



**Board of Trustees Meeting**  
**TUESDAY** October 10, 2023 6:00 pm  
 Board Room

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

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

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

### Agenda

- Call to order
- Public participation
- Ethics statement (p. 2)
- Special Presentation – John McPhillips BCSD Chief Business and Financial Officer
- Ashley McGraw Architects – brief presentation
- Review of previous meetings' minutes (p. 3-9)
- Financial report (p. 10-19)
  - Treasurer's update (p. 10)
- Personnel report (p. 20)
  - Personnel actions
- Director's report (p. 21-25)
- UHLS report
- New business
  - 2023-24 Plowing contract (p. 26)
  - SEQRA process
  - Other new business
- Old business
  - Library properties consolidation (p. 27-28)
  - Plaza entry
  - Mileage reimbursement policy – 1<sup>st</sup> read (p. 29)
  - Gifts, Memorials and Bequests policy – 1<sup>st</sup> read (p. 30)
  - Policy Committee update
    - Naming Opportunities policy discussion (p. 31-32)
  - Other old business
- Future business
- Public participation
- Executive Session
- Adjournment

Next board meeting: Monday November 13<sup>th</sup>, 2023 6:00 pm

Next Friends of the Library meeting: October 16<sup>th</sup>, 2023 6:30 pm



## 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, programs and services by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all functions of library trustees.

I agree to abide by this ethics statement.

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

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

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

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

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM)  
Monday September 11, 2023

PRESENT: Caroline Brancatella  
Laura DiBetta  
Mark Kissinger  
Sarah Patterson  
Lisa Scoons (remote)  
Michelle Walsh  
Charmaine Wijeyesinghe  
Sharon Whiting, library treasurer (remote)

Geoffrey Kirkpatrick, director  
Kristen Roberts, recording secretary

EXCUSED:

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

President M. Kissinger called the meeting to order at 5:59pm. He noted that it was the anniversary of the Sept. 11, 2001, terrorist attacks. Those present introduced themselves.

#### TRUSTEE APPOINTMENT

M. Kissinger administered the oath of office to Laura DiBetta, who will serve as trustee for the remainder of the 2023-34 fiscal year. To remain on the board she must seek election in 2024.

#### PUBLIC PARTICPATION

No public participation at this time.

#### MINUTES

- On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously approved minutes from the Monday July 10 regular meeting.
- On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously approved minutes from the Wednesday July 12 special meeting.
- On a MOTION by C. Brancatella with a SECOND by C. Wijeyesinghe, the board unanimously approved minutes from the Wednesday August 9 special meeting.
- On a MOTION by S. Patterson with a SECOND by C. Brancatella, the board unanimously approved minutes from the Monday August 14 informational meeting.

## FINANCIAL REPORT

### *Treasurer's update*

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

- The Finance Committee will likely meet in October to review draft financial statements before they are presented at the November meeting.
- C. Wijeyensinghe asked that the line in the treasure's report about state aid be reworded so it is clear that it is not referring to the total budget.
- S. Whiting presented an adjusted budget that reflects decisions made through the contract negotiation process. She said the area that has changed is the staff salaries line to reflect the increases approved in the contract. Due to the retirement of a longtime librarian, the net change is \$44,176. S. Whiting said that amount has been offset by reducing the health insurance line to better reflect actual costs and budgeting for an additional \$17,000 in interest income.
- M. Kissinger noted that the public had already approved the amount of the 2023-24 budget in May and these adjustments do not result in increase. The board has full authority to make those changes.
- C. Wijeyesinghe asked to clarify for herself and the public if the library has a tax cap. G. Kirkpatrick said that the library does have a tax cap.

On a MOTION by S. Patterson with a SECOND by M. Walsh, the board unanimously accepted the adjusted budget lines for the 2023-24 fiscal year.

On a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe, the board unanimously approved the Financial Statement dated 31 August 2023 (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; CapProject Fund/Hand-Drawn Checks \$28,364.00; Total: \$357,576.18).

## PERSONNEL REPORT

M. Walsh asked if it felt like there was sufficient staffing at the library. G. Kirkpatrick said that there are some positions that have been challenging to fill, but that is something that all public libraries are currently experiencing. He said Upper Hudson has been investigating ways to get more people into the hiring pipeline, including finding ways to recruit people from Syracuse or downstate schools. The library school at UAlbany tends to produce graduates who are more focused on data science than public libraries. M. Kissinger asked if there would be any impact by raising the lowest wages up to \$15 per hour. T. Choppy said that all of those wages are already scheduled to reach \$15 per hour on Dec. 30, 2023.

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

- Library page, part-time, permanent, 6 hours/week, \$14.20/hour or per contract

## DIRECTOR'S REPORT

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

- C. McGinty has been focusing on getting the adult volunteer program up and running again as the kids are back in school.
- P. Berardi ran the numbers on patron checkout habits recently. Direct checkout at the desk remains the most popular method, but curbside pickup, self-checkout and the app are also used. G. Kirkpatrick said it is important to think about that during conversations about RFID. There are large segments of the public that like the human interaction, and that is not going away, but there are also people who prefer the other methods.
- The library is printing out illustrated genre library cards in honor of National Library Card Sign-up Month. M. Walsh said she has already heard from multiple people who really like the new design options.

## UHLS BOARD UPDATE

L. Scoons said the service committee will meet the next day to consider 11 grant applications. She said they would not be able to fully fund all of the projects as there is just \$1.07 million to give.

## NEW BUSINESS

### *Library property boundaries/impacts for construction*

G. Kirkpatrick said the library's landscape architect has recommended the library combine all of its individual parcels into one. The original parcel was purchased by the school district for the construction of the library building completed in 1973. The library purchased two adjoining parcels in 2009 to expand the parking lot. In 2017, a fourth parcel was purchased by the library to be used for an eventual building expansion.

There are two reasons the parcels should be combined. The current building is already at the maximum footprint for the original parcel, and the proposed design would exceed that, as well as cross the boundary between parcels. Combining the parcels would require the agreement of the library, the school district and the town, and it would have to happen before the architects moved too far forward with the design.

G. Kirkpatrick said that another part of the discussion is who should hold title to the final, combined parcel – the library or the school district. C. Brancatella asked if there was a possibility for a co-title. C. Wijeyesinghe said she would want to be clear that if the parcels were combined, would the current design fit the maximum size parameters. G. Kirkpatrick said that the landscape architect is currently looking into what is involved in the process of combining the parcels. L. DiBetta asked who sets the maximum size and if the library might be exempt from that zoning.

G. Kirkpatrick said that although both the landscape architect and engineer recommend school district ownership, the library is not blocked from bonding through DASNY if it were to own the property. In years past, the library had discussed ownership of the original parcel, but the school district was not interested at the time. He noted that the negative of school district ownership is the burden of the SED review requirement, which can cause delays and expense. However the school district bonding process is easier and has better rates than other avenues. M. Walsh said the reduced rates would be a benefit for taxpayers.

G. Kirkpatrick stressed the urgency of moving forward with the process in order to not hold up the project. M. Kissinger said he would like to know the difference in rates between bonding through the school or DASNY and whether the savings would be significant. He said he is skeptical of a timely review from SED. L. Scoons noted that not having to go through the review process would give the library more flexibility when it comes time to pursuing state grants.

S. Patterson asked if there was any idea of how the district might respond to a library request to take ownership of the original parcel. G. Kirkpatrick said last time they were approached more than a decade ago, they were looking into the market value for the property, but other libraries in a similar position have received property in a \$1 transaction.

C. Wijeyesinghe said she would like to know more about the process before making a decision. G. Kirkpatrick said he would report back when he knows more. C. Brancatella said that despite the board's preference for one title option or the other, if a path forward presents itself, they should take it. M. Walsh asked if the building project is on hold until this is resolved. G. Kirkpatrick said plans are continuing, but at some point, it could be a potential stumbling block.

#### *Project timing/school district coordination*

S. Whiting and G. Kirkpatrick recently met with the school district's chief business and financial officer, John McPhillips, along with their attorney and financial advisor, to discuss what a potential bond would look like. He put together a debt service schedule that shows \$29 million bonded over 25 years. The chart, **which was for illustrative purposes only**, shows approximate debt service of \$1.9 million a year. J. McPhillips said the library should also be getting a SEQR (environmental) review done in a timely manner, and those comments were passed along to the landscape architect. C. Wijeyesinghe said there are ways to lower the total amount bonded, such as using capital funds or revising the design. M. Walsh noted that a rough estimate would have the average library tax bill increasing by 30 percent. G. Kirkpatrick said that he was warned by the school district to be cautious in estimating because a very large property will be coming off PILOT and going on the tax roll this year. G. Kirkpatrick said that another complication with the process is that the attorney most familiar with these types of situations already works for the school district, creating a potential conflict of interest.

M. Kissinger asked what the options were for bond vote date, assuming all the other pieces fell into place. G. Kirkpatrick said that adding a bond vote to the May ballot could still potentially happen, but the timeline would be tight. The architects are still using May as a default date. C. Brancatella said that if March is too early, and people are voting on multiple money requests in May, that she might support an early fall off-cycle vote. M. Kissinger asked how they could time it so the public has best opportunity to look at it. S. Patterson said that with so few people turning out for the budget vote regularly, she fears the only people who will turn out off cycle are those who don't want it. M. Kissinger said the library does really well traditionally in the May vote. C. Wijeyesinghe said she worries that the potentially millions of dollars on the May ballot would be too much for people. L. DiBetta said the people who turn out on off-cycle votes are the ones who want to stop something. M. Walsh said she can see people

having reservations about any asks from the school district but responding positively to a library request. C. Wijeyesinghe asked if the board could sit down and get more information from J. McPhillips about the process and then ask Ashley McGraw what they can do to help the library meet those goals.

*Energy efficiency evaluation proposal*

G. Kirkpatrick presented a proposal for the evaluation of environmentally friendly and highly energy efficient HVAC system design options for the building project. This additional service is not covered under the current contract with Ashley McGraw and would provide numbers for greener HVAC options.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously voted to enter into an agreement with Sage Engineering and Ashley McGraw Architects in the amount of \$14,375 to evaluate the cost environmentally friendly HVAC options.

*Other new business*

G. Kirkpatrick told the trustees that the geotechnical survey conducted last month was inconclusive, and the engineers would like to come back to get a better understanding of the strength and thickness of the sand layer above the wet clay that is below the library. They will focus on areas where the building expansion is proposed. S. Patterson asked if this should cause any concern about the existing structure. G. Kirkpatrick said the building does not appear to be affected by any instabilities underground.

On a MOTION by C. Brancatella with a second by S. Patterson, the board unanimously agreed to pay for an additional geotechnical investigation in the amount of \$8,590.

OLD BUSINESS

*Committee memberships*

M. Kissinger reminded the board that the purpose of the committees was to streamline action at the full board meeting. He noted in his proposed committee memberships that all board members are considered to be part of the building committee at this point in the project. He said he tried to keep the committees to no more than two members to avoid the complications of reaching a quorum. C. Wijeyesinghe said she is stepping down from the personnel committee and that those who would be serving would have to manage the director's evaluation. S. Patterson agreed to take that on. L. Scoons said she would remain on the personnel committee but would like to cycle off next year.

Board President M. Kissinger made the following committee appointments:

Building Committee: all board members

Finance Committee: M. Walsh, S. Whiting, appointed trustee

Personnel Committee: S. Patterson, L. Scoons

Nominating Committee: S. Patterson, C. Brancatella

Policy Committee: C. Wijeyesinghe, C. Brancatella, L. Scoons

### *Public Services reorganization proposal*

G. Kirkpatrick presented a proposal for the reorganization of Public Service, which has been discussed extensively at the committee level and was presented to the board at the August Information Meeting. The key requests include reclassifying a library clerk to library assistant and a librarian 2 to a 3, which would have an ongoing yearly cost of \$15,800.

On a MOTION by M. Walsh and a SECOND by S. Patterson, the board unanimously approved the ongoing cost of \$15,800 associated with the reorganization of the Public Services Department.

### *Plaza entry – update*

G. Kirkpatrick said that everything is ready to go and is just down to scheduling. M. Kissinger said there should be extensive outreach to the public explaining the reason for the change.

### *Policy Committee update*

- Gifts, Memorials, Bequests, and Naming Opportunities Policy

C. Wijeyesinghe said the version in the packet was not a first read of the policy, and the text is the same as presented at the August Informational Meeting. She said a discussion points document was included with the draft. She said one thing to consider is that the draft currently combines gifts and memorials with naming opportunities into one policy. M. Walsh said that gifts and memorials policy had been working in the past, so she saw no reason to fix what wasn't broken. She suggested a separate naming opportunity policy. C. Brancatella suggested breaking it up into three things: financial gifts, physical gifts and naming rights. She also strongly recommended that the library not allow sponsorship of programs. M. Walsh agreed. L. Scoons said that one of the things the committee also talked about is who is responsible for the decision, with naming rights coming to the board, but other gifts and donations handled by the director. L. DiBetta said that with a building expansion on the horizon, it would make sense to have a document that spell out the costs associated with naming opportunities.

### *Review of 2022-23 library statistics*

G. Kirkpatrick reviewed a number of charts that showed library statistics and trends from pre-pandemic up to the current month. He said board members can view the charts on Tableau at any time.

A chart detailing the use of public spaces shows that room use at peak times is maxed out. M. Walsh said those numbers could bolster the argument that the library needs more space. G. Kirkpatrick said he is increasingly hearing from groups that aren't getting their preferred times. L. Scoons added that there are also more people who are working remotely and would like to be able to use those smaller, quiet meeting spaces.

### *Director evaluation timeline and process*

The review process kicks off in October and will be spearheaded by S. Patterson. C. Wijeyesinghe urged the board to look over the evaluation materials and make any recommendations for revisions in the next couple of weeks. L. Scoons mentioned that it might be worthwhile to revisit some of the language in the staff survey.

### *Other old business*

M. Walsh said that while she wasn't at the August Information Only meeting, she wanted to voice her support for the hearing loop promoted by Laura Cooper that day. G. Kirkpatrick said that it

was definitely something that he would like to have as part of the building project, but the library may be able to implement a smaller option even before then. Such a project could potentially be eligible for an Upper Hudson construction grant or a possible member item.

## FUTURE BUSINESS

### *Ethics statement*

C. Wijeyesinghe proposed that the wording in the ethics statement be changed from “Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals” to “Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library **materials, programs and services** by groups or individuals.”

On a MOTION by C. Wijeyesinghe and a SECOND by M. Walsh, the board unanimously approved the proposed updates to the ethics statement

## PUBLIC PARTICIPATION

There was no public participation at this time.

## ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by L. DiBetta, the board adjourned the regular meeting at 8:05pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
M. Kissinger, board president

## Treasurer's Report

October 2023

### Revenue and Expense Report

Revenue and expenses are tracking very closely to last year at this time. You will see a new revenue line called Friends of BPL Contributions. Previously contributions from Friends of the Library were credited to special programs, offsetting program expenses. Good accounting practice calls for revenue to be reported as revenue and not netted against expense.

We received \$3,000,000 in tax revenues from the school district last week. This will appear in the October revenue and expense report.

### Financial Audit

The auditors will be in the library on October 12 to finish up some outstanding items. They are working on the draft financial statements and I hope to have them for review by the last week in October. We will plan to have the auditors present the financial statements to the board at the November board meeting.

Sharon Whiting CPA  
District Library Treasurer

## BETHLEHEM PUBLIC LIBRARY

## CASH &amp; INVESTMENTS SUMMARY

AS OF 9/30/23

	<b>BALANCE</b>					<b>BALANCE</b>
	<b>8/31/2023</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>EARNINGS</b>	<b>TRANSFERS</b>	<b>9/30/2023</b>
TD Bank General Fund	942,521.23	6,834.79	(147,267.04)	1,375.43	174,711.00	978,175.41
TD Bank Payroll	0.00		(125,289.00)	-	125,289.00	0.00
TD Bank Money Market	629,592.10	-		1,040.69	(300,000.00)	330,632.79
TD Bank Treasury Bill	1,042,023.05		(10.00)	4,825.38	-	1,046,838.43
TD Bank Capital Project Fund	157,327.71	-	(28,364.00)		-	128,963.71
TD Bank 6 mo. CD Opened 5/9/23	1,100,000.00					1,100,000.00
Key Bank Checking	6,755.34	2,075.37	(121.37)		-	8,709.34
<b>TOTAL:</b>	<b>3,878,219.43</b>	<b>8,910.16</b>	<b>(301,051.41)</b>	<b>7,241.50</b>	<b>-</b>	<b>3,593,319.68</b>

Checks outstanding greater than 90 days old:

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

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

## BETHLEHEM PUBLIC LIBRARY

## REVENUE &amp; EXPENSE REPORT

## 3 MONTHS ENDED 9/30/23

## FISCAL YEAR 2023-2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 3 MO. ENDED 9/30/2023	Percent YTD 9/30/2023	ANNUAL BUDGET 2022-2023	YTD PRIOR 3 MO. ENDED 9/30/2022	Percent YTD 9/30/2022
Real Property Taxes	4,401,969	-	0.0%	4,308,076	1,500,000	34.8%
PILOT	241,523	-	0.0%	227,724	-	0.0%
Fines	3,000	726	24.2%	2,000	951	47.6%
Interest on Deposits	35,000	10,116	28.9%	6,000	3,366	56.1%
Lost Book Payments	7,500	2,633	35.1%	2,500	2,443	97.7%
Friends of BPL Contributions	-	4,998	0.0%	-	-	0.0%
Gifts and Donations, Misc	4,000	1,130	28.2%	3,500	2,120	60.6%
Photocopier	7,000	2,778	39.7%	6,500	1,717	26.4%
State Aid	26,000	22,830	87.8%	24,500	22,779	93.0%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	300	0.0%	-	200	0.0%
<b>Total Revenue</b>	<b>4,725,992</b>	<b>45,510</b>	<b>1.0%</b>	<b>4,580,800</b>	<b>1,533,576</b>	<b>33.5%</b>
<b>EXPENSES</b>						
Salaries	2,506,226	552,920	22.1%	2,444,929	540,681	22.1%
Retirement	280,440	-	0.0%	237,333	-	0.0%
Health Insurance	399,300	81,464	20.4%	364,700	114,330	31.3%
Other Benefits	224,226	55,013	24.5%	219,538	58,598	26.7%
Subtotal Salaries & Benefits	3,410,192	689,398	20.2%	3,266,500	713,609	21.8%
Library Materials - Print	292,000	73,006	25.0%	290,000	39,057	13.5%
Library Materials - Electronic & Audio	283,000	39,266	13.9%	296,000	30,897	10.4%
Subtotal Library Material	575,000	112,272	19.5%	586,000	69,954	11.9%
Operations	605,800	136,612	22.6%	593,300	114,245	19.3%
Capital Expenditures	100,000	-	0.0%	100,000	4,924	4.9%
Contingency	35,000	-		35,000	-	
<b>Total Expenses</b>	<b>4,725,992</b>	<b>938,281</b>	<b>19.9%</b>	<b>4,580,800</b>	<b>902,734</b>	<b>19.7%</b>

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

3 MONTHS ENDED 9/30/23

FISCAL YEAR 2023 - 2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 3 MO. ENDED 9/30/2023	Percent YTD 9/30/2023	ANNUAL BUDGET 2022-2023	YTD PRIOR 3 MO. ENDED 9/30/2022	Percent YTD 9/30/2022
<b>Salaries &amp; Benefits</b>						
Salaries-Librarians	1,177,151	281,960.40	24.0%	1,174,134	273,768	23.3%
Salaries-Support Staff	1,155,651	230,700.61	20.0%	1,108,487	227,824	20.6%
Salaries-Custodians	173,424	40,259.37	23.2%	162,308	39,089	24.1%
<b>Subtotal Salaries</b>	<b>2,506,226</b>	<b>552,920</b>	<b>22.1%</b>	<b>2,444,929</b>	<b>540,681</b>	<b>22.1%</b>
Retirement	280,440	-	0.0%	237,333	-	0.0%
Health Ins.	399,300	81,464	20.4%	364,700	114,330	31.3%
SocSec/Medicare	191,726	40,378	21.1%	187,038	40,675	21.7%
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	1,267	50.7%
<b>Subtotal Salaries &amp; Benefits</b>	<b>3,410,192</b>	<b>689,398</b>	<b>20.2%</b>	<b>3,266,500</b>	<b>713,609</b>	<b>21.8%</b>
<b>Library Materials</b>						
Adult books	171,000	49,847	29.2%	171,000	26,753	15.6%
Periodicals	21,000	-	0.0%	19,000	-	0.0%
YS Books	85,000	18,964	22.3%	85,000	10,531	12.4%
Special Collections	15,000	4,194	28.0%	15,000	1,773	11.8%
<b>Subtotal Print Materials</b>	<b>292,000</b>	<b>73,006</b>	<b>25.0%</b>	<b>290,000</b>	<b>39,057</b>	<b>13.5%</b>
Audiobooks	20,000	5,205	26.0%	23,000	3,596	15.6%
E-Collections	196,000	20,373	10.4%	196,000	21,541	11.0%
Electronic Resources	31,000	6,500	21.0%	27,000	-	0.0%
YS Audiobooks	4,000	1,192	29.8%	5,000	1,402	28.0%
YS Media	2,000	84	4.2%	5,000	910	18.2%
AS Media	30,000	5,912	19.7%	40,000	3,448	8.6%
<b>Subtotal Electronic &amp; Audio</b>	<b>283,000</b>	<b>39,266</b>	<b>13.9%</b>	<b>296,000</b>	<b>30,897</b>	<b>10.4%</b>
<b>Subtotal Library Materials</b>	<b>575,000</b>	<b>112,272</b>	<b>19.5%</b>	<b>586,000</b>	<b>69,954</b>	<b>11.9%</b>
<b>Operations</b>						
Copiers and supplies	15,000	1,797	12.0%	15,000	3,003	20.0%
Office supplies	20,000	2,587	12.9%	20,000	2,424	12.1%
Custodial supplies	20,000	3,731	18.7%	26,000	1,058	4.1%
Postage	22,000	3,585	16.3%	20,000	4,474	22.4%
Printing & Marketing	35,000	7,364	21.0%	35,000	3,650	10.4%
Van lease & oper.	4,000	145	3.6%	4,000	121	3.0%
Gas and Electric	75,000	15,655	20.9%	65,000	25,495	39.2%
Telecommunications	24,000	4,266	17.8%	14,000	7,384	52.7%
Water	3,000	934	31.1%	3,000	1,238	41.3%
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	4,469	14.9%	30,000	3,234	10.8%
Contract Services	50,000	1,258	2.5%	45,000	1,294	2.9%
Insurance	30,000	33,250	110.8%	29,000	28,305	97.6%
Bank Fees	1,400	359	25.7%	1,400	338	24.1%
Travel/Conference	3,500	225	6.4%	3,000	747	24.9%
Memberships	3,000	-	0.0%	3,000	1,550	51.7%
Special Programs	35,000	14,828	42.4%	32,000	2,370	7.4%
Furniture & Equipment	30,000	2,205	7.3%	40,000	(5,283)	-13.2%
IT Hardware & Software	50,000	3,293	6.6%	42,000	5,195	12.4%
Bld & Grnd. Repair	40,000	589	1.5%	40,000	280	0.7%
Furn/Equip Repair	2,000	2,870	143.5%	2,000	-	0.0%
Miscellaneous	6,500	447	6.9%	6,000	436	7.3%
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%
<b>Subtotal Operations</b>	<b>605,800</b>	<b>136,612</b>	<b>22.6%</b>	<b>593,300</b>	<b>114,245</b>	<b>19.3%</b>
Capital Expenditures	100,000	-	0.0%	100,000	4,924	4.9%
Contingency	35,000	-	0.0%	35,000	-	0.0%
<b>TOTAL</b>	<b>4,725,992</b>	<b>938,281</b>	<b>19.9%</b>	<b>4,580,800</b>	<b>902,734</b>	<b>19.7%</b>

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

CHECKS DISBURSED IN SEPTEMBER 2023 BASED ON PRE-APPROVAL	\$	38,418.15
CHECKS DISBURSED IN SEPTEMBER 2023 RELATING TO PAYROLL	\$	182,082.11
CHECKS BEING SUBMITTED FOR APPROVAL	\$	81,453.21
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	22,217.17

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 10: PREAPPROVED DISB (SEPT 23) For Dates 9/1/2023 - 9/30/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41182	09/07/2023	1593	**VOID** WILLIAM K. SANFORD LIBRARY		-28.99
41441	09/01/2023	1424	AFLAC NEW YORK		220.04
41442	09/01/2023	1831	CDPHP UNIVERSAL BENEFITS, INC.		29,145.30
41443	09/01/2023	2395	CSEA EMPLOYEE BENEFIT FUND		192.13
41444	09/01/2023	1833	HIGHMARK BSNENY		981.91
41445	09/01/2023	720	MVP HEALTH PLAN, INC.		5,659.38
41446	09/01/2023	2061	UNITED HEALTHCARE INSURANCE CO		150.65
41447	09/01/2023	2383	MARK POLI	240113	100.00
41448	09/01/2023	1607	VERIZON BUSINESS FIOS	240003	89.00
41455	09/13/2023	2428	**VOID** DANIEL MAY	240092	-40.00
41480	09/07/2023	2381	DANIEL PURCELL	240116	99.95
41481	09/07/2023	1607	VERIZON BUSINESS FIOS	240003	199.99
41482	09/07/2023	1593	WILLIAM K. SANFORD LIBRARY		28.99
41483	09/13/2023	1040	ALBANY COUNTY CLERK	240135	5.00
41484	09/13/2023	1161	TOWN OF BETHLEHEM	240126	934.14
41485	09/13/2023	2137	WEX BANK	240014	75.36
41487	09/18/2023	2426	JPMORGAN CHASE BANK NA	*See Detail Report	605.30
<b>Number of Transactions: 17</b>				<b>Warrant Total:</b>	<b>38,418.15</b>
				<b>Vendor Portion:</b>	<b>38,418.15</b>

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

### Certification of Warrant

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

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

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 9: TRUST & AGENCY (SEPT 23) For Dates 9/1/2023 - 9/30/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41440	09/08/2023	712	CIVIL SERVICE EMPL ASSOC INC.		793.08
41486	09/22/2023	712	CIVIL SERVICE EMPL ASSOC INC.		811.42
100805	09/08/2023	709	BPL SPECIAL PAYROLL ACCOUNT		63,700.03
100806	09/08/2023	710	NYS INCOME TAX BUREAU		3,582.83
100807	09/08/2023	1946	IRS - PAYROLL TAX PMT		20,322.67
100808	09/08/2023	2003	NEW YORK STATE DEFERRED		2,210.48
100809	09/22/2023	709	BPL SPECIAL PAYROLL ACCOUNT		61,588.97
100810	09/22/2023	710	NYS INCOME TAX BUREAU		3,538.77
100811	09/22/2023	730	NYS EMPLOYEES RETIREMENT SYSTE		3,336.46
100812	09/22/2023	1946	IRS - PAYROLL TAX PMT		19,998.38
100813	09/22/2023	2003	NEW YORK STATE DEFERRED		2,199.02
<b>Number of Transactions: 11</b>				<b>Warrant Total:</b>	<b>182,082.11</b>
				<b>Vendor Portion:</b>	<b>182,082.11</b>

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

**BETHLEHEM PUBLIC LIBRARY****Check Warrant Report For A - 15: BILL SCHEDULE (OCT 23) For Dates 10/11/2023 - 10/11/2023**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41502	10/11/2023	1963	3N DOCUMENT DESTRUCTION	240086	28.50
41503	10/11/2023	1531	A-J LAWN SPRINKLER CO., INC.	240149	488.50
41504	10/11/2023		30 ALBANY PUBLIC LIBRARY-MAIN BR	240132	32.00
41505	10/11/2023	2242	ALPHA CARD SYSTEMS	*See Detail Report	607.20
41506	10/11/2023	2420	AMAZON CAPITAL SERVICES INC	240146	2,169.10
41507	10/11/2023	2457	AQUATIC ALLIES	240159	264.83
41508	10/11/2023	77	BAKER & TAYLOR , INC.	*See Detail Report	12,827.95
41509	10/11/2023	2223	BAYSCAN TECHNOLOGIES LLC	240137	1,165.00
41510	10/11/2023	997	BOND, SCHOENECK & KING, INC.	240152	2,565.00
41511	10/11/2023	1887	BPAS - ACCOUNTS RECEIVABLE	240134	1,500.00
41512	10/11/2023	103	BRODART INC	240105	46.99
41513	10/11/2023	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	240156	553.13
41514	10/11/2023	827	PHYLLIS CHAMBERS		494.70
41515	10/11/2023	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	240005	288.09
41516	10/11/2023	2428	DANIEL MAY	240092	40.00
41517	10/11/2023	1220	DEMCO, INC	240040	111.67
41518	10/11/2023	1981	DUDLEY OBSERVATORY	240129	300.00
41519	10/11/2023	1991	EASTERN MANAGED PRINT NETWORK LLC	240007	836.22
41520	10/11/2023	1741	MICHAEL ECK	240140	150.00
41521	10/11/2023	1986	FIRSTLIGHT FIBER	240008	190.32
41522	10/11/2023	2090	FRS SPECTRA INC. DBA XSTAMPERSONLINE	240107	171.50
41523	10/11/2023	1965	PATRICIA GEROU		494.70
41524	10/11/2023	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	33.98
41525	10/11/2023	1147	HAMILTON NEWS CO, INC.	240143	7,988.40
41526	10/11/2023	745	MARY HARTMAN		494.70
41527	10/11/2023	2322	KANOPY INC.	240016	1,309.00
41528	10/11/2023	2066	KEVIN COFFEY	240160	139.99
41529	10/11/2023	1691	TOM LINDSAY	240139	160.00
41530	10/11/2023	2352	MALWAREBYTES INC.	240118	2,590.50
41531	10/11/2023	1024	MIDWEST TAPE LLC	*See Detail Report	929.35
41532	10/11/2023	2313	MMB+CO ACCOUNTING	240130	3,500.00
41533	10/11/2023	1172	ANNE B MOSHER		494.70
41534	10/11/2023	1328	MOVIE LICENSING USA	240131	228.00
41535	10/11/2023	404	NEW YORK LIBRARY ASSOC	*See Detail Report	1,575.00
41536	10/11/2023	2088	NYSID	*See Detail Report	500.95
41537	10/11/2023	2094	ORIENTAL TRADING COMPANY, INC.	240122	174.82
41538	10/11/2023	2356	OTIS ELEVATOR COMPANY	240127	100.00
41539	10/11/2023	1823	OVER DRIVE INC.	240150	14,511.13
41540	10/11/2023	2456	PAUL JOSSMAN	240141	150.00
41541	10/11/2023	2115	PAULA BRADLEY	240124	350.00
41542	10/11/2023	458	PITNEY BOWES INC	240029	99.00
41543	10/11/2023	2430	PLAYAWAY PRODUCTS LLC	*See Detail Report	1,206.02
41544	10/11/2023	1542	PUPPET PEOPLE	240155	600.00
41545	10/11/2023	1490	REPEAT BUSINESS	240056	112.09
41546	10/11/2023	1951	S & S WORLDWIDE INC.	240121	107.90

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 15: BILL SCHEDULE (OCT 23) For Dates 10/11/2023 - 10/11/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41547	10/11/2023	2129	SOLUTIONS BY DESIGN, INC.	240067	2,215.70
41548	10/11/2023	2038	STAPLES BUSINESS ADVANTAGE	240041	202.69
41549	10/11/2023	2154	STERICYCLE, INC.	240010	22.62
41550	10/11/2023	2340	T-MOBILE	240018	880.04
41551	10/11/2023	2049	THE RENSSELAERVILLE LIBRARY	240153	14.95
41552	10/11/2023	2328	UNIFIRST CORPORATION	240011	743.94
41553	10/11/2023	632	UPPER HUDSON LIBRARY SYSTEM	240017	13,336.00
41554	10/11/2023	1968	VERIZON WIRELESS	240004	100.39
41555	10/11/2023	645	W W GRAINGER INC	240012	808.85
41556	10/11/2023	1884	W.B. MASON CO., INC.	240142	447.10
<b>Number of Transactions: 55</b>				<b>Warrant Total:</b>	<b>81,453.21</b>
				<b>Vendor Portion:</b>	<b>81,453.21</b>

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### Certification of Warrant

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

# BETHLEHEM PUBLIC LIBRARY



Check Warrant Report For H - 4: BILL SCHEDULE H FUND (OCT 23) For Dates 10/11/2023 - 10/11/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1215	10/11/2023	2424	ASHLEY MCGRAW ARCHITECTS	230523	22,217.17
<b>Number of Transactions: 1</b>				<b>Warrant Total:</b>	<b>22,217.17</b>
				<b>Vendor Portion:</b>	<b>22,217.17</b>

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

October 10, 2023 - Board of Trustee Meeting											
<b>Personnel Report</b>											20
Title	Dept.	Current Hours to be Approved	Former Hours if Changed	Salary/Rate	Previous or Current Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
<b>Previously Approved to Fill</b>											
Library Clerk PT	Circulation Services	11 hrs/wk	15 hrs/wk	\$16.26/hour or per contract	E. Romero	2/28/2021	3/8/2021				
Library Clerk PT	Circulation Services	15 hrs/wk		\$16.26/hour or per contract	A. Russo	8/15/2021	10/12/2021				
Library Page PT	Collection Maintenance	12.8 hrs/wk		\$14.20/hour	M. Mitchel	5/11/2022	5/9/2022				
Library Assistant FT	Public Services	35 hrs/wk		\$41,584/annual or per contract	N. Carmel	6/9/2023	6/12/2023				
Sr. Library Clerk	Technical Services	35 hrs/wk		\$38,302/annual or per contract	E. Nehme	7/31/2023	8/9/2023	Filled	C. O'Brien	10/16/2023	Internal/Promotion
Library Page	Collection Maintenance	6 hours/wk		\$14.20/hour	D. Bloom	8/30/2023	9/11/2023				
<b>Action Requested</b>											
Library Clerk FT	Circulation Services	35 hrs/wk		\$31,992/annual or per contract	C. O'Brien	10/15/2023					
Library Clerk FT	Circulation Services	35 hrs/wk		\$31,992/annual or per contract	A. Ford	10/20/2023					
Library Clerk PT	Circulation Services	18 hrs/wk		\$16.26/hour or per contract	C. Nickarz	10/15/2023					
<b>Positions Held</b>											
None											

## Director's Report October 2023

### Buildings and Grounds

The plaza resurfacing work is scheduled to begin Tuesday, October 10. The project will be done in a couple of phases but is likely to be completed within the week. The public have been notified in our e-newsletter and via social media. Groups meeting at the library those days have also been notified. The Delaware Avenue entrance will remain open as normal. Alternative entrances will be available from the plaza side during paving.

### Public Services

The Friends had another successful book sale fundraiser. They were unable to have a full day of taking donations from the community but were able to set up a table by the Better World Books bin to have people place books on it to be sold instead of placing them in the bin. This worked well for them by providing some donations without being overwhelming. Chris continued to be heavily involved before, during, and after the event.

There has been a slowdown of teens volunteering this month. This was expected due to the beginning of school. Some adult volunteers from the Friends have been set up to assist with some of the upcoming Halloween events.

### Program Highlights

Bethlehem Historical Association Speaker Series: The Stereoscope: A Gilded-Age Virtual Reality Experience - The popular BHA Speaker Series returned for its 2023-2024 season. In the 19th century, the new art of photography changed how people viewed the world. Stuart Lehman presented a hands-on discussion about the use of the stereoscope to journey to far off places without the expense or danger of travel. Mr. Lehman has worked at the Schuyler Mansion in Albany, Herkimer Home in Little Falls, and Senate House in Kingston. Currently he develops programs and conducts research related to the New York State Capitol. Attendance: 42 This program was recorded with permission and is available to view on the library's YouTube account.

Crash Course: Consumer Reports – This was another successful session of this program. Sarah has done it three times now. Attendance: 6

#### Early Literacy programs

- Tiny Tots – 6 sessions, attendance from 25-65 people per session (42 average). Attendance: 250
- Family / Pre-K Storytime – 6 sessions, attendance from 16 to 39 per session (30 average). Attendance: 177
- Music & Movement – 6 sessions, lowest attendance was 45 people (56 average). Attendance: 334

- Sensory Storytime – 2 sessions. Attendance: 27

Shannon ran two episodes back-to-back on a Friday morning. Attendance at the second program was roughly half of the first, but the kids really enjoyed it.

Friday Matinee: Strangers on a Train – Sarah wasn't sure how many people she would get for this Friday afternoon version of our Monday Matinee series, but she was pleasantly surprised to have 12 attendees.

Kids Build Anything – Alex has been running the Kids Build program series, and the turnout has been great. Attendance: 33

Legos at the Library - This program has been popular in the past, and its popularity is showing no signs of waning. Attendance: 12

Look to the Skies: The Dancing Universe – Other than some issues with the microphone, the program went very well. Dr. Mindy Townsend talked about the universe, and how things are constantly in motion. This is the first session in an astronomy series that will go through April of 2024. Attendance: 44

Refugees in Your Community – Kelley Gourley from the Albany office of USCRI, the US Committee for Refugees and Immigrants, presented an informative talk about refugees; who they are, what kinds of problems they face, and how the public can help. Attendance: 17

Stuffy Friends' Scavenger Hunt – Alex put this program together for a non-school day. We left this up for a few extra hours past what was advertised and got more drop-in participants. We'll rebrand this as "Stuffy Friends' Hide & Seek" in February, maybe during winter break week. Attendance: 27

Spice Sharing: Cayenne Pepper – Erin hosted a new program on spice sharing with the focus being on cayenne pepper. Prior to the program, registered patrons picked up a sample packet of the spice, along with a few recipes that feature it. The participants meet to discuss their experience and share recipes. Attendees were encouraged to bring samples of what they made. Attendance: 8

The Author Talk virtual series continues to be popular and brings in big name authors. Two authors highlighted in September were award-winning television host and bestselling author Lidia Bastianich and NY Times bestselling author Amor Towles. Lidia talked about her memoir *My American Dream: A Life of Love, Family, and Food* along with giving a preview of her newest cookbook *Lidia's From Our Family Table to Yours: More Than 100 Recipes Made With Love For All Occasions: A Cookbook*. She is the author of fifteen previous cookbooks and is the Emmy Award-winning host of public television's *Lidia's Kitchen*, which also airs internationally. New York Times bestselling author Amor Towles spoke about his incredible body of work, including *Rules of Civility*, *A Gentleman in Moscow*, and *The Lincoln Highway*. These Author Talks are currently available as an archived recording virtually.

- Lidia Bastianich – live views=30 / archived recording views = 67 (total views 97)
- Amor Towles - live views=53 / archived recording views = 44 (total views 97)

Upcoming virtual programs

- Ruth Ware (10/18)

- John Irving (10/26)
- Actor John Stamos (11/1)

## **Outreach**

Five Rivers Fall Festival – September 23 Lauren attended this outreach event with Sam, one of our part-time Library Assistants. The weather was cloudy and damp. They brought the prize board, along with an assortment of take-home crafts, pencils, notepads, and free book coupons. The oversized Connect Four game was provided, which was a huge hit. Sam was a huge help. Attendance: 575 at our table!

Library Expedition Party – September 13 Frank, Chris, Geoff, and Lauren attended this event. We brought our outreach tent, along with the Connect Four and the “Put the ‘I’ in Kind” photo-backdrop banner. It was rainy most of the afternoon and turned hot and damp by the time of the party, but the turnout was pretty great. The Connect Four was a big hit with our littlest patrons. Quite a few people took selfies at our banner, too. We gave out bubbles, library mood pencils, and some silly acorn take-and-make crafts. The mood was festive, and a great time was had by all. Attendance: 384 at our table; 600 total!

Middle School PTO Meeting - Shannon and Rachael attended the BCMS PTO meeting on September 27. They introduced themselves and talked about programs, the Library of Things, volunteering at the library, and other amenities the library has to offer. The renovation was also mentioned, and students were encouraged to put in suggestions as to what they would like to see in a Teen Room. There were about 30 people in the audience, both parents and students.

## **Circulation and Technical Services**

September was Library Card Sign-Up Month. This year, we celebrated by coordinating with digital artist Jessica C. of StudioPrintly to offer Bethlehem cardholders an opportunity to select one of sixteen genre designs for their custom-printed library cards. A total of 88 patrons used our online form to request one of these designs. Fantasy, Adventure, Fairy Tale, Mystery, and Romance were the favorites.

The 88 card requests coincided with a 35% increase in new library registrations over September 2022. A total of 180 library cards were created and distributed to Bethlehem patrons. New OverDrive users in September has trended flat since 2017.

There were 6,009 unique Bethlehem Library cardholders that accessed the library’s physical or digital collections, or both. This means that about 51% of non-expired Bethlehem users accessed the library during September.

## **Meetings and miscellany**

Mark and Geoff met with representatives from the Bethlehem Historical Association and the Bethlehem Town Historian to discuss local history collections and whether and how the library could be involved in the effort to preserve local historical documents.

There were several meetings throughout the month focused on the library renovation. The highest priority issues at this point are the property consolidation and the State Environmental Quality Review.

Geoffrey Kirkpatrick, Library Director

Library Collection				2022-23	Current Total
Adult fiction				27,254	28,234
Adult non-fiction				29,671	29,599
Adult audio				5,713	5,616
Adult video				8,387	8,291
Young adult fiction				5,084	4,851
Young adult nonfiction				650	664
Young adult audiobooks				486	499
Children's fiction				29,443	29,790
Children's non-fiction				15,860	16,295
Children's audiobooks				1,620	1,647
Children's video				1,314	1,325
OverDrive - UHLS Shared				120,043	122,104
e-magazines				4,710	5,136
Electronic (games, ereaders)				405	401
Total				250,640	254,452
Library Programs	Sep-23	Sep-22	% change	2022-23	F-Y-T-D
Programs	67	52	28.8%	667	181
Program attendance	1,757	1,662	5.7%	17,832	5,894
Outreach Programs	3	3	0.0%	91	28
Outreach Attendance	989	525	88.4%	11,899	3,085
Circulation	Sep-23	Sep-22	% change	2022-23	F-Y-T-D
Adult fiction	13,465	12,796	5.2%	157,456	44,056
Adult non-fiction	6,749	6,398	5.5%	84,784	22,166
Adult audio	5,503	4,469	23.1%	56,558	16,442
Adult video	5,424	5,335	1.7%	71,154	17,426
Magazines	1,880	1,425	31.9%	16,307	5,089
Young adult fiction	1,405	1,555	-9.6%	17,774	5,081
Young adult nonfiction	129	139	-7.2%	1,792	516
Young adult audiobooks	268	250	7.2%	2,844	882
Children's fiction	11,573	11,592	-0.2%	147,150	39,015
Children's non-fiction	3,051	2,821	8.2%	37,799	9,565
Children's audiobooks	1,161	1,115	4.1%	14,929	4,168
Children's video	445	378	17.7%	6,330	1,598
Electronic (games, ereaders)	636	498	27.7%	7,669	2,239
Total	51,689	48,171	7.3%	621,402	168,243
Interlibrary Loan	Sep-23	Sep-22	% change	2022-23	F-Y-T-D
Borrowed from others	5,922	5,944	-0.4%	73,725	18,763
Loaned to others	4,467	4,227	5.7%	53,319	13,618
Miscellaneous	Sep-23	Sep-22	% change	2022-23	F-Y-T-D
Visits to our home page	33,319	31,602	5.4%	418,101	135,849
Public use of meeting rooms	30	23	30.4%	473	80
Public meeting attendance	294	289	1.7%	5,695	806
Staff use & library programs	64	65	-1.5%	714	182
Study room sessions	302	239	26.4%	4,290	1,015
Tech room/ Studio use	7	2	250.0%	125	26
Door count	16,698	13,496	23.7%	194,334	54,766
Registered BPL borrowers	92	68	35.3%	1,085	339
Computer signups	1,273	966	31.8%	13,008	3,684
Museum Pass use	116	109	6.4%	1,192	486
E-book use	5,841	5,317	9.9%	67,186	18,797
E-audiobook use	4,772	3,824	24.8%	49,297	14,577
E-magazine use	1,609	1,175	36.9%	12,862	4,166
Streaming video use	1,363	974	39.9%	14,758	3,928
BCSD use via Overdrive	129	91	41.8%	1,549	169
Equipment	347	219	58.4%	3,867	1,156
Wireless Use	11,501	9,006	27.7%	127,768	38,675

## REQUEST FOR 2023-2024 SNOWPLOWING BID

### Snowplowing Requirements:

1. Plowing, sanding and/or salting of the parking lot and library entrances will be done
  - by order of a library representative OR
  - when 1 inch snow accumulation is recorded at Bethlehem Public Library AND
  - in order to maintain access to the library book drop.
2. Access to the library book drop must be maintained 24 hours a day, 7 days a week. A path of at least a car's width should be maintained at all times through the lot from the entrance lot (#1) to the exit lot (#4).
3. Sanding or salting of the plowed area is required
  - when ice has formed during the hours the library is open OR
  - by order of a library representative.
4. The entire lot should be plowed and salted, if necessary, one hour prior to library opening. Library hours are Monday-Friday 9-9, Saturday 10-5 and Sunday 12-5.
5. Snow is NOT to be pushed against any fence.

### Terms and Conditions:

6. Your bid is seasonal, rather than hourly, and **does not include snow removal**. Payment schedule is 25% per month, December-March, paid around the middle of the month.
7. Your bid must include three commercial references.
8. If your bid is accepted, the contract will be in effect from October 25, 2023-May 1, 2024.
9. The contractor will be responsible for all public liability/personal injury insurance as required by law, and will provide proof of insurance, including Workers' Compensation Insurance no later than **OCT 25, 2023**, covering the dates of the contract.
10. The library reserves the right to cancel the contract for failure to meet our specifications and schedules.

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### BID for 2023-24 Snowplowing Services Bethlehem Public Library lot and entrances

Total amount for snowplowing, sanding and salting: \$13,000

Name: Young Landscapes LLC

Address: 524 A Kenwood Ave Delmar, NY 12054

Telephone: 518-729-2406

Signature:  Date: 8/10/23

*For budgeting purposes, please send your bid to Kevin Coffey: kevin@bethpl.org by*

**AUGUST 30, 2023.** Thank you.

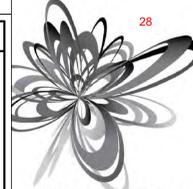
## Library property options

### Assumptions:

The four library parcels need to be combined into a single parcel in order to accommodate building expansion/renovation

### Options:

- 1) Library properties are combined and owned by the library
- 2) Library properties are combined and owned by the school district
  - a. Under this option most renovation projects are subject to NYS Education Department Office of Facilities Planning review



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

AW 208 NO. 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 OF 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.



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**BETHLEHEM PUBLIC LIBRARY**  
**MILEAGE REIMBURSEMENT POLICY**

*Policy adopted by the Board of Trustees August 12, 2002*  
*Policy revised by the Board of Trustees February 12, 2018*  
*Policy revised by Board of Trustees October 10, 2023*

Employees who are required to travel for work-related business shall be required to use a vehicle provided by the library. If the vehicle is not available, the library will reimburse the employee at the IRS approved mileage rate. Prior approval shall be required from the employee's supervisor. If the employee declines to use the library-provided vehicle, when it's available, no reimbursement shall be made.

Revision by Policy Committee 9/28/23  
First Read 10/10/23

**GIFTS, MEMORIALS, AND BEQUESTS POLICY**

*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.

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:

- 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.

**CW FINAL EDITS 10-4-23**

First Read 10/10/23

## BETHLEHEM PUBLIC LIBRARY

### NAMING OPPORTUNITIES AND NAME DESIGNATIONS POLICY

Bethlehem Public Library (The Library) and the Board of Trustees (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.

**Section or sub-heading Title/Heading to be Determined**

Preamble-to be written (short)

\*guidance for donation levels for more significant naming opportunities and spaces, areas, **property, item,** **or program or program series.**

Children’s Library	
Children’s Craft and Activity Room	
Main public auditorium	
Large public meeting room	
Small public meeting room	
Board Room	
Maker Space	
Teen Room	
Study room/Small meeting room	
Outdoor Pavilion	
Outdoor Gardens	

GREEN TEXT-will programs or program series be included in the policy? **BOT discussion point 10-10**

TURQUOISE TEXT-should property and items be included in “donation level” chart? **BOT discussion point 10-10.**

**CW FINAL REVISIONS 10-4-23**

- 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
- Review by Board 10/10/23