



**Budget Presentation and Board of Trustees Meeting
Monday June 12, 2023 6:00 pm**

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

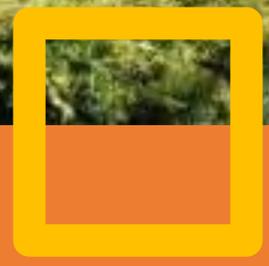
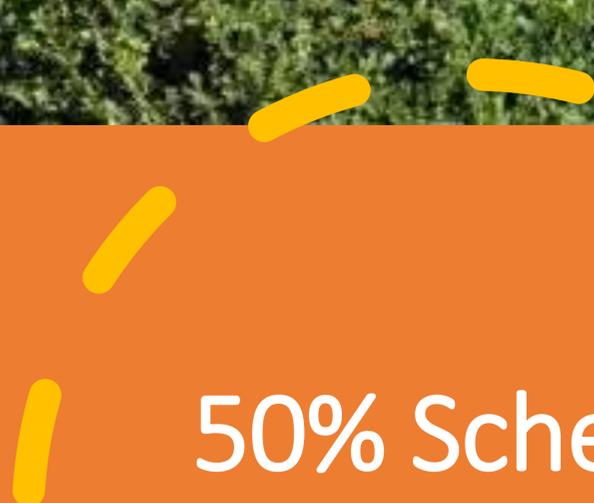
Public comments can be submitted here:
<https://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/>

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

Agenda

- **Call to order**
- **Ashley McGraw architects – schematic design update**
- **Public participation**
- **Review previous meeting minutes**
- **Financial report**
 - **Treasurer’s update**
- **Personnel report**
 - **Personnel actions**
- **Director’s report**
- **UHLS report**
- **New business**
 - **Nominating committee**
 - **Collective bargaining agreement**
 - **Executive session (if necessary)**
 - **M/C salaries**
 - **Internet policy – 1st read**
 - **Minigolf Saturday August 26th, restriction of normal library services**
 - **Udemy – online learning database invoice**
 - **Geotechnical investigation proposal**
 - **Other new business**
- **Old business**
 - **Plaza entry – update**
 - **Policy Committee update**
 - **Library Card policy – 2nd read**
 - **Patron Conduct policy – 2nd read**
 - **Notary services – update**
 - **Other old business**
- **Future business**
- **Public participation**
- **Adjournment**

Next board meeting: July 10, 2023 6:00 pm (Organizational Meeting)
Next Friends of the Library meeting: June 20, 2023 6:30 pm



50% Schematic Design Update

BOARD MEETING
JUNE 12, 2023



ASHLEY MCGRAW



Project Purpose.

To position the Bethlehem Public Library as a **community resource** that is accessible to all, offering modern programming in a mindful environment that's nestled within the fabric of the **community**.

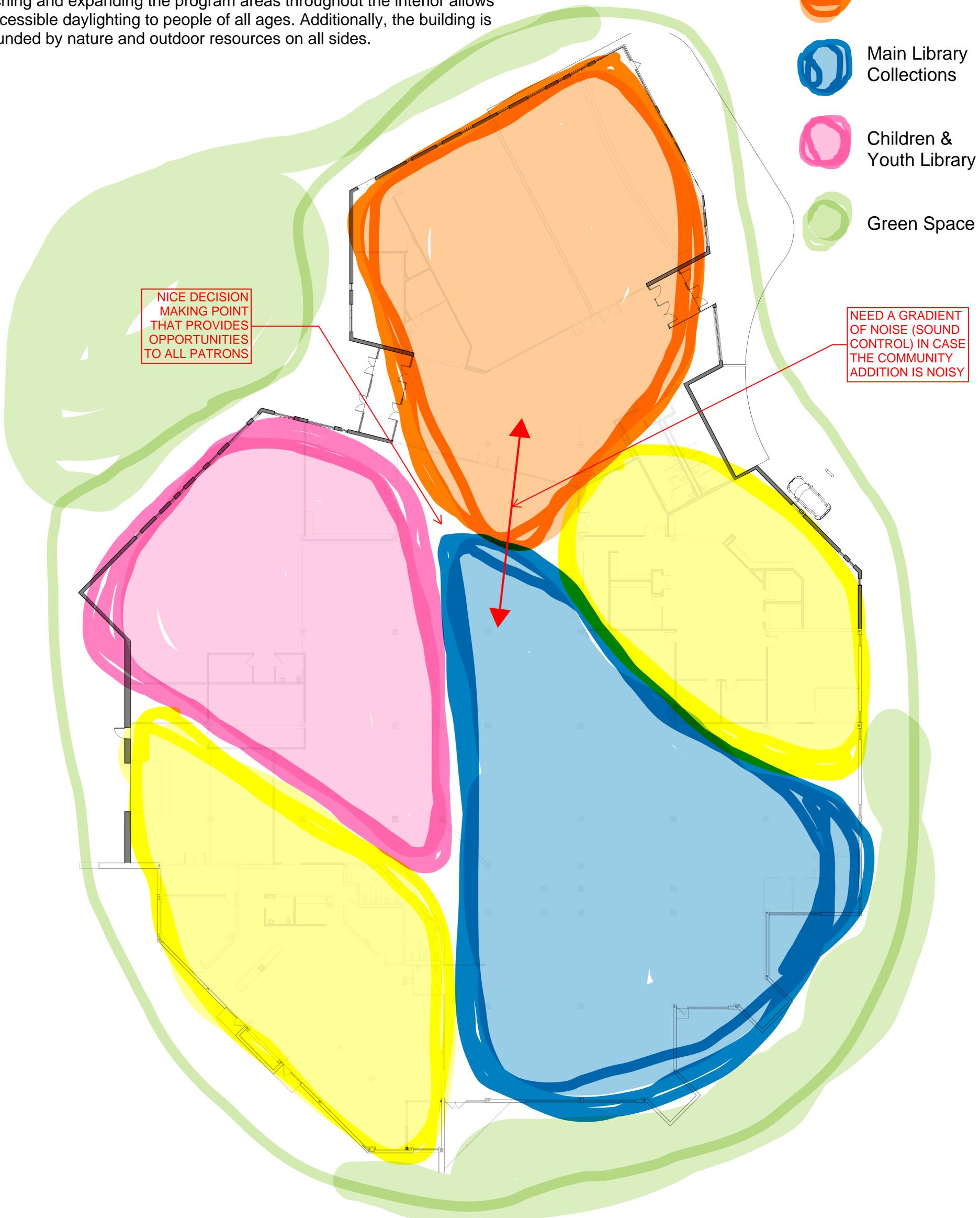
Designed in a way that's welcoming, simple to navigate, modern, and adaptable to a variety of programs, both inside the library and throughout the site.

Optimizing the library so that both **patrons and staff** have cohesive environments to suit their evolving needs, and to support the next generation of collaboration, discovery, and learning.

"Dovetail" Concept Narrative

The dovetail concept provides opportunity to patrons of all ages to access the library resources they seek out. It Optimizes space needed for program areas while allowing them to interface at key opportunities. Strategic intersections will allow for the primary functions of the library to co-exist.

Stretching and expanding the program areas throughout the interior allows for accessible daylighting to people of all ages. Additionally, the building is surrounded by nature and outdoor resources on all sides.



Site

The Bethlehem Library site design simplifies vehicular and pedestrian circulation to increase safety, integrates interior and exterior spaces to enhance programmatic functionality, and responds to existing site conditions to maximize visitor experience. Layout for the site is directly related to prioritizing efficient vehicular circulation on the site, which is integrated with the addition and reconfiguration of interior spaces.

The lot parks 147 cars, including 6 accessible spaces which is 1 space over the ADA minimum. Most accessible spaces are located directly adjacent to the main entry and close to the entry plaza. Overhead lighting, tree cover, and a designated pedestrian crossing sequence elevate the quality of the parking area.

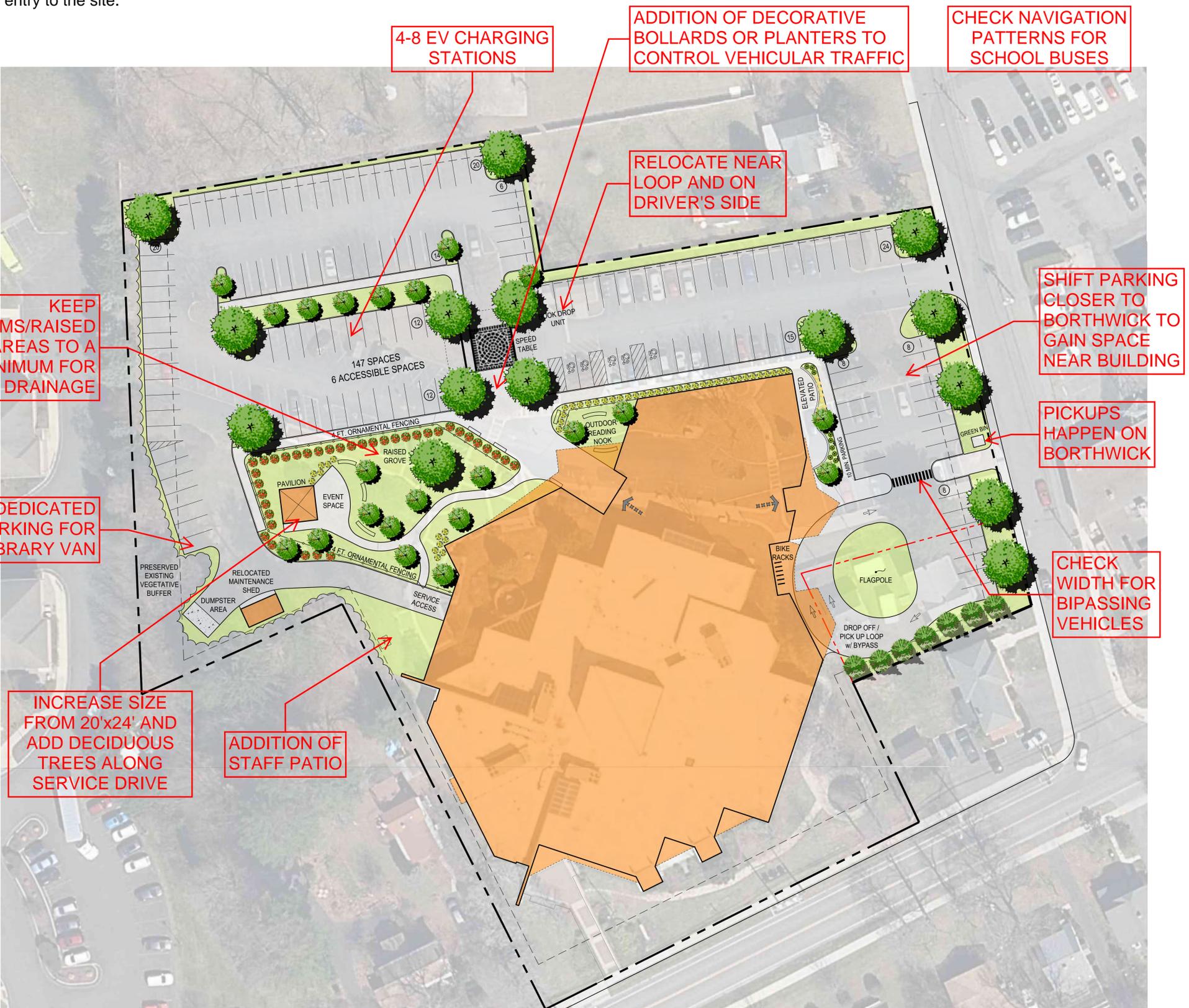
Visitors to the library arriving by car are welcomed by an allee of trees and an entry sign at the single 2-way entrance on Borthwick Avenue. After entering the site, circulation is split between those looking to spend time at the library, and those looking to exchange books at the new loop. Drivers going to the loop can utilize the canopy at the book exchange, which borders the bypass lane and raised planted area with an up-lit flagpole. Visitors parking in the lot area can access the main entry by entering the building through the entry plaza. If parked in the rear area of the parking lot, visitors can walk along the parking island in a designated pathway and access the building after crossing the articulated speed table. Planting at the building would include a few flowering shrubs, featuring mostly low maintenance ground cover planting highlighted by a vertical ornamental grass swathes that highlight architectural geometry.

Pedestrian visitors coming from Borthwick Avenue have access through a designated crosswalk area and is nearby to bicycle parking for those coming by bike. Nearby there is a green bin for book exchange located conveniently for public access as well as for pickup – access by tractor trailer does not require entry to the site.

The geometry of the building is very angular, which extends outwards in the entry plaza. Bordering the entry plaza are two programmed green spaces: a larger event space and a smaller outdoor reading nook, both of which are only accessible through the entry plaza. These spaces are bordered by fencing and planting on 3 sides to buffer the parking and directly adjacent to glazing on the building sides to incorporate the outdoor spaces into the library. While the entry plaza space integrates the strong geometric architectural orientation, the outdoor spaces have a more organic design utilizing arced connector walks, freely placed tree and plantings, and curved seat walls. The event space features a small pavilion with capacity for a small stage, amphitheater inspired seating outside the structure, and overflow seating on curved seat walls. Opposite the pavilion is a raised berm featuring a small grove trees to buffer the space from the entry plaza. The reading nook opposite the entry plaza has a strong sense of enclosure and clear connection to the inside of the library. It could function as an outdoor reading room, outdoor classroom, or memorial / contemplative space.

Located on the other side of the building is an elevated patio, which is raised to be at the same elevation as interior architectural elements. This space is separated from the sidewalk with a plant bed and undulating seat wall and could be used as an outdoor seating space with movable furniture and bollard lighting.

Access to the site by service vehicles would involve a truck moving through the parking area to the service access. The drive and dumpster area responds to the location of existing trees to remain and is adequately screened by tall shrubs, and fencing to minimize disturbance and visual impacts to the entry space. This area, connected to the front entry by maintenance gate, will also house the relocated transformer and maintenance shed.



Parking:

Existing Spaces: 118

Proposed Spaces: 144 (includes 6 accessible spaces)

Community / Entry Spaces

SUMMARY OF COMMUNITY / ENTRY SPACE NEEDS:

NEED FAMILY REST ROOM
FURNITURE STORAGE

GREEN ROOM WITH WET BAR
COMMUNITY PROGRAMMING KITCHENETTE
VENDING KITCHENETTE / COFFEE BAR

ART GALLERY SPACE

INDOOR STAGE

OUTDOOR PERFORMANCE SPACE - COVERED

COMMUNITY DISPLAY SPACE - IS THIS STILL REQUIRED? TO BE DISCUSSED MORE.
DONATION BINS - IS WITHIN THE LOBBY THE BEST PLACE? TO BE DISCUSSED MORE.

COMMUNITY EVENT SPACES

ROOM SIZE OPTIONS:

5400SF (ROWS OF CHAIRS + TELESCOPING SEATING) 360 SEAT - RARE USE, BUT WOULD BE NICE WHEN OUTDOOR EVENTS GET MOVED INSIDE
COULD BE INTO 3450SF ROOM PLUS 1950SF ROOM FOR 75 PEOPLE AT TABLES

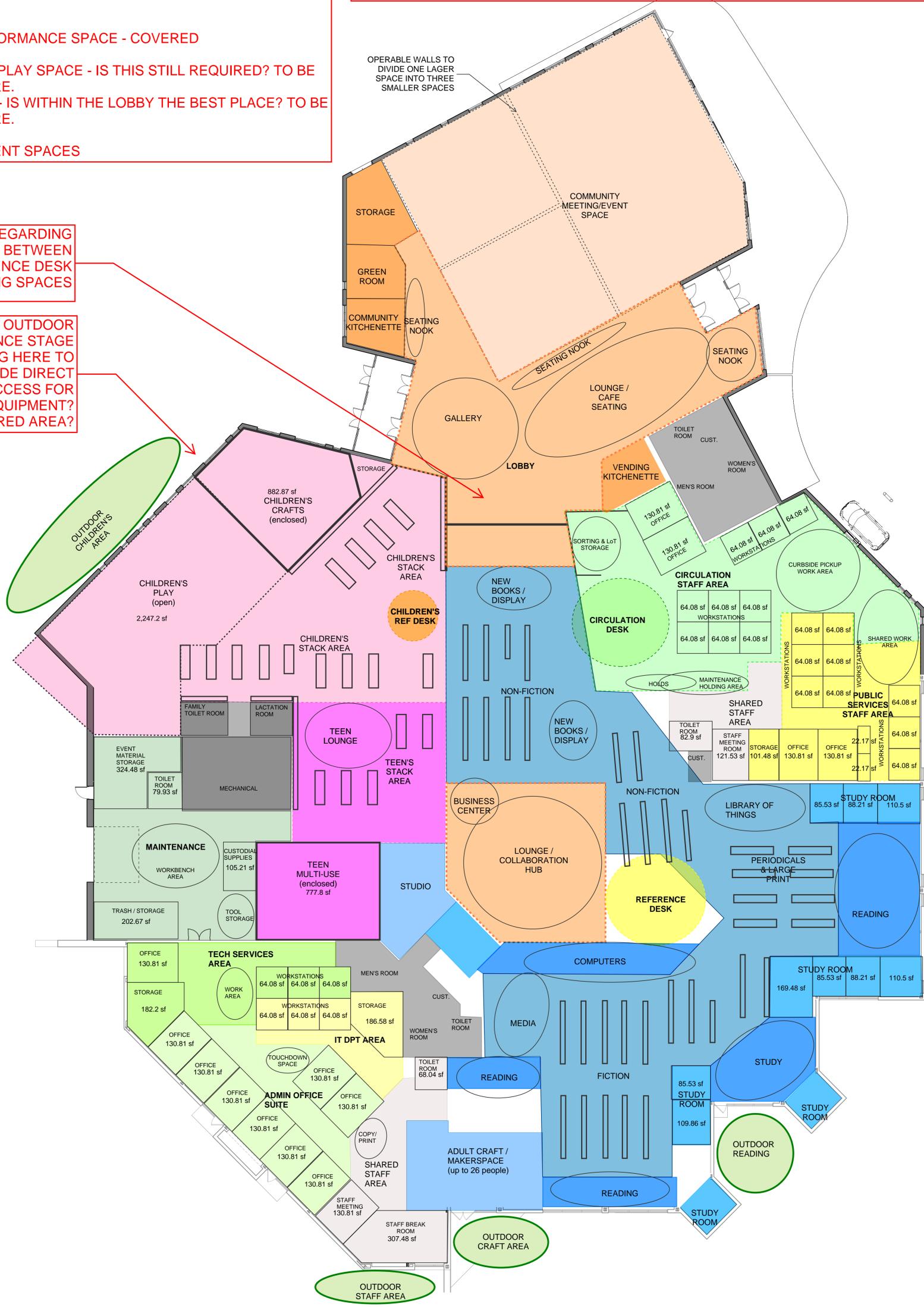
3,450SF --> COULD EQUAL FOUR 30 PERSON ROOMS
ROWS OF CHAIRS: 230 PERSON ROOM - LARGEST THAT WOULD BE USED MORE FREQUENTLY
CLASSROOM STYLE MOVABLE TABLES: 132 PERSON

780SF
30 PERSON ROOMS - NEED 4+ OF THESE - MOST REQUESTED FOR COMMUNITY GROUPS

ANYTHING SMALL TO BE INSIDE MAIN LIBRARY - DIFFERENT USE TYPE

CONCERN REGARDING DISTANCE BETWEEN REFERENCE DESK AND MEETING SPACES

CAN OUTDOOR PERFORMANCE STAGE BE ALONG HERE TO PROVIDE DIRECT ACCESS FOR POWER/EQUIPMENT? COVERED AREA?



OPERABLE WALLS TO DIVIDE ONE LARGER SPACE INTO THREE SMALLER SPACES

OUTDOOR CHILDREN'S AREA

882.87 sf CHILDREN'S CRAFTS (enclosed)

CHILDREN'S PLAY (open) 2,247.2 sf

CHILDREN'S REF DESK

TEEN LOUNGE

TEEN MULTI-USE (enclosed) 777.8 sf

BUSINESS CENTER

LOUNGE / COLLABORATION HUB

REFERENCE DESK

TECH SERVICES AREA

IT DPT AREA

ADMIN OFFICE SUITE

ADULT CRAFT / MAKERSPACE (up to 26 people)

OUTDOOR CRAFT AREA

OUTDOOR STAFF AREA

COMMUNITY MEETING/EVENT SPACE

STORAGE

GREEN ROOM

COMMUNITY KITCHENETTE

SEATING NOOK

GALLERY

LOBBY

LOUNGE / CAFE SEATING

VENDING KITCHENETTE

TOILET ROOM CUST.

MEN'S ROOM

130.81 sf OFFICE

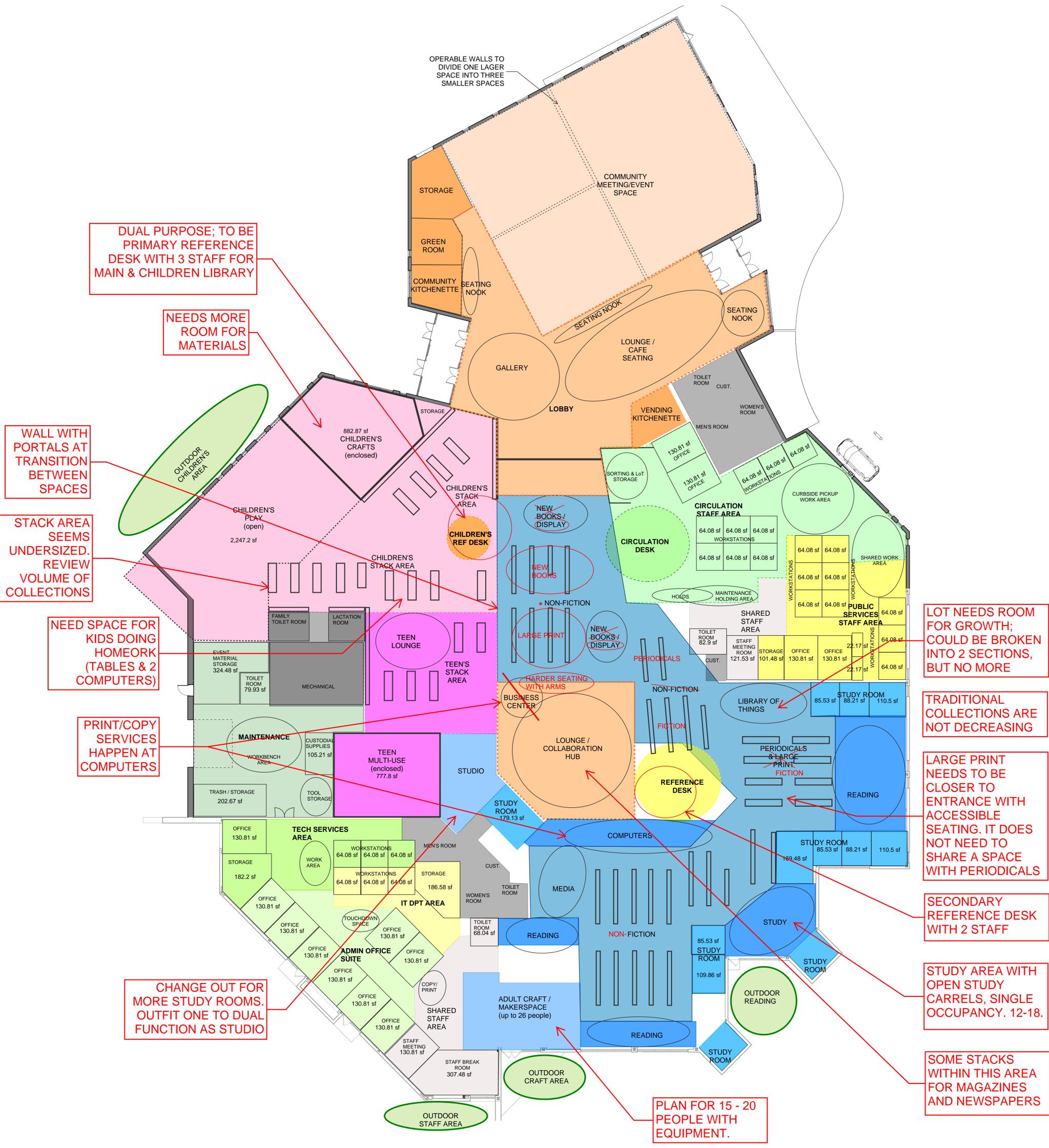
130.81 sf OFFICE

64.08 sf WORKSTATIONS

CIRCULATION STAFF AREA

64.08 sf WORKSTATIONS

Public Library Services



DUAL PURPOSE; TO BE PRIMARY REFERENCE DESK WITH 3 STAFF FOR MAIN & CHILDREN LIBRARY

NEEDS MORE ROOM FOR MATERIALS

WALL WITH PORTALS AT TRANSITION BETWEEN SPACES

STACK AREA SEEMS UNDERSIZED. REVIEW VOLUME OF COLLECTIONS

NEED SPACE FOR KIDS DOING HOMEWORK (TABLES & 2 COMPUTERS)

PRINT/COPY SERVICES HAPPEN AT COMPUTERS

CHANGE OUT FOR MORE STUDY ROOMS. OUTFIT ONE TO DUAL FUNCTION AS STUDIO

OPERABLE WALLS TO DIVIDE ONE LARGER SPACE INTO THREE SMALLER SPACES

LOT NEEDS ROOM FOR GROWTH; COULD BE BROKEN INTO 2 SECTIONS, BUT NO MORE

TRADITIONAL COLLECTIONS ARE NOT DECREASING

LARGE PRINT NEEDS TO BE CLOSER TO ENTRANCE WITH ACCESSIBLE SEATING. IT DOES NOT NEED TO SHARE A SPACE WITH PERIODICALS

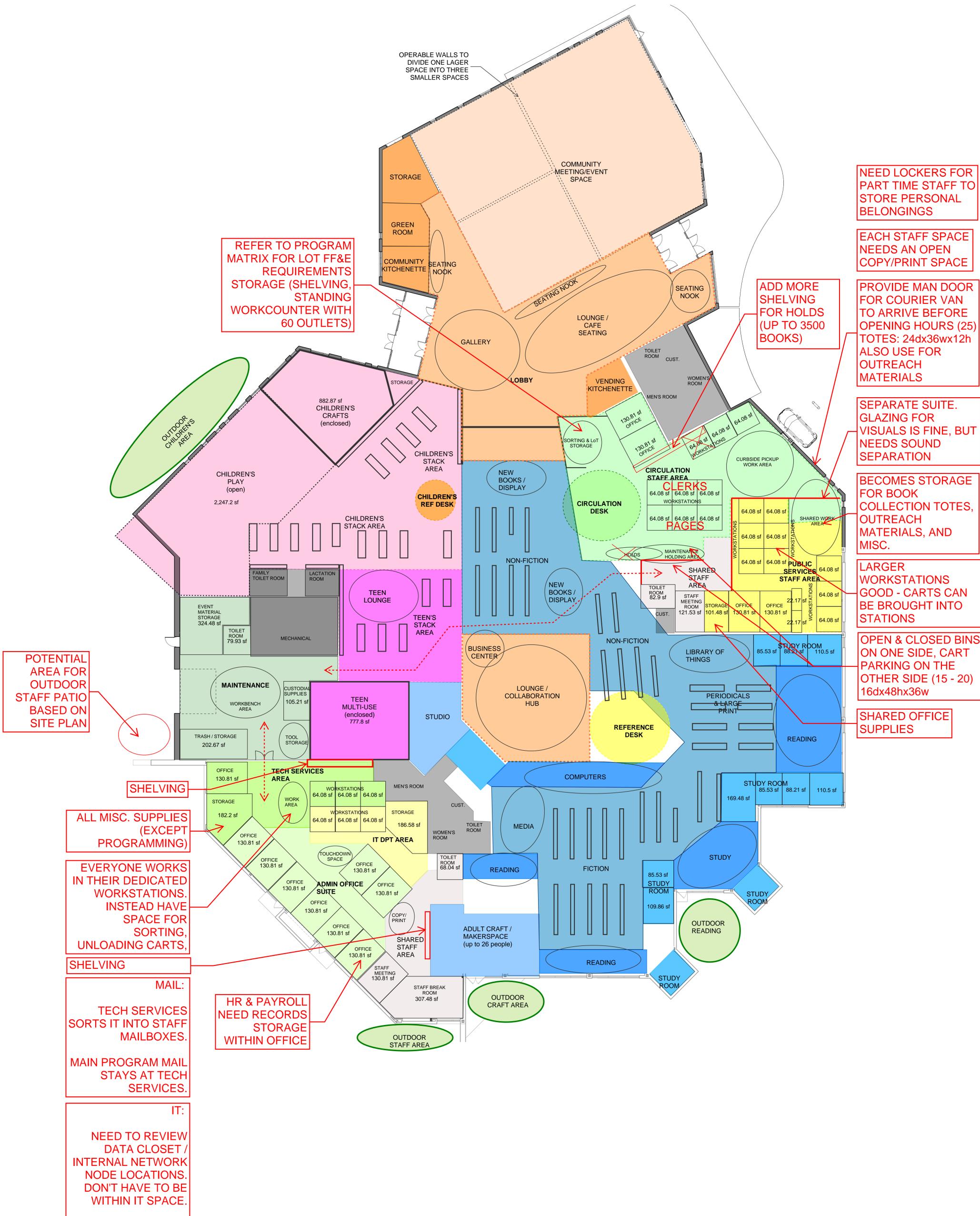
SECONDARY REFERENCE DESK WITH 2 STAFF

STUDY AREA WITH OPEN STUDY CARRELS, SINGLE OCCUPANCY. 12-18.

SOME STACKS WITHIN THIS AREA FOR MAGAZINES AND NEWSPAPERS

PLAN FOR 15 - 20 PEOPLE WITH EQUIPMENT.

Circulation, Public Services, Administrative Offices, IT, and Technical Services



REFER TO PROGRAM MATRIX FOR LOT FF&E REQUIREMENTS STORAGE (SHELVING, STANDING WORKCOUNTER WITH 60 OUTLETS)

ADD MORE SHELVING FOR HOLDS (UP TO 3500 BOOKS)

NEED LOCKERS FOR PART TIME STAFF TO STORE PERSONAL BELONGINGS

EACH STAFF SPACE NEEDS AN OPEN COPY/PRINT SPACE

PROVIDE MAN DOOR FOR COURIER VAN TO ARRIVE BEFORE OPENING HOURS (25) TOTES: 24dx36wx12h ALSO USE FOR OUTREACH MATERIALS

SEPARATE SUITE. GLAZING FOR VISUALS IS FINE, BUT NEEDS SOUND SEPARATION

BECOMES STORAGE FOR BOOK COLLECTION TOTES, OUTREACH MATERIALS, AND MISC.

LARGER WORKSTATIONS GOOD - CARTS CAN BE BROUGHT INTO STATIONS

OPEN & CLOSED BINS ON ONE SIDE, CART PARKING ON THE OTHER SIDE (15 - 20) 16dx48hx36w

SHARED OFFICE SUPPLIES

POTENTIAL AREA FOR OUTDOOR STAFF PATIO BASED ON SITE PLAN

SHELVING

ALL MISC. SUPPLIES (EXCEPT PROGRAMMING)

EVERYONE WORKS IN THEIR DEDICATED WORKSTATIONS. INSTEAD HAVE SPACE FOR SORTING, UNLOADING CARTS,

SHELVING

MAIL: TECH SERVICES SORTS IT INTO STAFF MAILBOXES. MAIN PROGRAM MAIL STAYS AT TECH SERVICES.

IT: NEED TO REVIEW DATA CLOSET / INTERNAL NETWORK NODE LOCATIONS. DON'T HAVE TO BE WITHIN IT SPACE.

HR & PAYROLL NEED RECORDS STORAGE WITHIN OFFICE

OPERABLE WALLS TO DIVIDE ONE LARGER SPACE INTO THREE SMALLER SPACES

OUTDOOR CHILDREN'S AREA

CHILDREN'S REF DESK

TEEN LOUNGE

REFERENCE DESK

OUTDOOR CRAFT AREA

OUTDOOR STAFF AREA

OUTDOOR CRAFT AREA

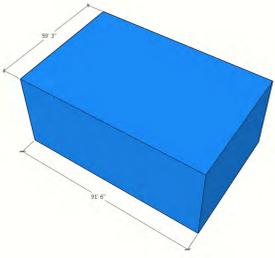


Community Meeting Room Diagrams

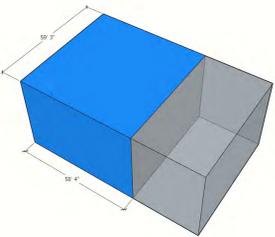
Space Division Diagrams

Proportions Study

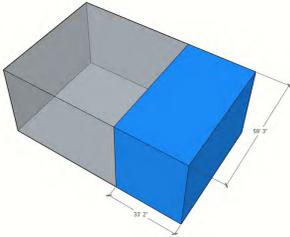
Scenario A



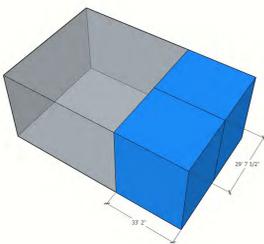
5,400 SF



3,450 SF

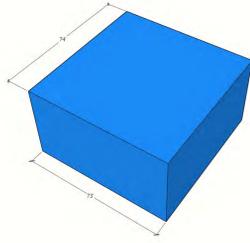


1,965 SF

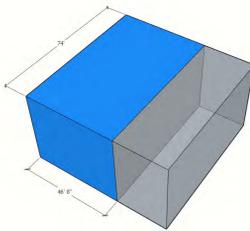


1,000 SF

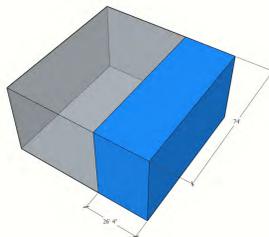
Scenario B



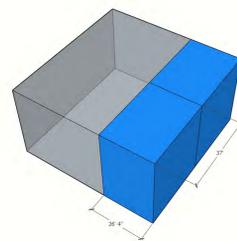
5,400 SF



3,450 SF

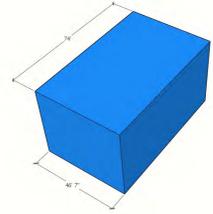


1,948 SF

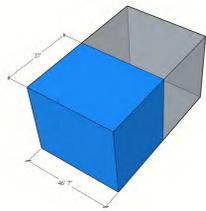


1,000 SF

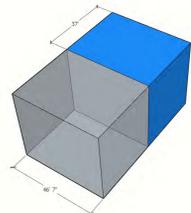
Scenario C



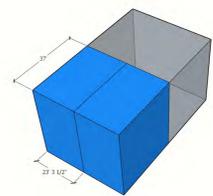
3,448 SF



1,724 SF

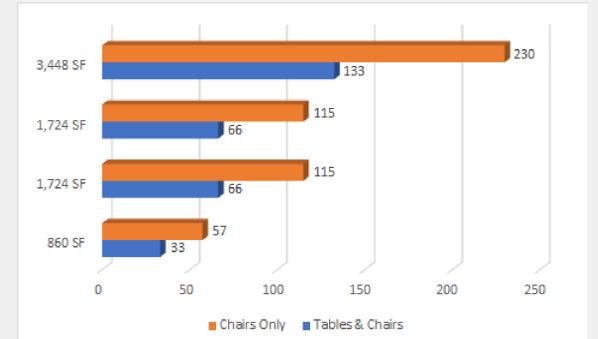
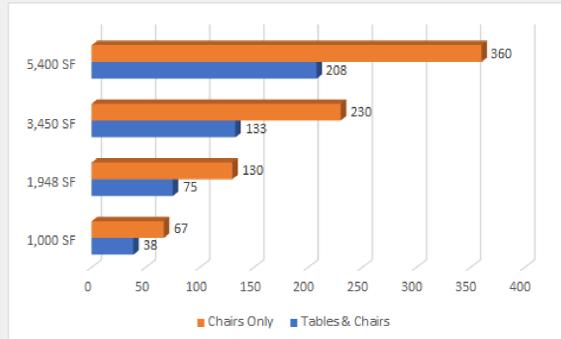
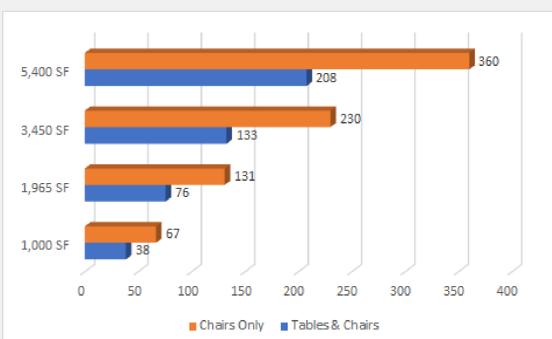


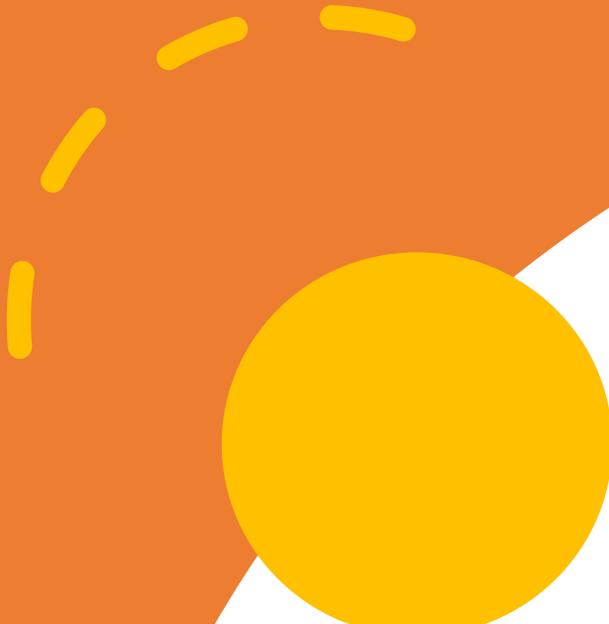
1,724 SF



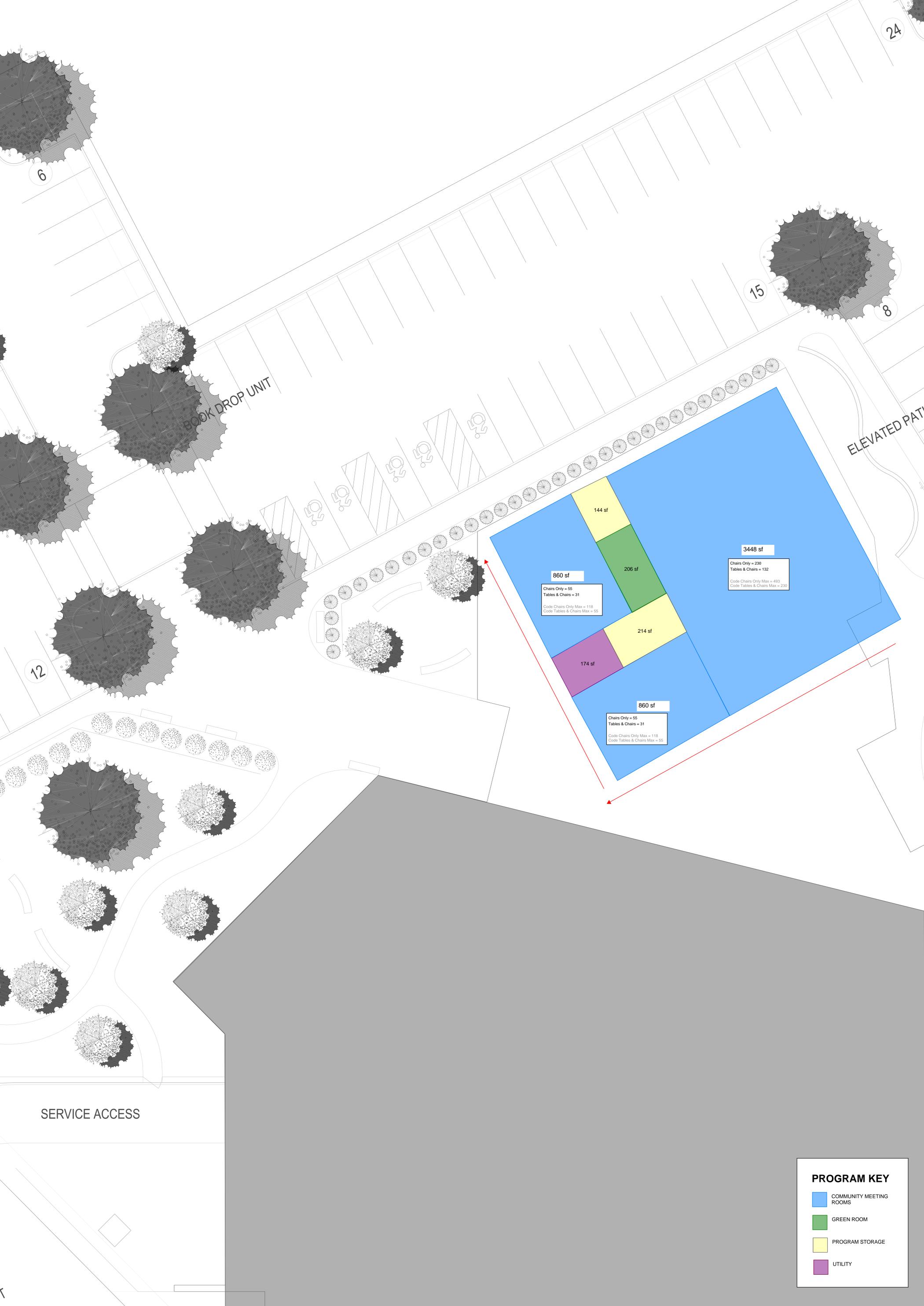
860 SF

Occupancies





Configuration A: Core of Services



24

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BOOK DROP UNIT

ELEVATED PATH

12

860 sf
Chairs Only = 55
Tables & Chairs = 31
Code Chairs Only Max = 118
Code Tables & Chairs Max = 55

144 sf

206 sf

214 sf

174 sf

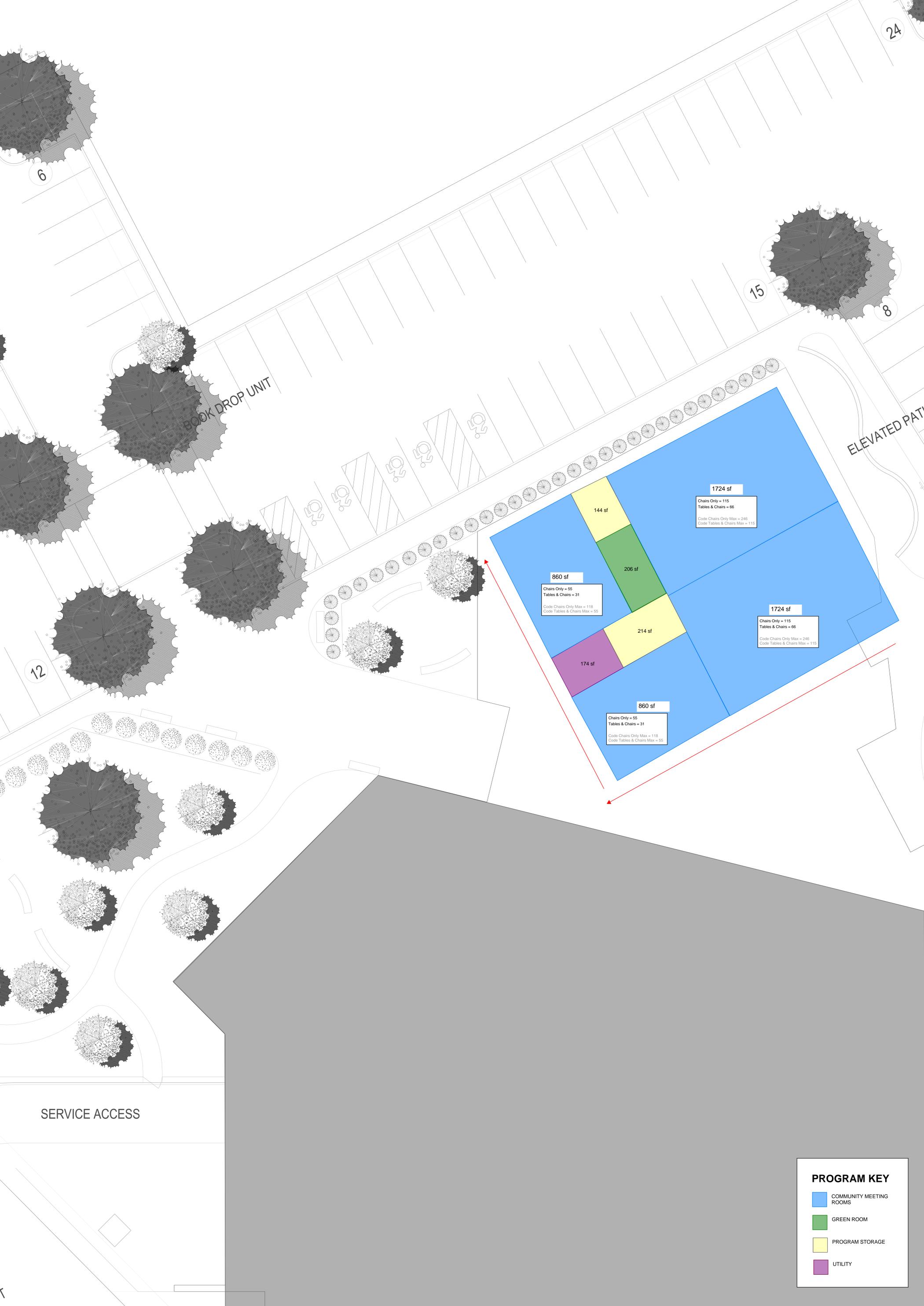
860 sf
Chairs Only = 55
Tables & Chairs = 31
Code Chairs Only Max = 118
Code Tables & Chairs Max = 55

3448 sf
Chairs Only = 230
Tables & Chairs = 132
Code Chairs Only Max = 493
Code Tables & Chairs Max = 230

SERVICE ACCESS

PROGRAM KEY

- COMMUNITY MEETING ROOMS
- GREEN ROOM
- PROGRAM STORAGE
- UTILITY



24

6

15

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BOOK DROP UNIT

ELEVATED PATH

12

1724 sf
 Chairs Only = 115
 Tables & Chairs = 66
 Code Chairs Only Max = 246
 Code Tables & Chairs Max = 115

860 sf
 Chairs Only = 55
 Tables & Chairs = 31
 Code Chairs Only Max = 118
 Code Tables & Chairs Max = 55

144 sf

206 sf

1724 sf
 Chairs Only = 115
 Tables & Chairs = 66
 Code Chairs Only Max = 246
 Code Tables & Chairs Max = 115

214 sf

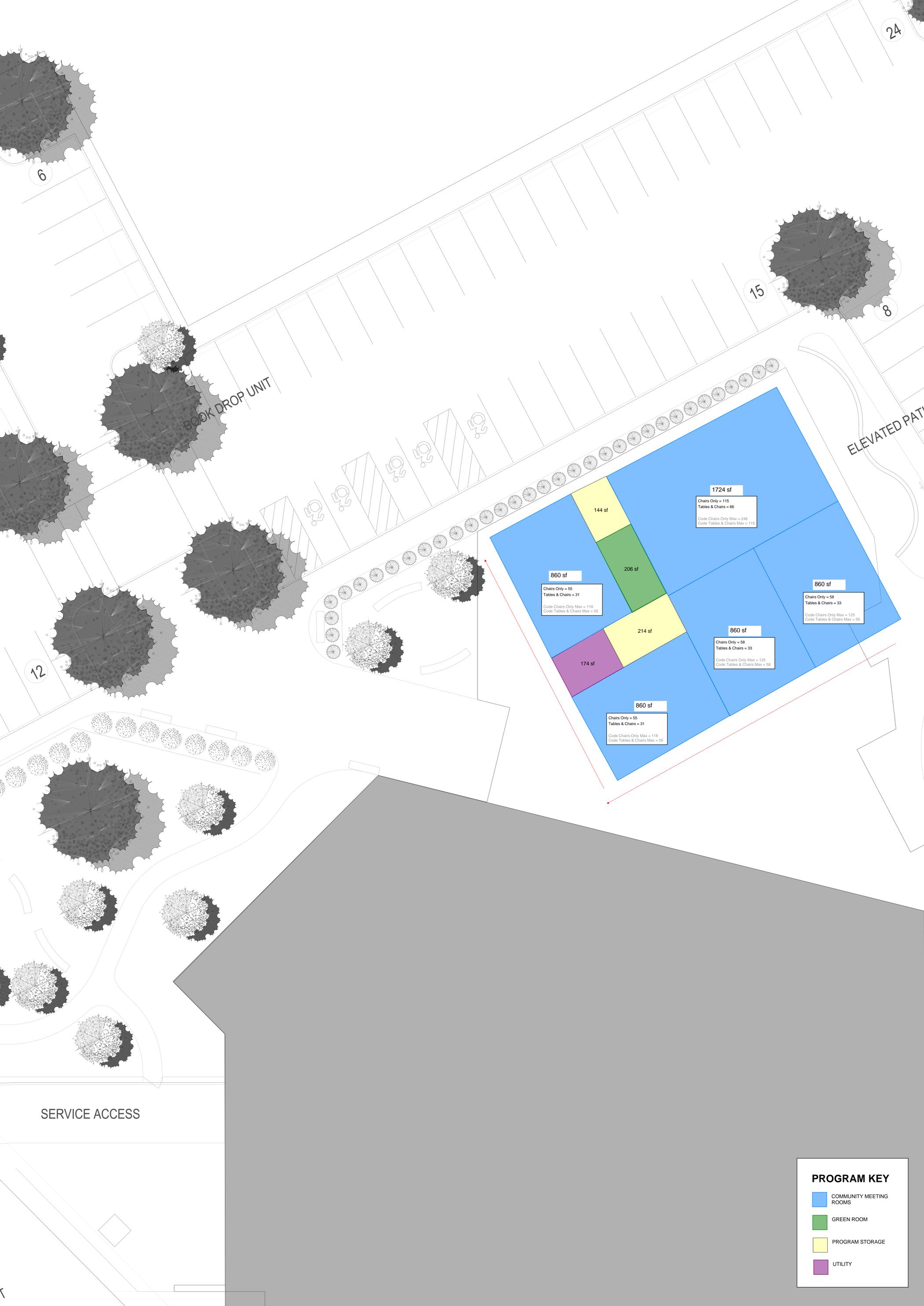
174 sf

860 sf
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BOOK DROP UNIT

ELEVATED PATH

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SERVICE ACCESS

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144 sf

214 sf

860 sf
Chairs Only = 55
Tables & Chairs = 31
Code Chairs Only Max = 118
Code Tables & Chairs Max = 55

174 sf

860 sf
Chairs Only = 58
Tables & Chairs = 33
Code Chairs Only Max = 125
Code Tables & Chairs Max = 58

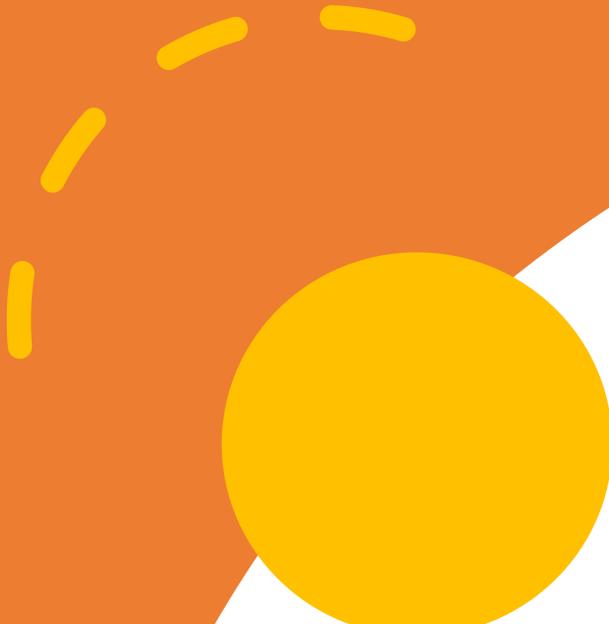
206 sf

1724 sf
Chairs Only = 115
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Code Chairs Only Max = 246
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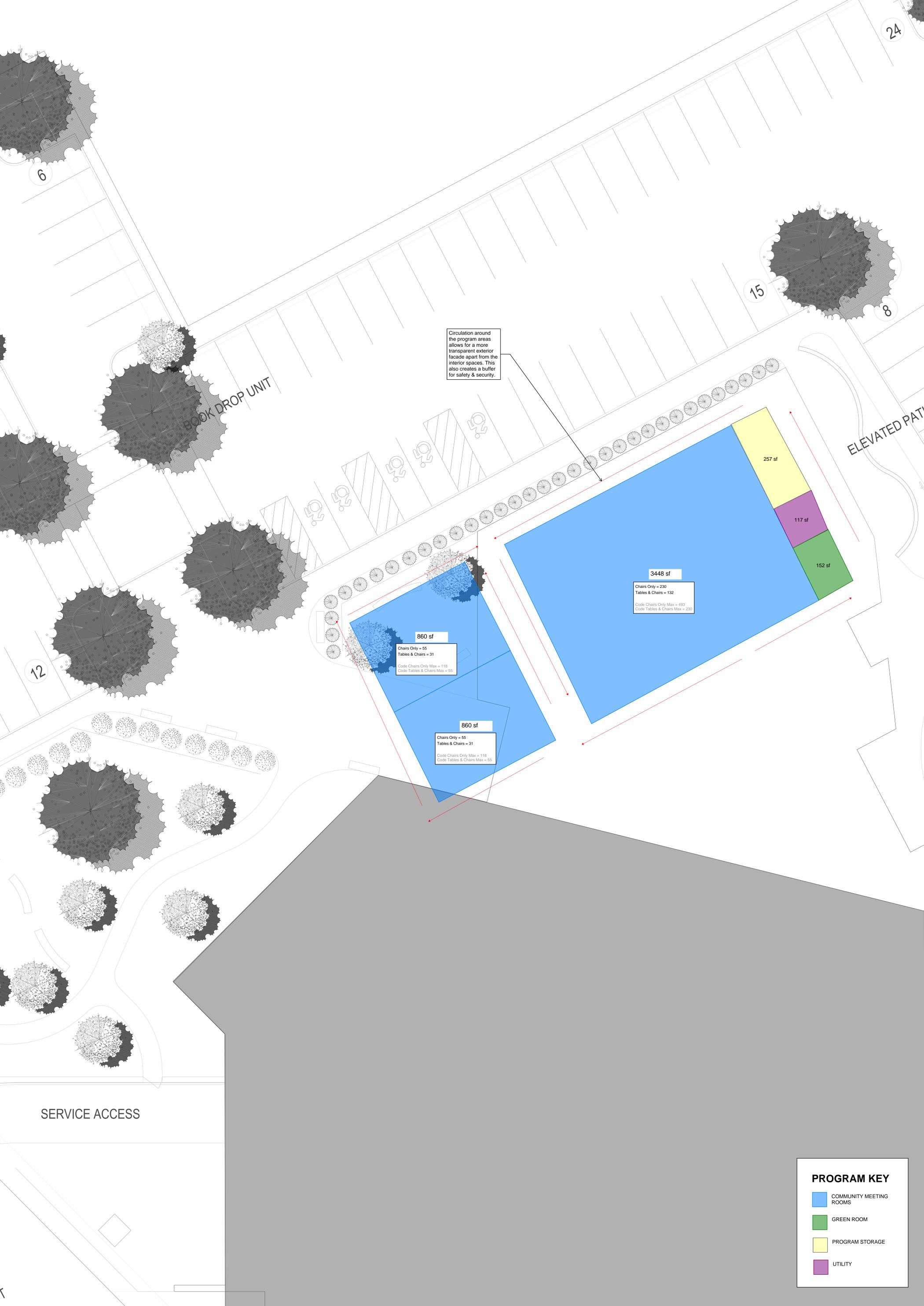
860 sf
Chairs Only = 58
Tables & Chairs = 33
Code Chairs Only Max = 125
Code Tables & Chairs Max = 58

PROGRAM KEY

- COMMUNITY MEETING ROOMS
- GREEN ROOM
- PROGRAM STORAGE
- UTILITY



Configuration B: Detached Meeting Core



Circulation around the program areas allows for a more transparent exterior facade apart from the interior spaces. This also creates a buffer for safety & security.

BOOK DROP UNIT

ELEVATED PATH

SERVICE ACCESS

PROGRAM KEY	
■	COMMUNITY MEETING ROOMS
■	GREEN ROOM
■	PROGRAM STORAGE
■	UTILITY

860 sf
 Chairs Only = 55
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 Code Chairs Only Max = 118
 Code Tables & Chairs Max = 55

860 sf
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 Tables & Chairs = 31
 Code Chairs Only Max = 118
 Code Tables & Chairs Max = 55

3448 sf
 Chairs Only = 230
 Tables & Chairs = 132
 Code Chairs Only Max = 483
 Code Tables & Chairs Max = 230

257 sf

117 sf

152 sf

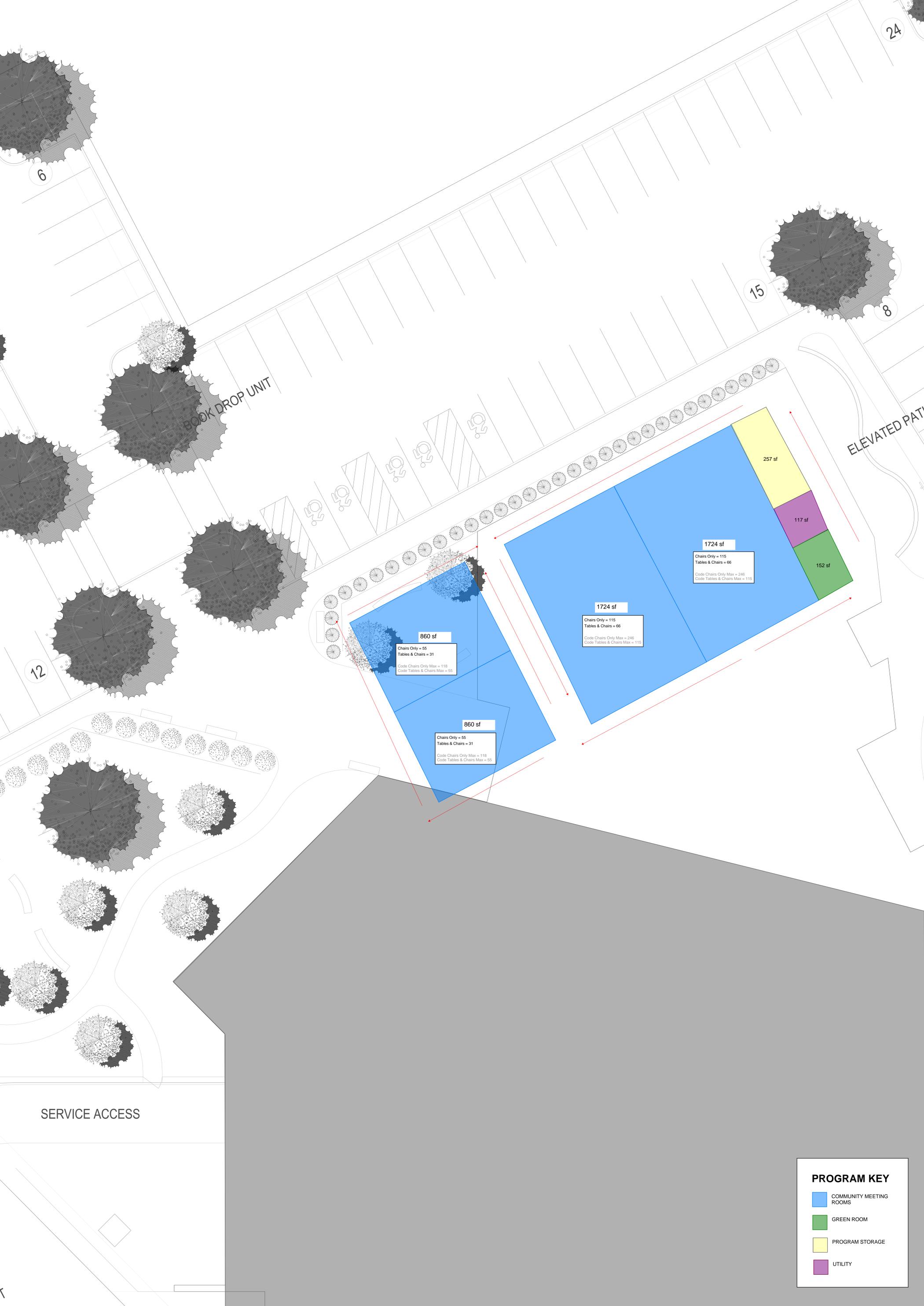
6

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BOOK DROP UNIT

ELEVATED PATH

SERVICE ACCESS

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Code Chairs Only Max = 118
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1724 sf
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Code Chairs Only Max = 246
Code Tables & Chairs Max = 115

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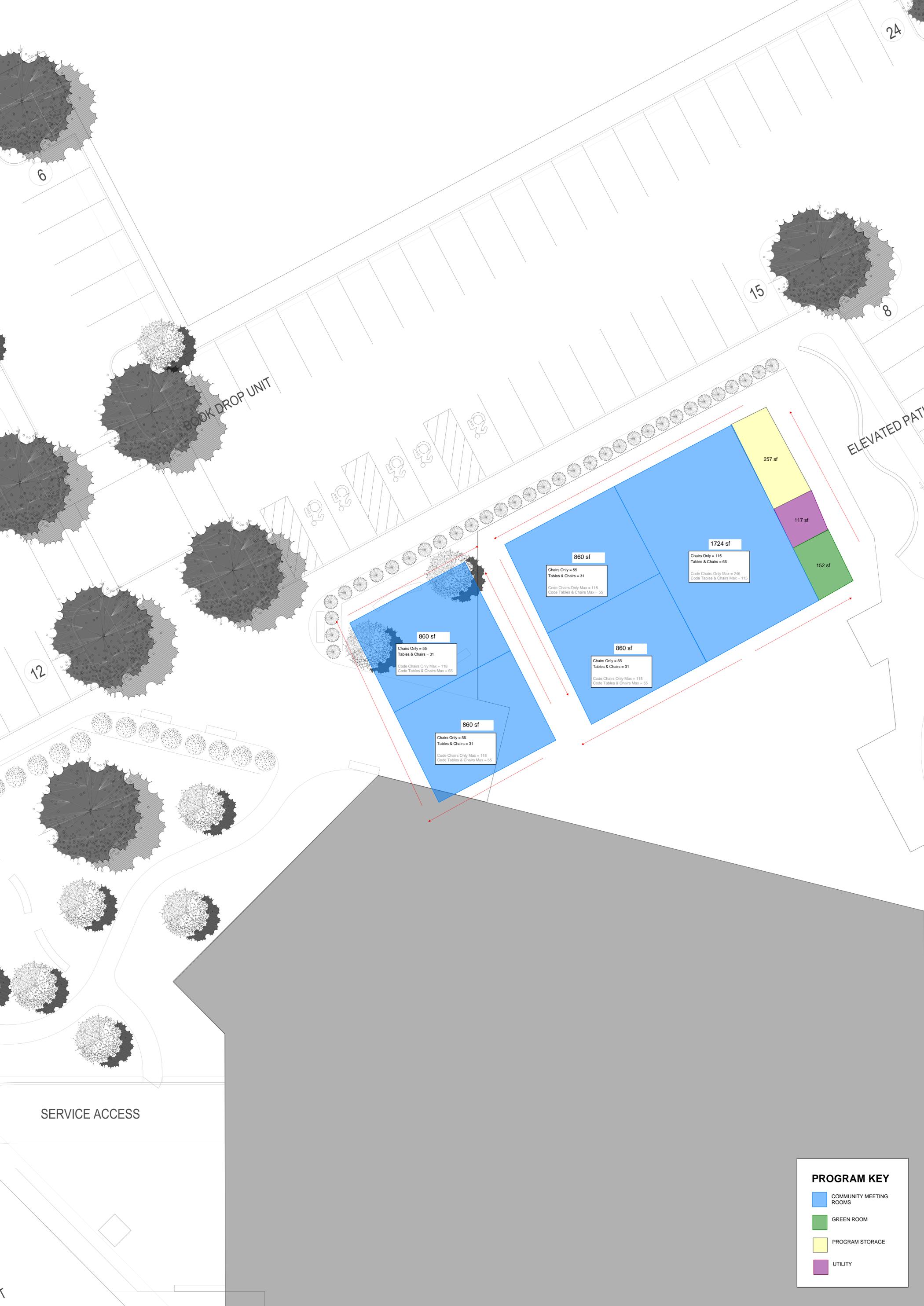
257 sf

117 sf

152 sf

PROGRAM KEY

- COMMUNITY MEETING ROOMS
- GREEN ROOM
- PROGRAM STORAGE
- UTILITY



6

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24

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12

BOOK DROP UNIT

ELEVATED PATH

SERVICE ACCESS

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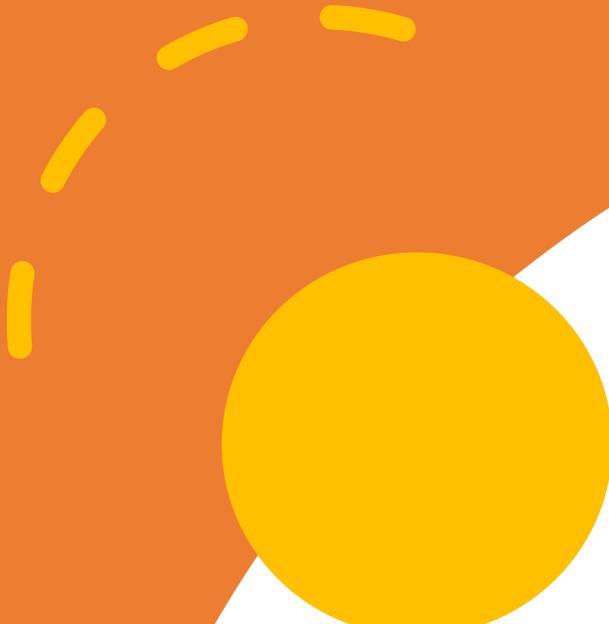
257 sf

117 sf

152 sf

PROGRAM KEY

- COMMUNITY MEETING ROOMS
- GREEN ROOM
- PROGRAM STORAGE
- UTILITY



Configuration C:
Central Meeting
Core



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BOOK DROP UNIT

ELEVATED PATH

12

225 sf

142 sf

237 sf

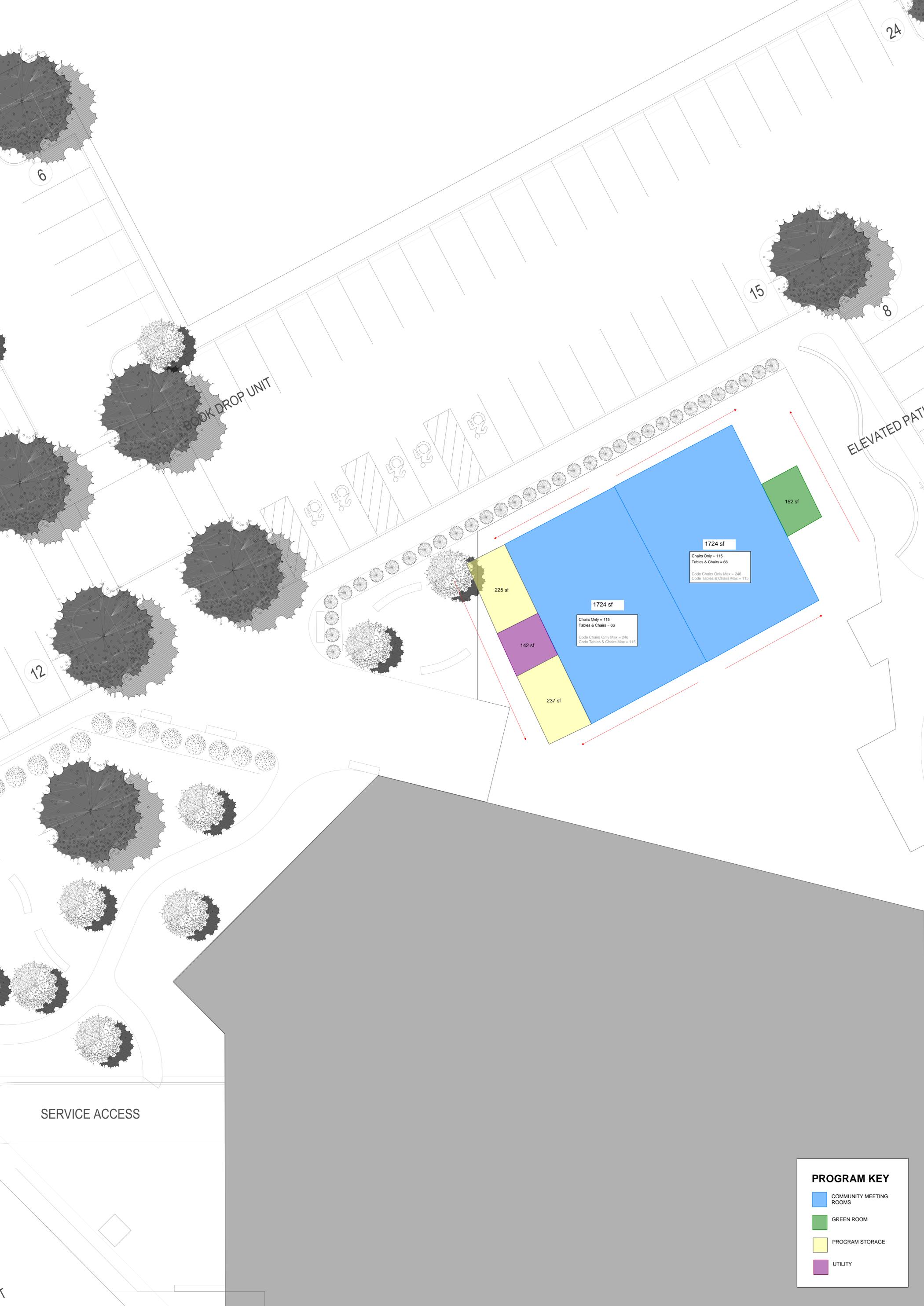
152 sf

3448 sf
Chairs Only = 230
Tables & Chairs = 132
Code Chairs Only Max = 493
Code Tables & Chairs Max = 230

SERVICE ACCESS

PROGRAM KEY

- COMMUNITY MEETING ROOMS
- GREEN ROOM
- PROGRAM STORAGE
- UTILITY



BOOK DROP UNIT

ELEVATED PATH

SERVICE ACCESS

PROGRAM KEY	
■	COMMUNITY MEETING ROOMS
■	GREEN ROOM
■	PROGRAM STORAGE
■	UTILITY

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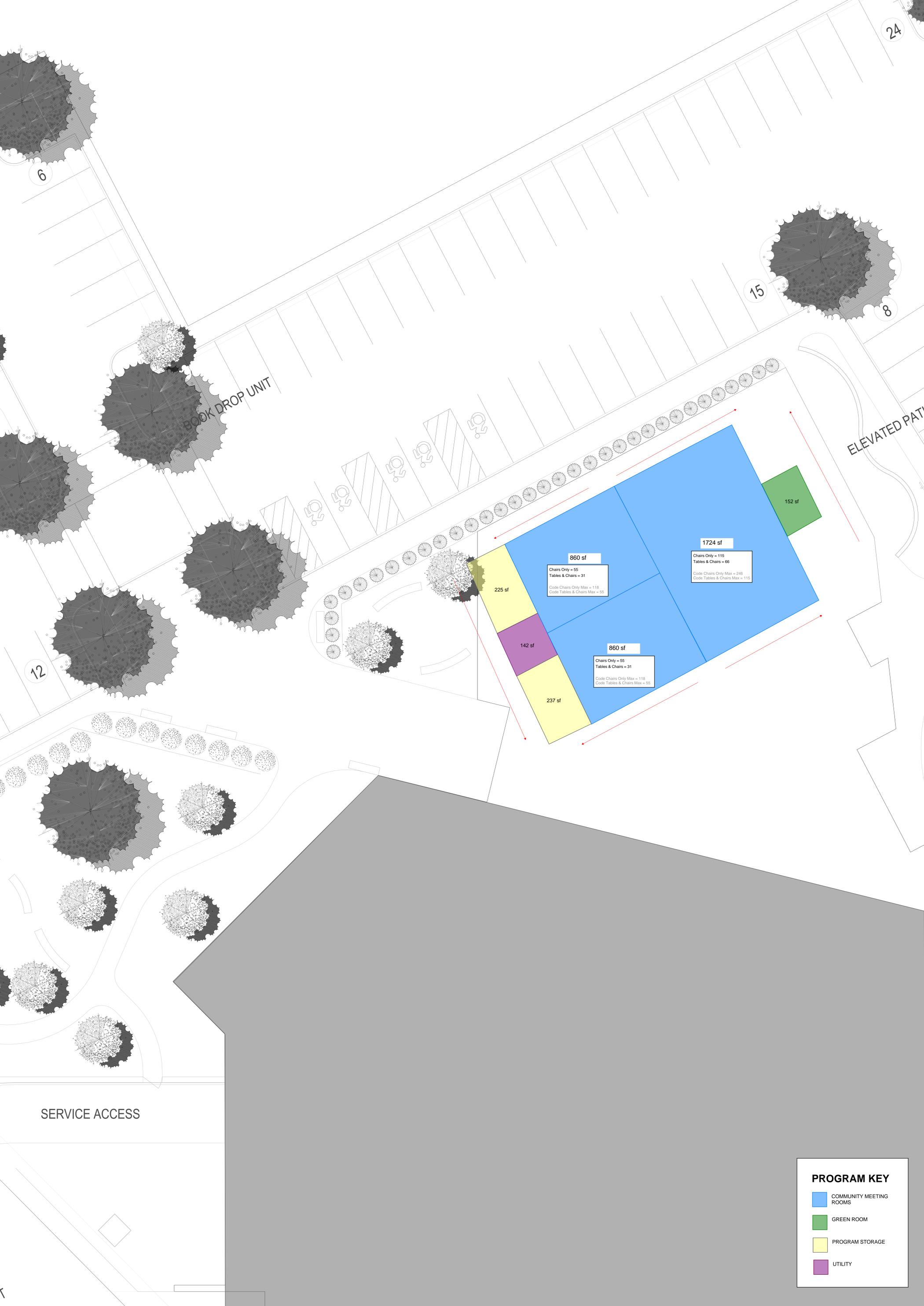
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BOOK DROP UNIT

ELEVATED PATH

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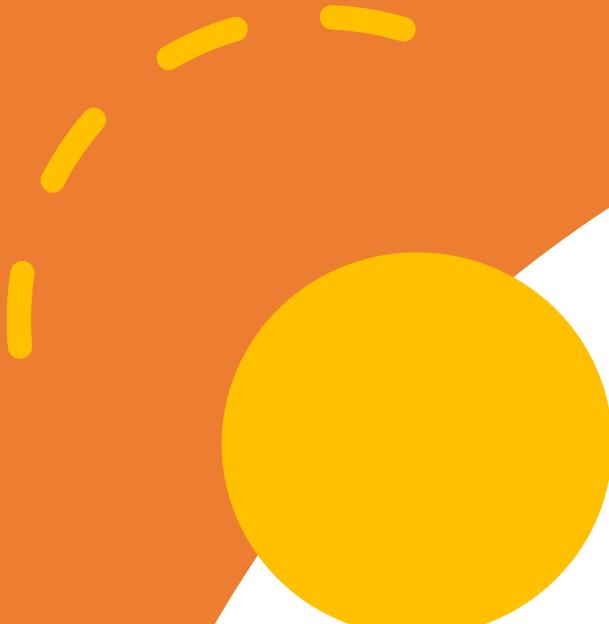
237 sf

152 sf

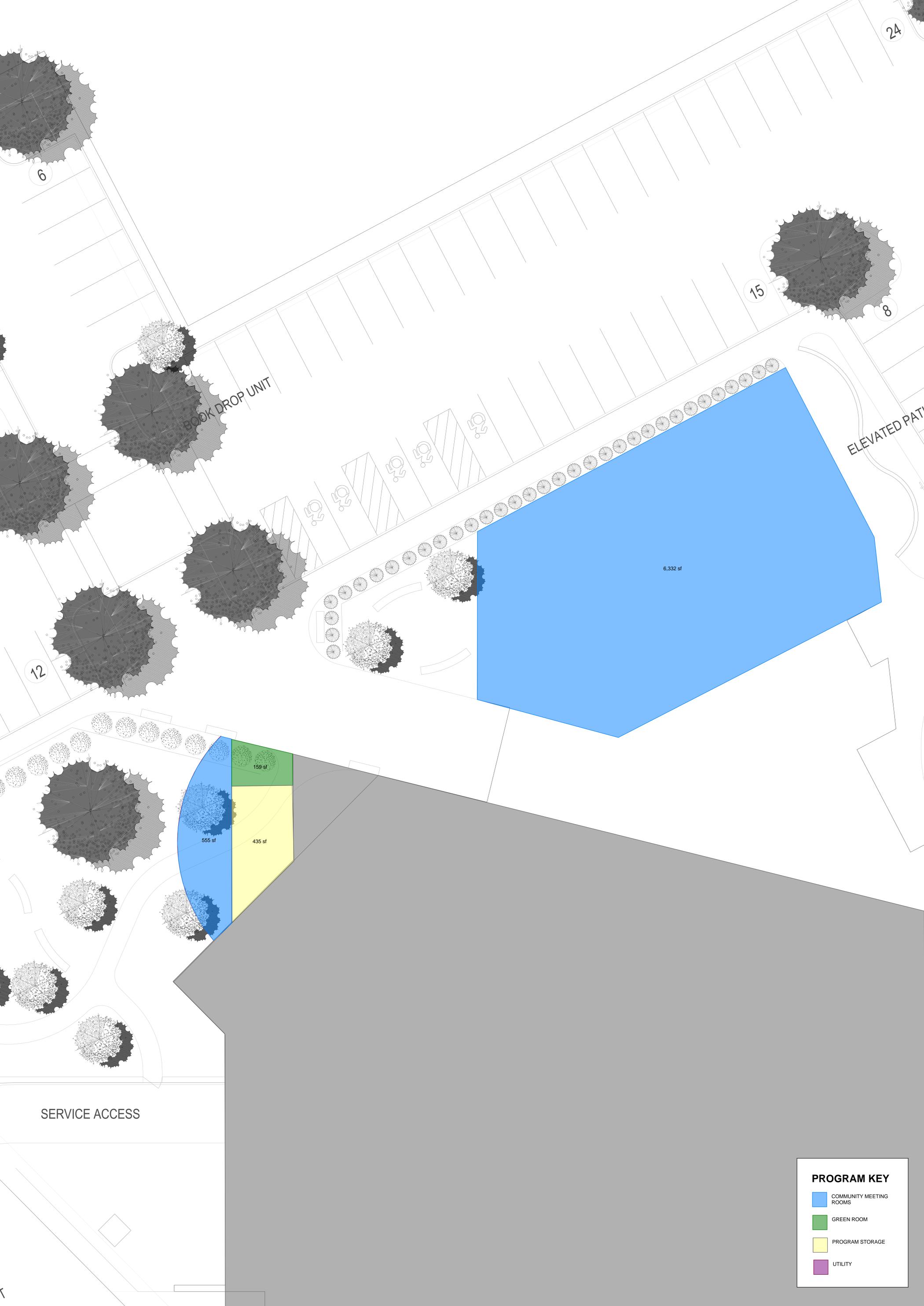
SERVICE ACCESS

PROGRAM KEY

- COMMUNITY MEETING ROOMS
- GREEN ROOM
- PROGRAM STORAGE
- UTILITY



Exterior Amphitheater



BOOK DROP UNIT

ELEVATED PATH

SERVICE ACCESS

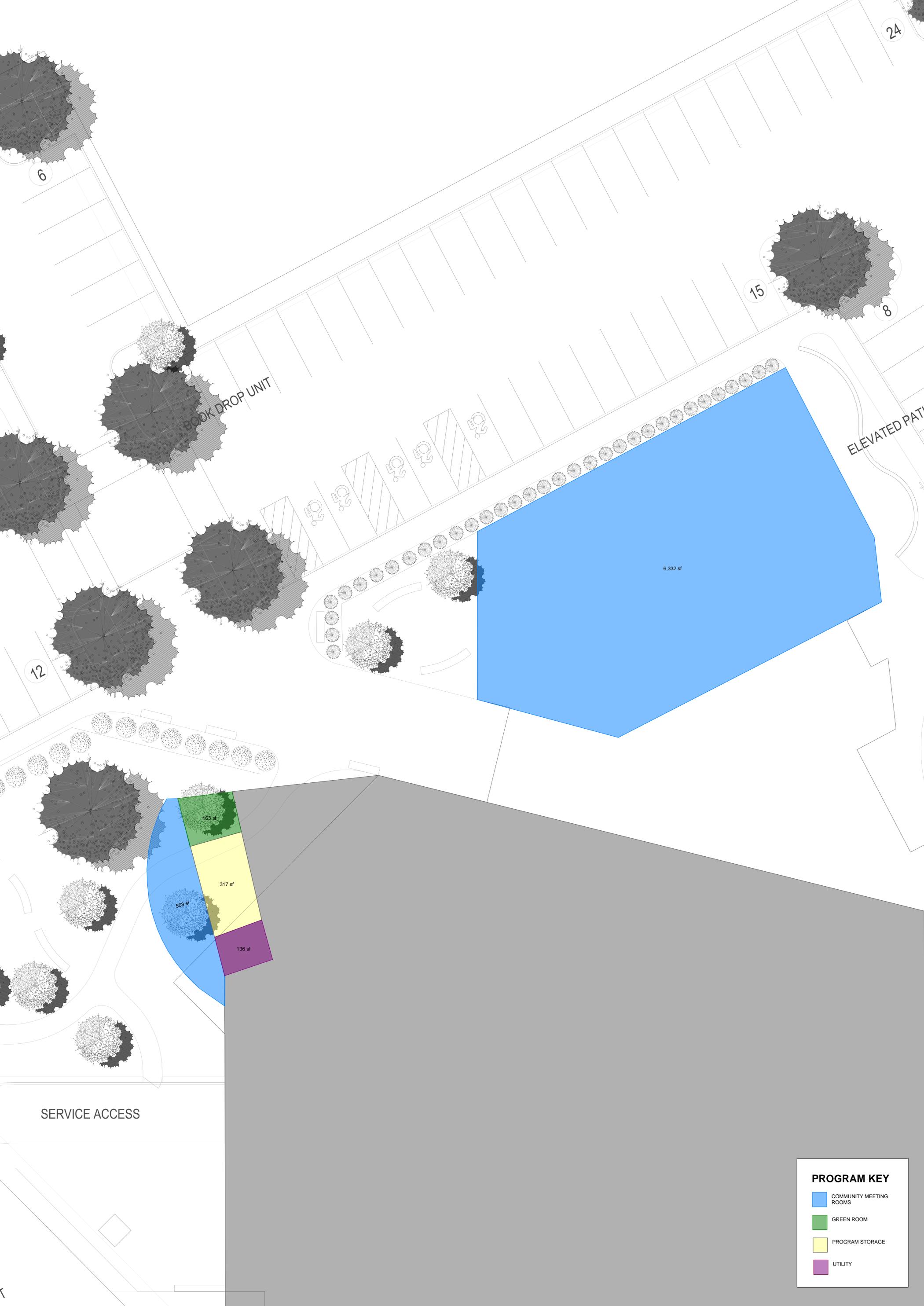
6,332 sf

555 sf

435 sf

159 sf

PROGRAM KEY	
	COMMUNITY MEETING ROOMS
	GREEN ROOM
	PROGRAM STORAGE
	UTILITY



BOOK DROP UNIT

ELEVATED PATH

SERVICE ACCESS

6,332 sf

163 sf

317 sf

568 sf

136 sf

PROGRAM KEY	
	COMMUNITY MEETING ROOMS
	GREEN ROOM
	PROGRAM STORAGE
	UTILITY

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM)
Monday May 8, 2023

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

EXCUSED: Harmeet Narang

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
Susanne Angarano, Ashley McGraw Architects
DeAnna Hine, Ashley McGraw Architects
Natalie Redmore, Ashley McGraw Architects
Andrew Reilly

President M. Kissinger called the meeting to order at 6:02pm.

BUDGET PRESENTATION

S. Whiting noted that there was a typo in the budget graphic that went in the May/June Footnotes under the total expenses line. It has been corrected online and did not affect the total.

She said the budget remains under the state tax cap while providing adequate funding for materials and services, as well as the staffing needed to provide those services. It also supports an increasing use of e-materials and curbside pickup. S. Whiting noted that taking advantage of higher interest rates has also benefited the library.

M. Walsh said that the levy increase of 2.18% is lower than last year's 3.25%. She said it might be nice in future years to mention something like that in the budget graphic to point out how the library is being frugal.

C. Wijeyesinghe asked S. Whiting to explain the fund balance. S. Whiting said that of the \$4.1 million accumulated over past years, the library needs to set aside \$1.4 million to fund operations from July until September/October when tax revenue starts coming in.

M. Kissinger urged everyone to vote on May 16.

ASHLEY MCGRAW ARCHITECTS – MEET WITH THE BOARD

S. Angarano said she and her colleagues were at the library in person to learn more about staff and operations and talk about the next steps in the schematic design process. She asked board members and attendees to write about a favorite library memory and the impact it had on their lives.

M. Kissinger said he saw the library as a place to get lost in knowledge and explore and learn. M. Walsh said story time with her daughters was a great experience even though she remembers the space being cramped.

L. Scoons said the library's mission to promote a lifelong love of learning and reading led to her volunteering as a board member.

C. Wijesinghe said libraries have changed a lot since she was young. She said that she doesn't remember interacting with librarians that much as a kid, but now they play a key role in providing reference and other services.

N. Redmore said the architects had been meeting with focus groups all day to discuss how the proposed design footprint could best meet the needs of the community. She said the architects would be taking that feedback into consideration as they further develop those concepts. She said the next step may involve surveying the staff and community to gather additional feedback. They are also planning another round of stakeholder meetings in early June.

S. Angarano said a team would be at the library later in the week to do a site survey and assess the existing condition. They would be gathering data to refine and develop multiple options for target areas in the design, like the children's area, study rooms and staff space. Following that step, they would be able to start providing cost estimates and cost-saving options.

M. Kissinger asked how extensive the second round of stakeholders meetings would be. S. Angarano said it would include library staff looking at multiple design options.

PUBLIC PARTICIPATION

There was no public participation at this time.

MINUTES

Minutes of the 17 April 2023 board meeting were approved unanimously on a MOTION by L. Scoons with a SECOND by M. Walsh.

FINANCIAL REPORT

Treasurer's update

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

- The \$500,000 CD that comes due in June will most likely not be reinvested.
- The \$1 million CD that came due in May has been rolled over to a \$1.1 million, six-month CD at 5.07%.

- S. Whiting said she was proposing the board transfer \$350,000 from operating cash to the capital reserve fund in order to cover the costs of the next phase of the building project, such as the site plan and schematic design. She said those expenses had already been approved at previous meetings but the use of the capital reserve fund is a way to track building project related expenses.
 - On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously passed a resolution transferring \$350,000 from the fund balance to the capital reserve fund to cover schematic design and boundary, topography utility survey fees.
- M. Walsh thanked S. Whiting and T. Choppy for being on top of interest rate increases.

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board unanimously approved the Financial Statement dated 30 April 2023 (Checks disbursed in April 2023 based on pre-approval \$54,710.54; Checks disbursed in April 2023 relating to payroll \$202,188.02; Checks being submitted for approval \$108,068.24; CapProject Fund/Hand-Drawn Checks \$0; Total: \$364,966.80).

PERSONNEL REPORT

G. Kirkpatrick said he is seeking to backfill part-time library clerk position.

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

- Library Clerk, part-time, permanent, 15.67/hours/week, \$14.45/hour or per contract

UHLS BOARD UPDATE

L. Scoons said the Upper Hudson board would start looking at the award nominations on Wednesday. She said library and construction funding remains flat in the state budget. She reminded everyone about the annual celebration in June.

DIRECTOR'S REPORT

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

- The library continues to be increasingly busy in person, even as circulation increases are starting to level out. G. Kirkpatrick noted that there was some question during the pandemic if library use trends were going to permanently change, but these increases point to a return to traditional foot traffic.
- A new copier has been installed, and domestic faxing is now free. This has reduced a lot of the hassle involved with paying for the service. Photo copies are 10 cents per page.
- There have been increases in demand for the library's proctoring service, with many of those requests coming from out of the district.
- G. Kirkpatrick gave a shout out to the staff at UHLS who have arranged the Library Expedition. He noted that it is a lot of work, but very well received by the public.
- M. Walsh asked if the Cricut was going to return to the Studio Makerspace. G. Kirkpatrick said there is a lot of staff support needed with the machine, so the library was waiting to get everyone up to speed. M. Walsh said she has had a couple of patrons ask her about it.

- Attendance at the Historical Association programs continues to be high. The library now has a good system in place for recording and sharing them on YouTube, which many people have responded positively to.
- Demand for WiFi hotspots has been picking up and hard to keep up with. Adding additional hotspots to the collection will be discussed later in the agenda.
- M. Walsh asked if automatic renewals were necessary with the elimination of fines at the library. G. Kirkpatrick said that it is an Upper Hudson wide setting that cannot be personalized for individual libraries. He said he continues to watch the on-time return rate to see if that has been affected. He noted that items that have been requested will not auto renew. M. Walsh said that she has experienced long wait times for popular YA book.
- L. Scoons asked if there has been any feedback about people now having access to e-materials from other systems. G. Kirkpatrick said that he can see from the data that people are using it, but a major hurdle seems to be the difficulty in setting those options up in the app. The program is still in its infancy so more data is to come.

NEW BUSINESS

Library card policy – first read

G. Kirkpatrick said the new library card policy simplifies some of the language and brings it into congruence with what Upper Hudson is using. It also aims to address who might have been excluded by the policy and be more accommodating to people in a variety of life situations.

G. Kirkpatrick asked the board how they preferred to see the policies under review. Board members indicated that they wanted to see both the clear copy and the marked up one.

Patron conduct – first read

C. Wijeyesinghe said that this policy draft was a major rewrite of the original but still covers everything included in the previous version. She noted that it rephrases and rearranges some elements without listing every potential small violation, which can be posted separately.

Notary services – update

Ten staffers recently completed notary training. They had a range of schedules that could potentially cover the evenings and weekends for notary service. The course brought home the importance of insurance and the potential liabilities of providing the service. The one person who is currently providing notary service also attended. She indicated she would no longer be interested in being a notary for the library in the next fiscal year without insurance and other assurances in place, as well as fellow staff members who would also be able to provide backup. G. Kirkpatrick asked the board how they wanted to proceed.

M. Walsh said she thought it had already been discussed. G. Kirkpatrick said the board had decided to send the employees to the free class, but the discussion about the insurance was still ongoing. G. Kirkpatrick said the insurance was \$140 per notary and the lawyer said the library also needed to put in place policies in case a notary would need time off to testify. He said the course made clear that there are a lot of legal ramifications involved that might not have been considered in the past, and the library's lawyer recommends the top level of insurance offered.

M. Walsh proposed the board revisit this topic in detail at the June meeting. She asked G. Kirkpatrick to email a list of pros and cons. C. Wijeyesinghe asked if G. Kirkpatrick even wanted to continue providing the service given what he had learned. He said that providing notary service is something the public loves, but it may not be worth it. C. Wijeyesinghe asked G. Kirkpatrick to reflect on it for a month and come back with a recommendation.

Lawnmower

G. Kirkpatrick asked the board to approve the purchase of a new lawnmower.

On a MOTION by C. Brancatella and SECOND by M. Walsh, the board unanimously approved the purchase of a new walk-behind mower for the library in the amount of \$6,599.

WiFi hotspots

G. Kirkpatrick said the library currently has 30 hotspot devices, but they are in high demand and he would like to be able to circulate more. M. Walsh asked if the cost was included in the budget. G. Kirkpatrick said it would exceed the telecommunications line, but the money was there. C. Brancatella asked if the library had any trouble with having them returned. P. Berardi said that they can be shut off remotely if overdue, and once that's done, they usually come back. C. Wijeyesinghe asked if the growing need could be met with fewer devices. P. Berardi said that 30 would best fill the demand.

G. Kirkpatrick said the library was investigating an equivalent device that could be used internationally.

On a MOTION by L. Scoons and SECOND by C. Wijeyesinghe, the board unanimously approved the purchase of 20 new T-Mobile WiFi hotspots with unlimited data and 12 months of service in the amount of \$6,888 for the year.

Other new business

The library is participating in the Memorial Day parade, and the theme is "All Together Now." Everyone is invited to participate and represent the library.

OLD BUSINESS

Plaza entry – process update

G. Kirkpatrick said he has learned that the library did not need SED approval to replace the bricks with a concrete surface because the drainage would remain unchanged. He has reached out to the town to see if the library could sign on to the town's contract, which is currently out to bid. If that doesn't work out, he will reach out to the architects' landscaping company for guidance on how to put together a bid. C. Wijeyesinghe asked if concrete would, in fact, require different drainage as it is a different material than bricks. She suggested reaching out to the school district's office and maintenance department for guidance.

Policy Committee update

- Drug and Alcohol Policy – second read

On a MOTION by C. Brancatella with a SECOND by S. Patterson, the board unanimously adopted the proposed updates to the library's Drug and Alcohol Policy.

Negotiations – update

C. Brancatella said the board hasn't heard anything from the union yet. Further discussion would take place in executive session.

Other old business

C. Wijeyesinghe updated the board on the progress of the naming rights policy. She said she and G. Kirkpatrick would try to get a draft prepared for the policy committee to look at, but it may not make the original August deadline.

FUTURE BUSINESS

There was no future business at this time.

PUBLIC PARTICIPATION

There was no public participation.

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board adjourned to executive session at 7:07pm to discuss contact negotiations pursuant to Article Fourteen of the Civil Service Law

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board adjourned executive session at 8:05pm.

ADJOURNMENT

On a MOTION by L. Scoons with a SECOND by S. Patterson, the board adjourned the regular meeting at 8:06pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report June 2023

Revenue and Expense Report

The revenue and expense report through May continues to show underspending in most categories, with expenses currently tracking at about 10% under budget. Salaries and benefits are closer to budget, at about 4% under. We have received 100% of the tax revenue and have earned over \$102,000 in interest income.

Investments

The \$1.029 million Treasury Bill matured on May 18. It has been reinvested in a \$1.056 million six-month Treasury Bill at 5.357% which will be due November 30.

The \$1 million CD that matured on May 8 was re-invested in another 6-month CD for \$1.1 million and the \$500,000 CD that matured on June 9 was not reinvested but was deposited into our money market account so the funds will be available for operating expenses through the fall. Depending on interest rates and cash flow in the fall, we will look at purchasing another short-term CD.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 5/31/23

	BALANCE					BALANCE
	4/30/2023	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	5/31/2023
TD Bank General Fund	1,190,102.77	97,530.25	(211,638.70)	1,014.30	80,751.40	1,157,760.02
TD Bank Payroll	0.00		(141,749.41)	-	141,749.41	0.00
TD Bank Money Market	1,656,679.78	-	-	2,812.27	(650,000.00)	1,009,492.05
TD Bank Treasury Bill	1,027,124.54		(10.00)	2,058.03	-	1,029,172.57
TD Bank Capital Project Fund	558.97	-	-		350,000.00	350,558.97
TD Bank 6 mo. CD Opened 5/9/22	1,000,000.00	22,500.81	-		77,499.19	1,100,000.00
TD Bank 4 mo. CD Opened 2/9/23	505,122.33	-	-		-	505,122.33
Key Bank Checking	9,983.83	1,853.95	(112.76)		-	11,725.02
TOTAL:	4,874,466.06	120,031.06	(353,398.11)	5,884.60	-	4,646,983.61

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

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSE REPORT

11 MONTHS ENDED 5/31/23

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 11 MO. ENDED 5/31/2023	Percent YTD 5/31/2023	ANNUAL BUDGET 2021-2022	YTD PRIOR 11 MO. ENDED 5/31/2022	Percent YTD 5/31/2022
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	2,547	127.3%	15,000	18,306	122.0%
Interest on Deposits	6,000	102,647	1710.8%	7,500	3,882	51.8%
Lost Book Payments	2,500	9,740	389.6%	-	7,178	0.0%
Sale of Books	-	-	0.0%	5,000	-	0.0%
Gifts and Donations, Misc	3,500	10,543	301.2%	2,000	5,624	281.2%
Photocopier	6,500	8,234	126.7%	7,500	5,197	69.3%
State Aid	24,500	25,309	103.3%	23,170	24,401	105.3%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	826	0.0%	-	279	0.0%
Total Revenue	4,580,800	4,702,280	102.7%	4,452,303	4,456,695	100.1%
EXPENSES						
Salaries	2,444,929	2,123,642	86.9%	2,363,565	2,034,475	86.1%
Retirement	237,333	232,558	98.0%	291,089	316,827	108.8%
Health Insurance	364,700	334,332	91.7%	310,433	306,653	98.8%
Other Benefits	219,538	177,284	80.8%	201,213	163,887	81.4%
Subtotal Salaries & Benefits	3,266,500	2,867,817	87.8%	3,166,300	2,821,843	89.1%
Library Materials - Print	290,000	187,272	64.6%	292,000	184,567	63.2%
Library Materials - Electronic & Audio	296,000	223,006	75.3%	269,000	214,187	79.6%
Subtotal Library Material	586,000	410,278	70.0%	561,000	398,755	71.1%
Operations	593,300	446,197	75.2%	601,900	462,951	76.9%
Capital Expenditures	100,000	12,202	12.2%	125,000	12,497	10.0%
Contingency	35,000	-			-	
Total Expenses	4,580,800	3,736,494	81.6%	4,454,200	3,696,046	83.0%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

11 MONTHS ENDED 5/31/23

FISCAL YEAR 2022-2023

	ANNUAL BUDGET 2022-2023	YTD ACTUAL 11 MO. ENDED 5/31/2023	Percent YTD 5/31/2023	ANNUAL BUDGET 2021-2022	YTD PRIOR 11 MO. ENDED 5/31/2022	Percent YTD 5/31/2022
Salaries & Benefits						
Salaries-Librarians	1,174,134	1,041,477	88.7%	1,203,711	1,050,604	87.3%
Salaries-Support Staff	1,108,487	930,670	84.0%	976,846	839,828	86.0%
Salaries-Custodians	162,308	151,495	93.3%	163,595	144,042	88.0%
Subtotal Salaries	2,444,929	2,123,642	86.9%	2,344,152	2,034,475	86.8%
Retirement	237,333	232,558	98.0%	323,103	316,827	98.1%
Health Ins.	364,700	334,332	91.7%	307,889	306,653	99.6%
SocSec/Medicare	187,038	154,575	82.6%	179,359	149,599	83.4%
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	2,867,817	87.8%	3,184,903	2,821,843	88.6%
Library Materials						
Adult books	171,000	117,503	68.7%	171,000	108,244	63.3%
Periodicals	19,000	11,374	59.9%	18,000	18,145	100.8%
YS Books	85,000	49,217	57.9%	85,000	47,062	55.4%
Special Collections	15,000	9,178	61.2%	18,000	11,116	61.8%
Subtotal Print Materials	290,000	187,272	64.6%	292,000	184,567	63.2%
Audiobooks	23,000	18,426	80.1%	25,000	15,712	62.8%
E-Collections	196,000	145,074	74.0%	156,000	140,878	90.3%
Electronic Resources	27,000	32,479	120.3%	28,000	28,220	100.8%
YS Audiobooks	5,000	5,054	101.1%	7,000	1,587	22.7%
YS Media	5,000	1,305	26.1%	5,000	2,228	44.6%
AS Media	40,000	20,669	51.7%	48,000	25,561	53.3%
Subtotal Electronic & Audio	296,000	223,006	75.3%	269,000	214,187	79.6%
Subtotal Library Materials	586,000	410,278	70.0%	561,000	398,755	71.1%
Operations						
Copiers and supplies	15,000	8,988.85	59.9%	18,000	8,083	44.9%
Office supplies	20,000	11,593.22	58.0%	20,000	17,107	85.5%
Custodial supplies	26,000	14,022.25	53.9%	26,000	11,833	45.5%
Postage	20,000	15,670.87	78.4%	20,000	12,878	64.4%
Printing & Marketing	35,000	21,141.70	60.4%	38,000	21,008	55.3%
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	21,753.13	155.4%	18,000	11,321	62.9%
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	11,898.00	39.7%	30,000	21,335	71.1%
Contract Services	45,000	20,601.12	45.8%	42,000	54,363	129.4%
Insurance	29,000	25,739.35	88.8%	29,000	23,842	82.2%
Bank Fees	1,400	1,449.19	103.5%	-	1,207	0.0%
Travel/Conference	3,000	3,387.25	112.9%	3,000	2,318	77.3%
Memberships	3,000	2,239.00	74.6%	3,000	1,997	66.6%
Special Programs	32,000	19,317.12	60.4%	35,000	18,371	52.5%
Furniture & Equipment	40,000	19,259.57	48.1%	40,000	18,105	45.3%
IT Hardware & Software	42,000	41,190.85	98.1%	42,000	42,775	101.8%
Bld & Grnd. Repair	40,000	12,095.15	30.2%	40,000	33,811	84.5%
Furn/Equip Repair	2,000	285.00	14.3%	2,000	3,683	184.1%
Miscellaneous	6,000	8,399.67	140.0%	4,000	5,703	142.6%
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%
Subtotal Operations	593,300	446,197	75.2%	571,400	462,951	81.0%
Capital Expenditures	100,000	12,202	12.2%	100,000	12,497	12.5%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,580,800	3,736,494	81.6%	4,452,303	3,696,046	83.0%

BETHLEHEM PUBLIC LIBRARY

DISBURSEMENTS SUMMARY

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
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	57,002.15

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 42: PREAPPROVED DISB (MAY 23) For Dates 5/1/2023 - 5/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41094	05/30/2023	412	**VOID** NORTHEAST INFORMATN SYST	*See Detail Report	-3,317.74
41183	05/03/2023	1424	AFLAC NEW YORK		220.04
41184	05/03/2023	1831	CDPHP UNIVERSAL BENEFITS, INC.		31,417.89
41185	05/03/2023	2395	CSEA EMPLOYEE BENEFIT FUND		190.53
41186	05/03/2023	720	MVP HEALTH PLAN, INC.		5,659.38
41187	05/03/2023	2340	T-MOBILE	230509	1,171.76
41188	05/03/2023	2061	UNITED HEALTHCARE INSURANCE CO		160.91
41190	05/11/2023	2441	OFFICE OF STATE COMPTROLLER	230535	85.00
41191	05/11/2023	1607	VERIZON BUSINESS FIOS	230013	199.99
41193	05/19/2023	2426	**CONTINUED** JPMORGAN CHASE BANK NA		0.00
41194	05/19/2023	2426	JPMORGAN CHASE BANK NA	*See Detail Report	2,333.39
41195	05/19/2023	1607	VERIZON BUSINESS FIOS	230013	159.79
41196	05/31/2023	412	NORTHEAST INFORMATN SYST	*See Detail Report	3,317.74
Number of Transactions: 13					
					Warrant Total: 41,598.68
					Vendor Portion: 41,598.68

*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 - 43: TRUST & AGENCY (MAY 23) For Dates 5/1/2023 - 5/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41189	05/15/2023	712	CIVIL SERVICE EMPL ASSOC INC.		915.07
41192	05/30/2023	712	CIVIL SERVICE EMPL ASSOC INC.		915.07
100769	05/15/2023	709	BPL SPECIAL PAYROLL ACCOUNT		69,172.45
100770	05/15/2023	710	NYS INCOME TAX BUREAU		3,803.69
100771	05/15/2023	1946	IRS - PAYROLL TAX PMT		21,647.23
100772	05/15/2023	2003	NEW YORK STATE DEFERRED		2,334.53
100773	05/30/2023	709	BPL SPECIAL PAYROLL ACCOUNT		72,576.96
100774	05/30/2023	710	NYS INCOME TAX BUREAU		3,941.47
100775	05/30/2023	730	NYS EMPLOYEES RETIREMENT SYSTE		3,721.29
100776	05/30/2023	1946	IRS - PAYROLL TAX PMT		22,469.51
100777	05/30/2023	2003	NEW YORK STATE DEFERRED		2,223.92
Number of Transactions: 11				Warrant Total:	203,721.19
				Vendor Portion:	203,721.19

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 - 47: BILL SCHEDULE (JUN 23) For Dates 6/13/2023 - 6/13/2023**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41208	06/13/2023	1963	3N DOCUMENT DESTRUCTION	230528	28.50
41209	06/13/2023	2099	4IMPRINT, INC.	*See Detail Report	2,096.16
41210	06/13/2023	30	ALBANY PUBLIC LIBRARY-MAIN BR	230521	20.00
41211	06/13/2023	611	ALBANY TIMES UNION	230527	1,000.00
41212	06/13/2023	2242	ALPHA CARD SYSTEMS	*See Detail Report	3,481.60
41213	06/13/2023	2420	AMAZON CAPITAL SERVICES INC	230555	3,443.50
41214	06/13/2023	61	AQUASCAPE DESIGNS LLC	230012	70.00
41215	06/13/2023	77	BAKER & TAYLOR , INC.	*See Detail Report	30,443.34
41216	06/13/2023	1186	BAKER AND TAYLOR ENTERTAINMENT	230531	11.03
41217	06/13/2023	997	BOND, SCHOENECK & KING, INC.	230586	10,760.50
41218	06/13/2023	103	BRODART INC	*See Detail Report	2,700.47
41219	06/13/2023	1337	BUSINESS JOURNALS	230533	135.00
41220	06/13/2023	1690	COHOES PUBLIC LIBRARY	230546	7.99
41221	06/13/2023	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	230003	326.23
41222	06/13/2023	1220	DEMCO, INC	*See Detail Report	2,501.28
41223	06/13/2023	1991	EASTERN MANAGED PRINT NETWORK LLC	230004	489.20
41224	06/13/2023	195	EBSCO INFORMATION SERVICES	230512	57.87
41225	06/13/2023	1532	ENVISION WARE, INC.	230583	763.94
41226	06/13/2023	1627	FARONICS TECHNOLOGIES USA INC.	230576	560.00
41227	06/13/2023	1674	FINDAWAY	230559	66.49
41228	06/13/2023	1986	FIRSTLIGHT FIBER	230005	189.94
41229	06/13/2023	787	GUILDERLAND PUBLIC LIBRARY	230524	17.00
41230	06/13/2023	2322	KANOPY INC.	230018	1,161.00
41231	06/13/2023	2261	LIBRARY IDEAS, LLC	230537	506.40
41232	06/13/2023	2127	MASS MoCA	230553	275.00
41233	06/13/2023	1024	MIDWEST TAPE LLC	*See Detail Report	4,840.80
41234	06/13/2023	380	MORNINGSTAR	230551	2,318.00
41235	06/13/2023	404	NEW YORK LIBRARY ASSOC	230525	1,550.00
41236	06/13/2023	2314	NOLAN HELLER KAUFFMAN LLP	230548	742.50
41237	06/13/2023	2088	NYSID	*See Detail Report	453.07
41238	06/13/2023	2094	ORIENTAL TRADING COMPANY, INC.	230516	517.86
41239	06/13/2023	1823	OVER DRIVE INC.	*See Detail Report	18,367.53
41240	06/13/2023	2444	PHILIP PASSANTINO	230591	850.00
41241	06/13/2023	450	PHILLIPS HARDWARE INC	230015	114.43
41242	06/13/2023	2430	PLAYAWAY PRODUCTS LLC	230580	342.44
41243	06/13/2023	1542	PUPPET PEOPLE	230588	850.00
41244	06/13/2023	1490	REPEAT BUSINESS	230511	19.90
41245	06/13/2023	505	ROEMER WALLENS GOLD & MINEAUX	230549	1,500.00
41246	06/13/2023	1951	S & S WORLDWIDE INC.	230556	135.70
41247	06/13/2023	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	565.75
41248	06/13/2023	2021	STEPHENTOWN MEMORIAL LIBRARY	230544	5.99
41249	06/13/2023	2154	STERICYCLE, INC.	230008	22.62
41250	06/13/2023	2436	THE LAW OFFICE OF STEPHANIE A. ADAMS, PLLC	230575	825.00
41251	06/13/2023	1161	TOWN OF BETHLEHEM	230587	588.90
41252	06/13/2023	2344	ULINE, INC.	230030	60.74
41253	06/13/2023	2312	ULYSSES S. GRANT COTTAGE	230577	100.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 47: BILL SCHEDULE (JUN 23) For Dates 6/13/2023 - 6/13/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41254	06/13/2023	2328	UNIFIRST CORPORATION	230009	275.49
41255	06/13/2023	632	UPPER HUDSON LIBRARY SYSTEM	230526	4,000.00
41256	06/13/2023	2178	VAIL, WILLIAM	230566	400.00
41257	06/13/2023	1607	VERIZON BUSINESS FIOS	230013	199.99
41258	06/13/2023	1968	VERIZON WIRELESS	230010	100.39
41259	06/13/2023	645	**CONTINUED** W W GRAINGER INC		0.00
41260	06/13/2023	645	W W GRAINGER INC	*See Detail Report	4,071.50
41261	06/13/2023	1884	W.B. MASON CO., INC.	230564	447.10
41262	06/13/2023	653	WEISHEIT ENGINE WORKS	230539	6,599.00
41263	06/13/2023	1716	WESTERLO PUBLIC LIBRARY	230545	12.99
41264	06/13/2023	1593	WILLIAM K. SANFORD LIBRARY	230570	9.99
Number of Transactions: 57				Warrant Total:	112,000.12
				Vendor Portion:	112,000.12

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

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 1: H FUND (JUN 23) For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1210	06/13/2023	2424	ASHLEY MCGRAW ARCHITECTS	230523	57,002.15
Number of Transactions: 1				Warrant Total:	57,002.15
				Vendor Portion:	57,002.15

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

June 12, 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
Previously Approved to Fill											
Library Clerk PT	Circulation Services	11 hrs/wk	15 hrs/wk	\$14.45/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$14.45/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	3 hrs/wk	6 hrs/wk	\$14.20/hour	S. Hamilton	12/12/2021	1/10/2022	Filled	D. Bloom	6/13/2023	Hire
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$14.20/hour	M. Mitchel	5/11/2022	5/9/2022				
Custodial Worker PT	Building & Grounds	7.63 hrs/wk		\$16.60/hour or per contract	E. Hack	5/9/2023	4/17/2023	Filled	G. Smith	5/23/2023	Hire
Library Clerk PT	Circulation Services	15.67 hrs/wk		\$14.45/hour or per contract	A. Luu	5/3/2023	5/8/2023	Filled	E. Cartagena	6/5/2023	Hire
Action Requested											
Library Assistant PT	Public Services	16 hrs/wk		\$18.73/hour or per contract	C. Madura	5/25/2023					
Reclassification of previously approved position from Librarian 1 PT to a Library Assistant PT	Public Services	11.67 hrs/wk		\$28.41/hour or per contract to \$18.73/hour or per contract	K. Collen	5/10/2023	4/17/2023				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$14.20/hour	K. Jami	5/9/2023					
Promotion from Department Head to Assistant Director	Circulation Services	35 hrs/wk		\$90,851/annual					P. Berardi	7/1/2023	Promo.
Library Assistant FT	Public Services	35 hrs/wk		\$39,604/annual or per contract	N. Carmel	6/9/2023					
Positions Held											
None											

Director's Report June 2023

Buildings and Grounds

The intergovernmental agreement between the Town of Bethlehem and the Library to resurface the plaza has been reviewed by the town and library attorneys. There are a few details yet to work out, but the process is moving forward. I want to thank the staff at the Town of Bethlehem for their support and guidance. Their expertise has been extremely valuable.

Public Services

Door count was down a little compared to last month but still significantly up when compared to May of 2022. We are expecting in-library use to pick up during the busy study time in June. We did notice that the library was heavily used by groups and individuals during the period when the smoke particles were the highest. I was glad to have the higher efficiency filters on our HVAC system.

Suggesting reading lists for the summer are now available at the service desks and online. The titles on the list are tagged in the online catalog. Those tags are: bplkids2023 for children's books, bplteens2023 for grades 6-12, and bpladults2023 for the adult reading list.

Chris hosted a listening session at the Spinney at VanDyke to gather the needs and wants of the group relating to the building renovation planning. They had a lively conversation with lots of ideas. The group was a pleasure to work with.

Program Highlights

Stuffed Animal Hospital Shannon ran this program with five volunteers from the BCMS Helping Hands club. They rotated between two sitting at the check-in table and three at the exam tables. The kids had a lot of fun, some going up to the exam tables more than once. Attendance: 32

May the 4th Be with You Star Wars fans of all ages came out in force in an attempt to use the force after making some pretty impressive light sabers out of pool noodles and duct tape. One mom commented that they just had thrown away the ones they made at a Star Wars program we had before the pandemic! Definitely a program worth repeating. Beth ran this program, and it was a big success. Attendance: 28

Teddy Bear Time We had 50 babies, toddlers and their caregivers brave the bright sunshine and beautiful weather and join us on the Green for teddy bear themed stories, songs and a teddy bear hunt. A lovely time was had by all!

Free Comic Book Day This was a full Saturday, complete with a special story time, comic giveaways, and a Creation Station. It went well, and we had great attendance. Next year, Alex would like to try the pre-pandemic model, with an all-day event in the Community Room, including a local author/artist signing, trivia, movie screening, etc.

- Super Hero Storytime: Attendance 12

- Children's Creation Station: Attendance 45
- Children's Comic Giveaway: 42
- YA Creation Station/Take and Make: Attendance 17
- YA Comic Giveaway: 48

The Art of Elizabeth Bishop - 5/2 & 5/9 We finished up this 5-part series, led by Delmar resident Jeff Cohen, which considered why a "straight-forward talker" such as Bishop occupies such a preeminent position among American poets. Mr. Cohen previously led a series of workshops on Emily Dickinson for the Library in 2022. Attendance 30

Get to Know Hoopla This session provided an overview of Hoopla and what it offers, including demos of the web and app version (using an iPad and sharing my screen). Sarah did this last May and had a similar number of attendees, it is good to see that these sessions are still useful to run periodically. Participants asked good questions and expressed that the session was very helpful. Attendance: 5

New York State Boater Safety Course - 5/25 & 5/26 Alex organized this event and Luke hosted both evenings. This was a very successful program. Registration filled up very quickly. The instructor is hesitant to come again this year, but is willing to come back next year, and has offered to put Alex in touch with other instructors who may be willing to come in for another session late this summer. Attendees who completed all 8 hours received a NYS Boater Safety Certificate. We had a full class of 30 people both evenings.

Pat Fahy and Wayne Bequette "The Photographs of Brendan Fahy Bequette" This was such an engaging program. Mark Kelly, who chose the photographs for the book, showed slides, and explained the context behind them. Brendan's photos were supplemented by candid family photos taken at the same time. Everyone was extremely moved by this tribute to their son, and Michael was happy to help put it together. Attendance: 36

Eagle Elementary Library Visit

Four 5th grade classes visited the library on 6/1. The students were working on an immigration and family history project. Luke has been working with Matthew Urban at Eagle to prepare a presentation on Ancestry.com and other relevant library resources.

Outreach

Walk & Roll Fest This event was held the same day as the Friend's Book Sale. Lauren brought our library school intern, Matt, along, and they set up a tent and table. We had 156 interactions, and answered 20 reference questions. For giveaways, we brought some spring-themed take-and-make crafts (hedgehogs, frogs, and birds), and also coupons for Free Books. The coupons were very popular. The weather was cool and windy, but thankfully the rain held off until we returned to the library.

Memorial Day Float Alex and Lauren (with help from teen volunteers and our library school intern, Matt) constructed the float for the Memorial Day parade. It took several hours over three days, but it came out great. We had help from the Helping Hands Club from BCMS. They were given some paper hands to decorate and turn into fans. Some of our giveaways included clear

beach balls with confetti inside, bubbles, pencils, and of course, free book coupons. Everyone who attended the parade said it was wonderful, and there were no giveaway items left afterwards.

National Senior Health & Fitness Day This event was held at the Elm Ave Town Park, in partnership with the Town Parks & Rec department. Our library school intern, Matt, and Lauren attended. Several people mentioned that they were still ‘full’ of books from the recent Friends Book Sale, so we did not have nearly as many takers for the outreach items as we thought we might. Quite a few people remarked on the parade, which was great to hear. Attendance: 104

Circulation and Technical Services

Customized Library Experience Bethlehem Public Library is now set up to offer a variety of library cards for all ages using our card printer. A robust landing page on our website showcases current designs and allows patrons to make card requests online. The designs offered are a combination of licensed characters and custom designs specific to our library. We have a new Pride design to support Library programs in the month of June.

<https://www.bethlehempubliclibrary.org/library-cards-customize-your-experience/>

Library cards – customize your experience

Bethlehem Public Library offers an assortment of library card styles that are available for you to select as your own. **All of our designs are printed upon request and use your existing library card number and account information.** (Custom cards are only available to BCSD residents at this time.)



- If you already have a resident Bethlehem Public Library card and want to update your card style **click on one of the options below.**
- If you reside in the Bethlehem Central School District and don't have a library card yet, **click here to apply for a card.**

Ready for a new look for your library card? Click on the image to choose from one of the options below:



Overdrive and Reciprocal Lending Agreement We have started to track data showing reciprocal e-book lending between our system and three other regional library systems (Mid Hudson Library System, Mohawk Valley Library System, and Southern Adirondack Library System). In

May, there were 1,993 checkouts of UHLS materials from the 3 systems. Bethlehem residents benefited from the agreement with 202 checkouts. Moving forward, these checkouts will be added to the Overdrive reporting.

There are 9,203 Bethlehem accounts registered in Overdrive. Of those 1,929 users borrowed digital content in May. These users averaged 5 borrowed items per person. Hoopla averaged 4 checkouts per person.

Farmer's Market Circulation staff have committed to assisting at the weekly Farmer's Market. This past week 2 new patron accounts were created and 17 items were checked out.

Meetings and miscellany

The first week in June was occupied with lots of meetings with our architects from Ashley McGraw. They met with library supervisors to refine their design and to communicate the specifics of our staffing and services to their team.

Mark and Geoff met with Jody Monroe from the school district to discuss the library's renovation process.

Contract negotiations were completed. Thank you to everyone who participated on both the union and administration teams.

The Friends of the Library May book sale was extremely well attended even though many of the items were displayed in the Community Room instead of outside on the plaza due to the threat of rain. Special thanks to our awesome Friends volunteers for putting this event together.

Hazardous materials testing has been completed and has been returned to our architect for incorporation into our overall design process.

Charmaine and I attended a session of the UHLS book challenge series of trainings on the evening of Thursday 6/8. It was a good session and the opportunity to meet with other library directors and board members was appreciated.

Geoffrey Kirkpatrick, Library Director

Library Collection				2021-22	Current Total
Adult fiction				27,178	26,858
Adult non-fiction				29,397	29,391
Adult audio				5,824	5,654
Adult video				8,563	8,399
Young adult fiction				4,903	4,978
Young adult nonfiction				580	647
Young adult audiobooks				477	485
Children's fiction				28,318	29,139
Children's non-fiction				16,096	15,782
Children's audiobooks				1,651	1,604
Children's video				1,391	1,315
OverDrive - UHLS Shared				114,633	116,901
e-magazines				3,123	4,710
Electronic (games, ereaders)				418	417
Total				242,552	246,280
Library Programs	May-23	May-22	% change	2021-22	F-Y-T-D
Programs	74	35	111.4%	370	602
Program attendance	1,810	833	117.3%	7,464	16,665
Outreach Programs	26	1	2500.0%	59	64
Outreach Attendance	3,155	87	3526.4%	5,523	9,380
Circulation	May-23	May-22	% change	2021-22	F-Y-T-D
Adult fiction	12,584	11,980	5.0%	143,462	143,821
Adult non-fiction	6,974	6,584	5.9%	78,344	77,385
Adult audio	5,158	4,607	12.0%	54,406	51,343
Adult video	5,372	6,024	-10.8%	76,698	65,489
Magazines	1,312	1,391	-5.7%	17,896	15,104
Young adult fiction	1,441	1,430	0.8%	18,283	16,101
Young adult nonfiction	158	88	79.5%	1,423	1,640
Young adult audiobooks	246	242	1.7%	2,655	2,605
Children's fiction	10,591	10,519	0.7%	134,624	134,998
Children's non-fiction	2,999	3,058	-1.9%	35,166	35,099
Children's audiobooks	1,116	972	14.8%	12,961	13,503
Children's video	427	416	2.6%	7,053	5,811
Electronic (games, ereaders)	468	551	-15.1%	6,320	7,080
Total	48,846	47,862	2.1%	588,614	568,835
Interlibrary Loan	May-23	May-22	% change	2021-22	F-Y-T-D
Borrowed from others	5,875	6,294	-6.7%	77,607	68,002
Loaned to others	4,429	3,986	11.1%	52,068	49,041
Miscellaneous	May-23	May-22	% change	2021-22	F-Y-T-D
Visits to our home page	34,784	40,080	-13.2%	455,145	384,096
Public use of meeting rooms	29	27	7.4%	339	436
Public meeting attendance	446	384	16.1%	4,091	5,330
Staff use & library programs	89	36	147.2%	190	651
Study room sessions	425	298	42.6%	3,279	3,862
Tech room/ Studio use	6	4	50.0%	16	114
Door count	16,442	12,103	35.9%	153,368	175,498
Registered BPL borrowers	63	61	3.3%	931	969
Computer signups	1,080	854	26.5%	9,435	11,862
Museum Pass use	82	92	-10.9%	1,166	1,037
E-book use	5,395	5,378	0.3%	67,489	61,413
E-audiobook use	4,469	3,754	19.0%	43,805	44,684
E-magazine use	947	1,099	-13.8%	14,492	11,899
Streaming video use	1,254	1,202	4.3%	16,022	13,412
BCSD use via Overdrive	197	133	48.1%	1,668	1,470
Equipment	333	303	9.9%	2,524	3,445
Wireless Use	12,783	9,888	29.3%	103,660	113,674

The Civil Service Employees Association, Inc.
Local 1000, AFSCME, AFL-CIO
Bethlehem Public Library Unit of Albany County
Local #801

and

Bethlehem Public Library

Tentative Agreement

The Library and the Union have engaged in good faith negotiations for a successor labor agreement. They agree to the following terms:

Library's Proposal on Contract Term – Tentative Agreement

Modify contract term to run for five (5) years from July 1, 2023, through June 30, 2028.

Library's Proposal on Salaries and Wage Equity – Tentative Agreement

Modify and add new section to Article 15 of the Agreement and update Salary Schedule in Appendix B as follows:

15.1 SALARIES.

a.) Effective and retroactive to July 1, 2023, the Salary Schedule for all employees shall be increased by 5.0% as set forth in Appendix "B."

b.) Effective July 1, 2024, the Salary Schedule for all employees shall be increased by 3.5% as set forth in Appendix "B."

c.) Effective July 1, 2025, the Salary Schedule for all employees shall be increased by 3.5% as set forth in Appendix "B."

d.) Effective July 1, 2026, the Salary Schedule for all employees shall be increased by 3.25% as set forth in Appendix "B."

e.) Effective July 1, 2027, the Salary Schedule for all employees shall be increased by 3.25% as set forth in Appendix "B."

f.) Effective July 1, 2023, part-time hourly wages will be increased to 92.5% of full-time hourly wages and effective July 1, 2024, part-time hourly wages will be increased to 100% of full-time hourly wages, as set forth in Appendix "B."

Library's Proposal on Health Insurance – Tentative Agreement

Modify Article 16.2.2 of the Agreement as follows:

16.2.2

The Library's contribution for benefited employees shall be eighty-five percent (85%) of the individual coverage; sixty-five percent (65%) of the two-person and sixty-five percent (65%) of the employee plus child(ren) coverage, and fifty-five percent (55%) of the family coverage. Effective July 1, 2026, the Library's contribution for benefited employees shall be sixty percent (60%) of the family coverage and seventy percent (70%) of the employee plus child(ren) coverage. Effective July 1, 2027, the Library's contribution for benefited employees shall be sixty-five percent (65%) of the family coverage and seventy-five percent (75%) of the employee plus child(ren) coverage. The dollar amount of the Library's contribution is based on these percentages as applied to the Base Plan (CDPHP) premium.

Library's Proposal on Excluded Employees – Tentative Agreement

Modify Article 1.2 of the Agreement as follows:

1.2 EXCLUDED EMPLOYEES.

The term "employee" or "employees" as used in this agreement does not include temporary employees or persons in those positions excluded by PERB's certification and which includes the following:

DISTRICT LIBRARY TREASURER

LIBRARY DIRECTOR III

ASSISTANT LIBRARY DIRECTOR III

PERSONNEL ADMINISTRATOR

ACCOUNT CLERK II

LIBRARIAN III

TEMPORARY EMPLOYEES

CUSTODIAL WORK SUPERVISOR I

LIBRARY PAGES

PUBLIC INFORMATION SPECIALIST

NETWORK AND COMMUNICATIONS SYSTEMS TECHNICIAN

TECHNOLOGY ASSISTANT

CONFIDENTIAL SECRETARY

Temporary appointment shall be limited in duration to twelve (12) months, unless extended by mutual agreement between the Library and the Union.

Library's Proposal on Bereavement Leave – Tentative Agreement

Modify Article 9 of the Agreement as follows:

ARTICLE 9: BEREAVEMENT LEAVE

Employees are allowed leave with pay for a death in the immediate family, not to exceed five total days. Employees are not required to use bereavement leave on a consecutive basis and may use their allotted leave within one (1) year of the date of death for purposes of attending services and other necessary matters. Immediate family shall mean an employee's spouse, sibling, child, parent, grandparent, grandchild, mother-in-law, father-in-law, or domestic partner. A domestic partner is someone who resides with the employee for at least twelve (12) months. The employee must establish proof of residency, which may include deeds, bank account, Will, driver's license, etc. If an employee switches domestic partners an employee must wait twenty-four (24) months before designating a successor domestic partner. One day shall be allowed for other relatives for the purpose of attending the funeral or bereavement services. In unusual situations bereavement leave may be extended at the discretion of the Director. In addition, personal leave and vacation leave may be used.

Library's Proposal on Delayed Opening – Tentative Agreement

Add New Section 14.5.3 to the Agreement as follows:

14.5.3 LUNCH PERIODS DURING DELAYED OPENING

On days in which the Library must delay opening until noon, employees who work from noon to 5 p.m. on such a day will not be entitled to a lunch period during their shift.

Library's Proposal on Part-Time Retirement – Tentative Agreement

Add new section 17.1.1 to the Agreement as follows:

17.1.1 Part-time employees, who retire from other employment with New York State or another public sector entity, may be permitted to continue their employment with the Library, subject to and in conformity with any applicable limitations or requirements under state law. Any breaks in their employment with the Library due to compliance with such state laws shall not impact their seniority or accrual of PTO upon resuming work.

Union’s Proposal on Pay Periods – Tentative Agreement

Modify Articles 15.3 and 15.6 of the Agreement as follows:

15.3 PAY PERIODS.

Employees shall be paid on a bi-weekly basis every other Friday. If Friday is a holiday, employees shall be paid on the preceding Thursday. Benefited non-exempt employees shall be paid on an annual salaried basis. All non-exempt employees shall be required to submit daily time records in a manner determined by the Library.

15.6 LONGEVITY.

Effective July 1, 2021, full-time employees shall be entitled to receive the following

longevity payments:

<u>After 10 Yrs of Service</u>	<u>After 13 Yrs of Service</u>	<u>After 17 Yrs of Service</u>	<u>After 25 Yrs of Service</u>	<u>After 30 Yrs of Service</u>
\$1,000 \$3,000	\$1,700	\$2,200	\$2,500	

Longevity payments shall be made in the first payroll of December for all eligible employees who have passed their tenth anniversary date. Any eligible employee who separates from service prior to the December payout date and whose anniversary date has been reached will have the longevity payment in their final paycheck. Eligible employees who are on the payroll or on an approved paid leave of absence as of December 1st of each year will be entitled to a longevity payment. For the purpose of this section, a year of service shall be considered as any benefit anniversary year and which an employee regularly works, on average, twenty-five (25) or

more hours per week for that entire year. Benefited employees hired after July 1, 2011 shall not be entitled to a 10 year longevity.

Union's Proposal on Custodial Staff Clothing Monies – Tentative Agreement

Modify Article 15.5 of the Agreement as follows:

15.5 CUSTODIAL STAFF CLOTHING MONIES

Custodial staff who have passed probation will be reimbursed for up to three-hundred fifty (\$350.00) dollars per year for winter weather gear including boots, coats, gloves, etc. The amount for reimbursement shall renew on October 1 of each year. The employee shall submit acceptable receipts in order to get reimbursed for eligible expenses with the caveat that the employee must wear the purchases at work.

Union's Proposal on Dental/Vision Insurance – Tentative Agreement

Modify Article 16.3.1 of the Agreement as follows:

16.3.1 DENTAL/VISION INSURANCE.

The Library shall permit full-time benefited bargaining unit members and their dependents to enroll, at the sole expense of the member, in the CSEA EBF Member Plus Dental and/or Vision Plans. The cost of such coverage shall be paid by each enrolling member by payroll deduction.

The Library shall permit part-time, non-benefited employees and/or dependents to enroll, at the sole expense of the member, in the CSEA EBF Member Plus Dental and/or Vision Plans. The cost of such coverage shall be paid by each enrolling member by direct payment by the member to the EBF.

Union's Proposal on Payroll Deduction Language – Tentative Agreement

Modify Articles 2.3.2 and 2.3.3 of the Agreement as follows:

2.3.2 The Library shall deduct union dues and other union deductions from an employee who submits to it a written deduction authorization form. The amounts to be deducted shall be certified to the Library by CSEA. Deductions shall be remitted to the Union after each pay period in care of CSEA, Inc., 143 Washington Avenue, Albany, New York 12210. Pursuant to applicable New York State law, the Library may, but is not required, to remit members' dues to CSEA via electronic bank transfer.

Union's Proposal on Child Rearing – Tentative Agreement

Modify Article 7.8 of the Agreement as follows:

7.8 CHILD REARING.

In the event of the birth or adoption of a child, the Library shall grant up to six months of leave to benefited employees, concurrent with FMLA, which may be extended to a year at the discretion of the Director. Employees may take this leave in a single interval, any time within the 12-month period following the birth or adoption of a child. Employees shall use available sick leave, vacation, and other personal leave credits to supplement their pay during their approved leave of absence . Any accrued sick, vacation and personal leave credits must be exhausted before going on unpaid status. Benefit leave which accumulates while on extended paid leave may be reserved for future need. While on non-pay status, employees shall be allowed health coverage in accordance with the provisions of Article 7.9.2 and Article 16. Upon return from such leave, employees shall be returned to the same or equivalent position.

For the Library

Geoffrey Kirkpatrick

Date

Tracey McShane

Date

Caroline Brancatella

Date

Lisa Scoons

Date

Shari Whiting

Date

Christine McGinty

Date

Philip Berardi

Date

For the Union

Charles Barley

Date

BETHLEHEM PUBLIC LIBRARY

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 May 25, 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

Confidential Price Quote
Expiration Date 6/30/2023
Quote Number 00081510



Click here to review and accept this quote:

Accept Quote <https://cengageportal.secure.force.com/quote/?id=0Q02M000002mVjA>

Prepared By	Monica Wilson	Contact Name	Frank Somers - Databases
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Email	monica.wilson@cengage.com	Email	frank@bethpl.org
Ship To JDE #	124140	Bill To JDE	124140
Ship To Account	BETHLEHEM PUBLIC LIBRARY	Bill To Account	BETHLEHEM PUBLIC LIBRARY
Ship To Contact	Frank Somers - Databases	Bill To Contact	Frank Somers - Databases
Ship To Address	451 DELAWARE AVE DELMAR New York United States 120543042	Bill To Address	, 451 DELAWARE AVE, DELMAR New York United States 120543042
Subscription Start Date	7/1/2023	Subscription End Date	6/30/2024

Product	# of Sites	Sales Price	Total Price
Gale Presents: Udemy	1	USD 6,500.00	USD 6,500.00
Payment Terms	Net 30	Subtotal	USD 6,500.00
		Total Price	USD 6,500.00

Tax and freight charges will be applied to invoice where applicable.

Payment terms are indicated above and are due from the start date. All trademarks and registered names are used herein under license. This quote form incorporates your License Agreement with Cengage Learning, including any and all Amendments, Addendums, Exhibits and Schedules attached thereto or incorporated by reference and the standard Terms of Use set forth at <http://www.cengage.com/terms/>. This quote form shall be deemed to have been accepted by Customer upon receipt by Cengage Learning of (i) any written confirmations indicating acceptance or ; (ii) upon receipt of a Customer Purchase Order. If any written confirmations or Customer Purchase Orders in any way conflict with or is inconsistent with the conditions of sale herein, this Quote Form will prevail and supercede any inconsistent terms.

All information embodied in this document is strictly confidential and may not be duplicated or disclosed to third parties outside recipient's organization without prior written consent of Cengage Learning.

June 8, 2023

Bethlehem Public Library
451 Delaware Street
Delmar, NY 12054
<via email>

Re.: Geotechnical Investigation Services Proposal
Bethlehem Public Library
Delmar, NY

Dear Ladies and Gentlemen,

Kenney Geotechnical Engineering Services, PLLC is pleased to present this proposal to perform geotechnical investigation services for your project. This proposal will present our scope of services, estimated cost, and business terms.

Scope of Services

We understand the proposed project will consist of an addition to the existing library. We have reviewed the proposed boring locations presented in the RFP provided by Ashley McGraw Architects and understand that the all the proposed boring locations are accessible to a truck mounted drill rig.

We will contact DIGSAFE as part of our services for public utility markout. We assume private utility location will be provided by others. We have included a line item for private utility clearance in the event it is necessary.

We propose to perform the following scope of services:

1. We will coordinate our on-site activities with you unless otherwise directed.
2. We assume boring location(s) will be available concurrently and that parking for our equipment will be available on-site. We assume that our equipment may stay on site overnight during the performance of the work. We assume no parking or permit fees will be incurred.
3. We will contact DIGSAFE and clear public utilities.

4. Borings will be performed in existing parking lots. We assume we will be allowed to block off parking areas as necessary to allow safe drilling operations.
5. We will establish a site benchmark and measure relative ground elevations at boring locations.
6. We will mobilize a drill rig, drilling crew, and Field Representative. The Field Representative will observe drilling activities and classify soil samples in conformance with the New York State Building Code.
7. We will position investigation locations based on the boring location plan provided with the Request for Proposal (RFP).
8. The geotechnical investigation will consist of performing five soil borings and installing one temporary piezometer.
9. The soil borings will be advanced to a maximum depth of 25 feet below the existing ground surface unless practical refusal occurs at a shallower depth. Standard Penetration Testing will be performed continuously to a depth of 10 feet and at five feet thereafter.
10. A temporary piezometer will be installed in one borehole to facilitate groundwater measurements. Groundwater level measurements will be recorded from the piezometer weekly over a 30 day period from the date of installation.
11. If competent bedrock or glacial till is not encountered while drilling, and with your consultation, we will perform a refraction-microtremor survey to measure the shear wave velocity to a depth of 100 feet to establish the seismic site classification as according to NYS Building Code. The refraction-microtremor is far less expensive than a 100-foot boring and provides a direct shear wave velocity measurement that is not dependent on overly conservative Standard Penetration Testing correlations.
12. Testing locations will be backfilled with auger cuttings, sand, and asphalt patch. If all auger cuttings cannot fit into the borehole we will place the excess soil at a on site location designated by the Library.
13. We will perform laboratory testing to assist in evaluating the engineering characteristics of the soil. Anticipated laboratory testing will include particle size analysis, Atterberg limits, natural moisture content. Laboratory testing will be performed in accordance with the pertinent ASTM Standards.
14. We will classify samples in accordance with the Unified Soil Classification System.

15. Findings will be presented in a geotechnical report. The report will be presented in PDF format and include boring logs, laboratory testing, an analysis of the subsurface conditions encountered, and the information/recommendations requested in the RFP.
16. We will review design and bid documents as they pertain to the geotechnical investigation including, but not limited to building foundation design, review of project drawings and earthwork and special inspection specifications. Comments will be shared with the Architect and pertinent design consultants.
17. We will provide geotechnical construction phase services (coordinated by others) as requested in the RFP and as necessary based on the geotechnical investigation.
18. Design and construction phase services are not included in the lump sum cost for the geotechnical investigation. A unit fee schedule for these services is attached.

We will be happy to quote additional services upon request.

Fee For Service

Geotechnical Investigation Services:

We propose to perform the geotechnical investigation services described above for the following fees:

Item	Estimated Quantity	Unit Cost	Units	Subtotal
Boring layout and utility clearance with DIGSAFE	1	\$ 500.00	each	\$ 500.00
Private Utility Location	0	\$ 1,500.00	lump sum	\$ -
Mobilization/demobilization	1	\$ 1,600.00	each	\$ 1,600.00
Lawn Mats	0	\$ 250.00	hour	\$ -
Test Borings - 25' max	5	\$ 750.00	each	\$ 3,750.00
Temp Piez w/ 4 readings	1	\$ 1,500.00	each	\$ 1,500.00
Field Representative	2	\$ 650.00	days	\$ 1,300.00
Paricle Size Analysis with Hydrometer	2	\$ 125.00	test	\$ 250.00
Atterberg Limits	2	\$ 75.00	test	\$ 150.00
Moisture Content	20	\$ 10.00	test	\$ 200.00
Geotechnical report	1	\$ 1,500.00	lump sum	\$ 1,500.00
Estimated Cost				\$10,750.00

Please note the following unit fee schedule for additional/optional services.

Item	Unit Rate	Units
Refraction Microtremor Survey	\$ 1,300.00	Lump Sum
Snow Removal	\$ 800.00	Lump Sum

Design/Construction Phase Services:

The following unit fee schedule will be utilized for design review and construction phase services.

Item	Unit Rate	Units
Geotechnical Engineer/P.E.	\$ 140.00	hour
Staff Engineer/E.I.T.	\$ 95.00	hour
Field Engineer – Half Day	\$ 500.00	Half day
Field Engineer – Full Day	\$ 1000.00	Full day
Laboratory Compaction Characteristics (Proctor)	\$ 150.00	test
Particle Size Analysis (sieve only)	\$ 75.00	test
Lab. CBR Test	\$ 350.00	test
Geotechnical Observation Report Publication	\$ 35.00	report
Travel Charge	\$ 130.00	Round trip
Other services quoted upon request		

Additional services will be quoted upon request.

Pricing assumes payment within 30 days of invoicing.

Schedule

We are currently booking drilling services for August. We estimate field work will be completed in approximately 2 days following mobilization. Our estimate and schedule assume that we may work Monday through Friday between 7 a.m. and 4 p.m. We have not included costs associated with weekend or holiday work, night work, or expedited services in our estimate.

Terms and Conditions

Our standard terms and conditions are attached. Payment is due within 30 days of invoicing. Please note that our estimated cost is premised upon our standard insurance coverage, which is as follows:

- Professional Liability: \$2 Million Per Occurrence/\$2 Million Aggregate

- Comprehensive General Liability: \$1 Million Per Occurrence/\$2 Million Aggregate.

Insurance certificates will be provided upon request.

Closing

Thank you for the opportunity to present this proposal. We look forward to answering any questions you may have.

Respectfully submitted,

KENNEY GEOTECHNICAL ENGINEERING SERVICES, PLLC

Christopher Kenney

**Christopher M. Kenney, P.E.
President**

AGREED AND ACCEPTED:

Bethlehem Public Library

Date

Terms and Conditions

Kenney Geotechnical Services (“Consultant”) will perform the services described in the attached proposal to Bethlehem Public Library (“Client”) under the following terms and conditions:

STANDARD OF CARE

CONSULTANT and its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors will exercise that degree of care and skill ordinarily practiced under similar circumstances by professionals providing similar services. Client agrees that services provided will be rendered without any warranty, express or implied.

CONSULTANT shall exercise usual and customary professional care in its efforts to comply with applicable codes, regulations, laws rules, ordinances, and such other requirements in effect as of the date of execution of this Agreement.

When required as part of its work, CONSULTANT will furnish opinions of probable cost, but does not guarantee the accuracy of such estimates. Opinions of probable cost, financial evaluations, feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs prepared by CONSULTANT hereunder will be made on the basis of CONSULTANT's experience and qualifications and will represent CONSULTANT's judgment as an experienced and qualified design professional. However, users of the probable cost opinions must recognize that CONSULTANT does not have control over the cost of labor, material, equipment, or services furnished by others or over market conditions or contractors' methods of determining prices or performing the work

OWNERSHIP OF DOCUMENTS

Plans, specifications, reports, boring logs, calculations, field data, field notes, laboratory test data, estimates, and similar documents and materials (other than samples) prepared by or for Consultant as instruments of professional service are Consultant's property. Consultant shall retain these instruments of professional service for **six** years following submission of final project deliverable, during which period Consultant's instruments of professional service will be made available for Client's review at any reasonable time.

Any reuse or distribution to third parties without such express written permission or project-specific adaptation by CONSULTANT will be at the Client's sole risk and without liability to CONSULTANT or its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors. Client shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless CONSULTANT from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized reuse or distribution.

RIGHT OF ENTRY

The Client will provide for right of entry of the employees, agents, or subcontractors of Consultant to perform and complete the work that is the subject of this Agreement.

UTILITY CLEARANCE AND UNDERGROUND STRUCTURES

The Client shall advise Consultant of the presence of any underground utilities or structures that are on site and potentially in conflict with boring locations. Consultant will bear no responsibility for any damages or losses due to damage caused by subsurface exploration. Client recognizes that failure to notify Consultant of the presence of utilities may cause severe injury, death, and financial loss to Consultant and shall be responsible for compensating Consultant as appropriate.

HAZARDOUS WASTES

The Client shall advise Consultant of any hazardous waste existing at or near the site at which Consultant is to perform work. If Consultant discovers hazardous wastes after it undertakes a project, or if Consultant discovers the nature or extent of hazardous waste differs materially from what the Client advised Consultant, the Client and Consultant agree that the scope of services, schedule and estimated fee budget shall be adjusted as needed to complete the work.

If reportable quantities of petroleum product and/or chemical contamination are discovered on the project site during performance of the work tasks described herein, or during any subsequent work completed at the project site, the appropriate local, state, and/or federal agencies will be notified immediately, as required by law.

The ownership of and responsibility for all contaminated materials, hazardous materials, and hazardous substances generated, released, uncovered, transported, and/or collected during the work tasks referred to herein will remain with the Client.

PAYMENT

Payment is due in full within 30 days of receipt of invoice. The Client will be liable for all court costs, disbursements, and reasonable attorney's fees incurred by Consultant in the collection of any outstanding invoices.

INSURANCE

Insurance certificate will be supplied upon request that illustrate Consultant's current policy limits. Requests to maintain insurance limits above Consultant's current limits will only be honored if Client compensates Consultant for the additional cost of the higher policy limits.

TERMINATION

This Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice.

ASSIGNS

Neither party may delegate, assign, sublet or transfer its duties or interest in this agreement without the written consent of the other party. Any assignee, successor or legal representative of any of the parties to this agreement shall be bound by the terms of this agreement.

INDEMNIFICATIONS

To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Kenney Geotechnical and its officers, directors, partners, members, managers, employee, agents and subconsultants, and any of them, to the Client and anyone claiming by, through or under the Client, for any and all claims, losses, cost or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or this Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of Kenney Geotechnical or its officers, directors, employees, agents or subconsultants, or any of them, shall not exceed the total compensation received by the Kenney Geotechnical under this Agreement.

To the fullest extent permitted by law and subject to this Agreement's limitations on liability and damages Kenney Geotechnical shall indemnify and hold harmless Client, Client's officers, directors, partners, and employees from and against any and all costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolutions costs) caused solely by the negligent acts or omissions of Kenney Geotechnical in the performance and furnishing of services under this Agreement as finally determined by a court of competent jurisdiction.

To the fullest extent permitted by law, Client shall indemnify and hold harmless Kenney Geotechnical from and against any and all costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolutions costs) caused solely by the negligent acts or omissions of Client with respect to this Agreement or the Project.

To the fullest extent permitted by law and subject to this Agreement's limitations on liability and damages, Kenney Geotechnical's total liability to Client and anyone claiming by, through, or under Client for any costs, losses or damages caused in part by the negligence of Kenney Geotechnical as finally determined by a court of competent jurisdiction and in part by the negligence of a third party other than Client or any other negligent entity or individual shall not exceed the percentage share that Kenney Geotechnical's negligence bears to the total negligence of Kenney Geotechnical, and all other negligent entities and individuals. In the event that the client, its officers, directors, shareholders, partners, members, managers, agents and employees are found to be liable, in whole or in part, for its negligent acts or omissions or willful acts, the client shall not be entitled to be indemnified and held harmless under this provision.

To the fullest extent permitted by law, Client shall indemnify and hold harmless Kenney Geotechnical from and against any and all costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolutions costs) arising out of or resulting from a Hazardous Environmental Condition, Sick Building Syndrome and Building Related Illnesses provided that (i) any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury or destruction of tangible property (other than completed Work), including the loss of use resulting therefrom, and (ii) nothing shall obligate Client to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence or willful misconduct.

SAMPLES

CONSULTANT will discard samples upon completion of the work covered under this Agreement, unless the Client instructs otherwise in writing.

CHANGES AND DELAYS

Unless the accompanying Proposal provides otherwise, the proposed fees constitute CONSULTANT's estimate to perform the services required to complete the Project. Required services often are not fully definable in the initial planning; accordingly, developments may dictate a change in the scope of services to be performed. Where this occurs, changes in the Agreement shall be negotiated and an equitable adjustment shall be made.

Costs and schedule commitments shall be subject to renegotiation for unreasonable delays caused by the Client's failure to provide specified facilities, direction, or information, or if CONSULTANT's failure to perform is due to any act of God, labor trouble, fire, inclement weather, act of governmental authority, failure of transportation, accident, power failure, or interruption or any other cause beyond the reasonable control of CONSULTANT. Temporary work stoppage caused by any of the above may result in additional cost beyond that outlined in the accompanying Proposal.

CONFLICT OF INTEREST

This assignment may involve parties with adverse interests to clients with whom CONSULTANT has current or past relationships. It is CONSULTANT policy to make reasonable attempts to identify such relationships prior to acceptance of a professional assignment, but CONSULTANT cannot assure that conflicts or perceived conflicts will not arise, and CONSULTANT does not accept responsibility for such occurrences.

ADDITIONAL TERMS AND CONDITIONS

The laws of the state in which the CONSULTANT office executing this Agreement is located shall govern the validity and interpretation of this Agreement.

In the event any of these Contract Provisions are found to be illegal or otherwise unenforceable, the unenforceable Contract Provision will be stricken. Striking such a Contract Provision shall have no effect on the enforceability of the remaining Contract Provisions and those remaining Contract Provisions shall continue in full force and effect as if the unenforceable Contract Provision were never included in the Agreement.

CONSULTANT shall be entitled to rely, without liability, on the accuracy and completeness of any and all information provided by Client, Client's consultants and contractors, and information from public records, without the need for independent verification.

CONSULTANT shall not be required to sign any documents, no matter by whom requested, that would result in CONSULTANT's having to certify, guaranty, or warrant the existence of conditions that CONSULTANT cannot ascertain.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or CONSULTANT. CONSULTANT's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against CONSULTANT because of this Agreement or CONSULTANT's performance of services hereunder.

Neither the Client nor the CONSULTANT shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, or connected in any way to the Project or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of contract and breach of warranty.

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.

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.

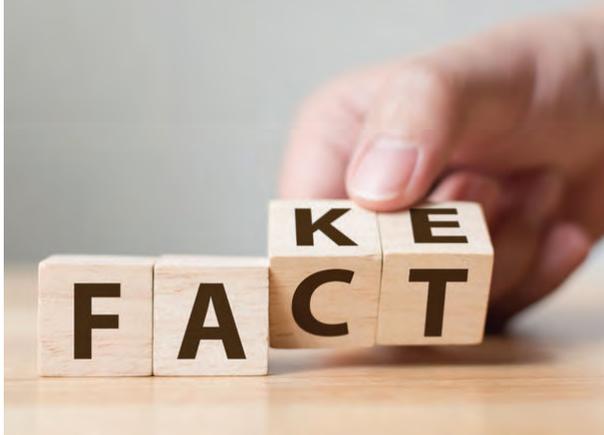


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Mary Miller, Education Services Director for the NY Newspapers Foundation and NY News Publishers Association, will present on the importance of media literacy and critical thinking skills in the digital age.



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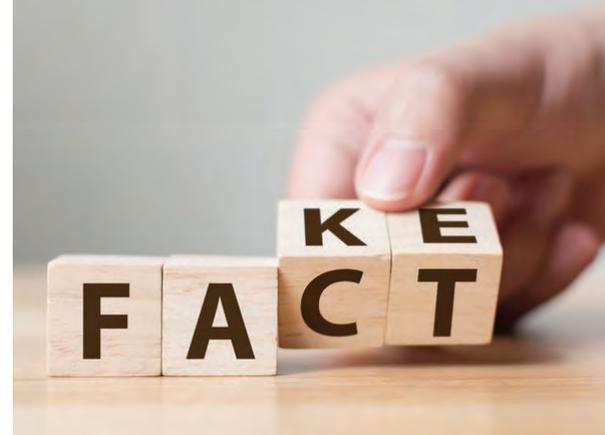
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2023 LINEUP

July 11 • 7pm

CHRISTINE SPERO: "BACK TO BACHARACH"

Singer/pianist performs her tribute to the songs of Burt Bacharach.

July 18 • 7pm

PROJECT H.

Bassist Michael Hurt leads a jazz quartet.

July 25 • 7pm

PHIL CASEY

An eclectic mix of familiar folk and American tunes performed on guitar, a cigar box guitar and mandolin.

August 1 • 7pm

THE RUMBLE KINGS

This trio plays traditional rockabilly and surf music from the 1950s and '60s.

** Concerts are generously sponsored by the Friends of Bethlehem Public Library.*

In the event of inclement weather, concerts will take place the following day.



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