



**Board of Trustees Meeting
Monday March 10, 2025 6:00 pm
Board Room**

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

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

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

Agenda

- **Call to order**
- **Public participation**
- **Building maintenance**
 - Building maintenance – potential projects (p. 2)
 - Status of building – discussion
 - Boiler replacement engineer RFP
- **Review of previous meeting minutes (p. 3-6)**
- **Financial report (p. 7-16)**
 - Treasurer's update (p. 7)
- **Personnel report (p. 17)**
 - Personnel actions
- **Director's report (p. 18-24)**
- **UHLS report**
- **New business**
 - Draft budget 2025-26 (p. 25-26)
 - Better World Books bin – Friends request for extra parking spot/bin (p. 27)
 - Trane maintenance contract (p. 28-45)
 - NYS Annual Report (p. 26-90)
 - Room rental contract (p. 91-94)
 - Friends of the Library Resolution (p. 95)
 - Spotlight archive request
 - New UHLS Board Member
 - Other new business
- **Old business**
 - Policy Committee – update
 - Other old business
- **Future business**
- **Public participation**
- **Executive session**
- **Adjournment**

Next board meeting: April 7, 2025 6:00 pm (Note: Early Date)

Next Friends of the Library meeting: April 21, 2025 6:30 pm



3/11/2025 REVISED

[illegible]

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**
Monday February 10, 2025

PRESENT: Caroline Brancatella
Laura DiBetta
Mark Kissinger
Sarah Patterson
Gail Sacco
Lisa Scoons
Michelle Walsh
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, public information specialist

EXCUSED:

GUESTS: Phil Berardi, assistant director/head of Circulation and Technical Services
Tanya Choppy, accounts clerk
Jennifer Crawford, confidential secretary
Chris McGinty, assistant director of Public Services
Jessica Ross
Bonnie Goldsmith

President M. Kissinger called the meeting to order at 5:59pm.

PUBLIC PARTICIPATION

There was no public participation at this time.

REVIEW OF PREVIOUS MEETING MINUTES

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board unanimously approved the minutes from the Monday January 13 regular board meeting.

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board unanimously approved the minutes from the Monday January 27 building committee meeting.

FINANCIAL REPORT

Treasurer's update

The board noted the treasurer's update. M. Walsh noted that S. Whiting has been seeking out these investment opportunities since becoming board treasurer. S. Whiting said that interest rates had been favorable recently, and her goal is to maximize those investments while making sure there is money readily available to pay the bills.

M. Kissinger asked for clarification of the expenses paid out of the H Fund. G. Kirkpatrick said that the charge from Kenney Geotechnical was for a sonar survey of the land beneath the library and that the charge from Ashley McGraw was the final bill for their design services. He said the attorney fees were billed in their entirety at the end of the building project proposal. He added that these are the final charges associated with the building planning process, other than an approximate \$9,000 bill from the school district for election-related charges, which will be included in the March bill schedule.

On a MOTION by M Walsh with a SECOND by L. DiBetta, the board unanimously approved the Financial Statement dated 31 January 2025 (Checks disbursed in January 2025 based on pre-approval \$53,510.36; Checks disbursed in January 2025 relating to payroll \$210,136.07; Checks being submitted for approval \$76,535.48; CapProject Fund Checks \$224,610.89; Total: \$564,792.80).

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTIONS

On a MOTION by L. Scoons with a SECOND by C. Brancatella, the board unanimously voted to approve the following positions:

- Library page, part-time, permanent, 15 hours/week, \$15.50/hour or per contract

DIRECTOR'S REPORT

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

- The increases in door count and wireless use are positive signs of growing in-person library use.
- The implementation of new software for digital museum passes has been successful as evidenced by the usage numbers. M. Walsh said her family recently borrowed a pass for the Wild Center in Tupper Lake and were very happy that the library offers it. She asked if there was a way to return digital passes early if a patron was not going to be able to use it. G. Kirkpatrick said that the library would look into that.
- L. DiBetta asked if Library of Things items are available to all members of the UHLS system. G. Kirkpatrick said that they are, but for many items, one must be a BPL cardholder to put something on reserve. The library asks that items are returned to the library they are borrowed from.
- Lots of impromptu one-on-one tech help takes place at the Information Desk, but the longer, reserveable sessions have proved popular.
- The Pit at the middle school has been discontinued as attendance has not recovered since the pandemic.
- G. Sacco said she would like to see a tech help program that talks about storing and organizing digital photos and what tools to use. G. Kirkpatrick said the library has held programs on personal digital archives in the past and that it might be a good time to revisit the topic.
- M. Walsh said that Advocacy Day was well attended and lawmakers were supportive. C. Brancatella said representatives from Bethlehem met with legislators Scott Bendett and Pat Fahy and encouraged them to talk about libraries and their importance when out and about and on social media. G. Kirkpatrick said that in this year's budget, the governor had brought the library budget line up to the statutory minimum for the first time in many years.
- M. Kissinger asked about YA non-fiction use. G. Kirkpatrick said that it is one of the library's smaller collections so even a small drop in circulation will appear as a larger percentage. C.

Brancatella asked if having a teen area might help increase YA circulation. G. Kirkpatrick said that, unlike other libraries, Bethlehem has never had a dedicated teen area, so it's hard to know what an impact it would have. L. DiBetta said she recently visited the library in Saratoga Springs and was impressed with its setup for young people. C. Brancatella said she found the same thing with the Clifton Park library and praised its sensory area for children. She said it is important to highlight what other communities are doing.

- M. Kissinger asked about the children's video collection, and G. Kirkpatrick said it is decreasing as part of an ongoing trend of people finding the content for free on multiple other platforms. M. Kissinger said the board should discuss at a future meeting dropping collections that are no longer being used.

UHLS REPORT

L. Scoons noted that the governor's budget for library construction grants has been lowered to about \$34 million from \$44 million and that hopefully the legislature will bump it back up. G. Kirkpatrick said that Upper Hudson typically gets about \$1.5 million to allocate among its 29 libraries.

NEW BUSINESS

Draft budget 2025-26

S. Whiting said that putting together the budget was challenging because costs have gone up, including increases to salaries and benefits. She noted that although there were requests to increase spending on materials, the budget could not accommodate it. She said the biggest change in the 2025-26 budget is the elimination of the contingency line in the amount of \$35,000. This was done to accommodate for the reduction of PILOT income. She noted that the fund balance should be able to cover a contingency should it be needed.

The loss of \$229,000 in PILOT income is the result of PSEG going on the tax rolls. This will have an effect on the tax levy but doesn't mean individual taxpayers will see a big increase.

She said the 7.33% increase to the levy is within the stat-mandated tax cap.

M. Kissinger asked what that increase would translate to for taxpayers. S. Whiting said a rough estimate would be around 11 cents per \$1,000 of assessed value. G. Kirkpatrick said that the number was still just an estimate as the school district sets the rate and has not yet released the numbers. The library will be meeting with the school district shortly to better understand the details.

M. Kissinger asked if it would make sense to use the fund balance to cover the \$229,000 no longer available from the PILOT. S. Whiting said that would be part of a discussion about how to best use the fund balance as they plan for upcoming repairs. The board continued to discuss the tax implication of the reduced PILOT and asked for more information about the tax implication before making a final decision on the budget. G. Kirkpatrick said the board did not need to make a final decision until the March meeting.

G. Sacco said she was concerned about losing the contingency line altogether. L. DiBetta noted that it had been discussed by the finance committee and that the line had only been added about 3-4 years earlier.

Boiler replacement engineer RFP

G. Kirkpatrick said that at the January building committee meeting, it was agreed that replacing the boiler was a priority. G. Kirkpatrick said he has met with some people from the community and has drafted an RFP to solicit proposals for an engineer to look at the boiler and make design recommendations. He asked how the board would like to go about selecting a consultant from the proposals. The board agreed to use the system they have in the past where an interview committee

would talk to the candidates and make a recommendation to the full board. C. Brancatella and M. Kissinger volunteered to be part of the interview committee. G. Kirkpatrick asked the board for their thoughts on the wording of the RFP and said that he would also like to have CJ Goodwin from Schoolhouse to look at it as well to review the scope outlined in the request. G. Sacco said the board should clarify the library's relationship with Schoolhouse as they look at these new projects.

Other new business

There was no other new business at this time.

OLD BUSINESS

Building Committee update

M. Kissinger said the building committee discussed potential repair projects and prioritized them. He said they are trying to get an idea of the cost of the projects and would be meeting in another week or so. He said they have received valuable expertise from some members of the community.

Policy Committee update

C. Brancatella said the committee was in the process of reviewing the meeting room policy and had received some technical comments from staff to address. She said they were looking at ways to simplify the wording to make it easier to understand and implement. She said the committee was also reviewing the updated staff handbook. M. Walsh said she has heard from some members of the public who are running up against the capacity limits for room checkouts. L. DiBetta said that the committee would be evaluating the capacity limits.

Other old business

S. Patterson asked the board members to return their questionnaires for G. Kirkpatrick's evaluation as soon as possible.

FUTURE BUSINESS

There was no future business at this time.

PUBLIC PARTICIPATION

One member of the public spoke during the public comment period. One written comment was received and read by G. Kirkpatrick. A recording of the meeting is available on YouTube.

ADJOURNMENT

On a MOTION by L. DiBetta with a SECOND by L. Scoons, the board unanimously voted to adjourn the regular meeting at 7:15pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report

March 10, 2025

Revenue and Expense Report

Revenue is stable. We expect to receive the final payment of real property taxes in April. Total expenses are 4% underbudget, compared to about 3% under at this time last year. Salaries are roughly on budget since we are fully staffed.

Budget

Included in the packet is the draft budget for FY 2025-2026. The projected levy limit increases by 2.61%. The PSEG pilot has been extended for another year. This budget does not include any new positions or significant adjustments to supplies and services. Salaries increase by 4.4% and overall salaries and benefits increase by 5.6%, due to increases in retirement and health insurance.

Fund Balance

As of June 30, 2024, the fund balance is \$3,928,140. 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 2/28/25

	BALANCE 1/31/2025	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	BALANCE 2/28/2025
TD Bank General Fund	240,293.14	38,427.21	(198,845.62)	(492.33)	129,940.33	209,322.73
TD Bank Payroll	0.00		(145,059.67)	-	145,059.67	0.00
TD Bank Money Market	2,332,390.85	-		3,511.01	(500,000.00)	1,835,901.86
TD Bank Treasury Bill	1,120,163.83		-	3,643.50	-	1,123,807.33
TD Bank Capital Project Fund	10,324.50	-	(224,610.89)		225,000.00	10,713.61
TD Bank 3 mo. CD Closed 1/28/25	-			-	-	0.00
TD Bank 4 mo. CD Opened 1/28/25	1,000,439.45			3,077.52	-	1,003,516.97
TD Bank 6 mo. CD Opened 10/29/24	1,010,908.17			3,272.57	-	1,014,180.74
Key Bank Checking	8,721.04	1,961.64	(192.87)		-	10,489.81
TOTAL:	<u>5,723,240.98</u>	<u>40,388.85</u>	<u>(568,709.05)</u>	<u>13,012.27</u>	<u>-</u>	<u>5,207,933.05</u>

Checks outstanding greater than 90 days old:

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

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

8 MONTHS ENDED 2/28/25

FISCAL YEAR 2024-2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 8 MO. ENDED 2/28/2025	Percent YTD 2/28/2025	ANNUAL BUDGET 2023-2024	YTD PRIOR 8 MO. ENDED 2/29/2024	Percent YTD 2/29/2024
Real Property Taxes	4,592,100	4,407,316	96.0%	4,401,969	4,300,000	97.7%
PILOT	239,000	277,968	116.3%	241,523	239,259	99.1%
Fines	3,000	1,722	57.4%	3,000	1,626	54.2%
Interest on Deposits	90,000	86,025	95.6%	35,000	99,156	283.3%
Lost Book Payments	8,500	8,535	100.4%	7,500	8,956	119.4%
Friends of BPL Contributions	7,000	6,365	90.9%	-	7,903	0.0%
Gifts and Donations	8,000	11,289	141.1%	4,000	18,563	464.1%
Photocopier	8,000	8,534	106.7%	7,000	7,765	110.9%
State Aid	26,000	26,362	101.4%	26,000	22,830	87.8%
Grants	-	5,920	0.0%	-	-	0.0%
Miscellaneous Income	500	383	76.7%	-	668	0.0%
Total Revenue	4,982,100	4,840,420	97.2%	4,725,992	4,706,726	99.6%
EXPENSES						
Salaries	2,666,993	1,737,295	65.1%	2,547,087	1,604,609	63.0%
Retirement	324,242	323,915	99.9%	280,440	263,799	94.1%
Health Insurance	398,000	253,568	63.7%	372,300	230,132	61.8%
Other Benefits	238,965	145,586	60.9%	227,365	140,219	61.7%
Subtotal Salaries & Benefits	3,628,200	2,460,363	67.8%	3,427,192	2,238,760	65.3%
Library Materials - Print	294,000	151,960	51.7%	292,000	183,945	63.0%
Library Materials - Electronic & Audio	281,000	161,859	57.6%	283,000	169,861	60.0%
Subtotal Library Material	575,000	313,819	54.6%	575,000	353,805	61.5%
Operations	643,900	333,041	51.7%	605,800	395,425	65.3%
Capital Expenditures	100,000	-	0.0%	100,000	11,023	11.0%
Contingency	35,000	-		35,000	-	
Total Expenses	4,982,100	3,107,224	62.4%	4,742,992	2,999,013	63.2%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

8 MONTHS ENDED 2/28/25

FISCAL YEAR 2024 - 2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 8 MO. ENDED 2/28/2025	Percent YTD 2/28/2025	ANNUAL BUDGET 2023-2024	YTD PRIOR 8 MO. ENDED 2/29/2024	Percent YTD 2/29/2024
Salaries & Benefits						
Salaries-Librarians	1,252,089	870,273	69.5%	1,178,184	803,559	68.2%
Salaries-Support Staff	1,226,399	739,344	60.3%	1,190,063	683,072	57.4%
Salaries-Custodians	188,505	127,679	67.7%	178,840	117,978	66.0%
Subtotal Salaries	2,666,993	1,737,295	65.1%	2,547,087	1,604,609	63.0%
Retirement	324,242	323,915	99.9%	280,440	263,799	94.1%
Health Ins.	398,000	253,568	63.7%	372,300	230,132	61.8%
SocSec/Medicare	206,465	128,090	62.0%	194,865	118,722	60.9%
Worker's Comp.	20,000	16,002	80.0%	20,000	9,735	48.7%
Unemployment	10,000	-	0.0%	10,000	11,083	110.8%
Disability Ins.	2,500	1,493	59.7%	2,500	679	27.1%
Subtotal Salaries & Benefits	3,628,200	2,460,363	67.8%	3,427,192	2,238,760	65.3%
Library Materials						
Adult books	171,000	90,928	53.2%	171,000	116,534	68.1%
Periodicals	18,000	11,546	64.1%	21,000	11,059	52.7%
YS Books	85,000	40,476	47.6%	85,000	44,790	52.7%
Special Collections	20,000	9,010	45.0%	15,000	11,561	77.1%
Subtotal Print Materials	294,000	151,960	51.7%	292,000	183,945	63.0%
Audiobooks	20,000	12,372	61.9%	20,000	13,431	67.2%
E-Collections	201,000	116,417	57.9%	196,000	109,254	55.7%
Electronic Resources	31,000	20,682	66.7%	31,000	29,742	95.9%
YS Audiobooks	4,500	1,758	39.1%	4,000	2,633	65.8%
YS Media	2,500	483	19.3%	2,000	1,189	59.4%
AS Media	22,000	10,147	46.1%	30,000	13,612	45.4%
Subtotal Electronic & Audio	281,000	161,859	57.6%	283,000	169,861	60.0%
Subtotal Library Materials	575,000	313,819	54.6%	575,000	353,805	61.5%
Operations						
Copiers and supplies	15,000	8,741	58.3%	15,000	5,820	38.8%
Office supplies	20,000	8,134	40.7%	20,000	7,361	36.8%
Custodial supplies	20,000	12,867	64.3%	20,000	11,635	58.2%
Postage	22,000	13,858	63.0%	22,000	12,914	58.7%
Printing & Marketing	43,200	18,830	43.6%	35,000	19,864	56.8%
Van lease & oper.	4,000	829	20.7%	4,000	1,205	30.1%
Gas and Electric	75,000	43,159	57.5%	75,000	45,773	61.0%
Telecom & Cloud Svcs	24,000	15,169	63.2%	24,000	15,105	62.9%
Water	3,000	1,309	43.6%	3,000	1,498	49.9%
Taxes-sewer & water	3,500	2,927	83.6%	3,400	2,871	84.4%
Refund property taxes	5,000	4,557	91.1%	5,000	3,266	65.3%
Prof. Services	40,000	5,077	12.7%	30,000	18,581	61.9%
Contract Services	50,000	12,667	25.3%	50,000	16,449	32.9%
Insurance	35,000	33,451	95.6%	30,000	32,387	108.0%
Bank Fees	1,700	3,866	227.4%	1,400	848	60.6%
Travel/Conference	3,500	4,840	138.3%	3,500	3,304	94.4%
Memberships	3,000	520	17.3%	3,000	789	26.3%
Special Programs	42,000	13,890	33.1%	35,000	30,052	85.9%
Furniture & Equipment	30,000	17,178	57.3%	30,000	17,151	57.2%
IT Hardware & Software	50,000	9,473	18.9%	50,000	34,867	69.7%
Bld & Grnd. Repair	40,000	5,711	14.3%	40,000	27,377	68.4%
Furn/Equip Repair	3,000	3,700	123.3%	2,000	2,998	149.9%
Miscellaneous	6,500	4,105	63.2%	6,500	3,965	61.0%
Audit Service	25,000	25,750	103.0%	24,000	19,250	80.2%
Accounting Service	22,000	19,723	89.7%	20,000	19,419	97.1%
UHLAN fees	57,500	42,709	74.3%	54,000	40,675	75.3%
Subtotal Operations	643,900	333,041	51.7%	605,800	395,425	65.3%
Capital Expenditures	100,000	-	0.0%	100,000	11,023	11.0%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,982,100	3,107,224	62.4%	4,742,992	2,999,013	63.2%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN FEBRUARY 2025 BASED ON PRE-APPROVAL	\$	56,480.47
CHECKS DISBURSED IN FEBRUARY 2025 RELATING TO PAYROLL	\$	210,889.34
CHECKS BEING SUBMITTED FOR APPROVAL	\$	87,951.76
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	9,948.06

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 29: PREAPPROVED (FEB 25) For Dates 2/1/2025 - 2/28/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42590	02/01/2025	1424	AFLAC NEW YORK		220.04
42591	02/01/2025	1831	CDPHP UNIVERSAL BENEFITS, INC.		35,995.75
42592	02/01/2025	2395	CSEA EMPLOYEE BENEFIT FUND		162.12
42593	02/01/2025	720	MVP HEALTH PLAN, INC.		7,885.08
42594	02/01/2025	1570	NATIONAL GRID		7,676.08
42595	02/01/2025	2061	UNITED HEALTHCARE INSURANCE CO		164.37
42596	02/01/2025	1607	VERIZON BUSINESS FIOS	250018	124.99
42597	02/01/2025	1607	VERIZON BUSINESS FIOS	250018	169.79
42598	02/01/2025	1607	VERIZON BUSINESS FIOS	250018	169.79
42638	02/12/2025	2517	MARCIA KATZ	250421	79.99
42639	02/12/2025	1581	UNITED STATES POSTAL SERVICE	250013	1,645.00
42640	02/12/2025	1607	VERIZON BUSINESS FIOS	250018	199.99
42642	02/18/2025	2426	JPMORGAN CHASE BANK NA	*See Detail Report	1,772.51
42643	02/18/2025	2400	STEVEN A. ROHL	250431	214.97

Number of Transactions: 14

Warrant Total: 56,480.47

Vendor Portion: 56,480.47

*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 A - 31: TRUST & AGENCY (FEB 25) For Dates 2/1/2025 - 2/28/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42599	02/07/2025	712	CIVIL SERVICE EMPL ASSOC INC.		992.06
42641	02/21/2025	712	CIVIL SERVICE EMPL ASSOC INC.		992.06
100970	02/07/2025	709	BPL SPECIAL PAYROLL ACCOUNT		73,495.31
100971	02/07/2025	710	NYS INCOME TAX BUREAU		4,209.59
100972	02/07/2025	1946	IRS - PAYROLL TAX PMT		22,905.97
100973	02/07/2025	2003	NEW YORK STATE DEFERRED		2,868.15
100974	02/21/2025	709	BPL SPECIAL PAYROLL ACCOUNT		71,564.36
100975	02/21/2025	710	NYS INCOME TAX BUREAU		4,171.66
100976	02/21/2025	730	NYS EMPLOYEES RETIREMENT SYSTE		4,076.61
100977	02/21/2025	1946	IRS - PAYROLL TAX PMT		22,684.36
100978	02/21/2025	2003	NEW YORK STATE DEFERRED		2,929.21
Number of Transactions: 11				Warrant Total:	210,889.34
				Vendor Portion:	210,889.34

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 - 35: BILL SCHEDULE (MAR 25) For Dates 3/11/2025 - 3/11/2025**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42653	03/11/2025	30	ALBANY PUBLIC LIBRARY-MAIN BR	250422	24.00
42654	03/11/2025	1550	ALLEGION ACCESS TECHNOLOGIES LLC	250419	2,274.44
42655	03/11/2025	919	ALTAMONT ENTERPRISE	250438	52.00
42656	03/11/2025	2420	AMAZON CAPITAL SERVICES INC	250437	2,525.12
42657	03/11/2025	2457	AQUATIC ALLIES	250001	131.94
42658	03/11/2025	77	BAKER & TAYLOR , INC.	*See Detail Report	22,436.96
42659	03/11/2025	1186	BAKER AND TAYLOR ENTERTAINMENT	250417	50.17
42660	03/11/2025	90	BETHLEHEM CENTRAL HIGH SCHOOL	250456	65.00
42661	03/11/2025	2515	BLUE HUDSON GROUP	250404	125.00
42662	03/11/2025	697	CAPITAL REGION BOCES	*See Detail Report	342.22
42663	03/11/2025	1315	CITY GLASS COMPANY	250444	2,350.00
42664	03/11/2025	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	250003	339.21
42665	03/11/2025	2428	DANIEL MAY	250274	40.00
42666	03/11/2025	1991	EASTERN MANAGED PRINT NETWORK LLC	250005	186.52
42667	03/11/2025	1532	ENVISION WARE, INC.	250459	802.16
42668	03/11/2025	1986	FIRSTLIGHT FIBER	250006	193.17
42669	03/11/2025	2272	GLOBAL EQUIPMENT COMPANY INC.	250395	1,422.00
42670	03/11/2025	1918	HANCOCK SHAKER VILLAGE	250448	250.00
42671	03/11/2025	2212	IROQUOIS INDIAN MUSEUM	250447	50.00
42672	03/11/2025	2322	KANOPY INC.	250014	1,638.00
42673	03/11/2025	2201	LANE PRESS OF ALBANY	250007	2,245.00
42674	03/11/2025	1024	MIDWEST TAPE LLC	*See Detail Report	1,714.71
42675	03/11/2025	377	MOORE FIRE EXTINGUISHER	*See Detail Report	551.50
42676	03/11/2025	2519	NEWSBANK, INC.	250427	2,878.00
42677	03/11/2025	2148	NORTHEAST PEST CONTROL	250004	199.00
42678	03/11/2025	2088	NYSID	250460	135.63
42679	03/11/2025	1823	OVER DRIVE INC.	*See Detail Report	29,918.40
42680	03/11/2025	450	PHILLIPS HARDWARE INC	250011	195.88
42681	03/11/2025	2339	PRONUNCIATOR LLC	250457	1,450.00
42682	03/11/2025	1661	RCS COMMUNITY LIBRARY	250451	12.99
42683	03/11/2025	1490	REPEAT BUSINESS	250150	197.60
42684	03/11/2025	1633	SAND LAKE TOWN LIBRARY	250450	18.00
42685	03/11/2025	2421	SENTRON ASSOCIATES INC.	250020	426.02
42686	03/11/2025	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	437.05
42687	03/11/2025	2154	STERICYCLE, INC.	250008	43.98
42688	03/11/2025	2340	T-MOBILE	250017	950.64
42689	03/11/2025	2437	THE CORNER GATEWAY, LLC	250449	78.00
42690	03/11/2025	2307	TRANE U.S. INC.	*See Detail Report	1,039.00
42691	03/11/2025	2328	UNIFIRST CORPORATION	250009	772.47
42692	03/11/2025	632	UPPER HUDSON LIBRARY SYSTEM	250435	28.00
42693	03/11/2025	1954	USS SLATER DE 766	250446	160.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 35: BILL SCHEDULE (MAR 25) For Dates 3/11/2025 - 3/11/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42694	03/11/2025	1968	VERIZON WIRELESS	250002	100.49
42695	03/11/2025	645	W W GRAINGER INC	*See Detail Report	1,776.59
42696	03/11/2025	1884	W.B. MASON CO., INC.	250441	499.90
42697	03/11/2025	2423	YOUNG LANDSCAPES LLC	250162	3,412.50
42698	03/11/2025	2423	YOUNG LANDSCAPES LLC	250162	3,412.50
Number of Transactions: 46				Warrant Total:	87,951.76
				Vendor Portion:	87,951.76

*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 - 9: BILL SCH - MAR 25 (H FUND) For Dates 3/11/2025 - 3/11/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1240	03/11/2025	719	BETHLEHEM CENTRAL SCHOOL DIST	250424	9,948.06
Number of Transactions: 1				Warrant Total:	9,948.06
				Vendor Portion:	9,948.06

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

March 10, 2025 - Board of Trustee Meeting											
											17
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 PT	Circulation Services	11 hrs/wk	15 hrs/wk	\$18.19/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$18.19/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$15.50/hour	M. Mitchel	5/11/2022	5/9/2022				
Library Page PT	Collection Maintenance	6 hrs/wk		\$15.50/hour	D. Bloom	8/30/2023	9/11/2023				
Library Page PT	Collection Maintenance	12.8 hrs/wk	15 hrs/wk	\$15.50/hour	G. Bradt	1/15/2025	2/10/2025	Filled	E. Carter	3/4/2025	Hire
Action Requested											
Librarian 1 FT	Youth Services	35 hrs/wk		\$60,346/annual or per contract	E. Puskas	2/19/2025					
Positions Held											
None											

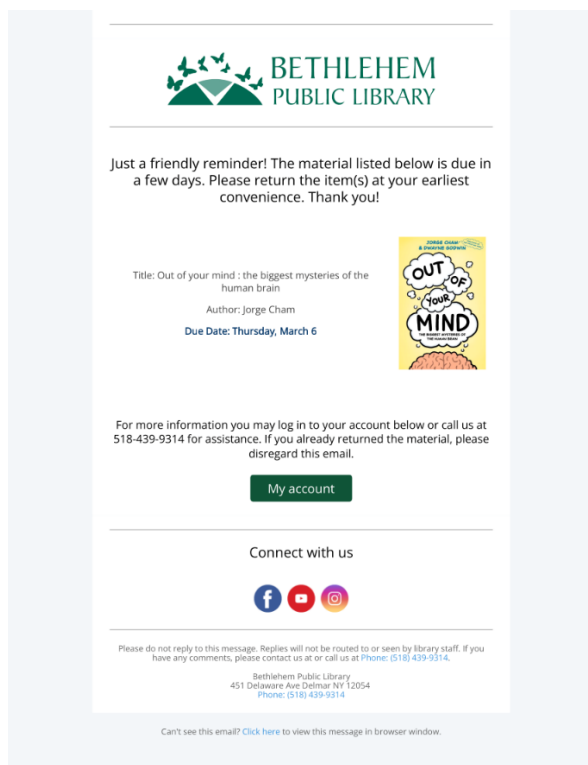
Director's Report March 2025

Building and Grounds

Our rep from Schoolhouse Construction developed price estimates for a list of building maintenance projects that we identified by the Director and Building Committee. The list with cost estimates is included in the packet. Staff from Schoolhouse will also attend the Board Meeting on Monday to discuss the estimates with the Board of Trustees.

Circulation and Technical Services

Last month we stopped sending default notices from our Sierra library software. We switched to notices sent from our Patron Point software. The new notices now include the library address, logo, contact information and social media accounts, which the previous notices lacked. They also include book covers and visual cues that make it clearer when an item is due, or if it's overdue, when it has been renewed. A total of 1,422 of the new notices were sent between February 24 and March 3.



Adult Services

We began a subscription to provide digital access to the Times Union newspaper. Bethlehem cardholders may access the subscription from home using their library card. Others can access it in the library. Our subscription provides access to an image edition of the newspaper, which looks like a scanned copy of the original (2018 to current), a plain text edition (1986 to current), and articles that were only published in the online, web edition of the newspaper (2016 to current).

We had several reports from the staff that weekend attendance at the library was very heavy in February. Those reporting feel that additional weekend staff would be beneficial.

A Little Sunday Music: Jackie Wright (2/2) – The library was pleased to welcome flautist Jackie Wright to the library for the first Little Sunday Music of 2025. We had excellent turnout for this lively, well-received performance on a busy Sunday afternoon.

Responsible staff: Lauren & Sarah. Attendance: 47

BHA Speaker Series: Victory Gardens 2/19 – Jeffrey Urbin, Education Specialist and Director of the Film Center at the FDR Presidential Library and Museum, discussed the contributions made by millions of ordinary Americans who fought WWII in their own backyards - growing food for themselves, the army, and our allies in small plots known as Victory Gardens.

Responsible staff: Luke. Attendance: 55

Community Yoga (2/26) – We have a modest, but consistent audience at these monthly classes. Beginning in May, the program will move to Thursday evenings. Responsible staff: Sarah. Attendance: 8

Day Books (2/3) – Our monthly afternoon book discussion series had excellent attendance again this month. “The Measure” by Nikki Erlich was discussed. Responsible staff: Covered by Frank this month. Attendance: 19.

French Conversation Club (2/3 & 2/13) – An open-ended program series for folks looking to practice speaking in French. Participants were invited to bring their personal abilities and chat with others in a safe, casual setting. We continue to have excellent turnout for this program with a good mix of people with different levels of language competency.

Responsible staff: Robert & Shannon. Attendance: 24, 21

Inclusible Games (2/28) – We hosted another gaming event for adults of all ages and abilities this month. In addition to having some fun playing familiar games, the program was designed to bring people together by creating a space with activities suitable for the inclusion of those with learning differences, special circumstances, or special needs. This month, we had a new group attend along with a group from the previous session. There is definitely demand for this type of programming and we are planning to schedule more this Spring.

Responsible staff: Robert. Attendance: 16

Library Lover's Crafts (2/8) – February was Library Lovers Month. What better way to celebrate than making library-themed crafts at your local library? We invited the community to join us to make DIY Scrabble coasters and hollowed book boxes. Evening and weekend craft programs for adults continue to be a big draw and the program was fully booked. An overall great program with the Scrabble coasters being the more popular craft.

Responsible staff: Rachael. Attendance: 14

Rising from the Payment Pause: How to Handle Your Student Loans Post COVID-19 (2/10)

We invited the community to a discussion led by Jordan Daniels, a Student Debt Counselor from Empire Justice Center, about the many options to manage or eliminate federal student loan debt, including choosing the right repayment plan, how to pursue loan forgiveness, how to navigate studentaid.gov, etc. We had lower attendance than was hoped for, but this program was immensely helpful for those who did come.

Responsible Staff: Rachael. Attendance: 2

Tech Tuesday: Library eContent - Libby, Hoopla & Flipster! (2/25) – A virtual program covering several eContent services the library offers, including Libby, Hoopla, and Flipster. We provided an overview of what each service offers, how to sign up, and a brief discussion of how to navigate each. Since we had a relatively high number of registrations, we'll run this program again in the Spring and add information about the NY Times and the Times Union. Responsible staff: Sarah. Attendance: 9.

Youth Services

Creation Station: Valentine's Craft (2/3 -2/9) – Drop-in craft in the Children's Place. February's craft prompt was to create paper heart people using construction paper, crayons, glue and googly eyes. Responsible staff: Beth P. Attendance: 263

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

- Weekly Series
 - Tiny Tots (3 sessions) – Attendance: 65, 98, 44
 - Music and Movement (5 sessions) – Attendance: 80, 88, 77, 80, 71
 - Family Play Time (3 sessions) – Attendance: 42, 33, 44
 - Family Story Time (3 sessions) – Attendance: 35, 35, 30
 - Pre-K Story Time (2 sessions) – Attendance: 27, 25
- Saturday Story Time Series
 - Saturday Story Time (3 sessions) – Attendance: 32, 55, 44
- Sensory Story Time Series
 - Sensory Play Time (1 session) – Attendance: 19
 - Sensory Story Time (1 session) – Attendance: 25

Creation Station: Snowy Winter Tree Craft (2/18, 2/19) – This was a simple craft set up for two days during February vacation week. Drop-in craft in the Children's Place. Participants created a winter-themed scene using foam, stickers and pom poms. Responsible staff: Dan B. Attendance: 61, 65

Glow Dance Party (2/17) – This was a fun and active way to burn off some energy during February vacation. Participants were encouraged to wear any glow-in-the-dark clothing they owned. Those who didn't own any such items were given glowing tape to decorate their clothes before the party. The group then followed Beth through a series of fun activities and dances. Staff handed out glow sticks and used blacklights to enhance the experience. Responsible staff: Beth P. Attendance: 33

Let's Get Loud (2/19) – We had loads of fun for February's installment of the Let's Get Loud program series. Participants and their caregivers made noise in the library by shaking their shakers and clapping their hands. The kids even helped Lauren remember the names of different farm animals by shouting them out in their loudest voices. Great fun was had by all who attended. Responsible staff: Lauren Attendance: 64

Music and Movement (2/4, 2/11, 2/13, 2/25, 2/27) – Attendance has been great in spite of the cold February weather. Children and caregivers have a great time dancing to their favorite story time tunes. We hope this program continues receiving such a great response. Responsible staff: Alex D. & Beth P. Attendance: 80, 88, 77, 80, 71

Origami Contest (2/18) – We had 10 children participate in the origami contest. Everyone who participated made really interesting and imaginative creations. We plan to run a similar program in the future, possibly keeping it open for a longer amount of time. Responsible staff: Alex D. Attendance: 10

Saturday Story Time (2/8, 2/15, 2/22) – The attendance numbers for Saturday Story Time have grown over the last few months. Children and caregivers attend each Saturday and enjoy their favorite books, songs and rhymes. Attendance: 32, 55, 44

Science Around the House (2/20) – Steve “the Dirtmeister” Tomecek led participants through some exciting STEM experiments on February 20. This was a really entertaining and educational program demonstrating some of the science that takes place in and around the home. Using “dirt cheap” materials such as coffee cans, soda bottles, mixing bowls, and even a plunger, we explored the science behind gravity, air pressure, and sound. Responsible staff: Shannon M./ Beth P. Attendance: 45



Sensory Story Time (2/7) – February’s Sensory Story Time had a really great turnout. Shannon read some classics including “If I Had a Crocodile” by Gabby Dawney and “This is Not a Unicorn” by Barry Timms. Those books were followed with some fun songs and rhymes. Responsible staff: Shannon M. Attendance: 25

Squishmallow Painting (2/21) We had a great time at this program. Participants brought their favorite Squishmallow stuffy to accompany them to the library. Next, they had the option to either create a portrait of their own Squishmallow or try to paint something new. We had several unregistered participants show up for this program. Luckily, we were able to squeeze them all into the Community Room for the event! We look forward to hosting more creative programs like this in the future. Responsible staff: Mary D./ Beth P. Attendance: 47

Take Your Child to the Library Day (2/1) In celebration of Take Your Child to the Library Day, children and caregivers enjoyed a library scavenger hunt to find their favorite children's book characters. Responsible staff: Shannon M. Attendance: 6

Outreach

Peregrine Senior Living at Delmar Place (2/13) – A casual, presentation on library services and upcoming programs. We had a smaller group than when we visited in January, but we saw a few new faces. We may have a few more people sign up for our Books to People home delivery service as a result. Responsible staff: Robert. Attendance: 9

Pop-Up at The Spinney at Van Dyke (2/4) – We brought our outreach collection of books and other items to this this age 55+ community again this month (we there previously on 12/5). We had a good number of residents stop by, and they were all so excited that we came back, some even calling their friends to come over and check out a book. Rachael was joined by Melissa from the Circulation Department, who was big help. We are planning to visit The Spinney again sometime in April. Responsible staff: Rachael & Melissa. Attendance: 12

Bethlehem Central High School (2/26) – Contact was made with staff at Bethlehem High School to set several dates for upcoming outreach tabling events. Dates were scheduled for March-May for regular visits to remind students of everything the library has to offer. Responsible staff: Mary D.

Meetings and Miscellany

A reminder that next month's board meeting will be held one week earlier than normal on Monday April 7 to avoid the school district's spring break.

Library staff from several libraries visited us on Friday, February 28, to view our audio assistive technology. We demonstrated the hearing loops which are available at each circulation desk. We also showed the infrared hearing assistance system in the Community Room and explained our challenges with this system.

Geoffrey Kirkpatrick, Library Director

Library Collection				2023-24	Current Total
Adult fiction				28,367	28,675
Adult non-fiction				29,529	29,196
Adult audio				5,001	5,056
Adult video				7,892	7,824
Young adult fiction				4,653	4,970
Young adult nonfiction				611	642
Young adult audiobooks				290	290
Children's fiction				29,846	30,316
Children's non-fiction				15,642	15,397
Children's audiobooks				1,652	1,479
Children's video				1,164	1,049
OverDrive - UHLS Shared				136,558	151,930
e-magazines				5,439	5,720
Electronic (games, ereaders)				385	400
Total				267,029	282,944
Library Programs	Feb-25	Feb-24	% change	2023-24	F-Y-T-D
Programs	85	80	6.3%	915	604
Program attendance	2,340	2,365	-1.1%	26,209	16,767
Outreach Programs	4	5	-20.0%	104	49
Outreach Attendance	30	59	-49.2%	17,204	7,059
Circulation	Feb-25	Feb-24	% change	2023-24	F-Y-T-D
Adult fiction	12,978	13,394	-3.1%	164,971	111,008
Adult non-fiction	6,837	7,404	-7.7%	85,990	54,482
Adult audio	6,074	5,984	1.5%	69,337	50,032
Adult video	5,522	5,807	-4.9%	67,542	43,111
Magazines	2,877	2,921	-1.5%	30,266	20,712
Young adult fiction	1,225	1,454	-15.7%	17,921	12,269
Young adult nonfiction	82	91	-9.9%	1,484	780
Young adult audiobooks	258	285	-9.5%	3,384	2,238
Children's fiction	11,776	11,965	-1.6%	147,338	99,385
Children's non-fiction	3,195	3,413	-6.4%	37,789	24,032
Children's audiobooks	1,385	1,385	0.0%	16,153	10,904
Children's video	269	505	-46.7%	6,059	3,549
Electronic (games, ereaders)	511	772	-33.8%	8,428	4,688
Total	52,989	55,380	-4.3%	656,662	437,190
Interlibrary Loan	Feb-25	Feb-24	% change	2023-24	F-Y-T-D
Borrowed from others	5,335	6,064	-12.0%	72,475	44,902
Loaned to others	4,463	4,890	-8.7%	55,610	37,944
Miscellaneous	Feb-25	Feb-24	% change	2023-24	F-Y-T-D
Visits to our home page	35,522	32,800	8.3%	454,330	260,635
Public use of meeting rooms	35	24	45.8%	395	255
Public meeting attendance	379	327	15.9%	4,901	2,638
Staff use & library programs	67	73	-8.2%	861	549
Study room sessions	365	448	-18.5%	4,846	3,372
Tech room/ Studio use	10	4	150.0%	97	71
Door count	17,705	20,023	-11.6%	221,744	152,838
Registered BPL borrowers	103	103	0.0%	1,095	839
Computer signups	1,303	1,405	-7.3%	14,751	10,752
Museum Pass use	105	80	31.3%	1,359	1,016
E-book use	6,623	6,261	5.8%	75,317	51,584
E-audiobook use	5,839	5,307	10.0%	62,498	46,665
E-magazine use	2,681	2,680	0.0%	27,587	18,970
Streaming video use	1,801	1,683	7.0%	17,158	14,050
BCSD use via Overdrive	255	144	77.1%	2,197	1,494
Equipment	333	322	3.4%	4,625	3,017
Wireless Use	7,769	7,894	-1.6%	112,669	75,670

	2023-2024 Budget	2023-2024 Actual Results	2024-2025 Budget	6 Months Actual	2025-2026 Proposed Budget	Increase (Decrease)	% Change	Notes
EXPENSES								
Salaries & Benefits								
-150 Librarians	\$1,178,184	\$1,229,418	\$1,252,089	\$662,732	\$1,378,299	\$126,210	10.08%	3% turnover allow. included, add'l dept head replacing 2 PT librarians
-160 Support Staff	\$1,190,063	\$1,075,889	\$1,226,399	\$569,124	\$1,206,163	(\$20,236)	-1.65%	3% turnover allow. included, 5 PT unfilled positions removed, 1 position elim
-170 Custodians	\$178,840	\$182,835	\$188,505	\$97,752	\$199,452	\$10,947	5.81%	1% turnover allow. included
-200 Retirement	\$280,440	\$278,828	\$324,242	\$323,915	\$376,102	\$51,860	15.99%	Cost estimate received from NYS Comptroller
-210 Soc Sec/Medicare	\$194,865	\$182,283	\$206,465	\$98,151	\$212,694	\$6,229	3.02%	Proportional change
-220 Worker's Comp	\$20,000	\$11,083	\$20,000	\$16,002	\$20,000	\$0	0.00%	Estimated
-230 Unemp. Insurance	\$10,000	\$9,735	\$10,000	\$0	\$5,000	(\$5,000)	-50.00%	Estimated
-240 Health Insurance	\$372,300	\$350,814	\$398,000	\$176,036	\$430,000	\$32,000	8.04%	Assumes 12% increase @1/1/2026 Proj 24-25 \$375,000 (Tracey budgets \$460k)
-250 Disability Insurance	\$2,500	\$679	\$2,500	\$1,493	\$2,500	\$0	0.00%	Estimated
Total-Salaries & Benefits	\$3,427,192	\$3,321,564	\$3,628,200	\$1,945,205	\$3,830,210	\$202,010	5.57%	Overall increase in salaries is 4.4%
Library Materials								
-300 Books	\$171,000	\$188,992	\$171,000	\$74,749	\$171,000	\$0	0.00%	Request was for \$180k
-305 Audio Books (physical)	\$20,000	\$23,731	\$20,000	\$6,694	\$15,000	(\$5,000)	-25.00%	Continued shift to downloadable audio books
-307 E-collections	\$196,000	\$193,599	\$201,000	\$82,320	\$201,000	\$0	0.00%	Request was for \$230k
-310 Electronic Resources	\$31,000	\$48,076	\$31,000	\$16,252	\$50,000	\$19,000	61.29%	Increase in database subscriptions, NYT, TU
-313 Periodicals	\$21,000	\$11,390	\$18,000	\$11,546	\$14,000	(\$4,000)	-22.22%	Request was for \$18k
-350 Children's Books	\$85,000	\$80,550	\$85,000	\$31,215	\$85,000	\$0	0.00%	
-355 Children's Audio Books	\$4,000	\$4,361	\$4,500	\$1,758	\$4,500	\$0	0.00%	
-356 Children's Media	\$2,000	\$1,347	\$2,500	\$322	\$0	(\$2,500)	-100.00%	Decreased demand
-370 Special Collections	\$15,000	\$16,546	\$20,000	\$6,843	\$20,000	\$0	0.00%	Request was for \$22k
-380 Media	\$30,000	\$19,626	\$22,000	\$7,375	\$20,000	(\$2,000)	-9.09%	Decreased demand due to streaming, purchasing fewer extra DVD copies
Total-Materials	\$575,000	\$588,218	\$575,000	\$239,074	\$580,500	\$5,500	0.96%	
Operations								
-400 Photocopiers/Supplies	\$15,000	\$13,183	\$15,000	\$6,639	\$14,000	(\$1,000)	-6.67%	Estimate based on prior year
-401 Office Supplies & Expense	\$20,000	\$13,511	\$20,000	\$5,966	\$17,000	(\$3,000)	-15.00%	Estimate based on prior year
-402 Custodial Supplies	\$20,000	\$19,574	\$20,000	\$10,410	\$22,000	\$2,000	10.00%	Increased costs
-403 Postage	\$22,000	\$19,556	\$22,000	\$9,938	\$22,000	\$0	0.00%	
-404 Printing & Marketing	\$35,000	\$46,272	\$43,200	\$11,281	\$35,000	(\$8,200)	-18.98%	Patron Point software, one time exp, pd in FY23-24
-405 Van Operation	\$4,000	\$1,892	\$4,000	\$173	\$2,500	(\$1,500)	-37.50%	Planned van maintenance
-420 Gas & Electric	\$75,000	\$59,267	\$75,000	\$30,052	\$65,000	(\$10,000)	-13.33%	Estimate adjusted based on current rates
-421 Telecomm & Cloud Services	\$24,000	\$24,259	\$24,000	\$10,188	\$25,000	\$1,000	4.17%	
-422 Water	\$3,000	\$2,667	\$3,000	\$1,309	\$3,000	\$0	0.00%	
-423 Taxes-Sewer & Water	\$3,400	\$2,871	\$3,500	\$0	\$3,500	\$0	0.00%	
-430 Refund of Real Property Taxes	\$5,000	\$3,275	\$5,000	\$2,859	\$5,000	\$0	0.00%	Usually a result of an error on Star credit
-450 Professional Services	\$30,000	\$30,613	\$40,000	\$5,077	\$30,000	(\$10,000)	-25.00%	Expected decrease in professional fees
-451 Contractual Services	\$50,000	\$45,126	\$50,000	\$7,116	\$50,000	\$0	0.00%	Includes HVAC, plowing, and elevator maintenance contracts
-452 Insurance	\$30,000	\$29,581	\$35,000	\$33,451	\$36,000	\$1,000	2.86%	Projecting an increase in rates
-453 Bank Fees	\$1,400	\$1,808	\$1,700	\$2,653	\$2,500	\$800	47.06%	Credit card processing fees, bank fees on checking account
-454 Conferences & Training	\$3,500	\$8,569	\$3,500	\$3,628	\$10,000	\$6,500	185.71%	Increase to pre COVID level, includes staff development day
-455 Memberships	\$3,000	\$3,068	\$3,000	\$520	\$3,000	\$0	0.00%	
-456 Special Programs	\$35,000	\$47,659	\$42,000	\$10,783	\$45,000	\$3,000	7.14%	Request was for \$50k
-460 Furniture & Equipment	\$30,000	\$25,360	\$30,000	\$12,144	\$30,000	\$0	0.00%	
-461 IT Hardware & Software	\$50,000	\$55,939	\$50,000	\$8,670	\$55,000	\$5,000	10.00%	Upgrades to hardware and replacements as needed, software
-462 Building & Grounds Repairs	\$40,000	\$43,630	\$40,000	\$5,633	\$40,000	\$0	0.00%	Carpet cleaning, seal coat, bulbs, supplies
-463 Equipment/Furniture Repairs	\$2,000	\$3,157	\$3,000	\$3,269	\$4,000	\$1,000	33.33%	Maintenance equipment repairs

	2023-2024	2023-2024	2024-2025	6 Months	2025-2026	Increase	% Change	Notes
	Budget	Actual Results	Budget	Actual	Proposed Budget	(Decrease)		
-464 Miscellaneous	\$6,500	\$9,388	\$6,500	\$5,427	\$6,500	\$0	0.00%	Incidentals, paymts to other libraries for lost books, offset by lost book revenue
-481 Audit Services	\$24,000	\$19,250	\$25,000	\$24,750	\$25,000	\$0	0.00%	Audit fees and actuary fees for GASB/OPEB report
-482 Accounting Services	\$20,000	\$19,706	\$22,000	\$19,723	\$22,000	\$0	0.00%	
485 UHLAN Fees & Services	\$54,000	\$55,725	\$57,500	\$28,006	\$60,000	\$2,500	4.35%	Planned increase in library system fees
-490 Capital Expenditures	\$100,000	\$20,473	\$100,000	\$0	\$100,000	\$0	0.00%	Upgrades and building needs
-495 Contingency	\$35,000	\$0	\$35,000	\$0	\$25,000	(\$10,000)	-28.57%	Adjust to help balance the budget
Total-Operations	\$740,800	\$625,379	\$778,900	\$259,665	\$758,000	(\$20,900)	-2.68%	
TOTAL EXPENSES	\$4,742,992	\$4,535,161	\$4,982,100	\$2,443,944	\$5,168,710	\$186,610	3.75%	
INCOME								
PILOT	\$241,523	\$239,259	\$239,000	\$240,049	\$225,000	(\$14,000)	-5.86%	Estimate received from BCSD
State Aid	\$26,000	\$25,367	\$26,000	\$26,362	\$26,500	\$500	1.92%	Estimated state aid
Interest	\$52,000	\$205,950	\$90,000	\$66,130	\$121,500	\$31,500	35.00%	Rates slightly declining, proj. for FY25 is \$185k, est for FY26 based on 3.5%
Fines	\$3,000	\$2,381	\$3,000	\$1,271	\$3,000	\$0	0.00%	Fines for musuem passes and library of things
Photocopiers	\$7,000	\$12,134	\$8,000	\$6,314	\$10,500	\$2,500	31.25%	Photocopier charges
Lost book payments	\$7,500	\$12,348	\$8,500	\$6,354	\$11,500	\$3,000	35.29%	Charges for lost or damaged items
Friends Contributions	\$0	\$7,903	\$7,000	\$5,365	\$10,000	\$3,000	42.86%	Reclass Friends contributions from expense to income
Gifts and donations	\$4,000	\$19,204	\$8,000	\$6,630	\$10,000	\$2,000	25.00%	Estimate based on past experience
Grants				\$4,382	\$0			UHLS, Govt grants, none expected next year
Miscellaneous	\$0	\$1,125	\$500	\$282	\$800	\$300	60.00%	Nonresident library card fees, room rentals, misc other
Carryover of additional pilot					\$38,000	\$38,000		Received in FY 25, utilized in FY26
TOTAL INCOME	\$341,023	\$525,671	\$390,000	\$363,139	\$456,800	\$66,800	17.13%	
Total Expenses	\$4,742,992	\$4,535,161	\$4,982,100	\$2,443,944	\$5,168,710	\$186,610	3.75%	
Total Income	\$341,023	\$525,671	\$390,000	\$363,139	\$456,800	\$66,800	17.13%	
Total Levy (expenses less income)	\$4,401,969	\$4,401,969	\$4,592,100	\$2,080,805	\$4,711,910	\$119,810	2.61%	
Actual expenses less income		\$4,009,490						
Surplus		\$392,479						
NYS Cap Limit- offical	\$4,474,499		\$4,599,930		\$4,721,910		2.65%	
Unused Cap	\$72,530		\$7,830		\$10,000			

27

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**TRANE®**

SCHEDULED SERVICE AGREEMENT

Trane Office

Trane U.S. Inc.
301 Old Niskayuna Road, Suite 1
Latham, NY 12110

Trane Representative

Tyler McFarland
Cell: (518) 807-3488
Office: (518) 785-1315

Proposal ID

7981661

Master Agreement

25924230MAS

CO-OP or Federal Contract ID

NYS OGS

Company Name

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

Site Address

Bethlehem Public Library
451 Delaware Ave
Delmar, NY 12054

March 03, 2025



EXECUTIVE SUMMARY

This **Scheduled Service Agreement** from Trane offers an exclusive approach to planned maintenance: It is grounded in worldwide expertise. Delivered locally by our own factory trained technicians. And provided according to *your* needs.

Under this service agreement, Trane will schedule and manage preventative maintenance and provide repair coverage to help you minimize unplanned downtime and avoid unexpected expenses.

As an HVAC service provider, Trane offers many advantages:

- Confidence that your HVAC equipment is being serviced according to OEM best practices.
- Priority service available 24-hours a day
- Advanced diagnostic technologies allow our technicians to analyze system performance comprehensively

Protect your bottom line. Proper maintenance can save an estimated 12 to 18 percent of your budget compared to a run-to-fail approach. This service agreement will help you capture those savings. (*FEMP*) O&M Guide 2010

ADDITIONAL SUPPORT

Environmental Practices	Consistent Processes	Safety	Assigned Team
Trane procedures for handling refrigerant are compliant with federal and state regulations.	All Trane technicians follow documented processes ensuring uniform service delivery.	Trane incident rates (OSHA) are consistently 50 to 70 percent below industry averages.	You will have a consistent group of Trane employees dedicated to your account.



WHY TRANE? WE FOCUS ON BETTER BUILDINGS.

When it comes to service effectiveness, experience matters. No other provider has more experience than Trane.

- 100+ years of system and equipment experience
- 35+ years in building automation systems (BAS)
- 20+ years in energy services



SCOPE OF SERVICES — STANDARD INCLUSIONS

ANY HVAC SYSTEM IS ONLY AS STRONG AS ITS INDIVIDUAL MECHANICAL COMPONENTS

This service agreement with Trane protects and enhances full system functionality by ensuring that components are well maintained and functioning to OEM standards, and that the system is tailored to your needs. The following are the standard inclusions of your service agreement:

ON-SITE SCHEDULED MAINTENANCE

Factory authorized Trane service technicians perform all periodic maintenance, following OEM standards, to keep HVAC and BAS equipment running optimally and prevent unplanned downtime. Trane assumes all responsibilities for planning, scheduling and managing routine maintenance on Trane HVAC equipment and other brands.

Implementation:

- Technician visits are scheduled in advance through one assigned maintenance team for all HVAC equipment brands
- On-site service is completed during normal business hours
- Receive consistent service outcomes through proprietary maintenance procedures



TRANE LABORATORY ANALYSIS

Trane Laboratory Analysis tests system fluids for contaminants and other physical characteristics and trends. Conditions indicating sub-optimal HVAC system performance are identified before issues become critical.

Implementation:

- Samples collected by Trane technicians during maintenance as stated in this agreement
- Laboratory analysis of oil, absorption solutions and refrigerants
- Identify long-term equipment performance trends and avoid equipment failures



REFRIGERANT MANAGEMENT

The US Environmental Protection Agency (EPA) has placed in effect more stringent regulations on refrigerant management and reporting in 2020 in addition to mandated leak inspections on certain appliances that exceed the leak rate threshold. Section 608 of the Clean Air Act prohibits the knowing release/venting of refrigerant during the maintenance, service, repair, or disposal of air-conditioning and refrigeration equipment. The EPA requires proper refrigerant management practices and documentation by owners and operators of refrigeration and air-conditioning systems, all servicing technicians, and others. ***The Clean Air Act requires owners to maintain records of refrigerant usage and leak rates for each air-conditioning or refrigeration appliance with refrigerant charge greater than 50 lbs. With recent definition changes from the EPA, each independent circuit is considered a separate appliance. These records must be maintained for 3 years and be directly accessible if audited by the EPA. This brief summary of Section 608 of the Clean Air Act is provided for informational purposes only and is not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to the application of Section 608 of the Clean Air Act to your business.***



All Trane Technicians are Universally certified (the highest level possible) to service, manage, and document your refrigerant and are knowledgeable of applicable law and time constraints to repair leaks. Trane Technicians track all refrigerant in all equipment serviced regardless of appliance size (supports accurate fugitive emissions reporting where applicable).

When a customer has all their refrigerant work performed by a Trane technician - Trane Refrigerant Management software maintains complete record of refrigerant transactions and appliance leak rates. Refrigerant reports provided by Trane will contain the information to satisfy EPA record keeping requirements.

Advantages:

- Real time reporting of refrigerant leak rate informs proactive decisions
- Stay in compliance with state and federal regulations
- Provide acceptable and comprehensive documentation to authorities during audits
- Maintain company environmental standards and provides data for managing any reporting needs
- Detect potential refrigerant leaks before equipment damage occurs
- Technicians are trained to report all refrigerant handling which can aid in fugitive emissions reporting, not just for 50 lbs.+ appliances

Implementation:

- Technicians collect refrigerant information for covered equipment during onsite visits
- Refrigerant data and technician activity are entered into the Trane Refrigerant Management System
- Refrigerant Usage Reports are generated according to your needs

Tiered Service Offerings to better support your needs:

1. Trane's Standard EP Compliant S/A
 - a. Trane Technicians will provide applicable EPA documentation when required by the service activity performed
2. Trane's EPA Compliant Reporting S/A
 - a. In addition to the Standard Offering, the local Trane office will run quarterly reports that will be extended to the customer to help inform them of EPA mandated leak inspections that may be required on their equipment and the corresponding anniversary date(s) that those inspection(s) need to be completed.
3. Trane's Premium EPA Compliance S/A
 - a. In addition to the Standard and Reporting Offerings, labor to perform those leak inspections is also included.
 - b. Customer will have access to form letters and information assistance for reporting situations encountered during coverage.



HVAC EQUIPMENT COVERAGE

Bethlehem Public Library

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

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Tracer SC	1	Trane	BMCF000AAA	E18C40708	

Service Description

Service Description	Quantity Per Term
System Analysis and Review (Service 1)	12
Hot Water System Controls Support (Service 2)	6
RTU Controls Support (Service 3)	12
Full System Backup (Service 4)	3
Operator Training (Service 5)	3
VAV Front-End Analysis (Service 6)	12
Trend Analysis (Service 7)	12
Upgrade Synchrony Software (Service 16)	3

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Boilers - Generic	1	Weil McLain	678	1	BOILER

Service Description

Service Description	Quantity Per Term
Boiler Annual Maintenance (Service 8)	3
Boiler Seasonal Start Up (Service 9)	3

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Air-Cooled Condensers - Generic	1	Johnson Controls Inc	DCX24CSB21	63229965325	CU-1 COOLING UNIT
Air-Cooled Condensers - Generic	1	Johnson Controls Inc	YVAHP036B2	JID60055	HPCU-1 TV STUDIO

Service Description

Service Description	Quantity Per Term
Condenser Coil Cleaning (Service 10)	3
Quarterly Maintenance (Service 11)	12

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Drives - Generic	1	Square D Company	A07X07	SFD212FG3Y	VFD ON PUMP P-01

Service Description

Service Description	Quantity Per Term
Generic Drive Maintenance (Service 12)	6

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Rooftop Air Conditioners - Generic	1	York International	V2S534ABE2	N1E8758248	RTU
Rooftop Air Conditioners - Generic	1	York International	V2S534ABE3	N1E8754515	RTU-4
Rooftop Air Conditioners - Generic	1	York International	V2S534ABE3	N1E8758224	RTU-
Rooftop Air Conditioners - Generic	1	York International	V2S534AE3A	N1E8758233	DT-1 ROOFTOP UNIT



33

Service Description

Commercial Package Rooftop (Greater than 10 tons) Quarterly Maintenance (Service 13)
Clean Condenser Coil (Service 15)

Quantity Per Term

12
3

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Horizontal Pumps	1	Bell and Gossett	P-01	C259567-01C81	P-01

Service Description

inspect and lubricate pump and motor,inspect coupling (Service 14)

Quantity Per Term

6

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Tracer SC	1	Trane	X136516950	E18C01347	



PRICING AND ACCEPTANCE

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

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

Trane Service Agreement

This Service Agreement consists of the pages beginning with the title page entitled "Scheduled Service Agreement," the consecutively numbered pages immediately following such title page, and includes and ends with the Trane Terms and Conditions (Service) (collectively, the "Service Agreement" or "Agreement"). Trane agrees to inspect and maintain the Covered Equipment according to the terms of this Service Agreement, including the "Terms and Conditions," and "Scope of Services" sections. Trane agrees to give preferential service to Service Agreement Customer over non-contract customers.

Service Fee

As the fee(s) (the "Service Fee(s)") for the inspection and maintenance services described in the Scope of Services section with respect to the Covered Equipment, Customer agrees to pay to Trane the following amounts, plus applicable tax, as and when due.

Contract Year	Annual Amount - All Sites USD	Payment USD	Payment Term
Year 1	22,478.00	22,478.00	Annual
Year 2	23,602.00	23,602.00	Annual
Year 3	24,783.00	24,783.00	Annual

☐ Anticipation Discount Program (ADP). A one-time **3%** discount is offered for full payment of 1 year in advance of the commencement of the Service Agreement. Invoice would be issued at start of the Agreement and is due net 15 days from date of invoice. The discount would be **674.34 USD** if this option is selected. Tax will be calculated based upon the pre-discounted price. The ADP is for advance payment only under the terms stated in this section and is not applicable to credit card transactions. Please check the box to select this discount option.

In addition to any other amounts then due hereunder, if this Agreement is terminated or cancelled prior to its scheduled expiration, Customer shall pay to Company the balance of any amounts billed to but unpaid by Customer and, if a "Service Project" is included in the Agreement, the Cancellation Fee set forth in "Exhibit A" Cancellation Schedule attached hereto and incorporated herein, which Cancellation Fee represents unbilled labor, non-labor expenses and parts materials and components. Subject only to a prior written agreement signed by Trane, payment is due upon receipt of invoice in accordance with Section 4 of the attached Terms and Conditions.

Term

The Initial Term of this Service Agreement is 3 years, beginning May 1, 2025. However, Trane's obligation under this Agreement will not begin until authorized representatives of Trane and Customer have both signed this Agreement in the spaces provided below.

Following expiration of the initial term on April 30, 2028, this Agreement shall renew automatically for successive periods of 3 years (the "Renewal Term") until terminated as provided herein. If you do not want to renew this Agreement for the Renewal Term, please notify Trane by telephone or by U.S. mail prior to the expiration date set forth in the preceding sentence. If any questions arise regarding this Service Agreement or how to cancel this Agreement, Trane can be reached either by telephone at or by direct mail addressed to: 301 Old Niskayuna Road, Suite 1, Latham, NY 12110.

Renewal Pricing Adjustment

The Service Fees for an impending Renewal Term shall be the current Service Fees (defined as the Service Fees for the initial Term or Renewal Term immediately preceding the impending Renewal Term) annually adjusted based on changes to the cost of service. The Service Fees for an impending Renewal Term shall be set forth in the service renewal letter furnished to Customer.

Cancellation by Customer Prior to Services; Refund

If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and if no



35

Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

Cancellation by Company

This Agreement may be cancelled during the Initial Term or, if applicable, a Renewal Term for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to the scheduled expiration date and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

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

CUSTOMER ACCEPTANCE	TRANE ACCEPTANCE Trane U.S. Inc.
_____ Authorized Representative	_____ Submitted By: Tyler McFarland
_____ Printed Name	_____ Proposal Date: March 03, 2025
_____ Title	_____ Cell: (518) 807-3488
_____ Purchase Order	_____ Office: (518) 785-1315
_____ Acceptance Date	_____ License Number:
	_____ Authorized Representative
	_____ Title
	_____ Signature Date

The Initial Term of this Service Agreement is 3 years, beginning May 1, 2025.
Total Contract Amount: \$70,863.00 USD.



TERMS AND CONDITIONS - SERVICE

"Company" shall mean Trane U.S. Inc. dba Trane for Company performance in the United States and Trane Canada ULC for Company performance in Canada.

1. Agreement. These terms and conditions ("Terms") are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the following commercial services as stated in the Proposal (collectively, the "Services"): inspection, maintenance and repair (the "Maintenance Services") on equipment (the "Covered Equipment"), specified Additional Work (if any), and, if included in the Proposal, Intelligent Services, Energy Assessment, and any other services using remote connectivity (collectively and individually referred to in these Terms as "Trane Digital Services"). **COMPANY'S TERMS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. Connected Services. In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. Acceptance. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to these Terms and Conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's Terms and Conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to perform in accordance with the Proposal and Company Terms and Conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Customer's acceptance of performance by Company will in any event constitute an acceptance by Customer of Company's Terms and Conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or Terms and Conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services provided by Company to the date of cancellation.

4. Fees and Taxes. Fees for the Services (the "Service Fees") are as set forth in the Proposal. Except as otherwise stated in the Proposal, Service Fees are based on performance during regular business hours. Charges for performance outside Company's normal business hours shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fees, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with an acceptable tax exemption certificate.

5. Payment. Payment is due upon receipt of Company's invoice. Service Fees shall be paid no less frequently than quarterly and in advance of performance of the Services. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Without liability to Customer, Company may discontinue performance whenever payment is overdue. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing this Agreement.

6. Customer Breach. Each of the following constitutes a breach by Customer and shall give Company the right, without an election of remedies, to suspend performance or terminate this Agreement by delivery of written notice declaring termination. Upon termination, Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead): (a) Any failure by Customer to pay amounts when due; (b) any general assignment by Customer for the benefit of its creditors, Customer's bankruptcy, insolvency, or receivership; (c) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (d) Any failure by Customer to perform or comply with any material provision of this Agreement.

7. Performance. Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances when Company performs the Services. Company may refuse to perform where working conditions could endanger property or put people at risk. Unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines. This Agreement presupposes that all major pieces of Covered Equipment are in proper operating condition as of the date hereof. Services furnished are premised on the Covered Equipment being in a maintainable condition. In no event shall Company have any obligation to replace Covered Equipment that is no longer maintainable. During the first 30 days of this Agreement, or upon initial inspection, and/or upon seasonal start-up (if included in the Services), if an inspection by Company of Covered Equipment indicates repairs or replacement is required, Company will provide a written quotation for such repairs or replacement. If Customer does not authorize such repairs or replacement, Company may remove the unacceptable equipment from the Covered Equipment and adjust the Service Fees accordingly. Customer authorizes Company to utilize Customer's telephone line or network infrastructure to connect to controls, systems and/or equipment provided or serviced by Company and to provide Services contracted for or otherwise requested by Customer, including remote diagnostic and repair service. Customer acknowledges that Company is not responsible for any adverse impact to Customer's communications and network infrastructure. Company may elect to install/attach to Customer equipment or provide portable devices (hardware and/or software) for execution of control or diagnostic procedures. Such devices shall remain the personal proprietary property of Company and in no event shall become a fixture of Customer locations. Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices used in connection with the Services on Customer equipment. Company may remove such devices at its discretion. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company.

8. Customer Obligations. Customer shall: (a) Provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; (b) Follow manufacturer recommendations concerning teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; unless expressly stated in the Scope of Services statement, Company is not performing any manufacturer recommended teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; and (c) Where applicable, unless water treatment is expressly included in the Services, provide professional cooling tower water treatment in accordance with any reasonable recommendations provided by Company.

9. Exclusions. Unless expressly included in the Covered Equipment or the Services, the Services do not include, and Company shall not be responsible for or liable to the Customer for any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from, any of the following: (a) Any guarantee of room conditions or system performance; (b) Inspection, maintenance, repair, replacement of or services for: chilled water and condenser water pumps and piping; electrical disconnect switches or circuit breakers; motor starting equipment that is not factory mounted and interconnecting power wiring; recording or portable instruments, gauges or thermometers; non-moving parts or non-maintainable parts of the system, including, but not limited to, storage tanks; pressure vessels, shells, coils, tubes, housings, castings, casings, drain pans, panels, duct work; piping: hydraulic, hydronic, pneumatic, gas, or refrigerant; insulation; pipe covering; refractory material; fuses, unit cabinets; electrical wiring; ductwork or conduit; electrical distribution system; hydronic structural supports and similar items; the appearance of decorative casing or cabinets; damage sustained by other equipment or systems; and/or any failure, misadjustment or design deficiencies in other equipment or systems; (c) Damage, repairs or replacement of parts made necessary as a result of electrical power failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse, wear and tear, end of life failure, water damage, improper operation, unauthorized alteration of equipment, accident, acts or omissions of Customer or others, damage due to freezing weather, calamity, malicious act, or any Event of Force Majeure; (d) Any damage or malfunction resulting from vibration, electrolytic action, freezing, contamination, corrosion, erosion, or caused by scale or sludge on internal tubes except where water treatment protection services are provided by Company as part of this Agreement; (e) Furnishing any items of equipment, material, or labor/labour, or performing special tests recommended or required by insurance companies or federal, state, or local governments; (f) Failure or inadequacy of any structure or foundation supporting or surrounding the equipment to be worked on or any portion thereof; (g) Building access or alterations that might be necessary to repair or replace Customer's existing equipment; (h) The normal function of starting and stopping equipment or the opening and closing of valves, dampers or regulators normally installed to protect equipment against damage; (i) Valves that are not factory mounted: balance, stop, control, and other valves external to the device unless specifically included in the Agreement; (j) Any responsibility for design or redesign of the system or the Covered Equipment, obsolescence, safety tests, or removal or reinstallation of valve bodies and dampers; (k) Any services, claims, or damages arising out of Customer's failure to comply with its obligations under this Agreement; (l) Failure of Customer to follow manufacturer recommendations concerning teardown and internal inspection, overhaul and refurbishing of equipment; (m) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in,



on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving pre-existing building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi; (n) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the Services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the Services; (o) crane or rigging costs; (p) Any Services, claims, or damages arising out of refrigerant not supplied by Company. Customer shall be responsible for: (i) The cost of any additional replacement refrigerant; (ii) Operation of any equipment; and (iii) Any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

10. Limited Warranty. Company warrants that: (a) the material manufactured by Company and provided to Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement; and (b) the labor/labour portion of the Maintenance Services and Additional Work has been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any labor/labour improperly performed by Company. No liability whatsoever shall attach to Company until the Maintenance Services and Additional Work have been paid for in full. Exclusions from this Warranty include claims, losses, damages and expenses in any way connected with, related to or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Company; and modifications made by others to equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of equipment manufactured by Company may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by such component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF. NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE, REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

11. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

12. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR CONTAMINANTS LIABILITIES, OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY OVER THE 12 MONTH PERIOD PRECEDING THE DATE OF OCCURRENCE FOR THE SERVICES AND ADDITIONAL WORK FOR THE LOCATION WHERE THE LOSS OCCURRED. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING TRANE DIGITAL SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

13. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH) DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

14. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos polychlorinated biphenyl ("PCB"), or other hazardous materials (collectively, "Hazardous Materials"). Customer warrants and represents that there are no Hazardous Materials on the premises that will in any way affect Company's performance, except as set forth in a writing signed by Company disclosing the existence and location of any Hazardous Materials in all areas within which Company will be performing. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and notify Customer. Customer will be responsible for correcting the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the premises site for the presence of Hazardous Materials.



15. Insurance. Company agrees to maintain the following insurance during the term of this Agreement with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive rights of subrogation.

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company is unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic; insurrections; riots; labor/labour disputes; labor/labour or material shortages from the usual sources of supply; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

17. Maintenance Services Other Than Solely Scheduled Service. If Company's Maintenance Services hereunder are not limited solely to Scheduled Service, the following provisions shall also apply: (a) Required restoration shall be performed by Customer at its cost prior to Company being obligated to perform hereunder; (b) any changes, adjustments, service or repairs made to the Equipment by any party other than Company, unless approved by Company in writing, may, at Company's option, terminate Company's obligation to render further service to the Equipment so affected; in such case no refund of any portion of the Service Fees shall be made; and (c) Customer shall (i) promptly notify Company of any unusual performance of Equipment; (ii) permit only Company personnel to repair or adjust Equipment and/or controls during the Term or a Renewal Term; and (iii) utilize qualified personnel to properly operate the Equipment in accordance with the applicable operating manuals and recommended procedures.

18. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which Company performs the Services. Any dispute arising under or relating to this Agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by United States Federal judicial bodies and boards of contract appeals of the United States Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other Terms of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties' respective successors and assigns. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

19. Equal Employment Opportunity/Affirmative Action Clause. Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

20. U.S. Government Services. The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. **The following provision applies only to indirect sales by Company to the US Government.** As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations, and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility, or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

21. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-7 (1024)
Supersedes 1-26.130-7 (0724)



SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

"Equipment" shall have the meaning set forth in the Agreement.

"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"Services" shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data; Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
 - a. **Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - b. **Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - c. **Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
 - d. **Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no



longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).

- e. Third Party Systems. Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.

3. Customer Data: Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
4. Customer Data: Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
5. Customer Data: Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. Information Security Contact. Trane's information security contact is Local Sales Office.
9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.



41

13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
 - (i) Data backups; and
 - (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.
16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

October 2024
Supersedes: November 2023v2



APPENDIX

SAFETY

Since 2003, U.S. Bureau of Labor Statistics records have consistently shown the Total Recordable Incident Rate (TRIR) and Days Away From Work (DAFW) for Trane have been significantly lower than those for HVAC repair and maintenance contractors and specialty trade contractors (construction). The company's safety culture in America is unparalleled in the building service industry, with proven results in the continuous reduction of injury rates. Trane incident rates (OSHA) are consistently 50 to 70 percent below the industry average.

A wide range of safety training and resources are available to Trane technicians, including:

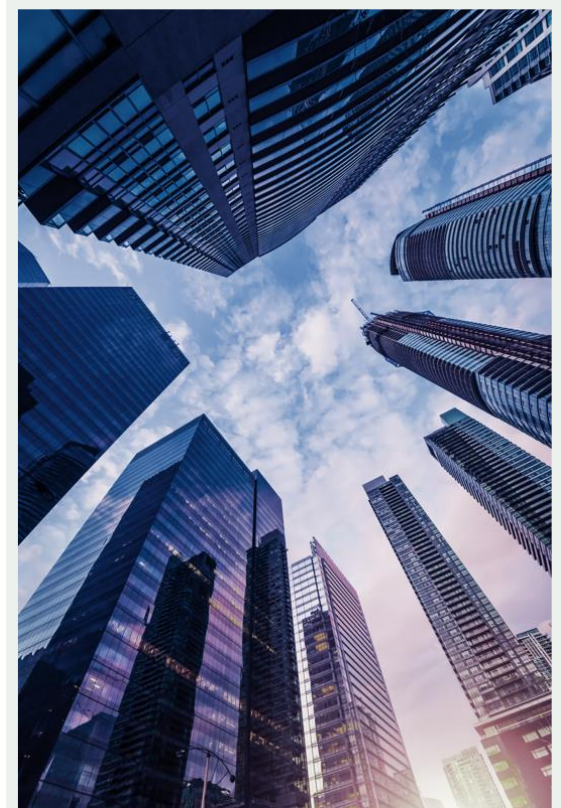
- Safety training—20 hours per year
- Electrical safety—NFPA 70E compliant, electrical PPE
- Fall protection
- Ergonomics
- USDOT compliance
- Refrigerant management training

ENVIRONMENTAL PRACTICES

Trane policies and procedures are compliant with all federal and state regulations. Refrigerant (and substitutes) handling, storage and leak repair processes are compliant with Environmental Protection Agency regulation 40 CFR Part 82. Service technicians are Universal-certified and use only certified recovery equipment.

Refrigerant Management Software (RMS) captures, manages and reports all refrigerant activity at your site. Upon request, Trane can send you an annual report documenting all refrigerant activity that we performed for each piece of equipment during the past 12 months.

Trane adheres to all environmental regulations when removing used oil from refrigeration units.



CONSISTENCY

Nationwide, Trane technicians follow documented, formal processes that ensure uniform service delivery. As an OEM, Trane has developed exclusive service procedures which provide the most reliable outcomes, and extended equipment longevity, at the most cost-effective price.

- Exclusive service work flow processes provide detailed steps and information encompassing parts, materials, tools and sequence of execution
- Additional steps addressing safety, quality control, work validation and environmental compliance
- Technicians must consistently reference documented processes to ensure no critical steps are skipped or omitted
- Applicable service processes meet or exceed ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems



CUSTOMER SERVICE FLOWS

The following Customer Service Flows provide additional service description detail for Covered Equipment. Note: There may be differences per the agreement in the work being performed between sites and the equipment on those sites. This section clarifies differences in the work being performed between sites and the equipment on those sites:

Service 1: System Analysis and Review

Description

- Operator Workstation Inspection
- System Controller Inspection
- Verify System Software Programming
- System Back-Up
- Customer Review - 30 Minutes
- Software Service Pack Update (Per Workstation and/or BCU)

Service 2: Hot Water System Controls Support

Description

- Connect Service Tool
- System Controller Inspection
- Verify System Software Programming
- Sequence of Operation Verification
- Loop Tuning
- Review System Results
- Disconnect Service Tool

Service 3: RTU Controls Support

Description

- Connect Service Tool
- Sequence of Operation Verification
- Loop Tuning
- System Controller Inspection
- Verify System Software Programming
- Review System Results
- Disconnect Service Tool

Service 4: Full System Backup

Description

- Full System Back-Up

Service 5: Operator Training

Description

- Operator Training - 1 Hour

Service 6: VAV Front-End Analysis

Description

- VAV Front-End Analysis (Per box)

Service 7: Trend Analysis

Description

- Basic Trend
- Custom Trend

Service 8: Boiler Annual Maintenance

Description

- Water Boiler Maintenance Safety Check
- Shut Down Boiler
- Drain Boiler
- Boiler Internal Cleaning Natural Gas, Propane, Oil (Light Commercial)



- Boiler Internal Natural Gas/Propane/Oil Inspection (Light Commercial)
- External Cleaning for Natural/Propane Water Boiler (Light Commercial)
- Burner Safety Inspection for Natural Gas/Propane Water Boilers (Light Commercial)
- Thermo Shock
- Boiler External Inspection for Water Boilers (Light Commercial) (Natural Gas/Propane)

Service 9: Boiler Seasonal Start Up

Description

- Water Boiler Maintenance Safety Check
- External Cleaning for Natural/Propane Water Boiler (Light Commercial)
- Burner Safety Inspection for Natural Gas/Propane Water Boilers (Light Commercial)
- Thermo Shock
- Boiler External Inspection for Water Boilers (Light Commercial) (Natural Gas/Propane)

Service 10: Condenser Coil Cleaning

Description

- Condenser Coil Cleaning

Service 11: Quarterly Maintenance

Description

- Air Cooled Condenser Inspection
- Condenser Coil Check
- Condenser Fan Check

Service 12: Generic Drive Maintenance

Description

- Variable Frequency Drive Maintenance

Service 13: Commercial Package Rooftop (Greater than 10 tons) Quarterly Maintenance

Description

- Customer Notification
- Unitary Visual Equipment Inspection
- Supply Fan and Motor Inspection (Belt Driven)
- Power Exhaust Fan and Motor Inspection (Belt Driven)
- Return Air Fan and Motor Inspection (Belt Driven)
- Filter Inspection and Change (Generic)
- Condensate Drip Pan Inspection and Treatment
- Check Damper (Commercial NTP Rooftop)
- Electrical Inspection (Commercial Over 10 Tons Rooftop NTP)
- Log Unit (NTP Heating)
- Log Unit (NTP Cooling)
- Generic Check Delta T

Service 14: inspect and lubricate pump and motor,inspect coupling

Description

- Pump Maintenance

Service 15: Clean Condenser Coil

Description

- Condenser Coil Cleaning (With Splitting Coil)

Service 16: Upgrade Synchrony Software

Description

- Download New Tracer Synchrony Software Version
- Get SMP License for Customer
- BAS Operational Check - is Everything Working/Communicating as Expected
- Verify Backup is current, if not, create backup
- Apply New SMP License
- Upgrade Synchrony Firmware



45

- Verify BAS Configuration, Programming and Graphics
- Backup System
- Train Customer on New Tracer Synchrony Features.

Bethlehem Public Library

Annual Report For Public And Association Libraries - 2024

46

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8400011730	8400011730
1.2	Library Name	BETHLEHEM PUBLIC LIBRARY	BETHLEHEM PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Delmar	Delmar
1.6	Beginning Fiscal Reporting Year	07/01/2023	07/01/2022
1.7	Ending Fiscal Reporting Year	06/30/2024	06/30/2023
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A

1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2023	07/01/2022
1.12	Ending <u>Local</u> Fiscal Year	06/30/2024	06/30/2023
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	451 DELAWARE AVENUE	451 DELAWARE AVENUE
1.15	City	DELMAR	DELMAR
1.16	Zip Code	12054	12054
1.17	Mailing Address	451 DELAWARE AVENUE	451 DELAWARE AVENUE
1.18	City	DELMAR	DELMAR
1.19	Zip Code	12054	12054
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(518) 439-9314	(518) 439-9314
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(518) 478-0901	(518) 478-0901
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	director@bethlehempubliclibrary.org	director@bethlehempubliclibrary.org
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	www.bethlehempubliclibrary.org	www.bethlehempubliclibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	28,631	28,631
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	School District

1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	09/10/1931	<i>09/10/1931</i>
1.30	Date the library was last registered	02/26/1914	<i>02/26/1914</i>
1.31	Federal Employer Identification Number	146000275	<i>146000275</i>
1.32	County	ALBANY	<i>ALBANY</i>
1.33	School District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
1.34	Town/City	Bethlehem	<i>Bethlehem</i>
1.35	Library System	Upper Hudson Library System	<i>Upper Hudson Library System</i>

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

- 1.36a President/CEO Name
- 1.36b President/CEO Phone Number
- 1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Geoffrey	<i>Geoffrey</i>
1.38	Last Name of Library Director/Manager	Kirkpatrick	<i>Kirkpatrick</i>
1.39	NYS Public Librarian Certification Number	22028	<i>22028</i>
1.40	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>

- 1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. Y Y
- 1.43 E-mail Address of the Director/Manager director@bethlehempubliclibrary.org director@bethlehempubliclibrary.org
- 1.44 Fax Number of the Director/Manager (518) 478-0901 (518) 478-0901
- 1.45 Does the library charge fees for library cards to people residing outside the system's service area? Y Y

Public Votes / Contracts

- 1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. Y Y

Please Note: last year's answers for repeating groups cannot be displayed.

- | | | |
|--|---|--|
| 1. Name of municipality or district holding the public vote | Bethlehem Central School District | <i>Bethlehem Central School District</i> |
| 2. Indicate the type of municipality or district holding the public vote | School District | <i>School District</i> |
| 3. Date the vote was held (mm/dd/2024) | 05/21/2024 | <i>05/16/2023</i> |
| 4. Was the vote successful? Y/N | Y | <i>Y</i> |
| 5. What type of public vote was it? | budget vote (school district public library only) | <i>budget vote (school district public library only)</i> |
| 6a. Most recent prior year approved appropriation from a public vote: | \$4,401,969 | <i>\$4,308,076</i> |

6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$190,131	\$93,893	50
6c.	Total proposed appropriation (manually sum of 6a and 6b):	\$4,592,100	\$4,401,969	

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2024) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

N N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote N/A N/A

2. Indicate the type of municipality or district holding the public vote N/A

3. Date the last successful vote was held (mm/dd/yyyy) N/A N/A

4. What type of public vote was it? N/A

5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A N/A

Unusual Circumstances

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.

N N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district N/A N/A

2.	Is this a written contractual agreement?	N/A	N/A
3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

N N

2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	33,020	32,338
2.2	Adult Non-fiction Books	30,655	29,867
2.3	Total Adult Books (Total questions 2.1 & 2.2)	63,675	62,205
2.4	Children's Fiction Books	29,846	29,443

2.5	Children's Non-fiction Books	15,642	15,860
2.6	Total Children's Books (Total questions 2.4 & 2.5)	45,488	45,303
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	109,163	107,508

Other Print Materials

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	163	168
2.10	All Other Print Materials	2,340	2,392
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2,503	2,560
2.12	Total Print Materials (Total questions 2.7 and 2.11)	111,666	110,068

ALL OTHER MATERIALS

2.13	Audio - Physical Units	6,943	7,819
2.14	Video - Physical Units	9,056	9,701
2.15	Other Circulating Physical Items	900	859
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	16,899	18,379

Grand Total / Additions to Holdings

2.17	GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	128,565	128,447
------	---	---------	---------

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18	Cataloged Books	13,736	12,797
2.19	All Other Print Materials	734	751
2.20	All Other Materials	1,287	1,827
2.21	Total Additions (Total questions 2.18 through 2.20)	15,757	15,375

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.39 through 3.77b based on the 2024 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	221,744	194,334
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
3.2	Registered resident borrowers	21,971	21,187
3.3	Registered non-resident borrowers	56	87

Please report information on WRITTEN POLICIES as of 12/31/24.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	Y	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y
3.7	Does the library have a disaster plan?	Y	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y	Y
3.9	Does the library have a board-approved whistle blower policy?	Y	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/24.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y Y

3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? Y Y

3.13 Does the library have large print books? Y Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? Y Y

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA Yes Yes

refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, such as Zoomtext Yes Yes

electronic scanning and reading software, such as OpenBook Yes No

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? Y Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

55

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a	Number of Sessions Targeted at	270	248
	Children Ages 0-5		
3.17b	Attendance at Sessions Targeted	11,718	6,664
	at Children Ages 0-5		
3.18a	Number of Sessions Targeted at	200	122
	Children Ages 6-11		
3.18b	Attendance at Sessions Targeted	7,516	5,290
	at Children Ages 6-11		
3.19a	Number of Sessions Targeted at	120	61
	Young Adults Ages 12-18		
3.19b	Attendance at Sessions Targeted	979	631
	at Young Adults Ages 12-18		
3.20a	Number of Sessions Targeted at	235	181
	Adults Age 19 or Older		
3.20b	Attendance at Sessions Targeted	3,686	2,859
	at Adults Age 19 or Older		
3.21a	Number of General Interest	82	54
	Program Sessions		
3.21b	Attendance at General Interest	15,362	9,174
	Program Sessions		

3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	907	666
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	39,261	24,618
Live Programs Categorized by Venue			
3.24a	Total Live Onsite Program Sessions	763	541
3.24b	Total Live Onsite Program Attendance	21,328	13,231
3.25a	Total Live Offsite Program Sessions	100	88
3.25b	Total Live Offsite Program Attendance	17,272	10,819
3.26a	Total Live Virtual Program Sessions	44	37
3.26b	Total Live Virtual Program Attendance	661	568
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	907	666
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	39,261	24,618
Prerecorded and One-on-One Programs			
3.29	Total Number of Prerecorded Program Presentations	40	39
3.30	Total Views of Prerecorded Program Presentations within 30 Days	1,995	1,735
3.31	One-on-One Program Sessions	3,139	2,932
3.32	Attendance at One-on-One Program Sessions	3,139	2,932

3.33	Did your library offer teen-led activities during the 2024 calendar year?	Y	Y
3.34a	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes
3.34b	Does your library use Facebook for promotion?	Yes	
3.34c	Does your library use Instagram for promotion?	Yes	
3.34d	Does your library use Twitter/X for promotion?	No	
3.34e	Does your library use TikTok for promotion?	No	

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.36	Library outlets offering the summer reading program	1	1
3.37	Children registered for the library's summer reading program	389	371
3.38	Young adults registered for the library's summer reading program	90	81
3.39	Adults registered for the library's summer reading program	193	184
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	672	636
3.41a	Children's program sessions - Summer 2024	85	108

3.41b	Children's program attendance - Summer 2024	3,369	4,782
3.42a	Young adult program sessions - Summer 2024	12	26
3.42b	Young adult program attendance - Summer 2024	36	246
3.43a	Adult program sessions - Summer 2024	54	45
3.43b	Adult program attendance - Summer 2024	1,799	1,834
3.44	Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a)	151	179
3.45	Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b)	5,204	6,862
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	Y	Y
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y	Y

COLLABORATORS

3.48	Public school district(s) and/or BOCES	1	1
3.49	Non-public school(s)	0	0
3.50	Childcare center(s)	1	0
3.51	Summer camp(s)	0	0
3.52	Municipality/Municipalities	1	1
3.53	Literacy provider(s)	0	0
3.54	Other (describe using the State note)	4	6
3.55	Total Collaborators (total 3.48 through 3.54)	7	8

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there. 59

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.57a	Focus on birth - school entry (kindergarten) sessions	3	0
3.57b	Focus on birth - school entry (kindergarten) attendance	52	0
3.58a	Focus on parents & caregivers sessions	0	0
3.58b	Focus on parents & caregivers attendance	0	0
3.59a	Combined audience sessions	256	205
3.59b	Combined audience attendance	11,383	6,303
3.60	Total Sessions	259	205
3.61	Total Attendance	11,435	6,303
3.62	Collaborators (check all that apply):		
a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES		No
c.	Non-Public School(s)		No
d.	Health care providers/agencies		No
e.	Other (describe using the State note)	Yes	No

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there. 60

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
--	---	---

3.64a Total group program sessions	13	11
------------------------------------	----	----

3.64b Total group program attendance	15	75
--------------------------------------	----	----

3.65a Total one-on-one program sessions	0	0
---	---	---

3.65b Total one-on-one program attendance	0	0
---	---	---

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America)	No
---	----

b. Public School District(s) and/or BOCES	No
---	----

c. Non-Public Schools	No
-----------------------	----

d. Other (see instructions and describe using Note)	No
---	----

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	N
--	---	---

3.68a	Children's program sessions	0	
3.68b	Children's program attendance	0	
3.69a	Young adult program sessions	0	
3.69b	Young adult program attendance	0	
3.70a	Adult program sessions	2	
3.70b	Adult program attendance	14	
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	2	0
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	14	0
3.73a	One-on-one program sessions	0	
3.73b	One-on-one program attendance	0	

3.74 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.76a	Total group program sessions	21	22
3.76b	Total group program attendance	232	194
3.77a	Total one-on-one program sessions	6	2
3.77b	Total one-on-one program attendance	6	2

4. LIBRARY TRANSACTIONS

62

Circulation / Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	127,479	124,452
4.2	Adult Non-fiction Books	74,438	75,885
4.3	Total Adult Books (Total questions 4.1 & 4.2)	201,917	200,337
4.4	Children's Fiction Books	139,175	140,888
4.5	Children's Non-fiction Books	36,901	36,995
4.6	Total Children's Books (Total questions 4.4 & 4.5)	176,076	177,883
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	377,993	378,220

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	78,356	82,985
4.9	Circulation of Children's Other Materials	16,427	16,181
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	94,783	99,166
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	472,776	477,386
4.12	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No	No
4.13	Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes	

REFERENCE TRANSACTIONS

63

4.14	Total Reference Transactions	60,226	34,275
4.14a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
4.15	Does the library offer virtual reference?	Y	Y

Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	72,475	73,725
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	55,610	53,319
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E-RATE

4.18	Does the library file for E-rate benefits?	N	N
4.19	Is the library part of a consortium for E-rate benefits?	N	N
4.20	If yes, in which consortium are you participating?	N/A	N/A

5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions. ⁶⁴

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to Yes
e-books purchased solely by the library?

5.2 Did the library provide access to Yes
e-books purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.3 Did the library provide access to No
e-books provided by the New York State
Library at no or minimal cost to the
library?

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to Yes
e-serials purchased solely by the
library?

5.5 Did the library provide access to Yes
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6 Did the library provide access to No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7 Did the library provide access to Yes
e-audio purchased solely by the library?

5.8 Did the library provide access to Yes
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9 Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10 Did the library provide access to Yes
e-videos purchased solely by the
library?

5.11 Did the library provide access to Yes
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

5.12 Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E-Material Circulation

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13 Did the library provide access to Yes
research databases purchased solely by
the library?

5.14 Did the library provide access to No
research databases purchased via a
consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.15 Did the library provide access to Yes
research databases provided by the New
York State Library at no or minimal cost
to the library (e.g., NOVELny)?

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to Yes
online learning platforms purchased
solely by the library?

5.17 Did the library provide access to Yes
online learning platforms purchased via
a consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.18 Did the library provide access to No
online learning platforms provided by
the New York State Library at no or
minimal cost to the library?

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books 75,473
during the reporting period

5.20 The total circulation of e-serials 27,333
during the reporting period.

5.21 The total circulation of e-audio 62,645
during the reporting period

5.22 The total circulation of e-videos 17,158
during the reporting period.

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.⁶⁷ Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35	35
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Library Manager (not certified)	0	0
6.5	Vacant Library Manager (not certified)	0	0
6.6	Librarian	15.51	15.39
6.7	Vacant Librarian	0	0
6.8	Library Specialist/Paraprofessional	3.01	.22
6.9	Vacant Library Specialist/Paraprofessional	0	1.79
6.10	Other Staff	25.56	27.29
6.11	Vacant Other Staff	1.61	2.90
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	45.08	43.90
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	1.61	4.69

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1	1
6.15	Salary - Library Director (certified)	\$127,236	\$121,177

6.16	FTE - Library Manager (not certified)	N/A	N/A
6.17	Salary - Library Manager (not certified)	N/A	N/A
6.18	FTE - Librarian	1	1
6.19	Salary - Librarian	\$58,306	\$55,529

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2024**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y	Y
3.	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y	Y
4.	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y	Y
5.	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y
6.	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y	Y

7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8.	Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:		
8a.	space	Y	Y
8b.	lighting	Y	Y
8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y
10.	Provides		
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	Y

14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y	70
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8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1	1
8.2	Branches	0	0
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	67.00	67.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	67.00	67.00
8.10	Annual Total Hours - Main Library	3,511.00	3,511.00
8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed*, *will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link](#) to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5–6, 11–14, and 20–23 should be locked.

1.	Outlet Name	BETHLEHEM PUBLIC LIBRARY	<i>BETHLEHEM PUBLIC LIBRARY</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	451 DELAWARE AVENUE	<i>451 DELAWARE AVENUE</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00</i>
5.	City	DELMAR	<i>DELMAR</i>
6.	Zip Code	12054	<i>12054</i>
7.	Phone (enter 10 digits only)	(518) 439-9314	<i>(518) 439-9314</i>
8.	Fax Number (enter 10 digits only)	(518) 478-0901	<i>(518) 478-0901</i>
9.	E-mail Address	director@bethpl.org	<i>director@bethpl.org</i>
10.	Outlet URL	www.bethpl.org	<i>www.bethpl.org</i>

11.	County	ALBANY	<i>ALBANY</i>
12.	School District	Bethlehem Central School District	<i>Bethlehem Central School District</i>
13.	Library System	Upper Hudson Library System	<i>Upper Hudson Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	3,511	<i>3,511</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	395	<i>473</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	School District	<i>School District</i>
22.	Who owns the land on which this outlet is built?	School District	<i>School District</i>
23.	Indicate the year this outlet was initially constructed	1972	<i>1972</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2015	<i>2015</i>
25.	Square footage of the outlet	32,360	<i>32,360</i>
26.	Number of Internet Computers Used by General Public	36	<i>32</i>
27.	Number of uses (sessions) of public Internet computers per year	14,751	<i>13,008</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>

28.	Type of connection on the outlet's public Internet computers	Fiber	<i>Fiber</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>
31.	Internet Provider	Other (specify using the State note)	<i>Other (specify using the State note)</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	112,669	<i>127,768</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	Y	<i>Y</i>
37.	<i>LIBID</i>	8400011730	<i>8400011730</i>
38.	<i>FSCSID</i>	NY0702	<i>NY0702</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00</i>

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2024 to December 31, 2024)	15	<i>14</i>
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NUMBER OF TRUSTEES AND TERMS

74

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	N/A	N/A
10.3	If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	N/A	N/A
10.4	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.	7	7
10.5	What is the trustee term length, as stated in your library's charter documents (incorporation) ? If a term length is not stated, please explain in a Note.	5 years	5 years
10.6	I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note.	Y	Y

BOARD MEMBER SELECTION

10.7	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election	<i>EP - board members are elected in a public election</i>
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List Officers and Board Members as of February 1 of the CURRENT year.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#) . Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Caroline	<i>Caroline</i>
3.	Last Name of Board Member	Brancatella	<i>Brancatella</i>

7.	E-mail address	caroline.branecatella@bethpl.org	caroline.branecatella@bethpl.org
8.	Office Held or Trustee	Vice President	Secretary
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2023	2023
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2028	2028
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/10/2023	07/10/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/20/2023	07/20/2023
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name of Board Member	Sarah	Sarah
3.	Last Name of Board Member	Patterson	Patterson
4.	Mailing Address		
5.	City		
6.	Zip Code (5 digits only)		
7.	E-mail address	sarah.patterson@bethpl.org	sarah.patterson@bethpl.org
8.	Office Held or Trustee	Secretary	Trustee
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2022	2022
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2027	2027

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	09/12/2022	09/12/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	09/29/2022	09/29/2022
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name of Board Member	Laura	Laura
3.	Last Name of Board Member	DiBetta	DiBetta
4.	E-mail address	laura.dibetta@bethpl.org	laura.dibetta@bethpl.org
5.	Office Held or Trustee	Trustee	Trustee
6.	Term Begins - Month	July	September
7.	Term Begins - Year (year)	2024	2023
8.	Term Expires	June	June
9.	Term Expires - Year (yyyy)	2025	2024
10.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	No

14. The date the Oath of Office (mm/dd/yyyy) was taken 08/08/2024 09/11/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 09/25/2024 09/21/2023
16. Is this a brand new trustee? N Y
1. Status Filled *Filled*
2. First Name of Board Member Mark *Mark*
3. Last Name of Board Member Kissinger *Kissinger*
4. E-mail address mark.kissinger@bethpl.org *mark.kissinger@bethpl.org*
5. Office Held or Trustee President *President*
6. Term Begins - Month July *July*
7. Term Begins - Year (year) 2023 *2023*
8. Term Expires June *June*
9. Term Expires - Year (yyyy) 2028 *2028*
10. Is the trustee serving a full term? Yes
If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. *Yes*
11. The date the Oath of Office (mm/dd/yyyy) was taken 07/10/2023 07/10/2023
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/20/2023 07/20/2023
13. Is this a brand new trustee? N
Filled *N*
Filled
1. Status
2. First Name of Board Member Lisa *Lisa*

3.	Last Name of Board Member	Scoons	<i>Scoons</i>
4.	E-mail address	<code>lisa.scoons@bethpl.org</code>	<i>lisa.scoons@bethpl.org</i>
5.	Office Held or Trustee	Other (Add State Note)	<i>Other (Add State Note)</i>
6.	Term Begins - Month	July	<i>July</i>
7.	Term Begins - Year (year)	2020	<i>2020</i>
8.	Term Expires	June	<i>June</i>
9.	Term Expires - Year (yyyy)	2025	<i>2025</i>

10. Is the trustee serving a full term? Yes
 If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Yes

11.	The date the Oath of Office (mm/dd/yyyy) was taken	07/14/2020	<i>07/14/2020</i>
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12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/27/2020	<i>07/27/2020</i>
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13.	Is this a brand new trustee?	N
		Filled

1.	Status	<i>Filled</i>
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2.	First Name of Board Member	Michelle	<i>Michelle</i>
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3.	Last Name of Board Member	Walsh	<i>Walsh</i>
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4.	E-mail address	<code>michelle.walsh@bethpl.org</code>	<i>michelle.walsh@bethpl.org</i>
5.	Office Held or Trustee	Vice President	<i>Vice President</i>
6.	Term Begins - Month	July	<i>July</i>

10.	Term Begins - Year (year)	2024	2019
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2026	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/15/2024	07/08/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/26/2024	07/15/2019
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name of Board Member	Gail	Charmaine
3.	Last Name of Board Member	Sacco	Wijeyesinghe
4.	E-mail address	gail.sacco@bethpl.org	charmaine.wijeyesinghe@bethpl.org
5.	Office Held or Trustee	Trustee	Vice President
6.	Term Begins - Month	July	July
7.	Term Begins - Year (year)	2024	2020
8.	Term Expires	June	June
9.	Term Expires - Year (yyyy)	2029	2025

- | | | |
|---|------------|------------|
| 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes | Yes |
| 14. The date the Oath of Office (mm/dd/yyyy) was taken | 07/15/2024 | 07/14/2020 |
| 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/26/2024 | 07/27/2020 |
| 16. Is this a brand new trustee? | Y | N |

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- | | | |
|--|---|---|
| 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. | Y | Y |
|--|---|---|

Please Note: last year's answers for repeating groups cannot be displayed.

- | | | |
|--|-----------------------------------|--|
| 1. Source of Funds | School District | <i>School District</i> |
| 2. Name of funding County, Municipality or School District | Bethlehem Central School District | <i>Bethlehem Central School District</i> |
| 3. Amount | \$4,641,228 | <i>\$4,542,435</i> |
| 4. Subject to public vote held in reporting year or in a previous reporting year(s). | Y | Y |
| 5. Written Contractual Agreement | N | N |

11.2	TOTAL LOCAL PUBLIC FUNDS	\$4,641,228	\$4,542,435
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81

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$25,367	\$25,309
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	\$0
11.5	Additional State Aid received from the System	\$0	\$0
11.6	Federal Aid received from the System	\$0	\$0
11.7	Other Cash Grants	\$250	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$25,617	\$25,309

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$0
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Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0	\$0

11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$26,857	\$10,600
11.15	Fund Raising	\$0	\$0

11.16	Income from Investments	\$205,950	\$127,053
11.17	Library Charges	\$26,863	\$22,002
11.18	Other	\$1,125	\$1,016
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$260,795	\$160,671
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$4,927,640	\$4,728,415
11.21	BUDGET LOANS	\$0	\$0

Transfers / Grand Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$4,467,082	\$4,293,926
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$9,394,722	\$9,022,341

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$1,224,810	<i>\$1,137,381</i>
12.2	Other Staff	\$1,244,602	<i>\$1,177,236</i>
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$2,469,412	<i>\$2,314,617</i>
12.4	Employee Benefits Expenditures	\$833,422	<i>\$789,431</i>
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$3,302,834	<i>\$3,104,048</i>

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$280,932	<i>\$213,206</i>
12.7	Electronic Materials Expenditures	\$241,676	<i>\$266,028</i>
12.8	Other Materials Expenditures	\$65,612	<i>\$66,051</i>
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$588,220	<i>\$545,285</i>

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$20,473	<i>\$18,801</i>
12.11	From Other Funds (71OF)	\$0	<i>\$0</i>
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$20,473	<i>\$18,801</i>

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$46,787	<i>\$24,966</i>
12.14	From Other Funds (72OF)	\$0	<i>\$0</i>

12.15 Total Repairs (Add Questions 12.13 and 12.14)	\$46,787	\$24,966
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$155,440	\$161,974
12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$202,227	\$186,940

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies	\$26,694	\$25,408
12.19 Telecommunications	\$24,259	\$26,518
12.21 Professional & Consultant Fees	\$30,613	\$39,634
12.22 Equipment	\$25,360	\$28,524
12.23 Other Miscellaneous	\$297,276	\$128,026
12.24 Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$404,202	\$248,110

Contracts / Debt Service / Transfers / Grand Total

12.25 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$54,678	\$52,075
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF)	\$0	\$0
12.27 From Other Funds (73OF)	\$0	\$0
12.28 Total (Add Questions 12.26 and 12.27)	\$0	\$0

Other Loans

12.29 Budget Loans (Principal and Interest)	\$0	\$0
12.30 Short-Term Loans	\$0	\$0

12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0	\$0
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$4,572,634	\$4,155,259
TRANSFERS			
Transfers to Capital Fund			
12.33	From Local Public Funds (76PF)	\$0	\$0
12.34	From Other Funds (76OF)	\$560,000	\$400,000
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$560,000	\$400,000
12.36	Transfer to Other Funds	\$0	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$560,000	\$400,000
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$5,132,634	\$4,555,259
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024	\$4,262,088	\$4,467,082
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$9,394,722	\$9,022,341

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	02/10/2025	02/12/2024
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FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy)	09/30/2024	09/30/2023
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2023-06/30/2024	07/01/2022-06/30/2023
12.44 Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

CAPITAL FUND

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y	Y
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13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources	\$0	\$0
13.2 All Other Revenues from Local Sources	\$0	\$0
13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0	\$0

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction	\$0	\$0
13.5 Other State Aid	\$0	\$0
13.6 Total State Aid (Add Questions 13.4 and 13.5)	\$0	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID	\$0	\$0
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INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35)	\$560,000	\$400,000
13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$560,000	\$400,000

13.10	NON-REVENUE RECEIPTS	\$0	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$560,000	\$400,000
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$293,557	\$0
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$853,557	\$400,000

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	\$0	\$0
14.2	Incidental Construction	\$849,958	\$106,443

Other Disbursements

14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0

14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$849,958	\$106,443
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14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
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14.9	NON-PROJECT EXPENDITURES	\$0	\$0
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14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$849,958	\$106,443
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14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2024	\$3,599	\$293,557
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88

14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$853,557	\$400,000
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15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	14.45	14.34
16.2	Total Librarians	17.08	16.10
16.3	All Other Paid Staff	23.77	26.42
16.4	Total Paid Employees	40.85	42.52
16.5	State Government Revenue	\$25,367	\$25,309
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$261,045	\$160,671
16.8	Total Operating Revenue	\$4,927,640	\$4,728,415
16.9	Other Operating Expenditures	\$661,107	\$487,125
16.10	Total Operating Expenditures	\$4,552,161	\$4,136,458
16.11	Total Capital Expenditures	\$870,431	\$125,244
16.12	Print Materials	109,326	107,676
16.12a	Total Physical Items in Collection	126,225	126,055
16.13	Circulation of Children's Physical Material	192,503	
16.14	Total Registered Borrowers	22,027	21,274
16.15	Other Capital Revenue and Receipts	\$560,000	\$400,000

16.16	Number of Internet Computers Used by General Public	36	32	89
16.17	Total Uses (sessions) of Public Internet Computers Per Year	14,751	13,008	
16.18	Wireless Sessions	112,669	127,768	
16.19	Total Capital Revenue	\$560,000	\$400,000	

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	8400011730	8400011730
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	LD	LD
17.4	Administrative Structure Code	SO	SO
17.5	FSCS Public Library Definition	Y	Y
17.6	Geographic Code	SU1	SU1
17.7	FSCS ID	NY0702	NY0702
17.8	SED CODE	010306700004	010306700004
17.9	INSTITUTION ID	800000055462	800000055462

SUGGESTED IMPROVEMENTS

Library Name:	BETHLEHEM PUBLIC LIBRARY	BETHLEHEM PUBLIC LIBRARY
Library System:	Upper Hudson Library System	Upper Hudson Library System
Name of Person Completing Form:	Geoffrey Kirkpatrick	Geoffrey Kirkpatrick
Phone Number:	(518) 439-9314	(518) 439-9314
I am satisfied that this resource (Collect) is meeting library needs:	Neither Agree nor Disagree	Neither Agree nor Disagree
Applying this resource (Collect) will help improve library services to the public:	Neither Agree nor Disagree	Neither Agree nor Disagree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

Bethlehem Public Library
FACILITY USE CONTRACT

This contract for facility use is between the Bethlehem Public Library (the "Library") and Susan Sady an individual with an address of [REDACTED] [REDACTED] for temporary use of The Community Room in the Library (the "Space").

Details of Temporary Use

Date(s) and time(s) of use

June 29, 2025. 2:30-4:30pm

Purpose of use (the "Event/s"). Please describe the activity to be conducted while you are using the Space.

Piano Recital

Estimated maximum attendees

60

Will you bring in any contractors or third parties under contract for this event?

No

Note: If so, you must provide the Library with a copy of the contract and they must name the Library on their certificate of insurance.

Please list any special details

Person from Organization who will oversee Organization's use of the Space (must be present at all times) and their back-up person

Name: Susan Sady

Cell number: [REDACTED]

E-mail: [REDACTED]

Name: Dariusz Sady

Cell number: [REDACTED]

E-mail: [REDACTED]

Rental Fee on a per-use basis

\$25 per hour. Piano tuning is additional if desired.

Note: Fee is payable to Bethlehem Public Library and shall be paid by the Friday preceding the event.

Will minors unaccompanied by parents/guardians be attending the event at the Space?

No

If yes: does Organization have a policy barring abuse of minors, and requiring instances of abuse of minors in connection with Organization's programs to be reported to law enforcement within 24 hours?

Is Organization a chapter or affiliate of a larger organization?

No

Note: If so, include larger organization's name.

Will the event involve food or the creation of materials to dispose of?

Yes, a very small reception after the recital.

If yes, what time will clean-up, including removal of all trash and recycling generated by the event, be completed?

4:30pm

Organization's Library Contact (the person who will help them with any questions and address any concerns)

Same as above

The Library requires that all people on Library property abide by all the Library's policies. In addition, while using the Space, Organization and any person at the Space in affiliation with Organization must at all times follow the below rules, and any reasonable request of any Library representative.

Rules include:

No harassing, abusive, or demeaning activity directed at any person or the Space.

No contact that violates any applicable law or regulation.

In the event of an emergency at the Library, Organization shall abide not only by the reasonable request of any Library representative, but also any first responder assisting with the emergency.

In the event of any injury to any person, or incident of property damage while the Space is in use, Organization will immediately notify the Library Contact listed in the chart above immediately. **In the event of a crime or medical emergency, call 911.**

After use, the Space will be restored to the condition it was in prior to Organization's use, by the Organization, unless otherwise specifically confirmed with the Library Contact.

Organization will not promote the event using the Library/Space as the location until this contract is fully signed by both parties.

Violation of any rules may result in the termination of this Contract with no refund, and denial of future use.

Emergency Cancellation

This Contract guarantees that Library will reserve the Space for Organization as set forth in the "Details" section, above. However, in the event the Library or a related entity experiences an emergency which, in the sole determination of the Library, requires the cancellation of the use (including but not limited to condition at the facility, weather emergency, or event requiring Library's emergency use of the space), Library shall notify Organization as soon as possible, and work with

Organization to refund the fee or determine a new date, whichever is preferable.

Indemnification

To the greatest extent allowed by law, Organization hereby agrees to indemnify and defend and hold harmless the Library, its Board of Trustees, employees, agents, and volunteers, from any and all causes of action, complaints, violations, and penalties, and shall pay the cost of defending same, as well as any related fines, penalties, and fees, including reasonable attorneys' fees, related to Organization's use of the Space, including conduct by any third party or contractor present at the Space as part of the Event/s.

Insurance

Organization shall provide insurance naming the library as additional insured

Person signing for Organization

The person signing on the line below on behalf of organization is at least 18 years of age and has the power to sign for the Organization.

Venue for Dispute

This contract and any related action shall be governed according to the laws of the state of New York, and Venue for any dispute shall be Albany county, New York.

Accepted on behalf of the Library

Signed:

Print name:

Date:

Accepted on behalf of the Organization

Signed:



Print Name: Susan J. Sady

Date: 2/11/2025

WHEREAS the Friends of the Bethlehem Public Library, Inc. is a duly registered public charity with a mission to support this Library;

BE IT RESOLVED that the Friends of the Bethlehem Public Library, Inc. are authorized to conduct activities consistent with their mission at the Library and in connection with Library programming, subject to confirmation of specific activities by the Director, in writing, at least two weeks in advance of the activity; and

BE IT FURTHER RESOLVED that such confirmation shall be contingent upon the Friends demonstrating adequate insurance for a particular activity and adequate consideration of all applicable law and policies of the Library; and

BE IT FURTHER RESOLVED that such consent may be revoked by the Board or Director without notice if it is deemed in the best interests of the Library.