



**Board of Trustees Meeting  
Monday July 10, 2023 6:00 pm  
Community Room**

**This meeting will be held in person in the Board Room  
Watch here: <https://www.youtube.com/@bethlehempubliclibrary9609>**

**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
- Trustee oaths of office (p. 2)
- Election of board officers (p. 3)
- Public participation
- Committee appointments
- Board annual authorizations (p. 4)
- Holidays and Closings (p. 5-6)
- Annual ethics/conflict of interest statement (p. 7)
- Review previous meeting minutes (p. 8-13)
- Financial report (p. 15-23)
  - Treasurer's update (p. 14)
- Personnel report (p. 24)
  - Personnel actions
- Director's report (p. 25-32)
- UHLS report
- New business
  - Architect's presentation
  - Other new business (p. 33)
- Old business
  - Plaza entry – update
  - Policy Committee update
    - Internet policy – 2<sup>nd</sup> read (p. 34)
    - Gifts, Memorials, Bequests, and Naming Opportunities policy - preview
  - Other old business
- Future business
  - Director evaluation timeline and process
- Public participation
- Adjournment

Next board meeting: August 14<sup>th</sup>, 2023 6:00 pm

Next Friends of the Library meeting: August 21<sup>st</sup>, 2023 6:30 pm



## ELECTED AND APPOINTED LIBRARY OFFICERS' OATH

I do solemnly swear (affirm) that I will support the Constitution of the United States of America and the Constitution of the State of New York, and that I will faithfully discharge, according to the best of my ability, the duties of the office of

### Bethlehem Public Library Trustee

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*name (please print)*

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*residential address (please print)*

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*signature*

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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*name and title of subscribing officer (please print)*

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*signature of subscribing officer*

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*beginning date of subscribing officer's term*

## **Bethlehem Public Library Board of Trustees proposed slate of officers for 2023-24**

Mark Kissinger, president

Michelle Walsh, co-vice president

Charmaine Wijeyesinghe, co-vice president

Caroline Brancatella, secretary

Lisa Scoons, UHLS board representative

Sharon Whiting, treasurer



## Board Authorizations 2023-24

### Library Attorneys

Roemer, Wallens, Gold & Mineaux, LLP  
Nolan Heller Kauffman, LLP  
Whiteman Osterman and Hanna, LLP  
Bond, Schoneneck and King  
The Law Office of Stephanie Adams PLLC

### Library Insurance Broker

Amsure Associates  
Marshall and Sterling

### Library Auditors

Marvin and Company (*Last RFP 2019 – contract started July 2019*)

### Official Bank Depositories for Library Funds

TD Bank (*Last RFP 2014 – contract started July 2014*)  
M&T Bank  
Key Bank  
NBT Bank  
Pioneer Bank

### Official Newspapers

*The Spotlight*

### Board Meeting Dates

Official business – generally the second Monday of the month  
Special meetings – called as needed

### Authorizations

The Treasurer of the Board is to verify payrolls for the library.  
A petty cash fund of \$100 is established.  
The Treasurer, Account Clerk II and Director are authorized to enter into an agreement with TD Bank for electronic transfers of funds between library accounts effective July 1, 2014.  
The following payroll-related transactions may be transferred electronically: IRS, NYS Tax, NYS Deferred Comp.  
The Board authorizes payment of some time-sensitive bills by hand-drawn check between Board meetings.  
Wire transfers between authorized financial institutions are allowed.

### Bonding

The Director, Account Clerk II and Board Treasurer are bonded for \$1,000,000.  
The Staff Assistant who prepares bank deposits is bonded for \$35,000.  
The Messengers are bonded for \$35,000.

## Bethlehem Public Library Board Meetings 2024 (start time 6pm/DRAFT)

January 8

February 12

March 11

April 8

May 13

June 10

July 15 (third Monday)

August 12

September 9

October 15 (Tuesday)

November 11 (Veterans Day)

December 9



# HOLIDAYS AND OTHER CLOSINGS **DRAFT**

## 2023

Sunday, January 1	New Year's Day	Closed
Monday, January 2	New Year's Day (observed)	Closed
Monday, January 16	MLK, Jr. Day	Open 9-9
Monday, February 20	Presidents' Day	Open 9-9
Sunday, April 9	Easter Sunday	Closed
Saturday, May 27		Closed
Sunday, May 28		Closed
Monday, May 29	Memorial Day	Closed
Monday, June 19	Juneteenth	Closed
CLOSED SUNDAYS IN JULY AND AUGUST		
Tuesday, July 4	Independence Day	Closed
Saturday, September 2		Closed
Sunday, September 3		Closed
Monday, September 4	Labor Day	Closed
Sunday, September 10: SUNDAY HOURS RESUME		
Monday, October 9	Columbus Day	Open 9-9
Saturday, November 11	Veterans Day	Open 9-9
Wednesday, November 22		Open 9-5
Thursday, November 23	Thanksgiving	Closed
Friday, November 24		Open 9-5
Friday, December 1	Staff Development Day	Closed
Sunday, December 24	Christmas Eve	Closed
Monday, December 25	Christmas Day	Closed
Sunday, December 31	New Year's Eve	Closed
Monday, January 1, 2024	New Year's Day	Closed

## 2024 proposed

Monday, January 1	New Year's Day	Closed
Monday, January 15	MLK, Jr. Day	Open 9-9
Monday, February 19	Presidents' Day	Open 9-9
Sunday, March 31	Easter Sunday	Closed
Saturday, May 25		Closed
Sunday, May 26		Closed
Monday, May 27	Memorial Day	Closed
Wednesday, June 19	Juneteenth	Closed
CLOSED SUNDAYS IN JULY AND AUGUST		
Thursday, July 4	Independence Day	Closed
Saturday, August 31		Closed
Sunday, September 1		Closed
Monday, September 2	Labor Day	Closed
Sunday, September 8: SUNDAY HOURS RESUME		
Monday, October 14	Columbus Day	Open 9-9
Monday, November 11	Veterans Day	Open 9-9
Wednesday, November 27		Open 9-5
Thursday, November 28	Thanksgiving	Closed
Friday, November 29		Open 9-5
Friday, December 6	Staff Development Day	Closed
Tuesday, December 24	Christmas Eve	Closed
Wednesday, December 25	Christmas Day	Closed
Tuesday, December 31	New Year's Eve	Open 9-3
Wednesday, January 1, 2025	New Year's Day	Closed

**Red indicates days that are part of the union contract.**



## ETHICS STATEMENT FOR LIBRARY TRUSTEES

- Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all functions of library trustees.

I agree to abide by this ethics statement.

name (please print) \_\_\_\_\_

signature \_\_\_\_\_ date \_\_\_\_\_

*Adopted by the Board of Directors of the American Library Trustee Association, July 1985  
Adopted by the Board of Directors of the Public Library Association, July 1985  
Amended by the Board of Directors of the American Library Trustee Association, July 1988  
Amendment approved by the Board of Directors of the Public Library Association, January 1989*

**Association for Library Trustees and Advocates (ALTA)**  
*a division of the American Library Association*

MINUTES OF THE BOARD OF TRUSTEES MEETING  
 BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**  
 Monday June 12, 2023

PRESENT: Caroline Brancatella, virtual  
 Mark Kissinger  
 Harmeet Narang  
 Sarah Patterson  
 Lisa Scoons  
 Michelle Walsh  
 Charmaine Wijeyesinghe  
 Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director  
 Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Jennifer Crawford, confidential secretary  
 Tracey McShane, personnel administrator  
 Phil Berardi, head of Circulation and Technical Services  
 Tanya Choppy, accounts clerk  
 Chris McGinty, assistant director  
 Chris O'Brien, CSEA Local 6015 president  
 Brooke Williams, Ashley McGraw Architects, virtual  
 Susanne Angarano, Ashley McGraw Architects, virtual  
 DeAnna Hine, Ashley McGraw Architects, virtual  
 Natalie Redmore, Ashley McGraw Architects, virtual  
 Elbert Eller, Ashley McGraw Architects, virtual

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

**ASHLEY MCGRAW ARCHITECTS – SCHEMATIC DESIGN UPDATE**

S. Angarano presented the latest schematic designs. She told the board that a cost estimator is currently reviewing the design, and those estimates should be complete in a couple of weeks. She asked board members if they would be available for a collaborative session once those numbers come in. The board agreed to look into getting together before the July 10 board meeting.

The latest designs go into a little bit more detail into how that staff and community spaces fit together, both inside and outside the library. S. Angarano asked board members to consider how big they wanted the large meeting space in the community room and in what possible configuration. The board was in agreement that a 350-400 person space was more than needed, and a room that fits 250 people would be more than adequate.

H. Narang asked if the designs included plans to move the boiler and transformer. S. Angarano said they do.

M. Walsh asked where the board room space would be. S. Angarano said that it would most likely be in one of the adjustable community room spaces that will be adaptable to many uses.

L. Scoons asked if story times would take place in the community spaces. G. Kirkpatrick said that it would depend on the size of the program. An enclosed children's craft area could accommodate smaller programs.

C. Wijeyesinghe asked if there would be furniture in the children's play space. G. Kirkpatrick said there is already demand for a place for parents and children to meet for playdates because there are not a lot of places in the community where that can happen other than at parks. S. Patterson said she likes that the stacks in the schematic are away from the play area so there is room for both browsing and playing. She noted that the configuration works well at Guilderland Public Library.

C. Wijeyesinghe asked if the designs included the removal of the mezzanine area. S. Angarano said the cost estimates would include its removal.

M. Walsh asked if storage space would be adequate. S. Angarano said the architects are still working on maximizing that space.

L. Scoons said it appeared the number of stacks had not increased in the design and may have actually decreased. She noted that the library is not interested in using shelves that are too low or too high to hold books. G. Kirkpatrick said the library has just completed a shelf audit and will be comparing those numbers in the near future. He noted that there may be some hard decisions to make.

S. Angarano presented an outdoor option that positions the pavilion closer to the building. The board agreed to discuss it further during their next work session.

G. Kirkpatrick asked S. Angarano to explain what a geotechnical review is. She said it consists of boring for soil samples on the property to ensure that the site can support any potential construction.

#### PUBLIC PARTICIPATION

C. O'Brien, CSEA Local 6015 president, spoke to the board regarding the tentative agreement regarding the union contract. He said the union voted to approve it unanimously, and he has heard from a number of members who were very supportive of the deal.

#### MINUTES

Minutes of the 8 May 2023 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by S. Patterson.

## FINANCIAL REPORT

### *Treasurer's update*

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

- The library is very happy with the interest earnings from investments this year. S. Whiting said some of that money has been reinvested as the library tries to take advantage of interest rates as much as possible.
- C. Wijeyesinghe asked to clarify a couple of items on the bill schedule.
- M. Walsh noted that the library will make approximately \$115,000 in interest income for the year. S. Whiting said that if these rates hold, the library could potentially earn another \$100,000 next year, but that it is a hard number to budget for because of all the unpredictable market factors.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 31 May 2023 (Checks disbursed in May 2023 based on pre-approval \$41,598.68; Checks disbursed in May 2023 relating to payroll \$203,721.19; Checks being submitted for approval \$112,000.12; CapProject Fund/Hand-Drawn Checks \$57,002.15; Total: \$414,322.14).

## PERSONNEL REPORT

G. Kirkpatrick said he is seeking to backfill two existing positions, as well as reclassify a previously approved part-time Librarian position to part-time Library Assistant to help with hiring options by gaining access to a larger candidate pool. He is also seeking a promotion for the department head in circulation services to assistant director. C. Wijeyesinghe said the request had been reviewed by the personnel committee and there may be a more significant reorganization in the future.

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

- Library Assistant, part-time, permanent, 16 hours/week, \$18.73/hour or per contract
- Reclassification of Librarian 1, part-time, permanent, 11.67 hours/week, \$28.41/hour to Library Assistant, part-time, permanent, 11.67 hours/week, \$18.73/hour or per contract
- Library Page, part-time, permanent, 12.8 hours/week, \$14.20/hour
- Promotion from Department Head to Assistant Director, full-time permanent, \$90,851/annual
- Library Assistant, full-time, permanent, 35 hours/week, \$39,604/annual or per contract

## DIRECTOR'S REPORT

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

- The internal filters that had been purchased during the pandemic were redeployed throughout the building to help mitigate the smoke and particulates from the Canadian wildfires. Between that and the HVAC MERV filters, the air quality in the library remained high.
- The library took part in the Memorial Day Parade and the Pride Parade. Some new items like beachballs were handed out this year and proved very popular.
- The Friends of the Library raised close to \$3,500 at the spring book sale. L. Scoons asked if the Friends were going to accept book donations at some point. G. Kirkpatrick said there is a lot of interest from people who would like to donate as well as buy. He noted that some

libraries provide dedicated space for the service and it might be something to think about as they review the design schematics. M. Kissinger said another question would be how involved the library would be in the process. G. Kirkpatrick said that the Friends continues to grow its number of active volunteers.

- Outreach numbers have been off the charts recently. Circulation continues to increase, but slower. Door count has been really high. G. Kirkpatrick said he was excited for a “normal” Summer Reading season.

## UHLS BOARD UPDATE

L. Scoons said the UHLS annual meeting would be held Wednesday.

## NEW BUSINESS

### *Nominating committee*

M. Kissinger said he was looking for volunteers for the nominating committee. S. Patters asked what the job entailed. M. Kissinger said the committee was responsible for putting together a slate of officers after reviewing interest in those positions. S. Patterson and C. Brancatella agreed to serve on the nominating committee.

### *Collective bargaining agreement*

The board reviewed the tentative agreement with the union. G. Kirkpatrick said it was a five-year agreement, which would potentially keep the board from having to enter into negotiations during a building project. The contract also included a COLA schedule with a 5% increase in the first year, decreasing after. It will bring part-time people up to 100% of the hourly wage for their position over the next two years, and add the position of confidential secretary to the list of exempt employees. Health care contributions would also increase for families and employee plus children by the end of the contract period. Bereavement leave options were also clarified in the new contract. C. Brancatella said she was very happy with the outcome of the negotiations and believes it achieved the library’s goals regarding recruitment and fairness. She thanked the library and the union for being good negotiating partners.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously voted to accept the terms outlined in the collective bargaining agreement between the library and the Civil Service Employees Association to cover the next five years.

### *M/C salaries*

G. Kirkpatrick said that the board is required to approve the M/C salaries every year. He said that M/C staff have historically received the same terms as negotiated by the contract.

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously approved the M/C salaries for the 2023-24 fiscal year.

C. Wijeyesinghe asked G. Kirkpatrick to gauge if the M/C staff would be interested in negotiating their own individual terms.

*Internet policy – first read*

G. Kirkpatrick said the policy draft presented was a major rewrite with input from the library attorney. It includes more modern terminology and expands on what is considered confidential records.

*Mini-golf Saturday, August 29, restriction of normal library services*

The end of Summer Reading celebration will take place during regular hours on a Saturday. G. Kirkpatrick said that some access will be limited, but staff would be available to check out materials and grab requests if a patron is not able to access an area.

*Udemy online learning database invoice*

G. Kirkpatrick said the library was proposing a yearlong trial of the Udemy database that features skill share videos curated by Gale. He said the library would evaluate usage over the year to see if it something they might renew. M. Kissinger noted that he had recently been asked by two individuals about it.

On a MOTION by L. Scoons and SECOND by S. Patterson, the board unanimously voted to approve an annual subscription to Gale Presents: Udemy, an on-demand skills-learning database in the amount of \$6,500.

*Geotechnical investigation proposal*

G. Kirkpatrick said the library's architects have proposed that the library conduct a geotechnical investigation of the site to make sure it is suitable for any additional construction. He said it had been mentioned before in previous discussions about additions and would prevent any unwanted surprises before disturbing the ground.

On a MOTION by S. Patterson and SECOND by C. Wijeyesinghe, the board unanimously voted to accept the proposal from Kenney Geotechnical Engineering Services starting at \$10,750 to perform geotechnical investigation services to evaluate the site for suitability of a potential building addition.

*Other new business*

There was no other new business at this time.

**OLD BUSINESS***Plaza entry –update*

The shared governmental agreement for paving services between the town and the library has been approved, but all parties are still waiting for a cost to present to board. The goal is to be able to remove the plaza bricks and pave over the walkway sometime this summer. C. Wijeyesinghe said the library should be proactive communicating about the paving project, as well as the geotechnical investigation.

*Policy Committee update*

- Library Card Policy – second read

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously adopted the proposed updates to the library's Library Card Policy.

- Patron Conduct Policy – second read

C. Wijeyesinghe noted a small reformatting revision.

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

#### *Notary service – update*

G. Kirkpatrick said that he is recommending the library discontinue offering notary services. He said the potential legal ramifications and complexity of offering the service became apparent following the Upper Hudson notary training. M. Walsh said she would be sad to see the service go. C. Wijeyesinghe suggested that the library communicate this change with the public and provide a brochure of other notary options in the area.

#### *Other old business*

C. Wijeyesinghe said she and G. Kirkpatrick would be meeting soon to discuss the parameters of the library's gifts and donations policy in regards to room naming rights.

M. Kissinger asked when the library would be bringing any building plans to the public. G. Kirkpatrick said that it is still a schematic design. When the board has accepted a design and a price tag would be the time to start selling it to the public. L. Scoons noted that the board discussions about a potential project have been very public, and G. Kirkpatrick said he has been getting feedback whenever it is publicized. C. Wijeyesinghe said she was surprised more members of the public haven't weighed in. J. Crawford has been compiling a file of all instances of public communication about the project.

#### FUTURE BUSINESS

C. Wijeyesinghe told the board that she would be checking the timeframe for G. Kirkpatrick's evaluation process and would report back at the next meeting. She said she was looking for someone to help or shadow her during the process.

#### PUBLIC PARTICIPATION

H. Narang said he would be stepping down from the Board following the meeting. He said it has been a wonderful experience. He thanked the Board, staff and G. Kirkpatrick for his leadership.

#### ADJOURNMENT

On a MOTION by H. Narang with a SECOND by C. Wijeyesinghe, the board adjourned the regular meeting at 8:38pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

## Treasurer's Report

July 2023

### Revenue and Expense Report

The revenue and expense report for the fiscal year ended June 30, 2023 shows net revenue of \$495,000, including \$108,000 in interest earned above the amount that was budgeted. There will be a few year-end adjustments such as accrued payroll and other accrued expenses that will likely reduce net revenue somewhat. Salaries and benefits are 5% under budget and total expenses are 8% under budget for the year.

Sharon Whiting CPA

District Library Treasurer

## BETHLEHEM PUBLIC LIBRARY

## CASH &amp; INVESTMENTS SUMMARY

AS OF 6/30/23

	<b>BALANCE</b>					<b>BALANCE</b>
	<u>5/31/2023</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>EARNINGS</u>	<u>TRANSFERS</u>	<u>6/30/2023</u>
TD Bank General Fund	1,157,760.02	454.61	(234,305.43)	1,392.66	161,774.85	1,087,076.71
TD Bank Payroll	0.00		(138,225.15)	-	138,225.15	0.00
TD Bank Money Market	1,009,492.05	-	-	3,007.63	212,839.52	1,225,339.20
TD Bank Treasury Bill	1,029,172.57		-	4,022.28	-	1,033,194.85
TD Bank Capital Project Fund	350,558.97	-	(57,002.15)		-	293,556.82
TD Bank 6 mo. CD Opened 5/9/22	1,100,000.00	-	-		-	1,100,000.00
TD Bank 4 mo. CD Opened 2/9/23	505,122.33	-	-	7,717.19	(512,839.52)	0.00
Key Bank Checking	11,725.02	1,602.25	(144.91)		-	13,182.36
<b>TOTAL:</b>	<u>5,163,830.96</u>	<u>2,056.86</u>	<u>(429,677.64)</u>	<u>16,139.76</u>	<u>-</u>	<u>4,752,349.94</u>

Checks outstanding greater than 90 days old:

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

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

## BETHLEHEM PUBLIC LIBRARY

## REVENUE &amp; EXPENSE REPORT

## 12 MONTHS ENDED 6/30/23

## FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 12 MO. ENDED 6/30/2023	Percent YTD 6/30/2023	ANNUAL BUDGET 2021-2022	YTD PRIOR 12 MO. ENDED 6/30/2022	Percent YTD 6/30/2022
Real Property Taxes	4,308,076	4,308,564	100.0%	4,172,563	4,171,911	100.0%
PILOT	227,724	233,871	102.7%	219,570	219,916	100.2%
Fines	2,000	2,699	135.0%	15,000	19,225	128.2%
Interest on Deposits	6,000	114,960	1916.0%	7,500	4,474	59.7%
Lost Book Payments	2,500	10,133	405.3%	-	7,779	0.0%
Sale of Books	-	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	3,500	10,600	302.9%	2,000	6,207	310.4%
Photocopier	6,500	9,170	141.1%	7,500	5,789	77.2%
State Aid	24,500	25,309	103.3%	23,170	24,401	105.3%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	1,016	0.0%	-	329	0.0%
<b>Total Revenue</b>	<b>4,580,800</b>	<b>4,716,323</b>	<b>103.0%</b>	<b>4,452,303</b>	<b>4,460,032</b>	<b>100.2%</b>
<b>EXPENSES</b>						
Salaries	2,444,929	2,317,314	94.8%	2,363,565	2,233,613	94.5%
Retirement	237,333	232,558	98.0%	291,089	295,760	101.6%
Health Insurance	364,700	357,684	98.1%	310,433	304,826	98.2%
Other Benefits	219,538	191,379	87.2%	201,213	177,025	88.0%
Subtotal Salaries & Benefits	3,266,500	3,098,935	94.9%	3,166,300	3,011,224	95.1%
Library Materials - Print	290,000	226,557	78.1%	292,000	220,733	75.6%
Library Materials - Electronic & Audio	296,000	318,730	107.7%	269,000	261,770	97.3%
Subtotal Library Material	586,000	545,287	93.1%	561,000	482,503	86.0%
Operations	593,300	557,938	94.0%	601,900	532,629	88.5%
Capital Expenditures	100,000	18,801	18.8%	125,000	12,497	10.0%
Contingency	35,000	-		-	-	
<b>Total Expenses</b>	<b>4,580,800</b>	<b>4,220,961</b>	<b>92.1%</b>	<b>4,454,200</b>	<b>4,038,853</b>	<b>90.7%</b>

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

12 MONTHS ENDED 6/30/23

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 12 MO. ENDED 6/30/2023	Percent YTD 6/30/2023	ANNUAL BUDGET 2021-2022	YTD PRIOR 12 MO. ENDED 6/30/2022	Percent YTD 6/30/2022
<b>Salaries &amp; Benefits</b>						
Salaries-Librarians	1,174,134	1,138,428	97.0%	1,203,711	1,146,581	95.3%
Salaries-Support Staff	1,108,487	1,012,133	91.3%	976,846	928,342	95.0%
Salaries-Custodians	162,308	166,754	102.7%	163,595	158,690	97.0%
<b>Subtotal Salaries</b>	<b>2,444,929</b>	<b>2,317,314</b>	<b>94.8%</b>	<b>2,344,152</b>	<b>2,233,613</b>	<b>95.3%</b>
Retirement	237,333	232,558	98.0%	323,103	295,760	91.5%
Health Ins.	364,700	357,684	98.1%	307,889	304,826	99.0%
SocSec/Medicare	187,038	168,670	90.2%	179,359	162,736	90.7%
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%
<b>Subtotal Salaries &amp; Benefits</b>	<b>3,266,500</b>	<b>3,098,935</b>	<b>94.9%</b>	<b>3,184,903</b>	<b>3,011,224</b>	<b>94.5%</b>
<b>Library Materials</b>						
Adult books	171,000	139,189	81.4%	171,000	131,903	77.1%
Periodicals	19,000	11,567	60.9%	18,000	18,474	102.6%
YS Books	85,000	62,450	73.5%	85,000	57,587	67.7%
Special Collections	15,000	13,351	89.0%	18,000	12,769	70.9%
<b>Subtotal Print Materials</b>	<b>290,000</b>	<b>226,557</b>	<b>78.1%</b>	<b>292,000</b>	<b>220,733</b>	<b>75.6%</b>
Audiobooks	23,000	22,848	99.3%	25,000	21,926	87.7%
E-Collections	196,000	224,284	114.4%	156,000	173,591	111.3%
Electronic Resources	27,000	41,744	154.6%	28,000	31,109	111.1%
YS Audiobooks	5,000	5,340	106.8%	7,000	2,172	31.0%
YS Media	5,000	1,951	39.0%	5,000	3,005	60.1%
AS Media	40,000	22,561	56.4%	48,000	29,967	62.4%
<b>Subtotal Electronic &amp; Audio</b>	<b>296,000</b>	<b>318,730</b>	<b>107.7%</b>	<b>269,000</b>	<b>261,770</b>	<b>97.3%</b>
<b>Subtotal Library Materials</b>	<b>586,000</b>	<b>545,287</b>	<b>93.1%</b>	<b>561,000</b>	<b>482,503</b>	<b>86.0%</b>
<b>Operations</b>						
Copiers and supplies	15,000	11,642.48	77.6%	18,000	11,160	62.0%
Office supplies	20,000	13,467.09	67.3%	20,000	20,532	102.7%
Custodial supplies	26,000	17,569.48	67.6%	26,000	13,957	53.7%
Postage	20,000	17,214.90	86.1%	20,000	14,463	72.3%
Printing & Marketing	35,000	27,692.38	79.1%	38,000	25,011	65.8%
Van lease & oper.	4,000	571.11	14.3%	4,000	2,740	68.5%
Gas and Electric	65,000	74,958.70	115.3%	50,000	72,944	145.9%
Telecommunications	14,000	26,518.49	189.4%	18,000	12,230	67.9%
Water	3,000	3,168.66	105.6%	3,000	2,295	76.5%
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	39,633.97	132.1%	30,000	26,278	87.6%
Contract Services	45,000	42,570.55	94.6%	42,000	58,217	138.6%
Insurance	29,000	25,739.35	88.8%	29,000	23,842	82.2%
Bank Fees	1,400	1,566.15	111.9%	-	1,274	0.0%
Travel/Conference	3,000	3,387.25	112.9%	3,000	3,318	110.6%
Memberships	3,000	3,789.00	126.3%	3,000	1,997	66.6%
Special Programs	32,000	25,829.03	80.7%	35,000	22,801	65.1%
Furniture & Equipment	40,000	28,523.96	71.3%	40,000	24,271	60.7%
IT Hardware & Software	42,000	45,637.10	108.7%	42,000	58,103	138.3%
Bld & Grnd. Repair	40,000	24,676.36	61.7%	40,000	37,989	95.0%
Furn/Equip Repair	2,000	290.00	14.5%	2,000	3,803	190.1%
Miscellaneous	6,000	10,250.47	170.8%	4,000	6,130	153.3%
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	53,385.12	100.7%	52,000	53,520	102.9%
<b>Subtotal Operations</b>	<b>593,300</b>	<b>557,938</b>	<b>94.0%</b>	<b>571,400</b>	<b>532,629</b>	<b>93.2%</b>
Capital Expenditures	100,000	18,801	18.8%	100,000	12,497	12.5%
Contingency	35,000	-	0.0%	35,000	-	0.0%
<b>TOTAL</b>	<b>4,580,800</b>	<b>4,220,961</b>	<b>92.1%</b>	<b>4,452,303</b>	<b>4,038,853</b>	<b>90.7%</b>

**BETHLEHEM PUBLIC LIBRARY****DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN JUNE 2023 BASED ON PRE-APPROVAL	\$	61,328.50
CHECKS DISBURSED IN JUNE 2023 RELATING TO PAYROLL	\$	199,201.96
CHECKS BEING SUBMITTED FOR APPROVAL	\$	194,659.62
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	79,502.31

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 45: PREAPPROVED DISB (JUNE 23) For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
40687	06/07/2023	1965	**VOID** PATRICIA GEROU		-510.30
41159	06/07/2023	2413	**VOID** JULIE ANNE JOHNSON	230490	-20.00
41197	06/01/2023	1424	AFLAC NEW YORK		220.04
41198	06/01/2023	1831	CDPHP UNIVERSAL BENEFITS, INC.		29,445.31
41199	06/01/2023	2395	CSEA EMPLOYEE BENEFIT FUND		190.53
41200	06/01/2023	1833	HIGHMARK BSNENY		589.14
41201	06/01/2023	720	MVP HEALTH PLAN, INC.		5,659.38
41202	06/01/2023	2340	T-MOBILE	230573	1,806.00
41203	06/01/2023	2061	UNITED HEALTHCARE INSURANCE CO		150.65
41204	06/01/2023	1581	UNITED STATES POSTAL SERVICE	230017	1,498.52
41205	06/01/2023	1607	VERIZON BUSINESS FIOS	230013	159.79
41206	06/01/2023	1607	VERIZON BUSINESS FIOS	230013	89.00
41207	06/01/2023	1607	VERIZON BUSINESS FIOS	230013	124.99
41263	06/21/2023	1716	**VOID** WESTERLO PUBLIC LIBRARY	230545	-12.99
41265	06/08/2023	1570	NATIONAL GRID		4,112.79
41266	06/08/2023	1865	NYS PUBLIC ENTITIES SAFETY GRP		1,646.50
41267	06/08/2023	2113	NYSIF DISABILITY BENEFITS		1,276.36
41268	06/08/2023	559	STATE INSURANCE FUND		13,452.02
41269	06/08/2023	2137	WEX BANK	230016	72.85
41272	06/16/2023	2426	JPMORGAN CHASE BANK NA	*See Detail Report	1,377.92
<b>Number of Transactions: 20</b>				<b>Warrant Total:</b>	<b>61,328.50</b>
				<b>Vendor Portion:</b>	<b>61,328.50</b>

\*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 - 48: TRUST & AGENCY (JUN 23) For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41270	06/15/2023	712	CIVIL SERVICE EMPL ASSOC INC.		903.18
41271	06/30/2023	712	CIVIL SERVICE EMPL ASSOC INC.		880.92
100778	06/15/2023	709	BPL SPECIAL PAYROLL ACCOUNT		68,696.34
100779	06/15/2023	710	NYS INCOME TAX BUREAU		3,797.23
100780	06/15/2023	1946	IRS - PAYROLL TAX PMT		21,623.23
100781	06/15/2023	2003	NEW YORK STATE DEFERRED		2,244.82
100782	06/30/2023	709	BPL SPECIAL PAYROLL ACCOUNT		69,528.81
100783	06/30/2023	710	NYS INCOME TAX BUREAU		3,915.99
100784	06/30/2023	730	NYS EMPLOYEES RETIREMENT SYSTE		3,730.05
100785	06/30/2023	1946	IRS - PAYROLL TAX PMT		21,600.45
100786	06/30/2023	2003	NEW YORK STATE DEFERRED		2,280.94
<b>Number of Transactions: 11</b>				<b>Warrant Total:</b>	<b>199,201.96</b>
				<b>Vendor Portion:</b>	<b>199,201.96</b>

### Certification of Warrant

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\_\_\_\_\_  
Date Signature Title

**BETHLEHEM PUBLIC LIBRARY****Check Warrant Report For A - 2: BILL SCHEDULE (JUL 23) For Dates 7/11/2023 - 7/11/2023**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41279	07/11/2023	2242	ALPHA CARD SYSTEMS		359.87
41280	07/11/2023	2420	AMAZON CAPITAL SERVICES INC		4,071.92
41281	07/11/2023	77	BAKER & TAYLOR , INC.		4,707.55
41282	07/11/2023	1186	BAKER AND TAYLOR ENTERTAINMENT		143.23
41283	07/11/2023	997	BOND, SCHOENECK & KING, INC.		13,158.97
41284	07/11/2023	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.		553.13
41285	07/11/2023	697	CAPITAL REGION BOCES	240019	19,418.65
41286	07/11/2023	937	CENGAGE LEARNING INC.	230600	6,500.00
41287	07/11/2023	827	PHYLLIS CHAMBERS		494.70
41288	07/11/2023	2078	COUNTY WASTE & RECYCLING SERVICE, INC.		288.09
41289	07/11/2023	1154	CRISAFULLI BROTHERS		1,137.92
41290	07/11/2023	1220	DEMCO, INC		134.88
41291	07/11/2023	1463	EAST GREENBUSH COMM LIBRARY		7.99
41292	07/11/2023	1991	EASTERN MANAGED PRINT NETWORK LLC		597.59
41293	07/11/2023	2155	EDWARD C. MANGIONE LOCKSMITHS, INC.		3,955.50
41294	07/11/2023	1986	FIRSTLIGHT FIBER		194.21
41295	07/11/2023	2361	FUN EXPRESS, LLC		499.34
41296	07/11/2023	1965	PATRICIA GEROU		494.70
41297	07/11/2023	745	MARY HARTMAN		494.70
41298	07/11/2023	310	JANWAY COMPANY		1,800.00
41299	07/11/2023	2322	KANOPY INC.	240016	2,216.00
41300	07/11/2023	1155	LAKESHORE LEARNING MATERIALS		143.69
41301	07/11/2023	2201	LANE PRESS OF ALBANY		3,595.00
41302	07/11/2023	1024	MIDWEST TAPE LLC		1,264.10
41303	07/11/2023	1172	ANNE B MOSHER		494.70
41304	07/11/2023	1921	MOTION PICTURE LICENSING CORP.		244.05
41305	07/11/2023	387	MURPHY OVERHEAD DOORS		195.50
41306	07/11/2023	1088	NASSAU FREE LIBRARY		25.00
41307	07/11/2023	2314	NOLAN HELLER KAUFFMAN LLP		385.00
41308	07/11/2023	2148	NORTHEAST PEST CONTROL		597.00
41309	07/11/2023	2094	ORIENTAL TRADING COMPANY, INC.		186.64
41310	07/11/2023	1823	OVER DRIVE INC.		58,637.70
41311	07/11/2023	2402	PBC GURU LLC	230601	3,500.00
41312	07/11/2023	450	PHILLIPS HARDWARE INC		8.99
41313	07/11/2023	458	PITNEY BOWES INC		248.51
41314	07/11/2023	2430	PLAYAWAY PRODUCTS LLC		50.34
41315	07/11/2023	1210	PROQUEST LLC		1,742.69
41316	07/11/2023	2289	RELYCO SALES INC.		398.35
41317	07/11/2023	1490	REPEAT BUSINESS		48.74
41318	07/11/2023	505	ROEMER WALLENS GOLD & MINEAUX		364.00
41319	07/11/2023	2282	ROGER HELD PIANO SERVICE		120.00
41320	07/11/2023	2038	STAPLES BUSINESS ADVANTAGE		204.19
41321	07/11/2023	2154	STERICYCLE, INC.	240010	22.62
41322	07/11/2023	2211	STORM KING ART CENTER	240037	250.00
41323	07/11/2023	2340	T-MOBILE		1,558.75

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 2: BILL SCHEDULE (JUL 23) For Dates 7/11/2023 - 7/11/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41324	07/11/2023	2250	TECH LOGIC CORPORATION		1,272.00
41325	07/11/2023	2307	TRANE U.S. INC.		6,837.00
41326	07/11/2023	2344	ULINE, INC.		82.96
41327	07/11/2023	2446	UNIVERSITY OF INDIANAPOLIS		30.00
41328	07/11/2023	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	22,669.49
41329	07/11/2023	1607	VERIZON BUSINESS FIOS		159.79
41330	07/11/2023	1607	VERIZON BUSINESS FIOS		124.99
41331	07/11/2023	1607	VERIZON BUSINESS FIOS	240003	199.99
41332	07/11/2023	1607	VERIZON BUSINESS FIOS	240003	89.00
41333	07/11/2023	1607	VERIZON BUSINESS FIOS	240003	159.79
41334	07/11/2023	1968	VERIZON WIRELESS	240004	100.39
41335	07/11/2023	645	W W GRAINGER INC		869.22
41336	07/11/2023	1884	W.B. MASON CO., INC.		47.28
41337	07/11/2023	2182	W.M. BIERS INC.		368.28
41338	07/11/2023	2015	WATERVLIET PUBLIC LIBRARY		12.99
41339	07/11/2023	2307	TRANE U.S. INC.		20,390.00
41340	07/11/2023	30	ALBANY PUBLIC LIBRARY-MAIN BR	240030	42.95
41341	07/11/2023	2218	CASEY, PHILIP M.	240022	200.00
41342	07/11/2023	2428	DANIEL MAY	240000	40.00
41343	07/11/2023	2443	ELLIOT C. SPERO	240021	550.00
41344	07/11/2023	2164	ENGEL, DAVID	240025	650.00
41345	07/11/2023	2159	JACK E. POWELL	240026	550.00
41346	07/11/2023	2445	JIM CLARK COMMUNITY PERFORMANCE FUND	240027	300.00
41347	07/11/2023	2447	JOHN MACDONALD	240035	150.00
41348	07/11/2023	2449	LIBERTI SCIENCE DBA MAD SCIENCE OF THE CD	240033	350.00
41349	07/11/2023	1742	BARRY O'KEEFE	240023	300.00
41350	07/11/2023	984	RESERVE ACCOUNT-PITNEY BOWES	240024	1,500.00
41351	07/11/2023	716	RON CAIN	240020	375.00
41352	07/11/2023	2225	SPRAGUE, LINDSAY	240032	417.00
41353	07/11/2023	2448	UNCHARTED WILD C/O ADAM BORNT	240034	300.00
41354	07/11/2023	1593	WILLIAM K. SANFORD LIBRARY	240031	7.00

**Number of Transactions: 76**

**Warrant Total: 194,659.62**

**Vendor Portion: 194,659.62**

\*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

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\_\_\_\_\_  
Date Signature Title

# BETHLEHEM PUBLIC LIBRARY



Check Warrant Report For H - 1: BILL SCHEDULE - JUL 23 (H FUND) For Dates 7/11/2023 - 7/11/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1211	07/11/2023	1583	C.T. MALE ASSOCIATES, P.C.		14,000.00
1212	07/11/2023	2424	ASHLEY MCGRAW ARCHITECTS		65,502.31
<b>Number of Transactions: 2</b>				<b>Warrant Total:</b>	<b>79,502.31</b>
				<b>Vendor Portion:</b>	<b>79,502.31</b>

### Certification of Warrant

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\_\_\_\_\_

Date Signature Title

July 10, 2023 - 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
<b>Previously Approved to Fill</b>											
Library Clerk PT	Circulation Services	11 hrs/wk	15 hrs/wk	\$16.26/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$16.26/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$14.20/hour	M. Mitchel	5/11/2022	5/9/2022				
Library Assistant PT	Public Services	16 hrs/wk		\$21.13/hour or per contract	C. Madura	5/25/2023	6/12/2023				
Library Assistant PT	Public Services	11.67 hrs/wk		\$21.13/hour or per contract			6/12/2023				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$14.20/hour	K. Jami	5/9/2023	6/12/2023	Filled	A. Glass	7/10/2023	Hire
Library Assistant FT	Public Services	35 hrs/wk		\$41,584/annual or per contract	N. Carmel	6/9/2023	6/12/2023				
<b>Action Requested</b>											
Librarian 1 FT	Public Services	35 hrs/wk		\$58,306/annual or per contract	M. Farley	7/28/2023					
<b>Positions Held</b>											
None											

## **Director's Report July 2023**

### **Buildings and Grounds**

June has been hot, but there has been sufficient rain to keep the plants and grass growing decently. The Maintenance Department staff has been instrumental in setting up for programs and switching things to indoors when the weather and conditions prevent programs from being outside.

### **Public Services**

The end of the BCSD school year brought many students to the library looking for a place to study. Study rooms, carrels and tables were in demand and very busy. We had our Community Room or Board Room set up as a study hall during the busiest times to help meet the increased demand for study space. With classes ending on June 22 and the Summer Reading program starting on June 23, the Children's Place has become very lively during the day. New tables were added to the main public space in the library to expand seating capacity.

The Studio was advertised in the June 1 e-newsletter. This drove increased use of the Makerspace this month. Most visitors used the VHS-to-DVD convertor and the 3D printer.

We continue to see relative high use of the test proctoring service, primarily from Real Estate University. Most of the users of this service are from outside the library district. Many libraries have eliminated or reduced proctoring services, which has increased the use here.

### **Program Highlights**

Afternoon Art: Buddy the Dinosaur - This was a craft that was postponed from a snow day last year, and it turned out to be such a hit. These kits made a small cardboard dinosaur that could be decorated. Kids and parents both enjoyed the craft, which was fun to have during the first full week of Summer Reading. Attendance: 39.





All Kinds of Families Storytime – This program was a lot of fun. There were a combination of 27 moms, dads, grandparents and kids who attended. Beth read stories that celebrated different kinds of families and we sang songs. After, families worked together on creating beautiful handprint bouquet pictures.

Chess Club – Held on Monday evenings June 5 and 12, this program has been in demand, but getting sufficient volunteers can be challenging. Alex would love it if we could get four volunteers for each session when we start back up in September. Attendance: 6

Craft & Color for Adults – This was an uncharacteristically small group this month, though the weather was rainy and stormy, which may have been a factor. This month's craft was a suncatcher that could be colored/decorated with markers, along with our usual coloring sheets. Attendance: 6

iPhone Tech Help – Our library school intern, Matt, set up a few Libby, iPhone, and iCloud tech help events in June on Saturdays and Sundays. The iPhone tech help sessions were the only ones that had attendees, but both were full with 4 people in each session. We will continue to experiment with tech help classes/workshops in the future.

Mother Goose on the Loose – This is an early-literacy program that focuses on rhythm, bounces and movement while incorporating Mother Goose rhymes. It was very well-attended, with a total of 60 participants.

Paws to Read - Registered therapy dogs listen quietly, creating a safe space for children to practice their reading and speaking skills without fear or judgment.

6/5 - Bruno Mars, Snickers and Chewbacca visited the library. Attendance: 28

6/12 - Bruno Mars visited the library. Attendance: 32

6/26 - Bruno Mars, Snickers, and Chewbacca visited the library. Attendance: 46

Sharing Family Recipes – We had a good turnout and great feedback from attendees. Multiple patrons requested more recipe swap programs in the future. Erin will be holding a soup recipe swap in October and a winter/holiday recipe swap in December. Attendance: 8

Bumblebee Storytime and Craft – This was Rachael’s first storytime at BPL and it was a huge success. The children were really into it, answering questions and making comments, and asking her to play the songs multiple times because they liked them so much. One boy went from shyly standing at the door to coming up to the book to point things out. One caregiver said this was the first time her 3-year-old focused on the stories the whole time, and another said this was their first storytime at the library and they would definitely be back for more. Additionally, everyone had fun with the bumblebee craft and, after telling the kids they could be as creative as they wanted, they really went for it. Attendance: 35

Get Hopping! Storytime and Craft – We had signup for this program, and there was a total of 11 kids signed up. There were a lot of walk-ins on the day of. There were about 22 children and 14 adults. A few of the children and adults ended up sitting on the floor or at the craft tables set up behind the storytime chairs. After the first book (Frog vs Toad), Shannon used the flannel board for “Five Green and Speckled Frogs.” Many of the children came up to the board and, knowing the rhyme, were taking the frogs down off the log one-by-one to place them on the pool. After the closing song, everyone relocated to the craft tables. Shannon let the kids pick their paper color and walked through the steps to making an origami frog that jumps, which most were able to make. We also provided crayons and eyes stickers for them to decorate with, along with plain construction paper for them to draw ponds and whatnot. Shannon gave out a couple frog craft kits if the origami was too difficult/as extra as well. Many seemed to enjoy the program. Attendance: 36

Seashells Storytime and Craft - There were 18 signed up for the program, but again we had a lot of walk-ins. Shannon had 23 craft shells (plus one as an example), which were all used, so there were 23 children and 10 adults (there were several adults with two or three kids). Even though there were more children than the Get Hopping storytime, it wasn’t as chaotic. With the exception of a couple toddlers, the kids sat quietly through the first two books and fingerplay. The program went well, and the kids seemed to have enjoyed the craft. Attendance: 33

#### Summer Reading Program – All Together Now

In preparation for the start date of June 20, Lauren printed paper game cards for all age ranges. Sarah was a big help with making sure that ReadSquared online software was ready to go at 9 a.m. on the day of, and Luke helped troubleshoot a few settings as the day went on. Volunteers helped Lauren make a ton of large hands out of construction paper in nearly every color of the rainbow. They were a huge hit at the kickoff event, and have proved to be a very popular craft in the Children’s Place. As of this writing, we’re already out of room on the first set of windows.

As of this report, our total number of Summer Reading Program participants is 447.

#### Friday June 23 – Summer Reading Kickoff Event

The weather held and we were able to do this event on the Green. Local rock band the GB-Five was there from 2-3 p.m., and they drew quite the crowd. We brought out the popcorn machine – many thanks to the Maintenance department for making sure it was in working order and for

staffing it during the event. We had two tables with laptops in the shade where people could come and sign up for the Summer Reading program. Thank you to Erin and Sarah for helping to staff the tables and walk people through sign up in ReadSquared. Chris and Tanya brought out some of our Kindness Matters beach balls to hand out, and they were super popular. We also had two crafts – there were some leftover hand fans from the Memorial Day parade, which the kids could color and take home. They certainly came in handy since it was hot! As part of our theme of All Together Now, we're doing a community mural in the Children's Place with paper hands. Anyone who signs up for Summer Reading can color/decorate a hand, and we'll put them up in the Children's Place on the large windows looking over Delaware Avenue. These will be available in the Children's Place until Summer Reading ends. The crayons started to melt towards the end, so next year we'll definitely put the crafts under a tent.

Attendance: 203

## **Outreach**

Eagle Elementary Library Visit – Four 5<sup>th</sup>-grade classes visited the library on June 1. The students were working on an immigration and family history project. Luke worked with a teacher from Eagle to prepare a presentation on Ancestry.com and other relevant library resources. The students had a picnic lunch on the Green before walking back to school. Attendance: 80

Elsmere Elementary – Beth visited the library classes at Elsmere Elementary on three different days. For the younger grades, she briefly talked about the library and Summer Reading Program and then finished up with either a read-aloud or game. For the older grades, Beth was able to engage them in a much more involved discussion about the library and then, if time allowed, shared some book talks. Attendance: 194

BCMS – Rachael and Shannon worked on a PowerPoint presentation for the Middle school, since schedules didn't align for either of them to go to classes in person this year. The presentation had information regarding the Summer Reading Program, upcoming teen programs, signing up for a card, e-books, and volunteering. It was sent out to the middle school librarian on June 12.

Glenmont Elementary – Sarah worked with her contact at Glenmont to drop off Summer Reading supplies and also sent them a copy of the Summer Reading Program video on YouTube.

Hamagrael Elementary – Alex provided Summer Reading supplies to the kids, information about the ongoing Library Expedition, and the link to the SRP video on our YouTube.

Farmer's Market – Shannon and Sylvia attended the Farmer's Market on June 3. Soon after all the books were put out, it started to rain, so they put tarps over the two book tables. It wasn't a heavy rain, but a steady drizzle. After a big gust of wind that blew the jacket and tarps off though, it was decided to pack away the mobile checkout station. Unfortunately, the rain did not stop until it was time to start packing up, so the books stayed under the tarps the whole time. For the most part, Shannon and Sylvia stood near the tables, ready to fold back the tarps so people could see the books. Despite of all the challenges they did manage to get people to come over, take a look at the selection, and even check out some books and sign up for a couple of cards. Shannon put out the small prize wheel which attracted a good amount of kids/families as well.

People were surprised and glad to see us out there, and we got a few “We love the library” comments from people walking by. Shannon noted 38 in-depth interactions and 91 general interactions.

Thursdays in the Park – These events are once again a hit with the community with well over 100 people attending each session. The first session with the Puppet People on June 15 didn’t go as planned. Heather from Parks & Rec also noted that it was difficult for the children to follow along and pay attention. Puppets may not be the best fit for this program. Attendance: 175.

On June 22, we had the Zydeco Revelators, and they were great! Mary asked some of the attendees if we should bring them back and the answer was a definite yes. Attendance: 207.

On June 29, the GB-5 was at the South Bethlehem Park, and the program had an attendance of 120, which is really fantastic for that location.



**PUBLIC SAFETY POSTER CONTEST**  
PRESENTED BY  
THE TOWN OF BETHLEHEM  
POLICE DEPARTMENT

**BETHLEHEM PUBLIC LIBRARY**

**BETHLEHEM POLICE**  
NEW YORK

**PROUDLY CELEBRATING  
NNO  
40  
YEARS  
OF  
SERVICE  
1982-2022**

**CALLING ALL BETHLEHEM YOUTH!**  
**CREATE A POSTER ABOUT  
“WHAT SAFETY MEANS TO ME!”**

**STARTING WEDNESDAY, JULY 5TH PARTICIPANTS MAY PICK UP A  
POSTER AT BETHLEHEM POLICE DEPARTMENT (OPEN 24/7)!**

**SUBMISSIONS ARE TO BE RETURNED TO  
BETHLEHEM POLICE DEPARTMENT BY JULY 24TH!  
JUDGING WILL TAKE PLACE AT  
THE BETHLEHEM PUBLIC LIBRARY JULY 27TH - 29TH!**

**WINNERS WILL BE ANNOUNCED AT  
NATIONAL NIGHT OUT, AUGUST 1, 2023, AT ELM AV PARK!**

**WINNERS WILL RECEIVE  
STEWART’S ICE CREAM COUPONS & OUTDOOR SUMMER ACTIVITY BUNDLE!  
1ST PLACE POSTER WILL BE DISPLAYED AT THE POLICE DEPARTMENT  
& ANNOUNCED AT THE TOWN BOARD MEETING!**

**OPEN TO CHILDREN 1ST GRADE - 5TH GRADE!  
PRIZES FOR 1ST, 2ND & 3RD PLACE!**

## Circulation and Technical Services

New items have been ordered for the Library of Things. These are:

Victrola Journey portable bluetooth turntable: A suitcase style vinyl record player with connections for Bluetooth and non-Bluetooth devices.

Toniebox: New and innovative screen-free listening experience for bedtime stories, music and education. Kits are bundled with popular Disney, Nickelodeon and DreamWorks characters.

Video game controllers: Extra controllers for Playstation5, Xbox S/X, and Switch to support patrons who have occasional need for an extra controller for multiplayer games.

Since the announcement of our print-upon-request library cards, our circulation staff has printed and reissued a total of 149 cards. The most requested card style has been the *Tattoo* design followed by the *READ Your Way* design. One consistent request from the community has been to add more options that have broader adult appeal. At this time, we have seven card options with four designs with young adult/kid appeal.

Significant investments in Overdrive have yielded net positive circulation with a 14% increase over last year and a 5% increase over May 2023. Total audiobook usage was up a substantial 25% and eBook usage was up nearly 10%. Bethlehem patrons have 4,715 holds in Overdrive: 1,650 audiobook and 3,065 eBook. Overdrive magazines, Kanopy, and Hoopla continue to see consistent patron support.

### **Meetings and miscellany**

The UHLS Annual Celebration returned as an in-person event this year. It was a great opportunity to meet with staff and trustees from other area libraries. The awards were all well deserved.

Candidate pools for civil service positions continue to be very small. In my conversations with other area directors, they indicate they are experiencing the same thing as well.

A patron experienced a slip and fall in the library hallway in June. Our insurance company has been extremely helpful in navigating the situation. The most important news is that the patron reports that they are doing well.

The library has received a number of comments about the Drag Story Hour program scheduled for July. These comments have been both strongly against and strongly in favor of the program.

Area libraries continue to evaluate their services post-pandemic. Several area libraries have, or are considering, a reduction in hours in response to changing use patterns. We continue to monitor our patrons' use of the library.

Geoffrey Kirkpatrick, Library Director

Library Collection				2021-22	Current Total
Adult fiction				27,178	27,254
Adult non-fiction				29,397	29,671
Adult audio				5,824	5,713
Adult video				8,563	8,387
Young adult fiction				4,903	5,084
Young adult nonfiction				580	650
Young adult audiobooks				477	486
Children's fiction				28,318	29,443
Children's non-fiction				16,096	15,860
Children's audiobooks				1,651	1,620
Children's video				1,391	1,314
OverDrive - UHLS Shared				114,633	120,043
e-magazines				3,123	4,710
Electronic (games, ereaders)				418	405
Total				242,552	250,640
Library Programs	Jun-23	Jun-22	% change	2021-22	F-Y-T-D
Programs	65	27	140.7%	370	667
Program attendance	1,167	511	128.4%	7,464	17,832
Outreach Programs	27	42	-35.7%	59	91
Outreach Attendance	2,519	1,230	104.8%	5,523	11,899
Circulation	Jun-23	Jun-22	% change	2021-22	F-Y-T-D
Adult fiction	13,635	13,213	3.2%	143,462	157,456
Adult non-fiction	7,399	7,093	4.3%	78,344	84,784
Adult audio	5,215	4,601	13.3%	54,406	56,558
Adult video	5,665	6,069	-6.7%	76,698	71,154
Magazines	1,203	1,331	-9.6%	17,896	16,307
Young adult fiction	1,673	1,652	1.3%	18,283	17,774
Young adult nonfiction	152	100	52.0%	1,423	1,792
Young adult audiobooks	239	243	-1.6%	2,655	2,844
Children's fiction	12,152	12,106	0.4%	134,624	147,150
Children's non-fiction	2,700	3,160	-14.6%	35,166	37,799
Children's audiobooks	1,426	1,242	14.8%	12,961	14,929
Children's video	519	488	6.4%	7,053	6,330
Electronic (games, ereaders)	589	685	-14.0%	6,320	7,669
Total	52,567	51,983	1.1%	588,614	621,402
Interlibrary Loan	Jun-23	Jun-22	% change	2021-22	F-Y-T-D
Borrowed from others	5,723	6,507	-12.0%	77,607	73,725
Loaned to others	4,278	4,179	2.4%	52,068	53,319
Miscellaneous	Jun-23	Jun-22	% change	2021-22	F-Y-T-D
Visits to our home page	34,005	40,921	-16.9%	455,145	418,101
Public use of meeting rooms	37	26	42.3%	339	473
Public meeting attendance	365	428	-14.7%	4,091	5,695
Staff use & library programs	63	43	46.5%	190	714
Study room sessions	428	421	1.7%	3,279	4,290
Tech room/ Studio use	11	4	175.0%	16	125
Door count	18,836	14,748	27.7%	153,368	194,334
Registered BPL borrowers	116	111	4.5%	931	1,085
Computer signups	1,146	991	15.6%	9,435	13,008
Museum Pass use	155	133	16.5%	1,166	1,192
E-book use	5,773	5,278	9.4%	67,489	67,186
E-audiobook use	4,613	3,681	25.3%	43,805	49,297
E-magazine use	963	1,032	-6.7%	14,492	12,862
Streaming video use	1,346	1,094	23.0%	16,022	14,758
BCSD use via Overdrive	79	93	-15.1%	1,668	1,549
Equipment	422	370	14.1%	2,524	3,867
Wireless Use	14,094	11,311	24.6%	103,660	127,768

**RESOLUTION NO. 2302  
Adopted June 10, 2023**

**HONORING MR. HARMEET NARANG  
FOR HIS 10 YEARS OF SERVICE ON  
THE BETHLEHEM PUBLIC LIBRARY BOARD OF TRUSTEES**

**WHEREAS**, Bethlehem Public Library, within its charter, maintains the power and authority to adopt such ordinances and resolutions as it shall deem proper in the exercise of its powers; and

**WHEREAS**, Bethlehem Public Library has been grateful for the service of Harmeet Narang as library trustee for the past 10 years; and

**WHEREAS**, Mr. Narang has stepped down from the Bethlehem Public Library Board of trustees after 10 years of service; and

**WHEREAS**, Bethlehem Public Library desires to recognize, honor and thank Mr. Narang for his dedication, professionalism and hard work toward the betterment of the library; and

**WHEREAS**, Mr. Narang demonstrated his commitment to the future of Bethlehem Public Library by sharing his engineering knowledge through his work on the Building Committee and the Long Range Plan Committee;

**NOW, THEREFORE, BE IT RESOLVED**, that Bethlehem Public Library extends its most heartfelt appreciation and best wishes to Mr. Harmeet Narang. He has admirably served the library as Trustee and Assistant Treasurer.

**BE IT FINALLY RESOLVED**, that this Resolution shall be entered into the Bethlehem Public Library minutes, and a certified copy containing the library seal be given to Mr. Narang in evidence of Bethlehem Public Library's admiration and gratitude for his service.

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Geoffrey Kirkpatrick,  
Library Director



Mark Kissinger,  
Board President

**INTERNET ACCESS POLICY**

*Policy Adopted by the Board of Trustees January 12, 1998*

*Policy revised November 12, 2002*

*Policy revised September 12, 2005*

*Policy revised June 12, 2023*

"Library Internet Access" is on-site use of the Internet service provided by the Library via either Library-owned technology or non-Library-owned technology.

As a critical service of the Library, Library Internet Access is free of charge, however, the Library reserves the right to limit access to Library equipment to ensure overall access.

Library Internet Access is subject to the following terms and conditions:

User Responsibilities

- 1) Library Internet Access may not be used to commit crimes (including but not limited to computer intrusion, identity theft, and threats).
- 2) Library Internet Access may not be used to violate any aspect of the Library's Patron Conduct Policy (including but not limited to the bar on harassment and disruption of Library operations).
- 3) Library Internet Access may not be used to damage Library property or operations (including but not limited to physical damage or the introduction of damaging viruses or malware).
- 4) As with any Library resource, parents and guardians are responsible for supervising their children's use of the Internet. Any restriction of a minor child's internet access is the responsibility of the parent/guardian, not the Library staff.

User Rights

- 1) Records related to use of Library Internet Access per this policy are **confidential Library records**. Unless disclosure is needed for the operational needs of the Library, such records shall only be disclosed to a third party per a duly issued subpoena or after written consent of the patron to whom the record pertains.
- 2) To the extent a user requires Library **employee assistance** to access information or services via Library Internet Access, such employee assistance, even if not a written confidential record, shall be considered confidential, and unless disclosure is needed for the operational needs of the Library, such use shall only be disclosed to a third party per a duly issued subpoena or after written consent of the patron to whom the record pertains.
- 3) A Library employee or other person who suspects a user has violated this policy, or who is concerned about the safety of another in relation to this policy, may report their concerns to the Director, or the person managing the Library at the time, who shall make a determination per the Library's Patron Conduct Policy or other applicable guidelines.

Revision by Policy Committee-5/25/23

First Read 6/12/23

Second Read 7/10/23