



**Board of Trustees Meeting
Monday April 7, 2025 6:00 pm (Early Date)
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
- Review of previous meeting minutes (p. 2-7, 8-9)
- Financial report (p. 10-18)
 - Treasurer's update (p. 10)
- Personnel report (p. 19)
 - Personnel actions
- Director's report (p. 20-27)
- UHLS report
- New business
 - Room rental contract (p. 28-32)
 - Boiler project phase 1 budget (p. 33)
 - Other new business
- Old business
 - UHLS Board Member
 - Building Committee - update
 - Other old business
- Future business
- Public participation
- Executive session
- Adjournment

Next board meeting: May 12, 2025 6:00 pm

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

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

PRESENT: Caroline Brancatella
Laura DiBetta
Mark Kissinger
Sarah Patterson
Gail Sacco
Lisa Scoons
Michelle Walsh

Geoffrey Kirkpatrick, director
Kristen Roberts, public information specialist

EXCUSED: Sharon Whiting, library treasurer

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
Tracey McShane, personnel administrator
CJ Goodwin, construction manager, Schoolhouse
Oliver Holmes
Jill Adams
Bonnie Goldsmith
John Chaplin
Robert McDonnell
Louis Wittig

President M. Kissinger called the meeting to order at 6:01pm.

PUBLIC PARTICIPATION

Prior to public participation M. Kissinger made a statement about the process and noted how to get in touch with the trustees, as well as public trustee office hours.

Three members of the public spoke during the public comment period. A recording of the meeting is available on YouTube.

BUILDING MAINTENANCE

Potential projects

C. Goodwin presented estimates for a number of repair projects and noted that each project was estimated individually but there could potentially be savings if some of them were grouped together. He said his estimates included base construction costs, with additional estimates for design costs and contingencies. He noted that these estimates represent his best guess at this moment in time.

G. Sacco said there are a number of costs involved in library projects that are due to it being a government building. C. Goodwin agreed and said that the estimates took into account the needs for a State Education Department approval process as well as prevailing wage and other requirements.

C. Brancatella said board members had received a lot of questions about contingency costs and noted the lack of ability to predict market conditions. She asked how those conditions might affect costs in the coming months. C. Goodwin said his company is still working through the process to see how tariffs might impact costs in the future, but he feels like the document he presented has prepared for some of that.

M. Kissinger asked if there were some projects that would make sense to group together. C. Goodwin said he would recommend doing the all of the abatement projects together. He also said that energy efficiency projects are also a natural fit together. He said the elevator replacement is a good standalone.

The board discussed the basic scope of some of the projects listed. M. Walsh said that some of the numbers on the report didn't add up. C. Goodwin noted the discrepancy and said he would provide a corrected copy to the board.

G. Sacco asked if the earlier completed SEQR could apply to any of the new projects. G. Kirkpatrick said it was something he would ask the attorney.

C. Brancatella said that the projects on the list are not new concepts to the board and have been discussed for years as part of the long-range plan. The board had attempted to address them holistically in the earlier design, but will now be looking at them separately.

Status of building

C. Brancatella said the board now needs to decide whether to put out a new bond to address some or all of the issues or address them piecemeal using the operational budget. She asked if it would make sense to pause the discussion until after the election so as to include the new board member(s). She said she would like to provide the public with some parameters or guideposts for the ongoing discussion.

L. DiBetta said that every month they wait, they could create stress and a bottleneck at the end of the process, even if they are shooting for a bond vote in May 2026. She said it feels like it would make the most sense to continue the discussion rather than pausing.

G. Sacco said there are still needs to be discussed that don't involve basic repairs, such as a reconfiguration of the children's and teen areas. She said those were items that the public indicated they were interested in.

S. Patterson said she agreed that the board should keep the building discussion going.

The board agreed that there would not be a bond vote before May 2026, but the boiler project should move forward while they continue the discussion.

Boiler replacement engineer RFP

G. Kirkpatrick said he was drafting an RFP for the boiler project and would have it ready shortly to C. Goodwin to review to make sure the scope of the project is clear.

M. Kissinger asked the trustees if they wanted to have the full board continue meeting as the full board for the building committee. The board agreed to do so moving forward.

REVIEW OF PREVIOUS MEETING MINUTES

L. DiBetta noted a small change in the draft minutes to be corrected.

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board unanimously approved the minutes from the Monday February 10 regular board meeting as amended.

FINANCIAL REPORT

Treasurer's update

- G. Kirkpatrick presented the treasurer's report.
- M. Walsh noted that the proposed 2025-26 budget does not include new positions, and said that was a great way to move forward with economic uncertainties.
- C. Brancatella asked if there was any concern about cost increases for materials. G. Kirkpatrick said that the biggest risk for increases are the unknowns involved with health care costs and NYS retirement contributions, as they are numbers outside the library's control. He said S. Whiting has been very good at investing money and getting some non-tax income. M. Walsh said that is just another way that the board has acted as good stewards of taxpayer money.
- C. Brancatella said that heading into the budget vote, she would like to highlight to the public why the library has reserves, what those reserves are used for and what are the most unpredictable parts of the budget. She also said they should highlight the ways they are working to meet the fiduciary duty of their role as trustees. The board discussed ways to share this information with the public.

On a MOTION by M. Walsh with a SECOND by L. DiBetta, the board unanimously approved the Financial Statement dated 28 February 2025 (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; CapProject Fund Checks \$9,948.06; Total: \$365,269.63).

PERSONNEL REPORT

The board noted the personnel report.

PERSONNEL ACTIONS

G. Sacco asked if the listed salary for a Librarian I was for entry level candidates and what the library did for candidates with more experience. G. Kirkpatrick said there was some freedom to negotiate step increases for people with experience.

On a MOTION by G. Sacco with a SECOND by L. DiBetta, the board unanimously voted to approve the following positions:

- Librarian I, full-time, permanent, 35 hours/week, \$60,346/annual or per contract

DIRECTOR'S REPORT

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

- S. Patterson asked if the report that the library was busy in February was supported by the numbers. G. Kirkpatrick said that a lot of it might have to do with the increasing popularity of Saturday story times. He also said the cold weather might be a contributing factor.
- G. Sacco asked if people seemed to be looking more for story time or socialization. G. Kirkpatrick said that people on the weekend seemed to be looking for less structured activities.
- C. Brancatella said that she and her family were in over the weekend and the table areas were very crowded.

UHLS REPORT

L. Scoons said the board was still working to hire Time Burke's replacement and had interviewed two candidates so far.

NEW BUSINESS

Draft budget 2025-26

M. Kissinger said that the PSEG PILOT has been extended, which made the final budget draft less complicated. The budget now comes in \$10,000 under the tax cap.

On a MOTION by C. Brancatella with a SECOND by G. Sacco, the board unanimously approved the 2025-26 library budget as written for public presentation. The budget proposes a levy of \$4,711,910, an increase of \$119,810 or 2.61%, coming in under the New York State tax cap.

Better World Books bin – Friends' request for extra parking spot/bin

The Friends of the Library have requested approval for a second Better World Books bin to meet the needs of those looking to donate books. They receive a portion of the proceeds. The addition of a second bin would take a second public parking space. The board discussed other locations that might be better to accommodate the bins, as well as the logistics involved.

On a MOTION by G. Sacco with a SECOND by L. DiBetta, the board unanimously approved the request by the Friends of the Library seeking to locate a second Better World Books bin in the library parking lot but tasked G. Kirkpatrick with investigating other locations that might not impact library parking or traffic flow.

Trane maintenance contract

G. Kirkpatrick presented a three-year maintenance contract renewal from Trane. He said the library has been happy with their service in the past. G. Sacco said the increases presented seemed very reasonable.

On a MOTION by G. Sacco with a SECOND by C. Brancatella, the board unanimously approved an HVAC maintenance contract with Trane totaling \$70,863 over the course of three years.

NYS Annual Report

The annual report covers statistics for the fiscal year ending in June 2024.

G. Sacco noted that Summer Reading numbers have been going down over the past couple of years. G. Kirkpatrick said the librarians have been looking at ways to engage more children moving forward.

On a MOTION by L. DiBetta with a SECOND by S. Patterson, the board unanimously approved the NYS Annual Report for submission.

Room rental contract

The board was presented with a facility rental agreement for a piano recital.

On a MOTION by C. Brancatella with a SECOND by G. Sacco, the board unanimously approved a room rental agreement for a piano recital scheduled for June 29, 2025.

Friends of the Library resolution

G. Kirkpatrick presented a resolution that clarifies the Friends' relationship with the library and their ability to use library space.

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board unanimously passed a resolution regarding room use by the organization.

Spotlight archive request

G. Kirkpatrick presented the board with a written request from an individual requesting that their name and picture be removed from the Spotlight archive hosted by the library. He said that unlike many requests, this one did involve an article about a crime, but the individual strongly believes it is causing them harm. Past boards have decided not to remove any articles from the archive, and there is nothing legally requiring the board to do so, but G. Kirkpatrick said it is a question that comes up from time to time and he wanted to put it before the full board so they could review their historical stance. G. Sacco said the library is custodian of the newspaper and does not have the power to remove the content and as a historical document, it is important to keep it intact from an archival point of view. The board agreed that they support maintaining an accurate representation of the paper archive we hosted by the library.

New UHLS board member

L. Scoons said she will be stepping down from BPL board and UHLS board at the end of June when her terms are up. G. Kirkpatrick said he was seeking someone to fill the UHLS seat. L. Scoons said the time commitment included monthly meeting and committee meeting and noted that some times of the year are busier than others. Meetings start at 4:30 p.m. and are usually over by 6 p.m. There is no virtual attendance. She said that sitting on the board gives you a much broader view of libraries across the Capital District and how they are run.

Other new business

There was no other new business at this time.

OLD BUSINESS

Policy Committee update

C. Brancatella said the Policy Committee has decided to make the following changes to the meeting room policy:

- Room checkout capacity would increase from 25 to 35.
- Facility rental contracts would no longer require board approval
- Electronic signatures on the room use agreement would be allowed.

She reminded the public that if a room is checked out under their card, they will need to be there to check in. Check in must take place at the Information Desk.

M. Walsh said she has heard some concerns from area HOAs and asked if the increase to 35 would address those concerns. M. Kissinger said they wouldn't, but it might be something they need to look at as an exception.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

There was no future business at this time.

PUBLIC PARTICIPATION

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

EXECUTIVE SESSION

On a MOTION by G. Sacco with a SECOND by S. Patterson, the board unanimously voted to enter into executive session to discuss the employment history of a particular individual at 8:35pm.

On a MOTION by L. DiBetta with a SECOND by M. Walsh, the board unanimously voted to adjourn executive session at 9:24pm. No action was taken.

ADJOURNMENT

On a MOTION by L. Scoons with a SECOND by S. Patterson, the board unanimously voted to adjourn the regular meeting at 9:25pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES BUILDING COMMITTEE MEETING
BETHLEHEM PUBLIC LIBRARY (STORY HOUR ROOM) **DRAFT**
Monday April 1, 2025

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

Geoffrey Kirkpatrick, director

EXCUSED: Caroline Brancatella
Gail Sacco

GUESTS: Phil Berardi, assistant director/head of Circulation and Technical Services
Chris McGinty, assistant director of Public Services
Robert McDonnell

President M. Kissinger called the meeting to order at 6:05pm.

DISCUSS LIBRARY BUILDING NEEDS

The board discussed putting projects into different tiers in order to prioritize projects and whether it was better to handle projects one at a time or as part of a larger project.

Four projects were identified as either being higher priority to commence or needing further discussion. These are:

Highest priority

1. Hallway asbestos remediation. Likely to include remediation of roof drains but not the remediation of the high monitor ceiling.
2. Parking lot milling and repaving.

High priority but needs further discussion with the full board due to other aspects/complexities.

1. Carpet
2. House

Also under further discussion was the awning/covering for curbside. Continued discussion about keeping curbside service at all.

P. Berardi, C. McGinty and G. Kirkpatrick will discuss time, days and seasonal changes for curbside to increase safety for staff given light demand and non-time-critical nature of pickups. Staff have already been empowered to shut down curbside for weather (snow, ice, lightning, heavy rain, etc.)

ADJOURNMENT

The board adjourned the meeting at 8:05pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report

April 7, 2025

Revenue and Expense Report

Revenue is stable. Interest income is \$120,000 and exceeds the budget by \$30,000, since we budgeted conservatively. We expect to receive the final payment of real property taxes in April. Total expenses are 5% underbudget, similar to this time last year. Salaries are on budget since we are fully staffed. We don't expect any unusual expenses between now and year end. Although there may be some lines that are slightly overspent, this will be more than offset by other lines that are underspent.

Fund Balance

As of June 30, 2024, the fund balance is \$3,928,140. Of this amount, approximately \$1.35 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 3/31/25

	BALANCE					BALANCE
	<u>2/28/2025</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>EARNINGS</u>	<u>TRANSFERS</u>	<u>3/31/2025</u>
TD Bank General Fund	209,322.73	7,005.42	(220,755.68)	(467.02)	158,025.40	153,130.85
TD Bank Payroll	0.00		(141,974.60)	-	141,974.60	0.00
TD Bank Money Market	1,835,901.86	-		3,236.21	(300,000.00)	1,539,138.07
TD Bank Treasury Bill	1,123,807.33		-	3,779.68	-	1,127,587.01
TD Bank Capital Project Fund	10,713.61	-	(9,948.06)		-	765.55
TD Bank 3 mo. CD Closed 1/28/25	-			-	-	0.00
TD Bank 4 mo. CD Opened 1/28/25	1,003,516.97			3,417.73	-	1,006,934.70
TD Bank 6 mo. CD Opened 10/29/24	1,014,180.74			3,634.93	-	1,017,815.67
Key Bank Checking	10,489.81	1,837.03	(141.93)		-	12,184.91
TOTAL:	<u>5,207,933.05</u>	<u>8,842.45</u>	<u>(372,820.27)</u>	<u>13,601.53</u>	<u>-</u>	<u>4,857,556.76</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

9 MONTHS ENDED 3/31/25

FISCAL YEAR 2024-2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 9 MO. ENDED 3/31/2025	Percent YTD 3/31/2025	ANNUAL BUDGET 2023-2024	YTD PRIOR 9 MO. ENDED 3/31/2024	Percent YTD 3/31/2024
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	1,952	65.1%	3,000	1,757	58.6%
Interest on Deposits	90,000	119,928	133.3%	35,000	106,404	304.0%
Lost Book Payments	8,500	9,119	107.3%	7,500	9,384	125.1%
Friends of BPL Contributions	7,000	6,365	90.9%	-	7,903	0.0%
Gifts and Donations	8,000	11,319	141.5%	4,000	18,628	465.7%
Photocopier	8,000	9,662	120.8%	7,000	8,637	123.4%
State Aid	26,000	26,362	101.4%	26,000	22,830	87.8%
Grants	-	5,920	0.0%	-	-	0.0%
Miscellaneous Income	500	483	96.7%	-	668	0.0%
Total Revenue	4,982,100	4,876,395	97.9%	4,725,992	4,715,469	99.8%
EXPENSES						
Salaries	2,666,993	1,936,963	72.6%	2,547,087	1,797,562	70.6%
Retirement	324,242	323,915	99.9%	280,440	263,799	94.1%
Health Insurance	398,000	288,346	72.4%	372,300	255,175	68.5%
Other Benefits	238,965	156,815	65.6%	227,365	154,307	67.9%
Subtotal Salaries & Benefits	3,628,200	2,706,039	74.6%	3,427,192	2,470,843	72.1%
Library Materials - Print	294,000	176,418	60.0%	292,000	198,161	67.9%
Library Materials - Electronic & Audio	281,000	199,676	71.1%	283,000	186,856	66.0%
Subtotal Library Material	575,000	376,094	65.4%	575,000	385,018	67.0%
Operations	643,900	379,098	58.9%	605,800	426,898	70.5%
Capital Expenditures	100,000	2,350	2.4%	100,000	11,023	11.0%
Contingency	35,000	-		35,000	-	
Total Expenses	4,982,100	3,463,580	69.5%	4,742,992	3,293,782	69.4%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

9 MONTHS ENDED 3/31/25

FISCAL YEAR 2024 - 2025

	ANNUAL BUDGET 2024-2025	YTD ACTUAL 9 MO. ENDED 3/31/2025	Percent YTD 3/31/2025	ANNUAL BUDGET 2023-2024	YTD PRIOR 9 MO. ENDED 3/31/2024	Percent YTD 3/31/2024
Salaries & Benefits						
Salaries-Librarians	1,252,089	968,810	77.4%	1,178,184	897,744	76.2%
Salaries-Support Staff	1,226,399	825,706	67.3%	1,190,063	767,704	64.5%
Salaries-Custodians	188,505	142,447	75.6%	178,840	132,114	73.9%
Subtotal Salaries	2,666,993	1,936,963	72.6%	2,547,087	1,797,562	70.6%
Retirement	324,242	323,915	99.9%	280,440	263,799	94.1%
Health Ins.	398,000	288,346	72.4%	372,300	255,175	68.5%
SocSec/Medicare	206,465	142,741	69.1%	194,865	132,810	68.2%
Worker's Comp.	20,000	12,581	62.9%	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	2,706,039	74.6%	3,427,192	2,470,843	72.1%
Library Materials						
Adult books	171,000	107,392	62.8%	171,000	125,920	73.6%
Periodicals	18,000	11,598	64.4%	21,000	11,059	52.7%
YS Books	85,000	47,289	55.6%	85,000	47,884	56.3%
Special Collections	20,000	10,138	50.7%	15,000	13,299	88.7%
Subtotal Print Materials	294,000	176,418	60.0%	292,000	198,161	67.9%
Audiobooks	20,000	12,796	64.0%	20,000	15,324	76.6%
E-Collections	201,000	147,973	73.6%	196,000	121,876	62.2%
Electronic Resources	31,000	25,010	80.7%	31,000	31,192	100.6%
YS Audiobooks	4,500	1,758	39.1%	4,000	3,049	76.2%
YS Media	2,500	616	24.6%	2,000	1,189	59.4%
AS Media	22,000	11,522	52.4%	30,000	14,225	47.4%
Subtotal Electronic & Audio	281,000	199,676	71.1%	283,000	186,856	66.0%
Subtotal Library Materials	575,000	376,094	65.4%	575,000	385,018	67.0%
Operations						
Copiers and supplies	15,000	9,966	66.4%	15,000	7,386	49.2%
Office supplies	20,000	8,745	43.7%	20,000	8,415	42.1%
Custodial supplies	20,000	16,007	80.0%	20,000	13,193	66.0%
Postage	22,000	15,864	72.1%	22,000	13,411	61.0%
Printing & Marketing	43,200	21,153	49.0%	35,000	22,380	63.9%
Van lease & oper.	4,000	917	22.9%	4,000	1,205	30.1%
Gas and Electric	75,000	60,453	80.6%	75,000	51,234	68.3%
Telecom & Cloud Svcs	24,000	17,337	72.2%	24,000	15,974	66.6%
Water	3,000	1,868	62.3%	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	21,556	71.9%
Contract Services	50,000	20,978	42.0%	50,000	20,380	40.8%
Insurance	35,000	34,288	98.0%	30,000	32,387	108.0%
Bank Fees	1,700	4,475	263.2%	1,400	983	70.2%
Travel/Conference	3,500	4,968	141.9%	3,500	3,304	94.4%
Memberships	3,000	819	27.3%	3,000	2,639	88.0%
Special Programs	42,000	14,738	35.1%	35,000	34,644	99.0%
Furniture & Equipment	30,000	17,326	57.8%	30,000	17,377	57.9%
IT Hardware & Software	50,000	10,424	20.8%	50,000	35,263	70.5%
Bld & Grnd. Repair	40,000	9,807	24.5%	40,000	28,469	71.2%
Furn/Equip Repair	3,000	3,700	123.3%	2,000	2,998	149.9%
Miscellaneous	6,500	4,180	64.3%	6,500	5,386	82.9%
Audit Service	25,000	25,750	103.0%	24,000	19,250	80.2%
Accounting Service	22,000	20,065	91.2%	20,000	19,706	98.5%
UHLAN fees	57,500	42,709	74.3%	54,000	41,723	77.3%
Subtotal Operations	643,900	379,098	58.9%	605,800	426,898	70.5%
Capital Expenditures	100,000	2,350	2.4%	100,000	11,023	11.0%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,982,100	3,463,580	69.5%	4,742,992	3,293,782	69.4%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN MARCH 2025 BASED ON PRE-APPROVAL	\$	68,760.87
CHECKS DISBURSED IN MARCH 2025 RELATING TO PAYROLL	\$	206,017.65
CHECKS BEING SUBMITTED FOR APPROVAL	\$	58,254.78
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 32: PREAPPROVED DISB - MAR 25 For Dates 3/1/2025 - 3/31/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42644	03/01/2025	1424	AFLAC NEW YORK		220.04
42645	03/01/2025	1831	CDPHP UNIVERSAL BENEFITS, INC.		36,266.98
42646	03/01/2025	2395	CSEA EMPLOYEE BENEFIT FUND		162.12
42647	03/01/2025	720	MVP HEALTH PLAN, INC.		7,885.08
42648	03/01/2025	1570	NATIONAL GRID		9,675.68
42649	03/01/2025	2061	UNITED HEALTHCARE INSURANCE CO		163.83
42650	03/01/2025	1607	VERIZON BUSINESS FIOS	250018	169.79
42651	03/01/2025	1607	VERIZON BUSINESS FIOS	250018	124.99
42699	03/06/2025	1604	CHUBB & SON	250466	837.00
42700	03/06/2025	2386	GEOFF HOFFMAN	250465	26.00
42701	03/06/2025	1161	TOWN OF BETHLEHEM	250467	558.20
42702	03/06/2025	1607	VERIZON BUSINESS FIOS	250018	89.00
42703	03/06/2025	1607	VERIZON BUSINESS FIOS	250018	169.79
42705	03/18/2025	2426	JPMORGAN CHASE BANK NA	*See Detail Report	757.26
42706	03/18/2025	1607	VERIZON BUSINESS FIOS	250018	199.99
42707	03/18/2025	2137	WEX BANK	250012	87.85
42708	03/18/2025	1424	AFLAC NEW YORK		220.04
42709	03/20/2025	559	STATE INSURANCE FUND (NYSIF WORKERS' COMP)	250475	1,379.91
42710	03/20/2025	1607	VERIZON BUSINESS FIOS	250018	169.79
42711	03/26/2025	2515	BLUE HUDSON GROUP	250493	25.00
42712	03/26/2025	2395	CSEA EMPLOYEE BENEFIT FUND		162.12
42713	03/26/2025	2467	LAUREN KOZILSKI	250500	48.55
42714	03/26/2025	1570	NATIONAL GRID		7,617.49
42715	03/26/2025	2061	UNITED HEALTHCARE INSURANCE CO		164.37
42716	03/26/2025	1581	UNITED STATES POSTAL SERVICE	250013	1,580.00

Number of Transactions: 25

Warrant Total: 68,760.87

Vendor Portion: 68,760.87

*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 - 39: BILL SCHED (APR 25) For Dates 4/8/2025 - 4/8/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42765	04/08/2025	2299	THE WILDLIFE INSTITUTE OF EASTERN NY	250383	600.00
42766	04/08/2025	2520	TONIES US, INC	250468	1,428.00
42767	04/08/2025	2328	UNIFIRST CORPORATION	250009	156.87
42768	04/08/2025	632	UPPER HUDSON LIBRARY SYSTEM	250476	35.00
42769	04/08/2025	1968	VERIZON WIRELESS	250002	100.49
42770	04/08/2025	746	VOORHEESVILLE PUBLIC LIBRARY	250487	14.99
42771	04/08/2025	645	**CONTINUED** W W GRAINGER INC		0.00
42772	04/08/2025	645	W W GRAINGER INC	*See Detail Report	3,013.33
42773	04/08/2025	1884	W.B. MASON CO., INC.	250513	499.90
42774	04/08/2025	1716	WESTERLO PUBLIC LIBRARY	250499	35.98
Number of Transactions: 52				Warrant Total:	58,254.78
				Vendor Portion:	58,254.78

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

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 39: BILL SCHED (APR 25) For Dates 4/8/2025 - 4/8/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42723	04/08/2025	30	ALBANY PUBLIC LIBRARY-MAIN BR	250482	23.95
42724	04/08/2025	2420	AMAZON CAPITAL SERVICES INC	250486	2,328.37
42725	04/08/2025	2479	AMELIA PARK CHILDRENS MUSEUM	250505	275.00
42726	04/08/2025	2457	AQUATIC ALLIES	250001	70.00
42727	04/08/2025	2480	AQUILONIA COMICS	250411	60.50
42728	04/08/2025	886	AUDIO VIDEO	250321	1,714.75
42729	04/08/2025	77	BAKER & TAYLOR , INC.	*See Detail Report	13,902.54
42730	04/08/2025	1186	BAKER AND TAYLOR ENTERTAINMENT	250479	36.50
42731	04/08/2025	2166	BERKSHIRE BOTANICAL GARDEN	250501	140.00
42732	04/08/2025	103	BRODART INC	250506	147.69
42733	04/08/2025	2333	CASTUS CORPORATION	250494	2,400.00
42734	04/08/2025	2484	CHAPMAN MUSEUM	250502	50.00
42735	04/08/2025	2459	CHLOE WHITTAKER	250485	300.00
42736	04/08/2025	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	250003	339.21
42737	04/08/2025	2428	DANIEL MAY	250274	40.00
42738	04/08/2025	2522	DEBRA BRUNO	250516	200.00
42739	04/08/2025	1220	DEMCO, INC	250514	284.09
42740	04/08/2025	1463	EAST GREENBUSH COMM LIBRARY	250470	19.00
42741	04/08/2025	1991	EASTERN MANAGED PRINT NETWORK LLC	250005	999.82
42742	04/08/2025	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.	250489	513.36
42743	04/08/2025	2169	EMPIRE STATE AEROSCIENCES MUSEUM	250484	75.00
42744	04/08/2025	2109	ERIC CARLE MUSEUM OF PICTURE BOOK ART	250503	150.00
42745	04/08/2025	1986	FIRSTLIGHT FIBER	250006	190.30
42746	04/08/2025	787	GUILDERLAND PUBLIC LIBRARY	250469	24.95
42747	04/08/2025	2521	JCB SPECIALTIES, INC.	250498	20.00
42748	04/08/2025	2322	KANOPY INC.	250014	1,499.00
42749	04/08/2025	2476	MICHAEL KELLEY	250436	500.00
42750	04/08/2025	1024	MIDWEST TAPE LLC	*See Detail Report	3,232.94
42751	04/08/2025	1961	NATIONAL BUSINESS FURNITURE, LLC	250515	276.38
42752	04/08/2025	2172	NATIONAL MUSEUM OF RACING AND HALL OF FAME	250504	150.00
42753	04/08/2025	412	NORTHEAST IS LLC	250492	3,247.74
42754	04/08/2025	2088	NYSID	250508	50.15
42755	04/08/2025	2094	OTC BRANDS, INC.	250473	75.98
42756	04/08/2025	2356	OTIS ELEVATOR COMPANY	250495	3,207.36
42757	04/08/2025	1823	OVER DRIVE INC.	*See Detail Report	1,346.23
42758	04/08/2025	450	PHILLIPS HARDWARE INC	250011	60.50
42759	04/08/2025	1490	REPEAT BUSINESS	250150	85.56
42760	04/08/2025	2282	ROGER HELD PIANO SERVICE	250407	120.00
42761	04/08/2025	2287	SCHENECTADY CO. HISTORICAL SOCIETY	250483	65.00
42762	04/08/2025	2482	SPRINGSHARE LLC	250488	11,585.00
42763	04/08/2025	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	2,540.26
42764	04/08/2025	2154	STERICYCLE, INC.	250008	23.09

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 33: PAYROLL (MAR 25) For Dates 3/1/2025 - 3/31/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
42652	03/07/2025	712	CIVIL SERVICE EMPL ASSOC INC.		935.34
42704	03/21/2025	712	CIVIL SERVICE EMPL ASSOC INC.		957.07
100979	03/07/2025	709	BPL SPECIAL PAYROLL ACCOUNT		70,562.24
100980	03/07/2025	710	NYS INCOME TAX BUREAU		4,015.53
100981	03/07/2025	1946	IRS - PAYROLL TAX PMT		22,053.26
100982	03/07/2025	2003	NEW YORK STATE DEFERRED		2,848.99
100983	03/21/2025	709	BPL SPECIAL PAYROLL ACCOUNT		71,412.36
100984	03/21/2025	710	NYS INCOME TAX BUREAU		4,021.89
100985	03/21/2025	730	NYS EMPLOYEES RETIREMENT SYSTE		4,077.68
100986	03/21/2025	1946	IRS - PAYROLL TAX PMT		22,208.70
100987	03/21/2025	2003	NEW YORK STATE DEFERRED		2,924.59
Number of Transactions: 11				Warrant Total:	206,017.65
				Vendor Portion:	206,017.65

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

April 7, 2025 - Board of Trustee Meeting											
Personnel Report											
Title	Dept.	Current Hours to be Approved	Former Hours if Changed	Salary/Rate	Previous or Current Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
Previously Approved to Fill											
Library Clerk 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				
Librarian 1 FT	Youth Services	35 hrs/wk		\$60,346/annual or per contract	E. Puskas	2/19/2025	3/10/2025				
Action Requested											
Positions Held											
None											

Director's Report April 2025

Building and Grounds

The library AED has been moved to a prominent and publicly accessible place adjacent to the interior book return. This placement was recommended both by the manufacturer and our local experts.

Signs designating staff spaces as “Authorized Personnel Only” have been put up around the library to clearly designate spaces that are unavailable to members of the public without permission.

The Boiler Project RFP was published in both the Spotlight and the Times Union as our official newspapers. The walkthrough for interested firms was on Monday March 31 and submissions are due on April 11. It is likely that we will have a recommended firm for the board of consider at the May board meeting.

Circulation and Technical Services

The TonieBox kits were updated in March with new Tonies. Tonies are screen-free audio storytelling devices designed for children. They have been a popular item in the collection since their addition in August 2023. Previous Tonies will still be available for check out, allowing kids to mix and match favorites. The library has 15 TonieBoxes that have circulated 559 times since August 2023.

Adult Services

The Seed Library opened for the year on March 3. Staff and volunteer labeled envelopes, counted and packages seeds, and organized everything to prepare for the launch. Less popular varieties were eliminated, allowing us to purchase greater quantities of the most popular seeds and to fund the companion Salsa Grow Kit program.

Awakening the Garden in Spring (3/17) – We offered a well-received program to kick off the impending growing season. Martie Teumim, an Albany County Master Gardener from Cornell Cooperative Extension, presented the essential steps for getting your garden off to a good start in the spring.
Responsible staff: Rachael. Attendance: 26

Demystifying Artificial Intelligence (3/4) – Kristine Gloria, PhD, Director of Strategic Partnerships and Innovation at Young Futures, presented a wide-ranging discussion of AI technologies.

Responsible staff: Luke. Attendance: 46

The Erie Canal at 200 (3/11) – The Erie Canal is celebrating its bicentennial in 2025. David Brooks, an educator from Schoharie Crossing State Historic Site, presented the story of the canal and how it has been heralded in pop culture, folklore, and the history books. Local history presentations continue to be very popular at our library.

Responsible staff: Luke. Attendance: 78

French Conversation Club (3/3 & 3/13) – 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.

Responsible staff: Robert. Attendance: 20, 20

In Stitches (3/19) – We invited knitters, crocheters, and fiber artists of all levels to join us for the first meeting of what we hope will be an ongoing, informal program. We are considering recruiting volunteers with stitching expertise to help facilitate the program.

Responsible staff: Sarah. Attendance: 7

A Little Sunday Music: Musicians of Ma'alwyck (3/2) – The library was pleased to welcome the Musicians of Ma'alwyck to the library this month. We had tremendous turnout for this lively, well-received performance on a busy Sunday afternoon.

Responsible staff: Rachael & Luke. Attendance: 92

Salsa Grow Kits – As a companion to our annual Seed Library, we offered and gave away 150 Salsa Grow Kits to the community this year (1 kit per household). Each kit contained the materials needed to start growing the ingredients to make salsa. The kits included tomato, onion, jalapeño, and cilantro seeds, instructions, and more (salt and lime juice not included)! We invited participants to share photos of their finished salsa with the library to earn bragging rights and the chance to win a prize.

Responsible staff: Robert. Participation: 150

Upcycled Book Page Greeting Cards (3/23) – Infusing sustainability with creativity, we invited the community to help us make use of some of our weeded

books by upcycling them as greeting cards. We had really good turnout for this enjoyable Sunday afternoon craft.

Responsible staff: Erin. Attendance: 25



Youth Services

Creation Station: The Lorax (3/3 - 3/9) – Drop-in craft in the Children’s Place. The March 2025 craft prompted children to create their own personal Lorax mask that they could then wear. Responsible staff: Lauren K. Attendance: 156



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

- Weekly Series
 - Tiny Tots (4 sessions) – Attendance: 50, 45, 42, 42
 - Music and Movement (8 sessions) – Attendance: 72, 55, 63, 76, 59, 68, 80, 69
 - Family Play Time (4 sessions) – Attendance: 28, 35, 45, 48
 - Family Story Time (5 sessions) – Attendance: 3, 40, 16, 32, 42
 - Pre-K Story Time (4 sessions) – Attendance: 16, 17, 23, 19
- Saturday Story Time Series
 - Saturday Story Time (4 sessions) – Attendance: 41, 26, 40, 46
- Sensory Story Time Series
 - Sensory Play Time (1 session) – Attendance: 19
 - Sensory Story Time (1 session) – Attendance: 16

Afternoon Tea with Snow White (3/24) – Participants enjoyed an afternoon of sweets and storytelling with Snow White. Children had a chance to ask Lauren (Snow White) all types of questions to help piece together the classic story of Snow White. Responsible staff: Lauren K. Attendance: 42

Leprechaun Fizz (3/13) – This STEM-based program went really well! The kids had a lot of fun seeing what would happen if they mixed different food colors and how big they could make the reaction. Responsible staff: Mary D. Attendance: 13

Music and Movement (3/4, 3/6, 3/11, 3/13, 3/18, 3/20, 3/25, 3/27) – Attendance continues to stay consistently high for this popular weekly program with a mix of regulars and new faces. Responsible staff: Alex D. & Lauren K. Attendance: 72, 55, 63, 76, 59, 68, 80, 69

New York Boating Safety Course (3/29, 3/30) – This 8-hour course is an introduction to the basic principles of safe and responsible boating. Students successfully completing this course earn a safe boating certificate. Responsible staff: Alex D., Shannon M. Attendance: 27, 27

Paws to Read (3/10, 3/24) – This program continues to grow in popularity with our patrons. We have seen a modest but steady increase in attendance over the last few months. Children and caregivers love visiting the library to read to their favorite furry friends. Responsible staff: Shannon M. Attendance: 10, 15

Sensory Story and Play Time (3/14) – We had a good response from March’s Sensory Story Time. Shannon read *Doing the Animal Bop* by Jan Omerod and everyone practiced their animal dance moves. Next, we practiced our animal sounds while reading *The Seals on the Bus* by Lenny Hort. Responsible staff: Shannon M. Attendance: 16

Story Time with Shannon the Irish Dancer (3/17) – Shannon read all about leprechauns with *The Night Before St. Patrick’s Day* by Natasha Wing, *How to Trap a Leprechaun* by Sue Fliess, and *The Luckiest St. Patrick’s Day Ever* by Teddy Slater. In between books participants danced to “I Really Love to Dance” by Laurie Berkner, stretched with “Head, Shoulders, Knees and Toes” and the “Quietly, Quietly Not a Sound” rhyme. Shannon closed out the program with a bubble dance party. Responsible staff: Shannon M. Attendance: 50

Super Girl Party (3/31) – Kids had fun decorating superhero capes and masks along with making superpower tool belts while a slideshow of Super Girls played on the projector. Responsible staff: Shannon M. Attendance: 22

Tiny Tots (3/4, 3/11, 3/18, 3/25) Tiny Tots continues to have consistently good attendance numbers. Our youngest patrons and their caregivers attend this Tuesday morning program and enjoy their favorite stories, songs and rhymes. Responsible staff: Lauren K. Attendance: 50, 45, 42, 42

Outreach

Bethlehem Central High School (3/20) – Staff set up an outreach table outside of the cafeteria. She talked to a large number of students about what Bethlehem Public Library has to offer. We even checked out some books to students. Responsible staff: Mary D. Attendance: 150

Bethlehem Central Middle School (3/4) – Winter community event titled “Creating Joyful Readers.” Guest speaker Stephanie Affinito, Ph.D. discussed the power of restorative reading for wellness in both adults and children. Shannon introduced herself as the Middle School library liaison at the beginning of the program. At the end of the night attendees were able to browse and check out a few books through our mobile library system. Responsible staff: Shannon M. Attendance: 28

Glenmont Elementary STEM Night (3/20) – The parents who ran the event were very happy that we were there, and the kids loved playing with the OzoBots. Mary brought an assortment of items from the Library of Things, including the OzoBots, the laser measure (big hit because of the laser pointer), the solar charger, and several board games. We also advertised upcoming library events. Responsible staff: Mary D. Attendance: 115

Hamagrael Elementary (3/4, 3/11, 3/18, 3/25) – Staff made weekly visits to the afterschool enrichment program at Hamagrael and read picture books to the children there. This series focuses on longer picture books which may take up to 30 minutes to complete. Alex has received positive feedback from parents that their children are really enjoying the program. Responsible staff: Alex D. Attendance: 5, 4, 4, 4

Meetings and Miscellany

We have a new intern from Sage College. He has previous library experience in both public and academic libraries. We are excited to have another opportunity to work with students from this program.

Our current fish tank is leaking, while not catastrophic, it is time that this extremely popular attraction be replaced. As something that is both a repair and focused on children, a new fish tank is a perfect use of the funds from Assemblyman Scott Bendett’s Special Legislative Grant.

I received an email from a parent concerned about the content of a display case near the children’s room. The display cases are made available to members of the public to display their creations, just like the hanging galleries in the hallway or the

tables in front of the mural. I received this email on the last day of the display, and it was taken down by the child later that evening, as scheduled. I have reviewed the Displays and Exhibits Policy with my team, and I am not recommending any changes to the policy at this time.

Tim Burke from UHLS and I were interviewed by Spectrum News 1 about the potential impacts of reduction/elimination of staff at the Institute of Museum and Library Services.

I participated in a grant funded through IMLS called Pathways to Librarianship. The goal of the project is to develop a framework and actions to increase access to the library profession. My particular aspect is focused on the administration of Civil Service in Libraries. I am speaking to the Public Library System Directors Association on April 8th about Civil Service.

I participated in a webinar entitled Patrolling in the Stacks which offered guidance in responding to law enforcement requests in the library. I am happy to report that our procedures were in line with those recommended by the speaker. It did offer an opportunity to discuss our responses and offer training at the March staff meeting.

I attended a webinar entitled Understanding the Office of Facilities Planning in anticipation of our upcoming boiler replacement project. It is always good to hear directly from the staff at OFP so we can prepare the necessary information for their review. Special thanks to the staff at the Division of Library Development for offering this opportunity.

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	Mar-25	Mar-24	% change	2023-24	F-Y-T-D
Programs	88	86	2.3%	915	692
Program attendance	2,589	3,058	-15.3%	26,209	19,356
Outreach Programs	6	13	-53.8%	104	55
Outreach Attendance	281	427	-34.2%	17,204	7,340
Circulation	Mar-25	Mar-24	% change	2023-24	F-Y-T-D
Adult fiction	13,931	13,917	0.1%	164,971	124,939
Adult non-fiction	7,280	7,501	-2.9%	85,990	61,762
Adult audio	6,722	6,126	9.7%	69,337	56,754
Adult video	5,665	5,452	3.9%	67,542	48,776
Magazines	2,714	3,122	-13.1%	30,266	23,426
Young adult fiction	1,391	1,557	-10.7%	17,921	13,660
Young adult nonfiction	70	111	-36.9%	1,484	850
Young adult audiobooks	267	314	-15.0%	3,384	2,505
Children's fiction	13,336	12,232	9.0%	147,338	112,721
Children's non-fiction	3,777	3,519	7.3%	37,789	27,809
Children's audiobooks	1,465	1,380	6.2%	16,153	12,369
Children's video	247	512	-51.8%	6,059	3,796
Electronic (games, ereaders)	537	716	-25.0%	8,428	5,225
Total	57,402	56,459	1.7%	656,662	494,592
Interlibrary Loan	Mar-25	Mar-24	% change	2023-24	F-Y-T-D
Borrowed from others	6,030	6,174	-2.3%	72,475	50,932
Loaned to others	4,992	5,014	-0.4%	55,610	42,936
Miscellaneous	Mar-25	Mar-24	% change	2023-24	F-Y-T-D
Visits to our home page	29,841	40,328	-26.0%	454,330	290,476
Public use of meeting rooms	64	36	77.8%	395	319
Public meeting attendance	723	483	49.7%	4,901	3,361
Staff use & library programs	82	91	-9.9%	861	631
Study room sessions	475	475	0.0%	4,846	3,847
Tech room/ Studio use	6	8	-25.0%	97	77
Door count	21,024	20,463	2.7%	221,744	173,862
Registered BPL borrowers	91	88	3.4%	1,095	930
Computer signups	1,515	1,289	17.5%	14,751	12,267
Museum Pass use	112	109	2.8%	1,359	1,128
E-book use	6,880	6,443	6.8%	75,317	58,464
E-audiobook use	6,288	5,475	14.8%	62,498	52,953
E-magazine use	2,484	2,864	-13.3%	27,587	21,454
Streaming video use	1,899	1,389	36.7%	17,158	15,949
BCSD use via Overdrive	326	197	65.5%	2,197	1,820
Equipment	431	381	13.1%	4,625	3,448
Wireless Use	9,769	8,635	13.1%	112,669	85,439

Bethlehem Public Library**FACILITY USE CONTRACT**

This contract for facility use is between the Bethlehem Public Library (the "Library") and Brian Mangini ("Organization") a Piano Teacher] ("Organization") with an address of [REDACTED] Delmar, NY for temporary use of The Community Room in the Library (the "Space").

Details of Temporary Use**Date(s) and time(s) of use****06/08/2025****1:00-4:00 pm**

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

Piano Recital

Estimated maximum attendees 50

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: Brian Mangini

Cell number: [REDACTED]
[REDACTED]

Name: Maria Mangini

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?

Yes, Blue Sky Music, Delmar

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

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

Yes

If yes, what time will clean-up, including removal of all trash and recycling generated by the event, be completed? 4:00

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

Name:

Email:

Cell:

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: Brian M;

Date:03/27/25

BOARD RESOLUTION

MOTION, THAT THE BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$_____ FROM THE GENERAL FUND BALANCE TO THE CAPITAL PROJECTS FUND TO COVER COSTS ASSOCIATED WITH BOILER REPLACEMENT.

ACTION OF THE BOARD:_____

MOTION PRESENTED BY:_____

MOTION SECONDED BY:_____

DATED:_____