Statistics

The library has successfully managed a transition in how patrons use the library. Physical borrowing is experiencing a slow but stable decline while digital services, collection growth, and in-person use remained strong or increased. Digital materials are no longer supplemental, they are core to our service. If the shared OverDrive collection was a separate library within UHLS it would be the largest library in the system. The increasing door count shows that people continue to visit the library even though we offer strong digital content. The library is being used as a destination. The level of investment into the collections is unusually strong for a library of this size. The library continues to build physical and digital collection resources while adapting to changing demand.

Physical v. Digital Circulation

Measure Names
■ Circulation
■ eContent Total
38



Door Count: Total 2000-Present

Date
1/1/2021

6/1/2026

39



Library Collection				2024-25	Current Total
Adult fiction				28,103	28,334
Adult non-fiction				28,974	28,745
Adult audio				4,748	3,346
Adult video				7,685	6,405
Young adult fiction				5,030	4,786
Young adult nonfiction				664	634
Young adult audiobooks				295	286
Children's fiction				30,514	30,196
Children's non-fiction				15,416	11,742
Children's audiobooks				1,528	1,254
Children's video				1,055	597
OverDrive - UHLS Shared				161,068	185,961
e-magazines				5,934	6,724
Electronic (games, ereaders)				398	388
Total				291,412	309,398
Library Programs	Jun-26	Jun-25	% change	2024-25	F-Y-T-D
Programs	78	77	1.3%	937	976
Program attendance	1,350	1,743	-22.5%	23,730	26,503
Outreach Programs	13	15	-13.3%	86	65
Outreach Attendance	2,063	3,550	-41.9%	16,296	13,501
Circulation	Jun-26	Jun-25	% change	2024-25	F-Y-T-D
Adult fiction	12,468	13,543	-7.9%	165,420	161,981
Adult non-fiction	5,998	7,016	-14.5%	82,989	79,323
Adult audio	6,747	6,538	3.2%	76,913	80,793
Adult video	4,404	5,084	-13.4%	64,017	60,653
Magazines	5,221	3,144	66.1%	32,827	53,685
Young adult fiction	1,121	1,395	-19.6%	17,800	15,694
Young adult nonfiction	86	107	-19.6%	1,156	1,225
Young adult audiobooks	272	302	-9.9%	3,431	3,405
Children's fiction	9,911	11,113	-10.8%	147,036	134,792
Children's non-fiction	2,755	2,892	-4.7%	36,945	37,282
Children's audiobooks	1,152	1,259	-8.5%	16,418	15,426
Children's video	163	289	-43.6%	4,687	3,334
Electronic (games, ereaders)	382	495	-22.8%	6,920	6,132
Total	50,680	53,177	-4.7%	656,459	653,725
Interlibrary Loan	Jun-26	Jun-25	% change	2024-25	F-Y-T-D
Borrowed from others	4,830	5,354	-9.8%	67,450	66,172
Loaned to others	4,359	4,388	-0.7%	56,425	52,351
Miscellaneous	Jun-26	Jun-25	% change	2024-25	F-Y-T-D
Visits to our home page	66,345	37,595	76.5%	361,097	743,848
Public use of meeting rooms	30	25	20.0%	376	328
Public meeting attendance	610	399	52.9%	4,372	4,191
Staff use & library programs	64	55	16.4%	757	887
Study room sessions	504	427	18.0%	5,194	5,509
Tech room/ Studio use	0	7	-100.0%	85	37
Door count	20,174	17,801	13.3%	209,786	231,786
Registered BPL borrowers	101	143	-29.4%	1,187	1,278
Computer signups	1,553	1,267	22.6%	14,914	17,349
Museum Pass use	145	164	-11.6%	1,365	1,647
E-book use	6,138	6,702	-8.4%	79,556	75,978
E-audiobook use	6,801	6,351	7.1%	72,312	79,362
E-periodical use	5,020	2,916	72.2%	30,228	49,470
Streaming video use	1,722	1,734	-0.7%	21,015	21,898
BCSD use via Overdrive	274	376	-27.1%	3,030	3,259
Equipment	672	534	25.8%	4,838	7,724
Wireless Use	12,611	10,776	17.0%	116,957	109,698

SECTION 004102 - BID FORM CONTRACT NO.02 - GENERAL CONSTRUCTION (GC)

BIDDER INFORMATION

CONTACT: Michael Frueh
COMPANY: David Frueh Contracting LLC.
ADDRESS: 670 Rt. 9w, Glenmont, NY 12077

TELEPHONE: 518-767-0090

FACSIMILE: 518 767-0090

E-MAIL: fruehbros@yahoo.com

PRIME CONTRACT: CONTRACT NO. 02

BID TO (OWNER):

Bethlehem Public Library

451 Delaware Ave

Delmar, NY 12054

PROJECT TITLE:

Bethlehem Public Library

Residential Demolition Project

ARCHITECTS PROJECT NO: 232-2601.01

1.1 **Representations:** By making this Bid, the Bidder represents that:

- A. The Bidder (identified above) hereby certifies that they have examined and fully understands the requirements and intent of the Bidding and Contract Documents, including Drawings, Project Manuals, and Addenda; and proposes to provide all labor, material, and equipment necessary to complete the Work on, or before, the dates specified in the Agreement for the Base Bid of:

1.2 **Base Bid:**

- A. Sixty-Nine Thousand
Seven-Hundred Fifty dollars (\$ 69,750.⁰⁰).

1.3 **Addenda:**

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 1. Addendum # None Dated —.
 2. Addendum # 1 Dated 1.
 3. Addendum # 1 Dated 1.
 4. Addendum # 1 Dated 1.

1.4 **Alternates:**

- A. Alternate No. 1, Electrical Services for future Site Use, full alternate description in Section 012300 - Alternates.

Thirteen - Thousand dollars
(\$ 13,000.⁰⁰).

- A. Alternate No. 2, Prefabricated 8 x 10 Storage Shed, full alternate description in Section 012300 - Alternates.

Six - Thousand, Six Hundred dollars
(\$ 6,600).

- 1.5 **Bid Security:** Attached hereto is Bid Security in the form of (circle correct form) Bid Bond (Certified Check) Cash in the amount of 5 percent of the written Base Bid amount.

- 1.6 **Allowances:** The Bidder affirms that all allowances listed in the Bidding Documents have been included in the Base Bid and include the overhead and profit for said Allowance.
- 1.7 **Time of Commencement and Completion:** The Bidder agrees to commence Work on the stipulated starting date(s) and will substantially complete the Work in accordance with the project schedule stipulated in Bidding Documents.
- 1.8 **Rejection of Bids:** The Bidder acknowledges that the Owner reserves the right to waive any informality in, or to reject any or all Bids.
- 1.9 **Execution of Contract:** If notice of the acceptance of this Bid is mailed, telegraphed, or otherwise delivered to the undersigned within forty-five (45) days after the date of the Bid Opening, or any time thereafter, the undersigned will, within ten (10) working days after the receipt of the form of Agreement, execute and deliver the Contract.
- 1.10 **Site Visit:** By initialing at the end of this paragraph the Bidder acknowledges visiting the project Site as requested by the Bidding Documents.

Michael Frueh (Name-Printed)

MF (Initials)

1.11 **Signature:**

 (Signature)

Michael Frueh (Name-Printed)

Member (Title-Printed)

7/7/26 (Date)

- 1.12 **Attachments:** As itemized in the "Instructions to Bidders" for a complete Bid Form include the following:
- A. Bid Form.
 - B. Bid Bond – AIA Document A310.
 - C. Corporate Resolutions.
 - D. Non-Collusive Affidavit.
 - E. Iran Divestment Act Certificate.

- 1.13 **Supplementary Bid Information:** If apparent lowest Bidder upon Bid Opening, submit in accordance with the "Instruction To Bidders" within 3 working days the following:
- A. Contractor Statement of Qualifications – AIA Document A305.
 - B. Proposed Subcontractor List.
 - C. Proposed Equivalent List.
 - D. Schedule of Values.
 - E. Project Manager Resume.
 - F. Bi-Weekly Material Equipment Status Report

END OF SECTION 004102

From: John Strandberg [REDACTED]
Sent: July 10, 2026 8:45 AM
To: Geoffrey Kirkpatrick [REDACTED] Jen Crawford [REDACTED]
Cc: Luanne Buchanan [REDACTED]
Subject: Re: 232-2601- BPL Residential Demolition

45

Geoff: good day sir; I spoke with Michael Freuh and he is comfortable with his submittal and understand the scope including the abatement which is major to this project. He will submit his list of subs he is using after the Board approval. CSArch recommends that the Board approves David Frueh Contracting LLC for this project. Attached is his bid submittal, I will return each package later today

John W. Strandberg, AIA, NCARB



Direct: 518.898.9871

www.csarchi.com [comi.com](http://www.comi.com); [any linkedin](https://www.linkedin.com)

BETHLEHEM PUBLIC LIBRARY

SOCIAL MEDIA POLICY

Policy adopted November 8, 2010

Revised May 14, 2018

Bethlehem Public Library uses social media platforms to facilitate the sharing of ideas, and information about library-related subjects, including events that are officially co-sponsored with other organizations. The library's social media sites are a limited public forum for discussing library services, programs, events, and materials. Posts and comments are moderated by designated library staff. It is at the Library's sole discretion to remove submissions or comments that are unlawful or violate any of the Library's policies.

By utilizing 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 by mail or electronically by the contact form on the library website.

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 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.