



**Board of Trustees Meeting
Monday September 11, 2023 6:00 pm
Board Room**

This meeting will be held in person in the Board Room
Watch here: <http://www.bethlehempubliclibrary.org/watch-the-meeting-here/>
Public comments can be submitted here:
<https://www.youtube.com/@bethlehempubliclibrary9609>
Board packet information can be accessed here:
<https://www.bethpl.org/about-us/board-of-trustees/>

Agenda

- Call to order
- Trustee appointment
 - Oath of office
- Public participation
- Review of previous meetings' minutes
- Financial report
 - Treasurer's update
- Personnel report
 - Personnel actions
- Director's report
- UHLS report
- New business
 - Library property boundaries/impacts for construction
 - Overview of library property
 - Project timing/school district coordination
 - Energy efficiency evaluation proposal
 - Other new business
- Old business
 - Committee memberships
 - Public Services reorganization
 - Plaza entry – update
 - Policy Committee update
 - Gifts, Memorials, Bequests, and Naming Opportunities policy
 - Discussion points
 - Review of 2022-23 library statistics
 - Director evaluation timeline and process
 - Other old business
- Future business
 - Ethics statement
- Public participation
- Adjournment

Next board meeting: Tuesday October 10th, 2023 6:00 pm
Next Friends of the Library meeting: October 16th, 2023 6:30 pm



ELECTED AND APPOINTED LIBRARY OFFICERS' OATH

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

Bethlehem Public Library Trustee

name (please print)

residential address (please print)

signature

Sworn and subscribed before me this _____ day of _____, _____.

name and title of subscribing officer (please print)

signature of subscribing officer

beginning date of subscribing officer's term



ETHICS STATEMENT FOR LIBRARY TRUSTEES

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

I agree to abide by this ethics statement.

name (please print) _____

signature _____ date _____

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

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

MINUTES OF THE BOARD OF TRUSTEES MEETING
 BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**
 Monday July 10, 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:

GUESTS: Jennifer Crawford, confidential secretary
 Tracey McShane, personnel administrator
 Phil Berardi, assistant director/head of Circulation and Technical Services
 Tanya Choppy, accounts clerk
 Chris McGinty, assistant director

Marjorie Maniccia
 Laura DiBetta
 Matt Lauricella
 Chris Kajano
 Tom Schnurr
 Texanne Corrigan
 Anthony Garaufis
 Vistoria Haler
 Paul Heiser
 Fran Royo
 Elizabeth Floyd Mair
 Earl Wallace
 Thomas Chandler
 Joann Palmer
 Donna McClyne
 Cathy Comie
 Heather Clarke
 Jennifer Steuer
 Meredith Wilsen
 Addy Miller
 Rebecca Steuer
 Olivia Steuer
 Laura Cooper
 Bill Keleher
 Michele Keleher

Sean Garrity
 Steve Simons
 Ramona Stubbs
 Rob Stubbs
 Peter Corrigan
 Ron Swanson
 Mike Iovine
 Maryann Landi-Zulto
 Gretchen Lena
 Dan Lena
 James McGaughn
 John Canning
 Delta Coughlin
 Michele Dootz
 Tom Dootz
 Tom Patterson
 Stephen Dootz
 Seth Williams
 Krystal Williams
 MaryGrace Dansereau
 Anne Marie Mullin
 Rebecca Ross
 David Ross
 Ellen Roberts
 Kelly Goertz

Nicole Privitera
 Lawrence Raab
 Robert Gianotti
 Deborah Gianotti
 Erik Bice
 Erin Rightmyer
 Donna McMullen
 Judy Rush
 Sara Lasher
 Courtney Ryan
 Kisha Santiago
 Amanda Lefton
 Ani Dowell Baum
 Rev. Molly Dowell Baum
 DD Dowell Baum
 Nicole Correia
 Charlotte Correia
 Holly Crall
 Steve Simons
 Theresa O'Neil
 Erin Bueller
 Alan Gaughan
 Jessica Gaughan
 Barbara Urldrain

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

TRUSTEES OATHS OF OFFICE

M. Walsh administered the oath of office to trustees-elect M. Kissinger. M. Kissinger administered the oath of office to C. Brancatella.

ELECTION OF BOARD OFFICERS

C. Brancatella said that she and S. Patterson believed the best path forward for the board would be to maintain current slate of officers, considering the agenda in the year ahead. She thanked M. Kissinger for the significant time commitment he makes as president. C. Brancatella said there are many other roles on the board that require time and asked the trustees to think about where they might be able to contribute.

The slate of officers proposed for 2023-24:

- President: Mark Kissinger
- Vice President: Michelle Walsh
- Vice President: Charmaine Wijeyesinghe
- Secretary: Caroline Brancatella
- UHLS representative: Lisa Scoons
- Board treasurer: Shari Whiting

On a MOTION by C. Brancatella with a SECOND by S. Patterson, the board unanimously accepted the 2023-24 officer slate as presented.

PUBLIC PARTICIPATION

M. Kissinger said the public participation policy allows for a maximum statement of three minutes from each individual.

- Bill Keleher of Slingerlands said he has been a library patron for 50 years. He asked the library to reconsider Drag Story Hour because he believes it sexualizes and confuses children.
- Steve Simons of Bethlehem said he is a former school psychologist and he believes the event is not appropriate for the malleable brains of young people.
- Michelle Keleher said she felt like the library was trying to promote an agenda and acclimate children to trans ideology. She asked for it to be canceled.
- Elizabeth Floyd Mair of Guilderland said she has always tried to show her child how rich and varied the world is. She said the story hour is not a strip show and individuals should stay home if it doesn't appeal to them.
- Anthony said he lives and pay taxes in Bethlehem, and he is in favor of diverse library programming like drag story hour. He said he would have appreciated more gender expansive role models when young.
- Tom Schnurr, a library patron and resident of Delmar, thanked the staff for planning the event. He noted that there are 20 events at the library in the month of July so everyone can choose an event that's right for them. US constitution freedom of expression. Keep this event on.

- Fran Royo, a Bethlehem resident and former school librarian, objected to drag story hour and said it was dividing the town. She explained how individuals could file a formal request for reconsideration with the library.
- An unnamed speaker said that drag is as offensive as blackface.
- Earl Wallace, pastor of Liberty Christian Church in Albany, said he opposed drag story because it goes against his right to Christian speech.
- Kelly Goertz of Glenmont asked the board who was behind the decision to hold the event and who endorsed it.
- Delta Coughlin said, as grandmother, she felt drag story hour appropriate for children. She held images printed from the story reader's personal Instagram page.
- Lawrence Raab, a Bethlehem resident, said he believes drag is inherently sexual and could sow confusion in children. He asked the board to reconsider the program.
- Jennifer, of Bethlehem, said children denied freedom of expression higher rate of suicide. As a gay mom, she thanked library for the program and providing representation for her family.
- Chris Kajano, executive pastor of Kings Chapel, said he loves the library, but drag is a danger and engineered to cause confusion about gender. He asked the board to cancel the program.
- Paul Heiser, a Bethlehem resident, said he doesn't see a good reason for the event, and such things would give the town a reputation.
- Rebecca Ross, who raised children in Bethlehem, said she was speaking for the young people in the community when she asked why a drag queen wanted to read to children in the first place.

After a brief disruption, C. Brancatella said that trustees wanted to hear what people had to say, and she asked people to be respectful of one another and the speaking time limits.

- John Canning, a Bethlehem resident, asked whether the selection of books had any inappropriate content for children. He said constant exposure to sexual themes harms children and he was opposed to the story hour.
- James McGaughn, of Slingerlands, said he has spent many years at the library studying, tutoring and holding meetings, and the library has been and neutral no partisan place. He said drag story hour is shocking and predatory. He asked the board to cancel it.
- Gretchen Lena said she has raised two daughters in Bethlehem and called drag story hour predatory and confusing to children.
- Jennifer Steuer, of Albany, said drag story hour helps children see the variety of people that make up their community. She said when her children were younger, they would all play dress up, including her son, and it never was an issue.
- Sean Garrity, of Bethlehem, said he was against exposing youth to these idea embodied by a drag story hour and asked the board to reconsider the program.
- Heather Clarke, a resident of Delmar, said LGBTQ+ people deserve to be represented.
- Ellen Roberts, retired elementary teacher and mother, said she objects to drag story hour. She said the event normalizes the grooming of children and makes a mockery of women.
- Matt Lauricella said he supports the drag story hour and that many people speaking out against it had no idea of the actual content and were promoting hatred and fear of people who different. He said drag is not inherently sexual or adult and has long been a part of our history and culture.
- Olivia Steuer, of Albany, said she grew up dressing as anything she wanted, and has been to drag shows and Pride events and has never felt sexualized at them.
- Texanne Corrigan said she felt the board was determined to stage a spectacle that would polarize the community, and that such an event goes against the board's long-range plan.
- Bob Gianotti, of Glenmont, objected to drag story hour as being harmful to children and asked why it wasn't put to a community vote.

- Laura DiBetta, a Delmar resident with a fourth grader, thanked the board for the event and said it promotes inclusivity. She said past events in Albany have had huge turnouts of more than 200 people. She said those who think it is a great way to expose to positive queer role models should be allowed to decide for themselves.
- Erin Bueller, of Delmar, said people have a right to free speech but many are misunderstanding the First Amendment. She said she supports drag story hour, and everyone has the freedom of speech and separation of church and state.
- Donna McMullen, a Bethlehem mother of seven, said it's an illogical program requested by parents, not children. She said the library should learn from the lessons of Bud Light and Target.
- Kisha Santiago, of Delmar, said that as a queer parent of two, she thanks the library for creating a welcome environment for families like hers. She said she has attended other drag story hours and they are not places of sexualization and grooming.
- Amanda Lefton, who just moved to Delmar earlier that week, thanked the board for holding a program that embraces inclusivity and said it is benefit for community.
- Jessica Gaughan, a mother of two small children, asked the board to rethink the event. She said she didn't believe it benefited children and if there were other story times planned with Judeo-Christian or nuclear family values.
- Courtney, a homeowner in Delmar and parent of a 4- and 7-year-old, said that gender messaging is already everywhere and a drag story hour lets children know that it's OK to dress as they want. She said drag does not equate smuttiness, and drag story hours are age-appropriate.
- Nicole Privitera, an education specialist who lives in Delmar with four young children, said she supports drag hour because it exposes children to the "mirrors and windows" of different experiences.
- Ani Dowell Baum, 8, asked the library to please not cancel drag story hour.
- Rev. Molly Dowell Baum, youth director at First Presbyterian Church in Albany, is the parent of two children, one who is exploring gender. She said children start understanding their own identity around ages 3 to 5. She supported drag story hours because it provide more representation.
- DD Dowell Baum, 10, said drag is important way to express one's feelings, along with singing and dancing and being yourself. They said it can be inspiring to younger kids.
- Eric Bice, of Delmar, said drag story hour comes down to freedom and allowing parents to make their own choices. He said it was not OK for people to take that right away others.
- Ellen Kelly-Lind, of Delmar, said she is a church going gospel Christian and she supports drag story hour. She said drag story hours are not drag shows, and one of the most prominent national drag queens is a Bethlehem graduate.
- Mike Iovine, who lives in Slingerlands with his 5- and 7-year old daughters, asked if a background check had been done on the performer. He asked if there were plans to hold a rabbi or priest story hour.
- Alex Steuer, of Albany, said drag story hour is an incredibly import educational opportunity to let kids know that it is OK to live their lives as themselves.
- Seth Williams, of Delmar, said he is a foster and adoptive parent and has seen a lot of innocence lost in children. He said he is concerned about the loss of innocence with a drag story hour.
- Tom Dootz, of Feura Bush, said drag story hour is a slippery slope and could lead to children being vulnerable to sex trafficking.
- Rob Stubbs, from Glenmont, said he is opposed to the story hour and asked if the library would cover the cost of counseling if a vulnerable child were harmed by it.
- Sara Lasher, who grew up in Bethlehem, said she didn't think anyone would have a problem if she dressed up in formal men's clothing and read to children, but people are opposed if it is the other way around.
- Addy Miller, of Albany, spoke in favor of drag story hour.

- Meridith Wilsen, of Albany, shared picture of Noelle dressed as a princess at a previous story hour. She said little kids like to dress up, and people who equate drag and LGBTQ+ people as people who are trying to endanger children are wrong.
- Marjorie Maniccia, a Bethlehem resident for 30 years, thanked the library for holding the drag story hour. She said those who don't want to go don't have to attend, but she will be taking time off from work to go.
- Holly Crall, of New Scotland, said she doesn't believe drag story hours belong in the public sector.
- Dan Lena, of Singerlands, said drag story hour should not be allowed.
- Maryann Landi-Zulo said the Bible prohibits activities like drag story hour.

COMMITTEE APPOINTMENTS

M. Kissinger recommended carrying over the current committee appointments until it could be discussed at the next meeting. C. Brancatella said she would like to volunteer for the policy committee. C. Wijeyesinghe said that she was interested in leaving the building committee. The committees remained as follows:

Finance

- M. Walsh
- M. Kissinger (ex officio)

Nominating (as needed)

- S. Patterson
- C. Brancatella

Policy

- C. Wijeyesinghe
- L. Scoons
- M. Kissinger (ex officio)

Building

- C. Wijeyesinghe
- M. Kissinger (ex officio)

Personnel

- S. Patterson
- C. Wijeyesinghe
- L. Scoons
- M. Kissinger (ex officio)

Collective bargaining (as needed)

- L. Scoons
- C. Brancatella

BOARD ANNUAL AUTHORIZATIONS

C. Wijeyesinghe noted for public record that the authorization for services needs to be approved by the board every year.

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously approved the 2023-24 authorizations as presented.

BOARD MEETINGS/HOLIDAYS AND CLOSINGS

L. Scoons asked why a meeting date for the third week in July was being proposed. G. Kirkpatrick said it would allow staff more time to get everything prepared following the fiscal year rollover. M. Walsh asked if the November meeting could be moved to Tuesday since Monday falls on Veterans Day.

On a MOTION by C. Brancatella with a SECOND by M. Walsh, the board voted unanimously to adopt the amended board meeting schedule (with the November meeting held on a Tuesday) for 2024.

On a MOTION by C. Brancatella with a SECOND by M. Walsh, the board voted unanimously to adopt the holidays and closings schedule for 2024.

ANNUAL ETHICS/CONFLICT OF INTEREST STATEMENT

Ethics statements were distributed to the trustees for signing and will be filed in the public record. C. Wijeyesinghe said she would be proposing an amendment to the text at the next meeting.

MINUTES

Minutes of the 13 June 2023 board meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by S. Patterson.

FINANCIAL REPORT

Treasurer's update

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

- C. Wijeyesinghe said she appreciated all of the Finance Committee's work to maximize interest earnings.
- M. Walsh said it will be nice to have a small budget surplus as the library heads into a capital project.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 30 June 2023 (Checks disbursed in June 2023 based on pre-approval \$61,328.50; Checks disbursed in June 2023 relating to payroll \$199,201.96; Checks being submitted for approval \$194,659.62; CapProject Fund/Hand-Drawn Checks \$79,502.31; Total: \$534,692.39).

PERSONNEL REPORT

G. Kirkpatrick said the library is requesting to backfill a full-time librarian position due to the upcoming retirement of M. Farley. C. Wijeyesinghe asked if the library had a presence at area career fairs to talk about jobs at the library.

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

- Librarian 1, full-time, permanent, 35 hours/week, \$58,306/annual or per contract

DIRECTOR'S REPORT

The board noted the director's report.

UHLS BOARD UPDATE

L. Scoons said the UHLS board would be meeting that Wednesday.

NEW BUSINESS

Architect's presentation

The architect's presentation was postponed.

Other new business

On a MOTION by C. Brancatella with a SECOND by L. Scoons, the board unanimously passed a resolution of recognition honoring former board member H. Narang for his 10 years of service.

OLD BUSINESS

Plaza entry –update

G. Kirkpatrick said he was still waiting on a couple of estimates from highway department.

Policy Committee update

- Internet Policy – second read,

On a MOTION by C. Brancatella, with a SECOND by L. Scoons, the board unanimously adopted the proposed updates to the library's Internet Policy.

C. Wijeyesinghe said board members would likely be getting a preview copy of the Gifts, Memorials, Bequests, and Naming Opportunities Policy between now and August.

Other old business

G. Kirkpatrick said he met with BCSD chief business and financial officer to discuss the MOU between the library and the school district regarding PILOT income. The MOU is currently being reviewed by the library's attorney. It will be voted on by both the library board and school board at a later date.

The library has received a request from patron about sponsoring a memorial program series. G. Kirkpatrick said a policy regarding that type of gift is in the works, and he would be reaching out when it is done.

FUTURE BUSINESS

Director evaluation timeline and process

C. Wijeyesinghe shared a timeline for the evaluation process and ask trustees to look it over and let her know if there are any changes.

PUBLIC PARTICIPATION

The following comments were submitted via e-mail:

- Laura Rabinow called drag an art form.
- Gianna Aiezza wrote that she supports the library's planned drag story hour.
- Barb Riegel applauded the library for bringing in diverse programs like drag story hour
- Sara Bickersmith commended the library for offering programs that support the LGBTQ+ community.
- Megan Singh thanked the library for representing diverse perspectives and experiences.
- Katelynn Carroll said drag story hour fosters a love of literacy.
- Robin Sutor said she supports drag story and hopes it doesn't get canceled.
- Nancy Hauss said she fully supports drag story hour.
- Caren Kennedy wrote in support of the story hour.
- Willow Baer said it was a relief to know that the library is inclusive.

G. Kirkpatrick said that he had received an appeal to his decision on a request for reconsideration regarding Drag Story Hour.

On a MOTION by M. Kissinger with a SECOND by C. Wijeyesinghe, the board entered into executive session at 8:28pm for the purpose of discussing the employment history of a specific individual.

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board voted to adjourn the executive session at 9:42pm.

ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board adjourned the regular meeting at 9:42pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**
Wednesday July 12, 2023

PRESENT: Caroline Brancatella
Mark Kissinger
Lisa Scoons
Michelle Walsh
Charmaine Wijeyesinghe

Geoffrey Kirkpatrick, director

EXCUSED: Sarah Patterson

GUESTS: Fran Royo and guest

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

CONSIDERATION OF APPEAL TO RECONSIDERATION OF RESOURCES DECISION

M Kissinger noted that there was an active appeal before the board about a program being held at the library. The question was whether to overturn G. Kirkpatrick's decision to deny the request to reconsider the drag story hour scheduled for the following day. C. Wijeyesinghe asked which policies were involved with making the decision. G. Kirkpatrick said it cover the collection development policy and programming policy.

G. Kirkpatrick said he has a reasonable time to respond to a request, and his decision can be appealed. While trustees have 60 days to review the appeal, G. Kirkpatrick thanked them for expediting the process in the interest of a timely decision.

M. Kissinger explained what the board would be voting on, and what a yay or nay vote would mean.

C. Brancatella emphasized that the board did not have to consider an untimely appeal but chose to do so in the interest of transparency. She said she would be voting in favor of denying the appeal for the following reasons:

- The program was requested by the community and has been a success at other libraries locally and nationally.
- Many of those who expressed anger about the program did so based on Christian beliefs, and while she respects those beliefs, she doesn't believe decisions about library programming should be made violation of the establishment clause of the constitution.
- She said the board has upheld the free speech clause by allowing ample opportunities for the public to share their views and respecting an individual's decision to attend or not to attend.

- She has heard from some people who have said the program provides visibility and representation of them and their families.
- She said she personally supports the LGBTQ+ community and hopes the library continues to incorporate more queer concerns in its programming and collection.

C. Wijeyesinghe said she has experience in evaluating appeals and judges them mainly in three areas:

- Did the director and staff plan the program in accordance with the library's stated goals and policies? C. Wijeyesinghe said she believes they did and that it is not the role of the board to direct programming or put those up for public vote but instead to rely on professional expertise of staff.
- Did the director follow establish procedures. Yes he did.
- There was no new evidence or data presented in the appeal, thus she finds no merit to the appeal.

She said the community has shared that the program in question does fill a need, and people can choose not to attend. She added that she hopes the program is successful and attendees enjoy themselves and conduct themselves appropriately.

She noted that board members signed an ethics statement on Monday that says trustees have the utmost responsibility to support director and staff to uphold uncensored access to programs and materials.

M. Walsh's written statement, which was read at the meeting, is below.

I want to recognize the large amount of public input we received against this program but that we received only one official request for an appeal, which we are voting on tonight.

I happen to agree with parts of this appeal that the library is courting controversy with this program. My concern is that very young children may be exposed to very angry adults, on both sides of this issue.

It is my opinion there are myriad ways the library could have promoted diversity and acceptance without involving our very youngest patrons.

I do not believe a toddler is going to glean diversity training from this exercise as proponents suggest. Nor do I believe a toddler is going to be sexualized by seeing a person in a costume. Drag Story Hour is theater that happens to have its roots in gay culture.

My concern for toddlers and picket lines is very real. The library could have chosen a different program to support diversity. That said, our library's collection—for years now—has included LGBTQ+ content and materials. Each patron decides which materials they would like to check out. If a patron does not want their child exposed to Drag Story Hour, they make the choice not to attend.

So while I disagree with this program being the one selected to encourage diversity, I don't believe we should prevent those who want to participate from doing so. I vote to deny the appeal but I strongly encourage the library to ensure this program proceeds safely.

M. Kissinger thanked the public for coming to Monday's meeting and said he would love to see the same level of interest in library happenings moving forward. He thanked the staff for bringing the program to the library and said it was brave of them. He asked the community to be respectful on the day of the program, and he urged library staff to continue to think of ways future programs can support diversity and acceptance within the community.

L. Scoons said she agreed with what had been expressed already by the board. She said she supports the independence and autonomy of library staff when it comes to programming. She believes that the program support the library's Long Range Planning goals as well as the summer reading theme. She said future program highlighting diversity is something the library needs to pay more attention to.

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board voted unanimously to deny the appeal to G. Kirkpatrick's decision on the Request for Reconsideration of Drag Story Hour on July 13, 2023.

ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board adjourned the regular meeting at 6:20pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES EMERGENCY MEETING
 BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**
 Wednesday August 9, 2023

PRESENT: Caroline Brancatella
 Mark Kissinger
 Sarah Patterson
 Charmaine Wijeyesinghe
 Geoffrey Kirkpatrick, director

EXCUSED: Lisa Scoons
 Michelle Walsh
 Sharon Whiting, library treasurer

GUESTS: Phil Berardi, assistant director/head of Circulation and Technical Services

President M. Kissinger called the meeting to order at 5:30pm. He noted that four board members were able to meet as a quorum that night to approve any necessary items because a voting quorum would not be present at Monday's meeting.

MINUTES

The drafts were not included in the packet at this time. Approval will take place in September.

FINANCIAL REPORT

C. Wijeyesinghe asked about the revenue line for fines. G. Kirkpatrick said the report is dealing with last year's numbers, but there still are fines from LOT, museum passes and other specialty items. G. Kirkpatrick said tax money is not in yet but will start coming in in October. C. Wijeyesinghe said that is the reason for keeping a fund balance substantial enough to cover operations until tax money is received.

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously approved the Financial Statement dated 31 July 2023 (Checks disbursed in July 2023 based on pre-approval \$43,008.93; Checks disbursed in July 2023 relating to payroll \$190,601.21; Checks being submitted for approval \$81,748.39; CapProject Fund/Hand-Drawn Checks \$56,726.80; Total: \$372,085.33).

PERSONNEL REPORT

G. Kirkpatrick said he was requesting to backfill two positions. C. Wijeyesinghe said the board would continue to discuss personnel at the Monday meeting.

On a MOTION by C. Brancatella with a SECOND by M. Kissinger, the board unanimously voted on the following actions:

- Sr. Library Clerk, full-time, permanent, 35 hours/week, \$38,302/annual or per contract
- Library Page, part-time, permanent, 12.8 hours/week, \$14.20/hour or per contract

NEW BUSINESS

Town of Bethlehem MOU for plaza paving

G. Kirkpatrick presented the board with a shared service agreement with the town for paving services. The MOU has been reviewed by both the library and town attorneys, and the town has already voted to accept the agreement. G. Kirkpatrick said it was the town's idea to use asphalt instead of concrete. He said he was very happy with the price. Library maintenance will be removing the brick. The expectation is that it would be complete by August or early September. C. Wijeyesinghe said it would be helpful to do a public outreach campaign explaining why it was changed for safety.

On a MOTION by C. Brancatella with a SECOND by C. Wijeyesinghe, the board unanimously passed a resolution entering into an agreement with the Town of Bethlehem for work and supplies related to the replacement of bricks on the walkway with asphalt in the amount of \$14,725.65.

Bethlehem School District MOU for PILOT payments and tax refunds

G. Kirkpatrick presented what is a long-standing agreement between the school district and the library, giving the district the authority to handle the negotiations on the library's behalf. C. Wijeyesinghe asked if it was something that could be put on S. Whiting's annual calendar to review so that it doesn't get forgotten or affected by some change in law. G. Kirkpatrick said that the PILOT money from PSEG would be ending soon, so the actual amounts received in PILOT money will be much smaller in the future.

On a MOTION by C. Brancatella with a SECOND by S. Patterson, the board unanimously passed a resolution entering into an agreement with the Bethlehem Central School District regarding the distribution of PILOT payments and the refund of real property taxes, with the term of the agreement automatically renewing every year unless given a 90-day notice by either the district or the library.

Other new business

There was no other new business at this time.

ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by C. Brancatella, the board adjourned the regular meeting at 5:44pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES MEETING
 BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**
 Monday August 14, 2023

PRESENT: Caroline Brancatella
 Sarah Patterson (remote)
 Lisa Scoons
 Charmaine Wijeyesinghe
 Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director (remote)
 Kristen Roberts, recording secretary

EXCUSED: Michelle Walsh
 Mark Kissinger

GUESTS: Jennifer Crawford, confidential secretary
 Phil Berardi, assistant director/head of Circulation and Technical Services
 Chris McGinty, assistant director
 Susanne Angarano, Ashley McGraw Architects (remote)
 Laura Cooper
 John McCarthy
 Mary Service

C. Wijeyesinghe noted that the evening's meeting was informational only as the board did not have a quorum in the room. She said a meeting with a quorum had been held August 9 to allow the board to vote on financial matters. She asked those present to introduce themselves for the benefit of the public.

PUBLIC PARTICPATION

Laura Cooper introduced herself as a Bethlehem resident since 1989 with moderate to profound hearing loss. She requested the installation of hearing loops as part of any upcoming renovation project. She said hearing loops have enhanced her experience where available and deliver vastly improved sound quality directly to an individual's hearing device. She recommended a portable loop for the public meeting rooms and loops for the library's service desks. She noted that there may be grants available to help cover the cost. She shared the following web link:
www.hearingloss.org/hearing-help/technology/hat/hearing-loop-technology

C. Wijeyesinghe said it was something the board would probably be discussing with architects moving forward.

ARCHITECT'S PRESENTATION

S. Anganaro provided an update of recent discussions with staff and community. She said the preliminary design is the same one presented at the community sessions. She noted that some community participants emphasized the need for accessibility and many described the library as a resource for the community, as well as a place to gather with multi-generational learning opportunities. Others were unclear about the term "port in the storm," which is part of the guiding principles.

G. Kirkpatrick said the intent was not to position the library as a first responder in an emergency but to be part of the initial recovery phase by providing library services like WiFi and computer access or a place to charge their devices and access recovery resources. Board members present agreed that the phrase “port in the storm” did not clearly convey that concept. C. Wijeyesinghe asked to flag that topic for further discussion.

S. Anganaro said that when design talks first started, they were looking at a large meeting space that could accommodate approximately 400 people, but that number seems to have coalesced somewhere around 250, but it was never definitively settled. L. Scoons said she didn’t think an actual number needed to be part of the guiding principles statement.

S. Anganaro said her team was still compiling all of the data from the community, but many who responded felt the library is still a place for books even as new priorities emerge. More than 300 people filled out the survey.

S. Anganaro outlined the five major “whys” of the project noting that the community sessions revealed a need to revisit these issues with the public in ongoing community conversations.

S. Anganaro said she was hoping the board could make a decision about the size of the community room space so that the design can move forward. The library currently has around 2,200 square feet of community room space available. Option one for the addition would provide around 3,600 square feet and could be configured into a small, medium or large space. The second option is larger with 5,400 square feet and adds an additional medium space. C. Wijeyesinghe asked if there would be any additional rooms with the first option over what the library currently has. S. Anganaro said there would be a gain of space but not of the number of rooms. G. Kirkpatrick said he has polled the trustees for their preference and is still waiting for a couple of responses. S. Anganaro said that decision is the corner stone to moving forward with the project. C. Wijeyesinghe said that while she initially supported the small option, she has changed her opinion and would support the larger one. She said her concerns were initially about cost and that she didn’t want the library to be the only agency in town to shoulder the burden of providing community space.

S. Anganaro provided an updated cost estimate that factors in construction contingencies. The current estimate is \$28.2 million, but would probably increase by \$1 million if the library were to go with the larger meeting space. She noted that the 8 percent contingency is on the high end due to escalating construction costs and said they are trying to account for the unknowns with that estimate. C. Brancatella said that the point of the contingency was to avoid going over budget, but there is always a possibility of coming under. C. Wijeyesinghe also noted that the project cost amount is not necessarily the amount of the bond. C. Wijeyesinghe asked if the schematic design is complete in October and the board has decided how much they wanted to bond, would it be possible for the bond to go to vote before May 2024. S. Anganaro said that it could be possible, but there would be a lot of logistics involved in making that decision. L. Scoons said the library should also be prepared to apply for construction grants when the timing is right. C. Wijeyesinghe asked if there were other pools of money the library might be eligible for.

FINANCIAL REPORT

Treasurer's update

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

- S. Whiting said that while the audited numbers aren't in, it looks like the library will have a surplus well over \$400,000. She said some of that is due to being able to take advantage of interest rates, as well as coming in under budget on salaries and some supplies.
- S. Whiting has created an adjusted budget for the coming year that will feature the contractual changes in salaries. She said the net effect is around \$44,000.
- C. Brancatella said that the changes reflect a five-year contract that increases salaries, the library's health-care contributions, and equitable part-time pay and does not affect other budget money spent on resources.

DIRECTOR'S REPORT

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

- It has been a busy month with Summer Reading numbers close to pre-pandemic times.
- Beth has been visiting ESY classrooms this summer. This expanded outreach is a first for the library this time of year.
- Although the library's collection expansion has been driven by digital items, the number of physical holdings has also grown.
- Door count continues to increase. G. Kirkpatrick said he is waiting to see it reach 20,000 in a month, which will be a first post-pandemic.
- C. Wijeyesinghe asked if the volunteer coordinator is working with C. McGinty as she reworks the process. G. Kirkpatrick said that position is currently open, so C. McGinty is doing it on her own until it can be filled.

UHLS BOARD UPDATE

L. Scoons said the board does not meet in August, but very soon the services committee she is on will meet to start looking at construction grant proposals.

NEW BUSINESS

Committee appointments

M. Kissinger had proposed an updated list of board committees. L. Scoons said she would like to have a fuller discussion with the entire board present. The board agreed to table the discussion until September.

Automated materials handling/RFID presentation

P. Berardi made a brief presentation about RFID systems and said that the time to discuss it is now with the impending building project. He said the goal of such a system is to provide a simplified and accurate checkout experience for both patrons and staff. He said he is currently talking with vendors and gathering costs, which include the software interface, checkout stations and an automated handling machine, which would be the bulk of the price.

L. Scoons said that the last time the board looked at an RFID system, there weren't that many libraries locally used them. She asked which ones are using it now and what kinds of issues are they having. She also noted that the concept has not been popular with the public in the past because it looks like an organization is trying to get rid of staff. P. Berardi said that Guilderland just installed an RFID system with their building project. Nearby, the Crandall, Saratoga and Schenectady libraries use it. He said it is not meant to take away from patron experience or interaction with staff but to add options for those who want them.

L. Scoons, referring to the pickup lockers in the closing slide asked if this was technology that could be used to reach people in underserved areas of the town. G. Kirkpatrick said a pickup locker could be done even without RFID technology. The question would be location and cost.

G. Kirkpatrick recommended that those who want to take a closer look at the technology should take a tour of what they have in Guilderland, which P. Berardi helped implement.

T-shirt marketing proposal

G. Kirkpatrick said the library would like to provide a branded T-shirt to staff and trustees that can be worn in-house and at outreach events to help make the library more recognizable out and about. He asked if that is something the board would support. Approximate startup cost would be \$1,500 with additional T-shirts about \$20 per staffer. S. Patterson and C. Brancatella expressed support and asked if the library might even be able to sell them as library "merch" to supporters. C. Wijeyesinghe proposed that the library choose from one design for staff and one that would be made available to the public.

Public Services reorganization proposal

G. Kirkpatrick presented a proposed change to the library's organizational chart that would simplify the chain of command by designating a department head to lead public services and freeing up C. McGinty to help with the additional tasks created by the building project. He said the board would be able to vote on it at the September meeting, but he wanted to get the information out in front of them. This change would result in an ongoing structural increase of about \$17,000/year to reclassify a Librarian II to III and Library Clerk I to Library Assistant. C. Wijeyesinghe said that G. Kirkpatrick and the personnel committee have discussed the proposal extensively and the committee supports the reorganization as presented.

Year-end statistics presentation

The board and G. Kirkpatrick agreed to table the presentation until September.

Other new business

There was no new business at this time

OLD BUSINESS

Geotechnical survey – update

The drilling has been completed, and the workers found a lot of wet clay and sand. A final report is in the works. G. Kirkpatrick noted that they were very respectful of patrons and staff as they conducted their business.

Plaza entry – update

The town board and library have both approved the MOU to share services to pave the library plaza. Work would likely begin the end of September or beginning of October. Maintenance staff will remove brick, and the town will use blacktop to fill in those spaces. G. Kirkpatrick said he was thankful for the town's advice and willingness to take on the project. L. Scoons asked how confident he was that the timing of when the brick are pulled up lines up with when the asphalt is put in. G. Kirkpatrick said he has been very clear in communication with the town that the timing is critical. Board members said the messaging to patrons should be very clear that it is about safety.

Policy Committee update

- Gifts, Memorials, Bequests, and Naming Opportunities Policy – preview
C. Wijeyesinghe thanked G. Kirkpatrick and J. Crawford for helping to get the copy ready to be presented. She said that it is not a first read of the policy, which has yet to reach draft form. She said she has flagged some areas where board feedback was needed before moving forward. She said she hopes board members will read it and be ready to come with ideas for a more significant discussion in September.

G. Kirkpatrick said that the library used to hold a series that was sponsored by a family in memory of their loved one. He said he has been approached about restarting the series. In the past, such requests were handled as a one-off thing.

C. Brancatella said she thought the policy was to just cover room naming. She said she was uncomfortable with the idea of sponsoring a specific event or materials.

Other old business

There was no other old business at this time.

FUTURE BUSINESS*Director evaluation timeline and process*

C. Wijeyesinghe urged the board to check out the time-frame and materials included in the packet and see if they would still fit. The board would discuss further in September under New Business. She said that she was looking for someone to take over as chair of the personnel committee.

PUBLIC PARTICIPATION

There was no public participation at this time.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Treasurer's Report

September 2023

Revenue and Expense Report

On the revenue side, we have received \$22,830 in state aid, or 88% of the total amount budgeted. The remainder is typically received in November. Expenses are slightly higher than last year at this time, due primarily to paying our liability insurance one month earlier.

The auditors are at the library this week, Sept 11-13, finishing up field work. We expect to have the audited financial statements for review at the November board meeting.

Adjusted Budget

The budget has been adjusted to reflect the negotiated salary increase per the new contract with the Union. The net effect of the increase versus what was originally included in the budget is \$74,410. However, due to a librarian retirement, that salary line has been adjusted to reflect the replacement salary, so the net change to the budget is \$44,176.

Sharon Whiting CPA
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 8/31/23

	BALANCE					BALANCE
	7/31/2023	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	8/31/2023
TD Bank General Fund	997,557.50	2,304.25	(225,401.44)	1,594.27	166,466.65	942,521.23
TD Bank Payroll	0.00		(133,533.35)	-	133,533.35	0.00
TD Bank Money Market	927,836.48	-		1,755.62	(300,000.00)	629,592.10
TD Bank Treasury Bill	1,037,366.07			4,656.98	-	1,042,023.05
TD Bank Capital Project Fund	214,054.51	-	(56,726.80)		-	157,327.71
TD Bank 6 mo. CD Opened 5/9/22	1,100,000.00					1,100,000.00
Key Bank Checking	4,851.88	2,040.10	(136.64)		-	6,755.34
TOTAL:	4,281,666.44	4,344.35	(415,798.23)	8,006.87	-	3,878,219.43

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

2 MONTHS ENDED 8/31/23

FISCAL YEAR 2023-2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 2 MO. ENDED 8/31/2023	Percent YTD 8/31/2023	ANNUAL BUDGET 2022-2023	YTD PRIOR 2 MO. ENDED 8/31/2022	Percent YTD 8/31/2022
Real Property Taxes	4,401,969	-	0.0%	4,308,076	-	0.0%
PILOT	241,523	-	0.0%	227,724	-	0.0%
Fines	3,000	539	18.0%	2,000	798	39.9%
Interest on Deposits	35,000	7,700	22.0%	6,000	2,161	36.0%
Lost Book Payments	7,500	1,956	26.1%	2,500	1,761	70.4%
Sale of Books	-	-	0.0%	-	-	0.0%
Gifts and Donations, Misc	4,000	613	15.3%	3,500	1,363	38.9%
Photocopier	7,000	1,771	25.3%	6,500	1,036	15.9%
State Aid	26,000	22,830	87.8%	24,500	22,779	93.0%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	300	0.0%	-	150	0.0%
Total Revenue	4,725,992	35,709	0.8%	4,580,800	30,048	0.7%
EXPENSES						
Salaries	2,506,226	375,351	15.0%	2,444,929	373,576	15.3%
Retirement	280,440	-	0.0%	237,333	-	0.0%
Health Insurance	399,300	54,279	13.6%	364,700	88,174	24.2%
Other Benefits	224,226	42,064	18.8%	219,538	45,920	20.9%
Subtotal Salaries & Benefits	3,410,192	471,694	13.8%	3,266,500	507,670	15.5%
Library Materials - Print	292,000	45,397	15.5%	290,000	20,501	7.1%
Library Materials - Electronic & Audio	283,000	30,766	10.9%	296,000	15,689	5.3%
Subtotal Library Material	575,000	76,163	13.2%	586,000	36,190	6.2%
Operations	605,800	118,509	19.6%	593,300	47,896	8.1%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	35,000	-		35,000	-	
Total Expenses	4,725,992	666,366	14.1%	4,580,800	591,756	12.9%

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

2 MONTHS ENDED 8/31/23

FISCAL YEAR 2023 - 2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 2 MO. ENDED 8/31/2023	Percent YTD 8/31/2023	ANNUAL BUDGET 2022-2023	YTD PRIOR 2 MO. ENDED 8/31/2022	Percent YTD 8/31/2022
Salaries & Benefits						
Salaries-Librarians	1,177,151	194,020.38	16.5%	1,174,134	187,673	16.0%
Salaries-Support Staff	1,155,651	154,492.37	13.4%	1,108,487	159,195	14.4%
Salaries-Custodians	173,424	26,838.17	15.5%	162,308	26,708	16.5%
Subtotal Salaries	2,506,226	375,351	15.0%	2,444,929	373,576	15.3%
Retirement	280,440	-	0.0%	237,333	-	0.0%
Health Ins.	399,300	54,279	13.6%	364,700	88,174	24.2%
SocSec/Medicare	191,726	27,429	14.3%	187,038	27,188	14.5%
Worker's Comp.	20,000	13,452	67.3%	20,000	16,656	83.3%
Unemployment	10,000	504	5.0%	10,000	-	0.0%
Disability Ins.	2,500	679	27.1%	2,500	2,077	83.1%
Subtotal Salaries & Benefits	3,410,192	471,694	13.8%	3,266,500	507,670	15.5%
Library Materials						
Adult books	171,000	34,063	19.9%	171,000	13,879	8.1%
Periodicals	21,000	-	0.0%	19,000	-	0.0%
YS Books	85,000	8,254	9.7%	85,000	5,411	6.4%
Special Collections	15,000	3,079	20.5%	15,000	1,211	8.1%
Subtotal Print Materials	292,000	45,397	15.5%	290,000	20,501	7.1%
Audiobooks	20,000	4,832	24.2%	23,000	2,860	12.4%
E-Collections	196,000	12,754	6.5%	196,000	9,359	4.8%
Electronic Resources	31,000	6,500	21.0%	27,000	-	0.0%
YS Audiobooks	4,000	937	23.4%	5,000	-	0.0%
YS Media	2,000	84	4.2%	5,000	710	14.2%
AS Media	30,000	5,659	18.9%	40,000	2,760	6.9%
Subtotal Electronic & Audio	283,000	30,766	10.9%	296,000	15,689	5.3%
Subtotal Library Materials	575,000	76,163	13.2%	586,000	36,190	6.2%
Operations						
Copiers and supplies	15,000	1,692	11.3%	15,000	1,585	10.6%
Office supplies	20,000	1,735	8.7%	20,000	1,657	8.3%
Custodial supplies	20,000	1,371	6.9%	26,000	148	0.6%
Postage	22,000	3,086	14.0%	20,000	1,990	10.0%
Printing & Marketing	35,000	4,930	14.1%	35,000	93	0.3%
Van lease & oper.	4,000	70	1.7%	4,000	121	3.0%
Gas and Electric	75,000	15,655	20.9%	65,000	7,478	11.5%
Telecommunications	24,000	2,860	11.9%	14,000	1,628	11.6%
Water	3,000	-	0.0%	3,000	-	0.0%
Taxes-sewer & water	3,400	-	0.0%	3,400	-	0.0%
Refund property taxes	5,000	-	0.0%	7,500	49	0.7%
Prof. Services	30,000	1,945	6.5%	30,000	-	0.0%
Contract Services	50,000	948	1.9%	45,000	621	1.4%
Insurance	30,000	33,250	110.8%	29,000	-	0.0%
Bank Fees	1,400	238	17.0%	1,400	206	14.7%
Travel/Conference	3,500	-	0.0%	3,000	747	24.9%
Memberships	3,000	-	0.0%	3,000	-	0.0%
Special Programs	35,000	11,132	31.8%	32,000	(1,649)	-5.2%
Furniture & Equipment	30,000	2,205	7.3%	40,000	4,711	11.8%
IT Hardware & Software	50,000	1,297	2.6%	42,000	1,318	3.1%
Bld & Grnd. Repair	40,000	140	0.4%	40,000	170	0.4%
Furn/Equip Repair	2,000	2,870	143.5%	2,000	-	0.0%
Miscellaneous	6,500	332	5.1%	6,000	139	2.3%
Audit Service	24,000	-	0.0%	24,000	-	0.0%
Accounting Service	20,000	19,419	97.1%	30,000	14,183	47.3%
UHLAN fees	54,000	13,336	24.7%	53,000	12,701	24.0%
Subtotal Operations	605,800	118,509	19.6%	593,300	47,896	8.1%
Capital Expenditures	100,000	-	0.0%	100,000	-	0.0%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,725,992	666,366	14.1%	4,580,800	591,756	12.9%

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN AUGUST 2023 BASED ON PRE-APPROVAL	\$	82,170.54
CHECKS DISBURSED IN AUGUST 2023 RELATING TO PAYROLL	\$	195,015.86
CHECKS BEING SUBMITTED FOR APPROVAL	\$	52,025.78
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	28,364.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 5: PRE APPROVED DISB (AUG 23) For Dates 8/1/2023 - 8/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41366	08/01/2023	1424	AFLAC NEW YORK		220.04
41367	08/01/2023	1831	CDPHP UNIVERSAL BENEFITS, INC.		28,459.02
41368	08/01/2023	2395	CSEA EMPLOYEE BENEFIT FUND		192.13
41369	08/01/2023	808	MICHAEL FARLEY		75.00
41369	08/01/2023	808	**VOID** MICHAEL FARLEY		-75.00
41370	08/01/2023	1833	HIGHMARK BSNENY		981.91
41371	08/01/2023	720	MVP HEALTH PLAN, INC.		5,659.38
41372	08/01/2023	1570	NATIONAL GRID		5,377.28
41373	08/01/2023	423	NYS UNEMPLOYMENT INS		504.00
41374	08/01/2023	2061	UNITED HEALTHCARE INSURANCE CO		133.54
41375	08/01/2023	1581	UNITED STATES POSTAL SERVICE	240015	1,585.67
41376	08/01/2023	1607	VERIZON BUSINESS FIOS	240003	159.79
41377	08/01/2023	1607	VERIZON BUSINESS FIOS	240003	124.99
41433	08/25/2023	2426	JPMORGAN CHASE BANK NA	*See Detail Report	1,170.94
41434	08/25/2023	2066	KEVIN COFFEY	240103	100.00
41435	08/25/2023	1570	NATIONAL GRID		5,453.45
41436	08/25/2023	2011	UTICA NATIONAL INSURANCE GROUP	240099	31,603.83
41437	08/25/2023	1607	VERIZON BUSINESS FIOS	240003	159.79
41438	08/25/2023	1607	VERIZON BUSINESS FIOS	240003	159.79
41439	08/25/2023	1607	VERIZON BUSINESS FIOS	240003	124.99

Number of Transactions: 20

Warrant Total: 82,170.54
Vendor Portion: 82,170.54

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

Certification of Warrant

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

 Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 6: TRUST & AGENCY (AUG 23) For Dates 8/1/2023 - 8/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41379	08/11/2023	712	CIVIL SERVICE EMPL ASSOC INC.		826.15
41379	08/11/2023	712	**VOID** CIVIL SERVICE EMPL ASSOC INC.		-826.15
41431	08/11/2023	712	CIVIL SERVICE EMPL ASSOC INC.		826.15
41432	08/25/2023	712	CIVIL SERVICE EMPL ASSOC INC.		796.29
100796	08/11/2023	709	BPL SPECIAL PAYROLL ACCOUNT		70,458.08
100797	08/11/2023	710	NYS INCOME TAX BUREAU		4,263.36
100798	08/11/2023	1946	IRS - PAYROLL TAX PMT		23,677.36
100799	08/11/2023	2003	NEW YORK STATE DEFERRED		2,311.82
100800	08/25/2023	709	BPL SPECIAL PAYROLL ACCOUNT		63,075.27
100801	08/25/2023	710	NYS INCOME TAX BUREAU		3,619.38
100802	08/25/2023	730	NYS EMPLOYEES RETIREMENT SYSTE		3,304.28
100803	08/25/2023	1946	IRS - PAYROLL TAX PMT		20,361.51
100804	08/25/2023	2003	NEW YORK STATE DEFERRED		2,312.59
100805	08/25/2023	730	NYS EMPLOYEES RETIREMENT SYSTE		9.77

Number of Transactions: 14

Warrant Total: 195,015.86

Vendor Portion: 195,015.86

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 - 11: BILL SCHEDULE (SEPT 23) For Dates 9/12/2023 - 9/12/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41449	09/12/2023	1018	ALBANY INSTITUTE HISTORY & ART	240112	200.00
41450	09/12/2023	2242	ALPHA CARD SYSTEMS	*See Detail Report	572.18
41451	09/12/2023	2420	AMAZON CAPITAL SERVICES INC	240090	2,697.75
41452	09/12/2023	77	BAKER & TAYLOR , INC.	*See Detail Report	25,760.07
41453	09/12/2023	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	240005	288.09
41454	09/12/2023	1154	CRISAFULLI BROTHERS	240109	223.50
41455	09/12/2023	2428	DANIEL MAY	240092	40.00
41456	09/12/2023	2428	DANIEL MAY	240092	40.00
41457	09/12/2023	1463	EAST GREENBUSH COMM LIBRARY	240093	25.95
41458	09/12/2023	1991	EASTERN MANAGED PRINT NETWORK LLC	240007	104.87
41459	09/12/2023	1986	FIRSTLIGHT FIBER	240008	190.29
41460	09/12/2023	787	GUILDERLAND PUBLIC LIBRARY	240085	28.00
41461	09/12/2023	2453	HANNAH TRUE	240101	500.00
41462	09/12/2023	2201	LANE PRESS OF ALBANY	240009	2,245.00
41463	09/12/2023	2261	LIBRARY IDEAS, LLC	240108	559.64
41464	09/12/2023	2341	LIBRARY MARKET	240117	2,000.00
41465	09/12/2023	1024	MIDWEST TAPE LLC	*See Detail Report	562.17
41466	09/12/2023	2314	NOLAN HELLER KAUFFMAN LLP	240095	1,457.50
41467	09/12/2023	2148	NORTHEAST PEST CONTROL	240110	225.00
41468	09/12/2023	2094	ORIENTAL TRADING COMPANY, INC.	240063	1,292.90
41469	09/12/2023	1823	OVER DRIVE INC.	*See Detail Report	7,618.84
41470	09/12/2023	450	PHILLIPS HARDWARE INC	240013	56.93
41471	09/12/2023	2430	PLAYAWAY PRODUCTS LLC	*See Detail Report	383.42
41472	09/12/2023	505	ROEMER WALLENS GOLD & MINEAUX	240111	1,066.00
41473	09/12/2023	2421	SENTRON ASSOCIATES INC.	240098	499.23
41474	09/12/2023	2154	STERICYCLE, INC.	240010	22.62
41475	09/12/2023	2454	STEVEN D. HARGADON	240102	225.00
41476	09/12/2023	2340	T-MOBILE	240018	826.95
41477	09/12/2023	632	UPPER HUDSON LIBRARY SYSTEM	240097	110.00
41478	09/12/2023	1968	VERIZON WIRELESS	240004	100.39
41479	09/12/2023	645	W W GRAINGER INC	240012	2,103.49

Number of Transactions: 31

Warrant Total: 52,025.78

Vendor Portion: 52,025.78

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

Certification of Warrant

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

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 3: H FUND (SEPT 23) For Dates 9/1/2023 - 9/30/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1214	09/12/2023	2424	ASHLEY MCGRAW ARCHITECTS	230523	28,364.00
Number of Transactions: 1				Warrant Total:	28,364.00
				Vendor Portion:	28,364.00

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
Final Adjusted Budget
2023 - 2024**

EXPENSES	2023-2024 Approved Budget	2023-2024 Adjustments	2023-2024 Adjusted Budget	% Change	Notes
Salaries & Benefits					
-150 Librarians	\$1,177,151	\$1,033	\$1,178,184	0.09%	Includes adj for replacement of librarian due to retirement
-160 Support Staff	\$1,155,651	\$34,412	\$1,190,063	2.98%	Includes adj for PT to FT equivalent
-170 Custodians	\$173,424	\$5,416	\$178,840	3.12%	
-200 Retirement	\$280,440	-	\$280,440	0.00%	
-210 Soc Sec/Medicare	\$191,726	\$3,139	\$194,865	1.64%	
-220 Worker's Comp	\$20,000	-	\$20,000	0.00%	
-230 Unemp. Insurance	\$10,000	-	\$10,000	0.00%	
-240 Health Insurance	\$399,300	(\$27,000)	\$372,300	-6.76%	
-250 Disability Insurance	\$2,500	-	\$2,500	0.00%	
Total-Salaries & Benefits	\$3,410,192	\$17,000	\$3,427,192	0.50%	
Library Materials					
-300 Books	\$171,000	-	\$171,000	0.00%	
-305 Audio Books (physical)	\$20,000	-	\$20,000	-13.04%	
-307 E-collections	\$196,000	-	\$196,000	0.00%	
-310 Electronic Resources	\$31,000	-	\$31,000	14.81%	
-313 Periodicals	\$21,000	-	\$21,000	10.53%	
-350 Children's Books	\$85,000	-	\$85,000	0.00%	
-355 Children's Audio Books	\$4,000	-	\$4,000	-20.00%	
-356 Children's Media	\$2,000	-	\$2,000	-60.00%	
-370 Special Collections	\$15,000	-	\$15,000	0.00%	
-380 Media	\$30,000	-	\$30,000	-25.00%	
Total-Materials	\$575,000	-	\$575,000	-1.88%	
Operations					
-400 Photocopiers/Supplies	\$15,000	-	\$15,000	0.00%	
-401 Office Supplies	\$20,000	-	\$20,000	0.00%	
-402 Custodial Supplies	\$20,000	-	\$20,000	-23.08%	
-403 Postage	\$22,000	-	\$22,000	10.00%	
-404 Printing & Marketing	\$35,000	-	\$35,000	0.00%	
-405 Van Operation	\$4,000	-	\$4,000	0.00%	
-420 Gas & Electric	\$75,000	-	\$75,000	15.38%	
-421 Telecomm & Cloud Services	\$24,000	-	\$24,000	71.43%	
-422 Water	\$3,000	-	\$3,000	0.00%	
-423 Taxes-Sewer & Water	\$3,400	-	\$3,400	0.00%	
-430 Refund of Real Property Taxes	\$5,000	-	\$5,000	-33.33%	
-450 Professional Services	\$30,000	-	\$30,000	0.00%	
-451 Contractual Services	\$50,000	-	\$50,000	11.11%	
-452 Insurance	\$30,000	-	\$30,000	3.45%	
-453 Bank Fees	\$1,400	-	\$1,400	0.00%	
-454 Travel & Conferences	\$3,500	-	\$3,500	16.67%	
-455 Memberships	\$3,000	-	\$3,000	0.00%	

Bethlehem Public Library

Final Adjusted Budget

2023 - 2024

32

	2023-2024	2023-2024	2023-2024		
EXPENSES	Approved Budget	Adjustments	Adjusted Budget	% Change	Notes
-456 Special Programs	\$35,000	-	\$35,000	9.38%	
-460 Furniture & Equipment	\$30,000	-	\$30,000	-25.00%	
-461 IT Hardware & Software	\$50,000	-	\$50,000	19.05%	
-462 Building & Grounds Repairs	\$40,000	-	\$40,000	0.00%	
-463 Equipment/Furniture Repairs	\$2,000	-	\$2,000	0.00%	
-464 Miscellaneous	\$6,500	-	\$6,500	8.33%	
-481 Audit Services	\$24,000	-	\$24,000	0.00%	
-482 Accounting Services	\$20,000	-	\$20,000	-33.33%	
485 UHLAN Fees & Services	\$54,000	-	\$54,000	1.89%	
-490 Capital Expenditures	\$100,000	-	\$100,000	0.00%	
-495 Contingency	\$35,000	-	\$35,000	0.00%	
Total-Operations	\$740,800	-	\$740,800	1.72%	
TOTAL EXPENSES	\$4,725,992	\$17,000	\$4,742,992	3.17%	
INCOME					
PILOT	\$241,523	-	\$241,523	6.06%	
State Aid	\$26,000	-	\$26,000	6.12%	
Interest	\$35,000	\$17,000	\$52,000	483.33%	
Fines	\$3,000	-	\$3,000	50.00%	
Photocopiers	\$7,000	-	\$7,000	7.69%	
Lost book payments	\$7,500	-	\$7,500	-	
Gifts and donations	\$4,000	-	\$4,000	14.29%	
Miscellaneous	\$0	-	\$0	-	
TOTAL INCOME	\$324,023	\$17,000	\$341,023	18.81%	
Total Expenses	\$4,725,992	\$17,000	\$4,742,992	3.17%	
Total Income	\$324,023	\$17,000	\$341,023	18.81%	
Total Levy (expenses less income)	\$4,401,969	\$0	\$4,401,969	2.18%	
Actual expenses less income					
Surplus					
NYS Cap Limit- official	\$4,474,499			2.78%	
Unused Cap	\$72,530				

September 11, 2023 - Board of Trustee Meeting											
											33
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	\$16.26/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$16.26/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$14.20/hour	M. Mitchel	5/11/2022	5/9/2022				
Library Assistant FT	Public Services	35 hrs/wk		\$41,584/annual or per contract	N. Carmel	6/9/2023	6/12/2023				
Librarian 1 FT	Public Services	35 hrs/wk		\$58,306/annual or per contract	M. Farley	7/28/2023	7/10/2023	Filled	R. Weatherby	9/18/2023	Hire
Sr. Library Clerk	Technical Services	35 hrs/wk		\$38,302/annual or per contract	E. Nehme	7/31/2023	8/9/2023				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$14.20/hour	P. Bassinson	7/17/2023	8/9/2023	Filled	R. DeAngelis	8/28/2023	Hire
Action Requested											
Library Page	Collection Maintenance	6 hours/wk		\$14.20/hour	D. Bloom	8/30/2023					
Positions Held											
None											

Director's Report September 2023

Buildings and Grounds

The plaza resurfacing will likely begin toward the end of September or the beginning of October.

The geotechnical specialists will be submitting a proposal for an expanded geotechnical survey. This survey helps determine whether and how well the earth under the library can support the weight of a building. The results of the first survey were inconclusive.

Included in the agenda is an item about how titles to the various library parcels of land are held. A drawing with data from our last survey is included in the packet.

Public Services

Six new teen volunteers had orientations and are ready to help with programs and projects. Teen volunteer participation has been slowing down with summer coming to an end and the start of the new school year. There are some upcoming programs that will rely on our volunteers, such as Chess Club, so there will be a push to encourage our volunteers to continue to use the online scheduling system to select events.

Our new BCSD student interns for the School-to-Work program will be starting in the new school year. Warren Washington Albany ARC will be coordinating Bethlehem Central's School-to-Work program. We are still waiting for word on how many student interns we will have and when they will start.

Program Highlights

Cookie Story Time – Shannon read several stories (including the very popular book “The Pigeon Gets a Cookie”), and let the kids pick two cookies to either try or take home. There were plenty of cookies left over, so she encouraged families to take more. There were lots of smiles from both kids and parents, and this was definitely a well-received program. Attendance: 49.

Constellation Cross-Stitch – Rachael was very excited to run this program, and the participants matched her enthusiasm! Only one person had previous embroidery experience, so she walked everyone through the steps and created a sample. All the participants said the act of embroidering was surprisingly soothing, and one expressed that she “found a new hobby.” Every participant took templates with them so they could make more at home. One participant asked for more adult crafting programs, saying there are more craft programs for kids, but they want to come to the library to learn new crafts. Attendance: 8.

DIY Steam Catapults – Sarah ran this program with assistance from one of our volunteers, Justin. We had 35 attendees, and things were pretty crowded at the start. Almost everyone was finished after about 30 minutes, but they all enjoyed themselves. This was a relatively easy (and quick) project that we could duplicate in the future.



Evenings on the Green: The Rumble Kings – The Rumble Kings closed out the 2023 concert series with a set filled with rockabilly and surf rock from the 50s and 60s. Attendance: 73.

Family Story Time – Tuesdays at 11 am

8/1 – 29 attendees. *PAWS Together Now Story Time* was a hit. Toddlers and preschoolers had so much fun visiting with our regular *PAWS to READ* therapy dogs. Beth read a few stories that featured some pretty adorable dogs, and then the kids were able to meet and pet three real-life, adorable dogs.

8/8 – 30 attendees

8/15 – 27 attendees. Detective Cate visited this special *Community Heroes* edition of *Family Story Time*. We had a total of 27 people attendance who first listened to some books about other community heroes and then Detective Cate read a story aloud to them. Afterwards, she answered questions about her job, and many of the families wanted to get their picture taken with her. She was a wonderful guest reader to have in story time and we hope to have her back again.

Library Mini-Golf (end-of-Summer-Reading Celebration) - 1056 patrons. 924 circulation interactions. 0 injuries.

Lauren is very happy with how this turned out. We heard nothing but praise and excitement from patrons (both adults and children alike). Hannah from Oh Hello Face Painting was fantastic. We would definitely have her back. The Valley Cats mascot, Southpaw, was a big hit as well. We had quite a few kids who came at noon just to make sure they got to say hi and get their photo taken with him.

The Friends did their ice cream social at 3 pm. The ice cream lasted maybe 20 minutes. If we have enough volunteers next year, we'll do popcorn and sno-cones. Alex's craft, the 'make your own mini-golf hole' was also a huge hit. He also created the "Geoff golfers" that were sprinkled throughout the course. Quite a few patrons remarked on those, and most thought they were very funny.

Lauren wants to give big kudos to our desk staff – Mallory, Sarah M, Anne Marie, and Sam all did a phenomenal job. We also had quite a few patrons who wanted to get their final summer reading prizes, so Sam and Anne Marie were busy most of the day.

Making Mocktails – Great turnout, and participants gave very positive feedback. She gave patrons the option of choosing a set recipe (of a possible eight), or they could make their own. Attendance: 15.

Paws to Read – We have a great group of different therapy dogs that make these programs possible. On 8/7, Lulu visited the library and we had 78 attendees. Jovie came on 8/14, for a smaller crowd of 32, and Bruno Mars, Snickers, and Chewbacca visited the library on 8/28, with an attendance of 41.

Squishy Circuits - Luke borrowed the Squishy Circuits kit from UHLS and presented an introduction to electric circuits for kids. They discussed the concepts of resistance and conductivity while exploring simple series and parallel circuits. They also created overloaded and short circuits and talked about why these didn't work correctly. Nobody was zapped. Attendance: 21



Speed Friending – Rachael ran this event, and we had six attendees. While that was much less than she had hoped, Rachael has had so much interest after the fact that she will definitely be doing another event. This was also such a nice event to run. It was very simple, it didn't require a lot of set-up, and Rachael got to watch friendships bloom. It was really cool to see. Everyone said they've been having trouble finding friends since the pandemic and couldn't wait to come to the library for this. While the participants made bracelets, they brainstormed how to get more people to come to the next one. There were a lot of suggestions, such as how and where to advertise to get more interest, and limiting age groups to do multiple programs.

Spin, Pop, Boom with Mad Science of the Capital Region – “Mad Scientist” Meredith amazed both kids and their parents with gravity-defying, spinning, popping and booming science experiments while also explaining, step-by-step, the science behind them. She also taught different variations of the experiments that kids could try out at home. She was so awesome and we should definitely have her back. Attendance: 46.

Summer's End Self-Care – Erin held this program on 8/24. She had good turnout, and patrons really enjoyed it. The program itself went well, likely because we had tablecloths set up, pre-mixed some of the bath bomb ingredients, and had the kitchen available for patrons to wash their hands. Attendance: 8.

Tie It All Together DIY Yeti Pillow – This went very well. Not everyone who signed up attended, so Mary was able to give the extra kits to younger siblings who attended, and a few patrons who

had not signed up were able to participate. Mary had one mom comment that she loved it because it helped with her youngest kids' fine motor skills. A dad said he thought it was a great lesson in perseverance. Attendance: 34.

Tiny Tots – Tuesdays at 10 am

8/1 – 22 attendees

8/8 – 42 attendees

8/15 – 45 attendees

Outreach

Beth concluded her summer outreach visits to BCSD's ESY program on Thursday, 8/3.

Farmer's Market – On 8/12, Beth and Chris from circulation attended the Farmer's Market at the Middle School. This was Beth's first time staffing this outreach event. She thought it went well overall, with only a few minor glitches. During the day we were kept fairly busy by 100+ people who stopped by to ask questions, check out books, and sign up for library cards. Another successful outreach visit!

National Night Out - Erin and Shannon attended this outreach program. The weather was thankfully very nice — not too hot and a bit breezy. We set up the tent and tables on a lower part of the park, along the path to the tennis courts, as assigned. As we were somewhat separated from the main pack of tables, this may have had an impact on how many people came over to see us, though there were still about 500 people. Apart from a few small breaks, there was almost always someone either at the Plinko board, choosing a prize from the table, or playing with the large Connect Four. A large number of Free Book coupons were also given out. There was a lot of interest in the flyer for Library Mini-Golf.

Thursdays in the Park -

Triskele on 8/3 – Attendance: 73.

Andy the Music Man at Henry Hudson Park on 8/10 – Attendance: 206.

Red Dirt Highway on 8/17 – Attendance: 91.

The Magic of Kindness! with Magician Ron Cain on 8/31 (Rescheduled from 7/13 and 8/24) – Attendance: 115.

Circulation and Technical Services

The library offers several options for patrons to check out library items. Our goal is to meet the diverse preferences of our community members. Traditional checkout at the circulation desk continues to make up the majority of checkout transactions. As curbside checkout via phone and text, self-checkout machines, and mobile app checkouts continue to mature, these alternatives are becoming more popular. August 2023 saw a 71% increase in mobile app checkouts from a year ago and the self-check machines made up about 4% of all physical checkouts. Curbside continues to hover near 5% of total physical circulation.

Meetings and miscellany

Shari and I met with staff from BCSD to discuss the bond process and requirements to meet the school district timelines.

The UHLS Library Expedition has come to an end. The final Expedition Party will be held at the Pruyne House in Colonie on Wednesday Sept. 13. Our library will have a table at the event along with lots of other area libraries. There were more than 40,000 check-ins total at the 36 area libraries.

Geoffrey Kirkpatrick, Library Director

Library Collection				2022-23	Current Total
Adult fiction				27,254	28,197
Adult non-fiction				29,671	29,488
Adult audio				5,713	5,764
Adult video				8,387	8,453
Young adult fiction				5,084	5,221
Young adult nonfiction				650	662
Young adult audiobooks				486	494
Children's fiction				29,443	29,974
Children's non-fiction				15,860	16,233
Children's audiobooks				1,620	1,626
Children's video				1,314	1,326
OverDrive - UHLS Shared				120,043	121,094
e-magazines				4,710	5,039
Electronic (games, ereaders)				405	402
Total				250,640	253,973
Library Programs	Aug-23	Aug-22	% change	2022-23	F-Y-T-D
Programs	60	32	87.5%	667	114
Program attendance	2,717	1,429	90.1%	17,832	4,137
Outreach Programs	10	4	150.0%	91	25
Outreach Attendance	1,176	970	21.2%	11,899	2,096
Circulation	Aug-23	Aug-22	% change	2022-23	F-Y-T-D
Adult fiction	15,550	15,085	3.1%	157,456	30,591
Adult non-fiction	7,715	7,487	3.0%	84,784	15,417
Adult audio	5,737	4,638	23.7%	56,558	10,939
Adult video	5,948	6,117	-2.8%	71,154	12,002
Magazines	1,581	1,433	10.3%	16,307	3,209
Young adult fiction	1,934	2,017	-4.1%	17,774	3,676
Young adult nonfiction	190	161	18.0%	1,792	387
Young adult audiobooks	329	254	29.5%	2,844	614
Children's fiction	13,849	13,625	1.6%	147,150	27,442
Children's non-fiction	3,317	3,350	-1.0%	37,799	6,514
Children's audiobooks	1,469	1,491	-1.5%	14,929	3,007
Children's video	580	541	7.2%	6,330	1,153
Electronic (games, ereaders)	766	762	0.5%	7,669	1,603
Total	58,965	56,417	4.5%	621,402	116,554
Interlibrary Loan	Aug-23	Aug-22	% change	2022-23	F-Y-T-D
Borrowed from others	6,594	6,914	-4.6%	73,725	12,841
Loaned to others	4,703	4,530	3.8%	53,319	9,151
Miscellaneous	Aug-23	Aug-22	% change	2022-23	F-Y-T-D
Visits to our home page	52,281	43,497	20.2%	418,101	102,530
Public use of meeting rooms	29	30	-3.3%	473	50
Public meeting attendance	273	243	12.3%	5,695	512
Staff use & library programs	58	37	56.8%	714	118
Study room sessions	368	309	19.1%	4,290	713
Tech room/ Studio use	7	12	-41.7%	125	19
Door count	19,687	15,642	25.9%	194,334	38,068
Registered BPL borrowers	125	115	8.7%	1,085	247
Computer signups	1,254	1,075	16.7%	13,008	2,411
Museum Pass use	207	161	28.6%	1,192	370
E-book use	6,532	5,747	13.7%	67,186	12,956
E-audiobook use	5,074	3,997	26.9%	49,297	9,805
E-magazine use	1,292	1,066	21.2%	12,862	2,557
Streaming video use	1,209	1,015	19.1%	14,758	2,565
BCSD use via Overdrive	22	15	46.7%	1,549	40
Equipment	420	305	37.7%	3,867	809
Wireless Use	13,504	11,442	18.0%	127,768	27,174

Library Property History

As shown in the attached document from the library's landscape architect, the current library property is made up of four separate parcels.

- 1) The original library property purchased by the school district for the library as part of the 1972-73 construction of the current library
- 2) 51 Borthwick Avenue – purchased in the late 1990s
- 3) 53 Borthwick Avenue – purchased in the late 1990s
- 4) 59 Borthwick Avenue – purchased in 2017

Title to the original property (1) is held by the Bethlehem Central School District

Titles to the other three properties (2, 3 and 4) are held by the library

The library's landscape architect and building architect are recommending that these four parcels be combined into a single parcel. The landscape architect is communicating with the school district and the Town of Bethlehem to work out the steps for this un-subdivision.

A key decision is whether the school district or the library should end up with title to the single property. There are advantages and disadvantages in each case.

School District owns the property:

- Library construction projects subject to NYSED Office of Facilities Planning review

- School District bonds for library debt (lower rate)

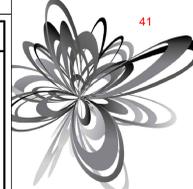
Library owns the property:

- Library construction projects not subject to NYSED OFP review

- May require communication/litigation to establish understanding of intergovernmental immunity between town zoning board and library

- Library cannot bond through the school district, typically libraries in this situation bond through the Dormitory Authority of NY (DASNY)

- These bonds can be at a higher rate than available to the school district



ASHLEY MCGRAW

125 EAST JEFFERSON STREET
SYRACUSE, NEW YORK 13202

CONSULTANT:
**KEPLINGER
FREEMAN
ASSOCIATES**
LANDSCAPE ARCHITECTURE & LAND PLANNING
4320 ELY ROAD, SUITE 109, EAST SYRACUSE, NEW YORK 13217
PHONE: (315) 445-7980



OWNER:
**TULLY CENTRAL SCHOOLS
SCHOOL DISTRICT**
5848 NY-80, TULLY, NY, 13159
TULLY, NY, 13159

BETHLEHEM PUBLIC LIBRARY
451 DELAWARE AVE., DELMAR, NY 12054

19032

REV. NO.	REV. DATE	REV. DESCRIPTION

DATE ISSUED: August 5, 2022

STIE PLAN

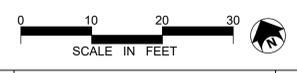
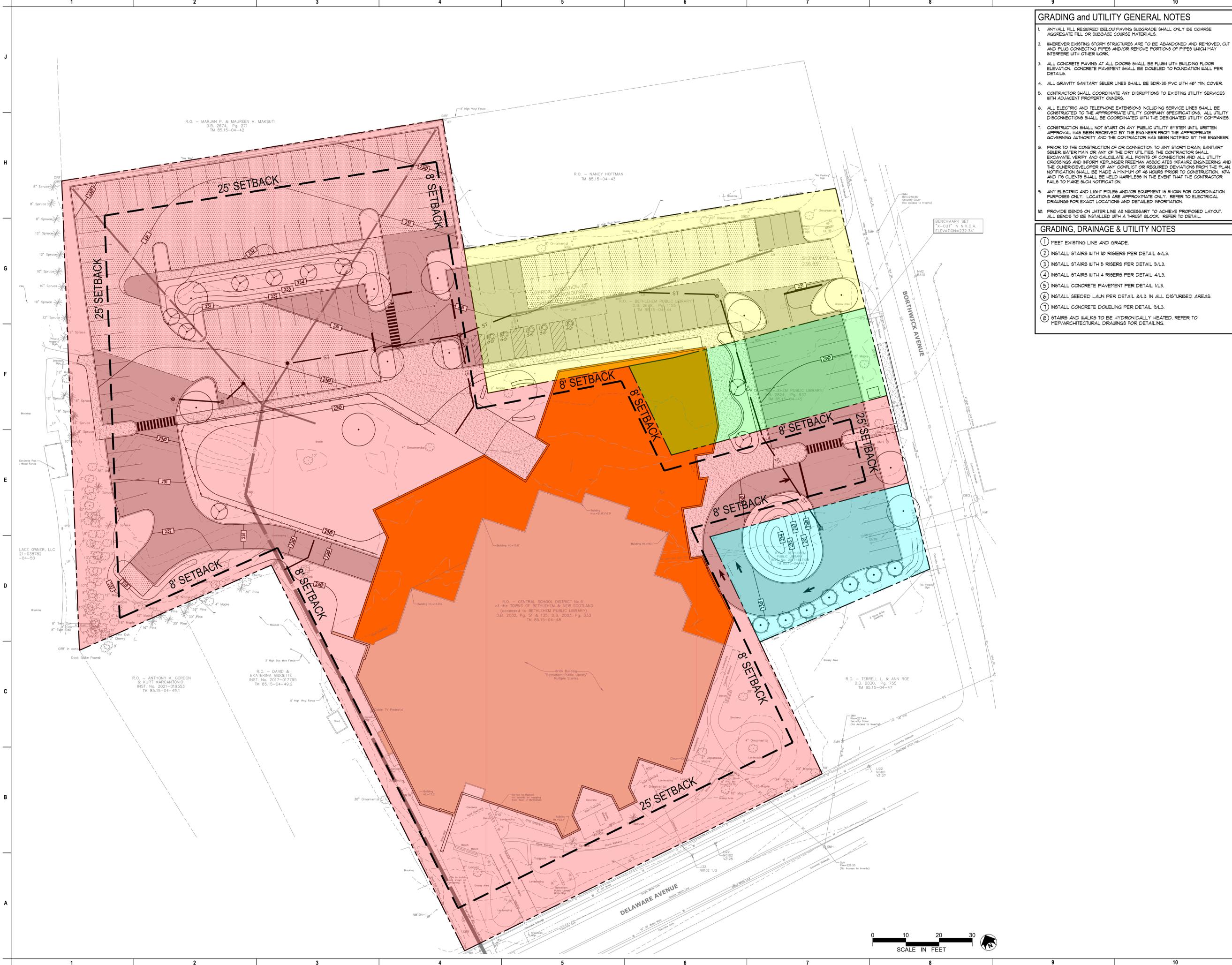
L201

GRADING and UTILITY GENERAL NOTES

1. ANY ALL FILL REQUIRED BELOW PAVING SUBGRADE SHALL ONLY BE COARSE AGGREGATE FILL OR SUBGRADE COURSE MATERIALS.
2. WHEREVER EXISTING STORM STRUCTURES ARE TO BE ABANDONED AND REMOVED, CUT AND PLUG CONNECTING PIPES AND/OR REMOVE PORTIONS OF PIPES WHICH MAY INTERFERE WITH OTHER WORK.
3. ALL CONCRETE PAVING AT ALL DOORS SHALL BE FLUSH WITH BUILDING FLOOR ELEVATION. CONCRETE PAVEMENT SHALL BE DOUELED TO FOUNDATION WALL PER DETAILS.
4. ALL GRAVITY SANITARY SEWER LINES SHALL BE 8DR-35 PVC WITH 48" MIN. COVER.
5. CONTRACTOR SHALL COORDINATE ANY DISRUPTIONS TO EXISTING UTILITY SERVICES WITH ADJACENT PROPERTY OWNERS.
6. ALL ELECTRIC AND TELEPHONE EXTENSIONS INCLUDING SERVICE LINES SHALL BE CONSTRUCTED TO THE APPROPRIATE UTILITY COMPANY SPECIFICATIONS. ALL UTILITY DISCONNECTIONS SHALL BE COORDINATED WITH THE DESIGNATED UTILITY COMPANIES.
7. CONSTRUCTION SHALL NOT START ON ANY PUBLIC UTILITY SYSTEM UNTIL WRITTEN APPROVAL HAS BEEN RECEIVED BY THE ENGINEER FROM THE APPROPRIATE GOVERNING AUTHORITY AND THE CONTRACTOR HAS BEEN NOTIFIED BY THE ENGINEER.
8. PRIOR TO THE CONSTRUCTION OR CONNECTION TO ANY STORM DRAIN, SANITARY SEWER, WATER MAIN OR ANY OF THE DRY UTILITIES, THE CONTRACTOR SHALL EXCAVATE, VERIFY AND CALCULATE ALL POINTS OF CONNECTION AND ALL UTILITY CROSSINGS AND NOTIFY KEPLINGER FREEMAN ASSOCIATES KFA/JRZ ENGINEERING AND THE OWNER/DEVELOPER OF ANY CONFLICT OR REQUIRED DEVIATIONS FROM THE PLAN. NOTIFICATION SHALL BE MADE A MINIMUM OF 48 HOURS PRIOR TO CONSTRUCTION. KFA AND ITS CLIENTS SHALL BE HELD HARMLESS IN THE EVENT THAT THE CONTRACTOR FAILS TO MAKE SUCH NOTIFICATION.
9. ANY ELECTRIC AND LIGHT POLES AND/OR EQUIPMENT IS SHOWN FOR COORDINATION PURPOSES ONLY. LOCATIONS ARE APPROXIMATE ONLY. REFER TO ELECTRICAL DRAWINGS FOR EXACT LOCATIONS AND DETAILED INFORMATION.
10. PROVIDE BENDS ON WATER LINE AS NECESSARY TO ACHIEVE PROPOSED LAYOUT. ALL BENDS TO BE INSTALLED WITH A THRUST BLOCK. REFER TO DETAIL.

GRADING, DRAINAGE & UTILITY NOTES

1. MEET EXISTING LINE AND GRADE.
2. INSTALL STAIRS WITH 10 RISERS PER DETAIL 6/L3.
3. INSTALL STAIRS WITH 5 RISERS PER DETAIL 5/L3.
4. INSTALL STAIRS WITH 4 RISERS PER DETAIL 4/L3.
5. INSTALL CONCRETE PAVEMENT PER DETAIL 1/L3.
6. INSTALL SEEDED LAWN PER DETAIL 8/L3. IN ALL DISTURBED AREAS.
7. INSTALL CONCRETE DOUELING PER DETAIL 9/L3.
8. STAIRS AND WALKS TO BE HYDRONICALLY HEATED. REFER TO MEP/ARCHITECTURAL DRAWINGS FOR DETAILING.



THIS DOCUMENT IS THE PROPERTY OF ASHLEY MCGRAW ARCHITECTS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. ANY REUSE OR MODIFICATION OF THIS DOCUMENT WITHOUT THE WRITTEN CONSENT OF ASHLEY MCGRAW ARCHITECTS IS STRICTLY PROHIBITED. THE USER ASSUMES ALL LIABILITY FOR ANY ERRORS OR OMISSIONS IN THIS DOCUMENT. THE USER SHALL BE HELD HARMLESS IN THE EVENT THAT THE CONTRACTOR FAILS TO MAKE SUCH NOTIFICATION.

21030810101010

CONSULTANT: KEPLINGER FREEMAN ASSOCIATES

OWNER: TULLY CENTRAL SCHOOLS SCHOOL DISTRICT

PROJECT: BETHLEHEM PUBLIC LIBRARY

DATE: AUGUST 5, 2022

SCALE: 1" = 10'

NORTH ARROW

PROPERTY LINES

EASEMENTS

UTILITIES

SETBACKS

CONSTRUCTION NOTES

PROPERTY OWNERS

ADJACENT STREETS

SCALE BAR

NORTH ARROW

PROJECT INFORMATION

DATE ISSUED

STIE PLAN

L201

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Bethlehem CSD

\$29,000,000 Library Bonds - 2024

Municipal Market Data 'AA' Plus 50 bps

25 yr Term

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal
12/01/2024	-	-	-	-	-
12/01/2025	60,000.00	4.310%	1,249,900.00	1,309,900.00	-
06/01/2026	-	-	623,657.00	623,657.00	-
06/30/2026	-	-	-	-	1,933,557.00
12/01/2026	705,000.00	4.310%	623,657.00	1,328,657.00	-
06/01/2027	-	-	608,464.25	608,464.25	-
06/30/2027	-	-	-	-	1,937,121.25
12/01/2027	735,000.00	4.310%	608,464.25	1,343,464.25	-
06/01/2028	-	-	592,625.00	592,625.00	-
06/30/2028	-	-	-	-	1,936,089.25
12/01/2028	765,000.00	4.310%	592,625.00	1,357,625.00	-
06/01/2029	-	-	576,139.25	576,139.25	-
06/30/2029	-	-	-	-	1,933,764.25
12/01/2029	800,000.00	4.310%	576,139.25	1,376,139.25	-
06/01/2030	-	-	558,899.25	558,899.25	-
06/30/2030	-	-	-	-	1,935,038.50
12/01/2030	835,000.00	4.310%	558,899.25	1,393,899.25	-
06/01/2031	-	-	540,905.00	540,905.00	-
06/30/2031	-	-	-	-	1,934,804.25
12/01/2031	870,000.00	4.310%	540,905.00	1,410,905.00	-
06/01/2032	-	-	522,156.50	522,156.50	-
06/30/2032	-	-	-	-	1,933,061.50
12/01/2032	910,000.00	4.310%	522,156.50	1,432,156.50	-
06/01/2033	-	-	502,546.00	502,546.00	-
06/30/2033	-	-	-	-	1,934,702.50
12/01/2033	950,000.00	4.310%	502,546.00	1,452,546.00	-
06/01/2034	-	-	482,073.50	482,073.50	-
06/30/2034	-	-	-	-	1,934,619.50
12/01/2034	990,000.00	4.310%	482,073.50	1,472,073.50	-
06/01/2035	-	-	460,739.00	460,739.00	-
06/30/2035	-	-	-	-	1,932,812.50
12/01/2035	1,035,000.00	4.310%	460,739.00	1,495,739.00	-
06/01/2036	-	-	438,434.75	438,434.75	-
06/30/2036	-	-	-	-	1,934,173.75
12/01/2036	1,080,000.00	4.310%	438,434.75	1,518,434.75	-
06/01/2037	-	-	415,160.75	415,160.75	-
06/30/2037	-	-	-	-	1,933,595.50
12/01/2037	1,130,000.00	4.310%	415,160.75	1,545,160.75	-
06/01/2038	-	-	390,809.25	390,809.25	-
06/30/2038	-	-	-	-	1,935,970.00
12/01/2038	1,180,000.00	4.310%	390,809.25	1,570,809.25	-
06/01/2039	-	-	365,380.25	365,380.25	-
06/30/2039	-	-	-	-	1,936,189.50
12/01/2039	1,230,000.00	4.310%	365,380.25	1,595,380.25	-
06/01/2040	-	-	338,873.75	338,873.75	-
06/30/2040	-	-	-	-	1,934,254.00
12/01/2040	1,285,000.00	4.310%	338,873.75	1,623,873.75	-
06/01/2041	-	-	311,182.00	311,182.00	-
06/30/2041	-	-	-	-	1,935,055.75
12/01/2041	1,340,000.00	4.310%	311,182.00	1,651,182.00	-
06/01/2042	-	-	282,305.00	282,305.00	-
06/30/2042	-	-	-	-	1,933,487.00
12/01/2042	1,400,000.00	4.310%	282,305.00	1,682,305.00	-
06/01/2043	-	-	252,135.00	252,135.00	-
06/30/2043	-	-	-	-	1,934,440.00
12/01/2043	1,465,000.00	4.310%	252,135.00	1,717,135.00	-
06/01/2044	-	-	220,564.25	220,564.25	-
06/30/2044	-	-	-	-	1,937,699.25
12/01/2044	1,525,000.00	4.310%	220,564.25	1,745,564.25	-
06/01/2045	-	-	187,700.50	187,700.50	-
06/30/2045	-	-	-	-	1,933,264.75
12/01/2045	1,595,000.00	4.310%	187,700.50	1,782,700.50	-
06/01/2046	-	-	153,328.25	153,328.25	-
06/30/2046	-	-	-	-	1,936,028.75
12/01/2046	1,665,000.00	4.310%	153,328.25	1,818,328.25	-
06/01/2047	-	-	117,447.50	117,447.50	-
06/30/2047	-	-	-	-	1,935,775.75
12/01/2047	1,740,000.00	4.310%	117,447.50	1,857,447.50	-
06/01/2048	-	-	79,950.50	79,950.50	-
06/30/2048	-	-	-	-	1,937,398.00
12/01/2048	1,815,000.00	4.310%	79,950.50	1,894,950.50	-
06/01/2049	-	-	40,837.25	40,837.25	-
06/30/2049	-	-	-	-	1,935,787.75
12/01/2049	1,895,000.00	4.310%	40,837.25	1,935,837.25	-
06/30/2050	-	-	-	-	1,935,837.25
Total	\$29,000,000.00	-	\$19,374,527.50	\$48,374,527.50	-

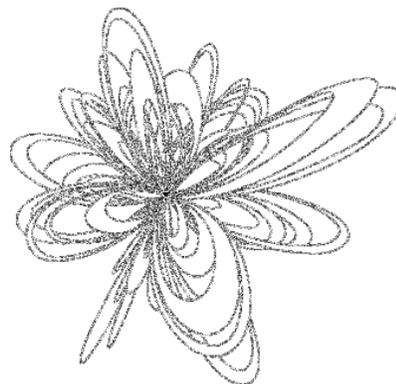
Yield Statistics

Bond Year Dollars	\$449,525.00
Average Life	15.501 Years
Average Coupon	4.3100000%
Net Interest Cost (NIC)	4.3100000%
True Interest Cost (TIC)	4.3058455%
Bond Yield for Arbitrage Purposes	4.3058455%
All Inclusive Cost (AIC)	4.3058455%

IRS Form 8038

Net Interest Cost	4.3100000%
Weighted Average Maturity	15.501 Years

ASHLEY MCGRAW



September 6, 2023

Geoff Kirkpatrick
 Director
 Bethlehem Public Library
 451 Delaware Ave
 Delmar NY 12054

Re: Bethlehem Public Library Renovations – Energy Efficiency Evaluation for HVAC
 Systems Options
 Proposal for Additional Services
 Architect Project No. 22046

Dear Mr. Kirkpatrick:

We are pleased to present this proposal for Additional Services necessary for the evaluation of environmentally friendly and highly energy efficient HVAC system design options for the Bethlehem Public Library Renovations Project. Services shall be provided by Ashley McGraw's MEPFP/HVAC Consultant, Sage Engineering Associates, with their Scope of Services further detailed in Sage's attached proposal dated August 9, 2023.

Pursuant to Section 11.4 of the Owner/Architect Professional Services Agreement between Bethlehem Public Library and Ashley McGraw Architects dated June 18, 2022, compensation for Additional Services performed by the Architect's consultants shall be the amount invoiced to the Architect plus 15%.

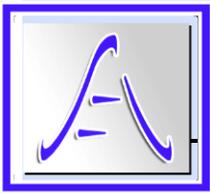
Compensation Calculation:

Sage	\$12,500
Ashley McGraw Architects (15%)	\$1,875
Total Additional Services Fee:	\$14,375

Should this proposal meet your approval, please sign and return the attached Amendment #2 to the Professional Services Agreement. If you have any questions, please do not hesitate to give me a call at 315-425-1814 # 176 (office) or 908-392-5114 (cell).

Sincerely,

Susanne Angarano CID, IIDA, ASID, WELL AP
 Principal



August 9, 2023

Susanne G. Angarano, AIA
Principal
Ashley McGraw Architects, D.P.C.
125 East Jefferson Street
15th Floor
Syracuse, NY 13202

Re: Engineering Design Proposal – Additional Services
Evaluate HVAC System Options
Bethlehem Public Library, Bethlehem, NY

File: SEA 3974

Dear Susanne:

At your request we are pleased to provide this proposal for engineering services for the above referenced project. The scope of this additional services request is to evaluate environmentally friendly and highly energy efficient HVAC system options as part of the renovation of the Bethlehem Library. In order to best define the options and the associated energy impact and savings, we propose to retain the service of two subconsultants. L&S Energy Services will provide Energy Modeling Analysis to aid in comparing the energy usage of the proposed options. They will provide a computational model to simulate and analyze the energy performance of each option. John Ciovacco of Aztech Geothermal will assist in evaluating geothermal options for the HVAC systems. Ground source geothermal is the most likely method of achieving superior energy efficiency for the building.

Specifically, AzTech Geothermal's scope of work will be as follows:

1. Attend (2) 2-hour telecons with the design team to discuss HVAC system options and geothermal well field layout.
2. Provide preliminary well quantity and layout for use by the cost estimating consultant.
3. Assist with estimating potential direct pay incentives via the Federal IRA, (i.e. is it reasonable to assume the library will be able to obtain 30% of the geothermal system cost?)

L&S Energy's scope of work will be as follows:

1. Attend (2) 2-hour telecons with the design team to discuss HVAC system options.
2. Provide a preliminary building energy model for each design option utilizing eQuest software and deliver the resulting energy usage for each.
3. Assist with estimating potential State or utility incentives.

Sage will coordinate this effort and provide a concept level design narrative for cost estimating purposes for each HVAC option. We anticipate that 3 to 4 options may be considered such as a "base" rooftop VAV system, a ground source heat pump chiller/heater with distributed terminal



Ms. Susanne G. Angarano, AIA
August 9, 2023
Page 2

units and DOAS, ground source heat pumps roof top units or distributed ground source heat pumps.

Exclusions:

1. Cost estimating will be provided by a consultant hired by the architect (Trophy Point).
2. The Building Energy Models will be rough approximations for comparison of alternatives. The models will not be sufficient for demonstration of Energy Code Compliance or for determination of actual monetary incentives from government agencies or Utility companies. If this is desired, a proposal for a detailed may be provided as the design progresses.

If a geothermal option is chosen after this initial analysis, a proposal for additional services will be provided for providing a geothermal test well and final sizing and layout of the field and associated pumps.

We propose to provide these services per the following fee schedule:

Energy Modeling	\$10,000	Hourly Not-To-Exceed
Geothermal Engineering	<u>\$2,500</u>	Lump Sum
Total Fee	\$12,500	

If you are in agreement with this proposal, please provide a supplement to our existing contract for this project.

If you have any questions, please do not hesitate to call.

Sincerely,



David Layton, P.E., LEED™ AP
Principal



Kenney Geotechnical Engineering Services, PLLC

Office: 6901 Herman Road, Syracuse, NY 13209

Mail: P.O. Box 117, Warners, N.Y. 13164

Phone: (315) 638-2706 Fax: (315) 638-1544



September 11, 2023

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

Re.: Geotechnical Investigation Services Proposal
Additional Soil Borings
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

The following scope of services was developed as an amendment to the original geotechnical investigation. We understand the proposed project will consist of an addition to the existing library. We have reviewed the updated proposed floor plan provided by Ashley McGraw Architects.

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 the proposed floor plan provided with the Request for Proposal (RFP).
8. The geotechnical investigation will consist of performing five additional soil borings.
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. 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.
11. 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.
12. We will classify samples in accordance with the Unified Soil Classification System.
13. Findings will be presented as an addendum to the original geotechnical investigation report. The addendum will include typed boring logs and laboratory testing reports.

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	half day	\$ -
Mobilization/demobilization	1	\$ 2,140.00	each	\$ 2,140.00
Lawn Mats	0	\$ 250.00	hour	\$ -
Test Borings - 25' max	5	\$ 750.00	each	\$ 3,750.00
Temp Piez w/ 4 readings	0	\$ 1,500.00	each	\$ -
Field Representative	2	\$ 650.00	days	\$ 1,300.00
Paricle Size Analysis with Hydrometer	2	\$ 125.00	test	\$ 250.00
Atterberg Limits	0	\$ 75.00	test	\$ -
Moisture Content	15	\$ 10.00	test	\$ 150.00
Geotechnical Report Amendment	1	\$ 500.00	lump sum	\$ 500.00
Estimated Cost				\$ 8,590.00

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

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

Additional services will be quoted upon request.

Pricing assumes payment within 30 days of invoicing.

Schedule

We are currently booking drilling services for late September. We estimate field work will be completed in approximately 3-4 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 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

Board President's Proposed Committee Memberships
for 2023-24

Building Committee

All board members Finance Committee

Michelle

Shari

New trustee

Personnel Committee

Sarah

Lisa

Nominating Committee

Sarah

Caroline

Policy Committee

Charmaine

Caroline

Proposed Reorganization for Public Services Department

Reclassify Reference and Readers Advisory (Librarian II) to Department Head of Public Services (Librarian III).

Simplifies reporting structure for staff in the Public Services Department. A current source of confusion for staff.

Restore an administrative-level librarian position that was restructured due to financial conditions in 2009-2011

Moves collection development tasks from the Assistant Director position to free up time to assist the Director with library-wide projects and allows for greater outreach work in the community.

Reclassify Library Clerk 1 position to Library Assistant

Brings public and events calendar functions within the Public Services Department. Assist both members of the public and Public Services staff in properly booking and reserving meeting rooms and program spaces. Allows for effective flow of information between Public Services and Public Information functions about events.

Assists the proposed Department Head position for staff scheduling and desk calendar.

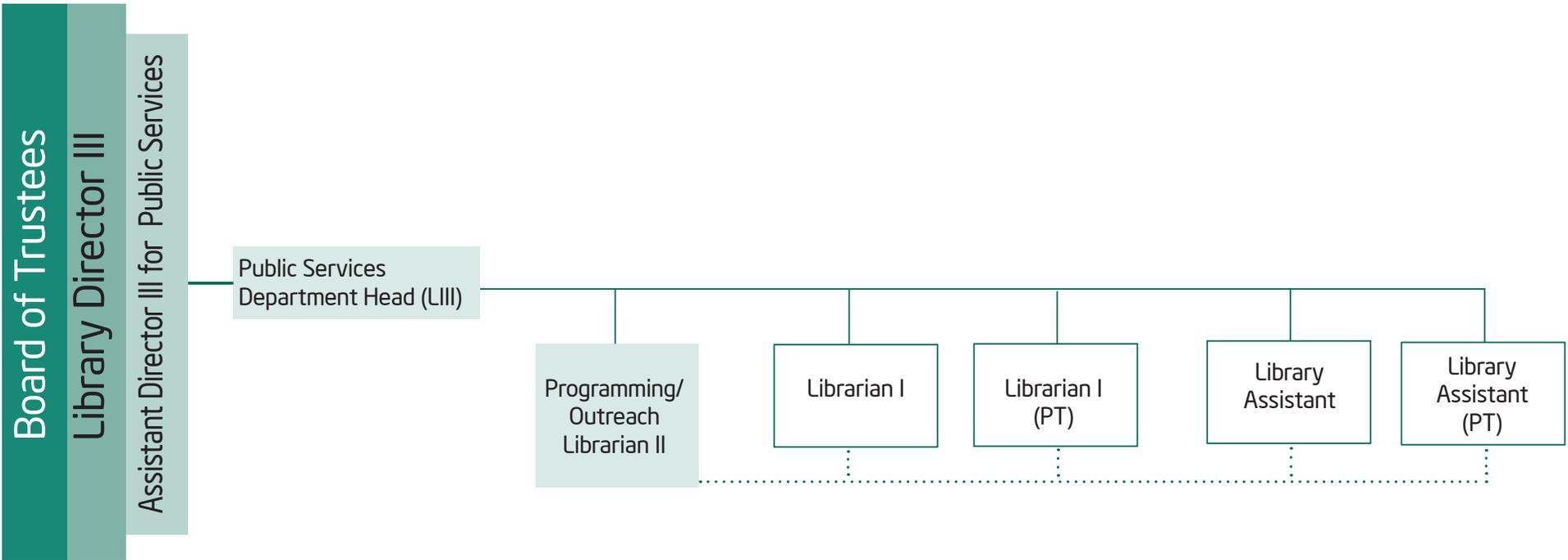
Provides flexibility and backup for the information desks. Information Desk work allowable under civil service job specification.

Cost associated with reclassification from Librarian II to Librarian III

Ongoing structural increase of about \$6300/year for the position increase from Librarian II to Librarian III.

Cost associated with reclassification from Library Clerk 1 to Library Assistant

Ongoing structural increase of about \$9500/year for the position increase from Library Clerk 1 to Library Assistant.



GIFTS, MEMORIALS, BEQUESTS, AND NAMING OPPORTUNITIES (policy title)

Policy adopted by the Board of Trustees xxxx,xx,2023

Bethlehem Public Library (The Library) and the Board of Trustees (BOT) acknowledge that individuals, community groups, organizations, and other entities may wish to contribute to the holdings and resources of the Library through donations and gifts, or through tributes, memorials, and bequests. These contributions are recognized for the value they offer the Library and the current and future members of the Bethlehem community.

GIFTS, MEMORIALS, and BEQUESTS

The Library and BOT are grateful for gifts, memorials, and bequests and maintain the right to accept or decline specific contributions for any reason (s).

The Library cannot accept gifts, memorials, or bequests with restrictions or special conditions unless such restrictions or special conditions receive prior approval by the BOT.

MONETARY and FINANCIAL CONTRIBUTIONS

Individuals, groups, organizations, or other entities wishing to make monetary contributions should make checks payable to Bethlehem Public Library and mail the contribution to: Director, Bethlehem Public Library, 451 Delaware Avenue, Delmar, NY 12054. Inquiries and questions should be sent to the Library Director.

The Library accepts alternate forms of financial contributions, such as securities, stocks, real estate, OR _____ with certain restrictions. Individuals, groups or organizations, or other entities wishing to make alternate financial contributions should send an inquiry to the Library Director.

GIFTS and MEMORIAL ITEMS

Gifts and memorial items donated to the Library may include:

- Books and other print materials
- Digital or archival materials
- Personal property
- Art objects, paintings, antiques, or other collectibles
- Other items

Gift and memorial items selected become the sole property of the Library. The Library reserves the right to pass on to another institution, sell, discard, or recycle any gift or memorial item. All proceeds from the sale of gifted or donated items will be retained by the Library. Acknowledgement of gifts and donations for tax records may be provided, but appraisal of the value of gifted or donated items will not be provided by the Library. If this is desired by the donor, certificate of appraisal must be secured by the donor prior to the donation.

RECOGNITION OF DONATIONS THROUGH NAME DESIGNATIONS

The Library and BOT can recognize the generosity of individuals, groups or organizations, or other entities by extending name designations to items, areas, collections, or a portion of its facilities. Naming opportunities are also available to honor a person's significant service to the Library, to the community, or to society at large. The BOT recognizes extension of naming opportunities as decisions of significant importance.

CONSIDERATIONS AND GUIDELINES

Name designations may be extended to meetings spaces, reading areas, study rooms, special use areas, other interior or exterior spaces, equipment or physical items, and programs or program series in honor or memory of an individual, agency or organization, or other entity as grateful recognition of the gift.

Only individuals, agencies or organizations, or entities whose action and or programs are compatible with the mission, policies, goals and values of the Library will be considered for naming opportunities and name designations.

1. The BOT has the sole and absolute discretion to grant and rescind naming opportunities and name designations.
2. Name designations will be memorialized in a Naming Donor Agreement which will grant Donor specified naming opportunities to a particular space, area, property, items, or program or program series which is subject to acceptance of the Donor's gift and approval of such name designation by the BOT and consistent with this policy. Naming Donor Agreements become official records of the library.
3. Naming opportunities and name designations carry no power of direction or implied power of direction to the Library on matters of appointment of persons, policies, operational or capital decisions, or any other Library processes or activities.
4. All naming opportunities and name designations shall be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the BOT unless otherwise established in the naming agreement between the Library and the Donor.
5. No permanent signage will be put into place until 75% of the funds are received by the Library and all pledges must be paid within two years from the initial pledge unless otherwise approved by the BOT.
6. In the event that agreed upon funding to constitute a name designation ceases before the agreed time or amount, the BOT may discontinue the designation of the individual, agency or organization, or entity's name.
7. When a major building project or capital campaign is undertaken, a tailored naming policy may be proposed for various rooms, or parts of the building and related resources. Such a policy will require the endorsement of the BOT.
8. The BOT reserves the right to terminate or alter a name designation for any reason. Should the Naming Donor Agreement be terminated, the BOT and the Library will have no further obligation or liability to the Donor and shall not be required to return any portion of the gift that has already been paid. In such cases the BOT may choose an alternative recognition for the portion of the gift that has been received in its sole discretion.

Proposals for name designations may be submitted at any time during the year to the Library Director for review.

Reviewed by Policy Committee 6/21/23
 Editorial corrections added CW 7/7/23
 Board initial review for comment 7/10/23
 Review by Board 8/14/23
 Review by Board 9/11/23

Gifts, Memorials, Bequests, and Naming Opportunities

Discussion Points Document

Use as a guide for policy Revisiting Naming Opportunities Policy

Big Decision Points:

A.-number and titles/areas of policy(ies):

Should there be a combined policy?

One for “gifts and donations” and one for “memorials, bequests, and naming opportunities”?

One for “gifts, donations, memorials, and bequests” and one for “naming opportunities”?

B. what “opportunities” do naming opportunities cover:

Rooms and spaces only?

Rooms, spaces, furniture and fixings/fixtures?

Rooms, spaces, furniture and fixings/fixtures AND programmatic areas (such as story series)?

Medium Decision Points:

- A. Accept “alternate forms of financial contributions”?
- B. Maintain “without restrictions” to:
 - accept or decline donation of gift;
 - decline donations and gifts with “special conditions”;
 - granting or rescinding naming opportunities;
 - termination or alter name designations.
- C. What amount/dollar value would trigger Board involvement?
- D. Contribution levels for specific spaces? (chart)
- E. Item vs. item plus value

BPL PERSONNEL COMMITTEE

Time Frame for BOT review, comment, and approval of material for
Director Evaluation Process

September, 2023	Timeline, evaluation instrument, and process finalized
October 2023	Evaluation process begins
January, 2024	Evaluation process ends for 2023 calendar year

Steps and Timeline for Annual Director Evaluation

October 15	Evaluation instrument sent to members of BOT Director begins developing goals for coming year.
November 15	Completed instrument due to chair of personnel committee
December 15	Draft summary feedback to BOT
First week in January	Trustee feedback on summary due to chair of personnel committee
January Trustee mtg.	BOT and Director discuss evaluation, Director presents goals for coming year



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Protected: Director Evaluation Form

Name: Geoffrey Kirkpatrick

Position Title: Library Director III

Start Date: July 15, 2011

Reviewers: Board of Trustees

Date of Review: 1/2020 to 9/2022

Instructions:

1. Each board member should individually respond to this form.
2. In responding to the form, board members could refer to the plan of service, board minutes, usage statistics, program results or other information sources for January 2020 to current.
3. Fill out the form below for inclusion in the Final Performance Appraisal that will be used during the face-to-face appointment with the Director. Forms will be received by the Personnel Committee.

Scale: E = Excellent, S = Satisfactory, N = Needs Improvement, U = Unable to Rate

VISIONARY LEADERSHIP AND ORGANIZATIONAL PLANNING

The Director provides leadership in developing and implementing strategic plans that address both immediate and future needs of the library and the community that the library serves. The Director facilitates the development, articulation, implementation and stewardship of a vision and strategic plan that addresses immediate and future needs of the

library and the community it serves. The Director effectively promotes this shared vision and plan with library staff and throughout library programs and services.

1. The Director works effectively with the BOT to develop a vision and a long-range plan for the library that takes into account immediate and future needs.

E S N U

2. The Director incorporates staff input in the process of developing the vision and long-range plan.

E S N U

3. The Director exhibits flexibility in determining and implementing the vision and long-range plan.

E S N U

4. The Director is able to operationalize the vision through the day-to-day operations of the library.

E S N U

5. Goals and objectives related to the long-range plan are evaluated regularly and with the input of staff and the BOT.

E S N U

COMMENTS:

//

Overall leadership and planning totals:

E S N U

COMMUNITY RELATIONS, RESPONSIVENESS, AND COMMUNICATIONS

The Director maintains open and accessible communication with members of the library community and community groups that use library services. In doing so, the Director exhibits courtesy, professionalism, cultural sensitivity and flexibility, and openness.

1. The Director provides consistent and accessible lines of communication with patrons and community groups.

E S N U

2. The Director communicates effectively with diverse members of the community.

E S N U

3. The Director is responsive to, and resolves concerns and issues raised by individuals and groups in appropriate amounts of time.

E S N U

4. The Director is open to ideas and suggestions raised by the public and uses these to improve library services, where appropriate.

E S N U

5. The Director works effectively with the leadership and membership of the Friends of Bethlehem Public Library.

E S N U

COMMENTS:

//

Overall community relations totals:

E S N U

LIBRARY SERVICE CREATION AND DELIVERY

The Director provides appropriate services to individual and groups within the community. Such services reflect current and emerging needs and interests, and the larger goals outlined in the library's long-range plan. The Director engages with organizations that enhance the library's ability to create and maintain services and programs for the community.

1. Working with staff, the Director provides services and collections that meet the evolving needs of the community.

E S N U

2. The Director exhibits creativity and flexibility in creating new services and programs.

E S N U

3. Services reflect the Director's knowledge of significant developments and trends in the field.

E S N U

4. The collection and services are well maintained and evaluated regularly.

E S N U

5. The Director actively engages and utilizes community groups and governmental agencies in promoting and enhancing library services.

E S N U

6. The Director works with other libraries and library related groups (UHLS) to gain knowledge and resources that enhance the collection and services of the library.

E S N U

COMMENTS:

//

Overall library services totals:

E S N U

MANAGEMENT AND ADMINISTRATION

The Director ensures that the management of library operations, services, and resources is done effectively and within all required guidelines, and in a way that promotes community confidence and programmatic integrity.

Budget and Resources Management

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1. Adequate control and accounting of all funds takes place; library uses sound financial practices.

E S N U

2. Budget is prepared with input from staff and the BOT; the library operates within budget guidelines.

E S N U

3. Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.).

E S N U

4. Positive relationships with government, foundation and corporate funders are in place.

E S N U

5. Buildings and grounds are maintained appropriately and repairs are addressed appropriately and in a timely manner.

E S N U

COMMENTS:

//

Budget and resource management totals:

E S N U

Human Resources Management

1. Work is effectively assigned, appropriate levels of authority are delegated to achieve best service.

E S N U

2. Staff functions are analyzed periodically with the objective of most effectively utilizing staff to perform tasks and produce materials and services (combining, eliminating and/or creating

new positions).

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E S N U

3. Library culture attracts and retains highly qualified staff.

E S N U

4. Addresses performance issues fairly and takes necessary actions to correct problems.

E S N U

COMMENTS:

//

Human resource management totals:

E S N U

Policy and Governance

1. The Director manages the review and dissemination of policies under the jurisdiction of the BOT.

E S N U

2. The Director serves as a resource to the board and its officers in areas of meeting protocol and management, and other areas of governance related to the BOT.

E S N U

3. The Director seeks necessary training opportunities to stay up to date on changes to laws and regulations that impact library governance. This information is communicated to the library trustees.

E S N U

COMMENTS:

Policy and governance totals:

E S N U

BOARD OF TRUSTEES COMMUNICATION AND RELATIONS

1. The Director is responsive to inquiries from members of the BOT and provides appropriate and timely answers to the BOT.

E S N U

2. The BOT is effectively engaged in policy, budget development, and strategic planning.

E S N U

3. The Director provides insight and knowledge to support and enhance the work of the BOT.

E S N U

4. Trustee training opportunities are offered and explained to BOT members.

E S N U

COMMENTS:

BOT communication and relations totals:

E S N U

ADDITIONAL COMMENTS:

//

Name of trustee filling out this form:

Send

If you would like a copy of your submitted answers, please email cwijeyesinghe@verizon.net or kkmkiss321@gmail.com.

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Employee survey

To all staff at the Bethlehem Public library:

Part of the job of the Board of Trustees is to provide leadership and guidance to the Director. We also are very interested in the views and opinions of all staff. Accordingly, please take a few minutes to fill out the attached survey.

If you would like to provide comments outside the survey process, please email the personnel committee at kkmkiss321@gmail.com and cwijeyesinghe@verizon.net.

Thanks for all your work on behalf of the Bethlehem community.

Please respond to the following using a four-part scale with 4 representing "strongly agree" and 1 indicating "strongly disagree." Choose "U" if you are unable to answer.

1. I know what is going on at and with Bethlehem Public Library.

- 1 2 3 4 U

Comments:

//

2. Staff opinions, ideas and feedback matter to the Director.

1 2 3 4 U

Comments:

//

3. Staff are supported by the Director.

1 2 3 4 U

Comments:

//

4. Staff are challenged in a positive way at their jobs.

1 2 3 4 U

Comments:

//

5. Staff are trusted by the Director.

1 2 3 4 U

Comments:

//

6. I would recommend employment at the library to a good friend.

1 2 3 4 U

//

Please share any additional thoughts below:

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Submit

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