



**Board of Trustees Meeting
Monday February 12, 2024 6:00 pm
Community 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
- Review of previous meeting minutes (p. 3-15)
- Financial report (p. 16-24)
 - Treasurer's update (p. 16)
- Personnel report (p. 25)
 - Personnel actions
- Director's report (p. 26-31)
- UHLS report
- New business
 - 2024 Draft Budget (p. 32-33)
 - Capital Projects Fund Resolution (p. 34)
 - NYS Annual Report for Public Libraries (See separate link)
 - Annual report to the community (p. 35)
 - UHLS Equity Challenge (p. 36)
 - April board meeting
 - Other new business
- Old business
 - Library properties consolidation – update
 - Building project
 - Bonding discussion
 - Meeting Room Policy – update
 - Displays and Exhibits Policy – 2nd read (p. 38-39)
 - Study Room Policy – 2nd read (p. 40)
 - Board retreat – March 4th

- **Other old business**
- **Future business**
 - **Naming Opportunities Policy – discussion**
- **Public participation**
- **Executive session**
- **Adjournment**

Next board meeting: Monday March 11, 2024 6:00 pm

Next Friends of the Library meeting: February 19, 2024 6:30 pm

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM) **DRAFT**
Monday January 8, 2024

PRESENT: Caroline Brancatella
Laura DiBetta
Mark Kissinger
Sarah Patterson
Lisa Scoons
Charmaine Wijeyesinghe
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Michelle Walsh

GUESTS:

Jennifer Crawford, confidential secretary
Phil Berardi, assistant director/head of Circulation and Technical Services
Chris McGinty, assistant director
Tanya Choppy, accounts clerk
Tracey McShane, personnel administrator
Leslie Hudson
Trudy Quaif
Steve Downs
Taiymoor Naqi
Sohaib Chekima
Ahmad Abu-Hakmeh
Hazel Landa
Maud Easter
Paul Rehm

J. P. Podgorski
Katja Rehm
Jim Hudson
Joyce Irwin
Mark Roberts
Bilal Chaudhry
Eileen Thornberry
Bruce Beesley
Monsoor Rafiq Umar
Farah Malek
Dr. Shaik Ubaid
Robert McDonnell
Terry Phelan
Kirk Cornwell
Molly Wladis
Dan Wladis

President M. Kissinger called the meeting to order at 5pm.

EXECUTIVE SESSION

On a MOTION by S. Patterson with a SECOND by L. DiBetta, the board voted unanimously to enter into executive session at 5:01pm to seek legal advice from the library's attorney per exemption 108(3), "matters confidential by federal or state law." This is based on case law and not any further language in the OML.

On a MOTION by S. Patterson with a SECOND by C. Wijeyesinghe, the board voted unanimously to adjourn the executive session at 5:55pm.

RECESS

The board adjourned briefly for a recess, with the regular meeting reconvening at 6:01pm. The board introduced themselves to the public.

PUBLIC PARTICIPATION

Seventeen attendees addressed the board. A recording of the meeting and the public comment period is available on the library's YouTube channel.

REVIEW OF PREVIOUS MEETING MINUTES

M. Kissinger asked that clarifying language be added to the second motion made at the December 11 meeting. The motion will read: On a MOTION by C. Brancatella with a SECOND by S. Patterson, the board voted in favor of taking disciplinary action against Bethlehem Neighbors for Peace including, but not limited to suspension, for hosting a speaker that violated the library's Patron Conduct Policy provision that prevents harassment, *upon future discussion of the board*.

On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously approved minutes as amended with the phrase *upon future discussion of the board* from the Monday December 11 meeting.

REQUEST FOR RECONSIDERATION OF ACTION BY LIBRARY DIRECTOR

The board has received a request to reconsider the action of the Library Director to suspend Bethlehem Neighbors for Peace from using the library's meeting space for a year for violating the Public Meeting Policy and the Solicitation and Distribution Policy.

C. Brancatella said she wanted to clarify that action they were reconsidering was taken because of the sale of books on library property. She said the community rooms are currently closed to new bookings through the March board meeting so trustees could review the current policy. She asked if other libraries across the state have similar restrictions against sales on library property. G. Kirkpatrick said many do, but not all. He noted that it has been a part of the library's policy for a least a decade. C. Brancatella said that the library has received numerous communications in support of the December 5 talk and that the library is not capitulating to one side or the other in its decision.

C. Wijeyesinghe said that the Public Meeting Policy explicitly states that the library may not be used for sales promotions, social affairs, or for the benefit of private individuals or commercial concerns.

L. DiBetta said that while she understands the action was in response to a repeated violation of the policy, she felt a year was a long time, especially for a group that has a long history of meeting at the library. She urged the board to consider reducing the suspension.

S. Patterson asked how G. Kirkpatrick came to the decision of a one-year suspension. He said that was the standard length of time for groups that violate the no-call-no-show part of the Public Meeting Policy, so he used that as an equivalency in his decision. He noted that Bethlehem Neighbors for Peace had violated the policy three times that the library was aware of and were provided with the policy multiple times, including as a requirement each time a room booking was made.

C. Brancatella asked G. Kirkpatrick if he saw books for sale in the meeting room. He said he was made aware of a welcome table stacked with books near the entrance to the door. He spoke to Trudy, and they were removed. C. Brancatella asked if he has had to repeatedly warn other groups who violate policy. G. Kirkpatrick said he usually just has to warn a group once and there aren't repeat violations.

C. Wijeyesinghe said she uses a standard three-prong approach to an appeal. Did the director act within the breadth of his authority? Did the director follow policy? Is there new evidence that should be considered. She said that under those terms, she supports G. Kirkpatrick's decision but said that changing the length of the suspension would be up to his discretion and she asked him to consider it. L. Scoons said she would also support that.

M. Kissinger said the board could take a number of actions at that point. They could make no motion and move on to the next order of business and the director's decision would stand. They could make a motion affirming the director's decision. Or they could make a motion that asks him to reconsider. He said that he wanted to pass on a message from M. Walsh, who was not at the meeting, that she fully supports the director's decision regarding Bethlehem Neighbors for Peace.

L. DiBetta said the library should consider the precedent this could set for future violations and consider the potential lack of clarity of the circumstances. L. Scoons said G. Kirkpatrick could survey other library directors who may have faced a similar situation.

On a MOTION by L. DiBetta with a SECOND by C. Wijeyesinghe, the board affirmed Library Director G. Kirkpatrick's decision and asked him to reconsider the length of the suspension handed to Bethlehem Neighbors for Peace. L. DiBetta, C. Wijeyesinghe, L. Scoons and S. Patterson voted in favor. C. Brancatella and M. Kissinger voted against.

C. Brancatella noted that in the public comment portion of the meeting there were complaints of harassment at the December 5 talk against the organizers and some of the attendees. She said the board has to consider these allegations and who, if anyone was responsible. She asked the director to follow up on those claims and investigate.

M. Kissinger excused himself from the meeting at 7:15pm to attend to a family matter.

C. Wijeyesinghe said that the trustees can also reconsider their vote to pause all new meeting reservations through the March trustees meeting.

FINANCIAL REPORT

Treasurer's update

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

- C. Wijeyesinghe asked about the \$11,000 charge on the check warrant. G. Kirkpatrick said that it was payment to the town for the plaza paving.

On a MOTION by S. Patterson with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 31 December 2023 (Checks disbursed in December 2023 based on pre-approval \$324,487.73; Checks disbursed in December 2023 relating to payroll \$321,394.63; Checks being submitted for approval \$77,236.76; CapProject Fund/Hand-Drawn Checks \$40,017.42; Total: \$763,136.55).

PERSONNEL REPORT

G. Kirkpatrick said he was not requesting any personnel actions this month.

DIRECTOR'S REPORT

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

- There has been some tension in the Children's Place between those families who want to use the toys and socialize in the area and those who want to use the space for more traditional library activities. C. Wijeyesinghe asked if that might be mitigated by the proposed renovations. G. Kirkpatrick said it is all taking place in same area, so it probably isn't something that could be resolved by architecture.
- There were some great programs in the month of December.
- Paws to Read has restarted under some new parameters.
- A live, virtual program with Diane Goodman will focus on constructive conversation and is planned to fulfill direction by the board to host programs that focus on the Mideast crisis. L. DiBetta said it was great to see it on the schedule.
- The number of active patrons is above pre-pandemic levels.
- Last month had the busiest door count for December, a traditionally slower month.
- E-magazine use is up significantly, probably as a result of how they are presented to the public through Libby.

UHLS BOARD UPDATE

L. Scoons said the board would be meeting on Wednesday. She reminded the trustees that Advocacy Day would take place in person on February 7.

NEW BUSINESS

Design development proposal

S. Whiting said that if the board were ready to move forward to the next phase, the library has the money to pay the architects out of existing funds that would be transferred to the H Fund. L. Scoons asked if the board was at a point when they should take action. G. Kirkpatrick said the schematic design phase is complete and so the board would need to approve the design development proposal to move forward. He said property consolidation discussions are progressing, but a May 2024 bond vote is very unlikely to happen.

L. Scoons said she believed the board was interested in having additional conversations about costs. C. Brancatella said the board wouldn't be able to involve Ashley McGraw in any of those conversations until the contract is signed. C. Wijeyesinghe said the board could call a special meeting in two weeks to discuss the project. She asked if it was the intent of the board to move ahead with the project and put a bond before the public. L. Scoons said she was unsure about voting on the contract without the full board. G. Kirkpatrick said that it was his understanding that M. Walsh and M. Kissinger were both actively in support of the process. S. Whiting reiterated that the library does have the funds to cover the amount and that it will be the last large payment to be made on the project outside of a bond vote.

On a MOTION by L. DiBetta with a SECOND by S. Patterson, the board unanimously agreed to enter into a design development contract with architects Ashley McGraw in the amount of \$740,374.

Board retreat

C. Wijeyesinghe said the board had been talking about finding time to have a retreat and she had asked J. Crawford to put together a poll to see what times might work best for people. She said the intent would be to have a facilitator from Upper Hudson. S. Patterson asked if the event would count as the trustees' mandatory yearly training. G. Kirkpatrick said that it would.

Patron Point presentation

K. Roberts and P. Berardi briefly discussed how they believe Patron Point would enhance and aid marketing and circulation goals. The board agreed to look at the information and continue to discuss it at the February meeting. C. Brancatella asked S. Whiting if the money was available in the budget, and S. Whiting said it was.

Year-end statistical review

C. Wijeyesinghe suggested that the board dedicate 30 minutes to the review as part of their retreat.

Other new business

L. DiBetta made a motion that the board adopt the following position:

The library board is aware that some community members are concerned that a library trustee was a member of the group whose event was the focus of the board's December 4 special meeting. First, it is important to clarify that no trustee was a member of that group. But more importantly, the board wants to emphasize that the board's Conflict of Interest Policy governs any situation where the board is exercising their discretion, and the December 4 meeting was conducted in a manner consistent with that policy.

On a MOTION by L. DiBetta with a SECOND by C. Brancatella, the board unanimously adopted the resolution stated above.

OLD BUSINESS

Library properties consolidation – update

G. Kirkpatrick said the consolidation process is moving forward, and attorneys for the library and school district are working on it. The library parcels will be combined under school district ownership. M. Kissinger and C. Wijeyesinghe are planning to attend the school board meeting when it will be voted on.

Building project – update

G. Kirkpatrick, C. Wijeyesinghe and M. Kissinger recently met with a representative from Ashley McGraw to ask for a more detailed breakout of features that can be removed from the building project to bring the cost down. G. Kirkpatrick said that if trustees were looking to bring the cost down significantly by \$5 million-\$10 million then that would be a bigger discussion about revamping the scope of the project. C. Wijeyesinghe said the board is getting to the point where they would have to decide the amount they would be comfortable asking the public for. Public comments are still coming in, and the library is still actively soliciting feedback.

Meeting Room Policy – update

C. Wijeyesinghe said the policy committee has been looking at other libraries' policies and have come up with 39 new caveats or revisions, as well as multiple sections that have been discussed by the committee and will be brought to the board. C. Brancatella clarified that any proposed limitations on speakers would not be related to content. The committee will continue to meet and discuss the draft. C. Brancatella said that nothing in the revised policy would be enforced retroactively. The policy will undergo the standard review and revision process and counsel will be asked to weigh in on its legality.

Study Room Policy – 2nd read

Some minor changes were made, including preferences for library card holders. C. Brancatella asked that the board table the final vote to allow for some grammatical edits.

Naming Opportunities Policy – discussion

C. Wijeyesinghe said the naming opportunities price chart had been separated from the Gifts, Memorials and Bequests policy. She suggested the board table the discussion until February. G. Kirkpatrick said he had received a comment from a member of public about the process involved if a name designation was taken away, as well as keeping some of the price points accessible.

Displays and Exhibits Policy – language update

The policy was readopted by the board in October, but a clarification was requested to reiterate that prices cannot be included with artwork on display. C. Wijeyesinghe said that change in language would mean that the policy was having a first read at this meeting and the agenda should reflect that.

On a MOTION by L. DiBetta with a SECOND by C. Brancatella, the board voted unanimously to amend the agenda to indicate that the Displays and Exhibits Policy was undergoing a first read at the January 2024 meeting.

Director evaluation – update

S. Patterson said a draft has been sent out to the personnel committee for feedback before going to the full board for review. She said the goal is to have it ready to present at the February meeting during executive session.

Other old business

There was no other old business discussed at this time.

FUTURE BUSINESS

There was no future business discussed at this time.

PUBLIC PARTICIPATION

Seven people addressed the board. A recording of the meeting and the public comment period is available on the library's YouTube channel.

EXECUTIVE SESSION

On a MOTION by C. Brancatella with a SECOND by L. DiBetta, the board voted unanimously to enter into executive session at 8:41 pm to discuss legal aspects of library policy.

On a MOTION by C. Brancatella with a SECOND by L. DiBetta, the board voted unanimously to immediately adjourn the executive session without any discussion when it was noted that it was not a valid reason to enter into executive session.

ADJOURNMENT

On a MOTION by L. Scoons with a SECOND by S. Patterson, the board voted unanimously to adjourn the regular meeting at 8:42pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

Board actions

1. On a MOTION by S. Patterson with a SECOND by L. DiBetta, the board voted unanimously to enter into executive session at 5:01pm to seek legal advice from the library's attorney per exemption 108(3), "matters confidential by federal or state law." This is based on case law and not any further language in the OML.
2. On a MOTION by S. Patterson with a SECOND by C. Wijeyesinghe, the board voted unanimously to adjourn the executive session at 5:55pm.
3. On a MOTION by C. Wijeyesinghe with a SECOND by S. Patterson, the board unanimously approved minutes as amended with the phrase *upon future discussion of the board* from the Monday December 11 meeting.
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5. On a MOTION by S. Patterson with a SECOND by C. Brancatella, the board unanimously approved the Financial Statement dated 31 December 2023 (Checks disbursed in December 2023 based on pre-approval \$324,487.73; Checks disbursed in December 2023 relating to payroll \$321,394.63; Checks being submitted for approval \$77,236.76; CapProject Fund/Hand-Drawn Checks \$40,017.42; Total: \$763,136.55).
6. On a MOTION by L. DiBetta with a SECOND by S. Patterson, the board unanimously agreed to enter into a design development contract with architects Ashley McGraw in the amount of \$740,374.
The library board is aware that some community members are concerned that a library trustee was a member of the group whose event was the focus of the board's December 4 special meeting. First, it is important to clarify that no trustee was a member of that group. But more importantly, the board wants to emphasize that the board's Conflict of Interest Policy governs any situation where the board is exercising their discretion, and the December 4 meeting was conducted in a manner consistent with that policy.
7. On a MOTION by L. DiBetta with a SECOND by C. Brancatella, the board unanimously adopted the resolution stated above.

8. On a MOTION by L. DiBetta with a SECOND by C. Brancatella, the board voted unanimously to amend the agenda to indicate that the Displays and Exhibits Policy was undergoing a first read at the January 2024 meeting.
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10. On a MOTION by C. Brancatella with a SECOND by L.DiBetta, the board voted unanimously to immediately adjourn the executive session without any discussion when it was noted that it was not a valid reason to enter into executive session.
11. On a MOTION by L. Scoons with a SECOND by S. Patterson, the board voted unanimously to adjourn the regular meeting at 8:42pm.

MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY (COMMUNITY ROOM) **DRAFT**
Thursday January 25, 2024

PRESENT: Caroline Brancatella
Laura DiBetta
Mark Kissinger
Sarah Patterson
Lisa Scoons
Michelle Walsh (virtual)
Charmaine Wijeyesinghe
Shari Whiting

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Phil Berardi, assistant director/head of Circulation and Technical Services
Susanne Angarano, Ashley McGraw Architects
Elbert Eller, Ashley McGraw Architects
Oliver Holmes
Fran Royo
Anne Moore
David U.
Peter Corrigan
Texanne Corrigan
Nancy Newkirk
Molly Wladis

President M. Kissinger called the meeting to order at 6:35pm, after which board members introduced themselves.

BUILDING PROJECT DESIGN DISCUSSION WITH ASHLEY MCGRAW ARCHITECTS

S. Angarano told the board the design development phase has begun. She presented a recap of the schematic design phase, as well as feedback from the staff workshop in early December. She said she and E. Eller would also share some value-engineered options that could bring down the overall cost of the project. She said her goal was to provide the board with as much information as possible so they could effectively make a decision about their HVAC system preference and the overall target cost of the project.

S. Angarano said the three biggest takeaways from the staff feedback sessions were:

1. The curbside loop design needed to be revisited for safety.
2. Community space needed to be multifunctional.
3. The Public Services staff area is undersized.

She added that many staffers were also interested in a pavilion area that is attached to the

building to simplify setup and utility needs.

C. Wijeyesinghe noted some of the staff comments and said the board needed to remain mindful of wants versus needs. She also asked about storage in the current design, noting that it had been brought up a lot during staff the staff feedback session. G. Kirkpatrick said the staff is keenly interested in storage because there is a lack of it in the current building.

E. Eller said the architects had identified some value-engineered options that could reduce the current project estimate of \$35 million. He said that all of the items added up to \$3.7 million in savings, but some of those changes would not be recommended.

C. Wijeyesinghe asked if there were costs in the \$35 million estimate that had already been paid. S. Angarano said some of the soft costs like HazMat testing and geotech surveys had already been paid but made up only a very small fraction of the total.

E. Eller said that the biggest savings of approximately \$900,000 would be seen if the library did all of the work at once instead of phasing it to keep the building open during construction. Other savings could be seen by eliminating the terrazzo flooring and telescoping seating, reducing the number of skylights and interior glazing, using a flat roof instead of modified butterfly, switching to manual partitions, and reusing some of the shelving.

M. Walsh asked if the large community room would have suitable sightlines without telescoping seating. She said it was her understanding that the discussion was either it would have tiered seating or a stage, and she didn't want to nickel and dime the project if the space wouldn't be functional.

S. Angarano presented four design options that came about based on recent feedback. In all options, there is a reduction of 100 square feet in the community rooms.

- In Option 1, the smaller community room is attached to the children's area.
- In Option 2, curbside pickup has been moved to the other side of the building, switching with the children's area, to address issues with pedestrians crossing the curbside area.
- The third option also flips curbside and children's areas and cuts into the gallery/foyer space to reduce the overall square footage.
- In Option 4, there is one main entry and one secondary entry with a separate curbside loop.

E. Eller said that federal and state incentives help make up the difference in costs between a traditional HVAC system and a geothermal one, but there is still a shortfall. He noted that additional estimates have concluded that the geothermal option would be approximately \$3 million more than the traditional system. S. Angarano said that an additional benefit of a geothermal system is that it isn't as noisy or unsightly as a traditional system.

M. Kissinger said the biggest value-engineered savings would be to eliminate phasing, but he doesn't believe the community would support that. G. Kirkpatrick agreed and said there has long been the assumption that the library would remain open in some capacity during the project. M. Kissinger said he thinks that option should be taken off the table. The rest of the board was in

agreement. G. Kirkpatrick said that one of the biggest complaints the library heard from the public during the 2000 building proposal was that the library building would be closed with some library functions taking place offsite.

The board discussed other value-engineered options, such as whether the butterfly roof was a matter of aesthetics or function and the differences in flooring options.

M. Kissinger asked whether the savings from reusing shelving would be worth it. G. Kirkpatrick said that while shelving is very expensive, he did not believe they should reuse the stacks.

G. Kirkpatrick said the pavilion might be something the library Friends are interested in fundraising for.

M. Walsh asked how the reduction in square footage in the community rooms would reduce the available seating. S. Anganaro said the large room would lose about 25 seats – down to 200.

L. DiBetta said she was intrigued by the plan that would put more green space and the pavilion near Borthwick. S. Patterson asked how busy curbside generally is and if it would have a big impact on people if it were moved toward the back of the building. C. Brancatella said she preferred the pavilion near the back of the site where it is quieter. M. Walsh agreed and added that she liked the closed off pickup loop.

L. Scoons asked for some measurements from the parking area to the entrance, as well as the distance people would have to walk from the nearest bus stop. She said it was unclear where bus riders were expected to walk to get into the building.

C. Wijeyesinghe said she likes the idea of all the staff spaces being together. She said the Option 3 sketch was her preferred one.

M. Kissinger said the board should decide on the amount of the bond because the longer they wait, the more costs are going to climb. S. Anganaro added that a decision about the HVAC project is also important, as well as any value-engineered options that they are not interested in.

C. Wijeyesinghe spoke about the need to address the amount of the project and the amount of the bond as separate but related items. S. Whiting said the difference between the two amounts would only be approximately \$3 million if the fund balance was used. C. Wijeyesinghe responded that they were two related, but distinct concepts for the trustees and public to understand.

S. Patterson said that all of the options for savings only add up to a small percentage of the cost after all the time and energy spent getting to that point in the design. She said she was in favor of the original cost proposal.

C. Brancatella asked the board if there was anyone who had strong feelings about the cost being below \$30 million. L. DiBetta said she had gotten more comfortable with the higher number after looking at the cost of similar-sized projects across the state. She said this is a project to

modernize a 50-year-old building and should be done right. S. Patterson said she asked S. Whiting what the tax implication for the average house in town would be and was told an increase of about \$190 per year.

M. Kissinger recommended that the board work to present a design that caps the bond at \$32 million with a total project cost of \$36 million. He said he was in favor of the geothermal option but how to finance that could be a separate discussion. The board agreed with providing the architects with those general guidelines.

PUBLIC PARTICIPATION

Two attendees addressed the board. A recording of the meeting and the public comment period is available on the library's YouTube channel.

DISCUSSION ON MEETING ROOM RESERVATIONS/ACCESS

The library currently has paused new meeting room reservations until March 12. G. Kirkpatrick said that the library is soliciting feedback from people who are unable to make desired reservations. L. Scoons said that a lot of the feedback she has seen is from groups with existing reservations. She asked if there was some way to have the March 12 date visible in the reservation system.

C. Wijeyesinghe said she wanted to uncouple the pause in reservations from the meeting room policy revisions because she could not promise that the committee would have something ready by the March board meeting. C. Brancatella said the board closed reservations for a reason – a situation had come about that revealed issues with the current policy that needed to be corrected. She asked why the board wouldn't vote to continue the pause without having addressed those issues. She said she did not want to put staff in the position they were faced with prior to the pause. L. Scoons said she felt that part of the reason for the pause was to let everyone take a deep breath and get some data on who is using the space and why.

M. Kissinger said he has heard from some people in the community who are asking why the library would be seeking a multi-million dollar bond while cutting off access to community space. C. Brancatella said it was not the library's responsibility alone to provide community and the rest of the town should be aware there is a need for it.

C. Wijeyesinghe said that it would be a good topic to cover at the board retreat. L. DiBetta suggested communicating the pause to the public in the weekly e-news. C. Brancatella said she wanted the public to understand that any potential changes to the policy are not because of an individual speaker but about the safety of the patrons. G. Kirkpatrick noted that the group in question was fundamentally unprepared to deal with the crowd that night. C. Wijeyesinghe asked that the board pivot from seeing the current situation and the work undertaken as addressing a "problem" to seeing it as an opportunity to re-assess the content of the policy given modern and evolving dynamics. C. Brancatella agreed.

M. Walsh said she has heard from the public how the pause is negatively affecting them and said she was in favor of lifting the restrictions on new meetings while the policy discussion continues.

S. Patterson asked if there was a way to expedite simple meeting room requests that don't involve public interaction. G. Kirkpatrick said he believed that would be considered a content

decision. L. Scoons said that during policy committee talks, she had suggested a similar consideration, but the discussion is ongoing.

G. Kirkpatrick asked the board for additional guidance on two current meeting room bookings.

ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by L. Scoons, the board voted unanimously to adjourn the special meeting at 9:18pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

DRAFT

Treasurer's Report February 2024

Revenue and Expense Report

Interest income is more than \$91,000, far exceeding the budgeted amount, and reflects the positive change in the interest rate environment. We also received a \$10,000 donation from the Standish Family Fund and \$1,000 from the Storchs as well as the Friends of the Library. Expenses are about 3% underbudget, tracking very similarly to last year at this time.

Draft Budget

Included in the packet is a draft budget for FY 2024-2025. The projected levy limit increases by almost \$94,000, or 4.2%. Although the NYS Cap increase is 2.8%, our increase over last year is 4.2% due to underutilizing the cap last year. This draft budget does not include any new positions, or any significant adjustments to supplies and services. We believe that, along with the underlying assumptions, it presents a reasonable plan for the library for the 2024-2025 fiscal year.

Sharon Whiting CPA
District Library Treasurer

CASH & INVESTMENTS SUMMARY

AS OF 1/31/24

	BALANCE					BALANCE
	12/31/2023	RECEIPTS	DISBURSEMENTS	EARNINGS	TRANSFERS	1/31/2024
TD Bank General Fund	774,824.07	14,819.04	(196,103.62)	959.99	178,682.21	773,181.69
TD Bank Payroll	0.00		(131,317.79)	-	131,317.79	0.00
TD Bank Money Market	3,361,815.29	-		8,534.92	(300,000.00)	3,070,350.21
TD Bank Treasury Bill	1,061,087.24		-	4,245.64	-	1,065,332.88
TD Bank Capital Project Fund	64,201.54	-	(40,017.43)		-	24,184.11
TD Bank 6 mo. CD Opened 11/8/23	1,500,000.00			-	-	1,500,000.00
Key Bank Checking	13,752.91	2,005.39	(160.22)		(10,000.00)	5,598.08
TOTAL:	6,775,681.05	16,824.43	(367,599.06)	13,740.55	-	6,438,646.97

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$18,632* of Storch Fund money
*Includes Friends match for 2023

REVENUE & EXPENSE REPORT

7 MONTHS ENDED 1/31/24

FISCAL YEAR 2023-2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 7 MO. ENDED 1/31/2024	Percent YTD 1/31/2024	ANNUAL BUDGET 2022-2023	YTD PRIOR 7 MO. ENDED 1/31/2023	Percent YTD 1/31/2023
Real Property Taxes	4,401,969	4,300,000	97.7%	4,308,076	4,212,642	97.8%
PILOT	241,523	239,259	99.1%	227,724	233,871	102.7%
Fines	3,000	1,503	50.1%	2,000	1,777	88.8%
Interest on Deposits	52,000	91,505	176.0%	6,000	32,903	548.4%
Lost Book Payments	7,500	7,543	100.6%	2,500	6,252	250.1%
Friends of BPL Contributions	-	7,903	0.0%	-	-	0.0%
Gifts and Donations, Misc	4,000	18,471	461.8%	3,500	9,816	280.5%
Photocopier	7,000	6,367	91.0%	6,500	4,015	61.8%
State Aid	26,000	22,830	87.8%	24,500	22,779	93.0%
Grants	-	-	0.0%	-	-	0.0%
Miscellaneous Income	-	516	0.0%	-	375	0.0%
Total Revenue	4,742,992	4,695,897	99.0%	4,580,800	4,524,430	98.8%
EXPENSES						
Salaries	2,547,087	1,412,802	55.5%	2,444,929	1,330,792	54.4%
Retirement	280,440	263,799	94.1%	237,333	232,558	98.0%
Health Insurance	372,300	201,269	54.1%	364,700	221,468	60.7%
Other Benefits	227,365	131,313	57.8%	219,538	119,712	54.5%
Subtotal Salaries & Benefits	3,427,192	2,009,183	58.6%	3,266,500	1,904,530	58.3%
Library Materials - Print	292,000	150,319	51.5%	290,000	119,882	41.3%
Library Materials - Electronic & Audio	283,000	131,361	46.4%	296,000	116,968	39.5%
Subtotal Library Material	575,000	281,680	49.0%	586,000	236,849	40.4%
Operations	605,800	318,430	52.6%	593,300	285,962	48.2%
Capital Expenditures	100,000	11,023	11.0%	100,000	7,827	7.8%
Contingency	35,000	-		35,000	-	
Total Expenses	4,742,992	2,620,316	55.2%	4,580,800	2,435,167	53.2%

EXPENSES REPORT - DETAIL

7 MONTHS ENDED 1/31/24

FISCAL YEAR 2023 - 2024

	ANNUAL BUDGET 2023-2024	YTD ACTUAL 7 MO. ENDED 1/31/2024	Percent YTD 1/31/2024	ANNUAL BUDGET 2022-2023	YTD PRIOR 7 MO. ENDED 1/31/2023	Percent YTD 1/31/2023
Salaries & Benefits						
Salaries-Librarians	1,178,184	709,597	60.2%	1,174,134	657,720	56.0%
Salaries-Support Staff	1,190,063	599,213	50.4%	1,108,487	577,489	52.1%
Salaries-Custodians	178,840	103,992	58.1%	162,308	95,582	58.9%
Subtotal Salaries	2,547,087	1,412,802	55.5%	2,444,929	1,330,792	54.4%
Retirement	280,440	263,799	94.1%	237,333	232,558	98.0%
Health Ins.	372,300	201,269	54.1%	364,700	221,468	60.7%
SocSec/Medicare	194,865	104,721	53.7%	187,038	98,352	52.6%
Worker's Comp.	20,000	14,829	74.1%	20,000	17,194	86.0%
Unemployment	10,000	11,083	110.8%	10,000	2,898	29.0%
Disability Ins.	2,500	679	27.1%	2,500	1,267	50.7%
Subtotal Salaries & Benefits	3,427,192	2,009,183	58.6%	3,266,500	1,904,530	58.3%
Library Materials						
Adult books	171,000	96,770	56.6%	171,000	77,014	45.0%
Periodicals	21,000	7,988	38.0%	19,000	7,946	41.8%
YS Books	85,000	34,740	40.9%	85,000	29,767	35.0%
Special Collections	15,000	10,820	72.1%	15,000	5,155	34.4%
Subtotal Print Materials	292,000	150,319	51.5%	290,000	119,882	41.3%
Audiobooks	20,000	11,497	57.5%	23,000	11,754	51.1%
E-Collections	196,000	81,832	41.8%	196,000	68,120	34.8%
Electronic Resources	31,000	22,909	73.9%	27,000	19,532	72.3%
YS Audiobooks	4,000	2,047	51.2%	5,000	2,658	53.2%
YS Media	2,000	1,069	53.5%	5,000	980	19.6%
AS Media	30,000	12,007	40.0%	40,000	13,923	34.8%
Subtotal Electronic & Audio	283,000	131,361	46.4%	296,000	116,968	39.5%
Subtotal Library Materials	575,000	281,680	49.0%	586,000	236,849	40.4%
Operations						
Copiers and supplies	15,000	5,483	36.6%	15,000	5,772	38.5%
Office supplies	20,000	6,582	32.9%	20,000	6,640	33.2%
Custodial supplies	20,000	10,118	50.6%	26,000	6,715	25.8%
Postage	22,000	9,787	44.5%	20,000	10,733	53.7%
Printing & Marketing	35,000	18,571	53.1%	35,000	11,689	33.4%
Van lease & oper.	4,000	1,159	29.0%	4,000	440	11.0%
Gas and Electric	75,000	39,081	52.1%	65,000	52,057	80.1%
Telecom & Cloud Svcs	24,000	13,301	55.4%	14,000	13,599	97.1%
Water	3,000	1,498	49.9%	3,000	2,098	69.9%
Taxes-sewer & water	3,400	2,871	84.4%	3,400	3,336	98.1%
Refund property taxes	5,000	1,072	21.4%	7,500	49	0.7%
Prof. Services	30,000	17,350	57.8%	30,000	5,728	19.1%
Contract Services	50,000	8,524	17.0%	45,000	7,238	16.1%
Insurance	30,000	32,387	108.0%	29,000	28,305	97.6%
Bank Fees	1,400	848	60.6%	1,400	948	67.7%
Travel/Conference	3,500	3,445	98.4%	3,000	2,182	72.7%
Memberships	3,000	545	18.2%	3,000	1,995	66.5%
Special Programs	35,000	26,869	76.8%	32,000	8,362	26.1%
Furniture & Equipment	30,000	9,646	32.2%	40,000	6,563	16.4%
IT Hardware & Software	50,000	26,914	53.8%	42,000	20,269	48.3%
Bld & Grnd. Repair	40,000	10,575	26.4%	40,000	4,856	12.1%
Furn/Equip Repair	2,000	2,870	143.5%	2,000	(76)	-3.8%
Miscellaneous	6,500	3,593	55.3%	6,000	4,584	76.4%
Audit Service	24,000	19,250	80.2%	24,000	22,900	95.4%
Accounting Service	20,000	19,419	97.1%	30,000	33,278	110.9%
UHLAN fees	54,000	26,672	49.4%	53,000	25,701	48.5%
Subtotal Operations	605,800	318,430	52.6%	593,300	285,962	48.2%
Capital Expenditures	100,000	11,023	11.0%	100,000	7,827	7.8%
Contingency	35,000	-	0.0%	35,000	-	0.0%
TOTAL	4,742,992	2,620,316	55.2%	4,580,800	2,435,167	53.2%

DISBURSEMENTS SUMMARY

CHECKS DISBURSED IN JANUARY 2024 BASED ON PRE-APPROVAL	\$	57,992.55
CHECKS DISBURSED IN JANUARY 2024 RELATING TO PAYROLL	\$	192,192.10
CHECKS BEING SUBMITTED FOR APPROVAL	\$	137,994.28
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 26: PREAPPROVED DISB (JAN 24) For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41747	01/04/2024	1424	AFLAC NEW YORK		220.04
41748	01/04/2024	1831	CDPHP UNIVERSAL BENEFITS, INC.		33,777.66
41749	01/04/2024	2395	CSEA EMPLOYEE BENEFIT FUND		192.13
41750	01/04/2024	2340	T-MOBILE	240018	895.35
41751	01/04/2024	2061	UNITED HEALTHCARE INSURANCE CO		168.67
41754	01/15/2024	1224	GEOFFREY KIRKPATRICK	240335	488.00
41755	01/15/2024	423	NYS UNEMPLOYMENT INS		6,492.16
41756	01/15/2024	1161	TOWN OF BETHLEHEM	240331	2,870.95
41757	01/15/2024	1607	VERIZON BUSINESS FIOS	240003	199.99
41759	01/23/2024	1955	ANNE MARIE COLETTA	240357	347.00
41760	01/23/2024	2426	JPMORGAN CHASE BANK NA	*See Detail Report	435.28
41761	01/23/2024	1607	VERIZON BUSINESS FIOS	240003	159.79
41762	01/25/2024	1570	NATIONAL GRID		4,928.73
41763	01/25/2024	2475	ROBERT WEATHERBY	240366	347.00
41764	01/25/2024	1607	VERIZON BUSINESS FIOS	240003	124.99
41765	01/25/2024	1607	VERIZON BUSINESS FIOS	240003	159.79
41766	01/25/2024	720	MVP HEALTH PLAN, INC.		6,185.02
Number of Transactions: 17				Warrant Total:	57,992.55
				Vendor Portion:	57,992.55

*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 - 27: TRUST & AGENCY (JAN 24) For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41753	01/12/2024	712	CIVIL SERVICE EMPL ASSOC INC.		904.59
41758	01/26/2024	712	CIVIL SERVICE EMPL ASSOC INC.		904.59
100845	01/12/2024	709	BPL SPECIAL PAYROLL ACCOUNT		65,616.21
100846	01/12/2024	710	NYS INCOME TAX BUREAU		3,718.80
100847	01/12/2024	1946	IRS - PAYROLL TAX PMT		20,880.20
100848	01/12/2024	2003	NEW YORK STATE DEFERRED		3,167.55
100849	01/26/2024	709	BPL SPECIAL PAYROLL ACCOUNT		65,701.58
100850	01/26/2024	710	NYS INCOME TAX BUREAU		3,731.76
100851	01/26/2024	730	NYS EMPLOYEES RETIREMENT SYSTE		3,625.28
100852	01/26/2024	1946	IRS - PAYROLL TAX PMT		20,994.70
100853	01/26/2024	2003	NEW YORK STATE DEFERRED		2,946.84
Number of Transactions: 11				Warrant Total:	192,192.10
				Vendor Portion:	192,192.10

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 - 28: BILL SCHEDULE (FEB 24) For Dates 2/13/2024 - 2/13/2024**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41771	02/13/2024	30	ALBANY PUBLIC LIBRARY-MAIN BR	*See Detail Report	159.95
41772	02/13/2024	2420	AMAZON CAPITAL SERVICES INC	240350	5,433.31
41773	02/13/2024	2457	AQUATIC ALLIES	*See Detail Report	510.93
41774	02/13/2024	77	BAKER & TAYLOR , INC.	*See Detail Report	29,709.43
41775	02/13/2024	1186	BAKER AND TAYLOR ENTERTAINMENT	*See Detail Report	100.41
41776	02/13/2024	1681	BERNE PUBLIC LIBRARY	240306	25.00
41777	02/13/2024	719	BETHLEHEM CENTRAL SCHOOL DIST	*See Detail Report	2,193.73
41778	02/13/2024	89	BETHLEHEM CHAMBER OF COMMERCE	240378	830.00
41779	02/13/2024	103	BRODART INC	*See Detail Report	2,550.15
41780	02/13/2024	2472	CARE PROMOTIONS INC.	240328	258.70
41781	02/13/2024	1693	CASTLETON PUBLIC LIBRARY	240372	16.99
41782	02/13/2024	1771	CLCD, LLC	*See Detail Report	1,182.50
41783	02/13/2024	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	240005	288.09
41784	02/13/2024	2428	DANIEL MAY	240280	40.00
41785	02/13/2024	1220	DEMCO, INC	*See Detail Report	410.24
41786	02/13/2024	1991	EASTERN MANAGED PRINT NETWORK LLC	240007	256.66
41787	02/13/2024	195	EBSCO INFORMATION SERVICES	240312	3,070.50
41788	02/13/2024	1986	FIRSTLIGHT FIBER	240008	380.45
41789	02/13/2024	2272	GLOBAL EQUIPMENT COMPANY INC.	240365	1,398.72
41790	02/13/2024	2471	HEARING LOOPS UNLIMITED LLC	240377	4,860.00
41791	02/13/2024	2474	JIM KETCHAM AS MARK TWAIN	240356	150.00
41792	02/13/2024	2322	KANOPY INC.	240016	1,468.00
41793	02/13/2024	2261	LIBRARY IDEAS, LLC	240339	43.96
41794	02/13/2024	1024	MIDWEST TAPE LLC	*See Detail Report	3,385.42
41795	02/13/2024	2148	NORTHEAST PEST CONTROL	*See Detail Report	528.00
41796	02/13/2024	2088	NYSID	240043	50.15
41797	02/13/2024	1823	OVER DRIVE INC.	240386	115.00
41798	02/13/2024	2460	PARK PLAYHOUSE, INC.	240198	500.00
41799	02/13/2024	450	PHILLIPS HARDWARE INC	240013	87.59
41800	02/13/2024	2430	PLAYAWAY PRODUCTS LLC	*See Detail Report	638.63
41801	02/13/2024	1210	PROQUEST LLC	240315	2,550.47
41802	02/13/2024	478	QUILL.COM	240322	31.18
41803	02/13/2024	1661	RCS COMMUNITY LIBRARY	240369	18.99
41804	02/13/2024	2058	RENSSELAER PUBLIC LIBRARY	*See Detail Report	50.00
41805	02/13/2024	1490	REPEAT BUSINESS	240056	45.83
41806	02/13/2024	984	RESERVE ACCOUNT-PITNEY BOWES	240337	1,500.00
41807	02/13/2024	505	ROEMER WALLENS GOLD & MINEAUX	240321	2,166.00
41808	02/13/2024	2282	ROGER HELD PIANO SERVICE	240342	120.00
41809	02/13/2024	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	956.85
41810	02/13/2024	2154	STERICYCLE, INC.	240010	41.88
41811	02/13/2024	2340	T-MOBILE	240018	874.28
41812	02/13/2024	2307	TRANE U.S. INC.	*See Detail Report	14,955.00
41813	02/13/2024	1722	TROY PUBLIC LIBRARY-MAIN BRANCH	240319	8.99
41814	02/13/2024	2328	UNIFIRST CORPORATION	240011	385.92
41815	02/13/2024	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	39,842.31
41816	02/13/2024	638	VALUE LINE PUBLISHING LLC	240336	3,100.00

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 28: BILL SCHEDULE (FEB 24) For Dates 2/13/2024 - 2/13/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
41817	02/13/2024	2258	VENTFORT HALL MUSEUM & GUIDED AGE MANSION	240373	125.00
41818	02/13/2024	1968	VERIZON WIRELESS	240004	100.47
41819	02/13/2024	2473	VIRTUIT SYSTEMS, INC.	240349	2,563.53
41820	02/13/2024	645	W W GRAINGER INC	240012	1,379.13
41821	02/13/2024	2015	WATERVLIET PUBLIC LIBRARY	240353	15.99
41822	02/13/2024	1593	WILLIAM K. SANFORD LIBRARY	240352	19.95
41823	02/13/2024	2423	YOUNG LANDSCAPES LLC	240169	6,500.00
Number of Transactions: 53				Warrant Total:	137,994.28
				Vendor Portion:	137,994.28

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

Certification of Warrant

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

_____	_____	_____
Date	Signature	Title

[illegible]

Director's Report February 2024

Buildings and Grounds

The resurfacing of the plaza has been an unmitigated success. The maintenance staff report far less icing and dramatically easier clearing. We will continue to monitor the situation as we move toward spring.

Public Services

BCHS mid-term exams brought many teens to the library looking for study space the last two weeks of January. Our study rooms, carrels and tables were full most of the week. We had waitlists to use our study rooms, which happens very rarely these days. The Community and Board Rooms were also set up as Study Hall, but, surprisingly, weren't used very much.

We are looking to increase the availability of the Studio Makerspace. To that end, John L. has begun training librarians on how to use the 3D Printer and conduct orientations. Sarah R. and Robert W. received initial training this month.

Volunteers continue to assist at various afternoon programs. One teen volunteer assisted at Luke's *Fun with Fuse Beads* program on Jan. 15 and was a great help in managing the large crowd, working the ironing station and post-program cleanup. Another teen volunteer assisted at *Paws to Read* on Jan. 29. The volunteer kept attendance, helped to greet families coming into the new meeting space and cleaned up books, chairs and signage.

We also continue to have a teen volunteer come in on most Saturdays who has been extremely helpful in preparing program materials.

The BCHS student intern programs continues this spring with two students working two days each.

Program Highlights

Bethlehem Film Club (1/21) – We're partnering with the Bethlehem High School's Film Club to show films and offer a post-film discussion for teens and adults. The first film screened in this ongoing series was "The Truman Show." Attendance: 10.

Book Page Wreaths (1/14) – We reduced, reused and recycled by turning older, unwanted books into beautiful wreaths for home decoration. There was a lot of interest in this program and the waitlist was full. Attendance was limited by the supplies on hand and the number of glue guns available for use. Intentionally scheduled as a weekend program to make it more accessible to working adults, the program seemed to work better for participants than weeknight craft programs do. Attendance: 20

Dark Corners Book Discussion Group (1/10) – "Bright Young Women" by Jessica Knoll was discussed. Sarah ran this discussion. We had a slightly smaller crowd this month but an excellent

discussion about the combination of truth vs. fiction that was displayed in this novel. We viewed some actual news clippings from the real event and compared these with how the events were portrayed in the book. The attendees appreciated this book's take on a famous crime due to its focus on the victims, rather than the perpetrator. Attendance: 6

DIY Dried Orange Mobile (1/18) – Craft program inviting participants to create a citrus decor piece to brighten up a gloomy January. Attendance: 7



Dungeons & Dragons for Adults (1/9) – The library hosted a Dungeons & Dragons roleplaying game series where participants have an opportunity to meet new people and let their imaginations bloom. All materials are provided and beginners are welcome. The group welcomed two new members and is back at capacity. Attendance: 7

Weekly Series

Tiny Tots (8 sessions) – Attendance from 22-45 participants per session.

Music & Movement (7 sessions) – Attendance from 60-70 participants per session.

Family/Pre-K Storytime (7 sessions) – Attendance from 20-40 participants per session.

Saturday Storytime Series

Saturday Storytime – 1/13. Attendance: 40

Saturday Storytime – 1/20. Attendance: 32

Sensory Storytime Series

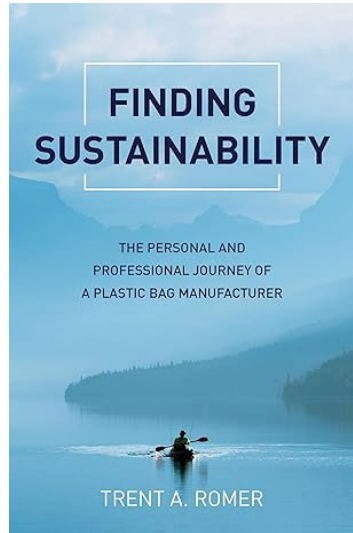
Sensory Storytime – 1/12, 10am. Attendance: 18

Sensory Storytime – 1/12, 11am. Attendance: 7

Sensory Storytime – 1/26, Attendance: 18

Fun with Fuse Beads (1/15) – Very popular drop-in craft program for children. Colorful plastic fuse beads were used to make pictures, geometric patterns, and other fun creations. We used a hot iron to fuse the bead creations together. Designs were available, but many used their imaginations and made their own. Attendance: 49

Local Author Talk with Trent Romer (1/17) – Trent Romer is a sustainability expert, author, and TEDx speaker who spent 30 years in the plastic bag manufacturing industry before serving as a sustainability operating partner for a private equity firm. His latest book, “This Is Our Home,” is written for people who want to move in a more sustainable direction but feel overwhelmed by the challenge. Trent offered an informative, well-received presentation followed by a question-and-answer session. Attendance: 19



LongReads (1/11) – This was a general interest meeting for a new book discussion group. *LongReads* will focus on books over 600 pages, with a longer reading period than most book clubs. Those interested were invited to help decide how often to meet and help pick out the first books. While there weren't many attendees at the meeting, several patrons reached out to express interest in this new book discussion group. The first book has been chosen and the first meeting will be held in April. Attendance: 6

Look to the Skies: Earth's Closest Neighbor - The Moon! (1/27) – Director Melanie Evans from the Dudley Observatory at Siena College led an exploration of the moon for kids. Participants learned about the lunar phases and what makes the moon so weird and wonderful. We created a lunar phase mobile, made moon craters with scale-model meteors and iron filings, and designed a unique moon medallion. Attendance: 29

Marshmallow Snowmen (1/19) – Children were invited to use marshmallows, pretzel sticks, and more, to build and decorate their own edible snowman. Some even made entire families! Many of the children enjoyed eating their creations after they were finished. We had a large crowd for this program and the children and caregivers had a lot of fun. Attendance: 27



Tech Tuesday: Get to Know Udemy (1/23) – Participants were invited to an overview of Udemy, one of the library’s subscription databases. The program covered how to register for and access the platform, a live demo of the registration process, and an overview of available content. Participants were also provided with a guide on how to login to the Udemy app, which is a bit of an unintuitive process. Attendance: 13

The Snowy Day (1/4) – A special story-time program featuring “The Snowy Day” by Ezra Jack Keats. In addition to reading the book, participants danced and twirled around with white tulle circles, an excellent manipulative for kids of all ages and abilities to experiment and play. Attendance: 32

Spice Sharing: Cardamom (1/25) – Spice sharing program where participants pick up a sample packet of the spice, along with a few recipes that feature it. Then meet to discuss their experience and share recipes. Attendees are welcome to bring samples of what they made, but it is not necessary to participate. This series has a group of regulars who really seem to enjoy the conversation and look forward to the next spices. According to the organizing librarian, this was “the best spice sharing event yet” and brought in a few new people. Attendance: 13

Stay & Play (1/2) – The weather outside may be frightful, so we had a special indoor playtime in our community room for little ones. We had an assortment of toys, blocks, coloring, and a simple craft available. Kids and grownups trickled in and out over the course of an hour and a half. Many of them mentioned how much they liked the option of an open playtime at the library. Attendance: 42

Coffee with a Cop (1/13) – We welcomed two officers from the Bethlehem Police Department to the Library so that patrons could speak with them about public safety concerns and ask questions. The library provided light refreshments. Everyone who attended expressed how grateful they were that we partnered with the BPD. Attendance: 13

Upcoming Program

We are once again partnering with the Town of Bethlehem Parks & Recreation to offer programming at the Pit after-school program at the Bethlehem Middle School. We'll be attending the Pit every other Wednesday Feb. 14 through May 8.

Outreach

Winter Carnival at Elm Avenue Park (1/27) – The Library participated in the Town of Bethlehem's annual Winter Carnival at Elm Avenue Park. Rachael C. represented the library, bringing crafts and giveaway prizes including coupons for a free children's book. It was a fun outreach event and Rachael C. had a good time talking to the kids, helping them with their crafts, and connecting with parents. Attendance: 154

Circulation and Technical Services

Hoopla use was up 13% from last month and 28% over January 2023. There were 1,707 checkouts by 451 patrons, this was the single highest monthly use since we started using the program in April 2020.

Meetings and miscellany

Hearing loops have been installed at the three service desks. These work with telecoil-enabled hearing aids, cochlear implants and some external devices. Hearing loops send sound directly to the telecoil while eliminating background noise and providing conversation privacy. Thanks to Phil for getting this project completed so quickly.

Sarah R. attended the UHLS Directors' Association Meeting as a representative of the UHLS Equity Committee to help launch a system-wide Equity Challenge, a project that the Committee has been working on for about 1.5 years. Sarah presented on equity challenges in library programs and staff development and offered resources for meeting those challenges.

Geoffrey Kirkpatrick, Library Director

Library Collection				2022-23	Current Total
Adult fiction				27,254	28,616
Adult non-fiction				29,671	30,133
Adult audio				5,713	5,523
Adult video				8,387	8,419
Young adult fiction				5,084	4,964
Young adult nonfiction				650	675
Young adult audiobooks				486	501
Children's fiction				29,443	30,360
Children's non-fiction				15,860	16,055
Children's audiobooks				1,620	1,618
Children's video				1,314	1,311
OverDrive - UHLS Shared				120,043	127,466
e-magazines				4,710	5,088
Electronic (games, ereaders)				405	424
Total				250,640	261,153
Library Programs	Jan-24	Jan-23	% change	2022-23	F-Y-T-D
Programs	78	55	41.8%	667	510
Program attendance	1,756	1,410	24.5%	17,832	14,462
Outreach Programs	3	4	-25.0%	91	52
Outreach Attendance	188	255	-26.3%	11,899	9,214
Circulation	Jan-24	Jan-23	% change	2022-23	F-Y-T-D
Adult fiction	14,329	13,482	6.3%	157,456	97,320
Adult non-fiction	7,714	7,454	3.5%	84,784	49,908
Adult audio	6,161	4,920	25.2%	56,558	39,016
Adult video	6,459	6,646	-2.8%	71,154	41,817
Magazines	3,232	1,563	106.8%	16,307	17,191
Young adult fiction	1,472	1,351	9.0%	17,774	10,638
Young adult nonfiction	123	127	-3.1%	1,792	1,002
Young adult audiobooks	315	201	56.7%	2,844	2,023
Children's fiction	11,953	11,958	0.0%	147,150	88,233
Children's non-fiction	3,419	3,329	2.7%	37,799	21,318
Children's audiobooks	1,332	1,231	8.2%	14,929	9,404
Children's video	496	470	5.5%	6,330	3,818
Electronic (games, ereaders)	788	717	9.9%	7,669	5,012
Total	57,793	53,449	8.1%	621,402	386,700
Interlibrary Loan	Jan-24	Jan-23	% change	2022-23	F-Y-T-D
Borrowed from others	6,625	6,630	-0.1%	73,725	43,576
Loaned to others	5,190	4,637	11.9%	53,319	32,152
Miscellaneous	Jan-24	Jan-23	% change	2022-23	F-Y-T-D
Visits to our home page	34,550	34,812	-0.8%	418,101	292,233
Public use of meeting rooms	34	48	-29.2%	473	240
Public meeting attendance	408	682	-40.2%	5,695	2,950
Staff use & library programs	74	65	13.8%	714	481
Study room sessions	468	486	-3.7%	4,290	2,654
Tech room/ Studio use	10	10	0.0%	125	57
Door count	19,016	17,369	9.5%	194,334	125,963
Registered BPL borrowers	77	125	-38.4%	1,085	636
Computer signups	1,218	1,057	15.2%	13,008	8,284
Museum Pass use	43	58	-25.9%	1,192	804
E-book use	7,036	5,988	17.5%	67,186	43,352
E-audiobook use	5,490	4,282	28.2%	49,297	34,819
E-magazine use	2,963	1,289	129.9%	12,862	15,491
Streaming video use	1,897	1,672	13.5%	14,758	10,168
BCSD use via Overdrive	222	193	15.0%	1,549	924
Equipment	314	277	13.4%	3,867	2,497
Wireless Use	8,143	9,987	-18.5%	127,768	67,523

**Bethlehem Public Library
Draft Budget
2024-2025**

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EXPENSES	2022-2023 Budget	2022-2023 Actual Results	2023-2024 Budget	6 Months Actual	2024-2025 Proposed Budget	Increase (Decrease)	% Change	Notes
Salaries & Benefits								
-150 Librarians	\$1,174,134	\$1,137,381	\$1,178,184	\$617,222	\$1,252,089	\$73,905	6.27%	3.5% turnover allow. included, support staff postions converted to librarians
-160 Support Staff	\$1,108,487	\$1,010,895	\$1,190,063	\$517,733	\$1,226,399	\$36,336	3.05%	3.5% turnover allow. included, positions converted to librarians
-170 Custodians	\$162,308	\$166,341	\$178,840	\$90,387	\$188,505	\$9,665	5.40%	1% turnover allow. included
-200 Retirement	\$237,333	\$240,368	\$280,440	\$263,799	\$324,242	\$43,802	15.62%	Cost estimate received from NYS Comptroller
-210 Soc Sec/Medicare	\$187,038	\$168,670	\$194,865	\$91,054	\$206,465	\$11,600	5.95%	Proportional change
-220 Worker's Comp	\$20,000	\$12,370	\$20,000	\$14,829	\$20,000	\$0	0.00%	Estimated
-230 Unemp. Insurance	\$10,000	\$9,072	\$10,000	\$4,591	\$10,000	\$0	0.00%	Estimated
-240 Health Insurance	\$364,700	\$357,684	\$372,300	\$168,182	\$398,000	\$25,700	6.90%	Assumes 10% increase @1/1/2025
-250 Disability Insurance	\$2,500	\$1,267	\$2,500	\$679	\$2,500	\$0	0.00%	Stable
Total-Salaries & Benefits	\$3,266,500	\$3,104,048	\$3,427,192	\$1,768,476	\$3,628,200	\$201,008	5.87%	Overall increase in salaries is 4.7%
Library Materials								
-300 Books	\$171,000	\$139,189	\$171,000	\$90,506	\$171,000	\$0	0.00%	Funding sufficient for current materials
-305 Audio Books (physical)	\$23,000	\$22,848	\$20,000	\$11,219	\$20,000	\$0	0.00%	Continued shift to downloadable audiobooks
-307 E-collections	\$196,000	\$224,284	\$196,000	\$66,875	\$201,000	\$5,000	2.55%	Increase in downloadable streaming materials- Overdrive, Canopy, Hoopla
-310 Electronic Resources	\$27,000	\$41,744	\$31,000	\$22,909	\$31,000	\$0	0.00%	Stable
-313 Periodicals	\$19,000	\$11,567	\$21,000	\$7,988	\$18,000	(\$3,000)	-14.29%	Includes e-magazines (Flipster), subscription increases
-350 Children's Books	\$85,000	\$62,450	\$85,000	\$33,835	\$85,000	\$0	0.00%	Stable
-355 Children's Audio Books	\$5,000	\$5,340	\$4,000	\$2,047	\$4,500	\$500	12.50%	Continued shift to downloadable audiobooks, increase in pricing
-356 Children's Media	\$5,000	\$1,951	\$2,000	\$106	\$2,500	\$500	25.00%	Increase in video game prices
-370 Special Collections	\$15,000	\$13,351	\$15,000	\$6,836	\$20,000	\$5,000	33.33%	Increase in accessories, museums passes, replacement costs, etc.
-380 Media	\$40,000	\$22,561	\$30,000	\$10,703	\$22,000	(\$8,000)	-26.67%	Decreased demand due to streaming, purchasing fewer extra DVD copies
Total-Materials	\$586,000	\$545,285	\$575,000	\$253,024	\$575,000	\$0	0.00%	
Operations								
-400 Photocopiers/Supplies	\$15,000	\$11,643	\$15,000	\$4,255	\$15,000	\$0	0.00%	Stable
-401 Office Supplies	\$20,000	\$13,467	\$20,000	\$5,429	\$20,000	\$0	0.00%	Estimate based on prior year
-402 Custodial Supplies	\$26,000	\$17,569	\$20,000	\$9,217	\$20,000	\$0	0.00%	Stable
-403 Postage	\$20,000	\$17,215	\$22,000	\$8,926	\$22,000	\$0	0.00%	Stable
-404 Printing & Marketing	\$35,000	\$27,692	\$35,000	\$12,082	\$43,200	\$8,200	23.43%	Includes Patron Point software, offset by lower estimates of other costs
-405 Van Operation	\$4,000	\$571	\$4,000	\$1,159	\$4,000	\$0	0.00%	Planned van maintenance
-420 Gas & Electric	\$65,000	\$74,959	\$75,000	\$34,152	\$75,000	\$0	0.00%	Stable
-421 Telecomm & Cloud Services	\$14,000	\$26,519	\$24,000	\$11,186	\$24,000	\$0	0.00%	Stable
-422 Water	\$3,000	\$3,169	\$3,000	\$1,498	\$3,000	\$0	0.00%	
-423 Taxes-Sewer & Water	\$3,400	\$3,336	\$3,400	\$0	\$3,500	\$100	2.94%	
-430 Refund of Real Property Taxes	\$7,500	\$99	\$5,000	\$0	\$5,000	\$0	0.00%	Usually a result of an error on Star credit
-450 Professional Services	\$30,000	\$39,634	\$30,000	\$15,800	\$40,000	\$10,000	33.33%	Includes attorney fees and contract negotiations
-451 Contractual Services	\$45,000	\$42,571	\$50,000	\$7,717	\$50,000	\$0	0.00%	Includes HVAC, plowing, and elevator maintenance contracts
-452 Insurance	\$29,000	\$25,739	\$30,000	\$32,387	\$35,000	\$5,000	16.67%	Projecting an increase
-453 Bank Fees	\$1,400	\$1,566	\$1,400	\$724	\$1,700	\$300	21.43%	Fees associated with credit card processing
-454 Travel & Conferences	\$3,000	\$3,387	\$3,500	\$2,263	\$3,500	\$0	0.00%	
-455 Memberships	\$3,000	\$3,789	\$3,000	\$545	\$3,000	\$0	0.00%	
-456 Special Programs	\$32,000	\$25,829	\$35,000	\$24,197	\$42,000	\$7,000	20.00%	Reclass Friends contrib. for programs to income, increase in programing
-460 Furniture & Equipment	\$40,000	\$28,523	\$30,000	\$5,421	\$30,000	\$0	0.00%	Estimate based on prior year
-461 IT Hardware & Software	\$42,000	\$45,637	\$50,000	\$24,935	\$50,000	\$0	0.00%	Upgrades to hardware and replacements as needed, software
-462 Building & Grounds Repairs	\$40,000	\$24,676	\$40,000	\$1,644	\$40,000	\$0	0.00%	Carpet cleaning, seal coat, bulbs, supplies
-463 Equipment/Furniture Repairs	\$2,000	\$290	\$2,000	\$2,870	\$3,000	\$1,000	50.00%	Maintenance equipment repairs
-464 Miscellaneous	\$6,000	\$10,818	\$6,500	\$2,436	\$6,500	\$0	0.00%	Incidentals, paymts to other libraries for lost books, offset by lost book revenue

Bethlehem Public Library

Draft Budget

2024-2025

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-481 Audit Services	\$24,000	\$22,900	\$24,000	\$18,000	\$25,000	\$1,000	4.17% Audit fees and actuary fees for GASB/OPEB report
-482 Accounting Services	\$30,000	\$33,521	\$20,000	\$19,419	\$22,000	\$2,000	10.00% Increased fees
485 UHLAN Fees & Services	\$53,000	\$53,385	\$54,000	\$26,672	\$57,500	\$3,500	6.48% Planned increase in library system fees
-490 Capital Expenditures	\$100,000	\$18,801	\$100,000	\$0	\$100,000	\$0	0.00% Upgrades and building needs
-495 Contingency	\$35,000	\$0	\$35,000	\$0	\$35,000	\$0	0.00% Unforeseen emergencies
Total-Operations	\$728,300	\$577,305	\$740,800	\$272,934	\$778,900	\$38,100	5.14%
TOTAL EXPENSES	\$4,580,800	\$4,226,638	\$4,742,992	\$2,294,434	\$4,982,100	\$239,108	5.04%
INCOME							
PILOT	\$227,724	\$233,871	\$241,523	\$239,259	\$239,000	(\$2,523)	-1.04% Estimate received from BCSD
State Aid	\$24,500	\$25,309	\$26,000	\$22,830	\$26,000	\$0	0.00% Estimated state aid
Interest	\$6,000	\$127,052	\$52,000	\$82,010	\$90,000	\$38,000	73.08% Rates expected to be high through 2024, conservative est.
Fines	\$2,000	\$2,699	\$3,000	\$1,261	\$3,000	\$0	0.00% Fines for musuem passes and library of things
Photocopiers	\$6,500	\$9,170	\$7,000	\$5,759	\$8,000	\$1,000	14.29% Photocopier charges
Lost book payments	\$2,500	\$10,133	\$7,500	\$5,823	\$8,500	\$1,000	13.33% Charges for lost or damaged items
Friends Contributions	\$0	\$0	\$0	\$6,903	\$7,000	\$7,000	0.00% Reclass Friends contributions to income
Gifts and donations	\$3,500	\$10,600	\$4,000	\$7,415	\$8,000	\$4,000	100.00% Estimate based on past experience
Miscellaneous	\$0	\$1,016	\$0	\$516	\$500	\$500	0.00% Nonresident library card fees, misc other
TOTAL INCOME	\$272,724	\$419,850	\$341,023	\$371,776	\$390,000	\$48,977	14.36%
Total Expenses	\$4,580,800	\$4,226,638	\$4,742,992	\$2,294,434	\$4,982,100	\$162,192	5.04%
Total Income	\$272,724	\$419,850	\$341,023	\$371,776	\$390,000	\$68,299	14.36%
Total Levy (expenses less income)	\$4,308,076	\$4,308,564	\$4,401,969	\$1,922,658	\$4,592,100	\$93,893	4.32%
Actual expenses less income		\$3,806,788					
Surplus		\$501,776					
NYS Cap Limit- official	\$4,353,640		\$4,474,499		\$4,599,930		2.80%
Unused Cap	\$45,564		\$72,530		\$7,830		

BOARD RESOLUTION

MOTION, THAT THE BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF FUNDS FROM THE OPERATING FUND TO THE CAPITAL PROJECTS FUND, AS NEEDED, TO COVER DESIGN DEVELOPMENT FEES AS PER THE CONTRACT. TOTAL AMOUNT NOT TO EXCEED \$750,000.

ACTION OF THE BOARD:_____

MOTION PRESENTED BY:_____

MOTION SECONDED BY:_____

DATED:_____

Connections to WiFi

138,187 

Database searches

25,922

Consumer Reports

22,257

Ancestry & HeritageQuest

5,010

Value Line & Morningstar

1,987

Novelist & CLCD

Items checked out

↑
up
8%

books, CDs,
DVDs, etc.

+

35

eBooks,
eAudio, video,
eMags, etc.

↑
up
15%

physical items

digital content

481,366 + 161,100 = 642,466



Total collection items

251,909

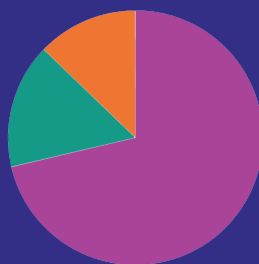
2023 ANNUAL REPORT BETHLEHEM PUBLIC LIBRARY

Library staff



\$4.7M

2023-2024 Budget



● Personnel: \$3,410,192
● Operations: \$740,800
● Materials: \$575,000

*view full budget online at
www.bethlehempubliclibrary.org

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Programs

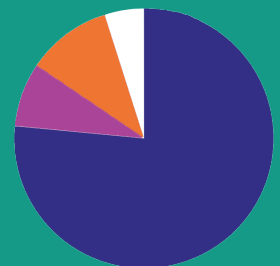
782 117 42

In-house - Outreach - Virtual

36,936

Total program attendance

Digital checkouts



● Libby: 125,222
● Kanopy: 13,110
● Hoopla: 17,334
● Flipster: 5,434

Library visits

212,189

Population: 28,631



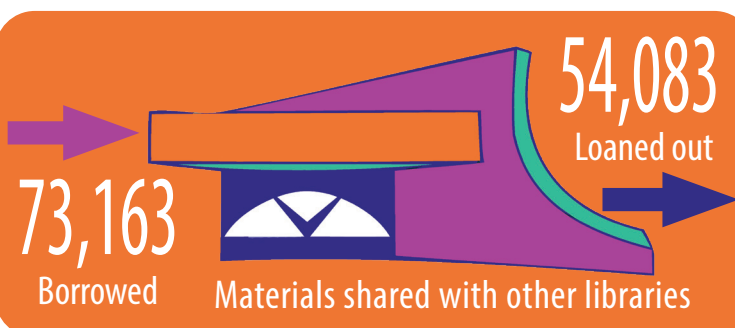
Cardholders: 21,880

? 59,935 ?
Questions answered



3,278

Social media followers



AND MORE ...

- The library continues to solicit public input for a proposed project to update the 50-year-old library building. Architects complete a schematic design based on the feedback.
- A partnership with Bethlehem Historical Association brings in well-attended programs each month about local history.
- Outreach and community partnerships make the library a visible presence at the farmers market and other townwide events.
- The Library Speakers Consortium allows cardholders to attend virtual talks with bestselling authors.

451 DELAWARE AVE., DELMAR

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Instructions

Thank you for undertaking the work of the Equity Challenge. The Equity Committee has identified eight areas of library operations and compiled action items and resources in each area to help your library become a more inclusive, equitable institution. To begin, please sign and return this [Memorandum of Intention](#) by April 5th 2024.

You are welcome to work on the eight areas in any order. We have created [this chart](#) to help you keep track of your work. Each area has its own tab. Please make a copy if you opt to use it. Once you have completed the actions in an area, submit a copy of the corresponding spreadsheet located on the Equity Challenge homepage to equity@uhls.org.

Upper Hudson has identified funds to support the work of libraries that undertake this challenge. Five hundred dollars is available upon the completion of each action area. Libraries that complete all eight action areas will receive \$4,000. These funds may be spent on programming, continuing education, hardware, facilities improvements, or any other endeavor that supports the goal of a more equitable library. Additionally, libraries engaged in the work of this challenge will be recognized at the UHLS Annual Celebration.

This challenge is open until December 2026. Members of the equity committee, listed below, are available to provide guidance as you work through the challenge. Please don't hesitate to contact us for assistance with census data, diversity audits, training needs, construction grant applicability or any other detail.

As you undertake the Equity Challenge, we want to thank you for making space for the work that ensures libraries are for everyone.

Sincerely,
UHLS Equity Committee
December 2023

Mary Fellows - UHLS
Andrea Nicolay - Albany Public Library
Wilsenia Ocasio - Guilderland Public Library
Tracey Pause - Voorheesville Public Library
Sarah Romeo - Bethlehem Public Library
Seth Strock - Guilderland Public Library

Building Project Projected Budget and Financing

Library Expansion and Renovation

Project cost not including HVAC	(not to exceed) \$36 million
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Cash from fund balance	\$4 million
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Amount to be bonded	(not to exceed) \$32 million
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Ground-source/geothermal HVAC – short term finance	\$3.3 million
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Refund from NYSERDA and Infrastructure Reinvestment Act	\$2.9 million
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DISPLAYS AND EXHIBITS

Policy adopted by Board of Trustees October 15, 1996

Policy amended January 13, 1997

Policy amended September 9, 1998

Policy revised October 12, 2004

Policy revised August 13, 2012

Policy revised May 11, 2015

Policy revised March 14, 2022

Policy revised by Policy Committee 10-26-23

Displays and exhibits

Bethlehem Public Library provides public forum space to the community for educational, informational, civic and cultural exhibits. The library adheres to the American Library Association's policy statement Exhibit Spaces and Bulletin Boards: An Interpretation of the Library Bill of Rights, which states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation."

Displays and exhibits will present a broad spectrum of opinions and viewpoints. Displays and exhibits are offered as a community service and do not carry the endorsement of Bethlehem Public Library.

Lobby exhibit and display space may be reserved up to 12 months in advance on the library website. All applications will be considered pending until approved by the library. Exhibitors are encouraged to provide information pertinent to their displays for the edification of viewers.

Wall space

Hallway wall space is available for hanging artwork: one on the parking lot entrance and one on the Delaware Avenue side. Artists are limited to one individual show in a 12-month period. Group shows are limited to 2 per calendar year.

Floor space

Exhibits may be set up in front of the mural directly opposite the entrance to the library proper. Groups will be limited to 1 such display in a calendar year.

Glass exhibit cases

The library provides three locked exhibit cases suitable for display of small items and collections: two in the lobby and one in the Children's Place entryway. The lobby exhibit cases may be reserved simultaneously.

The Children's Display Case is for children's collections only.

General rules and guidelines

- Residents and organizations within Bethlehem Central School District will be given priority over non-residents and organizations.
- All age groups use the library on a regular basis; exhibits should be suitable for viewing by all ages.
- Exhibits and displays must comply with all federal, state and local laws.
- The library does not charge for the use of display and exhibition space.

- The library reserves the right to review all materials to be displayed in advance. The library reserves the right to make final decisions on the content and scheduling of all exhibits and displays.
- The library does not accept responsibility for ensuring that all points of view are represented in any single display.
- Exhibits advancing a political campaign, promoting hate speech, providing harmful misinformation, or advertising for a commercial entity are not permitted.
- Collection of donations for non-profit organizations will need prior approval by the Library Director.
- Library sponsored or cosponsored exhibits take precedence over other exhibits at all times and the library reserves the right to reschedule or cancel the use of the display areas by outside exhibitors with as much notice as possible.
- Displays must include signage indicating the name of the individual or the organization responsible for the exhibit. Signage must include preferred contact information of the exhibitor or the organization with the exception of any minors. This signage shall be provided by the exhibitor.
- Exhibits and displays will normally be scheduled for a period of one (1) month. Exhibits may be set up on the first day of the month and must be removed by the last day of the month, during library hours. If the exhibit/display is not set up by the assigned period, the exhibit/display may be canceled by the library.
- If the exhibitor/collector must cancel a show, it is expected that the exhibitor contacts the library as soon as possible.
- Setup and takedown must be done by the exhibitor; library staff cannot help with setup or takedown. The library cannot provide storage space for display items.
- Exhibitors may load and unload exhibit items from the parking lot (nonreserved spaces) or from the designated loading/unloading zone to the right of the garage. Driving onto the brick walkway or grass is prohibited.
- Exhibits must present no fire, safety or personal hazard.
- Exhibitors may host a public reception in one of the meeting rooms during public hours, in accordance with the Public Meeting policy.
- The library reserves the right to take down an exhibit or display for any reason. Notification to the exhibitor will be made with all attempts to have them take down the display before the library intervenes. If staff must dismantle the exhibit or display after the scheduled removal date or for other purposes, they or the library will not be responsible for any damage.
- Exhibitors unconditionally and irrevocably agree to indemnify, defend, and hold harmless Bethlehem Public Library and its members, officers, trustees, and employees from and against all claims, actions, causes of action, costs, expenses, liabilities, or damages (including attorney's fees) of any kind or character suffered or incurred or removal of my/our exhibit/display.
- Bethlehem Public Library assumes no responsibility to protect or insure exhibit/display items and no liability for any damage to or loss or theft of exhibit/display items.
- Grievances regarding exhibits and displays may be sent, in writing, to the library director. The matter will be given serious attention and a response will be made within a reasonable time.
- In accordance with the Solicitation & Distribution Policy, prices may not be included in any part of an exhibit or display. In addition, price lists or other means of solicitation are prohibited.

BETHLEHEM PUBLIC LIBRARY

STUDY ROOM USE POLICY

Policy adopted by the Library Board of Trustees, April 7, 2004

Policy revised February 17, 2009

Policy revised December 14, 2015

Policy revised February 12, 2024

Bethlehem Public Library provides four study rooms as a service to Library users.

Each study room has a posted occupancy limit. Usage may not exceed the posted occupancy.

- Study rooms are available on a first-come, first-served basis; reservations will not be taken for most rooms. The Smart Board meeting room may be reserved during select times under the guidelines of the meeting room policy. Preference for all study rooms may be given to Library card holders.
- Patrons wishing to use a study room must register at the Information Desk.
- Patrons may use a study room for one hour. This time may be extended if no one is waiting. Extended time expires as soon as another request for the room is received.
- Patrons will be assigned the smallest room that will appropriately accommodate them, based on availability.
- Study rooms close 5 minutes before the Library closes.
- Children under the age of 9 must be accompanied by an adult while in a study room.
- The Library reserves the right to allocate a study room for a Library-sponsored program or meeting.

Study room users must abide by the guidelines in this policy, the Library's Patron Conduct Policy, and all other policies of the Library as well as instructions from Library staff.