

List of records maintained by Bethlehem Public Library

Maintained pursuant to NYS Public Officers Law § 87(3)(c)

Note: not all listed records are available pursuant to the Freedom of Information Law

Items below and other records are subject to the library's record retention schedule as adopted by the library board of trustees

Board

- Annual Reports
- Bylaws
- Charter
- Trustee Oaths of Office
- Conflict of Interest Reports
- Board Meeting Agendas
- Board Meeting Minutes
- Resolutions
- Long Range Plans
- Whistleblower Reports

Financial Records

- Annual independent auditor reports
- Accounts Payable Records
- Bank Reconciliations
- Bank Statements
- Investment Statements
- Cash Activity Reports
- Depreciation Schedule
- List of Monthly Warrants
- Budget Documents
- Year to Date Reports/Balance Sheet, Revenue & Expense Statements
- Year-End Financial Statements

Contracts/Purchasing

- Bidders proposal files
- Contract Files
- Purchase Orders

Employment Information

- Collective bargaining agreements
- Personnel files
- Payroll/Timekeeping Records
- Benefit leave files

Policies and Procedures

- Policies
- Employee Handbook
- Emergency Response and Training Manual