



**Budget Presentation and Board of Trustees Meeting
Monday May 8, 2023 6:00 pm**

This meeting will be held in person in the Board Room

Watch here: <http://www.bethlehempubliclibrary.org/watch-the-meeting-here/>

Public comments can be submitted here:

<https://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/>

Board packet information can be accessed here:

<https://www.bethpl.org/about-us/board-of-trustees/>

Agenda

- Call to order
- **Budget Presentation (p. 2)**
 - Ashley McGraw architects – meet with the board
 - Public participation
 - Review previous meeting minutes (p. 3-7)
 - Financial report (p. 8-16)
 - Treasurer's update (p. 8)
 - Personnel report (p. 17)
 - Personnel actions
 - Director's report (p. 18-23)
 - UHLS report
 - New business
 - Library Card policy – 1st read (p. 24-28)
 - Patron Conduct policy – 1st read (p. 29-30)
 - Notary services – update
 - Lawnmower (p. 31)
 - Wifi hotspots (p. 32)
 - Other new business
 - Old business
 - Plaza entry – process update
 - Policy Committee update
 - Drug and Alcohol policy – 2nd read
 - Negotiations – update
 - Other old business
 - Future business
 - Public participation
 - Executive session
 - Adjournment
 - Next board meeting: June 12, 2023 6:00 pm
 - Next Friends of the Library meeting: June 20, 2023 6:30 pm
 - Friends of the Library book sale: Saturday May 20th

2023-24 Budget

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	2022-23	2023-24	Comments
Salaries and benefits			
Salaries	\$2,444,929	\$2,506,226	————— Negotiated salary increases
Retirement	237,333	280,440	
Payroll taxes	187,038	191,726	
Health insurance	364,700	399,300	————— Estimated health care contribution
Other insurance	\$32,500	\$32,500	
Total salaries and benefits	\$3,266,500	\$3,410,192	
Library materials	\$586,000	\$575,000	————— Usage not yet back to pre-pandemic levels
Operations			
Utilities	\$85,400	\$105,400	————— Increased costs for electricity and gas and expansion of community WiFi
Office supplies and expenses	56,400	58,400	
Printing and marketing	35,000	35,000	
Custodial supplies	26,000	20,000	————— Estimate based on prior year
Insurance	29,000	30,000	
Professional fees, dues and conferences	36,000	36,500	
Special programs	32,000	35,000	
Building and equip. maint.	91,000	96,000	————— Increased operational costs
Furniture and equipment	40,000	30,000	————— Estimate based on prior year
IT/hardware and software	42,000	50,000	————— Upgrades to hardware and replacement as needed
Audit and online accounting services	54,000	44,000	————— Prior year one-time cost for upgrade to financial services system
Online catalog/circ. system	53,000	54,000	
Other	13,500	11,500	
Capital improvements/contingency	135,000	135,000	
Total operations	\$728,300	\$740,800	
TOTAL EXPENSES	\$4,580,800	\$4,725,992	
Income			
PILOT	\$227,724	\$241,523	
State aid	24,500	26,000	
Interest income	6,000	35,000	
Miscellaneous fees	11,500	17,500	
Gifts and donations	3,500	4,000	
TOTAL INCOME	\$272,724	\$324,023	
BUDGET	\$4,580,800	\$4,725,992	————— 3.17% increase
Minus income	272,724	324,023	
Equals LEVY	\$4,308,076	\$4,401,969	————— 2.18% increase — under the state tax cap
Fund balance			
		\$1,400,000	————— Funds operations from July until taxes received in October
		2,731,276	————— Designated for capital expenditure and building needs in conjunction with the library's Long Range Plan
TOTAL FUND BALANCE		\$4,131,276	

MEET THE CANDIDATES

Wednesday May 3 • 6pm
Learn more about the candidates.

BUDGET REVIEW

Monday May 8 • 6pm
Regular board meeting to follow.

BUDGET/TRUSTEE VOTE

Tuesday May 16 • 7am-9pm
Bethlehem Central High School

**Proposed levy
increase: 2.18%**

For additional financial information, please see the audited financial statements of Bethlehem Public Library online at www.bethlehempubliclibrary.org/about-us/board-of-trustees.

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**
Monday April 17, 2023

PRESENT: Caroline Brancatella
Mark Kissinger
Sarah Patterson
Lisa Scoons
Charmaine Wijeyesinghe
Sharon Whiting, library treasurer
Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Harmeet Narang
Michelle Walsh

GUESTS: Jennifer Crawford, confidential secretary
Tracey McShane, personnel administrator
Phil Berardi, head of Circulation and Technical Services
Tanya Choppy, business manager

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

PUBLIC PARTICIPATION

There was no public participation at this time.

MINUTES

Minutes of the 13 March 2023 board meeting were approved unanimously on a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson.

C. Wijeyesinghe noted there was some miscellaneous text to strike from the end of the paragraph under the exam proctoring policy header. She also said she wanted to direct the board's attention to the previous month's discussion about naming rights where M. Walsh had said the board should first decide if they wanted to offer naming rights at all before ironing out the minutiae. She said it would be useful to keep that in mind when they discussed naming rights later in the meeting.

FINANCIAL REPORT

Treasurer's update

The board noted S. Whiting's treasurer's report. Additional items:

- S. Whiting noted that she and T. Choppy would be meeting with TD Bank and reviewing the library's investments. She would be making a recommendation to the finance committee in early May about how much to re-invest and for what duration. C. Wijeyesinghe asked which board members were on the committee. M. Kissinger said both he and M. Walsh attend, but any board member is welcome to attend meetings.

- S. Whiting said, in response to an earlier discussion about banking security, that she has very good communication with TD Bank and believes the library's funds are as secure as they could be. She noted that the library has an irrevocable letter of credit and our deposits are fully collateralized.

On a MOTION by S. Patterson with a SECOND by C. Wijeyesinghe, the board unanimously approved the Financial Statement dated 31 March 2023 (Checks disbursed in March 2023 based on pre-approval \$48,819.453; Checks disbursed in March 2023 relating to payroll \$197,633.46; Checks being submitted for approval \$59,330.64; CapProject Fund/Hand-Drawn Checks \$8,580.00; Total: \$270,363.55).

PERSONNEL REPORT

G. Kirkpatrick positions is seeking to back fill part-time custodian and part-time librarian positions. He was also seeking to reclassify at part-time librarian position to library assistant to cover the Friday nights and a weekend rotation. C. Wijeyesinghe noted that the Personnel Committee supports the change, and the board could reclassify it down the road if needed.

On a MOTION by L. Scoons with a SECOND by S. Patterson, the board unanimously voted on the following actions:

- Custodial Worker, part-time, permanent, 7.63/hours/week, \$16.60/hour or per contract
- Librarian I, part-time, permanent, 11.67 hours/week, \$28.41/hour or per contract TO
Library Assistant, part-time, permanent, 11.67 hours/week, \$18.73/hour or per contract
- Librarian I, part-time, permanent, 11.67 hours/week, \$28.41/hour or per contract

UHLS BOARD UPDATE

L. Scoons encouraged everyone to take part in the 2023 Library Expedition. She said UHLS is trying to get the whole board to do it together. She noted that the annual meeting will be held in person on June 14 at a location in Rensselaer County. She said the annual awards application is May 1. Budget news is on hold as the state has not yet passed one.

DIRECTOR'S REPORT

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

- The Library Expedition has started and there has been a lot of interest. The library has some fun props in the works. It is scheduled to run through the end of July with a celebration in September, but L. Scoons said there has been some talk about extending it through summer. There is a new poster this year, along with all kinds of merchandise that can be purchased. The program is intended to encourage people to visit all 36 library locations in the Upper Hudson system. G. Kirkpatrick said that while it doesn't have a huge impact on door count at Bethlehem, it brings in a lot of new traffic for some of the smaller libraries.
- Seed library requests have now been opened to the general public. Until April 11, seeds were exclusively available to Bethlehem cardholders.
- Volunteer activity continues to grow. The library has about 15 Participation in Government students looking to fulfill their required volunteer hours.

- The Bethlehem Historical Society's programs continue to fill the room to capacity. The past two have been filmed and are available to watch on YouTube. M. Kissinger said he has heard from multiple people how much they enjoy the programs.
- Story times continue to be heavily attended. The Saturday story time has been averaging 20-40 attendees, which is up from when it has been offered in the past.
- The "Seeking Truth in a Fake News World" program with Mary Miller has been scheduled for July. This time, there will also be a discussion about emerging AI.
- The library has planned a bunch of programming to tie in with the 2024 solar eclipse. The last eclipse generated significant excitement so the library has made sure to increase the number of programs and viewing glasses available to meet the demand.
- On-time return rates continue to be higher than when fines were implemented. L. Scoons said that might also have a lot to do with automatic renewals.
- G. Kirkpatrick said he continues to discuss with the town their storage needs for local history records. He has asked the town for a linear feet estimate to get a sense of how much space is needed. He said he doesn't think it makes much sense to house the records unless it can be made accessible to the public.

NEW BUSINESS

Drug and Alcohol policy – first read

The Policy Committee felt this was due for an update with marijuana becoming legal in the state. The board will be voting on the policy at the next meeting.

Schematic design proposal – process update

The design contract with Ashley McGraw has been signed, following attorney review. The architects noted that two public information sessions are part of the scope of work in their contract and asked the library to consider when and what kind of gathering it should be – either a focus group or a presentation with more details. G. Kirkpatrick said the library held a number of focus groups in the Long Range Planning process. M. Kissinger said the architect's timeline shows a 50 percent presentation to the board by mid-July and suggested that might be a good time to present it to the public as there would be something to react to. C. Wijeyesinghe said the board needs to be mindful of reaching people before they leave the area for the summer. C. Wijeyesinghe asked if it was possible to have a design schematic ready for an earlier bond vote than May 2024. G. Kirkpatrick said even going full speed ahead, that would be ambitious.

Other new business

Keplinger Freeman Associates, the landscape firm working with Ashley McGraw, had asked CT Male for an estimate for a topographic survey. The survey of the library's four properties is required by the architects and not included in the scope of work in the contract. Keplinger Freeman Associates said the quote of \$14,500 was reasonable for the work.

On a MOTION by C. Brancatella and SECOND by C. Wijeyesinghe, the board unanimously approved the payment of \$14,500 to C.T. Male Associates to conduct a topographic survey of the library's four parcels.

OLD BUSINESS

Plaza entry – process update

G. Kirkpatrick said he has asked the architects at Ashley McGraw to help him get in touch with SED regarding whether the emergency paving of the plaza would require pre-approval. He said that if the library went through the full process before and work is done, it is likely it would be too far down the road to be of any benefit. C. Brancatella asked if the work could be classified as an emergency repair. M. Kissinger said the library should deal with it ASAP because he would hate to go through another winter with ongoing icing issues. G. Kirkpatrick said the work would cost around \$60,000 based on quotes he has seen. The project will have to go out to bid. C. Wijeyesinghe wondered why the SED approval process takes so long. S. Patterson asked how long the icing on the plaza has been an issue. G. Kirkpatrick said it has been something the board has been aware of for the better part of a decade, but recent winter temps have seen the bricks icing over more frequently. L. Scoons asked if Upper Hudson might reach out to SED to streamline the process for all libraries. C. Wijeyesinghe said she would not be comfortable if the library knowingly went forward with the project without SED approval. C. Brancatella said she considers this an emergency and the timeline for full approval would be too long. S. Patterson agreed.

Policy Committee update

C. Wijeyesinghe said the Policy Committee has been going over about three policies each meeting followed by a half hour discussion of naming rights.

- Donations/naming rights

C. Wijeyesinghe said the committee has enough examples to cut and paste together a policy, but they need the board to weigh in on whether they wanted a centralized location to recognize donors or have rooms and other spaces throughout the library that could be named. L. Scoons said they could also include both, maybe with the central location for smaller monetary gifts and room naming for something bigger. S. Patterson said that if people want to give, it makes sense to have a policy set in stone to define the parameters and that she is in favor naming rights for rooms if the amount was significant. L. Scoons noted that Guilderland has put together a room naming policy and parameters but has yet to have any offers. C. Brancatella said she is in favor of room naming rights but with an iron clad policy that gives the board discretion in what is allowed. C. Wijeyesinghe said the central location will be a place to recognize others who give what they can. She said the Policy Committee would continue to discuss naming rights based on the board's feedback.

- Confidential Records Policy – second read

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously adopted the proposed updates to the library's Confidential Records Policy.

- Exam Proctoring Policy – second read

On a MOTION by S. Patterson with a SECOND by L. Scoons, the board unanimously adopted the proposed updates to the library's Exam Proctoring Policy.

Negotiations – update

G. Kirkpatrick said labor and management are scheduled to go back to table in May.

Other old business

There was no other old business at this time.

FUTURE BUSINESS

There was no future business at this time.

PUBLIC PARTICIPATION

There was no public participation.

EXECUTIVE SESSION

On a MOTION by S. Patterson with a SECOND by C. Wijeyesinghe, the board adjourned to executive session at 7:03pm to discuss contact negotiations pursuant to Article Fourteen of the Civil Service Law

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board adjourned executive session at 7:37pm.

ADJOURNMENT

On a MOTION by L. Scoons with a SECOND by S. Patterson, the board adjourned the regular meeting at 7:38pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report May 2023

Revenue and Expense Report

The revenue and expense report through April continues to show underspending in most categories, with expenses currently tracking at about 9.5% under budget. Salaries and benefits are closer to budget, at 3% under. Spending will catch up as we approach the end of the fiscal year, especially for library materials.

Investments

The \$1 million CD that matures on May 8 will be re-invested in another 6-month CD. We will be reinvesting the earnings and adding some cash to bring it up to \$1.1 million.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

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CASH & INVESTMENTS SUMMARY

AS OF 4/30/23

	BALANCE					BALANCE
	3/31/2023	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	4/30/2023
TD Bank General Fund	1,194,452.30	10,799.29	(175,494.72)	1,080.38	159,265.52	1,190,102.77
TD Bank Payroll	0.00		(140,734.48)	-	140,734.48	0.00
TD Bank Money Market	1,952,768.82	-	-	3,910.96	(300,000.00)	1,656,679.78
TD Bank Treasury Bill	1,023,173.06		-	3,951.48	-	1,027,124.54
TD Bank Capital Project Fund	9,138.97	-	(8,580.00)		-	558.97
TD Bank 6 mo. CD Opened 11/9/22	1,000,000.00	-	-		-	1,000,000.00
TD Bank 4 mo. CD Opened 2/9/23	505,122.33	-	-		-	505,122.33
Key Bank Checking	8,315.62	1,808.72	(140.51)		-	9,983.83
TOTAL:	<u>5,179,533.15</u>	<u>10,799.29</u>	<u>(324,809.20)</u>	<u>8,942.82</u>	<u>-</u>	<u>4,874,466.06</u>

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$16,632* of Storch Fund money

*Includes Friends match & \$493 paid for baby changing kits as requested from the Storch Family

REVENUE & EXPENSE REPORT

10 MONTHS ENDED 4/30/23

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 10 MO. ENDED 4/30/2023	Percent YTD 4/30/2023	ANNUAL BUDGET 2021-2022	YTD PRIOR 10 MO. ENDED 4/30/2022	Percent YTD 4/30/2022
Real Property Taxes	4,308,076	4,212,642	97.8%	4,172,563	4,171,911	100.0%
PILOT	227,724	233,871	102.7%	219,570	219,916	100.2%
Fines	2,000	2,432	121.6%	15,000	17,615	117.4%
Interest on Deposits	6,000	53,831	897.2%	7,500	3,527	47.0%
Lost Book Payments	2,500	9,090	363.6%	-	6,909	0.0%
Sale of Books	-	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	3,500	10,504	300.1%	2,000	5,591	279.5%
Photocopier	6,500	7,284	112.1%	7,500	4,678	62.4%
State Aid	24,500	25,309	103.3%	23,170	24,401	105.3%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	575	0.0%	-	204	0.0%
Total Revenue	4,580,800	4,555,537	99.4%	4,452,303	4,454,753	100.1%
EXPENSES						
Salaries	2,444,929	1,925,770	78.8%	2,363,565	1,831,977	77.5%
Retirement	237,333	232,558	98.0%	291,089	316,827	108.8%
Health Insurance	364,700	305,791	83.8%	310,433	272,566	87.8%
Other Benefits	219,538	162,797	74.2%	201,213	149,076	74.1%
Subtotal Salaries & Benefits	3,266,500	2,626,916	80.4%	3,166,300	2,570,447	81.2%
Library Materials - Print	290,000	167,571	57.8%	292,000	170,903	58.5%
Library Materials - Electronic & Audio	296,000	171,934	58.1%	269,000	190,234	70.7%
Subtotal Library Material	586,000	339,504	57.9%	561,000	361,137	64.4%
Operations	593,300	406,727	68.6%	601,900	383,063	63.6%
Capital Expenditures	100,000	7,827	7.8%	125,000	12,497	10.0%
Contingency	35,000	-			-	
Total Expenses	4,580,800	3,380,973	73.8%	4,454,200	3,327,143	74.7%

BETHLEHEM PUBLIC LIBRARY

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EXPENSES REPORT - DETAIL

10 MONTHS ENDED 4/30/23

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 10 MO. ENDED 4/30/2023	Percent YTD 4/30/2023	ANNUAL BUDGET 2021-2022	YTD PRIOR 10 MO. ENDED 4/30/2022	Percent YTD 4/30/2022
Salaries & Benefits						
Salaries-Librarians	1,174,134	942,536	80.3%	1,203,711	939,946	78.1%
Salaries-Support Staff	1,108,487	845,502	76.3%	976,846	761,241	77.9%
Salaries-Custodians	162,308	137,732	84.9%	163,595	130,790	79.9%
Subtotal Salaries	2,444,929	1,925,770	78.8%	2,344,152	1,831,977	78.2%
Retirement	237,333	232,558	98.0%	323,103	316,827	98.1%
Health Ins.	364,700	305,791	83.8%	307,889	272,566	88.5%
SocSec/Medicare	187,038	140,088	74.9%	179,359	134,788	75.1%
Worker's Comp.	20,000	12,370	61.8%	19,000	12,294	64.7%
Unemployment	10,000	9,072	90.7%	10,000	-	0.0%
Disability Ins.	2,500	1,267	50.7%	1,400	1,995	142.5%
Subtotal Salaries & Benefits	3,266,500	2,626,916	80.4%	3,184,903	2,570,447	80.7%
Library Materials						
Adult books	171,000	105,573	61.7%	171,000	100,882	59.0%
Periodicals	19,000	11,374	59.9%	18,000	18,096	100.5%
YS Books	85,000	43,076	50.7%	85,000	42,631	50.2%
Special Collections	15,000	7,547	50.3%	18,000	9,293	51.6%
Subtotal Print Materials	290,000	167,571	57.8%	292,000	170,903	58.5%
Audiobooks	23,000	16,090	70.0%	25,000	14,170	56.7%
E-Collections	196,000	106,291	54.2%	156,000	124,030	79.5%
Electronic Resources	27,000	26,169	96.9%	28,000	23,702	84.7%
YS Audiobooks	5,000	3,258	65.2%	7,000	1,531	21.9%
YS Media	5,000	1,254	25.1%	5,000	2,228	44.6%
AS Media	40,000	18,872	47.2%	48,000	24,572	51.2%
Subtotal Electronic & Audio	296,000	171,934	58.1%	269,000	190,234	70.7%
Subtotal Library Materials	586,000	339,504	57.9%	561,000	361,137	64.4%
Operations						
Copiers and supplies	15,000	8,488.57	56.6%	18,000	7,209	40.0%
Office supplies	20,000	10,307.79	51.5%	20,000	15,420	77.1%
Custodial supplies	26,000	12,480.60	48.0%	26,000	10,828	41.6%
Postage	20,000	15,237.10	76.2%	20,000	12,303	61.5%
Printing & Marketing	35,000	16,739.43	47.8%	38,000	17,280	45.5%
Van lease & oper.	4,000	498.26	12.5%	4,000	408	10.2%
Gas and Electric	65,000	70,845.91	109.0%	50,000	61,651	123.3%
Telecommunications	14,000	19,842.35	141.7%	18,000	10,412	57.8%
Water	3,000	2,579.76	86.0%	3,000	1,881	62.7%
Taxes-sewer & water	3,400	3,336.29	98.1%	3,400	3,184	93.7%
Refund property taxes	7,500	99.21	1.3%	10,000	1,450	14.5%
Prof. Services	30,000	10,523.00	35.1%	30,000	17,409	58.0%
Contract Services	45,000	19,962.28	44.4%	42,000	34,666	82.5%
Insurance	29,000	25,739.35	88.8%	29,000	23,842	82.2%
Bank Fees	1,400	1,336.43	95.5%	-	1,075	0.0%
Travel/Conference	3,000	2,848.25	94.9%	3,000	2,318	77.3%
Memberships	3,000	2,239.00	74.6%	3,000	1,997	66.6%
Special Programs	32,000	12,224.51	38.2%	35,000	13,087	37.4%
Furniture & Equipment	40,000	19,155.59	47.9%	40,000	13,421	33.6%
IT Hardware & Software	42,000	35,703.24	85.0%	42,000	19,920	47.4%
Bld & Grnd. Repair	40,000	11,806.86	29.5%	40,000	32,413	81.0%
Furn/Equip Repair	2,000	285.00	14.3%	2,000	3,683	184.1%
Miscellaneous	6,000	7,977.37	133.0%	4,000	5,271	131.8%
Audit Service	24,000	22,900.00	95.4%	24,000	16,876	70.3%
Accounting Service	30,000	33,521.36	111.7%	15,000	14,242	94.9%
UHLAN fees	53,000	40,049.12	75.6%	52,000	40,818	78.5%
Subtotal Operations	593,300	406,727	68.6%	571,400	383,063	67.0%
Capital Expenditures	100,000	7,827	7.8%	100,000	12,497	12.5%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,580,800	3,380,973	73.8%	4,452,303	3,327,143	74.7%

DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN MARCH 2023 BASED ON PRE-APPROVAL	\$	54,710.54
CHECKS DISBURSED IN MARCH 2023 RELATING TO PAYROLL	\$	202,188.02
CHECKS BEING SUBMITTED FOR APPROVAL	\$	108,068.24
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 36: PREAPPROVED DISB (APR 23) For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41055	04/01/2023	1424	AFLAC NEW YORK		220.04
41056	04/01/2023	1831	CDPHP UNIVERSAL BENEFITS, INC.		31,417.89
41057	04/01/2023	2395	CSEA EMPLOYEE BENEFIT FUND		190.53
41058	04/01/2023	1224	GEOFFREY KIRKPATRICK	230427	376.00
41059	04/01/2023	720	MVP HEALTH PLAN, INC.		5,659.38
41060	04/01/2023	2340	T-MOBILE	230446	903.00
41061	04/01/2023	2061	UNITED HEALTHCARE INSURANCE CO		153.44
41062	04/01/2023	1607	VERIZON BUSINESS FIOS	230013	159.79
41063	04/01/2023	1607	VERIZON BUSINESS FIOS	230013	124.99
41124	04/07/2023	1581	UNITED STATES POSTAL SERVICE	230017	1,547.44
41125	04/07/2023	2137	WEX BANK	230016	63.93
41126	04/17/2023	423	NYS UNEMPLOYMENT INS		6,174.00
41127	04/17/2023	1607	VERIZON BUSINESS FIOS	230013	159.79
41129	04/21/2023	2426	**CONTINUED** JPMORGAN CHASE BANK NA		0.00
41130	04/21/2023	2426	JPMORGAN CHASE BANK NA	*See Detail Report	2,033.38
41131	04/21/2023	1656	TRACEY MCSHANE	230484	244.00
41132	04/28/2023	1570	NATIONAL GRID		4,998.16
41133	04/28/2023	1607	VERIZON BUSINESS FIOS	230013	124.99
41134	04/28/2023	1607	VERIZON BUSINESS FIOS	230013	159.79
Number of Transactions: 19				Warrant Total:	54,710.54
				Vendor Portion:	54,710.54

*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: TRUST & AGENCY (APR 23) For Dates 4/1/2023 - 4/30/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41123	04/14/2023	712	CIVIL SERVICE EMPL ASSOC INC.		903.18
41128	04/28/2023	712	CIVIL SERVICE EMPL ASSOC INC.		903.18
100760	04/14/2023	709	BPL SPECIAL PAYROLL ACCOUNT		68,312.78
100761	04/14/2023	710	NYS INCOME TAX BUREAU		3,745.58
100762	04/14/2023	1946	IRS - PAYROLL TAX PMT		21,421.46
100763	04/14/2023	2003	NEW YORK STATE DEFERRED		2,230.13
100764	04/28/2023	709	BPL SPECIAL PAYROLL ACCOUNT		72,421.70
100765	04/28/2023	710	NYS INCOME TAX BUREAU		3,910.87
100766	04/28/2023	730	NYS EMPLOYEES RETIREMENT SYSTE		3,721.91
100767	04/28/2023	1946	IRS - PAYROLL TAX PMT		22,352.54
100768	04/28/2023	2003	NEW YORK STATE DEFERRED		2,264.69
Number of Transactions: 11				Warrant Total:	202,188.02
				Vendor Portion:	202,188.02

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 - 40: BILL SCHEDULE (MAY 23) For Dates 5/9/2023 - 5/9/2023**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41135	05/09/2023	1256	ACCUCUT, LLC	230413	2,526.00
41136	05/09/2023	2420	AMAZON CAPITAL SERVICES INC	230503	3,064.58
41137	05/09/2023	61	AQUASCAPE DESIGNS LLC	230012	137.89
41138	05/09/2023	77	BAKER & TAYLOR , INC.	*See Detail Report	16,536.82
41139	05/09/2023	1186	BAKER AND TAYLOR ENTERTAINMENT	230488	129.82
41140	05/09/2023	2342	BOOK DEPOT	230456	1,637.80
41141	05/09/2023	2346	BRAINFUSE ONLINE INSTRUCTION	230479	4,000.00
41142	05/09/2023	103	BRODART INC	230031	99.05
41143	05/09/2023	2333	CASTUS CORPORATION	230502	2,400.00
41144	05/09/2023	1315	CITY GLASS COMPANY	230357	4,375.00
41145	05/09/2023	2366	CORNING MUSEUM OF GLASS	230473	300.00
41146	05/09/2023	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	230003	250.51
41147	05/09/2023	1154	CRISAFULLI BROTHERS	230493	288.29
41148	05/09/2023	2428	DANIEL MAY	230465	40.00
41149	05/09/2023	2428	DANIEL MAY	230465	40.00
41150	05/09/2023	1220	DEMCO, INC	230378	666.62
41151	05/09/2023	1463	EAST GREENBUSH COMM LIBRARY	230491	16.99
41152	05/09/2023	1991	EASTERN MANAGED PRINT NETWORK LLC	230004	438.00
41153	05/09/2023	1674	FINDAWAY	*See Detail Report	2,879.81
41154	05/09/2023	1986	FIRSTLIGHT FIBER	230005	189.85
41155	05/09/2023	2090	FRS SPECTRA INC. DBA XSTAMPERSONLINE	230415	98.00
41156	05/09/2023	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	45.94
41157	05/09/2023	2439	HUDSON RIVER MARITIME MUSEUM	230501	100.00
41158	05/09/2023	959	INFO USA MARKETING, INC (SUBSIDIARY OF DATA AXLE INC.)	*See Detail Report	2,653.00
41159	05/09/2023	2413	JULIE ANNE JOHNSON	230490	20.00
41160	05/09/2023	2201	LANE PRESS OF ALBANY	230006	3,595.00
41161	05/09/2023	2438	LESLIE BARKMAN	230466	200.00
41162	05/09/2023	2389	MARILYN MILLER	230467	200.00
41163	05/09/2023	1024	MIDWEST TAPE LLC	*See Detail Report	3,583.68
41164	05/09/2023	2314	NOLAN HELLER KAUFFMAN LLP	230469	1,375.00
41165	05/09/2023	1823	OVER DRIVE INC.	*See Detail Report	30,017.66
41166	05/09/2023	450	PHILLIPS HARDWARE INC	230015	174.98
41167	05/09/2023	1661	RCS COMMUNITY LIBRARY	230510	14.95
41168	05/09/2023	1490	REPEAT BUSINESS	230511	9.74
41169	05/09/2023	1767	SCHOLASTIC, INC.	230455	940.22
41170	05/09/2023	2421	SENTRON ASSOCIATES INC.	230495	433.77
41171	05/09/2023	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	155.88
41172	05/09/2023	2154	STERICYCLE, INC.	230008	66.78
41173	05/09/2023	2437	THE CORNER GATEWAY, LLC	*See Detail Report	198.00
41174	05/09/2023	2273	THOMAS COLE NATIONAL HISTORICAL SITE	230486	100.00
41175	05/09/2023	2344	ULINE, INC.	230030	83.21
41176	05/09/2023	2328	UNIFIRST CORPORATION	230009	183.66
41177	05/09/2023	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	22,281.73
41178	05/09/2023	1607	VERIZON BUSINESS FIOS	230013	89.00
41179	05/09/2023	1968	VERIZON WIRELESS	230010	100.39

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 40: BILL SCHEDULE (MAY 23) For Dates 5/9/2023 - 5/9/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41180	05/09/2023	645	**CONTINUED** W W GRAINGER INC		0.00
41181	05/09/2023	645	W W GRAINGER INC	230462	1,301.63
41182	05/09/2023	1593	WILLIAM K. SANFORD LIBRARY	230499	28.99

Number of Transactions: 48

Warrant Total: 108,068.24

Vendor Portion: 108,068.24

*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

[illegible]

Director's Report May 2023

Buildings and Grounds

I contacted Marc Dorsey at the Town of Bethlehem Highway Department to inquire about piggybacking on their sidewalk contract for our plaza brick replacement. I have received official notice from the Office of Facilities Planning that replacing the brick sidewalk does not require a building permit and therefore does not need OFP/SED review. Aspects of a similar project that would trigger an OFP review would be changes in drainage and underground drainage devices, changes in grade, ADA parking access changes, and curb cuts. Curb cuts would likely need local town review as well as review from the fire department. If that does not end up being workable I will contact Keplinger Freeman, the landscape engineer affiliated with our building project to help us craft a proper bid specification.

Public Services

The service area was quite active most days, with mornings being quieter. The Children's Place continues to be busy with children and families enjoying the space throughout the week with weekends being particularly busy. Poor weather conditions seem to bring families looking for an outing into the library.

A new copier was installed this month on the service floor. In addition to making copies, the new machine allows for faxing, printing and scanning. The old fax machine has been removed from the service floor.

This month saw a significant increase in exam proctoring requests, all requests to proctor RealEstateU exams. We are now the only library in the Capital District listed on RealEstateU's website as a proctoring site. We proctored 5 exams this month, 4 of which were for non-BCSD residents, and Frank expects a higher amount in May as he already has 4 on the schedule and is in the process of scheduling 4 more.

We have quite a few patrons stop into the library on the UHLS Library Expedition. As of a few days ago we had 413 Expeditioners! We were running a bit low on supplies, but Frank worked with the staff at UHLS to get more maps and bookmarks.

Patron use of the Studio Makerspace continues to be steady. Frank worked with a patron who wanted to replicate a small bicycle part using our 3D printer. He helped him download the required STL file and worked to set him up with a printing appointment. The patron seemed pleased with the 3D printed result. Frank worked with John to provide training to all full-time librarians on the equipment in the Studio.

Public Services librarian Beth was very excited to have met with Sarah Flannery, Assistant Director of Special Education for BCSD, about visiting the ESY (Extended School Year) classes this summer. ESY is offered to BCSD students in grades K-12 who are identified as having a disability. They agreed to have her only focus on visiting the younger grades (K-5) since the

older students will be focusing on school-to-work skills. She is going to start out trying a sensory story time but geared toward an older audience and see if it is successful.

Program Highlights

April Creation Station: Spring Origami Lauren used some origami supplies that we already had and added some others, including a Ladybug, a Talking Dog, and a Jumping Frog. We had plenty of origami papers and had copies of the instructions for kids to take home and practice. This creation station was available from Monday through Saturday, but Friday was Craftapalooza! Attendance: 96

Craftapalooza! Alex and Lauren narrowed the crafts down to simpler ones. The kids had a great time and combined with the *Creation Station* our attendance for the day was high. Attendance: 66

Stories and Songs with Dr. Bruchac – Spring Break Week. We had beautiful weather even if it was a little chilly with the breeze, but we had a great showing for both programs. Attendance for both was over 50. Quite a few people happened to be walking by and ended up staying for the morning program. Dr. Bruchac told stories, sang songs, and answered people's questions. He is charismatic, personable, and a joy to work with. We would gladly have him back anytime. Attendance: 57 and 55

Plant a Rainbow – Spring Break Week. It was a beautiful day, which most likely affected overall attendance. Supplies were provided to make a variety of flowers in a rainbow of colors. One child got creative and made a landscape with the sun, clouds, and grass. This was a successful program led by Sarah, which was enjoyed by all. Attendance: 12

Things that Go Storytime – Spring Break Week: While the attendance was not as high as Alex expected, it was a good group for co-play. Attendance: 20

Family Storytimes This month we brought back Music & Movement, which is always popular. Alex has done at least four sessions and their attendance has been 40, 27, 55, and 39. Once we move outdoors, we expect these numbers to increase. Our Baby Bounce sessions on Tuesdays average between 25-35 attendees per session, sometimes with sessions as high as 45. Family Storytimes have an average attendance of around 25. Mary has gotten many compliments from caregivers who are grateful that we offer these programs.

Saturday Storytimes Alex leaned into April Fool's day and did Silly Hat Storytime on 4/1. The kids got to wear silly hats of all kinds, and a few even brought their own. It was a lot of fun, and the kids and parents expressed interest in doing it again. Attendance: 27

On 4/8, Luke presented a "D" themed Family Storytime. He read books about Doughnuts and Driving, and worked together with the kids on a Dinosaur felt board activity. Attendance: 12

Rainbow Flower Pots Beth led children in an activity to decorate a mini flower pot. The participants were given a "rainbow" of seeds from our seed garden and soil for them to plant in their pot, take home and to watch them grow! Attendance: 32

Paws 2 Read Registered therapy dogs listen quietly, creating a safe space for children to practice their reading and speaking skills without fear or judgment. This program continues to be well-attended. Luke organized two sessions in April. Attendance: 21 and 26

Bethlehem Historical Association Speaker Series: Steamboat Navigation on the Hudson River Mark Peckham, formerly with the NY State Division for Historic Preservation for over 30 years, presented the fascinating history of the steamboats that navigated the Hudson River during the 19th and mid-20th centuries. The library thanks Mr. Peckham for allowing this presentation to be recorded and made available on the Library's YouTube channel where it has been viewed 48 times to date. Luke coordinated this program, and Sarah was the staff person at the event. Attendance: 95

The Linda Brown Jazz Project This was cosponsored with the Albany Musicians' Association, Local 14 and the Music Performance Trust Fund. Michael was thrilled with the turnout for this event, since it was a warm and sunny Spring afternoon. The quintet of singer, pianist, bass, drums, and sax was excellent. Attendance: 54

Coffee & Conversation - How to Recognize and Avoid Scams Belia Jimenez, an educator from the NYS Division of Consumer Protection discussed ways to recognize and avoid scams, and provided resources for victims of scams and identity theft. This event was part of the Coffee & Conversation series co-sponsored by Bethlehem Senior Projects, Inc. Attendance: 7

Coffee & Conversation: Are You Safe From Identity Theft? Belia Jimenez from the NYS Division of Consumer Protection returns to teach consumers strategies to address the harms from identity theft and prevent victimization. Attendance: 10

Super Smash Bros Our regulars keep coming back for more, and they love the huge screens (whether in the Community Room or the Board Room). Attendance: 5 and 11

Upcoming Events

The 2023 Summer Reading slogan is All Together Now with the focus being on unity, community, kindness, peace, and inclusion. The library is working on having a representation of the community in our programming. Beth is working with the Bethlehem Police Department for her Community Helpers program in August, and the BPD will be sending a staff member to talk to the kids about their job and answer questions. We're excited to include this partnership as part of the Summer Reading theme.

Michael has finalized the lineup for Evenings on the Green in July, and we are very excited to do this series again.

Evening on the Green lineup:

Tuesday, 7/11: Christine Spero – Back to Bacharach

Tuesday, 7/18: Project H - Jazz

Tuesday, 7/25: Phil Casey – Folk and Americana

Tuesday, 8/1: Rumble Kings – Rockabilly and Surf

*Rain date is scheduled for the next day on Wednesday.

Friends Book Sale Fundraiser – May 20 from 10 a.m.-4:30 p.m. Volunteers will be unpacking and organizing the items on Thursday and Friday leading up to the event.

The library will be participating in the 2023 Bethlehem Walk and Roll Fest on May 20 (10 a.m.-1 p.m.), sponsored by the Bethlehem Parks and Recreation Department, Bethlehem Police Community Services Unit, and the Bethlehem Bicycle and Pedestrian Committee.

The library will be participating in the annual National Senior Health and Fitness Day at Elm Ave Park on May 31 from noon-3:30 p.m. A small pop-up library will be offered along with an activity of planting herbs and other seeds from our Seed Library. The event is sponsored by the Parks & Recreation department, Senior Services, and more.

The library is anticipating that we will be able to attend the Delmar Farmer's Market every other Saturday starting in June.

Outreach

The Town Parks Eggstravaganza event on April 1 was postponed to Sunday morning, April 2, due to weather. Unfortunately, we were unable to send a librarian to the rain date event, but Lauren dropped off about 320 take-home crafts. Heather and the staff at Town Parks & Rec were very appreciative.

Shannon attended the annual Bethlehem YMCA's Healthy Kids Day on April 29. She brought the newest Footnotes, storytime bookmarks, and a variety of goodies to hand out. Shannon informed the participants of upcoming programs at the library (and the all-important Summer Reading program). Attendance 74

The librarians have been contacting their respective schools to coordinate outreach ahead of the end of the school year. At least one school would like to do an on-site visit to the library. There are also plans for early next month to record a Summer Reading video for the schools that have requested one.

Earth Day Storytime and Hike: Shannon went out to Fisher Trail for an Earth Day storytime and hike, working with the Mohawk Hudson Land Conservancy. The program was geared toward children 7 and under, but the day of only two children under the age of seven showed up. Four other children came who were older (homeschoolers), two of them being tweens. The older kids were good at answering the guide's questions throughout the hike, sat through Shannon's storytime, and accepted the craft kits she had put together (cork butterflies). One of the under 7

kids mother came into the library a few days later and thanked Shannon for doing the program, saying that they enjoyed it.

Circulation and Technical Services

Lots of new Library of Things items were added last month. We changed out our 30 wifi hotspots with new devices, which were upgraded for free. Five new American Girl Dolls, 8 new board games, 2 metal detectors, 2 Nintendo Switch consoles, 6 bird kits, and a xylophone were added to the collection.

The department looked at monthly turnover rates for the Library of Things collection. The monthly turnover rate for this collection is 1.1, which demonstrates that the community supports and uses this service. During this study, the staff observed an increasing number of holds on the wifi hotspots. I have included a proposal for increasing this number by 20.

Circulation appears to be stabilizing into a new post-pandemic normal. We are experiencing modest year over year growth in that area contrasted with double (and triple) digit increases in program attendance, door count, study room sessions, computer session, and wifi use. All of these demonstrate a robust increase in people physically in the library building. I expect these numbers will stabilize after a year of significant growth as well, just as the circulation numbers have. We are well positioned for this increased demand with most staff positions filled for the first time since the pandemic.

Meetings and miscellany

Ten employees were sent to notary training coordinated by UHLS. After the training, most attendees stated they were willing to help the library provide this service given that the necessary insurance and procedures are in place. The employee currently providing the service is not interested in continuing without those policies and procedures, especially after receiving the training. Her license expires at the end of June. Special thanks to UHLS for offering this training, I appreciate them arranging it.

Geoffrey Kirkpatrick, Library Director

Library Collection				2021-22	Current Total
Adult fiction				27,178	26,978
Adult non-fiction				29,397	29,206
Adult audio				5,824	5,593
Adult video				8,563	8,506
Young adult fiction				4,903	5,024
Young adult nonfiction				580	637
Young adult audiobooks				477	485
Children's fiction				28,318	28,714
Children's non-fiction				16,096	15,658
Children's audiobooks				1,651	1,586
Children's video				1,391	1,313
OverDrive - UHLS Shared				114,633	115,432
e-magazines				3,123	4,650
Electronic (games, ereaders)				418	416
Total				242,552	244,198
Library Programs	Apr-23	Apr-22	% change	2021-22	F-Y-T-D
Programs	68	37	83.8%	370	528
Program attendance	1686	577	192.2%	7,464	14,855
Outreach Programs	4	3	33.3%	59	38
Outreach Attendance	91	219	-58.4%	5,523	6,225
Circulation	Apr-23	Apr-22	% change	2021-22	F-Y-T-D
Adult fiction	12,585	12,095	4.1%	143,462	131,237
Adult non-fiction	7,494	6,788	10.4%	78,344	70,411
Adult audio	4,909	4,784	2.6%	54,406	46,185
Adult video	5,991	6,553	-8.6%	76,698	60,117
Magazines	1,197	1,461	-18.1%	17,896	13,792
Young adult fiction	1,434	1,428	0.4%	18,283	14,660
Young adult nonfiction	133	145	-8.3%	1,423	1,482
Young adult audiobooks	234	224	4.5%	2,655	2,359
Children's fiction	12,191	12,006	1.5%	134,624	124,407
Children's non-fiction	3,552	3,462	2.6%	35,166	32,100
Children's audiobooks	1,350	1,262	7.0%	12,961	12,387
Children's video	502	661	-24.1%	7,053	5,384
Electronic (games, ereaders)	613	703	-12.8%	6,320	6,612
Total	52,185	51,572	1.2%	588,614	519,989
Interlibrary Loan	Apr-23	Apr-22	% change	2021-22	F-Y-T-D
Borrowed from others	5,866	6,360	-7.8%	77,607	62,127
Loaned to others	4,206	4,214	-0.2%	52,068	44,612
Miscellaneous	Apr-23	Apr-22	% change	2021-22	F-Y-T-D
Visits to our home page	32,537	39,223	-17.0%	455,145	349,312
Public use of meeting rooms	38	42	-9.5%	339	407
Public meeting attendance	475	542	-12.4%	4,091	4,884
Staff use & library programs	70	17	311.8%	190	562
Study room sessions	407	317	28.4%	3,279	3,437
Tech room/ Studio use	7	1	600.0%	16	108
Door count	17,298	13,530	27.8%	153,368	159,056
Registered BPL borrowers	84	92	-8.7%	931	906
Computer signups	1,249	942	32.6%	9,435	10,782
Museum Pass use	100	82	22.0%	1,166	955
E-book use	5,759	5,434	6.0%	67,489	56,018
E-audiobook use	4,337	3,844	12.8%	43,805	40,215
E-magazine use	978	1,079	-9.4%	14,492	10,952
Streaming video use	1,294	1,208	7.1%	16,022	12,158
BCSD use via Overdrive	145	149	-2.7%	1,668	1,273
Equipment	380	302	25.8%	2,524	3,112
Wireless Use	11,789	9,232	27.7%	103,660	100,891

Bethlehem Public Library LIBRARY CARD POLICY

Policy adopted by the Board of Trustees January 13, 1997

Policy revised February 10, 1998

Policy revised January 13, 2003

Policy revised February 14, 2005

Policy revised September 10, 2012

Policy revised August 11, 2014

Policy revised June 11, 2018

Policy revised May 08, 2023

Any person who resides in the Bethlehem Central School District (BCSD) or pays property taxes to the school district is eligible to receive a Bethlehem Public Library card.

Bethlehem Public Library is a member of the Upper Hudson Library System (UHLS), a Cooperative Library System of twenty-nine public libraries serving Albany and Rensselaer Counties. Any person who resides within either county is eligible for an Upper Hudson Library card. A Bethlehem Library card or Upper Hudson Library System card may be used at any member Library.

A patron may only have one active Library card at a time. The Library will merge or delete accounts from borrowers with more than one card.

All materials borrowed must be returned on or before the due date. Most items can be returned to any member Library location. Borrowers are responsible for any fines and fees associated with Library items returned past due, damaged, or designated as lost.

Borrowers are responsible for all materials borrowed on their card and any associated charges. A lost card should be reported to the Library immediately to avoid any charges.

Photo identification and proof of residence are required to apply for a Library card. Post office boxes do not serve as proof of residence. Post office boxes may be used as the mailing address once proof of residence has been established.

Eligibility Requirements

When applying for a Library card in person, or validating an Online application, an applicant must show photo ID (with full name) and proof of residence (if not shown on ID).

Any combination of photo ID and proof of residence from the chart below is acceptable, provided they are current and not expired. Driver's licenses, learner's permits, and non-driver ID cards often function as both photo ID and proof of residence.

Photo ID:

- Driver's License or learner permit
- Non-Driver ID Card
- BCSD School ID Card or Account
- Passport
- Employer ID
- Permanent Registration or Green Card
- Visa Travel permit
- Federal Common Access Card or Uniformed Services ID Card
- NYS Common Benefit/Electronic Benefit Transfer Card

Proof of Residence:

- Driver's License or learner permit
- Non-Driver ID Card
- BCSD School ID Card or Account
- Utility bill*
- Bank Statement*
- Rent bill or lease agreement
- Tax bill*
- NYS motor vehicle registration
- Printed personal check
- First class mail*

*Must be postmarked or otherwise dated within the past two months

Cardholders need to report change of name or address information promptly.

Juvenile Borrowers

- Borrowers aged 0-13 must have their application submitted by an accompanying parent or legal guardian, who can provide photo ID and proof of residence on the child's behalf.
- Borrowers age 14 to 17 who are unable to provide any of the identification listed above, may also have an accompanying parent or legal guardian provide photo ID and proof of residence.
- Parents and legal guardians assume responsibility for all fees and charges on a child's card.

Non-Resident/Out-of-System Borrowers

- Non-residents are people who do not live in Albany or Rensselaer Counties.
- Non-residents who are employed by a business located within the BCSD or attend a school located within the BCSD are eligible for a courtesy out-of-system card. In addition to photo ID and proof of residence, these individuals will need to provide current documentation of their employment or student status. These cards have a one-year expiration date.
- Temporary residents who are not working or attending a school within the BCSD may be granted a short term out-of-system courtesy card. Please ask at the Library about appropriate proof of temporary address.
- Borrowers without a permanent address may be eligible for a short term out-of-system courtesy card. All other non-residents who do not meet any of the qualifications above may pay for an out-of-system Bethlehem Public Library card. For pricing information, please contact the Bethlehem Public Library.
- A non-resident, out-of-system cards issued by the Bethlehem Public Library are valid at Bethlehem Public Library only. Other restrictions may apply.

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Bethlehem Public Library is a member of the Upper Hudson Library System (UHLS), a ~~cooperative~~ Cooperative Library System of twenty-nine public libraries serving Albany and Rensselaer Counties. Any person who resides within either county is eligible for an Upper Hudson Library card. A ~~resident~~ Bethlehem Library card or Upper Hudson Library System card may be used at any member Library.

~~The above status entitles you to one Bethlehem Public Library card or one UHLS card. The Library reserves the right to merge or delete the records of any borrower found to have multiple active cards.~~ A patron may only have one active Library card at a time. The Library will merge or delete accounts from borrowers with more than one card.

All materials borrowed must be returned on or before the due date. Most circulating material items can be returned to any member Library location. Likewise, pickup of most holds and payment of most fines and fees may take place at any library location.

~~All~~ Borrowers are responsible for any fines and fees associated with Library items returned past due, ~~returned~~ damaged, or designated as lost.

Borrowers are responsible for all materials borrowed on their card and any associated charges. A Lost card should be reported to the Library immediately to avoid any charges. ~~, all use of the card, and all charges made against it, until the card is reported lost to the owning library.~~

Photo identification and proof of residence are required to apply for a Library card. Post office boxes do not serve as proof of residence. Post office boxes are accepted may be used as the as mailing addresses once proof of residence has been established.

Eligibility Requirements

When applying for a Library card in person, or validating an Online application, an applicant must show photo ID (with full name) and proof of residence (if not shown on ID).

Any combination of photo ID and proof of residence from the ~~lists~~chart below is acceptable, ~~may be submitted by the applicant~~, provided they are current and not expired. Driver's licenses, learner's permits, and non-driver ID cards ~~may often~~ function as both photo ID and proof of residence.

Photo ID:

- Driver's License or learner permit
- Non-Driver ID Card
- BCSD School ID Card or Account
- Passport
- Employer ID
- Permanent Registration or Green Card
- Visa Travel permit
- Federal Common Access Card or Uniformed Services ID Card
- NYS Common Benefit/Electronic Benefit Transfer Card

Proof of Residence:

- Driver's License or learner permit
- Non-Driver ID Card
- BCSD School ID Card or Account
- Utility bill*
- Bank Statement*
- Rent bill or lease agreement
- Tax bill*
- NYS motor vehicle registration
- Printed personal check
- First class mail*

*Must be postmarked or otherwise dated within the past two months

Cardholders ~~are required~~need to ~~to~~ report change of name or address information promptly.

Juvenile Borrowers

- Borrowers aged ~~Children ages~~ 0-13 must have their application ~~completed and~~ submitted by an accompanying parent or legal guardian, who can provide photo ID and proof of residence on the child's behalf.
- Persons-Borrowers aged 14 to 17 who are unable to provide any of the aforementioned documentsidentification listed above, [GK4] may also have an accompanying parent or legal guardian provide photo ID and proof of residence ~~in their stead~~.
- Parents and legal guardians assume responsibility for all fees and charges ~~associated with library items returned damaged or designated as lost~~ on a child's card.

Non-Resident/~~(Out-of-System)~~ Borrowers

- Non-residents are people who do not live in Albany or Rensselaer Counties.
- Non-residents ~~(who do not live in BCSD or elsewhere in Albany County or Rensselaer County)~~ who are employed by a business located within the BCSD or attend a school located within the BCSD ~~may be issued~~are eligibleeligible for a courtesy out-of-system card. In addition to photo ID and proof of residence, these individuals will need to provide current documentation of their employment or student status ~~within the BCSD~~. These cards have a one-year expiration date.

- All other non-residents who do not meet any of the qualifications above may pay for an out-of-system Bethlehem Public Library card. For pricing information, please contact the Bethlehem Public Library. Temporary residents who are not working or attending a going to school within the BCSD may be granted a short term out-of-system courtesy card. Please ask at the Library about appropriate proof of temporary address.
- Borrowers without a permanent address may be eligible for a short term out-of-system courtesy card. All other non-residents who do not meet any of the qualifications above may pay for an out-of-system Bethlehem Public Library card. For pricing information, please contact the Bethlehem Public Library.
- A non-resident, out-of-system cards issued by the Bethlehem Public Library are valid at Bethlehem Public Library only. Other restrictions may apply.

All non-resident, out-of-system cards issued by the Bethlehem Public Library are valid at the Bethlehem Public Library only. Other restrictions may apply.

BETHLEHEM PUBLIC LIBRARY

PATRON CONDUCT POLICY

Policy adopted by the Library Board of Trustees January 13, 1997

Revised and approved September 9, 2002

Revised and approved February 11, 2008

Revised and approved October 11, 2016

Revised May 8, 2023

This policy was developed and approved by the Board of Trustees to ensure the rights, safety, and comfort of patrons and Library staff members; and to maintain the value and condition of the Library collection and resources. It enables patrons to use Library materials, resources, and services without impediment or disruption in a safe and comfortable environment. In addition, it allows Library staff to assist patrons and conduct Library business efficiently and without interference. Unless otherwise noted, the responsibilities within this policy apply to all interior spaces and all exterior grounds of the Library.

Patron Responsibilities

- Individuals must refrain from language or behavior that threatens, harasses, abuses, or intimidates other patrons.
- Individual must refrain from language or behavior that threatens, harasses, abuses, or intimidates Library staff or interferes with the conduct of Library business and services.
- Individuals may not engage in conduct that creates disturbances or impedes the use of Library materials, resources, or services by other patrons or the work of Library staff.
- Individuals may not deface, mar, or in any way cause significant damage to or destroy any materials, furnishings, or property of the Library and its collections.
- Individuals may not solicit, sell, or distribute items or services inside the Library. Any solicitation, sales, or distribution of material on the outside grounds of the Library must conform to the standards set forth in the Library's Solicitation and Distribution Policy.

- Individuals under the age of nine (9) must be accompanied by a parent or caregiver at all times while inside the Library and on the outside grounds. If a child under the age of nine (9) is perceived by Library staff to be unattended the Bethlehem Police Department will be called after a reasonable attempt to locate the parent or caregiver. If a parent or caregiver of a child cannot be located at closing time or during an emergency at the Library, Library staff will contact the Bethlehem Police Department and request that an officer arrive and escort the unaccompanied child to the Bethlehem Police Station at 447 Delaware Avenue.
- Individuals must use established procedures for checking out all items from the Library and respond to requests by Library staff to examine any items that activate the Library's security system alarm.
- Individuals must comply with all regulations and guidelines indicated on posted signs inside and outside of the Library building.
- Individuals may not bring animals into the Library building, except for animals specifically required for service purposes. Individuals with service animals must abide by the regulations set forth in the Library's Animals in the Library policy.
- Any individual who violates any of the responsibilities in this policy may be asked by Library staff to leave the Library premises (including the Library building and outside grounds) for the day. Where necessary, Library staff will request assistance from the Bethlehem Police Department in order to ensure the safety of patrons and staff.
- Individuals who repeatedly violate any of the responsibilities in this policy may be denied Library privileges by the Library's Board of Trustees on the recommendation of the Library Director.



FERRIS FW25 Walk-behind Mower (hydrostatic drive) 36" Deck | Kawasaki 18.5 HP

Sale price \$6,599.00 Regular price \$7,249.00

Your crew will breeze through jobs the easy-to-use controls, electric start option, and 6 mph top ground speed on the FW25 walk-behind. The FW25 fits most small sheds and trailers, while delivering superior control for navigating thick turf, surface imperfections, and hills. **2021 left-over - New

- Compact, Self Propelled for the Landscape Professional
- Kawasaki FS600V 18.5HP Engine
- 36" Fabricated Deck w/HD spindles, 1/4" Steel guards to protect the front deck mower's transmission when going over curbs.
- Transmission: Dual Hydro-Gear ZT3100 w/7" cooling fans
- Large rear tires 20"
- Cruise Control: Adjust the mower's speed without removing your hands from the control handles
- Easier-To-Use Controls: Ergonomic operator presence, steering and reverse levers on both handles operate with a light touch to reduce operator fatigue.
- Easy-Access Neutral Position: Neutral position is clearly identified on the speed indicator on the dash.
- Longer Belt Life: The Ferris-engineered deck drive belt system and larger pulleys provide gentler belt tension, which - combined with our unique debris shield - extends belt life and reduces wear on bearings.
- Easy Reach Parking Brake: Parking brake handle conveniently in front of the control panel.
- Solid Construction: All Ferris walk-behind mowers are ruggedly built nose to tail to withstand daily commercial-duty operation and transport. Robust 1/4" steel engine deck construction stands the test of time.
- Easy to Secure: Dedicated tie-down points located in the front and the rear makes trailering this commercial lawn mower between jobs secure and easy.
 - Warranty:
 - 3-year limited engine manufacturers warranty
 - 2-year machine - commercial use**

Customer Name	Bethlehem Library
Address	451 Delaware Ave Delmar NY 12054
E-Mail	

Sales Person	Salesperson Contact #	Contract		BAN	Period of Performance in Months
John Barber	201-233-8519	NYOGS			12
EQUIPMENT					
QTY	Device Name	SKU	UNIT PRICE	DISCOUNT	UNIT TOTAL
20.00	5G Hotspots		Free	\$ -	n/a
0.00			\$ -	\$ -	\$ -
0.00			\$ -	\$ -	\$ -
0.00			\$ -	\$ -	\$ -
0.00			\$ -	\$ -	\$ -
				Subtotal	\$ -
SERVICE					
QTY	Description	SOC	Monthly Recurring Charge		MONTHLY TOTAL
20.00	Unlimited data		\$ 28.70		\$ 574.00
0.00			\$ -		\$ -
0.00			\$ -		\$ -
0.00			\$ -		\$ -
				Subtotal	\$ 574.00
FEATURES					
QTY	Description	If other, enter description	Monthly Recurring Charge		MONTHLY TOTAL
5.00			\$ -		\$ -
0.00			\$ -		\$ -
0.00			\$ -		\$ -
0.00			\$ -		\$ -
0.00			\$ -		\$ -
				Subtotal	\$ -
Please see the NYOGS Contract for all terms and conditions.			Total Subtotal		\$ 574.00
			12 Month SERVICE/FEATURE TOTAL		\$ 6,888.00
			EQUIPMENT TOTAL		\$ -

*The contract price does not include all State and local taxes levied on or measured by the contract or sales price of the services or completed supplies furnished under this contract. T-Mobile will state separately on its invoices taxes excluded from the contract price, and the ordering activity agrees either to pay the amount of the taxes to T-Mobile or provide evidence necessary to sustain an exemption. See FAR 52.229-1 (STATE AND LOCAL TAXES) (APR 1984) (DEVIATION - MAY 2003).