



Board of Trustees Meeting August 10, 2026 6:00 pm Board Room

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

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

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

Library Mission Statement

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

Agenda

- **Call to order**
- **Public participation**
- **Committee appointments**
- **Review of previous meeting minutes (p. 2-7)**
- **Financial report (p. 8-17)**
 - **Treasurer's update (p. 8)**
- **Personnel report (p. 18)**
 - **Personnel actions**
- **Director's report (p. 19-31)**
- **UHLS report**
- **Friends report**
- **New business**
 - **Long Range Plan Committee update (p. 32-33)**
 - **Long range plan**
 - **Long range building issues**
 - **Rooftop unit motor replacement (p. 34-35)**
 - **Continuing education proposals**
 - **Other new business**
- **Old business**
 - **Boiler project final update**
 - **59 Borthwick demolition project update**
 - **Recording policy – draft and discussion (p. 36-38)**
 - **Other old business**
- **Future business**
- **Public participation**
- **Adjournment**

Next board meeting: Monday September 14, 2026 6:00 pm

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

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

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

Geoffrey Kirkpatrick, director
Kristen Roberts, public information specialist

EXCUSED: Gail Sacco

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

President C. Brancatella called the meeting to order at 6:01pm.

TRUSTEE OATHS OF OFFICE

C. Brancatella administered the oath of office to trustee-elect K. McNamara.

ELECTION OF BOARD OFFICERS

M. Kissinger presented the nominating committee's slate of officers. The slate of officers proposed for 2026-27:

- President: C. Brancatella
- Vice President: S. Patterson
- Secretary: L. DiBetta
- UHLS representative: G. Sacco

On a MOTION by M. Kissinger with a SECOND by J. Adams, the board unanimously accepted the 2026-27 officer slate as presented.

J. Adams will continue as a liaison to the Friends.

PUBLIC PARTICIPATION

There was no public participation at this time.

COMMITTEE APPOINTMENTS

C. Brancatella said that there are four standing committees that are required by the bylaws: personnel, finance, nominating and building. After a short board discussion, she recommended the renewal of two additional committees: long-range planning and communications. The board decided against a separate policy committee.

On a MOTION by C. Brancatella with a SECOND by L. DiBetta, the board unanimously agreed to establish/renew the following committees:

- Personnel: J. Adams, S. Patterson, K. McNamara
- Finance: L. DiBetta, M. Kissinger, G. Sacco
- Nominating: M. Kissinger, K. McNamara, L. DiBetta
- Building: J. Adams, S. Patterson, G. Sacco
- Long-range planning: G. Sacco, M. Kissinger, L. DiBetta
- Communications: J. Adams, L. DiBetta, K. McNamara

BOARD ANNUAL AUTHORIZATIONS

G. Kirkpatrick presented the authorizations for the 2026-27 fiscal year. M. Kissinger asked if four law firms was necessary. G. Kirkpatrick said the library most frequently uses the services of Whiteman Osterman and Hanna, and they are on retainer. The others are engaged on an as-needed basis.

G. Kirkpatrick said he is proposing to remove the Times-Union as an official newspaper and add the Schenectady Gazette, which now owns The Spotlight. He said the reason is threefold: the Gazette is significantly less expensive, they will allow a purchase order, and there is generally no wait time for a legal ad to begin publishing. L. DiBetta asked if there was any concern about not having the coverage area that the Times-Union has. G. Kirkpatrick said the library could still use the Times-Union for advertisements but by removing them from the list it would no longer be required.

S. Whiting discussed the proposed addition of ACH transfers for payment of certain accounts payable. She said the finance committee has been discussing it for some time. She said it will simplify transactions with some vendors and is as secure as direct deposit. She noted that a number of organizations have started using ACH, including the Bethlehem school district.

On a MOTION by L. DiBetta with a SECOND by K. McNamara, the board unanimously approved the 2026-27 authorizations as presented.

HOLIDAYS AND CLOSINGS

G. Kirkpatrick presented the proposed list of library closings for the 2027 calendar year. He noted that the listed items in red represented contractually negotiated closings. He proposed closing the library on New Year's Eve, as it falls on a Friday. M. Kissinger asked if that would prevent staff from participating in First Night Bethlehem. G. Kirkpatrick said that since it is not a contractual holiday, staff can still participate, but there tends to be little interest.

M. Kissinger asked what would it take to be open Sundays in the summer, possibly every other week. G. Kirkpatrick said he could work up some numbers. He noted that the closures aren't contractual, but rather a monetary decision and a recognition that usage patterns change from evenings and weekends to 9-5 in the summer. He said that people may say they want the library to be open on Sundays in the summer, but he's not sure whether the actual usage patterns would support that. J. Adams said that an every other week approach might be confusing. C. Brancatella said it would be worth seeing the costs associated with it, but it might not be feasible.

On a MOTION by J. Adams with a SECOND by S. Patterson, the board voted unanimously to adopt the holidays and closings schedule for 2027.

ANNUAL ETHICS/CONFLICT OF INTEREST STATEMENT

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

2027 BOARD MEETING SCHEDULE

The board reviewed the proposed meeting schedule for the 2027 calendar year.

On a MOTION by L. DiBetta with a SECOND by S. Patterson, the board voted unanimously to adopt the board meeting schedule as presented for 2027.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by S. Patterson with a SECOND by L. DiBetta, the board unanimously approved the minutes from the Monday June 8 regular board meeting.

FINANCIAL REPORT

Treasurer's update

S. Whiting presented her report.

- She included an end-of-year explanation of variances that highlights overall revenue and expenses during the fiscal year. She noted that the net surplus is about \$52,000, which is smaller than in previous years, mostly due to, personnel, health insurance and retirement costs. Auditors will be coming in shortly to prepare the final numbers, and she expects a few adjustments for accruals for payroll and retirement that will bring the number down a bit more. The final net profit amount will be added to fund balance.
- M. Kissinger asked about the contingency line. S. Whiting said it was not used last year, but it is included for emergencies that may arise. She also noted that the capital expenditures line had seen a lot of use last year for various building upkeep needs.
- C. Brancatella asked if there were any other budget trends the board should be aware of besides increases in personnel-related expenses and utilities. S. Whiting said that salaries are going to be a challenge in the coming fiscal years, with contractual increase percentages higher than the levy allowance. She said the library will be looking at attrition to control salary costs. C. Brancatella noted that managing cost increases is a board priority moving forward.

On a MOTION by M. Kissinger with a SECOND by J. Adams, the board unanimously approved the Financial Statement dated 30 June 2026 (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; Total: \$414,543.94).

PERSONNEL REPORT

The board noted the personnel report. There were no personnel requests.

DIRECTOR'S REPORT

The board noted the director's report.

- G. Kirkpatrick said he wanted to publicly thank Deanna from Public Services, who made little crochet “shoulder sitter” dinosaurs for all of the staff in celebration of Summer Reading and the theme “Unearth a Story.”
- He noted that there was recently a discussion on a Bethlehem Facebook page for families about a lack of engagement from library staff, and said it was hard to hear. He said he was reminded that a “complaint is a gift” because if people did not care about the library in the first place, they would not have taken the time to complain. He said he would be focusing on expectations and customer service in the coming year.
- G. Kirkpatrick said that overall circulation has remained steady, but there have been big year-over-year increases in digital circulation.
- The library is experiencing increasing door count numbers, despite flat overall circulation.
- The library’s new digital newspaper holdings have been a big hit, and will be reported as a separate statistic in upcoming reports.
- Last year, staff was directed to purchase additional physical items for the collection, but it did not result in a bump in circulation.
- Bethlehem has heavily invested in Libby for years, and now many other libraries are increasing contribution to the shared collection. At this time, the total digital circulation across the system, is higher than any one library. Digital materials are no longer considered supplemental as they are now a core part of the library’s business.
- Digital materials now represent 40 percent of the library’s total circulation. G. Kirkpatrick said that at some point in the coming year, physical and digital circulation will be 50/50.
- C. Brancatella said it was important to note that there are more financial challenges involved with purchasing digital materials versus physical and that meeting demand for electronic materials is more expensive.
- M. Kissinger asked if the board could go more in-depth at a future meeting future about what goes into purchasing e-books and what’s behind the cost.
- J. Adams asked why door count might be increasing. G. Kirkpatrick said that a lot of it has to do with students and a return to using the library as a study space. C. Brancatella suggested putting an informal survey near the entrance that asks what brought someone to the library that day.
- L. DiBetta asked about the dip in outreach programs. C. McGinty noted that the middle school closed the Pit after-school program, which the library frequently took part in.

UHLS REPORT

M. Kissinger said the board is discussing the delivery contract, as well as the UHLAN agreement. He noted that there has been some discussion about moving the annual meeting to April or May. He said he would help G. Sacco prepare to step in as the new UHLS trustee from Bethlehem.

FRIENDS REPORT

J. Adams said that she wasn’t at the last meeting, but former trustee Michelle Walsh prepared some notes. She said the Friends were very happy about the library budget passing. She said the next book sale would be Sept. 19, and there will be a small pop-up book sale in January. She said the Friends had also agreed to purchase a storage shed for the Borthwick property to store sale-related items.

NEW BUSINESS

Demolition bids

The library received three bids for the demolition of the house on Borthwick. The low bid was made by David Frueh Contracting. The companies were interviewed by the architect and engineers to make sure they understood the complexities of the project, including asbestos abatement. The bid

included a price for taking down the structures on the property and returning it to a grassed over lot, with additional alternate prices for retaining electricity on the site and adding an 8-by-10-foot shed. G. Kirkpatrick said he was recommending to not move forward with the shed as part of the project since the Friends had voted to explore and fund that structure separately.

C. Brancatella noted that the board had budgeted around \$200,000 in all-in costs, and the bid puts the total significantly under that. Project costs are being covered by the fund balance. The board discussed the electrical add alternate and decided it would be worthwhile to pursue at this time.

On a MOTION by M. Kissinger with a SECOND by L. DiBetta, the board unanimously voted to allow the library director to enter into contract negotiations to accept a bid from David Frueh Contracting for the demolition of 59 Borthwick. Ave. in the amount of \$69,750, with an additional \$13,000 to maintain electrical services on site for future use.

Friends book sale storage shed

C. Brancatella said that the Friends had indicated they would like to move forward with discussions about the purchase of a shed to store books and items for the book sale.

On a MOTION by J. Adams with a SECOND by M. Kissinger, the board unanimously voted to work with the Friends to develop a plan for purchase and siting of a storage shed.

C. Brancatella thanked the Friends for their support.

Other new business

There was no other new business discussed.

OLD BUSINESS

Boiler project update

G. Kirkpatrick noted he had discussed the status of the project earlier in his director's report.

Long Range Plan Committee report

C. Brancatella said the committee continues to meet and has made progress on the mission and is now working on action items. She said they plan to meet again in August and hope to have a draft ready by the September board meeting.

Recording policy – process update

S. Patterson said she has received an opinion from our lawyer that sheds some new light on what is and is not allowable to maintain patron privacy so she will be revisiting the draft using notes from that meeting and expects to have a new draft ready in a couple of weeks.

Social media policy

On a MOTION by S. Patterson with a SECOND by C. Brancatella, the board unanimously voted to accept updates to the library's social media policy.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

There was no future business at this time.

PUBLIC PARTICIPATION

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

ADJOURNMENT

On a MOTION by L. DiBetta with a SECOND by J. Adams, the board unanimously voted to adjourn the regular meeting at 7:35pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
C. Brancatella, board president

Treasurer's Report

August 10, 2026

Revenue and Expense Report

One month into the new fiscal year and there is not a lot of activity other than contractually obligated expenses. Expenses are on par with last year at this time with the exception of a few July bills that were not received until August. The auditors will be at the library Sept 8-11 to finish up field work. We expect to have the audited financial statements for review by the Finance Committee at the end of October and present them to the board for approval at the November board meeting.

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 7/31/26

	BALANCE 6/30/2026	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	BALANCE 7/31/2026
TD Bank General Fund	198,213.73	3,093.45	(220,063.21)	(550.14)	194,378.83	175,072.66
TD Bank Payroll	0.00		(155,754.15)	-	155,621.17	(132.98)
TD Bank Money Market	859,543.80	-		1,460.05	-	861,003.85
TD Bank Treasury Bill	519,220.00		-	1,921.97	-	521,141.97
TD Bank Capital Project Fund	14,913.62	-	(10,342.65)		-	4,570.97
Metropolitan Bank	2,091,978.41	-	-	4,965.06	(350,000.00)	1,746,943.47
Key Bank Checking	4,628.82	3,440.62	(207.52)		-	7,861.92
TOTAL:	<u>3,688,498.38</u>	<u>6,534.07</u>	<u>(386,367.53)</u>	<u>7,796.94</u>	<u>-</u>	<u>3,316,461.86</u>

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

1 MONTH ENDED 7/31/26

FISCAL YEAR 2026-2027

	ANNUAL BUDGET 2026-2027	YTD ACTUAL 1 MO. ENDED 7/31/2026	Percent YTD 7/31/2026	ANNUAL BUDGET 2025-2026	YTD PRIOR 1 MO. ENDED 7/31/2025	Percent YTD 7/31/2025
Real Property Taxes	4,899,451	-	0.0%	4,711,910	-	0.0%
PILOT	179,360	-	0.0%	225,000	-	0.0%
Fines	3,000	524	17.5%	3,000	321	10.7%
Interest on Deposits	125,000	6,425	5.1%	121,500	7,076	5.8%
Lost Book Payments	11,500	1,712	14.9%	11,500	1,635	14.2%
Friends of BPL Contributions	10,000	-	0.0%	10,000	-	0.0%
Gifts and Donations	10,000	30	0.3%	10,000	178	1.8%
Photocopier	13,000	1,859	14.3%	10,500	1,253	11.9%
State Aid	26,500	-	0.0%	26,500	-	0.0%
Grants	-	-	0.0%	-	500	0.0%
Miscellaneous Income	\$1,000	180	18.0%	800	85	10.7%
Use of Fund Balance	223,000	-		38,000		
Total Revenue	5,501,811	10,730	0.2%	5,168,710	11,049	0.2%
EXPENSES						
Salaries	2,928,965	196,545	6.7%	2,547,087	184,937	7.3%
Retirement	448,656	-	0.0%	376,102	-	0.0%
Health Insurance	562,500	43,749	7.8%	430,000	35,731	8.3%
Other Benefits	255,390	35,604	13.9%	240,194	40,072	16.7%
Subtotal Salaries & Benefits	4,195,511	275,898	6.6%	3,593,383	260,740	7.3%
Library Materials - Print	277,000	736	0.3%	290,000	525	0.2%
Library Materials - Electronic & Audio	284,000	-	0.0%	290,500	14,496	5.0%
Subtotal Library Material	561,000	736	0.1%	580,500	15,021	2.6%
Operations	645,300	4,235	0.7%	633,000	53,700	8.5%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	-	-		35,000	-	
Total Expenses	5,501,811	280,869	5.1%	4,941,883	329,461	6.7%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

1 MONTH ENDED 7/31/26

FISCAL YEAR 2026 - 2027

	ANNUAL BUDGET 2026-2027	YTD ACTUAL 1 MO. ENDED 7/31/2026	Percent YTD 7/31/2026	ANNUAL BUDGET 2025-2026	YTD PRIOR 1 MO. ENDED 7/31/2025	Percent YTD 7/31/2025
Salaries & Benefits						
Salaries-Librarians	1,444,929	108,294	7.5%	1,378,299	97,637	7.1%
Salaries-Support Staff	1,262,725	74,181	5.9%	1,206,163	73,958	6.1%
Salaries-Custodians	221,311	14,071	6.4%	199,452	13,342	6.7%
Subtotal Salaries	2,928,965	196,545	6.7%	2,783,914	184,937	6.6%
Retirement	448,656	-	0.0%	376,102	-	0.0%
Health Ins.	562,500	43,749	7.8%	430,000	35,731	8.3%
SocSec/Medicare	223,890	16,372	7.3%	212,694	15,286	7.2%
Worker's Comp.	24,000	17,647	73.5%	20,000	23,330	116.7%
Unemployment	5,000	-	0.0%	5,000	-	0.0%
Disability Ins.	2,500	1,585	63.4%	2,500	1,456	58.2%
Subtotal Salaries & Benefits	4,195,511	275,898	6.6%	3,830,210	260,740	6.8%
Library Materials						
Adult books	165,000	-	0.0%	171,000	-	0.0%
Periodicals	14,000	92	0.7%	14,000	-	0.0%
YS Books	80,000	-	0.0%	85,000	-	0.0%
Special Collections	18,000	644	3.6%	20,000	525	2.6%
Subtotal Print Materials	277,000	736	0.3%	290,000	525	0.2%
Audiobooks	11,500	-	0.0%	15,000	-	0.0%
E-Collections	210,000	-	0.0%	201,000	14,496	7.2%
Electronic Resources	45,000	-	0.0%	50,000	-	0.0%
YS Audiobooks	2,500	-	0.0%	4,500	-	0.0%
YS Media	-	-	0.0%	-	-	0.0%
AS Media	15,000	-	0.0%	20,000	-	0.0%
Subtotal Electronic & Audio	284,000	-	0.0%	290,500	14,496	5.0%
Subtotal Library Materials	561,000	736	0.1%	580,500	15,021	2.6%
Operations						
Copiers and supplies	15,000	-	0.0%	14,000	-	0.0%
Office supplies	16,000	65	0.4%	17,000	-	0.0%
Custodial supplies	23,000	299	1.3%	22,000	52	0.2%
Postage	22,000	-	0.0%	22,000	-	0.0%
Printing & Marketing	39,000	110	0.3%	35,000	251	0.7%
Van lease & oper.	2,500	62	2.5%	2,500	11	0.5%
Gas and Electric	85,000	-	0.0%	65,000	8,337	12.8%
Telecom & Cloud Svcs	25,000	1,790	7.2%	25,000	1,846	7.4%
Water	3,000	-	0.0%	3,000	-	0.0%
Taxes-sewer & water	3,500	-	0.0%	3,500	-	0.0%
Refund property taxes	5,000	-	0.0%	5,000	-	0.0%
Prof. Services	15,500	-	0.0%	30,000	-	0.0%
Contract Services	52,000	-	0.0%	50,000	23	0.0%
Insurance	41,000	-	0.0%	36,000	2,700	7.5%
Bank Fees	5,000	758	15.2%	2,500	638	25.5%
Travel/Conference	8,000	-	0.0%	10,000	-	0.0%
Memberships	3,000	-	0.0%	3,000	-	0.0%
Special Programs	40,000	570	1.4%	45,000	4,114	9.1%
Furniture & Equipment	30,000	-	0.0%	30,000	255	0.8%
IT Hardware & Software	55,000	192	0.3%	55,000	114	0.2%
Bld & Grnd. Repair	35,000	-	0.0%	40,000	252	0.6%
Furn/Equip Repair	4,000	384	9.6%	4,000	-	0.0%
Miscellaneous	6,500	5	0.1%	6,500	75	1.2%
Audit Service	26,000	-	0.0%	25,000	-	0.0%
Accounting Service	22,000	-	0.0%	22,000	20,328	92.4%
UHLAN fees	63,300	-	0.0%	60,000	14,703	24.5%
Subtotal Operations	645,300	4,235	0.7%	633,000	53,700	8.5%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	-	-	0.0%	25,000	-	0.0%
TOTAL	5,501,811	280,869	5.1%	5,168,710	329,461	6.4%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN JULY 2026 BASED ON PRE-APPROVAL	\$	51,520.85
CHECKS DISBURSED IN JULY 2026 RELATING TO PAYROLL	\$	230,150.69
CHECKS BEING SUBMITTED FOR APPROVAL	\$	115,831.73
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	7,498.30

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 1: PREAPPROVED (JUL 26) For Dates 7/1/2026 - 7/31/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43737	07/22/2026	2543	**VOID** RICHARD WANG		-150.00
43778	07/01/2026	1831	CDPHP UNIVERSAL BENEFITS, INC.		35,196.71
43779	07/01/2026	720	MVP HEALTH PLAN, INC.		14,538.72
43846	07/21/2026	1424	AFLAC NEW YORK		464.57
43847	07/21/2026	2426	JPMORGAN CHASE BANK NA	270048	513.50
43848	07/21/2026	2400	STEVEN A. ROHL	270039	298.95
43849	07/21/2026	2061	UNITED HEALTHCARE INSURANCE CO		192.45
43850	07/21/2026	2064	UNITED STATES TREASURY	270036	84.48
43851	07/21/2026	1607	VERIZON BUSINESS FIOS	270001	169.79
43852	07/21/2026	2137	WEX BANK	270004	61.68
43853	07/22/2026	2543	RICHARD WANG		150.00
Number of Transactions: 11				Warrant Total:	51,520.85
				Vendor Portion:	51,520.85

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 - 2: PAYROLL (JUL 26) For Dates 7/1/2026 - 7/31/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43780	07/10/2026	712	CIVIL SERVICE EMPL ASSOC INC.		964.83
43845	07/24/2026	712	CIVIL SERVICE EMPL ASSOC INC.		964.83
101135	07/10/2026	709	BPL SPECIAL PAYROLL ACCOUNT		78,283.44
101136	07/10/2026	710	NYS INCOME TAX BUREAU		4,538.53
101137	07/10/2026	1946	IRS - PAYROLL TAX PMT		25,453.41
101138	07/10/2026	2003	NEW YORK STATE DEFERRED		3,752.68
101139	07/24/2026	709	BPL SPECIAL PAYROLL ACCOUNT		77,470.71
101140	07/24/2026	710	NYS INCOME TAX BUREAU		4,504.71
101141	07/24/2026	730	NYS EMPLOYEES RETIREMENT SYSTE		5,082.14
101142	07/24/2026	1946	IRS - PAYROLL TAX PMT		25,424.83
101143	07/24/2026	2003	NEW YORK STATE DEFERRED		3,710.58
Number of Transactions: 11				Warrant Total:	230,150.69
				Vendor Portion:	230,150.69

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 - 5: BILL SCHEDULE (AUG 26) For Dates 8/11/2026 - 8/11/2026**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43862	08/11/2026	919	ALTAMONT ENTERPRISE	270053	65.00
43863	08/11/2026	2420	AMAZON CAPITAL SERVICES INC	270050	504.58
43864	08/11/2026	2420	AMAZON CAPITAL SERVICES INC	260706	2,496.10
43865	08/11/2026	2531	ANNA LAROSE	270024	100.00
43866	08/11/2026	2531	ANNA LAROSE	270024	100.00
43867	08/11/2026	2036	BERLIN FREE TOWN LIBRARY	270041	15.73
43868	08/11/2026	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	270015	385.71
43869	08/11/2026	1220	DEMCO, INC	270062	687.37
43870	08/11/2026	1986	FIRSTLIGHT NETWORKS, LLC	270002	759.23
43871	08/11/2026	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	24.99
43872	08/11/2026	2518	INGRAM LIBRARY SERVICES LLC	*See Detail Report	9,889.69
43873	08/11/2026	2518	INGRAM LIBRARY SERVICES LLC	*See Detail Report	25,295.53
43874	08/11/2026	2322	KANOPY INC.	270020	1,680.00
43875	08/11/2026	2436	LAW OFFICE OF STEPHANIE A. ADAMS, PLLC	270040	175.00
43876	08/11/2026	1024	**CONTINUED** MIDWEST TAPE LLC		0.00
43877	08/11/2026	1024	MIDWEST TAPE LLC	*See Detail Report	2,932.23
43878	08/11/2026	1024	MIDWEST TAPE LLC	260689	107.16
43879	08/11/2026	2094	OTC BRANDS, INC.	260681	300.38
43880	08/11/2026	1823	OVER DRIVE INC.	*See Detail Report	19,572.77
43881	08/11/2026	2224	PARKS/SCHUYLER MANSION	270027	30.00
43882	08/11/2026	2402	PBC GURU LLC	270045	3,500.00
43883	08/11/2026	2561	PLAYSCAPES LLC	260493	1,301.86
43884	08/11/2026	1490	REPEAT BUSINESS	*See Detail Report	1,064.43
43885	08/11/2026	984	RESERVE ACCOUNT-PITNEY BOWES	270049	1,000.00
43886	08/11/2026	2570	ROBERT TITUS	270038	50.00
43887	08/11/2026	1951	S & S WORLDWIDE INC.	260621	78.96
43888	08/11/2026	2571	SARAH COLLEN THE TROY SEW SHOP	270067	200.00
43889	08/11/2026	2129	SOLUTIONS BY DESIGN, INC.	*See Detail Report	3,345.15
43890	08/11/2026	2251	SPECTRUM/CHARTER COMMUNICATIONS	270010	120.00
43891	08/11/2026	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	1,997.17
43892	08/11/2026	2544	STOCKCHECKS, INC.	270033	323.00
43893	08/11/2026	2340	T-MOBILE	270011	1,001.10
43894	08/11/2026	2250	TECH LOGIC CORPORATION	270054	156.00
43895	08/11/2026	2299	THE WILDLIFE INSTITUTE OF EASTERN NY	270028	650.00
43896	08/11/2026	2380	TROY GROUP, INC.	270047	264.50
43897	08/11/2026	2344	ULINE, INC.	270061	153.40
43898	08/11/2026	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	32,149.41
43899	08/11/2026	1607	VERIZON BUSINESS FIOS	270001	89.00
43900	08/11/2026	1607	VERIZON BUSINESS FIOS	270001	199.99
43901	08/11/2026	1968	VERIZON WIRELESS	270003	62.52

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 5: BILL SCHEDULE (AUG 26) For Dates 8/11/2026 - 8/11/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43902	08/11/2026	645	W W GRAINGER INC	270065	877.43
43903	08/11/2026	2305	WHITEMAN OSTERMAN & HANNA LLP	270037	1,500.00
43904	08/11/2026	2044	WMHT	270034	60.00
43905	08/11/2026	1991	XEROX BUSINESS SOLUTIONS	270013	566.34
Number of Transactions: 44				Warrant Total:	115,831.73
				Vendor Portion:	115,831.73

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

Certification of Warrant

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

_____	_____	_____
Date	Signature	Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 2: BILL SCHEDULE (AUG 26) H FUND For Dates 8/11/2026 - 8/11/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
10020	08/11/2026	2553	BPI MECHANICAL SERVICES	260251	7,498.30
Number of Transactions: 1				Warrant Total:	7,498.30
				Vendor Portion:	7,498.30

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											18
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
<u>Previously Approved to Fill</u>											
Library Clerk, Part-Time	Circulation Services	9.57 hrs/wk		\$18.83/hour	D. Janse	4/8/2026	4/13/2026				
<u>Action Requested</u>											
NONE											
<u>Positions Held</u>											
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

August 2026

Building and Grounds

I am pleased to report that the Boiler Project has been officially completed. The final 10% payment has been authorized. The boiler, which provides for dehumidification in the summer as well as heating in other seasons, has been working well.

Fan motor bearings have begun to fail on two of the rooftop heating units. The motors need to be replaced. A proposal for their replacement is included in the board packet.

Prep work has begun on the 59 Borthwick house in advance of demolition. The Bradford pear tree has been removed along with many of the foundation plantings. The bricks have been removed from the property as well. Our contractor has filed to pull the building permit. We are completing all necessary steps for that permit.

We are adding an additional concrete planter on the plaza. Another vehicle was driven right up to the doors of the library. The planter will prevent this from happening again in the future but will be movable by the maintenance staff if necessary.

Adult Services

The department continues to provide Book Bundles to the public, a reader's advisory service where librarians select 10 books or media items for patrons to pick up. We currently offer Adult, Children, Educator, Media, Story Time, and Teen Book Bundles. Last fiscal year we averaged about 8 Book Bundle requests per month. Adult Book Bundles continue to be the most popular. Last year we filled 33 Adult, 31 Children, 22 Story Time, 6 Teen, 4 Educator, and 1 Media bundles.

America 250 (7/16, 7/25) – Our America 250 program series commemorating the 250th anniversary of the signing of the Declaration of Independence continued in July after kicking off last month with stories and music from the Lost Radio Rounders on 6/30. Look for two more programs in the series next month, including A Revolutionary War Gunboat and its 250 Year Journey on August 5 and Philip Schuyler and the American Revolution on August 13. This month we offered:

- 7/16 – The Haudenosaunee in the American Revolution. The Schenectady County Historical Society presented a lecture on the impact of the American Revolution on the Six Nations of the Haudenosaunee. This presentation explored one of the darkest chapters of the American Revolution which unfolded here in upstate New York. Responsible Staff: Sarah, Robert, and Kyle. Attendance: 50
- 7/25 – The Women of Schuyler Mansion. We took an in-depth look at the history of the Schuyler sisters and the life of their mother, Catharine, including their daily lives, and the impact they had in shaping their family's history. The presentation also explored the experiences of women enslaved by the Schuylers, as well as an inside peek at the process of uncovering their untold stories. Presented by Sarah Lindecke of the Schuyler Mansion State Historic Site. Responsible Staff: Robert. Attendance: 36

Chinese Painting (7/30) – Richard Wang of the Chinese Community Center taught the art of traditional Chinese Painting in this hands-on program.
Responsible Staff: Robert, Kyle. Attendance: 17



French Conversation Club (7/8, 7/22) Responsible staff: Robert. Attendance: 11, 17

Spanish Conversation Club (7/1, 7/15) Responsible staff: Robert. Attendance: 6, 5

DayBooks, BYO Book (7/6) – Participants were invited to Bring Your Own Book to discuss at this special meeting of our afternoon book discussion series. BYO Book is always popular with the group.

Responsible Staff: Erin. Attendance: 19

Dungeons & Dragons for Adults (7/14, 7/21) – Responsible Staff: Luke.

Attendance: 13 (two groups), 7

Evenings on the Green (7/7, 7/14, 7/22, 7/29) – This annual music performance series is usually hosted outdoors on the Green and is generously supported by the Friends of Bethlehem Public Library. They provided both financial support and refreshments. The weather did not cooperate this year and only one of the performances was actually held outside on the Green, impacting attendance.



- 7/7 – Hammerhead Horns. A five-piece group that plays old-time barrelhouse blues, ragtime, New Orleans, swing, R&B, torch ballads and gospel. Responsible staff: Erin & Luke. Attendance: 64
- 7/14 – Arch Stanton Quartet. Jazz ensemble that puts a new spin on the bop and post-bop jazz traditions, with angular funk and Latin grooves, expansive improvisation, and inventive original tunes. Responsible staff: Erin & Luke. Attendance: 44
- 7/22 – Zan & the Winterfolk. Vacillating between an acoustic quartet — two guitars, banjo and upright bass — and a rocking quintet with drums, The Winter Folk blend an upbeat, rootsy spirit with a melodic longing and vulnerability in their storytelling. Responsible staff: Erin & Sarah. Attendance: 73
- 7/29 – Lustre Kings. Offering a modern take on the reverb-driven sounds of early rock, leaning on touchstones of country, blues and R&B. Responsible staff: Erin & Luke. Attendance: 37

Prehistoric Pinch Pots (7/6) – A 2026 summer reading themed, paleontological craft program for adults. Pinch pots are one of the most ancient forms of pottery,

thought to date back over 15,000 years. We created our pots using air-dry clay, carving tools, and pigments. Responsible Staff: Sarah. Attendance: 19



Tech Tuesday: Consumer Reports (7/21) – An introduction to using our ever-popular Consumer Reports electronic database subscription to access unbiased reviews for all types of products. Bethlehem cardholders can access this database from the comfort of their own home using their library card.

Responsible Staff: Sarah. Attendance: 8

We offered three virtual live talks this month, including:

- How Inherited Family Trauma Shapes Who We Are (and How to End the Cycle) with Renowned Therapy Expert Mark Wolynn (7/7). Live Attendance: 13
- Small Towns and Big Secrets: In Conversation with Bestselling Author Karin Slaughter (7/14). Live Attendance: 30
- Migrant Heart: The Hidden Cost of the American Dream and Healing Through Storytelling with Reyna Grande (7/16). Live Attendance: 4

We also added three pre-recorded virtual author talks this month including:

- Smithsonian Curator Mary Savig. 30-day Viewing Total: 18
- Eat Your Ice Cream: Author Talk with Dr. Ezekiel Emanuel. 30-day Viewing Total: 32
- Author Talk: Matt Dinniman. 30-day Viewing Total: 69
- Author Talk with Sana Javeri Kadri and Asha Loupy: Diaspora Spice Co. 30-day Viewing Total: 14

Youth Services

The Youth Services Department had a productive month in July. The month was very heavy on programming, and we saw excellent attendance from children and caregivers.



Dino Dance Story Time (7/17) – Staff began the program by reading the big book *Bones, Bones, Dinosaur Bones* to help set a fun dinosaur theme. They then used dinosaur die-cuts to help children identify five different dinosaurs and learn a corresponding dance move for each one. Staff also shared Sandra Boynton’s *Dinosaur Dance!* board books. Twenty copies were available, and all were checked out during the program. Responsible staff: Lauren K. Attendance: 48

Buzz about Bees (7/17) – Cindy Elsenbeck from the Southern Adirondack Beekeepers Association taught patrons all about the life of bees. She was fantastic and kept things entertaining and informational. She brought a frame of bees with her so participants could observe the bees up close. We hope to work with her again in the future. Responsible staff: Mary D. Attendance: 17

Great Dinosaur Detectives (7/11) – Steve “the Dirtmeister” Tomecek led children and caregivers through a science-filled adventure where they interacted with real dinosaur bones and other fossils while they learned about the history of paleontology. The Dirtmeister was the engaging, knowledgeable, and humorous host that he is known to be and entertained both children and adults alike. Responsible staff: Shannon M. Attendance: 32



Let Your Yoga Dance (7/22) – We had an excellent time at the July edition of Let Your Yoga Dance. The crowd had great energy for this beach-themed session. Kids and their adults enjoyed dancing with shaky eggs, scarves, and ribbons. Responsible staff: Shannon M. Attendance: 28



Mesozoic Makers (7/9, 7/16, 7/23, 7/30) – Mesozoic Makers is a school aged story time and craft program specifically designed for ages 5-10. We usually read a nonfiction book about dinosaurs and other prehistoric fauna, then create a related craft. We look at these early literacy programs as an opportunity for our youngest

patrons to grow into future library users and hope that fun programs like this will encourage them to return. Responsible staff: Alex D. Attendance: 9, 10, 11, 7



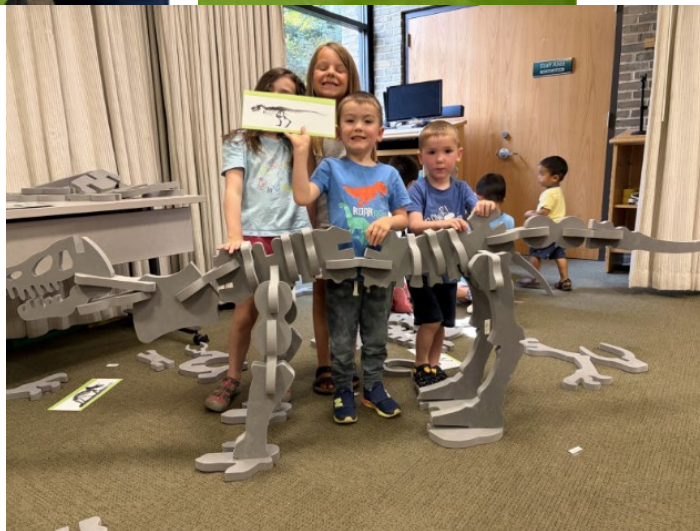
Paw Patrol Crafts (7/24) – To celebrate the new Paw Patrol movie, participants had the opportunity to choose from several different Paw Patrol themed crafts that they could make. They could choose between coloring felt posters, decorating big bones, making masks, and tracing dinosaurs. Paw Patrol stickers along with star and dot stickers were put out to decorate the big bones. Responsible staff: Shannon M. Attendance: 42

Powder Paint Tag (7/31) – Powder Paint Tag on the Green was an enormous success and a ton of fun for everyone who took part. There were two rounds of tag this year. Staff went through all the bags of dye purchased for the program. Shannon, one of our Youth Services Librarians, wore an inflatable dinosaur costume and took part in the fun. Parents and caregivers had a fun time taking selfies and action shots of the kids who were enjoying the game. We were happy to accommodate several of the younger kids who also wanted to play tag. Responsible staff: Shannon M. Attendance: 18





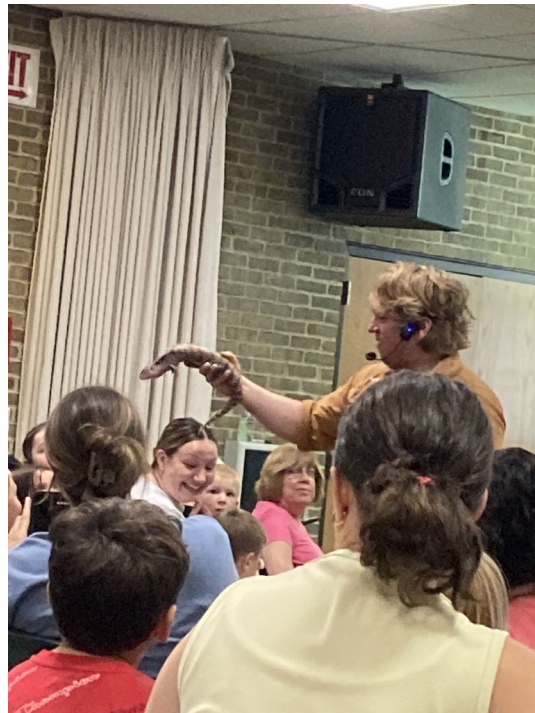
So, You Want to Be a Paleontologist? (7/23) – Staff started the program by reading *Bones, Bones, Dinosaur Bones* by Byron Barton. We talked a little about what paleontologists do, and about fossils, rocks, and excavation. There were three activities that children did at their own pace: creating a fossil with plastic dinosaur skeletons and air-dry clay, breaking open a “dirt cookie” to find and identify the gem inside, and assembling dinosaurs with the large foam bones we borrowed from Upper Hudson Library System. Responsible staff: Elnora B. Attendance: 38



Summer Scavenger Hunt (7/6-7/11) – We all know the kids who use this library LOVE a good scavenger hunt. We used characters from previous scavenger hunts and added some leftovers from the last few years to keep things current. The prize for finishing was a vinyl sticker. Staff plan to do another scavenger hunt in August with different characters and a different prize. Responsible staff Lauren K. Attendance: 200

Sunshine Story Time (7/21, 7/28) – This early literacy series was created by Youth Services Department staff to encourage our youngest patrons to continue to visit the library throughout the summer months. Children and caregivers can enjoy stories, fingerplays, music, rhymes, and dancing outdoors on the Green. Responsible staff: Lauren K., Elnora B. Attendance: 40, 52

Uncharted Wild Reptile Show (7/8) – Live animal presentations are always a big hit, and this was no exception. We reached full room capacity and were able to allow extra patrons in after a few people left early. Uncharted wild offered an educational presentation on various critters including millipedes, lizards, tortoises, and snakes. Responsible staff: Alex D., Lauren K. Attendance: 193



Circulation and Technical Services

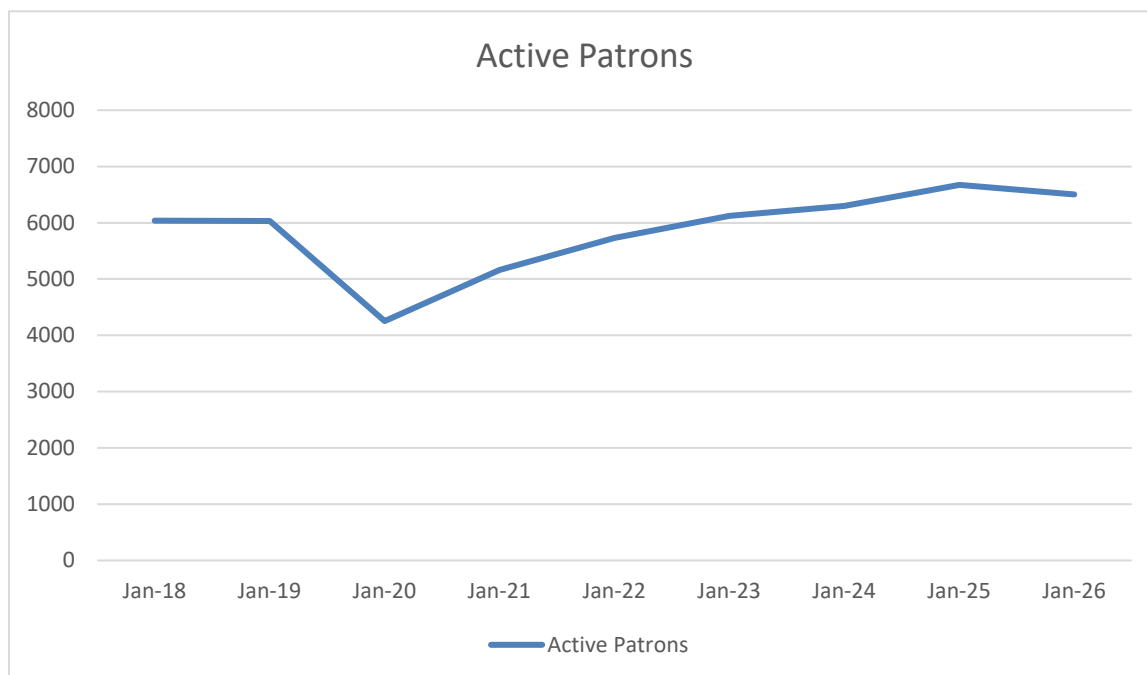
Total monthly circulation reached 59,691 checkouts in July, an increase of 1.7% over July 2025 and just 309 checkouts shy of the 60,000 mark, a milestone the

library has not reached since before the pandemic. While physical circulation declined modestly, digital circulation grew by more than 16%, more than offsetting the decrease in physical borrowing. These trends reflect an ongoing shift with digital resources continuing to complement and expand traditional library use rather than replace it.

One notable trend is the continued growth of audiobooks. Adult fiction, adult nonfiction, youth fiction, and youth nonfiction use all experienced modest declines, while adult audiobook and young youth audiobook use continued to increase. This is interesting because it is not a reflection on a print to digital shift. Patrons are more often choosing listening over reading.

Use of the library as a physical space remained strong. Both door count and wireless internet use increased over last July.

An interesting contrast also emerged between registrations and library use. Although both new Bethlehem Public Library card registrations and new OverDrive borrowers declined compared to last July, overall circulation and building visits increased. Total registered borrowers also decreased from 19,414 to 16,924. Although the number of registered borrowers declined, the library's active patron base remained remarkably stable. Together, these trends suggest that increased library use is being driven less by growth in the number of cardholders and more by engagement among existing patrons.



The library continued to offer patrons the option of custom-designed library cards, which are printed in-house. Previous custom card designs included genre-themed and Pride Month cards have been well received by the community. These designs provide another way for the library to celebrate community events, support library initiatives, and create a more engaging and memorable experience for patrons.

This summer, the library introduced two new designs: a 250th Anniversary (Semiquincentennial) commemorative card and a dinosaur-themed Summer Reading card. During July, 55 Semiquincentennial cards and 23 Summer Reading cards were issued.

Outreach

Delmar Farmers Market (7/25) – Alex attended and interacted with well over 100 visitors throughout the event. At 10 a.m., he conducted a story time program directly behind the library tent, in the shade of a nearby tree. We had 24 children and caregivers attend story time, an increase from the June Farmers Market story time. Many community members were excited to discover the pop-up library and were pleasantly surprised to learn that library materials could be checked out outside of the building. Staff connected with several patrons who were already familiar with the service and were enthusiastic about using it. Overall, the event provided an excellent opportunity to connect with the community, promote library programs, and increase awareness of the library's outreach services. Responsible staff: Alex D. Attendance: 132

New York State Museum Story Time (7/15) – Staff took part in a series at the New York State Museum called Storytime Adventures. Elnora visited the Children's Cove at the museum where she conducted a bear-themed story time program. We were happy to have Bethlehem Public Library take part in this fun series. We look forward to working with the New York State Museum again soon. Responsible staff: Elnora B. Attendance: 14



Thursdays in the Park (7/9, 7/23, 7/30) – Our Thursdays in the Park series continued to have strong attendance numbers throughout July. We attended three sessions in July, setting up the pop-up library and reminding people about summer reading as well as upcoming library programs.

7/9 – Tame the Rooster gave a dynamic and irresistible modern country performance. Formed from the ground up, this musical powerhouse highlighted a diverse range of influences, drawing from rock, country, blues, and pop to create a unique sound of their own. Responsible staff: Mary D. Attendance: 160

7/23 – One Heart Band gave a fun performance of good vibes, rock and reggae and played covers of The Beatles, The Grateful Dead, Bob Marley, the Rolling Stones and more. The crowd really enjoyed their performance. Special thanks to Carley from the Circulation Department for assisting with the pop-up library. Responsible staff: Elnora B. Attendance: 218

7/30 – Glass Pony brought their special blend of psychedelic and jam-focused rock, funk, and post-rock to Elm Avenue Park.

Patrons commented to staff that they are always happy to see the library at town events. Special thanks to Jessica from the Circulation Department for assisting with the pop-up library. Responsible staff: Mary D. Attendance: 162



Meeting and Miscellany

I worked with the Friends of the Library this month in preparation for the upcoming fall book sale and the bus trip to Fort Ticonderoga in October.

Continuing Education and Committee Work

Phil Berardi, Assistant Director

- July 10: Minimum Standards for Libraries - Policy Development for Public Usage of Library Space and Meeting Rooms (New York State Library)
- July 14: Automation Advisory Committee (Upper Hudson Library System)
- July 30: We Can Work it Out - A Framework for Library Vendor Negotiation (Central Library Resources Council)

Anne Coletta, Technical Services Supervisor

- July 9: Blindness, Low Vision & Our Libraries: How to Better Serve Your Patrons with Visual Impairments (New York State Library)

Geoff Kirkpatrick

- Friends of Libraries Section/NYLA meeting, 8/5
- E-content advisory council meeting, 8/6

Library Collection				2025-26	Current Total
Adult fiction				28,334	27,578
Adult non-fiction				28,745	28,654
Adult audio				3,346	3,090
Adult video				6,405	6,076
Young adult fiction				4,786	4,821
Young adult nonfiction				634	636
Young adult audiobooks				286	285
Children's fiction				30,196	30,710
Children's non-fiction				11,742	11,755
Children's audiobooks				1,254	1,249
Children's video				597	607
OverDrive - UHLS Shared				185,961	190,292
e-magazines				6,724	6,751
Electronic (games, ereaders)				388	382
Total				309,398	312,886
Library Programs	Jul-26	Jul-25	% change	2025-26	F-Y-T-D
Programs	62	61	1.6%	976	62
Program attendance	1,792	1,215	47.5%	23,730	1,792
Outreach Programs	5	4	25.0%	65	5
Outreach Attendance	686	620	10.6%	13,501	686
Circulation	Jul-26	Jul-25	% change	2025-26	F-Y-T-D
Adult fiction	14,778	15,272	-3.2%	162,364	14,778
Adult non-fiction	6,958	7,359	-5.4%	79,323	6,958
Adult audio	7,434	6,831	8.8%	80,793	7,434
Adult video	5,330	5,512	-3.3%	60,653	5,330
Periodicals	5,143	2,829	81.8%	53,685	5,143
Young adult fiction	1,548	1,780	-13.0%	15,696	1,548
Young adult nonfiction	110	151	-27.2%	1,225	110
Young adult audiobooks	306	269	13.8%	3,405	306
Children's fiction	12,356	12,898	-4.2%	134,806	12,356
Children's non-fiction	3,398	3,378	0.6%	37,282	3,398
Children's audiobooks	1,590	1,479	7.5%	15,426	1,590
Children's video	202	298	-32.2%	3,334	202
Electronic (games, ereaders)	538	631	-14.7%	6,132	538
Total	59,691	58,687	1.7%	654,124	59,691
Interlibrary Loan	Jul-26	Jul-25	% change	2025-26	F-Y-T-D
Borrowed from others	5,776	6,077	-5.0%	66,172	5,776
Loaned to others	4,501	4,458	1.0%	52,351	4,501
Miscellaneous	Jul-26	Jul-25	% change	2025-26	F-Y-T-D
Visits to our home page	80,851	37,595	115.1%	743,848	80,851
Public use of meeting rooms	23	16	43.8%	328	23
Public meeting attendance	304	188	61.7%	4,191	304
Staff use & library programs	69	58	19.0%	887	69
Study room sessions	410	430	-4.7%	5,509	410
Door count	20,652	19,653	5.1%	227,587	20,652
Registered BPL borrowers	92	122	-24.6%	1,330	92
Computer signups	1,547	1,267	22.1%	17,349	1,547
Museum Pass use	253	258	-1.9%	1,533	253
E-book use	6,659	6,760	-1.5%	79,556	6,659
E-audiobook use	7,362	6,592	11.7%	72,312	7,362
E-periodical use	4,896	2,589	89.1%	30,228	4,896
Streaming video use	1,999	1,807	10.6%	21,015	1,999
Equipment	678	615	10.2%	4,838	678
Wireless Use	12,357	11,441	8.0%	109,698	12,357

Working DRAFT

LONG RANGE PLAN 2027-2030

MISSION

The Bethlehem Public Library (the “Library”) strives to enhance the quality of life and promote the general welfare of the residents of the Bethlehem Library District and the greater Capital Region by providing equitable access to inclusive physical and digital resources, programs, and services that foster lifelong learning, cultural enrichment, professional growth, and informed civic engagement.

VISION STATEMENT

The Library will serve as a “third place” for the community—a welcoming, accessible space where residents can gather, learn, create, and connect . It fulfills this role by providing access to physical and digital collections; offering educational programs, targeted age-appropriate curricula, and lifelong learning opportunities. Making available spaces for collaboration, discussion, and community engagement and when possible, supporting other organizations. Guided by these principles, the Library continually evaluates and adapts its services to meet evolving community needs and to foster an informed, engaged, and education community.

STRATEGIC AREAS

Connecting Our Community

Inclusion: The Library is committed to fostering an inclusive environment for all patrons through awareness of and responsiveness to the diverse communities it serves. The Library will provide equitable access to a broad range of materials, services, and programs that reflect diverse perspectives, experiences, and interests.

Fellowship and Learning: The Library will serve as a welcoming gathering place that strengthens community connections by providing opportunities for residents to come together in both small and large groups for learning, exploration, discussion, and shared experiences.

Community Outreach: The Library will extend its reach beyond its physical walls by exploring alternative service points and developing partnerships with local organizations. As a community hub, the Library will connect residents with available resources, services, and opportunities throughout the Capital Region and beyond.

Access to Resources and Services: The Library will provide equitable and broad access to information, technology, collections, programs, and services, ensuring that all community members have the opportunity to learn, engage, and thrive.

Physical Maintenance and Sustainability: The library will ensure that the physical facilities are maintained or enhanced in a manner that supports its resources and services. The library will strive to implement sustainable practices.

Trane U.S. Inc.
301 Old Niskayuna Road, Suite 1
Latham, NY 12110
Phone: (518) 785-1315
Fax: (518) 785-4359

July 23, 2026

Bethlehem Public Library
451 DELAWARE AVENUE
Delmar, NY 12054-1205

Site Address:
Bethlehem Public Library
451 Delaware Ave
Delmar, NY 12054

ATTENTION: Kevin Coffey

PROJECT NAME: Bethlehem Public Library Rooftop C & D Supply Fan Motor Replacement

We are pleased to propose the following Trane services for the equipment listed. Services will be performed using Trane's exclusive service procedures provided by factory trained and experienced technicians. You receive the full benefit of our expertise derived from being Trane equipment's original manufacturer. Our procedures are environmentally and safety conscious while providing for the efficient delivery of these services.

EQUIPMENT LIST

Bethlehem Public Library

The following "Covered Equipment" will be serviced at Bethlehem Public Library:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Packaged Rooftop Unit	1	York International	V2S534ABE3	N1E8754515	Unit D
Packaged Rooftop Unit	1	York International	V2S534ABE3	N1E8754515	Unit C

SCOPE OF SERVICE

- Coordinate Man Lift To Be Onsite For Day #1 Of Work – Coordinate with Kevin for days that work for him and Library.
- Bring Roof Cart to Roof.
- Lock Out Tag Out – Safety Precaution
- Remove Existing Failed Motors (2) From RTU C & D.
- Put Motors on Roof Cart and Bring to Man Lift.
- Bring (2) New Motors to Roof via Man Lift.
- Remove Man Lift
- Use Roof Cart to Transport Across Roof.
- Co2 Lift New Motors into RTU C & D.
- Set New Motors
- Tie In New Motors to Supply Fan Section
- Remove Lock Out Tag Out
- Start RTU C & D

PRICING AND ACCEPTANCE

Bethlehem Public Library
451 DELAWARE AVENUE
Delmar, NY 12054-1205

Site Address:
Bethlehem Public Library
451 Delaware Ave
Delmar, NY 12054

TOTAL PRICE: **\$17,390.00 USD**

CLARIFICATIONS

- Applicable taxes are not included and will be added to the invoice.
- Any service not listed is not included.
- Work will be performed during normal Trane business hours.
- This proposal is valid for 30 days from July 23, 2026

I appreciate the opportunity to earn your business and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

Sincerely,

Tyler McFarland
Account Manager - E.M.I.T.
E-mail: t.mcfarland@trane.com
Cell: (518) 807-3488

TARIFFS

Trane shall have the right, at its discretion, to pass along any related increases should (1) its costs related to the manufacture, supply, and shipping for any product or service materially increase. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control and/or (2) any tariffs, taxes, levies or fees affecting, placed on or related to any product or service materially increases.

This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions (Quoted Service).

CUSTOMER ACCEPTANCE	TRANE ACCEPTANCE
	Trane U.S. Inc.
_____ Authorized Representative	_____ Submitted By: Tyler McFarland
_____ Printed Name	_____ Proposal Date: July 23, 2026
_____ Title	_____ Cell: (518) 807-3488
_____ Purchase Order	_____ Office: (518) 785-1315
_____ Acceptance Date	_____ License Number:
	_____ Authorized Representative
	_____ Title
	_____ Signature Date

Bethlehem Public Library

RECORDING POLICY

Policy adopted the by Board of Trustees August 10, 2026 to replace the Photo and Video Policy

Purpose

This Policy will be used by Bethlehem Public Library to address non-employees photographing, recording, broadcasting and/or streaming images on library property.

Policy

As a public library, Bethlehem Public Library is obligated to ensure information access, patron privacy, and unencumbered delivery of library services.

To help fulfill those obligations, the Bethlehem Public Library will honor state and federal law and Library policies with respect to photographing, recording, broadcasting, and streaming images of the premises, patrons, and employees while on library property (for the sake of clarity, all such activity will henceforth be referred to in this document as "Recording").

The Library will allow Recording that is consistent with its obligations and mission. 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.

Protocol

Whenever possible, individuals or media outlets who wish to engage in Recording should contact the Director at least two business days in advance to arrange how such Recording can be done without risking a breach of the library's ethics, its obligation to safeguard patron privacy, and to ensure a respectful environment for library employees. This may be done by calling 518-439-9314 or emailing the Director by using the contact form: <https://www.bethpl.org/contact-us/contact-the-director/>. When contacting the Library with this need, please be ready to discuss what content is needed, and how to adapt that need to the library's ethical priorities and operational policies, if necessary.

Individuals or media outlets who wish to engage in Recording on a more immediate basis, please contact the Director, or their designee working at the time, **as soon as possible**. This may be done by calling 518-439-9314 or emailing the general library contact form: <https://www.bethlehempubliclibrary.org/contact-us/e-mail-us-at-the-library/>. Like recording with more notice, those with urgent requests should be ready to discuss what access will meet your needs, and to adapt your needs to the library's ethical and operational priorities, which may include not being able to grant a same-day request.

For individuals or media outlets who wish to engage in Recording without notifying the library in advance, please know that any Recording activity that risks negatively impacting safety, patron privacy, employee work conditions, and/or routine library operations, or is a violation of our [Patron Conduct Policy](#), will result in a requirement to cease Recording.

As with any other ongoing potential violation of Library policy, any individuals or media outlets who, after being asked to stop engaging in Recording, do not cease Recording, will be told to leave Library property, pending further action under whichever Library policies apply to the specific situation.

Recording with Permission in the Library (non-commercial)

Requests to Record in the Library for all non-commercial purposes (including journalism from credentialed journalists) will be confirmed with the permission statement listed as Appendix 1 to this policy whenever time allows

Recording with Permission in the Library (Commercial)

Requests to Record in the Library for commercial purposes (movies, advertisements, documentaries) will be confirmed by a contract, based on the project, and may include insurance requirements and indemnification.

“First Amendment Audits,” harassing behavior, and other unannounced Recording

The Library recognizes and honors that as a public entity, the public has a right to access information about the Library. This includes being subject to the Freedom of Information Law ("FOIL") and the Open Meetings Law ("OML"). To that end, the Library's policies and board materials are on our website, Board meetings are livestreamed, and the public may attend our meetings as required by law.

However, the Library's board of trustees also has the right to set the parameters and conditions needed to operate the library, and this includes barring any activity that would impact safety, patron privacy, employee work conditions, and/or routine library operations, or activities that violate any of the Library's policies. To that end, this policy, will be used to promote requests for access to Record on the premises, and to address any unauthorized Recording on the premises that risks the Library's mission and obligations.

Exceptions to this Policy

Non-commercial Recording without prior permission is allowable in certain designated areas. These include:

- 1) On Library property outside of the Library building. However, during Library events that are held outside (story times, Evenings on the Green, etc.) the regular policies and rules WILL APPLY.
- 2) The library main hallway (not including the restrooms where recording is prohibited.)
- 3) Individual study rooms when checked out under the terms of the Study Room Use Policy.
- 4) Community and Board Rooms but ONLY when checked out to an individual user under the terms of the Meeting Room Use and Access policy.

Appendix 1

Recording Permission Form

Thank you for working with the Library to explore recording/streaming/broadcasting in our space ("Recording"). As you know, any Recording in the Library must be conducted safely,

without risking a breach of the library's ethics, with attention to its obligation to safeguard patron privacy, and in a way that respects our employees and doesn't disrupt routine operations. To ensure these safeguards, we met on DATE, and agreed that you could record in [AREA] during the hours of [TIMESPAN]. You confirmed that the end project will be a non-commercial recording (commercial recordings are subject to additional requirements, including insurance). Thank you so much for your cooperation.

Appendix 2

Posted Notice:

Recording in/streaming from the Library:

To ensure patron confidentiality and protect routine operations, **recording patrons or patron service areas is forbidden during normal hours of operation.**

However, any person who wishes to record, photograph, stream, or broadcast images from the library, for any purpose, is welcome to contact the Library at 518-439-9314 to help make that happen.

The Library reserves the right at all times to refuse any on-site recording, photography, or streaming/broadcast that could negatively impact safety, patron privacy, employee work conditions, and/or routine library operations.

Appendix 3:

Practice Script for Employees

Template Response Script to address unauthorized Recording that presents a risk:

FIRST: Identify and confirm what is at risk: [select at least one: *safety, patron privacy, employee work conditions, and/or routine library operations*]

SECOND: *"I work at the library. We are concerned that your activity is risking [select: safety, patron privacy, employee work conditions, and/or routine library operations]. We do have a process for recording in the library without risking a violation, would you like to be connected to the person who can help with that?"*

If they say "no" or refuse":

"Since this activity is a violation of our policy, I have to ask you to leave, pending further action under the applicable policy."

If they say "no" or refuse":

Initiate action based on Patron Conduct Policy.

DO NOT argue, but DO point to the posted notice put up per the Policy.